



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, November 10, 2020

7:30 PM

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **November 10, 2020 at 7:30 PM.**

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

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 WILL NOT BE HELD IN PERSON.

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

Call to Order

1. Roll Call
2. Approval of the Minutes of the October 13, 2020 Regular Meeting of the Finance/Personnel Committee.
3. Consideration and Possible Approval of the October 2020 Police Overtime Report
4. Fire Department Overtime and LifeQuest Services Billing Reports for October, 2020.
5. Consider donation of two ice dispensing machines from Humana for the Fire Dept.*
6. Consideration and possible action regarding the proposed Pandemic Response - Downtown Business Aid Program*
7. Consideration and possible action regarding a planning option request for Parcel WD-D0077 (West Industrial Park) and 26 acres adjacent to Profit Place (East Industrial park).*
8. Review and possible action on City of De Pere Investments and Cash Detail for Sept. 2020.
9. Discuss Bargaining Strategy for Successor Collective Bargaining Agreement with the De Pere Police Benevolent Association*

(1e) Competitive Business

PLEASE TAKE NOTICE THAT, pursuant to Wis. Stats. §19.85(1)(e), the Committee 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 Committee may reconvene in open session to take action on any matter discussed in closed session or for such other reasons as may be allowed by law.

10. Future agenda items.

11. Adjournment

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

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 10, 2020

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the October 13, 2020 Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- October 13, 2020 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, October 13, 2020

7:30 PM

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

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

Also Present (Remote): Human Resources Director Shannon Metzler, Fire Chief Alan Matzke, City Attorney Judith Schmidt-Lehman, City Administrator Lawrence Delo, Police Chief Derek Beiderwieden, City Clerk Carey Danen, HR Generalist Tracy Hood, Finance Director Joseph Zegers, Scott Sternhagen of CliftonLarsonAllen LLP and Jason Shanda of M3 Insurance.

2. Approval of the Minutes of the September 8, 2020 Regular Meeting of the Finance/Personnel Committee.

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

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

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

4. Consideration and Approval of the September 2020 Police Overtime Report

Aldersperson Nelson asked that the Chief provide additional detail on the 65.25 hours for Late Calls/Report Writing by Patrol, to which Chief Biederwieden explained that although the hours under the Investigation category might be a bit higher than normal, but the hours have always been there, he just broke it down a bit more. The detail in the Memo is a result of hours for Detective Staff Sergeant Investigations, requiring off-duty response time, time past regular hours when reports need to be completed for the District Attorney or when patrol officers need to stay to finish documents for others.

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

5. Consider and Approve Police Records Management Agreement with Brown County.*

Aldersperson Nelson asked whether there is concern with using this system versus a private option. Chief Beiderwieden explained that historically the City has used a records management system provided by Brown County, and all departments within the county used the same system until sometime between 2004-2006 when the county entered into a

contract with ProPhoenix and Green Bay had its own system. The Green Bay system has now been offered to Brown County, and the City is tagging along since the City doesn't have its own. It would cost approximately \$100,000 for the City to implement its own system; staff was unable to locate a privately-offered system that is cost-effective. The County is moving to the Green Bay system, and that is the best option for the City as well.

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

6. Request of the City Clerk's Office to consider approval of Continuity of Elections Operations Plan Memorandum of Understanding.*

Mayor Boyd requested a brief overview, and City Clerk Carey Danen explained that this item was brought forward for clerks to have the ability to help each other out with election duties, in the event a neighboring clerk would be sick or exposed to COVID, then other communities could step in as needed or as available to assist. The Memorandum of Understanding (MOU) is not a binding commitment to provide resources, and the City Attorney's Office is looking into insurance liability for providing coverage; the MOU is merely a back-up plan and provides assurance if something would happen. At the time of this meeting, the final list of communities participating is unknown, as approvals are still in process. Alderperson Chandik Kunding indicated her thanks for the forward-thinking on coverage and for the effort put forth on behalf of the public.

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

7. Consideration and Possible Action of 2021 Benefit Renewal and Plan Design Changes*

Human Resources Director Metzler advised that prior to the City's plan renewal on January 1 each year, plan design changes are brought forward. There are two small changes this year on the medical side and changes made in the past have brought down costs considerably, such that a 0% premium increase was realized in 2019 (with the trend being a 7% increase), a 3% decrease for 2020 along with a premium holiday in July to give money back to employees, and rather than doing another premium holiday in December as the plan is trending well, it has been decided to decrease premiums 8% for 2021.

The dental plan would change administrators from Humana to Delta Dental, primarily for costs savings and service issue improvements, as well as having more in-network providers.

Mayor Boyd indicated that these cost controls are commendable. In response to the Mayor's question, HR Director Metzler advised that the dental plan design would be virtually the same with one small difference; the plan currently pays 30% after the out-of-pocket maximum is reached and Delta Dental is unable to administer that, however

members will have premium savings and the ability to realize more discounts for in-plan providers to make up that difference.

Upon further discussion, Alderperson Nelson commented how well the City keeps costs under control, and asked if any thought was given to decreasing co-pays or also expanding coverage in addition to premium savings. HR Director Metzler explained that the intent was to have balance, offering good coverage and a plan design attractive to employees, as well as be fiscally responsible for the plan overall in managing costs and be in-line with industry standards. A decrease in deductibles could be reviewed, but generally for a self-insured plan, someone has to pay for it, and it is attractive to employees to drive down the cost and be lower in premium compared to other entities. Alderperson Nelson indicated that he believes reducing the cost of deductibles long-term would be beneficial to explore.

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

8. Consideration and Possible Action to set Mayor and Council Salaries for 2022 and 2023*

Mayor Boyd shared his thoughts and some background on this item for newer alderpersons, clarifying that this item is for setting salaries in 2022 and 2023. He has most often seen an increase approved at around 2%, and while those who serve are not in it to make money, they should be compensated for their work, and Mayor Boyd feels it is right to offer increases further out. He supports a 2% increase in 2022 and 2023 for both the Council and Mayor positions. Alderperson Nelson expressed his agreement with the Mayor. City Attorney Schmidt-Lehman reminded the Committee that there was no Motion on the floor and that there should be a Motion for discussion to proceed. The Mayor then made a Motion for a 2% increase for 2022 for 2023 for the Mayor and Common Council positions, seconded by Alderperson Nelson.

Upon further discussion, Alderperson Ruh expressed her agreement, indicating that 2% recognizes cost of living standards and is fair.

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

9. Review of the proposed Public Service Commission (PSC) De Pere Water Rate Increase Exhibit.

Finance Director Zegers advised the Committee that the Public Service Commission (PSC) sent its findings on September 17, 2020, located, along with his Memo, at pages 47-98 of the agenda packet. The PSC tries to balance the interests of the customers in water utility and the financial condition of water utility itself in setting rates. The last rate increase was in 2011, and the processing time for the 2019 application is pretty normal at 9 to 15 months due to the backlog of requests for increases. The report suggests a 15.37% increase in operating expenses and is set for a virtual public hearing on October 27. A typical customer increase would be 19.17% (approximately 2% per year since 2011). The virtual meeting is open for public comment, and notice of the

increase will be advertised in the paper to advise customers. The Mayor asked whether this could also be advertised on social media and the City website for those who do not receive the newspaper.

In response to Mayor Boyd, Administrator Delo advised that the PSC makes the rates determination, not the City, so it is not necessary to make a Motion on this item.

Aldersperson Chandik Kunding suggested that it could be indicated through the communication channels, that this is not something that the City voted on, which may help to answer some questions when the increases are fully-established. Administrator Delo added that the reason that rates haven't increased since 2011 is that the Council made a conscious decision not to pursue while NEW Water was doing significant increases.

RESULT:	DISCUSSED
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10. Review and possible action on City of De Pre Investments and Cash Detail report for Aug. 2020.

Finance Director Zegers advised that the Cash and Investment Summary is located on page 101 of the packet, and the City had 21 million in total cash and investments.

He explained the LGIP decrease of 5.1 million due to the tax credit payment to Brown County of 3.7 million, debt payments of 4.1 million at the end of August and the remainder for Accounts Payable, which decrease was offset slightly by the 4.2 million tax settlement from Brown County. September will decrease this account by 2.5 million for accounts payable. The borrowing proceeds are expected on 10/14, which will increase the balance. Interest earnings to date of \$331,000 are just a bit behind the annual budgeted amount.

Mayor Boyd indicated that no action is needed on this item, and he made a Motion to accept the report and place it on file, seconded by Aldersperson Nelson.

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

11. Presentation of 2019 Preliminary Audit Management Letter and Financial Statements.*

Finance Director Zegers advised that this report is located on pages 105-219 of the Agenda packet, and Scott Sternhagen of CliftonAllenLarson LLP (CLA) will review the executive audit summary. The summary indicates where the 2019 General Fund is currently at after the audit results and the city's unassigned fund has a balance of 6.6 million, 36.61% as compared to the 2020 budget. Scott Sternhagen reviewed the report with the Committee and explained that the Executive Summary is in draft format and should be finished in the next week or so, as a virtual audit is a little less efficient versus an in-person audit. He provided the following to the Committee:

TIDS will fluctuate based on projects; the city is in good financial shape as far as its governmental fund; the General Fund is in good shape and it is recommended it be higher for a buffer to protect against unforeseen expenses. Finance Director Zegers added that the City's bond rating has been reaffirmed, 35% is positive to maintain and is a plus in

maintaining the rating. Mr. Sternhagen indicated that TID summaries are shown and increment is generated each year; some of those accounts will be cleaned up as the TIDs come to the end of life at the end of 2020 and 2021.

Self- insurance funds are healthy, with a fund balance of 1.9 million (and rising over the years); confirming positive changes to the plan.

The Water Utility increase makes sense for the operations in 2019 and the Public Service Commission (PSC) is behind with the review that is required. City may consider submitting a simplified rate increase in the future; Finance Director Zegers indicated that the PSC allows a simplified rate increase with a five-year stipulation.

The Wastewater Utility shows a positive change in net position and is in better shape than in past years.

The Stormwater Utility is in good shape with year-end cash of just over 1 million.

CLA recommends as an observation, but is nothing of significance, that the City review and approve of journal entries either by the City Administrator or three office individuals going forward for visibility of approvals.

In conclusion, Mr. Sternhagen indicated that technical updates and new standards are included in the report to make the City aware; he then offered the opportunity for questions and expressed appreciation for the opportunity to present remote.

Mayor Boyd thanked CLA for the report and the detail and to Mr. Sternhagen for making it understandable. He also expressed thanks to staff for keeping the City in a good place and that is encouraging.

Finance Director Zegers commended the Council for the 25-35 percent rule, and being on the higher end has really helped with keeping the bond rating strong and allow the City to borrow at low interest rates.

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

12. Future agenda items.

No future Agenda items were presented. Alderperson Nelson indicated he is happy that the Mayor is feeling better and able to participate in tonight's meeting.

13. Adjournment

Upon Motion of Mayor Boyd, seconded by Alderperson Chandik Kunding, the Finance/Personnel Committee unanimously adjourned at 8:40 PM.

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 10, 2020

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration and Possible Approval of the October 2020 Police Overtime Report

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

Reimbursable Miscellaneous OT of 11 total hours was incurred by the officer assigned to the Drug Task Force.

Non-reimbursable Miscellaneous Overtime total hours of 27 hours was comprised as 4.5 hours for background investigations, 5 hours for On the Rocks Compliance Check with 50 citations issued, 2 hours Daylight Savings Time hours, 1 hour for Presidential candidate visit, and .5 hours for travel for training and the remaining 14 hours were for SWAT calls.

Additionally, of the 57.25 total hours incurred for Investigation, 1.25 hours were due to Detective Sergeant Investigations, while 56 hours were incurred for Late Calls/Report Writing by Patrol.

Training overtime this month included a mandatory 4 hour patrol rifle course for all personnel.

ATTACHMENTS:

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

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

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

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

NOTES:

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

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

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

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

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

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

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

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

^^Period 8/25/2018 - 09/21/2018

^^^Period 9/22/2018 - 11/2/2018

*+Period 11/3/2018 - 11/30/2018

*+*Period 12/01/2018 - 12/28/2018

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2019**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN^	JUL#	AUG##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	20.50	16.50	15.00	48.50	9.50	23.00	47.75	12.00	21.00	76.75	13.50	15.50	319.50
OFFICER WORKED ON HOLIDAY	105.00	22.25	4.00	30.00	91.75	12.00	61.00	10.00	121.25	15.25	69.00	80.00	621.50
OFFICER FOR COURT	22.50	10.00	18.50	10.50	14.00	8.00	10.00	6.00	8.00	2.00	90.75	8.00	208.25
OFFICER TRAINING	29.50	89.00	124.00	160.75	82.75	77.25	69.75	50.25	154.25	200.25	33.00		1070.75
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	3.00	2.00	12.00	13.00		2.00	7.50	2.00		20.00			61.50
STAFFING LEVEL	39.00	60.00	124.50	85.50	169.25	131.25	157.00	263.75	305.00	406.50	317.50	272.75	2332.00
INVESTIGATION	33.00	38.50	16.00	58.50	29.00	27.00	58.00	17.00	12.75	44.00	41.75	21.50	397.00
HONOR GUARD FOR FUNERAL		10.00											10.00
SCHOOL LIAISON REIMBURSED	25.50	30.50	14.00	30.00	8.00	25.00		3.50	35.50	78.00	16.00	22.00	288.00
COMMUNITY RELATIONS					2.00								2.00
SPECIAL ASSIGNMENT				8.25	32.00	6.00			4.50			4.00	54.75
SPECIAL ASSIGNMENT REIMBURSED		14.00					14.00	10.00		15.00	10.00		63.00
MISCELLANEOUS	8.00	31.25	22.75	41.50	14.50	22.75	29.25	20.50	25.75	43.75	19.00	11.00	290.00
MISCELLANEOUS REIMBURSED	14.50	16.50	13.00	30.50	75.00	50.00	1.50	3.50	10.50	3.50	33.00	5.50	257.00
GROSS OFFICER OVERTIME	300.50	340.50	363.75	517.00	527.75	384.25	455.75	398.50	698.50	905.00	643.50	440.25	5975.25
SUBTOTAL REIMBURSED OVERTIME	(40.00)	(61.00)	(27.00)	(60.50)	(83.00)	(75.00)	(15.50)	(17.00)	(46.00)	(96.50)	(59.00)	(27.50)	(608.00)
NET OFFICER OVERTIME	260.50	279.50	336.75	456.50	444.75	309.25	440.25	381.50	652.50	808.50	584.50	412.75	5367.25

TOTAL OVERTIME BUDGET: \$ 160,000.00

EXPENDITURES THROUGH 12/31/2019 \$ 279,916.04

PERCENT OF TOTAL BUDGET: 174.95%

NOTES:

*Period 12/29/2018 - 1/25/2019

**Period 1/26/2019 - 2/22/2019

***Period 2/23/2019 - 3/22/2019

+Period 3/23/2019 - 5/3/2019

++Period 5/4/2019 5/31/2019

^Period 6/1/2019 - 6/28/2019

#Period 6/29/2019 - 7/26/2019

##Period 7/27/2019 - 8/23/2019

^^Period 8/24/2019 - 9/20/2019

^^^Period 9/21/2019 - 11/1/2019

*+Period 11/2/2019 - 11/20/2019

*+*Period 11/30/2019 - 12/27/2019

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2020**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN^	JUL#	AUG##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	90.75	25.50	18.00		10.25	6.50	0.00	20.00	27.50	42.25			240.75
OFFICER WORKED ON HOLIDAY	92.75	12.00	12.00	25.75	48.50	8.00	69.25	4.00	108.00	18.00			398.25
OFFICER FOR COURT	60.00	4.00	7.00	5.00		3.00	8.00	5.50	7.75	4.00			104.25
OFFICER TRAINING	38.50	119.75	56.00	20.00		146.00	104.25	48.25	78.50	142.50			753.75
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING		2.00	2.00										4.00
STAFFING LEVEL	285.50	107.25	99.00	54.25	42.50	154.50	225.25	279.00	243.50	304.25			1795.00
INVESTIGATION	22.50	7.50	32.25	28.25	36.25	25.50	70.75	43.25	74.25	57.25			397.75
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	27.75	29.25	13.75					14.00	14.25	16.00			115.00
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT										3.25			3.25
SPECIAL ASSIGNMENT REIMBURSED	4.50	14.00											18.50
MISCELLANEOUS	15.25	14.25	24.75	5.75	48.00	58.00	2.00	5.75	12.75	27.00			213.50
MISCELLANEOUS REIMBURSED	11.50	42.25	18.50	12.25	5.75	4.00	31.50	4.00	18.75	11.00			159.50
GROSS OFFICER OVERTIME	649.00	377.75	283.25	151.25	191.25	405.50	511.00	423.75	585.25	625.50	0.00	0.00	4203.50
SUBTOTAL REIMBURSED OVERTIME	(43.75)	(85.50)	(32.25)	(12.25)	(5.75)	(4.00)	(31.50)	(18.00)	(33.00)	(27.00)	0.00	0.00	(293.00)
NET OFFICER OVERTIME	605.25	292.25	251.00	139.00	185.50	401.50	479.50	405.75	552.25	598.50	0.00	0.00	3910.50

TOTAL OVERTIME BUDGET: \$ 175,000.00

EXPENDITURES THROUGH 11/6/2020 \$ 175,739.72

PERCENT OF TOTAL BUDGET: 100%

NOTES:

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

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

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

+Period 4/4/2020 - 4/30/2020

++Period 5/1/2020 - 5/31/2020

^Period 6/1/2020 - 6/30/2020

#Period 7/1/2020 - 7/31/2020

##Period 8/1/2020 - 8/31/2020

^^Period 9/1/2020 - 9/30/2020

^^^Period 10/1/2020 - 10/31/2020

*+Period 11/1/2020 - 11/30/2020

*+*Period 12/1/2020 - 12/31/2020

Additional Notes:

Changing from Payroll Period Reporting to Monthly Reporting beginning May 1, 2020.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 10, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Fire Department Overtime and LifeQuest Services Billing Reports for October, 2020.

ATTACHMENTS:

- FIRE DEPT OT REPORT_OCT 2020 (PDF)

DE PERE FIRE RESCUEOVERTIME BREAKDOWN BY REASON FOR THE YEAR 2019

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	72.75	54.00	22.50	69.00	3.00	12.00	30.00	39.00	52.00	46.75	27.00	30.00	458.00
EMS TRAINING	40.75	129.25	108.25	107.25	8.00	3.75	8.75	0.00	77.00	139.50	103.50	79.50	805.50
FIRE TRAINING	3.50	43.50	15.50	86.75	56.50	9.00	0.00	13.75	5.25	18.50	0.00	0.00	252.25
RESCUE CALLS	13.00	2.25	11.25	2.00	0.00	9.50	4.75	7.00	2.25	13.00	4.50	17.75	87.25
FIRE CALLS	13.50	4.50	23.50	9.75	7.50	0.00	1.75	0.00	0.00	0.00	0.00	0.00	60.50
MEETINGS	3.00	33.00	22.25	8.50	19.00	2.25	11.25	12.00	21.75	9.50	16.25	26.25	185.00
STAFFING REP.	89.25	15.50	0.00	153.00	152.25	171.75	665.00	561.75	190.50	169.25	162.00	104.25	2,434.50
MAINTENANCE	0.00	0.00	0.00	3.25	8.25	0.75	0.00	0.00	0.00	0.00	0.00	0.00	12.25
PUB. ED.	2.25	0.00	4.50	34.00	0.00	7.50	0.00	2.50	0.00	59.50	0.00	0.00	110.25
SPECIAL EVENTS	0.00	0.00	0.00	0.00	210.00	0.00	10.50	56.50	0.00	28.50	7.50	0.00	313.00
# FIRE RUNS	56	31	50	52	40	32	44	33	46	37	23	42	486
# EMS RUNS	191	178	167	223	191	186	196	196	204	217	204	219	2,372
DISPATCH ERRORS	6	6	8	2	4	4	6	8	5	4	3	1	57
TOTAL HRS.	238.00	282.00	207.75	473.50	464.50	216.50	732.00	692.50	348.75	484.50	320.75	257.75	4,718.50

Special Events included in Overtime

Total Overtime Budget \$95,000, Expenditures through January 2, 2020, \$94,280, 99%

*Period: 12/29/18-01/25/19 +Period: 03/23/19-05/03/19 ^Period: 06/29/19-07/26/19 #Period: 09/21/19-11/01/19
 **Period: 01/26/19-02/22/19 ++Period: 05/04/19-05/31/19 ^^Period: 07/27/19-08/23/19 ##Period: 11/02/19-11/29/19
 ***Period: 02/23/19-03/22/19 +++Period: 06/01/19-06/28/19 ^^^Period: 08/24/19-09/20/19 ###Period: 11/30/19-12/27/19

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2020

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	48.00	41.00	73.75	21.00	5.50	18.00	36.00	51.00	93.00	51.00			438.25
EMS TRAINING	97.25	128.50	146.00	45.00	0.00	0.00	0.00	0.00	99.00	82.75			598.50
FIRE TRAINING	4.50	21.75	16.50	0.00	21.50	52.25	25.50	0.00	15.75	4.50			162.25
RESCUE CALLS	4.25	6.50	6.25	10.25	3.00	11.50	3.75	4.75	9.25	10.50			70.00
FIRE CALLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.25	0.00	0.00			4.25
MEETINGS	4.75	4.50	7.00	30.00	24.50	25.50	0.00	26.00	28.25	54.75			205.25
STAFFING REP.	49.50	4.50	18.00	0.00	3.75	198.00	36.00	216.00	162.00	152.00			839.75
MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00
PUB. ED.	13.00	3.00	6.00	0.00	0.00	0.00	0.00	6.50	17.25	0.00			45.75
SPECIAL EVENTS	0.00	13.75	0.00	0.00	0.00	0.00	2.25	0.00	7.50	9.00			32.50
# FIRE RUNS	25	42	39	36	45	22	45	27	32	41			354
# EMS RUNS	179	190	177	153	172	198	183	200	195	216			1,863
DISPATCH ERRORS	2	2	1	2	3	4	2	1	2	2			21
TOTAL HRS.	221.25	223.50	273.50	106.25	58.25	305.25	103.50	308.50	432.00	364.50	0.00	0.00	2,396.50

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through November 3, 2020, \$54,996, 50%

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

**DE PERE FIRE RESCUE
OCTOBER, 2020
*OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
10/4/2020	4	6
10/17/2020	33	50
10/21/2020	12	18
10/30/2020	48	72
TOTAL	97	146

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

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR OCTOBER, 2020



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
10/1/2020	2219 Moonrise Court (Village of Bellevue)	Building fire	BC105, L111	Extinguishment for fire service personnel	N/A
10/1/2020	201 James Street	Smoke or odor removal	BC105, E111	Investigate	N/A
10/3/2020	1762 Adare Court	Carbon monoxide incident	E121	Investigate	N/A
10/3/2020	250 S. Ninth Street	Smoke detector activation, no fire, unintentional	E121	Investigate	N/A
10/4/2020	840 Park Street	Smoke detector activation, no fire, unintentional	E121	Investigate	N/A
10/4/2020	500 Main Avenue	Alarm system activation, no fire, unintentional	BC104, E121	Restore fire alarm system	N/A
10/5/2020	1202 Fox River Drive	Smoke detector activation, due to malfunction	BC105, E111	Investigate	N/A
10/6/2020	1626 Windsor Drive (Village of Bellevue)	Possible structure fire	BC104, L111	Dispatched/Canceled en route	N/A
10/7/2020	1725 Burgoyne Court	Detector activation, no fire, unintentional	BC105, E121	Investigate	N/A
10/10/2020	850 Morning Glory Lane	Carbon monoxide incident	E121	Investigate	N/A
10/12/2020	665 Grant Street	Alarm system sounded, due to malfunction	E121	Investigate	N/A
10/13/2020	1737 Sunnyside Lane	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
10/14/2020	2029 True Lane (Village of Ashwaubenon)	Structure fire	BC105, L111	Dispatched/Canceled en route	N/A
10/14/2020	921 George Street	Carbon monoxide detector activation, no CO	BC105, E111	Investigate	N/A
10/14/2020	2109 Ryan Road	Smoke detector activation, no fire, unintentional	BC105, E111	Investigate	N/A
10/15/2020	740 Grant Street	Carbon monoxide detector activation, due to malfunction	E121	Investigate	N/A
10/15/2020	524 N. Broadway	Carbon monoxide incident	E111	Investigate	N/A
10/19/2020	1324 Scheuring Road	Alarm system activation, no fire, unintentional	BC105, E121	Investigate, restore fire alarm system	N/A
10/22/2020	4554 Trellis Drive (Village of Ledgeview)	Excessive heat scorch burns with no ignition	BC104, L111	Standby	N/A
10/23/2020	1324 Scheuring Road	Smoke detector activation, no fire, unintentional	E121	Investigate	N/A
10/24/2020	1307 S. Summer Range Rd.	Building or structure weakened or collapsed	BC104, A121, E111	Investigate	N/A
10/25/2020	2384 Daytona Speedway	Carbon monoxide incident	E121	Investigate, ventilate	N/A
10/25/2020	1302 Ken Lane (Village of Ashwaubenon)	Building fire	BC110, L111	Extinguishment for fire service personnel, IC, salvage/overhaul, ventilate	N/A
10/29/2020	1018 Bluebird Street	Carbon monoxide incident	E111	Investigate	N/A

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
10/30/2020	200 S. Ninth Street	Alarm system activation, no fire, unintentional	A121, E121	Restore fire alarm system	N/A
10/31/2020	480 Pilgrim Way (Village of Ashwaubenon)	Alarm system sounded, due to malfunction	BC104, L111	Investigate	N/A
10/31/2020	1380 Scheuring Road	Trash or rubbish fire, contained	BC104, E111, E121	IC, Investigate, extinguishment by fire service personnel	N/A

**LIFEQUEST MEDICAL BILLING - 2020
MONTHLY REPORT**

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

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	154,461	117,161	112,013	111,483		
PAYMENTS	55,803	52,414	61,594	70,195		
CREDIT ADJUSTMENTS	56,928	53,110	58,354	53,024		

Payments to LifeQuest	
January	4,164
February	5,086
March	6,422
April	5,652
May	3,741
June	4,329
July	3,099
August	2,868
September	3,001
October	4,149
November	
December	
Total Paid	\$42,511

**See attached details

City Of De Pere
Income and Expenditures
October 2020
All Phases

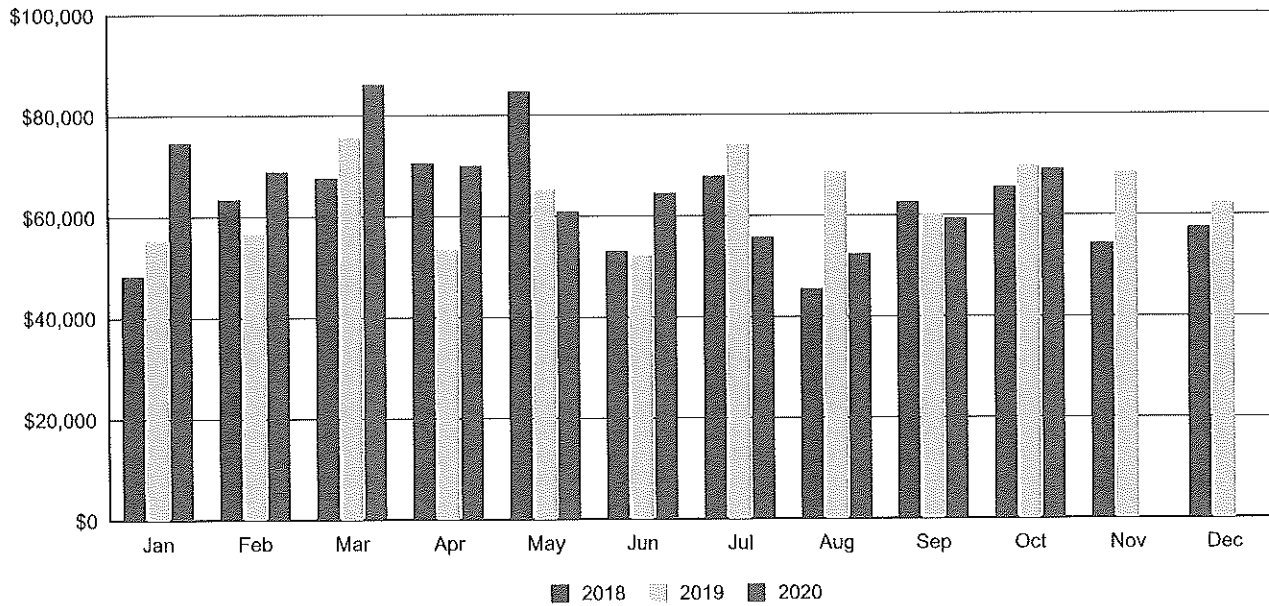
Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$96,855.60	\$14,627.03	\$111,482.63
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$96,855.60	\$14,627.03	\$111,482.63
Account Transfers		\$9,029.70	\$5,597.33	\$14,627.03
Credit Summary				
Total Credits		\$115,581.26	\$6,702.56	\$122,283.82
Less Adjustments	-	\$52,221.67	\$802.34	\$53,024.01
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$0.00	\$0.00
Less Overpayments	-	\$(906.60)	\$(28.52)	\$(935.12)
Gross Payments Received		\$64,266.19	\$5,928.74	\$70,194.93
Plus Overpayment Returns	+	\$(155.00)	\$(28.52)	\$(183.52)
Net Payments Received		\$64,111.19	\$5,900.22	\$70,011.41
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$64,111.19	\$5,900.22	\$70,011.41
Summary of Disbursement				
Total Deposits & Payments Kept By		\$64,111.19	\$5,900.22	\$70,011.41
Plus Overpayment Refunds	+	\$(751.60)	\$0.00	\$(751.60)
Gross Revenue		\$63,359.59	\$5,900.22	\$69,259.81
LifeQuest Fee		\$2,851.18	\$1,298.05	\$4,149.23
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$2,851.18	\$1,298.05	\$4,149.23
Service Revenue		\$60,508.41	\$4,602.17	\$65,110.58
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$60,508.41	\$4,602.17	\$65,110.58

Messages:

Total Deposits EOM differ from bank statement by \$1672.41 due to \$183.52 ACH returns, 9/28 \$36.56 ACH now posted and 10/7 \$5.03 VA, 10/30 \$300.74 HWHO and 10/30 \$1219.68 Humana not posted eli 11.2.2020

All Phases Gross Revenue

City of De Pere
January 2018 to October 2020



	2018	2019	2020
January	\$48,362	\$55,433	\$74,735
February	\$63,538	\$56,668	\$68,980
March	\$67,787	\$75,702	\$86,226
April	\$70,664	\$53,535	\$70,107
May	\$84,800	\$65,318	\$61,059
June	\$53,162	\$52,157	\$64,610
July	\$67,954	\$74,156	\$55,803
August	\$45,566	\$68,797	\$52,414
September	\$62,667	\$60,290	\$59,470
October	\$65,610	\$69,765	\$69,260
November	\$54,498	\$68,470	\$0
December	\$57,599	\$62,371	\$0
Total Gross Revenue	\$742,207	\$762,663	\$662,664

City Of De Pere

Billing Summary

October 2020

Phase 1

Charges

Billing Charges		\$96,855.60	
Other	+	\$0.00	
Subtotal of Charges			\$96,855.60

Account Transfers

Billing to Collections Transfer Total			\$9,029.70
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Credit Summary

Total Credits		\$115,581.26	
Less Adjustments	-	\$52,221.67	
Less Overpayments	-	\$(906.60)	
Gross Payments Received			\$64,266.19
Plus Overpayment Returns	-	\$(155.00)	
Net Payments Received			\$64,111.19
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$64,111.19

Summary of Disbursement

Total Deposits & Payments Kept By		\$64,111.19	
Plus Overpayment Refunds	+	\$(751.60)	
Gross Revenue			\$63,359.59
LifeQuest Fee		\$2,851.18	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest	Check # EFT		\$2,851.18
Service Revenue		\$60,508.41	
Less Payment Kept By Service	-	\$0.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service	Check # EFT		\$60,508.41

Messages:**Legend:****Charges - Other:** Includes insurance interest, transaction fees, probate fees**Credit Summary - Less Overpayments:** Includes recoupments, refunds, returns, service payables**Credit Summary - Plus Overpayment Returns:** Includes NSF/bank returned type payments

Billing Reconciliation Summary

City of De Pere

For the month of October 2020

Beginning Balance of Accounts Receivables			\$135,860.44
Total Charges entered for the Month		+	\$96,855.60
Adjustments			
Intercept	\$0		
Per Contract	\$0		
Account Transfer Total	\$9,029.70		
Other	\$43,191.97		
Total Adjustments for the Month	\$52,221.67	-	\$52,221.67
Payments			
Cash	\$10,990.00		
Contract Payments	\$0		
Credit Card	\$0		
Direct Deposit	\$46,495.97		
Hospital	\$0		
Insurance	\$6,780.22		
Payment Kept By	\$0		
Other	\$0		
	\$64,266.19	-	\$64,266.19
Overpayment			
Recoupment	\$0		
Refunds	\$(751.60)		
Returns	\$(155.00)		
Service Payable	\$0		
Other	\$0		
	\$(906.60)	-	\$(906.60)
Total for Reconciliation Summary			\$117,134.78
Ending Balance of Accounts Receivables			\$117,134.78

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

<u>Charges</u>	<u>Nov 2019</u>	<u>Dec 2019</u>	<u>Jan 2020</u>	<u>Feb 2020</u>	<u>Mar 2020</u>	<u>Apr 2020</u>	<u>May 2020</u>	<u>Jun 2020</u>	<u>Jul 2020</u>	<u>Aug 2020</u>	<u>Sep 2020</u>	<u>Oct 2020</u>	<u>Totals</u>
Nov 2019	2136	26706	18625	4978	3176	599	124	1812	124	30	30	30 \$	58370
117607	1.8	22.7	15.8	4.2	2.7	0.5	0.1	1.5	0.1	0	0	0 %	49.6
Dec 2019		6157	34915	16747	8106	2080	125	1100	132	4	0	0 \$	69367
136523		4.5	25.6	12.3	5.9	1.5	0.1	0.8	0.1	0	0	0 %	50.8
Jan 2020			2578	25047	17367	2697	4317	824	389	0	0	355 \$	53576
115056			2.2	21.8	15.1	2.3	3.8	0.7	0.3	0	0	0.3 %	46.6
Feb 2020				4661	31832	19382	3333	1516	0	-599	1307	675 \$	62108
125413				3.7	25.4	15.5	2.7	1.2	0	-0.5	1	0.5 %	49.5
Mar 2020					7912	31664	11272	4764	2122	1195	90	0 \$	59019
123149					6.4	25.7	9.2	3.9	1.7	1	0.1	0 %	47.9
Apr 2020						2271	24717	13458	4075	2328	219	0 \$	47069
94023						2.4	26.3	14.3	4.3	2.5	0.2	0 %	50.1
May 2020							8335	27652	7784	2178	2583	98 \$	48630
95127							8.8	29.1	8.2	2.3	2.7	0.1 %	51.1
Jun 2020								4232	32353	11249	4482	2034 \$	54351
108184								3.9	29.9	10.4	4.1	1.9 %	50.2
Jul 2020									7922	28462	12738	2571 \$	51693
108952									7.3	26.1	11.7	2.4 %	47.4
Aug 2020										4845	28997	14703 \$	48545
99450										4.9	29.2	14.8 %	48.8
Sep 2020											6271	32367 \$	38638
108003											5.8	30 %	35.8
Oct 2020												8735 \$	8735
50870												17.2 %	17.2
Averages	<u>1st Mo</u>	<u>2nd Mo</u>	<u>3rd Mo</u>	<u>4th Mo</u>	<u>5th Mo</u>	<u>6th Mo</u>	<u>7th Mo</u>	<u>8th Mo</u>	<u>9th Mo</u>	<u>10th Mo</u>	<u>11th Mo</u>	<u>12th Mo</u>	
Extended	5.2	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	5.2	26.4	12.8	3.6	2.2	0.4	0.2	0.5	0.2	0.1	0	0	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 10, 2020

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consider donation of two ice dispensing machines from Humana for the Fire Dept.*

ATTACHMENTS:

- FIRE DEPT ICE DISPENSING MACHINEDONATION REQUEST (PDF)

Memo



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

From: Alan Matzke, Fire Chief *A.M.*

Date: November 3, 2020

Re: Consider Donation of Two Ice Dispensing Machines from Humana

Humana, located at 1100 Employers Boulevard in De Pere, has offered the Fire Department two new ice dispensing machines. These two machines were ordered three years ago, but never used. The ice machines are "Follett – Symphony Plus Series," with a retail value of \$4,000 each. Our intention is to install one at each of our fire stations.

The Humana Maintenance Director, Mr. Chris Ristow, has been our contact for this project. If authorized to accept these ice machines, Fire Department Personnel will work with a local plumber to complete the installation of both machines (one at each fire station) at minimal cost to the City.

Thank you for your consideration of this request. We respectfully ask for your support to move this item forward to the City's Common Council for final action and acceptance. If you have any questions, please do not hesitate to ask.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 10, 2020

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: Consideration and possible action regarding the proposed Pandemic Response - Downtown Business Aid Program*

ATTACHMENTS:

- Downtown Business Aid Memo 11102020 (PDF)
- Business Walk Results 2020 Final (PDF)

CITY OF DE PERE MEMO



To: Mayor James Boyd
Larry Delo, City Administrator

From: Daniel Lindstrom, Development Services Director

Date: November 10, 2020

RE: **De Pere – Pandemic Response - Downtown Business Aid**

The City of De Pere residents take pride in knowing our Downtown is the heart of the community and the small local businesses are vital to maintaining our community character. The City values our small businesses and recognizes that smaller-scale retail and local restaurant businesses in the downtown continue to be significantly impacted by the COVID-19 emergency. As a result of the ongoing COVID-19 pandemic, the City of De Pere proposes an aid program to provide financial assistance to the City's downtown small retail, restaurant, entertainment venue, businesses to assist them through the harsh winter months where outdoor dining and limited capacity requirements continue to impact business operations. The City anticipates allocating \$300,000 in funds. We should be focused on getting these local funds out quickly to our downtown businesses to help them in these challenging times. While the City wishes it could help out every business we are limited by available resources to make a meaningful impact. Therefore, the aid program is targeted around the Downtown/Main Street District. Applications to the aid program will be accepted starting at 8:00 am on Tuesday, December 1, 2020, and will close at 4:00 pm on Friday, December 18, 2020. Businesses must be located within the City of De Pere Main Street District and meet the other eligibility requirements to be eligible for the program. Businesses that received Definitely De Pere and/or De Pere Chamber of Commerce Relief Grants may also apply to this new aid program.

A summary of the existing and proposed City of De Pere locally funded COVID response programs are as follows:

NEW: Pandemic Response - Downtown Business Aid (PR- DBA)

Provide a grant up to \$5,000 in aid for small retail, restaurants, and entertainment establishments throughout the City of De Pere Main Street District/Business Improvement District.

EXISTING: Small Business Pandemic Response Loan (SB-PRL):

Provide up to \$10,000 for small business loans to eligible small businesses to be used to provide zero-interest loans with flexible repayment terms to support certain small business activities throughout the City of De Pere that have realized a significant financial hardship as a result of the COVID-19 pandemic. Loans to eligible businesses/borrowers must be \$5,000 or more and are capped at \$10,000. The City still has \$205,000 in available funding.

EXISTING: City of De Pere Revolving Loan Fund:

The City of De Pere will defer Revolving Loan Fund (RLF) payments for up to 120 days upon request from any businesses with outstanding loans provided the company can demonstrate an income loss as a result of the COVID-19 outbreak. Principal and interest payments will be deferred while the outstanding balance will continue to incur interest.

Staff is also preparing a downtown business recruitment or "Jump-Start" grant program to encourage new businesses to start or move into downtown. Staff anticipates presenting the program to the Common Council in January 2021.



Pandemic Response - Downtown Business Aid (PR-DBA)

Program Goal:	To provide existing retail, restaurants and taverns, and selected personal service businesses with financial aid in the form of a grant to assist them through the harsh winter months where outdoor dining and limited capacity requirements continue to impact business operations.
Funding Source:	Former City of De Pere CDBG-RLF (CDBG-Close)
Program Funding Amount:	\$300,000
Availability:	Applicant awards will be up to \$5,000 depending on the number of applications received.
Overview:	Aid is in the form of a conditioned grant to help offset rent or mortgage payments, but also may be used for working capital to support payroll expenses, utility expenses, inventory, or other similar expenses that occur in the ordinary course of business. Grant awards will be provided directly to the business entity. If an awarded business owns the building it occupies they will be required to sign a grant disbursement agreement that requires the business to notify the City if the business is no longer in operation at the end of each month. If the awarded business leases the space it occupies then the landlord will also be required to sign a grant disbursement agreement that requires the City to be notified if the business is no longer in operation at the end of each month. As part of the grant agreement, if a business closes then it shall return a prorated amount of the grant calculated for each day they closed before the grant period concludes. For the purposes of this program, the grant period is from January 1, 2021, to May 31, 2021 (150 Days).
Eligible Businesses:	Eligible Business means a business in an industry outlined in any Emergency Order or demonstrates it is otherwise affected by the COVID-19 outbreak. Eligible businesses must demonstrate the following: • The business must have a physical storefront or location within the De Pere Main Street District/Business Improvement District. • The business must be able to demonstrate the negative hardship that COVID-19 continues to put onto their business. • The applicant must be a locally owned business. • Must be an established business before December 1, 2020. • Have fewer than 20 FTE employees. • Business Type: Retail, restaurants and taverns, and entertainment venue businesses. For reference, eligible business shall fall under a 6 digit NAICS Industry Codes beginning with - o Retail - 445, 446, 448, 451, 452, 453 - o Entertainment Venues - 711 - o Restaurants/Bars - 722
Ineligible Businesses:	General or professional offices use not typically impacted by spacing and capacity restrictions, property management/landlord for either commercial and/or residential customers, any speculative venture, investment venture, research and development, or home-based occupations. Businesses must be in good standing. Any business with citations and fines within the last six months will not be eligible for business aid.
Eligible Uses:	Grants shall be primarily used for rent or mortgage reimbursement, but also may be used for working capital to support payroll expenses, utility expenses, inventory, purchase of equipment and expenditures to manage COVID-19 outbreak (tents, heaters, Plexiglas dividers, etc.), or other similar expenses that occur in the ordinary course of business. Applicants are encouraged to also work with landlords and mortgage institutions to arrange rent reductions and/or payment deferrals.

Ineligible Uses: Grants shall not be used for reimbursement of expenses incurred before the COVID-19 crisis, any pay off non-business or personal debt, or construction and/or physical property improvements not related to COVID-19 mitigation efforts.

Grant Application Period: 8:00 am December 1, 2020 to 4:00 pm December 18' 2020.

Approval: Submission of an application does not guarantee to fund, and all applications will be reviewed by the review committee. Any applicant can decrease or decline funding upon notification of approval. In the case of more grant applications than funding the grant review team will review based on the following criteria.

(Staff is still preparing and evaluating the grant review criteria and will present that item to the Common Council if the Finance and Personnel Committee elects to move forward with this program)

Pandemic Response - Downtown Business Aid (PR-DBA) Application Process

Applicants shall complete the following information:

- 1) Application
- 2) Business Summary. Provide a brief, less than one page, overview of your business. At a minimum, the business summary should include:
 - a. History of the company's operations
 - b. Business physical address
 - c. Ownership structures and any authorized agent
 - d. Include the number of full-time and part-time employees
- 3) Demonstrate why aid is needed (please attach additional pages if necessary)
- 4) Explain any other factors that should be considered in evaluating this request

Pandemic Response - Downtown Business Aid (PR-DBA) Review Steps

- 1) Applicants shall review the entire program, application, and draft Aid agreement.
- 2) Review the entire program business operation
- 3) Applicants are encouraged to contact the City of De Pere staff prior to applying for assistance to ask questions regarding the application or approval process.
- 4) Applicants shall submit the application directly to the Development Services Director by email (dlindstrom@deperewi.gov) or by mail (335 S. Broadway Street, De Pere, WI 54115)
- 5) City staff will review the application and verify application information before award determination.
- 6) City of De Pere staff will notify grant applicants whether they will receive a grant award and, if so, of the grant distribution processes.

BUSINESS OPERATION TIPS FOR LOCAL BUSINESS DURING COVID-19 PANDEMIC

- If your business is staying open, publish commitment to public health and outline actions for ensuring a clean facility and healthy staff; have hand sanitizer available for customers and latex gloves available for employees.
- Offer digital gift cards that customers and patrons can buy now and use later.
- Start, maintain, and enhance business webpages, online shopping opportunities, and social media presence. Make sure to update Google with modified hours of operation.
- Keep customers updated on new experiences or products you'll offer when conditions improve.
- Develop customer membership programs, such as “subscribe and save” on delivery or pickup of coffee beans, fresh produce, etc.
- Develop online shopping list services. For example, many grocery stores offer grocery pickup or delivery to customers who submit shopping lists online.
- Offer digital services and support to virtually sell, answer questions, and provide customer service.
- For experience-based businesses, offer digital services such as web-based classes (yoga, painting, etc.), restaurants offer cooking classes, etc.
- Keep it lively! Offer trivia nights via live stream and provide virtual tours of your shop.

Restaurant-Specific Suggestions

- Provide food-to-go or home delivery.
- Use single-service items such as silverware, condiments, etc. for take-out orders.
- Provide online or telephone order and payment options to limit cash handling and in-person ordering of food. Promote “tap and pay” or payment transfer methods like PayPal.
- Dedicate staff for in-person transactions. This individual would not make or assist in foodservice operations.
- Gloves must be worn by individuals preparing or handling ready to eat food. If gloves are worn for additional activities, such as cash handling, these individuals must wash their hands before putting a new pair on or after taking a pair off.
- Retrain employees on proper handwashing and encourage them to wash their hands more frequently, especially after making contact with items used by guests.
- Increase the frequency of cleaning and sanitizing all common areas in your facility. Pay special attention to frequently touched surfaces such as door handles, workstations, tables, chairs, menus, condiments, credit card machines, etc.
- Ensure the proper sanitizing concentrations are being used in all cleaning products. Make sure to follow all label guidelines or these products.
- Make sure sick employees stay home. If an employee suspects they might have COVID-19, please have them contact the Health Department for further instruction. Ensure that all staff understands your facility’s sick leave policy. Per the 2013 FDA Food Code, employees must be restricted from working in any foodservice establishment if they have a sore throat and fever.

COVID 19 - Develop Business Continuity/Contingency Plan Suggestions

1. **Evaluate Expenses and Borrowing Capabilities.** Contact your financial institutions to understand current lending capabilities and make any necessary arrangements. Take inventory and understand your current monthly expenses. Consider prioritizing payments based on size, due date, and disaster assistance related support offerings.
2. **Double Check Your Insurance Coverage.** You may have business interruption insurance coverage. Contact your insurance agent to review your policy and understand what you are covered for.
3. **Anticipate Inventory and Supply Chain Disruptions.** Identify your key partners, suppliers, and contractors and contact them to anticipate any delays or shortages. Identify the raw materials your business needs to function. Ensure you have adequate supplies of inventory for a sustained period of 30 days. If necessary, diversify distributor sources.
4. **Avoid Scams.** Encourage all employees to verify the legitimacy of emails, phone messages, text messages, bills, etc.
5. **Review Employment Policies and Procedures.** Review, update and communicate your employee leave policies and procedures. Implement a flexible workplace and leave policies. Additionally, do not require a healthcare provider's note for employees who are sick to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.

Anticipate absenteeism and plan to backfill positions if employees are absent. It is essential to cross-train employees to carry out essential functions. Unemployment will create an economic hardship; therefore, consider alternative ways to keep employees employed, such as temporarily reduced pay or permit flexible work hours like staggered shifts. Where and when appropriate, update all employee contact information and share it with your team.

6. **Establishing a Marketing and Communication Plan.** Minimize impact on your customers and business partners by communicating with your customers about the status of your operations. Considering offering creative and incentivizing reasons for customers to patronize your business.

Consider converting portions of your business to digital platforms. Use e-commerce to promote digital payment methods, use delivery services, use booking and scheduling to stagger customer flow, offer discounts on shipping, etc.

7. **Maintain Facility Cleanliness.** Maintain facility cleanliness as prescribed by the CDC.
8. **Prepare for Social Distancing and Leverage Technology** by opting for video or phone conferencing instead of in-person meetings. Determine which employees are essential or non-essential for your business or organization to operate. Ask each business operations the following questions:
 - a. How can you accomplish critical tasks?
 - b. Do you have the technology and infrastructure needed to support employees working from home?
9. **Communicate Clear and Accurate Information and Stay Informed** by establishing a communication protocol to keep your workforce and customers informed.

2022 POST EVENT REPORT

BUSINESS
~~walk~~
talk



building community through business

Business Walk Purpose

A business walk is an opportunity to chat with local businesses face-to-face to gather knowledge that will help foster a more prosperous business climate. The De Pere Business Walk was a one day visitation program to assess concerns that local businesses are facing. The information gathered is to be used to help prioritize economic development initiatives and guide business assistance.

2020 Business ~~Walk~~ Talk Highlights

The 2020 Business Walk was conducted virtually as a 'business talk' inviting businesses to take an online survey and having volunteers make phone calls to businesses that had agreed to participate. This 'talk' format resulted in interviews with 103 businesses, down 25% from the previous year. However, participating businesses provided valuable input regarding the state of the business climate in De Pere. Some interesting findings included:

- 62% of businesses implemented some form of operational changes in response to the pandemic.
- 81% of businesses that made operational changes anticipate that at least some of these changes will be sustained after the pandemic situation is resolved.
- 70% of businesses are experiencing negative revenues for 2020.
- 62% of businesses implemented some form of wage reduction program, including reduced hours, furloughs, temporary or permanent layoffs, or reduced/eliminated owner salaries.
- Retail, entertainment, hospitality and food service businesses experienced the most severe revenue impacts, with 100% of entertainment venues and more than half of retail, hospitality and restaurant businesses experiencing YTD declines of more than 50% in total revenues – in some cases up to 90% reductions were reported.
- Four percent of businesses experienced an increase in revenues for 2020, and 30% experienced no impact or have seen revenues return to normal after an initial decline.
- 70% of businesses were able to take advantage of at least one financial assistance program at the federal, state or local level. A majority of those that did not indicated a lack of need was the reason for not pursuing assistance.
- 29% of businesses are highly uncertain about the future, while 8 percent anticipating a lack of viability within 3 months and an additional 12 percent within 6 months if circumstances do not improve.
 - Businesses in danger of closure include 4 retailers, 4 personal service businesses, 2 entertainment venues, 2 restaurants, 2 professional service firms, 1 medical office and 1 non-profit
- The top three priorities for additional assistance to aid their business included direct financial assistance (primarily retail and personal service), financial assistance/wages to increase customer demand (professional services) and renewed access to customers (entertainment and hospitality).
- 85% of businesses identified at least one silver lining as a result of the pandemic, including a mix of business-related (improved operations, better customer/employee engagement) and personal (increased sense of togetherness, family time, exercise)

A more detailed overview of the business walk process and more specific insights gained through the walk are included in the following sections.

Key Take-Aways

Operational
Changes Will
Remain

Almost 30% of
businesses
uncertain about
the future

Financial
assistance is
top need

Business Walk Overview

Business talks took place over a four-day period from September 21-24th with additional time for online survey responses. Rather than dropping in on businesses within a specific geographic region, volunteers donated time to call businesses during time slots identified by the participating businesses. The 2020 business walk resulted in interviews of 103 businesses throughout the greater De Pere area, which represents just under 11 percent of businesses. Interviewed businesses included a mix of in the City of De Pere including retail, service, construction and manufacturing firms. The walk, in its fourth year, was conducted in partnership with the De Pere Area Chamber of Commerce, the City of De Pere, Definitely De Pere, and the Wisconsin Economic Development Corporation. The business talk is designed to take the pulse of the local business community, uncover opportunities and challenges for doing business in the De Pere area, and identify ways that local partners can help enhance and grow the local economy and create a business-friendly environment. This year, the talk focused on the economic impact of the COVID-19 pandemic on business operations and revenues and identify supports that could help businesses sustain and/or grow over the next year.

Interviews were completed by phone and online with respondents answering nine questions about their current business operations and needs. They also had the option of receiving a follow-up visit from a community partner to discuss specific opportunities or challenges identified by the visit, and could choose to receive a copy of the completed report.

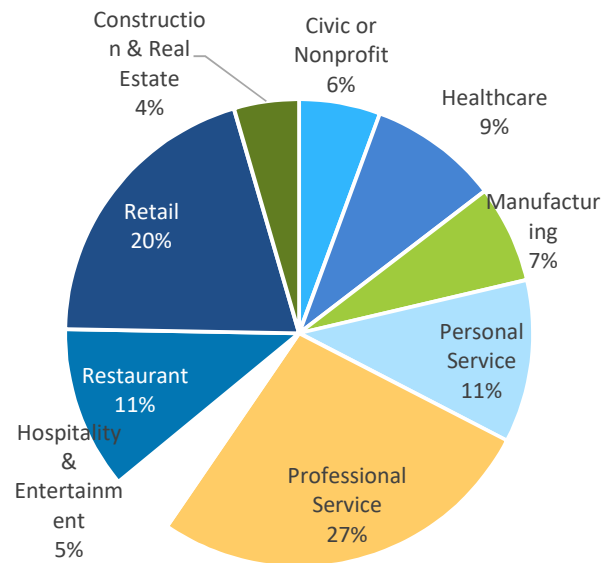
The results from the business visits, including both the quantitative survey results as well as additional comments and insights provided as part of the interviews are summarized in this document.

Business Respondents

Businesses responding to the survey represent a diverse mix of industries, as illustrated in the chart below. Service businesses (personal and professional) represented 38 percent of businesses interviewed, retail and restaurant accounted for another 31 percent, and the remaining businesses were engaged in manufacturing, warehousing, distribution, contracting and healthcare.

This year, more than in previous years, industry played a significant role in influencing responses, with shutdowns in certain industries and subsequent declines in consumer activity impacting entertainment, hospitality, food-service and retail businesses. It should also be noted that several civic or non-profit businesses anticipate that trickle-down effects will impact their operations next year.

Respondents by Industry



Survey Results

COVID-19 Impacts

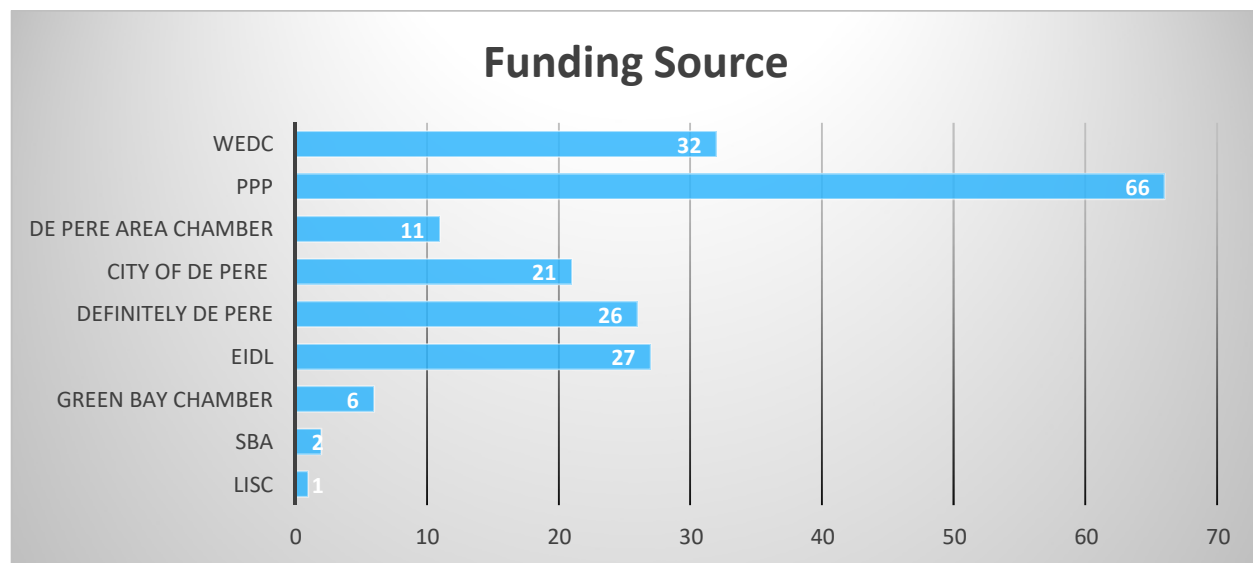
Nearly all businesses surveyed were impacted in some way by the pandemic, stay at home orders or shifting consumer behaviors. Only 8 percent of responding businesses reported no business operational adjustments during the pandemic. Three-quarters of businesses increased their online presence to reach customers, half of the businesses added remote work or adjusted business hours, and just over one-third added delivery or curbside offerings during 2020.

Businesses also were forced to make adjustments to the workforce. Sixty-two percent of businesses implemented some form of salary reduction, as indicated in the chart at right. These changes were driven largely by reduced revenues. While 26 percent of businesses indicated that they experienced no change in revenues or that revenues had returned to normal since closures in late spring, seventy percent of businesses experienced measurable declines in revenue for the year. These businesses are evenly split between businesses experiencing less than a 25 percent decrease, a decrease of 25-50 percent, or a decline of greater than 50 percent for the year. Four percent of businesses experienced an increase in sales for

Percent Implementing

2020, all of which are in the professional services or manufacturing sectors. Only six retail, entertainment, food or hospitality businesses were reflected in the pool of businesses that have seen sales rebound since the pandemic. Conversely, only one business experiencing revenue declines of greater than 50 percent was outside the retail, entertainment, hospitality or food services sectors.

A majority of businesses (69%) took advantage of at least one of the financial assistance programs offered at the federal, state, or local levels. Of those that did not utilize these assistances, the most common reason was lack of financial need (50%). Other businesses indicated a lack of eligibility or a desire to remain debt-free. Only three businesses indicated that they were not aware, or that they had applied but did not receive funds. The most frequently used program was PPP (85% of those receiving assistance), City/Chamber/Definitely De Pere funds (41%) and WEDC (38%). Only 4% utilized funds from the Green Bay Chamber. Of those that received assistance, businesses accessed an average of two sources of financial aid.



Future Plans

Many businesses anticipate that some operational shifts implemented during the pandemic will continue. For instance, 80 percent of businesses that increased online sales presence anticipate this change remaining permanent, 78% of those adding curbside or delivery services anticipate retention of these offerings, and half of respondents that implemented remote work or changed business hours plan to make all or part of these changes permanent.

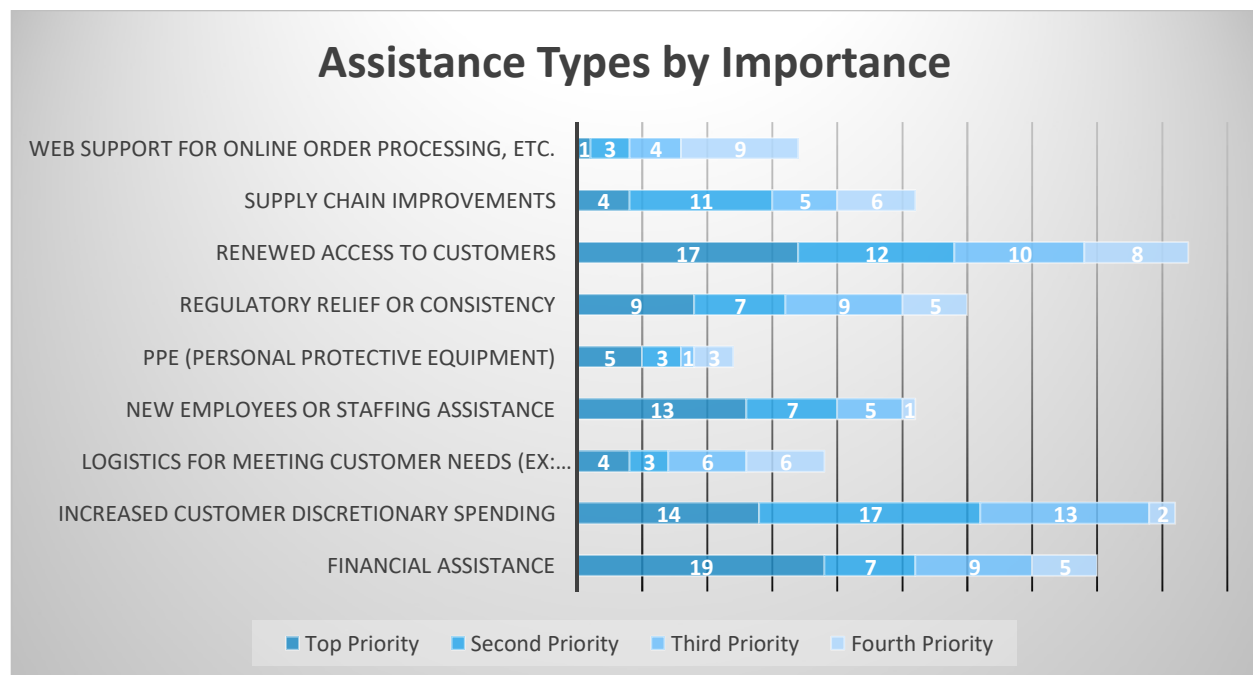
Businesses were also asked to describe their business outlook relative to current revenue trends. While 37 percent of businesses do not anticipate any operational concerns under current scenarios, 8 percent indicated a concern about viability beyond three months, 12 percent beyond 6 months, and 14 percent if circumstances do not change in the next 12-24 months. Just under one-third (29%) are highly uncertain about the future, with many indicating that future shutdowns, outbreaks or other changes could significantly impact future viability.

While significant uncertainty and concern over the future exists in the De Pere business community, it should also be noted that the vast majority of respondents (85%) identified at least one positive experience that came out of the pandemic period. The most frequently mentioned positives are listed below.

- ❖ Additional time with family - 32%
- ❖ Forced to improve business practices (online, organization, paperwork) - 21%
- ❖ Greater engagement with employees, customers, landlord, vendors – 20%
- ❖ More time for exercise, healthier lifestyle – 10%
- ❖ Support for local businesses more evident – 8%
- ❖ More empathy for others evident in community, stronger relationships
- ❖ Accomplished 'to do list', more free time

Assistance Desired

Respondents were asked to identify any specific types of assistance that would benefit their business. Businesses were allowed to identify up to four specific types of assistance that would be beneficial, in order of priority. The degree to which particular types of assistance would be beneficial is indicated in the chart below. Financial concerns remain the most critical element of recovery, with desire for direct financial assistance to businesses, financial assistance to customers to increase discretionary spending as two of the top three priorities. Renewed access to customers was also seen as critically important, although this likely means different things to different businesses.



By industry, hospitality and food service businesses also prioritized regulatory stability to plan ahead for operations. Professional service, medical and transportation firms continue to struggle to find employees to fill open positions, and while retail and personal services desired direct financial assistance, professional service firms preferred stimulus to increase customer demand.

Follow-up

The most important element of a business walk is the opportunity to follow-up with individual businesses regarding specific challenges, and to identify strategies or initiatives that will be undertaken as a result of the information learned during the survey. Of those surveyed, 11 percent requested that an individual follow-up with them to address their specific issues. A majority of respondents provided an email address to receive a copy of the results.

Business Walk Questionnaire

2020 Business Walk Questions:

De Pere Area Chamber - Business ~~Walk~~ Talk

(For all questions there will be an "Other" or "Comment" box for surveyors to fill in so they don't have to read all the answers. Then they can go back and check any that are applicable for compiling survey results. This should be explained in their training and in their script with suggested prompts.)

1. How has your business adjusted operations during the pandemic? *(check all that apply)*

- ☐ Remote work (past or currently going / will continue)
- ☐ Increasing online presence (past or currently going / will continue)
- ☐ Adding delivery or contactless/curbside pickup options (past or currently going / will continue)
- ☐ Changes in hours of operations (past or currently going / will continue)
- ☐ Other: _____

2. *How have you handled your payroll and/or workforce? *(check all that apply)*

- ☐ Temporary layoffs
- ☐ Temporary cuts in hours
- ☐ Permanent dislocation/separation
- ☐ Working without salary
- ☐ Furloughs
- ☐ No change
- ☐ Business has closed permanently
- ☐ Other: _____

Comments: _____

3. To what extent do you feel your revenue has been impacted since the original stay at home order? _____ %

Comments: _____

4. How long can your business weather the impact from COVID-19 given any recently implemented changes in operations? *(select one)*

- ☐ 0-3 Months
- ☐ 3-6 Months
- ☐ 1 Year
- ☐ 2 Years
- ☐ Unsure
- ☐ Not an issue

Comments: _____

5. *What are your most pressing needs? (Rank the top 4 from 1 to 4)

- ☐ Financial assistance (type: _____)
- ☐ Regulatory relief or consistency
- ☐ New employees or staffing assistance

- ☐ Renewed access to customers
- ☐ Increased customer discretionary spending
- ☐ Supply chain improvements
- ☐ PPE (personal protective equipment)
- ☐ Web support for online order processing, etc.
- ☐ Logistics for meeting customer needs (Ex: outdoor patios / drive up windows)

Comments: _____

6. Please select any financial assistance programs you were successful in receiving. (*select all that apply*)
If none, would you be willing to share why? (requirements, borrowing limitations or concerns, etc.)

- ☐ PPP - Paycheck Protection Program
- ☐ EIDL – Economic Injury Disaster Loan
- ☐ SBA Debt Relief
- ☐ SBA Express Bridge Loans
- ☐ IRS Employee Retention Credit
- ☐ Facebook Small Business Grants Program
- ☐ US Chamber Save Small Business Fund
- ☐ KIVA Microloans
- ☐ LISC Small Business Relief Grants
- ☐ WEDC – We’re All In Grant Program
- ☐ WEDC – Ethnic Minority Emergency Grant
- ☐ WWBIC – COVID-19 Fast Track Loan Program
- ☐ Verizon Small Business Recovery Fund
- ☐ Associated Bank COVID-19 Relief Program for Customers
- ☐ Bay Lake Regional Planning – Disaster Recovery Microloan Program
- ☐ City of De Pere – Small Business Pandemic Response Loan
- ☐ De Pere Area Chamber – Business Transition Grant
- ☐ Definitely De Pere – Business Relief Grant
- ☐ Greater Green Bay Chamber Back to Business Grant
- ☐ None (Indicate reason: _____)

Comments: _____

7. Have you had any positive experiences during the pandemic you’d like to share?
(Ex: more family time, improved employee relations, opportunity to be more active, eating healthier, sped up online adoption)

Comments: _____

8. Would you like someone to follow up with your company? Yes / No

(If yes: City / Chamber / Definitely De Pere)

(If yes: Contact information: _____)

9. We will email you a copy of this year’s Business *Talk* results. What email should we send it to?

Email: _____

Q8. Have you had any positive experiences during the pandemic you'd like to share?

(Ex: more family time, improved employee relations, opportunity to be more active, eating healthier, sped up online adoption)

- lots of cleaning and sanitizing time
- Greater vision with operations and keeping safety in the forefront. Understanding possible other ways to push and pull business toward us.
- Family time was great but the stress of the business was unbelievable.
- More family time, got that "to do" list done
- Got my sample room and catalogs cleaned out.
- Many new customers in the Retail, and animal feeds.
- More time to help out the community.
- A time to reset and re-evaluate everything. The opportunity to make changes in the business that were a long-time coming.
- We created Downtown Faces Forward as a way to promote small business and it created a great following and sense of positivity for our community--and for other downtowns.
- Funding sources approving Telehealth has been a very important change.
- more family time, spending time at home
- We were lucky enough to rent our biz' space from an awesome landlord who redid the heating and cooling while we were forced to be closed. A pro-active forward-thinking landlord is the best!
- work team coming together while facing uncertainty and obvious challenges
- Slowed things down for a bit which was nice to have a break from the day to day.
- More family time
- More family time has been great.
- Closer community of patients. We made it a goal in our office to do and act as normal. Be the place of normalcy in a world of chaos. We were very specific about never talking about COVID.
- Family Time
- Families have not been able to be with their loved ones during their most vulnerable and needed times nor for normal family visits. We have seen nothing positive in dealing with the elderly and family members of the elderly in the community. It is heartbreaking to listen to family's whose parents/grandparents/siblings have died alone because family is not allowed to be with them.
- Not really! lol.
- More family time, opportunity to grow as a team and adapt utilizing more technology
- Closer community of patients. We made it a goal in our office to do and act as normal. Be the place of normalcy in a world of chaos. We were very specific about never talking about COVID.
- More family time and more active.
- I guess the most positive thing, not that there's been much, was that our online performances allowed some of our out of town alumni to participate. That said, online comedy shows are tough.
- Our business has continued to be very steady
- Our members have really been very supportive, and we took the time we were closed to make improvements to the club.
- No. But we saw enough people wanting to help local business more than before by wanting to visit them but the rules made it harder.
- I have never worked in the same room with my husband prior to the pandemic. Now that we are both working from home, I have a clearer understanding of what he does and how hard he works everyday and I think he has the same with me.
- The fortitude of business owners and loyal customers has ruled

- Forced refinement of business operations.
- It has given me pause to know that anything can happen. People matter and a chance to show empathy
- My landlord was kind enough to cut rent by 50% in the first two months, as we all stayed at home. The increased family time with everyone home for dinner and indoors at night has been a wonderful return to my childhood patterns in the 1970's. I've had time to really focus on my health and feel better now than ever.
- Forced me to do things with my business that I wouldn't have done otherwise like online ordering and now I plan to keep it around because it's been working well.
- More family time some increase in productivity
- I was able to go for daily walks outside.
- Got to communicate how chiropractic helps the immune system.
- Sped up online adoption
- my life hasn't changed...maybe a little more family time. We were categorized as an essential business so we never shut down...just had some waves of slow down - we used that time in increase training and do some housekeeping. With all the "how to operate" changes our business was very busy just keeping up - seems the guidelines change with the day of the week. There is work in furloughs and bringing people back. We are fortunate that we brought everyone back to work. We are looking to hire - we are always looking to hire, especially techs and sales. It is interesting to hear about all the financial assistance programs - I had only heard of the one. I would like to know more about the others - maybe not so much me, but for my HR. For example the IRS one you mentioned, I would have thought that was the same as PPP. For my family there was also a lot of cancellations to manage with my kids - my daughter is very active in softball ball and her season was canceled so we worked hard to find alternative tournament solutions. Looking to the future, I see using less of our office space.
- Zoom meetings has freed up more time try to network and work with the non-for-profits that are aligned with the company.
- All attendees were very appreciative for being able to attend the fair and to show their animals. Even with the added stress of putting on the fair, the happiness and appreciation of the attendees made it a positive for all involved.
- NO Positives. The political climate has to change soon.
- Capitalized on the opportunity to work more together as a team to help each other and clients during difficult times. The creating of Downtown Faces Forwards social media campaign further business networking and low cost business marketing opportunity that might not have been utilized outside of COVID
- More family time
- More pool time
- more family time, the chance to really look at my business and make decisions for my ideal life
- More time with family, better work life balance, more "in office" time to complete workflow projects and internal efficiencies, implementation of new technology to better serve clients, more active, eating healthier
- Just keeping our head down and working.
- Every day presents new challenges. It is beginning to wear us down. Trying hard to stay positive.
- Clients appreciated the fact that we had a game plan in place prior and simply executed the plan to continue providing first rate service
- More family time and time to make improvements to our business.
- Family time, break from work.
- We have had some positive experiences throughout this pandemic. We've spent more time as a family and had more opportunities to get outside together. We also were able to make some improvements to our business during the months we were closed.
- Nothing has changed.
- Connected with people; eating healthier

- Changing our hours a bit gave me more time with family.
- Changing our hours a bit gave me more time with family.
- More customers purchasing our product than ever before.
- Checking more to-do list items off
- More quality time with family and physical activity
- Deeper connection with clients and employees
- More family time, healthier eating
- It slowed things down which is always nice to have a break but that lasted too long.
- We reduced our hours for a period, and I was able to spend more time at home with my family
- It has been nice to be relieved of the necessity to attend lots of events. I will start to miss them but it has been nice to simply go home at the end of my day.
- More family time
- able to eliminate underperforming employees
- hands down more family time and discovering the things you take for granted.
- More family time
- catch up on paperwork
- More pool time with the warm weather.
- More family time, customers wanting to support local
- more time at home, better online business practice
- Eating healthy and exercising more.
- loyalty of staff and customers
- Members and friends more likely to check on each other using other forms of communication
- More Family Time and an Increased Sense of Community
- our young boys being home together has built a very strong bond/friendship between them.
- We've learned that we could easily transition into remote work and it has had a huge positive impact on our employees who previously worked at the office.
- Streamlined operations
- Increased family time benefited our relationships
- More family time and time to exercise.
- The closure on Main Avenue has allowed us to make necessary renovations in order to return in a more economically viable position and prepared for any future inside service closures. Parking remains to be a potentially insurmountable obstacle for a quick service business.
- We have gotten very good at carryout
- more family time
- More family time
- Sorry; nothing positive has come from this, less stress on one hand, accompanied by more stress on the other, such as worrying about the future!
- Family time
- Other small businesses in De Pere bannin together to do small promotions, work together to try to cross promote, etc.
- Closer to employees
- I rode my bike on the trail and kayaked to relieve stress. Online store! still worked a lot.
- Downtown Faces Forward and informal support from other business and property owners.
- Closer family unit, stronger connection with patient base

- People taking care of other people - ie a customer picking up 15 bags of popcorn to drop door by door in a De Pere neighborhood
- I think the best thing, is being able to see how the community comes together. Our clients have expressed their concerns for our business and have strongly supported us. Local businesses also rally together to support each other. I have a greater appreciation for De Pere and very proud to have my business here!
- More family time
- We have gotten very good at carryout
- Closer to employees
- business as usual
- That's a tough one...other than knowing that you learn you need to work together to get thru something so impactful to all



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 10, 2020

DEPARTMENT: Plan Commission

FROM: Daniel Lindstrom

SUBJECT: Consideration and possible action regarding a planning option request for Parcel WD-D0077 (West Industrial Park) and 26 acres adjacent to Profit Place (East Industrial park).*

ATTACHMENTS:

- Immel Construction Options Memo 11102020 - Updated (PDF)
- West Properties (PDF)
- East Properties (PDF)

CITY OF DE PERE MEMO



To: Mayor James Boyd
Larry Delo, City Administrator

From: Daniel Lindstrom, Development Services Director

Date: November 10, 2020

RE: **Immel Construction – West and East Park Parcel Short Term Options.**

Immel Construction (Developer) approached the City of De Pere with a development interest for a manufactory looking for approximately 24-26 Acres of industrial lands for a 300,000 to 350,000 square foot manufacturing and headquarters office facility. The business would like to move quickly and be able to break ground in 2021; therefore, the Developer is spending a significant amount of time conducting initial site due diligence. The City presented the Developer with two potential sites: (1) Parcel WD-D0077 In the west business park or (2) a combination/reconfiguration of parcels in the east park. See the sites below.

West Park (WD-D0077)



East Park



Option Request:

The Developer requests two “short” or “limited” term options to continue their site due diligence. They have requested 90-day options for the two parcels. This is different from our typical process but staff believes we can prepare a planning option to meet their needs and still allow for a more detailed option or agreement if the business was to select one of the sites.

West Business Park - WD-D0077 Terms:

- Located in TID No. 11.
- City to present the Developer with a 90 Day PLANNING Option to conduct due diligence.
- The Developer may extend additional 90 days for \$3,250 (26 Acres at \$500/acre = 13,000 per year. 90 days for \$3,250.
- The City to grant an ROP to the Developer to prepare a wetland delineation and share it with the City.

- If Developer exercises the Profit Place Planning Option to Purchase, the Fortune Avenue Planning Option to Purchase shall terminate.
- The City, during the Initial Term or any Extended Term, shall not convey, sell, lease or transfer any indicia of ownership to any other legal entity and hereby grants to Developer exclusive rights to negotiate the purchase of the Property unless Developer notifies City in writing that it is terminating the Option and will not purchase the Property.
- During the Initial Term or any Extended Term, and upon determining the potential development is feasible, the Parties shall work together and negotiate proposed Property sale and development terms, which shall be presented to the City's Finance/Personnel Committee for review, with final approval of a negotiated Property Sale/Development Agreement by the City's Common Council.

East Business Park – Profit Place Terms:

- Located in TID No. 10.
- City to present the Developer with a 90 Day PLANNING Option to conduct due diligence at a cost of \$3,250. (26 Acres at \$500/acre = 13,000 per year. 90 days for \$3,250.
- The Developer may extend additional 90 days for \$3,250. (26 Acres at \$500/acre = 13,000 per year. 90 days for \$3,250.
- The City to share the recent wetland delineation findings and subsequent DNR actions.
- If Developer exercises the Fortune Avenue Planning Option to Purchase, the Profit Place Avenue Planning Option to Purchase shall terminate.
- The City, during the Initial Term or any Extended Term, shall not convey, sell, lease or transfer any indicia of ownership to any other legal entity and hereby grants to Developer exclusive rights to negotiate the purchase of the Property unless Developer notifies City in writing that it is terminating the Option and will not purchase the Property.
- During the Initial Term or any Extended Term, and upon determining the potential development is feasible, the Parties shall work together and negotiate proposed Property sale and development terms, which shall be presented to the City's Finance/Personnel Committee for review, with final approval of a negotiated Property Sale/Development Agreement by the City's Common Council.

Staff recommends the approval of the short-term planning options for potential development. If recommended for approval staff would prepare separate planning options for each development site.



City of De Pere East Industrial Park: Available Lots

Legend

Lot Price*

	\$30,000 / Acre
	\$35,000 / Acre
	\$40,000 / Acre
	\$45,000 / Acre

TID



10

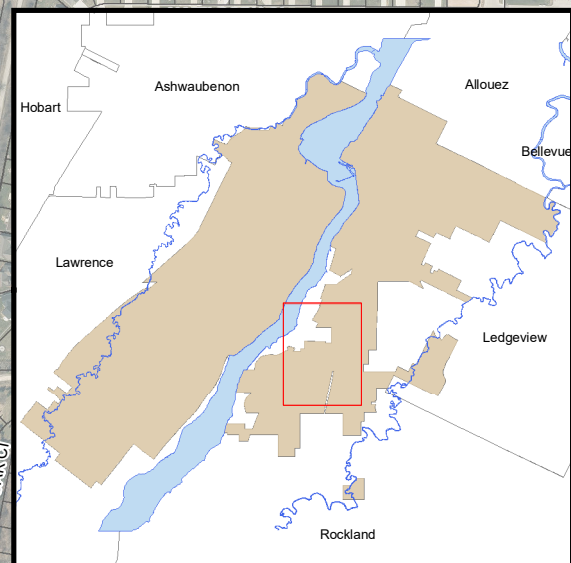
Locate in De Pere!
Interested in one of our parcels?
Contact Development Services
920-339-4043
dlindstrom@deperewi.gov



See next page for zoning information.
Parcels may be divided or combined.
*Proposed road alignment may be changed.

1 inch = 600 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. KLV 03/11/20 Planning GIS_Planning Projects/LandSaleMaps/2020_Land_Map





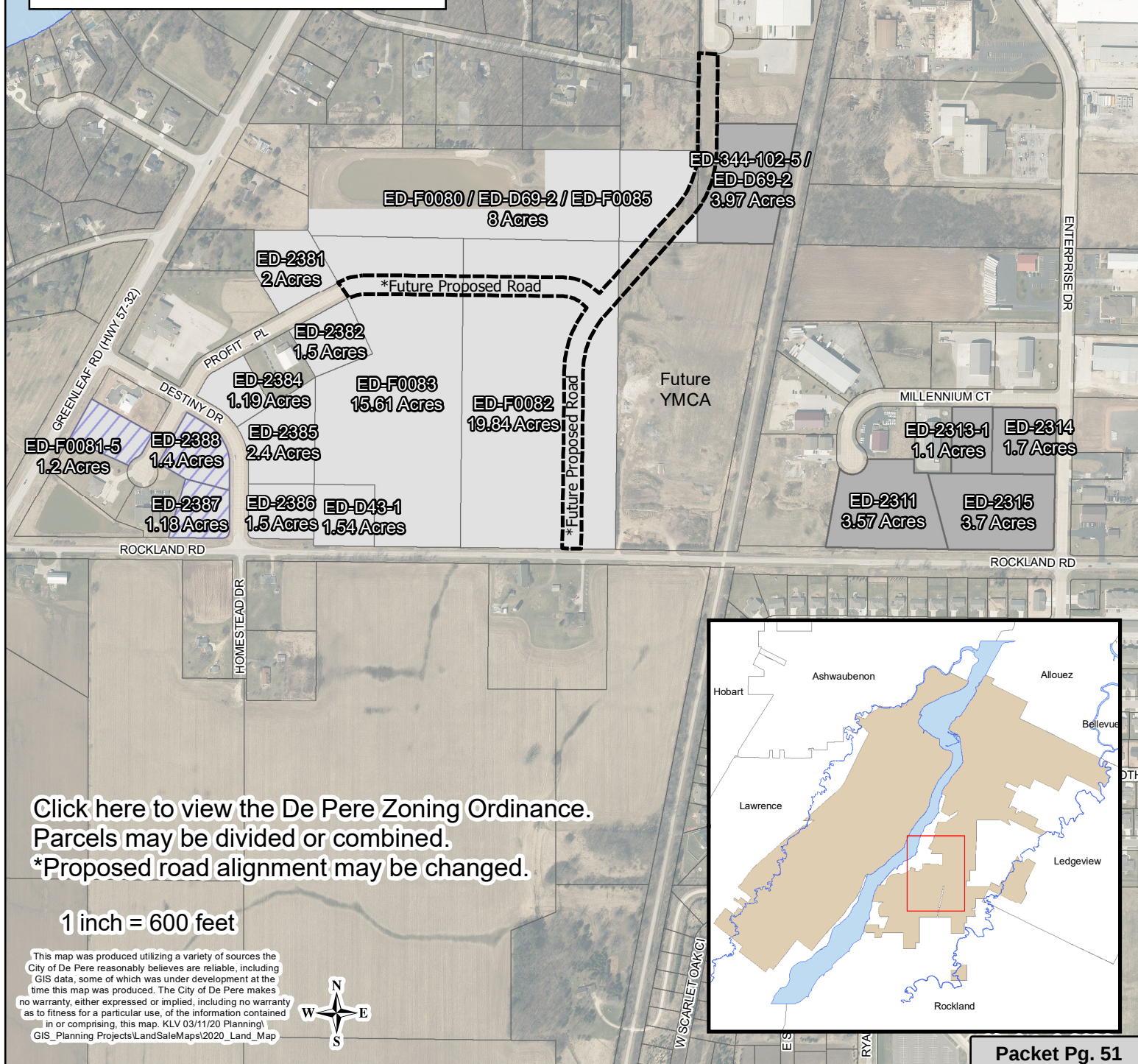
City of De Pere East Industrial Park: Available Lot Zoning

Legend

Zoning Districts

-  Industrial Park (I-1)
-  General Industrial (I-3)
-  Planned Development District (PDD)

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dclindstrom@deperewi.gov



Click here to view the De Pere Zoning Ordinance.

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City of De Pere East Industrial Park: Available Lots

Legend

Lot Price*

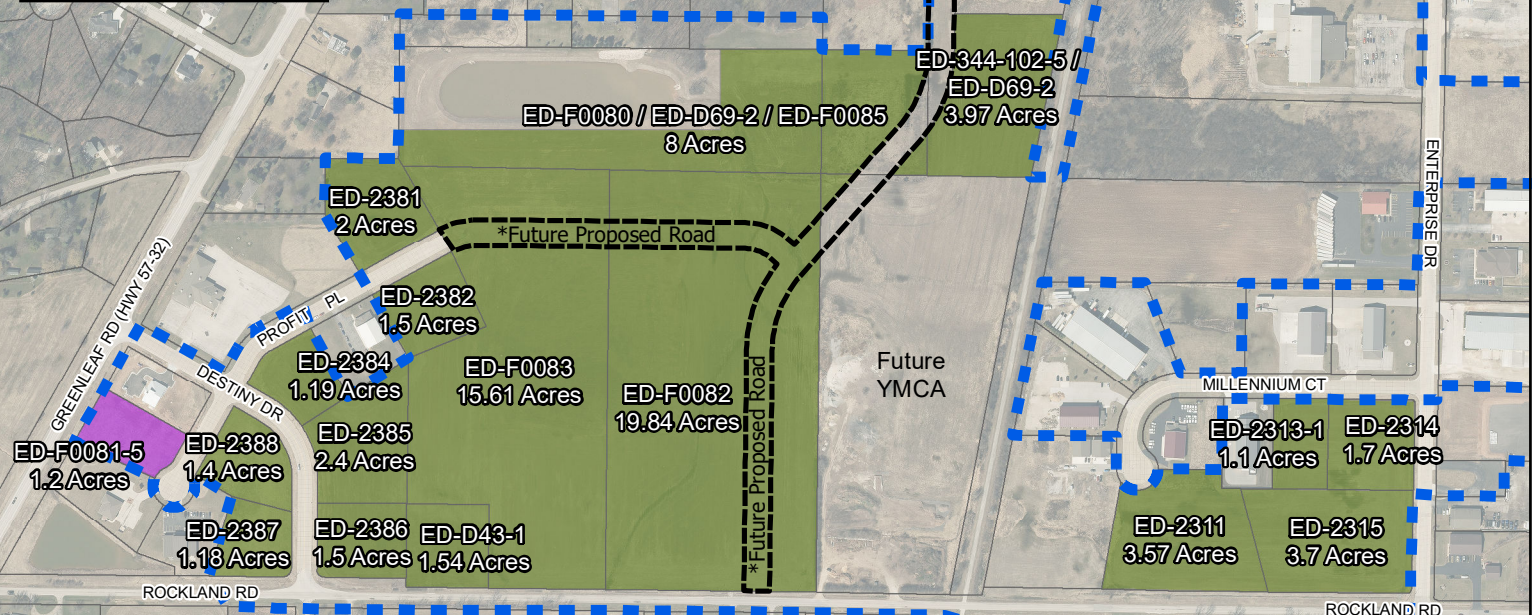
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- \$40,000 / Acre
- \$45,000 / Acre

TID



10

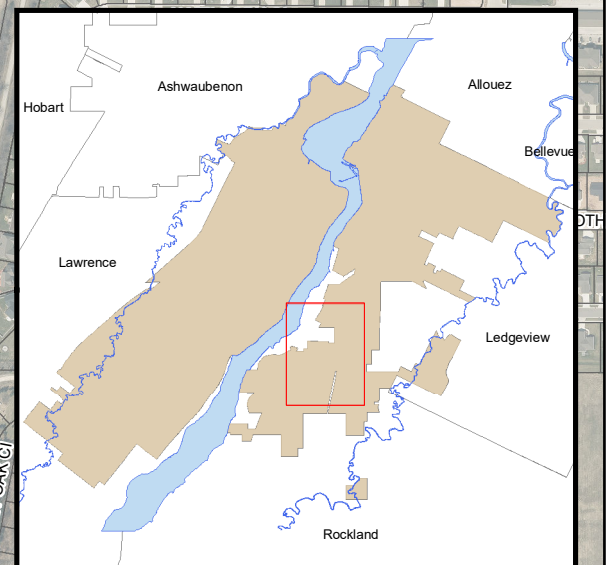
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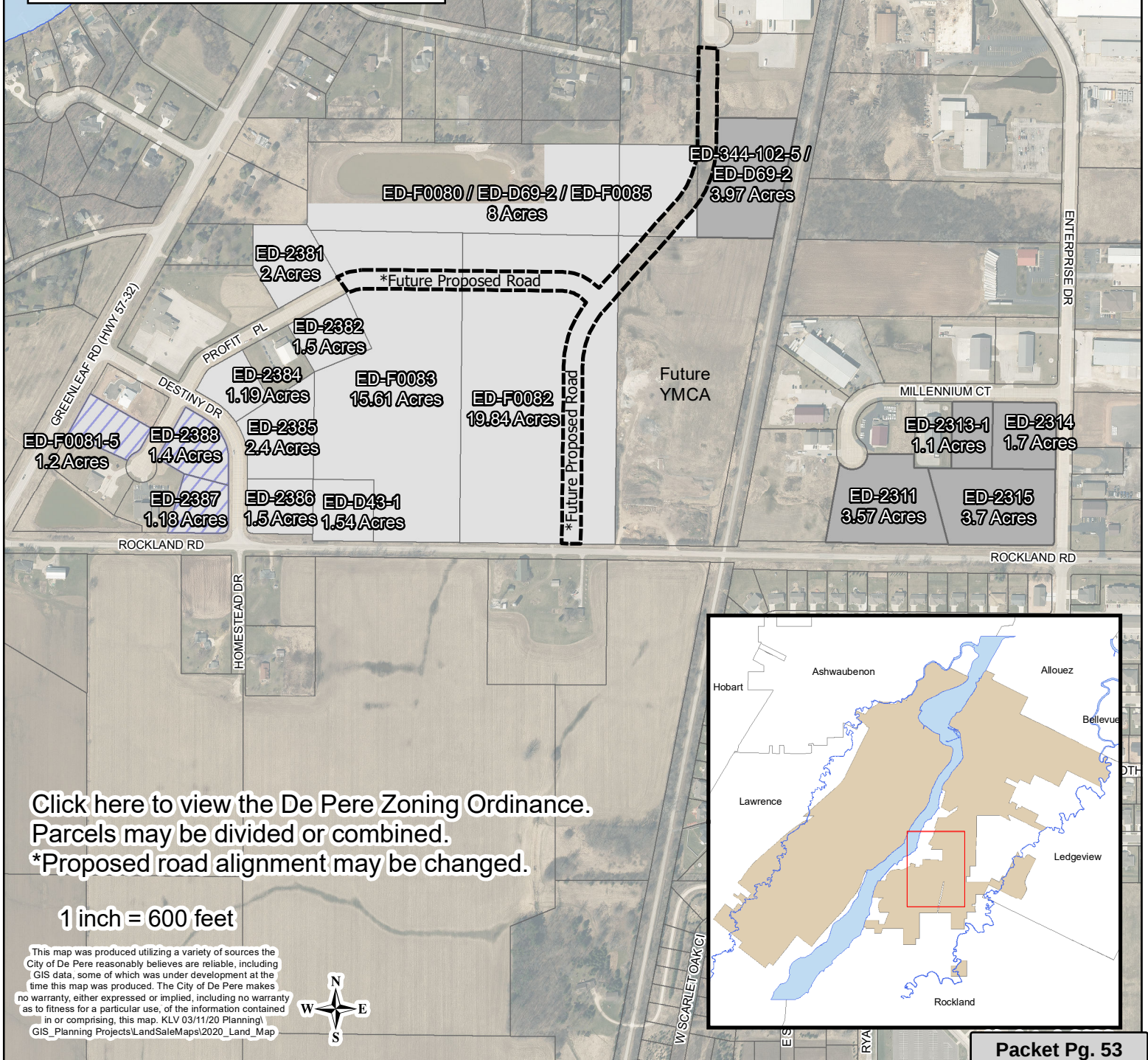
City of De Pere East Industrial Park: Available Lot Zoning

Legend

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City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 10, 2020

DEPARTMENT: City Clerk

FROM: Ann Ledvina

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

ATTACHMENTS:

- Sep 2020 Cash and Investments.1 (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: November 3rd, 2020
Subject: Cash and Investments Report for September 30, 2020

I have attached a summary of the City's Cash and Investments for your information and review as of September 30th, 2020. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2019 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments earned \$346,016 through September of 2020 which projects to roughly \$460,000 annually which is lower year to date in comparison to our budgeted annual amount for 2020 of \$525,000. The LGIP investment amount decreased \$2.5 million in September due to payments of \$1.6 million for accounts payable and \$.9 million for payroll. The money market account also decreased \$1 million for accounts payable payments. The LGIP investment account will increase by \$7.7 million in **October** for receipt of 2020 debt proceeds of \$9,339,000 and \$330,000 of state transit aid offset by payment of accounts payable and payroll for \$2 million. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

September 30, 2020

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 764,065.93
HEALTH CHECKING	\$ 2,320,754.91
DENTAL CHECKING	\$ 54,250.48
SUBTOTAL	\$ 3,139,071.32
RESTRICTED	BALANCE
WATER BOND MM	\$ 212,639.42
SUBTOTAL	\$ 212,639.42
TOTAL CASH	\$ 3,351,710.74

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	\$ 3,484,285.98	\$ 75,950.44	0.62%
ASSOCIATED BANK TRUST	\$ 5,089,865.05	\$ 108,369.39	2.89%
CHARLES SCHWAB INVESTMENTS	\$ 6,369,589.86	\$ 152,149.84	3.25%
MONEY MARKET	\$ 27,427.02	\$ 9,546.58	0.53%
TOTAL INVESTMENTS	\$ 14,971,167.91	\$ 346,016.25	
TOTAL CASH AND INVESTMENTS	\$ 18,322,878.65		

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
SEPTEMBER 30, 2020

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

	31-Jul-2020	31-Aug-2020	30-Sep-2020	31-Oct-2020	30-Nov-2020	31-Dec-2020
CHECKING ACCOUNTS						
CITY CHECKING	1,041,192.27	234,572.92	764,065.93	-	-	-
HEALTH CHECKING	2,426,825.16	2,310,352.31	2,320,754.91	-	-	-
DENTAL CHECKING	52,498.10	53,078.30	54,250.48	-	-	-
SUBTOTAL	\$ 3,520,515.53	\$ 2,598,003.53	\$ 3,139,071.32	\$ -	\$ -	\$ -
RESTRICTED						
WATER BOND MM	212,586.27	212,613.28	212,639.42	-	-	-
SUBTOTAL	\$ 212,586.27	\$ 212,613.28	\$ 212,639.42	\$ -	\$ -	\$ -
TOTAL CASH	\$ 3,733,101.80	\$ 2,810,616.81	\$ 3,351,710.74	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	\$11,059,044.57	\$ 5,946,902.22	\$ 3,484,285.98	\$ -	-	-
ASSOCIATED BANK TRUST	\$ 5,071,822.75	\$ 5,086,606.76	\$ 5,089,865.05	\$ -	-	-
CHARLES SCHWAB INVESTMENTS	\$ 6,356,910.15	\$ 6,361,200.65	\$ 6,369,589.86	\$ -	-	-
MONEY MARKET	\$ 1,027,293.14	\$ 1,027,423.65	\$ 27,427.02	\$ -	-	-
TOTAL INVESTMENTS	\$ 23,515,070.61	\$ 18,422,133.28	\$ 14,971,167.91	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 27,248,172.41	\$ 21,232,750.09	\$ 18,322,878.65	\$ -	\$ -	\$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2019

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

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



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: November 10, 2020

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Discuss Bargaining Strategy for Successor Collective Bargaining Agreement with the De Pere Police Benevolent Association*
