



Common Council

Regular Meeting

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

Revised Agenda

Tuesday, September 18, 2018

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Common Council** of the City of De Pere will be held on **September 18, 2018** 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 on TW Cable Channel 4; AT&T U-verse Channel 99; www.depere.tv. This meeting is also rebroadcast on TV throughout the week and available on demand at www.depere.tv.

I. Call to Order

1. Roll Call
2. Pledge of Allegiance to the Flag.
3. Approval of the Minutes of the September 4, 2018 Common Council Meeting.
4. Public Hearing on the Rezoning of Parcels ED-R27-1 and ED-R27-2
 - a. Notice of Public Hearing.
 - b. Recommendation from the Plan Commission.
 - c. Ordinance #18-19 Rezoning Certain Property (Parcels ED-R27-1 & ED-R27-2).
5. Public Hearing on the Rezoning of Parcel ED-1128-E-1-3
 - a. Notice of Public Hearing.
 - b. Recommendation from the Plan Commission.
 - c. Ordinance #18-20 Rezoning Certain Property (Parcel ED-1128-E-1-3)
6. Public Hearing on a Conditional Use Permit for Parcel ED-1128-E-1-3 to allow a second floor residential dwelling and drive through window in the B-2 General Business District.
 - a. Notice of Public Hearing.
 - b. Recommendation from the Plan Commission.
 - c. Resolution #18-86 Authorizing and Approving a Conditional Use Permit (Part of Parcel ED-1128-E-1-3; 1081 North Broadway Street).
7. Public comment upon matters not on the agenda and other announcements.
8. Recommendation from Finance/Personnel Committee to approve the 2019 Benefit Renewal and Plan Design Changes
9. Recommendation from the Finance and Personnel Committee to approve a contract amendment with AECOM for environmental remediation work on the O'Keefe property

10. Recommendation of the Board of Public Works to Award the Contract for Project 18-14 Pine Trail Crossing Street & Utility Construction to Kruczek Construction Inc. in the Amount of \$1,755,000.00.
11. Recommendation from the License Committee on an Application for a Class "B" Fermented Malt Beverage and "Class C" Wine License for Aunt Ethel's LLC (DBA Aunt Ethel's), 377 Main Av. Submitted by Aunt Ethel's LLC, Agent: Timothy Jelinski, De Pere, WI.
12. Recommendation from the License Committee on an Application for a Class "A" Fermented Malt Beverage/"Class A" Intoxicating Liquor License for Aldi Inc. Wisconsin (DBA Aldi #53), 1100 Main Av. Submitted by Aldi Inc. Wisconsin, Agent: Bradley Schmidt, De Pere, WI.
13. Resolution #18-87 Making Updated Facade Improvement Grant Eligibility Requirements and Guidelines Retroactive for Previously Approved 2018 Grants.
 1. Resolution #18-88 Authorizing Disbursement of Revised Grant (353 Main Avenue - Parcel WD-917).
 2. Resolution #18-89 Authorizing Disbursement of Revised Grant (363 Main Avenue - Parcel WD-919).
 3. Resolution #18-90 Authorizing Disbursement of Revised Grant (330 Main Avenue - Parcel WD-371).
14. Resolution #18-91 Approving Facade Improvement Project and Authorizing Disbursement of Grant (100-102 South Broadway Street - Parcel ED-783).
15. Resolution #18-92, Establishing the Boundaries of and Approving the Project Plan for Tax Incremental Financing District Number 14, City of De Pere, Wisconsin.
16. Resolution #18-93 Authorizing Submission of Wisconsin Department of Natural Resources Cost-Share Grant for Urban and Community Forestry Projects or Urban Forestry Catastrophic Storm Projects.
17. Resolution #18-94 Approving Revised Classification and Compensation Plan Grade Order List.
18. Resolution #18-95 Adopting Update to the City of De Pere Investment Policy.
19. Resolution #18-96 Authorizing Land Use Agreement Between the City of De Pere and Wisconsin Department of Natural Resources.
20. Resolution #18-97 Authorizing Agreement for Consulting Services Between the City of De Pere and Elmstar Electric Corporation (Street Lighting Inventory and Condition Assessment).
21. Resolution #18-98 Urging the State Legislature to Agree Upon a Sustainable Resolution for Transportation Aids.
22. Operator License Applications.
23. Voucher Approval.
24. Future Agenda Items.
25. Consider Fire Department Staffing Considerations.

PLEASE TAKE NOTICE THAT, pursuant to Wis. Stats. §19.85(1)(e),

the Council may convene in closed session for the purpose of deliberating fire department staffing considerations which may involve the investing of public funds and implicate competitive or bargaining reasons of the City, requiring a closed session.

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

26. Adjournment.

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Dan Shoemaker, JX Peterbilt

Joseph Watermolen, JW Flooring

Lucas Oshefsky, WPS - WEC Business Services

Dave Hongisto

Mark Soderland

John Kruczek

Timothy Jelinski

Bradley Schmidt

Jeff Maletzke

Jerry Turba

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Approval of the Minutes of the September 4, 2018 Common Council Meeting.

ATTACHMENTS:

- 9-04-2018 Common Council Minutes (DOC)



Common Council

Regular Meeting

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

Draft Minutes

Tuesday, September 4, 2018

7:30 PM

De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 7:30 PM by

Attendee Name	Title	Status	Arrived
Michael J. Walsh	Mayor	Present	
James Boyd	Alderman	Present	
Dan Carpenter	Alderman	Present	
Scott Crevier	Alderman	Present	
Jonathon Hansen	Alderman	Present	
Ryan Jennings	Alderman	Present	
Larry Lueck	Alderman	Present	
Casey Nelson	Alderman	Present	
Dean Raasch	Alderman	Present	

2. Pledge of Allegiance to the Flag.

3. Approval of the Minutes of the August 21, 2018 Common Council Meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderman
SECONDER:	Larry Lueck, Alderman
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

4. Public comment upon matters not on the agenda and other announcements.

Richard Denis communicated his concerns regarding a national scandal to the Common Council.

5. Presentation by De Pere Beautification Committee.

Rose Smits, Chair of the Beautification Committee, reviewed the Committee's accomplishments for the year. She thanked all of the volunteers that help to keep the City looking beautiful year round. Mayor Walsh presented Laverne Mancosky's family with a memorial plaque and Stephanie Stoehr with Volunteer of the Year award. Rose Smits thanked the De Pere Beautification Committee, the City of De Pere, specifically Don Melichar and Marty Kosobucky, and Tina Quigley of Definitely De Pere. The Mayor thanked Rose and the Beautification Committee and their volunteers for their efforts in beautifying the City.

6. Recommendation from the Plan Commission to approve a Proposed Two Lot Certified Survey Map at 825 East River Drive (Parcel ED-1128-E-1-3). Submitted by Michael D. Vande Hei, PLS, authorized representative for CP Legacy LLC & Harold Macco Trust #2, property owner.

Alderman Hansen asked when Allouez votes on this item and what the outcome will be if Allouez does not approve it. City Administrator Larry Delo explained that the developer would likely come back with a different approach.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Dan Carpenter, Alderperson
SECONDER: Dean Raasch, Alderperson
AYES: Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

7. Recommendation from the Board of Park Commissioners to Approve \$500 Donation from Pink Flamingos for Tables & Furniture at Community Center.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Dean Raasch, Alderperson
SECONDER: Casey Nelson, Alderperson
AYES: Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

8. Recommendation from the Board of Park Commissioners to Approve \$250 Donation from Pink Flamingos to Recreation Scholarship Fund.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jonathon Hansen, Alderperson
SECONDER: Dean Raasch, Alderperson
AYES: Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

9. Recommendation from the Board of Park Commissioners to Approve \$250 Donation from the Buggy to the Recreation Scholarship Fund.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Dan Carpenter, Alderperson
SECONDER: Dean Raasch, Alderperson
AYES: Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

10. Recommendation from the Board of Park Commissioners to Approve \$300 Donation from De Pere Area Men's Club for Senior Citizens Picnic.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jonathon Hansen, Alderperson
SECONDER: Ryan Jennings, Alderperson
AYES: Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

11. Recommendation from the Board of Park Commissioners to Approve \$300 from De Pere Area Men's Club for Summer Carnival.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jonathon Hansen, Alderperson
SECONDER: Dean Raasch, Alderperson
AYES: Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

12. Recommendation from the Board of Park Commissioners to Approve \$250 Donation from Cotter Funeral Home Inc. for Tables & Furniture at the Community Center.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Dean Raasch, Alderperson
SECONDER: Ryan Jennings, Alderperson
AYES: Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

13. Recommendation from the Board of Park Commissioners to Accept Donation from DGSA to Install Batting Cages at Optimist Park.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

14. Recommendation from the Board of Park Commissioners to Approve Donation from De Pere Baseball to Improve Baseball Fields at Kelly Danen Park.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Larry Lueck, Alderperson
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

15. Ordinance #18-18 Creating Section 7-10(d) De Pere Municipal Code Regarding Online Ordering and Curbside Pick-up of Alcohol Beverages.

Alderperson Crevier asked if the employee has to check the purchaser's ID for every purchase; City Attorney Judy Schmidt-Lehman confirmed this. Alderperson Crevier asked if the purchaser is there but not driving the car, why does the driver of the car have to be 21 years of age? City Attorney Judy Schmidt-Lehman explained this is to prevent the purchaser from easily giving the underage driver the alcohol. Alderperson Crevier asked if a traditional vehicle is required for these sales or if someone could make this purchase on a bicycle? City Attorney Judy Schmidt-Lehman said that there is no requirement that the purchase be made in a motorized vehicle. Discussion followed regarding the term "Click and collect" and publication requirements of the ordinance in order for this to go into effect.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

16. Resolution #18-83 Authorizing Eighth Amendment Between the City of De Pere and Humana Insurance Company.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

17. Resolution #18-84 Authorizing Second Amendment to Agreement Between The City of De Pere and Stephen L. Seidl (James Street Parkway Boat Docks and Wharf).

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

18. Resolution #18-85 Authorizing Agreement for Contractor Services Between the City of De Pere and Eric R. Erdman of Calewatts, Duffy & Erdman, Associated Attorneys.

Alderperson Hansen thanked Kate Zuidmulder for her service to the City and asked City Attorney Judy Schmidt-Lehman if the position will be funded in the 2019 budget. City

Attorney Judy Schmidt-Lehman said that the position is in the budget and that the agreement with Attorney Erdman requires a 60 day notice to terminate.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

19. Recommendation from the License Committee on an Application for a Class "B" Fermented Malt Beverage & "Class B" Intoxicating Liquor License for McLanes Bowl LLC (DBA The Fox y Moo), 132 S. Broadway. Submitted by McLanes Bowl LLC, Agent: Bryan J. Kaster, Green Bay, WI.

Alderperson Jennings asked about differentiating between the two licenses, as they will be licensed to the same entity with the same address. City Attorney Judy Schmidt-Lehman explained that the two licenses will have different premises descriptions to differentiate between the two licenses.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	James Boyd, Alderperson
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

20. Recommendation from the License Committee on an Application for a Class "B" Fermented Malt Beverage & "Class B" Intoxicating Liquor License for McLanes Bowl LLC (DBA The Fox y Moo), 132 S. Broadway. Submitted by McLanes Bowl LLC, Agent: Bryan J. Kaster, Green Bay, WI.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

21. Recommendation from the License Committee on an Application for a Temporary Premise Description Change for St. Norbert College.

Alderperson Crevier stated he will abstain from voting on this item.

RESULT:	ADOPTED [7 TO 0]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Larry Lueck, Alderperson
AYES:	Boyd, Carpenter, Hansen, Jennings, Lueck, Nelson, Raasch
ABSTAIN:	Scott Crevier

22. Recommendation from the License Committee on an Application for a Premise Description Change for Wal-Mart Stores East, LP.

Alderperson Jennings moved, seconded by Alderperson Carpenter to open the meeting. Upon vote, motion carried unanimously. Jeff Binnell explained the set up of the parking stalls designated for pick up. Alderperson Carpenter explained that the License Committee will review this premises change in 6 months. Alderperson Crevier asked if the employees working the pick up area have Operator's Licenses; Jeff Binnell said that most are licensed already. Alderperson Raasch moved, seconded by Alderperson Jennings to close the meeting. Upon vote, motion carried unanimously. Alderperson

Jennings asked how the City will verify that the stalls selling alcohol are within 150 feet of the store entrance; City Attorney Judy Schmidt-Lehman said that the Police Department will enforce this.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

23. Operator License Applications.

Alderperson Boyd moved, seconded by Alderperson Hansen to deny the Previously Tabled Applicant based upon her conviction for underage alcohol consumption. Because the applicant did not appear before the License Committee, it was not able to ask her questions regarding her conviction and the License Committee finds the conviction substantially relates to the licensed activity and recommends denial of the application. Upon vote, motion carried unanimously. Alderperson Boyd moved, seconded by Alderperson Carpenter to approve Operator License Applications #1-14. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

24. Voucher Approval.

Alderperson Carpenter asked if the City delayed funding to the contractor for the delay in completion of the roundabout. City Administrator Larry Delo explained that the City typically withholds funds until the entire project is complete.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

25. Future Agenda Items.

Alderperson Carpenter asked if staff can review wake enforcement and other boating rules on the Fox River; City Administrator Larry Delo said that staff will look into this and report back to the Council.

Alderperson Hansen requested that the Parking and Traffic Committee recommend putting a yield sign at S. Michigan and Bomier as it is currently an uncontrolled intersection.

26. Adjournment. Alderperson Crevier moved, seconded by Alderperson Boyd to adjourn the meeting at 8:19 p.m. Upon vote, motion carried unanimously.

Respectfully submitted,

Shana Ledvina, Clerk-Treasurer

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Plan Commission

FROM: Peter Schleinz

SUBJECT: Ordinance #18-19 Rezoning Certain Property (Parcels ED-R27-1 & ED-R27-2).

On August 27, 2018, the Plan Commission recommended approval of the request with a vote of 5-0.

ATTACHMENTS:

- Ord18-19 (DOCX)
- Exhibit A - rezone legals (DOCX)
- Exhibit B-Pine_Trail_Crossing_080618 (PDF)
- Public Hearing Notice - Ryan Road (DOCX)
- Report to Plan Commission - Rezoning ED-R27-1 & ED-R27-1 from Temp R-1 to R-1, R-2, R-3 & Conservancy (DOCX)
- Application Form (PDF)
- Rezoning Map - Proposed Rezoning (PDF)

ORDINANCE #18-19
REZONING CERTAIN PROPERTY
(Parcels ED-R27-1 & ED-R27-2)

WHEREAS, the Common Council of the City of De Pere, having reviewed the recommendation of the City Plan Commission regarding the proposed change in zoning classification for the property described below and having scheduled a public hearing then to be decided by the Common Council; and

WHEREAS, the City Clerk-Treasurer, having published a Class 2 Notice of Public Hearing regarding such proposed zoning change and, pursuant thereto, a public hearing having been held on the 18th day of September, 2018 at 7:35 p.m. and the Common Council having heard all interested parties or their agents and attorneys;

NOW, THEREFORE, the Common Council of the City of De Pere, Wisconsin, do ordain as follows:

Section 1. That the property described in Exhibit A and incorporated by reference, and as shown on the scale map attached as Exhibit B and incorporated by reference be and the same are hereby rezoned from their present zoning classification of Temporary R-1, Single Family Residence District to R-1, R-2, Single and Two-Family Residence District, R-3, Multiple Family Residence District, and Conservancy District as set forth in and regulated by the provisions of §§14-38, 14-39, 14-40 and 14-54 of the De Pere Zoning Code, conditioned upon compliance with the provisions of Chapter 14, De Pere Municipal Code and with all recommendations and approvals of the Plan Commission and Common Council.

Section 2. That the Clerk-Treasurer is directed to amend the City of De Pere Zoning Map in conformity with the provisions of this ordinance.

Ordinance #18-19
Page 2 of 2

Section 3. That all other ordinances in conflict herewith are hereby repealed.

Section 4. That this ordinance shall take effect upon its passage and publication according to law.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Board/Committee Approval: 8/27/18

Publication Date: _____

Effective Date: _____

Attachment: Ord18-19 (7349 : Ord #18-19 Rezoning Certain Property (Parcels ED-R27-1 & ED-R27-2).)

R-1 Zoning

All of Lot 1, Volume 58, Certified Survey Maps, Page 138, Map No. 8308, Document No. 2624629, Brown County Records and part of the Southwest 1/4 of the Northwest 1/4 of Section 3, T22N-R20E, City of De Pere, Brown County, Wisconsin, more fully described as follows:

Commencing at the West 1/4 Corner of Section 3, T22N-R20E; thence N89°50'41"E, 237.51 feet along the South line of the Southwest 1/4 of the Northwest 1/4 of said Section 3 to the point of beginning; thence continuing N89°50'41"E, 336.36 feet along said South line; thence N11°00'18"E, 329.32 feet; thence S78°59'42"E, 77.98 feet; thence S89°57'12"E, 458.30 feet; thence N0°04'47"E, 194.91 feet; thence N90°00'00"W, 160.00 feet; thence N0°04'47"E, 110.00 feet; thence N90°00'00"E, 135.00 feet; thence N0°04'47"E, 10.27 feet; thence N90°00'00"E, 135.00 feet; thence N0°04'47"E, 359.98 feet along the West right of way of Ryan Road; thence N89°45'02"W, 125.00 feet along the South line of Lot 2, Volume 58, Certified Survey Maps, Page 138, Map No. 8308, Document No. 2624629, Brown County Records; thence N0°04'47"E, 115.00 feet along the West line of said Lot 2; thence N22°20'55"W, 26.21 feet; thence N0°04'47"E, 83.37 feet; thence S89°45'02"E, 135.00 feet; thence N0°04'47"E, 108.00 feet; thence N89°45'02"W, 789.15 feet; thence S11°00'18"W, 768.36 feet along the East right of way of the Fox River State Trail; thence S78°59'42"E, 135.00 feet; thence S11°00'18"W, 30.00 feet; thence N78°59'42"W, 135.00 feet; thence S11°00'18"W, 544.42 feet along said East right of way to the point of beginning.

Parcel contains 910,977 square feet / 20.91 acres more or less.

R-2 Zoning

Part of Lot 1, Volume 58, Certified Survey Maps, Page 138, Map No. 8308, Document No. 2624629, Brown County Records and part of the Southwest 1/4 of the Northwest 1/4 of Section 3, T22N-R20E, City of De Pere, Brown County, Wisconsin, more fully described as follows:

Commencing at the West 1/4 Corner of Section 3, T22N-R20E; thence N89°50'41"E, 1281.15 feet along the South line of the Southwest 1/4 of the Northwest 1/4 of said Section 3; thence N0°04'47"E, 306.00 feet along the West right of way of Ryan Road to the point of beginning; thence continuing N0°04'47"E, 897.82 feet along said West right of way; thence N89°45'02"W, 135.00 feet; thence S0°04'47"W, 83.37 feet; thence S22°20'55"E, 26.21 feet; thence S89°45'02"E, 125.00 feet; thence S0°04'47"W, 474.98 feet along said West right of way; thence N90°00'00"W, 135.00 feet; thence S0°04'47"W, 10.27 feet; thence N90°00'00"W, 135.00 feet; thence S0°04'47"W, 110.00 feet; thence N90°00'00"E, 160.00 feet; thence S0°04'47"W, 194.91 feet; thence S89°57'12"E, 110.00 feet to the point of beginning.

Parcel contains 66,933 square feet / 1.54 acres more or less.

R-3 Zoning

Part of the Southwest 1/4 of the Northwest 1/4 of Section 3, T22N-R20E, City of De Pere, Brown County, Wisconsin, more fully described as follows:

Commencing at the West 1/4 Corner of Section 3, T22N-R20E; thence N89°50'41"E, 573.87 feet along the South line of the Southwest 1/4 of the Northwest 1/4 of said Section 3 to the point of beginning; thence continuing S89°50'41"W, 707.29 feet along said South line; thence N0°04'47"E, 306.00 feet along the West right of way of Ryan Road; thence N89°57'12"W, 568.30 feet; thence N78°59'42"W, 77.98 feet; thence S11°00'18"W, 329.32 feet to the point of beginning.

Parcel contains 208,707 square feet / 4.79 acres more or less.

Conservancy Zoning

Part of the Southwest 1/4 of the Northwest 1/4 of Section 3, T22N-R20E, City of De Pere, Brown County, Wisconsin, more fully described as follows:

Commencing at the West 1/4 Corner of Section 3, T22N-R20E; thence N89°50'41"E, 237.50 feet along the South line of the Southwest 1/4 of the Northwest 1/4 of said Section 3; thence N11°00'18"E, 544.42 feet along the East right of way of the Fox River State Trail to the point of beginning; thence S78°59'42"E, 135.00 feet; thence N11°00'18"E, 30.00 feet; thence N78°59'42"W, 135.00 feet; thence S11°00'18"W, 30.00 feet along said East right of way to the point of beginning.

Parcel contains 4,050 square feet / 0.09 acres more or less.

Pine Trail Crossing

FOX RIVER STATE TRAIL

Scarlet Oak Circle

Scarlet Oak Circle

Ryan Road

Diversity Drive

Diversity Drive

Scarlet Oak Road

Deer Point Ln

Proposed Zoning Districts

Zoning Codes

-  Single Family Residence (R-1)
-  Single & Two Family Residence (R-2)
-  Multiple Family Residence (R-3)
-  Conservancy

 Parcel Boundaries

0 150 300 Feet



Publish: September 4, 2018 and September 11, 2018 in the Green Bay Press-Gazette (Class 2 Notice)

NOTICE OF PUBLIC HEARING

Notice is Hereby given, that on **Tuesday, September 18, 2018** at 7:35 PM or as soon thereafter as can be heard in the Council Chambers of the De Pere City Hall, 335 S. Broadway St, De Pere, WI, a public hearing will be held by the Common Council of the City of De Pere to act on the rezone request for the following property:

Rezoning various parts of Parcels ED-R27-1 & ED-R27-2 at 2674 Ryan Road from R-1 (Single Family Residence District) to R-1, R-2 (Single and Two-Family District), R-3 (Multiple Family Residence District), & Conservancy District.

A map of the proposed rezoning is available at the City of De Pere Development Services Department, 335 S. Broadway St., De Pere, WI 54115.

Dated this 4th day of September, 2018.

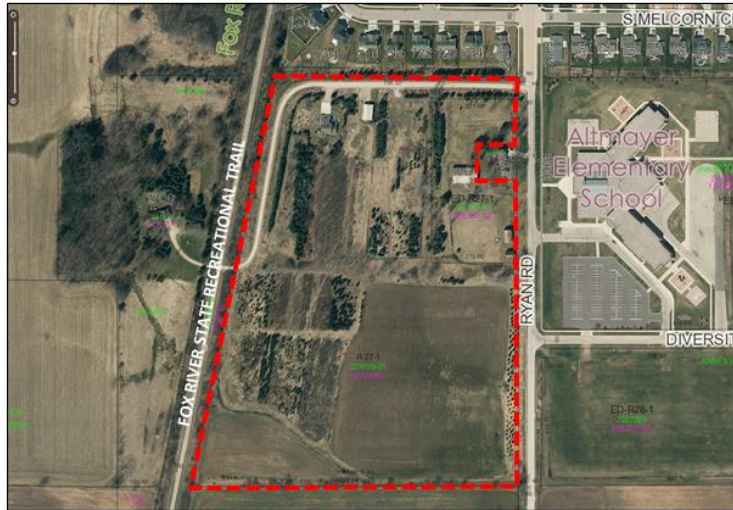
BY ORDER OF THE COMMON COUNCIL

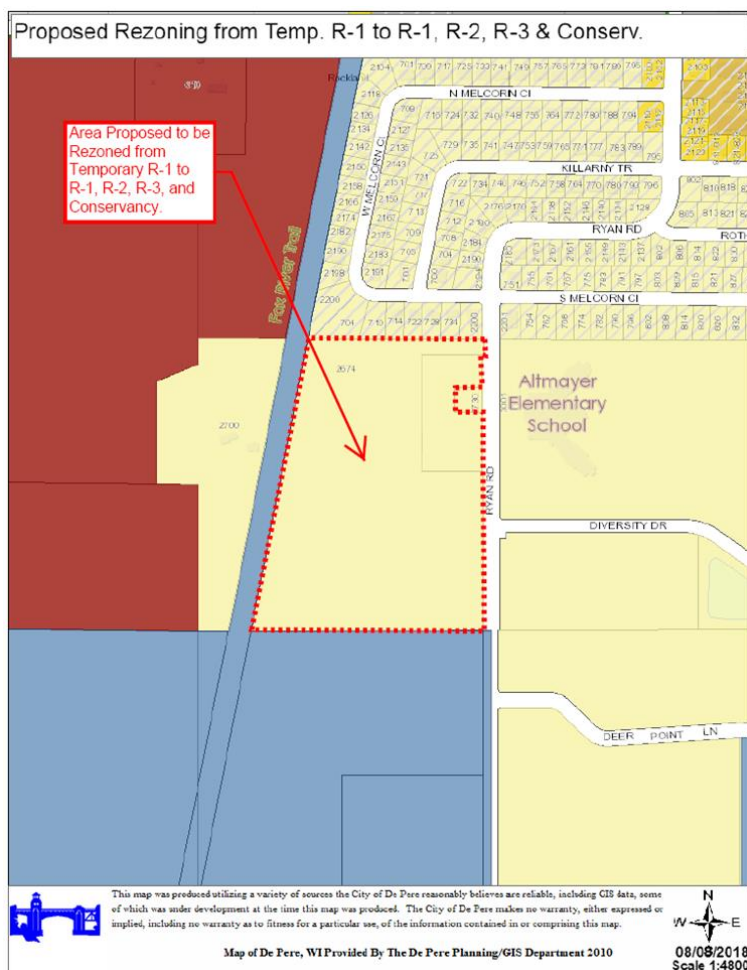
Michael J. Walsh
Mayor

Shana D. Ledvina
City Clerk-Treasurer

- Item 6: Recommendation regarding a rezoning request from Temporary R-1 (Single Family Residence District) to R-1, R-2 (Single and Two-Family Residence District), R-3 (Multiple Family Residence District) and Conservancy District, at 2674 Ryan Road (Parcels ED-R27-1 & ED-R27-2). Submitted by Steven M. Bieda, PLS, Mau & Associates LLP, authorized representative for Basig Investors LLC, property owner.*

SITE MAPS







REQUESTED ACTION: Rezoning Request.

Rezone Parcels ED-R27-1 & ED-R27-2 from Temporary R-1 (Single Family Residence District) to R-1, R-2 (Single and Two-Family Residence District), R-3 (Multiple Family Residence District) and Conservancy District.

COMMON DESCRIPTION: 715 N. Eighth Street, and 806-814 Ash Street, located northwest from the Ash Street and N. Eighth Street intersection.

PARCEL NUMBERS:	ED-R27-1 & ED-R27-2	
EXISTING ZONING:	Temporary R-1 (Single Family Residential District) <i>The temporary zoning category was assigned when the property was annexed by Common Council on January 16, 2018. Permanent zoning categories are assigned at a later date when development is proposed.</i>	
PROPOSED ZONING:	Proposed 'Pine Trail Crossing Plat' Lots 1-21, 23-28, and 31 changing from Temporary R-1 to R-1 Proposed 'Pine Trail Crossing Plat' Lots 22, 29, 30, and 60 changing from Temporary R-1 to R-2 Proposed 'Pine Trail Crossing Plat' Lot 61 changing from Temporary R-1 to R-3 Proposed 'Pine Trail Crossing Plat' Outlot 1 changing from Temporary R-1 to Conservancy	
SURROUNDING LAND USES:	Residential to the north (Trailside Subdivision). Agricultural and natural areas to the south and west (Fox River State Recreational Trail is directly west). Altmayer Elementary School to the east.	
COMPREHENSIVE PLAN:	Commercial and Neighborhood Residential (Including Multi-Family)	
APPLICANT / OWNER:	Steven M. Bieda, RLS Authorized Representative Mau & Associates LLP 400 Security BLVD Green Bay, WI 54313	Basig Investors LLC Property Owner 320 Main Avenue, Suite 320 De Pere, WI 54115
SITE HISTORY:	After a review of air photographs, the property and nearby areas were used for agricultural purposes, but have been transitioning to residential and educational uses at the northern and eastern borders. The site is immediately to the east of the Fox River State Recreational Trail, which is a former rail line. On January 16, 2018 the property was annexed in to the City of de Pere from Rockland. At that time the property was zoned Temporary R-1. On May 1, 2018, Common Council approved the preliminary plat of Pine Trail Crossing, which covers the property. On July 3, 2018, common Council approved the final plat. The plat proposed 56 single family residential lots, four duplex lots, one multi-family lot and one outlot that provides public access to the Fox River State Recreational Trail. The 2010 Comprehensive Plan identified future land uses as Neighborhood Residential (Including Multi-Family). The property is located within the 10 year growth area identified by the Future Land Use Map.	
STAFF REVIEW:	With this request, the applicant proposes rezoning of Parcels ED-R27-1 and ED-R27-2 from Temporary R-1 to R-1, R-2, R-3, and Conservancy for future residential development. Specifically, the applicant proposes rezoning of the	

following lots from the Common Council approved Pine Trail Crossing Plat:

- Proposed Lots 1-21, 23-28, and 31 changing from Temporary R-1 to R-1
- Proposed Lots 22, 29, 30, and 60 changing from Temporary R-1 to R-2
- Proposed Lot 61 changing from Temporary R-1 to R-3
- Proposed Outlot 1 changing from Temporary R-1 to Conservancy

When reviewing a rezoning request, staff considers the future land use recommendation of the Comprehensive Plan, surrounding land uses and desired development patterns. The proposed rezoning complies with the Comprehensive Plan and surrounding land uses, including matching adjacent existing uses.

Comprehensive Plan—

The Comprehensive Plan specifically recommends new neighborhood residential development between CTH PP and the Fox River State Recreational Trail to Old Martin Road, which is where the property is located. The Comprehensive Plan Future Land Use Map identifies the property as Neighborhood Residential (Including Multi-Family). The Existing Land Use Map from 2009 did not identify any existing land uses as the property was located in the Town of Rockland at that time.

Surrounding Land Uses—

The land use to the north is developed residential (Trailside Estates Subdivision). The land use to the east is educational (Altmayer Elementary School). The land to the west includes a residence, agricultural uses, and the Fox River State Recreational Trail. The land to the south is agricultural.

Desired Development Patterns—

Changing to the proposed zoning categories does not stray away from the 'new neighborhood residential development' recommendations of the City's Comprehensive Plan. The residential development is adjacent to both a school and a recreational trail. The development provided a dedicated outlot that provides public pedestrian access between the trail and the right-of-way. The zoning categories properly match the proposed uses for the lots of the Pine Trail Crossing Plat. The lot sizes are very similar to the single-family home lots located to the north in Trailside Estates.

If this rezoning petition is approved, the zoning that was utilized during the annexation of the property will no longer be temporary.

All City of De Pere property owners within 300 feet of the subject area and the Town of Rockland Clerk have been notified of this application. Comments were received from two property owners. One owner wanted Lot 22 to be zoned R-1 instead of R-2; One owner objected to Lot 61 being zoned R-3.

REVIEW PROCESS:

For rezoning applications, the Plan Commission provides a recommendation to the Common Council. A public hearing will be held at the September 18, 2018 Common Council meeting prior to review of the rezoning by the Common Council. Project notification letters have been sent to property owners within 300 feet of the site boundary.

STAFF RECOMMENDATION: Staff recommends APPROVAL of the rezoning request, subject to the following:

1. Meets all state and local regulations.

CITY OF DE PERE
RECEIVED

1.4.c.f

	CITY OF DE PERE APPLICATION FOR REZONING	Fee: \$ 305.00
		Receipt #: 129459
		Date: 2-12-18

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information

Applicant Name (Ind., Org. or Entity) AGG LLC	Authorized Representative Steve Bieda	Title Managing Partner-Mau & Associate	
Mailing Address 400 Security Blvd	City De Pere	State WI	ZIP Code 54313
Email Address sbieda@mau-associates.com	Phone Number (incl. area code)	Fax Number (incl. area code)	

SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)

Name (Ind. Org. or Entity) Michael Mushinski	Contact Person Basil Investors LLC	Title	
Mailing Address 2674 Ryan Road	City De Pere	State WI	ZIP Code 54115
Email Address Suite 300	Phone Number (incl. area code)	Fax Number (incl. area code)	

SECTION 3: Project or Site Location

Project Address/Description Ryan Road	Parcel Number(s): ED-R27-1, R-27-1
--	---

SECTION 4: Proposed Rezoning Use

Existing Zoning:	R-1 Single Family		
Proposed Zoning:	R-1 Single Family and Multi-Family		
Adjacent Zoning: North R-1 Single Family	Adjacent Zoning: South NPWLI (Town of Rockland)	Adjacent Zoning: West R-1 Single Family	Adjacent Zoning: East R-1 Single Family
Present Use of Parcel	residential		
Proposed Use of Parcel	Proposed subdivision		

SECTION 5: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

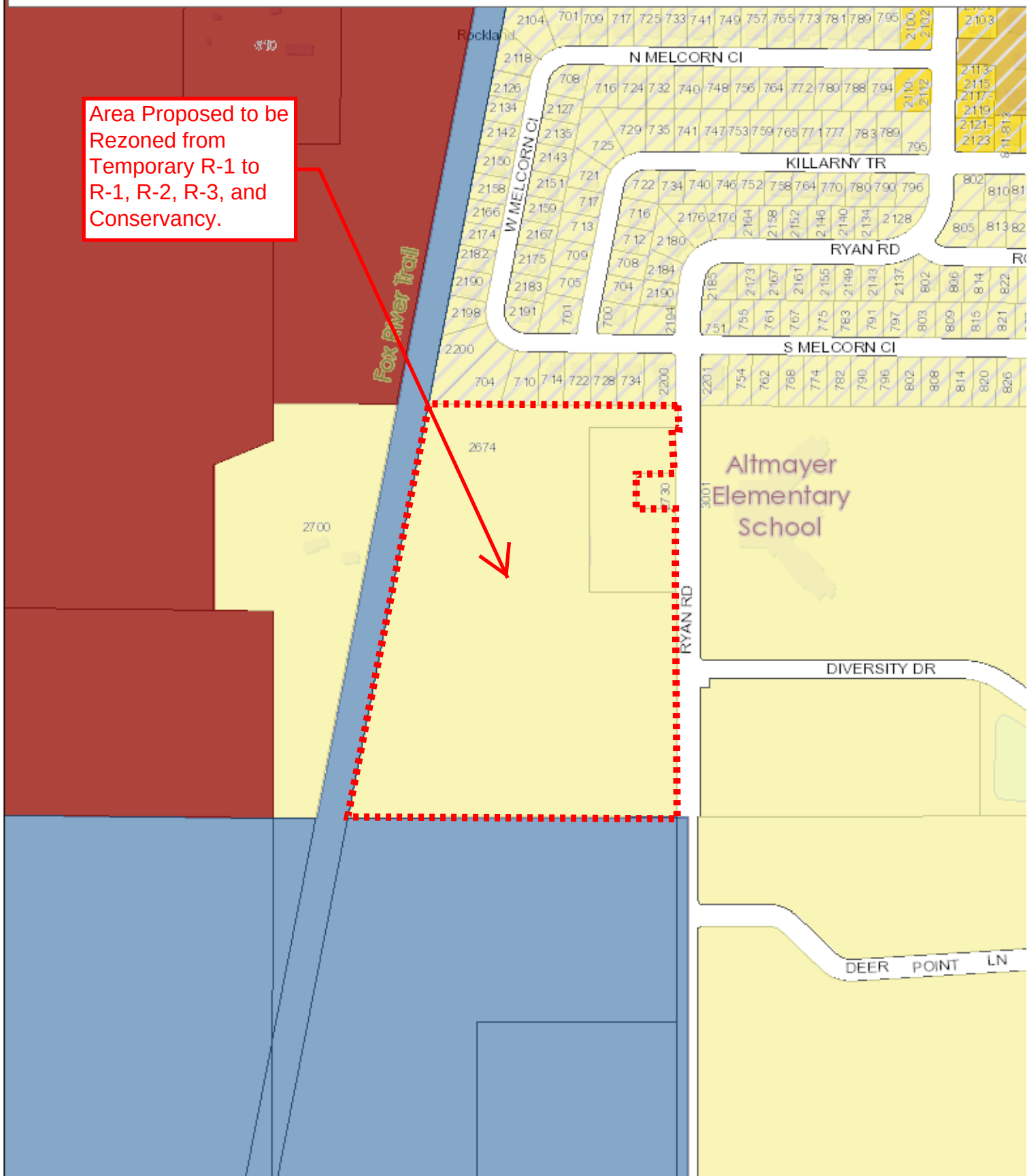
Name of Owner/Authorized Representative (please print) Steve Bieda	Title Managing Partner	Phone Number 920-434-9670
Signature of Applicant 		Date Signed 2/12/18

Attached additional sheets if necessary.

Attachment: Application Form (7349 : Ord #18-19 Rezoning Certain Property (Parcels ED-R27-1 & ED-R27-2).)

Proposed Rezoning from Temp. R-1 to R-1, R-2, R-3 & Conserv.

Area Proposed to be
Rezoned from
Temporary R-1 to
R-1, R-2, R-3, and
Conservancy.



Attachment: Rezoning Map - Proposed Rezoning (7349 : Ord #18-19 Rezoning Certain Property (Parcels ED-R27-1 & ED-R27-2).)



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.



City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Plan Commission

FROM: Peter Schleinz

SUBJECT: Ordinance #18-20 Rezoning Certain Property (Parcel ED-1128-E-1-3)

On August 27, 2018, the Plan Commission recommended approval of the request with a vote of 5-0.

ATTACHMENTS:

- Ord18-20 (DOCX)
- Public Hearing Notice - N Broadway Street (DOCX)
- Report to Plan Commission - Rezoning ED-1128-E-1-3 from B3 to B-2 (DOCX)
- Application Form (PDF)
- Rezoning Map - Rezoning with entire parcel (PDF)
- The De Pere Brick Yard Narrative & Concept Sketch (PDF)

ORDINANCE #18-20
REZONING CERTAIN PROPERTY
(Parcel ED-1128-E-1-3)

WHEREAS, the Common Council of the City of De Pere, having reviewed the recommendation of the City Plan Commission regarding the proposed change in zoning classification for the property described below and having scheduled a public hearing then to be decided by the Common Council; and

WHEREAS, the City Clerk-Treasurer, having published a Class 2 Notice of Public Hearing regarding such proposed zoning change and, pursuant thereto, a public hearing having been held on the 18th day of September, 2018 at 7:35 p.m. and the Common Council having heard all interested parties or their agents and attorneys;

NOW, THEREFORE, the Common Council of the City of De Pere, Wisconsin, do ordain as follows:

Section 1. That the following described property:

Parcel ED-1128-E-1-3 (1081 North Broadway Street)

Part of Private Claim 26, East side of Fox River, in the City of De Pere, Brown County, Wisconsin, described in Volume 895 Records, Page 601, excepting those parts used for road purposes and excepting therefrom those parts described in Jacket 16438, Image 39 and Jacket 17817, Image 26

shall be and the same is hereby rezoned from the present zoning classification of B-3, Motor Vehicle Dependent Business District, to B-2, General Business District, as set forth in and regulated by the provisions of §14-44 of the De Pere Zoning Code, conditioned upon compliance with the provisions of Chapter 14, De Pere Municipal Code and with all recommendations and approvals of the Plan Commission and Common Council.

Section 2. That the Clerk-Treasurer is directed to amend the City of De Pere Zoning Map in conformity with the provisions of this ordinance.

Section 3. That all other ordinances in conflict herewith are hereby repealed.

Section 4. That this ordinance shall take effect upon its passage and publication according to law.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Board/Committee Approval: 8/27/18

Publication Date: _____

Effective Date: _____

Publish: September 4, 2018 and September 11, 2018 in the Green Bay Press-Gazette (Class 2 Notice)

NOTICE OF PUBLIC HEARING

Notice is Hereby given, that on **Tuesday, September 18, 2018** at 7:35 PM or as soon thereafter as can be heard in the Council Chambers of the De Pere City Hall, 335 S. Broadway St, De Pere, WI, a public hearing will be held by the Common Council of the City of De Pere to act on the rezone request for the following property:

Rezoning Parcel ED-1128-E-1-3 at 1081 N. Broadway Street from B-3 (Motor Vehicle Dependent Business District) to B-2 (General Business District).

A map of the proposed rezoning is available at the City of De Pere Development Services Department, 335 S. Broadway St., De Pere, WI 54115.

Dated this 4th day of September, 2018.

BY ORDER OF THE COMMON COUNCIL

Michael J. Walsh
Mayor

Shana D. Ledvina
City Clerk-Treasurer

Attachment: Public Hearing Notice - N Broadway Street (7351 : Ord #18-20 Rezoning Certain Property (Parcel ED-1128-E-1-3))

- Item 9: Recommendation regarding a rezoning request from B-3 (Motor Vehicle Dependent Business District) to B-2 (General Business District) at 1081 N. Broadway Street (Parcel ED-1128-E-1-3). Submitted by Dave Hongisto, SISU Properties LLC, authorized representative for Nulund Group II LLC, property owner.*

SITE MAP



REQUESTED ACTION: Rezoning Request.

Rezone Parcel ED-1128-E-1-3 from B-3 (Motor Vehicle Dependent Business District) to B-2 (General Business District).

COMMON DESCRIPTION: 1081 N. Broadway Street (STH 57), located at the north City limits. Adjacent to the Village of Allouez and adjacent to the Fox Point Boat Launch.

PARCEL NUMBER(S):	ED-1128-E-1-3	
EXISTING ZONING:	B-3 (Motor Vehicle Dependent Business District)	
PROPOSED ZONING:	B-2 (General Business District)	
SURROUNDING LAND USES:	Commercial to the north. Recreational and commercial to the south. State highway, religious and residential to the east. Recreational to the west.	
COMPREHENSIVE PLAN:	Commercial	
APPLICANT / OWNER:	Dave Hongisto Authorized Representative SISU Properties LLC 111 N. Broadway, Suite B Green Bay, WI 54303	Nulund Group II LLC Property Owner 111 N. Broadway, Suite B Green Bay, WI 54303
SITE HISTORY:	Year 1938-2017 air photographs identify a variety of commercial and industrial type uses on and near the property. Most recently the property has been used as a Dairy Queen, which was upgraded in 2017. The property is zoned B-3 and also the same location where Plan Commission, on August 27, 2018 will review a conditional use permit to allow the following: - Residential uses on the second floor of a proposed new building - The continued use of an existing drive-in window for the Dairy Queen The 2010 Comprehensive Plan identified both the existing and future land uses as Commercial.	
STAFF REVIEW:	With this request, the applicant proposes rezoning of Parcel ED-1128-E-1-3 from B-3 to B-2 for future commercial development. Specifically, the applicant proposes the rezoning in order to develop a two story mixed use building at the west end of the property with commercial on the first floor and residential on the second floor. The existing Dairy Queen restaurant use will remain. If the rezoning is approved and the development occurs, the residential use will require a conditional use permit, which is proposed to be reviewed by the Plan Commission on August 27, 2018. The drive-in window use on the Dairy Queen restaurant will be allowed to continue as an existing non-conforming use, however, the petitioner will also be requesting a conditional use permit for the drive-in. When reviewing a rezoning request, staff considers the future land use recommendation of the Comprehensive Plan, surrounding land uses and desired development patterns. The proposed rezoning complies with the Comprehensive Plan and surrounding land uses, including matching adjacent existing uses.	

Comprehensive Plan—

The Comprehensive Plan specifically identifies mixed-use neighborhood

commercial nodes for the property but the City has recent residential developments that are occurring along N. Broadway Street, near the Fox River State Recreational Trail. The Comprehensive Plan Future Land Use Map identifies the property as Commercial. The Existing Land Use Map from 2009 identifies the use as Commercial.

Surrounding Land Uses—

The land uses to the north is commercial, located within the village of Allouez. The land use to the south is recreational and commercial, being the entry drive for a boat launch and a gas station/convenience store, zoned R-3. The land use to the east is state highway, religious and residential, located within the Village of Allouez. The land use to the west is recreational, being a boat launch and the Fox River State Recreational Trail, zoned R-3.

Desired Development Patterns—

Changing to the proposed zoning categories does not stray away from the commercial recommendations of the City's Comprehensive Plan. The proposal does add the element of residential, which is a desired feature near the Fox River State Recreational Trail. Although, the proposed development is something that City staff would like to see, there are some details, unrelated to the specific zoning request that have yet to be worked out related to the development, including parking needs, landscaping, etc. The property today is almost entirely paved along Broadway Avenue. The proposed building would remove most of the green area on the property. Additional landscape areas near Broadway are possible without negatively impacting driving patterns and would help soften the appearance of the site from the street without diminishing views of the Dairy Queen business. This, and other detailed items, like architectural style and materials, are anticipated to be reviewed in more detail during the site plan review process.

All City of De Pere property owners within 300 feet of the subject area, the Village of Allouez Clerk, and the Village of Allouez Planning & Zoning Administrator have been notified of this application. No public comments have been received regarding the petition.

REVIEW PROCESS:

For rezoning applications, the Plan Commission provides a recommendation to the Common Council. A public hearing will be held at the September 18, 2018 Common Council meeting prior to review of the rezoning by the Common Council. Project notification letters have been sent to property owners within 300 feet of the site boundary.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the rezoning request, subject to the following:

1. Meets all state and local regulations.
2. Successful site plan review for the proposed building that includes detailed analysis of site improvements and building elevations in order to ensure that future development is of high quality.

	CITY OF DE PERE APPLICATION FOR REZONING	Fee: \$ 305.00 135514
		Receipt #: 135514 29459
		Date: 8-15-18
		PLANNING DEPT.

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information

Applicant Name (Ind., Org. or Entity) Nuland Group LLC	Authorized Representative Dave Hongisto	Title Consultant	
Mailing Address 111 N. Broadway Ste B	City Green Bay	State WI	ZIP Code 54303
Email Address sodie5141@gmail.com	Phone Number (incl. area code) (920) 655-8457	Fax Number (incl. area code)	

SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)

Name (Ind. Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	

SECTION 3: Project or Site Location

Project Address/Description 1081 N. Broadway Street	Parcel Number(s): ED-1128-E-1-3
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SECTION 4: Proposed Rezoning Use

Existing Zoning: B-3	Motor Vehicle Dependent Business District		
Proposed Zoning: B-2	General Business District		
Adjacent Zoning: North Village of Allouez	Adjacent Zoning: South B-3 & B-2	Adjacent Zoning: West B-3	Adjacent Zoning: East Village of Allouez
Present Use of Parcel Dairy Queen			
Proposed Use of Parcel Dairy Queen and mixed use 2 story building - Commercial / 4 apartments			

SECTION 5: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print) David R. Hongisto	Title Consultant	Phone Number (920) 676-3225
Signature of Applicant David R. Hongisto		Date Signed 8-22-18

Attached additional sheets if necessary.

✓ [Signature]

Attachment: Application Form (7351 : Ord #18-20 Rezoning Certain Property (Parcel ED-1128-E-1-3))

Proposed Rezoning from B-3 to B-2 with Res. Conditional Use

Fox
Point
Boat
Landing

Property proposed to be
Rezoned from B-3 to B-2
with a proposed
Residential Conditional Use
& Drive-In Conditional Use.

Village of Allouez

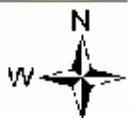
Village of Allouez

City of De Pere



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



08/16/2018

Packet Pg. 33

Attachment: Rezoning Map - Rezoning with entire parcel (7351 : Ord #18-20 Rezoning Certain Property (Parcel ED-1128-E-1-3))

SISU Properties, LLC
1165 Meadow View Lane
De Pere, WI 54115

August 10, 2018

Peter Schleinz, Senior Planner
City of De Pere
335 S. Broadway
De Pere, WI 54115

RE: The De Pere Brick Yard

Hi Peter,

This is written as a follow up to our meeting regarding the proposed structure that will be constructed on the west side of Dairy Queen located at 1081 N. Broadway. This building will have office space on the first floor level with 4 high quality two bedroom residential units on the second floor which will capitalize on the view of the Fox River, the boat launch, adjacent businesses and the convenient access to the Fox River Trail. It is also being designed to help preserve an integral part of the history of De Pere. I have been retained by the owner (The Nulund Group) to obtain the appropriate approvals necessary to commence construction prior to the onset of frost. The following submittals are being done concurrently to initiate this process:

- 1) Mach IV Engineering & Surveying LLC has prepared a certified survey map (CSM) to divide the property into two (2) tax parcels. (See enclosed proposed certified survey map.) Note that lot # 2 has been surveyed to meet the size requirements of the B-2, General Business District. (See item #2 below).

Since there will be shared ingress/egress access and internal vehicular circulation between Dairy Queen clients and the new building occupants I request that a condition on the approval of the proposed certified survey map include the following language being added on the CSM.

"The granting of shared ingress/egress access of all three (3) driveways and internal vehicular circulation easements shall be perpetually binding on the owners of lot 1 and lot 2 and inure to the benefit of the heirs, successors and assigns of all parties thereto."

- 2) The current zoning of the Dairy Queen parcel is B-3, Motor Vehicle Dependent Business District. The new building does not fit into the list of either permitted or conditional uses in the B-3 District. If the entire parcel were to be re-zoned to B-2, Dairy Queen would then become a non-conforming use. To make both parcels conforming uses with respect to the City of De Pere Zoning Code I hereby petition to rezone lot #2 in the abovementioned CSM from B-3 to B-2. (Please see enclosed rezoning application).
- 3) To allow for the four (4) dwelling units it is necessary to request a conditional use permit to allow for dwelling units on the second floor in the new B-2 zoning classification. (Please see enclosed conditional use application). I have also enclosed the conceptual layout of the site for the Plan Commission, Common Council and yourself to review and visualize the layout. 45 degree angle parking will service the

1st floor and eight (8) code complying parking stalls on the south west end of lot #1 will be provided for the occupants of the dwelling units. An agreement is being drafted designating use of the parking stalls on lot #1 and lot#2. Further specific parking details will be submitted later during the site review process.

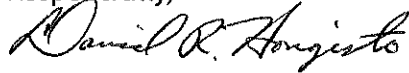
This conditional use will not be detrimental to endanger the public health, safety, morals, comfort or general welfare of the community. It will not be injurious to the use of other property in the immediate vicinity and will actually enhance property values in the neighborhood. The existing driveways which have been in existence for years will not create congestion for the proposed new building. The conditional use will comply with all applicable regulations.

For your information I am currently working with the City of De Pere Public Works Department for the extension of a 10" water main on N. Broadway and a lateral that will traverse through the seven (7)' wide leg of the new CSM to service the new building. Landscaping will enhance this strip once the lateral is installed. The Dairy Queen lot will be resurfaced near the end of October. I am also working with the Public Works Directors from the City of De Pere and the Village of Allouez to obtain an intergovernmental agreement that would allow the new building's sanitary lateral to cross the municipal boundary line and discharge into the Village's main sanitary sewer line.

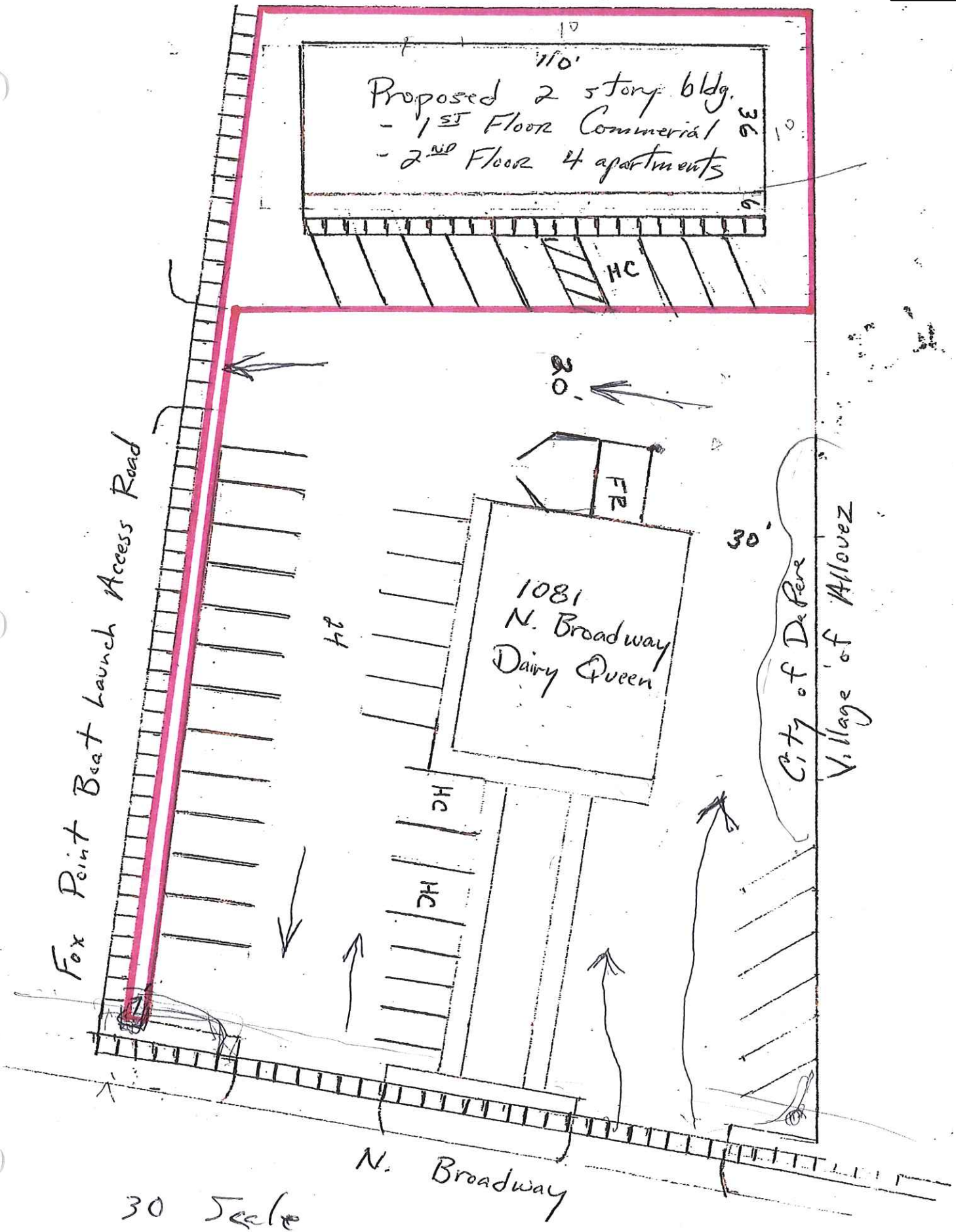
It's my client's desire to obtain final approval of the CSM and both the rezoning and conditional use permits before going through with further surveying/engineering expenses along with architectural fees related to the development. A finalized site plan will be immediately submitted for review and approval shortly after these approvals. Please place the CSM, rezoning application and conditional use application on the August 27th agenda of the Plan Commission.

I am confident that the new structure will be an attractive addition to the City of De Pere while adding additional commercial and residential space. Feel free to contact me at (920) 676-3225 if you have any questions. Thank you in advance for your timely cooperation.

Respectfully,



David R. Hongisto
SISU Properties LLC



City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE:	September 18, 2018
DEPARTMENT:	Plan Commission
FROM:	Peter Schleinz
SUBJECT:	Resolution #18-86 Authorizing and Approving a Conditional Use Permit (Part of Parcel ED-1128-E-1-3; 1081 North Broadway Street).

On August 27, 2018, the Plan Commission recommended approval of the request with a vote of 5-0.

ATTACHMENTS:

- Reso18-86 (DOCX)
- Public Hearing Notice -N Broadway Street - Residential & Drive-In (DOCX)
- Residential on 2nd Floor in B-2 & Drive-In Conditional Use - Plan Commission Report 05-29-2018 (DOCX)
- Application Forms (PDF)
- Rezoning Map - Rezoning with entire parcel (PDF)
- The De Pere Brick Yard Narrative & Concept Sketch (PDF)

RESOLUTION #18-86

AUTHORIZING AND APPROVING A CONDITIONAL USE PERMIT
(Part of Parcel ED-1128-E-1-3; 1081 North Broadway Street)

WHEREAS, the Common Council of the City of De Pere has reviewed the recommendation of the City Plan Commission regarding the granting of a conditional use as described below and has determined that the matter be scheduled for public hearing and decided by the Common Council; and

WHEREAS, the City Clerk-Treasurer has published a Class 2 Notice of Public Hearing regarding the proposed conditional use and, pursuant thereto, a Public Hearing has been held at the City Hall Council Chambers on the 18th day of September, 2018 at 7:35 p.m., whereupon the Common Council heard all interested parties, their agents and attorneys;

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Common Council of the City of De Pere, Wisconsin, as follows:

That the Common Council does hereby find and determine that an application for a conditional use permit has been made by a party in interest in accordance with §14-30, De Pere Municipal Code; further, that the standards relating to the conditional use as set forth in §14-30(5), De Pere Municipal Code, have been or will be complied with and that the Common Council does therefore and hereby, pursuant to §14-30(6), De Pere Municipal Code, authorize and grant a conditional use permit as provided at §14-44(2)(a)1, De Pere Municipal Code, for purposes of permitting within the B-2 General Business District the following:

- (1) residential dwelling use on the second floor of a multi-use structure; and
- (2) continued use of the existing drive-through window for a fast-food restrurant.

This authorization is contingent upon the passage and publication of City of De Pere Ordinance #18-20, Rezoning Parcel ED-1128-E-1-3 to B-2 General Business District and further subject to the terms and conditions of the Plan Commission recommendation for approval.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Attachment: Reso18-86 (7352 : Reso #18-86 Authorizing and Approving CUP (ED-1128-E-1-3; 1081 N Broadway)).)

Publish: September 4, 2018 and September 11, 2018 in the Green Bay Press-Gazette (Class 2 Notice)

NOTICE OF PUBLIC HEARING

Notice is Hereby given, that on **Tuesday, September 18, 2018** at 7:35 PM or as soon thereafter as can be heard in the Council Chambers of the De Pere City Hall, 335 S. Broadway St, De Pere, WI, a public hearing will be held by the Common Council of the City of De Pere to act on a request for a conditional use permit for Parcel ED-1128-E-1-3 at 1081 N. Broadway Street.

The applicant makes two requests: first is to allow four residential units on the second floor of a proposed (unbuilt) commercial building at the west end of the parcel, second is to allow the continued use of an existing drive-in window for an existing restaurant on the property.

A copy of the application is available at the City of De Pere Development Services Department, 335 S. Broadway St., De Pere, WI 54115.

Dated this 4th day of September, 2018.

BY ORDER OF THE COMMON COUNCIL

Michael J. Walsh
Mayor

Shana D. Ledvina
City Clerk-Treasurer

- ITEM 10:** Review and recommendation for a Conditional Use Permit application for a proposed new commercial building to have four residential units on the second floor and for an existing restaurant to continue to use a drive-in window at 1081 N. Broadway Street (Parcel ED-1128-E-1-3) where the zoning district that is proposed to be rezoned from B-3 to B-2. Submitted by Dave Hongisto, SISU Properties LLC, authorized representative for Nulund Group II LLC, property owner.*

PROPOSED CONDITIONAL USE PERMIT LOCATION



REQUESTED ACTION: Conditional Use Permit Approval.

Allow four units of residential on the second floor of a new commercial building, proposed west from Dairy Queen. Also, allow at the continued use of a drive-in window at the Dairy Queen if zoning changes to B-2.

COMMON DESCRIPTION: 1081 N. Broadway Street (STH 57), located at the north City limits. Adjacent to the Village of Allouez and adjacent to the Fox Point Boat Launch.

PARCEL NUMBER(S): ED-1128-E-1-3

EXISTING ZONING: B-3 (Motor Vehicle Dependent Business District)

PROPOSED ZONING: B-2 (General Business District)

Rezoning to be reviewed by Plan Commission on August 27, 2018.

APPLICANT / OWNER:	Dave Hongisto Authorized Representative SISU Properties LLC 111 N. Broadway, Suite B Green Bay, WI 54303	Nulund Group II LLC Property Owner 111 N. Broadway, Suite B Green Bay, WI 54303
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SITE HISTORY: Year 1938-2017 air photographs identify a variety of commercial and industrial type uses ion and near the property. Most recently the property has been used as a Dairy Queen, which was upgraded in 2017.

The property is zoned B-3 and also the same location where Plan Commission, on August 27, 2018 will review a rezoning from B-3 to B-2.

The 2010 Comprehensive Plan identified both the existing and future land uses as Commercial.

The applicant has submitted a Conditional Use Permit request to allow two uses on the property:

- Residential uses on the second floor of a proposed new building
- The continued use of an existing drive-in window for the Dairy Queen

STAFF REVIEW: A document, written by the petitioner to summarize their conditional use submittal requirements is attached to this report. The petitioner plans on developing a two story 7,920 (gross) square foot structure (3,960 square feet per floor) with commercial uses on the first floor and four residential unit uses on the second floor.

In order for a conditional use to be recommended by the Plan Commission, the following standards must be addressed, per Municipal Code 14-30(5):

- a) That the establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
- b) That the conditional use will not be injurious to the use and enjoyment of other property in the orderly development and improvement in the immediate vicinity for the purposes already permitted nor substantially diminish or impair property values

within the neighborhood;

- c) That adequate facilities, access roads, drainage, and/or necessary facilities have been or are being provided;
- d) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets; and
- e) That the conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Council pursuant to the recommendations of the Plan Commission.

The following are staff findings related to the above standards for the residential use portion of the request:

- The proposed uses for the proposed new two story building are commercial on the first floor and four units of residential on the second floor. The parcel is proposed to be rezoned from B-3 to B-2. If rezoning is successful then “dwelling units and rooming units above ground level” may be allowed with a conditional use permit, per Municipal Codes 14-44(2)(a)(1) and 14-43(2)(s)(9). The proposed commercial businesses are unknown at this time but the number of residential units is known to be four. Mixed development along N. Broadway, particularly in areas with access to the Fox River State Recreational Trail is desirable.
- The proposed B-2 rezoning properly accommodates commercial uses on the first floor. The proposed B-2 zoning will accommodate residential uses on the second floor if a conditional use permit is approved. Neither use for the proposed new building can be accommodated if the zoning remains unchanged as B-3. The addition of commercial to an existing motor vehicle oriented zoning area could be detrimental, thus the rezoning to B-2 for the entire subject parcel is appropriate. The development appears to fit the property provided design standards for building materials, landscaping, and parking needs are accommodated. Impacts to adjacent properties are minimal, less the Dairy Queen due to access and parking needs. The Dairy Queen property is owned by the same owner as the proposed two story development.
- The existing driveway system that connects to N. Broadway Street will be utilized, potentially with access easements/agreements. Agreements with the City for usage of the boat launch driveway will likely be needed as the driveway is not a public right-of-way. The developer is working with the Village of Allouez and the City of De Pere Public Works staff to provide adequate sewer and water

connections for a proposed new building. Site plans that address storm water management have not yet been submitted for City review.

- Ingress and egress to N. Broadway Street is proposed using existing drive lanes from the Dairy Queen, possibly with the establishment of access easements. There is a proposal to establish agreements for shared parking with the Dairy Queen. The proposed development, with Dairy Queen, would have approximately 36 parking stalls. The proposed new site could require approximately 32-46 stalls, depending on the number of and types of businesses proposed on the first floor.
- The design details for the “De Pere Brick Yard” proposed development is unknown, aside from the building footprint proposal. The conditional use for residential on the second floor of a new building appears to be possible, provided the property is not land divided and the entire property is addressed as part of future site plans, including building materials, parking, storm water, landscaping, and signage for both buildings (existing and new) on the property.

The following are staff findings related to the above standards for the drive-in portion of the request:

- The drive-in use on the Dairy Queen is pre-existing and not considered detrimental.
- The drive-in on the north side of the Dairy Queen is pre-existing and not considered injurious.
- Access and drainage facilities, etc., are pre-existing.
- Ingress/egress is pre-existing with two driveway connections on N. Broadway Street as well as a connection to the boat launch private driveway on the south side of the property.
- The drive-in use is allowed in the B-3 District. If the zoning changes to B-2, the use continues to be allowed as a preexisting nonconforming use. The petitioner, however, desires a conditional use permit to ensure the use is valid for both zoning districts.

Summary for both Conditional Uses:

Residential uses on upper floors have historically been allowed in the B-2 District as a conditional use, particularly in the downtown areas. The drive-in use would already be allowed in the B-2 district as a pre-existing nonconforming use; the drive-in conditional use is not specifically necessary but desired by the petitioner.

All City of De Pere property owners within 300 feet of the subject area, the Village of Allouez Clerk, and the Village of Allouez Planning & Zoning Administrator have been notified of this application. No public comments have been received regarding the petition.

REVIEW PROCESS:

The Common Council will conduct a public hearing and review the Plan Commission recommendation, in the form of a resolution, after a Class II notice. That meeting is scheduled for September 18, 2018. Project notification letters have been sent to property owners within 300 feet of the site boundary.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the Conditional Use Permit application to allow four residential units on the second floor of a new commercial building, and the continued use of a drive-in at an existing restaurant, located at the west end of 1081 N. Broadway Street, subject to the following:

1. Successful completion of a rezoning of the 0.89 acre Parcel ED-1128-E-1-3 from B-3 to B-2 is required because residential uses are prohibited in the B-3 District.
2. Successful site plan review for the proposed building that includes detailed analysis of site improvements and building elevations in order to ensure that future development is of high quality.

	CITY OF DE PERE APPLICATION FOR CONDITIONAL USE	Fee: <i>Shared w/other fee</i> \$305.00
		Receipt #: 135514
		Date: 8-15-18

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information

Applicant Name (Ind., Org. or Entity) <i>Nulund Group LLC</i>	Authorized Representative <i>David Hongisto</i>	Title <i>Consultant</i>	
Mailing Address <i>111 N. Broadway Ste B</i>	City <i>Green Bay</i>	State <i>WI</i>	ZIP Code <i>54303</i>
Email Address <i>sodie5141@gmail.com</i>	Phone Number (incl. area code) <i>(920) 655-8457</i>	Fax Number (incl. area code)	

SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)

Name (Ind. Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	

SECTION 3: Project or Site Location

Project Address/Description <i>1081 N. Broadway Street</i>	Parcel No. <i>ED-1128-E-1-3</i>
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SECTION 4: Proposed Conditional Use

Existing Zoning:	<i>B-2, General Business District</i>
Present Use of Parcel:	<i>Dairy Queen</i>
Proposed Use of Parcel:	<i>4 residential units on 2ND Floor of new building</i>
Present Use of Adjacent Properties:	<i>Gas station / Boat Launch / Village of Allouez</i>

SECTION 5: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print) <i>David R. Hongisto</i>	Title <i>Consultant</i>	Phone Number <i>(920) 676-3225</i>
Signature of Applicant <i>David R. Hongisto</i>		Date Signed <i>8-22-18</i>

A plan consisting of all applicable information listed on the attached shall be submitted with this application.

See 8-10-18 letter submitted previously w/ site plan

TO BE COMPLETED BY CITY STAFF

A Conditional Use Permit is authorized by the De Pere Zoning Code, Section(s):

✓ *[Signature]*

Attachment: Application Forms (7352 : Reso #18-86 Authorizing and Approving CUP (ED-1128-E-1-3; 1081 N Broadway).)

	CITY OF DE PERE APPLICATION FOR CONDITIONAL USE	Fee: \$ 305.00
		Receipt #: 135514
		Date: 8-15-18

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information

Applicant Name (Ind., Org. or Entity) <i>Nulund Group LLC</i>	Authorized Representative <i>David Hongisto</i>	Title <i>Consultant</i>	
Mailing Address <i>111 N. Broadway Ste B</i>	City <i>Green Bay</i>	State <i>WI</i>	ZIP Code <i>54303</i>
Email Address <i>sodie 5141@gmail.com</i>	Phone Number (incl. area code) <i>(920) 655-8457</i>	Fax Number (incl. area code) ---	

SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)

Name (Ind. Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	

SECTION 3: Project or Site Location

Project Address/Description <i>1081 N. Broadway Street</i>	Parcel No. <i>ED-1128-E-1-3</i>
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SECTION 4: Proposed Conditional Use

Existing Zoning:	<i>B-2, General Business District</i>
Present Use of Parcel:	<i>Dairy Queen</i>
Proposed Use of Parcel:	<i>Continuation of use of drive thru window</i>
Present Use of Adjacent Properties:	<i>Gas Station / Boat Launch / Village of Allouez</i>

SECTION 5: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print) <i>David R. Hongisto</i>	Title <i>Consultant</i>	Phone Number <i>(920) 626-3225</i>
Signature of Applicant <i>David R. Hongisto</i>		Date Signed <i>8-22-18</i>

A plan consisting of all applicable information listed on the attached shall be submitted with this application.

TO BE COMPLETED BY CITY STAFF

A Conditional Use Permit is authorized by the De Pere Zoning Code, Section(s):

Proposed Rezoning from B-3 to B-2 with Res. Conditional Use

Fox
Point
Boat
Landing

Property proposed to be
Rezoned from B-3 to B-2
with a proposed
Residential Conditional Use
& Drive-In Conditional Use.

Village of Allouez

1081

City of De Pere

1063

Village of Allouez

1051

1045

1041

1019-
1021

City of De Pere



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



08/16/2018

Packet Pg. 47

Attachment: Rezoning Map - Rezoning with entire parcel (7352 : Reso #18-86 Authorizing and Approving CUP (ED-1128-E-1-3; 1081 N

SISU Properties, LLC
1165 Meadow View Lane
De Pere, WI 54115

August 10, 2018

Peter Schleinz, Senior Planner
City of De Pere
335 S. Broadway
De Pere, WI 54115

RE: The De Pere Brick Yard

Hi Peter,

This is written as a follow up to our meeting regarding the proposed structure that will be constructed on the west side of Dairy Queen located at 1081 N. Broadway. This building will have office space on the first floor level with 4 high quality two bedroom residential units on the second floor which will capitalize on the view of the Fox River, the boat launch, adjacent businesses and the convenient access to the Fox River Trail. It is also being designed to help preserve an integral part of the history of De Pere. I have been retained by the owner (The Nulund Group) to obtain the appropriate approvals necessary to commence construction prior to the onset of frost. The following submittals are being done concurrently to initiate this process:

- 1) Mach IV Engineering & Surveying LLC has prepared a certified survey map (CSM) to divide the property into two (2) tax parcels. (See enclosed proposed certified survey map.) Note that lot # 2 has been surveyed to meet the size requirements of the B-2, General Business District. (See item #2 below).

Since there will be shared ingress/egress access and internal vehicular circulation between Dairy Queen clients and the new building occupants I request that a condition on the approval of the proposed certified survey map include the following language being added on the CSM.

"The granting of shared ingress/egress access of all three (3) driveways and internal vehicular circulation easements shall be perpetually binding on the owners of lot 1 and lot 2 and inure to the benefit of the heirs, successors and assigns of all parties thereto."

- 2) The current zoning of the Dairy Queen parcel is B-3, Motor Vehicle Dependent Business District. The new building does not fit into the list of either permitted or conditional uses in the B-3 District. If the entire parcel were to be re-zoned to B-2, Dairy Queen would then become a non-conforming use. To make both parcels conforming uses with respect to the City of De Pere Zoning Code I hereby petition to rezone lot #2 in the abovementioned CSM from B-3 to B-2. (Please see enclosed rezoning application).
- 3) To allow for the four (4) dwelling units it is necessary to request a conditional use permit to allow for dwelling units on the second floor in the new B-2 zoning classification. (Please see enclosed conditional use application). I have also enclosed the conceptual layout of the site for the Plan Commission, Common Council and yourself to review and visualize the layout. 45 degree angle parking will service the

1st floor and eight (8) code complying parking stalls on the south west end of lot #1 will be provided for the occupants of the dwelling units. An agreement is being drafted designating use of the parking stalls on lot #1 and lot#2. Further specific parking details will be submitted later during the site review process.

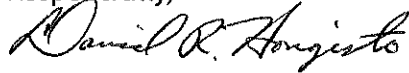
This conditional use will not be detrimental to endanger the public health, safety, morals, comfort or general welfare of the community. It will not be injurious to the use of other property in the immediate vicinity and will actually enhance property values in the neighborhood. The existing driveways which have been in existence for years will not create congestion for the proposed new building. The conditional use will comply with all applicable regulations.

For your information I am currently working with the City of De Pere Public Works Department for the extension of a 10" water main on N. Broadway and a lateral that will traverse through the seven (7)' wide leg of the new CSM to service the new building. Landscaping will enhance this strip once the lateral is installed. The Dairy Queen lot will be resurfaced near the end of October. I am also working with the Public Works Directors from the City of De Pere and the Village of Allouez to obtain an intergovernmental agreement that would allow the new building's sanitary lateral to cross the municipal boundary line and discharge into the Village's main sanitary sewer line.

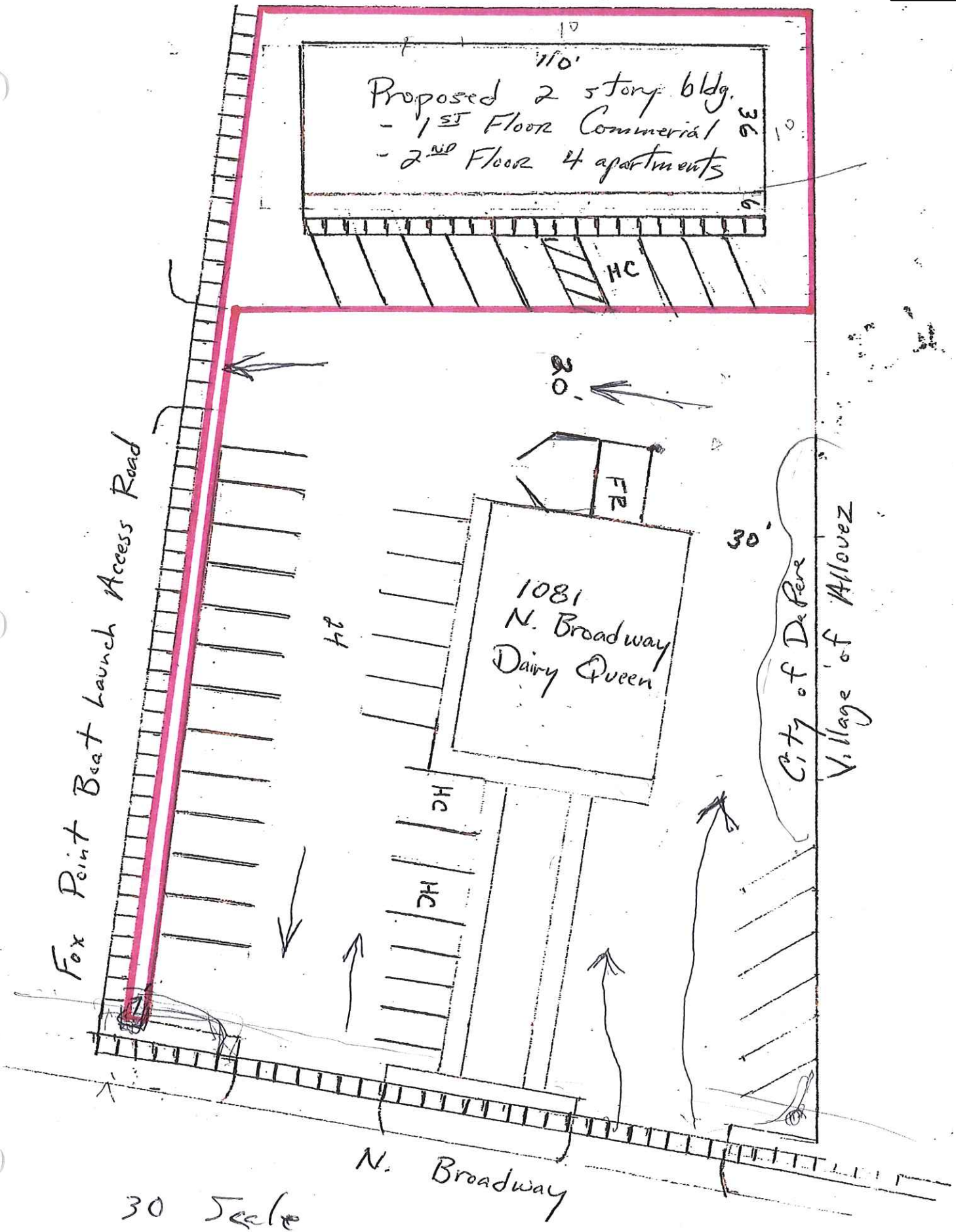
It's my client's desire to obtain final approval of the CSM and both the rezoning and conditional use permits before going through with further surveying/engineering expenses along with architectural fees related to the development. A finalized site plan will be immediately submitted for review and approval shortly after these approvals. Please place the CSM, rezoning application and conditional use application on the August 27th agenda of the Plan Commission.

I am confident that the new structure will be an attractive addition to the City of De Pere while adding additional commercial and residential space. Feel free to contact me at (920) 676-3225 if you have any questions. Thank you in advance for your timely cooperation.

Respectfully,



David R. Hongisto
SISU Properties LLC



City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommendation from Finance/Personnel Committee to approve the 2019 Benefit Renewal and Plan Design Changes

ATTACHMENTS:

- 2019 Council Memo City of De Pere 9-12-18 (DOCX)

MEMO

CITY OF DE PERE

To: Members of the Finance/Personnel Committee
 From: Shannon Metzler, Human Resources Director
 RE: Consideration of 2019 Benefit Renewal and Plan Design Changes
 Date: September 11, 2018

Note: At the September 11th Finance/Personnel Committee meeting the recommendation was approved unanimously.

We continue to monitor the benefit plans provided to the employees to maintain high value, financially stable design and costs. 2018 was a year of some big changes that projected plan sustainability. As we plan into 2019, we continually evaluate the fixed costs of the plan. We are recommending minor changes to the medical plan this year and more comprehensive changes to the pharmacy plan design.

MEDICAL PLAN RECOMENDATIONS

CURRENT PLAN DESIGN	2019 PROPOSED CHANGES
Colonoscopies – Routine only	First routine one per year at 100% (regardless of diagnosis for example: if polyps are found)
Transplant coverage for all facilities	No coverage for non-designated facilities
Home Health Care – No limit	Change to 60 visits per calendar year

PHARMACY PLAN RECOMENDATIONS

Broader Retail Vaccination Network	Convenience for plan participants that encourages vaccinations via more provider locations. Saves plan and plan participants office visit charges. Provides competitive prices via the pharmacy benefit. Reimburses pharmacies the vaccine drug cost plus the associated administration charge. Pharmacy process as a prescription under the drug benefit.
Specialty Cost Share Tier	The cost of specialty medications continues to increase at a much faster rate than other non-specialty medications. On the plan today, if a member is taking a specialty medication they pay 10% of the cost to a maximum of \$100. In current cases, the amount the member is paying out of pocket is covered by the manufacturer coupon or rebate. We are recommending a change to this benefit to 20% up to a maximum of \$350. Even with this change, the member should continue to get their out-of-pocket amounts covered by the manufactures coupon, but this will save the City \$250 for each filled prescription. Currently specialty medications accounts for 56% of the City of De Pere's overall spend. The estimated savings to the plan are \$11,500.
Oral Specialty Partial Fills	This provides a measure to minimize potential waste for new starts to therapy for select oral specialty drugs (<i>18 oncology products</i>) by allowing only a week or two of medication to be initially dispensed. It helps ensure individuals tolerate therapy before dispensing larger amounts.
Advanced Control Formulary	We are recommending a new formulary list that provides savings to both the plan participants as well as the plan overall. This new list directs plan participants to lower cost medications. This new list will exclude 275 medications that are covered today, but will have alternatives to these medications on the list. As of current, this change will only impact ten (10) members, and these members will be notified prior to making this change. There will be an appeal process in place for exceptions to be made when it is determined that a member requires one of the excluded medications. The estimated savings to the plan are \$17,000.

RENEWAL RATES

Based on the plan performance and the above recommended plan language changes, we are recommending a 3% increase for 2019 plan year. The medical trend continues to be approximately 6%. The rates would as follows:

	CURRENT	RENEWAL
Single:	\$735.05	\$757.10
EE+1:	\$1,368.08	\$1,409.12
Family:	\$2,243.86	\$2,311.18
Retiree Single under 65:	\$970.27	\$999.37
Retiree EE+1 under 65:	\$1,805.87	\$1,860.04
Retiree Family under 65:	\$2,961.90	\$3,050.76
Medicare Single over 65:	\$661.55	\$681.39
Medicare Two over 65:	\$1,323.10	\$1,362.78
Medicare one over one under 65:	\$1,631.82	\$1,680.76

DENTAL PLAN

No changes to the plan.

RENEWAL RATES

Based on the plan performance, we are recommending a 3% increase to our Humana self-funded plan. The Care Plus rates will increase 6% for 2019.

HUMANA		DENTAL ASSOCIATES	
CURRENT	RENEWAL	CURRENT	RENEWAL
Single - \$47.03	Single - \$48.44	Single - \$34.94	Single - \$37.04
Family - \$142.96	Family - \$147.25	Family - \$99.71	Family - \$105.69

OTHER BENEFITS

The market analysis for our other benefit plan offerings shows that our plans are comprehensive and competitive and we are not recommending any plan design changes.

Please contact me at 339-4045 if you have questions prior to the meeting.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Recommendation from the Finance and Personnel Committee to approve a contract amendment with AECOM for environmental remediation work on the O'Keefe property

At their meeting on September 11, 2018, the Finance and Personnel Committee voted 5-0 to approve the contract amendment with AECOM for environmental remediation work on the O'Keefe property.

ATTACHMENTS:

- AECOMM Contract Amendment 8-2018 (DOCX)
- AECOM Contract Amendment 8-2018 (PDF)
- AECOMM March Agreement (PDF)

City of De Pere MEMORANDUM



To: Finance & Personnel Committee
 From: Kimberly Flom, Development Services Director
 Date: September 11, 2018

RE: **Request to amend AECOM contract for Environmental Services for the former O'Keefe Property in the West Industrial Park ***

PROJECT SUMMARY

The City has been contracting with AECOM to complete environmental work for the O'Keefe property in order to provide environmental remediation and pursue the Wisconsin Voluntary Party Liability Exemption (VPLE) program, administered via the DNR. This work has been funded by state Brownfields Assessment grant funds and TID #6.

The site investigation, assessment and remediation has been ongoing work, that has ebbed and flowed in intensity, since approximately 2010. During that time, parcels have been subdivided, infrastructure has been constructed and properties have been sold and developed.

The City entered into an updated contract with AECOM in March of 2017 (attached for reference) in the hopes of securing case closure for the remaining parcels. Work for those properties continued but was more complicated than originally anticipated. AECOM requested additional funding in the fall of 2017.

Since that time, Staff worked with AECOM to review past contracts and scopes in order to determine what work areas had been completed and what had been revised. The attached contract amendment reflects an estimate of costs needed to complete the VPLE closures for the three remaining parcels.

Funds for this project would come out of TID #6.

RECOMMENDATION

Approve the contract amendment with AECOM in the amount of \$13,545 as outlined in the scope of services dated August 28, 2018 and titled 'Contract Amendment for Environmental Services for the Former O'Keefe Property Located at 1463 Red Maple Road, De Pere, Wisconsin. AECOM Project No.: 60540637.

Attachment: AECOM Contract Amendment 8-2018 (7395 : AECOMM Contract Amendment for O'Keefe)

August 28, 2018

Mr. Erik Rakers
City Engineer
City of DePere
335 South Broadway
DePere, WI 54235

Ms. Kim Flom
Economic Development and Planning Director
City of DePere
335 South Broadway
DePere, WI 54235

**Subject: Contract Amendment for Environmental Services for the Former O'Keefe Property
Located at 1463 Red Maple Road, De Pere, Wisconsin
AECOM Project No.: 60540637**

Dear Mr. Rakers and Ms Flom:

Please find enclosed a contract amendment for services provided and fees incurred in conjunction with preparation and submittal of Bureau of Remediation and Redevelopment Tracking System (BRRTS) case closure requests to the WDNR for the Former O'Keefe Property, in De Pere, Wisconsin. The need for additional funding was first brought to the City's attention in an e-mail to Ms. Flom on September 19, 2017. On November 27, 2017 AECOM requested a contract amendment seeking \$13,545 of additional funding.

The need for additional funding was based on AECOM's understanding that the approved funding was \$25,800. Subsequent meetings between the City and AECOM on December 13, 2017 and June 1, 2018 clarified the City's approval is currently \$32,300 for the scope of work provided in AECOM's proposal dated March 15, 2017 (rather than \$25,800 as originally thought). At the June 1, 2018 meeting the City asked AECOM to relook at the request for contract amendment (dated November 27, 2017) and to provide scope and cost for the path forward to obtain closure on Parcel WD-L179-4. This updated contract amendment is provided in response to that request.

SCOPE OF SERVICES

The scope of services is based on project activities completed to date, and tasks still required for Parcel WD-L179-4. A summary of project tasks completed and remaining is attached. The tasks addressed in this scope of services as they correspond to the original contract in the amount of \$32,300 approved by the City on March 23, 2017, include the following:

TASK 2: Liability Clarification

This task provided for a General Liability Clarification (GLC) request letter in the event that case closure could not progress due to incomplete capping but a future property buyer would like to move forward with a purchase and construction on Parcel WD-L179-4. The GLC request letter was not needed; therefore, the funding for this task (\$2,500) was reallocated to the Site Development Plan for WD-L179-4 (Task 5).

TASK 3: Capping Completion Report

AECOM prepared a remedial action (completion) report for Parcel WD-L179-4 and submitted it to the WDNR on August 2, 2017. The report was then revised based on WDNR comments and resubmitted on August 29, 2017. The approved budget for this task did not include funding for subsequent revisions requested by WDNR. As part of this task, it was necessary to compile and summarize historic soil and

groundwater data, which were not available in electronic format. The level of effort to review 300 pages of historic data and manually input analytical parameters, sampling depths, and results was unanticipated and significant. However, once these data were compiled and available in electronic format, the data were sorted by parcel and also incorporated as summary tables to meet the WDNR's data table requirements for case closure submittals for WD-L179-1 and WD-L179-3.

Initial costs associated with this task were estimated at \$3,400. Actual costs incurred totaled \$7,910, an addition of \$4,510. Compilation of the historic soil and groundwater data was necessary as WDNR approval of the completion report and case closure requests would not be possible without completion of this task. AECOM requests additional compensation of \$2,255 to partially cover the report revisions and compilation of historic data based on WDNR comments.

TASK 4: WDNR Case Closure Request Parcel WD-L179 3-1 (WD-L179-4)

With an interested purchaser for Parcel WD-L179, the City prioritized the case closure application and VPLE application for this parcel. Therefore, the Task 4 budget was utilized to prepare the initial Case Closure Request and VPLE application for Parcel WD-L179, rather than for Parcel WD-L179-4. The approved budget for this task did not include funding for subsequent revisions requested by WDNR. The revisions to the closure request and VLPE application were completed to meet the City's needs for expedited closure of Parcel WD-L179, resulting in actual costs of \$8,435. This task had an estimated cost of \$7,600. Actual costs incurred represent additional cost of \$835 to address WDNR comments.

TASK 5: Site Development Plan for Parcel WD-L179 3-1 (WD-L179-4)

AECOM submitted a Soil Management Plan (redevelopment plan) for Parcel WD-L179-4 to the WDNR in early August 2017. This task was presented in the original proposal with an estimated cost of \$4,000. Actual costs incurred included the funding for Task 2 for a total of \$6,500. Revision/re-submittal of the Redevelopment Plan is pending additional follow-up with the engineer and builder to obtain any available photo-documentation of site development, details on the fill materials, etc. As requested by the City, the estimated cost for the path forward, including site closure for Parcel WD-L179-4 has been provided separately as a new task (Task 7).

TASK 6: Subsequent Case Closure Requests

This task originally assumed the need for three additional closure requests at \$4,500 per parcel for a total of \$13,500. In actuality, AECOM prepared the case closure application for Parcel WD-L179-3 (submittal pending final review and signatures) and prepared and submitted the case closure application for Parcel WD-L179-1. Actual costs incurred to prepare the submittals for these two parcels totaled \$17,285, an overrun of \$3,785. The cost overrun was due in part to underestimating the level of effort required to meet the case closure requirements for each of these parcels in combination with incorrectly assuming that significant efficiency would be gained after the first submittal (Parcel WD-L179). In spite of incorporated some common elements across the closure applications for each parcel, the level of effort to complete each application remains consistent.

Completion of the closure requests for Parcels WD-L179-3 and WD-L179-1 includes the following components not included in the original approved funding for this project:

- Proactive incorporation of the WDNR requests/revisions received for the submittal for Parcel WD-L179.
- Completion of a maintenance plan for Parcel WD-L179-3 with recent photos of the capped soil (Attachment D of closure application).

There is a possibility that WDNR may have additional comments on the case closure applications for Parcel WD-L179-3 and the case closure application for Parcel WD-L179-1. No additional funding to address potential WDNR comments is included in this contract amendment.

TASK 7: Path Forward/Case Closure for Parcel WD-L179-4

The path forward for Parcel WD-L179-4 includes three components not included in the original approved funding for this project:

- Revision/re-submittal of the Redevelopment Plan
- Preparation and submittal of a report documenting the redevelopment activities
- Compilation and submittal of a Case Closure Request

Revision/re-submittal of the Redevelopment Plan is pending additional follow-up with the engineer and builder to obtain information relevant to addressing WDNR comments received on August 17, 2017. This follow-up will include review of any available documentation of site development and its concurrence with the draft Redevelopment Plan. AECOM will also talk with the WDNR about the path forward since development occurred without an approved Redevelopment Plan. AECOM assumes that the information obtained from the engineer and builder will be sufficient to satisfy any concerns the WDNR may have and that no additional field sampling or verification will be needed. Based on this follow-up, a report documenting the redevelopment activities will be prepared and submitted to the WDNR. After that has been done, a case closure request will be prepared and submitted for final case closure of Parcel WD-L179-4. The estimated cost to complete the three components is \$8,965.

Additional Assumptions

AECOM provides the following additional assumptions pertaining to this contract amendment:

- The City will pay WDNR review fees directly to the WDNR. Because the site is enrolled in the VPLE program, the WDNR can invoice the City directly for review fees associated with the technical assistance.
- The estimated cost to complete the Redevelopment Plan, the report documenting the redevelopment activities, and the case closure request for Parcel WD-L179-4 does not include additional revisions after the initial submittals to WDNR. AECOM will provide an updated budget and request for additional funding if additional revisions are required by the WDNR.
- The estimated project cost for services does not include additional field investigation or sampling.

ESTIMATED FEES

Through August 15, 2018 we are \$9,130 over the funding approved by the City on March 23, 2017. As discussed for Task 3, AECOM is seeking to recover \$2,255 of the \$4,510 additional cost for this task. Therefore additional funding of \$6,875 is being requested for work completed to date. Our current estimate to complete the remaining scope of services (Task 7) for Parcel WD-L179-4 is \$8,965, for a total of \$15,840. This is in addition to the previously approved contract amount of \$32,500.

Task	Approved Budget	Additional Funding Request
1 – WDNR Parcel Meeting	\$1,300	\$0
2 – Liability Clarification (reallocated to WD-L179-4)	\$2,500	\$0
3 – Capping Completion Report	\$3,400	\$2,255
4 – WDNR Case Closure Request Parcel WD-L179	\$7,600	\$835
5 – Site Development Plan for Parcel WD –L179-4	\$4,000	\$0
6 – Subsequent Case Closure Requests	\$13,500	\$3,785
7 – Path Forward/Case Closure for Parcel WD-L179-4	\$0	\$8,965
Total	\$32,300	\$15,840

ACCEPTANCE

AECOM appreciates the opportunity to provide environmental services to the City of De Pere at the former O'Keefe property. If acceptable to you, please execute the attached Authorization and return it to our Green Bay, Wisconsin office. If you wish to discuss the scope of services or any other items in this proposed contract amendment, please contact me at 920-406-3110. I would also be happy to meet with you.

Yours sincerely,

AECOM Technical Services, Inc.



Jeff Maletzke, P.G.
Project Manager



Kevin L. Brehm, P.E.
Associate Vice President

c:

Attachments:
Project Summary
Authorization

Attachment: AECOM Contract Amendment 8-2018 (7395 : AECOMM Contract Amendment for O'Keefe)



AECOM
2985 South Ridge Road, Suite B
Green Bay, Wisconsin 54304

920.468.1978 tel
920.468.3312 fax

1.9.b

Authorization

August 28, 2018

I hereby authorize additional funding to AECOM in the amount of \$15,840 for the former O'Keefe property in the City of DePere, Wisconsin, as described in AECOM's Amendment above, dated August 28, 2018, with a budget authorization as stated above for each specific item under the general terms and conditions specified.

Signature

Date

Print Name

Title/Organization

I agree to accept invoices from AECOM via e-mail and not postal mail:

☐ Yes

Signature: _____

E-mail address: _____

Recipient Mr./Ms.: _____

Return to:

Name: Mr. Jeff Maletzke/AECOM

Address: 2985 South Ridge Road, Suite B,
Green Bay, WI 54304

Fax: 920-468-3312

Phone: 920-406-3110

Use or disclosure of data contained on this sheet is subject to the restriction on the first page of this document.

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Packet Pg. 60

Attachment: AECOM Contract Amendment 8-2018 (7395 : AECOMM Contract Amendment for O'Keefe)

Project Summary – updated August 28, 2018

WD-L179-3:

- Assigned ERP and VPLE cases: O'Keefe Property (Former) #1, BRRTS # 02-05-555310 and O'Keefe Property (Former) #1 (VPLE), BRRTS # 06-05-555311.
- Case closure and VPLE application nearly complete – drafted maintenance plan with recent photos of capped soil (8/8/18). Submission to WDNR pending final review and signatures.

WD-L179-4 (formerly designated WD-L179 3-1):

- Assigned ERP and VPLE cases: O'Keefe Property (Former) #2, BRRTS # 02-05-555312 and O'Keefe Property (Former) #2 (VPLE), BRRTS # 06-05-555313.
- AECOM submitted a Completion Report and NR718.12 Exemption Request and Soil Management Plan (redevelopment plan) on August 2 and 3, 2017, respectively.
- Received WDNR comments on the Completion Report and Redevelopment Plan on August 17, 2017.
- AECOM submitted revised Completion Report to WDNR on August 29, 2017.
- Revision/re-submittal of the Redevelopment Plan is pending additional detail about the fill materials. Please see e-mail correspondence to Kim Flom on 9/1/17 and to the contractors (Steve Bieda and Dave Meister) on 9/6/17.
- Revisit path forward – AECOM to speak with the engineer and builder regarding documentation of redevelopment.
- AECOM to provide the City with cost estimate to obtain final case closure as part of revised request for Contract Amendment.
- Follow up with WDNR.

WD-L179:

- Assigned ERP case: O'Keefe Property, BRRTS # 02-05-241687.
- AECOM submitted draft case closure and VPLE applications to the City of DePere for review on July 27, 2017.
- AECOM submitted the case closure and VPLE applications to the WDNR on August 29, 2017.
- AECOM hand-delivered the \$250 VPLE application fee to the WDNR on September 6, 2017.
- Received an update from the WDNR on September 8, 2017:
 - The closure request will be approved.
 - Since the temporary well B-10 could not be located for filling and sealing (abandonment), this site requires the \$350 Groundwater GIS fee be submitted and the site will be placed on the GIS Registry only for the purpose of the lost well.
 - Some administrative revisions are needed for the closure packet – received from WDNR on 9/18/17.
 - The VPLE application will be approved.
 - The application approval letter will be forthcoming.
 - The VPLE Certificate of Completion (COC) will be prepared after the final case closure letter has been completed.

- AECOM submitted revised case closure application to WDNR on September 26, 2017.
- WDNR acknowledged receipt of the revised closure packet on September 27, 2017, and asked for several additional revisions, allowing individual edited pages to be submitted via e-mail. These revisions were submitted by AECOM on September 27, 2017.
- WDNR issued the final closure letter on September 29, 2017.
- WDNR issued Certificate of Closure on October 27, 2017.

WD-L178-3:

- Not in VPLE. Assigned ERP case: Storm Water Pond Property, BRRTS # 02-05-578169.
- The Completion Report submitted on August 2 and revised on August 29, 2017, is satisfactory as the request for No Further Action. The \$350 fee for closing out the case under No Further Action still needs to be submitted.

WD-L179-1:

- Not in VPLE. Assigned ERP case: Reliance Property (Former), BRRTS # 02-05-578164.
- AECOM submitted a draft case closure to the City of DePere on September 13, 2017, for review (and signature) prior to submitting to WDNR.
- AECOM to submitted closure application to WDNR on July 25, 2018 with subsequent revised pages on August 6, 2018; complete e-copy submitted on August 13, 2018.



AECOM
2985 South Ridge Road, Suite B
Green Bay, Wisconsin 54304

920.468.1978 tel
920.468.3312 fax

March 15, 2017

Mr. Eric Rakers
City Engineer
City of De Pere
335 South Broadway
De Pere, WI 54235

Ms. Kim Flom
Economic Development and Planning Director
City of De Pere
335 South Broadway
De Pere, WI 54235

**Subject: Proposal for Environmental Services for the
Former O'Keefe Property Located at 1463 Red Maple Road, De Pere, Wisconsin –
AECOM Proposal OPP# 628681**

Dear Mr. Rakers and Ms. Flom:

AECOM Technical Services, Inc. (AECOM) has prepared this proposal for redevelopment-related environmental tasks at the Former O'Keefe Property, in De Pere, Wisconsin. The tasks in this proposal are presented to allow the City of DePere (City) to approve and fund services on a task by task basis. These services include proposed project submittals and communications with the Wisconsin Department of Natural Resources (WDNR) needed for site redevelopment as it relates to the on-going contaminated soil capping. In addition, these services are needed to eventually submit Bureau of Remediation and Redevelopment Tracking System (BRRTS) case closure requests to the WDNR for the open project cases. Some tasks may also be needed to provide environmental liability clarification to a future property developer as the sites have not yet received BRRTS case closure. The former O'Keefe project sites were enrolled in the WDNR's Voluntary Party Liability Exemption (VPLE) program in 2010.

Based on conference calls between AECOM and the City on January 19, and March 8, 2017, AECOM understands that the capping of contaminated soil on parcel WD-L179-3 at the O'Keefe site has not been fully completed in accordance with the 2016 Soil Management Plan (SMP). The capped area still requires some degree of surface grading and/or additional cover placement. Following the January 19 conversation AECOM called the WDNR to ask if we could proceed with a case closure on one of the parcels (WD-L179-3-1) from which soil was removed, but not the parcel on which the capped soils were placed (WD-L179-3). The WDNR indicated verbally that we could not submit a capping completion (remedial action documentation) report until the remediation was completed in accordance with SMP nor could we submit a case closure request until capping was completed. A follow up email on January 19 (city of DePere copied), confirmed the conversation. In the January 19 email, the WDNR also requested that the parties meet to help correlate current parcel boundaries to BRRTS case numbers. The WDNR email documented that the 2017 parcel

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Attachment: AECOM March Agreement (7395 : AECOM Contract Amendment for O'Keefe)

boundaries do not fully correlate with the 2010 parcel boundaries identified when the sites were originally enrolled in the VPLE program.

Furthermore, the City recently informed AECOM that there is an interested buyer for Parcel WD-L179-3-1. As of early March, the buyer has a high level conceptual site development plan for a commercial facility with parking lots and some green space. Soil with analyte concentrations above industrial direct contact levels was removed from parcel WD-L179-3-1. However, soil with analyte concentrations above non-industrial contamination levels remain on-site, and needs to be managed on this commercially-zoned site. In a March 8 email, the WDNR indicated that prior to site development, an environmental site development plan would be need to be submitted to WDNR outlining management of soil with non-industrial soil contamination exceedances.

The following provides a summary of environmental related tasks and/or submittals to address the items discussed above. Some of the tasks will be needed for an eventual case closure and some are optional depending on potential of redevelopment.

Task 1 – WDNR Parcel Meeting (required for closure)

AECOM representatives will attend a meeting with the City and the WDNR to help clarify the current parcel boundaries relative to the BRRTS case numbers. AECOM will prepare a brief letter following the meeting to summarize discussion and document decisions. The letter may include an aerial photo depicting the parcels, but does not include any site surveying or preparation of other detailed site maps. Costs associated with this task are estimated at \$1,300.

Task 2 – Liability Clarification (optional)

A General Liability Clarification (GLC) request letter may be needed if case closure cannot progress due to incomplete capping but a future property buyer would like to move forward with a purchase and construction on Parcel WD-L179-3-1. The clarification letter would request WDNR concurrence (written response) that: 1) even though the capping is not completed on parcel WD-L179-3-1, the contamination is sufficiently delineated; 2) soil contamination with industrial exceedances is removed to the extent practicable (localized industrial exceedances are present in the far northwest corner of the parcel in an inaccessible utility corridor); and 3) closure can be granted once capping is properly completed on Parcel WD-L179-3 and a case closure request submitted. Costs associated with this task are estimated to be approximately \$2,500.

Task 3 – Capping Completion Report (required for closure)

Once capping is properly completed, AECOM will compile a remedial action (completion) report. As of March 2017, a completion report has not been compiled because the capping has not been completed in accordance with the SMP. The completion report will include a narrative of the capping actions including a concluding statement of whether or not capping is complete. The report will include figures and cross-sections from the City depicting the extent of excavation (both proposed and actual) along with PAH soil sample locations in two of the areas and calculated volumes of material from each of the five excavation Areas (A, B, C, D, E, F). AECOM will provide review and suggestions for the figures but this task assumes the City will prepare the maps. The report will also include a photo log of capping actions. Costs associated with this task are estimated at approximately \$3,400.

Task 4 - WDNR Case Closure Request Parcel WD-L179 3-1 (required for closure).

A Case Closure Request for Parcel WD-L179-3-1 will include the following subtasks:

- WDNR Closure Form 4400-220
- Description of regional geology/hydrogeology
- Narrative of past operations
- Discussion of historic site assessments in 1999/2000, 2009/10, and 2014-2016
- Summary tables of historic soil and groundwater data
- Property information including deeds, parcel maps, and certified survey map if available
- Site figures/cross-sections
- Discussion of any continuing obligations
- Justification for closure discussion

It has been AECOM's experience that it may take several iterations of the closure package to satisfy the often changing requirements of a particular WDNR project manager and the case closure reviewers. This task includes the initial submittal of the case closure request for Parcel WD-L179-3-1 with an estimated cost of \$7,600. AECOM will provide an updated budget and request for additional funding if revisions are required by the WDNR.

Task 5 - Site Development Plan for Parcel WD-L179-3-1 (optional)

This task includes preparation of a Site Development Plan for Parcel L179-3-1. We understand that a party is considering construction of Parcel L179 3-1. As previously mentioned, soil with analyte concentrations above non-industrial contamination levels remain on-site and need to be addressed for this commercially-zoned property. In a March 8, 2017 email, the WDNR outlined their requirements for the Site Development Plan including: 1) delineation of proposed capped areas (buildings and parking lots); 2) plan for management of contaminated soils disturbed during construction; 3) a testing plan for any imported soil on this VPLE site; and 4) a description of a proposed dry retention area. The estimated cost for this task is approximately \$4,000.

Task – 6 Subsequent Case Closure Requests

For the remaining parcels, AECOM will compile closure requests similar to Parcel WD-L179-3-1. Each closure request will be unique to the respective parcel but efficiency will be gained from the Case Closure Request for Parcel WD-L179 3-1. For example, historic site use and regional geology/hydrogeology information will be very similar for each closure request. Pending the outcome of the WDNR meeting to address re-identification of the parcels relative to the BRRS database (Task 1) there could be two or three additional parcels that will need formal closure requests. Accordingly, costs for this task assume the need for three additional closure requests at \$4,500 per parcel for a total of \$13,500. These closure requests will be completed after Parcel WD-L179-3-1.

Additional Assumptions

AECOM provides the following additional assumptions regarding this project:

- The City will provide figures and volume calculations depicting the soil excavation and capping areas. AECOM has some of that information already.
- The City will pay WDNR review fees directly to the WDNR. Because the site is enrolled in the VPLE program, the WDNR can invoice the City directly for review fees associated with the technical assistance.
- Project management will involve handling project information requests, coordination of the development of the documents described above, and scheduling.
- AECOM's estimated cost for professional environmental consulting services to meet the scope of work is addressed in each task. This proposal is designed to allow the City to approve and fund this project at the task level.
- The costs for each task include technical services and other direct costs (ODCs) such as copying and hard copy printing.
- The estimated project cost for services is limited to those tasks and associated activities described in this proposal.
- AECOM is not responsible for delays or scope changes outside its direct control. If conditions are not as expected or if additional factors impact the scope of services or cost estimate, the City will be contacted in order to discuss how to proceed.
- AECOM will perform the scope of work discussed in this proposal, and any optional or additional tasks authorized, on a time-and-material basis in accordance with the attached Commercial Terms and General Conditions.

Schedule

AECOM can proceed immediately with the scheduling the WDNR meeting or assisting the City with preparation of a Site Development Plan. The schedule for preparing the completion report and the case closure requests cannot be determined until the capping has been completed.

Proposal Acceptance

Please indicate your acceptance of this proposal dated March 15, 2017, by having an authorized representative of your firm execute the attached Authorization and return it to our Green Bay, Wisconsin office. Note that we cannot begin work until the signed authorization is returned. If you have questions regarding the proposal, please call Jeff Maletzke at 920-406-3110 or Bob Mottl at 920-406-3147.

AECOM

5

AECOM appreciates the opportunity to provide environmental services to the City of De Pere at the former O'Keefe property.

Sincerely,

AECOM Technical Services, Inc.



Jeffrey D. Maletzke, P.G.
Project Manager



Kevin L. Brehm, P.E.
Associate Vice President

Attachments:

Authorization
Commercial Terms
General Conditions

Attachment: AECOMM March Agreement (7395 : AECOMM Contract Amendment for O'Keefe)

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Commercial Terms

Time and Materials Agreement

Effective January 1, 2013

SCOPE OF SERVICES – AECOM Technical Services, Inc., referred to herein as "AECOM", will perform the services described in its Proposal, or, in the absence of a proposal, as defined in writing and approved by AECOM and Client, referred to herein as "Services" in accordance with the following "Commercial Terms". These services shall be performed on a Time and Materials basis.

BILLING RATES

STAFF - Charges for all professional, technical and administrative personnel directly charging time to the project will be calculated and billed on the basis of the following staff category hourly "Billing Rates". Billing Rates are in U.S. dollars, net of all applicable taxes, duties, fees and related charges, and include fringe benefits, burden and fee.

STAFF CATEGORY	RATE/HOUR
Technician I, Project Administrator I	\$50.00
Data Administrator I, Technician II	\$60.00
Project Controls I, Scientist I, Project Administrator II, Construction Mgmt I	\$70.00
Scientist II, Engineer I, Data Administrator II, Construction Mgmt II, Technician III	\$85.00
Project Controls II, Scientist III, Engineer II, Technician IV, Data Administrator III, Project Administrator III	\$100.00
Project Manager I, Scientist IV, Engineer III, Construction Mgmt III	\$110.00
Scientist V, Engineer IV	\$125.00
Project Director I, Project Manager II, Construction Mgmt IV	\$145.00
Project Director II, Engineer V	\$155.00
Project Director III, Project Director IV	\$175.00

AECOM may revise these rates annually. All staff personnel have been classified in the above staff categories based on discipline skills, education and experience level.

All travel, to a maximum of eight hours per day, will be charged at the Billing Rates. Billing Rates are based on a forty-hour work week. Overtime hours for exempt employees (non-hourly) will be charged at the standard Billing Rates. Overtime hours of non-exempt (hourly-non-supervisory) employees are charged at 130% of the Billing Rates.

LITIGATION SUPPORT - In the event that AECOM's employees are requested by Client or compelled by subpoena or otherwise by any party to give expert or witness testimony or otherwise participate in a judicial or administrative proceeding involving the Client at any time, Client shall compensate AECOM at 150% of the Billing Rate, including preparation time, and shall reimburse AECOM for all out of pocket costs as provided herein.

RETAINER – AECOM may require advance deposit of funds on specific projects based upon project cost estimates. In those instances, AECOM and the Client will mutually provide terms for the deposit of advance payments and provisions for crediting such advances against invoices for Services completed.

OTHER DIRECT COSTS - "Other Direct Costs" are all costs and expenses incurred by AECOM directly attributable to the performance of Services together with a ten percent (10%) fee. Other Direct Costs include subcontracts, materials, shipping charges, special fees, permits, special insurance and licenses, outside computer time, and miscellaneous costs. Travel and travel-related expenses and equipment purchased for a project with advance authorization are computed on the basis of actual cost.

INVOICING AND PAYMENT - Invoices will be issued monthly or twice per month at AECOM's option. Invoices will include a listing of staff categories, hours worked, rates, and the Other Direct Costs. Invoices may be sent electronically at AECOM's discretion. Any variance from this invoice format will be completed at the client's expense. Payments can be made by electronic funds transfers to the routing number listed on the invoice or manually to the address appearing on the invoice due upon receipt. Invoices not paid within thirty (30) days are subject to interest from the 31st day at the rate of 1-1/2% per month (18% per annum) but not to exceed the maximum interest allowed by law. In addition, AECOM may, after giving seven (7) days written notice to Client, suspend Services without liability until the Client has paid in full all amounts due AECOM on account of Services rendered and expenses incurred including interest on past due invoices or terminate Services without liability. If there is a disputed amount on an invoice, Client agrees to pay all undisputed amounts in the thirty (30) day period. In the event that AECOM places Client's account in the hands of an attorney for collection, Client agrees to pay AECOM all fees and expenses, including attorneys' fees and expert fees, necessitated thereby.

SECURITY INTEREST – Client hereby grants AECOM a security interest in and to any and all machinery, equipment, other rights, assets, and property, tangible and intangible, wherever located, now owned or hereafter acquired by Client from AECOM, and any and all proceeds, additions or accessions to any and all of the foregoing, to secure the payment and performance by Client of any and all direct or indirect obligations, indebtedness and claims, whether contingent or fixed, now existing or hereafter arising, from Client to AECOM.

ESTIMATES OF COSTS AND SCHEDULES - AECOM's estimates of costs and schedules are for Client's budget and planning assistance only. Cost and schedule estimates are based on AECOM's best judgment of the requirements known at the time of the proposal and can be



influenced favorably or adversely by Client needs and other circumstances. AECOM will endeavor to perform the Services and accomplish the objectives within the estimated costs and schedule, but in no event shall AECOM's estimate be interpreted as a not-to-exceed or fixed price. In the event AECOM is required to exceed its original estimate for any reason, the Client may wish to (1) redefine the scope of Services in order to accomplish Client's budget objectives, or (2) terminate Services at a specific expenditure level. If option (2) is chosen, AECOM will turn over all information to the extent completed at the authorized level without further obligation or liability to either party except payment for Services performed. Notwithstanding any other terms to the contrary, AECOM shall be entitled to a change order for additional compensation or additional time to perform its work, in the event that work outside the Services is requested or required to be performed by AECOM, or in the event that the assumptions underlying AECOM's proposal prove to be different from the facts actually encountered by AECOM during the performance of the Services.

AGREEMENT - These Commercial Terms Form 103A (01/13) and the attached General Conditions Form 102 (01/13) govern the performance of the Services and rights and obligations of the parties.



AECOM
2985 South Ridge Road, Suite B
Green Bay, Wisconsin 54304

920.468.1978 tel
920.468.3312 fax

Authorization

March 15, 2017

I hereby authorize AECOM to proceed with the scope of work for the former O'Keefe property in the City of De Pere, Wisconsin, as described in AECOM's proposal above, dated March 15, 2017, with a budget authorization which is stated in the proposal above for each specific item under the general terms and conditions specified in the proposal.

Signature E. P. Rakowski Date 3/23/17
Print Name ERIC RAKOWSKI
Title/Organization CITY ENGINEER

I agree to accept invoices from AECOM via e-mail and not postal mail:

☒ Yes

Signature:

E. P. Rakowski

E-mail address:

ERAKOWSKI@MAIL.DE-PERE.WI

Recipient Mr/Ms:

Return to:

Name: Mr. Jeff Maletzke/AECOM

Address: 2985 South Ridge Road, Suite B,
Green Bay, WI 54304

Fax: 920-468-3312

Phone: 920-406-3149

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Attachment: AECOM March Agreement (7395 : AECOM Contract Amendment for O'Keefe)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Recommendation of the Board of Public Works to Award the Contract for Project 18-14 Pine Trail Crossing Street & Utility Construction to Kruczek Construction Inc. in the Amount of \$1,755,000.00.

The Board of Public Works at the September 10, 2018 meeting voted unanimously to award the contract for Project 18-14 Pine Trail Crossing Street and Utility Construction to Kruczek Construction, Inc. in the amount of \$1,755,000.00. In addition, award of the project is contingent of the official recording of the subdivision plat.

The Engineering Department received bids for Project 18-14 Pine Trail Crossing Street and Utility Construction on September 6, 2018. This project involves the construction of the streets and corresponding utilities for the new Pine Trail Crossing subdivision on the City's southeast side. The bids received are as follows:

Contractor	Amount
Kruczek Construction, Inc.	\$1,755,000.00
Dorner Inc.	\$1,810,529.00
Jossart Brothers, Inc.	\$1,827,290.00
Feaker & Sons Co. Inc.	\$1,835,653.60
Peters Concrete Company	\$1,851,559.00
Advance Construction, Inc.	\$2,225,947.00
PTS Contractors, Inc.	\$2,279,697.00
David Tenor Corporation	\$2,304,895.15

The funding for this project will primarily be through the developer's agreement for the new Pine Trail Crossing Subdivision. Staff will have more funding details at the Board of Public Works meeting.

ATTACHMENTS:

- Project 18-14 Bid Tab (PDF)

**PROJECT 18-14 ASPHALT, CURB AND SEWER REPAIR
BID TAB**



1.10.a

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4	
				KRUCZEK CONSTRUCTION, INC.		DORNER INC.		JOSSART BROTHERS, INC.		FEAKER & SONS CO. INC.	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SANITARY SEWER											
SS-01	Provide 8" PVC Sanitary Sewer (Granular Backfill)	LF	2,900	\$52.00	\$150,800.00	\$65.00	\$188,500.00	\$61.00	\$176,900.00	\$60.00	\$174,000.00
SS-02	Provide 8" PVC Sanitary Sewer (Natural Backfill)	LF	1,200	\$29.00	\$34,800.00	\$35.00	\$42,000.00	\$25.00	\$30,000.00	\$33.00	\$39,600.00
SS-03	Provide 8" PVC Sanitary Sewer Lateral (Ryan Road)	LF	15	\$61.00	\$915.00	\$44.00	\$660.00	\$70.00	\$1,050.00	\$59.00	\$885.00
SS-04	Provide 4" PVC Sanitary Sewer Force Main (Granular Backfill)	LF	50	\$75.00	\$3,750.00	\$75.00	\$3,750.00	\$39.00	\$1,950.00	\$52.00	\$2,600.00
SS-05	Provide 4" PVC Sanitary Force Main (Natural Backfill)	LF	900	\$19.00	\$17,100.00	\$20.00	\$18,000.00	\$22.00	\$19,800.00	\$29.00	\$26,100.00
SS-06	Provide 4" PVC Sanitary Sewer Lateral	LF	1,800	\$32.00	\$57,600.00	\$35.00	\$63,000.00	\$38.00	\$68,400.00	\$41.00	\$73,800.00
SS-07	Provide 8"x4" Sanitary Wye	EA	61	\$45.00	\$2,745.00	\$65.00	\$3,965.00	\$50.00	\$3,050.00	\$50.00	\$3,050.00
SS-08	Provide Sanitary Riser	VF	5	\$200.00	\$1,000.00	\$50.00	\$250.00	\$75.00	\$375.00	\$50.00	\$250.00
SS-09	Provide 4' Diameter Sanitary Sewer Manhole	VF	170	\$200.00	\$34,000.00	\$260.00	\$44,200.00	\$295.00	\$50,150.00	\$265.00	\$45,050.00
SS-10	Provide Lift Station	LS	1	\$185,000.00	\$185,000.00	\$265,000.00	\$265,000.00	\$194,000.00	\$194,000.00	\$248,600.00	\$248,600.00
SS-11	Core Drill Into Existing Sanitary Manhole	EA	1	\$300.00	\$300.00	\$750.00	\$750.00	\$1,500.00	\$1,500.00	\$600.00	\$600.00
STORM SEWER											
ST-01	Provide 34"x53" RCP Class III Storm Sewer	LF	80	\$150.00	\$12,000.00	\$141.00	\$11,280.00	\$137.00	\$10,960.00	\$100.00	\$8,000.00
ST-02	Provide 30" RCP Class III, PVC or PP Storm Sewer	LF	1,650	\$76.00	\$125,400.00	\$57.00	\$94,050.00	\$61.00	\$100,650.00	\$56.00	\$92,400.00
ST-03	Provide 24" RCP Class III, PVC or PP Storm Sewer	LF	170	\$60.00	\$10,200.00	\$46.00	\$7,820.00	\$61.00	\$10,370.00	\$55.00	\$9,350.00
ST-04	Provide 21" RCP Class III, PVC or PP Storm Sewer	LF	240	\$56.00	\$13,440.00	\$48.00	\$11,520.00	\$61.00	\$14,640.00	\$54.00	\$12,960.00
ST-05	Provide 18" RCP Class III, PVC or PP Storm Sewer	LF	420	\$57.00	\$23,940.00	\$51.00	\$21,420.00	\$57.00	\$23,940.00	\$51.00	\$21,420.00
ST-06	Provide 15" RCP Class III or PVC Storm Sewer	LF	160	\$47.00	\$7,520.00	\$39.00	\$6,240.00	\$57.00	\$9,120.00	\$46.00	\$7,360.00
ST-07	Provide 12" RCP Class III or PVC Storm Sewer (Granular Backfill)	LF	2,300	\$38.00	\$87,400.00	\$31.00	\$71,300.00	\$42.00	\$96,600.00	\$39.00	\$89,700.00
ST-08	Provide 12" RCP Class III or PVC Storm Sewer (Natural Backfill)	LF	425	\$24.00	\$10,200.00	\$25.00	\$10,625.00	\$26.00	\$11,050.00	\$29.00	\$12,325.00
ST-09	Provide 8" PVC Storm Sewer	LF	1,200	\$28.00	\$33,600.00	\$24.00	\$28,800.00	\$36.00	\$43,200.00	\$30.00	\$36,000.00
ST-10	Provide 6" PVC Storm Sewer Lateral	LF	1,450	\$30.00	\$43,500.00	\$21.00	\$30,450.00	\$26.00	\$37,700.00	\$26.00	\$37,700.00
ST-11	Provide 24"x6" Storm Branch or Inserta Tee	EA	2	\$265.00	\$530.00	\$150.00	\$300.00	\$150.00	\$300.00	\$200.00	\$400.00
ST-12	Provide 18"x6" Storm Branch or Inserta Tee	EA	1	\$265.00	\$265.00	\$140.00	\$140.00	\$140.00	\$140.00	\$185.00	\$185.00
ST-13	Provide 12"x6" Storm Branch or Inserta Tee	EA	25	\$165.00	\$4,125.00	\$140.00	\$3,500.00	\$140.00	\$3,500.00	\$125.00	\$3,125.00
ST-14	Provide 8"x6" Storm Branch or Inserta Tee	EA	10	\$165.00	\$1,650.00	\$65.00	\$650.00	\$75.00	\$750.00	\$90.00	\$900.00
ST-15	Provide 5' Diameter Storm Manhole	VF	60	\$385.00	\$23,100.00	\$385.00	\$23,100.00	\$515.00	\$30,900.00	\$450.00	\$27,000.00
ST-16	Provide 4' Diameter Storm Manhole	VF	125	\$300.00	\$37,500.00	\$290.00	\$36,250.00	\$415.00	\$51,875.00	\$385.00	\$48,125.00
ST-17	Provide Type A Inlet	EA	7	\$1,700.00	\$11,900.00	\$1,650.00	\$11,550.00	\$1,650.00	\$11,550.00	\$1,465.00	\$10,255.00
ST-18	Provide Type B Inlet	EA	28	\$1,500.00	\$42,000.00	\$1,600.00	\$44,800.00	\$1,800.00	\$50,400.00	\$1,810.00	\$50,680.00
ST-19	Provide 34"x53" RCP Endwall	EA	2	\$2,000.00	\$4,000.00	\$1,500.00	\$3,000.00	\$2,000.00	\$4,000.00	\$2,470.00	\$4,940.00
ST-20	Provide 30" RCP Endwall	EA	1	\$1,000.00	\$1,000.00	\$700.00	\$700.00	\$900.00	\$900.00	\$1,510.00	\$1,510.00
ST-21	Provide 12" RCP Endwall	EA	4	\$700.00	\$2,800.00	\$350.00	\$1,400.00	\$250.00	\$1,000.00	\$780.00	\$3,120.00
WATERMAIN											
W-01	Provide 16" PVC Water Main (Granular Backfill)	LF	5	\$300.00	\$1,500.00	\$371.00	\$1,855.00	\$150.00	\$750.00	\$90.00	\$450.00
W-02	Provide 12" PVC Water Main (Natural Backfill)	LF	430	\$37.00	\$15,910.00	\$40.00	\$17,200.00	\$38.00	\$16,340.00	\$43.00	\$18,490.00
W-03	Provide 8" PVC Water Main (Granular Backfill)	LF	190	\$36.50	\$6,935.00	\$41.00	\$7,790.00	\$50.00	\$9,500.00	\$41.00	\$7,790.00
W-04	Provide 8" PVC Water Main (Natural Backfill)	LF	2,900	\$25.50	\$73,950.00	\$25.00	\$72,500.00	\$29.00	\$84,100.00	\$28.00	\$81,200.00
W-05	Provide 8" PVC Water Service (Ryan Road)	LF	80	\$65.00	\$5,200.00	\$47.00	\$3,760.00	\$45.00	\$3,600.00	\$41.00	\$3,280.00
W-06	Provide 1" HDPE Water Service	LF	1,600	\$42.00	\$67,200.00	\$17.00	\$27,200.00	\$24.00	\$38,400.00	\$28.00	\$44,800.00
W-07	Directional Drill 1" HDPE Water Service (Ryan Road)	LF	530	\$42.00	\$22,260.00	\$21.00	\$11,130.00	\$33.00	\$17,490.00	\$31.00	\$16,430.00
W-08	Provide 1" Corporation and Curb Stop	EA	61	\$315.00	\$19,215.00	\$350.00	\$21,350.00	\$335.00	\$20,435.00	\$325.00	\$19,825.00
W-09	Provide 8" Gate Valve	EA	9	\$1,585.00	\$14,265.00	\$1,580.00	\$14,220.00	\$1,700.00	\$15,300.00	\$1,570.00	\$14,130.00
W-10	Provide 6" Gate Valve	EA	1	\$1,150.00	\$1,150.00	\$1,150.00	\$1,150.00	\$1,250.00	\$1,250.00	\$1,170.00	\$1,170.00
W-11	Provide Connection to Existing Water Main	EA	2	\$1,250.00	\$2,500.00	\$2,000.00	\$4,000.00	\$2,000.00	\$4,000.00	\$2,285.00	\$4,570.00
W-12	Provide Hydrant (6.5' Bury)	EA	6	\$3,850.00	\$23,100.00	\$3,630.00	\$21,780.00	\$3,800.00	\$22,800.00	\$3,600.00	\$21,600.00
W-13	Provide 6" PVC Hydrant Lead	LF	30	\$60.00	\$1,800.00	\$30.00	\$900.00	\$30.00	\$900.00	\$36.00	\$1,080.00
W-14	Provide Water Service Offset (Ryan Road)	EA	1	\$2,284.00	\$2,284.00	\$3,500.00	\$3,500.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00

Attachment: Project 18-14 Bid Tab (7422 : Recommendation of BOPW to Award Contract for Project 18-

**PROJECT 18-14 ASPHALT, CURB AND SEWER REPAIR
BID TAB**



1.10.a

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4	
				KRUCZEK CONSTRUCTION, INC.		DORNER INC.		JOSSART BROTHERS, INC.		FEAKER & SONS CO. INC.	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
STREET DRAINAGE											
SD-01	Provide Clearing and Grubbing	LS	1	\$35,000.00	\$35,000.00	\$19,000.00	\$19,000.00	\$20,000.00	\$20,000.00	\$42,550.00	\$42,550.00
SD-02	Unclassified Excavation	CY	5,040	\$11.40	\$57,456.00	\$11.60	\$58,464.00	\$12.00	\$60,480.00	\$11.63	\$58,615.20
SD-03	Unclassified Excavation (Pond)	CY	12,810	\$7.25	\$92,872.50	\$7.25	\$92,872.50	\$7.50	\$96,075.00	\$7.24	\$92,744.40
SD-04	Backyard Swale Ditching	SY	350	\$7.25	\$2,537.50	\$7.25	\$2,537.50	\$7.40	\$2,590.00	\$7.80	\$2,730.00
SD-05	Provide 1 1/4" Crushed Aggregate Base Course	TON	8,200	\$11.00	\$90,200.00	\$11.15	\$91,430.00	\$11.50	\$94,300.00	\$11.17	\$91,594.00
SD-06	Provide Asphaltic Concrete Pavement Type 4 LT 58-28 (Upper Layer) (Lot 8 & Outlot 1)	TON	70	\$110.00	\$7,700.00	\$112.00	\$7,840.00	\$115.30	\$8,071.00	\$112.00	\$7,840.00
SD-07	Provide Asphaltic Concrete Pavement Type 3 LT 58-28 (Lower Layer)	TON	1,150	\$69.00	\$79,350.00	\$69.75	\$80,212.50	\$74.00	\$85,100.00	\$69.92	\$80,408.00
SD-08	Provide 24" Concrete Curb and Gutter (Slip Form)	LF	5,500	\$10.25	\$56,375.00	\$10.30	\$56,650.00	\$10.65	\$58,575.00	\$10.34	\$56,870.00
SD-09	Remove and Replace 9-Inch Concrete Pavement with Integral Curb	SY	85	\$78.00	\$6,630.00	\$86.80	\$7,378.00	\$95.00	\$8,075.00	\$83.00	\$7,055.00
SD-10	Provide 6" Concrete Sidewalk and Driveway	SY	20	\$56.00	\$1,120.00	\$55.00	\$1,100.00	\$57.00	\$1,140.00	\$56.00	\$1,120.00
SD-11	Provide 4" Concrete Sidewalk	SY	60	\$50.00	\$3,000.00	\$45.80	\$2,748.00	\$47.00	\$2,820.00	\$46.00	\$2,760.00
SD-12	Provide #4 Reinforcement Bars	LF	3,600	\$1.00	\$3,600.00	\$0.75	\$2,700.00	\$0.80	\$2,880.00	\$0.80	\$2,880.00
SD-13	Drilled Tie Bars	EA	60	\$8.50	\$510.00	\$8.15	\$489.00	\$8.40	\$504.00	\$8.20	\$492.00
SD-14	Landscaping – Topsoil, Seed, Fertilizer and Mulch	SY	33,500	\$2.00	\$67,000.00	\$3.50	\$117,250.00	\$2.30	\$77,050.00	\$1.40	\$46,900.00
SPECIAL CONSTRUCTION											
SC-01	Pipe Foundation Stabilization	CY	100	16	\$1,600.00	22	\$2,200.00	\$15.00	\$1,500.00	\$22.00	\$2,200.00
SC-02	Provide Silt Fence	LF	650	2	\$1,300.00	2.25	\$1,462.50	\$2.00	\$1,300.00	\$2.00	\$1,300.00
SC-03	Inlet Protection Type B	EA	35	40	\$1,400.00	60	\$2,100.00	\$75.00	\$2,625.00	\$50.00	\$1,750.00
SC-04	Provide Heavy Rip Rap w/ Geotextile Fabric (Type HR) (Pond)	SY	20	50	\$1,000.00	51	\$1,020.00	\$53.00	\$1,060.00	\$51.00	\$1,020.00
SC-05	Provide Heavy Rip Rap w/ Geotextile Fabric (Type HR)	SY	20	50	\$1,000.00	51	\$1,020.00	\$53.00	\$1,060.00	\$51.00	\$1,020.00
SC-06	Tracking Pad	EA	3	1000	\$3,000.00	1250	\$3,750.00	\$1,000.00	\$3,000.00	\$1,000.00	\$3,000.00
SC-07	Install, Maintain, & Remove Rock Filled Erosion Control Bags	EA	100	10	\$1,000.00	10	\$1,000.00	\$10.00	\$1,000.00	\$10.00	\$1,000.00
TOTAL					\$1,755,000.00		\$1,810,529.00		\$1,827,290.00		\$1,835,653.60

Attachment: Project 18-14 Bid Tab (7422 : Recommendation of BOPW to Award Contract for Project 18-

**PROJECT 18-14 ASPHALT, CURB AND SEWER REPAIR
BID TAB**



1.10.a

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 5		BIDDER NO. 6		BIDDER NO. 7		BIDDER NO. 8	
				PETERS CONCRETE COMPANY		ADVANCE CONSTRUCTION, INC.		PTS CONTRACTORS, INC.		DAVID TENOR CORPORATION	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SANITARY SEWER											
SS-01	Provide 8" PVC Sanitary Sewer (Granular Backfill)	LF	2,900	\$60.00	\$174,000.00	\$84.00	\$243,600.00	\$74.00	\$214,600.00	\$75.00	\$217,500.00
SS-02	Provide 8" PVC Sanitary Sewer (Natural Backfill)	LF	1,200	\$37.90	\$45,480.00	\$41.00	\$49,200.00	\$40.00	\$48,000.00	\$51.00	\$61,200.00
SS-03	Provide 8" PVC Sanitary Sewer Lateral (Ryan Road)	LF	15	\$75.00	\$1,125.00	\$44.00	\$660.00	\$77.00	\$1,155.00	\$65.00	\$975.00
SS-04	Provide 4" PVC Sanitary Sewer Force Main (Granular Backfill)	LF	50	\$50.00	\$2,500.00	\$50.00	\$2,500.00	\$69.00	\$3,450.00	\$63.00	\$3,150.00
SS-05	Provide 4" PVC Sanitary Force Main (Natural Backfill)	LF	900	\$26.50	\$23,850.00	\$26.00	\$23,400.00	\$29.00	\$26,100.00	\$54.00	\$48,600.00
SS-06	Provide 4" PVC Sanitary Sewer Lateral	LF	1,800	\$42.50	\$76,500.00	\$55.50	\$99,900.00	\$54.00	\$97,200.00	\$58.00	\$104,400.00
SS-07	Provide 8"x4" Sanitary Wye	EA	61	\$80.00	\$4,880.00	\$44.00	\$2,684.00	\$102.00	\$6,222.00	\$70.00	\$4,270.00
SS-08	Provide Sanitary Riser	VF	5	\$100.00	\$500.00	\$49.00	\$245.00	\$290.00	\$1,450.00	\$65.00	\$325.00
SS-09	Provide 4' Diameter Sanitary Sewer Manhole	VF	170	\$255.00	\$43,350.00	\$270.00	\$45,900.00	\$350.00	\$59,500.00	\$310.00	\$52,700.00
SS-10	Provide Lift Station	LS	1	\$249,000.00	\$249,000.00	\$326,000.00	\$326,000.00	\$333,600.00	\$333,600.00	\$260,000.00	\$260,000.00
SS-11	Core Drill Into Existing Sanitary Manhole	EA	1	\$1,000.00	\$1,000.00	\$750.00	\$750.00	\$850.00	\$850.00	\$1,300.00	\$1,300.00
STORM SEWER											
ST-01	Provide 34"x53" RCP Class III Storm Sewer	LF	80	\$115.00	\$9,200.00	\$133.00	\$10,640.00	\$137.00	\$10,960.00	\$120.00	\$9,600.00
ST-02	Provide 30" RCP Class III, PVC or PP Storm Sewer	LF	1,650	\$57.00	\$94,050.00	\$68.00	\$112,200.00	\$73.00	\$120,450.00	\$85.00	\$140,250.00
ST-03	Provide 24" RCP Class III, PVC or PP Storm Sewer	LF	170	\$55.50	\$9,435.00	\$77.00	\$13,090.00	\$72.00	\$12,240.00	\$79.00	\$13,430.00
ST-04	Provide 21" RCP Class III, PVC or PP Storm Sewer	LF	240	\$48.60	\$11,664.00	\$69.00	\$16,560.00	\$71.00	\$17,040.00	\$72.00	\$17,280.00
ST-05	Provide 18" RCP Class III, PVC or PP Storm Sewer	LF	420	\$55.60	\$23,352.00	\$69.00	\$28,980.00	\$71.00	\$29,820.00	\$78.00	\$32,760.00
ST-06	Provide 15" RCP Class III or PVC Storm Sewer	LF	160	\$51.00	\$8,160.00	\$68.00	\$10,880.00	\$57.00	\$9,120.00	\$70.00	\$11,200.00
ST-07	Provide 12" RCP Class III or PVC Storm Sewer (Granular Backfill)	LF	2,300	\$38.50	\$88,550.00	\$65.00	\$149,500.00	\$48.00	\$110,400.00	\$65.00	\$149,500.00
ST-08	Provide 12" RCP Class III or PVC Storm Sewer (Natural Backfill)	LF	425	\$30.70	\$13,047.50	\$40.00	\$17,000.00	\$33.00	\$14,025.00	\$50.00	\$21,250.00
ST-09	Provide 8" PVC Storm Sewer	LF	1,200	\$28.00	\$33,600.00	\$51.00	\$61,200.00	\$33.00	\$39,600.00	\$58.00	\$69,600.00
ST-10	Provide 6" PVC Storm Sewer Lateral	LF	1,450	\$25.10	\$36,395.00	\$50.00	\$72,500.00	\$36.00	\$52,200.00	\$55.00	\$79,750.00
ST-11	Provide 24"x6" Storm Branch or Inserta Tee	EA	2	\$270.00	\$540.00	\$180.00	\$360.00	\$257.00	\$514.00	\$295.00	\$590.00
ST-12	Provide 18"x6" Storm Branch or Inserta Tee	EA	1	\$260.00	\$260.00	\$165.00	\$165.00	\$240.00	\$240.00	\$250.00	\$250.00
ST-13	Provide 12"x6" Storm Branch or Inserta Tee	EA	25	\$180.00	\$4,500.00	\$137.00	\$3,425.00	\$226.00	\$5,650.00	\$225.00	\$5,625.00
ST-14	Provide 8"x6" Storm Branch or Inserta Tee	EA	10	\$160.00	\$1,600.00	\$80.00	\$800.00	\$142.00	\$1,420.00	\$125.00	\$1,250.00
ST-15	Provide 5' Diameter Storm Manhole	VF	60	\$460.00	\$27,600.00	\$400.00	\$24,000.00	\$455.00	\$27,300.00	\$585.00	\$35,100.00
ST-16	Provide 4' Diameter Storm Manhole	VF	125	\$364.00	\$45,500.00	\$285.00	\$35,625.00	\$340.00	\$42,500.00	\$480.00	\$60,000.00
ST-17	Provide Type A Inlet	EA	7	\$1,230.00	\$8,610.00	\$1,300.00	\$9,100.00	\$1,775.00	\$12,425.00	\$1,500.00	\$10,500.00
ST-18	Provide Type B Inlet	EA	28	\$1,875.00	\$52,500.00	\$1,880.00	\$52,640.00	\$2,045.00	\$57,260.00	\$1,725.00	\$48,300.00
ST-19	Provide 34"x53" RCP Endwall	EA	2	\$2,625.00	\$5,250.00	\$1,770.00	\$3,540.00	\$2,285.00	\$4,570.00	\$1,610.00	\$3,220.00
ST-20	Provide 30" RCP Endwall	EA	1	\$1,825.00	\$1,825.00	\$1,000.00	\$1,000.00	\$1,110.00	\$1,110.00	\$800.00	\$800.00
ST-21	Provide 12" RCP Endwall	EA	4	\$690.00	\$2,760.00	\$620.00	\$2,480.00	\$740.00	\$2,960.00	\$460.00	\$1,840.00
WATERMAIN											
W-01	Provide 16" PVC Water Main (Granular Backfill)	LF	5	\$200.00	\$1,000.00	\$350.00	\$1,750.00	\$310.00	\$1,550.00	\$290.00	\$1,450.00
W-02	Provide 12" PVC Water Main (Natural Backfill)	LF	430	\$51.45	\$22,123.50	\$52.00	\$22,360.00	\$49.00	\$21,070.00	\$55.00	\$23,650.00
W-03	Provide 8" PVC Water Main (Granular Backfill)	LF	190	\$49.00	\$9,310.00	\$65.00	\$12,350.00	\$64.00	\$12,160.00	\$60.00	\$11,400.00
W-04	Provide 8" PVC Water Main (Natural Backfill)	LF	2,900	\$31.15	\$90,335.00	\$37.50	\$108,750.00	\$43.00	\$124,700.00	\$40.00	\$116,000.00
W-05	Provide 8" PVC Water Service (Ryan Road)	LF	80	\$74.00	\$5,920.00	\$69.00	\$5,520.00	\$73.00	\$5,840.00	\$43.00	\$3,440.00
W-06	Provide 1" HDPE Water Service	LF	1,600	\$28.60	\$45,760.00	\$45.50	\$72,800.00	\$37.00	\$59,200.00	\$37.00	\$59,200.00
W-07	Directional Drill 1" HDPE Water Service (Ryan Road)	LF	530	\$34.00	\$18,020.00	\$40.00	\$21,200.00	\$27.00	\$14,310.00	\$22.00	\$11,660.00
W-08	Provide 1" Corporation and Curb Stop	EA	61	\$300.00	\$18,300.00	\$465.00	\$28,365.00	\$540.00	\$32,940.00	\$350.00	\$21,350.00
W-09	Provide 8" Gate Valve	EA	9	\$1,550.00	\$13,950.00	\$1,500.00	\$13,500.00	\$1,565.00	\$14,085.00	\$1,600.00	\$14,400.00
W-10	Provide 6" Gate Valve	EA	1	\$1,500.00	\$1,500.00	\$1,100.00	\$1,100.00	\$1,140.00	\$1,140.00	\$1,225.00	\$1,225.00
W-11	Provide Connection to Existing Water Main	EA	2	\$2,300.00	\$4,600.00	\$2,000.00	\$4,000.00	\$1,700.00	\$3,400.00	\$1,400.00	\$2,800.00
W-12	Provide Hydrant (6.5' Bury)	EA	6	\$3,800.00	\$22,800.00	\$4,000.00	\$24,000.00	\$3,700.00	\$22,200.00	\$3,650.00	\$21,900.00
W-13	Provide 6" PVC Hydrant Lead	LF	30	\$40.00	\$1,200.00	\$37.00	\$1,110.00	\$70.00	\$2,100.00	\$39.00	\$1,170.00
W-14	Provide Water Service Offset (Ryan Road)	EA	1	\$2,500.00	\$2,500.00	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00	\$4,000.00	\$4,000.00

Attachment: Project 18-14 Bid Tab (7422 : Recommendation of BOPW to Award Contract for Project 18-

**PROJECT 18-14 ASPHALT, CURB AND SEWER REPAIR
BID TAB**



1.10.a

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 5		BIDDER NO. 6		BIDDER NO. 7		BIDDER NO. 8	
				PETERS CONCRETE COMPANY		ADVANCE CONSTRUCTION, INC.		PTS CONTRACTORS, INC.		DAVID TENOR CORPORATION	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
STREET DRAINAGE											
SD-01	Provide Clearing and Grubbing	LS	1	\$39,000.00	\$39,000.00	\$18,500.00	\$18,500.00	\$42,000.00	\$42,000.00	\$45,000.00	\$45,000.00
SD-02	Unclassified Excavation	CY	5,040	\$11.40	\$57,456.00	\$8.30	\$41,832.00	\$8.50	\$42,840.00	\$11.80	\$59,472.00
SD-03	Unclassified Excavation (Pond)	CY	12,810	\$7.10	\$90,951.00	\$4.75	\$60,847.50	\$7.60	\$97,356.00	\$7.35	\$94,153.50
SD-04	Backyard Swale Ditching	SY	350	\$7.00	\$2,450.00	\$10.00	\$3,500.00	\$11.40	\$3,990.00	\$7.25	\$2,537.50
SD-05	Provide 1 1/4" Crushed Aggregate Base Course	TON	8,200	\$10.95	\$89,790.00	\$13.00	\$106,600.00	\$11.70	\$95,940.00	\$11.34	\$92,988.00
SD-06	Provide Asphaltic Concrete Pavement Type 4 LT 58-28 (Upper Layer) (Lot 8 & Outlot 1)	TON	70	\$110.00	\$7,700.00	\$109.80	\$7,686.00	\$138.00	\$9,660.00	\$113.65	\$7,955.50
SD-07	Provide Asphaltic Concrete Pavement Type 3 LT 58-28 (Lower Layer)	TON	1,150	\$68.60	\$78,890.00	\$68.55	\$78,832.50	\$86.00	\$98,900.00	\$70.95	\$81,592.50
SD-08	Provide 24" Concrete Curb and Gutter (Slip Form)	LF	5,500	\$10.15	\$55,825.00	\$10.65	\$58,575.00	\$11.00	\$60,500.00	\$10.50	\$57,750.00
SD-09	Remove and Replace 9-Inch Concrete Pavement with Integral Curb	SY	85	\$82.00	\$6,970.00	\$80.00	\$6,800.00	\$77.00	\$6,545.00	\$77.63	\$6,598.55
SD-10	Provide 6" Concrete Sidewalk and Driveway	SY	20	\$57.00	\$1,140.00	\$59.00	\$1,180.00	\$56.00	\$1,120.00	\$55.90	\$1,118.00
SD-11	Provide 4" Concrete Sidewalk	SY	60	\$48.00	\$2,880.00	\$50.00	\$3,000.00	\$47.00	\$2,820.00	\$46.58	\$2,794.80
SD-12	Provide #4 Reinforcement Bars	LF	3,600	\$0.75	\$2,700.00	\$0.70	\$2,520.00	\$1.00	\$3,600.00	\$0.78	\$2,808.00
SD-13	Drilled Tie Bars	EA	60	\$8.00	\$480.00	\$8.00	\$480.00	\$8.50	\$510.00	\$8.28	\$496.80
SD-14	Landscaping – Topsoil, Seed, Fertilizer and Mulch	SY	33,500	\$1.35	\$45,225.00	\$2.50	\$83,750.00	\$3.50	\$117,250.00	\$2.25	\$75,375.00
SPECIAL CONSTRUCTION											
SC-01	Pipe Foundation Stabilization	CY	100	\$24.00	\$2,400.00	\$20.00	\$2,000.00	\$23.00	\$2,300.00	35	\$3,500.00
SC-02	Provide Silt Fence	LF	650	\$2.00	\$1,300.00	\$1.50	\$975.00	\$2.10	\$1,365.00	2.5	\$1,625.00
SC-03	Inlet Protection Type B	EA	35	\$60.00	\$2,100.00	\$44.00	\$1,540.00	\$57.00	\$1,995.00	60	\$2,100.00
SC-04	Provide Heavy Rip Rap w/ Geotextile Fabric (Type HR) (Pond)	SY	20	\$50.00	\$1,000.00	\$75.00	\$1,500.00	\$72.00	\$1,440.00	53	\$1,060.00
SC-05	Provide Heavy Rip Rap w/ Geotextile Fabric (Type HR)	SY	20	\$50.00	\$1,000.00	\$85.00	\$1,700.00	\$72.00	\$1,440.00	53	\$1,060.00
SC-06	Tracking Pad	EA	3	\$1,200.00	\$3,600.00	\$1,000.00	\$3,000.00	\$1,850.00	\$5,550.00	1250	\$3,750.00
SC-07	Install, Maintain, & Remove Rock Filled Erosion Control Bags	EA	100	\$8.00	\$800.00	\$7.00	\$700.00	\$8.50	\$850.00	10	\$1,000.00
TOTAL					\$1,851,559.00		\$2,225,947.00		\$2,279,697.00		\$2,304,895.15

Attachment: Project 18-14 Bid Tab (7422 : Recommendation of BOPW to Award Contract for Project 18-

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Recommendation from the License Committee on an Application for a Class "B" Fermented Malt Beverage and "Class C" Wine License for Aunt Ethel's LLC (DBA Aunt Ethel's), 377 Main Av. Submitted by Aunt Ethel's LLC, Agent: Timothy Jelinski, De Pere, WI.

ATTACHMENTS:

- Aunt Ethels_9-18-18 (PDF)

Original Alcohol Beverage Retail License Application

Submit to municipal clerk.

For the license period beginning September 19 20 18 ;
ending June 30 20 19TO THE GOVERNING BODY of the: ☐ Town of
☐ Village of } De Pere
☒ City ofCounty of Brown Aldermanic Dist. No. _____ (if required by ordinance)

1. The named
- ☐
- Individual
- ☐
- Partnership
- ☒
- Limited Liability Company
-
- ☐
- Corporation / Nonprofit Organization

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name):
- AUNT ETHEL'S LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name (Last, First, M.I.)	Home Address	Post Office & Zip Code
President/Member	<u>member</u>	<u>Jelinski, Timothy J</u>	<u>[REDACTED]</u>
Vice President/Member	<u>member</u>	<u>Jelinski, Casey E.</u>	<u>[REDACTED]</u>
Secretary/Member			
Treasurer/Member			
Agent	<u>TIMOTHY Jelinski</u>		
Directors/Managers			

3. Trade Name
- AUNT ETHEL'S LLC
- Business Phone Number
- 920 370 5212

4. Address of Premises
- 377 MAIN AVE
- Post Office & Zip Code
- De Pere 54415

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☒ Yes ☐ No
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 8-13-18 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No
- (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
- 2000 sq ft space, front room + back room, long corridor, sidelines thru + cgn

10. Legal description (omit if street address is given above): _____

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?
- ☐
- Yes
- ☒
- No

(b) If yes, under what name was license issued? _____

12. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277].
- ☒
- Yes
- ☐
- No

13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776].
- ☒
- Yes
- ☐
- No

14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?
- ☒
- Yes
- ☐
- No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>8-22-18</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Recommendation from the License Committee on an Application for a Class "A" Fermented Malt Beverage/"Class A" Intoxicating Liquor License for Aldi Inc. Wisconsin (DBA Aldi #53), 1100 Main Av. Submitted by Aldi Inc. Wisconsin, Agent: Bradley Schmidt, De Pere, WI.

ATTACHMENTS:

- Aldi_9-18-18 (PDF)

Original Alcohol Beverage Retail License Application

Submit to municipal clerk.

For the license period beginning JULY 1 20 18 ;
ending JUNE 30 20 19

TO THE GOVERNING BODY of the: ☐ Town of }
☐ Village of } DE PERE
☒ City of }

County of BROWN Aldermanic Dist. No. _____ (if required by ordinance)

1. The named ☐ Individual ☐ Partnership ☐ Limited Liability Company
☒ Corporation / Nonprofit Organization

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): ALDI, INC (WISCONSIN)

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name (Last, First, M.I.)	Home Address	Post Office & Zip Code
President/Member	<u>CHARLES E. YOUNGSTROM</u>	<u>1000 WINEBERRY AVE NADERVILLE, IL 60564</u>	
Vice President/Member	<u>N/A</u>		
Secretary/Member	<u>TERRY E. PFORTMILLER</u>	<u>10657 PRAIRIE CROSSING ELGIN, IL 60124</u>	
Treasurer/Member	<u>TERRY E. PFORTMILLER</u>	<u>10657 PRAIRIE CROSSING ELGIN, IL 60124</u>	
Agent	<u>BRADLEY SCHMIDT -</u>	<u>16 HICKORY VALLEY CT DE PERE, WI 54115</u>	
Directors/Managers	<u>BRADLEY SCHMIDT -</u>	<u>16 HICKORY VALLEY CT DE PERE, WI 54115</u>	

3. Trade Name ALDI #53 Business Phone Number 920-336-3291
4. Address of Premises 1100 MAIN AVENUE Post Office & Zip Code 54115

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☐ Yes ☒ No
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No
8. (a) **Corporate/limited liability company applicants only:** Insert state WISCONSIN and date 12/02/86 of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☒ Yes ☐ No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) SINGLE STORY BRICK BUILDING

10. Legal description (omit if street address is given above): GROCERY STORE (SALES FLOOR & BACKROOM)

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☐ Yes ☒ No
(b) If yes, under what name was license issued? N/A

12. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277]. ☒ Yes ☐ No

13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. ☒ Yes ☐ No

14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Terry E. Pfortmiller
(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

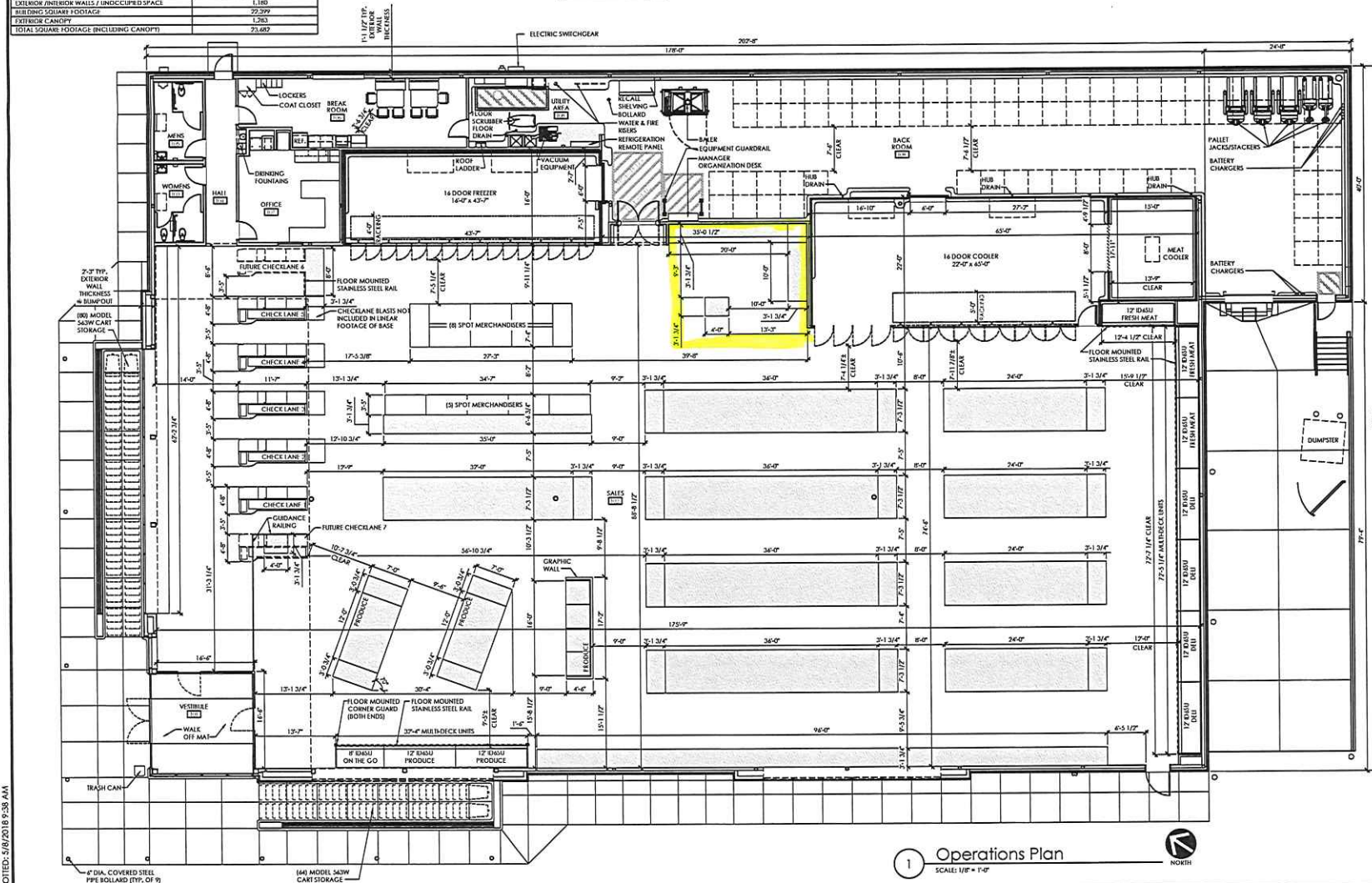
TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>8/31/18</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

NEW DOCK AREA SUMMARY		
OCCUPANCY USE	ROOM NAME	SQUARE FOOTAGE
MERCANTILE (IN)	SALLY VESTIBLES	1,489
	MAN'S ROOM	107
	WOMEN'S ROOM	107
	HALL	151
SUBTOTAL (MERCANTILE)		13,174
BUSINESS (BI)	OFFICE	289
	REPAIR ROOM	419
SUBTOTAL (BUSINESS)		708
STORAGE / STOCK (S-I)	BACKROOM	3,376
	CODIER	1,313
	TRUCK	648
SUBTOTAL (STORAGE / STOCK)		5,337
SUBTOTAL (OCCUPANCIES)		21,219
EXTERIOR (INTERIOR WALLS / UNOCCUPIED SPACE)		1,180
BUILDING SQUARE FOOTAGE		22,399
EXTERIOR CANOPY		1,263
TOTAL SQUARE FOOTAGE (INCLUDING CANOPY)		23,662

NEW DOCK OPERATIONS DATA		
ITEM	1500 PROSPECT	1500 PROSPECT
LINEAR FOOTAGE OF BASE (PRODUCT INCLUDED)	1,489	1,489
ASSIGNED PALETTE STORAGE	81	81
BUILDING DIMENSIONS	117'-0" x 178'-0"	117'-0" x 178'-0"
PALETTE DIMENSIONS	7'-0" x 4'-0"	7'-0" x 4'-0"
LENGTH OF MULTIBLOCK	117'	117'
CODIER MILE DOORS	4	4
CODIER GENERAL DOORS	12	12
TRUCK GENERAL DOORS	14	14
SPOT MERCHANDISERS	13	13
CART STORAGE	1148 MODEL 543W	1148 MODEL 543W

- NOTES:
- THIS DRAWING IS FOR GENERAL LAYOUT AND REFERENCE TO EQUIPMENT ONLY. ALL DIMENSIONS FOR AIDH OPERATIONAL USE ONLY AND SHALL NOT BE USED FOR CONSTRUCTION OR BUILDING PURPOSES.
 - ALL DIMENSIONS TO WALLS ARE TO FACE OF STUD.
 - THIS FACILITY DOES NOT CONTAIN A BAKERY, A BUTCHER, A DELI OR FISH COUNTER.
 - ALL FOOD IS PREPACKAGED, THERE IS NO ON-SITE FOOD PREPARATION.
 - CONDOLA LOCATIONS ARE MEASURED FROM THE FACE OF THE STAINLESS STEEL PRICE TAG MOLDING (SPTM).



Issued:	Date:
A Client Review Set	03/09
B Permit Set	04/09
C Bid Set	04/11
D Construction Set	05/08
Revisions:	Date:
1 Addendum No. 1	04/23
2	
3	
4	
5	
6	
7	
8	
9	

DO NOT SCALE PLANS

Copying, printing, software and other processes required to produce these plans are subject to the standard paper and ink. Therefore, scaling of the drawings may be required. Contact the consultants with any need for additional details or clarifications.



ms consultants, inc.
engineers, architects, planners
2221 Schrock Road
Columbus, Ohio 43229-1547
phone 614.896.7100
fax 614.896.7570

DRAWN BY: NS
REVIEWED BY: AML/CMB
Seal

PROFESSIONAL OF RECORD
ERIC M. ELWOOD, INC. A-58000
EXP. DATE: 07/01/2018



ALDI Inc. Store #: 55
De Pere, WI
1100 Main Ave.
De Pere, WI 54115
Brown County
Project Name & Location:

Operations Plan

Drawing Name:
Prototype Rls. 02/07/18
Type: LHSD-V8
Project No. 40321-4
A-131
Scale: As Noted Drawing No.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Resolution #18-87 Making Updated Facade Improvement Grant Eligibility Requirements and Guidelines Retroactive for Previously Approved 2018 Grants.

At their meeting on August 27, 2018, the Redevelopment Authority, by a vote of 5-0 recommended recalculating 2018 facade grant project payments based on the newly adopted Facade Grant Guidelines.

ATTACHMENTS:

- Reso18-87 (DOCX)
- 2018 Facade Grant Payment Consideration (PDF)

RESOLUTION #18-87

MAKING UPDATED FAÇADE IMPROVEMENT GRANT
ELIGIBILITY REQUIREMENTS AND GUIDELINES RETROACTIVE
FOR PREVIOUSLY APPROVED 2018 GRANTS

WHEREAS, on July 17, 2018, the Common Council adopted Resolution #18-67, Updating Façade Improvement Grant Eligibility Requirements and Guidelines, making prospective changes to that grant program to encourage property owners to use such program; and

WHEREAS, prior to the July, 2018 grant eligibility requirement update, the Redevelopment Authority (“RDA”) and the Common Council approved façade improvement grants for the properties located at 353 Main Avenue (Parcel WD-917); 363 Main Avenue (Parcel WD-919); and 330 Main Avenue (Parcel WD-371) in April and May, 2018; and

WHEREAS, the RDA is recommending that the revised eligibility guidelines be made retroactive and apply to all façade improvement grants approved in 2018 and moving forward.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council hereby approves making the Façade Improvement Grant Program Requirements and Guidelines approved on July 17, 2018 retroactive to cover all façade improvement grants approved in 2018 and moving forward.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, employees, and agents are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes:_____

Nays:_____

City of De Pere MEMORANDUM



To: Redevelopment Authority
 From: Kimberly Flom, Development Services Director
 Date: August 27, 2018
 RE: **Reconsideration of funding for 2018 submitted Façade Grant Projects ***

Background

A number of changes have occurred to the Façade Grant program over the past nine months:

- December 2017 - Common Council requests that the RDA review the newly adopted Façade Grant Guidelines in order to make the program more attractive to businesses.
- February 2018 – Façade guidelines are on the agenda but are moved to the March meeting in order to provide for input from the RDA Chair.
- March 2018 – RDA reviews Façade Grant report and discusses potential program changes.
- April 2018 – RDA approves updated façade grant guidelines (including major changes on grant payment structure)
- May 2018 – Council approves RDA recommendation via resolution.
- June 2018 – Property owner requests that the RDA review façade guidelines in order to change how the maximum grant amount is calculated. RDA recommends changes.
- July 2018 – Council approves RDA recommendation via resolution.

During this time period, the RDA reviewed a number of façade grant applications that could have benefitted from the program changes if they would have put their work on hold. Based on a re-review of those projects and due to funding availability, staff requests that 2018 façade grant projects be reconsidered for updated payment amounts under the new façade grant guidelines.

Project Details

The below charts summarize the previously approved funds and proposed updated grant awards based on current façade program guidelines.

TID #7 - No Eligible Projects

**109, 113 and 115 N. Broadway were also reviewed and approved by the RDA and Common Council but were later rescinded due to the non-TID location of the properties.

TID #9 – 3 Eligible Projects

353 Main Ave Façade Grant (+/- 85' qualifying building frontage)			Max Grant \$20,000
Vendor	Detail	Amount	Notes
Green Bay Glass Center, Inc.	Total Window Replacement	\$19,295.00	
	Masonry Work as Needed Around Windows	\$800.00	
	Paint Removal	\$430.00	
	Metal Façade Removal (including Permits/Scaffolding)	\$260.00	
C&C	Electrical Time and Materials	\$1,500.00	<i>not to exceed</i>
		Total	
		\$4 Investment	\$17,828.00
		\$1 Grant Match	\$4,457.00
			<i>Council Approved</i>

\$1 Investment	\$11,142.50
\$ Grant Match	\$11,142.50
Proposed Grant Award	\$11,142.50

330 Main Ave Façade Grant (+/- 50' of qualifying building frontage)			Max Grant \$10,000
Vendor	Detail	Amount	Notes
Jones Sign	Awning Removal	\$801.80	
Fitzgerald Painting	Repainting	\$2,500.00	
		Total	
		\$4 Investment	\$2,641.44
		\$1 Grant Match	\$660.36
			<i>Council Approved</i>

\$1 Investment	\$1,650.90
\$ Grant Match	\$1,650.90
Proposed Grant Award	\$1,650.90

363 Main Façade Grant (+/- 64' of qualifying building frontage)			Max Grant \$20,000
Vendor	Detail	Amount	Notes
C&C Electric	Exterior lighting work	\$1,979.27	
Green Bay Glass Center	New windows and door system - Main St. Facing	\$4,531.00	
Saks Holdings, LLC	Paint	\$167.98	
Williams Custom Canvas	Awning	\$759.60	
Saks Holdings, LLC	Paint and labor	\$602.96	
Englebert's Masonry	Door and window opening	\$1,800.00	
Blindauer Roofing	Fascia and labor	\$1,200.00	
Green Bay Glass Center	Windows and door systems	\$11,522.00	
C. Renier Architects	Architectural and structural design	\$1,500.00	
Schuh Construction	Structural supporting beam	\$2,170.00	
Van Lanen Mfg.	Decorative fencing for outdoor seating area	\$1,930.00	
		Total	
		\$4 Investment	\$22,530.25
		\$1 Grant Match	\$5,632.56
			<i>Council Approved</i>

Subtract 2017 Approvals:	\$17,207.00
--------------------------	-------------

2018 Project Total	\$10,955.81
\$1 Investment	\$5,477.91
\$ Grant Match	\$5,477.91
Proposed Grant Award	\$5,477.91
2017 Awarded Grant Amount	\$3,441.40
	<i>Council Approved</i>

363 Main Total Eligible Payment	\$8,919.31
---------------------------------	------------

Budget Implications

If approved, this request will have the following impact on the overall Façade Grant budget for 2018.

West Side Downtown – TID #9 \$30,000

2018 Approved Funding: \$7,308.52

2018 Proposed Funding: \$18,271.31

Funding increase of \$10,962.79 to the three eligible projects. \$11,728.70 remaining in TID #11 for 2018.

East Side Downtown – TID # 7 \$30,000

No changes.

Recommendation

Staff recommends that all 2018 Council approved façade grant payments, as detailed in this memo, be updated per the current Façade Grant Guidelines, approved by Council resolution on July 17, 2018. This would increase the façade grant payments for 330, 353 and 363 Main by \$10,962.79 to a total of \$18,271.31.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Resolution #18-88 Authorizing Disbursement of Revised Grant (353 Main Avenue - Parcel WD-917).

ATTACHMENTS:

- Reso18-88 (DOCX)
- Exhibit A-353 Main Avenue Retro Facade Grant (PDF)

RESOLUTION #18-88

AUTHORIZING DISBURSEMENT OF REVISED GRANT
(353 Main Avenue - Parcel WD-917)

WHEREAS, the Common Council has, pursuant to Resolution #18-87, authorized retroactive application of the Updated Façade Improvement Grant Eligibility Requirements and Guidelines (“the 2018 Guidelines”) for grant applications approved in 2018 and after; and

WHEREAS, on April 17, 2018, the Council approved a \$4,457.00 façade grant (Resolution #18-35) based upon eligible construction costs of \$22,285.00, to the owner of Parcel WD-917 under the then existing program guidelines; and

WHEREAS, under the 2018 Guidelines, such grant award would be \$11,142.50; and

WHEREAS, the Council believes that it is in the public interest to apply the 2018 Guidelines in order to encourage property owners to invest in and rehabilitate their properties in the City’s TID areas; and

WHEREAS, sufficient funds are available in TID #9 for this additional expenditure.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council, by applying the 2018 Guidelines, approves a revised total grant amount for up to \$11,142.50 for the façade improvements authorized in Resolution #18-35 for the property located at 353 Main Avenue, as identified in Exhibit A, attached and incorporated by reference.

BE IT FURTHER RESOLVED THAT:

The Development Services Director (Director) is authorized to approve disbursement of the façade reimbursement grant up to a total of \$11,142.50 to Saks Holdings, LLC for said improvements provided the following are met:

1. The property owner obtained all necessary permits for the improvements;
2. The Director receives from the property owner copies of paid invoices showing the project is complete; and

3. The City Building Inspection Department verifies to the Director that the work is complete and in compliance with all building codes.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

TID #9 – 3 Eligible Projects

353 Main Ave Façade Grant (+/- 85' qualifying building frontage)			Max Grant \$20,000
Vendor	Detail	Amount	Notes
Green Bay Glass Center, Inc.	Total Window Replacement	\$19,295.00	
	Masonry Work as Needed Around Windows	\$800.00	
	Paint Removal	\$430.00	
	Metal Façade Removal (including Permits/Scaffolding)	\$260.00	
C&C	Electrical Time and Materials	\$1,500.00	not to exceed
		Total	\$22,285.00
		\$4 Investment	\$17,828.00
		\$1 Grant Match	\$4,457.00
			Council Approved

\$1 Investment \$11,142.50
 \$ Grant Match \$11,142.50
 Proposed Grant Award \$11,142.50

330 Main Ave Façade Grant (+/-50' of qualifying building frontage)			Max Grant \$10,000
Vendor	Detail	Amount	Notes
Jones Sign	Awning Removal	\$801.80	
Fitzgerald Painting	Repainting	\$2,500.00	
		Total	\$3,301.80
		\$4 Investment	\$2,641.44
		\$1 Grant Match	\$660.36
			Council Approved

\$1 Investment \$1,650.90
 \$ Grant Match \$1,650.90
 Proposed Grant Award \$1,650.90

363 Main Façade Grant (+/- 64' of qualifying building frontage)			Max Grant \$20,000
Vendor	Detail	Amount	Notes
C&C Electric	Exterior lighting work	\$1,979.27	
Green Bay Glass Center	New windows and door system - Main St. Facing	\$4,531.00	
Saks Holdings, LLC	Paint	\$167.98	
Williams Custom Canvas	Awning	\$759.60	
Saks Holdings, LLC	Paint and labor	\$602.96	
Englebert's Masonry	Door and window opening	\$1,800.00	
Blindauer Roofing	Fascia and labor	\$1,200.00	
Green Bay Glass Center	Windows and door systems	\$11,522.00	
C. Renier Architects	Architectural and structural design	\$1,500.00	
Schuh Construction	Structural supporting beam	\$2,170.00	
Van Lanen Mfg.	Decorative fencing for outdoor seating area	\$1,930.00	
		Total	\$28,162.81
		\$4 Investment	\$22,530.25
		\$1 Grant Match	\$5,632.56
			Council Approved
		Subtract 2017 Approvals:	\$17,207.00

2018 Project Total \$10,955.81
 \$1 Investment \$5,477.91
 \$ Grant Match \$5,477.91
 Proposed Grant Award \$5,477.91
 2017 Awarded Grant Amount \$3,441.40
 Council Approved
 363 Main Total Eligible Payment \$8,919.31

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Resolution #18-89 Authorizing Disbursement of Revised Grant (363 Main Avenue - Parcel WD-919).

ATTACHMENTS:

- Reso18-89 (DOCX)
- Exhibit A-363 Main Avenue Retro Facade Grant (PDF)

RESOLUTION #18-89

AUTHORIZING DISBURSEMENT OF REVISED GRANT
(363 Main Avenue - Parcel WD-919)

WHEREAS, the Common Council has, pursuant to Resolution #18-87, authorized retroactive application of the Updated Façade Improvement Grant Eligibility Requirements and Guidelines (“the 2018 Guidelines”) for grant applications approved in 2018 and after; and

WHEREAS, on April 17, 2018, the Council approved a \$4,512.56 façade grant (Resolution #18-36) based upon eligible construction costs of \$28,162.81, to the owner of Parcel WD-919 under the then existing program guidelines; and

WHEREAS, under the 2018 Guidelines, such grant award would be \$8,919.31; and

WHEREAS, the Council believes that it is in the public interest to apply the 2018 Guidelines in order to encourage property owners to invest in and rehabilitate their properties in the City’s TID areas; and

WHEREAS, sufficient funds are available in TID #9 for this additional expenditure.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council, by applying the 2018 Guidelines, approves a revised total grant amount for up to \$8,919.31 for the façade improvements authorized in Resolution #18-36 for the property located at 363 Main Avenue, as identified in Exhibit A, attached and incorporated by reference.

BE IT FURTHER RESOLVED THAT:

The Development Services Director (Director) is authorized to approve disbursement of the façade reimbursement grant up to a total of \$8,919.31 to Saks Holdings, LLC for said improvements provided the following are met:

1. The property owner obtained all necessary permits for the improvements;
2. The Director receives from the property owner copies of paid invoices showing the project is complete; and

3. The City Building Inspection Department verifies to the Director that the work is complete and in compliance with all building codes.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

TID #9 – 3 Eligible Projects

353 Main Ave Façade Grant (+/- 85' qualifying building frontage)			Max Grant \$20,000
Vendor	Detail	Amount	Notes
Green Bay Glass Center, Inc.	Total Window Replacement	\$19,295.00	
	Masonry Work as Needed Around Windows	\$800.00	
	Paint Removal	\$430.00	
	Metal Façade Removal (including Permits/Scaffolding)	\$260.00	
C&C	Electrical Time and Materials	\$1,500.00	not to exceed
		Total	
		\$4 Investment	\$17,828.00
		\$1 Grant Match	\$4,457.00
			Council Approved

\$1 Investment \$11,142.50
 \$ Grant Match \$11,142.50
 Proposed Grant Award \$11,142.50

330 Main Ave Façade Grant (+/-50' of qualifying building frontage)			Max Grant \$10,000
Vendor	Detail	Amount	Notes
Jones Sign	Awning Removal	\$801.80	
Fitzgerald Painting	Repainting	\$2,500.00	
		Total	
		\$4 Investment	\$2,641.44
		\$1 Grant Match	\$660.36
			Council Approved

\$1 Investment \$1,650.90
 \$ Grant Match \$1,650.90
 Proposed Grant Award \$1,650.90

363 Main Façade Grant (+/- 64' of qualifying building frontage)			Max Grant \$20,000
Vendor	Detail	Amount	Notes
C&C Electric	Exterior lighting work	\$1,979.27	
Green Bay Glass Center	New windows and door system - Main St. Facing	\$4,531.00	
Saks Holdings, LLC	Paint	\$167.98	
Williams Custom Canvas	Awning	\$759.60	
Saks Holdings, LLC	Paint and labor	\$602.96	
Englebert's Masonry	Door and window opening	\$1,800.00	
Blindauer Roofing	Fascia and labor	\$1,200.00	
Green Bay Glass Center	Windows and door systems	\$11,522.00	
C. Renier Architects	Architectural and structural design	\$1,500.00	
Schuh Construction	Structural supporting beam	\$2,170.00	
Van Lanen Mfg.	Decorative fencing for outdoor seating area	\$1,930.00	
		Total	
		\$4 Investment	\$22,530.25
		\$1 Grant Match	\$5,632.56
			Council Approved

Subtract 2017 Approvals: \$17,207.00

2018 Project Total \$10,955.81
 \$1 Investment \$5,477.91
 \$ Grant Match \$5,477.91
 Proposed Grant Award \$5,477.91
 2017 Awarded Grant Amount \$3,441.40 Council Approved

363 Main Total Eligible Payment \$8,919.31

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Resolution #18-90 Authorizing Disbursement of Revised Grant (330 Main Avenue - Parcel WD-371).

ATTACHMENTS:

- Reso18-90 (DOCX)
- Exhibit A-330 Main Avenue Retro Facade Grant (PDF)

RESOLUTION #18-90

AUTHORIZING DISBURSEMENT OF REVISED GRANT
(330 Main Avenue - Parcel WD-371)

WHEREAS, the Common Council has, pursuant to Resolution #18-87, authorized retroactive application of the Updated Façade Improvement Grant Eligibility Requirements and Guidelines (“the 2018 Guidelines”) for grant applications approved in 2018 and after; and

WHEREAS, on June 5, 2018, the Council approved a \$660.36 façade grant (Resolution #18-48) based upon eligible construction costs of \$3,301.80, to the owner of Parcel WD-371 under the then existing program guidelines; and

WHEREAS, under the 2018 Guidelines, such grant award would be \$1,650.90; and

WHEREAS, the Council believes that it is in the public interest to apply the 2018 Guidelines in order to encourage property owners to invest in and rehabilitate their properties in the City’s TID areas; and

WHEREAS, sufficient funds are available in TID #9 for this additional expenditure.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council, by applying the 2018 Guidelines, approves a revised total grant amount for up to \$1,650.90 for the façade improvements authorized in Resolution #18-48 for the property located at 330 Main Avenue, as identified in Exhibit A, attached and incorporated by reference.

BE IT FURTHER RESOLVED THAT:

The Development Services Director (Director) is authorized to approve disbursement of the façade reimbursement grant up to a total of \$1,650.90 to Stagecoach Enterprises, L.L.C. for said improvements provided the following are met:

1. The property owner obtained all necessary permits for the improvements;
2. The Director receives from the property owner copies of paid invoices showing the project is complete; and

3. The City Building Inspection Department verifies to the Director that the work is complete and in compliance with all building codes.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes:_____

Nays:_____

TID #9 – 3 Eligible Projects

353 Main Ave Façade Grant (+/- 85' qualifying building frontage)			Max Grant \$20,000
Vendor	Detail	Amount	Notes
Green Bay Glass Center, Inc.	Total Window Replacement	\$19,295.00	
	Masonry Work as Needed Around Windows	\$800.00	
	Paint Removal	\$430.00	
	Metal Façade Removal (including Permits/Scaffolding)	\$260.00	
C&C	Electrical Time and Materials	\$1,500.00	not to exceed
		Total	\$22,285.00
		\$4 Investment	\$17,828.00
		\$1 Grant Match	\$4,457.00
			Council Approved

\$1 Investment \$11,142.50
 \$ Grant Match \$11,142.50
 Proposed Grant Award \$11,142.50

330 Main Ave Façade Grant (+/-50' of qualifying building frontage)			Max Grant \$10,000
Vendor	Detail	Amount	Notes
Jones Sign	Awning Removal	\$801.80	
Fitzgerald Painting	Repainting	\$2,500.00	
		Total	\$3,301.80
		\$4 Investment	\$2,641.44
		\$1 Grant Match	\$660.36
			Council Approved

\$1 Investment \$1,650.90
 \$ Grant Match \$1,650.90
 Proposed Grant Award \$1,650.90

363 Main Façade Grant (+/- 64' of qualifying building frontage)			Max Grant \$20,000
Vendor	Detail	Amount	Notes
C&C Electric	Exterior lighting work	\$1,979.27	
Green Bay Glass Center	New windows and door system - Main St. Facing	\$4,531.00	
Saks Holdings, LLC	Paint	\$167.98	
Williams Custom Canvas	Awning	\$759.60	
Saks Holdings, LLC	Paint and labor	\$602.96	
Englebert's Masonry	Door and window opening	\$1,800.00	
Blindauer Roofing	Fascia and labor	\$1,200.00	
Green Bay Glass Center	Windows and door systems	\$11,522.00	
C. Renier Architects	Architectural and structural design	\$1,500.00	
Schuh Construction	Structural supporting beam	\$2,170.00	
Van Lanen Mfg.	Decorative fencing for outdoor seating area	\$1,930.00	
		Total	\$28,162.81
		\$4 Investment	\$22,530.25
		\$1 Grant Match	\$5,632.56
			Council Approved

Subtract 2017 Approvals: \$17,207.00

2018 Project Total \$10,955.81
 \$1 Investment \$5,477.91
 \$ Grant Match \$5,477.91
 Proposed Grant Award \$5,477.91
 2017 Awarded Grant Amount \$3,441.40 Council Approved
 363 Main Total Eligible Payment \$8,919.31

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Resolution #18-91 Approving Facade Improvement Project and Authorizing Disbursement of Grant (100-102 South Broadway Street - Parcel ED-783).

At their meeting on August 27, 2018, the Redevelopment Authority voted 5-0 to recommend approval of the facade grant application, in an amount not to exceed \$30,000 for 100-102 S Broadway (ED-783).

ATTACHMENTS:

- Reso18-91 (DOCX)
- Exhibit A-100-102 S Broadway FG Application (PDF)
- 100-102 S Broadway FG RDA Report 8-2018 (PDF)
- De Leers Estimate (PDF)

RESOLUTION #18-91

APPROVING FAÇADE IMPROVEMENT PROJECT AND
AUTHORIZING DISBURSEMENT OF GRANT
(100-102 South Broadway Street - Parcel ED-783)

WHEREAS, the Tax Increment District #7 (TID #7 or the District) Project Plan includes city expenditure of funds to property owners within the District in the form of a grant to reimburse 100% of façade improvement costs, not to exceed \$30,000.00 per parcel for a building with street frontage of 121' or greater, thereby increasing property values and tax increment during the life of the District; and

WHEREAS, J&J Enterprises of De Pere, LLP, owner of Parcel ED-783, has submitted an application for a façade improvement grant for proposed improvements to east façade and north façade of the building; and

WHEREAS, such application, attached and incorporated as Exhibit A, provides cost estimates for said improvements in the amount of \$68,505.00; and

WHEREAS, this façade improvement project has been reviewed by the Redevelopment Authority which recommends approval of a façade improvement grant in the total amount not to exceed \$30,000.00.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council approves the façade improvement as contemplated in Exhibit A as approved by the Redevelopment Authority, and thanks J&J Enterprises of De Pere, LLP for its investment in downtown De Pere.

BE IT FURTHER RESOLVED THAT:

The Development Services Director (Director) is authorized to approve disbursement of the façade grant up to \$30,000.00 to J&J Enterprises of De Pere, LLP for said improvements provided the following are met:

1. The property owner obtains all necessary permits;

Resolution #18-91
Page 2 of 2

2. After completion of the improvements, the Director receives from the property owner copies of paid invoices showing the project is complete; and
3. The City Building Inspection Department verifies to the Director that the work is complete and in compliance with all building codes.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____



CITY OF DE PERE

APPLICATION FOR FAÇADE GRANT

Date:

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 designated Tax Increment Districts (TID). Applications will be acted upon on a first come first serve basis. See the back of this form for funding requirements and review process.

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Applicant / Permittee Information

Applicant Name (Ind., Org. or Entity) J&J Enterprise of DePere, LLP	Authorized Representative Jerry Turba	Title Partner	
Mailing Address 3030 Old Plank Rd	City De Pere	State WI	ZIP Code 5411
J_turba@sbcglobal.net	Phone Number (incl. area code) 920 265-3925	Fax Number (incl. area code)	

SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)

Name (Ind. Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	

SECTION 3: Project or Site Location

Project Address/Description 100 South Broadway East and North facades	Parcel No. ED-783
--	-------------------

SECTION 4: Project Information

Project Description:	Remove 1970 brick added East façade, Install reproduction windows both North and East facades		
Estimated Start Date:	September 2018	Estimated Completion Date:	October 2018
Existing Façade Photo (attach):		Design Drawing (attach):	
Fill in below form with cost estimates based on category. Attach quotes to this application.			
Category	Cost Estimate	Category	Cost Estimate
East demolition Window install	\$39,500	7 Reproduction windows	\$4000
North window install repaint	\$20,000	9 Reproduction windows	\$5000
Total Eligible Expenses:	68,500	Requested Grant Amount:	30,000

SECTION 5: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print) Jerome K. Turba	Title Owner	Phone Number 920 265-3925
Signature of Applicant <i>Jerome K. Turba dba: J&J Enterprises of DePere LLP</i>		Date Signed 6-8-2018

City of De Pere MEMORANDUM

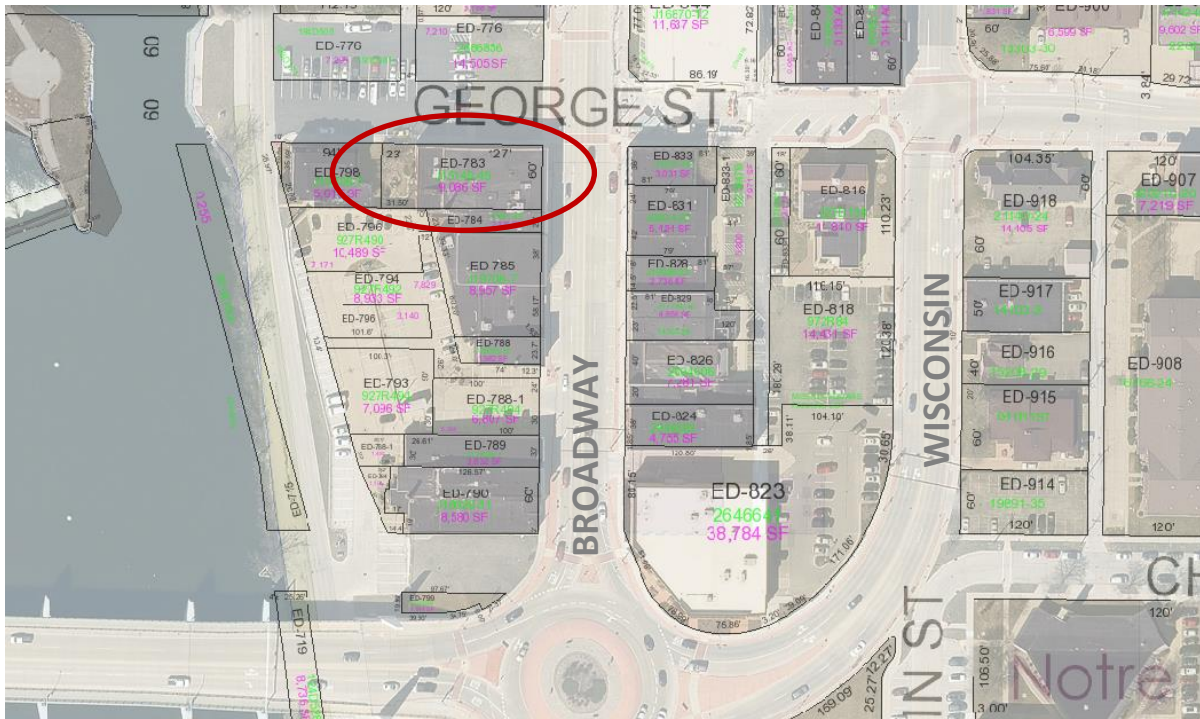


To: Redevelopment Authority
 From: Kimberly Flom, Development Services Director
 Date: August 27, 2018

RE: **Façade Grant Application – 100-102 S Broadway (Parcel ED-783)**

Background

J&J Enterprises of De Pere, LLP submitted an attached façade grant application for 100-102 S Broadway (Parcel ED-783), also known as the Turba Building. The applicant rescinded the application at the June 2018 RDA meeting but has resubmitted in order to be considered under the updated Façade Grant Guidelines.



Façade Grant Eligibility

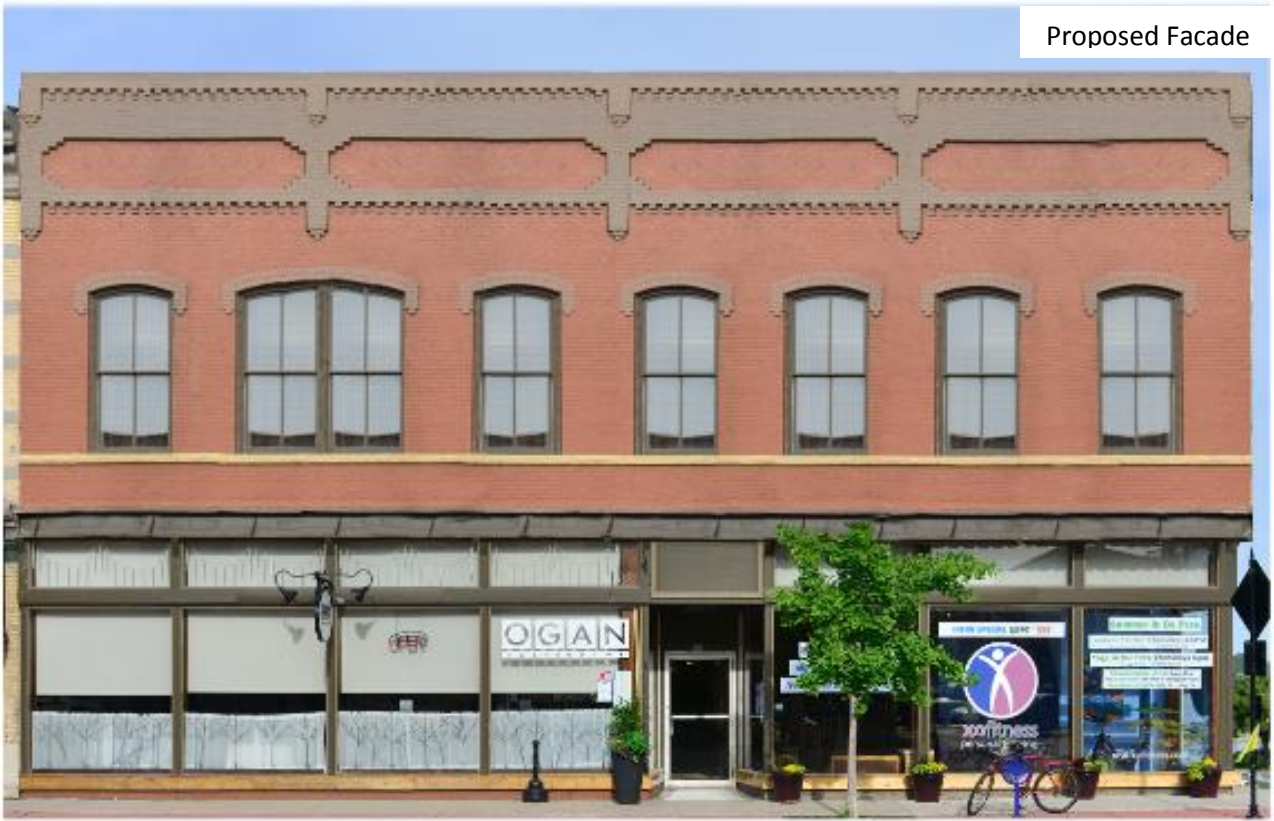
- Building Length (measured along right of way) – 180' (Grant Maximum = \$30,000)
- Previous Façade Grant Awarded (if so, when) – None
- Historic Designation – Not Listed on State or National Register. Not listed as contributing.

The building is not currently on the State or National Historic registers, or listed as contributing by the City's Intensive Survey. While the north façade shows historic architectural detail, the second floor of the east façade had been covered with a brick veneer. Removal of that veneer and restoration to the original character of the building will aid in the pursuit of historic designation.

Existing Facade



Proposed Facade



The applicant proposes to complete the following work on the north and east façade by the end of 2018:

East

Replacement of existing windows (9) with reproductions of original windows.

Repaint Façade

Cost Estimate - \$25,000

North

Remove 1970 brick that covers original façade.

Restore original façade as needed.

Replace existing windows (7) with reproductions of original windows.

Cost Estimate - \$43,505



Proposed East Façade Restoration

Cost Estimates

The applicant has received detailed cost estimates for the east façade but not the north façade. Per the estimates, the project is eligible to receive up to \$30,000 in funding

100-102 S Broadway - East (Front) and North Facades

Vendor	Detail	Amount	Notes
Front Façade			
De Leers	East demolition Window Install	\$39,505.00	
	North window install repaint	\$20,000.00	
Dearco	7 reproduction windows	\$4,000.00	
	9 reproduction windows	\$5,000.00	
		Total	
		\$68,505.00	
		\$1 Investment	\$34,252.50
		\$1 Grant Match	\$34,252.50
			Grant Maximum
			\$30,000

2018 Façade Grant Available Funds \$30,000.00

Eligible Grant Amount \$30,000.00

Remaining funds if approved \$0.00

Funding

The applicant has requested \$30,000 in façade grant funding.

The project is located in TID#7. The Common Council approved \$30,000 from TID 7 for Façade Grant projects in 2018. To date, no other Façade Grant funds have been allocated to the east side of downtown (the grants previously approved for 109, 113 and 115 N Broadway were rescinded due to non-TID location of property).

Awarding this project to the grant maximum would leave \$0 left for 2018.

Recommendation

Recommend approval of the façade grant request for 100-102 S Broadway (ED-783), in an amount not to exceed \$30,000, and that the recommendation be forwarded to Council, subject to the following conditions:

- 1) That final grant payment be calculated per program requirements based on receipt review.

DeLeers

SERVICE DIVISION

Professional Services Agreement

DeLeers Service Division (herein as "DSD") an enterprise of DeLeers Construction, Inc., (herein as "DCI") agrees to provide services as designated in Schedule "A" hereto, in accordance with the terms and conditions of this agreement, at:

Company Name	100 S. Broadway Building			
(Business Phone)	(Business Fax)	(Website)		
Customer Name	Turba		Jerry	
	(Last)		(First)	
(Direct Line)	(Cell Phone)	j_turba@sbcglobal.net		
			(E-mail)	
Billing Address	(Address)		(City)	(State) (Zip Code)
Service Location	100/102 S. Broadway		De Pere	WI 54115
	(Address)		(City)	(State) (Zip Code)
Front Door	Back Door	Garage Door	Location	Code
(Keys Received)			(Security Code)	

We hereby submit specifications and estimates for:

Exterior Repairs:

- Remove remainder of brick façade
 - On front of building per discussion
- Install (7) new windows
 - Windows to be supplied by Owner
 - Exterior frames to be painted
 - Interior frames to be stained
- Demo interior ceiling lines
- Frame new interior ceiling lines
- Insulation, sheetrock and plaster
- Painting of interior
 - 1 coat of 1 color to be determined by Owner
- Construction dumpster
- Project clean-up and final cleaning performed

Budget Cost for above project: \$39,505.00*

*This is a rough budget *only*; if Owner proceeds there will be a more detailed proposal provided and costs could change

ACCEPTED:



DeLeers Service Division

06/05/2018

Submitted Date

Customer Signature

Accepted Date

Customer Signature

Accepted Date

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Resolution #18-92, Establishing the Boundaries of and Approving the Project Plan for Tax Incremental Financing District Number 14, City of De Pere, Wisconsin.

The public hearing for the creation of TID #14 was held at the Plan Commission meeting on August 27, 2018. Staff provided a brief overview of the proposed district boundary and project plan. No members from the public provided comment. After the public hearing, the Plan Commission voted 5-0 to adopt a resolution of approval for the proposed project plan and district boundary.

The Joint Review Board (JRB) will be meeting to review the Council recommendation on September 19, 2018.

ATTACHMENTS:

- Reso18-92 (DOCX)
- Exhibit A-ResoPC18-01_Signed (PDF)
- Exhibit B - TID 14 Project Plan Final (PDF)

RESOLUTION #18-92

ESTABLISHING THE BOUNDARIES OF AND
APPROVING THE PROJECT PLAN FOR TAX INCREMENTAL
FINANCING DISTRICT NUMBER 14, CITY OF DE PERE, WISCONSIN

WHEREAS, pursuant to the direction of the Common Council and with its advice and consent, the Plan Commission of the City of De Pere has taken all steps required by Wis. Stats. §66.1105 for the creation of a Tax Incremental Financing District as provided in Resolution #PC18-01 of the Plan Commission of the City of De Pere Recommending Adoption of the Proposed Boundaries of Tax Incremental Financing District #14 and the Adoption of the Tax Incremental Financing District #14 Project Plan, attached hereto and incorporated herein as Exhibit A; and

WHEREAS, in accordance with all the recitations and findings in the above-referenced Resolution of the Plan Commission and the Common Council being aware of all proceedings of the Plan Commission in regard to the creation of Tax Incremental Financing District #14, including the public hearing held thereon before the Plan Commission on August 27, 2018 at 7:00 p.m., the Common Council wishes to adopt this Resolution;

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

1. The boundaries of the District that shall be named Tax Incremental District Number 14, City of De Pere (TID #14) are hereby established as specified in the Project Plan, Tax Incremental District No. 14, in the City of De Pere, Wisconsin, attached and incorporated herein as Exhibit B. The boundaries of the District do not include any annexed territory that was not within the boundaries of the City on January 4, 2004, and contain only whole units of property as are assessed for general property tax purposes.
2. The District is created as of January 1, 2018.

3. The Common Council finds and declares that:
 - A. Not less than 50% of the real property within TID #14 is a “blighted area” Wis. Stats. §66.1105(2)(ae) and is suitable for rehabilitation work as defined in Wis. Stats. §66.1337(2m).
 - B. Based upon such findings and the identification and classification of the property in the district, TID #14 is declared to be a blight or rehabilitation district.
 - C. The improvement of such area is likely to enhance significantly the value of the District.
 - D. The private development activities projected in the Project Plan would not occur without tax incremental financing.
 - E. The equalized value of the taxable property in TID #14 plus the value increment of all other existing tax incremental districts within the City does not exceed 12% of the total equalized value of taxable property within the City.
 - F. The project plan costs directly relate to promoting rehabilitation and residential development in TID #14 consistent with the purpose for which TID #14 is created.
 - G. The project plan is feasible and in conformity with the Master Plan of the City of De Pere (the City of De Pere Comprehensive Plan of 2010).
4. The Common Council, pursuant to Wis. Stats. §66.1105(4)(gm), hereby adopts and approves the Project Plan for TID #14, a copy of which is attached to Resolution #PC18-01 and is incorporated herein as is fully set forth.

BE IT FURTHER RESOLVED THAT:

The Development Services Director is authorized and directed to take all actions reasonably necessary to transmit to the Joint Review Board the public records, planning documents, and this Resolution with all deliberate haste.

BE IT FURTHER RESOLVED THAT:

The Development Services Director is authorized and directed to schedule a meeting of the Joint Review Board not less than 10 days nor more than 30 days after their receipt of this Resolution for the purpose of considering the approval of this Resolution and the creation of TID #14, City of De Pere.

BE IT FURTHER RESOLVED THAT:

Upon approval of TID #14, City of De Pere and pursuant to Wis. Stats. §§66.1105(4)(k), the City Assessor is authorized and directed to calculate the value of the properties within TID #14, City of De Pere, as of the date of creation of such Tax Incremental Financing District of all relevant tax exempt city owned

Resolution #18-92
Page 3 of 3

property within such District; further, that the City Clerk-Treasurer is authorized and directed pursuant to Wis. Stats. §66.1105(5)(b), to send an application to the Wisconsin Department of Revenue for certification of the Tax Incremental Financing District base.

BE IT FURTHER RESOLVED THAT:

All City officials, officers and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Attachment: Reso18-92 (7380 : Resolution #18-92 Establishing the Boundaries and Project Plan for TID #14.)

PLAN COMMISSION
RESOLUTION #PC 18-01

RECOMMENDING ADOPTION OF THE PROPOSED BOUNDARIES OF TAX
INCREMENTAL FINANCING DISTRICT #14 AND THE ADOPTION OF THE
TAX INCREMENTAL FINANCING DISTRICT NUMBER 14 PROJECT PLAN

WHEREAS, the proposed project plan for Tax Incremental Financing District Number 14 (TID #14) was filed with the City Clerk-Treasurer on August 13, 2018 and made available for inspection on weekdays between the hours of 8:00 a.m. and 4:30 p.m., and to any person requesting a copy thereof; and

WHEREAS, a public hearing was scheduled pursuant to Wis. Stats. §66.1105(4)(e), which was held on August 27, 2018, affording interested parties a reasonable opportunity to express their views on the boundaries of the District and proposed project plan as provided at Wis. Stats. §66.1105(4)(a) and (e); and

WHEREAS, notice of such hearing was published by Class 2 publication in the City's official newspaper on August 13, 2018 and August 20, 2018; and

WHEREAS, a meeting pursuant to Wis. Stats. §66.1105(4)(m) of a Joint Review Board within fourteen (14) days after the publication of the first notice of the above-referenced public hearing was held on August 21, 2018; and

WHEREAS, at the above-referenced public hearing scheduled at the City Hall Council Chambers on August 27, 2018 at 7:00 p.m., the Plan Commission heard all interested parties, their agents and attorneys, regarding the plan for said District and the boundaries thereof and determined that the proposed TID #14 as proposed in the project plan and the boundaries of such District are in conformity with the City's Comprehensive Plan and are in the best interests of the City in order to foster logical and economic development and further that the private

development activities projected would not otherwise occur without tax incremental financing in that part of the City.

NOW THEREFORE, BE IT HEREBY RESOLVED, by the Plan Commission of the City of De Pere, Wisconsin, that:

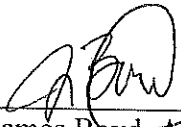
The Plan Commission of the City of De Pere hereby recommends the designation of the District boundaries for Tax Incremental Financing District Number 14, City of De Pere, as those boundaries which are set forth in the project plan for such District, a copy of which is annexed hereto and incorporated herein as if fully set forth.

BE IT FURTHER RESOLVED THAT:

The Plan Commission of the City of De Pere hereby adopts the project plan or Tax Incremental Financing District Number 14, City of De Pere, as prepared and presented by Robert W. Baird & Co. and City staff; further, that such project plan is hereby submitted to the Common Council of the City of De Pere in accordance with Wis. Stats. §66.1105(4)(f).

Adopted by the Plan Commission of the City of De Pere, Wisconsin, this 27th day of August, 2018.

APPROVED:



James Boyd, Alderperson
Plan Commission Vice-Chair

Ayes: 5

Nays: 0

Project Plan
Tax Incremental District No. 14
in the
CITY OF DE PERE, WISCONSIN



September 11, 2018

(anticipated approval schedule)

Organizational Joint Review Board Meeting Held.....	August 20, 2018
Public Hearing Held.....'	August 27, 2018
Adopted by Planning Commission.....	August 27, 2018
Adopted by City Council.....	September 18, 2018
Approved by Joint Review Board.....	September 19, 2018

Prepared by:



Robert W. Baird & Co.
Public Finance
777 E. Wisconsin Ave.
Milwaukee, WI 53202
800.792.2473

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City of De Pere Officials

Common Council

Michael Walsh	Mayor
James Boyd	Aldersperson – District 1
Lawrence Lueck	Aldersperson – District 1
Jonathon Hansen	Aldersperson – District 2
Ryan Jennings	Aldersperson – District 2
Scott Crevier	Aldersperson – District 3
Dean Raasch	Aldersperson – District 3
Daniel Carpenter	Aldersperson – District 4
Casey Nelson	Aldersperson – District 4

City Staff

Lawrence Delo	City Administrator
Judith Schmidt-Lehman	City Attorney
Kimberly Flom	Development Services Director
Shana Ledvina	City Clerk-Treasurer
Joseph Zegers	Finance Director

Planning Commission

Michael Walsh, Mayor	Amy Kunding
James Boyd, Aldersperson	Grant Schilling
Lawrence Lueck, Aldersperson	Steven Taylor
Derek Beiderwieden	

Joint Review Board

Michael Walsh, Mayor	City Representative
Chad Weininger	Brown County
Bob Matthews	Northeast WI Technical College
Dawn Foeller	Unified School District of De Pere
Bill Patzke	Public Member

Introduction and Description of District

The City plans to use Tax Incremental Financing ("TIF") as a successful economic development programming tool by providing public improvements to encourage and promote industrial, commercial and residential development. The goal is to increase the tax base, to provide for and preserve employment opportunities within the City, and to create and enhance tourism opportunities with the area and region. The City works with developers and property owners to provide infrastructure improvements and incentives for development. Public infrastructure and property improvements will be financed by a combination of TIF increments and debt financing.

Tax Incremental District No. 14 (the "TID") is being created to redevelop 428 N. Superior Street (Irwin School) an existing building located near our downtown. The building, constructed in 1924 and later renovated into offices in the late 1980's, has been vacant for 10+ years. The Irwin School is listed on both the state and national historic registers and is also part of the North Michigan Street/North Superior Street Historic District. A developer which specializes in residential development with a particular niche for adaptive reuse of historic buildings is interested in acquiring the property and renovating the structure into apartments and then building townhomes on the balance of the property. This redevelopment would be a great fit for this neighborhood block as the City sees a demand for housing. The project helps fill that need while preserving a historic and character-filled building that has been a neighborhood fixture.

The Irwin School property is located on city parcel number ED-477 with an assessed valuation of \$574,200. Renovation of the school into 8 condominiums is estimated at cost of \$1,800,000 and the construction of 12 townhomes is estimated at cost of \$2,700,000. Estimated assessed valuation of the property following renovation would be \$5,074,200. The developer is requesting TID assistance of approximately \$1,500,000 which would be financed through a taxable general obligation debt borrowing. TID Assistance would be provided in the form of site assembly and a series of developer grant payments at specific project milestones. Due to the costs of renovating a historic structure, the project does not financially perform without the TID assistance. The developer needs to put up significant upfront capital for the development of the historic school structure and residential units inside.

The TID is being created as a "Blight or Rehabilitation District" The primary focus of this district is to promote redevelopment and rehabilitation of an historic existing structure and property for housing demand. The maximum life of the TID is 27 years from the date of adoption of the Creation

**City of De Pere
TID #14 Project Plan**

Resolution by the City Common Council and can be extended an additional 3 years with Joint Review Board approval.

The expenditure period is 22 years, and the City anticipates various public improvement project cost expenditures identified in the project plan of approximately \$1,500,000 during the TID's expenditure period. The City is including in these project costs a contingency amount to cover any unanticipated costs that may occur related to public infrastructure needs, financing costs, capitalized interest and administrative and organization costs.

As a result of the creation of this TID, the City projects a preliminary and conservative cash flow analysis indicating \$2.7M in increments. The TID increment will primarily be used to pay the debt service costs of the TID, with very little, if any, increment available as direct project incentives, unless the TID exceeds projections. The City projects land and improvement values (incremental value) of approximately \$4.5M will be created in the TID by the end of 2020. This additional value will be a result of the improvements made and projects undertaken with the TID.

Maps depicting the boundaries and existing uses and conditions of the TID are found in the respective mapping sections of this project plan.

Summary of Findings

As required by s.66.1105 Wis. Stats., and as documented in this Project Plan and the exhibits contained and referenced herein, the following findings are made:

1. That "but for" the creation of this TID, the development projected as detailed in this Project Plan: 1) would not occur; or 2) would not occur in the manner, at the values, or within the timeframe desired by the City. In making this determination, the City has considered the following information:
 - Development within the TID has not occurred at the pace anticipated by the City. Infrastructure and other development related expenses are not likely to be borne exclusively by private developers; therefore, the City has concluded that public investment will be required to fully achieve the City's objectives for this area.
 - To achieve its objectives, the City has determined that it must take an active role in encouraging development by making appropriate public expenditures in the area. Without the availability of tax increment financing, these expenditures are

City of De Pere
TID #14 Project Plan

unlikely to be made. Enhancement of this area will complement existing venues in the neighborhood, promote housing, and benefit, not only the City, but all overlapping taxing jurisdictions. Accordingly, the costs to implement the needed projects and programs are appropriately funded through tax increment financing.

- In order to make the area included within the TID suitable for development, the City will need to make a substantial investment to pay for the costs of some or all of the projects listed in the project plan. Due to the public investment that is required, the City has determined that development of the area will not occur at the pace or levels desired solely as a result of private investment.
2. The economic benefits of the Tax Incremental District, as measured by increased housing and property values, are sufficient to compensate for the cost of the improvements. In making this determination, the City has considered the following information:
 - As demonstrated in the Economic Feasibility Section of this Project Plan, the tax increments projected to be collected and the debt issuance will be more than sufficient to pay for the proposed project costs. On this basis alone, the finding is supported.
 3. The benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.
 - Since the development expected to occur is unlikely to take place without the use of Tax Incremental Financing (see Finding #1) and since the TID will generate economic benefits that are more than sufficient to compensate for the cost of the improvements (see Finding #2), the City reasonably concludes that the overall benefits of the TID outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions. It is further concluded that since the "but for" test is satisfied, there would, in fact, be no foregone tax increments to be paid in the event the TID is not created.
 4. The improvements to be made within the TID are likely to significantly enhance the value of substantially all other real property in the neighborhood surrounding the TID.

City of De Pere
TID #14 Project Plan

5. The equalized value of taxable property of the TID does not exceed 12% of the total equalized value of taxable property within the City.
6. The Project Plan for the TID is feasible and is in conformity with the master plan of the City.
7. 0.0% of territory within the TID will be devoted to retail business. See map for reference on next page.
8. The TID is being created by the City as a Blight or Rehabilitation District. This project plan has met the definition and requirements for a Blight and Rehabilitation District. 50% or more of the proposed district's area has a structure or building that is because of age and obsolescence is in need of blight elimination and rehabilitation.

City of De Pere
TID #14 Project Plan

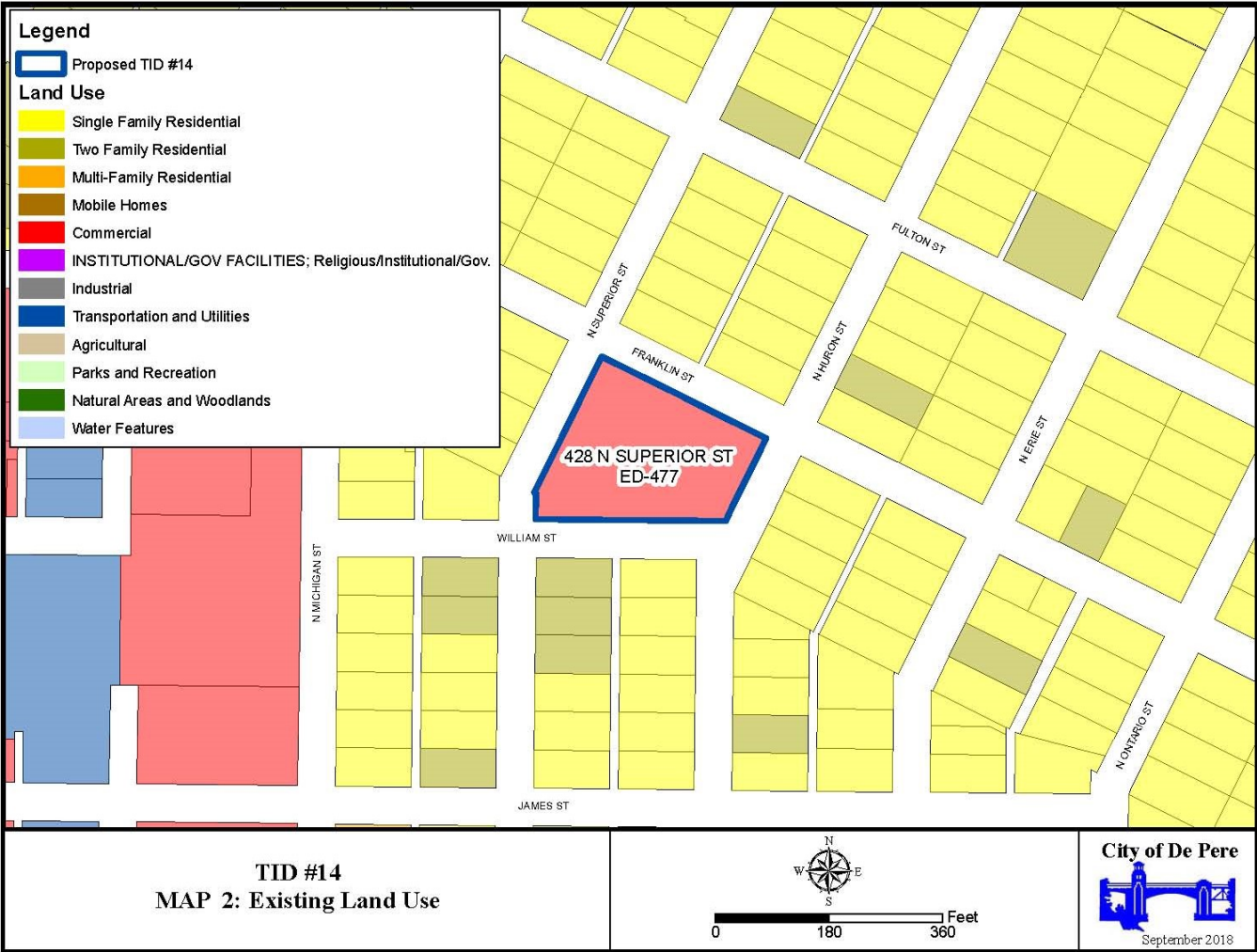
Map of Proposed District Boundary

Current Map is reflective of the 01/01/2018 parcel list.

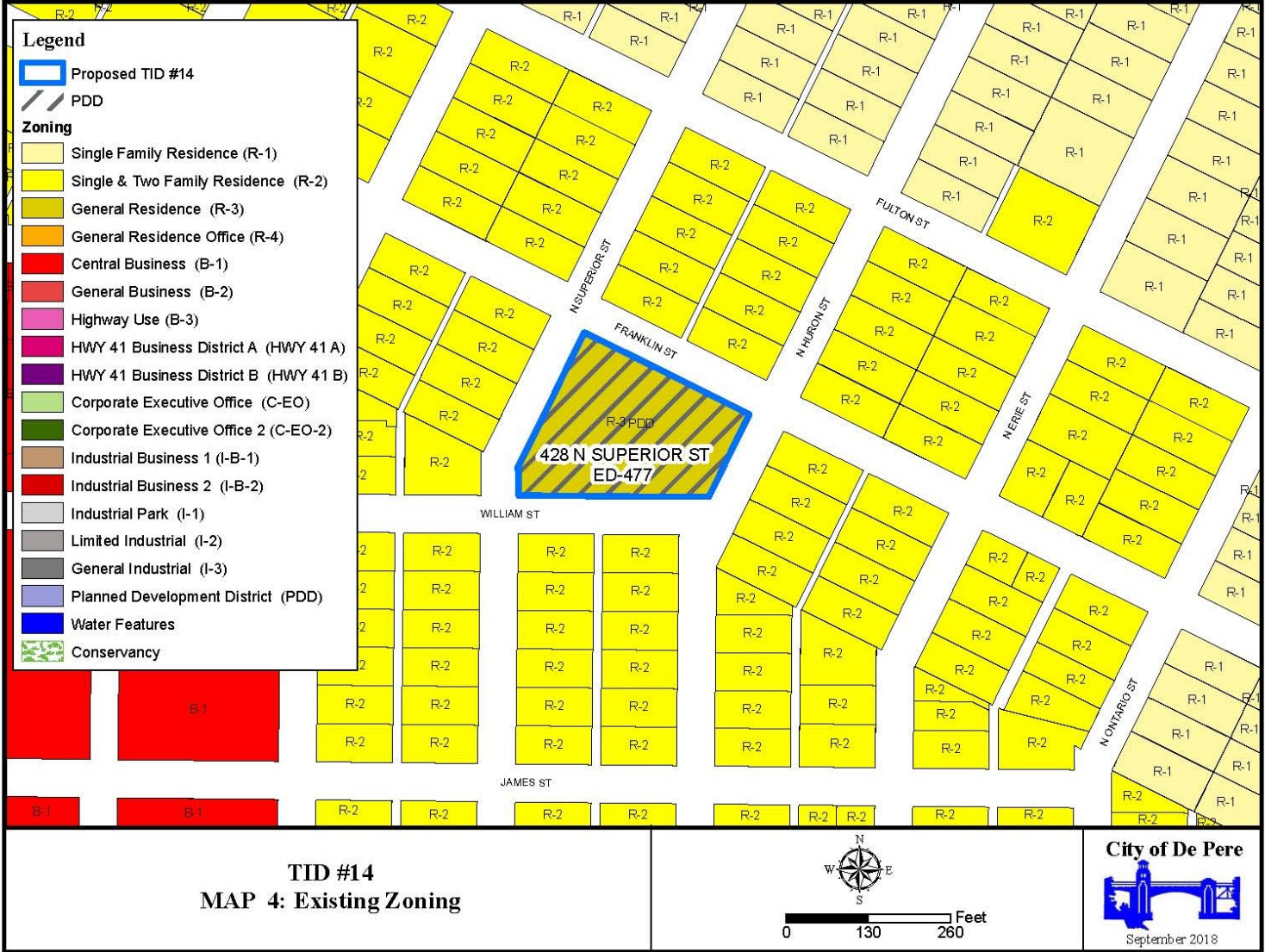


Maps Showing Existing Uses and Conditions

Current Maps are reflective of the 01/01/2018 parcel list.



City of De Pere
TID #14 Project Plan



**City of De Pere
TID #14 Project Plan**

Preliminary Parcel List and Analysis

As of the 01/01/2018 parcel list.

Parcel Number: ED-477

Valuation: \$574,200

Equalized Valuation Test

The following calculations demonstrate that the City is in compliance with s.66.1105(4)(gm)4.c. Wis. Stats., which requires that the equalized value of the taxable property in the proposed TID, plus the value increment of any existing Tax Incremental Districts, does not exceed 12% of the total equalized value of taxable property within the City. With TID#14, the value increment of all existing Tax Increment Districts will be approximately 7.04%.

Valuation Test Compliance Calculation

2017 Equalized Valuation (TID IN)	\$ 2,117,615,700
Limit for 12% Test	\$ 254,113,884
Increment Value of Existing TIDs	\$ 148,533,200
Projected Base Value of New TID	\$ <u>574,200</u>
Total Value Subject to Test	\$ 149,107,400
Compliance (\$149,107,400 < \$254,113,884)	Meets Requirement

Statement of Kind, Number and Location of Proposed Projects

The City expects to implement the following public project improvements in conjunction with this TID. Any costs including eligible administrative costs necessary or convenient to the creation of the district or directly or indirectly related to the public works and other projects are considered "project costs" and eligible to be paid with tax increment revenues of the TID.

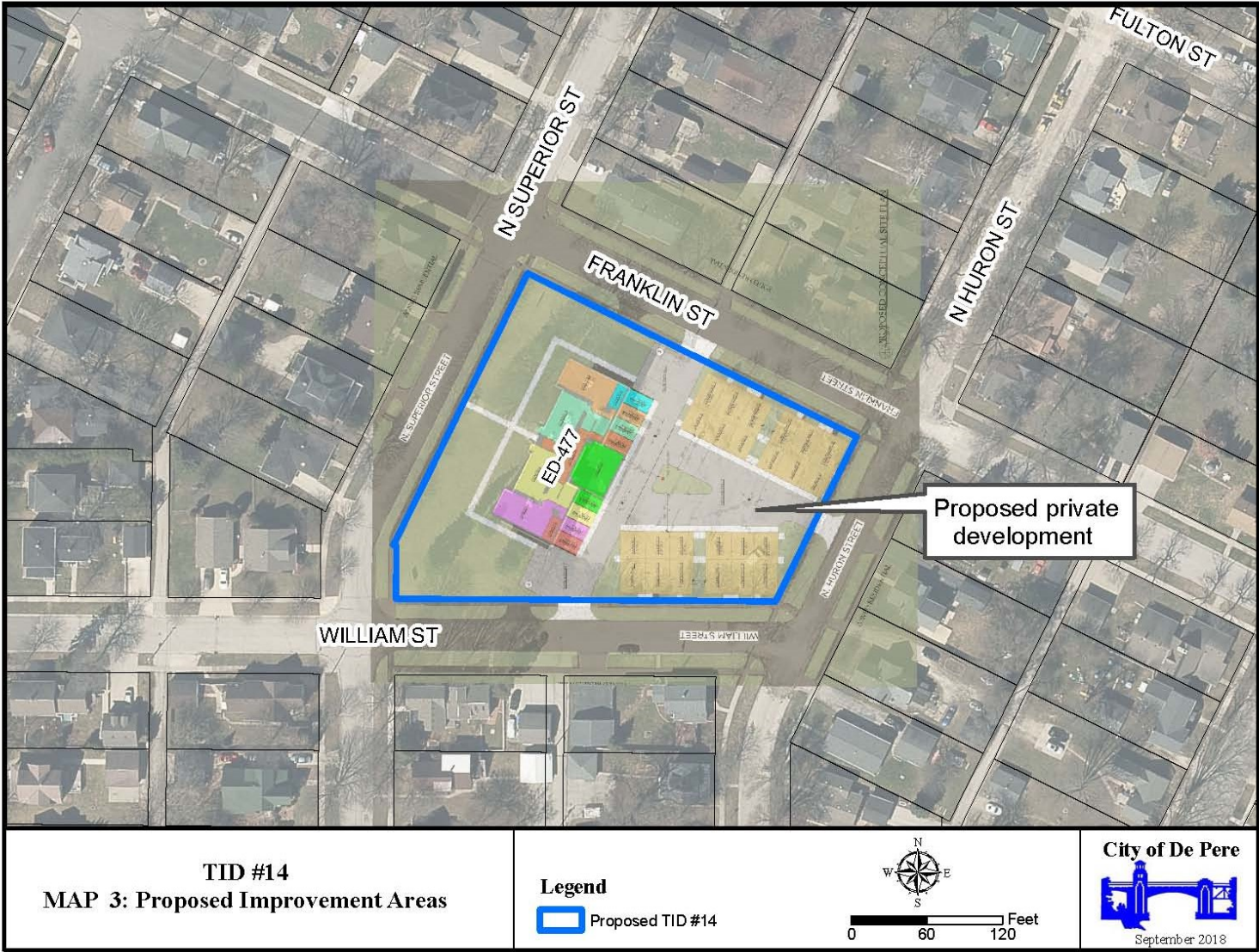
IRWIN SCHOOL PROPERTY RENOVATION DEVELOPER ASSISTANCE
LOCATION: ENTIRE TID

TOTAL: \$1,500,000

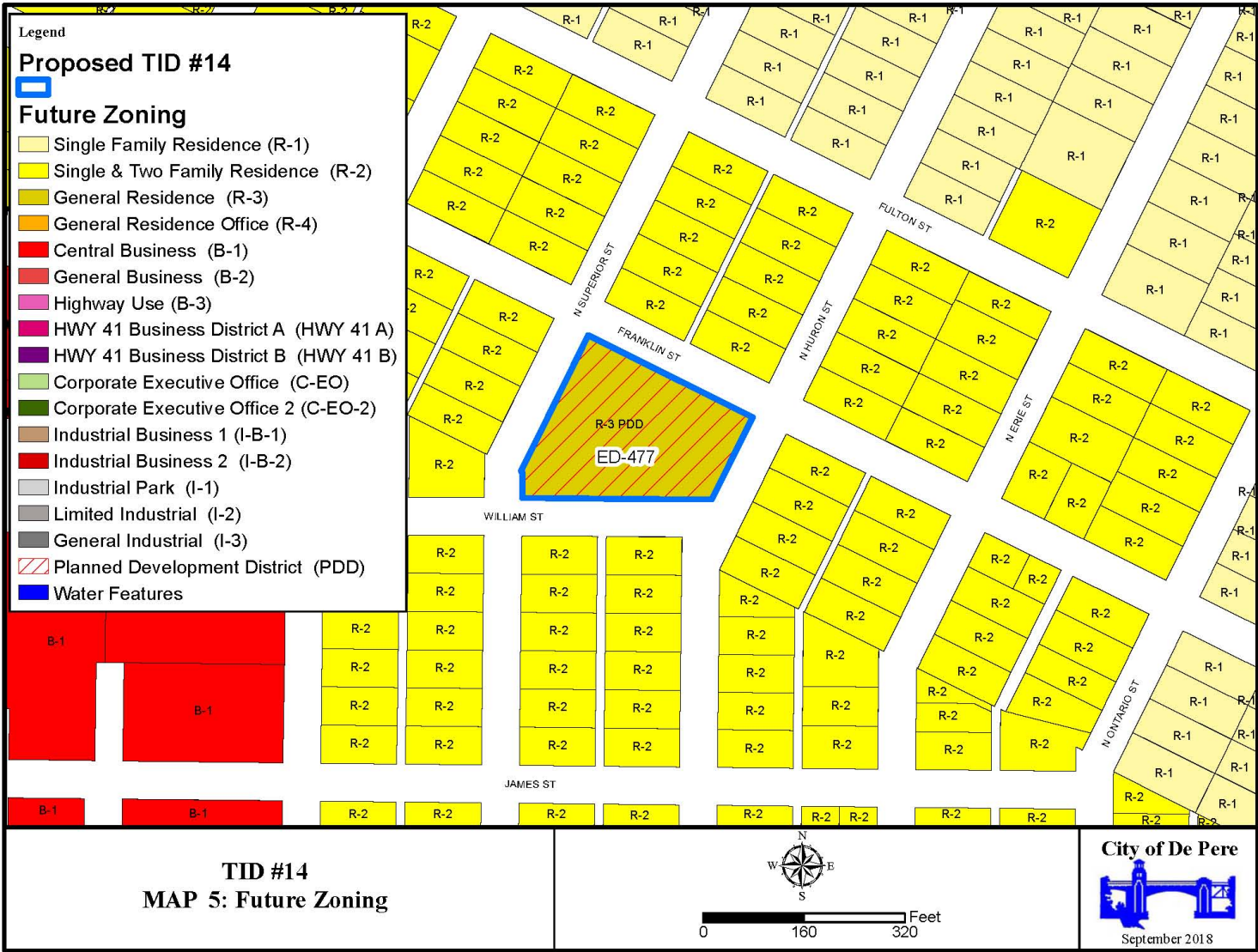
DESCRIPTION: Renovation of Irwin school into 8 condominiums and the construction of 12 townhomes on the balance of the property to meet a City need for housing and the preservation of a historic and character-filled building that has been a neighborhood fixture.

City of De Pere
TID #14 Project Plan

Maps Showing Proposed Improvements and Uses



City of De Pere
TID #14 Project Plan



**City of De Pere
TID #14 Project Plan**

Detailed List of Project Costs

IRWIN SCHOOL PROPERTY RENOVATION DEVELOPER ASSISTANCE	\$1,500,000
Total	\$1,500,000

The renovation cost is based on current prices and preliminary estimates. The City reserves the right to increase this cost to reflect inflationary increases and other uncontrollable circumstances between creation of the TID and the time of construction. The tax increment allocation is preliminary and is subject to adjustment based upon the implementation of the Plan.

This Plan is not meant to be a budget nor an appropriation of funds for specific projects, but a framework within which to manage projects. All costs included in the Plan are estimates based on best information available. The City retains the right to delete or pursue future projects listed in the prior paragraph, and shown on the map, or change the scope and/or timing of projects implemented as they are individually authorized by the City Common Council, without amending the Plan.

The Plan authorizes the expenditure of funds for project costs within a 1/2 mile radius of the TID boundary.

Economic Feasibility

The information and exhibits contained within this project plan demonstrate that the proposed TID is economically feasible insofar as:

- The City has available to it the means to secure the necessary financing required to accomplish the projects contained within this Plan. A listing of "Method of Financing and Timing of When Costs are to be Incurred" follows.
- The development anticipated to occur as a result of the implementation of this Plan will generate sufficient tax increments to pay for the cost of the projects. This Plan identifies the following: 1) the development expected to occur, 2) a projection of tax increments to be collected resulting from that development and other economic growth within the TID, and 3) a cash flow model demonstrating that the projected tax

City of De Pere
TID #14 Project Plan

increment collections and all other revenues available such as debt issuance will be sufficient to pay all Project Costs.

In order to evaluate the economic feasibility of TID#14 it is necessary to project the amount of tax revenue that can be reasonably generated over the legal life of the TID. Included in Exhibit A is a proforma analysis of TID#14. The proforma analyzes expenses based on project plan costs of TID#14 against projected TID revenue. Tax revenue is conservatively estimated. Cash received from future TID#14 tax increments will be used to fund project costs and implementation of this Plan will also require that the City issue debt obligations to provide direct or indirect financing for the Projects to be undertaken. In 2046, the final year of revenue collection for the TID, it is projected to have repaid all expenditures and is left with a positive surplus balance.

Method of Financing and Timing of When Costs are to be Incurred

The city plans to fund project costs with cash received from future TID#14 tax increments. Implementation of this Plan will also require that the City issue obligations to provide direct or indirect financing for the Projects to be undertaken. The following is a list of the types of obligations the City may choose to utilize.

General Obligation (G.O.) Bonds or Notes

The City may issue G.O. Bonds or Notes to finance the cost of Projects included within this Plan. Wisconsin Statutes limit the principal amount of G.O. and State Trust Fund Loan debt that a community may have outstanding at any point in time to an amount not greater than five-percent of its total equalized value (including increment values).

Board of Commissioners of Public Lands State Trust Fund Loans

The City may issue State Trust Fund Loans to finance the cost of Projects included within this Plan. Wisconsin Statutes limit the principal amount of State Trust Fund Loan and GO debt that a community may have outstanding at any point in time to an amount not greater than five-percent of its total equalized value (including increment values).

Bonds Issued to Developers ("Pay as You Go" Financing)

The City may issue a bond to one or more developers who provide financing for projects included in this Plan. Repayment of the amounts due to the developer under the bonds are limited to an agreed percentage of the available annual tax increments collected that result from the improvements made by the developer. To the extent the tax increments collected are insufficient to make annual payments, or to repay the entire obligation over the life of the District, the City's obligation is

**City of De Pere
TID #14 Project Plan**

limited to not more than the agreed percentage of the actual increments collected. Bonds issued to developers in this fashion are not general obligations of the City and therefore do not count against the City's borrowing capacity.

Federal/State Loan Grant Programs

The State and Federal Government often sponsor grant and loan programs that municipalities may potentially use to supplement TID expenditures or provide financing for capital costs which positively impact the District. These programs include Wisconsin Community Development Block Grants, Rural Development Administration Community Facility Loan/Grants, Transportation Economic Assistance Grants, and Economic Development Administration Grants. These programs require local match funding to insure State and Federal participation in the project.

The actual amount of debt issuance will be determined by the City at its convenience and as dictated by the nature of the projects as they are implemented.

Plan Implementation

Projects identified will provide the necessary anticipated governmental services to the area, and appropriate inducements to encourage development of the area. The City anticipates making total project expenditures of approximately \$1,500,000 to undertake the projects listed in this Project Plan. The Expenditure Period of this District is 22 years from the date of adoption of the Creation Resolution by the Common Council. The projects to be undertaken pursuant to this Project Plan are expected to be financed primarily with debt proceeds. The City reserves the right to alter the implementation of this Plan to accomplish this objective. Interest rates projected are based on current market conditions. Municipal interest rates are subject to constantly changing market conditions. In addition, other factors such as the loss of tax-exempt status of municipal bonds or broadening the purpose of future tax-exempt bonds would affect market conditions. Actual interest expense will be determined once the methods of financing have been approved and securities or other obligations are issued.

If financing as outlined in this Plan proves unworkable, the City reserves the right to use alternate financing solutions for the projects as they are implemented.

Annexed Property

There are no lands proposed for inclusion within the TID that were annexed by the City on or after January 1, 2004.

Proposed Changes in Zoning Ordinances

The City anticipates that the TID will require a change in zoning ordinances to implement this project plan. The current property in the TID is zoned B2 with a Planned Development District (PPD) overlay because the school had been converted to offices in the past. The City is recommending rezoning the property to R3 and then applying for a PDD. The PDD will provide flexibility for the setbacks (unique based on the existing building and proposed townhomes) and will also allow for architectural review of the townhomes to ensure compatibility with the existing neighborhood.

Proposed Changes in Master Plan, Map, Building Codes and Town Ordinances

The City does not anticipate that the TID will require any changes in the master plan, map, building codes, and City ordinances to implement this project plan.

Relocation

The City does not anticipate the need to relocate persons or businesses in conjunction with this Plan. In the event relocation or the acquisition of property by eminent domain becomes necessary at some time during the implementation period, the City will follow applicable state statutes as required in Wisconsin Statutes Chapter 32.

Orderly Development of the City

Creation of the TID will enable the City to undertake projects in furtherance of the stated objectives of its Comprehensive Plan and other planning documents. To this extent, creation of the TID promotes the orderly development of the City.

A List of Estimated Non-Project Costs

Non-Project costs are public works projects that only partly benefit the TID or are not eligible to be paid with tax increment, or costs not eligible to be paid with Tax Incremental Financing funds. Examples would include:

- A public improvement made within the TID that also benefits property outside the TID. That portion of the total project costs allocable to properties outside of the TID would be a non-project cost.
- A public improvement made outside the TID that only partially benefits property within the TID. That portion of the total project costs allocable to properties outside of the TID would be a non-project cost.
- Projects undertaken within the TID as part of the implementation of this Project Plan, the costs of which are paid fully or in part by impact fees, grants, special assessments, or revenues other than tax increments.

The City does not anticipate any non-project costs for the TID.

City Attorney Opinion

Exhibit B contains a signed opinion from the City attorney advising whether the project plan amendment is complete and complies with Section 66.1105(4)(f) of the Wisconsin Statutes.

City of De Pere
TID #14 Project Plan

EXHIBIT A
CASH FLOW PROFORMA ANALYSIS

City of De Pere
Tax Increment District No. 14
Cash Flow Proforma Analysis

Assumptions	
Annual Inflation During Life of TID.....	1.00%
2017 Gross Tax Rate (per \$1000 Equalized Value).....	\$21.86
Annual Adjustment to tax rate.....	0.00%
Investment rate.....	0.50%

Background Data				
(a)	(b)	(c)	(d)	(e)
TIF District	Inflation	Construction	TIF Increment	Tax
Valuation	Increment	Increment	Over Base	Rate
(January 1)		(1)		
Base Value				
\$574,200				
2018	\$574,200			\$21.86
2019	\$574,200	\$5,742	\$2,250,000	\$21.86
2020	\$2,829,942	\$28,299	\$2,250,000	\$21.86
2021	\$5,108,241	\$51,082	\$4,585,124	\$21.86
2022	\$5,159,324	\$51,593	\$4,636,717	\$21.86
2023	\$5,210,917	\$52,109	\$4,688,826	\$21.86
2024	\$5,263,026	\$52,630	\$4,741,457	\$21.86
2025	\$5,315,657	\$53,157	\$4,794,613	\$21.86
2026	\$5,368,813	\$53,688	\$4,848,301	\$21.86
2027	\$5,422,501	\$54,225	\$4,902,526	\$21.86
2028	\$5,476,726	\$54,767	\$4,957,293	\$21.86
2029	\$5,531,493	\$55,315	\$5,012,608	\$21.86
2030	\$5,586,808	\$55,868	\$5,068,476	\$21.86
2031	\$5,642,676	\$56,427	\$5,124,903	\$21.86
2032	\$5,699,103	\$56,991	\$5,181,894	\$21.86
2033	\$5,756,094	\$57,561	\$5,239,455	\$21.86
2034	\$5,813,655	\$58,137	\$5,297,592	\$21.86
2035	\$5,871,792	\$58,718	\$5,356,310	\$21.86
2036	\$5,930,510	\$59,305	\$5,415,615	\$21.86
2037	\$5,989,815	\$59,898	\$5,475,513	\$21.86
2038	\$6,049,713	\$60,497	\$5,536,010	\$21.86
2039	\$6,110,210	\$61,102	\$5,597,112	\$21.86
2040	\$6,171,312	\$61,713	\$5,658,825	\$21.86
2041	\$6,233,025	\$62,330	\$5,721,156	\$21.86
2042	\$6,295,356	\$62,954	\$5,784,109	\$21.86
2043	\$6,358,309	\$63,583	\$5,847,692	\$21.86
2044	\$6,421,892	\$64,219	\$5,911,911	\$21.86
2045				\$21.86
2046				
	\$1,411,911	\$4,500,000		

Revenues		
(f)	(g)	(h)
Tax	Investment	Total
Revenue	Proceeds	Revenues
2018	\$0	\$0
2019	\$0	\$0
2020	\$0	\$0
2021	\$49,311	\$49,311
2022	\$99,114	\$99,114
2023	\$100,231	\$100,231
2024	\$101,359	\$101,359
2025	\$102,498	\$102,498
2026	\$103,648	\$103,648
2027	\$104,810	\$104,810
2028	\$105,984	\$105,984
2029	\$107,169	\$107,169
2030	\$108,366	\$108,366
2031	\$109,576	\$109,576
2032	\$110,797	\$110,797
2033	\$112,030	\$112,030
2034	\$113,276	\$113,276
2035	\$114,534	\$114,534
2036	\$115,805	\$115,805
2037	\$117,089	\$117,089
2038	\$118,385	\$118,385
2039	\$119,695	\$119,695
2040	\$121,017	\$121,017
2041	\$122,353	\$122,353
2042	\$123,702	\$123,702
2043	\$125,064	\$125,064
2044	\$126,441	\$126,441
2045	\$127,831	\$127,831
2046	\$129,234	\$129,234
	\$4,977	\$2,894,297

Current Market Rates +0.25%	
\$1,500,000	
Taxable G.O. Bonds	
Dated December 1, 2018	
Amount for Projects	\$1,500,000
Capitalized Interest	\$0
Cost of Issuance (est.)	\$41,825
Rounding	\$2,945
Less: Reoffering Premium	\$44,770

BAIRD

Expenditures			
(i)	(j)	(k)	(l)
Principal	Interest	Debt	Total
(12/1)	(6/1 & 12/1)	Service	Expenditures
	TIC=		
	4.01%		
2018	\$62,750	\$62,750	\$62,750
2019	\$62,750	\$62,750	\$62,750
2020	\$62,750	\$62,750	\$62,750
2021	\$25,000	\$87,750	\$87,750
2022	\$60,000	\$121,750	\$121,750
2023	\$60,000	\$119,350	\$119,350
2024	\$65,000	\$121,950	\$121,950
2025	\$70,000	\$124,350	\$124,350
2026	\$70,000	\$121,550	\$121,550
2027	\$75,000	\$123,750	\$123,750
2028	\$80,000	\$125,750	\$125,750
2029	\$80,000	\$122,550	\$122,550
2030	\$85,000	\$124,350	\$124,350
2031	\$90,000	\$125,950	\$125,950
2032	\$95,000	\$127,350	\$127,350
2033	\$95,000	\$123,550	\$123,550
2034	\$100,000	\$124,750	\$124,750
2035	\$105,000	\$125,250	\$125,250
2036	\$110,000	\$125,525	\$125,525
2037	\$115,000	\$125,575	\$125,575
2038	\$120,000	\$125,400	\$125,400
2039			\$0
2040			\$0
2041			\$0
2042			\$0
2043			\$0
2044			\$0
2045			\$0
2046			\$0
	\$1,500,000	\$821,950	\$2,321,950

TID Status		
(m)	(n)	(o)
Annual	Year End	
Balance	Cumulative	Cost Recovery
	Balance	
	(December 31)	
2018	(\$62,750)	(\$62,750)
2019	(\$62,750)	(\$125,500)
2020	(\$38,439)	(\$163,939)
2021	(\$22,636)	(\$186,575)
2022	(\$19,119)	(\$205,695)
2023	(\$20,591)	(\$226,286)
2024	(\$21,852)	(\$248,138)
2025	(\$17,902)	(\$266,040)
2026	(\$18,940)	(\$284,980)
2027	(\$19,766)	(\$304,746)
2028	(\$15,381)	(\$320,127)
2029	(\$15,984)	(\$336,110)
2030	(\$16,374)	(\$352,485)
2031	(\$16,553)	(\$369,038)
2032	(\$11,520)	(\$380,557)
2033	(\$11,474)	(\$392,031)
2034	(\$10,716)	(\$402,747)
2035	(\$9,720)	(\$412,466)
2036	(\$8,486)	(\$420,952)
2037	(\$7,015)	(\$427,967)
2038	\$119,695	(\$308,272)
2039	\$121,017	(\$187,255)
2040	\$122,353	(\$64,902)
2041	\$123,702	\$58,800
2042	\$125,064	\$184,158
2043	\$126,441	\$311,520
2044	\$127,831	\$440,908
2045	\$129,234	\$572,347
2046		

Type of TID: Blight Elimination
2018 TID Inception (9/18/2018)
2040 Final Year to Incur TIF Related Costs
2045 Maximum Legal Life of TID (27 Years)
2046 Final Tax Collection Year

(1) Increment per City Estimates. \$160,000 per condo and \$280,000 per townhome with 8-10 condos and 10-12 townhomes being built in 2019 and 2020, respectively.

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City of De Pere
TID #14 Project Plan

EXHIBIT B
CITY ATTORNEY OPINION

CITY OF DE PERE

335 South Broadway
 De Pere, WI 54115
 Fax No.: 920/339-4049
 Web: <http://www.de-perc.org>



Date: August 21, 2018

City Attorney's Office
 (920) 339-4042

The Honorable Michael J. Walsh
 Members of the Plan Commission
 Members of the De Pere Common Council

RE: City of De Pere Tax Incremental Financing District Number 14 Creation

Dear Mayor, Plan Commission and Common Council Members:

Pursuant to Wis. Stats. §66.1105(4)(f), any tax incremental financing district project plan must include an opinion of the City Attorney or of an attorney retained by the City advising whether the plan is complete and complies with that statutory section. As the duly appointed City Attorney of the City of De Pere and upon a review of the Boundary and Project Plan for Tax Incremental Financing District Number 14 (TID #14) to which this opinion is to be appended, it is my opinion that such plan contains and adequately addresses the prerequisites set forth at Wis. Stats. §66.1105. This opinion is based upon my review of said plan, my review of Wis. Stats. §66.1105, and my experience as a municipal attorney.

It is my further opinion that inasmuch as the project plan is complete and in compliance with the above referenced section, it is in proper form for adoption by the Common Council.

Respectfully submitted,

Judith Schmidt-Lehman
 City Attorney

JSL:amz

J:\Law\TID\2018\TID #14 Creation Atty Opinion Letter.docx

EXHIBIT C
TID #14 BOUNDARY DESCRIPTION

Legal Description

All of Lots 1, 2, 3, 5, 6, 7, 8, and that part of Lot 4 lying north of Williams Street, Block 16, and the vacated alley of Block 16, Irwin's Second Addition to De Pere, being part of Private Claim 31 east side of Fox River, and all of Block 35, Original Plat of De Pere, being part of Private Claim 32 east side of Fox River, City of De Pere, Brown County, Wisconsin, described as follows:

Beginning at the northwesterly corner of said Lot 8, point also being the intersection of the southerly right of way line of Franklin Street and the easterly right of way line of North Superior Street;
thence S63°35'37"E on said southerly right of way line, 291.04 feet more or less to the northeasterly corner of said Lot 1, point also being the intersection of the southerly right of way line of Franklin Street and the westerly right of way line of North Huron Street;
thence S26°17'36"W, on said westerly right of way line, 145.57 feet more or less to the north right of way line of Williams Street;
thence N89°35'09"W, on said north right of way line, 300.76 feet more or less to said easterly right of way line of North Superior Street, point also being the southwest corner of said Block 35;
thence N00°37'38"E, on said easterly right of way line, 41.39 feet more or less to the northwest corner of said Block 35;
thence N63°34'47"W, on said easterly right of way line, 2.70 feet more or less to the southwesterly corner of said Lot 5;
thence N26°20'12"E, on said easterly right of way line, 240.11 feet more or less to the Point of Beginning.

Said described lands contain 62,491 square feet or 1.435 acres more or less.

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City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Resolution #18-93 Authorizing Submission of Wisconsin Department of Natural Resources Cost-Share Grant for Urban and Community Forestry Projects or Urban Forestry Catastrophic Storm Projects.

The resolution before the council is to allow the Park Department to apply for a Forestry Grant which would be a 50/50 cost share, and shall be used for predominantly updating our tree inventory. There will also be a small component of education and tree planting included with the grant.

The total project cost is estimated to be \$34,825. The City's portion is \$17,412.50. The City has already budgeted \$5,000 in the 2018 Budget for this project, and the remaining balance shall come from using current staff, equipment and supplies resources.

Due to a timing issue with submitting the grant application by October 1 we are asking the Council to first approve the resolution and be contingent on Park Board approval at their September 20th meeting.

ATTACHMENTS:

- Reso18-93 (DOCX)

RESOLUTION #18-93

AUTHORIZING SUBMISSION OF WISCONSIN DEPARTMENT OF NATURAL
RESOURCES COST-SHARE GRANT FOR URBAN AND COMMUNITY FORESTRY
PROJECTS OR URBAN FORESTRY CATASTROPHIC STORM PROJECTS

WHEREAS, the City of De Pere (“the applicant”), is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources (“WDNR”) for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects specified in § 23.097(1g) and (1r), Wis. Stats.; and

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project; and

WHEREAS, due to meeting schedules, the Common Council is considering this Resolution prior to review and recommendation of the Board of Park Commissioners.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Common Council approves of the Director of Parks, Recreation & Forestry making application for the cost share grant for funding urban and community forestry projects or urban forestry catastrophic storm projects, contingent upon the Board of Park Commissioners approving the same at its meeting of September 20, 2018.

BE IT FURTHER RESOLVED THAT:

The City of De Pere, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement.

BE IT FURTHER RESOLVED THAT:

The City of De Pere will budget a sum sufficient to fully and satisfactorily complete the project and the Common Council hereby authorizes and empowers the Director of Parks, Recreation & Forestry to:

1. Sign and submit the grant application;
2. Sign a grant agreement between applicant and the DNR;
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement;

Resolution #18-93
Page 2 of 2

4. Submit grant reimbursement request to the DNR; and
5. Sign and submit other required documentation.

BE IT FURTHER RESOLVED THAT:

Any such grant awarded shall be brought before the Common Council for formal acceptance thereof.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, employees, and agents are further authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes:_____

Nays:_____

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Resolution #18-94 Approving Revised Classification and Compensation Plan Grade Order List.

ATTACHMENTS:

- Reso18-94 (DOCX)
- Market Study Results to Finance and Council Outreach Activity Coord. (DOCX)
- DRAFT 2019 PAY GRADES 9-4-2018 (PDF)

RESOLUTION #18-94

APPROVING REVISED CLASSIFICATION AND COMPENSATION
PLAN GRADE ORDER LIST

WHEREAS, the Common Council adopted Resolution #18-77, updating the Classification and Compensation Plan ("Plan") with an effective date of January 1, 2019; and

WHEREAS, subsequent to Resolution #18-77, the Outreach Activity Coordinator position has been reviewed and found to have had a change in responsibilities such that the position title be changed to "Recreation Specialist" and the pay grade moved from Grade G to Grade H; and

WHEREAS, this matter has been reviewed by the Finance/Personnel Committee, which recommends approval of thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council hereby amends its Classification and Compensation Policy by changing the job title of "Outreach Activity Coordinator" to "Recreation Specialist" and moving the position from Grade G to Grade H in said Plan, effective January 1, 2019.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____
Nays: _____

MemoCity of De Pere

To: Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Re: Recommendation to increase Outreach Activity Coordinator one pay grade
as part of the 2019 Compensation Market Study/Review
Date: September 11, 2018

Note: At the September 11th Finance/Personnel Committee meeting the recommendation was approved unanimously.

Last month we brought before you the market study results as recommended by the compensation consultant, Carlson Dettmann Consulting LLC. As part of the market study we asked the consultant to review positions that had a substantial change in responsibility. There is one additional position that he is recommending be increased.

Outreach Activity Coordinator

The consultant reviewed the change in responsibilities and is recommending the position increase one pay grade level and also recommending the title be changed to Recreation Specialist.

- **2019 Current** Grade Level G \$19.98-27.41
- **2019 Proposed** Grade Level H \$21.96-\$30.11

The 2019 Grade Order sheet is attached.

If approved, funding to implement the market study/review will be put into the 2019 budget. If approved as part of the budget, the new pay plan will be effective on January 1, 2019.

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

Thank you.

UPDATED 8/1/2018				2019 GRADE ORDER LIST - PROPOSED 2.25% INCREASE							
(Employees advance on pay scale one step per year of service if meeting expectations. Step 6 is equal to the market rate (avg. rate) for the position. Employees may advance beyond step 6 through pay for performance.)											
					Minimum					Control Point	
					87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	120.0%
GRADE	JOB TITLE	DEPARTMENT	FLSA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 6	Maximum
U	*CITY ATTORNEY/ASSISTANT CITY ADMINISTRATOR	CITY ATTORNEY	E	\$48.62	\$50.01	\$51.41	\$52.79	\$54.19	\$55.56	è	\$66.69
				\$101,129.60	\$104,020.80	\$106,932.80	\$109,803.20	\$112,715.20	\$115,564.80		\$138,715.20
T	DEVELOPMENT SERVICES DIRECTOR	DEVELOPMENT SERVICES	E	\$47.02	\$48.22	\$49.46	\$50.73	\$52.03	\$53.36	è	\$64.03
	PUBLIC WORKS DIRECTOR	PUBLIC WORKS	E	\$97,801.60	\$100,297.60	\$102,876.80	\$105,518.40	\$108,222.40	\$110,984.02		\$133,182.40
S	DEVELOPMENT SERVICES DIRECTOR	DEVELOPMENT SERVICES	E	\$44.68	\$45.96	\$47.24	\$48.50	\$49.79	\$51.06	è	\$61.28
	FINANCE DIRECTOR	FINANCE	E	\$92,934.40	\$95,596.80	\$98,259.20	\$100,880.00	\$103,563.20	\$106,204.80		\$127,462.40
	FIRE CHIEF	FIRE	E								
	POLICE CHIEF	POLICE	E								
	PUBLIC WORKS DIRECTOR	PUBLIC WORKS	E								
	HUMAN RESOURCES DIRECTOR	HUMAN RESOURCES	E								
	CITY ENGINEER	PUBLIC WORKS	E								
R	CITY ENGINEER	PUBLIC WORKS	E	\$41.72	\$42.90	\$44.10	\$45.29	\$46.47	\$47.67	è	\$57.20
	PARKS, REC & FORESTRY DIRECTOR	PARKS, REC & FORESTRY	E	\$86,777.60	\$89,232.00	\$91,728.00	\$94,203.20	\$96,657.60	\$99,153.60		\$118,976.00
	H.R. DIRECTOR	HUMAN RESOURCES	E								
	INFORMATION TECHNOLOGY DIRECTOR	INFORMATION TECHNOLOGY	E								
Q	HEALTH OFFICER/DIRECTOR	HEALTH	E	\$39.74	\$40.87	\$41.99	\$43.14	\$44.26	\$45.42	è	\$54.49
	POLICE CAPTAIN	POLICE	E	\$82,659.20	\$85,009.60	\$87,339.20	\$89,731.20	\$92,060.80	\$94,473.60		\$113,339.20
P	HEALTH OFFICER/DIRECTOR	HEALTH	E	\$37.75	\$38.83	\$39.92	\$40.99	\$42.08	\$43.15	è	\$51.77
	INFORMATION TECHNOLOGY ADMIN.	INFORMATION TECHNOLOGY	E	\$78,520.00	\$80,766.40	\$83,033.60	\$85,259.20	\$87,526.40	\$89,752.00		\$107,681.60
	POLICE CAPTAIN	POLICE	E								
	ASSISTANT FIRE CHIEF	FIRE	E								
O	ASS'T FIRE CHIEF & INSPECTION	FIRE	E	\$35.78	\$36.81	\$37.82	\$38.84	\$39.88	\$40.89	è	\$49.08
	ASSISTANT CITY ENGINEER	PUBLIC WORKS	E	\$74,422.40	\$76,564.80	\$78,665.60	\$80,787.20	\$82,950.40	\$85,051.20		\$102,086.40
N	ASS'T CITY ENGINEER	PUBLIC WORKS	E	\$33.81	\$34.79	\$35.75	\$36.73	\$37.68	\$38.64	è	\$46.37
	STREET SUPERINTENDENT	PUBLIC WORKS	E	\$70,324.80	\$72,363.20	\$74,360.00	\$76,398.40	\$78,374.40	\$80,371.20		\$96,449.60
M	CLERK/TREASURER	FINANCE	E	\$31.85	\$32.73	\$33.66	\$34.57	\$35.48	\$36.38	è	\$43.66
	MAINTENANCE SUPERVISOR	PUBLIC WORKS	E	\$66,248.00	\$68,078.40	\$70,012.80	\$71,905.60	\$73,798.40	\$75,670.40		\$90,812.80
	PARK SUPERINTENDENT/CITY FORESTER	PARKS, REC & FORESTRY	E								
	RECREATION SUPERINTENDENT	PARKS, REC & FORESTRY	E								
	STAFF ATTORNEY	CITY ATTORNEY	E								
L	WATER DEPARTMENT SUPERVISOR	PUBLIC WORKS	E	\$29.87	\$30.72	\$31.56	\$32.43	\$33.27	\$34.12	è	\$40.95
	GIS MANAGER/PROJECT MANAGER	DEVELOPMENT SERVICES	E	\$62,129.60	\$63,897.60	\$65,644.80	\$67,454.40	\$69,201.60	\$70,969.60		\$85,176.00
	SENIOR PLANNER	DEVELOPMENT SERVICES	E								
	SENIOR BUILDING INSPECTOR	DEVELOPMENT SERVICES	E								
K	GIS COORDINATOR	DEVELOPMENT SERVICES	E	\$27.87	\$28.69	\$29.47	\$30.28	\$31.07	\$31.88	è	\$38.24
	PUBLIC HEALTH NURSE	HEALTH	E	\$57,969.60	\$59,675.20	\$61,297.60	\$62,982.40	\$64,625.60	\$66,310.40		\$79,539.20
	PLANNER II	DEVELOPMENT SERVICES	E								
	SR. BUILDING INSPECTOR	DEVELOPMENT SERVICES	E								
	SANITARIAN	HEALTH	E								
J	BUSINESS MANAGER	POLICE	E	\$25.92	\$26.65	\$27.38	\$28.14	\$28.87	\$29.61	è	\$35.53

					Minimum					Control Point		
					87.5%	90.0%	92.5%	95.0%	97.5%	100.0%		120.0%
GRADE	JOB TITLE	DEPARTMENT	FLSA		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		Maximum
	SANITARIAN	HEALTH	E		\$53,913.60	\$55,432.00	\$56,950.40	\$58,531.20	\$60,049.60	\$61,588.80		\$73,902.40
	BUILDING INSPECTOR	DEVELOPMENT SERVICES	NE									
	RECREATION SUPERVISOR	PARKS, REC & FORESTRY	E									
	HUMAN RESOURCES GENERALIST	HUMAN RESOURCES	E									
	ENGINEER SENIOR TECHNICIAN	PUBLIC WORKS	NE									
	MAINTENANCE SPECIALIST	PUBLIC WORKS	NE									
I	ENGINEER SENIOR TECHNICIAN	PUBLIC WORKS	NE		\$23.94	\$24.61	\$25.30	\$25.99	\$26.66	\$27.34	è	\$32.82
	HUMAN RESOURCE GENERALIST	HUMAN RESOURCES	E		\$49,795.20	\$51,188.80	\$52,624.00	\$54,059.20	\$55,452.80	\$56,867.20		\$68,265.60
	COMMUNICATIONS SPECIALIST/ADMINISTRATIVE ASSISTANT	ADMINISTRATION	E									
	PAYROLL SPECIALIST	FINANCE	NE									
	MECHANIC	PUBLIC WORKS	NE									
	PARALEGAL	CITY ATTORNEY	NE									
H	PARALEGAL	CITY ATTORNEY	NE		\$21.96	\$22.60	\$23.23	\$23.85	\$24.48	\$25.10	è	\$30.11
	MECHANIC	PUBLIC WORKS	NE		\$45,676.80	\$47,008.00	\$48,318.40	\$49,608.00	\$50,918.40	\$52,208.00		\$62,628.80
	PAYROLL SPECIALIST	FINANCE	NE									
	MAINTENANCE SPECIALIST	PARKS, REC & FORESTRY	NE									
	ENGINEER TECHNICIAN	PUBLIC WORKS	NE									
	**DPW EQUIPMENT OPERATOR	PUBLIC WORKS	NE									
	WATER DEPARTMENT MAINTENANCE WORKER	PUBLIC WORKS	NE									
	GIS TECHNICIAN	DEVELOPMENT SERVICES	NE									
	ARBORIST	PARKS, REC & FORESTRY	NE									
	DEPUTY CLERK	FINANCE	NE									
	VIDEO PRODUCTION/IT SUPPORT SPECIALIST	INFORMATION TECHNOLOGY	NE									
	RECREATION SPECIALIST	PARKS, REC & FORESTRY	NE									
G	ACCOUNTS PAYABLE CLERK	FINANCE	NE		\$19.98	\$20.56	\$21.12	\$21.71	\$22.27	\$22.84	è	\$27.41
	ADMINISTRATIVE ASSISTANT (Fire, Dev Services, PRF, PW)	VARIOUS	NE		\$41,558.40	\$42,764.80	\$43,929.60	\$45,156.80	\$46,321.60	\$47,507.20		\$57,012.80
	MAINTENANCE TECHNICIAN	PARKS, REC & FORESTRY	NE									
	COMMUNITY CENTER ACTIVITY COORD	PARKS, REC & FORESTRY	NE									
	COMMUNITY CENTER ACTIVITY/OUTREACH COORD	PARKS, REC & FORESTRY	NE									
	DEPUTY CITY CLERK	FINANCE	NE									
	***LEAD ARBORIST	PARKS, REC & FORESTRY	NE									
	MUNICIPAL COURT CLERK	MUNICIPAL COURT	NE									
	DPW MAINTENANCE WORKER	PUBLIC WORKS	NE									
	VIDEO PRODUCTION & MARKETING COORD	INFORMATION TECHNOLOGY	NE									
	PARKS MAINTENANCE WORKER	PARKS, REC & FORESTRY	NE									
F	OFFICE ASSISTANT (PRF, Police, Health, HR, PW)	VARIOUS	NE		\$18.02	\$18.53	\$19.05	\$19.56	\$20.08	\$20.58	è	\$24.69
	PARKS MAINTENANCE WORKER	PARKS, REC & FORESTRY	NE		\$37,481.60	\$38,542.40	\$39,624.00	\$40,684.80	\$41,766.40	\$42,806.40		\$51,355.20
	ARBORIST	PARKS, REC & FORESTRY	NE									
E	vacant				\$16.53	\$17.00	\$17.47	\$17.96	\$18.43	\$18.90	è	\$22.68
D	vacant				\$15.32	\$15.76	\$16.19	\$16.63	\$17.07	\$17.49	è	\$20.99
C	vacant				\$14.18	\$14.58	\$14.98	\$15.39	\$15.80	\$16.20	è	\$19.45
B	vacant				\$13.13	\$13.51	\$13.89	\$14.25	\$14.62	\$15.00	è	\$18.01
Non-Graded Positions												
	CITY ADMINISTRATOR	ADMINISTRATION	E		\$ 132,620							
* \$2,000 Yearly stipend to the position that assumes the role of Assistant City Administrator												
**DPW Leadperson receives \$1.00/hour additional over current rate of pay												

					Minimum					Control Point		
					87.5%	90.0%	92.5%	95.0%	97.5%	100.0%		120.0%
GRADE	JOB TITLE		DEPARTMENT	FLSA	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		Maximum
***Arborist position now requires an associate degree/cert. = increased pay grade, current Lead Arborist does not meet min. qualifications so will be left at current grade												

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Resolution #18-95 Adopting Update to the City of De Pere Investment Policy.

ATTACHMENTS:

- Reso18-95 (DOCX)
- memo to council re changes to investment policy (DOC)
- Investment Policy - City of De Pere FINAL 7-1-08 Redlined (DOC)
- City of De Pere Investment Policy Highlighted 06-22-18 (PDF)
- Wisconsin State Legislature 66.0603 Investment Recommendations 06-22-18 (PDF)

RESOLUTION #18-95

ADOPTING UPDATE TO THE CITY OF DE PERE INVESTMENT POLICY

WHEREAS, the City's Investment Policy was last updated in 2008; and

WHEREAS, upon recommendation of the City's investors, such policy has been reviewed and revised; and

WHEREAS, this updated investment policy has been reviewed by the Finance/Personnel Committee of which recommends adoption thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council adopts the attached City of De Pere Investment Policy.

BE IT FURTHER RESOLVED THAT:

All City officials, officers and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Attachment: Reso18-95 (7437 : Reso #18-95 Adopting Update to the City of De Pere Investment Policy.)

CITY OF DE PERE**MEMO**

DATE: September 5, 2018

TO: Mayor Walsh; Members of the Common Council

FROM: Shana Ledvina, Clerk-Treasurer
Joe Zegers, Finance Director

RE: Changes to investment policy to reflect changes in statute

Our investment group, Charles Schwab, has identified a few changes in state statutes pertaining to municipal investing that would be beneficial to the City to reflect in its own investment policy, which has not been updated since 2008.

I've attached a copy of the statutes with the requested changes highlighted on the 3rd and 4th page, the current investment policy as it was adopted in 2008, and the redlined investment policy.

These changes were approved unanimously by the Finance/Personnel Committee.

If you have any questions, feel free to contact Shana Ledvina at 339-4072 ext. 1355 or Joe Zegers at 339-4041.

Attachment: memo to council re changes to investment policy (7437 : Reso #18-95 Adopting Update to the City of De Pere Investment Policy.)

City of De Pere Investment Policy

It is the policy of the City of De Pere to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all federal and state statutes governing the investment of public funds.

1.0 Scope:

This investment policy applies to all financial assets of the City of De Pere. These funds are accounted for in the City of De Pere's Comprehensive Annual Financial Report and include:

Funds:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Debt Services Fund
- Enterprise Funds
- Internal Services Funds
- Fiduciary Funds
- Any new fund created by the Common Council, unless specifically exempted

2.0 Prudence:

Investments shall be made with judgment and care, under circumstances existing at the time the investment is made, which persons or prudence, discretion and intelligence exercise in the management of their own affairs, not speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person rule" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. Those with access to and responsibility for City investments management must comply with investment procedures developed by the Finance/Personnel Committee.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

3.0 Objective:

The primary objectives, in priority order, of the City of De Pere's investment activities shall be:

A. Safety – Safety of principal is the foremost objective of the investment program. Investments of the City of De Pere shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City of De Pere will diversify its investments by investing funds among a variety of securities and financial institutions offering independent returns.

B. Liquidity – The City of De Pere's investment portfolio will remain sufficiently liquid to enable the City of De Pere to meet all operating requirements that might be reasonably anticipated.

City of De Pere Investment Policy

C. Return on Investments – The City of De Pere’s investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, commensurate with the City’s investment risk constraints and the cash flow characteristics of its portfolio

4.0 Delegation of Authority:

Authority to manage the City of De Pere’s investment is granted to the Clerk-Treasurer and derived from Wisconsin Statute 66.0603 regarding investments. The Clerk-Treasurer, under the supervision of the Finance Director and City Administrator shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Clerk-Treasurer. The Clerk-Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

5.0 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall not conduct personal business activity that could conflict with proper execution and management of the investment program, or that could impair their ability to make impartial decisions. The Clerk-Treasurer and subordinates shall disclose to the City Administrator any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers of the City shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City of De Pere.

6.0 Finance/Personnel Committee:

The Clerk-Treasurer shall report quarterly to the Finance/Personnel Committee the performance of investments and review the investment strategy.

7.0 Authorized Financial Institutions:

No City of De Pere deposit shall be made except in a qualified public depository as established by state laws and as approved by the Finance/Personnel Committee.

8.0 Investment Advisor Services:

The Clerk-Treasurer may enter into a contract with one or more investment advisors only upon the approval of the Common Council. The selection of an investment advisor will be based on the utilization of Requests for Proposal and/or interviews.

9.0 Authorized & Sustainable Investments:

Minimal risk tolerance with long-term expectations for each asset classification will guide the strategic decisions regarding individual purchases and overall portfolio structure. The City of De Pere is empowered to invest in certain types of securities by Wis. Statute 66.0603. These include:

1. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association that is authorized to transact business in this state ~~if the time deposits mature in not more than 3 years.~~
2. Repurchase agreements that are fully collateralized by bonds or securities.
3. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government. The

City of De Pere Investment Policy

maximum coupon adjustment period for adjustable rate securities shall be five years and final maturity for fixed rate assets shall be ~~five years~~ seven years.

4. Bonds or securities of any county, city, drainage district, technical college, district, village, town or school district of this state. The maximum coupon adjustment period for adjustable rate securities shall be five years and final maturity for fixed rate assets shall be seven years ~~five years~~.

5. Securities of a no-load investment trust with a portfolio limited to consisting of the following:

- Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.
- Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.
- Repurchase agreements that are fully collateralized by bonds or securities.

6. The State of Wisconsin Local Government Investment Pool.

7. Bonds or notes of U.S. Corporations with credit ratings of AAA or AA, the two highest ratings categories, assigned by Standard and Poors Corporation, Moody's investor services or other similar nationally recognized rating agency from a minimum of two nationally recognized ratings agencies that must include either Moodys or Standard and Poors. Bonds or notes of U.S. Corporations may not exceed \$1 million or 10% of the entire City portfolio par value whichever is less and must have a maximum maturity of three years or less. All corporate securities must undergo extensive credit risk analysis prior to purchase and on a continued basis.

10.0 Collateralization:

Collateralization will be required on two types of investments: certificates of deposit and repurchase (and reverse) agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value of principal and accrued interest. The City of De Pere chooses to limit collateral to the following U.S. Government securities.

- Treasury Bills
- Treasury Notes
- Treasury Bonds
- Federal National Mortgage Association
- Federal Credit Agencies such as the Federal Home Loan Bank, the Federal Farm Credit Bank, The Federal Home Loan Mortgage Corporation and the Student Loan Marketing Association
- Mortgage Backed Securities
- Government National Mortgage Association

Collateral will always be held by an independent third party with whom the City of De Pere has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City of De Pere and retained. Collateralization shall be in the form of specific securities held for the City. The only exceptions are Federal Depository Insurance Company (FDIC), Securities Investor Protection Corporation (SIPC) and pre-approved insurance coverage. The City may collateralize its repurchase agreements using longer-dated investments not to exceed 5 years to maturity. The right of collateral substitution is granted.

11.0 Safekeeping and Custody:

All security transactions, including collateral for repurchase agreements, entered into by the City of De Pere shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third

City of De Pere Investment Policy

party custodian designated by the Clerk-Treasurer and City Administrator and approved by the Finance/Personnel Committee and Common Council.

12.0 Diversification:

The City will diversify its investments by security type and institution. With the exception of U.S. Treasury securities ~~and~~ authorized pools and Certificates of Deposits (or "Time Deposits) that are fully FDIC insured, no more than 50% of the De Pere total investment portfolio will be invested in a single security type or with a single financial institution.

13.0 Maximum Maturities:

To the extent possible, the City of De Pere will attempt to match its investments with anticipated cash flow liquidity requirements. Unless matched to a specific cash flow, the City of De Pere will not invest in securities maturing more than 5 years from the date of purchase. Reserve funds may be invested in securities exceeding 5 years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds. In no event will the City invest in securities with maturities exceeding 7 years. Because of the inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as LGIPs, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

14.0 Internal Control:

The Clerk-Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City of De Pere are protected from loss, theft or misuse. An internal control structure shall be designed to provide reasonable assurance that these objectives are met.

15.0 Performance Standards:

The investment portfolio shall be designed with the objective of obtaining a rate of return during budgetary and economic cycles, commensurate with the City of De Pere's investment risk constraints and cash flow needs. The City will always maximize the amount of its cash funds earning interest.

16.0 Reporting

The Clerk-Treasurer shall provide the Finance/Personnel Committee quarterly investment reports that provide a clear picture of the status of the current investment portfolio. The management report should include comments on the fixed income markets and economic conditions, discussions regarding restrictions on percentage of investment by categories, possible changes in the portfolio structure going forward and thoughts on investment strategies and other information as requested by the Finance/Personnel Committee.

Schedules in the quarterly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized safekeeping agent
- Investment category
- Final maturity of all investment listed
- Coupon, discount or earnings rate
- Par value, Amortized Book Value and Market Value
- Percentage of the Portfolio represented by each investment category

17.0 Investment Policy Adoption

City of De Pere Investment Policy

The City of De Pere's investment policy shall be adopted by resolution of the City of De Pere Finance/Personnel Committee and Common Council. The Finance/Personnel Committee shall review the policy annually or on an "as needed basis" and must approve any modifications made thereto.

18.0 Glossary

Because this policy is to be available to the public as well as the governing body, it is important that a glossary of related terminology be part of the policy.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public monies.

CORPORATE NOTES AND BONDS: Medium to long-term coupon bearing debt securities issued as obligations of U.S. corporations having initial maturities from 2 to 30 years. U.S. corporate notes and bonds are not guaranteed as to safety of principal and interest by the U.S. government.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$100,000.00 per deposit.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit institutions and insurance companies. The mission of FHLB is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FmHA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

City of De Pere Investment Policy

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase – reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

PRUDENT PERSON RULE: An investment standard that states the trustee may invest in a security if it is one that would be bought by a prudent person of discretion and intelligence who is seeking preservation of capital and a reasonable income.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

RESOLUTION #08-100

ADOPTING UPDATE TO THE INVESTMENT POLICY

WHEREAS, the City's Investment Policy was last updated in 1995; and

WHEREAS, upon recommendation of the City's auditors, such policy has been reviewed and revised; and

WHEREAS, this updated investment policy has been reviewed by the Finance/Personnel Committee of which recommends adoption thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

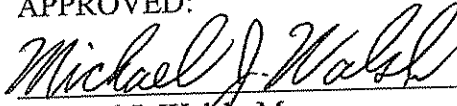
The Common Council adopts the attached City of De Pere Investment Policy.

BE IT FURTHER RESOLVED THAT:

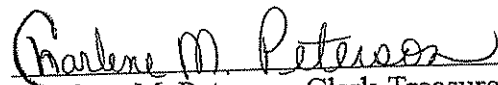
All City officials, officers and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 19th day of August, 2008.

APPROVED:


Michael J. Walsh, Mayor

ATTEST:


Charlene M. Peterson, Clerk-Treasurer

Ayes: 8

Nays: 0

City of De Pere Investment Policy

It is the policy of the City of De Pere to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all federal and state statutes governing the investment of public funds.

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This investment policy applies to all financial assets of the City of De Pere. These funds are accounted for in the City of De Pere's Comprehensive Annual Financial Report and include:

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City of De Pere Investment Policy

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4.0 Delegation of Authority:

Authority to manage the City of De Pere's investment is granted to the Clerk-Treasurer and derived from Wisconsin Statute 66.0603 regarding investments. The Clerk-Treasurer, under the supervision of the Finance Director and City Administrator shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Clerk-Treasurer. The Clerk-Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

5.0 Ethics and Conflicts of Interest:

Officers and employees involved in the investment process shall not conduct personal business activity that could conflict with proper execution and management of the investment program, or that could impair their ability to make impartial decisions. The Clerk-Treasurer and subordinates shall disclose to the City Administrator any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers of the City shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City of De Pere.

6.0 Finance/Personnel Committee:

The Clerk-Treasurer shall report quarterly to the Finance/Personnel Committee the performance of investments and review the investment strategy.

7.0 Authorized Financial Institutions:

No City of De Pere deposit shall be made except in a qualified public depository as established by state laws and as approved by the Finance/Personnel Committee.

8.0 Investment Advisor Services:

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2. Repurchase agreements that are fully collateralized by bonds or securities.
3. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government. The

City of De Pere Investment Policy

maximum coupon adjustment period for adjustable rate securities shall be five years and final maturity for fixed rate assets shall be five years.

4. Bonds or securities of any county, city, drainage district, technical college, district, village, town or school district of this state. The maximum coupon adjustment period for adjustable rate securities shall be five years and final maturity for fixed rate assets shall be five years.

5. Securities of a no-load investment trust with a portfolio limited to consisting of the following:

- Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.
- Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.
- Repurchase agreements that are fully collateralized by bonds or securities.

6. The State of Wisconsin Local Government Investment Pool.

7. Bonds or notes of U.S. Corporations with credit ratings of AAA or AA, the two highest ratings categories, from a minimum of two nationally recognized ratings agencies that must include either Moodys or Standard and Poors. Bonds or notes of U.S. Corporations may not exceed \$1 million or 10% of the entire City portfolio par value whichever is less and must have a maximum maturity of three years or less. All corporate securities must undergo extensive credit risk analysis prior to purchase and on a continued basis.

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Collateral will always be held by an independent third party with whom the City of De Pere has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City of De Pere and retained. Collateralization shall be in the form of specific securities held for the City. The only exceptions are Federal Depository Insurance Company (FDIC), Securities Investor Protection Corporation (SIPC) and pre-approved insurance coverage. The City may collateralize its repurchase agreements using longer-dated investments not to exceed 5 years to maturity. The right of collateral substitution is granted.

11.0 Safekeeping and Custody:

All security transactions, including collateral for repurchase agreements, entered into by the City of De Pere shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party custodian designated by the Clerk-Treasurer and City Administrator and approved by the Finance/Personnel Committee and Common Council.

City of De Pere Investment Policy

12.0 Diversification:

The City will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the De Pere total investment portfolio will be invested in a single security type or with a single financial institution.

13.0 Maximum Maturities:

To the extent possible, the City of De Pere will attempt to match its investments with anticipated cash flow liquidity requirements. Unless matched to a specific cash flow, the City of De Pere will not invest in securities maturing more than 5 years from the date of purchase. Reserve funds may be invested in securities exceeding 5 years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds. In no event will the City invest in securities with maturities exceeding 7 years. Because of the inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as LGIPs, money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

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The Clerk-Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City of De Pere are protected from loss, theft or misuse. An internal control structure shall be designed to provide reasonable assurance that these objectives are met.

15.0 Performance Standards:

The investment portfolio shall be designed with the objective of obtaining a rate of return during budgetary and economic cycles, commensurate with the City of De Pere's investment risk constraints and cash flow needs. The City will always maximize the amount of its cash funds earning interest.

16.0 Reporting

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Schedules in the quarterly report should include the following:

- A listing of individual securities held at the end of the reporting period by authorized safekeeping agent
- Investment category
- Final maturity of all investment listed
- Coupon, discount or earnings rate
- Par value, Amortized Book Value and Market Value
- Percentage of the Portfolio represented by each investment category

17.0 Investment Policy Adoption

The City of De Pere's investment policy shall be adopted by resolution of the City of De Pere Finance/Personnel Committee and Common Council. The Finance/Personnel Committee shall review the policy annually or on an "as needed basis" and must approve any modifications made thereto.

18.0 Glossary

Because this policy is to be available to the public as well as the governing body, it is important that a glossary of related terminology be part of the policy.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property that a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposit of public monies.

CORPORATE NOTES AND BONDS: Medium to long-term coupon bearing debt securities issued as obligations of U.S. corporations having initial maturities from 2 to 30 years. U.S. corporate notes and bonds are not guaranteed as to safety of principal and interest by the U.S. government.

DELIVERY VERSUS PAYMENT: There are two methods of delivery of securities: delivery versus payment and delivery versus receipt. Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, e.g., S&L's, small business firms, students, farmers, farm cooperatives and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to \$100,000.00 per deposit.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks (currently 12 regional banks) which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit institutions and insurance companies. The mission of FHLB is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans, in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by the FHA, VA or FmHA mortgages. The term "pass-throughs" is often used to describe Ginnie Maes.

LIQUIDITY: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LOCAL GOVERNMENT INVESTMENT POOL (LGIP): The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties to repurchase – reverse repurchase agreements that establishes each party's rights in the transactions. A master agreement will often specify among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

PRUDENT PERSON RULE: An investment standard that states the trustee may invest in a security if it is one that would be bought by a prudent person of discretion and intelligence who is seeking preservation of capital and a reasonable income.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

REPURCHASE AGREEMENT (RP OR REPO): A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

SAFEKEEPING: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

TREASURY BILLS: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

1. Subject to subds. 2. and 3., if the village of Shorewood reduces its levy from the amount it would have levied for 2011 if not for an error in the valuation of Tax Incremental District Number 1 in the village, to compensate for that error, the limit otherwise applicable under this section to the village in 2012 is increased by the amount of the reduction, as determined by the department of revenue. The amounts added to the village's limit for 2012 under this subdivision may not exceed the amount by which the village underutilized its limit for 2011, as determined by the department of revenue.
2. If the village of Shorewood applies funds from the village's general fund in 2011 to replace amounts not levied to compensate for an error in the valuation of Tax Incremental District Number 1 in the village, the limits otherwise applicable under this section to the village in 2012 and 2013 are increased by the amount applied from the general fund in 2011, as determined by the department of revenue. The village's limit increases under this subdivision for 2012 and 2013 do not increase the village's limit for any subsequent year.
3. The combined amount of increased levy in 2012 and 2013 by the village of Shorewood under subd. 2. may not exceed the amount of the funds applied from the general fund to replace amounts not levied in 2011 to compensate for an error in the valuation of Tax Incremental District Number 1 in the village.
- (L) If the village of Warrens reduces its levy from the amount it would have levied for 2012 if not for an error in the valuation of Tax Incremental District Number 1 in the village, to compensate for that error, the limit otherwise applicable under this section to the village in 2013 is increased by the amount of the reduction, as determined by the department of revenue. The amounts added to the village's limit for 2013 under this paragraph may not exceed the amount by which the village underutilized its limit for 2012, as determined by the department of revenue.
- (Lm) If the city of Fox Lake reduces its levy from the amount it would have levied for 2012 if not for an error in the valuation of Tax Incremental District Number 1 in the city, to compensate for that error, the limit otherwise applicable under this section to the city in 2013 is increased by the amount of the reduction, as determined by the department of revenue. The amounts added to the city's limit for 2013 under this paragraph may not exceed the amount by which the city underutilized its limit for 2012, as determined by the department of revenue.
- (m)
 1. The levy increase limit otherwise applicable under this section to a city, village, or town in the current year is increased by \$1,000 for each new single-family residential dwelling unit for which a city, village, or town issues an occupancy permit in the preceding year and that is all of the following:
 - a. Located on a parcel of no more than 0.25 acre in a city or village, or on a parcel of no more than one acre in a town.
 - b. Sold in the preceding year for not more than 80 percent of the median price of a new residential dwelling unit in the city, village, or town in the preceding year.
 2. Amounts levied under this paragraph may be used only for police protective services, fire protective service, or emergency medical services.

3. If a city, village, or town levies an amount under this paragraph, the city, village, or town may not decrease the amount it spends for police protective services, fire protective services, or emergency medical services below the amount the city, village, or town spent in the preceding year.

(4) REFERENDUM EXCEPTION.

- (a) A political subdivision may exceed the levy increase limit under sub. (2) if its governing body adopts a resolution to that effect and if the resolution is approved in a referendum. The resolution shall specify the proposed amount of increase in the levy beyond the amount that is allowed under sub. (2), the purpose for which the increase will be used, and whether the proposed amount of increase is for the next fiscal year only or if it will apply on an ongoing basis. With regard to a referendum relating to the 2005 levy, or any levy in an odd-numbered year thereafter, the political subdivision may call a special referendum for the purpose of submitting the resolution to the electors of the political subdivision for approval or rejection. With regard to a referendum relating to the 2006 levy, or any levy in an even-numbered year thereafter, the referendum shall be held at the next succeeding spring primary or election or partisan primary or general election.
- (b) The clerk of the political subdivision shall publish type A, B, C, D, and E notices of the referendum under s. 10.01 (2). Section 5.01 (1) applies in the event of failure to comply with the notice requirements of this paragraph.
- (c) The referendum shall be held in accordance with chs. 5 to 12. The political subdivision shall provide the election officials with all necessary election supplies. The form of the ballot shall correspond substantially with the standard form for referendum ballots under ss. 5.64 (2) and 7.08 (1) (a). The question shall be submitted as follows: "Under state law, the increase in the levy of the (name of political subdivision) for the tax to be imposed for the next fiscal year, (year), is limited to%, which results in a levy of \$.... Shall the (name of political subdivision) be allowed to exceed this limit and increase the levy for the next fiscal year, (year), for (purpose for which the increase will be used), by a total of%, which results in a levy of \$....?" In preparing the ballot question for a referendum held at a partisan primary in 2014, as it relates to the allowable amount of levy rate increase and the total amount of a levy, a county with a population of at least 30,000, but no more than 40,000, that is adjacent to a county with a population exceeding 450,000, shall use the most recent data that it has and the most recent data that is available from the department of revenue.
- (d) Within 14 days after the referendum, the clerk of the political subdivision shall certify the results of the referendum to the department of revenue. The levy increase limit otherwise applicable to the political subdivision under this section is increased in the next fiscal year by the percentage approved by a majority of those voting on the question. If the resolution specifies that the increase is for one year only, the amount of the increase shall be subtracted from the base used to calculate the limit for the 2nd succeeding fiscal year.
- (5) EXCEPTION, CERTAIN TOWNS.** A town with a population of less than 3,000 may exceed the levy increase limit otherwise applicable under this section to the town if the town board adopts a resolution supporting an increase and places the question on the agenda of an annual town meeting or a special town meeting and if the annual or special town meeting adopts a resolution endorsing the town board's resolution. The limit otherwise applicable to the town under this section is increased in the next fiscal year by the percentage approved by a majority of those voting on the question. Within 14 days after the adoption of the resolution, the town clerk shall certify the results of the vote to the department of revenue.
- (6) PENALTIES.** Except as provided in sub. (6m), if the department of revenue determines that a political subdivision has a penalized excess in any year, the department of revenue shall do all of the following:

- (a) Reduce the amount of county and municipal aid payments to the political subdivision under s. 79.035 in the following year by an amount equal to the amount of the penalized excess.
- (b) Ensure that the amount of any reductions in county and municipal aid payments under par. (a) lapses to the general fund.
- (c) Ensure that the amount of the penalized excess is not included in determining the limit described under sub. (2) for the political subdivision for the following year.
- (d) Ensure that, if a political subdivision's penalized excess exceeds the amount of aid payment that may be reduced under par. (a), the excess amount is subtracted from the aid payments under par. (a) in the following years until the total amount of penalized excess is subtracted from the aid payments.
- (6m) MISTAKES IN LEVIES.** The department of revenue may issue a finding that a political subdivision is not liable for a penalty that would otherwise be imposed under sub. (6) if the department determines that the political subdivision's penalized excess is caused by one of the following clerical errors:
 - (a) The department, through mistake or inadvertence, has assessed to any county or taxation district, in the current year or in the previous year, a greater or less valuation for any year than should have been assessed, causing the political subdivision's levy to be erroneous in a way that directly causes a penalized excess.
 - (b) A taxation district clerk or a county clerk, through mistake or inadvertence in preparing or delivering the tax roll, causes a political subdivision's levy to be erroneous in a way that directly causes a penalized excess.

History: 2005 a. 25, 484; 2007 a. 20, 115, 129; 2009 a. 28; 2011 a. 32, 63, 75, 140, 145, 258; 2013 a. 20; 2013 a. 165 s. 114; 2013 a. 222, 310; 2015 a. 55, 191, 256; 2017 a. 59; 2017 a. 207 s. 5; 2017 a. 223, 243, 317; 2017 a. 365 s. 111; s. 13.92 (1) (bm) 2; s. 35.17 correction in (1) (d).

66.0603 Investments.

- (1g) DEFINITION.** In this section, "governing board" has the meaning given under s. 34.01 (1) but does not include a local exposition district board created under subch. II of ch. 229 or a local cultural arts district board created under subch. V of ch. 229.

(1m) INVESTMENTS.

- (a) A county, city, village, town, school district, drainage district, technical college district or other governing board, other than a local professional football stadium district board created under subch. IV of ch. 229, may invest any of its funds not immediately needed in any of the following:
 1. Time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in this state.
 2. Bonds or securities issued or guaranteed as to principal and interest by the federal government, or by a commission, board or other instrumentality of the federal government.
 3. Bonds or securities of any county, city, drainage district, technical college district, village, town or school district of this state.
 - 3m. Bonds issued by a local exposition district under subch. II of ch. 229.
 - 3p. Bonds issued by a local professional baseball park district created under subch. III of ch. 229.
 - 3q. Bonds issued by a local professional football stadium district created under subch. IV of ch. 229.
 - 3s. Bonds issued by the University of Wisconsin Hospitals and Clinics Authority.
 - 3t. Bonds issued by a local cultural arts district under subch. V of ch. 229.

3u. Bonds issued by the Wisconsin Aerospace Authority.

4. Any security which matures or which may be tendered for purchase at the option of the holder within not more than 7 years of the date on which it is acquired, if that security has a rating which is the highest or 2nd highest rating category assigned by Standard & Poor's corporation, Moody's investors service or other similar nationally recognized rating agency or if that security is senior to, or on a parity with, a security of the same issuer which has such a rating.
5. Securities of an open-end management investment company or investment trust, if the investment company or investment trust does not charge a sales load, if the investment company or investment trust is registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, and if the portfolio of the investment company or investment trust is limited to the following:
 - a. Bonds and securities issued by the federal government or a commission, board or other instrumentality of the federal government.
 - b. Bonds that are guaranteed as to principal and interest by the federal government or a commission, board or other instrumentality of the federal government.
 - c. Repurchase agreements that are fully collateralized by bonds or securities under subd. 5. a. or b.

(b)

1. A town, city, or village may invest surplus funds in any bonds or securities issued under the authority of the municipality, whether the bonds or securities create a general municipality liability or a liability of the property owners of the municipality for special improvements, and may sell or hypothecate the bonds or securities. Funds of an employer, as defined by s. 40.02 (28), in a deferred compensation plan may also be invested and reinvested in the same manner authorized for investments under s. 881.01.
2. Funds of any school district operating under ch. 119, held in trust for pension plans intended to qualify under section 401 (a) of the Internal Revenue Code, other than funds held in the public employee trust fund, may be invested and reinvested in the same manner as is authorized for investments under s. 881.01.
3. A school district may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:
 - a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.
 - b. Other post-employment benefits provided separately from a defined benefit pension plan.
4. A school board may not discuss or vote on establishing a trust fund to provide the benefits described in subd. 3. unless the notice of the school board meeting at which the discussion or vote may occur includes the issue as a separate agenda item.
5. A city, village, town, county, drainage district, technical college district, or other governing board as defined by s. 34.01 (1) may invest and reinvest funds that are held in trust, other than funds held in the public employee trust fund, solely to provide any of the following benefits, in the same manner as is authorized for investments under s. 881.01:
 - a. Post-employment health care benefits provided either separately or through a defined benefit pension plan.

- b. Other post-employment benefits provided separately from a defined benefit pension plan.
- 6. Funds that are held in trust to provide the benefits described in subds. 3. and 5. shall be held in a trust fund that is separate from all other trust funds created by, or under the control of, the local governmental unit.
- (c) A local government, as defined under s. 25.50 (1) (d), may invest surplus funds in the local government pooled-investment fund. Cemetery care funds, including gifts where the principal is to be kept intact, may also be invested under ch. 881.
- (d) A county, city, village, town, school district, drainage district, technical college district or other governing board as defined by s. 34.01 (1) may engage in financial transactions in which a public depository, as defined in s. 34.01 (5), agrees to repay funds advanced to it by the local government plus interest, if the agreement is secured by bonds or securities issued or guaranteed as to principal and interest by the federal government.
- (e) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a county having a population of 750,000 or more, or a person to whom the county has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:
 - 1. Moneys held in any stabilization fund established under s. 59.87 (3).
 - 2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 59.85 or general obligation promissory notes under s. 67.12 (12) issued to provide funds for the payment of all or a part of the county's unfunded prior service liability.
 - 3. Moneys appropriated or held by the county to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).
 - 4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.
 - 5. Moneys held in an employee retirement system of the county.
- (f) Subject to s. 67.11 (2) with respect to funds on deposit in a debt service fund for general obligation promissory notes issued under s. 67.12 (12), a 1st class city, or a person to whom the city has delegated investment authority under sub. (5), may invest and reinvest in the same manner as is authorized for investments and reinvestments under s. 881.01, any of the following:
 - 1. Moneys held in any stabilization fund established under s. 62.622 (3).
 - 2. Moneys held in a fund or account, including any reserve fund, created in connection with the issuance of appropriation bonds under s. 62.62 or general obligation promissory notes under s. 67.12 (12) issued to provide funds for the payment of all or a part of the city's unfunded prior service liability.
 - 3. Moneys appropriated or held by the city to pay debt service on appropriation bonds or general obligation promissory notes under s. 67.12 (12).
 - 4. Moneys constituting proceeds of appropriation bonds or general obligation promissory notes described in subd. 2. that are available for investment until they are spent.
 - 5. Moneys held in an employee retirement system of the city.
- (g) A technical college district that receives funds from participation in an auction of digital broadcast spectrum administered by the federal communications commission may hold those funds in trust and may invest and reinvest those funds in the same manner authorized for investments under s. 881.01. Funds held in

trust under this paragraph may only be distributed from the trust in a manner consistent with ch. 38 and in accordance with the terms of the trust. Any trust formed pursuant to this paragraph shall be separate from any other trust created by, or under the control of, the technical college district.

(2) DELEGATION OF INVESTMENT AUTHORITY. A county, city, village, town, school district, drainage district, technical college district or other governing board, as defined in s. 34.01 (1), may delegate the investment authority over any of its funds not immediately needed to a state or national bank, or trust company, which is authorized to transact business in this state if all of the following conditions are met:

- (a)** The institution is authorized to exercise trust powers under s. 221.0316 or ch. 223.
- (b)** The governing board renews annually the investment agreement under which it delegates its investment authority, and reviews annually the performance of the institution with which its funds are invested.

(3) ADDITIONAL DELEGATION OF INVESTMENT AUTHORITY.

(a) In addition to the authority granted under sub. (2), a school district operating under ch. 119 may delegate the investment authority over any of its funds not immediately needed and held in trust for its qualified pension plans to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under the Investment Advisers Act of 1940, 15 USC 80b-3.

(b) In addition to the authority granted under sub. (2), a school district may delegate the investment authority over the funds described under sub. (1m) (b) 3. to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under 15 USC 80b-3.

(c)

1. In addition to the authority granted under sub. (2), a city, village, town, county, drainage district, technical college district, or other governing board as defined by s. 34.01 (1) may delegate the investment authority over the funds described under sub. (1m) (b) 5. to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under 15 USC 80b-3.

2. If a unit of government described under subd. 1. has established a trust described in sub. (1m) (b) 5., it shall annually publish a written report that states the amount in the trust, the investment return earned by the trust since the last report was published, the total disbursements made from the trust since the last report was published, and the name of the investment manager if investment authority has been delegated under subd. 1.

(d)

1. In addition to the authority granted under sub. (2), a technical college district may delegate the investment authority over the funds described under sub. (1m) (g) to an investment manager who meets the requirements and qualifications specified in the trust's investment policy and who is registered as an investment adviser under the Investment Advisers Act of 1940, 15 USC 80b-3.

2. If a technical college district has established a trust described in sub. (1m) (g), it shall annually publish a written report that states the amount in the trust, the investment return earned by the trust since the last report was published, the total disbursements made from the trust since the last report was published, and the name of the investment manager if investment authority has been delegated under subd. 1.

(4) INVESTED FUND PROCEEDS IN POPULOUS CITIES, USE. In a 1st class city, all interest derived from invested funds held by the city treasurer in a custodial capacity on

behalf of any political entity, except for pension funds, is general revenue of the city and shall revert to the city's general fund upon the approval by the political entity evidenced by a resolution adopted for that purpose.

- (5) **DELEGATION OF INVESTMENT AUTHORITY IN CONNECTION WITH PENSION FINANCING IN POPULOUS CITIES AND COUNTIES.** The governing body of a county having a population of 750,000 or more, or a 1st class city, may delegate investment authority over any of the moneys described in sub. (1m) (e) or (f) to any of the following persons, which shall be responsible for the general administration and proper operation of the county's or city's employee retirement system, subject to the governing body's finding that such person has expertise in the field of investments:
- (a) A public board that is organized for such purpose under county or city ordinances.
 - (b) A trustee, investment advisor, or investment banking or consulting firm.

History: 1999 a. 9 ss. 1607, 1608; 1999 a. 65 ss. 15 to 17; 1999 a. 150 ss. 93, 95, 168; 1999 a. 167 ss. 31, 32; 1999 a. 186 ss. 43, 44; 2001 a. 30; 2003 a. 264; 2005 a. 99, 335; 2007 a. 82, 115; 2009 a. 28; 2015 a. 60; 2017 a. 59, 78; 2017 a. 207 s. 5; 2017 a. 366 s. 99.

Cross-reference: See also s. 157.50 (6) as to investment of municipal care funds.

Based on the plain meaning of the word "investment," the exchange of surplus county funds for U.S. gold coins would be an investment within the meaning of s. 59.61 (3). This section provides the authorized list of investments that a county can make with county funds, and the statute does not authorize an investment in U.S. gold coins. OAG 2-13.

- 66.0605 Local government audits and reports.** Notwithstanding any other statute, the governing body of a county, city, village or town may require or authorize a financial audit of a municipal or county officer, department, board, commission, function or activity financed in whole or part from municipal or county funds, or if any portion of the funds are the funds of the county, city, village or town. The governing body may require submission of periodic financial reports by the officer, department, board, commission, function or activity.

History: 1977 c. 29; 1999 a. 150 s. 97; Stats. 1999 s. 66.0605.

66.0607 Withdrawal or disbursement from local treasury.

- (1) Except as otherwise provided in subs. (2) to (5) and in s. 66.0608, in a county, city, village, town, or school district, all disbursements from the treasury shall be made by the treasurer upon the written order of the county, city, village, town, or school clerk after proper vouchers have been filed in the office of the clerk. If the statutes provide for payment by the treasurer without an order of the clerk, the clerk shall draw and deliver to the treasurer an order for the payment before or at the time that the payment is required to be made by the treasurer. This section applies to all special and general provisions of the statutes relative to the disbursement of money from the county, city, village, town, or school district treasury except s. 67.10 (2).
- (2) Notwithstanding other law, a county having a population of 750,000 or more may, by ordinance, adopt any other method of allowing vouchers, disbursing funds, reconciling outstanding county orders, reconciling depository accounts, examining county orders, and accounting consistent with accepted accounting and auditing practices, if the ordinance prior to its adoption is submitted to the department of revenue, which shall submit its recommendations on the proposed ordinance to the county board of supervisors.
- (3) Except as provided in subs. (2), (3m) and (5), disbursements of county, city, village, town or school district funds from demand deposits shall be by draft or order check and withdrawals from savings or time deposits shall be by written transfer order. Written transfer orders may be executed only for the purpose of transferring deposits to an authorized deposit of the public depositor in the same or another authorized public depository. The transfer shall be made directly by the public depository from which the withdrawal is made. No draft or order check issued under this subsection may be released to the payee, nor is the draft or order check valid, unless signed by

the clerk and treasurer. No transfer order is valid unless signed by the clerk and the treasurer. Unless otherwise directed by ordinance or resolution adopted by the governing body, a certified copy of which shall be filed with each public depository concerned, the chairperson of the county board, mayor, village president, town chairperson or school district president shall countersign all drafts or order checks and all transfer orders. The governing body may also, by ordinance or resolution, authorize additional signatures. In lieu of the personal signatures of the clerk and treasurer and any other required signature, the facsimile signature adopted by the person and approved by the governing body may be affixed to the draft, order check or transfer order. The use of a facsimile signature does not relieve an official from any liability to which the official is otherwise subject, including the unauthorized use of the facsimile signature. A public depository is fully warranted and protected in making payment on any draft or order check or transferring pursuant to a transfer order bearing a facsimile signature affixed as provided by this subsection notwithstanding that the facsimile signature may have been affixed without the authority of the designated persons.

- (3m) A county, city, village, town or school district may process periodic payments through the use of money transfer techniques, including direct deposit, electronic funds transfer and automated clearinghouse methods. The county, municipal or school district treasurer shall keep a record of the date, payee and amount of each disbursement made by a money transfer technique.
- (4) Except as provided in sub. (3m), if a board, commission or committee of a county, city, village, town or school district is vested by statute with exclusive control and management of a fund, including the audit and approval of payments from the fund, independently of the governing body, payments under this section shall be made by drafts or order checks issued by the county, city, village, town or school clerk upon the filing with the clerk of certified bills, vouchers or schedules signed by the proper officers of the board, commission or committee, giving the name of the claimant or payee, and the amount and nature of each payment.
- (5) In a 1st class city, municipal disbursements of public moneys shall be by draft, order, check, order check or as provided under sub. (3m). Checks or drafts shall be signed by the treasurer and countersigned by the comptroller. Orders shall be signed by the mayor and clerk and countersigned by the comptroller, as provided in the charter of the city. Disbursements of school moneys shall be as provided by s. 119.50.
- (6) Withdrawal or disbursement of moneys deposited in a public depository as defined in s. 34.01 (5) by a treasurer as defined in s. 34.01 (7), other than the elected, appointed or acting official treasurer of a county, city, village, town or school district, shall be by endorsement, written order, draft, share draft, check or other draft signed by the person or persons designated by written authorization of the governing board as defined in s. 34.01 (1). The authorization shall conform to any statute covering the disbursement of the funds. A public depository is fully warranted and protected in making payment in accordance with the latest authorization filed with it.
- (7) No order may be issued by a county, city, village, town, special purpose district, school district, cooperative education service agency or technical college district clerk in excess of funds available or appropriated for the purposes for which the order is drawn, unless authorized by a resolution adopted by the affirmative vote of two-thirds of the entire membership of the governing body.

History: 1971 c. 154; 1971 c. 211 s. 124; 1977 c. 142, 225; 1979 c. 318; 1981 c. 20; 1983 a. 145; 1983 a. 189 s. 329 (21); 1983 a. 192 s. 303 (2); 1983 a. 368, 538; 1985 a. 91, 225; 1989 a. 56 s. 258; 1993 a. 399; 1999 a. 150 s. 109; Stats. 1999 s. 66.0607; 2001 a. 16; 2017 a. 207 s. 5.

66.0608 Separate accounts for municipal fire, emergency medical services practitioner, and emergency medical responder volunteer funds.

- (1) DEFINITIONS. In this section:

- (ak) "Emergency medical responder" has the meaning given in s. 256.01 (4p).
- (am) "Emergency medical responder volunteer funds" means funds of a municipality that are raised by employees of the municipality's emergency medical responder department, by volunteers, or by donation to the emergency medical responder department, for the benefit of the municipality's emergency medical responder department.
- (aw) "Emergency medical services practitioner" has the meaning given in s. 256.01 (5).
- (b) "Emergency medical services practitioner volunteer funds" means funds of a municipality that are raised by employees of the municipality's emergency medical services practitioner department, by volunteers, or by donation to the emergency medical services practitioner department, for the benefit of the municipality's emergency medical services practitioner department.
- (c) "Fire volunteer funds" means funds of a municipality that are raised by employees of the municipality's fire department, by volunteers, or by donation to the fire department, for the benefit of the municipality's fire department.
- (f) "Municipality" means any city, village, or town.
- (g) "Public depository" has the meaning given in s. 34.01 (5).
- (h) "Volunteer funds" means emergency medical services practitioner volunteer funds, fire volunteer funds, or emergency medical responder volunteer funds.
- (2) GENERAL AUTHORITY. Subject to subs. (3) and (4), the governing body of a municipality may enact an ordinance that does all of the following:
 - (a) Authorizes a particular official or employee of the municipality's fire department, emergency medical services practitioner department, or emergency medical responder department to deposit volunteer funds of the department for which the individual serves as an official or employee, in an account in the name of the fire department, emergency medical services practitioner department, or emergency medical responder department, in a public depository.
 - (b) Gives the municipality's fire department, emergency medical services practitioner department, or emergency medical responder department, through the official or employee described under par. (a), exclusive control over the expenditure of volunteer funds of the department for which the individual serves as an official or employee in an account described under par. (a).
- (3) LIMITATIONS, REQUIREMENTS. An ordinance enacted under sub. (2) may include any of the following limitations or requirements:
 - (a) A limit on the type and amount of funds that may be deposited into the account described under sub. (2) (a).
 - (b) A limit on the amount of withdrawals from the account described under sub. (2) (a) that may be made, and a limit on the purposes for which such withdrawals may be made.
 - (c) Reporting and audit requirements that relate to the account described under sub. (2) (a).
- (4) OWNERSHIP OF FUNDS. Notwithstanding an ordinance enacted under sub. (2), volunteer funds shall remain the property of the municipality until the funds are disbursed.

History: 2001 a. 16; 2007 a. 130; 2017 a. 12.

66.0609 Financial procedure; alternative system of approving claims.

- (1) The governing body of a village or of a city of the 2nd, 3rd or 4th class may by ordinance enact an alternative system of approving financial claims against the municipal treasury other than claims subject to s. 893.80. The ordinance shall

provide that payments may be made from the city or village treasury after the comptroller or clerk of the city or village audits and approves each claim as a proper charge against the treasury, and endorses his or her approval on the claim after having determined that all of the following conditions have been complied with:

- (a) That funds are available for the claim pursuant to the budget approved by the governing body.
 - (b) That the item or service covered by the claim has been duly authorized by the proper official, department head or board or commission.
 - (c) That the item or service has been actually supplied or rendered in conformity with the authorization described in par. (b).
 - (d) That the claim is just and valid pursuant to law. The comptroller or clerk may require the submission of proof to support the claim as the officer considers necessary.
- (2) The ordinance under sub. (1) shall require that the clerk or comptroller file with the governing body not less than monthly a list of the claims approved, showing the date paid, name of claimant, purpose and amount.
 - (3) The ordinance under sub. (1) shall require that the governing body of the city or village obtain an annual detailed audit of its financial transactions and accounts by a certified public accountant licensed or certified under ch. 442 and designated by the governing body.
 - (4) The system under sub. (1) is operative only if the comptroller or clerk is covered by a fidelity bond or insurance policy of not less than \$5,000 in villages and 4th class cities, of not less than \$10,000 in 3rd class cities, and of not less than \$20,000 in 2nd class cities, as described in s. 61.25 (intro.) or 62.09 (4) (b).
 - (5) If an alternative procedure is adopted by ordinance in conformity with this section, the claim procedure required by ss. 61.25 (6), 61.51, 62.09 (10), 62.11 and 62.12 and other relevant provisions, except s. 893.80, is not applicable in the city or village.

History: 1971 c. 108 ss. 5, 6; 1971 c. 125 s. 523; 1977 c. 285 s. 12; 1979 c. 323; 1985 a. 29; 1991 a. 316; 1999 a. 150 s. 113; Stats. 1999 s. 66.0609; 2001 a. 16; 2017 a. 51.

66.0611 Political subdivisions prohibited from levying tax on incomes. No county, city, village, town, or other unit of government authorized to levy taxes may assess, levy or collect any tax on income, or measured by income, and any tax so assessed or levied is void.

History: 1999 a. 150 s. 562; Stats. 1999 s. 66.0611.

66.0613 Assessment on racing prohibited. Notwithstanding subch. V of ch. 77, no county, town, city or village may levy or collect from any licensee, as defined in s. 562.01 (7), any fee, tax or assessment on any wager in any race, as defined in s. 562.01 (10), or on any admission to any racetrack, as defined in s. 562.01 (12), except as provided in s. 562.08.

History: 1987 a. 354; 1991 a. 39; 1999 a. 150 s. 564; Stats. 1999 s. 66.0613.

66.0615 Room tax; forfeitures.

(1) In this section:

- (a) "Commission" means an entity created by one municipality or by 2 or more municipalities in a zone, to coordinate tourism promotion and tourism development for the zone.
- (am) "District" has the meaning given in s. 229.41 (4m).
- (b) "Hotel" has the meaning given in s. 77.52 (2) (a) 1.

- (bs)** "Lodging marketplace" means an entity that provides a platform through which an unaffiliated 3rd party offers to rent a short-term rental to an occupant and collects the consideration for the rental from the occupant.
- (c)** "Motel" has the meaning given in s. 77.52 (2) (a) 1.
- (d)** "Municipality" means any city, village or town.
- (de)** "Occupant" means a person who rents a short-term rental through a lodging marketplace.
- (df)** "Owner" means the person who owns the residential dwelling that has been rented.
- (di)** "Residential dwelling" means any building, structure, or part of the building or structure, that is used or intended to be used as a home, residence, or sleeping place by one person or by 2 or more persons maintaining a common household, to the exclusion of all others.
- (dk)** "Short-term rental" means a residential dwelling that is offered for rent for a fee and for fewer than 29 consecutive days.
- (dm)** "Sponsoring municipality" means a city, village or town that creates a district either separately or in combination with another city, village, town or county.
- (e)** "Tourism" means travel for recreational, business or educational purposes.
- (f)** "Tourism entity" means a nonprofit organization that came into existence before January 1, 2015, spends at least 51 percent of its revenues on tourism promotion and tourism development, and provides destination marketing staff and services for the tourism industry in a municipality, except that if no such organization exists, a municipality may contract with one of the following entities:
 1. A nonprofit organization that spends at least 51 percent of its revenues on tourism promotion and tourism development, and provides destination marketing staff and services for the tourism industry in a municipality.
 2. A nonprofit organization that was incorporated before January 1, 2015, spends 100 percent of the room tax revenue it receives from a municipality on tourism promotion and tourism development, and provides destination marketing staff and services for the tourism industry in a municipality.
- (fm)** "Tourism promotion and tourism development" means any of the following that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment on which a tax under sub. (1m) (a) may be imposed, that are owned by different persons and located within a municipality in which a tax under this section is in effect; or, if the municipality has only one such establishment, reasonably likely to generate paid overnight stays in that establishment:
 1. Marketing projects, including advertising media buys, creation and distribution of printed or electronic promotional tourist materials, or efforts to recruit conventions, sporting events, or motorcoach groups.
 2. Transient tourist informational services.
 3. Tangible municipal development, including a convention center.
- (g)** "Transient" has the meaning given in s. 77.52 (2) (a) 1.
- (h)** "Zone" means an area made up of 2 or more municipalities that, those municipalities agree, is a single destination as perceived by the traveling public.
- (1m)**
 - (a)** The governing body of a municipality may enact an ordinance, and a district, under par. (e), may adopt a resolution, imposing a tax on the privilege of furnishing, at retail, except sales for resale, rooms or lodging to transients by hotelkeepers, motel operators, lodging marketplaces, owners of short-term rentals, and other

persons furnishing accommodations that are available to the public, irrespective of whether membership is required for use of the accommodations. A tax imposed under this paragraph may be collected from the consumer or user, but may not be imposed on sales to the federal government and persons listed under s. 77.54 (9a). A tax imposed under this paragraph by a municipality shall be paid to the municipality and, with regard to any tax revenue that may not be retained by the municipality, shall be forwarded to a tourism entity or a commission if one is created under par. (c), as provided in par. (d). Except as provided in par. (am), a tax imposed under this paragraph by a municipality may not exceed 8 percent. Except as provided in par. (am), if a tax greater than 8 percent under this paragraph is in effect on May 13, 1994, the municipality imposing the tax shall reduce the tax to 8 percent, effective on June 1, 1994.

(am) A municipality that imposes a room tax under par. (a) is not subject to the limit on the maximum amount of tax that may be imposed under that paragraph if any of the following apply:

1. The municipality is located in a county with a population of at least 380,000 and a convention center is being constructed or renovated within that county.
2. The municipality intends to use at least 60 percent of the revenue collected from its room tax, of any room tax that is greater than 7 percent, to fund all or part of the construction or renovation of a convention center that is located in a county with a population of at least 380,000.
3. The municipality is located in a county with a population of less than 380,000 and that county is not adjacent to a county with a population of at least 380,000, and the municipality is constructing a convention center or making improvements to an existing convention center.
4. The municipality has any long-term debt outstanding with which it financed any part of the construction or renovation of a convention center.

(b)

1. If a single municipality imposes a room tax under par. (a), the municipality may create a commission under par. (c). The commission shall contract with another organization to perform the functions of a tourism entity if no tourism entity exists in that municipality.
2. If 2 or more municipalities in a zone impose a room tax under par. (a), the municipalities shall enter into a contract under s. 66.0301 to create a commission under par. (c). If no tourism entity exists in any of the municipalities in the zone that have formed a commission, the commission shall contract with another organization in the zone to perform the functions of the tourism entity. Each municipality in a single zone that imposes a room tax shall levy the same percentage of tax. If the municipalities are unable to agree on the percentage of tax for the zone, the commission shall set the percentage.
3. A commission shall monitor the collection of room taxes from each municipality in a zone that has a room tax.
4. A commission shall contract with one tourism entity from the municipalities in the zone to obtain staff, support services and assistance in developing and implementing programs to promote the zone to visitors.

(c)

1. If a commission is created by a single municipality, the commission shall consist of 4 to 6 members. One of the commission members shall represent the Wisconsin hotel and motel industry. Members shall be appointed under subd. 3.
2.
 - a. If the commission is created by more than one municipality in a zone, the commission shall consist of 3 members from each municipality in which

annual tax collections exceed \$1,000,000, 2 members from each municipality in which annual tax collections exceed \$300,000 but are not more than \$1,000,000 and one member from each municipality in which annual tax collections are \$300,000 or less. Except as provided in subd. 2. b., members shall be appointed under subd. 3.

b. Two additional members, who represent the Wisconsin hotel and motel industry, shall be appointed to the commission by the chairperson of the commission, shall serve for a one-year term at the pleasure of the chairperson and may be reappointed.

3. Members of the commission shall be appointed by the principal elected official in the municipality and shall be confirmed by a majority vote of the members of the municipality's governing body who are present when the vote is taken. Commissioners shall serve for a one-year term, at the pleasure of the appointing official, and may be reappointed.
4. The commission shall meet regularly, and, from among its members, it shall elect a chairperson, vice chairperson and secretary.
5. The commission shall report any delinquencies or inaccurate reporting to the municipality that is due the tax.

(d)

1. A municipality that first imposes a room tax under par. (a) after May 13, 1994, shall spend at least 70 percent of the amount collected on tourism promotion and tourism development. Any amount of room tax collected that must be spent on tourism promotion and tourism development shall either be forwarded to the commission for its municipality or zone if the municipality has created a commission, or forwarded to a tourism entity.
2. Subject to par. (dm), if a municipality collects a room tax on May 13, 1994, it may retain not more than the same percentage of the room tax that it retains on May 13, 1994. If a municipality that collects a room tax on May 1, 1994, increases its room tax after May 1, 1994, the municipality may retain not more than the same percentage of the room tax that it retains on May 1, 1994, except that if the municipality is not exempt under par. (am) from the maximum tax that may be imposed under par. (a), the municipality shall spend at least 70 percent of the increased amount of room tax that it begins collecting after May 1, 1994, on tourism promotion and development. Any amount of room tax collected that must be spent on tourism promotion and tourism development shall either be forwarded to the commission for its municipality or zone if the municipality has created a commission, or forwarded to a tourism entity.
3. A commission shall use the room tax revenue that it receives from a municipality for tourism promotion and tourism development in the zone or in the municipality.
4. The commission shall report annually to each municipality from which it receives room tax revenue the purposes for which the revenues were spent.
5. The commission may not use any of the room tax revenue to construct or develop a lodging facility.
6. If a municipality issued debt or bond anticipation notes before January 1, 2005, to finance the construction of a municipally owned convention center or conference center, nothing in this section may prevent the municipality from meeting all of the terms of its obligation.
7. Notwithstanding the provisions of subds. 1. and 2., any amount of room tax revenue that a municipality described under s. 77.994 (3) is required to spend on tourism promotion and tourism development shall be forwarded to, and

spent by, the municipality's tourism entity, unless the municipality creates a commission and forwards the revenue to the commission.

8. The governing body of a tourism entity shall include either at least one owner or operator of a lodging facility that collects the room tax described in this section and that is located in the municipality for which the room tax is collected or at least 4 owners or operators of lodging facilities that collect the room tax described in this section and that are located in the zone for which the room tax is collected. Subdivision 4., as it applies to a commission, applies to a tourism entity.

(dm) Beginning with the room tax collected on January 1, 2017, by a municipality that collected a room tax on May 13, 1994, as described in par. (d) 2., and retained more than 30 percent of the room tax collected for purposes other than tourism promotion and tourism development, such a municipality may continue to retain, each year, the greater of either 30 percent of its current year revenues or one of the following amounts:

1. For fiscal year 2017, the same dollar amount of the room tax retained as the municipality retained in its 2014 fiscal year.
2. For fiscal year 2018, the same dollar amount of the room tax retained as the municipality retained in its 2013 fiscal year.
3. For fiscal year 2019, the same dollar amount of the room tax retained as the municipality retained in its 2012 fiscal year.
4. For fiscal year 2020, the same dollar amount of the room tax retained as the municipality retained in its 2011 fiscal year.
5. For fiscal year 2021 and thereafter, the same dollar amount of the room tax retained as the municipality retained in its 2010 fiscal year.

(e)

1. Subject to subd. 2., a district may adopt a resolution imposing a room tax under par. (a) in an amount not to exceed 3 percent of total room charges. A majority of the authorized members of the district's board may vote that, if the balance in a special debt service reserve fund of the district is less than the requirement under s. 229.50 (5), the room tax imposed by the district under this subdivision is 3 percent of total room charges beginning on the next January 1, April 1, July 1 or October 1 after the payment and this tax is irrevocable if any bonds issued by the district and secured by the special debt service reserve fund are outstanding. A room tax imposed by a district under this subdivision applies within the district's jurisdiction, as specified in s. 229.43, and the proceeds of the tax may be used only for the district's debt service on its bond obligations. If a district stops imposing and collecting a room tax, the district's sponsoring municipality may impose and collect a room tax under par. (a) on the date on which the district stops imposing and collecting its room tax.
2. In addition to the room tax that a district may impose under subd. 1., if the district's only sponsoring municipality is a 1st class city, the district may adopt a resolution imposing an additional room tax. The additional percentage of room tax under this subdivision shall be equal to the percentage of room tax imposed by the sponsoring municipality on the date on which the sponsoring municipality agrees to stop imposing and collecting its room tax, as described under s. 229.44 (15). A district shall begin collecting the additional room tax imposed under this subdivision on the date on which the sponsoring municipality stops imposing and collecting its room tax. A room tax imposed by a district under this subdivision applies only within the borders of the sponsoring municipality and may be used for any lawful purpose of the district.

3. A district adopting a resolution to impose the taxes under subd. 1. or 2. shall deliver a certified copy of the resolution to the secretary of revenue at least 120 days before its effective date.
- (f)
1. The department of revenue shall administer the tax that is imposed under par. (a) by a district and may take any action, conduct any proceeding and impose interest and penalties.
 2. Sections 77.51 (12m), (14), (14g), (15a), and (15b), 77.52 (3), (13), (14), (18), and (19), 77.522, 77.58 (1) to (5), (6m), and (7), 77.585, 77.59, 77.60, 77.61 (2), (3m), (5), (8), (9), (12) to (15), and (19m), and 77.62, as they apply to the taxes under subch. III of ch. 77, apply to the tax described under subd. 1.
 3. From the appropriation under s. 20.835 (4) (gg), the department of revenue shall distribute 97.45 percent of the taxes collected under this paragraph for each district to that district and shall indicate to the district the taxes reported by each taxpayer in that district, no later than the end of the month following the end of the calendar quarter in which the amounts were collected. The taxes distributed shall be increased or decreased to reflect subsequent refunds, audit adjustments and all other adjustments. Interest paid on refunds of the tax under this paragraph shall be paid from the appropriation under s. 20.835 (4) (gg) at the rate under s. 77.60 (1) (a). Any district that receives a report along with a payment under this subdivision or subd. 2. is subject to the duties of confidentiality to which the department of revenue is subject under s. 77.61 (5).
 5. Persons who are subject to the tax under this subsection, if that tax is administered by the department of revenue, shall register with the department. Any person who is required to register, including any person authorized to act on behalf of a person who is required to register, who fails to do so is guilty of a misdemeanor.
- (2) As a means of enforcing the collection of any room tax imposed by a municipality or a district under sub. (1m), the municipality or district may exchange audit and other information with the department of revenue and may do any of the following:
- (a) If a municipality or district has probable cause to believe that the correct amount of room tax has not been assessed or that the tax return is not correct, inspect and audit the financial records of any person subject to sub. (1m) pertaining to the furnishing of accommodations to determine whether the correct amount of room tax is assessed and whether any room tax return is correct.
 - (b) Enact a schedule of forfeitures, not to exceed 5 percent of the tax under sub. (1m) or par. (c), to be imposed on any person subject to sub. (1m) who fails to comply with a request to inspect and audit the person's financial records under par. (a).

Menu » Statutes Related » Statutes » Chapter 66

2015-16 Wisconsin Statutes updated through 2017 Wis. Act 367 and all Supreme Court and Controlled Substances Board Orders effective on or before June 2, 2018. Published and certified under s. 35.18. Changes effective after June 2, 2018 are designated by NOTES.
(Published 6-2-18)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Resolution #18-96 Authorizing Land Use Agreement Between the City of De Pere and Wisconsin Department of Natural Resources.

A city sewer which crosses the Fox River Trail is in need of replacement. Crossing the Fox River Trail requires that the City obtain a Land Use Agreement for the work. This matter has by-passed the Board of Public Works due to timing issues with commencing the work.

ATTACHMENTS:

- Reso18-96 (DOCX)
- Exhibit 1 FRST_C.DePere_LUA_SanitarySewerRelay(KRMrev) (DOCX)
- Location of Trail Crossing (PDF)

RESOLUTION #18-96

AUTHORIZING LAND USE AGREEMENT BETWEEN THE
CITY OF DE PERE AND WISCONSIN DEPARTMENT OF NATURAL RESOURCES

WHEREAS, the City is in need of replacing an existing sanitary sewer, which will require ingress and egress to the Fox River State Trail in the area of Parcel No. ED-80-3("the Premises"); and

WHEREAS, the Wisconsin Department of Natural Resources ("WDNR") is willing to allow the City temporary access and use of the Premises under the terms and conditions of the attached Land Use Agreement in order to remove and replace the existing sanitary sewer.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Director of Public Works is authorized and directed to execute the Land Use Agreement as is attached hereto as Exhibit 1.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, City Clerk-Treasurer

Ayes: _____

Nays: _____

Attachment: Reso18-96 (7453 : Resolution #18-96 Authorizing Land Use Agreement with WDNR.)

Document Number

Document Title

State of Wisconsin
Department of Natural Resources
Box 7921
Madison, WI 53707

LAND USE AGREEMENT

Wis. Stat. ss. 23.09(2)
Form 2200-118

THIS LAND USE AGREEMENT is entered into by and between the State of Wisconsin Department of Natural Resources (hereinafter referred to as "Owner") and City of De Pere, a Wisconsin municipal corporation (hereinafter referred to as "Permittee").

RECITALS

WHEREAS, the Owner is the successor in title to the former railroad corridor of Wisconsin Central Ltd. known today as the Fox River State Trail (hereinafter referred to as the "Trail");

WHEREAS, the Department has eased the trail management and operations to Brown County (hereinafter named "Trail Manager");

WHEREAS, the Permittee will be removing and replacing the existing sanitary sewer and appurtenances to restore the failing utility and improve environmental quality, and has requested a temporary right to access;

WHEREAS, the Permittee desires temporary rights to access, operate necessary equipment thereon, install a temporary gravel path within a use area, ingress and egress and preserve, protect, remove or plant thereon vegetation, on land owned by the Owner as shown on the attached Exhibit "A" (hereinafter referred to as the "Premises");

WHEREAS, said non-exclusive Land Use Agreement shall allow the Permittee to temporarily access and use the Premises, including a use area no greater than 28 feet in width and 67 feet in length to the east of the property centerline, across the 66 foot wide Trail corridor, located in Brown County, Wisconsin, described as follows:

Township 23 North, Range 20 East, City of De Pere

Section 15: A strip of land over and across that all that part of Private Claim 26, East of the Fox River being 2 rods in width on each side of the former centerline of the Milwaukee and Northern Railway Company right of way, in ED-80-3, in the location as depicted on Exhibit "A", attached hereto and made a part thereof;

WHEREAS, this Agreement use shall be in effect for no more than a one (1) year period, commencing the 30th day of July, 2018 and ending the 29th of July, 2019, or until the project is successfully completed; AND

WHEREAS, the fee for this agreement is Two Hundred Dollars (\$200.00).

NOW, THEREFORE, for good and valuable consideration, the Owner hereby grants to the Permittee this non-exclusive Land Use Agreement for the said purpose.

Recording Area

Return: Department of Natural Resources
Bureau of Parks and Recreation
2984 Shawano Avenue
Green Bay, WI 54313-6727
Attn: Trail Coordinator (LUA-_____)

Parcel Identification Number (PIN):

Burdened: Part of ED-80-3

IT IS UNDERSTOOD AND AGREED UPON the Owner and the Permittee that this temporary use is subject to the following conditions:

1. The parties hereto confirm and agree that the recitals set forth above are true and correct and incorporate the same herein for all purposes.
2. The agreement shall be non-exclusive and the Owner may use the above described Premises and shall have the right to lease or convey other easements to one or more other person(s), company(ies) or other entity(ies); provided that any such subsequent use, lease or conveyance shall not interfere with the Permittee's rights.
3. This agreement is solely for access on the Premises as related to the sanitary sewer relay project. This agreement may not be expanded for any other purpose without the written consent of the Owner.
4. The Permittee shall contact the Owner and Trail Manager, five (5) days prior to proposed project commencement on the Premises.
5. The Permittee may cut, trim and remove any brush, logs, stumps or branches which by reason of their proximity may endanger or interfere with the said project. The Permittee will mark any trees slated for removal and these trees may not be removed until approval is received from the Trail Manager. All trees having a commercial value, including firewood, shall be cut in standard lengths and piled conveniently by the Permittee, for disposal, by sale or otherwise, by the Owner. All stumps, slash, waste materials and other debris resulting from the permitted land use shall be disposed of by the Permittee in a manner acceptable by the Trail Manager. Nothing in this agreement shall hinder or preclude vegetative and timber management on these or adjacent state lands.
6. Use of pesticides and herbicides shall only be allowed with the prior written approval of the Owner which shall not be unreasonably withheld, delayed or denied. Any pesticides or herbicides used as part of a management plan must conform to the Forest Stewardship Council list found at <https://ic.fsc.org/en/our-impact/program-areas/forest-program/pesticides>. Permittee shall report to the Owner (i.e. property manager), at least annually, the chemicals that are applied on the Premises including the date, product trade name, active ingredient(s) and corresponding CAS number(s), purpose, rate, location with a map, total area treated, and total amount of chemical used.
7. This agreement does not allow the construction of permanent or temporary structures, other as described herein, on said Premises or the storage of equipment or any materials including but not limited to; hazardous materials, vehicles, machinery and construction equipment.
8. The Permittee shall maintain the site in a neat, safe, sanitary and usable condition, remove litter, solid waste or unsightly materials and or junk, prevent the introduction of hazardous materials or wastes and become financially responsible for cleanup of any hazardous materials introduced by Permittee on said property.
9. The Permittee is responsible for the location of any existing utility lines located within the Premises and for any and all damages, costs or liabilities that result from any damages to these existing lines caused by the Permittee.

10. Additional conditions relating to the Trail portion, work shall be completed as follows:
- a. The Permittee may construct a temporary gravel path, no more than 6 feet in width and 55 feet in length, constructed of compacted gravel to be used during installation of the utility across the Trail. The Permittee shall contact the Owner, five (5) days prior to scheduling construction equipment on the Premises.
 - b. The Permittee hereby agrees and acknowledges that users of the Trail shall have the right-of-way at all times and shall make every effort possible to accommodate trail users and protect them from any hazards during the term of this agreement.
 - c. Other than as otherwise permitted herein, the Trail should remain open for public use at all times. Any closure must be coordinated with the Trail Manager. The Permittee shall not schedule a closure during peak Trail use times (i.e. weekend, special events, etc.). Any Trail closure of more than one day may be done only with written permission of the Owner and Trail Manager, including the replacement of the trails asphalt surface and line striping.
 - d. The Permittee may not alter the terrain, vegetation or elevation of the Trail, except as approved in the approved Construction Plan. Any deviations from this plan shall be only be done with prior written approval of the Owner and Trail Manager.
 - e. Warning signs and lights shall be placed informing public users of any construction work or as otherwise directed by the Trail Manager. If needed, as determined by the Trail Manager, Permittee shall place passable barricades at entry points for trail users that require trail users to substantially reduce their speed and proceed single file. Barricade points must include signs stating that construction activities are taking place along the trail, listing a reduced speed limit, and indicating 2-way, single-file traffic.
 - f. The Permittee is responsible for maintaining a safe work zone for workers and public. Insofar as practicable, all construction is to be completed during daylight hours. If the Permittee is not able to complete the work in daylight hours, the Permittee is responsible for contacting the Trail Manager and securing the site with barricades, hazard tapes/restraints and flashing signs during dark hours.
 - g. All excavated open holes must be adequately marked at all times by the Permittee and warning signs must be placed and maintained by Permittee a safe distance ahead of the holes in both directions.
 - h. The Permittee shall monitor the condition of the trail surface on a daily basis, prior to and after daily construction activities.
 - i. The Permittee shall conduct all work to minimize disturbance to the developed trail surface and soil. All rutting will be repaired and the Trail restored as promptly as possible by the Permittee following its work. If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent must be utilized to access construction, installation, or maintenance locations.
 - j. The Permittee shall replace cut or damaged asphalt trail surface with an approved WisDOT asphalt mix and specifications shall be sent to the Trail Manager for final approval. All asphalt seams and transitions shall meet flush with the existing asphalt to eliminate any safety concerns for small tired recreational uses, such as road bicycles and rollerblades. Contractor shall minimize trail closure by completing work within the shortest duration possible.
 - k. Any and all ground settling or access way damage caused by the exercise of the Permittee rights within a two year period from the date of installation or any maintenance is the sole responsibility of the Permittee and must be restored or repaired to pre-construction or better conditions using the same type and quality materials as approved by the Trail Manager. Upon failure to perform by the Permittee and within twenty days of notification by the Trail Manager of needed repairs or restoration, repairs or restoration may be contracted by the Trail Manager and the Permittee shall be liable for all costs associated with such repairs and/or restoration.

- I. The Permittee shall not park or store any vehicles or equipment on the Trail at any time and shall only be done with prior written approval of the Owner and Trail Manager.
11. At all times the Permittee and subcontractor(s) shall be required to provide the Owner and Trail Manager adequate evidence of financial responsibility to meet the liabilities, losses, demands and actions from which the Permittees subcontractor(s) is required to meet. Evidence of adequate financial responsibility shall be either appropriate evidence that the Permittees subcontractor(s) is self-insured and has sufficient resources to provide coverage equivalent to an insurance policy having combined single limits of not less than \$1,000,000 or, alternatively, evidence of an appropriate insurance policy having combined single limits of not less than \$1,000,000. If Permittees subcontractor(s) chooses to provide evidence of an appropriate insurance policy, Permittee shall furnish the Owner and Trail Manager the requisite certificate, or other proof, of insurance showing that the Owner, its officers, employees, agents, and Trail Manager, have the status of an additional insured under the insurance policy. The Owner may require greater evidence of resources or higher limits of insurance coverage if it determines that greater coverage is reasonably required to cover the risks presented by the underground line. The Permittees subcontractor(s) shall furnish the Owner evidence of adequate financial responsibility on or before the effective date of the Agreement. If at any time the Owner determines that the Permittees subcontractor(s) has not provided adequate evidence of financial responsibility, the Permittee shall immediately suspend any construction, installation, operation or routine maintenance on the Premises until adequate evidence of financial responsibility is again provided to the Owner.
12. If any portion of the Owner's property is damaged or destroyed by Permittee, the Permittee shall be solely responsible to repair and restore the damaged area in a timely and workmanlike manner. The Permittee hereby agrees to cooperate with others to alleviate any environmental problems associated with this use or to alleviate environmental conditions upon the Premises and other adjacent lands which may be caused by actions of this Agreement. The Permittee shall be held financially responsible for the repair and restoration of any and all environmental, property, or other damage occurring as a consequence of this Agreement and use.
13. The Owner may terminate this Agreement by 30 day written notice to the Permittee, if the Owner determines that further use of the above described property by the Permittee will interfere with present or future management objectives of the Owner, or if the Permittee breaches any terms or conditions contained in this access permit.
14. Conveyance of this agreement may be encumbered by federal or state railroad interest and subject to future restoration and reconstruction of the right-of-way for rail purposes consistent with Section 208 of the National Trails System Act Amendment of 1983, Publ. L. No. 98-11 (16 U.S.C. 1247(d)) or Wis. Stat. s. 85.09, including possible termination of this agreement, and subject to reservations, exceptions and leases, agreements and permits authorized by the former railroad company or the Owner prior to the execution of this agreement. Owner shall provide written notice of the necessity for the reestablishment of railroad, which may result in the termination of this agreement upon the discretion of the railroad. Permittee shall: (1) not materially change the grade or topography of the Agreement Area; (2) not construct and install or remove any permanent improvement which violates American Railway Engineering and Maintenance-of-Way Association ("AREMA"), or its successors, published practices and procedures or would make such reestablishment of railroad impracticable; and (3) not allow the installation of any facility, above or below grade that does not conform to AREMA's standards or clearances for railroad.

15. The Permittee assumes and agrees to protect, indemnify and save harmless the Owner, Trail Manager, agents, officers and employees from and against any and all claims, demands, suits, liability and expense by reason of loss or damage to any property or bodily injury including death, arising directly or indirectly:
 - a. Out of the installation, construction, operation, maintenance, replacement, existence, use and repair of the Premises;
 - b. Out of any defect in the Premises or failure thereof;
 - c. Out of any act or omission of the Permittee, its agents or employees while on or about the Premises or any of Owner's adjoining Premises.
 - d. Out of the Permittee's exercise of any and all rights, duties and responsibilities granted by this agreement.
 - e. Out of any defect or insufficiency of title or authority to convey this agreement.
16. The Owner retains management, supervision and control over the Premises for the purpose of enforcing Chapter NR 45, Wisconsin Administrative Code and pertinent state laws, when needed to protect the Premises or the general public.
17. The Owner, its employees, agents, and assigns shall have the right to enter upon the Premises for the purpose of inspection and enforcement in law or equity of the terms and conditions contained herein, together with the right to remove there from any unauthorized structure, material or object.
18. All notices or other writings this agreement requires to be given, or which may be given, to either party by the other shall be deemed to have been fully given when made in writing and either by certified mail, return receipt requested or deposited in the United States mail, prepaid and addressed as follows:
 - a. To the Owner: Department of Natural Resources Recreation Liaison, 2984 Shawano Avenue, Green Bay, WI, 54313-6727. Phone Number: 920-662-5138.
 - b. To the Trail Manager: Brown County Parks Department, PO Box 23600, Green Bay, WI 54305 Phone Number: 920-448-4464.
 - c. To the Permittee: City of De Pere, Public Works Department, 925 S. Sixth Street, De Pere, WI 54115. Phone Number: (920) 339-4060.
 - d. The address to which any notice, demand, or other writing may be given, made or sent to any party as above provided may be changed by written notice given by such party as above provided.
19. The terms Owner and Permittee when used herein shall mean either singular or plural, masculine or feminine, as the case may be, and the provisions of the access agreement shall bind the parties mutually, their heirs, successors, personal representatives and assigns.
20. If any term or condition of this agreement, or the application of this agreement to any person or circumstance, shall be deemed invalid or unenforceable, the remainder of this agreement, or the application of the term or condition to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby, and each term and condition shall be valid and enforceable to the fullest extent permitted by law.
21. This agreement sets forth the entire understanding of the parties and may not be changed except by a written document executed and acknowledged by all parties to this agreement.

22. Enforcement of this agreement may be by proceedings at law or in equity against any person or persons violating or attempting or threatening to violate any term or condition in this agreement, either to restrain or prevent the violation or to obtain any other relief. If a suit is brought to enforce this agreement, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees, from the nonprevailing party.
23. This agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin.

END OF CONDITIONS

The Permittee hereby accepts and consents to the terms and conditions of this agreement:

City of De Pere

By _____
Scott Thoresen
Public Works Director

Date

The Owner hereby accepts and consents to the terms and conditions of this agreement:

Owner:

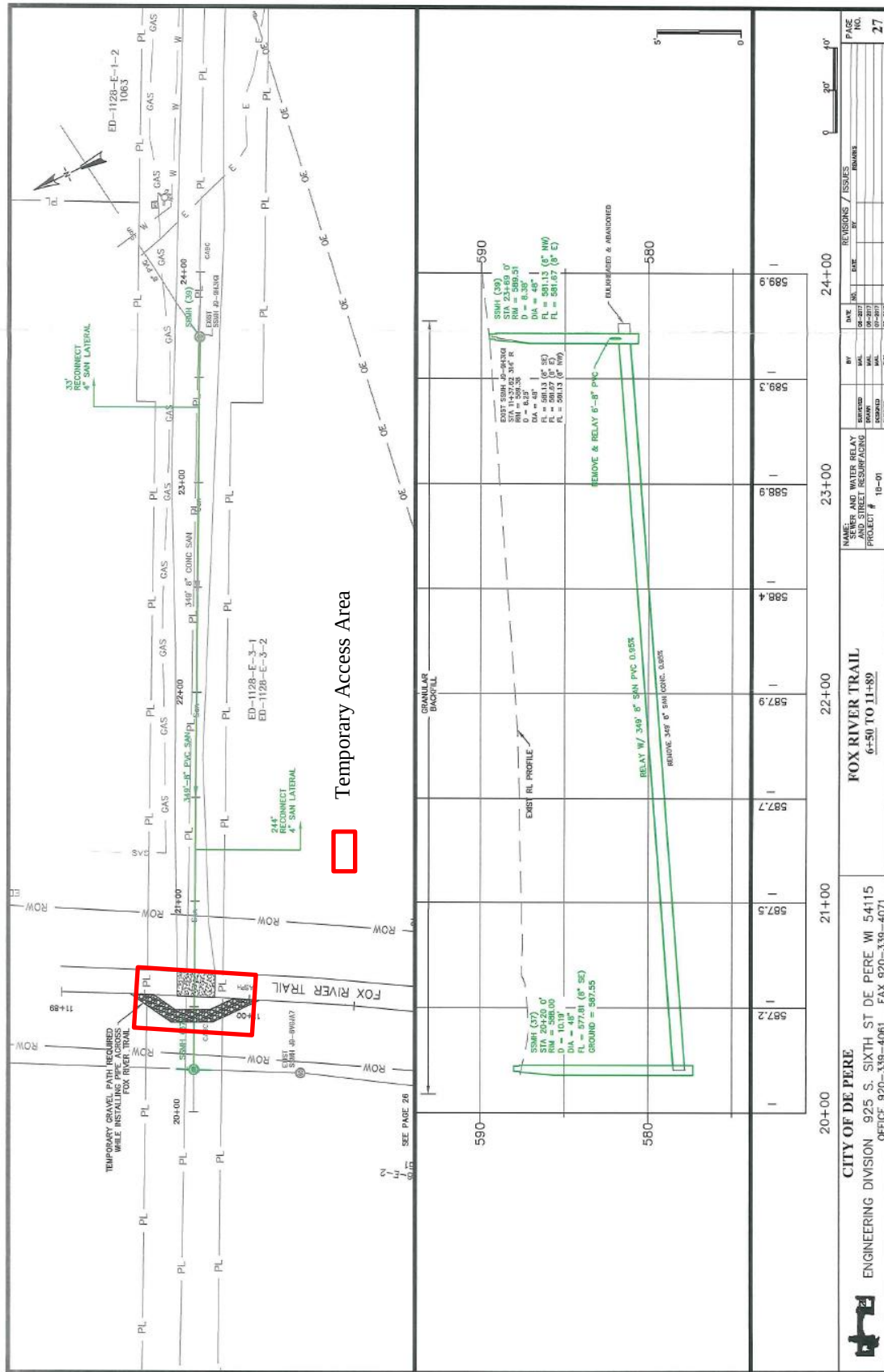
State of Wisconsin
Department of Natural Resources
For the Secretary

By _____
Michael D. Bergum
Northeast District Parks and Recreation Supervisor
Bureau of Parks and Recreation Management

_____ Date

This instrument drafted by:
State of Wisconsin
Department of Natural Resources

EXHIBIT "A"



<Title>



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.



City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Resolution #18-97 Authorizing Agreement for Consulting Services Between the City of De Pere and Elmstar Electric Corporation (Street Lighting Inventory and Condition Assessment).

The Board of Public Works at the September 10, 2018 meeting unanimously approved the proposal from Elmstar Electric Corporation in the amount of \$29,766.61 and additional funding of \$19,766.61 to come from the City's undesignated fund to cover the difference of the original \$10,000 budgeted for in the 2018 budget.

In the 2018 budget, funding of \$10,000 was approved for performing a City wide study of all the City's street lights to determine the conditions of the light bases, light poles, and light fixtures.

Staff requested proposals (see attached RFP for City - owned Street Lighting Inventory 7-9-18) for an inventory and condition assessment of City-owned Street lights and Decorator lights. The lighting inventory will provide an inventory and condition assessment of all City-owned Street lights and Decorator lights installed throughout the City giving each pole location, description, and condition of the asset. The information will be used to plan system maintenance and replacement, to provide an accurate accounting of the light poles for insurance purposes, and to plan inventory needs. These proposals were to be submitted by August 3, 2018. Staff solicited six (6) electrical contractors on July 13, 2018 (see attached Email RFP Street Lighting 7-13-18) and only received one proposal from Elmstar Electric Corporation in the amount of \$33,621.00 (see attached Elmstar Street Lighting Inventory Proposal 8-2-18)

Since the proposal received was over budget, staff reviewed the proposal received and decided to reject the proposal. Staff then revised the proposal (see attached RFP for City - owned Street Lighting Inventory revised 8-8-18) so that the City would provide traffic control as necessary. Staff solicited eleven (11) electrical contractors and three (3) engineering firms on August 10, 2018 (see attached Email RFP Street Lighting 8-10-18). These proposals were to be received by August 31, 2018. Staff only received one proposal from Elmstar Electric Corporation (see attached Elmstar Street Lighting Inventory Proposal 8-31-18) in the amount of \$29,766.61.

ATTACHMENTS:

- Reso18-97 (DOCX)
- Consultant Agreement-Elmstar Electric (Street Lighting Inventory) 9-11-18-189-008-15 (PDF)
- Exhibit A - RFP for City-owned Street Lighting Inventory - revised 8.8.18 (PDF)
- Exhibit B-Elmstar Street Light Inventory Proposal 8-31-18 (PDF)
- RFP for City-owned Street Lighting Inventory - 7-9-18 (PDF)
- Email RFP Street Lighting 7-13-18 (PDF)
- Elmstar Street Light Inventory Proposal 8-2-18 (PDF)

- Email RFP Street Lighting 8-10-18 (PDF)

RESOLUTION #18-97

AUTHORIZING AGREEMENT FOR CONSULTING SERVICES BETWEEN THE
CITY OF DE PERE AND ELMSTAR ELECTRIC CORPORATION
(Street Lighting Inventory and Condition Assessment)

WHEREAS, the City is in need of inventory and condition assessment services for its City-owned street lights and decorator lights; and

WHEREAS, Elmstar Electric Corporation has available and offers to provide qualified personnel and equipment necessary to accomplish the inventory and assessment within the required time; and

WHEREAS, this matter has been reviewed by the Board of Public Works which recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Clerk-Treasurer are authorized and directed to execute the Agreement for Consulting Services Between the City of De Pere and Elmstar Electric Corporation, as is attached hereto.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, employees, and agents are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes:_____

Nays:_____

**AGREEMENT FOR CONSULTING SERVICES BETWEEN THE
CITY OF DE PERE AND ELMSTAR ELECTRIC CORPORATION
(Street Lighting Inventory and Condition Assessment)**

THIS AGREEMENT made and entered into this _____ day of _____, 2018, by and between the City of De Pere, Wisconsin, ("City"), and Elmstar Electric Corporation, a Wisconsin corporation ("Consultant").

WITNESSETH

WHEREAS, the City is in need of inventory and condition assessment services for its City-owned street lights and decorator lights; and

WHEREAS, the Consultant has available and offers to provide qualified personnel and equipment necessary to accomplish the inventory and assessment services within the required timeframe.

NOW THEREFORE, City and Consultant agree as follows:

I. DESCRIPTION OF PROJECT

The project scope is as described in the City's Request for Proposals dated August 8, 2018 (Exhibit A) and the Consultant's Proposal thereto dated August 31, 2018 (Exhibit B), both of which are attached hereto and incorporated herein by reference. If a conflict exists between Exhibit A and B, the terms of Exhibit A shall prevail. If there is a conflict between Exhibit A and the terms of this Agreement, the terms of this Agreement shall prevail.

If, during the course of performing the work, City and Consultant agree that it is necessary to make changes in the project as described in the exhibits, such changes will be incorporated into this Agreement only by written amendment, signed by the parties.

II. SCOPE OF CONSULTANT SERVICES

Consultant agrees to perform those services described in Exhibits A and B. Any change to the scope of services as identified therein shall be defined in writing and authorized by both parties prior to performing such work. Such writing shall include the scope of work to be done, schedule for commencing and completing the work and the basis for compensation for such work.

III. SCOPE OF CITY SERVICES

City shall provide the Consultant with information and items concerning the project, such as maps showing the locations of the fixtures, as more fully described in Exhibit A and other applicable information concerning the project as are available.

IV. AUTHORIZATION, PROGRESS, AND COMPLETION

In signing this Agreement, the City grants the Consultant specific authorization to proceed with the work described herein.

For special services, the authorization by the City shall be in writing and shall include the definition of the work to be done, the schedule for commencing and completing the work, and the basis for compensation for the work, all as agreed upon by the City and the Consultant.

V. OWNERSHIP AND FORM OF DOCUMENTS

All documents created, maintained or received during the course of this Agreement, including those in electronic form, shall be deemed the property of City and Consultant shall not be considered the owner of any such document nor shall the Consultant retain any common law, statutory, or other right therein, including copyright, patent, or trademark. To that end, Consultant agrees to and hereby does assign and transfer to City all rights, title, and other interests in such drawings, specifications, or other documents, which rights shall including copyright, trademark, or patent rights therein, unless City fails to pay Consultant for such drawings specifications and other documents, in which case the ownership and all rights shall revert to the Consultant.

City hereby grants Consultant a non-exclusive license to use the documents created pursuant to this Agreement, including any standard details used herein.

Consultant acknowledges that, as the Consultant to City, a Wisconsin municipality, Wis. Stats. §19.36(3) applies to it and records produced by it pursuant to this contract are subject to the public records law to the extent they would otherwise be if maintained by the City. Consultant agrees that, within 10 business days of a written request of City, it shall forward to City any such contract or records maintained by Consultant as are requested by City. Such records shall be in the format requested by City provided that such records are kept and maintained in that format. City shall reimburse Consultant for its reasonable costs incurred in complying with this paragraph.

Consultant further agrees to indemnify the City from all costs City incurs should Consultant fail to comply with these requirements.

VI. CONFIDENTIALITY OF INFORMATION

Consultant understands that, during the course of work under this contract, Consultant may become privy to confidential information of City. Consultant shall maintain the confidentiality of all information specifically designated confidential by City unless withholding such information would violate the law, create a significant harm to the public, or create a risk of significant harm to the public.

VII. TIME FOR COMPLETION

The parties hereto agree that time is of the essence in completion of the project and that Consultant's work hereunder should be completed by January 15, 2019. Should Consultant encounter any circumstances, which, in the Consultant's opinion, will delay their response time, Consultant shall so inform the City in writing as soon as the delay in response time is known.

VIII. COMPENSATION

The City agrees to pay, and the Consultant agrees to accept, compensation as identified in Exhibit B, to be paid by the City in a lump sum at the conclusion of the project. Compensation for special services shall be as agreed upon by the City and Consultant and set forth in the written authorization for special services.

IX. RESPONSIBILITY OF CONSULTANT

The Consultant is employed to render a professional service only, and any payments made to the Consultant are compensation solely for such services rendered and recommendations made in carrying out the work. The Consultant shall follow the practice of its profession to make findings, opinions, factual presentations, and professional advice and recommendations.

X. NON-DISCRIMINATION

The Consultant agrees that, in performing under this Agreement with the City, it will not discriminate against any employee, applicant for employment or any other person or member of the public on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, use or non-use of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other basis provided under Wis. Stats. §111.321.

XI. INSURANCE

A. The Consultant shall maintain during the life of the Agreement, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement as stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000; with additional umbrella liability insurance coverage to a total of not less than \$2,000,000.

2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
4. Professional liability insurance covering damages resulting from errors and omissions of the Consultant. The limit of liability shall be \$1,000,000 or the total consultant's fee on the project, whichever is greater.

B. Proof of Insurance. The Consultant shall furnish the City with a Certificate of Insurance and additional insured endorsement countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the Consultant meets the insurance requirements identified above. The Certificate of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days' prior written notice to the City and shall name the City as an additional insured under Consultant's general and professional liability policies for the specific contract or project covered. A copy of the Certificate of Insurance and endorsement shall be delivered to the City prior to execution of the agreement for final approval.

XII. ALLOCATION OF RISKS

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the City, City's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including, but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Consultant or Consultant's officers, directors, partners, employees, and Consultant's Consultants in the performance and furnishing of Consultant's services under this Agreement.

To the fullest extent permitted by law, Consultant's total liability to City and anyone claiming by, through, or under City for any cost, loss or damages caused in part by the negligence of Consultant or Consultant's subconsultant and in part by the negligence of City or any other negligent entity or individual, shall not exceed the percentage share that Consultant's or Consultant's subconsultant negligence bears to the total negligence of City, Consultant and all other negligent entities and individuals.

XIII. SUBCONTRACTS

The Consultant shall obtain the written consent of the City prior to subcontracting any portion of the work to be performed under this project. The Consultant shall be responsible to the City for the actions of person and firms performing subcontract work.

XIV. ASSIGNMENT

This Agreement is binding on the heirs, successors, and assigns of the parties hereto. This Agreement is not to be assigned by either the City or Consultant without the prior written consent of the other.

XV. INTEGRATION

This Agreement represents the entire understanding of the City and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both parties.

XVI. JURISDICTION

This Agreement shall be administered and interpreted under the laws of the State of Wisconsin. Jurisdiction of litigation arising from this Agreement shall be in that state. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

XVII. SUSPENSION OF WORK

The City may suspend, in writing, all or a portion of the work under this Agreement in the event unforeseen circumstances beyond the control of the Consultant make normal progress in the performance of the work impossible. The Consultant may request that the work be suspended by notifying the City, in writing, of circumstances which are interfering with normal progress of the work. If agreed, the time for completion of the work shall be extended by the number of days the work is suspended. In the event that the period of suspension exceeds 90 days, the terms of this Agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project in accordance with Article XVIII.

XVIII. TERMINATION OF WORK

The City may terminate all or a portion of the work covered by this Agreement for its convenience. Either the City or the Consultant may terminate work in the event the other party fails to perform in accordance with the provisions of this Agreement. Termination of this Agreement is accomplished by 15 days prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, the Consultant shall perform such additional work as is necessary for the orderly filing of documents and closing of the project. The additional time for

filing and closing shall not exceed 10 percent of the total time expended on the completed portion of the project prior to the effective date of termination.

The Consultant shall be compensated for the completed portion of the work on the basis of work actually performed prior to the effective date of termination plus the work required for filing and closing. Charges for the latter work are subject to the 10 percent limitation described in this Article.

XIX. MEDIATION

All claims, disputes and other matters in question between the parties of this Agreement arising out of or relating to this Agreement or breach thereof, which are not disposed of by mutual agreement of the parties, shall be subject to mediation as a condition precedent to the institution of legal proceedings by either party. If such claim, dispute or other matter involves a lien arising out of the Consultant's services, the Consultant may proceed in accordance with applicable law to comply with lien notice and filing deadlines prior to resolution of the matter by mediation.

The City and Consultant shall attempt to resolve claims, disputes and other matters in question between them by mediation. A request for mediation shall be filed in writing with the other party to this Agreement. The request may be made concurrently with the filing of a civil action, but mediation shall proceed in advance of legal proceedings.

The parties shall share the mediator's and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

XX. NOTICES

Any notification required or needed under the contract shall be sent via First Class Mail to:

If to City:
City of De Pere
Attention: City Clerk-Treasurer
335 South Broadway Street
De Pere, WI 54115

With a copy to:
City of De Pere
Attention: Director of Public Works
925 South Sixth Street
De Pere, WI 54115

If to Consultant:
Elmstar Electric Corporation
Attention: Carmen Fosick
800 East Line Road
Kaukauna, WI 54130

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

ELMSTAR ELECTRIC CORPORATION

By:

CITY OF DE PERE

By:

Print Name: Carmen Fosick
Title: President

Michael J. Walsh, Mayor

Print Name: Ron Fosick
Title: Vice President

Shana D. Ledvina, Clerk-Treasurer

J:\Law\Agreements\2018\Consultant Agreement-Elmstar Electric (Street Lighting Inventory)9-11-18-189-008-15.docx



City of De Pere

925 South Sixth Street
De Pere, WI 54115-1199
Phone: 920-339-4060
Fax: 920-339-4071
Cell: 920-639-1336

Thomas J. Blohowiak
Maintenance Supervisor
tblohowiak@mail.de-pere.org
www.de-pere.org

August 8, 2018

RE: Request for Proposals
City-owned Street Lighting Inventory

The City of De Pere is requesting a proposal from your firm for an inventory and condition assessment of City-owned Street lights and Decorator lights. The lighting inventory will provide an inventory and condition assessment of all City-owned Street lights and Decorator lights installed throughout the City giving each pole location, description, and condition of the asset.

The information will be used to plan system maintenance and replacement, to provide an accurate accounting of the light poles for insurance purposes, and to plan inventory needs.

The City has a GIS map of City-owned Street lights and Decorator lights, which can be found on the attached map. For more detailed maps, please contact me. The city will have an iPad available with the maps on it. The firm selected will verify and update the information and conditions of all the City-owned lights throughout the City.

Scope of Work:

The scope of work for this project is to include the following:

1. Confirm De Pere's City-owned Street lights and Decorator lights inventory assets against the physical inventory of assets for all City-owned Street lights and Decorator lights there are 778 assets. Identify the assets with a numbering system. Provide the location per pole so the City can tie each asset to the GIS map component.
2. Provide cost estimates per light pole to replace all components in the inventory at today's cost.

3. Provide on-site inspection of each pole to document equipment/facility information, take photographs, and update information with the IPad. Determine the approximate age if possible and condition of each asset.
4. Provide a replacement plan for needed work over the next 7 years.
5. Attend a project meeting with City staff to discuss the project results.
6. The City of De Pere will provide traffic controls while performing this project at no cost to firm completing the work. Just need to give the City of De Pere a 3 day notice to staff the request.

Payment:

Payment shall be made when the following conditions have been met:

1. Final report is completed and submitted to City.
2. A detailed invoice is submitted to City for the work being completed.

Schedule:

The City's intent is to complete the inspection and submit final report to the City by January 15, 2019.

Indemnification:

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify, and hold harmless the City of De Pere, its officials, agents and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the City of De Pere, its officials, agents, employees and volunteers arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in any way result therefore, except that arising out of the sole legal cause of the City of De Pere, its officials, agents, or employees, the Contractor shall, at its own expense appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the City of De Pere, its officials, agents, and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by the contract, or otherwise provided by contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the City of De Pere as herein provided.

Insurance Requirements:

The firm shall be required to provide the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work as stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000; with additional umbrella liability insurance coverage to a total of not less than \$2,000,000.
2. Automobile bodily injury and property damage liability insurance covering owned, nonowned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$600,000.
3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
4. Professional liability insurance covering damages resulting from errors and omissions of the Consultant. The limit of liability shall be \$1,000,000 or the total engineers and/or surveyor's fee on the project, whichever is greater.

Additional Information:

- Sample consultant agreement is attached

All proposals should include the following information:

1. **Previous Experience:** Past Work on projects of similar or greater magnitude.
2. **Cost:** Firm shall submit prices on proposal sheet provided with this proposal to complete all work mentioned above.

Sealed proposals marked "**City-owned Street Lighting Inventory**" on envelope is to be delivered or mailed to:

Thomas J. Blohowiak
Maintenance Supervisor
City of De Pere
925 South Sixth Street
De Pere, WI 54115

All sealed proposals shall be received no later to 11 a.m. on August 31, 2018.

The City of De Pere reserves the right to reject any or all proposals, to waive any informality in bidding and to accept any proposal which the Common Council deems most favorable to the interest of the City of De Pere.

If you have any questions, please call me at (920) 339-2250.

Sincerely,

DEPARTMENT OF PUBLIC WORKS

Thomas J. Blohowiak
Maintenance Supervisor

City of De Pere Public Works

2018 Request for Proposals City-owned Street Lighting Inventory

The following proposal is submitted to: City of De Pere Public Work Department, in accordance with the written proposal to furnish all labor, materials, tools, equipment and incidentals necessary to conduct inspections of the City-owned street and decorator lights to meet the requirements as specified in this proposal.

The undersigned FIRM agrees, if this proposal is accepted, to enter into an agreement with the City of De Pere to perform and furnish all work as specified in this proposal. The undersigned firm will meet and adhere to the City of De Pere's requirements as indicated in the proposal.

Based on the details provided in this proposal, the undersigned firm agrees they are able to meet the City of De Pere's requirements and that the prices to conduct inspections of the City-owned street and decorator lights to meet said requirements are as follows:

Lump Sum Price for Project: \$ _____

Name of Firm

Address of Firm

Telephone Number

The undersigned bidder, being duly sworn, does depose and say that he is an authorized

representative of: _____ and that the said bidder has examined and carefully prepared his bid from the Proposal Requirements, and has checked the same in detail before submitting said proposal or bid; and that said bidder or his agents, officer, or employees have not, either directly or indirectly, entered into any agreement, participated in an collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal or bid.

Signature of Bidder

Date

Print or Type Name of Bidder

Title

Estimated Start Date: _____

City of De Pere Public Works

2018 Request for Proposals City-owned Street Lighting Inventory

The following proposal is submitted to: City of De Pere Public Work Department, in accordance with the written proposal to furnish all labor, materials, tools, equipment and incidentals necessary to conduct inspections of the City-owned street and decorator lights to meet the requirements as specified in this proposal.

The undersigned FIRM agrees, if this proposal is accepted, to enter into an agreement with the City of De Pere to perform and furnish all work as specified in this proposal. The undersigned firm will meet and adhere to the City of De Pere's requirements as indicated in the proposal.

Based on the details provided in this proposal, the undersigned firm agrees they are able to meet the City of De Pere's requirements and that the prices to conduct inspections of the City-owned street and decorator lights to meet said requirements are as follows:

Lump Sum Price for Project: \$ 29,766.61

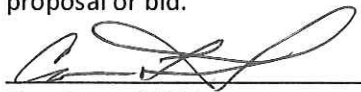
ELMSTAR ELECTRIC CORPORATION
Name of Firm

800 EASTLINE ROAD, KAUKAUNA, WI 54130
Address of Firm

920-766-8100
Telephone Number

The undersigned bidder, being duly sworn, does depose and say that he is an authorized

representative of: ELMSTAR ELECTRIC CORPORATION and that the said bidder has examined and carefully prepared his bid from the Proposal Requirements, and has checked the same in detail before submitting said proposal or bid; and that said bidder or his agents, officer, or employees have not, either directly or indirectly, entered into any agreement, participated in an collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal or bid.


Signature of Bidder

AUGUST 31, 2018
Date

CARMEN FOSICK
Print or Type Name of Bidder

PRESIDENT
Title

Estimated Start Date: 09/15/2018



City of De Pere

925 South Sixth Street
De Pere, WI 54115-1199
Phone: 920-339-4060
Fax: 920-339-4071
Cell: 920-639-1336

Thomas J. Blohowiak
Maintenance Supervisor
tblohowiak@mail.de-pere.org
www.de-pere.org

July 9, 2018

RE: Request for Proposals
City-owned Street Lighting Inventory

The City of De Pere is requesting a proposal from your firm for an inventory and condition assessment of City-owned Street lights and Decorator lights. The lighting inventory will provide an inventory and condition assessment of all City-owned Street lights and Decorator lights installed throughout the City giving each pole location, description, and condition of the asset.

The information will be used to plan system maintenance and replacement, to provide an accurate accounting of the light poles for insurance purposes, and to plan inventory needs.

The City has a GIS map of City-owned Street lights and Decorator lights, which can be found on the attached map. For more detailed maps, please contact me. The firm selected will verify and update the information and conditions of all the City-owned lights throughout the City.

Scope of Work:

The scope of work for this project is to include the following:

1. Confirm De Pere's City-owned Street lights and Decorator lights inventory assets against the physical inventory of assets for all City-owned Street lights and Decorator lights. Identify the assets with a numbering system and description in an excel spreadsheet. Provide the location per piece in the excel spreadsheet so the City can tie each asset to the GIS map component.
2. Provide cost estimates per light pole in an excel spreadsheet to replace all components in the inventory at today's cost.

3. Provide on-site inspection of each pole to document equipment/facility information, take photographs, and update information in the excel spreadsheet. Determine the approximate age if possible and condition of each asset.
4. Provide a replacement plan for needed work over the next 7 years.
5. Attend a project meeting with City staff to discuss the project results.

Payment:

Payment shall be made when the following conditions have been met:

1. Final report is completed and submitted to City.
2. A detailed invoice is submitted to City for the work being completed.

Schedule:

The City's intent is to complete the inspection and submit final report to the City by November 2, 2018.

Indemnification:

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify, and hold harmless the City of De Pere, its officials, agents and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the City of De Pere, its officials, agents, employees and volunteers arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in any way result therefore, except that arising out of the sole legal cause of the City of De Pere, its officials, agents, or employees, the Contractor shall, at its own expense appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the City of De Pere, its officials, agents, and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by the contract, or otherwise provided by contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the City of De Pere as herein provided.

Insurance Requirements:

The firm shall be required to provide the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work as stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000; with additional umbrella liability insurance coverage to a total of not less than \$2,000,000.
2. Automobile bodily injury and property damage liability insurance covering owned, nonowned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$600,000.
3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
4. Professional liability insurance covering damages resulting from errors and omissions of the Consultant. The limit of liability shall be \$1,000,000 or the total engineers and/or surveyor's fee on the project, whichever is greater.

Additional Information:

- Sample consultant agreement is attached

All proposals should include the following information:

1. **Previous Experience:** Past Work on projects of similar or greater magnitude.
2. **Cost:** Firm shall submit prices on proposal sheet provided with this proposal to complete all work mentioned above.

Sealed proposals marked "**City-owned Street Lighting Inventory**" on envelope is to be delivered or mailed to:

Thomas J. Blohowiak
Maintenance Supervisor
City of De Pere
925 South Sixth Street
De Pere, WI 54115

All sealed proposals shall be received no later to 11 a.m. on August 3, 2018.

The City of De Pere reserves the right to reject any or all proposals, to waive any informality in bidding and to accept any proposal which the Common Council deems most favorable to the interest of the City of De Pere.

If you have any questions, please call me at (920) 339-2250.

Sincerely,

DEPARTMENT OF PUBLIC WORKS

Thomas J. Blohowiak

Maintenance Supervisor

City of De Pere Public Works

2018 Request for Proposals City-owned Street Lighting Inventory

The following proposal is submitted to: City of De Pere Public Work Department, in accordance with the written proposal to furnish all labor, materials, tools, equipment and incidentals necessary to conduct inspections of the City-owned street and decorator lights to meet the requirements as specified in this proposal.

The undersigned FIRM agrees, if this proposal is accepted, to enter into an agreement with the City of De Pere to perform and furnish all work as specified in this proposal. The undersigned firm will meet and adhere to the City of De Pere's requirements as indicated in the proposal.

Based on the details provided in this proposal, the undersigned firm agrees they are able to meet the City of De Pere's requirements and that the prices to conduct inspections of the City-owned street and decorator lights to meet said requirements are as follows:

Lump Sum Price for Project: \$ _____

Name of Firm

Address of Firm

Telephone Number

The undersigned bidder, being duly sworn, does depose and say that he is an authorized

representative of: _____ and that the said bidder has examined and carefully prepared his bid from the Proposal Requirements, and has checked the same in detail before submitting said proposal or bid; and that said bidder or his agents, officer, or employees have not, either directly or indirectly, entered into any agreement, participated in an collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal or bid.

Signature of Bidder

Date

Print or Type Name of Bidder

Title

Estimated Start Date: _____

Scott Thoresen

From: Thomas Blohowiak
Sent: Friday, July 13, 2018 10:28 AM
To: 'jimel2@elandelectric.com'; 'carmenf@elmstar.com'; 'debelec@juno.com';
 'scottv@vandenheuvellectric.com'; 'rlentz@vdhelectric.com';
 'dacia@bodartelectric.com'
Cc: Scott Thoresen; Thomas Blohowiak
Subject: Request for proposal for City-owned Street lights and Decorator lights
Attachments: RFP for City-owned Street Lighting Inventory - updated 7.9.18.doc; Sample Consultant Agreement.pdf; Updated Street Lighting Map 9-5-17.pdf

Electrical Contractors:

The City of De Pere is requesting a proposal from your firm for an inventory and condition assessment of City-owned Street lights and Decorator lights. The lighting inventory will provide an inventory and condition assessment of all City-owned Street lights and Decorator lights installed throughout the City giving each pole location, description, and condition of the asset.

The information will be used to plan system maintenance and replacement, to provide an accurate accounting of the light poles for insurance purposes, and to plan inventory needs.

The City has a GIS map of City-owned Street lights and Decorator lights, which can be found on the attached map. For more detailed maps, please contact me. The firm selected will verify and update the information and conditions of all the City-owned lights throughout the City.

I look forward to working with you.

Tom Blohowiak
 Maintenance Supervisor
 City of DePere
 925 S.Sixth ST
 DePere, WI 54115
 920-339-4072 x 2250
 920-639-1336 cell
 920-339-4071 fax
tblohowiak@mail.de-pere.org

Attachment: Email RFP Street Lighting 7-13-18 (7421 : Resolution #18-97 Authorizing Agreement with Elmstar Electric (Street Light

City of De Pere Public Works

2018 Request for Proposals City-owned Street Lighting Inventory

The following proposal is submitted to: City of De Pere Public Work Department, in accordance with the written proposal to furnish all labor, materials, tools, equipment and incidentals necessary to conduct inspections of the City-owned street and decorator lights to meet the requirements as specified in this proposal.

The undersigned FIRM agrees, if this proposal is accepted, to enter into an agreement with the City of De Pere to perform and furnish all work as specified in this proposal. The undersigned firm will meet and adhere to the City of De Pere's requirements as indicated in the proposal.

Based on the details provided in this proposal, the undersigned firm agrees they are able to meet the City of De Pere's requirements and that the prices to conduct inspections of the City-owned street and decorator lights to meet said requirements are as follows:

Lump Sum Price for Project: \$ 33,621.00

Voluntary Alternate: If Bucket Truck or Lift, and Traffic Control is not required for inspection of fixtures: DEDUCT \$16,230.00

ELMSTAR ELECTRIC CORPORATION

Name of Firm

800 EASTLINE ROAD, KAUKAUNA, WI 54130

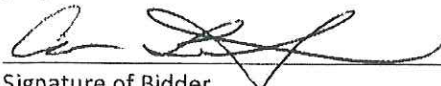
Address of Firm

920-766-8100

Telephone Number

The undersigned bidder, being duly sworn, does depose and say that he is an authorized

representative of: ELMSTAR ELECTRIC CORPORATION and that the said bidder has examined and carefully prepared his bid from the Proposal Requirements, and has checked the same in detail before submitting said proposal or bid; and that said bidder or his agents, officer, or employees have not, either directly or indirectly, entered into any agreement, participated in an collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal or bid.


Signature of Bidder

AUGUST 2, 2018
Date

CARMEN FOSICK
Print or Type Name of Bidder

PRESIDENT
Title

Estimated Start Date: SEPTEMBER 15, 2018

Scott Thoresen

From: Thomas Blohowiak
Sent: Friday, August 10, 2018 2:09 PM
To: 'altmeyerelectric@charterinternet.com'; 'bbiallas@bbelectricinc.com';
 'debelec@juno.com'; 'electrical@elandelectric.com'; 'kelly@electricalsynergies.com';
 'carmenf@elmstar.com'; 'jhubbartt@hubbarttelectric.com'; 'reinhardelec@gmail.com';
 'spechtelect@sbcglobal.net'; 'scottv@vandenheuveelectric.com';
 'rlentz@vdhelectric.com'; Thad Majkowski (thad.majkowski@cedarcorp.com);
 'scott.brosteau@meadhunt.com'; 'jsteffeck@releeinc.com'
Cc: Thomas Blohowiak; Scott Thoresen; Bill Boyle
Subject: RFP For City owned Street lighting revised.
Attachments: RFP for City-owned Street Lighting Inventory - updated 8.8.18.doc; Sample Consultant Agreement.pdf; Updated Street Lighting Map 9-5-17.pdf

Engineers and Contractors

The City of De Pere is requesting a proposal from your firm for an inventory and condition assessment of City-owned Street lights and Decorator lights. The lighting inventory will provide an inventory and condition assessment of all City-owned Street lights and Decorator lights installed throughout the City giving each pole location, description, and condition of the asset.

The information will be used to plan system maintenance and replacement, to provide an accurate accounting of the light poles for insurance purposes, and to plan inventory needs.

The City has a GIS map of City-owned Street lights and Decorator lights totaling 778 assets, which can be found on the attached map. For more detailed maps, please contact me. The city will have an iPad available with the maps on it. The firm selected will verify and update the information and conditions of all the City-owned lights throughout the City.

The City's intent is to complete the inspection and submit final report to the City by January 15, 2019.

Tom Blohowiak
 Maintenance Supervisor
 City of DePere
 925 S.Sixth ST
 DePere, WI 54115
 920-339-4072 x 2250
 920-639-1336 cell
 920-339-4071 fax
tblohowiak@mail.de-pere.org

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Common Council

FROM: Andrew Pantzlaff

SUBJECT: Resolution #18-98 Urging the State Legislature to Agree Upon a Sustainable Resolution for Transportation Aids.

Mayor Walsh requested that this League of Wisconsin Municipality Resolution be considered by the Council.

ATTACHMENTS:

- Reso18-98 (DOCX)

RESOLUTION #18-98

URGING THE STATE LEGISLATURE TO AGREE UPON A
SUSTAINABLE RESOLUTION FOR TRANSPORTATION AIDS

WHEREAS, local government in Wisconsin is responsible for about 90% of the road miles in the state; and

WHEREAS, Wisconsin's diverse economy is dependent upon county and town roads as well as city and village streets and transit systems across the state; and

WHEREAS, the City of De Pere and other local governments across Wisconsin have been highlighting our unmet transportation needs in many different avenues including events such as the historic Turnout for Transportation event in September of 2016 where local governments in every region of this state held simultaneous meetings calling on the state legislature to prioritize transportation and pass a sustainable funding package; and

WHEREAS, while the increase in transportation funding for locals in the last budget was certainly appreciated, many still aren't back to 2011 levels when you adjust for inflation; and

WHEREAS, locals, including the City of De Pere continue to struggle to meet even the most basic maintenance needs for our transportation system; and

WHEREAS, states surrounding Wisconsin and across the country have stepped up with sustainable funding plans for their state and local roads; and

WHEREAS, Wisconsin will be at a competitive disadvantage if it does not implement a revenue and spending plan that addresses both our Interstates that were built in the 1950's and 60's and our local and state roads; and

WHEREAS, levy limits do not allow local government to make up for the deterioration of state funding; and

WHEREAS, local governments would not be forced to turn to local wheel taxes or increased borrowing or exceeding their levy limits if the state would finally pass a sustainable funding plan for transportation; and

Resolution #18-98
Page 2 of 2

WHEREAS, the Common Council recognizes that our state highway and interstate system is the backbone of our surface transportation system and plays a vital role in the economy of Wisconsin. Both local and state roads need to be properly maintained in order for our economy to grow; and

WHEREAS, from a competitive standpoint Wisconsin motorists pay significantly less than any of our neighbors when you combine the annual cost of the state gas tax and vehicle registration fees; and

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council urges the Governor and Legislature to Just Fix It and agree upon a sustainable solution: one that includes a responsible level of bonding and adjusts our user fees to adequately and sustainably fund Wisconsin's transportation system.

BE IT FURTHER RESOLVED THAT:

The City Council directs the Clerk-Treasurer to send a copy of this Resolution to Governor Scott Walker; Senators David Hansen, Caleb Frostman and Robert Cowles; Assembly Representatives John Macco, David Steffen and Andre Jacque; and to the League of Wisconsin Municipalities.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of September, 2018.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Ledvina
SUBJECT: Operator License Applications.

ATTACHMENTS:

- 09-18-18 (PDF)

CITY OF DE PERE
License Committee - September 18, 2018

New Operator License Applications	
1	BHATTARAI, REKHA
2	BHURTEL, NEGA R.
3	CHESLOCK, AMANDA L.
4	DURANT, TAIRA D.
5	GRADINARI, MIHAELA
6	JELINSKI, CASEY E.
7	KOLTZ, LANCE A.
8	KOLTZ, SHANNA L.
9	PIERCE, CHARLES L.
10	ROEMER, SHAULA R.
11	ROSE, TYLER M.
12	TURRIFF, MORGAN M.
13	VEGA TAFOLLA, ERIKA
14	WEIS, CONRAD K.
15	WILSON, TRINITY A.

Attachment: 09-18-18 (7439 : Operator License Applications.)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Ledvina
SUBJECT: Voucher Approval.

ATTACHMENTS:

- 9-18-18 VOUCHERS (PDF)

9/11/2018 3:20 PM

A / P CHECK REGISTER

PAGE: 1

PACKET: 05943 SEP 2018 COUNCIL - 2 9-18-18

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
6426	ACL							
	I-A6616-201808-0	ACL	R	9/18/2018		165.60CR	086486	165.60
7583	ADVANCE AUTO PARTS							
	I-6339-261404	ADVANCE AUTO PARTS	R	9/18/2018		132.57CR	086487	132.57
0302	AIRGAS USA LLC							
	I-9079393526	AIRGAS USA LLC	R	9/18/2018		8.29CR	086488	
	I-9079393527	AIRGAS USA LLC	R	9/18/2018		92.01CR	086488	100.30
0849	AMBROSIUS CONCRETE SUPPLIES INC							
	I-375418	AMBROSIUS CONCRETE SUPPLIES IN	R	9/18/2018		20.60CR	086489	
	I-378141	AMBROSIUS CONCRETE SUPPLIES IN	R	9/18/2018		4.00CR	086489	24.60
7507	DEBORAH ARMBRUSTER							
	I-201809118594	DEBORAH ARMBRUSTER	R	9/18/2018		162.41CR	086490	
	I-201809118595	DEBORAH ARMBRUSTER	R	9/18/2018		17.64CR	086490	180.05
1698	B A T I							
	I-4917	B A T I	R	9/18/2018		2,521.13CR	086491	2,521.13
5497	BADGER MAILING & SHIPPING SYSTEMS INC							
	I-108985	BADGER MAILING & SHIPPING SYST	R	9/18/2018		50.60CR	086492	50.60
7779	BADGER OFFICE CITY							
	I-795815-0	BADGER OFFICE CITY	R	9/18/2018		99.20CR	086493	99.20
0020	BADGERLAND PRINTING INC							
	I-32017	BADGERLAND PRINTING INC	R	9/18/2018		126.00CR	086494	
	I-32053	BADGERLAND PRINTING INC	R	9/18/2018		55.00CR	086494	
	I-32066	BADGERLAND PRINTING INC	R	9/18/2018		44.00CR	086494	
	I-32074	BADGERLAND PRINTING INC	R	9/18/2018		94.00CR	086494	319.00
7805	MASON BALLWEG							
	I-201809118597	MASON BALLWEG	R	9/18/2018		135.00CR	086495	135.00
7621	DAWN BARRON							
	I-201809118598	DAWN BARRON	R	9/18/2018		182.58CR	086496	182.58
0027	BAY TOWEL INC							
	I-2672323	BAY TOWEL INC	R	9/18/2018		163.22CR	086497	
	I-2683024	BAY TOWEL INC	R	9/18/2018		98.94CR	086497	
	I-2687476	BAY TOWEL INC	R	9/18/2018		98.94CR	086497	
	I-2690128	BAY TOWEL INC	R	9/18/2018		87.59CR	086497	448.69

Attachment: 9-18-18 VOUCHERS (7431 : Voucher Approval.)

9/11/2018 3:20 PM

A / P CHECK REGISTER

PAGE: 2

PACKET: 05943 SEP 2018 COUNCIL - 2 9-18-18

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
6473	BEAVER OF WISCONSIN INC I-98058	BEAVER OF WISCONSIN INC	R	9/18/2018		47.75CR	086498	47.75
7806	BLR - BUSINESS & LEGAL RESOURCES I-18619538	BLR - BUSINESS & LEGAL RESOURC	R	9/18/2018		997.00CR	086499	997.00
6849	BONGERS, ERIN I-201809118599	BONGERS, ERIN	R	9/18/2018		57.32CR	086500	57.32
6751	BRIDGEPORT MFG. INC. I-11441-00	BRIDGEPORT MFG. INC.	R	9/18/2018		182.70CR	086501	182.70
0038	BROADWAY AUTOMOTIVE INC I-426802P I-567531 I-572114 I-910757P I-911152P	BROADWAY AUTOMOTIVE INC BROADWAY AUTOMOTIVE INC BROADWAY AUTOMOTIVE INC BROADWAY AUTOMOTIVE INC BROADWAY AUTOMOTIVE INC	R R R R R	9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018		16.24CR 4,176.92CR 1,754.09CR 61.76CR 19.61CR	086502 086502 086502 086502 086502	 6,028.62
0039	BROOKS TRACTOR INC I-D66236 I-D66368	BROOKS TRACTOR INC BROOKS TRACTOR INC	R R	9/18/2018 9/18/2018		2,162.14CR 642.22CR	086503 086503	 2,804.36
2944	BROWN COUNTY JAIL I-201809118600	BROWN COUNTY JAIL	R	9/18/2018		160.00CR	086504	160.00
3478	BROWN COUNTY TREASURER I-19	BROWN COUNTY TREASURER	R	9/18/2018		80.00CR	086505	80.00
7807	ALEXIS BUHRANDT I-201809118602	ALEXIS BUHRANDT	R	9/18/2018		150.00CR	086506	150.00
1784	CARLSON DETTMANN CONSULTING I-2809	CARLSON DETTMANN CONSULTING	R	9/18/2018		5,072.17CR	086507	5,072.17
0536	CDW GOVERNMENT INC I-NNL2991 I-NVD1106 I-NVW4397 I-NXH1751 I-NXK1185 I-NZN8280 I-PBC1177	CDW GOVERNMENT INC CDW GOVERNMENT INC CDW GOVERNMENT INC CDW GOVERNMENT INC CDW GOVERNMENT INC CDW GOVERNMENT INC CDW GOVERNMENT INC	R R R R R R R	9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018		14,711.16CR 423.08CR 21.99CR 1,594.65CR 165.71CR 271.27CR 195.24CR	086508 086508 086508 086508 086508 086508 086508	 17,383.10

Attachment: 9-18-18 VOUCHERS (7431 : Voucher Approval.)

9/11/2018 3:20 PM

A / P CHECK REGISTER

PAGE: 3

PACKET: 05943 SEP 2018 COUNCIL - 2 9-18-18

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
6575	CEDAR CORP I-96967	CEDAR CORP	R	9/18/2018		358.00CR	086509	358.00
2708	CLEANING SOLUTION SERVICES INC I-18282 I-18283 I-18285 I-18314	CLEANING SOLUTION SERVICES INC CLEANING SOLUTION SERVICES INC CLEANING SOLUTION SERVICES INC CLEANING SOLUTION SERVICES INC	R R R R	9/18/2018 9/18/2018 9/18/2018 9/18/2018		1,354.06CR 1,657.49CR 1,349.21CR 24.98CR	086510 086510 086510 086510	 4,385.74
7658	SHAUN CORROY I-201809118603	SHAUN CORROY	R	9/18/2018		72.73CR	086511	72.73
7808	ANGELA CORTES I-201809118604	ANGELA CORTES	R	9/18/2018		135.00CR	086512	135.00
0061	CUMMINS NPOWER, LLC I-F4-15071	CUMMINS NPOWER, LLC	R	9/18/2018		473.90CR	086513	473.90
0063	DAANEN & JANSSEN INC I-174168 I-174169	DAANEN & JANSSEN INC DAANEN & JANSSEN INC	R R	9/18/2018 9/18/2018		181.80CR 568.68CR	086514 086514	 750.48
6526	DE PERE BASEBALL I-201809118605	DE PERE BASEBALL	R	9/18/2018		4,589.00CR	086515	4,589.00
1196	DE PERE GIRLS SOFTBALL ASSOCIATION I-201809118606	DE PERE GIRLS SOFTBALL ASSOCIA	R	9/18/2018		2,178.00CR	086516	2,178.00
0998	DE PERE RAPIDES YOUTH SOCCOR CLUB I-201809118607	DE PERE RAPIDES YOUTH SOCCOR C	R	9/18/2018		2,010.00CR	086517	2,010.00
1626	DE PERE YOUTH HOCKEY I-201809118608	DE PERE YOUTH HOCKEY	R	9/18/2018		670.00CR	086518	670.00
5159	DEGROOT INC I-18-02 (3)	DEGROOT INC	R	9/18/2018		422,792.53CR	086519	422,792.53
7809	DIAMOND DETAILING I-4075	DIAMOND DETAILING	R	9/18/2018		250.00CR	086520	250.00
7707	DUNCAN ASSOCIATES INC I-337-18-05	DUNCAN ASSOCIATES INC	R	9/18/2018		5,000.00CR	086521	5,000.00

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**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0086	ERC INC I-ERC-0818-9309	ERC INC	R	9/18/2018		423.00CR	086522	423.00
7422	EXCEL UNDERGROUND LLC I-6251 I-6330	EXCEL UNDERGROUND LLC EXCEL UNDERGROUND LLC	R R	9/18/2018 9/18/2018		5,901.80CR 8,590.75CR	086523 086523	 14,492.55
0092	FEAKER & SONS CO INC I-18-11 (3)	FEAKER & SONS CO INC	R	9/18/2018		83,804.96CR	086524	83,804.96
0331	FERGUSON WATERWORKS #1476 INC I-255602	FERGUSON WATERWORKS #1476 INC	R	9/18/2018		521.00CR	086525	521.00
7096	JAMES M. FICO PHD I-201809118609 I-201809118610	JAMES M. FICO PHD JAMES M. FICO PHD	R R	9/18/2018 9/18/2018		350.00CR 350.00CR	086526 086526	 700.00
3304	FISCHER-ULMAN CONST INC I-18-05 (1)	FISCHER-ULMAN CONST INC	R	9/18/2018		74,602.43CR	086527	74,602.43
4176	FRANK'S RADIO SERVICE INC I-111286	FRANK'S RADIO SERVICE INC	R	9/18/2018		2,340.00CR	086528	2,340.00
5718	GAJESKI TRENCHING I-201809118628	GAJESKI TRENCHING	R	9/18/2018		4,000.00CR	086529	4,000.00
0562	GALLS LLC I-10524339	GALLS LLC	R	9/18/2018		105.00CR	086530	105.00
6227	GLOBALSTAR USA I-1000000009615763	GLOBALSTAR USA	R	9/18/2018		1,023.77CR	086531	1,023.77
6923	GORDON FLESCH COMPANY INC. I-IN12342162	GORDON FLESCH COMPANY INC.	R	9/18/2018		142.00CR	086532	142.00
0116	GRAINGER INC I-9888394468	GRAINGER INC	R	9/18/2018		27.76CR	086533	27.76
0124	GREEN BAY CITY TREASURER I-114716	GREEN BAY CITY TREASURER	R	9/18/2018		5,714.93CR	086534	5,714.93
2080	GREEN BAY HIGHWAY PRODUCTS LLC I-32919	GREEN BAY HIGHWAY PRODUCTS LLC	R	9/18/2018		335.00CR	086535	335.00

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BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0943	DALE HAAGEN I-201809118611	DALE HAAGEN	R	9/18/2018		44.33CR	086536	44.33
0351	HACH COMPANY I-11109769	HACH COMPANY	R	9/18/2018		228.13CR	086537	228.13
4902	HALRON LUBRICANTS INC C-1018501-00 I-1008857-00 I-1018320-00	HALRON LUBRICANTS INC HALRON LUBRICANTS INC HALRON LUBRICANTS INC HALRON LUBRICANTS INC	R R R	9/18/2018 9/18/2018 9/18/2018		40.00 1,766.88CR 999.26CR	086538 086538 086538	 2,726.14
5674	HOME TEAM SPORTS & APPAREL INC I-35834 I-35835	HOME TEAM SPORTS & APPAREL INC HOME TEAM SPORTS & APPAREL INC	R R	9/18/2018 9/18/2018		112.90CR 316.30CR	086539 086539	 429.20
5484	HYDROCORP INC I-49232-IN I-49420-IN	HYDROCORP INC HYDROCORP INC	R R	9/18/2018 9/18/2018		2,876.00CR 2,309.00CR	086540 086540	 5,185.00
7810	IDEMIA IDENTITY & SECURITY USA LLC I-116299	IDEMIA IDENTITY & SECURITY USA	R	9/18/2018		184.00CR	086541	184.00
6932	IMAGETREND INC. I-112883	IMAGETREND INC.	R	9/18/2018		8,652.00CR	086542	8,652.00
1399	INDOFF INC I-3144125 I-3144188 I-3144963 I-3145640 I-3145986 I-3146497 I-3147220 I-3148457	INDOFF INC INDOFF INC INDOFF INC INDOFF INC INDOFF INC INDOFF INC INDOFF INC INDOFF INC	R R R R R R R R	9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018		88.43CR 8.38CR 159.82CR 57.93CR 224.89CR 192.99CR 11.93CR 113.98CR	086543 086543 086543 086543 086543 086543 086543 086543	 858.35
0565	INTOXIMETERS I-605240	INTOXIMETERS	R	9/18/2018		140.00CR	086544	140.00
0141	JEFFERSON FIRE & SAFETY INC I-250995	JEFFERSON FIRE & SAFETY INC	R	9/18/2018		103.75CR	086545	103.75
7811	JESSE GUNS PLASTERING I-201809118612	JESSE GUNS PLASTERING	R	9/18/2018		780.00CR	086546	780.00

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2602	JOSSART BROTHERS INC							
	I-18-01 (5)	JOSSART BROTHERS INC	R	9/18/2018		414,823.05CR	086547	
	I-939	JOSSART BROTHERS INC	R	9/18/2018		240.90CR	086547	
	I-950	JOSSART BROTHERS INC	R	9/18/2018		957.00CR	086547	
	I-951	JOSSART BROTHERS INC	R	9/18/2018		2,473.20CR	086547	418,494.15
1276	JX ENTERPRISES INC							
	I-1446543P	JX ENTERPRISES INC	R	9/18/2018		11.16CR	086548	
	I-1448547P	JX ENTERPRISES INC	R	9/18/2018		91.90CR	086548	
	I-1449935P	JX ENTERPRISES INC	R	9/18/2018		315.99CR	086548	
	I-1450080P	JX ENTERPRISES INC	R	9/18/2018		247.96CR	086548	
	I-1450175P	JX ENTERPRISES INC	R	9/18/2018		78.48CR	086548	
	I-1450403P	JX ENTERPRISES INC	R	9/18/2018		16.99CR	086548	
	I-1450910P	JX ENTERPRISES INC	R	9/18/2018		136.18CR	086548	
	I-1450911P	JX ENTERPRISES INC	R	9/18/2018		13.20CR	086548	911.86
7813	KATRINA KOWALCZYK							
	I-201809118614	KATRINA KOWALCZYK	R	9/18/2018		100.00CR	086549	100.00
7812	VICTORIA KRATOWICZ							
	I-201809118613	VICTORIA KRATOWICZ	R	9/18/2018		150.00CR	086550	150.00
3140	KUNDINGER FLUID POWER INC							
	I-50504128	KUNDINGER FLUID POWER INC	R	9/18/2018		95.66CR	086551	
	I-50504130	KUNDINGER FLUID POWER INC	R	9/18/2018		653.32CR	086551	748.98
1	LAES, MIKE							
	I-201809118615	MAILBOX	R	9/18/2018		20.97CR	086552	20.97
0160	LIZER OF WI INC							
	I-82162AD	LIZER OF WI INC	R	9/18/2018		82.50CR	086553	82.50
7444	SARA LORNSON							
	I-201809118616	SARA LORNSON	R	9/18/2018		86.33CR	086554	
	I-201809118617	SARA LORNSON	R	9/18/2018		357.52CR	086554	443.85
0173	MENARDS INC							
	I-33341	MENARDS INC	R	9/18/2018		6.48CR	086555	
	I-33560	MENARDS INC	R	9/18/2018		21.62CR	086555	
	I-33571	MENARDS INC	R	9/18/2018		25.38CR	086555	
	I-33621	MENARDS INC	R	9/18/2018		11.23CR	086555	
	I-33635	MENARDS INC	R	9/18/2018		141.98CR	086555	
	I-33757	MENARDS INC	R	9/18/2018		9.96CR	086555	
	I-33889	MENARDS INC	R	9/18/2018		72.59CR	086555	
	I-33902	MENARDS INC	R	9/18/2018		17.02CR	086555	
	I-33907	MENARDS INC	R	9/18/2018		549.80CR	086555	
	I-33948	MENARDS INC	R	9/18/2018		34.45CR	086555	
	I-33967	MENARDS INC	R	9/18/2018		17.96CR	086555	
	I-34033	MENARDS INC	R	9/18/2018		15.92CR	086555	
	I-34139	MENARDS INC	R	9/18/2018		171.65CR	086555	
	I-34147	MENARDS INC	R	9/18/2018		334.26CR	086555	
	I-34322	MENARDS INC	R	9/18/2018		83.14CR	086555	

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VOID	VOID CHECK		V	9/18/2018			086556	**VOID**
0902	MILLER & ASSOC SAUK PRAIRIE INC I-217969	MILLER & ASSOC SAUK PRAIRIE IN	R	9/18/2018		1,081.00CR	086557	1,081.00
7814	JACOB MONFILS I-201809118618	JACOB MONFILS	R	9/18/2018		190.00CR	086558	190.00
0776	MOTOROLA I-16010349 I-16010780	MOTOROLA MOTOROLA	R R	9/18/2018 9/18/2018		2,920.00CR 3,355.77CR	086559 086559	 6,275.77
3191	NCI I-AT11972	NCI	R	9/18/2018		49.90CR	086560	49.90
7815	NICKLAUS INC I-3035	NICKLAUS INC	R	9/18/2018		4,800.00CR	086561	4,800.00
5188	NORTHEAST ASPHALT INC I-18-07 (1)	NORTHEAST ASPHALT INC	R	9/18/2018		108,417.96CR	086562	108,417.96
0531	NORTHEAST AUTO PARTS INC C-331808 I-333195 I-333396 I-333425 I-333474 I-333535 I-333590 I-333600 I-333639 I-333643	NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC	R R R R R R R R R R R	9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018 9/18/2018		22.50 14.90CR 139.35CR 21.61CR 159.24CR 75.77CR 17.49CR 43.47CR 44.99CR 30.22CR	086563 086563 086563 086563 086563 086563 086563 086563 086563 086563	 524.54
5433	NORTHEAST WI TECH COLLEGE I-CS32495	NORTHEAST WI TECH COLLEGE	R	9/18/2018		260.00CR	086564	260.00
0187	NSIGHT TELS SERVICES I-201809118619	NSIGHT TELS SERVICES	R	9/18/2018		64.40CR	086565	64.40
0197	PACKER CITY INTERNATIONAL INC C-X101091722:01 I-R101026102:01 I-X101089960:01 I-X101092577:01	PACKER CITY INTERNATIONAL INC PACKER CITY INTERNATIONAL INC PACKER CITY INTERNATIONAL INC PACKER CITY INTERNATIONAL INC	R R R R	9/18/2018 9/18/2018 9/18/2018 9/18/2018		104.00 207.17CR 17.18CR 347.52CR	086566 086566 086566 086566	 467.87

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1331	PACKER FASTENER & SUPPLY INC							
	I-401992	PACKER FASTENER & SUPPLY INC	R	9/18/2018		113.35CR	086567	113.35
3401	PETERS CONCRETE COMPANY INC							
	I-18-04 (5)	PETERS CONCRETE COMPANY INC	R	9/18/2018		667,102.59CR	086568	667,102.59
6126	PM SUPPLY - WRIGHT INDUSTRIAL							
	I-79441	PM SUPPLY - WRIGHT INDUSTRIAL	R	9/18/2018		10.59CR	086569	
	I-79509	PM SUPPLY - WRIGHT INDUSTRIAL	R	9/18/2018		134.19CR	086569	
	I-79530	PM SUPPLY - WRIGHT INDUSTRIAL	R	9/18/2018		162.03CR	086569	
	I-79724	PM SUPPLY - WRIGHT INDUSTRIAL	R	9/18/2018		216.60CR	086569	
	I-79769	PM SUPPLY - WRIGHT INDUSTRIAL	R	9/18/2018		15.89CR	086569	539.30
0208	POMP'S TIRE SERVICE INC							
	I-90050628	POMP'S TIRE SERVICE INC	R	9/18/2018		38.00CR	086570	
	I-90050632	POMP'S TIRE SERVICE INC	R	9/18/2018		589.84CR	086570	627.84
1246	PREVEA HEALTH							
	I-117894	PREVEA HEALTH	R	9/18/2018		42.00CR	086571	
	I-117895	PREVEA HEALTH	R	9/18/2018		292.00CR	086571	334.00
6792	PROPHOENIX CORP							
	I-2018220	PROPHOENIX CORP	R	9/18/2018		495.00CR	086572	495.00
5055	QUALITY TRUCK CARE CENTER INC							
	I-DP61611	QUALITY TRUCK CARE CENTER INC	R	9/18/2018		121.62CR	086573	121.62
6948	RAY'S TIRE							
	I-1002013	RAY'S TIRE	R	9/18/2018		968.22CR	086574	
	I-1002156	RAY'S TIRE	R	9/18/2018		978.48CR	086574	
	I-1002199	RAY'S TIRE	R	9/18/2018		968.22CR	086574	
	I-1002258	RAY'S TIRE	R	9/18/2018		978.48CR	086574	3,893.40
0225	RED D MIX CONCRETE INC							
	I-69144	RED D MIX CONCRETE INC	R	9/18/2018		129.10CR	086575	129.10
1	REMMEL, JOAN							
	I-201809118621	OIL PAINTING	R	9/18/2018		81.00CR	086576	81.00
0222	RNOW INC							
	I-2018-54362	RNOW INC	R	9/18/2018		69.25CR	086577	69.25

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1890	S I METALS AND SUPPLY							
	I-213750	S I METALS AND SUPPLY	R	9/18/2018		55.50CR	086578	
	I-213956	S I METALS AND SUPPLY	R	9/18/2018		134.00CR	086578	189.50
7816	SAGE CONTROL ORDNANCE INC							
	I-12760	SAGE CONTROL ORDNANCE INC	R	9/18/2018		104.00CR	086579	104.00
7088	NEAL SCHWEINER							
	I-201809118622	NEAL SCHWEINER	R	9/18/2018		86.66CR	086580	86.66
3234	SHERWIN WILLIAMS							
	I-9816-2	SHERWIN WILLIAMS	R	9/18/2018		39.90CR	086581	39.90
6180	SKID & PALLET SERVICE							
	I-12159	SKID & PALLET SERVICE	R	9/18/2018		5,700.00CR	086582	5,700.00
7817	ANDREW SMITS							
	I-201809118623	ANDREW SMITS	R	9/18/2018		150.00CR	086583	150.00
1119	THE SWAN CLUB							
	I-201809118624	THE SWAN CLUB	R	9/18/2018		147.38CR	086584	147.38
0752	SYSTEMS FURNITURE INC							
	I-32829	SYSTEMS FURNITURE INC	R	9/18/2018		393.50CR	086585	393.50
0555	TIME WARNER CABLE LLC							
	I-607837202082518	TIME WARNER CABLE LLC	R	9/18/2018		69.99CR	086586	69.99
5454	TRANSPORT REFRIGERATION INC							
	I-457276-100	TRANSPORT REFRIGERATION INC	R	9/18/2018		13.69CR	086587	13.69
6782	TRUCK COUNTRY OF WISC							
	I-X202517890:01	TRUCK COUNTRY OF WISC	R	9/18/2018		232.86CR	086588	232.86
0417	TWEET GAROT MECHANICAL INC							
	I-62505	TWEET GAROT MECHANICAL INC	R	9/18/2018		550.00CR	086589	
	I-64128	TWEET GAROT MECHANICAL INC	R	9/18/2018		948.75CR	086589	
	I-64139	TWEET GAROT MECHANICAL INC	R	9/18/2018		585.00CR	086589	2,083.75
0272	UNIFORM SHOPPE INC							
	I-280567	UNIFORM SHOPPE INC	R	9/18/2018		54.95CR	086590	54.95

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0277	VAN'S FIRE & SAFETY INC							
	I-4114227	VAN'S FIRE & SAFETY INC	R	9/18/2018		340.65CR	086591	
	I-4114592	VAN'S FIRE & SAFETY INC	R	9/18/2018		209.25CR	086591	
	I-4114593	VAN'S FIRE & SAFETY INC	R	9/18/2018		137.18CR	086591	
	I-4114594	VAN'S FIRE & SAFETY INC	R	9/18/2018		29.00CR	086591	716.08
7210	VANDEN PLAS SANITATION INC.							
	I-36321	VANDEN PLAS SANITATION INC.	R	9/18/2018		123.60CR	086592	123.60
3707	VIKING ELECTRIC SUPPLY							
	I-S001830875.001	VIKING ELECTRIC SUPPLY	R	9/18/2018		82.86CR	086593	82.86
5539	VORPAHL FIRE & SAFETY CORP							
	I-215252615	VORPAHL FIRE & SAFETY CORP	R	9/18/2018		45.60CR	086594	45.60
7818	ALYSSA WAGNER							
	I-201809118625	ALYSSA WAGNER	R	9/18/2018		150.00CR	086595	150.00
1896	MIKE WESSLEY							
	I-201809118626	MIKE WESSLEY	R	9/18/2018		63.29CR	086596	63.29
2645	WI DEPT OF JUSTICE							
	I-201809118627	WI DEPT OF JUSTICE	R	9/18/2018		210.00CR	086597	210.00
3886	WI DEPT OF JUSTICE							
	I-CIB18-034702620268	WI DEPT OF JUSTICE	R	9/18/2018		150.00CR	086598	150.00
7350	WI MEDIA							
	I-1954745	WI MEDIA	R	9/18/2018		921.59CR	086599	921.59

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	113	0.00	1,918,385.46	1,918,385.46
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	114	0.00	1,918,385.46	1,918,385.46

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	9/2018	95,956.27CR
201	9/2018	5,185.66CR
208	9/2018	229.30CR
209	9/2018	21.99CR
211	9/2018	10,785.48CR
405	9/2018	1,771,696.15CR
460	9/2018	5,000.00CR
601	9/2018	20,530.74CR
650	9/2018	8,979.87CR
=====		
ALL		1,918,385.46CR

Attachment: 9-18-18 VOUCHERS (7431 : Voucher Approval.)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: City Clerk-Treasurer

FROM: Carey Danen

SUBJECT: Future Agenda Items.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: September 18, 2018

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Consider Fire Department Staffing Considerations.
