



Finance/Personnel Committee

335 South Broadway

Regular Meeting

De Pere, WI 54115
<http://www.de-pere.org>

Revised Agenda

Tuesday, October 8, 2013

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **October 8, 2013** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

Call to order.

1. Roll call.
2. Approval of the minutes of the September 10, 2013 regular meeting of the Finance/Personnel Committee.
3. Approval of Overtime Report of the Fire Department for the month of September.
4. Approval of Overtime Report of the Police Department for the month of September
5. Consideration of Accepting \$1,200 Crime Prevention Foundation Grant for Police Department Citizen Academy
6. Review 519 George St Facade Grant Application and Receipts. Owner Larry Fisette.
7. Consider City offer to purchase a portion of D-69 for future extension of Commerce Drive.
8. Review offer to purchase a portion of ED-344-102 by BCD Holdings LLC (Straubel Company).
9. Review write off for loans provided by City Revolving Loan Program to Harrill Cabinetry.
10. Historic Preservation Commission request to appropriate \$2,000 for operational funding.
11. Review contract for services with GeoDecisions for server support on GIS platform.
12. Consideration of Bid from Schenck for Sewer Utility Rate Study.
13. Approval of Ambulance Bid award for \$162,989 to Foster Coach Sales.
14. Ambulance Computer Purchase for New Billing System from TTK Electronics.
15. Interim Management Extension Approval with RW Management Group, Inc for Fire Chief Management Extension.
16. Consider amendment to City Information Technology Policy to address elected and appointed officials' use of personal electronic communication devices and services for city purposes.
17. Public comment and announcements.
18. Future agenda items.

19. Adjournment.

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

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

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

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: October 8, 2013

DEPARTMENT: City Attorney

FROM: Jeni Dupont

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

ATTACHMENTS:

- September 10, 2013 DRAFT Minutes (DOCX)



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Tuesday, September 10, 2013
7:30 PM
De Pere City Hall Council Chambers

1. Roll call.

Mayor Michael Walsh called the Finance/Personnel Committee meeting to order at 7:30 PM on September 10, 2013 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

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

Also present were City Administrator Lawrence Delo, Police Chief Derek Beiderwieden, Planning and Economic Development Director Ken Pabich, Finance Director, Joe Zegers, Parks, Recreation and Forestry Director Marty Kosobucki, Assistant Fire Chief Jim Stupka, Donna Gilson and members of the public.

2. Minutes approval.

- A. Approval of the Minutes of the August 13, 2013 Regular Meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Lisa Rafferty, Aldersperson
AYES:	Michael J. Walsh, Scott Crevier, Michael Donovan, Lisa Rafferty
EXCUSED:	Larry Lueck

3. Items.

- A. Fire Overtime Report for the Month of August.
Discussion followed.

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

- B. Overtime Report for the Police Department for the month of August 2013.
Discussion followed. Aldersperson Crevier requested a similar format be used for the overtime by reason reports for both police and fire.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Lisa Rafferty, Aldersperson
AYES:	Michael J. Walsh, Scott Crevier, Michael Donovan, Lisa Rafferty
EXCUSED:	Larry Lueck

- C. Review offer for land option on City parcel WD-364-D-505-8 located on W Matthew Dr.

Attachment: September 10, 2013 DRAFT Minutes (1446 : Approval of the minutes of the September 10, 2013 regular meeting of the

Discussion followed.

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

- D. Discussion regarding meals, gifts and gratuities given to City employees. City Administrator Delo provided overview of the intent and timing regarding this agenda item and also read aloud the memo in the packet from City Attorney Schmidt-Lehman. Discussion followed.

Alderperson Donovan moved, seconded by Alderperson Crevier to open the meeting. Upon vote, motion carried unanimously.

Donna Gilson spoke regarding bringing in food for city employees.

Mayor Walsh moved, seconded by Alderperson Donovan to return to regular order. Upon vote, motion carried unanimously.

RESULT:	NO ACTION
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- E. Recommendation from the Finance/Personnel Committee to provide project funding for a repair at the De Pere earthen dam. Planning and Economic Development Director Pabich provided an overview and responded to committee member questions. Upon discussion, Mayor Walsh moved, seconded by Alderperson Rafferty to approve funding the design and repair work from the general reserve fund. Upon vote, motion was approved unanimously.

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

- F. Resolution #13-117, Authorizing Contract with Wisconsin Public Service Corporation for Outdoor Lighting Service (Parking Lot Lighting for Southwest Park). Discussion followed with Parks, Recreation and Forestry Director Kosobucki responding to committee member questions.

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

- G. Discussion regarding the status of the 2014 budget preparation. City Administrator Delo provided a budget update and reviewed the budget calendar. Item was for discussion purposes only; no action was taken.

RESULT:	DISCUSSED
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4. Public comment and announcements.

None.

5. Future agenda items.

None.

6. Adjournment.

Upon motion by Mayor Walsh, seconded by Alderperson Rafferty, the Finance/Personnel Committee unanimously adjourned at 8:26 p.m.

Respectfully submitted,
Jennifer Dupont

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: October 8, 2013

DEPARTMENT: Fire Department

FROM: Diane Yashinsky

SUBJECT: Approval of Overtime Report of the Fire Department for the month of September.

ATTACHMENTS:

- OVERTIME BREAKDOWN BY REASON (XLS)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON FOR 2013

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTA
STBYS/DUTY CR.	54	55.25	27	33	24.25	36	51	90	139.5*				370.5
EMS TRAINING	292.25	81	93	69.75	9	9.75	10.25	8.75	131.75				705.5
FIRE TRAINING	20.5	42.25	78	20.25	30	4.5	9	0	22				226.5
RESCUE CALLS	7.5	7	5	9.5	38.5	14.75	4.75	19.5	3.5				110
FIRE CALLS	2.25	3.75	9.75	1	41.25	12.5	7.75	0.75	0				79
OFFICER MTGS.	9	9	9	21	18	8.25	18	24	18				134.2
STAFFING REP.	0	40.5	57	566.75	117	317	86.25	47.25	83.75				1315.5
MAINTENANCE	0	0	0	0	10.5	0	8.5	0	0				19
PUB. ED.	0	0	0	0	0	0	0	1.25	0				1.25
SPECIAL EVENTS	0	0	0	0	0	25	0	27	0				52
# FIRE RUNS	28	31	18	13	42	32	26	28	27				245
# of EMS RUNS	146	153	160	132	139	143	123	170	142				1308
TOTAL HRS.	385.5	238.75	278.75	721.25	288.5	427.75	195.5	218.5	398.5	0	0	0	3013.5

*Duty Crew Replaced Standbys effective 9/1/2013

Total Overtime Budget \$94,570.00 Expenditures through September 13 \$48,686 52.49%

OVERTIME BREAKDOWN BY REASON FOR 2012

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTA
STANDBYS	75.25	84	57.75	66	99.5	27	20	45	76.5	54	15	57.25	677.2
EMS TRAINING	52.5	96	69	92.75	28	2.5	16.5	21.5	75.75	59.5	77.75	66.75	658.5
FIRE TRAINING	3	16	67.5	55	55.75	0	10.75	13	51.5	26.25	29.25	3	331
RESCUE CALLS	24.75	18.5	3.5	9	15.75	7	25.75	5.5	17.25	18	0	11	156
FIRE CALLS	32	24	0	11.25	3	14.25	27.75	25.25	3	34.75	0	0	175.2
OFFICER MTGS.	3	16	11.5	14	9	4	0	4.5	16	9.5	9.75	13.5	110.7
STAFFING REP.	75.75	3.75	50.25	4.5	42.75	0	108	132	90	265.5	112.5	115	1000
MAINTENANCE	11.5	27	8	0	38.25	5.25	0	0	15	0	0	0	105
PUB. ED.	0	0	2.5	13.5	0	0	0	0	6.75	45.25	0	0	68
# FIRE RUNS	20	21	24	35	28	29	43	29	29	42	27	25	352
# of EMS RUNS	147	130	127	152	161	127	143	143	159	169	116	163	1737
TOTAL HRS.	277.75	285.25	270	266	292	60	208.75	246.75	351.75	512.75	244.25	266.5	3281.7

Total Overtime Budget: \$94,570.00 Expenditures for 2012 \$67,090 70.95%

OVERTIME BREAKDOWN BY REASON FOR 2011

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTA
STANDBYS	347.25	362.25	458	305.25	275.5	345.75	455	354.5	363.5	378.25	428	391.5	4464.7
EMS TRAINING	283	92.25	84.75	159.25	36.5	4.75	0	0	140.25	89.75	53.75	160.25	1104.5
FIRE TRAINING	19.5	92.25	100.25	285.25	93.5	10.75	10.5	13.5	18	48.5	6.5	3	701.5
RESCUE CALLS	10	14.5	12.5	14.5	3.25	152.75	16.75	18	19	10.5	4.25	10.25	286.2
FIRE CALLS	6	0.75	0	0	0	0	0	0	0	0	1.5	34.5	42.75
OFFICER MTGS.	9	11.25	3	9	6.75	13	4.5	12	5	12	9	28.75	123.2
STAFFING REP.	210	118.5	202.5	0	3	0	144.5	0	18	132.75	132.5	4.5	966.2
MAINTENANCE	0	0	8	6	0	40.5	0	0	0	22.25	0	0	76.75
PUB. ED.	0	0	13.5	6	1.5	0	0	0	6.75	37.5	0.5	0	65.75
# FIRE RUNS	32	20	35	35	39	20	47	39	46	32	24	39	408
# of EMS RUNS	138	127	154	148	177	132	165	139	138	176	129	142	1765
TOTAL HRS.	884.75	691.75	882.5	785.25	420	567.5	631.25	398	570.5	731.5	636	632.75	7831.7

Total Overtime Budget: \$136,741 Expenditures for 2011: \$151,901 111.08%

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

MEETING DATE: October 8, 2013

DEPARTMENT: Police

FROM: Derek Beiderwieden

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

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

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

ATTACHMENTS:

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

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

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	102.00	75.00	69.75	106.50	178.00	26.25	90.00	25.50	77.25				750.25
OFFICER WORKED ON HOLIDAY	178.00	12.00	34.25	13.50	10.50	65.00	65.00	4.00	118.50				500.75
OFFICER FOR COURT	15.00	15.00	21.00	3.00	15.00	12.00	28.50	10.50	45.50				165.50
OFFICER TRAINING	10.00	62.50	36.00	75.75	221.00	63.25	111.50	3.00	77.50				660.50
OFFICER RELIEF FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					0.00
OFFICER ATTEND MEETING	1.50	6.25	0.00	0.00	0.00	7.50	16.50	3.00	15.00				49.75
STAFFING LEVEL	166.50	57.75	157.50	118.50	210.00	186.00	400.75	375.25	215.75				1888.00
INVESTIGATION	50.25	54.00	51.75	27.75	123.50	59.75	87.00	51.75	105.25				611.00
HONOR GUARD FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SCHOOL LIAISON REIMBURSED	26.25	74.25	40.50	22.50	47.00	25.50	0.00	18.75	58.50				313.25
COMMUNITY RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT REIMBURSED	0.00	15.25	0.00	10.50	9.00	299.75	6.00	20.25	15.75				376.50
MISCELLANEOUS	41.25	23.00	87.00	21.75	16.00	29.25	31.75	39.75	30.75				320.50
MISCELLANEOUS REIMBURSED	156.00	98.25	113.25	117.25	183.75	168.00	68.25	67.50	55.50				1027.75
Gross OFFICER OVERTIME	746.75	493.25	611.00	517.00	1013.75	942.25	905.25	619.25	815.25	0.00	0.00	0.00	6663.75
SUBTOTAL REIMBURSED OVERTIME	(182.25)	(187.75)	(153.75)	(150.25)	(239.75)	(493.25)	(74.25)	(106.50)	(129.75)	0.00	0.00	0.00	(1717.50)
NET OFFICER OVERTIME	564.50	305.50	457.25	366.75	774.00	449.00	831.00	512.75	685.50	0.00	0.00	0.00	4946.25
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$130,000.00
Expenditures through 09/27/2013 \$112,660.00
Percent of Total Budget: 86.66%

NOTES:

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

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

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

^^Period
 *+Period
 **Period

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

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

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

NOTES:

* Period 12/24/2011 - 2/3/2012
 **Period 2/4/2012 - 3/2/2012
 ***Period 3/3/2012 - 3/30/2012

+Period 3/31/2012 - 4/27/2012
 ++Period 4/28/2012 - 5/25/2012
 ^Period 5/26/2012 - 6/22/2012

#Period 6/23/2012 - 8/3/2012
 ##Period 8/04/2012 - 8/31/2012
 ^^Period 9/1/2012 - 9/28/2012

^^^Period 9/29/2012 - 10/26/2012
 *+Period 10/27/2012 - 11/23/2012
 *+*Period 11/24/2012 - 12/21/2012

S:MONTHLY/Overtime by reason.xlsx

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2011**

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

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

NOTES:

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

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 8, 2013

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Consideration of Accepting \$1,200 Crime Prevention Foundation Grant for Police Department Citizen Academy

The police department has received a grant of \$1,200 from the Crime Prevention Foundation of Brown County through the Greater Green Bay Community Foundation. The grant is specifically earmarked for supporting the De Pere Citizens Police Academy.

Some of the costs involved in providing the program are distinctive shirts worn while participating in sanctioned events, binders, printing and office supplies, demonstration Taser cartridges, ammunition, and other costs associated with using outside facilities (NWTC Range, etc.).

The program is much desired in the community by noting the number of applicants over our participant limit for the current academy, and the police department would like to continue to provide it to the public.

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

City of De Pere, Wisconsin

**Request For Redevelopment Authority Action**

MEETING DATE: October 8, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review 519 George St Facade Grant Application and Receipts.
Owner Larry Fisette.

In March 2013, the owner was provided a conditional use for 519 George Street to allow for auto repair & restoration at the site. After this date, the owner worked on plans to update the entire structure including the facade. The owner was not aware the site was within TID #7 and that it would qualify for the Facade Grant Program.

In early summer, staff notified the owner that the project would qualify and that an application should be submitted. The application was not received and in late August, staff again approached the owner and reminded them of the program. The owner had planned to apply; however he simply forgot to submit the application.

Attached in the packet is the application for the project along with the before and after pictures of the building. The building was redesigned to fit with the historic feel of the downtown and there have been significant facade improvements. Overall, the facade improvements totaled \$43,949 which would qualify for the full \$10,000 facade grant.

Recommendation

Staff believes that the owner did not try to work around the program by missing the initial application. The work that has been done to the building matches the City objectives for the Downtown and the renovated building is a great asset to the community. Staff would recommend approval of the facade grant in the amount of \$10,000 and that the request be forwarded to the Finance Committee and the Common Council.

ATTACHMENTS:

- 519 George St Facade Grant Application and Receipts (PDF)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Van Deurzen, Board Member
SECONDER:	William Patzke, Board Member
AYES:	Penn, Patzke, Van Deurzen, Komsi, Nusbaum
EXCUSED:	Jerry Henrigillis, Charles King

HISTORY:

09/23/13

Redevelopment Authority ADOPTED



CITY OF DE PERE

Façade Grant Application

The City of De Pere, in conjunction with Downtown De Pere Inc., will assist with façade improvements for commercial properties located within the boundaries of a Tax Increment District (TID). Applications will be acted upon on a **first come first serve basis**. The maximum grant is up to \$10,000 for approved projects. The grant requires the expenditure of \$4.00 of private funds for each \$1.00 of grant funds disbursed. Grants will only be awarded to projects that are approved by the Redevelopment Authority.

Please print or type using black ink for duplicating purposes.

A. Property Owner: Name: Larry Fisette

Mailing Address: 519 George St

Phone: 336-2200

Cell: _____

Email Address: _____

B. Property Information: Name: ED-897

Address: 519 George St

C Project Details: Proposed Start Date: April 2012 Expected Completion Date: Nov 2013

Contractor Name: Drury Designs

Mailing Address: 3600 Creamry RD

Phone: 339-1011

Cell: _____

Please attach (1) hard copy and (1) PDF version of the following items:

1. A photo of the existing façade.
2. The proposed project design.
3. The project cost estimates by major category (design, material, labor, etc).

The undersigned applicant(s) affirms that the information submitted herein is true and accurate to the best of my (our) knowledge. I (we) have read and understand the conditions of the City of De Pere Façade Grant Program and agree to abide by its conditions and guidelines.

Signed

Date

Signed

Date

Please submit the application to:

City of De Pere
ATTN: Planning Department
335 S Broadway
De Pere, WI 54115

Existing Building







✓ Mc Monagle Lumber	8,313.24	Adjusted 8373.02
✓ H.J. Martin & Sons	7,055.00	OK
✓ Drury Designs	13,462.29	OK
✓ Freedom OH Doors	6,900.00	OK
Rodney Buth	1,748.65	
Menards	2,831.74	
Home Depot	318.59	
Dan Danen	1,342.41	
✓ G. DePas Masonry	7,500.00	OK
✓ Hockers Brick	<u>659.16</u>	OK
	\$50,131.08	

$$\begin{array}{r} 43,949.42 \\ \div 4 \\ \hline 10,987.35 \end{array}$$

Max Grant = \$10,000.00



320 S. Military
P.O. Box 11387
Green Bay, WI 54307-1387
Tel: (920) 494-3461 • Fax (920) 494-4177

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

DATE 08/26/13

7 INVOICE DATE DEPE08

SOLD
TO DE PERE AUTO CENTER
705 GEORGE ST
DE PERE WI 54115

SHIP
TO DE PERE AUTO CENTER
705 GEORGE ST
DE PERE, WI 54115

TERMS: Net 15 days. Contract Sales Net — Unpaid Invoices are subject, 30 days after invoice date, to 1½ % Service Charge — which is an Annual Rate of 18%

[illegible]

RECEIVED
BY

REMARKS

JOB # 99900

The title and right of possession of the merchandise sold hereunder shall remain with the H.J. Martin & Sons, Inc., and such merchandise shall remain personal property until all payments hereunder (including deferred payments whether evidenced by note or otherwise) shall have been made in full in case and the Purchaser agrees to do all acts necessary to perfect and maintain such right and title in the Company.

INVOICE NO. 84546

NO MERCHANDISE MAY BE RETURNED FOR CREDIT WITHOUT PRIOR WRITTEN PERMISSION. MERCHANDISE RETURNED WITH OFFICE APPROVAL SUBJECT TO 20% HANDLING CHARGE. NO CREDIT WILL BE ALLOWED ON CLAIMS OF ERROR OR SHORTAGE UNLESS REPORTED WITHIN SEVEN DAYS.

INVOICE**Drury Designs, Inc**3706 Creamery Road
De Pere, WI 54115

Date	Invoice #
8/1/2013	455

Bill To
De Pere Auto

Description	Quantity	Rate	Amount
Todd D.	42.5	45.00	1,912.50
Steve	98	45.00	4,410.00
Curt	32	45.00	1,440.00
Mark	34	45.00	1,530.00
Pat	19.75	65.00	1,283.75
Kirk	4	45.00	180.00
Anthony	40.5	25.00	1,012.50
Dylan	5	25.00	125.00
Menards	1	126.15	126.15
Contractor Fee 12%		1,442.39	1,442.39
Payment for Truck		-5,000.00	-5,000.00
Im NOT sure of EXACT \$ ON TRUCK Any? PLEASE CALL I WANT TO MAKE SURE you GOOD! THX! for THE DEAL ON THE TRUCK!			
Total			\$8,462.29

EXTERIOR TRIM

MAKERS BRICK & TILE
370 S BROADWAY

GREEN BAY WI 54304
Phone: (920) 499-0687

Page # 1

ORDER
ACKNOWLEDGEMENT

DEPAS, MASONRY

DEPAS, MASONRY

Phone: (920) 337-9523

Fax:

P.O. R BRICK

Terms	Order#	Cust #	Salesman	Ship Via	Req Date	Inv Date	Reference
CASH CUSTOMER	384310	7268	STEVE R.	PICK UP	04/23/13	00/00/00	

Code #	U/M	Ordered	Shipped	Description	Price/Disc	Net
1072	EACH	200	200	WATERTON MUD ROBINSON 500/100	.71	142.00
1057	EACH	100	100	CAMBRIDGE MUD ROBINSON 500/100	.71	71.00
1077	EA	400	400	WATERBURY MUD ROBINSON 500/100	.71	284.20
1028	BAG	6	6	MORTAR, TYPE N WESTERN GRAYMONT WESTERN/35FALL	13.25	79.50
1035	BAG	12	12	SAND, MASON BAG 70# MASON SAND BAG 70#	3.85	46.20

WI Sales Tax	31.24
BR County Tax	3.12
Total	659.16

P.D. CH. NO. 52029

JO

198

G. Depas Masonary
4439 Whisper Lane
DePere, WI 54115

DATE

7-31 ²⁰¹⁸
18

NAME <i>LTF Investments</i>						
ADDRESS					ORDER NUMBER	
CITY <i>DePere</i>		STATE		ZIP <i>54115</i>		
SOLD BY	CASH	C.O.D.	CHARGE	ON ACCT.	MDSE. RETD	PAID OUT

Item	QUAN.	DESCRIPTION	PRICE	AMOUNT
1		RENOVATION OF STORE FRONT		
2		519 George St.		
3		Destruction + Disposal		
4		Rebuild, BRICK + STUCCO		
5		Front of Building w/ customer		
6		Design.		
7				7500.00
8		All materials supplied		
9		"LABOR only"		
10				
11				
12				
13				
14				
RECEIVED BY			TAX	
			TOTAL	2500.00

FM 2-4705 REV

(980) 338-3134

PAGE	INVOICE	DATE	NUMBER
1		04/24/13	47417

Customer: DE625

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

BREG

54113

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
04/22/13	YHR		4	10TH PRDX	WI T	05 T
Item	Quantity	Description	Footage	Price	Amount	Tax
1	3.00 EA	1/2" 4x8 OSB	0	18.950	56.85	TT
2	4.00 EA	2x4-10 #2 & BTR S.P.F.	0	4.470	17.88	TT
3	6.00 EA	2x4-10 5/8 #2 BTR SPF STUD	0	4.280	25.68	TT
*		DELIVERY CHARGE			10.00	TT
Subtotal					110.41	
5.000% WI State Tax					5.52	
0.500% 05 Local Tax					0.55	
Total					116.48	

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1 1/2%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

116.48

OK

(920) 336-3134

6.a

Packet Pg. 25

PAGE	INVOICE	DATE	NUMBER
1		04/29/13	47800

Customer: DE625

Ship To:

 PE PERE AUTO
 705 GEORGE STREET
 DE PERE, WI.

519 GEORGE STREET

54115

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
04/26/13	998		0	10TH PROJ	WI T	05 T

Item	Quantity	Description	Footage	Price	Amount	Tx
1	1.00 EA	TREATED 2X6 12' SELECT CUT	0	14.040	14.04	TT
2	1.00 EA	TREATED 2X8 14' SELECT CUT	0	17.310	17.31	TT
3	4.00 EA	TREATED 2X6 10' SELECT CUT	0	8.350	33.40	TT
4	1.00 EA	TREATED 2X6 16' SELECT CUT	0	13.330	13.33	TT
5	3.00 EA	1X6 12' TREATED	0	9.990	29.97	TT
6	1.00 EA	SHIM SHINGLES SMALL	0	4.040	4.04	TT
7	2.00 EA	2X4-10 #2 & BTR S.P.F.	0	4.180	8.36	TT
8	2.00 EA	1X4-10 #2 POND PINE	0	4.750	9.50	TT
9	1.00 EA	4X8-1/2" SHEETROCK	0	11.400	11.40	TT
10	2.00 EA	DURA BEAD #100	0	2.040	4.08	TT
11		DELIVERY CHARGE			10.00	TT
Subtotal					156.32	
3.000% WI State Tax					7.88	
2.500% 05 Local Tax					0.70	
Total					164.90	

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1 1/2%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

OK
144.12

1105 N. Ashland Ave. - DePere, WI 54115
(920) 236-3134

PAGE	INVOICE	DATE	NUMBER
1		03/12/13	47156

Customer: DE625

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.
54115

705 GEORGE STREET

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
03/08/13	YBP		0	10/10 PROX	WI 7	05 1
Item	Quantity	Description	Footage	Price	Amount	Tx
1	20.00 EA	2X4-92 5/8 #2 & BTR SPF STUD	0	3.390	67.80	TT
2	2.00 EA	TREATED 2X4 10' SELECT CUT	0	6.240	12.48	TT
3	0.50 EA	TREATED 2X4 16' SELECT CUT	0	9.900	4.95	TT
4	5.00 EA	4X8-1/2" SHEETROCK	0	11.400	57.00	TT
5	1.00 EA	5 BAL PRE MIX	0	22.950	22.95	TT
6	8.00 EA	2X6 SINGLE JOIST HANGER Z-M4	0	1.190	9.52	TT
7	12.00 EA	2X6-10 #2 & BTR S.P.F.	0	6.460	77.52	TT
8	4.00 EA	1/2" 4X8 OSB	0	18.950	75.80	TT
9	5.00 EA	1 5/8" DRYWALL SCREWS 1#	0	3.330	16.65	TT
10	1.00 EA	4X8 1/2" OAK PLYWOOD	0	85.600	85.60	TT
11		DELIVERY CHARGE			10.00	TT
Subtotal					446.35	
5.000% WI State Tax					22.32	
0.500% 05 Local Tax					2.23	
Total					464.61	

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1 1/2%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

OK
305.25

1105 N. Ashland Ave. - DePue, WI 54115
(920) 336-3134

PAGE	DATE	NUMBER
1	03/21/13	42025

I N V O I C E

Customer: DEERZ

DE PUE, WI
601 DE LAKE STREET
DE PUE, WI

Ship To:

P.O. # 0800

54115

Ship Date	Salesman	Cust Ref	Job	Terms	StatTax	LocTax
03/21/13	YAR		0	100% PROX	01	05

Item	Quantity	Description	Footage	Price	Amount	Tax
1	1.00 EA	5 GAL PRE MIX	0	20.500	20.50	0
2		DELIVERY CHARGE			0.00	0
Subtotal					20.50	
5.000% WI State Tax					1.03	
0.500% DE Local Tax					0.10	
Total					21.63	

Thank You We Appreciate Your Business

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

34.76
18
OK

1105 N. Ashland Ave. - DePere, WI 54115
(920) 336-3134

PAGE	INVOICE	DATE	NUMBER
1		03/14/13	44641

Customer: DE625

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.
54115

P.O. # 0800

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
03/12/13	YAR		@	10TH PROX	WI T	05 T

Item	Quantity	Description	Footage	Price	Amount	Tx
1	1.00 EA	3/4" LHST FULL SS #118	@	210.000	210.00	17
2		DELIVERY CHARGE			0.00	77
Subtotal					210.00	
5.000% WI State Tax					10.50	
0.500% 05 Local Tax					1.05	
Total					221.55	

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1 1/2%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

ot
221.55

6.a

Customer: DE625

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

519 GEORGE STREET

54115

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
01/23/13	YAR		@	10TH PROX	WI T	05 T
Item	Quantity	Description	Footage	Price	Amount	Tx
1	1.00 EA	1/2" 4X8 OSB	0	18.000	18.00	T
2	3.00 EA	4X8 1 1/2" FORM	0	24.700	74.10	T
3	1.00 EA	5 GAL PRE MIX	0	19.000	19.00	T
4	21.00 EA	1X6- 9 #2 POND PINE	0	5.400	113.40	T
5	1.00 EA	3" DRYWALL SCREW 1#	0	2.510	2.51	T
6	4.00 EA	2X6-104 5/8 #2 BTR SPF STUD	0	5.950	23.80	T
7	2.00 EA	1 5/8" DRYWALL SCREWS 1#	0	2.130	4.26	T
8	12.00 EA	2X4-92 5/8 #2 & BTR SPF STUD	0	3.230	38.76	T
9	2.00 EA	CC STINKERS 160 1#	0	2.000	4.00	T
10	5.00 EA	4X8 1 1/2" KRL KORE	0	11.400	57.00	T
11	1.00 EA	TAPCON 1/4 X 3 1/4 BOX	0	29.200	29.20	T
12		DELIVERY CHARGE			16.00	T
Subtotal					291.50	
5.000% WI State Tax					14.58	
0.500% 05 Local Tax					1.46	

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1 1/2%. RETURNS SUBJECT TO RESTOCKING CHARGE.

McMonagle Lumber, Inc.
1105 N. Ashland Ave. - DePere, WI 54115
(920) 336-3134

PAGE	DATE	NUMBER
2	01/23/13	1405

INVOICE

Customer: DE625

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

519 GEORGE STREET

54115

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
01/23/13	YAR		@	10TH PROX	WI T	05 T
Item	Quantity	Description	Footage	Price	Amount	Tx
Total					307.54	

OK
290.06

(920) 336-3134

PAGE	INVOICE	DATE	NUMBER
1		06/04/13	47546

Customer: DE625

DE PERE AUTO
705 GEORGE STREET
DE PERE WI.
54115

Ship to:

519 GEORGE STREET

Ship Date	Salesman	Cust Ref	Job	Terms	Statax	LocTax
06/01/13	YAF		0	10TH PROX	WI T	05 T
Item	Quantity	Description	Footage	Price	Amount	Tx
1	2.00 EA	2X12-10 SEL STRUC DOUG FIR	0	18.000	37.50	TT
2	2.00 EA	2X12-14 SEL STRUC DOUG FIR	0	23.000	47.50	TT
3	12.00 EA	2X10 SINGLE JOIST HANGER 2-MA	0	1.750	21.10	TT
4	4.00 EA	2X8, 10, & 12 DBL. JOIST HNGE	0	3.140	12.56	TT
5	1.00 EA	CC SINKERS 20 5#	0	9.550	9.55	TT
6	1.00 EA	CC SINKERS 16D 5#	0	9.550	9.55	TT
		DELIVERY CHARGE			10.00	TT
Subtotal					145.90	
5.000% WI State Tax					7.30	
0.500% 05 Local Tax					0.73	
Total					154.01	

Thank You - We Appreciate Your Business

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

OK
154.01

1422 GEORGE ST, DePere, WI 54115
(920) 336-3134

PAGE	CREDIT MEMO	DATE	NUMBER
1		07/31/13	15082

Customer: DE625

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

54115

Ship To:

GEORGE ST

Ship Date	Salesman	Cust Ref	Job	Terms	Statax	LocTax
07/30/13	YOR		0	10TH PROX	WI 7	05 1
Item	Quantity	EA	Description	Unit Price	Amount	Tx
1	-3.00	EA	TREATED 2X4 12' SELECT CUT	0	7.500	22.50 TX
2	-32.00	LF	2X6-RL #2 & BTR S.P.F.	0	0.600	19.20 TX
3	-1.00	EA	2X8-16 #2 & BTR S.P.F.	0	14.400	14.40 TX
4	-1.00	EA	1/2" 4/5 PLY FIR CDX PLYWOOD	0	23.990	23.99 TX
5	-1.00	EA	1/2" 1/40 TREATED PLYWOOD	0	39.500	39.50 TX
			PICK UP CHARGE			10.00 TX
					Subtotal	109.70
					5.000% WI State Tax	5.50
					0.500% 05 Local Tax	0.55
					Total	115.75

Thank You - We Appreciate Your Business

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

OK'd
11/6

McMonagle Lumber, Inc.
1105 N. Ashland Ave. - DePere, WI 54115
(920) 336-3134

PAGE		DATE	NUMBER
1	I N V O I C E	07/09/13	51990

Customer: DE625

DE PERE AUTO
1705 GEORGE STREET
DE PERE, WI.
54115

Ship To:

LARRY

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
07/01/13	YAP		0	10TH PROX	WI T	05 T

Item	Quantity	Description	Footage	Price	Amount	Tx
1	4.00 EA	2X8-16 #2 & BTR S.P.F.	0	14.140	56.56	TT
2	2.00 EA	TREATED 2X8 16' SELECT CUT	0	20.500	41.00	TT
3	6.00 EA	2X8-12 #2 & BTR S.P.F.	0	10.300	61.80	TT
4	10.00 EA	2X4-12 #2 & BTR S.P.F.	0	4.800	48.00	TT
5	6.00 EA	2X6-12 #2 & BTR S.P.F.	0	7.300	43.80	TT
6	4.00 EA	3/4 450 HD SUB FLOOR 28 0Z	0	4.280	17.12	TT
7	5.00 EA	1/2" 4X8 UNDERLAYMENT PLYWOOD	0	27.500	137.50	TT
8	3.00 EA	TREATED 2X4 16' SELECT CUT	0	10.400	31.20	TT
Subtotal					461.23	
5.000% WI State Tax					21.86	
0.500% 05 Local Tax					2.19	
Total					485.28	

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1 1/2%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

012
461.28

McMonagle Lumber, Inc.
1105 N. Ashland Ave. - DePere, WI 54115
(920) 336-3134

PAGE	DATE	NUMBER
1	07/02/13	45175
I N V O I C E		

Customer: DE625

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.
54115

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
07/02/13	VAR		0	10TH PROX	WI 7	05 T

Item	Quantity	Description	Footage	Price	Amount	Tx
1	3.00 EA	1/2" 4/5 PLY FIR CDX PLYWOOD	0	23.990	119.97	TT
2	10.00 EA	TREATED 2X4 12' SELECT CUT	0	7.500	75.00	TT
3	1.00 EA	1/2" 4X8 UNDERLAYMENT PLYWOOD	0	27.550	27.55	TT
4		DELIVERY CHARGE			10.00	TT
Subtotal					232.52	
5.000% WI State Tax					11.63	
0.500% 05 Local Tax					1.10	
Total					245.25	

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1 1/2%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

OK
245.25

1105 N. Ashland Ave. - DePere, WI 54115
(920) 336-3134

PAGE	DATE	NUMBER
1	07/11/13	44077

I N V O I C E

Customer: DE625

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.
54115

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
7/09/13	YAR		0	10TH PROX	WI T	05 T

Item	Quantity	Description	Footage	Price	Amount	Tx
1	7.00 EA	16' 4" CROWN AZEK-49 AZEK	0	29.660	207.62	TY
2	8.00 EA	16' BASECAP AZEK-164 AZEK	0	10.540	84.32	TY
3	13.00 EA	1X6 16' AZEK BOARD	0	51.820	673.66	TY
4	9.00 EA	1/2"X5 1/2" 16' BEADBOARD AZEK	0	51.820	466.38	TY
5	1.00 EA	8 OZ CAN OF ADHESIVE	0	15.000	15.00	TY
6		DELIVERY CHARGE			10.00	TY

Subtotal 1,488.16
5.000% WI State Tax 74.41
0.500% 05 Local Tax 7.44
Total 1,569.99

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

012
1482.45

McDonagie Lumber, Inc.
 1105 N. Ashland Ave. - DePere, WI 54115
 (920) 336-3134

PAGE	DATE	NUMBER
1	07/11/13	44892

I N V O I C E

Customer: DE625

DE PERE AUTO
 705 GEORGE STREET
 DE PERE, WI.
 54115

Ship To:

DE PERE AUTO
 705 GEORGE STREET
 DE PERE, WI.

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
07/10/12	VAR		0	10TH PROV	WI 1	05 T

Item	Quantity	Description	Footage	Price	Amount	Tx
1	1.00 EG	3/4" 4X8 AZEK	0	206.280	206.28	ST
2		DELIVERY CHARGE			10.00	TT
Subtotal					216.28	
5.000% WI State Tax					10.81	
0.500% 05 Local Tax					1.00	
Total					228.09	

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

OK
 228.17

Richenagle Lumber, Inc.
1195 N. Ashland Ave. - DePere, WI 54115
(920) 276-3134

PAGE	INVOICE	DATE	NUMBER
1		07/11/13	49130

Customer: DE625

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.
54115

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
07/10/13	YAR		0	10TH PROX	WI T	05 T
Item	Quantity	Description	Footage	Price	Amount	Tx
1	2.00 EA	1 1/2 12' AZEK BOARD	0	69.320	138.64	TI
2		DELIVERY CHARGE			10.00	TI
Subtotal					148.64	
5.000% WI State Tax					7.43	
0.500% 05 Local Tax					0.74	
Total					156.81	

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

OK
156.81

McManagle Lumber, Inc.
1105 N. Ashland Ave. - DePere, WI 54115
(920) 336-3134

PAGE	DATE	NUMBER
1	07/11/13	51604

I N V O I C E

Customer: DE625

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI,
54115

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
07/09/13	YAR		0	10TH PROX	WI 1	05 T

Item	Quantity	Description	Footage	Price	Amount	Tx
1	2.00 EA	TREATED 2X6 16' SELECT CUT	0	13.490	26.98	TT
2	4.00 EA	TREATED 2X6 10' SELECT CUT	0	8.350	33.44	TT
3	1.00 EA	3/4" .40 TREATED PLYWOOD	0	39.900	39.90	TT
4	1.00 EA	TAPCON 1/4 X 3 1/4 BOX	0	29.200	29.20	TT
5	1.00 EA	TAPCON 1/4 X 1 3/4 BOX	0	18.170	18.17	TT
Subtotal					147.69	
5.000% WI State Tax					7.38	
0.500% 05 Local Tax					0.74	
Total					155.81	

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

OK
155.81

McMonagle Lumber, Inc.
1105 N. Ashland Ave. - DePere, WI 54115
(920) 335-3134

PAGE	INVOICE	DATE	NUMBER
1		07/16/13	49067

Customer: DE625

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.
54115

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
07/15/13	YAR		0	10TH PROX	WI T	05 T

Item	Quantity	Description	Footage	Price	Amount	Tx
1	8.00 EA	5" AZEK CROWN 16'	0	43.8800	351.04	T1
2		DELIVERY CHARGE			19.00	T1
Subtotal					361.04	
5.000% WI State Tax					18.05	
0.500% 05 Local Tax					1.81	
Total					380.90	

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

016
760.90

McDonagie Lumber, Inc.
1105 N. Ashland Ave. - DePere, WI 54115
(920) 336-3134

PAGE	DATE	NUMBER
1	07/16/12	45201

I N V O I C E

Customer: DE625

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.
54115

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
07/15/12	YAR		0	10TH PROX	WI T	05 T

Item	Quantity	Description	Footage	Price	Amount	Tx
1	3.00 EA	1X4 18' AZEK	0	34.350	103.05	TT
2	12.00 EA	1X6 18' AZEK BOARD	0	51.300	615.60	TT
3	7.00 EA	1X10 18' AZEK BOARD	0	89.040	616.88	TT
4	4.00 EA	3/4" , 40 TREATED PLYWOOD	0	39.900	159.60	TT
Subtotal					1,494.53	
5.000% WI State Tax					74.73	
0.500% 05 Local Tax					7.47	
Total					1,576.73	

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

OK
1576-73

McDonagh Lumber, Inc.
1108 N. Oakland Ave. - De Pere, WI 54115
(920) 336-3134

PAGE	INVOICE	DATE	NUMBER
1		07/18/13	49186

Customer: DEB25

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.
54115

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
07/16/13	YAR		0	10TH PROX	WI T	05 T

Item	Quantity	Description	Footage	Price	Amount	Tx
1	1.00 EA	24" SUNGOLD COIL STOCK 50'	0	94.700	94.70	TT
2	1.00 EA	24" COIL STOCK 50' ROLL	0	88.350	88.35	TT
3	25.00 EA	24" COIL STOCK PER FT	0	2.390	60.00	TT
4		DELIVERY CHARGE			10.00	TT

Subtotal 262.07
5.000% WI State Tax 13.10
0.500% 05 Local Tax 1.31
Total 276.48

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

McDonagh Lumber, Inc.

OK
276-48

1105 N. Ashland Ave. - DePere, WI 54115
(920) 336-3134

PAGE	INVOICE	DATE	NUMBER
1		07/16/13	45246

Customer: DE625

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.
54115

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
07/16/13	YAP		@	10TH PROX	WI 1	05 1

Item	Quantity	Description	Footage	Price	Amount	Tx
1	4.00 EA	4X8 5/16" STUCCO HARDI BOARD	@	43.040	172.16	TT
2	2.00 EA	GALV SPIRAL SIDING NAIL 90 1#	@	3.060	6.12	TT
Subtotal					178.28	
5.000% WI State Tax					8.91	
0.500% 05 Local Tax					8.89	
Total					188.08	

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1 1/2%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

OK
1/6/20

McMonagle Lumber, Inc.
1105 N. Ashland Ave. - DePere, WI 54115
(920) 336-3134

PAGE	INVOICE	DATE	NUMBER
1		07/02/13	45174

Customer: DE625

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.
54115

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
07/01/13	YAR		0	10TH PROX	WI 1	05 1

Item	Quantity	Description	Footage	Price	Amount	Tx
1	0.00 EA	BKT 7218 FYPOM BRACKET	0	65.430	553.44	73
Subtotal					553.44	
5.0000% WI State Tax					26.17	
0.5600% 05 Local Tax					2.62	
Total					582.23	

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

OK
5/22/23

McKoneagle Lumber, Inc.
1105 N. Ashland Ave. - DePere, WI 54115
(920) 336-3134

PAGE		DATE	NUMBER
1	I N V O I C E	07/31/13	45305

Customer: DE625

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

54115

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
07/24/13	YAR		0	10TH PROX	WI T	05 T

Item	Quantity	Description	Footage	Price	Amount	Tx
1	1.00 EA	24" COIL STOCK 50' ROLL	@	88.350	88.35	11
Subtotal					88.35	
5.000% WI State Tax					4.42	
0.500% 05 Local Tax					0.44	
Total					93.21	

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

Handwritten initials and date: 7/31/13

1105 N. Ashland Ave. - DePere, WI 54115
(920) 336-3134

PAGE	INVOICE	DATE	NUMBER
1		07/31/13	45404

Customer: DE625

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.
54115

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI.

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
07/22/13	YAR		0	10TH PROX	WI T	05 T
Item	Quantity	Description	Footage	Price	Amount	Tx
1	19.00 EA	AZEK BEAD BOARD 1/2 X 5 1/2"	0	51.820	984.58	TI
2	6.00 EA	AZEK BASE CAP AZM-164	0	10.540	63.24	TI
3		DELIVERY CHARGE			10.00	TI
Subtotal					1,057.82	
5.000% WI State Tax					52.89	
0.500% 05 Local Tax					5.29	
Total					1,116.00	

Thank You - We Appreciate Your Business !

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

014
1116-

McDonagie Lumber, Inc.
1105 W. Ashland Ave. - DePere, WI 54115
(920) 336-3134

PAGE	INVOICE	DATE	NUMBER
1		07/31/13	45407

Customer: DE625

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI,
54115

Ship To:

DE PERE AUTO
705 GEORGE STREET
DE PERE, WI,

Ship Date	Salesman	Cust Ref	Job	Terms	StaTax	LocTax
07/23/13	YAR		0	10TH PROX	WI T	05 I

Item	Quantity	Description	Footage	Price	Amount	Tx
1	6.00 EA	BASE OSP ALER AZM-164	0	10.540	63.24	IT
2		DELIVERY CHARGE			10.00	TT
Subtotal					73.24	
5.000% WI State Tax					3.66	
0.500% 05 Local Tax					0.33	
Total					77.23	

Thank You - We Appreciate Your Business

AMOUNTS NOT PAID WITHIN 30 DAYS ARE SUBJECT TO A SERVICE CHARGE OF 1 1/2%.

RETURNS SUBJECT TO RESTOCKING CHARGE.

07.27

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 8, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Consider City offer to purchase a portion of D-69 for future extension of Commerce Drive.

In the East Industrial Park, the long term plan for the park is to extend Commerce Drive to Rockland Road. This road would provide better access to existing businesses and it would also open up development to the rest of the business park land. To extend Commerce Drive, the City needs a portion of property that is in the Town of Ledgeview.

The attached map shows the property in question and the draft Certified Survey Map shows how the property will be divided. In working with the owner, the City would be interested in purchasing Outlot 1 and then special conditions would be established for Lot 2. Lot 1 would not be part of the offer.

Staff is asking for authorization to make an offer on the property as follows:

1. Staff would offer to purchase Outlot 1 at \$33,000 per acre.
2. For Lot 2, it would be annexed into the City in a minimum of 10 years.
3. Once annexed, the property would not be assessed for street frontage or utilities.
4. Once annexed, the property would be allowed to utilize the regional treatment pond for the industrial park.
5. Offer would be contingent on the CSM being completed by the seller.

The acquisition would be funded by Tax Finance District #10.

Recommendation

Staff is recommending that the Finance Committee authorize staff to prepare and present an offer to purchase with the terms outlined above.

ATTACHMENTS:

- Subject Parcel (PDF)

Subject Parcel

7.a

Parcel ID: D-69

Attachment: Subject Parcel (1441 : Consider City offer to purchase a portion of D-69 for future extension of Commerce Drive.)

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

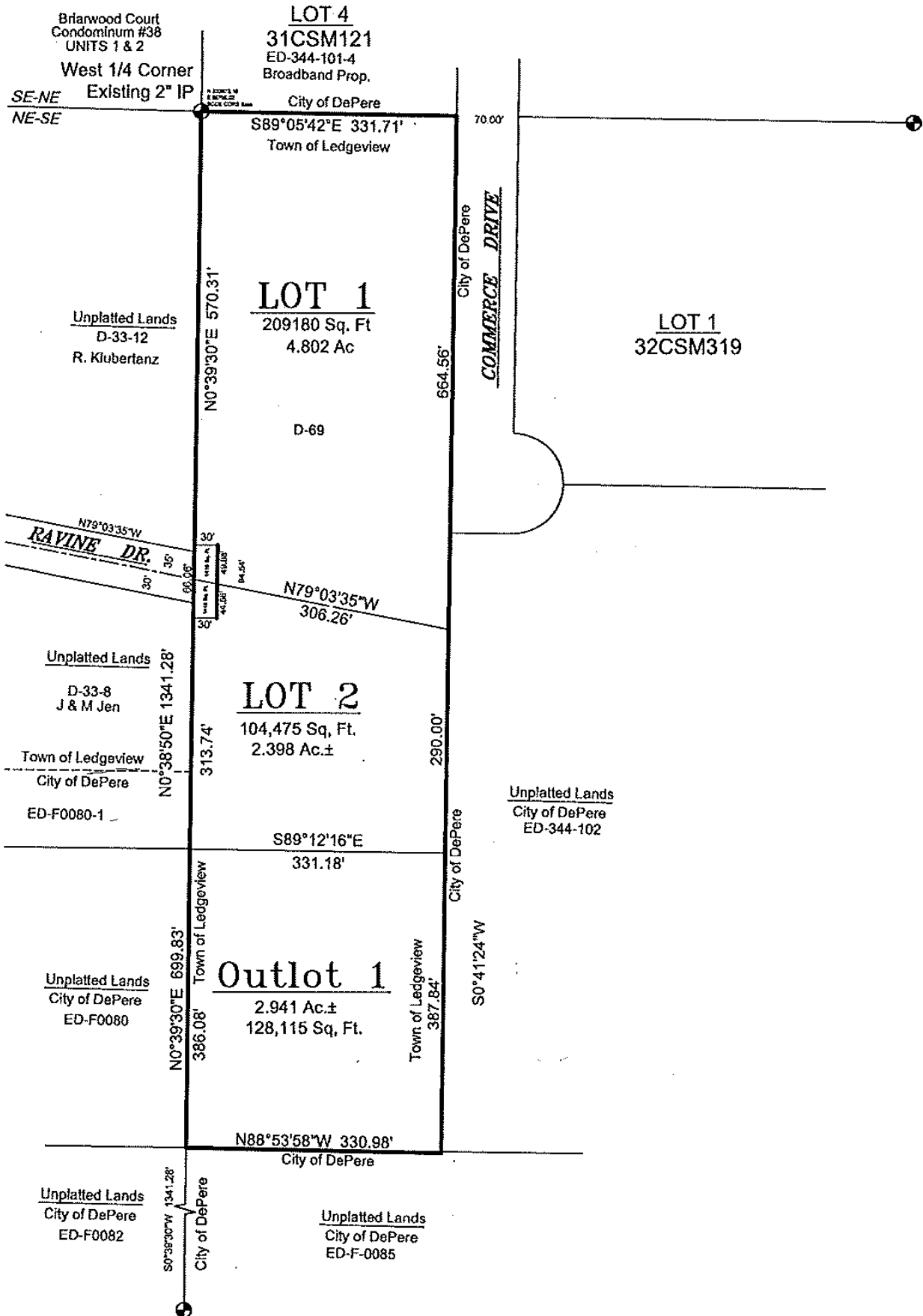
Map of De Pere, WI Provided By The De Pere Planning/GIS Department 2010



Packet Pg. 47

CERTIFIED SURVEY MAP

Part of the Northwest 1/4 of the Southwest 1/4, Section 34, Township 23 North, Range 20 East, Town of Ledgeview, Brown County, Wisconsin



7.a

Consider City offer to purchase a portion of D-69 for future extension of Commerce Drive.)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: **October 8, 2013**

DEPARTMENT: **Planning**

FROM: **Ken Pabich**

SUBJECT: **Review offer to purchase a portion of ED-344-102 by BCD Holdings LLC (Straubel Company).**

Attached is an offer to purchase for a part of ED-344-102 from BCD Holdings LLC (Straubel Company) which is located in the East Industrial Park on Commerce Drive. The offer is for approximately 3 acres of property that would be used for the expansion of Straubel Company. The offer includes that an option be approved for the remaining portion of the parcel once the City reserves the area necessary for the extension of Commerce Drive.

The property is listed at \$25,000 dollars per acre which is the offer price. As part of the offer, BCD Holdings had the following contingencies:

1. The City provides a phase I environment survey of the site.
2. The City completes the CSM related to the land sale which include three parts
 - a. the purchased property
 - b. the property to be include in the option to purchase, and
 - c. the right of way need for the extension of Commerce.
3. The City provides the title work on the property.
4. They requested 12 months to begin construction on the site.
5. The option requested at 4 years would be \$500 per acre per year which matches our existing policy.

These contingencies are acceptable and would be addressed as we proceed with the Development Agreement.

Recommendation

Staff would recommend that the Finance Committee authorize staff to draft the development agreement and related work tasks.

ATTACHMENTS:

- BCD Holdings Offer to Purchase (PDF)



1891 Commerce Dr.
DePere, WI 54115
1-888-336-1412
920-336-1412
Fax: 920-336-1308

October 1, 2013

Mr. Ken Pabich
City of De Pere
335 S Broadway
De Pere, WI, 54115

Dear Mr Pabich;

I would like to purchase part of ED-344-102 which is located on Commerce Drive. The legal entity purchasing the property will be BCD Holdings, LLC, a Wisconsin LLC. The parcel is 7.87 acres and we would like to purchase approximately 3 acres and then have a 4 year option to purchase the remaining property. The offer to purchase is for the full asking price of \$25,000. The parcel will be used for the expansion of the Straubel Company, Inc. In talking with the Director of Planning and Economic Development, we are aware of the site building requirements.

I have enclosed a check for \$1,000.00 in earnest money. As part of the offer, we have the following contingencies:

1. The City provides a phase 1 environmental survey of the site with the ability for BCD Holdings, LLC to not purchase or option the land until all potential issues have been resolved to its satisfaction.
2. The City completes a survey for the property which accounts for three items:
 - a. The Straubel purchase property
 - b. The Straubel option property
 - c. The right of way that is needed by the City for the extension of Commerce
3. The City provides the title work on the property.
4. The City allows 12 months for construction to begin on the site.
5. The option to purchase cost being \$500 per acre per year with any amounts paid applied in full to the resulting purchase price. The option can be cancelled at any time by BCD Holdings, LLC.

We are currently in the design phase for the site and would like to close on the property by early November, 2013. If we can get the closing done and Plan Commission approval done in October, we plan to start in November, 2013.

Sincerely,

Paul J. Piikkila, Vice President

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 8, 2013

DEPARTMENT: Planning

FROM: Carey Danen

SUBJECT: Review write off for loans provided by City Revolving Loan Program to Harrill Cabinetry.

Harrill Cabinetry was issued two loans with the City of De Pere under the Revolving Loan Fund Program in 2008. The business had two loans: (1) Working Capital Loan in the amount of \$117,444; and (2) Equipment Loan in the amount of \$82,556. In early 2011, the primary bank called the bank loan which forced the business to close. Since this time, the City has worked to recover the loan funds.

Equipment Loan: The City had a mortgage on the property, UCC filings on the equipment and a personal guarantee. In May of 2011, the Finance Committee authorized staff to work on the sale of the equipment. Through this process, the City was able to recover an additional \$23,370.81 to the amount already paid down on the loan. For the mortgage, the City worked with the primary lender; however after the sheriffs auction of the property, there were no proceeds available for the City loan. For the personal guarantee; the City worked to collect; but once again funds were not available. Thus the remaining balance on the equipment loan is \$46,962.73.

Working Capital Loan: The City had a mortgage on the property, life insurance policy and a personal guarantee. For the mortgage, the City worked with the primary lender; however after the sheriffs auction of the property, there were no proceeds available for the City loan. For the personal guarantee; the City worked to collect; but once again funds were not available. No funds are available through the life insurance policy. Thus the remaining balance on the equipment loan is \$90,532.41.

Recommendation

Staff has pursued all options available and is recommending that both loans be written off and that the recommendation is forwarded to the City Council.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 8, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Historic Preservation Commission request to appropriate \$2,000 for operational funding.

Each year in April, departments can request dollars that were not expended in the previous year to be carried over into the current year. In 2012, the Historic Preservation Commission had a remaining balance of \$4,615. In early 2013, the Commission had discussed the need to carry over these funds and the request was to be provided to the Finance Director. For whatever reason, this request was missed as part of the process and Commission is now facing the potential shortfall on the planned expenditures for the remaining part of 2013.

The existing and planned expenditures are as follows for 2013:

Existing Balance:	\$4,613
Plaques:	(\$3,500)
Sign at James Street:	(\$1,531)
WI Historic Society Conference:	(\$1,200)
Projected Shortage:	(\$1,618)

Based on this plan, the Historic Preservation Commission is requesting that \$2,000 be appropriated from the unassigned general fund reserve balance since the original request for the encumbrance was omitted.

Recommendation

Staff is recommending that \$2,000 be appropriated to the Historic Preservation Commission budget from the unassigned general fund reserve balance.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 8, 2013

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review contract for services with GeoDecisions for server support on GIS platform.

The City has a GIS server that manages all of the GIS related services in the City. The GIS server is due for maintenance. This work is planned to be completed by Staff; however to ensure that all of our systems remain online, we have requested GeoDecisions to be available for support if necessary. We would be billed on a hourly bases and the funding for the project would come from the GIS contracted services line and is a planned expense.

Recommendation

Staff would recommend that we proceed with GeoDecisions and that the appropriate contact work is completed and forwarded to the Common Council for approval.

ATTACHMENTS:

- DePere Proposal (PDF)

GEODECISIONS AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES AGREEMENT

CLIENT: City of De Pere 335 S. Broadway St. De Pere, WI 54115 P(920)339-4072 x1256 CLIENT REPRESENTATIVE: Bill Boyle (920)339-4072 x1256 bboyle@mail.de-pere.org	DATE: 9/25/2013 GEODECISIONS , a Division of Gannett Fleming, Inc. 8025 Excelsior Drive Madison, WI 53717-190 Office: (608) 836-1500 Fax: (608) 831-33370 www.geodecisions.com GEODECISIONS REPRESENTATIVE: Patrick Empey Office: (608) 836-1500 ext. 37 pempey@gfnet.com
1. CLIENT desires to engage GeoDecisions into a services agreement for ArcGIS Server upgrade consulting services PROJECT NAME: City of De Pere ArcGIS server upgrade PROJECT DESCRIPTION: GeoDecisions will support for the upgrade of ArcServer from 10.1 to 10.2 PROJECT LOCATION: GeoDecisions will work remotely to assist the City of De Pere.	
2. STANDARD TERMS AND CONDITIONS: The parties agree that GeoDecisions will provide professional ArcGIS Server upgrade and map service consulting services for the Project in accordance with the Professional Terms and Conditions, pages G-1 to G-6, the Scope of Services, page S-1 and the Fee Schedule, page F-1, attached hereto, incorporated by reference and made part of this Agreement.	
3. SCHEDULE: It is anticipated that the term of this agreement will be from October 1, 2013 through December 31, 2014 and can be renewed in writing if mutually agreed upon.	
4. ADDITIONAL TERMS AND CONDITIONS: 	
ACCEPTANCE/AUTHORIZATION TO PROCEED The terms and conditions of this Agreement are accepted by the Client and GeoDecisions is authorized to proceed with the work as described. By: _____ Authorized Representative Title: _____ Date: _____	GEODECISIONS , a division of Gannett Fleming, Inc. By _____ Name: Brendan J. Wesdock Title: President Date: _____ This agreement may be withdrawn by Gannett Fleming if not accepted within 30 days.

11/01

Attachment: DePere Proposal (1453 : Review contract for services with GeoDecisions for server support on GIS platform.)

PROFESSIONAL TERMS AND CONDITIONS

The terms and conditions of this Agreement are as follows:

1. **DEFINITIONS:** **GeoDecisions®** shall mean the Gannett Fleming, Inc. division performing the services. "Services" means the specific services to be performed by *GeoDecisions* as set forth in the "Scope of Services" and any other future additional services or assignments as agreed upon between the parties. "Client" is the person or entity ordering the services to be performed by *GeoDecisions* who shall be responsible for payment for such services. If the Client is ordering the services on behalf of another, the Client represents and warrants that the Client shall bind such third party to the terms and conditions of this Agreement. The ordering of services from *GeoDecisions* shall constitute acceptance of the terms of this Agreement.
2. **SERVICES:**
 - 2.1 The parties agree that *GeoDecisions* may provide additional services or assignments as and when requested by the Client. These terms and conditions shall apply to such additional services or assignments.
 - 2.2 *GeoDecisions'* services will be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. *GeoDecisions* will prepare a schedule for the performance of the services hereunder, which initially shall be consistent with the time period set forth in paragraph 3 of the Agreement. The schedule shall include allowances for periods of time required for the Client's review, for the performance of Client's and *GeoDecisions'* consultants, and, if applicable, for review and approval of submissions by authorities having jurisdiction over the Project. The schedule shall be adjusted, as necessary, as the Project proceeds.
 - 2.3 *GeoDecisions* agrees to perform its services in compliance with applicable laws, regulations, and ordinances and other legally enforceable requirements in effect as of the date of this Agreement. Except as specifically provided in the scope of services hereunder, *GeoDecisions* shall not be responsible for determining any law, regulation or ordinance with which Client must comply for approval or completion of Client's project. Moreover, any assistance provided in this regard shall not be construed in any way as advice of counsel.
 - 2.4 Client agrees that *GeoDecisions* may use the services of subconsultants when it is appropriate and customary to do so, provided that *GeoDecisions* notifies the Client in advance.
3. **COMPENSATION:**
 - 3.1 Payments for services rendered and expenses incurred shall be made monthly upon presentation of *GeoDecisions'* monthly invoices, and shall be based on staff time and materials used. Such invoices shall be computed in accordance with the attached Fee Schedule and are due and payable upon receipt. The fee schedule is subject to adjustments on January 1 and July 1 of each year.
 - 3.2 Hourly rate classifications for staff working under this agreement are provided in the Fee Schedule. These rate classifications include the use of *GeoDecisions'* computers as required on the project.
 - 3.3 Travel and other in-house expenses will be invoiced at cost, as provided in the Fee Schedule. Outside expenses for suppliers and other vendors listed on the Fee Schedule will be invoiced at cost plus 10%.
 - 3.4 Client agrees to review invoices promptly and raise any questions regarding the invoiced items or amounts within 30 days of the date of the invoice. Otherwise, the invoice shall be considered correct and payable. It is understood that any sums quoted in the Agreement as an estimate are an estimate only and Client

will be responsible for all services actually rendered whether the actual cost is lesser than or exceeds the estimate.

- 3.5 In the event of nonpayment of the account within thirty (30) days after invoices are rendered, the Client further agrees to pay a late charge of 1-1/2% per month from the date of invoice on the unpaid balance until such account is paid in full. If the account remains delinquent for more than forty-five (45) days, *GeoDecisions* shall have the right to cease all further work on the project by giving written notice of that decision to the Client.

4. **STANDARD OF PERFORMANCE/LIMITED WARRANTY:**

- 4.1 In performing the services under this Agreement, *GeoDecisions* will use the degree of care and skill normally exercised under similar circumstances by recognized firms providing similar services. All estimates, recommendations, opinions, and decisions of *GeoDecisions* will be made upon the basis of the information provided to *GeoDecisions* and its experience and professional judgment.
- 4.2 In performing its services, *GeoDecisions* shall be entitled to rely on the accuracy and completeness of work by third parties, the representations of and material provided by Client and public records and shall be under no obligation to verify any of the foregoing except when expressly provided in the Scope of Services.
- 4.3 A portion of the services provided by *GeoDecisions* may involve software programming, Web site design, incorporation of existing geographic information into information technology systems and other information technology services and deliverables. Within 90 days of completion of such services, Client shall advise *GeoDecisions* in writing of any malfunctions or defects in the services or deliverables. Upon receipt of written notice that specifies the nature of the malfunction, while not guaranteeing service results, *GeoDecisions* agrees that it will use its best efforts to correct all errors or malfunctions in the deliverables and services. If, after investigation it is shown that the reported error or malfunction was not caused by *GeoDecisions'* errors, *GeoDecisions* may charge Client at its regular hourly rates for time spent by it in investigating and correcting the alleged error or malfunction. Client acknowledges that some programs are of such complexity that they may have inherent defects that *GeoDecisions* does not warrant or guarantee can be corrected. Any modification to the deliverables not authorized by *GeoDecisions* shall void any obligation or duty to correct any error or malfunction.
- 4.4 THE LIMITED WARRANTY ABOVE IS IN LIEU OF ANY OR ALL OTHER WARRANTIES. *GEODECISIONS* DISCLAIMS ANY OTHER WARRANTIES INCLUDING, WITHOUT LIMITATION, THE OPERATION OF THE DELIVERABLES, PROGRAMS AND MATERIALS, MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE. Client acknowledges that *GeoDecisions* has made no other representation or warranty of any kind, nature or description, expressed or implied with respect to services or deliverables.
- 4.5 The purpose of this provision is to protect *GeoDecisions* from liability in the event, however unlikely, that any included sale of computer services should become subject to the Uniform Commercial Code (UCC). Under the UCC, this disclaimer is required in the Agreement to avoid an implied warranty by *GeoDecisions* of merchantability and fitness for purpose. Since a program will ultimately do only what the specifications say and may not satisfy a buyer's purposes, it is necessary to protect *GeoDecisions* from the implied warranties of the UCC.

5. **OBLIGATIONS OF CLIENT:**

- 5.1 Client shall designate in writing a person with authority to act on Client's behalf on all matters concerning

this Agreement. Client shall be responsible for coordination with all consultants or others working directly with the Client and all governmental agencies as necessary.

- 5.2 Client shall provide all criteria and full information as to Client's requirements in connection with the project, including existing studies, reports and other available data pertinent to the Scope of Services. Client also agrees to obtain or authorize *GeoDecisions* to obtain or provide additional reports and data as required and furnish to *GeoDecisions* services of others required for the performance of *GeoDecisions*' services hereunder. *GeoDecisions* shall be entitled to use and rely upon all such information and services provided by Client or others in performing *GeoDecisions*' services under this Agreement.
- 5.3 In the event that *GeoDecisions*' services under this Agreement involve software solutions and customized applications using existing Licensed software programs or products, Client agrees, at its own expense, to obtain, comply with all conditions of and maintain the Licensed software programs.
- 5.4 Client shall furnish all legal, accounting and insurance consulting services as may be necessary for its Project, including auditing services, and be responsible for the costs incident to fulfilling the requirements of this provision.
6. **CHANGES/ADDITIONS TO SERVICES:**
 - 6.1 Changes in the Scope of Services, including services of *GeoDecisions*' subconsultants, may occur after execution of this Agreement, without invalidating the Agreement, if requested by the Client and agreed to by *GeoDecisions*, if required by circumstances beyond *GeoDecisions*' control, or if *GeoDecisions*' services are affected by circumstances set forth below. *GeoDecisions* agrees to notify the Client of such circumstances at the time and Client agrees to respond promptly if they do not agree to such change. If Client determines that all or a part of such changes in services are not required, Client shall so advise *GeoDecisions* and *GeoDecisions* shall have no obligation to provide those services. Except for a change due to the fault of *GeoDecisions*, changes in services shall entitle *GeoDecisions* to an adjustment in compensation in accordance with this Agreement.
 - 6.2 The rate of compensation for services provided under this Agreement has been agreed to in anticipation of the orderly and continuous progress of the Project. If any of the following circumstances affect *GeoDecisions*' services for the Project, *GeoDecisions* shall be entitled to an appropriate adjustment in the Schedule and Compensation: (a) Change in the project scope, complexity, budget, instructions or approvals given by the Client; (b) Enactment of or revision to codes, laws or regulations or official interpretations or software that necessitate changes to previously prepared documents or programs; (c) Decisions of the Client not rendered in a timely manner; (d) Preparation for or attendance at a public hearing, a dispute resolution proceeding or a legal proceeding; (e) *GeoDecisions* is required to delay commencement of the work or if, upon embarking upon its work, *GeoDecisions* is required to stop or interrupt the progress of this work as a result of changes in the services requested by the Client, to fulfill the requirements of third parties, interruptions in the progress of the project, or other causes beyond the control of *GeoDecisions*.
7. **INSURANCE:**
 - 7.1 *GeoDecisions* agrees to maintain the following types of insurance relating to this Agreement and *GeoDecisions*' performance of the Services:
 - (a) Workers' Compensation statutory coverage, and Voluntary Compensation coverage, to include Employer's Liability, with a limit of not less than \$500,000 per occurrence; and
 - (b) Broad Form Commercial General Liability Insurance, of \$1 million per occurrence/aggregate, to

include the following coverages: Premises and Operations; Products and Completed Operations; Independent Contractors; Broad Form Contractual Liability; Broad Form Property Damage;

(c) Owned, Non-owned and Hired Vehicles; and Bodily Injury, including but not limited to personal injury and death, in the amount of \$1 million per occurrence/aggregate.

7.2 Insurers who provide coverage for *GeoDecisions* pursuant to this Agreement will have and maintain at least an "A" rating in the latest A. M. Best rating guide. All policies of insurance shall be written by companies, having a certificate of authority and a licensed agent authorized to transact the business of insurance in the state where the Services are being performed.

7.3 *GeoDecisions* will, upon request, provide insurance certificates to Client upon renewal, expiration, or cancellation of any policy for which a certificate has been provided to Client at the time that this Agreement is executed.

8. **SUSPENSION/TERMINATION:**

8.1 If the project is suspended for more than thirty (30) calendar days in the aggregate, *GeoDecisions* shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and start up costs. In addition, there shall be an equitable adjustment in the schedule based on the delay caused by the suspension. If the project is suspended for more than ninety (90) calendar days in the aggregate, either party may terminate this Agreement upon giving notice in writing to the other party.

8.2 This Agreement may be terminated by either party at any time upon fifteen (15) days prior written notice to the other party. Upon such termination, the Client shall pay to *GeoDecisions* all monies owed under this Agreement for all work performed up to the date of receipt of written verification, plus any applicable termination costs if *GeoDecisions* is the non-breaching party. Termination costs shall include, but not be limited to, the cost of terminating any contracts, leases or other obligations incurred by *GeoDecisions* in connection with this Agreement.

8.3 If the Client fails to make payment when due or otherwise in breach of this Agreement, *GeoDecisions* may suspend performance of services upon five (5) calendar days notice to the Client. *GeoDecisions* shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any breach of this Agreement.

8.4 Client agrees that in the event the services of *GeoDecisions* under this agreement are terminated with or without cause, *GeoDecisions* shall not be required to release its files or work product to the Client until such time as payment in full is made for all services and expenses under this Agreement.

9. **OWNERSHIP RIGHTS:**

Both parties shall have the right to use the software programming, documentation or deliverables relating to information technology developed during the course of this Agreement by *GeoDecisions* or jointly by *GeoDecisions* and Client; provided, however, unless otherwise agreed in writing, Client shall limit its use of the software programs and other project deliverables solely to its own internal personnel and purposes. Client further agrees that it shall not copy, lend, distribute, lease, license, make available or dispose of such deliverables to any third party and take reasonable precautions to prevent such programs and deliverables from being acquired by unauthorized persons.

Any data or other materials furnished by Client for use by *GeoDecisions* in connection with the services performed under this Agreement shall remain the property of Client and, upon request, will be returned to Client upon completion of the Agreement.

In the event any work product resulting from *GeoDecisions* services under this Agreement is patentable or copyrightable material, *GeoDecisions* shall have the sole and exclusive rights thereto. Nothing in this Agreement shall be construed so as to preclude *GeoDecisions* from developing and marketing data processing materials which are competitive with those prepared by Client hereunder, irrespective of whether such materials are similar or related to the data processing materials developed by *GeoDecisions* for Client pursuant to this Agreement.

All software, systems, programs, techniques and specifications, and other materials owned by *GeoDecisions* prior to execution of this Agreement used by *GeoDecisions* in conjunction with Client services, shall continue to belong exclusively to *GeoDecisions* whether or not they were specifically adapted by *GeoDecisions* for use by Client.

10. LIABILITY/DISPUTES:

10.1 Each party agrees to indemnify and hold the other party, and their respective officers and employees harmless, from and against claims, suits, actions, and damages, including reasonable attorneys fees, to the extent caused by such parties' willful misconduct or negligent errors or omissions during the performance of this Agreement.

10.2 *GeoDecisions'* liability for damages of any kind due to breach of contract or warranty, error, omission or professional negligence or any tort shall be the total amount paid to *GeoDecisions* under this Agreement or \$50,000, whichever is less. This limitation shall be deemed to be a part of the negotiated terms of the Agreement. *GEODECISIONS* SHALL IN NO EVENT BE LIABLE FOR LOSS OF PROFIT, IN-DIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, GOOD WILL, OR OTHER DAMAGES SUFFERED BY CLIENT OR OTHERS, ARISING OUT OF THIS AGREEMENT OR ITS BREACH OR AS A RESULT OF THE USE OF ANY DELIVERABLES.

10.3 Any claim, controversy or dispute between the parties to this Agreement arising out of or in connection with this Agreement, or any breach thereof, of the project, shall prior to the institution of any legal proceeding, and upon the request of either party, be submitted to the senior officers of each party to this Agreement. In the event that the senior officers cannot agree, either party may request mediation and, if both parties agree, the matter shall be submitted to mediation. Upon written notice, the parties shall select a mediator acceptable to both parties in order to resolve the dispute. This Agreement shall be enforced in and governed by the laws of Pennsylvania.

11. MISCELLANEOUS:

11.1 The services to be performed by *GeoDecisions* under this Agreement are intended solely for the benefit of the Client. Nothing contained herein shall confer any rights upon or create any duties on the part of *GeoDecisions* toward any person or persons not a party to this Agreement including, but not limited to any contractor, subcontractor, supplier, or the agents, officers, employees, of any of them. Neither party shall have the right to assign any rights under this Agreement without the prior written permission of the other party.

11.2 *GeoDecisions* will, at all times during the performance of this Agreement and in connection with the Services, be deemed to be an Independent Contractor. No relationship of employer-employee or agency is created by this Agreement or by *GeoDecisions'* performance of the Services. Neither party shall have any right to enter into any contracts or commitments in the name of, or on behalf of the other or to bind the other in any respect whosoever. Subject to the terms and conditions of this Agreement, each party shall exercise its own discretion to select the means to be employed and the manner to be followed in carrying out its obligations.

11.3 The parties hereby covenant and agree that during the term and for a period of one year after the

termination of this Agreement, or any extensions or renewals thereof, neither party will directly or indirectly solicit, employ, hire or retain any employees of the other party or its affiliates without such parties' prior written consent.

- 11.4 Under no circumstance shall any employee, stockholder, officer or agent of *GeoDecisions* have any individual professional liability to the Client in addition to, or in excess of, *GeoDecisions*' liability under this Agreement. Notwithstanding the aforesaid, in the event any judgment is entered against any such individual, Client shall look exclusively to the assets of *GeoDecisions* for satisfaction of said judgment.
- 11.5 In the event that any provisions herein shall be deemed invalid or unenforceable, the other provisions hereof shall remain in full force and effect, and binding upon the parties hereto.
- 11.6 This Agreement and the attachments hereto constitute all the terms and conditions under which professional services will be performed under this Agreement, which terms may not be amended except in writing signed by all parties.

SCOPE OF SERVICES

The scope of services for the initial project includes the following tasks:

APPROACH

GeoDecisions will support for the upgrade of ArcServer from 10.1 to 10.2 by providing the services of senior developer, Matt Zettlemoyer. The tasks involved will include the following:

- ArcServer upgrade from 10.1 to 10.2 – GeoDecisions will support the City of De Pere by overseeing the upgrade of this server and making sure the new set-up is working properly.
- GeoPRIME maintenance – GeoDecisions will ensure that GeoPRIME tools, services, and other functionality are working properly following the server upgrade.

SCHEDULE

The work will be completed approximate 2 weeks after receiving notice to proceed for this initial task.

ONGOING SUPPORT

GeoDecisions can provide additional services to the City of De Pere as requested. Task Orders can be added to this Professional Services Agreement via reference and mutual agreement.

FEE SCHEDULE

COST

GeoDecisions will provide support for a maximum of 13 hours at a rate of \$125/hr. The maximum cost of the project will be \$1,625.00; however, the City of De Pere will only be invoiced for the time needed to complete the project. Following the successful install of ArcGIS Server 10.2 and the proper checks of GeoPRIME following the server upgrade, the city of De Pere will be invoiced.

Future fees will be defined within individual Task Orders

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

MEETING DATE: October 8, 2013

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Consideration of Bid from Schenck for Sewer Utility Rate Study.

ATTACHMENTS:

- Sewer Rate Proposal Memo for 2014 (PDF)
- Schenck Proposal (PDF)

To: Honorable Michael J. Walsh, Mayor
Members of the Finance/Personnel Committee
From: Joe Zegers, Finance Director
RE: Consideration of Bid from Schenck SC for Sewer Utility Rate Study
Date: October 3, 2013

NEW Water (formerly known as the Green Bay Metropolitan Sewerage District) just completed their preliminary draft 2014 budget which includes a rate increase of 12 % for next year. They will discuss and review the budget at their monthly meeting on October 23rd and plan to formally adopt it on November 27th. Since we now have a preliminary estimate of the expected increase above, we can now proceed to include this in our 2014 Sewer Rate Study. In prior years we have retained our auditing firm Schenck SC to prepare the sewer rate study because of their expertise and familiarity with both the City's and NEW Water's operations and their fees appear lower than other firms that have bid in the past. Their bid for the 2013 Sewer Rate Study was \$2,400 lower than the other three firms invited to bid on the study. I have attached Schenck's bid for your consideration and review and it should also be noted that their cost of \$4,800 to \$5,600 is the same as last year's amount.

We are expecting them to prepare their report during the second half of October and present it to the Public Works Committee on November 11th, 2013. With this timeline we can fully implement the new rates for the general City customers quarterly billed for the 1st quarter at the end of March 2014 and for our monthly industrial customers for their January 2014 billing. I would ask you to approve the attached so we can timely proceed with determining and implementing the 2014 sewer rate structure. If you choose not to approve this and would prefer to receive competitive proposals again this year, I could get that information for you for next month's meeting but that would delay the process and require a pro-ration of the new rates for the 2014 bills.

If you have any questions feel free to contact me prior to the meeting.



October 1, 2013

Joe Zegers, Finance Director
City of De Pere
335 S. Broadway
De Pere, WI 54115

Dear Joe:

In accordance with your request, outlined below is a proposal to provide assistance to the City of De Pere in regard to cash flows and user charges of the wastewater collection utility enterprise fund.

Engagement Scope and Objectives

The scope of our engagement will be to prepare an analysis of current operating costs, capital expenditures, debt service payments and the present customer rate structure. As part of the analysis, we will project future cash inflows and outflows of the wastewater collection utility and provide recommendations for rate changes. We will also present our report and rate recommendations to the Public Works Committee and City Council as directed by the City. Specifically, we will complete the following:

- Allocate costs of the wastewater utility between fixed and variable; including determining all costs applicable to treatment of high strength dischargers
- Assist the City in determining future capital expenditures of the wastewater utility for the years 2014 through 2018, including proposed methods of financing
- Preparation of a projection of wastewater utility operating cash flows for the years 2014 through 2018
- Preparation of a recommendation for 2014 wastewater user charges including developing projections of future rate increases to achieve a higher rate of return and, accordingly, an increase in resources available for wastewater replacement outlays

Fees

The assistance will be provided by experienced Schenck Government & Not-for-Profit staff. It is expected that Mike Konecny and Ginny Hinz will provide the majority of the hours in regard to this proposal. Mike has over 30 years of experience in consulting and auditing of Wisconsin utility operations. Ginny Hinz completes utility rate analyzes for many utilities each year. Fees for services will be based on the number of hours worked at our standard rates. We estimate the cost of the proposed services will range from \$4,800 to \$5,600.

Acceptance

If the foregoing is acceptable to you, please return a signed copy of this proposal to me to confirm the engagement. We appreciate the opportunity to present our proposal for your consideration.

Sincerely,

Michael W. Konecny, CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of De Pere.

Signature

Title

Date

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 8, 2013

DEPARTMENT: Fire Department

FROM: Jeffrey Roemer

SUBJECT: Approval of Ambulance Bid award for \$162,989 to Foster Coach Sales.

Committee Members;

The chart below shows the four RFP responses that we received on the joint purchase ambulance RFP that we sent out with Green Bay. The responses that came back were very confusing. Green Bay purchasing requested further explanation from all of the vendors and detailed prices, which would allow each department to eliminate items from the RFP in order to get closer to the budgeted price. The chart below lists the results of those discussions and left us with different prices for the De Pere ambulance and the Green Bay ambulances. These prices will be honored by each vendor for the City of De Pere, whether or not Green Bay picks the same vendor.

In addition to the chart below, I have also copied the recommendations that I received from our ambulance specifications committee and their reasoning for choosing the Foster Coach - Horton Ambulance bid. I agree with their recommendation and would ask the Committee to approve the purchase of the Foster Coach - Horton Ambulance bid of \$162,989.43.

			Everest		Jefferson Fire	Foster Coach		North Central
			<u>(Wheeled Coach)</u>		<u>(Lifeline)</u>	<u>(Horton)</u>		<u>(Braun)</u>
Meets Specs			No		Yes	Yes		Yes
RFQ cost			\$164,941.00		\$161,323.68	\$175,529.00		\$173,223.00
After Delivery Refunds			-\$9,000.00		-\$5,000.00	-\$12,539.57		\$0.00
Net Ambulance Cost			\$155,941.00		\$156,323.68	\$162,989.43		\$173,223.00

To: Fire Chief Roemer
 From: Ambulance Spec Committee
 Date: September 30, 2013
 Subject: RFQ # 2353 ambulance vendor selection

The committee has reviewed the quotes for joint purchase with Green Bay RFQ #2353. We have selected the vendor Foster Coach Sales as the preferred qualified vendor. Below are the committee justification reasons:

Major Reasons:

- A. Meets long term replacement plan. Lower replacement costs with remount box in future chassis purchases.
- B. Uniform layout. With a cross staffed department, uniformity is critical in staff performance as they change stations and assigned units. When a door is opened at 3 am the same equipment is stored in the same compartment on all ambulances. This benefits the patients (our customers) most when providing circuitual care. It provides the patient confidence that they are in excellence care and called the right people to help them in there hour of need. Scrambling to find needed equipment creates downward spiral of negative emotions. We want to preplan and avoid this.
- C. Satisfaction. Currently we have a Horton Body and all staff satisfied with its layout and performance.
- D. Efficiency. Less time will be required by line staff and maintenance to train on the operation and repair/up keep of the new ambulance. Faster in service time after delivery.
- E. Durability, Longevity, and Safety. With all aluminum body and cabinets Horton has demonstrated an envelope of strength year after year. A Horton body holds its strength and integrity over wood cabinetry. Wood cabinets vibrate and shift when driving. After years of service with a wood cabinet ambulance, things become loose because the wood fasteners wear and render the body a poor choose for a re-mount.
- F. Customer Service: The Department has been doing business with Foster Coach Sales since 1998. Foster Coach stated as a Horton dealer, switched to Med Tec, and has returned to a Horton dealer after Med Tec closed and 5 Alarm Fire retired from selling ambulances. Any problem or concern has been corrected/addressed with an expert service staff in a lighting fast manner. It has been said time and again "It feels like Foster Coach is in town on Main Street, not in Sterling, IL. You call them and speak to a real person and the parts show up the next day."

Other Reasons:

- G. Future savings. The remounting body currently has an 18-20% remounting savings. Currently this amounts to \$30,262 -\$33,624 in future savings. If the price of commodities, such as Aluminum materials, continue to raise this savings is expected to increase.
- H. Environmental choice. Reusing something is the wisest choice to recycle. Why scrap it and buy all new again?
- I. The upper cabinets on a Horton body provide more upper inside cabinet storage than competitors.
- J. Spare parts inventory. Since we currently stock common Horton parts (lights, etc.) no additional inventory will be necessary. Anything manmade will require service at some point. Let's keep a lower inventory stock by having the same ambulances. We have done this with fire vehicles and prior ambulances and is has worked well.

Foster Coach Pricing adjustments (Horton)

Credits

Performance Bond removal	\$1,264.69
Reduce factory visits from 3 to 2 people	\$750.00
Rear facing door red flashing lights	\$1,000.00
Rub rail flashing lights	\$427.00
CPR seat storage	\$465.00
Custom front console to std	\$189.00
Anti theft radio to std. radio	\$200.00
Delete (1) 12 volt DC outlet	\$70.00

<u>Fire Comm Headsets</u>	\$3,620.00
Total Credits	\$7,985.69

After delivery credits

WEMSA Rebate after Delivery	\$2,500.00	
4 % prepay rebate after Delivery	\$4,039.57	(see below)
<u>Trade in Credit 2002 med tec</u>	<u>\$6,000.00</u>	
Total after delivery credits	\$12,539.57	

Additions

Rear traffic advisor lighting	\$479.00
<u>Rear trailer hitch</u>	<u>\$1,100.00</u>
Total Additions	\$1,579.00
Original RFQ 2353 Quotation	\$181,935.69
Change credits	-\$7,985.69
<u>Change additions</u>	<u>\$1,579.00</u>
Updated RFQ quote	\$175,529.00

Total after delivery credits	-\$12,539.57
-------------------------------------	---------------------

Net ambulance cost after delivery \$162,989.43

Pre pay interest calucation based on 4%**interest**

4% interest Pre pay credit based on	\$175,529.00
365 day (1 Year) credit	\$7,021.16
Per day credit	\$19.24
Est. 210 day delivery credit	\$4,039.57

Jefferson Fire and Safety Pricing (Lifeline)**Credits**

Performance Bond removal	\$1,330.00
Reduce factory visits from 3 to 2 people	\$333.32
Rear facing door red flashing lights	\$1,325.00
Rub rail flashing lights	\$1,000.00
CPR seat storage	\$75.00
Opitcom (Gtt traffic emitter)	\$1,585.00
<u>Fire Comm Headsets</u>	<u>\$3,528.00</u>
Total Credits	\$9,176.32

After delivery credits

WEMSA Rebate after Delivery	\$0.00
prepay rebate after Delivery	included

<u>Trade in Credit 2002 med tec</u>	\$5,000.00
Total after delivery credits	\$5,000.00

Additions

Rear traffic advisor lighting	included
Total Additions	\$0.00
Original RFQ 2353 Quotation	\$170,500.00
Change credits	-\$9,176.32
<u>Change additions</u>	<u>\$0.00</u>
Updated RFQ quote	\$161,323.68
Total after delivery credits	-\$5,000.00

Net ambulance cost after delivery \$156,323.68

North Central Ambulance Pricing (Braun)**Credits**

Performance Bond removal	\$1,850.00
Reduce factory visits from 3 to 2 people	\$1,200.00
Rear facing door red flashing lights	\$1,000.00
Rub rail flashing lights	\$840.00
CPR seat storage	\$1,144.00
Opitcom (GTT Traffic Emitter)	\$2,016.00
<u>Fire Comm Headsets</u>	<u>\$2,419.85</u>
Total Credits	\$10,469.85

After delivery credits

WEMSA Rebate after Delivery	\$0.00
prepay reabate	\$1,965.00
<u>Trade in Credit 2002 med tec</u>	<u>\$2,500.00</u>
Total after delivery credits	\$4,465.00

Additions

Rear traffic advisor lighting	included
<u>Rear trailer hitch</u>	<u>\$1,200.00</u>
Total Additions	
Original RFQ 2353 Quotation	\$184,892.85
Change credits	\$10,469.85
<u>Change additions</u>	<u>\$1,200.00</u>
Updated RFQ quote	\$173,223.00

Total after delivery credits \$0.00

Net ambulance cost after delivery \$173,223.00

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 8, 2013

DEPARTMENT: Fire Department

FROM: Jeffrey Roemer

SUBJECT: Ambulance Computer Purchase for New Billing System from TTK Electronics.

I am requesting that the Finance and Personnel Committee approve and recommend to the Council for approval the purchase of 3 Panasonic Toughpad Computers for use in the ambulances. These computers will be utilized for all incident reports on the new records management system, which is part of the EMS Medical Billing change that was recently approved.

These computers will be purchased from TTK Electronics at the State bid price. I request to purchase these out of fire department account number 191, which is our State fund that we receive for EMS only utilization. The balance in this account is currently \$13,227.48. The total cost of the three computers will be \$7,907.25.

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: October 8, 2013

DEPARTMENT: Fire Department

FROM: Jeffrey Roemer

SUBJECT: Interim Management Extension Approval with RW Management Group, Inc for Fire Chief Management Extension.

I am requesting that the Finance and Personnel Committee consider an extension of the Fire Chief Interim Management Contract with RW Management Group, Inc. through June 30, 2014. RW would be available to continue the contract with the current terms through this six month period at the same rate. This would allow for the continued implementation of the Fire Department Organizational Management Analysis recommendations, and would allow for the transitional management or project management that may be needed as a result of the Councils decision on the Final Report of the Fire Department Organizational Analysis and Consolidation and Public Safety Feasibility Study recommendations due in November.

I have been asked to bring this forward so that appropriate planning takes place both for the City and RW.

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

MEETING DATE: October 8, 2013

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consider amendment to City Information Technology Policy to address elected and appointed officials' use of personal electronic communication devices and services for city purposes.

ATTACHMENTS:

- electronic communication policy memo to Oct FP (RTF)
- Electronic communication policy accepted changes revised 9-4-13 (DOCX)

The City's Information Technology Policy was amended in 2010 to address employee use of personal electronic devices and services for city purposes. With the City focus on moving toward electronic communications with elected and appointed officials, this policy should be amended to include those groups.

AMENDING
INFORMATION TECHNOLOGY USE POLICY (AUG 2010)
REGULATIONS REGARDING USE OF PERSONAL ELECTRONIC
COMMUNICATION DEVICES/SERVICES FOR CITY PURPOSES
(September 2013)

I. Elected Official Owned use of Electronic Devices

A. Equipment

1. Elected officials have chosen to use their personal electronic device for official city business in place of a city issued device.
2. The Common Council may determine to pay elected officials a stipend to reimburse elected officials for the purchase of such personal electronic devices as may from time to time be budgeted or authorized.
3. All devices are the sole responsibility of the elected officials, including repair and needed replacement of such device. The City shall not be responsible for any loss, theft or damage to such personal electronic device.

II. Employee Owned Electronic Communication Devices and Service

Department Heads may authorize Fair Labor Standards Act (FLSA) exempt employee(s), whose use of an electronic device for phone and data access is determined to be necessary to carry out job responsibilities, to use their personal electronic device and service for city business in place of a city issued device and service.

A. Requests for Electronic Data Telecommunications Service

A written request for approval to use one's own electronic device/service must be approved by the employee's Department Head and forwarded to the IT and Payroll Departments.

Approval of use of a personal device will be rescinded when no longer justified by business requirements or when the employee has demonstrated disregard for this policy as determined by the user's Department Head. Rescission of this approval may occur at any time at the discretion of the City.

B. Equipment, Service and Accountability

All devices used by employees must be approved by the IT Director. All devices shall be purchased by the employee at the employee's expense. The City will not be responsible for initiating or terminating personal communication service. All devices are the sole responsibility of the user(s); the City assumes no responsibility for personal devices.

C. Loss, Theft or Damage

The City assumes no responsibility for the loss, theft or damage of a personal electronic device. Repair and replacement of their personal device is at the sole expense and discretion of the employee.

D. Monthly Stipend

Employees may be eligible for a stipend pursuant to the parameters outlined below.

The monthly stipend shall approximate 50% of the City's average cost for full phone and data plan services available on city issued phones. Such stipend shall be set on a yearly basis by the City Administrator. In 2012, such stipend shall be \$40/month.

The monthly stipend may be taxable income to the employee and will be reported annually on the employee's W-2 form. The stipend is intended to reimburse employees for use of their personal equipment and service for city business only.

Stipend payment will be prorated for all months where service is not continued for the full month. Employee agrees to reimburse through payroll deduction any stipend paid that was not earned.

E. Conditions for Monthly Stipend

Receiving a monthly stipend means the employee's personal cell phone number may become available to city employees and/or members of the public.

The City is required to comply with the Wisconsin Public Records Law, including electronic media. All messages/data that is transferred via a city server to a personal telephone device will be subject to public record requirements of the City. Such messages and data shall be archived by the City on its own internal servers. Text messages sent and/or received and phone logs pertaining to city business will be retrieved from the employee's personal service provider if required for compliance with the public records law.

The employee shall maintain continued phone and data service while receiving the stipend. Failure to do so could result in disciplinary action. All service and billing issues on personal devices are the sole responsibility of the employee.

Supervisors are responsible for verifying that employees receiving a stipend for personal use of their own device are, in fact, maintaining such service. Employees violating the Wireless Telecommunication Policy may be subject to disciplinary action and up to and including termination.

III. Cooperation in Obtaining Records

All elected officials and employees who use their personal device/service for city business agree to, in exchange for being able to use their personal equipment in lieu of city provided equipment, cooperate with and assist the City in obtaining records from the employee's and/or the employee's service provider if required for purposes of public records or conduct investigation. Any review of personal records will be done by the Human Resources Director or City Attorney with the elected official/employee and/or his/her representative present to determine city business related usage.

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Attachment: Electronic communication policy accepted changes revised 9-4-13 (1455 : Information Tech policy change)