



Common Council

Regular Meeting

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

Agenda

Tuesday, December 19, 2017

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Common Council** of the City of De Pere will be held on **December 19, 2017** at **7:30 PM** in the **De Pere City Hall Council Chambers**, 335 S. Broadway Street, De Pere, WI 54115.

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

Call to order.

1. Roll call.
2. Pledge of allegiance to the Flag.
3. Approval of the Minutes of the December 5, 2017 Common Council Meeting.
4. A Public Hearing relating to proposed industrial development revenue bond financing for Midland Plastics, Inc. Project.
 - A. Notice of Public Hearing.
 - B. Recommendation from the Plan Commission.
 - C. Resolution #17-99, Consideration of Final Resolution Regarding Industrial Development Revenue Bond Financing for Midland Plastics, Inc. Project.
5. Public comment upon matters not on the agenda or other announcements.
6. Recommendation from the License Committee on an Application for a Change in Corporate Entity from Baffidilucio, LLC to Nostracremona, LLC.
7. Recommendation from the Board of Public Works to Approve the Approach for Sidewalk on the East Side of Lawrence Drive from Scheuring Road to Main Avenue and to Proceed with the Design of the Project for 2019 Construction.
8. Recommendation from the Board of Public Works to Award the Contract for Project 17-20 Claude Allouez Bridge Repairs to Janke General Contractors, Inc., in the Amount of \$31,513.00.
9. Recommendation of the Board of Public Works to Award the Contract for Project 17-21 City of De Pere Sign Bridge to Bodart Electrical Service, Inc. in the Amount of \$63,336.
10. Recommendation from the Finance Committee to Approve Public Works Department Organizational Changes
11. Recommendation from the Finance Committee to Approve Building Inspection and Economic Development Department Organizational Changes
12. Recommendation from the Finance Committee to Approve Finance Department Organizational Changes

13. Resolution #17-100, Authorizing Amendment to Lease Agreement Between the City of De Pere and Green Bay Metropolitan Sewerage District.
14. Resolution #17-101, Authorizing Amendment to Tower Lease Agreement Between the City of De Pere and Verizon Wireless Personal Communications LP, d/b/a Verizon Wireless.
15. Resolution #17-102, Authorizing Assignment of Purchase and Sale Agreement and Consent to Assignment (Richco Court - WD-L179).
16. Resolution #17-103, Authorizing Agreement for Consulting Services Between the City of De Pere and GRAEF-USA, Inc. (James Street Streetscape Design Services).
17. Resolution #17-104, Revising Sewer Service Rates.
18. Resolution #17-105, Authorizing Quit Claim Deed and Conveyance of Rights in Land (Parkview Road).
19. Resolution #17-106, Authorizing Issuance of a Promissory Note for Temporary Borrowing of \$250,000 for Public Purposes.
20. Recommendation from the License Committee on an Application for a Change in Corporate Entity from Saks Holdings, LLC to Baffidilucio, LLC.
21. Consider Community Service Grant Application.
22. Appointment of Election Officials for 2018-2019 Elections.
23. Voucher Approval.
24. Operator License Applications.
25. Future Agenda Items.
26. Adjournment.

Lawrence M. Delo
City Administrator

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

Agenda Sent To:

Alderspersons
Mayor
City Administrator
Department Heads
TV, Newspaper & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Andy DeVos WisDOT
Tweet Garot
Bodart Electric
Janke General Contractors
Andrew Krans

City of De Pere, Wisconsin**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Approval of the Minutes of the December 5, 2017 Common Council Meeting.

ATTACHMENTS:

- 12-05-17 Common Council Minutes (DOC)



Common Council

Regular Meeting

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

Draft Minutes

Tuesday, December 5, 2017

7:30 PM

De Pere City Hall Council Chambers

1. Call to order. The Common Council Meeting was called to order by Council President Boyd on December 5, 2017 at 7:30 PM, De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI. Present were Alderpersons Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson and Raasch. Mayor Walsh was excused.

2. Pledge of allegiance to the Flag.

3. Approval of the Minutes of the November 21, 2017 Common Council and Redevelopment Authority Special Meeting.

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

4. Approval of the Minutes of the November 21, 2017 Common Council Meeting.

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

5. Public comment upon matters not on the agenda or other announcements.

Alderperson Jennings announced De Pere Holly Day on December 9, east Downtown De Pere from noon to 5:00; there will be caroling, campfires, hot cocoa, cider, live reindeer and a visit from Santa Claus. He invited citizens to visit www.definitelydepere.org for more information. Alderperson Hansen reminded viewers to protect pedestrian safety and to always yield to pedestrians in the crosswalks; once they enter they have the right of way.

6. Recommendation from the Board of Park Commissioners to Accept \$1000 Donation from WalMart for Recreation Programs & Facility Needs.

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

7. Recommendation from Plan Commission regarding a Proposed Extraterritorial One Lot Certified Survey Map at 3396 Sunnyview Road in the Town of Glenmore (Parcel GL-94). Submitted by Andrew L. Hunter, PLS.

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

8. Recommendation from the Redevelopment Authority regarding Proposed Facade Grant Program Guidelines.

Attachment: 12-05-17 Common Council Minutes (6491 : Approval of the Minutes of the December 5, 2017 Common Council Meeting.)

Alderson Hansen moved, seconded by Alderson Jennings to amend the guidelines to list security cameras under ineligible expenses. Upon vote, motion carried unanimously. Discussion followed regarding ways to make the facade grant more appealing to applicants. Discussion followed. Alderson Carpenter suggested allowing for eligibility every 15 years, but only if funds are available at the end of the year and without taking funds away from first time applicants. City Administrator Delo explained that making those kinds of changes to the guidelines will require that the guidelines go back to the Redevelopment Authority for review before coming back to Council for a final vote. Vote on the original motion to approve the guidelines, motion carried 5-3 with Aldersons Carpenter, Nelson and Raasch voting nay.

RESULT:	ADOPTED [5 TO 3]
MOVER:	James Boyd, Alderson
SECONDER:	Casey Nelson, Alderson
AYES:	Boyd, Crevier, Hansen, Jennings, Lueck
NAYS:	Dan Carpenter, Casey Nelson, Dean Raasch

9. Recommendation from the License Committee regarding the pre-hearing held on December 5, 2017 on the Operator's License issued to Jack M. Van Dyke, De Pere.

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

10. Recommendation from the License Committee regarding the pre-hearing held on December 5, 2017 on the "Class B" Combination Liquor License issued to The Cover LLC (DBA The Longbranch), 334 Main Av.

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

11. Recommendation from the License Committee regarding the pre-hearing held on December 5, 2017 on the Class "A" Fermented Malt Beverage License issued to Dolgencorp, LLC (DBA Dollar General), 805 Main Av.

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

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

Alderson Crevier abstained.

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

13. Ordinance #17-22, Revising Chapter 54 De Pere Municipal Code (Building Code).

Building Inspector Dave Hongisto explained the change to accessory building size and the second story alteration changes.

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

14. Ordinance #17-23, Repealing and Recreating Section 30-2(l) De Pere Municipal Code Regarding Private Vendor Permits in City Parks and Amending Section 106-4(c) De Pere Municipal Code Regarding Mobile Food Establishments in City Parks

Alderperson Crevier asked about the mobile food establishment zoning restrictions on schools. City Attorney Judy Schmidt-Lehman explained that they are prohibited unless the property owner allows the vendor on the property. Park Director Marty Kosobucki explained that the Board of Park Commissioners recommended to allow up to three vendors on the Riverwalk, but all other park spaces allow only one vendor. Discussion followed. Alderperson Raasch moved, seconded by Alderperson Crevier to amend the park regulations, paragraph one, to say "no more than three private vending permits per day shall be granted by the Board for any City park." Upon vote, motion carried unanimously.

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

15. Ordinance #17-24, Repealing and Recreating Chapter 94 - Housing Code.

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

16. Resolution #17-92, Approving Facade Improvement Project and Authorizing Disbursement of Grant (363 Main Avenue - Parcel WD-919)

Alderperson Crevier asked why peeling paint was allowed to be included in the facade grant application when it was applied prior to the application being submitted. City Attorney Judy Schmidt-Lehman explained that the facade grant guidelines do allow for improvements made 90 days prior to application.

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

17. Resolution #17-93, Authorizing Fox River State Trail Winter Maintenance Cost Share Memorandum of Understanding Among the City of De Pere, the Village of Allouez, the City of Green Bay and Brown County.

Alderperson Crevier expressed his dislike of the cost share. Discussion followed.
Alderperson Carpenter asked that someone reach out to Brown County to see what the cost would be to do the rest of the trail in the City.

RESULT: ADOPTED [7 TO 1]
MOVER: Dean Raasch, Alderperson
SECONDER: Ryan Jennings, Alderperson
AYES: Boyd, Carpenter, Hansen, Jennings, Lueck, Nelson, Raasch
NAYS: Scott Crevier

18. Resolution #17-94, Authorizing Extension of Agreement for Services Between the City of De Pere and Multi Media Channels, LLC

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

19. Resolution #17-95, Authorizing Master Services and Purchasing Agreement with Axon Inc. For Body Worn Cameras and Related Accessories

Alderperson Nelson moved, seconded by Alderperson Raasch to approve the agreement. Upon vote, motion carried unanimously. Police Chief Derek Beiderwieden came forward and explained that the price is \$23,704 and still under the \$25,000 budgeted amount. Alderperson Crevier moved, seconded by Alderperson Raasch to reconsider the item. Upon vote, motion carried unanimously. Alderperson Crevier moved, seconded by Alderperson Raasch to approve the agreement with the updated cost of \$23,705. Upon vote, motion carried unanimously.

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

20. Resolution #17-96, Authorizing Small Municipal and County Government Enterprise License Agreement (ELA) between the City of De Pere and Environmental Systems Research Institute, Inc. (ESRI)

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

21. Resolution #17-97, Authorizing Extension of Agreement for Noxious Weed/Long Grass Cutting Between the City of De Pere and Lizer of Wisconsin, Inc.

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

22. Resolution #17-98, Authorizing Second Extension of Agreement for Cleaning Services (Pro One - Municipal Service Center)

Alderperson Hansen asked what recourse the City has if quality issues are experienced again as in the past. City Attorney Judy Schmidt-Lehman explained that there is a 30 day notice to correct.

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

23. Voucher Approval.

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

24. Operator License Applications.

CITY OF DE PERE	
License Committee - December 5, 2017	
Previously Tabled Operator License Applications	
1	UPTHEGROVE, DONNA L.
New Operator License Applications	
1	ALWARDT, SHELBY L.
2	CHARD, REILLY A.
3	EWERT, LUKE J.
4	HUEBNER, NORA G.
5	KEMPFERT, COLLIN M.
6	KUDIRKO, PAUL S.
7	MC GUIRE, BRIANNA M.
8	PRICHARD, ASHLEY M.
9	SAGE, JENNIFER E.

Alderperson Boyd moved, seconded by Alderperson Carpenter to deny Previously Tabled Operator License Application #1 for Donna L. Upthegrove. Upon vote, motion carried unanimously.

Alderperson Boyd moved, seconded by Alderperson Hansen to approve Operator License Applications #1-9. Upon vote, motion carried unanimously.

25. Future Agenda Items.

Alderperson Carpenter asked that someone reach out to Brown County to see what the cost would be to do the rest of the trail in the City. Alderperson Hansen asked that the RDA review ways to make the facade improvement grant more attractive to businesses and provided the following examples: allow commercial property to apply for the grant

again after 10-15 years, increasing the amount of the grant per project, or increase the City share of the project.

26. Adjournment.

Aldersperson Crevier moved, seconded by Aldersperson Boyd to adjourn the meeting at 8:17 p.m. Upon vote, motion carried unanimously.

Respectfully submitted,

Shana Ledvina, Clerk-Treasurer

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Resolution #17-99, Consideration of Final Resolution Regarding Industrial Development Revenue Bond Financing for Midland Plastics, Inc. Project.

ATTACHMENTS:

- Reso17-99 (DOCX)
- Mayor&F-P-Midland Plastics IRB-11-14-17-194-003-17 (PDF)

COMMON COUNCIL OF
CITY OF DE PERE, WISCONSIN

RESOLUTION NO. 99 of 2017

**FINAL RESOLUTION REGARDING
INDUSTRIAL DEVELOPMENT REVENUE BOND FINANCING
FOR MIDLAND PLASTICS, INC. PROJECT**

BE IT RESOLVED by the Common Council of the City of De Pere, Wisconsin (the “Issuer”), as follows:

Section 1 Recitals.

1.01 Under Wisconsin Statutes, Section 66.1103, as amended (the “Act”), the Issuer is authorized and empowered to issue revenue bonds to finance eligible costs of qualified “projects” (as defined in the Act), and to enter into “revenue agreements” (as defined in the Act) with “eligible participants” (as defined in the Act).

1.02 Pursuant to an Initial Resolution duly adopted on November 21, 2017, the Issuer expressed its intention to issue industrial development revenue bonds of the Issuer in an amount not to exceed \$3,000,000 (the “Bonds”) to finance a project on behalf of Midland Plastics, Inc., a Wisconsin corporation, and a related entity, and/or a limited liability entity to be formed, consisting of financing the (i) construction of an approximately 40,200 square foot facility located on American Boulevard in the West Business Park in the City of De Pere, Wisconsin (the “Facility”) to be operated by Midland Plastics, Inc. which specializes in manufacturing custom plastic products, (ii) acquisition and installation of equipment at the Facility, and (iii) payment of certain professional costs and costs of issuance (collectively, the “Project”). Notice of adoption of the initial resolution adopted on November 21, 2017 was published as provided in the Act, and no petition requesting a referendum upon the question of issuance of the revenue bonds has been filed to date.

1.03 Pursuant to Wisconsin Statutes, Section 66.1103, as amended, the Issuer may finance a project which is located entirely within the geographic limits of the Issuer.

1.04 Drafts of the following documents have been submitted to this Common Council and are ordered filed in the office of the City Clerk:

(a) a Bond Agreement (the “Bond Agreement”), proposed to be entered into among the Issuer, MNH Properties LLC, a Wisconsin limited liability company (the “Borrower”), BMO Harris Bank N.A., as trustee (the “Trustee”) and BMO Harris Bank N.A., as original purchaser (the “Original Purchaser”);

(b) a Promissory Note from the Borrower to the Issuer, and assigned by the Issuer to the Trustee; and

- (c) a No Arbitrage Certificate.

Section 2 Findings and Determinations.

Based upon the above representations, it is hereby found and determined that:

- (a) based on representations of the Borrower, the Project constitutes a “project” authorized by the Act;
- (b) a public hearing has been duly held on December 19, 2017 in accordance with the provisions of Section 147(f) of the Internal Revenue Code of 1986, as amended, at which residents of the City of De Pere, Wisconsin were given an opportunity to be heard in regard to the proposed issuance of the Bonds and the nature and location of the proposed Project;
- (c) the purpose of the Issuer's financing costs of the Project is and the effect thereof will be to promote the public purposes set forth in the Act;
- (d) it is desirable that a series of revenue bonds in the aggregate principal amount not to exceed \$3,000,000 be issued by the Issuer upon the terms set forth in the Bond Agreement, under the provisions of which the Issuer's interest in the Bond Agreement (except for certain rights as provided therein) and the loan repayments will be assigned to the Trustee as security for the payment of principal of and interest on and premium, if any, on all the Bonds outstanding under the Bond Agreement;
- (e) the loan payments provided for in the Bond Agreement, and the formulas set out for revising those payments under the Bond Agreement as required under the Act, are sufficient to produce income and revenue to provide for prompt payment of principal of and interest on and premium, if any, on Bonds issued under the Bond Agreement when due; the amount necessary in each year to pay the principal of and interest on the Bonds is the sum of the principal of, and interest on, the Bonds due in such year, whether on a stated payment date, a redemption date, or otherwise; the Bond Agreement provides that the Borrower shall provide for the maintenance of the Project in good repair, keeping it properly insured;
- (f) the Bonds shall not be a general obligation or indebtedness of the City within the meaning of any state constitutional provision or statutory limitation and shall not constitute nor give rise to a pecuniary liability of the City or a charge against its general credit or taxing powers, but shall be payable solely from the payments and other revenues that may be available therefore from the Bond Agreement or in the event of default thereon as otherwise provided herein and permitted by law, and in no event shall the bonds or the interest thereon or any other costs or expenses in connection therewith or with the Project ever be payable from any funds of the City other than the payments and other revenues to be received by the City under the Bond Agreement; and
- (g) the City shall not be responsible for controlling any part of the Project; and further that the Bonds, when issued, will contain such provisions regarding non-discrimination as state law or the City shall require.

Section 3 Approvals and Authorizations; Authentication of Transcript.

3.01 This resolution shall constitute the approval of the Bonds within the meaning of Section 147(f) of the Internal Revenue Code of 1986, as amended, and the Bonds are hereby approved. There is hereby approved the issuance by the Issuer of its industrial development revenue bonds (specifically, the Bonds) in an aggregate principal amount not to exceed \$3,000,000 for the purpose of financing the Project.

The Issuer shall proceed to issue its Industrial Development Revenue Bonds, Series 2017 (Midland Plastics, Inc. Project), in the aggregate principal amount not to exceed \$3,000,000, in the form and upon the terms set forth in the Bond Agreement, which terms, including without limitation, interest rates, redemption provisions and maturity, are for this purpose incorporated in this resolution and made a part hereof. Subject to such changes or revisions as Bond Counsel or Counsel for the City may approve, the terms are hereby approved without further action by the Issuer, and the Mayor and City Clerk are authorized and directed to execute and deliver the documents listed in Section 1.04 herein which are hereby approved, together with such subsequent changes as may be requested and approved by bond counsel and the Issuer's attorney, and such other documents, agreements, instruments or certificates as are deemed necessary or desirable by the Issuer's attorney and bond counsel, including an Internal Revenue Service Form 8038.

The Mayor and the City Clerk are authorized and directed to execute and seal the Bonds as prescribed in the Bond Agreement and to deliver them to the Trustee (together with a certified copy of this resolution and any other documents required by the Bond Agreement) for authentication and delivery to the original purchaser.

The foregoing authorizations and approvals are subject to the provision that the Bonds shall not be issued by the Issuer and the Bonds and the documents listed in Section 1.04 herein will not be executed or delivered by the Issuer until and unless the petition period with respect to the Bonds provided for under Wisconsin Statutes, Section 66.1103(10)(d) has expired without the filing of a petition (in proper form) requesting a referendum on the question of the issuance of the Bonds.

3.02 The publication in the official newspaper of the Issuer of the notice for the public hearing referred to in Section 2(b) of this resolution, and such notice of public hearing as so published, are hereby ratified.

3.03 The Issuer hereby elects to have the provisions of Section 144(a)(4)(A) of the Internal Revenue Code of 1986, as amended, apply to the Bonds.

3.04 The Mayor and the City Clerk and other officers of the Issuer are authorized to prepare and furnish to the Trustee and bond counsel certified copies of all proceedings and records of the Issuer relating to the Bonds, and such other affidavits and certificates as may be required by the Trustee and bond counsel to show the facts relating to the legality and marketability of the Bonds as such facts appear from the books and records in the officers' custody and control or as otherwise known to them.

3.05 The approval hereby given to the various documents referred to in this resolution includes the approval of such additional details therein as may be necessary and appropriate for their completion and such modifications thereto, deletions therefrom and additions thereto as may be

approved by the Issuer's attorney and bond counsel. The execution of any document by the appropriate officer or officers of the Issuer herein authorized shall be conclusive evidence of the approval by the Issuer of such document in accordance with the terms hereof.

3.06 BMO Harris Bank N.A. shall initially assume and perform the duties of Trustee.

3.07 Notice of sale of the Bonds, in the form attached hereto as Exhibit A, shall be published in the official newspaper of the Issuer as a class 1 notice under Chapter 985 of the Wisconsin Statutes.

3.08 The Bonds shall be limited obligations of the Issuer payable by it solely from revenues and income derived by or for the account of the Issuer from or for the account of the Borrower pursuant to the terms of the Bond Agreement. As security for the payment of the principal of, premium, if any, and interest on the Bonds, the Issuer shall pledge and assign to the Trustee all of its right, title and interest in and to the trust estate described in the Bond Agreement.

3.09 No covenant, stipulation, obligation, or agreement herein contained or contained in the Bonds, Bond Agreement or other instrument connected therewith, shall be deemed to be a covenant, stipulation, obligation, or agreement of any officer, agent or employee of the City or of its Common Council nor any officer executing the Bonds shall be liable personally on the Bonds or be subject to any personal liability or accountability by reason of the issuance thereof.

3.10 All out-of-pocket costs of the Issuer, including attorneys' fees, in connection with the issuance and sale of the Bonds shall be paid from the proceeds of the Bonds or by the Borrower.

Passed and adopted at a regular meeting of the Common Council of the City of De Pere this 19th day of December, 2017.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, City Clerk-Treasurer

CERTIFICATION BY CITY CLERK

I, Shana D. Ledvina, being first duly sworn, hereby certify that I am the duly qualified City Clerk-Treasurer of the City of De Pere, Wisconsin (the "Issuer"), and as such I have in my possession, or have access to, the complete corporate records of the Issuer and of its Common Council; that I have carefully compared the transcript attached hereto with the aforesaid records; and that said transcript attached hereto is a true, correct and complete copy of all the records in relation to the adoption of Resolution No. ____ of 2017 entitled:

FINAL RESOLUTION REGARDING
INDUSTRIAL DEVELOPMENT REVENUE BOND FINANCING
FOR MIDLAND PLASTICS, INC. PROJECT

I hereby further certify as follows:

1. Said Resolution was considered for adoption by the Common Council of the Issuer at a meeting held at City Hall, 335 South Broadway, De Pere, Wisconsin at ____ p.m. on December 19, 2017 at a regular meeting of the Common Council and was held in open session.

2. Said Resolution was on the agenda for said meeting and public notice thereof was given not less than twenty-four (24) hours prior to the commencement of said meeting in compliance with Section 19.84 of the Wisconsin Statutes, including, without limitation, by posting on the bulletin board in the City Hall, by notice to those news media who have filed a written request for notice of meetings, and by notice to the official newspaper of the Issuer.

3. Said meeting was called to order by _____, who chaired the meeting. Upon roll, I noted and recorded that the following alderpersons were present:

_____	_____
_____	_____
_____	_____
_____	_____

and that the following alderpersons were absent:

_____	_____
_____	_____

I noted and recorded that a quorum was present. Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was said Resolution, which was introduced, and its adoption was moved by _____ and seconded by _____. Following discussion and after all alderpersons who desired to do so had expressed their views for or against said Resolution, the question was called, and upon roll being called and the continued presence of a quorum being noted, the recorded vote was as follows:

AYE:

NAY:

ABSTAINED:

Whereupon the meeting chair declared said Resolution adopted, and I so recorded it.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the Issuer hereto on this 19th day of December, 2017.

CITY OF DE PERE, WISCONSIN

[SEAL]

By: _____
Shana D. Ledvina, City Clerk-Treasurer

Attachment: Reso17-99 (6489 : Reso 17-99 Consideration of Final Resolution Regarding Industrial Dev Midland Plastics)

EXHIBIT A**NOTICE TO THE ELECTORS**

On December 19, 2017, a resolution was offered, read, approved and adopted whereby the City of De Pere, Wisconsin authorized the issuance and sale of its Industrial Development Revenue Bonds, Series 2017 (Midland Plastics, Inc. Project) in an amount not to exceed \$3,000,000 (the "Bonds"). The closing of this bond sale was held on December ____, 2017. A copy of all proceedings had to date with respect to the authorization and sale of said Bonds is on file and may be examined in the office of the City Clerk, 335 South Broadway, De Pere, Wisconsin.

This notice is given pursuant to Section 893.77, Wisconsin Statutes, which provides that an action or proceeding to contest the validity of such financing, for other than constitutional reasons, must be commenced within 30 days after the date of publication of this notice.

Shana D. Ledvina, City Clerk-Treasurer
City of De Pere, Wisconsin

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
 Members of the Finance/Personnel Committee
 From: Judith Schmidt-Lehman, City Attorney *J. Schmidt-Lehman*
 RE: Industrial Revenue Bond Financing Request of Midland Plastics, Inc.
 Date: November 14, 2017

City Clerk-Treasurer Shana Ledvina received a request from Midland Plastics' legal team that the City issue Industrial Development Revenue Bonds (IRB) to assist in the financing for the project. The purpose of this memo is to briefly explain what IRB Financing is under state statute and a brief explanation of the City approval process for issuing the same. Most technical requirements of the process (such as publication requirements and clerk receipt of documents from Developer) are omitted from this memo.

The City is authorized by Wis. Stats. §66.1103 to acquire, construct, equip, reconstruct, improve, maintain, repair, enlarge or remodel industrial projects; to enter into revenue producing agreements for same in order to promote the right to gainful employment, business opportunities and general welfare of its inhabitants; and to preserve and finance costs related to such industrial projects. The City issues the bonds and lends the money to the developer for the project; repayment of the bonds is then made by the developer out of the revenues derived by the project financed by the bonds. The bonds are limited obligations of the City, with payment of principal and interest on the bonds payable solely out of the revenues derived under the project financing agreement. The financing agreement will be in place when the final resolution is approved. IRBs are also not a charge against the City's general credit or taxing powers.

Assuming the Finance/Personnel Committee recommends moving forward with the IRBs, the attached Initial Resolution will go to the Common Council on November 21, 2017. This resolution will also authorize the project to be completed without compliance with public bidding laws since the City will have no element of control over the project. However, non-discrimination requirements in the construction contracts are still required under the language in this initial resolution. I have requested certain language changes to the Initial Resolution submitted on behalf of Midland Plastics, Inc. Hopefully those changes will be incorporated and ready for the November 14, 2017 Committee meeting.

Assuming approval of this resolution on November 21, 2017, the developer and financial institution will negotiate the project financing agreement, which must conform with requirements outlined in the initial resolution. The final bond resolution (also needing council approval) is accomplished after the project financing agreement is agreed upon, and is subject to City approval of the financing documents.

If there are questions regarding this matter, please feel free to call me at 339-4042. Otherwise, I look forward to discussing this issue with you on November 14, 2017.

JSL:amz

Attachment

cc: Lawrence A. Delo, City Administrator
 Kimberly T. Flom, Economic Development & Planning Director
 Alderpersons Boyd, Hansen, Raasch and Carpenter

H:\azills\Memos\2017\Mayor & F-P-Midland Plastics IRB-11-14-17-194-003-17.docx

Attachment: Mayor & F-P-Midland Plastics IRB-11-14-17-194-003-17 (6489 : Reso 17-99 Consideration of Final Resolution Regarding Industrial

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Recommendation from the License Committee on an Application for a Change in Corporate Entity from Baffidilucio, LLC to Nostracremona, LLC.

An application for a "Class B" combination liquor license for 109-113 N Broadway was approved on November 21, 2017. Owner Andrew Krans is submitting a new application to accurately reflect the corporate entity associated with this premises.

ATTACHMENTS:

- Nostracremona LLC_12-19-17(PDF)

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning Nov 27th 20 17 ;
ending Jul 30 20 18TO THE GOVERNING BODY of the: ☐ Town of
☐ Village of } De Pere
☒ City ofCounty of BROWN Aldermanic Dist. No. _____ (if required by ordinance)

1. The named
- ☐
- INDIVIDUAL
- ☐
- PARTNERSHIP
- ☒
- LIMITED LIABILITY COMPANY
-
- ☐
- CORPORATION/NONPROFIT ORGANIZATION

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

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

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

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Andrew T. Kraws</u>	<u>[REDACTED]</u>	
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent	<u>ANDREW T. KRAWS</u>		
Directors/Managers			

3. Trade Name NOSTRACREMONA, LLC Business Phone Number 920-371-50324. Address of Premises 109-113 N. Broadway Post Office & Zip Code 530015. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☒ Yes ☐ No6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No8. (a) Corporate/limited liability company applicants only: Insert state WI and date 8/24/17 of registration.(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 3000 SQ. FT.

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

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No(b) If yes, under what name was license issued? DAFFA 21 LLC, LLC12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] ☒ Yes ☐ No13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. ☒ Yes ☐ No14. 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 signers. Signers agree 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 and each member of a partnership applicant must sign; corporate officer(s), members/managers 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.

SUBSCRIBED AND SWORN TO BEFORE ME

this 1st day of December, 20 17
Cathy E. Danner
 (Clerk/Notary Public)
My commission expires 4-30-21
[Signature]
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

[Signature]
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

[Signature]
 (Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>12-1-17</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

City of De Pere, Wisconsin



Request For Common Council Action

MEETING DATE: December 19, 2017

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Recommendation from the Board of Public Works to Approve the Approach for Sidewalk on the East Side of Lawrence Drive from Scheuring Road to Main Avenue and to Proceed with the Design of the Project for 2019 Construction.

The Board of Public Works at the December 11, 2017 meeting approved the Lawrence Drive Sidewalk project approach and proceeding with the design of the project for 2019 construction and voted to forward the project to Common Council for approval.

In August, the Board approved the project approach and proposed timeline for construction of sidewalk on the east side of Lawrence Drive from Scheuring Road to Main Avenue in 2019. As part of the approach, staff sent a survey to impacted property owners and the surrounding area from Scheuring Road to Main Avenue and from Lawrence Drive to Ninth Street. Staff held a public information meeting on November 7, 2017.

The purpose for this item is to present an update to the Board and Council and reconfirm the project approach for construction in 2019.

Background Information

In August of 2008, the Board of Public Works approved the installation of sidewalk on Lawrence Drive from Scheuring Road to the southern city limits. This sidewalk was subsequently constructed in 2015. In October of 2008, the Board of Public Works considered the installation of sidewalk on Lawrence Drive from Scheuring Road to Main Avenue, however the motion failed. Based on direction from the Board, sidewalk is being re-evaluated at this location. Staff has been working on the preliminary design of sidewalk along Lawrence Drive from Scheuring Road to Main Avenue to evaluate utility impacts and existing right of way. Currently there is sidewalk exiting the roundabout north of Scheuring Road approximately 120 feet, and entering and exiting the roundabout at Grant Street approximately 70 feet to the south and 90 feet to the north. The proposed sidewalk design has sidewalk on the east side of Lawrence Drive from the roundabout at Scheuring Road to Main Avenue.

The project approach for costs on the sidewalk is that all costs directly associated with the installation of the sidewalk will be included in the assessment. This includes standard quantities and costs that other residents in the City are charged when new sidewalk is installed such as the concrete sidewalk, the crushed aggregate base course for the sidewalk, and restoration of the lawn one to two feet on either side of the sidewalk. The sidewalk through the driveway is proposed to be assessed back to the property owner. Other costs that are not standard when new sidewalk is installed and assessed on a street reconstruction project or new sidewalk in a new development are included in the costs to be funded by the City. These costs included asphalt and

concrete driveway replacements due to grade, curb and gutter repairs, sidewalk ramps, lawn restoration beyond normal limits, yard drain installation, retaining walls, and right of way acquisition.

Survey of Property Owners

Staff held a Public Information Meeting with property owners and nearby residents on November 7, 2017. The City invited all the property owners and approximately 740 parcels in the area to gather input on the proposed sidewalk. A survey was attached to the invitation for those who could not attend. While the majority of property owners facing new construction of sidewalk are opposed to the project, the majority of property owners responding to the survey in the residential area east of Lawrence Drive are in favor of the sidewalk. A summary of results to the survey is as follows:

In Favor	Opposed	Neutral
53	21	2

A summary of responses along with a map identifying the location of responses has been included.

Facility Need

Lawrence Drive is an arterial street from Scheuring Road to Main Avenue. Streets identified as arterial are those with higher traffic volumes in the City. For high volume streets, it is important to provide facilities for pedestrians. A map has been included identifying the arterials in the City, along with those that have sidewalk (green) and those that do not (red). As can be seen on the map, the majority of streets that have been urbanized (curb and gutter versus ditches), have sidewalk. Additionally, Lawrence Drive is posted with a 35 mph speed limit. The higher speed limit presents additional challenges for use by pedestrians.

Connectivity

The City has been a proponent of sidewalk and pedestrian friendly facilities. One important component to sidewalk is connectivity. The proposed sidewalk along Lawrence Drive will provide future connectivity between the residential areas along Grant Street and to the east of Lawrence Drive to the businesses on Lawrence Drive.

Municipal Code

In addition to the items discussed above, the City Municipal Code addresses the installation of sidewalk in the City. Section 22-5 *Construction and repair of streets and sidewalks*, of the code says the following:

“(d) *Sidewalks required constructed. Sidewalks shall be constructed according to the specifications as set forth in subsection (b) of this section. The board of public works shall, at least annually, review those areas where sidewalks have not been constructed to determine the need for such construction for the safety of all citizens and recommend to the common council the installation of sidewalks in such areas. In reviewing the need for such construction of sidewalks, the board and common council shall consider the following factors: thoroughfares, connector streets, connection with public facilities such as schools and parks, pedestrian and vehicular safety and topographic consideration. Upon such recommendation the common council may require installation pursuant to Wis. Stats. § 66.0907.*”

Sidewalk along Lawrence Drive conforms to the requirements in the Code in that it provides pedestrian facilities on an arterial street, which would be considered a connector street; provides future connections between residential and commercial areas; and improves pedestrian and vehicular safety.

Project Approach and Timeline

In the past, property owners have been given the opportunity to install their own sidewalk with a licensed contractor. If the property owner does not install their own sidewalk once ordered, the City installs and bills the property owner. Staff is proposing to allow property owners the opportunity to construct their own sidewalk in 2018 and early 2019. If the property owners do not install the sidewalk, the City will include their sidewalk with the project and assess. Several property owners have large lots. The cost of sidewalk will be large for these property owners. Staff is proposing to construct and special assess the sidewalk in 2019 so that the Board and Council can provide an extended time frame for paying the special assessments. The project approach below is the same as that presented at the August meeting.

The proposed timeline for the project construction is as follows:

1. Public information in late 2017 with property owners to notify of upcoming sidewalk installation in 2019. **COMPLETED.**
2. Property owners are given the opportunity to construct sidewalk with a licensed contractor in 2018 and up to the end of June 2019.
3. The City negotiates the acquisition of required right-of-way (if required) in 2018. Additionally, coordinate utility relocation in 2018 for moving in 2019. There appears to be enough right-of-way to install the sidewalk, however, the terrace for snow storage will be small in some areas and there are a significant number of utilities (poles, pedestals, etc) in conflict with the proposed sidewalk. Staff will meet with property owners to see if they would prefer a wider terrace through the acquisition of right of way in order to make snow removal on the sidewalk easier. Staff will also meet with utility companies to determine if there is City costs associated with the utility relocations.
4. Sidewalks not installed by property owners by the end of June, 2019 will be included in a City bid project in 2019. The cost for sidewalk will be special assessed against benefitting properties. The costs for items special assessed for this segment will be similar to the assessments for Lawrence Drive south of Scheuring Road. For that project, the items directly related to the sidewalk installation (excavation, base course, concrete, and two feet of terrace restoration) were assessed. Other costs such as yard drains, driveway replacements, utility relocations, etc. that would have been included with the street construction if the sidewalk were constructed at the time of street construction, were not assessed and paid by the City.

ATTACHMENTS:

- CI_BOPW_Lawrence Drive Sidewalk Map_12.11.2017 (PDF)
- CI-BOPW-Lawrence_Sidewalk_ArterialWithSidewalks2017 (PDF)
- Lawrence Drive Sidewalk Public Comment Letter Summary 2107 (PDF)



PROPOSED SIDEWALK



PROJECT LIMITS



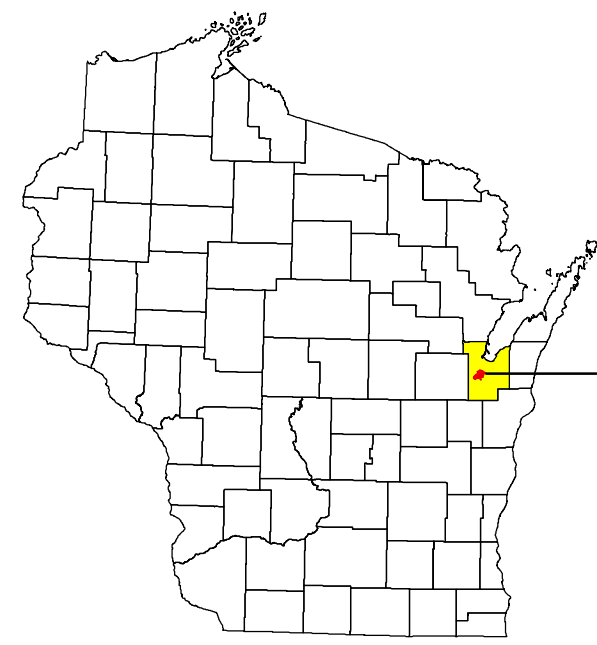
CITY OF DE PERE

ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115
OFFICE 920-339-4061
FAX 920-339-4071

PROJECT:
LAWRENCE SIDEWALK

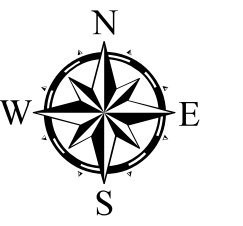
MAIN STREET TO
SCHEURING ROAD

DATE: 10/16/2017
BY: MAL
CHECKED: CKK



Sidewalks Along Arterial Roads

City of De Pere, Wisconsin



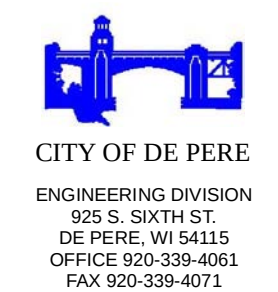
PROPOSED 2019 SIDEWALK PROJECT



Legend

- Arterial Roads with Sidewalks
- Arterial Roads
- City of De Pere Boundary

0 0.25 0.5 1 Miles



TITLE:
Transportation Classification
PROJECT:
Sidewalk Exhibit
DATE: 8/3/2017
BY: BB
CHECKED:
Packet Pg. 25

NAME	ADDRESS	YES	NO	UNDECIDED	COMMENTS
Terri Fote	1500 Scheuring Rd	1			"I hope it goes through"
Mike Campbell	730 S. 9th St	1			
Susan M Mullins	324 S 9th St	1			
Tina Pickard	850 Morning Glory Lane # 102	1			There are people in scooters & wheelchairs that can't go on the street, because people drive fast and can't see what's in front of them.
Mark Challe	1300 Meadowview	1			A sidewalk would make Lawrence Drive much safer.
Claire D. Pribyl	1282 Crown Ct. #4	1			Yes, please, please, please!! This proposed sidewalk would be a godsend to me and most surrounding neighbors in many many blocks around. We walking shoppers, headed to the Walmart, Menards, etc. stores find it very difficult to avoid traffic along Lawrence Dr. A sidewalk would certainly better allow more of us to conveniently shop in that area, bringing more customers to the stores.
Netanyah Kirschenberg	850 Morning Glory Ln, #112	1			The more sidewalks, the merrier. They are safer for people to walk places than being forced to walk on an unlevel gravel surface. Sidewalks also create more accessibility to people in wheelchairs. This in turn can help everyone achieve greater independence from relying on motor vehicles to get them places. They could potentially walk or ride a mobility scooter on said sidewalks.
Greg Pieters	1288 Crown Ct, Apt. #1	1			Very, very good idea. Much safer for pedestrians.
Terri Champeau	850 Morning Glory Ln, Apt. #228	1			I think a sidewalk would be a good thing. If there is a sidewalk I will use it.
James DeRuyter	850 Morning Glory Ln, Unit 145	1			I see people walking along Lawrence Dr. It would be a help for people to go to Menards, Walmart or other stores.
Suzette Bertrand	850 Morning Glory Ln, Apt. 130	1			
J Kapp	414 Moon Glow dr	1			
James & Stephanie Fetterhoff	1380 Scheuring Rd, D25	1			My husband and I think a sidewalk there is a great idea. Pedestrians need a safe place to walk that isn't in the road or the grass.
Dave Kubiak- Poolworks	765 Lawrence Dr	1			I see lots of people walking on the road. Very dangerous!! Lawrence Drive needs a sidewalk!!
Colleen Wielgus	1295 Crown Ct	1			

NAME	ADDRESS	YES	NO	UNDECIDED	COMMENTS
Travis Maurer	628 S Ninth St	1			This is a great idea over years the City has developed more population in areas that did not exist and I personally walk this road to Wal-Mart. It's dangerous, people drive fast. And this would be a proper addition to Lawrence Drive
Ashley Clarke	1298 Crown Ct., Apt 1	1			
Sharon Zupke	416 S. 9th St		1		Not necessary, very few people walking in this area. Wish you'd ask for comments before replacing sidewalk parts on S. 9th St. this summer. Two out of four sections in front of my duplex were replace for NO REASON, while a cracked section that allows water & ice to accumulate wasn't touched. Also the contractor's work was sloppy & they planted weeds instead of grass seed at the end. I talked/complained to a summer intern in my yard & called the City, but received no response. This was a waste of time and money.
Roman Svetlechni	840 Park St	1			I have walked this stretch of road. I think it's quite dangerous for walking. Sidewalk is a great idea!
Joan Zuehls	840 Park St			1	What do you mean proximity to the project? I live on corner of Park and Ninth St. It may help people who ride bikes or walk their dogs. I travel on the buses a lot. Will the taxes go up for the people living in that area?
Jim Motley	1249 Franco Ct	1			Sound like a great addition to a great City!
Daniel Bruski	850 Morning Glory Ln #114		1		We have other infrastructure needs that top our priority list. Resurfacing Main Street should be a priority, not a new sidewalk. Existing projects deserve attention, and would be a much better use of De Pere's taxpayer money. Resurfacing Main Street is just ONE of several existing projects in need of work. De Pere First. Let's Do Right. (Possible candidate for Mayor)
Cindy Fermanich	1280 Crown Ct, #2	1			A (cement?) sidewalk will make it easier for me to walk to Walmart or any other stores in the area and or ride my bike. However, is asphalt a softer surface? (easier on the feet and legs)
Lisa Jansen	1276 S 9th St	1			

NAME	ADDRESS	YES	NO	UNDECIDED	COMMENTS
Gail & James Champagne	1350 S Carrington Ln			1	I am just concerned because that part of Lawrence Dr is a high traffic area, then add pedestrians. Little worried about all the traffic.
Jim Strompolis	1259 N Franco Ct	1			Because these areas are a large part businesses, it would promote safety & convenience to walkers. After a conversation that my husband had 9w/Chase) we feel OK about it due to no spike in property taxes. Construction areas (until finished) are harder to navigate for traffic though.
Tanya Meyer	1324 Meadow View Ln	1			Looking forward to a safe walkway to local stores. Thank you!!
Don Sliwka	510 Acreview (owns 808/810 S 9th)		1		I'm only opposed to the sidewalk because I think the City could find a better use for the expense. Who benefits from the sidewalks? There are no residences on the route. There are no business that bring in pedestrians. If a resident of 9th St wants to use it for a walk the lack of cross streets make it an extremely long walk. They won't use it. Encouraging pedestrian traffic at the Grant St roundabout may not be a great idea. The only user could be employees of some of the businesses on the route for a noon walk. Even if grant money is paying for the sidewalk project, that's a pretty limited usage.
Country Visions Coop	1221 Grant and Lawrence Dr		1		See attached comment
Deb Johnson	1351 S Carrington Ln	1			Completely in favor of a much more accessible community.
William Keyser	627 S Ninth St 600-602 S Ninth	2			Great, but how about fixing the bumpy stretch from Lawrence round about to American Blvd? Detouring traffic to repair that section would be easy or could you at least bring in a roadtec machine to shave that section FLAT!!!!It would be nice to have a sidewalk so when I go for a walk I can go Ninth St to Scheuring to Lawrence to Grant and back to 9th St. But I would you rather use the cement to finish Scheuring Rd from Lawrence Dr to American Blvd. There is no reason you can't detour 2 lanes of traffic - American Blvd to Fortune Dr to Lawrence OR could you run a roadtech machine and shave off the high spots. (Try driving a big truck down that bump road)!!! (2 properties)
Michael Picard	850 Morning Glory Ln, Apt. 131	1			

NAME	ADDRESS	YES	NO	UNDECIDED	COMMENTS
Theresa Fuerst	1335 N Carrington Ln	1			Although I doubt I will use it, it will be a safe place for walkers, people to ride their bikes to the stores or on their way to school (teens, kids) I think the Town of Lawrence could pitch in as their taxes are much lower and they would benefit as well. It would help those in the apartments have a safe place to wak in case they have no car.
Lauren March & Anthony Flood	550 S 9th St	1			
Lamers A&K Properties LLP	430 S 9th 422 S 9th WD-D0206-2		3		3 properties
Mike Uttech	1374 S Carrington Cl	1			
Linda Van Vonderen	1357 S 9th St		1		
Matt Gauthier	1116 S 9th St	1			I have gone for runs around the block here which includes exactly where you want to put the sidewalk and I would feel significantly more safe being able to use the sidewalk to run instead of the side of the busy Lawrence Drive!
Mike DeCleene DeCleene Truck Refrigeration & Trailer Sales	625 Lawrence Drive		1		1) We are a business district, not residential.2) Lawrence Dr. could be striped for pedestrian and bike traffic - it is wide enough. 3) Who will be responsible for the construction, maintenance & upkeep 4) Route pedestrian traffic to Ninth St. 5) If a sidewalk must go in, do it on the west side of Lawrence Drive.
Matt Hettman	570 S. Ninth St.	1			I believe this would be a good idea, there is a lot of increased foot traffic around the area.
Susan Brockelsby	850 Monring Glory Ln.	1			To Mayor Walsh: Now if we could get a No Parking on one side of the street on Park Street!! During the winter months theres are too many postall workers parking on Ningth by the apartments making it difficult to see traffic when exiting the parking lots! Thank you!
Ken and Geri Dvorak	1280 Crown Ct.	1			We feel this is a great improvement!
Alberta Gerrits	850 Morning Glory Ln	1			
Dairyland Labs	1111 Lawrence Dr.	1			
Susan Mashl	1170 S. 9th St	1			

NAME	ADDRESS	YES	NO	UNDECIDED	COMMENTS
Aaron Hoff - Transport Refrigerations	301 Lawrence Dr		1		Extra burden & responsibility to businesses makes this unfavorable: snow removal, liability for slips & falls, tax bill for installation. Recommendation: install sidewalk on west side of Lawrence Dr. or no sidewalk.
Anonymous			1		I see no advantages, just more traffic accidents for drivers trying to access businesses.
Roger E Hock	850 Morning Glory Ln	1			It's about time.
Cummins	875 Lawrence Dr	1			Would be wise not having people walk in the road.
Diane Hockers	429 S Ninth St 421 s Ninth St	2			I am in favor of putting in a sidewalk on the east side of Lawrence Drive. A number of people, myself included, occasionally walk to Menards or Wal-Mart and it's difficult with all of the traffic.
David Schlemmer	783 S 9th St		1		Cost and upkeep far outweighs the need for more sidewalks
Sharon L McNeiley	1380 Scheuring Rd, #C17	1			Would like to see bike lanes also! Marked! Do it right one time!
Todd Thomas-Creative Business Signs	505 Lawrence Dr		1		We have many large trucks/semis entering the property every day. I am concerned for safety of people walking. A better option would be to put it on the highway side of the street-west side.
Bob Krzewina	1197 Grant St	1			
Mark Hillert	402 Apollo Way		1		If anything is done to this route, I think the City should STRONGLY consider the installation of a COMBINATION BIKE/PEDESTRIAN PATHWAY instead of a sidewalk. Safer for biking as well as walking. Thanks!
Tanner Hachl	509 S Ninth St	1			We live on the corner of Grant and 9th with a few dogs we walk often. We'd love to be able to walk to doggy day care or Next Level Fitness and feel safe while doing so.
Linda Fischer	1403 S. Ninth St		1		I travel that street daily and hardly ever see a pedestrian. I don't see any reason to install sidewalks in that area.
Michelle Tennant			1		Our taxes are high enough
Glen Reit- owner Dairyland Lab Property	N27516 St Rd 93		1		No sidewalk is needed and adds cost
Aurio LLC	841 Highview Ln	1			
Diane Kremar	401 Aloysius Ct	1			
Alouis & Virginia Arendt	N94595 Cty Rd U		1		

NAME	ADDRESS	YES	NO	UNDECIDED	COMMENTS
Stacy Rose	1251 Crown Ct				
K. Norman	1375 Carrinton Ln	1			If minimal to zero increase in tax. Concerned cost placed into resident tax for this addition.
Anonymous		1			
Ray Hoffman	414-416 S. Ninth WD-D0218-2	2			Owns 2 properties
Dan Shoemaker JX Enterprises	201 Lawrence Dr		1		This stretch is all industrial. We do not see a need for a sidewalk and a continued disruption to all the local businesses. Over the last 10 years, Lawrence Dr. has been consistently re-worked, continuing with the 2018 round-about project. Thanks!
Bob Hecker	904 Green Ridge		1		Don't think it is necessary! As a builder/remodeler, I make almost daily trips to Menard's and also frequent trips to WalMart at other times and don't see that many people walking there. In addition, being a Festival customer, nor do I see people walking along that stretch of Lawrence Dr. I think it will be an added expense to those businesses to install and maintain (snow removal) with NO benefit to them.
Sally and Scott Kazik	435 S 9th St	1			
Kate Willett	1305 Franco Ct	1			
Paul Anderson	1225 Westwood Dr		1		Please put the labor and expense for constructing the sidewalk towards repairing roads, i.e. Main Street, Grant St.
Felchlin Family	403 Moonglow Drive	1			Thanks for the opportunity to provide input. We're always in favor of making our neighborhood more walkable!
TOTALS		53	21	2	
NOTE: Multiple votes indicate that the business or individual owns more than one property/parcel in the survey targeted area.					

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Recommendation from the Board of Public Works to Award the Contract for Project 17-20 Claude Allouez Bridge Repairs to Janke General Contractors, Inc., in the Amount of \$31,513.00.

The Board of Public Works at the December 11, 2017 meeting approved the award of contract for Project 17-20 Claude Allouez Bridge Repairs to Janke General Contractors, Inc. in the amount of \$31,513.00.

The Engineering Department received bids on Project 17-20 Claude Allouez Bridge Repairs on Thursday, November 2, 2017. This work is for repairing cable supports outside of the pedestrian guard rails and repairing and cleaning railings adjacent to the roadway after two recent crashes. The bids received were as follows:

Contractor	Amount
Janke General Contractors, Inc.	\$31,513.00

The budgeted amount from the capital improvement budget is \$50,000.00.

ATTACHMENTS:

- 17-20 Bid Tab(PDF)

**PROJECT 17-20 CLAUDE ALLOUEZ BRIDGE REPAIRS
BID TAB**



				BIDDER NO. 1	
				Janke General Contractors, Inc.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID
SC-01	Cable Railing Repair	EA	8	\$2,650.00	\$ 21,200.00
SC-02	Aluminum Traffic Rail Repair at STA 85+82	LS	1	\$4,300.00	\$ 4,300.00
SC-03	Clean Rails of Paint & Debris and Remove Burrs at STA 81+78	LS	1	\$3,700.00	\$ 3,700.00
SC-04	Traffic Control (Project)	LS	1	\$2,313.00	\$ 2,313.00
Total Amount Bid					\$ 31,513.00

Attachment: 17-20 Bid Tab (6512 : Recommendation from the BOPW To Award Contract for Project 17-20

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Recommendation of the Board of Public Works to Award the Contract for Project 17-21 City of De Pere Sign Bridge to Bodart Electrical Service, Inc. in the Amount of \$63,336.

The Board of Public Works at the December 11, 2017 meeting approved the award of contract for Project 17-21 City of De Pere Sign Bridge to Bodart Electrical Service, Inc. in the amount of \$63,336.00 with an approximate 10% contingency and assigned an additional \$19,000 from undesignated reserve funds to the project.

The Engineering Department received bids on Project 17-21 City of De Pere Sign Bridge on Thursday, November 30, 2017. This work is for removing the existing sign bridge and installing a new sign bridge on Reid Street. The bids received were as follows:

Contractor	Amount
Bodart Electrical Service, Inc.	\$63,336.00
Highway Landscapers, Inc.	\$80,260.00
Janke General Contractors, Inc.	\$85,000.00
Milbach Construction Services, Co.	\$125,265.00

The budgeted amount from undesignated reserve funds is \$60,000.00. Of this amount, \$9,365.00 was awarded to GRAEF-USA, Inc. for the sign bridge design and construction management. This leaves \$50,635.00 for construction.

ATTACHMENTS:

- 17-21 Bid Tab(PDF)

BID TAB
PROJECT 17-21 CITY OF DE PERE SIGN BRIDGE



				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4	
				BODART ELECTRICAL SERVICE, INC.		HIGHWAY LANDSCAPERS, INC.		JANKE GENERAL CONTRACTORS, INC.		MILBACH CONSTRUCTION SERVICES, CO.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SC-01	Remove Existing Sign Bridge and Provide New Sign Bridge and All Restoration	LS	1	\$ 63,336.00	\$ 63,336.00	\$ 80,260.00	\$ 80,260.00	\$ 85,000.00	\$ 85,000.00	\$ 125,265.00	\$ 125,265.00
TOTAL AMOUNT BID					\$ 63,336.00		\$ 80,260.00		\$ 85,000.00		\$ 125,265.00

Attachment: 17-21 Bid Tab (6513 : Recommendation of BOPW To Award Contract for Project 17-21 City of

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommendation from the Finance Committee to Approve Public Works Department Organizational Changes

ATTACHMENTS:

- Public Works Department Organizational Changes Memo (DOCX)
- Public Works Department Organizational Changes 11-6-17 (PPTX)

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Finance/Personnel Committee
From: Scott J. Thoresen, Director of Public Works
Shannon Metzler, Human Resources Director
Date: December 12, 2017
Subject: Public Works Department Organizational Changes

Note: The organizational changes were approved as recommended at the December 12th Finance/Personnel Committee meeting.

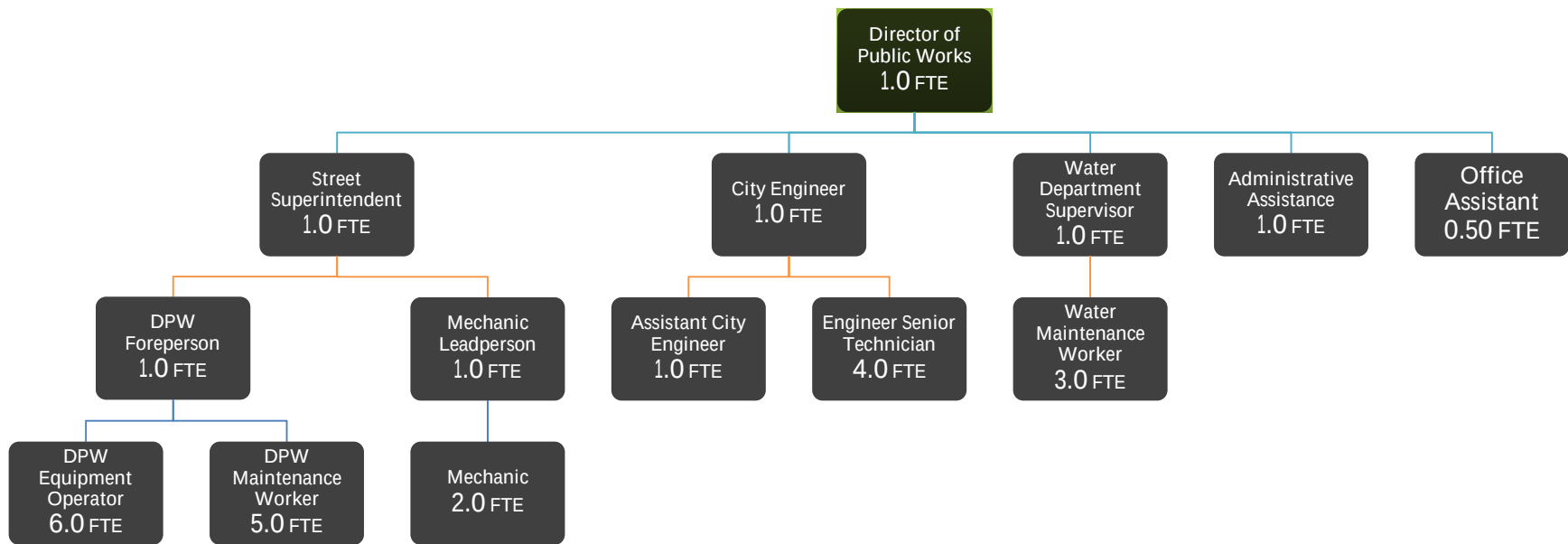
June 30, 2017 The City's Street Superintendent retired from the City. The Street Department Foreperson was promoted to the Street Superintendent position. As part of the recruitment process for the Street Foreperson and planning for the 2018 budget, staff evaluated the existing public works organizational structure and whether changes should be made. Staff is recommending the following changes to the public works department:

- Create a new position called Maintenance Supervisor. The Mechanic Leadperson would assume this role. The position would be responsible for both the fleet maintenance and building maintenance areas. This would be a salaried management position.
- Eliminate the Mechanic Leadperson position. Duties of this position would be covered under the Maintenance Supervisor position.
- Eliminate the Street Foreperson position. The administrative duties of this position would be covered by the Street Superintendent.
- Create a lead person position in the Street Department that would cover some of the field duties of the Street Department Foreperson such as answering phone and radio calls from the street department employees when Street Superintendent is not available. This responsibility would be assumed by a current street department employee.
- Managing fleet maintenance would be moved from the Street Superintendent to the Maintenance Supervisor.
- One additional Public Works Maintenance Worker will be added to the street department to replace the Street Foreperson. This will keep the total number of employees in street department at twelve (12) employees.
- One Mechanic position will be added to fleet maintenance as requested in the 2018 budget.

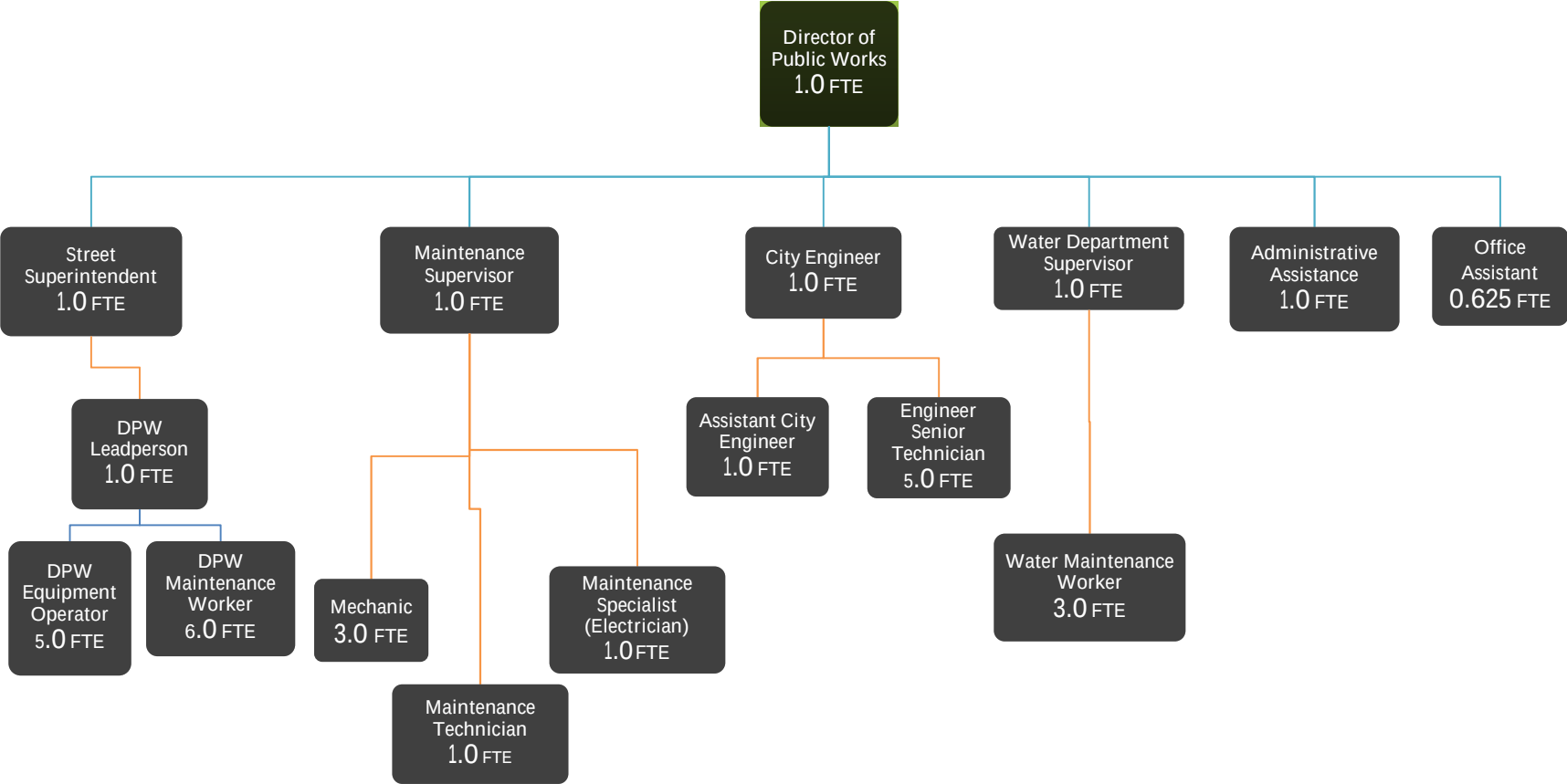
- One Engineering Technician position will be added to the Engineering Department as requested in the 2018 budget.
- Additional hours added to the Office Assistant position in public works as requested in the 2018 budget. This will increase the hours from twenty (20) to twenty-five (25) per week.

The estimated savings for the 2018 budget is approximately \$7,000 for the above mentioned changes to the public works department. The added positions requested in the 2018 budget are not reflected in the savings because they would occur regardless if the reorganization were to happen.

EXISTING PUBLIC WORKS ORGANIZATION STRUCTURE



PROPOSED PUBLIC WORKS ORGANIZATION STRUCTURE



City of De Pere, Wisconsin**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommendation from the Finance Committee to Approve Building Inspection and Economic Development Department Organizational Changes

ATTACHMENTS:

- 2018 Department Reorg (DOCX)
- Development Services Final Org Chart (PPTX)

Memo

City of De Pere

To: Members of the Finance/Personnel Committee

From: Shannon Metzler, Human Resources Director
Kim Flom, Economic Development/Planning Director

RE: Recommendation of Building Inspection and Economic Development
Department Organizational Changes

Date: December 12, 2017

Note: The organizational changes as recommended were approved at the Personnel/Finance Committee meeting on December 12th.

Effective January 16, 2018 Dave Hongisto, Chief Building Inspector is retiring. We thank him for his years of service and wish him well in his retirement.

Staff evaluated the existing building department structure and whether changes should be made. Staff is recommending moving the Building Inspection Department under the Economic Development and Planning Department. The two departments work together very close and we believe this new structure will be very efficient and effective for the operations. This is a common structure amongst other municipalities.

The Chief Building Inspector position would no longer be a department head position. The position would be replaced by a senior level building inspector. The office would still consist of two building inspectors; one senior level and one basic level inspector. The senior level inspector will oversee the day to day work of the other inspector, but both positions will report directly to the Economic Development/Planning Director.

Staff also evaluated the structure of the GIS division which also reports up through Economic Development and Planning Department. The GIS division currently includes a GIS Coordinator and GIS Intern. Staff is recommending adding project management responsibilities to the GIS Coordinator position in order to leverage the project management (PMP) certification that the employee achieved in 2016. Staff is also recommending eliminating the part-time GIS intern position and creating a full-time, entry-level, GIS Technician position. The GIS Coordinator position would then also directly supervise the GIS Technician position. It is anticipated that the pay and title for the GIS Coordinator would change based on the new level of responsibility.

The part-time GIS intern position has become increasingly difficult to fill and has not been effective at tackling the current workload. The work completed by the proposed GIS Technician will allow the GIS Coordinator to take on special projects. These projects may include, but not be limited to, economic development analyses, department technology advancements, code enforcement policies and tracking methods and/or

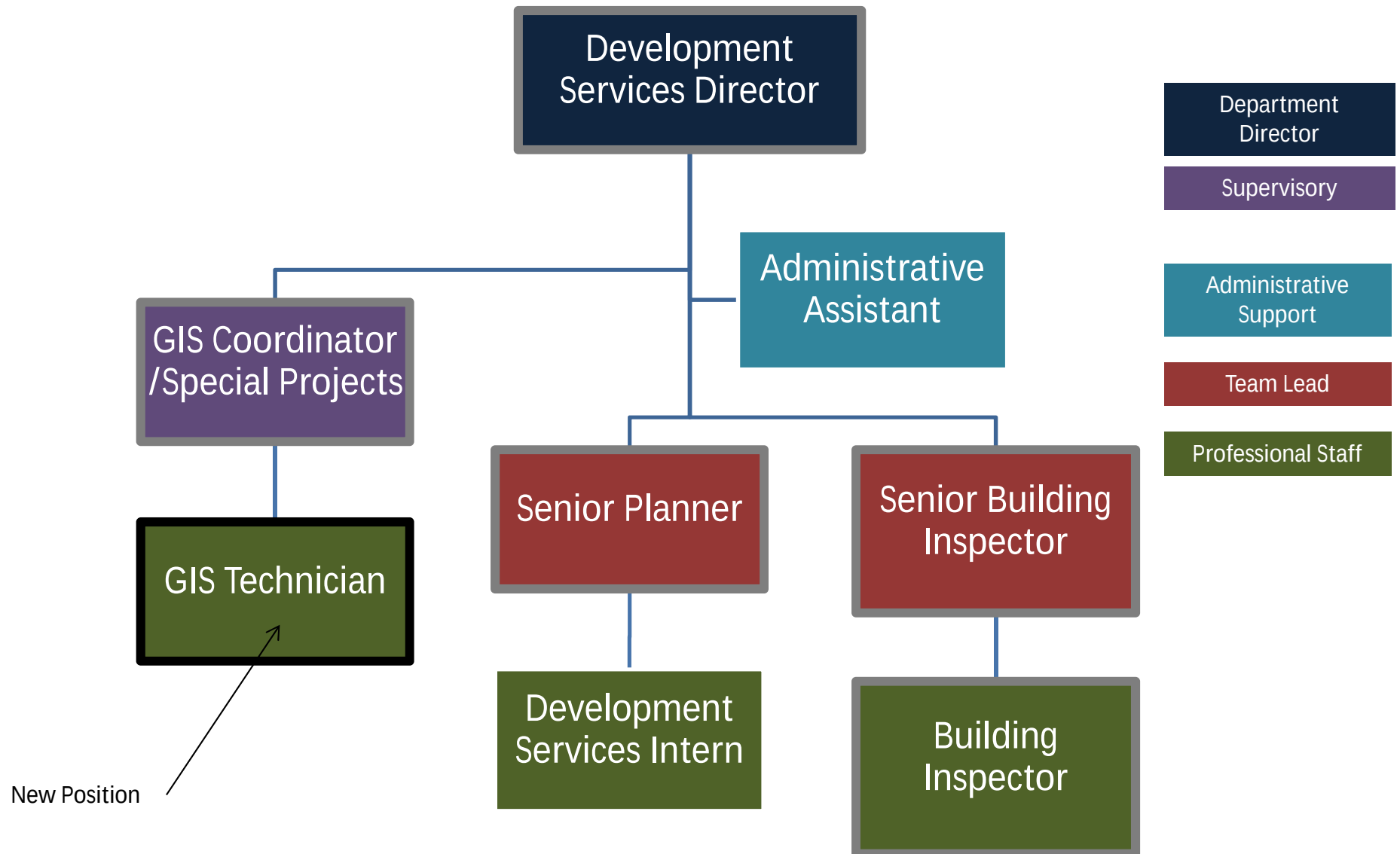
business database development. These efforts will make the Department more efficient and more productive.

Staff is also recommending changing the title of the department from Economic Development and Planning to Development Services. This is a more appropriate name especially with the restructure of adding the Building Inspection division.

The funding for the reorganization will not have any impact on the general fund, however; funding levels from the TIF's and utilities will need to be redistributed.

If you have any questions in advance of the meeting, please feel free to contact either one of us.

Thank you.



De Pere Development Services Proposed Organizational Chart

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Recommendation from the Finance Committee to Approve Finance Department Organizational Changes

ATTACHMENTS:

- memo finance dec 2017 (DOC)

Memo

City of De Pere

To: Members of the Finance/Personnel Committee

From: Joe Zegers, Finance Director
Shannon Metzler, Human Resources Director

RE: Recommendation of Finance Department Organizational Changes

Date: December 12, 2017

The Finance Department is requesting a part-time Accounting Assistant (non-benefit eligible) to assist with various accounting, election and clerk/treasurer office activities for approximately 10 hours a week at \$20 per hour. This request is a result of the Clerk-Treasurer asking for a reduction in hours from full time employment to 80% employment and in an effort to retain the employee, we are proposing to reorganize the department to accommodate the request. The addition of a part-time Accounting Assistant will enable the department to maintain its work load without feeling the impact of the reduced hours of the Clerk-Treasurer. Additionally, some job duties will be moved from the Clerk-Treasurer position to the Deputy Clerk position.

The part-time position will be funded with the salary savings from the reduction in hours of the Clerk-Treasurer's position and will have no effect on the 2018 budget as adopted. In the event that the Deputy Clerk-Treasurer position is reclassified due to the increased responsibility in job duties and additional pay for the Deputy Clerk-Treasurer is required, the cost of the reclassification and the salary of the part-time accountant position will not exceed the savings realized by moving the Clerk-Treasurer to 80% employment.

If you have any questions in advance of the meeting, please feel free to contact either one of us.

Thank you.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Resolution #17-100, Authorizing Amendment to Lease Agreement Between the City of De Pere and Green Bay Metropolitan Sewerage District.

The Board of Public Works at the December 11, 2017 meeting approved entering into the amended lease agreement with the Green Bay Metropolitan Sewerage District. The City has sufficient funding for the lease agreement under outside services in the "Machinery & Equipment" program.

The Municipal Service Center (MSC) currently does not have adequate indoor storage for vehicles and equipment resulting in vehicles and equipment to have to be stored outside. The storage of equipment outside causes maintenance issues and damages from the outdoor environment. In addition, the indoor storage at the MSC has become really congested resulting in staff having to shuffle around equipment on a regular basis in order to access equipment on any given day. Ultimately, there are future plans to expand the MSC so that all equipment can be stored inside but funding the expansion of the MSC is not a City priority at this time. In the meantime, staff has the opportunity to extend lease space to store vehicles and equipment indoors at the Green Bay Metropolitan Sewerage District's (GBMSD) facility in De Pere. The City entered into a lease agreement with GBMSD in 2017 that allowed storage from January 18, 2017 to June 30, 2017 for the amount of \$1,000.

Staff has worked with GBMSD to extend the short term lease. The only changes to the initial lease are:

- * Change from six (6) month lease to twelve (12) month lease
- * Increase in lease fee from \$1,000 to \$2,000
- * Less restrictive so the City can store seasonal vehicles and equipment throughout the year

ATTACHMENTS:

- Reso17-100 (DOCX)
- GBMSD Lease Agreement Amendment Nov 2017 (PDF)
- GBMSD Lease Agreement (PDF)

RESOLUTION #17-100

AUTHORIZING AMENDMENT TO LEASE AGREEMENT
BETWEEN THE CITY OF DE PERE AND GREEN BAY
METROPOLITAN SEWERAGE DISTRICT

WHEREAS, the City of De Pere and Green Bay Metropolitan Sewerage District (“GBMSD”) are parties to a Lease Agreement, dated January 18, 2017; and

WHEREAS, the City and GBMSD wish to amend said Lease Agreement to extend the term of the Lease from six months to a year, along with a commensurate rental fee increase, in order to provide the City with adequate indoor storage for seasonal equipment throughout the entire year, upon the terms and conditions of the Amendment to Lease Agreement, attached hereto incorporated herein by reference.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Clerk-Treasurer are authorized and directed to execute such Amendment to Lease Agreement, as is attached hereto as Exhibit 1, together with such renewals thereof as are on similar terms and budgeted therefor.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 19th day of December, 2017.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Attachment: Reso17-100 (6511 : Resolution#17-100, Authorizing and Approving GBMSD Lease Agreement Amendment)

AMENDMENT TO LEASE AGREEMENT

This Amendment to the Lease Agreement dated January 18, 2017, is by and between:

IN WITNESS HEREOF, the parties hereto have duly executed this Agreement effective as of the date first set forth above.

Green Bay Metropolitan Sewerage District (Landlord)
2231 N. Quincy Street
Green Bay, WI 54302

And,

City of De Pere (Tenant)
335 S. Broadway
De Pere, WI 54115

Who agree as follows:

Revise the following language in existing heading 1. Term:

A. Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for an "Initial Term" beginning January 1, 2018 and ending December 31, 2018. Landlord shall use its best efforts to give Tenant possession as nearly as possible at the beginning of the Lease term. If Landlord is unable to timely provide the Leased Premises, rent shall abate for the period of delay. Tenant shall make no other claim against Landlord for any such delay.
B. Tenant may renew the Lease for one extended term of January to December or on a monthly basis as agreed to by both parties. Tenant shall exercise such renewal option, if at all, by giving written notice to Landlord not less than ninety (90) days prior to the expiration of the Initial Term and Landlord, if agreed, will allow for an additional renewal of the Lease. The renewal term shall be at the rental set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease.

Revise the following language in existing heading 2. Rental:

A. Tenant shall pay to Landlord during the Initial Term rental of Two Thousand Dollars and no/100 (\$2,000.00) annual rent per year (or a monthly fee of \$167.00), payable at the beginning of the Lease Term. Payment shall be due in advance on the first day of the lease term to Landlord at 2231 N. Quincy Street Green Bay, WI 54302 or at such other place designated by written notice from Landlord or Tenant.

Revise the following language in existing heading 6. Alterations and Improvements:

Tenant, at no time, shall have the right, without Landlord's written consent, to remodel, redecorate, and make additions, improvements and replacements of and to all or any part of the Leased Premises during all times as Tenant is a Tenant during the Lease Term. Tenant shall have the right to place personal property, trade fixtures, equipment and other temporary installations in and upon the Leased Premises, limited to: vehicles and seasonal equipment at the Leased premises. All personal property and equipment, as indicated above, shall remain Tenant's property free and clear of any claim by Landlord. Tenant shall move such personal property and equipment into the Leased Premises in a time period of not more than seven (7) days from the beginning of the Lease Term and remove such personal property and equipment in a time period of not more than seven (7) days before the end of the Lease Term. Tenant shall minimize site access and removal requests during the Lease Term. Tenant has the right to remove the same at any time during the term of this Lease provided that all damage to the Leased Premises caused by such removal shall be repaired by Tenant at Tenant's expense.

Approved for
Green Bay Metropolitan Sewerage District

Approved for
City of De Pere

By: _____
Printed Name: Thomas W. Sigmund, P.E.
Title: Executive Director

By: _____
Printed Name: Michael J. Walsh
Title: Mayor

Attachments: Exhibit 1 (Commercial Lease-GBMSD1-17.pdf)

Lease Agreement

This Commercial Lease Agreement ("Lease") is made and effective January 3, 2017, by and between Green Bay Metropolitan Sewerage District ("Landlord") and the City of De Pere ("Tenant"). Landlord is the owner of land and improvements commonly known and numbered as 315 Leonard Street De Pere, WI 54115 described as follows (the "De Pere Facility"): Landlord makes available for lease a portion of the Building designated as De Pere Facility Solids Building located at 315 Leonard Street De Pere, WI 54115 (the "Leased Premises").

Landlord desires to lease the Leased Premises to Tenant, and Tenant desires to lease the Leased Premises from Landlord for the term, at the rental and upon the covenants, conditions and provisions herein set forth.

THEREFORE, in consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed:

1. Term.

A. Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for an "Initial Term" beginning January 18, 2017 and ending June 30, 2017. Landlord shall use its best efforts to give Tenant possession as nearly as possible at the beginning of the Lease term. If Landlord is unable to timely provide the Leased Premises, rent shall abate for the period of delay. Tenant shall make no other claim against Landlord for any such delay.

B. Tenant may renew the Lease for one extended term of January to June. Tenant shall exercise such renewal option, if at all, by giving written notice to Landlord not less than ninety (90) days prior to the expiration of the Initial Term and Landlord, if agreed, will allow for an additional renewal of the Lease. The renewal term shall be at the rental set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease.

2. Rental.

A. Tenant shall pay to Landlord during the Initial Term rental of One Thousand Dollars and no/100 (\$1,000.00) annual rent per year, payable at the beginning of the Lease Term. Payment shall be due in advance on the first day of the lease term to Landlord at 2231 N. Quincy Street Green Bay, WI 54302 or at such other place designated by written notice from Landlord or Tenant.

B. The rental for any renewal lease term, if created as permitted under this Lease, shall be Annual Rent in Renewal Term per year payable at the beginning of the Lease Term.

3. Use

Notwithstanding the forgoing, Tenant shall not use the Leased Premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device except such storage as may be incidental to the keeping of the vehicles and equipment on the Leased Premises as provided in Section 6 Alterations and Improvements herein.

4. Sublease and Assignment.

Tenant shall not have any right, without Landlord's consent, to assign this Lease to a corporation or other entity with which Tenant may merge or consolidate, to any subsidiary of Tenant, to any corporation under common control with Tenant, or to a purchaser of substantially all of Tenant's assets. Except as set forth above, Tenant shall not sublease all or any part of the Leased Premises, or assign this Lease in whole or in part without Landlord's consent.

5. Repairs.

During the Lease term, Tenant shall make, at Tenant's expense, all necessary repairs to the Leased Premises. Repairs shall include such items as routine repairs of floors, walls, ceilings, and other parts of the Leased Premises damaged or worn through normal occupancy, except for major mechanical systems or the roof, subject to the obligations of the parties otherwise set forth in this Lease.

6. Alterations and Improvements.

Tenant, at no time, shall have the right, without Landlord's written consent, to remodel, redecorate, and make additions, improvements and replacements of and to all or any part of the Leased Premises during all times as Tenant is a Tenant during the Lease Term. Tenant shall have the right to place personal property, trade fixtures, equipment and other temporary installations in and upon the Leased Premises, limited to: storage of three (3) automobiles, four (4) leaf loaders, and two (2) sweepers at the Leased premises. All personal property and equipment, as indicated above, shall remain Tenant's property free and clear of any claim by Landlord. Tenant shall move such personal property and equipment into the Leased Premises in a time period of not more than seven (7) days from the beginning of the Lease Term and remove such personal property and equipment in a time period of not more than seven (7) days before the end of the Lease Term. Tenant shall minimize site access and removal requests during the Lease Term. Tenant has the right to remove the same at any time during the term of this Lease provided that all damage to the Leased Premises caused by such removal shall be repaired by Tenant at Tenant's expense.

7. Property Taxes.

Landlord shall pay, prior to delinquency, all general real estate taxes and installments of special assessments coming due during the Lease term on the Leased Premises, and all personal property taxes with respect to Landlord's personal property, if any, on the Leased Premises. Tenant shall be responsible for paying all personal property taxes with respect to Tenant's personal property at the Leased Premises.

8. Insurance.

A. If the Leased Premises or any other part of the Building is damaged by fire or other casualty resulting from any act or negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance.

B. Landlord shall maintain fire and extended coverage insurance on the Building and the Leased Premises in such amounts as Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property and equipment located in the Leased Premises.

C. Tenant and Landlord shall, each at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the respective activities of each in the Building with the premiums thereon fully paid on or before the Lease Term, such insurance to afford minimum protection of not less than \$1,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. Tenant shall provide Landlord with current Certificates of Insurance evidencing Tenant's compliance with this Paragraph. Landlord shall not be required to maintain insurance against thefts, with regard to Tenant's personal property and equipment, within the Leased Premises or the Building.

9. Utilities.

Landlord shall pay all charges for water, sewer, gas, electricity, telephone and other services and utilities on the Leased Premises during the term of this Lease unless otherwise expressly agreed in writing by Landlord. Tenant shall not use any equipment or devices that utilizes excessive electrical energy or which may, in Landlord's reasonable opinion, overload the wiring or interfere with electrical services to other tenants.

10. Signs.

Tenant shall have no right to place on the Leased Premises, any signs.

11. Entry.

Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's storage of personal property and equipment on the Leased Premises.

12. Building Rules.

Tenant will comply with the rules of the Building and or requests by Landlord from time to time and will cause all of its agents, employees, invitees and visitors to do so; all changes to such rules will be sent by Landlord to Tenant in writing.

13. Damage and Destruction.

Subject to Section 8 A. above, if the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty or structural defects that the same cannot be used for Tenant's purposes, then Tenant shall have the right within ninety (90) days following damage to elect by notice to Landlord to terminate this Lease as of the date of such damage. In the event of minor damage to any part of the Leased Premises, and if such damage does not render the Leased Premises unusable for Tenant's purposes, Landlord shall promptly repair such damage at the cost of the Landlord. In making the repairs called for in this paragraph, Landlord shall not be liable for any delays resulting from strikes, governmental restrictions, inability to obtain necessary materials or labor or other matters which are beyond the reasonable control of Landlord. Tenant shall be relieved from paying rent and other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for occupancy, or use, in whole or in part, for Tenant's purposes. Rentals and other charges paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to Tenant. The provisions of this paragraph extend not only to the matters aforesaid, but also to any occurrence which is beyond Tenant's reasonable control and which renders the Leased Premises, or any appurtenance thereto, inoperable or unfit for occupancy or use, in whole or in part, for Tenant's purposes.

14. Default.

If default shall at any time be made by Tenant in the payment of rent when due to Landlord as herein provided, and if said default shall continue for fifteen (15) days after written notice thereof shall have been given to Tenant by Landlord, or if default shall be made in any of the other covenants or conditions to be kept, observed and performed by Tenant, and such default shall continue for thirty (30) days after notice thereof in writing to Tenant by Landlord without correction thereof then having been commenced and thereafter diligently prosecuted, Landlord may declare the term of this Lease ended and terminated by giving Tenant written notice of such intention, and if possession of the Leased Premises is not surrendered, Landlord may reenter said premises. Landlord shall have, in addition to the remedy above provided, any other right or remedy available to Landlord on account of any Tenant default, either in law or equity. Landlord shall use reasonable efforts to mitigate its damages.

15. Quiet Possession.

Landlord covenants and warrants that upon performance by Tenant of its obligations hereunder, Landlord will keep and maintain Tenant in exclusive, quiet, peaceable and undisturbed and uninterrupted possession of the Leased Premises during the term of this Lease.

16. Condemnation and or an Emergency.

If any legally, constituted authority condemns the Building or such part thereof which shall make the Leased Premises unsuitable for leasing, or Landlord requires the immediate removal of the Lease Premises for an Emergency, this Lease shall cease when the public authority takes possession or the Landlord declares and Emergency, and Landlord and Tenant shall account for rental as of that date. Such termination shall be without prejudice to the rights of either party to recover compensation from the condemning authority for any loss or damage caused by the condemnation. Neither party shall have any rights in or to any award made to the other by the condemning authority.

17. Notice.

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:
If to Landlord to:

Green Bay Metropolitan Sewerage District,
 Attention: Thomas Sigmund, Executive Director
 2231 N. Quincy Street
 Green Bay, WI 54302

If to Tenant to:
 City of De Pere
 Attention: Al Luberd, Street Superintendent
 335 S. Broadway
 De Pere, WI 54115

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

18. Waiver.

No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

19. Memorandum of Lease.

The parties hereto contemplate that this Lease should not and shall not be filed for record, but in lieu thereof, at the request of either party, Landlord and Tenant shall execute a Memorandum of Lease to be recorded for the purpose of giving record notice of the appropriate provisions of this Lease.

20. Headings.

The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

21. Successors.

The provisions of this Lease shall extend to and be binding upon Landlord and Tenant and their respective legal representatives, successors and assigns.

22. Consent.

Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.

23. Performance.

If there is a default with respect to any of Landlord's covenants, warranties or representations under this Lease, and if the default continues more than fifteen (15) days after notice in writing from Tenant to Landlord specifying the default, Tenant may, at its option and without affecting any other remedy hereunder, cure such default and deduct the cost thereof from the next accruing installment or installments of rent payable hereunder until Tenant shall have been fully reimbursed for such expenditures, together with interest thereon at a rate equal to the lessor of twelve percent (12%) per annum or the then highest lawful rate. If this Lease terminates prior to Tenant's receiving full reimbursement, Landlord shall pay the unreimbursed balance plus accrued interest to Tenant on demand.

24. Compliance with Law.

Tenant shall comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Landlord shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Leased Premises.

25. **Final Agreement.**

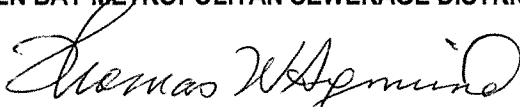
This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

26. **Governing Law.**

This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Wisconsin.

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

GREEN BAY METROPOLITAN SEWERAGE DISTRICT



By: Thomas W. Sigmund, P.E.

Its: Executive Director

CITY OF DE PERE

(Authorized Signatory)

By:

(Print Name)

Its:

(Individual's Title)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Resolution #17-101, Authorizing Amendment to Tower Lease Agreement Between the City of De Pere and Verizon Wireless Personal Communications LP, d/b/a Verizon Wireless.

The Board of Public Works at the December 11, 2017 meeting approved the proposed amendment to Verizon's current lease for Merrill Street water tower.

The City required Verizon to install a storm sewer lateral to drain their sump pump from their building at the Merrill Water Tower site to the City's storm sewer. As part of the requirement for the installation of the storm sewer lateral, Verizon needed a lease amendment (See attached) for the storm water drainage.

ATTACHMENTS:

- Reso17-101 (DOCX)
- Verizon Lease Amendment 12-5-17 (PDF)

RESOLUTION #17-101

AUTHORIZING AMENDMENT TO TOWER LEASE AGREEMENT
BETWEEN THE CITY OF DE PERE AND VERIZON WIRELESS PERSONAL
COMMUNICATIONS LP, D/B/A VERIZON WIRELESS

WHEREAS, the City of De Pere and Verizon Wireless Personal Communications LP, d/b/a Verizon Wireless (f/k/a/ PrimeCo Personal Communications, L.P.) “Verizon,” are parties to a Tower Lease Agreement, dated August 15, 1997; and

WHEREAS, the City and Verizon wish to amend said Agreement to update Tenant’s corporate identity, to provide for an easement for Tenant for storm water management purpose and to authorize connection to City’s storm water sewer system, upon the terms and conditions of the Amendment to Tower Lease Agreement as is attached hereto and incorporated herein by reference.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Clerk-Treasurer are authorized and directed to execute such Amendment to Tower Lease Agreement Between the City of De Pere and Verizon Wireless Personal Communications LP, d/b/a Verizon Wireless, attached hereto.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 19th day of December, 2017.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Attachment: Reso17-101 (6514 : Resolution #17-101, Authorizing Amendment to Tower Lease Agreement With Verizon Wireless)

**AMENDMENT TO TOWER LEASE AGREEMENT
BETWEEN THE CITY OF DE PERE AND VERIZON WIRELESS**
(Merrill Tower – Storm Water)

THIS AMENDMENT to Tower Lease Agreement (“Amendment”) is made as of the date of the last party to sign below, by and between the City of De Pere, a Wisconsin municipal corporation, hereinafter referred to as Landlord, and Verizon Wireless Personal Communications LP, a Wisconsin limited liability company d/b/a Verizon Wireless, with an address at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920, hereinafter referred to as Tenant.

WHEREAS, Landlord and Tenant previously entered into a Tower Lease Agreement dated August 15, 1997 (the “Agreement”); and

WHEREAS, the parties wish to amend the Agreement to update Tenant’s corporate identity, to provide for an easement to Tenant for storm water management purposes, and to authorize connection to Landlord’s storm water sewer system.

NOW THEREFORE, in consideration of the foregoing and mutual covenants and promises contained herein and other good and valuable consideration, the receipt and sufficiency of which are acknowledged, the parties wish to amend the Agreement to include the following:

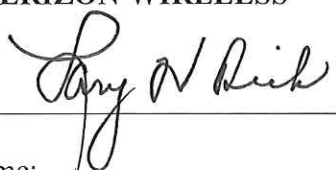
1. All references to “PrimeCo Personal Communications, L.P.” in the Agreement are changed to “Verizon Wireless Personal Communications LP d/b/a Verizon Wireless.”
2. The address set forth in Paragraph 13 of the Agreement for notices to be given to Tenant is hereby amended as follows:

Verizon Wireless: Verizon Wireless Personal Communications LP
 d/b/a Verizon Wireless
 180 Washington Valley Road
 Bedminster, New Jersey 07921
 Attention: Network Real Estate

3. Subject to the terms and conditions set forth in this Amendment, Landlord grants to Tenant a 15 foot storm water easement as shown on page 2 of the attached site survey document, attached and incorporated as Exhibit A, for the sole purpose of constructing, maintaining, repairing and removing a storm water lateral drainage pipe for conveying storm water collected at Tenant's equipment shelter located on the leased premises described in the Agreement. The storm water lateral shall be used solely to convey storm water from Tenant's leased premises and for no other reason.
4. Tenant is furthermore granted permission to connect such storm water lateral to Landlord's water tank overflow drain for discharge of Tenant's storm water into Landlord's public storm sewer located within the Merrill Street right-of-way. The City Building Inspector is required to be on site at the time the connection to the Landlord's facility is made.
5. Tenant shall construct such drainage lateral in compliance with all plumbing codes and in strict conformity with the proposed Installation Detail as shown on Exhibit A. Detailed as-built plans shall be provided to Landlord within 30 days of the final execution of this Amendment.
6. Should Tenant's connection to the overflow drain disrupt Landlord's use of such drain, Landlord and Tenant agree to work together to determine the cause or causes of such disruption. In the event it is determined that Tenant's connection has damaged Landlord's drain or that Tenant's connection has affected Landlord's use of the drain, Tenant agrees to pay all costs associated with repair or correction of the same. If it is determined that the drain cannot be repaired or corrected, Tenant agrees to redirect its lateral for a direct connection to Landlord's storm sewer in the Merrill Street right-of-way and abandon its connection to Landlord's drain, all as approved by Landlord in its reasonable discretion.
7. Construction of the storm lateral will not cause damage to or the need to remove any tree or shrub located on Landlord's property. Tenant shall restore all areas disturbed by installation of the lateral, including seeding and watering and replacing if needed any grass or other landscaping.
8. Tenant shall become a member of Diggers Hotline for such lateral and construct the same of material which is locatable for other construction projects in the vicinity.
9. Should Landlord need to repair or replace the overflow drain, Tenant agrees to remove and replace its connection to such drain at its own cost and expense. Landlord shall give Tenant reasonable notice of its intent to repair or replace its drain.

10. Upon termination of the Agreement or removal of the storage shed on the leased premises, Tenant shall completely remove the storm water lateral and the connection to the overflow drain in accordance with all regulations then in place regarding the same, and shall restore the site to pre-removal condition. No trees or shrubs shall be damaged or destroyed in the removal of the storm lateral. The City Building Inspector shall be on site at the time the overflow drain connection is removed.
11. This Amendment and the Amendment granted under it shall terminate upon termination of the Agreement or removal of the storage shed.
12. Tenant acknowledges that it is being permitted to connect to Landlord's water tank overflow drain and that such drain connects to Landlord's storm sewer pipe in Merrill Street right-of-way. Tenant is further aware that such overflow drain is used by Landlord when it desires to drain the elevated water tank and that the water from the tank drains into the storm sewer. Tenant acknowledges that there may be times and circumstances when the drain and storm sewer are at capacity, whether due to Landlord's draining of its elevated water tank or for other reasons, and Tenant may wish to have back-flow or check valves installed to prevent flow from tank drainage into its lateral. Tenant agrees to save and hold Landlord harmless from any and all claims, damage or injury to Tenant's property or its employees, agents, contractors or third parties in the event the overflow drain or storm sewer is at capacity and prevents drainage from or backs up into Tenant's lateral.
13. Tenant shall reimburse Landlord its actual costs involved incurred in connection with the installation and the removal of the storm lateral and overflow drain connection, including but not limited to site plan reviews, site inspections, and other actual expenses.
14. All other terms, conditions, requirements, and obligations found in the Agreement, unless specifically amended by this Amendment, shall remain in full force and effect.

**VERIZON WIRELESS PERSONAL
COMMUNICATIONS LP**
d/b/a VERIZON WIRELESS

By: 

Name: _____

Title: Larry W. Rick
Director Network Field Engineering

Date: 11/16/17

CITY OF DE PERE

By: _____

Name: Michael J. Walsh

Title: Mayor

Date: _____

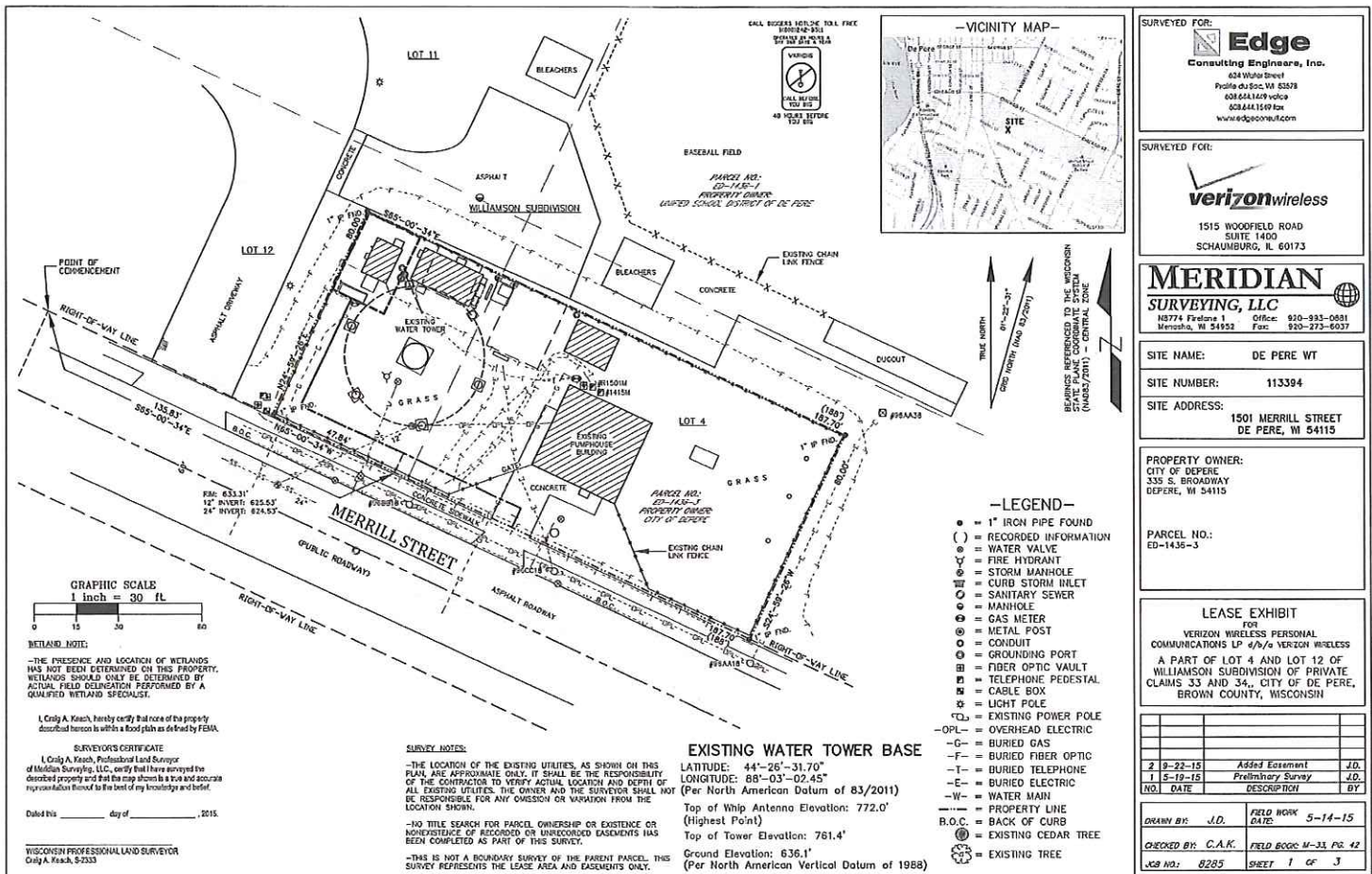
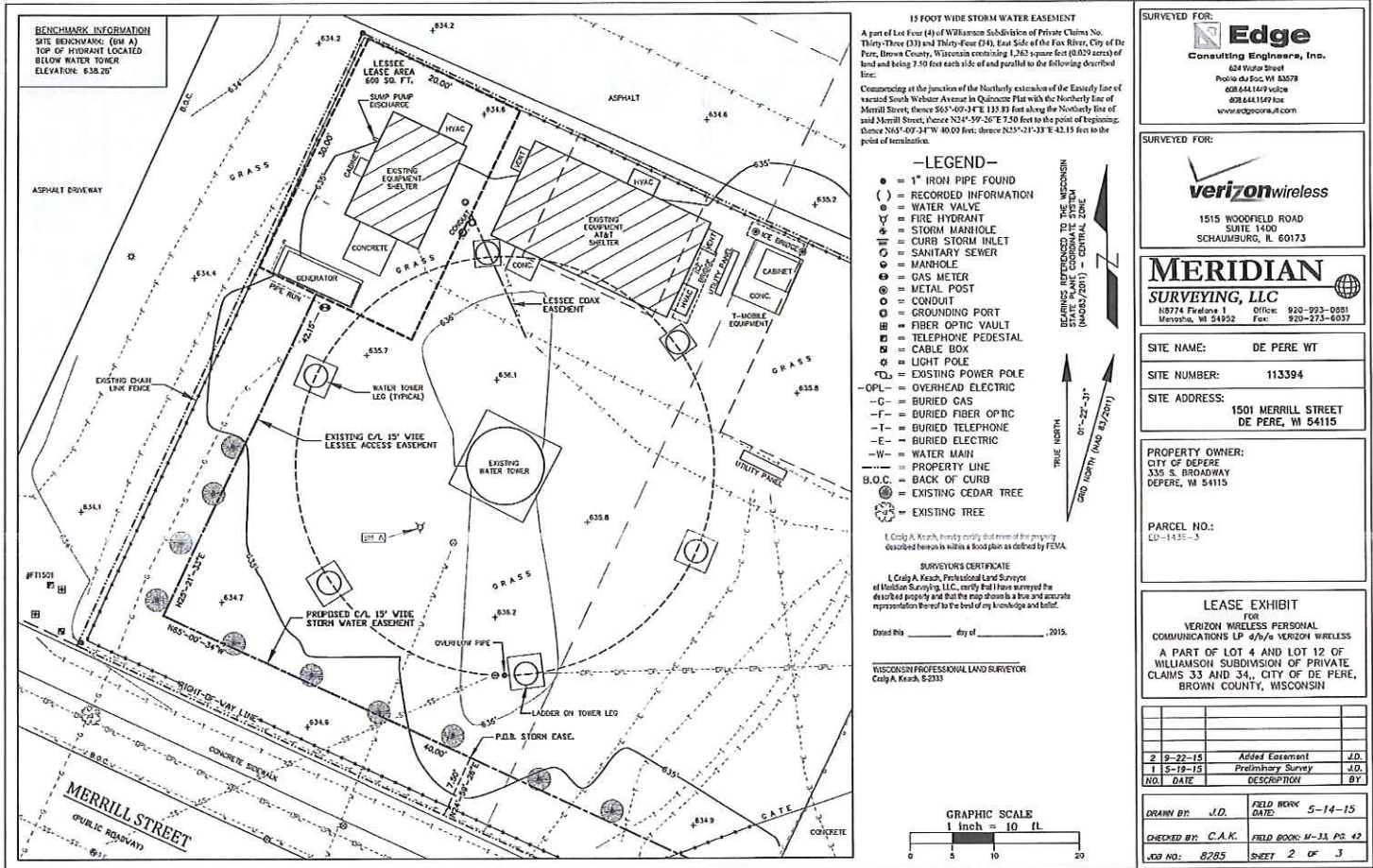
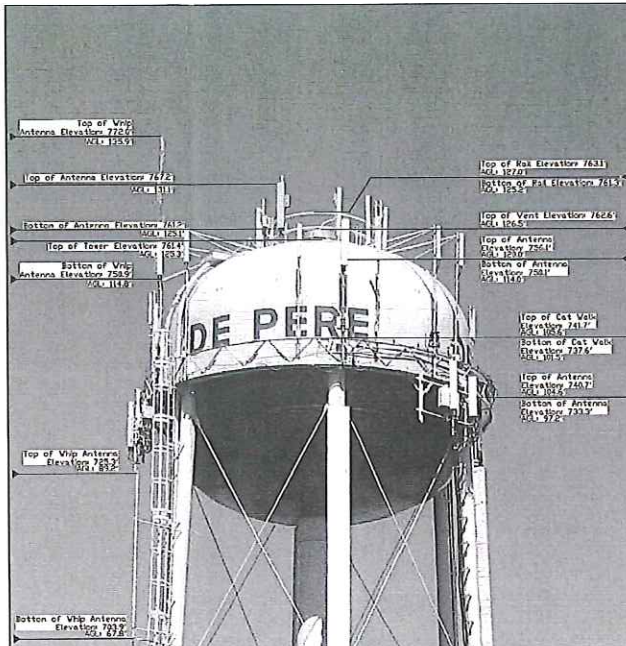
Exhibit A - Verizon Tower Lease Amendment
Page 1 of 3

Exhibit A - Verizon Tower Lease Amendment
Page 2 of 3



SURVEYED FOR:

 **Edge**
Consulting Engineers, Inc.

624 Water Street
Pointe du Sac, WI 53578
608.644.1447 voice
608.644.1647 fax
www.edgeconsult.com

SURVEYED FOR:


verizonwireless

1515 WOODFIELD ROAD
SUITE 1400
SCHAUMBURG, IL 60173

MERIDIAN
SURVEYING, LLC 
83774 Firdons 1 Office: 920-693-0881
Menasha, WI 54952 Fax: 920-273-6037

SITE NAME:	DE PERE WT
SITE NUMBER:	113394
SITE ADDRESS:	1501 MERRILL STREET DE PERE, WI 54115

PROPERTY OWNER:
CITY OF DEPERE
335 S. BROADWAY
DEPERE, WI 54115

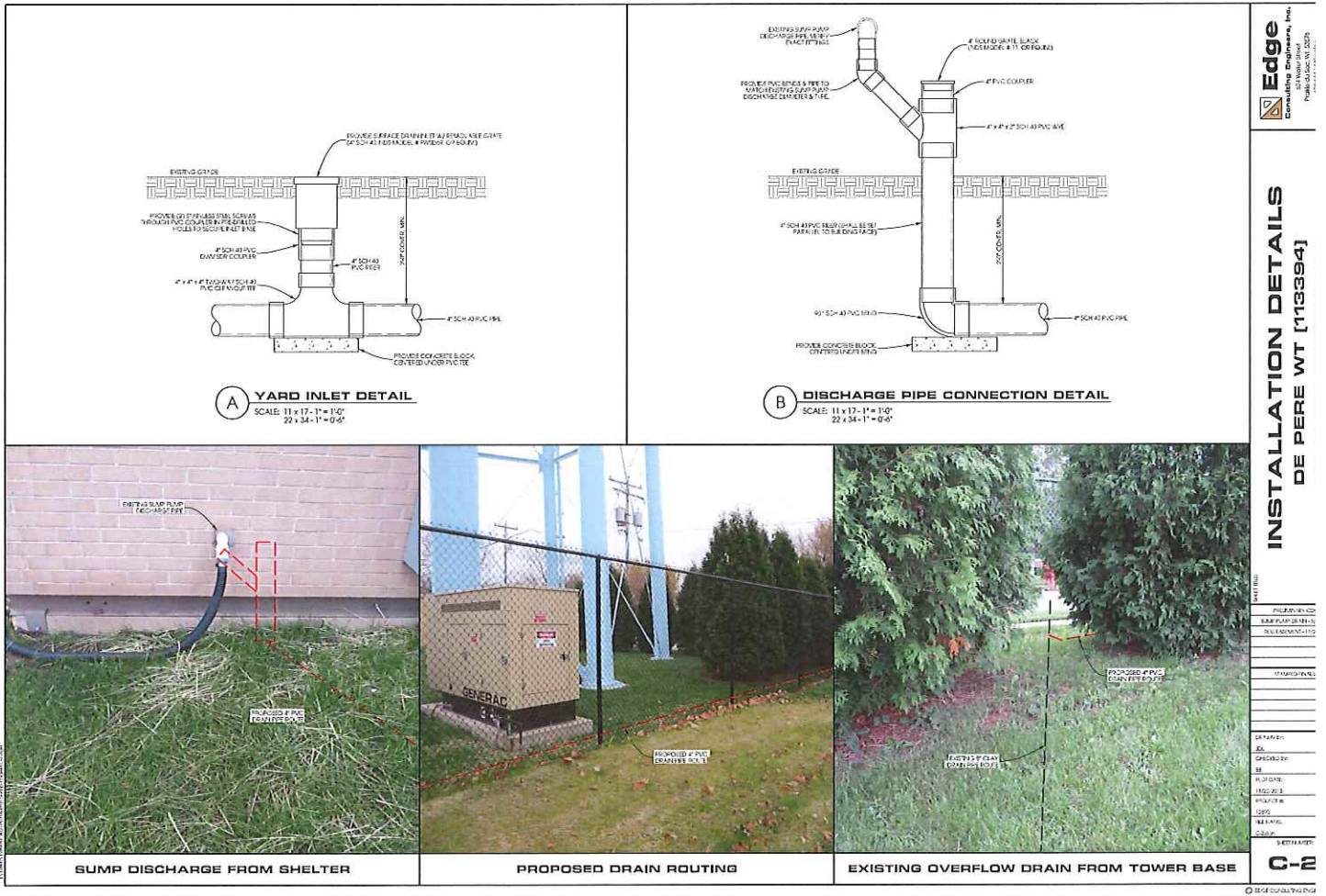
PARCEL NO.:
ED-1435-3

LEASE EXHIBIT
FOR
VERIZON WIRELESS PERSONAL
COMMUNICATIONS LP d/b/a VERIZON WIRELESS
A PART OF LOT 4 AND LOT 12 OF
WILLIAMSON SUBDIVISION OF PRIVATE
CLAIMS 33 AND 34,, CITY OF DE PERE,
BROWN COUNTY, WISCONSIN

2	9-22-15	Added Easement	J.D.
1	5-19-15	Preliminary Survey	J.D.
NO.	DATE	DESCRIPTION	BY

DRAWN BY: J.D.	FIELD WORK DATE: 5-14-15
CHECKED BY: C.A.K.	FIELD BOOK: M-33, PG. 42
JOB NO.: 8285	SHEET 3 OF 3





City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Resolution #17-102, Authorizing Assignment of Purchase and Sale Agreement and Consent to Assignment (Richco Court - WD-L179).

ATTACHMENTS:

- Reso17-102 (DOCX)
- Assignment of Purchase and Sale Agreement12-8-2017-194-003-17 (PDF)

RESOLUTION #17-102

AUTHORIZING ASSIGNMENT OF PURCHASE AND SALE AGREEMENT
AND CONSENT TO ASSIGNMENT
(Richco Court – WD-L179)

WHEREAS, the City and Midland Plastics, Inc. are parties to an Agreement Regarding the Sale and Purchase of Certain Business Park Property (“the Agreement”) for the sale of certain business park property located at the 1400 Block of Richco Road, described as Parcel No. WD-L179; and

WHEREAS, Midland Plastics, Inc. wishes to assign, and MNH Properties, LLC wishes to accept, all obligations, benefits and conditions contained in the Agreement; and

WHEREAS, City wishes to consent to such assignment, subject to the terms and conditions found in the attached Assignment of Purchase and Sale Agreement attached hereto and incorporated herein by reference.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor is hereby authorized and directed to execute the Assignment of Purchase and Sale Agreement as is attached hereto.

BE IT FURTHER RESOLVED THAT:

All City officials, officers, and employees 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 19th day of December, 2017.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Attachment: Reso17-102 (6515 : Resolution #17-102, Authorizing Assignment and Consent to Assignment)

ASSIGNMENT OF PURCHASE AND SALE AGREEMENT

This ASSIGNMENT OF PURCHASE AND SALE AGREEMENT ("Assignment") is made by and between Midland Plastics, Inc. ("Assignor") and MNH Properties LLC ("Assignee").

RECITALS

Assignor and Assignee acknowledge the following:

A. Pursuant to that certain Agreement Regarding the Sale and Purchase of Certain Business Park Property Between the City of De Pere and Midland Plastics, Inc., dated October 16, 2017 (the "Agreement"), Assignor entered into an agreement with the City of De Pere for the acquisition of certain real property described as Parcel WD-L179 and located at the 1400 block of Richo Court, De Pere, Wisconsin (as further described in the Agreement, the "Property").

B. Pursuant to the terms and conditions of this Assignment, Assignor desires to assign to Assignee, and Assignee desires to accept from Assignor, all of Assignor's right, title and interest in and to the Agreement.

AGREEMENT

In consideration of the Recitals, the mutual agreements that follow, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Assignor and Assignee agree as follows:

1. Assignor hereby assigns to Assignee all of Assignor's rights, title and interest in and to the Agreement.

2. Assignee hereby accepts the assignment from Assignor of all of Assignor's rights, title and interest in and to the Agreement. Assignee agrees to perform all obligations of Assignor under the Agreement.

3. This Assignment may be executed and/or delivered by facsimile or email. Signatures and/or copies of this Assignment executed and/or delivered by facsimile or email shall be deemed to be originals.

Dated this ____ day of December, 2017.

[Signature page follows]

ASSIGNOR:

MIDLAND PLASTICS, INC.,
a Wisconsin corporation

By: _____
Mark N. Hense, President

ASSIGNEE:

MNH PROPERTIES LLC,
a Wisconsin limited liability company

By: _____
Mark N. Hense, Sole Member

[Seller's Consent follows]

SELLER'S CONSENT

The City of De Pere, as Seller of the Agreement, does hereby give its unconditional approval of the Assignment as of this ____ day of December, 2017.

SELLER:

CITY OF DE PERE

By: _____

Name: _____

Its: _____

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Resolution #17-103, Authorizing Agreement for Consulting Services Between the City of De Pere and GRAEF-USA, Inc. (James Street Streetscape Design Services).

The Board of Public Works at the December 11, 2017 meeting voted to approve the award of James Street design services to Graef in the amount of \$43,500

The budgeted amount from TID #7 in 2017 for this design is \$40,000. The selection team recommends that the Board of Public Works award the design services for the James Street Streetscape project to Graef in the amount of \$43,500. If the final cost exceeds the \$40,000, the additional funds would be allocated from the \$500,000 budgeted from TID #7 in 2018.

Background/Summary

In September 2017, the City Council approved the Request for Proposals (RFP) to seek qualified firms to submit for our streetscape design project on James Street. The project includes three phases to adequately address public engagement & facilitation as well as developing three design options to assist in selection of an appropriate design.

Phase 1 – Inventory and Analysis

Phase 2 – Conceptual Design and Design Refinement

Phase 3 – Design Development

The City released the RFP on September 20th utilizing a number of communications channels and professional organizations including:

- Posted to City Website.
- Directly sent to firms that had expressed interest, or specialize in streetscape design.
- Posted on American Society of Landscape Architects (WI, MN) classified page.
- Posted on American Planning Association (WI, IL) classified page.
- Posted on Wisconsin League of Municipalities classified page.

In early October, the City provided responses to 16 questions submitted by 6 different firms. The questions and responses were posted on the website.

By the October 30th RFP deadline we received 7 proposals from qualified firms. Using the objectives listed in the RFP, the selection team chose 4 firms to interview. Each firm participated in a brief, in person, question and answer session to clarify any questions the selection team had while review the proposals.

The selection team reconvened to discuss the interviews and select the preferred firm. Since this is a design project, several factors were considered in an effort to choose a firm that blends best fit with best value, not just low bid as often associated with right of way construction projects.

Understanding that the design that is ultimately selected impacts the final price on several of the proposals, the proposal price could increase. These increases were not reflected in some of the bids, making it difficult to determine the final cost of the design project. Our recommended firm has a clear price range defined, covering any design the City selects. A summary of costs is as follows:

Firm	Cost	Comments
GRAEF	\$39,500-\$43,500	Total design expense provided with a range from simple to complex streetscape options.
VIERBICHER	\$29,900	Design expense provided, but expenses for additional required services were not included (e.g. no electrical plan included).
SAIKI	\$39,618.00	Total design expense regardless of the streetscape option chosen.
STANTEC	\$39,325.00	Total design expense but only if the least simple streetscape option is chosen. Cost increase unknown for more complex streetscape option.

Based on their submittals and performance throughout the process, we recommend the Board of Public Works approve Graef to complete the James Street streetscape design project. Copies of the four finalist's proposals are included for your review. The proposed costs from Graef vary between \$39,500 and \$43,500, depending on the final option chosen for the streetscaping. If approved, City staff will seek Common Council approval of the contract on December 19th. The project will then begin in January 2018 as detailed in the RFP. The schedule of the project may flex based on the findings of the Cultural District Master Plan, which will be underway at the same time.

ATTACHMENTS:

- Reso17-103 (DOCX)
- Exhibit A-GRAEF-James Street (PDF)
- Exhibit B - GRAEF Proposal (PDF)
- Saiki_Design (PDF)
- Stantec (PDF)
- Vierbicher (PDF)

RESOLUTION #17-103

AUTHORIZING AGREEMENT FOR CONSULTING SERVICES
BETWEEN THE CITY OF DE PERE AND GRAEF-USA, INC.
(James Street Streetscape Design Services)

WHEREAS, the City is in need of design and streetscaping services to revitalize a one-half acre portion of James Street, a pedestrian gateway in the City's downtown; and

WHEREAS, GRAEF-USA, Inc., d/b/a GRAEF has available and offers to provide personnel and equipment necessary to accomplish such services within the required timeframe; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Clerk-Treasurer are authorized and directed to execute the Agreement for Services Between the City of De Pere and GRAEF-USA, Inc., as is attached hereto and incorporated herein as Exhibit 1.

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 19th day of December, 2017.

APPROVED:

James Boyd, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____



REQUEST FOR PROPOSALS

City of De Pere, Wisconsin

James Street Streetscape Conceptual Design & Design Development

Economic Development & Planning Department

Issued: September 20, 2017

Proposals Due: October 30, 2017 by 4:00PM

A. Community Overview

The 24,000 people, who call De Pere, Wisconsin home, know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The excellent schools, a dynamic downtown, successful business parks and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents.

The residences, businesses and commercial areas are connected with a transportation and green space network that accommodates cars, bikes and pedestrians. The beautiful Fox River is the focal point of the City Center and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining and entertainment.

B. Project Background

To continue the momentum occurring in downtown, the City of De Pere Planning Department ("City") is soliciting proposals from qualified Consultants for streetscape design, cost estimating and design development document preparation. This project will revitalize a ½ acre portion of James Street, a highly visible and important pedestrian gateway in downtown De Pere.

In 1985 the City installed a decorative fountain to improve the public space at James and Broadway streets. After many years of enjoyment, and despite continued maintenance, the mechanical systems of the fountain began to deteriorate. In recent years it has become a growing maintenance challenge. In 2016, a group of stakeholders (including property owners, business owners and representatives from the Historic Preservation Commission, unanimously supported fountain removal and the consideration of broader streetscape plan rather than fountain replacement. The City managed to repair the fountain so that it worked during the summer of 2016 but it did not function in 2017. In July, the empty fountain was deemed a safety hazard and filled with decorative stone until a new streetscape design can be implemented.

C. Design Vision

This project will enhance and expand the public realm in De Pere by developing an impressive streetscape that is enjoyed by both residents and tourists alike. With ample comfortable seating, inviting vegetation and the possibility of a water feature and public art display, the James streetscape project should be as inviting for a quiet cup of coffee and newspaper as it is for exploration, leading the guest back to the treasures of Wisconsin Street and beyond.

After site analysis and collaboration with City Stakeholders, Consultants will provide three conceptual options for the streetscape. The options will then be evaluated, with portions from any option being incorporated into the final conceptual design.

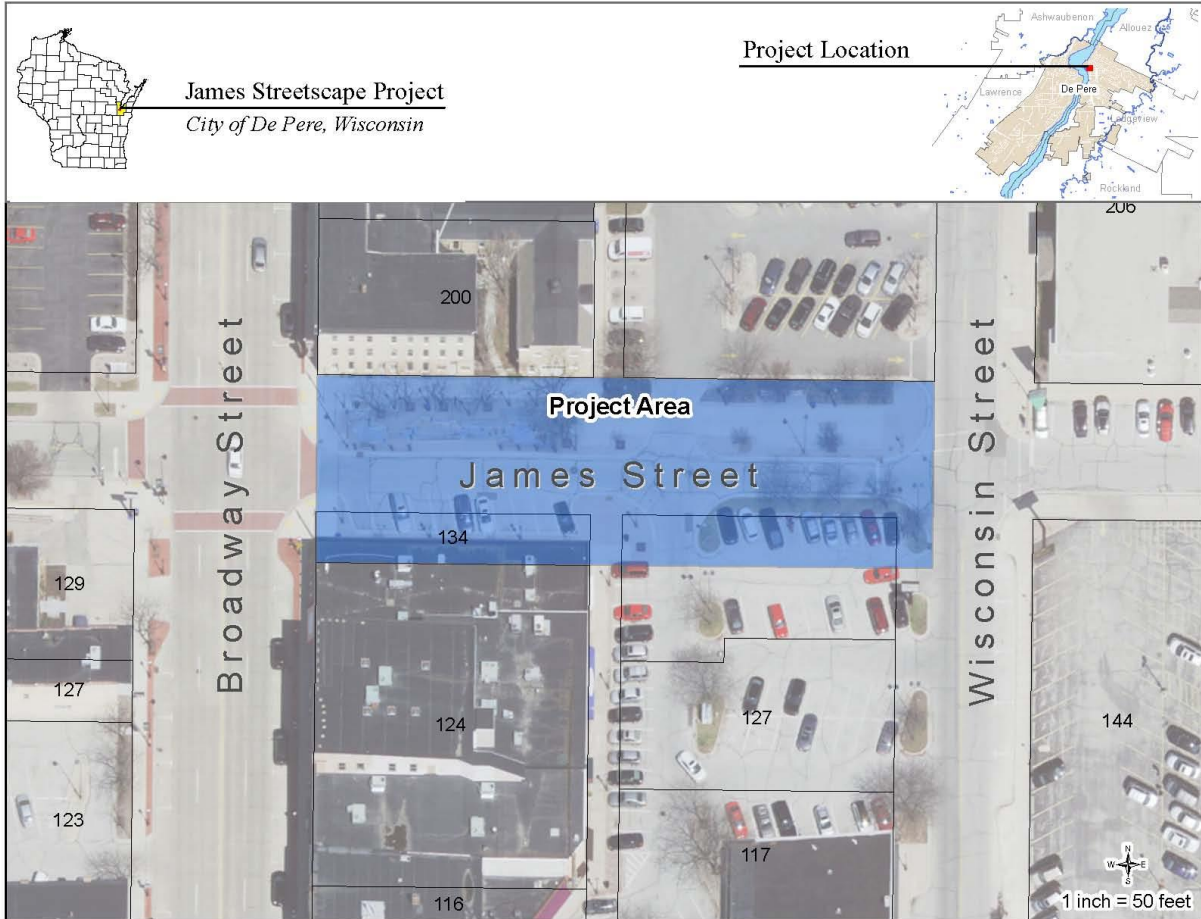
Option One. This should be the least expensive option from a design & construction perspective. Consultants should consider the entire site and produce an economical design to include some seating, tree and planting enhancements as well as other cost-conservative features.

Option Two. This option will build upon option one and add features to make the James Streetscape more appealing such as additional seating and a water feature.

Option Three. This option will include the best design possible including the features outlined in section D, to create a public space that is designed to impress the most discerning visitor.



Picture of James Street Fountain



D. Project Objectives

Project considerations for the James Streetscape include, but are not limited to the following. Additional objectives may be drafted based on input received in Phase 1.

1. Design a streetscape that reflects the recommendations of the De Pere Downtown Master Plan and will enhance the idea of “De Pere as a destination” for residents and visitors, while increasing traffic to local businesses.
2. Integrate appropriate pedestrian amenities to provide a comfortable experience making guests feel welcome and comfortable. (Benches/seating, trash receptacles, pedestrian oriented lighting, bike racks, etc...)
3. Address the suitability of a new water feature or other feature to replace the fountain.
4. Incorporate the rich history of De Pere in a manner keeping with the overall design.
5. Select trees and plantings appropriate to our geography regarding survivability over winter and heavy salt use on nearby streets.
6. Create options for landscape features. The species of perennials, grasses and shrubs should be chosen for their hardiness as well as textural and color variation.
7. Include options for the display of public art. The displays could be rotating and would require lighting.
8. Maintain the strong pedestrian connections and walkability of the area.
9. Consultant will maintain or increase the amount of public parking on James Street.

E. Scope Of Services

Phase 1 – Inventory and Analysis

Task 1: Project Assessment, Area Analysis and Preliminary Design.

- Introductory Conference Call with City Staff.
- Review of project history, scope and schedule.
- Review and research of City documents, preferences and history to develop an understanding of the community and project area.

Task 2 -On Site Meeting #1: Kick off meeting with City Staff.

- Review of information collected in Phase 1
- Site Visit

On Site Meeting #2: Meeting with Project Stakeholder Group.

- Facilitated discussion on design objectives.
- Visual Preference Survey.

Task 2 Deliverables

- Summary of meetings and visual preference survey

Phase 2 – Conceptual Design and Design Refinement

Task 3: Conceptual Design Development

- Develop 3 Conceptual Designs based on project objectives and three options.
- Include accompanying renderings and/or comparable images to illustrate design intent.
- Submit designs to the City for Review with estimated cost ranges.

- Incorporate revisions from design team into presentation ready renderings.

Task 3 Deliverables:

- Preliminary design site plans and renderings for all three options.
- Preliminary construction estimates.
- Provide schedule options for public meeting. Meeting to include a minimum of two members from Consultant team.

Task 4 (On Site meeting #2): Two meetings on the same day that will include one facilitated open house for the public and a presentation to the Common Council.

- Pre-meeting with City Staff

Open House

- Provide presentation on background, reasoning and design of streetscape.
- Provide full review of each of the three renderings.
- Gather public input for each of the three options
- Gather public input regarding cost acceptability.

Common Council Meeting

- 10-15 minute presentation that includes project background and review of three design alternatives.

Follow Up

- City staff to set up a web based survey tool in order to gather public input on the three options.

Task 4 Deliverables:

- Facilitated public meeting. Evening meeting, date and site will be determined by the City.
 - Facilitated meeting to be conducted by Designer and Project Manager from Consultant team.
 - Presentation should include printed and visual displays and digital media (for example PowerPoint).
 - Provide DVD or flash drive containing a digital copy of all presentation materials.

Task 5 – Final Conceptual Design

- Review public suggestion/comments to incorporate into the best liked design.
- Follow up with Design Team to guide incorporation of public comments into design.
- Develop preferred conceptual design alternative.
- Include accompanying renderings and/or comparable images to illustrate design intent.
- City staff to provide final design to Board of Public Works and City Council for review and approval.

Task 5 Deliverables

- Color to-scale conceptual site plan with accompanying renderings and/or imagery as needed to illustrate design intent.
- Preliminary Line Item Cost Estimate.

Phase 3 – Design Development Documents

Task 5: Design Development Documents

- The Consultant will prepare design development drawings in order to refine the final conceptual design.

Task 5 Deliverables:

- Design Development Drawing set. The Consultant is responsible for ensuring the documents are in accordance with all applicable codes and regulatory requirements, including ADA accessibility guidelines and environmental regulations.
 - Utility Plans
 - Preliminary grading, include contours, critical spot elevations.
 - Hardscape Plan, including materials and installation methods
 - Landscape Plan, including locations and types of landscape material.
 - Site lighting and details, identify fixtures.
 - Irrigation plans and details, if needed.
 - Details for any unique site features.
 - Details for site furnishings.
- PDF/Drawing files of all final, City approved design plans, specification documents and details.
- 2 printed to-scale drawing sets.

F. Submittal requirements

1. Statement of Qualifications- Brief introduction of the Consultant organization. Summary of your understanding of the project and why your team is best suited to complete the scope of work.
2. Team biographies for all staff proposed to be included on the project.
3. Any proposed revisions to the Scope or Task List.
4. Several design examples, with accompanying construction costs, from similar projects.
5. A minimum of 3 client references.
6. Timeline for project completion. Fee schedule for all tasks as described in section E- Scope of Services.

G. Evaluation Criteria

1. Proposals will be evaluated based on overall approach, team experience and qualifications, budget, organizational structure, methodology, schedule and fit with the City of De Pere.
2. This project requires experience in the following areas. Preference will be given to Consultant teams who demonstrate mastery and comparable experience in:
 - Urban Design and Streetscape design.
 - Public participation and meeting facilitation.
 - Cost estimation.
 - Collaborative approach and methodology.
 - Cost. The final fee should be expressed as an hourly not to exceed.

H. Interview/Candidate Meeting

Interviews may be requested with finalist(s) allowing the City and consultant to get to know another and discuss project details. However, De Pere reserves the right to award a contract on the basis of proposals only.

I. Budget

Proposals should provide a work plan that best meets the above objectives and scope within a range of \$25,000-\$44,000 and should include all travel and incurred costs.

J. Consultant Contract

The City utilizes its own consultant contract when formalizing the consultant arrangement. A sample copy of that Consultant Agreement is attached.

K. Anticipated Project Schedule

September 20 2017 RFP Distribution

October 2, 2017 5PM Questions due via email to the City. Please send via email to bboyle@mail.de-pere.org

October 5, 2017 Responses to questions posted on the City Website (via the Community Development – Economic Development page)

October 30, 2017 4PM Proposals due. Proposals delivered after this time will be rejected.

November 2017 Proposal Reviews and Consultant Interviews

December 2017 Common Council Approval of Consultant and Contract

January 2017 Project Commencement

L. Proposal Submission Requirements

- Due to the City of De Pere no later than 4:00PM on October 30, 2017.
- 5 hard copies and a digital copy in PDF format (email file size no larger than 14 MB. USB flash drives or other file sharing hardware will only be returned upon request).
- Proposals should be sent to:
 City of De Pere – Economic Development & Planning Department
 Bill Boyle, PMP, GISP
 Project Manager
 335 South Broadway Street
 De Pere, WI 54115
bboyle@mail.de-pere.org
- The City of De Pere is not responsible for any costs incurred by parties responding to this RFP.

M. Additional Resources

City of De Pere: <https://www.de-pere.org/>

Comprehensive Plan, Downtown Master Plan, Historic Neighborhood Preservation Plan:
<https://www.de-pere.org/egov/apps/document/center.egov?view=item&id=730>

De Pere Chamber: <http://deperechamber.org/>

Definitely De Pere: <http://definitelydepere.org/>

October 30, 2017

Prepared for
City of De Pere, WI

PROPOSAL
James Street Streetscape
Conceptual Design &
Design Development





Section **1** **Cover Letter**.....2

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**Section 1
Cover Letter**



collaborāte / formulāte / innovāte

October 30, 2017

Mr. Bill Boyle, PMP, GISP
Project Manager
335 South Broadway Street
De Pere, WI 54115

SUBJECT: James Street Streetscape Conceptual Design & Design Development

Dear Mr. Boyle,

De Pere has a living vision for its thriving community. As a hometown with a thriving walkable downtown commercial district, there is pride in local businesses and the historic preservation of architecture.

Reenvisioning James Street continues the commitment of growth and investment to maintain a vibrant downtown and engage with stakeholders. Crafting spaces that have meaning, resonate with the community, and tie together the existing design elements in the city's streetscapes is a central element of creating place and celebrating De Pere's identity. Providing multiple streetscape options, each with a slightly different approach, continue the city's tradition of public participation.

Working with cities like Muskego and Allouez, or large metropolitan areas such as Milwaukee and Chicago, GRAEF has been able to meet the variety of planning and design needs that were central to projects' aesthetic and budget success. Our team excels in working with municipalities, residents and stakeholders in creating common areas that build up loyalty and pride.

Using this experience and collaborating with City staff and stakeholders, we can meet the unique needs to reenvision James Street. Through the city's public participation, and a nod to the old James Street fountain, together we can create the next public space design in this node of downtown activity, with the historic context of the Union Hotel, the adjacencies of the Broadway commercial district, and the linkage potential to the Fox River Trail.

At first glance, the James Street fountain area seems like a small area tucked off the main corridor. While there's truth to that, there's more. The Claude Allouez bridge links the east and west side, and the Broadway-Wisconsin circulation pair on the east side with the Main-Reid one-way pair on the west. James Street links the residential area through the downtown and to the river, crossing through the study area portion of the project.

The retail in that area has entrances on both sides of the block, and with the parking lot off of Wisconsin Street, it elevates the importance of the James Street link for pedestrian connections from the Shopko/Payless/Associated Bank, Seroogy's, and the shopping and dining experiences on North and South Broadway Street. Further, James Street is an important downtown link to the Fox River Trail and all of the riverfront amenities.



While GRAEF excels in bringing structures and green spaces to life, we can only do that with a strong partnership where we listen first and foremost, and then lend a hand in creating meaningful and lasting spaces. We are looking forward to sharing our ideas and listening to your vision for downtown De Pere.

Sincerely,

A handwritten signature in black ink, reading "Kristan Grygiel Sanchez". The signature is fluid and cursive, with the first name "Kristan" and last name "Sanchez" clearly legible, and "Grygiel" in the middle.

Kristan Grygiel Sanchez, AICP, Assoc AIA
Project Manager

kristan.sanchez@graef-usa.com | 920-405-3821



Section 2
Statement of Qualifications

Statement of Qualifications



Areas of Expertise:

- Community Identity
- Streetscape Design
- Urban Design
- Waterfront Development
- Recreational Park and College Campus Master Planning
- Retail, Commercial, Civic and Residential Developments
- Mixed Use Land Planning
- Sustainable Design Services
- Street Lighting

The City of De Pere is looking for flexible, financially conscious, and functional design for this node of activity along the North Broadway corridor within the east side downtown district. The downtown has built momentum in an active business community, quality historic architecture, and strong community affinity from residents and visitors alike. The City is committed to providing engaging public spaces that promote economic development and community unity. To achieve these goals, the design for James Street needs to flesh out multiple options to pose to the public with a first focus on comfortable seating and foliage enhancements, and the broadest option to include a high level of quality interventions.

GRAEF is dedicated to providing a full range of streetscaping services for municipal, industrial, commercial, and governmental projects. A talented staff of landscape architects and urban designers ensure that projects are completed in an innovative and environmentally sound manner. Fortunately, GRAEF has all of those essential attributes.

The City of De Pere and GRAEF, together, can strengthen:

Community Identity: GRAEF landscape architects, urban designers, and planners have significant experience working with municipalities to establish community identity in order to create a true sense of place. This can be achieved through a variety of different measures such as gateway compositions, thematic signage monuments, vertical identifiers, plazas, bridge and overpass structure design and connections to adjacent natural amenities such as parks, open spaces and river corridors.

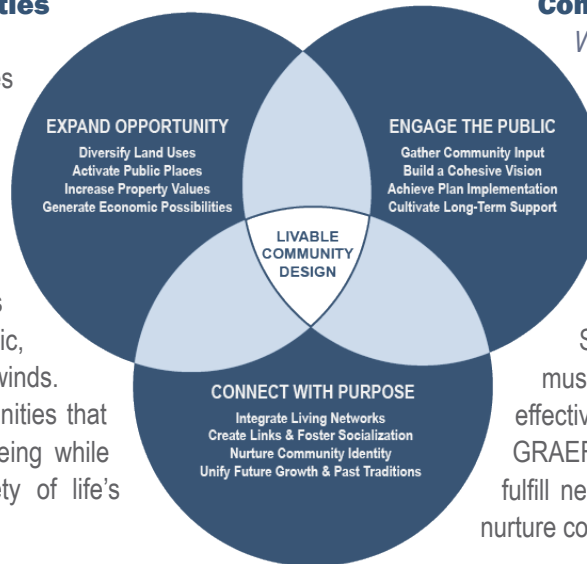
Streetscape Design: Because of our fully integrated, inter-disciplinary, approach to design, we have the expertise to provide a high level of design expertise related to the design of public spaces, and the planning expertise to guide the planning process within the greater community. Further, with our expertise in engineering and transportation design, our team brings a full complement of professionals to the table along the way to ensure the project can move from conception to installation within set budgetary considerations.

Urban Design + Development

Design Livable Communities

What is a livable community?

A livable community provides diverse paths for cultural, financial, and ecological fulfillment. A livable community balances conservation of the old with development of the new. A livable community adapts to the ever-changing economic, social, and environmental winds. GRAEF designs livable communities that expand opportunity and well-being while responding to the great variety of life's needs.



Connect with Purpose

What does it mean to connect with purpose? Purposeful connections

create integrated networks of live, work, and play opportunities. Purposeful connections create meaningful places for people to interact, as opposed to vacant plazas and symbolic green spaces.

Streetscape and landscape design must respect the context, function effectively, and generate positive activity. GRAEF designs circulation systems that fulfill needed links, foster socialization, and nurture communities.

Expand Social + Economic Opportunity

How can urban design expand opportunity? A well-designed community unlocks the latent social and economic potential of its residents by providing avenues for their manifestation. Designing a diversity of land uses allows for a variety of economic opportunities, thereby creating long-term resilience. Designing a safe and well-connected street network allows for a variety of travel modes, thereby creating social benefits. Many times the economic and social advantages of a well-designed community go hand in hand: a well-designed corridor is attractive, easy to use, and profitable. GRAEF creates designs that integrate aesthetic expertise with the ability to add social and economic value.

Engage the Public

Who sits at the table? A key to the success of any urban design is strong public support. To generate strong public support, planning processes must actively reach into the community to create opportunities for public participation. The greater the participation, the richer the understanding of the problems and opportunities, and the higher the probability of implementation. GRAEF employs public participation efforts to inform the planning processes and generate long-lasting support for the design concepts produced.

Respect What Is + What Will Be

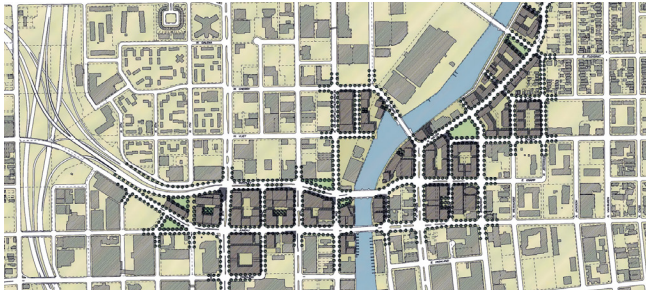
What is better, old or new? Well-designed, livable communities will have a mixture of both. Good urban design simultaneously builds on a community's traditions, while affording new socioeconomic directions for change. Planning a community design requires a thorough understanding of the past, present, and future conditions. The rights of existing property owners must be honored while creating new opportunities for the future. GRAEF generates plans that reflect and respect the varied identities of a community's past, present, and future.

Fulfill the Vision

How do we get there? The community vision created by an urban design should be matched by a strong strategy for implementation. Many visions cannot be realized, simply because their proponents do not acknowledge market constraints, regulatory procedures, or political values. GRAEF develops desirable and achievable visions for urban design that balance pragmatism with long-term aspirations.

Urban Design + Development

Example Projects



Park East Corridor



Bayshore Town Center



East Capitol Drive – Oak Leaf Trail



Northwest Side Neighborhood



City Homes

Park East Corridor Redevelopment, Milwaukee | Created master plan and form-based code to replace a former interstate freeway. GRAEF prepared the first new urban design project on a complex triangular infill site, which has become a hallmark of small-scale, finer grained revitalization in the area. The plan and code received a national award from the Congress for the New Urbanism.

Bayshore Town Center, Glendale | Designed streetscape, infrastructure, public places, and visual character of new retail center. A key feature is the plaza, which includes an interactive water play feature within the town square.

East Capitol Drive, Shorewood | Designed the new gateway bridge to the village as part of the overall reconstruction of a major arterial. The new landmark integrates the Oak Leaf Trail with landscape features linked to sustainable management.

Northwest Side Neighborhood Plan, Milwaukee | This plan was part of the City's overall system of neighborhood plans. Catalytic projects involved residential improvements and options for larger-scale commercial reinvestment along major business arterials. The plan won a state award from the APA.

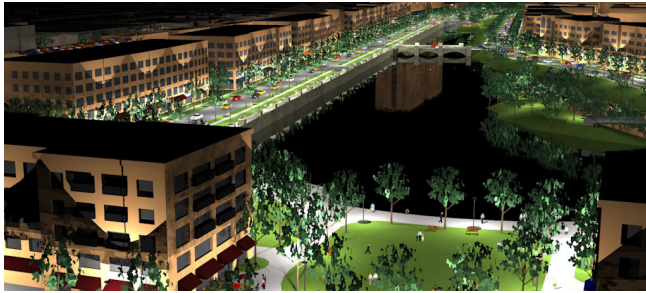
City Homes, Milwaukee | A successful effort in mixing moderate income housing into areas with substantially lower home values. Based largely on the neighborhood design quality, the units were sold within one year rather than the 12-year absorption predicted by the development community. The project was a model for the City's future Target Investment Neighborhood (TIN) program.

Fond du Lac and North Avenue Neighborhood Plan, Milwaukee | This plan set the standard for many of the City's other area plans. It included several catalytic urban infill projects related to housing, infrastructure, and economic development. Since adoption, many of these projects have been implemented. The plan won a state award, as well as a regional award, from the American Planning Association.

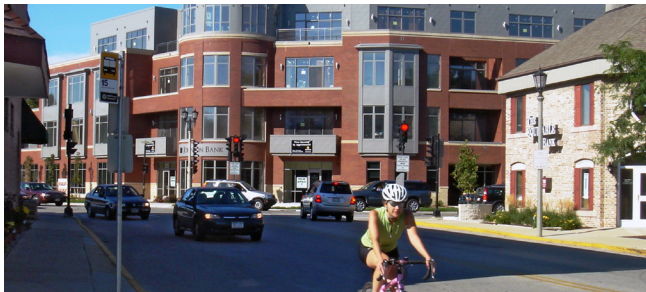
West Burleigh Street, Milwaukee | GRAEF designed an overall corridor plan for the street as well as a detailed park plan (now known as Sister Gengler Square) to stimulate neighborhood improvements. This project integrates new public places with neighborhood commercial and residential growth.

Urban Design + Development

Example Projects



Milwaukee Mile Redevelopment



Silver Spring Drive



Enterprise Lofts



Beerline Riverfront Housing



Kinnickinnic River Neighborhood

Six Points Farmers' Market Plan and Redevelopment Plan, West Allis

Created and helped implement several redevelopment projects and helped establish 11 new redevelopment concepts—most notably for the Milwaukee Mile. These concepts create major redevelopment to guide future investment. This image shows redevelopment potential with new destination uses. The project includes mixed uses, has links to transit and bicycle trails, and has interior block parking areas. The major environmental feature is a new “riverwalk” created by daylighting the underground river.

Silver Spring Drive Plan and Streetscape, Whitefish Bay

As part of an overall master plan strategy, identified key sites for landmark infill projects. A new mixed-use infill building was developed in accordance with GRAEF's design guidelines. GRAEF also designed and implemented a new “green” streetscape with traffic-calming and natural environmental features.

Enterprise Lofts, Milwaukee

Prepared a successful development concept integrating different forms of rental and owner housing. This mixed-use building borders Milwaukee's downtown and the Park East master plan created by our design team. A key aspect was integrating a variety of business mixed-use facilities that would support live-work units in an apartment-style structure.

Beerline Riverfront Housing, Milwaukee

When Milwaukee adopted new guidelines for the riverfront Beerline project, GRAEF helped create several major projects along the waterfront, such as new townhouses, commercial development, and public recreational opportunities. GRAEF's engineers also helped implement this critical waterfront project.

Grafton Lumberyard, Grafton

GRAEF designed 10 infill strategies for redeveloping this complex former industrial site. Constraints included traffic, complex property ownership patterns, limited market opportunities, and integration with other district plans.

Kinnickinnic River Neighborhood Planning, Milwaukee

Under guidance from the Sixteenth Street Community Health Center, prepared neighborhood planning concepts to extend new Kinnickinnic Riverfront improvements into the surrounding neighborhood. Design included infill developments and street sections to create “green” streets and commercial activity.



**Section 3
Project Team**

Kristan Grygiel Sanchez AICP, Assoc AIA Project Manager



Professional Certification
American Institute of
Certified Planners

Education
Master of Urban Planning,
University of Wisconsin-
Milwaukee
Master of Architecture,
University of Wisconsin-
Milwaukee
B.S. Architectural Studies,
University of Wisconsin-
Milwaukee

Affiliations
American Planning
Association - Wisconsin,
Board Member, VP-Awards,
2016-Present
American Institute of
Architects

Kristan is a planner and project manager with 20 years of experience in the public and private sectors. She has worked in planning, economic development, urban design, and architecture on projects throughout the US, most recently focused on economic development, brownfield, and redevelopment projects while serving as the Community Development Director for the Village of Ashwaubenon.

Comprehensive, Master, & Strategic Planning

Kristan has served as a consultant planner and as the internal staff project manager for multiple successful plans of various scales – from comprehensive community-wide plans to specific neighborhood area plans and transit-oriented development studies. The process includes engaging the community stakeholders, elected officials and professional staff to understand both the vision and the realities of the political and economic climate to best set the framework for continued use of the plan and implementation over the coming years. As the director of development for Ashwaubenon, Kristan held a primary leadership role in guiding the process, approvals, and ordinances for the complex, 34-acre, \$130 million Titledown Development. Kristan has provided master planning services for the Village of Ashwaubenon; for projects on the Gulf coast of Mississippi following Hurricane Katrina; and for communities throughout Chicagoland.

Urban Design

Kristan has developed property test fits, designed streetscapes and wayfinding systems, and led area plans centered on mixed-use developments and transit. A background in both architecture and planning gives her the skills and expertise to work at multiple scales to consider how buildings fit on sites and how those buildings interact with the surrounding street context. While with Ashwaubenon, she generated multiple site development plans for a 6-acre multi-family residential redevelopment area, taking into account the necessary valuation goals of the area (approximately \$40 million), the costs in the land, and the building parameters of developers to come to two viable options and, ultimately, a chosen alternative that met both the village's vision with the developer's proforma needs.

Economic Development

Kristan's work in economic development brings together the vision of the community with the market opportunities and development climate. Having a background working directly for development teams and on staff at a municipality, her work begins with the physical property or area location, which includes the property rights and regulations that form the basis of the zoning envelope and informs any potential development proforma. She has successfully negotiated the acquisition and sale of multiple properties for the purposes of redevelopment, including brownfield and riverfront sites. In addition, her background in development deals include structuring and negotiating development agreements and incentives within TIF districts, and has both established and amended TIF districts in order to facilitate continued progress and investment within focus areas, resulting in growth through numerous large-scale and complex projects.

Erik R. Schmitt PLA, CDT
Landscape Architect | Associate



Registration

Registered Landscape Architect – WI

Certification

Certified Document Technologist

Education

B.S., Landscape Architecture, 1996
University of Wisconsin-Madison,
Madison, WI

B.S., Horticulture, 1996, University
of Wisconsin-Madison, Madison, WI

Erik has worked for more than 20 years in landscape design and is an Associate at GRAEF. He has a wide range of project experience featuring a variety of scales: community identity, project visioning, streetscape design, urban plaza design, intimate scale pedestrian spaces, parks and open spaces, community elements, mixed-use developments, business parks, corporate campus design, master planned community water parks, and large scale land use planning. Erik has extensive experience working with private and public client groups regarding project planning, design, project approvals and construction.

Janesville Road Streetscape and Landscape Improvements – Moorland Rd to College Ave, City of Muskego, WI – Project Landscape Architect: Lead designer for approximately one mile of roadway through Muskego's central business district. Provided community visioning services in order to develop a new "Contemporary Lake Community" identity for Muskego and provided streetscape design services from Schematic Design through Construction Documents for the roadway reconstruction. Project highlights include custom City identity signage monuments, accent pavers at key intersections & roadway medians, new thematic roadway lighting with streetscape banners & custom metal cut-outs, and generous use of multi-seasonal landscaping.

Capitol Drive Streetscape, Shorewood, WI – Project Landscape Architect: For the replacement of about 2 miles of roadway from Estabrook Park to Lake Drive in the Village of Shorewood. As part of the roadway replacement we developed a streetscape plan to reflect the historical significance of the community while improving safety, aesthetics and accessibility of this urban corridor. Some major challenges of the project include traffic calming, coordination with several adjacent schools and the replacement of the Oak Leaf Trail Bicycle/Pedestrian Path Bridge.

Drexel Town Square, Oak Creek, WI – Project Landscape Architect: Large 85-acre redevelopment on the former industrial Delphi site. GRAEF has helped plan the project, gain public support, develop successful grants for funding, initiate design for sustainable infrastructure and design the infrastructure. The Wisconsin Economic Development Corporation (WEDC) awarded \$1.1 million in BEBR funds to clean up the site and prepare it for new development. GRAEF has been at the hub of this complex process, ensuring that site development is coordinated with all applicable federal, state, and local requirements. Drexel Town Square will serve as Oak Creek's new town center and a focal point for economic activity, environmental practices, and social stimulation.

University of Wisconsin-Madison, Union South, Madison, WI – Project Landscape Architect: This project was for the replacement of Union South at the University of Wisconsin. The project involves providing site development, programming, master planning, design development, and construction documents for the development of a replacement campus student center and exterior plazas and event spaces that is designed to receive a Platinum LEED rating. The project is in the programming phase of design.

Craig Huebner AICP

Urban Designer



Education

Master of Architecture, 2012
 Master of Urban Planning, 2012
 Certificate in Real Estate
 Development, 2012
 University of Wisconsin-Milwaukee,
 Milwaukee, WI
 B.S., Architectural Studies, 2009
 Certificate in Urban Planning, 2009
 University of Wisconsin-Milwaukee,
 Milwaukee, WI

Professional Certifications

American Institute of Certified
 Planners

Professional Affiliations

American Planning Association
 APA-Wisconsin Chapter

Awards

2nd Place – 2012 Emerging
 Professionals Design Competition
 (AIA Milwaukee)
 2012 APA-WI Student Planning
 Project Award (WAPA)
 1st Place – Brighten the Passage
 Design Competition (City of
 Milwaukee & Historic Third Ward)
 2012 SARUP Special Recognition
 Award for Outstanding
 Involvement with the Milwaukee
 Community

Craig's academic background is in both architecture and urban planning, and he has several years of experience working in both fields. His work experience includes neighborhood master planning, commercial redevelopment, streetscape corridor planning/design, site plan review, urban design, site and building design, park and open space planning, and design guidelines.

Streetscape Design

Craig has worked on a number of streetscape planning projects. Each project included extensive existing conditions research and focused on promoting economic development through physical design solutions. Responsibilities included stakeholder interviews, branding possibilities, amenity selection and conceptual landscape design.

Project examples include:

City of Waukesha - Downtown Street Master Plan
 City of Milwaukee - Fond du Lac Avenue Corridor
 City of Milwaukee - Bronzeville Streetscape

Urban Design & Property Development

Craig's experience in urban design includes developing design strategies for a variety of commercial corridors and specific properties as well as writing design guidelines. This includes meeting with a variety of stakeholders, suggesting design alternatives, and performing zoning and land use analyses. He has also conducted detailed site analyses, including parking lot configurations and site design possibilities for City-owned parcels.

Public Participation

Craig's experience in public participation includes the creation and facilitation of outreach materials for a variety of public and private stakeholders, image preference surveys, resident and business surveys, and the outcomes.

Project examples include:

Layton Boulevard West Neighbors
 Riverworks Business Improvement District
 City of Milwaukee

Neighborhood Planning

Craig has assisted with the development of several neighborhood plans within the Milwaukee area. Duties on these projects included preparation of public outreach and educational materials, statistical analysis, and research into historical and existing conditions. Craig also prepares many of the critical diagrams, illustrations and computer visualizations used to depict projects.

Project examples include:

Layton Boulevard West Neighbors
 Riverworks Business Improvement District

Lawrence P. Witzling PhD, AIA, PLA
Principal



Registrations

Registered Architect – WI
Registered Landscape Architect – WI

Education

Ph.D., City and Regional Planning,
1976, Cornell University, Ithaca, NY
Bachelor of Architecture, 1967,
Cooper Union, Manhattan, NY

Affiliations

American Institute of Architects
American Society of Landscape
Architects
ASLA – Wisconsin Chapter
American Planning Association
APA – Wisconsin Chapter
Congress for the New Urbanism

Larry has over 35 years of experience in urban design, land use planning and architecture. His design work has won national awards for urban design from Progressive Architecture, the American Institute of Architects, and the Congress for the New Urbanism. Prior to GRAEF, Larry was President of Planning & Design Institute, Inc. (PDI), a firm he founded in 1988.

Urban Design & Redevelopment

Larry has been involved in urban design and development projects for over three decades, garnering several national awards for his work from Progressive Architecture, the Congress for the New Urbanism, and the American Institute of Architects. These projects range from downtown and district plans to the design of unique public places. His work is characterized by respect for the local context and a concern for blending traditional and time-tested concepts with innovative approaches matching today's needs. His work includes both public and private sector projects including conservation subdivisions, district and neighborhood plans, mixed-use development, pattern books, form-based and hybrid codes, regulating plans, and entitlement procedures. His expertise includes developing initial concepts, as well as assisting throughout the implementation process. His work includes a variety of methods and techniques for public involvement including personal interviews, physical models, interactive computerizations, and traditional displays, publications, and studies.

Municipal Planning & Design

Larry has been involved in urban design and development concepts for traditional neighborhoods and districts for almost thirty years. His public sector work includes land use and smart growth plans, park and open space design, town centers, revitalization of older retail areas, preparation of ordinances and guidelines, boundary agreements, ongoing plan reviews, and other aspects of urban planning. His work also includes extensive contact with the general public through workshops, design charrettes, surveys, interviews, and open house presentations. His private sector work includes plans for conservation subdivisions, mixed-use developments, townhouses and multi-family development, presentations before local agencies, and supervision of development applications and submissions. He has served on several regional committees developing standards for subdivision ordinances and land use plans.

Planning for Sustainable Communities

Larry has been involved in issues regarding sustainability for more than a decade. He has worked on neighborhood sustainability issues in Racine, Kenosha, and Milwaukee. He has co-authored papers on sustainability and delivered presentations at professional conferences on this subject and he has authored guidebooks including the Planning and Administration of Design Competitions and Presenting Statistics. He was a featured speaker at a tri-state regional conference on sustainable housing design held at Wingspread (part of the Johnson Foundation Conference Center in Racine, WI). In addition he has taught continuing education classes on sustainable development.

Joseph F. Pepitone Jr. PLA, LEED AP
Senior Landscape Architect | Principal



Professional Registration
Registered Landscape Architect –
WI, CA
CLARB National Certification

Education
B.S., Landscape Architecture, 1986
University of Wisconsin-Madison,
Madison, WI

Professional Affiliations
American Society of Landscape
Architecture
Council of Landscape Architects
Review Board
Society for College and University
Planning
American Sports Builders
Association

Professional Certification
LEED® Accredited Professional

Joe is a licensed landscape architect who brings 30 years of professional experience in project management expertise, landscape architectural design and planning to GRAEF and has won numerous design awards for his work. Joe has been involved in master planning and design for corporate office, industrial, commercial/retail, recreational facilities, urban design, multi-family residential, senior housing, healthcare and educational campuses of all sizes. His expertise includes master planning to incorporate building(s) and site program elements in a functional and cohesive manner. His thorough knowledge of all aspects of site development allow him to provide complete and thorough documentation which includes site planning, detailed design, landscape design and details, planting design, construction documentation, specifications and on-site construction administration.

I-794 Lakefront Gateway, Milwaukee County, WI – Project Landscape Architect:

Designed concepts for improvements to roadway infrastructure east of Lincoln Memorial Drive, enhancements to Urban Park, and creation of four concepts for the Gateway Plaza, an area bordered by Lincoln Memorial Drive, Michigan Street, Art Museum Drive, and East Clybourn Street. Streetscape designs include pervious pavers in the terrace and parking areas; planters; decorative stone mulch; biofiltration areas; and landscaped medians to highlight the boulevards along each roadway. Landscape design includes shade trees, ornamental trees, limestone boulders, ornamental grasses and perennials. Careful attention was given to the selection of plants and trees that have minimal maintenance and can survive the salt that is prevalent in an urban environment.

O'Donnell Park Sculpture Garden, Milwaukee, WI – Project Landscape Architect:

Designed the landscape architecture plans for this urban park and pavilion, including a sculpture garden on top of a 1,250-car parking structure

Main Street (Highway Z) Streetscape, Village of Twin Lakes, WI – Landscape Architect:

Developed conceptual streetscape treatments for Main Street and worked with the Village's Streetscape Design Committee to select final design concepts and streetscape palette including; new street lighting, decorative paving, plantings and street furnishings. Prepared landscape construction documents and specifications to WISDOT standards for Main Street reconstruction (partially funded through ARRA). Final design includes enhanced pedestrian amenities, additional parking, and on-site storm water management through the use of permeable pavement.

Door County YMCA Master Plan, Sturgeon Bay, WI – Landscape Architect:

Provided landscape architecture design services and planning for the development of an outdoor recreation area within the existing open space areas adjacent to the YMCA. Proposed site improvements included an outdoor amphitheater, sport court, youth soccer fields, fitness/nature path through the site along with landscaping to compliment and screen the adjacent residential neighborhood and highway.

Patrick Skalecki PE, CDT, LEED AP

Senior Civil Engineer | Principal | Principal In Charge

**Registrations**Professional Engineer – WI, IL, IN,
IA, MI, MN, ID**Certifications**Construction Specifications
Institute – Construction Document
Technologist
LEED Accredited Professional**Professional Affiliations**American Society of Civil Engineers
American Public Works Association**Education**B.S., Civil Engineering, 1992
University of Wisconsin-Platteville,
Platteville, WI

Over the past 23 years in the engineering industry, Pat has developed extensive knowledge along with technical and managerial skills in public infrastructure and site engineering. He has been involved in projects from idea to grand openings. This depth of knowledge and experience helps clients evaluate project scope and budget early on in the process. He is skilled in public presentation and delivery needed to build consensus among stakeholders. During design, he uses his abilities in hydraulic modeling, hydrologic studies, municipal utility design, stormwater management and system design, roadway design, complete site development, parking lot design and associated construction engineering to realize the vision of the clients into a successful project.

Gateway Plaza Park, City of Neenah, WI - Project Manager: GRAEF provided Master Planning services and then full civil design, structural design, and landscape architecture for this centerpiece of the revitalized west end of downtown Neenah. This park serves as a transition from the natural park site environment of Arrowhead Park to the built urban downtown. It is the termination point of the paved bicycle/pedestrian lakeside trail access to downtown. It provides a location for small gatherings, has several landscaped seating “rooms” with benches, and includes an interactive musical interest piece within the paver plaza.

Kaukauna Hydro Park - Kaukauna Utilities/City of Kaukauna, Kaukauna, WI

This park incorporated specific historic elements as outlined in the final Historic Resources Management Plan to commemorate and educate on the historical significance of the hydroelectric power in the area’s settlement. GRAEF worked interactively with KU, City, and general public representatives to develop a schematic master plan for the park. This effort included several stake-holder workshops to obtain public input for the park. Portions of the existing canal limestone wall were left in place and exposed as a nod to the historical use of the space. A viewing area was provided for the new powerhouse and remaining canal. A large turbine impeller was a centerpiece of the design. Also, historic educational nodes were integrated with an outdoor performance area.

Herb & Dolly Smith Park, City of Neenah, WI - Project Manager: GRAEF was a critical member of the Master Planning team in 2008 and then was retained by the City of Neenah for full design, bidding and construction oversight of the project completed in 2013. Highlights of the park include a shelter with restrooms and open-air picnic space, walking paths with wildlife viewing areas, and a canoe and kayak launch. In addition, the park serves as a central point of interest for a paved bicycle and pedestrian path connecting the Menasha Trestle Trail to the heart of downtown Neenah. The project included a 390-foot long timber boardwalk across Little Lake Butte des Morts at the mouth of the Neenah Slough.

Andrew K. Schultz P.E.
Project Engineer



Professional Registration
Professional Engineer - WI

Education
B.S., Civil Engineering, 2006
University of Wisconsin-Platteville,
Platteville, WI

Professional Affiliations
American Society of Civil
Engineers, ASCE
Institute of Transportation
Engineers, ITE

Andrew joined GRAEF in June of 2006 and has worked on transportation and municipal design projects for the company. His responsibilities include design, plan preparation, and field inspection.

USH 141/STH 29 and CTH JJ/Verlin Road Intersection Improvement - Performed design and plan preparation for the conversion of the intersection from a signalized intersection to a multi-lane roundabout. Also included in this project is an adjacent section of CTH JJ to be milled and overlaid.

Military Avenue Reconstruction - This project involved the reconstruction of a major arterial street located within a primary commercial shopping district. The project includes upgrades to key intersections along the 1.5 mile route. The project reconstructed the corridor with a four lane section and signalized intersections including various safety and operational improvements.

Village Center Project, Village of Howard, Wisconsin

Village Center Project covers an area of over 80 acres of developable land north of Riverview Drive (CTH J) and west of Cardinal Lane (CTH EB). The first phase of work included the central 20 acres where the Village Square is located. GRAEF provided limited planning phase services and full design phase services. More specifically, the planning phase services included the traffic study for the immediate and full-build out scenarios and also a planning level review of the modified development layout and roadways sections. The design phase services included the preliminary layout and design of all roadways and utilities for the full build-out condition (3 phases), detailed design and preparation of bidding/construction documents for Phase I 2014 construction; identical services for the Phase II 2016 construction; upgrades to CTH CB including a roundabout; and site design for 2 interior building developments in 2016 and 2017.

USH 41, Breezewood Lane to USH 15, Outagamie & Winnebago Counties - Design Engineer for the pavement evaluations and bridge work along USH 41 from USH 15 to Breezewood Lane. The project reviewed the existing pavement sections to determine pavement areas or pavement joints that need replacement to improve the existing riding surface and extend the life of the pavement. Traffic Control was another integral part of this project. Traffic is required to be maintained on two lanes at all times while maintaining safe construction zones. The bridge rehabilitation portion of this project included 22 Bridge Deck Repairs, 2 epoxy overlays to improve skid resistance, 8 Expansion joint repairs, and 17 Bridge Approach slab replacements.

STH 42, Door County - This four mile segment transitions from an urban roadway section at the southern limits to a high speed rural section on the north. The project primarily consisted of milling and overlaying the existing asphaltic pavement, beam guard replacement, spot curb and gutter replacement, inlet replacement, storm sewer structure adjustments, roadside ditch grading for drainage improvements, along with intersection evaluations.



Section 4

Scope of Services & Tasks

Scope of Services & Tasks

GRAEF understands that in projects such as this, the context and the community are extremely important. Downtowns are made up of the overall impression – the landmark buildings, the collection of shops and destinations, the visual look and feel of the corridors – but just as important are the finer grain and fabric of the human-scale places and pieces of the public realm. The downtown – both east and west, linked by the bridge – has an impressive collection of eateries, shops and offices, and even boasts the eclectic advantage of a top-rated liberal arts college.

The east side connects to the Fox River Trail, and James Street is one of the east-west downtown connections that connects the residential area to the trail. While the primary pedestrian connection across the locks is a block north at William Street, the terminus of James Street is the locks and there is a visual connection to the historic lock keeper's house. While James Street at the fountain is a node of activity in itself, these larger connections weave into the thought and approach of the GRAEF team.

As outlined in the Request for Proposals, the scope of services is comprised of six primary tasks:

1. Assessment, Analysis, and Preliminary Design
2. Kick-off with City Staff and Meet with Stakeholder Group
3. Design Concepts
4. Presentation of Concepts to the Public & Common Council
5. Refinement and Final Concept Design
6. Design Development & Documentation

In addition to the scope as outlined in the RFP, the GRAEF team proposes the following additional items and clarifications:

Analysis

Given the context within the downtown and history of the fountain and the locks design, tying into the City's on-going visioning and branding initiative would be ideal. We will maintain the City's preferred schedule but would dovetail our work with the visioning team's findings to the greatest degree possible. In addition to the initial research and introduction call or in-person meeting with City staff (City's discretion), the team will schedule a call with City staff and/or the visioning team specifically to discuss that initiative and the project progress to date.

Stakeholder Dialog

The stakeholder group dialog is critical to the success of the project. This group will provide the initial design direction of the project. The GRAEF team proposes to facilitate the discussion with the stakeholders and City staff, but also provide a follow up summary of the findings and expand upon that by providing the implications to the design direction provided. This may come in the format of a collection of preferred images and places that have the illustrated design or design elements – this can be distributed as widely as preferred by the City. This type of precedent study may be a useful tool to continue the dialog with the City as the GRAEF team works through the initial concept design ideas.

Concepts

The site itself is one that is ingrained in the memory of residents and visitors. Alongside the iconic Union Hotel, it has the special nature of a pocket park combined with a link between the commercial and parking areas to the primary North Broadway Street corridor. The original fountain has been in place for such a period of time that it has created a sense of nostalgia despite other limiting factors, such as: circulation, visibility, and gathering space. The concepts will explore the place and the linkage within the greater corridor. The team suggests the addition of a concept review meeting after the initial submittal with the GRAEF project manager and City staff to facilitate any revisions prior to the submittal of the deliverables.

Scope of Services & Tasks

When public understanding and buy-in are paramount to the success of the project, the GRAEF team can add value through our expertise in creating 3D models of proposed site designs that can be translated into virtual reality (VR) experiences for our clients. While this falls outside of the base scope and fee, it is a service that can be added for the public presentation of the concepts, at the City's choice.

This VR experience can be shown through a variety of methods. The team can bring one of our mobile headsets to the client. This gives our clients and the public the most immersive experience into the proposed site design, where the user is placed into the 3D model providing a sense of depth and perspective. The other option is to upload 360 degree panoramic images to a website, which can be viewed with any digital device. While this option does not allow one to put on a headset and have an immersed experience, it does allow for widespread access to the proposed site design.

To accomplish this process a proposed design must be agreed upon between GRAEF and its client. We can then model the proposed design using 3D modeling software. From here, the 3D model is placed into a VR rendering program to enable the user to become immersed into the model. The base model and rendering of the first concept would be in the range of \$3,000-\$4,000, depending on the complexity of the chosen design. Additional concepts can be modeled for an additional fee. This could also be considered for the final chosen design.

Refinement

In addition to the review and integration of the public comments into the preferred design alternative, the design team will facilitate a discussion with City staff and the stakeholder group regarding the visual preference survey, precedent study, and the final concept design.

Design Development

A critical step to the bricks and mortar realization of the vision and concept is accurate and thorough design documents, in the form of drawings and specifications. A plan that does not transition to the built environment is only a plan. Our in-house staff of landscape architects, civil and transportation engineers, and structural engineers can help make it a reality. By offering all of these services internally, coordination of drawings becomes seamless and maintains consistency in appearance. At this level of design, we anticipate including specifications on the drawings for a clear, simple, single location of the project requirements. While the final direction of design will be defined through the initial phases of work, we expect that some limited structural design for seat walls or a sculpture footing may be needed. Performance irrigation design, material call-outs, and appropriate details provides the design development level of information needed for accurate pricing, with future product selection and fully developed specifications ready to proceed during construction document preparation.

Throughout the scope of the project our team will bring our full expertise to the table to bring innovate, engaging designs for this unique place in downtown De Pere. We look forward to working with your team to reimagine this node as it relates to the greater visioning and branding work and the overall structure of the urban fabric of the downtown. We will bring our full understanding of the City of De Pere and its reputation as a forward-thinking, growing city poised for even greater things in the coming years.



Section 5
Design Examples & Costs

Lakefront Gateway Plaza

City of Milwaukee | Milwaukee, WI



Services Planning

Associate Landscape Architecture
Structural Engineering
Site/Civil Engineering
Traffic Engineering
Mechanical Engineering
Electrical Engineering
Plumbing Engineering

Data

\$34 Million
National Design Competition

Reference

Rocky Marcoux, Commissioner of
Dept. Of City Development
City of Milwaukee
414-286-5800
Rocky.Marcoux@milwaukee.gov

The GRAEF team was recently awarded the design of Milwaukee's Lakefront Gateway Plaza after a national design competition in which 24 firms vied for the opportunity to design a signature public plaza at the lakefront. There are three central themes that underpin the GRAEF team's design. Together, they inform a multi-dimensional design and create an iconic, richly detailed and layered urban space that will become the City of Milwaukee's waterfront jewel. The design intention is to ensure that this site becomes a primary civic space in the City in addition to its role as the Gateway to many of Milwaukee's lakefront institutions and attractions and to Lake Michigan itself.

Reconnect

Reconnection of Milwaukee's urban core and the lakefront with experiential and a more abstracted reconnection to some of Milwaukee's formative history.

Celebrate

This design celebrates many aspects of Milwaukee, which include **water** (a lifeblood of the city); **safe harbor** (along the western shores of Lake Michigan); and a **celebration** of the city and its connection to Lake Michigan.

Activate

The Gateway Plaza will be active, urban, fun, and compelling. The design intent is to achieve a year-round experience for users of all ages and develop a framework for well programmed, memorable and highly enjoyable experiences, as well as the incorporation of social and cultural aspects of Milwaukee.

Silver Spring Drive Streetscape and Resurfacing

Client: Community Development Authority of the Village of Whitefish Bay | Whitefish Bay, WI



Services

Landscape Design

Streetscape Design

Utility Improvements

Roadway Improvements

Data

0.5-Mile Roadway

Phase 1 Construction Costs: \$1.2M

Phase 2 Construction Costs: \$1.6M

The Village of Whitefish Bay wished to enhance a half-mile stretch of the community's major thoroughfare. The two-phase project consisted of site utility improvements (first phase) and roadway resurfacing, intersection improvements, street lighting upgrades and streetscape enhancements (second phase).

Utility work included replacement of the water main, spot repairs to the sanitary sewer, and a new 60-inch storm sewer system. GRAEF prepared traffic control plans to reduce traffic to one-way eastbound using East Lakeview Avenue as an alternate route. Other roadway improvements included addition of two bump-out intersections to calm traffic, spot repairs of curb & gutter, base patching, sidewalk replacement, and an asphalt mill and overlay to the roadway surface. GRAEF developed a three-stage traffic control approach, which eliminated parking during construction but allowed for a single travel lane in each direction with short-term closures.

The streetscape improvements unify the aesthetic character and improve pedestrian safety within the business district. The streetscape elements consisted of retrofitting existing trees with new grates, new street trees, custom raised planters at bump-out intersections, upgrades to the existing street lighting, supplemental pedestrian lighting, landscape accent up-lighting, new brick accent paving along the entire corridor, redevelopment of the clock tower plaza, and new site furnishings such as benches, bike racks, trash receptacles, and a variety of pots for annual plants.

Claude Allouez (STH 32) Bridge

Client: WisDOT | Location: De Pere, WI



Project Data

3rd Street to Broadway
2.2 Miles
\$22.5M Construction Cost

Features

Urban Roadway Design
Traffic Analysis
Roundabout Design
Public Involvement Plan
Streetscape Plan
Traffic Engineering
Signal Design

Client Reference

Charles Karow, P.E.
Project Manager
WisDOT NE Region
920.492.5997

The Claude Allouez Bridge is the only traffic corridor connecting the east side (Broadway) and west side (Main Avenue/Reid Street) central business districts in the City of De Pere. The existing two-lane bridge was structurally deficient and operationally obsolete. Project controversy related to which alternative, a single four-lane bridge alternative or a two two-lane bridge alternative would have the least impact on the business community. As the lead consultant for WisDOT, GRAEF worked with community leaders and project stakeholders to arrive at a plan that resolved many of the community concerns. In addition to bridge design alternatives and roadway alignment, many design tasks included evaluating signalized intersections versus roundabouts at five locations and evaluating key intersections for level of service. Because of the project's controversial nature, an extensive public involvement program was planned and implemented. Specific activities included but were not limited to regular input and presentations to the City Council, focus group informational meetings and business group meetings.

The project is located in the Business District of the City of De Pere. Current traffic volumes are approximately 29,500 vpd and are anticipated to increase to a range of 35,000 to 43,000 vpd. The roadway design portion of this project included approximately 3,400 linear feet of four-lane urban roadway. The project also included design of a two-lane roundabout and two signalized intersection using video detection equipment. The scope of work specifically included managing significant historical and archaeological issues, noise issues, air quality concerns, contaminated river sediment, significant socio-economic issues, hazardous material investigations, traffic analysis and intersection design, utility coordination, railroad coordination, commercial and recreational boating issues, extensive local business involvement, community sensitive design and significant public information efforts. As part of the design process, GRAEF prepared plans for decorative and non-decorative lighting along the route.

Drexel Town Square

Client: City of Oak Creek | Oak Creek, WI



Drexel Town Square is a new mixed-use town center on the 85-acre site of the former Delphi automotive parts factory in Oak Creek. Oak Creek is an auto-dependent suburb of Milwaukee that currently lacks a 'downtown' area. Drexel Town Square will house civic, retail, office, open space, and residential uses.

Infrastructure Design | GRAEF is providing storm water management, utility design, grading, and site layout. Other services include development of site demolition, layout, grading, and utility plans for the public infrastructure, a wetland park, a town square, and streetscape design.

Awards

Sustainable Development Guide:
2013 APA-WI Award for Innovations
in Planning
2015 Eureka Award – *The Business
Journal*

Data & Services

Brownfields Grant Assistance
Public Participation
Sustainable Development Guide
Site/Civil Engineering

Reference

Michael Simmons
City Engineer
(414) 570-8200
msimmons@oakcreekwi.org

Brownfields Grant Assistance | GRAEF prepared and helped win approval for the largest grant awarded as part of Wisconsin's Blight Elimination and Brownfield Redevelopment (BEBR) program. This \$1.1 million award is being used to clean up the site and prepare it for new development.

Public Participation | GRAEF directed the initial public participation and concept design for the Town Square. The participation process included multiple public meetings and workshops intended to gather input regarding the ideal density and mix of uses on the site.

Sustainable Development Guide | With grant assistance from the MMSD, GRAEF prepared a Sustainable Development Guide to examine potential interventions on the site. The guide includes information on best practices, design considerations, costs, and the interrelationships of various techniques. The guide also outlines whether certain techniques are recommended at Drexel Town Square and shows how and where the techniques could be used, prompting discussion of cutting-edge sustainable features.

Janesville Road Streetscape and Street Lighting

Client: City of Muskego | Muskego, WI



Services

Landscape Architecture
Streetscape
Street Lighting

GRAEF landscape architects and electrical engineers worked with the City of Muskego to develop 2 miles of streetscaping for Janesville Road through the heart of the Downtown Business District. These elements are an exciting part of the overall roadway reconstruction project, which was a unique opportunity to develop and reinforce a new "lakeside community" identity for Muskego.

Awards

2015 Public Works Project of the
Year, APWA WI

Some of the key streetscape design beautification efforts include:

- Streetscaping components (street trees, accent lighting, hardscape details, etc.) concentrated in a way that reinforces the character for various areas of Muskego's downtown
- Burial of all overhead utilities
- Addition of sidewalks along both sides of the new roadway
- Accent plantings in roadway terrace and medians
- Installation of hardscaping along medians and important intersections and crosswalks
- Custom-designed identity monuments designating key portions of the corridor
- Installation of decorative roadway lighting that accommodates thematic banners, custom metal cut-out panels, flags, and electrical installations
- Installation of new streetscape furnishings including benches, trash receptacles, and bike racks

Hydro Park

Client: Kaukauna Utilities | Location: Kaukauna, WI



Services Site/Civil Engineering Landscape Architecture

For 10 years, Kaukauna Utilities worked with the Federal Energy Regulatory Commission (FERC) for a new license on their upgrade to the Badger Hydro Plant with a new Powerhouse and power canal modifications in downtown Kaukauna. The hydro plant is contained in the Badger Hydro-Electric Historic District that was placed on the National Register in 1991. As part of the licensing requirements, KU was required to redevelop the old Badger facility and decommissioned area of the power canal. Part of the redevelopment was construction of community park.

This park incorporates historic elements outlined in the Historic Resources Management Plan to commemorate and educate on the historical significance of hydroelectric power in the area's settlement. For the initial phases of the project, GRAEF staff worked with KU, City, and general public representatives to develop a schematic master plan for the park. The effort included several stakeholder workshops to obtain public input for the park.

A portion of the power canal was filled and a new retaining wall constructed. Portions of the existing canal limestone wall were left in place and exposed as a nod to the historical use of the space. The design incorporated an area with views of the new powerhouse and remaining canal and a large turbine impeller that was already in the area. Also, historic educational nodes were integrated into the site design, as were an outdoor performance area, gathering spaces, and trail connections.

East Capitol Drive (STH 190)

Client: WisDOT/Village of Shorewood | Location: Shorewood, WI



Services

Urban Roadway Design
Public Involvement
Traffic Analysis
Traffic Signal Design
WisDOT Three Party Contract
Streetscape Plan
Structure Design
TMP Type 2 (Transportation
Management Plan)
pER

Client Reference

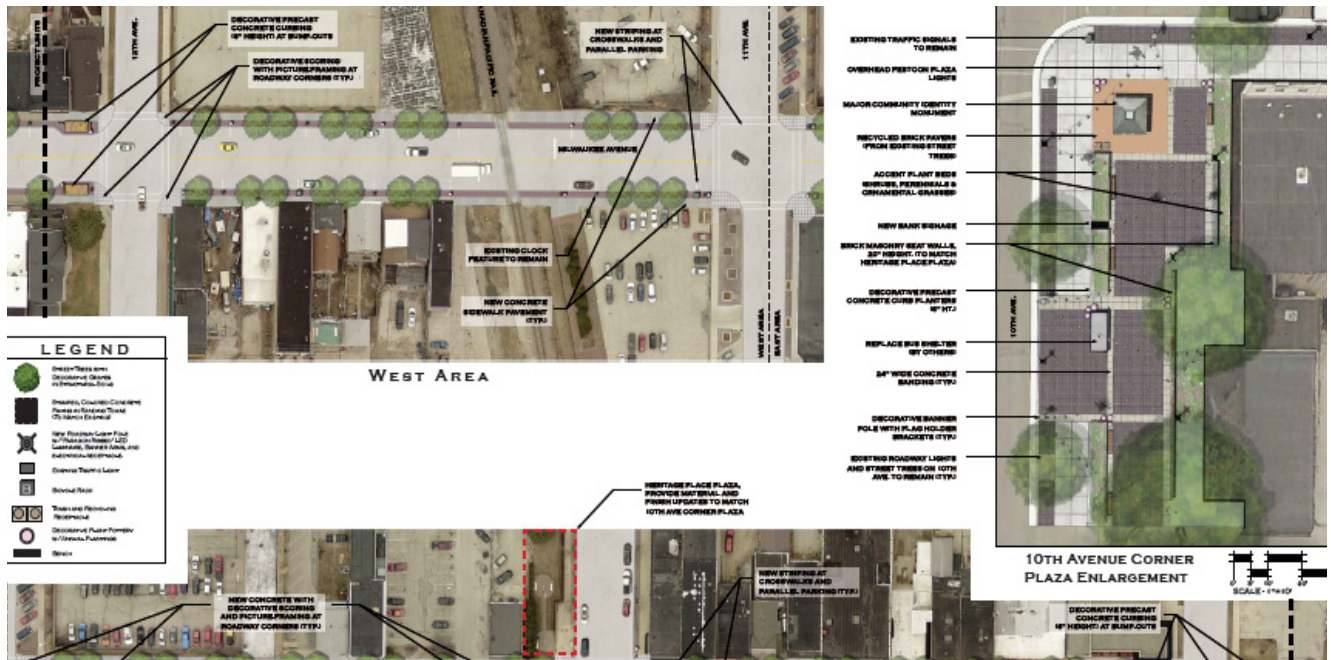
WisDOT/City of Shorewood
Chris Swartz
Village Manager
City of Shorewood
414.847.2700

GRAEF, in conjunction with the Village of Shorewood and WisDOT, completed the design process for full reconstruction of 1.2 miles of East Capitol Drive from Estabrook Parkway to Lake Drive. East Capitol Drive is a four-lane divided arterial roadway west of Oakland Avenue, which narrows to a two-lane undivided roadway east of Oakland Avenue. The posted speed limit is 30 mph west of Oakland Avenue and the existing roadway consists of two travel lanes in each direction and a 12' median from face-of-curb to face-of-curb. Parking is permitted at various locations throughout this segment of the corridor. East of Oakland Avenue, the existing roadway consists of one travel lane and one parking lane in each direction. The posted speed limit is 25 mph with a 15 mph posted school zone speed limit between Murray and Farwell Avenues. The project area has mixed land use of institutional, residential and commercial properties. There is high pedestrian activity along this corridor, along with high traffic counts, specifically in the vicinity of Shorewood High School, Atwater Elementary School, and St. Roberts School.

All pavement, curb and gutter, and sidewalk was replaced as part of the project. The median west of Oakland Avenue was increased from 12' to 18' – 28' depending on the location within the corridor. Turn lanes, horizontal alignment, and sidewalk locations were adjusted as well. Streetscaping elements and decorative street lights were incorporated into the plan of improvement. The project area includes seven signalized intersections. In addition to the roadway reconstruction, the project included replacement of the existing Oak Leaf Trail structure over Capitol Drive at the west end of the project. The new structure is a cambered truss and includes ADA accessible ramps that connect Capitol Drive to the Oak Leaf Trail. Four pocket parks were designed along the corridor to increase green space in this urban environment.

Milwaukee Ave

Client: City of South Milwaukee | Location: South Milwaukee, WI

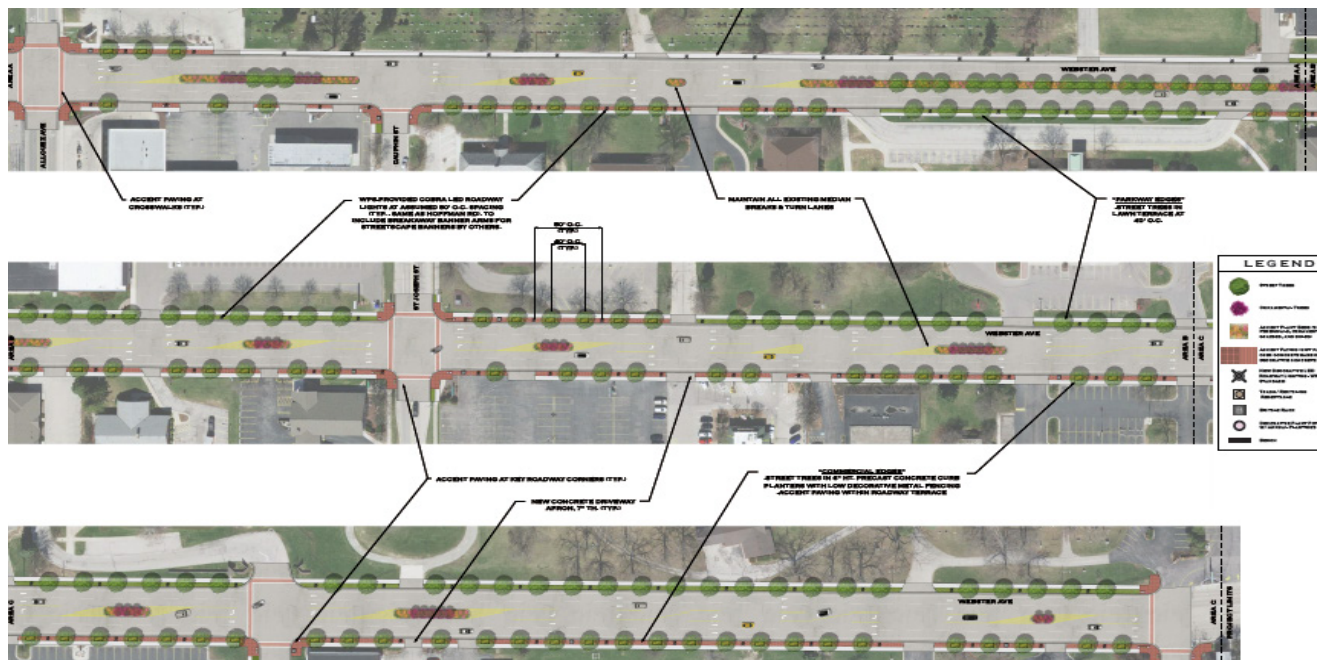


Project Cost

\$1.3M

Webster Ave

Client: City of Allouez | Location: Allouez, WI



Project Cost

\$1.9M



**Section 6
References**

Lakefront Gateway Plaza

Rocky Marcoux, Commissioner of
Dept. Of City Development
City of Milwaukee
414-286-5800
Rocky.Marcoux@milwaukee.gov



Drexel Town Square

Michael Simmons
City Engineer
(414) 570-8200
msimmons@oakcreekwi.org



Claude Allouez (STH 32) Bridge

Charles Karow, P.E.
Project Manager
WisDOT NE Region
920.492.5997





Section 7
Timeline & Fee Schedule

Timeline

Proposed Schedule James Street Streetscape Conceptual Design and Design Development		January					February				March				April				
		1	7	14	21	28	4	11	18	25	4	11	18	25	1	8	15	22	29
Phase I - Inventory and Analysis																			
1	Introductory Conference Call with City Staff																		
2	Review and Research of documents																		
3	On Site Meeting #1: Kickoff meeting with City Staff																		
4	On Site Meeting #2: Meeting with Project Stakeholder Group																		
5	Deliverables Submitted																		
Phase II - Conceptual Design and Design Refinement																			
6	Develop 3 Conceptual Design Alternatives and Budgets, Submit to City																		
7	Develop Renderings for Alternatives																		
8	City Review																		
9	Pre-meeting with City on Open House and Council Presentation																		
10	Open House/Council Meeting Presentation (March 20)																		
11	Revise Conceptual Design/Rendering into Preferred Alternative per feedback																		
12	Update Budget Estimate																		
13	Deliverables Submitted for review/approval																		
Phase III - Design Development Documents																			
14	Prepare Design Development Drawing set																		
15	Deliverables Submitted																		

Fee Schedule

The GRAEF team has carefully considered the outlined scope of services, the known information provided by the City, and the general components of the project, and we have developed a Total Not to Exceed Fee for the project. This Fee is based on the Project Scope of work as written in the submitted Proposal and the assumptions noted below.

Estimated Total Maximum Not to Exceed Fee (NTE): \$ 43,500.00

(Reimbursables are included in this Estimated Total Fee)

Fee Breakdown

Phase 1 and 2: \$27,500.00

Phase 3*: \$12,000.00 to \$16,000

*Phase 3 final cost is dependent on the level of complexity in the preferred conceptual design alternative

Below is an hourly fee schedule application for all Section E – Scope of Services tasks.

GRAEF Classification	GRAEF Rate
Professional (P1)	\$ 96.00
Professional (P2)	\$ 108.00
Professional (P3)	\$ 121.00
Professional (P4)	\$ 133.00
Professional (P5)	\$ 144.00
Professional (P6)	\$ 154.00
Professional (P7)	\$ 164.00
Professional (P8)	\$ 174.00
Administrative	\$ 67.00
Technician/Inspector (T1)	\$ 67.00
Technician/Inspector (T2)	\$ 84.00
Technician/Inspector (T3)	\$ 95.00
Senior Technician /Inspector (T4)	\$ 106.00
Senior Technician/Inspector (T5)	\$ 115.00
Senior Technician/Inspector (T6)	\$ 121.00

Automobile travel will be billed at the current federal rate.
Expenses such as travel and supplies will be billed at actual cost. Contracted services and consultants will be billed at actual cost.



October 26, 2017

Mr. Bill Boyle
 Project Manager
 City of De Pere Economic Development and Planning Department
 355 South Broadway Street
 De Pere, WI 54115
 (digital copy by email; bboyle@mail.de-pere.org)

Dear Mr. Boyle,

Thank you for inviting us to submit this proposal for your James Street Streetscape Conceptual Design and Design Development project. We feel our team is highly qualified for your project and we're excited about the opportunity to work with you.

Julia Schilling will be our project manager. She is currently our PM for the Village in Wauwatosa, a multi-phase urban streetscape and open space project for the City of Wauwatosa. She and I are also wrapping up urban open space design for the City of Madison as part of their Monroe Street reconstruction project. I will be personally involved in this project, as Julia and I are an established in-studio team. Our resume briefs are attached.

You ask for proposed revisions to scope. We have not included scope or fee for irrigation. Based on our experience, we do not feel an irrigation system will pass the cost/benefit/maintenance and operation test in this small area which is likely to be largely hardscaped. We will explore water service location and cost for periodic maintenance, cleaning and watering in severe and establishment conditions. As you suggest, plant species will be selected for the specific conditions of this project, including a non-irrigated growing environment.

You will also find a selection of some projects that pertain to yours. We hope you will find them applicable and indicative of the quality of our work. Our approach is to treat each project as a unique situation, influenced by land, setting, community, budget; and your goals and objectives. All of our work in public settings requires in-depth public participation, but I would point to our 10-year engagement with Madison's State Street reconstruction and Peace Park; and the Village in Wauwatosa, specifically. These projects involved widespread public involvement, steering committees, oversight by elected officials, other city agencies and participation from the local Business Improvement Districts. I would also point to the work in Wauwatosa where bids for the multiphase project continue to run at or below the overall consultant's estimate to reflect on our experience with cost estimating. Additionally, our project work provides current cost data on similar project types throughout the state.

As our work on your project will end prior to final design and construction documents, I have added a few project profiles that speak to graphic product that will be part of our work for you. We have found working in 3D useful in exploring design options as well as presentation and communication. It is our intent to initiate your project in 3D for efficiency.

303 S. PATERSON
 SUITE ONE
 MADISON, WI 53703
 Phone: 608-251-3600
www.ksd-la.com

PEOPLE | LAND | PLACE

References:**Mr. Mike Steiner, P.E.**

Assistant City Engineer
 City of Wauwatosa
 7725 W. North Avenue
 Wauwatosa, WI 53213
 414-479-8974
msteiner@wauwatosa.net

Ms. Christy Bachmann, P.E.

Principal Engineer
 City of Madison
 210 Martin Luther King Jr. Blvd.
 Madison, WI 53703
 608-266-4095
cbachmann@cityofmadison.com

Mr. Deron Muehring

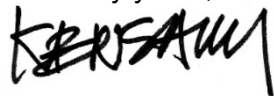
Civil Engineer
 City of Dubuque
 50 West 13th Street
 Dubuque, IA 52001
 563-589-4270
dmuehrin@cityofdubuque.org

Your request for proposal points toward an April 2018 completion, with a January 2018 start. We can commit to this schedule provided we hit the ground running with topo survey in hand as planned. This gives us +/- 30 days per phase with face to face meetings and workshops on a monthly schedule. This will be aggressive, but achievable.

I have attached a spreadsheet that outlines tasks and fee according to the process and meetings you've specified in your request for proposal, but in brief, the Inventory and Analysis phase, including an on-site input workshop, the Conceptual Design and Design Refinement phase, including the escalating alternatives strategy, the public review workshop and final concept; and the Design Development phase including the selection of materials and fixtures and final deliverables. As you request, the fee reflected in the attached spreadsheet would be a not to exceed amount.

Please feel free to contact me if you have any questions or desire additional information. We are looking forward to speaking with you.

Sincerely yours,



Ken Saiki
 President, Ken Saiki Design, Inc.

DESIGN SERVICES - James St. Streetscape Conceptual Design-Design Development

Saiki Design-Landscape Architects 10-25-2017

Task Description	Principal II	Land. Arch. II	Designer II	Designer I	Comments
	\$160.00/hr.	\$125.00/hr.	\$100.00/hr.	\$85.00/hr.	
PHASE 1 - INVENTORY AND ANALYSIS					
Task 1 - Assessment, Area Analysis, Preliminary Design	2		4	8	conf. call, background research
Task 2 - On Site meeting #1 - Kick-off	8		8		meeting w/ city staff.
Task 2 - On Site meeting #2 - Stakeholder Group	8		16	12	stakeholder group input session, visual preference survey, start 3D model
Project Management and Coordination	2		4		issue meeting minutes and visual preference survey, general coordination
SECTION SUBTOTALS	20	0	32	20	
	\$3,200.00	\$0.00	\$3,200.00	\$1,700.00	
			SUBTOTAL	\$8,100.00	
DESIGN REFINEMENT					
Task 3 - Conceptual Design	4		40	40	3 plan options, cost ranges
Task 4 - On Site meeting #3	12		20	8	city staff meeting, public workshop, council presentation, products for use in online survey. Includes preparation
Task 5 - Final Conceptual Design	2		20	20	incorporate public and design team input into a preferred concept
Project Management and Coordination	2		4		schedule public meeting, general coordination
SECTION SUBTOTALS	20	0	84	68	
	\$3,200.00	\$0.00	\$8,400.00	\$5,780.00	
			SUBTOTAL	\$17,380.00	
DOCUMENTS (Task 6)					
Utility plans	4				
Preliminary grading	4		12		
Hardscape plan	2		12		
Landscape plan			12	4	
Site lighting and details, identify fixtures	4		8		
Details	4		20	12	site features
Specifications		12			site furnishings
Deliverables				4	print and ship 2 drawing sets and specs. Email pdf of all files
Project Management and Coordination	2	2	4		
SECTION SUBTOTALS	20	14	68	20	
	\$3,200.00	\$1,750.00	\$6,800.00	\$1,700.00	
			SUBTOTAL	\$13,450.00	
REIMBURSABLE EXPENSES					
	miles	meals	lodging		
Mileage	800			\$ 428.00	3 trips to DePere
Travel				\$ -	
Meals		8		\$ 160.00	8 meals for travel days
Printing & Shipping				\$ 100.00	allowance
SECTION SUBTOTAL				\$688.00	
TOTAL BASE DESIGN FEE				\$39,618.00	

Attachment: Saiki_Design (6507 : Reso #17-103 Authorizing Consulting Agreement with GRAEF (James St Streetscape Design Services))

Firm Profile



Ken Saiki Design is an award winning, specialty landscape architecture firm based in Madison, Wisconsin. Organized in 1989, the company provides services to both public and private clientele with project locations throughout the State of Wisconsin and the Upper Midwest.

The creation of high quality spaces is central to our practice. Our work spans multiple sectors and our team has delivered high-quality design services for public, private and joint-venture clients. Our built work can be found in botanical gardens, retail development, corporate campuses, university campuses, mixed use and residential developments. We pride ourselves on the ability to work from the master plan scale down to the detailed design, where the personal experience of a space and its surroundings comes to life.

We treat all of our projects as unique challenges. We do not apply previously developed solutions, although we lean heavily upon the collective wisdom and experience of our own staff, our collaborators and clients. We are an office with over 100 years of combined staff experience; our team is comprised of licensed landscape architects, LEED accredited professionals, landscape designers with degrees in landscape architecture, master gardeners and student interns.

We know that we are practicing in a world that is changing. Therefore, we are committed to continued learning and teaching and our staff regularly attend local and national conferences and workshops. Ken Saiki Design is a Certified Minority Business Enterprise (MBE), and is committed to equal employment opportunities for all individuals.

For more information explore: www.ksd-la.com

Streetscape Design Portfolio



Ken Saiki Design understands the many intricacies of streetscape and community design; the balances between durability, budget and aesthetic improvement. We also understand that we affect the places where people live and work; often the source of their livelihood. Our design process promotes an understanding of the issues and invites the involvement of those most directly impacted.

Successful design comes down to the details. The integration of different materials and components, custom and “off the shelf” and attention to the ways in which these are installed can be the difference between average and excellent. Solutions are always the integration of existing and proposed. The preservation of existing elements within a reconstruction is challenging, but often becomes the key part of making an expression of the community and neighborhood.

Ken Saiki Design has worked closely with numerous municipalities in Wisconsin and with the Wisconsin Department of Transportation on a number of streetscape projects including:

- State Street Reconstruction, Madison, WI
- State Capitol Park Promenade Reconstruction, Madison, WI
- First Street Reconstruction, New Glarus, WI
- Stationside Streetscape, Kenosha, WI
- Northwestern Avenue Reconstruction, Racine, WI
- Washington Avenue Streetscape Design Guidelines, Cedarburg, WI
- Monument Square, Racine, WI
- Reedsburg Streetscape, Reedsburg, WI
- Main Street, Monroe, WI
- Monona Drive Reconstruction, Monona, WI
- US 41 Reconstruction and Roundabout Design, Brown and Winnebago Counties, WI
- Mount Horeb County Highway ID Reconstruction, Mount Horeb, WI



Ken Saiki Design (KSD) is working with the City of Wauwatosa, WI on a multi-phase, multi-block streets reconstruction and urban open space redevelopment in downtown Wauwatosa, called, the Village in Wauwatosa. The Village is home to historic buildings, a vibrant restaurant environment, an actively redeveloping and infilling urban neighborhood.

The epicenter of the Village is at the confluence of State Street, Harwood, Underwood and Wauwatosa Avenues. All of these streets are part of the street reconstruction project.

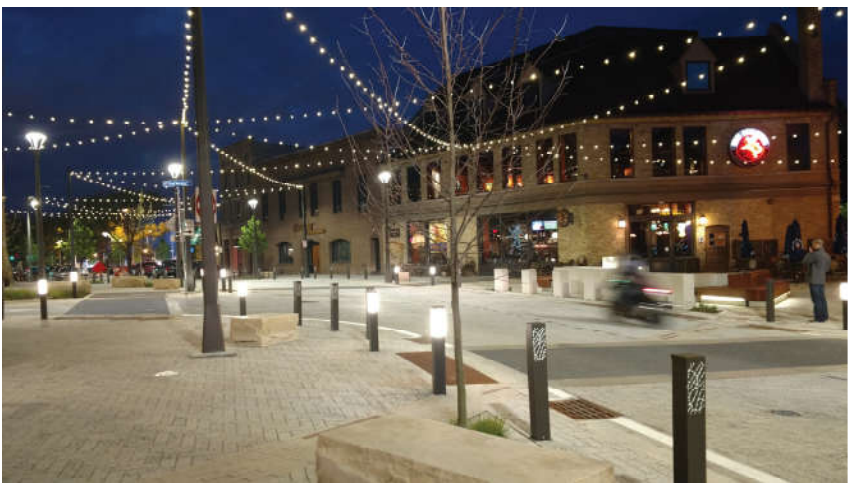
Phase I, which has just completed construction has transformed what was an automobile-dominated environment into a pedestrians first urban space where outdoor dining, merchandising and special events supplant vehicular circulation and convenience.

A “shared street” concept of curbless streets and modular paving from building face to building face provides a contiguous plaza that is transformed each year into a non-vehicular space for an annual festival. Strategically placed planters, street furniture and water feature guide vehicles while providing pedestrian amenity. A cantenary light canopy gives the plaza a ceiling of lights. Custom way-finding signs provide accent and help to carry a contemporary aesthetic through building stock of multiple generations.

Subsequent phases are in various stages of design and construction with completion of the project scheduled for 2020.

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Attachment: Saiki_Design (6507 : Reso #17-103 Authorizing Consulting Agreement with GRAEF (James St Streetscape Design Services))

The Village Redevelopment

Wauwatosa, Wisconsin



3D Visualization of Proposed Streetscape Enhancements on West State Street

Ken Saiki Design played an integral role in developing a comprehensive streetscape master plan and subsequent construction documents three separate phases of redevelopment of West State Street, known as “The Village” in downtown Wauwatosa, Wisconsin. The project design team was led by GAL Consultants and R.A. Smith National; lighting design and electrical engineering by Powrtek Engineering. Through a series of public workshops and streetscape steering committee meetings, a new and exciting vision for The Village emerged that focused on enhancing its place as a unique dining and shopping destination within the greater Milwaukee area. Building on the groundwork laid during the master planning process, Ken Saiki Design worked as part of a multi-disciplinary team to craft a design that accomplished an elegant, modern update while enhancing and celebrating the existing historic character of The Village. Careful attention was paid to the selection of streetscape materials compatible with extant architectural features in The Village as well as natural elements found along the nearby Menomonee River. An interactive water feature serves as the focal point of a pedestrian plaza that is flanked by existing outdoor dining space. Harwood Avenue was realigned to enlarge public greenspace just north of State Street. Pocket Park was elevated to create a civic ceremonial space overlooking The Village while Root Common Park was lowered to form a bowl-like amphitheater.

The streetscape enhancements address pedestrian safety and vehicular access through unique design strategies including the creation of a raised European style curbsless plaza, reverse-angle parking, shared-use flexible outdoor spaces, designated bike lanes and the use of high-quality materials. Concrete pavers, street furniture, accent lighting, limestone seating and plantings are repeated along the corridor to unify and enhance the pedestrian experience and tie multiple phases together. Silva cells and specialized soil blends optimize growing conditions for street trees and planting beds. Amenities within the parks include a WWI veteran’s memorial, a children’s play area, raised platform seating and stage areas, sloped lawns, looped accessible paths, intensely planted edges and multiple overlook opportunities.

The design team continues to collaborate with the City of Wauwatosa, the Village Business Improvement District and key stakeholder groups in the fourth phase of design and construction which will include an integrated wayfinding system, a multi-use trail and pedestrian crossings of State Street and the adjacent railroad corridor, and the continuation of streetscape design elements envisioned in the initial master plan and implemented in the first three phases of this in



The State Street corridor contains flexible spaces designed for the many functions and activities of a vibrant city. These spaces are both functional when used and fully occupied, and beautiful when not. They are, "Artful Places" that enrich the business, residential, recreational and workplace environment that is downtown Madison.

The flanking spaces at the east end of State Street are prime examples. The Carroll Street end space is home to the "Forum of Origin" sculpture. The plaza space is utilized by vendors of all types for various events, street performers, planned music performances, formal and informal gathering.

Ken Saiki Design also led the renovation of Elizabeth Link Peace Park, completed as a separate project with a separate process. The renovated space provides a public urban park for all people in the community.

The street ends at Francis Street connect State Street to adjoining neighborhood businesses, parking and residential uses. One Francis Street space was renovated to create a small, informal gathering and performance space. The other Francis Street end is home to the "Four Lakes" sculpture, commissioned after the completion of State Street reconstruction.



Jazz at Five Performance and Vendors at Carroll Street End Plaza



Elizabeth Link Peace Park



Francis Street

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State Street Reconstruction Madison, Wisconsin



State Street, Ken Saiki Design

Ken Saiki Design was part of a multi-disciplinary team responsible for multiple phase, final design and construction documents for State Street in Downtown Madison, Wisconsin. State Street is a pedestrian and public transit corridor between the State Capitol and the University of Wisconsin-Madison and has become a major retail, restaurant, social center and destination for the community and visitors alike.

Ken Saiki Design worked with a multi-disciplinary team to formulate custom lighting designs; create a single, unifying district identity; design special public spaces; and integrate public art into the streetscape and pocket parks. Ken Saiki Design was responsible for overall streetscape design concepts and construction documents related to tree preservation, plantings, and street furniture.

The strength of the design lies in its pedestrian focus and simplicity. The success of the project is tied to the community involvement and consensus building facilitated by the design team.

State Street Reconstruction at Library Mall Madison, Wisconsin



The Illuminated Capitol Dome Terminates the View from within the Plaza, Ken Saiki Design

State Street is a reflection of the City of Madison's diversity and vibrant lifestyle, and it is a destination for residents and visitors alike. The corridor travels eight blocks, connecting the University of Wisconsin to the Wisconsin State Capitol, formalizing the connection between 'town and gown' that is so important to the City. The renovation of the 700 and 800 blocks of State Street embodied the spirit of the City in a urban open space that boasts shared platforms for public speech, street performance spaces, and special events.

The design team worked diligently to preserve the cherished elements of the existing streetscape and Library Mall but placed an equal emphasis on restoring views to many of the City's most iconic features, including the Wisconsin State Capitol, Bascom Hill, Lake Mendota and UW-Madison's East Campus Mall which had been all but lost over years of piece-meal renovation and encroachment by outdated site features. The design outcome was a unified, integrated public plaza that still provides spaces for ad-hoc performance and pontificating but adds an elegant and timeless character through integrated custom seating, accent lighting, moveable tables & chairs, custom bar-height tables, plantings, and public art.

The strengths of this project build upon the key attributes of the entire State Street reconstruction, a series of projects spanning over ten years, by facilitating community involvement and consensus building, retaining a pedestrian focus and utilizing simple, timeless materials. Ken Saiki Design was part of a multi-disciplinary team responsible for planning, design, and final construction documents for this iconic and award-winning project.

State Capitol Promenade Reconstruction Madison, Wisconsin



Capitol Park and Promenade, Ken Saiki Design

Ken Saiki Design completed design and construction documents for the phased reconstruction of the State Capitol Promenade. The design, conceptualized in the Capitol Park Rehabilitation Master Plan, was sympathetic to the original John Nolen plan of 1911 and also provided for the high level of activity and diversity of use of Capitol Square Promenade and Park.

The design and detailing simplified and organized pedestrian activity zones while integrating Homeland Security measures and enhancing tree plantings. The promenade reconstruction was a significant step in the overall restoration of Wisconsin's State Capitol.

Ken Saiki Design continued to work at the State Capitol by assisting with planning and coordination to restore the Capitol Park bluegrass lawn, an effort that included a complete renovation of the Park's irrigation system. Ken Saiki Design also prepared a tree inventory and forestry management master plan and tree inventory database. The plan and supporting database provided Capitol Park staff with valuable information on conducting regular tree health assessments, making updates to keep tree inventory current; the plan also includes guidelines for future replacement operations.

Cannery Square Sun Prairie, Wisconsin



Cannery Square, Ken Saiki Design

Ken Saiki Design collaborated with architects, developers, city staff, local businesses and residents to create a successful urban park and revitalize a neighborhood. The location for Cannery Square in Sun Prairie, Wisconsin was once the center of railroad-based commerce but had been under utilized and poorly maintained. A mixed use redevelopment scheme took advantage of its central location to bring new life to the streets and open spaces at the heart of the project.

The urban revitalization and development of the Cannery Square open space immediately attracted new businesses and residents to the area. Cannery Square is now an integral part of the public open space that enhances the quality of urban life for downtown residents, businesses and visitors.

New Glarus Streetscape

New Glarus, Wisconsin



First Street in Downtown New Glarus, Ken Saiki Design

Ken Saiki Design and Strand Associates developed design and construction documents for a new streetscape in downtown New Glarus. The streetscape design accentuated the Swiss historic heritage of the Village and enhanced the downtown pedestrian environment. Wider sidewalks, pavers, street trees and theme lighting all contributed to a new look for the downtown. The design of First Street provided for the street's ability to be transformed into a festival plaza setting for special events.

The streetscape project was implemented through a TEA-21 enhancement grant and as part of a state highway improvement project. The design process actively engaged citizen participation to ensure that the reconstruction project was an expression of the Village, its history and the community.

Monument Square Reconstruction Racine, Wisconsin



Monument Square at Twilight, Ken Saiki Design

Ken Saiki Design led a multi-disciplinary team to complete design development and bidding and construction documents for the reconstruction of Monument Square in downtown Racine, Wisconsin. The public open space in the heart of downtown Racine is organized around the iconic Racine Civil War Monument, a Wisconsin Historical Marker and defining element of the space.

The project design closely followed the schematic design prepared by Crandall Arambula, within a reduced budget and extremely aggressive design and construction schedule. Bidding documents were completed within six weeks, and the cost for construction was reduced from the schematic design estimate by nearly half. Work on Monument Square was substantially complete by the end of a single construction season.

Monument Square is an historic space in downtown Racine that had gone through a number of iterations and face lifts over the years. The work that Ken Saiki Design completed finally provides a flexible space for events while maintaining circulation, parking and casual seating for everyday use.

Menasha Pedestrian Connection

Menasha, Wisconsin



Pedestrian corridor acting as an 'outdoor living room', Ken Saiki Design

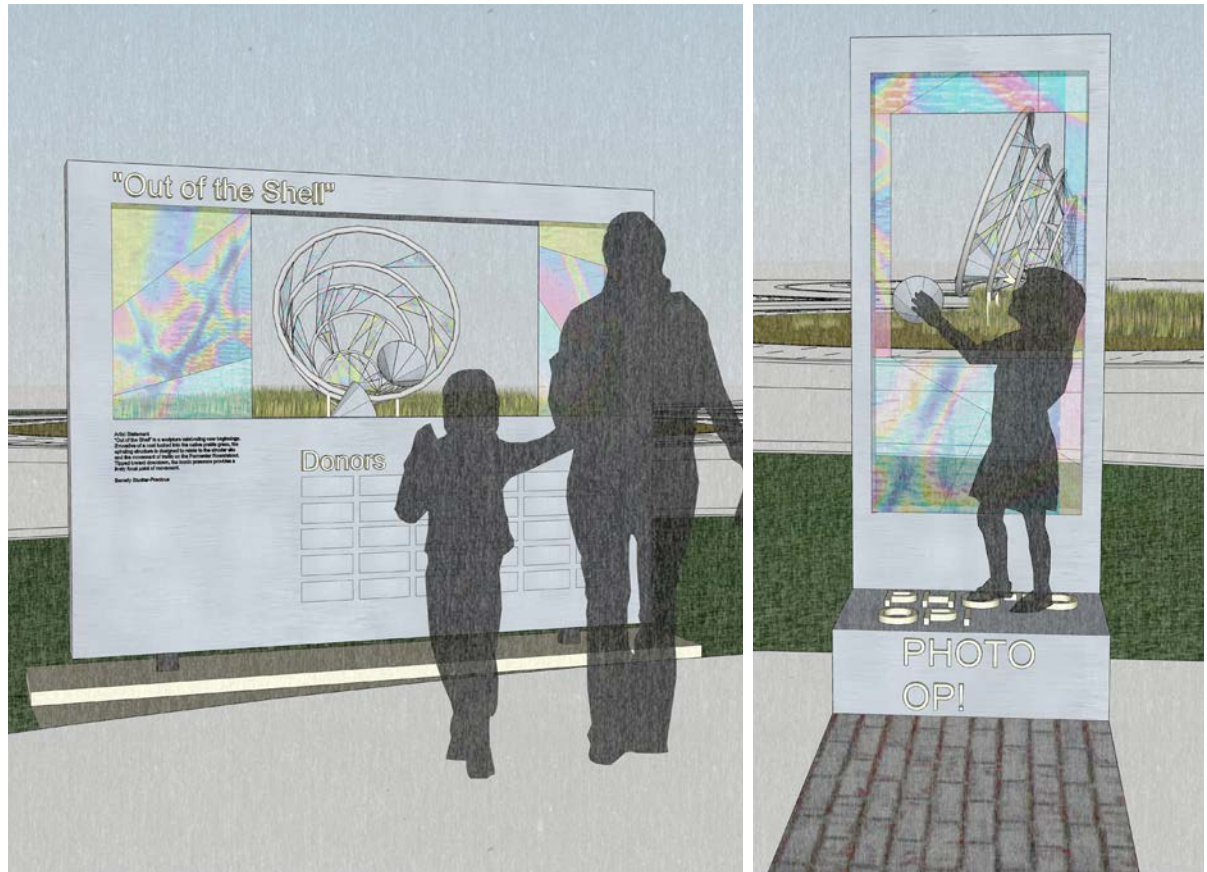
Ken Saiki Design worked directly with the City of Menasha to envision an urban pedestrian connection between the Broad Street Parking Ramp to Main Street, including additional pedestrian safety crossing accommodations on Mill Street and Main Street.

Developing a vision for the space as more than a pedestrian cut-through, but also a destination, was key to community and business owner support of the use of the parcel as an unbuilt, public space. Attention to detail in the paving, re-use of limestone materials, and creation of attractive elements like a custom community table for ad hoc seating or organized events supported the idea that the space was an outdoor living room and gathering space as much as it was a pedestrian corridor.

With very little survey or base information, landscape architects at Ken Saiki Design met an aggressive design schedule for construction documents, delivering plans and specifications for standard pavements, table top crossings, curb modifications, seating, lighting, custom fabricated site specialty items, plantings, and specialty pavements.

Donor Gallery Wall, Unbuilt Work

Middleton, Wisconsin



Aluminum Cabinets Frame Views of the Roundabout Sculpture, Ken Saiki Design

Ken Saiki Design worked with the City of Middleton and Middleton Arts Committee to develop a donor recognition concept to support “Out of the Shell”, a commissioned metal and glass sculpture by artist Beverly Stucker Precious of Precious Design Studios. The sculpture will be sited in the center of a heavily-trafficked roundabout at one of the most prominent entry points to the City. The City wanted to expand the project and provide a series of viewing opportunities for pedestrians using the sidewalks and multi-modal paths that circumvent the roundabout, enabling users on foot and bicycle to pause and interact with the sculpture in some fashion without crossing into the vehicular roadway or physically accessing the sculpture’s location.

The design team at Ken Saiki Design envisioned a series of aluminum cabinets for the pedestrian node that would artfully frame views of the sculpture from several vantage points and would also provide integrated donor recognition opportunities. The gallery-style installation would offer bench seating, child and wheelchair accessible window heights and stepped “photo op” platforms from the safety of the peripheral sidewalks. Designed to complement the artist’s use of materials, dichroic glass echoed in the donor frames creates another colorful perspective and tangible installation for pedestrians.

Wauwatosa Veterans Memorial, Unbuilt Work

Wauwatosa, Wisconsin



Rendering of WWI Veterans Memorial, Ken Saiki Design

Ken Saiki Design worked closely with Village of Wauwatosa to create a landscape design incorporating a series of unique memorial elements for the Wauwatosa Veterans Memorial in Root Common Park. The project site serves as a place of remembrance and recognition for all veterans and their families and pays special tribute to three WWI veterans originally honored in that location.

Designed to evoke the experience of a trench, the memorial is flanked by weathered steel walls on either side of the path, providing respite from the street. The east wall honors the WWI Wauwatosa veterans originally honored in the park and incorporates backlit text written in WWI along with the soldier's names. Masses of poppies were incorporated into the plant palette to evoke the field of poppies from "In Flanders Fields", the poem selected as the inscription for the wall. The west wall is a tribute to all veterans and is punctuated by light columns as the visitor progresses closer to Root Common Park. There are several internally lit seating opportunities within the memorial space and radiating paving pattern connecting the memorial to the rest of the park.

Ken Saiki Design provided 3-D modeling and rendering for the City of Wauwatosa to present to the Village Streetscape Steering Committee and Veteran's Association, to aid in general fundraising efforts and gain input on text selected for the walls.



Ken Saiki, PLA
Landscape Architect

Education

Bachelor of Science, Landscape Architecture
University of Wisconsin, 1979

Registration

Wisconsin: Landscape Architect: 76-14 [1995]
Minnesota: Landscape Architect: 16840 [1984]
Iowa: Landscape Architect: 271 [1989]

Recent Work

- Downtown Wauwatosa Streetscape Design, Wauwatosa, WI
- Middleton Community Veterans Tribute Site Design, Middleton, WI
- American Players Theater, "Up the Hill" Site Renovation, Spring Green, WI
- Bee Branch Creek Restoration Master Plan and Open Space Development, Dubuque, IA
- UW-Madison Picnic Point Site Renovations, Madison, WI
- UW-Stout Memorial Student Center Addition Site and Planting Design Menomonie, WI
- UW-Madison School of Nursing Site and Planting Design, Madison, WI
- Central Park Master Plan and Phase I Implementation, Madison WI
- Elizabeth Link Peace Park Renovation, Madison, WI
- State Capitol Park Rehabilitation Master Plan, Madison, WI
- State Street and Library Mall Reconstruction, Madison, WI
- University of Wisconsin-Green Bay Campus Master Plan, Green Bay, WI
- University of Wisconsin-Madison Campus Master Plan Consulting, Madison, WI
- UW-Oshkosh Campus Master Plan Update, Oshkosh, WI
- UW-Madison School of Human Ecology Site and Green Roof Design, Madison WI
- UW-Madison Wisconsin Energy Institute Site and Planting Design, UW-Madison
- Olbrich Botanical Gardens Master Plan, Madison, WI
- UW-Madison Lakeshore Nature Preserve Master Plan, Madison, WI
- Monument Square Reconstruction, Racine, WI

Related Experience

- Project Review Committee, The American Center, Madison, WI 1999-present
- Zoning Ordinance Re-write Committee, City of Madison, 2008-2010
- Lisa Link Peace Park Advisory Committee, City of Madison, 2003-2004
- Urban Design Commission, City of Madison, WI, 1991-1999
- Lectureship, University of Wisconsin, Department of Landscape Architecture: Housing and Urban Design, 1998
- Lectureship, University of Wisconsin, Department of Landscape Architecture: Professional Practice, 1991 and 1992
- Site Planning Seminar, University of Wisconsin, Department of Urban and Regional Planning, 1993, 1994, 1995, 1997

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- Lectureship, University of Wisconsin, Department of Landscape Architecture: Landscape Architectural Technology II, 1990

Julia Schilling
Landscape Designer

Education

Bachelor of Science, Landscape Architecture

University of Wisconsin, 2015

Bachelor of Fine Art, Sculpture

Milwaukee Institute of Art and Design (MIAD), 2008

Recent Work

- Village Redevelopment Streetscape and Park Design, Wauwatosa, WI
- Veterans' Memorial Park, Wauwatosa, WI
- Attic Angel Place, Garden relocation and renovation, Madison, WI
- Maple Grove Apartments Natural Playscape Design, Madison, WI
- 1000 E Washington Ave, Green Roof Concept Design, Madison, WI
- Dettmann Vineyards Master Plan, Cross Plains, WI
- Junction Road Apartments Courtyard and Planting Design, Madison, WI
- UW-Whitewater Drumlin Hall Site and Planting Design, Whitewater, WI
- UW-Stevens Point Chemistry-Biology Building Planning Graphics, Stevens Point, WI
- Private Residence Master Plan and Concept Design, Fitchburg, WI
- Private Residence Concept Design and Site Design, Madison, WI
- Temple Beth El Presentation Graphics, Madison, WI
- Kimberly-Clark Presentation Graphics, Neenah, WI

Related Experience

- Ken Saiki Design, 2014-present
- Public Art & Design, Regent Neighborhood Underpass, 2014-present
- Northwestern Mutual Campus Connection Master Class, 2013-present
- Natural Heritage Inventory Assistant, Department of Natural Resources, 2012-2014
- Internship, Marek Landscaping LLC., 2013
- Gallery management, White Whale Artist Collective, Milwaukee 2007-2009
- Public Art Conservator, MIAD, 2008
- Cabinet Maker, MIAD 2005-2007

Memberships

American Society of Landscape Architects (ASLA)

Awards

- 2015 WIASLA Merit Award for Un-built Works, McKinley Marina and Waterfront Master Plan, Milwaukee, Wisconsin
- WIASLA Student Award finalist, 2015
- Design 2015: Juried Student Design Concepts, Best in Landscape Architecture

James Street Streetscape

CONCEPTUAL DESIGN & DESIGN DEVELOPMENT
CITY OF DE PERE, WISCONSIN

October 30, 2017



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October 30, 2017

Attention

Mr. Bill Boyle, PMP, GISP
Project Manager
City of De Pere–Economic Development & Planning Department
335 South Broadway Street
De Pere, WI 54115

Reference James Street Streetscape Conceptual Design & Design Development

Dear Mr. Boyle and the Evaluation Committee:

Our team is excited about this opportunity to help re-imagine a public space in the heart of downtown De Pere! At Stantec, we believe that great design makes our cities more livable, equitable and sustainable. That's why we strive to create spaces that connect people to that place, to prosperity and to one another. The attached proposal outlines our creative approach for developing conceptual plans, engaging key stakeholders and producing 60% Construction Drawings for the section of James Street between N Broadway Street and N Wisconsin Street.

Landscape architect and urban planner, Sarah McDonald, PLA, CLARB, ASLA, will lead the team. Sarah's professional experience spans the realm of urban design, landscape architecture, and green infrastructure for a wide range of project markets. Michelle Garrigan, P.E., brings 21 years of local experience designing roads that incorporate pedestrians, bicyclists and amenities. Mike Bach, P.E. has more than 10 years of experience in the field of civil engineering with expertise in stormwater management, grading and earthwork balance, utility design and site planning. Todd Wichman, PLA brings over 32 years of experience in landscape architecture, with diverse planning and design experience in both the public and private sectors. Our team has the passion, vision and experience to develop a plan that meets the City's needs.

Gathering information and generating excitement within the community about the potential for this space early in the process is key to creating an inviting, functional, and sustainable space. We will work with the City to identify and gather input from key stakeholders, including residents, business owners, community groups and visitors. Our experienced team will use this input to design inspiring visions that fit within the desired budget for the project. We have already begun brainstorming ideas to make James Street an attractive and memorable gathering space that serves as a destination for residents and visitors alike, and look forward to the opportunity to advance those ideas with you and your community!

Should you have any questions or want additional information as you review this proposal, please do not hesitate to contact our project manager, Sarah McDonald. We look forward to the opportunity to work with you and the community on the placemaking of James Street.

Sincerely,

STANTEC CONSULTING SERVICES INC.



Kevin Kimmes, PE
Associate
(262) 643-9015
kevin.kimmes@stantec.com



Sarah McDonald, PLA, CLARB, ASLA
Project Manager
(262) 665-9774
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Statement of Qualifications

Our Firm, Your Team

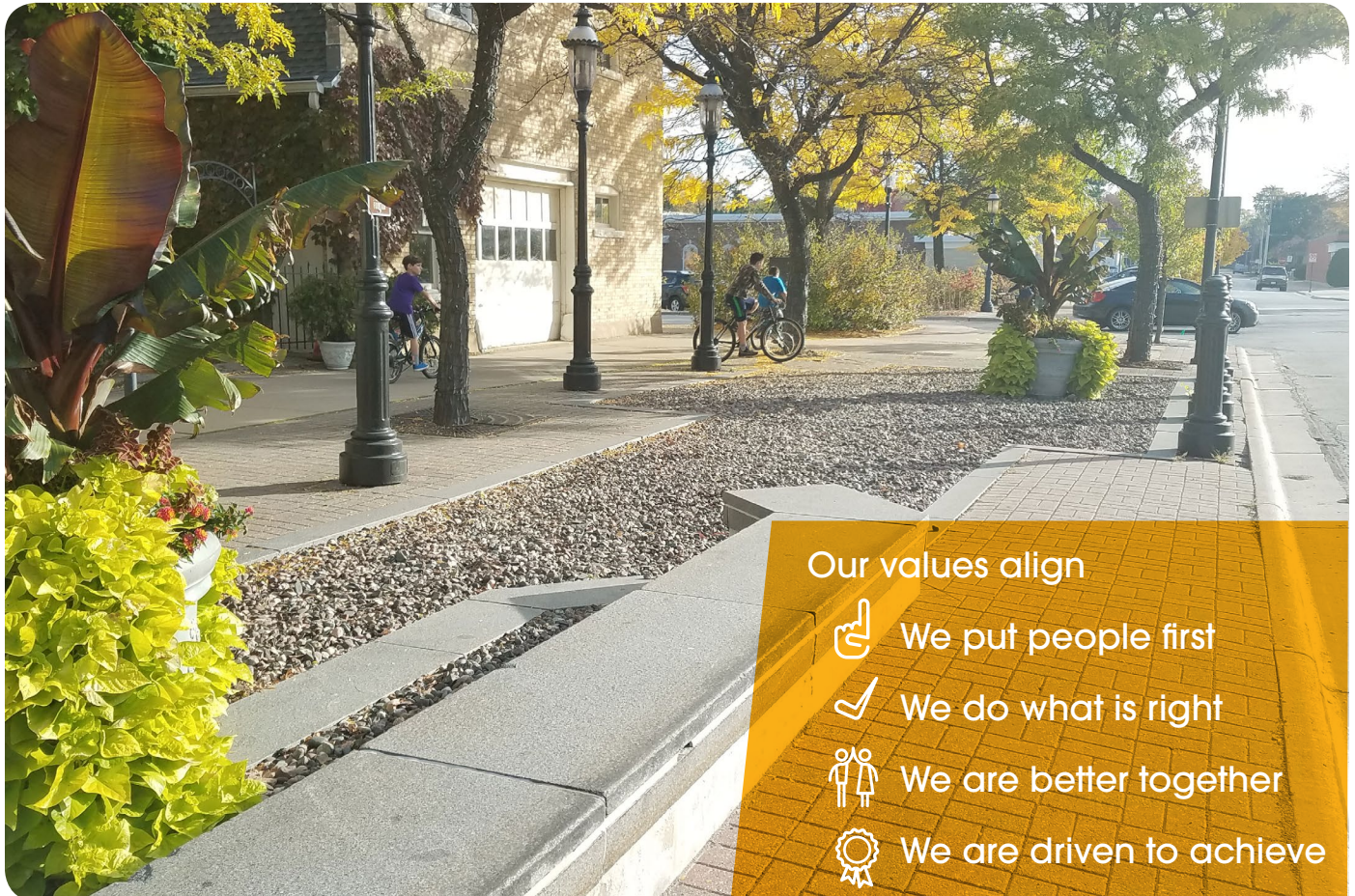
We're active members of the communities we serve. That's why at Stantec, we always design with community in mind. The Stantec community unites approximately 22,000 employees working in over 400 locations across six continents. We collaborate across disciplines and industries to bring buildings, energy and resource, environmental, and infrastructure projects to life. Our work—engineering, architecture, interior design, landscape architecture, surveying, environmental sciences, project management, and project economics, from initial project concept and planning through design, construction, and commissioning—begins at the intersection of community, creativity, and client relationships.

Our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. With a long-term commitment to the people and places we serve, Stantec has the unique ability

to connect to projects on a personal level and advance the quality of life in communities across the globe.

Locally Rooted with Global Expertise

With offices in De Pere, Mequon, Cottage Grove, and St. Paul, we are not only your partners in this planning process, but we're also your neighbors. This means we can attend site visits and meetings with stakeholders, local agencies, and your contractor at each project milestone. We're flexible. Our number one priority is making sure your project depicts your vision and obtains all required approvals.



Project Understanding

We understand the value of this section of James Street as a gateway into Downtown. On the north side of James Street is the Union Hotel and Restaurant, an intact example of Late Victorian commercial design and a registered Historic Place. To the south is The Lee Building, a recently redeveloped property with several commercial retailers. Further to the east James Street is bookended by parking lots that support the surrounding uses. These parking areas support local businesses, including the especially popular Seroogy's Chocolate. The De Pere Downtown Plan calls for a "Walk of Chocolate" to allow pedestrians to safely move around the area. The Downtown is host to a variety of festivals throughout the year, including, Seroogy's Valentine Run and Celebrate De Pere over the Memorial Day weekend. The parking lots and James Street serve as a connection to Voyageur Park and serve as an extension of all festivities downtown.

For over 30 years, a water fountain delighted residents and visitors and served as the focal point for public gathering downtown. Unfortunately, in 2017 the fountain had reached the end of its useful life and was decommissioned. The loss of this feature prompted stakeholders and city staff to act and work to create a new public space on James Street.

We understand that the City would like the consultant to explore three concept alternatives.

- We consider option one to be the baseline design of the three concepts. This option heavily considers costs and includes basic improvements to seating, tree and planting enhancements.
- The second option explores the addition of features that would make the space more unique and appealing, perhaps the addition of another water feature, public art or interactive amenity.



Opportunity and Constraint: Mature trees on the north side of James Street provide shade and a sense of place but limit the design to some degree.

- The third and final option includes the unlimited exploration of creativity and design of the space that could make James Street a very special place.

Why Stantec

We are always striving to make a difference in the world by improving the communities we live in. We believe that the James Street Streetscape project is a great opportunity to do so in the Greater Green Bay metropolitan area. That's why we have been very careful to select team members that are right for this project, are available to start immediately, and can dedicate their effort and enthusiasm in order to produce the best possible outcome. Our senior leaders are committed to supporting the team and they will do whatever it takes to always have the required people and resources in place.

Your Project Manager, Sarah McDonald, PLA, CLARB, ASLA, developed placemaking streetscape improvements on Main Street in Wisconsin Dells. This River Arts District streetscape features unique curvilinear masonry stone seat walls with precast caps and mosaic tile inset, equipped with decorative lighting and charging stations, custom paver pattern and site furnishings. Stakeholder interviews, surveys, public presentation, public input and engagement and design charettes are staples of projects that Sarah has worked on.

Michelle Garrigan, P.E., brings 21 years of local experience designing roads that incorporate pedestrians, bicyclists and amenities. She was the project manager of the recently constructed Humboldt Road on the northeast side of Green Bay with on-street bike lanes and sidewalk on the north side.

Mike Bach, P.E., has more than 10 years of experience in the field of civil engineering with expertise in stormwater management, grading and earthwork balance, utility design and site planning.

Todd Wichman, PLA brings over 32 years of experience in landscape architecture, with diverse planning and design experience in both the public and private sectors. Our team has the passion, vision and experience to develop a plan that meets the City's needs.

James Street Opportunities

While there are many possibilities we will explore, we see three overarching opportunities that can be incorporated into the James Street design to create a special place. Those three are; flexible people spaces, smart streetscape elements, and creating a strong sense of place.

Flexible People Spaces

People want their communities to be attractive, exciting, engaging, healthy and social places. Variety and flexibility are two key sources of thriving urban environments. James Street can further support existing businesses, local culture and expand its offerings by creating a flexible space that can be modified to accommodate a host of functions. Parking is an important factor and it doesn't have to be an unattractive environment. In the Netherlands, these spaces are called "Woonerf's" or living streets, where space is shared. Imagine a James Street that is a destination in it's own right, feels like a park or plaza, and improves the Downtown as a whole. It can be open to daily traffic and closed during events.

Smart Streetscape Elements

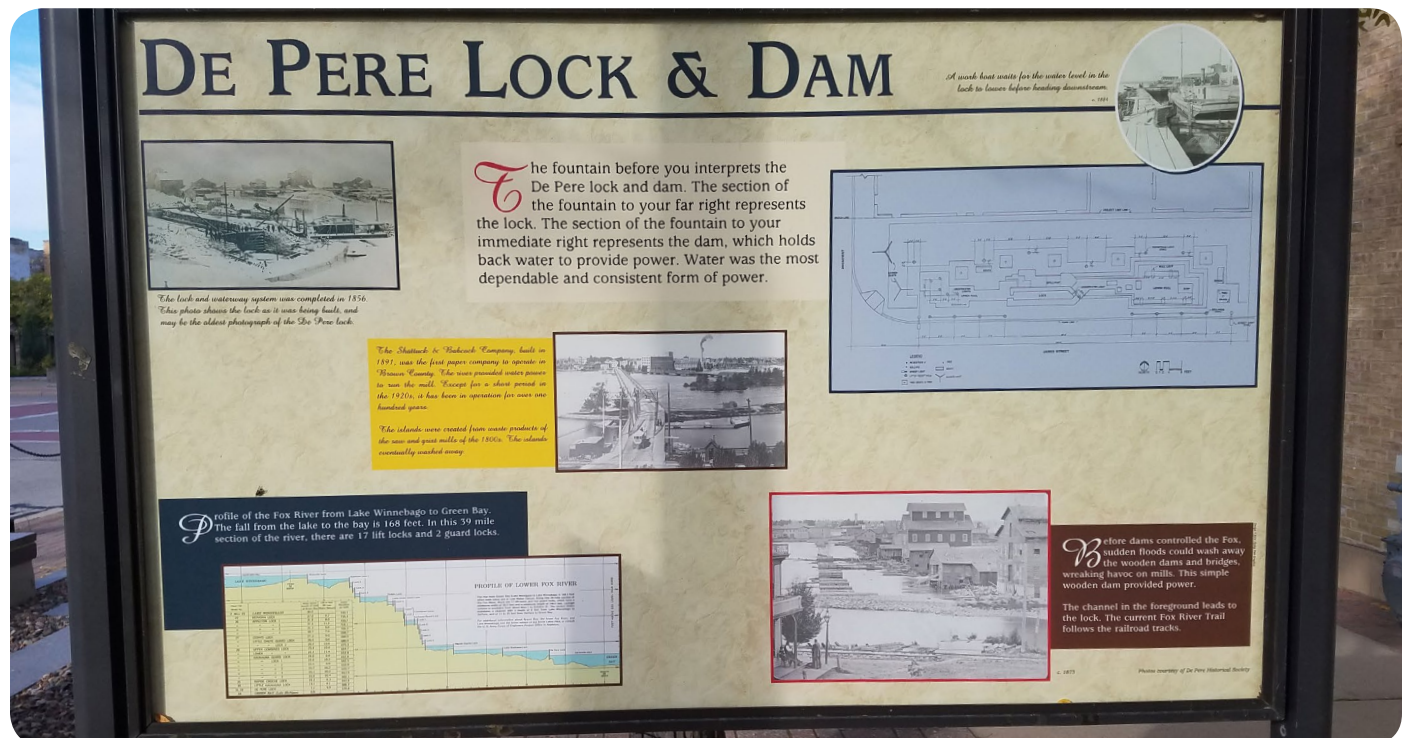
Streetscapes can also be smart, they can save, even produce energy, create hot spots for connectivity or charging, turn on/off lights, tell you when the trash and recycling needs to be removed, allow for educational experience via smart phones or monitor rainfall and stormwater collection.

Imagine a James Street with trash cans that notify staff when they are full, lights that dim during late evening hours to conserve energy or an outdoor office where people can work in the open air because there is wi-fi and charging stations or an interactive space that uses mobile technology to discover and engage visitors with stories.

Sense of Place

The James Street Fountain has long added to the unique sense of place in Downtown De Pere and it's important that the new design makes a similar impact. Extraordinarily attractive environments that allow people to have a great time, leave people with positive and memorable experiences. These experiences are shared with others and become free advertisements for the City and give residents a sense of pride.

Capitalizing on the unique natural, physical, historical and cultural resources that define De Pere will only enhance the sense of place along James Street. Imagine a James Street that once again pulls inspiration from the Fox River and the Lock and Dam, the Union Hotel, Seroogy's Chocolate or another significant local element. With the addition of locally sourced materials James Street would be like none-other.



TEAM BIOGRAPHIES



Sarah McDonald, PLA, CLARB, ASLA

Sarah has a passion for designing spaces that improves the relationship between people's quality of life and the built environment. Her experience includes parks and open spaces, outdoor comprehensive master plans, streetscapes and downtown redevelopment plans. Sarah loves all aspects of project work: from site inventory and analysis, concept design and graphic generation, report production and graphic design, construction documentation and specifications to construction administration and observation.

EDUCATION

MS Urban and Regional Planning, University of Wisconsin-Madison, Madison, WI, 2012

BS Landscape Architecture, University of Wisconsin-Madison, Madison, WI, 2008

REGISTRATIONS

Council of Landscape Architectural Registration Boards

Licensed Landscape Architect: State of Wisconsin

Relevant Projects

Cafe Zones/Streetscaping, Wisconsin Dells, WI
 Fond du Lac Loop Landscape Master Plan, Fond du Lac, WI
 Streetscaping, Cross Plains, WI
 Wilson Drive, Shorewood, WI
 Vincent Street Gateway, St. Croix Falls, WI
 Pulaski Road Streetscape Improvements, Alsip, IL West
 Dundee Downtown Plan, West Dundee, IL



Michelle Garrigan, PE

Michelle's experience includes civil and transportation projects encompassing roadway, and noise wall plans; managing corridor studies; preparing environmental documents; coordinating communications with agencies, utilities, and railroads; and coordinating public involvement activities. She has led urban design projects involving rails to trails, highway expansion, and historical impacts. Michelle works in our De Pere office, and is readily available to support Sarah on this project.

EDUCATION

BS Civil Engineering, Michigan Technological University, Houghton, MI, 1991

REGISTRATIONS

Professional Engineer: WI, MI, IL

Relevant Projects

Humboldt Road, Green Bay, WI
 Allouez Avenue, Green Bay, WI
 Lovers Lane, Franklin, WI
 Clyde Hill Road, Casco, WI
 Silver Spring Drive, Milwaukee, WI



Michael Bach, PE

Mike brings over 10 years of experience in environmental and civil engineering, site assessments, site developments, entitlements, due diligence, and overall project management. He is a licensed professional engineer utilizing technical skills and strong communication to provide clients with exceptional project delivery. His responsibilities have included: Stormwater BMP Design and Green Infrastructure, Project Management, Business Development, Contract Administration, Plan Reviews, Wet Utility Design and Modeling, Utility Infrastructure Analysis, Environmental & Water Resource Engineering, Drainage Studies & Design, Various Modeling Software Experience, and Civil 3D.

EDUCATION

BS Environmental Engineering, UW-Platteville, 2007

REGISTRATIONS

Professional Engineer: WI, CO, ND

Relevant Projects

Utility Infrastructure Analysis–Kohler/Sheboygan, WI
 1801 East Washington Redevelopment, Madison, WI
 Beacon Avenue Cottages, New London, WI
 The Reserve at Mayfair, Wauwatosa, WI
 Walgreen's Corporation, Utility Improvements and Parking Expansion, Deerfield, IL



Todd Wichman, FASLA, PLA

Todd brings more than 30 years of experience in landscape architecture and urban design with diverse planning and design experience in both the public and private sectors, and is a respected peer within the landscape architecture community. Todd is a licensed landscape architect in Wisconsin. Todd's recent streetscape work includes projects in the Minnesota communities of St. Cloud, New Hope, Rochester, Cottage Grove, and Cold Spring. He also worked on the Green Bay Velp Avenue Areawide Plan as lead designer of the transformative opportunity site designs, the Village of Wausaukee Hwy. 141 streetscape improvements, and the City of Wausau Riverfront Redevelopment. Todd is a native of Appleton, WI and an avid Packer fan.

EDUCATION

Bachelor of Landscape Architecture, University of Minnesota, Minneapolis, MN, 1984

REGISTRATIONS

Landscape Architect: WI, MN

Relevant Projects

Downtown Streetscape & Urban Design Update, St. Cloud, MN
 New Hope Civil Center Streetscape Improvements, New Hope, MN
 Velp Avenue Areawide Plan, Green Bay, WI
 City of Wausau Riverfront Redevelopment, Wausau, WI
 Commercial Street, Neenah, WI
 2nd Street SW/Mayo Clinic–St. Mary's Hospital Streetscape and Entry Development, Rochester, MN
 Red River Avenue/CSAH 2 and Main Street Streetscapes, Cold Spring, MN



125+ companywide awards
for public engagement, landscape
architecture, and urban design

Scope / Task List Revisions

The scope of services provided is very similar to the scope provided in the request for proposal. Please note there are some additional task items and some terminology has been modified to further define and help clarify the process, based on our experience with similar projects.

Phase 1: Inventory and Analysis

Phase 1 will focus on reviewing and analyzing previous local documents and any previous planning efforts, engaging stakeholders, City Staff and community outreach. We will prepare a thorough site analysis from available data and representative base maps. These tools will assist project stakeholders define a vision for James Street. At the end of Phase 1, we will have gained a comprehensive understanding of the project's physical characteristics, cultural history and potential opportunities. This information will be critical for providing direction during the conceptual design phase.

Task 1: Project Assessment, Area Analysis and Preliminary Design (Project kick-off meeting #1)

Subtask 100: Project Kick-off Meeting (Teleconference #1)

Stantec will facilitate a teleconference meeting where we will discuss objectives and goals, review project history, scope and design program. Discuss and confirm project schedule and the basis for collaborating to complete the project in an orderly manner. This subtask includes a written summary of the meeting.

Subtask 101: Data Collection/ Inventory of Existing Conditions

We will gather data from available sources and compile it into a base map that clearly defines the project area and



Opportunity and Constraint: Parking is an important use to local businesses but also reduces the amount of space available to pedestrians and users.

relevant surrounding area. Our project team will conduct a thorough site analysis and evaluation to better acquaint ourselves with the physical attributes of the area and surrounding neighborhood.

Task 2: On Site Kick-Off Meeting (meeting #1)

Subtask 200: On Site Project Kick-off Meeting (On site meeting #1)

Our team will present the findings of the inventory of existing conditions and confirm details of the inventory by conducting a site visit and take photographs of the project site and surrounding area. This subtask includes a written summary of the meeting.

Subtask 201: Visual Preference Survey

Our team will prepare a visual preference survey that will be reviewed by the City prior to the onsite kick-off meeting. The survey could be made available digitally through surveymonkey at an additional cost, should the City be interested.

Subtask 202: Stakeholder Meeting (On site meeting #2)

On the same day, our team will facilitate a project stakeholder discussion to identify key objectives of the James Street Streetscape improvements, including visual preferences. This subtask includes a written summary of the meeting and visual preference results.

Subtask 203: Synthesis of Issues, Opportunities, Findings and Evaluations

The findings and conclusions will be synthesized and documented into a site analysis exhibit for use in the public design workshop. We will refine project goals to create a prioritized list of supportive objectives that define a practical vision for the project and guide the creation of the three defined alternative designs. This deliverable will be submitted for review digitally.

TASK 2 Deliverables:

A summary of each of the meetings under task 2 and the visual preference survey results.

PHASE 2- Conceptual Design and Design Refinement

Phase 2 will focus on the development of three conceptual design alternatives based on the “Design Vision” Identified in the Request for Proposals.

Task 3: Develop Alternative Concept Plans

Subtask 300: Develop Alternative Concept Plans

We will prepare three overall concept designs that illustrate optional approaching for addressing the design goals, objectives and site parameters identified in subtask 203. Plan views and character images of each of the options listed below will be provided to convey design intent. The design alternatives will follow the following development criteria:

Option 1: This alternative would be the least expensive option from a design and construction perspective. Consideration would include the entire site and produce an economical design to include some seating, tree and planting enhancements.

Option 2: This alternative would build upon option 1 and add features to make the Streetscape more appealing (additional seating, water feature etc.)

Option 3: This alternative will be the best possible design and likely the most expensive.

Subtask 301: Develop Probable Cost Estimates

We will develop probable cost estimates for each of the three concept alternatives.

Subtask 302: Alternative Design and Cost Review (Teleconference #2)

We will submit design alternatives digitally for review by City staff. Our team will incorporate one round of edits for each of the three design alternatives and costs.

TASK 3 Deliverables: Three concept alternative plan renderings with character image boards and preliminary probable cost estimates for each alternative.

Task 4: Facilitate Public Open House and Common Council Meeting

Subtask 400: Public Open House and Common Council Meeting Preparation (Teleconference #2, same meeting as subtask 302)

At the same time as subtask 302 we will work with the City to develop a schedule of options for the public information meeting.



Opportunity: Incorporating elements of De Pere's existing identity, like the custom bike racks, into the design will strengthen the sense of place and support healthy communities.

Subtask 401: Presentation to Common Council (onsite meeting #3a)

Stantec will prepare and present the design alternatives to the Common Council over a period of 10-15 minutes.

Subtask 402: Facilitate Public Open House (On site meeting #3b)

On the same day as the Presentation to the Common Council, Stantec will facilitate a public open house that will include a presentation that highlights the project background, reasoning and design of the streetscape design alternatives. Stantec will gather public input on the design alternatives and costs associated with each.

TASK 4 Deliverables: Facilitated public open house and presentation to common council. PowerPoint and up to six (6, 2 each concept alternative) display boards with delivery of digital media via ftp site and DVD or flash drive.

Task 5: Final Conceptual Design

Subtask 500: Develop Preferred Design Alternative

Based on feedback we receive from staff, common council and the public we will revise the preferred concept alternative. The plan view and character image will be updated to reflect the input gained. Stantec will provide the final design board to City staff so that they can provide it to the Board of Public Works and City Council for review.

Subtask 501: Refine Probable Cost Estimate

We will update the cost estimate for the preferred design alternative.

Subtask 502: Plan and Special Provisions Review Meeting and Revisions (Teleconference #3)



Opportunity: Given the project area, there is space to do something impactful.

We will submit and review the Final Concept Design with the City. We will incorporate one round of comments and edits from City staff.

TASK 5 Deliverables: To-scale rendered conceptual plan with character images and probable cost estimate.

PHASE 3- 60% Construction Documents

Phase 3 includes refinement of the preferred conceptual design and includes 60% engineering and construction documents for James Street Streetscape. This City will provide a topographic/utility site survey. On-going communication with staff and sharing PDF drawings for comment and review.

Task 6: 60% Construction Documents

Subtask 600: 60% Construction Document Set

We will prepare 60% construction drawings in accordance with applicable codes and regulatory requirements, including ADA accessibility guidelines and environmental regulations. The 60% Construction Document Plan set will include:

- Cover/Title Sheet
- Existing Conditions/Site Survey (survey is not included in the scope of work)
- Materials and Layout Plan and Details
- Grading Plan
- Landscape Plan and Details
- Irrigation Plan and Details (zone irrigation plans will be provided)
- Lighting Plan and Details (light fixture and locations will be identified. Full electrical engineering and photometrics are not included but are available for an additional fee.)
- Site Furnishing Plan and Details

Subtask 601: Specifications

We will prepare a special provisions specification for any unique site features. Full specifications are not included in the scope of services but are available for an additional fee.

TASK 6 Deliverables: PDF copy of all draft and final City approved design plans and details as listed in subtask 600 and special provisions specification. (2) hardcopy-22x34 full size plan sets will be provided to the City.

ASSUMPTIONS AND CONDITIONS

1. The City of De Pere shall be responsible for providing Stantec with pertinent information related to the project, including but not limited to: base map materials (CAD or GIS files of existing features and utilities), reports and studies, data for maintenance and practices, existing plans and practices, existing attendance and course use information, current maintenance budget etc.
2. Professional Survey Services are not included in this scope of services.
3. Final construction plans or bidding documents are not included. If requested, Stantec can provide an amendment for additional services to produce complete bidding document construction drawings.
4. 60% Construction documentation is based on the development of option 1. Stantec reserves the right to identify the additional requirements should a more robust alternative be selected for the preferred concept as additional services and shall provide an amendment if requested by the Owner.
5. No Bidding, Construction Administration or Observation is included in the scope of services.
6. Special provision specification section will be provided as part of this scope of services, if requested Stantec can provide an amendment for additional services to include the full set of specifications for the project.
7. No stormwater permitting is currently anticipated. Stantec reserves the right to identify the additional requirements as additional services and shall provide an amendment if requested by the Owner.
8. Full electrical engineering and photometrics are not included in the scope of work. If requested Stantec can provide an amendment for additional services to produce these drawings.
9. Fundraising or grant opportunities services are not included as part of this scope of service. If requested Stantec can provide an amendment for additional services for this service.



The Stantec-designed New Hope Civic Center has become a vibrant place, hosting a farmers market and other community events.

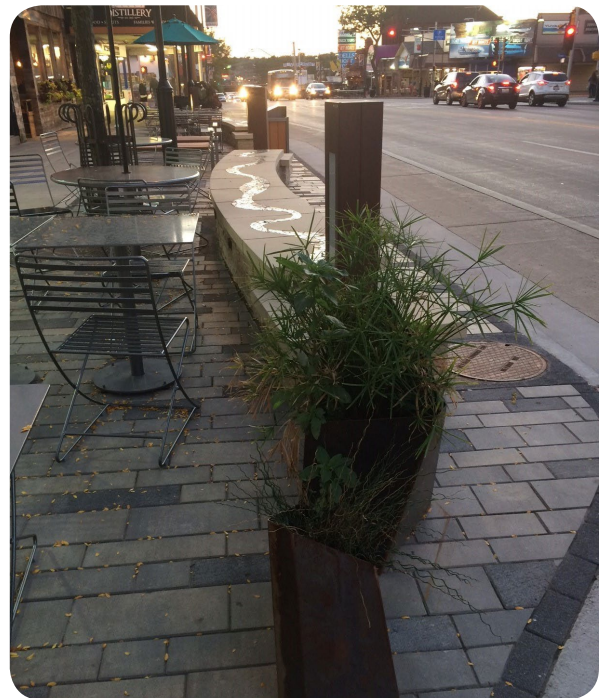
Design Examples



Cafe Zones / Streetscaping

Wisconsin Dells, Wisconsin

Streetscape improvements to Main Street in downtown Wisconsin Dells—the Water Park Capital of the World—was part of a larger effort to create a River Arts District. While employed with another firm, Sarah was responsible for the design, material and site furnishing selection for a streetscape retrofit on the 200 block of this section of street that is a year-round vacation destination. The café zones create a safe, comfortable and attractive respite for tourists visiting local shops and eateries. A decorative seat wall with mosaic tile separates patrons from traffic, provides outlets to charge phones and decorative lighting for evening ambiance.





Fowler Lake Shoreline Project

Oconomowoc, Wisconsin

Active community involvement and an enthusiastic steering committee helped develop a vision for this lakefront redevelopment, including a new boardwalk, boat launch and park amenities.

Oconomowoc, or “where waters meet”, is a thriving lake community located just outside of the Milwaukee metropolitan area. With focus on the natural beauty of their surrounding environment, the Oconomowoc Parks, Recreation & and Forestry Department chose Stantec to redesign the shoreline along Fowler Lake to help make this area a downtown destination for community members and visitors alike.

Stantec’s multidiscipline team of engineers, designers, and environmental specialists created innovative design concepts to help highlight the natural features of this space. The design includes a large pier, boat launch facility, shoreline boardwalk, gazebo, and restoration elements. Stantec also engaged the community by posting the concepts online and soliciting input through social media.

Stantec developed cost estimates to help the community prioritize and phase the improvements. Construction of the first phase, which includes parking lot reconstruction, landscaping, new boat launches, boat slips, a new boardwalk and water shore seating, is complete.





Wausau Riverfront Development

Wausau, Wisconsin

Transforming environmentally blighted brownfields into inviting recreational resources is one way Stantec helps “design with community in mind.” A multi-faceted Stantec team is currently doing just that for the City of Wausau, where a sweeping \$82 million waterfront redevelopment is underway.

Wausau is working with Stantec’s multi-disciplined team of planners, landscape architects, engineers and scientists to implement public improvements along over 1500 feet of Wisconsin River shoreline—laying the groundwork for a new regional recreation and entertainment waterfront destination.

Specific design elements include an ADA publicly accessible boat and fishing wharf, nearby kayak launch, multi-use trail system, riverbank restoration, and lighting and site furnishings. A very noteworthy feature was the restoration of a previously navigable stream, which had been encapsulated into a large diameter storm sewer as the City developed over the last 100+ years. This stream was daylighted and an arched bridge built over it with a lighted waterfall feature, for both visual and functional appeal, serving to recirculate fresh water from the Wisconsin River into the stream during low flow periods in the summer.

Because of the Wisconsin River’s hydrologic characteristics, various river bank slope stabilization techniques are being considered including native vegetation preservation and restoration, in addition to locally quarried stone rip rap and stone terracing. Over the past several years, Stantec’s brownfield team has helped city officials obtain more than \$2.5 million in federal and state funding to remediate and redevelop 31 acres of vacant and contaminated riverfront parcels. Their work resulted in the 2013 National Brownfield Renewal Award for Economic Impact. Today, the process of reclaiming this valuable waterfront resource for the enjoyment of the community continues to unfold.



Reed Street Yards

Milwaukee, Wisconsin

It wasn't long ago that this former rail yard brownfield site sat vacant. Through a collaborative effort between the City of Milwaukee, developers, design teams, and stakeholders, Reed Street Yards now offers 17 acres of mixed-use development opportunities along the Menomonee River in downtown Milwaukee. Conversion of the 17-acre brownfield included an extension of the Hank Aaron bike trail, canal wall improvements, canoe/kayak launch, public road, utilities, urban plaza, and a site-wide stormwater management system utilizing bioswales, wetland demonstration, and phytotechnologies.

As one of Wisconsin's first Eco-Industrial Parks, Stantec was thoughtful when designing the surrounding landscape to coincide with the natural resource and sustainable theme of the site. This site is slated as a demonstration project to showcase water-based technologies and business. Stantec combined hard and soft design elements, creating a walkway plaza that incorporated the natural resources theme through several water features and native plantings. Stantec also incorporated green stormwater solutions through in-curb bioswales and rain gardens to help promote water-oriented sustainability of the entire project site.

Creative landscape design was able to transform this site from a run-of-the-mill office park, to a waterfront destination for not only businesses but members of the community as well.





St. Cloud Downtown Urban Design Update

St. Cloud, Minnesota

Stantec's Landscape Architects and Urban Designers were engaged by the City of St. Cloud to develop an urban design plan to renovate five blocks of its main downtown street, St. Germain Avenue. The existing streetscape was over 20 years old, and the roadway alignment meandered around a sculpture consisting of a large trio of granite boulders. Stantec worked with City staff and members of the Downtown Council to develop alternatives for enhancing the public spaces along the street while accommodating parking needs of area businesses. Design ideas were tested during two community open houses to obtain public input, and refined into a final master plan design document that ultimately included straightening the roadway and relocating the granite trio. The project is now being implemented as sections of the roadway are reconstructed.



Second Street Corridor

Rochester, Minnesota

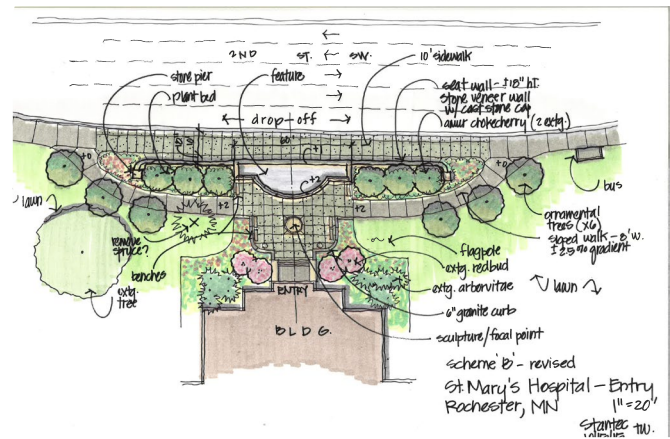
Stantec originally prepared a redevelopment strategy that emphasized the creation of a more sustainable, pedestrian, and transit-oriented development model for the long term improvement of the 2nd Street corridor. Since then, we have been involved in multiple phases of design implementation.

The 2nd Street corridor serves as a major gateway into the heart of downtown Rochester and the core of the Mayo campus. Located along the corridor are significant institutional uses, including St. Mary's Hospital, Mayo support facilities, and numerous commercial and hospitality uses.

The redevelopment strategy included transportation enhancements, a hierarchy of public and private improvements, as well as development guidelines that addressed recommendations derived from the community visioning process.

Stantec prepared detailed designs for previous phases of the project, and is currently completing the streetscape and urban design documents for the final phase extending from 11th Avenue to 16th Avenue. The design is modifying lane widths, adjusting on street parking, and creating a robust pedestrian realm adjacent to a mix of uses including health care, retail, commercial, and hospitality. Reconfiguration of pedestrian crossings and transit facilities along the corridor created additional spaces for focused development of urban design features, such as a new plaza and fountain in front of St. Mary's Hospital.

The project has involved multiple stakeholders including several City departments, the County, MnDOT, area businesses and residents, and the Mayo Clinic. Targeted meetings along with open houses and other forums were used to gather input.





Civic Center Streetscape

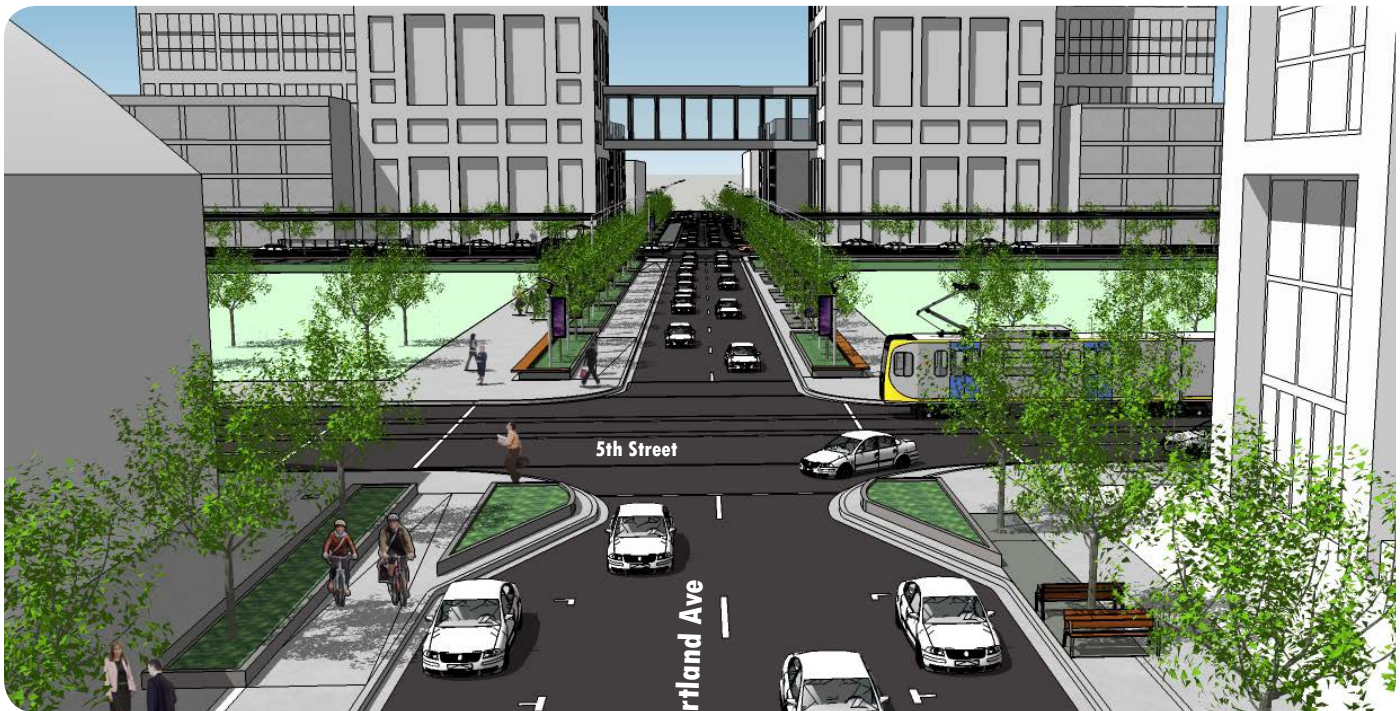
New Hope, Minnesota

The City of New Hope embarked on an ambitious project to redevelop its City Center area, which includes its city hall, a fire station, the police station, and Civic Center Park. The Xylon and 45th Avenue project completely reconstructed the utilities and street, and created a new streetscape and series of public spaces along an eight-block section of the City Center area, with intensive urban design amenities along a four-block stretch.

The new entry to the City Center area includes a gateway colonnade with monument signage and an electronic reader board to showcase community events. The design continues with custom banner columns with district signage and uplighting, pergola seating areas, informal gathering areas, planters, decorative fencing, tree grates, trash receptacles, bike parking, decorative paving, and enhanced crosswalks with colored concrete paving. Retractable bollards allow for portions of the roadway to be closed for farmers' markets and other community events, and a comprehensive lighting strategy with roadway lighting, pedestrian lighting, bollard lighting, and vegetative accent lighting creates a memorable atmosphere. Structural soils were also included under trees and planters to improve stormwater quality. The design theme for the streetscape will be extended into the redevelopment of the city hall and police campus.

The project construction was phased to maintain access to police, fire, and city hall facilities. Overall, the project design and construction proceeded on an accelerated schedule to accommodate the HyVee redevelopment of a former K-Mart store location. Multiple bid packages were used to accomplish the project quickly, and Stantec is currently working on the city hall and park redevelopment projects to build on the work that has been completed.





Downtown East Pedestrian Realm Augmentation Study and Implementation

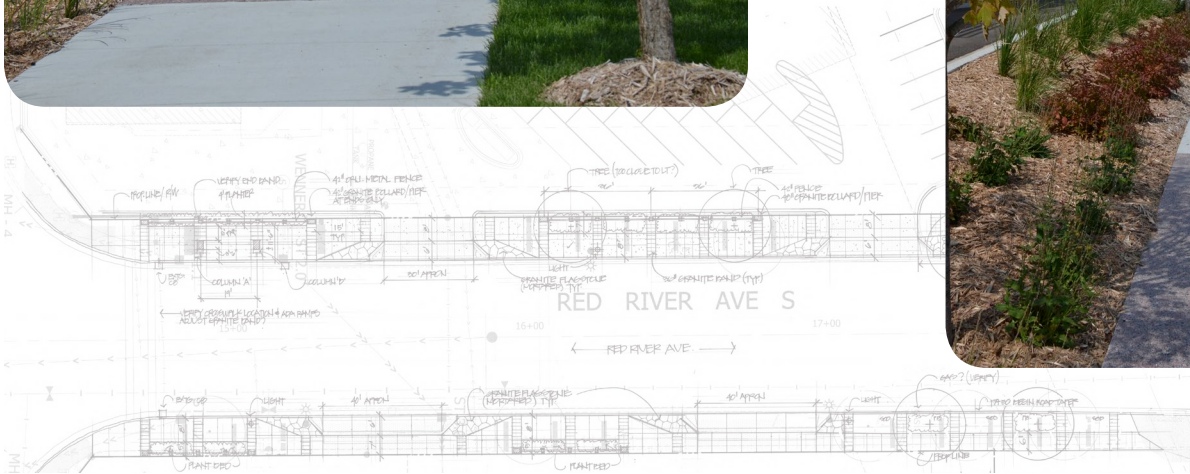
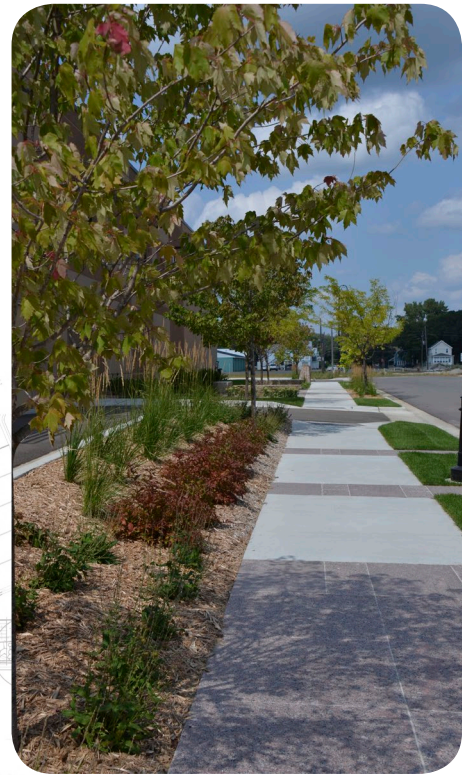
Minneapolis, Minnesota

Improving safety and the overall quality of life for pedestrians and bicyclists traveling through this area was key to revitalizing the Downtown East neighborhood.

The Downtown East neighborhood has been going through major changes to prepare for the new U.S. Bank Stadium opening in the summer of 2016. The City wanted to improve pedestrian realm facilities in this area, so Stantec's landscape architects and traffic engineers studied 12 contiguous blocks, looking for opportunities for complete non-motorized connections through downtown within the public right of way. Working closely with the Department of Public Works, Stantec translated the City's analysis of potential traffic lane reductions into graphic plans, sections, and elevations of an enhanced pedestrian realm. This helped government decision-makers understand how space previously dedicated to automobile uses could be repurposed to create urban amenities, widened sidewalks, and bicycling facilities.

Stantec prepared design concepts that included on and off street bike lanes, pedestrian bump outs at intersections, lane reductions and parking modifications. To assist with the visualization process, Stantec created a SketchUp model of the study area so that the expanded pedestrian realm areas could be easily depicted from multiple vantage points.

As an extension of this project, Stantec worked with the City and other stakeholders to develop an implementation plan for constructing the necessary improvements in coordination with all other elements of construction and redevelopment. Stantec created a plan to deliver all aspects of this project in an expeditious manner that also minimized cost and disruption to the public. Stantec staff worked closely with the adjacent property owners to ensure that the City's desired improvements were efficiently incorporated during construction.

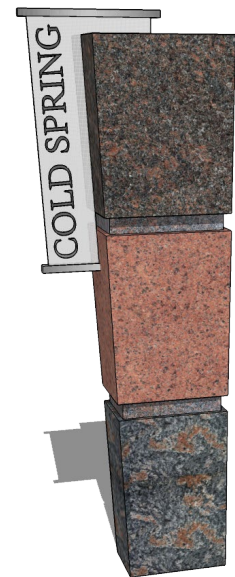


Cold Spring Streetscape Improvements

Cold Spring, Minnesota

Stantec provided design and technical assistance to the City of Cold Spring for the CSAH 2 / Red River Avenue corridor from Highway 23 to a new proposed roundabout location to the north. The project was part of a County-funded roadway rebuild, with Stantec providing engineering services for sewer and water and landscape architectural services for streetscape enhancements, including enhanced paving and lighting, as well as ornamental fencing and custom granite monuments and banner signs.

As part of the process, Stantec staff worked with the City, an elected downtown council representing the business owners, and the public to make the project a reality. Multiple stakeholder meetings were held to bring a grand conceptual vision for the streetscape to an affordable, yet elegant streetscape solution for the City and the public. Stantec staff had to work through and present value-engineering and best practice techniques to make the project cost assessments acceptable to the City, business owners and the public.



Stantec has **deep roots** in Wisconsin's communities.



60+ years helping local communities grow



175+ local planners, engineers, scientists, and support staff



Client References



Fowler Lake

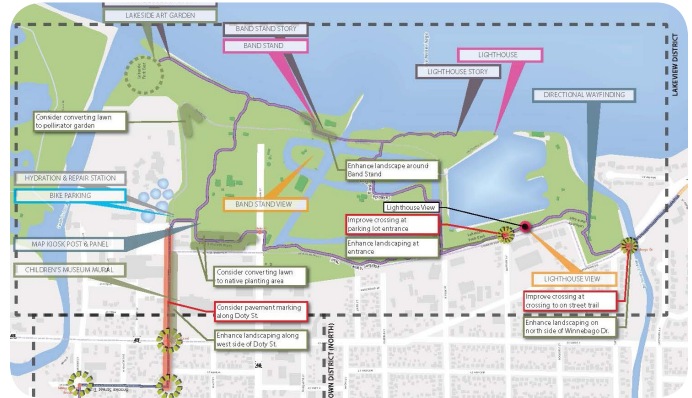
JOHN KELLIHER, OCONOMOWOC DIRECTOR OF PARKS, RECREATION AND FORESTRY
 220 W WISCONSIN AVENUE
 OCONOMOWOC, WI 53066
 (262) 569-2177
JKELLIHER@OCONOMOWOC-WI.GOV

Active community involvement and an enthusiastic steering committee helped develop a vision for this lakefront redevelopment, including a new boardwalk, boat launch and park amenities.

Oconomowoc, or “where waters meet”, is a thriving lake community located just outside of the Milwaukee metropolitan area. With focus on the natural beauty of their surrounding environment, the Oconomowoc Parks, Recreation and Forestry Department chose Stantec to redesign the shoreline along Fowler Lake to help make this area a downtown destination for community members and visitors alike.

Stantec’s multidiscipline team of engineers, designers, and environmental specialists created innovative design concepts to help highlight the natural features of this space. The design includes a large pier, boat launch facility, shoreline boardwalk, gazebo, and restoration elements. Stantec also engaged the community by posting the concepts online and soliciting input through social media.

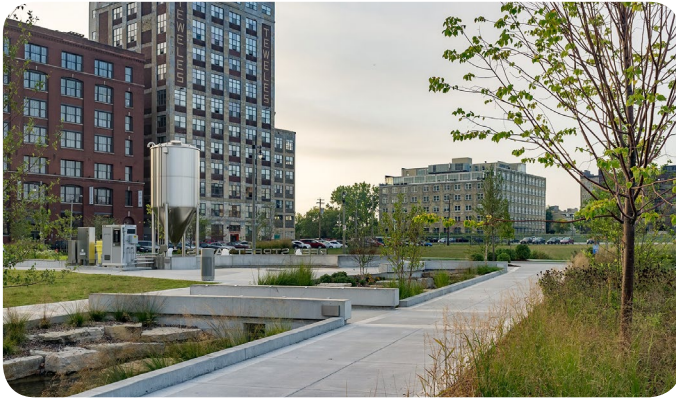
Stantec developed cost estimates to help the community prioritize and phase the improvements. The project was recently completed.



Fond Du Lac Loop Landscape Master Plan

JORDAN SKIFF, DIRECTOR OF PUBLIC WORKS
 CITY OF FOND DU LAC
 (920) 322-3470
JSKIFF@FDL.WI.GOV

While employed with another firm, Sarah McDonald was responsible for overall project management and consultant team coordination for the development of a recreational trail landscape master and placemaking plan for “The Loop” in the City of Fond du Lac. The Master Plan highlights existing conditions and provides an analysis of strengths, weaknesses, opportunities and threats within the Loop area. The plan made specific recommendations for public and private capital, operation and policy improvements to unlock the full potential of the Loop, including conceptual design of six focus areas.



Reed Street Yards

SIG STRAUTMANIS
GENERAL CAPITAL GROUP
(414) 228-3502
SIG@GENERALCAPITALGROUP.COM

As one of Wisconsin's first Eco-Industrial Parks, Stantec was thoughtful when designing the surrounding landscape to coincide with the natural resource and sustainable theme of the site. This site is slated as a demonstration project to showcase water-based technologies and business. Stantec combined hard and soft design elements, creating a walkway plaza that incorporated the natural resources theme through several water features and native plantings. Stantec also incorporated green stormwater solutions through in-curb bioswales and rain gardens to help promote water-oriented sustainability of the entire project site.

Creative landscape design was able to transform this site from a run-of-the-mill office park, to a waterfront destination for not only businesses but members of the community as well.



Civic Center Streetscape

JEFF SARGENT, DIRECTOR OF COMMUNITY DEVELOPMENT
CITY OF NEW HOPE, MINNESOTA
(763) 531-5196
JSARGENT@CI.NEW-HOPE.MN.US

When the City of New Hope embarked on an ambitious project to redevelop its City Center area, Stantec provided the streetscape and civil design for these improvements.

Stantec designed a new entry to the City Center area that includes a gateway colonnade with monument signage and an electronic reader board to showcase community events. The design continues with custom banner columns, pergola seating areas, informal gathering areas, planters, decorative fencing, tree grates, trash receptacles, bike parking, decorative paving, and enhanced crosswalks with colored concrete paving. Retractable bollards allow for portions of the roadway to be closed for community events and a comprehensive lighting strategy creates a memorable atmosphere. The design also included structural soils under trees and planters to improve stormwater quality.

The project construction was phased to maintain access to police, fire, and city hall facilities. Overall, the project design and construction proceeded on an accelerated schedule to accommodate the HyVee redevelopment of a former K-Mart store location. Multiple bid packages were used to accomplish the project quickly.

Project Timeline

	Jan				Feb				Mar				Apr			
PHASE I: Inventory and Analysis																
Project Kick-off Meeting (Teleconference #1)																
On Site Kick-off Meeting (Meeting #1)																
Stakeholder Meeting (Meeting #2)																
PHASE II: Conceptual Design and Design Refinement																
Develop Alternative Concept Plans & Probable Costs																
Alternative Design and Cost Review (Teleconference #2)																
Public Open House & Common Council Meetings (Meeting #3a/3b)																
Final Design and Cost Review (Teleconference #3)																
PHASE III: 60% Construction Documents																
Project Completion																

Fee Schedule

	Phase Total
PHASE I: Inventory and Analysis	\$7,100
PHASE II: Conceptual Design and Design Refinement	\$16,765
PHASE III: 60% Construction Documents	\$12,985
Project Management	\$1,625
Reimbursables and Travel Expenses	\$850
TOTAL	\$39,325

Proposal to Provide Professional Consulting Services for
James Street Streetscape Conceptual Design & Design
Development for the

City of De Pere



Prepared For:

Bill Boyle, PMP, GISP, Project Manager
City of De Pere
Economic Development & Planning De
335 South Broadway Street
De Pere, WI 54115

Prepared By:

Vierbicher
999 Fourier Drive, Suite 201
Madison, WI 53717

Phone: (608) 821-3967

Fax: (608) 826-0530

Contact Person: Daniel J. Lindstrom, AICP

Prepared On:

October 27, 2017

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vierbicher
planners | engineers | advisors





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October 27, 2017

City of De Pere– Economic Development & Planning Department
Bill Boyle, PMP, GISP
Project Manager
335 S Broadway Street
De Pere, WI 54115

Dear Mr. Boyle,

On behalf of the Vierbicher, it is my pleasure to present this proposed scope of work for the James Street Streetscape Conceptual Design and Design Development project. We are excited about the potential of this site, given its prominent downtown location and proximity to so many landmarks and destinations. Our James Street project team includes individuals with landscape architecture, urban design, planning, engineering, and project implementation expertise. As you will see from our Statement of Qualifications and Representative Project Sheets on the following pages, our team has a wealth of experience working on urban streetscape redevelopment projects.

Our goal is to be a partner in a project which enhances the vitality and vibrancy of the area through careful and thoughtful redesign of this important site in downtown De Pere. We use the word 'partner' because in addition to working closely with you, we understand the importance of community involvement in this kind of project. Most of our projects include some level of public participation, and we have developed a tool kit of ideas, exercises and strategies to engage groups of various sizes, ages, and abilities. We'd love to share our ideas with you and find the right set of engagement tools for downtown De Pere.

On the following pages you will find our statement of qualifications, meet our project team, and learn more about similar projects we've worked on in the past. Our representative project sheets also include construction cost information to give you an idea of the range of costs you might expect, and a project reference in case you would like any more information from the Client's perspective. Don't hesitate to reach out if you have any additional questions about any of the information we have included here.

Thank you for the opportunity to submit a proposal for this project. We look forward to the opportunity to meet you and learn more about your team, your community, and your project.

Sincerely,

Dan Lindstrom, AICP
Planning & Community Development Group Manager

Dave M. Glusick, PE
Principal



Description of Firm



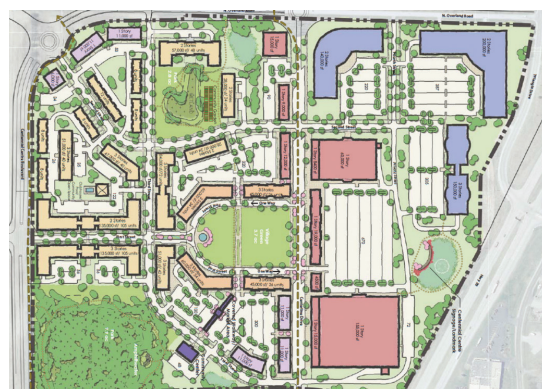
Vision to Reality

Vierbicher is a community planning and civil engineering firm that has become a proven partner for thriving Wisconsin communities and developers. Our extensive experience working with both public and private clients has earned us the reputation as a trusted advisor and a firm that brings vision to reality.

Clients choose Vierbicher because we get projects done. While our core service is civil engineering, our extensive due diligence, market-based approach and public funding expertise have made us an industry leader with unmatched success rates.

In addition, our wide range of work with both public and private clients has uniquely positioned us to bring added value by connecting developers to community projects.

We pride ourselves on long-term client relationships, many spanning decades. Our multi-disciplined team of experts works collaboratively and efficiently from concept to completion to accomplish client goals on time and on budget.



INTEGRATED SERVICES

- Planning & Community Development
- Economic Development
- Urban Design & Landscape Architecture
- Grant Writing & TIF
- Municipal Engineering
- Civil Engineering
- Surveying & GIS
- Water Resources Engineering



Statement of Qualifications

As a team of planners, landscape architects, and engineers, Vierbicher is uniquely qualified to tackle the multi-faceted challenges of a project like James Street. We understand the social, environmental, and practical issues involved in planning and executing streetscape projects in highly visible urban areas and are skilled at finding the best solution for each project.

Project Understanding

The James Street project is unique in many ways. It is an important step toward achieving Downtown Master Plan circulation goals for De Pere, including:

- Connecting local neighborhoods and downtown pedestrian traffic to the Fox River Trail, river frontage, and Voyageur and Wells Parks
- Maintaining or adding visible and accessible parking within downtown.

It is also an opportunity site for achieving cultural and environmental goals such as:

- Public art display
- Interpretive exhibits showcasing local history and/or geography
- Adding life to the downtown district
- Promoting the urban forest
- Implementing stormwater best management practices (either at the surface or below grade).

This block of James Street is also highly visible from Broadway Avenue which carries 13,000 vehicles per day through downtown De Pere. This area is a key 'first impression' site because of its location alongside the historic Union Hotel, one block from Chateau De Pere, and one block from Seroogy's Chocolates; all popular tourist destinations in downtown. The site is also key for local residents as it connects some of the urban housing options (Lawton Foundry Town Homes, Arbor Landing Apartments) and many entertainment and eating establishments in the downtown core. James Street is also the only local street that has a direct connection from the neighborhoods to the east to the river front and Fox River Trail.

The strengths and opportunities of this site and project can also become design challenges because there are so many stakeholders and so many potential issues with a project like this. We understand that the City is seeking a Consultant partner to not only develop the design from conceptual options to near-construction documents, but also facilitate public input and investment into the design process and ultimately the project itself. We feel that our in-house combination of planning, landscape architecture and engineering services makes us an ideal partner for this project.



QUALIFICATIONS

Our Team

We are skilled at facilitating public discussion in a way that yields useful information for making design decisions. Most of our projects involve some level of public input, either through a project steering committee, public survey, or public workshops. We recognize that a consultant can never hope to know a place the way a local resident, business owner or municipal official does. By actively seeking insights from these people, we are able to develop a project that reflects local preferences and market realities.

Project Area Analysis/ Figure Ground Study

-  PROJECT SITE
-  URBAN RESIDENTIAL/LODGING
-  CORE COMMERCIAL/ENTERTAINMENT DIST.
- 1. GEORGE ST LANDING/FARMER'S MARKET
- 2. SEROOGY'S CHOCOLATE
- 3. UNION HOTEL
- 4. CHATEAU DE PERE



Our design team is familiar with the challenges of urban sites. From designing circulation to accommodate access for all to selecting plants that can tolerate urban sites, we pride ourselves on custom solutions for our clients. Our streetscape projects reflect the needs of the specific site and community. Our two most recent installations, in the City of Rhinelander and the Village of Shorewood Hills, were both actively driven by steering committees and included opportunity for public feedback. Specific issues that were addressed in Rhinelander were on-street parking, terrace width, snow removal, and tree selection and placement coordinated with business signage. Specific issues in Shorewood Hills were stormwater management, on-street parking configuration, pedestrian safety, and unifying varied architectural styles. While there are often common themes between projects, no two solutions are the same. Our Representative Project sheets include more information and photos for these and other projects.

Our engineering team is accomplished at navigating the technical challenges of streetscape projects, from ensuring access and drainage on walking surfaces to addressing potential utility surprises in historic areas. We have experience in multiple scales of redevelopment projects,



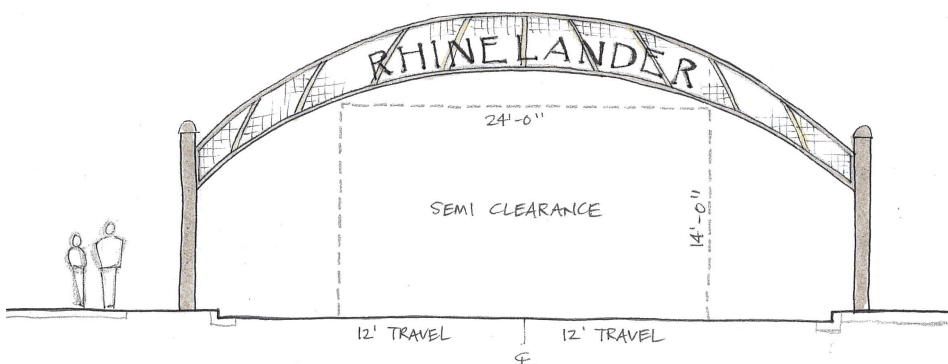
QUALIFICATIONS

from single sites or blocks like James Street to an entire downtown corridor revitalization. This experience helps us identify potential issues up front to minimize construction surprises.

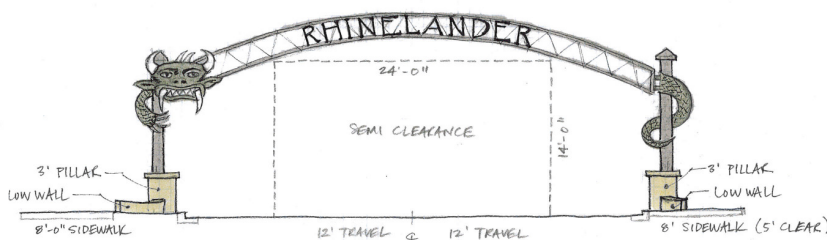
Why Vierbicher?

You won't always see it in our final designs, but many of our projects include tangents to explore an interesting or fun idea that comes up along the way. For example, during the planning process for the Rhinelander streetscape project, a donor came forward and wanted to gift a 'gateway arch' to the City. A few ideas were tossed around, but it was clear from the beginning that this arch would have to include a Hodag. Who can think of Rhinelander without picturing a Hodag? Several ideas and locations were drawn up, including the ideas below. The archway has yet to be constructed but even if it does not come to fruition, it was an interesting and informative exploration of community identity and first impressions.

An early idea for a gateway arch in Rhinelander, inspired by the Oneida County Courthouse dome (a prominent feature of downtown.)



In addition to our experience and penchant for exploration, the design and engineering team for this project share office space and see each other every day. Your project is just as likely to be discussed across the coffee pot as across the conference room table. This helps eliminate communication gaps and encourages creative ideas and ultimately a carefully considered final design.



An early idea for a gateway arch in Rhinelander, complete with Hodag, above right. An illustration of the same design on location, below right.





Project Team

Bill Boyle, PMP, GISP,
Project Manager



Daniel Lindstrom, AICP
Project Manager

Project Management
Engagement Strategy

Daniel is the manager of the Planning and Community Development Team and a community development planner with over 10 years of experience.

He will be responsible for overall project management and will ensure the project has the resources necessary to exceed expectations.

Suzanne M. Vincent, PLA
Project Landscape Architect

Point of Contact
Design Lead
Public Input Facilitator

Suzanne is a Landscape Architect with 10 years of experience as both lead and support designer on a range of project scales.

She will be the lead site designer and the primary point of contact. Suzanne will attend all on site meetings and the public workshop.



Aaron Prichard
Project Planner

Public Input Facilitator
Research Support
Document Production

Aaron is the newest member of our planning team, a 2016 Master's graduate of the Urban and Regional Planning program at UW Madison.

He will be assisting with almost every aspect of this project, including public engagement strategy and facilitation, site context and history research, and document production. Aaron also brings a fresh perspective and youthful curiosity to the design team.

Timothy L. Schleeper, PE
Project Engineer

Technical Design Lead
Cost Estimator

Tim has over 20 years of experience on a broad variety of projects for municipal and private clientele. He has worked closely with many municipalities and has a thorough understanding of the construction process and technical design components required to successfully complete a project.

Tim is also the keeper of our construction cost database, making him an invaluable resource for realistic cost opinions for a variety of materials and projects.



Staff résumés are located on the following pages.



PROJECT LEADER

Daniel J Lindstrom, AICP

EDUCATION:

M.S. City and Regional
Planning
The Ohio State University (2009)

B.S. Urban and Regional Studies
The University of Wisconsin –
Green Bay (2007)

PROFESSIONAL EXPERIENCE

Vierbicher
Planner/Community
Development Consultant/
Planning & Community
Development Team Manager
(2016)

Vierbicher Associates, Inc.
Planner/Community
Development Consultant
(2015)

City of Green Bay
Planner II (2014)
Planner I (2009)

City of Dublin
Research and Design Assistant
(2008)

ACP Vision + Planning, Ltd.
Community Planning Intern
(2007)

PROFESSIONAL CERTIFICATIONS

American Institute of Certified
Planners (AICP)

Professional Affiliations
American Planning Association
Wisconsin Chapter of the
American Planning Association

Wisconsin Economic
Development Association
(WEDA)

Focus
Project Management
Economic Development
Tax Incremental Financing
Market Assessment
Strategic Planning
Public Policy
Housing Studies
Urban Design

Background Information

Daniel is a community planner with experience and knowledge in integrating participatory approaches to community development. Daniel's project experience includes comprehensive, downtown, corridor, area; and neighborhood planning, recreational area planning and grant writing. In addition, Daniel has extensive experience in project management, public participation planning, public meeting facilitation, design charrettes, site design, Geographic Information Systems (GIS) mapping, and a variety of economic development efforts.

His professional drive stems from finding the balance between community development, sustainability, and urban design as seen through the lens of community participation. Daniel received his professional certification in 2012 from the American Institute of Certified Planners and regularly attends conferences and events hosted by the American Planning Association and the Wisconsin Chapter of the American Planning Association. Daniel regularly is a guest lecturer at local high schools and universities to discuss the field of participatory urban planning and design.

Recent Projects

VILLAGE OF SHOREWOOD HILLS, WI
VILLAGE PLANNER

Daniel has been the Village planner since 2015. Vierbicher has served as Village Planner for Shorewood Hills since early 2008. Daniel helped the Village review and implement two master plans that Vierbicher drafted for the Village immediately following the recession. Daniel helped revise and draft ordinance text, facilitate public meetings, and routinely makes presentations to the Plan Commission and Village Board. Daniel has assisted the Village in grant writing, zoning ordinance revisions, completion of the Village Comprehensive Plan revisions, and performed reviews of several redevelopment proposals and TIF requests. Finally, Daniel led the efforts to amend and create additional tax increment districts.

COMPREHENSIVE PLAN AND VILLAGE CENTER, VILLAGE OF HARRISON, WI
PROJECT PLANNER

Daniel was a project leader for the Village of Harrison. Daniel and the project team produced a Village Comprehensive Plan for the newly incorporated village. This plan incorporated planning for the newly incorporated areas of the Village. It also included plans for the Village Center, presented recent Village data, and contains an detailed action and implementation plan.



LANDSCAPE ARCHITECT

Suzanne M. Vincent, PLA

EDUCATION

University of Wisconsin –
Madison, WI
Bachelor of Landscape
Architecture (2007)

PROFESSIONAL EXPERIENCE

Vierbicher
Landscape Architect (2007)

Ganshert Nursery &
Landscaping
Nursery Staff (Summer 2005)

REGISTRATIONS, CERTIFICATIONS, TRAINING, AND CONTINUING EDUCATION

Wisconsin Registered
Landscape Architect #620

NCI Charrette System Training

Expand Your Horizons Youth
Mentor

PROFESSIONAL AFFILIATIONS

American Society of
Landscape Architects (ASLA)

WIASLA—Wisconsin Chapter
Executive Committee 2012-
Present

Background Information

Suzanne plays a critical role in the creative development of projects through her landscape architecture and graphic design abilities. She has been involved in a wide range of both public and private projects, from site landscape designs to neighborhood plans and downtown revitalization projects. She particularly enjoys finding that “thing” about each project that makes it exciting— a bit of history, a special detail, or a particular synergy.

Relevant Project Experience

- Rhinelander Downtown Streetscape, City of Rhinelander WI
- Marshall Court Streetscape, Shorewood Hills WI

RHINELANDER DOWNTOWN STREETScape, CITY OF RHINELANDER, WI *Landscape Architect*

From February 2014– May 2017, Suzanne worked with the City of Rhinelander on a downtown improvement project. She spent much of 2014 working on a master plan for the area, gathering public input, and coordinating with the project Steering and Design Committees as well as City Staff to refine the vision for downtown. Beginning in March 2015, she started to work on construction plans for the first phase of the project, which was bid over the winter of 2015-2016 and constructed in summer 2016-spring 2017.

MARSHALL COURT STREETScape, SHOREWOOD HILLS, WI *Landscape Architect*

Working closely with Village staff, a steering committee, and the Village Engineer, Suzanne developed a streetscape plan for Marshall Court, a medical office and neighborhood shopping area near the University of Wisconsin and Veterans Administration hospitals. Increased traffic, aging utilities, and redevelopment interest made street reconstruction a priority. The first phase was completed during the summer of 2010, phase 2 in summer 2013, and phase 3 in summer 2017. Key features of the new design include porous paving and infiltration swales within the terrace area, energy-efficient LED streetlight fixtures, pedestrian amenities such as benches and trash receptacles, and reoriented on-street parking to improve pedestrian, cyclist, and motorist safety.



PROJECT ENGINEER

Timothy L. Schleeper, PE

EDUCATION

University of Wisconsin—
Madison
B.S., Civil & Environmental
Engineering (1993)

PROFESSIONAL EXPERIENCE

Vierbicher
Project Manager (2010)

I&S Group, Inc.
Project Engineer (2009)

D'Onofrio, Kottke & Associates,
Inc.
Project Engineer (2002)

Town & Country Engineering,
Inc.
Staff Engineer (1993)

REGISTRATIONS, CERTIFICATIONS, TRAINING, AND CONTINUING EDUCATION

Licensed Professional Engineer
– Wisconsin (1999)

PROFESSIONAL AFFILIATIONS

Past President of Dane County
Pheasants Forever (2005—2010)

Capstone Program Mentor—
UW Madison, multiple
semesters

Background Information

Tim has worked in the Madison area for over 20 years and has experience designing and managing a broad variety of projects for municipal and private clientele. He has worked closely with many municipalities and governmental agencies and has a thorough understanding of the construction process and technical design components required to successfully complete a project.

Primary Projects

MUNICIPAL/PUBLIC CLIENTELE

Primary responsibilities include plan and specification preparation for bidding, writing and presenting reports, plans, studies and other technical analyses. Tim is responsible for construction administration, obtaining regulatory approvals, design presentations at public hearings and actively communicating with the client to ensure project objectives are met. Some of the public agencies Tim provides engineering services for are listed below.

City of Stoughton

Wisconsin DFD

UW - Madison

Town of Middleton

UW - Platteville

Town of New Glarus

PRIVATE CLIENTELE

Primary responsibilities include completion of all necessary design documents, plans, specifications, and permits for private development clientele. These projects have been scattered throughout southern Wisconsin and have varied in size from single commercial sites to 200 plus acre Plats. These work efforts require a core design background and the flexibility to tailor a project to the particular needs of the client and requirements of the community. Some recent projects follow.

UW HEALTH—UNION CORNERS CLINIC—MADISON, WI This project involved re-development of the Union Corners site on East Washington Avenue. UW Health purchased a portion of the overall site from the City of Madison for creation of a 60,000 square foot clinic with primary care services. The redevelopment required innovative design of stormwater management facilities and coordination of site utilities between the UW Health site and the remaining Union Corners development. The project, completed in 2016, is LEED certified and was awarded a “Top Project of 2016” honor by the Daily Reporter.

THE DEPOT APARTMENTS—MADISON, WI This project involved re-development of the former Badger Bus depot in downtown Madison. The completed project included three linked buildings fronting Main Street, Washington Avenue and Bedford Street. The requirement to position the buildings close together and close to the street required careful design of parking access points, transitions to public walks, and accessible routes around the building. This high-traffic, highly visible location required significant public input and review by the City of Madison.



PLANNER

Aaron D. Prichard

EDUCATION

M.S. Urban and Regional Planning
University of Wisconsin-Madison (2017)

Energy Analysis and Policy Certificate (2017)

B.A. History, Political Science
University of North Carolina at Chapel Hill (2013)

PROFESSIONAL EXPERIENCE

Vierbicher
Planner (2017)

Vierbicher
Planning Intern (2016)

PROFESSIONAL AFFILIATIONS

American Planning Association

Wisconsin Chapter of the American Planning Association

Background Information

Aaron is a young planner with a strong interest in urban design, environmental planning, and sustainability. Aaron boasts a year and a half of experience as a full time Planner and Planning Intern at Vierbicher, where he has gained experience working on projects that include comprehensive plans, downtown redevelopment plans, corridor plans, outdoor recreation plans, aquatic facility studies, housing studies, and zoning code updates.

Aaron has experience facilitating public meetings and stakeholder interviews, as well as creating and administering public surveys. He believes community involvement is a crucial ingredient of successful projects. Aaron is also a skilled writer and articulates the outcomes of community meetings, charrettes, and strategic recommendations clearly and succinctly in project plans and relevant communications.

Primary Projects

CENTRAL MAIN STREET CORRIDOR REDEVELOPMENT PLAN, CITY OF SUN PRAIRIE, WI
Planner

In the Summer and Fall of 2017, the City of Sun Prairie contracted with Vierbicher to create a Plan for the Central Main Street Corridor Redevelopment area. The plan's goal is to promote the inclusion of housing alternatives, facilitate access to and throughout the area via multi-modal transportation options, and create the physical design link to connect the downtown to the City's emerging Westside. As a Planner working on the project, Aaron drafted much of the final document's content, including recommendations for streetscape elements, wayfinding signage, and pedestrian amenities. Aaron also attended public meetings to assist with the completion of public engagement exercises. The plan is on track for City Council adoption by the end of 2017 and should promote exciting redevelopment within the Corridor, especially at the catalyst redevelopment site located at the crossroads of the Corridor's two most heavily traveled roads.

COMPREHENSIVE PLAN UPDATE, CITY OF ALGOMA, WI
Planner

The City of Algoma contracted with Vierbicher to provide consulting services to update the City's comprehensive plan and create a strategic community development plan. The plan aimed to develop recommendations and implementation strategies to help the City enhance its downtown and revitalize its waterfront commercial and residential areas. Aaron was involved in all four phases of the project: Engagement, Assessment, Strategy, and Implementation. He prepared materials for public meetings, analyzed existing conditions and survey results, drafted content for each chapter of the plan, and helped assemble the plan's various materials into a complete document.



Scope of Work

We believe that the scope of work as outlined in the RFP is a logical, efficient and effective way to approach a project of this nature. We have outlined the same approach below, with a few changes highlighted in underlined italics.

Phase 1 – Inventory and Analysis

Task 1: Project Assessment, Area Analysis and Preliminary Design.

- Review and research of City documents, preferences and history to develop an understanding of the community and project area. (Order changed from third item to first to indicate that Consultant would like to review these materials prior to first conference call.)
- Introductory Conference Call with City Staff.
- Review of project history, scope and schedule.
- City to provide site planning information to Consultant (topographic data, property and right-of-way linework, building footprints, utility locations, etc.)

Task 2 -On Site Meetings

On Site Meeting #1: Kick off Meeting with City Staff.

- Review of information collected in Phase 1 (Discussion only– written summary of past planning efforts or planning area history will not be provided.)
- Discuss schedule for Stakeholder Group meeting (On Site Meeting #2).
- Site Visit

On Site Meeting #2: Meeting with Project Stakeholder Group.

- Facilitated discussion on design objectives.
- Visual Preference Survey.

Deliverables

- Summary of meetings and visual preference survey.

Phase 2 – Conceptual Design and Design Refinement

Task 3: Conceptual Design Development

- Discuss findings of Visual Preference Survey with City Staff.
- Develop 3 Conceptual Designs based on project objectives and three options.
- Include accompanying renderings and/or comparable images to illustrate design intent.
- Submit designs to the City for Review with estimated cost ranges.
- Incorporate revisions from design team into presentation ready renderings.



SCOPE OF WORK

Task 3 Deliverables:

- Preliminary design site plans and renderings for all three options.
- Preliminary construction estimates.
- Provide schedule options for public meeting. Meeting to include a minimum of two members from Consultant team.

Task 4 (On Site meeting #3): Two meetings on the same day that will include one facilitated public open house and a presentation to the Common Council.

- Pre-meeting with City Staff

Open House

- Provide presentation on background, reasoning and design of streetscape.
- Provide full review of each of the three options.
- Gather public input for each of the three options.
- Gather public input regarding cost acceptability.

Common Council Meeting

- 10-15 minute presentation that includes project background and review of three design alternatives.

Follow Up

- City staff to set up a web based survey tool in order to gather public input on the three options.

Deliverables:

- Facilitated public meeting. Evening meeting, date and site will be determined by the City.
 - Facilitated meeting to be conducted by Designer and Project Manager from Consultant team.
 - Presentation should include printed and visual displays and digital media (for example PowerPoint).
 - Provide DVD or flash drive containing a digital copy of all presentation materials.

Task 5 – Final Conceptual Design

- Review public suggestion/comments to incorporate into the best liked design.
- Follow up with Design Team to guide incorporation of public comments into design.
- Develop preferred conceptual design alternative.
- Include accompanying renderings and/or comparable images to illustrate design intent.
- City staff to provide final design to Board of Public Works and City Council for review and approval.

Deliverables

- Color to-scale conceptual site plan with accompanying renderings and/or imagery as needed to illustrate design intent.
- Preliminary Line Item Cost Estimate.



SCOPE OF WORK

Phase 3 – Design Development Documents

Task 6: Design Development Documents

- Based on public input and direction from Design Team, the Consultant will prepare design development drawings in order to refine the final conceptual design.

Deliverables:

- Design Development Drawing set. The Consultant is responsible for ensuring the documents are in accordance with all applicable codes and regulatory requirements, including ADA accessibility guidelines and environmental regulations.
 - Utility Plans: water, sanitary sewer, and storm sewer as applicable. Gas and communications routing if affected by proposed design.
 - Preliminary grading, include contours, critical spot elevations.
 - Hardscape Plan, including materials and installation methods
 - Landscape Plan, including locations and types of landscape material.
 - Site lighting and details, identify fixtures: Preliminary light locations and photometrics as available from selected vendor. No wiring or conduit routing or control panel design.
 - Irrigation plans and details, if needed.
 - Details for any unique site features.
 - Details for site furnishings.
- PDF/Drawing files of all deliverables generated in Task 6.
- 2 printed to-scale drawing sets.



Shorewood Hills Marshall Court Streetscape



CLIENT

VILLAGE OF
SHOREWOOD HILLS

PROJECT LOCATION

SHOREWOOD HILLS, WI

REFERENCE

KARL FRANTZ, VILLAGE
ADMINISTRATOR
KFRANTZ@SHOREWOOD-
HILLS.ORG
608.267.2680

CONSTRUCTION COST

\$320/LF (INCLUDING
CURB, SIDEWALK,
LIGHTING AND
INCIDENTALS)

PROJECT DESCRIPTION: Although only the length of two city blocks, Marshall Court's location adjacent to the UW and VA hospitals and along a busy bicycle corridor makes it a heavily traveled street. Sidewalks are not continuous along the length of the street (due to inconsistent right-of-way width), prompting a number of pedestrians to travel in the street. Perpendicular parking along both sides of the street maximized available parking area, but makes pedestrian and bicycle travel dangerous.

The streetscape plan for Marshall Court addressed a number of these challenges, as well as stormwater management and nighttime visibility issues. Parking was realigned to be parallel to the street, reducing the overall stall count but greatly improving safety for motorists, cyclists and pedestrians. (It is anticipated that new buildings will include some underground parking, as the building in phase one did). Sidewalks were added to both sides of the street, and property acquisition was mapped to create a consistent right-of-way width along the length of the street. Energy-efficient induction street lights were placed to provide low levels of light at night, enough to comfortably travel the street but without disturbing residents of the condo buildings along the street. Infiltration planters were incorporated into the new terrace areas to filter and infiltrate stormwater off the street and sidewalk before releasing it into the storm sewer system. Porous paving in unplanted terrace areas creates additional opportunities for infiltration. A 2' paved band along the street ensures that parked cars can still be accessed easily without damage to vehicles or plants.



Rhinelanders Downtown Streetscape and Economic Development Planning



CLIENT

CITY OF RHINELANDER

PROJECT LOCATION

RHINELANDER, WI

REFERENCE

TIM KINGMAN, PUBLIC
WORKS DIRECTOR
TKINGMAN@
RHINELANDERUTILITIES.ORG
715.362.4731

CONSTRUCTION COST

\$160/LF (INCLUDING
CURB, SIDEWALK,
LIGHTING AND
INCIDENTALS)

PROJECT DESCRIPTION: Vierbicher worked with the City of Rhinelanders and Downtown Rhinelanders Inc. (DRI) to complete a market study and develop a comprehensive streetscape plan for the City's three main downtown corridors— Brown Street, Davenport Street, and Stevens Street. The goal of the project was twofold: to improve downtown Rhinelanders's economic position as the "Gateway to the North" while taking advantage of planned utility upgrades in much of the downtown.

The planning process included significant public outreach, as well as frequent coordination with a design committee, a steering committee, and City engineering, planning, and forestry staff. In this way both public and private, civic and business issues had a place at the table.

The outcome of the planning process was an economic development plan to help Rhinelanders take advantage of the many tourists in the region, a flexible new Brown Street configuration that can adapt to changing transportation needs, and a long-term improvement plan to guide future development of public open spaces, pedestrian connections, and redevelopment of underutilized sites. Streetscape construction was completed in Spring 2017.

SERVICES PROVIDED:

PLANNING & COMMUNITY DEVELOPMENT; ECONOMIC DEVELOPMENT; URBAN DESIGN & LANDSCAPE ARCHITECTURE



City of Stoughton Downtown Revitalization



CLIENT

City of Stoughton

PROJECT LOCATION

City of Stoughton,
Wisconsin

REFERENCE

Rodney Scheel,
Director of
Planning and
Development
rjscheel@ci.stoughton.wi.us
608.873.6619

CONSTRUCTION COST

\$123/LF (INCLUDING
CURB, SIDEWALK,
LIGHTING AND
INCIDENTALS)

PROJECT DESCRIPTION: In an effort by the City, in partnership with downtown businesses, this on-going project includes revitalization and redevelopment of the downtown core and stimulates continued investment of public and private resources. The original Downtown Redevelopment Plan addressed the following issues:

- Coordination with City Officials, Staff, Businesses and Committees
- Funding Sources and Options
- Infrastructure Improvements and Cost Analysis
- Parking and Pedestrian Safety Issues
- Prioritization Schedule for Improvements
- Unified Design Theme and Streetscape Design

Upon completion of the Downtown Redevelopment Plan, the City created a Tax Increment District to help fund downtown planning, new infrastructure and revolving loan funds for facade improvements. The City is currently implementing the plan.

The City has received several awards for their efforts. Most recently they were awarded the 2008 Scenic Beauty Award by Citizens For A Scenic Wisconsin. The May 2007 issue of InTransition, the magazine of the New Jersey Transportation Authority, features the Downtown as a model for corridor redevelopment. In 2004, the City received the Historic Preservation Achievement Award from the Wisconsin State Historical Society and the Wisconsin Commercial Real Estate Women Grassroots Award in 2005.

SERVICES PROVIDED:

PLANNING & COMMUNITY DEVELOPMENT; ECONOMIC DEVELOPMENT, URBAN DESIGN & LANDSCAPE ARCHITECTURE, MUNICIPAL ENGINEERING, SURVEYING & GIS, WATER & ENVIRONMENTAL RESOURCES



City of Prairie du Chien Downtown Revitalization



CLIENT

City of Prairie du Chien

PROJECT LOCATION

City of Prairie du Chien,
Wisconsin

CONSTRUCTION COSTS

\$375/LF (INCLUDING CURB,
SIDEWALK, LIGHTING AND
INCIDENTALS)

PROJECT DESCRIPTION: A new highway bypass to Iowa was being developed by the WisDOT, which was to have anticipated dramatic impacts on the business activity throughout the City. The challenge to the City was how to best assure that traffic flow changes did not adversely affect businesses and actually use these changes to revitalize the downtown. The City challenged itself to define their community identity, develop community gateways, and designate pedestrian connections between various area landmarks.

Vierbicher Associates, Inc. built off of previous efforts and used recent design themes that the City had undertaken as part of becoming a Wisconsin Main Street Community. These initial ideas were part of visioning and design workshops and review meetings. Specifically defined elements and images enabled the City to apply for state funding. Challenges included developing comprehensive utility workscopes, including burying overhead utilities with WisDOT traffic plans and other redevelopment efforts that were continually changing.

SERVICES PROVIDED:

PLANNING & COMMUNITY DEVELOPMENT; ECONOMIC DEVELOPMENT, URBAN DESIGN & LANDSCAPE ARCHITECTURE, MUNICIPAL ENGINEERING, SURVEYING & GIS, WATER & ENVIRONMENTAL RESOURCES



Municipal Engineering



PRAIRIE DU CHIEN, WI

Vierbicher helps municipalities grow, develop and revitalize

For 40 years, Vierbicher has worked with local governments of all sizes to bring their visions to reality. From concept to completion, our engineering services stimulate growth and revitalization in Wisconsin communities.

Our dedicated, multi-disciplinary staff makes it easy for municipalities to navigate complicated processes such as project planning, design, funding and implementation. We lend our expertise so clients can continue to focus on serving citizens and constituents in a meaningful way.

We understand municipalities today need to accomplish more with fewer resources. They also need access to professionals well versed in federal, state and local jurisdictions to ensure they meet all regulatory compliance requirements. We provide this for our clients by listening to, understanding and accommodating their needs. It's why our projects have high success rates.



DEFOREST, WI

PROJECT TYPES

- Capital Improvements Planning
- Stormwater Management
- Water Systems
- Sewerage Systems
- Site Development
- Roadway Maintenance and Design
- Business and Industrial Parks
- Recreational Facilities
- Flood Mitigation



Landscape Architecture



EG KROMREY MIDDLE SCHOOL, MIDDLETON, WI

We make spaces more livable and beautiful

At Vierbicher, we take the functional and make it beautiful. We're the creative partner you can trust to make your development or municipality a better place to live.

Our team of experts listens to your concerns, needs and goals before designing an outdoor environment that works in tandem with your buildings, roads, and storm water management systems.

We are known for assessments and strategies that can incorporate site constraints, historical context and public input. We also offer the expertise and support you may need during the bidding and construction phases. No matter how simple or complex, the end result is always the same: a more aesthetically pleasing environment.



SHOREWOOD HILLS, WI

PROJECT TYPES

- Streetscaping
- Recreational Facilities
- Sports Fields/Courts
- Stormwater Ponds, Rain Gardens, Fountains
- Building Landscape Plans
- Private Subdivision Open Space Landscaping



Planning and Community Development



VILLAGE OF SHOREWOOD HILLS, WI

Market-based planning, reality-based implementation

Vierbicher is an industry leader in planning and community development services. We don't just deliver pretty pictures, we bring your vision to life. We're known for our realistic plans that are developed based on analysis and local stories to ensure feasible, market-supported results.

We've partnered with forward-thinking Wisconsin towns, villages, cities and counties—some for decades—to develop plans that address each one's unique long-term needs. We work closely with our clients to develop comprehensive plans that strike a delicate balance: they meet goals, but they're realistic; they consider public input and state law requirements, but don't lose sight of long-term visions.

Best of all, our plans improve your local quality of life. We can take care of everything from grant writing, market analysis and drafting concepts all the way to completion. You can count on us to deliver results that will spur a healthier economic outlook for your community.

PROJECT TYPES: COMMUNITY DEVELOPMENT

- Mixed-Use Developments
- Corridor and Downtown Revitalization
- Residential Development
- Brownfield Development
- Parks and Recreation Facilities
- Business and Industrial Parks

PROJECT TYPES: PLANNING

- Market Analysis (commercial, retail, housing)
- Comprehensive Plans
- Strategic Area, Corridor and Neighborhood Plans
- Redevelopment Plans
- Development Impact Analysis
- Ordinance and Zoning Administration
- Tax Increment District Creation and Administration

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: December 19, 2017

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Resolution #17-104, Revising Sewer Service Rates.

The Board of Public Works at the December 11, 2017 meeting reviewed the Sewer Rate Study and approved a 2% increase in rates for the 2017-2018 year.

To: Honorable Mayor and Members of Public Works Committee
 From: Joe Zegers, Finance Director
 Date: December 8, 2017
 Subject: 2017-2018 Sewer Rate Study

I have attached the Wastewater Rate Study prepared by Schenck for your consideration for the December 11, 2017 Public Works Committee meeting. A representative from Schenck will attend the meeting and go through the details of the report for you. The report includes the recent Green Bay Metropolitan Sewerage District(GBMSD) 2018 rates which were approved by their Commission December 6th, 2017. The adopted 2018 GBMSD budget is attached for your review.

The attached projected operating statements reflect a zero rate increase for sewer bills targeting the 1st quarter billing mailed to general customers in the billing received in late March 2018. The statements reflect a slight rate decrease for billings to the paper mill customers beginning with their January 2018 invoice as they are billed monthly. The analysis indicates an estimated \$203,147 surplus for 2017 and a projected \$153,060 surplus for 2018.

The model with the present 2018 City rates shows the **average** quarterly residential bill remaining at the 2017 average of \$138.07 for the 1st quarter of 2018 which is shown on page 5 of the report. The report also shows on page 6 & 7 the decreases for the three operating paper mills. The new rates directly pass on the GBMSD treatment and daily monitoring rates to the paper mills and also include a treatment administrative fee of \$22,800 per year as well as revising the collection fee for the Sonoco and Expera mills that do not have their own dedicated pipe that goes directly to the treatment plant as in the case of Fox River Fiber. Their rate decreases vary due to this and their particular usage factors and ranges from 1.80% to 4.77% from the 2017 rates.

You will also find an additional page at the end of the attachment of a calculation of the additional increase needed on the general customer sewer bills to generate additional cash to address our cash situation that has been noted in the audit management letter over the last few years. The table shows additional percent increases of 1% to 5% above the unchanged general customer rates indicated in the

study that would be required to generate additional cash in \$50,000 increments. This is presented for your review and consideration if you want to propose raising the unchanged 2017 sewer rate above the amount in the rate study. The cash deficit at December 31, 2016 was \$273,507 which after the projected 2017 and 2018 results on page 1 of the report is estimated to be roughly \$80,000 at December 31, 2018. This is still relatively small and represents roughly less than 0.08% of the sewer utility operating budget. For your information bond ratings agencies generally advise this to be at least 5%-10% or in the City's case that would be \$500,000 to \$1,000,000.

Feel free to contact me should you have any questions on this and I will also be at the Board of Public Works meeting on December 11th, 2017.

ATTACHMENTS:

- Reso17-104 (DOCX)
- Exhibit A&B (PDF)
- 2017 WasteWater Rate Report (PDF)
- 2017 WasteWaterSummary (PDF)
- 2018 Adopted Budget (PDF)

RESOLUTION #17-104
REVISING SEWER SERVICE RATES
(December 2017)

WHEREAS, pursuant to §70-8 De Pere Municipal Code, the Common Council is charged with establishing sewer service rates; and

WHEREAS, the City is in need of revising its sewer rates to ensure revenues to cover the operation and maintenance of the City's sewerage system in a fair and proportional manner; and

WHEREAS, the rates as set forth in Exhibit A accomplish such rate structure; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The rate structure attached as Exhibit A, modified by a 2% increase which results in the Collection Volume Charge – All Customers as shown on Exhibit B, is hereby approved and adopted by the Common Council for:

- (1) general sewer billings due on and after April 20, 2018; and
- (2) industrial sewer billings for service effective January 1, 2018.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 19th day of December, 2017.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes:_____

Nays:_____

Attachment: Reso17-104 (6506 : Resolution #17-104, Revising Sewer Service Rates)

City of DePere
Summary of Proposed Wastewater Rates - 2018

Collection Fixed Charges

General Customers	
Meter Size	Quarterly Rate
.75 Inch	\$ 28.00
1 Inch	\$ 70.00
1.5 Inch	\$ 140.00
2 Inch	\$ 224.00
3 Inch	\$ 420.00
4 Inch	\$ 1,260.00

Paper Mills

Daily monitoring charges are a direct pass through from NEW Water
estimated at \$3,100 per month

Collection Volume Charge - All Customers

\$ 2.782 per 1,000 gallons

Note: Paper Mills volume charge is up to a maximum of 15% of Collection System Expenses allocated to
the Flow Rate - for 2017: \$138,100

Treatment Fixed Charges

General Customers	
Meter Size	Quarterly Rate
3/4 Inch	\$ 3.30
1 Inch	\$ 8.25
1.5 Inch	\$ 16.50
2 Inch	\$ 26.40
3 Inch	\$ 49.50
4 Inch	\$ 148.50

Paper Mills

Monthly Administrative Fee \$ 1,900

Annual Fixed Charge \$ 749,008

*The annual fixed charge will be allocated to the paper mills (not including Fox River Fiber) on a monthly
basis based upon actual units each month*

Treatment Variable Charges

General Customers

\$ 4.52 per 1,000 gallons

Paper Mills- direct pass through from NEW Water

Flow	\$0.69897/ thousand gallons
BOD	\$0.35126/ pound
TSS	\$0.28304/ pound
Phosphorus	\$0.75833/ pound
TKN	\$0.70556/ pound

City of DePere
Analysis of Collection Volume Charge with Additional Surcharge Amounts

Collection Volume Charge- All Customers

Incremental revenue generated		Volume Charge		% increase in total charges to general customers
\$	-	\$	2.598 per 1,000 gallons	0.00%
\$	50,000.00	\$	2.690 per 1,000 gallons	1.00%
\$	100,000.00	\$	2.782 per 1,000 gallons	2.00%
\$	150,000.00	\$	2.874 per 1,000 gallons	3.00%
\$	200,000.00	\$	2.967 per 1,000 gallons	4.00%
\$	250,000.00	\$	3.059 per 1,000 gallons	5.00%

Attachment: Exhibit A&B (6506 : Resolution #17-104, Revising Sewer Service Rates)

**CITY OF DEPERE
WASTEWATER UTILITY
PROPOSED RATES
DECEMBER 2017**

**City of DePere Wastewater Utility
Proposed Rates
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City of DePere Wastewater Utility
Projected Operating Statements

PROJECTED OPERATING STATEMENTS

Revenues and Other Sources

	Actual 2015	Actual 2016	Projected 2017	with increase Estimated 2018
User charges - general customers	\$ 4,320,931	\$ 4,699,496	\$ 5,002,012	\$ 5,062,310
User charges- paper mills				
NEW Water treatment charges	4,066,337	3,900,760	4,263,471	3,961,840
Fixed administrative charges	37,800	39,600	50,400	68,400
Collection charges - variable	139,918	217,817	236,681	235,977
Forfeited discounts	48,080	69,528	48,000	48,000
Collection on receivable from NEW Water	-	-	160,485	160,485
Total Revenues Other Sources	8,613,066	8,927,201	9,761,049	9,537,012

Expenses and Other Uses

Treatment charges				
General customers	2,021,257	1,865,059	1,833,259	1,536,202
Paper mills - pass through	3,418,810	3,169,260	3,274,344	2,636,742
Fixed Charge				
General customers	355,915	398,390	554,730	663,385
Paper mills - pass through	632,738	730,626	1,010,438	1,325,098
Operation and maintenance	721,862	942,942	891,051	1,085,906
Sewer share of meter reading expenses	145,936	151,966	160,000	167,000
Capital replacement outlay	973,497	1,033,253	1,389,689	1,521,800
NEW Water annual debt service requirements	31,275	31,275	31,275	31,275
Current principal and interest payments	-	385,635	413,116	416,544
Total Expenses and Other Uses	8,301,290	8,708,406	9,557,902	9,383,952

Excess Revenues (Expenses)

\$ 311,776	\$ 218,795	\$ 203,147	\$ 153,060
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**City of DePere Wastewater Utility
Calculation of Revenue Requirement and Proposed Rates - Treatment**

GENERAL CUSTOMERS

Costs to be recovered:

Treatment charges
Fixed portion allocated to variable
Less: Collection on receivable from NEW Water
Less: Recovery of administrative expenses
Totals

2018 Estimated	
Fixed	Variable
663,385	1,536,202
(300,000)	
(160,485)	663,385.00
(68,400)	-
<u>\$ 134,500</u>	<u>\$ 2,199,587</u>

FIXED CHARGES - GENERAL CUSTOMERS

Meter Size	Number of Customers	User Charge Factor	Per Quarter	Per Year	Annual Revenue
3/4"	8,442	1.00	\$ 3.30	\$ 13.20	\$ 111,434
1"	136	2.50	8.25	33.00	4,488
1 1/2"	121	5.00	16.50	66.00	7,986
2"	82	8.00	26.40	105.60	8,659
3"	46	15.00	49.50	198.00	9,108
4"	22	45.00	148.50	594.00	13,068
	<u>8,849</u>				<u>\$ 154,744</u>

VARIABLE CHARGES - GENERAL CUSTOMERS

Metered Flow

	Actual 2016	Projected 2017	Estimated 2018
Gallons Billed	498,986,600	504,894,374	505,000,000

Proposed Treatment Rate - General Customers

	Proposed Rate per thousand	Metered Water Flow	Recovery of Costs
Variable Costs	\$ 4.52	505,000,000	\$ 2,282,600

PAPER MILLS

Actual Expenses

	Actual 2015	Actual 2016	Projected 2017	Estimated 2018
Wastewater treatment charges				
Paper Mills- variable charge	\$ 3,418,810	\$ 3,169,260	\$ 3,274,344	\$ 2,636,742
Paper Mills- fixed charge		\$ 730,626	\$ 1,010,438	\$ 1,325,098

Treatment Rates - Paper Mills

Variable treatment charges will be a direct pass-through from NEW Water
Fox River Fiber is included in the NEW Water budget as a separate customer. Fixed treatment charges of \$553,358 have been directly allocated to 4them. In addition \$752,968 of the fixed charge to the City has been allocated to the remaining paper mills.

Treatment Fixed Administrative Fee

	Allocation of Costs
Allocation of 10% of 2018 budgeted administrative costs - total \$680,685	
Charged equally to three paper mills - rate of \$1,900 per month	\$ 1,900

City of DePere Wastewater Utility

Projected Expenses and Calculation of Revenue Requirement - Collection System

PROJECTED EXPENSES AND OTHER USES

	Actual		Projected		Allocation of Expenses	
	2015	2016	2017	2018	Fixed	Variable
Operation and maintenance	\$ 721,862	\$ 942,942	\$ 891,051	\$ 1,085,906	\$ 165,000	\$ 920,906
Sewer share of meter reading expenses	145,936	151,966	160,000	167,000	167,000	-
Capital replacement outlay	973,497	1,033,253	1,389,689	1,521,800	900,000	621,800
NEW Water annual debt service requirements	31,275	31,275	31,275	31,275	31,275	-
Current principal and interest payments	-	385,635	413,116	416,544	416,544	-
Total Expenses and Other Uses	<u>\$ 1,872,570</u>	<u>\$ 2,545,071</u>	<u>\$ 2,885,131</u>	<u>\$ 3,222,525</u>	<u>\$ 1,679,819</u>	<u>\$ 1,542,706</u>

REVENUE REQUIREMENT- COLLECTION SYSTEM

Expenditures and Other Uses	
Recovered through fixed charges to general customers	\$ 1,679,819
Recovered through volume charges to all customers	<u>1,542,706</u>
Total Revenue Requirement - Collection System	<u>\$ 3,222,525</u>

City of DePere Wastewater Utility
Proposed Rates - Fixed and Volume Charges - Collection System

FIXED CHARGES - GENERAL CUSTOMERS

	2018 Estimated
Costs to be recovered:	
Operation and maintenance - fixed portion	165,000
Sewer share of meter reading expenses	167,000
Capital replacement outlay	900,000
NEW Water annual debt service requirements	31,275
Current principal and interest payments	416,544
Total	<u>\$ 1,679,819</u>

Meter Size	Number of Customers	User Charge Factor	Per Quarter	Per Year	Annual Revenue
3/4"	8,442	1.00	\$ 28.00	\$ 112.00	\$ 945,504
1"	136	2.50	70.00	280.00	38,080
1 1/2"	121	5.00	140.00	560.00	67,760
2"	82	8.00	224.00	896.00	73,472
3"	46	15.00	420.00	1,680.00	77,280
4"	22	45.00	1,260.00	5,040.00	110,880
	<u>8,849</u>				<u>\$ 1,312,976</u>

DAILY MONITORING CHARGE - PAPER MILLS

Charges are a direct pass through from NEW Water - estimated at \$3,100 per month

VOLUME CHARGE- ALL CUSTOMERS

Costs to be Recovered	2018 Estimated
Operation and maintenance - variable portion	\$ 1,542,706
Less: Allocated to customers where calculated charges exceed 15% of revenue requirement	(138,100)
Net to be Recovered through Volume Charges	<u>\$ 1,404,606</u>

Gallons sold and wastewater flows	2018 Estimated
General customers - water gallons sold	505,000,000
Paper Mills with < 15% (wastewater)	<u>37,674,000</u>
Total	<u>542,674,000</u>

Proposed Rates	Proposed Rate	Billable Flows	Recovery of Costs
Variable Costs	\$ 2.598	542,674,000	\$ 1,409,867

**City of DePere Wastewater Utility
Proposed Rate Increase - General Customers Summary**

WASTEWATER RATES

Current Rates		
Volume charge - treatment		
Treatment	\$4.52/ thousand gallons	
Treatment Fixed charge- quarterly		
3/4"	\$	3.30
1"		8.25
1 1/2"		16.50
2"		26.40
3"		49.50
4"		148.50
Volume charge - collection - quarterly		
Collection	\$2.598/ thousand gallons	
Collection Fixed charge - quarterly		
3/4"	\$	28.00
1"		70.00
1 1/2"		140.00
2"		224.00
3"		420.00
4"		1,260.00

Proposed Rates - 2018		
Volume charge - treatment		
Treatment	\$4.52/ thousand gallons	
Treatment Fixed charge- quarterly		
3/4"	\$	3.30
1"		8.25
1 1/2"		16.50
2"		26.40
3"		49.50
4"		148.50
Volume charge - collection - quarterly		
Collection	\$2.598/ thousand gallons	
Collection Fixed charge - quarterly		
3/4"	\$	28.00
1"		70.00
1 1/2"		140.00
2"		224.00
3"		420.00
4"		1,260.00

AVERAGE RESIDENTIAL BILL

In thousand gallons		
Per Year	Per Quarter	
Average water use	60.00	15.00

Current Rates		
Per Year	Per Quarter	
Wastewater	\$ 552.28	\$ 138.07

Proposed Rates - 2018			Quarterly Increase
Per Year	Per Quarter		
\$ 552.28	\$ 138.07		-

City of DePere Wastewater Utility
Proposed Rate Increase - Paper Mill Summary

COLLECTION RATES

Current Rates

Volume charge- collection- monthly

Collection \$2.598/ thousand gallons

Up to a maximum of 15% of Collection System Expenses
allocated to the Flow Rate - for 2017: \$136,600

NEW Water Daily Monitoring Charge - monthly

Direct pass-through from NEW Water \$3,400 per month estimate

TREATMENT RATES

City of DePere - Fixed Treatment Administrative Fee

Administrative fee \$1,400 per month

NEW Water unit charges - pass through

Flow	\$0.72126/ thousand gallons
BOD	\$0.41913/ pound
TSS	\$0.36651/ pound
Phosphorus	\$0.58901/ pound
TKN	\$0.76448/ pound

NEW Water fixed charge - pass through

Allocated to Paper Mills based upon actual units each month	
	\$ 534,233

Proposed Rates - 2018

Volume charge- collection- monthly

Collection \$2.598/ thousand gallons

Up to a maximum of 15% of Collection System Expenses
allocated to the Flow Rate - for 2018: \$138,100

NEW Water Daily Monitoring Charge - monthly

Direct pass-through from NEW Water \$3,100 per month estimate

City of DePere - Fixed Treatment Administrative Fee

\$1,900 per month

NEW Water unit charges - pass through

Flow	\$0.69897/ thousand gallons
BOD	\$0.35126/ pound
TSS	\$0.28304/ pound
Phosphorus	\$0.75833/ pound
TKN	\$0.70556/ pound

NEW Water fixed charge - pass through

Allocated to Paper Mills (not including Fox River Fiber) based upon actual units each month	
	\$ 749,008

SONOCO US MILLS

	Per Year	Per Month
Average units		
Flow (in thousand gallons)	37,674	3,140
BOD (in pounds)	1,461,749	121,812
TSS (in pounds)	398,715	33,226
Phosphorus (in pounds)	405	34
TKN (in pounds)	8,113	676

	Current Rates	
	Per Year	Per Month
Treatment variable charges	\$ 792,409	\$ 66,034
Treatment fixed charges	225,713	18,809
Treatment fixed administrative fee	16,800	1,400
Collection	97,877	8,156
NEW Water daily monitoring charge	18,795	1,566
Total	<u>\$ 1,151,594</u>	<u>\$ 95,966</u>

	Proposed Rates - 2018		Monthly Increase
	Per Year	Per Month	
	\$ 658,671	\$ 54,889	\$ (11,145)
	314,583	26,215	7,406
	22,800	1,900	500
	97,877	8,156	0
	18,600	1,550	(16)
	<u>\$ 1,112,531</u>	<u>\$ 92,711</u>	<u>\$ (3,255)</u>

EXPERA

	Per Year	Per Month
Average units		
Flow (in thousand gallons)	420,844	35,070
BOD (in pounds)	1,755,210	146,268
TSS (in pounds)	359,470	29,956
Phosphorus (in pounds)	627	52
TKN (in pounds)	29,877	2,490

	Current Rates	
	Per Year	Per Month
Treatment variable charges	\$ 1,194,158	\$ 99,513
Treatment fixed charges	311,698	25,975
Treatment fixed administrative fee	16,800	1,400
Collection	136,600	11,383
NEW Water daily monitoring charge	18,795	1,566
Total	<u>\$ 1,678,051</u>	<u>\$ 139,838</u>

	Proposed Rates - 2018		Monthly Increase
	Per Year	Per Month	
	\$ 1,033,992	\$ 86,166	\$ (13,347)
	434,425	36,202	10,227
	22,800	1,900	500
	138,100	11,508	125
	18,600	1,550	(16)
	<u>\$ 1,647,917</u>	<u>\$ 137,326</u>	<u>\$ (2,511)</u>

FOX RIVER FIBER

	Per Year	Per Month
Average units		
Flow (in thousand gallons)	294,438	24,537
BOD (in pounds)	1,242,802	103,567
TSS (in pounds)	738,914	61,576
Phosphorus (in pounds)	19,397	1,616
TKN (in pounds)	207,349	17,279

	Current Rates	
	Per Year	Per Month
Treatment variable charges	\$ 1,090,417	\$ 90,868
Treatment fixed charges	473,027	39,419
Treatment fixed administrative fee	16,800	1,400
Total	<u>\$ 1,580,244</u>	<u>\$ 131,687</u>

	Proposed Rates - 2018		Monthly Increase
	Per Year	Per Month	
	\$ 905,835	\$ 75,486	\$ (15,382)
	576,090	48,008	8,589
	22,800	1,900	500
	<u>\$ 1,504,725</u>	<u>\$ 125,394</u>	<u>\$ (6,293)</u>

City of DePere
Summary of Proposed Wastewater Rates - 2018

Collection Fixed Charges

General Customers	
Meter Size	Quarterly Rate
.75 Inch	\$ 28.00
1 Inch	\$ 70.00
1.5 Inch	\$ 140.00
2 Inch	\$ 224.00
3 Inch	\$ 420.00
4 Inch	\$ 1,260.00

Paper Mills

Daily monitoring charges are a direct pass through from NEW Water
estimated at \$3,100 per month

Collection Volume Charge - All Customers

\$ 2.415 per 1,000 gallons

Note: Paper Mills volume charge is up to a maximum of 15% of Collection System Expenses allocated to the Flow Rate - for 2017: \$138,100

Treatment Fixed Charges

General Customers	
Meter Size	Quarterly Rate
3/4 Inch	\$ 3.30
1 Inch	\$ 8.25
1.5 Inch	\$ 16.50
2 Inch	\$ 26.40
3 Inch	\$ 49.50
4 Inch	\$ 148.50

Paper Mills

Monthly Administrative Fee \$ 1,900

Annual Fixed Charge \$ 749,008

The annual fixed charge will be allocated to the paper mills (not including Fox River Fiber) on a monthly basis based upon actual units each month

Treatment Variable Charges

General Customers

\$ 4.52 per 1,000 gallons

Paper Mills- direct pass through from NEW Water

Flow	\$0.69897/ thousand gallons
BOD	\$0.35126/ pound
TSS	\$0.28304/ pound
Phosphorus	\$0.75833/ pound
TKN	\$0.70556/ pound

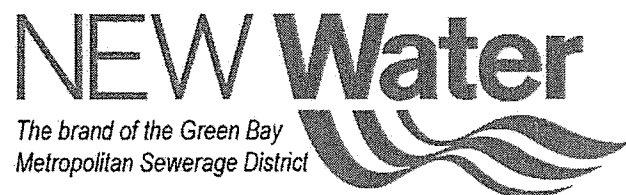
City of DePere
Analysis of Collection Volume Charge with Additional Surcharge Amounts

Collection Volume Charge- All Customers

Incremental revenue generated		Volume Charge		% increase in total charges to general customers
\$	-	\$	2.598 per 1,000 gallons	0.00%
\$	50,000.00	\$	2.690 per 1,000 gallons	1.00%
\$	100,000.00	\$	2.782 per 1,000 gallons	2.00%
\$	150,000.00	\$	2.874 per 1,000 gallons	3.00%
\$	200,000.00	\$	2.967 per 1,000 gallons	4.01%
\$	250,000.00	\$	3.059 per 1,000 gallons	5.01%

2018 Adopted Budget December 6, 2017

Attachment: 2018 Adopted Budget (6506 : Resolution #17-104, Revising Sewer Service Rates)



NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
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Summary of Revenues and Expenses Legends

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
DATES AND EVENTS

Thursday, July 27, 2017	First Discussion of 2018 Budget with Commission
August 2017	2018 Budget Meeting with Customers
Wednesday, August 23, 2017	2018 Budget First Budget Workshop and 2018 Tax Abatement Schedule
September 2017	2018 Budget Meeting with Customers
Wednesday, September 27, 2017	Second Budget Workshop
September & October 2017	Elected Officials Board Meetings
Wednesday, October 25, 2017	2018 Budget Third Budget Workshop as needed
Wednesday, December 6, 2017	2018 Budget Public Hearing and Adoption
	2018 Adopted Budget Distributed to Customers

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Municipal and Mill Rate Comparison

Municipal Rate Comparison

Parameter	2017 COS Rate (FRF Adjusted)	2018 COS Rate (FRF Adjusted)
Volume (1,000 GALS)	\$0.72126	\$0.69897
Biochemical Oxygen Demand (LBS)	\$0.41913	\$0.35126
Suspended Solids (LBS)	\$0.36651	\$0.28304
Phosphorus (LBS)	\$0.58901	\$0.75833
Total Kjeldahl Nitrogen (LBS)	\$0.76448	\$0.70556
Fixed Charge	\$0.78834	\$0.93605
Total Combined Rate (1,000 GALS)	\$3.19780	\$3.06315

Procter & Gamble Rate Comparison

Parameter	2017 COS Rate (FRF Adjusted)	2018 COS Rate (FRF Adjusted)
Volume (1,000 GALS)	\$0.58553	\$0.58847
Biochemical Oxygen Demand (LBS)	\$0.26840	\$0.28878
Suspended Solids (LBS)	\$0.20301	\$0.22148
Phosphorus (LBS)	\$0.43617	\$0.69239
Total Kjeldahl Nitrogen (LBS)	\$0.64142	\$0.64105

Fox River Fiber Rate Comparison - Excluding Fixed Charge

Parameter	2017 COS Rate (FRF Adjusted)	2018 COS Rate (FRF Adjusted)
Volume (1,000 GALS)	\$0.53436	\$0.44504
Biochemical Oxygen Demand (LBS)	\$0.40685	\$0.33742
Suspended Solids (LBS)	\$0.35735	\$0.27266
Phosphorus (LBS)	\$0.56875	\$0.72553
Total Kjeldahl Nitrogen (LBS)	\$0.73482	\$0.67474

Note: The Fixed Charge to be billed by City of De Pere.

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Summary of Revenues and Expenses

	2016 Budget	2016 Actual	2017 Budget	% of Overall Expenses	Projected 2017 Year-End	2018 Budget	% of Overall Expenses	2018 Budget Favorable/ (Unfavorable) Variance	% Variance
Revenues									
Municipal User Fees	\$32,499,871	\$ 33,927,996	\$ 33,599,315	85.9%	\$ 36,146,814	\$ 34,221,844	85.7%	\$ 622,529	1.9%
Mill User Fees	1,268,082	1,275,812	1,360,778	3.5%	1,404,238	1,441,121	3.6%	80,343	5.9%
Mill Direct Charges	110,809	140,042	233,462	0.6%	166,712	109,756	0.3%	(123,706)	-53.0%
Mill Capital Charges	1,232,508	1,232,508	1,044,650	2.7%	1,044,650	1,037,677	2.6%	(6,973)	-0.7%
General Reserve Interest	4,447	13,921	4,682	0.0%	38,574	2,175	0.0%	(2,507)	-53.5%
Other Revenues	844,152	843,887	769,457	2.0%	961,578	767,024	1.9%	(2,433)	-0.3%
	\$ 35,959,870	\$ 37,434,167	\$ 37,012,344	94.6%	\$ 39,762,566	\$ 37,579,596	94.2%	\$ 567,252	1.5%
DEBT and ICR Reserve Transfers	2,107,863	2,107,863	2,095,257	5.4%	2,095,257	2,334,123	5.8%	238,866	11.4%
Transfer From Rate Stabilization Fund	-	-	-	-	-	-	-	-	0.0%
General Fund Transfers	-	(1,955,128)	-	-	(4,136,268)	-	-	-	0.0%
	\$ 2,107,862	\$ 152,735	\$ 2,095,257	5.36%	\$ (2,041,011)	\$ 2,334,123	5.85%	\$ 238,866	11.4%
Total Revenues	\$ 38,067,732	\$ 37,586,902	\$ 39,107,601	100.0%	\$ 37,721,555	\$ 39,913,719	100.0%	\$ 806,118	2.1%
Expenses									
Salaries & Benefits	\$ 9,739,319	\$ 10,303,254	\$ 10,236,902	26.2%	\$ 9,578,176	\$ 10,401,955	26.1%	\$ (165,053)	-1.6%
Power	2,396,434	2,322,538	2,409,473	6.0%	2,410,034	1,923,964	4.8%	485,509	20.2%
Contracted Services	2,372,322	2,111,795	2,788,143	7.0%	2,281,668	3,588,058	9.0%	(799,915)	-28.7%
Maintenance & Repairs	1,580,896	1,561,665	1,582,415	4.0%	1,528,118	1,942,867	4.9%	(360,452)	-22.8%
Chemicals	564,123	557,429	548,890	1.4%	539,810	945,239	2.4%	(396,349)	-72.2%
Natural Gas & Fuel Oil	1,079,183	908,605	961,831	2.4%	937,727	487,404	1.2%	474,527	49.3%
Solid Waste Disposal	256,315	173,739	211,325	0.5%	187,875	180,686	0.5%	30,639	14.5%
Interceptor System (1)	514,560	428,684	652,855	1.6%	1,435,429	690,490	1.7%	(37,635)	-5.8%
Office & Administrative	476,555	451,045	529,641	1.3%	515,091	631,146	1.6%	(101,505)	-19.2%
Insurance	202,995	232,200	237,593	0.6%	239,037	250,375	0.6%	(12,782)	-5.4%
Supplies	130,626	189,145	149,838	0.4%	185,199	220,187	0.6%	(70,349)	-47.0%
Employee Training & Development	123,078	114,624	152,673	0.4%	144,211	175,094	0.4%	(22,421)	-14.7%
Travel and Meetings	71,343	61,578	80,868	0.2%	63,870	75,815	0.2%	5,053	6.2%
DNR Environmental Fees	145,000	143,118	146,000	0.4%	117,501	136,000	0.3%	10,000	6.8%
Total O & M Expenses	\$ 19,652,749	\$ 19,559,418	\$ 20,686,547	52.4%	\$ 20,163,746	\$ 21,649,280	54.2%	\$ (960,733)	-4.6%
Debt Service (2)	\$ 10,993,983	\$ 10,993,983	\$ 16,457,706	42.1%	\$ 16,457,706	\$ 15,253,439	38.2%	\$ 1,204,267	7.3%
Annual Capital	1,971,000	1,583,501	1,961,348	5.0%	1,100,103	3,011,000	7.5%	(1,049,652)	-53.5%
R2E2 Construction (Rate Stabilization)	5,450,000	5,450,000	-	0.0%	-	-	0.0%	-	0.0%
Total Debt Service, Annual Capital & Rate Stabilization	\$ 18,414,983	\$ 18,027,484	\$ 18,419,054	47.1%	\$ 17,557,809	\$ 18,264,439	45.8%	\$ 154,615	0.8%
Total Expenses	\$ 38,067,732	\$ 37,586,902	\$ 39,107,601	100.0%	\$ 37,721,555	\$ 39,913,719	100.0%	\$ (806,118)	-2.1%

Notes:

- (1) Interceptor System includes all expenses related to Interceptors, Meter and Lift Stations, including chemicals, power, phones, pretreatment program, and water.
 (2) Debt Service for 2018 reflects collection and payments for 2019 Debt Payments.

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Flow and Load Projections - with FRF Adjustment

	1,000 gal	VOLUME	BOD	TSS	PHOS	TKN	Fixed Charge	65.0%	
	Gallons	Amount	Pounds	Amount	Pounds	Amount	Pounds	Amount	Total Amount
City of Green Bay	4,900,000	\$ 3,425,789	7,908,168	\$ 2,778,103	7,045,361	\$ 1,994,192	187,671	\$ 142,327	\$ 14,454,434
City of De Pere	1,325,000	926,361	3,685,004	1,294,525	2,277,122	644,540	26,966	20,451	4,488,162
Fox River Fiber	310,000	137,962	1,138,072	384,011	700,072	190,879	20,232	14,679	1,441,655
Village of Allouez	738,000	515,966	706,269	248,109	992,515	280,932	21,085	15,991	1,784,148
Village of Ashwaubenon	1,432,500	1,001,519	2,081,630	731,267	2,480,799	702,191	55,612	42,175	4,135,024
Village of Bellevue	635,000	443,954	812,282	285,351	840,005	237,764	22,672	17,194	1,719,315
Village of Hobart	182,000	127,244	272,027	95,562	342,932	97,067	7,643	5,796	579,416
Village of Howard	870,000	608,252	773,692	271,794	1,753,448	496,314	24,567	18,631	2,500,257
Village of Luxemburg	170,000	118,854	47,780	16,785	45,104	12,767	1,988	1,508	234,408
Village of Pulaski	195,000	136,332	40,940	14,382	50,688	14,347	8,772	6,653	342,869
Village of Suamico	192,000	134,235	392,833	138,000	440,253	124,614	10,453	7,927	708,374
Town of Ledgeview Sanitary District #2	167,000	116,756	224,608	78,904	256,715	72,663	7,537	5,716	500,436
Town of Lawrence - Utility District	102,000	71,312	197,548	69,398	314,205	88,936	5,743	4,355	420,176
Pittsfield Sanitary District	12,600	8,809	15,690	5,512	24,831	7,028	467	354	37,616
Town of Scott Sanitary District #1	57,500	40,201	71,260	25,033	112,776	31,921	2,119	1,607	171,078
Dyckesville Sanitary District	29,000	20,275	35,412	12,440	56,043	15,863	1,053	799	85,402
New Franken Sanitary District	14,784	10,336	18,414	6,469	29,142	8,249	548	416	44,143
Royal Scott Sanitary District	29,000	20,275	35,182	12,359	61,570	17,427	1,136	862	88,780
Bayshore Sanitary District	22,250	15,556	29,419	10,335	46,559	13,179	875	664	69,278
Hauled Waste	31,090	48,646	311,500	158,174	425,000	161,737	6,965	6,233	416,872
Total Municipal	11,414,724	\$ 7,928,635	18,797,730	\$ 6,636,513	18,295,140	\$ 5,212,610	414,104	\$ 314,335	\$ 34,221,844
Procter & Gamble	1,550,000	\$ 912,128	500,000	\$ 144,389	1,600,000	\$ 354,373	2,000	\$ 1,385	\$ 1,441,121
Fox River Fiber-Direct Bill	0	-	0	-	0	-	0	-	-
Total Mill	1,550,000	\$ 912,128	500,000	\$ 144,389	1,600,000	\$ 354,373	2,000	\$ 1,385	\$ 1,441,121
Grand Total	12,964,724		19,297,730		19,895,140		416,104	3,243,003	
Units									
Costs		\$ 8,840,763		\$ 6,780,902		\$ 5,566,983		\$ 315,720	\$ 35,662,965

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
User Fees by Source

	2018 Budget	2017 Budget	2016 Actual	2015 Actual	2014 Actual
City of Green Bay	\$14,454,434	\$13,663,407	\$13,827,312	\$12,487,909	\$11,665,027
City of De Pere	4,488,162	4,962,153	5,037,348	4,977,851	5,936,369
Fox River Fiber *	1,441,655	1,585,824	1,084,874	1,391,549	N/A
Village of Allouez	1,784,148	1,856,262	1,749,897	1,707,690	1,680,020
Village of Ashwaubenon	4,135,024	4,059,492	3,977,249	3,739,334	3,550,124
Village of Bellevue	1,719,315	1,699,626	1,593,290	1,637,450	1,508,969
Village of Hobart	579,416	470,722	459,957	383,540	317,342
Village of Howard	2,500,257	2,366,053	2,408,423	1,992,062	1,953,137
Village of Luxemburg	234,408	213,126	174,364	159,572	202,835
Village of Pulaski	342,869	328,416	317,468	281,687	299,117
Village of Suamico	708,374	710,252	669,926	668,187	641,215
Town of Ledgeview Sanitary District #2	500,436	480,081	469,136	565,832	522,144
Town of Lawrence - Utility District	420,176	359,804	374,940	311,614	295,328
Pittsfield Sanitary District	37,616	37,351	38,741	39,288	35,568
Town of Scott Sanitary District #1	171,078	170,733	178,443	181,977	198,283
Dyckesville Sanitary District	85,402	85,251	87,100	67,928	69,362
New Franken Sanitary District	44,143	43,353	45,153	46,422	43,026
Royal Scott Sanitary District	88,780	81,494	84,184	75,002	89,538
Bayshore Sanitary District	69,278	70,618	70,015	54,530	58,437
Hauled Waste **	416,872	355,296	1,280,178	2,485,872	1,970,099
Total Municipal	\$34,221,844	\$33,599,315	\$33,927,998	\$33,255,295	\$31,035,940
Procter & Gamble	1,441,121	1,360,778	1,275,813	1,149,433	1,249,018
Total Mill	\$1,441,121	\$1,360,778	\$1,275,813	\$1,149,433	\$1,249,018
Total User Fees	\$35,662,965	\$34,960,093	\$35,203,811	\$34,404,729	\$32,284,958

* Fox River Fiber Units and Cost were included in 2014 Budget and prior with City of De Pere.

** Hauled Waste for 2014, 2015, & 2016 was significantly higher due to special projects with the three cheese facilities.

Attachment: 2018 Adopted Budget (6506 : Resolution #17-104, Revising Sewer Service Rates)

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Municipal Cost of Service

	<u>Total</u>	<u>VOLUME</u> 1,000 gal	<u>BOD</u> pounds	<u>TSS</u> pounds	<u>PHOS</u> pounds	<u>TKN</u> pounds	<u>Fixed Charge</u> N/A
Unit Value Units (2)		11,383,634	18,486,230	17,870,140	407,139	3,149,003	11,383,634
Cost of Service							
Municipal							
Operating Cost	\$ 19,053,747	\$ 7,458,069	\$ 5,337,807	\$ 3,957,531	\$ 281,874	\$ 2,018,466	\$ -
Pretreatment Cost Allocation	241,163	0	118,531	79,088	5,196	38,347	0
Capital Cost (2)	6,122,406	408,019	343,098	220,425	6,421	135,454	5,008,989
Solids Project	8,388,408	14,115	679,165	793,998	14,622	23,611	6,862,897
Total Cost	\$ 33,805,724	\$ 7,880,203	\$ 6,478,601	\$ 5,051,042	\$ 308,114	\$ 2,215,879	\$ 11,871,886
Unit Operating Cost		\$0.65516	\$0.29516	\$0.22589	\$0.70509	\$0.65316	\$0.00000
Unit Capital Cost		\$0.03708	\$0.05530	\$0.05677	\$0.05169	\$0.05051	\$0.93605
Unit Combined Cost (1)	\$3.05349	\$0.69224	\$0.35046	\$0.28265	\$0.75678	\$0.70368	\$0.93605
Fox River Fiber (FRF) Adjustment (3)	\$0.00966	\$0.00673	\$0.00080	\$0.00039	\$0.00155	\$0.00188	\$0.00000
Adjusted Unit Combined Cost	\$3.06315	\$0.69897	\$0.35126	\$0.28304	\$0.75833	\$0.70556	\$0.93605

(1) Combined rate based on a standard parts/million.

(2) Excludes Hauled Waste flows and loads.

(3) FRF Adjustment removes interceptor costs.

	UNIT COMBINED COST (1)	VOLUME	BOD	SS	PHOS	TKN	Fixed Charge
GBMSD MUNICIPAL BUDGET RATE HISTORY							
2017	\$3.19780	\$0.72126	\$0.41913	\$0.36651	\$0.58901	\$0.76448	\$0.78834
2016	\$3.07421	\$0.79357	\$0.43068	\$0.41292	\$0.60597	\$0.64043	\$0.54580
2015	\$2.89731	\$0.80448	\$0.39331	\$0.34822	\$0.56768	\$0.65358	\$0.52659
2014	\$2.63618	\$0.76333	\$0.33466	\$0.29867	\$0.62124	\$0.68741	\$0.46763

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Hauled Waste Cost of Service

	<u>Total</u>	<u>VOLUME</u>	<u>BOD</u>	<u>TSS</u>	<u>PHOS</u>	<u>TKN</u>	<u>Fixed Charge</u>
Unit Value		1,000 gal	pounds	pounds	pounds	pounds	N/A
Units		31,090	311,500	425,000	6,965	49,000	0
Cost of Service							
Operating Cost	\$240,687	\$20,369	\$89,954	\$94,130	\$4,823	\$31,411	\$0
Pretreatment Cost Allocation	0	0	0	0	0	0	0
Capital Cost	74,018	27,124	22,809	14,654	427	9,005	0
Solids Project	101,414	938	45,150	52,784	972	1,570	0
Direct Charges	0	0	0	0	0	0	0
FRF Adjustment	753	215	262	169	11	97	0
Total Cost	\$416,872	\$48,646	\$158,174	\$161,737	\$6,233	\$42,083	\$0

Attachment: 2018 Adopted Budget (6506 : Resolution #17-104, Revising Sewer Service Rates)

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Procter & Gamble Cost of Service

	<u>Total</u>	<u>VOLUME</u>	<u>BOD</u>	<u>TSS</u>	<u>PHOS</u>	<u>TKN</u>	<u>Capital Charge</u>
Unit Value		1,000 gal	pounds	pounds	pounds	pounds	N/A
Units		1,550,000	500,000	1,600,000	2,000	45,000	1,550,000
Cost of Service							
Operating Cost	\$1,441,121	\$912,128	\$144,389	\$354,373	\$1,385	\$28,847	\$0
Pretreatment Cost Allocation	0	0	0	0	0	0	0
Capital Cost	379,586	0	0	0	0	0	379,586
Solids Project	658,090	0	0	0	0	0	658,090
Direct Charges	68,238	0	0	0	0	0	0
Total Cost	\$2,547,036	\$912,128	\$144,389	\$354,373	\$1,385	\$28,847	\$1,037,677
Unit Cost		\$0.58847	\$0.28878	\$0.22148	\$0.69239	\$0.64105	\$0.00000
Unit Capital Cost		\$0.000	\$0.000	\$0.000	\$0.000	\$0.000	\$0.669
Unit Combined Cost		\$0.58847	\$0.28878	\$0.22148	\$0.69239	\$0.64105	\$0.66947

BUDGET RATE HISTORY	VOLUME	BOD	TSS	PHOS	TKN
2017	\$0.58553	\$0.26840	\$0.20301	\$0.43617	\$0.64104
2016	\$0.05342	\$0.25789	\$0.18371	\$0.38906	\$0.49819
2015	\$0.52549	\$0.26270	\$0.19420	\$0.40750	\$0.50956
2014	\$0.51836	\$0.24896	\$0.19362	\$0.50636	\$0.56970

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Fox River Fiber Cost of Service

	<u>Total</u>	<u>VOLUME</u>	<u>BOD</u>	<u>TSS</u>	<u>PHOS</u>	<u>TKN</u>	<u>Fixed Charge</u>
Unit Value		1,000 gal	pounds	pounds	pounds	pounds	N/A
Units		310,000	1,138,072	700,072	20,232	204,572	-
Total Municipal Units		11,383,634	18,486,230	17,870,140	407,139	3,149,003	-
Cost of Service							
Operating Cost	\$ 831,885	\$ 203,099	\$ 328,613	\$ 155,038	\$ 14,007	\$ 131,128	\$ -
Pretreatment Cost Allocation	13,145	-	7,297	3,098	258	2,491	-
Capital Cost	701,640	11,496	62,934	39,741	1,046	10,334	576,090
Solids Project	-	-	-	-	-	-	-
Subtotal Cost of Service	\$ 1,546,669	\$ 214,594	\$ 398,844	\$ 197,877	\$ 15,311	\$ 143,952	\$ 576,090
Direct Charges	41,526	-	-	-	-	-	-
Less FRF Adjustment	(105,014)	(76,633)	(14,832)	(6,998)	(632)	(5,919)	-
Total Cost	\$ 1,483,182	\$ 137,962	\$ 384,011	\$ 190,879	\$ 14,679	\$ 138,034	\$ 576,090
Unit Cost		\$0.69224	\$0.35046	\$0.28265	\$0.75678	\$0.70368	\$0.04853
FRF Adjustment		(0.2472)	(0.0130)	(0.0100)	(0.0312)	(0.0289)	0.0000
Unit Cost (with FRF Adjustment)		\$0.44504	\$0.33742	\$0.27266	\$0.72553	\$0.67474	\$0.04853

BUDGET RATE HISTORY	VOLUME	BOD	TSS	PHOS	TKN	Fixed Charge
2017	\$0.53436	\$0.40685	\$0.35735	\$0.56875	\$0.73482	\$0.05707
2016	\$0.63165	\$0.41777	\$0.40379	\$0.58647	\$0.61550	\$0.60376
2015	\$0.59821	\$0.38082	\$0.33967	\$0.55008	\$0.63145	\$0.52659

NEW Water
GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2018 Adopted Budget - December 6, 2017
Allocation of Capital and Debt Service Costs (1)

	FY2018	Allocations	
		Municipal	Procter & Gamble (1)
Debt Service			
<u>Debt Service - Municipal Only</u>			
Clean Water Fund Loans			
4198-12 West Fox River Interceptor	\$142,813	\$142,813	\$0
4198-16 East River Lift Station	132,414	132,414	0
4198-18 Scott Bayshore Interceptor	45,753	45,753	0
4198-21 East Tower Drive Interceptor	182,867	182,867	0
4345-06 De Pere Ashwaubenon Creek Interceptor	217,321	217,321	0
4198-29 Phase Two Interceptor Rehabilitation	216,259	216,259	0
4198-45 De Pere Facility East Service Area Interceptor Rehabilitation	186,870	186,870	0
East River Interceptor Rehabilitation (2018 New)	259,014	259,014	0
Other General Obligation Debt			
2008 Sewerage System Improvement Bond	\$521,102	\$521,102	0
Total Debt Service - Municipal Only (2)	\$1,904,413	\$1,904,413	\$0
Debt Service - Common to All			
<u>Clean Water Fund Loans</u>			
4198-02 Bar Screen Replacement	\$100,709	\$94,167	\$6,542
4198-09 Service Water System	64,708	60,504	4,203
4198-24 Electrical Generation Facility	208,322	194,789	13,533
4198-25 RAS/WAS Improvements	663,173	620,093	43,080
4198-27 Solids Process Improvement	352,602	329,697	22,905
4198- 32 GBF: Administration & Maintenance Building HVAC Replacement *	211,428	197,693	13,734
4198-35 Combined Treatment Facilities Projects	300,777	281,239	19,539
4198-37 Consolidation/Conveyance Project	881,330	824,079	57,251
4198-44 R2E2 Solids Management *	603,519	560,102	43,416
4198-48 DPF: UV Disinfection System Upgrade *	98,662	92,253	6,409
4345-04 De Pere Facility	257,741	240,998	16,743
4198-99 Green Bay Facility Solids Management Plan Construction (R2E2)	7,676,144	7,123,931	552,213
4198-52 GBF: Disinfection System Upgrade *	0	0	0
DPF: Primary Substation & Emergency Generator (2017 New)	337,431	315,512	21,920
GBF & DPF: Clarifier Rehabilitation and Odor Control (2018 New)	102,400	95,748	6,652
DPF: Service Water System Rehabilitation/Replacement (2018 New)	157,266	147,050	10,216
Other General Obligation Debt			
2008 Sewerage System Improvement Bond	304,079	284,326	19,753
Promissory Note to City of De Pere	160,485	150,060	10,425
Green Bay Facility Solids Management Plan - Design	868,250	805,789	62,461
Total Debt Service - Common to All (2)	\$13,349,027	\$12,418,031	\$930,996
<u>Debt Service Offsets</u>			
Georgia-Pacific - Capital Payment	(\$429,710)	(\$429,710)	\$0
4198-29 City of De Pere Rehabilitation Interceptor Ashwaubenon Creek Payment	(53,472)	(53,472)	0
Less Debt Payments Funded from ICR Reserve **	(1,210,840)	(1,210,840)	0
City of Green Bay Interceptors Payment	(292,430)	(292,430)	0
Town of Lawrence Interceptors Payment ((9th Street Seg 5 Ext., Ashw. Creek 2,3,4,6,7 and Ashw. Interceptor 2,3 & 4)	(197,077)	(197,077)	0
New Franken Sanitary District Interceptors Payment	(21,621)	(21,621)	0
Royal Scott Sanitary District #1 Interceptor Payment	(8,902)	(8,902)	0
4198-45 De Pere Eastside Interceptor Rehabilitation	(120,071)	(120,071)	0
Total Debt Service Offsets	(\$2,334,123)	(\$2,334,123)	\$0
TOTAL DEBT SERVICE	\$12,919,316	\$11,988,321	\$930,996
ANNUAL CAPITAL OUTLAY			
2018 Requests - Allocated to All	\$1,936,000	\$1,816,053	\$119,947
2018 Requests - Allocated to Municipal Only	1,075,000	1,075,000	0
TOTAL ANNUAL CAPITAL OUTLAY	\$3,011,000	\$2,891,053	\$119,947
TOTAL ANNUAL CAPITAL AND DEBT SERVICE	\$15,930,316	\$14,879,374	\$1,050,943
REVENUES AND TRANSFERS			
Interest Income	(\$2,175)	(\$2,175)	\$0
Hauled Waste Truck Fees	(\$40,517)	(\$37,885)	(\$2,632)
Miscellaneous Revenue - Capital ***	(\$163,701)	(\$153,067)	(\$10,634)
Total Non-Rate Revenues (Capital-Related)	(\$206,393)	(\$193,127)	(\$13,266)
Net Annual Capital and Debt Service	\$15,723,923	\$14,686,247	\$1,037,677

(1) Based on Revised Cost of Service Allocations from CDM Smith, Inc. June 2016 (Table 5). Debt Collection is for 2019 debt service payments.

(2) Total Debt Collected in 2018 Budget for 2019 Debt payments. Metropolitan Sewerage Districts are permitted to abate taxation by having sufficient funds available in its designated debt service fund to pay those debt obligations for the following year.

Metropolitan Sewerage Districts Subchapter I 200.13(2),(5) permits Sewerage Districts to levy a tax upon property for its performance of duties.

* Note: 2015, 2016 and 2017 Payments for Debt Service over/under collected for these projects due to timing on submitting loan.

** Note: Less Debt Payments funded from ICR Reserve.

*** Note: Miscellaneous Revenues are from Sampling & Lab Analysis from De Pere, Village of Ashwaubenon, Village of Hobart, Village of Suamico, Yacht Club, West Shore Pipeline, and ICR Leases.

Attachment: 2018 Adopted Budget (6506 : Resolution #17-104, Revising Sewer Service Rates)

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Summary of Debt Service Schedule

Issue	Description	Original Amount	2018 Budget for 2019 Debt Payments	Loan Date	Last Payment
4198-16	East River Lift Station	1,924,428	132,414	10/25/2000	May 2020
4198-12	West Fox River Interceptor	2,159,850	142,813	10/25/2000	May 2020
4345-06	De Pere Ashwaubenon Creek Interceptor	3,222,103	217,321	12/31/2007	May 2020
4198-09	Service Water System	946,212	64,708	7/11/2001	May 2021
4198-02	Bar Screens Replacement	1,490,715	100,709	7/11/2001	May 2021
4198-18	Scott Bayshore Interceptor	695,592	45,753	2/27/2002	May 2021
4345-04	De Pere Facility	3,881,879	257,741	12/31/2007	May 2021
4198-27	Solids Process Improvement	5,347,693	352,602	12/8/2004	May 2024
4198-21	East Tower Drive Interceptor	2,761,526	182,867	4/13/2005	May 2024
Dec. 2007	Promissory Note to City of De Pere	2,000,000	160,485	12/28/2007	Dec 2027
Sept. 2008	2008 General Obligation - Sewerage System Improvement Bond	10,000,000	825,181	9/15/2008	May 2028
4198-25	RAS/WAS Improvements	10,460,782	663,173	3/11/2009	May 2028
4198-35	Combined Treatment Facilities Projects	4,211,341	300,777	12/9/2009	May 2029
4198-37	Consolidation/Conveyance Project	12,821,922	881,330	12/9/2009	May 2029
4198-29	Phase Two Interceptor Rehabilitation	3,421,382	216,259	11/10/2010	May 2030
4198-24	Electrical Generator Project	3,246,148	208,322	12/22/2010	May 2030
4198-32	GBF: Administration & Maintenance Building HVAC Replacement *	3,133,312	211,428	4/10/2013	May 2032
4198-45	De Pere Facility East Service Area Interceptor Rehabilitation	3,146,593	186,870	12/12/2012	May 2032
4198-48	DPF: Disinfection System Upgrade *	4,272,020	98,662	1/8/2014	May 2033
4198-44	Green Bay Facility Solids Management Plan Construction (R2E2) *	15,209,242	603,519	8/13/2014	May 2034
4198-52	GBF: Disinfection System Upgrade *	1,850,000	-	12/23/2015	May 2035
4198-99	Green Bay Facility Solids Management Plan Construction (R2E2)	122,936,166	7,676,144	10/14/2015	May 2035
July 2013	General Obligation Bond Green Bay Facility Solids Management Plan - Design (R2E2)	20,000,000	868,250	8/20/2013	May 2038
Total Existing Debt		\$242,766,677	\$14,397,327		
(New)	DPF: Primary Substation & Emergency Generator (2017 New) *	3,480,000	337,431	3/1/2018	May 2038
(New)	GBF & DPF: Clarifier Rehabilitation and Odor Control (2018 New)	12,040,000	102,400	6/30/2019	May 2039
(New)	DPF: Service Water System Rehabilitation/Replacement (2018 New)	2,320,000	157,266	6/30/2019	May 2039
(New)	East River Interceptor Rehabilitation (2018 New)	3,821,000	259,014	6/30/2019	May 2039
Total New Debt		\$21,661,000	\$856,112		
Grand Total with New Debt		\$264,427,677	\$15,253,439		

Note: * Over collected debt payment from prior years due to timing of project expenditure projection.

Attachment: 2018 Adopted Budget (6506 : Resolution #17-104, Revising Sewer Service Rates)

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Annual Capital

Item Description	Common to All - Municipal Only Amount	
Business Services		
<u>Information Technology</u>		
GBF: HR/Payroll Software System	Common to All	\$ 50,000
GBF & DPF: Time and Attendance System	Common to All	40,000
GBF: Financial Software Replacement/Upgrade	Common to All	250,000
GBF: Campus Paging System	Common to All	125,000
Total Business Services		\$ 465,000
Operations		
<u>Maintenance</u>		
DPF: Replace roof - Service Building	Common to All	\$ 113,000
DPF: Replace roof - Blower Building No. 2	Common to All	158,000
GBF: Tunnel Unit Heater Replacement Phase 1	Common to All	50,000
DPF: Process Air Blowers - HST Upgrades Phase 2 (HST #4, 6)	Common to All	100,000
Total Operations		\$ 421,000
Technical Services		
<u>Engineering</u>		
DPF: Demolish Solids Building & MS11A	Common to All	\$ 1,000,000
Annual Manhole Rehabilitation	Municipal Only	50,000
East River Interceptor Abandoned Segments	Municipal Only	715,000
Total Engineering		\$ 1,765,000
<u>Field Services</u>		
Lift Station alarm notification system	Municipal Only	\$ 250,000
ERLS - Ozone unit replacement	Municipal Only	60,000
Total Field Services		\$ 310,000
Total Technical Services		\$ 2,075,000
Environmental Programs		
<u>Laboratory</u>		
Ion Chromatography	Common to All	\$ 50,000
Total Laboratory		\$ 50,000
Total Environmental Programs		\$ 50,000
Total Annual Capital Items		\$ 3,011,000

Attachment: 2018 Adopted Budget (6506 : Resolution #17-104, Revising Sewer Service Rates)

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Allocation of Operation and Maintenance Costs

Expenses are first allocated to cost components (Flow, BOD, TSS, PHOS, TKN) and then allocated to Municipal and Mill customers based on projected annual wastewater flows and loadings.

ITEM	Total	Common to All					Municipal Only		Mill Only		
		Flow	BOD	TSS	PHOS	TKN	Flow	Industry	Flow	Direct	
Salaries & Benefits											
Laboratory & Research & Environmental Services											
Operational Testing	\$ 575,847	\$ 80,619	\$ 69,102	\$ 51,826	\$ 34,551	\$ 40,309	\$ 120,928	\$ 138,203	\$ -	\$ 40,309	
Water Quality Testing	773,771	773,771	0	0	0	0	0	0	0	0	
Total Laboratory Services	\$ 1,349,618	\$ 854,389	\$ 69,102	\$ 51,826	\$ 34,551	\$ 40,309	\$ 120,928	\$ 138,203	\$ -	\$ 40,309	
Treatment											
Pump Station	\$ 115,918	\$ 115,918	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Primary Treatment	155,749	155,749	0	0	0	0	0	0	0	0	
Grit Removal	20,284	0	0	20,284	0	0	0	0	0	0	
Aeration	223,435	0	111,718	0	0	111,718	0	0	0	0	
Final & Chlorine Contact Basins	199,157	199,157	0	0	0	0	0	0	0	0	
Filtration	29,677	29,677	0	0	0	0	0	0	0	0	
Primary Thickeners	77,372	1,934	10,190	62,927	1,934	387	0	0	0	0	
Waste Activated Sludge Thickeners	165,798	0	98,086	64,396	0	3,316	0	0	0	0	
Dewatering - Belt Presses/Incineration	431,074	4,698	168,606	247,270	4,698	5,803	0	0	0	0	
Primary Sludge	187,904	4,698	24,747	152,822	4,698	940	0	0	0	0	
Secondary Sludge	243,170	0	143,859	94,447	0	4,863	0	0	0	0	
Incineration	516,485	5,878	197,416	300,510	5,878	6,803	0	0	0	0	
Primary Sludge	235,131	5,878	30,967	191,232	5,878	1,176	0	0	0	0	
Secondary Sludge	281,354	0	166,449	109,278	0	5,627	0	0	0	0	
Digestion	239,151	2,722	91,410	139,147	2,722	3,150	0	0	0	0	
Struvite Harvesting	157,759	898	30,150	45,895	79,777	1,039	0	0	0	0	
Power Generation	200,967	2,287	76,816	116,930	2,287	2,647	0	0	0	0	
Solids, General	226,450	2,462	88,688	129,787	2,462	3,051	0	0	0	0	
Total Treatment	\$ 2,759,278	\$ 521,381	\$ 873,080	\$ 1,127,146	\$ 99,759	\$ 137,913	\$ -	\$ -	\$ -	\$ -	
Maintenance/Engineering											
Maintenance	\$ 2,446,724	\$ 767,752	\$ 704,240	\$ 448,128	\$ 16,372	\$ 337,004	\$ 127,230	\$ -	\$ 45,998	\$ -	
Engineering	811,048	254,497	233,444	148,547	5,427	111,711	42,174	0	15,248	0	
Total All Above	\$ 7,366,668	\$ 2,398,019	\$ 1,879,886	\$ 1,775,647	\$ 156,109	\$ 628,937	\$ 290,332	\$ 138,203	\$ 61,246	\$ 40,309	
Business Services & Information Systems	\$ 1,974,313	\$ 654,972	\$ 513,448	\$ 484,983	\$ 42,638	\$ 171,235	\$ 79,298	\$ -	\$ 11,804	\$ 15,934	
Total Salaries & Benefit Costs	\$ 9,340,981	\$ 3,052,991	\$ 2,393,314	\$ 2,280,630	\$ 198,747	\$ 798,172	\$ 369,631	\$ 138,203	\$ 73,050	\$ 56,243	
Power											
Metro Pump	\$ 336,198	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 336,198	\$ -	\$ -	\$ -	
Mill Pump	21,770	0	0	0	0	0	0	0	21,770	0	
Secondary Effluent Pump	22,570	22,570	0	0	0	0	0	0	0	0	
Process Air Compressors	829,954	0	539,470	0	0	290,484	0	0	0	0	
Solids Building	387,458	3,875	157,943	216,341	3,875	5,424	0	0	0	0	
Primary Sludge (40)	154,983	3,875	20,411	126,048	3,875	775	0	0	0	0	
Secondary Sludge (60)	232,475	0	137,532	90,293	0	4,649	0	0	0	0	
All Other Plant	326,014	102,299	93,837	59,711	2,182	44,904	16,953	0	6,129	0	
Total Power	\$ 1,923,964	\$ 128,744	\$ 791,250	\$ 276,052	\$ 6,056	\$ 340,812	\$ 353,151	\$ -	\$ 27,899	\$ -	
Fuel											
Fuel - Diesel for Generators	\$ 33,000	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Building	156,954	49,250	45,176	28,747	1,050	21,618	8,162	0	2,951	0	
Incineration & Process	297,450	2,975	121,253	166,084	2,975	4,164	0	0	0	0	
Primary Sludge (40)	118,980	2,975	15,670	96,766	2,975	595	0	0	0	0	
Secondary Sludge (60)	178,470	0	105,583	69,318	0	3,568	0	0	0	0	
Total Fuel	\$ 487,404	\$ 85,225	\$ 166,429	\$ 194,831	\$ 4,025	\$ 25,783	\$ 8,162	\$ -	\$ 2,951	\$ -	

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Allocation of Operation and Maintenance Costs

Expenses are first allocated to cost components (Flow, BOD, TSS, PHOS, TKN) and then allocated to Municipal and Mill customers based on projected annual wastewater flows and loadings.

ITEM	Total	Common to All					Municipal Only		Mill Only		
		Flow	BOD	TSS	PHOS	TKN	Flow	Industry	Flow	Direct	
Chemicals											
Sodium Hypochlorite	\$ 92,630	\$ 92,630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Gravity Belt Polymer	69,954	0	41,385	27,170	0	1,399	0	0	0	0	0
Gravity Thickener Polymer	0	0	0	0	0	0	0	0	0	0	0
Belt Press Polymer	323,774	3,238	131,983	180,782	3,238	4,533	0	0	0	0	0
Primary Sludge (40)	129,510	3,238	17,056	105,330	3,238	648	0	0	0	0	0
Secondary Sludge (60)	194,264	0	114,927	75,452	0	3,885	0	0	0	0	0
Lime and Clay	15,662	157	6,384	8,745	157	219	0	0	0	0	0
Primary Sludge (40)	6,265	157	825	5,095	157	31	0	0	0	0	0
Secondary Sludge (60)	9,397	0	5,559	3,650	0	188	0	0	0	0	0
Sodium Bisulfite	54,200	54,200	0	0	0	0	0	0	0	0	0
Ferric Chloride	26,630	13,315	0	0	13,315	0	0	0	0	0	0
Odor Control	10,000	2,945	2,924	2,029	125	1,314	487	0	176	0	0
Magnesium Chloride	94,304	537	18,023	27,435	47,689	621	0	0	0	0	0
Sodium Hydroxide – Air Pollution	31,959	364	12,216	18,595	364	421	0	0	0	0	0
Sodium Hydroxide – Nutrient Removal	47,250	269	9,030	13,746	23,894	311	0	0	0	0	0
Activated Carbon	0	0	0	0	0	0	0	0	0	0	0
Aqua Ammonia	93,044	1,059	35,564	54,136	1,059	1,226	0	0	0	0	0
Other Chemicals	85,832	85,832	0	0	0	0	0	0	0	0	0
Total Chemicals	\$ 945,239	\$ 254,544	\$ 257,510	\$ 332,638	\$ 89,840	\$ 10,044	\$ 487	\$ -	\$ 176	\$ -	
Maintenance & Repairs											
Maintenance & Repairs	\$ 1,907,428	\$ 598,528	\$ 549,014	\$ 349,354	\$ 12,764	\$ 262,723	\$ 99,186	\$ -	\$ 35,860	\$ -	
All Other Expenses											
Solid Waste	\$ 180,686	\$ 2,119	\$ 67,904	\$ 106,201	\$ 2,119	\$ 2,342	\$ -	\$ -	\$ -	\$ -	
Primary Sludge (40)	84,778	2,119	11,165	68,950	2,119	424	0	0	0	0	0
Secondary Sludge (60)	95,908	0	56,739	37,251	0	1,918	0	0	0	0	0
DNR Environmental Fees	136,000	993	45,785	48,304	30,710	10,209	0	0	0	0	0
Other Miscellaneous	4,956,614	1,555,325	1,426,661	907,825	33,167	682,708	257,744	0	93,184	0	0
Biogas Treatment	19,500	222	7,453	11,346	222	257	0	0	0	0	0
Total All Other	\$ 5,292,800	\$ 1,558,659	\$ 1,547,803	\$ 1,073,676	\$ 86,218	\$ 695,516	\$ 257,744	\$ -	\$ 93,184	\$ -	
Total Treatment Plant O & M	\$ 19,897,816	\$ 5,678,690	\$ 5,705,320	\$ 4,487,180	\$ 377,649	\$ 2,133,050	\$ 1,088,360	\$ 138,203	\$ 233,120	\$ 56,243	
Field Services O & M											
Pretreatment	\$ 215,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215,565	\$ -	\$ -	
Municipal Interceptors	316,033	0	0	0	0	0	316,033	0	0	0	0
Mill Interceptors	2,295	0	0	0	0	0	0	0	2,295	0	0
Fox River Fiber Force Main	20,154	0	0	0	0	0	0	0	0	20,154	0
Municipal Metering Stations	341,059	0	0	0	0	0	341,059	0	0	0	0
Mill Metering Stations	20,364	0	0	0	0	0	0	0	0	20,364	0
Municipal Lift Stations	410,452	0	0	0	0	0	410,452	0	0	0	0
Subtotal	\$ 1,325,922	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,067,544	\$ 215,565	\$ 2,295	\$ 40,518	
All Other (Field Services Salaries after distribution)	425,542	0	0	0	0	0	342,618	69,184	737	13,004	
Total Interceptor System O & M	\$ 1,751,464	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,410,162	\$ 284,749	\$ 3,032	\$ 53,522	
Total O & M Costs	\$ 21,649,280	\$ 5,678,690	\$ 5,705,320	\$ 4,487,180	\$ 377,649	\$ 2,133,050	\$ 2,498,522	\$ 422,952	\$ 236,152	\$ 109,765	
Distribution to Participants											
MUNICIPAL	\$ 20,084,343	\$ 4,999,773	\$ 5,557,496	\$ 4,126,314	\$ 375,834	\$ 2,103,452	\$ 2,498,522	\$ 422,952	\$ -	\$ -	
FOX RIVER FIBER	41,526	0	0	0	0	0	0	0	0	41,526	
PROCTER & GAMBLE	1,523,411	678,917	147,824	380,866	1,815	29,598	0	0	236,152	88,238	
Total	\$ 21,649,280	\$ 5,678,690	\$ 5,705,320	\$ 4,487,180	\$ 377,649	\$ 2,133,050	\$ 2,498,522	\$ 422,952	\$ 236,152	\$ 109,765	

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Interceptor System O & M

Account Name	Maintenance	Field Services	Procter & Gamble Meter Station	Procter & Gamble Interceptor	Fox River Fiber Force Main	Total
Salaries - Procter & Gamble (P&G) Interceptor	\$ -	\$ 1,142		\$ 1,142		\$ 1,142
Benefits - P&G Interceptor	-	403		403		403
Salaries - P&G Meter Station	2,945	10,279	13,224			13,224
Benefits - P&G Meter Station	1,040	3,630	4,670			4,670
Salaries - Fox River Fiber - Force Main	-	4,569			4,569	4,569
Benefits - Fox River Fiber - Force Main	-	1,613			1,613	1,613
Salaries - Fox River Fiber - Meter Station	1,000	7,995			8,995	8,995
Benefits - Fox River Fiber - Meter Station	353	2,823			3,176	3,176
Repair & Maintenance (R & M) - P&G Interceptor			-	750		750
R & M - P&G Meter Station			1,030			1,030
Phones - P&G			1,440			1,440
Power - P&G			-			-
R & M - Force Main					1,606	1,606
R & M - Meter Station					195	195
Chemicals					-	-
Total	\$ 5,338	\$ 32,454	\$ 20,364	\$ 2,295	\$ 20,154	\$ 42,813

Account Name	Maintenance	Field Services	GBMSD Meter Stations	GBMSD Interceptors	Lift Station	Pretreatment
Salaries - Pretreatment	\$ -	\$ 147,143				\$ 147,143
Salaries - GBMSD Interceptors	3,687	85,203		88,890		
Salaries - GBMSD Meter Stations	-	89,086	89,086			
Salaries - East Bayshore Lift Stations	26,150	38,376			64,526	
Salaries - East River Lift Station	13,231	13,706			26,937	
Salaries - Old Plank Lift Station	3,844	7,081			10,925	
Salaries - Interplant Force Main	-	11,878		11,878		
Salaries - Chemical Feed Building	-	2,284	2,284			
Benefits - Pretreatment	-	51,962				51,962
Benefits - GBMSD Interceptors	1,302	30,088		31,390		
Benefits - GBMSD Meter Stations	-	31,460	31,460			
Benefits - East Bayshore Lift Stations	9,235	13,552			22,787	
Benefits - East River Lift Station	4,672	4,840			9,512	
Benefits - Old Plank Lift Station	1,357	2,501			3,858	
Benefits - Interplant Force Main	-	4,195		4,195		
Benefits - Chemical Feed Building	-	807	807			
Pretreatment Program						16,460
R & M - East Bayshore System Lift Stations					63,950	
R & M - East Bayshore Force Main					1,660	
R & M - East River Lift Station					62,700	
R & M - GBMSD Interceptors - Field Services				56,155		
R & M - GBMSD Interceptors - Engineering				120,000		
R & M - Old Plank Lift Station					4,307	
R & M - Interplant Force Main				3,525		
R & M - GBMSD Meter Stations			161,730			
R & M - Chemical Feed Building			1,432			
Phones - Meter/Lift Stations			36,860			
Phones - Chemical Feed Building			-			
Power - Meter Stations			16,000			
Power - Chemical Feed Building			1,400			
Power - Old Plank Lift Station					1,550	
Power - East Bayshore Lift Stations					25,500	
Power - East River Lift Station					33,000	
Water - East River Lift Station					1,500	
Chemicals - Old Plank Lift Station					4,500	
Chemicals - De Pere Conveyance					47,320	
Chemicals - Chemical Feed Building					-	
Chemicals - Bayshore Interceptor					25,920	
Total			\$ 341,059	\$ 316,033	\$ 410,452	\$ 215,565

Attachment: 2018 Adopted Budget (6506 : Resolution #17-104, Revising Sewer Service Rates)

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Salaries and Benefits before Distribution

Description	Commission	Business Services	Laboratory & Research	Treatment	Maintenance	Engineering	Information Technology	Field Services	Environmental Programs	Total
Gross Salaries	\$ 2,500	\$ 1,040,279	\$ 530,009	\$ 1,973,822	\$ 1,794,952	\$ 623,322	\$ 438,374	\$ 723,558	\$ 489,428	\$ 7,616,244
Long Term Disability	-	5,598	3,277	11,543	10,282	4,083	3,174	4,178	2,856	44,991
Dental Insurance	-	9,173	7,040	20,426	21,586	6,738	5,269	6,140	1,823	78,195
Health Insurance	-	164,876	116,991	340,610	369,236	69,603	73,057	131,801	33,074	1,299,248
Life Insurance	-	3,518	853	5,731	5,965	2,431	2,415	1,968	1,289	24,170
Wisconsin Retirement	-	66,667	34,130	131,867	116,530	43,163	33,425	46,959	30,013	502,754
FICA & Medicare	191	75,929	40,546	156,513	137,314	50,316	38,842	55,352	37,442	592,445
Worker's Compensation	5	6,797	13,992	52,964	47,387	11,392	1,066	19,102	4,867	157,572
Uniforms	-	-	1,988	12,480	12,288	-	-	3,100	-	29,856
Employee Assistance	-	3,158	-	-	-	-	-	-	-	3,158
Wellness Program	-	-	-	53,322	-	-	-	-	-	53,322
Totals	\$ 2,696	\$ 1,375,995	\$ 748,826	\$ 2,759,278	\$ 2,515,540	\$ 811,048	\$ 595,622	\$ 992,158	\$ 600,792	\$ 10,401,956

Note: Engineering, Treatment, and Information Technology Salaries were decreased by \$191K for re-allocation of salaries to Solids Management Capital Loan Amount.

Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Salaries and Benefits after Distribution to Interceptors & Meter Stations

Description	Commission	Business Services	Laboratory Services	Treatment	Maintenance	Engineering	Information Technology	Field Services	Environmental Programs	Total
Gross Salaries	\$ 2,500	\$ 1,040,279	\$ 530,009	\$ 1,973,822	\$ 1,744,095	\$ 623,322	\$ 438,374	\$ 304,816	\$ 489,428	\$ 7,146,645
Long Term Disability	-	5,598	3,277	11,543	9,981	4,083	3,174	1,704	2,856	42,216
Dental Insurance	-	9,173	7,040	20,426	21,064	6,738	5,269	1,841	1,823	73,374
Health Insurance	-	164,876	116,991	340,610	360,560	69,603	73,057	60,368	33,074	1,219,139
Life Insurance	-	3,518	853	5,731	5,804	2,431	2,415	639	1,289	22,680
Wisconsin Retirement	-	66,667	34,130	131,867	113,173	43,163	33,425	4,573	30,013	457,011
FICA & Medicare	191	75,929	40,546	156,513	133,423	50,316	38,842	34,924	37,442	568,127
Worker's Compensation	5	6,797	13,992	52,964	46,335	11,392	1,066	13,577	4,867	150,995
Uniforms	-	-	1,988	12,480	12,288	-	-	3,100	-	29,856
Employee Assistance	-	3,158	-	-	-	-	-	-	-	3,158
Wellness Program	-	-	-	53,322	-	-	-	-	-	53,322
Totals	\$ 2,696	\$ 1,375,995	\$ 748,826	\$ 2,759,278	\$ 2,446,724	\$ 811,048	\$ 595,622	\$ 425,542	\$ 600,792	\$ 9,766,523

Note: Engineering, Treatment, and Information Technology Salaries were decreased by \$191K for re-allocation of salaries to Solids Management Capital Loan Amount.

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
Employees Headcount Report

DIVISIONS AND DEPARTMENTS	DEPARTMENT	2017 BUDGET HEADCOUNT	2018 BUDGET HEADCOUNT
Business Services including Non-Departmental *		13	13
Laboratory & Research		8	8
Treatment including Health and Safety		25	25
Maintenance		24	24
Engineering		7	7
Information Technology		6	6
Field Services		9	9
Watershed Management		4	4
Regulatory Compliance		1	1
Total Headcount without Commissioners **		97	97
Commissioners		5	5

New Positions

Notes:

* Non-Departmental Division includes Executive Director & Human Resources

** Total Full-Time and Part-Time positions

Divisions and Departments classification for referencing

<u>BUSINESS SERVICES</u>	<u>TECHNICAL SERVICES</u>	<u>OPERATIONS</u>	<u>ENVIRONMENTAL PROGRAMS</u>	<u>NON-DEPARTMENTAL</u>
Accounting	Engineering	Maintenance	Watershed Management	Commission
Public Affairs and Education	Field Services	Treatment	Regulatory Compliance	District Wide
Information Technology		Health and Safety	Laboratory & Research	Executive Director and HR
Administrative Services			Sustainability	Procter & Gamble
				Fox River Fiber

Definition of Positions

Regular Full-time Employee – Individuals who work 40 hours per week for an extended period of time and have successfully completed a probationary period.

Regular Part-time Employee – Individuals who work less than 40 hours per week for an extended period of time.

NEW Water
Green Bay Metropolitan Sewerage District
2018 Adopted Budget - December 6, 2017
OUT-OF-AREA TRAVEL - Outside EPA Region 5 (Wisconsin, Minnesota, Illinois, Ohio, Indiana, Michigan)

Title	Division	Event
Accounting Manager	Business Services	Institute of Management Accountants (IMA) Conference, TBD
Information Technology Manager	Business Services	Microsoft Envision Conference, TBD
System Technician - GIS	Business Services	Microsoft Ignite Conference, TBD
Director of Technical Services	Technical Services	Water Environment Federation (WEFTEC) Conference, New Orleans, LA
Project Manager	Technical Services	Water Environment Federation (Residuals & Biosolids) Conference, Phoenix, AZ
Staff Engineer	Technical Services	Water Environment Federation (WEFTEC) Conference, New Orleans, LA
Director of Operations	Operations	Water Environment Federation (WEFTEC) Conference, New Orleans, LA
Treatment Manager	Operations	WEF Residuals & Biosolids Conference, Phoenix, AZ
Treatment Lead	Operations	WEF Utility Management Conference, San Antonio, TX
Executive Director	Non-Departmental	National Association of Clean Water Agencies (NACWA) Summer, Boston, MA
Executive Director	Non-Departmental	National Association of Clean Water Agencies (NACWA) Winter, Napa, CA
Executive Director	Non-Departmental	Water Environment Federation (WEFTEC) Conference, New Orleans, LA
Commissioner	Non-Departmental	National Association of Clean Water Agencies (NACWA) Summer, Boston, MA
Commissioner	Non-Departmental	National Association of Clean Water Agencies (NACWA) Winter, Napa, CA
Director of Environmental Programs	Environmental Programs	International Association of Great Lakes Research, (IAGLR), Toronto, On
Watershed Programs Manager	Environmental Programs	International Association of Great Lakes Research, (IAGLR), Toronto, On
Analytical Chemist	Environmental Programs	Pittsburg Conference of Analytical Chemistry and Applied Spectroscopy, (PITTCO), Orlando, FL
Water Resources Specialist	Environmental Programs	International Association of Great Lakes Research, (IAGLR), Toronto, On
Laboratory and Research Manager	Environmental Programs	Water Environment Federation (WEFTEC) Conference, New Orleans, LA

Attachment: 2018 Adopted Budget (6506 : Resolution #17-104, Revising Sewer Service Rates)

12/5/2017

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2018 BUDGET: 5-YEAR CAPITAL INVESTMENT PLAN

2018 Adopted Budget – December 6, 2017	2018	2019	2020	2021	2022
MAJOR CAPITAL: WASTEWATER TREATMENT FACILITIES					
GBF: Blower System Efficiency Upgrade	-	-	400,000	2,413,000	4,016,000
GBF: R2E2 Solids Management Project	17,198,000	3,135,000	-	-	-
GBF: Metro & Mill Pumping and Plant Drain Systems Upgrades	-	100,000	1,460,000	4,860,000	1,620,000
GBF: Gravity Belt Thickener Replacement	-	-	400,000	5,400,000	-
DPF: Service Water System Rehabilitation/Replacement	160,000	2,160,000	-	-	-
DPF: Primary Substation & Emergency Generator	3,760,000	1,220,000	-	-	-
GBF & DPF: Clarifier Rehabilitation	400,000	2,160,000	2,160,000	2,160,000	2,160,000
GBF: Primary Clarifier Odor Control	250,000	2,750,000	-	-	-
GBF & DPF: Headworks Upgrades	-	-	400,000	3,250,000	3,430,000
Interplant Wastewater Force Main - Phase 2	-	-	-	-	36,000
GBF Phosphorus Upgrade	-	750,000	7,628,000	7,628,000	68,649,000
DPF Phosphorus Upgrade	-	500,000	2,768,000	2,768,000	24,912,000
TOTAL WASTEWATER TREATMENT FACILITIES	21,768,000	12,775,000	15,216,000	28,479,000	104,823,000
MAJOR CAPITAL: INTERCEPTORS					
Dutchman Creek Interceptor Upgrade & Rehabilitation ** See Notes **	2,500,000	-	-	-	-
Ninth Street Interceptor Rehabilitation ** See Notes **	7,000	118,000	2,966,000	-	-
East River Interceptor Rehabilitation	155,000	3,666,000	-	-	-
West Fox River Interceptor Relay and Rehabilitation	-	-	-	-	209,000
Ninth Street Interceptor Extension - American Drive	-	-	1,250,000	-	-
Fox River Crossing Rehabilitation	-	-	67,000	1,588,000	-
East Fox River Interceptor Rehabilitation	-	-	119,000	2,815,000	-
Bayview Interceptor Replacement ** See Notes **	4,123,000	-	-	-	-
Charles Street Interceptor Upsizing ** See Notes **	1,512,000	-	-	-	-
East River Lift Station - Upsizing & Rehabilitation	-	-	-	77,000	1,823,000
East Bayshore Lift Stations - Replacement	-	-	-	35,000	520,000
TOTAL INTERCEPTORS, METER STATIONS & LIFT STATIONS	8,297,000	3,784,000	4,402,000	4,515,000	2,552,000
DEPARTMENT ANNUAL CAPITAL INVESTMENTS					
MAINTENANCE SECTION					
DPF: Replace outdated MCCs	-	-	125,000	-	-
DPF: Replace diffuser socks in aeration system (10-year rotation)	-	-	-	57,000	-
GBF: Replace Air Handling Units	-	432,000	527,000	230,000	-
DPF: Replace roof - Sludge Control Tank Building	-	-	-	79,000	-
DPF: Replace roof - Service Building	113,000	-	-	-	-
DPF: Replace roof - Blower Building No. 2	158,000	-	-	-	-
Vehicle ID# 103 Replacement	-	50,000	-	-	-
Vehicle ID# 111 Replacement	-	-	-	40,000	-
DPF: Actuated Slide Gates & Basin Drains	-	-	-	200,000	-
GBF: Air Compressor Replacement	-	-	-	400,000	-
DPF: Air Handling Unit Replacement	-	250,000	-	-	-
GBF: Power Roof Vent Replacement	-	375,000	-	-	-
DPF: Power Roof Vent Replacement	-	-	125,000	-	-
GBF: Tunnel Unit Heater Replacement Phase 1	50,000	-	-	-	-
GBF: Tunnel Unit Heater Replacement Phase 2	-	50,000	-	-	-
GBF: Tunnel Unit Heater Replacement Phase 3	-	-	50,000	-	-
DPF: Tunnel Unit Heater Replacement	-	-	-	50,000	-
GBF: Transformer Replacement Project	-	125,000	-	-	-
GBF: SW Pump Replacement	-	-	-	400,000	-

12/5/2017

GREEN BAY METROPOLITAN SEWERAGE DISTRICT
2018 BUDGET: 5-YEAR CAPITAL INVESTMENT PLAN

2018 Adopted Budget – December 6, 2017	2018	2019	2020	2021	2022
GBF: Basin Complex Walkway Concrete Rehabilitation	-	224,000	200,000	-	-
DPF: Process Air Blowers - HST Upgrades Phase 2 (HST #4,6)	100,000	-	-	-	-
Maintenance Section subtotal	421,000	1,506,000	1,027,000	1,456,000	-
INFORMATION TECHNOLOGY SECTION					
GBF: Fiber Optic Network Enhancement/Upgrade	-	-	-	80,000	-
GBF: Building Network Cabling Enhance/Upgrade	-	-	-	45,000	-
GBF: Replace PLC Input/Output Hardware	-	125,000	125,000	125,000	125,000
GBF: HR/Payroll Software System	50,000	-	-	-	-
GBF: & DPF: Time and Attendance System	40,000	-	-	-	-
GBF: Financial Software Replacement/Upgrade	250,000	-	-	-	-
GBF & DPF: Telephone System	-	-	125,000	-	-
GBF: Campus Paging System	125,000	-	-	-	-
GBF: eDocs, Imaging/ Management/Collaboration	-	-	-	90,000	-
Information Technology Section subtotal	465,000	125,000	250,000	340,000	125,000
ENGINEERING SECTION					
Meter Station #1 Flow Tube and Flow Meter Replacement	-	90,000	-	-	-
DPF: Demolish Solids Building & MS11A	1,000,000	-	-	-	-
ERLS: HVAC Improvements	-	300,000	-	-	-
Annual Manhole Rehabilitation	50,000	50,000	50,000	50,000	50,000
East River Interceptor Abandoned Segments	715,000	-	-	-	-
Engineering Services Section subtotal	1,765,000	440,000	50,000	50,000	50,000
WATERSHED MANAGEMENT SECTION					
Watershed Management Section subtotal	-	-	-	-	-
FIELD SERVICES SECTION					
MS-05 Flow Tube Replacement	-	100,000	-	-	-
Lift Station alarm notification system	250,000	-	-	-	-
ERLS - Grinder system	-	-	250,000	-	-
ERLS - Ozone unit replacement	60,000	-	-	-	-
Field Services Section subtotal	310,000	100,000	250,000	-	-
LABORATORY SERVICES SECTION					
Laboratory Information System	-	-	-	350,000	-
Ion Chromatography System	50,000	-	-	-	-
Laboratory Services Section subtotal	50,000	-	-	350,000	-
TOTAL ANNUAL CAPITAL INVESTMENTS	3,011,000	2,171,000	1,577,000	2,196,000	175,000
TOTAL CAPITAL INVESTMENTS	33,076,000	18,730,000	21,195,000	35,190,000	107,550,000

Notes:

Major Capital - Interceptors: Dutchman Creek Interceptor Upgrade & Rehabilitation project: Funded via \$390,719 from Debt Service Reserve and balance from Interceptor Cost Recovery Reserve.

Major Capital - Interceptors: Bayview Interceptor Replacement project anticipated to be funded from Interceptor Cost Recovery Reserve and no debt service collected.

Major Capital - Interceptors: Ninth Street Interceptor Rehabilitation project: \$100,000 overcollected in 2015 for anticipated Annual Capital project.

Major Capital - Interceptors: Charles Street Interceptor Upgrades project: To be funded through the Interceptor Cost Recovery Reserve.

This 5-year report projects costs going forward. It does not capture actual expenditures from previous years and the totals do not accurately reflect the total capital costs of projects that are in progress.

Attachment: 2018 Adopted Budget (6506 : Resolution #17-104, Revising Sewer Service Rates)

Green Bay Metropolitan Sewerage District 2018 Budget – Adopted

Summary of Revenues and Expenses Legends

Revenues:

Favorable Revenue Variances: means more revenue than projected or budgeted. It is a positive occurrence to receive more revenues than anticipated.

Unfavorable Revenue Variances: means less revenue than projected or budgeted. It is usually a negative occurrence.

Municipal User Fees:	Volume, Biochemical Oxygen Demand, Suspended Solids, Phosphorus, Kjeldahl Nitrogen, Direct Charges, and Hauled Waste
Mill User Fees:	Volume, Biochemical Oxygen Demand, Suspended Solids, Phosphorus, Kjeldahl Nitrogen, Direct Charges from Procter & Gamble, and Fox River Fiber
Mill Direct Charges:	Daily Sample Pickup and Laboratory Testing, Inspection, Monitoring, Dewatering, O&M, and Diggers Hotline
Mill Capital Charges:	Capital and Debt Service Charges
General Reserve Interest:	Interest Income from General Fund Accounts (unrestrictive funds) other than Investment Accounts
Other Revenues:	Rate Stabilization Offsets, Interest Income Offsets, Hauled Waste Truck Fees, Sampling, Laboratory Analysis, Yacht Club Lease, and Interceptor Cost Recovery Leases
Rate Stabilization Reserve Transfers:	A designated expense allocated to rate stabilization funds due to prior year collection or expenses designated to be funded by this reserve
Interceptor Cost Recovery (ICR) Reserve Transfers:	GBMSD has agreements with various municipal customers in which the municipalities have agreed to reimburse GBMSD for the cost of interceptors owned by GBMSD whose capacity has been allocated to the municipalities. Annual repayments are sent to the municipalities. This transfer is to offset the debt payment of these interceptors

Green Bay Metropolitan Sewerage District 2018 Budget – Adopted

Summary of Revenues and Expenses Legends

Plant and Equipment Replacement Designated capital expenses allocated to be funded by this
Fund Reserve Transfers (PERF): reserve.

General Fund Transfers: Designated expenses allocated to be paid by this fund.

Expenses:

Favorable Expense Variances: means less expenses than budgeted or projected.

Unfavorable Expense Variances: means more expenses than budgeted or projected.

Salaries & Benefits:	Salaries, Opt-Out Incentive Payout, Health, Dental, & Life Insurances, Retirement, Social Security, Fringe Benefits, Workers Compensation, Uniforms, Employee Referral Services, Long Term Disability, Wellness, Employee Assistance, and Uniforms
Power:	All Power for the facilities
Contracted Services:	Contractors, Legal, Audits, Studies, Occupational Health, Custodial and Lawn Services, Environmental Programs, Sponsorship, Temporary Assistance, Recruitment, Consultants, Hazardous Waste Disposal, Class and Compensation, Household Hazardous Waste Disposal, Continuous Improvement/Lean, In District Sustainability, Risk Based Asset Management, Watershed Based Planning, Reg/Muni Environment Service, and Contingency
Maintenance & Repairs:	Repair and Maintenance Building and Equipments, Small Tools, Fuel for GBMSD Vehicles and Boats, Freight, Water, Fire Protection, Equipment Leases and Rentals
Chemicals:	Sodium Hypochlorite and Bisulfite, Polymer, Ferric Chloride, Lime, and Laboratory Chemicals for the facilities
Natural Gas & Fuel Oil:	Diesel, Fuel, Natural Gas for Generators, Incineration, and Heating for the facilities

Green Bay Metropolitan Sewerage District 2018 Budget – Adopted

Summary of Revenues and Expenses Legends

Solid Waste Disposal:	Material (grit, screenings, ash, and dewatered sludge) hauled from GBMSD to landfill
Interceptor System:	Repair and Maintenance of Interceptors, Lift Stations, Meter Stations, Pretreatment, Power, Chemicals, Water, and Telephones
Office & Administrative:	Publishing, Postage, Data Processing, Employee Recognition, Public Information, Portable, Telephones, Safety Shoes and Glasses, Memberships and Dues, Publications and Subscriptions, Licenses and Permits, Meeting Expenses, Bank Service Charges, Bond Issuance Cost, Community Outreach, Education & Public Outreach (EPO)
Insurances:	Automobile, Property, Boiler and Machinery, Liability, Umbrella, Commercial Crime, and Public Officials
Supplies:	Employee Security Badges, Safety & First Aid Equipment and Supplies, Small Computer Hardware and Software, Other Office Supplies, such as: Calculators, Pens, Pencils, Paper, Binders, Folders, Dividers, Tape, Batteries, Toner & Ink Cartridges etc., Cleaning/Janitorial Supplies, Building/Grounds Supplies, Shipping Supplies, etc.
Employee Training & Development:	Employee Development (Registration), Training, and Tuition Fees
Travel and Meetings:	Travel Lodging, Transportation, Meals and Mileage Expenses
DNR Environmental Fees:	Annual Environmental Fee statement from the DNR, which includes: charges from our NR101 discharge (includes a charge for all pounds of parameters that have permit limits), Hazardous Waste Disposal Fees, Air Emission Fees, and Laboratory Certification Fee. Other Fees such as Tier 2 report fees (related to hazardous material management on site) and other license or permit application fees which may arise

Green Bay Metropolitan Sewerage District
2018 Budget – Adopted
Summary of Revenues and Expenses Legends

Debt Service and Annual Capital

Debt Service:	Principal and Interest incurred for Long Term Capital projects from Clean Water Fund Loans, General Obligation Bonds, and Promissory Notes to financial institutions, such as: DNR, Associated Bank, Board of Commissioners of Public Lands, etc.
Annual Capital:	Maintenance Equipment and Interceptor repairs for less than a year expenses and completion
R2E2 Construction – Rate Stabilization:	An amount collected in advance of the debt service being due for the Solids Project (R2E2) to provide a transition to the overall rate impact on the financing for this project. The funds will be segregated and used to pay subsequent debt service on the R2E2 Project. The amount collected brings the overall 2013 rate increase to within the 9% amount estimated in the planning for R2E2 Project

Attachment: 2018 Adopted Budget (6506 : Resolution #17-104, Revising Sewer Service Rates)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Resolution #17-105, Authorizing Quit Claim Deed and Conveyance of Rights in Land (Parkview Road).

The Board of Public Works at the December 11, 2017 meeting, approved releasing the utility easement with the quit claim deed for Ashland Avenue (STH 32) and Parkview Road Project and approved the temporary grading easement to be forwarded to the Council for approval.

The Wisconsin Department of Transportation (WisDOT) is reconstructing/reconfiguring the Parkview Road intersection with Ashland Avenue in 2019. Due to the number of right-angle crashes over the past 5+ years, the intersection of Parkview Road and Ashland Avenue is to be reconstructed with an offset T alignment and will allow only right-in, right-out, and left-in movements. Parkview Road's connection to Ashland Avenue will be realigned approximately 200 feet to the south. The reconstruction of the intersection will improve the safety and reduce right angle crashes. The City approved the State Municipal Agreement for the project with WisDOT in September.

With the realignment, new right of way will be acquired. WisDOT is requiring utility companies to release easements/rights within the new right of way area. There is a utility easement along Ashland Avenue that the City has rights to for water main. This easement is being crossed by the new road. The City's water main is not located in the easement. The water main is located in existing STH 32 right of way.

Additionally, WisDOT will be completing grading in the utility easement. WisDOT is requesting a temporary construction permit to complete the grading.

ATTACHMENTS:

- Reso17-105 (DOCX)
- REVISED - DT1661_City of De Pere_WATR_4190-16-21_106 (PDF)
- REVISED - DT2216_City of De Pere_WATR_4190-16-21_106 (PDF)
- CompPlat_City of De Pere_WATR_4190-16-21_106 (PDF)
- DT1660_City of De Pere_SEWR_4190_16_21_102 (PDF)
- CompPlat_City of De Pere_SEWR_4190-16-21_102 (PDF)

RESOLUTION #17-105

AUTHORIZING QUIT CLAIM DEED AND CONVEYANCE OF RIGHTS IN LAND
(Parkview Road)

WHEREAS, City utility easements exist on Parcel WD-68 located at 675 Parkview Road;
and

WHEREAS, the Wisconsin Department of Transportation (WisDOT) is
reconstructing/reconfiguring the Parkview Road intersection with Ashland Avenue to improve
safety; and

WHEREAS, the WisDOT is requiring a release of the utility easements and conveyance of
rights for facilities within easements within the new right-of-way impacted by the intersection
reconstruction; and

WHEREAS, the Board of Public Works has reviewed such release of utility easements and
determined that neither the water main easement nor sanitary sewer easement is necessary for City
purposes and recommends approval of the WisDOT request.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Clerk-Treasurer are hereby authorized and directed to execute the
Quit Claim Deed By Utility and Conveyance of Rights in Land attached hereto and
incorporated as Exhibits 1 and 2, respectively.

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 19th day of
December, 2017.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____
Nays: _____

QUIT CLAIM DEED By Utility (Non-Fee Land Interests)

Wisconsin Department of Transportation
Exempt from filing transfer form s.77.21(1) Wis. Stats.
DT1661 7/2017 s. 84.09(1) Wis. Stats.

THIS DEED, made by City of De Pere, GRANTOR, a utility authorized to transact business in the State of Wisconsin, quit claims to the State of Wisconsin, Department of Transportation, GRANTEE, all of its title, rights, or interests in and to the lands described, reserving to itself the ownership and title of its facilities or personalities occupying the described lands, and which the GRANTOR, at its own cost and expense will remove from the lands, or will so relocate, change, or alter that they will not interfere with or be interfered with by the normal operation and maintenance of a public highway on the described lands, for the sum of One Dollar (\$1.00) and other good and valuable consideration.

Other persons having an interest of record in the property: None

This space is reserved for recording data

Return to

Division of Transportation System Development
Northeast Region

Utility Unit

944 Vanderperren Way
Green Bay WI 54304

Parcel Identification Number/Tax Key Number

See attached list

Legal Description

See attached legal description

GRANTOR, a utility organized and existing under the laws of the State of Wisconsin with its principal place of business at 925 South 6th Street, City of De Pere County of Brown State of Wisconsin.

The undersigned certify that this instrument is executed with the full right, power and authority to do so on behalf of Grantor.

Acknowledgement

City of De Pere
(Grantor Name)

(Date)

(Signature)

State of _____)
) ss.

(Title)

_____ County)

On the above date, this instrument was acknowledged before me by the named person(s).

(Print Name)

(Signature)

(Signature, Notary Public)

(Title)

(Print or Type Name, Notary Public)

(Print Name)

(Date Commission Expires)

QUIT CLAIM DEED By Utility

Parcel Identification Number

WD-68

Legal Description

All that part of the lands subject to Grantor's easements or interests included in lands acquired for the improvement of 32 by the Grantee in:

parcel(s) 4 of transportation project plat 4190-16-21-4.02, recorded in volume (none assigned) of transportation project plats, page (none assigned), as document #2798347, recorded in Brown County, Wisconsin;

in the Brown County Office of the Register of Deeds.

Attachment: REVISED - DT1661_City of De Pere_WATR_4190-16-21_106 (6509 : Resolution #17-105, Authorizing and Approving Quit Claim

TEMPORARY CONSTRUCTION EASEMENT

Wisconsin Department of Transportation
DT2216 7/2017 s.84.09(1) Wis. Stats.

City of De Pere, Grantor, which has an interest in the lands described below, grants to the Wisconsin Department of Transportation, Grantee, the right and permission to occupy Grantor's easement area for highway improvement purposes, which may include but are not limited to: 1) Constructing slopes and drainage facilities on the following described lands, including the right to operate necessary equipment thereon; 2) The right of ingress and egress, as long as required for such public purpose, including the right to preserve, protect, remove or plant thereon any vegetation that the highway authorities may deem desirable to prevent erosion of the soil, provided such activities are consistent with the rights held by the Grantor under its easement.

Legal Description:

See attached legal description

This Temporary Construction Easement establishes the right of Grantee to occupy lands on which Grantor has easement interests. However, Grantor reserves to itself the right to continue to use said easement area with its present and future overhead and/or underground facilities in a manner which is consistent with this grant, and further, that the costs of any relocation or alteration of any facilities of Grantor required by Grantee to accomplish its work, now or in the future, will be paid by Grantee.

This Temporary Construction Easement shall terminate upon completion of Construction Project No. 4190-16-73 for which this instrument is given.

The Grantor has an easement or prescriptive right and therefore grants this Temporary Construction Easement as a holder of a property interest and not as a property owner.

The Grantor's easement is recorded as DOC #707029 in the Brown County Register of Deeds Office or exists by prescriptive rights as defined by Section 893.28 Wisconsin Statutes.

The undersigned certify that this instrument is executed with the full right, power and authority to do so on behalf of GRANTOR.

City of De Pere

(Grantor Name)

(Signature)

(Date)

(Title)

(Print Name)

(Signature)

(Date)

(Title)

(Print Name)

TEMPORARY CONSTRUCTION EASEMENT

Legal Description

All that part of the lands subject to Grantor's easements or interests included in lands acquired for the improvement of 32 by the Grantee in:

parcel(s) 4 and 5 of transportation project plat 4190-16-21-4.02, recorded in volume (none assigned) of transportation project plats, page (none assigned), as document #2798347, recorded in Brown County, Wisconsin;

in the Brown County Office of the Register of Deeds.

Attachment: REVISED - DT2216 City of De Pere WATR 4190-16-21_106 (6509 : Resolution #17-105, Authorizing and Approving Quit Claim

TRANSPORTATION PROJECT PLAT NO: 4190-16-21-4.02

PART OF LOT 1, CERTIFIED SURVEY MAP (CSM) NUMBER (#) 7385; PART OF LOT 1, CSM #5955; PART OF LOT 1 CSM #7330; PART OF LOT "G", ASSESSOR'S SUBDIVISION OF 1925 OF LOT 98 ASSESSOR'S SUBDIVISION OF NICOLET (NOW WEST DE PERE); PART OF LOT "J", ASSESSOR'S SUBDIVISION OF 1925 OF LOT 99 ASSESSOR'S SUBDIVISION OF NICOLET (NOW WEST DE PERE); PART OF LOTS 3 & 4 OF FRANKS SUBDIVISION OF PRIVATE CLAIM 26 WEST; ALL WITHIN PRIVATE CLAIM 26, WEST SIDE FOX RIVER, CITY OF DE PERE, BROWN COUNTY, WISCONSIN. RELOCATION ORDER S.T.H. 32 BROWN COUNTY

TO PROPERLY ESTABLISH, LAY OUT, WIDEN, ENLARGE, EXTEND, CONSTRUCT, RECONSTRUCT, IMPROVE, OR MAINTAIN A PORTION OF THE HIGHWAY DESIGNATED ABOVE, THE STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION DEEMS IT NECESSARY TO RELOCATE OR CHANGE SAID HIGHWAY AND ACQUIRE CERTAIN LANDS AND INTERESTS OR RIGHTS IN LANDS FOR THE ABOVE PROJECT.

TO EFFECT THIS CHANGE, PURSUANT TO AUTHORITY GRANTED UNDER SECTION 84.02 (3), 84.09, AND 84.30 WISCONSIN STATUTES, THE DEPARTMENT OF TRANSPORTATION HEREBY ORDERS THAT:

1. THAT PORTION OF SAID HIGHWAY AS SHOWN ON THIS PLAT IS LAID OUT AND ESTABLISHED TO THE LINES AND WIDTHS AS SO SHOWN FOR THE ABOVE PROJECT.
2. THE LANDS OR INTERESTS OR RIGHTS IN LANDS AS SHOWN ON THIS PLAT ARE REQUIRED BY THE DEPARTMENT FOR THE ABOVE PROJECT AND SHALL BE **ACQUIRED** BY THE NAME OF THE STATE OF WISCONSIN, PURSUANT TO THE PROVISIONS OF SECTION 84.09 (1) OR (2), WISCONSIN STATUTES.

CONVENTIONAL ABBREVIATIONS AND SYMBOLS

ACCESS POINT	AP	SECTION CORNER	SC
ACCESS RIGHTS	AR	MATERIAL (AS NOTED)	MA
ACRES	AC	SET R/W MONUMENT W/CAP	SET
CHORD BEARING	CH DBG	(1-1/4" OUTSIDE DIA. X 24")	CH DBG
CHORD DISTANCE	CH DIS	IRON PIPE 1.13 LBS./FT.	CH DIS
DEED	(D)	FOUND TYPE 2 MON.	(D)
DOCUMENT	DOC	FOUND 3/4" REBAR	DOC
EAST BOUND	EB	PROPOSED R/W	EB
GAS VALVE	GV	PRWOOD	GV
INLET	IN	SET P.K. NAIL	IN
LENGTH OF CURVE	LC		LC
MANHOLE	MAN		MAN
MONUMENT	MON		MON
NORTH BOUND	NB		NB
PACE	PC		PC
PERMANENT	PERM		PERM
PERMANENT LIMITED EASEMENT	PLE		PLE
PRIVATE DRIVEWAY	PD		PD
PROPERTY LINE	PL		PL
RADIUS	RAD		RAD
REFERENCE LINE	RL		RL
REMAINING	REM		REM
RIGHT OF WAY	R/W		R/W
SECTION	SEC		SEC
SECTION LINE	SL		SL
FOUND IRON PIPE	IP		IP
STATION	STA		STA
TEMPORARY LIMITED EASEMENT	TLE		TLE
TIE POINT	TP		TP
VOLUME	VOL		VOL
ADJOINING LANDS	ADJ		ADJ
WITH SAME OWNER	WSO		WSO
PARALLEL TO LINE	PTL		PTL
BUILDING TO BE RAZED	BRZ		BRZ
FEE ACQUISITION	FA		FA
BEGIN POINT	BP		BP
END POINT	EP		EP
VARIOUS	VAR		VAR
CHANGING	CHG		CHG

CONVENTIONAL UTILITY SYMBOLS

WATER	W
GAS	G
TELEPHONE	T
OVERHEAD	OH
TRANSMISSION LINES	TL
ELECTRIC	E
CABLE TELEVISION	TV
FIBER OPTIC	FO
SANITARY SEWER	SAN
STORM SEWER	SS
NON-COMPENSABLE	NC
COMPENSABLE	C
POWER POLE	PP
TELEPHONE POLE	TP
TELEPHONE PEDESTAL	TPD
ELECTRIC TOWER	ET

RESERVE FOR CLAUSES AND NOTE INFORMATION

RIGHT OF WAY BOUNDARIES ARE DEFINED WITH COURSES OF THE PERIMETER OF THE HIGHWAY LANDS AND ARE REFERENCED TO THE US PUBLIC LAND SURVEY OR OTHER SURVEYS OF PUBLIC RECORD.

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EXISTING RIGHT OF WAY WAS ACQUIRED FROM PROJECT(S): F060-121

EXISTING ACCESS CONTROL WAS ACQUIRED UNDER PROJECT(S)/DOC#:

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OWNERS' NAMES ARE SHOWN FOR REFERENCE PURPOSES ONLY, AND ARE SUBJECT TO CHANGE PRIOR TO TRANSFER OF LAND INTERESTS TO DEPARTMENT OF TRANSPORTATION.

FEE SIMPLE TO ALL THOSE EXISTING LANDS OF THE GRANTOR CURRENTLY USED FOR HIGHWAY PURPOSES, DESIGNATED AS EXISTING RIGHT OF WAY, WHETHER ACQUIRED BY SEPARATE CONVEYANCE OR OTHERWISE, BOUND BY THE TRAVERSE OF THE COURSE TABLE OF NEW RIGHT OF WAY AS SHOWN ON THE SAID TRANSPORTATION PROJECT PLAT.

A TEMPORARY LIMITED EASEMENT (TLE) IS A RIGHT FOR CONSTRUCTION PURPOSES, AS DEFINED HEREIN, INCLUDING THE RIGHT TO OPERATE NECESSARY EQUIPMENT THEREON AND THE RIGHT OF INGRESS AND EGRESS AS LONG AS REQUIRED FOR SUCH PUBLIC PURPOSE, INCLUDING THE RIGHT TO PRESERVE, PROTECT, REMOVE OR PLANT THEREON ANY VEGETATION THAT THE HIGHWAY AUTHORITIES MAY DEEM NECESSARY OR DESIRABLE TO PREVENT EROSION OF THE SOIL. ALL TLES ON THIS PLAT EXPIRE AT THE COMPLETION OF THE CONSTRUCTION PROJECT FOR WHICH THIS INSTRUMENT IS GIVEN.

WISCONSIN DEPARTMENT OF TRANSPORTATION

I, GREGORY T. BELANGER PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY THAT IN FULL COMPLIANCE WITH THE PROVISIONS OF SECTION 84.095, OF THE WISCONSIN STATUTES AND UNDER THE DIRECTION OF THE DEPARTMENT OF TRANSPORTATION, I HAVE MAPPED THIS TRANSPORTATION PROJECT PLAT AND THAT SUCH PLAT CORRECTLY REPRESENTS ALL EXTERIOR BOUNDARIES OF THE SURVEYED LAND.

SIGNATURE: *Gregory T. Belanger* DATE: 8-30-2017

PRINT NAME: GREGORY T. BELANGER

REGISTRATION NUMBER: S-3055

THIS PLAT AND RELOCATION ORDER ARE APPROVED FOR THE WISCONSIN DEPARTMENT OF TRANSPORTATION

SIGNATURE: *Curt Van Erem* DATE: 8-30-2017

PRINT NAME: CURT VAN EREM



SCHEDULE OF UTILITIES & INTERESTS REQUIRED

UTILITY NUMBER	OWNER	INTEREST REQUIRED
100	ATC MANAGEMENT, INC.	RELEASE OF RIGHTS
101	AT & T WISCONSIN	RELEASE OF RIGHTS
102	CITY OF DE PERE - SEWER	RELEASE OF RIGHTS
103	WISCONSIN PUBLIC SERVICE CORPORATION-ELECTRIC	RELEASE OF RIGHTS
104	GREEN BAY METROPOLITAN SEWAGE DISTRICT	RELEASE OF RIGHTS
106	CITY OF DE PERE - WATER	RELEASE OF RIGHTS
107	WISCONSIN PUBLIC SERVICE CORPORATION-GAS	RELEASE OF RIGHTS

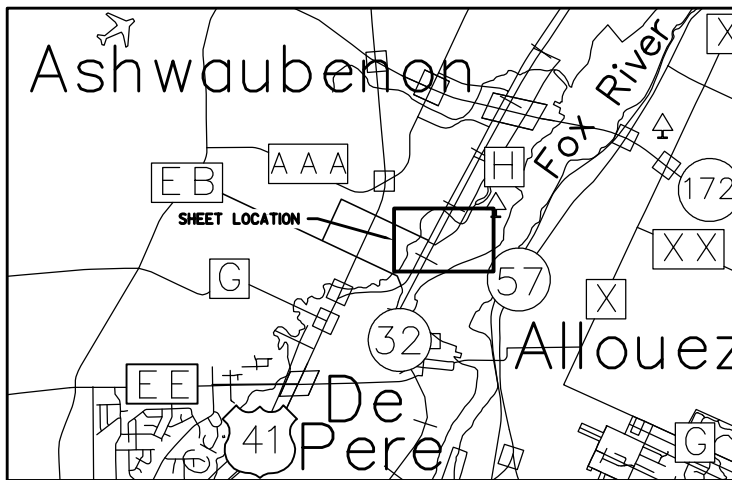
SCHEDULE OF LANDS & INTERESTS REQUIRED

PARCEL NUMBER	OWNER	INTEREST REQUIRED	FEE R/W ACRE(S) OR (S.F.) REQUIRED	T.L.E. AREA
1	MARY PAT ASCHENBRENNER	FEE & TLE	0.063	0.063
2	ASHLAND PROPERTIES, LLC.	TLE	-	0.010
3	CITY OF DE PERE	FEE & TLE	0.020	0.020
4	PD REAL ESTATE HOLDINGS, LLC.	FEE & TLE	1.218	0.113
5	JACHNA, LLC.	FEE & TLE	0.096	0.196

POINT-POINT	BEARING	DISTANCE
107 - 501	N 63°50'30" W	1205.98'
501 - 502	N 29°35'05" E	173.20'
502 - 72	N 60°24'55" W	100.00'
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501	110+29.95	0.00'	Y=547535.459 X=84489.071
73	112+03.16	-343.90'	Y=547055.861 X=84275.514
502	112+03.16	0.00'	Y=547686.080 X=84574.583
72	112+03.16	-100.00'	Y=547735.451 X=84487.620
70	112+03.15	-196.66'	Y=547852.739 X=84443.060
110	112+03.16	0.00'	Y=547755.650 X=84614.079
71	112+03.16	-100.00'	Y=547805.021 X=84527.117
69	113+22.58	-270.08'	Y=547923.275 X=84398.676
509	113+42.92	-100.00'	Y=547856.992 X=84556.622
74	113+06.23	-434.61'	Y=548068.550 X=84281.256
68	114+00.45	307.78'	Y=548009.474 X=84404.575
508	114+04.93	-313.88'	Y=548016.516 X=84401.241
507	114+06.98	-280.29'	Y=548001.710 X=84431.467
506	114+08.39	-310.18'	Y=548087.265 X=84445.658
75	115+12.63	-373.37'	Y=548139.541 X=84402.684
505	115+07.26	-296.02'	Y=548166.258 X=84506.794
76	116+06.97	-379.85'	Y=548224.779 X=84443.623
504	116+11.87	-297.51'	Y=548188.394 X=84517.643
65	116+27.42	-282.32'	Y=548194.420 X=84538.531
112	116+38.31	-100.00'	Y=548113.872 X=84702.458
111	116+67.32	-411.58'	Y=548292.926 X=84445.820
115	116+74.27	-328.24'	Y=548257.824 X=84521.730
60	116+77.77	-410.61'	Y=548301.538 X=84451.831
62	116+81.86	-201.09'	Y=548201.654 X=84636.044
114	116+82.56	-328.58'	Y=548265.203 X=84525.528
84	116+83.96	-304.53'	Y=548254.550 X=84547.133
86	116+84.28	-197.98'	Y=548202.220 X=84639.951
POINT	STATION	OFFSET	COORDINATES
TLE "A"			
75	116+74.27	-328.24'	Y=548257.824 X=84521.730
85	116+79.33	304.30'	Y=548250.412 X=84545.045
62	116+81.86	-201.09'	Y=548201.654 X=84636.044
114	116+82.56	-328.58'	Y=548265.203 X=84525.528
84	116+83.96	-304.53'	Y=548254.550 X=84547.133
86	116+84.28	-197.98'	Y=548202.220 X=84639.951
POINT	STATION	OFFSET	COORDINATES
TLE "B"			
80	116+93.46	-186.16'	Y=548204.367 X=84654.757
83	117+23.00	-120.59'	Y=548197.681 X=84726.368
81	117+27.01	-184.83'	Y=548232.891 X=84672.476
82	117+28.99	-130.41'	Y=548207.743 X=84720.783
POINT	STATION	OFFSET	COORDINATES
TLE "C"			
95	113+70.75	-293.23'	Y=547976.589 X=84402.325
94	115+13.41	-274.97'	Y=548091.641 X=84488.634
93	115+20.38	-277.53'	Y=548098.969 X=84489.848
88	115+83.96	-162.14'	Y=548097.289 X=84621.583
87	115+86.48	-100.00'	Y=548068.800 X=84676.871
90	116+08.75	-180.54'	Y=548127.933 X=84617.829
89	116+09.75	-162.58'	Y=548119.936 X=84633.938
92	116+24.47	-260.77'	Y=548181.207 X=84555.818
91	116+29.18	-188.62'	Y=548145.291 X=84628.415
112	116+38.31	-100.00'	Y=548113.872 X=84702.458
POINT	STATION	OFFSET	COORDINATES
TLE "D"			
102	112+32.61	-383.97'	Y=547901.265 X=84255.217
101	112+52.11	-425.77'	Y=547938.857 X=84228.466
103	112+60.41	-370.80'	Y=547918.937 X=84280.390
100	113+13.28	-395.64'	Y=547977.180 X=84284.893
POINT	STATION	OFFSET	COORDINATES
TLE "E"			
71	112+83.16	-100.00'	Y=547805.021 X=84527.117
96	112+93.15	-215.28'	Y=547870.628 X=84431.803
97	112+93.16	-100.00'	Y=547813.117 X=84532.054
POINT	STATION	OFFSET	COORDINATES
TLE "F"			
78	111+82.72	-188.62'	Y=547761.431 X=84400.462
79	111+88.13	-100.00'	Y=547722.385 X=84480.202
112	112+03.15	-188.62'	Y=547719.202 X=84410.550
72	112+03.16	-100.00'	Y=547735.451 X=84487.620

PRIVATE CLAIM 26, WEST SIDE OF FOX RIVER
CITY OF DE PERE, BROWN COUNTY, WISCONSIN.



LOCATION SKETCH
(NOT TO SCALE)

CONVEYANCE OF RIGHTS IN LAND (Non-Fee Land Interests)

Wisconsin Department of Transportation
Exempt from-filing transfer form s.77.21(1) Wis. Stats.
DT1660 7/2017 s.84.09(1) Wis. Stats.

City of De Pere, GRANTOR, for and in consideration of the sum of One Dollar (\$1.00) and other good and valuable consideration, grants and conveys any and all rights and interest which, by virtue of prior title, easement, license, or other legal devices, GRANTOR holds in the land described below to the State of Wisconsin, Department of Transportation, GRANTEE, for the purposes of constructing, operating, and maintaining a public highway and appurtenant facilities on, over, under, or across the said land; provided, however that GRANTOR reserves to itself the subordinate right to cross, traverse, or otherwise occupy said land with its present and future overhead or underground transmission lines, appurtenant facilities, and supporting structures in a manner consistent with the purposes of this conveyance and in a manner which will not interfere with normal highway maintenance and operation; provided, further, that the costs of any relocation or alteration, now or in the future, of the transmission lines, appurtenant facilities, or supporting structures when required by the GRANTEE for any reason, including accommodating future expanded or additional highway facilities on, over, under or across said land, will be paid by the GRANTEE; provided, however, that the costs of such relocation or alteration, or of the installation of new or additional facilities when done at the instance of and for the purposes of the GRANTOR, will be defrayed by the GRANTOR.

This conveyance shall be binding on the GRANTOR, GRANTEE, and their respective successors and assigns.

Other persons having an interest in record in the property: None

This space is reserved for recording data

Return to

Division of Transportation System Development

Northeast Region

Utility Unit

944 Vanderperren Way

Green Bay WI 54304

Parcel Identification Number/Tax Key Number

See attached list

Legal Description

See attached legal description

The undersigned certify that this instrument is executed pursuant to a resolution of the Board of Directors (or shareholders, stockholders, or members, if authorized by law) of GRANTOR corporation or cooperative.

Acknowledgement

City of De Pere

(Grantor Name)

(Signature)

(Title)

(Print Name)

(Signature)

(Title)

(Print Name)

(Date)

State of

)

) ss.

)

County

On the above date, this instrument was acknowledged before me by the named person(s).

(Signature, Notary Public)

(Print or Type Name, Notary Public)

(Date Commission Expires)

CONVEYANCE OF RIGHTS IN LAND**Parcel Identification Number**

WD-68

Legal Description

All that part of the lands subject to Grantor's easements or interests included in lands acquired for the improvement of 32 by the Grantee in:

parcel(s) 4 of transportation project plat 4190-16-21-4.02, recorded in volume (none assigned) of transportation project plats, page (none assigned), as document #2798347, recorded in Brown County, Wisconsin;

in the Brown County Office of the Register of Deeds.

TRANSPORTATION PROJECT PLAT NO: 4190-16-21-4.02

PART OF LOT 1, CERTIFIED SURVEY MAP (CSM) NUMBER (#) 7385; PART OF LOT 1, CSM #5955; PART OF LOT 1 CSM #7330; PART OF LOT "G", ASSESSOR'S SUBDIVISION OF 1925 OF LOT 98 ASSESSOR'S SUBDIVISION OF NICOLET (NOW WEST DE PERE); PART OF LOT "J", ASSESSOR'S SUBDIVISION OF 1925 OF LOT 99 ASSESSOR'S SUBDIVISION OF NICOLET (NOW WEST DE PERE); PART OF LOTS 3 & 4 OF FRANKS SUBDIVISION OF PRIVATE CLAIM 26 WEST; ALL WITHIN PRIVATE CLAIM 26, WEST SIDE FOX RIVER, CITY OF DE PERE, BROWN COUNTY, WISCONSIN. RELOCATION ORDER S.T.H. 32 BROWN COUNTY

TO PROPERLY ESTABLISH, LAY OUT, WIDEN, ENLARGE, EXTEND, CONSTRUCT, RECONSTRUCT, IMPROVE, OR MAINTAIN A PORTION OF THE HIGHWAY DESIGNATED ABOVE, THE STATE OF WISCONSIN DEPARTMENT OF TRANSPORTATION DEEMS IT NECESSARY TO RELOCATE OR CHANGE SAID HIGHWAY AND ACQUIRE CERTAIN LANDS AND INTERESTS OR RIGHTS IN LANDS FOR THE ABOVE PROJECT.

TO EFFECT THIS CHANGE, PURSUANT TO AUTHORITY GRANTED UNDER SECTION 84.02 (3), 84.09, AND 84.30 WISCONSIN STATUTES, THE DEPARTMENT OF TRANSPORTATION HEREBY ORDERS THAT:

1. THAT PORTION OF SAID HIGHWAY AS SHOWN ON THIS PLAT IS LAID OUT AND ESTABLISHED TO THE LINES AND WIDTHS AS SO SHOWN FOR THE ABOVE PROJECT.
2. THE LANDS OR INTERESTS OR RIGHTS IN LANDS AS SHOWN ON THIS PLAT ARE REQUIRED BY THE DEPARTMENT FOR THE ABOVE PROJECT AND SHALL BE **ACQUIRED** BY THE NAME OF THE STATE OF WISCONSIN, PURSUANT TO THE PROVISIONS OF SECTION 84.09 (1) OR (2), WISCONSIN STATUTES.

CONVENTIONAL ABBREVIATIONS AND SYMBOLS

ACCESS POINT	AP	SECTION CORNER	SC
ACCESS RIGHTS	AR	MATERIAL AS NOTED	MA
ACRES	AC	SET R/W MONUMENT W/CAP	SRW
CHORD BEARING	CH BNG	(1-1/4" OUTSIDE DIA. x 24")	CHB
CHORD DISTANCE	CH DIS	IRON PIPE 1.13 LBS./FT.	CHD
DEED	(D)	FOUND TYPE 2 MON.	FM2
DOCUMENT	DOC	FOUND 3/4" REBAR	FR34
EAST BOUND	EB	PROPOSED R/W	PRW
GAS VALVE	GV	PRWOOD	PRW
INLET	IL	SET P.K. NAIL	SPKN
LENGTH OF CURVE	LC		
MANHOLE	MH		
MONUMENT	MON		
NORTH BOUND	NB		
PACE	PC		
PERMANENT	PERM		
PERMANENT LIMITED EASEMENT	PLE		
PRIVATE DRIVEWAY	PD		
PROPERTY LINE	PL		
RADIUS	RAD		
REFERENCE LINE	RL		
REMAINING	REM		
RIGHT OF WAY	R/W		
SECTION	SEC		
SECTION LINE	SL		
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STATION	STA		
TEMPORARY LIMITED EASEMENT	TLE		
TIE POINT	TP		
VOLUME	VOL		
ADJOINING LANDS	ADJ		
WITH SAME OWNER	WSO		
PARALLEL TO LINE	PTL		
BUILDING TO BE RAZED	BRZ		
FEE ACQUISITION	FA		
BEGIN POINT	BP		
END POINT	EP		
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CHANGING	CHG		

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GAS	G
TELEPHONE	T
OVERHEAD	OH
TRANSMISSION LINES	TL
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SIGNATURE: *Gregory T. Belanger* DATE: 8-30-2017

PRINT NAME: GREGORY T. BELANGER

REGISTRATION NUMBER: S-3055

THIS PLAT AND RELOCATION ORDER ARE APPROVED FOR THE WISCONSIN DEPARTMENT OF TRANSPORTATION

SIGNATURE: *Curt Van Erem* DATE: 8-30-2017

PRINT NAME: CURT VAN EREM



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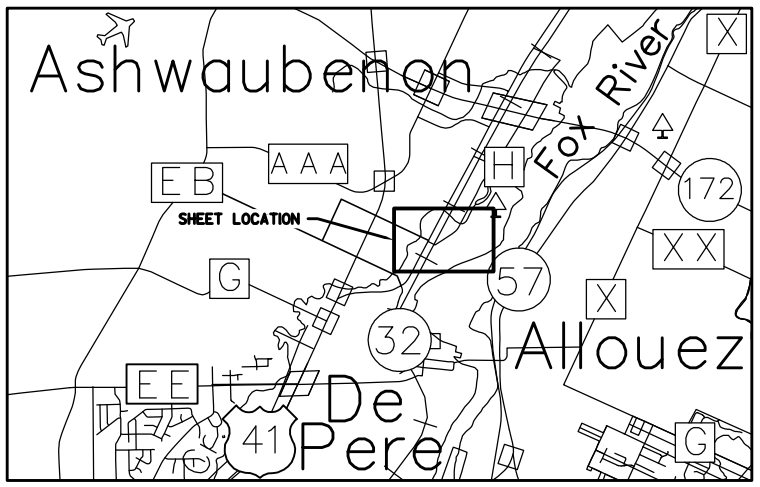
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501	110+29.95	0.00'	Y=547535.459 X=84489.071
73	112+03.16	-343.90'	Y=547055.861 X=84275.514
502	112+03.16	0.00'	Y=547686.080 X=84574.583
72	112+03.16	-100.00'	Y=547735.451 X=84487.620
70	112+03.15	-196.66'	Y=547852.739 X=84443.060
110	112+03.16	0.00'	Y=547755.650 X=84614.079
71	112+03.16	-100.00'	Y=547805.021 X=84527.117
69	113+22.58	-270.08'	Y=547923.275 X=84398.676
509	113+42.92	-100.00'	Y=547856.992 X=84556.622
74	113+06.23	-434.61'	Y=548068.550 X=84281.256
68	114+00.45	307.78'	Y=548009.474 X=84404.575
508	114+04.93	-313.88'	Y=548016.516 X=84401.241
507	114+06.98	-280.29'	Y=548001.710 X=84431.467
506	114+08.39	-310.18'	Y=548087.265 X=84445.658
75	115+12.63	-373.37'	Y=548139.541 X=84402.684
505	115+07.26	-296.02'	Y=548166.258 X=84506.794
76	116+06.97	-379.85'	Y=548224.779 X=84443.623
504	116+11.87	-297.51'	Y=548188.394 X=84517.643
65	116+27.42	-282.32'	Y=548194.420 X=84538.531
112	116+38.31	-100.00'	Y=548113.872 X=84702.458
111	116+67.32	-411.58'	Y=548292.926 X=84445.820
115	116+74.27	-328.24'	Y=548257.824 X=84521.730
60	116+77.77	-410.61'	Y=548301.538 X=84451.831
62	116+81.86	-201.09'	Y=548201.654 X=84636.044
114	116+82.56	-328.58'	Y=548265.203 X=84525.528
84	116+83.96	-304.53'	Y=548254.550 X=84547.133
86	116+84.28	-197.98'	Y=548202.220 X=84639.951
POINT	STATION	OFFSET	COORDINATES
TLE "A"			
75	116+74.27	-328.24'	Y=548257.824 X=84521.730
85	116+79.33	304.30'	Y=548250.412 X=84545.045
62	116+81.86	-201.09'	Y=548201.654 X=84636.044
114	116+82.56	-328.58'	Y=548265.203 X=84525.528
84	116+83.96	-304.53'	Y=548254.550 X=84547.133
86	116+84.28	-197.98'	Y=548202.220 X=84639.951
POINT	STATION	OFFSET	COORDINATES
TLE "B"			
80	116+93.46	-186.16'	Y=548204.367 X=84654.757
83	117+23.00	-120.59'	Y=548197.681 X=84726.368
81	117+27.01	-184.83'	Y=548232.891 X=84672.476
82	117+28.99	-130.41'	Y=548207.743 X=84720.783
POINT	STATION	OFFSET	COORDINATES
TLE "C"			
95	113+70.75	-293.23'	Y=547976.589 X=84402.325
94	115+13.41	-274.97'	Y=548091.641 X=84488.634
93	115+20.38	-277.53'	Y=548098.969 X=84489.848
88	115+83.96	-162.14'	Y=548097.289 X=84621.583
87	115+86.48	-100.00'	Y=548068.800 X=84676.871
90	116+08.75	-180.54'	Y=548127.933 X=84617.829
89	116+09.75	-162.58'	Y=548119.936 X=84633.938
92	116+24.47	-260.77'	Y=548181.207 X=84555.818
91	116+29.18	-188.62'	Y=548145.291 X=84628.450
112	116+38.31	-100.00'	Y=548113.872 X=84702.458
POINT	STATION	OFFSET	COORDINATES
TLE "D"			
102	112+32.61	-383.97'	Y=547901.265 X=84255.217
101	112+52.11	-425.77'	Y=547938.857 X=84228.466
103	112+60.41	-370.80'	Y=547918.937 X=84280.390
100	113+13.28	-395.64'	Y=547977.180 X=84284.893
POINT	STATION	OFFSET	COORDINATES
TLE "E"			
71	112+83.16	-100.00'	Y=547805.021 X=84527.117
96	112+93.15	-215.28'	Y=547870.628 X=84431.803
97	112+93.16	-100.00'	Y=547813.117 X=84532.054
POINT	STATION	OFFSET	COORDINATES
TLE "F"			
78	111+82.72	-188.62'	Y=547761.431 X=84400.462
79	111+88.13	-100.00'	Y=547722.385 X=84480.202
112	112+03.15	-188.62'	Y=547719.202 X=84410.550
72	112+03.16	-100.00'	Y=547735.451 X=84487.620

PRIVATE CLAIM 26, WEST SIDE OF FOX RIVER CITY OF DE PERE, BROWN COUNTY, WISCONSIN.



LOCATION SKETCH (NOT TO SCALE)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Resolution #17-106, Authorizing Issuance of a Promissory Note for Temporary Borrowing of \$250,000 for Public Purposes.

Promissory Note to be distributed at the meeting.

ATTACHMENTS:

- Reso17-106 (DOCX)
- Exhibit A Reso #17-85 (PDF)
- 2017Short-TermNoteBorrowingMemo (PDF)
- 2017-2018 Associated Short Term Note (PDF)
- 2017-2018 DETAIL SHORT TERM NOTE BORROWING (PDF)

RESOLUTION #17-106

AUTHORIZING ISSUANCE OF A PROMISSORY NOTE FOR
TEMPORARY BORROWING OF \$250,000 FOR PUBLIC PURPOSES

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

WHEREAS, on November 21, 2017, the Common Council adopted Resolution 17-85, a copy of which is attached as Exhibit A, approving the City's 2018 budget, including authorization for indebtedness of \$250,000 in 2017 with repayment thereof, including interest, in 2018 to purchase the following equipment and services:

1. \$65,000 for front ramp replacement at City Hall;
2. \$45,000 for Police Department Squad Replacement;
3. \$10,000 for Decorative Street Lighting and Replacement Study;
4. \$40,000 for decorative street lighting replacement and installation;
5. \$35,000 for boiler replacement at Community Center;
6. \$40,000 for flooring replacement at Community Center; and
7. \$15,000 for De Pere High School Tennis Court Lighting–Parks and Public Lands

all of which constitute public purposes; and

WHEREAS, Resolution 17-85 further levied a direct, annual tax, sufficient in amount to pay, and for the express purpose of paying, the interest on the note as it falls due and to pay and discharge the principal thereof at maturity; and

WHEREAS, including this anticipated borrowing of \$250,000, the City's indebtedness is \$31,170,000, which is within the City's 5% constitutional debt limitation of \$101,534,530;

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

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

1. In an amount not to exceed two hundred fifty thousand and no/100 (\$250,000);
2. Bears an interest rate of no more than 2.10% per annum;
3. Is due and payable in no more than sixty (60) days from the date of issuance;
4. Contains no pre-payment penalty.

BE IT FURTHER RESOLVED THAT:

The note is hereby designated as a "qualified tax-exempt obligation" for purposes of Section 265 of the Internal Revenue Code of 1986, as amended, relating to the ability of financial institutions to deduct from income, for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

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 19th day of

December, 2017.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes:_____

Nays:_____

Attachment: Reso17-106 (6525 : Reso 17-106 Short-Term Note Terms.)

RESOLUTION #17-85

ADOPTION OF TAX LEVY FOR CITY PURPOSES TO
SUPPORT THE 2018 CITY BUDGET

WHEREAS, the De Pere Finance/Personnel Committee has reviewed the proposed 2018 City Budget; and

WHEREAS, a public hearing regarding proposed 2018 City Budget was held on November 21, 2017; and

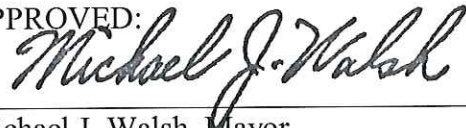
WHEREAS, after due deliberation and public discussion, the De Pere City Council is desirous of adopting a tax levy to support the 2018 City Budget;

NOW, THEREFORE, BE IT HEREBY RESOLVED:

That the De Pere Common Council hereby approves the 2018 Budget as presented; further the Common Council adopts a total 2017 property tax levy to support the City's 2018 Budget and that this levy be further apportioned according to the following: General Fund (\$8,173,527); Debt Service (\$2,286,357); Capital Projects (\$1,742,276); and Local Levy TID Districts (\$797,541).

Adopted by the Common Council of the City of De Pere, Wisconsin, this 21st day of November, 2017.

APPROVED:



Michael J. Walsh, Mayor

ATTEST:



Shana D. Ledvina, Clerk-Treasurer

Ayes: 8

Nays: 0

Attachment: Exhibit A Reso #17-85 (6525 : Reso 17-106 Short-Term Note Terms.)

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: December 4, 2017
Subject: 2017 Short-Term Note

I have attached the interest rate quote from Associated Bank for the City's short-term note borrowing of \$250,000 authorized in the Adopted 2018 budget in November 2017. The repayment of the note was included in the City's 2018 debt service fund expenditures and covers seven items included in the 2018 budget as noted in the attachment. These amounts were included on pages 334-337 of the 2018 Executive Budget. The interest rate quote of 2.1% for 60 days on the note is very reasonable and the same rate as last year's short-term note. The interest would amount to roughly \$863 interest when we pay back the note in full in late February 2018.

I recommend the Finance Committee approve the terms of this note. Should you have any questions on this feel free to contact me or I will be present at the Finance Committee meeting on December 12th.

Attachment: 2017 Short-Term Note Borrowing Memo (6525 : Reso 17-106 Short-Term Note Terms.)



December 4, 2017

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

RE: Term sheet

Dear Joe:

The proposed terms and conditions are provided for discussion purposes only and do not constitute an offer, agreement, or commitment to lend by Associated Bank ("Bank"). The actual terms and conditions upon which Bank might extend credit to the Borrower are subject to final credit approval.

Borrower:	City of De Pere
<u>Purpose:</u>	Purchases as outlined in attachment
<u>Amount:</u>	\$250,000 General Obligation Loan
<u>Interest Rate:</u>	2.10% fixed – tax exempt Calculated on the basis of the actual number of days over a 365 day year
<u>Repayment:</u>	Principal and interest due at maturity
<u>Maturity:</u>	60 Days
<u>Prepayment Costs:</u>	None

Interest rates are subject to change based on market conditions. Again, this is not a binding commitment, but a summary of indicative terms and conditions. If you have any questions, please contact me at (920) 433-3091.

Sincerely,

By: 
Joseph G. Hockers
Vice President, Government Banking

Attachment: 2017-2018 Associated Short Term Note (6525 : Reso 17-106 Short-Term Note Terms.)

CITY OF DE PERE
2017 – 2018 SHORT-TERM NOTE BORROWING

<u>PURPOSE</u>	<u>AMOUNT</u>
City Hall: Front Ramp Replacement	\$ 65,000
Police: Squad Replacement	45,000
Street Lighting: Decorative Street Lighting Installation & Replacement Study	10,000
Street Lighting: Decorative Street Lighting Installation & Replacement	40,000
Community Center: Boiler Replacement	35,000
Community Center: Flooring Replacement	40,000
Parks & Public Lands: De Pere High School Tennis Court Lighting	<u>15,000</u>
TOTAL	\$250,000

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Recommendation from the License Committee on an Application for a Change in Corporate Entity from Saks Holdings, LLC to Baffidilucio, LLC.

An application for a "Class B" combination liquor license for 363 Main Av was approved on October 3, 2017. Owner Andrew Krans is submitting a new application to accurately reflect the corporate entity associated with this premises.

ATTACHMENTS:

- Baffidilucio LLC_12-19-17 (PDF)

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning Oct 3rd 20 17
ending 6/30 20 18TO THE GOVERNING BODY of the: ☐ Town of
☐ Village of } De Pere
☒ City ofCounty of Brown Aldermanic Dist. No. _____ (if required by ordinance)

1. The named
- ☐
- INDIVIDUAL
- ☐
- PARTNERSHIP
- ☒
- LIMITED LIABILITY COMPANY
-
- ☐
- CORPORATION/NONPROFIT ORGANIZATION

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

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

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

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>CRAIG</u>	<u>ANDREW KRAUS</u>	<u>[REDACTED]</u>
Vice President/Member		<u>[REDACTED]</u>	<u>[REDACTED]</u>
Secretary/Member			
Treasurer/Member			
Agent	<u>ANDREW T. KRAUS</u>		
Directors/Managers			

3. Trade Name BAFFILUCIO, LLC Business Phone Number 920-371-5032
4. Address of Premises 363 MAIN AVE Post Office & Zip Code 54115
5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☒ Yes ☐ No
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No
8. (a) Corporate/limited liability company applicants only: Insert state _____ and date _____ of registration.
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No
(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)
9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 3,000 SQFT. Building
10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No
(b) If yes, under what name was license issued? BEAVERS, LLC
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] ☒ Yes ☐ No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree 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 and each member of a partnership applicant must sign; corporate officer(s), members/managers 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.

SUBSCRIBED AND SWORN TO BEFORE ME

this 14th day of DEC., 20 17Kelly L. Barker
(Clerk/Notary Public)My commission expires 7-17-20[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)[Signature]
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>12-14-17</u>	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Applicant's WI Seller's Permit No.: FEIN Number: <u>456-102968534102 82-3259938</u>	
LICENSE REQUESTED	
TYPE	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	\$ <u>30</u>
TOTAL FEE	\$

City of De Pere, Wisconsin**Request For Common Council Action**

MEETING DATE: December 19, 2017
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Ledvina
SUBJECT: Consider Community Service Grant Application.

ATTACHMENTS:

- Community Grant Request Dec 2017 (PDF)

Grant Request to the City of De Pere for Archival Preservation Materials

Submitted by Adam Stueck, Director of White Pillars Museum on behalf of the De Pere Historical Society

RECEIVED
DEC 1 2017
DE PERE
CITY CLERK

The De Pere Historical Society continues its ongoing process of collecting, preserving, and making available important documents pertaining to the history of De Pere. In the last six months alone, one member of our community have donated a large collection of documents and photos pertaining to De Pere High School class of 1946 which reveals a fascinating look into the lives of young adults as they prepare to enter post World War II America. Another donated collection came from the Cady family who has resided in De Pere since the early nineteenth-century. This collection alone consists of almost 600 nineteenth-century letters, many of which are to and from Civil War soldiers of Wisconsin's 14th infantry regiment in the field. Perhaps most significantly, we are currently in the planning stages of a large scale project to preserve and make available thousands of building permits, blue prints, and construction records, some of which date to the 1930s and which address both commercial and residential properties across De Pere. As we have seen a significant increase in interest from members of the community seeking to research the architectural and construction history of their homes and places of business, creating availability for the public of this collection represents a clear demand and will augment the efforts of the De Pere Historic Preservation Commission.

Due to a grant from the Wisconsin Humanities Council awarded to the De Pere Historical Society in 2016, we already have a great deal of the equipment in place to begin the considerable task of organizing, cataloging, and digitally processing these thousands of documents and images, and this process has already begun. There are also organized efforts underway to recruit additional help from within the community to assist in these efforts. What the De Pere Historical Society lacks at this time is the financial means of acquiring the necessary archival quality boxes, envelopes, and plastic sleeves to preserve and store the original documents and images.

The De Pere Historical Society has projected that in 2018, approximately \$15,000 will be necessary to achieve the goal of processing, appropriately storing, and making available these documents to visiting researchers. At this time, we request this community service grant from the city of De Pere of \$600 for a two-fold purpose. First, it will allow us to begin the process of acquiring the necessary materials to preserve these documents. Second, by illustrating that the City of De Pere also supports these efforts, we can communicate to additional grant sponsors and charitable givers the urgency and necessity of this project.

The attached table indicates specifically how this particular grant would be allocated. The materials needed would be purchased from Gaylord Bros., Inc. and are of an appropriate standard of archival quality. The money would be split between a number of various archival materials. Specifically these are: ten 8x10 archival photo and print storage boxes, priced at \$14.45 each; five 5 ½ x 7 ½ archival photo and print storage boxes, priced at \$13.05 each; ten size two millimeter by 8x10 polyethylene short side opening print envelopes, priced at \$29.10 per package of 100; and finally, ten size two millimeter by 5x7 polyethylene short side opening print envelopes, priced at \$16.20 per package of 100. The total for all of these items combined is \$662.75, of which we are requesting \$600. Gaylords Bros., Inc gives a significant discount for purchases made of five or ten identical items.

Attachment: Community Grant Request Dec 2017 (6480 : Consider Community Service Grant Application.)

These items will be utilized by Dan Milquet, a freelance archivist with *Saving Yesteryear*, an area business which specializes in the organization and digitization of historic document collections for both individual families and area businesses. Mr. Milquet has agreed to volunteer his time, expertise, and experience to process these documents with these requested materials.

The De Pere Historical society and the City of De Pere have always enjoyed a cooperative and mutually beneficial relationship as both entities strive to serve our community. We hope that the awarding of this grant of \$600 for archival materials for the preservation of documents and images dealing directly with the history of De Pere will be another such successful cooperative effort.

On behalf of the De Pere Historical Society, we thank you very much for your time and consideration.

Table Describing The Use of Requested Funds

Item Requested	Cost
8x10 archival photo and print storage boxes	\$14.45 x 10
5 ½ x 7 ½ archival photo and print storage boxes	\$13.05 x 5
Size two millimeter by 8x10 polyethylene short side opening print envelopes	\$29.10 per package of 100 x 10
Size two millimeter by 5x7 polyethylene short side opening print envelopes	\$16.20 per package of 100 x 10
Total	\$662.75



City Of De Pere

COMMUNITY SERVICE GRANT APPLICATION

GROUP/INDIVIDUAL INFORMATION

Group Name:	De Pere Historical Society		
Grant Applicant Name:	Dr. Adam Stueck	Email address:	info@deperehistoricalsociety.org
Physical Address:	403 N. Broadway, De Pere, WI 54115		
Phone Number:	920-336-3877	Alt. Phone Number:	n/a
Date:	12/1-17	Program Title:	archival preservation

INSTRUCTIONS

Goals should always be: **S** – Specific **M** – Measurable **A** – Achievable **R** – Realistic **T** – Time Bound

In the area below, describe your community service proposal in lieu of the following considerations:

1. **Goal/Objective.** Briefly describe each goal/objective and when the goal/objective should be met or accomplished.
2. **Measurement.** How will the goal/objective be achieved? What benefit will citizens of the city of De Pere gain through this project?
3. **Itemize all anticipated expenses.** Describe all materials that will need to be purchased for the project and how they will relate to the overall objective. Also provide cost estimates associated with the project, not to exceed \$600.00.

PROJECT OUTLINE

Description:

Please see attached narrative.

Attachment: Community Grant Request Dec 2017 (6480 : Consider Community Service Grant Application.)

1ST GOAL/OBJECTIVE**Description:**

Please see attached narrative.

2ND GOAL/OBJECTIVE**Description:**

Please see attached narrative.

3RD GOAL/OBJECTIVE**Description:**

Please see attached narrative.

MISCELLANEOUS INFORMATION

Deadlines: Grant application deadline is June 1 or December 1 of each year. The City Council will evaluate the proposals for selecting recipients at the 2nd Council meeting of the month of award.

All grant applications shall be submitted to the City Clerk's office on or before the grant deadline.

The following criteria will be used to evaluate each proposal:

1. Contribution to public safety
2. Contribution to community awareness
3. Improves community infrastructure
4. Creativity of proposal
5. Enhances the aesthetic quality of the city
6. Contributes to city culture or an overall sense of community

Your signature below indicates that your application, if selected, will adhere to the program as outlined above. No grant funds shall be spent in a fashion outside the scope of the aforementioned project. No grant funds may be used for alcohol, drugs, any behavior or activity which is contrary to local ordinances, state statutes, or federal law.

Signature (Group Representative): Dr. Adam Stueck Date: 12-1-17

Printed Name (Group Representative): Dr. Adam Stueck

City of De Pere, Wisconsin**Request For Common Council Action**

MEETING DATE: December 19, 2017

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Appointment of Election Officials for 2018-2019 Elections.

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

Pursuant to Section 7.30(4), Wisconsin State Statutes, attached is a list of Election Officials recommended for appointment for the 2018-2019 Election Cycle.

Respectfully Submitted,

Shana Ledvina, Clerk-Treasurer

ATTACHMENTS:

- 2018-2019 Poll Workers List for Council (PDF)
- Democratic Nominations redacted (PDF)
- Republican Nominations redacted (PDF)

Last Name	First Name	Party Affiliation
Albers	Curt	Unaffiliated
Albers	Joanne M.	Democratic
Arnold	Holly	Republican
Augustian	Delores	Unaffiliated
Baeten	Julie A.	Unaffiliated
Bain	Mildred C.	Unaffiliated
Bragelman	Michael	Unaffiliated
Bragelman	Judith	Unaffiliated
Brennan	Patricia	Republican
Brooks	Ann	Republican
Burns	Toni	Unaffiliated
Calaway*	Margaret	Unaffiliated
Coenen	Janice	Unaffiliated
Cowan	Mary A.	Unaffiliated
Day	Dennis R.	Unaffiliated
De Vleeshower	Mary J.	Democratic
DeBroux	Kathy	Unaffiliated
Dequaine	Carol	Unaffiliated
DeQuaine	Carol M.	Unaffiliated
Dorn*	Barbara E.	Democratic
Florack	Barbara C.	Democratic
Gagnon	Mary	Unaffiliated
Gagnon III	Joseph A.	Republican
Garrison	Larry	Democratic
Gause	Robert	Republican
Gause	Julie	Republican
Graham	Mary	Unaffiliated
Graham*	Dennis	Unaffiliated
Hofman	Sue M.	Unaffiliated
Jensen	Niels	Unaffiliated
Karcz	Rachel	Unaffiliated
Karcz*	Sherry A.	Unaffiliated
Kavalkovich	John	Unaffiliated
Kavalkovich	Mitsy	Unaffiliated
Kempen	Patricia M.	Unaffiliated
Kiley	Kathleen Ann	Unaffiliated
Kneiszel	Judy	Unaffiliated
Knitter	Jean	Unaffiliated
Koop	Sharon	Unaffiliated
Krull	Gerald	Unaffiliated
Lehnert	Glen	Democratic
Letourneau	Roger	Unaffiliated
Maes*	Carol L.	Unaffiliated
McGee	Mary	Unaffiliated
Meyers	John K.	Unaffiliated
Nedohom	Connie	Unaffiliated

Last Name	First Name	Party Affiliation
Paiter	Kay Ann	Unaffiliated
Peters	Carol M.	Unaffiliated
Picard	Dawn	Unaffiliated
Prust	David	Republican
Roberts	Melinda	Unaffiliated
Roemaat	Ann M.	Unaffiliated
Rohde	Kathy L.	Democratic
Sabin*	Guy	Republican
Sacho	Phyllis L.	Democratic
Sands	Susan K.	Unaffiliated
Sausen	Marilyn	Democratic
Schley	Mary Ann	Unaffiliated
Schweitzer	Rose Ann	Unaffiliated
Siebers	Nancy Mary	Unaffiliated
Slattery	Jim	Unaffiliated
Smits	Georgiana J.	Unaffiliated
Stein	Mary E.	Unaffiliated
Toonen	Carol A.	Unaffiliated
Trochil	Joan	Unaffiliated
Van Remortel	Mary Jane	Unaffiliated
Vandelist	Bridjet	Unaffiliated
Vanden LangenBerg	Donald J.	Unaffiliated
Vanderkelen	Dorothy G.	Unaffiliated
Verhagen	Sandra Lee	Unaffiliated
Vermeulen	Michelle	Unaffiliated
Waise	Cheryl K.	Republican
Weinstein	Madeline	Republican
Wellens	Helen M.	Democratic
Willems	Mary Ann	Unaffiliated
Williams	Joe A.	Democratic
Zuber	Carol K.	Unaffiliated



Democratic Party
of Brown County
Standing Together ... Standing strong

www.browncountydems.com

November 29, 2017

DePere City Clerk
335 S. Broadway
DePere, WI 54115

Dear Shana Ledvina,

As the Chair of the Democratic Party of Brown County it is both my honor and my duty, under Wisconsin *State Statutes* (7.30 (4)), to nominate poll workers to help administer our elections.

Attached please find the names and addresses of the individuals I am nominating to serve as poll workers for DePere.

If you have any questions, please do not hesitate to contact me at the Democratic Party of Brown County office, 920-405-0455.

Yours sincerely,

Mary Ginnebaugh
Chair, Democratic Party of Brown County



Democratic Party
of Brown County
Standing Together ... Standing strong

www.browncountydems.com

November 2017 Democratic Party Poll Worker Nominees for City of DePere

Party	Last	First	Address	City	State	Zip
Democratic	Albers	Joanne M.				
Democratic	De Vleeshower	Mary J.				
Democratic	Dorn	Barbara E.				
Democratic	Florack	Barbara C.				
Democratic	Lehnert	Glen				
Democratic	Nelson	Roger W.	- deceased			
Democratic	Rohde	Kathy L.				
Democratic	Sacho	Phyllis L.				
Democratic	Sausen	Marilyn				
Democratic	Wellens	Helen M.				
Democratic	Williams	Joe A.				
Democratic	Garrison	Larry		DePere	WI	54115



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

November 16, 2017

Mayor Michael Walsh
City of DePere
335 South Broadway
DePere, Wisconsin 54115

RE: 2018-2019 Republican Poll Workers

Dear Mayor Walsh:

Pursuant to Wis. Stat. §7.30, and for the purposes of nominating Republican Election Inspectors in Brown County, I, Marian Krumberger, Chairwoman, of the Republican Party of Brown County hereby nominate the named individuals below.

We hereby certify that the Brown County Party has contacted each nominee over the summer whose names appear on the list and they have agreed to serve as an election inspector. If there is someone we missed, such as a chief inspector, please inform us. We have time make modifications. Please do not hesitate to contact one of us with questions or if you need additional information. The office phone number is 920-430-2005 and we will get back to you.

The names submitted are not in any special numerical order. We hope you are able to use everyone on the list, if you have positions available.

Sincerely,

Marian Krumberger

Chairwoman

Jean Weinschel

Secretary

Cc: Shana Ledvina ✓

City of De Pere Clerk

Attachment: Republican Nominations redacted (6510 : Appointment of Election Officials for 2018-2019 Elections.)

DePere

Arnold, Holly		De Pere	54115		DePere		
Brennan, Patricia		De Pere	54115		DePere	in	
Brooks, Ann		De Pere	54115		DePere		
Erickson, Dorothy		De Pere	54115		DePere	* no longer interested	
Gagnon, Joseph		De Pere	54115		DePere		
Gause, Bob		De Pere	54115		DePere		
Gause, Julie		De Pere	54115		DePere		
Prust, David							
Sabin, Guy		De Pere	54115		DePere		
Schierl, Carol		De Pere	54115		DePere	* no longer interested	
Waise, Cheryl		De Pere	54115		DePere		
Weinstein, Madeline		De Pere	54115		DePere		

City of De Pere, Wisconsin**Request For Common Council Action**

MEETING DATE: December 19, 2017
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Ledvina
SUBJECT: Voucher Approval.

ATTACHMENTS:

- 12-19-17 VOUCHERS (PDF)

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VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
7583	ADVANCE AUTO PARTS							
	I-6339-248970	ADVANCE AUTO PARTS	R	12/19/2017		10.01CR	083928	
	I-6339-249115	ADVANCE AUTO PARTS	R	12/19/2017		4.75CR	083928	14.76
0302	AIRGAS USA LLC							
	I-9948485023	AIRGAS USA LLC	R	12/19/2017		196.67CR	083929	
	I-9949184200	AIRGAS USA LLC	R	12/19/2017		323.10CR	083929	519.77
0020	BADGERLAND PRINTING INC							
	I-30513	BADGERLAND PRINTING INC	R	12/19/2017		142.00CR	083930	
	I-30576	BADGERLAND PRINTING INC	R	12/19/2017		35.00CR	083930	
	I-30578	BADGERLAND PRINTING INC	R	12/19/2017		59.00CR	083930	236.00
0023	BATTERIES PLUS LLC							
	I-501-P197467	BATTERIES PLUS LLC	R	12/19/2017		175.20CR	083931	175.20
0027	BAY TOWEL INC							
	I-2506891	BAY TOWEL INC	R	12/19/2017		153.16CR	083932	
	I-2508642	BAY TOWEL INC	R	12/19/2017		40.39CR	083932	
	I-2508643	BAY TOWEL INC	R	12/19/2017		90.88CR	083932	
	I-2512892	BAY TOWEL INC	R	12/19/2017		40.39CR	083932	
	I-2512893	BAY TOWEL INC	R	12/19/2017		90.88CR	083932	
	I-2515379	BAY TOWEL INC	R	12/19/2017		153.16CR	083932	
	I-2515398	BAY TOWEL INC	R	12/19/2017		77.52CR	083932	646.38
0038	BROADWAY AUTOMOTIVE INC							
	I-876239P	BROADWAY AUTOMOTIVE INC	R	12/19/2017		47.98CR	083933	47.98
0039	BROOKS TRACTOR INC							
	I-D58985	BROOKS TRACTOR INC	R	12/19/2017		70.66CR	083934	70.66
0044	BROWN COUNTY REGISTER OF DEEDS							
	I-201712127747	BROWN COUNTY REGISTER OF DEEDS	R	12/19/2017		3.00CR	083935	3.00
3478	BROWN COUNTY TREASURER							
	I-33	BROWN COUNTY TREASURER	R	12/19/2017		76.50CR	083936	76.50
1784	CARLSON DETTMANN CONSULTING							
	I-2439	CARLSON DETTMANN CONSULTING	R	12/19/2017		250.00CR	083937	250.00
0536	CDW GOVERNMENT INC							
	I-KTX6655	CDW GOVERNMENT INC	R	12/19/2017		591.80CR	083938	
	I-KVX2752	CDW GOVERNMENT INC	R	12/19/2017		2,455.38CR	083938	
	I-KWH2258	CDW GOVERNMENT INC	R	12/19/2017		679.20CR	083938	
	I-KWH8784	CDW GOVERNMENT INC	R	12/19/2017		3,166.02CR	083938	6,892.40

Attachment: 12-19-17 VOUCHERS (6516 : Voucher Approval.)

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VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2708	CLEANING SOLUTION SERVICES INC							
	I-15566	CLEANING SOLUTION SERVICES INC	R	12/19/2017		1,105.24CR	083939	
	I-15571	CLEANING SOLUTION SERVICES INC	R	12/19/2017		1,784.35CR	083939	2,889.59
7639	CORE & MAIN LP							
	I-1173001	CORE & MAIN LP	R	12/19/2017		2,270.05CR	083940	2,270.05
2926	CROSBY HEAVY DUTY WRECKER SERV INC							
	I-9751	CROSBY HEAVY DUTY WRECKER SERV	R	12/19/2017		150.00CR	083941	150.00
6700	DARLEY CO							
	I-17305495	DARLEY CO	R	12/19/2017		216.70CR	083942	216.70
0069	DE PERE GREENHOUSE INC							
	I-29113	DE PERE GREENHOUSE INC	R	12/19/2017		50.00CR	083943	50.00
6946	DEAN ENTERPRISES LLC							
	I-D-64725	DEAN ENTERPRISES LLC	R	12/19/2017		105.75CR	083944	
	I-D-65020	DEAN ENTERPRISES LLC	R	12/19/2017		65.99CR	083944	171.74
0075	DIGGERS HOTLINE INC							
	I-171 1 36402	DIGGERS HOTLINE INC	R	12/19/2017		4.80CR	083945	4.80
6030	DISCOUNT SCHOOL SUPPLY							
	I-P36384110001	DISCOUNT SCHOOL SUPPLY	R	12/19/2017		79.94CR	083946	79.94
0079	DORSCH CORP							
	I-39346	DORSCH CORP	R	12/19/2017		88.21CR	083947	88.21
0086	ERC INC							
	I-ERC-1117-6285	ERC INC	R	12/19/2017		414.00CR	083948	414.00
3597	EVIDENT INC.							
	I-117873A	EVIDENT INC.	R	12/19/2017		104.57CR	083949	
	I-120016A	EVIDENT INC.	R	12/19/2017		91.70CR	083949	
	I-120072A	EVIDENT INC.	R	12/19/2017		168.91CR	083949	
	I-125429A	EVIDENT INC.	R	12/19/2017		52.07CR	083949	417.25
7096	JAMES M. FICO PHD							
	I-201712127748	JAMES M. FICO PHD	R	12/19/2017		325.00CR	083950	325.00
7553	GLENN'S 24 HR TOWING							
	I-74463	GLENN'S 24 HR TOWING	R	12/19/2017		250.00CR	083951	250.00

Attachment: 12-19-17 VOUCHERS (6516 : Voucher Approval.)

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VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
6923	GORDON FLESCH COMPANY INC. I-IN12083504	GORDON FLESCH COMPANY INC.	R	12/19/2017		129.00CR	083952	129.00
0116	GRAINGER INC I-9608837556 I-9620991316 I-9620991324 I-9622354281 I-9623016020 I-9633276838	GRAINGER INC GRAINGER INC GRAINGER INC GRAINGER INC GRAINGER INC GRAINGER INC	R	12/19/2017 12/19/2017 12/19/2017 12/19/2017 12/19/2017 12/19/2017		40.35CR 71.50CR 36.07CR 199.56CR 28.40CR 534.41CR	083953 083953 083953 083953 083953 083953	 910.29
5484	HYDROCORP INC I-44974-IN	HYDROCORP INC	R	12/19/2017		2,876.00CR	083954	2,876.00
1399	INDOFF INC I-3031485 I-3037948 I-3037994 I-3041210 I-3043611	INDOFF INC INDOFF INC INDOFF INC INDOFF INC INDOFF INC	R	12/19/2017 12/19/2017 12/19/2017 12/19/2017 12/19/2017		159.75CR 64.22CR 91.07CR 34.58CR 189.20CR	083955 083955 083955 083955 083955	 538.82
2602	JOSSART BROTHERS INC I-17-01 (8)	JOSSART BROTHERS INC	R	12/19/2017		150,558.00CR	083956	150,558.00
7620	JT ENGINEERING INC I-170047-06	JT ENGINEERING INC	R	12/19/2017		20,220.00CR	083957	20,220.00
1276	JX ENTERPRISES INC C-1417665P I-1416709P I-1417067P I-1417462P	JX ENTERPRISES INC JX ENTERPRISES INC JX ENTERPRISES INC JX ENTERPRISES INC	R	12/19/2017 12/19/2017 12/19/2017 12/19/2017		162.40 112.02CR 79.25CR 831.56CR	083958 083958 083958 083958	 860.43
7317	KATANA FORENSICS LLC I-EST 2016002300	KATANA FORENSICS LLC	R	12/19/2017		500.00CR	083959	500.00
3140	KUNDINGER FLUID POWER INC I-50461662 I-50461753	KUNDINGER FLUID POWER INC KUNDINGER FLUID POWER INC	R	12/19/2017 12/19/2017		161.16CR 232.70CR	083960 083960	 393.86
4617	LANGUAGE LINE SERVICES I-4205658	LANGUAGE LINE SERVICES	R	12/19/2017		4.66CR	083961	4.66

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VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0160	LIZER OF WI INC							
	I-74235D	LIZER OF WI INC	R	12/19/2017		165.00CR	083962	
	I-74249AD	LIZER OF WI INC	R	12/19/2017		110.00CR	083962	275.00
1443	MARTIN SYSTEMS INC							
	I-155972	MARTIN SYSTEMS INC	R	12/19/2017		154.00CR	083963	154.00
0169	MC MONAGLE LUMBER CO INC							
	I-70636	MC MONAGLE LUMBER CO INC	R	12/19/2017		72.75CR	083964	72.75
0163	MCC INC							
	I-17-09 (3)	MCC INC	R	12/19/2017		23,553.66CR	083965	23,553.66
0173	MENARDS INC							
	I-18287	MENARDS INC	R	12/19/2017		51.44CR	083966	
	I-18642	MENARDS INC	R	12/19/2017		23.95CR	083966	
	I-18881	MENARDS INC	R	12/19/2017		167.76CR	083966	
	I-19222	MENARDS INC	R	12/19/2017		41.25CR	083966	
	I-19287	MENARDS INC	R	12/19/2017		89.19CR	083966	
	I-19352	MENARDS INC	R	12/19/2017		246.71CR	083966	620.30
7129	NELSON TACTICAL							
	I-2232	NELSON TACTICAL	R	12/19/2017		154.00CR	083967	154.00
3191	NIELSON COMMUNICATIONS INC							
	I-AT11532	NIELSON COMMUNICATIONS INC	R	12/19/2017		49.90CR	083968	49.90
0531	NORTHEAST AUTO PARTS INC							
	I-326477	NORTHEAST AUTO PARTS INC	R	12/19/2017		77.64CR	083969	
	I-326480	NORTHEAST AUTO PARTS INC	R	12/19/2017		6.09CR	083969	
	I-326500	NORTHEAST AUTO PARTS INC	R	12/19/2017		25.68CR	083969	
	I-326669	NORTHEAST AUTO PARTS INC	R	12/19/2017		6.29CR	083969	
	I-326683	NORTHEAST AUTO PARTS INC	R	12/19/2017		51.99CR	083969	167.69
5433	NORTHEAST WI TECH COLLEGE							
	I-CS31761	NORTHEAST WI TECH COLLEGE	R	12/19/2017		910.00CR	083970	
	I-CS31766	NORTHEAST WI TECH COLLEGE	R	12/19/2017		130.00CR	083970	
	I-SFT0000114474	NORTHEAST WI TECH COLLEGE	R	12/19/2017		44.16CR	083970	1,084.16
7268	NORTHSTAR FUR & TRADING							
	I-100047	NORTHSTAR FUR & TRADING	R	12/19/2017		82.00CR	083971	82.00

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VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0255	ONE LAW GROUP SC							
	I-406-01M (263)	ONE LAW GROUP SC	R	12/19/2017		1,825.00CR	083972	1,825.00
0197	PACKER CITY INTERNATIONAL INC							
	C-X101076539:01	PACKER CITY INTERNATIONAL INC	R	12/19/2017		104.00	083973	
	I-X101076539:01	PACKER CITY INTERNATIONAL INC	R	12/19/2017		192.86CR	083973	
	I-X101077301:01	PACKER CITY INTERNATIONAL INC	R	12/19/2017		224.85CR	083973	
	I-X101077873:01	PACKER CITY INTERNATIONAL INC	R	12/19/2017		449.70CR	083973	763.41
1331	PACKER FASTENER & SUPPLY INC							
	I-360228	PACKER FASTENER & SUPPLY INC	R	12/19/2017		77.10CR	083974	77.10
1632	PIERCE MANUFACTURING INC							
	I-M 52521	PIERCE MANUFACTURING INC	R	12/19/2017		235,577.00CR	083975	235,577.00
0208	POMP'S TIRE SERVICE INC							
	I-1010055104	POMP'S TIRE SERVICE INC	R	12/19/2017		623.00CR	083976	
	I-90044433	POMP'S TIRE SERVICE INC	R	12/19/2017		650.20CR	083976	
	I-90044666	POMP'S TIRE SERVICE INC	R	12/19/2017		28.45CR	083976	1,301.65
1246	PREVEA HEALTH							
	I-113078	PREVEA HEALTH	R	12/19/2017		42.00CR	083977	
	I-113087	PREVEA HEALTH	R	12/19/2017		292.00CR	083977	334.00
6991	PROFESSIONAL SERVICE INDUSTRIES, INC.							
	I-537019	PROFESSIONAL SERVICE INDUSTRIES	R	12/19/2017		473.00CR	083978	473.00
5973	RAE-COR DISTRIBUTING INC							
	I-3696	RAE-COR DISTRIBUTING INC	R	12/19/2017		192.34CR	083979	192.34
6948	RAY'S TIRE							
	I-3-47404	RAY'S TIRE	R	12/19/2017		348.37CR	083980	
	I-3-47438	RAY'S TIRE	R	12/19/2017		598.61CR	083980	946.98
0227	REINDERS INC							
	I-1714600-00	REINDERS INC	R	12/19/2017		341.61CR	083981	
	I-1715040-00	REINDERS INC	R	12/19/2017		86.30CR	083981	
	I-1715212-00	REINDERS INC	R	12/19/2017		127.00CR	083981	554.91
6875	RJ'S SIGNS AND DESIGNS LLC							
	I-1740	RJ'S SIGNS AND DESIGNS LLC	R	12/19/2017		57.00CR	083982	57.00

Attachment: 12-19-17 VOUCHERS (6516 : Voucher Approval.)

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 BANK : AP ASSOCIATED

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
6380	ROCK OIL REFINING INC I-265456	ROCK OIL REFINING INC	R	12/19/2017		83.75CR	083983	83.75
1023	S & S WORLDWIDE I-9974303	S & S WORLDWIDE	R	12/19/2017		59.01CR	083984	59.01
0248	SHOPKO STORES OPERATING CO LLC I-6214	SHOPKO STORES OPERATING CO LLC	R	12/19/2017		13.98CR	083985	13.98
0406	SIMPLEXGRINNELL INC I-84263778	SIMPLEXGRINNELL INC	R	12/19/2017		706.00CR	083986	706.00
0262	TEMPERATURE SYSTEMS INC I-2678919-00	TEMPERATURE SYSTEMS INC	R	12/19/2017		107.35CR	083987	107.35
7309	TRILLIUM CNG I-1712042124	TRILLIUM CNG	R	12/19/2017		3,565.36CR	083988	3,565.36
0268	TRUCK EQUIPMENT INC I-770597-00	TRUCK EQUIPMENT INC	R	12/19/2017		382.57CR	083989	382.57
0417	TWEET GAROT MECHANICAL INC I-54417	TWEET GAROT MECHANICAL INC	R	12/19/2017		545.91CR	083990	545.91
0272	UNIFORM SHOPPE INC I-270159 I-270165 I-271831 I-271932 I-272067 I-272115 I-272158 I-272170 I-272246	UNIFORM SHOPPE INC UNIFORM SHOPPE INC UNIFORM SHOPPE INC UNIFORM SHOPPE INC UNIFORM SHOPPE INC UNIFORM SHOPPE INC UNIFORM SHOPPE INC UNIFORM SHOPPE INC UNIFORM SHOPPE INC	R R R R R R R R R	12/19/2017 12/19/2017 12/19/2017 12/19/2017 12/19/2017 12/19/2017 12/19/2017 12/19/2017 12/19/2017		628.35CR 53.95CR 428.80CR 16.90CR 59.95CR 137.85CR 73.85CR 22.95CR 249.95CR	083991 083991 083991 083991 083991 083991 083991 083991 083991	 1,672.55
7015	US BANK EQUIPMENT FINANCE I-345397129	US BANK EQUIPMENT FINANCE	R	12/19/2017		207.50CR	083992	207.50
0919	VOGELS BUCKMAN APPRAISAL GROUP INC I-1361 I-1362 I-1363 I-1364	VOGELS BUCKMAN APPRAISAL GROUP VOGELS BUCKMAN APPRAISAL GROUP VOGELS BUCKMAN APPRAISAL GROUP VOGELS BUCKMAN APPRAISAL GROUP	R R R R	12/19/2017 12/19/2017 12/19/2017 12/19/2017		1,500.00CR 2,500.00CR 1,500.00CR 1,500.00CR	083993 083993 083993 083993	 7,000.00

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VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2645	WI DEPT OF JUSTICE							
	I-201712127749	WI DEPT OF JUSTICE	R	12/19/2017		35.00CR	083994	35.00
2464	WI STATE LABORATORY OF HYGIENE							
	I-528545	WI STATE LABORATORY OF HYGIENE	R	12/19/2017		114.70CR	083995	114.70
6887	WILLIAMS AUTO BODY SHOP INC.							
	I-14143	WILLIAMS AUTO BODY SHOP INC.	R	12/19/2017		4,803.34CR	083996	4,803.34

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	69	0.00	480,863.86	480,863.86
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:	0	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:	69	0.00	480,863.86	480,863.86

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

Attachment: 12-19-17 VOUCHERS (6516 : Voucher Approval.)

12/12/2017 1:02 PM

A / P CHECK REGISTER

PAGE: 8

PACKET: 05750 DEC 2017 COUNCIL - 2 12-19-17

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	12/2017	34,332.91CR
201	12/2017	35.84CR
208	12/2017	4.80CR
293	12/2017	27,223.00CR
405	12/2017	174,584.66CR
415	12/2017	235,577.00CR
601	12/2017	5,890.19CR
650	12/2017	3,215.46CR
=====		
ALL		480,863.86CR

Attachment: 12-19-17 VOUCHERS (6516 : Voucher Approval.)

City of De Pere, Wisconsin**Request For Common Council Action**

MEETING DATE: December 19, 2017
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Ledvina
SUBJECT: Operator License Applications.

ATTACHMENTS:

- 12-19-17 (PDF)

CITY OF DE PERE
License Committee - December 19, 2017

New Operator License Applications	
1	MAC KAY, JANETTE A.
2	ROBINSON, TYLER B.
3	SALDANA, ADAM L.
4	WASIELEWSKI, DANA M.
5	WHITE, SAMANTHA T.