



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, October 11, 2022

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 **October 11, 2022 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://depercitywi.igmp2.com/>.

Call to Order

1. Roll Call
2. Approval of the Minutes of the September 13, 2022, Regular Meeting of the Finance/Personnel Committee.
3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee. §6-3(f) DPMC
4. Consideration and possible action on the Fire Department Overtime and LifeQuest Services Billing Reports for September, 2022.
5. Consideration and Possible Action on the September 2022 Police Overtime Report.
6. Consideration and Possible Action on Request of Mayor Boyd to Travel to Amal, Sweden to Participate in Sister City Delegation (December 2022), with Funding from Unassigned Reserves in an amount up to \$2,263.00.*
7. Recommendation and Possible Action to Approve 2023 Benefit Renewal and Plan Design Changes*
8. Review and possible action on city of De Pere Investments and Cash Detail report for Aug. 2022.
9. Future agenda items.
10. Adjournment

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

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: October 11, 2022

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Approval of the Minutes of the September 13, 2022, Regular Meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- September 13, 2022 Minutes-DRAFT (PDF)



Finance/Personnel Committee

Regular Meeting

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

Draft Minutes

Tuesday, September 13, 2022

7:30 PM

Council Chambers and Virtual

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

Attendee Name	Title	Status	Arrived
Devin Perock	Aldersperson	Present	
Pamela Gantz	Aldersperson	Present	
James Boyd	Mayor	Present	
Amy Chandik Kundingner	Aldersperson	Present	
John Quigley	Aldersperson	Present	

Also Present: City Administrator Lawrence Delo, Finance Director-Treasurer Joe Zegers, City Attorney Kristen Johnson, Human Resources Director Shannon Metzler, Fire Chief Alan Matzke, Tammy Gossen, Police Chief Jeremy Muraski (Remote), Development Services Director Daniel Lindstrom (Remote), HR Generalist Tracy Hood (Remote), Todd Benz of One Source Technologies, Inc. and members of the Fire Department.

2. Approval of the Minutes of the July 12, 2022, Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Aldersperson
AYES:	Perock, Gantz, Boyd, Kundingner, Quigley

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

None.

4. Consideration and Possible Action on the June 2022 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Aldersperson
SECONDER:	Amy Chandik Kundingner, Aldersperson
AYES:	Perock, Gantz, Boyd, Kundingner, Quigley

5. Consideration and Possible Action on the August 2022 Police Overtime Report.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Aldersperson
AYES:	Perock, Gantz, Boyd, Kundingner, Quigley

6. Consideration and possible action on the Fire Department Overtime and LifeQuest Services Billing Reports for July 2022.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

7. Consideration and possible action on the Fire Department Overtime Report and LifeQuest Services Billing Reports for August 2022.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

8. Consideration and possible action on the request for a Therapy Dog Program for the Fire Department.*

Chief Matzke advised the Committee that he was approached by Tammy Gossen, who wished to champion a cause to show appreciation to staff. Of the options discussed, Ms. Gossen felt strongly that she wanted to contribute in a way that really could enhance the work environment. Ms. Gossen shared with the Committee her gratitude for the staff that responded to her home very quickly on Christmas Eve and ensured the safety of all involved when she delivered a baby at home, and the family wants to give back to the team, as well as the community. Chief Matzke added that mental health is paramount to paramedic longevity; a therapy dog is progressive in dealing with mental health, and there is a flyer in the agenda packet that Ms. Gossen created to garner support of the cause; a partnership with local businesses will assist to provide the therapy dog at no cost to the city.

In response to Alderperson Perock, Chief Matzke explained that the program will mimic the school district program that already has a relationship with a trainer who will select the dog, conduct training, and then work with the department handler assigned. This is the easiest way to get the program up and running. A department therapy dog will need one handler (managed by the day staff) who is primarily responsible for the dog, so that the dog is available at the station on Monday through Friday to provide the greatest exposure to staff. The dog is also anticipated to be used for public education events; it will remain the property of City, although it will go home with its handler at night. Staff will have the option to voluntarily opt out of having contact with the dog.

Mayor Boyd advised Ms. Gossen that this item will move forward to the Council meeting on Tuesday, 9/20.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

9. Consideration and possible action on the Fire Department's Request to Support Tactical Emergency Medical Services (TEMS) Medics on SWAT Team.*

The City of De Pere currently participates in Brown County's collaborative joint venture for Special Weapon And Tactics (SWAT). Staff is requesting approval to embed medically trained individuals as Tactical Emergency Medical Services (TEMS) medics

on the SWAT team. The Department is currently leading integrated threat training at Bay Beach for police, fire and EMS and working together to train 800 responders and has always been a regional leader partnering in training. Several department members would like to be a part of the SWAT team; Police currently has members on the SWAT Team, and the addition of EMS to that team would ensure that training would be brought back to the department to educate all staff. If a SWAT event occurs in De Pere, those members would also be best prepared and have the highest possible training. The cost to participate is \$6,000 annually for two members, but the goal would be to add a third member in the future, to have one TEMS medic on each shift.

In response to Administrator Delo's request for clarification on funding, Chief Matzke advised that this was not included separately in the 2023 budget; he expects the overtime allocation for 2023 to support this item, and he did not request additional funds. This request is not for funding for this year, the training would start in 2023, and an agreement would be needed to model that of the Police Department.

Upon further discussion, Alderperson Chandik Kunding clarified that this item does come back to this Committee if there is additional funding needed.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

10. Consider donation in the amount of \$1,000 from Renaissance Assisted Living for the Fire Department.*

Both Chief Matzke and Mayor Boyd expressed thanks for this generous donation.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

11. Consideration and Possible Action on Request from the Chief of Police to authorize expenditure of \$7233 to Purchase one handheld radar unit, 3 rechargeable light units, 2 Portable Alcohol Breath Testers, and 12 Emergency Door Entry Crowbars from the Wisconsin Grant Allocated to the De Pere Police Department. *

In response to Alderperson Chandik Kunding, Chief Muraski advised that following the purchase of e-bikes (previously approved), \$46,000 currently remains in the grant funding. After approval of this item, \$38,500 will remain.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

12. Consideration and Possible Action on Stray and Impound Animal Shelter Services Agreement with Wisconsin Humane Society.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

13. Recommendation and Possible Action to Approve Various Changes to the City Policy Manual*

Human Resources Director Shannon Metzler advised the Committee that there are various changes to the City Policy Manual that are ready to be brought forward, the most significant of which is changes to vacation. It is proposed to offset recruiting difficulties by offering three weeks of vacation upon hire (increased from two weeks); many new employees value the time off.

Mayor Boyd indicated that the proposed changes seem straightforward.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

14. Consideration and possible Action to Determine Salaries for Mayor and City Council for 2024 and 2025*

Human Resources Director Metzler provided a brief overview indicating that by statute, Council must establish wage increases for council members and the mayoral position, essentially when those individuals are not in office, so this is brought forward way ahead of schedule. There is information in the packet as to what the past increases have been, as well as data from other communities. Mayor Boyd indicated that wages should be appropriate as elected officials should get paid for their service and should be such that it encourages others to get involved; the last increases have been two percent from 2019-2023. He believes the increase should be a minimum of two percent.

Mayor Boyd then made a Motion to increase the 2024 and 2025 wages by two percent; seconded by Alderperson Chandik Kunding.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

15. Recommendation and Possible Action to create an Employee Referral Program*

Human Resources Director Metzler advised that this item has been on the to-do list for a while; this is a proposal to assist with increasing applications for positions that are harder to fill. Employees are the best source to promote working for the city and providing an incentive would encourage employees to make referrals and reward them if their recommended applicant is hired.

Alderperson Gantz asked about adding stipulations such as being paid out after the employee works the first year or passing probation to ensure good attendance, to which HR Director Metzler advised that options were considered and the same level of commitment will be utilized in the hiring process to ensure the best candidate is hired,

such that if an employee makes a referral that is ultimately hired, they will get the reward without further stipulations.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

16. Recommendation and Possible Action to purchase the Onboard module through NEOGOV (the City's recruiting platform).*

Human Resources Director Metzler advised she is excited to bring this item forward as it has been on the list for four to five years. The City currently offers online recruitment with NEOGOV; the onboarding subscription proposed will immensely streamline the applicant process. In years past, employees would get a stack of paper to fill out; now, those documents are emailed, which can be overwhelming due to the number of attachments and corresponding emails, as well as difficulties with printing. This platform will give access to software, where new hires can watch videos, complete forms that need to be filled out electronically and will streamline the process so that Human Resources can better track the checklist for onboarding.

In response to Alderperson Chandik Kunding, HR Director Metzler advised that the cost for this item was budgeted; the contract is now being brought forward for approval.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

17. Recommendation and possible action on Emergency Funding for Legion Pool Repairs.*

Upon further discussion, it was clarified by City Administrator Delo that this approval is to a retroactive request; he authorized the repairs on an emergency basis earlier this summer, with the item coming back to the to the Committee for approval at this time.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

18. Recommendation and Possible Action for a Proposed Amendment to the Sale and Purchase Agreement With FBS Investment Group LLC.*

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

19. Recommendation and Possible Action for a Proposed Sale and Purchase Agreement with One Source Technology, INC/Benz Resources, LLC for 2051 Profit Place (Parcel ED-2382).*

Development Services Director Lindstrom indicated that he is unable to attend the meeting in person as he is in training in Pewaukee; he provided an overview of this item at the request of Mayor Boyd. One Source Technologies is a business located in the

region that provides installation of audiovisual and security systems but has grown beyond their current facility and is looking for a new location; the City was approached regarding the site northeast of Hockers Plumbing in East Business Park, just north of Belmark. An 11,000 square foot office and facility would be built on the 1.5-acre parcel and would serve as a home-base for their vehicles and equipment. A description of the overall uses and project costs was submitted requesting \$200,000 of assistance for the project gap; however, it was determined the TID is unable to fully support that amount but can support slightly less than that. The terms are outlined in the memo located in the agenda packet, but DSD Lindstrom highlighted that the construction will be in compliance with the Building Code and Plan Commission requirements, guarantee a minimum of \$15,000 in tax increment revenue; a project grant of \$110,000 will be paid, but City must complete its 2023 borrowing before the funds will be released, although a land rebate will be granted at closing of the transfer of the property; staff supports these parameters to support and ensure success of the TID. The project is expected to be completed by January 1, 2024.

DSD Lindstrom then indicated that Todd Benz of One Source Technologies is present at the meeting; the Committee members did not deem it necessary to discuss further.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

20. Review and possible action on City of De Pere Investments and Cash Detail report for June and July, 2022.

Finance Director-Treasurer Zegers presented the Committee with the Cash and Investment reports from June and July 2022.

He provided an itemization of the account balances (shown on the report in the agenda packet) and advised that the city had total cash and investments of \$31.9 million for the month ending June 30, 2022, and depreciation of \$307,000 in interest and appreciation. In July things picked up with total cash and investments of \$35.6 million; he again provided an itemization of account balances (from the report located in the agenda packet). Interest increased with \$56,000 of accumulation, which results in a deficit of \$251,000 for the first seven months of 2022.

The Local Government Investment Pool account increased by \$6.4 million in July, which included ARPA funds of \$1.3 million, state computer and cable aids, transportation aids and shared property tax credits, which are then paid out as part of the tax settlement in August.

Mayor Boyd made a Motion to receive the Investment and Cash Detail reports for June and July and to place them on file; seconded by Alderperson Chandik Kunding.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kunding, Alderperson
AYES:	Perock, Gantz, Boyd, Kunding, Quigley

21. Discussion on Panhandling.

City Attorney Kristen Johnson advised that this item is on the agenda at the request of Alderperson Raasch and is intended to discuss ongoing concerns around the City. In 2019, the Common Council repealed the Aggressive Panhandling Ordinance upon the recommendation of the Law Department. This prohibited conduct is now dealt with in a variety of other ways, such as a disorderly conduct can be issued for obstructing traffic. Simply asking for money is a protected speech. She did check with the Chief of Police and was advised that panhandlers on the street or median, resulting in accidents or safety concerns, has not really been an issue and the Chief does not believe additional ordinances are necessary to handle these concerns. Private property owners can issue a "no trespassing" for problem individuals and since mid-August complaints have ceased.

Mayor Boyd indicated that he believed there was an issue in the City for about a month total, to which Alderperson Perock responded that he observed this behavior by adults, with children, today near Festival. Chief Muraski advised that Festival has issued no trespass orders for their property to a certain group. Chief further indicated that the police can deal with activity that is illegal under our current ordinance and statutes and that they have appropriate ways to enforce.

Alderperson Gantz indicated that she believed the individuals encountered have not been aggressive or overly-harassing. In response to Alderperson Perock, CA Johnson indicated that Madison and Wauwatosa have ordinances in place that do address safety concerns of pedestrians; the City could consider an ordinance that addresses safety that is not driven by free speech concerns.

Administrator Delo also added that officers have made contact with these individuals for wellbeing checks and to make them aware of services available. Chief Muraski added that both officers and the department social worker offered assistance, however, those individuals indicated they were not interested. In response to Mayor Boyd, the Chief indicated that the Wisconsin Department of Transportation has been advised regarding vehicles parked or remaining on the state-owned Park and Ride property. The DOT has a strict no camping policy, including passenger vehicles; they can be cited for trespassing and, as a result, not many are repeat offenders.

In response to Alderperson Gantz, Chief Muraski indicated that he believes some Walmart stores do allow for campers or RVs to park in their parking lots; discussion followed among Alderperson Gantz, Mayor Boyd and the Chief. Mayor Boyd does not want to waste Law Department resources if the problem is currently relatively minor.

RESULT:	NO ACTION
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22. Future agenda items.

None.

23. Discussion and Possible Action on Personnel Matter

Mayor Boyd made a Motion to go into closed session at 8:24 PM; seconded by Alderperson Quigley. Motion carried by unanimous roll call vote.

Mayor Boyd made a Motion to return to regular order at 8:49 PM; seconded by Alderperson Perock. Motion carried by unanimous roll call vote.

RESULT: NO ACTION

24. Adjournment.

Mayor Boyd made a Motion to adjourn at 8:50 PM; seconded by Alderperson Chandik Kunding; Motion carried by unanimous vote.

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

Respectfully submitted,
Angela Zills



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: October 11, 2022

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consideration and possible action on the Fire Department Overtime and LifeQuest Services Billing Reports for September, 2022.

ATTACHMENTS:

- FIRE DEPT OT REPORT_SEPT 2022(PDF)

DE PERE FIRE RESCUEOVERTIME 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	6.00	54.00	542.50
EMS TRAINING	81.25	108.50	123.50	67.00	8.75	25.50	0.00	0.00	94.00	143.25	104.00	113.25	869.00
FIRE TRAINING	0.00	0.00	64.75	4.50	16.25	45.00	6.00	53.00	67.50	51.50	12.75	21.50	342.75
RESCUE CALLS	1.25	17.00	6.00	1.75	5.50	7.50	5.25	4.50	6.00	6.00	7.00	3.00	70.75
FIRE CALLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.50	0.00	4.00	0.00	9.50
MEETINGS	4.50	24.00	58.00	35.50	24.00	0.00	0.00	0.75	108.00	0.00	1.50	6.75	263.00
STAFFING REP.	36.00	62.25	36.00	36.00	141.75	0.00	580.25	500.50	409.50	213.00	673.75	315.75	3,004.75
MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.50	0.00	0.00	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	1.50	0.00	57.25
SPECIAL EVENTS	5.50	70.50	146.75	102.25	68.50	82.25	15.00	55.25	31.25	47.75	53.25	34.50	712.75
# FIRE RUNS	33	24	30	42	21	41	32	41	21	26	23	23	357
# EMS RUNS	195	174	208	177	230	232	235	247	252	230	227	257	2,664
DISPATCH ERRORS	5	4	2	3	1	3	2	6	1	4	2	5	38
TOTAL HRS.	173.75	315.25	481.50	300.25	318.75	195.00	688.00	689.00	794.50	507.25	863.75	548.75	5,875.75

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through January 4, 2022, \$114,710, 104%

*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: 10/30/21-11/26/21
 ***Period: 2/20/2021-4/02/2021 +++Period: 5/29/2021-6/25/21 ^^^Period: 8/21/21-10/1/21 ###Period: 11/27/21-12/24/21

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2022

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^	Sept.^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	66.75	29.75	15.00	36.00	24.00	20.50	46.75	18.00	12.00				268.75
EMS TRAINING	162.75	193.00	146.50	120.25	52.25	5.25	5.25	67.75	189.50				942.50
FIRE TRAINING	50.00	7.75	59.25	70.00	78.75	47.25	13.50	8.50	42.75				377.75
RESCUE CALLS	11.25	12.75	18.25	14.00	1.25	9.00	5.25	9.75	6.75				88.25
FIRE CALLS	0.00	2.00	4.50	0.00	17.50	0.00	9.00	0.00	3.75				36.75
MEETINGS	5.00	21.50	15.75	3.00	29.00	6.75	8.50	58.25	24.00				171.75
STAFFING REP.	232.50	139.75	387.50	180.00	89.75	336.00	1,032.75	589.75	404.25				3,392.25
MAINTENANCE	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00				0.50
PUB. ED.	0.00	5.50	0.00	0.00	0.00	27.25	0.00	0.00	45.00				77.75
SPECIAL EVENTS	11.00	17.00	10.25	24.50	14.25	41.25	6.00	51.00	9.75				185.00
# FIRE RUNS	35	31	35	22	38	32	43	25	31				292
# EMS RUNS	252	199	252	205	241	234	233	213	223				2,052
DISPATCH ERRORS	3	1	1	1	4	2	2	2	4				20
TOTAL HRS.	539.25	429.00	657.50	447.75	306.75	493.25	1,127.00	803.00	737.75	0.00	0.00	0.00	5,541.25

Special Events included in Overtime

Total Overtime Budget \$110,000, Expenditures through October 3, 2022, \$118,746

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

DE PERE FIRE RESCUE

STRUCTURAL FIRE "STILL" ALARMS FOR SEPTEMBER, 2022



Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
9/3/2022	800 Cook Street	Cooking fire, confined to container	BC111, E111, E121	Incident command, salvage & overhaul, ventilate	Ashwaubenon, Cty Rescue, Green Bay & Ledgeview
9/4/2022	1838 S. Sunkist Circle	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A
9/7/2022	Fort Howard Ave/Main Ave	Oil or other combustible liquid spill	BC111, E121	Remove hazardous materials	N/A
9/10/2022	2198 S. Broadway Street	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
9/12/2022	201 James Street	Alarm system activation, no fire, unintentional	E111	Investigate	N/A
9/13/2022	1291 Lombardi Access Rd (Village of Ashwaubenon)	Building fire	BC111, L111	Extinguishment by fire service personnel	N/A
9/13/2022	2168 Fox Point Court	Alarm system sounded, due to malfunction	E121	Investigate	N/A
9/14/2022	1850 Enterprise Drive	Alarm system activation, no fire, unintentional	BC111, E111, E121	Investigate	N/A
9/14/2022	935 N. Broadway Street	Hazmat release investigation, with no hazmat	BC111, E111, E121	Investigate	N/A
9/15/2022	1007 Main Avenue	Cooking fire, confined to container	BC111, E121	Incident command, forcible entry, ventilate	Ashwaubenon, Green Bay, Hobart & Lawrence
9/16/2022	450 College Avenue	Alarm system sounded, due to malfunction	BC111, E121	Investigate	N/A
9/18/2022	655 Rockland Road	Steam, vapor, fog or dust thought to be smoke	BC111, E111, E121	Investigate	N/A
9/18/2022	1001 Main Avenue	Smoke or odor removal	E121	Investigate	N/A
9/19/2022	1007 Coral Street	Gas leak (natural gas or LPG)	E111	Investigate	N/A
9/19/2022	1436 Mesa Drive (Village of Ashwaubenon)	Building fire	BC111	Incident command, extinguishment by fire service personnel	N/A
9/20/2022	636 N. Webster Avenue	Smoke or odor removal	BC111, E111	Investigate	N/A
9/21/2022	423 Wilcox Court	Carbon monoxide detector activation, no CO	E111	Investigate	N/A

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
9/21/2022	1832 Charles Street	Smoke detector activation, due to malfunction	E111	Investigate	N/A
9/23/2022	1850 Enterprise Drive	Sprinkler activation, due to malfunction	BC111, E111	Investigate	N/A
9/25/2022	2555 American Blvd.	Sprinkler activation, due to malfunction	E121	Investigate	N/A
9/25/2022	252 Scout Way	Arcing, shorted electrical equipment	BC111, E111	Investigate	N/A
9/28/2022	715 N. 8th Street	Alarm system activation, no fire, unintentional	E121	Investigate	N/A
9/29/2022	200 S. Ninth Street	Smoke detector activation, due to malfunction	E121	Restore fire alarm system	N/A

DE PERE FIRE RESCUE
SEPTEMBER, 2022
***OVERTIME CAUSED BY SICK LEAVE**

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
9/4/2022	24	36
9/6/2022	24	36
9/8/2022	24	36
9/16/2022	24	36
9/19/2022	48	72
9/24/2022	24	36
9/25/2022	26	39
9/29/2022	48	72
TOTAL	242	363

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

LIFEQUEST MEDICAL BILLING - 2022
MONTHLY REPORT

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	194,947	238,610	232,561	186,763	164,585	216,762
PAYMENTS	65,007	86,624	100,069	98,084	83,169	72,689
CREDIT ADJUSTMENTS	71,686	112,752	116,930	84,507	95,395	115,101

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES	227,657	237,745	218,833			
PAYMENTS	102,050	88,105	83,194			
CREDIT ADJUSTMENTS	108,930	99,670	94,767			

Payments to LifeQuest	
January	3,354
February	5,888
March	6,470
April	7,477
May	4,724
June	4,176
July	5,137
August	4,577
September	5,132
October	
November	
December	
Total Paid	\$46,936

City Of De Pere
Income and Expenditures
September 2022
All Phases

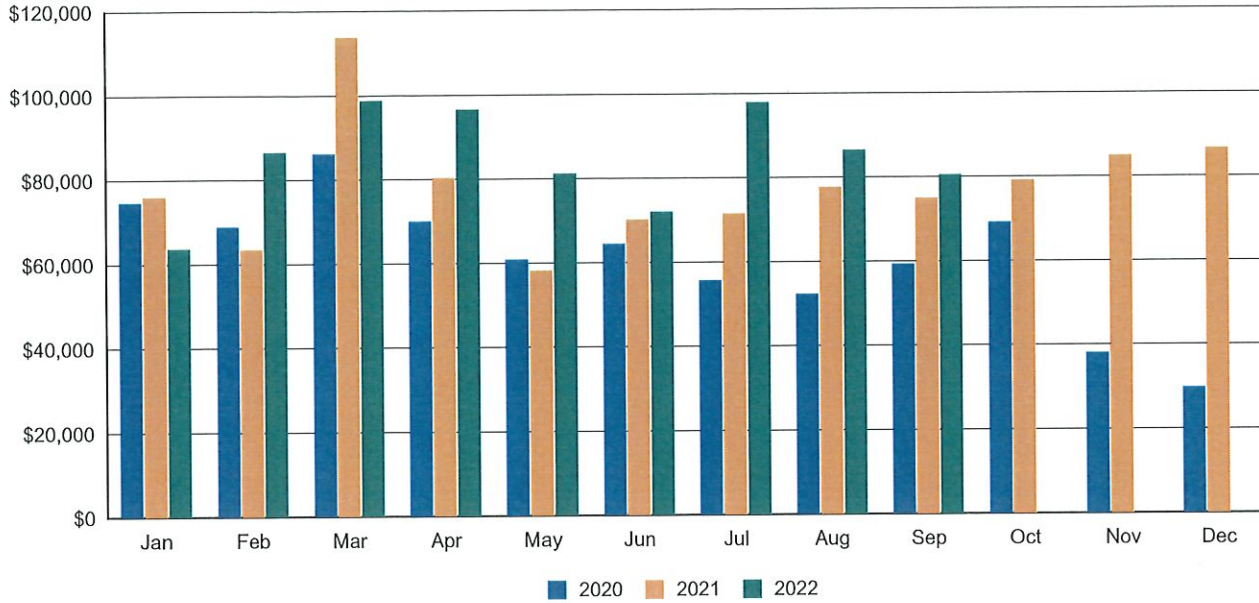
Charges		Billing	Collection	Total
Billing Charges / Collection Placements		\$193,791.00	\$25,041.91	\$218,832.91
Other	+	\$0.00	\$0.00	\$0.00
Subtotal of Charges		\$193,791.00	\$25,041.91	\$218,832.91
Account Transfers		\$12,465.91	\$12,576.00	\$25,041.91
Credit Summary				
Total Credits		\$166,743.81	\$10,416.31	\$177,160.12
Less Adjustments	-	\$94,766.67	\$0.00	\$94,766.67
Less Delinquent Closed Accounts Reconciliation	-	\$0.00	\$1,809.58	\$1,809.58
Less Overpayments	-	\$(2,610.55)	\$0.00	\$(2,610.55)
Gross Payments Received		\$74,587.69	\$8,606.73	\$83,194.42
Plus Overpayment Returns	+	\$(2,197.14)	\$0.00	\$(2,197.14)
Net Payments Received		\$72,390.55	\$8,606.73	\$80,997.28
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Total Deposits Reconciliation		\$72,390.55	\$8,606.73	\$80,997.28
Summary of Disbursement				
Total Deposits & Payments Kept By		\$72,390.55	\$8,606.73	\$80,997.28
Plus Overpayment Refunds	+	\$(413.41)	\$0.00	\$(413.41)
Gross Revenue		\$71,977.14	\$8,606.73	\$80,583.87
LifeQuest Fee		\$3,238.97	\$1,893.48	\$5,132.45
Plus Probate Fees	+	\$0.00	\$0.00	\$0.00
Other / Fees		-	-	\$0.00
Total Due LifeQuest	Check # EFT	\$3,238.97	\$1,893.48	\$5,132.45
Service Revenue		\$68,738.17	\$6,713.25	\$75,451.42
Less Payments Kept By Service	-	\$0.00	\$0.00	\$0.00
Less Service Payable	-	\$0.00	\$0.00	\$0.00
Less Probate Fees	-	\$0.00	\$0.00	\$0.00
Other / Fees		\$0.00	\$0.00	\$0.00
Total Due Service	Check # EFT	\$68,738.17	\$6,713.25	\$75,451.42

Messages:

Total Deposits EOM differ from bank statement by \$2089.30 due to \$2089.30 ach return now posted jlc 10.3.22

All Phases Gross Revenue

City of De Pere
January 2020 to September 2022



	2020	2021	2022
January	\$74,735	\$76,068	\$63,841
February	\$68,980	\$63,602	\$86,624
March	\$86,226	\$113,896	\$98,825
April	\$70,107	\$80,392	\$96,607
May	\$61,059	\$58,325	\$81,259
June	\$64,610	\$70,239	\$72,087
July	\$55,803	\$71,566	\$97,965
August	\$52,414	\$77,763	\$86,527
September	\$59,470	\$75,107	\$80,584
October	\$69,260	\$79,194	\$0
November	\$38,169	\$85,024	\$0
December	\$29,842	\$86,681	\$0
Total Gross Revenue	\$730,674	\$937,858	\$764,320

City Of De Pere

Billing Summary

September 2022

Phase 1

Charges

Billing Charges		\$193,791.00	
Other	+	\$0.00	
Subtotal of Charges			\$193,791.00

Account Transfers

Billing to Collections Transfer Total			\$12,465.91
---------------------------------------	--	--	--------------------

Credit Summary

Total Credits		\$166,743.81	
Less Adjustments	-	\$94,766.67	
Less Overpayments	-	\$(2,610.55)	
Gross Payments Received			\$74,587.69
Plus Overpayment Returns	-	\$(2,197.14)	
Net Payments Received			\$72,390.55
Less Payments Kept By Service	-	\$0.00	
Total Deposits Reconciliation			\$72,390.55

Summary of Disbursement

Total Deposits & Payments Kept By		\$72,390.55	
Plus Overpayment Refunds	+	\$(413.41)	
Gross Revenue			\$71,977.14
LifeQuest Fee		\$3,238.97	
Plus Probate Fees	+	\$0.00	
Total Due LifeQuest			\$3,238.97
Check #	EFT		
Service Revenue		\$68,738.17	
Less Payment Kept By Service	-	\$0.00	
Less Service Payable	-	\$0.00	
Less Probate Fees	-	\$0.00	
Other / Fees	-	\$0.00	
Total Due Service			\$68,738.17
Check #	EFT		

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

Receivables Distribution Report

Receivables Cash

All Companies

All Directories

Charges	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Totals
Oct 2021	1134	45646	22761	4364	3335	2586	708	538	-157	537	125	125 \$	81703
163659	0.7	27.9	13.9	2.7	2	1.6	0.4	0.3	-0.1	0.3	0.1	0.1 %	49.9
Nov 2021		3959	40835	17913	3697	1924	1238	0	286	0	69	0 \$	69921
132474		3	30.8	13.5	2.8	1.5	0.9	0	0.2	0	0.1	0 %	52.8
Dec 2021			1414	31245	22778	12048	4135	1490	432	542	0	10 \$	74094
143477			1	21.8	15.9	8.4	2.9	1	0.3	0.4	0	0 %	51.6
Jan 2022				2238	43253	17934	7717	3075	1287	-100	0	0 \$	75404
187266				1.2	23.1	9.6	4.1	1.6	0.7	-0.1	0	0 %	40.3
Feb 2022					1738	40455	15387	3522	1053	0	0	0 \$	62156
159686					1.1	25.3	9.6	2.2	0.7	0	0	0 %	38.9
Mar 2022						12718	40086	20879	2013	8345	259	607 \$	84909
202697						6.3	19.8	10.3	1	4.1	0.1	0.3 %	41.9
Apr 2022							7944	36694	12390	9634	1835	2006 \$	70504
162556							4.9	22.6	7.6	5.9	1.1	1.2 %	43.4
May 2022								10020	39770	19683	7823	1962 \$	79257
181374								5.5	21.9	10.9	4.3	1.1 %	43.7
Jun 2022									6148	43991	17570	6212 \$	73922
182315									3.4	24.1	9.6	3.4 %	40.5
Jul 2022										11811	50340	16296 \$	78447
212516										5.6	23.7	7.7 %	36.9
Aug 2022											4148	39546 \$	43694
188907											2.2	20.9 %	23.1
Sep 2022												4671 \$	4671
135071												3.5 %	3.5
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	3.3	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	
Weighted	3.3	23.6	10.6	3.8	1.9	0.8	0.2	0.2	0	0.1	0	0.1	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: October 11, 2022

DEPARTMENT: Police

FROM: Jeremy Muraski

SUBJECT: Consideration and Possible Action on the September 2022 Police Overtime Report.

The overtime (OT) report covers the month of September 2022. September overtime was much higher than the OT for September in 2021 and 2020. This was due in large part to the county-wide Active Shooter Incident Management (ASIM) Training that was held. This training was a full 8 hour block and impacted very sworn officer. This is obviously important training, but represents an increase over some training hours we have had in the past.

Officer Sick Relief OT consisted of 3.75 hours.

Staffing Level OT accounted for 301.75 hours. We have two probationary officers in training who are not yet certified for solo patrol.

I have updated the new trend chart to help visualize trends.

ATTACHMENTS:

- 2020 PD OT Summary (PDF)
- 2021 PD OT Report Summary (PDF)
- September 2022 PD OT Report (PDF)
- Trend Chart Sept 2022(PDF)

**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
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		37.75	202.00
OFFICER WORKED ON HOLIDAY	94.00	16.50		30.00	66.00	4.00	61.00	20.00	117.25		61.50	114.25	584.50
OFFICER FOR COURT	2.75	4.00	16.00	10.00	2.00	14.00	9.00	18.00	12.25	8.00	10.00	6.00	112.00
OFFICER TRAINING	73.00	71.25	82.50	33.25	128.25	55.25	26.75	45.50	131.50	110.50	130.25	28.25	916.25
OFFICER RELIEF FOR FUNERAL			6.75										6.75
OFFICER ATTEND MEETING		7.75		1.00	15.50	7.75	11.25	13.50			7.75		64.50
STAFFING LEVEL	144.25	96.50	124.50	124.25	275.00	256.50	265.00	229.25	137.50	124.75	88.00	167.00	2032.50
INVESTIGATION	68.50	52.50	47.00	28.50	49.75	50.25	64.75	68.25	47.75	52.00	37.75	26.00	593.00
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	9.50	26.00	351.75
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	26.50		73.00
MISCELLANEOUS	11.25	5.25	1.00	8.75	3.25	35.50		5.50	14.25	15.00	19.00	12.00	130.75
MISCELLANEOUS REIMBURSED			21.50	26.25	19.50	1.00		33.50	16.25	11.75	11.25	35.00	176.00
GROSS OFFICER OVERTIME	481.75	286.50	332.50	346.00	656.25	446.50	461.00	487.25	549.50	438.50	401.50	452.25	5339.50
SUBTOTAL REIMBURSED OVERTIME	(28.75)	(21.25)	(33.25)	(68.75)	(45.00)	(23.25)	(2.00)	(72.00)	(86.00)	(112.25)	(47.25)	(61.00)	(600.75)
NET OFFICER OVERTIME	453.00	265.25	299.25	277.25	611.25	423.25	459.00	415.25	463.50	326.25	354.25	391.25	4738.75

*TOTAL OVERTIME BUDGET: \$ 175,000.00

EXPENDITURES THROUGH 12/31/2021 \$ 202,559.08

PERCENT OF TOTAL BUDGET: 116%

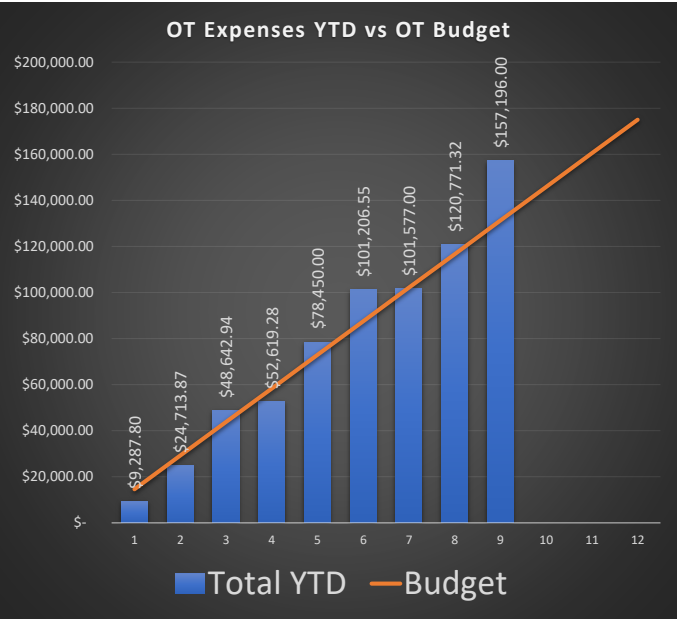
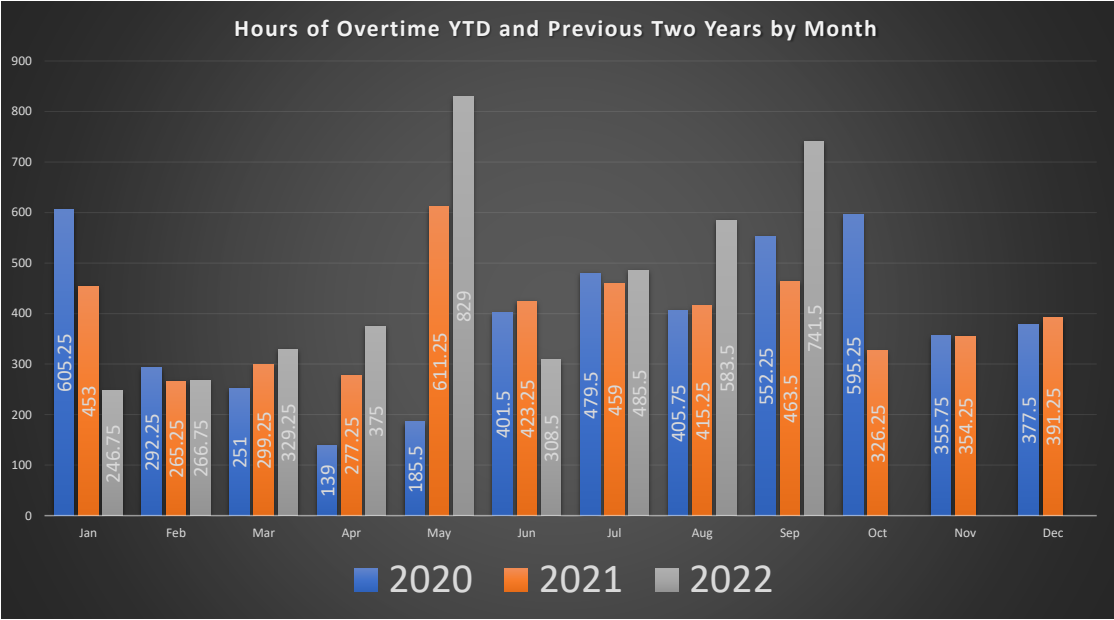
**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2022**

REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	29.25	18.75	40.50	5.50	3.75	7.50	39.75	4.50	3.75				153.25
OFFICER WORKED ON HOLIDAY	58.25	9.75	8.00	34.75	81.25	18.00	60.00	16.75	114.75				401.50
OFFICER FOR COURT	8.00	12.50	23.00	10.00	12.00	26.00	6.00	18.00	21.00				136.50
OFFICER TRAINING	63.25	32.50	53.75	113.00	384.00	34.50	46.00	33.00	243.25				1003.25
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING		21.25	2.75		6.00	5.00	2.25	4.00	2.00				43.25
STAFFING LEVEL	55.50	126.50	149.25	152.25	153.50	94.00	267.00	369.75	301.75				1669.50
INVESTIGATION	31.00	34.25	38.50	44.75	69.75	40.75	47.00	50.00	46.75				402.75
HONOR GUARD FOR FUNERAL				2.00	1.50	2.00							5.50
SCHOOL LIAISON REIMBURSED	26.25	49.50	20.50	18.00	25.00	32.50		23.00	68.75				263.50
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT					104.00	67.50		25.25					196.75
SPECIAL ASSIGNMENT REIMBURSED		9.75		2.25	81.00		2.00		5.00				100.00
MISCELLANEOUS	1.50	11.25	13.50	12.75	13.25	13.25	17.50	62.25	8.25				153.50
MISCELLANEOUS REIMBURSED	23.25	57.25	37.50	31.75	29.00	56.75	49.00	29.00	34.50				348.00
GROSS OFFICER OVERTIME	296.25	383.25	387.25	427.00	964.00	397.75	536.50	635.50	849.75	0.00	0.00	0.00	4877.25
SUBTOTAL REIMBURSED OVERTIME	(49.50)	(116.50)	(58.00)	(52.00)	(135.00)	(89.25)	(51.00)	(52.00)	(108.25)	0.00	0.00	0.00	(711.50)
NET OFFICER OVERTIME	246.75	266.75	329.25	375.00	829.00	308.50	485.50	583.50	741.50	0.00	0.00	0.00	4165.75

TOTAL OVERTIME BUDGET: \$ 175,000.00
 EXPENDITURES THROUGH 9/30/2022 \$ 157,196.08
 PERCENT OF TOTAL BUDGET: 90%

PD Overtime Trends Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Yearly Hours	Total Yearly Expend	Total OT Budget
2020	605.25	292.25	251	139	185.5	401.5	479.5	405.75	552.25	595.25	355.75	377.5	4640.5	\$ 236,436.94	\$ 175,000.00
2021	453	265.25	299.25	277.25	611.25	423.25	459	415.25	463.5	326.25	354.25	391.25	4738.75	\$ 202,559.08	\$ 175,000.00
2022	246.75	266.75	329.25	375	829	308.5	485.5	583.5	741.5				4165.75	\$ 101,206.55	\$ 175,000.00
Total YTD	\$ 9,287.80	\$ 24,713.87	\$ 48,642.94	\$ 52,619.28	\$ 78,450.00	\$ 101,206.55	\$ 101,577.00	\$ 120,771.32	\$ 157,196.00						
% of Budget	5.0%	14.0%	28.0%	30.0%	45.0%	58.0%	58.3%	66.7%	89.8%						
Budget	\$ 14,583.33	\$ 29,166.66	\$ 43,749.99	\$ 58,333.32	\$ 72,916.65	\$ 87,499.98	\$ 102,083.31	\$ 116,666.64	\$ 131,249.97	\$ 145,833.30	\$ 160,416.63	\$ 174,999.96			





City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: October 11, 2022

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Consideration and Possible Action on Request of Mayor Boyd to Travel to Amal, Sweden to Participate in Sister City Delegation (December 2022), with Funding from Unassigned Reserves in an amount up to \$2,263.00.*

Mayor Boyd has been invited to travel to De Pere's Sister City, Amal, Sweden, as a part of a delegation on December 7-14, 2022. Attached is the invitation, as well as an estimated budget for travel expenses. Amal will be covering the cost of most of the meals and will likely be providing for the hotel accommodations as well. It is proposed that the funding for the City's portion be allocated from unassigned reserves.

ATTACHMENTS:

- De Pere invitation for Amal 2022 (PDF)
- Amal budget Mayor De Pere December 2022 (PDF)



Invitation for a De Pere delegation

The Municipality of Åmål is pleased to invite a delegation from De Pere to Åmål in December 2022. Our history of cooperation has shown that in person delegations have spurred new ideas and opportunities for exchange.

Our cooperation has been ongoing since 2007 and continuously grows based on how society changes. The youth programmes, for example, developed during the pandemic, where we jointly found new ways to interact. The high school youth exchange was initiated from a Swedish teacher who had visited De Pere High School and thanks to this cooperation, Åmål has fully sponsored six students to come to De Pere for one school year.

Mayor Boyd and Mayor Karlsson renewed our cooperation and agreement in 2021 when Mayor Boyd took office. He has extended the opportunity for the communities to work together. At the time of change in leaderships in Åmål, we see this as an opportunity for Mayor Boyd to meet both the current and future Åmål leadership as we look to the future and our continued connections.

The most recent Åmål delegation to De Pere, in August 2022, focused on refugee integration. The delegation consisted of program staff from a project of the municipality of Åmål and the European Union, which has been working toward the successful integration of individuals (primarily refugees) who had moved to Sweden from other countries within the last decade. The delegation visited agencies and companies in Wisconsin that were, likewise, supporting refugee integration in the region. The Wisconsin visits were hosted by Dr. Robert Pyne from St. Norbert College, who has been to Åmål twice before and has hosted previous educational delegations to De Pere. As part of the December delegation to Åmål, Dr. Pyne and any other individuals working with refugee integration in Wisconsin could take part in the closing of the Åmål/EU project on December 9, they could also continue to exchange ideas about successful practices with the program staff who will continue to do this work within the municipality.

Our shared Åmål/De Pere goal of sharing ideas in the area of Youth and Education and Cultural Exchange have been productive and fruitful. During the proposed delegation, we also want to emphasize the pen pal project in which so many students have received pen pals in De Pere/Åmål. The anticipation the children feel when they receive a letter is something kids these days do not experience often. We want to emphasize this excitement. It is also a great way for children to get a greater understanding for different cultures and

languages. We want to invite Sue Lutz who has been involved in the pen pal project since our cooperation began. We want to show her our appreciation for her endless contributions and efforts. In this day and age, it is so important to teach our students to communicate globally and expose them to different perspectives and cultures. They need to learn that we are all different, but we are all much the same. Further, it will make the project more real in a way for the students and teachers here in Åmål to meet someone from De Pere who is involved and who can share how it affects her students. She hopes to actually provide a zoom exchange with her classes in De Pere if able to visit Åmål. We also hope the Mrs. Lutz will learn more about the Swedish education system and return home with some new ways of looking at education. There are some important Swedish cultural traditions at this time which she would be able to participate in and return and share them with her classroom and her teaching team.

Finally, the high schools have expanded their cooperation with Randy Soquet and Henrik Olsson and their International Sister Cities Club. Both of these teachers were awarded a prize from Sisters Cities International for their new way of thinking when it comes to cooperating. We would love for Mr. Soquet to attend this delegation to get a first hand look and our high school, to get more time with Mr. Olsson to discuss how to continue on with the cooperation. We would also extend a visit to the local middle school to expand connections in this school. We have also discussed what we can learn from each other when it comes to the student's mental health and what we can do to improve it as this has been an important factor in both countries' schools post pandemic. Mr. Soquet can inform us on how the high schools in De Pere work in this field as well as report back on how Åmål works with the student's health. Mr. Soquet will be able to further discuss the AFS student exchange which has resulted in Åmål giving a full scholarship to six different Swedish students to attend DPHS. Only one De Pere student has attended Åmål and we hope that Mr. Soquet can help to expand interest in this cultural educational opportunity.

We look forward to the De Pere Delegation in December 2022 to further strengthen and expand our cooperation and to continue to educate our students and community about other cultures and the world.

Kind regards,


Jan-Erik Samuelsson
Municipal Director



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**Estimated Budget for Sister City delegation to Amal, Sweden
December 7 - 14, 2022**

PER PERSON

Airfare	round trip, Green Bay to Gothenburg, Sweden baggage	1,057.00 100.00	economy class
Hotel	Amals Stadshotell, Amal, Sweden 7 nights @ \$98/night	686.00	
Train	transportation from Gothenburg to Amal	70.00	round trip
meals	many meals will be covered, but there will be meals on travel days and unscheduled lunches, etc	200.00	
Incidentals	transportation, incidentals	150.00	
Total Expense estimate - 7 days		\$ 2,263.00	



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: October 11, 2022

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommendation and Possible Action to Approve 2023 Benefit
Renewal and Plan Design Changes*

ATTACHMENTS:

- Memo - City of De Pere (002) (PDF)

CITY OF DE PERE MEMO



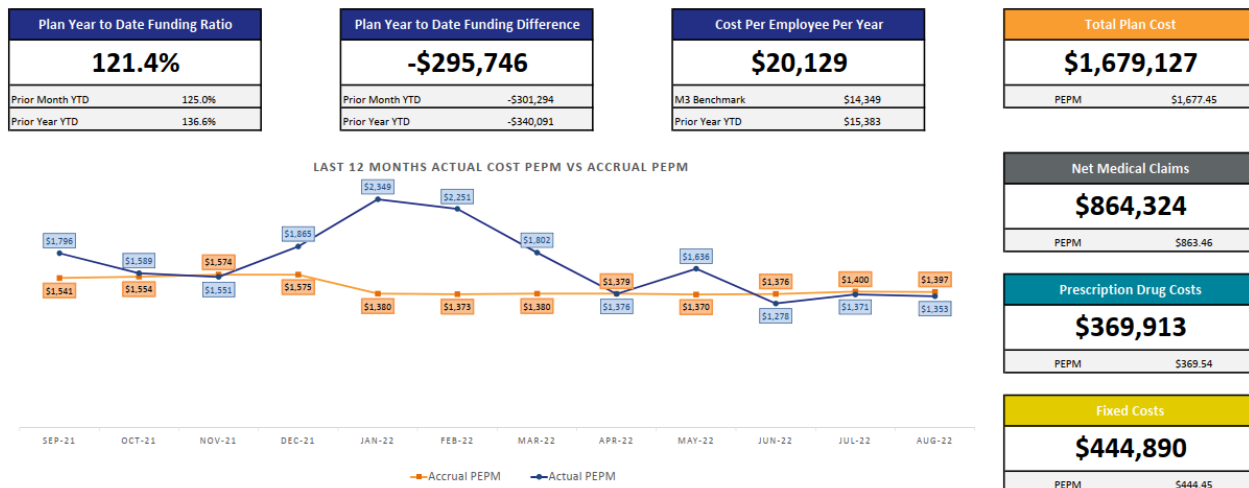
To: Members of the Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Date: October 11, 2022

RE: **Recommendation and Possible Action to Approve 2023 Benefit Renewal and Plan Design Changes**

We continue to monitor the benefit plans provided to the employees to maintain high value, financially stable design, and costs. After years of diligent work finding cost-saving measures within the health plan, we found ourselves with a significant surplus in the health plan fund. Over the past few years, we have implemented some measures to assist us in reducing our health plan surplus to the recommended level. These measures included premium holidays where the City as well as employees did not pay any insurance premiums, a 15% premium reduction in 2022, enriching our benefits by adding copays for certain services, no member cost for near site services, and Real Appeal weight loss program. As in previous years, below showcases the current status of the health plan as well as our recommendations for the 2023 plan year.

HEALTH PLAN PERFORMANCE

Current Plan Year: January, 2022 – December, 2022 | **Claims Paid Through:** August, 2022



Health Fund Reserve Balance (<i>through 2021</i>)	\$ 2,070,824
2022 Year to Date Deficit	\$295,746
Current Estimated Reserve Balance (<i>through August, 2022</i>)	\$ 1,775,078
2023 Recommended Funding Levels	\$2,892,314
Recommended minimum Health Fund Reserve Balance (<i>4 months of health spend</i>)	\$964,105
Conservative minimum Health Fund Reserve Balance (<i>6 months of health spend</i>)	\$ 1,446,157
Difference between Estimated Reserve Balance and Recommended Reserve Balance	\$ 810,973

Difference between Estimated Reserve Balance and Conservative Reserve Balance	\$ 328,921
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Medical Plan Recommendations

Teladoc Behavioral Health

To help better support our employees mental well-being we are recommending the addition of Behavioral Health services through our Telehealth vendor, Teladoc. This is in addition to the current mental health services provided under the plan. As we are aware, there are limited of mental health providers in the area, most with long waiting lists. Teledoc offers their own virtual mental health providers so it would be another resource for plan members. Adding this service will increase access to therapist and psychologists for plan members who need mental health services. These services would be provided at no cost to the member.

2023 Renewal Rates

We are recommending a 5% increase for the 2023 plan year. This increase is based on increased medical claims costs for the City.

	CURRENT	RENEWAL
Single:	\$574.29	\$603.00
EE+1:	\$1,068.88	\$1,122.32
Family:	\$1,753.12	\$1,840.78

Based on the above changes, we project a 2023 year-end balance of \$1,121,806 which is in line with our goal.

DENTAL PLAN RECOMMENDATIONS

There are no changes to the plan, but we are recommending offering annual open enrollment for dental. Currently we offer open enrollment for dental once every 5 years. We recommend offering annual open enrollment for dental insurance which would be the same as we offer for medical insurance and vision insurance.

2023 Renewal Rates

Based on the plan performance, we are recommending a 0% increase to our Delta Dental self-funded plan. The Dental Associates rates, which is a fully-insured plan, will also have a 0% increase or 2023.

DELTA DENTAL		DENTAL ASSOCIATES	
CURRENT	RENEWAL	CURRENT	RENEWAL
Single - \$43.60	Single - \$43.60	Single - \$36.34	Single - \$36.34
Family - \$132.53	Family - \$132.53	Family - \$103.70	Family - \$103.70

VISION PLAN RECOMMENDATIONS

No Changes to the plan.

2023 Renewal Rates

The United Healthcare fully-insured voluntary vision plan rates will have a 0% increase for 2023.

UNITED HEALTHCARE	
CURRENT	RENEWAL
Single: \$6.31	Single: \$6.31
Employee/Spouse: \$11.97	Employee/Spouse: \$11.97
Employee/Child(ren): \$14.04	Employee/Child(ren): \$14.04
Family: \$19.75	Family: \$19.75

OTHER BENEFITS

Employee Assistance Program

We are recommending expanding our Employee Assistance Program to cover the Elected Officials. The annual cost would be \$465.

Health Assessments

As discussed earlier this year, we are recommending using Springbuk, a leading-edge health intelligence platform. Springbuk will allow the City to review aggregate data in an effort to gain insights on the medical plan and provide more personalized programs to enhance our culture of wellness. Springbuk will allow our Onsite Nurse Coach to identify gaps in care and do more outreach to help guide employees, spouses, and dependents to healthier lifestyles. Since the City will be using Springbuk to obtain aggregate data and plan members are able to get most of the data that they were receiving through health assessments with the bloodwork that their primary care provider orders at their annual physical, we are no longer offering Health Assessments.

To receive full Health Reimbursement Arrangement account credit for 2023, employees and spouses enrolled in the medical plan will still need to complete the preventative exams (annual physical and age-appropriate screenings with their primary care provider, and dental exam and cleaning). This information was communicated to our benefit-eligible employees in April of this year.

The cost of Springbuk is \$1,875 annually; however, we will be saving about \$11,900 by not offering health assessments.

DISABILITY BENEFIT RECOMMENDATIONS

The City focused considerable time and energy on ensuring that all of the benefits that are offered to our employees are in line with like-minded employers. We evaluated offering the following benefits; however they are not currently included in the 2023 budget due to budget constraints. We are hopeful we can benefit for these services starting in 2024. These benefits are not paid for out the health fund.

Short Term Disability

Short-term disability is a type of insurance that partially covers income for employees who need to take time away from work because they are unable to perform job duties due to an illness or an injury. The policy that we looked at would replace 60% of an employee's usual earnings up to a maximum of \$1,500/week when they are unable to work for at least 7 calendar days due to illness or injury. This benefit will continue to replace the lost income of an employee for up to 90 days. The City would pay the cost of the premiums for this benefit, which will be a new budget item for 2024. The annual premium quoted for 2023 was \$43,077.

Long Term Disability

We also recommend modifying the language in our current Long Term Disability (LTD) policy to "gross up" the payments made to employees who are receiving the benefits such that this benefit is not taxed. This will allow employees to be reimbursed the full 60% of their lost wages, up to a maximum of \$5,000/month. The City would pay the cost of the "gross up" for this benefit. The annual premium quoted for 2023 was \$2,808.

Additionally, we are recommending additional long term disability key contributor income protection plans for employees who exceed the current monthly maximum for long term disability coverage. This impacts 14 employees and will increase their LTD coverage to 60% of their earnings, with no monthly maximum. The City would pay cost for this benefit. The annual premium quoted for 2023 was \$12,350.

If you have questions in advance of the meeting, please contact me at 339-4045.



City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: October 11, 2022

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Review and possible action on city of De Pere Investments and Cash
Detail report for Aug. 2022.

ATTACHMENTS:

- August 2022 Investment Memo - 10.11.22 (PDF)
- Aug. 2022 Cash and Investments Schedule 10.11.22.doc (PDF)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: October 6th, 2022
Subject: Cash and Investments Report for August 31st, 2022

I have attached a summary of the City's Cash and Investments for your information and review as of August 31st, 2022. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2021 so you can see comparable activity throughout the course of the year for all accounts. As you can see, the City investments return decreased \$307,203 in **market** value for the **year** through August 31st, 2022. For your information, our budgeted annual amount for general fund investment income for 2022 is \$100,000. The LGIP investment account decreased over \$4.9 million in **August** of 2022 due to a payment of \$3.8 million to Brown County for the School Property and 1st Dollar credits settlement which we received in July of 2022 and principal and debt payments of \$5.3 million. These were partially offset by a \$4.2 million deposit from Brown County for our August 15th tax settlement. Our Associated Money Market decreased roughly \$2.8million in **August** of 2022 due to payments for payroll and accounts payable. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

August 31, 2022

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 953,122.70
HEALTH CHECKING	\$ 1,981,651.18
DENTAL CHECKING	\$ 84,975.21
SUBTOTAL	\$ 3,019,749.09
TOTAL CASH	\$ 3,019,749.09

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	ANNUALIZED RATE OF RETURN
LGIP	\$ 10,513,113.79	\$ 57,845.64	0.74%
ASSOCIATED BANK TRUST	\$ 4,881,928.96	\$ (196,101.11)	-5.79%
CHARLES SCHWAB INVESTMENTS	\$ 6,167,572.91	\$ (191,809.54)	-4.52%
MONEY MARKET	\$ 3,410,209.27	\$ 22,861.86	1.26%
TOTAL INVESTMENTS	\$ 24,972,824.93	\$ (307,203.15)	
TOTAL CASH AND INVESTMENTS	\$ 27,992,574.02		

NOTE: The City budgeted \$100,000 for general fund revenues in the 2022 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
August 31, 2022

	31-Jan-2022	28-Feb-2022	31-Mar-2022	30-Apr-2022	31-May-2022	30-Jun-2022
CHECKING ACCOUNTS						
CITY CHECKING	1,882,432.25	1,656,061.96	1,252,891.03	1,426,451.35	1,536,669.18	2,289,596.82
HEALTH CHECKING	2,055,650.69	1,940,553.16	1,916,059.42	1,899,131.96	1,909,738.45	1,932,450.88
DENTAL CHECKING	76,478.58	77,741.34	79,124.80	81,774.28	78,088.86	76,231.42
SUBTOTAL	\$ 4,014,561.52	\$ 3,674,356.46	\$ 3,248,075.25	\$ 3,407,357.59	\$ 3,524,496.49	\$ 4,298,279.12
TOTAL CASH	\$ 4,014,561.52	\$ 3,674,356.46	\$ 3,248,075.25	\$ 3,407,357.59	\$ 3,524,496.49	\$ 4,298,279.12
INVESTMENTS						
LGIP	8,036,518.10	7,437,020.05	8,496,842.98	8,866,665.54	9,013,513.87	10,327,894.63
ASSOCIATED BANK TRUST	5,035,698.64	5,015,530.03	4,940,436.94	4,910,138.71	4,939,133.74	4,912,204.19
CHARLES SCHWAB INVESTMENTS	6,330,928.23	6,300,725.14	6,239,753.59	6,207,989.76	6,213,759.36	6,188,228.26
MONEY MARKET	18,842,507.70	12,690,550.12	11,691,830.39	10,192,939.12	9,195,922.20	6,200,046.32
TOTAL INVESTMENTS	\$ 38,245,652.67	\$ 31,443,825.34	\$ 31,368,863.90	\$ 30,177,733.13	\$ 29,362,329.17	\$ 27,628,373.40
TOTAL CASH AND INVESTMENTS	\$ 42,260,214.19	\$ 35,118,181.80	\$ 34,616,939.15	\$ 33,585,090.72	\$ 32,886,825.66	\$ 31,926,652.52

	31-Jul-2022	31-Aug-2022	30-Sep-2022	31-Oct-2022	30-Nov-2022	31-Dec-2022
CHECKING ACCOUNTS						
CITY CHECKING	822,949.66	953,122.70	-	-	-	-
HEALTH CHECKING	1,954,331.82	1,981,651.18	-	-	-	-
DENTAL CHECKING	80,211.31	84,975.21	-	-	-	-
SUBTOTAL	\$ 2,857,492.79	\$ 3,019,749.09	\$ -	\$ -	\$ -	\$ -
TOTAL CASH	\$ 2,857,492.79	\$ 3,019,749.09	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	15,457,457.14	10,513,113.79	-	-	-	-
ASSOCIATED BANK TRUST	4,931,903.14	4,881,928.96	-	-	-	-
CHARLES SCHWAB INVESTMENTS	6,204,320.19	6,167,572.91	-	-	-	-
MONEY MARKET	6,204,659.81	3,410,209.27	-	-	-	-
TOTAL INVESTMENTS	\$ 32,798,340.28	\$ 24,972,824.93	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 35,655,833.07	\$ 27,992,574.02	\$ -	\$ -	\$ -	\$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2021

	31-Jan-2021	28-Feb-2021	31-Mar-2021	30-Apr-2021	31-May-2021	30-Jun-2021
CHECKING ACCOUNTS						
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
SUBTOTAL	\$ 4,774,575.89	\$ 3,070,381.79	\$ 4,072,686.43	\$ 3,640,064.03	\$ 3,337,256.99	\$ 2,487,677.99
RESTRICTED						
WATER BOND MM	212,746.68	212,771.16	212,798.27	212,824.50	212,847.24	212,868.23
SUBTOTAL	\$ 212,746.68	\$ 212,771.16	\$ 212,798.27	\$ 212,824.50	\$ 212,847.24	\$ 212,868.23
TOTAL CASH	\$ 4,987,322.57	\$ 3,283,152.95	\$ 4,285,484.70	\$ 3,852,888.53	\$ 3,550,104.23	\$ 2,700,546.22
INVESTMENTS						
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
TOTAL INVESTMENTS	\$ 25,499,166.24	\$ 26,416,637.87	\$ 25,175,306.41	\$ 20,045,663.61	\$ 19,211,510.01	\$ 20,507,933.38
TOTAL CASH AND INVESTMENTS	\$ 30,486,488.81	\$ 29,699,790.82	\$ 29,460,791.11	\$ 23,898,552.14	\$ 22,761,614.24	\$ 23,208,479.60

	31-Jul-2021	31-Aug-2021	30-Sep-2021	31-Oct-2021	30-Nov-2021	31-Dec-2021
CHECKING ACCOUNTS						
CITY CHECKING	669,513.93	5,185,089.85	767,962.29	1,177,465.91	1,121,443.34	698,333.09
HEALTH CHECKING	2,137,820.32	2,201,756.16	74,134.00	2,180,493.68	2,212,728.37	2,188,211.99
DENTAL CHECKING	71,327.28	71,277.13	2,169,637.44	76,145.39	78,237.64	72,478.76
SUBTOTAL	\$ 2,878,661.53	\$ 7,458,123.14	\$ 3,011,733.73	\$ 3,434,104.98	\$ 3,412,409.35	\$ 2,959,023.84
RESTRICTED						
WATER BOND MM	212,889.92	212,911.62	212,932.62	212,954.32	212,971.82	-
SUBTOTAL	\$ 212,889.92	\$ 212,911.62	\$ 212,932.62	\$ 212,954.32	\$ 212,971.82	\$ -
TOTAL CASH	\$ 3,091,551.45	\$ 7,671,034.76	\$ 3,224,666.35	\$ 3,647,059.30	\$ 3,625,381.17	\$ 2,959,023.84
INVESTMENTS						
LGIP	12,313,429.27	5,959,824.53	3,960,047.45	13,277,053.10	9,667,924.32	7,668,380.45
ASSOCIATED BANK TRUST	5,102,473.14	5,104,975.54	5,098,389.98	5,086,792.43	5,085,108.03	5,078,030.07
CHARLES SCHWAB INVESTMENTS	6,389,315.23	6,380,939.85	6,378,209.02	6,372,888.06	6,359,382.45	6,359,382.45
MONEY MARKET	27,459.34	27,462.14	27,464.85	27,467.65	27,470.36	14,814,830.53
TOTAL INVESTMENTS	\$ 23,832,676.98	\$ 17,473,202.06	\$ 15,464,111.30	\$ 24,764,201.24	\$ 21,139,885.16	\$ 33,920,623.50
TOTAL CASH AND INVESTMENTS	\$ 26,924,228.43	\$ 25,144,236.82	\$ 18,688,777.65	\$ 28,411,260.54	\$ 24,765,266.33	\$ 36,879,647.34