



Common Council

Regular Meeting

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

Agenda

Tuesday, August 3, 2021

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Common Council** of the City of De Pere will be held on **August 3, 2021** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

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

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

OR

You can also dial in using your phone.
United States (Toll Free): [1 866 899 4679](tel:18668994679)
United States: [+1 \(312\) 757-3117](tel:+13127573117)
Access Code: 154-883-285

This meeting may also be rebroadcast on TV throughout the week and available on demand at <http://deperecitywi.igmp2.com/>.

I. Call to Order

1. Roll Call
2. Pledge of Allegiance to the Flag.
3. Approval of the minutes of the July 20, 2021 Common Council meeting.
4. Public Hearing on a proposed application for Community Development Block Grant - Special Projects funds. The Special Project includes providing assistance to a developer to acquire and rehabilitate the building located at 525 N 10th Street, De Pere, WI, known as Oak Meadow Senior Apartments, into a 55-unit Independent Senior Living Facility.
 - A. Notice of Public Hearing.
 - B. Recommendation: The Council approved moving forward with the CDBG grant application process on July 20, 2021.
 - C. Development Services report on proposed development and De Pere housing statistics.
 - D. Resolution # 21-82 Authorizing the City to Apply to the Wisconsin Department of Administration (DOA) Community Development Block Grant (CDBG) Special Project - Low to Moderate Income (LMI) Housing Conversion Grant for a project at 525 N. Tenth Street.
5. Public comment upon matters not on the agenda.
6. Recommendation from the Board of Park Commissioners to Accept \$350 Donation from the Woman's Club of De Pere to Recreation Scholarship Fund.

7. Recommendation from the Board of Park Commissioners to Accept a \$500 Donation from Brown County Community Women's Club for Activities/Community Center Facility Needs.
8. Recommendation from the Board of Park Commissioners to Accept a Donation of a First Aid Table from BayCare Clinic, Green Bay (Approximate Value \$583.00.)
9. Recommendation from the Board of Park Commissioners to Accept a \$2,500 Donation to the Recreation Scholarship Fund from the Wochinske Family Foundation.
10. Recommendation from the Board of Park Commissioners to Approve \$3,000 Additional Funding to Complete the Fox Point Furnace Project, with Funding from Unassigned General Fund Balance.
11. Resolution #21-83 Disallowance of Claim (Sam Schaetz).
12. Resolution #21-84 Authorizing Agreement for Contractor Services Between the City of De Pere and Security-Luebke Roofing, Inc. (Roof Replacement at De Pere Ice Arena).
13. Resolution #21-85 Authorizing Agreement for Consulting Services Between the City of De Pere and Cedar Corporation (Voyageur Park Retaining Wall Inspection and Condition Report).
14. Appointments to Boards and Commissions by Mayor Boyd.
15. Voucher approval.
16. Future agenda items.
17. Consideration and Action on the Request of the City Attorney's Office to Consider a Waiver of Conflict of Interest.

PLEASE TAKE NOTICE THAT, pursuant to Wis. Stats. §19.85(1)(g), the Council may convene in closed session for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The Council may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

18. Adjournment.

Carey Danen
City Clerk

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

Agenda Sent To:
Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations

Kress Family Library
De Pere Chamber of Commerce
Barbara Spitzer, Woman's Club of De Pere
Betty Jansen, Brown County Community Women's Club
Michael Schmidt, BayCare Clinic
Kathy Wochinske, Wochinske Family Foundation
Thad Majkowski, Cedar Corporation
Don Chilson, De Pere Ice Arena
Sam Schaetz



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Approval of the minutes of the July 20, 2021 Common Council meeting.

ATTACHMENTS:

- 7-20-21 Common Council Minutes Draft (PDF)



Common Council

Regular Meeting

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Draft Minutes

Tuesday, July 20, 2021

7:30 PM

Council Chambers and Virtual

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

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

2. Pledge of Allegiance to the Flag.

3. Approval of the minutes of the June 30, 2021 Special Common Council meeting.

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

4. Approval of the minutes of the July 6, 2021 Common Council meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jonathon Hansen, Aldersperson
SECONDER:	Dean Raasch, Aldersperson
AYES:	Carpenter, Eserkaln, Hansen, Kunding, Ledvina, Quigley, Raasch, Ruh

5. Public comment upon matters not on the agenda.

None.

6. Recommendation from the Finance and Personnel Committee to Accept a \$2,000 Grant to Police from Unison Credit Union for Hotel Voucher Program.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Amy Chandik Kunding, Alderperson
SECONDER:	Kelly Ruh, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kunding, Ledvina, Quigley, Raasch, Ruh

7. Recommendation from Finance/Personnel Committee to Approve Purchase of MyHealics Rewards Platform.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Kelly Ruh, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kunding, Ledvina, Quigley, Raasch, Ruh

8. Recommendation from the Board of Public Works to Deny the Request to Develop a Speed Bump Installation Policy.

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

9. Recommendation from the Board of Public Works to Approve the Installation of Audio Pedestrian Signals at Main Avenue and Ninth Street.

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

10. Consideration and Possible Action Regarding Feasibility Study for Joint Yard Waste Facility with the Village of Allouez (forwarded from the Board of Public Works without recommendation).

Alderperson Carpenter moved, seconded by Alderperson Raasch to approve the request. Alderperson Raasch asked about the outcome of the Allouez Village Board meeting held earlier tonight. Alderpersons Ledvina and Kunding attended the meeting and reported that the request was unanimously voted down. Therefore, the option for a joint yard waste facility no longer exists. Mayor Boyd noted that because the motion and second were to approve the feasibility study, a “nay” vote will defeat the request.

RESULT:	DEFEATED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
NAYS:	Carpenter, Eserkaln, Hansen, Kunding, Ledvina, Quigley, Raasch, Ruh

A. Consideration and possible action on request of Alderperson Ledvina that City staff research alternative yard waste sites apart from joint yard waste site with Allouez.

City Administrator Larry Delo confirmed that staff will begin researching alternative options. Alderperson Carpenter urged staff to research alternatives to having a drop off site, such as contracting out or charging residents to pick up yard waste at the curb. Larry indicated that this will go back to Board of Public Works to begin discussions on potential processes.

RESULT:	REFERRED BACK TO STAFF [UNANIMOUS]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kunding, Ledvina, Quigley, Raasch, Ruh

11. Consideration and Possible Action Regarding Review of the 2020 Annual Tax Incremental Financing Districts Report for the City of De Pere.

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

12. Ordinance #21-15 Amending Section 114-6 De Pere Municipal Code Regarding Solicitor Permit Hours.

Alderperson Carpenter asked if it is possible to ban soliciting in the City. Assistant City Attorney Kristen Johnson stated that staff would have to research whether it would be possible to enact a ban due to first amendment considerations. Discussion followed regarding recent citizen complaints about door-to-door solicitors as well as potential unintended effects of a ban on solicitation. Alderperson Quigley asked about the consequences of violating the regulations. Kristen explained that the City could seek revocation, but because the permits are only issued for 30 days that causes a timing issue. The permit holder could also be issued a citation for violation of City ordinance. Alderperson Carpenter moved, seconded by Alderperson Kunding, to amend the ordinance by changing the end time to 5 PM. Upon vote, the motion to amend failed with Alderpersons Carpenter and Kunding voting aye.

RESULT:	ADOPTED [7 TO 1]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Mike Eserkaln, Alderperson
AYES:	Eserkaln, Hansen, Kunding, Ledvina, Quigley, Raasch, Ruh
NAYS:	Dan Carpenter

13. Recommendation from the Finance and Personnel Committee to Adopt the Required Policies for the Community Development Block Grant (CDBG) Special Projects Affordable Housing Conversion Grant Application.

A. Ordinance #21-16 Adopting Section 10-14, De Pere Municipal Code, Creating the Community Development Block Grant (CDBG) Advisory Board.

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

B. Resolution #21-77 Adopting Policies for Participation in the Community Development Block Grant Program.

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

14. Resolution #21-78 Approving Memorandum of Agreement Between the Wisconsin State Historic Preservation Office and the City of De Pere for the Completion of a National Register of Historic Places Nomination Project.

Alderperson Hansen thanked Gene Hackbarth, Historic Preservation Commission Vice Chair, for his work on this project.

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

15. Resolution #21-79 Approving Grant Agreement and Accepting Grant from Community Foundation for the Fox Valley Region, Inc. (Voyageur Park Multi-Use Facility).

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

16. Resolution #21-80 Authorizing State/Municipal Financial Agreement with Wisconsin Department of Transportation for Traffic Signal Retrofit Projects (Reid Street/Fourth Street; Reid Street/Fifth Street; and Main Avenue/Fourth Street).

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

17. Resolution #21-81 Authorizing Agreement for Consulting Services Between the City of De Pere and JT Engineering, Inc. (2022 Traffic Signal Upgrades).

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

18. Voucher approval.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Kelly Ruh, Alderperson
AYES:	Carpenter, Eserkaln, Hansen, Kunding, Ledvina, Quigley, Raasch, Ruh

19. Future agenda items.

Alderperson Carpenter requested that any unspent stadium tax funds be allocated to the Voyageur Park restroom project. This request will go to the Finance-Personnel Committee.

20. Adjournment.

Alderperson Raasch moved, seconded by Alderperson Ledvina to adjourn the meeting at 7:55 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen, City Clerk



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: C. Development Services report on proposed development and De Pere housing statistics.

Over the past few months the De Pere Plan Commission, Finance and Personnel Committee, and the Common Council have taken actions to approve a development proposal for a 55 unit affordable housing conversion at 525 N. Tenth Street. The project site is generally located in the northwest corner of the City, specifically at the north end of 10th Street and located immediately adjacent and south to Ashland Avenue (State Highway 32).

The proposed building was constructed in the 1970's and is currently vacant. It was most recently remodeled in 2002 and used as a 68 bed Assisted Living Facility. Northpointe Development has the site under contract and has proposed to modify the use of the building to a 55 unit Independent Senior Affordable Living Facility. Oak Meadow Senior Apartment is being acquired and rehabbed utilizing the WHEDA tax-exempt bond program and 4% low income tax credits. The program requires that the property be restricted to individuals with low-to-moderate income. The apartment homes will also be set-a-side for individuals 55 years and older. Upon completion the property will have 33 units set-a-side for seniors whose income is at or below 50% of the Brown County median income and 21 units set-a-side for seniors whose income is at or below 70% of the Brown County median income.

A significant amount of gut rehab will be needed to convert the project back into housing in addition repairing/ replacing all of the aging systems and deferred maintenance in the building. Davis Bacon wages have been included in the budget. The proposed developer received various private and public funding commitments to assist in developing the project; however, there still exists a funding gap that they request be filled by the CDBG Special Projects fund. Specifically, Wisconsin Housing and Economic Development Authority (WHEDA) has approved Construction, Permanent, and Subordinate loans for the project and Northpointe has received and LOI from an investor that would purchase the federal tax credits. The project will comply with the 20-year affordability period secured by a deed restriction. These sources will be used to acquire and rehab the building.

ATTACHMENTS:

- 2020 De Pere Housing Report (PDF)
- 2021 CDBG Program (PDF)

CITY OF DE PERE

Housing Affordability Report 2019-2020 Update

*An update on De Pere's implementation of the
housing element of the comprehensive plan*



Update Completed January 25, 2021
Prepared for 2017 WI Act 243 Housing Report Requirements

2019-2020 Residential Approvals

2019-2020 Residential Land Division and Building Permit Reviews

Land Division Type	2019	2020	Notes
Subdivision Plats	1	1	
Certified Survey Maps (CSM)	2	2	Includes residential CSM only.
Condominium Plats			City did not review condominium plats at this time.
Building Permit Applications	36	58	Includes One-family and two-family residential permits only.

Source: Plan Commission reviews and Building Permit applications.

2019 Approved New Residential Dwelling Units and Building Permit Applications

Project	Address	# Lots	# Units	Description
Pelican Landing #9 & #10	1015 N Broadway ST	1	2	Site Plan – Two-family home development expanded from 8 existing units to 10 units.
Tranquil Trails	2900 BLK Ryan RD	1	56	Site Plan – Multi-family development with four 14 unit buildings on 1 existing lot.
Garrity's Glen South	2509 Lawrence DR	80	110	Plat – Single-family (70 units), two-family (16 units), and multi-family (24 units).
Southbridge Condo	1881 Southbridge RD	8 lot equivalents	8	PIP – Two-family condominium development with 4 buildings and 8 units.
CSM	502-508 Eighth ST	2	4	CSM – Two-family home development with 4 new units on 2 new lots.
CSM – Irwin Lofts	428 Superior ST	--	--	CSM – The 2 lots and 20 residential units were already counted in the 2018 report.
Building Permits	Various	36	39	

TOTAL: 128 219

Source: Plan Commission reviews and Building Permit applications.

2020 Approved New Residential Dwelling Units and Building Permit Applications

Project	Address	# Lots	# Units	Description
Garrity's Glen South Apts.	1600 BLK Garroman DR	--	--	Site Plan – Multi-family development. Lots and units counted in 2019 table.
Honeysuckle Acres 4 th	1500 BLK Red Maple CT	32	32	Plat – Single-family home subdivision with 32 single-family lots.
Building Permits	Various	58	60	

TOTAL: 90 92

Source: Plan Commission reviews and Building Permit applications.

2020 Year-End Undeveloped City Acreage Suitability for Residential Development

Undeveloped City Acreage Type	Acres	Notes
Zoned for Residential Development	525	Please see appendix B for lists and a map of undeveloped parcels in the municipality that are zoned for residential development and all undeveloped parcels in the municipality that are suitable for, but not zoned for, residential development.
Not zoned but Suitable for Residential Development	359	

Source: De Pere Zoning Map and GIS.

De Pere's Residential Development Regulations

Land Use Controls

The City does not have any architectural or material requirements for single or two-family homes. Multi-family projects are subject to the provisions of Municipal Code Chapter 14-60 – Development and Design Standards, which requires:

Building design and construction requirements: R-3, Multiple Family District and R-4, General Residence Office District. All buildings hereinafter constructed, expanded, remodeled, or otherwise improved within this district shall be designed in such a manner so they provide basic harmony with and do not detract from the overall attractiveness of surrounding development and shall be constructed of the following materials:

- 1) Brick.
- 2) Natural Stone.
- 3) Other materials approved by the Plan Commission.

The Plan Commission has historically been flexible in approving projects with other materials that integrate into the surrounding neighborhoods. Materials may include the use of shake and vinyl siding or other newer materials that are not specifically called out in the Municipal Code.

Site Improvement Requirements & Costs

The City of De Pere designs, bids and oversees construction of almost all public infrastructure in new residential developments including stormwater management, utilities, and roads. Sidewalks are required and are installed by the property owner or home builder.

2020 Average Cost for City Residential Infrastructure

Type	Cost	Notes
Utilities, Streets, Curbs	\$500 per lineal foot	Costs can vary depending on the design of the subdivision and property conditions. Developers also incur additional costs including Wisconsin Public Service, engineering fees and real estate fees.
Stormwater	\$1,000 per lot	

Source: City Engineering.

2020 Approved City Plat Infrastructure Cost Estimates

Subdivision	Total Acres	Single-Family Lots	Estimate Cost Per Lot	Average Sale Price Per Lot	Notes
Garrity's Glen South	55	55	\$38,809	\$52,900 (Zillow.com)	Single-family, duplex and multi-family.
Honeysuckle Acres 4th	20	20	\$51,300	\$65,500 (Zillow.com)	All single-family.

Source: City Development Services, Brown County GIS.

Cost to Permit

The following are actual permit and park fees from the most recent single-family homes reviewed by the City of De Pere in the Garrity's Glen South subdivision.

2020 Permit and Park Fees – Garrity's Glen South

Address	Lot #	Total Lot Square Feet	Total Permit Fee	Total Park Dedication Fee
2488 Killrush RD	30	11,475	\$1,091.72	\$300.00
2497 Killrush RD	33	11,475	No Permit	\$300.00
2501 Killrush RD	34	11,475	\$ 1,101.68	\$300.00
2508 Killrush RD	25	11,475	\$ 1,142.12	\$300.00
2512 Killrush RD	24	11,475	\$ 1,132.40	\$300.00
2531 Killrush RD	38	13,500	\$ 1,150.76	\$300.00
2532 Killrush RD	19	12,666	\$ 1,184.00	\$300.00
2486 Ballyvaughan RD	45	11,475	No Permit	\$300.00
2487 Ballyvaughan RD	46	13,852	\$ 1,135.16	\$300.00
2490 Ballyvaughan RD	44	11,475	\$ 1,132.40	\$300.00
2491 Ballyvaughan RD	47	19,952	\$ 1,208.48	\$300.00
2494 Ballyvaughan RD	43	11,475	\$ 1,126.54	\$300.00
2498 Ballyvaughan RD	42	11,583	\$ 1,143.80	\$300.00
2515 Ballyvaughan RD	75	11,772	\$1,126.64	\$300.00
2519 Ballyvaughan RD	76	11,772	\$1,100.56	\$300.00
2523 Ballyvaughan RD	77	11,772	\$1,126.88	\$300.00

Fees and Land Dedication Requirements

The City only charges platting/zoning review fees and park in lieu of dedication fees for residential development. Please see Appendix A 'New Housing Fee Report' for a list of review and permit fees. Land dedication requirements are outlined in Public Open Spaces – Municipal Code Chapter 46-5:

Public open spaces.

(1) *Purpose.* It is the purpose of this section that adequate open spaces may be properly located and preserved as the community develops, and that the cost of providing sites for parks, recreational areas, and all other uses related to the operation of the city government necessary to serve the additional population brought into the community by subdivision development may be most equitably apportioned on the basis of the additional need created by the individual subdivision.

(2) *Dedication of sites.*

- a. The subdivider shall provide, and dedicate to the public, land compatible with the comprehensive plan for the development of the community, provided that such development shall not exceed in area that provided in subsection (b)(2)b of this section.
- b. The amount of land to be provided and dedicated in R-1, R-2, R-3, and R-4 residential districts shall be 4.4 percent of the total nonpublic residential property developed. If dedicated land is set aside in the plat, it shall be done with the approval and in coordination with the city plan commission and the park board.

(3) *Payment in lieu of dedication.*

- a. Where the plan commission determines that such dedication is not compatible with the comprehensive plan, the subdivider shall, in lieu thereof, pay to the city a fee as determined by resolution of the common council. *(This fee is currently set at \$300/lot for single family, \$600/lot for two family and \$130/bedroom for multifamily)*
- b. Such fees shall be used only for open space acquisition or the preparation of park and open space plans, including a master plan of development.
- c. Payment shall be made at the time the building permit is issued.
- d. No payment shall be required for a parcel on which a permanent residential structure exists prior to the date of the division. However, a residence that is intentionally razed and a new structure built of additional dwellings would come under the provisions of this chapter and be subject to the fees in accordance with subsection (b)(3)a of this section.
- e. Where the plat, certified survey or condominium does not specify the number of dwelling units to be constructed, the land dedication or payment in lieu of dedication shall be based upon the maximum number of dwelling units permitted by the city zoning code and this chapter.

Sample Park Land + Zoning Fees for a 20 Lot Subdivision

For a 20 lot single-family subdivision that does not provide park-land dedication, the total park and zoning (platting) fees for each lot would be \$391.65 per lot. A rezoning would add an additional \$15/lot in fees.

Zoning Approvals - Timing

The creation of new single-family lots generally occurs through the Certified Survey Map or Plat Process.

Certified Survey Map (CSM)

Per De Pere Municipal Code, certified survey maps are reviewed by the Plan Commission within 40 days of submittal. The Plan Commission is the only review body for certified survey maps unless city-owned property or a city dedication is included with the CSM.

Most CSM's submitted in De Pere are reviewed by the Plan Commission 50% or more faster than the code deadline, within 20 days.

Subdivision Plat

Subdivision plats are reviewed in two phases including a preliminary plat and a final plat. Per De Pere Municipal Code, preliminary plats must be reviewed by the Plan Commission within 90 days of submittal. If approved, the applicant has up to 36 months to submit a final plat, and the Plan Commission can extend that deadline. Once submitted, the Council must review the Final Plat within 60 days.

Most subdivisions in De Pere are reviewed faster than the Code established deadlines. Generally, the Plan Commission reviews the preliminary plat within 30 days of submittal and the Council reviews Final Plats within 20 days of submittal.

Permit Procedures

Permit procedures and applications are provided in a Single and Two-Family Permit Packet that is available on the City's website. Single and Two-Family residential permit reviews are typically completed within five days of submittal. General steps are outlined below:

1. Provide a completed building permit application and subcontractors' signed applications.
2. Provide a completed soil erosion control permit application.
3. Contractor or a representative of the Company shall provide a copy of a Dwelling Contractor certification (DC) and Dwelling Contractor Qualifier certification (DCQ) prior to the issuance of a building permit.
4. Erosion control measures implemented 24 hours after building site excavation.
5. Maintain all soil erosion control measures until site has been stabilized. Check erosion control measures after each rainfall event, or every seven (7) days to make sure it is still in place and remove any sediment build-up.
6. Curb cut and gravel tracking pad installed; consisting of 3-6 inch aggregate, 12 inches in depth at a minimum of 12 feet wide and 50 feet long or to the foundation, whichever is less.
7. Contractor is responsible for keeping the road clear of debris at the end of each working day or when deemed necessary.
8. Provide a completed plot plan showing dwelling and all applicable setbacks.
9. Provide a completed copy of Builder's Acknowledgment of Drainage Plan Requirement form. Storm water drainage plan will be provided with copy of the City of De Pere Municipal Code section 46-4 (4) (e) easements and restrictive covenants.
10. Provide completed energy calculations for the dwelling. If the garage is to be heated include garage in the heat calculations.
11. Provide one (1) complete copy of the building plan in digital format (PDF file) and one (1) complete hard copy of the building plan.
12. A copy of the building plan, floor system plan(s) and roof truss plan(s) and specifications shall be left on site for the Building Inspector.
13. Provide a copy or plans of "Tall Wall" engineering with calculations and details on any exterior wall exceeding ten feet in height.
14. If the dwelling is located in the 100 year floodplain, Provide Flood Proof Measures from a licensed architect or engineer. Prior to issuance of the Occupancy Certificate, contractor must provide an Elevation Certificate from a registered engineer, and a Residential Basement Flood Proof Certificate from an architect.
15. Final Inspection: The General Contractor shall notify the Building Inspector for a final inspection upon completion of the work no more than 30 days after completion of the dwelling. The dwelling may not be occupied until a final inspection has been made that finds no critical violations of the Wisconsin Uniform Dwelling Code that could reasonably be expected to affect the health or safety of a person using the dwelling.
16. After final inspection all non-compliances shall be corrected within 30 days before Occupancy Permit may be issued.

Financial Support for Residential Development

The City proactively supports residential development via our Residential Infrastructure Policy. This policy allows developers to request City-funded public infrastructure. The City funds the public infrastructure for the project and then recaptures those funds as lots develop. This dramatically reduces the capital outlay required by the developer. See Appendix C for a copy of this policy.

The City also offers TIF for mixed-use projects for Downtown projects that include residential units.

Possible Changes to Residential Regulations

Ways in which the municipality can modify its construction and development regulations, lot sizes, approval processes, and related fees to do each of the following:

1. Meet existing and forecasted housing demand.

The City is drafting a new zoning ordinance that proposed to permit accessory dwelling units. Additionally, zoning height requirements in the downtown have been

strategically increased in order to permit for more multi-family residential development.

The Code also proposes a wider range of smaller lot sizes.

2. Reduce the time and cost necessary to approve and develop a new residential subdivision in the municipality by 20 percent.

In order to reduce the time and cost necessary to approve a new subdivision, De Pere may implement online permit submittal and payment.

In order to reduce the time and cost necessary to develop a new residential subdivision, the following options may be considered:

Lot size reduction to reduce the cost per linear or square foot for public infrastructure. For example, the R-1 District requires an 85' minimum lot width and 10,000 SF minimum lot size. This translates to an estimated \$22,250 in public infrastructure (utilities, sidewalks, roads) for each lot. Stormwater costs average \$1,000 per lot. The City is proposing a new series of Zoning Code categories that could further reduce the minimum lot size, depending on where a lot is located and zoned in the City. The per/lot stormwater cost would likely decrease because it would be shared across more parcels. The chart below summarizes potential savings in the existing and DRAFT single-family districts:

Potential Single-Family Infrastructure Cost Changes with Proposed New Zoning Code

Zoning District	Minimum Frontage	Minimum Lot Size	Infrastructure Cost Per Lot	Potential Cost Variation
Existing R-1	85'	10,000 SF	\$22,250	0
DRAFT R1-80	80'	9,000 SF	\$21,000	Decrease 6%
DRAFT R1-60	60'	7,000 SF	\$16,000	Decrease 28%
DRAFT R1-45	45'	5,000 SF	\$12,250	Decrease 45%

Source: City Development Services, Zoning Code, DRAFT zoning document.

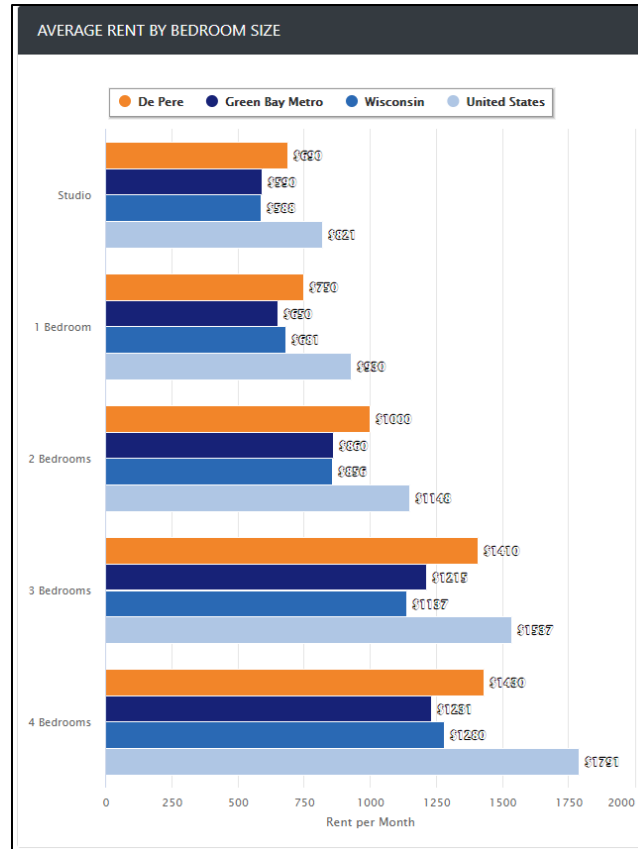
Current Housing Affordability in De Pere, WI

De Pere Median Home Price (Zillow.com) - \$241,230

De Pere Average Rent by Bedroom Size

Bedrooms	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Rent	\$690	\$750	\$1,000	\$1,410	\$1,430

Source: Bestplaces.net.



https://www.bestplaces.net/cost_of_living/city/wisconsin/de_pere

The Wisconsin Housing and Economic Development Authority (WHEDA) utilizes the following data when reviewing tax subsidy housing projects.

Brown County 30% of HUD Estimated 2020 County Median Income

Family Size	One	Two	Three	Four	Five	Six	Seven	Eight	Nine
Income Limits	\$17,310	\$19,770	\$22,230	\$24,670	\$26,670	\$28,650	\$30,630	\$32,610	\$34,590

Bedroom Size	Efficiency	One	Two	Three	Four	Five	Six
Rent Limits	\$432	\$463	\$555	\$642	\$716	\$790	\$864

Brown County 40% of HUD Estimated 2020 County Median Income

Family Size	One	Two	Three	Four	Five	Six	Seven	Eight	Nine
Income Limits	\$23,080	\$26,360	\$29,640	\$32,920	\$35,560	\$38,200	\$40,840	\$43,480	\$46,120

Bedroom Size	Efficiency	One	Two	Three	Four	Five	Six
Rent Limits	\$577	\$618	\$741	\$856	\$955	\$1,054	\$1,153

Brown County 50% of HUD Estimated 2020 County Median Income

Family Size	One	Two	Three	Four	Five	Six	Seven	Eight	Nine
Income Limits	\$28,850	\$32,950	\$37,050	\$41,150	\$44,450	\$47,750	\$51,050	\$54,350	\$57,650

Bedroom Size	Efficiency	One	Two	Three	Four	Five	Six
Rent Limits	\$721	\$772	\$926	\$1,107	\$1,193	\$1,317	\$1,441

Available Housing Analysis

RENTAL – Two Bedroom for Three Person Family

50% of Brown County AMI

A three person family at 50% of Brown County AMI would earn \$37,050 per year. 30% of that income translates into a rental rate of \$926.25 per month.

At \$1,000 per month the average rental rate for a two-bedroom in De Pere is \$73.75 higher per month than would be affordable for a three-person family making 50% of AMI. However, there are at least 29 two-bedroom apartments available for lease at rates under \$926 per month in De Pere based on a search at Apartments.com (www.apartments.com).

40% of Brown County AMI

A three person family at 40% of Brown County AMI would earn \$29,640 per year. 30% of that income translates into a rental rate of \$741.00 per month.

At \$1,000 per month the average rental rate for a two-bedroom in De Pere is \$259.00 higher per month than would be affordable for a three-person family making 40% of AMI. However, there are at least 6 two-bedroom apartments available for lease at rates under \$741 per month in De Pere based on a search at Apartments.com.

30% of Brown County AMI

A three person family at 30% of Brown County AMI would earn \$22,230 per year. 30% of that income translates into a rental rate of \$555.75 per month.

At \$1,000 per month the average rental rate for a two-bedroom in De Pere is \$444.25 higher per month than would be affordable for a three-person family making 30% of AMI. At the time of the search, Apartments.com did not show any available 2 bedroom apartments for under \$556 per month.

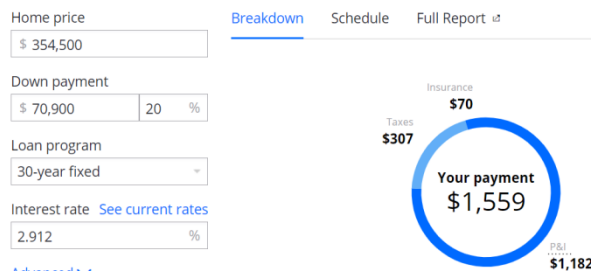
Rental Summary Table

AMI	Apartment Bedrooms	Family Size	Annual Earnings	Affordable Monthly Rent	Average De Pere Rent	Amount Exceeding Affordability	Affordable Apartments Available?
50%	2	3	\$37,050	\$926	\$1,000	+ \$74	29 units under \$1,000
40%	2	3	\$29,640	\$741	\$1,000	+ \$259	6 units under \$741
30%	2	3	\$22,230	\$556	\$1,000	+ \$444	None under \$556

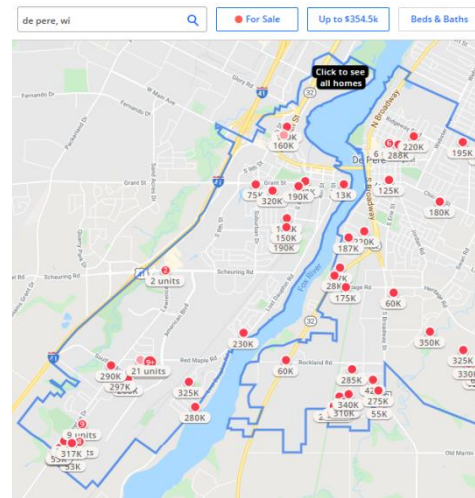
OWNERSHIP – Three Bedroom Home for Three Person Family

According to the '2015-2019 American Community Survey 5-Year Estimates,' (2015-2019) a three person family in Brown County has a median income of \$62,340. 30% of that income for housing translates into a monthly home payment (mortgage, property tax, home insurance) of \$1,559. This would support a home price of approximately \$354,500 (assuming a 20% down payment and 2.9% interest rate). The \$241,230 median home price in De Pere is \$113,270 lower than the Brown County median income affordable price.

A January 15, 2021 yielded over 35 developed homes available for sale in De Pere for less than \$354,500. The homes were widely distributed throughout the community with at least two bedrooms.

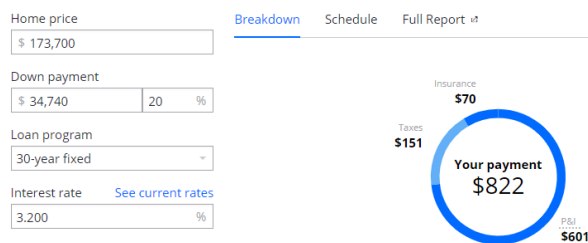


Graphics: Zillow.com

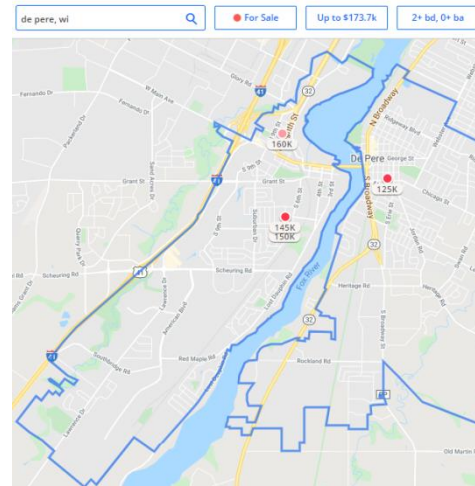


According to the '2015-2019 American Community Survey 5-Year Estimates,' (2015-2019) the Brown County per capita median income is \$32,874. 30% of that income for housing translates into a monthly home payment (mortgage, property tax, home insurance) of \$822. This would support a home price of approximately \$173,700 (assuming a 20% down payment and 3.2% interest rate). The \$241,230 median home price in De Pere is \$67,530 higher than the Brown County median income affordable price.

A January 15, 2021 yielded 4 developed homes available for sale in De Pere for less than \$354,500. The homes were widely distributed throughout the community with at least two bedrooms.



Graphics: Zillow.com



Comprehensive Plan - Status of Housing Element Plan – Update

The Housing Element of the De Pere Comprehensive Plan includes the following objectives. The Comprehensive Plan is scheduled for an update in 2021.

1. Promote reinvestment in the existing housing stock in order to maintain property values and strong neighborhoods.

De Pere includes a wide variety of housing stock constructed during several different periods over the past 100 years. The City promotes reinvestment in these areas by facilitating permit review. The draft Zoning Code update also overhauls the residential zoning districts in order to allow more flexibility for additions and renovations on smaller lots.

The City also intends to submit a resolution for the TID Housing Extension in 2021. This program will provide a funding source that can be used to provide financial assistance to property owners for home repair and renovation.

2. Promote an adequate supply and mix of housing types for individuals of all life stages, physical abilities, and income levels.

The City Comprehensive Plan does not include a 'single family only' category for future land use. The lowest density residential category is called 'Neighborhood Residential (including multi-family). By supporting the integration of different housing types, including duplexes and multi-family, in every new neighborhood, developers are able to build a variety of products at a variety of price points. The two most recently approved subdivisions in De Pere both included a mix of single family lots, duplex lots and properties for apartment development.

Of four residential zoning districts in De Pere, only one is exclusive to single family housing. The others permit for a range of other housing types including duplexes, townhomes and multi-family.

3. Encourage the development of additional community-based residential facilities to help care for a diverse population.

The City supports CBRF facilities. One of the largest providers, Rennes, completed a large expansion in 2019 to provide advanced memory care. There were no CBRF site plan proposals in 2020.

4. Identify residential Smart Growth areas next to existing development to take advantage of existing utilities and public services.

The City Comprehensive Plan identifies 10 year and 20 year growth areas in order to thoughtfully support growth in order to leverage existing utilities and public services.

5. Promote traditional neighborhood design (TND) as a viable mixed-use development option.

The City supports traditional neighborhood design. Many of the new-downtown residential neighborhoods are actual traditional neighborhoods with small lots and alley access. Most new subdivisions have developed in a more suburban style but the City actively works with developers in order to reduce street width and provide sidewalks and pedestrian connections.

6. Develop and implement residential maintenance standards.

The City has made minor updates to the municipal code as related to residential properties.

7. Identify and utilize government programs, such as Community Development Block Grants–Housing (CDBG–Housing) and the Wisconsin Housing and Economic Development Authority (WHEDA), to improve aging residential stock.

The City has not been eligible to receive CDBG Housing funds in the past. But, we do plan to utilize the Housing TID Extension provision for TID #6 in 2020 or 2021. The TID extension will provide funding source that can be utilized to improve aging housing stock.

Appendix A

Fee Report



Building/Planning Fee List (page 1 of 2)

Planning/Park/Misc	
Park Fee in lieu of land – Residential-Single family	\$300
Park Fee in lieu of land – Residential-Two family	\$600
Park Fee in lieu of land – Residential-Multi family	\$130/Bedroom
Plat Review Preliminary	\$278 + \$68/lot
Final Plat	\$195
Site Plan Review	\$305
CSM Review	\$368
Extra Territorial CSM Review	\$368
Conditional Use	\$305
Rezoning	\$305
Board of Appeals Variance	\$168
Zoning Verification Letter	\$50
Water Meter Fee (3/4 inch standard residential size)*	\$295
Sewer Connection**	\$125

Building Permit Fees: New Buildings and Tenant Buildouts		Minimum	Maximum
Residential - New	\$0.12/square foot	\$75	n/a
Residential - Alteration/Repair/Remodel	\$10/\$1,000 of cost of work	\$75	\$10,000.00
Warehouses	\$0.12/square foot	\$150	n/a
Commercial Tenant Bailout	\$0.22/square foot	\$150	n/a
Commercial/Industrial/Institutional/Multifamily	\$0.22/square foot	\$150.00	n/a
Permit Fee: Building Alterations, Repairs, and Remodeling			
Building permit for any residential alteration, repair, or remodeling***	\$10/\$1000 of cost of work to be done	\$75.00	\$10,000.00
Building permit for any commercial/industrial/institutional /multifamily alteration, repair or remodeling***	\$12/\$1000 of cost of work to be done	\$150.00	\$10,000.00

Miscellaneous Fees	
One or Two Family Dwelling Plan review	\$135.00
Multifamily, Commercial, and Industrial Plan review (for projects with State Approval)	\$215.00
Commercial Plan review for buildings under 25,000 cubic feet	\$240.00
Flood plain development fee	\$165.00
Flood plain zoning letter	\$50.00
Soil Erosion Control fee - 20,000 square feet or less	\$95.00
Soil Erosion Control fee - Greater than 20,000 square feet	\$215.00
State UDC Permit Seal	\$50.00
Residing/soffits	\$75.00
Deck/Gazebo	\$75.00
Shed (under 200 sq. ft.)	\$50.00
Detached Garage (over 200 sq. ft.) and carport (residential)	\$75.00
Swimming Pools, Hot Tubs, and Spas (\$6.00 per \$1,000 cost) or minimum fee	\$50.00 Minimum
Canopy (installed over gas/service station dispensers)	\$275.00
Awnings/Canopies	\$75.00
Moving building over public streets - Under 600 square feet of floor area	\$100.00
Moving building over public streets - Over 600 square feet of floor area	\$300.00
Wrecking Permit - Under 600 square feet	\$50.00
Wrecking Permit – Over 600 square feet	\$160.00
Permit to start construction (footings & foundations)	\$160.00
Fences	\$50.00
Reinspection fee	\$75.00
Renew lapsed permit	\$75.00
Grade permit	\$75.00
Docks	\$50.00
Fox River Bank Stabilization (rip-rap, pilings, etc.)	\$50.00
Occupancy w/o permit or before final inspection	\$125.00
Radio/Television/Wireless Communication Towers	\$100.00 Existing
Radio/Television/Wireless Communication Towers	\$300.00 New
Bleachers/Assembly Seating	\$125.00
Driveway/Parking Lot (Residential)	\$50.00
Driveway/Parking Lot (Commercial/Industrial/Multifamily)	\$150.00
Sign Contractor Annual License	\$130.00
Sign Permit	\$75.00
Sign Variance	\$165.00
Payment in Lieu of Dedication (Residential)	\$300.00
Payment in Lieu of Dedication (Two Family)	\$600.00
Payment in Lieu of Dedication (Multi Family)	\$130.00 Per Bedroom
Pool Abandonment fee	\$30.00
Curb Cut fee	\$25.00

Building/Planning Fee List (page 1 of 2)

Electrical Permit Fees		Minimum
Residential - New	\$0.10/square foot	\$50.00
Residential - Alteration/Remodel	1-30 openings = \$50	
Residential - Alteration/Remodel	31-60 openings = \$75	
Residential - Alteration/Remodel	61-90 openings = \$100	
Residential - Alteration/Remodel	>90 openings = \$125 + \$.50/opening >90	
Accessory Buildings (garages, etc)		\$50.00
Single and two family service change	\$75	
Warehouses	\$0.14/square foot	\$100.00
Commercial/Institutional/Industrial/Multi-Family	\$0.14/square foot	\$100.00
HVAC Permit Fees		Minimum
Residential - New	\$0.10/square foot	\$50.00
Residential - Alteration/Repair/Remodel	\$7.00 per each \$1,000	\$50.00
Warehouses	\$130/Unit	
Multi-Family, Commercial, Industrial, Institutional	\$0.14/square foot	\$100.00
Plumbing Permit Fees		Minimum
Plumbing fixtures (for 1 or 2 family homes and multifamily)	\$11/fixture	\$50.00
Commercial plumbing fixtures requiring State approval	\$175 + \$11/fixture	
Lawn Sprinkler	\$75	
Sprinkler alteration/addition	\$20/head	
Fire suppression sprinkler	\$375 + \$80/riser or floor	
Cap sanitary sewer	\$75	
Replacement Water Heater	\$75	
Lateral Connection Permit	\$125	
Building Alterations, Repairs, and Remodeling		
Furnace/Boiler Replacement		\$75.00
Air Conditioner		\$75.00
Wood Burning Stove/Space Heater		\$75.00
Geo Thermal		\$75.00
RTU/MUA/AH		\$75.00
Kitchen Hood		\$75.00
Spray Booth		\$75.00
VAV Unit		\$75.00
Reinspection		\$75.00

*This is a separate fee from the building permit, charged by Water Dept.
 **Separate permit fee from Building Inspection Dept
 ***For purposes of determining costs for work done, such amount shall be calculated to determine the gross construction costs, including labor and materials.

2020 Residential Approved Units and Total Fees

2020 Approved New Residential Dwelling Units and Building Permit Applications

Project	Address	# Lots	# Units	Description
Garrity's Glen South Apts.	1600 BLK Garroman DR	--	--	Site Plan – Multi-family development. Lots and units counted in 2019 table.
Honeysuckle Acres 4 th	1500 BLK Red Maple CT	32	32	Plat – Single-family home subdivision with 32 single-family lots.
Building Permits	Various	58	60	
TOTAL:		90	92	

2020 Total Fees Collected (Residential)

Item	Fee Collected
Residential Building Permits	\$72,376
Additions	\$2,149
Alterations	\$30,770
Plumbing related to residential	\$15,151
Electrical related to residential	\$25,972
HVAC related to residential	\$20,791
Plat Review (preliminary – city residential)	\$2,383
Plat Review (final – city residential)	\$390
CSM Review (city residential)	\$736
Fee in lieu of Land (single-family residential)	\$15,600
Fee in lieu of Land (two-family residential)	\$1,800
Fee in lieu of Land (multi-family residential)	\$10,400
Water Meter Fee (residential)	\$16,758
Sewer Connection (residential)	\$18,125
TOTAL	\$233,401

Note: Plat review includes condo plats.

Residential Units approved in 2020	92
2020 Fees Divided by 2020 Approved Units*	\$2,536.97

**Note, this calculation is required as part of the fee report, but may not accurately reflect fees per unit because many units approved in 2020 are not permitted until a later date. Fees are paid at time of permit, not time of approval.*

Appendix B

Undeveloped Parcels



PARCELID	SITE ADDRESS	ZONING	GIS ACRES	UNDEVELOPED TYPE
ED-1128-11	0 EAST RIVER DR	R-3	12.16	Undeveloped- Zoned Residential
ED-1129-Q-41	0 MERRILL ST	R-1	0.35	Undeveloped- Zoned Residential
ED-1164-R-32-2	0 RIDGEWAY DR	R-3	5.57	Undeveloped- Zoned Residential
ED-124-48-2	0 GRACE ST	R-1	0.20	Undeveloped- Zoned Residential
ED-2436	200 OAK WATER CT	R-1	0.41	Undeveloped- Zoned Residential
ED-2498	2113 YAHARA CIR	R-1	1.01	Undeveloped- Zoned Residential
ED-2504	798 PECATONICA CT	R-1	0.56	Undeveloped- Zoned Residential
ED-2510	2193 YAHARA CIR	R-1	0.33	Undeveloped- Zoned Residential
ED-2525	2150 CHARLES ST	R-1	0.49	Undeveloped- Zoned Residential
ED-2528	619 BLACK EARTH DR	R-1	0.50	Undeveloped- Zoned Residential
ED-2535	673 BLACK EARTH DR	R-1	0.27	Undeveloped- Zoned Residential
ED-2619	1482 FOXBOROUGH CT	R-1	0.24	Undeveloped- Zoned Residential
ED-2813	1232 ATRIUM CT	R-2	0.25	Undeveloped- Zoned Residential
ED-2818	1201 ATRIUM CT	R-2	0.28	Undeveloped- Zoned Residential
ED-2819	1233 ATRIUM CT	R-2	0.34	Undeveloped- Zoned Residential
ED-2917	942 TRAILSIDE CT	R-1	0.30	Undeveloped- Zoned Residential
ED-3012	3030 SCARLET OAK RD	R-1	0.29	Undeveloped- Zoned Residential
ED-3014	3018 SCARLET OAK RD	R-1	0.25	Undeveloped- Zoned Residential
ED-3015	3012 SCARLET OAK RD	R-1	0.36	Undeveloped- Zoned Residential
ED-3017	3000 SCARLET OAK RD	R-1	0.25	Undeveloped- Zoned Residential
ED-3018	2706 W SCARLET OAK CIR	R-1	0.26	Undeveloped- Zoned Residential
ED-3019	2700 W SCARLET OAK CIR	R-1	0.25	Undeveloped- Zoned Residential
ED-3020	2694 W SCARLET OAK CIR	R-1	0.25	Undeveloped- Zoned Residential
ED-3021	2688 W SCARLET OAK CIR	R-1	0.25	Undeveloped- Zoned Residential
ED-3022	2682 W SCARLET OAK CIR	R-1	0.25	Undeveloped- Zoned Residential
ED-3023	2676 W SCARLET OAK CIR	R-1	0.25	Undeveloped- Zoned Residential
ED-3028	2646 W SCARLET OAK CIR	R-1	0.27	Undeveloped- Zoned Residential
ED-3029	2543 E SCARLET OAK CIR	R-1	0.30	Undeveloped- Zoned Residential
ED-3030	2549 E SCARLET OAK CIR	R-1	0.48	Undeveloped- Zoned Residential
ED-3031	2561 E SCARLET OAK CIR	R-1	0.49	Undeveloped- Zoned Residential
ED-3032	2710 RYAN RD	R-1	0.35	Undeveloped- Zoned Residential
ED-3034	2567 E SCARLET OAK CIR	R-1	0.29	Undeveloped- Zoned Residential
ED-3035	2573 E SCARLET OAK CIR	R-1	0.26	Undeveloped- Zoned Residential
ED-3040	2597 E SCARLET OAK CIR	R-2	0.34	Undeveloped- Zoned Residential
ED-3041	635 DIVERSITY DR	R-2	0.37	Undeveloped- Zoned Residential
ED-3042	2754 RYAN RD	R-1	0.28	Undeveloped- Zoned Residential
ED-3043	2748 RYAN RD	R-1	0.28	Undeveloped- Zoned Residential
ED-3044	2742 RYAN RD	R-1	0.28	Undeveloped- Zoned Residential
ED-3045	2736 RYAN RD	R-1	0.27	Undeveloped- Zoned Residential
ED-3047	2683 W SCARLET OAK CIR	R-1	0.35	Undeveloped- Zoned Residential
ED-3049	2671 W SCARLET OAK CIR	R-1	0.32	Undeveloped- Zoned Residential
ED-3050	2665 W SCARLET OAK CIR	R-1	0.34	Undeveloped- Zoned Residential
ED-3051	2659 W SCARLET OAK CIR	R-1	0.35	Undeveloped- Zoned Residential
ED-3052	2655 W SCARLET OAK CIR	R-1	0.27	Undeveloped- Zoned Residential
ED-3053	2562 E SCARLET OAK CIR	R-1	0.34	Undeveloped- Zoned Residential
ED-3058	621 DIVERSITY DR	R-1	0.34	Undeveloped- Zoned Residential
ED-3061	3027 SCARLET OAK RD	R-1	0.27	Undeveloped- Zoned Residential
ED-3062	3021 SCARLET OAK RD	R-1	0.39	Undeveloped- Zoned Residential
ED-3063	3015 SCARLET OAK RD	R-1	0.40	Undeveloped- Zoned Residential
ED-3064	600 DIVERSITY DR	R-1	0.37	Undeveloped- Zoned Residential

PARCELID	SITE ADDRESS	ZONING	GIS ACRES	UNDEVELOPED TYPE
ED-3065	606 DIVERSITY DR	R-1	0.29	Undeveloped- Zoned Residential
ED-3068	624 DIVERSITY DR	R-1	0.28	Undeveloped- Zoned Residential
ED-3069	630 DIVERSITY DR	R-1	0.26	Undeveloped- Zoned Residential
ED-3070	636 DIVERSITY DR	R-1	0.26	Undeveloped- Zoned Residential
ED-3071	642 DIVERSITY DR	R-2	0.34	Undeveloped- Zoned Residential
ED-914	135 S WISCONSIN ST	B-1	0.17	Undeveloped- Suitable For, But Not Zoned, Residential
ED-D393-3	0 HERITAGE RD	A-1	43.86	Undeveloped- Suitable For, But Not Zoned, Residential
ED-D393-4	0 HERITAGE RD	A-1	4.26	Undeveloped- Suitable For, But Not Zoned, Residential
ED-D394	2022 HERITAGE RD	A-1	39.82	Undeveloped- Suitable For, But Not Zoned, Residential
ED-D409	0 COTTONWOOD LN	A-1	31.09	Undeveloped- Suitable For, But Not Zoned, Residential
ED-D411-1	0 COTTONWOOD LN	A-1	26.81	Undeveloped- Suitable For, But Not Zoned, Residential
ED-D411-2	0 CTH PP	A-1	14.38	Undeveloped- Suitable For, But Not Zoned, Residential
ED-F0124	0 STH 32-57	R-1	4.26	Undeveloped- Zoned Residential
ED-R20	0 CTH PP	R-1	20.79	Undeveloped- Zoned Residential
ED-R26	0 ROCKLAND RD	B-2	13.73	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R26-1	610 ROCKLAND RD	B-2	6.12	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R42	0 ROCKLAND RD	B-2	51.58	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R43-1	0 ROCKLAND RD	R-1	17.63	Undeveloped- Zoned Residential
ED-R44	0 ROCKLAND RD	R-1	14.61	Undeveloped- Zoned Residential
ED-R45	0 ROCKLAND RD	B-2	20.10	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R46	0 ROCKLAND RD	B-2	19.61	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R46-1	3352 OLD JANSSEN TRL	R-1	10.06	Undeveloped- Zoned Residential
ED-R48	0 ROCKLAND RD	B-2	20.10	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R49	0 OLD PLANK RD	R-1	31.29	Undeveloped- Zoned Residential
ED-R49-1	0 STH 32-57	R-1	9.18	Undeveloped- Zoned Residential
ED-R50	2646 OLD PLANK RD	R-1	3.24	Undeveloped- Zoned Residential
ED-R52-1	0 STH 57	B-2	21.57	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R52-2	0 STH 57	R-1	14.74	Undeveloped- Zoned Residential
ED-R52-3	0 OLD PLANK RD	R-1	14.25	Undeveloped- Zoned Residential
ED-R53	3234 OLD JANSSEN TRL	R-1	14.36	Undeveloped- Zoned Residential
ED-R53-1	3280 OLD JANSSEN TRL	R-1	3.60	Undeveloped- Zoned Residential
ED-R53-2	0 OLD JANSSEN TRL	B-2	20.37	Undeveloped- Suitable For, But Not Zoned, Residential
ED-R54-1	0 STH 57	R-1	11.93	Undeveloped- Zoned Residential
ED-R54-2	0 STH 57	R-1	3.12	Undeveloped- Zoned Residential
ED-R56-1	3162 STH 57	R-1	5.00	Undeveloped- Zoned Residential
ED-R60	3234 OLD JANSSEN TRL	R-1	31.38	Undeveloped- Zoned Residential
ED-R61	0 OLD MARTIN RD	R-1	36.55	Undeveloped- Zoned Residential
ED-R65-1	0 NEW PLANK RD	R-1	8.91	Undeveloped- Zoned Residential
WD-1023	422 S NINTH ST	R-2	0.29	Undeveloped- Zoned Residential
WD-1030-6	1510 N HONEYSUCKLE CIR	R-1	0.66	Undeveloped- Zoned Residential
WD-122-2	0 FRIENDSHIP LN	R-2	0.23	Undeveloped- Zoned Residential
WD-123-1	0 FRIENDSHIP LN	R-2	0.31	Undeveloped- Zoned Residential
WD-123-4	0 FRIENDSHIP LN	R-2	0.80	Undeveloped- Zoned Residential
WD-1392	1920 SNOWY OWL CT	R-1	0.31	Undeveloped- Zoned Residential
WD-144-1-1	0 LANDE ST	R-2	0.35	Undeveloped- Zoned Residential
WD-145	500 LANDE ST BLK	R-2	2.63	Undeveloped- Zoned Residential
WD-1544	2218 RYGAR CT	R-2	0.29	Undeveloped- Zoned Residential
WD-1601	2293 GLEN MEADOWS CIR	R-2	0.40	Undeveloped- Zoned Residential
WD-1607	2269 GLEN MEADOWS CIR	R-2	0.28	Undeveloped- Zoned Residential
WD-1609	2257 GLEN MEADOWS CIR	R-2	0.37	Undeveloped- Zoned Residential

PARCELID	SITE ADDRESS	ZONING	GIS ACRES	UNDEVELOPED TYPE
WD-1736	2406 KILRUSH RD	R-1	0.58	Undeveloped- Zoned Residential
WD-1925	1784 BRIDGE PORT CIR	R-1	0.42	Undeveloped- Zoned Residential
WD-1926	1778 BRIDGE PORT CIR	R-1	0.32	Undeveloped- Zoned Residential
WD-1927	1772 BRIDGE PORT CIR	R-1	0.52	Undeveloped- Zoned Residential
WD-1928	1764 BRIDGE PORT CIR	R-1	0.48	Undeveloped- Zoned Residential
WD-1931	1748 BRIDGE PORT CIR	R-1	0.36	Undeveloped- Zoned Residential
WD-1935	1724 BRIDGE PORT CIR	R-1	0.37	Undeveloped- Zoned Residential
WD-1936	1733 BRIDGE PORT CIR	R-1	0.40	Undeveloped- Zoned Residential
WD-1938	1749 BRIDGE PORT CIR	R-1	0.30	Undeveloped- Zoned Residential
WD-1939	1757 BRIDGE PORT CIR	R-1	0.33	Undeveloped- Zoned Residential
WD-1940	2485 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1941	2489 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1942	2493 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1943	2497 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1944	2501 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1945	2505 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1946	2509 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1947	2513 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1948	2517 LAWRENCE DR	R-1	0.26	Undeveloped- Zoned Residential
WD-1949	2521 LAWRENCE DR	R-1	0.31	Undeveloped- Zoned Residential
WD-1950	2525-2527 LAWRENCE DR	R-2	0.35	Undeveloped- Zoned Residential
WD-1951	1790-1792 GARROMAN DR	R-2	0.28	Undeveloped- Zoned Residential
WD-1952	1784-1786 GARROMAN DR	R-2	0.28	Undeveloped- Zoned Residential
WD-1953	1778-1780 GARROMAN DR	R-2	0.28	Undeveloped- Zoned Residential
WD-1954	1772-1774 GARROMAN DR	R-2	0.28	Undeveloped- Zoned Residential
WD-1955	1768-1770 GARROMAN DR	R-2	0.28	Undeveloped- Zoned Residential
WD-1956	1762-1764 GARROMAN DR	R-2	0.36	Undeveloped- Zoned Residential
WD-1957	2520 BALLYVAUGHAN RD	R-1	0.40	Undeveloped- Zoned Residential
WD-1958	2532 KILRUSH RD	R-1	0.29	Undeveloped- Zoned Residential
WD-1959	2528 KILRUSH RD	R-1	0.29	Undeveloped- Zoned Residential
WD-1960	2524 KILRUSH RD	R-1	0.39	Undeveloped- Zoned Residential
WD-1961	2520 KILRUSH RD	R-1	0.57	Undeveloped- Zoned Residential
WD-1962	2516 KILRUSH RD	R-1	0.35	Undeveloped- Zoned Residential
WD-1963	2512 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1964	2508 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1965	2504 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1966	2500 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1967	2496 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1968	2492 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1969	2488 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1970	2489 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1971	2493 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1972	2497 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1973	2501 KILRUSH RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1974	2505 KILRUSH RD	R-1	0.30	Undeveloped- Zoned Residential
WD-1975	2509 KILRUSH RD	R-1	0.33	Undeveloped- Zoned Residential
WD-1976	2517 KILRUSH RD	R-1	0.45	Undeveloped- Zoned Residential
WD-1977	2531 KILRUSH RD	R-1	0.31	Undeveloped- Zoned Residential
WD-1978	2535 KILRUSH RD	R-1	0.41	Undeveloped- Zoned Residential
WD-1979	2506 BALLYVAUGHAN RD	R-1	0.46	Undeveloped- Zoned Residential

PARCELID	SITE ADDRESS	ZONING	GIS ACRES	UNDEVELOPED TYPE
WD-1980	2502 BALLYVAUGHAN RD	R-1	0.36	Undeveloped- Zoned Residential
WD-1981	2498 BALLYVAUGHAN RD	R-1	0.27	Undeveloped- Zoned Residential
WD-1982	2494 BALLYVAUGHAN RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1983	2490 BALLYVAUGHAN RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1984	2486 BALLYVAUGHAN RD	R-1	0.26	Undeveloped- Zoned Residential
WD-1985	2487 BALLYVAUGHAN RD	R-1	0.32	Undeveloped- Zoned Residential
WD-1986	2491 BALLYVAUGHAN RD	R-1	0.45	Undeveloped- Zoned Residential
WD-1987	2475 TIPPERARY TRL	R-1	0.37	Undeveloped- Zoned Residential
WD-1988	2481 TIPPERARY TRL	R-1	0.32	Undeveloped- Zoned Residential
WD-1989	2487 TIPPERARY TRL	R-1	0.32	Undeveloped- Zoned Residential
WD-1990	2493 TIPPERARY TRL	R-1	0.28	Undeveloped- Zoned Residential
WD-1991	2501 TIPPERARY TRL	R-1	0.32	Undeveloped- Zoned Residential
WD-1992	2505 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-1993	2509 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-1994	2513 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-1995	2517 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-1996	2521 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-1997	2525 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-1998	2529 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-1999	2533 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2000	2537 TIPPERARY TRL	R-1	0.34	Undeveloped- Zoned Residential
WD-2001	1754 GARROMAN DR	R-1	0.34	Undeveloped- Zoned Residential
WD-2002	2534 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2003	2530 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2004	2526 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2005	2522 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2006	2518 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2007	2514 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2008	2510 TIPPERARY TRL	R-1	0.20	Undeveloped- Zoned Residential
WD-2009	2506 TIPPERARY TRL	R-1	0.28	Undeveloped- Zoned Residential
WD-2010	2474 TIPPERARY TRL	R-1	0.28	Undeveloped- Zoned Residential
WD-2011	2468 TIPPERARY TRL	R-1	0.53	Undeveloped- Zoned Residential
WD-2012	2507 BALLYVAUGHAN RD	R-1	0.39	Undeveloped- Zoned Residential
WD-2013	2511 BALLYVAUGHAN RD	R-1	0.27	Undeveloped- Zoned Residential
WD-2014	2515 BALLYVAUGHAN RD	R-1	0.27	Undeveloped- Zoned Residential
WD-2015	2519 BALLYVAUGHAN RD	R-1	0.27	Undeveloped- Zoned Residential
WD-2016	2523 BALLYVAUGHAN RD	R-1	0.27	Undeveloped- Zoned Residential
WD-2017	2527-2529 BALLYVAUGHAN RD	R-2	0.37	Undeveloped- Zoned Residential
WD-2021	GARROMAN DR	I-B-2	18.32	Undeveloped- Suitable For, But Not Zoned, Residential
WD-2029	1881 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2030	1879 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2031	1873 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2032	1871 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2033	1865 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2034	1863 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2035	1857 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2036	1855 SOUTHBRIDGE RD	R-2	1.29	Undeveloped- Zoned Residential
WD-2039	2168 FOX POINT CIR	R-1	0.63	Undeveloped- Zoned Residential
WD-2040	2164 FOX POINT CIR	R-1	0.48	Undeveloped- Zoned Residential
WD-2041	2160 FOX POINT CIR	R-1	0.47	Undeveloped- Zoned Residential

PARCELID	SITE ADDRESS	ZONING	GIS ACRES	UNDEVELOPED TYPE
WD-2042	2156 FOX POINT CIR	R-1	0.46	Undeveloped- Zoned Residential
WD-2043	2152 FOX POINT CIR	R-1	0.45	Undeveloped- Zoned Residential
WD-2044	2148 FOX POINT CIR	R-1	0.44	Undeveloped- Zoned Residential
WD-2045	2144 FOX POINT CIR	R-1	0.41	Undeveloped- Zoned Residential
WD-2046	2140 FOX POINT CIR	R-1	0.38	Undeveloped- Zoned Residential
WD-2047	2134 FOX POINT CIR	R-1	0.39	Undeveloped- Zoned Residential
WD-2048	2125 FOX POINT CIR	R-1	0.38	Undeveloped- Zoned Residential
WD-2049	2129 FOX POINT CIR	R-1	0.55	Undeveloped- Zoned Residential
WD-2050	2133 FOX POINT CIR	R-1	0.55	Undeveloped- Zoned Residential
WD-2051	2137 FOX POINT CIR	R-1	0.44	Undeveloped- Zoned Residential
WD-2052	2141 FOX POINT CIR	R-1	0.41	Undeveloped- Zoned Residential
WD-2053	2145 FOX POINT CIR	R-1	0.43	Undeveloped- Zoned Residential
WD-2054	2149 FOX POINT CIR	R-1	0.48	Undeveloped- Zoned Residential
WD-2055	2153 FOX POINT CIR	R-1	0.51	Undeveloped- Zoned Residential
WD-2056	2157 FOX POINT CIR	R-1	0.53	Undeveloped- Zoned Residential
WD-2057	2161 FOX POINT CIR	R-1	0.57	Undeveloped- Zoned Residential
WD-2058	2165 FOX POINT CIR	R-1	0.60	Undeveloped- Zoned Residential
WD-2059	2169 FOX POINT CIR	R-1	0.61	Undeveloped- Zoned Residential
WD-2060	2173 FOX POINT CIR	R-1	0.67	Undeveloped- Zoned Residential
WD-2061	2201 FOX POINT CT	R-1	0.73	Undeveloped- Zoned Residential
WD-2062	2205 FOX POINT CT	R-1	0.56	Undeveloped- Zoned Residential
WD-2063	2209 FOX POINT CT	R-1	0.48	Undeveloped- Zoned Residential
WD-2064	2213 FOX POINT CT	R-1	0.47	Undeveloped- Zoned Residential
WD-2065	2217 FOX POINT CT	R-1	0.47	Undeveloped- Zoned Residential
WD-2066	2218 FOX POINT CT	R-1	0.51	Undeveloped- Zoned Residential
WD-2067	2212 FOX POINT CT	R-1	0.75	Undeveloped- Zoned Residential
WD-2068	2206 FOX POINT CT	R-1	0.60	Undeveloped- Zoned Residential
WD-2069	2200 FOX POINT CT	R-1	0.59	Undeveloped- Zoned Residential
WD-2070	1585 RED MAPLE RD	R-1	0.52	Undeveloped- Zoned Residential
WD-210-8	0 LOST DAUPHIN RD	R-2	0.45	Undeveloped- Zoned Residential
WD-258-1	229 NICOLET PL	R-1	0.31	Undeveloped- Zoned Residential
WD-52	0 FORT HOWARD AVE RR	I-3	1.47	Undeveloped- Suitable For, But Not Zoned, Residential
WD-59	0 FORT HOWARD AVE	I-3	3.41	Undeveloped- Suitable For, But Not Zoned, Residential
WD-60	1703 FORT HOWARD AVE	I-3	2.47	Undeveloped- Suitable For, But Not Zoned, Residential
WD-663	325 GRANT ST	R-2	0.16	Undeveloped- Zoned Residential
WD-708-J-10	0 FRIENDSHIP LN	R-2	0.24	Undeveloped- Zoned Residential
WD-708-J-11	0 FRIENDSHIP LN	R-2	0.25	Undeveloped- Zoned Residential
WD-708-J-12	0 FRIENDSHIP LN	R-2	0.24	Undeveloped- Zoned Residential
WD-723-20	1501 FOX RIDGE CT	R-1	1.12	Undeveloped- Zoned Residential
WD-746-D-82	1234 CARMEN CT	R-1	0.34	Undeveloped- Zoned Residential
WD-76	0 FOXVIEW AVE	R-1	0.99	Undeveloped- Zoned Residential
WD-77-2	0 FORT HOWARD AVE	R-2	0.52	Undeveloped- Zoned Residential
WD-807-1	600 FAIRVIEW AVE BLK	R-1	0.24	Undeveloped- Zoned Residential
WD-816	667 FAIRVIEW AVE	R-1	0.14	Undeveloped- Zoned Residential
WD-883-T-23	1002 COUNTRYSIDE DR	R-1	0.37	Undeveloped- Zoned Residential
WD-D0075-1	0 LOST DAUPHIN RD	R-3	1.12	Undeveloped- Zoned Residential
WD-D0075-2	0 LOST DAUPHIN RD	R-3	16.95	Undeveloped- Zoned Residential
WD-D0079-11	1200 RED MAPLE RD BLK	R-3	9.78	Undeveloped- Zoned Residential
WD-D0104	0 LOST DAUPHIN RD	R-1	26.95	Undeveloped- Zoned Residential
WD-L183-3-1	0 SOUTHBRIDGE RD	R-1	1.05	Undeveloped- Zoned Residential

PARCELID	SITE ADDRESS	ZONING	GIS ACRES	UNDEVELOPED TYPE
WD-L437-12	0 LEMON LN	R-1	0.83	Undeveloped- Zoned Residential
WD-L438-8	0 CREAMERY RD RR	R-1	2.98	Undeveloped- Zoned Residential
WD-L449	0 LAWRENCE DR	R-1	45.56	Undeveloped- Zoned Residential
WD-L496	0 LOST DAUPHIN RD	R-1	29.16	Undeveloped- Zoned Residential
WD-L500-1	0 LOST DAUPHIN RD	R-1	17.13	Undeveloped- Zoned Residential
WD-L505-1	0 LOST DAUPHIN RD	R-1	17.21	Undeveloped- Zoned Residential

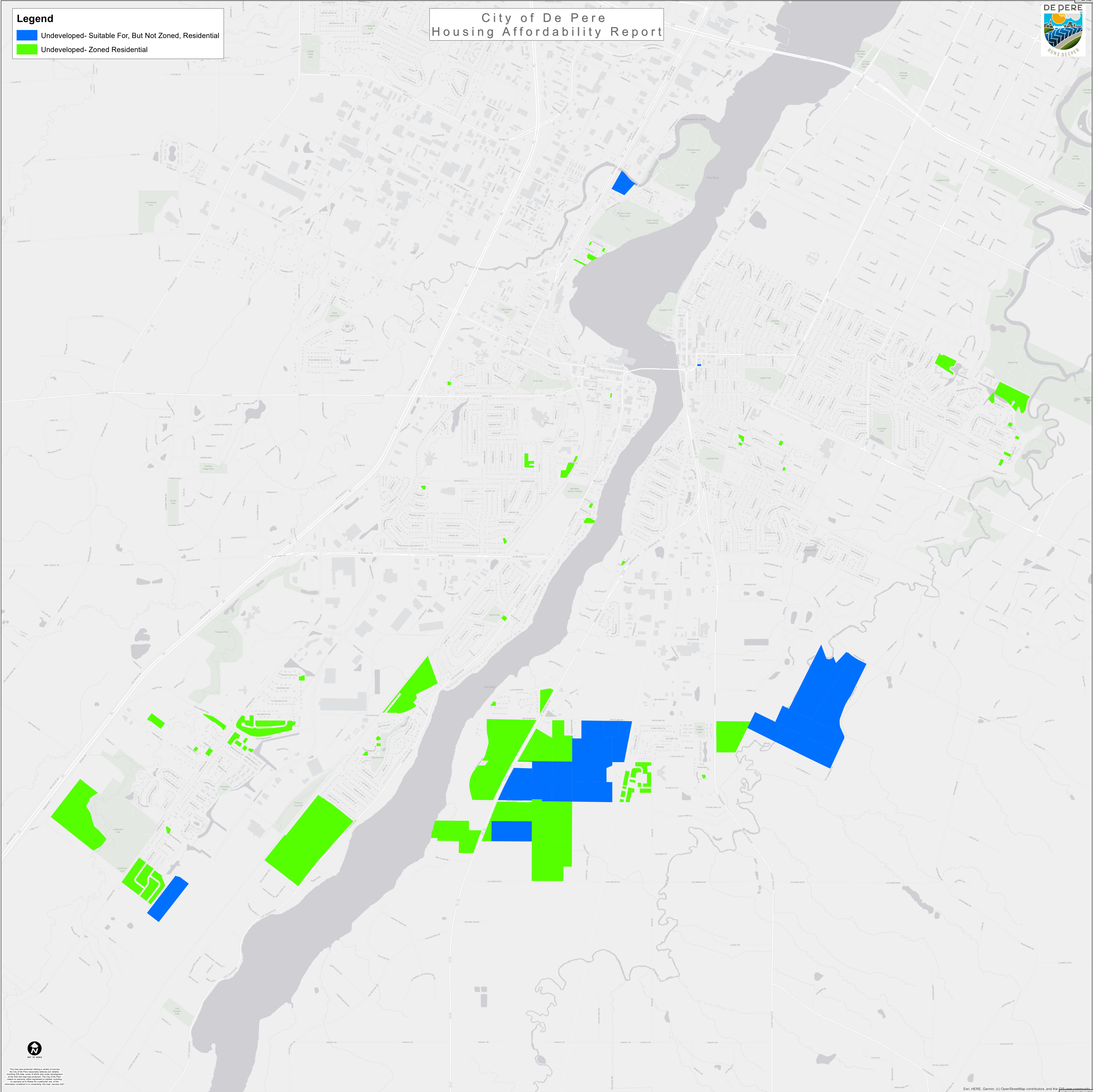
Legend

- Undeveloped- Suitable For, But Not Zoned, Residential
- Undeveloped- Zoned Residential

City of De Pere
Housing Affordability Report



1.4.a



This map was produced utilizing a variety of resources
the City of De Pere. No responsibility is assumed for
accuracy or data, errors or omissions, and/or development
at the time this map was created. The City of De Pere
map is intended to be used for informational purposes only.
Information contained in or compiled on this map, January 2021

2021 Community Development Block Grant Program

The Small Cities CDBG Program is administered by the Wisconsin Department of Administration, Division of Housing (DOH). Following is a summary of the 2021 CDBG programs and opportunities for local units of government. The DOH is in the process of finalizing the program so some of the information is subject to change.

2021 Small Cities CDBG Schedule

Following is a tentative summary of the 2021 implementation schedule:

- The 2021 applications will be released in early February 2021.
- Training sessions will be held in early February 2021.
- **CDBG Public Facilities Program:** Application deadline is May 13, 2021.
- **CDBG Public Facilities for Economic Development Program, Planning and Economic Development Programs:** Applications will be accepted on a continuous basis.
- **CDBG Rural Economic & Area Development Initiative Program:** Applications will be accepted on a continuous basis.
- **CDBG Housing Program:** The biennial application deadline will be in 2021.
- Grant awards are expected to be made 45 to 60 days after the submittal deadline.

CDBG Eligibility Criteria

Pursuant to HUD guidelines, 70% of the total CDBG allocation must be used to benefit Low-to-Moderate Income persons. To be eligible for the CDBG Program, the project must meet one of the following national objectives:

- 51 percent Low-to-Moderate Income (LMI) benefit,
- Slum and Blight Removal,
- Local Urgent Need.

CDBG Grant Categories & Funding Levels

The CDBG program includes the following grant categories and funding levels:

HOUSING

- **CDBG Housing**

Approximately 7 million is available for Regional Housing applications. Approximately \$500,000 is available for Non-Regional Housing Applications. Eligible activities include: owner-occupied and renter occupied rehabilitation, accessibility modifications, homestead (down-payment and closing cost assistance), new housing site development and certain acquisition costs, and small-scale public facilities improvements. Housing grants are available through a regional approach with grants to a lead county agency, or to individual communities that choose not to belong to a regional organization. The next biennial CDBG Regional Housing application deadline will be in December 2021. The next CDBG Housing Non-Regional Housing Application deadline is in May 2022.



COMMUNITY DEVELOPMENT

- **CDBG-Public Facilities for Economic Development (CDBG-PFED)**

Approximately \$6 million is available to fund infrastructure that directly supports business expansion, increased employment opportunities for LMI persons, and adding to the local tax base. Eligible projects include sanitary sewer collection & treatment, water supply and distribution, streets, storm sewer and sidewalks. CDBG-PFED applications may be submitted on a continuous basis. Maximum grant is 50% of project cost up to \$750,000.

- **CDBG-Public Facilities (CDBG-PF)**

Approximately \$12 million is available on an annual competitive application process. Funded projects will include: 1) Reconstruction of deteriorating infrastructure including sanitary sewer systems, municipal water systems, streets, parks, sidewalks and handicapped access improvements, 2) Essential community facilities such as community centers, senior centers, fire stations, health clinics and libraries, and 3) Downtown revitalization including blight elimination, infrastructure, parking, streetscape, building façade improvements and historic preservation. The next application deadline is May 13, 2021. Maximum grant is 67% of the project cost up to a \$1,000,000 grant.

- **CDBG-Planning**

Approximately \$235,000 is available for planning projects that address a major economic or community development project, or unexpected economic activities that adversely impact the community. Maximum grant: 67% of the project cost, up to a \$25,000 grant or a single project plan and \$50,000 grant for a community wide plan. Eligible activities: assist communities to develop clear and actionable strategies for addressing specific site, neighborhood or community development needs; or, to improve the quality of community or economic development projects. Typical projects include: economic development plans, downtown revitalization plans, or neighborhood revitalization plans. Applications are accepted on an continuous basis.



- **CDBG Rural Economic & Area Development Initiative (CDBG-READI) (Subject to HUD Approval)**

Approximately \$10 million is available for this program. The purpose of the program is to provide targeted economic development investment in either single communities or a rural region. 100% of the funds must benefit low-to-moderate income individuals. READI grants will be awarded to local units of government, which will be passed on to a Community Development Organization (CDO). The CDO will award grants for economic development and workforce housing projects. Grant awards will also be made for job training. The maximum economic development grant is \$500,000, the maximum workforce housing grant is \$300,000, and the maximum job training grant is \$200,000.

- **CDBG– Disaster Recovery (CDBG-DR) Program** - The State of Wisconsin received \$15.3 million of CDBG DR grant funds to assist community who lost housing in the 2018 flood. 80% of the funds are allocated for Dane and Vernon Counties. 20% can be spent in other counties included in the Presidential Disaster Declaration. Priority projects includes creating new residential units. The application deadline is March 12, 2021.

ECONOMIC DEVELOPMENT

CDBG Economic Development: Approximately \$5.9 million will be available for economic development projects that benefit LMI persons. This program has been recently revised to provide grants directly to businesses that commit to creation or retention of jobs. Funds may be used for working capital, equipment or construction. \$7,000 to \$10,000 of grant funds is available for each FTE job. Maximum grant is 50% of costs up to \$500,000.

*Vierbicher has secured over \$100 million in grant funding and created over 125 tax increment districts.
For additional information regarding public funding programs, please contact:*

Katherine A. Westaby, AICP, (608) 821-3975, kwes@vierbicher.com

vierbicher
planners | engineers | advisors



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City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021

DEPARTMENT: Economic Development

FROM: Daniel Lindstrom

SUBJECT: D. Resolution # 21-82 Authorizing the City to Apply to the Wisconsin Department of Administration (DOA) Community Development Block Grant (CDBG) Special Project - Low to Moderate Income (LMI) Housing Conversion Grant for a project at 525 N. Tenth Street.

ATTACHMENTS:

- Reso21-82 (PDF)
- CDBG Special Project Profile Form 2020 updated for LMH - Draft (PDF)
- A1_Initial Funding Eligibility_Initials needed (PDF)
- A2_Statement of Assurances (PDF)
- A3_Lobby Certification (PDF)

RESOLUTION #21-82

AUTHORIZING SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
(Special Projects Application Relating to the City of De Pere Participation in
the Community Development Block Grant – Special Projects Program)

WHEREAS, Federal monies are available under the Community Development Block Grant (CDBG) program, administered by the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for the development of an Independent Senior Affordable Living Facility City of De Pere; and

WHEREAS, after public meeting and due consideration, the City Council has recommended that an application be submitted to the DOA for the following project: Oak Meadow Senior Apartments; and

WHEREAS, it is necessary for the City Council to approve the preparation and filing of an application for the City to receive funds from this program; and

WHEREAS, the City Council has reviewed the need for the proposed project and the benefits to be gained therefrom;

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The City Council does hereby approve and authorize the preparation and filing of an application for the above-named project.

BE IT FURTHER RESOLVED THAT:

The Mayor is hereby authorized to sign all necessary documents on behalf of the City.

Resolution #21-82

Page 2 of 2

BE IT FURTHER RESOLVED THAT:

The Development Services Department, in conjunction with the City Attorney's Office, are authorized to take all necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

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 3rd day of August,

2021.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____



**COMMUNITY DEVELOPMENT BLOCK GRANT
SPECIAL PROJECT
PROFILE**

2020

Division of Energy, Housing and Community Resources
Bureau of Community Development

CDBG SPECIAL PROJECT CONTACT INFORMATION

Mailing Address: Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development
ATTN: CDBG Special Projects
101 E. Wilson St., 9th Floor
P.O. Box 7970
Madison, WI 53707-7970

Telephone: Dave Pawlisch, Director
Bureau of Community Development
(608) 261-7538

Email: DOACDBG@wisconsin.gov

**Wisconsin Department of Administration
Division of Energy, Housing and Community Resources**

**Community Development Block Grant
Special Project Profile**

SECTION 1 – PROJECT OVERVIEW		
Unit of General Local Government (UGLG): City of De Pere		
Project Title: Oak Meadows Senior Affordable Living Facility		
CDBG Special Project Request Amount: \$ 1,500,000.	Other Funding Source(s) Amount: \$ 8,069,190	Total Project Cost: \$ 9,569,190
Brief Project Description: A currently vacant building built in 1970 will be converted from a 68-bed Assisted Living Facility into a 55-unit Independent Senior Affordable Living Facility.		
Anticipated Begin Date (MM/YY): 10 / 2021 Anticipated Completion Date (MM/YY): 07 / 2022		

SECTION 2 – LOCAL GOVERNMENT INFORMATION			
UNIT OF GENERAL LOCAL GOVERNEMENT (UGLG): City of De Pere			Population: 24,903 (2019 ACS data)
UGLG Type: ☒ City ☐ Village ☐ Town ☐ County	County: 		
Senate District #: 1	Assembly District #: 2		
Joint Project? ☒ No ☐ Yes (If yes, list other unit[s] of government): 			
Chief Elected Official (CEO): James Boyd		Title: Mayor	
Clerk: Carey Danen		Title: Clerk	
Municipal Administrator (if applicable): Larry Delo		Title: City Administrator	
Treasurer/Finance Director: Joe Zegers		Title: Finance Director/Treasurer	
UGLG Street Address: 335 S Broadway			
UGLG Mailing Address if different than above: 			
City: De Pere		Zip: 54115	DUNS #: 105745587
UGLG Phone: (920) 339 – 4050		UGLG Fax: (920) 330 – 9491 FEIN: 39-60005431	
UGLG E-Mail: dlindstrom@deperewi.gov		Clerk E-Mail: cdanen@mail.de-pere.org	
Chief Elected Official Signature: 			Date:
Special Project Administration Primary Contact Information			
Name: Katherine A. Westaby, AICP		Title: Community Development Consultant	
Firm/Company/Entity: Vierbicher			
Mailing Address: 999 Fourier Drive St 201			
City: Madison		State: WI	Zip: 53717
Phone: (608) 821 – 3975		Fax: (608) 821 – 3975 E-Mail: kwes@vierbicher.com	

Current CDBG Assistance				
List currently open CDBG-PF, CDBG-ED, CDBG-PLNG, CDBG-PFED, CDBG-Housing and CDBG Special Project awards:				
Project:	Grant Agreement #	Award Date:	Performance Period End Date:	Award Amount:
None				

SECTION 3 – INITIAL FUNDING ELIGIBILITY

Provide/Acknowledge the following to demonstrate initial funding eligibility. *Contact the Bureau of Community Development if any answer in this section is "No":*

Yes No

- | | | |
|-------------------------------------|--------------------------|---|
| ☒ | ☐ | 1. The UGLG is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD). |
| ☒ | ☐ | 2. <i>Citizen Participation Plan</i> is attached. |
| ☒ | ☐ | 3. Documentation of the first public hearing notice, verifying that the notice was published (if required) and/or posted (if required) in accordance with the UGLG's <i>Citizen Participation Plan</i> in effect on the date of the first notice; and adequate advance notice was given for the public hearing in accordance with the UGLG's <i>Citizen Participation Plan</i> in effect on the date of the first notice, no less than 14 full days or no less than the equivalent of a Class 2 Notice, is attached. |
| ☒ | ☐ | 4. <i>Citizen Participation Public Hearing Certification</i> is attached. |
| ☒ | ☐ | 5. Public Hearing Meeting Minutes [with attendees listed in the Minutes or on separate sign-in sheet(s) provided] are attached. |
| ☒ | ☐ | 6. <i>Authorizing Resolution to Submit a CDBG Special Project Profile</i> is attached. |
| ☒ | ☐ | 7. <i>Statement of Assurances</i> is attached. |
| ☒ | ☐ | 8. <i>Lobbying Certification</i> is attached. |
| ☒ | ☐ | 9. <i>Potential Fair Housing Actions</i> checklist is attached. |
| ☒ | ☐ | 10. The UGLG acknowledges that if the project is funded, the UGLG will be required to complete the environmental review process before the UGLG begins construction and can receive grant funds. |
| ☒ | ☐ | 11. The UGLG acknowledges that if the project is funded, professional services for grant administration will be properly procured in compliance with Federal, State, and local requirements. |
| ☒ | ☐ | 12. The UGLG understands that a contract for professional services is between the UGLG and the professional services provider; the State is <u>not</u> responsible or a part of that relationship. |
| ☒ | ☐ | 13. The UGLG acknowledges responsibility for ensuring that CDBG contract requirements are met. The fees paid for grant application preparation and grant administration may be published on DEHCR's web page. |
| ☒ | ☐ | 14. The UGLG certifies it is not debarred from receiving federal grant funds. |
| ☒ | ☐ | 15. The UGLG understands all required Special Project Profile documentation must be received by DEHCR before a review of the project for CDBG funding consideration may be completed. |

_____ **By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.**

SECTION 4 – CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

1. Will the proposed project benefit the entire community? ☒ Yes ☐ No
 - How many individuals will benefit from the project? 24,903
 - Of those who will benefit, how many individuals meet the qualification of LMI? 1,008

2. Which CDBG National Objective does your proposed project meet and which method was used to demonstrate National Objective compliance? (Answer using the checkboxes below.)
 - ☒ **Benefit to Low- and Moderate-Income Persons**
 - ☐ Area Benefit using HUD Local Government LMI Summary Data (only for projects having community-wide benefit or having primary benefit to multiple entire municipalities)
 - ☐ Area Benefit using HUD Census Block LMI Summary Data (for projects with a service area that is coterminous with (or covers the majority of) one or more census blocks only)
 - ☐ Area Benefit using Income Survey Data (for projects for which an income survey was conducted to determine the LMI percentage of the service area)
 - ☐ Area Benefit using combination of HUD LMI Summary Data and Income Survey Data (for projects for which the LMI percentage calculation for the total service area was made by using the aggregate totals for the population and number of LMI persons from a combination of HUD LMISD for part of the service area and income survey data for the rest of the service area)
 - ☐ Limited Clientele (LMC) - HUD presumed group(s): _____
 (or if based on nature of project and location, provide justification below, and attach map detailing supporting information for service area) **May not be used in the acquisition, construction, or rehabilitation of housing.**
Nature of Project Justification (if applicable): _____
 - ☒ Low Mod Housing Activities (LMH). Projects and activities that are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI household. Rental housing units with three or more units must have at least 51 percent occupied by LMI households and affordable rents as published by HUD Fair Market Rents.
 - ☐ **Prevention/Elimination of Slum and Blight**
 - ☐ Area Basis (Attach completed Slum and Blight Certification Form and supporting documents including map of service area)
 - ☐ Spot Basis (Attach completed Slum and Blight Certification Form and supporting documents including map of service area)

SECTION 5 – PROJECT DESCRIPTION

Using the section headings provided, concisely describe the proposed project. Supporting data and documents for the information included in the narrative may be provided in the attachments to this Profile. Limit the Project Description below to 1-2 pages.

1. Existing problem or condition causing the need for the proposed project:

Housing affordability impacts communities across the State of Wisconsin. Reports show that Wisconsin is falling behind when it comes to address housing shortages, specifically affordable, senior, and workforce housing shortages. One solution to the housing shortage is to create opportunities for seniors to move out of their homes, thus opening up home ownership opportunities without having to develop new single family housing. With many seniors living on fixed/limited incomes, affordability is an obstacle to moving, especially if their mortgage is paid off. Developing senior living facilities in urban areas provides needed housing with a smaller ecological footprint, and gives residents access to urban amenities without the use of a car or public transportation.

According to the 2019 ACS 5-year estimates De Pere has 9,632 housing units. A total of 6,006 (62%) are owner-occupied and 3,626 (38%) are renter occupied. The home-owner vacancy rate is 1.2%, which is well below the suggested healthy vacancy rate of 5%. Additionally, the rental vacancy rate is zero (0%). The lack of housing is a critical issue for our community. Of those units, seniors (55 years and older) indicated as heads-of households occupy 2,770 (46%) owner-occupied units and 1,268 (35%) renter-occupied units. By creating additional affordable housing units for our seniors, this will open up housing for young families seeking to move into De Pere.

According to ESRI, a geo-spatial and data company, in 2021 estimate of those 55 years and older is 7,266, and the 65 years and older population is expected to increased to 7,768 in, a 7% increase from 2021 to 2026, a 23% increase from the 6,290 seniors (2019).

Additionally, 44% of the senior population had less than \$30,000 in income in 2019. The 2020 Brown County Median Income is \$82,300. The 50% (very low) income limit is \$28,850 for an individual, and \$32,950 for two-persons. See Housing Affordability Report in supporting documentation.

2. Frequency with which/extent to which the problem/condition occurs/exists and number of persons and/or households affected by the problem/condition:

Based on 2019 population data, the City of De Pere has approximately 6,290 residents over the age of 55, which is about 25% of the population. This percentage is expected to increase each following year. The City currently has one independent senior living facility with 144 units; only 36 units are affordable through a federal subsidy. The frequency occurs daily because there is a lack of affordable senior housing in the community.

3. Effect(s) of the problem/condition if left untreated:

If left untreated, people will not be able to find decent, safe and sanitary housing in the City of De Pere that is affordable. They may find housing in other communities; however, affordable housing is a problem across Brown County and the State of Wisconsin. Thus, more people could experience homelessness. The community loses out on contributing to local economic impacts such as increases in local purchasing power, job creation, and new tax revenues.

4. Extent to which this proposed CDBG Special Project will alleviate the problem/condition:

This project will provide an additional 55 units of independent senior housing in the downtown area, within walking distance of a grocery store, bank, several restaurants, a church and a park. All of the units in this project will be affordable units.

SECTION 5 – PROJECT DESCRIPTION (continued)

5. Explanation of why the UGLG is not seeking to fund the project through *other* CDBG funding programs and requires CDBG Special Project funding (i.e., provide justification for Special Project funding, including existing special conditions and/or extenuating circumstances):

The City of De Pere is seeking funding through the Special Project program due to the special conditions of this project. This project is a national LMI objective for seniors. The City of De Pere as a whole is not eligible for CDBG funding due to the LMI percentage of the City. However, this special project for affordable senior housing is a critical issue for the community. While the City has not been able to use CDBG funds in previous years, identifying and utilizing government programs such as CDBG funds to improve aging housing stock, is one of our Comprehensive Plan Housing goals (see supporting documentation) |

6. Scope of work of the proposed project (including project activities and location(s) of work to be completed):

The development is located at 525 N 10th St, De Pere, Wisconsin, generally located in the northwest of the City (see attached map). The building will be renovated from a 68-bed assisted living facility into a senior independent living facility. The development will consist of 55-units: There will 33 units set aside for seniors whose income is at or below 50% of the Brown County median income and 22 units set aside for seniors whose income is at or below 70% of the Brown County median income. The project will consist of one studio apartment, 34 one-bedrooms, and 20 two-bedroom units. The apartments will include common area amenities: security entrances, on-site management, community room, fitness center, exterior storage, and underground parking. The units will target households with incomes following WHEDA guidelines, which currently include households having incomes at CMI, 50% of CMI, and 70% of CMI. Preliminary rents are summarized below. These may be adjusted based on WHEDAs program rules.

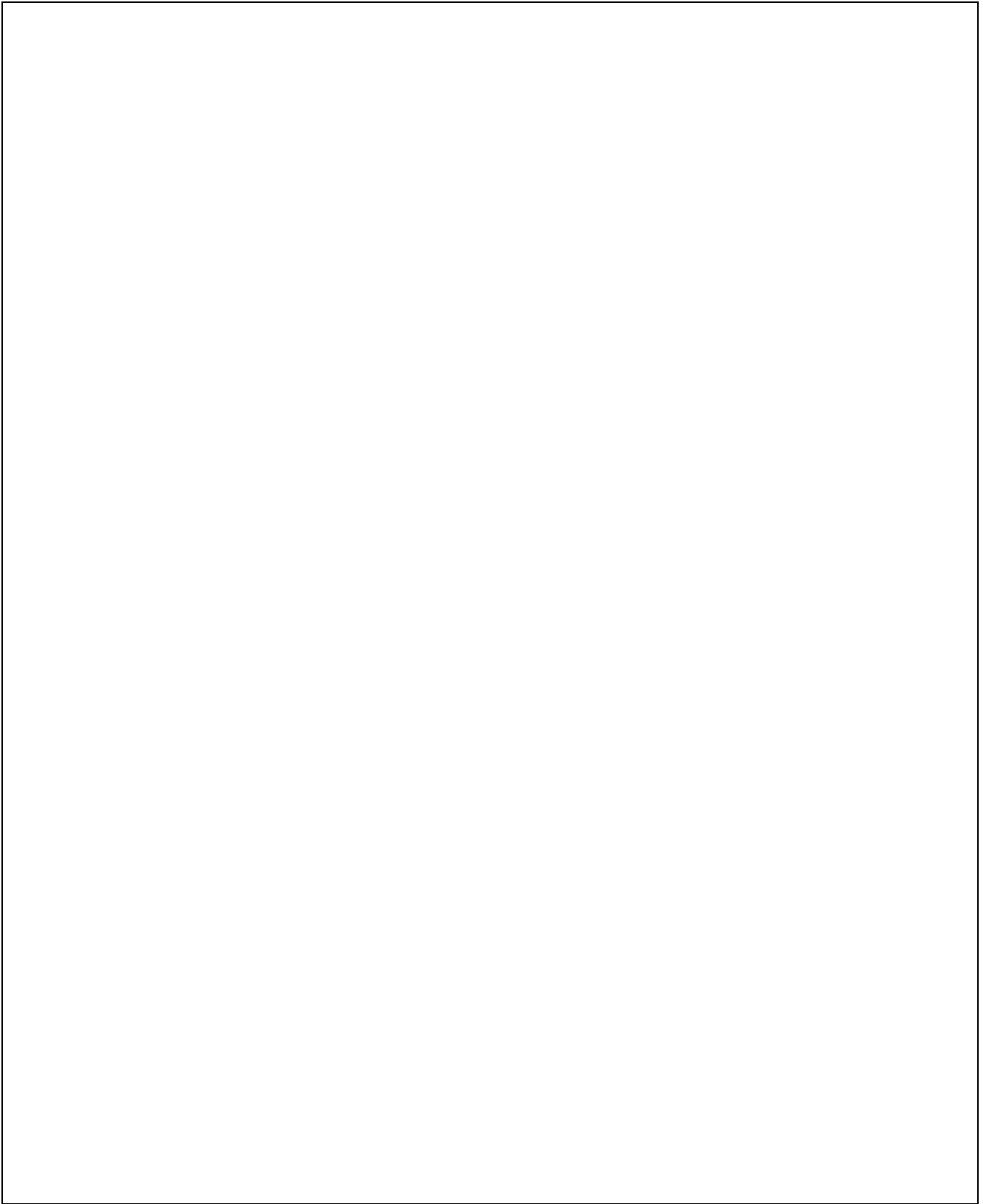
Income	Type of Unit	No. of Units	Rent Rate
50% CMI	Studio	1	\$ 650
50% CMI	1- Bedroom	25	\$ 680
50% CMI	2- bedroom	7	\$ 826
70% CMI	1-Bedroom	9	\$ 903
70% CMI	2-Bedroom	<u>13</u>	\$ 1,110
Gross Rental		55	

Exterior projects include new parking garage retain walls, asphalt overlay, landscaping, exterior metal painting, new shingled roofing and gutters. Interior projects include new 100 amp electrical services, new HVAC systems, plumbing, Fire protection system adjustments as needed for new units, flooring throughout, painting, new doors/hardware, new cabinets, laminate countertops and appliances, replace all light fixtures, and new framing.

Timeline- contingent on CDBG funding and approval process

- Bidding September/ October 2021
- Start Construction November 2021
- Complete Construction July 2022
- Lease up completed November 2022
- 93%+ occupancy going forward |

7. For projects falling under the Low Mod Housing Activities National Objective, a letter of commitment from the developer which includes a financial pro forma and Developer Experience Form must be included with this application. Please list the number of years of experience the developer has in the development of affordable housing. | A letter of commitment from the developer, the proforma, and the developer experience form is provided in later sections of this application. |



SECTION 6 – BUDGET

UGLG: City of De Pere
DATE: 7 / 21 / 2021

Attach a detailed itemization of project costs (e.g., engineer's estimate or similar itemization of costs) [required] to verify the costs listed in the Budget below and attach documentation of potential funding sources, and funds committed or secured to project to date [if available].

			Source(s) of Other Funds for Proposed Project							
Activity	CDBG Funds		UGLG Funds		Other Public Funds		Private Funds		Total	
Acquisition - Land										
Acquisition - Building							3,200,000		3,200,000	
Building Improvements	1,477,500				493,375		2,575,935		4,569,310	
Center/Facility Construction										
Clearance - Site										
Curb and Gutter										
Electrical System Improvements										
Environmental Remediation										
Equipment										
Fire Station										
Planning										
Relocation										
Sanitary Sewer										
Storm Sewer										
Streets/Sidewalks										
Wastewater Treatment Facility										
Water										
Fixtures										
Furnishings										
Engineering (match only)							150,000		150,000	
Administration	22,500								22,500	
Sub-Total(s):	1,500,000				493,375		5,775,935			

Detailed Itemization of Project Costs is attached to this Project Profile: ☒ Yes ☐ No

Summarize the Other Potential and/or Confirmed Public and Private Sources of Funds for the Proposed Project:

				CHECK <u>ALL</u> THAT APPLY:			<i>Supporting Documentation Included?</i>	
Source:	First Mortgage	Amount: \$	3,947,000	Status:	☐ Pending	☒ Committed	☐ Other	☒ Yes ☐ No
					☐ Applied	☐ Secured/Awarded		
Source:	ILHTC Equity	Amount: \$	3,019,901	Status:	☒ Pending	☐ Committed	☐ Other	☒ Yes ☐ No
					☐ Applied	☐ Secured/Awarded		
Source:	WHEDA SUB Debt	Amount: \$	493,375	Status:	☐ Pending	☒ Committed	☐ Other	☒ Yes ☐ No
					☐ Applied	☐ Secured/Awarded		
Source:	Deferred Developer Fee	Amount: \$	608,914	Status:	☐ Pending	☒ Committed	☐ Other	☒ Yes ☐ No
					☐ Applied	☐ Secured/Awarded		

For any source with a status of "Other" provide a brief explanation (No more than a one-sentence narrative per source).

[]

Do you anticipate using CDBG funds to pay all, or part of, the Grant Administration services associated with this project?

☒ Yes ☐ No

If yes, were the services or will the services be competitively procured according the state and federal CDBG requirements?

☒ Yes ☐ No

If no, were the services or will the services be secured in compliance with the local procurement policy?

☐ Yes ☐ No

In the event the community is awarded CDBG Special Project funding, how would the UGLG prefer to receive funds?

Electronic Funds Transfer (EFT) ☒ Paper Check ☐

SPECIAL PROJECT PROFILE ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST				
Topic	Documents	Required For All Apps	Included with this Project Profile submission?	
			YES	NO
Citizen Participation	1. Adopted Citizen Participation Plan (refer to Section 5 of this Project Profile)	✓	☒	
	2. Citizen Participation Public Hearing Notice (<i>with proof of publication [if required] and/or posting [if required] and proof of adequate advance notice in accordance with the UGLG's CPP in effect on the date of the first notice and no less than the equivalent of a Class 2 Notice</i>)	✓	☐	
	3. Citizen Participation Public Hearing Certification Form	✓	☐	
	4. Public Hearing Meeting Minutes (with the attendees listed in the Minutes or provided on a separate Sign-In Sheet)	✓	☐	
	5. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Barring of Entrances/Exits		X	
Financial	6. Detailed Itemization of Project Costs (supporting document for the Budget in Section 6 of this Project Profile)	✓	☐	
	7. Supporting Documentation for Potential Funding Sources and/or Funding Committed/Secured for the Proposed Project to Date (supporting documentation for the Budget in Section 6 of this Project Profile)			
Service Area/ Income Survey	8. Map of Project Area (<i>with project location, type of work being completed on each street (if applicable), and Service Area/beneficiary area boundaries marked</i>)	✓	☒	
	9. Demographic Profile Sheet of beneficiaries in Service Area (<i>must use form provided by DEHCR in the Special Project Profile Attachments</i>)	✓	☐	
	10. LMI Calculation Worksheet for Beneficiaries Residing in Multiple Census Blocks or Multiple Local Municipalities (<i>if applicable</i>)		☐	☒
	11. Map of Boundaries of Census Block(s) that make(s) up Service Area (<i>if applicable</i>)		☐	☒
	12. Map of Income Survey Area (with survey area boundaries marked; residences surveyed marked; and responding, non-responding and vacant residences marked or provided on a separate sheet) (<i>if applicable</i>)		☐	☒
	13. Income Survey Results Income Tabulation Form (<i>if applicable: see Appendix C in Income Survey Guide</i>)		☐	☒
	14. Income Survey Results Race/Ethnicity Tabulation Form (<i>if applicable: see Appendix C in Income Survey Guide</i>)		☐	☒
	15. Income Survey Form used to conduct Income Survey (<i>if applicable</i>)		☐	☒
	16. Income Survey Letter and/or other related correspondence sent to residents regarding the survey distribution and collection process (<i>if applicable</i>)		☐	☒
	17. List of street addresses of service area/survey area (and associated mailing address, if different than street address and the mailing address was used to distribute the income survey) (<i>if applicable</i>)		☐	☒
	18. List of other contact information associated with the addresses of residents surveyed, if methods other than mailing or door-to-door/in-person methods were used (e.g., telephone, email, etc.) (<i>if applicable</i>)		☐	☒
19. List of assigned survey numbers for income surveys distributed/conducted with the response data tracking for each		☐	☒	

	(date(s) survey was distributed/conducted or attempts were made; date surveyed/response received; and family size, income and race/ethnicity information for each) <i>(if applicable)</i>			
Fair Housing	20. Potential Fair Housing Actions Checklist (<i>Specifying the three (3) actions that the UGLG will undertake</i>)	✓	☒	
	21. Fair Housing Ordinance	✓	☒	
Slum & Blight	22. Slum and Blight Certification (<i>if applicable</i>)		☐	☒
	23. Slum and Blight supporting documentation (<i>for Area Basis only</i>)		☐	☒
Acquisition/ Relocation	24. Residential Anti-Displacement and Relocation Assistance Plan	✓	☒	
	25. Acquisition/Relocation/Demolition Questionnaire	✓	☒	
Developer Experience LMH Only	26. Commitment letter from developer with financial pro forma		☐	
	27. Developer Experience Form		☐	
Other	28. Authorizing Resolution to Submit CDBG Special Project Profile	✓	☐	
	29. Project Description Supporting Documentation		☒	☐
	30. Statement of Assurances	✓	☐	
	31. Lobbying Certification	✓	☐	

Fillable forms for the attachments and supporting documentation for this Special Project Profile are provided by the Bureau of Community Development with the Special Project Profile Form.

CITIZEN PARTICIPATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Special Project Profile.

Attachments:

1. Adopted Citizen Participation Plan (include date adopted)
2. Citizen Participation Public Hearing Notice (with proof of publication [if required] and/or posting [if required] and proof of adequate advance notice in accordance with the UGLG's CPP in effect on the date of the first notice **and** no less than the equivalent of a Class 2 Notice)
3. Citizen Participation Public Hearing Certification Form
4. Public Hearing Meeting Minutes with Attendees Listed in Minutes or on separate Sign-In Sheet
5. Resolution Adopting Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force

FINANCIAL

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Special Project Profile **after** the Citizen Participation attachment(s).

Attachments:

6. Detailed Itemization of Project Costs (e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the Budget in Section 6 of this Special Project Profile)
7. Supporting Documentation for Potential Funding Sources and/or Funding Committed/Secured for the Proposed Project to Date (supporting documentation for the Budget in Section 6 of this Project Profile)

SERVICE AREA / INCOME SURVEY

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Special Project Profile after the Financial attachment(s).

Attachments:

8. Map of Project Area [with project location, types of work being completed on each street (if applicable), and boundaries of Service Area/beneficiary area boundaries marked]
9. Demographic Profile Sheet of beneficiaries in Service Area [must use form provided by DEHCR for the Special Project Profile Attachments]
10. LMI Calculation Worksheet for Beneficiaries Residing in Multiple Census Blocks or Multiple Local Municipalities, if applicable
11. Map of Boundaries of Census Block(s) that make(s) up Service Area, if applicable
12. Map of Income Survey Area [with survey area boundaries marked; residences surveyed marked; and responding, non-responding and vacant residences marked or provided on a separate sheet], if applicable
13. Income Survey Results Income Tabulation Form, if applicable
14. Income Survey Results Race/Ethnicity Tabulation Form, if applicable
15. Income Survey Form used to conduct the Income Survey, if applicable
16. Income Survey Letter and/or other related correspondence sent to residents regarding the survey distribution and collection process, if applicable
17. List of addresses in the service area/survey area, if applicable [including the street address where the residence is located and mailing address if used to distribute the survey and it is different than the actual residential street address]
18. List of other contact information associated with the addresses of residents surveyed, if applicable [applicable if methods other than mailing and door-to-door/in-person methods were used to distribute/conduct the survey (e.g., telephone, email, etc.)]
19. List(s) of survey numbers for surveys distributed/conducted with the response data tracking for each, if applicable [including the date(s) the survey was distributed/conducted or attempts were made to distribute/conduct the survey for the address, date surveyed (i.e., date survey was returned or date survey interview was conducted), family size information, income level information, and race/ethnicity information]

FAIR HOUSING

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Special Project Profile **after** the Service Area / Income Survey attachment(s).

Attachments:

- 20. Potential Fair Housing Actions Checklist
- 21. Fair Housing Ordinance

SLUM & BLIGHT

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Special Project Profile **after** the Fair Housing attachment(s).

- Attachments:
- 22. Slum and Blight Certification, if applicable
 - 23. Slum and Blight supporting documentation (for Area Basis ONLY), please label attached document(s):
 - a.
 - b.
 - c.
 - d.
 - e.
 - f.
 - g.
 - h.
 - i.
 - j.

**ACQUISITION / RELOCATION
ATTACHMENTS AND SUPPORTING DOCUMENTATION**

Attach this cover page, followed by the documents in the order listed below, to the end of the Special Project Profile **after** the Slum & Blight attachment(s).

Attachments:

- 24. Residential Anti-Displacement and Relocation Assistance Plan
- 25. Acquisition/Relocation/Demolition Questionnaire

DEVELOPER EXPERIENCE

Complete the information below for each development that received 8609s your organization has carried out as Lead Developer within, at minimum, the last six years. List only those developments that have activities, features, and/or are similar in size or type (family, elderly, special needs) to the proposed development. Attach additional copies of this form as needed.

In lieu of completing this form, an Excel file containing all of the data elements below may be provided.

Development Name: The Rivers Senior Living		City, State: Oshkosh, WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☒ New Construction ☐ Rehabilitation ☐ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: 4/27/2011		Number of Total Units: 60 Number of Low-Income Units: 60	
Is permanent financing in place? ☒ Yes ☐ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 9		Physical Occupancy %s for Each of the Past Three Years Year 1 <u>2020</u> <u>99</u> YTD % Year 2 <u>2019</u> <u>99</u> % Year 3 <u>2018</u> <u>98</u> %			
Development Lender: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Development Equity Provider: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: Mike Kendhammer Suby, Von Haden		Telephone Number: 608-831-8181	



¹Lease-Up Period = Time from Occupancy Certificate Receipt to 90% Occupancy Achievement

DEVELOPER EXPERIENCE

Complete the information below for each development that received 8609s your organization has carried out as Lead Developer within, at minimum, the last six years. List only those developments that have activities, features, and/or are similar in size or type (family, elderly, special needs) to the proposed development. Attach additional copies of this form as needed.

In lieu of completing this form, an Excel file containing all of the data elements below may be provided.

Development Name: Bayside Senior Apartments		City, State: Oconto, WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☒ New Construction ☐ Rehabilitation ☐ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: 7/15/2011		Number of Total Units: 24 Number of Low-Income Units: 24	
Is permanent financing in place? ☒ Yes ☐ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 9		Physical Occupancy %s for Each of the Past Three Years Year 1 <u>2020</u> <u>94</u> YTD % Year 2 <u>2019</u> <u>96</u> % Year 3 <u>2018</u> <u>95</u> %			
Development Lender: Nicolet National Bank		City, State: Oshkosh, WI		Contact Person: Jake Dietz		Telephone Number: 920-617-5587	
Development Equity Provider: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: Mike Kendhammer Suby, Von Haden		Telephone Number: 608-831-8181	



¹Lease-Up Period = Time from Occupancy Certificate Receipt to 90% Occupancy Achievement

DRAFT

DEVELOPER EXPERIENCE

Complete the information below for each development that received 8609s your organization has carried out as Lead Developer within, at minimum, the last six years. List only those developments that have activities, features, and/or are similar in size or type (family, elderly, special needs) to the proposed development. Attach additional copies of this form as needed.

In lieu of completing this form, an Excel file containing all of the data elements below may be provided.

Development Name: The Fountains of West Allis		City, State: West Allis, WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☐ New Construction ☐ Rehabilitation ☒ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: 4/13/2012		Number of Total Units: 35 Number of Low-Income Units: 35	
Is permanent financing in place? ☒ Yes ☐ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 0		Physical Occupancy %s for Each of the Past Three Years Year 1 <u>2020</u> <u>97</u> YTD % Year 2 <u>2019</u> <u>99</u> % Year 3 <u>2018</u> <u>98</u> %			
Development Lender: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Development Equity Provider: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: Mike Kendhammer Suby, Von Haden		Telephone Number: 608-831-8181	



¹Lease-Up Period = Time from Occupancy Certificate Receipt to 90% Occupancy Achievement

DRAFT

DEVELOPER EXPERIENCE

Complete the information below for each development that received 8609s your organization has carried out as Lead Developer within, at minimum, the last six years. List only those developments that have activities, features, and/or are similar in size or type (family, elderly, special needs) to the proposed development. Attach additional copies of this form as needed.

In lieu of completing this form, an Excel file containing all of the data elements below may be provided.

Development Name: Kenwood Senior Living		City, State: Ripon, WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☒ New Construction ☐ Rehabilitation ☐ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: 6/15/2012		Number of Total Units: 24 Number of Low-Income Units: 24	
Is permanent financing in place? ☒ Yes ☐ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 6		Physical Occupancy %s for Each of the Past Three Years Year 1 <u>2020</u> <u>97</u> YTD % Year 2 <u>2019</u> <u>96</u> % Year 3 <u>2018</u> <u>97</u> %			
Development Lender: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Development Equity Provider: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: Mike Kendhammer Suby, Von Haden		Telephone Number: 608-831-8181	



¹Lease-Up Period = Time from Occupancy Certificate Receipt to 90% Occupancy Achievement

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DEVELOPER EXPERIENCE

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In lieu of completing this form, an Excel file containing all of the data elements below may be provided.

Development Name: Fair Acre Townhomes		City, State: Oshkosh, WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☒ New Construction ☐ Rehabilitation ☐ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: 11/15/2012		Number of Total Units: 55 Number of Low-Income Units: 53	
Is permanent financing in place? ☒ Yes ☐ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 2		Physical Occupancy %s for Each of the Past Three Years Year 1 <u>2020</u> <u>98</u> YTD % Year 2 <u>2019</u> <u>97</u> % Year 3 <u>2018</u> <u>97</u> %			
Development Lender: WHEDA		City, State: Madison, WI		Contact Person: Matt Childress		Telephone Number: 608-264-6843	
Development Equity Provider: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: Mike Kendhammer Suby, Von Haden		Telephone Number: 608-831-8181	



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In lieu of completing this form, an Excel file containing all of the data elements below may be provided.

Development Name: Blackstone Harbor Apartments		City, State: Sister Bay, WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☒ New Construction ☐ Rehabilitation ☐ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☐ Section 8 ☒ Rural Housing		☒ Section 42 ☐ Tax-Exempt Bond Financing ☐ Other:		Placed-in-Service Date: 6/15/2013 Number of Total Units: 24 Number of Low-Income Units: 22	
Is permanent financing in place? ☒ Yes ☐ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 6		Physical Occupancy %s for Each of the Past Three Years Year 1 <u>2020</u> <u>96</u> YTD % Year 2 <u>2019</u> <u>99</u> % Year 3 <u>2018</u> <u>99</u> %			
Development Lender:		City, State:		Contact Person:		Telephone Number:	
Cinnaire		Madison, WI		Chris Jillings		608-234-5290	
Development Equity Provider:		City, State:		Contact Person:		Telephone Number:	
Cinnaire		Madison, WI		Chris Jillings		608-234-5290	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider:		Telephone Number:	
				Mike Kendhammer Suby, Von Haden		608-831-8181	



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DEVELOPER EXPERIENCE

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In lieu of completing this form, an Excel file containing all of the data elements below may be provided.

Development Name: Oconomowoc School Apartments		City, State: Oconomowoc, WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☐ New Construction ☒ Rehabilitation ☐ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: 12/6/2013		Number of Total Units: 55 Number of Low-Income Units: 50	
Is permanent financing in place? ☒ Yes ☐ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 4		Physical Occupancy %s for Each of the Past Three Years Year 1 2020 97 YTD % Year 2 2019 98 % Year 3 2018 99 %			
Development Lender: WHEDA		City, State: Madison, WI		Contact Person: Matt Childress		Telephone Number: 608-264-6843	
Development Equity Provider: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: Mike Kendhammer Suby, Von Haden		Telephone Number: 608-831-8181	



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In lieu of completing this form, an Excel file containing all of the data elements below may be provided.

Development Name: Nicolet Townhomes		City, State: De Pere, WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☒ New Construction ☐ Rehabilitation ☐ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: 11/15/2014		Number of Total Units: 60 Number of Low-Income Units: 56	
Is permanent financing in place? ☒ Yes ☐ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 4		Physical Occupancy %s for Each of the Past Three Years Year 1 <u>2020</u> <u>99</u> YTD % Year 2 <u>2019</u> <u>99</u> % Year 3 <u>2018</u> <u>99</u> %			
Development Lender: WHEDA		City, State: Madison, WI		Contact Person: Matt Childress		Telephone Number: 608-264-6843	
Development Equity Provider: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: John Wagner Baker Tilly		Telephone Number: 920-739-3451	



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DEVELOPER EXPERIENCE

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In lieu of completing this form, an Excel file containing all of the data elements below may be provided.

Development Name: The Rivers Phase II		City, State: Oshkosh, WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☒ New Construction ☐ Rehabilitation ☐ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: 9/30/2016		Number of Total Units: 40 Number of Low-Income Units: 34	
Is permanent financing in place? ☒ Yes ☐ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 3		Physical Occupancy %s for Each of the Past Three Years Year 1 <u>2020</u> <u>99</u> YTD % Year 2 <u>2019</u> <u>99</u> % Year 3 <u>2018</u> <u>99</u> %			
Development Lender: Nicolet National Bank		City, State: Oshkosh, WI		Contact Person: Jake Dietz		Telephone Number: 920-617-5587	
Development Equity Provider: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: John Wagner Baker Tilly		Telephone Number: 920-739-3451	



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DEVELOPER EXPERIENCE

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Development Name: Shoe Factory Lofts		City, State: Milwaukee, WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☐ New Construction ☒ Rehabilitation ☐ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: 12/31/2016		Number of Total Units: 55 Number of Low-Income Units: 47	
Is permanent financing in place? ☒ Yes ☐ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 3		Physical Occupancy %s for Each of the Past Three Years Year 1 <u>2020</u> <u>96</u> YTD % Year 2 <u>2019</u> <u>96</u> % Year 3 <u>2018</u> <u>93</u> %			
Development Lender: WHEDA		City, State: Madison, WI		Contact Person: Matt Childress		Telephone Number: 608-264-6843	
Development Equity Provider: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: John Wagner Baker Tilly		Telephone Number: 920-739-3451	



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Development Name: Bayshore Townhomes		City, State: Sparta WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☒ New Construction ☐ Rehabilitation ☐ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: 12/19/2017		Number of Total Units: 32 Number of Low-Income Units: 27	
Is permanent financing in place? ☒ Yes ☐ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 4 months/multiple buildings		Physical Occupancy %s for Each of the Past Three Years Year 1 <u>2020</u> <u>92</u> YTD % Year 2 <u>2019</u> <u>93</u> % Year 3 <u>2018</u> <u>97</u> %			
Development Lender: Nicolet National Bank		City, State: Oshkosh WI		Contact Person: Jake Dietz		Telephone Number: 920-617-5587	
Development Equity Provider: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: Mike Kendhammer SVA Public Accountants		Telephone Number: 608-826-2404	



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In lieu of completing this form, an Excel file containing all of the data elements below may be provided.

Development Name: Century Building		City, State: Milwaukee WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☐ New Construction ☐ Rehabilitation ☒ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: 9/1/2018		Number of Total Units: 44 Number of Low-Income Units: 37	
Is permanent financing in place? ☒ Yes ☐ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 7		Physical Occupancy %s for Each of the Past Three Years Year 1 <u>2020</u> <u>88</u> YTD % Year 2 <u>2019</u> <u>88</u> % Year 3 <u>2018</u> <u>N/A</u> %			
Development Lender: Nicolet National Bank		City, State: Oshkosh WI		Contact Person: Jake Dietz		Telephone Number: 920-617-5587	
Development Equity Provider: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: Mike Kendhammer SVA Public Accountants		Telephone Number: 608-826-2404	



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Development Name: Whispering Echoes		City, State: Winneconne, WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☒ New Construction ☐ Rehabilitation ☐ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: Last Building 10/6/2018		Number of Total Units: 28 Number of Low-Income Units: 23	
Is permanent financing in place? ☒ Yes ☐ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 4		Physical Occupancy %s for Each of the Past Three Years Year 1 <u>2020</u> <u>99</u> YTD % Year 2 <u>2019</u> <u>99</u> % Year 3 <u>2018</u> <u>N/A</u> %			
Development Lender: Nicolet National Bank		City, State: Oshkosh WI		Contact Person: Jake Dietz		Telephone Number: 920-617-5587	
Development Equity Provider: Alliant Capital		City, State: Granville, OH		Contact Person: Joel Havenstein		Telephone Number: 740-927-1077	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: Mike Kendhammer SVA Public Accountants		Telephone Number: 608-826-2404	



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Development Name: Cranberry Woods		City, State: Wisconsin Rapids, WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☒ New Construction ☐ Rehabilitation ☐ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: Last Building 11/13/2018		Number of Total Units: 40 Number of Low-Income Units: 34	
Is permanent financing in place? ☒ Yes ☐ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 4		Physical Occupancy %s for Each of the Past Three Years Year 1 <u>2020</u> <u>96</u> YTD % Year 2 <u>2019</u> <u>96</u> % Year 3 <u>2018</u> <u>N/A</u> %			
Development Lender: Nicolet National Bank		City, State: Oshkosh WI		Contact Person: Jake Dietz		Telephone Number: 920-617-5587	
Development Equity Provider: Alliant Capital		City, State: Granville, OH		Contact Person: Joel Havenstein		Telephone Number: 740-927-1077	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: Mike Kendhammer SVA Public Accountants		Telephone Number: 608-826-2404	



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Development Name:		City, State:		Developer Contact Name:		Telephone Number:	
Regency Place		Little Chute, WI		Andy Dumke Cal Schultz		920-230-3628 920-303-9404	
Development Type: ☒ New Construction ☐ Rehabilitation ☐ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: 9/30/2019		Number of Total Units: 40 Number of Low-Income Units: 34	
Is permanent financing in place? ☐ Yes ☒ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ 3		Physical Occupancy %s for Each of the Past Three Years Year 1 2020 99 YTD % Year 2 2019 N/A % Year 3 2018 N/A %			
Development Lender: Nicolet National Bank		City, State: Oshkosh WI		Contact Person: Jake Dietz		Telephone Number: 920-617-5587	
Development Equity Provider: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Has the development ever had a financial audit performed? ☒ Yes ☐ No If yes, provide the financial statement year: 2019		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: John Wagner Baker Tilly		Telephone Number: 920-739-3451	



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In lieu of completing this form, an Excel file containing all of the data elements below may be provided.

Development Name: Arbor Terrace		City, State: Wisconsin Rapids, WI		Developer Contact Name: Andy Dumke Cal Schultz		Telephone Number: 920-230-3628 920-303-9404	
Development Type: ☒ New Construction ☐ Rehabilitation ☐ Acquisition/Rehabilitation		Type of Subsidy: ☐ None (Market) ☒ Section 42 ☐ Section 8 ☐ Tax-Exempt Bond Financing ☐ Rural Housing ☐ Other:		Placed-in-Service Date: 5/21/2020		Number of Total Units: 40 Number of Low-Income Units: 34	
Is permanent financing in place? ☐ Yes ☒ No Have you had to make capital contributions? ☐ Yes ☒ No		No. of Months in Lease-Up Period ¹ Currently in lease-up Current Occupancy- 97%		Physical Occupancy %s for Each of the Past Three Years Year 1 <u>2020</u> <u>N/A</u> % Year 2 <u>2019</u> <u>N/A</u> % Year 3 <u>2018</u> <u>N/A</u> %			
Development Lender: WHEDA		City, State: Madison, WI		Contact Person: Matt Childress		Telephone Number: 608-264-6843	
Development Equity Provider: Cinnaire		City, State: Madison, WI		Contact Person: Chris Jillings		Telephone Number: 608-234-5290	
Has the development ever had a financial audit performed? ☐ Yes ☒ No If yes, provide the financial statement year:		If an audit has been performed, has the audit been qualified based on the development's ability to remain a going concern? ☐ Yes ☒ No		Contact Person at Audit Provider: John Wagner Baker Tilly		Telephone Number: 920-739-3451	



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OTHER ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Special Project Profile after the Acquisition/Relocation attachment(s).

Attachments:

28. Authorizing Resolution to Submit CDBG Special Project Profile

29. Project Description supporting documentation, and indicate what/which document(s) are for the:

- | | YES | NO |
|--|-------------------------------------|--------------------------|
| 1) Existing Problem/Condition? | ☒ | ☐ |
| If yes, identify each corresponding document in the order attached: | | |
| a. City of De Pere Housing Affordability Report | | |
| b. | | |
| c. | | |
| d. | | |
| e. | | |
| 2) Frequency with which/Extent to which Problem Occurs/Condition Exists? | ☒ | ☐ |
| If yes, identify each corresponding document in the order attached: | | |
| a. City of De Pere Housing Affordability Report | | |
| b. | | |
| c. | | |
| d. | | |
| e. | | |
| 3) Effect(s) of Problem/Condition If Left Untreated? | ☐ | ☐ |
| If yes, identify each corresponding document in the order attached: | | |
| a. | | |
| b. | | |
| c. | | |
| d. | | |
| e. | | |
| 4) Explanation of why the UGLG is not seeking to fund the project through other CDBG funding programs and requires CDBG Special Project funding (i.e., provide justification for Special Project funding, including existing special conditions and/or extenuating circumstances)? | ☐ | ☐ |
| If yes, identify each corresponding document in the order attached: | | |
| a. | | |
| b. | | |
| c. | | |
| d. | | |
| e. | | |
| 5) Extent to which this Proposed CDBG Special Project will Alleviate the Problem? | ☐ | ☐ |
| If yes, identify each corresponding document in the order attached: | | |
| a. | | |
| b. | | |
| c. | | |
| d. | | |
| e. | | |

6) Scope of Work?

☒

☐

If yes, identify each corresponding document in the order attached:

- | | | |
|----|-----------------------------------|--|
| a. | Developer Letter of Commitment | |
| b. | Detailed ProForma | |
| c. | Information by Construction Phase | |
| d. | MOU between City and Developer | |
| e. | Project drawings | |

30. Statement of Assurances

31. Lobbying Certification



420 S. Koeller Street, Suite 230
Oshkosh, WI 54902
(920) 303-9404
Fax: (920) 303-9444

July 21, 2021

Daniel Lindstrom
City of De Pere
335 S. Broadway
De Pere, WI 54115

RE: Letter of Commitment

Dear Mr. Lindstrom:

Northpointe Development Corporation has over 10 years of experience in the development of affordable housing. Principles of the company have 20+ years in the development of affordable housing, commercial and land throughout the Midwest.

The Northpointe developments include new construction, acquisition/rehab, and historic rehabilitation. The company has utilized Section 42 tax credits, tax-exempt bonds, historic tax credits, HOME funds, CDBG funding, and FHLBC AHP grants.

Attached please find the Northpointe resume detailing the company's developments. Do not hesitate to contact me if you have any questions.

Sincerely,

Callan L. Schultz

Callan L. Schultz

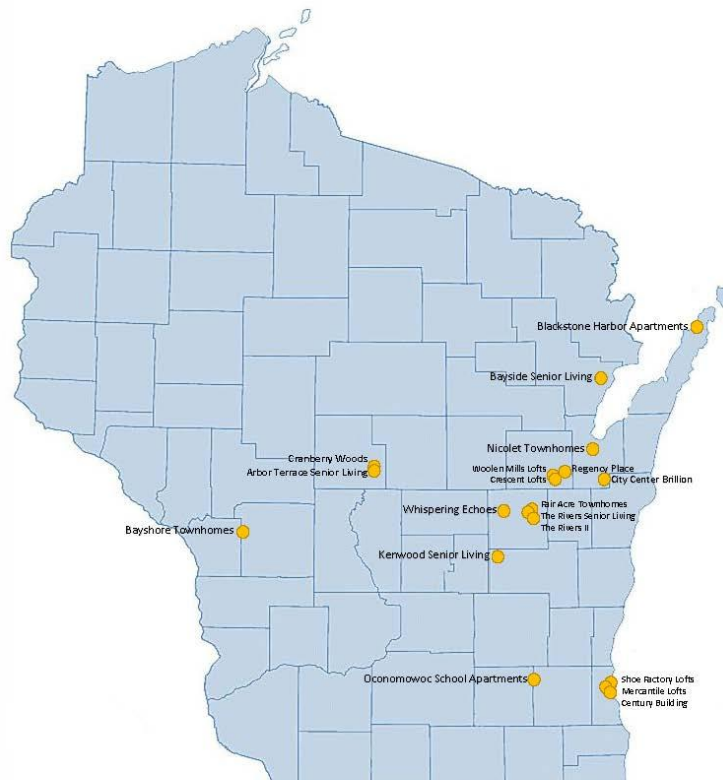


230 Ohio Street, Suite 200
 Oshkosh, WI 54902
 Office: (920) 230-3628
 Fax: (920) 230-6484

NORTHPOINTE DEVELOPMENT CORPORATION

Northpointe Development Corporation is a real estate development company created for the purpose of bringing revitalization and development to various neighborhoods in Wisconsin. Northpointe envisions vibrant communities that strengthen neighborhoods, enhance livelihoods, respond to the environment, and connect people and places. The company's mission is to provide sustainable housing for communities in a collaborative, honest, and transparent manner. Northpointe has a great reputation with the communities where we've developed housing and with WHEDA. Northpointe is one of WHEDA's largest and long-term customers and consistently scores the highest developer team score possible for a for profit developer. Northpointe and its principals have the financial capacity to successfully complete the project as well as secure market to above market equity pricing. Personal Financials of Northpointe's principals will be submitted upon request.

Northpointe, as shown below, has developed new construction family and senior apartment housing, historic rehabilitation, and commercial properties throughout Wisconsin. Most of the projects have utilized the Low-Income Housing Tax Credit program as well as other available resources including: Home, TIF, Brownfield Grants, Federal and State Historic Credits. Connecting with government entities, including the Department of Natural Resources, HUD, WHEDA, WEDC, the Federal Energy Regulatory Commission, etc is commonly required to successfully complete the development project. The company has received numerous awards including: the 2013 Top Projects Award in Milwaukee, 2015 National Historic Preservation Award, 2014 runner-up for the prestigious J. Timothy Anderson National Award for Excellence, 2017 Wisconsin Trust for Historic Preservation Award, 2019 Remarkable Milwaukee Award and the 2019 Carolyn Kellogg Historic Preservation Award.



Multi Family Developments

<u>Project Name</u>	<u>Location</u>		<u>Units</u>	<u>Property Type</u>
Rivers Senior Living	Oshkosh	WI	60	New Construction 9% LIHTC
Bayshore Townhomes	Sparta	WI	32	New Construction 9% LIHTC
Fair Acre Townhomes	Oshkosh	WI	55	New Construction 9% LIHTC
Kenwood Senior Living	Ripon	WI	24	New Construction 9% LIHTC
The Fountains of West Allis	West Allis	WI	35	Acquisition/Rehab 9% LIHTC
Blackstone Harbor Apts.	Sister Bay	WI	24	New Construction 9% LIHTC
Oconomowoc School Apts	Oconomowoc	WI	55	Adaptive /Historic 9% LIHTC
Nicolet Townhomes	De Pere	WI	60	New Construction 9% LIHTC
Anthem Luxury Living	Oshkosh	WI	80	New Construction 20/80
Mercantile Lofts	Milwaukee	WI	36	Adaptive /Historic 9% LIHTC
Shoe Factory Lofts	Milwaukee	WI	55	Adaptive /Historic 9% LIHTC
The Rivers - Phase II-Senior Living	Oshkosh	WI	40	New Construction 9% LIHTC
Woolen Mills Lofts	Appleton	WI	60	Adaptive /Historic 9% LIHTC
Century Building	Milwaukee	WI	44	Adaptive /Historic 9% LIHTC
Cranberry Woods Townhomes	Wisconsin Rapids	WI	40	New Construction 9% LIHTC
Bayside Senior Apartments	Oconto	WI	42	New Construction 9% LIHTC
Whispering Echoes Townhomes	Winneconne	WI	28	New Construction 9% LIHTC
Regency Place Senior Living	Little Chute	WI	40	New Construction 9% LIHTC

Under Construction

Arbor Terrace Senior Living	Wisconsin Rapids	WI	40	New Construction 9% LIHTC
City Center	Brillion	WI	40	New Construction 9% LIHTC
Crescent Lofts	Appleton	WI	69	Adaptive /Historic 9% LIHTC

2020 Awards

The Limerick	Fitchburg	WI	127	New Construction 4% State
Cabrini	Oshkosh	WI	33	Adaptive/ Historic 4% State

Total Units 1,118

NORTHPOINTE DEVELOPMENT PRINCIPALS

Cal Schultz
420 South Koeller Street
Oshkosh, WI 54902
(920) 303-9404
cal@northpointedev.com

Andy Dumke
230 Ohio Street
Oshkosh, WI 54902
(920) 230-3628
andy@northpointedev.com

Sean O'Brien
2628 Saw Tooth Drive
Fitchburg, WI 53711
(608) 334-5665
sean@northpointedev.com

Callan L. Schultz

Callan Schultz graduated from the University of Wisconsin-Oshkosh with a Bachelor of Business Administration with majors in finance and management information systems and a Masters of Business Administration. Cal is a licensed Wisconsin Real Estate Broker.

Cal formed Keystone Development, LLC in 1999. The company has developed over 2,000 apartment units throughout Wisconsin, Michigan, Ohio and Iowa. In 2011 he and Andy Dumke formed Northpointe Development Corporation for the purpose of developing and owning affordable housing in Wisconsin.

Andrew J. Dumke

Andrew Dumke began developing and managing real estate in 1993. He has grown his portfolio to include multi-family apartments, commercial office buildings, warehouse buildings, and retail centers.

His company Alliance Development has developed over \$200,000,000 in real estate. Samples of nationally accredited tenants he works with are Starbucks, Panera, Fed EX/Kinkos, TJ Maxx, JoAnn Fabrics, US Cellular, Verizon, Buffalo Wild Wings, Chipotle, Qdoba, Baker Tilly, Old National Bank, and Olive Garden. Andrew's current portfolio contains over 1,000,000 square feet of commercial office, warehouse, and retail space.

In 2011, Andrew started Northpointe Development Corporation in conjunction with Cal Schultz. The purpose of this entity is to develop, own and provide market-rate, affordable, and senior housing in Wisconsin.

Sean O'Brien

Sean O'Brien joined Northpointe Development as a Partner in 2020. With over 15 years of housing and community development experience, Sean is excited to help grow Northpointe Development's state and national footprint.

Prior to joining Northpointe Development, Sean worked at the Wisconsin Housing and Economic Development Authority (WHEDA) for 14 years. The last 6 years of his tenure he was the Director of Commercial Lending. As Director, Sean led the development of Wisconsin's Affordable Housing Policy and allocation of the Low-Income Housing Tax Credit Program. In 2018, the Commercial Lending team implemented the State Housing Tax Credit Program which allowed WHEDA to allocate a new credit that has created or preserved approximately a thousand affordable homes annually. For three years, Sean also served on the Community Investment Advisory Council for the Federal Home Loan Bank of Chicago.

Sean is a Verona Area High School Graduate and holds a Bachelor of Business Administration degree from the University of Wisconsin - Madison. In 2019, Sean and his wife Emily created OB Development, LLC with the intention of providing development in consulting services for the creation and preservation of decent, safe and affordable housing.

Master Developer Experience

Marion Road Oshkosh, WI

The Rivers- 60 Unit Senior Affordable

The Rivers II- 40 Unit Senior Affordable

Anthem Lofts- 80 Unit Market Rate



In 2008, the City of Oshkosh chose to work with Northpointe Development to redevelop a severely contaminated industrial manufacturing site along the Fox River. Once a home to Mercury Marine Manufacturing Plant is now has a vibrant River Walk and three housing developments. Northpointe developed all three buildings containing a total of 180 units, two of which are senior affordable properties and one market rate property. These developments have been catalytic for additional redevelopment on surrounding parcels.

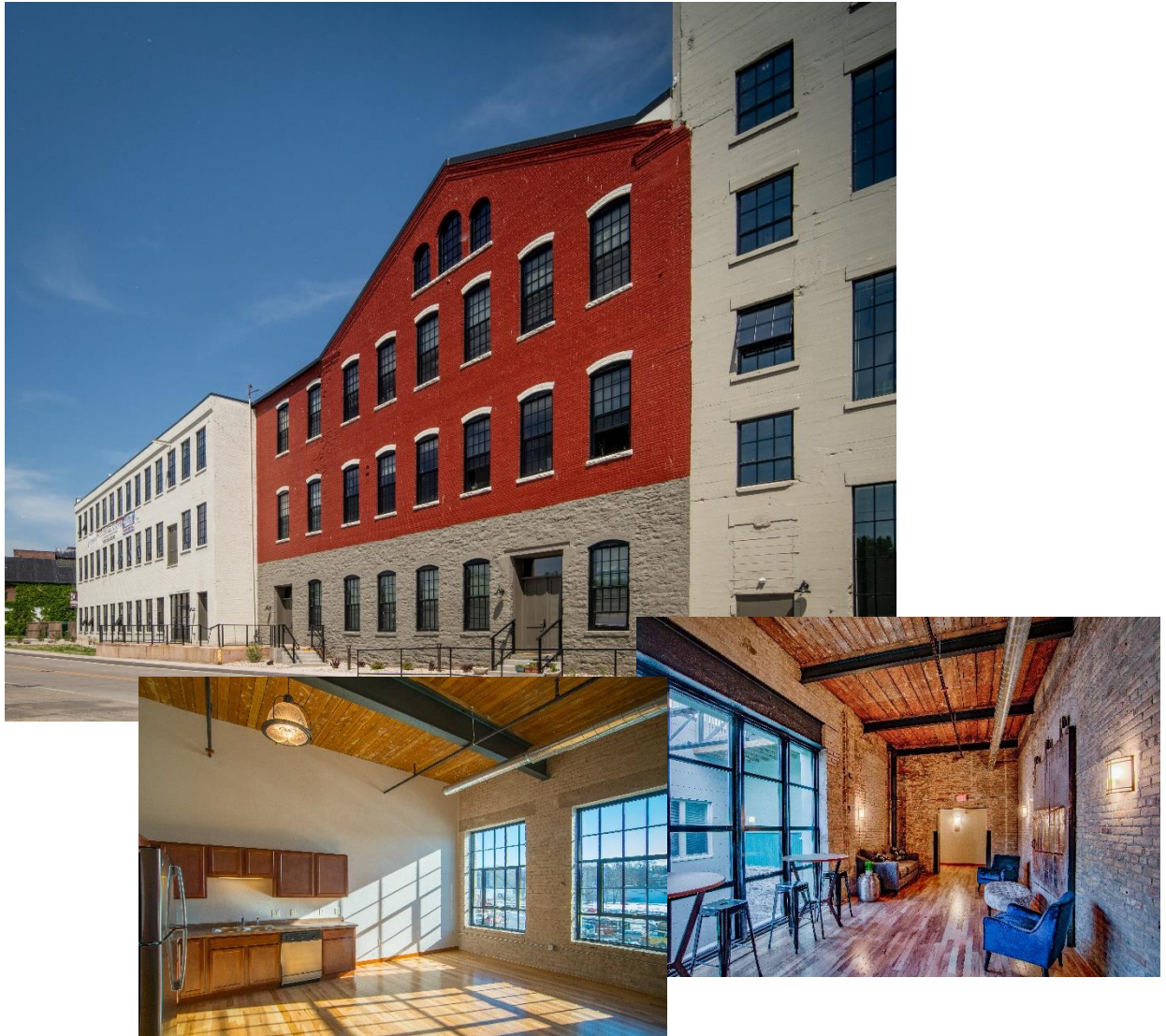


MERCANTILE LOFTS

36 Units Market Rate/Office/Commercial

611 West National Avenue, Milwaukee, WI

Mercantile Lofts is a 36-unit apartment property with office and commercial on the first floor completed in 2016. The building was originally construction in 1901 as a department store and was redeveloped under the historic guidelines of the National Parks Service. The tall ceilings and polished concrete floors were preserved and incorporated in the apartments. The famous Mural of Peace was also preserved and restored. WHEDA's Milwaukee office is currently located in the building.



Woolen Mills Lofts

60 Units- Family Housing

218 E. South Island St., Appleton, WI

Woolen Mills Lofts is a 60-unit family LIHTC property completed in 2017. The factory building which was originally construction in phases between 1893-1962 was redeveloped under the historic guidelines of the National Parks Service into one, two, and three-bedroom units. The exposed brick walls, hardwood ceiling, steel girders, and large exterior windows were preserved and restored.



Nicolett Townhomes
60 Units- Family Housing
1380 Scheuring Road, DePere, WI

Nicolet Townhomes is a 60-unit family LIHTC property that was completed in 2014. Located within walking distance to retail, banking, and restaurants. The townhome development offers one, two, and three-bedrooms with individual entrances, attached garages, central air conditioning, washer/dryer, free wifi, and stainless steel appliances. The property has an on-site office, community room and fitness center.

**Blackstone Harbor Apartments****24 Units- Family Housing**

10525 Judith Blazer Drive, Sister Bay, WI

Nicolet Townhomes is a 24-unit family LIHTC property that was completed in 2013. Located in the heart of Door County the unique single-story development offers one, two and three bedrooms with individual entrances, attached garages, central air conditioning, washer/dryer, free wifi, and stainless steel appliances. The property has on-site office, community room and fitness center.

SECTION 3 – INITIAL FUNDING ELIGIBILITY

Provide/Acknowledge the following to demonstrate initial funding eligibility. *Contact the Bureau of Community Development if any answer in this section is "No":*

Yes No

- ☒ ☐ 1. The UGLG is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).
- ☒ ☐ 2. *Citizen Participation Plan* is attached.
- ☒ ☐ 3. Documentation of the first public hearing notice, verifying that the notice was published (if required) and/or posted (if required) in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice; and adequate advance notice was given for the public hearing in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice, no less than 14 full days **or** no less than the equivalent of a Class 2 Notice, is attached.
- ☒ ☐ 4. *Citizen Participation Public Hearing Certification* is attached.
- ☒ ☐ 5. Public Hearing Meeting Minutes [with attendees listed in the Minutes or on separate sign-in sheet(s) provided] are attached.
- ☒ ☐ 6. *Authorizing Resolution to Submit a CDBG Special Project Profile* is attached.
- ☒ ☐ 7. *Statement of Assurances* is attached.
- ☒ ☐ 8. *Lobbying Certification* is attached.
- ☒ ☐ 9. *Potential Fair Housing Actions* checklist is attached.
- ☒ ☐ 10. The UGLG acknowledges that if the project is funded, the UGLG will be required to complete the environmental review process before the UGLG begins construction and can receive grant funds.
- ☒ ☐ 11. The UGLG acknowledges that if the project is funded, professional services for grant administration will be properly procured in compliance with Federal, State, and local requirements.
- ☒ ☐ 12. The UGLG understands that a contract for professional services is between the UGLG and the professional services provider; the State is **not** responsible or a part of that relationship.
- ☒ ☐ 13. The UGLG acknowledges responsibility for ensuring that CDBG contract requirements are met. The fees paid for grant application preparation and grant administration may be published on DEHCR's web page.
- ☒ ☐ 14. The UGLG certifies it is not debarred from receiving federal grant funds.
- ☒ ☐ 15. The UGLG understands all required Special Project Profile documentation must be received by DEHCR before a review of the project for CDBG funding consideration may be completed.

_____ **By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.**

Division of Energy, Housing and Community Resources

Community Development Block Grant – Statement of Assurances

STATEMENT OF ASSURANCES

I, James Boyd, Mayor of City of De Pere
(Name of the Chief Elected Official) (CEO's Job Title) (UGLG/Unit of General Local Government's Name)
 in Brown County certify that the City of De Pere :
(County Name) (UGLG/Unit of General Local Government's Name)

[Initial each item.]

1. _____ Has authorized its Chief Elected Official or Administrator to submit the application, sign contracts, and conduct other business related to the proposed activity if funded.
2. _____ Has identified its housing and community development needs, including those of low- and moderate-income persons and the activities to be undertaken meet such needs.
3. _____ Will conduct and administer its program in conformance with the Civil Rights Act of 1964 and the Fair Housing Act, and has adopted a local Fair Housing ordinance.
4. _____ Will minimize displacement as a result of activities associated with CDBG funds, and will follow an adopted residential anti-displacement and relocation assistance plan.
5. _____ Will not use special assessments or fees to recover the capital costs of CDBG funded public improvements from low- and moderate-income owner occupants.
6. _____ Will comply with 24 CFR 570.608 regarding notification, inspection, testing, and abatement procedures concerning lead-based paint.
7. _____ Has adopted and will enforce a policy prohibiting use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations in accordance with Section 519 of Public Law 101144.
8. _____ Has a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of nonviolent and civil rights demonstrations.

Division of Energy, Housing and Community Resources

Community Development Block Grant – Statement of Assurances

9. _____ Will not enter into a contract with any entity that is debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation.
10. _____ Understands that the contract for professional services is between the Applicant and the Grant Administrator; the State is **not** responsible or a part of that relationship.
11. _____ Acknowledges responsibility for ensuring that CDBG contract requirements are met. The fees paid for grant application and grant administration may be published on DEHCR's web page.
12. _____ Is currently in compliance with terms and conditions of all past and/or active CDBG awards and/or contracts.
13. _____ Will not use CDBG funds to directly assist a business, including a business expansion, in the relocation of a plant, facility, or operation from one labor market area (LMA) to another LMA if the relocation is likely to result in a significant loss of jobs in the LMA from which the relocation occurs, in accordance with 24 CFR 570.210.
14. _____ Acknowledges that the project cannot commence prior to the grant award and certain procedures must first be taken, including but not limited to:
 - ☒ Completing the environmental review process;
 - ☒ Requesting federal wage rates if applicable;
 - ☒ Establishing base employment levels for job-related projects;
 - ☒ Entering into a development agreement with the participating business if applicable; **and**
 - ☒ Developing a system for tracking job retention and/or LMI benefit.
15. _____ Understands that incomplete applications may be denied before review and denial of incomplete applications **cannot** be appealed.
16. _____ Will comply with all the provisions of the Community Development Block Grant (CDBG) Program and will maintain documentation of compliance with the above certifications.

I certify that, to the best of my knowledge and belief, the information being submitted to the Wisconsin Department of Administration (DOA) is true and correct.

Signature of the Chief Elected Official (CEO)

Date Signed

Signature of the Local Clerk

Date Signed

Division of Energy, Housing and Community Resources

Community Development Block Grant – Lobbying Certification from the Municipality

LOBBYING CERTIFICATION FROM THE MUNICIPALITY

The undersigned certifies, to the best of his/her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of the Unit of General Local Government (UGLG)

Signature of the Chief Elected Official (CEO)

CEO Title

Date Signed

Signature of the Municipal Clerk

Clerk Title

Date Signed



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to Accept \$350 Donation from the Woman's Club of De Pere to Recreation Scholarship Fund.

The Board of Park Commissioners, at the July 15, 2021 meeting, moved to accept a \$350 donation from the Woman's Club of De Pere to the Recreation Scholarship Fund. The motion was approved with a 7-0 vote.

Staff is requesting the Board of Park Commissioner's approval for the Parks & Recreation Department to accept a \$350 donation from the Woman's Club of De Pere towards the Recreation Scholarship Fund.

Through 2020, this program has awarded 363 scholarships to families in the City of De Pere. Not only have these scholarships allowed children to participate in a variety of youth instructional programs, sports programs and swim lessons, but also, it has allowed families to purchase season pool passes which is a great benefit especially with the brand new VFW Aquatic Facility!

Thank you for your time and consideration.

Donation Information:

From: Woman's Club of De Pere
 c/o Barbara Spitzer, Treasurer
 615 Knoll Terrace, De Pere
 To: De Pere Parks & Recreation Department
 For: Recreation Scholarship Fund
 Amount \$350



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to Accept a \$500 Donation from Brown County Community Women's Club for Activities/Community Center Facility Needs.

The Board of Park Commissioners, at the July 15, 2021 meeting, moved to accept a \$500 donation from the Brown County Community Women's Club for recreational activities for all ages and Community Center needs. The motion passed unanimously with a 7-0 vote.

The De Pere Community Center was a recipient of one of Brown County Community Women's Clubs community awards. Staff is seeking approval to accept this \$500 donation from BCCWC, which will be used to support recreation activities for all ages and Community Center facility needs.

Thank you for your time and consideration.

DONATION INFORMATION:

From: Brown County Community Women's Club
c/o Betty Jensen, President
PO Box 28216
Green Bay, WI 54324

Item: \$500 to support recreation activities for all ages and Community Center facility needs



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to Accept a Donation of a First Aid Table from BayCare Clinic, Green Bay (Approximate Value \$583.00.)

The Board of Park Commissioners, at the July 15, 2021 meeting, moved to accept a donation of a First Aid table for the VFW Aquatic Facility from BayCare Clinic of Green Bay. The motion was approved with a 7-0 vote.

Staff is seeking approval to accept a donation of a First Aid Table for the VFW Aquatic Facility from BayCare Clinic in Green Bay. This donation is valued at \$582.80, which included freight. Staff was very appreciative of this donation as there was a lot of equipment and supplies needed for opening of our new facility.

Thank you for your time and consideration.

DONATION INFORMATION:

From: BayCare Clinic
c/o Michael Schmidt, Director of Strategic Growth & Business Development
1035 Kepler Drive
Green Bay WI 54311

Item: \$582.80 - First Aid Table at VFW Aquatic Facility



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to Accept a \$2,500 Donation to the Recreation Scholarship Fund from the Wochinske Family Foundation.

The Board of Park Commissioners, at the July 15, 2021 meeting, moved to accept a \$2,500 donation to the Recreation Scholarship Fund from the Wochinske Family Foundation. The motion was approved with a 7-0 vote.

ATTACHMENTS:

- Wochinske Donation (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Don Melichar
Date: July 8, 2021

RE: **Approve Donation from Wochinske Foundation**

This memo is to seek the Board of Park Commissioner's approval for the De Pere Parks, Recreation and Forestry Department to accept a donation of \$2,500 for the Wochinske Foundation to be placed in the Recreation Scholarship Fund.

This is the eleventh year that Jim and Kathy Wochinske have donated to this fund. In total they have contributed \$23,500 to the Recreation Scholarship fund. They appreciate that the City offers this for our residents and truly enjoy contributing to this great program.

Thank you for your consideration in this matter. If you have any questions, concerns or comments, please do not hesitate to contact me.



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to Approve \$3,000 Additional Funding to Complete the Fox Point Furnace Project, with Funding from Unassigned General Fund Balance.

The Board of Park Commissioners, at the July 15, 2021 meeting, approved requesting additional funds to complete the Fox Point furnace project. The motion was approved unanimously with a 7-0 vote. Our Finance Director has recommended the funding source come from Unassigned General Fund Balance.

ATTACHMENTS:

- Memo.Fox Point Furnace (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners

From: Marty Kosobucki

Date: July 15, 2021

RE: Additional funds required to complete Fox Point Furnace Project

Staff is requesting the Board of Park Commissioners to consider requesting additional funds to complete the furnace project at Fox Point or postpone the project till 2022.

Our building maintenance staff did a thorough investigation into the costs to install a furnace prior to our 2021 Budget. We have budget an amount of \$5,000 in our 2021 Budget. The two main costs for this project are the purchase and installation of the furnace and the installation of the gas line and meter. The installation of the furnace went as planned and was consistent with our budget projection. However, when we began working with WPS their estimate more than doubled.

Our two choices are 1) budget additional funds for 2022 and complete the project next year, or 2) request an additional \$3,000 from City Council to complete the project this year.

Summary of Options - Waiting till 2022 is a viable option. Although the furnace is installed, it is not going to hurt or hamper the use of the facility. However, if we do wait our electric bill will be significantly higher as we keep an electric heater running so the facility can be used and pipes do not break due to cold temperatures. If we request additional funding, we will be able to install and activate the furnace this fall/winter and then be able to heat the building more efficiently.



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Resolution #21-83 Disallowance of Claim (Sam Schaetz).

ATTACHMENTS:

- Reso21-83 (PDF)
- Liability Claim_Schaetz, Sam (PDF)
- Schaetz EMC denial letter (PDF)

RESOLUTION #21-83

DISALLOWANCE OF CLAIM
(Sam Schaetz)

WHEREAS, a Notice of Claim and Claim was filed by Sam Schaetz ("Claimant"), 120 South Superior Street, De Pere, Wisconsin 54115, in the office of the City Clerk on July 1, 2021, alleging property damage to Claimant's home in the amount of \$11,220.03, which occurred on June 13, 2021; and

WHEREAS, such Notice and Claim further alleges that Claimant's home was damaged when part of a tree fell and landed on the roof causing four holes in the roof and resultant water damage to the interior of the home; and

WHEREAS, this matter has been reviewed by the City's liability insurance carrier, EMCASCO Insurance Company (EMC), which investigated the same and determined that the City was not negligent or legally responsible for the damages based upon the following:

1. winds at the time of the incident were unusually severe, with gusts in excess of 30 mph; and
2. the tree was deemed healthy during a routine inventory inspection that occurred within the last year, such that the City was without prior knowledge of any damage or defect to the tree so that it could not have taken steps to prevent the tree from falling.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The claim submitted by Sam Schaetz be, and the same is hereby denied, and that no action on this claim may be brought against the City of De Pere, or any of its officers, officials, agents or employees after six months from the date of service of this notice.

BE IT FURTHER RESOLVED THAT:

Resolution #21-83

Page 2 of 2

A copy of this Resolution be forwarded to the Claimant, Sam Schaetz, as a Notice of Disallowance.

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 3rd day of August, 2021.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____



Liability Claim Form

City of De Pere

Please fill out the form completely and return to the City Clerk's office
via e-mail to cdanen@deperewi.gov,
or by mail to 335 S. Broadway, De Pere, WI 54115

CLAIMANT INFORMATION

Claimant Name:

Sam Schaefer

Address:

120 S. Superior St

Phone Number(s):

920-737-4481

E-mail Address:

Samthebull5114@gmail.com

INCIDENT INFORMATION

Date & Time of
Incident:

June 13th 2021 11:30^{pm} + 3:15^{am}

Location of Incident:

120 S. Superior St

Total Amount of
Claimed Damages:

\$11,220.00

(Attach itemized invoices/estimates)

Please provide a detailed description of the incident in the space below (attach additional sheets if necessary).
For personal injury, indicate the nature of the injury, whether or not medical attention was provided and list
the name of the physician/hospital. Also identify any witnesses to the incident.

City Oak tree split in half. One half fell on our roof
causing four big holes in the roof of our house. Causing an
estimated damage of \$3,658.00. The resulting holes in the roof
caused water damage inside the house for another approximately
\$10,000.00 of damage. All we're asking is the city to pay our
deductible of \$2210.00 and pay for 2-3 new trees to be
planted on our block.

In signing this Liability Claim Form, I acknowledge that the City of De Pere will be submitting my information to its liability insurance
carrier for its review and determination of liability and that my claim will be paid only if the insurance company determines the City is
legally liable for my damages/injuries.

Sam Schaefer

Claimant Signature

(parent/guardian if claimant is under 18)

7-1-2021

Date



Summary for Dwelling

Summary for All Items

Line Item Total	9,654.44
Material Sales Tax	129.81
Services Mat'l Tax	10.94
Overhead	652.49
Profit	652.49
Service Sales Tax	119.86
Replacement Cost Value	\$11,220.03
Less Depreciation	(1,589.17)
Actual Cash Value	\$9,630.86
Less Deductible	(2,210.00)
Less Prior Payment(s)	(417.33)
Net Claim Remaining	\$7,003.53
Total Depreciation	1,589.17
Total Recoverable Depreciation	1,589.17
Net Claim Remaining if Depreciation is Recovered	\$8,592.70

Sublimit Recap

Description	Single Item Limit	Aggregate Limit	ACV	RCV	Overage
Other - Mitigation	\$0.00	\$0.00	\$3,386.25	\$3,386.25	\$0.00
Other - Restoration	\$0.00	\$0.00	\$3,091.78	\$3,442.98	\$0.00
			\$6,478.03	\$6,829.23	\$0.00

John Hoffman

Line Item Totals: SAMUEL_ 260.61 1,304.98 11,220.03 1,589.17 9,630.86
 SCHAETZ____1

[%] - Indicates that depreciate by percent was used for this item

[M] - Indicates that the depreciation percentage was limited by the maximum allowable depreciation for this item

Grand Total Areas:

893.17 SF Walls	291.75 SF Ceiling	1,184.92 SF Walls and Ceiling
291.75 SF Floor	32.42 SY Flooring	104.67 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	104.67 LF Ceil. Perimeter
291.75 Floor Area	327.53 Total Area	893.17 Interior Wall Area
1,048.50 Exterior Wall Area	110.00 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

Coverage	Item Total	%	ACV Total	%
Dwelling	11,220.03	100.00%	9,630.86	100.00%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	0.00	0.00%	0.00	0.00%
Total	11,220.03	100.00%	9,630.86	100.00%



Milwaukee Claim Department

July 19, 2021

Mr. Sam Schaetz
120 S Superior St
De Pere WI 54115-2834

Re: Our Insured: City of De Pere
Claim Number: 1669500
Date of Loss: 6/13/2021
Loss Location: tree on the City's right-of-way near 120 S Superior St

Dear Mr. Schaetz:

We received your inquiry to the City of De Pere regarding damages sustained to the roof of your home from a fallen tree that was owned by the City.

The policy under which this claim was submitted is one of liability insurance. It is our obligation to pay only for claims for which our insured is legally responsible. It is our opinion that there was no negligence on the part of our insured for this loss. There were high winds on the loss date that likely contributed to the tree splitting. The tree was checked within the last year and deemed healthy.

Respectfully, we must deny your claim.

Sincerely,

Arlene V. Chambers
Senior Claims Adjuster
EMC INSURANCE COMPANIES
855-495-1800, ext. 3920 direct dial 262-717-3920
Fax: 888-992-6125
Arlene.V.Chambers@emcins.com

cc: City of De Pere

P.O. Box 327 | Brookfield, WI 53008-0327 | 262.717.3900 | 855.495.1800 | F 888.992.6125 | milwaukee.claims@emcins.com | www.emcins.com

Employers Mutual Casualty Company
EMCASCOS Insurance Company
EMC Reinsurance Company

Illinois EMCASCO Insurance Company
Dakota Fire Insurance Company
EMC Property & Casualty Company

Union Insurance Company of Providence
Hamilton Mutual Insurance Company
EMC Risk Services, LLC

EMC Underwriters, LLC
EMC National Life Company (affiliate)



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Resolution #21-84 Authorizing Agreement for Contractor Services
Between the City of De Pere and Security-Luebke Roofing, Inc.
(Roof Replacement at De Pere Ice Arena).

The Board of Park Commissioners, at the July 15, 2021 meeting, approved the emergency repairs to the De Pere Ice Arena roof, and the funding to come from the Ice Arena Fund. The motion was approved unanimously, with a 7-0 vote.

ATTACHMENTS:

- Reso21-84 (PDF)
- Security-Luebke Roofing, Inc.(Ice Arena Roof)7-28-21(PDF)
- Exhibit A-Security-Luebke Roofing, Inc. (PDF)
- Memo.Roof Repair Ice Arena (DOCX)

RESOLUTION #21-84

AUTHORIZING AGREEMENT FOR CONTRACTOR SERVICES BETWEEN
THE CITY OF DE PERE AND SECURITY-LUEBKE ROOFING, INC.
(Roof Replacement at De Pere Ice Arena)

WHEREAS, the City is in need of emergency replacement of a 1,045 square foot portion of the roof of the De Pere Ice Center that is failing beyond repair; and

WHEREAS, Security-Luebke Roofing, Inc. has available and offers to provide personnel and equipment necessary to accomplish the work within the required timeframe.

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and City Clerk are authorized and directed to execute the Agreement for Contractor Services Between the City of De Pere and Security-Luebke Roofing, Inc. as is attached hereto, subject to such changes as deemed necessary by the City Attorney.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 3rd day of August, 2021.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Board/Committee Approval: 7/15/2021

**AGREEMENT FOR CONTRACTOR SERVICES BETWEEN
THE CITY OF DE PERE AND SECURITY-LUEBKE ROOFING, INC.
(Roof Replacement at De Pere Ice Arena)**

THIS AGREEMENT made and entered into this ____ day of _____, 2021, by and between the City of De Pere, Wisconsin, a Wisconsin municipal corporation ("City"), and Security-Luebke Roofing, Inc., a Wisconsin corporation ("Contractor").

WITNESSETH

WHEREAS, the City is in need of an emergency replacement of a 1,045 square foot portion of the roof of the De Pere Ice Center that is failing beyond repair; and

WHEREAS, Contractor has available and offers to provide personnel and equipment necessary to accomplish the work within the required time.

NOW THEREFORE, City and Contractor agree as follows:

I. DESCRIPTION OF PROJECT

The project is as described in Contractor's Proposal attached hereto incorporated by reference as Exhibit A. If a conflict exists between the terms and conditions of Exhibit A and this Agreement, the terms of this Agreement shall prevail. No standard terms or conditions of Contractor's Proposal are incorporated into this Agreement, unless such term is specifically written into the Agreement. If, during the course of performing the work, City and Contractor agree that it is necessary to make changes in the project as described in the exhibits, such changes will be incorporated into this Agreement only by written amendment, signed by the parties. Such writing shall include the scope of the work to be done, the schedule for commencing and completing the work and the basis for compensation for such work.

II. SCOPE OF CONTRACTOR SERVICES

Contractor agrees to perform those services as described in Exhibit A.

III. CITY OBLIGATIONS

City agrees to provide access to the facility, as well as any other necessary information concerning the project as are available.

IV. TIME FOR COMPLETION

Time is of the essence in Contractor's performance under this Agreement. Contractor shall commence work after notice and proceed with all deliberate speed to meet the time requirements of the City. Should Contractor encounter any circumstances, which, in the Contractor's opinion, will delay performance, Contractor shall so inform the City in writing.

V. COMPENSATION

The City agrees to pay, and the Contractor agrees to accept, compensation as identified in Exhibit B, to be paid in a lump upon completion of the project. Compensation for any additional services authorized by City shall be as agreed upon by the City and Contractor and set forth in the written authorization for those additional special services.

VI. INSURANCE

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

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability, with per occurrence limits of \$1,000,000, with additional umbrella liability insurance coverage of not less than \$2,000,000.
2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.

The Contractor shall provide City with a certificate of insurance outlining the required coverage and naming the City as an additional insured thereunder for purposes of the Contract.

VII. INDEMNIFICATION

Contractor shall indemnify and hold harmless the City, its officers, agents and employees from and against all claims, damage, losses, and expenses including reasonable attorney's fees arising out of or resulting from the performance of the work specified in this

Contract, provided that any such claim damage, loss or expense is caused in whole or in part by any negligent or intentional act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a part indemnified hereunder.

VIII. SUBCONTRACTS

The Contractor shall not subcontract any of the work required hereunder without the specific written consent of the City prior to subcontracting any portion of the work to be performed under this project. The Contractor shall be responsible to the City for the actions of person and firms performing subcontract work.

IX. ASSIGNMENT

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

X. LEGAL RELATIONS AND PUBLIC RESPONSIBILITY

- A. **LAWS TO BE OBSERVED.** The Contractor shall at all times observe and comply with all federal, state, and local laws, regulations and ordinances which are in effect or which may be placed in effect during the contract period and which in any manner affect the conduct of the work. The Contractor shall indemnify and save harmless the City and its officers, agents and employees against any claim or liability arising from or based on the violation of any such law, ordinance, or regulation, whether by Contractor or its employees, subcontractors, or agents.
- B. **CONTRACTOR RECORDS.** Contractor acknowledges that, as a contractor of a Wisconsin Municipality, Wis. Stats. §19.36(3) applies to it and records produced by it pursuant to this contract are subject to the public records law to the extent that they would otherwise be if maintained by the City of De Pere. Contractor agrees that, within 10 business days of a written request of the City of De Pere, it shall forward such records as are requested by the City of De Pere. Such records shall be in the format requested by City of De Pere provided that such records are kept and maintained in that format.
- C. **CONTRACTOR'S RESPONSIBILITY FOR WORK.** Until acceptance of the Work by the City Maintenance Supervisor, the Contractor shall have the charge and care thereof and shall take every precaution against injury or damage to any part thereof by the action of the elements, or from any other cause, whether arising from the execution or non-execution of the Work. The Contractor shall rebuild, repair, restore and make good all injuries or damages to any portion of the Work occasioned by any of the above causes

before acceptance and shall bear the expense thereof, except damage to the Work due to unforeseeable causes beyond control of and without the fault or negligence of the Contractor, including but not restricted to acts of God, of public adversaries or of governmental authorities. In case of suspension of work from any cause whatever, the Contractor prior to suspension shall take such precautions as may be necessary to prevent damage to the project, provide for normal drainage and shall erect any necessary temporary barricades, signs or other facilities, at the Contractor's expense, as directed by the Forester.

XI. GUARANTEE OF MATERIALS AND WORKMANSHIP

The Contractor shall guarantee all materials furnished and all work performed under the Contract against all defects in materials and workmanship pursuant to Exhibit A. Should any defect appear during the guarantee period, the Contractor shall make the required repairs or replacement upon receipt of written notification from the Director of Parks, Recreation & Forestry to do so.

XII. INTEGRATION

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

XIII. JURISDICTION

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

XIV. MEDIATION

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

The City and Contractor shall attempt to resolve claims, disputes and other matters in question between them by mediation in accordance with the Rules of the American Arbitration Association currently in effect unless the parties agree otherwise. A request for mediation shall be filed in writing with the other party to this Agreement and, if applicable, the American Arbitration Association. The request may be made concurrently with the filing of a civil action, but mediation shall proceed in advance of legal proceedings, which may be stayed pending mediation for a period of 60 days from the date of filing unless a longer period is agreed to by the parties or required by a court order.

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

XV. NOTICES

Any notification required or needed under the contract shall be sent to the following:

If to City:
City of De Pere
Attn: City Administrator
335 South Broadway Street
De Pere, WI 54115

If to Contractor:
Security-Luebke Roofing, Inc.
Attn: David Gaskill, Commercial Account Manager
3921 East Endeavor Drive
Appleton, WI 54915

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

SECURITY-LUEBKE ROOFING, INC.

CITY OF DE PERE, WISCONSIN

By: _____
Printed Name/
Title: _____

By: _____
James G. Boyd, Mayor

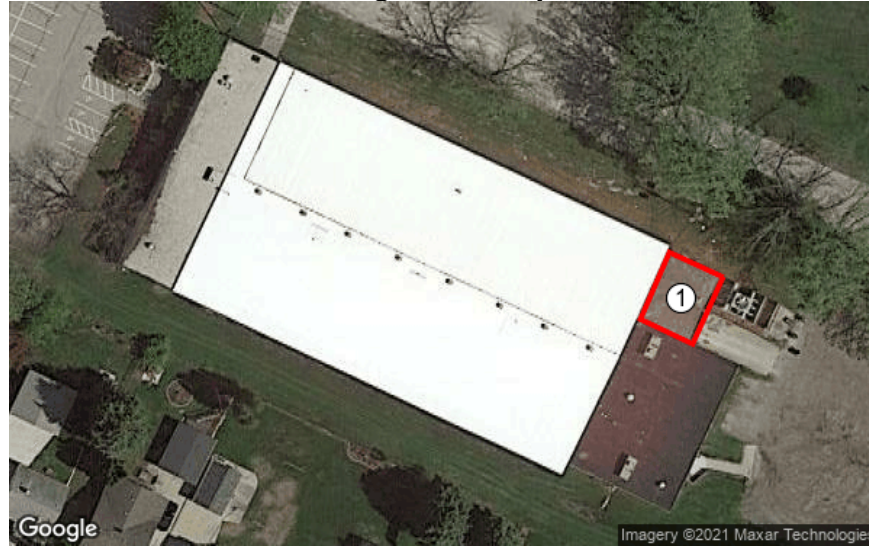
By: _____
Printed Name/
Title: _____

By: _____
Carey E. Danen, City Clerk

J:\Law\Agreements\2021\Contractor\Security-Luebke Roofing, Inc.(Ice Arena Roof)7-28-21.docx



Management Report



Cornerstone Community Ice Center
DePere Ice Rink
1450 Fort Howard Avenue, De Pere, WI

Prepared For
CORNERSTONE
COMMUNITY CENTER



Powered By
 **facilitycontrolsystems**tm

DePere Ice Rink
1450 Fort Howard Avenue
De Pere, WI 54115

1.12.c

Overview

Section 1

Budget Matrix

Site Overview



Total Sections: 1
Total Sq Ft: 1,045

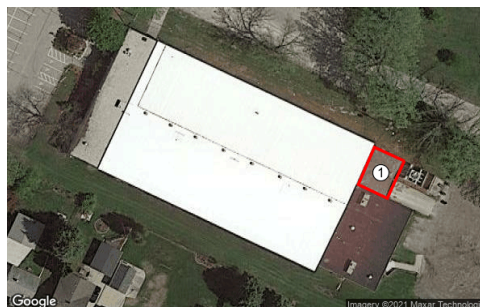
Map	Name	Sq Ft	Est Install	Grade
1	Section 1	1,045		F

DePere Ice Rink
1450 Fort Howard Avenue
De Pere, WI 54115

Observations

Section: Section 1
Size: 1045
Overall Grade: F

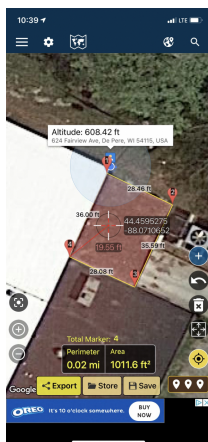
Inspection Date: 06/21/2021
Inspector: David Gaskill



Looking down on the failing roof



Looking down on the failing roof



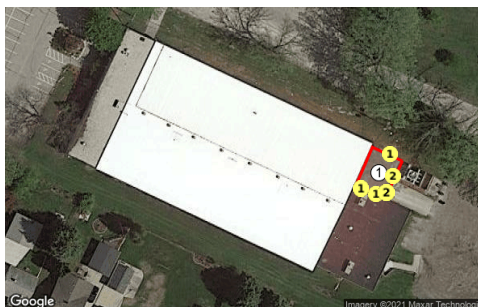
Aerial view with dimensions.

DePere Ice Rink
1450 Fort Howard Avenue
De Pere, WI 54115

Deficiencies

Section: Section 1
Size: 1045
Overall Grade: F

Inspection Date: 06/21/2021
Inspector: David Gaskill



1



Com-3 - Flashings - Open Flashing - Wall/Curb (Emergency)

Quantity: 40 LF

Deficiency:

Flashing is opened at wall or curb condition.

Corrective Action:

Given the age and overall poor condition. Replacement is recommended.

2



Com-3 - Flashings - Tenting (Emergency)

Quantity: 30 LF

Deficiency:

Tenting membrane is caused by the membrane shrinking that takes place over time. The shrinking of the membrane is causing the flashing to pull away from perimeter walls and promoting flashing failure.

Corrective Action:

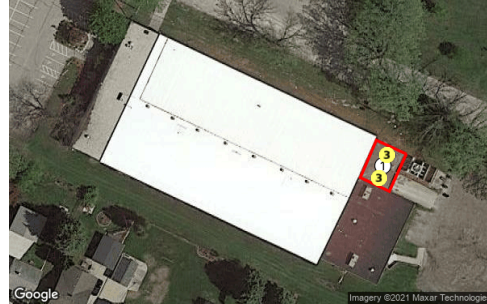
Given the age and overall poor condition. Replacement is recommended.

DePere Ice Rink
1450 Fort Howard Avenue
De Pere, WI 54115

Deficiencies (continued)

Section: Section 1
Size: 1045
Overall Grade: F

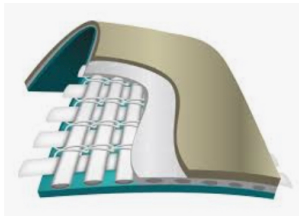
Inspection Date: 06/21/2021
Inspector: David Gaskill



3



FiberTite Roofing Membranes: Tough...
 fibertite.com



Com-2 - Field - FiberTite Replacement Recommendation (Emergency)

Quantity: 1 EA

Deficiency:

The roof system is in distress from age and accelerating degradation and should be considered for replacement.

Corrective Action:

Project Specification Notes

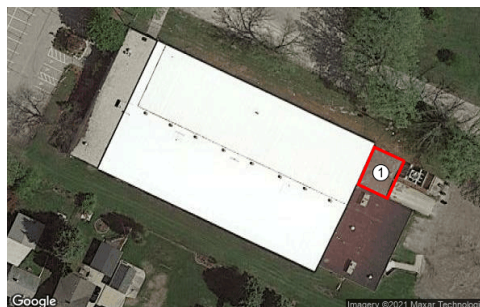
Roof replacement plans include the following:

1. An OSHA approved site protection plan.
2. Remove all existing stone ballast so the old rubber membrane can be sliced and reused as a slip sheet to protect the new roof system.
3. RESKIN - Replacement of the old roof membranes using a new, 36 mil FiberTite roof assembly over 1/2" HD EPS Recovery Board.
3. All seams and flashings will be cleaned and hot air welded with our robotic welder.
4. During the project all existing insulation and deck conditions will be inspected for moisture and structural damage. Since these conditions are concealed and are not quantifiable before the roof membrane is removed.
5. At walls and penetration flashings a matching, a new, fully adhered 36 mil flashing system will be provided. All penetrations will be secured with termination bar and sealed to comply with the manufacturer specifications.
6. At perimeters our plan includes new 24 gauge prefinished steel coping trim.
7. Stone ballast will be reused to cover the new FiberTite roof system.
8. A 10 year SLR workmanship guarantee.
9. A 20 year FiberTite material manufacturer's guarantee.

Estimated Repair Cost:

\$9,685.00

DePere Ice Rink
1450 Fort Howard Avenue
De Pere, WI 54115



Summary

Section: Section 1
Size: 1045
Overall Grade: F

Inspection Date: 06/21/2021
Inspector: David Gaskill

Condition Summary

Membrane: F
 Flashings: F
 Sheet Metal: D

Overall: F

Overall Grade

A = 10 Years or more of service life remaining
 B = 8-10 Years of service life remaining
 C = 5-7 Years of service life remaining
 D = 2-4 Years of service life remaining
 F = Less than 1 Year of service life remaining

Recommendations

Given the age and overall poor condition. Replacement is recommended.

Estimated Repair Costs: \$9,685.00

Estimated Replacement Costs: \$9,685.00

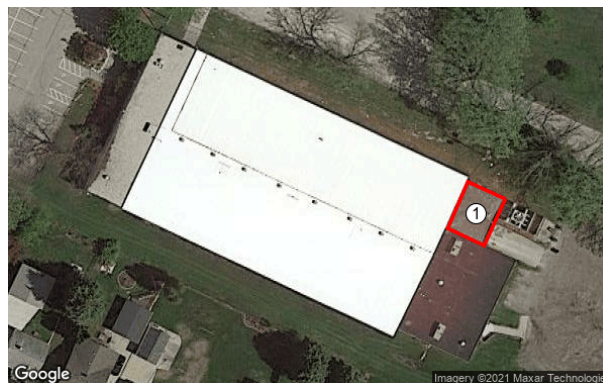
Security-Luebke Roofing, Inc.
3921 E Endeavor Dr. Appleton, WI 54915



Cornerstone Community Ice Center
1640 Fernando Drive
De Pere, WI 54115



PROPERTY:
DePere Ice Rink
1450 Fort Howard Avenue
De Pere, WI



1 - Section 1 (1,045 Sq Ft) Grade F

Deficiency	Qty	Emergency	Remedial
Open Flashing - Wall/Curb	40 LF	\$0.00	\$0.0
Tenting	30 LF	\$0.00	\$0.0
FiberTite Replacement Recommendation	1 EA	\$9,685.00	\$0.0
Total		\$9,685.00	\$0.00

DESCRIPTION	AMOUNT
☐ Emergency	\$9,685.00
☐ Remedial	\$0.00

PAYMENT TERMS

Payment terms: Due on Receipt

AUTHORIZATION TO PROCEED

Signature: _____ Date: _____ \$ _____

Printed Name: _____ PO # _____

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do

the work as specified.

1.12.c

- 1) Additional or any unforeseen conditions outside the authorized work specified, will be performed on a time and material basis.
- 2) The contractor is granted access to the building and property with trucks and equipment for lifting and lowering material. The owner grants permission and is responsible for damage caused to the driveway, sidewalk, and landscaping by access to the building, property, and roof for the activities.
- 3) If payment is not made when due, interest, cost of collection, and attorney fees shall be added to the unpaid balance. Interest shall accrue at the rate of 1.5% per month on the unpaid balance.

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: July 15, 2021

RE: Emergency Repair to Ice Arena Roof

Brown County Ice Management contacted the Director and informed him there is a section of the De Pere Ice Arena roof that is currently failing and in need of repair. The section of roof is over the garage for the Zamboni and refrigeration plant. I have discussed the roof with our Building Maintenance Supervisor and he agrees the roof should be replaced. In following with our contract, any capital related items over \$5,000 are required to be funded by the City.

Currently we have approximately \$139,000 in the Ice Arena Fund, however the fund is still paying back the City for the cost to repair the refrigeration plant a couple of years back. Based on our Finance Director's calculations the Ice Arena fund would still be about \$14,000 in the red. However, considering the urgency of the repair and the potential damage to the facility if we don't repair it, staff recommends approval of the roof repair and take funding from the Ice Arena Fund.



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Resolution #21-85 Authorizing Agreement for Consulting Services Between the City of De Pere and Cedar Corporation (Voyageur Park Retaining Wall Inspection and Condition Report).

The Board of Park Commissioners, at the July 15, 2021 meeting, moved to approve the agreement with Cedar Corporation to perform a condition analysis on the Voyageur Park retaining wall and sheet pile wall, in the amount of \$7,200. The motion was approved with a 7-0 vote.

ATTACHMENTS:

- Reso21-85 (PDF)
- Cedar Corporation(Retaining Wall Inspection and Condition Report)7-27-21 (PDF)
- Exhibit A-Cedar Corporation- (PDF)
- Exhibit B-Cedar Corporation-Voyageur Breakwall (PDF)
- Memo.Voyageur Condition Report (DOCX)

RESOLUTION #21-85

AUTHORIZING AGREEMENT FOR CONSULTING SERVICES BETWEEN
THE CITY OF DE PERE AND CEDAR CORPORATION
(Voyageur Park Retaining Wall Inspection and Condition Report)

WHEREAS, the City is in need of contracting with a consulting firm to provide inspection services of the retaining wall in Voyageur Park and the provision of a condition report; and

WHEREAS, Cedar Corporation has available and offers to provide personnel and equipment necessary to accomplish the work within the required timeframe.

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and City Clerk are authorized and directed to execute the Agreement for Consulting Services Between the City of De Pere and Cedar Corporation as is attached hereto.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 3rd day of August, 2021.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Board/Committee Approval: 7/15/2021

**AGREEMENT FOR CONSULTING SERVICES BETWEEN
THE CITY OF DE PERE AND CEDAR CORPORATION
(Retaining Wall Inspection and Condition Report – Voyageur Park)**

THIS AGREEMENT made and entered into on this ____ day of _____, 2021, by and between the City of De Pere, Wisconsin (“City”) and Cedar Corporation, a Wisconsin corporation (“Consultant”).

WITNESSETH

WHEREAS, City is in need of consulting services for the inspection and provision of a condition report for a retaining wall located in Voyageur Park along the Fox River and a channel, to analyze the condition of the retaining wall above and below water levels to ensure the safety of park users and the stability of the sidewalk area along the river; and

WHEREAS, Consultant has available and offers to provide qualified personnel, equipment and professional assistance necessary to accomplish such services within the required timeframe.

NOW THEREFORE, City and Consultant agree as follows:

I. DESCRIPTION OF PROJECTS

The project is as described in City’s Request for Proposals (Exhibit A) and Consultant’s Proposal thereto dated June 28, 2021 (Exhibit B), both of which are attached hereto and incorporated herein by reference. If a conflict exists between Exhibits A and B, the terms of Exhibit A shall prevail. If there is a conflict between Exhibit A and this Agreement, the terms of this Agreement shall prevail. No standard terms or conditions of Consultant’s Proposal are incorporated into this Agreement unless such term is specifically written into the Agreement.

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

II. SCOPE OF CONSULTING SERVICES

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

III. SCOPE OF CITY SERVICES

City shall provide Consultant with necessary information concerning the project as are available, including but not limited to an aerial map of the work area, photos identifying the current condition of the retaining wall and access to the work site. In addition, City shall be responsible for any permitting fees associated with the project.

IV. AUTHORIZATION, PROGRESS AND COMPLETION

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

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

V. OWNERSHIP AND FORM OF DOCUMENTS

All documents created, maintained or received during the course of this Agreement, including those in electronic form, shall be deemed the property of City and Consultant shall not be considered the owner of any such document nor shall the rights shall include copyright, trademark, or patent rights therein, unless City fails to pay Consultant for such drawings specifications and other documents, in which case the ownership and all rights shall revert to the Consultant.

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

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

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

VI. CONFIDENTIALITY OF INFORMATION

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

VII. TIME FOR COMPLETION

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

VIII. COMPENSATION

The City agrees to pay, and the Consultant agrees to accept, compensation as identified in Exhibit B, to be paid in a lump sum at the conclusion of the work. Payment to the Consultant is due upon receipt of invoice by the City. Compensation for special services shall be as agreed upon by the City and Consultant and set forth in the written authorization for special services.

IX. RESPONSIBILITY OF CONSULTANT

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

X. NON-DISCRIMINATION

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

XI. INSURANCE

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

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000; with additional umbrella liability insurance coverage to a total of not less than \$2,000,000.
2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
4. Professional liability insurance covering damages resulting from errors and omissions of the Consultant. The limit of liability shall be \$1,000,000 or the total consultant's fee on the project, whichever is greater.

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

XII. ALLOCATION OF RISKS

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

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

XIII. SUBCONTRACTS

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

XIV. ASSIGNMENT

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

XV. INTEGRATION

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

XVI. JURISDICTION

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

XVII. SUSPENSION OF WORK

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

option to terminate work on the suspended portion of the project in accordance with Article XVIII.

XVIII. TERMINATION OF WORK

The City may terminate all or a portion of the work covered by this Agreement for its convenience. Either the City or the Consultant may terminate work in the event the other party fails to perform in accordance with the provisions of this Agreement. Termination of this Agreement is accomplished by 15 days prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, the Consultant shall perform such additional work as is necessary for the orderly filing of documents and closing of the project. The additional time for filing and closing shall not exceed 10 percent of the total time expended on the completed portion of the project prior to the effective date of termination.

The Consultant shall be compensated for the completed portion of the work on the basis of work actually performed prior to the effective date of termination plus the work required for filing and closing. Charges for the latter work are subject to the 10 percent limitation described in this Article.

XIX. MEDIATION

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

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

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

XX. NOTICES

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

If to City:

City of De Pere
Attention: City Clerk
335 South Broadway Street
De Pere, WI 54115

With a copy to:

City of De Pere
Attention: City Administrator
335 South Broadway Street
De Pere, WI 54115

If to Consultant:

Cedar Corporation
Attention: Thad M. Majkowski, P.E.
Director
1695 Bellevue Street
Green Bay, WI 54311

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

CEDAR CORPORATION**CITY OF DE PERE**

By:

By:

Thad M. Majkowski, P.E.
Director

James G. Boyd, Mayor

Printed Name: _____
Title: _____

Carey E. Danen, City Clerk

J:\Law\Agreements\2021\Consultant\Cedar Corporation (Retaining Wall Inspection and Condition Report)7-27-21.docx

Request for Proposals

Voyageur Park - Retaining Wall Inspection and Condition Report



Request for Proposals

Voyageur Park – Retaining Wall Inspection and Condition Report

Table of Contents:

- I. Introduction
 - a. Project Summary
 - b. City Contact Information
 - c. Directions for Submittal of Proposal
 - d. Pre-Proposal Meeting
- II. Project Description
- III. Scope of Services
 - a. Phase I – Design specifications and schematic plan
 - b. Phase II – Bidding
 - c. Phase IV – Construction Oversight
- IV. Meetings
- V. City Responsibilities
- VI. Scheduling
- VII. Insurance
- VIII. Proposal Submittals
 - a. Executive Summary
 - b. Introductory Letter
 - c. Consultant Background and Information
 - d. Project Understanding
 - e. Similar projects
 - f. Project Schedule/Timeline
 - g. Fee schedule
- IX. Delivery
- X. Sample City of De Pere Consultant Agreement
- XI. Additional Information/Attachments

Request for Proposals

Voyageur Park – Retaining Wall Inspection and Condition Report

I. Introduction

A. Project Summary

The City of De Pere of De Pere is seeking proposals from experienced consultants to inspect a retaining wall in Voyageur Park along the Fox River and channel, and provide a condition report. The wall runs along a channel of the Fox River and along a part of the Fox River where it supports a sidewalk for park users to enjoy the river and recreate. The wall is showing signs of separating from the sidewalk and it is imperative for the City to understand the condition and safety of the entire facility. The consultant will be required to analyze the condition of the retaining wall above and below water levels.

Your proposal must be submitted to our office by May 10, 2021 at 3:00 pm. Proposals can be submitted either by paper copy or via email to Marty Kosobucki.

B. City Contact Information

Questions related to this RFP should be directed to:

Marty Kosobucki
De Pere Park, Recreation and Forestry Department
925 S. Sixth Street
De Pere, WI 54115
920-339-4065
mkosobucki@mail.de-pere.org

C. Directions for Submittal of Proposal

Consultants shall submit one (1) copy of their proposal either through e-mail or hard copy.

Materials must be received at the office of the Director of Parks, Recreation and Forestry by 3:00 pm, on May 10, 2021 at the following address:

Marty J. Kosobucki
De Pere Park, Recreation and Forestry Department
925 S. Sixth Street
De Pere, WI 54115

Packages containing the proposal shall be clearly marked on the outside by indicating: **Voyageur Park – Retaining Wall.**

D. Pre-Proposal Meeting

There are no pre-proposal meetings planned for this RFP. Questions related to this RFP should be directed, in writing, to Marty Kosobucki, Director of Parks, Recreation and Forestry.

II. Project Description

The City has allocated funding in the past to have a consultant review and inspect the condition of the retaining wall along the channel of the Fox River and along parts of the Fox River. The project has been on hold due to high water levels over the past two years.

It is the City's intent to hire a consultant that can appropriately and accurately assess the condition of the retaining wall in Voyageur Park, both above and below the water lines. It is imperative the City understands the full condition of the retaining wall to ensure the safety of park users.

The consultant shall provide a report detailing the condition of the retaining wall and sheet pile wall within the limits of the identified area. An enclosed map can be found in the Appendix (A-3) describing the work area. The report shall also include recommendations of repair (if needed), a priority level to the repairs, and cost estimates.

When completed, the report shall provide a clear picture on the condition of the retaining wall, sheet pile wall, conditions causing any issues, and recommendations of repair/replacement, and cost estimates.

III. **SCOPE OF SERVICES:**

A. Pre-Inspection Meeting:

1. Kick off meeting with City of De Pere.
2. Review of expectations and site.

B. Wall Inspection

1. The Consultant shall coordinate inspection of the retaining wall and sheet pile wall above and below the water lines to fully determine their condition. Inspection area is identified by reviewing the enclosed map (A-3).

C. Report/Analysis

1. The Consultant is expected to produce a report that will give a clear indication of the following;
 - i. Condition of the retaining wall.
 - ii. Condition of the sheet pile wall.

- iii. Reasons and/or conditions contributing to issues with the walls.
- iv. Options for repairing/fixing the walls and area.
- v. Provide a priority level to issues identified within the scope of work.
- vi. Provide cost estimates to repairing identified issues within the scope of work.

IV. Meetings

The Consultant shall plan for meeting attendance at, but not limited to, the following meetings:

- Initial meeting with City Staff to discuss project and timeline.
- Meeting with staff of initial findings.
- Meeting with staff to review final report.

V. City Responsibilities

The City will be responsible for the following:

- Provide access to the location.

VI. SCHEDULING:

A Consultant will be recommended for approval to the Common Council by the Board of Park Commissioners. Once the approvals are attained City Staff will work promptly to provide the Consultant Agreement to the Consultant and City Officials for execution. Developing the design specifications and schematic will commence no later than two weeks after the execution of the agreement. The timing of bidding and construction will be determined once the design criteria have been completed.

VII. INSURANCE:

- A. The Consultant shall maintain during the life of the Agreement, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement as stated below:
 - 1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000; with additional umbrella liability insurance coverage for a total of not less than \$2,000,000.
 - 2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.

3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
 4. Professional liability insurance covering damages resulting from errors and omissions of the Consultant. The limit of liability shall be \$1,000,000 or the total consultant's fee on the project, whichever is greater.
- B. Proof of Insurance. The Consultant shall furnish the City with a Certificate of Insurance and additional insured endorsement countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the Consultant meets the insurance requirements identified above. The Certificate of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days' prior written notice to the City and shall name the City as an additional insured under Consultant's general and professional liability policies for the specific contract or project covered. A copy of the Certificate of Insurance and endorsement shall be delivered to the City prior to execution of the agreement for final approval.

VIII. PROPOSAL SUBMITTALS:

Your proposal should include the following information in the order listed. You may submit your proposal via e-mail to mkosobucki@mail.de-pere.org or deliver, either in person, or by courier or mail to: Voyageur Retaining Wall, 925 S. Sixth Street, De Pere WI 54115

1. Consultant Background and Information
 - a. Include location of office, years of relevant experience, size of organization, other consultants you may be cooperating with, list of staff and relevant experience, etc...
2. Understanding of Project
 - a. Develop a summary of your understanding of the project, what needs to be done, and how you plan to accomplish those tasks.
3. Similar Projects
 - a. List a minimum of 3 projects of similar scope and service.
4. References
 - a. List a minimum of 3 references related to similar work.
5. Timeline
 - a. Show a detailed timeline of your plan to bring this project to successful completion.
6. Fee
 - a. List a lump sum fee for each component of the project.

IX. DELIVERY:

The deliverables for this project include the following:

1. Provide one copy of a report that contains the following information
 - a. Explanation of methods used to analyze retaining wall and sheet pile wall.

- b. Summary of the condition of the walls and supporting infrastructure.
- c. Summary of areas that are failing and theory of why they are failing.
- d. Areas that are identified as failing or in need of attention shall be given a priority ranking. This priority ranking should identify in the following method; 1) High – Should be done immediately or within one year, 2) Medium – Repair/replacement should be done within 2-3 years. 3) Low – Repair/replacement should be done after 3 years.
- e. Recommendations on what should be done to repair or replace failing areas.
- f. Cost opinion on repairing or replacing areas identified in the plan.

X. FEE:

Provide a lump sum fee. Should there be any items outside the scope of services listed in the RFP your firm feels should be included, we encourage the Consultant to include alternate fees for such work. A fee schedule can be found in the Appendix A-1.

XI. ADDITIONAL INFORMATION:

A sample Consultant Agreement the City uses is included with the RFP. It can be found in the Appendix A-2.

The City will provide the following information to the consultant:

- Aerial map showing the work area. See Appendix A-3.
- Photos identifying separation of retaining wall from sidewalk in work area. A-4

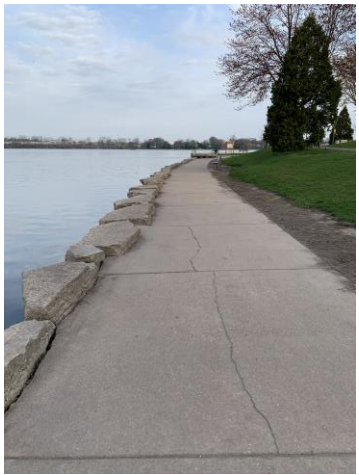
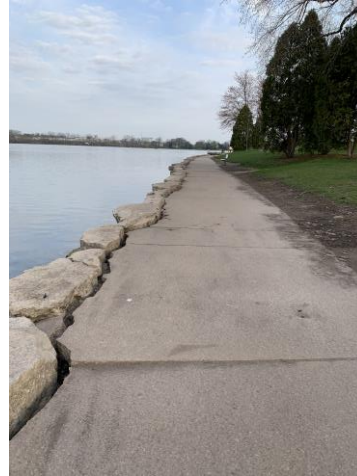
For questions, please contact Marty Kosobucki at 920-339-8358, or e-mail at mkosobucki@mail.de-pere.org.

Appendix

A-3 – Voyageur Park – Work Area



A – 4 Work Zone Photos



A-4 Work Zone Photos



June 28, 2021

Marty Kosobucki
Director of Parks, Recreation and Forestry
City of De Pere
925 South Sixth Street
De Pere, WI 54115-1199
mkosobucki@deperewi.gov

RE: Proposal – Voyager Park – Retaining Wall

Dear Marty:

Cedar Corporation (Cedar) appreciates the opportunity to submit our proposal to assist the City of De Pere (City) with the Voyager Park – Retaining Wall Inspection and Condition Report.

PROJECT UNDERSTANDING

The City of De Pere is seeking proposals from experienced consultants to inspect a retaining wall and sheet pile wall at Voyager Park along the Fox River and channel, and to provide a condition report. The retaining wall appears to be showing signs of separating from the sidewalk and it is imperative for the City to understand the condition and safety of the entire retaining wall. The consultant will be required to analyze the condition of the retaining wall above and below water levels.

SCOPE OF SERVICES

Based on our project understanding, as described above, and per the Scope of Services and City's Responsibilities provided in the Request For Proposal (RFP), we offer the following Scope of Services:

A. Kick off Meeting – **Virtually**

1. Kick Off Meeting with City of De Pere. Cedar to set up.

B. Pre-Inspection Meeting

1. Review of expectations and site – **to be completed the day of the inspection.**

C. Wall Inspection

1. The Consultant shall coordinate inspection of the retaining wall and sheet pile wall above and below the water lines to fully determine their condition.
Inspection area is identified by reviewing the enclosed map.

D. Report/Analysis

1. The Consultant is expected to produce a report that will give a clear indication of the following:
 - a. Condition of the retaining wall.
 - b. Condition of the sheet pile wall.
 - c. Reasons and/or conditions contributing to issues with the walls.
 - d. Options for repairing/fixing the walls and site.
 - e. Provide a priority level to issues identified within the scope of work.
 - f. Provide cost estimates to repairing the identified issues within the scope of work.

E. Meetings

1. The Consultant shall plan for meeting attendance at, but not limited to, the following meetings:
 - a. Initial meeting with City Staff to discuss project and timeline.
 - b. Meeting with staff of initial findings.
 - c. Meeting with staff to review final report.

CITY RESPONSIBILITIES

The City will be responsible for providing access to the location.

INSURANCE

Cedar will provide a certificate of insurance per the RFP requirements at the time of contract execution.

FEE

Cedar proposes to complete the work scope as identified on the *Proposal Fee Schedule* in the RFP and attached to this proposal.

DELIVERY

The deliverables for this project include the following:

- A. Provide one copy of a report that contains the following information:
 1. Explanation of methods used to analyze retaining wall and sheet pile wall.
 2. Summary of the condition of the walls and supporting infrastructure.
 3. Summary of areas that are failing and theory of why they are failing.

4. Areas that are identified as failing or in need of attention shall be given a priority ranking. This priority ranking should identify repairs to be done in the following method:
 - a. High – Repairs should be done immediately, or within one year.
 - b. Medium – Repairs should be done within two to three years.
 - c. Low – Repairs should be done after three years.
5. Recommendations on what should be done to repair or replace failing areas.
6. Cost opinion on repairing or replacing areas identified in the plan.

SCHEDULE

The work is to be completed and report submitted to the City by September 1, 2021.

CONTRACT

The consultant agreement for professional services will be prepared by the City utilizing the agreement utilized on previous Cedar Project for review and execution by Cedar.

ADDITIONAL INFORMATION

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

In closing, Cedar looks forward to the opportunity to provide services to the City of De Pere. Do not hesitate to call if you have questions or would require additional information regarding our proposal.

Sincerely,

CEDAR CORPORATION



Thad M. Majkowski, P.E.
Director

TMM/cap

A-1

Proposed Fee Schedule

Company Name: Cedar Corporation

Company Address: 1695 Bellevue Street

Company Address: Green Bay, WI 54311

Company Representative: Thad Majkowski, P.E.

Signature: 

Item	Fee
Voyageur Retaining Wall and Sheet Pile Wall Inspection and Condition Report	
Inspection and Condition Report	\$ 7,200.00 (Lump Sum)
Total Fee	\$ 7,200.00 (Lump Sum)

Please list any items not listed in the scope of services and fees/costs associated with those items below.

Item	Cost

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty J. Kosobucki
Date: July 15, 2021

RE: Proposed Agreement with Cedar Corp for Voyageur Park Condition Report on Retaining Wall

At a previous meeting, I shared with you that we did not get any bids in to conduct the condition analysis of the retaining and sheet pile wall at Voyageur Park. I also mentioned at the time, one of the consultants contacted me and said they were still interested. Included in your packet is a proposal from Cedar Corporation to conduct an analysis of our retaining wall and sheet pile wall at Voyageur Park.

Staff would recommend accepting the proposal and forwarding to council.



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Appointments to Boards and Commissions by Mayor Boyd.

ATTACHMENTS:

- Appointment Memo_Aug 2021 (PDF)

Memo

City of De Pere

To: City Council Members
 From: James Boyd, Mayor
 Subject: Appointments and Reappointments
 Date: August 3, 2021 (meeting date)

I am submitting the following names for appointment and reappointment at the August 3, 2021 meeting of the Common Council. I am asking you to please contact me in advance of the meeting if you should have an issue with any of the appointments.

Commission

Appointment/Reappointment

BID Board	Mary Boyd/Reappointment
BID Board	Tom Gavic/Reappointment
Board of Appeals	Michelle Manke/Reappointment
Board of Review	Mike Kini/Appointment
Hotel-Motel Commission	Ted Penn/Reappointment
Plan Commission	Grant Schilling/Reappointment
Police and Fire Commission	Jayme Sellen/Reappointment
Redevelopment Authority	Carol Karls/Reappointment
Sustainability Commission	Larry Garrison/Reappointment
Sustainability Commission	Rebecca McKean/Reappointment



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021
DEPARTMENT: City Clerk
FROM: Carey Danen
SUBJECT: Voucher approval.

ATTACHMENTS:

- 8-3-2021 VOUCHERS (PDF)

7/21/2021 4:46 PM

A / P CHECK REGISTER

PAGE: 1

PACKET: 06579 AUG 2021 COUNCIL - 1 8-3-21

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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	I-9115154030	AIRGAS USA LLC	R	8/03/2021		196.52CR	096133	
	I-9115154031	AIRGAS USA LLC	R	8/03/2021		154.81CR	096133	
	I-9980450050	AIRGAS USA LLC	R	8/03/2021		253.08CR	096133	
	I-9980450051	AIRGAS USA LLC	R	8/03/2021		114.40CR	096133	872.97
5323	ALLIED 100 LLC							
	I-1910743	ALLIED 100 LLC	R	8/03/2021		1,595.00CR	096134	1,595.00
0007	AMBROSIUS SALES & SERVICE							
	I-37966	AMBROSIUS SALES & SERVICE	R	8/03/2021		276.60CR	096135	276.60
1781	ASPHALT SEAL & REPAIR INC							
	I-20-13 (2) FINAL	ASPHALT SEAL & REPAIR INC	R	8/03/2021		19,330.84CR	096136	19,330.84
8235	AUTOMATED COMFORT CONTROLS							
	I-28697	AUTOMATED COMFORT CONTROLS	R	8/03/2021		1,350.00CR	096137	1,350.00
0019	BADGER POPCORN & CONC SUPPLY INC							
	I-473714	BADGER POPCORN & CONC SUPPLY I	R	8/03/2021		436.10CR	096138	436.10
0020	BADGERLAND PRINTING INC							
	I-36814	BADGERLAND PRINTING INC	R	8/03/2021		85.00CR	096139	85.00
0023	BATTERIES PLUS LLC							
	C-P38736832	BATTERIES PLUS LLC	R	8/03/2021		49.99	096140	
	I-P40780315	BATTERIES PLUS LLC	R	8/03/2021		45.90CR	096140	
	I-P41628660	BATTERIES PLUS LLC	R	8/03/2021		11.65CR	096140	7.56
0027	BAY TOWEL INC							
	I-4158496	BAY TOWEL INC	R	8/03/2021		147.73CR	096141	
	I-4189083	BAY TOWEL INC	R	8/03/2021		147.73CR	096141	
	I-4189084	BAY TOWEL INC	R	8/03/2021		95.82CR	096141	391.28
0033	BIRDSEYE DAIRY INC							
	I-125073	BIRDSEYE DAIRY INC	R	8/03/2021		227.96CR	096142	227.96
3008	BOUND TREE MEDICAL LLC							
	I-84131542	BOUND TREE MEDICAL LLC	R	8/03/2021		223.80CR	096143	223.80
0038	BROADWAY AUTOMOTIVE INC							
	I-1048060	BROADWAY AUTOMOTIVE INC	R	8/03/2021		916.40CR	096144	
	I-694231	BROADWAY AUTOMOTIVE INC	R	8/03/2021		128.80CR	096144	1,045.20

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A / P CHECK REGISTER

PAGE: 2

PACKET: 06579 AUG 2021 COUNCIL - 1 8-3-21

VENDOR SET: 01

**** CHECK LISTING ****

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0536	CDW GOVERNMENT INC I-G327111	CDW GOVERNMENT INC	R	8/03/2021		96.94CR	096146	96.94
6414	COMMUNICATIONS ENGINEERING CO I-29159	COMMUNICATIONS ENGINEERING CO	R	8/03/2021		999.60CR	096147	999.60
7782	CONWAY SHIELD I-477630	CONWAY SHIELD	R	8/03/2021		877.00CR	096148	877.00
7639	CORE & MAIN LP I-P225152	CORE & MAIN LP	R	8/03/2021		588.00CR	096149	588.00
0217	COUNTRY VISIONS COOPERATIVE I-202107191880	COUNTRY VISIONS COOPERATIVE	R	8/03/2021		9.79CR	096150	9.79
8426	ALISON CUBA I-202107211903	ALISON CUBA	R	8/03/2021		122.00CR	096151	122.00
3067	THE DETAIL SHOP LLC I-64747	THE DETAIL SHOP LLC	R	8/03/2021		75.00CR	096152	75.00
0075	DIGGERS HOTLINE INC I-210 6 36401	DIGGERS HOTLINE INC	R	8/03/2021		1,170.48CR	096153	1,170.48
0079	DORSCH CORP I-65290	DORSCH CORP	R	8/03/2021		123.54CR	096154	123.54
8420	MATT OR LORI DUQUAINE I-202107191879	MATT OR LORI DUQUAINE	R	8/03/2021		158.00CR	096155	158.00
7933	ELEVATE97 I-108799	ELEVATE97	R	8/03/2021		151.00CR	096156	151.00
0085	EMERGENCY MEDICAL PRODUCTS INC I-2268419	EMERGENCY MEDICAL PRODUCTS INC	R	8/03/2021		290.48CR	096157	290.48
0086	ERC INC I-ERC-0621-1846	ERC INC	R	8/03/2021		494.45CR	096158	494.45

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A / P CHECK REGISTER

PAGE: 3

PACKET: 06579 AUG 2021 COUNCIL - 1 8-3-21

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
7422	EXCEL UNDERGROUND LLC I-9209	EXCEL UNDERGROUND LLC	R	8/03/2021		10,388.14CR	096159	10,388.14
0098	FLY ME FLAG CO INC I-6197 B	FLY ME FLAG CO INC	R	8/03/2021		14.00CR	096160	14.00
8347	GFL ENVIRONMENTAL I-U60000020740	GFL ENVIRONMENTAL	R	8/03/2021		581.46CR	096161	581.46
6923	GORDON FLESCH COMPANY INC. I-IN13385291	GORDON FLESCH COMPANY INC.	R	8/03/2021		191.00CR	096162	191.00
0116	GRAINGER INC I-9963074753	GRAINGER INC	R	8/03/2021		52.89CR	096163	52.89
8293	KYLE GUILLETTE I-202107211904	KYLE GUILLETTE	R	8/03/2021		13.70CR	096164	13.70
7208	HOLIDAY WHOLESALE C-9810210 I-9803347 I-9803348 I-9805288	HOLIDAY WHOLESALE HOLIDAY WHOLESALE HOLIDAY WHOLESALE HOLIDAY WHOLESALE	R R R R	8/03/2021 8/03/2021 8/03/2021 8/03/2021		320.60 272.70CR 460.71CR 585.25CR	096165 096165 096165 096165	 998.06
1244	HOWARD IMMEL INC I-20-18 (11)	HOWARD IMMEL INC	R	8/03/2021		506,556.51CR	096166	506,556.51
1252	HURCKMAN MECHANICAL INDUSTRIES INC I-C002334 I-C002335 I-C002336 I-C002339	HURCKMAN MECHANICAL INDUSTRIES HURCKMAN MECHANICAL INDUSTRIES HURCKMAN MECHANICAL INDUSTRIES HURCKMAN MECHANICAL INDUSTRIES	R R R R	8/03/2021 8/03/2021 8/03/2021 8/03/2021		884.40CR 811.91CR 1,675.74CR 1,661.22CR	096167 096167 096167 096167	 5,033.27
1399	INDOFF INC I-3486991 I-3488169	INDOFF INC INDOFF INC	R R	8/03/2021 8/03/2021		79.92CR 19.99CR	096168 096168	 99.91
8294	JET VAC ENVIRONMENTAL I-4046	JET VAC ENVIRONMENTAL	R	8/03/2021		676.95CR	096169	676.95
2602	JOSSART BROTHERS INC I-2243	JOSSART BROTHERS INC	R	8/03/2021		2,376.10CR	096170	2,376.10

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PACKET: 06579 AUG 2021 COUNCIL - 1 8-3-21

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0160	LIZER LAWN CARE & IRRIGATION							
	I-118522AD	LIZER LAWN CARE & IRRIGATION	R	8/03/2021		60.00CR	096171	60.00
0173	MENARDS INC							
	I-85393	MENARDS INC	R	8/03/2021		53.22CR	096172	
	I-85467	MENARDS INC	R	8/03/2021		17.47CR	096172	
	I-85705B	MENARDS INC	R	8/03/2021		15.84CR	096172	
	I-85752	MENARDS INC	R	8/03/2021		93.97CR	096172	
	I-85813	MENARDS INC	R	8/03/2021		59.94CR	096172	
	I-85824	MENARDS INC	R	8/03/2021		23.67CR	096172	
	I-85890	MENARDS INC	R	8/03/2021		57.99CR	096172	322.10
0572	MIRACLE RECREATION EQUIPMENT CO							
	I-834091	MIRACLE RECREATION EQUIPMENT C	R	8/03/2021		62.46CR	096173	62.46
1630	BRIAN MITCHELL							
	I-3112	BRIAN MITCHELL	R	8/03/2021		256.00CR	096174	256.00
2821	NEENAH FOUNDRY COMPANY MUNICIPAL							
	I-415273	NEENAH FOUNDRY COMPANY MUNICI	R	8/03/2021		6,802.00CR	096175	6,802.00
0531	NORTHEAST AUTO PARTS INC							
	C-357950	NORTHEAST AUTO PARTS INC	R	8/03/2021		66.66	096176	
	I-357622	NORTHEAST AUTO PARTS INC	R	8/03/2021		72.48CR	096176	
	I-357656	NORTHEAST AUTO PARTS INC	R	8/03/2021		161.44CR	096176	
	I-357689	NORTHEAST AUTO PARTS INC	R	8/03/2021		84.11CR	096176	
	I-357743	NORTHEAST AUTO PARTS INC	R	8/03/2021		20.06CR	096176	
	I-357813	NORTHEAST AUTO PARTS INC	R	8/03/2021		15.98CR	096176	
	I-357849	NORTHEAST AUTO PARTS INC	R	8/03/2021		268.64CR	096176	
	I-357955	NORTHEAST AUTO PARTS INC	R	8/03/2021		61.38CR	096176	
	I-357990	NORTHEAST AUTO PARTS INC	R	8/03/2021		53.97CR	096176	
	I-358019	NORTHEAST AUTO PARTS INC	R	8/03/2021		120.04CR	096176	
	I-358037	NORTHEAST AUTO PARTS INC	R	8/03/2021		9.65CR	096176	
	I-358077	NORTHEAST AUTO PARTS INC	R	8/03/2021		110.79CR	096176	
	I-358194	NORTHEAST AUTO PARTS INC	R	8/03/2021		6.43CR	096176	
	I-358205	NORTHEAST AUTO PARTS INC	R	8/03/2021		101.22CR	096176	
	I-358206	NORTHEAST AUTO PARTS INC	R	8/03/2021		10.30CR	096176	1,029.83
VOID	VOID CHECK		V	8/03/2021			096177	**VOID**
0202	PEPSI COLA OF GREEN BAY							
	I-92086924	PEPSI COLA OF GREEN BAY	R	8/03/2021		120.44CR	096178	
	I-92086926	PEPSI COLA OF GREEN BAY	R	8/03/2021		133.23CR	096178	253.67

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VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0208	POMP'S TIRE SERVICE INC							
	I-320115051	POMP'S TIRE SERVICE INC	R	8/03/2021		141.92CR	096179	
	I-90072299	POMP'S TIRE SERVICE INC	R	8/03/2021		53.00CR	096179	
	I-90072526	POMP'S TIRE SERVICE INC	R	8/03/2021		36.80CR	096179	
	I-90072614	POMP'S TIRE SERVICE INC	R	8/03/2021		36.80CR	096179	268.52
0158	ROBERT E LEE & ASSOCIATES INC							
	I-79940	ROBERT E LEE & ASSOCIATES INC	R	8/03/2021		792.75CR	096180	
	I-79941	ROBERT E LEE & ASSOCIATES INC	R	8/03/2021		3,214.75CR	096180	4,007.50
7221	SCENICVIEW LANDSCAPE							
	I-73623	SCENICVIEW LANDSCAPE	R	8/03/2021		2,882.75CR	096181	
	I-73625	SCENICVIEW LANDSCAPE	R	8/03/2021		2,117.25CR	096181	5,000.00
8340	BETTY SELLENHEIM							
	I-202107191881	BETTY SELLENHEIM	R	8/03/2021		22.03CR	096182	22.03
7604	SELNER TREE & SHRUB CARE INC							
	I-6307	SELNER TREE & SHRUB CARE INC	R	8/03/2021		1,200.00CR	096183	1,200.00
2683	SOMMERS CONSTRUCTION CO INC							
	I-19-06 A (3) FINAL	SOMMERS CONSTRUCTION CO INC	R	8/03/2021		15,418.15CR	096184	
	I-19-06B (6) FINAL	SOMMERS CONSTRUCTION CO INC	R	8/03/2021		12,660.33CR	096184	28,078.48
5701	TOTER LLC							
	I-65741253	TOTER LLC	R	8/03/2021		15,974.00CR	096185	15,974.00
0268	TRUCK EQUIPMENT INC							
	I-957900-00	TRUCK EQUIPMENT INC	R	8/03/2021		160.74CR	096186	160.74
7210	VANDEN PLAS PORTABLE SOLUTIONS LLC							
	I-5959	VANDEN PLAS PORTABLE SOLUTIONS	R	8/03/2021		336.00CR	096187	336.00
3707	VIKING ELECTRIC SUPPLY							
	I-S004848091.001	VIKING ELECTRIC SUPPLY	R	8/03/2021		98.93CR	096188	
	I-S004851944.001	VIKING ELECTRIC SUPPLY	R	8/03/2021		109.99CR	096188	208.92
6469	WI DOCUMENT IMAGING							
	I-139565	WI DOCUMENT IMAGING	R	8/03/2021		1,109.29CR	096189	1,109.29

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	56	0.00	623,410.60	623,410.60
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00

REGISTER TOTALS:	57	0.00	623,410.60	623,410.60
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PACKET: 06579 AUG 2021 COUNCIL - 1 8-3-21

VENDOR SET: 01

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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	8/2021	42,840.11CR
201	8/2021	3,017.14CR
208	8/2021	265.01CR
209	8/2021	50.90CR
292	8/2021	470.00CR
405	8/2021	554,446.95CR
601	8/2021	9,214.87CR
650	8/2021	13,105.62CR
=====		
ALL		623,410.60CR



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Future agenda items.



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: August 3, 2021

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consideration and Action on the Request of the City Attorney's Office to Consider a Waiver of Conflict of Interest.
