Common Council

Regular Meeting

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

Agenda

Tuesday, September 7, 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 **September 7, 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 August 17, 2021 Common Council meeting.
4. Public comment upon matters not on the agenda.
5. Recommendation from the Board of Park Commissioners to Accept a Donation from De Pere Baseball valued at $23,750 to Improve Kelly Danen Ball Fields.
6. Recommendation from the Finance/Personnel Committee to Approve the Purchase of Security Cameras and a Mobile Surveillance Trailer in the amount of $45,700, with Funding from Unassigned Reserves.
7. Recommendation from Plan Commission to approve a proposed 10 lot and 2 outlot preliminary extraterritorial plat of American Rapids Subdivision at 2700 BLK Lawrence DR in the Town of Lawrence (Parcels L-473, L-474, L-532, L-527).
8. Recommendation from Plan Commission to approve a proposed 97 lot and 1 outlot preliminary plat of Mystic Creek at 2200 BLK French RD (Parcel WD-L499).
9. Consideration and Possible Action to Provide Employees with Emergency Paid Sick Leave for COVID-19. (Referred back to staff at the August 17, 2021 Council Meeting)
10. Recommendation from the License Committee on the application for a Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor License for Gallaghers Acquisition, LLC, (DBA Gallaghers Pizza) 330 Reid St. Submitted by Gallaghers Acquisition, LLC, Agent: Vanessa Miller, Green Bay, WI.

11. Recommendation from the License Committee on the application for a temporary premises description change submitted by St. Norbert College, Inc., (DBA St. Norbert College), 100 Grant St.
12. Ordinance #21-19 Amending Section 6-3 De Pere Municipal Code Regarding Rules of Order.
13. Resolution #21-90 Authorizing Agreement for Statutory Assessor, Maintenance and Annual Full Market Revaluation Services with Accurate Appraisal LLC (October 1, 2021-September 30, 2025) - referred back to staff at the August 17, 2021 Council Meeting.
14. Resolution #21-95 Approving Agreement for Consulting Services Between the City of De Pere and Timothy F. Heggland (National Register Nominations, Project No. WI-21-1005).
15. Resolution #21-96 Authorizing Agreement for Contractor Services between the City of De Pere and Holubar Construction Company, Inc. (Railroad Spur Removal-Biotech Way).
16. Resolution #21-97 Approving Amendment #1 to Second Amended and Restated Pledge And Security Agreement.
17. Voucher approval.
18. Future agenda items.
19. 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
Douglas Woelz, PLS, McMahon Associates
Patrick Wetzel, Town of Lawrence
Steven Bieda, PLS, Mau & Associates LLP
Keith Garot, G&H Garrity Real Estate
Seth Holubar, Holubar Construction Company, Inc
John Susek, De Pere Baseball
Chris Plamann, Accurate Appraisal LLC
Terrie DuBois
Vanessa Miller

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**Approval of the minutes of the August 17, 2021 Common Council meeting.**

ATTACHMENTS:

- 8-17-21 Common Council Minutes Draft (PDF)

Common Council

Regular Meeting

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

Draft Minutes

Tuesday, August 17, 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 August 3, 2021 Common Council meeting.

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

4. Public Hearing on a discontinuance of a public thoroughfare at the 100-200 BLK of Reid St, adjacent to Parcels WD-934, WD-936, WD-941, WD-942, WD-945, WD-945-1, WD-949-1, WD-950, WD-951, WD-952, WD-954,

A. Notice of Public Hearing.

City Clerk Carey Danen reported that the notice of public hearing was published in the Green Bay Press Times on July 23, July 30, and August 6, 2021.

B. Recommendation from the Plan Commission.

Mayor Boyd declared the public hearing open; no one wished to speak. Mayor Boyd then declared the hearing closed. Development Services Director Dan Lindstrom reviewed the request and the recommendation from Plan Commission, noting that the resolution on tonight's agenda is for the second reading and final approval.

C. Resolution #21-72 Regarding a Vacation of a Portion of a Public Thoroughfare (Right-of-Way at the 100-200 Block of Reid Street Adjacent to Parcels WD-934, WD-936, WD-941, WD-942, WD-945, WD-945-1, WD-949-1, WD-950, WD-951, WD-952, WD-954).

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

5. Public comment upon matters not on the agenda.

None.

6. Municipal Commendation "De Pere Legion Baseball - Class AAA State Tournament Champions."

Mayor Boyd read the commendation for the De Pere Legion Baseball team in recognition of their achievement. Coach Dan Lukes and senior team members Bennett Spaeth, Kaden Kosobucki, and Myles Jensen were present to receive the commendation.

7. COVID-19 update from the Health Department.

Health Director Debbie Armbruster reported that Brown County is at an 8.6% transmission rate as of August 10th, which is considered high. She provided an update on recent Health Department activities, including vaccine clinics at the Farmers Market, Beer Gardens, and the Brown County Expo, which would not have been possible without the department's short-term nurses. She recognized The Green Room, Seroogys, and The Bar/Graystone Ale House for their contribution of coupons as an incentive. Because of the surge, the upcoming Health and Fire Department open houses have been cancelled. The department's nurses have been assisting at The Brown County Expo; Deb acknowledged that they could not do this without our short term nurses. Finally, Debbie reported that booster vaccines have been approved for immunocompromised people; they are expecting approval soon for all other groups. Staff is planning clinics for both influenza shots and COVID boosters.

8. Consideration and Possible Action to Provide Employees with Emergency Paid Sick Leave for COVID-19.

Alderperson Hansen moved, seconded by Alderperson Ledvina to approve the request. City Administrator Larry Delo asked that the motion be amended to authorize the inclusion of collective bargaining units, based on the successful negotiation of an MOU before they would be able to receive the additional leave time. The mover and seconder confirmed their agreement with this change. Human Resources Director Shannon Metzler requested an amendment to the motion to make it contingent upon staff confirming that it is legally permissible to provide this as an incentive. She explained there is a cap to any incentives the City provides. Staff had initially recommended offering the leave time to vaccinated staff only as an incentive, but if it exceeds the threshold, it would be offered to all employees. She needs to run the numbers, because the incentive amount can only be so large before it is no longer considered voluntary, but

rather coercive and basically a mandate to get the vaccine. It is calculated based on a percentage of the family medical premium, and she is waiting to hear back what that threshold is. Discussion followed about referring back to staff rather than approving with a contingency. Alderperson Carpenter moved, seconded by Alderperson Raasch to amend the motion to refer it back to staff. Upon vote, the motion to refer back to staff carried with Alderperson Hansen voting nay.
City Attorney Judy Schmidt-Lehman indicated that her understanding of Alderperson Carpenter's motion is that it would be referred back to staff only if the HR director found out that the cap would be exceeded. If it was intended to refer the item back to staff regardless, then it was not in order with the motion already on the floor. She asked the Mayor to make a ruling if the amendment was out of order; Mayor Boyd found that the motion to refer back to staff was out of order and therefore invalidated.
Judy suggested two alternatives that would comply with Roberts Rules: 1) vote on the original motion. If it fails, then a new motion can be made; or 2) make a motion to amend the motion currently on the floor to table rather than refer back to staff.
Alderperson Hansen moved, seconded by Alderperson Raasch to table the request. Upon vote, motion carried unanimously.

RESULT:	**TABLED [UNANIMOUS]** **Next: 9/7/2021 7:30 PM**
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Quigley, Raasch, Ruh

9. Recommendation from the Board of Public Works to approve Definitely De Pere's Revised Request to use $22,815 from the Stadium Tax Streetscape Allocation for Garbage & Recycle Receptacle Replacement Proposal

Alderperson Quigley stated that while he intends to support this request, he is a little concerned that the cost for the City logo is $110 per receptacle. He asked if there would be a more cost effective option. Alderperson Hansen pointed out that having the City logo on the receptacles is part of the rebranding initiative to create a cohesive identity for the City. Alderperson Raasch said he prefers to have the garbage can upgrade as part of the City budget, and direct Definitely De Pere to use the streetscape allocation for something else.
Alderperson Hansen moved, seconded by Alderperson Carpenter to open the meeting. Upon vote, motion carried unanimously. Tina Quigley, Executive Director of Definitely De Pere was asked her opinion on the City picking up the tab for the garbage cans. She said this project has been discussed for several years; it is a very important amenity now that De Pere is striving to be more pedestrian friendly. She would be happy to turn this project over to the City if the funds can be allocated. Alderperson Raasch moved, seconded by Alderperson Carpenter to close the meeting. Upon vote, motion carried unanimously.
Alderperson Kundinger asked how the project would be funded if it shifts to the City. Discussion followed regarding alternative funding sources and the pros and cons of using stadium tax funds for this purpose. Mayor Boyd clarified there will still be funds left in the streetscape budget, even after this expenditure.

RESULT:	**APPROVED [7 TO 1]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Quigley, Ruh
NAYS:	Raasch

10. Recommendation from the Board of Public Works to award Contract 21-08 Manhole Repair and Rehabilitation to Northern Pipe, Inc in the amount of $34,075.00

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

11. Recommendation from the Board of Public Works Regarding the Acquisition of Property Necessary to Construct Public Parking Facilities in and Adjacent to the Public Alley Located Between Reid Street and Main Avenue and 4th and 5th Streets.

A. To approve the preparation of a Relocation Order to acquire the necessary property interests involved in construction of the aforementioned parking facility improvements.

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

B. To approve the Law Department issuing a request for proposals for the necessary property appraisal work for such property acquisition.

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

C. Authorizing the Mayor and City Clerk to execute a standard City Consultant Agreement with the appraisal firm providing the lowest responsive proposal.

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

12. Recommendation from the License Committee on an application for a Class "B" Fermented Malt Beverage License and "Class C" Wine License for Aurora Rose, LLC (DBA Alpha Delights), 143 N. Wisconsin St. Submitted by Aurora Rose, LLC; Agent Heather Weisspeters, Denmark, WI.

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

13. Ordinance #21-17 Amending Section 6.1, De Pere Municipal Code, Regarding Meetings.

Alderperson Raasch inquired about the impetus for the change. City Attorney Judy Schmidt-Lehman explained that the request was presented to Finance-Personnel Committee last month, because there are some local civic events that have traditionally conflicted with Council meeting nights (i.e., the National Night Out event). Judy noted that this amendment would be for Council meetings only. Alderperson Hansen asked if an e-mail communication would qualify as written notice; Judy confirmed that it would.

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

14. Ordinance #21-18 Amending Section 114-5, De Pere Municipal Code, Regarding Registration Requirements for Peddlers, Solicitors and Transient Merchants.

Alderperson Hansen asked how this requirement would apply to out-of-state companies with no physical presence in Wisconsin. City Clerk Carey Danen replied that staff will research the Department of Revenue's requirements for out-of-state sellers.

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

15. Resolution #21-86 Approving Municipal Project Agreement with Brown County (Southbridge Connector Interchange).

Alderperson Hansen asked if the County's agreement with the town of Lawrence is expected to be a 50/50 split as well; Public Works Director Scott Thoresen confirmed that it is. Alderperson Hansen reminded residents that the Southern Bridge project will need state and federal funding, and encouraged viewers to contact their representatives.

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

16. Resolution #21-87 Clean Energy Resolution.

Alderperson Kundinger moved, seconded by Alderperson Ledvina to open the meeting. Upon vote, motion carried unanimously. Renee Gasch, De Pere resident and

Sustainability Commission member, stated that she is very proud to have co-authored this resolution with her fellow commissioners. She asked for the Council's blessing on the clean energy resolution. De Pere resident Bobbie Webster spoke in favor of the resolution. She asked Council members to consider striking the statement in paragraph three about natural gas vehicles, and to include firm benchmarks in the resolution. Casey Hicks, Northeast region organizer with Wisconsin Conservation Voters, asked Council members to set target dates to reach the goal of 100% clean energy. De Pere business owner Alex Galt stated that climate change is already affecting his business, and urged Council to vote in favor of this resolution. Alderperson Raasch moved, seconded by Alderperson Hansen to close the meeting. Upon vote, motion carried unanimously. Discussion followed regarding the development of a work plan to accompany the resolution and establishing benchmarks, as well as steps the City has already taken to meet clean energy goals.

RESULT:	**ADOPTED [6 TO 2]**
MOVER:	John Quigley, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Quigley
NAYS:	Raasch, Ruh

17. Resolution #21-88 An Initial Resolution Authorizing the Sale and Issuance of General Obligation Promissory Notes; and Certain Related Details.

Justin Fisher, Investment Advisor from Baird, provided a brief review of the City's financial status and borrowing plan.

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

18. Resolution #21-89 An Initial Resolution Authorizing the Sale and Issuance of Taxable General Obligation Promissory Notes; and Certain Related Details.

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

19. Resolution #21-90 Authorizing Agreement for Statutory Assessor, Maintenance and Annual Full Market Revaluation Services with Accurate Appraisal LLC (October 1, 2021-September 30, 2025).

Mayor Boyd stated that due to some recent information received, staff is requesting that this item be referred back for further evaluation.

RESULT:	**REFERRED BACK TO STAFF [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Quigley, Raasch, Ruh

20. Resolution #21-91 Approving the Proposed Project Plan Amendment to Modify the District Boundaries of Tax Incremental Financing District Number 7, City of De Pere, Wisconsin (Boundary Amendment #1).

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

21. Resolution #21-92 Approving the Proposed Project Plan Amendment to Modify the District Boundaries of Tax Incremental Financing District Number 11, City of De Pere, Wisconsin (Boundary Amendment #1).

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

22. Resolution #21-93 Approving the Proposed Project Plan Amendment to Modify the District Boundaries of Tax Incremental Financing District Number 12, City of De Pere, Wisconsin (Boundary Amendment #2).

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

23. Resolution #21-94 Terminating Tax Incremental Financing District No. 6 in the City of De Pere.

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

24. Appointments to boards and commissions by Mayor Boyd.

City Attorney Judy Schmidt-Lehman indicated that while Alderperson Quigley is on the appointments list, there is no requirement for him to abstain from voting.

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

25. Voucher approval.

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

26. Future agenda items.

None.

27. Adjournment.

Alderperson Raasch moved, seconded by Alderperson Ledvina to adjourn the meeting at 9:05 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen, City Clerk

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**Parks, Recreation & Forestry**
FROM:	**Marty Kosobucki**
SUBJECT:	**Recommendation from the Board of Park Commissioners to Accept a Donation from De Pere Baseball valued at $23,750 to Improve Kelly Danen Ball Fields.**

The Board of Park Commissioners, at the August 19, 2021 meeting, approved accepting the donation from De Pere Baseball, valued at $23,750, to make improvements to the Kelly Danen baseball fields. The motion was approved with a 7-0 vote.

ATTACHMENTS:

- Memo.De Pere Baseball donation (DOCX)
- De Pere Baseball prop 06232021 (PDF)

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Date: August 19, 2021

RE: De Pere Baseball Donation

De Pere Baseball would like to have a contractor come in and provide updates to the fields at Kelly Danen. Enclosed is a quote De Pere Baseball received and they would like to move forward with the following tasks totaling $23,750.

- Kelly Danen Upper
- Kelly Danen Lower
- Install Jox Box
- Re-sodding back arc of lower field
- Sod holes in outfield

Staff is in support of De Pere Baseball's effort to improve the ball fields at Kelly Danen and extend a sincere thank you to them.

323 William St., P.O. Box 76
Watertown, WI 53094

"Your Field is Our Passion"

TEL: 1.920.378.0650

Proposal: De Pere Baseball

Proposal Submitted to:
Jon Susek: 920-784-3846

Date: 06/23/2021

Work to be performed at:
Kelly Daanen Park
De Pere, WI

Kelly Daanen Park:

Upper Field:

Edge all the grass edges to remove lips.
Add 1 load of Quick Pitch and laser grade.
Compact with dual drum roller.
Install Jox Boxes. (Provided by De Pere Baseball)
Re-Sod the 3 holes in the outfield.
Price: $6,600

Warning Track:

Edge the warning track.
Add Warning track material and re-grade.
Roll when complete.
Price: $3,500

Lower Field:

Option 1: Re-sodding the Interior Infield:

Remove existing grass from the infield.
Add topsoil and laser grade.
Apply pre-plant starter fertilizer.
Sod with athletic blend bluegrass big roll sod.
Grade infield mix to the new edges of the infield.
Laser grade the infield skins to the new elevation of the interior infield.
Rebuild the pitcher's mound with clay.
Roll when complete.
Price: $13,500

Option 2: Install Jox Boxes (Provided by De Pere Baseball)

Price: $200

Option 3: Warning Track:

Edge the warning track.
Add Warning track material and re-grade.
Roll when complete.
Price: $3,500

Option 4: Re-Sod Around the Back Arc:

Remove 3.5 ft of existing grass around the back arc to remove the lip.
Re-grade.
Sod with athletic blend bluegrass big roll sod.
Roll when complete.
Price: $2,500

Option 5: Sod in the 3 Holes in the Outfield:

Price: $950

Note: The customer must provide a place on site to dispose of waste material. Hauling off site will incur in additional costs.

Proposal may be withdrawn if not accepted in 30 Days. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and may become an extra charge over and above the Proposed Price. All agreements contingent upon strikes, accidents, or delays beyond our control.

Proposed Price: See Above

With Payments to be made as follows:
Down Payment:

Balance due upon completion: **AuthorizedSignature:** 

Acceptance of Proposal:
The above prices, specifications, and conditions are satisfactory and are hereby accepted. We authorized Midwest Athletic Fields LLC to do the work as specified. Payment will be made as outlined above.

Signature:_____ **Date:**_____

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**Information Technology**
FROM:	**Steve Massey**
SUBJECT:	**Recommendation from the Finance/Personnel Committee to Approve the Purchase of Security Cameras and a Mobile Surveillance Trailer in the amount of $45,700, with Funding from Unassigned Reserves.**

The Finance/Personnel Committee unanimously recommended approval of this request at their meeting of August 10, 2021.

ATTACHMENTS:

- Mayor and F-P - Consider request by IT Director to transfer funds from Unassigened Reserves for Main Ave Security Cameras and Mobile Surveillance Trailer (PDF)
- Option A Proposal - Main St. Cameras_Rev1-CCCP (PDF)
- Option B Proposal - Mobile Surveillance Trailer-CCCP (PDF)
- Mobile Surveillance Trailer Data Sheet (PDF)
- TIPS Competitive Process_rev_05282019_rp (PDF)

CITY OF DE PERE
MEMO

To: Mayor James Boyd
Finance/Personnel Committee Members
From: Steve Massey, City IT Director
Jeremy Muraski, Police Captain
Date: August 4, 2021
RE: Request to Transfer Funds from Unassigned Reserves - Main Ave. Security Cameras and Mobile Surveillance Trailer (MST)

The City of De Pere completed phase 1 of the city facility security camera implementation in March 2021. Phase 1 included the installation of security cameras at the City Hall Complex and the Art Alley. Since the implementation, the De Pere Police Department has been able to easily locate evidentiary video and use it to identify suspects in several cases including damage done to Art Alley exhibits. At this point in time there appears to be a reduction in criminal behavior observed in and around the art alley but we'll have a better understanding in the months to comes as St. Norbert College students return to campus.

Based on Police Department needs and alderperson feedback the City is proposing to add 3 security cameras to Main Ave. (**Option A**) and 1 Mobile Surveillance Trailer (MST) (**Option B**). Both options would integrate with the City's existing security camera infrastructure.

Option A

Add 3 security cameras on Main Ave. to supplement the existing cameras placed at the entrances of the Art Alley. The additional cameras would provide video footage from the west side bridge approach to 441 Main Ave. Multi-sensor cameras have been selected to provide a near 360 degree view from each location. The cameras would be mounted to existing City owned light poles at the bridge approach 300 Main Ave., 365 Main Ave. and 400 Main Ave. Estimated project completion is October 15, 2021. The cost for Option A is $14,800.

Option B

Add 1 MST to supplement existing and future fixed camera sites so that the technology can be deployed around the city to various locations as situations and needs change. A MST could also be used as a proactive approach for large public gatherings, emergency response situations, parking lots, Public Works job sites, etc. The proposed MST operates off solar energy and cellular data allowing placement nearly anywhere in the city. The proposed MST has 1 multi-sensor camera to provide a near 360 degree view and 1 license plate recognition (LPR) camera. The existing security camera infrastructure contains software that can alert when a license plate match occurs in near real-time. Estimated project completion is October 15, 2021. The cost for Option B is $30,900.

Staff has selected Camera Corner/ACP CreativIT to implement Option A and B based on the success of the phase 1 security camera implementation. Camera Corner submitted proposals for Option A and B to The Interlocal Purchasing System (TIPS). Both proposals were accepted by TIPS and Camera Corner's pricing came in below TIPS contract pricing (TIPS #200203). TIPS is a National Cooperative Purchasing

Program for use by member schools, colleges, universities, cities, counties, and other government entities in all 50 states. The cost for Option A is $14,800. The cost for Option B is $30,900. The combined total is $45,700. Option B would also require a FirstNet cellular data plan ($45/month) that would be funded by the Police Department's annual budget. Staff is seeking transfer of funds ($45,700) from unassigned reserves to fund these projects.

SDM
Attachment

Main St. Cameras

City of De Pere

335 S Broadway
Depere, WI 54115

Tips # 200203
Exp: 04-03-2023



Our Mission:
To provide world-class technology solutions with an unwavering commitment to our Customers, Vendor Partners and Employees while providing an environment that encourages profitable growth, learning and fun!

ACP CreativIT LLC (d/b/a Camera Corner Connecting Point or CCCP)
529 N. Monroe Ave.
PO Box 248
Green Bay, WI 54305-0248 USA
920.435.5353
http://www.cccp.com

Number:	V005503
Modified:	8/3/2021
Revision:	1
Act Manager:	Jon Warden

	Quantity	Manufacturer	Description

Cameras: Cam 1



1 **Axis Communications 5503-521**

Electrical Safety Kit for Axis T98A Surveillance Cabinets - 120VAC input



1 **Axis Communications 5503-951**

Plastic threaded cable gland for M20 holes. For easy installation of network cable. No need for cutting the cable. 5 pcs.



1 **Axis Communications 5700-331**

Outdoor Patch Cable With Gasket, 5 m



1 **Axis Communications P3719-PLE**

15 MP multidirectional camera with IR



1 **Axis Communications T8144**

1-Port PoE+ Industrial Midspan, 60W



1 **Axis Communications T91D61**

Wall Bracket with Mounting Plate, 1.5" NPS



1 **Axis Communications T94N01D**

An indoor/ outdoor pendant kit for mounting AXIS P3717-PLE on 1.5" NPS threaded brackets.



1 **Axis Communications T94N01G**

The high-quality AXIS T94N01G Pole Mount is designed for use with Axis positioning cameras and positioning units. It is intended for poles between 100-410 mm (4-16 in) in diameter. The mount is made from marine-grade (SUS 316L) stainless steel and is suitable for marine, underground, and other high corrosion applications. AXIS T94N01G has an IK10 rating for impact resistance, which safeguards it against vandalism. It features a closed back and a cable gasket for protection against insect infestation.



1 **Axis Communications T98A18-VE**

Surveillance Cabinet, Outdoor Rated for Q60 and P55 series cameras



1 **Axis Communications T98A-VE**

POWER SUPPLY DIN CP-D 24/4.2 100 W



1 **Commscope MS-100-SSH**

Tapered Pipe-to-Pipe Adapter, adapts 1-1/2 in to 3-1/2 in OD pipe to 4 in to 9 in OD pipe



1 **ENET C6-BL-1-ENC**

Cat6 Blue 1 Foot Patch Cable with Snagless Molded Boot (UTP)

	Quantity	Manufacturer	Description
	1	**ENET C6-BL-3-ENC**	Cat6 Blue 3 Foot Patch Cable with Snagless Molded Boot (UTP)
	1	**Milestone XPPPLUSDL**	xProtect Professional Plus Device Channel License
	1	**Milestone YXPPPLUSDL**	1 Year CarePlus Support for xProtect Professional Plus Device Channel License
	1	**Ubiquiti Networks AMO-5G13**	Ubiquiti Next-Gen 2x2 Dual Polarity MIMO Omni Antenna
	1	**Ubiquiti Networks RP-5AC-US**	airMAX Rocket Prism AC 5 GHz Radio

	Quantity	Manufacturer	Description

Cameras: Cam 2



1 **Axis Communications 5503-521**
Electrical Safety Kit for Axis T98A Surveillance Cabinets - 120VAC input



2 **Axis Communications 5700-331**
Outdoor Patch Cable With Gasket, 5 m



1 **Axis Communications P3719-PLE**
15 MP multidirectional camera with IR



1 **Axis Communications T91D61**
Wall Bracket with Mounting Plate, 1.5" NPS



1 **Axis Communications T94N01D**
An indoor/ outdoor pendant kit for mounting AXIS P3717-PLE on 1.5" NPS threaded brackets.



1 **Axis Communications T94N01G**
The high-quality AXIS T94N01G Pole Mount is designed for use with Axis positioning cameras and positioning units. It is intended for poles between 100-410 mm (4-16 in) in diameter. The mount is made from marine-grade (SUS 316L) stainless steel and is suitable for marine, underground, and other high corrosion applications. AXIS T94N01G has an IK10 rating for impact resistance, which safeguards it against vandalism. It features a closed back and a cable gasket for protection against insect infestation.



1 **Axis Communications T98A18-VE**
Surveillance Cabinet, Outdoor Rated for Q60 and P55 series cameras



2 **ENET C6-BL-1-ENC**
Cat6 Blue 1 Foot Patch Cable with Snagless Molded Boot (UTP)



1 **ENET C6-BL-3-ENC**
Cat6 Blue 3 Foot Patch Cable with Snagless Molded Boot (UTP)

1 **Milestone XPPPLUSDL**
xProtect Professional Plus Device Channel License

1 **Milestone YXPPPLUSDL**
1 Year CarePlus Support for xProtect Professional Plus Device Channel License



1 **Trendnet 48VDC3000**
48V 160W Power Adapter for TI-PG541

	Quantity	Manufacturer	Description
	1	**Trendnet TI-PG541**	TRENDnets TI-PG541 is a reliable IP30 unmanaged PoE+ DIN-rail switch with hardened components rated for extreme industrial environments. It offers four Gigabit PoE+ ports (Ports 1-4, 802.3at), one Gigabit port, one SFP slot, and a full PoE power budget of 120 Watts. Dual redundant power inputs (power adapter sold separately) with overload current protection support zero downtime requirements. An alarm output can be triggered by a primary and/or redundant power failure.
	2	**Ubiquiti Networks NBE-5AC-Gen2**	NanoBeam Wireless Bridge - 5 GHz - 1 x Network (RJ-45) - Wall Mountable, Pole-mountable, Window-mountable, Up to 450Mbps, 15KM range

Quantity	Manufacturer	Description

Cameras: Cam 3



1 **Axis Communications 5503-521**

Electrical Safety Kit for Axis T98A Surveillance Cabinets - 120VAC input



1 **Axis Communications 5700-331**

Outdoor Patch Cable With Gasket, 5 m



1 **Axis Communications P3719-PLE**

15 MP multidirectional camera with IR



1 **Axis Communications T8144**

1-Port PoE+ Industrial Midspan, 60W



1 **Axis Communications T91D61**

Wall Bracket with Mounting Plate, 1.5" NPS



1 **Axis Communications T94N01D**

An indoor/ outdoor pendant kit for mounting AXIS P3717-PLE on 1.5" NPS threaded brackets.



1 **Axis Communications T94N01G**

The high-quality AXIS T94N01G Pole Mount is designed for use with Axis positioning cameras and positioning units. It is intended for poles between 100-410 mm (4-16 in) in diameter. The mount is made from marine-grade (SUS 316L) stainless steel and is suitable for marine, underground, and other high corrosion applications. AXIS T94N01G has an IK10 rating for impact resistance, which safeguards it against vandalism. It features a closed back and a cable gasket for protection against insect infestation.



1 **Axis Communications T98A18-VE**

Surveillance Cabinet, Outdoor Rated for Q60 and P55 series cameras



1 **Axis Communications T98A-VE**

POWER SUPPLY DIN CP-D 24/4.2 100 W



1 **ENET C6-BL-1-ENC**

Cat6 Blue 1 Foot Patch Cable with Snagless Molded Boot (UTP)



1 **ENET C6-BL-3-ENC**

Cat6 Blue 3 Foot Patch Cable with Snagless Molded Boot (UTP)

1 **Milestone XPPPLUSDL**

xProtect Professional Plus Device Channel License

	Quantity	Manufacturer	Description
	1		**Milestone YXPPPLUSDL** 1 Year CarePlus Support for xProtect Professional Plus Device Channel License
	1		**Ubiquiti Networks NBE-5AC-Gen2** NanoBeam Wireless Bridge - 5 GHz - 1 x Network (RJ-45) - Wall Mountable, Pole-mountable, Window-mountable, Up to 450Mbps, 15KM range

Misc Hardware and Labor

	1		**_Miscellaneous** Miscellaneous Parts & Materials
	1		**CCCP /PSECShipping** Ground Shipping and Handling Estimate
	1		**CCCP LIFT RENTAL - Towable -1 Week** Towable Lift Rental - 1 Week

Equipment Subtotal:	***$10,890.61***
Labor Subtotal:	***$3,903.75***
Project Subtotal:	***$14,794.36***

Pricing Summary

Equipment:	$10,890.61
Labor:	$3,903.75
Grand Total:	**$14,794.36**

Payment Terms

Payment Schedule	Amount	Due Date
Initial Deposit	$7,397.18	
Equipment Delivery	$5,917.74	
Final Acceptance	$1,479.44	

Project Acceptance

Client: **Marty Kosobucki** **Date**

Contractor: **ACP CreativIT LLC (d/b/a Camera Corner Connecting Point or CCCP)** **Date**

Pricing valid for 30 days, except in cases of Force Majeure which include but are not limited to National and International Trade Relations.

Mobile Surveillance Trailer

City of De Pere

Tips # 200203 Security Systems Products and Services
Exp 4/30/23



Our Mission:
To provide world-class technology solutions with an unwavering commitment to our Customers, Vendor Partners and Employees while providing an environment that encourages profitable growth, learning and fun!

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529 N. Monroe Ave.
PO Box 248
Green Bay, WI 54305-0248 USA
920.435.5353
http://www.cccp.com

Number:	CCCP-6052
Modified:	7/28/2021
Revision:	0
Act Manager:	Brandon Gould

	Quantity	Manufacturer	Description

Unassigned

	3	**Axis Communications 5801-951** SanDisk Surveillance 64GB microSDXC Memory Card, Class 10 UHS-I with microSD Adapter, Includes Health Monitoring
	1	**Axis Communications P3719-PLE** 15 MP multidirectional camera with IR
	1	**Axis Communications Q1700-LE** Outdoor LPR Camera, Integrated IR, 1080P HD, Specifically designed camera to capture license plates day or night at up to 328' and 80 MPH
	1	**Axis Communications T91H61** WALL MOUNT
milestone	1	**Milestone XPLPRCL** Xprotect LPR Camera License
milestone	2	**Milestone XPPPLUSDL** xProtect Professional Plus Device Channel License
milestone	2	**Milestone YXPPPLUSDL** 1 Year CarePlus Support for xProtect Professional Plus Device Channel License
Sun Surveillance	1	**Sun Surveillance SS-2107090928** Sun Surveillance SolsticeCam Trailer

Quantity	Manufacturer	Description

Shipping and Misc.

1		**_Miscellaneous** Miscellaneous Parts & Materials
1		**CCCP /AVShipping** Ground Shipping and Handling Estimate

Equipment Subtotal:	***$29,352.14***
Labor Subtotal:	***$1,545.50***
Project Subtotal:	***$30,897.64***

Pricing Summary

Equipment:	$29,352.14
Labor:	$1,545.50
Grand Total:	**$30,897.64**

Payment Terms

Payment Schedule	Amount	Due Date
Initial Deposit	$15,448.82	
Equipment Delivery	$12,359.06	
Final Acceptance	$3,089.76	

Project Acceptance

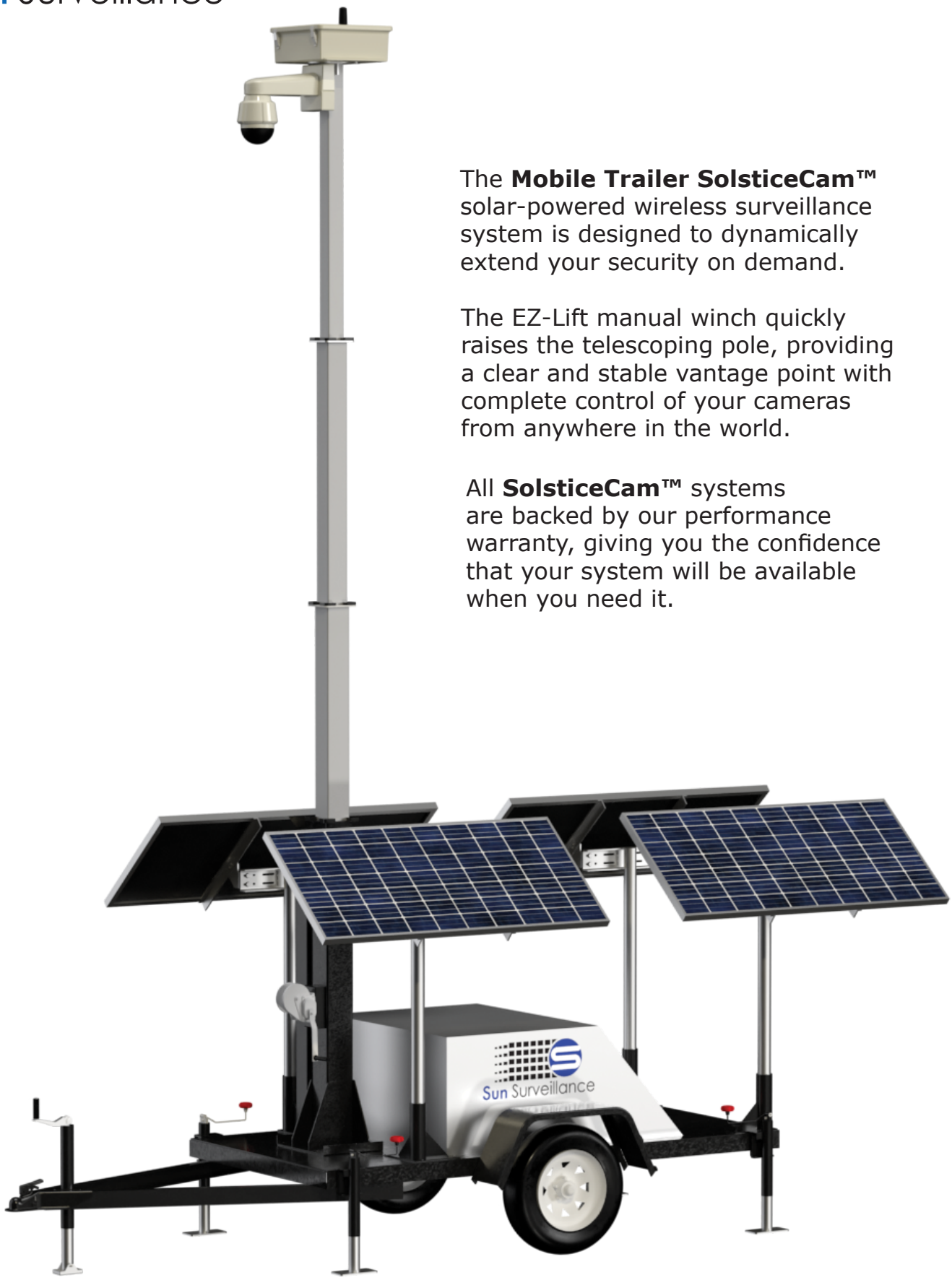
Client: **Steve Massey** **Date**

Contractor: **ACP CreativIT LLC (d/b/a Camera Corner Connecting Point or CCCP)** **Date**

Pricing valid for 30 days, except in cases of Force Majeure which include but are not limited to National and International Trade Relations.

Mobile Trailer SolsticeCam™

Sun Surveillance



The **Mobile Trailer SolsticeCam™** solar-powered wireless surveillance system is designed to dynamically extend your security on demand.

The EZ-Lift manual winch quickly raises the telescoping pole, providing a clear and stable vantage point with complete control of your cameras from anywhere in the world.

All **SolsticeCam™** systems are backed by our performance warranty, giving you the confidence that your system will be available when you need it.

SOLAR PANELS

Multi-crystalline silicon solar cell.
High transparency, low-iron, tempered glass.
Heavy-duty anodized frames.
Rugged design to withstand high wind pressure, hail, and snow load.

WIRELESS

Point to Point	Point to Multipoint	Mesh	Cellular*
900 MHz	900 MHz	900 MHz	GSM
2.4 GHz	2.4 GHz	2.4 GHz	4G
5.8 GHz	5.8 GHz	5.8 GHz	LTE

*Cellular not available in all areas, and requires monthly service charge.

CAMERAS

ACTI	AXIS	ARECONT	AVIGILON	BOSCH
DAHUA	FLIR	GANZ	HANWHA	HIKVISION
MOBOTIX	PANASONIC	PELCO	SONY	VIVOTEK

**Custom SolsticeCam™ configurations are available for cameras not listed above.*

TELESCOPIC MAST

The telescopic mast system features an EZ-Lift winch for rapid deployment.

Type: Square tube steel, 4 section, galvanized finish with powder coat base.
Height: 20’ (6m)
Lift System: EZ-Lift manual winch
Max Payload: 165lbs. (75 Kg)

BATTERY / ELECTRONICS

Enclosure: The enclosure is made of **5052** Aircraft Grade Aluminum, and is extremely corrosion resistant.

Electronics: All SolsticeCam™ systems are comprised of high quality, industrial grade components and can withstand the most extreme environments. Components include but are not limited to: charging circuit, overload protection, and power supplies.

Batteries: Absorbent glass mat, sealed lead acid. The battery bank and solar array are sized to provide continuous power **365** days a year.

OPTIONS

IR Illuminator: Various distances and angles.
Strobe Light: White, Blue, Green, Red.
Amplified Speaker: 10 watt amplifier and speaker.

4845 US Highway 271 North, Pittsburg, Texas 75686

TIPS COMPETITIVE PROCUREMENT PROCESS

The Interlocal Purchasing System (TIPS) is a National Cooperative Purchasing Program for use by member schools, colleges, universities, cities, counties, and other government entities in all 50 states as authorized by each entity's jurisdictional legal requirements. Region 8 Education Service Center, located in Pittsburg, Texas is the lead government agency for the cooperative. The Texas Education Service Centers were established by the Texas Legislature by Chapter 8 of the Texas Education Code: http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.8.htm. The primary procurement statute for the lead agency is Chapter 44.031 of the Texas Education Code: http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.44.htm. Construction Contracts are procured pursuant to Texas Government Code § 2269 Other state and federal statutes and regulations may apply as well.

TIPS procures and awards all vendor contracts according to Texas statutes and other applicable federal "EDGAR" regulations, 2 CFR Part 200, as interpreted by the US Department of Education.

All solicitations are drafted by the TIPS legal team of attorneys and notices posted on the web at www.tips-usa.com/rfp.cfm, Texas Comptroller of Public Accounts Smartbuy site, www.RFPDB.com**.** The solicitations are currently advertised locally once a week for two consecutive weeks, per Texas law, in the Pittsburg Gazette (Pittsburg, Texas), in the USA Today (National Publication), and in multiple newspapers in states throughout the nation. Please email bids@tips-usa.com to request the specific advertising performed for any TIPS Contract. The advertising affidavit or tear sheets, along with the corresponding proposal documents, can be accessed on the TIPS website from any vendor profile. To comply with transparency statutes, TIPS does not post pricing or other information on the public website that was declared confidential by the proposer, but the information is available to all Members upon request. Proposals are posted for a minimum of 21 days (most are posted for 5 or 6 weeks to provide plenty of time for vendors to respond) and scored by the TIPS legal team of attorneys. The scoring process applies evaluation criteria required by Texas Education Code 44.031(b) or as permitted by Texas Government Code 2269 for construction services found at:

http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.44.htm#44.031, and;
http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.2269.htm#2269.055.

Each solicitation lists the evaluation criteria and its corresponding point value. Vendors must meet a minimum score as specified in the solicitation to be awarded. Solicitation scoring can be provided upon request. The proposals received are sealed until the opening date and time and the opening is open to anyone that desires to attend. Most solicitations provide for multiple awards for the vendor price agreements. Vendor agreement/contract awards are made when scoring is completed pursuant to a delegation of authority by the Region 8 Board of Directors and reported to the Board at regular scheduled monthly meetings held in compliance with the Texas Open Meetings Act found at http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.551.htm. The Board may rescind an award based on the termination for convenience included in all TIPS Vendor agreements. Vendor Contracts are awarded for a term of years and may be renewed for an additional term if specified in the solicitation. Vendor award compliance with Federal Regulations 2 CFR Part 200 for expenditure of certain Federal Grant Funds (EDGAR) are noted with the vendor award information provided by TIPS at the vendor's page at www.TIPS-USA.com . Awards may not be compatible with USDA Federal Child Nutrition funds expenditures, depending on the value of the purchase or other criteria due to expanded requirements and interpretations by USDA/TDA issued in 2016 and periodically updated. When further clarification of interpretations of 2 CFR Part 200 is received, TIPS will adjust its processes to meet any new guidance, if possible. As Federal Regulations require, it is the responsibility of the grant recipient or sub-recipient to review the solicitation documents and ensure they meet the requirements of the specific grant. **Note:** For child nutrition and, other federal funds as well, members may use our contracts for the small purchase (multiple quote process. TIPS recommends you get at least 3 quotes) and micro-purchase procedures under 2 CFR part 200. For additional information please contact:

The TIPS Team at tips@tips-usa.com or (866) 839-8477.

TIPS Legal Team - Texas Education Service Center Region 8/TIPS General Counsel at (866) 839-8477 or legal@tips-usa.com. No attorney/client relationship is created and no legal advice is provided via this contact.

NOTE: IT IS ALWAYS THE TIPS MEMBER ENTITY'S RESPONSIBILITY TO REVIEW ANY TIPS CONTRACT AWARD FOR COMPLIANCE WITH THE TIPS MEMBER'S JURISDICTIONAL PROCUREMENT REQUIREMENTS.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**Plan Commission**
FROM:	**Peter Schleinz**
SUBJECT:	**Recommendation from Plan Commission to approve a proposed 10 lot and 2 outlot preliminary extraterritorial plat of American Rapids Subdivision at 2700 BLK Lawrence DR in the Town of Lawrence (Parcels L-473, L-474, L-532, L-527).**

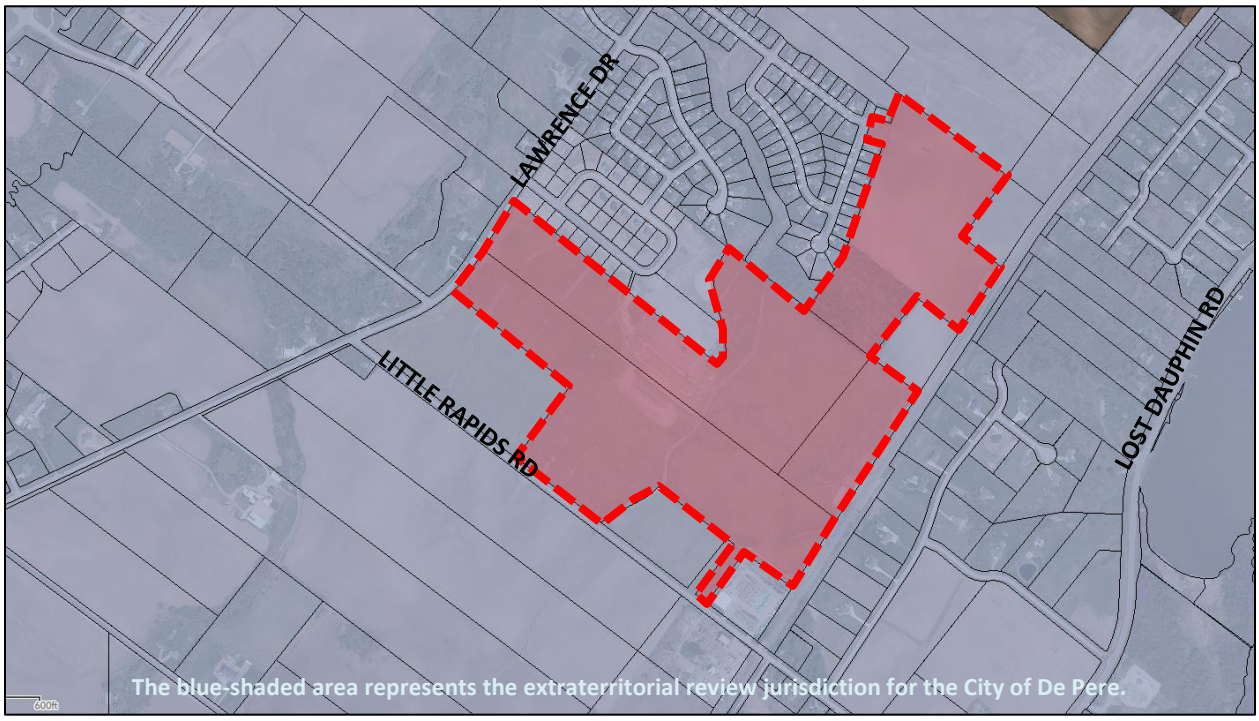
On August 23, 2021 Plan Commission unanimously recommended approval of the plat by a vote of 6-0.

ATTACHMENTS:

- 08-23-21 PC Report - Pre Plat (DOCX)
- Application Form (PDF)
- Preliminary Plat - 16 Jul 2021 (PDF)

ITEM 6: **Consideration and possible action on a request for a proposed 10 lot and 2 outlot preliminary extraterritorial plat of American Rapids Subdivision at 2700 BLK Lawrence DR in the Town of Lawrence Parcels L-473, L-474, L-532, L-527).***

SITE MAP



PROPOSED PLAT AREA

Note: Due to the larger scale of the plat, please refer to the attached plat.

REQUESTED ACTION: Preliminary Extraterritorial Plat Approval.*

COMMON DESCRIPTION: 2700 BLK Lawrence DR, located northeast from Lawrence DR and Little Rapids RD.

PARCEL NUMBER(S): L-473, L-474, L-532, L-527

ZONING: Agricultural (A-1) by the Town of Lawrence.

SURROUNDING LAND USES: Agricultural to the north and south.
Residential and natural areas to the east.
Railroad, residential, and natural areas to the west.

COMPREHENSIVE PLAN: Residential and Industrial by the Town of Lawrence.

APPLICANT/OWNER NAME: Authorized Representative and Property Owner
Town of Lawrence and Jimida LLC
2400 Shady CT
De Pere, WI 54115

SITE HISTORY: The subject site has been used for agricultural purposes since 1938.

STAFF REVIEW: When reviewing a preliminary plat, staff considers State Statutes 236 Sections 46-3 through 46-7 of the De Pere Platting and Division of Land Code, the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns.

- The plat has 10 lots and 2 outlots.
    - Lots 1-7 and 10 are proposed for business/industrial use.
    - Lots 8-9 are proposed for residential use.
    - Outlots 1-2 are for storm water management.

- The street titled "American DR" is identified on the plat, which will eventually connect to the City's "American BL." It is suggested that the street suffix be changed to 'BL' in order to minimize future wayfinding confusion.

All conditions of approval are listed at the end of the report. The conditions are technical and can be overseen by staff.

The final plat meets the criteria of State Statutes 236 and Sections 46-3 through 46-7 of the De Pere Platting and Division of Land Code. The proposed land division does not impact the Comprehensive Plan negatively. The proposed lot size, frontage, and setbacks meet acceptable City requirements.

REVIEW PROCESS: For final plat petitions, the Plan Commission provides either an approval, rejection with reason, or approval with conditions decision. The Common Council also reviews final plats. The Common Council is expected to review the City plat on September 7, 2021.

STAFF RECOMMENDATION: Staff recommends APPROVAL of the preliminary extraterritorial plat and forwarding the plat to the Common Council for approval, subject to:

1. Meeting all other state and local regulations, including the City of De Pere, Town of Lawrence, and Brown County Planning Commission.
2. Add a City of De Pere certificate that has the date of Common Council approval, in addition to the signature line and date for Carey E. Danen, City Clerk.
3. The street American DR is shown on the plat, however in the future the right-of-way will connect to American BL. To prevent wayfinding confusion, it is suggested that the suffix for the street name be changed to "BL" prior to recording the plat before such a name change impacts future businesses that will exist on the right-of-way.

4. Please be advised that as American DR/BL extends further northward, the right-of-way will require a slight “s” curve in order to properly align with the City of De Pere American BL.
    a. The subject lands that are northward are within the City’s expansion area. If developed within the Boundary Agreement window it will have to be brought into the City of De Pere.

DE PERE
RUNS DEEPER

CITY OF DE PERE
RECEIVED
JUL 19 2021
PLANNING DEPT

CITY OF DE PERE

APPLICATION FOR PLAT REVIEW

Fee: $ 1094.00
Receipt #: 163441
Date: 7-19-21

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	
McMahon Associates	Douglas Woelz	Senior Land Surveyor	
Mailing Address	**City**	**State**	**ZIP Code**
1445 McMahon Dr.	Neenah	WI	54956
Email Address	**Phone Number (incl. area code)**	**Fax Number (incl. area code)**	
dwoelz@mcmgrp.com	(920) 751-4200	(920) 751-4284	

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

Name (Ind. Org. or Entity)	Contact Person	Title	
Town of Lawrence/Jimida LLC	Patrick Wetzel	Town Administrator	
Mailing Address	**City**	**State**	**ZIP Code**
2400 Shady Ct.	De Pere	WI	54115
Email Address	**Phone Number (incl. area code)**	**Fax Number (incl. area code)**	
patrickw@townoflawrence.org	(920) 751-4200		

SECTION 3: Project or Site Location

Project Address/Description	Parcel No.
Little Rapids Road & Lawrence Dr.	L-473, L-474, L-532 & L-527

SECTION 4: Plat Review

Review Type: ☑ Preliminary Plat ☐ Final Plat ☐ Condominium Plat

Fee:		
$1094.00	Preliminary Plat Fee: $278 + (12 # of lots and outlots x $68) Final Plat Fee: $195 Condominium Plat Fee: $278 + (____# of units x $68) + (____# of common elements x $68)	$ 1094.00

Present Use of Parcel:	Farm Land
Proposed Use of Lots:	Commercial/Industrial

Please submit 1 hard copy, 1 PDF copy, and 1 CAD copy of the Plat if the property is located within the City or if the property is located within the extraterritorial jurisdiction.

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
Douglas Woelz	Senior Land Surveyor	(920) 751-4200
Signature of Applicant		**Date Signed**
Douglas R. Woelz		07-16-2021

TO BE COMPLETED BY CITY STAFF

Plat Review authorized by the De Pere Municipal Code, Chapter 46.	

McMAHON
ENGINEERS \ ARCHITECTS

TRANSMITTAL

DATE: July 16, 2021

TO: Plat Review – DOA (pdf)
101 E. Wilson Street FL 9
Madison, Wisconsin 53703

E-MAIL: dwoelz@mcmgrp.com

PHONE: (920) – 751-4200

SUBJECT: Preliminary Plat –American Rapids Subdivision

McM No. L0017 09-20-00645.99

SENT VIA: ☒ E-mail ☐ CDS ☒ UPS / FedEx ☐ Other

FROM: Doug Woelz

E-MAIL: Dwoelz@mcmgrp.com

WE ARE SENDING YOU THE FOLLOWING:

QUANTITY:	DATE:	TITLE/DESCRIPTION:
(#)	07-16-21	Copies of Preliminary Plat for Reviews (full size & half size), Review Applications
1	Check	Department of Administration = $265.00
1	Check	Brown County Planning = $640.00
1	Check	City of Depere =$1094.00

REMARKS:

Please place the enclosed Final Plat for Hemlock East on you next available agenda for reviews and notify our office as to your review dates. I will arrange to have someone attend the meetings to answer any questions.

Town of Lawrence (3)	Brown County Planning (3)	City of Depere (1)
2400 Shady Court	Planning & Land Services Dept	335 S Broadway
De Pere, Wisconsin 54115-9410	305 E. Walnut St Rm 320	De Pere, WI 54115
	GREEN BAY, WI 54305-3600	

COPY TO: Jimida LLC (3)
2901 Lawrence Drive
De Pere, Wisconsin 54115

SIGNED: Douglas E. Woelz, Associate/Senior Land Surveyor

If Enclosures Are Not As Noted, Kindly Notify Us At Once

McMAHON ASSOCIATES, INC. | 1445 McMAHON DRIVE NEENAH, WI 54956 Mailing P.O. BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FAX 920.751.4284 MCM@MCMGRP.COM WWW.MCMGRP.COM

THE McMAHON Way VALUES • CULTURE RELATIONSHIPS • FOR O

McMAHON
ENGINEERS ARCHITECTS

TRANSMITTAL

Utility Companies:

Please review the attached Preliminary Plat and indicate any easements you may need to service this development. When completed please return one copy to my attention so we can make sure to include them on the Final Plat.

AT&T (2)
Attn: Joseph Kasaab (TELEPHONE)
205 S. Jefferson Street
Green Bay, Wisconsin 54301

Wisconsin Public Service (email)
to newserviceinstallation@wisconsinpublicservice.com

Charter Communications (2)
Attn: Vince Albin
3520 Destination Drive
Appleton, Wisconsin 54915

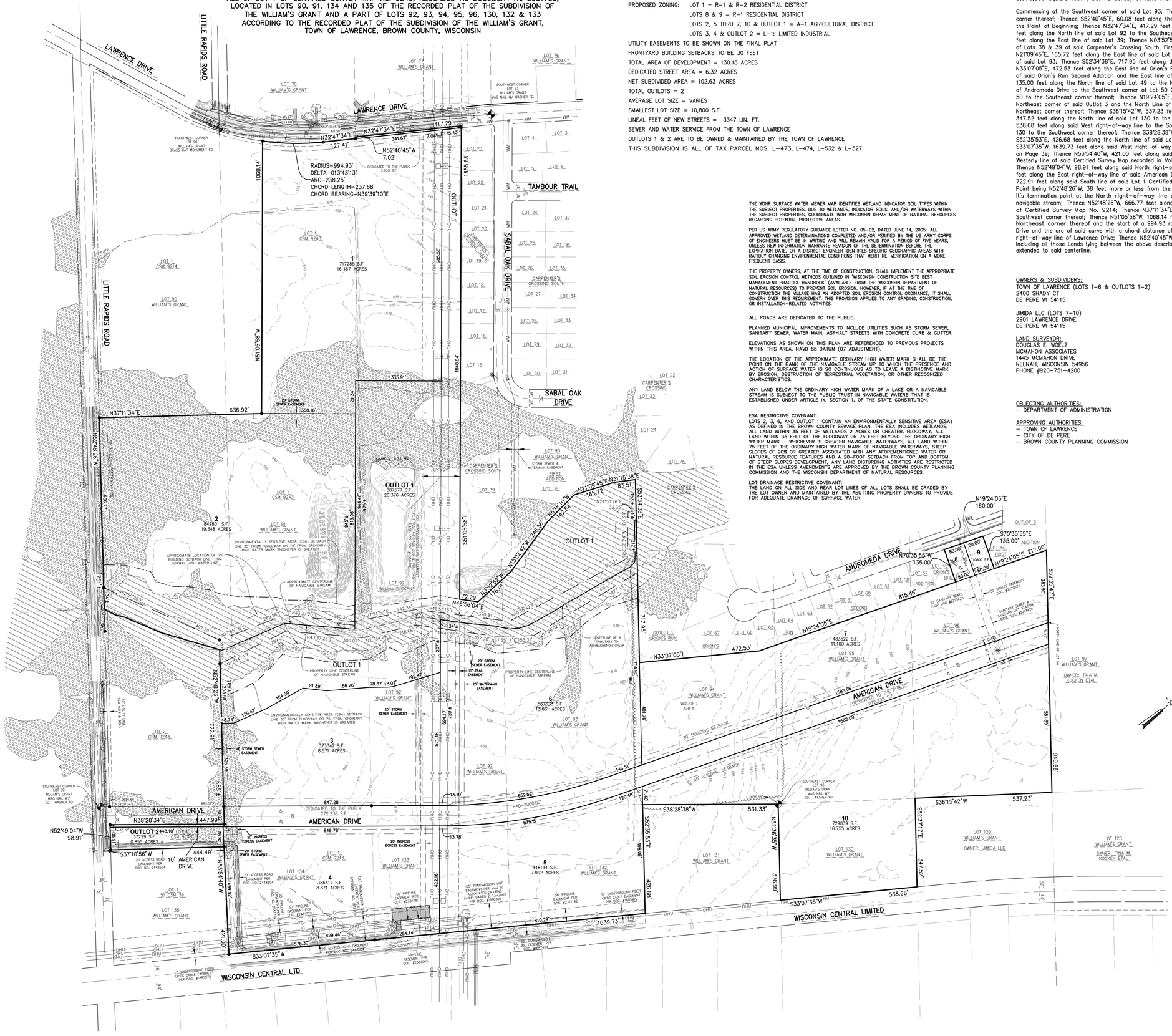
ATC
Matt Ernst
P.O. Box 6113
De Pere, WI 54115-6113
920-338-6573
mernst@atcllc.com

If Enclosures Are Not As Noted, Kindly Notify Us At Once

PRELIMINARY PLAT

AMERICAN RAPIDS SUBDIVISION

ALL OF LOT 1 OF CERTIFIED SURVEY MAP No. 9243, RECORDED AS DOCUMENT No 2931738, LOCATED IN LOTS 90, 91, 134 AND 135 OF THE RECORDED PLAT OF THE SUBDIVISION OF THE WILLIAM'S GRANT AND A PART OF LOTS 92, 93, 94, 95, 96, 130, 132 & 133 ACCORDING TO THE RECORDED PLAT OF THE SUBDIVISION OF THE WILLIAM'S GRANT, TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN



NOTES:

THIS PROPERTY IS CURRENTLY ZONED: A-1 AGRICULTURAL DISTRICT

PROPOSED ZONING: LOT 1 = R-1 & R-2 RESIDENTIAL DISTRICT
LOTS 8 & 9 = R-1 RESIDENTIAL DISTRICT
LOTS 2, 5 THRU 7, 10 & OUTLOT 1 = A-1 AGRICULTURAL DISTRICT
LOTS 3, 4 & OUTLOT 2 = L-1: LIMITED INDUSTRIAL

UTILITY EASEMENTS TO BE SHOWN ON THE FINAL PLAT

FRONTYARD BUILDING SETBACKS TO BE 30 FEET

TOTAL AREA OF DEVELOPMENT = 130.18 ACRES

DEDICATED STREET AREA = 6.32 ACRES

NET SUBDIVIDED AREA = 102.63 ACRES

TOTAL OUTLOTS = 2

AVERAGE LOT SIZE = VARIES

SMALLEST LOT SIZE = 10,800 S.F.

LINEAL FEET OF NEW STREETS = 3347 LIN. FT.

SEWER AND WATER SERVICE FROM THE TOWN OF LAWRENCE

OUTLOTS 1 & 2 ARE TO BE OWNED & MAINTAINED BY THE TOWN OF LAWRENCE

THIS SUBDIVISION IS ALL OF TAX PARCEL NOS. L-473, L-474, L-532 & L-527

THE WDNR SURFACE WATER VIEWER MAP IDENTIFIES WETLAND INDICATOR SOIL TYPES WITHIN THE SUBJECT PROPERTIES. DUE TO WETLANDS, INDICATOR SOILS, AND/OR WATERWAYS WITHIN THE SUBJECT PROPERTIES, COORDINATE WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES REGARDING POTENTIAL PROTECTIVE AREAS.

PER US ARMY REGULATORY GUIDANCE LETTER NO. 05-02, DATED JUNE 14, 2005: ALL APPROVED WETLAND DETERMINATIONS COMPLETED AND/OR VERIFIED BY THE US ARMY CORPS OF ENGINEERS MUST BE IN WRITING AND WILL REMAIN VALID FOR A PERIOD OF FIVE YEARS, UNLESS NEW INFORMATION WARRANTS REVISION OF THE DETERMINATION BEFORE THE EXPIRATION DATE, OR A DISTRICT ENGINEER IDENTIFIES SPECIFIC GEOGRAPHIC AREAS WITH RAPIDLY CHANGING ENVIRONMENTAL CONDITIONS THAT MERIT RE-VERIFICATION ON A MORE FREQUENT BASIS.

THE PROPERTY OWNERS, AT THE TIME OF CONSTRUCTION, SHALL IMPLEMENT THE APPROPRIATE SOIL EROSION CONTROL METHODS OUTLINED IN 'WISCONSIN CONSTRUCTION SITE BEST MANAGEMENT PRACTICE HANDBOOK' (AVAILABLE FROM THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES) TO PREVENT SOIL EROSION. HOWEVER, IF AT THE TIME OF CONSTRUCTION THE VILLAGE HAS AN ADOPTED SOIL EROSION CONTROL ORDINANCE, IT SHALL GOVERN OVER THIS REQUIREMENT. THIS PROVISION APPLIES TO ANY GRADING, CONSTRUCTION, OR INSTALLATION-RELATED ACTIVITIES.

ALL ROADS ARE DEDICATED TO THE PUBLIC.

PLANNED MUNICIPAL IMPROVEMENTS TO INCLUDE UTILITIES SUCH AS STORM SEWER, SANITARY SEWER, WATER MAIN, ASPHALT STREETS WITH CONCRETE CURB & GUTTER.

ELEVATIONS AS SHOWN ON THIS PLAN ARE REFERENCED TO PREVIOUS PROJECTS WITHIN THIS AREA. NAVD 88 DATUM (07 ADJUSTMENT).

THE LOCATION OF THE APPROXIMATE ORDINARY HIGH WATER MARK SHALL BE THE POINT ON THE BANK OF THE NAVIGABLE STREAM UP TO WHICH THE PRESENCE AND ACTION OF SURFACE WATER IS SO CONTINUOUS AS TO LEAVE A DISTINCTIVE MARK BY EROSION, DESTRUCTION OF TERRESTRIAL VEGETATION, OR OTHER RECOGNIZED CHARACTERISTICS.

ANY LAND BELOW THE ORDINARY HIGH WATER MARK OF A LAKE OR A NAVIGABLE STREAM IS SUBJECT TO THE PUBLIC TRUST IN NAVIGABLE WATERS THAT IS ESTABLISHED UNDER ARTICLE IX, SECTION 1, OF THE STATE CONSTITUTION.

ESA RESTRICTIVE COVENANT:
LOTS 2, 3, 6, AND OUTLOT 1 CONTAIN AN ENVIRONMENTALLY SENSITIVE AREA (ESA) AS DEFINED IN THE BROWN COUNTY SEWAGE PLAN. THE ESA INCLUDES WETLANDS, ALL LAND WITHIN 35 FEET OF WETLANDS 3 ACRES OR GREATER, FLOODWAY, ALL LAND WITHIN 35 FEET OF THE FLOODWAY OR 75 FEET BEYOND THE ORDINARY HIGH WATER MARK – WHICHEVER IS GREATER NAVIGABLE WATERWAYS, ALL LAND WITHIN 75 FEET OF THE ORDINARY HIGH WATER MARK OF NAVIGABLE WATERWAYS, STEEP SLOPES OF 20% OR GREATER ASSOCIATED WITH ANY AFOREMENTIONED WATER OR NATURAL RESOURCE FEATURES AND A 20-FOOT SETBACK FROM TOP AND BOTTOM OF STEEP SLOPES DEVELOPMENT, ANY LAND DISTURBING ACTIVITIES ARE RESTRICTED IN THE ESA UNLESS AMENDMENTS ARE APPROVED BY THE BROWN COUNTY PLANNING COMMISSION AND THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES.

LOT DRAINAGE RESTRICTIVE COVENANT:
THE LAND ON ALL SIDE AND REAR LOT LINES OF ALL LOTS SHALL BE GRADED BY THE LOT OWNER AND MAINTAINED BY THE ABUTTING PROPERTY OWNERS TO PROVIDE FOR ADEQUATE DRAINAGE OF SURFACE WATER.

PROPERTY DESCRIPTION: All of Lot 1 of Certified Survey Map No. 9243, recorded as Document No 2931738, located in Lots 90, 91, 134 and 135 of the recorded plat of the Subdivision of the William's Grant and a part of Lots 92, 93, 94, 95, 96, 130, 132 & 133 according to the recorded plat of the Subdivision of the William's Grant, Town of Lawrence, Brown County, Wisconsin containing 5,670,536 square feet (130.178 acres) of land more or less and described as follows:

Commencing at the Southwest corner of said Lot 93; Thence S35°40'47"W, 533.87 feet along the Westerly line of said Lot 92 to the Southwest corner thereof; Thence S52°40'45"E, 60.08 feet along the South line of said Lot 92 to the Southwesterly right-of-way line of Lawrence Drive and the Point of Beginning; Thence N32°47'34"E, 417.29 feet along said Southwesterly line to the North line of said Lot 92; Thence S51°05'58"E, 1855.68 feet along the North line of said Lot 92 to the Southeast corner of Lot 39 Carpenter's Crossing South, First Addition; Thence N46°56'04"E, 72.29 feet along the East line of said Lot 39; Thence N03°52'52"W, 176.01 feet along said East line; Thence N15°02'42"W, 246.56 feet along the East line of Lots 38 & 39 of said Carpenter's Crossing South, First Addition; Thence N06°18'10"W, 142.84 feet along the East line of said Lot 38; Thence N21°09'45"E, 165.72 feet along the East line of said Lot 38 to the Northerly Line of said Lot 93; Thence S52°34'38"E, 717.95 feet along the Northerly line of said Lot 93 to the Southeast corner of Outlot 1 Orion's Run; Thence N33°07'05"E, 472.53 feet along the East line of Orion's Run and Orion's Run Second Addition; Thence N19°24'05"E, 815.46 feet along the East line of said Orion's Run Second Addition and the East line of Lot 49 Orion's Run First Addition to the Northeast corner thereof; Thence N70°35'55"W, 135.00 feet along the North line of said Lot 49 to the Northwest corner thereof; Thence N19°24'05"E, 160.00 feet along the East right-of-way line of Andromeda Drive to the Southwest corner of Lot 50 Orion's Run First Addition; Thence S70°35'55"E, 135.00 feet along the South line of said Lot 50 to the Southeast corner thereof; Thence N19°24'05"E, 217.00 feet along the East line of Lot 50 and Outlot 3 Orion's Run First Addition to the Northeast corner of said Outlot 3 and the North Line of said Lot 96; Thence S52°35'47"E, 949.66 feet along the North line of said lot 96 to the Northeast corner thereof; Thence S36°15'42"W, 537.23 feet along the East line of said Lot 96 to the Southwest corner thereof; Thence S52°37'17"E, 347.52 feet along the North line of said Lot 130 to the West right-of-way line of the Wisconsin Central Limited Railroad; Thence S33°07'35"W, 538.68 feet along said West right-of-way line to the South line of said Lot 130; Thence N52°36'35"W, 376.99 feet along the South line of said lot 130 to the Southwest corner thereof; Thence S38°28'38"W, 531.33 feet along the East line of said Lot 94 to the Southwest corner thereof; Thence S52°35'53"E, 426.68 feet along the North line of said Lot 132 to the West right-of-way line of the Wisconsin Central Limited Railroad; Thence S33°07'35"W, 1639.73 feet along said West right-of-way line to the Northerly line of Lot 1 of Certified Survey Map recorded in Volume 51 of Maps on Page 39; Thence N53°54'40"W, 421.00 feet along said Northerly line to the Northeast corner thereof; Thence S37°10'56"W, 444.49 feet along the Westerly line of said Certified Survey Map recorded in Volume 51 of Maps on Page 39 to the North right-of-way line of Little Rapids Road; Thence N52°49'04"W, 98.91 feet along said North right-of-way line to the East right-of-way line of American Drive; Thence N38°28'34"E, 447.99 feet along the East right-of-way line of said American Drive to a South line of said Lot 1 Certified Survey Map No. 9243; Thence N52°48'26"W, 722.91 feet along said South line of said Lot 1 Certified Survey Map No. 9243 and it's Westerly extension to the start of a Meander line said Point being N52°48'26"W, 38 feet more or less from the centerline of a navigable stream; Thence N62°58'25"E, 497.39 feet along said Meander to it's termination point at the North right-of-way line of Little Rapids Road said point being N52°48'26"W, 84 feet from the centerline of said navigable stream; Thence N52°48'26"W, 666.77 feet along said North right-of-way line of Little Rapids Road to the Southwest corner of Lot 1 of Certified Survey Map No. 9214; Thence N37°11'34"E, 636.92 feet along the East line of said Lot 1 of Certified Survey Map No. 9214 to the Southwest corner thereof; Thence N51°05'58"W, 1068.14 feet along the North line of said Lot 1 of Certified Survey Map No. 9214 to the Northeast corner thereof and the start of a 994.93 radius curve to the left; Thence 238.25 feet along the East right-of-way line of Lawrence Drive and the arc of said curve with a chord distance of 237.68 feet which bears N39°39'10"E; Thence N32°47'34"E, 127.41 feet along said East right-of-way line of Lawrence Drive; Thence N52°40'45"W, 7.02 feet along said East right-of-way line of Lawrence Drive to the Point of Beginning. Including all those Lands lying between the above described meander line and the centerline of said navigable stream and the respective lot lines extended to said centerline.

OWNERS & SUBDIVIDERS:
TOWN OF LAWRENCE (LOTS 1–6 & OUTLOTS 1–2)
2400 SHADY CT
DE PERE WI 54115

JIMIDA LLC (LOTS 7–10)
2901 LAWRENCE DRIVE
DE PERE WI 54115

LAND SURVEYOR:
DOUGLAS E. WOELZ
MCMAHON ASSOCIATES
1445 MCMAHON DRIVE
NEENAH, WISCONSIN 54956
PHONE #920–751–4200

OBJECTING AUTHORITIES:
– DEPARTMENT OF ADMINISTRATION

APPROVING AUTHORITIES:
– TOWN OF LAWRENCE
– CITY OF DE PERE
– BROWN COUNTY PLANNING COMMISSION

LEGEND
- ● – 1.315" O.D. IRON PIPE FOUND
- ■ – MAG NAIL FOUND
- ⚡ – CERTIFIED LAND CORNER BROWN COUNTY
- S.F. – SQUARE FEET
- ( ) – RECORDED BEARING AND/OR DISTANCE
- – FLOODWAY
- – FLOODFRINGE

FLOODWAY/FLOODPLAIN PROVIDED BY FLOODPLAIN ANALYSIS CARPENTER SOUTH FLOOD STUDY. PREPARED BY MCMAHON ASSOCIATES, INC. DATED 04/25/2019 AND BECAME EFFECTIVE BY FEMA ON SEPTEMBER 18, 2020 BY CASE NO. 19-05-3388P

- – EXISTING TREE LINE
- – EXISTING TREE
- – EXISTING CURB & GUTTER
- – EXISTING CULVERT WITH END SECTIONS
- – EXISTING BUILDING OUTLINE
- – EXISTING FENCE LINE
- 746 – EXISTING CONTOURS
- SAN – EXISTING SANITARY/STORM SEWER MANHOLE
- – EXISTING SANITARY SEWER PIPE
- – EXISTING HYDRANT
- – EXISTING WATER VALVE
- WM – EXISTING WATER MAIN PIPE
- – EXISTING UTILITY PEDESTAL
- – EXISTING POWER POLE W/GUY WIRE
- E – EXISTING ELECTRIC LINE – BURIED
- FO – FIBER OPTIC CABLE – BURIED
- G – EXISTING GAS MAIN
- OHU – EXISTING OVERHEAD UTILITIES
- – DITCH LINE
- – RIGHT-OF-WAY (R.O.W.) LINE
- – PROPERTY LINE
- – SECTION LINE
- – ASPHALT PAVEMENT
- – GRAVEL AREA

WISCONSIN DOUGLAS E. WOELZ S-2327 KAUKAUNA WI LAND SURVEYOR

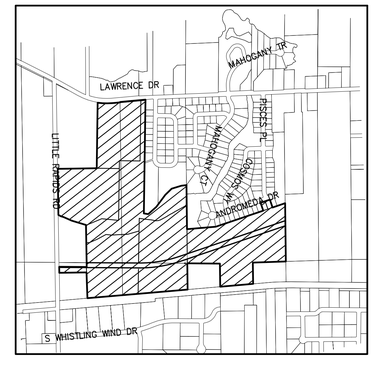
BEARINGS ARE REFERENCED TO THE WESTERLY LINE OF LOTS 91 THRU 92 OF WILLIAM'S GRANT, WHICH BEARS N35°40'47"E PER THE WISCONSIN COUNTY COORDINATE SYSTEM AS PUBLISHED FOR BROWN COUNTY.

150 75 0 150
SCALE – FEET

SURVEYOR'S CERTIFICATE

The property as shown and described on this map was surveyed under my direction and control according to the Wisconsin Administrative Code, Chapter A-E7 of Minimum Standards for Property Surveys, and is a correct representation of said survey, to the best of my knowledge and belief.

7-16-21
date *Professional Land Surveyor*



LOCATION MAP

PLAT OF THE SUBDIVISION OF WILLIAMS GRANT, TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN

McMAHON ENGINEERS ARCHITECTS
MCMAHON ASSOCIATES, INC.
1445 MCMAHON DRIVE NEENAH, WISCONSIN 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

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NO.	DATE	REVISION

NO.	DATE	REVISION

AMERICAN RAPIDS SUBDIVISION
TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN
PRELIMINARY PLAT

SURVEYED	DRAWN
DEW	MJA

PROJECT NO.
L0017 09-20-00292

DATE
06/2021

SHEET NO.
1

msdinro, W:\PROJECTS\L0017\92000292\CADD\Civil3D\Survey Documents\SUBDIVISION PLATS\American Rapids Subdivision Preliminary Plat.dwg, 30x42, Plot Date: 7/16/2021 5:57 AM, xrefs: (lawrence little rapids rd devel concept 4 comps mlp, x-cross sections, x-exist shade tif 1 town property, x-exist topo tif 1 town property)

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**Plan Commission**
FROM:	**Peter Schleinz**
SUBJECT:	**Recommendation from Plan Commission to approve a proposed 97 lot and 1 outlot preliminary plat of Mystic Creek at 2200 BLK French RD (Parcel WD-L499).**

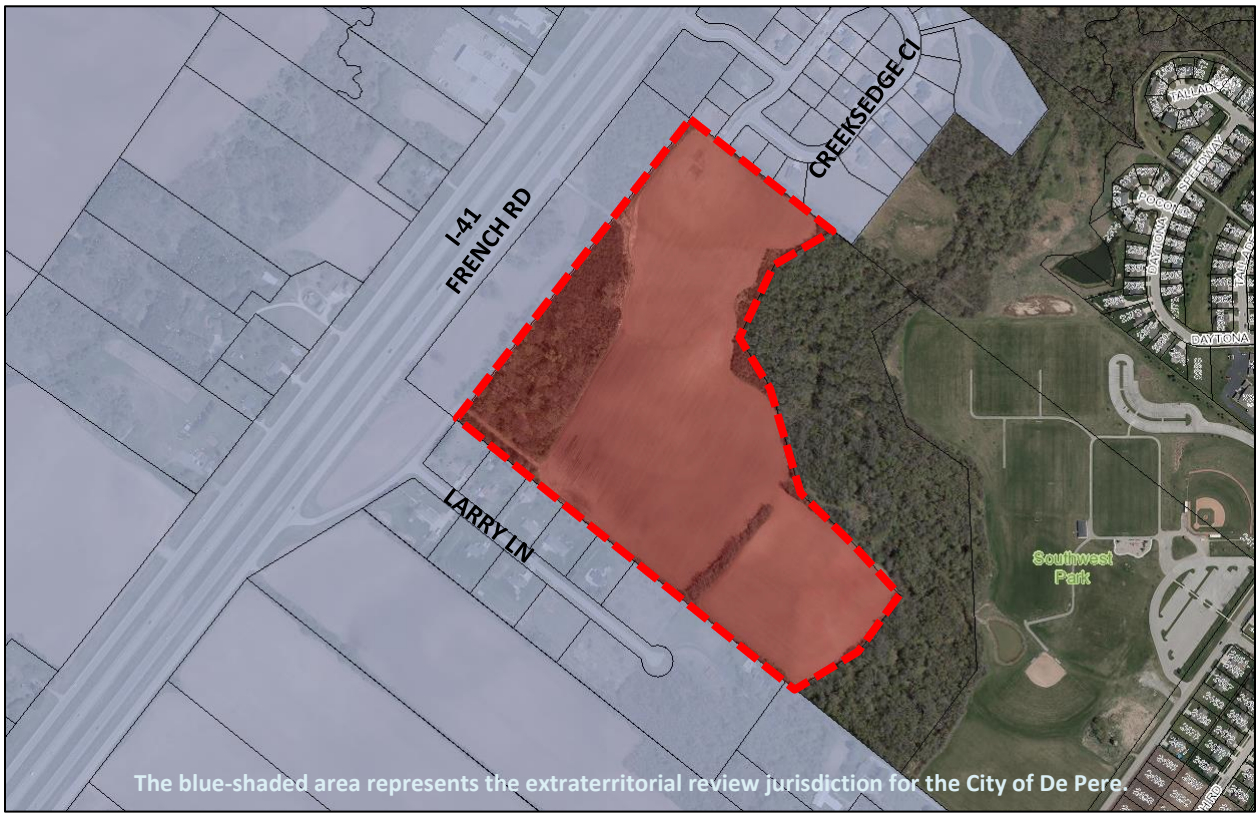
On August 23, 2021 Plan Commission unanimously recommended approval of the plat by a vote of 6-0.

ATTACHMENTS:

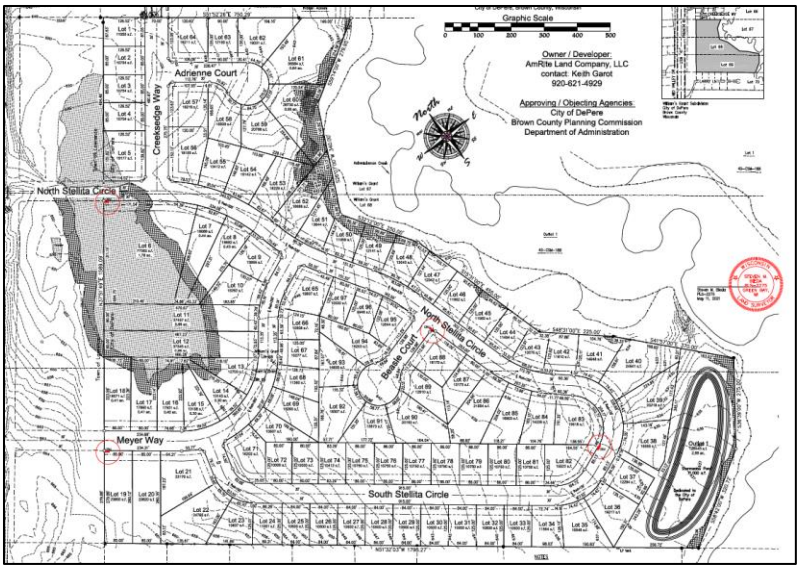
- 08-23-21 PC Report - Pre Plat (PDF)
- Application Form (PDF)
- PRELIMINARY REVISED 4 PLAT - Mystic Creek - 29 Jul 2021 (PDF)

ITEM 8: **Consideration and possible action on a request for a proposed 97 lot and 1 outlot preliminary plat of Mystic Creek at 2200 BLK French RD (Parcel WD-L499).***

SITE MAP



PROPOSED PLAT AREA



REQUESTED ACTION: Preliminary Plat Approval.*

COMMON DESCRIPTION: 2200 BLK French RD, located between Creeksedge CI and Larry LN.

PARCEL NUMBER(S): WD-L499

ZONING: Single Family Residence District (R-1).

SURROUNDING LAND USES: Residential and developing residential in the Town of Lawrence to the north, south, and west.
Natural areas to the east.

COMPREHENSIVE PLAN: Neighborhood Residential (Including Multi-Family).

APPLICANT/OWNER NAME: Applicant and Property Owner
G & H Garrity Real Estate LLC
3173 Trenton LN
Green Bay, WI 54313

SITE HISTORY: The subject natural area and agricultural uses have occurred since air photos from 1938.

STAFF REVIEW: When reviewing a preliminary plat, staff considers State Statutes 236 Sections 46-3 through 46-7 of the De Pere Platting and Division of Land Code, the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns.

- The plat has 97 single-family lots and one outlot for storm water management.
- Because the property is adjacent to the Town of Lawrence on three sides, agreements must be put into place to provide services to the property, including street maintenance and garbage removal, as well as sewer and waterlines. A final plat cannot be approved until such agreements are in place, and the agreements may lead to the need to reconfigure the preliminary plat.
- Access to a storm water management pond is provided between Lots 37 and 38. This access may also be developed into a recreational trail.
- There are a number of large environmentally sensitive areas shown on the plat.

All conditions of approval are listed at the end of the report. The conditions are technical and can be overseen by staff.

The final plat meets the criteria of State Statutes 236 and Sections 46-3 through 46-7 of the De Pere Platting and Division of Land Code. The proposed land division does not impact the Comprehensive Plan negatively. The proposed lot size, frontage, and setbacks meet

acceptable City requirements.

REVIEW PROCESS: For final plat petitions, the Plan Commission provides either an approval, rejection with reason, or approval with conditions decision. The Common Council also reviews final plats. The Common Council is expected to review the City plat on September 7, 2021.

STAFF RECOMMENDATION: Staff recommends APPROVAL of the preliminary plat and forwarding the plat to the Common Council for approval, subject to:

1. Meeting all other state and local regulations, including the City of De Pere, and Brown County Planning Commission.
2. Agreements between the City of De Pere and Town of Lawrence for utility service and street construction and maintenance are required for the subdivision. Modifications to the plat may be required as a result of the agreement.
3. Identify all environmentally sensitive areas, as defined in the Brown County Sewage Plan, with restrictive covenants.
4. Add a City of De Pere certificate that has the date of Common Council approval, in addition to the signature line and date for Carey E. Danen, City Clerk.
5. Provide a 30 foot sanitary sewer easement along the back lot lines of Lots 32 to 35. This location is preliminary and based on the agreement negotiations with the Town.
6. Provide drainage easements as follows:
    a. 12-foot easement
        - West Lot Line of Lots 1-4, 11-12
        - North Lot Line of Lots 61-64
        - South Lot Line of Lots 19-20, 22-32
    b. 6-foot easements
        - West Lot Line of Lots 86-87 & 92-94
        - North Lot Line of Lots 53-55, 72-82, 94
        - East Lot Line of Lots 66-69, 89-90
        - South Lot Line of Lots 58-59, 70, 83-86, 90-92, 96-97
7. Provide storm sewer and drainage easements
    a. 10-foot on each lot (20 foot total) alongside lots 25/26, 30/31, 53/54, 61/62, 65/97, 73/74, 78/79, 82/83 & 87/88.
    b. 20-Foot on east lot line of lots 5, 6, 18, & 19
8. Relocate the outlot access from lots 37 and 38 to between lots 35 and 36. Add a 10 foot utility easement on Lot 35 and 36 adjacent to the relocated outlot access.
9. Provide a 20 foot outlot between lots 50 and 51 for access to the conservancy. This may get shifted a lot either direction based on the final design.
10. Additional restrictive covenants/right of way bump outs may be

required for the US Postal Service's requirement for Cluster Box Unit mailboxes.

11. Add language for the utility easement as follows: "OWNER NAME, Grantor to Wisconsin Public Service Corporation, A Wisconsin Corporation, Time Warner Cable, AT&T, City of De Pere, and other public utilities, grantees."
12. The City has two street width options (32' or 28') for residential streets in the subject development. With 32' parking is allowed on both sides of the street; with 28' parking is allowed on one side of the street. If the developer proposes 28', then add the following as a restrictive covenant:
    a. The City shall restrict parking on one side of the streets in the subdivision.
13. Add the following as restrictive covenants:
    a. Drainage easements in favor of the City of De Pere on rear and side lot lines shall be provided. Such easements shall contain the following restrictions:
        - An obstruction to the flow of water, by any means, shall be prohibited.
        - No structure, earthen berm, dam, erection of other improvement, tree, or landscaping shall be permitted.
        - The erection of a fence or annual plantings may be allowed provided that same does not obstruct the flow of water. Landscaping stone may also be permitted if placed according to the grading plan and approved by the City.
        - Grantor (property owner) is prohibited from changing the grade elevation of the drainage easement from that established by grantee.
        - Grantee shall have full rights of ingress and egress to carry on and all work in connection with maintenance and operation in, over, under and across the lands of grantor.
        - The property covered by said easement shall not be used in any way or manner that will impair the rights of the grantee.
        - The easement shall run with the land, and shall be binding upon the grantees, lessees, successors, heirs and assigns of grantor and grantee.
        - The easement shall be assignable.
    b. Property owners are responsible for the removal and replacement of any amenities/improvements on easements beyond standard terrace restoration.
    c. The land on all side and rear lot lines of all lots not included in the drainage easement shall be graded by lot owner and

maintained by the abutting property owners to provide for adequate drainage of surface water.

d. Side Lot lines for lots 19 through 35 shall be graded by property owners to drain to the street.
e. Exposed basement windows shall be approved the by Inspection Department prior to construction.
f. Sidewalks are required on both sides of all streets in the subdivision.

DE PERE
RUNS DEEPER

CITY OF DE PERE

APPLICATION FOR PLAT REVIEW

Fee: $

Receipt #:

Date:

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	
Mau & Associates	Steve Bieda	PLS	
Mailing Address: 400 Security Blvd Ste 1	City: Green Bay	State: WI	ZIP Code: 54313
Email Address: sbieda@mau-associates.com	Phone Number (incl. area code): 920. 434. 9670	Fax Number (incl. area code): —	

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

Name (Ind. Org. or Entity)	Contact Person	Title	
G & H Garrity Real Estate LLC	C/o Keith Gavot	Consultant	
Mailing Address: 373 Trenton Ln	City: Green Bay	State: WI	ZIP Code: 54313
Email Address: keithgavot@newsr.com	Phone Number (incl. area code): 920 621 4929	Fax Number (incl. area code): —	

SECTION 3: Project or Site Location

Project Address/Description	Parcel No.
O Lawrence Drive / O French Drive	

SECTION 4: Plat Review

Review Type:	☒ Preliminary Plat ☐ Final Plat	
Fee:	Preliminary Plat Fee: $278 + (99 # of lots and outlots x $68) Final Plat Fee: $195	$ 7,010
Present Use of Parcel:	Greenspace, farmland	
Proposed Use of Lots:	Residential	

Please submit 1 hard copy, 1 PDF copy, and 1 CAD copy of the Plat if the property is located within the City or if the property is located within the extraterritorial jurisdiction.

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 Bieda	PLS	(920) 434.9670
Signature of Applicant		Date Signed: 2/18/21

TO BE COMPLETED BY CITY STAFF

Plat Review authorized by the De Pere Municipal Code, Chapter 46.	

- Mystic Creek -

Part of Lots 67, 68 & 69 of the "William's Grant Subdivision", in the City of DePere, Brown County, Wisconsin

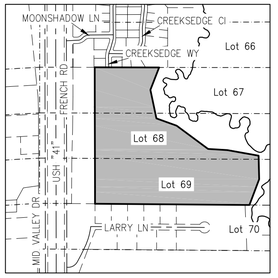
Graphic Scale

0 100 200 300 400 500

Owner / Developer:
AmRite Land Company, LLC
contact: Keith Garot
920-621-4929

Approving / Objecting Agencies:
City of DePere
Brown County Planning Commission
Department of Administration

LOCATION SKETCH



William's Grant Subdivision
City of DePere
Brown County
Wisconsin

Northwest corner Lot 66 William's Grant Subdivision (PK with washer found)

Southwest corner Lot 78 William's Grant Subdivision (1" iron pipe found)

Creeksedge Circle

Creeksedge Way

Adrienne Court

North Stellita Circle

South Stellita Circle

Meyer Way

Beasle Court

French Road

Interstate Highway 41

Ashwaubenon Creek

Lot 1 11050 s.f.
Lot 2 10754 s.f.
Lot 3 10754 s.f.
Lot 4 10754 s.f.
Lot 5 19177 s.f.
Lot 6 77362 s.f. 1.78 ac.
Lot 7 19088 s.f. 0.44 ac.
Lot 8 18692 s.f. 0.43 ac.
Lot 9 13855 s.f.
Lot 10 15262 s.f.
Lot 11 37457 s.f. 0.86 ac.
Lot 12 37345 s.f. 0.86 ac.
Lot 13 12703 s.f.
Lot 14 13143 s.f. 0.30 ac.
Lot 15 13156 s.f. 0.30 ac.
Lot 16 17501 s.f. 0.40 ac.
Lot 17 17860 s.f. 0.41 ac.
Lot 18 18071 s.f. 0.41 ac.
Lot 19 23800 s.f.
Lot 20 23820 s.f.
Lot 21 23176 s.f.
Lot 22 24765 s.f.
Lot 23 13837 s.f.
Lot 24 11061 s.f.
Lot 25 10500 s.f.
Lot 26 10500 s.f.
Lot 27 10500 s.f.
Lot 28 10500 s.f.
Lot 29 10500 s.f.
Lot 30 10500 s.f.
Lot 31 10500 s.f.
Lot 32 10500 s.f.
Lot 33 10500 s.f.
Lot 34 11564 s.f.
Lot 35 15545 s.f.
Lot 36 16217 s.f.
Lot 37 12294 s.f.
Lot 38 16065 s.f.
Lot 39 20218 s.f.
Lot 40 24941 s.f.
Lot 41 14648 s.f.
Lot 42 11610 s.f.
Lot 43 10275 s.f.
Lot 44 11494 s.f.
Lot 45 11952 s.f.
Lot 46 11952 s.f.
Lot 47 12342 s.f.
Lot 48 13043 s.f.
Lot 49 12141 s.f.
Lot 50 11959 s.f.
Lot 51 13644 s.f.
Lot 52 18686 s.f.
Lot 53 18229 s.f.
Lot 54 15142 s.f.
Lot 55 13412 s.f.
Lot 56 18155 s.f.
Lot 57 16219 s.f.
Lot 58 15509 s.f.
Lot 59 20768 s.f.
Lot 60 28730 s.f. 0.66 ac.
Lot 61 36584 s.f. 0.84 ac.
Lot 62 19031 s.f.
Lot 63 12150 s.f.
Lot 64 16211 s.f.
Lot 65 15837 s.f.
Lot 66 10508 s.f.
Lot 67 10277 s.f.
Lot 68 11360 s.f.
Lot 69 15093 s.f.
Lot 70 10937 s.f.
Lot 71 16202 s.f.
Lot 72 10000 s.f.
Lot 73 10000 s.f.
Lot 74 10412 s.f.
Lot 75 10750 s.f.
Lot 76 10750 s.f.
Lot 77 10750 s.f.
Lot 78 10750 s.f.
Lot 79 10750 s.f.
Lot 80 10750 s.f.
Lot 81 10750 s.f.
Lot 82 15522 s.f.
Lot 83 19618 s.f.
Lot 84 14039 s.f.
Lot 85 16903 s.f.
Lot 86 21554 s.f.
Lot 87 13173 s.f.
Lot 88 16175 s.f.
Lot 89 12910 s.f.
Lot 90 20152 s.f.
Lot 91 13873 s.f.
Lot 92 18307 s.f.
Lot 93 14835 s.f.
Lot 94 15203 s.f.
Lot 95 12544 s.f.
Lot 96 9948 s.f.
Lot 97 10000 s.f.

Outlot 1 125445 s.f. 2.88 ac.
Stormwater Pond 71,000 s.f.
Dedicated to the City of DePere

William's Grant Lot 67
William's Grant Lot 68
William's Grant Lot 69
William's Grant Lot 70

Lot 1 40-CSM-188
Outlot 1 40-CSM-188
Lot 1 10-CSM-209
Lot 2 10-CSM-209
Lot 1 21-CSM-89
Lot 2 21-CSM-89
Lot 1 56-CSM-238
Unplatted Lands

LP tank

Steven M. Bieda
PLS-2275
May 11, 2021

WISCONSIN STEVEN M. BIEDA PLS-2275 GREEN BAY, WI LAND SURVEYOR

NOTES

Bearings referenced to the West line of Lots 66-78, William's Grant Subdivision, assumed to be N38°04'30"E.

All roads within the Plat boundary are to be Dedicated to the Public.

Elevations are referenced to the NAVD 88 Benchmark Datum.

SCALE
1"=100'

DRAWN BY
BAR

TAX PARCEL NO. WD-L449 & L-1803

Data File: G-22520.txt

Preliminary Plat

Mau & Associates, LLP
LAND SURVEYING & PLANNING
CIVIL & WATER RESOURCE ENGINEERING
Phone: 920-434-9670 Website: www.mau-associates.com
400 Security Blvd Ste 1, Green Bay, WI 54313-9712

AmRite Land Company, LLC

File: G-22520Pre Plat DePere 070621.dwg

PROJECT NO.
G-22520

SHEET NO.
1 of 1

DRAWING NO.
P-2462

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**Human Resources**
FROM:	**Shannon Metzler**
SUBJECT:	**Consideration and Possible Action to Provide Employees with Emergency Paid Sick Leave for COVID-19. (Referred back to staff at the August 17, 2021 Council Meeting)**

ATTACHMENTS:

- Emergency Paid Sick (COVID 80) 9-7-21 (PDF)
- Emergency Paid Sick (COVID 80) 8-10 (PDF)

CITY OF DE PERE
MEMO

To: Members of the City Council
From: Shannon Metzler, Human Resources Director
RE: Recommendation and Possible Action to Provide Vaccinated Employees with Emergency Paid Sick Leave for COVID-19 absences
Date: September 7, 2021

Please note: This item was tabled at the August 17th meeting to determine if providing this leave time to just vaccinated employees is legally permissible. We did verify that we are okay to move forward with this recommendation. We plan to obtain a Memorandum of Understanding (MOU) agreement with the police and fire unions prior to providing this leave time to ensure there is a clear understanding that time provided can be eliminated at any time by approval of the City Council.

In March of 2020, benefit eligible employees were provided 80 hours (96 hours for Fire) of emergency paid sick leave to use for various COVID-19 related absences. Any remaining leave time was discontinued earlier this year when the emergency declaration was over. As we are seeing an increase in COVID-19 cases with the fast spreading Delta variant, we are requesting that all vaccinated employees be awarded with this leave time.

Previously the leave was allowed for caretaking purposes if school or daycare was closed along with the below situations. As of now, we are asking to approve the leave time for just the situations listed below. We are proposing the leave time would be available until the City Council terminates the time.

- The employee is exhibiting symptoms of COVID-19 or has COVID-19
- Someone in the employee's household is exhibiting COVID-19 symptoms or has COVID-19
- The employee or someone in the employee's house has been directly exposed to COVID-19 and the employee has to miss work

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

CITY OF DE PERE
MEMO

To: Members of the City Council
From: Shannon Metzler, Human Resources Director
RE: Recommendation and Possible Action to Provide Employees with Emergency Paid Sick Leave for COVID-19 absences
Date: August 17, 2021

In March of 2020, benefit eligible employees were provided 80 hours (96 hours for Fire) of emergency paid sick leave to use for various COVID-19 related absences. Any remaining leave time was discontinued earlier this year when the emergency declaration was over. As we are seeing an increase in COVID-19 cases with the fast spreading Delta variant, we are requesting that all vaccinated employees be awarded with this leave time.

Previously the leave was allowed for caretaking purposes if school or daycare was closed along with the below situations. As of now, we are asking to approve the leave time for just the situations listed below. We are proposing the leave time would expire at the end of 2021 unless it was approved to be extended by the City Council.

- The employee is exhibiting symptoms of COVID-19 or has COVID-19
- Someone in the employee's household is exhibiting COVID-19 symptoms or has COVID-19
- The employee or someone in the employee's house has been exposed to COVID-19

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

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**City Clerk**
FROM:	**Ann Ledvina**
SUBJECT:	**Recommendation from the License Committee on the application for a Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor License for Gallaghers Acquisition, LLC, (DBA Gallaghers Pizza) 330 Reid St. Submitted by Gallaghers Acquisition, LLC, Agent: Vanessa Miller, Green Bay, WI.**

ATTACHMENTS:

- Gallaghers Class B Beer and Class B Liquor Application_9-7-21 (PDF)

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 07/01/2021 ending: 06/30/2022
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of Depere

County of Brown Aldermanic Dist. No.____ (if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company ☐ Partnership ☐ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number	
FEIN Number 87-1601760	
TYPE OF LICENSE REQUESTED	**FEE**
☐ Class A beer	$
☒ Class B beer	$
☐ Class C wine	$
☐ Class A liquor	$
☐ Class A liquor (cider only)	$ N/A
☒ Class B liquor	$
☐ Reserve Class B liquor	$
☐ Class B (wine only) winery	$
Publication fee	$
TOTAL FEE	$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
Gallaghers Acquisition, LLC

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

President / Member Last Name: Miller	(First): Chad	(Middle Name): NMI	Home Address (Street, City or Post Office, & Zip Code):
Vice President / Member Last Name: Miller	(First): Vanessa	(Middle Name): Laurel	Home Address (Street, City or Post Office, & Zip Code):
Secretary / Member Last Name:	(First):	(Middle Name):	Home Address (Street, City or Post Office, & Zip Code):
Treasurer / Member Last Name:	(First):	(Middle Name):	Home Address (Street, City or Post Office, & Zip Code):
Agent Last Name: Miller	(First): Vanessa	(Middle Name): Laurel	Home Address (Street, City or Post Office, & Zip Code):
Directors / Managers Last Name:	(First):	(Middle Name):	Home Address (Street, City or Post Office, & Zip Code):

1. Trade Name Gallaghers Pizza Business Phone Number (920) 337-6666
2. Address of Premises 330 Reid St. Post Office & Zip Code
3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
   2 dining areas, Bar with Walkin beer cooler, and liquor is stored in office
4. Legal description (omit if street address is given above):
5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ..... ☒ Yes ☐ No
   (b) If yes, under what name was license issued? Gallaghers Pizza

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☐ Yes ☒ No

7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No

9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 7-8-21 of registration.

(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No

(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No
If yes, explain. Applying for Liquor License at all four locations

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

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

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

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

Contact Person's Name (Last, First, M.I.)	Title/Member	Date
Miller Vanessa L	Agent / Vice President	8-17-21
Signature	Phone Number	Email Address
	(920) 370-3047	cmillergb@gmail.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
8/18/21			
Date license granted	Date license issued	License number issued	

AT-106 (R. 3-19)

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**City Clerk**
FROM:	**Ann Ledvina**
SUBJECT:	**Recommendation from the License Committee on the application for a temporary premises description change submitted by St. Norbert College, Inc., (DBA St. Norbert College), 100 Grant St.**

ATTACHMENTS:

- SNC Premises Description Change_9-7-21 (PDF)

Premise Description Change

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 07/01/2021 (mm dd yyyy) ending: 06/30/2022 (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☑ City of DePere

County of Brown

Alderman/ward Dist. No. _____ (if required by ordinance)

Check one: ☐ Individual ☐ Partnership ☐ Limited Liability Company ☑ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number: 456-1020112250 3

FEIN Number: 39-1399196

TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	$
☑ Class B beer	$
☐ Class C wine	$
☐ Class A liquor	$
☐ Class A liquor (cider only)	$ N/A
☑ Class B liquor	$
☐ Reserve Class B liquor	$
☐ Class B (wine only) winery	$
Publication fee	$
TOTAL FEE	$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

St. Norbert College, Inc.

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

President / Member Last Name: Bruess	(First): Brian	(Middle Name):	Home Address (Street, City or Post Office, & Zip Code): 1
Vice President / Member Last Name:	(First):	(Middle Name):	Home Address (Street, City or Post Office, & Zip Code):
Secretary / Member Last Name: Sorenson	(First): Amy	(Middle Name):	Home Address (Street, City or Post Office, & Zip Code):
Treasurer / Member Last Name: Anfang	(First): Autumn	(Middle Name):	Home Address (Street, City or Post Office, & Zip Code):
Agent Last Name: DuBois	(First): Terrie	(Middle Name):	Home Address (Street, City or Post Office, & Zip Code):
Directors / Managers Last Name:	(First):	(Middle Name):	Home Address (Street, City or Post Office, & Zip Code):

1. Trade Name: St. Norbert College Business Phone Number: 920-403-1352
2. Address of Premises: see attached Post Office & Zip Code: 54115
3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sale, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
4. Legal description (omit if street address is given above): _____
5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☐ Yes. ☑ No

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

AT-106 (R. 8-19) Wisconsin Department of Revenue

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☐ Yes ☑ No

7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☑ No
If yes, explain.

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☑ No

9. (a) **Corporate/limited liability company applicants only:** Insert state _____ and date _____ of registration.

(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☑ No

(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☑ No
If yes, explain.

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

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

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

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

Contact Person's Name (Last, First, M.I.)	Title/Member	Date
Autumn Anfang	Treasurer	08/03/21
Signature Autumn Anfang	**Phone Number** 920-403-3250	**Email Address** Autumnanfang@snc.edu

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
8/16/21			
Date license granted	**Date license issued**	**License number issued**	

AT-108 (R. 3-19)

Extension of Premise for:

September 17th, 2021 5:30pm-9pm

Location: Abbot Pennings Hall of Fine Arts, 315 Third Street DePere 54115

Area in building: Walter Theater lobby

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**City Attorney**
FROM:	**Judith Schmidt-Lehman**
SUBJECT:	**Ordinance #21-19 Amending Section 6-3 De Pere Municipal Code Regarding Rules of Order.**

This matter is referred to the Council without first going through committee with the approval of the City Administrator in order to clarify the intent of the public comment period language in this ordinance.

ATTACHMENTS:

- Ord21-19 (PDF)
- Mayor & CC Revise 6-3 Public Comment 9-7-21 (PDF)
- Amend 6-3 Rules of order-public comment redlined 9-7-21 (PDF)

ORDINANCE #21-19
AMENDING SECTION 6-3 DE PERE MUNICIPAL CODE
REGARDING RULES OF ORDER

THE COMMON COUNCIL OF THE CITY OF DE PERE DO ORDAIN AS FOLLOWS:

SECTION 1. Section 6-3(f), *Time limit on public hearing testimony and public comment,* is hereby amended by adding the following as the last sentence of said subsection: "Comments made during any period of time set aside for public comment shall pertain to matters under the jurisdiction of the governmental body conducting the meeting."

SECTION 2. All other ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3. This ordinance shall take effect on and after its passage and publication as provided by law.

Adopted by the Common Council of the City of De Pere this 7th day of September, 2021.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Publication Date: _____
Effective Date: _____

CITY OF DE PERE
MEMO

To: Honorable Mayor James Boyd
Members of the Common Council
From: Judith Schmidt-Lehman, City Attorney
Date: September 7, 2021 (Meeting Date)

RE: Consideration of Amending Section 6-3 De Pere Municipal Code Regarding Rules of Order

As you may recall, in May, 2020, the Council amended Section 6-3 of the Municipal Code to establish a five (5) minute time limit on public hearing testimony and public comment. This time limit applies to all public meetings of the common council and all city committees, boards and commissions. Recently, a question arose as to the scope of comments during a public comment period.

While we have interpreted the scope of public comment to cover those matters under the authority and control of the body conducting the meeting, this is not currently explicit in the ordinance. Therefore the law department is proposing this amendment to have the ordinance specifically identify the scope of comment by the public at public meetings.

If you have any questions, please feel free to reach out to Assistant City Attorney Kristen Johnson or me at your convenience.

Cc: Lawrence Delo, City Administrator
Kristen Johnson, Assistant City Attorney

Sec. 6-3. Rules of order.

(a) *Order of business.* The presiding officer shall call a council meeting to order at the appointed time, and the following order of business shall be observed:

(1) Reading minutes of previous meeting and amendments, or correction of the same.

(2) Committee recommendation.

(3) Reports of special committees and action thereon.

(4) Presentation and consideration of resolutions or ordinances.

(5) Presentation of petitions, memorials, etc., and their consideration.

(6) Unfinished, new and miscellaneous business.

(b) *Introduction of business.* All resolutions shall be in writing and submitted at least 24 hours before the meeting unless such requirement is suspended by a three-fourths vote of the council and, when seconded and stated from the chair, shall be open for consideration. Every member present when the vote is taken shall vote thereon, unless excused, or unless he or she is interested in the question.

(c) *Presiding officer to preserve order.* The presiding officer shall preserve order and decorum and decide on questions of order subject to an appeal.

(d) *Motion to adjourn.* A motion to adjourn shall always be in order and shall have precedence over all others and be decided without debate.

(e) *Debate.* Every member, previous to speaking, shall rise and address the chair. No member shall speak more than 15 minutes at a time on any question, and only speak twice, unless to explain or by permission of the council.

(f) *Time limit on public hearing testimony and public comment.* If the agenda for any public meeting includes a public hearing or a period for public comment, each citizen speaker's public hearing input or public comment shall be limited to no more than five minutes. The council may agree by a ⅔ vote to waive the time limitations established by the section. Comments made during any period of time set aside for public comment shall pertain to matters under the jurisdiction of the governmental body conducting the meeting.

(g) *Addressing council.* No person not a member shall address the council except by permission. The director of public works and the city attorney shall have the right and obligation to address the council at any time when any subject is being discussed under their jurisdiction so that the council shall be properly advised on the same. Any councilmember or the mayor shall have the right to question any public official of the city who is present at a council meeting without suspension of the rules.

(h) *Second reading and vote.* All ordinances except those ordinances requiring a two-thirds or three-fourths majority vote, which are not adopted by unanimous vote of those councilmembers present at a quorum meeting, shall be held over for a second reading at the next regular council meeting or at a specially held council meeting, and shall not be adopted until such ordinances have received, at least, a majority vote at such second reading.

(i) *Motion to reconsider.* A motion to reconsider any vote may lie over to the next meeting, unless a motion to lay it on the table is made and carried.

(j) *Vote at special meetings.* No vote of the council shall be reconsidered or rescinded at a special meeting, unless at such special meeting there be present as large a number of councilmembers as were present when such vote was taken.

(k) *Mayor not to vote.* The mayor shall not have the power to vote on questions presented to the council except, when a vote by the council results in a tie, the mayor may cast a deciding vote on the question immediately, except on those questions where two-thirds or three-fourths majority vote of the council is required.

(l) *Robert's Rules of Order, Newly Revised.* The rules of parliamentary practice comprised in "Robert's Rules of Order, Newly Revised," shall govern the council in all cases in which they are applicable and in which they are not inconsistent with state laws and rules contained in this chapter.

(m) *Amendment of rules.* These rules may be amended or altered, or new rules adopted by a majority of all the members elected at any meeting of the council on the report of a committee to which the subject has been referred at a previous meeting.

(n) *Suspension of rules.* A vote of a majority of the members of the council present will suspend its procedural rules and grant citizens the right and permission to address the council.

(Code 1974, § 3.03; Ord. No. 07-06, § 1, 3-6-2007; Ord. No. 13-17, § 13, 8-20-2013; Ord. No. 20-05, § 1, 6-2-2020)

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**Resolution #21-90 Authorizing Agreement for Statutory Assessor, Maintenance and Annual Full Market Revaluation Services with Accurate Appraisal LLC (October 1, 2021-September 30, 2025) - referred back to staff at the August 17, 2021 Council Meeting.**

The Finance-Personnel Committee voted unanimously at its August 10, 2021 meeting to award the 2022-2025 assessment services contract to Accurate Appraisal.

ATTACHMENTS:

- Reso21-90 (PDF)
- Accurate Appraisal 8-13-21-102-001-04 (PDF)
- Exhibit A-Accurate Appraisal Assessment Agreement (PDF)
- Exhibit B-Accurate Appraisal Assessment Agreement (PDF)
- Memo to Finance - RFP for assessment services (PDF)
- Accurate Appraisal Cost Proposal (PDF)
- Associated Appraisal Full Value Cost Proposal (PDF)
- Associated Appraisal Proposal (PDF)
- Associated Appraisal Cost Proposal (PDF)

RESOLUTION #21-90

AUTHORIZING AGREEMENT FOR STATUTORY ASSESSOR, MAINTENANCE AND ANNUAL FULL MARKET REVALUATION SERVICES WITH ACCURATE APPRAISAL LLC
(October 1, 2021–September 30, 2025)

WHEREAS, the City wishes to appoint a statutory assessor and contract for annual maintenance and full market revaluation services;

WHEREAS, Accurate Appraisal LLC has available and offers to provide personnel and facilities necessary to accomplish such revaluation and statutory assessor work, all in accordance with the attached Agreement for Statutory Assessor, Maintenance and Annual Full Market Revaluation Services; 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 execute the Agreement for Statutory Assessor, Maintenance and Annual Full Mark Revaluation Services, as is attached hereto, subject to such changes as deemed necessary by the City Attorney.

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 7th day of September, 2021.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 08/10/2021

AGREEMENT FOR STATUTORY ASSESSOR, MAINTENANCE
AND ANNUAL FULL MARKET REVALUATION SERVICES BETWEEN THE
CITY OF DE PERE AND ACCURATE APPRAISAL LLC
(October 1, 2021 – September 30, 2025)

THIS AGREEMENT made and entered into this ___ day of _____, 2021, by and between the City of De Pere, a Wisconsin municipal corporation ("City"), Accurate Appraisal LLC, a Wisconsin limited liability corporation ("Contractor").

WHEREAS, the City wishes to appoint a statutory assessor and contract for annual maintenance and full market revaluation services; and

WHEREAS, the Contractor has available and offers to provide qualified personnel and facilities necessary to accomplish the work within the required timeframe.

NOW THEREFORE, City and Contractor agree as follows:

I. DESCRIPTION OF PROJECT

A. The project consists of:

1. The work as described in the City Request for Proposals (Exhibit A) and Contractor's Proposal thereto received by City Clerk on July 7, 2021 (Exhibit B), both of which are attached hereto and incorporated by reference. If a conflict exists between Exhibit A and Exhibit B, the terms of Exhibit A shall prevail. If there is a conflict between the terms and conditions of Exhibit A and this Agreement, the terms of this Agreement shall prevail.

2. In addition to the work described in paragraph A, Contractor shall:
   (a) meet with City representatives at the following four (4) assessment related milestones each year:
      (i) during the second week of January to review new construction activities in the City; and
      (ii) after assessment values are set by Contractor for each year, which shall be not less than two (2) weeks before the beginning of the Board of Review (BOR) session for that year; and
      (iii) shortly after the BOR has adjourned for each year when Contractor has determined final Tax Increment District (TID) values on the equalized value report for submission to the State Department of Revenue (DOR); and
      (iv) the week of August 1st each year to review preliminary DOR prepared equalized values for the City.

(b) Contractor shall yearly hold the first meeting of the BOR within forty-five (45) days beginning on the 4th Monday of April {Wis. Stats. §70.47(1)] unless delays created or caused by City, Brown County or the State of Wisconsin require that the BOR convene after such time frame.

(c) Contractor shall review preliminary DOR property valuations the first week of August each year to ensure the same align with the equalized value report submitted by Contractor to the DOR.

(d) Contractor shall provide the City Clerk with copies of all communications and reports submitted to the DOR.

3. If Exhibit B contains or is intended to contain any standard terms or conditions into Contractor's proposal, the same are specifically rejected and not made a part of this Agreement unless such term or terms are specifically written into this Contractor Agreement document.

B. If, during the course of performing the work, City and Contractor agree that it is necessary to make changes in the project as described in the exhibits or this document; such changes will be incorporated into this Agreement only by written amendment signed by the parties.

II. SCOPE OF CONTRACTOR SERVICES

Contractor agrees to perform those services described in Exhibits A and B and herein. Any change to the scope of services as identified therein shall be defined in writing and authorized by both parties prior to performing such work. Such writing shall include the scope of work to be done, schedule for commencing and completing the work and the basis for compensation for such work.

III. AUTHORIZATION, PROGRESS, AND COMPLETION

In signing this Agreement, the City grants the Contractor specific authorization to proceed with the work described herein.

For special or additional services, the authorization to proceed from City shall be in writing and shall include the definition of the work to be done, the schedule for commencing and completing the work, and the basis for compensation for the work, all as agreed upon by the City and the Contractor.

IV. OWNERSHIP AND FORM OF DOCUMENTS

All documents created, maintained or received during the course of this Agreement, including those in electronic form, shall be deemed the property of City and Contractor shall not be

considered the owner of any such document nor shall the Contractor retain any common law, statutory, or other right therein, including copyright, patent, or trademark. To that end, Contractor agrees to and hereby does assign and transfer to City all rights, title, and other interests in such drawings, specifications, or other documents, which rights shall include copyright, trademark, or patent rights therein, unless City fails to pay Contractor for such drawings, specifications and other documents, in which case the ownership and all rights shall revert to the Contractor.

City hereby grants Contractor a non-exclusive license to use the documents created pursuant to this Agreement, including any standard details used herein.

Contractor acknowledges that, as the Contractor to City, a Wisconsin municipality, Wis. Stats. §19.36(3) applies to it and records produced by it pursuant to this contract are subject to the public records law to the extent they would otherwise be if maintained by the City. Contractor agrees that, within 10 business days of a written request of City, it shall forward to City any such contract or records maintained by Contractor as are requested by City. Such records shall be in the format requested by City provided that such records are kept and maintained in that format. City shall reimburse Contractor for its reasonable costs incurred in complying with this paragraph.

Contractor further agrees to indemnify the City from all costs City incurs should Contractor fail to comply with these requirements.

VI. CONFIDENTIALITY OF INFORMATION

Contractor understands that, during the course of work under this contract, Contractor may become privy to confidential information of City. Contractor shall maintain the confidentiality of all information specifically designated confidential by City unless withholding such information would violate the law, create a significant harm to the public, or create a risk of significant harm to the public.

VII. TIME FOR COMPLETION

The parties hereto agree that time is of the essence in completion of the project. Should Contractor encounter any circumstances, which, in the Contractor's opinion, will delay their response time, Contractor shall so inform the City as soon as the delay in response time is known.

VIII. COMPENSATION

A. City agrees to pay, and the Consultant agrees to accept, compensation as identified in Exhibit B. In the event the State of Wisconsin repeals the personal property tax, said compensation shall be reduced as identified in Exhibit B.

B. Contractor shall be paid quarterly upon invoice submitted by Contractor commencing after the initial billing period is completed. Contractor shall submit along with such invoice an activity report detailing the assessor duties performed during the billing period. If any discrepancy is identified, City shall notify Contractor.

C. City shall make payment within thirty (30) days of receipt of invoice.

IX. RESPONSIBILITY OF CONTRACTOR

Contractor is retained to render a professional service only, and any payments made to the Contractor are compensation solely for such services rendered and recommendations made in carrying out the work. Contractor shall follow the practice of its profession to make findings, opinions, factual presentations, and professional advice and recommendations, consistent with the standard of care expected of professionals in the industry performing similar services on projects of like size and complexity.

X. NON-DISCRIMINATION

Contractor agrees that, in performing under this Agreement with the City, it will not discriminate against any employee, applicant for employment or any other person or member of the public on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, use or non-use of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other basis provided under Wis. Stats. §111.321.

XI. INSURANCE

The Contractor shall maintain during the life of the Agreement, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement as stated below:

Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than $1,000,000; with additional umbrella liability insurance coverage for a total of not less than $5,000,000.

Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than $1,000,000.

Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.

Professional liability insurance covering damages resulting from errors and omissions of the Contractor. The limit of liability shall be $1,000,000 or the total consultant's fee on the project, whichever is greater.

Proof of Insurance. Contractor shall furnish the City with a Certificate of Insurance and additional insured endorsement countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the Contractor meets the insurance requirements identified above. The Certificate of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days' prior written notice to the City and shall name the City as an additional insured under Contractor's general and professional liability policies for the specific contract or project covered. A copy of the Certificate of Insurance and endorsement shall be delivered to the City prior to execution of the agreement for final approval.

XII. ALLOCATION OF RISKS

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the City, City's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including, but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by the negligent acts or omissions of Contractor or Contractor's officers, directors, partners, employees, and Contractor's Consultants in the performance and furnishing of Contractor's services under this Agreement.

To the fullest extent permitted by law, Contractor's total liability to City and anyone claiming by, through or under City for any cost, loss or damages caused in part by the negligence of Contractor or Contractor's subcontractor and in part by the negligence of City or any other negligent entity or individual, shall not exceed the percentage share that Contractor or Contractor's subcontractor negligence bears to the total negligence of City, Contractor and all other negligent entities and individuals.

SUBCONTRACTS

Contractor shall obtain the written consent of the City prior to subcontracting any portion of the work to be performed under this project. Contractor shall be responsible to the City for the actions of person and firms performing subcontract work.

XIV. ASSIGNMENT

This Agreement is binding on the heirs, successors, and assigns of the parties hereto. This Agreement is not to be assigned by either the City or Contractor without the prior written consent of the other.

XV. INTEGRATION

This Agreement represents the entire understanding of the City and Contractor as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both parties.

XVI. JURISDICTION

This Agreement shall be administered and interpreted under the laws of the State of Wisconsin. Jurisdiction of litigation arising from this Agreement shall be in that state. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

XVII. SUSPENSION OF WORK

The City may suspend, in writing, all or a portion of the work under this Agreement in the event unforeseen circumstances beyond the control of the Contractor make normal progress in the performance of the work impossible. The Contractor may request that work be suspended by notifying the City, in writing, of circumstances which are interfering with normal progress of the work. If agreed, the time for completion of the work shall be extended by the number of days the work is suspended. In the event that the period of suspension exceeds 90 days, the terms of this Agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project in accordance with Article XVIII.

XVIII. TERMINATION OF AGREEMENT

City may terminate all or a portion of the work covered by this Agreement for its convenience. Except as provided below, either the party may terminate work in the event the other party fails to perform in accordance with the provisions of this Agreement. Termination of this Agreement is accomplished by 60 days prior written notice of the alleged failure to perform from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, during the 60-day wind down period, both parties shall cooperate in the performance of duties as is necessary for the orderly filing of documents and transfer of records. Contractor shall be compensated for the completed portion of the work on the basis of work actually performed prior to the effective date of termination plus the work required for filing and closing.

In no event shall Contractor seek to terminate this Agreement within sixty (60) days of the Open Book or Board of Review proceedings without written consent of City.

XIX. MEDIATION

All claims, disputes and other matters in question between the parties of this Agreement arising out of or relating to this Agreement or breach thereof, which are not disposed of by mutual agreement of the parties, shall be subject to mediation as a condition precedent to the institution of legal proceedings by either party. If such claim, dispute or other matter involves a lien arising out of the Contractor's services, the Contractor may proceed in accordance with applicable law to comply with lien notice and filing deadlines prior to resolution of the matter by mediation.

The City and Contractor shall attempt to resolve claims, disputes and other matters in question between them by mediation. A request for mediation shall be filed in writing with the other party to this Agreement. The request may be made concurrently with the filing of a civil action, but mediation shall proceed in advance of legal proceedings.

The parties shall share the mediator's and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

XX. NOTICES

Any notification required or needed under the contract shall be sent via First Class Mail to the following:

If to City: City of De Pere
Attn: City Clerk-Treasurer
335 South Broadway Street
De Pere, WI 54115

If to Contractor: Accurate Appraisal LLC
Attn: Scott McFarlane, Chief Accountability Officer
P.O. Box 415
Menasha, WI 54952-0415

SIGNATURES FOLLOW ON NEXT PAGE

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

ACCURATE APPRAISAL LLC

By: _____
Scott McFarlane
Chief Accountability Officer

By: _____
Name: _____

CITY OF DE PERE, WISCONSIN

By: _____
James G. Boyd, Mayor

By: _____
Carey E. Danen, City Clerk

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Request for Proposals

City Assessment Services

To provide revaluation and statutory assessor services, including full value maintenance, for the years 2022-2025

Release Date: June 18, 2021

Due Date: July 16, 2021

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Introduction

The City of De Pere, Wisconsin (hereinafter referred to as "City") invites proposals from qualified assessment firms (hereinafter referred to as "Contractor") to provide annual assessment services for a four-year term for the years 2022-2025. The City seeks a firm to serve as its statutory assessor and to provide annual full value reassessment and maintenance work in a competent, timely, efficient, cost effective, and customer service-oriented manner.

The City seeks a firm that will provide technically sound assessment services – free from errors and defensible from an equity standpoint. This firm will also provide a level of customer service that is consistent with the expectations for other City services.

This RFP seeks professional services, and statutory bidding laws do not apply.

Background Information

The City of De Pere is located in Brown County, and is part of the Green Bay metropolitan area. Incorporated in 1890, the City of De Pere covers approximately 13 square miles and has an estimated 2020 population of 24,595 according to the WI Department of Administration Demographic Services.

A city-wide reassessment was last completed in 2016. Since 2018, the City has included annual full value maintenance services. The City's assessment ratio for 2020 is estimated at 99.94% for residential and 98.79% for commercial.

The City's 2020 Equalized Value (including manufacturing and TIDs) was $2,320,241,400, and has the following parcel counts and valuation (from 2020 Final Statement of Assessment and 2020 Statement of Changes in Equalized Value):

Property Class	Total Parcels	Improved Parcels	Equalized Value
Residential	7,510	7,178	$1,618,598,300
Commercial	547	419	$547,134,500
Manufacturing	65	63	$153,639,000
Agricultural	64	0	$189,800
Undeveloped	11	0	$60,900
Agricultural Forest	16	0	$192,000
Forest Lands	4	0	$48,000
Other	4	0	$378,900
Total	8,221	7,664	$2,320,241,400

The City has 12 active Tax Incremental Financing Districts, with one due to close in 2022. The City expects to add two more by 2025.

The 2020 Statement of Assessment indicates that the City has 805 personal property tax accounts, and 81 tax exempt properties.

Scope of Work

The City desires to form a strategic partnership with the selected Contractor in a way that best utilizes City resources and creates a seamless delivery of service from the customer perspective.

The Contractor shall be the statutory assessor for the City and complete in a professional manner all the work required under this proposal in accordance with Wisconsin State Statutes. The Contractor shall complete revaluation, statutory assessor, and full value maintenance services for all taxable real and personal property within the City for the 2022, 2023, 2024, and 2025 assessment rolls. It is anticipated that the selected Contractor will begin work under contract in the fall of 2021.

Specific Services Required

1) Contractor will perform all of the work required to properly and professionally assess the real and personal property of the City in accordance with applicable Wisconsin State Statutes and in full compliance with all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue.

2) Contractor will conduct a full value maintenance program annually, to maintain 100% market value on all taxable property.

3) Contractor shall designate a qualified and responsible employee to supervise the operation of the Contractor's staff for the entire contract period. The individual shall be certified (at a minimum) Assessor Level II or Assessor Level III. The individual designated as such shall be available to the City for the entire contract. Should the supervisor be reassigned, that person shall be replaced by an equally qualified individual, subject to review and approval by the City.

4) Contractor shall report to and be accountable to the City Clerk or his/her designee. Contractor shall meet with the Clerk on a regular basis to discuss the progress of the work and to review the data and the reports completed. The City reserves the right to inspect the data and the progress of the work performed at any time without limitation. Contractor shall be available to attend City Council and committee meetings on an as-needed basis.

5) Contractor will provide an e-mail address and a local (or toll free) phone number for City officials and customers to contact the Contractor during regular business hours, Monday through Friday, and shall return e-mails and calls within two business days/48 hours.

6) Contractor will provide an educational outreach program for the City related to the activity and responsibility of Contractor's assessment services.

7) Contractor will field review and assess all properties that were under partial construction as of January 1st of the previous year.

8) Contractor will field review and assess new construction as of January 1st of the current year.

9) Contractor will account for all buildings destroyed or demolished.

10) Contractor will determine the fair market value of mobile home units in the municipality subject to the monthly municipal permit fee, in accordance with State Statute 66.0435.

11) Contractor will create, print, and mail State-approved Personal Property Forms to all holders of personal property in the City by the statutory deadline each year, audit the returned forms, and place the new values on the assessment roll. Contractor will collect the name and address of each personal property contact person, separate from the business name. Contractor shall provide a doomage listing to the City Clerk or his/her designee prior to the Open Book review.

12) Contractor will create, print, and mail State-approved Notices of Changed Assessment to property owners and others as required by State Statutes.

13) Contractor will conduct Open Book sessions in accordance with Wisconsin State Statutes.

14) Contractor will be responsible for preparing for the annual Board of Review proceedings as required by State Statutes prior to the deadline each year. Contractor shall work with the City Clerk to arrange for the hearings. Contractor will provide digital photographs with comparable properties in preparation for the Board of Review meeting so that the Board and the petitioner have evidence of comparability. Contractor will attend the Board of Review hearing(s), serve as City staff at the hearing(s) and defend the valuations and work products. Contractor will promptly and adequately follow up and respond to any appeals made at the Board of Review hearing, incorporating assessment modifications as approved. Contractor will be available for any Circuit Court proceedings that may result from appeals or other assessment related matters.

15) Contractor will be responsible for providing all assessment data to Brown County's Tax Listing Department and for ensuring that the County's assessment roll is balanced to the records submitted by the Contractor. Contractor will provide printed copy of assessment roll to the City.

16) Contractor will be responsible for providing the Wisconsin Department of Revenue (WI DOR) with both preliminary and final reports of assessed valuations after the Board of Review meeting. Contractor will also be responsible for providing WI DOR with assessments for all TIF districts by the prescribed deadlines.

17) Contractor will place detailed property assessment records with images and full parcel information on the internet with free access to the public and the City. This may be accomplished through the City's existing online resources or through the Contractor's software package (Prolorem or similar). Property record cards will be updated on at least an annual basis. Contractor shall provide the City with unlocked, freely accessible databases upon request. Contractor will provide an annual export of one PDF property card per parcel ID, or a suitable alternative.

18) Contractor is not permitted to assign, subcontract, or transfer the work of providing assessment services without the prior written approval of the City Council.

Proposal Requirements

1) Proposal must identify the firm name, address, and contact information including name, title, e-mail address, and phone number of the designated representative.

2) Proposal shall include the names, educational background, certification level, and municipal assessment experience of the person or persons to be assigned to perform the scope of work.

3) Proposal must include a summary of the firm's experience providing assessment services for Wisconsin municipalities. Include population, equalized value, total parcel count, and type of assessment services provided. The summary should also include evidence of the accuracy of the firm's work.

4) Proposal shall acknowledge and respond to each point in the above Specific Services Required in order to be considered complete.

5) Proposal shall state the total annual compensation rate to provide the services described in the above Scope of Work and in accordance with the laws of the State of Wisconsin for assessment years 2022-2025 beginning not later than October 1, 2021. Clearly list the fee for each year of the proposed contract in a not-to-exceed sum including all of the Contractor's costs, but not necessarily limited to: labor, materials, supplies, equipment, transportation, meals, lodging, computer software, and Board of Review expenses. All expense reimbursements will be the responsibility of the Contractor. The City will pay Quarterly as invoices on the basis of the percentage of work completed.

6) Proposal shall include an updated software system of the Contractor's preferred or recommended choice. Assessment software proposed by Contractor must be included in the proposal costs to include conversion costs as well as any updates or changes to the software throughout the entire contract. Costs for the software shall be included in a not-to-exceed sum.

7) Proposal shall identify five references from municipal clients for which the Contractor has provided assessment and/or revaluation services within the past two years. At least three of those references should be of a size similar to the City of De Pere. All references must include the name, title, e-mail address, and phone number of the contact person.

8) Proposal shall also identify any and all contractual requirements that the bidder currently has.

9) Contractor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act, error, or omission of the Contractor, their agents and employees in the execution of work. Further, Contractor shall be responsible for any and all of their agents while performing acts under the terms of this contract. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the City, listing the City as an additional insured. Said certificates shall be in a form and amount acceptable to the City Attorney.
   Contractor shall maintain comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than $1,000,000 per occurrence; with additional umbrella liability insurance coverage to a total of not less than $5,000,000. Contractor shall maintain auto liability insurance with a combined single limit of $1,000,000. Contractor shall maintain statutory workers compensation coverage. All insurance should be placed with an insurance carrier with at least an "A-"financial rating from AM Best.

10) Within fifteen (15) days following the award of a contract, Contractor shall furnish the City with a performance bond or other instrument of security acceptable to the City, equal in value to the sum of the contract. Said security instrument shall guarantee faithful and timely performance of the duties of the statutory Assessor and the delivery/redelivery or surrender of all records, data, software, and assessment work product, which shall collectively be deemed work for hire and shall remain at all times the property of the City.

Submittal Process

1) Three (3) paper copies and one (1) electronic copy (PDF format) of the proposal are required (do not include fee information on the electronic copy). Qualifications and supporting documentation must be submitted in a sealed envelope clearly marked "Assessment Services Proposal 2022-2025" **with a separate sealed envelope** containing the cost information clearly marked "Not-to-Exceed Proposal Costs Assessment Services 2022-2025".

2) Proposal should be mailed to the following address:

City of De Pere
Attn: Carey Danen, City Clerk
335 S Broadway
De Pere, WI 54115

3) Questions should be addressed to the City Clerk as shown above, via telephone at 920-339-4050, or via e-mail to cdanen@deperewi.gov

4) **Proposals will be received until 11:00 AM on July 16, 2021**. Proposals received after the deadline will not be accepted. Proposals will not be opened publicly. It is neither the City's responsibility nor practice to acknowledge receipt of any proposal. It is the responder's responsibility to ensure that a proposal is received in a timely manner.

5) This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure a contract for services. All proposals submitted in response to this RFP shall become the property of the City. The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified firms, or to cancel in part or in its entirety this RFP, if it is in the best interest of the City to do so. The City may require the Contractor selected to participate in negotiations concerning contract.

6) No official or employee on the evaluation committee shall have any financial interest, either direct or indirect, in the contract. No official or employee of the evaluation committee shall exercise any undue influence in the awarding of the contract.

7) Amendment of proposals may be done as follows:

By City: The RFP may be amended by the City in response to need for further clarification, specifications and/or requirement changes, new opening date, etc. Copies of the amendment will be mailed to prospective vendors and must be signed and returned by the vendor as specified in the amendment.

By Firm: Proposals may only be amended after receipt by the City by submitting a later dated proposal that specifically states that it is amending an earlier proposal. No proposal may be amended after the opening date unless requested by the City.

8) Proposals may be withdrawn only in total, and only by a written request to the City prior to the time and date scheduled for opening of proposals.

Selection Criteria

The following criteria will be used to evaluate the proposals that are received and which meet the RFP specifications:

1) Demonstration of successful experience in providing general assessment services to Wisconsin municipalities of similar size.

2) The qualifications of key personnel and past experience with providing assessment and revaluation services for both residential and commercial properties.

3) Ability to provide and maintain a computerized database of property assessment records which meets the requirements of the RFP.

4) Demonstration of a high level of accuracy in assessment work for municipal clients.

5) Cost of assessment and revaluation services.

6) Evidence of capacity to do the work as well as evidence of positive customer interaction.

Selection Process

1) The contractor selection process will involve a review of all proposals using a comparative assessment and scoring of each document in accordance with the identified selection criteria.

2) The City will determine whether interviews are needed, or it may make a selection based on the proposals alone. If determined necessary by the City, the finalist firms will be requested to interview with members of the City's selection team. Interview instructions will be provided to finalist firms at that time.

3) Based on the results of the selection process, the City's selection team will recommend to the City of De Pere Finance/Personnel Committee and the Common Council a Contractor for approval.

4) The proposals will be reviewed and awarded to the Contractor whose proposal is the most responsive to the RFP and is the most advantageous to the City considering experience, price, and other factors. The City reserves the right to accept or reject any or all proposals received and/or waive any irregularities if deemed in the best interest of the City.

Timeline

The City intends to use the following estimated timetable for evaluation and selection of an assessment firm:

June 18	Request For Proposal (RFP) issued
July 16	Submittal deadline
July 26-30	Contractor interviews (if needed)
August 10	Finance-Personnel Committee recommendation
August 17	Common Council award of contract to assessment firm
October 1	Services start date (no later than)

Contact Information

All requests for further information and proposal submissions should be directed to:

Carey Danen
City Clerk
335 S. Broadway
De Pere, WI 54115
cdanen@deperewi.gov
920-339-4050

Thank you for your interest in providing assessment services for the City of De Pere.

ACCURATE

INNOVATION | EDUCATION | TECHNOLOGY



ASSESSMENT SERVICES PROPOSAL

PREPARED FOR:

DE PERE

RUNS DEEPER

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To help navigate on a digital copy, please click the page heading above to jump to the page you would like to review. Click on the Accurate logo on each page to come back to the table of contents.

Accurate is an independent contractor pursuant to Sec. 62.09(1)(c) Wis. Stats. Accurate will never subcontract any portion of the contract with the City of De Pere to any other firms or individuals.

This proposal is built to be INTERACTIVE!

Throughout this document you will see QR codes. Use your cell phone camera app and point your camera at the QR code. A link will pop up. Click on the link to watch videos, visit websites and much more!



Open your camera app and hover your phone over the QR Code. Your camera will automatically scan the QR code.



A clickable link will appear. Select the link and enjoy the content!

Test this link to our website!

Viewing this as a digital copy? You can click the QR codes to view the content in the proposal.

INTRODUCTION

We're excited to have the opportunity to work with the City of De Pere!

For over 20 years, Accurate Appraisal has continuously improved the assessment experience through innovation, education, and technology. We understand your community is unique, therefore we provide assessment solutions tailored to fit your community's needs.

We firmly believe that every property owner should be put first. They should be part of the assessment process and not just an end result. We work hard to make sure everyone is treated fairly and equitably.

ACCURATE

TRANSPARENCY

is our core principle in educating and empowering those we serve.

our employees.
municipalities.
the community.

PO BOX 415 | Menasha WI 54952-0415 | info@accurateassessor.com | 920.749.8098 | 1.800.770.3927 | accurateassessor.com

DE PERE ASSESSMENT TEAM

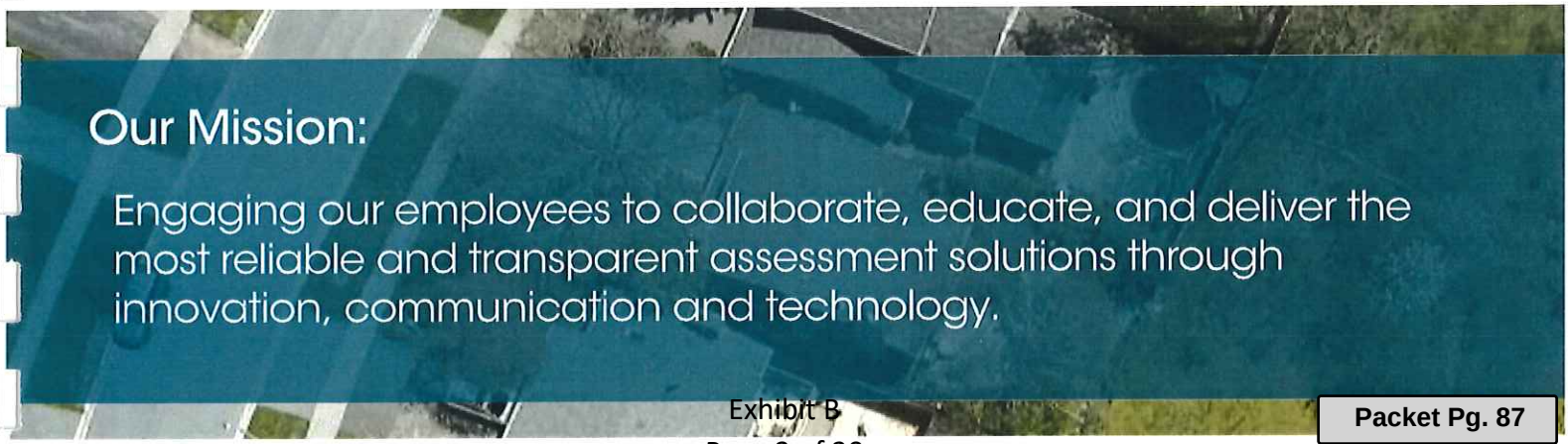
Josh Sherman
Main Point of Contact

Jill Luebke
Statutory Assessor

Terri Muskevitsch
Customer Service Manager

Jamie Busha
Quality Manager

Chris Plamann
Marketing and PR



Our Mission:

Engaging our employees to collaborate, educate, and deliver the most reliable and transparent assessment solutions through innovation, communication and technology.

AUTHORIZED REPRESENTATIVE



SCOTT McFARLANE

Chief Accountability Officer

scottm@accurateassessor.com 920.843.6897

WHY ME?

My background in engineering and operations management in the manufacturing industry has helped reshape our process here at Accurate to be more efficient and customer focused. I've provided leadership in the areas of addressing critical issues, removing bottlenecks, and improving our processes to engage our team in continuously improving our industry leading assessment services.

"My passion is to build and strengthen a culture of accountability that drives the execution of our strategic company initiatives."

EXPERIENCE

- Process Engineering
- Business Management
- Developing Leaders
- Human Resources
- Operations Management
- Statistical Process Control
- Six Sigma Black Belt

STRENGTHS/SKILLS

Leadership
LEAN Manufacturing
Developing People
Execution (4DX Principles)
Continuous Improvement
Conflict Resolution
Project Management

EDUCATION

University of Wisconsin – Stevens Point 2002
Paper Science and Engineering
Chemistry

COMMUNITY INVOLVEMENT

St. Jospeh's Food Pantry
A few times a year employees of Accurate donate their time to help at the food pantry. We serve meals, sort through donations, and deliver meals to local people in need.

Local Donations
Every year Accurate puts on a raffle basket event. It s great team bonding and helps us work on our creativity. All proceeds are collected from the raffle and matched. The owners then donate the proceeds to two local charities which are randomly drawn each year.

"By establishing a culture of accountability with Accurate, our employees are empowered to achieve superior customer service."

ACCURATE

KEY CONTACT PERSON



JOSH SHERMAN

Account Manager - Assessor II

joshs@accurateassessor.com 920.213.5062 #WI87084CA

WHY ME?

I am an energetic self-starter with professional success in the fields of Assessing, Compliance, Finance, Sales and Education. I am an effective communicator, dedicated to achieving goals while building professional relationships. I am a quick learner committed to maintaining open communication and building the best education plan for your community.

"I've learned to be very prompt, organized, and resourceful... communication is my top priority"

EXPERIENCE

- Determine values using the three approaches: Market, Income, Cost
- Performed over 40 Market revaluations
- Statistically analyze market trends
- Land valuation review
- Closing Board of Review
- Tax exempt property
- Personal property valuations
- Estimate valuations for TID creations

STRENGTHS/SKILLS

Communication
Organization
Financial
Work Ethic
Prompt
Education
Flexibility
Responsibility

CERTIFICATION



State of Wisconsin
DEPARTMENT OF REVENUE
PO BOX 8971, MADISON WI 53708-8971

Assessor Certification Program

Certification Level ASSESSOR 2
Certification Period Dec 1, 2019 - Nov 30, 2024
Certification Number WI87084CA

JOSHUA K SHERMAN
PO BOX 415
MENASHA WI 54952-0415

The person named above complied with Wisconsin Statute 73.09 and is authorized to engage in the indicated practice

EDUCATION

Concordia University 2006
Education

University of Wisconsin - Oshkosh 1999
History & Political Science

"Being part of the entire assessing process creates ownership and a deep understanding of the community."

ACCURATE

STATUTORY ASSESSOR



JILL LUEBKE

Assessor Support Specialist - Assessor II

jillp@accurateassessor.com 920.749.8098

WHY ME?

I am fun and outgoing! I have my Blackbelt in Lean Six Sigma, I love working with people to help them learn about the assessment process. I have a background in Real Estate and I was a chief contracting officer for a process improvement firm. In my youth I enjoyed traveling cross country, living in many different states. I recently married the love of my life, Broc!

"I'm never late. Nothing bad comes from being early, nothing good comes from being late."

EXPERIENCE

- Determine values using the three approaches: Market, Income, Cost
- Commercial and Residential valuation
- New Construction Field Work
- Closing Boards of Review
- Roll Book Review
- Data entry of sale transfers
- Data entry of building permits
- Participate in Open Book sessions
- Preparing assessor forms for Board of Review
- Mapping for Field Work Review

STRENGTHS/SKILLS

Communication
Committed
Trustworthy
Personable
Optimistic
Continuing Education
Building Relationships
Punctual
Attention to Detail
Process Improvement

WORK HISTORY

Cheif Contracting Officer
Created/Reviewed Contracts
Client Relationship
HR management

CERTIFICATION



State of Wisconsin
DEPARTMENT OF REVENUE
PO BOX 8971, MADISON WI 53708-8971

Assessor Certification Program

Certification Level ASSESSOR 2
Certification Period Nov 1, 2020 - Oct 31, 2025
Certification Number WI55751CA

JILL PRITCHARD
PO BOX 415
MENASHA WI 54952

The person named above complied with Wisconsin Statute 73.09 and is authorized to engage in the indicated practice.

"There's no reason why the glass can't always be half full."

ACCURATE

SERVICE TEAM

At Accurate we form service teams to ensure the accuracy and effectiveness of our assessing. Scott McFarlane will lead the Accurate team. **Josh Sherman is your key point of contact.** Josh will take all correspondence from the City and handle the process of assessment for the City of De Pere. Jill will be your statutory assessor. She is a certified assessor II and will be supervising the assessment schedule, attending the open book, and signing the roll.

Jamie Busha will be reviewing all data for quality & accuracy and manages the personal property department. Chris Plamann will be involved in building an intentional community education plan with creative videos, mailings and social media content. Terri Muskevitsch will be managing the assessor certified customer service agents. Terri is in charge of tracking all correspondence to share on a monthly basis and is a certified assessor.



"The world is always changing as it often leads to something better. Making sure our quality stays first-class prior to and during change is what I really get energized about."

JAMIE BUSHA

Quality Manager - Personal Property Director - Assessor II

jamieb@accurateassessor.com 920.749.8098



"I love being creative and thinking outside the box. I like to take complex situations and come up with new ideas and solutions. My favorite thing about my job is creating the tools to help educate those we serve. People don't always remember what you do, but they will remember how you made them feel."

CHRIS PLAMANN

Director of Marketing & Sales - Assessor II

chrisp@accurateassessor.com 920.841.0711



"Being the first connection with property owners, my goal is to be able to help them understand the process of assessing and how it affects them. Being a property owner, I understand how confusing and daunting the process can seem. It is extremely rewarding when I answer their questions, help them understand the process, and make someone's day a little better."

TERRI MUSKEVITSCH

Customer Service Manager - Assessor II

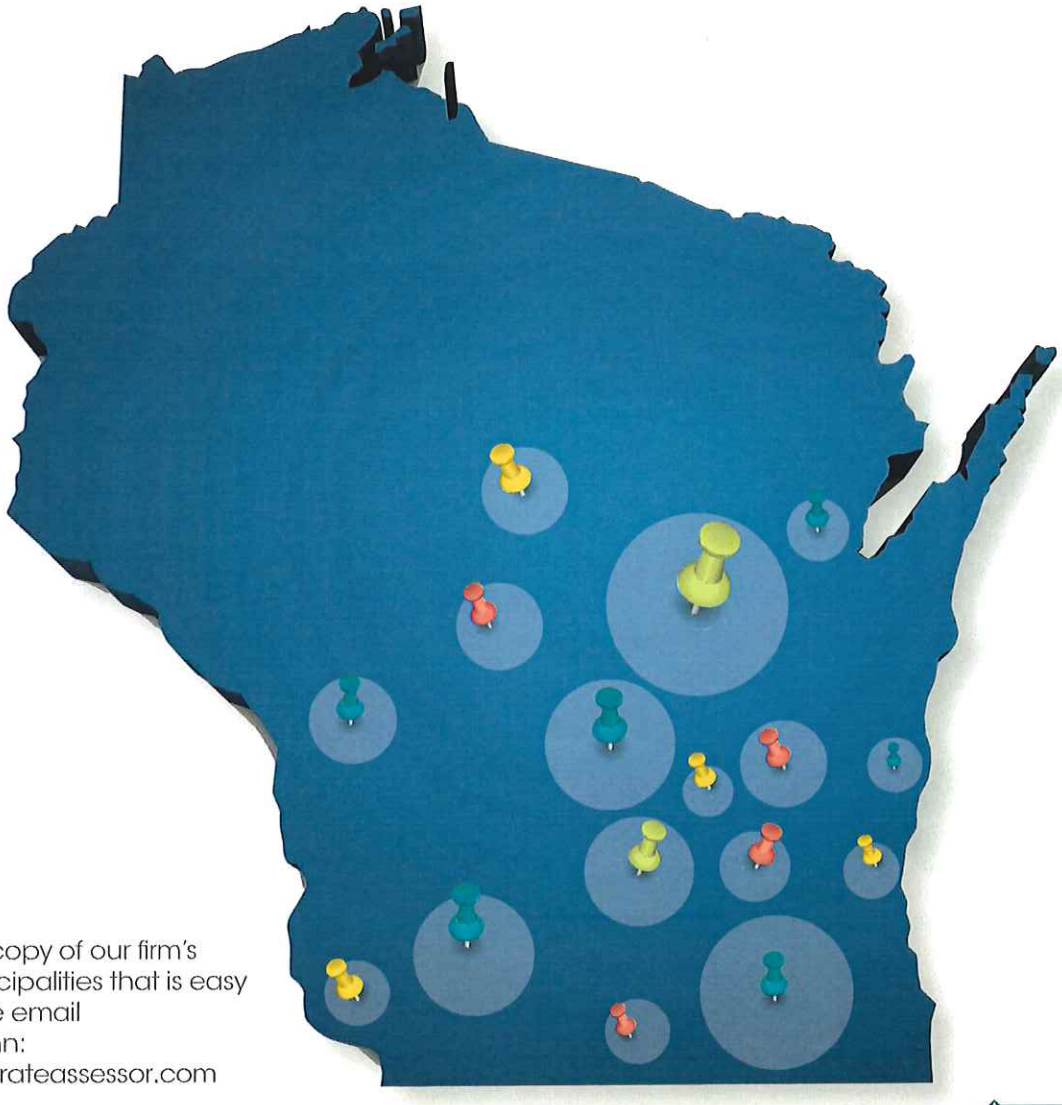
terrim@accurateassessor.com 920.749.8098

WHO WE SERVE

We serve a variety of municipalities across the state. From small towns to large cities, we focus on one thing. Putting property owners first. A phrase we often hear is, "You're not a typical assessor," and we are proud of that. We strive to be inclusive and understanding with everyone we serve. Our passion stems from low industry standards that we intentionally work to change for the better.

We value transparency in everything we do. We work with board and council members, commercial property owners, home owners, real estate agents, and the list goes on and on. The common theme is that no matter who you are, at Accurate we go out of our way to serve everyone with respect. Dont think of us as a contract assessor, think of us as a trusted advisor here to serve you and your community.

ALL - PROPERTY OWNERS
34 - EMPLOYEES
105 - MUNICIPALITIES
20 - COUNTIES



For a digital copy of our firm's current municipalities that is easy to sort please email Chris Plamann: chrisp@accurateassessor.com

210,569 - IMPROVEMENTS

ACCURATE

MUNICIPALITIES LIST

MUNICIPALITY	TYPE	POPULATION	EQ VALUE	PARCELS	SERVICE
Manitowoc	City	32,936	1,392,199,900	12,374	BLEND
De Pere	City	24,893	1,618,168,000	7,664	FULL VALUE
Fox Crossing	Village	18,892	1,198,650,600	6,246	FULL VALUE
Onalaska	City	18,712	1,405,385,500	5,895	MAINTENANCE
Cudahy	City	18,200	904,066,900	5,877	FULL VALUE
Oconomowoc	City	16,847	1,898,997,800	6,160	FULL VALUE
Beaver Dam	City	16,476	740,557,500	5,545	FULL VALUE
River Falls	City	15,800	934,801,400	1,368	BLEND
Whitewater	City	14,517	433,367,500	2,607	FULL VALUE
Shorewood	Village	13,338	1,418,231,600	3,848	BLEND
Stoughton	City	13,134	937,153,400	4,427	FULL VALUE
Glendale	City	12,779	1,065,226,500	5,030	BLEND
Platteville	City	12,537	390,522,000	2,820	BLEND
Brown Deer	Village	11,964	674,445,400	4,264	BLEND
Greenville	Town	11,874	1,218,445,000	4,445	FULL VALUE
Harrison	Village	11,532	1,128,775,500	4,307	BLEND
Burlington	City	10,668	670,648,100	3,435	FULL VALUE
Oregon	Village	10,390	1,121,101,700	3,634	FULL VALUE
Portage	City	10,365	408,028,900	3,181	FULL VALUE
Elkhorn	City	9,853	556,333,700	3,163	FULL VALUE
Sparta	City	9,522	400,746,900	3,157	FULL VALUE
New Richmond	City	8,966	700,313,500	3,483	FULL REVAL
McFarland	Village	8,449	916,289,300	3,072	FULL VALUE
Delavan	Town	8,385	1,027,819,100	3,609	BLEND
Monona	City	8,179	985,590,300	2,944	FULL VALUE
Lake Geneva	City	7,821	1,119,515,500	3,975	FULL VALUE
Windsor	Village	7,795	901,574,900	2,836	BLEND
Sheboygan Falls	Town	7,435	154,644,400	772	BLEND
Mount Horeb	Village	7,421	676,653,100	2,484	BLEND
Buchanan	Town	7,082	584,171,400	2,407	FULL VALUE
Beloit	Town	7,038	462,018,800	3,288	BLEND
Madison	Town	6,881	184,263,900	1,306	FULL VALUE
Twin Lakes	Village	6,064	875,373,400	3,087	BLEND
Prairie du Chien	City	5,718	224,486,400	2,202	FULL VALUE
Edgerton	City	5,552	364,170,300	2,140	FULL VALUE
Rothschild	Village	5,325	333,417,900	2,132	BLEND
Saukville	Village	4,419	300,885,500	1,449	BLEND
Prairie du Sac	Village	4,378	363,372,900	1,581	BLEND
Bayside	Village	4,377	595,016,700	1,622	FULL VALUE
Prescott	City	4,229	312,132,400	1,471	BLEND
Cross Plains	Town	4,148	249,319,100	663	MAINTENANCE
Geneva	Town	4,099	912,896,900	3,755	BLEND
Mosinee	City	4,063	212,596,800	1,726	BLEND
Sugar Creek	Town	3,973	382,156,500	1,953	BLEND
Chilton	City	3,828	177,642,000	1,493	BLEND

MUNICIPALITY	TYPE	POPULATION	EQ VALUE	PARCELS	SERVICE
Lancaster	City	3,760	192,492,400	1,591	BLEND
Combined Locks	Village	3,588	314,834,700	1,369	BLEND
Burke	Town	3,450	353,006,100	1,371	BLEND
Seymour	City	3,443	74,979,700	1,252	MAINTENANCE
Lyons	Town	3,440	388,811,700	1,782	BLEND
Menominee	Town	3,422	346,963,000	1,525	BLEND
Pleasant Springs	Town	3,387	481,121,500	1,435	FULL VALUE
Brodhead	City	3,276	141,548,800	1,248	BLEND
Fulton	Town	3,158	413,981,200	2,216	FULL VALUE
Wescott	Town	3,135	386,545,700	2,554	BLEND
Brillion	City	3,127	151,267,700	1,127	BLEND
Lodi	Town	3,059	504,898,900	1,646	BLEND
Dale	Town	2,842	252,326,200	1,151	BLEND
Walworth	Town	2,842	195,945,900	685	BLEND
Walworth	Village	2,824	164,495,100	955	BLEND
Union	Town	2,776	178,423,300	732	MAINTENANCE
Fox Lake	Town	2,709	203,679,900	938	BLEND
Dayton	Town	2,703	384,094,600	1,723	MAINTENANCE
Deerfield	Town	2,524	173,654,500	650	BLEND
Poynette	Village	2,494	170,308,900	880	BLEND
Caledonia	Town	2,491	180,754,800	974	BLEND
Fennimore	City	2,482	104,168,200	979	BLEND
Dekorra	Town	2,350	351,865,400	1,448	BLEND
Jefferson	City	2,231	400,186,600	2,747	FULL VALUE
Spring Prairie	Town	2,197	261,805,500	894	BLEND
New Glarus	Village	2,172	168,495,500	808	MAINTENANCE
Albion	Town	2,103	188,271,100	1,058	BLEND
Jamestown	Town	2,077	174,781,600	1,023	BLEND
Pardeeville	Village	2,067	126,196,300	849	BLEND
Blooming Grove	Town	1,911	137,158,700	683	BLEND
Richmond	Town	1,835	228,604,700	1,039	BLEND
Randolph	Town	1,767	38,841,400	331	BLEND
Fontana	Village	1,713	1,303,832,100	2,712	BLEND
Darien	Town	1,588	126,297,100	565	MAINTENANCE
Springdale	Town	1,530	311,257,100	855	BLEND
Cambridge	Village	1,518	137,183,600	665	BLEND
Cleveland	Village	1,477	95,219,800	587	BLEND
Brooklyn	Village	1,466	115,985,800	495	BLEND
Eldorado	Town	1,443	99,975,300	618	BLEND
West Baraboo	Village	1,428	60,537,900	464	BLEND
Hazel Green	Village	1,200	60,805,000	398	MAINTENANCE
Berry	Town	1,188	176,335,000	544	MAINTENANCE
Bovina	Town	1,151	88,799,600	539	MAINTENANCE
Green Valley	Town	1,072	54,147,900	501	MAINTENANCE
Oregon	Town	1,053	432,821,500	1,258	BLEND
Marathon	Town	1,048	76,147,200	489	BLEND
Blue Mounds	Village	971	71,354,300	297	BLEND
Iron Ridge	Village	899	43,410,300	300	BLEND
Footville	Village	810	38,412,500	338	BLEND
Primrose	Town	774	67,890,400	341	BLEND
Saint Nazianz	Village	755	28,024,800	272	BLEND
Cambria	Village	753	29,585,400	326	BLEND
Perry	Town	737	59,221,900	353	BLEND
Sullivan	Village	669	37,904,600	232	BLEND
Upham	Town	647	169,759,000	942	BLEND
Rose	Town	595	59,950,200	488	BLEND
Courtland	Town	510	20,890,400	241	BLEND
Coloma	Village	456	17,531,000	252	BLEND
Friesland	Village	356	13,642,600	160	MAINTENANCE

BLEND
Years of maintenance with a market revaluation at least one year of the contract.

FULL VALUE
A market revaluation performed every year.

MAINTENANCE
Review of permits, new construction, splits, etc.

ACCURATE

OUR CORE VALUES

We strive to always put others first and maintain transparency about our assessment process. The values we believe in are not just empty statements. The words were carefully selected, not by the owners but by the employees of Accurate. Our core values express who we are as a company, as your assessors, and how we treat each other.

WE ARE FAMILY

We have an unwavering loyalty to each other and our customers. We Respect & Encourage each other and appreciate uniqueness. We value and support each other's health, safety and work/life balance.

ALWAYS TRANSPARENT

We are Open & Honest in ALL interactions, sharing our data, processes, information, mistakes, and victories. We hold each other accountable. Our availability to our customers and family members is abundant.

EMBRACE GROWTH & INNOVATION

We are comfortable being uncomfortable while striving to get better every day. We foster and enhance customer relationships while seeking to learn and develop. We offer to teach and mentor customers and family members.

BE ADMIRABLE

We guard our integrity by doing the right thing-ALWAYS. We strive for quality and precision in our work, our products, and our services. We act like owners and honor our word and commitments. We choose candor, respect, and kindness.

WE ARE A BOATLOAD OF FUN!

Positivity is our attitude of choice. We have infectious spirits bringing enthusiasm and excitement to all we do. We are passionate and value diversity and inclusion. There's no reason too small to celebrate.

ACCURATE

SCOPE OF WORK

Specific Services Required

1) Contractor will perform all of the work required to properly and professionally assess the real and personal property of the City in accordance with applicable Wisconsin State Statutes and in full compliance with all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue.

2) Contractor will conduct a full value maintenance program annually, to maintain 100% market value on all taxable property.

3) Contractor shall designate a qualified and responsible employee to supervise the operation of the Contractor's staff for the entire contract period. The individual shall be certified (at a minimum) Assessor Level II or Assessor Level III. The individual designated as such shall be available to the City for the entire contract. Should the supervisor be reassigned, that person shall be replaced by an equally qualified individual, subject to review and approval by the City.

4) Contractor shall report to and be accountable to the City Clerk or his/her designee. Contractor shall meet with the Clerk on a regular basis to discuss the progress of the work and to review the data and the reports completed. The City reserves the right to inspect the data and the progress of the work performed at any time without limitation. Contractor shall be available to attend City Council and committee meetings on an as-needed basis.

5) Contractor will provide an e-mail address and a local (or toll free) phone number for City officials and customers to contact the Contractor during regular business hours, Monday through Friday, and shall return e-mails and calls within two business days/48 hours.

6) Contractor will provide an educational outreach program for the City related to the activity and responsibility of Contractor's assessment services.

7) Contractor will field review and assess all properties that were under partial construction as of January 1st of the previous year.

8) Contractor will field review and assess new construction as of January 1st of the current year.

9) Contractor will account for all buildings destroyed or demolished.

10) Contractor will determine the fair market value of mobile home units in the municipality subject to the monthly municipal permit fee, in accordance with State Statute 66.0435.

11) Contractor will create, print, and mail State-approved Personal Property Forms to all holders of personal property in the City by the statutory deadline each year, audit the returned forms, and place the new values on the assessment roll. Contractor will collect the name and address of each personal property contact person, separate from the business name. Contractor shall provide a doomage listing to the City Clerk or his/her designee prior to the Open Book review.

12) Contractor will create, print, and mail State-approved Notices of Changed Assessment to property owners and others as required by State Statutes.

13) Contractor will conduct Open Book sessions in accordance with Wisconsin State Statutes.

14) Contractor will be responsible for preparing for the annual Board of Review proceedings as required by State Statutes prior to the deadline each year. Contractor shall work with the City Clerk to arrange for the hearings. Contractor will provide digital photographs with comparable properties in preparation for the Board of Review meeting so that the Board and the petitioner have evidence of comparability. Contractor will attend the Board of Review hearing(s), serve as City staff at the hearing(s) and defend the valuations and work products. Contractor will promptly and adequately follow up and respond to any appeals made at the Board of Review hearing, incorporating assessment modifications as approved. Contractor will be available for any Circuit Court proceedings that may result from appeals or other assessment related matters.

15) Contractor will be responsible for providing all assessment data to Brown County's Tax Listing Department and for ensuring that the County's assessment roll is balanced to the records submitted by the Contractor. Contractor will provide printed copy of assessment roll to the City.

16) Contractor will be responsible for providing the Wisconsin Department of Revenue (WI DOR) with both preliminary and final reports of assessed valuations after the Board of Review meeting. Contractor will also be responsible for providing WI DOR with assessments for all TIF districts by the prescribed deadlines.

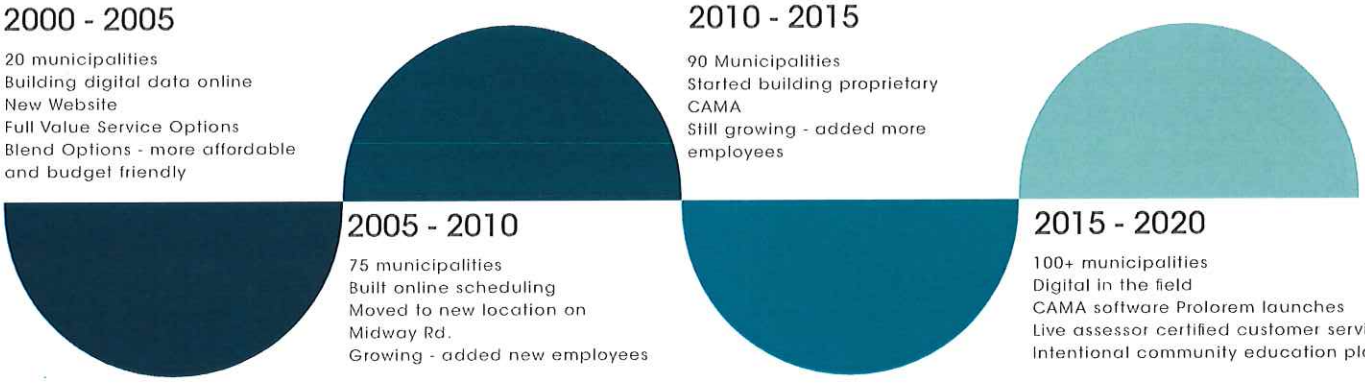
17) Contractor will place detailed property assessment records with images and full parcel information on the internet with free access to the public and the City. This may be accomplished through the City's existing online resources or through the Contractor's software package (Prolorem or similar). Property record cards will be updated on at least an annual basis. Contractor shall provide the City with unlocked, freely accessible databases upon request. Contractor will provide an annual export of one PDF property card per parcel ID, or a suitable alternative.

18) Contractor is not permitted to assign, subcontract, or transfer the work

Accurate has reviewed, understands, and acknowledges each point in the Specific Service Required, detailed by the City of De Pere.

OUR HISTORY

Accurate was **founded 20 years ago** on the idea of complete transparency and communication. For many years it was common practice for assessors to suppress information from the public. This resulted in a lack of understanding and mistrust within the community. The founders of Accurate recognized these short comings and began pioneering new **innovative assessment standards.** Over the last 20 years we have developed web-based digital property record cards, created online scheduling options, and built our own CAMA to update data digitally in the field. With a combined experience of over 180 years Accurate has continuously improved the assessment experience through **innovation, education, and technology.**



2000 - 2005

20 municipalities
Building digital data online
New Website
Full Value Service Options
Blend Options - more affordable and budget friendly

2005 - 2010

75 municipalities
Built online scheduling
Moved to new location on Midway Rd.
Growing - added new employees

2010 - 2015

90 Municipalities
Started building proprietary CAMA
Still growing - added more employees

2015 - 2020

100+ municipalities
Digital in the field
CAMA software Prolorem launches
Live assessor certified customer service
Intentional community education plan

At Accurate we make a concerted effort to connect and learn the nuances of each community. There is no **"cookie-cutter"** way to assess unique communities. We tailor our services to fit the needs of everyone we serve. **Here is a small sample:**

UNIQUE ASSESSMENTS

Views of the Capital Building - Dane County
Views of the lake - Lake Geneva & Fontana
Bayshore Mall - Glendale
Access to the Chain of Lakes - Dayton
All of Menominee County
Dock-O-Miniums - Fontana

CORPORATE BUSINESS

Secura - Fox Crossing
Johnson Controls - Glendale
Foth - De Pere
Miron - Fox Crossing
Cleary Building - Greenville
Humana Insurance - De Pere

TAX EXEMPT EXPERIENCE

St. Norbert College - De Pere
Divine Savior Hospital - Portage
Skaalen Retirement Services - Stoughton

DISTRIBUTION/WAREHOUSING

WALMART Distribution center - Beaver Dam
Amazon - Greenville
TARGET - Oconomowoc

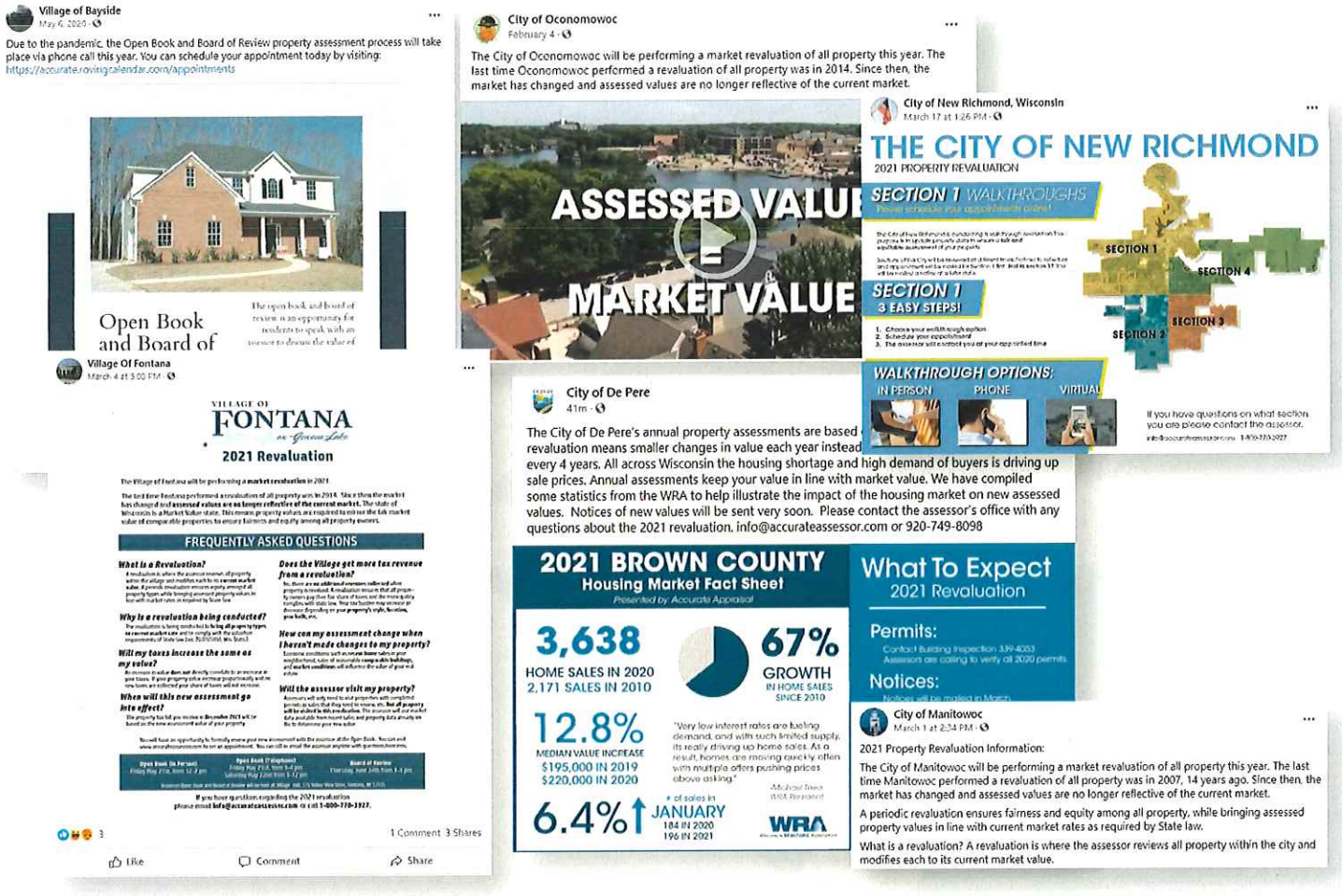
OUR ALL INCLUSIVE SERVICES

- Online roll books
- Digital property record cards, with photos online
- Assessment data integrated into your website
- Live, assessor operated, telephone-based open books
- Cloud based CAMA system with dedicated support
- Assessor certified customer service
- Assessors available to answer questions daily over the phone or via video chat
- Multiple assessors at open book to keep waiting to a minimum
- Interactive videos and educational materials at open book
- Active live chat function available on our website
- Community education planning with dedicated marketing person
- Virtual walk-through options
- Access to your own dedicated assessor
- Maintenance inspections included

ACCURATE

POSITIVE INTERACTION

Through social media we establish an important two-way communication with the people in your community. Social media helps us instantly connect with thousands of property owners. We are all aware of the stigma of taxes and assessed values. By not involving your community they feel left out and discouraged about the assessment process. Our transparency ensures they don't feel like they're just another un-informed taxpayer. Engaging with your community through social media allows us to **inform, educate, and empower** them. Here are just a few examples of how we engage with our current municipalities:



Accurate builds relationships with the community. For example our Personal Property department created an instructional video on our website walking through how to fill out PP statements.

"Just wanted to let you know, I was not looking forward to filling out the form. But the instructional video and the information on your website made the process a lot easier than I thought it would be. Thank you!"

Barr Resort - Kika Barr

Our assessors go above and beyond just valuing property. The classification of land changed for this property owner. We helped him by working with the DOR on properly classifying his land.

"Paul at Accurate was very helpful with my land classification and working with the DOR. He was very gracious and professional through the journey."

Primrose Resident - Duane Wagner

ACCURATE

EDUCATION PLAN

On average most property owners have about 40 days from the time they first hear about the revaluation to the time their new value is locked in.

It is standard for an assessor to send notices and wait for the community to contact them with questions and concerns. This one-way channel of communication is not transparent and leaves property owners scrambling to figure out what is going on. Often times this creates a rift between property owners, the municipality and the assessor.

Our education plan puts your community first. We tap into your current channels of communication to start the conversation early. Your community will know about a change in value more than 80 to 190 days before we send out notices. Together we will create a two-way channel of communication through social media, council meetings, newsletters, post card mailings, custom videos, and much more!

EXPERIENCE OUR EDUCATION PLAN:

1. SOCIAL MEDIA

Utilize your channels of social media preparing to share the process of Full Value Assessments. We mix this with a schedule of postings over the coming year to educate property owners on what to expect and the status of the current market. Involving the community ensures we have a two-way communication through the process.

2. COUNCIL MEETINGS

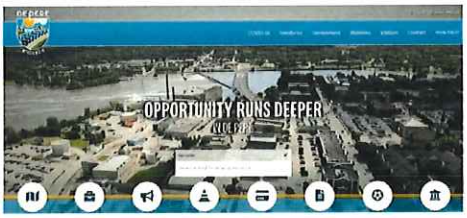


Your community will inevitably have questions about the how Full Value works. We will attend council meetings to educate your council members arming them with the knowledge they need to explain the revluation assessment process with property owners.

3. NEWSLETTER

Writing articles that address the assessments, what to expect, and the schedule of social media postings keep your community engaged. We can invite readers to sign up for text alerts or email updates throughout the year.

4. WEBSITE



Updating the City website with a custom video helps explain what a revaluation is and what to expect. We can build links to property record cards and show a timeline for the revaluation. The community utilizes your website as a resource, we serve them best by keeping them up to date.

5. NOTICES



A notice of new value will be mailed to every property owner. Inserted with the notice will be an Understanding Your Assessment information sheet explaining the assessment process with QR codes, links to videos, an online appointment scheduler, and access to our customer service team.

6. OPEN BOOK & BOR

We will offer over the phone Open Book appointments as well as in person options. For in person Open Book property owners will be greeted with a TV slideshow with assessment videos playing. We provide computers for property owners to search for their record cards.

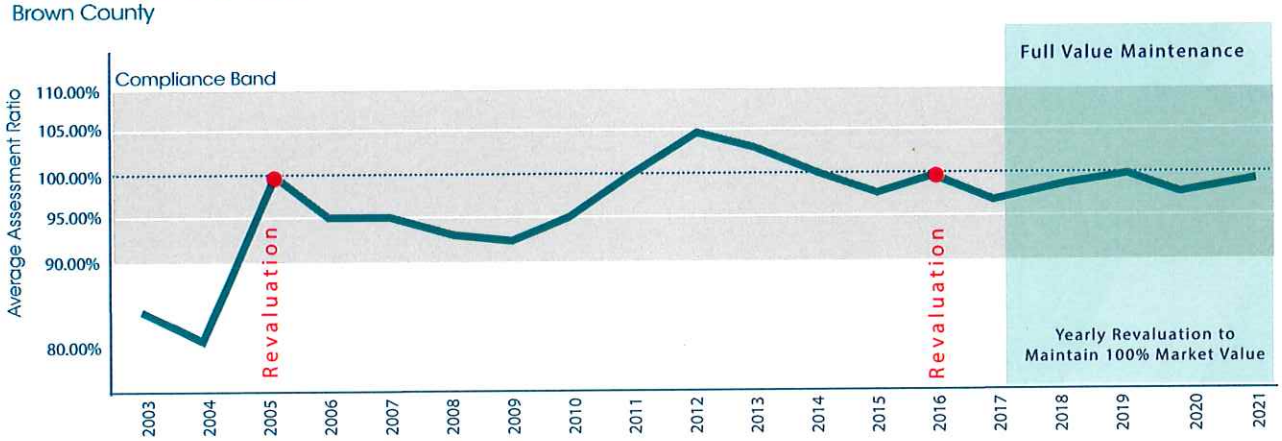
ACCURATE

FAIRNESS & EQUITY

There is no better way to express the fairness and equity of our work than to show a visual example. The center **dotted line represents true fairness and equity,** where assessed values are in line with market value. When assessments maintain 100% market value they mirror the state's equalized value to ensure every property owner is paying their fair share of taxes.

City of De Pere

Brown County

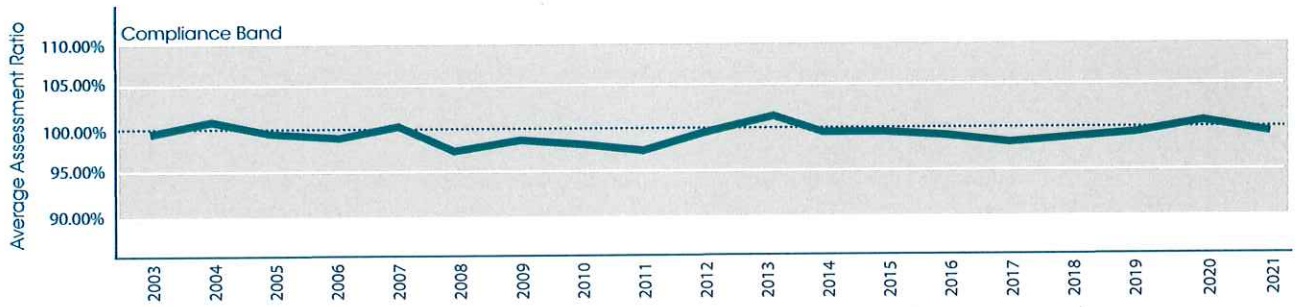


From 2003 through 2013 De Pere property was revalued only twice. Every year of maintenance creates **natural market inequity,** in which the market value of properties rise and fall while assessed values stay the same. This market inequity means property owners are no longer paying their fair share of taxes until a revaluation is performed.

You can see that the ratios stay at 100% once De Pere started the Full Value Maintenance program. This is the most fair and equitable assessment process. The graph below shows the ratios for the City of Stoughton. We have performed our **Full Value Maintenance** program over the same time period, since 2003. You can see that by revaluing property every year the **assessment ratio stays within** of state's 100% guideline.

City of Stoughton

Dane County



Full Value Maintenance is not just "keeping you in compliance" with a revaluation every few years. It means we perform **a market revaluation every year.**

The benefits of Full Value Maintenance is three-fold. 1.) It maintains 100% market value, 2.) keeps you from saving up for revaluations every 6 to 8 years, and 3.) is the **most fair and equitable way** to make sure every property owner is paying taxes on their property at 100% market value every year.

ACCURATE

ASSESSMENT HISTORY OF DE PERE

The City of De Pere and Accurate have been working together for over 13 years. Throughout that time we have integrated new assessment technologies and built a strong relationship with your community. We can proudly say that since Accurate has been involved with De Pere your ratio's have never fallen out of compliance with State regulations.

2008-2015

De Pere welcomes Accurate to complete maintenance services.

2010
Residential Parcels: 6800
Commercial Parcels: 400

2016

De Pere hires Accurate to complete a 1 year market revaluation

2017

De Pere contracts with Accurate for 1 year of maintenance

2018-2021

De Pere contracts with Accurate for 4 years of Full Value Maintenance

2020
Residential Parcels: 7178
Commercial Parcels: 419

From 2010 to 2020 De Pere has grown about 6%. During those10 years there are have been about 400 new Improved parcels added to the roll. We are sharing this to be completely transparent about our role in assessing for the City of De Pere. With additional parcels comes additional time needed to complete assessments in the City.

In 2018 Accurate began tracking hours on every aspect of our services. From entering sales, tracking field work, checking permits, collecting customer service data and much more. The data has been very consistent. Based on the last 4 years we can share that on average Accurate spends 917.5 hours a year assessing the City of De Pere.

	2018	2019	2020	2021
Hours Spent	946	827	1062	835
Service Cost	$39,800	$39,800	$39,800	$49,800
Per Hour	$42	$48	$37	$59

The industry average for assessment services ranges from $75 to $100+ an hour depending on the type of contract and services needed. By understanding the increase in improved parcels, additional sales, and hours spent during the open book and board of review means we can now accurately quote a fair cost for our services that meets the needs of your community.

ACCURATE

SERVICE DEFINITIONS



ANNUAL MAINTENANCE

We physically view any property that has changed from the previous year. This includes all new construction, property splits, and properties that have been issued a building permit, etc. Maintenance keeps properties updated to value them on a fair and equitable basis.

BLEND

Blending years of maintenance with a market revaluation creates a budget friendly option to spread the cost of a revaluation over the life of the contract. A cyclical revaluation ensures you stay close to compliance.

REVALUATION

The purpose of a 1 year city-wide revaluation is to bring all real estate values to 100% market value. This can be done by physically inspecting all of the properties, partial inspections, or market sales review only. Waiting multiple years between revaluations causes large increases or decreases in values. Fairness and equity is only high during the year the revaluation takes place, years of maintenance start the cycle over again.

FULL VALUE MAINTENANCE

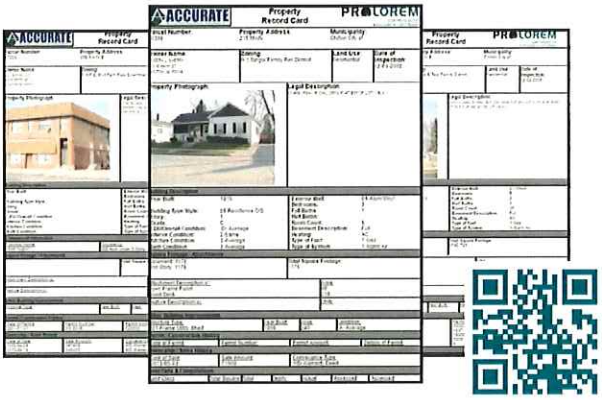
We pioneered the process of Full Value Maintenance. Our proprietary service aggressively maintains 100% market value by performing annual market revaluations. This ensures every property owner is paying only their fair share of taxes on an annual basis and prevents large value adjustments while producing the most fair and equitable value.

ACCURATE

SOFTWARE

Our proprietary CAMA system is completely **CLOUD BASED.**

With Prolorem, all property record cards are digital. They are available on our website FREE to you and your community 24/7. There are no costs to use our software and convert your Market Drive data. Prolorem converts data from iWorQ to easily and quickly update permits. All property record cards have images and detailed information about each parcel. We believe in 100% transparency therefore all data and programs gathered are the property of the City of De Pere should you ever change assessors.





Our assessors utilize computer tablets to assess properties in the field. With Prolorem there is no need to take hand written notes back to the office to update the value on a property. Our assessors are trained to complete assessments on premise, eliminating errors from re-entering data. All property record cards are updated in real time and saved to the cloud instantly. Our CAMA is the only software that updates property record cards in real time.

Accurate has converted data into Prolorem from multiple forms of CAMA systems including Market Drive, Tyler Technologies, GVS, TC Win, and many more. Our on staff IT integrates multiple platforms like GIS, Apex Sketching Tool, iWorQ, etc to streamline our process. Because our software is proprietary we have the ability to add or remove features the City of De Pere requests at no additional cost.

PROLOREM | A REVOLUTION IN ASSESSING SOFTWARE

SOFTWARE COST: $0.00
LICENSING/MAINTENANCE: $0.00
SOFTWARE:
INTEGRATION ABILITY: YES, $0.00
CONVERSION ABILITY: YES, $0.00

There are never additional costs for conversions, updates, licensing, integrations, additions, etc.



REFERENCES

BEAVER DAM
Life is good here

The City of Beaver Dam is very fortunate to have Accurate Appraisal. The city performs a revaluation of all properties on an annual basis to ensure fairness and equity among all property owners. Their personnel are very proactive in all aspects of the assessment process, are very responsive to city and citizen inquiries, and they constantly look to improve their process and educate the public. Their marketing team has been instrumental in preparing FAQ documents, social media posts, and videos that help the city educate property owners on the process. We are very pleased with our relationship with Accurate Appraisal and consider them an important member of our team.

Zak Bloom
DIR OF ADMIN/CLERK
www.cityofbeaverdam.com
zbloom@cityofbeaverdam.com
(920) 887-4600

GREENVILLE

We have worked with Accurate over the last three years, who performed a total revaluation of our municipality. Their leadership in the industry is one of the reasons why we chose Accurate as our Assessor. Their friendly, reliable service is why we continue to utilize Accurate. Timely, professional response has been appreciated and we trust them to serve our residents with dependable service and fair assessments.

Wendy Helgeson
CLERK
www.townofgreenville.com
whelgeson@greenvillewi.gov
(920) 757-5151 ext 1100

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

It is with enthusiasm that I recommend Accurate Appraisal, LLC. We could not have asked for a better partner to go through a full revaluation with this year. Their depth of experience allows them to handle even the most complicated of situations and their professionalism is obvious to our team, but more importantly to our residents. A revaluation is a big deal to a community, but doesn't have to be strain on City Staff - Accurate will get you through every step.

Michelle Scanlin
CLERK
www.newrichmondwi.gov
mscanlan@newrichmondwi.gov
(715) 246-4268

FOX CROSSING
BRIDGING THE FOX CITIES

Accurate Appraisal has professionally served as the Assessor for the Village of Fox Crossing since 2015. Over the past several years, Accurate Appraisal expertly conducted a full revaluation of the Village in 2017, and has maintained the Village at full value since 2019. A full value contract with Accurate Appraisal has provided a tremendous benefit to Fox Crossing. With the large increase in property values over the past few years, having the Village's assessed value grow incrementally over the past several years rather than a large increase in value in one year, is much easier to explain to Village residents. Accurate Appraisal has been a great partner with Fox Crossing in managing the difficult task of assessing.

Jeffrey S. Sturgell
Village Manager
www.fccommunity.com
JSturgell@foxcrossingwi.gov
(920) 720-7101

DE PERE

Accurate Appraisal has served as the statutory assessor for the City of De Pere since 2005. In 2018, the City decided to adopt their annual Full Value Maintenance program. This transition has been beneficial to the City, because market trends over the past few years would have otherwise forced another city-wide revaluation. It also makes budget planning easier by supplying consistent information year-to-year. Our account manager at Accurate is extremely knowledgeable, and has always been responsive to our questions and needs. Accurate's proactive public relations campaign, which provides social media posts and additional website content, has been very helpful in communicating with and educating our citizens.

Carey Danen
CLERK/TREASURER
www.deperewi.gov
cdanen@mail.de-pere.org
(920) 339-4072 ext 1355

FULTON

Accurate has been our assessor since 2005. We have had various types of contracts with them including full revaluation, market revaluation, maintenance, and our current contract of full value maintenance. When field assessors are in our community doing inspections they always stop in to communicate with personnel prior to beginning the fieldwork, and ask questions about permits and other review if necessary. I have not had any bad experiences with employees at Accurate and I would recommend hiring them!

Connie Zimmerman
CLERK/TREASURER
www.townoffulton.com
fultonclerk@townoffulton.com
(608) 868-4103

ACCURATE

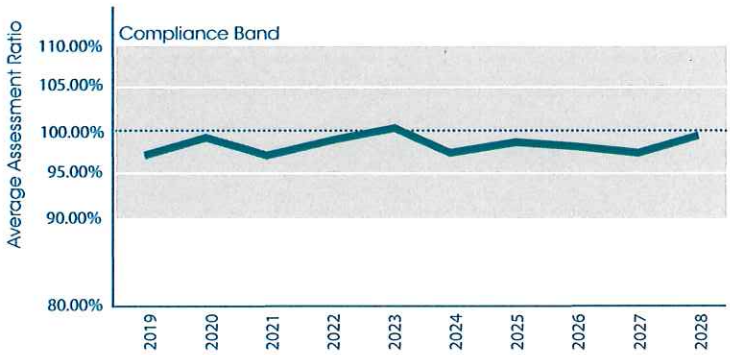
SUMMARY

Thanks again for taking the time to review our proposal. We have enjoyed working with the City of De Pere over the last 13 years. We look forward to building an even stronger relationship with you and your community over the next 4 years. We will work together to build a progressive public education plan. Our Transparency will put your community first, keeping them involved in the assessment process. Our team of assessors will be responsive to your needs and offer the best customer service to your community.

In the RFP you expressed to us that the assessor is to maintain 100% market value annually on all taxable property. With our Full Value Maintenance program, we perform yearly revaluations to ensure fairness and equity among all property owners. Our recommendation would be to continue with Full Value Maintenance services.

The term Full Value does not mean simply staying in compliance. In order to maintain 100% market value annually a yearly revaluation should be performed. You can see the difference of Full Value and staying in compliance in the graphs below. Every year a revaluation is not completed assessed values are no longer in line with the states equalized values. This means ratios are above or below 100% until the next revaluation is performed.

Full Value



Cyclical Revaluations



Based on the current market forecasts and trends from the last 5 years of market sales data.

We have 13 years of experience in De Pere and over 20 years of experience with similar sized cities. We are not the standard 'cookie cutter' assessment firm that tells you how you should assess the City of De Pere. We will collaborate with you to adapt to the needs of your community so we can give you the best services tailored to fit your every property owner.

Transparency between the property owners, the City of De Pere and the assessor is paramount to build a successful assessment program.

ACCURATE

CITY OF DE PERE
MEMO

To: Honorable Mayor James G. Boyd
Members of the Finance-Personnel Committee

From: Carey Danen, City Clerk
Joe Zegers, Finance Director-Treasurer
Dan Lindstrom, Development Services Director

Date: August 10, 2021 (meeting date)

RE: **Recommendation for 2022-2025 assessment services contract**

In June, the Clerk's office issued a request for proposal (RFP) for statutory assessment services. The RFP was sent to five firms: Associated Appraisal Consultants, Fair Market Assessments, Accurate Appraisal, Grota Appraisals, and Bowmar Appraisal.

Proposals were received from Accurate Appraisal and Associated Appraisal Consultants. Both firms provided two cost options; the first is for annual full market revaluations, which the City has conducted since 2018. The second option offers a blend of full market revals and regular maintenance in alternating years of the contract period.

1) Full Value

	Accurate Appraisal	Associated Appraisal Consultants
2022	$76,000	$72,000
2023	$76,000	$73,000
2024	$76,000	$74,000
2025	$76,000	$75,000
Total	**$304,000**	**$294,000**

2) Alternating Full Value/Maintenance

	Accurate Appraisal	Associated Appraisal Consultants
2022	$56,700	$64,000
2023	$56,700	$73,000
2024	$56,700	$66,000
2025	$56,700	$75,000
Total	**$226,800**	**$278,000**

In addition, each firm provided a proposed cost discount in the event that the Wisconsin State Legislature would vote to make personal property exempt from taxation:

Accurate Appraisal	Associated Appraisal Consultants
$4,000/year discount	Up to $8,000/year discount

Staff is still conducting reference checks and will provide a recommendation at the meeting. Please contact one of us if you have any questions in advance.

SERVICE OPTION COSTS

FULL VALUE

Option 1 — RECOMMENDED

	2022	2023	2024	2025	Total
Software & Updates	Included	Included	Included	Included	**Included**
Community Education	Included	Included	Included	Included	**Included**
Assessor Services	Full Value	Full Value	Full Value	Full Value	**Full Value**
Annual Market Revaluation	100% Market Value Annually	100% Market Value Annually	100% Market Value Annually	100% Market Value Annually	**100% Market Value Annually**
Total	$76,000	$76,000	$76,000	$76,000	$304,000

Accurate recommends performing a **yearly market revaluation** with our **Full Value Maintenance** program. Market sectors like commercial and residential appreciate and depreciate at different rates. Performing an annual revaluation ensures that all sectors are brought to 100% market value **annually.** Full Value Maintenance follows market value therefore if the market drops we will lower assessed values to mirror the market.

You can see below that a revaluation every year means smaller annual increases or decreases. Full Value ensures assessed values mirror market value with smaller changes each year instead of large changes during a 1 year revaluation.

FULL VALUE					1 YEAR REVALUATION
7% (2018)	+ 6% (2019)	+ 7% (2020)	+ 8% (2021)	=	(28% + 8%) = 36% (2022 TOTAL)

Another option is to consider a revaluation every other year. We want to share this option because it is budget friendly and the next best level of service below Full Value. By performing a revaluation alternating years the City will remain in compliance with only one year of maintenance between revaluations.

FULL VALUE with alternating, every other year market revaluations

Option 2

	2022	2023	2024	2025	Total
Software & Updates	Included	Included	Included	Included	**Included**
Community Education	Included	Included	Included	Included	**Included**
Assessor Services	Market Revaluation	Maintenance	Market Revaluation	Maintenance	**Blend**
Total	$56,700	$56,700	$56,700	$56,700	$226,800

In the event of a Personal Property tax repeal we will reduce the yearly price of the contract. The annual price reduction for the removal of Personal Property services is below:

PERSONAL PROPERTY price reduction

	2022	2023	2024	2025	Total
Personal Property	$4,000	$4,000	$4,000	$4,000	**$16,000**

ASSESSMENT SERVICES COST

Our annual full value maintenance assessment services will meet or exceed all requirements described in the "Scope of Work" and "Specific Services Required" on pages 4 through 6 of the City's request for proposals issued on June 18, 2021.

Associated Appraisal will annually keep the City's assessments in compliance as required in Wisconsin Statute 70.05(5) for the duration of the contract. The level of assessment shall annually be kept within 10% of the City's equalized value for all "major class of property."

The figures below are for the assessment years 2022, 2023, 2024 and 2025 beginning not later than October 1, 2021.

Assessment Year	Total Annual Compensation Rate	Personal Property Reduction Rate*
2022	$72,000	$64,000
2023	$73,000	$65,000
2024	$74,000	$66,000
2025	$75,000	$67,000
Total Four-Year Cost:	**$294,000**	**$262,000**

*Should the Wisconsin Legislature make personal property exempt from taxation at any point during the four-year term we would reduce our annual full value maintenance assessment services cost up to $8,000 each year.

Assessment CAMA Software	Included	
Monthly Municipal Permit Fee	Included	
*Personal Property Accounts	Included	Not Included
Web hosting of assessment data	Included	
Postage and mailing services	Included	

The above total annual compensation rates are in not-to-exceed sums including all costs, but not necessarily limited to: labor, materials, supplies, equipment, transportation, meals, lodging, computer software, and Board of Review expenses. The City will not incur any additional expenses for a computer assisted mass appraisal (CAMA) assessment software license, processing of monthly municipal permit fee or personal property accounts, website hosting of assessment information on AAC's website and postage/mailing services.



SOFTWARE RECOMMENDATION

AAC currently uses Market Drive™ as our computer aided mass appraisal (CAMA) software which is used by over 1,400 Wisconsin municipalities and will meet or exceed all assessment software requirements requested.

AAC

Associated Appraisal Consultants, Inc.



ASSESSMENT SERVICES PROPOSAL

2022 – 2025

Qualifications and supporting documentation

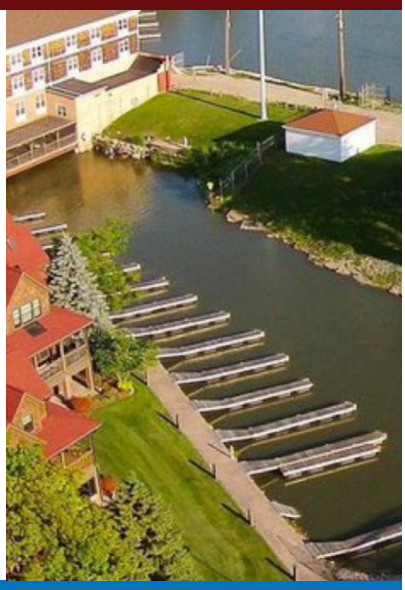
PREPARED FOR:

City of De Pere

July 16, 2021

DE PERE®

RUNS DEEPER



Associated Appraisal Consultants, Inc.
W62237 Neubert Road
Appleton, WI 54942
p (920) 749-1995
f (920)-731-4158
apraz.com

July 15, 2021

Carey Danen
City Clerk
City of De Pere

Dear Ms. Danen:

I am pleased to provide the City of De Pere with a proposal for statutory assessor services including annual full value maintenance for 2022-2025.

In preparing this proposal, I evaluated your current assessment uniformity and accuracy over the past five years by conducting an assessment/sales ratio study (**see Addendum A**), which indicated that the City's assessment equity and uniformity currently does not meet established industry standards. After recently taking over as assessor for the Village of Germantown and the City of Hartford, we corrected similar inequities and uniformity issues. During the interview process, I will explain my results and share how we can provide the city with more technically-sound assessment services — free from errors and defensible from an equity standpoint. I look forward to sharing more about our company and why our approach ensures a best-in-class assessment process.

Associated Appraisal Consultants, Inc. has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through annual maintenance and revaluation programs. We currently serve as statutory assessor for more than 250 Wisconsin municipalities with a diverse variety of property types, ranging from the mansions of Lake Geneva to the unique properties of Wisconsin Dells, as well as Lake Superior communities and everything in between.

We offer unparalleled service and expertise. While our assessors are in the field, our administrative staff is in the office, Monday through Friday, to assist our clients, property owners, and businesses. Our staff is highly trained, and we pride ourselves on being prompt and professional when taking phone calls from property owners.

We also provide an optional service to our clients to have their municipal assessment records posted on our website. The website offers easy-to-use search criteria and shows land and improvement data, including digital photos of all properties within the municipality. Please visit our website at www.apraz.com and click on "Property Search."

Our professional image also sets us apart from other assessment firms. When fieldwork begins, your residents can readily identify the Associated Appraisal Consultants team by our fleet of red trucks clearly displaying our company name and logo. In addition, field appraisers wear company clothing and carry photo ID tags and letters of introduction from the City while conducting onsite inspections.

Associated Appraisal Consultants, Inc. uses cutting-edge computer-aided mass appraisal software to capture and create modern computerized assessment records. Our records include digital photographs, computerized sketches of buildings, a map indicating location of property, sales data, permitting information and all owner correspondence. We continually invest to utilize the latest technology to serve our customers.

This is our business. We are proud of the reputation we have in the industry, from both our clients and state equalization officials. We put our best foot forward with every opportunity.

We welcome with great enthusiasm the prospect of working with you!

Respectfully,



Mark Brown
President



Our experienced and knowledgeable team is here to serve you and your property owners.

OUR MISSION

To provide our municipal clients the highest standard of assessing services. We do so by following sound assessing methodology, developing municipal equity without bias and providing a professional, courteous staff.





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ADDENDUMS

City of De Pere Assessment Ratio Study A

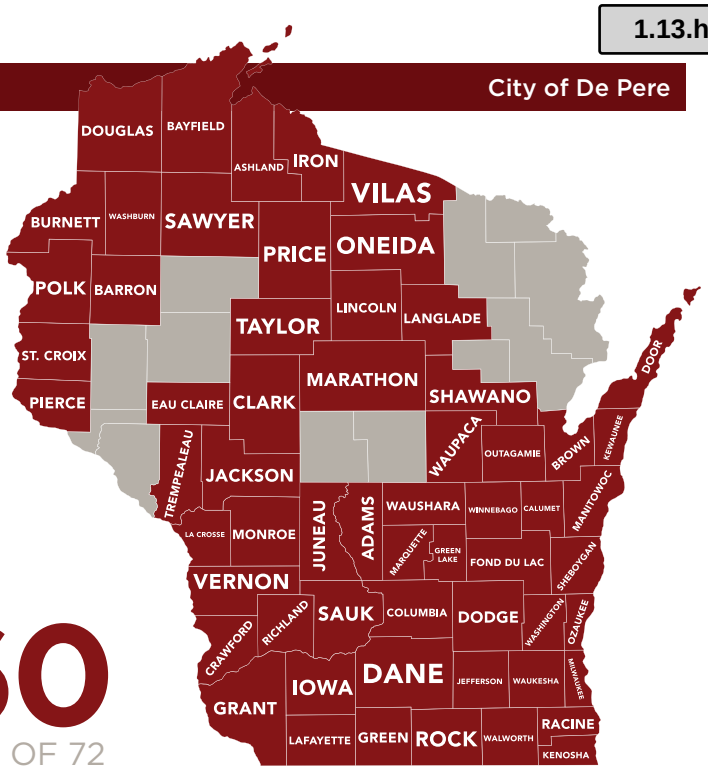
Certificate of Insurance B

Sample Contract C

AAC COMPANY OVERVIEW City of De Pere

BY THE NUMBERS

Associated Appraisal serves over **250 municipalities** throughout the state of Wisconsin containing a total inventory of approximately **700,000+** real estate parcels and **30,000+** personal property accounts for a total assessed value of over **$87 billion** making us the **largest mass appraiser** in Wisconsin.



Who we serve

38 CITIES

132 TOWNS

84 VILLAGES

60 OUT OF 72 COUNTIES

58 MOBILE HOME COMMUNITIES in **26** municipalities with over **4,000 sites** subject to monthly permit fee

287 ACTIVE TIDs (Tax Incremental Districts)



Why AAC?

Associated Appraisal has been in the mass appraisal business since 1959. Our primary focus is municipal assessment through maintenance and revaluation programs. Our client base is divided between providing services directly to municipalities by acting as their statutory assessor or supporting the local municipal assessor.



Associated Appraisal maintains a professional image in the field, at the Open Book, and Board of Review hearings. For identification in the field, our staff members carry letters of introduction for the municipality, wear company ID tags and apparel, and drive red company vehicles clearly identified as part of the Associated Appraisal fleet.



When you call our office, Monday through Friday, you will be greeted by a friendly voice ready to direct your inquiry to an appropriate team member who will be happy to assist you. Our website offers links to important information and access to property assessment records twenty-four (24) hours per day.

Each municipal client has a primary point of contact, the project technician, providing a consistent relationship with the Associated Appraisal team. Our corporate office is in Appleton with satellite offices in Lake Geneva (Southern) and Hurley (Northern).

WE DO ASSESSMENTS RIGHT

Assessment documentation is what sets Associated Appraisal above the rest. For property owners demanding answers to assessment methodology, we document all aspects of a maintenance or revaluation project.

Our property records include:

- land data
- improvement attributes
- sketch and pictures
- current and historical sales data
- applicable appraisal reports
- property maps
- and any additional documentation needed to defend values

Each year, maintenance and/or revaluation guidebooks are prepared for use during Open Book or Board of Review to aid in understanding the appraisal methodology used and provide the public with data used in our analysis.

Included in these reports:

- current assessment levels
- property sale attributes with recent pictures
- all database data for valuation tables
- a detailed sales analysis
- applicable appraisal reports
- property maps
- any additional reports needed to support values



We're dedicated to your success.

Associated Appraisal Consultants, Inc.
W62237 Neubert Road
Appleton, WI 54942

Phone: (920) 749-1995
Fax: (920) 731-4158
Website: apraz.com

Mark Brown
President
W62237 Neubert Road
Appleton, WI 54942
Email: markb.apraz@gmail.com
Direct: (920) 224-8802

Associated Appraisal adheres to the Wisconsin Property Assessment Manual and the annual timelines as developed by the Wisconsin Department of Revenue.

OUR FIRM'S LEADER



Mark Brown

President

About Mark

Assessor with vast experience performing reviews, inspections and appraisals of property using independent discretion and judgment within the guidelines set forth by statutory requirements, and department policies and procedures. Experienced municipal Assessor, having successfully performed over 200 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages, and cities throughout the state of Wisconsin.

Summary of Qualifications

- 17 years experience in appraisal and assessment.
- Considerable ability to communicate complex information tactfully and effectively, both orally and in writing, with state regulatory agencies, county regulatory agencies, elected officials, municipal staff, and the general public.
- In-depth knowledge of accepted principals, methods and techniques of property appraisal including computerized assessment systems.
- Extensive knowledge of all laws and regulations pertinent to local tax assessments.
- Strong knowledge of real estate property values and land economics.
- Ability to accurately perform mathematical calculations, analyze data, and prepare reports.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, Microsolve, GVS, MCost, Vision, Universe, and others.
- Strong project management skills including the ability prioritize projects and to organize, plan and direct the work of staff.
- Ability to read and interpret a wide variety of legal documents.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and Circuit Court.

Certifications • WI60828CA

- Assessor III Certification
- Assessor II Certification

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin
2004 – Present

Career Growth @ AAC

Staff Appraiser > Director of Project Management > President

Education

St. Norbert College, De Pere, Wisconsin
Bachelor of Business Administration, 2004

Contact

W62237 Neubert Road
Appleton, WI 54942
Email: markb.apraz@gmail.com
Direct: (920) 224-8802

YOUR KEY CONTACT



Dean Peters

Vice President of Maintenance Services

About Dean

A skilled and experienced municipal Assessor, having successfully performed over 200 full-scale municipal revaluations, and successfully served as chief assessor for towns, villages, and cities throughout the state of Wisconsin.

Summary of Qualifications

- 22 years experience in appraisal and assessment.
- In-depth knowledge of professionally accepted appraisal practices for residential, commercial, multi-family and agricultural property.
- Full working knowledge of laws and regulations pertaining to local property tax assessment.
- Strong knowledge of real estate property values and land economics.
- Extensive experience with analysis of trends in market value based on real estate sales.
- Familiarity with variations in building construction costs throughout Wisconsin.
- Extensive experience with appraisal of high-value lakefront property.
- Successful experience in defending valuations at Open Book, Board of Review, Department of Revenue appeals and circuit court.
- Experience working with a variety of mass appraisal computer systems, including Market Drive, Microsolve, GVS, MCost, and others.
- Ability to effectively communicate complex information with state and local government, elected officials, municipal staff, the media, and general public.
- Involved in managing, training, and educating of assessment staff.

Certifications • WI77308CA

- Assessor III Certification
- Assessor II Certification
- Assessor I Certification
- Property Appraiser

Professional Experience

Associated Appraisal Consultants, Inc., Appleton, Wisconsin
1999 – Present

Career Growth @ AAC

Staff Appraiser > Project Manager > Director of Project Management > VP of Maintenance Services

Education

University of Wisconsin, Madison
Bachelor of Arts, 1999

Contact

W62237 Neubert Road
Appleton, WI 54942
Email: deanp.apraz@gmail.com
Direct: (920) 224-8803

WE CREATE MAXIMUM TEAM SUPPORT



- Primary Contact
- Lead Assessor
- Responsible for Assessments
- Open Book & Board of Review representative
- Public Relations/spokesperson

- Assists the Project Manager
- Responds to Property Owner inquiries
- Knowledgeable, professional support

Appraising Property, Not People

Our firm considers property, not people, when establishing assessed values. We leave out the affordability factor when setting our values. We review property without the influence of friends, neighbors and enemies. Our only intent is to establish true market values.

Immunity to Pressures

We as the "outside assessor" are independent of local creditors and business influence. We do not run for public office, therefore we are not seeking constituents' votes. We have the freedom to establish values as the market dictates, without a concern for public pressures.

Customer Inquiries

When taxpayers need questions answered, we have a large staff of highly trained technicians ready with the answer. Municipal officials are spared the task of researching and answering the endless stream of technical questions from property owners.

Experience & Training

Our appraisers not only have their own education and experience as a foundation, but also draw upon the collective knowledge of the entire team. Our firm has been in the municipal mass appraisal business for over 60 years. All members of our customer service staff are certified by the Wisconsin Department of Revenue as Assessment Technicians, and all project managers are certified Level II Assessors.

Accepted, Standard, & Proven Methodology

We utilize industry standard methodology to determine values. We are highly skilled at incorporating the cost approach, market approach and income approach in our valuation models. We abide by the standards set in the Wisconsin Department of Revenue Assessors' Manual Volume II, and The Marshall and Swift Cost Guides. The market approach is our primary method of valuation when adequate sales data is available.

Customer / Public Access

Our courteous and professional staff is experienced at handling all types of inquires from municipalities, taxpayers, realtors and financial institutions. Our records are public, and are easily available through the Internet, e-mail, fax or phone. Our website offers municipalities and property owners access to their information at any time day or night. Our office hours are Monday through Friday, 8:00a.m. – 4:00 p.m.

2021 AAC MUNICIPALITIES
OVER $800 BILLION IN EQUALIZED VALUE

*Municipality	2020 Population	2020 Equalized Value	Total Parcel Count	Type of Assessment Services
City of Middleton	21,050	$4,077,208,800	6,686	Maintenance
City of Verona	12,737	$3,273,069,100	4,711	Maintenance (2020 Revaluation)
Village of Germantown	20,686	$2,900,792,300	8,429	Maintenance (2019 Revaluation)
City of Neenah	26,333	$2,440,145,100	9,642	Maintenance (2019 Revaluation)
CIty of De Pere	**24,595**	**$2,320,241,400**	**8,221**	**Full Value Maintenace**
Village of Waunakee	14,399	$2,150,021,500	5,247	Maintenance (2019 Revaluation)
Town of Linn	2,459	$2,109,195,900	3,183	Maintenance (2019 Revaluation)
Village of Richfield	11,948	$1,877,841,100	5,872	Maintenance (2021 Revaluation)
Village of Lake Delton	2,900	$1,611,298,000	4,175	Maintenance (2017 Revaluation)
City of Hartford	15,870	$1,494,573,200	6,011	Maintenance
Village of Grafton	11,989	$1,490,727,800	4,167	Maintenance (2020 Revaluation)
Village of Sussex	11,373	$1,429,991,200	3,387	Full Value Maintenance
Village of Deforest	10,624	$1,336,023,100	4,212	Full Value Maintenance
Village of Fox Point	6,826	$1,221,306,000	2,664	Maintenance (2020 Revaluation)
City of Menasha	17,468	$1,196,723,000	5,259	Full Value Maintenance
City of Port Washington	11,954	$1,112,699,800	4,621	Maintenance (2021 Revaluation)
Village of Pewaukee	7,883	$1,060,241,200	2,945	Maintenance (2017 Revaluation)
City of Fort Atkinson	12,395	$994,300,600	4,600	Maintenance (2017 Revaluation)
Village of Mukwonago	8,126	$992,994,900	3,138	Maintenance (2018 Revaluation)
Town of Liberty Grove	1,786	$990,565,300	4,627	Full Value Maintenance
City of Sturgeon Bay	9,542	$957,729,900	4,619	Maintenance (2020 Revaluation)
Village of Little Chute	11,947	$952,165,700	3,907	Maintenance (2021 Revaluation)
Town of Mukwonago	7,979	$946,972,700	3,381	Maintenance
Town of Westport	4,038	$941,015,000	2,906	Maintenance (2019 Revaluation)
Village of Somers	9,182	$940,358,100	3,173	Maintenance (2020 Revaluation)
Village of Williams Bay	2,614	$877,475,100	2,507	Maintenance (2017 Revaluation)
Town of East Troy	4,073	$873,212,700	2,578	Maintenance (2016 Revaluation)
City of Plymouth	8,715	$863,133,100	3,167	Maintenance
Town of Sheboygan	8,029	$860,652,700	4,022	Maintenance (2010 Revaluation)
Town of Dunn	4,852	$857,854,200	2,956	Maintenance (2021 Revaluation)
Village of Cottage Grove	6,716	$842,628,700	2,530	Maintenance (2020 Revaluation)

*Complete client list available upon request.



SPECIFIC SERVICES REQUIRED

1) Contractor will perform all of the work required to properly and professionally assess the real and personal property of the City in accordance with applicable Wisconsin State Statutes and in full compliance with all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included in this proposal as Addendum C.

2) Contractor will conduct a full value maintenance program annually, to maintain 100% market value on all taxable property.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included in this proposal as Addendum C. We will annually keep the City's assessments in compliance as required in Wis. Stat. §70.05(5) for the duration of the contract term. The level of assessment shall annually be kept within 10% of the City's equalized value for all "major class of property" to maintain 100% market value on all taxable parcels.

3) Contractor shall designate a qualified and responsible employee to supervise the operation of the Contractor's staff for the entire contract period. The individual shall be certified (at a minimum) Assessor Level II or Assessor Level III. The individual designated as such shall be available to the City for the entire contract. Should the supervisor be reassigned, that person shall be replaced by an equally qualified individual, subject to review and approval by the City.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included in this proposal as Addendum C.

SPECIFIC SERVICES REQUIRED *continued*

4) Contractor shall report to and be accountable to the City Clerk or his/her designee. Contractor shall meet with the Clerk on a regular basis to discuss the progress of the work and to review the data and the reports completed. The City reserves the right to inspect the data and the progress of the work performed at any time without limitation. Contractor shall be available to attend City Council and committee meetings on an as-needed basis.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included as Addendum C.

5) Contractor will provide an e-mail address and a local (or toll free) phone number for City officials and customers to contact the Contractor during regular business hours, Monday through Friday, and shall return e-mails and calls within two business days/48 hours.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included as Addendum C.

6) Contractor will provide an educational outreach program for the City related to the activity and responsibility of Contractor's assessment services.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Further information about our educational outreach program can be found in our value-add section of this proposal on page 12.

7) Contractor will field review and assess all properties that were under partial construction as of January 1st of the previous year.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included as Addendum C.

8) Contractor will field review and assess new construction as of January 1st of the current year.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included as Addendum C.

SPECIFIC SERVICES REQUIRED *continued*

9) Contractor will account for all buildings destroyed or demolished.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included as Addendum C.

10) Contractor will determine the fair market value of mobile home units in the municipality subject to the monthly municipal permit fee, in accordance with State Statute 66.0435.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included as Addendum C. We currently provide this service for 26 municipalities with a total of 58 mobile home communities and approximately 4,000 total sites.

11) Contractor will create, print, and mail State-approved Personal Property Forms to all holders of personal property in the City by the statutory deadline each year, audit the returned forms, and place the new values on the assessment roll. Contractor will collect the name and address of each personal property contact person, separate from the business name. Contractor shall provide a doomage listing to the City Clerk or his/her designee prior to the Open Book review.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included as Addendum C. We currently mail Personal Property Forms in December each year with prefilled account information from the prior year to aid property owners. Should the Wisconsin Legislature make personal property exempt from taxation at any point during the four-year term we would reduce our annual full-value maintenance assessment services cost by up to $8,000 each year.

12) Contractor will create, print, and mail State-approved Notices of Changed Assessment to property owners and others as required by State Statutes.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included as Addendum C.

SPECIFIC SERVICES REQUIRED *continued*

13) Contractor will conduct Open Book sessions in accordance with Wisconsin State Statutes.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included as Addendum C.

14) Contractor will be responsible for preparing for the annual Board of Review proceedings as required by State Statutes prior to the deadline each year. Contractor shall work with the City Clerk to arrange for the hearings. Contractor will provide digital photographs with comparable properties in preparation for the Board of Review meeting so that the Board and the petitioner have evidence of comparability. Contractor will attend the Board of Review hearing(s), serve as City staff at the hearing(s) and defend the valuations and work products. Contractor will promptly and adequately follow up and respond to any appeals made at the Board of Review hearing, incorporating assessment modifications as approved. Contractor will be available for any Circuit Court proceedings that may result from appeals or other assessment related matters.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included as Addendum C.

15) Contractor will be responsible for providing all assessment data to Brown County's Tax Listing Department and for ensuring that the County's assessment roll is balanced to the records submitted by the Contractor. Contractor will provide printed copy of assessment roll to the City.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. We already have a great working relationship with the Real Property Listing office in Brown County and currently transfer all required assessment data to them electronically.

16) Contractor will be responsible for providing the Wisconsin Department of Revenue (WI DOR) with both preliminary and final reports of assessed valuations after the Board of Review meeting. Contractor will also be responsible for providing WI DOR with assessments for all TIF districts by the prescribed deadlines.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included as Addendum C.

SPECIFIC SERVICES REQUIRED *continued*

17) Contractor will place detailed property assessment records with images and full parcel information on the internet with free access to the public and the City. This may be accomplished through the City's existing online resources or through the Contractor's software package (Prolorem or similar). Property record cards will be updated on at least an annual basis. Contractor shall provide the City with unlocked, freely accessible databases upon request. Contractor will provide an annual export of one PDF property card per parcel ID, or a suitable alternative.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. Similar language is already incorporated into our standard contract which has been included as Addendum C.

18) Contractor is not permitted to assign, subcontract, or transfer the work of providing assessment services without the prior written approval of the City Council.

AAC acknowledges and will incorporate the above requirement into our full-value maintenance assessment services contract with the City. We do not assign, subcontract, or transfer the work of providing assessment services to any third-party vendors or contractors. All assessment services are provided by AAC employees.







OUR EDUCATION OUTREACH PROGRAM

We understand the importance of having a strong, proactive communication and education program to help you engage with your community's property owners. As we have learned from 60 years of doing this work, being open and transparent with property owners as you begin assessments is critical. We will partner with you to supply you with content, data, key communication pieces and a public relations plan that will dispel perceptions and inaccuracies, and garner the support of your community as we provide you with the very best, technically sound assessment services — free from errors and defensible from an equity standpoint. We stake our reputation on it and it's why we've been Wisconsin's preferred assessor for decades. We're in this together!

We'll partner with you to provide:

- Social media content
- Planning and executing open houses/public information sessions
- Mailings
- Flyers and posters
- Public information pieces to post at libraries, public transit centers, municipal buildings, etc. *(to reach people who aren't on social media and/or have limited access to the internet)*
- News releases
- Coordinate media interviews
- Provide subject matter experts
- FAQs
- Content for municipal newsletters
- Informative slide decks
- Key messaging for municipal officials and other stakeholders
- Crisis communications
- Proactive PR strategies

REFERENCES

City of Hartford
Steve Volkert
City Administrator
109 N Main Street
Hartford, WI 53027
262-673-8204
svolkert@ci.hartford.wi.us

Village of Germantown
Deanna Braunschweig
Clerk/Treasurer
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Germantown, WI 53022
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City of Verona
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City of Middleton
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City Administrator
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608-821-8358
mdavis@cityofmiddleton.us

City of Neenah
Chris Haese
Dir. of Com. Dev. & Assessments
211 Walnut Street
Neenah, WI 54956
920-886-6125
chaese@ci.neenah.wi.us

ASSESSMENT SERVICES COST

Our annual full-value maintenance assessment services will meet or exceed all requirements described in the "Scope of Work" and "Specific Services Required" on pages 4 through 6 of the City's request for proposals issued on June 18, 2021.

Associated Appraisal will annually keep the City's assessments in compliance as required in Wisconsin Statute 70.05(5) for the duration of the contract. The level of assessment shall annually be kept within 10% of the City's equalized value for all "major class of property."

The figures below are for the assessment years 2022, 2023, 2024 and 2025 beginning not later than October 1, 2021.

Assessment Year	Total Annual Compensation Rate	Personal Property Reduction Rate*
2022		
2023		
2024		
2025		

Total Four-Year Cost:		

*Should the Wisconsin Legislature make personal property exempt from taxation at any point during the four-year term we would reduce our annual full value maintenance assessment services cost up to $8,000 each year.

Assessment CAMA Software	Included	
Monthly Municipal Permit Fee	Included	
*Personal Property Accounts	Included	Not Included
Web hosting of assessment data	Included	
Postage and mailing services	Included	

The above total annual compensation rates are in not-to-exceed sums including all costs, but not necessarily limited to: labor, materials, supplies, equipment, transportation, meals, lodging, computer software, and Board of Review expenses. The City will not incur any additional expenses for a computer-assisted mass appraisal (CAMA) assessment software license, processing of monthly municipal permit fee or personal property accounts, website hosting of assessment information on AAC's website and postage/mailing services.



SOFTWARE RECOMMENDATION

AAC currently uses Market Drive™ as our computer-aided mass appraisal (CAMA) software, which is used by over 1,400 Wisconsin municipalities and will meet or exceed all assessment software requirements requested.

ADDENDUMS

A | City of De Pere Assessment Ratio Study A1

B | Certificate of Insurance B1

C | Sample Contract C1-10

CITY OF DE PERE ASSESMENT RATIO STUDY

Residential Class Only	2016 (Revaluation year)	2017 (Maintenance year)	2018 (Full value maintenance)	2019 (Full value maintenance)	2020 (Full value maintenance)
Total Sales Transactions	192	454	396	437	369
Total Assessed Value	$30,672,700	$71,838,600	$79,336,100	$86,020,700	$76,140,900
Total Sales Value	$33,389,777	$81,041,115	$84,250,274	$94,562,532	$83,162,274
Aggregate Ratio	91.86	88.64	94.17	90.97	91.56
Mean Ratio	93.15	95.44	94.95	91.10	92.63
Median Ratio	91.85	88.44	92.92	93.54	92.02
Price Related Differential	1.01	1.08	1.01	1.00	1.01
Coefficient of Dispersion	10.76	18.27	11.51	14.65	15.72
Coefficient of Concentration (within 15% of the median)	75.0	76.9	78.0	76.4	71.5

A major objective of assessment/sales ratio studies is to determine the degree of assessment uniformity. This measure of assessment performance is gauged by looking at the level of assessment and the degree to which individual assessments differ from that level. The above ratio studies only include transactions of valid or arm's-length sales in accordance with the Wisconsin Property Assessment Manual. Sales data and statistics correspond to the calendar year of the sale as recorded via the Real Estate Transfer Return provided to the Assessors office. A series of ratios by itself does not tell much about assessment performance. A basic understanding of statistics is needed to successfully interpret the above ratios.

Definition of Statistical Terms

Aggregate ratio—As applied to real estate, the ratio of the total assessed value to the total selling price. Advantage is that it takes dollar values into account. Disadvantage is that it is sensitive to extreme ratios.

Mean ratio—A measure of central tendency equal to the sum of the values divided by the number. Also referred to as **arithmetic average** or **arithmetic mean**. Advantage is that it is easily calculated and understood. Disadvantage is that it is sensitive to extreme ratios.

Median ratio—A measure of central tendency equal to that point in a distribution above which 50% of the values fall and below which 50% of the values fall. The 50th percentile is the 2nd quartile. The median is the ratio in the middle. Advantage is that it is not sensitive to extreme ratios.

Price-related differential—As applied to real estate, an analytical measure of the vertical uniformity of values in a given distribution calculated by dividing the mean ratio by the aggregate ratio; a ratio of more than one being generally indicative of the relative undervaluation of high priced properties as compared to the less valuable properties, whereas a ratio of less than 1 would indicate the converse relationship. Price-related differentials above 1.03 tend to indicate assessment regressivity; price-related differentials below .98 tend to indicate assessment progressivity.

Coefficient of dispersion—As applied to an assessment-to-sale ratio distribution, is the average distance in percentage terms that individual ratios lie from the median ratio. A reasonable dispersion is 10% - 15%; good is under 10%. Big is bad.

Coefficient of Concentration—A single statistic expressed in percentage terms which tells how many ratios are within +/- 15% of the median ratio.

Prepared by Associated Appraisal Consultants, Inc.

CERTIFICATE OF INSURANCE

ACORD

ASSOC02 OP ID: JV

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 08/12/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ADEMINO & ASSOCIATES 1001 TRUMAN P O BOX 99 KIMBERLY, WI 54136-0099 DAVID VAN BOOGARD 920-734-3110	CONTACT NAME: DAVID VAN BOOGARD PHONE (A/C, No, Ext): 920-734-3110 FAX (A/C, No): 920-734-6027 E-MAIL ADDRESS: dvanboogard@ademino.com
INSURED ASSOCIATED APPRAISAL CONSULTANTS INC & GP ACQUISITION INC PO BOX 291 GREENVILLE, WI 54942	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : WEST BEND MUTUAL INS — 15350 INSURER B : UNDERWRITERS AT LLOYD'S LONDON INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:			A323069	08/16/2020	08/16/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 3,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS HIRED AUTOS ONLY NON-OWNED AUTOS ONLY			A323069	08/16/2020	08/16/2021	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ WAIVED			A323069	08/16/2020	08/16/2021	EACH OCCURRENCE AGGREGATE	$ 3,000,000 $ 3,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		A339201	08/16/2020	08/16/2021	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 100,000 $ 100,000 $ 500,000
B	ERRORS & OMISSIONS			PGIARK06509-04	08/16/2020	08/16/2021	$10000DED	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
SAMPL-1 SAMPLE CERTIFICATE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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CONTRACT FOR FULL-VALUE MAINTNENCE ASSESSMENT SERVICES

Prepared for the

City of De Pere

Brown County

By

Associated Appraisal Consultants, Inc.

Appleton Office

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Appleton, WI 54913

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P.O. Box 291

Greenville, WI 54942-0291

Lake Geneva Office
Walworth County
Lake Geneva, WI 53147

Ironwood, Michigan Office
Ironwood, MI 49938

Hurley Office
Iron County
Hurley, WI 54534

CONTRACT FOR FULL-VALUE MAINTENANCE ASSESSMENT SERVICES

This Contract is by and between the **City of De Pere, Brown County, State of Wisconsin**, a municipal corporation (hereafter referred to as "Municipality") and **Associated Appraisal Consultants, Inc.,** with its principal office at W6237 Neubert Road, Appleton, WI 54913 (hereafter referred to as "Assessor").

IN CONSIDERATION of the mutual promises contained herein, the parties hereto do agree as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this Contract. This Contract is being provided under the assumption all property records are in digital format. Digital property records include digital photographs, sketches and property record data compliant with the Wisconsin Department of Revenue mandates. In the event the records are not digital, there shall be an additional cost for conversion.

COMPLIANCE. Assessor shall keep the Municipality's assessed value in compliance with the requirements as prescribed under Wis. Stat. §70.05(5) for the duration of the contract term. The annual level of assessment shall be kept within 10% of the Municipality's equalized value.

INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.

2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.

3) Improved properties under construction over the term of the contract years shall be re-inspected.

4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure an accurate and fair assessment.

5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.

6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

A. **PARCEL IDENTIFICATION.** The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

B. **PREPARATION OF RECORDS.** Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

C. **APPROACH TO VALUE.** Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including pictures of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.

2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual* or similar cost manual. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service or similar cost manual. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.

3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

D. OPEN BOOK CONFERENCE. Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall mail a notice of assessment for each taxable parcel of property whose assessed value has changed from the previous year. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two (2) hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

E. COMPLETION OF ASSESSMENT ROLL AND REPORTS. The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue; postage and mailing services are at the Assessor's expense.

F. BOARD OF REVIEW ATTENDANCE. Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this Contract. Assessor shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c). Any outside counsel services requested by the Assessor shall be provided and paid for by the Municipality as agreed upon by both parties.

G. PERSONAL PROPERTY ASSESSMENTS. The Assessor shall prepare and distribute annual personal property statements to all businesses; postage and mailing services are at the Assessor's expense. Each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

H. MONTHLY MUNICIPAL PERMIT FEE. Manufactured and Mobile home statement of monthly municipal permit fee calculations shall be completed. Assessor shall maintain an electronic copy of the property record data for each account as contained on the PA-117 form, Manufactured & Mobile Home Valuation Worksheet or similarly approved form as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year.

I. PUBLIC REQUESTS. The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the Wisconsin Statutes, including sec. 70.35(3) Wis. Stats., regarding the personal property return, sec. 70.47(7)(af), Wis. Stats. regarding income and expense information provided to the assessor and board of review; and sec. 77.265, Wis. Stats., regarding the real estate transfer return.

J. **AVAILABLITY.** The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and Assessor time off. Internet and voicemail communication are available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within two business days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend City meetings at the request of the Municipality for up to four (4) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond four (4) hours shall be compensated at the customary rates charged by the Assessor. The Municipality and the Assessor shall discuss the cost prior to attendance.

K. **MUNICIPAL RECORDS.** The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the Municipality at no cost.

L. **MAPS.** Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, or other maps currently in the possession of the Municipality. If such maps necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of City Assessor as per Wisconsin Statutes secs. 62.09 (1)(c) and 70.05(1) for the duration of this Contract and shall perform all statutory duties appertaining to such office. The Assessor shall be considered a public officer and afforded the protection from civil liability under sec. 895.46(1), Wis. Stats. for carrying out duties while acting within the scope of the Assessor's employment as an officer of the Municipality. As such, and except for those claims and liabilities based upon intentional acts of Assessor, Municipality shall hold harmless Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Wisconsin Statutes secs. 74.35, 74.37 and circuit court claims, unless otherwise specified in this Contract.

B. **QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.

2) Assessor's field representatives shall carry photo identification cards.

3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.

4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.

C. INSURANCE AND INDEMNITY. The Assessor agrees as follows:

1) The Assessor shall obtain and maintain during the term of this Contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:

(a) Workers Compensation requirements	State of Wisconsin
(b) General Liability	
General Aggregate	$ 2,000,000
Products/Completed Operations	$ 1,000,000
Each Occurrence	$ 1,000,000
Personal & Advertising	$ 1,000,000
Fire Damage	$ 100,000
Medical Expense	$ 10,000
(c) Comprehensive Auto Liability	
Combined Single Limit	$ 1,000,000

2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.

3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

D. **OWNERSHIP OF RECORD.** All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data (e) if the Municipality requires a conversion of the electronic assessment records to a neutral file format, such as but not limited to a text file format or a tab delimited format, the Municipality shall pay the actual cost of such conversion.

III. TERM AND TERMINATION

A. **TERM.** The term of this Contract is for the **2022, 2023, 2024, and 2025** assessment year(s). The assessor shall have completed all work under this Contract on or before July 1 of each year, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this Contract and by mutual consent.

B. **TERMINATION.** Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records. If termination occurs during the course of ongoing assessment work, any compensation not yet paid to the Assessor shall be paid based on a weighted scale relative to work completed to date.

C. **AUTOMATIC RENEWAL.** This Contract will automatically renew for successive annual assessment years upon the expiration of the original term unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew.

IV. COMPENSATION

A. The Municipality shall pay the Assessor **Seventy-Two Thousand Dollars ($72,000.00)** for 2022, **Seventy-Three Thousand Dollars ($73,000.00)** for 2023, **Seventy-Four Thousand Dollars ($74,000.00)** for 2024, **and Seventy-Five Thousand Dollars ($75,000.00)** for the 2025 assessment year(s) for full-value maintenance assessment services through December 31, 2025.

B. The compensation due the Assessor shall be paid in quarterly installments throughout the 2022, 2023, 2024, and 2025 assessment year(s).

C. The Municipality shall not be billed for postage and mailing services, mileage or supplies unless otherwise specified in this Contract and/or addenda.

D. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this Contract will be invoiced in the month subsequent to the month in which the services were provided.

E. **Optional Website Posting:** The Municipality shall have the option to post assessment data on our website for no additional cost.

***** Please initial yes or no to post data to the website. *****

Yes _____ No _____

V. SIGNATURES

_____ _____

Mark Brown Date

President

Associated Appraisal Consultants, Inc.

_____ _____

Authorized Signature Date

City of De Pere

OPTIONAL - ASSESSMENT SERVICES COST

Our alternate annual full value maintenance assessment services will meet or exceed all requirements described in the "Scope of Work" and "Specific Services Required" on pages 4 through 6 of the City's request for proposals issued on June 18, 2021.

Associated Appraisal will in alternating assessment years (2023 & 2025) keep the City's assessments in compliance as required in Wisconsin Statute 70.05(5). The level of assessment for those assessment years shall be kept within 10% of the City's equalized value for all "major class of property".

The figures below are for the assessment years 2022, 2023, 2024 and 2025 beginning not later than October 1, 2021.

Assessment Year	Total Annual Compensation Rate	Personal Property Reduction Rate*
2022 (Maintenance)	$64,000	$56,000
2023 (Full Value)	$73,000	$65,000
2024 (Maintenance)	$66,000	$58,000
2025 (Full Value)	$75,000	$67,000

Total Four-Year Cost:	**$278,000**	**$246,000**

Assessment CAMA Software	Included	
Monthly Municipal Permit Fee	Included	
*Personal Property Accounts	Included	Not Included
Web hosting of assessment data	Included	
Postage and mailing services	Included	

**Should the Wisconsin Legislature make personal property exempt from taxation at any point during the four-year term we would reduce our annual full value maintenance assessment services cost up to $8,000 each year.*

The above total annual compensation rates are in not-to-exceed sums including all costs, but not necessarily limited to: labor, materials, supplies, equipment, transportation, meals, lodging, computer software, and Board of Review expenses. The City will not incur any additional expenses for a computer assisted mass appraisal (CAMA) assessment software license, processing of monthly municipal permit fee or personal property accounts, website hosting of assessment information on AAC's website and postage/mailing services.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**Plan Commission**
FROM:	**Peter Schleinz**
SUBJECT:	**Resolution #21-95 Approving Agreement for Consulting Services Between the City of De Pere and Timothy F. Heggland (National Register Nominations, Project No. WI-21-1005).**

RECOMMENDATION TO COMMON COUNCIL:
On August 16, 2021 Historic Preservation Commission unanimously recommended approving an agreement for consulting services between the City of De Pere and Timothy F. Heggland (National Register Nominations, Project No. WI-21-1005) for three residential properties at 1218 Fox River DR, 815 Nicolet AV, and 1336 Ridgeway BL, by a vote of 7-0.

PROJECT HISTORY:
On February 22, 2021 the City was awarded a $12,000 grant to hire a consultant to prepare state and federal nomination documentation for three residential properties located at 1218 Fox River DR, 815 Nicolet AV, and 1336 Ridgeway BL.

In June 2021 City staff, including the City Attorney, helped the Wisconsin Historical Society with final revisions to their updated Memorandum of Agreement (MOA), Scope of Work, and Contract documents, which were newly created for use 2021.

On July 2, 2021 City staff sent a digital Request for Proposal (RFP) to 17 consultants that were recommended by the Wisconsin Historical Society. The RFP requested a response by August 6, 2021.

On July 20, 2021 Common Council approved the Historic Preservation Commission's June 21, 2021 recommendation for a MOA and Scope of Work with the Wisconsin Historical Society. Staff and the Wisconsin Historical Society established a timeline for project completion, a work program, and reimbursement deadlines with the Wisconsin Historical Society.

On August 2, 2021 the MOA was signed by the City and returned to the Wisconsin Historical Society. The City is awaiting the return of the MOA with a signature from the Wisconsin Historical Society.

On August 5-6, 2021 two of the 17 consultants responded to the RFP (University of Wisconsin-Milwaukee CRM and Timothy F. Heggland). Staff verified that both consultants met the minimum criteria requested in the RFP.

On August 16, 2021 HPC recommended that the City establish a consultant contract with Timothy F. Heggland, provided he is able to complete a final draft of the nomination paperwork for HPC review by June 1, 2022. Staff confirmed the timeline with the recommended consultant on August 17, 2022.

ATTACHMENTS:

- Reso21-95 (PDF)
- Timothy Heggland(National Register Nominations)8-24-2021-119-001-13 (PDF)
- Attachment A-Timothy Heggland (PDF)
- Attachment B-Timothy Heggland (PDF)
- 2021 MOA-WI Historical Society Subgrant (PDF)
- 2021 Grant Process Steps - 16 Aug 2021 (DOCX)

RESOLUTION #21-95

APPROVING AGREEMENT FOR CONSULTING SERVICES BETWEEN
THE CITY OF DE PERE AND TIMOTHY F. HEGGLAND
(National Register Nominations; Project No. WI-21-1005)

WHEREAS, the City is in need of consultant services for the completion of National Register of Historic Places nomination document preparation for three individual, private residential properties located on Fox River Drive, Nicolet Avenue and Ridgeway Boulevard; and

WHEREAS, Timothy F. Heggland is an historic preservation consultant capable of providing the professional assistance required and is willing to make those services available to complete the nomination materials within the desired timeframe; and

WHEREAS, the Historic Preservation Commission has reviewed such proposal and recommends its approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

> The Mayor and City Clerk are authorized and directed to execute the Agreement for Consulting Services Between the City of De Pere and Timothy F. Heggland, Historic Preservation Consultant (National Register Nominations; Project No. WI-21-1005).

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 7th day of September, 2021.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 8/16/2021

AGREEMENT FOR CONSULTING SERVICES BETWEEN THE CITY OF DE PERE AND TIMOTHY F. HEGGLAND, HISTORIC PRESERVATION CONSULTANT (National Register Nominations; Project No. WI-21-1005)

THIS AGREEMENT is made by and between the City of De Pere, Wisconsin (the "City") and Timothy F. Heggland (the "Consultant") (together the "Parties).

WHEREAS, the City has received a grant from the federal Department of Interior, through a subgrant from the State Historic Preservation Office of the State of Wisconsin ("SHPO"); and

WHEREAS, the Scope of Work includes producing National Register of Historic Places nomination documentation for three individual, private, residential properties specified in *Attachment A: Request for Proposals dated July 2, 2021 and Attachment B: Consultant's Proposal thereto dated July 30, 2021*; and

WHEREAS, the Consultant is capable of providing the professional services required, and is willing to make those services available to complete nomination materials for 1218 Fox River DR, 815 Nicolet AV, and 1336 Ridgeway BL.

NOW THEREFORE, the parties hereto mutually agree as follows:

I. Scope of Services

The Consultant will meet all stipulations in the *Memorandum of Agreement* (MOA) *and* A*ttachment A* for completion of the project, and will coordinate all project work with the SHPO.

The Consultant will produce all deliverables in the *MOA and Attachment A,* and will comply with the conditions and requirements of the *MOA* between the City and the SHPO, which is hereby incorporated into this agreement.

The consultant will assume responsibility for presenting the nomination(s) to the State Historic Preservation Review Board when it appears on the Board's agenda. Edits and any supplementary information required by the National Register Coordinator, State Review Board, the National Park Service will be provided by the consultant. This process may extend beyond of the *Period of Performance* of the grant. Costs associated with this review process will be included in the project budget.

II. Period of Performance

The services of the Consultant shall commence on the signing of this agreement and shall be completed so that all final products are completed and accepted by the SHPO by July 30, 2022.

III. Compensation and Method of Payment

The City shall compensate the Consultant for work performed in accordance with this agreement on the basis of a fixed fee of $6,000.00 to be paid in installments on the following schedule. Payment shall be made on completion of each task and after submission of invoice(s) to the City.

- Reconnaissance Survey 35% of the total contract
- Intensive Survey 35% of the-total contract
- Informational Meetings 5% of the total contract

The final 25% of the project cost will be reimbursed after the completion of the project and final acceptance of the Wisconsin Historical Society.

If this contract is terminated under the provisions of Article IX below, the Consultant shall be compensated for all services performed and expenses incurred up to the date of termination.

IV. Amendments

The City may occasionally propose changes to the scope of services to be performed hereunder. Such changes, including increases or decreases in the amount of compensation paid to the Consultant, which are mutually agreed upon by and between the City and the Consultant shall be incorporated in written amendments to this agreement.

V. Compliance with Federal, State and Local Laws

The Consultant shall comply with all federal and state laws and regulations concerning equal opportunity, affirmative action and fair employment opportunities. The Consultant further agrees to comply with all applicable regulations, laws, ordinances, and codes to the state and local government and policies, guidelines and requirements of this federal grant program identified as 15.904 in the Catalog of Federal Domestic Assistance.

VI. Interest of the Consultant

The Consultant covenants that they now have no personal interest, direct or indirect, in any property or business of any kind, and shall not acquire any such interest, which would conflict in any manner or degree with the performance of services under this contract.

VII. Indemnification

The Consultant agrees to indemnify, defend and hold harmless the City and its agents from and against all loss or expense (including costs and attorney's fees) by reason of any claim or suit arising out of the acts or omissions of the Consultant its employees,

agents or assigns the Consultant from liability imposed by law upon the Consultant or its agents or employees for damages because of bodily injury, including death at any time resulting therefrom, sustained by any person or person or on any account of damages to property, including loss of use thereof, whether caused by or contributed to by the Consultant or its agents or employees.

The Consultant shall indemnify and hold harmless the State Historic Preservation Office, the Wisconsin Historical Society, all its officers, agents and employees from all suits, action, or claims of any character brought for or on account of any injuries for damages received by any persons or property resulting from the operations of the Consultant in executing work under this agreement.

VIII. Termination of Contract for Cause

If, through any cause, the Consultant shall fail to fulfill in timely and proper manner its obligations under this contract, or if the Consultant shall violate any of the covenants, agreements or stipulations of the Agreement, the City shall thereupon have the right to terminate this contract by giving notice to the Consultant of such termination and specifying the effective date of such termination. In such event, all finished or unfinished documents, data, studies, reports, or other materials prepared by the Consultant under this contract shall, at the option of the City, become the property of the City, and the Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Consultant shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of contract by the Consultant. The City may withhold any payments to the Consultant for the purpose of set-off until such time as the exact amount of damages due to the City from the Consultant is determined.

IX. Termination to Contract for Convenience

The City or the Consultant may terminate this agreement at any time by giving at least twenty (20) days' notice in writing to the other party. If the contract is terminated as provided herein, the Consultant will be paid for the time and expenses incurred up to the termination date. If this contract is terminated due to the fault of the Consultant, Article VIII hereof relative to termination shall apply.

X. Records and Audits

The Consultant shall maintain records, adequate to identify and account for all costs pertaining to this contract and such other records as may be deemed necessary to assure proper accounting for all project funds. These records will be made available for audit purposes to the City or any authorized representative, and will be retained for four (4) years after the expiration of this contract unless permission to destroy them is granted by the SHPO.

XI. Worker's Compensation

This is intended as, and is, an independent contract between the City and the Consultant. Neither Consultant nor any partner or employee of the Consultant shall, by reason of this contract, become an employee of the City.

XII. Equal Opportunity and Affirmative Action

In the performance of services under this contract, the Consultant agrees not to discriminate against any employee or applicant because of sex, race, color, handicap, religion, national origin, age, or marital status to the person maintaining the household, lawful source of income, age or ancestry. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, age, color or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause:

> "This program receives financial assistance for identification and preservation of historic properties. The U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin or handicap (mental and/or physical impairment)."

XIII. Ownership of Documents

All of the reports, forms, information, data, etc., prepared or assembled by the Consultant under this contract are the property of the City. The Consultant agrees that they shall not be made available to any individual or organization at any time without prior written approval of the City.

XIV. Intellectual Property

A. The Consultant hereby grants the SHPO a non-exclusive, irrevocable, royalty-free license to all copyrightable material ("Material") created within the scope of the agreement without limitation. The SHPO shall have the right to reproduce, alter, modify, publish, and display all Material created under the scope of this agreement as necessary in the opinion of SHPO to conform to and comply with their requirements and standards, and those of the National Park Service.

B. Further Warranties and Indemnities

(1) The Consultant represents and warrants to that:

(a) the Consultant is the sole author of the Material or has all rights to the Material, and the Material is original;

(b) the Consultant has the right, power and authority to enter this contract, and is the sole owner of the Material; and

(c) The Material contains no material that (i) infringes any copyright or other proprietary right, and to the best of the Consultant's knowledge, contains no material that (ii) is libelous or a violation of any right of privacy or publicity, or (iii) would otherwise subject SHPO to legal liability.

(2) The Consultant will indemnify and hold harmless SHPO from any loss, damage, expense (including reasonable defense costs), recovery or judgment that either party may incur ("Costs") as a result of any claim made against either which, if sustained, would constitute a breach of a representation or warranty made by the Contractor in this Contract (each, a "Claim").

(3) All warranties, representations and indemnities made by the Consultant in this Contract will survive any termination of this Contract, and will inure to the benefit of the State Historic Preservation Office, the Wisconsin Historical Society, the State of Wisconsin, and the National Parks Service, and their respective officers, directors, officials, employees, agents and volunteers.

XV. Severability

It is mutually agreed that, in case any provision of the contract is determined by a court of law to be unconstitutional, illegal or unenforceable, it is the intention of the parties that all other provisions of the contract remain in full force.

IN WITNESS THEREOF, parties hereto have caused this agreement to be executed the year and date written below by their proper officers and representatives.

CONSULTANT

Timothy F. Heggland Date
Historic Preservation Consultant

CITY OF DE PERE

James G. Boyd Date
Mayor, City of De Pere

Carey E. Danen Date
City Clerk, City of De Pere

REQUEST FOR PROPOSALS
TO PREPARE THE
STATE AND FEDERAL REGISTER OF HISTORIC PLACES NOMINATION MATERIALS
FOR THREE PRIVATE RESIDENCES LOCATED AT
1218 FOX RIVER DR, 815 NICOLET AV, AND 1336 RIDGEWAY BL
IN THE
CITY OF DE PERE, WISCONSIN

July 2, 2021

Project Number: WI-21-1015

Project: State and Federal Register of Historic Places nomination document preparation and submittal of three private residences located at 1218 Fox River DR, 815 Nicolet AV, and 1336 Ridgeway BL.

Client: City of De Pere Historic Preservation Commission (HPC)
Location: City of De Pere, Wisconsin
Organization: City of De Pere

Contact Person: Peter Schleinz
Senior Planner | Zoning Administrator
City of De Pere Development Services Department
335 S. Broadway Street
De Pere, WI 54115

pschleinz@deperewi.gov
920.339.4043 x2

Project Summary

The City of De Pere Historic Preservation Commission (HPC) is requesting proposals for the State and National Register of Historic Places nomination three private residences located at 1218 Fox River DR, 815 Nicolet AV, and 1336 Ridgeway BL. All three residences have historic significance to the City and are referenced in the 2017 Historical & Architectural Resources Survey. Details from the 2017 Survey and from the Wisconsin Historical Society webpage are attached to the Request for Proposal as Supplements A and B.

Funding for the project is from a Wisconsin Historical Society CLG Grant.

Interested consultants are invited to submit
one hard copy and one digital copy of your proposal to be received no later than
August 6, 2021 at 11:30am CDT.

Project Area Background

The three residences are in the City of De Pere, Brown County, Wisconsin. The City of De Pere incorporated in 1857 and has an estimated population of 24,888 in 2021.

The *1218 Fox River DR residence (AHI# 121386),* known as the Frank & Mildred Nickolai House, was built in 1939 in the Colonial Revival style. The 0.75 acre parcel lies on the east shore of the Fox River in a residential neighborhood that mostly developed along the riverfront (prior to 1938 air photographs) and inland in the 1950's-1960's. The house is potentially eligible for the Register under Criterion C.

The *815 Nicolet AV residence (AHI# 121634),* known as the Edward F. & Jean Kohl House, was built in 1940 in the Neoclassical Revival style. The 0.54 acre parcel lies on the northern end of the city in a residential neighborhood that developed at the same time. The house is potentially eligible for the Register under Criterion C.

The *1336 Ridgeway BL residence (AHI# 233591),* known as the Mrs. Agnes Lenfesty House, was built in 1962-1963 in the Contemporary style. The 0.39 acre parcel lies on the northern end of the city in a residential neighborhood that developed at the same time. The house is potentially eligible for the Register under Criterion C.

More information about the three residences can be found in Supplements A and B.

Project Description and Project Expectations

All procedures and products shall comply with the Architecture-History Survey Manual and Wisconsin supplementary Manual provided by the Wisconsin Historical Society Division of Historic Preservation. An interactive PDF version of the Survey Manual and Additional SHPO Requirements are available online using the three following links:

https://www.wisconsinhistory.org/pdfs/hp/consultants/survey-manual/HPR-survey-manual.pdf

https://www.wisconsinhistory.org/pdfs/hp/HPR-SUPSpecialRequirementsChecklist.pdf

https://www.nps.gov/history/local-law/arch_stnds_9.htm

The project expectations (scope of work and deliverables) identify project products and requirement that are specifically needed for the project. A copy of the Scope of Work is attached to the Request for Proposal as Supplement C.

Proposal Requirements

Submit proposals with a company official signed and dated cover letter and the following data:

1. Company name, address, phone number, and primary project contact.
2. Names, titles, and responsibilities of individuals from your company that will be responsible for the project. Include a description of the composition of the team, listing backgrounds and work experience as it relates to the project.
3. Background experience and capabilities of your company and the project personnel.
4. List of references for projects similar in scope which your firm has prepared.
5. Appropriate fees required to complete the proposed scope of work.
6. Proposed timeline to complete the project.

Timeline

The proposal shall be received at the above address by **August 6, 2021 at 11:30am.**
The selected firm will present the City with two hard copies of the final proposal as well as one electronic copy in either MS Word or PDF format. Fax submissions will not be accepted.

Request for Proposals issued	July 2, 2021
Proposal Due	**August 6, 2021 at 11:30am CDT**
City Selects Candidate & Awards Project	August-September 2021
Consultant submits Progress Reports to SHPO	Oct. 15, 2021, Jan. 15, 2022, Apr. 15, 2022
Consultant Completes Report for Staff & HPC	June 1, 2022
HPC Reviews and Approves Reports	June 20, 2022
Council Reviews and Approves Reports	July 5, 2022
Consultant Edits and Submits Final Report to HPC	July 30, 2022
Consultant Submits all Deliverables to SHPO	**July 30, 2022**

The Reimbursement Request and Project Completion Report are due on **September 15, 2022.**

Additional Suggested Resources:

1. Online GIS with various years of Air Photographs (1938-2020)
2. 2017 City of De Pere Historical & Architectural Resources Survey
3. 2001 City of De Pere Intensive Survey Report
4. 2010 City of De Pere Comprehensive Plan

Compensation

Funds for this project are provided by a grant that was awarded to the City of De Pere. The payment schedule can be negotiated with the selected contractor; however, it is assumed that payment would be made upon completion of the project or tied into key milestones.

Submit one hard copy and one digital copy of your proposal to be received no later than August 6, 2021 at 11:30am CDT to:

Peter Schleinz
Senior Planner | Zoning Administrator
City of De Pere Development Services Department
335 S. Broadway Street
De Pere, WI 54115

pschleinz@deperewi.gov
920.339.4043 x2

Fax submissions will not be accepted*

SUPPLEMENT A: 2017 HISTORICAL & ARCHITECTURAL RESOURCES SURVEY DETAILS

Address	AHI#	NRHP Evaluation
1218 Fox River Drive	121386	Potentially Eligible

Description and Statement of Significance



1218 Fox River Drive: Frank and Mildred Nickolai House.

Comprised of three side-gabled blocks of varying height, this Colonial Revival-style house is sheathed with a variety of materials including brick, limestone and what appears to be board siding. The southernmost block rises two full stories and is faced with brick that is painted white. A two-story, open porch with plain square supports fronts the entire elevation and shelters the right-of-center entrance that is topped with a transom and flanked by shutters. Shuttered, multiple-light windows are regularly placed along the elevation, with the two on the first level being larger than those on the second floor. A stone exterior chimney runs up the south side of the block. Moving north, the limestone-faced block rises one-and-one-half stories and carries a multiple-light bay window at its approximate center. The roof includes a pair of gabled roof dormers with double-hung sash; an interior stone-clad chimney rises from the north end of this section. The northernmost one-story block is sheathed with wide siding. A single window with shutters occupies the main level while a windowed and gabled dormer rises from the roofline, as does a vent-like projection. A wing is apparent off the rear of the south end of the house but it is largely obscured by foliage. Recent building permits indicate that a family room addition (presumably to the rear) was made to the home in 1994.[27]

Completed in 1939, this house was built for Frank and Mildred Nickolai, who wed in 1936. Although the home's architect is not known, the contractor was Martin Albers. When the house was built it was located outside of the city limits. The local paper noted that construction of the home began in mid-November 1938. The Nickolais, along with Mildred's mother, Mrs. D.M. (Harriet) Hagerty, moved in as of September 1939. Upon completion, the home's library boasted a mural painted by Mrs. Sidney Bedore (as well as free-hand line drawings in the dining room) and the 1940 census cited the home's valuation at $20,000. Born in Wisconsin, Frank was connected to the automotive business for approximately twenty-five years, during which time he was a partner with Mildred's brother Kerwin in the Gateway Motor Company. Frank is also identified as a yachtsman, thus a river-side property made a logical choice for construction of the home. His tenure in the home was brief for he died in 1943, about one month short of his forty-seventh birthday. Harriet died in 1957 and Mildred remained in the house until her own death in 1976. Previous to her marriage, Mildred had attended a number of colleges for periods of time between 1911 and 1914, including Lawrence (in Appleton), as well as the Chicago School of Dramatic Art and the Columbia College of Expression and Chicago Musical College. Following her work as a teacher in the Green Bay public schools, she also was a dance instructor, operating her own studio by no later than 1930. She is identified as teaching dance in Green Bay, Appleton and Manitowoc. The house was, thereafter, purchased by the Meng family, who opened the home for the annual Service League home tour in 1979.[28]

No information was found to suggest potential eligibility under Criterion A: History or Criterion B: Significant Persons. Although the Nickolai home was previously identified as Neoclassical in style (presumably categorized as such as a result of its two-story porch), it is, in fact, an example of the Colonial Revival style of architecture. Although the WAHI identifies nearly 100 examples of the Colonial Revival style in the city of De Pere, they encompass construction dates from the 1920s through the Neo-Colonial examples of the 1970s. When comparing this house to others built in the same period (1930-1940), the number of comparables drops to thirty-five. Of those thirty-five, a significant number of them are influenced by the Colonial Revival style, rather than true examples. Finally, while already (NR-) listed districts include examples of the Colonial Revival style, the Frank and Mildred Nickolai House compares favorably and stands as a very good, stand-alone example. As a result, the house is recommended as potentially eligible for the Register under Criterion C.

Address	AHI#	NRHP Evaluation
815 Nicolet Avenue	121634	Potentially Eligible

Description and Statement of Significance

Rising two stories and side-gabled in form, this Neoclassical Revival-style house is clad with brick and brick quoining trims each corner. Dominating the symmetrically arranged, primary (south) entrance elevation is a gabled two-story portico with a series of four, square wooden supports. The portico pediment is sheathed with clapboard and trimmed with dentils below; additional dentil trim runs beneath the roof's eave. Beneath the portico and along the first floor, the central doorway is flanked with narrow sidelights and topped with a transom, all of which is set within a wooden surround beneath a soldier brick header. A single, rectangular window is located to either side of the entry, while a series of three double-hung sash occupy the second level beneath the portico. The remaining wall space carries four regularly spaced, double-hung sash with shutters; the first-floor examples are eight-over-twelve-light examples, while the upper story are eight-over-eight.



815 Nicolet Avenue: Edward F. and Jean Kohl House.

This house, designed by Harry Williams, was built in 1940 for Edward F. and Jean Kohl. The local paper recorded both the home's start of construction (early May) as well as its completion (mid-November). Edward Kohl was born in Sheboygan in 1906. Following high school, he graduated from the University of Wisconsin-Madison. After working for the H.C. Prange Co. (department store) in Sheboygan, he moved to Green Bay in 1928 to continue working for Prange's. Three years later, he wed Jean Irmiger. In 1948, he left his position as store manager and opened up his own clothing store in Green Bay, a woman's apparel shop known as Kohl's. Kohl died in 1970, at the age of sixty-four.[46]

Architect Harry W. Williams was born in Two Rivers in 1901. Although the 1920 census finds him working as a fitter, by 1923, he was living in Manitowoc and identified as a draftsman (no firm affiliation is listed, however). As of 1926, directories specify that he worked for architect Charles Clark Reynolds. Three years later, he is found in the Green Bay directory (again in association with Reynolds) but in 1930, the census enumerates him in Manitowoc yet again. In 1931, he married Renee Den Dooven in Green Bay, where he would remain thereafter, as well as establish his own architectural practice. He retired in 1974 and died in 1984. Although he did residential work, his obituary cites mostly schools and office structures, as well as the Green Bay Packer Office and Training Building, built during the Lombardi years. He also designed a lakeside cottage for Curly Lambeau in 1940.[47]

No information was found to substantiate potential eligibility under Criterion A: History or Criterion B: Significant Persons. However, regarding the Criterion C: Architecture, the house stands as a very good and significantly intact residential example of the Neoclassical Revival style of architecture. Indeed, the 2001 De Pere survey results include the Kohl house as among the top five examples in the city. The City of De Pere does have two other very good and intact examples of the style, both of which are located within the Randall Avenue Residential Historic District. When compared to those two examples—the A.J. and Emily Kwitek House (1949) at 702 Randall Avenue and the Dr. Raymond and Fern Waldkirch House (1948) at 826 Glenwood Avenue—the Kohl house compares favorably, as well as pre-dates the other two examples by nearly a decade. While featuring a portico, the house at 916 Lawton Avenue (1939; also located in the NR-listed Randall Avenue district) offers little detailing aside from overall symmetry and multiple-light fenestration, whereas the Kohl house includes dentil trim and brick corner quoining. As a result of the preceding information, the Edward F. and Jean Kohl House is recommended as potentially eligible for the National Register under Criterion C.[48]

Address	AHI#	NRHP Evaluation
1336 Ridgeway Boulevard	233591	Potentially Eligible

Description and Statement of Significance



1336 Ridgeway Boulevard: Mrs. Agnes Lenfestey House.

Contemporary in style and with limited detailing, this one-story, cement-brick house is comprised of two, separate, low-pitched and front-gabled units that are connected via an open but covered passageway that includes the home's entrance. Oriented to the north, the main (west) block features only a pair of symmetrically placed, floor-to-ceiling, tall-and-narrow, plate-glass windows along its first floor, while the gabled peak is comprised entirely of glass. The garage, which includes a replacement overhead door, also features a gabled peak infilled with glass.

Designed by architect John Tilleman of Green Bay, this house was built between 1962 and 1963 for Mrs. Agnes Lenfestey. Agnes (nee Hurlbut) was born in Green Bay in 1875. She married Canadian-born, Dr. James P. Lenfestey in 1902, who died in 1947. Previous to the construction of this house, the Lenfestey family resided at 806 N. Broadway. A 1964 newspaper article reported that the house was built on property that was once home to the Lenfestey family's stables, riding ring and practice polo field and Mrs. Lenfestey's granddaughter, Mrs. Charles Bennett, resided with her family (at that time) in the home next door at 710 Waubaunaqua Trail (which was originally built for Harold and Suzanne Hecker in 1957). The light grey cement brick used for the construction of the house (as well as the Hecker-Bennett home) was of brick made by the Hurlbut Company, for which Agnes's son Ted served as president. The home was said to have been designed as "a functional woman's house," so that Mrs. Lenfestey herself, who was in her late-80s, could manage it herself. With modern lines, the Contemporary-style home provided for a clean backdrop to Mrs. Lenfestey's antique collection. The year after the house was completed, it was featured on the Service League's (then 6th) annual tour of homes (in May 1964). Mrs. Lenfestey was able to only enjoy about one year at the home, as she died just two weeks after the home tour. Among her lifetime activities, she was noted as a charter member of the De Pere Woman's Club, for which she served as president during both World War I and II. She was also among the early members of the Antiquarian Society, as well as a former director of the Brown County Historical Society and a founding member of the Women's Auxiliary to the State Historical Society. She, along with her sister Mrs. R.C. Buchanan, was responsible for the acquisition of furnishings for Tank Cottage and the Fort Howard Hospital Museum, which are today part of Heritage Hill State Park.[49]

Also living with Agnes was her widowed daughter, Mrs. Ruth Mark. Ruth married Anson Mark in 1928 and, following his death, she returned to De Pere and resided with her mother in the family home on N. Broadway. A historian and artist (including two years of training at the Chicago Art Institute), Ruth completed additional studies with James Cagle at St. Norbert College and William Prevetti at UW-Green Bay. Ruth was also unable to enjoy the Ridgeway home for long, as she died in 1968. As of 1969, the Richard Burnham family is identified as living in the home, during which time a car went off the road and crashed into the home, causing significant damage. The house was on the market as of March 1971; it was purchased by Dr. Daniel and Ann Shea. They lived in the home until building in 1985 the house next door at 711 N. Webster Avenue, which was also designed by John Tilleman.[50]

Architect John Tilleman was born in Green Bay in 1925. He attended the University of Minnesota, where he earned a Bachelor's degree in Architecture (with distinction) in 1951. Prior

to establishing his own firm in 1957, he worked as a designer for R. V. McCann in Minneapolis, Minnesota, as well as the well-known Green Bay firm of Foeller, Schober, Berners, Safford and Jahn. He is also noted as having been an architect with the U.S. Government (specifically with the National Park Service). As of 1970, Tilleman appears to have done a fair amount of church-related work, for principal works cited (in the *American Architects Directory*) in both 1962 and 1970 included the St. Bernard Church complex in Green Bay (1957), St. Paul's Church in Combined Locks (1965), as well as De Pere's St. Mary School Addition (1960) and its associated convent (1959; both of which are discussed elsewhere in this report).[51]

No information was found to substantiate potential eligibility under Criterion A: History. And, while Mrs. Agnes Lenfestey appears to have made significant contributions to preservation efforts in the community, as well other work through her time with the De Pere Woman's Club, her association with those efforts would be more closely tied to her time at her N. Broadway home, which is a contributing property to North Broadway Street Historic District, which is listed in the National Register. However, the Lenfestey home, designed by John Tilleman, is a very good and intact example of 1960s Contemporary-style residential architecture that has no true comparables within the entire city. Featuring locally made cement brick and clerestory-type windows, the Mrs. Agnes Lenfestey House is recommended as potentially eligible under Criterion C: Architecture.

SUPPLEMENT B: WISCONSIN HISTORICAL SOCIETY DETAILS

PROPERTY RECORD

1336 RIDGEWAY BLVD

Architecture and History Inventory

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NAMES

Historic Name: **Mrs. Agnes Lenfestey House**
Other Name: **Mrs. Ruth Lenfestey Mark House**
Contributing:
Reference Number: **233591**

PROPERTY LOCATION

Location (Address): **1336 RIDGEWAY BLVD**
County: **Brown**
City: **De Pere**
Township/Village:
Unincorporated Community:
Town:
Range:
Direction:
Section:
Quarter Section:
Quarter/Quarter Section:

PROPERTY FEATURES

Year Built: **1963**
Additions:
Survey Date: **2017**
Historic Use: **house**
Architectural Style: **Contemporary**
Structural System:
Wall Material: **Brick**
Architect: **John Tilleman**
Other Buildings On Site:
Demolished?: **No**
Demolished Date:

DESIGNATIONS

PROPERTY RECORD

815 NICOLET AVE

Architecture and History Inventory

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NAMES

Historic Name: **Edward F. and Jean Kohl House**
Other Name:
Contributing:
Reference Number: **121634**

PROPERTY LOCATION

Location (Address): **815 NICOLET AVE**
County: **Brown**
City: **De Pere**
Township/Village:
Unincorporated Community:
Town:
Range:
Direction:
Section:
Quarter Section:
Quarter/Quarter Section:

PROPERTY FEATURES

Year Built: **1940**
Additions:
Survey Date: **20012017**
Historic Use: **house**
Architectural Style: **Neoclassical**
Structural System:
Wall Material: **Brick**
Architect: **Harry Williams**
Other Buildings On Site:
Demolished?: **No**
Demolished Date:

DESIGNATIONS

PROPERTY RECORD

1218 FOX RIVER DR

Architecture and History Inventory

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NAMES

Historic Name: **Frank and Mildred Nickolai House**
Other Name:
Contributing: **Yes**
Reference Number: **121386**

PROPERTY LOCATION

Location (Address): **1218 FOX RIVER DR**
County: **Brown**
City: **De Pere**
Township/Village:
Unincorporated Community:
Town:
Range:
Direction:
Section:
Quarter Section:
Quarter/Quarter Section:

PROPERTY FEATURES

Year Built: **1939**
Additions:
Survey Date: **20012017**
Historic Use: **house**
Architectural Style: **Colonial Revival**
Structural System:
Wall Material: **Brick**
Architect:
Other Buildings On Site:
Demolished?: **No**
Demolished Date:

DESIGNATIONS

SUPPLEMENT C: SCOPE OF WORK WITH DELIVERABLES

Project No. WI-21-10015
De Pere, Wisconsin

The State Historic Preservation Office (SHPO), Wisconsin Historical Society, and the City of De Pere, Wisconsin (Grantee), agree to the following scope of work and project conditions for the completion of National Register of Historic Places nomination documents for three individual properties in the city:

- a private residence located at 1218 Fox River Drive,
- a private residence located at 815 Nicolet Avenue, and
- a private residence located at 1336 Ridgeway Boulevard.

Compliance with Federal and State Guidance

Nomination forms and supporting materials for the National Register of Historic Places will be completed in accordance with the guidance in *National Register Bulletin 16A: How to Complete the National Register Registration Form*. The nominations will comply with *Additional Wisconsin SHPO Requirements*. The nominations will be submitted using the "Wisconsin Preferred" nomination form. The Grantee will direct the principal investigator to these documents, and notify them that compliance is required.

Subgrant Manual

In the allocation and use of this federal grant funding, the Grantee will comply with all standards and requirements in the *Historic Preservation Subgrant Administration Manual* (*Subgrant Manual*) published by the SHPO. The Grantee will direct the principal investigator to the *Subgrant Manual*, and notify them that compliance is required.

Request for Bids

After the execution of the Memorandum of Agreement (MOA), the local government of De Pere will issue a Request for Bids (RFB) to professional historic preservation consultants who have expressed interest in completing the nominations, and other consultants who may be interested in bidding on the project. The city will use a competitive negotiation process for procurement of professional services, selecting the most qualified competitor.

Contract Template

A contract template is provided for the convenience of the City. This template will be used when contracting with a consultant for the performance of the *Scope of Work*. While this template may be revised, sections XIII and XIV are critical to the integrity of the National Register program, and will be retained unrevised.

Principal Investigator and city staff

The consultant(s) selected to prepare the nominations will serve as the Principal Investigator(s) for the project, and must meet the *Secretary of the Interior's Professional Qualification Standards for Archaeology or Architectural History*. The city of De Pere will consult with the SHPO to ensure that the selected consultant meets these standards. City staff will assist the consultant in facilitating project work. SHPO staff will maintain contact with the principal investigator for the duration of the project, and provide any training, advice, and technical assistance needed for the successful completion of project work. Time spent by city staff to facilitate the project is eligible for reimbursement by the subgrant, and will be tracked and claimed for reimbursement.

SHPO review of nomination(s)

The SHPO will review and approve the scope and boundaries of the nomination prior to commencement of work. After each draft nomination is submitted to the SHPO, the SHPO will retain editorial privilege over all nominations. The city of De Pere will inform the Consultant(s) of their responsibility to participate in an iterative revision process for each nomination with the National Register staff at the SHPO, which may extend beyond the Period of Performance of the grant-funded project.

Deliverables

The following items will be submitted for each nomination by the project completion date. Each is more fully described in the supplementary manual. The completed nomination(s) is due at the SHPO by **July 30, 2022** in order to allow time for SHPO staff to ensure that all deliverables are complete and sufficient prior to the end of the Period of Performance.

1. One electronic copy and one paper copy of the National Register of Historic Places Inventory-Nomination Form (NPS Form 10-900).
2. One electronic copy and one paper copy of a 200-300-word summary of the significance of the property.
3. The full text of the nomination and of the summary statement on compact disk.
4. Photographs: Two commercially printed sets of digitally produced images printed at a size of 4" x 6" and labeled on the back in pencil. Digital image files in TIFF format on an archival compact disk. Al photographs, printed and digital, will comply with the National Park Service's *National Register Photo Policy*.
5. A PowerPoint presentation that fully documents the significance and appearance of the property for the Review Board meeting. The PowerPoint presentation must be compressed to create a file of manageable size. The presentation must be submitted on a CD together with the individual original uncompressed image files. Image files must be in JPG format at a minimum resolution of 300 DPI and a minimum width of 2000 pixels on the longest side. This should result in a file size of around 7MB. The individual image files must be labeled with the AHI number and descriptive detail.
6. Original USGS quadrangle maps as needed to identify the nominated property. The maps must be labeled in pencil as specified by the National Register and the SHPO and must include construction lines for the calculation of UTM coordinates.
7. District maps, site plans, and/or floor plans, as needed.
8. A complete list of all current property owners as listed in the land or tax records after the nomination is scheduled for a Review Board meeting. Historic district nominations require three full sets of mailing labels submitted on Avery 5160, Avery 5161, or similar label format.
9. One completed nomination submission checklist.
10. An update to the Wisconsin Historic Preservation Database (WHPD) as directed in the *Subgrant Manual*. New or updated records are required for all resources in the district whether contributing or non-contributing. The information for the nomination resources will be entered into WHPD by the consultant. The consultant will be given free access to WHPD for one month in order to enter the nomination findings for this project.
11. The City of De Pere will advise the consultant that they will be responsible for presenting the nomination(s) to the State Historic Preservation Review Board when it appears on the Board's agenda, and that any edits or additional information required by the State Review Board or the National Park Service will be provided by the consultant. Costs associated with this review process will be included in the project budget.

Acknowledgment of Federal Assistance

The following acknowledgment of federal assistance (also available in Section 7 of the *Subgrant Manual*) will be printed in any publication or visual product resulting from this project. Publications, materials, projects, news release, speeches, and other dissemination of information relating to this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

> "*The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin Historical Society. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin Historical Society. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin Historical Society.*"

TIMOTHY F. HEGGLAND
HISTORIC PRESERVATION CONSULTANT
6391 HILLSANDWOOD ROAD
MAZOMANIE, WISCONSIN 53560
Phone (608) 795-2650
tim.heggland@juno.com

July 30, 2021

Mr. Peter Schleinz
Senior Planner/ Zoning Administrator
City of De Pere
335 S. Broadway
De Pere, WI 54115

Dear Mr. Schleinz:

Thank you for requesting a proposal for completing National Register of Historic Places (NRHP) nominations for three private residences located at 1218 Fox River Dr., 815 Nicolet Ave., and 1336 Ridgeway Blvd. in De Pere. Over the years I have completed many successful NRHP nominations in De Pere and it would be a great pleasure to return once again to a city that cares so much about preserving its historic heritage.

Because some of the preliminary research that will be necessary for the listing of these three houses has already been completed, the cost of completing these nomination will be $2000.00 each, for a combined total of $6,000.00. For this you will receive all of the items listed in the Architecture-History Survey Manual provided by the Wisconsin Historical Society's Division of Historic Preservation (DHP). These items include: hard copies of the completed NRHP nomination forms; additional copies of the nominations on computer discs; a set of color digital photos of each of the houses on computer discs;, and a USGS map for each house, all of which will be in conformance with NRHP and DHP guidelines. In addition, my fee will also cover my presentation of the completed nominations to the State Historic Preservation Review Board. I would be the sole person responsible for completing the nominations, which work would begin upon the signing of the contract.

Historic research will take place both in Madison at the Wisconsin Historical Society, and in De Pere at the City of De Pere's Building Inspection Department and at the De Pere Historical Society's White Pillar's Museum and it will begin with the signing of the contract and will be ongoing throughout the contract period. Color digital photos of the houses will be completed in the fall of 2021, in order to take advantage of the lack of snow and foliage, and the writing of the nominations will happen beginning in January of 2022. Most of the expense will be for my time spent in photographing the resources and in research and writing, which will be undertaken at my usual rate of $50.00 per hour. If possible, all the necessary photography will be done at one time and I will also try to do all the necessary on-site research in De Pere at one time as well as well, although this may require several days and an overnight trip. Consequently, the 308-mile roundtrip from Mazomanie to De Pere should only need to be made two or three times at a cost of $.39. per mile ($120.00 per trip). In addition, the digital color photographic prints that are required by the NRHP will cost between $70-100 per nomination.

CITY OF DE PERE
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AUG 3 2021
PLANNING DEPT.

I have been active in historic preservation as both a private consultant and as a preservation planner since 1979. During this period, I have privately prepared nearly 200 successful NRHP nominations and Determinations of Eligibility (DOEs) throughout the state, all of which are listed in the vitae that I have enclosed. In addition, from 1980-1984 and again from 1993-1995 I was also employed as the Assistant Preservation Planner of the City of Madison, Wisconsin and I served as the Acting Preservation Planner of the City in 1990.

Part of my work as a private consultant has involved participation as a principal investigator in major survey and planning projects in cities throughout Wisconsin, including the intensive surveys of both Green Bay and De Pere in Brown County. Others include intensive surveys of the cities of Madison, Middleton, and the village of Shorewood Hills, all in Dane County, for the Unincorporated Communities of Dane County, for the cities of Columbus, and Lodi in Columbia County, the city of Port Washington in Ozaukee County, and the city of Horicon in Dodge County, all of which were funded through Survey and Planning Subgrants awarded by the Division of Historic Preservation. More recently I have also completed DHP-funded intensive surveys for the city of Marshfield in Wood County, the city of Evansville in Rock County, the cities of Lancaster and Platteville in Grant County, the city of Washburn in Bayfield County, the city of Stevens Point in Portage County, and for the West Side Neighborhoods of the City of Madison in Dane County, for all of which I acted as the Principal Investigator for both architectural history and history.

As noted previously, I conducted the Intensive Survey of the City of De Pere in 2001, and this survey found that De Pere contained six historic districts and 16 individual historic resources that were potentially eligible for listing in the NRHP. Since that time, and with the aid of successive Survey and Planning Grants from the DHP, I have authored successful NRHP nominations for the following De Pere resources: the Main Avenue Historic District; the South Broadway Historic District; the Randall Avenue Historic District; the N. Michigan Street-N. Superior Historic District; the Steckart & Falck Double Block; the Union House Hotel; the Otto and Hilda Gretzinger House; the De Pere Public Library; the Julius Krause Store Building; the John Baeten Store Building; the Edwin & Jenny Gutnecht House and the Henry & Mary Heyrman House; the Nicolet High School; and for the St. Norbert College Historic District. More recently I have also completed successful nominations for the Daviswood Ranch Houses Historic District and the Mansion Street Historic District, both in De Pere. Consequently, I believe I can offer you reasonable guarantees as to my ability to carry out the work program specified in your Request For Proposals (RFP). I also meet the professional qualifications standards set forth in Section 36 (CFR) 61, Appendix A, Code of Federal Regulations.

If you have any additional questions about the contents of this letter, please do not hesitate to contact me. My phone number is 608-795-2650 and there is an answering machine there. In addition, you can reach me by e-mail at <tim.heggland@juno.com>

Most cordially yours,

Timothy F. Heggland

enclosures

NAME: Timothy F. Heggland

RESIDENCE: 6391 Hillsandwood Rd., Mazomanie, Wisconsin 53560
(608) 795-2650 *and also* <tim.heggland@juno.com>

EDUCATION: BA in Art History
University of Wisconsin-Madison
Madison, Wisconsin.

PROFESSIONAL EMPLOYMENT EXPERIENCES:

2000 – present Staff Architectural Historian for the Wisconsin Historical Society's Museum Archaeology Program (MAP).

1979 – present Historic Preservation Consultant and Preservation Planner for state, county, and municipal agencies, private firms, and individuals.

1993-95 Assistant Preservation Planner (Community Planner 1)
City of Madison Department of Planning and Development, Madison, Wisconsin.

1990-91 Acting Preservation Planner
City of Madison Department of Planning and Development, Madison, Wisconsin.

1980-84 Assistant Preservation Planner
City of Madison Department of Planning and Development, Madison, Wisconsin.

1972-75 Research Assistant
University Bay Project, University of Wisconsin-Madison Graduate School.

PROFESSIONAL MEMBERSHIPS AND RELATED ORGANIZATIONAL POSITIONS (all current)

The Society of Architectural Historians

The National Trust for Historic Preservation

Historic Madison, Inc. (Life member, former Board Member and Treasurer)

Madison Trust for Historic Preservation

Mazomanie Historical Society

Sauk Prairie Area Historical Society

Dane County Historical Society

Evansville Grove Society, Inc.

1994 – present: The Seth Peterson Cottage Conservancy (Board Member). The Seth Peterson Cottage Conservancy is a Wisconsin-based non-profit organization which has been responsible for the restoration and operation of the Frank Lloyd Wright-designed Seth Peterson Cottage on Mirror Lake in Sauk County. This state-owned facility is one of the few Wright-designed single family residences that can be rented for overnight stays.

PROFESSIONAL AND ADMINISTRATIVE EXPERIENCE

Completed Projects

2021
National Register nomination for the Franklin E. & Eva E. Keefe House in Black River Falls, WI, for the owners.
Principal Investigator (Architectural History and History) for the Intensive Survey of three campuses of the UW-System, for the UW System. Acted as principal investigator for the survey and completed a reconnaissance survey and an intensive survey of the UW campuses located in the cities of Superior, Green Bay, and Kenosha (Parkside).
National Register nomination for the Otto & Louise Schroeder House in Monona, WI, for the City of Monona.

2020
McDougall-Duluth Co. Shipyard – Riverside Historic District Survey in Duluth, MN, for the Wisconsin DNR (MAP).
National Register nomination for the Mansion Street WWII Defense Housing Historic District in De Pere, WI, for the City of De Pere Historic Preservation Commission.
National Register nomination for the Daviswood Ranch Homes Historic District in De Pere, WI, for the City of De Pere Historic Preservation Commission.

2019
National Register nomination for the King Street Arcade building in Madison, WI, for the owner.
National Register nomination for the Philip H. & Margaret Gray House in Madison, WI, for the owners.

2018
National Register nomination for the Mulberry Street Residential Historic District in Lake Mills, WI, for the Wisconsin Historical Society's Division of Historic Preservation.
National Register nomination for the Lake Mills Downtown Commercial Historic District in Lake Mills, WI, for the Wisconsin Historical Society's Division of Historic Preservation.
National Register nomination for the Clark Street-Main Street Historic District in Stevens Point, WI, for the City of Stevens Point.
National Register nomination for the Sun Prairie Downtown Historic District in Sun Prairie, WI, for the Friends of the Sun Prairie Museum and building owners.

2017
National Register nomination for the Port Washington North Breakwater Light, in Port Washington, WI, for the City of Port Washington.
National Register nomination for the Tenney Building, in Madison, WI, for the owners, Urban Land Interests, LLC.
Determination of Eligibility for the Merrimac Railroad Bridge at Merrimac, WI, for the Wisconsin Department of Transportation (WisDOT).
National Register nomination for Frank W. Hoyt Park in Madison, WI, for the City of Madison Landmarks Commission.
National Register nomination for Coolidge Street-Myrtle Street Historic District in Madison, WI, for the City of Madison Landmarks Commission.
Survey of Wisconsin Historical Society-owned Resources (including Villa Louis) on St. Feriole Island, Prairie du Chien, WI, for the Wisconsin Historical Society

2016
National Register nomination for the St. Norbert College Historic District, in De Pere, WI, for the City of De Pere Historic Preservation Commission.
National Register nomination for the Dix Street-Warner Street Historic District, in Columbus, WI, for the City of Columbus.
National Register nomination for the Dr. Charles & Judith Heidelberger House in Madison, Dane County, WI, for the owners.
Principal Investigator (Architectural History and History) for an Intensive Resurvey of the city of Portage, WI, for the City of Portage. Acted as principal investigator for the resurvey and completed a reconnaissance resurvey and an intensive resurvey of the city.

National Register nomination for the Sylvan Avenue-Ridge Road Historic District, in Madison, WI, for the City of Madison.
National Register nomination for Voss' Birchwood Lodge Resort Complex, in Vilas County, WI, for the Wisconsin Historical Society's Division of Historic Preservation.

2015

Principal Investigator (Architectural History and History) for an Intensive Resurvey of the city of Columbus, WI, for the City of Columbus. Acted as principal investigator for the resurvey and completed a reconnaissance resurvey and an intensive resurvey of the city.
National Register nomination for the Wyoming Valley School in Iowa County, WI, for the Wisconsin Historical Society's Division of Historic Preservation.
National Register nomination for the Teweles and Brandeis Grain Elevator in Door County, WI, for Nancy Aten and Dan Collins.

2014

National Register nomination for the Devil's Lake State Park Historic District in Sauk County, WI, for the Wisconsin Historical Society's Division of Historic Preservation.
National Register nomination for the Harrisburg School in Sauk County, WI, for the Harrisburg-Troy Historical Society.
Determination of Eligibility for the C. M. & St. P. RR Depots Complex in Columbus, Columbia Co., WI, for the Wisconsin Department of Transportation (WisDOT).
National Register nomination for the Sunset Hills Historic District in Madison, Dane County, WI, for the City of Madison.
National Register nomination for the Univesity Hill Farms Historic District in Madison, WI, for the City of Madison.
National Register nomination for the Nicolet High School in De Pere, WI, for the owners, St. Norbert College.

2013

National Register nomination for the East Third Street Residential Historic District in Washburn, WI, for the City of Washburn.
National Register nomination for the Florence Town Hall in Florence, WI, for the owners.
National Register nomination for the David M. & Lottie Fulmer House in Florence, WI, for the owners.
National Register nomination for the Robert B. & Estelle J. Webb House in Florence, WI, for the owners.
Determination of Eligibility for the Koltes & Riphahn Store Building in Waunakee, Dane Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Waunakee State Bank Building in Waunakee, Dane Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Noyes-Brausen Hotel Building in Waunakee, Dane Co., WI, for the Wisconsin Department of Transportation (WisDOT).
National Register nomination for the Julius Krause Store Building in De Pere, WI, for the City of De Pere Historic Preservation Commission.
National Register nomination for the John Baeten Store Building in De Pere, WI, for the City of De Pere Historic Preservation Commission.
National Register nomination for the Edwin and Jenny Gutknecht House in De Pere, WI, for the City of De Pere Historic Preservation Commission.
National Register nomination for the Henry and Mary Heyrman House in De Pere, WI, for the City of De Pere Historic Preservation Commission.
Determination of Eligibility for the Caldwell House Hotel Building in Oconto Falls, Oconto Co., WI, for the Wisconsin Department of Transportation (WisDOT).

2012

National Register nomination for the Pulaski Presbyterian Church Complex in the Town of Pulaski, Iowa Co., WI, for the Pulaski Church Cemetery Association.
National Register nomination for the Einar and Alice Bortin House in Eau Claire, WI, for the City of Eau Claire.

Principal Investigator (Architectural History and History) for an Intensive Survey of a portion of the near west side of the city of Madison, Dane County, WI, for the City of Madison. Acted as principal investigator for the survey and completed a reconnaissance survey and an intensive survey of this area of the city.
Determination of Eligibility for the Christ the King Cathedral R.C. Church Complex in Superior, Douglas Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Ronchak Brothers Gasoline Filling Station in Superior, Douglas Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Rudolph G. Berg Gasoline Service Station in Superior, Douglas Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Francis Watkins Duplex in Superior, Douglas Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Brown Brothers Duplex in Superior, Douglas Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Masonic Temple in Superior, Douglas Co., WI, for the Wisconsin Department of Transportation (WisDOT).

2011

National Register nomination for the Leonard-Leota Park Historic District in Evansville, Rock County, WI, for the City of Evansville Historic Preservation Commission.
Determination of Eligibility for the Agen Block/Tyomies Building in Superior, Douglas Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Barron County Highway Department Repair Shop Complex in Barron, Barron Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Dahmen Building in Cross Plains, Dane Co., WI, for the Wisconsin Department of Transportation (WisDOT).
National Register nomination for the Murphy Farms No. 1 in the Town of Egg Harbor, Door Co., WI for the owners.
National Register nomination for the Oehler Mill Complex in the Town of Shelby, La Crosse Co., WI, for the La Crosse County Historic Sites Preservation Commission.
Determination of Eligibility for the Otto Standart Shell Oil Filling Station buildings in Sister Bay, Door Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Principal Investigator (Architectural History and History) for the Intensive Survey of the city of Stevens Point, WI, for the City of Stevens Point. Acted as principal investigator for the survey and completed a reconnaissance survey and an intensive survey of the city.
Principal Investigator (Architectural History and History) for the Intensive Survey of nine campuses of the UW-System, for the UW System. Acted as principal investigator for the survey and completed a reconnaissance survey and an intensive survey of the UW campuses located in the cities of Eau Claire, La Crosse, Milwaukee, Oshkosh, Platteville, River Falls, Stevens Point, Stout (at Menominee), and Whitewater.

2010

National Register nomination for the Otto & Lisette Hahn, Sr. House in Sauk City, WI, for the Sauk City Historic Preservation Commission.
Determination of Eligibility for the U.S. Courthouse, Custom House and Post Office in Superior, Douglas Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Hotel Androy in Superior, Douglas Co., WI, for the Wisconsin Department of Transportation (WisDOT).
National Register nomination for the Frey School in Roxbury, WI, for members of the Frey Family.
National Register nomination for the Vernon County Normal School in Viroqua, WI, for the Vernon County Historical Society.
National Register nomination for the Almeron Eager Funerary Monument and Plot in Evansville, WI, for the City of Evansville Historic Preservation Commission.
National Register nomination for the South First Street Residential Historic District in Evansville, WI, for the City of Evansville Historic Preservation Commission.
National Register nomination for the Grove Street Historic District in Evansville, WI, for the City of Evansville Historic Preservation Commission.

National Register nomination for the Otto and Hilda Gretzinger House in De Pere, WI, for the City of De Pere Historic Preservation Commission.
National Register nomination for the Steckart and Falck Double Block in De Pere, WI, for the City of De Pere Historic Preservation Commission.
Principal Investigator (Architectural History and History) for the Intensive Survey of the Eastside Hill and Westside neighborhoods in Eau Claire, WI, for the City of Eau Claire. Acted as principal investigator for the survey and completed a reconnaissance survey and an intensive survey of these neighborhoods.
National Register nomination for the Rest Haven Motel in Spring Green, WI, for the owners.
National Register nomination for the Pearl and Eva Chambers House in Eau Claire, WI, for the City of Eau Claire.
National Register nomination for the St. John's Lutheran Church in Evansville, WI, for the City of Evansville Historic Preservation Commission.

2009

Determination of Eligibility for the Edwin & Lucile Caldwell House in Burlington, Racine Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Part 1 documentation for the Usonian Inn in Spring Green, WI, for the owners.
Determination of Eligibility for the Winneboujou Club Complex in Brule, Douglas Co., WI, for the Wisconsin Department of Transportation (WisDOT).
National Register nomination for the Albert M. & Alice Bellack House in Columbus, WI, for the Columbus Historic Landmarks and Preservation Commission.
National Register nomination for the Frances Kurth Sharrow House in Columbus, WI, for the Columbus Historic Landmarks and Preservation Commission.
National Register nomination for Cleveland's Hall & Blacksmith Shop in Attica, WI, for the owner.
National Register nomination for the John C. & Mary Robinson Farmstead in the Town of Union, Rock County, WI, for the owners.
National Register nomination for the Reinhard & Alicia Schendel House in Columbus, WI, for the Columbus Historic Landmarks and Preservation Commission.
National Register nomination for the Mount Horeb Public School in Mt. Horeb, WI, for the Mount Horeb Landmarks Foundation.
National Register nomination for the Main Avenue Historic District in De Pere, WI, for the City of De Pere Historic Preservation Commission.
Principal Investigator (Architectural History and History) for the Intensive Survey of the city of Washburn, WI, for the City of Washburn. Acted as principal investigator for the survey and completed a reconnaissance survey and an intensive survey of the city.
Principal Investigator (Architectural History and History) for the Intensive Survey of the city of Lancaster, WI, for the City of Lancaster. Acted as principal investigator for the survey and completed a reconnaissance survey and an intensive survey of the city.

2008

Part 1 Documentation for the H. Barkow Co. Factory in Milwaukee, WI, for the La Macchia Group in Milwaukee.
National Register nomination for the Lodi School Hillside Improvement Site in Lodi, WI, for the City of Lodi Historic Preservation Commission.
Determination of Eligibility for the Upper Lone Tree Farm Historic District in Green Lake Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Robert & Josephine Allen Farmhouse in Green Lake Co., WI, for the Wisconsin Department of Transportation (WisDOT).
National Register nomination for Goeres Park in Lodi, WI, for the City of Lodi Historic Preservation Commission.
Determination of Eligibility for the former Park Falls City Hall in Park Falls, Price Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Holy Trinity R.C. Church Complex in Kewaskum, Washington Co., WI, for the Wisconsin Department of Transportation (WisDOT).
National Register nomination for the Zion Evangelical Lutheran Church Complex in Columbus, WI, for the Columbus Historic Landmarks and Preservation Commission.

National Register nomination for the Port Washington Fire Engine House in Port Washington, WI, for the Port Washington Historical Society.
National Register nomination for the Adolphus & Sarah Ingalsbe House in Columbus, WI, for the Columbus Historic Landmarks and Preservation Commission.
National Register nomination for the George Griswold House in Columbus, WI, for the Columbus Historic Landmarks and Preservation Commission.
National Register nomination for the South Broadway Historic District in De Pere, WI, for the City of De Pere Historic Preservation Commission.
National Register nomination for the Fred & Lucia Farnham House in Columbus, WI, for the Columbus Historic Landmarks and Preservation Commission.
National Register nomination for the John A. & Maggie Jones House in Columbus, WI, for the Columbus Historic Landmarks and Preservation Commission.
Determination of Eligibility for the William C. & Margaret Wilson Farmhouse in the Town of Spring Prairie, Walworth Co., WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Lemuel & Melissa Smith Farmhouse in the Town of Spring Prairie, Walworth Co., WI, for the Wisconsin Department of Transportation (WisDOT).

2007

National Register nomination for the West Main Street Historic District in Platteville, WI, for the City of Platteville Historic Preservation Commission.
National Register nomination for the Division Street Historic District in Platteville, WI, for the City of Platteville Historic Preservation Commission.
National Register nomination for the Bayley Avenue Historic District in Platteville, WI, for the City of Platteville Historic Preservation Commission.
National Register nomination for the Evansville Standpipe in Evansville, WI, for the City of Evansville Historic Preservation Commission.
Determination of Eligibility for the Dalton Historic District in Dalton, WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Town of Hortonia Town Hall in Outagamie County, WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Hortonville Downtown Historic District in Hortonville, WI, For the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Fourth Avenue South Historic District in Park Falls, WI, for the Wisconsin Department of Transportation (WisDOT).
National Register nomination for the Onon B. Dahle House in Daleyville, WI, for the Town of Perry Historic Preservation Commission.
National Register nomination for the Patrick & Margaret Kinney House in Lancaster, WI, for the Lancaster Historic Preservation Commission.
National Register nomination for the Gulbrand Jensvold House in Daleyville, WI, for the Town of Perry Historic Preservation Commission.
National Register nomination for the Upham House Historic District in Marshfield, WI, for the Marshfield Historic Preservation Committee.
National Register nomination for the Lodi Downtown Historic District in Lodi, WI, for the City of Lodi Historic Preservation Commission.
National Register nomination for the Columbia Park Band Shell in Marshfield, WI, for the Marshfield Historic Preservation Committee.
National Register nomination for the George Holborn House in Lodi, WI, for the City of Lodi Historic Preservation Commission.
National Register nomination for the Daniel Byrnes House in Lodi, WI, for the City of Lodi Historic Preservation Commission.
National Register nomination for the Weinbrenner Shoe Factory in Marshfield, WI, for the Marshfield Historic Preservation Committee.
National Register nomination for the John A. Robertson House in Lodi, WI, for the City of Lodi Historic Preservation Commission.
National Register nomination for the Frank T. Lewis House in Lodi, WI, for the City of Lodi Historic Preservation Commission.

Determination of Eligibility for the Taylor County Highway Repair Shops Complex in Medford, WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for St. Mary's Roman Catholic Church in Odanah, WI, for the Wisconsin Department of Transportation (WisDOT).
National Register nomination for the Clara F. Bacon House in Lodi, WI, for the City of Lodi Historic Preservation Commission.
National Register nomination for the Job Mills Block in Lodi, WI, for the City of Lodi Historic Preservation Commission.
National Register nomination for the Richard W. & Margaret Mills House in Lodi, WI, for the City of Lodi Historic Preservation Commission.
National Register nomination for the Joel M. Pruyn Store Block in Lodi, WI, for the City of Lodi Historic Preservation Commission.
National Register nomination for the Soo Line Steam Locomotive No. 2442 in Marshfield, WI, for the Marshfield Historic Preservation Committee.

2006

Principal Investigator (Architectural History and History) of the Intensive Survey of the city of Evansville, WI, for the City of Evansville. Acted as principal investigator for the survey and completed a reconnaissance survey and an intensive survey of the city.
Principal Investigator (Architectural History and History) of the Intensive Survey of the Town of Perry in Dane County, WI, for the Town of Perry Historic Preservation Commission. Acted as principal investigator for the survey and completed a reconnaissance survey and an intensive survey of the Town.
National Register nomination for the Randall Ave. Historic District in De Pere, WI, for the City of De Pere Historic Preservation Commission.
National Register nomination for the E. Clarke & Julia Arnold House in Columbus, WI, for the owners.
National Register nomination for the N. Michigan St.-N. Superior St. Historic District in De Pere, WI, for the City of De Pere Historic Preservation Commission.

2005

Principal Investigator (Architectural History and History) of the Intensive Survey of the city of Platteville, WI, for the City of Platteville. Acted as principal investigator for the survey and completed a reconnaissance survey and intensive survey of the city.
Principal Investigator (Architectural History and History) of the Intensive Survey of the city of Marshfield, WI, for the City of Marshfield. Acted as principal investigator for the survey and completed a reconnaissance survey and intensive survey of the city.
Part 1 documentation for Cleveland's Hall & Blacksmith Shop in Attica, WI, for the owner.
National Register nomination for the Dietrich & Verena Freitag Farmstead Complex in the Town of Washington, Green County, WI, for the owners.
National Register nomination for the Mary L. Nohl Art Environment in Fox Point, WI, for the Kohler Foundation, Inc.
National Register nomination for the W. Fifth Street-W. Sixth Street Historic District in Marshfield, WI, for the Marshfield Historic Preservation Committee.
National Register nomination for the Courthouse Square Historic District in Lancaster, WI, for the Lancaster Historic Preservation Commission.

2004

National Register nomination for the Grassy Island Range Lights in Green Bay, WI, for the owners.
National Register nomination for the Jenifer-Spaight Streets Historic District in Madison, WI, for the City of Madison Landmarks Commission.
National Register nomination for the Fuhremann Canning Co. Factory in Sun Prairie, WI, for the owners.
Determination of Eligibility for the State Bank of Hillsdale/J. Lemler Block in Hillsdale, WI, for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the St. Mary's Springs Academy in Fond du Lac, WI, for the Wisconsin Department of Transportation (WisDOT).

National Register nomination for the Nathan Strong Park Historic District in Berlin, WI, for the City of Berlin.

2003

National Register nomination for the Henry L. Dahle House in Mt. Horeb, WI, for the owners.
National Register nomination for the Herman B. Dahle House in Mt. Horeb, WI, for the owners.
Principal Investigator (Architectural History and History) of the Intensive Survey of the city of Horicon, WI, for the City of Horicon. Acted as principal investigator for the survey and completed a reconnaissance survey and intensive survey of the city.
National Register nomination for the Union House Hotel in De Pere, WI, for the City of De Pere Historic Preservation Commission.
Participating Humanities Scholar. Research and essay on Carl C. Menes of Lodi, WI, for the Lodi Preservation Committee. Funded by a grant from the Jeffris Foundation through the Wisconsin Humanities Council.
Expansion of the Nakoma Neighborhood Web Site, for the Nakoma Neighborhood Association in Madison, WI.
National Register nomination for the North Sherman Boulevard Historic District in the city of Milwaukee, for the Sherman Neighborhood Association.
National Register nomination for the Columbus Fireman's Park Complex in the city of Columbus, for the Columbus Landmarks Commission.
National Register nomination for the Albert F. Solliday House in the city of Watertown, for the Wisconsin Department of Transportation (WisDOT).
National Register nomination for the St. Bernard's Church Complex in the city of Watertown, for the Wisconsin Department of Transportation (WisDOT).
National Register nomination for the South Washington Street Historic District in the city of Watertown, for the Wisconsin Department of Transportation (WisDOT).
National Register nomination of the Prospect Hill Historic District in Milwaukee, WI, for the Water Tower Landmark Trust.

2002

Principal Investigator (Architectural History and History) of the Intensive Survey of the 32 unincorporated communities in Dane County, for Dane County. Acted as principal investigator for the survey and completed both a reconnaissance an intensive survey of these communities.
National Register nomination for the De Pere Public Library, for the City of De Pere Historic Preservation Commission.
National Register nomination of the College Hills Historic District in Shorewood Hills, WI, for the Village of Shorewood Hills.
National Register nomination of the Shorewood Historic District in Shorewood Hills, WI, for the Village of Shorewood Hills.
Preparation of a Walking Tour brochure of the Nakoma Neighborhood for the Nakoma Neighborhood Association in Madison, WI.
National Register nomination for the Appleton City Park Historic District in Appleton, WI, for the Historic City Park Neighborhood Assoc.
National Register nomination of the American Tobacco Co. Warehouses in Madison, WI, for Urban Land Interests, the owners.
National Register nomination for the Viroqua Downtown Historic District in Viroqua, WI, for the Viroqua Historic Preservation Commission.
Preparation of a Verification of Historic Status Document for the Valecia Condensery Plant in Middleton, WI, for the Alexander Company.
National Register nomination for the John C. Steinman House in Monticello, WI, for the owners.
National Register nomination of the East End Historic District in Middleton, WI, for the Middleton Landmarks Commission.

2001

Principal Investigator (Architectural History and History) of the Intensive Survey of the city of De Pere, for the City of De Pere. Acted as principal investigator for the survey and completed both a reconnaissance an intensive survey of the city.
National Register nomination of the Kenwood Park-Prospect Hill Historic District in Milwaukee, WI, for the Water Tower Landmark Trust.

Part 1 documentation for the Henry L. Dahle House in Mt. Horeb, WI, for the owners.
Principal Investigator (Architectural History and History) of the Reconnaissance Survey of the village of Mazomanie, WI, for the Village of Mazomanie. Acted as principal investigator for the survey and completed a reconnaissance survey of the village.
National Register nomination for the Hotel Loraine in Madison, WI for the City of Madison Landmarks Commission.
National Register nomination of the Christian Dick Block in Madison, for the City of Madison Landmarks Commission.
City of Madison Landmark nomination forms for: the Emily Thompson House, the Henry Draper Block, the King Street Arcade Building, the Luther Memorial Chapel, the Philip Schoen Block, and the Argus Building/Heilmann Block, for the City of Madison Landmarks Commission.
Part 1 documentation for the Herman B. Dahle House in Mt. Horeb, WI, for the owners.

2000

Principal Investigator (Architectural History and History) of the Intensive Survey of the village of Shorewood Hills, for the Village of Shorewood Hills. Acted as principal investigator for the survey and completed both a reconnaissance an intensive survey of the village.
Part 1 documentation for the Kohler Company Factory Complex in Kohler, WI for the Kohler Co.
Part 1 documentation for the Bowler Building in Sheboygan, WI for the City of Sheboygan.
Principal Investigator (Architectural History and History) of the Intensive Survey of the city of Shawano, WI, for the City of Shawano. Acted as principal investigator for the survey and completed both a reconnaissance survey and an intensive survey of the city.
National Register nomination for the Kohler Company Factory Complex in Kohler, WI., for the Kohler Co.

1999

HABS photo documentation of the West Madison Street Bridge in Waterloo, Dodge Co., for Strand Assoc.
National Register nomination of the Horticultural Hall building in Lake Geneva, WI, for the Lake Geneva Conservancy.
National Register nomination of the Waterloo Downtown Historic District in Waterloo, WI, for Strand Assoc.
Principal Investigator (Architectural History and History) of the Intensive Survey of the city of Lodi, WI, for the Lodi Valley Historical Society. Acted as principal investigator for the survey and completed both a reconnaissance survey and an intensive survey of the city.
National Register nomination for the Lodi Street-Prairie Street Historic District in Lodi, WI, for the Lodi Valley Historical Society.
National Register nomination for the Portage Street Historic District in Lodi, WI, for the Lodi Valley Historical Society.
Determination of Eligibility of the Bert & Mary Cunningham Farmstead Complex in Town of Viroqua, Vernon Co., WI, for CH2M Hill Assoc.
National Register nomination for the Port Washington Downtown Historic District in Port Washington, WI, for the Port Washington Historical Society.
Part 1 documentation for the Knocke Building in Sheboygan, WI, for the City of Sheboygan.

1998

Principal Investigator (Architectural History and History) of the Intensive Survey of the city of Port Washington, WI, for the City of Port Washington. Acted as principal investigator for the survey and completed both a reconnaissance survey and an intensive survey of the city.
National Register nomination for the C. M. & St. P. Railroad's Middleton Depot, in Middleton, WI, for the City of Middleton Landmarks Commission.
National Register nomination for the Dr. Newman C. Rowley House, for the City of Middleton Landmarks Commission.
Historic District Survey of the Waterloo Downtown Commercial District in Waterloo, Dodge Co., WI, for Strand Assoc.
Determination of Eligibility of the Waterloo Downtown Commercial District in Waterloo, Dodge Co., for Strand Assoc.

Updated the Walking Tour Brochure of the Olbrich Botanical Gardens in Madison, WI, originally written in 1991 for the Olbrich Botanical Society.
National Register nomination of the Sheboygan Theater in Sheboygan, WI, for the City of Sheboygan.
National Register nomination of the North Point North Historic District in Milwaukee, WI, for the Water Tower Landmark Trust.

1997

Principal Investigator (Architectural History and History) of the Intensive Survey of the city of Columbus, WI, for the City of Columbus Historic Landmarks and Preservation Commission. Acted as principal investigator for the survey and completed both a reconnaissance survey and an intensive survey of the city.
Part 1 Applications for the Christian Dick Block and the E. W. Eddy Block, two commercial buildings located on King Street in Madison, WI, for the owners.
Part 1 Application for the Imig Block, a commercial building located in Sheboygan, for the City of Sheboygan.
National Register nomination for the S. Dickason Blvd. Residential Historic District, for the City Columbus Historic Landmarks and Preservation Commission.
National Register nomination for the Prairie Street Historic District, for the City of Columbus Historic Landmarks and Preservation Commission.
National Register nomination of the Imig Block in Sheboygan, WI, for the City of Sheboygan.
Determination of Eligibility for the Town of La Pointe Town Hall on Madeline Island, WI, for the Town of La Pointe.
History consultant for *Back to Beginnings*, a history of Dane County, Wisconsin, written for fourth graders. Funded by the Dane County Cultural Affairs Commission.

1996

National Register nomination for the Princeton Downtown Historic District in Princeton, WI, for the Princeton Chamber of Commerce.
Principal Investigator (Architectural History and History) of the Intensive Survey of the city of Middleton, WI, for the City of Middleton Landmarks Commission. Acted as principal investigator for the survey and completed both a reconnaissance survey and an intensive survey of the historic core of the city.
National Register nomination for the Depot Hill Historic District in Stoughton, WI, for the City of Stoughton Landmarks Commission.
National Register nomination for the Nakoma Historic District in Madison, WI, for the City of Madison Landmarks Commission.
National Register nomination for the West Lawn Heights Historic District in Madison, WI, for the City of Madison Landmarks Commission.
National Register nomination for the Fourth Lake Ridge Historic District in Madison, WI, for the City of Madison Landmarks Commission.
Preparation of a Walking Tour brochure of the Tenney-Lapham Neighborhood for the Tenney-Lapham Neighborhood Association in Madison, WI.

1995

Section 106 Reconnaissance Survey and necessary subsequent documentation for a highway modernization and relocation project for a portion of USH-14 in Vernon County, for Gremmer Ohm Thowig & Due, architects and engineers.
Principal Investigator for History for the last phase of the City of Madison Intensive Survey. Hired as Assistant Preservation Planner for the City with principal responsibility for undertaking the historical analysis for the survey and for carrying out the field survey, which examined all buildings within the historic boundaries of the City.
Part 1 Application and National Register nomination for the Henry Foeste Store Building in Sheboygan, WI, for the City of Sheboygan.
Walking Tour Brochure and associated materials for Omro, WI, for the city of Omro, WI.
National Register nomination for the Omro City Hall, for the City of Omro, WI.
National Register nomination for the Walworth D. Porter duplex residence in Baraboo, WI, for the owner.

Part 1 Application and a National Register nomination for the 1260 Apartment Building in Milwaukee, WI, for Matex, Inc., the owners.
National Register nomination for the Boscobel Hotel in Boscobel, WI, for the owner, the Boscobel Hotel Preservation Committee.
National Register nomination for the Edwin J. Nieman House outside Mequon, WI, for the owners.

1994

National Register nomination for the Camp Five Museum outside Laona, in Forest County, WI, for the Camp Five Museum Foundation.
National Register nominations for two Art Deco Style water pumping stations in Waukesha, WI, for the City of Waukesha.
National Register nomination for the Omro Downtown Historic District in the city of Omro, WI, for the City of Omro.
Determination of Eligibility for the Scofield Road Bridge in Lebanon Township, Dodge County, WI, for Gremmer-Ohm, Architects and Engineers.
Determinations of Eligibility for the Prairie Du Sac Hydro facility in Prairie Du Sac, WI; and the Chicago and Northwestern Railroad Bridge at Merrimac, WI; both for the Wisconsin Power and Light Company.
Determination of Eligibility for the Charles T. Taylor house in Wautoma, Waushara County, WI, for Gremmer-Ohm, Architects and Engineers.
Determination of Eligibility for the Arthur J. Walker Farmstead in Wautoma, Waushara County, WI, for Gremmer-Ohm, Architects and Engineers.
Determination of Eligibility for the David Lockerby house in Wautoma, Waushara County, WI, for Gremmer-Ohm, Architects and Engineers.
Determination of Eligibility for the Wautoma Town Hall in Wautoma, Waushara County, WI, for Gremmer-Ohm, Architects and Engineers.

1993

District Survey of the downtown portion of the city of Wautoma, Waushara Co., WI, for Gremmer-Ohm, Architects and Engineers.
National Register Nomination for the Frederick Schumann Farm in Berry Township, Dane County, WI, for the owners.
National Register Nomination for the Wilmanor Apartments building in Racine, WI, for the Alexander Company of Madison, WI.
Determination of Eligibility for the Plover Grove Road Bridge in Lebanon Township, Dodge County, WI, for Gremmer-Ohm, Architects and Engineers.
National Register Nomination for the Annapee Brewery in Algoma, WI, for the owners.
HABS-HAER documentation for two buildings in the Boscobel Downtown Historic District, Boscobel, WI, for the Boscobel State Bank.
National Register Nomination for the Art Dettman Fishing Shanty in Algoma, WI, for the owner.
Consultant to the Milwaukee office of HNTB, the nationwide engineering and planning firm, to assist in the preparation of design proposals and design guidelines for the Broadway Historic District in Green Bay, WI.

1992

History section of the UW-Madison's Lathrop Hall Historic Structures Report (HSR), for Strang Assoc., of Madison, WI.
National Register Nomination for Block C Historic District in Waukesha, WI, for the City of Waukesha.
National Register Nomination for the Barrett House in Waukesha, WI, for the City of Waukesha.
National Register Nomination for the Becker and Schaffer Store Building in Waukesha, WI, for the City of Waukesha.
National Register Nomination for the C & NW Railroad Depot Building in Waukesha, WI, for the City of Waukesha.
National Register Nomination for the James Store Building in Waukesha, WI, for the City of Waukesha.

National Register Nomination for the Merten House in Waukesha, WI, for the City of Waukesha.
National Register Nomination for the Fabacker House in Waukesha, WI, for the City of Waukesha.
National Register Nomination for the Crosse House in Sun Prairie, WI, for Sun Prairie Historical Restorations, Inc.
National Register Nomination for Marshall Hall in the Village of Lake Delton, Sauk County, WI, for the Town of Delton.
National Register Nomination for the Moose Temple Building in Fond Du Lac, WI, for the City Center Limited Partnership.
District Survey of the downtown portion of the village of Palmyra, WI, for the village of Palmyra.
District Survey of the Boscobel Downtown Historic District in the village of Boscobel, WI, for the Boscobel State Bank.
National Register Nomination for the Bijou Theater in Marinette, WI, for the Alexander Companies of Madison, WI.
National Register Nomination for the George Halada Farmstead in Kewaunee County, WI, for the owners.

1991

North Main Street Walking Tour brochure for the Oregon Historical Society, Oregon, WI.
National Register Nomination for the Henry Mall Historic District in Madison, WI, on the University of Wisconsin campus, for Hammel Green Abrahamson, Inc.(HGA), Milwaukee, WI.
A History of the Olbrich Botanical Gardens in Madison, WI, written for the Olbrich Botanical Society. Published as a booklet and also in reduced form as a brochure.
National Register Nomination for the Jung Shoe Manufacturing Company Factory in Sheboygan, WI., for the Alexander Companies of Madison, WI.
National Register Nomination for the Wolff-Jung Shoe Company factory in Sheboygan, WI., for the Alexander Companies of Madison, WI.
National Register Nomination for the John Balzer Wagon Company factory complex in Sheboygan, WI., for the Alexander Companies of Madison, WI.
National Register Nomination for the John Coumbe Farmstead Historic District, Richland County, WI., for the owner.
Determination of Eligibility for the Wisconsin River Division Hydroelectric Facility in Whiting, Wisconsin, for the Great Lakes Archeological Research Center, Milwaukee, WI.
Determination of Eligibility for the Consolidated Paper Company paper mill at Wisconsin Rapids, Wisconsin for the Great Lakes Archaeological Research Center, Milwaukee, WI.
Determination of Eligibility for the Consolidated Paper Company's Wisconsin River Division paper mill at Whiting, WI, for the Great Lakes Archaeological Research Center, Milwaukee, WI.
National Register Nomination for the Willard Greenfield Farmstead, Dodge County, WI, for the owner.
Determination of Eligibility for the Henry Mall Historic District in Madison, WI, on the University of Wisconsin campus, for Hammel Green Abrahamson, Inc. (HGA), Milwaukee, WI.
Determination of Eligibility for the Wyoming Valley School (by Frank Lloyd Wright) and the Upper Wyoming Valley School, both in Town of Wyoming, Iowa County, WI, for the Wisconsin Department of Transportation (WisDOT).
National Register Nomination for the Northwestern Hotel in Waukesha, WI, for the City of Waukesha.
Four individual National Register Nominations for the four Morey Houses in the Westowne Subdivision of Waukesha, for the City of Waukesha.
National Register Nomination for the El Dorado Apartments in Fond Du Lac, WI, for the Alexander Companies of Madison, WI.

1990

Determination of Eligibility for the Kingston Mill in Kingston, WI, for Barrientos, Assoc. of Madison, WI.
Creation of a walking tour brochure of the Old Market Place Neighborhood, for the City of Madison Landmarks Commission, Madison, WI.

National Register Nomination for the East Broadway Residential District in Waukesha, for the City of Waukesha.
Determination of Eligibility for the Upper Red River Dam and Powerhouse in Gresham, WI, for the Gresham Utility Co.
Determination of Eligibility for the Thornapple Dam Historic District, for the Northern States Power Company, Eau Claire, WI.
Determination of Eligibility for the Hayward Dam Historic District, for the Northern States Power Company, Eau Claire, WI.
Determination of Eligibility for the White River Dam Historic District; for the Northern States Power Company, Eau Claire, WI.
National Register Nomination for the German Church of Waukesha, for the City of Waukesha.
Walking tour brochure of Mazomanie, WI, for the Mazomanie Historical Society.
Determination of Eligibility for the University of Wisconsin-Madison's Wisconsin High School, for Hammel Green and Abrahamson, Inc. (HGA) of Milwaukee, WI.
Determination of Eligibility for the Clifford Hill Gas Station in the Town of Marcellon, Columbia County, WI, for WisDOT.
Determination of Eligibility for the Waterloo City Hall Historic District in downtown Waterloo, WI, for WisDOT.
Determination of Eligibility for the University of Wisconsin-Madison's Nurse's Home, for Hammel Green and Abrahamson, Inc. (HGA) of Milwaukee, WI.

1989

Determination of Eligibility for the William Bauman Farmstead Historic District, Marathon County, WI, for WisDOT.
Determination of Eligibility for the Superior Falls Historic District; for the Northern States Power Company, Eau Claire, WI.
Determination of Eligibility for the Big Falls Historic District, for the Northern States Power Company, Eau Claire, WI.
Determination of Eligibility for the Chippewa Falls Historic District, for the Northern States Power Company, Eau Claire, WI.
Determination of Eligibility for the Trego Dam Historic District; for the Northern States Power Company, Eau Claire, WI.
Walking tour brochure of the Greenbush-Vilas Neighborhood for the City of Madison Landmarks Commission, Madison, WI.
National Register Nomination for the Nelson Beckwith House, Berlin, WI, for the owner.
National Register Nomination for the Waukesha First Congregational Church, for the City of Waukesha.
National Register Nomination for the Charles E. Nelson House, for the City of Waukesha.
National Register Nomination for the James F. Buckley House; for the City of Waukesha.
National Register Nomination for the Mazomanie Downtown Historic District, for the Village of Mazomanie, WI.
Determination of Eligibility for the Rueping Tannery Historic District, Fond du Lac, WI, for the City of Fond du Lac Planning Department.
Determination of Eligibility for the Paul Seyfert Farmstead, Washington County, WI, for the Wisconsin Department of Transportation (WisDOT).

1988

Determination of Eligibility for the Saxon Falls Historic District for the Northern States Power Company, Eau Claire, WI.
Determination of Eligibility for the St. Coletta School Historic District, in Jefferson County, WI; for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Christberg Memorial Chapel, in Jefferson County, WI; for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the St. Lawrence Church Historic District, in Jefferson County, WI; for the Wisconsin Department of Transportation (WisDOT).
Determination of Eligibility for the Andrew Reinel Farmstead Historic District, in Jefferson County, WI; for the Wisconsin Department of Transportation (WisDOT).

National Register Nomination for the Madison Street Historic District, Waukesha, WI, for the City of Waukesha.
National Register Nomination for the Hotel Rogers in Beaver Dam, WI, for the owners.
National Register Nomination for the Hazel Green Town Hall in Hazel Green, WI, for the owners.
Determination of Eligibility for the Moose Temple Building in Fond du Lac, WI, for the City Center Limited Partnership.

1987 Determination of Eligibility for the Frederick Lehmann Farmstead in Jefferson County, WI, for the Wisconsin Department of Transportation (WisDOT).
National Register Nomination for the Oakland-Dousman Streets Historic District in Green Bay, WI, for the City of Green Bay Planning Department.
Walking tour brochure of the University Heights Neighborhood, for the City of Madison Landmarks Commission, Madison, WI.
National Register Nomination for the Northwestern Military Academy in Lake Geneva, WI, for the owners.

1986-88 Principal Investigator for Architectural History for the city of Green Bay Intensive Survey with the firm of Howard, Needles, Tammen and Bergendoff, Milwaukee, WI, for the City of Green Bay. Principal responsibility for undertaking all architectural analysis for the survey and for carrying out the field survey, which intensively analyzed and inventoried 3000 individual sites.

1985 National Register Nomination for Camp Wawbeek in Wisconsin Dells, WI, for the Easter Seal Society of Wisconsin.

1984 National Register Nomination for the Racine Elks Lodge in Racine, WI (with Katherine R. Rankin).
National Register Nomination for the Hotel Retlaw in Fond du Lac, WI (with Katherine R. Rankin).
National Register Nomination for the Emily Baker Residence in Lake Geneva, WI (with Katherine R. Rankin).

1981 National Register Nomination for the University Heights Historic District in Madison, WI, for the City of Madison Landmarks Commission.

1980-84 Assistant Planner for Historic Preservation, City of Madison, WI. Hired to prepare University Heights Historic District National Register Nomination. Subsequently organized and carried out historic component of research for the City of Madison Intensive Survey.

1980 National Register Nomination for the Brittingham Park Boathouse in Madison, WI, for the City of Madison Landmarks Commission.

1979 Principal Researcher for Historic Newport, Inc., of Madison and Milwaukee, WI.

1972-75 Research Assistant. University Bay Project. UW Graduate School, UW-Madison.

PUBLICATIONS: (*)

1987 The University Heights Historic District: A Walking Tour. City of Madison Landmarks Commission, 1987.

1988 Howard, Needles, Tammen and Bergendorf (in association with Timothy F. Heggland). Green Bay Intensive Resource Survey: Final Report. Milwaukee, Wisconsin: Howard, Needles, Tammen and Bergendorf, 1988.

1990 Sprague, Paul (ed.) "Frank Lloyd Wright's Gilmore House." Frank Lloyd Wright and Madison: Eight Decades of Artistic and Social Interaction, Madison, Wisconsin: Elvehjem Museum of Art, 1990.

1990 Mazomanie Landmarks. (in association with members of the Mazomanie Historical Society). Mazomanie, Wisconsin: Mazomanie Historical Society, 1990.

1991 The Greenbush-Vilas Area: A Walking Tour: Madison, Wisconsin: City of Madison Landmarks Commission, 1991.

1991 Olbrich Gardens, A Dream Fulfilled. A history of the gardens written for the Olbrich Botanical Society. Madison, Wisconsin, 1991. (Published as both a booklet and a brochure.)

1991 North Main Street Walking Tour: Brochure for the Oregon Historical Society. Oregon, Wisconsin, 1991.

1991 The Old Market Place Neighborhood: A Walking Tour: Madison, Wisconsin: City of Madison Landmarks Commission, 1992.

1993 Strang, Inc. and Finegold Alexander & Associates, Inc. (in association with). Historic Structure Report, Lathrop Hall, University of Wisconsin. Madison: June 1993, vol. 2 (History).

1995 Strolling Through Omro's Past: a self-guided historic tour of Omro, WI. City of Omro, 1995.

1996 Middleton Intensive Resource Survey: Final Report. Middleton, Wisconsin: Middleton Landmarks Commission, 1996.

1997 The Tenney-Lapham Neighborhood: A Walking Tour. For the Tenney-Lapham Neighborhood Association, 1997.

1997 Columbus Intensive Resource Survey: Final Report. Columbus, Wisconsin: Columbus Historic Landmarks and Preservation Commission, 1997.

1998 Port Washington Intensive Resource Survey: Final Report. Port Washington, Wisconsin: City of Port Washington, 1998.

1999 Lodi Intensive Resource Survey: Final Report. Lodi, Wisconsin: Lodi Valley Historical Society, 1999.

2000 Shorewood Hills Intensive Resource Survey: Final Report. Shorewood Hills, Wisconsin: Village of Shorewood Hills, 2000.

2000 Shawano Intensive Resource Survey: Final Report. Shawano, Wisconsin: City of Shawano, 2000.

PUBLICATIONS, CONTINUED: (*)

2001 Mazomanie Reconnaissance Survey: Final Report. Mazomanie, Wisconsin: Village of Mazomanie, 2001.

2001 De Pere Intensive Resource Survey: Final Report. De Pere, Wisconsin: City of De Pere, 2001.

2002 The Nakoma Neighborhood: A Walking Tour. Madison, Wisconsin: City of Madison Landmarks Commission, 2002.

2002 Cybart, Sharon and Jerry Minnich (eds.). "Olbrich Botanical Gardens History." Olbrich Botanical Gardens: Growing More Beautiful. Madison, Wisconsin: Prairie Oak Press, 2002.

2002 Unincorporated Hamlets of Dane County Intensive Resource Survey: Final Report. Madison, Wisconsin: County of Dane, 2002.

2003 Horicon Intensive Resource Survey: Final Report. Horicon, Wisconsin: City of Horicon, 2003.

2005 Marshfield Intensive Resource Survey: Final Report. Marshfield, Wisconsin: City of Marshfield, 2005.

2005 Platteville Intensive Resource Survey: Final Report. Platteville, Wisconsin: City of Platteville, 2005.

2006 Evansville Intensive Resource Survey: Final Report. Evansville, Wisconsin: City of Evansville, 2006.

2006 Town of Perry Intensive Resource Survey: Final Report. Daleyville, Wisconsin: Town of Perry, 2006.

2009 Washburn Intensive Resource Survey: Final Report. Washburn, Wisconsin: City of Washburn, 2009.

2009 Lancaster Intensive Resource Survey: Final Report. Lancaster, Wisconsin: City of Lancaster, 2009.

2010 Eastside Hill and Westside Neighborhoods Intensive Resource Survey: Final Report. Eau Claire, Wisconsin: City of Eau Claire, 2010.

2011 Stevens Point Intensive Resource Survey: Final Report. Stevens Point, Wisconsin: City of Stevens Point, 2011.

2013 Madison Near West Side Neighborhoods Intensive Resource Survey: Final Report. Madison, Wisconsin: City of Madison, 2013.

2015 Update of 1997 City of Columbus Intensive Resource Survey: Final Report. Columbus, Wisconsin: City of Columbus, 2015.

2016 Update of 1993 City of Portage Intensive SurveyReport. Portage, Wisconsin: City of Portage, 2016.

2017 Weisiger, Marsha (ed). "Revival Styles and the Role of Chicago Architects." Buildings of Wisconsin. Charlottesville: University of Virginia Press, 2017.

* Dates given are dates of publication.

WISCONSIN HISTORICAL SOCIETY
816 State Street Madison, Wisconsin 53706

MEMORANDUM OF AGREEMENT BETWEEN WISCONSIN STATE HISTORIC PRESERVATION OFFICE AND CITY OF DE PERE, WISCONSIN

SUBJECT: Subgrant funding up to $12,000 from federal Historic Preservation Fund through a subgrant from the State of Wisconsin
Project No. WI-21-10015

DATE OF AWARD: Feb. 19, 2021

POINT OF CONTACT: Jason Tish: jason.tish@wisconsinhistory.org 608-264-6512

This agreement between the State Historic Preservation Office (SHPO), and the City of De Pere, Wisconsin (Grantee) stipulates the terms and conditions of the funding for the above-referenced project, as well as the scope for work for the project. The grantee will undertake and coordinate a project to prepare National Register of Historic Places nomination materials for three individual properties in the city:

- a private residence located at 1218 Fox River Drive,
- a private residence located at 815 Nicolet Avenue, and
- a private residence located at 1336 Ridgeway Boulevard.

Completion of these nominations are supported by a grant of up to $12,000 from the federal Historic Preservation Fund (HPF) through a subgrant from the Wisconsin SHPO in support of the National Register of Historic Places (NRHP) program in Wisconsin. The NRHP program was established by the National Historic Preservation Act of 1966 (as amended), and is administered by the National Park Service, U.S. Department of the Interior. The Catalog of Federal Domestic Assistance number is 15.904.

The SHPO and the Grantee agree to the following:

Scope of Work

The Grantee will carry out the project as stipulated in this document and in the *Scope of Work* (*Attachment A)*.

Period of Performance

All work related to this project will be conducted between the date of the *Purchase Order* for this project and **August 31, 2022**.

Intermediate Deadlines

There are intermediate deadlines for project activities, reporting, and deliverables stipulated below and in the *Scope of Work.* Intermediate deadlines may be amended subject to the *Amendments* section below.

Oct. 15, 2021 – First *Progress Report* to SHPO is due
Jan. 14, 2022 – Second *Progress Report* to SHPO is due (if project is not complete)
April 15, 2022 – Third *Progress Report* to SHPO is due (if project has not been completed)
July 29, 2022 – All deliverables in the *Scope of Work* are due
Aug. 31, 2022 – **Project work must be complete**, prepare final reimbursement requests
Sept. 15, 2022 – Final *Reimbursement Request* and *Project Completion Report* are due
Sept. 30, 2022 End of federal fiscal year. **No more project work or reimbursement**

The Grantee will notify the SHPO if any situation arises that will adversely affect the timely or successful completion of this project.

The SHPO will review all deliverables within 30 days of receipt, and work with the consultant team to rectify incomplete or inadequate content. Project-related activities may occur after submission of deliverables.

Qualified Professional Consultation

To complete the Scope of Work, the Grantee will enter into a contract with a principal investigator who meets whose professional qualifications have been reviewed by the SHPO and determined to meet the *Secretary of the Interior's Professional Standards for Archaeology or Historic Architecture*. SHPO staff will maintain contact with the principal investigator for the duration of the project, and provide any training, advice, and technical assistance needed for the successful completion of project work. The Grantee will verify that sub-contractors hired by the principal investigator also meet the Professional Qualification Standards.

Contracts

The Grantee will provide SHPO with an opportunity to review and approve drafts of contracts for project-related work prior to executing such contracts.

The Grantee will comply with federal procurement standards in Chapter 17 of the Historic Preservation Fund Grants Manual (*HPF Manual*) when obtaining professional consulting services, and will submit documentation of such *prior to* reimbursement.

The Grantee will not contract with any party who is disbarred, suspended, or is otherwise excluded from or ineligible for participation in Federal assistance programs under *Executive Order 12549, Debarment and Suspension*.

Allowable Costs

Generally, expenses for the following types of activities are reimbursable under this grant when they are incurred in the completion of project. See Ch. 13 of the *HPF Manual* for more specific eligibility requirements:

- Professional and consulting service
- Travel
- Equipment, materials, and supplies used for project activities
- Exhibits for public display of project accomplishments
- Meeting facilities
- Printing of project materials and deliverables
- Advertising, marketing, and public information
- Time spent by CLG staff coordinating the project activities or hiring and directing consultants

All project-related costs are subject to applicable principles in the following *Office of Management and Budget (OMB) Circulars.*

- A-21 *Cost Principles for Educational Institutions* (as revised 5/10/2004);
- A-87 *Cost Principles for State, Local and Indian Tribal Governments* (as revised 5/10/2004);
- A-122 *Cost Principles for Nonprofit Organizations* (as revised 5/10/2004);
- A-102 *Grants and Cooperative Agreements with State and Local Governments* (as amended 8/29/97);
- A-110 *Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations*, (as amended 9/30/99), and
- A-133 *Audits of Institutions of States, Local Governments, and Nonprofit Institutions* (as revised 6/27/03).

If the Grantee receives $750,000 or more annually in total federal funds, the Grantee will comply with the provisions of *OMB Circular A-133*, *Single Audit Act of 1984*, and submit to the SHPO a copy of the audit report within 30 days of publication.

All project-related spending will meet federal requirements for the Historic Preservation Fund, meet state requirements for the HPF subgrant program, conform to the approved project budget and occur within the period of performance, and be necessary and reasonable for the completion of the *Scope of Work*.

Grant funding may not be used for any work associated with "lobbying," in accordance with *18 U.S.C. 1913*.

Reimbursement

The Grantee may request reimbursement for project-related expenses any time, and as often as necessary during the course of project work.

The Grantee will request reimbursement for project-related expenses by completing a *Reimbursement Request* form provided by the SHPO. Each *Reimbursement Request* will be accompanied by:

- Documentation of project-related expenses (receipts, paid invoices, etc.)
- Documentation that those expenses were paid (receipt, satisfied invoices, cancelled checks, etc.)

On receipt of a *Reimbursement Request*, the SHPO will reimburse the Grantee, within 60 days, for allowable, paid, and documented costs directly related to the funded project.

The SHPO will reimburse the Grantee up to 75% of the grant award prior to the completion of the project. The SHPO will release the remaining 25% of the grant award after receipt of the final *Reimbursement Request Project Completion Report*, all deliverables stipulated in the *Scope of Work*, and a review of auditable records by SHPO staff.

The Grantee will submit a final *Reimbursement Request* on or before **September 15, 2022** for all unreimbursed, project-related expenses.

Reimbursement of project-related expenses is subject to availability of federal HPF funding committed to the SHPO from the National Park Service.

Retention of Records

The Grantee will retain all records related to project expenses and the procurement of professional services for at least three years after completion of the project. The Grantee will provide, upon request, access to these records to the State Legislative Audit Bureau, the SHPO, the National Park Service, the Department of the Interior, the Comptroller of the United States, and any of their duly authorized representatives.

Amendments

After the execution of this MOA, the Grantee may propose, in writing, changes to the *Scope of Work*, budget, or deliverables to the SHPO in accordance with the requirements in section 11 of the *CLG Subgrant Manual*. The SHPO will respond within 30 days, either accepting or rejecting the proposed changes.

The *Period of Performance* cannot be amended because it is tied to federal deadlines for disbursement of Assistance funding.

General Stipulations

Because federal funds will be used to complete this project, materials produced with this funding will remain in the public domain and may not be copyrighted.

The Grantee will comply with all federal and state laws and regulations concerning equal opportunity, affirmative action, and fair employment practices.

The Grantee will comply with all applicable regulations, laws, policies, guidelines, and requirements of this federal grant program, including applicable Secretary of the Interior's standards.

The Grantee will comply *with Title VI of the Civil Rights Act of 1964* that states that no person, on the grounds of race, color, marital status, religious creed or national origin, will be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal assistance.

The Grantee will comply with the *Rehabilitation Act of 1973* and the *Age Discrimination Act of 1975* and all requirements imposed by or pursuant to the *Department of the Interior Regulations (43 CFR 17)* issued pursuant to these titles, to the end that, no person in the United States shall, on the grounds of age or physical ability, be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any program or activity for which the Grantee receives financial assistance from the National Park Service, and hereby gives assurance that it will immediately take any measures to effectuate this agreement.

Any income earned during the *Period of Performance* by a Grantee from any project-related activities for which the Grantee requests reimbursement will be subtracted from the amount of the grant award.

The Grantee will indemnify and hold harmless the State Historic Preservation Officer, the Wisconsin Historical Society, and its officers, employees, and agents from actions or claims filed in response to any injury or damage received by any persons or property resulting from the Grantee's efforts to accomplish the *Scope of Work*.

Acknowledgment of Federal Assistance

The following acknowledgment of federal assistance (also available in Section 7 of the *Subgrant Manual*) will be printed in any publication or visual product resulting from this project. Publications, materials, projects, news release, speeches, and other dissemination of information relating to this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

"*The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin Historical Society. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin Historical Society. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin Historical Society.*"

Termination of This Agreement

Either party may terminate this agreement by written notification to the other before the project is completed, and at least 60 days prior to the termination of the agreement.

If this agreement is terminated by the SHPO, except for reasons of non-compliance by the Grantee, the SHPO will reimburse the Grantee up to a maximum of 100% of the eligible costs incurred up to the termination date.

If this agreement is terminated by the Grantee, the SHPO may, at the discretion of the State Historic Preservation Officer, reimburse the Grantee for a maximum of 50% of the eligible costs incurred to the termination date, or may require the Grantee to return any or all federal funds transferred to the Grantee by the termination date, depending upon the circumstances of the termination. This agreement becomes effective upon signature by both parties below, and the receipt by the Grantee of a *Purchase Order* for the contract sum from the Wisconsin Historical Society on behalf of the State Historic Preservation Officer

CITY OF DE PERE

J. J. Boyd 7/28/2021

James Boyd — Date
Mayor, City of De Pere

Joel S. Zegers 8/2/21

Joseph Zegers — Date
Finance Director, City of De Pere

WISCONSIN STATE HISTORIC PRESERVATION OFFICE

Daina Penkiunas 8/17/2021

Daina Penkiunas — Date
State Historic Preservation Officer

Attachment A: Scope of Work
Project No. WI-21-10015
De Pere, Wisconsin

The State Historic Preservation Office (SHPO), Wisconsin Historical Society, and the City of De Pere, Wisconsin (Grantee), agree to the following scope of work and project conditions for the completion of National Register of Historic Places nomination documents for three individual properties in the city:

- a private residence located at 1218 Fox River Drive,
- a private residence located at 815 Nicolet Avenue, and
- a private residence located at 1336 Ridgeway Boulevard.

Compliance with Federal and State Guidance

Nomination forms and supporting materials for the National Register of Historic Places will be completed in accordance with the guidance in *National Register Bulletin 16A: How to Complete the National Register Registration Form*. The nominations will comply with *Additional Wisconsin SHPO Requirements*. The nominations will be submitted using the "Wisconsin Preferred" nomination form. The Grantee will direct the principal investigator to these documents, and notify them that compliance is required.

Subgrant Manual

In the allocation and use of this federal grant funding, the Grantee will comply with all standards and requirements in the *Historic Preservation Subgrant Administration Manual* (*Subgrant Manual*) published by the SHPO. The Grantee will direct the principal investigator to the *Subgrant Manual*, and notify them that compliance is required.

Request for Bids

After the execution of the Memorandum of Agreement (MOA), the local government of De Pere will issue a Request for Bids (RFB) to professional historic preservation consultants who have expressed interest in completing the nominations, and other consultants who may be interested in bidding on the project. The city will use a competitive negotiation process for procurement of professional services, selecting the most qualified competitor.

Contract Template

A contract template is provided for the convenience of the City. This template will be used when contracting with a consultant for the performance of the *Scope of Work*. While this template may be revised, sections XIII and XIV are critical to the integrity of the National Register program, and will be retained unrevised.

Principal Investigator and city staff

The consultant(s) selected to prepare the nominations will serve as the Principal Investigator(s) for the project, and must meet the *Secretary of the Interior's Professional Qualification Standards for Archaeology or Architectural History*. The city of De Pere will consult with the SHPO to ensure that the selected consultant meets these standards. City staff will assist the consultant in facilitating project work. SHPO staff will maintain contact with the principal investigator for the duration of the project, and provide any training, advice, and technical assistance needed for the successful completion of project work. Time spent by city staff to facilitate the project is eligible for reimbursement by the subgrant, and will be tracked and claimed for reimbursement.

SHPO review of nomination(s)

The SHPO will review and approve the scope and boundaries of the nomination prior to commencement of work. After each draft nomination is submitted to the SHPO, the SHPO will retain editorial privilege over all nominations. The city of De Pere will inform the Consultant(s) of their responsibility to participate in an iterative revision process for each nomination with the National Register staff at the SHPO, which may extend beyond the Period of Performance of the grant-funded project.

Deliverables

The following items will be submitted for each nomination by the project completion date. Each is more fully described in the supplementary manual. The completed nomination(s) is due at the SHPO by **July 30, 2022** in order to allow time for SHPO staff to ensure that all deliverables are complete and sufficient prior to the end of the Period of Performance.

1. One electronic copy and one paper copy of the National Register of Historic Places Inventory-Nomination Form (NPS Form 10-900).
2. One electronic copy and one paper copy of a 200-300-word summary of the significance of the property.
3. The full text of the nomination and of the summary statement on compact disk.
4. Photographs: Two commercially printed sets of digitally produced images printed at a size of 4" x 6" and labeled on the back in pencil. Digital image files in TIFF format on an archival compact disk. Al photographs, printed and digital, will comply with the National Park Service's *National Register Photo Policy*.
5. A PowerPoint presentation that fully documents the significance and appearance of the property for the Review Board meeting. The PowerPoint presentation must be compressed to create a file of manageable size. The presentation must be submitted on a CD together with the individual original uncompressed image files. Image files must be in JPG format at a minimum resolution of 300 DPI and a minimum width of 2000 pixels on the longest side. This should result in a file size of around 7MB. The individual image files must be labeled with the AHI number and descriptive detail.
6. Original USGS quadrangle maps as needed to identify the nominated property. The maps must be labeled in pencil as specified by the National Register and the SHPO and must include construction lines for the calculation of UTM coordinates.
7. District maps, site plans, and/or floor plans, as needed.
8. A complete list of all current property owners as listed in the land or tax records after the nomination is scheduled for a Review Board meeting. Historic district nominations require three full sets of mailing labels submitted on Avery 5160 or similar label format.
9. One completed nomination submission checklist.
10. An update to the Wisconsin Historic Preservation Database (WHPD) as directed in the *Subgrant Manual*. New or updated records are required for all resources in the district whether contributing or non-contributing. The information for the nomination resources will be entered into WHPD by the consultant. The consultant will be given free access to WHPD for one month in order to enter the nomination findings for this project.
11. The City of De Pere will advise the consultant that they will be responsible for presenting the nomination(s) to the State Historic Preservation Review Board when it appears on the Board's agenda, and that any edits or additional information required by the State Review Board or the National Park Service will be provided by the consultant. Costs associated with this review process will be included in the project budget.

Acknowledgment of Federal Assistance

The following acknowledgment of federal assistance (also available in Section 7 of the *Subgrant Manual*) will be printed in any publication or visual product resulting from this project. Publications, materials, projects, news release, speeches, and other dissemination of information relating to this project must also acknowledge the financial support of the National Park Service and the Wisconsin Historical Society.

"*The activity that is the subject of this (type of publication) has been financed (in part/entirely) with Federal Funds from the National Park Service, U.S. Department of the Interior, and administered by the Wisconsin Historical Society. However, the contents and opinions do not necessarily reflect the views or policies of the Dept. of the Interior or the Wisconsin Historical Society. Nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Dept. of the Interior or the Wisconsin Historical Society*."

The following identifies all of the steps needed for the City to complete the needed steps of a 2021-2022 Grant from WHS.

2021-22 Grant steps per MOA with City Aprovals ($12,000)

	Jun		Jul		Aug		Sep		Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec	
City Receives DRAFT MOA	10	18																																				
HPC Approves DRAFT MOA		21																																				
Staff Revises MOA with WHS																																						
CC Approves MOA				20																																		
Mayor & Finance Director Sign MOA				28	2																																	
WHS Signs MOA																																						
Staff DRAFTS and Mails RFP to WHS List			2																																			
Staff Ranks all Qualifying Candidate Responses																																						
HPC Selects and Recommends Consultant to Council						16																																
CC Approves Consultant Agreement (Contract)							7																															
Mayor & Clerk Sign Agreement																																						
Consultant Sign Agreement																																						
First Progress Report Due to SHPO									15																													
Second Progress Report Due to SHPO															15																							
Third Progress Report Due to SHPO																					15																	
Scope of Work Deliverables Due to WHS																										30												
Consultant Promised Document Submittal to HPC																								1														
NOT REQUIRED: HPC reviews and Supports Project																									20													
Final Reimbursement Request Due																																15						
Project Completion Report Due																																15						
Reimbursable Project Ends with Fiscal Year																																30						
WHS Hosts Neighbor Meeting																																	?	?	?	?	?	?
WHS Sets Project for Review & Park Service																																	?	?	?	?	?	?

WHS
Staff
HPC
CC
Consultant

Updated for September 7, 2021 Common Council Meeting.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**Engineering**
FROM:	**Scott Thoresen**
SUBJECT:	**Resolution #21-96 Authorizing Agreement for Contractor Services between the City of De Pere and Holubar Construction Company, Inc. (Railroad Spur Removal-Biotech Way).**

ATTACHMENTS:

- Reso21-96 (PDF)
- Holubar Construction (Rail Spur Removal)8-19-21 (PDF)
- Exhibit A-Holubar Construction RFP (PDF)
- Exhibit B-Holubar Construction Company-Rail Spur Removal (PDF)
- 2021 0907 CI_CC-Award_21-18 (PDF)
- 2021 0812 CE_21-18 BID TAB (PDF)

RESOLUTION #21-96

AUTHORIZING AGREEMENT FOR CONTRACTOR SERVICES BETWEEN
THE CITY OF DE PERE AND HOLUBAR CONSTRUCTION COMPANY, INC.
(Railroad Spur Removal-Biotech Way)

WHEREAS, the City is in need of services for the removal of 640 feet of railroad spur and replacement rail at the site of the switch removal near Biotech Way in accordance with Canadian National Standards and approval; and

WHEREAS, Holubar Construction Company, Inc. has available and offers to provide personnel and equipment necessary to accomplish said removal services in the required timeframe.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and City Clerk are authorized and directed to enter into such Agreement for Contractor Services Between the City of De Pere and Holubar Construction Company, Inc., as is attached hereto.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 7th day of September, 2021.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

AGREEMENT FOR CONTRACTOR SERVICES BETWEEN THE CITY OF DE PERE AND HOLUBAR CONSTRUCTION COMPANY, INC. (Railroad Spur Removal – Biotech Way)

THIS AGREEMENT made and entered into this _____ day of _____, 2021, by and between the City of De Pere, Wisconsin, ("City") and Holubar Construction Company, Inc., a Wisconsin corporation ("Contractor").

I. SCOPE OF CONTRACTING SERVICES

Contractor agrees to perform the removal of 640 feet of railroad spur, including the installation of replacement rail where the switch is removed, in accordance with Canadian National Standards and approval, as further described in the City's Request for Proposals, Project 21-18 Railroad Spur Removal Biotech Way attached and incorporated herein as Exhibit A. Any change to the scope of services as identified therein shall be defined in writing and authorized by both parties prior to performing such work. Such writing shall include the scope of work to be done, the schedule for commencing and completing the work and the basis for compensation for such work. No standard terms or conditions of Contractor's Proposal are incorporated into this Agreement unless such term is specifically written into the Agreement.

II. COMPENSATION

Contractor shall complete the work, resulting in a credit to the City in the amount of Seven Thousand Dollars (-$7000), as provided in Contractor's Proposal attached hereto and incorporated herein as Exhibit B. The City shall be responsible for payment of the remaining Seven Thousand Five Hundred Dollars ($7,500) required to be paid to the Wisconsin Department of Transportation for one-half of the proposed scrap value.

III. INSURANCE

The Contractor shall maintain during the course of the project, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement as stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than $1,000,000 per occurrence; with additional umbrella liability insurance coverage to a total of not less than $5,000,000.

2. Automobile Liability

(A) Coverages must include the following extensions:
Comprehensive Form
(1) All Owned Autos
(2) All Hired Autos
(3) All Non-Owned Autos
(4) Mobile Equipment
(5) Specialized Equipment
(6) Contractual Liability
(7) Uninsured Motorists to Limit of Policy
(8) Additional Insured Endorsement naming City of De Pere, its employees, agents and assigns

(B) Limits of Liability:
Combined Single Limit/Bodily Injury and Property Damage:
$1,000,000 per person/per accident

Uninsured/Underinsured Motorists:
Limits equal to above combined single limit

3. Worker's Compensation and Employers' Liability Insurance
Limits of Liability: Statutory

The Contractor shall provide City with a certificate of insurance outlining the required coverage and which names the City as an additional insured thereunder for purposes of the Contract. A copy of the Additional Insured Endorsement shall also be provided.

IV. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the City, its officers, agents and employees from and against all claims, damage, losses, and expenses including reasonable attorney's fees arising out of or resulting from the performance of the work specified in this Contract, provided that any such claim damage, loss or expense is caused in whole or in part by any negligent or intentional act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

V. LEGAL RELATIONS AND PUBLIC RESPONSIBILITY

1. LAWS TO BE OBSERVED. The Contractor shall at all times observe and comply with all federal, state, and local laws, regulations and ordinances which are in effect or which may be placed in effect during the contract period and which in any manner

affect the conduct of the work. The Contractor shall indemnify and save harmless the City and all of its officers, agents and employees against any claim or liability arising from or based on the violation of any such law, ordinance, or regulation, whether by himself or his employees, subcontractors, or agents.

2. CONTRACTOR RECORDS. Contractor acknowledges that, as a contractor of a Wisconsin Municipality, Wis. Stats. §19.36(3) applies to it and records produced by it pursuant to this contract are subject to the public records law to the extent that they would otherwise be if maintained by the City of De Pere. Contractor agrees that, within 10 business days of a written request of the City of De Pere, it shall forward such records as are requested by the City of De Pere. Such records shall be in the format requested by City of De Pere provided that such records are kept and maintained in that format.

3. PERMITS AND LICENSING. The Contractor shall procure all permits and licenses necessary and incidental to the work required hereunder.

4. SAFETY, HEALTH AND SANITATION. The Contractor shall comply with all federal, state and local laws governing the safety and health, and shall provide all safeguards, safety devices and protective equipment and take any other needed actions as the Contractor or the City Engineer may determine reasonably necessary, to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.

5. RESPONSIBILITY FOR DAMAGE CLAIMS. The Contractor and its surety shall indemnify and save harmless the City and all of its officers, officials, agents and employees from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of the said Contractor; or on account of or in consequence of any neglect in safeguarding the work, or through use of unacceptable materials in constructing the work; or because of any act or omission, neglect or misconduct of said Contractor; or because of any claims or amount recovered for any infringement of patent, trademark or copyright; or from any claims or amounts arising or recovered under the worker's compensation law; or any other law, ordinance, order or decree; and so much of the money due the said Contractor under and by virtue of this contract as shall be considered necessary by the Board of Public Works for such purposes, may be retained for the use of the City; or, in case no money or insufficient money is retained, the Contractor's surety shall be held.

The City shall not be liable to the Contractor for damages or delays resulting from work by third parties or by injunctions or other restraining orders obtained by third parties.

It shall be the Contractor's responsibility to see that all of the contract operations incidental to the completion of this contract are covered by public liability and property damage liability insurance in order that the general public or any representative of the contracting authority may have recourse against a responsible party for injuries or damages sustained as a result of said contract operations. This requirement shall apply with equal force, whether the work is performed by the Contractor, or by a Subcontractor or by anyone directly or indirectly employed by either of them.

6. CONTRACTOR'S RESPONSIBILITY FOR WORK. Until acceptance of the Work by the City Engineer, the Contractor shall have the charge and care thereof and shall take every precaution against injury or damage to any part thereof by the action of the elements, or from any other cause, whether arising from the execution or non-execution of the Work. The Contractor shall rebuild, repair, restore and make good all injuries or damages to any portion of the Work occasioned by any of the above causes before acceptance and shall bear the expense thereof, except damage to the Work due to unforeseeable causes beyond control of and without the fault or negligence of the Contractor, including but not restricted to acts of God, of public adversaries or of governmental authorities. In case of suspension of work from any cause whatever, the Contractor prior to suspension shall take such precautions as may be necessary to prevent damage to the project, provide for normal drainage and shall erect any necessary temporary barricades, signs or other facilities, at the Contractor’s expense, as directed by the Engineer.

7. PERSONAL LIABILITY OF PUBLIC OFFICIALS. In carrying out any of the provisions of this contract or in exercising any power or authority granted to them thereby, there shall be no personal liability upon the City, its officers, officials, agents and employees, it being understood that in such matters they act as agents and representatives of the City. Any right of action by the Contractor against the City, or its agents or employees, is hereby expressly waived.

VI. GUARANTEE OF MATERIALS AND WORKMANSHIP

The Contractor shall guarantee all materials furnished and all work performed under the Contract against all defects in materials and workmanship for a period of one year following the date of acceptance of the Work, which date shall be understood to be the date of which final payment of all monies due the Contractor under the contract is authorized by the Director of Public Works. Should any defect appear during the guarantee period, the Contractor shall make

the required repairs or replacement upon receipt of written notification from the Director of Public Works to do so.

VII. MEDIATION

All claims, disputes and other matters in question between the parties of this Agreement arising out of or relating to this Agreement or breach thereof, which are not disposed by mutual agreement of the parties, shall be subject to mediation as a condition precedent to the institution of legal proceedings by either party. If such claim, dispute or other matter involves a lien arising out of the Contractor's services, the Contractor may proceed in accordance with applicable law to comply with lien notice and filing deadlines prior to resolution of the matter by mediation.

The City and Contractor shall attempt to resolve claims, disputes and other matters in question between them by mediation in accordance with the Rules of the American Arbitration Association currently in effect unless the parties agree otherwise. A request for mediation shall be filed in writing with the other party to this Agreement and, if applicable, the American Arbitration Association. The request may be made concurrently with the filing of a civil action, but mediation shall proceed in advance of legal proceedings, which may be stayed pending mediation for a period of 60 days from the date of filing, unless a longer period is agreed to by the parties or required by a court order.

The parties shall share the mediator's and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

VIII. NOTICES

Any notification required or needed under the contract shall be sent to the following:

If to City:	If to Contractor:
City of De Pere	Holubar Construction Company, Inc.
Attention: City Engineer	Attention: Seth W. Holubar, Vice President
925 South Sixth Street	1519 Shannon Street
De Pere, WI 54115	Green Bay, WI 54304

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

HOLUBAR CONSTRUCTION COMPANY, INC.

By: _____
Seth W. Holubar, Vice President

By: _____
Printed Name: _____
Title: _____

CITY OF DE PERE

By: _____
James G. Boyd, Mayor

By: _____
Carey E. Danen, City Clerk

Approved as to Form:

_____
Judith Schmidt-Lehman, City Attorney

J:\Law\Agreements\2021\Contractor\Holubar Construction (Rail Spur Removal)8-19-21

JULY 30, 2021

CITY OF DE PERE

REQUEST FOR PROPOSALS

PROJECT 21-18

RAILROAD SPUR REMOVAL

BIOTECH WAY

Sealed proposals will be received by the Board of Public Works of the City of De Pere at the Municipal Service Center, 925 South Sixth Street, De Pere, Wisconsin 54115, until 1:00 P.M., **Thursday, August 12, 2021** at which time they will be publicly opened and read aloud. The bid opening will be held in person and virtually. See the proposal forms and specifications for additional information.

Project 21-18 for which proposals are being sought includes the following approximate quantities:

- 640 LF Tie and Rail Removal
- 1 LS Remove Switch and Install Single Rail

All proposals shall be submitted on forms provided by the City of De Pere. Proposal forms and specifications may be viewed by emailing dppubwrks@deperewi.gov.

The letting of the contract is subject to the provisions of Wisconsin Statute Section 62.15 regarding Public Works.

The City of De Pere reserves the right to reject any or all proposals, to waive any informalities in bidding and to accept any proposal which the Common Council deems most favorable to the interests of the City of De Pere.

Dated this 30th of July 2021.

Board of Public Works
City of De Pere
Eric Rakers, P.E.
City Engineer

Project 21-18

CITY OF DE PERE - BOARD OF PUBLIC WORKS

SCHEDULE OF PRICES

PROJECT 21-18

RAILROAD SPUR REMOVAL

BIOTECH WAY

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT BID
SD-01	Remove Rail, Ties, Spikes, and Tie Plates	LF	640	$	$
SD-02	Remove Switch and Install Single Rail	LS	1	$	$
				TOTAL	$

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT BID
SD-03	Salvage Value to City	LS	1	$	$

Total Bid (Total of SD-01 and SD-02 minus SD-03) _____

A negative total would be a payment back to the City based on the overall cost of work and salvage value.

PROPOSAL

This Proposal, submitted by the undersigned to the Board of Public Works of the City of De Pere, agrees to perform all work specified herein by December 1st, 2021. The project will be awarded on September 7th, 2021. The undersigned bidder, being duly sworn, does depose and say that they are an authorized representative of _____ and that the said bidder has examined and carefully prepared bid from the Special Provisions and Drawings, and has checked the same in detail before submitting said proposal or bid; and that said bidder or their agents, officer, or employees have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal or bid.

_____ TITLE_____

(Signature of Bidder)

_____

Print or Type Name of Bidder

CITY OF DE PERE - BOARD OF PUBLIC WORKS

SPECIAL PROVISIONS

PROJECT 21-18

RAILROAD SPUR REMOVAL

BIOTECH WAY

1. SCOPE OF WORK

The work under this proposal includes the following:

- Remove 640 feet of rail including the switch. Removal includes rail, spikes and tie plates.
- Remove ties that are not needed for the remaining spur line.
- Replace rail where switch is taken out.

All work shall be completed in accordance with Canadian National Standards and shall be approved by Canadian National. Submittal of proposals, insurance and work to be performed shall conform to pertinent requirements of the General Requirements of the City of De Pere 2020 Construction Specifications found on the City of De Pere Website and these Special Provisions. Attached is a sample agreement that will be executed with the successful bidder.

All work shall be coordinated with the City of De Pere. A seven (7) day notice is required prior to closing Biotech Way. The City will be responsible for paving Biotech Way.

2. OPENING BIDS

Bids will be opened at the time and place indicated in the Request for Proposals. The bid opening can be viewed live via GoToMeeting information shown below. Bidders have the option to attend in person or virtually. An abstract of the amounts of the base bids and major alternates, if any, will be made available to Bidders after opening the bids.

The bid opening can be viewed live via GoToMeeting as follows:
Please join my meeting from your computer, tablet or smartphone.

https://global.gotomeeting.com/join/906361709

You can also dial in using your phone.
(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 866 899 4679
- One-touch: tel:+18668994679,,906361709#

United States: +1 (571) 317-3116
- One-touch: tel:+15713173116,,906361709#

Access Code: 906-361-709

New to GoToMeeting? Get the app now and be ready when your first meeting starts:
https://global.gotomeeting.com/install/906361709

3. Measurement for Payment
   A. The unit prices for the work/bid items includes:
      1. Traffic Control
      2. Removal of rail, ties not used for the adjacent spur, spikes, tie plates, switch, frogger, bumper stop, and street crossing
      3. Place temporary aggregate at street crossing to maintain access after construction
      4. Place rail where switch is removed.
      5. Value of all salvaged material

   B. Measurement:
      1. For SD-01, measurement will be the limits of the rail removal from the south end to the limits at the switch.
      2. For SD-02 and SD-03, measurement will not be made.

   C. Payment: The City will pay for measured quantities at the contract unit price under the following bid items:

ITEM NUMBER	DESCRIPTION	UNIT
SD-01	Remove Rail, Ties, Spikes, and Tie Plates	LF
SD-02	Remove Switch and Install Single Rail	LS
SD-03	Salvage Value to City	LS

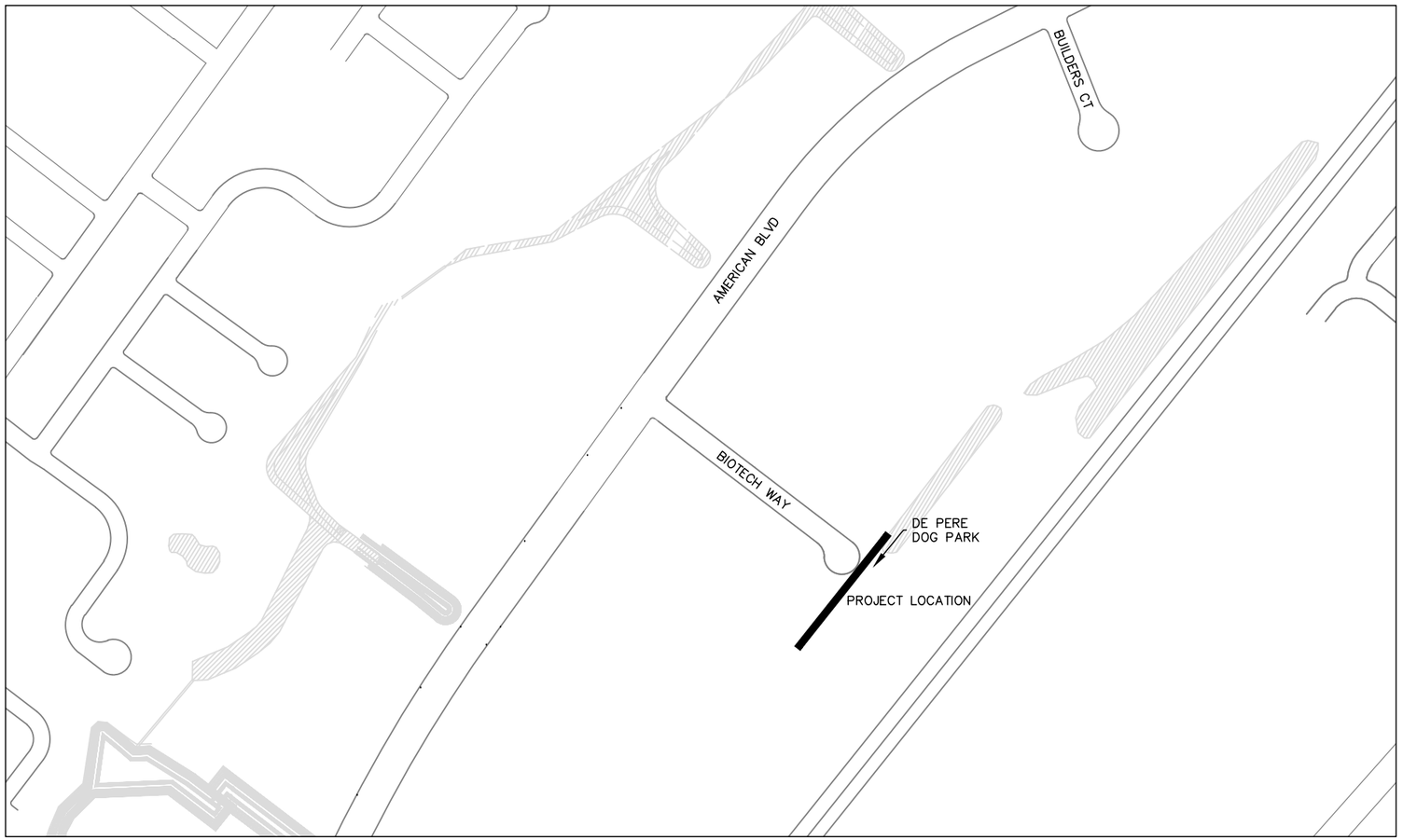
4. CONTRACTOR AGREEMENT
   A sample contractor's agreement is attached to this proposal for your consideration.

5. EXHIBITS
   G001 – Location Map
   G002 – Standard Symbol and Abbreviations
   C101 – Railroad Spur Removal Plan Sheet

PROJECT# 21-18
RAILROAD SPUR REMOVAL LOCATION MAP

CITY OF DE PERE

ENGINEER DIVISION
925 S. SIXTH ST
DE PERE, WI 54115



SITE LOCATION MAP
N.T.S.

LIST OF STANDARD ABBREVIATIONS

ADT	AVERAGE DAILY TRAFFIC
AGGR	AGGREGATE
AH	AHEAD
ASPH	ASPHALT
B/B	BACK TO BACK
BARR	BARRICADE
BC	BACK OF CURB
BK	BACK
BL	BASELINE
BLDG	BUILDING
BM	BENCHMARK
BOW	BACK OF SIDEWALK
BSMT	BASEMENT
C	CUT
C&G	CURB AND GUTTER
C/C	CENTER TO CENTER
CABC	CRUSHED AGGREGATE BASE COURSE
CB	CATCH BASIN
CE	CONSTRUCTION ENTRANCE
CI	CAST IRON PIPE
CL	CENTERLINE
CMP	CORRUGATED METAL PIPE
CNTY	COUNTY
CO	CLEANOUT
CONC	CONCRETE
CONSTR	CONSTRUCTION
CONSTR JT	CONSTRUCTION JOINT
CORP	CORPORATION
CP	CONTROL POINT
CTH	COUNTY TRUNK HIGHWAY
CTRL JT	CONTROL JOINT
CTV	CABLE TV
CY	CUBIC YARD
D	DEPTH
DIA	DIAMETER
DI	DUCTILE IRON PIPE
DISCH	DISCHARGE
DW	DRIVEWAY
E	EAST (SEE ELEC BELOW)
EA	EACH
EB	EASTBOUND
EBS	EXCAVATION BELOW SUBGRADE
ECS	EXTERNAL CHIMNEY SEAL
EL	ELEVATION
ELEC	ELECTRIC (E WHEN USED IN LINE STYLE)
EMB	EMBANKMENT
ENTR	ENTRANCE
EP	EDGE OF PAVEMENT
EW	ENDWALL
EXC	EXCAVATION
EXIST	EXISTING
F	FILL
F/F	FACE TO FACE
FDN	FOUNDATION
FE	FIELD ENTRANCE
FERT	FERTILIZER
FIN GR	FINISHED GRADE
FL	FLOWLINE
FO	FIBER OPTIC
FOW	FRONT OF SIDEWALK
FT	FOOT
FTG	FOOTING
G	GAS
GV	GAS VALVE
GW	GUY WIRE
HDPE	HIGH DENSITY POLYETHYLENE
HR	HANDICAP RAMP
HSE	HOUSE
HT	HEIGHT
HYD	HYDRANT
I	INTERSECTION ANGLE
ICS	INTERNAL CHIMNEY SEAL
ID	INSIDE DIAMETER
IN	INCH
INL	INLET
INTERS	INTERSECTION
INV	INVERT
IP	IRON PIPE OR PIN
JCT	JUNCTION
L	LENGTH (OF CURVE)
LC	LONG CHORD OF CURVE
LP	LIGHTPOLE
LS	LIFT STATION OR LUMP SUM
LT	LEFT
MAINT	MAINTENANCE
MATL	MATERIAL
MB	MAILBOX
MH	MANHOLE
MP	MARKER POST
N	NORTH
NB	NORTHBOUND
NC	NORMAL CROWN
NE	NORTHEAST
NO	NUMBER
NTS	NOT TO SCALE
NW	NORTHWEST
O	OIL
O&C	OIL AND CHIP
OBLIT	OBLITERATE
OD	OUTSIDE DIAMETER
PC	POINT OF CURVATURE
PCC	POINT OF COMPOUND CURVE
PCC	PORTLAND CEMENT CONCRETE
PED	PEDESTAL
PLE	PERMANENT LIMITED EASEMENT
PVMT	PAVEMENT
PE	PRIVATE ENTRANCE
PI	POINT OF INTERSECTION
PJF	PRE-FORMED JOINT FILLER
PL	PROPERTY LINE
POC	POINT OF CURVE
POT	POINT ON TANGENT
PP	POLYETHYLENE
PRC	POINT OF REVERSE CURVATURE
PROJ	PROJECT
PROP	PROPOSED
PSI	POUND PER SQUARE INCH
PT	POINT OF TANGENCY
PVC	POLYVINYL CHLORIDE
R	RANGE OR RADIUS
RCP	REINFORCED CONCRETE PIPE
REBAR	REINFORCEMENT BAR
REL	RELOCATE
REM	REMAINING
REQD	REQUIRED
RL	REFERENCE LINE
ROW	RIGHT OF WAY
RP	REFERENCE POINT
RR	RAILROAD
RT	RIGHT
RW	RETAINING WALL
S	SOUTH
SALV	SALVAGE
SAN	SANITARY
SB	SOUTHBOUND
SDWK	SIDEWALK
SE	SOUTHEAST
SF	SQUARE FEET
SHLDR	SHOULDER
SY	SQUARE YARD
SS	STORM SEWER
SSD	STOPPING SIGHT DISTANCE
ST	STREET
STA	STATION
STD	STANDARD
STH	STATE HIGHWAY TRUNK
STM	STORM
STP	SEWAGE TREATMENT PLANT
STRUCT	STRUCTURE OR STRUCTURAL
SW	SOUTHWEST
TAN	TANGENT
T	TOWN (T WHEN USED FOR TELEPHONE LINE)
TEL	TELEPHONE
TEMP	TEMPORARY
TLE	TEMPORARY LIMITED EASEMENT
TOC	TOP OF CURB
TOW	TOP OF WATER
TRANS	TRANSITION
TYP	TYPICAL
UG	UNDERGROUND
USH	US HIGHWAY
VC	VERTICAL CURVE
VERT	VERTICAL
VOL	VOLUME
VPC	VERTICAL POINT OF CURVATURE
VPI	VERTICAL POINT OF INTERSECTION
VPRC	VERTICAL POINT OF REVERSE CURVE
VPT	VERTICAL POINT OF TANGENCY
W	WEST
WB	WESTBOUND
WM	WATERMAIN
WSO	WATER SHUTOFF VALVE
WTP	WATER TREATMENT PLANT
WV	WATER VALVE
WWTP	WASTE WATER TREATMENT PLANT
YD	YARD

MAPPING & TOPOGRAPHY SYMBOLOGY

DESCRIPTION	SYMBOL EXISTING	SYMBOL PROPOSED
BENCHMARK		
BUSH		
CATCH BASIN		
CABLE TV BOX	CTV	
CONTROL POINT		
ELECTRICAL BOX	E	
EROSION CONTROL – INELT		
FIELD INLET		
GAS VALVE	GV	
HEDGE		
HYDRANT		
IRON PIPE		
LIGHTPOLE		
MAILBOX	MB	
MANHOLE ELECTRIC	E	
MANHOLE SANITARY	SS	SS
MANHOLE STORM	ST	ST
MONTORING WELL	MW	
POWER POLE		
LIGHT POLE		
SIGN		
SIGNAL HEAD, TRAFFIC SIGNAL STANDARD, PEDESTAL BASE		
SIGNAL HEAD, TRAFFIC SIGNAL POLE, TRANSFORMER BASE		(xx)
SOIL BORING		(B-#)
STUMP		
TELEPHONE MANHOLE	tel	
TELEPHONE PEDESTAL	TEL	
TREE		
WELL	W	
WATER SERVICE VALVE		
BUTTERFLY WATER VALVE		
WATER VALVE		

GENERAL CONSTRUCTION NOTES:

1. ALL ELEVATIONS ARE REFERENCED TO NAVD 88.
2. THE WORK UNDER THIS CONTRACT SHALL BE IN ACCORDANCE WITH THE CITY OF DE PERE, CURRENT CONSTRUCTION SPECIFICATIONS AND THESE SPECIAL PROVISIONS AND PLANS, AND THE LATEST ADDITION OF THE WISCONSIN DEPARTMENT OF TRANSPORTATION STANDARDS SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION SPECIFICATIONS, LATEST EDITION, WHERE REFERENCED IN THE CITY SPECIFICATIONS.
3. ALL EROSION CONTROL MEASURES SHALL BE IN PLACE PRIOR TO CONSTRUCTION AND SHALL CONFIRM TO THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES CONSTRUCTION SITE EROSION CONTROL AND TECHNICAL STANDARDS.
4. EXISTING UTILITIES SHOWN ON THE PLANS ARE APPROXIMATE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING EXACT LOCATIONS AND ELEVATIONS OF ALL UTILITIES. WHETHER SHOWN OR NOT, FROM THE OWNERS OF THE RESPECTIVE UTILITIES. ALL UTILITIES OWNERS SHALL BE NOTIFIED BY THE CONTRACTOR 72 HOURS PRIOR TO EXCAVATION.

MAPPING & TOPOGRAPHY SYMBOLOGY

DESCRIPTION	SYMBOL
PLAN	
EXISTING SANITARY SEWER LINE	(SIZE AND MATERIAL) — San —
PROPOSED SANITARY SEWER LINE	100'–8" PVC SAN — San —
EXISTING STORM SEWER LINE	(SIZE AND MATERIAL) — ST —
PROPOSED STORM SEWER LINE	100'–8" PVC STM — ST —
EXISTING WATER MAIN LINE	(SIZE AND MATERIAL) — W —
PROPOSED WATER MAIN LINE	100'–8" PVC WM (TEE–BEND) — W —
EXISTING ELECTRICAL LINE	— E —
EXISTING GAS MAIN LINE	— G —
EXISTING TELEPHONE LINE	— T —
EXISTING CABLE TV LINE	— TV —
EXISTING SANITARY LATERAL	— San —
EXISTING WATER SERVICE	— W —
RIGHT OF WAY	— ROW —
PROPERTY LINE	— PL —
EASEMENT	— Esm — Esm —
SILT FENCE EROSION CONTROL	
EXISTING FIBER OPTIC	— FO —
EXISTING MAJOR CONTOUR	— — — 615 — — —
EXISTING MINOR CONTOUR	- - - - - - - 612 - - - - - - -
PROPOSED MAJOR CONTOUR	— 615 —
PROPOSED MINOR CONTOUR	— 612 —

PROFILE

EXISTING SANITARY SEWER LINE	(SIZE AND MATERIAL)
PROPOSED SANITARY SEWER LINE	100'–8" PVC SAN @ 0.40%
EXISTING STORM SEWER LINE	(SIZE AND MATERIAL)
PROPOSED STORM SEWER LINE	100'–8" PVC STM @ 1.0%
EXISTING WATER MAIN LINE	(SIZE AND MATERIAL)
PROPOSED WATER MAIN LINE	PROPOSE 8" PVC WM

PATCH SYMBOLS

ASPHALTIC CONCRETE PAVEMENT

CRUSHED AGGREGATE BASE COURSE

PORTLAND CEMENT CONCRETE

DE PERE

CITY OF DE PERE

ENGINEERING DIVISION 925 S. SIXTH ST DE PERE WI 54115
OFFICE 920–339–4060 FAX 920–339–4071

STANDARD ABBREVIATIONS AND SYMBOLS

NAME: 2021 RAIL SPUR REMOVAL

PROJECT # 21–18

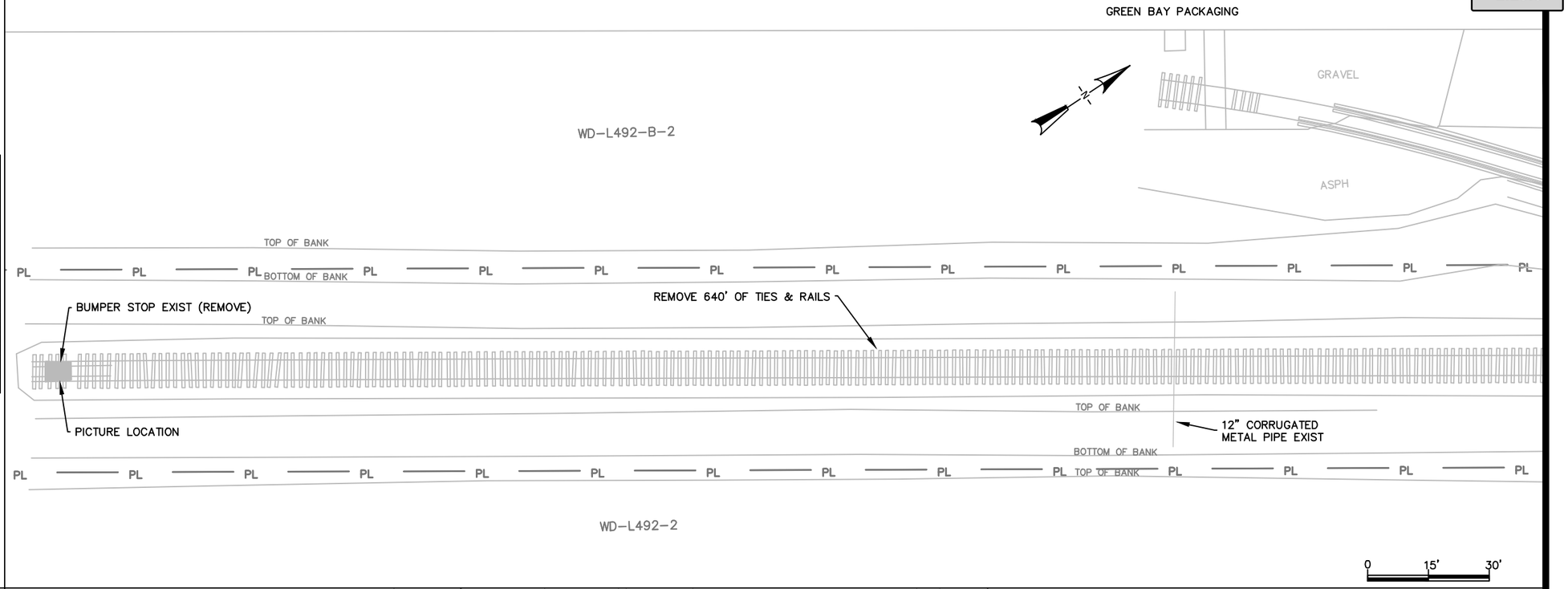
	BY	DATE
SURVEYED		
DRAWN	MJT	06–2021
DESIGNED	MJT	06–2021
CHECKED	EPR	06–2021

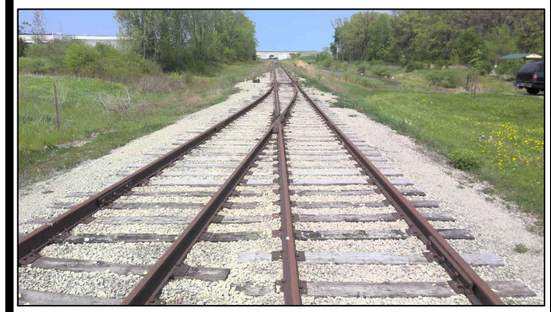
REVISIONS / ISSUES

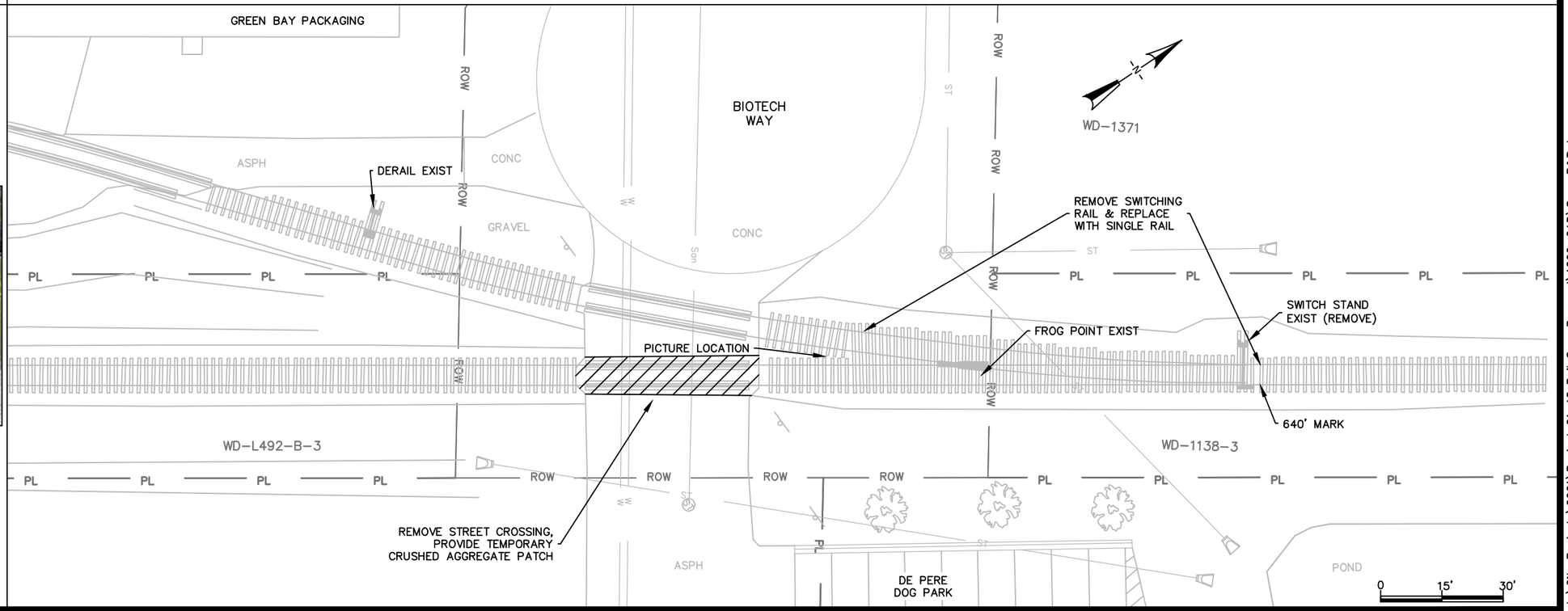
NO.	DATE	BY	REMARKS

PAGE NO.









CITY OF DE PERE
ENGINEERING DIVISION 925 S. SIXTH ST DE PERE WI 54115
OFFICE 920-339-4061 FAX 920-339-4071

RAILROAD SPUR REMOVAL
500' S/O BIOTECH WAY TO 100' N/O BIOTECH WAY

NAME: 2021 RAIL SPUR REMOVAL
PROJECT # 21-18

	BY	DATE
SURVEYED	MJT	05-2021
DRAWN	MJT	05-2021
DESIGNED	MJT	06-2021
CHECKED	EPR	06-2021

REVISIONS / ISSUES

NO.	DATE	BY	REMARKS

PAGE NO. C101

...NG\Projects\City Projects\2021\Project 21-18 Rail Spur Removal\1200-CAD\Spur_P&P.dwg

CITY OF DE PERE - BOARD OF PUBLIC WORKS

SCHEDULE OF PRICES

PROJECT 21-18

RAILROAD SPUR REMOVAL

BIOTECH WAY

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT BID
SD-01	Remove Rail, Ties, Spikes, and Tie Plates	LF	640	$ 25.00	$ 16,000.00
SD-02	Remove Switch and Install Single Rail	LS	1	$ 6,000.00	$ 6,000.00
				TOTAL	$ 22,000.00

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	AMOUNT BID
SD-03	Salvage Value to City	LS	1	$ 29,000.00	$ 29,000.00

Total Bid (Total of SD-01 and SD-02 minus SD-03) - $7,000.00

A negative total would be a payment back to the City based on the overall cost of work and salvage value.

PROPOSAL

This Proposal, submitted by the undersigned to the Board of Public Works of the City of De Pere, agrees to perform all work specified herein by December 1st, 2021. The project will be awarded on September 7th, 2021. The undersigned bidder, being duly sworn, does depose and say that they are an authorized representative of Holubar Construction Company Inc. and that the said bidder has examined and carefully prepared bid from the Special Provisions and Drawings, and has checked the same in detail before submitting said proposal or bid; and that said bidder or their agents, officer, or employees have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal or bid.

(Signature of Bidder)

TITLE Vice-President

Seth W. Holubar

Print or Type Name of Bidder

HOLUBAR
Construction Company, Inc.
Railroad Contractors
1519 Shannon St. Green Bay, WI 54304

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Common Council
From: Eric P. Rakers, P.E., City Engineer
Daniel Lindstrom, Development Services Director
Date: September 7, 2021

RE: **Award of Request for Proposal 21-18 Railroad Spur Removal**

Overview:
Green Bay Packaging (GBP) worked with the City in 2015 and 2016 to acquire approximately 22 acres to the south of the current facility for their future expansion. The agreement included provisions that would allow for negotiations to purchase the property if they did not make improvements within 10 years. GBP is expanding the size of their current facility by adding nearly 285,000 square feet of manufacturing space to the current 380,000 square foot facility. GBP worked with the City to purchase WD-L492-2 to "square off" the lot and ensure the proposed facility would comply with the required setbacks and floor area ratio. A sale would also allow for additional expansion space for a potential future 290,000 square foot warehouse addition. The proposed addition would add 50 new FTE employees to the facility and approximately $50 million in total investment (land prep, building construction, equipment, etc.).The current facility is assessed at approximately $16.5 million in real estate and personal property. The proposed expansion would add significant value to the TID No. 12.



Railroad Spur:
In 2007, the City received a TEA Grant from the Wisconsin Department of Transportation to construct and extend a railroad spur to GBP facility. The City also constructed an additional 630 lineal feet of railroad to provide rail access

to the Subject Parcel and potentially to provide access to the future business park lands south of the current terminus of American Blvd. Scannell Properties is now under contract to develop the lands to the south of American Blvd into a private portion of the west business park. A representative for Scannell Properties stated they do not anticipate a need to extend the railroad spur to their future property and they would work directly with CN Railroad to develop a shorter rail spur on their property if necessary. Therefore, the City proposes to abandon the rail facilities (track and switch) and patch the access road.

The Engineering Department received proposals for Project 21-18 Railroad Spur Removal on August 12, 2021. This work is for removal of tie, rails, and switch and installation of single rail. The proposals received are as follows:

Contractor	Removal Cost	Salvage Value	Total Proposal Amount	Amount to Return to WISDOT	Total Cost to the City
Holubar Construction Company, Inc.	$22,000.00	$29,000.00	-$7,000.00	$14,500.00	$7,500.00
North Shore Track Services, Inc.	$25,648.20	$12,665.00	$12,983.20	$6,332.50	$19,315.70
Volkmann Railroad Builders, Inc.	$17,320.00	$2,800.00	$14,520.00	$1,400.00	$15,920.00

Staff's recommendation is to accept the proposal from Holubar Construction Company, Inc. in the amount of $7,000 credit to the City of De Pere. Per the TEA Grant with the Wisconsin Department of Transportation (WISDOT), upon the abandonment and removal of rail lines, 50% of the proposed scrap value of the steel shall be returned to State of Wisconsin.

Per the Bid Tab included in the packet, the salvage value per Holubar Construction Company is $29,000; meaning $14,500 would be returned to the State. Since the City requested the proposals included the rail removal and also replacement of single track, the City, and more specifically TID No.12 will have to assist and pay an additional $7,500 to WISDOT.

Attachments:
2021 0812 CE_21-18 Bid Tab (PDF)

DE PERE

PROJECT 21-18 RAILROAD SPUR REMOVAL

PROPOSALS

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 1 Holubar Construction Company, Inc. UNIT PRICE	BIDDER NO. 1 Holubar Construction Company, Inc. AMOUNT BID	BIDDER NO. 2 North Shore Track Services, Inc. UNIT PRICE	BIDDER NO. 2 North Shore Track Services, Inc. AMOUNT BID	BIDDER NO. 3 Volkmann Railroad Builders Inc. UNIT PRICE	BIDDER NO. 3 Volkmann Railroad Builders Inc. AMOUNT BID
SD-01	Remove Rail, Ties, Spikes, and Tie Plates	LF	640	$25.00	$16,000.00	$29.88	$19,123.20	$18.00	$11,520.00
SD-02	Remove Switch and Install Single Rail	LS	1	$6,000.00	$6,000.00	$6,525.00	$6,525.00	$5,800.00	$5,800.00
			Total		**$22,000.00**		**$25,648.20**		**$17,320.00**
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SD-03	Salvage Value to City	LS	1	$29,000.00	$29,000.00	$12,665.00	$12,665.00	$2,800.00	$2,800.00
			Total Bid Amount		**-$7,000.00**		**$12,983.20**		**$14,520.00**

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**City Attorney**
FROM:	**Judith Schmidt-Lehman**
SUBJECT:	**Resolution #21-97 Approving Amendment #1 to Second Amended and Restated Pledge And Security Agreement.**

ATTACHMENTS:

- Reso21-97 (PDF)
- Exhibit 1-Amendment No. 1 to Second AR Pledge and Security Agreement (PDF)
- Mayor and CC 2017 Room Tax Pledge and Security Amend #1 (PDF)
- Memo - Pledge Security Agreement - Allouez (PDF)

RESOLUTION #21-97

APPROVING AMENDMENT NO. 1 TO SECOND AMENDED
AND RESTATED PLEDGE AND SECURITY AGREEMENT

WHEREAS, Brown County, the City of De Pere, the City of Green Bay, the Village of Allouez, the Village of Ashwaubenon, the Village of Bellevue, the Village of Howard and the Village of Suamico, all Wisconsin municipal corporations, (collectively the "Municipalities"), are parties to a Cooperation Agreement dated as of May 18, 1999 and revised by an Addendum in 2012 and an Amendment in 2017 ("Cooperation Agreement"), and are parties to the Restated Pledge and Security Agreement dated as of 2012 and an Amendment dated July 11, 2017, relating to the construction and long term financing, through the pledge of room tax revenues, of a convention center and other tourism facility improvements, as described in the Cooperation Agreement; and

WHEREAS, the Municipalities are also parties to a Room Tax Commission and Tourism Zone Agreement dated August 29, 1997, in which the Municipalities agree they are a "Zone" for purposes of the Room Tax Act (Wis. Stats. §66.0615 *et seq.*) in that they are perceived as a single destination by the traveling public; and

WHEREAS, the Municipalities wish to enter into the attached Amendment No. 1 to Second Amended and Restated Pledge and Security Agreement (Exhibit 1) among the Municipalities, Brown County, the Room Tax Commission and Associated Bank, to correct a defined term in the Pledge and Security Agreement to allow for bond refunding of the "KI Expansion Bonds" as defined in the Second Amended and Restated Pledge and Security Agreement; and

WHEREAS, the City of De Pere supports this amendment to encompass bond refunding and resultant cost savings.

NOW THEREFORE BE IT HEREBY RESOLVED THAT:

The Mayor and City Clerk are authorized and directed to execute on behalf of the City of De Pere the Amendment No. 1 to Second Amended and Restated Pledge and Security Agreement, as is attached hereto as Exhibit 1 and incorporated by reference, 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 7th day of September, 2021.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

AMENDMENT NO. 1 TO SECOND AMENDED AND RESTATED PLEDGE AND SECURITY AGREEMENT

THIS AMENDMENT NO. 1 TO SECOND AMENDED AND RESTATED PLEDGE AND SECURITY AGREEMENT, dated as of _____, 2021 (this "Amendment"), is made and entered into by and among the CITY OF GREEN BAY, WISCONSIN, a Wisconsin municipal corporation and political subdivision ("Green Bay"), the CITY OF DE PERE, WISCONSIN, a Wisconsin municipal corporation and political subdivision ("De Pere"), the VILLAGE OF ALLOUEZ, WISCONSIN, a Wisconsin municipal corporation and political subdivision ("Allouez"), the VILLAGE OF ASHWAUBENON, WISCONSIN, a Wisconsin municipal corporation and political subdivision ("Ashwaubenon"), the VILLAGE OF HOWARD, WISCONSIN, a Wisconsin municipal corporation and political subdivision ("Howard"), the VILLAGE OF BELLEVUE, WISCONSIN, a municipal corporation and political subdivision ("Bellevue"), the VILLAGE OF SUAMICO, WISCONSIN, a municipal corporation and political subdivision ("Suamico") (collectively with Green Bay, De Pere, Allouez, Ashwaubenon, Howard, and Bellevue, the "Municipalities"), BROWN COUNTY, WISCONSIN, a Wisconsin municipal corporation and political subdivision (the "County"), the GREEN BAY AREA ROOM TAX COMMISSION, a Wisconsin quasi-municipal corporation (the "Room Tax Commission"), and ASSOCIATED TRUST COMPANY, NATIONAL ASSOCIATION, a national bank organized under the laws of United States of America, as trustee (the "Trustee"), and amends the Second Amended and Restated Pledge and Security Agreement dated as of July 11, 2017 among the Municipalities, the County, the Room Tax Commission and the Trustee (the “Pledge and Security Agreement”).

RECITAL

The parties desire to enter into this Amendment to correct a defined term in the Pledge and Security Agreement.

1. Amendment.

The parenthetical “(the "KI Expansion Bonds")” at the end of Recital C in the Pledge and Security Agreement is deleted and replaced with the parenthetical “(together with any refunding bonds, the “KI Expansion Bonds)”.

2. General Provisions.

(a) This Amendment shall become effective on the date of its execution and delivery by all the parties hereto.

(b) The Pledge and Security Agreement remains in full force and effect. Once this Amendment becomes effective, all references to the Pledge and Security Agreement shall mean the Pledge and Security Agreement as amended by this Amendment.

(c) This Amendment may be executed, acknowledged, and delivered in any number of counterparts, each of which shall constitute an original, but, all together, only one instrument.

(d) The laws of the State of Wisconsin shall govern this Amendment.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have executed this Amendment No 1 to Second Amended and Restated Pledge and Security Agreement as of the date first above written.

CITY OF GREEN BAY

By:_____
Its: Mayor

Countersigned:

_____
Its: City Clerk

CITY OF DE PERE, WISCONSIN

By:_____
Its: Mayor

Countersigned:

_____
Its: Clerk-Treasurer

VILLAGE OF ALLOUEZ, WISCONSIN

By:_____
Its: President

Countersigned:

_____
Its: Administrator & Clerk-Treasurer

VILLAGE OF ASHWAUBENON, WISCONSIN

By:_____
Its: President

Countersigned:

_____
Its: Clerk

VILLAGE OF HOWARD, WISCONSIN

By:_____
Its: President

Countersigned:

_____
Its: Clerk

VILLAGE OF BELLEVUE, WISCONSIN

By:_____
Its: President

Countersigned:

_____
Its: Clerk-Treasurer

VILLAGE OF SUAMICO

By:_____
Its: President

Countersigned:

_____
Its: Clerk

BROWN COUNTY, WISCONSIN

By:_____
Its: County Executive

Countersigned:

_____
Its: Clerk

GREEN BAY AREA ROOM TAX COMMISSION

By:_____
Its: Chairman

Countersigned:

_____
Its: Secretary

ASSOCIATED TRUST COMPANY, NATIONAL ASSOCIATION, as Trustee

By:_____
Its:_____

[SEAL]

Countersigned:

_____

_____
Its:_____

CITY OF DE PERE
MEMO

To: Mayor James G. Boyd
Common Council Members
From: Judith Schmidt-Lehman, City Attorney
Date: September 7, 2021 (meeting date)

RE: **Resolution #21–97 Approving Amendment #1 to the Second Amended and Restated Pledge and Security Agreement**

Since 1999, the City of De Pere has been a part of a series of cooperative agreements covering Brown County and municipalities in Brown County that impose room taxes (Green Bay, Ashwaubenon, Allouez, Howard, Bellevue, Suamico)and other entities to work together to promote and develop convention and other tourism activities using room tax revenues.

The last time these cooperative agreements were revised was 2017, when all of the parties agreed to dedicate room tax revenues to support the construction of the Resch Exhibition facility by approving the Second Amended and Restated Pledge and Security Agreement. Bonds issued in 2013 by the City of Green Bay for the KI Convention expansion are referenced in that Agreement as one of the projects to be supported by room tax revenues. The City of Green Bay is now looking to refund those bonds to save money, however doing so requires the 2017 Agreement to be amended to encompass bond refunding rather than the initial reference to the 2013 bond issue. Amendment #1 to the 2017 Agreement will accomplish that change.

If you have any questions prior to the Council meeting September 7, 2021, please let me know.

JSL

EHLERS
PUBLIC FINANCE ADVISORS

MEMORANDUM

TO: Brad Lange, Village Administrator

FROM: Todd Taves, Ehlers

DATE: August 31, 2021

SUBJECT: Amendment to Pledge and Security Agreement

Ehlers has been engaged by the City of Green Bay and its Redevelopment Authority (RDA) to assist with the refinancing of the RDA's Taxable Lease Revenue Refunding Bonds issued in 2013 to fund expansion of the KI Center. Given the current low interest rate environment substantial savings can be realized through refinancing.

The Village of Allouez is a party to a "Pledge and Security Agreement" that sets forth how room taxes collected by the Green Bay Area Room Tax Commission are applied to pay debt service on the 2013 RDA Bonds and other obligations issued by Green Bay and Ashwaubenon to pay for the KI Center, Resch Center and Resch Expo Hall.

Due to a past drafting oversight the Pledge and Security Agreement did not include language that allows the 2013 RDA Bonds to be refinanced and remain covered by the Agreement. I've attached a proposed "Amendment No. 1 to Second Amended and Restated Pledge and Security Agreement." This amendment modifies the definition of the 2013 RDA Bonds (referred to in the Agreement as the "KI Expansion Bonds") to add the words "together with any refunding bonds." The amendment makes no other changes to the existing Agreement.

We would request that the Village Board consider approval of this change which will permit the refinancing to proceed. The refinancing will benefit all Room Tax Commission members and Brown County taxpayers in general as the savings realized will increase the room tax dollars potentially available to pay debt service on the 2019 Resch Expo Hall Bonds which the County is currently supporting from non-room tax sources.

If you have questions, please contact me at (262) 796-6173 or ttaves@ehlers-inc.com. Return of a signed copy of the amendment to me at your earliest convenience would be most appreciated.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**Voucher approval.**

ATTACHMENTS:

- 9-7-21 VOUCHERS (PDF)

PACKET: 06601 SEP 2021 COUNCIL - 1 9-7-21

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP ASSOCIATED

1.17.a

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
7583	ADVANCE AUTO PARTS							
	I-6339-303860	ADVANCE AUTO PARTS	R	8/31/2021		16.54CR	096373	16.54
0302	AIRGAS USA LLC							
	I-9115855228	AIRGAS USA LLC	R	8/31/2021		191.77CR	096374	
	I-9116126819	AIRGAS USA LLC	R	8/31/2021		300.71CR	096374	
	I-9116362798	AIRGAS USA LLC	R	8/31/2021		347.50CR	096374	
	I-9116362799	AIRGAS USA LLC	R	8/31/2021		213.45CR	096374	
	I-9116613261	AIRGAS USA LLC	R	8/31/2021		250.26CR	096374	
	I-9981206220	AIRGAS USA LLC	R	8/31/2021		478.83CR	096374	
	I-9981206221	AIRGAS USA LLC	R	8/31/2021		262.12CR	096374	
	I-9981206222	AIRGAS USA LLC	R	8/31/2021		120.45CR	096374	
	I-9981206589	AIRGAS USA LLC	R	8/31/2021		212.24CR	096374	2,377.33
7733	ATIS ELEVATOR INSPECTIONS LLC							
	I-IN189297	ATIS ELEVATOR INSPECTIONS LLC	R	8/31/2021		71.50CR	096375	71.50
8362	AURORA HEALTH CARE							
	I-202108201973	AURORA HEALTH CARE	R	8/31/2021		50.00CR	096376	50.00
1260	BADGER CONCRETE LIFTING							
	I-21-19 (1) FINAL	BADGER CONCRETE LIFTING	R	8/31/2021		13,950.00CR	096377	13,950.00
0442	BADGER LABORATORIES INC							
	I-21-51022466	BADGER LABORATORIES INC	R	8/31/2021		798.00CR	096378	798.00
0019	BADGER POPCORN & CONC SUPPLY INC							
	I-474935	BADGER POPCORN & CONC SUPPLY I	R	8/31/2021		178.04CR	096379	
	I-475343	BADGER POPCORN & CONC SUPPLY I	R	8/31/2021		221.63CR	096379	399.67
0020	BADGERLAND PRINTING INC							
	I-36915	BADGERLAND PRINTING INC	R	8/31/2021		60.00CR	096380	
	I-36959	BADGERLAND PRINTING INC	R	8/31/2021		60.00CR	096380	
	I-36966	BADGERLAND PRINTING INC	R	8/31/2021		126.00CR	096380	
	I-36986	BADGERLAND PRINTING INC	R	8/31/2021		400.00CR	096380	
	I-36990	BADGERLAND PRINTING INC	R	8/31/2021		278.00CR	096380	924.00
8442	BAKER TILLY US LLP							
	I-BT1884281	BAKER TILLY US LLP	R	8/31/2021		7,350.00CR	096381	7,350.00
0023	BATTERIES PLUS LLC							
	I-P42732216	BATTERIES PLUS LLC	R	8/31/2021		23.04CR	096382	
	I-P43046929	BATTERIES PLUS LLC	R	8/31/2021		69.12CR	096382	92.16

PACKET: 06601 SEP 2021 COUNCIL - 1 9-7-21

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP ASSOCIATED

1.17.a

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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	I-4974	BAY AREA TESTING & CONSULTING	R	8/31/2021		512.95CR	096383	
	I-4975	BAY AREA TESTING & CONSULTING	R	8/31/2021		1,550.90CR	096383	
	I-4976	BAY AREA TESTING & CONSULTING	R	8/31/2021		516.80CR	096383	
	I-4977	BAY AREA TESTING & CONSULTING	R	8/31/2021		2,434.60CR	096383	
	I-4978	BAY AREA TESTING & CONSULTING	R	8/31/2021		740.25CR	096383	5,755.50
0027	BAY TOWEL INC							
	I-4160067	BAY TOWEL INC	R	8/31/2021		117.98CR	096384	
	I-4194499	BAY TOWEL INC	R	8/31/2021		117.98CR	096384	
	I-4198349	BAY TOWEL INC	R	8/31/2021		117.98CR	096384	
	I-4204469	BAY TOWEL INC	R	8/31/2021		149.95CR	096384	
	I-4204470	BAY TOWEL INC	R	8/31/2021		95.82CR	096384	
	I-4212062	BAY TOWEL INC	R	8/31/2021		152.01CR	096384	
	I-4212063	BAY TOWEL INC	R	8/31/2021		95.82CR	096384	
	I-STIP14052-59645	BAY TOWEL INC	R	8/31/2021		1,474.50CR	096384	2,322.04
7889	JOSEPH BEARD							
	I-202108311993	JOSEPH BEARD	R	8/31/2021		2,166.94CR	096385	2,166.94
3175	DEREK BEIDERWIEDEN							
	I-202108201974	DEREK BEIDERWIEDEN	R	8/31/2021		12.22CR	096386	
	I-202108311995	DEREK BEIDERWIEDEN	R	8/31/2021		163.53CR	096386	175.75
0033	BIRDSEYE DAIRY INC							
	I-126627	BIRDSEYE DAIRY INC	R	8/31/2021		99.04CR	096387	
	I-126628	BIRDSEYE DAIRY INC	R	8/31/2021		255.47CR	096387	354.51
1532	BOBCAT PLUS INC							
	I-RG20015	BOBCAT PLUS INC	R	8/31/2021		134.82CR	096388	
	I-ig44488	BOBCAT PLUS INC	R	8/31/2021		95.76CR	096388	230.58
3518	WILLIAM C BOYLE							
	I-202108201975	WILLIAM C BOYLE	R	8/31/2021		47.32CR	096389	47.32
8413	JUSTINE BRAUN							
	I-202108311997	JUSTINE BRAUN	R	8/31/2021		20.72CR	096390	20.72
0037	BROADCAST MUSIC INC							
	I-40776996	BROADCAST MUSIC INC	R	8/31/2021		368.00CR	096391	368.00
0038	BROADWAY AUTOMOTIVE INC							
	C-CM546462PX1	BROADWAY AUTOMOTIVE INC	R	8/31/2021		47.32	096392	
	I-548551P	BROADWAY AUTOMOTIVE INC	R	8/31/2021		59.59CR	096392	
	I-549866P	BROADWAY AUTOMOTIVE INC	R	8/31/2021		59.59CR	096392	
	I-697746	BROADWAY AUTOMOTIVE INC	R	8/31/2021		784.06CR	096392	855.92

PACKET: 06601 SEP 2021 COUNCIL - 1 9-7-21

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP ASSOCIATED

1.17.a

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0039	BROOKS TRACTOR INC							
	I-D92772	BROOKS TRACTOR INC	R	8/31/2021		6.68CR	096393	6.68
2944	BROWN COUNTY JAIL							
	I-JULY 2021	BROWN COUNTY JAIL	R	8/31/2021		840.00CR	096394	
	I-JUNE 2021	BROWN COUNTY JAIL	R	8/31/2021		440.00CR	096394	
	I-MAY 2021	BROWN COUNTY JAIL	R	8/31/2021		80.00CR	096394	1,360.00
0046	BROWN COUNTY PORT SOLID WASTE DEPT							
	I-47447	BROWN COUNTY PORT SOLID WASTE	R	8/31/2021		15,923.22CR	096395	15,923.22
0044	BROWN COUNTY REGISTER OF DEEDS							
	I-202108311998	BROWN COUNTY REGISTER OF DEEDS	R	8/31/2021		60.00CR	096396	60.00
8443	CINTAS							
	I-4090198084	CINTAS	R	8/31/2021		53.28CR	096397	
	I-4090876323	CINTAS	R	8/31/2021		42.90CR	096397	
	I-4091522397	CINTAS	R	8/31/2021		42.90CR	096397	139.08
2708	CLEANING SOLUTION SERVICES INC							
	I-21409	CLEANING SOLUTION SERVICES INC	R	8/31/2021		448.05CR	096398	
	I-21412	CLEANING SOLUTION SERVICES INC	R	8/31/2021		686.40CR	096398	
	I-21611	CLEANING SOLUTION SERVICES INC	R	8/31/2021		609.67CR	096398	
	I-21612	CLEANING SOLUTION SERVICES INC	R	8/31/2021		63.20CR	096398	
	I-21613	CLEANING SOLUTION SERVICES INC	R	8/31/2021		113.48CR	096398	
	I-21614	CLEANING SOLUTION SERVICES INC	R	8/31/2021		264.61CR	096398	
	I-21626	CLEANING SOLUTION SERVICES INC	R	8/31/2021		630.00CR	096398	
	I-21627	CLEANING SOLUTION SERVICES INC	R	8/31/2021		302.00CR	096398	3,117.41
6414	COMMUNICATIONS ENGINEERING CO							
	I-363783	COMMUNICATIONS ENGINEERING CO	R	8/31/2021		303.85CR	096399	
	I-363784	COMMUNICATIONS ENGINEERING CO	R	8/31/2021		999.60CR	096399	1,303.45
7639	CORE & MAIN LP							
	I-P312745	CORE & MAIN LP	R	8/31/2021		2,220.00CR	096400	
	I-P312772	CORE & MAIN LP	R	8/31/2021		2,633.00CR	096400	
	I-P334606	CORE & MAIN LP	R	8/31/2021		462.00CR	096400	
	I-P392969	CORE & MAIN LP	R	8/31/2021		1,030.00CR	096400	
	I-P404949	CORE & MAIN LP	R	8/31/2021		2,332.50CR	096400	
	I-P453108	CORE & MAIN LP	R	8/31/2021		340.00CR	096400	9,017.50
0217	COUNTRY VISIONS COOPERATIVE							
	I-202108311999	COUNTRY VISIONS COOPERATIVE	R	8/31/2021		192.48CR	096401	192.48

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
6739	CTW CORP							
	I-40190	CTW CORP	R	8/31/2021		1,275.00CR	096402	1,275.00
6526	DE PERE BASEBALL							
	I-202108312000	DE PERE BASEBALL	R	8/31/2021		4,589.00CR	096403	4,589.00
7769	DE PERE FIRE DEPT							
	I-202108201976	DE PERE FIRE DEPT	R	8/31/2021		409.54CR	096404	409.54
1196	DE PERE GIRLS SOFTBALL ASSOCIATION							
	I-202108312001	DE PERE GIRLS SOFTBALL ASSOCIA	R	8/31/2021		2,178.00CR	096405	2,178.00
0998	DE PERE RAPIDES YOUTH SOCCOR CLUB							
	I-202108312003	DE PERE RAPIDES YOUTH SOCCOR C	R	8/31/2021		2,010.00CR	096406	2,010.00
1626	DE PERE YOUTH HOCKEY							
	I-202108312002	DE PERE YOUTH HOCKEY	R	8/31/2021		670.00CR	096407	670.00
3590	LAWRENCE DELO							
	I-202108201977	LAWRENCE DELO	R	8/31/2021		178.32CR	096408	178.32
0075	DIGGERS HOTLINE INC							
	I-210 7 36401	DIGGERS HOTLINE INC	R	8/31/2021		893.20CR	096409	893.20
2543	DLT SOLUTIONS LLC							
	I-4980518	DLT SOLUTIONS LLC	R	8/31/2021		7,284.06CR	096410	7,284.06
0078	DORNER INC							
	I-21-01 (2)	DORNER INC	R	8/31/2021		162,079.92CR	096411	162,079.92
0079	DORSCH CORP							
	I-35194	DORSCH CORP	R	8/31/2021		419.05CR	096412	419.05
8415	THE DOUGH SHOP							
	I-202108312004	THE DOUGH SHOP	R	8/31/2021		75.00CR	096413	75.00
0085	EMERGENCY MEDICAL PRODUCTS INC							
	I-2274318	EMERGENCY MEDICAL PRODUCTS INC	R	8/31/2021		480.01CR	096414	480.01
7422	EXCEL UNDERGROUND LLC							
	I-9243	EXCEL UNDERGROUND LLC	R	8/31/2021		8,235.11CR	096415	8,235.11

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0331	FERGUSON WATERWORKS #1476 INC							
	I-337925	FERGUSON WATERWORKS #1476 INC	R	8/31/2021		8,000.00CR	096416	8,000.00
0200	FIRST SUPPLY LLC							
	I-12816139-00	FIRST SUPPLY LLC	R	8/31/2021		178.62CR	096417	178.62
0835	FOSTER COACH SALES INC							
	I-22506	FOSTER COACH SALES INC	R	8/31/2021		935.49CR	096418	935.49
0562	GALLS LLC							
	I-18934249	GALLS LLC	R	8/31/2021		213.72CR	096419	213.72
0111	GAT SUPPLY INC							
	I-384667-1	GAT SUPPLY INC	R	8/31/2021		44.34CR	096420	44.34
7414	GEARGRID CORP							
	I-20425-IN	GEARGRID CORP	R	8/31/2021		1,405.00CR	096421	1,405.00
6923	GORDON FLESCH COMPANY INC.							
	I-IN13419121	GORDON FLESCH COMPANY INC.	R	8/31/2021		202.50CR	096422	202.50
0116	GRAINGER INC							
	I-9013140919	GRAINGER INC	R	8/31/2021		23.00CR	096423	
	I-9013140927	GRAINGER INC	R	8/31/2021		115.23CR	096423	
	I-9013223954	GRAINGER INC	R	8/31/2021		10.96CR	096423	
	I-9019109199	GRAINGER INC	R	8/31/2021		44.97CR	096423	194.16
7764	GREAT AMERICA FINANCIAL SVCS							
	I-29842421	GREAT AMERICA FINANCIAL SVCS	R	8/31/2021		362.19CR	096424	362.19
0124	GREEN BAY CITY TREASURER							
	I-145639	GREEN BAY CITY TREASURER	R	8/31/2021		37,517.93CR	096425	
	I-145901	GREEN BAY CITY TREASURER	R	8/31/2021		168.66CR	096425	
	I-145902	GREEN BAY CITY TREASURER	R	8/31/2021		185.98CR	096425	
	I-145903	GREEN BAY CITY TREASURER	R	8/31/2021		7,447.84CR	096425	
	I-146083	GREEN BAY CITY TREASURER	R	8/31/2021		422.85CR	096425	45,743.26
6608	TRISTA GROTH							
	I-202108201978	TRISTA GROTH	R	8/31/2021		153.44CR	096426	153.44
1	HALVERSON, BECKI							
	I-202108312005	POOL REFUND	R	8/31/2021		16.00CR	096427	16.00

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0446	HAWKINS INC							
	I-6001245	HAWKINS INC	R	8/31/2021		2,971.83CR	096428	2,971.83
1	HEALY, BRIANNA							
	I-202108312006	POOL REFUND	R	8/31/2021		25.00CR	096429	25.00
1	HOCK, STEPHANIE							
	I-202108312007	POOL REFUND	R	8/31/2021		20.00CR	096430	20.00
6589	HSHS EWD							
	I-202108312015	HSHS EWD	R	8/31/2021		93.00CR	096431	93.00
1252	HURCKMAN MECHANICAL INDUSTRIES INC							
	I-C002356	HURCKMAN MECHANICAL INDUSTRIES	R	8/31/2021		531.74CR	096432	531.74
5484	HYDROCORP INC							
	I-63165-IN	HYDROCORP INC	R	8/31/2021		2,648.00CR	096433	2,648.00
1	ILLINOIS TOLLWAY							
	I-VN5102736959	VN5102736959	R	8/31/2021		15.60CR	096434	15.60
6932	IMAGETREND INC.							
	I-130201	IMAGETREND INC.	R	8/31/2021		9,454.28CR	096435	9,454.28
1399	INDOFF INC							
	I-3491861	INDOFF INC	R	8/31/2021		217.30CR	096436	
	I-3495034	INDOFF INC	R	8/31/2021		72.59CR	096436	
	I-3495461	INDOFF INC	R	8/31/2021		42.17CR	096436	
	I-3496249	INDOFF INC	R	8/31/2021		225.12CR	096436	
	I-3498198	INDOFF INC	R	8/31/2021		12.95CR	096436	570.13
2602	JOSSART BROTHERS INC							
	I-2289	JOSSART BROTHERS INC	R	8/31/2021		3,237.20CR	096437	
	I-2291	JOSSART BROTHERS INC	R	8/31/2021		2,568.40CR	096437	
	I-2303	JOSSART BROTHERS INC	R	8/31/2021		4,286.00CR	096437	
	I-2307	JOSSART BROTHERS INC	R	8/31/2021		4,729.30CR	096437	
	I-2308	JOSSART BROTHERS INC	R	8/31/2021		3,386.70CR	096437	18,207.60
1276	JX ENTERPRISES INC							
	I-14178368P	JX ENTERPRISES INC	R	8/31/2021		87.84CR	096438	
	I-14179484P	JX ENTERPRISES INC	R	8/31/2021		317.82CR	096438	
	I-14181341P	JX ENTERPRISES INC	R	8/31/2021		212.33CR	096438	
	I-14181518P	JX ENTERPRISES INC	R	8/31/2021		140.00CR	096438	
	I-14182161P	JX ENTERPRISES INC	R	8/31/2021		66.06CR	096438	
	I-14182767P	JX ENTERPRISES INC	R	8/31/2021		47.99CR	096438	872.04

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1	KLINGER, ADAM							
	I-202108312008	POOL REFUND	R	8/31/2021		15.00CR	096439	15.00
5228	MARTY KOSOBUCKI							
	I-202108201980	MARTY KOSOBUCKI	R	8/31/2021		10.75CR	096440	
	I-202108201981	MARTY KOSOBUCKI	R	8/31/2021		9.43CR	096440	20.18
3140	KUNDINGER FLUID POWER INC							
	I-50649696	KUNDINGER FLUID POWER INC	R	8/31/2021		33.77CR	096441	
	I-50654356	KUNDINGER FLUID POWER INC	R	8/31/2021		267.38CR	096441	301.15
0153	LAFORCE INC							
	I-1168445	LAFORCE INC	R	8/31/2021		103.52CR	096442	
	I-1168610	LAFORCE INC	R	8/31/2021		1,398.00CR	096442	
	I-1169570	LAFORCE INC	R	8/31/2021		339.00CR	096442	
	I-1169750	LAFORCE INC	R	8/31/2021		481.54CR	096442	2,322.06
0154	LAMERS BUS LINES INC							
	I-582274	LAMERS BUS LINES INC	R	8/31/2021		275.38CR	096443	
	I-582275	LAMERS BUS LINES INC	R	8/31/2021		315.82CR	096443	591.20
7082	LEE RECREATION LLC							
	I-13574-21	LEE RECREATION LLC	R	8/31/2021		1,180.00CR	096444	1,180.00
0903	THE MAIL HAUS INC							
	I-169762	THE MAIL HAUS INC	R	8/31/2021		3,560.50CR	096445	3,560.50
0173	MENARDS INC							
	C-87240	MENARDS INC	R	8/31/2021		39.98	096446	
	I-86332	MENARDS INC	R	8/31/2021		7.98CR	096446	
	I-86468	MENARDS INC	R	8/31/2021		359.99CR	096446	
	I-86525	MENARDS INC	R	8/31/2021		28.99CR	096446	
	I-86619	MENARDS INC	R	8/31/2021		31.94CR	096446	
	I-86761	MENARDS INC	R	8/31/2021		49.98CR	096446	
	I-86765	MENARDS INC	R	8/31/2021		98.95CR	096446	
	I-86778	MENARDS INC	R	8/31/2021		26.48CR	096446	
	I-86788	MENARDS INC	R	8/31/2021		69.33CR	096446	
	I-86906	MENARDS INC	R	8/31/2021		25.76CR	096446	
	I-87024	MENARDS INC	R	8/31/2021		198.37CR	096446	
	I-87044	MENARDS INC	R	8/31/2021		15.97CR	096446	
	I-87083	MENARDS INC	R	8/31/2021		43.74CR	096446	
	I-87093	MENARDS INC	R	8/31/2021		8.47CR	096446	
	I-87230	MENARDS INC	R	8/31/2021		33.23CR	096446	
	I-87241	MENARDS INC	R	8/31/2021		51.98CR	096446	
	I-87284	MENARDS INC	R	8/31/2021		29.98CR	096446	
	I-87369	MENARDS INC	R	8/31/2021		18.79CR	096446	
	I-87371	MENARDS INC	R	8/31/2021		16.96CR	096446	
	I-87379B	MENARDS INC	R	8/31/2021		308.54CR	096446	
	I-87414	MENARDS INC	R	8/31/2021		11.47CR	096446	
	I-87525	MENARDS INC	R	8/31/2021		34.99CR	096446	
	I-87597	MENARDS INC	R	8/31/2021		41.06CR	096446	
	I-87628	MENARDS INC	R	8/31/2021		22.35CR	096446	

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
	I-87638	MENARDS INC	R	8/31/2021		204.21CR	096446	
	I-87675	MENARDS INC	R	8/31/2021		16.99CR	096446	
	I-87711	MENARDS INC	R	8/31/2021		36.58CR	096446	
	I-87725	MENARDS INC	R	8/31/2021		108.14CR	096446	
	I-87767	MENARDS INC	R	8/31/2021		8.18CR	096446	1,869.42
VOID	VOID CHECK		V	8/31/2021			096447	**VOID**
VOID	VOID CHECK		V	8/31/2021			096448	**VOID**
0175	MIDWEST RADAR & EQUIPMENT							
	I-15860	MIDWEST RADAR & EQUIPMENT	R	8/31/2021		201.25CR	096449	201.25
1	MILLER, JUSTIN							
	I-202108312009	POOL REFUND	R	8/31/2021		32.00CR	096450	32.00
6958	NATHAN MRSTIK							
	I-202108312010	NATHAN MRSTIK	R	8/31/2021		109.76CR	096451	109.76
8431	MULTI MEDIA CHANNELS LLC							
	I-IN24106	MULTI MEDIA CHANNELS LLC	R	8/31/2021		58.64CR	096452	
	I-IN25165	MULTI MEDIA CHANNELS LLC	R	8/31/2021		768.61CR	096452	
	I-IN27569	MULTI MEDIA CHANNELS LLC	R	8/31/2021		30.85CR	096452	858.10
3191	NCI							
	I-AR22696	NCI	R	8/31/2021		49.90CR	096453	49.90
5766	TOM NELSON							
	I-202108201982	TOM NELSON	R	8/31/2021		1,836.77CR	096454	1,836.77
0531	NORTHEAST AUTO PARTS INC							
	C-358748	NORTHEAST AUTO PARTS INC	R	8/31/2021		36.00	096455	
	C-359060	NORTHEAST AUTO PARTS INC	R	8/31/2021		54.00	096455	
	I-358347	NORTHEAST AUTO PARTS INC	R	8/31/2021		42.55CR	096455	
	I-358406	NORTHEAST AUTO PARTS INC	R	8/31/2021		57.49CR	096455	
	I-358496	NORTHEAST AUTO PARTS INC	R	8/31/2021		21.78CR	096455	
	I-358519	NORTHEAST AUTO PARTS INC	R	8/31/2021		22.48CR	096455	
	I-358677	NORTHEAST AUTO PARTS INC	R	8/31/2021		3.54CR	096455	
	I-358691	NORTHEAST AUTO PARTS INC	R	8/31/2021		6.43CR	096455	
	I-358734	NORTHEAST AUTO PARTS INC	R	8/31/2021		510.10CR	096455	
	I-358858	NORTHEAST AUTO PARTS INC	R	8/31/2021		318.14CR	096455	
	I-358885	NORTHEAST AUTO PARTS INC	R	8/31/2021		117.89CR	096455	
	I-358997	NORTHEAST AUTO PARTS INC	R	8/31/2021		36.14CR	096455	
	I-359015	NORTHEAST AUTO PARTS INC	R	8/31/2021		28.95CR	096455	
	I-359035	NORTHEAST AUTO PARTS INC	R	8/31/2021		4.49CR	096455	
	I-359052	NORTHEAST AUTO PARTS INC	R	8/31/2021		192.23CR	096455	
	I-359054	NORTHEAST AUTO PARTS INC	R	8/31/2021		192.23CR	096455	
	I-359063	NORTHEAST AUTO PARTS INC	R	8/31/2021		30.57CR	096455	
	I-359080	NORTHEAST AUTO PARTS INC	R	8/31/2021		58.13CR	096455	
	I-359098	NORTHEAST AUTO PARTS INC	R	8/31/2021		79.29CR	096455	
	I-359121	NORTHEAST AUTO PARTS INC	R	8/31/2021		135.99CR	096455	
	I-359152	NORTHEAST AUTO PARTS INC	R	8/31/2021		234.75CR	096455	2,003.17

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VOID	VOID CHECK		V	8/31/2021			096456	**VOID**
3250	NORTHERN LAKE SERVICE							
	I-403362	NORTHERN LAKE SERVICE	R	8/31/2021		135.00CR	096457	
	I-404284	NORTHERN LAKE SERVICE	R	8/31/2021		590.00CR	096457	725.00
6452	JACOB NOWAK							
	I-202108312011	JACOB NOWAK	R	8/31/2021		25.69CR	096458	25.69
2788	CHAD OPICKA							
	I-202108312016	CHAD OPICKA	R	8/31/2021		19.95CR	096459	19.95
4728	OSHKOSH FIRE & POLICE EQUIPMENT INC							
	I-184945	OSHKOSH FIRE & POLICE EQUIPMEN	R	8/31/2021		77.72CR	096460	77.72
0197	PACKER CITY INTL TRUCKS INC							
	I-X101146765:01	PACKER CITY INTL TRUCKS INC	R	8/31/2021		129.50CR	096461	
	I-X101147078:01	PACKER CITY INTL TRUCKS INC	R	8/31/2021		34.68CR	096461	164.18
1331	PACKER FASTENER & SUPPLY INC							
	I-618242	PACKER FASTENER & SUPPLY INC	R	8/31/2021		72.64CR	096462	
	I-622174	PACKER FASTENER & SUPPLY INC	R	8/31/2021		77.33CR	096462	
	I-622850	PACKER FASTENER & SUPPLY INC	R	8/31/2021		59.01CR	096462	208.98
5903	LUKE PASTERSKI							
	I-202108201983	LUKE PASTERSKI	R	8/31/2021		145.08CR	096463	145.08
0202	PEPSI COLA OF GREEN BAY							
	I-92091403	PEPSI COLA OF GREEN BAY	R	8/31/2021		304.54CR	096464	304.54
5476	PERSONNEL EVALUATION INC							
	I-41023	PERSONNEL EVALUATION INC	R	8/31/2021		88.00CR	096465	88.00
0525	PETROLEUM EQUIP SERVICE OF WI INC							
	I-20210467	PETROLEUM EQUIP SERVICE OF WI	R	8/31/2021		44.16CR	096466	44.16
1	POIRIER, KAREN							
	I-202108312012	POOL REFUND	R	8/31/2021		28.00CR	096467	28.00
0208	POMP'S TIRE SERVICE INC							
	I-90073257	POMP'S TIRE SERVICE INC	R	8/31/2021		381.28CR	096468	
	I-90073291	POMP'S TIRE SERVICE INC	R	8/31/2021		36.80CR	096468	418.08

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0209	POOL WORKS INC							
	I-211493-1	POOL WORKS INC	R	8/31/2021		33.98CR	096469	33.98
1701	PRAXAIR DISTRIBUTION INC							
	I-65250039	PRAXAIR DISTRIBUTION INC	R	8/31/2021		111.26CR	096470	111.26
0395	PRO ONE JANITORIAL INC							
	I-175266	PRO ONE JANITORIAL INC	R	8/31/2021		1,425.00CR	096471	1,425.00
8067	QUADIENT LEASING USA INC							
	I-N9014601	QUADIENT LEASING USA INC	R	8/31/2021		320.67CR	096472	320.67
5402	R & R INDUSTRIES INC							
	I-603870	R & R INDUSTRIES INC	R	8/31/2021		359.06CR	096473	359.06
7584	R LEWIS TECHNOLOGIES INC							
	I-11630	R LEWIS TECHNOLOGIES INC	R	8/31/2021		73.90CR	096474	
	I-11631	R LEWIS TECHNOLOGIES INC	R	8/31/2021		100.00CR	096474	173.90
6948	RAY'S TIRE							
	I-1019418	RAY'S TIRE	R	8/31/2021		839.80CR	096475	
	I-1019681	RAY'S TIRE	R	8/31/2021		916.80CR	096475	
	I-1019821	RAY'S TIRE	R	8/31/2021		839.80CR	096475	2,596.40
0225	RED D MIX CONCRETE INC							
	I-82623	RED D MIX CONCRETE INC	R	8/31/2021		288.00CR	096476	288.00
8387	RED POWER DIESEL							
	I-1472	RED POWER DIESEL	R	8/31/2021		121.56CR	096477	121.56
0227	REINDERS INC							
	I-1894296-00	REINDERS INC	R	8/31/2021		69.99CR	096478	
	I-1894296-01	REINDERS INC	R	8/31/2021		104.37CR	096478	174.36
0158	ROBERT E LEE & ASSOCIATES INC							
	I-80043	ROBERT E LEE & ASSOCIATES INC	R	8/31/2021		7,980.60CR	096479	
	I-80092	ROBERT E LEE & ASSOCIATES INC	R	8/31/2021		195.50CR	096479	
	I-80247	ROBERT E LEE & ASSOCIATES INC	R	8/31/2021		485.50CR	096479	8,661.60
1890	S I METALS AND SUPPLY							
	I-252451	S I METALS AND SUPPLY	R	8/31/2021		168.00CR	096480	168.00

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VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP ASSOCIATED

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0501	SAINT MARY'S HOSPITAL							
	I-24223	SAINT MARY'S HOSPITAL	R	8/31/2021		26.60CR	096481	26.60
0235	SAINT VINCENT HOSPITAL							
	I-52621	SAINT VINCENT HOSPITAL	R	8/31/2021		189.07CR	096482	189.07
3234	SHERWIN WILLIAMS							
	I-6739-8	SHERWIN WILLIAMS	R	8/31/2021		96.19CR	096483	96.19
8202	SHERWIN WILLIAMS CO							
	I-2098-4	SHERWIN WILLIAMS CO	R	8/31/2021		91.08CR	096484	91.08
8158	SHIRLEY FEED MILL							
	I-67786	SHIRLEY FEED MILL	R	8/31/2021		219.90CR	096485	219.90
4094	STATE BAR OF WISCONSIN							
	I-5097244	STATE BAR OF WISCONSIN	R	8/31/2021		82.00CR	096486	
	I-5097245	STATE BAR OF WISCONSIN	R	8/31/2021		77.00CR	096486	159.00
0257	STREICHER'S INC							
	I-I1519514	STREICHER'S INC	R	8/31/2021		525.63CR	096487	
	I-I1519621	STREICHER'S INC	R	8/31/2021		62.40CR	096487	
	I-I1520226	STREICHER'S INC	R	8/31/2021		54.95CR	096487	642.98
3378	STRYKER SALES CORP							
	I-3472561M	STRYKER SALES CORP	R	8/31/2021		605.20CR	096488	
	I-3477508M	STRYKER SALES CORP	R	8/31/2021		785.23CR	096488	1,390.43
8436	SUBURBAN WILDLIFE SOLUTIONS LLC							
	I-21-21 (1)	SUBURBAN WILDLIFE SOLUTIONS LL	R	8/31/2021		9,522.30CR	096489	9,522.30
1119	THE SWAN CLUB							
	I-202108312013	THE SWAN CLUB	R	8/31/2021		104.20CR	096490	104.20
8444	TJ CONEVERA'S INC							
	I-TJ-INVOICE-21-1296	TJ CONEVERA'S INC	R	8/31/2021		1,575.00CR	096491	1,575.00
0267	TRAFFIC & PARKING CONTROL INC							
	I-I703877	TRAFFIC & PARKING CONTROL INC	R	8/31/2021		385.00CR	096492	385.00
0268	TRUCK EQUIPMENT INC							
	I-964057-00	TRUCK EQUIPMENT INC	R	8/31/2021		134.03CR	096493	134.03

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0272	UNIFORM SHOPPE INC							
	I-310385	UNIFORM SHOPPE INC	R	8/31/2021		134.95CR	096494	
	I-310957	UNIFORM SHOPPE INC	R	8/31/2021		1,025.00CR	096494	
	I-310962	UNIFORM SHOPPE INC	R	8/31/2021		975.00CR	096494	
	I-311858	UNIFORM SHOPPE INC	R	8/31/2021		15.90CR	096494	
	I-312363	UNIFORM SHOPPE INC	R	8/31/2021		63.80CR	096494	2,214.65
8437	UNIVERSAL CONCRETE GRINDING LLC							
	I-21-19A (1) FINAL	UNIVERSAL CONCRETE GRINDING LL	R	8/31/2021		2,473.60CR	096495	2,473.60
0857	USA BLUEBOOK							
	I-671581	USA BLUEBOOK	R	8/31/2021		757.18CR	096496	757.18
8430	VANDEN LANGENBERG CONST LLC							
	I-202108312014	VANDEN LANGENBERG CONST LLC	R	8/31/2021		2,412.00CR	096497	2,412.00
7210	VANDEN PLAS PORTABLE SOLUTIONS LLC							
	I-5412	VANDEN PLAS PORTABLE SOLUTIONS	R	8/31/2021		137.00CR	096498	
	I-5795	VANDEN PLAS PORTABLE SOLUTIONS	R	8/31/2021		137.00CR	096498	
	I-6164	VANDEN PLAS PORTABLE SOLUTIONS	R	8/31/2021		137.00CR	096498	411.00
5772	MELISSA VANDE WETTERING							
	I-202108201984	MELISSA VANDE WETTERING	R	8/31/2021		39.84CR	096499	39.84
7396	VIERBICHER ASSOCIATES INC							
	I-00002	VIERBICHER ASSOCIATES INC	R	8/31/2021		1,680.00CR	096500	1,680.00
3707	VIKING ELECTRIC SUPPLY							
	I-S004967936.001	VIKING ELECTRIC SUPPLY	R	8/31/2021		94.45CR	096501	
	I-S004967936.002	VIKING ELECTRIC SUPPLY	R	8/31/2021		335.50CR	096501	429.95
3311	VINTON CONSTRUCTION CORP							
	I-21-06 (2)	VINTON CONSTRUCTION CORP	R	8/31/2021		47,991.78CR	096502	47,991.78
5892	VONBRIESEN & ROPER SC							
	I-365302	VONBRIESEN & ROPER SC	R	8/31/2021		442.50CR	096503	442.50
4619	WATER TOWER CLEAN & COAT INC							
	I-WT78582	WATER TOWER CLEAN & COAT INC	R	8/31/2021		1,200.00CR	096504	1,200.00
8445	WI DEPT OF TRANS							
	I-202108312017	WI DEPT OF TRANS	R	8/31/2021		60.00CR	096505	60.00

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
7968	YOUTH ENRICHMENT LEAGUE							
	I-4358	YOUTH ENRICHMENT LEAGUE	R	8/31/2021		3,753.00CR	096506	3,753.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	131	0.00	463,115.36	463,115.36
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:	3	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:	134	0.00	463,115.36	463,115.36

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

PACKET: 06601 SEP 2021 COUNCIL - 1 9-7-21

VENDOR SET: 01 **** CHECK LISTING ****

BANK : AP ASSOCIATED

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	8/2021	131,418.38CR
201	8/2021	22,570.98CR
208	8/2021	185.00CR
209	8/2021	20.72CR
211	8/2021	75.00CR
260	8/2021	30.00CR
285	8/2021	485.50CR
293	8/2021	1,680.00CR
405	8/2021	94,133.70CR
415	8/2021	3,644.48CR
460	8/2021	30.85CR
601	8/2021	178,951.99CR
650	8/2021	29,888.76CR
ALL		463,115.36CR

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**September 7, 2021**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**Future agenda items.**