



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Tuesday, November 12, 2013

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **November 12, 2013** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115**.

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

Call to order.

1. Roll Call
2. Approval of the minutes of the October 8, 2013 regular meeting of the Finance/Personnel Committee.
3. Approval of Overtime Report of the Police Department for the month of October
4. Fire OT Report for the Month of October.
5. Consideration of Accepting Donation to Police Department from De Pere Christian Outreach
6. Consideration of Accepting Donation for Police Training Room
7. Consideration of request of WI Department of Administration to renew lease for probation and parole on a month to month basis
8. Consideration of Celebrate Request for Police Services Charges at Celebrate Event be Waived
9. Consider Celebrate De Pere Request for Public Works Department Services
10. Consideration of template Intergovernmental Agreement for Administrative Mutual Assistance.
11. Consider Purchasing an Online Application System called NEOGOV
12. Consideration of 2014 Health and Dental Renewal and Plan Design Changes
13. Police Department Shooting Range Bids.
14. Public comment and announcements.
15. Future agenda items.
16. Discuss Status of Police and Fire Collective Bargaining
PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(e), the Council may convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Council may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

17. Status Report on the Revolving Loan Program loan with MetJet Inc.
PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(g), the Council may convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The Council may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

18. Adjournment.

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject(s) over which they have decision-making responsibility.

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

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

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2013

DEPARTMENT: City Attorney

FROM: Jeni Dupont

SUBJECT: Approval of the minutes of the October 8, 2013 regular meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- October 8, 2013 DRAFT Minutes (DOC)



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Tuesday, October 8, 2013
7:30 PM
De Pere City Hall Council Chambers

Call to order.

Mayor Michael Walsh called the Finance/Personnel Committee to order at 7:30 PM on October 8, 2013 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

Attendee Name	Title	Status	Arrived
Michael J. Walsh	Mayor	Present	
Larry Lueck	Alderman	Present	
Scott Crevier	Alderman	Present	
Michael Donovan	Alderman	Present	
Lisa Rafferty	Alderman	Present	

Also present were City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Police Chief Derek Beiderwieden, Interim Fire Chief Jeff Roemer, Director of Planning and Economic Development Ken Pabich, Finance Director Joe Zegers and members of the public.

- Approval of the minutes of the September 10, 2013 regular meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Alderman
SECONDER:	Scott Crevier, Alderman
AYES:	Walsh, Lueck, Crevier, Donovan, Rafferty

- Approval of Overtime Report of the Fire Department for the month of September. Mayor Walsh reported on behalf of Interim Chief Roemer that part of the overtime report is missing but will be back in the packet next month. Upon discussion and vote, motion was approved unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderman
AYES:	Walsh, Lueck, Crevier, Donovan, Rafferty

- Approval of Overtime Report of the Police Department for the month of September. Discussion followed. Upon discussion and vote, motion was approved unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderman
SECONDER:	Larry Lueck, Alderman
AYES:	Walsh, Lueck, Crevier, Donovan, Rafferty

- Consideration of Accepting \$1,200 Crime Prevention Foundation Grant for Police Department Citizen Academy. Discussion followed. Upon discussion and vote, motion was approved unanimously.

Attachment: October 8, 2013 DRAFT Minutes (1536 : Approval of minutes)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Scott Crevier, Alderperson
SECONDER: Lisa Rafferty, Alderperson
AYES: Walsh, Lueck, Crevier, Donovan, Rafferty

6. Review 519 George St Façade Grant Application and Receipts. Owner Larry Fisette. Discussion followed. Upon discussion and vote, motion was approved unanimously.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Larry Lueck, Alderperson
SECONDER: Lisa Rafferty, Alderperson
AYES: Walsh, Lueck, Crevier, Donovan, Rafferty

7. Consider City offer to purchase a portion of D-69 for future extension of Commerce Drive. Planning and Economic Development Director Pabich provided an overview and answered questions. Upon discussion, Mayor Walsh moved, seconded by Alderperson Donovan to approve drafting an offer to purchase for a portion of D-69. Upon discussion and vote, motion carried unanimously.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael J. Walsh, Mayor
SECONDER: Michael Donovan, Alderperson
AYES: Walsh, Lueck, Crevier, Donovan, Rafferty

8. Review offer to purchase a portion of ED-344-102 by BCD Holdings LLC (Straubel Company). Planning and Economic Development Director Pabich provided an overview and answered committee member questions. Upon discussion, Alderperson Donovan moved, seconded by Mayor Walsh to accept the offer to purchase a portion of ED-344-102 and approve city staff draft necessary documents. Upon discussion and vote, motion was approved unanimously.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael Donovan, Alderperson
SECONDER: Michael J. Walsh, Mayor
AYES: Walsh, Lueck, Crevier, Donovan, Rafferty

9. Review write off for loans provided by City Revolving Loan Program to Harrill Cabinetry. City Attorney Schmidt-Lehman responded to committee member questions regarding the personal guarantee. Discussion followed. Upon discussion and vote, motion was approved unanimously.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Michael J. Walsh, Mayor
SECONDER: Larry Lueck, Alderperson
AYES: Walsh, Lueck, Crevier, Donovan, Rafferty

10. Historic Preservation Commission request to appropriate \$2,000 for operational funding. Planning and Economic Development Director Pabich explained the reason for the dollar amount requested for appropriation. In response to staff miscommunication mentioned at

the October 1, 2013 Common Council meeting, Mayor Walsh stated that upon review of the Historic Preservation Commission meeting video, there was no staff miscommunication regarding where the request for appropriation was to be directed. Upon discussion and vote, motion was approved unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Scott Crevier, Alderperson
AYES:	Walsh, Lueck, Crevier, Donovan, Rafferty

11. Review contract for services GeoDecisions for server support on GIS platform. Discussion followed. Upon discussion and vote, motion was approved unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Michael Donovan, Alderperson
AYES:	Walsh, Lueck, Crevier, Donovan, Rafferty

12. Consideration of Bid from Schenck for Sewer Utility Rate Study. Discussion followed. Upon discussion and vote, motion was approved unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Walsh, Lueck, Crevier, Donovan, Rafferty

13. Approval of Ambulance Bid award for \$156,323 to Foster Coach Sales. Interim Chief Roemer noted the winning bid was entered incorrectly in MinuteTraq. Correct bid should be \$162,989.43 from Foster Coach Sales. The amount budgeted for this item was \$159,000; excess funds would need to come from the unassigned reserve fund. Upon discussion and vote, motion was approved unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Michael Donovan, Alderperson
AYES:	Walsh, Lueck, Crevier, Donovan, Rafferty

14. Ambulance Computer Purchase for New Billing System from TTK Electronics. Discussion followed. Upon discussion and vote, motion was approved unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Walsh, Lueck, Crevier, Donovan, Rafferty

15. Interim Management Extension Approval with RW Management Group, Inc for Fire Chief Management Extension. Discussion followed. Upon discussion and vote, motion was approved unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Michael Donovan, Alderperson
AYES:	Walsh, Lueck, Crevier, Donovan, Rafferty

16. Consider amendment to City Information Technology Policy to address elected and appointed officials' use of personal electronic communication devices and services for city purposes.
Discussion followed. Upon discussion and vote, motion was approved unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Lisa Rafferty, Alderperson
SECONDER:	Michael Donovan, Alderperson
AYES:	Walsh, Lueck, Crevier, Donovan, Rafferty

17. Public comment and announcements.

None.

18. Future agenda items.

None.

19. Adjournment.

Upon motion by Mayor Walsh, seconded by Alderperson Rafferty, the Finance/Personnel Committee unanimously adjourned at 8:36 p.m.

Respectfully submitted,
Jennifer Dupont

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: November 12, 2013

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Approval of Overtime Report of the Police Department for the month of October

Attached is the overtime report for the month of October 2013 for the police department along with the overtime report summaries of 2012 and 2011 for comparison.

Please contact me at 339-4075 if you have any questions about the reports.

ATTACHMENTS:

- 2012 PD OT Summary (PDF)
- 2011 PD OT Summary (PDF)
- October PD OT 2013 (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2012**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	111.00	69.00	49.50	59.25	89.25	36.00	87.00	57.75	70.50	46.50	81.00	55.50	812.25
OFFICER WORKED ON HOLIDAY	169.75	10.00	12.00	32.50	4.00	81.00	63.75	26.50	121.00	12.00	58.00		590.50
OFFICER FOR COURT	15.00	18.00	6.00	20.25	7.50	14.00	9.00	15.00	25.50	6.00	10.50	9.50	156.25
OFFICER TRAINING	31.00	13.00	40.25	120.50	50.00	50.00	8.00	107.00	13.75	70.25	73.75	29.00	606.50
OFFICER RELIEF FOR FUNERAL							13.50						13.50
OFFICER ATTEND MEETING		8.25						15.00				1.25	24.50
STAFFING LEVEL	133.50	79.50	23.25	53.25	136.75	162.00	189.00	243.00	192.75	183.75	252.00	73.50	1722.25
INVESTIGATION	142.25	68.75	38.25	56.50	77.50	36.75	61.50	135.00	90.00	61.00	42.75	60.75	871.00
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	31.50	43.00	56.25	27.00	31.25	25.50		33.00	48.75	78.00	28.50	27.00	429.75
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		11.25		10.50	11.25	301.00	49.75	7.50	9.00	33.50	69.00	11.75	514.50
MISCELLANEOUS	5.75	16.50	4.00	11.50	9.50	4.25	7.50	7.00	7.00	4.50	11.25	20.75	109.50
MISCELLANEOUS REIMBURSED	72.75	95.50	63.25	127.50	77.25	143.75	93.00	110.25	113.25	58.50	60.00	108.25	1123.25
Gross OFFICER OVERTIME	712.50	432.75	292.75	518.75	494.25	854.25	582.00	757.00	691.50	554.00	686.75	397.25	6973.75
SUBTOTAL REIMBURSED OVERTIME	(104.25)	(149.75)	(119.50)	(165.00)	(119.75)	(470.25)	(142.75)	(150.75)	(171.00)	(170.00)	(157.50)	(147.00)	(2067.50)
NET OFFICER OVERTIME	608.25	283.00	173.25	353.75	374.50	384.00	439.25	606.25	520.50	384.00	529.25	250.25	4906.25
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$130,000.00
Expenditures through 01/03/2013 \$137,720.00
Percent of Total Budget: 105.94%

NOTES:

* Period 12/24/2011 - 2/3/2012	+Period 3/31/2012 - 4/27/2012	#Period 6/23/2012 - 8/3/2012	^^Period 9/29/2012 - 10/26/2012
**Period 2/4/2012 - 3/2/2012	++Period 4/28/2012 - 5/25/2012	##Period 8/04/2012 - 8/31/2012	*+Period 10/27/2012 - 11/23/2012
***Period 3/3/2012 - 3/30/2012	^Period 5/26/2012 - 6/22/2012	^^Period 9/1/2012 - 9/28/2012	*+*Period 11/24/2012 - 12/21/2012

S:MONTHLY/Overtime by reason.xlsx

DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2011

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^	OCT^	NOV*+	DEC*+	TOTAL
OFFICER SICK RELIEF	24.00	72.00	269.50	24.00	54.75	72.75	17.25	67.00	58.50	51.75	9.75	163.50	884.75
OFFICER WORKED ON HOLIDAY	154.50	12.00	15.00	35.50	5.00	92.50	72.00	10.75	123.00	4.00	56.75	4.00	585.00
OFFICER FOR COURT	12.75	9.00	21.00	15.75	43.50	4.75	31.50	12.75	6.00	31.50	15.00	9.00	212.50
OFFICER TRAINING	13.50	88.50	178.00	47.75	97.25	99.00	12.25	104.50	222.00	163.75	64.25	26.75	1117.50
OFFICER RELIEF FOR FUNERAL			5.25										5.25
OFFICER ATTEND MEETING		1.50	1.50	17.50	15.00			6.00					41.50
STAFFING LEVEL	146.25	133.00	168.00	45.00	35.50	66.25	228.25	155.25	144.75	374.50	161.00	57.00	1714.75
INVESTIGATION	79.50	61.50	137.75	57.25	41.75	67.75	66.75	104.00	79.75	73.50	50.75	105.75	926.00
HONOR GUARD FOR FUNERAL					16.00		3.00						19.00
SCHOOL LIAISON REIMBURSED	14.25	19.50	84.00	31.50	45.00	29.75	1.50	42.25	49.50	55.75	26.25	15.00	414.25
COMMUNITY RELATIONS									4.50				4.50
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		11.25	4.50	9.00	8.00	292.50	3.00	9.00	15.00	28.50	15.00	7.50	403.25
MISCELLANEOUS	12.25	24.75	87.75	1.50	1.75	5.75	2.75	2.75	16.00	13.75	14.25	4.50	187.75
MISCELLANEOUS REIMBURSED		12.00	61.75	25.75	29.50	50.50	24.75	28.25	37.50	21.00	29.50	30.75	361.25
Gross OFFICER OVERTIME	457.00	445.00	1034.00	310.50	393.00	781.50	463.00	542.50	756.50	818.00	442.50	423.75	6867.25
SUBTOTAL REIMBURSED OVERTIME	(14.25)	(42.75)	(150.25)	(66.25)	(82.50)	(372.75)	(29.25)	(79.50)	(102.00)	(105.25)	(70.75)	(53.25)	(1168.75)
NET OFFICER OVERTIME	442.75	402.25	883.75	244.25	310.50	408.75	433.75	463.00	654.50	712.75	371.75	370.50	5698.50
SECRETARY OVERTIME					3.00								3.00

Total Overtime Budget: \$137,762.00
Expenditures through 11/25/2011 \$116,766.17
Percent of Total Budget: 84.76%

NOTES:

* Period 12/25/2010 - 1/21/2011 + Period 4/2/2011 - 4/29/2011
** Period 1/22-2011 - 2/18/2011 ++ Period 4/30/2011 - 5/27/2011
*** Period 2/19/2011 - 4/1/2011 ^ Period 5/28/2011 - 6/24/2011
Period 6/25/2011 - 7/22/2011 ## Period 7/23/2011 - 9/2/2011
^ Period 9/3/2011 - 9/30/2011 ^ Period 10/1/2011 - 10/28/2011
* Period 10/29/2011 - 11/25/2011
** Period 11/26/2011 - 12/23/2011

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2013**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	102.00	75.00	69.75	106.50	178.00	26.25	90.00	25.50	77.25	53.25			803.50
OFFICER WORKED ON HOLIDAY	178.00	12.00	34.25	13.50	10.50	65.00	65.00	4.00	118.50	12.00			512.75
OFFICER FOR COURT	15.00	15.00	21.00	3.00	15.00	12.00	28.50	10.50	45.50	18.00			183.50
OFFICER TRAINING	10.00	62.50	36.00	75.75	221.00	63.25	111.50	3.00	77.50	175.25			835.75
OFFICER RELIEF FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
OFFICER ATTEND MEETING	1.50	6.25	0.00	0.00	0.00	7.50	16.50	3.00	15.00	22.50			72.25
STAFFING LEVEL	166.50	57.75	157.50	118.50	210.00	186.00	400.75	375.25	215.75	136.50			2024.50
INVESTIGATION	50.25	54.00	51.75	27.75	123.50	59.75	87.00	51.75	105.25	41.75			652.75
HONOR GUARD FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SCHOOL LIAISON REIMBURSED	26.25	74.25	40.50	22.50	47.00	25.50	0.00	18.75	58.50	48.00			361.25
COMMUNITY RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT REIMBURSED	0.00	15.25	0.00	10.50	9.00	299.75	6.00	20.25	15.75	11.50			388.00
MISCELLANEOUS	41.25	23.00	87.00	21.75	16.00	29.25	31.75	39.75	30.75	25.50			346.00
MISCELLANEOUS REIMBURSED	156.00	98.25	113.25	117.25	183.75	168.00	68.25	67.50	55.50	94.50			1122.25
Gross OFFICER OVERTIME	746.75	493.25	611.00	517.00	1013.75	942.25	905.25	619.25	815.25	638.75	0.00	0.00	7302.50
SUBTOTAL REIMBURSED OVERTIME	(182.25)	(187.75)	(153.75)	(150.25)	(239.75)	(493.25)	(74.25)	(106.50)	(129.75)	(154.00)	0.00	0.00	(1871.50)
NET OFFICER OVERTIME	564.50	305.50	457.25	366.75	774.00	449.00	831.00	512.75	685.50	484.75	0.00	0.00	5431.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$130,000.00
Expenditures through 09/27/2013 \$134,622.00
Percent of Total Budget: 103.56%

NOTES:

* Period 12/22/2012 - 02/01/2013
**Period 2/2/2013 - 3/1/2013
***Period 3/2/2013 - 3/29/2013

+Period 3/30/2013 - 4/26/2013
++Period 4/27/2013 - 5/24/2013
^Period 5/25/2013 - 6/21/2013

#Period 6/22/2013 - 8/2/2013
##Period 8/3/2013 - 8/30/2013
^^Period 8/31/2013 - 9/27/2013

^^^Period 9/28/2013 - 10/25/2013
*+Period
**+Period

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: November 12, 2013

DEPARTMENT: Fire Department

FROM: Diane Yashinsky

SUBJECT: Fire OT Report for the Month of October.

ATTACHMENTS:

- oct (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2012

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
STANDBYS	75.25	84	57.75	66	99.5	27	20	45	76.5	54	15	57.25	677.25
EMS TRAINING	52.5	96	69	92.75	28	2.5	16.5	21.5	75.75	59.5	77.75	66.75	658.5
FIRE TRAINING	3	16	67.5	55	55.75	0	10.75	13	51.5	26.25	29.25	3	331
RESCUE CALLS	24.75	18.5	3.5	9	15.75	7	25.75	5.5	17.25	18	0	11	156
FIRE CALLS	32	24	0	11.25	3	14.25	27.75	25.25	3	34.75	0	0	175.25
OFFICER MTGS.	3	16	11.5	14	9	4	0	4.5	16	9.5	9.75	13.5	110.75
STAFFING REP.	75.75	3.75	50.25	4.5	42.75	0	108	132	90	265.5	112.5	115	1000
MAINTENANCE	11.5	27	8	0	38.25	5.25	0	0	15	0	0	0	105
PUB. ED.	0	0	2.5	13.5	0	0	0	0	6.75	45.25	0	0	68
# FIRE RUNS	20	21	24	35	28	29	43	29	29	42	27	25	352
# of EMS RUNS	147	130	127	152	161	127	143	143	159	169	116	163	1737
TOTAL HRS.	277.75	285.25	270	266	292	60	208.75	246.75	351.75	512.75	244.25	266.5	3281.75

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2013

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
STBYS/DUTYCREW	54	55.25	27	33	24.25	36	51	90	139.5	153			663
EMS TRAINING	292.25	81	93	69.75	9	9.75	10.25	8.75	131.75	79.5			785
FIRE TRAINING	20.5	42.25	78	20.25	30	4.5	9	0	22	7.5			234
RESCUE CALLS	7.5	7	5	9.5	38.5	14.75	4.75	19.5	3.5	23			133
FIRE CALLS	2.25	3.75	9.75	1	41.25	12.5	7.75	0.75	0	0.75			79.75
OFFICER MTGS.	9	9	9	21	18	8.25	18	24	18	5.5			139.75
STAFFING REP.	0	40.5	57	566.75	117	317	86.25	47.25	83.75	147.75			1463.25
MAINTENANCE	0	0	0	0	10.5	0	8.5	0	0	169.5			188.5
PUB. ED.	0	0	0	0	0	0	0	1.25	0	73.75			75
SPECIAL EVENTS	0	0	0	0	0	25	0	27	0	0			52
# FIRE RUNS	28	31	18	13	42	32	26	28	27	30			275
# of EMS RUNS	146	153	160	132	139	143	123	170	142	147			1455
TOTAL HRS.	385.5	238.75	278.75	721.25	288.5	427.75	195.5	218.5	398.5	660.25	0	0	3813.25

* Duty Crew became effective 9/1/2013

Total Overtime Budget \$94,570 Expenditures through October 25 \$57,570 60.88%

DE PERE FIRE RESCUE
STANDBY OVERTIME BREAKDOWN BY AREA
FOR THE YEAR OF 2013

AREA	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
LEDGEVIEW	6.4	7.4	3.4	6.6	4.8	6.0	4	8.5	15	27			89.1
LAWRENCE	7.2	7.4	2.9	3.6	3.4	3.9	3.6	10	23	16			81
ASHWAUBENON	2	1.11	0.5	1.5	0.6	1.8	1.2	4	4	5			21.71
CTY RESCUE	0	0	0	0	0	0.0	0	0	0	0			0
OTHER	0	0	0	0	0.4	0.0	0	0	4	5			9.4
TOTAL HRS.	15.6	15.91	6.8	11.7	9.2	11.7	8.8	22.5	46	53	0	0	201.21

Attachment: oct (1520 : Fire OT Report)

MONTHLY SUMMARY OF CALLS
JANUARY THROUGH OCTOBER, 2013

INCIDENT TYPE	2013 # OF CALLS	PERCENTAGE OF CALLS	2012 # OF CALLS	PERCENTAGE OF CALLS
FIRE	42	2.43%	51	2.89%
ENGINE RESPONSE TO RESCUE CALL	55	3.18%	67	3.80%
EMS	1454	84.05%	1458	82.75%
HAZARDOUS CONDITIONS (NO FIRE)	34	1.97%	45	2.55%
SERVICE	30	1.73%	29	1.65%
GOOD INTENT	31	1.79%	26	1.48%
FALSE ALARM	83	4.80%	83	4.71%
OVERPRESSURE, RUPTURE, EXPLOSION, OVERHEATING (NO FIRE)	1	0.00%	2	0.11%
SPECIAL INCIDENT TYPE	0	0.00%	1	0.06%
TOTAL CALLS	1730	99.94%	1762	100.00%

Attachment: oct (1520 : Fire OT Report)

Fire Department, City of De Pere, WI

Incident Type Report (Summary)

Alarm Date Between {01/01/2013} And {10/31/2013}

Incident Type	Count	Total Est Loss
1 Fire		
100 Fire, Other	7	\$100
111 Building fire	18	\$57,500
112 Fires in structure other than in a building	1	\$0
113 Cooking fire, confined to container	4	\$450
116 Fuel burner/boiler malfunction, fire	1	\$300
120 Fire in mobile prop used as a fixed struc,	1	\$15,000
131 Passenger vehicle fire	2	\$100
132 Road freight or transport vehicle fire	1	\$1,000
140 Natural vegetation fire, Other	2	\$0
142 Brush or brush-and-grass mixture fire	1	\$0
150 Outside rubbish fire, Other	1	\$0
151 Outside rubbish, trash or waste fire	3	\$0
	<u>42</u>	<u>\$74,450</u>
2 Overpressure Rupture, Explosion, Overheat(no fire)		
251 Excessive heat, scorch burns with no	1	\$0
	<u>1</u>	<u>\$0</u>
3 Rescue & Emergency Medical Service Incident		
300 Rescue, EMS incident, other	1	\$0
311 Medical assist, assist EMS crew	1	\$0
321 EMS call, excluding vehicle accident with	1	\$0
322 Motor vehicle accident with injuries	38	\$0
324 Motor Vehicle Accident with no injuries	5	\$0
351 Extrication of victim(s) from	1	\$0
352 Extrication of victim(s) from vehicle	3	\$0
353 Removal of victim(s) from stalled elevator	2	\$0
360 Water & ice-related rescue, other	2	\$0
365 Watercraft rescue	1	\$0
	<u>55</u>	<u>\$0</u>
4 Hazardous Condition (No Fire)		
400 Hazardous condition, Other	2	\$0
410 Combustible/flammable gas/liquid condition,	1	\$0
411 Gasoline or other flammable liquid spill	1	\$0
412 Gas leak (natural gas or LPG)	8	\$20
413 Oil or other combustible liquid spill	1	\$0
424 Carbon monoxide incident	6	\$0
440 Electrical wiring/equipment problem, Other	2	\$100
441 Heat from short circuit (wiring),	2	\$0
442 Overheated motor	2	\$125
443 Breakdown of light ballast	1	\$0
444 Power line down	4	\$0
445 Arcing, shorted electrical equipment	3	\$3,000
481 Attempt to burn	1	\$0

Attachment: oct (1520 : Fire OT Report)

Fire Department, City of De Pere, WI

Incident Type Report (Summary)

Alarm Date Between {01/01/2013} And {10/31/2013}

Incident Type	Count	Total Est Loss
	34	\$3,245
5 Service Call		
500 Service Call, other	6	\$0
510 Person in distress, Other	1	\$0
511 Lock-out	10	\$0
512 Ring or jewelry removal	1	\$0
520 Water problem, Other	3	\$1,000
522 Water or steam leak	1	\$0
531 Smoke or odor removal	2	\$0
540 Animal problem, Other	1	\$0
550 Public service assistance, Other	1	\$0
551 Assist police or other governmental agency	1	\$0
561 Unauthorized burning	3	\$0
	30	\$1,000
6 Good Intent Call		
600 Good intent call, Other	8	\$0
611 Dispatched & cancelled en route	13	\$0
622 No Incident found on arrival at dispatch	4	\$0
650 Steam, Other gas mistaken for smoke, Other	1	\$0
651 Smoke scare, odor of smoke	1	\$0
652 Steam, vapor, fog or dust thought to be	2	\$0
671 HazMat release investigation w/no HazMat	2	\$0
	31	\$0
7 False Alarm & False Call		
700 False alarm or false call, Other	6	\$0
731 Sprinkler activation due to malfunction	4	\$0
733 Smoke detector activation due to	7	\$0
734 Heat detector activation due to malfunction	2	\$0
735 Alarm system sounded due to malfunction	12	\$0
736 CO detector activation due to malfunction	14	\$0
740 Unintentional transmission of alarm, Other	3	\$0
743 Smoke detector activation, no fire -	12	\$0
744 Detector activation, no fire -	8	\$0
745 Alarm system activation, no fire -	11	\$0
746 Carbon monoxide detector activation, no CO	4	\$0
	83	\$0
Total Incident Count:	276	
Total Est Loss:		\$78,695

Attachment: oct (1520 : Fire OT Report)

DE PERE FIRE/RESCUE				
OVERTIME REPORT				
MONTH OF OCTOBER, 2013				
PERSONNEL	DATE	ACTUAL HOURS	O.T. HOURS	REASON
SCHWEINER	23-Sep	1.00	1.50	WORK OVER EMS
SINKLER	27-Sep	2.00	3.00	EMS TRAINING
CHESLOCK	1-Oct	1.83	2.75	OFFICERS MEETING
THOMSON	1-Oct	1.75	2.75	OFFICERS MEETING
BROWN	3-Oct	3.00	4.50	EMS TRAINING
TEWS	3-Oct	1.00	3.00	DUTY CREW
DE WEERT	4-Oct	1.00	3.00	DUTY CREW
WESSLEY	4-Oct	1.00	3.00	DUTY CREW
YOUNG	4-Oct	1.00	3.00	DUTY CREW
RIEDI	5-Oct	6.00	9.00	STAFFING REPLACEMENT
BALCER	5-Oct	12.00	18.00	STAFFING REPLACEMENT
LINSSEN	7-Oct	8.50	12.75	STAFFING REPLACEMENT
TEWS	7-Oct	1.25	3.00	DUTY CREW
CORROY	8-Oct	1.00	3.00	DUTY CREW
TEWS	8-Oct	1.00	3.00	DUTY CREW
HERMANS, D.	8-Oct	1.00	3.00	DUTY CREW
DEVILEY	8-Oct	3.00	4.50	PARAMEDIC CME
NELSON	8-Oct	3.00	4.50	PARAMEDIC CME
THOMSON	8-Oct	3.00	4.50	PARAMEDIC CME
YOUNG	8-Oct	3.00	4.50	PARAMEDIC CME
PANSIER	8-Oct	3.00	4.50	PARAMEDIC CME
SINKLER	8-Oct	3.00	4.50	PARAMEDIC CME
BROWN	11-Oct	3.00	4.50	MAINTENANCE
HERMANS, D.	12-Oct	4.25	6.50	PUB. EDUCATION
JANSEN	12-Oct	5.00	7.50	PUB. EDUCATION
LINSSEN	12-Oct	5.00	7.50	PUB. EDUCATION
RIEDI	12-Oct	5.00	7.50	PUB. EDUCATION
PUETZ	12-Oct	4.50	6.75	PUB. EDUCATION
HERMANS, D.	12-Oct	1.00	3.00	DUTY CREW
JANSEN	12-Oct	1.00	3.00	DUTY CREW
LINSSEN	12-Oct	1.00	3.00	DUTY CREW
WESSLEY	12-Oct	1.00	3.00	DUTY CREW
TEWS	12-Oct	1.25	3.00	DUTY CREW
DEVILEY	12-Oct	5.00	7.50	PUB. EDUCATION
HENDRICKS, TD.	12-Oct	5.00	7.50	PUB. EDUCATION
SCHWEINER	12-Oct	3.50	5.25	PUB. EDUCATION
DE WEERT	12-Oct	1.17	1.75	PUB. EDUCATION
LINSSEN	12-Oct	1.00	3.00	DUTY CREW
RIEDI	15-Oct	6.00	9.00	MAINTENANCE
NELSON	15-Oct	1.00	1.50	FIRE TRAINING
HERMANS, D.	15-Oct	1.00	3.00	DUTY CREW
WITT	15-Oct	1.00	3.00	DUTY CREW
YOUNG	15-Oct	1.00	3.00	DUTY CREW
TEWS	15-Oct	1.50	3.00	DUTY CREW
LINSSEN	15-Oct	1.75	3.00	DUTY CREW
WITT	15-Oct	1.75	3.00	DUTY CREW

Attachment: oct (1520 : Fire OT Report)

YOUNG	15-Oct	1.75	3.00	DUTY CREW
LINSSEN	15-Oct	1.00	3.00	DUTY CREW
TEWS	15-Oct	1.00	3.00	DUTY CREW
WITT	15-Oct	1.00	3.00	DUTY CREW
LINSSEN	15-Oct	1.25	3.00	DUTY CREW
WITT	15-Oct	1.25	3.00	DUTY CREW
RIEDI	15-Oct	1.00	3.00	DUTY CREW
TEWS	15-Oct	1.00	3.00	DUTY CREW
BALCER	16-Oct	0.50	0.75	WORK OVER FIRE
JANSEN	16-Oct	1.00	15.00	WORK OVER EMS
HENDRICKS, TD.	16-Oct	0.50	0.75	WORK OVER EMS
SCHWEINER	16-Oct	0.50	0.75	WORK OVER EMS
BROWN	16-Oct	7.00	10.50	MAINTENANCE
RIEDI	16-Oct	8.50	12.75	MAINTENANCE
THOMSON	16-Oct	3.00	4.50	EMS TRAINING
RIEDI	17-Oct	9.00	13.50	MAINTENANCE
HERMANS, D.	17-Oct	1.00	3.00	DUTY CREW
THOMSON	17-Oct	1.00	3.00	DUTY CREW
TEWS	17-Oct	1.00	3.00	DUTY CREW
BROWN	18-Oct	6.67	10.00	MAINTENANCE
BALCER	18-Oct	1.50	2.25	MAINTENANCE
WESSLEY	20-Oct	1.00	3.00	DUTY CREW
BROWN	21-Oct	6.67	10.00	MAINTENANCE
RIEDI	21-Oct	9.50	14.25	MAINTENANCE
LINSSEN	21-Oct	1.33	2.00	WORK OVER EMS
PUETZ	21-Oct	0.50	0.75	WORK OVER EMS
RIEDI	21-Oct	0.75	1.25	WORK OVER EMS
BROWN	22-Oct	7.17	10.75	MAINTENANCE
BALCER	22-Oct	3.00	4.50	PARAMEDIC CME
CORROY	22-Oct	3.00	4.50	PARAMEDIC CME
JANSEN	22-Oct	3.00	4.50	PARAMEDIC CME
RIEDI	23-Oct	5.00	7.50	MAINTENANCE
BROWN	23-Oct	2.00	3.00	MAINTENANCE
CORROY	23-Oct	12.00	18.00	STAFFING REPLACEMENT
BALCER	23-Oct	1.00	3.00	DUTY CREW
WITT	23-Oct	1.00	3.00	DUTY CREW
DE WEERT	23-Oct	1.50	3.00	DUTY CREW
LINSSEN	23-Oct	1.50	3.00	DUTY CREW
WESSLEY	23-Oct	1.50	3.00	DUTY CREW
SCHWEINER	23-Oct	12.00	18.00	STAFFING REPLACEMENT
DE WEERT	23-Oct	1.25	3.00	DUTY CREW
LINSSEN	23-Oct	1.25	3.00	DUTY CREW
TEWS	23-Oct	1.25	3.00	DUTY CREW
BROWN	23-Oct	3.00	4.50	PARAMEDIC CME
HENDRICKS, TD.	23-Oct	3.00	4.50	PARAMEDIC CME
LINSSEN	23-Oct	3.00	4.50	PARAMEDIC CME
MATZKE	23-Oct	3.00	4.50	PARAMEDIC CME
PUETZ	23-Oct	3.00	4.50	PARAMEDIC CME
HERMANS, B.	23-Oct	3.00	4.50	PARAMEDIC CME
DE WEERT	25-Oct	12.00	18.00	STAFFING REPLACEMENT
CORROY	25-Oct	12.00	18.00	STAFFING REPLACEMENT
LINSSEN	25-Oct	1.00	3.00	DUTY CREW

Attachment: oct (1520 : Fire OT Report)

BALCER	25-Oct	12.00	18.00	STAFFING REPLACEMENT
HERMANS, B.	25-Oct	12.00	18.00	STAFFING REPLACEMENT
RIEDI	25-Oct	7.00	10.50	MAINTENANCE
BROWN	25-Oct	9.67	14.50	MAINTENANCE
LINSSEN	26-Oct	1.00	3.00	DUTY CREW
WITT	26-Oct	1.00	3.00	DUTY CREW
BROWN	27-Oct	0.33	0.50	WORK OVER EMS
DE WEERT	27-Oct	0.33	0.50	WORK OVER EMS
TEWS	28-Oct	1.25	3.00	DUTY CREW
WITT	28-Oct	1.25	3.00	DUTY CREW
LINSSEN	28-Oct	1.00	3.00	DUTY CREW
RIEDI	28-Oct	6.00	9.00	MAINTENANCE
BROWN	29-Oct	7.00	10.50	MAINTENANCE
HERMANS, D.	30-Oct	3.00	3.00	FIRE TRAINING
NELSON	30-Oct	3.00	3.00	FIRE TRAINING
DE WEERT	30-Oct	4.00	4.00	PUB. EDUCATION
WESSLEY	30-Oct	4.00	4.00	PUB. EDUCATION
BROWN	30-Oct	2.00	3.00	MAINTENANCE
WITT	31-Oct	1.25	3.00	DUTY CREW
BALCER	31-Oct	1.00	3.00	DUTY CREW
CHESLOCK	31-Oct	1.00	3.00	DUTY CREW
DE WEERT	31-Oct	1.00	3.00	DUTY CREW
WITT	31-Oct	1.25	3.00	DUTY CREW
BALCER	31-Oct	4.50	6.75	MAINTENANCE
BROWN	31-Oct	4.83	7.25	MAINTENANCE
DE WEERT	31-Oct	4.00	4.00	PUB. EDUCATION
WESSLEY	31-Oct	4.00	4.00	PUB. EDUCATION
		394.25	660.25	

Number of Duty Crew

51

Attachment: oct (1520 : Fire OT Report)

DE PERE FIRE RESCUE REPORT FOR THE MONTH OF OCTOBER 2013

RUN LOCATION	CITY OF DE PERE	TOWN OF LEDGEVIEW	TOWN OF LAWRENCE	VILLAGE OF ASHWAUBENON	MUTUAL AID RESPONSES	TOTALS
-----------------	--------------------	----------------------	---------------------	---------------------------	-------------------------	--------

	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD	MONTH	YTD
TOTAL RUNS	94	1035	27	191	16	165	5	31	5	33	147	1455
RUNS TRANSPORTED	69	776	16	145	12	130	3	22	4	23	104	1096
ALS RUNS	51	506	10	111	8	87	3	17	2	14	74	729
%ALS OF RUNS TRANS.	74%	65%	63%	77%	67%	67%	0%	77%	50%	61%	71%	67%
%ALS/ALL RUNS	54%	49%	37%	58%	50%	53%	60%	55%	40%	42%	50%	50%

MUTUAL AID GIVEN

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE</u>
1550	ASHWAUBENON	FULLSQD.
1603	ASHWAUBENON	FULLSQD.
1616	ASHWAUBENON	FULLSQD.
1623	ASHWAUBENON	FULLSQD.

MUTUAL AID RECEIVED

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE</u>
1630	ASHWAUBENON	FULLSQD.
1653	GREEN BAY	FULLSQD.

Attachment: oct (1520 : Fire OT Report)

OCTOBER, 2013

*OVERTIME CAUSED BY SICK LEAVE

HOURS OF SICK LEAVE	OVERTIME PAID
98.5	147.75

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

Attachment: oct (1520 : Fire OT Report)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: November 12, 2013

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration of Accepting Donation to Police Department from De Pere Christian Outreach

The police department has received a donation of \$1,000 from the De Pere Christian Outreach for use by the department. The use of this donation has not yet been precisely determined, but we are considering a portable video camera for the detectives to use during home or field interviews and a small laptop computer for use at crime scenes and other field activities.

Please accept this donation. If you have any questions about this information, please contact me at 339-4075 at your convenience.

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

MEETING DATE: November 12, 2013

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration of Accepting Donation for Police Training Room

The De Pere Police Department is currently re-doing the old department fitness room into an area for hands on training better known as Defense and Arrest Tactics or DAAT. The room will allow us to do DAAT training on a more regular basis and become more effective with arrests and officer survival.

We have received an additional donation to help fund the DAAT room matting for the walls that the original donations did not cover entirely.

The Desert Veterans of Wisconsin has donated \$250 towards this effort.

Please accept this donation. If you have any questions about this information, please contact me at 339-4075 at your convenience.

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

MEETING DATE: November 12, 2013

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration of request of WI Department of Administration to renew lease for probation and parole on a month to month basis

The WI Department of Administration (DOA) is requesting a change to the lease agreement by leasing the probation and parole space in the police department basement on a monthly basis rather than a yearly basis. This is a substantial change in lease terms. The Department of Corrections has been consolidating offices in Brown County and the lease terms seem to fit that movement. (See attached request).

I am recommending accepting the lease terms. Please contact me if you have any questions at 339-4075.

ATTACHMENTS:

- DOA Lease Request -0001 (PDF)



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

SCOTT WALKER
GOVERNOR

CHRIS SCHOENHERR
DEPUTY SECRETARY
Portfolio and Operations Management
P.O. Box 7866
Madison, WI 53707-7866
Voice (608) 266 2731 Fax (608) 267 0200
TTY (608) 267 9629
<http://leasing.state.wi.us/>

October 16, 2013

Derek Biderwieden
City of Depere
335 S Broadway Street
Depere, WI 54115

Dear Mr. Biderwieden:
Lease Number 410-243

This letter is to advise you that at this time the Department of Corrections (DOC) will not be exercising the renewal option for a new one-year lease term at 325 S. Broadway Street, DePere.

Instead, however, DOC would like to remain in the Premises under a month-to-month tenancy. The reason for this is that consideration is being given to consolidating offices in this area, and no final decisions have yet been reached. Their intent is to make these changes as soon as possible, but that could be several months or longer realized. They need to maintain as much flexibility with their leases as they can, so that they can enact the changes when they are ready to do so.

In the event that they would have exercised a new 1-year term, according to previous negotiations, the monthly rent would be increased from \$847.05 to \$859.75. During the month-to-month tenancy, we would pay the new higher rate.

We wish to thank you for your cooperation and past rental arrangements, and hope that this temporary arrangement as described above will be acceptable to you.

Please sign and return one copy of this letter as acknowledgment of the foregoing.

If you have any questions, please contact me at (608) 266-2275, the above address or at bill.forbes@wisconsin.gov.

Sincerely,

Bill Forbes
Real Estate Transaction Manager
Bureau of Space Management and Occupancy

The foregoing is approved this _____ day of _____, 2013.

By: _____

cc: Jane Zavoral
File No. 410-243

Attachment: DOA Lease Request -0001 (1522 : Probation and Parole Lease Change)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: November 12, 2013

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration of Celebrate Request for Police Services Charges at Celebrate Event be Waived

The City of De Pere has a great event each year that starts off the summer with a celebration of veterans, non-profit groups and vendors in a carnival and music oriented atmosphere called Celebrate De Pere. As we know, the event is run by dedicated volunteers and staff and each year it goes well. Net monies are then distributed to various organizations in the Green Bay area. In that frame of mind, the Celebrate committee has requested the City of De Pere forgive all of the costs of police services at the event for 2014.

Historically, the committee has fully paid for policing services and at times even made a few donations back to the police department and others on top of the regular costs. The costs for providing policing services to the event had at one time risen to almost \$14,000 for the numbers off-duty officers requested. A few years ago, the committee started requesting that the City waive half the costs of the policing services. The police department also started using different scheduling techniques to reduce the overall costs about \$4,000. However, the cost to provide adequate police presence has perpetually risen. Those costs today are about \$11,500. Celebrate currently pays half the amount, or about \$5,750 per year, for full on-site police services. The police service includes escorts, money transfers, site and vendor security, employee supervision, emergency preparedness, crowd control, event pre-planning, etc.

For your information, the city budget was prepared prior to submission of this request by the committee. No funds have been identified to cover this request except for the police overtime line item. The anticipated overtime costs in the account will experience a negative effect if the police department has to cover all the costs.

I recommend not honoring the request at this time. If the council wishes to grant the 2014 exception, or a future request, the police budget would need to be adjusted to reflect the council's decision. Money would need to be identified in other parts of the overall budget to cover the costs, otherwise a different police program would have to be reduced. Almost 9% of the police overtime budget for 2014 would go toward the Celebrate Event.

If you have any questions about this information, please contact me at 339-4075 at your convenience.

ATTACHMENTS:

- 2014 Letter to City Council (DOC)



The Celebrate Committee, Inc.

Organizers of

Celebrate De Pere

905 George Street #138

De Pere, WI 54115

www.celebratedepere.com

September 30, 2013

Board of Directors:

Brenda Gauger
President
920-336-9558
Cell: 920-366-3869

Carl Castelic
Vice President
920-227-3364

Gerard Ambrosius
Treasurer
920-336-7980
Cell: 920-362-7900

Kristina Ambrosius
Treasurer
Cell: 920-883-9227

Mark Hubert
Member-at-Large
Cell: 920-713-1443

Dennis Koltz
Member-at-Large

Rick Steeber
Member-at-Large

City of De Pere
Attn: Members of the City Council
335 S. Broadway
De Pere, WI 54115

Dear Council Members;

We, members of "The Celebrate Committee, Inc. Board of Directors" and the organizing committee would like to thank you for your past support regarding the Celebrate De Pere festival. Your support has enabled us to achieve continued success this past year. Attached is a breakdown listing the non-profit recipients and the total dollar amount the 2013 Celebrate De Pere festival raised for the area non-profit groups. The Celebrate Committee, Inc. is again soliciting your support for the 2014 "Celebrate De Pere" Memorial Day weekend festival.

For the 2014 event, The Celebrate Committee, Inc. is asking the City of De Pere to cover the items outlined in the letter addressed to the Department of Public Works along with the entire De Pere Police invoice. The invoice for the 2013 festival totaled \$11,497.75, with the City and TCCI each contributing \$5,748.88. TCCI feels we have proven ourselves over the past years, coupled with rising costs and increased difficulty in garnering sponsorships we are asking the City for additional support.

Your support and attention to this matter is greatly appreciated. The Celebrate Committee, Inc. will have members in the audience to answer any questions and/or concerns any alderperson may have.

Sincerely;
The Celebrate Committee, Inc.
"Organizers of Celebrate De Pere"

Attachment: 2014 Letter to City Council (1549 : Celebrate Request)

City of De Pere, Wisconsin

**Request For Board of Public Works Action**

MEETING DATE: November 12, 2013

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Consider Celebrate De Pere Request for Public Works Department Services

ATTACHMENTS:

- Celebrate De Pere 110513 (DOC)
- Celebrate 2014 Letter to Public Works (DOC)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jim Kneiszel, Alderperson
SECONDER:	Bob Heuvelmans, Alderperson
AYES:	Walsh, Boyd, Kneiszel, Bauer, Heuvelmans

HISTORY:

11/11/13	Board of Public Works	ADOPTED
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City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works Committee
From: Scott J. Thoresen, Director of Public Works
Date: November 5, 2013
Subject: Consider Celebrate De Pere Request

Celebrate De Pere is requesting the City's street department to assist with setting up for their event for 2014.

The estimated costs for the street department is based on the proposed 2014 hourly wages and was based on set up and take down time we had for the 2013 event:

Labor:

4 Employees for three (3) days –

1 – Sign Maintenance Employee	25.17 x 24 hrs	\$ 604.08
35% Fringe Benefit	\$8.81 x 24 hrs.	\$ 211.44
3 – Truck Drivers	\$24.71 x 3 = \$74.13 x 24 hrs.	\$ 1,779.12
35% Fringe Benefit	\$8.65 x 3 = \$25.95 x 24 hrs.	\$ 622.80
Total Labor		\$ 3,217.44

Equipment:

1 – Bobcat for 8 hrs.	\$81.86 x 8 hrs.	\$ 654.88
2 – 1 Ton Dump Trucks for 3 days	\$10.62 x 2 = \$21.24 x 24 hrs	\$ 509.76
1 – Trailer for 8 hrs.	\$10.70 x 8 hrs	\$ 85.60
Total Equipment		\$ 1,250.24

10% Administration Fee

Sub-Total	\$ 4,467.68
	\$ 446.77
TOTAL	<u>\$ 4,914.45</u>

If you have any questions on this matter please feel free to contact me.

Attachment: Celebrate De Pere 110513 (1544 : Consider Celebrate De Pere Request for Public Works Department Services)



The Celebrate Committee, Inc.

Organizers of Celebrate De Pere

905 George Street #138
De Pere, WI 54115
www.celebratedepere.com

September 30, 2013

Board of Directors:

Brenda Gauger
President
920-336-9558
Cell: 920-366-3869

Carl Castelic
Vice President
920-227-3364

Gerard Ambrosius
Treasurer
920-336-7980
Cell: 920-362-7900

Kristina Ambrosius
Treasurer
Cell: 920-883-9227

Mark Hubert
Member-at-Large
Cell: 920-713-1443

Dennis Koltz
Member-at-Large

Rick Steeber
Member-at-Large

City of De Pere
Department of Public Works
Attn: Scott Thoresen, Director of Public Works Department
925 S. Sixth Street
De Pere, WI 54115

Dear Mr. Thoresen:

We, The Celebrate Committee, Inc., in our continuing effort to put on a festival that will showcase our City would like to petition the Public Works Department for the following services for the "Celebrate De Pere" 2014 festival:

1. Put up and take down the fence that surrounds the perimeter of Voyageur Park. The posts and orange fencing are stored at our storage shed (Heritage Lake Storage, located on Mid-Valley Drive, De Pere). The install would need to be done on Thursday, May 22nd, and Friday, May 23rd, with take down done on Tuesday, May 27th. We would also ask the Public Works Department to pickup and bring back these materials from our storage shed.
2. We would also need our front gate items and a pallet of electrical items to be delivered to Voyageur Park from our storage shed the morning of Thursday, May 22nd, and brought back on Tuesday May 27th.
3. Provide trash barrels to Voyageur Park. The Celebrate Committee Inc. will furnish the plastic trash bags.
4. Provide a 55-gallon drum to Voyageur Park to be used to dump any hot coals in.
5. Install the banner over Reid Street. The Celebrate Committee, Inc. will provide the banner. The Celebrate Committee, Inc. will also obtain the necessary permit.
6. We ask that these items be included along with the items that are included in the standard contract we signed with the Parks Department last year.

Members of our staff will be on vacation and available on Thursday, May 22nd, Friday, May 23rd and also on Tuesday, May 27th to assist your staff. The Celebrate Committee Inc. would like to thank the Public Works Department and the Parks Department in advance for all their help in making the 2013 a successful event. It was greatly appreciated! Attached is a letter outlining the recipients and dollar amount raised from the 2013 festival.

Thanking you in advance;

The Celebrate Committee, Inc.
Organizers of "Celebrate De Pere"

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: November 12, 2013

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consideration of template Intergovernmental Agreement for Administrative Mutual Assistance.

ATTACHMENTS:

- Intergovt Mutual Assistance Draft Agreement Template (DOCX)
- intergovt agreement template memo (DOCX)

INTERGOVERNMENTAL AGREEMENT BETWEEN THE
CITY OF DE PERE AND _____ REGARDING
MUTUAL ASSISTANCE FOR _____

This Agreement is entered into this _____ day of _____, 20____, between the _____, a Wisconsin municipal corporation (“Requesting Agency”) and the _____ of _____, a Wisconsin municipal corporation (“Responding Agency”) pursuant to the authority set out in Wis. Stats. §66.0301 regarding municipal intergovernmental cooperation.

WHEREAS, Requesting Agency has asked Responding Agency to provide mutual assistance in the form of _____; and

WHEREAS, Responding Agency has determined that it is able to provide such services to Requesting Agency; and

WHEREAS, both agencies believe it is in their individual and mutual best interests to enter into this agreement to foster intergovernmental cooperation between the two agencies.

NOW THEREFORE, upon the mutual obligations and benefits set forth herein, together with such other consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Responding Agency agrees to allow _____ (*name*) (“Employee”) to assist Requesting Agency in the following:
2. Employee shall remain the employee of Responding Agency during the period of such assistance for purposes of wages and workers compensation.
3. Requesting Agency shall direct and control the work and actions of employee during the period of assistance.
4. Requesting Agency shall assume liability for, be responsible for, indemnify and, at the Responding agencies request, defend and save harmless, the Responding Agency, its officer, officials, employees, agents and anyone to whom it may be liable by

contract or otherwise, against any loss, damage, or expense arising from any actual or claimed death or injury or damage to property, whether owned by Requesting Agency, Responding Agency, or third parties, including loss of use, which actually or allegedly results from, or actually or allegedly arises in connection with, the performance of this Agreement, including any such injury or death or damage caused in part by the Responding Agency's negligence or gross negligence.

5. This Agreement is effective from _____ to _____.

Dated this _____ day of _____, 20____.

CITY OF DE PERE

City Administrator

Print Name:
Title:

Print Name:
Title:

MEMO

TO: Honorable Mayor Walsh
Members of the Finance/Personnel Committee
FROM: Judith Schmidt-Lehman, City Attorney
DATE: November 6, 2013
RE: Intergovernmental Cooperation/Assistance Agreement Template

De Pere and its neighboring communities often will share human resources when faced with a need for either an independent neutral or circumstances where a community has experienced personnel who can assist on specific projects. Examples of current cooperative efforts include employees of neighboring communities sitting on interview panels, providing neutral attorney services for government hearing bodies, certain building inspection services and the like. With the addition of the Act 10 mandated grievance process, additional opportunities for municipal sharing of Independent Hearing Officer services will present themselves.

The City's liability insurance consultant, Arthur J. Gallagher Risk Management Services, Inc., has recommended that the city enter into formal intergovernmental agreements for these types of human resource share arrangements. Not only does a formal agreement provide an opportunity to allocate risks among the parties, it also provides contractual coverage through our liability carrier should the risk transfer in the actual agreement be ineffective.

Attached is a draft agreement template which is intended to be used whenever the City either asks or is asked for assistance. This draft template has been shared with other Brown County municipal attorneys for their input. As of the writing of this memo, I have not received any feedback from that group.

In order to allow for prompt approval of requests for assistance, the council will be asked to authorize the City Administrator to approve the agreements as the need arises.

If you have any questions or concerns, please feel free to call me at 339-4042.

Attachment: intergovt agreement template memo (1550 : Intergovernmental Agreement)

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: November 12, 2013

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consider Purchasing an Online Application System called NEOGOV

The Human Resources Department is seeking approval to implement an online recruiting system which is designed to automate and streamline the recruiting and hiring process. NEOGOV is an all-inclusive online environment specifically designed for government agencies. NEOGOV is used by over 700 government agencies. NEOGOV will reduce the time and effort of the Human Resources Department, reduce costs related to recruitment, improve service to our applicants and improve citizen satisfaction.

Benefits of using NEOGOV include:

- **Reduced time and effort**
 - Notification of job openings are automatically e-mailed to candidates
 - Scoring plans can be developed for each recruitment, allowing candidates to be scored based on their responses to an online application
- **Reduced costs**
 - E-mail notifications can be sent to applicants, reducing the cost of printing, postage and staff time
 - Supplemental questions can be added to applications to obtain specific information from candidates based on position needs, allowing staff to direct their efforts only on those candidates best matched for each position
 - Applications from recruitments can be electronically batched and sent to department supervisors for review, saving time, paper and other resources
- **Improved service**
 - Applicants can view their status in the hiring process at any time and ensure their application was received
 - Electronic and automatic scheduling of oral, written or other exams
 - Attracts a greater number of applicants and informs “passive” applicants that may not be searching for a new job through job interest cards
- **Improved department satisfaction**
 - Create and route requisitions, allowing departments to screen applications from any computer/department
 - With the City being more predominant online, it will attract a more diverse applicant pool
 - Ability to post job openings on governmentjobs.com
- **Reporting capabilities**
 - Automatic tracking of EEO information, no need to manually enter
 - Reporting tools allow the City to create reports and track and analyze data such a time spent to fill a position, recruitment costs and staff workload

The initial set up cost to implement NEOGOV is \$8,567 for the first year, which includes a one-time set up fee of \$5,000. The annual fee after the first year is \$3,567. Funds are designated in the Human Resource's 2014 budget to cover this expense. The dollars saved in labor and materials that are currently used for recruitment and EEO reporting will help offset the cost of implementing this system and will bring the City of De Pere in line with current recruiting trends and capabilities.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: November 12, 2013

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Consideration of 2014 Health and Dental Renewal and Plan Design Changes

Medical Insurance

As we approach the New Year, it is time to set our funding levels and premiums for our health insurance plan for 2014. In preparation for our 2014 renewal, we obtained quotes from other Third Party Administrators (TPA) and Stop Loss carriers. We received very competitive quotes from UMR for TPA services and from ING for stop loss coverage. This competition gave Humana incentive to lower the increase they offered in their initial renewal, making it reasonable and more affordable. However, even with Humana's revised renewal offer, the offer from UMR/ING could save the City approximately \$90,000 in stop loss premium and administration costs (fixed costs) for the year. This is approximately a 5% total savings to our costs.

Both UMR and ING are solid companies with excellent reputations in the insurance industry. UMR is owned by United Healthcare (UHC), giving them access to UHC's provider networks, which could provide a savings on our claims expense. However, in order to access the UHC network, we must meet certain plan requirements, which means we would need to slightly modify our plan design (primarily to the out-of-network benefits). What that means is that we would need to have a higher out of network deductible. The out of network deductible must be at least \$251 higher than the in-network deductible. Currently, the deductible for in and out-of-network are the same; however, the level of co-insurance provided varies. The in-network co-insurance is 80% and out-of-network is 60%. So, instead of having a \$3,000 family deductible both in and out-of-network, the out-of-network deductible would need to be \$3,251 or higher.

Although the cost savings is significant, making this change will cause disruption to participants in the health plan. The UHC network offered through UMR is similar to the network we have available through Humana. Both networks include Bellin, Prevea and Aurora, and both are nationwide networks. However, there may be differences in some of the independent providers, which could cause disruption to employees. In addition, although the three major provider systems in this area are in both networks that may not be the case in other states so there could be a bigger disruption to retirees living out of state.

In addition, Humana has been a partner of the City, serving the City's employees and retirees for many years, and is a significant tax payer to the City. In talking with our consultant, some employers will consider changing third-party administrators for a 5% savings, while many will not consider making a change unless there was a 10% savings or more.

Regardless of the TPA or Stop Loss carrier the City chooses, we would recommend making changes to our plan and have calculated our 2014 medical rates, using the Humana renewal numbers.

Medical Plan Design Changes

- Change the prescription drug copays from \$10/\$10/\$20 to \$10/\$20/\$40.
- Change the retail supply limit from a 60 day supply per copay to a 30 day supply per copay.
- As a result of the Affordable Care Act, we are required to have an out of pocket limit on our prescription drug copays. Humana's recommendation is a \$2,000 out-of-pocket.
- Cover routine vision exams at 100% every two years.

Medical Renewal Rates

The overall recommended increase to our overall medical funding is approximately 10%. Using this increase, the new rates will be as follows:

	Current	Renewal
Single	\$614.44	\$675.88
EE+1	\$1,143.58	\$1,257.94
Family	\$1,875.05	\$2,062.56
Retiree Single under 65	\$626.72	\$689.39
Retiree EE+1 under 65	\$1,166.45	\$1,283.10
Retiree Family under 65	\$1,913.16	\$2,104.48
Medicare Single over 65	\$307.08	\$337.79
Medicare Two over 65	\$583.21	\$641.53
Medicare one over one under 65	\$769.85	\$846.84

Dental Insurance

The City's dental plan has been in place and remained unchanged for many years, making some of the provisions outdated and not in line with other employers in our area. Based on surveys of area employers, we recommend several changes to the dental plan design and a change in the City's contribution to the dental premium.

Dental Plan Design Changes

- Cover Major services at 50% vs. 80%
- Change Annual Maximum to \$1,250 vs. \$1,000
- Cover routine/preventive at 100% (no deductible), vs. 80% (with deductible)
- Add coverage for sealants for children
- Cover Nitrous Oxide
- Cover composite resin (white) fillings on all teeth vs. for just the smile line
- Separate orthodontia maximum from annual maximum and change to lifetime orthodontia maximum of \$1,500

Although most of the changes above improve the plan, there would be an overall plan savings of approximately 6%, which equates to approximately \$5,500. This is due to the change in major services from 80% coverage to 50% coverage. The savings for this change is greater than the combined cost of all the enhancements.

Dental Plan Year

In addition, to align with our medical plan, we recommend changing from a "plan year" to a "calendar year" for our dental plan. This means the deductible and benefit maximum accumulation will begin again on January 1, instead of June 1, and go through the entire calendar year.

Dental Rates and Contributions

Our consultant, McClone, recommends we increase our dental rates by 11% beginning January 1, 2014. However, with the 6% savings noted above, the increase to the rates would actually be 5%. Currently the City pays \$30/month toward the employee's dental premium for single or family coverage. This equates to approximately 87% of the single rate and 29% of the family rate. As shown in the attached, this varies drastically from other employers are paying for the family rate. We are in line for what the City pays for the single rate. Outlined below is an example of what they rates would be if they City paid 85% of the premium for both single and family. This matches what the City pays for health insurance. This would increase the City's portion of the plan costs by about \$60,000. We do not have money budgeted to change the rates to 85%, but the City may want to consider incrementally increasing the amount over the next few years.

Current Monthly Rates	Current Employer Contribution	Current Employee Contribution
Single - \$35.22	\$30	\$5.22
Family - \$107.09	\$30	\$77.09
Renewal Monthly Rates	85% Employer Contribution	15% Employee Contribution
Single - \$36.98	\$31.43	\$5.54
Family - \$115.75	\$98.38	\$17.36

ATTACHMENTS:

- Copy of Dental rate comparison (2) (XLSX)

City of De Pere

Dental Rate Comparisons

Wipfli Benefits Survey - June, 2013

All Employers (25)	Single	Family
Average Monthly Rate	\$37.34	\$115.16
Average Percent Paid by Employer	65%	58%

Public Employers (17)	Single	Family
Average Monthly Rate	\$38.36	\$122.44
Average Percent Paid by Employer	71%	60%

Private Employers (8)	Single	Family
Average Monthly Rate	\$35.31	\$101.62
Average Percent Paid by Employer	50%	54%

Surrounding Public Sector Entities

	Allouez		Ashwaubenon		Green Bay		Brown County	
	Single	Family	Single	Family	Single	Family	Single	Family
Monthly Rate	\$32.40	\$106.51	\$37.40	\$113.06	\$38.72	\$117.66	\$38.40	\$108.27
Percent Paid by Employer	95%	95%	90%	90%	87.5%	87.5%	92.5%	92.5%

	City of De Pere	
	Single	Family
Monthly Rate	\$35.22	\$107.09
Percent Paid by Employer	87%	29%

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: November 12, 2013
DEPARTMENT: Building Department
FROM: David Hongisto
SUBJECT: Police Department Shooting Range Bids.

ATTACHMENTS:

- Police_department_shooting_range_memo (PDF)
- Police_department_shooting_range_attachments (PDF)

CITY OF DE PERE

Memo

To: Mayor Michael Walsh
Members of the Finance and Personnel Committee
From: David R. Hongisto, Building Inspector *DRH*
Date: November 6, 2013
Re: Police Department Shooting Range Bids

There is a shooting range in the basement of the Police Department that recently had sections of the ceiling cave in. The ceiling was constructed decades ago with underlayment screwed into metal I joists that was covered with blown in cellulose insulation. An acoustical foam was applied to the underside for sound proofing. (Please see attached photograph). Other areas of the ceiling are also on the verge of collapsing.

It is not wise or economical to try to repair the ceiling. The best remedy is to completely remove the entire ceiling of the shooting range and replace it with new materials. I have checked with local insulation companies and architects for specialized sound proofing products and have been advised that the use of "Tectum Acoustical Panels" will fit the needs of the shooting range.

I have received the following bid proposals to remove the old ceiling and insulation and install the Tectum Panels:

VerHalen Commercial Interiors	\$19,700.00
H. J. Martin and Son, Inc.	\$17,562.00

I recommend that the project be awarded to H. J. Martin and Son, Inc. and that the funds be taken from the appropriate account.

Feel free to contact me at dhongisto@mail.de-pere.org or at my office (339-4053) or my cell phone (660-0302) if you have any questions.



TECTUM Acoustical Walls

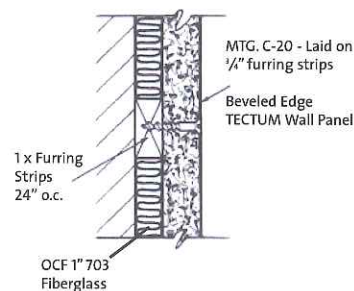
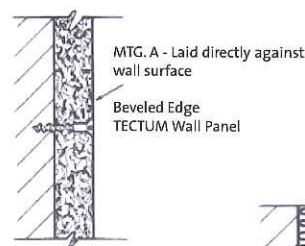
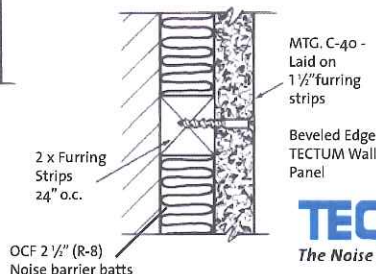
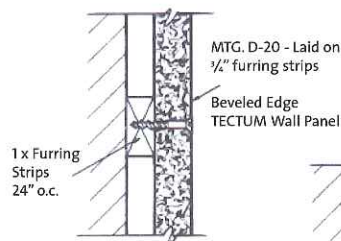
Tectum Interior Wall Panels offer an effective, permanent and attractive solution for any kind of activity that produces undesirable noise levels within an enclosed space. They are abuse resistant and are able to withstand the impact of thrown or kicked balls in gyms, yet are lightweight.

Tectum acoustical wall panels are easy to install in new construction and in existing buildings for effective sound control. Up to 1.00 NRC can be achieved. Furring strips installed horizontally (when using vertical panels) are recommended and should be a maximum of 24" o.c. when using 1" thick panels.

SIZES, FINISHES

Tectum Interior Wall Panels are available 1", 1 1/2" and 2" thick in widths of 23 3/4", 31 3/4" and 47 3/4" with long edges beveled. 1 1/2" and 2" panels are also available with T&G edges in widths of 23", 31" and 47" for interlocking continuous paneling. All panels are available in 48" - 144" lengths and are field machinable.

Factory finish is in natural, painted white or custom colors and can easily be field painted without losing their acoustical efficiency.



P.O. Box 3002
Newark, OH 43058

TECTUM
The Noise Control Solution

105 S. 6th St.
Newark, OH 43055

TECTUM^{INC}

The Noise Control Solution

TECTUM ACOUSTICAL PERFORMANCE

TECTUM WALL PANELS

SOUND ABSORPTION COEFFICIENTS

Panel Type	125	250	500	1000	2000	4000	NRC	Mounting
1"	.06	.13	.24	.45	.82	.64	.40	A
1"	.07	.15	.36	.65	.71	.81	.45	D-20
1"	.16	.43	1.00	1.05	.79	.98	.80	C-20
1"	.32	.70	1.09	.93	.76	.94	.85	C-40
1 1/2"	.07	.22	.48	.82	.64	.96	.55	A
1 1/2"	.15	.26	.62	.83	.70	.91	.60	D-20
1 1/2"	.24	.57	1.17	.87	.93	.87	.90	C-20
1 1/2"	.40	.84	1.18	.84	.94	.88	.95	C-40
2"	.15	.26	.62	.94	.62	.92	.60	A
2"	.15	.36	.74	.82	.82	.92	.70	D-20
2"	.24	.67	1.14	.87	1.06	.96	.95	C-20
2"	.42	.89	1.19	.85	1.08	.94	1.00	C-40

TECTUM PRODUCT

Panel Type	Nominal Thickness (inches)	Actual Size (inches)	Edge Detail	Factory Finish	Light Reflectance	Flame Spread	Weight LBS/SF		
							1"	1 1/2"	2"
Standard Tectum Interior Panels	1, 1 1/2, 2	Widths: 23 1/4, 31 1/4, 47 1/4 Lengths: 48 to 144	Long Edges Beveled	White, Natural, Custom Colors	.75 / .60	0-25	1.63	2.53	3.3
	1 1/2, 2	Widths: 23, 31, 47 Lengths: 48 to 144	T&G Edges Square Ends	White, Natural, Custom Colors	.75 / .60	0-25		2.53	3.3
Kerfed Wall Panels	1	Width: 23 1/4 Length: 48 to 144	BKR, Bevel, Kerfed, Rabbeted Square Ends	White, Natural, Custom Colors	.75 / .60	0-25	1.63		
V-line Interior Panels	1, 1 1/2, 2	Widths: 23 1/4, 31 1/4, 47 1/4 Lengths: 48 up to 144	Long Edges Beveled	White, Natural, Custom Colors	.75 / .60	0-25	1.63	2.53	3.3

ENVIRONMENTAL INFORMATION

The wood fibers (excelsior) used in Tectum panels come from Wisconsin Aspen trees. The Wisconsin Aspen is a self-propagating type tree. When cut, a new tree will begin to grow back from its root structure. In addition, all Wisconsin Aspen used for Tectum is air-dried. No drying kilns are used. The wood is stored in ranks to age naturally. No chemicals are used in the production of any excelsior purchased by Tectum Inc.

All excelsior used in Tectum products comes from a single source that is affiliated with both the Forest Stewardship Council (FSC) and the Sustainable Forestry Initiatives (SFI) programs. These programs are a comprehensive system of objectives and performance measures that integrate the perpetual growing and harvesting of trees with the protection of wildlife, plants, soil and water quality. All loggers are trained to adhere to FSC and SFI principles.

Magnesium oxide is mixed with magnesium sulfate (Epsom salts) to form the primary binder. The magnesium sulfate solution has

been manufactured on site by reclaiming waste materials since production began in 1949. The secondary binder is composed of sodium silicate and calcium carbonate (limestone). All of the water used in the manufacture of Tectum is captured and recycled.

TECTUM PRODUCTS AND LEED

Tectum Inc. fully endorses the LEED Green Building Rating System.

Our products may contribute to the following LEED credit areas:

EA Prerequisite 2: Minimum

Energy Performance

EA Credit 1: Optimized Energy Performance

MR Credit 2: Construction Site Waste Management

MR Credit 4: Recycled Content

MR Credit 5: Regional Materials

MR Credit 6: Rapidly Renewable Resources

MR Credit 7: Certified Wood

EQ Prerequisite 3 (LEED for Schools): Minimum Acoustical Performance

EQ Credit 3.1 and 3.2: Construction IAQ Plans

EQ Credit 4.1: Low-Emitting Materials, Adhesives and Sealants

EQ Credit 4.4: Low-Emitting Materials, Composite Wood & Agrifiber Products

EQ Credit 10 (LEED for Schools): Mold Prevention

EQ Credit 11 (LEED for Schools): Low-Impact Cleaning and Maintenance Equipment Policy

ID Credit 1: Innovation in Design

Tectum products are listed in the GreenSpec Directory** published by Building Green from the editors of Environmental Building News.

For complete information about Tectum products and LEED, please see our Marketing Bulletins M-81 (Tectum Products and LEED Certification) and M-83 (Tectum Products and LEED Q & A) or our Environmental Statement. All of these materials are available online at www.tectum.com/leed.



VerHalen Commercial Interiors
500 Pilgrim Way
Green Bay, WI 54304
Phone: 920.431.8900 - Fax: 920.431.8901
www.verhaleninc.com

BID PROPOSAL

11/03/2012

PROPOSAL SUBMITTED TO			PHONE		BID DATE
City of De Pere			FAX		10/3/13
			EMAIL		
JOB NAME			JOB LOCATION		
De Pere Police Station - Firing Range			De Pere, WI		
Att: David Hongisto	DATE OF PLANS		PREVAILING WAGE	SALES TAX	MBE/WBE
	Base Bid	N/A	Union	Yes	No
Addenda	N/A				

TOTAL BASE BID	\$	16,900
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BID ALTERNATES			
ALT #1	Deme existing ceiling - cuomster provided by VCI	Add	\$ 2,800.00

QUALIFICATIONS

VerHalen to provide suspended metal stud framing in firing range (12' x 100'). Attach 2"- 2' x 12' Tectum Panel (unpainted) to suspension system. Additonally (8) 2' x 12' vertical drops. Also to include removal of 12' x 20' area of existing carpet.

This proposal is valid for (30) thirty days and void thereafter. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

BID SUBMITTED BY			
Dale Palubicki			
PHONE	920.431.8995	EMAIL	dpalubicki@verhaleninc.com
FAX	920.431.8901	MOBILE	920.680.1765

Retail Store Fixture Installation
 Carpeting
 Vinyl Flooring
 Hardwood Flooring
 Ceramic & Quarry Tile
 Access & Computer Floors
 Demountable Partitions
 Floor Care Maintenance
 Acoustical Tile
 Industrial Noise Control



320 S. Military Ave.
 P.O. Box 11387
 Green Bay, WI 54307-1387
 Phone: (920) 494-3461 FAX: (920) 494-4177
 INTERIOR BUILDING SPECIALIST
 ESTABLISHED 1931

Glass of all Types
 Aluminum Store Fronts & Windows
 Veneer & Insulated Panels
 Shower Enclosures
 Metal Studs, Drywall & Taping
 Exterior Insulation Finish Systems
 Hollow Metal & Hardware
 Rolling & Folding Grilles
 Toilet Partitions

75320TB

Quote No. _____

Name of Job DE PERE SHOOTING RANGE Date 10/30/13
 Location DE PERE, WI PHONE: _____
DAVID HONGISTO FAX: _____
 Submitted to _____

Subject to all terms and conditions herein contained, we submit the following proposal. If combination bids are desired, please call and request special pricing.

We propose to furnish and install the following:

FOR THE SUM OF: **\$17,562.00**

Included:

- Demo and disposal of existing acoustic pad on ceiling, plywood and blow-in insulation
- Demo of existing carpet
- HJ Martin to provide a dumpster
- Installation of unpainted 2" tectum on the ceilings and front of hanging baffles
- The tectum on the ceilings is to be installed on a suspended drywall grid system

Excluded:

- Night work

Tax Not Included

If you have any questions, please call Tim Boland at 920-490-3123.

If the contract is acceptable, please sign and fax back so we can process the order.

This proposal may be accepted within 30 days of its date, and will become a binding contract upon such acceptance by purchaser subject to review by seller. Please contact us for confirmation if time runs beyond 30 days.

There are no representations, promises, warranties or agreements, not expressed herein. This agreement includes the matters set forth on the reverse side hereon.

TERMS OF PAYMENT: NET 15 DAYS - without discount on all work started and completed in one calendar month. On all other work: On the 10th day of each month, the full contract price of all materials and labor furnished during the preceding month. All amounts not paid when due shall be subject to a service charge of 1-1/2 percent per month. If the work is temporarily interrupted or its completion delayed by you, said balance shall become due and payable 10 days thereafter.

Accepted _____, 20 ____ H.J. MARTIN & SON, INC.

By _____ By Tim Boland
 Purchaser Seller

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

MEETING DATE: November 12, 2013

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Discuss Status of Police and Fire Collective Bargaining

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: November 12, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Status Report on the Revolving Loan Program loan with MetJet Inc.

Since the closing just occurred, the status of the Company and how it relates to our loan is still in flux. Staff will provide an update at the meeting.