Common Council

Regular Meeting

Agenda

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

Tuesday, December 21, 2021 | **7:30 PM** | **Council Chambers and Virtual**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Common Council** of the City of De Pere will be held on **December 21, 2021** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

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

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

OR

You can also dial in using your phone.
United States (Toll Free): 1 866 899 4679
United States: +1 (312) 757-3117
Access Code: 154-883-285

This meeting may also be rebroadcast on TV throughout the week and available on demand at http://deperecitywi.iqm2.com/.

I. Call to Order

1. Roll Call
2. Pledge of Allegiance to the Flag.
3. Approval of the minutes of the December 7th, 2021 Common Council meeting.
4. Public comment upon matters not on the agenda.
5. Recommendation from the Finance/Personnel Committee to Award Contract 21-23 City Security Cameras to Eland Electric Corporation in the amount of $61,265
6. Recommendation from Finance/Personnel Committee to Increase Seasonal/Part-time Wage Schedule
7. Recommendation from the Board of Public Works on award of Contract 21-11 American Blvd Utility and Street Extension to Jossart Brothers, Inc. in the amount of $1,885,359.50
8. Recommendation from the Sustainability Commission approving Renewable Energy Work Plan
9. Recommendation from the Business Improvement District Board to Approve the De Pere Business Improvement District 2022 Operating Plan.
10. Recommendation from the Board of Park Commissioners to Approve Proposal to Change Non-Resident / Resident Fee for Open Swim Day Pass to a Single Fee.
11. Appointment of election officials for the 2022-2023 election cycle.
12. Resolution #21-123 Authorizing Extension of Consulting Services Agreement Between the City of De Pere and Robert E. Lee and Associates, Inc. (2022 Consulting Services).

13. Resolution #21-124 Approving Facade Improvement Project and Authorizing Disbursement of Grant (107 S Broadway Street; Parcel ED-831)

14. Resolution #21-125 Approving Facade Improvement Project and Authorizing Disbursement of Grant (108 North Michigan Street; Parcel ED-969).

15. Resolution #21-126 Approving Operation and Maintenance Assistance Agreement with Carrico Aquatic Resources, Inc. (2022 and 2023 Water Management Assistance Program).

16. Resolution #21-127 Approving Agreement Between the City of De Pere and Urban Evolutions, Inc. for Purchase of Urban Wood(Surplus Logs from City Tree Removal).

17. Resolution #21-128 Authorizing Issuance of a Promissory Note for Temporary Borrowing of $350,000 for Public Purposes.

18. Consideration and Approval of Certain Fees for 2022.

    A. Resolution #21-129, Regarding De Pere Health Department Fees 2022.

    B. Resolution #21-130, Regarding Certain Fees.

    C. Resolution #21-131, Regarding De Pere Parks, Recreation & Forestry Recreation Programs, Aquatics and Community Center Fees 2022.

19. Voucher approval.

20. Future agenda items.

21. Adjournment.

Carey Danen
City Clerk

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

Agenda Sent To:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**Approval of the minutes of the December 7th, 2021 Common Council meeting.**

ATTACHMENTS:

- 12-7-21 Common Council Minutes_Draft (PDF)

Common Council

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

Regular Meeting

Draft Minutes

Tuesday, December 7, 2021 7:30 PM Council Chambers and Virtual

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

Attendee Name	Title	Status	Arrived
Dan Carpenter	Alderperson	Present	
Mike Eserkaln	Alderperson	Present	
Jonathon Hansen	Alderperson	Present	
Amy Chandik Kundinger	Alderperson	Present	
Shana Defnet Ledvina	Alderperson	Present	
John Quigley	Alderperson	Present	
Dean Raasch	Alderperson	Present	
Kelly Ruh	Alderperson	Present	
James Boyd	Mayor	Present	

2. Pledge of Allegiance to the Flag.

3. Approval of the minutes of the November 16, 2021 Common Council meeting.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Quigley, Raasch, Ruh

4. Public comment upon matters not on the agenda.

None.

5. Municipal Commendation "City of De Pere Summer of 2021 Photo Contest Winners."

Mayor Boyd presented the commendation for the winners of the contest hosted by the City and Definitely De Pere. He noted that more than 200 photos were submitted, and invited citizens to view the winning photos which are being displayed in the first floor lobby at City Hall. The contest winners were:

Bill Withbroe - Cityscape
Christine Schlapman - Environment & Nature
Steven Lepak - Recreation & Health
Beth Ann Siebert - Community Engagement & Civic Events
Ken Weinaug - Popular Vote

6. TDS Telecom City-wide utility installation project presentation.

Josh Worrell, Business Development Manager for TDS Telecom, presented the company's plan for installing broadband fiber internet across the City. They identified De Pere for their next project because the City is currently served by only one provider. Josh acknowledged that there will be some disruptions to residents during construction, and outlined the company's process of notification to residents. He noted that most of the fiber will be installed underground, but there will be some above-ground pedestals. Josh encouraged residents to visit www.TDSFiber.com for more information on the installation process and the services that TDS provides. The project will be a slow progression through the community, focusing on a couple of neighborhoods at a time. Crews will finish construction, install, and cleanup before moving to the next area. Josh and City Engineer Eric Rakers then answered questions from alderpersons on the following: the approval process, availability of service in the business parks, feedback from other communities that have gone through the install process, and coordination with property owners on placement of the pedestals and lawn/landscape restoration after construction.

7. Recommendation from the Board of Park Commissioners to Allocate the Beer Garden Revenues in the amount of $28,292 to Legion Woods Playground.

Council members discussed various options regarding allocation of Beer Garden revenue; some alders advocated waiting until the "pot" is bigger before identifying a funding recipient. Parks Director Marty Kosobucki explained that staff brought it to the Board of Park Commissioners because citizens have been asking what the City plans to do with the funds. City Administrator Larry Delo indicated that Council could always choose to redirect the funds or raise the threshold for designation. Alderperson Raasch pointed out that advertising a particular designation could potentially spur additional donations.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Quigley, Raasch, Ruh

8. Recommendation from the License Committee on an application for change of agent submitted by Walgreens #15637.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Mike Eserkaln, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Quigley, Raasch, Ruh

9. Resolution 21-43 Regarding the Vacation of a Portion of a Public Thoroughfare (Right-of-Way at the 200 Block of Profit Place Adjacent to Parcels ED-2381, ED-2382 and ED-F0083) (Tabled at June 1, 2021 Council Meeting).

City Attorney Judy Schmidt-Lehman explained that staff is recommending denial of the resolution because the land is no longer needed for development.

RESULT:	**DEFEATED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Quigley, Raasch, Ruh

10. Resolution #21-44 Regarding the Vacation of a Portion of a Public Thoroughfare (Right-of-Way at the 1800 Block of Commerce Drive Adjacent to Parcels ED-D69-2 and ED-344-102-6). (Tabled at June 1, 2021 Council Meeting)

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Quigley, Raasch, Ruh

11. Resolution #21-119 Authorizing Utility Easement (400 Block Rockland Road and Destiny Drive; Parcel ED-2386).

Alderperson Hansen asked if this easement will interfere with the City's plan to urbanize the area with sidewalks and bike lanes. Public Works Director Scott Thoresen confirmed it would not.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	John Quigley, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Quigley, Raasch, Ruh

12. Resolution #21-120 Authorizing Lease for Storage of Department of Public Works Equipment.

Alderperson Hansen asked what impact this will have on the expansion plan for the Municipal Service Center. Public Works Director Scott Thoresen said the need is still there; this is just a temporary fix to get City equipment out of the elements. Mayor Boyd thanked Street Superintendent Tony Fietzer for his work on securing the storage location.

RESULT:	**ADOPTED BY ROLL CALL VOTE [7 TO 0]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Quigley, Raasch, Ruh
ABSTAIN:	Shana Defnet Ledvina

13. Resolution #21-121 Approving the Nelson Family Pavilion Fundraising Donation Sponsorship Plan.

Alderperson Hansen asked if the City will be promoting the fundraising plan on social media and other outlets. Mayor Boyd confirmed this, and noted that there are still a few other potential donors pending. He noted that the Nelson family has contributed $500,000, and announced that the Cloud Family Foundation has donated $100,000, so

their name will be placed on the interior of the facility. The mayor complimented the fundraising committee on their hard work.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Quigley, Raasch, Ruh

14. Resolution #21-122 Approving Return Line Leak Repair Contract with Neuman Pools, Inc. for Legion Pool ($17,900 with Funding from Unassigned Reserves).

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Quigley, Raasch, Ruh

15. Appointments to boards and commissions by Mayor Boyd

Mayor Boyd stated that Brent Felchlin and Angela Patel are being reappointed to the BID Board, and thanked them for their service to the City.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Quigley, Raasch, Ruh

16. Voucher approval.

Alderperson Carpenter asked about multiple $200 checks on the voucher list. Parks Director Marty Kosobucki explained that the basketball league schedule had to be revised due to staffing issues, and as a result some teams backed out.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Quigley, Raasch, Ruh

17. Future agenda items.

Alderperson Carpenter stated that Winnebago County now has a recycling program for Styrofoam, and asked if staff can research the possibility of implementing a similar program here. City Administrator Larry Delo said that this request will go to the Board of Public Works for review.

18. Adjournment.

Alderperson Carpenter moved, seconded by Alderperson Kundinger to adjourn the meeting at 8:21 PM.

Respectfully submitted,
Carey Danen, City Clerk

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**Information Technology**
FROM:	**Angela Zills**
SUBJECT:	**Recommendation from the Finance/Personnel Committee to Award Contract 21-23 City Security Cameras to Eland Electric Corporation in the amount of $61,265**

ATTACHMENTS:

- Mayor and Finance - Consideration and possible action on award of Contract 21-23 City Security Cameras Phase 2 (PDF)
- 2021 1202 CE_Project 21-23_Bid Tab (PDF)

CITY OF DE PERE
MEMO

To: Mayor James Boyd
Members of Finance/Personnel Committee
From: Steve Massey, City IT Director
Date: December 8, 2021

RE: **Recommendation from staff to Award Contract 21-23 City Security Cameras to Eland Electric Corporation in the amount of $61,265**

The Engineering Department received bids for Project 21-23 City Security Cameras on December 2, 2021. This is Phase 2 of the City's security camera initiative and includes the installation of security cameras and supporting hardware and software at the Community Center, Fire Station 2 and Municipal Service Center.

The Bids received are as follows:

Contractor	**Total Bid**
Eland Electric Corporation	$61,265
Elmstar Electric Corporation	$65,996

The allocated amount from the 2021 capital improvement budget is $50,000. Additional funding of $11,265 is needed to fund this project. Staff is recommending allocating $11,265 of the $50,000 for the Phase 3 City Security capital project that was approved in 2022 Executive Budget. Phase 3 includes the installation of cameras at the Voyageur Park parking lot and Riverwalk. Phase 3 is projected to cost $40,000. Phase 2 will not be started until after the Jan 1, 2022.

Staff's recommendation is to accept the bid from Eland Electric Corporation in the amount of $61,265.

Attachments:
2021 1202 CE_Project 21-23 Bid Tab.pdf

PROJECT 21-23 CITY SECURITY CAMERAS
BID TAB

				BIDDER NO. 1		BIDDER NO. 2	
				Eland Electric Corporation		Elmstar Electric Corporation	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SC-01	Axis Communications Patch Cable 5700-331	EA	4	$ 16.20	$ 64.80	$ 15.60	$ 62.40
SC-02	Axis Communications Camera M3115-LVE	EA	5	$ 401.94	$ 2,009.70	$ 387.01	$ 1,935.05
SC-03	Axis Communications Camera P1448-LE	EA	1	$ 1,192.54	$ 1,192.54	$ 1,148.27	$ 1,148.27
SC-04	Axis Communications Camera P3719-PLE	EA	4	$ 2,008.16	$ 8,032.64	$ 1,933.62	$ 7,734.48
SC-05	Axis Communications Camera P3807-PVE	EA	4	$ 1,693.10	$ 6,772.40	$ 1,630.26	$ 6,521.04
SC-06	Axis Communications Camera Q1700-LE	EA	5	$ 1,632.73	$ 8,163.65	$ 1,572.13	$ 7,860.65
SC-07	Axis Communications Camera Q3819-PVE	EA	1	$ 2,510.20	$ 2,510.20	$ 2,417.03	$ 2,417.03
SC-08	Axis Communications Mount T91A64	EA	4	$ 100.11	$ 400.44	$ 96.39	$ 385.56
SC-09	Axis Communications Mount T91H61	EA	4	$ 220.85	$ 883.40	$ 212.64	$ 850.56
SC-10	Axis Communications Mount T94N01D	EA	4	$ 113.36	$ 453.44	$ 109.15	$ 436.60
SC-11	Belden Patch Panel AX103114	EA	4	$ 74.85	$ 299.40	$ 87.50	$ 350.00
SC-12	Belden Modular Jack AX104193	EA	40	$ 26.00	$ 1,040.00	$ 29.90	$ 1,196.00
SC-13	CBL-CAT6-BL-P Cable	LF	4,800	$ 1.84	$ 8,832.00	$ 1.17	$ 5,616.00
SC-14	ENET C6-BL-1-ENC Patch Cable	EA	20	$ 7.36	$ 147.20	$ 7.08	$ 141.60
SC-15	ENET C6-BL-3-ENC Patch Cable	EA	3	$ 7.36	$ 22.08	$ 7.08	$ 21.24
SC-16	ENET C6-BL-5-ENC Patch Cable	EA	13	$ 10.31	$ 134.03	$ 9.92	$ 128.96
SC-17	Milestone XPLPRCL Camera License	EA	5	$ 1,531.16	$ 7,655.80	$ 1,474.32	$ 7,371.60
SC-18	Milestone XPPPLUSDL Device Channel License	EA	20	$ 200.24	$ 4,004.80	$ 192.80	$ 3,856.00
SC-19	Milestone YXPPPLUSDL 1-Year Care Plus Support for Camera License	EA	20	$ 36.81	$ 736.20	$ 35.44	$ 708.80
SC-20	Conduit and Boxes (Community Center)	LS	1	$ 3,500.00	$ 3,500.00	$ 5,832.00	$ 5,832.00
SC-21	Conduit and Boxes (Fire Station #2)	LS	1	$ 2,260.00	$ 2,260.00	$ 4,591.00	$ 4,591.00
SC-22	Conduit and Boxes (Municipal Service Center)	LS	1	$ 2,150.00	$ 2,150.00	$ 6,831.00	$ 6,831.00
			TOTAL AMOUNT BID	$	61,264.72	$	65,995.84

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**Human Resources**
FROM:	**Shannon Metzler**
SUBJECT:	**Recommendation from Finance/Personnel Committee to Increase Seasonal/Part-time Wage Schedule**

ATTACHMENTS:

- Memo to Finance and Council on 2022 Seasonal rates 12.2021 (PDF)
- DRAFT 2022 Seasonal rates Rev 12.2021 (PDF)
- Decrease of Seasonal Employees (PDF)

CITY OF DE PERE
MEMO

To: Members of the Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Date: December 14, 2021

RE: **Recommended changes to Seasonal/Part-time Employee Wages**

Note: At the December 14, 2021 Finance/Personnel Committee the below recommendation was approved unanimously.

Attached please find the 2022 pay recommendations for the Seasonal/Part Time (Non-Benefit Eligible) Employee Wage Scale.

In June of this year we brought forward changes for the 2022 seasonal salary schedule. Since that time we have re-evaluated the wages as more employers are struggling to find employees and many employers have significantly increased their starting wages in the last few months. To be pro-active knowing we are going to have to compete with the private sector market in 2022, we are recommending making some rather significant changes to our wage schedule. Based on current market trend, we are recommending increasing our starting wage to $13.00/hour and adjusting levels accordingly as well as moving some positions within the levels. We are also recommending adding an Assistant Pool Manager position.

In addition, we are recommending eliminating the $.25/hr step increase and establish a Starting Wage and an After Minimum of 1 Year/Returning Wage; the After Minimum of 1 Year/Returning would be $1.00 higher than the starting wage. Since we have eliminated that $.25/hr step, we have moved the miscellaneous wage rate section, which includes positions that are more professional in nature, work year-round and require a degree/license, into a level.

We have discussed with the departments their abilities to fund the positions at the recommended wage changes for 2022. Unfortunately not all departments will have funding to make these changes so we are requesting $134,312 in undesignated funds to implement these changes. Departments estimate they would need funding as outlined below:

- Parks, Recreation & Forestry
  - Pools – $53,336
  - Recreation Programming – $51,881
  - Maintenance – $16,080
- Finance Department – $9,600
- Police Department – $2,030
- Development Services – $985
- Information Technology – $400

No additional funding is needed for Public Works or Fire Department. Please feel free to contact me at 339-4045 if you have questions prior to the meeting.

2022 Seasonal/Part Time (Non-Benefit Eligible) Employee Wage Scale

Wages Effective: January 1, 2022

Updated ~~6/18~~/11/09/2021

Position	~~Step 1~~Starting Wage	~~Step 2~~After Minimum of 1 Year/Returning Wage	~~Step 3~~	~~Step 4~~	Employment Period
			-	-	
Level 1	~~$10.50~~$ 13.00	~~$10.75~~$14.00	~~$11.00~~	~~$11.25~~	
- Event Server^^			-	-	Summer
~~- Pool Facility Attendant~~			-	-	~~Summer~~
~~- Playground Leader~~			-	-	~~Summer~~
- Assistant Instructor			-	-	Year Round
- Youth Recreation Supervisor			-	-	Winter
Level 2	$~~11~~14.00	$~~11.25~~15.00	~~$11.50~~	~~$11.75~~	
- Pool Facility Attendant					Summer
- Playground Leader					Summer
~~- Kidz Zone & Camp Counselors~~	-	-	-	-	~~Summer~~
~~- Community Center Facility Attendant~~	-	-	-	-	~~Year Round~~
- Recreation Office Assistant			-	-	Summer
- Recreation Intern			-	-	Summer
- Election Inspector			-	-	As needed
Level 3	$~~12~~15.00	$~~12.25~~16.00	~~$12.50~~	~~$12.75~~	
- Kidz Zone & Camp Counselors	-	-			Summer
- Community Center Facility Attendant	-	-			Year Round
- Park, Street & Water Maintenance Laborer	-	-			Summer
- Sign Maintenance Aide	-	-			Summer
- Community Services Officer	-	-	-	-	Year Round
Level 4	$~~13~~16.00	$~~13.25~~17.00	~~$13.50~~	~~$13.75~~	
~~- Park, Street & Water Maintenance Laborer~~	-	-	-	-	~~Summer~~
~~- Sign Maintenance Aide~~	-	-	-	-	~~Summer~~
~~- Shop Assistant~~	-	-	-	-	~~Summer~~
- Community Center Maintenance	-	-			Year Round
- Fitness Instructor	-	-			Year Round
- Event Manager^^	-	-			Summer
- Park Maintenance Lead	-	-			Summer
- Shop Assistant	-	-			Summer
- Building Maintenance Assistant			-	-	Summer
- Lifeguard/Swim			-	-	Summer

Instructor***					
~~- Community Services Officer~~			-	-	~~Year Round~~
- Tennis Instructor			-	-	Summer
- Art/Theatre Instructor			-	-	Year Round
- Tae Kwon Do Instructor/Tai Chi Instructor			-	-	Year Round
- Youth Activity Instructor			-	-	Year Round
- Election Specialist			-	-	As Needed
Level 5	$~~14~~17.00	$~~14.25~~18.00	~~$14.50~~	~~$14.75~~	
~~- Community Center Maintenance~~	-	-	-	-	~~Year Round~~
~~- Basketball Supervisor~~	-	-	-	-	~~Fall-Winter~~
~~- Fitness Instructor~~	-	-	-	-	~~Year Round~~
- Assistant Pool Manager					Summer
- Water Fitness Instructor			-	-	Year Round
- Parent Child Aquatics Instructor			-	-	Year Round
- Dance, Pom, Twirling & Tumbling Instructor			-	-	Year Round
- Enrichment Instructor			-	-	Year Round
~~- Event Manager^^~~	-	-	-	-	~~Summer~~
~~- Park Maintenance Lead~~	-	-	-	-	~~Summer~~
- Water Department Intern			-	-	As Needed
- Development Services Intern			-	-	As Needed
- Chief Election Inspector			-	-	As Needed
Level 6	$~~15~~18.00	$~~15.25~~19.00	~~$15.50~~	~~$15.75~~	
- Basketball Supervisor	-	-			Fall-Winter
- Crossing Guard*****	-	-			Year Round
- Spring/Fall Maintenance			-	-	Spring/Fall
- Paid On Call Firefighter****			-	-	Year Round
- Paid On Premise Firefighter**** / ******			-	-	Year Round
Level 7	$~~16.50~~19.00	$~~16.75~~20.00	~~$17.00~~	~~$17.25~~	
- Pool Manager			-	-	Summer
- Band Director			-	-	Spring-Summer
- Video Production Assistant^			-	-	Year Round
Level 8	$~~17~~20.00	$~~17.25~~21.00	~~$17.50~~	~~$17.75~~	
- Yoga/Pilates/Zumba with basic certification *			-	-	Year Round
- Engineering Aide			-	-	Summer
~~- Crossing Guard*****~~	-	-	-	-	~~Year Round~~
- Rubbish Site Attendant			-	-	Spring-Fall
Level 9	$~~18~~21.00	$~~18.25~~22.00	~~$18.50~~ -	~~$18.75~~ -	
Level 10	$~~19~~22.00	$~~19.25~~23.00	~~$19.50~~ -	~~$19.75~~ -	
Level 11	$~~20~~23.00	$~~20.25~~24.00	~~$20.50~~	~~$20.75~~	

- Accountant					Year Round
- Training & Safety Officer (Fire)**** / ******					Year Round
- ~~Lead~~ Senior Pool Manager***			-	-	Summer
- Yoga/Pilates/Zumba with advance certification after 1yr. employment unless approved by Mgr. (ACE, AFAA, E-RYT 500 hrs) *			-	-	Year Round
- Snow Plow Driver			-	-	Winter
- Seasonal Maintenance Worker (CDL Req'd)			-	-	Spring & Fall
Level 12	$35.00	$36.00			
- Plumbing Inspector					Year Round
- Electrical Inspector					Year Round
Non-Classified Wage Rates			-	-	
- Scorekeeper	$~~10.50~~14.00/ga	$~~10.75~~15.00/ga	~~$11.00/ga~~	~~$11.25/ga~~	Fall-Winter
- Kickball Official**	$~~14.00~~18.00/ga	$~~14.25~~19.00/ga	~~$14.50/ga~~	~~$14.75/ga~~	Summer
- Flag Football Official	$~~14.00~~18.00/ga	$~~14.25~~19.00/ga	~~$14.50/ga~~	~~$14.75/ga~~	Fall
- Slow/Co-ed Softball Umpire**	$~~17.00~~21.00/ga	$~~17.25~~22.00/ga	~~$17.50/ga~~	~~$17.75/ga~~	Summer-Fall
- Basketball Official**	$~~22.00~~30.00/ga	$~~22.25~~31.00/ga	~~$22.50/ga~~	~~$22.75/ga~~	Fall-Winter
- WIAA Certified Basketball Official**	$~~25.00~~35.00/ga	$~~25.25/~~36.00ga	~~$25.50/ga~~	~~$25.75/ga~~	Fall-Winter

~~**Misc. Wage Rates**~~					
~~(2.5% increase between steps)~~					
~~- Plumbing Inspector~~	~~$30.00/hr~~	~~$30.75/hr~~	~~$31.52/hr~~	~~$32.31/hr~~	~~Year Round~~
~~- Electrical Inspector~~	~~$30.00/hr~~	~~$30.75/hr~~	~~$31.52/hr~~	~~$32.31/hr~~	~~Year Round~~
~~- Human Resources Recruiter~~	~~$23.00/hr~~	~~$23.58/hr~~	~~$24.17/hr~~	~~$24.77/hr~~	~~Year Round~~
~~- Accountant~~	~~$20.00/hr~~	~~$20.50/hr~~	~~$21.01/hr~~	~~$21.54/hr~~	~~Year Round~~
~~- Training & Safety Officer (Fire)**** / ******~~	~~$15.00/hr~~	~~$15.38/hr~~	~~$15.76/hr~~	~~$16.15/hr~~	~~Year Round~~

The ~~step scale is~~After Minimum of 1 Year/Returning Wage is ~~-~~designed to reward employees for good work performance and continual years of service. Employees are given ~~a step increase~~the After Minimum of 1 Year/Returning Wage with supervisor approval, ~~for each year~~if they return to same employment the following season or each January 1st with satisfactory work performance. (New hires hired after June 30th will receive an increase the second January 1st after start date or when returning for a second season, whichever happens first~~) -~~)

Note: When a position is reclassified or the entire wage schedule is adjusted, current/returning employees in affected positions would start at the starting wage regardless of how many years they have been employed with the City. The exception to this is if placing a returning employee at the starting wage would either reduce their wage or not give them an increase, those employees should be placed at the After Minimum of 1 Year /Returning Wage.

- First year employees in any classified level shall start at ~~Step 1~~the Starting Wage, unless approved otherwise approved by the department head.

~~- All classified positions are not eligible for additional step increases past Step 4.~~

~~The program includes: admission to one program per season (up to 3 per year). The incentive program is administered at the discretion of the supervisor of the department.~~

* Eligible to earn incentive pay based upon number of participants enrolled. Incentive pay ranges an additional .25 hours to 1.25 hours per class.

** Umpires or officials that are scheduled with a partner and work a game alone will be paid at 1.5 times the game rate.

*** The City will ~~pay~~ reimburse the cost for lifeguard certification for new lifeguards~~, and WSI certified lifeguards,~~ contingent on staff successfully completing one season of employment with an average of at least 25 hours per week.~~ as a full time staff member.~~ The City will reimburse the cost for the Lifeguard Instructor certification for the Senior Pool Manager contingent upon staff successfully completing one season of employment. ~~Substitute guards are not eligible for reimbursement of their lifeguard certification.~~

**** Receives $50/month on-call pay if meet minimum response requirements for emergency incidents and duty crew. Responses will be reviewed annually by department.

***** Receives $20/month gas stipend for regular assigned guards. This benefit is discontinued for guards assigned to a regular position on or after April 1, 2019.

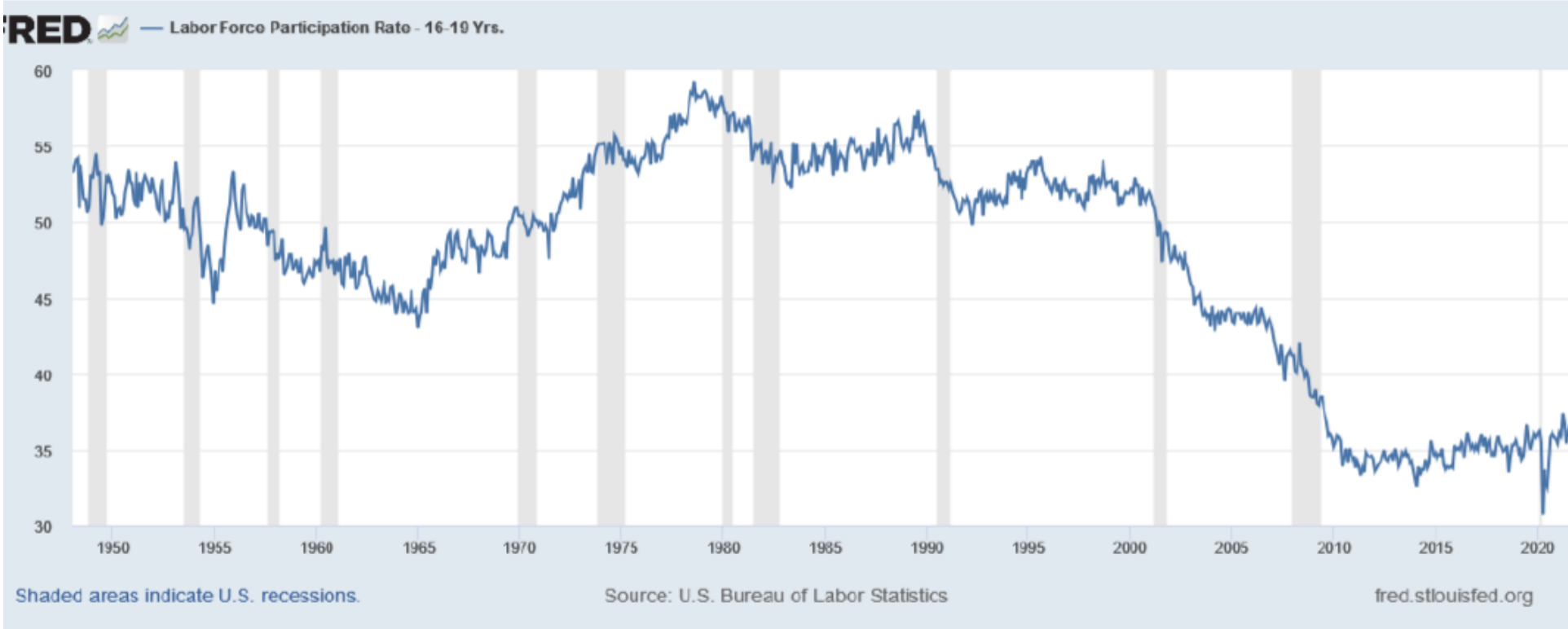
****** Receives $0.25/hour for each of the following certifications: Firefighter II, Fire Inspector, Driver Operator Pumper, Driver Operator Aerial, Emergency Services Instructor, Fire Officer I, Fire Officer II; Receives $1.00/hour for EMT-P Licensure

^ Paid at least a minimum of 2 hours each day worked

^^ Bartenders License required and shall be reimbursed by the City upon successful attendance of at least three events.

Where Is My Summer Help?

Labor Force Participation: 16 to 19 Years Old



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**Board of Public Works**
FROM:	**Scott Thoresen**
SUBJECT:	**Recommendation from the Board of Public Works on award of Contract 21-11 American Blvd Utility and Street Extension to Jossart Brothers, Inc. in the amount of $1,885,359.50**

The Board of Public Works at the December 13, 2021 meeting approved award of Contract 21-11 American Boulevard Utility and Street Extension to Jossart Brothers, Inc in the amount of $1,885,359.50 with funding coming from TID 12 with a portion from the Green Bay Metropolitan Sewerage District (GBMSD) for the extension of the Ninth Street Interceptor and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:

- 2021 1213 CE_Project_21-11_Award (PDF)
- 2021 1118 CE_Project 21-11_Bid Tab (PDF)

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: December 13, 2021

RE: **Consideration and possible action on award of Contract 21-11 American Boulevard Utility and Street Extension***

The Engineering Department received bids for Project 21-11 American Boulevard Utility and Street Extension on November 18, 2021. This project involves the construction of American Boulevard from 2,100 feet south of Biotech Way to the southern City limits. The bids received are as follows:

Contractor	Total Bid
Jossart Brothers, Inc.	$1,885,359.50
Kruczek Construction, Inc.	$1,944,000.00
Feaker & Sons Co., Inc.	$1,988,942.50
PTS Contractors, Inc.	$2,045,000.00
Advance Construction, Inc.	$2,112,242.75
Dorner, Inc.	$2,147,501.00
Superior Sewer and Water, Inc.	$2,274,815.76
Super Excavators, Inc.	$2,300,000.00

The project is being funded through TID 12 with the ongoing development with a portion from the Green Bay Metropolitan Sewerage District (GBMSD) for the extension of the Ninth Street Interceptor. The breakdown in funding is as follows:

- GBMSD $ 380,688.00
- TID 12: $1,504,671.50

Upon completion of the project, the City will invoice GBMSD the full amount of the interceptor ($717,460.00) and then GBMSD will invoice the City for its share ($336,772.00) of the interceptor cost.

Staff's recommendation is to accept the bid from Jossart Brothers, Inc. in the amount of $1,885,359.50.

Attachments:
2021 1118 Project 21-11 Bid Tab (PDF)

DE PERE

PROJECT 21-11 AMERICAN BOULEVARD UTILITY AND STREET EXTENSION
BID TAB

				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4		BIDDER NO. 5		BIDDER NO. 6		BIDDER NO. 7		BIDDER NO. 8	
				Jossart Brothers, Inc		Kruczek Construction, Inc.		Feaker & Sons Co., Inc.		PTS Contractors, Inc.		Advance Construction, Inc.		Dorner, Inc.		Superior Sewer and Water, Inc.		Super Excavators, Inc.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SANITARY SEWER CONSTRUCTION																			
SS-01	Provide 24" PVC (PS115) Sanitary Sewer (Natural Backfill)	LF	2,715	$ 200.00	$ 543,000.00	$ 225.00	$ 610,875.00	$ 215.00	$ 583,725.00	$ 227.00	$ 616,305.00	$ 255.00	$ 692,325.00	$ 285.00	$ 773,775.00	$ 292.00	$ 792,780.00	$ 250.00	$ 678,750.00
SS-02	Provide 8" PVC Sanitary Sewer (Natural Backfill)	LF	250	$ 47.00	$ 11,750.00	$ 70.00	$ 17,500.00	$ 46.00	$ 11,500.00	$ 79.00	$ 19,750.00	$ 64.00	$ 16,000.00	$ 47.00	$ 11,750.00	$ 78.00	$ 19,500.00	$ 95.00	$ 23,750.00
SS-03	Provide 8" PVC Sanitary Sewer (Granular Backfill)	LF	310	$ 90.00	$ 27,900.00	$ 110.00	$ 34,100.00	$ 90.00	$ 27,900.00	$ 124.00	$ 38,440.00	$ 122.50	$ 37,975.00	$ 95.00	$ 29,450.00	$ 141.00	$ 43,710.00	$ 200.00	$ 62,000.00
SS-04	Provide 4' Diameter Outside Drop Sanitary Sewer Manhole (2 Drops)	VF	28	$ 885.00	$ 24,780.00	$ 750.00	$ 21,000.00	$ 1,200.00	$ 33,600.00	$ 867.00	$ 24,276.00	$ 1,034.00	$ 28,952.00	$ 958.00	$ 26,824.00	$ 629.00	$ 17,612.00	$ 954.00	$ 26,712.00
SS-05	Provide 4' Diameter Outside Drop Sanitary Sewer Manhole	VF	140	$ 640.00	$ 89,600.00	$ 700.00	$ 98,000.00	$ 900.00	$ 126,000.00	$ 731.00	$ 102,340.00	$ 800.00	$ 112,000.00	$ 709.00	$ 99,260.00	$ 567.00	$ 79,380.00	$ 915.00	$ 128,100.00
SS-06	Provide 4' Diameter Sanitary Sewer Manhole	VF	28.5	$ 380.00	$ 10,830.00	$ 580.00	$ 16,530.00	$ 450.00	$ 12,825.00	$ 700.00	$ 19,950.00	$ 547.00	$ 15,589.50	$ 428.00	$ 12,198.00	$ 343.00	$ 9,775.50	$ 718.00	$ 20,463.00
SS-07	Core Drill Existing Sanitary Manhole and Pour Bench	EA	1	$ 8,000.00	$ 8,000.00	$ 5,600.00	$ 5,600.00	$ 7,500.00	$ 7,500.00	$ 1,700.00	$ 1,700.00	$ 10,000.00	$ 10,000.00	$ 4,666.00	$ 4,666.00	$ 8,400.00	$ 8,400.00	$ 3,096.00	$ 3,096.00
STORM SEWER CONSTRUCTION																			
ST-01	Provide 36" PVC, RCP or PP Storm Sewer (Natural Backfill)	LF	195	$ 95.00	$ 18,525.00	$ 117.00	$ 22,815.00	$ 99.00	$ 19,305.00	$ 110.00	$ 21,450.00	$ 118.00	$ 23,010.00	$ 98.00	$ 19,110.00	$ 121.00	$ 23,595.00	$ 120.00	$ 23,400.00
ST-02	Provide 36" PVC, RCP or PP Storm Sewer (Granular Backfill)	LF	100	$ 125.00	$ 12,500.00	$ 133.00	$ 13,300.00	$ 115.00	$ 11,500.00	$ 137.00	$ 13,700.00	$ 153.00	$ 15,300.00	$ 125.00	$ 12,500.00	$ 141.00	$ 14,100.00	$ 165.00	$ 16,500.00
ST-03	Provide 38" x 24" RCP Storm Sewer (Natural Backfill)	LF	130	$ 94.00	$ 12,220.00	$ 110.00	$ 14,300.00	$ 95.00	$ 12,350.00	$ 101.00	$ 13,130.00	$ 119.40	$ 15,522.00	$ 98.00	$ 12,740.00	$ 116.00	$ 15,080.00	$ 129.00	$ 16,770.00
ST-04	Provide 38" x 24" RCP Storm Sewer (Granular Backfill)	LF	115	$ 124.00	$ 14,260.00	$ 126.00	$ 14,490.00	$ 125.00	$ 14,375.00	$ 125.00	$ 14,375.00	$ 136.40	$ 15,686.00	$ 127.00	$ 14,605.00	$ 140.00	$ 16,100.00	$ 144.00	$ 16,560.00
ST-05	Provide 30" PVC, RCP or PP Storm Sewer (Natural Backfill)	LF	90	$ 75.00	$ 6,750.00	$ 87.00	$ 7,830.00	$ 80.00	$ 7,200.00	$ 129.00	$ 11,610.00	$ 97.50	$ 8,775.00	$ 74.00	$ 6,660.00	$ 103.00	$ 9,270.00	$ 92.00	$ 8,280.00
ST-06	Provide 30" PVC, RCP or PP Storm Sewer (Granular Backfill)	LF	80	$ 105.00	$ 8,400.00	$ 100.00	$ 8,000.00	$ 96.00	$ 7,680.00	$ 120.00	$ 9,600.00	$ 122.50	$ 9,800.00	$ 96.00	$ 7,680.00	$ 122.00	$ 9,760.00	$ 123.00	$ 9,840.00
ST-07	Provide 24" PVC, RCP or PP Storm Sewer (Natural Backfill)	LF	60	$ 63.00	$ 3,780.00	$ 66.00	$ 3,960.00	$ 58.00	$ 3,480.00	$ 79.00	$ 4,740.00	$ 77.50	$ 4,650.00	$ 61.00	$ 3,660.00	$ 85.00	$ 5,100.00	$ 73.00	$ 4,380.00
ST-08	Provide 18" PVC, RCP or PP Storm Sewer (Natural Backfill)	LF	760	$ 42.00	$ 31,920.00	$ 45.00	$ 34,200.00	$ 45.00	$ 34,200.00	$ 51.00	$ 38,760.00	$ 52.00	$ 39,520.00	$ 52.00	$ 39,520.00	$ 60.00	$ 45,600.00	$ 58.00	$ 44,080.00
ST-09	Provide 18" RCP Class (IV) Storm Sewer (Granular Backfill)	LF	80	$ 60.00	$ 4,800.00	$ 69.00	$ 5,520.00	$ 65.00	$ 5,200.00	$ 78.00	$ 6,240.00	$ 83.50	$ 6,680.00	$ 61.00	$ 4,880.00	$ 83.00	$ 6,640.00	$ 83.00	$ 6,640.00
ST-10	Provide 18" PVC, RCP or PP Storm Sewer (Granular Backfill)	LF	50	$ 58.00	$ 2,900.00	$ 67.00	$ 3,350.00	$ 65.00	$ 3,250.00	$ 85.00	$ 4,250.00	$ 80.00	$ 4,000.00	$ 66.00	$ 3,300.00	$ 82.00	$ 4,100.00	$ 88.00	$ 4,400.00
ST-11	Provide 15" RCP Class (IV) Storm Sewer (Granular Backfill)	LF	50	$ 52.00	$ 2,600.00	$ 63.00	$ 3,150.00	$ 62.00	$ 3,100.00	$ 66.00	$ 3,300.00	$ 70.00	$ 3,500.00	$ 53.00	$ 2,650.00	$ 77.00	$ 3,850.00	$ 83.00	$ 4,150.00
ST-12	Provide 15" PVC, RCP or PP Storm Sewer (Natural Backfill)	LF	375	$ 37.00	$ 13,875.00	$ 41.00	$ 15,375.00	$ 42.00	$ 15,750.00	$ 44.00	$ 16,500.00	$ 47.00	$ 17,625.00	$ 46.00	$ 17,250.00	$ 54.00	$ 20,250.00	$ 59.00	$ 22,125.00
ST-13	Provide 12" RCP Class (IV) Storm Sewer (Granular Backfill)	LF	145	$ 49.00	$ 7,105.00	$ 54.00	$ 7,830.00	$ 50.00	$ 7,250.00	$ 58.00	$ 8,410.00	$ 74.25	$ 10,766.25	$ 52.00	$ 7,540.00	$ 70.00	$ 10,150.00	$ 72.00	$ 10,440.00
ST-14	Provide 12" PVC, RCP or PP Storm Sewer (Granular Backfill)	LF	140	$ 46.00	$ 6,440.00	$ 54.00	$ 7,560.00	$ 57.00	$ 7,980.00	$ 80.00	$ 11,200.00	$ 69.00	$ 9,660.00	$ 49.00	$ 6,860.00	$ 68.00	$ 9,520.00	$ 72.00	$ 10,080.00
ST-15	Provide 12" PVC, RCP or PP Storm Sewer (Natural Backfill)	LF	200	$ 32.00	$ 6,400.00	$ 48.00	$ 9,600.00	$ 40.00	$ 8,000.00	$ 54.00	$ 10,800.00	$ 50.00	$ 10,000.00	$ 45.00	$ 9,000.00	$ 49.00	$ 9,800.00	$ 48.00	$ 9,600.00
ST-16	Provide 72" Diameter Storm Manhole	VF	7.5	$ 825.00	$ 6,187.50	$ 710.00	$ 5,325.00	$ 750.00	$ 5,625.00	$ 850.00	$ 6,375.00	$ 770.00	$ 5,775.00	$ 788.00	$ 5,910.00	$ 714.00	$ 5,355.00	$ 816.00	$ 6,120.00
ST-17	Provide 60" Diameter Storm Manhole	VF	16	$ 635.00	$ 10,160.00	$ 588.00	$ 9,408.00	$ 590.00	$ 9,440.00	$ 695.00	$ 11,120.00	$ 640.00	$ 10,240.00	$ 602.00	$ 9,632.00	$ 663.00	$ 10,608.00	$ 749.00	$ 11,984.00
ST-18	Provide 48" Diameter Storm Manhole	VF	23	$ 575.00	$ 13,225.00	$ 500.00	$ 11,500.00	$ 525.00	$ 12,075.00	$ 495.00	$ 11,385.00	$ 470.00	$ 10,810.00	$ 541.00	$ 12,443.00	$ 347.00	$ 7,981.00	$ 456.00	$ 10,488.00
ST-19	Provide Type B Inlet	EA	19	$ 2,300.00	$ 43,700.00	$ 1,950.00	$ 37,050.00	$ 2,215.00	$ 42,085.00	$ 2,200.00	$ 41,800.00	$ 1,950.00	$ 37,050.00	$ 2,515.00	$ 47,785.00	$ 1,988.00	$ 37,772.00	$ 1,788.00	$ 33,972.00
ST-20	Provide 12" NYLOPLAST Inlet	EA	1	$ 1,500.00	$ 1,500.00	$ 1,450.00	$ 1,450.00	$ 1,780.00	$ 1,780.00	$ 2,180.00	$ 2,180.00	$ 1,700.00	$ 1,700.00	$ 1,777.00	$ 1,777.00	$ 1,400.00	$ 1,400.00	$ 1,261.00	$ 1,261.00
ST-21	Construct Inlet over Existing Storm Sewer	EA	2	$ 2,300.00	$ 4,600.00	$ 2,800.00	$ 5,600.00	$ 3,000.00	$ 6,000.00	$ 2,600.00	$ 5,200.00	$ 2,500.00	$ 5,000.00	$ 3,065.00	$ 6,130.00	$ 3,100.00	$ 6,200.00	$ 2,533.00	$ 5,066.00
ST-22	Connect 38" x 24" Storm Sewers (2) to Existing Structure	EA	1	$ 2,000.00	$ 2,000.00	$ 1,900.00	$ 1,900.00	$ 6,500.00	$ 6,500.00	$ 11,500.00	$ 11,500.00	$ 4,000.00	$ 4,000.00	$ 5,381.00	$ 5,381.00	$ 2,700.00	$ 2,700.00	$ 4,076.00	$ 4,076.00
ST-23	Core Drill Existing Structure	EA	3	$ 1,500.00	$ 4,500.00	$ 800.00	$ 2,400.00	$ 3,000.00	$ 9,000.00	$ 1,220.00	$ 3,660.00	$ 700.00	$ 2,100.00	$ 436.00	$ 1,308.00	$ 1,140.00	$ 3,420.00	$ 1,310.00	$ 3,930.00
ST-24	Provide 36" RCP Endwall	EA	2	$ 1,350.00	$ 2,700.00	$ 1,800.00	$ 3,600.00	$ 1,500.00	$ 3,000.00	$ 1,640.00	$ 3,280.00	$ 1,900.00	$ 3,800.00	$ 1,678.00	$ 3,356.00	$ 1,150.00	$ 2,300.00	$ 2,193.00	$ 4,386.00
ST-25	Provide 30" RCP Endwall	EA	3	$ 1,050.00	$ 3,150.00	$ 1,500.00	$ 4,500.00	$ 1,160.00	$ 3,480.00	$ 1,270.00	$ 3,810.00	$ 1,500.00	$ 4,500.00	$ 1,284.00	$ 3,852.00	$ 1,100.00	$ 3,300.00	$ 1,821.00	$ 5,463.00
ST-26	Provide 18" RCP Endwall	EA	2	$ 900.00	$ 1,800.00	$ 750.00	$ 1,500.00	$ 1,000.00	$ 2,000.00	$ 1,050.00	$ 2,100.00	$ 1,050.00	$ 2,100.00	$ 1,003.00	$ 2,006.00	$ 600.00	$ 1,200.00	$ 1,630.00	$ 3,260.00
ST-27	Provide 12" RCP Endwall	EA	3	$ 800.00	$ 2,400.00	$ 700.00	$ 2,100.00	$ 940.00	$ 2,820.00	$ 875.00	$ 2,625.00	$ 920.00	$ 2,760.00	$ 840.00	$ 2,520.00	$ 510.00	$ 1,530.00	$ 1,559.00	$ 4,677.00
ST-28	Abandon/Remove Existing Storm Sewer and Associated Appurtenances	LS	1	$ 2,500.00	$ 2,500.00	$ 1,842.00	$ 1,842.00	$ 6,900.00	$ 6,900.00	$ 1,600.00	$ 1,600.00	$ 4,000.00	$ 4,000.00	$ 2,636.00	$ 2,636.00	$ 3,800.00	$ 3,800.00	$ 1,437.00	$ 1,437.00
WATER MAIN CONSTRUCTION																			
W-01	Provide 12" PVC Water Main (Natural Backfill)	LF	2,850	$ 70.00	$ 199,500.00	$ 72.00	$ 205,200.00	$ 66.00	$ 188,100.00	$ 72.00	$ 205,200.00	$ 69.00	$ 196,650.00	$ 60.00	$ 171,000.00	$ 89.00	$ 253,650.00	$ 100.00	$ 285,000.00
W-02	Provide 12" PVC Water Main (Granular Backfill)	LF	285	$ 87.00	$ 24,795.00	$ 87.00	$ 24,795.00	$ 90.00	$ 25,650.00	$ 93.00	$ 26,505.00	$ 86.00	$ 24,510.00	$ 80.00	$ 22,800.00	$ 108.00	$ 30,780.00	$ 130.00	$ 37,050.00
W-03	Provide 6" PVC Hydrant Leads (Natural Backfill)	LF	40	$ 50.00	$ 2,000.00	$ 55.00	$ 2,200.00	$ 48.00	$ 1,920.00	$ 72.00	$ 2,880.00	$ 51.00	$ 2,040.00	$ 34.00	$ 1,360.00	$ 50.00	$ 2,000.00	$ 202.00	$ 8,080.00
W-04	Provide 12" Gate Valve	EA	10	$ 4,150.00	$ 41,500.00	$ 4,000.00	$ 40,000.00	$ 3,860.00	$ 38,600.00	$ 3,750.00	$ 37,500.00	$ 3,500.00	$ 35,000.00	$ 4,048.00	$ 40,480.00	$ 4,400.00	$ 44,000.00	$ 3,947.00	$ 39,470.00
W-05	Provide 6" Gate Valve	EA	8	$ 1,775.00	$ 14,200.00	$ 1,800.00	$ 14,400.00	$ 1,650.00	$ 13,200.00	$ 1,640.00	$ 13,120.00	$ 1,260.00	$ 10,080.00	$ 1,739.00	$ 13,912.00	$ 1,790.00	$ 14,320.00	$ 1,670.00	$ 13,360.00
W-06	Provide Connection to Existing Water Main	EA	3	$ 2,500.00	$ 7,500.00	$ 1,000.00	$ 3,000.00	$ 2,000.00	$ 6,000.00	$ 1,650.00	$ 4,950.00	$ 2,400.00	$ 7,200.00	$ 2,293.00	$ 6,879.00	$ 1,360.00	$ 4,080.00	$ 2,154.00	$ 6,462.00
W-07	Provide Hydrant (7.5' Bury)	EA	1	$ 4,600.00	$ 4,600.00	$ 4,900.00	$ 4,900.00	$ 4,465.00	$ 4,465.00	$ 4,625.00	$ 4,625.00	$ 4,764.00	$ 4,764.00	$ 4,921.00	$ 4,921.00	$ 4,225.00	$ 4,225.00	$ 4,834.00	$ 4,834.00
W-08	Provide Hydrant (7.0' Bury)	EA	7	$ 4,500.00	$ 31,500.00	$ 4,800.00	$ 33,600.00	$ 4,385.00	$ 30,695.00	$ 4,545.00	$ 31,815.00	$ 4,664.00	$ 32,648.00	$ 4,835.00	$ 33,845.00	$ 4,140.00	$ 28,980.00	$ 5,430.00	$ 38,010.00
W-09	Provide Water Main Offset	EA	4	$ 5,800.00	$ 23,200.00	$ 4,500.00	$ 18,000.00	$ 5,135.00	$ 20,540.00	$ 6,025.00	$ 24,100.00	$ 4,000.00	$ 16,000.00	$ 5,487.00	$ 21,948.00	$ 8,200.00	$ 32,800.00	$ 5,107.00	$ 20,428.00
W-10	Provide 1/2 Water Main Offset	EA	1	$ 3,500.00	$ 3,500.00	$ 2,300.00	$ 2,300.00	$ 3,550.00	$ 3,550.00	$ 3,300.00	$ 3,300.00	$ 2,300.00	$ 2,300.00	$ 3,244.00	$ 3,244.00	$ 4,100.00	$ 4,100.00	$ 3,346.00	$ 3,346.00
STREET AND DRAINAGE CONSTRUCTION																			
SD-01	Provide Clearing and Grubbing	LS	1	$ 2,500.00	$ 2,500.00	$ 2,000.00	$ 2,000.00	$ 775.00	$ 775.00	$ 4,090.00	$ 4,090.00	$ 8,500.00	$ 8,500.00	$ 2,323.00	$ 2,323.00	$ 2,500.00	$ 2,500.00	$ 740.00	$ 740.00
SD-02	Unclassified Excavation (Pond)	CY	38,250	$ 2.85	$ 109,012.50	$ 3.50	$ 133,875.00	$ 2.85	$ 109,012.50	$ 2.80	$ 107,100.00	$ 4.50	$ 172,125.00	$ 2.90	$ 110,925.00	$ 3.85	$ 147,262.50	$ 5.00	$ 191,250.00
SD-03	Unclassified Excavation (Street)	CY	7,750	$ 4.95	$ 38,362.50	$ 3.30	$ 25,575.00	$ 5.00	$ 38,750.00	$ 4.90	$ 37,975.00	$ 5.50	$ 42,625.00	$ 5.10	$ 39,525.00	$ 3.85	$ 29,837.50	$ 6.00	$ 46,500.00
SD-04	Unclassified Excavation/Concrete and Asphaltic Concrete Pavement Removal (STA 27+60 to STA 33+05)	CY	3,200	$ 8.95	$ 28,640.00	$ 8.50	$ 27,200.00	$ 9.00	$ 28,800.00	$ 8.90	$ 28,480.00	$ 7.00	$ 22,400.00	$ 10.90	$ 34,880.00	$ 15.20	$ 48,640.00	$ 7.00	$ 22,400.00
SD-05	Topsoil Stripping at Fill Site	SY	16,500	$ 1.22	$ 20,130.00	$ 0.60	$ 9,900.00	$ 1.25	$ 20,625.00	$ 1.22	$ 20,130.00	$ 0.35	$ 5,775.00	$ 1.30	$ 21,450.00	$ 0.60	$ 9,900.00	$ 0.50	$ 8,250.00
SD-06	Topsoil Stripping Behind Curb	SY	11,300	$ 1.22	$ 13,786.00	$ 0.65	$ 7,345.00	$ 1.25	$ 14,125.00	$ 1.22	$ 13,786.00	$ 0.25	$ 2,825.00	$ 1.30	$ 14,690.00	$ 0.60	$ 6,780.00	$ 0.25	$ 2,825.00
SD-07	Topsoil Stripping and Fill Placement Below Subgrade	SY	2,500	$ 2.75	$ 6,875.00	$ 1.00	$ 2,500.00	$ 2.75	$ 6,875.00	$ 2.75	$ 6,875.00	$ 0.01	$ 25.00	$ 2.90	$ 7,250.00	$ 1.90	$ 4,750.00	$ 0.01	$ 25.00
SD-08	Provide 3/4" Crushed Aggregate Base Course	TON	100	$ 13.90	$ 1,390.00	$ 13.25	$ 1,325.00	$ 14.00	$ 1,400.00	$ 13.85	$ 1,385.00	$ 30.00	$ 3,000.00	$ 14.40	$ 1,440.00	$ 21.00	$ 2,100.00	$ 28.00	$ 2,800.00
SD-09	Provide 1 1/4" Crushed Aggregate Base Course	TON	15,300	$ 13.62	$ 208,386.00	$ 13.25	$ 202,725.00	$ 13.75	$ 210,375.00	$ 13.60	$ 208,080.00	$ 11.95	$ 182,835.00	$ 14.10	$ 215,730.00	$ 13.10	$ 200,430.00	$ 12.50	$ 191,250.00
SD-10	Erosion Mat Class I Urban - Topsoil and Seed	SY	15,000	$ 2.80	$ 42,000.00	$ 2.00	$ 30,000.00	$ 3.10	$ 46,500.00	$ 3.08	$ 46,200.00	$ 2.00	$ 30,000.00	$ 3.20	$ 48,000.00	$ 2.60	$ 39,000.00	$ 2.70	$ 40,500.00
SD-11	Landscaping - Topsoil, Temporary Nurse Crop and Mulch	SY	13,000	$ 0.95	$ 12,350.00	$ 1.50	$ 19,500.00	$ 1.10	$ 14,300.00	$ 1.04	$ 13,520.00	$ 1.17	$ 15,210.00	$ 1.10	$ 14,300.00	$ 0.65	$ 8,450.00	$ 0.50	$ 6,500.00
SD-12	Landscaping - Topsoil, Seed, Fertilizer and Mulch	SY	29,000	$ 1.70	$ 49,300.00	$ 1.50	$ 43,500.00	$ 1.80	$ 52,200.00	$ 1.75	$ 50,750.00	$ 2.04	$ 59,160.00	$ 1.80	$ 52,200.00	$ 2.11	$ 61,190.00	$ 1.50	$ 43,500.00
SPECIAL CONSTRUCTION																			
SC-01	Pipe Foundation Stabilization	CY	100	$ 20.00	$ 2,000.00	$ 15.00	$ 1,500.00	$ 26.00	$ 2,600.00	$ 24.00	$ 2,400.00	$ 25.00	$ 2,500.00	$ 19.00	$ 1,900.00	$ 0.01	$ 1.00	$ 33.00	$ 3,300.00
SC-02	Provide Silt Fence	LF	2,800	$ 2.20	$ 6,160.00	$ 2.00	$ 5,600.00	$ 2.25	$ 6,300.00	$ 2.20	$ 6,160.00	$ 1.50	$ 4,200.00	$ 2.30	$ 6,440.00	$ 2.55	$ 7,140.00	$ 3.00	$ 8,400.00
SC-03	Inlet Protection Type A	EA	4	$ 140.00	$ 560.00	$ 50.00	$ 200.00	$ 150.00	$ 600.00	$ 147.00	$ 588.00	$ 100.00	$ 400.00	$ 153.00	$ 612.00	$ 160.25	$ 641.00	$ 160.00	$ 640.00
SC-04	Inlet Protection Type D	EA	25	$ 140.00	$ 3,500.00	$ 75.00	$ 1,875.00	$ 150.00	$ 3,750.00	$ 147.00	$ 3,675.00	$ 100.00	$ 2,500.00	$ 153.00	$ 3,825.00	$ 160.25	$ 4,006.25	$ 160.00	$ 4,000.00
SC-05	Erosion Bales	EA	50	$ 25.50	$ 1,275.00	$ 15.00	$ 750.00	$ 31.00	$ 1,550.00	$ 30.00	$ 1,500.00	$ 10.00	$ 500.00	$ 32.00	$ 1,600.00	$ 30.00	$ 1,500.00	$ 21.00	$ 1,050.00
SC-06	Provide Heavy Rip Rap and Geotextile Fabric (Type HR)	SY	120	$ 22.75	$ 2,730.00	$ 25.00	$ 3,000.00	$ 23.00	$ 2,760.00	$ 23.00	$ 2,760.00	$ 40.00	$ 4,800.00	$ 24.00	$ 2,880.00	$ 45.00	$ 5,400.00	$ 50.00	$ 6,000.00
SC-07	Provide Medium Rip Rap and Geotextile Fabric (Type HR)	SY	100	$ 15.00	$ 1,500.00	$ 25.00	$ 2,500.00	$ 15.15	$ 1,515.00	$ 15.00	$ 1,500.00	$ 40.00	$ 4,000.00	$ 16.00	$ 1,600.00	$ 45.00	$ 4,500.00	$ 50.00	$ 5,000.00
SC-08	Tracking Pad	EA	2	$ 900.00	$ 1,800.00	$ 1,600.00	$ 3,200.00	$ 905.00	$ 1,810.00	$ 895.00	$ 1,790.00	$ 1,000.00	$ 2,000.00	$ 928.00	$ 1,856.00	$ 2,410.00	$ 4,820.00	$ 700.00	$ 1,400.00
SC-09	Adjust Existing Manhole	EA	1	$ 400.00	$ 400.00	$ 525.00	$ 525.00	$ 1,800.00	$ 1,800.00	$ 1,085.00	$ 1,085.00	$ 600.00	$ 600.00	$ 662.00	$ 662.00	$ 930.00	$ 930.00	$ 302.00	$ 302.00
SC-10	Adjust Manhole Remove and Replace Casting (Storm)	EA	3	$ 1,450.00	$ 4,350.00	$ 950.00	$ 2,850.00	$ 1,900.00	$ 5,700.00	$ 1,485.00	$ 4,455.00	$ 1,300.00	$ 3,900.00	$ 1,087.00	$ 3,261.00	$ 1,116.00	$ 3,348.00	$ 1,023.00	$ 3,069.00
SC-11	Adjust Manhole Remove and Replace Casting (Sanitary)	EA	1	$ 1,600.00	$ 1,600.00	$ 1,100.00	$ 1,100.00	$ 2,000.00	$ 2,000.00	$ 1,620.00	$ 1,620.00	$ 1,500.00	$ 1,500.00	$ 1,231.00	$ 1,231.00	$ 1,116.00	$ 1,116.00	$ 1,023.00	$ 1,023.00
SC-12	Provide Pond Dewatering	LS	1	$ 7,700.00	$ 7,700.00	$ 4,000.00	$ 4,000.00	$ 7,725.00	$ 7,725.00	$ 7,640.00	$ 7,640.00	$ 8,500.00	$ 8,500.00	$ 7,918.00	$ 7,918.00	$ 0.01	$ 0.01	$ 7,000.00	$ 7,000.00
	TOTAL AMOUNT BID			**$ 1,885,359.50**		**$ 1,944,000.00**		**$ 1,988,942.50**		**$ 2,045,000.00**		**$ 2,112,242.75**		**$ 2,147,501.00**		**$ 2,274,815.76**		**$ 2,300,000.00**	

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**Sustainability Commission**
FROM:	**Scott Thoresen**
SUBJECT:	**Recommendation from the Sustainability Commission approving Renewable Energy Work Plan**

The Sustainability Commission at the December 14, 2021 meeting approved the Renewable Energy Work Plan and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

At the last Sustainability Commission meeting, discussion was had regarding the Commissioners needing to review the draft of the clean energy renewable work plan and forward comments to staff to include in a final draft. No additional comments were received. Attached is the final draft of the renewable energy work plan for consideration. In addition, attached is the City of Green Bay's draft work plan along with the work plan the Commission had previously discussed.

ATTACHMENTS:

- City of De Pere Sustainability Commission Final Renewable Energy Work Plan 12-6-2021 (PDF)
- Commissioner McKean's Work Plan Notes (PDF)
- City of Green Bay Renewable-Energy-Work-Plan-PDF (PDF)

City of De Pere Sustainability Commission's Work Plan

- Conduct a baseline assessment of the City of De Pere's greenhouse gas emissions utilizing resources such as the Greenhouse Gas Protocol (Global Protocol for Community-Scale Greenhouse Gas Emission Inventories), City of De Pere staff, WPS staff, and local expertise from faculty and students at St. Norbert College.

- Use baseline assessment as a guideline for the City of De Pere to work towards eventually achieving carbon neutrality and for tracking changes in the City's greenhouse gas emissions annually.

- Conduct research and compile a white paper report that outlines various considerations towards transitioning to carbon neutrality that includes, but is not limited to:

  - Specific information on the baseline assessment of greenhouse gas emissions for the City of De Pere;

  - Scientific evidence for community benefits of reducing greenhouse emissions;

  - Definition of carbon neutrality and possible goals for reaching carbon neutrality;

  - Overview of types of renewable energy possible in the City of De Pere;

  - Discuss energy conservation;

  - Economic and tax rate considerations: the cost of the initial transition vs. the cost of doing nothing, the long-term economic benefits to renewable energy;

  - Policy recommendations to meet the scientific needs with consideration to the economic realities.

- Following the report's presentation and discussion at the City Council, the Sustainability Commission may submit a resolution with stated recommendations with consideration to feedback from the Council that outlines our target dates and goals for a transition to carbon neutrality.

- Solicit feedback from the community on specific possible actions towards transitioning to carbon neutrality before passing a final resolution. This can include, but is not limited to:

  - Commission members reaching out to community organizations, individuals, and other key stakeholders;
  - Receiving feedback from partner organizations' sustainability listening sessions by providing them a list of possible recommendations for them to include in any programming;

- Enlisting the help and advice of expert organizations (ex. RENEW Wisconsin);

- Developing and sending out a survey to a random sample of city residents and also making the survey available online for residents of the City about possible solutions;

- Advertise report to the City Council and subsequent resolution and encourage public dialogue and civic engagement prior to any policy votes.

- Following the potential passage of a resolution outlining goals towards the transition to carbon neutrality, the Sustainability Commission may work with city staff and any key stakeholders to develop a Renewable Energy Action Plan that will outline exactly how the municipality and community will make that transition toward any stated goals. This plan may be developed in consultation with third-party consultants, and the commission may identify grant opportunities to fund such a plan (including but not limited to the annual grants from the Wisconsin Public Service Commission). The Sustainability Commission will facilitate community input in this plan.

- Prior to and following any resolution that states specific goals, the Sustainability Commission may work to identify and recommend any other policy suggestions or programmatic opportunities to encourage the use of renewable energy in the city.

- The Sustainability Commission may engage and collaborate with other local and tribal governments in the region, the State of Wisconsin (DNR Green Tier Legacy Community Program), and the federal government (Environmental Protection Agency), higher education (e.g., St. Norbert College), business and industry to encourage progress towards these goals.

- The Sustainability Commission may constantly be identifying funding opportunities from grants, public-private partnerships, possible city budget requests, or any other opportunities that become available.

- Work with City staff to determine current levels of renewable energy versus other energy sources and identify any existing efforts to transition, cost estimates, and barriers to transition.

- Utilize the Green Tier Sustainability scoresheet (and the City's 2019 baseline) as a guideline for choosing projects that Commissioners agree would advance the sustainability goals of the City, while also improving the City's score each year.

McKean Notes on City of De Pere Sustainability Commission Work Plan

From GB Sustainability Work Plan (modified sections in red, order altered):

- Conduct a baseline assessment of the City of De Pere's greenhouse gas emissions utilizing resources such as the Greenhouse Gas Protocol (Global Protocol for Community-Scale Greenhouse Gas Emission Inventories), City of De Pere staff, WPS staff, and local expertise from faculty and students at St. Norbert College.

- Use baseline assessment as a guideline for setting goals for the City of De Pere to work towards eventually achieving carbon neutrality and for tracking changes in the City's greenhouse gas emissions annually.

- Following completion of the baseline assessment, conduct research and compile a white paper report that outlines various considerations towards transitioning to carbon neutrality that includes, but is not limited to:

    - Specific information on the baseline assessment of greenhouse gas emissions for the City of De Pere;
    - Scientific evidence for community benefits of reducing greenhouse emissions;
    - Definition of carbon neutrality and possible goals for reaching carbon neutrality;
    - Overview of types of renewable energy possible in the City of De Pere;
    - Discuss energy conservation;
    - Economic considerations: the cost of the initial transition vs. the cost of doing nothing, the long-term economic benefits to renewable energy;
    - Policy recommendations to meet the scientific needs with consideration to the economic realities.

- Following the report's presentation and discussion at the City Council, the Sustainability Commission may submit a resolution with stated recommendations with consideration to feedback from the Council that outlines our target dates and goals for a transition to carbon neutrality.

- Solicit feedback from the community on specific possible actions towards transitioning to renewable energy before passing a final resolution. This can include, but is not limited to:

    - Commission members reaching out to community organizations, individuals, and other key stakeholders;
    - Receiving feedback from partner organizations' sustainability listening sessions by providing them a list of possible recommendations for them to include in any programming;
    - Enlisting the help and advice of expert organizations (ex. RENEW Wisconsin);
    - Developing and sending out a survey to a random sample of city residents and also making the survey available online for residents of the City about possible solutions;
    - Advertise report to the City Council and subsequent resolution and encourage public dialogue and civic engagement prior to any policy votes.

- Following the potential passage of a resolution outlining goals towards the transition to carbon neutrality, the Sustainability Commission may work with city staff and any key stakeholders to develop a Renewable Energy Action Plan that will outline exactly how the municipality and community will make that transition toward any stated goals. This plan may be developed in consultation with third-party consultants, and the commission may identify grant opportunities to fund such a plan (including but not

limited to the annual grants from the Wisconsin Public Service Commission). The Sustainability Commission will facilitate community input in this plan.

- Prior to and following any resolution that states specific goals, the Sustainability Commission may work to identify and recommend any other policy suggestions or programmatic opportunities to encourage the use of renewable energy in the city.

- The Sustainability Commission may engage and collaborate with other local and tribal governments in the region, the State of Wisconsin (DNR Green Tier Legacy Community Program), and the federal government (Environmental Protection Agency), higher education (e.g., St. Norbert College), business and industry to encourage progress towards these goals.

- The Sustainability Commission may constantly be identifying funding opportunities from grants, public-private partnerships, possible city budget requests, or any other opportunities that become available.

Addition:

- Use the Green Tier Sustainability Strategies scoresheet (and the City's 2019 baseline) as a guideline for choosing projects that Commissioners agree would advance the sustainability goals of the City, while also improving the City's score each year.

City of Green Bay Sustainability Commission
Renewable Energy Work Plan

In order to meet our stated goal of transitioning to 100% renewable energy, the Sustainability Commission for the City of Green Bay may take the following steps:

I. Conduct research and compile a white paper report that outlines various considerations towards transitioning to renewable energy that includes, but is not limited to:
   a. Scientific evidence for reducing greenhouse gas emissions;
   b. Overview of types of renewable energy;
   c. Define different areas, both at the municipal and community level, that require various forms of energy;
   d. Define carbon neutrality;
   e. Discuss energy conservation;
   f. Economic considerations: the cost of the initial transition vs. the cost of doing nothing, the long-term economic benefits to renewable energy;
   g. Policy recommendations to meet the scientific needs with consideration to the economic realities.

   This report may be presented to the full Sustainability Commission in April, and upon approval sent to Common Council for presentation.

II. Following the report's presentation and discussion at Common Council, the Sustainability Commission may submit a resolution with stated recommendations with consideration to the feedback from council that outlines our target dates and goals for a transition to renewable energy at the municipal and/or community level.

III. Enlist the help of UW-Green Bay faculty and students to conduct a study to determine a baseline for greenhouse gas emissions to be used as a reference for any possible carbon reduction goals. This should be started right away, but does not need to be finished prior to the passage of a resolution outlining goals.

IV. Work with city staff to determine current levels of renewable energy versus other energy sources and identify any existing efforts to transition, cost estimates, and barriers to transition.

V. Work with WPS to determine current energy sources at the community level, and identify future plans towards transitioning to renewable energy that already exist.

VI. Solicit feedback from the community on specific possible actions towards transitioning to renewable energy before passing a final resolution. This can include, but is not limited to:

   a. Commission members reaching out to community organizations, individuals, and other key stakeholders;
   b. Receiving feedback from partner organizations' sustainability listening sessions by providing them a list of possible recommendations for them to include in any programming;

c. Enlisting the help and advice of expert organizations (ex. RENEW Wisconsin);
d. Developing and sending out a survey to a random sample of city residents and also making the survey available online for residents of the City about possible solutions;
e. Advertise the findings of the white paper and subsequent resolution and encourage public dialogue and civic engagement prior to any policy votes.

VII. Following the potential passage of a resolution outlining goals towards the transition to renewable energy, the Sustainability Commission may work with city staff and any key stakeholders to develop a Renewable Energy Action Plan that will outline exactly how the municipality and community will make that transition toward any stated goals. This plan may be developed in consultation with third-party consultants, and the commission may identify grant opportunities to fund such plan (including but not limited to the annual grants from the Wisconsin Public Service Commission). The Sustainability Commission will facilitate further community input in this plan.

VIII. Ensure the inclusion of energy policy, among other sustainability issues, in the city's next comprehensive plan.

IX. Prior to and following any resolution that states specific goals, the Sustainability Commission may work to identify and recommend any other policy suggestions or programmatic opportunities to encourage the use of renewable energy in the city.

X. The Sustainability Commission may engage and collaborate with other local and tribal governments in the region, the State of Wisconsin (DNR Green Tier Legacy Community Program), and the federal government (Environmental Protection Agency), higher education (e.g., Northeast Wisconsin Technical College), business and industry to encourage progress towards these goal

XI. The Sustainability Commission may constantly be identifying funding opportunities from grants, public-private partnerships, possible city budget requests, or any other opportunities that become available.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**Economic Development**
FROM:	**Daniel Lindstrom**
SUBJECT:	**Recommendation from the Business Improvement District Board to Approve the De Pere Business Improvement District 2022 Operating Plan.**

At their meeting on December 14, 2021, the Business Improvement District Board (BID) approved the 2022 BID Operating Plan by a vote of 6-0 and recommended the plan to the Common Council for approval subject to Wis. Stats., 66.1109 (3) (b).

The 2022 rates as shown in Appendix C were calculated at a rate of $1.75 per $1,000.00 of assessed value. Parcels are assessed by a legal entity (i.e., multiple parcels owned by one legal entity are used as a total). No legal entity is assessed more than $1,950.00, and no less than $275.00. Property values used to calculate the BID assessment represent the assessed value of real property, as certified by the City of De Pere Assessor, as of January 1, 2021. Assessments are based per parcel and legal ownership.

The BID assessed property value remained relatively stable between 2018 and 2021 resulting in an estimated 2022 assessment collection of $83,304.50. The assessment funds are proposed to be allocated to the City of De Pere ($1,000) and to Definitely De Pere ($82,304.50).

ATTACHMENTS:

- BID_OperatingPlan_2022 Final Draft (PDF)

DRAFT

De Pere Business Improvement District
2022 Operating Plan (Year Eight)



December 2021

Approved by De Pere Business Improvement District: **TBD**
Approved by De Pere Common Council: **TBD**

DE PERE
RUNS DEEPER

The 2022 Business Improvement District (BID) Plan was prepared by the City of De Pere in collaboration with the BID Board and Definitely De Pere

BID Board Members

Tom Gavic - Chairperson (term expires 2024)
Rich Starry – Vice Chairperson (term expires 2024)
Larry Delo – Secretary (term expires 2022)
Mary Boyd (term expires 2024)
Brent Felchlin (term expires 2025)
Paul Olejniczak (term expires 2022)
Angela Patel (term expires 2025)

Definitely De Pere

Tina Quigley – Executive Director
Rob Zerjav – Board President
Kendall Tilkens, Marketing & Events Coordinator

City of De Pere

Daniel Lindstrom - Development Services Director
Bill Boyle – GIS Manager/Project Manager

DE PERE
BUSINESS IMPROVEMENT DISTRICT OPERATING PLAN
TABLE OF CONTENTS

I. INTRODUCTION 2

A. Purpose and History of the BID 2

II. DEVELOPMENT PLANS 3

A. Plan Objectives 3
B. Proposed Activities 4
C. 2022 Priority Projects 5
D. Benefits of the BID 6

III. MEASURES OF SUCCESS 6

A. Proposed Expenditures of the BID 7
B. Budget 7
C. Annual Review 9
D. Relationship to Plans for Orderly Development of the City 9
E. Powers 9
F. Public Review Process 10

IV. DISTRICT BOUNDARIES 10

V. BID ORGANIZATION AND OPERATING BOARD 10

VI. FINANCING METHOD 11

VII. METHOD OF ASSESSMENT 11

A. Assessed Parcels 11
B. Levy of Assessment 11
C. Schedule of Assessments 11
D. Assessment Collection and Disbursal 11
E. Annual Report 12

VIII. CITY ROLE IN DISTRICT OPERATIONS 12

IX. REQUIRED STATEMENTS 13

X. SEVERABILITY AND EXPANSION 13

APPENDIX A: 2022 DEFINITELY DE PERE BUDGET & CITY ADMINISTRATIVE COSTS 14

APPENDIX B: BID DISTRICT BOUNDARY 15

APPENDIX C: PROPERTIES IN THE DISTRICT INCLUDING ASSESSED AND EXEMPT PROPERTIES 16

APPENDIX D: WISCONSIN STATUTES SECTION 66.1109 19

APPENDIX E: ADOPTED BYLAWS 22

I. Introduction

Wisconsin Act 184, signed into law in 1984, gives Wisconsin municipalities the authority to create Business Improvement Districts (BIDs) within their communities. To do so, at least one property owner within the proposed district must petition the City to create a BID. The State Legislature created Wis. Stats. §66.1109 (the "BID Law") to provide a way for business properties within an established district to authorize voluntary assessments. The assessment funds are to be used for programs aimed at promoting developing, redeveloping, managing, and maintaining that district. There are currently approximately 85 active BID's in the State of Wisconsin across 45 different communities.

Business Improvement Districts are quite similar to traditional special assessments where property owners are assessed for improvements or services that benefit them. Unlike traditional assessments, Business Improvement District assessments can be used to finance a wide range of activities, services, and improvements. Primarily BIDs have been used to attract merchants and business owners that in turn attract more customer traffic downtown. Some BIDs in Wisconsin have funded physical improvements like lighting or parking; others have funded promotional and marketing materials and events. The Operating Plan for each BID directs the use of funds and identifies projects, priority areas, etc.

A. Purpose and History of the BID

The property owners who were involved in the creation of the BID hoped to accomplish the goals and ideas presented in the De Pere Downtown Master Plan, Cultural District Master Plan, Comprehensive Plan, Historic Preservation Plan, West Side Vision Plan (pending) and the updated Comprehensive Plan, herein referred to as "Long Range Plans". The original De Pere Business Improvement District Operating Plan had been developed by De Pere BID proponents and the City of De Pere. This BID Operating Plan and future plans will be developed by the BID Board, the City of De Pere, and Downtown De Pere, Inc. (also known as Definitely De Pere and listed throughout this document as Definitely De Pere), along with input and discussion from the membership.

The BID Board, through the development of this Operating Plan, has coordinated with Definitely De Pere and the membership for the work described in this plan. Definitely De Pere and the BID provide for a system that has shared long-term goals, and results, that will benefit both the BID District and the City of De Pere.

As used herein, "DBID Operating Plan" shall refer to the De Pere Business Improvement District Operating Plan, and "District" shall refer to the properties located within the physical boundaries of the Business Improvement District, as provided herein in Appendix B.

The De Pere BID was created to:

1. Allow for private property owners to work together in conjunction with the City to develop the District.
2. Enhance existing public funding sources to continue to maintain and promote the District. The BID also empowers future investments generated through private resources in addition to existing public dollars.
3. Provide for an equitable and fair mechanism for funding initiatives that will benefit all business and property owners in the District.
4. Ensure the District will be preserved and will improve the social and economic environment of the District. This is a mechanism to bring together funding initiatives that will fulfill District improvement projects identified in the Long Range Plans.

Use of a BID to develop the District was anticipated to work as follows:

1. The BID was created by the Common Council of the City of De Pere.
2. An operating Board (BID Board), comprised mostly of property owners within the District, has all powers necessary to implement the DBID Operating Plan.
3. The City collects BID assessments from District property owners following the approved assessment formula.
4. Assessment collections are turned over to the BID Board for distribution in accordance with the DBID Operating Plan by the 15th day of the month following such collection.

The Original De Pere BID (established in 2014) included 221 parcels with a total BID value over $68,209,900. The boundaries include parcels in West and East De Pere's Downtown Business District. Out of the 221 parcels, 76 were tax-exempt or were used for residential purposes. The BID value of the remaining 145 parcels was assessed at $1.75 for every $1,000.00 in total value of the parcel.

II. Development Plans

The objective of the BID is to preserve and improve the social, economic and physical environment in the District, bring together appropriate partnerships of people, organizations and funds, and to evaluate and implement District development projects identified by businesses and building owners in the Long Range Plans. This section of the Plan shall be the De Pere BID Operating Plan for 2022.

The BID plan works towards creating Plan Objectives, Activities, and Benefits that are measurable. As each year of the BID evolves so must the Objectives, Activities, and Benefits of the plan to find ways to measure success.

A. Plan Objectives

Goals for the District Development as identified by local businesses, building owners, and residents in the Long Range Plans..

1. **Make the downtown a destination** by efforts to attract more residents and visitors and increase vitality, while preserving the existing charm and character.
2. **Support business and private investment** by providing business support and mentorship, organized events, and a current business directory.
3. **Capitalize on key business niches** and promote growth trending clusters in appropriate locations to increase foot traffic and highlight different experiences and sub-districts within the Downtown.
4. **Add life to the District** through expanded creative placemaking efforts, public art, special events, and cultural offerings.
5. **Increase public realm investment and improvement** to create unique and high-quality spaces that provide linkages and outdoor rooms within the Downtown, providing space for enjoyment and organized events.
6. **Promote walkability and bikeability as integral transportation modes** through education efforts, outreach programs with partner organizations, infrastructure investment, and events/programming.

7. **Create New Neighborhoods in the Downtown** Help to brand distinct neighborhoods in the District based on existing assets and future vision. Support development and redevelopment of a range of different housing products.
8. **Support Growth and Redevelopment** in alignment with the Long Range Plans without losing the authentic existing character. Balance growth with change, including parking and traffic needs.

B. Proposed Activities

General activities consistent with the above objectives include:

1. Continue to promote historic buildings in the District, by facilitating façade rehabilitation projects and educating property owners on available federal and state historic tax credits for building preservation.
2. Provide insight on and recommendations on design guidelines and zoning codes that will facilitate appropriate new development while maintaining the desired aesthetic and sense of place for Downtown De Pere.
3. Build and maintain a Downtown business database to be used as a resource to facilitate conversations between building owners and prospective tenants and buyers and sellers. Work with the City to market appropriate redevelopment properties.
4. Promote community engagement and networking opportunities by increasing volunteer participation from BID and community members.
5. Continue participation in the creation of a West Downtown Vision plan that will provide complimentary recommendations to pair with the Cultural District Master Plan.
6. Support the City in developing more pedestrian and bicycle-friendly roadways, crosswalks, and parking options to emphasize walking and biking as an integral transportation mode.
7. Promote business assistance programs, such as the locally administered Façade Grant Program, through continuous education efforts with both new and existing businesses via the development of a Downtown Resource Guide.
8. Support future infrastructure projects and continue to promote pedestrian and bicycle facilities and stormwater management, consistent with ideas presented in the Long Range Plans.
9. Explore different ways to effectively market and promote the Downtown. Support the growth of different districts, each with its unique assets and character to enhance vibrancy and vitality.
10. Work to promote beautification and art-related projects to add to the District. Extend the success of the Public Art program into other areas with other forms of art.
11. Work with the city to pursue redevelopment projects within the District to promote growth. Consider encouraging cluster areas of certain business types to enhance walkability.
12. Maximize communication opportunities (press, newsletter, social media, etc.) to drive traffic into Downtown businesses and raise the visibility of events. Support the creation/development of a community-wide calendar that would serve as the primary resource for De Pere news and activities.
13. Work with the City to develop maintenance practices for the District, in which both parties have an understanding of expectations and responsibilities relating to the maintenance of the District, such as sidewalk snow removal, landscape maintenance, and garbage/recycling removal.

14. Develop and implement a plan and budget for the coming year and beyond for the District based on the financial expectations from assessments and its priority of needs, and the City's planned improvements during the same period.
15. Implement enhancements and programming as determined appropriate from the Long Range Plans.
16. Take all further action needed to carry out the general purposes of this DBID Operating Plan as are allowed by BID law.

C. <u>2022 Priority Projects</u>

1. Extend assistance to businesses as they continue to face hardships due to COVID-19 through additional marketing and funding opportunities.
2. Research and study De Pere BID annual assessments compared to other similar communities in Wisconsin. The comparison should in communities of similar size, similar characteristics, and/or in this region.
3. Establish a strategic business retention and expansion program that considers market demand and complements the existing business.
4. Establish a strategic business recruitment program that considers market demand and complements the existing business.
5. Establish biannual building/landowners meetings/listening sessions (March/September).
6. Establish biannual business owner meetings/listening sessions (February/August).
7. Conduct building/property owners outreach to establish a data base for communications.
8. Research, study, and present to the BID Board and Common Council the findings of the updated economic impact of the Mulva Cultural Center.
9. Work with the City to evaluate parking needs of existing and new development.
10. Work with the City to pursue the redevelopment of 123 N Broadway into a mixed-use project.
11. Coordinate with the City of De Pere to conduct an annual meeting.
12. Work with the City to pursue the redevelopment of 360 Main Avenue into a mixed-use project.
13. Support plans to occupy or redevelop the Shopko Property.
14. Work with the City to complete the Zoning Code update, Comprehensive Plan update, and the West Downtown Vision Plan.
15. Public Realm Development
    a. Activate the Michael J Walsh Plaza by programming special events and activities to encourage community gatherings.
    b. Evaluate the Parklet/Pedlet policy with DOT policies to determine if it is a viable option for Downtown De Pere.
    c. Identify future project timelines and strategies to move forward with other concepts identified in the downtown master plans.
    d. Work with private land owners to encourage and secure façade grants and mural opportunities along the south face of the 400 Block of Main Ave to coincide with the development of the Cobblestone Hotel at 499 Main Ave.

16. Continue implementing new and innovative public art projects.
17. Continue to focus on creating a more pedestrian inviting environment through enhanced streetscape projects.
18. Enhance current events and develop a plan to add new ones to bring more people downtown throughout the year.
19. Brand and market downtown De Pere as a destination to the surrounding community and region.
20. Highlight downtown's historical and cultural assets through activities such as walking tours and special events.

D. Benefits of the BID

Money collected by the BID under this DBID Operating Plan will be spent within the District or for the benefit of the District, and used to:

1. Help the District property owners secure and retain tenants by:
   a. Promotion of coordinated and collaborative partnerships between the District stakeholders, which includes business and property owners.
   b. Assisting property owners and tenants in the District in dealing and/or partnering with City Government through consultation and formal and informal interaction with City staff and officials.
   c. Assisting property owners in retaining existing tenants by providing programs and services that help businesses to thrive. Implement in conjunction with the City, projects identified in the Long Range Plans that will improve tenant retention.
   d. Assisting property owners in recruiting new businesses to the District and reducing new vacancies.
   e. Assisting property owners in rehabilitating second-floor rental units to generate additional cash flow for properties.
   f. Implementing in conjunction with the City, projects identified in the Long Range Plans that will improve tenant retention.
2. Help increase the value of property in the District by:
   a. Continuing to improve the perceived and actual image of the District.
   b. Investigating and facilitating enhancements to buildings in the District by business and property owners.
   c. Increasing the demand for space by new businesses that wish to locate in the District.
3. Help tenants and existing businesses in the District become stronger by:
   a. Conducting successful traffic building community events.
   b. Conducting successful retail and hospitality events.
   c. Enhancing the relationship between St. Norbert College and downtown.

III. Measures of Success

The success of the BID is determined by the level of satisfaction of those who create it and who controls the BID, as well as the level of customer satisfaction. This information can be attained through various surveys and

questionnaires. A thorough review of qualitative and quantitative data concerning the BID occurred in year 3 (2018). That review should be updated periodically and provided to the BID Board for review at their strategic planning meeting.

In addition to the evidence suggested above, the following measures will be established and evaluated as quantifiable measures of success:

1. The Long Range Plans contain steps for both the public and private sectors. Many of these actions are identified in this DBID Operating Plan. The accomplishment of these objectives will indicate one measure of success for the BID.

2. Commercial facilitation is a measure that can easily be quantified as the number of businesses, both existing and new, that receive help, either financial or advocacy services by the BID.

3. Another way to measure BID success is by the growth in value of private property in the District. Quantifiable valuation measures are calculated annually to measure success over time.

4. A final way to track success is through occupancy rates and business inventory. The 2010 business inventory and occupancy rates can be used as a baseline to evaluate and make changes for the following years.

A. Proposed Expenditures of the BID

Expenditure details are listed in Appendix A. 2022 BID Expenditures include the following:

1. Contract with Definitely De Pere - $82,304.50
2. City of De Pere Administrative Costs -$1,000.00

B. Budget

The 2022 De Pere BID includes 217 parcels with a total BID value of $82,438,700.00 ($65,994,300.00 value for assessable properties). The value reduced by $2,500,000 due to recent sales and demolitions. Out of the 217 parcels, 75 are tax-exempt or are used for residential purposes. Out of the remaining 142, the BID assessment proposed to remain the same as the 2021 BID Plan and is assessed at $1.75 for every $1,000 in total value of the parcel, with no combined ownership to have an assessment of more than $ 1,950 or less than $275.

A map of the district boundaries is attached as Appendix B, and information for each parcel classification is listed in Appendix C. Funds collected through BID assessments shall be used to pay for this BID Operating Plan in order to implement a sustainable Business Improvement District for the City of De Pere.

Estimated 2022 Assessment Income (from 2021 assessments):	$83,304.50.
Reduced from $84,437.98 in 2021.	

2022 Expenses

1. Contract with Definitely De Pere:	$82,304.50
2. City of De Pere Administrative Costs:	$1,000.00
Total:	$83,304.50

The BID does not have independently paid staff, and will use City of De Pere staff and contract with Definitely De Pere for such services. The City of De Pere provides staff support to update the assessment numbers and operating plan, and administer the BID meetings.

Estimated expenditures for Definitely De Pere and the City of De Pere are shown in Appendix A. Any unused funds remaining at the end of the year shall be deposited into contingency funds or designated for specific uses in the following DBID Operating Plan year. All physical improvements made with these funds shall be made in the District. The location of other expenditures shall be as determined by the BID Board, but shall be for the benefit of the District.

A Capital Reserve Account may be created to set aside a specific amount of the District's assessment or reserve. This account would be for long term capital needs and projects that may require extraordinary funding during a given budget year.

Annual Review

The BID law requires that the De Pere BID Operating Plan be presented annually to De Pere's Common Council for approval. To comply with the Wis. Stats., § 66.1109 (3) (b), the following process for the approval of the annual BID Operating Plan will be as follows:

1. A joint strategy session of representatives from the BID Board and the City will meet annually and will be responsible for developing the objectives of the BID Operating Plan for the next plan year.
2. The BID Board will review the proposed BID Operating Plan and make recommendations to the Common Council.
3. The Common Council will act on the proposed BID Operating Plan for the following plan year.
4. Appointment of new BID Board members will be made 30 days before the expiration of outgoing BID Board members' terms. This appointment is made by the Mayor and approved by the Common Council.

It is anticipated that the BID Board will continue to revise and develop the DBID Operating Plan annually in response to changing development needs and opportunities in the District. As a part of this review, the BID Board will analyze the benefits of the BID to the property owners and the community and based on this analysis, determine if it is appropriate to continue the BID.

The method of assessment shall not be altered unless a meeting of all District property owners assessed under the BID has been held to discuss such changes, except with the approval of the City of De Pere Common Council. This special meeting will be published as a Class 2 Notice, a copy of which will be mailed to each property owner in the District.

C. Relationship to Plans for Orderly Development of the City

According to Wisconsin Statutes §66.1109 (1)(f)(4), the DBID Operating Plan is required to specify how the creation of a BID promotes the orderly development of the City. The BID will encourage commerce and increase business activity in the District. Orderly development is consistent with the Long Range Plans and will promote the orderly development of the City in general and the District in particular.

D. Powers

It is intended that the BID Board shall have all powers authorized by law and this DBID Operating Plan, including, but not limited to, the following powers:

1. To manage the affairs of the District.
2. To promote new investment and appreciation in the value of existing investments in the District.
3. To contract on behalf of the BID when necessary to implement the DBID Operating Plan.
4. To develop, advertise, and promote the existing and potential benefits of the District.
5. To acquire, improve, lease, and sell properties in the District and otherwise deal in real estate.
6. To annually consider and make changes to the DBID Operating Plan.
7. To undertake on its own account, public improvements and/or assist in development underwriting or guaranteeing public improvements in the District.
8. To apply for, accept, and use grants and gifts for these purposes.
9. To elect officers and contract out work as necessary to achieve its goals.

10. To add to the security of the District.

E. Public Review Process

Wis. Stats. §1109(3) provides ample opportunities for public oversight of the BID, including:

1. The BID Board is subject to the Open Meetings Law (Wis. Stats. §19.84), requiring all meetings of the Board to be preceded by a public meeting notice and to be open to the public;
2. The BID Board must annually submit proposed changes to the Operating Plan to the Common Council for approval;
3. Any change to the special assessment method procedure requires the approval of the Common Council; and
4. The BID Board must provide an annual report of expenses and revenues.

IV. District Boundaries

The District is defined by the current configuration of tax parcels listed in Appendix C-1, and shown in map form in Appendix B. The District is generally bounded by Franklin St. in East De Pere, to N. Ontario St., to Lewis St., across the Claude Allouez Bridge to West De Pere bordered by Main Ave., to Fort Howard Ave., to Grant Street, and lastly to Third St. (St. Norbert College Campus). The District includes 141 taxable parcels subject to BID assessment, according to the Assessor's Records as of January 1, 2021. Parcels that are not taxable or are used for residential purposes have been excluded from this number, even as they fall within the boundaries.

V. BID Organization and Operating Board

Under the adopted By-Laws of the BID, the owners of real estate within the District will recommend members to serve on the BID Board to the Mayor and the Mayor shall appoint Board members from the names provided, whose appointment shall be subject to the approval of the Common Council. The By-Laws also require that over one-half of the BID Board members must be a property owner or operating business in the District and that appointments to the Board be made before the start of the plan year for which the DBID Operating Plan was adopted.

The Board's responsibility is to implement the current year's DBID Operating Plan and to contract for the carrying out of the DBID Operating Plan. The Board also must prepare an annual report and either a reviewed financial statement or audit (per State Statute requirements) and submit it to the Common Council. This will require the BID Board to negotiate with providers of services and materials to carry out the DBID Operating Plan; to enter into various contracts; to monitor development activity, and to ensure compliance with the provisions of applicable statutes and regulations.

The BID Board will operate under the provisions of the BID By-Laws adopted by the BID Board on July 17, 2015, and by the Common Council on September 1, 2015 - amended by the BID Board December 10, 2020 and the Common Council December 15, 2020. (See Appendix E for the adopted Bylaws).

VI. Financing Method

The proposed expenditures outlined in the budget will be financed with funds collected from the BID assessment. It is estimated that in 2022, the BID will receive $$83,304.50 from the BID 2021 special assessment. Monies collected from the BID assessment will also be used to contract with Definitely De Pere following the DBID Operating Plan.

VII. Method of Assessment

A. Assessed Parcels

All taxable property used for commercial purposes, as well as those taxed by the state as manufacturing, in the District boundary, will be assessed. Properties used exclusively for residential purposes cannot be assessed under Wis. Stats. §66.1109(5). Mixed-use properties containing both commercial and residential will be fully assessed. Those that are used for commercial, as well as manufacturing, will be assessed. Finally, property exempt from paying real estate taxes or owned by government agencies may not be assessed under Wis. Stats. §66.1109(5).

B. Levy of Assessment

Special assessments under this DBID Operating Plan will be levied, through the adoption of this DBID Operating Plan by the City of De Pere against each taxable property within the District, in the amount shown on the assessment schedule, which is attached in Appendix C.

The 2022 rates as shown in Appendix C were calculated at a rate of $1.75 per $1,000.00 of assessed value. Parcels are assessed by a legal entity (i.e., multiple parcels owned by one legal entity are used as a total). No legal entity is assessed more than $1,950.00, and no less than $275.00. Property values used to calculate the BID assessment represent the assessed value of real property, as certified by the City of De Pere Assessor, as of January 1, 2021. Assessments are based per parcel and legal ownership.

The logic behind the assessment methodology is that each non-exempt parcel owner should pay for district developments in proportion to benefits derived. It is assumed that a minimum and maximum benefit can be achieved for each parcel, thus the minimum and maximum BID assessments have been established.

C. Schedule of Assessments

Appendix C provides a schedule of assessments for 2021 (to fund the 2022 Operating Plan) for all non-exempt parcels in the District based on the formula described above. For convenience, a schedule of all nontaxable parcels exempt from BID assessments are also identified as part of Appendix C.

D. Assessment Collection and Disbursal

The City of De Pere will bill all non-exempt parcel owners the assessed amount in the same manner as other special assessments. The City shall then turn over all collected funds to the BID Board for distribution following the DBID Operating Plan.

The City of De Pere shall hold funds collected for BID assessments in a separate account.

The BID Board will prepare and make available to the public and Common Council annual reports describing the current status of the BID, including expenditures and revenues, when it submits its annual DBID Operating Plan to the City for the following year. Disbursement of BID funds will be made following

the approved DBID Operating Plan and budget. At the end of the fiscal year, an independent certified audit or reviewed financial statement shall be obtained by the BID Board.

This section shall be sufficient instruction to the City to disburse the BID assessment, without the necessity of an additional disbursement agreement, disbursement method, or accounting method. Disbursements made under this DBID Operating Plan shall be shown in the City's budget as a line item. Other than as specified herein, the disbursement procedures shall follow the standard City disbursement policy.

E. Annual Report

An annual report prepared by the BID Board is required by section 66.1109 (3) (c) of the Wisconsin Statutes. Definitely De Pere will prepare the annual report for operations in the District as well as obtain the required audit or reviewed financial statement. Definitely De Pere will provide copies of these reports to the City of De Pere for inclusion in the BID Operating Plan. The BID shall be responsible for the payment of any funds specified for the BID audit and related to BID activities for said BID audit and/or reviewed financial statement. State statute includes detail as related to the amount allocated for these items. The BID Board will continue to review, revise, and develop the DBID Operating Plan annually in response to changing development needs within the District.

VIII. City Role in District Operations

The City of De Pere is committed to helping owners and occupants in the District promote the objectives outlined in this DBID Operating Plan while maintaining autonomy in the preparation of its annual budget. The City makes significant annual investments in the District for maintenance, upkeep, and infrastructure. The City will continue providing services, capital improvements, and funds for maintenance, the Facade Grant Program, and promoting economic development. The City of De Pere will also commit to the following:

1. Encourage County, State, and Federal Governments to support activities of the District.
2. Monitor, and when appropriate apply for, outside funds which could be used in support of the District.
3. Collect assessments and maintain a segregated account.
4. Provide disbursement of BID funds to service providers following the DBID Operating Plan and budget.
5. Obtain and review annual audits/reviewed financial statements as required per Section 66.1109 (3) (c).
6. Provide a financial statement to the BID Board.
7. Review annual audits/reviewed financial statements as required by Section 66.1109 (3) (e) of the BID Law.
8. Provide to the BID Board no later than September 1st each plan year, the official City records on assessed value for each tax parcel within the District as of that date in each DBID Operating Plan year, to calculate the BID assessment.
9. Adopt this DBID Operating Plan in the manner required by the BID Law.
10. Appoint and confirm new BID Board members as required by BID Law.
11. Provide Staff for the operation, facilitation, and support of the BID Board.

IX. Required Statements

The BID Law requires that the DBID Operating Plan include specific statements:

1. *66.1109(1)(f)(1) The special assessment method applicable to the business improvement district*. The special assessment method is set forth in Section VI.
2. *66.1109(1)(f)(1m) Whether real property used exclusively for manufacturing purposes will be specially assessed*. The District will contain property used exclusively for manufacturing purposes; it will contain properties used in part for manufacturing. These properties will be assessed according to the formula contained herein because it is assumed they will benefit from development in the District.
3. *66.1109(1)(f)(2) The kind, number and location of all proposed expenditures within the business improvement district*. The number and location of proposed expenditures is set forth in Section II.G.
4. *66.1109(1)(f)(3) A description of the methods of financing all estimated expenditures and the time when related costs will be incurred*. The method of financing the estimated expenditures is set forth in Section V.
5. *66.1109 (1) (f) (4) A description of how the creation of the business improvement district promotes the orderly development of the municipality, including its relationship to any municipal master plan*. Please refer to Section II. B, C and E.
6. *66.1109 (1) (f) (5): A legal opinion that subds. 1. to 4. have been complied with*. A legal opinion from the BID Attorney, indicating that the Operating Plan complies with all applicable provisions of Section 66.1109 (1) (f) (1-4) is attached as Appendix F.

X. Severability and Expansion

The Business Improvement District has been created under the authority of Section 66.1109 of the Statutes of the State of Wisconsin. Should any court find any portion of the BID Law or this DBID Operating Plan unconstitutional, it will not invalidate or terminate the BID. The DBID Operating Plan will be amended to conform to the law without the need of re-establishment. Should any legislature amend the statute to narrow or broaden the purposes of a BID to exclude or include as assessable properties a certain class or classes of properties, then this DBID Operating Plan may be amended by the Common Council of the City of De Pere when it conducts its annual budget approval, without any necessity to undertake any other act. If it is determined by a court or administrative body that a parcel of property is not subject to general real estate taxes and may not be included in the District, then such parcels shall be excluded from the definition of the District.

All of the above is specifically authorized under Wis. Stats. §66.1109(3)(b).

APPENDIX A: 2022 Definitely De Pere Budget & City Administrative Costs

City of De Pere Administrative Costs

In 2022, **$1,000** of BID Assessment funds will be used to fund the City of De Pere administrative costs as outlined below. The dollar amount proposed for BID funds represents only a portion of costs incurred by the City.

Annual Meeting Mailing (printing and postage): $150

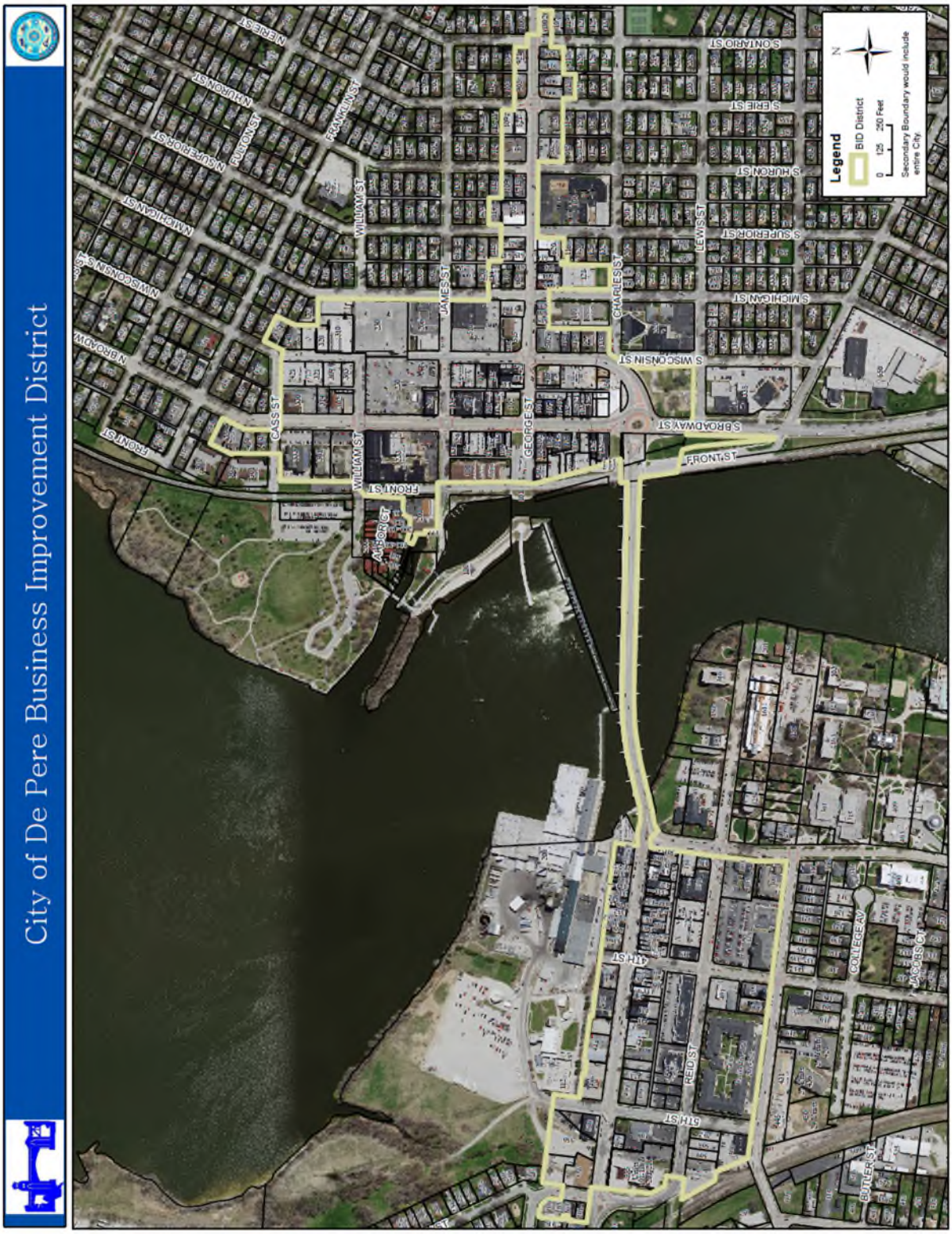
City Staff Time: $875 (this amount covers only a portion of the time needed to calculate the assessment data, administering the BID meetings, and updating the annual operating plan. Actual City staff costs are estimated at $2,500)

Key Staff and Responsibilities
Administrative Staff (meeting agendas, meeting minutes, correspondence)
Development Services Director (BID operating plan, parcel & assessment data, correspondence, meeting memos)
GIS Coordinator/Project Manager (BID map, parcel & assessment data)
City Clerk (submittal of assessment data to the County)
City Attorney (statute review)

Definitely De Pere Budget

In 2022, the BID Board will contract with Definitely De Pere in the amount of $82,304.50 to implement the Operating Plan. The Definitely De Pere draft budget will be provided for review at the annual membership meeting.

APPENDIX B: BID District Boundary



APPENDIX C: Properties in the District including Assessed and Exempt Properties

#	PARCEL ID	ADDRESS	PROPERTY OWNER	PROPERTY VALUE	BID PROPERTY VALUE	ASSESSMENT
1	ED-789	126 S BROADWAY ST	126 SOUTH BROADWAY LLC	$199,000.00	$199,000.00	348.25
2	ED-758-1	300 N BROADWAY ST BLK	301 NORTH BROADWAY LLC	$1,141,100.00	$1,141,100.00	$973.59
3	ED-758	301 N BROADWAY ST	301 NORTH BROADWAY LLC	$1,144,400.00	$1,144,400.00	$976.41
4	WD-908	313 MAIN AVE	313 MAIN IN DE PERE LLC	$284,500.00	$284,500.00	$497.88
5	WD-372	334 MAIN AVE	A&K LONGBRANCH LLC	$247,000.00	$247,000.00	$432.25
6	WD-1647	555 MAIN AVE 102	AARON P KEMPEN	$129,200.00	$0.00	$0.00
7	WD-921	371 MAIN AVE	ABTS INVESTMENTS LLC	$141,200.00	$141,200.00	$275.00
8	WD-931	116 THIRD ST	AJANGO PROPERTIES LLC	$219,000.00	$219,000.00	$383.25
9	WD-1655	555 MAIN AVE 110	ANTERPREET SINGH	$171,700.00	$0.00	$0.00
10	ED-886	206 N WISCONSIN ST	ASSOCIATED DEPERE BANK	$1,222,200.00	$1,222,200.00	$1,950.00
11	ED-1089	905 GEORGE ST	BEACHWALKER EXPRESS LLC	$220,600.00	$220,600.00	$386.05
12	ED-824	125 S BROADWAY ST	BEILKE LLC	$354,400.00	$354,400.00	$620.20
13	ED-907	518 GEORGE ST	BELLA NOVA LLC	$299,500.00	$299,500.00	$524.13
14	ED-771	117 N BROADWAY ST	BELLE HOLDINGS LLC	$186,400.00	$186,400.00	$326.20
15	WD-925	115 FOURTH ST	BLACK PUCK REALTY LLC	$425,200.00	$425,200.00	$744.10
16	ED-816	416 GEORGE ST	BMG DEVELOPMENT LLC	$398,000.00	$398,000.00	$696.50
17	ED-844	102 N BROADWAY ST	BROADWAY INVESTMENT PARTNERS LLC	$4,555,800.00	$4,555,800.00	$1,950.00
18	ED-767	129 N BROADWAY ST	BROOKS TL HOLDINGS LLC	$120,200.00	$120,200.00	$275.00
19	ED-756	333 N BROADWAY ST	BROWN COUNTY LIBRARY	$0.00	$0.00	$0.00
20	WD-781	108 S FIFTH ST	CAPITAL CREDIT UNION	$804,200.00	$804,200.00	$1,683.15
21	WD-279	509 MAIN AVE	CAPITAL CREDIT UNION	$127,500.00	$127,500.00	$266.85
22	ED-1095	914 GEORGE ST	CAPRICORN PROPERTIES INC	$366,900.00	$366,900.00	$642.08
23	ED-18-65	201 JAMES ST	CHATEAU DEPERE LLC	$1,700,000.00	$1,700,000.00	$1,950.00
24	WD-375	348 MAIN AVE	CHRIS C RENIER	$131,300.00	$131,300.00	$275.00
25	WD-389-5	0 FORT HOWARD AVE	CHRIST THE ROCK CHURCH INC	$42,200.00	$42,200.00	$114.00
26	WD-389-3	550 MAIN AVE	CHRIST THE ROCK CHURCH INC	$59,600.00	$59,600.00	$161.00
27	WD-389-4	556 MAIN AVE	CHRIST THE ROCK CHURCH INC	$0.00	$0.00	$0.00
28	WD-1662	555 MAIN AVE 201	CHRISTOPHER D SAMP	$234,300.00	$0.00	$0.00
29	ED-969	108 N MICHIGAN ST	CLIFFORD U HANNON	$216,900.00	$0.00	$0.00
30	ED-1105	900 GEORGE ST	CLYDE B TETZLAFF	$188,100.00	$188,100.00	$329.18
31	WD-918	355 MAIN AVE	CONNECTIVE PROPERTIES LLC	$171,700.00	$171,700.00	$300.48
32	ED-1104	908 GEORGE ST	CRAIG R NELSON	$181,200.00	$181,200.00	$317.10
33	WD-1646	555 MAIN AVE 101	DALE M DOMBROSKI	$144,000.00	$0.00	$0.00
34	ED-968-3	609 GEORGE ST	DANEN PROPERTIES LLC	$246,500.00	$246,500.00	$431.38
35	ED-968-1	611 GEORGE ST	DANEN PROPERTIES LLC	$105,800.00	$105,800.00	$185.15
36	ED-967	615 GEORGE ST	DANEN PROPERTIES LLC	$160,100.00	$160,100.00	$280.18
37	WD-1654	555 MAIN AVE 109	DANIEL J PAGEL	$151,700.00	$0.00	$0.00
38	WD-378	366 MAIN AVE	DAVID J MATYAS	$196,300.00	$196,300.00	$343.53
39	ED-1048	820 GEORGE ST	DE PERE CHIROPRACTIC HOLDINGS LLC	$306,200.00	$306,200.00	$535.85
40	WD-376	360 MAIN AVE	DE PERE CITY OF	$35,900.00	$0.00	$0.00
41	ED-812	221 S BROADWAY ST	DE PERE REDEVELOPMENT AUTHORITY	$0.00	$0.00	$0.00
42	WD-887	413 MAIN AVE	DEAN G RHODES	$217,800.00	$217,800.00	$381.15
43	ED-966	623 GEORGE ST	DECLEENE ZELLNER INC	$378,000.00	$378,000.00	$661.50
44	WD-404	101 FORT HOWARD AVE	DECLEENE ZELLNER LLC	$299,700.00	$299,700.00	$524.48
45	WD-922	375 MAIN AVE	DENNIS M LARSON	$216,600.00	$216,600.00	$379.05
46	ED-799	0 CHARLES ST	DEPERE CITY OF	$0.00	$0.00	$0.00
47	ED-719	0 FRONT ST	DEPERE CITY OF	$0.00	$0.00	$0.00
48	ED-793	0 FRONT ST	DEPERE CITY OF	$0.00	$0.00	$0.00
49	ED-794	0 FRONT ST	DEPERE CITY OF	$0.00	$0.00	$0.00
50	ED-796	0 FRONT ST	DEPERE CITY OF	$0.00	$0.00	$0.00
51	ED-833-1	0 GEORGE ST	DEPERE CITY OF	$0.00	$0.00	$0.00
52	ED-834	0 JAMES ST	DEPERE CITY OF	$0.00	$0.00	$0.00
53	WD-917-1	0 MAIN AVE	DEPERE CITY OF	$0.00	$0.00	$0.00
54	WD-917-2	0 MAIN AVE	DEPERE CITY OF	$0.00	$0.00	$0.00
55	ED-776	0 N BROADWAY ST	DEPERE CITY OF	$0.00	$0.00	$0.00
56	ED-881	0 N WISCONSIN ST	DEPERE CITY OF	$0.00	$0.00	$0.00
57	ED-788-1	0 S BROADWAY ST	DEPERE CITY OF	$0.00	$0.00	$0.00
58	ED-869-1	0 WILLIAM ST	DEPERE CITY OF	$0.00	$0.00	$0.00
59	WD-933	110 THIRD ST	DEPERE CITY OF	$0.00	$0.00	$0.00
60	ED-769	123 N BROADWAY ST	DEPERE CITY OF	$0.00	$0.00	$0.00
61	ED-835	127 N WISCONSIN ST	DEPERE CITY OF	$0.00	$0.00	$0.00
62	ED-851	134 N BROADWAY ST	DEPERE CITY OF	$0.00	$0.00	$0.00
63	ED-867	303 N WISCONSIN ST	DEPERE CITY OF	$0.00	$0.00	$0.00
64	ED-865-1	309 N WISCONSIN ST	DEPERE CITY OF	$0.00	$0.00	$0.00
65	ED-864	321 N WISCONSIN ST	DEPERE CITY OF	$0.00	$0.00	$0.00
66	ED-862	421 CASS ST	DEPERE CITY OF	$0.00	$0.00	$0.00
67	ED-818	114 S WISCONSIN ST	DEPERE CITY OF MISSION SQUARE PARKING LOT	$0.00	$0.00	$0.00
68	WD-928	340 REID ST	DEPERE CITY OF NICOLET SQUARE PARKING LOT	$0.00	$0.00	$0.00
69	WD-926	340 REID ST BLK	DEPERE CITY OF NICOLET SQUARE PARKING LOT	$0.00	$0.00	$0.00
70	ED-801	0 S BROADWAY ST	DEPERE CITY OF WELLS PARK	$0.00	$0.00	$0.00
71	ED-287	230 S BROADWAY ST	DEPERE CITY OF WELLS PARK	$0.00	$0.00	$0.00
72	ED-751	409 N BROADWAY ST	DEPERE HISTORICAL SOCIETY	$0.00	$0.00	$0.00
73	ED-752	403 N BROADWAY ST	DEPERE HISTORICAL SOCIETY INC	$0.00	$0.00	$0.00
74	ED-900	515 GEORGE ST	DEPERE LAW BUILDING LLC	$542,000.00	$542,000.00	$948.50

#	PARCEL ID	ADDRESS	PROPERTY OWNER	PROPERTY VALUE	BID PROPERTY VALUE	ASSESSMENT
75	WD-1661	555 MAIN AVE 116	DIANE K DICK	$156,400.00	$0.00	$0.00
76	ED-768	127 N BROADWAY ST	DIN BROADWAY LLC	$295,000.00	$295,000.00	$516.25
77	WD-1672	555 MAIN AVE 212	DONNA J WAGNER	$221,500.00	$0.00	$0.00
78	WD-1660	555 MAIN AVE 115	DONNA T PASTERNAK	$128,800.00	$0.00	$0.00
79	WD-389-2	500 MAIN AVE UNIT A-D	DUTCH BOYZ DE PERE LLC	$1,780,000.00	$1,780,000.00	$1,950.00
80	WD-907	305 MAIN AVE	E SALES INC	$325,000.00	$325,000.00	$568.75
81	WD-1666	555 MAIN AVE 205	EDWARD Y LIN	$566,700.00	$0.00	$0.00
82	WD-387	444 MAIN AVE	F & J PROPERTIES LLC	$325,700.00	$325,700.00	$569.98
83	ED-837	115 N WISCONSIN ST	FIT FAMILY LLC	$420,000.00	$420,000.00	$735.00
84	ED-836	117 N WISCONSIN ST	FIT FAMILY LLC	$0.00	$0.00	$0.00
85	ED-1058	802 GEORGE ST	FLOUR CHILD LLC	$328,000.00	$328,000.00	$574.00
86	WD-1653	555 MAIN AVE 108	GARY G BONZELL	$140,000.00	$0.00	$0.00
87	WD-284	109 S FIFTH ST	GENCAP DE PERE 1 LLC	$47,700.00	$47,700.00	$31.67
88	WD-287	400 MAIN AVE BLK	GENCAP DE PERE 1 LLC	$47,600.00	$47,600.00	$31.60
89	WD-893	400 REID ST	GENCAP DE PERE 1 LLC	$2,733,900.00	$2,733,900.00	$1,815.03
90	WD-286	473 MAIN AVE	GENCAP DE PERE 1 LLC	$47,600.00	$47,600.00	$31.60
91	WD-283	499 MAIN AVE	GENCAP DE PERE 1 LLC	$60,400.00	$60,400.00	$40.10
92	ED-841	417 GEORGE ST	GET REEL ENTERTAINMENT LLC	$227,100.00	$227,100.00	$397.43
93	WD-1659	555 MAIN AVE 114	GLENDA R ENDERSON	$160,800.00	$0.00	$0.00
94	WD-623	500 GRANT ST	GRANT STREET HOLDINGS LLC	$600,300.00	$600,300.00	$1,050.53
95	ED-961	600 GEORGE ST	GREGORY J CORNELL	$361,200.00	$361,200.00	$632.10
96	ED-823	150 S WISCONSIN ST	H&M LOMITA LLC	$2,491,300.00	$2,491,300.00	$1,950.00
97	WD-367	300 MAIN AVE	HAWK HOLDINGS LLC	$323,400.00	$323,400.00	$565.95
98	ED-766	233 N BROADWAY ST	HEARTLAND AFFORDABLE HOUSING DE PERE LLC	$2,437,700.00	$0.00	$0.00
99	ED-828	111 S BROADWAY ST	HZ PROPERTIES LLC	$169,900.00	$169,900.00	$297.33
100	WD-386	436 MAIN AVE	ISC PROPERTY LLC	$337,100.00	$337,100.00	$589.93
101	WD-1676	555 MAIN AVE 216	IVETE C MILLER	$200,400.00	$0.00	$0.00
102	WD-1649	555 MAIN AVE 104	JAMES F ROBINSON, ETAL	$151,700.00	$0.00	$0.00
103	WD-387-1	0 MAIN AVE	JAMES J KROPP	$70,600.00	$70,600.00	$123.55
104	WD-889	421 MAIN AVE	JAMES J KROPP	$387,600.00	$387,600.00	$678.30
105	WD-965	401 REID ST	JAYAMBEY LLC	$581,600.00	$581,600.00	$1,017.80
106	ED-376	0 N BROADWAY ST	JCA INVESTMENTS LLC	$564,000.00	$564,000.00	$987.00
107	ED-377	435 N BROADWAY ST	JCA INVESTMENTS LLC	$20,300.00	$20,300.00	$35.53
108	ED-918	502 GEORGE ST	JDA ENTERPRISES OF WISCONSIN LLC	$363,700.00	$363,700.00	$636.48
109	WD-1671	555 MAIN AVE 211	JOHN VANDEVEN	$235,100.00	$0.00	$0.00
110	WD-1668	555 MAIN AVE 208	JONATHAN P ANDERSON	$196,300.00	$0.00	$0.00
111	WD-1651	555 MAIN AVE 106	KARIE A VERBOOMEN	$129,600.00	$0.00	$0.00
112	WD-888	417 MAIN AVE	KENNETH J MARTIN	$138,500.00	$138,500.00	$275.00
113	ED-831	107 S BROADWAY ST	KEVIN J KRYSHAK	$280,000.00	$280,000.00	$490.00
114	ED-952-1	0 S SUPERIOR ST	KEVIN L CHARLES	$8,600.00	$8,600.00	$15.05
115	ED-949-1	614 GEORGE ST	KEVIN L CHARLES	$181,500.00	$181,500.00	$317.63
116	WD-910	321 MAIN AVE	KEY PROPERTY MANAGEMENT LLC	$158,500.00	$158,500.00	$277.38
117	WD-1667	555 MAIN AVE 206	KHALED BOUBENIDER	$257,600.00	$0.00	$0.00
118	WD-885	407 MAIN AVE	KIP A DETRY	$141,300.00	$141,300.00	$247.28
119	WD-886	409 MAIN AVE	KIP A DETRY	$138,500.00	$138,500.00	$242.38
120	WD-1673	555 MAIN AVE 213	KYLE H VANDENHEUVEL	$205,000.00	$0.00	$0.00
121	ED-1103	115 S ERIE ST	LEDGE HEAVEN LLC	$240,400.00	$240,400.00	$420.70
122	ED-850	124 N BROADWAY ST	LEE BUILDING CORP THE	$1,562,700.00	$1,562,700.00	$1,498.24
123	ED-840	421 GEORGE ST	LEE BUILDING CORP THE	$471,200.00	$471,200.00	$451.76
124	ED-778	100 FRONT ST	LEFEBVRE INVESTMENT CO LLC	$1,506,600.00	$0.00	$0.00
125	ED-897	519 GEORGE ST	LFT INVESTMENTS LLC	$295,400.00	$295,400.00	$516.95
126	WD-909	317 MAIN AVE	LIFE CHURCH GREEN BAY INC	$643,600.00	$643,600.00	$1,126.30
127	WD-1674	555 MAIN AVE 214	LINDA L BOYWID, TRUSTEE	$275,000.00	$0.00	$0.00
128	WD-1652	555 MAIN AVE 107	LINDA L STEENO	$131,800.00	$0.00	$0.00
129	ED-901	106 N WISCONSIN ST	LKW HOLDINGS LLC	$156,700.00	$156,700.00	$275.00
130	ED-1006	109 N HURON ST	LTF INVESTMENTS LLC	$97,500.00	$97,500.00	$170.63
131	ED-1010	114 N SUPERIOR ST	LTF INVESTMENTS LLC	$20,100.00	$20,100.00	$35.18
132	ED-1008	705 GEORGE ST	LTF INVESTMENTS LLC	$279,700.00	$279,700.00	$489.48
133	ED-1007	715 GEORGE ST	LTF INVESTMENTS LLC	$54,200.00	$54,200.00	$94.85
134	WD-930	330 REID ST	LUTSEY ENTERPRISES LLP	$822,900.00	$822,900.00	$1,440.08
135	WD-915	345 MAIN AVE	MANNING RONALD G & MARY A PFUTZENREUTER JT REV	$169,800.00	$169,800.00	$297.15
136	ED-775	107 N BROADWAY ST	MARC P BRUMMEL	$226,300.00	$226,300.00	$396.03
137	WD-1656	555 MAIN AVE 111	MARTIN L VANDEVEN	$136,000.00	$0.00	$0.00
138	WD-1675	555 MAIN AVE 215	MATTHEW R CRULL	$190,100.00	$0.00	$0.00
139	ED-767-1	131 N BROADWAY ST	MC KIM T BOYD	$102,000.00	$102,000.00	$275.00
140	WD-1663	555 MAIN AVE 202	MELODY R GOTTOWSKI	$228,200.00	$0.00	$0.00
141	WD-1670	555 MAIN AVE 210	MERVYN G LALLY	$257,600.00	$0.00	$0.00
142	WD-913	337 MAIN AVE	MIRHASHEMI INC	$259,200.00	$259,200.00	$453.60
143	ED-783	100 S BROADWAY ST	MP BROADWAY LLC	$68,100.00	$68,100.00	$119.18
144	ED-784	106 S BROADWAY ST	MP BROADWAY LLC	$22,900.00	$22,900.00	$40.08
145	ED-785	114 S BROADWAY ST	MP BROADWAY LLC	$67,200.00	$67,200.00	$117.60
146	ED-788	118 S BROADWAY ST	MP BROADWAY LLC	$19,300.00	$19,300.00	$33.78
147	ED-790	132 S BROADWAY ST	MP BROADWAY LLC	$64,400.00	$64,400.00	$112.70
148	ED-798	302 GEORGE ST	MP BROADWAY LLC	$42,100.00	$42,100.00	$73.68

#	PARCEL ID	ADDRESS	PROPERTY OWNER	PROPERTY VALUE	BID PROPERTY VALUE	ASSESSMENT
149	WD-306	525 REID ST	N E W DEVELOPERS LLC	$432,000.00	$432,000.00	$756.00
150	ED-1065	109 N ERIE ST	NEW HORIZON ENTERPRISES LLC	$47,400.00	$47,400.00	$82.95
151	ED-1066	821 GEORGE ST	NEW HORIZON ENTERPRISES LLC	$393,700.00	$393,700.00	$688.98
152	WD-912	331 MAIN AVE	NICK BROTHERS PARTNERSHIP	$311,600.00	$311,600.00	$545.30
153	WD-310	430 GRANT ST	NICOLET HIGHLANDS LLC	$5,899,400.00	$0.00	$0.00
154	ED-960	610 GEORGE ST	NIP IT LLC	$141,900.00	$141,900.00	$275.00
155	ED-869	302 N BROADWAY ST	NORTHERN GAS LLC	$366,100.00	$366,100.00	$640.68
156	ED-1067	805 GEORGE ST	OFFICE HARMONY LLC	$247,800.00	$247,800.00	$433.65
157	WD-380	380 MAIN AVE	OLD NELL PROPERTIES LLC	$404,800.00	$404,800.00	$708.40
158	ED-916	119 S WISCONSIN ST	PALS RENTALS LLC	$126,700.00	$126,700.00	$275.00
159	WD-295	444 REID ST	PARK PLACE HOLDINGS REID STREET LLC	$1,900,000.00	$1,900,000.00	$1,950.00
160	WD-1665	555 MAIN AVE 204	PATRICK J DUCHATEAU	$151,700.00	$0.00	$0.00
161	WD-1648	555 MAIN AVE 103	PAUL A SULLIVAN	$151,700.00	$0.00	$0.00
162	WD-374	342 MAIN AVE	PAUL H WILLEMS	$97,800.00	$97,800.00	$275.00
163	WD-288	441 MAIN AVE	PEOPLES MARINE BANK OF GREEN BAY	$1,020,500.00	$1,020,500.00	$1,785.88
164	WD-890-1	441 MAIN AVE	PEOPLES MARINE BANK OF GREEN BAY	$200.00	$200.00	$0.35
165	WD-906	301 MAIN AVE	PHE WI LLC	$415,100.00	$415,100.00	$726.43
166	WD-1650	555 MAIN AVE 105	RACHEL MUHS	$174,300.00	$0.00	$0.00
167	WD-403	103 N SIXTH ST	RALPH E SANDERS	$346,700.00	$346,700.00	$606.73
168	WD-955	303 REID ST	REID STREET RETAIL LLC	$1,180,000.00	$1,180,000.00	$1,950.00
169	WD-373	338 MAIN AVE	RICK J HERYMAN	$142,300.00	$142,300.00	$275.00
170	ED-660	1002 GEORGE ST	ROBERT L VANDEURZEN	$158,200.00	$158,200.00	$276.85
171	ED-1094	920 GEORGE ST	ROBERT VANDEURZEN	$110,500.00	$0.00	$0.00
172	ED-949	620 GEORGE ST	ROYLE PROPERTIES LLC	$441,000.00	$441,000.00	$771.75
173	ED-861	230 N BROADWAY ST	RSS WFCM 2015-NXS2-WI MRL LLC	$446,500.00	$446,500.00	$328.99
174	ED-875	230 N WISCONSIN ST	RSS WFCM 2015-NXS2-WI MRL LLC	$2,200,000.00	$2,200,000.00	$1,621.01
175	ED-432	432 N WISCONSIN ST	RYAN D PICHLER	$249,000.00	$249,000.00	$435.75
176	ED-914	135 S WISCONSIN ST	SAINT FRANCIS XAVIER CONGREGATION	$0.00	$0.00	$0.00
177	WD-634	0 GRANT ST	SAINT NORBERT COLLEGE INC	$0.00	$0.00	$0.00
178	WD-216	300 GRANT ST	SAINT NORBERT COLLEGE INC	$3,819,600.00	$3,819,600.00	$1,950.00
179	WD-634-2	400 GRANT ST	SAINT NORBERT COLLEGE INC	$0.00	$0.00	$0.00
180	ED-833	101 S BROADWAY ST UNIT A	SAKS HOLDINGS LLC	$218,900.00	$218,900.00	$181.71
181	ED-774	109-113 N BROADWAY ST	SAKS HOLDINGS LLC	$285,200.00	$285,200.00	$236.75
182	ED-772	115 N BROADWAY ST	SAKS HOLDINGS LLC	$166,700.00	$166,700.00	$138.38
183	ED-826	123 S BROADWAY ST	SAKS HOLDINGS LLC	$196,900.00	$196,900.00	$163.45
184	WD-917	353 MAIN AVE	SAKS HOLDINGS LLC	$275,000.00	$275,000.00	$228.28
185	WD-920	365 MAIN AVE	SAKS HOLDINGS LLC	$649,000.00	$649,000.00	$538.74
186	WD-379	368 MAIN AVE	SAKS HOLDINGS LLC	$270,000.00	$270,000.00	$224.13
187	WD-923	377 MAIN AVE	SAKS HOLDINGS LLC	$287,400.00	$287,400.00	$238.57
188	WD-884	401 MAIN AVE	SCHLEIS PROPERTIES LLC	$472,000.00	$472,000.00	$826.00
189	WD-381	400 MAIN AVE	SECOR JEROME J REVOCABLE TRUST	$283,800.00	$283,800.00	$496.65
190	ED-848	116 N BROADWAY ST	SERA K PROPERTIES LLC	$325,600.00	$325,600.00	$569.80
191	ED-917	115 S WISCONSIN ST	SEROOGY BROTHERS LLP	$251,700.00	$251,700.00	$372.68
192	ED-893	144 N WISCONSIN ST	SEROOGY BROTHERS LLP	$1,065,300.00	$1,065,300.00	$1,577.32
193	WD-388	486 MAIN AVE	SMOOTH MONEY OF DE PERE LLC	$390,200.00	$390,200.00	$682.85
194	ED-878	310 N WISCONSIN ST	SRK REALTY GROUP LLC	$1,159,700.00	$1,159,700.00	$1,950.00
195	WD-371	330 MAIN AVE	STAGECOACH ENTERPRISES LLC	$181,400.00	$181,400.00	$317.45
196	ED-847	112 N BROADWAY ST	STARRY DEVELOPMENT LLC	$320,100.00	$320,100.00	$560.18
197	ED-915	127 S WISCONSIN ST	STECK LLC	$302,600.00	$0.00	$0.00
198	ED-1088	921 GEORGE ST	SUMMERLEIGH ASSOCIATES INC	$274,000.00	$274,000.00	$479.50
199	WD-1657	555 MAIN AVE 112	SUSAN A MINTEN	$129,200.00	$0.00	$0.00
200	WD-369	320 MAIN AVE	THE CONNECTIVE LLC	$446,100.00	$446,100.00	$780.68
201	WD-1669	555 MAIN AVE 209	THOMAS R KRAUSE	$251,100.00	$0.00	$0.00
202	WD-911	327 MAIN AVE	TILKENS HOLDINGS LLC	$394,300.00	$394,300.00	$690.03
203	WD-1658	555 MAIN AVE 113	TIMOTHY LINDERS	$125,600.00	$0.00	$0.00
204	WD-961	325 REID ST	TWEET BROTHERS RENTAL PARTNERSHIP	$3,510,000.00	$3,510,000.00	$1,950.00
205	ED-857	200 N BROADWAY ST	UNION HOTEL CORP	$379,400.00	$379,400.00	$663.95
206	ED-968-2	609 GEORGE ST RR	VANEGEREN MARSHA REVOCABLE LIVING TRUST	$400.00	$400.00	$275.00
207	ED-432-1	340 N WISCONSIN ST	VOYAJONES LLC	$500,100.00	$500,100.00	$875.18
208	ED-842	415 GEORGE ST	WADE CONARD	$244,700.00	$244,700.00	$428.23
209	WD-1664	555 MAIN AVE 203	WARREN J HAGANES	$151,700.00	$0.00	$0.00
210	ED-970	114 N MICHIGAN ST	WILDROOT LLC	$184,600.00	$184,600.00	$323.05
211	ED-880	320 N WISCONSIN ST	WISCO STREET PARTNERS LLC	$488,400.00	$488,400.00	$854.70
212	ED-737	0 FRONT ST	WISCONSIN DEPT OF NATURAL RESOURCES	$0.00	$0.00	$0.00
213	ED-957	121 S MICHIGAN ST	WISCONSIN DEPT OF TELEPHONE CO	$0.00	$0.00	$0.00
214	WD-404-2	0 MAIN AVE	WISCONSIN DEPT OF TRANSPORTATION	$0.00	$0.00	$0.00
215	ED-870	314 N BROADWAY ST	WITZYTOO HOLDINGS LLC	$61,000.00	$61,000.00	$106.75
216	ED-871	330 N BROADWAY ST	WITZYTOO HOLDINGS LLC	$289,000.00	$289,000.00	$505.75
217	ED-829	115 S BROADWAY ST	ZOELLER THOMAS G REVOCABLE TRUST	$292,700.00	$292,700.00	$512.23
			ASSESSMENT TOTAL	**$82,438,700.00**	**$65,994,300.00**	**$83,304.50**

APPENDIX D: Wisconsin Statutes Section 66.1109

Wisconsin BID Law: 66.1109 Business improvement districts.

(1) In this section:

(a) “Board" means a business improvement district board appointed under sub. (3) (a).

(b) “Business improvement district" means an area within a municipality consisting of contiguous parcels and may include railroad rights-of-way, rivers, or highways continuously bounded by the parcels on at least one side, and shall include parcels that are contiguous to the district but that were not included in the original or amended boundaries of the district because the parcels were tax-exempt when the boundaries were determined and such parcels became taxable after the original or amended boundaries of the district were determined.

(c) “Chief executive officer" means a mayor, city manager, village president or town chairperson.

(d) “Local legislative body" means a common council, village board of trustees or town board of supervisors.

(e) “Municipality" means a city, village or town.

(f) “Operating plan" means a plan adopted or amended under this section for the development, redevelopment, maintenance, operation and promotion of a business improvement district, including all of the following:

1. The special assessment method applicable to the business improvement district.

1m. Whether real property used exclusively for manufacturing purposes will be specially assessed.

2. The kind, number and location of all proposed expenditures within the business improvement district.

3. A description of the methods of financing all estimated expenditures and the time when related costs will be incurred.

4. A description of how the creation of the business improvement district promotes the orderly development of the municipality, including its relationship to any municipal master plan.

5. A legal opinion that subds. 1. to 4. have been complied with.

(g) “Planning commission" means a plan commission under s. 62.23, or if none a board of public land commissioners, or if none a planning committee of the local legislative body.

(2) A municipality may create a business improvement district and adopt its operating plan if all of the following are met:

(a) An owner of real property used for commercial purposes and located in the proposed business improvement district designated under par. (b) has petitioned the municipality for creation of a business improvement district.

(b) The planning commission has designated a proposed business improvement district and adopted its proposed initial operating plan.

(c) At least 30 days before creation of the business improvement district and adoption of its initial operating plan by the municipality, the planning commission has held a public hearing on its proposed business improvement district and initial operating plan. Notice of the hearing shall be published as a class 2 notice under ch. 985. Before publication, a copy of the notice together with a copy of the proposed initial operating plan and a copy of a detail map showing the boundaries of the proposed business improvement district shall be sent by certified mail to all owners of real property within the proposed business improvement district. The notice shall state the boundaries of the proposed business improvement district and shall indicate that copies of the proposed initial operating plan are available from the planning commission on request.

(d) Within 30 days after the hearing under par. (c), the owners of property to be assessed under the proposed initial operating plan having a valuation equal to more than 40 percent of the valuation of all property to be assessed under the proposed initial operating plan, using the method of valuation specified in the proposed initial operating plan, or the owners of property to be assessed under the proposed initial operating plan having an assessed valuation equal to more than 40 percent of the assessed valuation of all property to be assessed under the proposed initial operating plan, have not filed a petition with the planning commission protesting the proposed business improvement district or its proposed initial operating plan.

(e) The local legislative body has voted to adopt the proposed initial operating plan for the municipality.

(2m) A municipality may annex territory to an existing business improvement district if all of the following are met:

(a) An owner of real property used for commercial purposes and located in the territory proposed to be annexed has petitioned

the municipality for annexation.

(b) The planning commission has approved the annexation.

(c) At least 30 days before annexation of the territory, the planning commission has held a public hearing on the proposed annexation. Notice of the hearing shall be published as a class 2 notice under ch. 985. Before publication, a copy of the notice together with a copy of a detail map showing the boundaries of the territory proposed to be annexed to the business improvement district shall be sent by certified mail to all owners of real property within the territory proposed to be annexed. The notice shall state the boundaries of the territory proposed to be annexed.

(d) Within 30 days after the hearing under par. (c), the owners of property in the territory to be annexed that would be assessed under the operating plan having a valuation equal to more than 40 percent of the valuation of all property in the territory to be annexed that would be assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property in the territory to be annexed that would be assessed under the operating plan having an assessed valuation equal to more than 40 percent of the assessed valuation of all property in the territory to be annexed that would be assessed under the operating plan, have not filed a petition with the planning commission protesting the annexation.

(3)

(a) The chief executive officer shall appoint members to a business improvement district board to implement the operating plan. Board members shall be confirmed by the local legislative body and shall serve staggered terms designated by the local legislative body. The board shall have at least 5 members. A majority of board members shall own or occupy real property in the business improvement district.

(b) The board shall annually consider and may make changes to the operating plan, which may include termination of the plan, for its business improvement district. The board shall then submit the operating plan to the local legislative body for its approval. If the local legislative body disapproves the operating plan, the board shall consider and may make changes to the operating plan and may continue to resubmit the operating plan until local legislative body approval is obtained. Any change to the special assessment method applicable to the business improvement district shall be approved by the local legislative body.

(c) The board shall prepare and make available to the public annual reports describing the current status of the business improvement district, including expenditures and revenues. The report shall include one of the following:

1. If the cash balance in the segregated account described under sub. (4) equaled or exceeded $300,000 at any time during the period covered by the report, the municipality shall obtain an independent certified audit of the implementation of the operating plan.

2. If the cash balance in the segregated account described under sub. (4) was less than $300,000 at all times during the period covered by the report, the municipality shall obtain a reviewed financial statement for the most recently completed fiscal year. The statement shall be prepared in accordance with generally accepted accounting principles and include a review of the financial statement by an independent certified public accountant.

(cg) For calendar years beginning after December 31, 2018, the dollar amount at which a municipality is required to obtain an independent certified audit under par. (c) 1. and the dollar amount at which a municipality is required to obtain a reviewed financial statement under par. (c) 2. shall be increased each year by a percentage equal to the percentage change between the U.S. consumer price index for all urban consumers, U.S. city average, for the month of August of the previous year and the U.S. consumer price index for all urban consumers, U.S. city average, for the month of August 2017, as determined by the federal department of labor. Each amount that is revised under this paragraph shall be rounded to the nearest multiple of $10 if the revised amount is not a multiple of $10 or, if the revised amount is a multiple of $5, such an amount shall be increased to the next higher multiple of $10.

(cr) The municipality shall obtain an additional independent certified audit of the implementation of the operating plan upon termination of the business improvement district.

(d) Either the board or the municipality, as specified in the operating plan as adopted, or amended and approved under this section, has all powers necessary or convenient to implement the operating plan, including the power to contract.

(4) All special assessments received from a business improvement district and all other appropriations by the municipality or other moneys received for the benefit of the business improvement district shall be placed in a segregated account in the municipal treasury. No disbursements from the account may be made except to reimburse the municipality for appropriations other than special assessments, to pay the costs of audits and reviewed financial statements required under sub. (3) (c), or on order of the board for the purpose of implementing the operating plan. On termination of the business improvement district by the municipality, all moneys collected by special assessment remaining in the account shall be disbursed to the owners of specially assessed property in the business improvement district, in the same proportion as the last collected special assessment.

(4g) A municipality may convert a business improvement district under this section into a neighborhood improvement district under s. 66.1110 if an owner of real property that is subject to general real estate taxes, that is used exclusively for residential purposes, and that is located in the business improvement district petitions the municipality for the conversion. If the municipality approves the petition, the board shall consider and may make changes to the operating plan under s. 66.1110 (4) (b).

(4m) A municipality shall terminate a business improvement district if the owners of property assessed under the operating plan having a valuation equal to more than 50 percent of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50 percent of the assessed valuation of all property assessed under the operating plan, file a petition with the planning commission requesting termination of the business improvement district, subject to all of the following conditions:

(a) A petition may not be filed under this subsection earlier than one year after the date the municipality first adopts the operating plan for the business improvement district.

(b) On and after the date a petition is filed under this subsection, neither the board nor the municipality may enter into any new obligations by contract or otherwise to implement the operating plan until the expiration of 30 days after the date of hearing under par. (c) and unless the business improvement district is not terminated under par. (e).

(c) Within 30 days after the filing of a petition under this subsection, the planning commission shall hold a public hearing on the proposed termination. Notice of the hearing shall be published as a class 2 notice under ch. 985. Before publication, a copy of the notice together with a copy of the operating plan and a copy of a detail map showing the boundaries of the business improvement district shall be sent by certified mail to all owners of real property within the business improvement district. The notice shall state the boundaries of the business improvement district and shall indicate that copies of the operating plan are available from the planning commission on request.

(d) Within 30 days after the date of hearing under par. (c), every owner of property assessed under the operating plan may send written notice to the planning commission indicating, if the owner signed a petition under this subsection, that the owner retracts the owner's request to terminate the business improvement district, or, if the owner did not sign the petition, that the owner requests termination of the business improvement district.

(e) If after the expiration of 30 days after the date of hearing under par. (c), by petition under this subsection or subsequent notification under par. (d), and after subtracting any retractions under par. (d), the owners of property assessed under the operating plan having a valuation equal to more than 50 percent of the valuation of all property assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50 percent of the assessed valuation of all property assessed under the operating plan, have requested the termination of the business improvement district, the municipality shall terminate the business improvement district on the date that the obligation with the latest completion date entered into to implement the operating plan expires.

(5)

(a) Real property used exclusively for residential purposes and real property that is exempted from general property taxes under s. 70.11 may not be specially assessed for purposes of this section.

(b) A municipality may terminate a business improvement district at any time.

(c) This section does not limit the power of a municipality under other law to regulate the use of or specially assess real property.

(d) If real property that is specially assessed as authorized under this section is of mixed use such that part of the real property is exempted from general property taxes under s. 70.11 or is residential, or both, and part of the real property is taxable, the municipality may specially assess as authorized under this section only the percentage of the real property that is not tax-exempt or residential. This paragraph applies only to a 1st class city.

History: 1983 a. 184; 1989 a. 56 s. 258; 1999 a. 150 s. 539; Stats. 1999 s. 66.1109; 2001 a. 85; 2017 a. 59, 70, 189.

Copied from: https://docs.legis.wisconsin.gov/statutes/statutes/66/XI/1109/1/b (accessed November 1, 2020)

Unofficial text from Wis Stats. database. See printed Statutes and Wis. Acts for official text under s. 35.18(2) stats. Report errors to the Revisor of Statutes at (608) 266-2011, FAX 264-6978.

APPENDIX E: Adopted Bylaws

BUSINESS IMPROVEMENT DISTRICT
ARTICLE I
MEMBERS

All owners of property located within the District shall automatically be members of the De Pere Business Improvement District ("BID Members.) All BID Members shall have the right to vote on any issue that is placed before the members by the Board of Directors ("BID Board".)

ARTICLE II
MEMBERSHIP MEETINGS

Section 1. Annual Meeting. An annual meeting of the membership shall be held in each calendar year at such time and place as may be determined by the BID Board for the purpose of transacting such business as may be properly brought before the meeting.

Section 2. Special Meeting. Special meetings of the membership shall be held at any time and place as may be designated in the notice of said meeting, upon call of the Chair of the BID Board.

Section 3. Notice. Email (or mail) notice of every meeting of the membership (annual or special), stating the place, date, and hour of the meeting, shall be sent to each member not less than seven (7) or more than thirty (30) days before the date of the meeting. Other interested parties shall be given such notice of meetings as the Board of Directors deem appropriate. Public Notice of all meetings of the BID Board shall be given as required under Wis. Stats. §19.84 *et.seq.*

Section 4. Proceedings. Roberts Rules of Order shall govern the parliamentary procedures at all meetings when not in conflict with these Bylaws except that there shall be no minimum number of BID Members necessary to attend any meeting by a majority vote of the BID Members present.

ARTICLE III
BOARD OF DIRECTORS

Section 1. Federal Requirement. BID Members can recommend future BID Board members appointments to the BID Board. The BID Board will provide the recommended nominations to the Mayor. The Mayor shall appoint members to the BID Board, subject to confirmation of the Common Council, members from these nominations to the BID Board. Pursuant to Wis. Stats. §66.1109(3), the BID Board shall have at least 5 members. A majority of board members shall own or occupy real property in the business improvement district. The BID Board shall also include a representative of the Mayor or Council. Common Council

Section 2. Responsibilities. The BID Board's shall be responsible contracting for services to implement the current year's DBID Operating Plan, contracting for preparation of an annual report and audit of the District, annually considering and making changes to the DBID Operating Plan and submitting the DBID Operating Plan for the following year to the Common Council of the City of De Pere for approval, together with all other powers granted under Wis. Stats. §66.1109 and under the DBID Operating Plan and Bylaws. These duties include the BID Board negotiating with providers of services (primarily to Definitely De Pere) and

materials to carry out the DBID Operating Plan; entering into various contracts for services, including to monitor development activity; and to ensure the District's compliance with the provisions of applicable statutes and regulations.

Section 3. BID Board Composition. The BID Board shall consist of seven (7) members. A majority (at least 4) of the members shall be owners or occupants of real property within the District. The Board shall have the following composition:

a. 2 Owners of property in the District.
b. 1 representative from Service/Retail, Hospitality and Office.
c. 1 Community representative with no property ownership or business interests within the District. The appointee shall be a resident of the City of De Pere.
d. 1 representative of the City of De Pere, appointed by the Common Council.

Any BID Board member who because of transfer of ownership of property is no longer eligible to act as a representative shall be replaced.

Section 4. BID Board Term. Appointments to the BID Board shall be for a period of 3 years, except that initially 3 members are appointed for a period of 3 years, 2 members shall be appointed for 2 years, and 2 members shall be appointed for 1 year, each term ending on December 31 of the applicable year. The BID Board may remove, by majority vote, a BID Board member who is absent from more than 3 meetings, without valid excuse. Any BID Board vacancy (except the Mayor's or Common Council's Member) shall be filled by nomination of the Mayor.

Section 5. Compensation. The BID Board members shall receive no compensation for serving on the BID Board.

Section 6. Meetings. All meetings of the BID Board shall be governed by the Wisconsin Open Meetings Law (Wis. Stats. §19.84 *et.seq.)*. Meeting agendas will be provided as required under Wis. Stats. 19.84 and will be posted on the City of De Pere's website. Minutes will be recorded and submitted to the City Clerk and the BID Board. Roberts Rules of Order shall govern the parliamentary procedures at all meetings when not in conflict with these Bylaws.

Section 7. Record Keeping. Files and records of the BID Board's affairs shall be kept pursuant to the requirements of the Public Records Law (Wis. Stats. §19.35 *et.seq.*) and shall be kept and maintained by the City Development Services Department..

Section 8. Staffing. The BID Board shall contract for staffing services pursuant to this DBID Operating Plan and subsequent modifications thereof. It is contemplated that such staff and services shall be contracted with Definitely De Pere, unless requested otherwise by the BID Board; the Board of Directors of Definitely De Pere may attend all meetings of the BID Board, but are not members of the Board and do not have voting authority.

Section 9. Officers. The BID Board shall appoint a Chair, Vice-Chair, Treasurer and Secretary, any two of the three of which shall have the power to execute documents on behalf of the full BID Board, for such purposes as are authorized by the full BID Board.

Section 10. Quorum. At all meetings of the BID Board, a majority of the Board shall constitute a quorum for the transaction of business. If a quorum shall not be present at any meeting of the BID Board, the meeting shall be rescheduled.

Section 11. BID Board Powers. The BID Board shall have all the powers authorized by law, including but not limited to, the following powers:

1. To manage the affairs of the District.
2. To undertake on its own accord or to assist in development, underwriting or guaranteeing public improvements within the District.
3. To apply for, accept, and use grants and gifts for these purposes.
4. To contract on behalf of the BID with Definitely De Pere, to carry out the DBID Operating Plan under the direction of the BID Board.
5. To develop, advertise and promote the existing and potential benefits of the District.
6. To promote new investment and appreciation in value of existing investments.
7. To elect officers, and contract out work as necessary to carry out these goals.
8. To add to the beautification and/or maintenance of the District.
9. To annually consider and make changes to the DBID Operating Plan which may include termination of the BID.

It is anticipated that the BID Board will utilize the above powers in the capacity of directing and delegating to Definitely De Pere, many of its duties and responsibilities while retaining the overall authority and responsibility for such drafting and implementation of the DBID Operating Plan.

Section 12. BID Board Authority. The BID Board of Directors shall be required to conform to the DBID Operating Plan presented to and approved by the De Pere Common Council each year and shall be subject to the Wisconsin Statutes Section 66.1109 covering the Business Improvement Districts (BIDs).

ARTICLE IV
COMMITTEES

Section 1. There shall be such standing committees as the BID Board may determine. The terms of the committees shall be for 1 year commencing at the time of the annual membership meeting.

ARTICLE V
OFFICERS

Section 1. General. The Officers of the BID Board shall consist of a Chair, Vice-Chair, Secretary, Treasurer and such other Officers as may be deemed necessary.

Section 2. Election. Officers shall be BID Board members who shall be elected by the Board of Directors annually at the annual meeting. No BID Board member may hold more than one Office. Officers may serve more than one term if reelected.

Section 3. Powers and Duties. Except as hereinafter provided, the officers of the BID Board shall each have such powers and duties as generally pertain to their respective office, as well as those that from timeto time may be conferred by the membership of the BID Board.

A. Chair. The Chair shall preside at all business meetings. In the absence of the Chair, the Vice-Chair shall preside. The Chair may appoint other Officers to preside at meetings of the BID Board other than business meetings. The Chair shall perform such duties as are usually incumbent upon that

office, together with such other duties as may be directed by resolution of the BID Board.

B. Secretary. The Secretary shall record and maintain in good order all minutes of all meetings and all records and correspondence of the District , and shall email copies of the minutes of each membership meeting to all members within 60 days of the conclusion of each meeting. The Secretary shall also have such duties as may be assigned by the BID Board.

C. Treasurer. The Treasurer shall maintain in good order all financial records of the District. The Treasurer shall also have such other duties as may be assigned by the BID Board.

D. Temporary Officers. In case of absence or disability of any Officer and of any person authorized to perform duties in the Officer's place during such periods of absence or disability, the Chair may, from time to time, delegate the powers and duties of other such Officers or to any BID Member.

ARTICLE VI
FINANCES

Section 1. Authority. Except as the BID Board may generally or in particular cases authorize the execution thereof in some other manner, all checks, drafts, and other instruments for the payment of money and all instruments of transfer of securities, shall be signed in the name and on behalf of the BID by two of the four officers.

Section 2. Financial Institution. All funds of the BID shall be deposited from time to time to the credit of the BID in such banks, trust companies, or other depositories as the BID Board may select.

Section 3. Funding Services. The BID Board may accept on behalf of the BID any contribution, gift, bequest or device for general purposes or for any special purpose of the BID.

ARTICLE VII
AMENDMENTS

Section 1. Authority. The Common Council of the City of De Pere, upon the consent of the BID Board, shall have the power to alter, amend, or repeal the Bylaws or adopt new Bylaws.

Section 2. Process. The BID Board may also annually present amendments to the Bylaws. The following process for approval of the amended Bylaws will be as follows:

A. The BID Board will review the proposed BID Bylaws and make a recommendation to the De Pere Common Council.
B. The Common Council will act on the proposed amended BID Bylaws.

Section 3. Generally. It is anticipated that the BID Board will continue to revise and develop the Bylaws annually, in response to changing development needs and opportunities in the District, within the purpose and objectives defined herein and in the DBID Operating Plan.

Adopted by BID Board on: **TBD**
Adopted by City of De Pere Common Council on: **TBD**

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Recommendation from the Board of Park Commissioners to Approve Proposal to Change Non-Resident / Resident Fee for Open Swim Day Pass to a Single Fee.**

The Board of Park Commissioners, at the December 16, 2021 meeting, approved the proposal to change non-resident/resident fees for open swim day pass to a single fee. The motion passed with a 6-1 vote, with Randy Soquet voting nay.

ATTACHMENTS:

- Memo.Day Pass.Res and Non Res.Council (DOCX)
- Memo.Day Pass.Res and Non Res (DOCX)

CITY OF DE PERE
MEMO

To: City Council
From: Marty Kosobucki
Date: December 21, 2021

RE: Park Board recommendation to change Day Pass fee at pools

The Board of Park Commissioners discussed in length the option of changing our Day Pass fee which charges a Resident and Non-Resident rate to one single fee. The recommended changes to our Day Pass fees are below. The new fee does not distinguish between resident and non-resident.

LEGION

General Admission Tickets	Cost
Baby Pool (0-2 years old)	$2.00
Single (3-59 years old)	$5.00
Seniors (60+ years old)	$4.00

VFW

General Admission Tickets	Cost
Baby Pool (0-2 years old)	$3.00
Single (3-59 years old)	$7.00
Seniors (60+ years old)	$5.00

There are a number of reasons for the recommended change in fee. The requirement to verify residency in the Day Pass fee has caused very long lines at our pools, angry customers, and verbal abuse of our staff. In researching other communities, a majority of them either charge one fee or do not verify residency.

CITY OF DE PERE MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Date: December 16, 2021

RE: Consider changing Day Pass fee to one fee for residents and non-residents

The topic of changing how we charge our Open Swim Pass was discussed at the last Park Board meeting. At that time, there was a variety of opinions on the matter. After further in- house discussions with department staff, we are still recommending the Park Board consider the change of Resident and Non-resident Open Swim fees.

Below is a breakdown of our 2022 proposed Open Swim Fees and Membership Fees;

	LEGION	
General Admission Tickets	**Resident**	**Non-Resident**
Baby Pool (0-2 years old)	$1.50	$3.00
Single (3-59 years old)	$4.00	$7.00
Senior (60+ years old)	$3.00	$7.00

	VFW	
General Admission Tickets	**Resident**	**Non-Resident**
Baby Pool (0-2 years old)	$2.00	$4.00
Single (3-59 years old)	$5.00	$8.00
Senior (60+ years old)	$3.00	$8.00

Below is a breakdown of our membership fees. These fees would not be impacted or changed at all, however we wanted to share with you the fees to show the significant discount that City of De Pere residents get if purchasing a membership.

	Legion Only	
Pre-Season Swim Passes	**Resident**	**Non-Resident**
Individual	$37.00	$67.00
Family	$74.00	$154.00
Senior	$27.00	$67.00

In-Season Swim Passes	***Legion Only***	
Individual	$48.00	$78.00
Family	$84.00	$164.00
Senior	$37.00	$77.00

Pre-Season Swim Passes		*Legion & VFW*
Individual	$48.00	$93.00
Family	$105.00	$215.00
Senior	$37.00	$92.00

In-Season Swim Passes		*Legion & VFW*
Individual	$58.00	$103.00
Family	$116.00	$226.00
Senior	$48.00	$103.00

Below is what staff would recommend for changing the Open Swim Pass amounts.

LEGION

General Admission Tickets	Cost
Baby Pool (0-2 years old)	$2.00
Single (3-59 years old)	$5.00
Seniors (60+ years old)	$4.00

VFW

General Admission Tickets	Cost
Baby Pool (0-2 years old)	$3.00
Single (3-59 years old)	$7.00
Seniors (60+ years old)	$5.00

Staff recommends this change for a number of reasons, including faster moving lines, less angry customers due to the amount of time to wait and being asked for proof of residency, less verbal abuse to our staff, etc…

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: **December 21, 2021**

DEPARTMENT: **City Clerk**

FROM: **Carey Danen**

SUBJECT: **Appointment of election officials for the 2022-2023 election cycle.**

Recommendation to the Honorable Mayor and Members of the Common Council as submitted by the Clerk of the City of De Pere:

Pursuant to Section 7.30(4), Wisconsin State Statutes, attached is a list of election officials recommended for appointment for the 2022-2023 election cycle.

Respectfully submitted,
Carey Danen, City Clerk

ATTACHMENTS:

- Poll Worker List for Council_2022-2023 (PDF)
- Democratic Nominations_Redacted (PDF)
- Republican Nominations_Redacted (PDF)

City of De Pere, Brown County, Wisconsin Clerk's List of Election Inspector Appointments
January 1, 2022 - December 31, 2023

Last Name	First Name	Party Affiliation
Adams	Jessica	Democratic
Albers	Curt	Unaffiliated
Alcantara Linares	Moises	Republican
Aleknavicus	Adam	Republican
Arnold	Holly	Republican
Augustian	Delores	Unaffiliated
Baron	Scott	Democratic
Beno	Karen	Unaffiliated
Bero	Sue	Republican
Bos	Sandy	Democratic
Boyer	Bob	Democratic
Bragelman	Mike	Unaffiliated
Bragelman	Judy	Unaffiliated
Brennan	Patricia	Republican
Brooks	Ann	Republican
Calaway	Marge	Unaffiliated
Caulfield	Michael	Unaffiliated
Cheslock	Jolene	Unaffiliated
Coenen	Janice	Unaffiliated
Coldagelli	Charissa	Republican
Coldagelli	Rex	Republican
Corey	Lisa	Unaffiliated
Cowan	Mary	Unaffiliated
Crevier	Scott	Unaffiliated
De Vleeshower	Mary Jo	Democratic
DeBroux	Dean	Democratic
DeBroux	Kathy	Democratic
Dehn	Verchelle	Republican
DeLuca	Sheila	Unaffiliated
Elsner	Claudia	Unaffiliated
Fayas	Lynn	Republican
Fennema	Nancy	Unaffiliated
Fritz	Greta	Unaffiliated
Gallenberger	Pam	Unaffiliated
Gallenberger	Tom	Unaffiliated
Gantz	Pamela	Unaffiliated
Garrison	Larry	Democratic
Gause	Julie	Republican
Gause	Bob	Republican
Gentile	Linda	Unaffiliated
Gerrits	Joe	Unaffiliated
Gerrits	Sue	Unaffiliated
Hansen	Lisa	Unaffiliated
Henrigillis	Emily	Unaffiliated
Hofman	Sue	Unaffiliated
Jensen	Niels	Unaffiliated

City of De Pere, Brown County, Wisconsin Clerk's List of Election Inspector Appointments
January 1, 2022 - December 31, 2023

Last Name	First Name	Party Affiliation
Jones	Mary	Unaffiliated
Jorgensen	Doug	Unaffiliated
Jorgensen	Jody	Unaffiliated
Just	Linda	Republican
Kamps	Tracy	Unaffiliated
Karcz	Rachel	Unaffiliated
Karcz	Sherry	Unaffiliated
Kiley	Kathy	Democratic
Koop	Sharon	Unaffiliated
Lasee	Larry	Unaffiliated
Lehnert	Glenn	Democratic
Lucia	George	Republican
Mallien	Pam	Unaffiliated
Mitchell	Carol	Republican
Mullins	Sue	Republican
Munisteri	Mary	Unaffiliated
Nagel	Kitty	Unaffiliated
Neidenbach	Jeanne	Unaffiliated
Netzel	Susan	Republican
Orszula	Mary	Unaffiliated
Ott	Deb	Unaffiliated
Pace	Zach	Unaffiliated
Piaskowski	Lois	Unaffiliated
Picard	Dawn	Unaffiliated
Ramesh	Jim	Unaffiliated
Ratschan	Catherine	Republican
Rohde	Kathy	Democratic
Rosenbaum	Rickey	Unaffiliated
Sands	Sue	Unaffiliated
Schley	Mary Ann	Unaffiliated
Schmidt	Chris	Republican
Schweitzer	Rose Ann	Unaffiliated
Simpson	JJ	Unaffiliated
Sitar	Dana	Unaffiliated
Smith	Cathleen	Democratic
Smits	Georgiana	Unaffiliated
Smits	John	Unaffiliated
Soch	Michael	Republican
Stein	Mary	Unaffiliated
Thomas	Kristen	Republican
Touchet	David	Unaffiliated
Treml	Diane	Unaffiliated
Van Dyke	Robert	Republican
Van Erem	Curt	Unaffiliated
Vanderkelen	Dorothy	Unaffiliated
Verhagen	Sandy	Unaffiliated

City of De Pere, Brown County, Wisconsin Clerk's List of Election Inspector Appointments
January 1, 2022 - December 31, 2023

Last Name	First Name	Party Affiliation
Vetter	Denise	Republican
Vidani	Julie	Unaffiliated
Williams	Joe	Democratic
Wolf	Diane	Unaffiliated
Zaborski	Mary	Unaffiliated
Zegers	Karen	Unaffiliated
Zuber	Carol	Unaffiliated

Standing together. Standing Strong.
BrownCountyDems.com

City of De Pere
NOV 23 2021
Clerk's Office

11/22/2021

Dear Clerk

On behalf of the Democratic Party of Brown County, and pursuant to Wis. Stat. § 7.30, enclosed please find the Democratic nominees for the position of Election Inspector. As required by Wis. Stat. § 7.30(4)(b), I certify that I or my designee has contacted each nominee who appears on the enclosed list and that each nominee has agreed to serve as an election official. I further certify that, as of the date each nominee was contacted and to the best of my ability to verify, they were an eligible elector of Brown County.

I would be grateful if you would acknowledge receipt of this letter. You can use our email info@browncountydems.com if you wish.

Best regards,

Renee Gasch

Renee Gasch
Chair
Democratic Party of Brown County

City of De Pere Clerk
Carey Danen
335 South Broadway,
De Pere WI 54115

Democratic Party of Brown County, WI
118 South Chestnut Street
PO Box 11291
Green Bay, WI 54307-1291

Authorized and paid for by the Democratic Party of Brown County

Schedule of Poll Worker Appointments by the Democratic Party of Brown County

City of De Pere

November 2021

Jessica	Adams	De Pere	WI	54115
Robert	Boyer	De Pere	WI	54115
Dean	DeBroux	De Pere	WI	54115
Kathy	DeBroux	De Pere	WI	54115
Kathy	Rohde	De Pere	WI	54115
Cathleen	Smith	De Pere	WI	54115

City of De Pere
NOV 22 2021
Clerk's Office

The Republican Party of Brown County
P.O. Box 5202
De Pere, WI 54115
www.browncounty.gop

Election Inspectors Nomination List

Dear Carey Danen,

Pursuant to Wis. Stat. §7.30, and for the purposes of nominating Republican Election Inspectors in Brown County, WI.

I, James Fitzgerald, Chairman of the Republican Party of Brown County, hereby nominate the named individuals on the attached list.

Certification

I, hereby, certify that each nominee whose name appears on this list has been contacted individually and each nominee on this list has agreed to serve as an election inspector.

James Fitzgerald — 11-18-21
County Party Chair — Date

Victoria S Nelson — 11-18-21
County Party Secretary — Date

Please do not hesitate to contact me with any questions or if you need any additionalinformation.

James Fitzgerald, Brown County Chairman
1-608-576-6602
James@bcrepublicans.net

****SEE ATTACHED LIST****

	City of De Pere			
FIRST CHOICE NOMINEE	Alcantara Linares, Moises		DePere	54115
FIRST CHOICE NOMINEE	Aleknavicus, Adam		DePere	54115
FIRST CHOICE NOMINEE	Arnold, Holly		De Pere	54115
FIRST CHOICE NOMINEE	Brennan, Patricia		De Pere	54115
FIRST CHOICE NOMINEE	Brooks, Ann		De Pere	54115
FIRST CHOICE NOMINEE	Coldagelli, Charissa		DePere	54115
FIRST CHOICE NOMINEE	Coldagelli, Rex		DePere	54115
FIRST CHOICE NOMINEE	Dehn, Verchelle		DePere	54115
FIRST CHOICE NOMINEE	Fayas, Lynn		De Pere	54115
FIRST CHOICE NOMINEE	Just, Linda		DePere	54115
FIRST CHOICE NOMINEE	Lucia, George		DePere	54115
FIRST CHOICE NOMINEE	Mitchell, Carol		De Pere	54115
FIRST CHOICE NOMINEE	Mullins, Sue		DePere	54115
FIRST CHOICE NOMINEE	Netzel, Susan		De Pere	54115
FIRST CHOICE NOMINEE	Piontek, Dana	Declined	DePere	54115
FIRST CHOICE NOMINEE	Ratschan, Catherine		DePere	54115
FIRST CHOICE NOMINEE	Schmidt, Chris		DePere	54115
FIRST CHOICE NOMINEE	Sharkey, Mary	Declined	DePere	54115
CENTRAL COUNT	Soch, Michael		DePere	54115
FIRST CHOICE NOMINEE	Thomas,Kristen		DePere	54115
FIRST CHOICE NOMINEE	Van Dyke, Robert		DePere	54115
FIRST CHOICE NOMINEE	Vetter, Denise		DePere	54115

11/18/2021

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**Board of Public Works**
FROM:	**Scott Thoresen**
SUBJECT:	**Resolution #21-123 Authorizing Extension of Consulting Services Agreement Between the City of De Pere and Robert E. Lee and Associates, Inc. (2022 Consulting Services).**

The Board of Public Works at the December 13, 2021 meeting approved amending the 2021 Agreement with Robert E. Lee and Associates for 2022 Consutling Services and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:

- Reso21-123 (PDF)
- Extension of Consultant Agreement-REL & Associates12-14-21-189-003-19 (PDF)
- Exhibit B-REL Extension Agreement-2022 (PDF)
- 2021 1212 CI_BOPW_Consulting_Services_Extension(PDF)
- 2021 1105 TDS_Build_Map_8.5X11 (PDF)
- 2021 REL Extension-General Consulting Services (PDF)

RESOLUTION #21-123

AUTHORIZING EXTENSION OF CONSULTING SERVICES AGREEMENT
BETWEEN THE CITY OF DE PERE AND ROBERT E. LEE & ASSOCIATES, INC.
(2022 Consulting Services)

WHEREAS, the City and Robert E. Lee & Associates are parties to an Agreement for Consulting Services dated February 28, 2020, and an Extension thereto dated January 19, 2021, providing for limited consulting services, on an as-needed basis for City's construction projects, for services which exceed City staff availability or expertise; and

WHEREAS, the City and Robert E. Lee & Associates, Inc. wish to extend said Agreement for City's 2022 construction projects, as well as to allow Consultant to conclude its work on larger, longer-term projects for which Consultant is currently engaged, upon the terms and conditions of the attached Extension of Consulting Services Agreement; 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 City Clerk are authorized and directed to execute the Extension of Consulting Services Agreement Between the City of De Pere and Robert E. Lee & Associates, Inc., as is attached hereto.

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 21st day of December, 2021.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 12/13/2021

EXTENSION OF CONSULTING SERVICES AGREEMENT
BETWEEN THE CITY OF DE PERE AND ROBERT E. LEE & ASSOCIATES, INC.
(2022 Consulting Services)

THIS EXTENSION is entered into this _____ day of _____, 202___, by and between the City of De Pere, a Wisconsin municipal corporation ("City") and Robert E. Lee & Associates, Inc., a Wisconsin corporation ("Consultant"), collectively referred to as the "Parties."

WHEREAS, the City and Consultant are parties to a Consulting Services Agreement dated February 28, 2020, and an Extension thereto dated January 19, 2021, for the provision of limited consulting services for construction projects that exceed City staff availability or expertise ("the Agreement"); and

WHEREAS, the Parties wish to extend the Agreement to continue Consultant's provision of limited consulting services for City's 2022 construction projects, as well as to allow Consultant to conclude its work on larger, longer-term projects for which Consultant is currently engaged, for a subsequent yearly term as provided herein by mutual consent.

NOW THEREFORE, the Parties hereby agree to renew and extend the Agreement between them as follows:

1. The term of the Agreement is hereby extended to include City's 2022 construction projects.

2. Pages 3 and 4 of Exhibit B to the Agreement shall be deleted in their entirety and replaced with Pages 3 and 4 attached hereto (2022 Labor Rates).

3. Unless specifically modified in this Extension, all other provisions of the Agreement shall remain in full force and effect.

Dated this ____ day of _____, 202___.

ROBERT E. LEE & ASSOCIATES, INC.
By:

Jared G. Schmidt, P.E., V.P.
Civil/Municipal Engineering Manager

CITY OF DE PERE
By:

James G. Boyd, Mayor

Carey E. Danen, City Clerk

J:\Law\Agreements\2021\Consultant Agreements\Extension of Consultant Agreement-REL & Associates12-14-21-189-003-19.docx

Robert E. Lee & Associates, Inc.
Engineering | Environmental | Surveying | Ecological

1250 Centennial Centre Blvd
Hobart, WI 54155
920-662-9641
releeinc.com

December 6, 2021

Mr. Eric Rakers, P.E., City Engineer
CITY OF DE PERE
925 South Sixth Street
De Pere, WI 54115

RE: Amendment to 2021 Agreement for 2022 Consulting Services

Dear Mr. Rakers:

As requested, REL is providing a summary of our 2022 standard labor rates for your use. Rates provided include the categories as requested by the City for 2021 services, along with our standard rates for other individuals that may be resources for the City of De Pere to utilize in 2022. As a means to amend our existing 2021 Consulting Services agreement, REL proposes to complete services in 2022 under current terms and conditions of our agreement with the exception of the attached rate adjustment.

We have discussed the possibility of REL being involved with the TDS fiber installation project that is scheduled to be ongoing in De Pere in 2022-2023. We have identified an REL staff member that will serve as the Utility Coordinator. The rate for this position is specifically labeled as Utility Coordinator on the attached rate sheet. Should additional resources be needed to help coordinate the TDS project, REL will make them available at those individuals appropriate labor rate.

We value the relationship we have developed with the City of De Pere and appreciate the opportunity to continuing working with the City to fulfill your contracted engineering services in 2022 and beyond. Should you need any additional information to complete this amendment, please do not hesitate to contact our office. Thank you again for the opportunity to work with the City of De Pere.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.

Jared G. Schmidt, P.E., V.P.
Civil/Municipal Engineering Manager

JGS/NJM

ENC.

CC/ENC.: Chase Kuffel, P.E., Assistant City Engineer

2022 Labor Rates Robert E. Lee & Associates, Inc.	
Staff Type	**Rate**
TECHNICIAN	$ 80.00
SENIOR TECHNICIAN	$ 92.00
TECHNICIAN INTERN	$ 50.00
CIVIL ENGINEERING MANAGER	$ 172.00
CLERICAL	$ 59.00
COMMUNITY PLANNER	$ 108.00
CONSTRUCTION MANAGER	$ 128.00
ENGINEER	$ 95.00
SENIOR ENGINEER	$ 113.00
SENIOR PROJECT ENGINEER	$ 141.00
ENGINEERING DIRECTOR	$ 174.00
ENVIRONMENTAL COMPLIANCE MANAGER	$ 152.00
ENVIRONMENTAL SCIENTIST I	$ 94.00
ENVIRONMENTAL SCIENTIST II	$ 107.00
ENVIRONMENTAL SCIENTIST III	$ 118.00
ENVIRONMENTAL SERVICES MANAGER	$ 172.00
ENVIRONMENTAL TECHNICIAN ASSISTANT I	$ 50.00
ENVIRONMENTAL TECHNICIAN ASSISTANT II	$ 69.00
ENVIRONMENTAL TECHNICIAN I	$ 72.00
ENVIRONMENTAL TECHNICIAN II	$ 82.00
ENVIRONMENTAL TECHNICIAN III	$ 99.00
GEOLOGIST I	$ 91.00
GEOLOGIST II	$ 104.00
GEOLOGIST III	$ 117.00
GEOLOGIST IV	$ 142.00
NATURAL RESOURCES SCIENTIST I	$ 70.00
NATURAL RESOURCES SCIENTIST II	$ 85.00
NATURAL RESOURCES SCIENTIST III	$ 101.00
NATURAL RESOURCES SCIENTIST IV	$ 127.00
NATURAL RESOURCES TECHNICIAN I	$ 42.00
NATURAL RESOURCES TECHNICIAN II	$ 47.00
NATURAL RESOURCES TECHNICIAN III	$ 68.00
NES DIVISION MANAGER	$ 127.00
SENIOR CONSULTANT	$ 164.00
SENIOR TRANSPORTATION CONSULTANT	$ 129.00
SOLID WASTE MANAGER	$ 174.00
SURVEY INTERN	$ 56.00
SURVEY MANAGER	$ 133.00
UTILITY COORDINATOR	$ 97.00
PROFESSIONAL LAND SURVEYOR	$ 98.00
TRANSPORTATION MANAGER	$ 167.00
WATER & WASTEWATER FACILITIES OPERATOR	$ 95.00
WATER & WASTEWATER MANAGER	$ 165.00
WWTP FACILITIES OPERATOR ASSISTANT	$ 55.00
LANDSCAPE ARCHITECT	$ 114.00

**Mileage will be billed at the standard 2022 federal rate, and equipment billed at REL's standard 2022 billing rate.*

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: December 12, 2021

RE: **Consideration and possible action on Amendment to 2021 Agreement for 2022 Consulting Services***

The Engineering Department is looking to extend the 2021 Agreement for Consulting Services with Robert E. Lee and Associates through 2022. The extension is requested to further coordinate larger, long-term projects without having to potentially switch hands to another consulting firm mid-project. Moving forward, Engineering Staff will look to solicit for consulting services on a multi-year basis to facilitate long-term project coordination with the selected firm. Additionally, the selected firm will further specialize in the City's standard practices for plan design and bidding which should expedite future work.

Background and Discussion

In 2020 and 2021 the Engineering Department has requested for proposals for consulting services that were completed in conjunction with the City's annual construction projects. Staff uses consulting services to assist with the completion of storm water, wetland, navigable waterway permits, shop drawing review, wetland reviews, wetland delineations, traffic impact analysis review, street lighting design, legal surveys, legal descriptions, easement preparation, or engineering issues that arise that exceed staff's availability or expertise.

Over the past year there has been an increased push for engineering design or review on private development projects in addition to the annual Capital Improvements Program work load. Some of the larger projects include:

1. Mulva Center utility abandonment and right-of-way coordination. This work is ongoing and will continue through 2023.
2. American Boulevard utility and street extension to service the Scannell Property. This project is bid with construction scheduled to start this winter through the 2022 construction season.
3. Commerce Drive utility and street extension to service Belmark Plant #7. Staff is finalizing the plans for this project. Work will be completed in the 2022 construction season.
4. Mystic Creek – a 97 lot, 1.1 mile long subdivision to be designed and constructed on the City's southwest side. Staff is finalizing the plans for this project. Consulting services were utilized for new pond sizing and design, lift station design and force main design. It is anticipated that work will be completed in the 2022 construction season.
5. Waterview Heights – a 106 lot, 1.2 mile long subdivision to be designed and constructed on the City's southwest side. This subdivision is currently being designed by Robert E. Lee and Associates due to staff's unavailability. It is anticipated that work will be completed in the 2022 construction season.
6. TDS Telecom: TDS Telecom has announced its plans to install fiber optic communications to

serve the majority of the Green Bay Metropolitan Area. This fiber build includes the majority of De Pere residents and over 100 miles of roadway. Engineering staff will lead this work with Robert E. Lee and associates providing a Utility Coordinator to assist in day-to-day permit review, correspondence and inspection. A map of the anticipated project limits is attached.

The updated 2022 Labor Rates for Robert E. Lee and Associates is included with this memo. The typical rates are listed in the table below for comparison to last year's consulting services proposals.

Description	Unit	Robert E Lee 2022	Robert E Lee 2021	Cedar Corp 2021	Ruekert & Mielke 2021
Senior Engineer	HR	$113	$108	$120	$122
Engineer	HR	$95	$91	$95	$106
Registered Land Surveyor	HR	$98	$94	$100	$100
Senior Tech	HR	$92	$88	$92	$105
Tech	HR	$80	$77	$82	$78
Clerical	HR	$59	$55	$68	$68
Mileage	MI	2022 Fed Rate	$0.56	$0.575	$0.58
Electrical/Mechanical Review	HR			$125	

While Robert E. Lee's 2022 rates have increased $3.00 to $5.00 per hour across the board, they are still less than the rates provided by Cedar Corporation and Ruekert & Mielke in 2021.

Due to the magnitude of the incoming projects, staff cannot generate an estimate for 2022 consulting services. Funding will be from the various capital projects accounts and the engineering budget. Any time associated with the TDS Fiber Build will eventually be billed back to TDS as part of the City's excavation permit process.

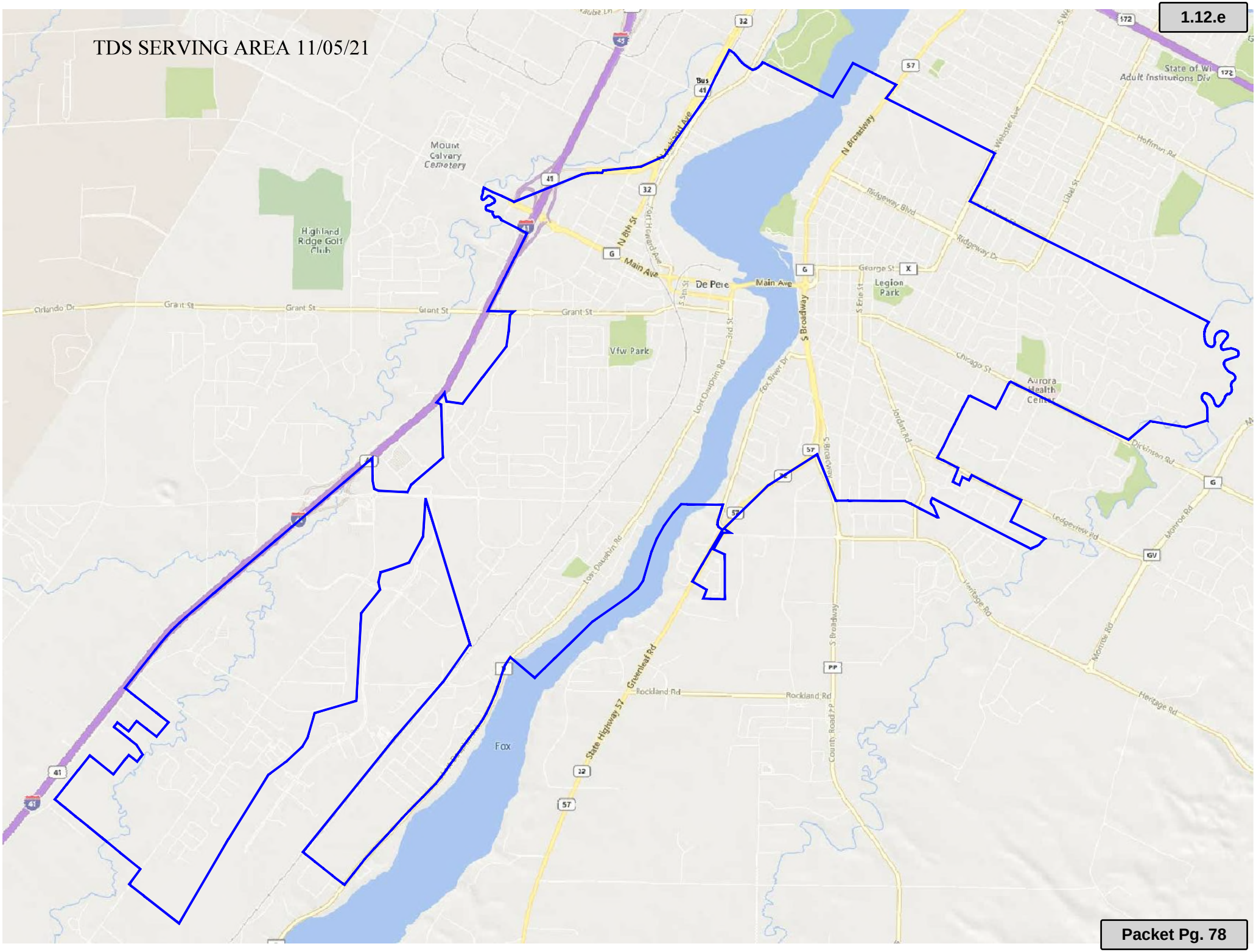
Recommendation

The staff recommendation is to amend the 2021 Agreement to extend consulting services with Robert E. Lee and Associates through 2022.

Attachments

2021 1105 TDS_Build_Map (PDF)
2020 1206 Amendment 2022 Cont Eng Services (PDF)
2021 REL Extension-General Consulting Services (PDF)

TDS SERVING AREA 11/05/21



EXTENSION OF CONSULTING SERVICES AGREEMENT
BETWEEN THE CITY OF DE PERE AND ROBERT E. LEE & ASSOCIATES, INC.
(2021 Consulting Services)

THIS EXTENSION is entered into this 19th day of January, 2021, by and between the City of De Pere, a Wisconsin municipal corporation ("City") and Robert E. Lee & Associates, Inc., a Wisconsin corporation ("Consultant"), collectively referred to as the "Parties."

WHEREAS, the City and Consultant are parties to a Consulting Services Agreement dated February 28, 2020, for the provision of limited consulting services for 2020 construction projects that exceed City staff availability or expertise ("the Agreement"), a copy of which is attached hereto and incorporated by reference as Exhibit 1; and

WHEREAS, Consultant has submitted the lowest quote for the provision of limited consulting services for City's 2021 construction projects, and the parties wish to extend the Agreement for a subsequent term by mutual consent as provided herein.

NOW THEREFORE, the Parties hereby agree to renew and extend the Agreement between them as follows:

1. The term of the Agreement is hereby extended to include City's 2021 construction projects.

2. Exhibit A of the Agreement shall be deleted in its entirety and replaced with Exhibit A attached hereto.

3. Exhibit B of the Agreement shall be deleted in its entirety and replaced with Exhibit B attached hereto.

4. Unless specifically modified in this Extension, all other provisions of the Agreement shall remain in full force and effect.

Dated this 26th day of January, 2021.

ROBERT E. LEE & ASSOCIATES, INC.
By:

Jared G. Schmidt, P.E., V.P.
Civil/Municipal Engineering Manager

CITY OF DE PERE
By:

James G. Boyd, Mayor

Carey E. Danen, City Clerk

J:\Law\Agreements\2021\Consultant Agreements\Extension of Consultant Agreement-REL & Associates1-12-21-189-003-19.docx

Request for Proposals
For
2021 Consulting Services

The City of De Pere would like to invite your firm to submit a proposal to provide consulting services for the 2021 calendar year.

Your proposal must be submitted to our office by Wednesday, December 23, 2020 at 3:00 P.M. Proposals can be submitted via e-mail to Eric Rakers at erakers@deperewi.gov.

GENERAL INFORMATION:

The City of De Pere is currently designing and bidding out projects pursuant to the 2021 capital improvement program. The program includes projects in the following categories: new street construction, street reconstruction, street milling and overlay, sanitary sewer improvements, water system improvements, storm sewer improvements, concrete replacement (curb & gutter, sidewalk, driveway, and street), concrete street construction and reconstruction, and new pond construction. The purpose for this Request for Proposal (RFP) is to obtain rates for services with the assistance in the design, permitting, and/or administration of these projects.

SCOPE OF SERVICES:

Consulting services shall include, but are not limited to:

1. Completion and submittal of storm water, wetland, and navigable waterway permits, including correspondence with permitting authority on the City's behalf.
2. Shop drawing review (e.g. electrical, mechanical, etc.)
3. Review and recommendation for City design where required.
4. Analysis of uncommon issues encountered by Engineering Staff.
5. Wetland reviews and delineations.
6. Storm water management facility review, planning and design.
7. Site plan and traffic impact analysis review.
8. Street lighting design and quantity take-off.
9. Structure review and inspection.
10. Legal surveys, descriptions, easement preparation, etc.

Site visits may be needed depending on issues encountered by engineering staff. The majority of correspondence and review will be completed via e-mail and by phone, primarily through Eric Rakers, City Engineer or Chase Kuffel, Assistant City Engineer depending on the project.

Anticipated hours for 2021 services are shown in Table 1 below:

Table 1 - 2020 Consulting Services Hours by Classification

Classification	Hours
Senior Engineer	80
Engineer	40
Registered Land Surveyor	60
Senior Technician	40
Technician	20
Clerical	5

In addition to many smaller projects anticipated for 2021, there are two specific projects scheduled. First, in January and February the selected consultant will be working with City staff to model and design the Matthew Street ponds for construction in 2021. Second, IDDE inspections for approximately 3/4^{ths} of the City will occur in summer.

SCHEDULING:

The City will request services throughout the year. Generally, the City will give notice via email.

INSURANCE:

Your company shall effect and maintain insurance to protect from claims under workmen's compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of the company's employees; and from claims for damages because of injury to or destruction of tangible property including loss of use resulting there from; and from claims arising out of the performance of professional services caused by any errors, omissions or negligent acts for which the company is legally liable.

The company shall indemnify and save harmless the City of De Pere and their representatives from all suits, actions, or claims of any character brought for or on account of any injuries ort damages received by any person, persons or property resulting from the negligent acts of the company or of any of their sub consultants in prosecuting the work.

FEE:

The proposed fee schedule shall be submitted on the attached form. A company fee schedule shall be attached for additional services offered that are not shown on the attached form.

DELIVERY:

Consulting services will be completed via phone and email with engineering staff. Permitting shall be delivered via email, in pdf format. Hard copies will not need to be provided.

ADDITIONAL INFORMATION:

The City will provide all information requested to assist consulting services and will pay for permitting fees associated with the project.

A sample consultant agreement is attached.

Proposed Fee Schedule

Company Name:_____

Company Address:_____

Company Address:_____

Company Representative:_____

Signature:_____

Fee (Total):_____

Item	Fee	Unit
Senior Engineer		Per Hour
Engineer		Per Hour
Registered Land Surveyor		Per Hour
Senior Technician		Per Hour
Technician		Per Hour
Clerical		Per Hour
Mileage		Per Mile

Robert E. Lee & Associates, Inc.
Engineering | Surveying | Environmental | Ecological
Hobart, WI | releeinc.com | 920-662-9641

December 22, 2020

Mr. Eric Rakers, P.E., City Engineer
CITY OF DE PERE
925 South Sixth Street
De Pere, WI 54115

RE: Proposal for 2021 Consulting Services

Dear Mr. Rakers:

Thank you for the opportunity to provide information regarding Robert E. Lee & Associates' (REL), and our associated rates for 2021 consulting services to be provided to the City of De Pere. We value the relationship we have developed with De Pere and look forward to continuing work with the City.

REL was established in 1956 and is a full-service consulting firm specializing in civil and environmental engineering, surveying, and natural resource services. Currently, REL has approximately 55 employees at our office located in the Village of Hobart. A major focus of our business is servicing the public sector, and we pride ourselves on the many lasting relationships we have developed with municipalities like the City of De Pere. Our mission is "Quality-First" with a dedication to long-term relationships created through listening to our client's needs and providing a high-quality and timely product.

We provide design and construction engineering services for many communities throughout the state. We regularly complete major construction projects, as well as assist in day-to-day activities based on a municipality's need. Staff assists with capital improvement planning, project estimating, reviewing site and storm water plans, permitting, providing survey, environmental and ecological assistance, and delivering technical support to staff each community. We work to create and maintain a personal partnership between our client and an REL project manager.

Our team for the City of De Pere will include many familiar faces. Jared Schmidt, P.E., V.P. will be the overall point of contact for REL. Depending on the project needs, Jared would facilitate REL staff to work with you. For surveying purposes, Troy Hewitt, P.L.S., would lead our survey efforts and provide survey oversight. REL's survey department completes topographic surveys, provides construction staking and creates documents such as plats, CSMs, easements, or any type of legal descriptions.

REL's civil engineering department is experienced in the design and development of facilities

including water distribution systems, sanitary and storm sewer systems, storm water management facilities, roadways, site development, permitting, bid documents, and construction administration and observation services. For storm water management, site design needs, and flood plain management, Aaron Breitenfeldt, P.E. and Brandon Robaidek, E.I.T. would complete the project for the City. Both are adept in engineering design and their specialty in designing storm water management facilities for projects large and small. Both are very familiar with state and local permits and their associated requirements and deadlines. Utility and street construction or reconstruction projects would likely be led by Ryan Trzinski, P.E. and/or Jennifer Liimatta, P.E. Brad Treml or Jordan Rynish would also be available to assist in any of the engineering design and permitting needs De Pere may have.

At any time during a project, non-engineering needs may arise. Robert E. Lee & Associates has unique expert personnel available to tackle these needs and provide comprehensive solutions. We have experts in environmental and ecological specialties available to assist our project managers. Bruce Meissner, P.G., V.P. is knowledgeable in hazardous materials issues and the WDNR databases available to help identify potentially contaminated sites. Our in-house ecological division, NES Ecological Services, includes a WDNR Professionally Assured Wetland Delineator (James Havel), ecologists, biologists, and specialists that are readily available to answer natural resource questions. By having an Assured Delineator on staff, ecological projects can progress through the approval process by eliminating the 60-day WDNR concurrence review timeline. Our NES group also specializes in design, implementation, and maintenance of the native communities constructed around storm water features.

Our more than 60 years of corporate experience coupled with our talented staff has helped promote an efficient project execution style. This project execution is reinforced through continuous communication, dedicated service, and our ability to listen to the needs of our clients and the community.

If you would like further company information or detailed staff resumes, we would be happy to provide them. Should you have any questions or need additional information, please feel free to contact our office. If the City would need additional technical support from individuals not categorized by the requested billing rate, REL would propose to conduct those efforts based on our attached standard 2021 labor rates. Thank you again for the opportunity to work with the City, and we look forward to working with you on your upcoming municipal needs.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.

Jared G. Schmidt, P.E., V.P.
Civil/Municipal Engineering Manager

JGS/NJM

ENC.

CC: Chase Kuffel, P.E., Assistant City Engineer

Proposed Fee Schedule

Company Name: Robert E. Lee & Associates, Inc.

Company Address: 1250 Centennial Centre Boulevard

Company Address: Hobart, WI 54155

Company Representative: Jared G. Schmidt, P.E., V.P., Civil/Municipal Engineering Manager

Signature:

Fee (Total): --

Item	Fee	Unit
Senior Engineer	$108	Per Hour
Engineer	$91	Per Hour
Registered Land Surveyor	$94	Per Hour
Senior Technician	$88	Per Hour
Technician	$77	Per Hour
Clerical	$55	Per Hour
Mileage (2021 Federal Rates Apply)	$0.56	Per Mile

Robert E. Lee Associates, Inc.
Anticipated 2021 Rates

Staff Type	Rate
CAD TECHNICIAN I	$ 74.00
CAD TECHNICIAN II	$ 88.00
CIVIL ENGINEERING MANAGER	$ 167.00
CLERICAL I	$ 53.00
CLERICAL II	$ 62.00
CLERICAL MANAGER	$ 89.00
COMMUNITY PLANNER	$ 104.00
DESIGNER I	$ 111.00
DESIGNER II	$ 118.00
ENGINEER I	$ 99.00
ENGINEER II	$ 111.00
ENGINEER III	$ 135.00
ENGINEER IV	$ 151.00
ENGINEERING ASSISTANT	$ 61.00
ENGINEERING TECHNICIAN I	$ 79.00
ENGINEERING TECHNICIAN II	$ 93.00
ENGINEERING TECHNICIAN III	$ 118.00
ENVIRONMENTAL COMPLIANCE MANAGER	$ 146.00
ENVIRONMENTAL SCIENTIST I	$ 90.00
ENVIRONMENTAL SCIENTIST II	$ 103.00
ENVIRONMENTAL SCIENTIST III	$ 113.00
ENVIRONMENTAL TECHNICIAN ASSISTANT I	$ 48.00
ENVIRONMENTAL TECHNICIAN ASSISTANT II	$ 66.00
ENVIRONMENTAL TECHNICIAN I	$ 69.00
ENVIRONMENTAL TECHNICIAN II	$ 79.00
ENVIRONMENTAL TECHNICIAN III	$ 96.00
GEOLOGIST I	$ 87.00
GEOLOGIST II	$ 100.00
GEOLOGIST III	$ 112.00
GIS SPECIALIST I	$ 85.00
GIS TECHNICIAN	$ 68.00
LAND USE PLANNER I	$ 88.00
NATURAL RESOURCES SCIENTIST I	$ 67.00
NATURAL RESOURCES SCIENTIST II	$ 82.00
NATURAL RESOURCES SCIENTIST III	$ 97.00
NATURAL RESOURCES TECHNICIAN I	$ 40.00
NATURAL RESOURCES TECHNICIAN II	$ 45.00
NATURAL RESOURCES TECHNICIAN III	$ 65.00
NES DIVISION MANAGER	$ 122.00
PROJECT COORDINATOR	$ 81.00
SENIOR CONSULTANT	$ 157.00
SURVEY MANAGER	$ 127.00
SURVEYOR TECHNICIAN I	$ 71.00
SURVEYOR TECHNICIAN II	$ 82.00
SURVEYOR TECHNICIAN III	$ 94.00
SURVEYOR PROFESSIONAL I	$ 88.00
SURVEYOR PROFESSIONAL II	$ 96.00
SURVEYOR PROFESSIONAL III	$ 103.00
TRANSPORTATION MANAGER	$ 167.00
WATER & WASTEWATER FACILITIES OPERATOR	$ 92.00
WATER & WASTEWATER MANAGER	$ 167.00

Note: These rates are REL's anticipated standard 2021 billing rates.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**Economic Development**
FROM:	**Daniel Lindstrom**
SUBJECT:	**Resolution #21-124 Approving Facade Improvement Project and Authorizing Disbursement of Grant (107 S Broadway Street; Parcel ED-831)**

At the special November 9, 2021 meeting of the RDA, the RDA recommended approval of the facade grant award for 107 S. Broadway in an amount not to exceed $20,000.00, subject to the applicant submitting copies of paid invoices and paid receipts. The final grant payment shall be calculated per program requirements based on receipt review.

ATTACHMENTS:

- Reso21-124 (PDF)
- RDA Memo 107 S Broadway - Nov 2021 (PDF)
- 107 S BROADWAY ST - Facade Grant Application (PDF)
- Existing Site and Example Window and Door Renovation (DOCX)
- 107 S Broadway Quotes (PDF)

RESOLUTION #21-124

APPROVING FAÇADE IMPROVEMENT PROJECT AND
AUTHORIZING DISBURSEMENT OF GRANT
(107 South Broadway Street; Parcel ED-831)

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 match for eligible façade improvement costs, not to exceed $20,000 per parcel (for building width of 61' to 120'), thereby increasing property values and tax increment during the life of the District; and

WHEREAS, Saks Holdings, LLC, owner of Parcel ED-831, has submitted an application for a façade improvement grant for proposed improvements to the façade of the building; and

WHEREAS, the applicant has provided eligible cost estimates for said improvements in the amount of $80,150.00; 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 $20,000.00, subject to the provisions set forth below; and

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

> The Common Council approves the façade improvement project as recommended by the Redevelopment Authority and thanks Saks, Holdings, LLC for its investment in downtown De Pere.

BE IT FURTHER RESOLVED THAT:

> The Development Services Director or designee (Director) is authorized to approve disbursement of the façade grant, according to the façade improvement program requirements, to Saks Holdings, LLC in an amount not to exceed $20,000 after the following conditions are met:
>
> 1. The property owner obtains all necessary permits;
> 2. After completion of the improvements, the Director receives from the property owner copies of paid invoices showing the project is complete;
> 3. The City Building Inspection Department verifies to the Director that the work is complete and in compliance with all building codes; and
> 4. Applicant completes necessary land and building divisions or informs City of the intention to retain the entire building.

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 21st day of December, 2021.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 11/9/2021

CITY OF DE PERE
MEMO

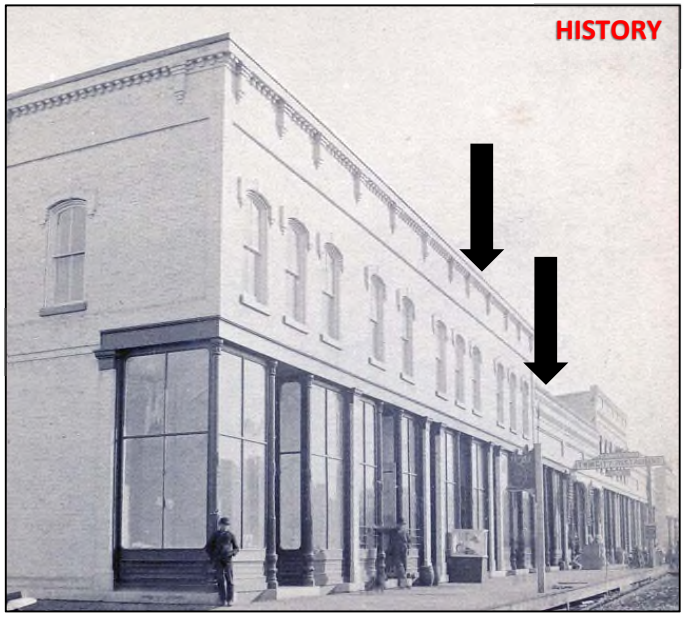
To: Redevelopment Authority (RDA)
From: Daniel Lindstrom, Development Services Director
Date: November 9, 2021

RE: **Consideration & possible action regarding a Facade Grant Request for 107 S. Broadway St (ED-831)**

Saks Holdings, LLC (Applicant), submitted the attached façade grant application for 107 S Broadway (Parcel ED-831). This building is currently known as the FRV Building and was most recently owned by the Kryshak family. The Applicant acquired the building on October 14, 2021, and proposes to rehabilitate the building back into a mixed-use project The building was combined into a single lot with a portion of the building to the south that was once part of 111 S Broadway. The Applicant intends to rehabilitate the portion of the building adjacent and similar style to 102 S. Broadway meanwhile dividing and selling the portion of the building back to the adjoining building owner Scott Hemauer of Hemauer Financial Group. Mr. Hemauer would then apply for façade grant funds to rehabilitate their portion of the building. The Applicant provided pictures of the adjoining 101 S Broadway as a representative example of the proposed work. The Applicant recently started the interior demolition to understand the structure history of the building.









Project Summary

The Applicant has submitted the example images below for the building and has included cost estimates and quotes on the attached application. The estimate does not include any of the structural expenses for header replacement that will be needed to open Broadway facing windows or any detailed estimates for removing covered patios on the east side/Mission Square side of the property. The Applicant can provide additional estimates once they begin to uncover the layers of the older building.







Unlike the brick that could not be refinished on 101 S Broadway, the Applicant proposes to retain the original historic cream brick and install new window and door systems to return the windows to the former size and scale. The windows are the same as those on the recently completed 101 S Broadway. Finally, as stated above, the Applicant will be working with the owner of 111 S Broadway ST to repair and re-divide the building into the original building configuration. The land and necessary building divisions should occur before façade reimbursements. As proposed, the project surpasses the total necessary to receive the maximum funding for the building size. Staff directed the future owner of the smaller storefront to apply for a façade grant for that portion of the building since it is not part of this project.

Façade Grant Eligibility

- TID District: TID No. 7 – Downtown East
- Building Length: 90 total linear feet
  - Front: 45’
  - Rear: 45’
- Eligible Grant Amount: $20,000
- Historic Designation: The property is part of the South Broadway Historic District

Program Funding Requirements & Guidelines

1. Grant provides $1 of City funds for $1 of private funds for eligible expenses (100% match).
2. Grant maximum is determined by the length of building, measured along the total linear frontage of adjacent public right of way, up to $30,000 per property.

   Building Width Maximum Grant Amount
   1’ to 60’ $10,000
   61’-120’ $20,000
   121’+ $30,000
3. Property owners are limited to the grant maximum amount every ten years.
4. For projects restoring or renovating historic buildings (must be listed as contributing on the City of De Pere Intensive Survey), interior improvements and roof repair/replacement may be included in the project budget for the required matching dollars, but cannot be funded with façade grant dollars.
5. Funds reviewed and distributed on a ‘first come, first serve’ basis.
6. Applications should be reviewed by the RDA prior to work commencing on the project.

7. In rare cases (due to weather, contractor availability, etc), the RDA may consider approving funding for work completed up to 90 days after an application submittal. 8. Retroactive funding requests for work completed before an application submittal will not be considered.

Site History

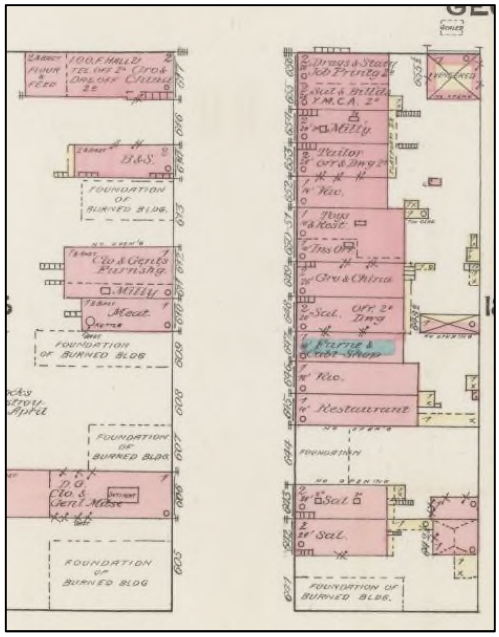
From the Wisconsin State Historical Society Website:

The South Broadway Historic District contains the most intact concentration of nineteenth-century commercial buildings on the east side of the river. By 1882, small, mostly wooden commercial buildings lined the 100 and 200 blocks of N. and S. Broadway. On the night of April 23, a devastating fire destroyed all of the buildings on both sides of the 100 and 200 blocks of S. Broadway. Work on their replacements began almost as soon as the ashes were cold and by the end of the year, five of the District's six contributing buildings were ready for their first occupants. These consist of one and two-story cream brick-clad buildings that all face west onto the 100 block of South Broadway. The unusual circumstances surrounding their construction can still be discerned by the way the facade of one building blends seamlessly with the one adjacent to it. Normally, buildings like these display clear dividing lines that show where one building ends and the other begins, but in this case, since almost all of these buildings were under construction at the same time and their builders were all using the same cream brick to build them, the results were buildings whose main facades have no visible edges. The district remains a visually coherent and architecturally distinct collection of historic commercial buildings in De Pere.

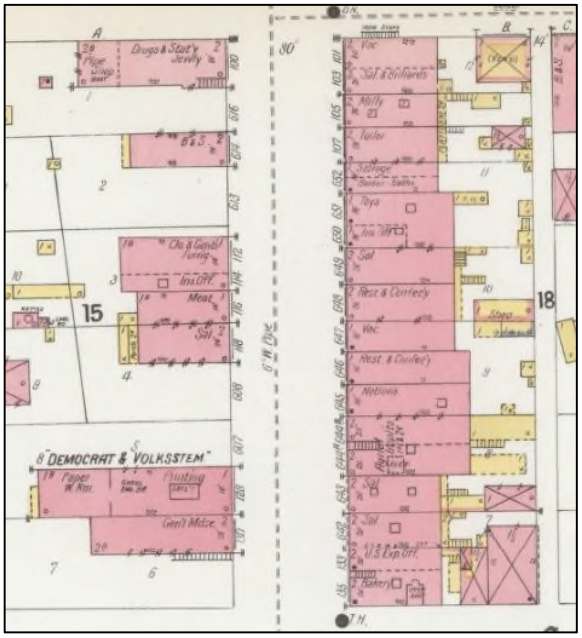
Period of Significance: *1882-1888*
Architectural Style: *Late Victorian*
Architect: *David LeClair*

Records dating back to 1884 illustrate the building was home to a millinery and tailor shop. Throughout the building life it has also been a repair shop, various other retail uses, offices, and printing supplies shop.

1884



1890



Project Details

The Applicant is eligible for the grant maximum of $20,000 and that accounts for 24.9% of the submitted eligible expenses. Should the Applicant retain ownership of the smaller storefront they could request the full $30,000 based on the overall building size.

107 S Broadway Façade Grant - Façade Grant Project Estimate (Applicant Submission)

Vendor	Detail	Amount	Eligible	Notes
Green Bay Glass	Façade/Doors/Windows - 1st Floor	$37,785.00	☑	Quote
Green Bay Glass	Façade/Doors/Windows - 2nd Floor	$20,865.00	☑	Quote
Miller Masonry & Concrete	Masonry	$15,000.00	☑	Quote
SAKS Holdings, LLC - Self Source/Labor	Demo of Rear Patio	$5,500.00	☑	Estimate
SAKS Holdings, LLC - Self Source	Roof Flashings	$2,500.00	☐	Estimate
SAKS Holdings, LLC - Self Source	Misc Paint	$1,000.00	☑	Estimate
			☑	
			☐	
	Total	**$82,650.00**		
	Total Eligible	**$80,150.00**		
	$1 Investment	$40,075.00		**Grant Maximum**
	$1 Grant Match (Maximum)	$20,000.00		**$20,000**

Remaining 2021 TID #7 Façade Grant Funds ($60,000)

108 N Michigan Street (pending approval)	$10,000
107 S Broadway (pending approval)	$20,000
Remaining Façade Grant Funds (if approved)	$30,000

Recommendation

City staff recommends conditional approval of the Façade Grant Award for 107 S. Broadway in an amount not to exceed $20,000.00, and that the recommendation be forwarded to Council, subject to the following conditions prior to requesting façade reimbursement:

1. The Applicant submits copies of paid invoices and paid receipts and the final grant payment is calculated per program requirements based on receipt review.
2. Complete necessary land and building divisions or inform the City of the intention to retain the entire building.

DE PERE RUNS DEEPER	CITY OF DE PERE APPLICATION FOR FAÇADE GRANT	Receipt #: 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)	Authorized Representative	Title	
Saks Holdings, LLC	Andrew Krans	Owner	
Mailing Address	City	State	ZIP Code
109 N. Broadway	DePere	WI	54115
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	
atkrans@gmail.com	920-371-5032		

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

Name (Ind. Org. or Entity)	Contact Person	Title	
Same			
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	Parcel No.
107 S. Broadway DePere, WI. 54115 (Former FRV Building)	ED-831

SECTION 4: Project Information

Project Description:	Historical preservation and restoration		
Estimated Start Date:	Nov. 1st	Estimated Completion Date:	July 2022
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
Facade / Windows/ Doors Fron	37,785	Demo of rear patio	5,500
Facade/ Windows/ Doors rear	20,865	Roof Flashings	2,500
Masonry	15,000	Misc paint	1,000
Total Eligible Expenses:	80,150	**Requested Grant Amount:**	20,000

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)	Title	Phone Number
Andrew T. Krans	Owner	920-371-5032
Signature of Applicant		Date Signed
		10-7-21

Existing Site and Example Window and Door Renovation





Existing Site and Example Facade Renovation





Green Bay Glass Center, Inc.
2001 Commercial Way
Green Bay, WI 54311
(920)465-8842
(920)465-9626 fax
(800)472-7750

Proposal

SAKS Holdings
Andy Krans
941 Lawton Place
De Pere, WI 54115

October 28, 2021

Re: 107 South Broadway – First Floor Exterior Openings
De Pere, WI 54115

We propose to furnish and install glass and glazing for eleven (11) fixed windows and six (6) entrances including: Tubelite Architectural T14000 series framing, Dark Bronze Anodized 2 x 4 ½" framing, thermally broken, includes standard sill flashing, perimeter insulating foam and sealants. Glass to be 1" over all clear over low-e argon filled (tempered where required), Doors to be narrow style (sizes and handing as shown on attached elevational drawings) and includes: 10" bottom rails, 1" diameter push/offset pulls, Adams Rite 4500 Series Lever Latch lock mechanisms, closers to be Global 4300 Series Heavy Duty, parallel arm mounted with regular arms.5 ¼" ADA compliant thresholds, and National Guard Dark anodized sweeps. All openings prepared by others.

Total Quote Installed: $37,785.00 (appl. tax included)

Note: Add $4,850.00 to install .040 dark bronze break at support posts and storefront perimeters (time and materials not to exceed)

Approximate lead time of four weeks upon approval

Please see attached elevational drawings for further details

Quotation valid for 30 days. Terms: Net/30 upon invoice

As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that persons or companies furnishing labor or materials on owners' land may have lien rights on owners' land and buildings if not paid. Those entitled to lien rights, in addition to the above signed contractor, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to his/her mortgage lender, if any. Builder agrees to cooperate with the owner and his/her lender, if any, to see that all potential claimants are duly paid.

All material guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

THE FOLLOWING ARE NOT INCLUDED AND ARE TO BE THE OWNERS/CONTRACTORS RESPONSIBILITY:

- Building Permits (unless specified)
- Any work to be done on owners glass will be done at owners risk
- Delivery charges includes transportation to jobsite only, not unloaded or spotted
- Temporary barricades (traffic, weather, or theft)
- Finish painting/staining (unless specified)
- Final cleaning of glass and aluminum

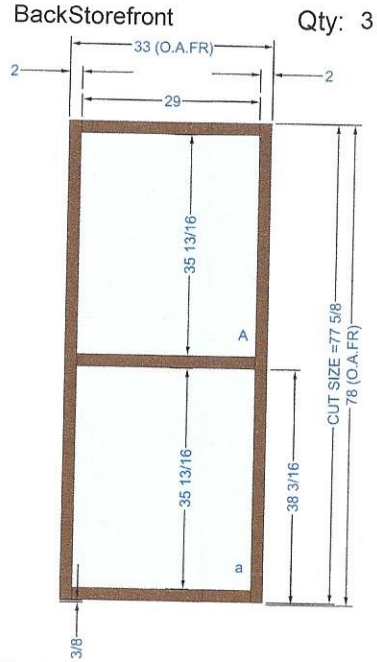
To accept this quotation, sign here and return: _____Date:_____

Quotation prepared by: *Patrick Pozza, President*

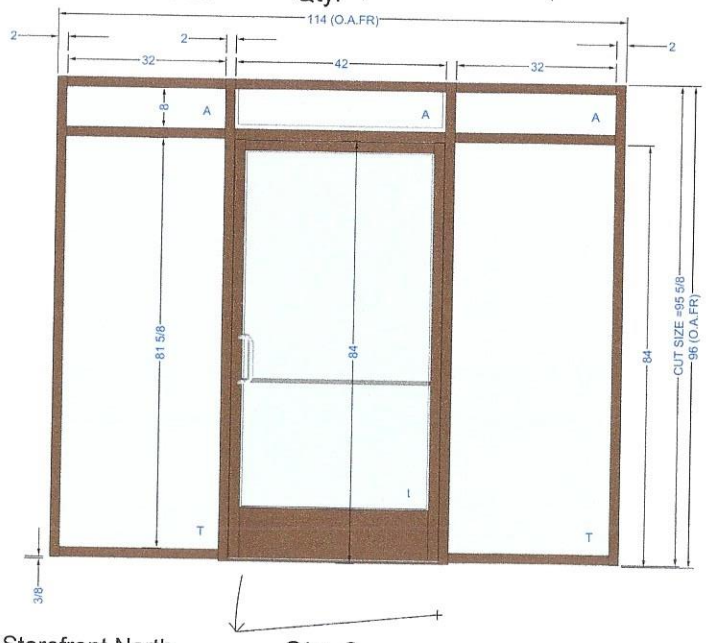
Project Name - Saks107SouthBroadwayHWdw

Date: 10/28/2021 9:05:50 AM

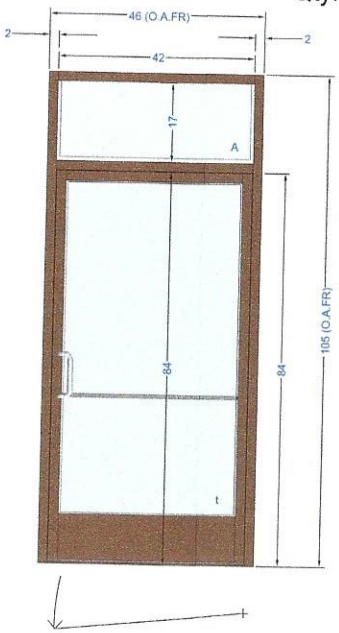
BackStorefront Qty: 3



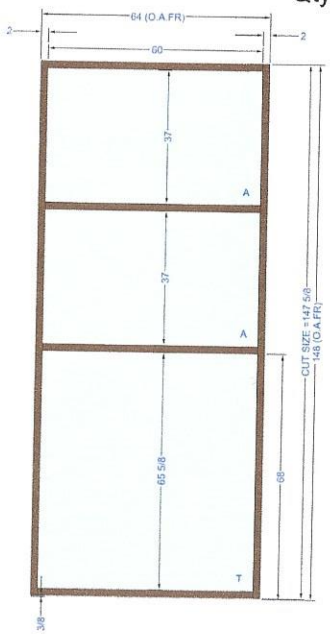
BackStorefrontEntr Qty: 1



BackStorefrontEntr2 Qty: 1



Storefront North Qty: 2

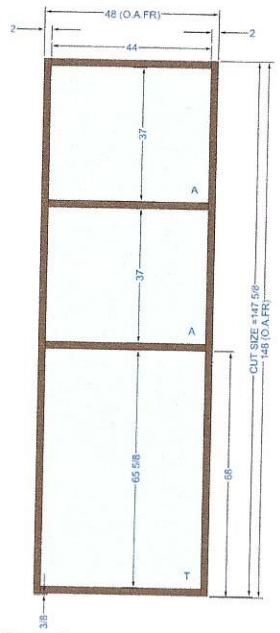


Report Provided Courtesy of Glazier Studio - 5.0.0.48

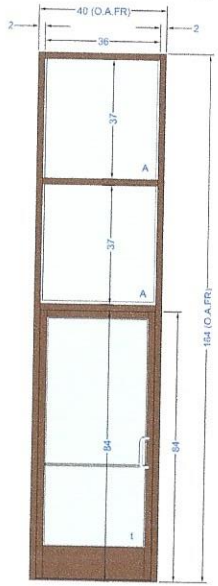
Project Name - Saks107SouthBroadwayHWdw

Date: 10/28/2021 9:05:50 AM

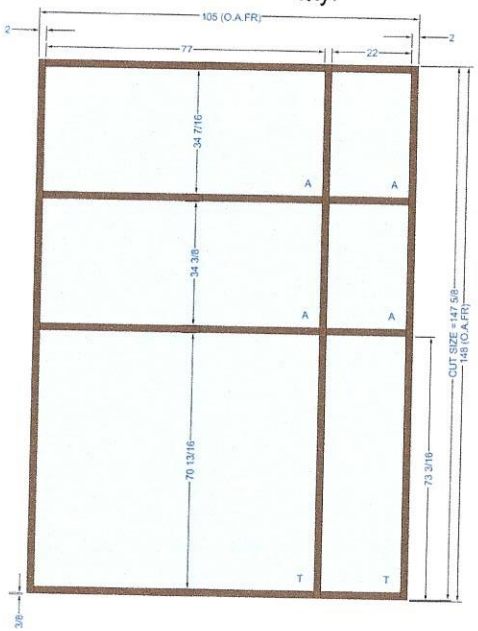
StorefrontNorthRetu Qty: 2



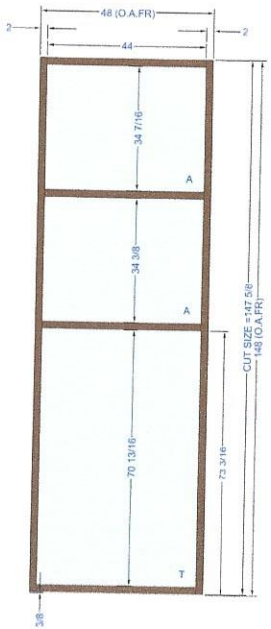
StorefrontNorthEntr Qty: 1



Storefront South Qty: 1



SouthStorefrontRetu Qty: 2

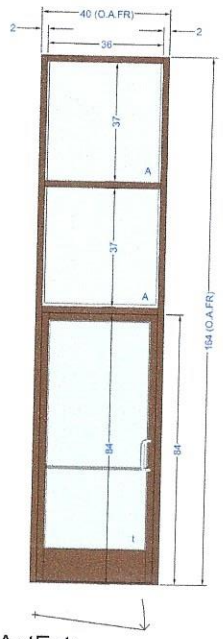


Report Provided Courtesy of Glazier Studio - 5.0.0.48

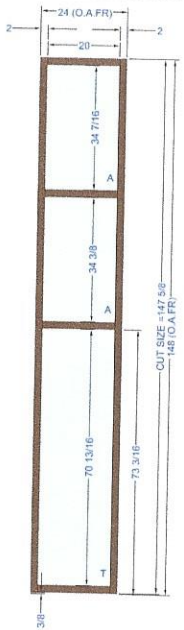
Project Name - Saks107SouthBroadwayHWdw

Date: 10/28/2021 9:05:50 AM

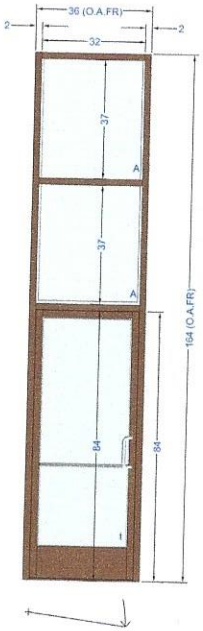
SouthStorefrontEntr Qty: 1



SouthStorefront Qty: 1



AptEntr Qty: 2



Green Bay Glass Center, Inc.
2001 Commercial Way
Green Bay, WI 54311
(920)465-8842
(920)465-9626 fax
(800)472-7750

Proposal

SAKS Holdings
Andy Krans
941 Lawton Place
De Pere, WI 54115

October 28, 2021

Re: 107 South Broadway – Second Floor Window Replacement
De Pere, WI 54115

We propose to furnish and replace twelve (12) existing wood double hung windows including: Removal of existing, removal of existing decorative wood bead, capping windows with approximately 338 square feet of 040 Dark Bronze break metal, installation of "H Window" awing/direct set windows. Windows to be brown exterior with unfinished pine interior. Hardware to be champagne anodized (push bar and screen frame). Glass to be 1" overall Cardinal 270 with argon gas (tempered where required). Includes subcontract for lift rental.

Total Quote Installed: $20,865.00.00 (appl. tax included)

Current lead time of six weeks for this product is required. Actual lead time will be determined at time of placement. Please see attached elevational drawings for further details.

Quotation valid for 30 days. Terms: Net/30 upon invoice

As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that persons or companies furnishing labor or materials on owners' land may have lien rights on owners' land and buildings if not paid. Those entitled to lien rights, in addition to the above signed contractor, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to his/her mortgage lender, if any. Builder agrees to cooperate with the owner and his/her lender, if any, to see that all potential claimants are duly paid.

All material guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance.

THE FOLLOWING ARE NOT INCLUDED AND ARE TO BE THE OWNERS/CONTRACTORS RESPONSIBILITY:

- Building Permits (unless specified)
- Any work to be done on owners glass will be done at owners risk
- Delivery charges includes transportation to jobsite only, not unloaded or spotted
- Temporary barricades (traffic, weather, or theft)
- Finish painting/staining (unless specified)
- Final cleaning of glass and aluminum

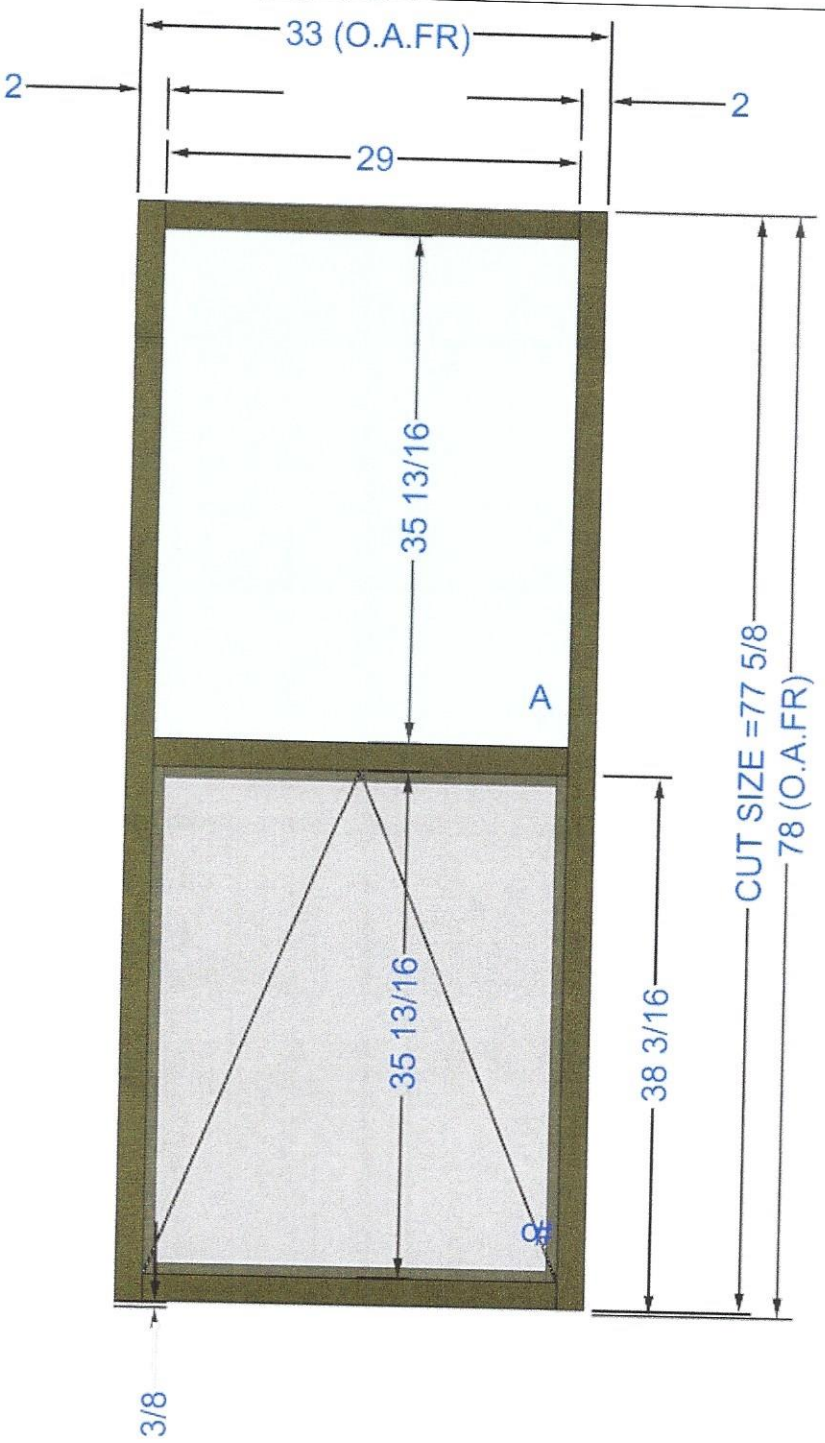
To accept this quotation, sign here and return: _____ Date: _____

Quotation prepared by: *Patrick Pozza, President*

GREEN BAY GLASS, INC
2001 COMMERCIAL WAY
GREEN BAY, WI 54311
920-465-8842 PHONE
920-465-9626 FAX
1-800-472-7750
www.greenbayglassinc.com

Project Name: Saks107SouthBroadwayHWdw
Frame Set Name: Frame Set 1
Metal Group: T14000 THERMAL SCREW SPLINE
Required: 9 **Panels:** 1 **Rows:** 2
Back Member Color: 6P QUAKER BRONZE : FLUROPON

10/27/2021 8:41 AM
Frame Name: 107 Upper
D/S: 1 **Frame Type:** Standard
Frame Width: 33 **Frame Height:** 78
Face Member Color: 6P QUAKER BRONZE : FLUROPON

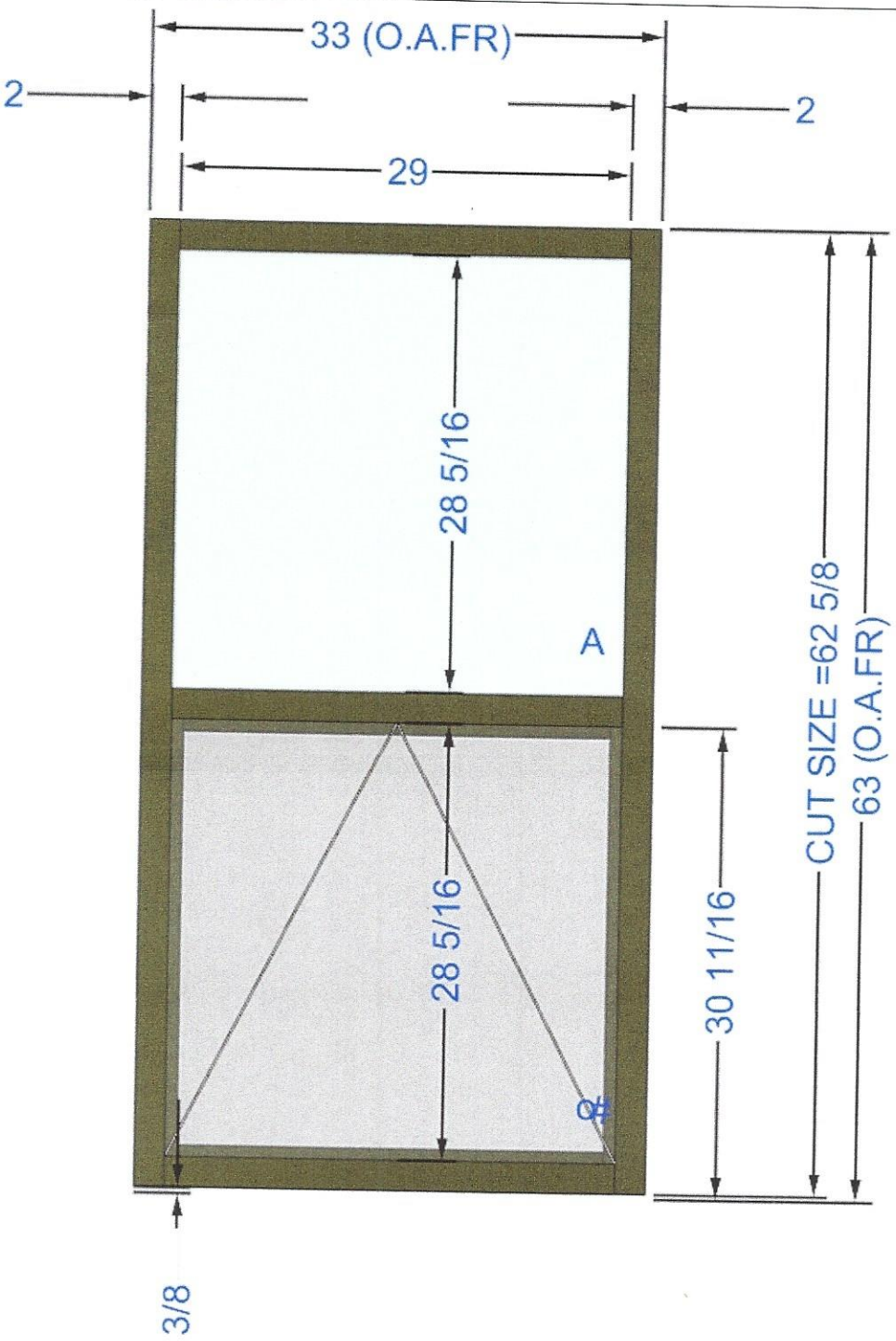


Report Provided Courtesy of Glazier Studio - 5.0.0.48

GREEN BAY GLASS, INC
2001 COMMERCIAL WAY
GREEN BAY, WI 54311
920-465-8842 PHONE
920-465-9626 FAX
1-800-472-7750
www.greenbayglassinc.com

Project Name: Saks107SouthBroadwayHWdw
Frame Set Name: Frame Set 1
Metal Group: T14000 THERMAL SCREW SPLINE
Required: (2) **Panels:** 1 **Rows:** 2
Back Member Color: 6P QUAKER BRONZE : FLUROPON

10/27/2021 8:41 AM
Frame Name: 107 Upper South
D/S: 1 **Frame Type:** Standard
Frame Width: 33 **Frame Height:** 63
Face Member Color: 6P QUAKER BRONZE : FLUROPON

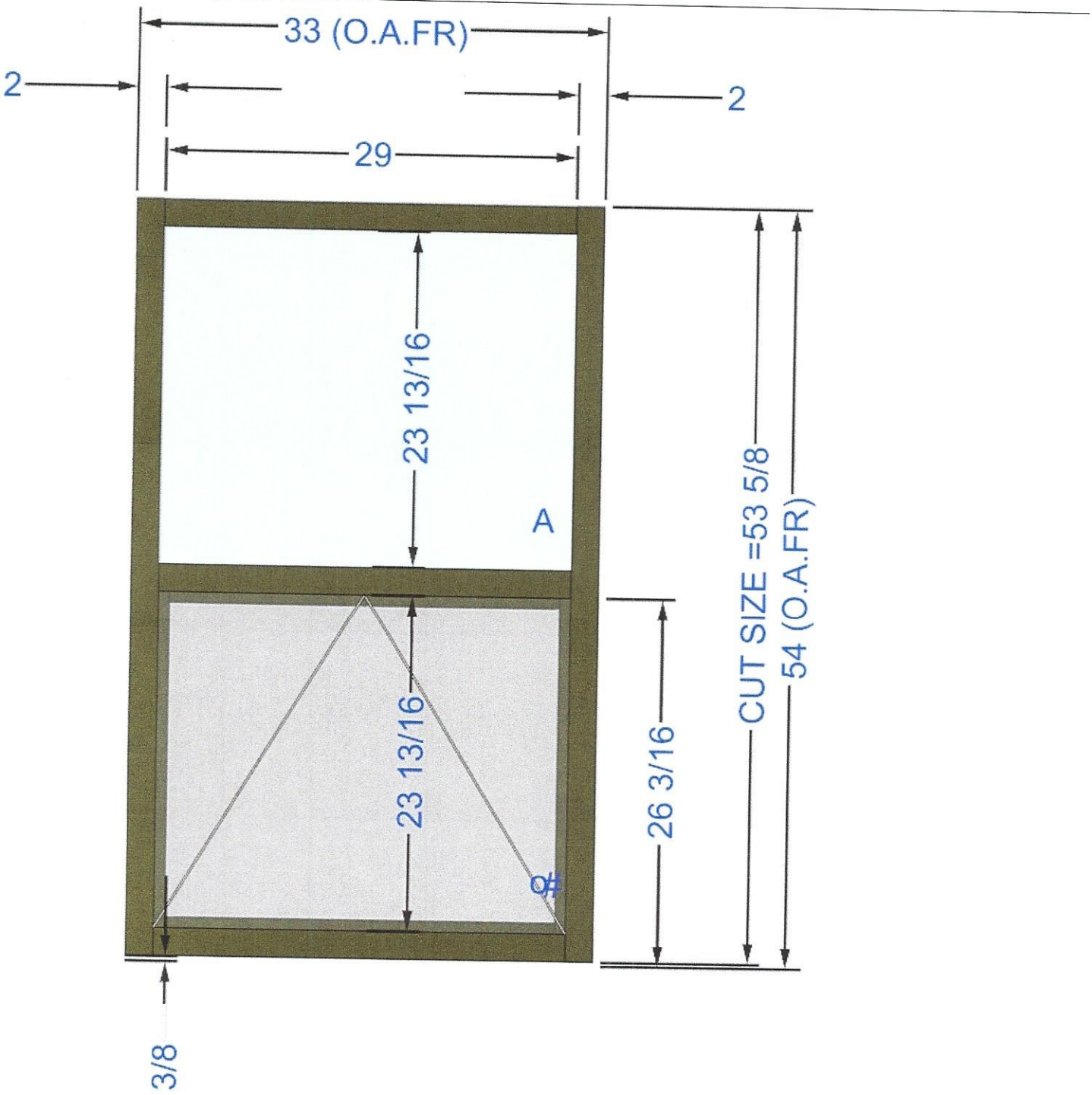


Report Provided Courtesy of Glazier Studio - 5.0.0.48

GREEN BAY GLASS, INC
2001 COMMERCIAL WAY
GREEN BAY, WI 54311
920-465-8842 PHONE
920-465-9626 FAX
1-800-472-7750
www.greenbayglassinc.com

Project Name: Saks107SouthBroadwayHWdw
Frame Set Name: Frame Set 1
Metal Group: T14000 THERMAL SCREW SPLINE
Required: 1 **Panels:** 1 **Rows:** 2
Back Member Color: 6P QUAKER BRONZE : FLUROPON

10/27/2021 8:41 AM
Frame Name: 107 Upper Kitch
D/S: 1 **Frame Type:** Standard
Frame Width: 33 **Frame Height:** 54
Face Member Color: 6P QUAKER BRONZE : FLUROPON



MILLER MASONRY & Concrete, Inc.

Address PO Box 6 - Little Chute, WI 54140
Phone # (920) 788-5201
Fax # (920) 788-5202
E-Mail info@millermasonryinc.com
Website www.millermasonryinc.com

DATE	BID #
10/27/2021	21-236

Attn:	ANDY KRANS
Ph #	920-336-9021

NAME / ADDRESS

SAKS HOLDINGS LLC
109 N BROADWAY
DE PERE, WI 54115

JOB LOCATION

105 S BROADWAY
DE PERE, WI 54115

DESCRIPTION	TOTAL
BUDGET PRICING ONLY, WORK TO BE PERFORMED ON A TIME AND MATERIAL BASIS	
1. MASONRY WORK AT FRONT ENTRANCE	5,000.00
A. EXISTING BRICK UNDER WINDOW IS 20' LONG X 1'-8" HIGH	
B. INFILL WITH NEW BRICK AT THE SIDES, APPROX. 15' LONG X 1'-8" HIGH TOTAL, ASSUMING A 5' WIDE OPENING	
C. LAY BRICK UP (2) PIERS, 1' WIDE X 14' HIGH	
D. RE-LAY EXISTING SILLS	
E. BRICK AND MORTAR	
F. 40 MIL FLASHING AND WEEPS AT BASE	
G. BRICK TIES	
2. TUCK POINTING REPAIRS, AS NEEDED	5,000.00
A. DELIVERY AND USE OF SCISSORS LIFT	
B. USE OF GRINDER, MORTAR, CAULK AND BRICK	
3. INTERIOR MASONRY WORK AT BACK SIDE OF BUILDING	5,000.00
A. INFILL BRICK WALL AS NEEDED AFTER IT'S EXPOSED	
B. USE OF BRICK AND MORTAR	
NOT INCLUDED:	
1. PERMITS OR ENGINEERING	
2. LAYING BRICK AT NEW LINTELS	
3. PROVIDING OR INSTALLING NEW STEEL LINTELS	
4. DEMO WORK	
5. WEATHER BARRIER OVER SHEATHING	
6. WASHING OR SEALING	
NOTES:	
1. BUDGET PRICING ONLY.	
2. TIME AND MATERIAL BILLING IS $75 PER HOUR LABOR, PLUS EQUIPMENT AND MATERIALS USED.	
3. ANDY KRANS TO PROVIDE NEW FRAMED PIERS FOR BRICK LAY IN FRONT OF.	
4. BRICK AND MORTAR MATCH TO BE DETERMINED.	

THANK YOU, JUSTIN MILLER ESTIMATOR	CONTRACTOR CERTIFICATION #4981 - EXPIRES 7/11/22 CONTRACTOR QUALIFIER #1064144 - EXPIRES 11/2/21	**TOTAL**	$15,000.00

1. Bid is valid for (30) days, unless otherwise noted.
2. We actively follow and participate in the Wisconsin Lien Rights Law in order to entitle us to our lien rights. As the prime contractor, agent or management company, we want to make you aware that there could be a chance that an initial notice informing the Owner of our rights as a subcontractor may be sent out once we start our work, should we get this job. A copy of this notice would be sent to you as well for your records.
3. Our obligation to perform the work described in this bid is subject to the negotiation of a mutually agreeable contract or purchase order.
4. Our work is warrantied for 1-year unless otherwise noted.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**Economic Development**
FROM:	**Daniel Lindstrom**
SUBJECT:	**Resolution #21-125 Approving Facade Improvement Project and Authorizing Disbursement of Grant (108 North Michigan Street; Parcel ED-969).**

At the special November 9, 2021 meeting of the RDA, the RDA recommended approval of the facade grant award for 108 N. Michigan in an amount not to exceed $10,000.00, subject to the applicant submitting copies of paid invoices and paid receipts. The final grant payment shall be calculated per program requirements based on receipt review.

ATTACHMENTS:

- Reso21-125 (PDF)
- RDA Memo 108 N Michigan - Nov 2021 (PDF)
- 108 N MICHIGAN ST - Facade Grant Application (PDF)
- 108 N Michigan Front- Before and After (JPG)
- 108 N Michigan Rear - Before and After (JPG)
- 108 N Michigan Estimates and Quote1 (PDF)

RESOLUTION #21-125

APPROVING FAÇADE IMPROVEMENT PROJECT AND
AUTHORIZING DISBURSEMENT OF GRANT
(108 North Michigan Street; Parcel ED-969)

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 match for eligible façade improvement costs, not to exceed $10,000 per parcel (for building width of 1' to 60'), thereby increasing property values and tax increment during the life of the District; and

WHEREAS, Danen Properties, LLC, owner of Parcel ED-969, has submitted an application for a façade improvement grant for proposed improvements to the façade of the building; and

WHEREAS, the applicant has provided eligible cost estimates for said improvements sufficient to secure the maximum grant amount; 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 $10,000.00, subject to the provisions set forth below; and

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

> The Common Council approves the façade improvement project as recommended by the Redevelopment Authority and thanks Danen Properties, LLC for its investment in downtown De Pere.

BE IT FURTHER RESOLVED THAT:

> The Development Services Director or designee (Director) is authorized to approve disbursement of the façade grant, according to the façade improvement program requirements, to Danen Properties, LLC in an amount not to exceed $10,000 after the following conditions are met:
>
> 1. The property owner obtains all necessary permits;
> 2. After completion of the improvements, the Director receives from the property owner copies of paid invoices showing the project is complete;
> 3. The City Building Inspection Department verifies to the Director that the work is complete and in compliance with all building codes; and
> 4. Proposed front yard parking shall be approved by the Plan Commission by submission of a site plan prior to paving.

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 21st day of December, 2021.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 11/9/2021

CITY OF DE PERE
MEMO

To: Redevelopment Authority (RDA)
From: Daniel Lindstrom, Development Services Director
Date: November 9, 2021

RE: **Consideration & possible action regarding a Facade Grant Request for 108 N. Michigan ST (ED-969)**

Application Summary

Danen Properties LLC, (Applicant), submitted the attached façade grant application for 108 N Michigan ST (Parcel ED-969). This building was most recently used as a single-family residence owned by Clifford Hannon. The Applicant acquired the building on July 22, 2021 and intends to convert the building into a small-scale commercial/retail shop similar to the rehabilitation of 114 N Michigan (Wildroot). The Applicant will relocate Rock and Body Shop, a locally owned retail buisness specializing in healing crystals and Reiki energy healing sessions from the current location on George Street to the newly renovated building. Staff found very little historic research on the structure as it was built several decades after the adjacent structures. It was constructed between 1905 and 1914 as a single-family home and records indicate it has always been used as a home. The home was under single ownership for several decades. The new owner/ Applicant intends to rehabilitate the structure by transiting to the commercial use by expanding windows, creating a storefront presence on N. Michigan ST, replacing siding, front and rear porches, and replacing the roof. The Applicant worked with Wisconsin Main Street to develop a renovation plan that was sensitive to the neighborhood without deviating too far from the original structure and design of the home. The illustration below is an example of the proposed improvement visable from Michigan Street. Additional renderings are included within the packet.

Before



After



Façade Grant Eligibility

- TID District: TID No. 7 – Downtown East
- Building Length:
  Approximately 59 total linear feet measured adjacent to road right of way (front 30' & rear 29')
- Eligible Grant Amount: $10,000
- Historic Designation: N/A
- Constructed: Between 1905 and 1914
- Current Use: Single family home
- Current Zoning: B-1 Business 1
- Future Land Use: Commercial

1914



Program Funding Requirements & Guidelines

1. Grant provides $1 of City funds for $1 of private funds for eligible expenses (100% match).
2. Grant maximum is determined by the length of building, measured along the total linear frontage of adjacent public right of way, up to $30,000 per property.
   Building Width Maximum Grant Amount
   1' to 60' $10,000
   61'-120' $20,000
   121'+ $30,000
3. Property owners are limited to the grant maximum amount every ten years.
4. For projects restoring or renovating historic buildings (must be listed as contributing on the City of De Pere Intensive Survey), interior improvements and roof repair/replacement may be included in the project budget for the required matching dollars, but cannot be funded with façade grant dollars.
5. Funds reviewed and distributed on a 'first come, first serve' basis.
6. Applications should be reviewed by the RDA prior to work commencing on the project.
7. In rare cases (due to weather, contractor availability, etc), the RDA may consider approving funding for work completed up to 90 days after an application submittal. 8. Retroactive funding requests for work completed before an application submittal will not be considered.

Per the City program guide roof upgrades/replacement are permitted if that roof replacement improves the overall building appearance. This is the first project in recent history to renovate a single-family home into commercial use; therefore, the RDA shall determine if the roof replacement from asphalt shingles to a metal roof complies with the eligibility requirements.

Project Details

Based on the submitted materials, the total project cost is $92,470.25; therefore, the Applicant is eligible for the grant maximum of $10,000. The grants equals 10.81% of the submitted eligible expenses. The submitted material includes the cost of a metal roof; therefore, If the RDA determines the new metal roof does not comply with the façade standards then the total eligible costs equal $51,470.25 and the grant accounts for 19.4% of the submitted costs. In either scenario, the submitted costs illustrate the Applicant is eligible for the maximum grant amount based on the linear frontage of the structure.

108 N Michigan Façade Grant - Façade Grant Project Estimate (Applicant Submission)

Vendor	Detail	Amount	Eligible	Notes
TD Construction	Front Porch Labor and Materials	$18,500.00	☑	Quote
TD Construction	Doors and Window Install	$6,200.00	☑	Quote
TD Construction	Rear Remodel and Ramp Install	$16,500.00	☑	Quote
Dillion Construction	Roof Replacement (asphalt to steel)	$41,000.00	☑	Estimate
Drexel Building Supply	Exterior Windows and Doors	$8,701.41	☑	Estimate
Danen Properties LLC	Material List (General Contractor Self Sourced - less ramp)	$1,568.84	☑	Estimate
			☐	
			☐	
	Total	**$92,470.25**		
	Total Eligible	**$92,470.25**		
	$1 Investment	$46,235.13		**Grant Maximum**
	$1 Grant Match (Maximum)	$10,000.00		**$10,000**

108 N Michigan Façade Grant - Façade Grant Project Estimate (Applicant Submission)

Vendor	Detail	Amount	Eligible	Notes
TD Construction	Front Porch Labor and Materials	$18,500.00	☑	Quote
TD Construction	Doors and Window Install	$6,200.00	☑	Quote
TD Construction	Rear Remodel and Ramp Install	$16,500.00	☑	Quote
Dillion Construction	Roof Replacement (asphalt to steel)	$41,000.00	☐	Estimate
Drexel Building Supply	Exterior Windows and Doors	$8,701.41	☑	Estimate
Danen Properties LLC	Material List (General Contractor Self Sourced - less ramp)	$1,568.84	☑	Estimate
			☐	
			☐	
	Total	**$92,470.25**		
	Total Eligible	**$51,470.25**		
	$1 Investment	$25,735.13		**Grant Maximum**
	$1 Grant Match (Maximum)	$10,000.00		**$10,000**

Remaining 2021 TID #7 Façade Grant Funds ($60,000)

108 N Michigan Street (pending approval)	$10,000
107 S Broadway (pending approval)	$20,000
Remaining Façade Grant Funds (if approved)	$30,000

Recommendation

City staff recommends conditional approval of the Façade Grant Award for 108 N Michigan St. in an amount not to exceed $10,000.00, and that the recommendation be forwarded to Council, subject to the Applicant submitting copies of paid invoices and paid receipts and the final grant payment is calculated per program requirements based on receipt review. Any proposed front yard parking shall be approved by the Plan Commission through a site plan approval before paving.

DE PERE
RUNS DEEPER

CITY OF DE PERE

APPLICATION FOR FAÇADE GRANT

Date: 9-01-21

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)	Authorized Representative	Title	
Danen Properties LLC	Steve and Carey Danen	Owers	
Mailing Address	**City**	**State**	**ZIP Code**
4425 Oak Ridge Circle	De Pere	WI	54115
Email Address	**Phone Number (incl. area code)**	**Fax Number (incl. area code)**	
stevedanen@new.rr.com	920-366-5028		

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

Name (Ind. Org. or Entity)	Contact Person	Title	
Same			
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	Parcel No.
108 N Michigan Street	ED-969

SECTION 4: Project Information

Project Description:	Front and rear facade renovation in central business district (BID)		
Estimated Start Date:	12/1/2021	Estimated Completion Date:	6/2022
Existing Façade Photo (attach):	Attached	Design Drawing (attach):	Attached

Fill in below form with cost estimates based on category. Attach quotes to this application.

Category	Cost Estimate	Category	Cost Estimate
Front Facade	18,500	Roof Replacement	41,000
Rear Facade	6,200	Exterior Windows/Doors	8,701.40
Rear Ramp & Install	16,500	Misc Materials	1,568.84
Total Eligible Expenses:	92,470.25	**Requested Grant Amount:**	10,000

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)	Title	Phone Number
Steve Danen	Owner	920-366-5028
Signature of Applicant		**Date Signed**
Steve Danen		9/1/21





MAIN STREET WISCONSIN

DANEN PROPERTIES, LLC - DE PERE, WI

OCTOBER 12, 2021 JOE LAWNICZAK





MAIN STREET WISCONSIN

ROCK AND BODY SHOP - DE PERE, WI

JULY 22, 2021 JOE LAWNICZAK

DILLON CONSTRUCTION LLC
6315 COUNTY ROAD E
ABRAMS, WI 54101
(920) 737-2309
DILLONCONSTRUCTIONLLC@YAHOO.COM

Estimate 1169

ADDRESS
Steve Danen
108 N. Michigan St.
De Pere, WI 54115

DATE	TOTAL	EXPIRATION DATE
10/24/2021	$41,000.00	11/24/2021

DESCRIPTION	AMOUNT
Roof work to be performed on the house roof at 108 N. Michigan St. The current roof area is approximately 24 square. The proposed new roof area is approximately 28 square. Labor and materials included. Disposal allowance of $800 included and will be modified to the actual cost. The height of the roof and 10/12 pitch is reflected in the labor cost. The existing shingles will be removed and disposed of. GAF Storm Guard high temp ice and water will be installed on the entire roof area. Central States Horizon-Loc steel panels will be installed. Color TBD. Panels have 16" coverage and a 1" rib height. All panels and trims are 26 gauge. Metal will be installed using hidden fasteners. Due to the current market conditions, the material will need to be requoted if not purchased within 30 days.	41,000.00

50% down due with acceptance of this estimate. Balance due at completion.

A 10-year workmanship warranty is included and starts the date of roof completion.

TOTAL $41,000.00

THANK YOU.

Accepted By

Accepted Date

Drexel Building Supply Inc - Wrightstown
550 Quality Court
Wrightstown, WI 54180
Phone: 920-532-9099
CORE VALUE #10: ACCOUNTABILITY
LIVE UP TO YOUR COMMITMENTS.

QUOTE

2110-044004

SOLD TO	JOB ADDRESS
DANEN PROPERTIES, LLC C/O STEVE DANEN 4425 OAK RIDGE CIRCLE DE PERE WI 54115	DANEN PROPERTIES, LLC WI 920-366-5028

ACCOUNT	JOB
12016	0
CREATED ON	10/21/2021
EXPIRES ON	11/21/2021
BRANCH	WTWN
CUSTOMER PO#	REMODEL
STATION	VERC
CASHIER	DV2
SALESPERSON	DV2
ORDER ENTRY	DV2
MODIFIED BY	

Item	*Description*	*D*	*Quantity*	*U/M*	*Price*	*Per*	*Amount*
SO256B	EXTERIOR DOORS-36" THERMA TRU TS118 FULL GLASS DOORS ALUM CLAD 6-9/16 JAMB W/DB BORE		2	EA	878.2300	EA	1756.46
SO34	ANDERSEN WINDOWS-CX16 CASEMENT WINDOW 6-9/16 JAMB		6	EA	693.2800	EA	4159.68
SO34	ANDERSEN WINDOW-CX135 6-9/16 FRAME PINE W/SCREEN AND HARDWARE		4	EA	582.9100	EA	2331.64

Quote
Quote
Quote

This is an estimate; prices vary based on market conditons. This is NOT a legally binding contract between parties. Customer is responsible for quantity, specifications, code requirements, pricing errors, and lead times. PLEASE EXAMINE CAREFULLY.

	Subtotal	8,247.78
B01 5.50%	Sales Tax	453.63
	Total	8,701.41

Buyer:

Signature

10/27/21

T.D. CONST
323 VAN ESS RD
GREEN BAY WI
54311

DANEN
108 MICHIGAN ST

FRONT PORCH ADDITION
LABOR AND MATERIALS 18500 00

INSTALL DOORS AND WINDOWS
2 EXTERIOR DOORS, 6 WINDOWS, 3 SLIDERS 6200 00

BACK REMODEL AND RAMP 16,500 00

GOOD FAITH
EST. ONLY

108 N Michigan St
Facade Grant (Misc Material Costs)

MENARDS®
Dedicated to Service & Quality™

Printed: 10/27/2021

Danen Properties, LLC
De Pere, WI 54115

Product	How to Get It	Qty	Total Price
 Canarm Ltd. Marcella Black Outdoor Wall Light Black SKU: 3569971 Model #: IOL322BK-M	**Ship To Home** Available for immediate shipment **Scheduled Delivery** **Ship To Store - Free!** Estimated arrival date at store 11/02/2021	5 $69.99/each	**$349.95**
 5' x 5' Modular Upper Platform Model #: C-55	**Scheduled Delivery** **Ship To Store - Free!** Estimated arrival date at store 11/03/2021	1 $1,389.99/each	**$1,389.99**
 8' Modular Upper Wheelchair Ramp Model #: A-8	**Scheduled Delivery** **Ship To Store - Free!** Estimated arrival date at store 11/03/2021	1 $1,139.99/each	**$1,139.99**
 5' x 8' Modular Lower Switchback Model #: E-58	**Scheduled Delivery** **Ship To Store - Free!** Estimated arrival date at store 11/03/2021	1 $1,239.99/each	**$1,239.99**
 20' Modular Upper Wheelchair Ramp Model #: A-20	**Scheduled Delivery** **Ship To Store - Free!** Estimated arrival date at store 11/03/2021	1 $1,859.99/each	**$1,859.99**
 32"W x 80"H White Vinyl Screen Door White Vinyl SKU: 4190999 Model #: 4190999_vinyl	**Ship To Home** Available for immediate shipment **Scheduled Delivery** **Pick Up At Store - Menards Picks** Estimated arrival date at store 11/04/2021	7 $38.00/each	**$266.00**
 1.88" x 163.8' Red Sheathing Tape SKU: 1613222 Model #: 1613222	**Ship To Home** Qualifies for Same-Day Delivery! **Scheduled Delivery** Qualifies for Same-Day Delivery! **Pick Up At Store - Menards Picks**	2 $10.97/each	**$21.94**
Grip Fast® 1-1/2" Vinyl Siding Nail - 2 lb. Box SKU: 2293672 Model #: 229-3672	**Ship To Home** Qualifies for Same-Day Delivery! **Scheduled Delivery** Qualifies for Same-Day Delivery! **Pick Up At Store - Menards Picks**	1 $17.99/each	**$17.99**
 Typar 9' x 100' House Wrap Gray SKU: 1612995 Model #: 1612995	**Ship To Home** Available for immediate shipment **Scheduled Delivery** **Pick Up At Store - Menards Picks**	1 $129.99/each	**$129.99**
 CertainTeed® Colonial White Undersill Trim Colonial White SKU: 1481837 Model #: 5690401	**Ship To Home** Available for immediate shipment **Scheduled Delivery** **Ship To Store - Free!** Estimated arrival date at store 11/02/2021	15 $6.89/each	**$103.35**

	CertainTeed® 10' Outside 1" Colonial White Woodgrain Corner Post Colonial White SKU: 1481823 Model #: 5140901	**Ship To Home** Available for immediate shipment **Scheduled Delivery** **Ship To Store - Free!** Estimated arrival date at store 11/02/2021	4 $27.39/each	**$109.56**
	CertainTeed® 3/4" Colonial White Pocket J-Channel Colonial White SKU: 1481833 Model #: 5030301	**Ship To Home** Available for immediate shipment **Scheduled Delivery** **Pick Up At Store - Customer Picks**	18 $6.49/each	**$116.82**
	Single 8" x 10' Colonial White Board & Batten Vinyl Siding Colonial White SKU: 1481809 Model #: 3413801	**Scheduled Delivery** **Ship To Store - Free!** Estimated arrival date at store 11/24/2021	24 $11.59/each	**$278.16**
	Single 8" x 12' 6" Colonial White Board & Batten Vinyl Siding Colonial White SKU: 1481810 Model #: 3413701	**Scheduled Delivery** **Ship To Store - Free!** Estimated arrival date at store 11/26/2021	12 $14.59/each	**$175.08**

Order Summary

Merchandise Subtotal:	$7,198.80
Pretax Subtotal	**$7,198.80**

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Resolution #21-126 Approving Operation and Maintenance Assistance Agreement with Carrico Aquatic Resources, Inc. (2022 and 2023 Water Management Assistance Program).**

The Board of Park Commissioners, at the November 18, 2021 meeting, approved the revisions to the Carrico aquatic agreement. The motion passed unanimously with a 7-0 vote.

ATTACHMENTS:

- Reso21-126 (PDF)
- Carrico Water Management Agreement 2022-2023 (PDF)
- Memo.Carrico Agreement summary (DOCX)
- 2021 Carrico Aquatic Resources Inc_ (PDF)

RESOLUTION #21-126

APPROVING OPERATION AND MAINTENANCE ASSISTANCE AGREEMENT
WITH CARRICO AQUATIC RESOURCES, INC.
(2022 and 2023 Water Management Assistance Program)

WHEREAS, the City of De Pere is in need of chemical administration and maintenance assistance services during the 2022 and 2023 swimming seasons for Legion Pool and the VFW Aquatic Facility; and

WHEREAS, Carrico Aquatic Resources, Inc. has available and offers to provide qualified personnel and equipment necessary to accomplish said services during the required timeframe.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor is authorized and directed to execute the attached Operation and Maintenance Assistance Agreement with Carrico Aquatic Resources, Inc., as is attached hereto, subject to such changes as deemed necessary by the City Attorney.

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 21st day of December, 2021.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Committee Approval: 11/18/2021

Providing Safe Clean Sparkling Blue Water

720 N. Parkway • Jefferson, WI 53549

Office: 920-541-3600
Fax: 920-541-3602
www.carricoaquatics.com

OPERATION AND MAINTENANCE ASSISTANCE AGREEMENT

This Operation and Maintenance Assistance Agreement (the "Agreement") dated as of December 6, 2021 is between the City of De Pere (the "Owner"), whose address is 600 Grant Street, De Pere, Wisconsin 54115 and Carrico Aquatic Resources, Inc. ("Carrico"), whose address is 720 N. Parkway, Jefferson, Wisconsin 53549

RECITALS

Whereas, Owner is the Owner of an aquatic facilities as describe in Exhibit A of this Agreement (the "Facilities"); and

Whereas, Owner desired to engage Carrico to assist Owner to operate and maintain the Facilities and Carrico desires to accept such engagement, all upon the terms and conditions hereafter set forth; and

Whereas, Owner is authorized by law to enter into this Agreement;

Now, therefore, in the consideration of the premises and the mutual covenants herein contained, the parties agree as follows:

ASSUMPTIONS

In our proposal we have assumed the following:

- Scope of services as outlined in the next section is the primary basis of Carrico's proposal.
- As contractor to Owner, Carrico will provide management assistance and consultation for Owner to achieve optimum performance and to maintain related equipment for system integrity within budgeted resources.
- Carrico will interpret all meters and gauge readings as designated by code and provide Owner with recommendations and evaluation.
- Carrico in consultation with Owner, has the authority to close the Facilities to swimmers should unsafe conditions exist and keep Facilities closed until corrective actions have been successful.
- Carrico believes in continuing education of its employees, which translates into Owner receiving the advantages of the latest proven technology programs to provide the safest pools, to reduce liability and increase life expectancy of equipment and structure.
- Carrico does not formulate policy nor assume any ownership of the system, unless other wise stated. The Owner is responsible for all capital outlay items unless otherwise stated.

- Terms of this Agreement will be self-perpetuating unless either party, for whatever reason, wishes to terminate and follows the termination procedures set forth herein.

ARTICLE I: SCOPE OF SERVICES

Carrico agrees to provide the following equipment, chemicals and services:

1.1 Water treatment equipment needed to maintain pool chemicals per Wisconsin state code for Legion Pool
1.2 All chemicals needed to maintain pool chemical levels as required by Wisconsin state code
1.3 Operator Training
1.4 Delivery of chemicals freight on board from closest point
1.5 14 Point water analysis every 4-6 weeks
1.6 Routine visits to check equipment and chemical inventory. "Routine" for the purposes of this agreement shall mean every 4-6 weeks

ARTICLE II: OWNERS' RESPONSIBILITIES

2.1 Operate facilities according to State of Wisconsin's Department of Health Swimming Pool Code, in a safe and healthy manner, consistent with education and training provided by Carrico.
2.2 Designate in writing, the employees to be trained by Carrico. Designated individuals will be available for training on the agreed upon date and time. Additional training for individuals not in attendance or for new employees will be billed outside of this agreement, at the rate of $125.00 per hour.
2.3 Routine maintenance; cleaning and filling chemical feed equipment, when needed; vacuuming pool(s); backwashing filter(s).
2.4 Notifying Carrico minimum of 14 days in advance of the need for additional chemical inventory. Carrico provides delivery of chemicals freight on board from closest location.
2.5 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or for other reasons beyond control of Carrico are not covered in this agreement. These chemicals will be billed outside of this agreement.
2.6 Owner assumes and shall bare the entire risk of loss, theft, damage, destruction, storage, handling and feeding of the equipment and chemicals provided from any cause whatsoever, except losses resulting from the defective design or manufacture of the equipment or chemicals and except losses from the time place and manner of the performance of maintenance that is Carrico's responsibility under this agreement. Owner shall at Owner's expense keep the equipment and chemicals insured against theft, damage, spills and/or destruction. Said insurance shall provide a provision naming Carrico as an additional insured for Carrico's interest in such equipment and chemicals.

ARTICLE III: CARRICO AQUATIC RESOURCES, INC. RESPONSIBILITIES

3.1 Provide chemicals and services as described in Article I.
3.2 Provide sanitizer and balancing chemicals needed to maintain the pool water chemistry within State of Wisconsin's Department of Public Health Guidelines.
3.3 Routine visits to the Facilities to check equipment and water chemistry.

ARTICLE IV: COMPENSATION

4.1 Owner's guaranteed yearly investment for chemicals, operator training, and monthly visits at Legion Pool is sixteen thousand and 00/100 dollars ($16,000.00).

4.2 Owner shall pay Carrico four thousand and no/100 dollars ($4,000.00) due on the first day of May, June, July and August for the 2022 and 2023 pool seasons for Legion Pool.

4.3 Owner's guaranteed yearly investment for chemicals, operator training, and monthly visits at VFW Pool is seventeen thousand and no/100 dollars ($17,000.00).

4.4 Owner shall pay Carrico four thousand two hundred fifty and no/100 ($4,250.00) due on the first day of May, June, July and August for the 2022 and 2023 pool seasons for VFW Pool.

4.5 There will be a one time charge per season of four hundred and no/100 dollars ($400.00) to cover all deliveries to both pools.

ARTICLE V: TERM

5.1 This Agreement time period is for the 2022 and 2023 pool seasons.

5.2 Terms of this Agreement are a guaranteed yearly investment. This is a two year minimum agreement and will be self-perpetuating unless either party for whatever reason, wishes to terminate.

ARTICLE VI: TERMINATION

6.1 Either party wishing to terminate agreement, must do so in writing no later than thirty days from the anniversary of the original signing of the agreement, of any given year.

6.2 If Owner terminates agreement within the first year or between anniversary dates in subsequent years, a Five Hundred Dollar ($500.00) fee, per pool and or spa as designated in Exhibit A, will be assessed for removal of equipment and/or chemicals.

6.3 Owner agrees to allow Carrico access to Facilities within thirty days of termination of agreement to remove Carrico's equipment and/or chemicals.

6.4 Owner may terminate this agreement without penalty if Carrico fails to:

- Supply chemicals as outlined in this agreement in a timely manner;
- Perform routine visits to named Facilities
- Provide routine water analysis report.

6.5 If the Owner terminates this Agreement pursuant to Section 6.4, the Owner agrees to give one written notice to Carrico of Owner's reason for potential termination and agrees to allow Carrico three weeks to correct any deficiencies before giving a final written notice of termination without penalty for removal of equipment and/or chemicals.

ARTICLE VII: MISCELLANEOUS

7.1 Any equipment which is provided by Carrico during the term of this Agreement and which is not deemed part of the Facilities shall remain the property of Carrico upon termination of this Agreement. Carrico shall not make any capital replacement of the Facilities equipment or any component hereof without the written approval of the Owner unless there is an emergency. If there is an emergency, Carrico shall provide the Owner with verbal notice of the capital replacement as soon as possible.

7.2 This Agreement represents the entire Agreement of the parties and may only be modified or amended in writing and signed by both parties.

7.3 Written notices required to be given under this Agreement shall be deemed given when mailed by registered mail to Carrico, attention: President, and to Owner, attention _____, at the address set forth for each in the opening paragraph of this Agreement.

7.4 This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.

7.5 Neither party shall assign, in whole or in part, any of the rights, obligations, or benefits of this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld.

7.6 Service Calls that are the result of the Owner or the Owner's Operator created by neglect for routine housekeeping responsibilities are billable at a rate of $125.00 per hour while on site. Routine housekeeping is defined as, but not limited to the following: maintaining correct water level, backwashing filter(s), keeping chemical feed equipment supplied with chemicals, performing daily preventive maintenance on chemical feed equipment, vacuuming pool, cleaning hair/lint basket(s), and skimmer baskets, removing oily buildup at waterline, daily testing of chemical levels and logging said results, as required by code, recording all gauge readings and cleaning sensors and restandardization of controller, adding of chemicals per Carrico directions.

7.7 Service Calls resulting from equipment failure, not related to routine housekeeping as defined in 7.6, are the expenses of Carrico.

7.8 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or other reasons beyond control of Carrico are not covered in this agreement. These chemicals will be billed outside of this agreement.

7.9 All chemicals used will be only those approved by and purchased from Carrico.

ARTICLE VIII: AUTHORIZATION

8.1 IN WITNESS WHEREOF**,** the parties have caused this Agreement to be executed as of the date of _____, 20_____.

CARRICO AQUATIC RESOURCES, INC.

By:_____
Matt Carrico

CITY OF DE PERE - OWNER

By:_____
Owner

P.O._____

Exhibit A

"Facilities" as referred to in this document consist of the following:

- 309,000 gallon Legion main pool
- 309,442 gallon VFW leisure pool
- 15,265 gallon VFW wading pool
- 6,842 gallon VFW slide complex

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Date: November 18, 2021

RE: Agreement with Carrico Services for providing chemicals

We are asking the Park Board to revise the agreement we have with Carrico Aquatic Services. The agreement covers providing all the chemicals to our pools as well as professional consultation on balancing our pools. Carrico is requesting a change in our agreement for several reasons. The reasons are:

1) They have been notified that chemical costs are going up significantly.
2) We also agreed with Carrico to use this past summer as a sample for basing future costs. With a new aquatic facility you never know, due to variables (weather, bather loads, and efficiency of equipment) what the chemical use will be for a pool.
3) We are also requesting the addition of adding CO2 to our chemical use agreement. Last year it was not included and we had to utilize an outside vendor.

I have included a copy of our original contract with Carrico Aquatics in your packet.

The cost is to be projected about $7,600 above what we have in the proposed 2022 Budget. In discussing with City Administration, we are not recommending to request additional funding at this time as its possible we could consume the increase with our budget and if it would run over the overrun would be covered by the Pool Referendum funding.

Staff Recommendation: Approve stated revisions to agreement with Carrico Aquatic Services, forward to legal department for revisions prior to presenting to council for consideration.

CARRICO AQUATIC RESOURCES, INC

Providing Safe Clean Sparkling Blue Water

720 N. Parkway • Jefferson, WI 53549

Office: 920-541-3600
Fax: 920-541-3602
www.carricoaquatics.com

OPERATION AND MAINTENANCE ASSISTANCE AGREEMENT

This Operation and Maintenance Assistance Agreement (the "Agreement") dated as of November 12, 2020 is between the City of De Pere (the "Owner"), whose address is 600 Grant Street, De Pere, Wisconsin 54115 and Carrico Aquatic Resources, Inc. ("Carrico"), whose address is 720 N. Parkway, Jefferson, Wisconsin 53549

RECITALS

Whereas, Owner is the Owner of an aquatic facilities as describe in Exhibit A of this Agreement (the "Facilities"); and

Whereas, Owner desired to engage Carrico to assist Owner to operate and maintain the Facilities and Carrico desires to accept such engagement, all upon the terms and conditions hereafter set forth; and

Whereas, Owner is authorized by law to enter into this Agreement;

Now, therefore, in the consideration of the premises and the mutual covenants herein contained, the parties agree as follows:

ASSUMPTIONS

In our proposal we have assumed the following:

- Scope of services as outlined in the next section is the primary basis of Carrico's proposal.
- As contractor to Owner, Carrico will provide management assistance and consultation for Owner to achieve optimum performance and to maintain related equipment for system integrity within budgeted resources.
- Carrico will interpret all meters and gauge readings as designated by code and provide Owner with recommendations and evaluation.
- Carrico in consultation with Owner, has the authority to close the Facilities to swimmers should unsafe conditions exist and keep Facilities closed until corrective actions have been successful.
- Carrico believes in continuing education of its employees, which translates into Owner receiving the advantages of the latest proven technology programs to provide the safest pools, to reduce liability and increase life expectancy of equipment and structure.
- Carrico does not formulate policy nor assume any ownership of the system, unless other wise stated. The Owner is responsible for all capital outlay items unless otherwise stated.

- Terms of this Agreement will be self-perpetuating unless either party, for whatever reason, wishes to terminate and follows the termination procedures set forth herein.

ARTICLE I: SCOPE OF SERVICES

Carrico agrees to provide the following equipment, chemicals and services:

1.1 Water treatment equipment needed to maintain pool chemicals per Wisconsin state code for Legion and VFW Pools.
1.2 All chemicals needed to maintain pool chemical levels as required by Wisconsin state code
1.3 Operator Training
1.4 Delivery of chemicals freight on board from closest point
1.5 14 Point water analysis every 4-6 weeks
1.6 Routine visits to check equipment and chemical inventory. "Routine" for the purposes of this agreement shall mean every 4-6 weeks

ARTICLE II: OWNERS' RESPONSIBILITIES

2.1 Operate facilities according to State of Wisconsin's Department of Health Swimming Pool Code, in a safe and healthy manner, consistent with education and training provided by Carrico.
2.2 Designate in writing, the employees to be trained by Carrico. Designated individuals will be available for training on the agreed upon date and time. Additional training for individuals not in attendance or for new employees will be billed outside of this agreement, at the rate of $115.00 per hour.
2.3 Routine maintenance; cleaning and filling chemical feed equipment, when needed; vacuuming pool(s); backwashing filter(s).
2.4 Notifying Carrico minimum of 14 days in advance of the need for additional chemical inventory. Carrico provides delivery of chemicals freight on board from closest location.
2.5 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or for other reasons beyond control of Carrico are not covered in this agreement. These chemicals will be billed outside of this agreement.
2.6 Owner assumes and shall bare the entire risk of loss, theft, damage, destruction, storage, handling and feeding of the equipment and chemicals provided from any cause whatsoever, except losses resulting from the defective design or manufacture of the equipment or chemicals and except losses from the time place and manner of the performance of maintenance that is Carrico's responsibility under this agreement. Owner shall at Owner's expense keep the equipment and chemicals insured against theft, damage, spills and/or destruction. Said insurance shall provide a provision naming Carrico as an additional insured for Carrico's interest in such equipment and chemicals.

ARTICLE III: CARRICO AQUATIC RESOURCES, INC. RESPONSIBILITIES

3.1 Provide chemicals and services as described in Article I.
3.2 Provide sanitizer and balancing chemicals needed to maintain the pool water chemistry within State of Wisconsin's Department of Public Health Guidelines.
3.3 Routine visits to the Facilities to check equipment and water chemistry.

ARTICLE IV: COMPENSATION

4.1 Owner's guaranteed yearly investment for chemicals, operator training, and monthly visits at Legion Pool is thirteen thousand nine hundred five and 00/100 dollars ($13,905.00).

4.2 Owner shall pay Carrico three thousand four hundred seventy-six and 25/100 dollars ($3,476.25) due on the first day of May, June, July and August for the 2021 pool season for Legion Pool.

4.3 Owner's guaranteed yearly investment for chemicals, operator training, and monthly visits at VFW Pool is eleven thousand five hundred and no/100 dollars ($11,500.00).

4.4 Owner shall pay Carrico two thousand eight hundred seventy-five and no/100 dollars ($2,875.00) due on the first day of May, June, July and August for the 2021 pool season for VFW Pool.

4.5 There will be a one time charge per season of three hundred and no/100 dollars ($300.00) to cover all deliveries to both pools.

ARTICLE V: TERM

5.1 This Agreement time period is for the 2021 swimming season.

5.2 Terms of this Agreement are a guaranteed yearly investment. This is a one year minimum agreement and will be self-perpetuating unless either party for whatever reason, wished to terminate.

ARTICLE VI: TERMINATION

6.1 Either party wishing to terminate agreement, must do so in writing no later than thirty days from the anniversary of the original signing of the agreement, of any given year.

6.2 If Owner terminates agreement within the first year or between anniversary dates in subsequent years, a Five Hundred Dollar ($500.00) fee, per pool and or spa as designated in Exhibit A, will be assessed for removal of equipment and/or chemicals.

6.3 Owner agrees to allow Carrico access to Facilities within thirty days of termination of agreement to remove Carrico's equipment and/or chemicals.

6.4 Owner may terminate this agreement without penalty if Carrico fails to:

- Supply chemicals as outlined in this agreement in a timely manner;
- Perform routine visits to named Facilities
- Provide routine water analysis report.

6.5 If the Owner terminates this Agreement pursuant to Section 6.4, the Owner agrees to give one written notice to Carrico of Owner's reason for potential termination and agrees to allow Carrico three weeks to correct any deficiencies before giving a final written notice of termination without penalty for removal of equipment and/or chemicals.

ARTICLE VII: MISCELLANEOUS

7.1 Any equipment which is provided by Carrico during the term of this Agreement and which is not deemed part of the Facilities shall remain the property of Carrico upon termination of this Agreement. Carrico shall not make any capital replacement of the Facilities equipment or any component hereof without the written approval of the Owner unless there is an emergency. If there is an emergency, Carrico shall provide the Owner with verbal notice of the capital replacement as soon as possible.

7.2 This Agreement represents the entire Agreement of the parties and may only be modified or amended in writing and signed by both parties.

7.3 Written notices required to be given under this Agreement shall be deemed given when mailed by registered mail to Carrico, attention: President, and to Owner, attention _____, at the address set forth for each in the opening paragraph of this Agreement.

7.4 This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.

7.5 Neither party shall assign, in whole or in part, any of the rights, obligations, or benefits of this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld.

7.6 Service Calls that are the result of the Owner or the Owner's Operator created by neglect for routine housekeeping responsibilities are billable at a rate of $115.00 per hour while on site. Routine housekeeping is defined as, but not limited to the following: maintaining correct water level, backwashing filter(s), keeping chemical feed equipment supplied with chemicals, performing daily preventive maintenance on chemical feed equipment, vacuuming pool, cleaning hair/lint basket(s), and skimmer baskets, removing oily buildup at waterline, daily testing of chemical levels and logging said results, as required by code, recording all gauge readings and cleaning sensors and restandardization of controller, adding of chemicals per Carrico directions.

7.7 Service Calls resulting from equipment failure, not related to routine housekeeping as defined in 7.6, are the expenses of Carrico.

7.8 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or other reasons beyond control of Carrico are not covered in this agreement. These chemicals will be billed outside of this agreement.

7.9 All chemicals used will be only those approved by and purchased from Carrico.

ARTICLE VIII: AUTHORIZATION

8.1 IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date of February 22, 20 21.

CARRICO AQUATIC RESOURCES, INC.

By: _____
Matt Carrico

CITY OF DE PERE - OWNER

By: James G. Boyd
Owner - James G. Boyd, Mayor

P.O._____

Exhibit A

"Facilities" as referred to in this document consist of the following:

- 309,000 gallon Legion main pool
- 309,442 gallon VFW leisure pool
- 15,265 gallon VFW wading pool
- 6,842 gallon VFW slide complex

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Don Melichar**
SUBJECT:	**Resolution #21-127 Approving Agreement Between the City of De Pere and Urban Evolutions, Inc. for Purchase of Urban Wood(Surplus Logs from City Tree Removal).**

The Board of Park Commissioners, at the November 18, 2021 meeting, approved selling logs from city tree removals to Urban Evolutions. The motion passed unanimously with a 7-0 vote.

ATTACHMENTS:

- Reso21-127 (PDF)
- Urban Evolutions-Sale of Urban Wood(PDF)
- Memo to PB to approve log sales to Urban Evolutions 11-11-21 (PDF)

RESOLUTION #21-127

APPROVING AGREEMENT BETWEEN THE CITY OF DE PERE AND
URBAN EVOLUTIONS, INC. FOR PURCHASE OF URBAN WOOD
(Surplus Logs from City Tree Removal)

WHEREAS, City's Park Recreation & Forestry Department frequently removes and/or trims trees as part of its services provided to residents; and

WHEREAS, surplus logs that are not retained by property owners are currently brought to City's compost site; and

WHEREAS, Urban Evolutions, Inc. desires to purchase surplus wood from the City for repurposing as part of its urban wood program, under the terms and conditions of the attached Agreement, which would be of mutual benefit to both parties; and

WHEREAS, this matter has been reviewed by the Board of Park Commissioners which recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

> The Mayor and City Clerk are authorized and directed to execute the Agreement Between the City of De Pere and Urban Evolutions, Inc. for Purchase of Urban Wood as is attached hereto, subject to such changes as deemed necessary by the City Attorney.

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 21st day of December, 2021.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 11/18/2021

AGREEMENT BETWEEN
THE CITY OF DE PERE AND URBAN EVOLUTIONS, INC.
FOR PURCHASE OF URBAN WOOD

This Agreement is made and entered into this __ day of _____, 2021, by and between the City of De Pere, a Wisconsin municipal corporation ("City"), located at 335 S. Broadway Street, De Pere, WI 54115, and Urban Evolutions, Inc., a Wisconsin domestic business, located at 2401 W. College Avenue, Appleton, WI 54914. The City of De Pere and Urban Evolutions are sometimes also hereinafter referred to individually as a "Party" or collectively as the "Parties".

RECITALS

WHEREAS, City's Park, Recreation and Forestry Department services property throughout the City and as part of those services frequently removes and/or trims trees; and,

WHEREAS, unwanted wood obtained through the removal or trimming of trees is currently brought to the compost site; and

WHEREAS, Urban Evolutions, Inc. has an interest in and the ability to utilize the wood from city trees.

NOW THEREFORE, the Parties agree as follows:

1. The above recitals are true and correct and incorporated into this Agreement.

2. Urban Evolutions, Inc. agrees to:

   - Purchase wood from city trees for $100.00 per cord consisting of Ash, Grey Elm, Black Walnut, Honeylocust and Maple trees. Logs shall meet the following requirements to be considered for purchase: diameter of 10 inches or more, length of 8-10 feet, clear trunks with minimal to no limbs.

   - Pay for transportation of logs from City's designate pickup location.

   - Assume responsibility and ownership of purchased wood at the moment of pickup.

   - Submit payment to City within 30 days of pickup via check sent to:

     City of De Pere, Parks, Recreation and Forestry Department
     C/O City Forester
     925 S. Sixth Street
     De Pere, WI 54115

3. City agrees to:

- Notify Urban Evolutions, Inc., when qualifying wood is available for purchase that meets load requirements. Wood shall only be offered for purchase if the property owner does not keep the wood.

- Prepare logs for pickup, including stacking logs in an accessible area at the City's designated pickup location, separating logs by species in separate piles, and separating saw logs and veneer logs.

4. **TERM:** This Agreement shall be for a period of one year, and will automatically renew for additional one-year periods unless terminated in accordance with this Agreement.

5. **TERMINATION:** This Agreement may be terminated by either Party for any reason, or no reason, by the Party desiring termination giving thirty (30) days prior written notice of said termination to the other Party. Upon termination any amounts due to the City shall be made no later than thirty (30) days from the date of termination.

6. **NOTICES:** Any and all notices and demands shall be in writing delivered in person or by first class mail, registered or certified, postage paid, return receipt requested, or by a recognized commercial courier that guarantees delivery with proof of delivery, and addressed to the appropriate party as follows:

   City of De Pere:
   City Forester
   925 S. Sixth Street
   De Pere, WI 54115
   Phone: (920) 339-8362
   Fax: (920) 339-4071

   Urban Evolutions, Inc.:
   Urban Evolutions, Inc.
   2401 W. College Avenue
   Appleton, WI 54914
   Phone: (920) 380-4149

All other correspondence shall be addressed as above, but may be sent by "Regular Mail" and deemed delivered upon receipt by the addressee. The above addresses may be changed at any time by the party giving notice in writing to the other party in the manner provided above.

7. **AMENDMENTS:** This Agreement is the entire understanding between the undersigned Parties and shall only be modified, changed or amended in writing and signed by duly authorized representatives of each Party, which amendment expressly states that it is the intention of the Parties to amend this Agreement.

8. **SEVERABILITY:** The provisions of this Agreement are severable and if any provision is found to be invalid, unenforceable, or void by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect and shall not be affected, impaired or invalidated unless the effect of holding the provision invalid, unenforceable or void defeats the entire purpose of the Agreement.

9. **THIRD PARTY BENEFICIARY:** Nothing in this Agreement nor any act of the undersigned Parties shall be deemed or construed to create any relationship of third party beneficiary, of principal or agent, of limited or general partners, of joint venture, or of any association whatsoever between the Parties hereto.

10. **CONSTRUCTION:** All Parties have contributed to the drafting of this Agreement. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any Party by virtue of that Party having drafted the document or any portion thereof.

11. **GOVERNING LAW:** Any lawsuits related to or arising under this Agreement shall be commenced and tried in the Courts of Brown County, Wisconsin and the Parties shall submit to the jurisdiction of the Brown County, Wisconsin courts for such lawsuits. In all respects, this Agreement and any disputes arising under it shall be governed by the laws of the State of Wisconsin.

12. **SIGNATURE AUTHORITY:** The persons signing this Agreement warrant that they have been authorized to enter into this Agreement by and on behalf of their respective Parties and that they have full and complete authority to bind their respective Parties by executing this Agreement.

URBAN EVOLUTIONS, INC.

By: _____
Name: _____

By: _____
Name: _____

CITY OF DE PERE, WISCONSIN

By: _____
James G. Boyd, Mayor

By: _____
Carey E. Danen, City Clerk

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Don Melichar, Park Superintendent/City Forester
Date: November 11, 2021

RE: **Selling Logs from City Removals to Private Contractor**

Staff is seeking the approval from the Park Board to sell logs from City tree removals to Urban Evolutions in Appleton. This company purchases logs from Green Bay, Wausau and Brown County. They use the logs for furniture and for many other uses. They will take most of our wood that adheres to their dimensions and will pick up our pile that we accumulate. While this won't be a major fund raiser, staff feels it will be good to have someone utilize the anticipated glut of wood for something other than firewood or chips.

If approved, staff will work with Urban Evolutions and our legal staff to draw up an agreement between the City and the company.

If you have any further questions or comments, please feel free to contact me.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**Finance Department**
FROM:	**Joe Zegers**
SUBJECT:	**Resolution #21-128 Authorizing Issuance of a Promissory Note for Temporary Borrowing of $350,000 for Public Purposes.**

At its meeting on December 14th, 2021, the Finance/Personnel Committee voted unanimously to move this item forward for Council approval.

ATTACHMENTS:

- Reso21-128 2021 Short Term Note (PDF)
- 2021 Short-TermNoteBorrowingMemo (PDF)
- Associated STL Commitment Letter 2021 (PDF)

RESOLUTION #21-128

AUTHORIZING ISSUANCE OF A PROMISSORY NOTE FOR
TEMPORARY BORROWING OF $350,000 FOR PUBLIC PURPOSES

WHEREAS, Wis. Stats. §67.12 (12) authorizes municipalities to issue promissory notes as evidence of indebtedness for any public purpose; and

WHEREAS, on November 16, 2021, the Common Council adopted Resolution #21-113, a copy of which is attached as Exhibit A, approving the City's 2022 budget, including authorization for indebtedness of $350,000 in 2021 with repayment thereof, including interest, in 2022 to purchase the following equipment and services:

1. $ 11,000 for Office Furniture Replacement;
2. $ 15,000 for Network Switches @ Comm Center, Fire Stations #1 & #2;
3. $ 15,000 for Fiber Optic Replacement at City Hall;
4. $ 10,000 for Engineering for Boiler Replacement;
5. $ 10,661 for Police Taser Replacements;
6. $ 13,294 for Fire Power Keysecure 5 for Knox Box Security;
7. $ 22,545 for Fire Station Alerting Software;
8. $ 10,000 for Tools for New Maintenance Specialist;
9. $ 12,000 for Brine Machine Repairs;
10. $ 2,500 for Raise Ashland Avenue Entrance Sign;
11. $ 12,000 for Wood Chipper Safety Shields;
12. $ 10,000 for Community Center Facility Improvements/Repairs;
13. $ 10,000 for Community Center Fire Alarm Panel Upgrade;
14. $20,000 for Parks Sidewalk & Hard Surface Replacement Program;
15. $12,000 for VFW Restroom/Score Shack Roof Replacement;
16. $12,000 for Patriot Park Basketball Court Resurfacing;
17. $15,000 for Kelly Danen Terrain Drainage;
18. $ 6,000 for Parks Water Cooler Replacement Program;
19. $15,000 for Park Lights Replacement Program;
20. $15,000 for Southwest Park Irrigation System Update;
21. $ 6,000 for Roundabout Irrigation System Update;
22. $ 5,000 for Perkofski Boat Launch Dock Section Replacement;
23. $15,000 for James Street Boat Dock Extension;
24. $ 7,500 for Wood Shop Equipment Replacement;
25. $ 5,000 for Wood Chipper Safety Shields;
26. $25,000 for Point of Sale Systems for VFW & Legion Pools;

27. $10,000 for Legion Pool Storm Sewer Line Replacement;
28. $ 7,500 for Swimming Pools Date Card Printer Replacement;
29. $20,000 for 2025 Lawrence Drive Reconstruction Engineering;

all of which constitute public purposes; and

WHEREAS, Resolution #21-113 further levied a direct, annual tax, sufficient in amount to pay, and for the express purpose of paying, the interest on the note as it falls due and to pay and discharge the principal thereof at maturity; and

WHEREAS, including this anticipated borrowing of $350,000, the City's indebtedness is $45,245,000, which is within the City's 5% constitutional debt limitation of $125,477,315;

WHEREAS, the promissory note shall be on the terms and conditions authorized below; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and City Clerk are authorized and directed to issue a promissory note for the purposes expressed above provided such note is on the following terms:

1. In an amount not to exceed three hundred fifty thousand and no/100 ($350,000);
2. Bears an interest rate of no more than 3.50% per annum;
3. Is due and payable in no more than sixty (60) days from the date of issuance;
4. Contains no prepayment penalty.

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 21st day of

December, 2021.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Committee Approval: December 7, 2021

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: December 8, 2021
Subject: 2020 Short-Term Note

I have attached the interest rate quote from Associated Bank and the proposed City Council resolution for the City's short-term note borrowing of $350,000 authorized in the Adopted 2022 budget in November 2021. The repayment of the note was included in the City's 2022 debt service fund expenditures and covers twenty-nine items included in the 2022 budget as noted in the attachment. These amounts were included on pages 299-302 of the 2022 Executive Budget. The interest rate quote of 3.50% for 60 days or earlier prepayment is the same as last year's and will cost just under $1,250 in interest which is included in the City's 2022 debt service fund budget.

I recommend the Finance Committee approve the terms of this note. Should you have any questions on this feel free to contact me or I will be present at the Finance Committee meeting on December 14th.

Associated Bank

December 2, 2021

Mr. Joseph G. Zegers
Finance Director
City of De Pere
335 S. Broadway Street
De Pere, WI 54115

RE: Financing

Dear Joe:

Associated Bank (the "Bank") is pleased to provide the City of De Pere (the "Borrower") with a financing Commitment for a Taxable General Obligation Term Loan supported with a direct levy annual tax sufficient to repay principal in the amount of $350,000 (the "Commitment") and interest. This Commitment is subject to the acceptance by the Borrower of the following terms and conditions:

Borrower:	City of De Pere
Purpose:	Public purpose equipment and services
Commitment:	$350,000
Interest Rate:	3.50% fixed – taxable Calculated on the basis of the actual number of days over a 365 day year
Repayment:	Principal and interest due at maturity
Note Date:	12-28-21
Maturity:	2-25-22
Legal Fees:	$2,000
Prepayment Costs:	None

Expiration of Commitment: This Commitment shall be accepted by official action of the City Council of the Borrower at a meeting duly called noticed, held and conducted in a manner established by the City of De Pere and required by the pertinent Wisconsin Statutes. Unless accepted or terminated, this Commitment shall expire on December 31, 2021. If the loan documentation required by the Bank hereunder is not completed and the Taxable Loan has not been extended by the Bank to the Borrower for any reason by December 31, 2021, then this Commitment shall expire on said date.

If you have any questions, please contact me at (920) 433-3091.

Sincerely,

Name: *Joseph G. Hockers*
Joseph G. Hockers
Title: Senior Vice President

ACCEPTANCE

This Commitment as outlined above was accepted by action of the City Council on December 21, 2021.

By:_____

Joseph G. Zegers – Finance Director City of De Pere

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**City Attorney**
FROM:	**Angela Zills**
SUBJECT:	**Consideration and Approval of Certain Fees for 2022.**

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**City Attorney**
FROM:	**Angela Zills**
SUBJECT:	**A. Resolution #21-129, Regarding De Pere Health Department Fees 2022.**

ATTACHMENTS:

- Reso21-129 (PDF)
- Copy of Copy of 2022-2023 Health Department Fee Listing updated 12-16-.21 (PDF)

RESOLUTION #21-129

REGARDING DE PERE HEALTH DEPARTMENT FEES 2022

WHEREAS, the City Health Department, pursuant to State statute and City ordinance, performs a variety of services for which fees are charged; and

WHEREAS, the revised fees for services as described on the attached fee schedule, incorporated herein by reference, have been reviewed by the Board of Health.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The attached fees for such services provided by the De Pere Health Department are hereby established in addition to those currently authorized.

BE IT FURTHER RESOLVED THAT:

All fees herein associated with licenses issued by the Health Department shall be first effective for the 2022-2023 license year, commencing July 1, 2022. All other fees hereunder shall be effective January 1, 2022.

BE IT FURTHER RESOLVED THAT:

All City officers, officials, 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 21st day of December, 2021.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes ____
Nays ____
Board/Committee Approval: 09/13/2021

2022-2023 Health Department Fee Schedule

City of De Pere Health Department
Fee Schedule
2022-2023 License Year DATCP

Type of Licensing	New License Categories (if applicable) 2022/2023	2021/2022 Total Fee	2022/2023 Total Fee	# facilities in De Pere	Total 2022/2023 projected revenue	NOTES
Division of Food and Recreational Safety (DFRS)						
RESTAURANT/MOBILE RESTAURANT	***RETAIL FOOD- SERVING MEALS (restaurants, catering, mobiles)***					
Prepackaged	Retail Food -Serving Meals, Prepackaged	$125.00	$125.00	1	$125.00	
Prepackaged with tavern	Retail Food-Serving Meals, Prepackaged w/ Tavern	$243.00	$243.00	4	$972.00	
Low Complexity	Retail Food- Serving Meals, Simple	$444.00	$444.00	2	$888.00	
Low Complexity with tavern	Retail Food- Serving Meals, Simple w/ Tavern	$562.00	$562.00	0	$0.00	
Moderate Complexity	Retail Food -Serving Meals, Moderate	$574.00	$574.00	32	$18,368.00	
Moderate Complexity with tavern	Retail Food -Serving Meals, Moderate w/ Tavern	$692.00	$692.00	13	$8,996.00	
High Complexity	Retail Food- Serving Meals, Complex	$708.00	$708.00	10	$7,080.00	
High Complexity with tavern	Retail Food - Serving Meals, Complex w/ Tavern	$826.00	$826.00	8	$6,608.00	
Additional kitchen area		$81.00	$81.00	0	$0.00	
Tavern		$118.00	$118.00	1	$118.00	
Additional bar area-tavern		$33.00	$33.00	0	$0.00	
Temporary Restaurant Permit	***See new license categories below***	~~$168.00~~	~~$168.00~~	0	$0.00	

2022-2023 Health Department Fee Schedule

LODGING						
Hotel / Motel 5-30 Rooms		$302.00	$302.00	1	$302.00	
Hotel / Motel 31-99 Rooms		$430.00	$430.00	2	$860.00	
Hotel / Motel 100-199 Rooms		$532.00	$532.00	0	$0.00	
Hotel / Motel 200+ Rooms		$623.00	$623.00	0	$0.00	
Bed & Breakfast		$140.00	$140.00	0	$0.00	
Tourist Rooming House		$115.00	$115.00	7	$805.00	
SWIMMING POOLS						
Pool		$373.00	$373.00	8	$2,984.00	
Additional Pool		$183.00	$183.00	4	$732.00	
Water Attraction with up to 2 slides per basin		$183.00	$183.00	1	$183.00	
Additional Pool Slide or Water Slide		$92.00	$92.00	0	$0.00	
Annual Indoor pool sampling fee		$0.00	$90.00	8	$720.00	
Annual Outdoor pool sampling fee		$0.00	$75.00	5	$375.00	
CAMPGROUNDS/SPECIAL EVENT CAMPGROUNDS						
1-25 Sites		$192.00	$192.00	0	$0.00	
26-50 Sites		$236.00	$236.00	0	$0.00	
51-99 Sites		$269.00	$269.00	1	$269.00	
100-199 Sites		$310.00	$310.00	0	$0.00	
Over 200 Sites		$347.00	$347.00	0	$0.00	
Recreational / Educational Camp		$216.00	$216.00	1	$216.00	
TATTOO / BODY PIERCING						
Tattoo Establishment		$191.00	$191.00	3	$573.00	
Body-Piercing Establishment		$191.00	$191.00	0	$0.00	
Combined Tattoo & Body Piercing Establishment		$281.00	$281.00	1	$281.00	
Temporary Tattoo Establishment		$125.00	$125.00	0	$0.00	
Temporary Body Piercing Establishment		$125.00	$125.00	0	$0.00	
Temporary Combined Tattoo/Body -Piercing Establishment		$180.00	$180.00	0	$0.00	
SCHOOLS						
Production Kitchen		$262.00	$262.00	11	$2,882.00	

2022-2023 Health Department Fee Schedule

Satellite kitchen		$185.00	$185.00	3	$555.00	
TYPE OF LICENSING						
DATCP/RETAIL FOOD	***RETAIL FOOD - NOT SERVING MEALS (includes mobiles)***					
Not Engaged in food processing-prepackaged	Retail Food- Not Serving Meals, Prepackaged (TCS)	$128.00	$128.00	9	$1,152.00	
Process Non-potentially or potentially hazardous, sales less than $25,000-low complexity	Retail Food- Not Serving Meals, Simple (final product non-TCS)	$198.00	$198.00	11	$2,178.00	
Process Non-Potentially Hazardous, sales of at least $25,000-low complexity plus	Retail Food- Not Serving Meals, Simple (TCS Food)	$426.00	$426.00	9	$3,834.00	
Process Potentially Hazardous, sales of at least $25,000 but less than $1,000,000-moderate complexity	Retail Food- Not Serving Meals, Moderate	$625.00	$625.00	18	$11,250.00	
Process Potentially Hazardous, sales of at least $1,000,000-high complexity	Retail Food- Not Serving Meals, Complex	$1,154.00	$1,154.00	4	$4,616.00	
Temporary Retail Food Permit	***See new license categories below***	~~$168.00~~	~~$168.00~~	0	$0.00	
Temporary Restaurant/Retail Food Permit	***Transient Retail Food Establishment***					
	*Non-TCS Food***		$83.00	0	$0.00	DATCP fee is $75, plus $7.50 reimbursement fee = ~$83
	TCS Food		$168.00	6	$1,008.00	

2022-2023 Health Department Fee Schedule

	*Prepackaged TCS Food only***		$49.00	0	$0.00	DATCP fee is $45, plus $4.50 reimbursement fee = $49
	** Fees were created based on DATCP license fees plus 10% reimbursement charge					
Micromarket	Micromarket	$40.00	$40.00	13	$520.00	
Micromarket 2+	Micromarket 2+	$60.00	$60.00	1	$60.00	
FEES FOR DHS AND DATCP						
Inspection Fee		$44.00	$44.00	0	$0.00	
Operating without a License/Permit		$162.00	$162.00	0	$0.00	
Operating without a Certified Food Manager on Staff		$150.00	$150.00	0	$0.00	
Late Fee		$162.00	$162.00	0	$0.00	
Level 1 Pre-inspection for Prepackaged, Tourist Rooming House, and Bed & Breakfast licenses		$135.00	$135.00	0	$0.00	
Level 2 Pre-inspection for other license types		$270.00	$270.00	0	$0.00	
1st Reinspection		$126.00	$126.00	0	$0.00	
2nd Reinspection		$251.00	$251.00	0	$0.00	
3rd Reinspection		$376.00	$376.00	0	$0.00	
WEIGHTS AND MEASURES PROGRAM						
		See W&M fees	**See W&M fees**			
Late Fee		10% of fee	10% of fee	0		
Annual Processing Fee		$40.00	$40.00	0	$0.00	
2022 GENERAL PUBLIC HEALTH						
TSPOT Test		$75.00	NA			
Tuberculosis Skin Test		$25.00	NA			
Adult Hepatitis A Vaccination		$50.00	NA			
Adult Hepatitis B Vaccination		$55.00	NA			

2022-2023 Health Department Fee Schedule

Influenza Vaccination		$35.00	$20-$30 evaluated yearly	0	$0.00	
Radon Test Kit-short term		$10.00	$10.00	0	$0.00	
Bee Keeping Initial Permit		$30.00	$30.00	0	$0.00	
Bee Keeping Renewal Permit		$10.00	$10.00	0	$0.00	
Noise Variance Permit		$30.00	$30.00	0	$0.00	
				TOTAL	$79,510.00	
				Less $ paid to state	-$4,613.50	
				TOTAL REVENUE	**$74,896.50**	

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**City Attorney**
FROM:	**Angela Zills**
SUBJECT:	**B. Resolution #21-130, Regarding Certain Fees.**

ATTACHMENTS:

- Reso21-130 (PDF)
- Clerk's Office Fees 2022 (PDF)
- Copy of FEE SCHEDULE COMPARISON-PUBLIC WORKS 2022 (PDF)
- 2022 PROPOSED FEE INCREASE-Fire Department (PDF)

RESOLUTION #21-130

REGARDING CERTAIN FEES

WHEREAS, the Common Council wishes to establish revised fees for services rendered.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council imposes the attached changes to fees for such services indicated.

BE IT FURTHER RESOLVED THAT:

Fees established for licenses issued shall be effective the license year commencing after adoption of this resolution.

BE IT FURTHER RESOLVED THAT:

Such non-license fees established hereunder shall be effective January 1, 2022.

BE IF FURTHER RESOLVED THAT:

All City officers, officials, 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 21st day of December, 2021.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: ____
Nays: ____

CLERK'S OFFICE FEES

TYPE OF LICENSE/PERMIT SOLD AT CITY HALL	CURRENT FEE (2021)	PROPOSED FEE FOR 2022
AUTO SALVAGE YARD	$100.00	no change
CHANGE OF AGENT (ON LIQUOR LICENSE)	-	$10.00
CHICKEN PERMIT ($7.00 total for 4 chickens)	$6.00	$7.00
CIGARETTE	$100.00	at max
CLASS A BEER (when held with LIQUOR license)	$100.00	$200.00
CLASS A BEER Without LIQUOR	$625.00	no change
CLASS A LIQUOR	$250.00	no change
CLASS A OR B PROVISIONAL LIQUOR LICENSE	$15.00	at max
CLASS B BEER	$100.00	at max
CLASS B LIQUOR	$500.00	at max
CLASS C WINE	$100.00	at max
DIRECT SELLER - ONE MONTH	$100.00	$110.00
DIRECT SELLER - ONE YEAR	$350.00	$400.00
JUNK COLLECTOR/DEALER LICENSE	$100.00	$110.00
LATE FEE (FOR PET LICENSES)	$5.00	no change
LETTERS OF SPECIALS	$45.00	$50.00
MOBILE HOME OFF MOBILE HOME PARK (INSPECTION FEE)	$125.00	no change
MOBILE HOME PARK	$50.00	no change
MOBILE HOME MONTHLY PARKING FEE	determined by Assessor, based on west side mil rate	determined by Assessor, based on west side mil rate
NEUTERED/SPAYED CAT	$6.00	$7.00
NEUTERED/SPAYED DOG (County $3.50-City $1.50 Split)	$6.00	$7.00
NEUTERED/SPAYED PUPPY (County -City Split)	$6.00	$7.00
NSF FEE	$35.00	no change
OPERATOR LICENSE	$55.00	$60.00
OPERATOR LICENSE WITH PROVISIONAL	$70.00	$75.00
OPERATOR LICENSE - TEMPORARY	$21.00	no change
OPERATOR LICENSE - LAST 6 MONTHS OF LICENSING PERIOD	-	$30.00
PASSPORT FEE (SET BY STATE DEPT)	$35.00	no change
PAWN BROKER/SECONDHAND ARTICLE/JEWELRY DEALER	$50.00	$60.00
PROCESSING FEE FOR BACKGROUND CHECKS	$20.00	$25.00
PUBLIC DANCE	$2/dance; $10/annually	no change

CLERK'S OFFICE FEES

TYPE OF LICENSE/PERMIT SOLD AT CITY HALL	CURRENT FEE (2021)	PROPOSED FEE FOR 2022
PUBLICATION FEE	$30.00	at max
ROOM TAX	no fee established/necessary	no fee established/necessary
SECONDHAND ARTICLE DEALER MALL/FLEA MARKET	$50.00	$60.00
SEXUALLY ORIENTED ADULT ESTABLISHMENT	$250.00	no change
SEXUALLY ORIENTED ADULT ESTABLISHMENT LATE FEE	$100.00	no change
SEXUALLY ORIENTED ADULT ESTABLISHMENT RENEWAL	$250.00	no change
SHOWS AND AMUSEMENT, CARNIVAL	$20.00	no change
SOLICITOR	$100.00	$110.00
SOLICITOR (REPLACEMENT CARD)	$10.00	no change
SPECIAL EVENT - LOW HAZARD & 1ST AMENDMENT EXPRESSIVE ACTIVITY	$25.00	no change
SPECIAL EVENT - MEDIUM HAZARD	$50.00	no change
SPECIAL EVENT - HIGH HAZARD	$250.00	no change
SPECIAL EVENT - SPECIAL HAZARD	$500.00	no change
TAXI	$50 1st vehicle; $10 thereafter	no change
TAXI - More than 7 person capacity	$100.00	no change
TEMPORARY CLASS B (PICNIC) BEER/WINE	$10.00	at max
UNNEUTERED/UNSPAYED CAT	$12.00	$13.00
UNNEUTERED/UNSPAYED DOG (County - City Split)	$12.00	$13.00
UNNEUTERED/UNSPAYED PUPPY	$6.00	$7.00

FEES CURRENTLY SET BY ORDINANCE:

FOOD TRUCK LICENSE - NON CITY BASED BUSINESS	Ord 15-27
FOOD TRUCK LICENSE - CITY BASED BUSINESS	Ord 15-27
FOOD TRUCK LICENSE - NON CITY BASED BUSINESS RENEWAL	Ord 15-27
FOOD TRUCK LICENSE - CITY BASED BUSINESS RENEWAL	Ord 15-27

PUBLIC WORKS FEES

PERMIT	2021 FEE	2022 FEE
Excavation Permit		
Small Utility Project Permit	$70.00	$75.00
Medium Utility Project Permit	$130.00	$140.00
Large Utility Project Permit	$200.00	$210.00
Very Large Utility Project Permit	Actual Cost	Actual Cost
Excavation in ROW Outside of Street Area	$70.00	$75.00
Boring within Street ROW-Servicing One Property & Sewer is Located Behind Curb	$70.00	$75.00
Boring within Street ROW	$490.00	$515.00
Road/Street Open-Cut Excavation within Street Pavement Area	$985.00	$1,035.00
Curb Cut	$30.00	$35.00
Concrete Workers License	$50.00	$55.00
Special Brush Pick-up Minimum	$45.00	$50.00
Special Rubbish Pick-up Minimum	$45.00	$50.00
Small Garbage Container	$85.00	$90.00
Large Garbage Container	$95.00	$100.00
Small Recycle Container	$85.00	$90.00
Large Recycle Container	$95.00	$100.00
Salt per Ton	Not being sold	Not being sold
Salt Brine per Gallon	$0.23	$0.24
Overflow Tags	$2.00	$2.00
****Sidewalk Snow Removal Fee**	$1.06/LF	$1.09/LF
****Sidewalk Compact Snow Removal Fee**	$1.67/LF	$1.71/LF
Grade Setting Permit	$80.00	$85.00
Private Well Permit (5 year permit)		
New	$1,075.00	$1,150.00
Renewal	$525.00	$550.00
Water Development Charges	Set by ordinance per CBCWA	
Post Construction runoff	No fee established	

** Rates approved by Board of Public Works annually on or before November 1st

RESCUE SERVICE FEES

PROCEDURE	CURRENT RATES		PROPOSED 2022 RATES		PROPOSED WORDING CHANGE
	Resident	Non-Resident	Resident	Non-Resident	
BLS Base Rate	$590	$780	$850	$850	
ALS Base Rate	$710	$838	$1,050	$1,050	
ALS2 Base Rate	$870	$1,000	$1,250	$1,250	
BLS on Scene Care (No transport)	$255		$300		
ALS on Scene Care (No transport)	$485		$700		
Mileage (per loaded mile)	$16		$20		
Extrication (this includes Jaws of Life, disentanglement of persons from tools or equipment (including airbags), water/ice rescues and other services where people are removed from places or pieces of equipment through the use of rescue measures.	$500		$500		Technical Rescue: This includes vehicle and industrial extrication, water/ice rescues, rope (high/low angle) rescues, and confined space rescues or any other incidents requiring the use of specialized equipment and techniques.
12-Lead Monitoring	$100		$100		
CPAP	$60		$60		
Disposable Bag/Mask	$30		$30		
EKG Disposables	$55		$55		
Intraosseous Line	$250		$250		
Intubation	$75		$75		
IV Start Kits	$65		$65		
Oxygen	$75		$75		
Pacing Pads	$100		$100		
Spinal Immobilization	$25		$25		
Ambulance Standby	$125		$150		Rate per hour for EMS standby at special events. Includes two personnel and response vehicle (ambulance or UTV).
EMS Standby - Non Ambulance	$35		$50		Rate per hour for EMS standby at special events. Includes two personnel NO response vehicle.
Hazardous Materials Clean-Up	Didn't previously charge		$150		Hazardous Materials clean up. For minor spills or releases resulting from motor vehicle or industrial accidents.
Fire engine standby with crew of four	Didn't previously charge		Current FEMA rate + personnel cost $280		Fire engine standby with crew of four.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**City Attorney**
FROM:	**Angela Zills**
SUBJECT:	**C. Resolution #21-131, Regarding De Pere Parks, Recreation & Forestry Recreation Programs, Aquatics and Community Center Fees 2022.**

ATTACHMENTS:

- Reso21-131 (PDF)
- Copy of 2022 Fees Revised 12-1 Recreation (PDF)
- Copy of Aquatic Revised Fee Schedule - No day pass fees (PDF)
- Copy of 2022 Fees Revised 12-1 Community Center (PDF)

RESOLUTION #21-131

REGARDING DE PERE PARKS, RECREATION & FORESTRY
RECREATION PROGRAMS, AQUATICS AND
COMMUNITY CENTER FEES 2022

WHEREAS, the Common Council wishes to establish revised fees for services described herein.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council imposes the attached revised fees for such services as are to be provided by the De Pere Parks, Recreation and Forestry Department in 2022.

BE IT FURTHER RESOLVED THAT:

Such fees established hereunder shall be effective January 1, 2022.

BE IT FURTHER RESOLVED THAT:

All City officers, officials, 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 21st day of December, 2021.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes ____
Nays ____
Board/Committee Approval: 12/16/21

De Pere Park, Recreation & Forestry
Recreation Programs
2022 Fees

Recreation - YOUTH PROGRAMS			
	Resident	Non-Resident	Resident & Non-Resident
Program Cancellation Fee	$8.00 per class/registrant		
Cookies and Cocoa Bingo	$6.00	$6.00	
Oodles of Art	$45.00	$60.00	
Oodles of Art - Workshop	$10.00	$20.00	
Cookie Decorating Workshop	$10.00	$20.00	
Mini Camps	$25.00	$40.00	
Learning Tree Adventures	$150.00	$165.00	
Kamp Kinder Adventure	$61.00	$76.00	
Sports'tacular (6 weeks)	$27.00	$42.00	
Sports'tacular (8 weeks)	$32.00	$47.00	
YEL Camp - Chess	$79.00	$94.00	
YEL Camp - Lego	$90.00	$105.00	
Art Expressions	$45.00	$60.00	
Art Explosion	$45.00	$60.00	
Firefighter Friends	$7.00	$14.00	
Tumblebees (8 weeks)	$31.00	$46.00	
Tumblebees (12 weeks)	$53.00	$68.00	
Tiny Tumblers (8 weeks)	$31.00	$46.00	
Tiny Tumblers (12 weeks)	$53.00	$68.00	
Tumbling (12 weeks)	$53.00	$68.00	
Little Yogis	$27.00	$42.00	
Dance with Ribbons Camp	$17.00	$32.00	
Twirl Team	$158.00	$173.00	
Summer Pom Clinic	$36.00	$51.00	
Pom & Dance	$142.00	$157.00	
Intro to Dance	$36.00	$51.00	
Youth Dance - 40 Min.	$163.00	$178.00	
Youth Dance - 30 Min.	$137.00	$152.00	
ABC, 123 Dance with Me	$28.00	$43.00	
Summer Dance Pre-Ballet (3-4 yrs)	$31.00	$46.00	
Summer Dance Tap/Ballet/Hip Hop/Jazz	$39.00	$54.00	
Youth Rec Night Day Pass	$5.00	$7.00	
Youth Rec Night Season Pass	$28.00	$43.00	
Little Ninjas (7 weeks)	$30.00	$45.00	
Little Ninjas (6 weeks)	$28.00	$43.00	
Tennis Lessons - Youth	$53.00	$68.00	
Youth Tennis Tournament (dbl elim)	$14/singles	$18/doubles	
Youth Flag Football League	$46.00	$61.00	
Youth Flag Football Late Fee	$11.00	$11.00	
Pee Wee Flag Football	$29.00	$44.00	

Recreation Programs

Recreation - KIDZ ZONE

	Resident	Non-Resident	Resident & Non-Resident
Registration Fee			$37.00
Cancellation Fee 2 week notice			(retain fee for 2 weeks)
Early Release Days Per Participant			$17.00
All Fees for Kidz Zone are per participant/per week			
Full Time (4-5 days/wk) Before School			$44.00
Full Time (4-5 days/wk) After School			$52.00
Full Time (4-5 days/wk) Before & After School			$87.00
Part-Time (3 days/wk or less) Before School			$30.00
Part-Time (3 days/wk or less) After School			$37.00
Part-Time (3 days/wk or less) Before & After School			$64.00
Kid's Day Camps	$34.00	$49.00	

Recreation - SUMMER CAMP

	Resident	Non-Resident	Resident & Non-Resident
Registration Fee Per Participant			$37.00
Cancellation Fee for one week/Per Participant (with 2 week notice)			$39.00
Cancellation Fee for all additional weeks/Per Participant (with 2 week notice)			$64.00
Weekly Camp Fee	$153.00	$168.00	
Half Day/4th of July Week	$126.00	$141.00	

Recreation - SUMMER PLAYGROUNDS

			Resident & Non-Resident
Playground Program			$18.00
Kids Night Out - Rule the Pool			$5.00
Summer Carnival			$0.25
Movie in the Park			Free

Recreation - FAMILY PROGRAMS

	Resident	Non-Resident	Senior Citizen Resident
Daddy Daughter Dance/Per Couple	$30.00	$30.00	$5/additional child
Tae Kwon Do (7 weeks)	$30.00	$45.00	$23.00
Tae Kwon Do (6 weeks)	$28.00	$43.00	$21.00
Advanced Tae Kwon Do	$30.00	$45.00	

Recreation - ADULT/SENIOR PROGRAMS

	Resident	Non-Resident	Senior Citizen Resident
Watercolor Group	$28.00	$28.00	
Stained Glass (6 weeks)	$52.00	$67.00	$39.00
Stained Glass (8 weeks)	$69.00	$84.00	$52.00
Studio Oil Paint	$79.00	$94.00	$59.00
Social Dance (5 weeks)	$42.00	$57.00	$32.00
Tennis	$53.00	$68.00	$40.00
Yoga (7 weeks)	$45.00	$60.00	$34.00
Yoga (6 weeks)	$40.00	$55.00	$30.00
Chair Flow Yoga	$40.00	$55.00	$30.00
Restorative Yoga (7 weeks)	$45.00	$60.00	$34.00
Restorative Yoga (6 weeks)	$40.00	$55.00	$30.00
Sit 'N Get Fit (7 weeks)	$40.00	$55.00	$30.00
Sit 'N Get Fit (6 weeks)	$35.00	$50.00	$27.00
PiYo Core (7 weeks)	$40.00	$55.00	$30.00
PiYo Core (6 weeks)	$35.00	$50.00	$27.00
Yin Yoga	$45.00	$60.00	$34.00
Strength & Cardio (7 weeks)	$30.00	$45.00	$23.00
Strength & Cardio (6 weeks)	$28.00	$43.00	$21.00
Zumba/Zumba Gold (7 weeks)	$30.00	$45.00	$23.00
Zumba/Zumba Gold (6 weeks)	$28.00	$43.00	$21.00
Rockin' Workout!	$30.00	$45.00	$23.00
Tai Chi (7 weeks)	$30.00	$45.00	$23.00
Tai Chi (6 weeks)	$28.00	$43.00	$21.00
Luncheons/Bingos	$8.00	$8.00	
Music Shows	$7.00	$7.00	
Summer Picnic	$5.25	$5.25	
Cribbage Tournament/Team	$26.00	$26.00	

Recreation - ADULT LEAGUES

	Resident	Non-Resident	Team Fee
Kickball	$21.00	$41.00	$137.00
Softball-Summer	$32.00	$52.00	$242.00
Softball-Fall	$21.00	$41.00	$137.00
Basketball	$39.00	$59.00	$242.00

De Pere Park, Recreation & Forestry
Swimming Pools
2022 Fees

Summer Pools

Pre-Season Swim Passes	Resident	Non-Resident (Legion Only)
Individual	$37.00	$69.00
Family	$74.00	$158.00
Senior	$27.00	$69.00

In-Season Swim Passes	Resident	Non-Resident (Legion Only)
Individual	$48.00	$79.00
Family	$84.00	$168.00
Senior	$37.00	$79.00

Pre-Season Swim Passes	Resident	Non-Resident (Legion & VFW)
Individual	$48.00	$95.00
Family	$105.00	$221.00
Senior	$37.00	$95.00

In-Season Swim Passes	Resident	Non-Resident (Legion & VFW)
Individual	$58.00	$105.00
Family	$116.00	$231.00
Senior	$48.00	$105.00

Aquatics - Lap Swim Both Pools

	Resident	Non-Resident
Daily	$3.00	$5.00
Season Pass	$45.00	$60.00
Season Pass Senior	$35.00	$50.00

Swim Lessons			
9-Week Swim Lessons	$29.00	$44.00	N/A

Private Lessons			
4- 30 minute lessons	$78.00	$94.00	$59.00
8- 30 minute lessons	$149.00	$165.00	$113.00

Semi-Private Lessons			
4- 30 minute lessons	$36.00	$52.00	$28.00

8- 30 minute lessons	$64.00	$80.00	$69.00

Aquatics - SYBLE HOPP AQUATICS			
	Resident	**Non-Resident**	**Senior Citizen**
Parent Child (7 weeks)	$23.00	$39.00	N/A
Parent Child (6 weeks)	$20.00	$36.00	N/A
Water Aerobics (7 weeks)	$30.00	$45.00	$23.00
Water Aerobics (6 weeks)	$26.00	$41.00	$20.00
Water Fitness (6 weeks)	$26.00	$41.00	$20.00
Junior Lifeguarding			
Jr. LG (4 weeks)	$84.00	$100.00	N/A

Pool Rental Fees - LEGION ONLY

Pool Rental Fee Schedule

Number of Patrons	Rental Fee	
1-60	$120.00	**Concessions available for additional $20 pe hour
61-136	$145.00	patrons. Parties $40 per hour with 61+
137-236	$175.00	patrons.
237-336	$200.00	

Inflatables available for additional $50

Pool Rental Fees - VFW ONLY w/ NO SLIDE

Pool Rental Fee Schedule

Number of Patrons	Rental Fee Per Hour	Rental Fee w/Tot Pool	
1-60	$175.00	$200.00	**Concessions available
61-136	$200.00	$225.00	per hour up to 60 patro
137-236	$225.00	$250.00	hour with 61+
237-336	$250.00	$275.00	patrons.

If additional guards are required renter will pay an additional $20/per guard after parties c

Inflatables available for additional $50

Pool Rental Fees - VFW ONLY w/ SLIDE

Pool Rental Fee Schedule

Number of Patrons	Rental Fee Per Hour	Rental Fee w/Tot Pool	
1-60	$200.00	$225.00	**Concessions available
61-136	$225.00	$250.00	per hour up to 60 patro
137-236	$250.00	$275.00	hour with 61+
237-336	$275.00	$300.00	patrons.

If additional guards are required renter will pay an additional $20/per guard.

Inflatables available for additional $50

Pool Rental Fees - LEGION & VFW Pools

TOT Pool Rental Fee Schedule

1 hour rental	$50.00 per hour (*up to 25 people*)	**Legion**
	$75.00 per hour (*up to 25 people*)	**VFW**

De Pere Park, Recreation & Forestry
De Pere Community Center
2022 Fees

Room Reservations

	Resident	Non-Resident	Resident & Non-Resident	
Large Activity Rooms with Kitchens/Four Hour Rental	$170.00	$200.00		
Large Activity Rooms with Kitchens Full Day Rental	$255.00	$305.00		
Meeting Rooms/Four Hour Rental	$80.00	$105.00		
Meeting Rooms/Full Day Rental	$110.00	$140.00		
Meeting Rooms/Additional Hours			$30.00/hr	
Large Activity Rooms/Additional Hours			$50.00/hr	
Addt'l Time from 10:30pm - midnight/Full Day Rental			$75.00	
Addt'l Time from 10:30pm - 1:00am/Full Day Rental			$100.00	*Recommend not go to 1 a.m.
Set up/Clean up Fee Per Hour			$70.00	
Call In Fee Per Time			$45.00	
Reservation Cancellation Fee Per Time			$35.00	
Reservation Date Change Fee Per Time			$15.00	
Security Deposit			Match Rental Fee	
Security Deposit for Non-Profit or Youth Organizations Flat Rate			$135.00	
Birthday Parties ($100 minimum)			$17.00	

Storage Bins/Cabinets/Audio-Visual Equipment

	Resident	Non-Resident	Resident & Non-Resident
Storage Bins 6 month minimum			$82.50
Storage Bins Per Year			$165.00
Cabinets Per Month			$13.00
TV, VCR, DVD Player (Per Unit)			$16.00
35mm Slide Projector (Per Unit)			$16.00
Overhead Projector (Per Unit)			$16.00
Cordless Microphone (Per Unit)			$16.00
Conference Phone (Per Unit)			$16.00
LCD Projector/digital Presenter (Per Unit)			$36.00

Contracted Rental Agreements

Brown County Per Month	N/A		
Freezer/Year	N/A		

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**Voucher approval.**

ATTACHMENTS:

- 12-21-2021 VOUCHERS (PDF)

PACKET: 06670 DEC 2021 COUNCIL - 2 12-21-21
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0007	AMBROSIUS SALES & SERVICE							
	I-42348	AMBROSIUS SALES & SERVICE	R	12/21/2021		89.95CR	097426	89.95
7873	AMERICAN CONSERVATION & BILLING SOLUTIONS							
	I-13424	AMERICAN CONSERVATION & BILLIN	R	12/21/2021		1,042.00CR	097427	1,042.00
0009	AMERICAN OVERHEAD DOOR							
	I-256890	AMERICAN OVERHEAD DOOR	R	12/21/2021		170.00CR	097428	170.00
8517	ARBSESSION							
	I-111082	ARBSESSION	R	12/21/2021		63.94CR	097429	63.94
8362	AURORA HEALTH CARE							
	I-1125677	AURORA HEALTH CARE	R	12/21/2021		75.00CR	097430	75.00
0442	BADGER LABORATORIES INC							
	I-21-51035451	BADGER LABORATORIES INC	R	12/21/2021		500.00CR	097431	500.00
0020	BADGERLAND PRINTING INC							
	I-37501	BADGERLAND PRINTING INC	R	12/21/2021		36.00CR	097432	36.00
8442	BAKER TILLY US LLP							
	I-BT1949278	BAKER TILLY US LLP	R	12/21/2021		11,450.00CR	097433	11,450.00
6404	BAY AREA TESTING & CONSULTING LLC							
	I-5305	BAY AREA TESTING & CONSULTING	R	12/21/2021		173.60CR	097434	
	I-5306	BAY AREA TESTING & CONSULTING	R	12/21/2021		694.80CR	097434	
	I-5307	BAY AREA TESTING & CONSULTING	R	12/21/2021		1,589.40CR	097434	2,457.80
0027	BAY TOWEL INC							
	I-4256386	BAY TOWEL INC	R	12/21/2021		167.26CR	097435	
	I-4263333	BAY TOWEL INC	R	12/21/2021		167.26CR	097435	
	I-4263334	BAY TOWEL INC	R	12/21/2021		103.58CR	097435	
	I-4270393	BAY TOWEL INC	R	12/21/2021		103.58CR	097435	541.68
0028	BAY VERTE MACHINERY INC							
	I-446179-00	BAY VERTE MACHINERY INC	R	12/21/2021		299.99CR	097436	299.99
2831	BODART ELECTRIC SERVICE INC							
	I-10237	BODART ELECTRIC SERVICE INC	R	12/21/2021		2,550.00CR	097437	2,550.00
2944	BROWN COUNTY JAIL							
	I-202112152343	BROWN COUNTY JAIL	R	12/21/2021		640.00CR	097438	640.00

PACKET: 06670 DEC 2021 COUNCIL - 2 12-21-21
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2984	BROWN COUNTY TREASURER							
	I-2021-00000001B	BROWN COUNTY TREASURER	R	12/21/2021		809.49CR	097439	
	I-2021-00000008	BROWN COUNTY TREASURER	R	12/21/2021		30.00CR	097439	839.49
8518	CARIBBEAN CRUISER LLC							
	I-202112152344	CARIBBEAN CRUISER LLC	R	12/21/2021		100.00CR	097440	100.00
0536	CDW GOVERNMENT INC							
	I-M476082	CDW GOVERNMENT INC	R	12/21/2021		131.88CR	097441	
	I-N090398	CDW GOVERNMENT INC	R	12/21/2021		282.82CR	097441	
	I-N804863	CDW GOVERNMENT INC	R	12/21/2021		112.26CR	097441	526.96
6575	CEDAR CORP							
	I-109446	CEDAR CORP	R	12/21/2021		1,000.00CR	097442	1,000.00
2708	CLEANING SOLUTION SERVICES INC							
	I-21907	CLEANING SOLUTION SERVICES INC	R	12/21/2021		146.87CR	097443	
	I-21917	CLEANING SOLUTION SERVICES INC	R	12/21/2021		1,436.94CR	097443	
	I-21923	CLEANING SOLUTION SERVICES INC	R	12/21/2021		2,218.50CR	097443	
	I-21954	CLEANING SOLUTION SERVICES INC	R	12/21/2021		276.10CR	097443	4,078.41
7512	COMMERCIAL RECREATION SPECIALISTS							
	I-18422	COMMERCIAL RECREATION SPECIALI	R	12/21/2021		844.00CR	097444	844.00
7997	COMPLETE OFFICE							
	I-AR36233	COMPLETE OFFICE	R	12/21/2021		83.41CR	097445	
	I-AR36234	COMPLETE OFFICE	R	12/21/2021		71.52CR	097445	
	I-AR36235	COMPLETE OFFICE	R	12/21/2021		48.96CR	097445	
	I-AR36236	COMPLETE OFFICE	R	12/21/2021		27.94CR	097445	231.83
8290	CONNECTWISE LLC							
	I-INV00433754	CONNECTWISE LLC	R	12/21/2021		902.50CR	097446	902.50
7639	CORE & MAIN LP							
	I-P956614	CORE & MAIN LP	R	12/21/2021		469.35CR	097447	
	I-P967440	CORE & MAIN LP	R	12/21/2021		1,413.13CR	097447	1,882.48
0217	COUNTRY VISIONS COOPERATIVE							
	I-6850	COUNTRY VISIONS COOPERATIVE	R	12/21/2021		6.23CR	097448	
	I-8186	COUNTRY VISIONS COOPERATIVE	R	12/21/2021		20.98CR	097448	27.21
6526	DE PERE BASEBALL							
	I-202112152345	DE PERE BASEBALL	R	12/21/2021		200.00CR	097449	200.00

PACKET: 06670 DEC 2021 COUNCIL - 2 12-21-21
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
7769	DE PERE FIRE DEPT							
	I-202112152346	DE PERE FIRE DEPT	R	12/21/2021		1,233.18CR	097450	1,233.18
8519	DE PERE SELECT SOCCER							
	I-202112152347	DE PERE SELECT SOCCER	R	12/21/2021		25.00CR	097451	25.00
0917	RICK W DE WEERT							
	I-202112152348	RICK W DE WEERT	R	12/21/2021		76.89CR	097452	76.89
0075	DIGGERS HOTLINE INC							
	I-211 1 36401	DIGGERS HOTLINE INC	R	12/21/2021		493.74CR	097453	493.74
7933	ELEVATE97							
	I-109928	ELEVATE97	R	12/21/2021		1,595.00CR	097454	
	I-109932	ELEVATE97	R	12/21/2021		275.00CR	097454	1,870.00
0085	EMERGENCY MEDICAL PRODUCTS INC							
	I-2297461	EMERGENCY MEDICAL PRODUCTS INC	R	12/21/2021		672.06CR	097455	672.06
0086	ERC INC							
	I-ERC-1221-1048	ERC INC	R	12/21/2021		504.68CR	097456	504.68
7422	EXCEL UNDERGROUND LLC							
	I-9452	EXCEL UNDERGROUND LLC	R	12/21/2021		5,063.61CR	097457	5,063.61
0835	FOSTER COACH SALES INC							
	I-22996	FOSTER COACH SALES INC	R	12/21/2021		114.77CR	097458	
	I-23057	FOSTER COACH SALES INC	R	12/21/2021		27.10CR	097458	141.87
0105	FOX SPECIALITY COMPANY							
	I-47816	FOX SPECIALITY COMPANY	R	12/21/2021		116.69CR	097459	
	I-478161	FOX SPECIALITY COMPANY	R	12/21/2021		63.72CR	097459	180.41
0562	GALLS LLC							
	I-19830649	GALLS LLC	R	12/21/2021		40.70CR	097460	
	I-19843291	GALLS LLC	R	12/21/2021		147.44CR	097460	
	I-19849429	GALLS LLC	R	12/21/2021		56.52CR	097460	244.66
5349	RYAN GLIME							
	I-202112152349	RYAN GLIME	R	12/21/2021		52.91CR	097461	52.91
6923	GORDON FLESCH COMPANY INC.							
	I-IN13528382	GORDON FLESCH COMPANY INC.	R	12/21/2021		191.00CR	097462	191.00

PACKET: 06670 DEC 2021 COUNCIL - 2 12-21-21
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
8011	GOVERNMENTJOBS.COM INC							
	I-INV-22568	GOVERNMENTJOBS.COM INC	R	12/21/2021		353.10CR	097463	
	I-INV23012	GOVERNMENTJOBS.COM INC	R	12/21/2021		6,410.81CR	097463	6,763.91
2947	MATTHEW GUTH							
	I-202112152350	MATTHEW GUTH	R	12/21/2021		166.95CR	097464	166.95
3294	DAN HERMANS							
	I-202112152351	DAN HERMANS	R	12/21/2021		224.61CR	097465	224.61
6209	RUSS HOLCOMB							
	I-202112152352	RUSS HOLCOMB	R	12/21/2021		31.64CR	097466	31.64
5535	HOLUBAR CONST CO INC							
	I-4698	HOLUBAR CONST CO INC	R	12/21/2021		6,500.00CR	097467	
	I-4699	HOLUBAR CONST CO INC	R	12/21/2021		12,850.00CR	097467	19,350.00
1252	HURCKMAN MECHANICAL INDUSTRIES INC							
	I-W36812	HURCKMAN MECHANICAL INDUSTRIES	R	12/21/2021		204.38CR	097468	
	I-W36842	HURCKMAN MECHANICAL INDUSTRIES	R	12/21/2021		20.80CR	097468	225.18
5484	HYDROCORP INC							
	I-64599-IN	HYDROCORP INC	R	12/21/2021		2,787.00CR	097469	2,787.00
6342	IDEA DINER							
	I-50012421	IDEA DINER	R	12/21/2021		181.85CR	097470	
	I-70012721	IDEA DINER	R	12/21/2021		363.80CR	097470	
	I-80013221	IDEA DINER	R	12/21/2021		345.00CR	097470	890.65
8520	INDEED INC							
	I-53529405	INDEED INC	R	12/21/2021		434.00CR	097471	434.00
1399	INDOFF INC							
	I-3516958	INDOFF INC	R	12/21/2021		95.64CR	097472	
	I-3518877	INDOFF INC	R	12/21/2021		207.03CR	097472	
	I-3523194	INDOFF INC	R	12/21/2021		137.79CR	097472	
	I-3524015	INDOFF INC	R	12/21/2021		235.35CR	097472	
	I-3525105	INDOFF INC	R	12/21/2021		197.17CR	097472	
	I-3525505	INDOFF INC	R	12/21/2021		506.16CR	097472	
	I-6526569	INDOFF INC	R	12/21/2021		14.12CR	097472	1,393.26
1206	J F AHERN CO							
	I-474832	J F AHERN CO	R	12/21/2021		2,118.00CR	097473	2,118.00

PACKET: 06670 DEC 2021 COUNCIL - 2 12-21-21
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
3201	JOSEPH JOHNSON							
	I-202112152353	JOSEPH JOHNSON	R	12/21/2021		137.15CR	097474	137.15
2602	JOSSART BROTHERS INC							
	I-20-01B (7) FINAL	JOSSART BROTHERS INC	R	12/21/2021		73,334.49CR	097475	
	I-21-02 (4)	JOSSART BROTHERS INC	R	12/21/2021		363,385.52CR	097475	
	I-2483	JOSSART BROTHERS INC	R	12/21/2021		1,814.90CR	097475	438,534.91
0153	LAFORCE INC							
	I-1178832	LAFORCE INC	R	12/21/2021		251.37CR	097476	
	I-1953290SO	LAFORCE INC	R	12/21/2021		110.12CR	097476	361.49
5635	MATTHEW T MAGNO							
	I-202112152354	MATTHEW T MAGNO	R	12/21/2021		37.70CR	097477	37.70
8521	MAIN STREET DESIGNS INC							
	I-32409	MAIN STREET DESIGNS INC	R	12/21/2021		712.00CR	097478	712.00
1443	MARTIN SYSTEMS INC							
	I-225099	MARTIN SYSTEMS INC	R	12/21/2021		335.40CR	097479	
	I-225100	MARTIN SYSTEMS INC	R	12/21/2021		335.40CR	097479	670.80
0173	MENARDS INC							
	I-91117	MENARDS INC	R	12/21/2021		40.63CR	097480	
	I-91279	MENARDS INC	R	12/21/2021		12.13CR	097480	
	I-91370	MENARDS INC	R	12/21/2021		105.85CR	097480	
	I-91562	MENARDS INC	R	12/21/2021		266.45CR	097480	
	I-91596	MENARDS INC	R	12/21/2021		349.98CR	097480	
	I-91702	MENARDS INC	R	12/21/2021		20.48CR	097480	
	I-91731	MENARDS INC	R	12/21/2021		92.46CR	097480	
	I-91778	MENARDS INC	R	12/21/2021		13.99CR	097480	
	I-91935	MENARDS INC	R	12/21/2021		82.80CR	097480	
	I-91958	MENARDS INC	R	12/21/2021		20.45CR	097480	
	I-91963	MENARDS INC	R	12/21/2021		496.20CR	097480	
	I-91965	MENARDS INC	R	12/21/2021		81.74CR	097480	
	I-91977	MENARDS INC	R	12/21/2021		5.20CR	097480	
	I-92028	MENARDS INC	R	12/21/2021		299.78CR	097480	
	I-92037	MENARDS INC	R	12/21/2021		346.38CR	097480	
	I-92073	MENARDS INC	R	12/21/2021		665.55CR	097480	2,900.07
VOID	VOID CHECK		V	12/21/2021			097481	**VOID**

PACKET: 06670 DEC 2021 COUNCIL - 2 12-21-21
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
8431	MULTI MEDIA CHANNELS LLC							
	I-34444	MULTI MEDIA CHANNELS LLC	R	12/21/2021		221.41CR	097482	
	I-IN45535	MULTI MEDIA CHANNELS LLC	R	12/21/2021		47.56CR	097482	
	I-IN46767	MULTI MEDIA CHANNELS LLC	R	12/21/2021		59.69CR	097482	
	I-IN47959	MULTI MEDIA CHANNELS LLC	R	12/21/2021		47.15CR	097482	375.81
3191	NCI							
	I-AR23992	NCI	R	12/21/2021		49.90CR	097483	49.90
0531	NORTHEAST AUTO PARTS INC							
	I-361466	NORTHEAST AUTO PARTS INC	R	12/21/2021		192.23CR	097484	192.23
0966	OLD DOMINION BRUSH							
	I-7820269	OLD DOMINION BRUSH	R	12/21/2021		707.58CR	097485	707.58
4728	OSHKOSH FIRE & POLICE EQUIPMENT INC							
	I-185984	OSHKOSH FIRE & POLICE EQUIPMEN	R	12/21/2021		868.00CR	097486	868.00
5222	P J KORTENS & CO INC							
	I-10023335	P J KORTENS & CO INC	R	12/21/2021		318.88CR	097487	318.88
0499	PACK AND SHIP LLC							
	I-202112152355	PACK AND SHIP LLC	R	12/21/2021		30.87CR	097488	30.87
0197	PACKER CITY INTL TRUCKS INC							
	I-X101151207:01	PACKER CITY INTL TRUCKS INC	R	12/21/2021		153.90CR	097489	
	I-X101151383:01	PACKER CITY INTL TRUCKS INC	R	12/21/2021		149.54CR	097489	303.44
1331	PACKER FASTENER & SUPPLY INC							
	I-651583	PACKER FASTENER & SUPPLY INC	R	12/21/2021		82.70CR	097490	82.70
1246	PREVEA HEALTH							
	I-135400	PREVEA HEALTH	R	12/21/2021		79.70CR	097491	79.70
7923	QUEST DIAGNOSTICS							
	I-T1415518	QUEST DIAGNOSTICS	R	12/21/2021		54.81CR	097492	54.81
6996	QUICK SIGNS							
	I-102716	QUICK SIGNS	R	12/21/2021		196.95CR	097493	196.95
1434	PAULA RAHN							
	I-202112152356	PAULA RAHN	R	12/21/2021		294.35CR	097494	294.35

PACKET: 06670 DEC 2021 COUNCIL - 2 12-21-21
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0501	SAINT MARY'S HOSPITAL							
	I-1037	SAINT MARY'S HOSPITAL	R	12/21/2021		6.40CR	097495	6.40
0235	SAINT VINCENT HOSPITAL							
	I-1119	SAINT VINCENT HOSPITAL	R	12/21/2021		75.05CR	097496	75.05
7221	SCENICVIEW LANDSCAPE							
	I-1364	SCENICVIEW LANDSCAPE	R	12/21/2021		200.00CR	097497	200.00
7951	SECURITY-LUEBKE ROOFING INC							
	I-2102482	SECURITY-LUEBKE ROOFING INC	R	12/21/2021		18,815.00CR	097498	
	I-2962	SECURITY-LUEBKE ROOFING INC	R	12/21/2021		10,560.00CR	097498	29,375.00
7482	SHERWIN WILLIAMS CO							
	I-5383-5	SHERWIN WILLIAMS CO	R	12/21/2021		85.17CR	097499	85.17
2791	SIRCHIE FINGER PRINT LABS LLC							
	I-522128-IN	SIRCHIE FINGER PRINT LABS LLC	R	12/21/2021		176.78CR	097500	176.78
7762	SMITHGROUP INC							
	I-158480	SMITHGROUP INC	R	12/21/2021		18,150.00CR	097501	18,150.00
8022	SOLARWINDS							
	I-IN543871	SOLARWINDS	R	12/21/2021		1,080.00CR	097502	1,080.00
6328	LEE TOWNSEND							
	I-202112152357	LEE TOWNSEND	R	12/21/2021		424.39CR	097503	424.39
0272	UNIFORM SHOPPE INC							
	I-315628	UNIFORM SHOPPE INC	R	12/21/2021		85.95CR	097504	
	I-316159	UNIFORM SHOPPE INC	R	12/21/2021		11.00CR	097504	
	I-316271	UNIFORM SHOPPE INC	R	12/21/2021		192.85CR	097504	
	I-316352	UNIFORM SHOPPE INC	R	12/21/2021		47.95CR	097504	
	I-316526	UNIFORM SHOPPE INC	R	12/21/2021		444.85CR	097504	
	I-316684	UNIFORM SHOPPE INC	R	12/21/2021		297.80CR	097504	1,080.40
7320	MIKE VANDENHEUVEL							
	I-700-30	MIKE VANDENHEUVEL	R	12/21/2021		200.00CR	097505	200.00
3707	VIKING ELECTRIC SUPPLY							
	I-S005329295.001	VIKING ELECTRIC SUPPLY	R	12/21/2021		262.20CR	097506	
	I-S005347773.001	VIKING ELECTRIC SUPPLY	R	12/21/2021		64.50CR	097506	
	I-S005347847.001	VIKING ELECTRIC SUPPLY	R	12/21/2021		157.51CR	097506	484.21

PACKET: 06670 DEC 2021 COUNCIL - 2 12-21-21
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
7861	KRISTEN VINCENT							
	I-202112152358	KRISTEN VINCENT	R	12/21/2021		7.56CR	097507	7.56
4619	WATER TOWER CLEAN & COAT INC							
	I-WT78639	WATER TOWER CLEAN & COAT INC	R	12/21/2021		500.00CR	097508	500.00
8523	WEST DE PERE YOUTH ORGANIZATION							
	I-202112152359	WEST DE PERE YOUTH ORGANIZATIO	R	12/21/2021		100.00CR	097509	100.00
2645	WI DEPT OF JUSTICE							
	I-202112152360	WI DEPT OF JUSTICE	R	12/21/2021		14.00CR	097510	14.00
7710	WI HUMANE SOCIETY							
	I-2157	WI HUMANE SOCIETY	R	12/21/2021		885.00CR	097511	885.00
1181	WI PARK AND RECREATION ASSOC							
	I-3457	WI PARK AND RECREATION ASSOC	R	12/21/2021		75.00CR	097512	75.00
7783	WINCRAFT INC							
	C-50720	WINCRAFT INC	R	12/21/2021		262.44	097513	
	I-465486	WINCRAFT INC	R	12/21/2021		568.88CR	097513	306.44
1837	STEVEN YEDICA							
	I-202112152361	STEVEN YEDICA	R	12/21/2021		32.00CR	097514	32.00
7291	ERIC ZYGARLICKE							
	I-202112152362	ERIC ZYGARLICKE	R	12/21/2021		80.00CR	097515	80.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	89	0.00	575,931.19	575,931.19
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:	90	0.00	575,931.19	575,931.19

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 06670 DEC 2021 COUNCIL - 2 12-21-21
VENDOR SET: 01 **** CHECK LISTING ****
BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	12/2021	64,011.18CR
201	12/2021	38,711.08CR
208	12/2021	79.59CR
211	12/2021	100.00CR
260	12/2021	6,578.00CR
285	12/2021	139.00CR
290	12/2021	9,214.00CR
291	12/2021	9,814.00CR
292	12/2021	9,814.00CR
293	12/2021	139.00CR
294	12/2021	139.00CR
295	12/2021	139.00CR
405	12/2021	190,143.41CR
415	12/2021	3.82CR
601	12/2021	165,333.14CR
650	12/2021	81,572.97CR
ALL		575,931.19CR

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**December 21, 2021**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**Future agenda items.**