



# Finance/Personnel Committee

## Regular Meeting

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

### Agenda

**Tuesday, November 9, 2021**

**7:30 PM**

**Council Chambers and Virtual**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **November 9, 2021 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

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

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

**OR**

**You can also dial in using your phone.**

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

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

**Access Code:** 154-883-285

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

#### Call to Order

1. Roll Call
2. Approval of the Minutes from the October 12, 2021, Regular Meeting of the Finance/Personnel Committee.
3. Public Comment Period upon matters not on the agenda.
4. Fire Department Overtime and LifeQuest Services Billing Reports for October, 2021.
5. Consideration and Possible Action on the October 2021 Police Overtime Report
6. Consideration and possible action on modification to Division of Public Health DPH Contract #47645-4.\*
7. Review and possible action on City of De Pere Investments and Cash Detail report for September 2021.
8. Future agenda items.
9. 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**

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**MEETING DATE:** November 9, 2021

**DEPARTMENT:** City Attorney

**FROM:** Angela Zills

**SUBJECT:** Approval of the Minutes from the October 12, 2021, Regular Meeting of the Finance/Personnel Committee.

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**ATTACHMENTS:**

- October 12, 2021 Minutes-DRAFT (PDF)



# Finance/Personnel Committee

## Regular Meeting

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

### Draft Minutes

Tuesday, October 12, 2021

7:30 PM

Council Chambers and Virtual

1. Call to Order. The meeting was called to order at 7:30 PM by Mayor Boyd.

| Attendee Name         | Title    | Status  | Arrived |
|-----------------------|----------|---------|---------|
| James Boyd            | Mayor    | Present |         |
| Mike Eserkaln         | Alderman | Present |         |
| Amy Chandik Kundinger | Alderman | Present |         |
| John Quigley          | Alderman | Present |         |
| Kelly Ruh             | Alderman | Present |         |

Also Present: City Attorney Judith Schmidt-Lehman, Assistant City Attorney Kristen Johnson, City Administrator Larry Delo, Fire Chief Alan Matzke, Maintenance Supervisor Tom Blohowiak, Finance Director-Treasurer Joe Zegers, Police Chief Derek Beiderwieden, Public Works Director Scott Thoresen, Scott Sternhagen and Dan Fochs of CliftonLarsonAllen (CLA), Human Resources Director Shannon Metzler, Jason Shanda of M3 Insurance, Scott Hemauer of HZ Properties LLC, Officer Russ Holcomb and members of the public.

Remote: Health Officer-Director Deborah Armbruster, Police Captain Jeremy Muraski, HR Generalist Tracy Hood and members of public (unidentified telephone participants).

2. Approval of the Minutes from the September 14, 2021, Regular Meeting of the Finance/Personnel Committee.

|                  |                                         |
|------------------|-----------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>              |
| <b>MOVER:</b>    | James Boyd, Mayor                       |
| <b>SECONDER:</b> | Kelly Ruh, Alderman                     |
| <b>AYES:</b>     | Boyd, Eserkaln, Kundinger, Quigley, Ruh |

3. Public comment period.

None. No one responded to the Mayor's offer to speak on any item not on the agenda.

4. Fire Department Overtime and LifeQuest Services Billing Report for September, 2021.

|                  |                                         |
|------------------|-----------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>              |
| <b>MOVER:</b>    | James Boyd, Mayor                       |
| <b>SECONDER:</b> | John Quigley, Alderman                  |
| <b>AYES:</b>     | Boyd, Eserkaln, Kundinger, Quigley, Ruh |

5. Consideration and Possible Action on the September 2021 Police Overtime Report.

|                  |                                         |
|------------------|-----------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>              |
| <b>MOVER:</b>    | John Quigley, Alderman                  |
| <b>SECONDER:</b> | Kelly Ruh, Alderman                     |
| <b>AYES:</b>     | Boyd, Eserkaln, Kundinger, Quigley, Ruh |

6. Consideration and Possible Action on a \$2,000 grant from Wisconsin Public Service Foundation to the Police Department for ballistic shield replacement.\*

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Amy Chandik Kunding, Alderperson  
**SECONDER:** Kelly Ruh, Alderperson  
**AYES:** Boyd, Eserkaln, Kunding, Quigley, Ruh

7. Consideration and Possible Action on Fire Department Request to apply for 2021 Wisconsin Forest Fire Protection Grant.\*

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** James Boyd, Mayor  
**SECONDER:** Mike Eserkaln, Alderperson  
**AYES:** Boyd, Eserkaln, Kunding, Quigley, Ruh

8. Consideration and Possible Action on the Request of the YMCA to Extend its Option to Purchase Agreement.\*

In response to the Mayor's request for an update, Administrator Delo advised that this item is a request from the YMCA to extend the deadline of its Option to Purchase from 2025 to 2032 to align with the anticipated construction of the Southern Bridge Corridor. This would allow the YMCA to pursue other projects prior to this one, but allow it to exercise the option if the bridge is completed earlier, with the intent to serve the population on both sides of the river to the south. Mayor Boyd indicated that this development is great for the City. In response to Alderperson Chandik Kunding's questions as to the risk of extending, Administrator Delo advised that the YMCA is a non-profit entity, resulting in no property taxes; the only risk is whether other parties may also be interested in the property. Based upon past community feedback, there is anticipated support for a YMCA and there are benefits noted in the agreement specifically for De Pere residents.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** John Quigley, Alderperson  
**SECONDER:** Kelly Ruh, Alderperson  
**AYES:** Boyd, Eserkaln, Kunding, Quigley, Ruh

9. Consideration and Possible Action on the Request of HZ Properties, LLC (Ameriprise Financial 111-113 N. Broadway St.) to Amend Revolving Loan Fund Agreement.\*

Attorney Judith Schmidt-Lehman advised the Committee that there is a memo from Development Services Director Lindstrom in the agenda packet detailing the request for a six-month extension and, if approved, the Law Department will have the paperwork prepared for review with next Tuesday's Common Council meeting packet.

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

10. Consideration and possible action to approve the following from the State of WI Department of Health Services 2021 DPH Consolidated Contract No. 47645-3 in the amount of \$523,300 (Immunization COVID Supp3, ARPA COVID Recovery and Public Health Workforce).\*

Upon further discussion, Alderperson Quigley clarified whether these positions would cease if funding is stopped or whether these positions are currently doing other services

to which Health Officer-Director Armbruster explained that the funding is for limited-term positions resulting from COVID, and once the COVID funding goes away, so do the positions; however, the grants are in effect until 2024. The positions may not be needed once the focus shifts from COVID.

|                  |                                       |
|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Boyd, Mayor                     |
| <b>SECONDER:</b> | Amy Chandik Kunding, Alderperson      |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

11. Consideration and Possible Action of 2022 Benefit Renewal and Plan Design Changes.\*

Human Resources Director Metzler presented with Jason Shanda of M3 Insurance (City's broker) to provide positive news to the Committee regarding the health fund. Surplus funds have been reduced as a result of a three month premium holiday for both employees and the City earlier this year, with some more significant proposals promised to be suggested this fall. Highlights of the changes suggested for 2022 would implement a co-pay structure which would decrease the surplus a small amount for savings appreciated by employees; implement a near site program (budget neutral change) with both Bellin and Prevea to obtain services at a reduced rate, resulting in direct billings to the City for those services, with certain services not requiring any employee co-pay; and implement a Real Appeal weight loss program for 2022 that will be reevaluated to continue based upon interest from employees.

It is also recommend that the cost-share structure for premiums be changed from 15% (employee contribution) and 85% (City) to 10% (employee) and 90% (City). In comparison to other public sector entities, De Pere is higher than some others, and with the surplus, now would be the time to reduce to be more comparable. The surplus fund would still have a target goal of funding for approximately 6 months of claims. These changes are currently recommended and the surplus can again be re-evaluated in 2022.

Mayor Boyd indicated he likes the conservative approach and rewarding employees with savings. Alderperson Chandik Kunding also commended leaving the buffer in the surplus funds. In response to Alderperson Quigley, HR Director Metzler advised that the City does have stop loss insurance, a premium paid for insurance on the insurance plan, and explained that for claims that are above \$100,000 the City is not responsible; this coverage keeps things stable and protects from these reductions.

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|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Boyd, Mayor                     |
| <b>SECONDER:</b> | Kelly Ruh, Alderperson                |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

12. Consideration and possible action to replace fuel tank monitoring system \$16,250.35.\*

Maintenance Supervisor Tom Blohowiak advised the Committee that the fuel monitoring system is 35 years old, and the fuel tanks must be monitored to meet DOT codes. The system lost memory and reprogramming has not been successful; staff is unable to get parts to repair.

Mayor Boyd confirmed that funding will be taken from Unassigned Reserves.

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|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Boyd, Mayor                     |
| <b>SECONDER:</b> | Amy Chandik Kunding, Alderperson      |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

13. Presentation of 2020 Executive Audit Summary and Financial Statements.\*

Dan Fochs and Scott Sternhagen of CLA (CliftonLarsonAllen LLP) appeared to provide an overview of the Executive Audit Summary for 2020 beginning on page 83 of the agenda packet.

Page 1 of the summary indicates that a "clean" audit report has been issued; The Internal Controls section discloses items of deficiencies: that CLA assists in the preparation of the Annual Financial Report and the material adjusting of journal entries.

Pages 2-6 is the Formal Required Communications from the audit, and those pages were reviewed with the Committee in detail.

In response to Mayor Boyd, Finance Director-Treasurer Zegers confirmed a correction of a reclassification from TID #12 as part of the audit.

Page 8 of the report provides the itemization of financial information; the General Fund is the largest fund and is consistent from the previous year and shows the City is managing the fund very well. The Cable Access fund is no longer in a deficit, and Mr. Sternhagen recited the various capital project funds and governmental funds. On page 9 it was highlighted that the general fund increased \$42,000 and is in good condition for 2021 budget year. The City has a 25% policy for expenditures and is in good financial condition, especially with the challenges of 2020.

An overview of Tax Incremental Districts 5-16 was provided, highlighting that TIDs 5 and 6 are close to closure. Finance Director Zegers added that TIDs 5 and 6 will close in 2021. TIDs do fluctuate as projects develop.

Page 10 itemizes the self-insurance and dental funds; 2020 had an increase of about \$480,000 in the health self-insurance fund, which is almost 200% of claims for 2020. A graph is included on page 11, which shows the increase over the last five years. The dental surplus is not as significant as the health fund.

The City's Water Utility and Wastewater Utility are the most significant utility funds. Per FD-T Zegers the water fund is up 10% and trending upward in 2021. The City is cutting away at the advance from the General Fund and a rate increase was implemented at the right time. FD-T Zegers added that the Public Service Commission now has a simplified rate case application that allows municipalities to apply for a 3% increase in rates; staff is looking at that for 2022. Further discussion occurred among City Administrator Delo, the Mayor and FD-T Zegers to clarify that the proposal starts with conversation and moves to Public Works and is approved by the Public Service Commission. FD-T Zegers added that the sewer utility is unregulated. Wastewater Utility funding was then reviewed by Mr. Sternhagen. FD-T Zegers indicated that a positive for the Water and Wastewater accounts is that the City is updating infrastructure yearly.

Page 15 itemizes comments and observations from the departmental review of City's Finance Department and recommendations were highlighted to improve operations: (1) reassigning daily cash balancing to another employee so that the Finance Director-Treasurer can audit, to strengthen internal controls. FD-T Zegers indicated that the Deputy Clerk is reviewing the daily reconciliations to get a feel for that task as it is somewhat complex, with the hopes that by mid-December she should have a handle on it; (2) enhancing the approval and review process for transfers, which FD-T Zegers indicates he is receiving a monthly report for flow of LGIP funding and transfers that occur to the City checking; (3) documenting the review of voided transactions; (4) recommending a formal process for posting and reviewing entries, which the department is making changes in this area; (5) separating the process of payroll transactions, a finance department function, from adding employees to the system, typically a human resource function, which the department is looking to have an electronic footprint screens prepared that can be signed-off by Human Resource personnel, with the HR department setting the wage rate; (6) implementing a credit card policy to document procedures; and (7) conducting a review of new and one-time vendors for accuracy from fraudulent businesses by the Finance Director-Treasurer on a monthly basis. These suggestions are made to strengthen the financial control and segregation of duties in the department.

Page 16 provides a Technical Update for leases effective for 2022, which CLA is advising clients to review their leases. Administrator Delo indicated that the City leases one house on Lost Dauphin Road and does lease out some farmland in its business parks. Finance Director-Treasurer Zegers will follow-up with each department to look into any leases which may be applicable under the new standard.

The presentation concluded with the management letter, starting on page 103 of the agenda packet.

Mayor Boyd made a Motion to approve the Executive Audit Summary and send it to the Common Council for final approval.

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|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Boyd, Mayor                     |
| <b>SECONDER:</b> | Kelly Ruh, Alderperson                |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

14. Review and possible action on City of De Pere Investments and Cash Detail report for Aug. 2021.

Finance Director-Treasurer Zegers presented the balances as of August 31, 2021, with \$7.5 million in checking and \$17.5 million in City's four investment vehicles. The rate of return is typical of what has been seen during the year and throughout the industry: .06 to .21 percent, with record low times yielding lower results, however, a positive being the ability to borrow is cheaper also. The Local Government Investment Pool account decreased by \$6.3 million, due to \$4.7 million in debt payments and \$2 million for payroll and accounts payable, offset by \$400,000 received from Brown County as part of the tax settlement process.

September will decrease by \$2 million for accounts payable and payroll, with the 2021 borrowing proceeds expected at the end of this week.



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|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Boyd, Mayor                     |
| <b>SECONDER:</b> | Amy Chandik Kunding, Alderperson      |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

15. Future agenda items.

None.

16. Grievance submitted by De Pere Police Officer Russell Holcomb.

Mayor Boyd reviewed ground rules for grievance matters with the Committee. Assistant City Attorney Kristen Johnson advised the Committee that the three grievances under the title of this item need to be separated, so that each grievance is acted upon independently by the Committee.

The first matter to be addressed is on page 216 of the Agenda packet and is noted as **Grievance #3** regarding Article #7.

Officer Holcomb presented to the Committee first and indicated that 77.5 points were allotted for the interview process for the traffic officer position, with seniority included in the scoring. He believed the scoring is flawed and input provided by sergeants (that do not supervise him) is unfair as he was evaluated by those who do not understand what he does in his position. Officer Holcomb further indicated that he has a passion for traffic enforcement, is trained in commercial motor vehicle law and performs at a high level, conducting over 4,000 traffic stops per year, a number he believes is well above average. He advised the Committee that under the scoring, individuals with discipline issues and no experience scored higher. Officer Holcomb is representing himself during this meeting as the position at issue has been given to the union president. In his years in the position, he has worked with three supervisors and three prosecutors; he has educated supervisors on what he does; abnormal duties are time consuming and complicated. He is a certified car seat installer (De Pere Cares Car Seat Program); coordinates the Frogger Program with police services volunteers; has trained Community Service Officers and expanded their duties within the department; has trained crossing guards; has "traffic talk" on Facebook for tips, complaints and suggestions for improvements; shares information with engineers regarding traffic data so that he can be efficient in his duties; responds to school bus calls; and shared that crimes have been solved off his traffic stops. He further indicated that he would have received a higher score if he had been fairly evaluated; he has been working under a generic job description in his position, rather than what he truly does, and believes he wasn't properly reviewed during the process and that points were not allocated properly.

Human Resources Director Metzler and Chief Beiderwieden presented on behalf of the City. The Chief acknowledged Officer Holcomb's training and commended his efforts in performing in his position. He then indicated that Article #7 relates to promotion of personnel and the traffic officer position is an assigned position; Article #7 doesn't apply as the traffic officer is appointed by the Chief, and there is no set process for the position. In reference to the process that was utilized, the scoring has not been shared, and he is aware of only three people that know the scores. Human Resources Director Metzler recognized Officer Holcomb's passion for his job, and shared the process for a grievance and defined a grievance for the Committee; the labor contract with the Union is clear that

this is a specialty assignment with the department that ends as of 12/31/21. Out of courtesy to the applicants, the Chief identified a process and this matter is not a grievable issue. The language indicates that the Chief shall appoint someone; there is nothing to grieve. The issue before the Committee tonight is whether there is a violation of the contract.

Mayor Boyd clarified that nothing regarding the process is in the contract. Officer Holcomb indicated he did bring up a concern to his supervisor. Alderperson Quigley asked a question as to whether the process was unfair to Officer Holcomb.

**Grievance #2** is located at page 218 of the Agenda packet and is regarding Article #9 of the Labor Contract regarding overtime.

Officer Holcomb presented first and indicated that he has not been offered patrol overtime at any point during his tenure as traffic officer; no overtime has been offered although he is supervised by the Patrol Captain.

In response to Officer Holcomb, Chief Beiderwieden indicated that Article #9 of the contract references overtime and while Article #8 is for patrol, the traffic officer position is a special assigned position with set hours for Monday through Friday between 7:00 a.m. and 7:00 p.m.; there is flexibility to adjust the daily scheduled hours, with supervisor approval. Patrol officers work 6 days in a row and then have three days off, including weekends, which are off days for the traffic officer. The traffic officer is not subject to be ordered to work overtime, nor does the position work in an area-specific. The Chief believes Officer Holcomb understood the difference between the positions as he was on the bargaining unit when the 2017 Memorandum of Understanding (MOU) was negotiated. The traffic officer would not be in the rotation for patrol overtime for vacations or illness, as it goes back to patrol officers as identified in the contract.

Regarding grievance procedures, Officer Holcomb requests overtime going back for four years; however, the grievance language requires a grievance to be filed within 20 calendar days of the occurrence in order to be considered timely. Officer Holcomb's grievance is not timely and couldn't go back farther than 20 days from the date of the grievance. Chief Beiderwieden indicated that Officer Holcomb is not eligible for patrol overtime, but is eligible for special assignment overtime that is not patrol specific, such as special events.

**Grievance #1** is found on page 219 of the Agenda packet and is the subject of Articles 1-3 and 8 of the Labor Contract.

Officer Holcomb presented to the Committee that the Contract has the traffic officer position ending as of 12/31/2021; nothing is addressed or indicated for 2022, and does not clarify what happens moving forward. Further there is no language that states he cannot continue in the position or what happens when a new officer takes over; the intention is not clear. Other assignments in the department are not discontinued under specific time parameters and officers can stay as long as they want; if someone is performing why can they not stay in the position? Staffing levels of patrol officers currently prohibits use of his special training outside of the traffic officer position and changes to his hours and working conditions is subject to bargaining.

Chief Beiderwieden and Human Resources Director Metzler presented on behalf of the City. Chief Beiderwieden advised the Committee as to identity of the referenced Articles claimed in this grievance and indicated it is unclear to him what is being grieved. The position is a four year assignment written in the Contract and the MOU of 2017. The reason there is a specific ending in 2021 is because Officer Holcomb was selected to the position when the term was going to be longer than four years, such that there was a starting date and ending date. Management understood it to be a four year assignment, as a special assignment. School Resource Officers (SRO) and the Community Resource Officer can remain without an end date, unless disciplinary issues occur. This position needed an end date for the traffic officer as it was felt it was not healthy for the organization to have only one person benefit from the role. The idea was that an officer could utilize the knowledge gained in the traffic officer position and use it going back to patrol, so that a new officer would have an opportunity to gain that knowledge as well. The position was bargained as an MOU, put into the contract and ratified. HR Director Metzler added that for the specialty assignment of K-9 officer, that individual stays for the life of dog, and then the officer goes back to the patrol officer assignment; there is no need to negotiate the hours and the officer would simply slide back into his or her previous role. The department does not have a lot of specialty assignments and new recruits are interested in specialty assignment opportunities. The department does not want to tie up all specialty assignments and could shuffle people to give others an opportunity. Officer Holcomb can also use his skill set in patrol. The term of the assignment is nothing personal; the intent was to do what is best for the organization and department.

Officer Holcomb followed-up by stating that his position is the only one with a turnover; that he was allowed to reapply even though it was indicated to end in 2021; and that he missed opportunities to apply for SRO openings. Further, the department is not often above staffing levels to allow him to use his special resources and had he known it was ending, he would have had opportunity to pursue other positions. There is nothing that specifies what happens in January 2022. In response to Mayor Boyd, Officer Holcomb indicated there is nothing stating that he has to be removed.

In response to Alderperson Quigley's questions on the Chief's ability to stop assignments at any point, Chief Beiderwieden explained that he does have some discretion, but for example SROs are a function of the school in collaboration with the City as to the payment arrangement. Other special assignments could not be afforded by the department unless funding is provided. The K-9 officer is on patrol as a special shift and the Community Resource Officer could be eliminated by a process.

In response to Alderperson Chandik Kunding, Chief Beiderwieden advised that the initial term had odd extra time because the position started in March and not January. It will be a four year assignment going forward. The K-9 officer is a patrol assignment and not a special assignment. HR Director Metzler added that the new person would have a four year assignment.

Officer Holcomb alluded to past practice and language that is not clear and is ambiguous; the language specifically states a four year assignment and both parties knew the intent. Officer Holcomb has done the job at a high level.

Mayor Boyd made a motion to go into closed session at 9:27 p.m.; seconded Alderperson Ruh. Upon vote, motion carried unanimously.

Mayor Boyd made a motion to return to regular order at 9:41 p.m.; seconded by Alderperson Quigley. Upon vote, motion carried unanimously.

Officer Holcomb is commended for his passion for the job.

Mayor Boyd made a Motion to Deny Grievance #3 upon finding there was no contract violation, seconded by Alderperson Quigley. Motion carried by unanimous vote.

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|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Boyd, Mayor                     |
| <b>SECONDER:</b> | John Quigley, Alderperson             |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

Mayor Boyd made a Motion to Deny Grievance #2 upon finding there was not a contract violation, seconded by Alderperson Ruh. Motion carried by unanimous vote.

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|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Boyd, Mayor                     |
| <b>SECONDER:</b> | Kelly Ruh, Alderperson                |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

Mayor Boyd made a Motion to Deny Grievance #1 upon finding there was not a contract violation; seconded by Alderperson Eserkaln. Motion carried by unanimous vote.

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|------------------|---------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>            |
| <b>MOVER:</b>    | James Boyd, Mayor                     |
| <b>SECONDER:</b> | Mike Eserkaln, Alderperson            |
| <b>AYES:</b>     | Boyd, Eserkaln, Kunding, Quigley, Ruh |

It was noted that the Grievant will be advised of the Committee's Decision in writing.

17. Adjournment.

Upon Motion of Mayor Boyd, seconded by Alderperson Ruh, the Committee voted unanimously to adjourn the meeting at 9:44 p.m.

Respectfully submitted,  
Angela Zills



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** November 9, 2021

**DEPARTMENT:** Fire Department

**FROM:** Lea Taylor

**SUBJECT:** Fire Department Overtime and LifeQuest Services Billing Reports for October, 2021.

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**ATTACHMENTS:**

- FIRE DEPT OCT 2021 OT REPORT (PDF)

DE PERE FIRE RESCUEOVERTIME 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  | 72.00  | 30.00   | 540.25   |
| EMS TRAINING    | 97.25  | 128.50 | 146.00   | 45.00  | 0.00  | 0.00    | 0.00   | 0.00   | 99.00    | 82.75  | 85.50  | 104.00  | 788.00   |
| FIRE TRAINING   | 4.50   | 21.75  | 16.50    | 0.00   | 21.50 | 52.25   | 25.50  | 0.00   | 15.75    | 4.50   | 15.00  | 0.00    | 177.25   |
| RESCUE CALLS    | 4.25   | 6.50   | 6.25     | 10.25  | 3.00  | 11.50   | 3.75   | 4.75   | 9.25     | 10.50  | 0.50   | 14.50   | 85.00    |
| FIRE CALLS      | 0.00   | 0.00   | 0.00     | 0.00   | 0.00  | 0.00    | 0.00   | 4.25   | 0.00     | 0.00   | 0.00   | 0.25    | 4.50     |
| MEETINGS        | 4.75   | 4.50   | 7.00     | 30.00  | 24.50 | 25.50   | 0.00   | 26.00  | 28.25    | 54.75  | 0.00   | 0.00    | 205.25   |
| STAFFING REP.   | 49.50  | 4.50   | 18.00    | 0.00   | 3.75  | 198.00  | 36.00  | 216.00 | 162.00   | 152.00 | 352.50 | 264.00  | 1,456.25 |
| MAINTENANCE     | 0.00   | 0.00   | 0.00     | 0.00   | 0.00  | 0.00    | 0.00   | 0.00   | 0.00     | 0.00   | 0.00   | 0.00    | 0.00     |
| PUB. ED.        | 13.00  | 3.00   | 6.00     | 0.00   | 0.00  | 0.00    | 0.00   | 6.50   | 17.25    | 0.00   | 0.00   | 2.25    | 48.00    |
| SPECIAL EVENTS  | 0.00   | 13.75  | 0.00     | 0.00   | 0.00  | 0.00    | 2.25   | 0.00   | 7.50     | 9.00   | 3.00   | 0.00    | 35.50    |
| # FIRE RUNS     | 25     | 42     | 39       | 36     | 45    | 22      | 45     | 27     | 32       | 41     | 35     | 35      | 424      |
| # EMS RUNS      | 179    | 190    | 177      | 153    | 172   | 198     | 183    | 200    | 195      | 216    | 205    | 202     | 2,270    |
| DISPATCH ERRORS | 2      | 2      | 1        | 2      | 3     | 4       | 2      | 1      | 2        | 2      | 2      | 6       | 29       |
| TOTAL HRS.      | 221.25 | 223.50 | 273.50   | 106.25 | 58.25 | 305.25  | 103.50 | 308.50 | 432.00   | 364.50 | 528.50 | 415.00  | 3,340.00 |

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through January 4, 2020, \$71,709, 65%

\*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: 10/31/20-11/27/20  
 \*\*\*Period: 02/22/20-04/03/20    +++Period: 05/30/20-06/26/20    ^^^Period: 08/22/20-10/02/20    ###Period: 11/28/20-12/25/20

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2021

| REASON          | Jan.*  | Feb.** | Mar. *** | Apr.+  | May++  | June+++ | July^  | Aug.^^ | Sept.^^^ | Oct.#  | Nov.## | Dec.### | TOTAL    |
|-----------------|--------|--------|----------|--------|--------|---------|--------|--------|----------|--------|--------|---------|----------|
| DUTY CREW       | 33.00  | 33.00  | 45.00    | 48.75  | 54.00  | 22.50   | 78.00  | 75.00  | 60.25    | 33.00  |        |         | 482.50   |
| EMS TRAINING    | 81.25  | 108.50 | 123.50   | 67.00  | 8.75   | 25.50   | 0.00   | 0.00   | 94.00    | 143.25 |        |         | 651.75   |
| FIRE TRAINING   | 0.00   | 0.00   | 64.75    | 4.50   | 16.25  | 45.00   | 6.00   | 53.00  | 67.50    | 51.50  |        |         | 308.50   |
| RESCUE CALLS    | 1.25   | 17.00  | 6.00     | 1.75   | 5.50   | 7.50    | 5.25   | 4.50   | 6.00     | 6.00   |        |         | 60.75    |
| FIRE CALLS      | 0.00   | 0.00   | 0.00     | 0.00   | 0.00   | 0.00    | 0.00   | 0.00   | 5.50     | 0.00   |        |         | 5.50     |
| MEETINGS        | 4.50   | 24.00  | 58.00    | 35.50  | 24.00  | 0.00    | 0.00   | 0.75   | 108.00   | 0.00   |        |         | 254.75   |
| STAFFING REP.   | 36.00  | 62.25  | 36.00    | 36.00  | 141.75 | 0.00    | 580.25 | 500.50 | 409.50   | 213.00 |        |         | 2,015.25 |
| MAINTENANCE     | 0.00   | 0.00   | 0.00     | 0.00   | 0.00   | 0.00    | 0.00   | 0.00   | 3.50     | 0.00   |        |         | 3.50     |
| PUB. ED.        | 12.25  | 0.00   | 1.50     | 4.50   | 0.00   | 12.25   | 3.50   | 0.00   | 9.00     | 12.75  |        |         | 55.75    |
| SPECIAL EVENTS  | 5.50   | 70.50  | 146.75   | 102.25 | 68.50  | 82.25   | 15.00  | 55.25  | 31.25    | 47.75  |        |         | 625.00   |
| # FIRE RUNS     | 33     | 24     | 30       | 42     | 21     | 41      | 32     | 41     | 21       | 26     |        |         | 311      |
| # EMS RUNS      | 195    | 174    | 208      | 177    | 230    | 232     | 235    | 247    | 252      | 230    |        |         | 2,180    |
| DISPATCH ERRORS | 5      | 4      | 2        | 3      | 1      | 3       | 2      | 6      | 1        | 4      |        |         | 31       |
| TOTAL HRS.      | 173.75 | 315.25 | 481.50   | 300.25 | 318.75 | 195.00  | 688.00 | 689.00 | 794.50   | 507.25 | 0.00   | 0.00    | 4,463.25 |

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through November 3, 2021, \$87,503, 80%

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

**DE PERE FIRE RESCUE**  
**OCTOBER, 2021**  
**\*OVERTIME CAUSED BY SICK LEAVE**

| DATE         | HOURS OF<br>SICK LEAVE | OVERTIME<br>PAID |
|--------------|------------------------|------------------|
| 10/2/2021    | 12                     | 18               |
| 10/9/2021    | 48                     | 72               |
| 10/13/2021   | 1                      | 1.5              |
| 10/14/2021   | 9                      | 13.5             |
| 10/18/2021   | 24                     | 36               |
| 10/23/2021   | 24                     | 36               |
| 10/29/2021   | 24                     | 36               |
|              |                        |                  |
| <b>TOTAL</b> | <b>142</b>             | <b>213</b>       |

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



## DE PERE FIRE RESCUE STRUCTURAL FIRE "STILL" ALARMS FOR OCTOBER, 2021



| Date       | Incident Location                              | Reported Situation                                      | Units Dispatched              | Disposition                                         | Mutual Aid Received            |
|------------|------------------------------------------------|---------------------------------------------------------|-------------------------------|-----------------------------------------------------|--------------------------------|
| 10/4/2021  | 1764 Burgoyne Court                            | Alarm system activation, no fire, unintentional         | E121                          | Investigate, restore fire alarm system              | N/A                            |
| 10/5/2021  | 436 Main Avenue                                | Smoke scare, odor of smoke                              | E111                          | Investigate                                         | N/A                            |
| 10/8/2021  | 1488 Grant Street<br>(Town of Lawrence)        | Cooking fire, confined to container                     | C102, L111, A112              | Investigate                                         | N/A                            |
| 10/11/2021 | 1743 Burgoyne Court                            | Detector activation, no fire, unintentional             | E121                          | Investigate                                         | N/A                            |
| 10/11/2021 | 850 Morning Glory Lane                         | Alarm system sounded, due to malfunction                | BC111, E111                   | Investigate                                         | N/A                            |
| 10/12/2021 | 2127 Trailside Lane                            | Smoke detector activation, no fire, unintentional       | E111                          | Investigate                                         | N/A                            |
| 10/12/2021 | 201 James Street                               | Alarm system activation, no fire, unintentional         | BC111, E111                   | Investigate                                         | N/A                            |
| 10/12/2021 | 621 N. Broadway Street                         | Carbon monoxide incident                                | E111                          | Investigate                                         | N/A                            |
| 10/12/2021 | 1266 N. Crown Court                            | Smoke or odor removal                                   | BC111, E121                   | Investigate                                         | N/A                            |
| 10/14/2021 | 1764 Burgoyne Court                            | Alarm system activation, no fire, unintentional         | E121                          | Investigate                                         | N/A                            |
| 10/16/2021 | 1233 O'Keefe Court                             | Smoke detector activation, no fire, unintentional       | E111                          | Investigate                                         | N/A                            |
| 10/18/2021 | 1266 Pershing Road                             | Municipal alarm system, malicious false alarm           | BC111, E111                   | Investigate                                         | N/A                            |
| 10/18/2021 | 2824 Allied Street<br>(Village of Ashwaubenon) | Passenger vehicle fire                                  | C102, L111                    | Extinguishment by fire service personnel, ventilate | N/A                            |
| 10/20/2021 | 755 Scheuring Road                             | Alarm system sounded, due to malfunction                | E121                          | Investigate                                         | N/A                            |
| 10/21/2021 | 912 Westwood Drive                             | Power line down                                         | C101, C102, BC111, E111, E121 | Establish safe area                                 | Ashwaubenon, Hobart & Lawrence |
| 10/21/2021 | 1850 Enterprise Drive                          | Alarm system sounded, due to malfunction                | E111                          | Investigate                                         | N/A                            |
| 10/21/2021 | 755 Scheuring Road                             | Alarm system activation, no fire, unintentional         | E121                          | Investigate                                         | N/A                            |
| 10/22/2021 | 523 S. Erie Street                             | Carbon monoxide detector activation, due to malfunction | BC111, E111                   | Investigate                                         | N/A                            |
| 10/23/2021 | 1125 Grant Street                              | Smoke scare, odor of smoke                              | E121                          | Investigate                                         | N/A                            |



| <b>Date</b> | <b>Incident Location</b>                   | <b>Reported Situation</b>                                 | <b>Units Dispatched</b> | <b>Disposition</b>                                               | <b>Mutual Aid Received</b> |
|-------------|--------------------------------------------|-----------------------------------------------------------|-------------------------|------------------------------------------------------------------|----------------------------|
| 10/24/2021  | 5390 Dickinson Road<br>(Town of Morrison)  | Building fire                                             | BC111, L111             | Incident command,<br>extinguishment by fire<br>service personnel | N/A                        |
| 10/26/2021  | 1850 Enterprise Drive                      | Extinguishing system<br>activation, due to<br>malfunction | BC111, E111             | Investigate                                                      | N/A                        |
| 10/28/2021  | 1345 Wren Lane<br>(Village of Ashwaubenon) | Building fire                                             | BC111, L111             | Standby                                                          | N/A                        |
| 10/29/2021  | 1975 Ridgeway Drive                        | Cooking fire, confined to<br>container                    | BC111, E111             | Incident command,<br>investigate                                 | N/A                        |

**LIFEQUEST MEDICAL BILLING - 2021  
MONTHLY REPORT**

|                    | <b>JAN.</b> | <b>FEB.</b> | <b>MARCH</b> | <b>APRIL</b> | <b>MAY</b> | <b>JUNE</b> |
|--------------------|-------------|-------------|--------------|--------------|------------|-------------|
| CHARGES            | 107,745     | 149,229     | 145,085      | 118,183      | 148,044    | 130,954     |
| PAYMENTS           | 76,331      | 66,326      | 113,896      | 80,392       | 58,325     | 70,239      |
| CREDIT ADJUSTMENTS | 74,307      | 79,836      | 76,510       | 71,916       | 59,584     | 49,122      |

|                    | <b>JULY</b> | <b>AUG.</b> | <b>SEPT.</b> | <b>OCT.</b> | <b>NOV.</b> | <b>DEC.</b> |
|--------------------|-------------|-------------|--------------|-------------|-------------|-------------|
| CHARGES            | 159,878     | 183,445     | 157,213      | 187,948     |             |             |
| PAYMENTS           | 71,566      | 77,763      | 75,107       | 79,194      |             |             |
| CREDIT ADJUSTMENTS | 63,899      | 72,999      | 62,045       | 66,212      |             |             |

| <b>Payments to LifeQuest</b> |          |
|------------------------------|----------|
| January                      | 3,867    |
| February                     | 3,650    |
| March                        | 9,567    |
| April                        | 5,085    |
| May                          | 3,339    |
| June                         | 3,892    |
| July                         | 3,679    |
| August                       | 3,906    |
| September                    | 3,853    |
| October                      | 4,681    |
| November                     |          |
| December                     |          |
| Total Paid                   | \$45,519 |

\*\*See attached details

**City Of De Pere**  
**Income and Expenditures**  
**October 2021**  
**All Phases**

| Charges                                        |             | Billing             | Collection         | Total               |
|------------------------------------------------|-------------|---------------------|--------------------|---------------------|
| Billing Charges / Collection Placements        |             | \$163,265.60        | \$24,682.46        | \$187,948.06        |
| Other                                          | +           | \$0.00              | \$0.00             | \$0.00              |
| <b>Subtotal of Charges</b>                     |             | <b>\$163,265.60</b> | <b>\$24,682.46</b> | <b>\$187,948.06</b> |
| <b>Account Transfers</b>                       |             | <b>\$13,701.67</b>  | <b>\$10,980.79</b> | <b>\$24,682.46</b>  |
| <b>Credit Summary</b>                          |             |                     |                    |                     |
| <b>Total Credits</b>                           |             | <b>\$139,020.56</b> | <b>\$7,100.75</b>  | <b>\$146,121.31</b> |
| Less Adjustments                               | -           | \$66,211.84         | \$0.00             | \$66,211.84         |
| Less Delinquent Closed Accounts Reconciliation | -           | \$0.00              | \$715.10           | \$715.10            |
| Less Overpayments                              | -           | \$(889.09)          | \$(404.85)         | \$(1,293.94)        |
| <b>Gross Payments Received</b>                 |             | <b>\$73,697.81</b>  | <b>\$6,790.50</b>  | <b>\$80,488.31</b>  |
| Plus Overpayment Returns                       | +           | \$(281.77)          | \$(28.52)          | \$(310.29)          |
| <b>Net Payments Received</b>                   |             | <b>\$73,416.04</b>  | <b>\$6,761.98</b>  | <b>\$80,178.02</b>  |
| Less Payments Kept By Service                  | -           | \$951.00            | \$27.50            | \$978.50            |
| <b>Total Deposits Reconciliation</b>           |             | <b>\$72,465.04</b>  | <b>\$6,734.48</b>  | <b>\$79,199.52</b>  |
| <b>Summary of Disbursement</b>                 |             |                     |                    |                     |
| Total Deposits & Payments Kept By              |             | \$73,416.04         | \$6,761.98         | \$80,178.02         |
| Plus Overpayment Refunds                       | +           | \$(607.32)          | \$(376.33)         | \$(983.65)          |
| <b>Gross Revenue</b>                           |             | <b>\$72,808.72</b>  | <b>\$6,385.65</b>  | <b>\$79,194.37</b>  |
| LifeQuest Fee                                  |             | \$3,276.39          | \$1,404.85         | \$4,681.24          |
| Plus Probate Fees                              | +           | \$0.00              | \$0.00             | \$0.00              |
| Other / Fees                                   |             | -                   | -                  | \$0.00              |
| <b>Total Due LifeQuest</b>                     | Check # EFT | <b>\$3,276.39</b>   | <b>\$1,404.85</b>  | <b>\$4,681.24</b>   |
| Service Revenue                                |             | \$69,532.33         | \$4,980.80         | \$74,513.13         |
| Less Payments Kept By Service                  | -           | \$951.00            | \$27.50            | \$978.50            |
| 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              |
| <b>Total Due Service</b>                       | Check # EFT | <b>\$68,581.33</b>  | <b>\$4,953.30</b>  | <b>\$73,534.63</b>  |

**Messages:**

Total Deposits EOM differ from bank statement by \$1307.10 due to \$28.52 ACH return and 10/27 \$146.92 UHC, 10/29 \$481.77 Humana and 10/29 \$649.89 NHIC not posted eli 11.1.21

## City Of De Pere

## Billing Summary

October 2021

## Phase 1

**Charges**

|                            |   |              |                     |
|----------------------------|---|--------------|---------------------|
| Billing Charges            |   | \$163,265.60 |                     |
| Other                      | + | \$0.00       |                     |
| <b>Subtotal of Charges</b> |   |              | <b>\$163,265.60</b> |

**Account Transfers**

|                                       |  |  |                    |
|---------------------------------------|--|--|--------------------|
| Billing to Collections Transfer Total |  |  | <b>\$13,701.67</b> |
|---------------------------------------|--|--|--------------------|

**Credit Summary**

|                                      |   |              |                    |
|--------------------------------------|---|--------------|--------------------|
| <b>Total Credits</b>                 |   | \$139,020.56 |                    |
| Less Adjustments                     | - | \$66,211.84  |                    |
| Less Overpayments                    | - | \$(889.09)   |                    |
| <b>Gross Payments Received</b>       |   |              | <b>\$73,697.81</b> |
| Plus Overpayment Returns             | - | \$(281.77)   |                    |
| <b>Net Payments Received</b>         |   |              | <b>\$73,416.04</b> |
| Less Payments Kept By Service        | - | \$951.00     |                    |
| <b>Total Deposits Reconciliation</b> |   |              | <b>\$72,465.04</b> |

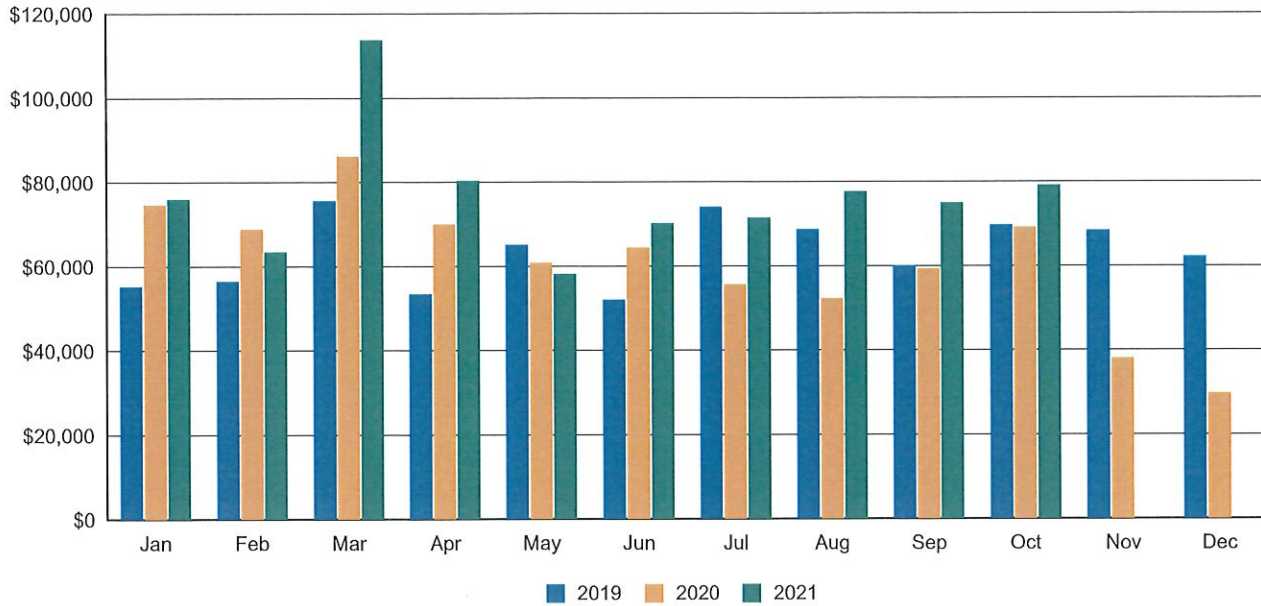
**Summary of Disbursement**

|                                   |             |             |                    |
|-----------------------------------|-------------|-------------|--------------------|
| Total Deposits & Payments Kept By |             | \$73,416.04 |                    |
| Plus Overpayment Refunds          | +           | \$(607.32)  |                    |
| <b>Gross Revenue</b>              |             |             | <b>\$72,808.72</b> |
| LifeQuest Fee                     |             | \$3,276.39  |                    |
| Plus Probate Fees                 | +           | \$0.00      |                    |
| <b>Total Due LifeQuest</b>        | Check # EFT |             | <b>\$3,276.39</b>  |
| Service Revenue                   |             | \$69,532.33 |                    |
| Less Payment Kept By Service      | -           | \$951.00    |                    |
| Less Service Payable              | -           | \$0.00      |                    |
| Less Probate Fees                 | -           | \$0.00      |                    |
| Other / Fees                      | -           | \$0.00      |                    |
| <b>Total Due Service</b>          | Check # EFT |             | <b>\$68,581.33</b> |

**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

# All Phases Gross Revenue

City of De Pere  
January 2019 to October 2021



|                            | 2019             | 2020             | 2021             |
|----------------------------|------------------|------------------|------------------|
| January                    | \$55,433         | \$74,735         | \$76,068         |
| February                   | \$56,668         | \$68,980         | \$63,602         |
| March                      | \$75,702         | \$86,226         | \$113,896        |
| April                      | \$53,535         | \$70,107         | \$80,392         |
| May                        | \$65,318         | \$61,059         | \$58,325         |
| June                       | \$52,157         | \$64,610         | \$70,239         |
| July                       | \$74,156         | \$55,803         | \$71,566         |
| August                     | \$68,797         | \$52,414         | \$77,763         |
| September                  | \$60,290         | \$59,470         | \$75,107         |
| October                    | \$69,765         | \$69,260         | \$79,194         |
| November                   | \$68,470         | \$38,169         | \$0              |
| December                   | \$62,371         | \$29,842         | \$0              |
| <b>Total Gross Revenue</b> | <b>\$762,663</b> | <b>\$730,674</b> | <b>\$766,153</b> |



# Billing Reconciliation Summary

City of De Pere

For the month of October 2021

|                                           |             |   |              |
|-------------------------------------------|-------------|---|--------------|
| Beginning Balance of Accounts Receivables |             |   | \$214,188.50 |
| Total Charges entered for the Month       |             | + | \$163,265.60 |
| <b>Adjustments</b>                        |             |   |              |
| Intercept                                 | \$0         |   |              |
| Per Contract                              | \$0         |   |              |
| Account Transfer Total                    | \$13,701.67 |   |              |
| Other                                     | \$52,510.17 |   |              |
| Total Adjustments for the Month           | \$66,211.84 | - | \$66,211.84  |
| <b>Payments</b>                           |             |   |              |
| Cash                                      | \$14,308.06 |   |              |
| Contract Payments                         | \$0         |   |              |
| Credit Card                               | \$0         |   |              |
| Direct Deposit                            | \$50,677.83 |   |              |
| Hospital                                  | \$0         |   |              |
| Insurance                                 | \$7,760.92  |   |              |
| Payment Kept By                           | \$951.00    |   |              |
| Other                                     | \$0         |   |              |
|                                           | \$73,697.81 | - | \$73,697.81  |
| <b>Overpayment</b>                        |             |   |              |
| Recoupment                                | \$0         |   |              |
| Refunds                                   | \$(607.32)  |   |              |
| Returns                                   | \$(281.77)  |   |              |
| Service Payable                           | \$0         |   |              |
| Other                                     | \$0         |   |              |
|                                           | \$(889.09)  | - | \$(889.09)   |
| Total for Reconciliation Summary          |             |   | \$238,433.54 |
| Ending Balance of Accounts Receivables    |             |   | \$238,433.54 |

## Receivables Distribution Report

### Receivables Cash

#### All Companies

#### All Directories

| Charges  | Nov 2020 | Dec 2020 | Jan 2021 | Feb 2021 | Mar 2021 | Apr 2021 | May 2021 | Jun 2021 | Jul 2021 | Aug 2021 | Sep 2021 | Oct 2021 | Totals |
|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|--------|
| Nov 2020 | 85       | 3120     | 14520    | 20312    | 18037    | 3310     | 1639     | 717      | 724      | 107      | 53       | 0 \$     | 62625  |
| 124619   | 0.1      | 2.5      | 11.7     | 16.3     | 14.5     | 2.7      | 1.3      | 0.6      | 0.6      | 0.1      | 0        | 0 %      | 50.3   |
| Dec 2020 |          | 6393     | 36250    | 6848     | 13049    | 3715     | 480      | 100      | 374      | 0        | 0        | 0 \$     | 67209  |
| 128735   |          | 5        | 28.2     | 5.3      | 10.1     | 2.9      | 0.4      | 0.1      | 0.3      | 0        | 0        | 0 %      | 52.2   |
| Jan 2021 |          |          | 4985     | 27292    | 15957    | 4673     | 1756     | 80       | 948      | 80       | 1515     | 0 \$     | 57286  |
| 113169   |          |          | 4.4      | 24.1     | 14.1     | 4.1      | 1.6      | 0.1      | 0.8      | 0.1      | 1.3      | 0 %      | 50.6   |
| Feb 2021 |          |          |          | 2452     | 31523    | 18131    | 2721     | 1201     | 76       | -1       | 14       | 0 \$     | 56116  |
| 118613   |          |          |          | 2.1      | 26.6     | 15.3     | 2.3      | 1        | 0.1      | 0        | 0        | 0 %      | 47.3   |
| Mar 2021 |          |          |          |          | 7661     | 33772    | 13936    | 7469     | 876      | 1180     | 491      | 0 \$     | 65385  |
| 130418   |          |          |          |          | 5.9      | 25.9     | 10.7     | 5.7      | 0.7      | 0.9      | 0.4      | 0 %      | 50.1   |
| Apr 2021 |          |          |          |          |          | 7082     | 27529    | 15501    | 2954     | 544      | 401      | 0 \$     | 54012  |
| 115290   |          |          |          |          |          | 6.1      | 23.9     | 13.4     | 2.6      | 0.5      | 0.3      | 0 %      | 46.8   |
| May 2021 |          |          |          |          |          |          | 4433     | 35909    | 17506    | 5273     | 2487     | 0 \$     | 65608  |
| 125663   |          |          |          |          |          |          | 3.5      | 28.6     | 13.9     | 4.2      | 2        | 0 %      | 52.2   |
| Jun 2021 |          |          |          |          |          |          |          | 6181     | 35707    | 14652    | 7508     | 0 \$     | 64048  |
| 139070   |          |          |          |          |          |          |          | 4.4      | 25.7     | 10.5     | 5.4      | 0 %      | 46.1   |
| Jul 2021 |          |          |          |          |          |          |          |          | 9919     | 42814    | 14242    | 0 \$     | 66975  |
| 152022   |          |          |          |          |          |          |          |          | 6.5      | 28.2     | 9.4      | 0 %      | 44.1   |
| Aug 2021 |          |          |          |          |          |          |          |          |          | 10656    | 37960    | 0 \$     | 48616  |
| 151972   |          |          |          |          |          |          |          |          |          | 7        | 25       | 0 %      | 32     |
| Sep 2021 |          |          |          |          |          |          |          |          |          |          | 4774     | 0 \$     | 4774   |
| 164710   |          |          |          |          |          |          |          |          |          |          | 2.9      | 0 %      | 2.9    |
| Oct 2021 |          |          |          |          |          |          |          |          |          |          |          | 0 \$     | 0      |
| 0        |          |          |          |          |          |          |          |          |          |          |          | 0 %      | 0      |
| Averages | 1st Mo   | 2nd Mo   | 3rd Mo   | 4th Mo   | 5th Mo   | 6th Mo   | 7th Mo   | 8th Mo   | 9th Mo   | 10th Mo  | 11th Mo  | 12th Mo  |        |
| Extended | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     | <NA>     |        |
| Weighted | 4.4      | 24       | 11.4     | 6.4      | 3.3      | 0.8      | 0.5      | 0.2      | 0.6      | 0        | 0        |          |        |

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

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**MEETING DATE:** November 9, 2021

**DEPARTMENT:** Police

**FROM:** Derek Beiderwieden

**SUBJECT:** Consideration and Possible Action on the October 2021 Police Overtime Report

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The overtime (OT) report covers the month of October 2021. Two previous years of overtime report summaries are attached for comparison but 2019 is by payroll period versus calendar month due to the change in how the overtime was gathered back then. The 2020 Report should be the most comparable.

Reimbursable Miscellaneous OT consisted of 11.75 hours, which was comprised of 7.25 Drug Task Force hours, and 4.5 hours for OWI Enforcement Grants.

Investigations totaled 52 hours and consisted of 29 hours for Late Calls and Patrol Report Writing and 23 hours for Detective Sergeants.

Non Reimbursable Miscellaneous OT consisted of 11.5 hours that included 2.5 hours for Neighborhood Watch Meetings, 4 hours for police Citizen's Academy, .5 hours for DOR Completion, and 6 hours for call-in time for road staff coverage during a critical incident.

**ATTACHMENTS:**

- October 2021 PD OT Report (PDF)
- 2020 PD OT Summary (PDF)
- 2019 PD OT Summary (PDF)



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

| REASON                              | JAN            | FEB            | MAR            | APR            | MAY            | JUN            | JUL           | AUG            | SEPT           | OCT             | NOV         | DEC         | TOTAL           |
|-------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|---------------|----------------|----------------|-----------------|-------------|-------------|-----------------|
| OFFICER SICK RELIEF                 | 24.75          | 11.50          | 21.50          | 39.50          | 11.50          |                | 21.25         | 15.25          | 3.00           | 16.00           |             |             | 164.25          |
| OFFICER WORKED ON HOLIDAY           | 94.00          | 16.50          |                | 30.00          | 66.00          | 4.00           | 61.00         | 20.00          | 117.25         |                 |             |             | 408.75          |
| OFFICER FOR COURT                   | 2.75           | 4.00           | 16.00          | 10.00          | 2.00           | 14.00          | 9.00          | 18.00          | 12.25          | 8.00            |             |             | 96.00           |
| OFFICER TRAINING                    | 73.00          | 71.25          | 82.50          | 33.25          | 128.25         | 55.25          | 26.75         | 45.50          | 131.50         | 110.50          |             |             | 757.75          |
| OFFICER RELIEF FOR FUNERAL          |                |                | 6.75           |                |                |                |               |                |                |                 |             |             | 6.75            |
| OFFICER ATTEND MEETING              |                | 7.75           |                | 1.00           | 15.50          | 7.75           | 11.25         | 13.50          |                |                 |             |             | 56.75           |
| STAFFING LEVEL                      | 144.25         | 96.50          | 124.50         | 124.25         | 275.00         | 256.50         | 265.00        | 229.25         | 137.50         | 124.75          |             |             | 1777.50         |
| INVESTIGATION                       | 68.50          | 52.50          | 47.00          | 28.50          | 49.75          | 50.25          | 64.75         | 68.25          | 47.75          | 52.00           |             |             | 529.25          |
| HONOR GUARD FOR FUNERAL             |                |                |                |                |                |                |               |                |                |                 |             |             | 0.00            |
| SCHOOL LIAISON REIMBURSED           | 28.75          | 21.25          | 11.75          | 42.50          | 25.50          | 22.25          |               | 18.00          | 63.75          | 82.50           |             |             | 316.25          |
| COMMUNITY RELATIONS                 |                |                |                |                |                |                |               |                |                |                 |             |             | 0.00            |
| SPECIAL ASSIGNMENT                  | 34.50          |                |                | 2.00           | 60.00          |                |               |                |                |                 |             |             | 96.50           |
| SPECIAL ASSIGNMENT REIMBURSED       |                |                |                |                |                |                | 2.00          | 20.50          | 6.00           | 18.00           |             |             | 46.50           |
| MISCELLANEOUS                       | 11.25          | 5.25           | 1.00           | 8.75           | 3.25           | 35.50          |               | 5.50           | 14.25          | 15.00           |             |             | 99.75           |
| MISCELLANEOUS REIMBURSED            |                |                | 21.50          | 26.25          | 19.50          | 1.00           |               | 33.50          | 16.25          | 11.75           |             |             | 129.75          |
| GROSS OFFICER OVERTIME              | 481.75         | 286.50         | 332.50         | 346.00         | 656.25         | 446.50         | 461.00        | 487.25         | 549.50         | 438.50          | 0.00        | 0.00        | 4485.75         |
| <b>SUBTOTAL REIMBURSED OVERTIME</b> | <b>(28.75)</b> | <b>(21.25)</b> | <b>(33.25)</b> | <b>(68.75)</b> | <b>(45.00)</b> | <b>(23.25)</b> | <b>(2.00)</b> | <b>(72.00)</b> | <b>(86.00)</b> | <b>(112.25)</b> | 0.00        | 0.00        | <b>(492.50)</b> |
| <b>NET OFFICER OVERTIME</b>         | <b>453.00</b>  | <b>265.25</b>  | <b>299.25</b>  | <b>277.25</b>  | <b>611.25</b>  | <b>423.25</b>  | <b>459.00</b> | <b>415.25</b>  | <b>463.50</b>  | <b>326.25</b>   | <b>0.00</b> | <b>0.00</b> | 3993.25         |

**TOTAL OVERTIME BUDGET: \$ 160,000.00**

**EXPENDITURES THROUGH 10/31/2021 \$ 163,398.08**

**PERCENT OF TOTAL BUDGET: 102%**

**DEPARTMENT OF POLICE  
OVERTIME BY REASON  
2020**

| REASON                        | JAN *   | FEB **  | MAR *** | APR +   | MAY ++ | JUN ^  | JUL #   | AUG ##  | SEPT ^^ | OCT ^^^ | NOV **  | DEC *** | TOTAL    |
|-------------------------------|---------|---------|---------|---------|--------|--------|---------|---------|---------|---------|---------|---------|----------|
| OFFICER SICKLEAF              | 90.75   | 25.50   | 18.00   |         | 10.25  | 6.50   | 0.00    | 20.00   | 27.50   | 42.25   | 61.50   | 60.00   | 362.25   |
| OFFICER WORKED ON HOLIDAY     | 92.75   | 12.00   | 12.00   | 25.75   | 48.50  | 8.00   | 69.25   | 4.00    | 108.00  | 18.00   | 53.50   | 96.75   | 548.50   |
| OFFICER FOR COURT             | 60.00   | 4.00    | 7.00    | 5.00    |        | 3.00   | 8.00    | 5.50    | 7.75    | 4.00    | 4.00    | 2.00    | 110.25   |
| OFFICER TRAINING              | 38.50   | 119.75  | 56.00   | 20.00   |        | 146.00 | 104.25  | 48.25   | 78.50   | 142.50  | 97.00   | 39.00   | 889.75   |
| OFFICER RELIEF FOR FUNERAL    |         |         |         |         |        |        |         |         |         |         |         |         | 0.00     |
| OFFICER ATTENDING             |         | 2.00    | 2.00    |         |        |        |         |         |         |         | 1.50    | 4.50    | 10.00    |
| STAFFING LEVEL                | 285.50  | 107.25  | 99.00   | 54.25   | 42.50  | 154.50 | 225.25  | 279.00  | 243.50  | 304.25  | 94.75   | 142.75  | 2032.50  |
| INVESTIGATION                 | 22.50   | 7.50    | 32.25   | 28.25   | 36.25  | 25.50  | 70.75   | 43.25   | 74.25   | 57.25   | 32.50   | 32.50   | 462.75   |
| HONOR GUARD FOR FUNERAL       |         |         |         |         |        |        |         |         |         |         |         |         | 0.00     |
| SCHOOL LIAISON REIMBURSED     | 27.75   | 29.25   | 13.75   |         |        |        |         | 14.00   | 14.25   | 16.00   | 8.00    | 33.75   | 156.75   |
| COMMUNITY RELATIONS           |         |         |         |         |        |        |         |         |         |         |         |         | 0.00     |
| SPECIAL ASSIGNMENT            |         |         |         |         |        |        |         |         |         |         |         |         | 0.00     |
| SPECIAL ASSIGNMENT REIMBURSED | 4.50    | 14.00   |         |         |        |        |         |         |         | 3.25    | 55.00   |         | 76.75    |
| WARRANTS                      | 15.25   | 14.25   | 24.75   | 5.75    | 48.00  | 58.00  | 2.00    | 5.75    | 12.75   | 27.00   | 11.00   |         | 224.50   |
| WARRANTS REIMBURSED           | 11.50   | 42.25   | 18.50   | 12.25   | 5.75   | 4.00   | 31.50   | 4.00    | 18.75   | 11.00   | 5.75    | 20.75   | 186.00   |
| GROSS OVERTIME                | 649.00  | 377.75  | 283.25  | 151.25  | 191.25 | 405.50 | 511.00  | 423.75  | 585.25  | 625.50  | 424.50  | 432.00  | 5060.00  |
| SUBTOTAL REIMBURSED OVERTIME  | (43.75) | (85.50) | (32.25) | (12.25) | (5.75) | (4.00) | (31.50) | (18.00) | (33.00) | (30.25) | (68.75) | (54.50) | (419.50) |
| NET OVERTIME                  | 605.25  | 292.25  | 251.00  | 139.00  | 185.50 | 401.50 | 479.50  | 405.75  | 552.25  | 595.25  | 355.75  | 377.50  | 4640.50  |

TOTAL OVERTIME BUDGET : \$ 175,000.00

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

PERCENT OF TOTAL BUDGET : 135%

NOTES:

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

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

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

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

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

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

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

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

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

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

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

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

Additional notes

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

**DE PERE POLICE DEPARTMENT  
OVERTIME BY REASON  
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          |
| <b>GROSS OFFICER OVERTIME</b>       | <b>300.50</b>  | <b>340.50</b>  | <b>363.75</b>  | <b>517.00</b>  | <b>527.75</b>  | <b>384.25</b>  | <b>455.75</b>  | <b>398.50</b>  | <b>698.50</b>  | <b>905.00</b>  | <b>643.50</b>  | <b>440.25</b>  | <b>5975.25</b>  |
| <b>SUBTOTAL REIMBURSED OVERTIME</b> | <b>(40.00)</b> | <b>(61.00)</b> | <b>(27.00)</b> | <b>(60.50)</b> | <b>(83.00)</b> | <b>(75.00)</b> | <b>(15.50)</b> | <b>(17.00)</b> | <b>(46.00)</b> | <b>(96.50)</b> | <b>(59.00)</b> | <b>(27.50)</b> | <b>(608.00)</b> |
| <b>NET OFFICER OVERTIME</b>         | <b>260.50</b>  | <b>279.50</b>  | <b>336.75</b>  | <b>456.50</b>  | <b>444.75</b>  | <b>309.25</b>  | <b>440.25</b>  | <b>381.50</b>  | <b>652.50</b>  | <b>808.50</b>  | <b>584.50</b>  | <b>412.75</b>  | <b>5367.25</b>  |

**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



City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** November 9, 2021

**DEPARTMENT:** Health Department

**FROM:** Deborah Armbruster

**SUBJECT:** Consideration and possible action on modification to Division of Public Health DPH Contract #47645-4.\*

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Consideration and possible action to approve 2021 State of Wisconsin Department of Health Services grant funding for \$3,600 for Communicable Disease Control and Prevention. DPH Contract # 47645-4.

**ATTACHMENTS:**

- DPH Contract No. 47645-4 (PDF)

**Wisconsin Department of Health Services  
Contract Centralization Legal Review**

Agreement Number: **47645-4**

Bureau of Procurement and Contracting (BPC) Review:

☒ This agreement uses a BPC template with Office of Legal Counsel (OLC) approved language.

☐ This agreement uses intergovernmental cooperative purchasing.

OLC Review Required:

☐ This agreement does not use a BPC template with Office of Legal Counsel (OLC) approved language or uses a BPC template with requested language changes.

Description:

N/A

Office of Legal Counsel (OLC) Review and Approval:

☒ This agreement has been reviewed and approved by the Wisconsin Department of Health Services Office of Legal Counsel.

DocuSigned by:

Cody Wagner

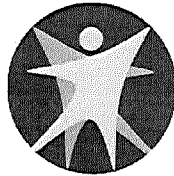
Name: Cody Wagner

Title: Office of Legal Counsel

11/3/2021

Date Signed

Revision: 12/2/2020 (previous versions obsolete)



**GRANT AGREEMENT MODIFICATION**  
**between the**  
**STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES**  
**And**  
**DEPERE DPH**  
**For**  
**2021 DPH Consolidated Contract**

DPH Contract No.: 47645-4

Agreement Amount: \$3,600

Agreement Term Period: **10/1/2020 to 12/31/2024**

CARS Pre-Packet No: **19385**

DHS Division: Division of Public Health

DHS Grant Administrator: Anna Benton

DHS Telephone: 608-266-9780

DHS Email: [anna.benton@dhs.wisconsin.gov](mailto:anna.benton@dhs.wisconsin.gov)

Grantee Grant Administrator: Ms Debbie Armbruster

Grantee Address: 335 S BROADWAY, DE PERE, WI,  
54115

Grantee Email: [darmbruster@mail.de-pere.org](mailto:darmbruster@mail.de-pere.org)

Modification Description: Modification Description: We are adding funding for Communicable Disease Control & Prevention (Profile 155800). Please see attached Scope(s) of Work. We are also extending the end date for profile 155809 to 6/30/2024 (incorrectly listed as 6/30/2022 on the recently sent SOW). This also serves as a formal notification removing vaccine eligibility for reimbursement on profile 155806 as of 8/1/2021 please see revised SOW. Final reports are due 45 days from the end of the designated contract period for any included profiles.

This is a Modification of an existing Agreement, as specified above. This Modification of Agreement encompasses both Amendments and Addendums to an existing Grant Agreement. This Modification is entered into by and between the State of Wisconsin Department of Health Services (DHS) and the Grantee listed above. With the exception of the terms being modified by this Grant Agreement Modification, ALL OTHER TERMS AND CONDITIONS OF THE EXISTING AGREEMENT, INCLUDING FUNDING, REMAIN IN FULL FORCE AND EFFECT. This Modification, including any and all attachments herein and the existing agreement, collectively, are the complete agreement of the parties and supersede any prior agreements or representations. DHS and the Grantee acknowledge that they have read the Modification and understand and agree to be bound by the terms and conditions of the existing agreement as modified by this action. This Modification becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

**State of Wisconsin**  
**Department of Health Services**

Authorized Representative

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

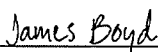
**Grantee**

Entity Name: City of De Pere Health Department

Authorized Representative

Name: James Boyd

Title: Mayor

Signature: 

Date: 11/4/2021

**CARS PAYMENT INFORMATION*****DHS CARS STAFF INTERNAL USE ONLY***  
**CARS PAYMENT INFORMATION**

The information below is used by the DHS Bureau of Fiscal Services, CARS Unit, to facilitate the processing and recording of payments made under this Agreement.

|           |              |              |                          |                        |                         |
|-----------|--------------|--------------|--------------------------|------------------------|-------------------------|
| Agency #: | Agency Name: | Agency Type: | CARS Contract Start Date | CARS Contract End Date | Program Total Contract: |
| 472779    | DEPERE DPH   | 260          | See Below                | See Below              | \$3,600                 |

| Profile ID# | Profile Name             | Profile Note    | Profile Current Amount | Profile Change Amount | Profile Total Amount | Funding Controls |
|-------------|--------------------------|-----------------|------------------------|-----------------------|----------------------|------------------|
| 155800      | COMM DISEASE CTRL & PREV | 7/1/21- 6/30/22 | -                      | \$3,600               | \$3,600              | N/A              |
|             |                          |                 |                        |                       | \$3,600              |                  |



**Scope of Work**  
**Communicable Disease Control and Prevention (LPHD and Tribal HD)**  
**Funding Period July 1, 2021-June 30, 2022**

## Overview

The Communicable Diseases Funding passed in the 2021-2023 Biennial Budget allocated \$500,000 in GPR per year as a continuing appropriation to local and tribal health agencies for communicable disease control and prevention .

The budget language as passed states:

***“252.185 Communicable disease control and prevention.***

*(1) From the appropriation under s. 20.435 (1)(cf), the department shall distribute moneys to local health departments to use for disease surveillance, contact tracing, staff development and training, improving communication among health care professionals, public education and outreach, and other infection control measures as required under this chapter. The department shall consider the following factors to establish an equitable allocation formula for the distribution of moneys under this section:*

- (a) Base allocation, including at least some base amount for each local health department.*
- (b) General population.*
- (c) Target populations.*
- (d) Risk factors.*
- (e) Geographic area, including consideration of the size of the service area or the density of population, or both.*

*(2) By January 1, 2023, and biennially thereafter, each local health department shall submit to the division of the department that addresses public health issues a financial statement of its use of funds under this section.”*

## Eligible Uses

The scope of eligible uses for this additional funding is relatively broad and reflects all responsibilities under chapter 252. Funding may be used for new projects as well as to offset increasing budgetary pressures resulting from ongoing disease surveillance and investigations at the local level. Examples of possible uses include but are not limited to:

- Reduce burden of communicable diseases (CD),
- Ensure or increase capacity to respond to CD events,
- Training to increase competencies around CD issues,
- Purchase additional equipment to allow for easier access when following up on CD reports (such as smartphones or tablets),
- More extensive/complete follow-up on communicable disease outbreaks/reports, or
- Increasing communicable disease awareness in the community along with practical prevention opportunities.

Prohibited uses include:

- Meals for trainings or conferences;
- Uses not intended for infectious disease prevention or follow up.

### Reporting Requirement

The local agency is expected to submit its financial statement to the Director of the Bureau of Communicable Diseases of its use of funds for this fiscal year **no later than January 1, 2023**. Please submit your report using an online form titled: "Financial Reporting by Local and Tribal Health Agencies for Communicable Disease Funds."

*Epidemiology and Laboratory Capacity*  
*DHS/DPH and LTHDs*  
**Grant/Contract Deliverables and Expectations - AMENDED**  
**2020-2022 ELC Enhancing Detection LTHD Supplement Award**

| Contacts |       | Division Program Contact                                                             | Program Contact                                                                        |
|----------|-------|--------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
|          | Name  | Traci DeSalvo                                                                        | Lisa Borchardt                                                                         |
|          | Email | <a href="mailto:Traci.DeSalvo@dhs.wisconsin.gov">Traci.DeSalvo@dhs.wisconsin.gov</a> | <a href="mailto:Lisa.borchardt@dhs.wisconsin.gov">Lisa.borchardt@dhs.wisconsin.gov</a> |
|          | Phone | 608-267-7321                                                                         | 608-695-4896                                                                           |

#### Background

This award, the Epidemiology and Laboratory Capacity Enhancing Detection supplement, will provide critical resources to local and territorial health departments in support of a broad range of COVID-19/SARS-CoV-2 testing & epidemiologic surveillance related activities. This includes, but is not limited to, increasing workforce capacity, testing, laboratory capacity, infection control and contact tracing. Further details on allowable costs are outlined below.

#### Contract Period of Performance:

The grant start date is October 1, 2020 and the end date is October 31, 2022.

#### Generalized Funding Statement

Funding to each Local or Tribal Health Department is as follows:

- A \$250,000 base award will be offered to each jurisdiction
- Additional award funding will be based on a population multiplier
- Local or Tribal Health Departments who have chosen to increase their workforce capacity using the Population Health Institute Response Corps will have the appropriate portion of their award paid directly to the Response Corps
- Local Public Health Departments should report expenses to CARS Profile 155806.
- Tribal Public Health Departments should report expenses to CARS Profile 65506.

Expenditure reports will be prepared according to contract monitor instructions and submitted to the contract monitor at the same time expenses are submitted to the DHS CARS unit for payment. The Expenditure Report form (F-00642) is e-mailed to CARS ([dhs600rcars@wi.gov](mailto:dhs600rcars@wi.gov))

#### Scope of Work Summary

These funds are broadly intended to provide critical resources to local and tribal health departments in support of a broad range of COVID-19/SARS-CoV-2 testing and epidemiologic surveillance related activities. These funds cannot be used for costs that are already covered by any other federal source (i.e. duplicating resources from an Immunization award). These funds are not allowable for vaccination expenses after July 31, 2021.

#### Examples of allowable costs include:

- Personnel (term, temporary, students, overtime, contract staff, etc.) E.g. laboratorians, informaticians, epidemiologists, data managers/analysts, data visualization specialists, health communicators (including those specializing in risk communications), health educators, contact tracers, management & budget staff as well as administrative support, infection prevention & control staff. (May also include support for community health workers and organizations working with populations at higher risk for COVID-19.)
- PPE or other supplies (PPE being used to protect health care workers that are taking samples, processing specimens, conducting tests, etc.)

- Collection supplies, test kits, reagents, consumables & other necessary supplies for existing testing or onboarding new platforms
- Hardware & software necessary for robust implementation of electronic laboratory & surveillance data exchange between recipient & other entities, including healthcare entities, jurisdictional public health & CDC.
- Tools that assist in the rapid identification, electronic reporting, monitoring, analysis, & evaluation of control measures to reduce the spread of disease (e.g. GIS software, visualization dashboards, cloud services).
- Reporting &/or enrollment incentives.
- Contracts with academic institutions, private laboratories, &/or commercial entities including contracts to increase workforce capacity.
- Expenses associated with case investigation, follow up, & contact tracing (including travel, software/hardware, etc.)
- Costs associated with testing and monitoring of isolated individuals as well as facilitating isolation to prevent spread of COVID-19. May include wrap around services as necessary.
- Support for social services that will facilitate compliance with isolation and quarantine.

Examples of non-allowable costs include:

- Research as defined by CDC
- Clinical care
- Medication for patient treatment
- Purchasing vaccines
- Construction
- Stockpiling PPE resources
- Vaccination Costs

| Reporting Requirements                                 | Due Date  |
|--------------------------------------------------------|-----------|
| Submit CARS reports                                    | Monthly   |
| Report summarizing activities supported by the funding | Quarterly |

Grantees are required to comply with all Wisconsin ELC Enhancing Detection Award and program requirements, practice guidelines and reporting requirements set by the Centers of Disease Control and as described in the Notice of Award. In addition to the service and program requirements referenced above, administrative and operational requirements are summarized below.

- Ongoing monitoring of milestones and performance measures will be utilized to gauge progress toward successful completion of priority activities supported with these funds.
- Submission of monthly CARS expense reports.
- Quarterly reports will be completed by all awardees summarizing activities supported by the funding.

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CodyW.Wagner@dhs.wisconsin.gov

Office of Legal Counsel

Wisconsin Department of Health Services

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jboyd@deperewi.gov

Mayor

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Anna Benton

anna.benton@dhs.wisconsin.gov

Assistant Administrator, Division of Public Health

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CARS Contracts

DHSCARSContracts@dhs.wisconsin.gov

Wisconsin Department of Health Services

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Yvette A Smith

Yvette.Smith@dhs.wisconsin.gov

Wisconsin Department of Health Services

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DPH Contracts

DHSDPHContracts@dhs.wisconsin.gov

DPH Contracts Shared Account

Wisconsin Department of Health Services

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Kelly Burke

kburke@mail.de-pere.org

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Debbie Armbruster

darmbruster@mail.de-pere.org

Health Director/Officer

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To contact us by email send messages to: [DHSCentral@dhs.wisconsin.gov](mailto:DHSCentral@dhs.wisconsin.gov)

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**City of De Pere, Wisconsin**

**Request For Finance/Personnel Committee Action**

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**MEETING DATE:** November 9, 2021

**DEPARTMENT:** Finance Department

**FROM:** Joe Zegers

**SUBJECT:** Review and possible action on City of De Pere Investments and Cash Detail report for September 2021.

---

**ATTACHMENTS:**

- September 2021 Cash and Investments\_Memo (PDF)
- Investment and Cash Detail Report\_September 2021 (PDF)
- Investment and Cash Detail Yearly Summary\_September 2021 (PDF)
- Investment and Cash Detail Yearly Summary\_December 2020 (PDF)

To: Honorable Mayor and Members of the Finance Committee  
Larry Delo, Administrator  
From: Joe Zegers, Finance Director  
Date: November 4th, 2021  
Subject: Cash and Investments Report for September 30th, 2021

I have attached a summary of the City's Cash and Investments for your information and review as of September 30th, 2021. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2020 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments increased \$4,820 for the year through September 30th, 2021. For your information, our budgeted annual amount for general fund investment income for 2021 is \$525,000. The LGIP investment account decreased by \$2,000,000 in **September** of 2021 due to payment of accounts payable and payroll. The LGIP investment account will increase \$9,300,000 in **October** of 2021 due to receipt of note proceeds of \$10,450,000 and transportation aids of \$350,000 offset by payment of payment of accounts payable and payroll of \$1,500,000. Feel free to contact me should you have any questions on this.

# DE PERE CASH AND INVESTMENTS SUMMARY

September 30, 2021

## CASH ACCOUNTS

| CHECKING ACCOUNTS | BALANCE                |
|-------------------|------------------------|
| CITY CHECKING     | \$ 767,962.29          |
| HEALTH CHECKING   | \$ 74,134.00           |
| DENTAL CHECKING   | \$ 2,169,637.44        |
| <b>SUBTOTAL</b>   | <b>\$ 3,011,733.73</b> |

| RESTRICTED        | BALANCE                |
|-------------------|------------------------|
| WATER BOND MM     | \$ 212,932.62          |
| <b>SUBTOTAL</b>   | <b>\$ 212,932.62</b>   |
| <b>TOTAL CASH</b> | <b>\$ 3,224,666.35</b> |

## INVESTMENTS

|                            | BALANCE                 | INTERST AND<br>APPRECIATION | RATE OF<br>RETURN |
|----------------------------|-------------------------|-----------------------------|-------------------|
| LGIP                       | \$ 3,960,047.45         | \$ 4,794.74                 | 0.05%             |
| ASSOCIATED BANK TRUST      | \$ 5,098,389.98         | \$ 483.52                   | 0.01%             |
| CHARLES SCHWAB INVESTMENTS | \$ 6,378,209.02         | \$ (486.03)                 | -0.01%            |
| MONEY MARKET               | \$ 27,464.85            | \$ 27.49                    |                   |
| <b>TOTAL INVESTMENTS</b>   | <b>\$ 15,464,111.30</b> | <b>\$ 4,819.72</b>          |                   |

|                                   |                         |
|-----------------------------------|-------------------------|
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>\$ 18,688,777.65</b> |
|-----------------------------------|-------------------------|

NOTE: The City budgeted \$525,000 for general fund revenues in the 2021 Adopted Budget.

**DE PERE CASH AND INVESTMENT YEARLY SUMMARY**  
**September 30, 2021**

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

|                                   | 31-Jul-2021             | 31-Aug-2021             | 30-Sep-2021             | 31-Oct-2021 | 30-Nov-2021 | 31-Dec-2021 |
|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------|-------------|-------------|
| <b>CHECKING ACCOUNTS</b>          |                         |                         |                         |             |             |             |
| CITY CHECKING                     | 669,513.93              | 5,185,089.85            | 767,962.29              | -           | -           | -           |
| HEALTH CHECKING                   | 2,137,820.32            | 2,201,756.16            | 74,134.00               | -           | -           | -           |
| DENTAL CHECKING                   | 71,327.28               | 71,277.13               | 2,169,637.44            | -           | -           | -           |
| <b>SUBTOTAL</b>                   | <b>\$ 2,878,661.53</b>  | <b>\$ 7,458,123.14</b>  | <b>\$ 3,011,733.73</b>  | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| <b>RESTRICTED</b>                 |                         |                         |                         |             |             |             |
| WATER BOND MM                     | 212,889.92              | 212,911.62              | 212,932.62              | -           | -           | -           |
| <b>SUBTOTAL</b>                   | <b>\$ 212,889.92</b>    | <b>\$ 212,911.62</b>    | <b>\$ 212,932.62</b>    | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| <b>TOTAL CASH</b>                 | <b>\$ 3,091,551.45</b>  | <b>\$ 7,671,034.76</b>  | <b>\$ 3,224,666.35</b>  | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| <b>INVESTMENTS</b>                |                         |                         |                         |             |             |             |
| LGIP                              | 12,313,429.27           | 5,959,824.53            | 3,960,047.45            | -           | -           | -           |
| ASSOCIATED BANK TRUST             | 5,102,473.14            | 5,104,975.54            | 5,098,389.98            | -           | -           | -           |
| CHARLES SCHWAB INVESTMENTS        | 6,389,315.23            | 6,380,939.85            | 6,378,209.02            | -           | -           | -           |
| MONEY MARKET                      | 27,459.34               | 27,462.14               | 27,464.85               | -           | -           | -           |
| <b>TOTAL INVESTMENTS</b>          | <b>\$ 23,832,676.98</b> | <b>\$ 17,473,202.06</b> | <b>\$ 15,464,111.30</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>\$ 26,924,228.43</b> | <b>\$ 25,144,236.82</b> | <b>\$ 18,688,777.65</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |

**DE PERE CASH AND INVESTMENT YEARLY SUMMARY**  
**DECEMBER 31, 2020**

|                                   | 31-Jan-2020             | 28-Feb-2020             | 31-Mar-2020             | 30-Apr-2020             | 31-May-2020             | 30-Jun-2020             |
|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>CHECKING ACCOUNTS</b>          |                         |                         |                         |                         |                         |                         |
| 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            |
| <b>SUBTOTAL</b>                   | <b>\$ 2,258,096.65</b>  | <b>\$ 3,398,130.79</b>  | <b>\$ 3,174,077.51</b>  | <b>\$ 3,337,426.83</b>  | <b>\$ 3,509,664.23</b>  | <b>\$ 3,743,665.81</b>  |
| <b>RESTRICTED</b>                 |                         |                         |                         |                         |                         |                         |
| WATER BOND MM                     | \$ 212,314.37           | \$ 212,390.07           | \$ 212,480.02           | \$ 212,506.14           | \$ 212,533.14           | \$ 212,559.27           |
| <b>SUBTOTAL</b>                   | <b>\$ 212,314.37</b>    | <b>\$ 212,390.07</b>    | <b>\$ 212,480.02</b>    | <b>\$ 212,506.14</b>    | <b>\$ 212,533.14</b>    | <b>\$ 212,559.27</b>    |
| <b>TOTAL CASH</b>                 | <b>\$ 2,470,411.02</b>  | <b>\$ 3,610,520.86</b>  | <b>\$ 3,386,557.53</b>  | <b>\$ 3,549,932.97</b>  | <b>\$ 3,722,197.37</b>  | <b>\$ 3,956,225.08</b>  |
| <b>INVESTMENTS</b>                |                         |                         |                         |                         |                         |                         |
| 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         |
| <b>TOTAL INVESTMENTS</b>          | <b>\$ 29,593,303.35</b> | <b>\$ 27,915,333.49</b> | <b>\$ 27,091,810.64</b> | <b>\$ 25,841,376.40</b> | <b>\$ 23,646,591.08</b> | <b>\$ 20,655,187.29</b> |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>\$ 32,063,714.37</b> | <b>\$ 31,525,854.35</b> | <b>\$ 30,478,368.17</b> | <b>\$ 29,391,309.37</b> | <b>\$ 27,368,788.45</b> | <b>\$ 24,611,412.37</b> |

|                                   | 31-Jul-2020             | 31-Aug-2020             | 30-Sep-2020             | 31-Oct-2020             | 30-Nov-2020             | 31-Dec-2020             |
|-----------------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>CHECKING ACCOUNTS</b>          |                         |                         |                         |                         |                         |                         |
| CITY CHECKING                     | 1,041,192.27            | 234,572.92              | 764,065.93              | 752,746.69              | 571,087.85              | 931,872.64              |
| HEALTH CHECKING                   | 2,426,825.16            | 2,310,352.31            | 2,320,754.91            | 2,361,875.07            | 2,441,075.60            | 2,391,017.42            |
| DENTAL CHECKING                   | 52,498.10               | 53,078.30               | 54,250.48               | 57,501.05               | 60,370.46               | 60,030.06               |
| <b>SUBTOTAL</b>                   | <b>\$ 3,520,515.53</b>  | <b>\$ 2,598,003.53</b>  | <b>\$ 3,139,071.32</b>  | <b>\$ 3,172,122.81</b>  | <b>\$ 3,072,533.91</b>  | <b>\$ 3,382,920.12</b>  |
| <b>RESTRICTED</b>                 |                         |                         |                         |                         |                         |                         |
| WATER BOND MM                     | 212,586.27              | 212,613.28              | 212,639.42              | 212,666.43              | 212,692.58              | 212,719.60              |
| <b>SUBTOTAL</b>                   | <b>\$ 212,586.27</b>    | <b>\$ 212,613.28</b>    | <b>\$ 212,639.42</b>    | <b>\$ 212,666.43</b>    | <b>\$ 212,692.58</b>    | <b>\$ 212,719.60</b>    |
| <b>TOTAL CASH</b>                 | <b>\$ 3,733,101.80</b>  | <b>\$ 2,810,616.81</b>  | <b>\$ 3,351,710.74</b>  | <b>\$ 3,384,789.24</b>  | <b>\$ 3,285,226.49</b>  | <b>\$ 3,595,639.72</b>  |
| <b>INVESTMENTS</b>                |                         |                         |                         |                         |                         |                         |
| LGIP                              | \$ 11,059,044.57        | \$ 5,946,902.22         | \$ 3,484,285.98         | \$ 11,153,519.47        | \$ 6,767,601.25         | \$ 7,773,984.43         |
| ASSOCIATED BANK TRUST             | \$ 5,071,822.75         | \$ 5,086,606.76         | \$ 5,089,865.05         | \$ 5,089,746.85         | \$ 5,096,804.16         | \$ 5,097,906.46         |
| CHARLES SCHWAB INVESTMENTS        | \$ 6,356,910.15         | \$ 6,361,200.65         | \$ 6,369,589.86         | \$ 6,379,040.35         | \$ 6,377,371.88         | \$ 6,378,695.05         |
| MONEY MARKET                      | \$ 1,027,293.14         | \$ 1,027,423.65         | \$ 27,427.02            | \$ 27,430.50            | \$ 27,433.87            | \$ 27,437.36            |
| <b>TOTAL INVESTMENTS</b>          | <b>\$ 23,515,070.61</b> | <b>\$ 18,422,133.28</b> | <b>\$ 14,971,167.91</b> | <b>\$ 22,649,737.17</b> | <b>\$ 18,269,211.16</b> | <b>\$ 19,278,023.30</b> |
| <b>TOTAL CASH AND INVESTMENTS</b> | <b>\$ 27,248,172.41</b> | <b>\$ 21,232,750.09</b> | <b>\$ 18,322,878.65</b> | <b>\$ 26,034,526.41</b> | <b>\$ 21,554,437.65</b> | <b>\$ 22,873,663.02</b> |