



Common Council

Regular Meeting

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

Revised Agenda

Tuesday, July 17, 2018

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Common Council** of the City of De Pere will be held on **July 17, 2018** at **7:30 PM** in the **De Pere City Hall Council Chambers**, 335 S. Broadway Street, De Pere, WI 54115.

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

- I. Call to Order. PLEASE NOTE that Mayor Walsh will attend this meeting by telephone conference pursuant to §6-11 De Pere Municipal Code.
 1. Roll Call
 2. Pledge of Allegiance to the Flag.
 3. Approval of the Minutes of the of the July 3, 2018 Common Council Meeting.
 4. Public Hearing for Vacation of Public Thoroughfare near the 500 Block S. 9th Street, adjacent to Parcels WD-D0218-2 and WD-D0217-3
 1. Notice of Public Hearing.
 2. Recommendation from the Plan Commission.
 3. Resolution #18-49 Regarding the Vacation of a Portion of a Public Thoroughfare (500 BLK South 9th Street Right-of-Way Adjacent to Parcels WD-D0217-3 & WD-D0218-2).
 5. Public Hearing on Adopting a Cultural District Amendment to the 2010 City of De Pere Downtown Master Plan
 1. Notice of Public Hearing.
 2. Recommendation from the Plan Commission.
 3. Resolution #18-62 Adopting Cultural District Amendment to the 2010 City of De Pere Downtown Master Plan.
 6. Public comment upon matters not on the agenda and other announcements.
 7. Recommendation from the Finance and Personnel Committee to Approve the 2017 Audit Report.
 8. Recommendation from Finance and Personnel Committee to Approve Donation from De Pere Christian Outreach to the Police Department K-9 Fund
 9. Recommendation from the Finance and Personnel Committee to approve \$250 sponsorship from the Kress Inn and Bemis Conference Center in support of De Pere TV.

10. Recommendation from Plan Commission to approve a Proposed Extraterritorial Three Lot Certified Survey Map at 5685 Blake Road in the Town of Rockland (Parcels R-372 & R-373). Submitted by Aaron P. Schroeder, PLS, authorized representative for David R. Boers, Linda S. Boers, & Linda Schink-Boers, property owners.
11. Recommendation of the Board of Public Works to Award the Contract for Project 18-06 Claude Allouez Bridge East Abutment Staining to the Norcon Corporation in the Amount of \$41,760.00.
12. Recommendation of the Board of Public Works to Award the Contract for Project 18-21 MSC Boiler Replacement to Tweet/Garot Mechanical, Inc. in the Amount of \$75,600.00.
13. Recommendation from the Board of Public Works to Leave Overnight Parking Ordinance Unchanged and Not Revise the City's Prohibition of Overnight Parking on City Streets During the Summer Months. *This item was tabled from the July 3, 2018 Common Council Meeting.
14. Consider Community Service Grant Application submitted by Gina Peotter for Hope's House.
15. Request of Ald. Boyd to Reconsider Common Council Approval of Proposal from Definitely De Pere to Construct and Fundraise for Historical Monument
16. Ordinance #18-11 Amending § 150-22 and Schedule G Thereto, De Pere Municipal Code, Regarding Parking Regulations.
17. Ordinance #18-12 Amending §§ 150-16 and 150-22, and Schedules A and G Thereto, De Pere Municipal Code, Regarding Traffic Regulations.
18. Ordinance #18-13 Adopting Section 10-19, De Pere Municipal Code, Creating a City Sustainability Commission.
19. Resolution #18-63 An Initial Resolution Authorizing the Sale and Issuance of General Obligation Community Development Bonds; and Certain Related Details.
20. Resolution #18-64 An Initial Resolution Authorizing the Sale and Issuance of General Obligation Promissory Notes; and Certain Related Details.
21. Resolution #18-65 Authorizing Agreement for Consulting Services Between the City of De Pere and Cedar Corporation (2018 Inspections and Sign Bridge Inspections).
22. Resolution #18-66 Authorizing Agreement for Contractor Services Between the City of De Pere and Holubar Construction Company, Inc. (Spur Line Maintenance).
23. Resolution #18-67 Approving Updated Facade Improvement Grant Eligibility Requirements and Guidelines.
24. Resolution #18-68 Amending Section 7.14 of the City of De Pere Employee Policy Manual Regarding Funeral Leave.
25. Resolution #18-69 Authorizing Health Risk Assessment Services Agreement Between the City of De Pere and Bellin Occupation Health Solutions, a Division of Bellin Memorial Hospital, Inc. ("Bellin") (Health Risk Assessments for Health Plan Participants).
26. Operator License Applications.
27. Voucher Approval.

28. Future agenda items.
29. Ordinance #18-14 Amending § 9-1 De Pere Municipal Code Regarding Non-Discrimination in Housing, Public Accommodation and Employment.
- 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.
30. Adjournment.

Agenda Sent To:
Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Aaron Schroeder, PLS
David & Linda Boers
Gina Peotter
Dave Maccoux
Joe Murray
Sandy Lundberg
Tina Quigley

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

MEETING DATE: July 17, 2018

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Approval of the Minutes of the of the July 3, 2018 Common Council Meeting.

ATTACHMENTS:

- 7-3-2018 Common Council Minutes (DOC)



Common Council

Regular Meeting

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

Draft Minutes

Tuesday, July 3, 2018

7:30 PM

De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor Michael J. Walsh

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

2. Pledge of Allegiance to the Flag.

The Pledge of Allegiance was led by members of Boy Scout Troop 1039, who attended the meeting as part of obtaining their Communications badge.

3. Approval of the Minutes of the June 19, 2018 Common Council Meeting

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

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

Aldersperson Nelson announced the partnership between the De Pere Health Department and the Medical College of Wisconsin's NEW Psychiatry residency program, which will provide information sessions on mental health conditions, treatment options and services available. These sessions will be held on the last Wednesday of each month at the Community Center. The sessions aim to lessen the stigma around mental illness, and will focus on a different topic each month. The first session will be held on August 29th at 6:30 PM, and the topic will be anxiety. Aldersperson Nelson noted that all are welcome to attend.

Aldersperson Hansen reminded viewers of the new ordinance which requires that garbage and recycling polycarts be enclosed or screened from public view. He thanked the Public Works Department for sending out a reminder letter in this quarter's water bill.

5. Recommendation from the Board of Park Commissioners to Consider Proposal from Definitely De Pere to Construct and Fundraise for Historical Monument.

Aldersperson Raasch expressed concern with the language on the monument, which describes the mission to christianize Native Americans. He noted that many tribes were negatively impacted by the missionary process; many children, including his own grandmother, were forced to attend missionary schools and were sometimes removed from their families. Aldersperson Raasch reached out to local tribes for feedback and did

hear back from some of them. He understands the historical context but will vote against the recommendation.

Discussion followed regarding wording of the plaque and the presence of other markers from the same era. Other Council members acknowledged the concerns raised.

Aldersperson Crevier noted that he also feels it is an accurate representation of what actually happened and an important part of local history.

Upon roll call vote, the motion passed 6-1 with Aldersperson Jennings abstaining and Aldersperson Raasch voting nay.

RESULT:	ADOPTED [6 TO 1]
MOVER:	Larry Lueck, Aldersperson
SECONDER:	Scott Crevier, Aldersperson
AYES:	Boyd, Carpenter, Crevier, Hansen, Lueck, Nelson
NAYS:	Dean Raasch
ABSTAIN:	Ryan Jennings

6. Recommendation from the Board of Park Commissioners to Approve a \$2500 Donation from Wochinske Family Foundation for the Recreation Scholarship Fund.

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

7. Recommendation from the Board of Public Works to Leave Overnight Parking Ordinance Unchanged and Not Revise the City's Prohibition of Overnight Parking on City Streets During the Summer Months.

Aldersperson Carpenter moved, seconded by Aldersperson Crevier to approve the recommendation of the Board of Public Works.

Discussion followed regarding some of the items in Chief Beiderwieden's memo to Council.

Aldersperson Lueck moved, seconded by Aldersperson Boyd to table the agenda item until the Police Chief can be present to answer questions. Attorney Schmidt Lehman confirmed that the motion to table was in order and took precedence over the original motion. Upon vote to table, motion carried 7-1 with Aldersperson Crevier voting nay.

RESULT:	TABLED [7 TO 1]
	Next: 7/17/2018 7:30 PM
MOVER:	Larry Lueck, Aldersperson
SECONDER:	James Boyd, Aldersperson
AYES:	Boyd, Carpenter, Hansen, Jennings, Lueck, Nelson, Raasch
NAYS:	Scott Crevier

8. Recommendation from Plan Commission to approve a proposed 61 Lot and one Outlot Final Plat of "Pine Trail Crossing" at 2600-2700 BLK Ryan Road (Parcels ED-R27-1 & ED-R27-2). Submitted by Steven M. Bieda, Mau & Associates LLP, authorized representative for AGG LLC.

Public Works Director Scott Thoresen answered questions about responsibility for sidewalk costs and installation time frame.

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

9. Consider Community Service Grant Application submitted by Gina Peotter for Hope's House.

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

10. Resolution #18-61 Urging Wisconsin Department of Natural Resources (WDNR) to Extend Fish Refuge Time Downstream of the De Pere Dam.

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

11. Recommendation from the License Committee on an Application for a Class "B" Fermented Malt Beverage & "Class B" Intoxicating Liquor License for Re-Serve Capacity & Supply LLC (DBA The Longbranch), 334 Main Av. Submitted by Re-Serve Capacity & Supply LLC, Agent: Kevin Alan Bauer, De Pere, WI.

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

12. Recommendation from the License Committee on an Application for a Class "B" Fermented Malt Beverage & "Class B" Intoxicating Liquor License for Ray Ray LLC (DBA Artless Bastard), 353 Main Av Suite A. Submitted by Ray Ray LLC, Agent: Timothy J. Jelinski, De Pere, WI.

Alderperson Raasch moved to approve; he then rescinded the motion. Alderperson Boyd moved, seconded by Alderperson Hansen to table the item. Upon vote, motion carried unanimously.

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

13. Recommendation from the License Committee on an Application for a Class "B" Fermented Malt Beverage & "Class B" Intoxicating Liquor License for SAKS Holdings LLC, 115 N. Broadway. Submitted by SAKS Holdings LLC, Agent: Andrew Krans, De Pere, WI.

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

14. Operator License Applications.

Alderperson Boyd moved, seconded by Alderperson Hansen to approve Previously Tabled Operator License Applications #1-4 and 7. Upon vote, motion carried unanimously.

Alderperson Boyd moved, seconded by Alderperson Carpenter to table Previously Tabled Operator License Application #5. Upon vote, motion carried unanimously.

Alderperson Boyd moved, seconded by Alderperson Hansen to deny Previously Tabled Operator License Application #6. Upon vote, motion carried unanimously.

Alderperson Boyd moved, seconded by Alderperson Carpenter to table Renewal Operator License Applications #18, 27, and 37. Upon vote, motion carried unanimously.

Alderperson Boyd moved, seconded by Alderperson Hansen to approve Renewal Operator License Applications #1-17, 19-26, 28-36, and 38-43. Upon vote, motion carried unanimously.

Alderperson Boyd moved, seconded by Alderperson Carpenter to approve New Operator License Applications #1-6. Upon vote, motion carried unanimously.

Alderperson Boyd moved, seconded by Alderperson Hansen to table New Operator License Application #7. Upon vote, motion carried unanimously.

15. Appointments and Reappointments to Boards and Commissions by Mayor Walsh

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

16. Voucher Approval.

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

17. Future Agenda Items.

Alderperson Hansen requested that the Parks Department look into creating a matching donation program for items in the Parks Comprehensive Plan that are \$5,000 or less.

18. Adjournment.

Alderperson Raasch moved, seconded by Alderperson Crevier to adjourn the meeting at 8:00 PM. Upon vote, motion carried unanimously.

Respectfully submitted,

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Plan Commission

FROM: Peter Schleinz

SUBJECT: Resolution #18-49 Regarding the Vacation of a Portion of a Public Thoroughfare (500 BLK South 9th Street Right-of-Way Adjacent to Parcels WD-D0217-3 & WD-D0218-2).

On April 30, 2018 the Plan Commission recommended approval by a vote of 6-0.

On May 16, 2018 the Common Council referred Resolution #18-49 forward for a public hearing.

On July 17, 2018 the Common Council will consider the resolution after a public hearing takes place.

ATTACHMENTS:

- Reso18-49-Final (DOCX)
- Exhibit A-9th Street Vacation (PDF)
- Public Hearing Notice - 500 BLK 9th ST (DOCX)
- ROW Vacation - 500 BLK S. 9th ST - Plan Commission Report (DOCX)
- Application Form (PDF)
- Area Map (PDF)

RESOLUTION #18-49

REGARDING THE VACATION OF A PORTION OF A PUBLIC THOROUGHFARE
(500 Block South 9th Street Right-of-Way Adjacent to Parcels WD-D0217-3 and WD-D0218-2)

WHEREAS, the City of De Pere has initiated the vacation and discontinuance of a portion of public thoroughfare in accordance with the requirements of Wis. Stats. § 66.1003(4)(a); and

WHEREAS, the public interest may require the vacation of said right-of-way; and

WHEREAS, the Plan Commission has reviewed and recommended approval of such vacation and discontinuance, with a public hearing on said vacation to be held in accordance with Wis. Stats. §66.1003(4)(b), on July 17, 2018 at 7:35 p.m.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

Section 1. The following described South 9th Street right-of-way adjacent to Parcels WD-D0217-3 and WD-D0218-2, West Side of Fox River, City of De Pere, Brown County, Wisconsin more fully described as follows:

Part of Outlot 1, Volume 28 of Certified Survey Maps, Page 271, Map No. 4465, Document No. 1330638, being part of the North ¼ of Lot 135 of the Assessor's Subdivision of the City of Nicolet, all located in the Northeast ¼ of Section 29, T23N, R20E, City of De Pere, Brown County, Wisconsin, described as follows:

Commencing at the Northeast Corner of said Section 29;
thence N89°30'33"W, 331.15 feet on the north line of said Northeast ¼ of Section 29;
thence S00°04'03"E, 35.00 feet to a point on the west line of said Outlot 1, said point also being the south right of way of Grant Street, and the **POINT OF BEGINNING**;
thence continuing S00°04'03"E, 374.11 feet on said west line of Outlot 1 to the westerly right of way of Ninth Street;
thence 152.47 feet on the arc of a 347.34 foot radius curve to the left, long chord bears N12°59'32"E, 151.25 feet;
thence N00°25'00"E, 172.84 feet;
thence 10.11 feet on the arc of a 30.00 foot radius curve to the left, long chord bears N09°14'13"W, 10.06 feet;
thence N18°53'26"W, 23.00 feet;
thence 19.42 feet on the arc of a 30.00 foot radius curve to the left, long chord bears N37°25'59"W, 19.08 feet;
thence 16.68 feet on the arc of a 53.40 foot radius curve to the left, long chord bears N64°55'18"W, 16.61 feet to the Point of Beginning.

Resolution #18-49
Page 2 of 2

Said described lands contain 10,799 square feet more or less.

be and the same is hereby wholly vacated and discontinued as a public thoroughfare. All utility easements are retained. Said public right-of-way to be vacated is set forth on the scale map attached hereto and incorporated by reference herein as Exhibit A.

Section 2. The City Clerk-Treasurer is hereby authorized and directed to file and record this resolution, with the map attached, in the Office of the Register of Deeds for Brown County and to amend the Official Map of the City in conformity with this resolution.

Introduced to the Common Council of the City of De Pere at its regular meeting held on the 16th day of May, 2018.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th day of July, 2018.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

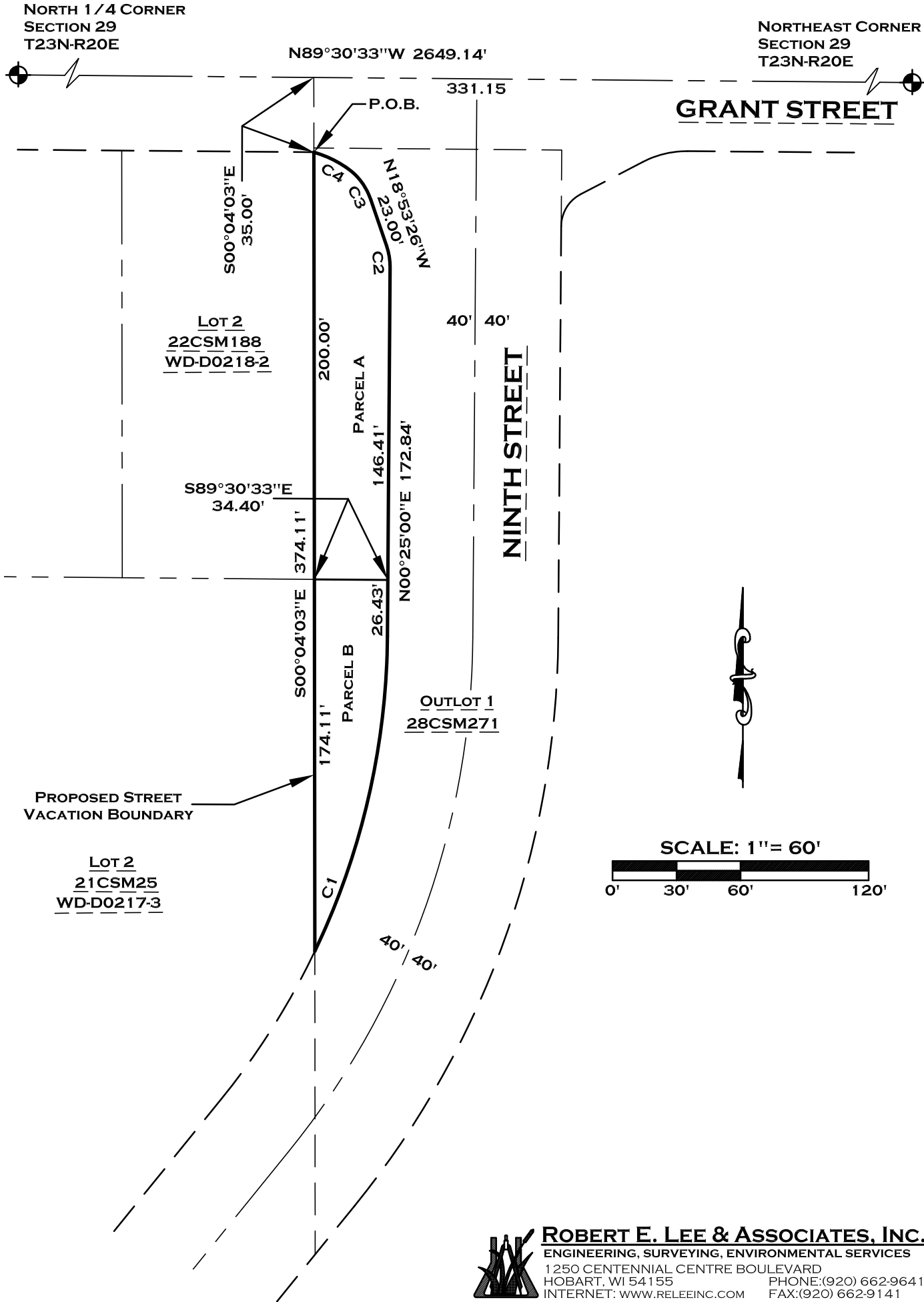
Shana D. Ledvina, Clerk-Treasurer

Ayes:_____

Nays:_____

EXHIBIT A

Curve Table							
Curve #	Delta	Radius	Length	Chord Direction	Chord Length	Tangent Bearing	Second Tangent Bearing
C1	25°09'05"	347.34'	152.47'	N12°59'32"E	151.25'	N25°34'05"E	N00° 25' 00"E
C2	19°18'26"	30.00'	10.11'	N09°14'13"W	10.06'	N00°25'00"E	N18° 53' 26"W
C3	37°05'08"	30.00'	19.42'	N37°25'59"W	19.08'	N18°53'26"W	N55° 58' 33"W
C4	17°53'30"	53.40'	16.68'	N64°55'18"W	16.61'	N55°58'33"W	N73° 52' 04"W



Attachment: Exhibit A-9th Street Vacation (6894 : Reso #18-49 Regarding the Vacation of a Portion of a Public Thoroughfare (500 BLK S. 9th Street))



ROBERT E. LEE & ASSOCIATES, INC.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD
HOBART, WI 54155
PHONE: (920) 662-9641
INTERNET: WWW.RELEEINC.COM FAX: (920) 662-9141

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Publish: June 25th, July 2nd, and July 9th, 2018 in the Press Gazette (Class III Notice)

NOTICE OF PUBLIC HEARING

Notice is Hereby given, that on **Tuesday, July 17, 2018** at 7:35 PM or as soon thereafter as can be heard in the Council Chambers of the De Pere City Hall, 335 S. Broadway St, De Pere, WI, a public hearing will be held by the Common Council of the City of De Pere to act on a vacation of a public thoroughfare near the 500 BLK S. 9th Street, adjacent to Parcels WD-D0218-2 & WD-D0217-3, described as:

Part of Outlot 1, Volume 28 of Certified Survey Maps, Page 271, Map No. 4465, Document No. 1330638, being part of the North ¼ of Lot 135 of the Assessor's Subdivision of the City of Nicolet, all located in the Northeast ¼ of Section 29, T23N, R20E, City of De Pere, Brown County, Wisconsin, described as follows:

Commencing at the Northeast Corner of said Section 29; thence N89°30'33"W, 331.15 feet on the north line of said Northeast ¼ of Section 29; thence S00°04'03"E, 35.00 feet to a point on the west line of said Outlot 1, said point also being the south right of way of Grant Street, and the **POINT OF BEGINNING**; thence continuing S00°04'03"E, 374.11 feet on said west line of Outlot 1 to the westerly right of way of Ninth Street; thence 152.47 feet on the arc of a 347.34 foot radius curve to the left, long chord bears N12°59'32"E, 151.25 feet; thence N00°25'00"E, 172.84 feet; thence 10.11 feet on the arc of a 30.00 foot radius curve to the left, long chord bears N09°14'13"W, 10.06 feet; thence N18°53'26"W, 23.00 feet; thence 19.42 feet on the arc of a 30.00 foot radius curve to the left, long chord bears N37°25'59"W, 19.08 feet; thence 16.68 feet on the arc of a 53.40 foot radius curve to the left, long chord bears N64°55'18"W, 16.61 feet to the Point of Beginning.

Said described lands contain 10,799 square feet more or less.

A map and detailed description of the proposed right-of-way vacation is available through the City of De Pere Development Services Department at 335 S. Broadway St., De Pere, WI 54115.

Dated this 25th day of June, 2018.

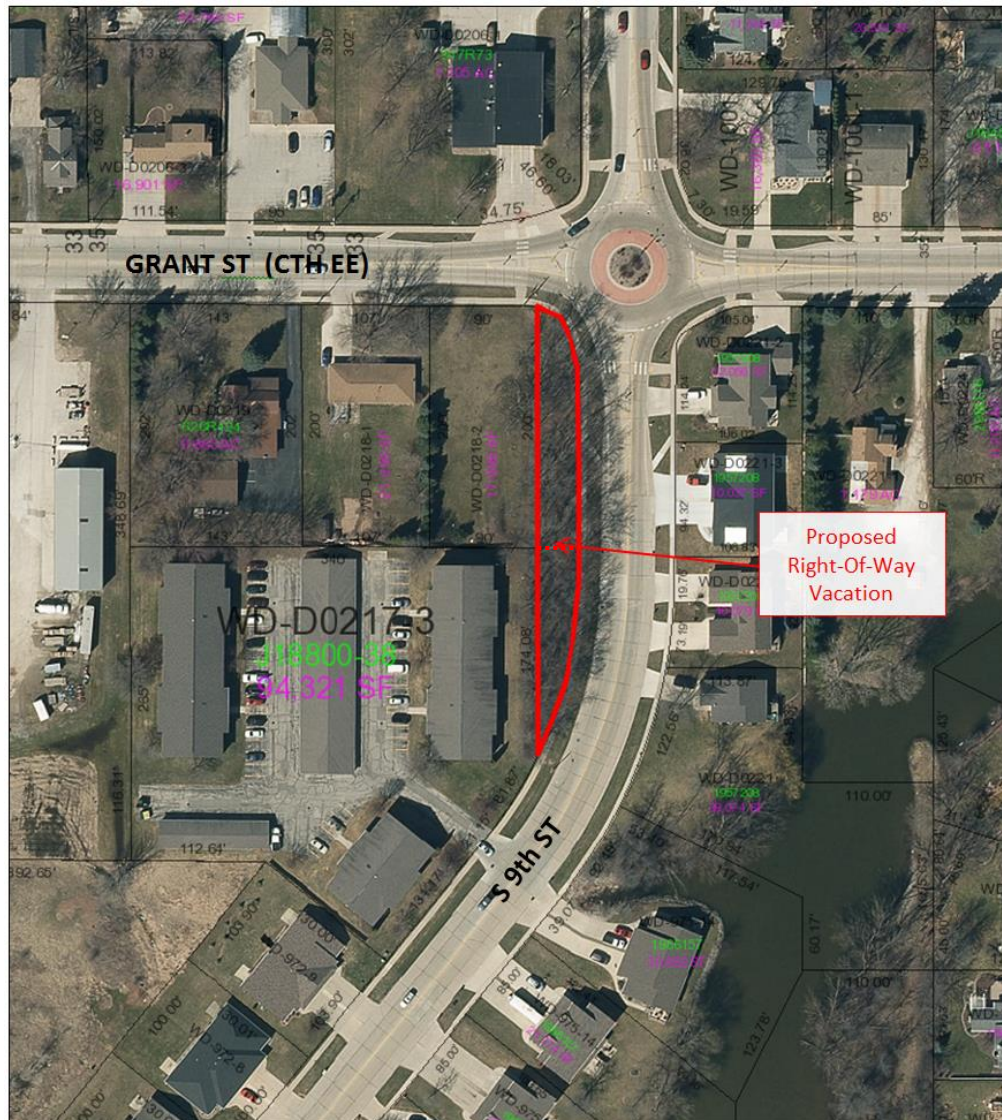
BY ORDER OF THE COMMON COUNCIL

Michael J. Walsh
Mayor

Shana D. Ledvina
City Clerk-Treasurer

ITEM X: Review and recommendation for a Proposed Right-Of-Way Vacation at the 500 BLK S. 9th Street in De Pere (Adjacent to Parcels WD-D0217-3 & WD-D0218-2). Submitted by City of De Pere.*

PROPOSED RIGHT-OF-WAY VACATION



REQUESTED ACTION: Public Right-Of-Way vacation approval.

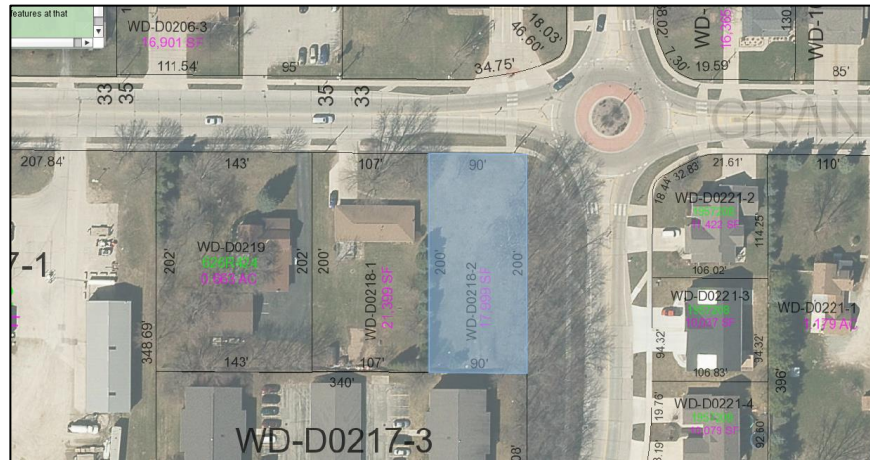
Right-Of-Way vacation for lands located on the west side of a sidewalk. The area is presently vegetated with trees.

COMMON DESCRIPTION: The 500 BLK S. 9th Street, located southwest from the 9th Street and Grant Street (CTH EE) intersection.

PARCEL NUMBER(S): Adjacent to Parcels WD-D0217-3 & WD-D0218-2

EXISTING ZONING:	None as the area is existing Right-Of-Way.	
PROPOSED ZONING:	If the vacation is approved by Common Council, the area adjacent to Parcel WD-D0217-3 would take on the adjacent zoning of R-3 (Multiple Family Residence District) with a Planned Development District overlay, and the area adjacent to Parcel WD-D0218-2 would take on the adjacent zoning of R-2 (Single and Two-Family Residence District).	
SURROUNDING LAND USES:	Fire station, single family & two family residential to the north and east. Single family, two family, & multi-family residential to the south & west.	
COMPREHENSIVE PLAN:	Neighborhood Residential (Including Multi-Family)	
APPLICANT/OWNER NAME:	City of De Pere is applicant and owner of Right-Of-Way.	Owner of adjacent properties: Parcel WD-D0217-3 V H C INC ATTN: 3090 Holmgren Way Green Bay, WI 54304-5736 Parcel WD-D0218-2 Raymond J. Hoffman 1140 Aldrin Street De Pere, WI 54115-1258
SITE HISTORY:	After a review of air photographs, the subject area was originally agricultural or wooded going back to 1938. In the 1990's the paved extension of S. 9th Street was built to the south of Grant Street (CTH EE). In the early 2000's the roundabout was built at the S. 9th Street and Grant Street (CTH EE) intersection. The subject area has been identified on a number of historical recorded documents. The most recent document referencing the land as dedicated to the public for street purposes is Certified Survey Map Volume 28 Page 271, recorded on February 22, 1993. If the right-of-way was vacated, the property would be split into two pieces (north part and south part) and each piece would be attached to the two adjacent properties to the west. Because the subject right-of-way is entirely on the west side of the street, any vacated area does not attach to the property to the east. In the past year, Ray Hoffman has approached the City with interest to build one or two duplex units on Parcel WD-D0218-2, similar to the two duplex units located to the east, across 9th Avenue. The parcel is zoned R-2, which permits two-family dwelling units. However, the current size and dimension of the parcel makes it difficult to construct two duplex	

buildings that meet zoning code setbacks. With the addition of vacated right of way, the parcel could be developed as requested. 9th Street, south of Grant Street, includes a number of duplex units. Grant Street includes two single family homes located in between Parcel WD-D0218-2 and Country Visions Cooperative. If the right of way vacation is approved, no additional public review processes are needed as long as the proposed duplexes meet zoning code requirements.

**STAFF REVIEW:**

When reviewing a right-of-way vacation/discontinuance, staff utilizes the vacation process identified in Wisconsin State Statutes 66.103 and 66.105. The role of the Plan Commission in the process is determining if such a vacation/discontinuance is necessary, and if so, recommending to the Common Council that the right-of-way be vacated/discontinued. The following are factors for consideration:

- The right-of-way area was never developed into a street or walkway since the right-of-way was established in 1993.
- With the design of the existing roundabout at the intersection, the area does not appear to be necessary as a future right-of-way.
- The adjacent property owner, to the north, desires the right-of-way for future residential development of their vacant property. Specifically, the property owner wishes to construct two duplexes that would generally mirror the size and layout of the two duplexes to the east, across 9th Avenue.
- The function of the existing street and pedestrian system already allows for vehicle and pedestrian access along 9th Street and Grant Street.
- If the right-of-way is vacated, the utility easement must remain because there are existing underground storm water utilities within the easement.

All property owners within 300 feet of the subject area have been notified of the right-of-way vacation petition. As of April 13, 2018 no objecting comments have been received. Comments received after that date will be provided to the Plan Commission at the meeting.

REVIEW PROCESS:

The Common Council will review the Plan Commission recommendation twice, first as a resolution on May 15, 2018 and then with a public hearing and resolution potentially on July 17, 2018 where property owners within 300 feet will again be notified. Because the right-of-way vacation will likely lead to additional development in the area, and that development will not require any additional review by Plan Commission, staff recommends that notification letters also include information about the proposal to construct two duplexes on the property.

STAFF RECOMMENDATION:

Staff recommends APPROVAL and forwarding the right-of-way vacation to the Common Council for final approval with the following conditions:

1. All existing easements remain in place.
2. Staff send notification letters for the right of way vacation public hearing that also includes information on the proposal to construct two duplex units on Parcel WD-D0218-2.

GENERAL LEGAL DESCRIPTION & EXHIBIT*

**NOTE: A detailed legal description and exhibit map will be forwarded to the Common Council, should the Plan Commission recommend approval of this right-of-way vacation.*

	CITY OF DE PERE APPLICATION FOR ROW VACATION	Fee: \$ 305.00
		Receipt #: N/A
		Date: 27 Mar 2018

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

SECTION 1: Applicant / Permittee Information

Applicant Name (Ind., Org. or Entity) City of De Pere	Authorized Representative Peter Schleinz	Title Senior Planner/Zoning Administrator	
Mailing Address 335 S. Broadway Street	City De Pere	State WI	ZIP Code 54115
Email Address pschleinz@mail.de-pere.org	Phone Number (incl. area code) 920.339.4043 x 2	Fax Number (incl. area code) 920.339.9491	

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

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

SECTION 3: Right of Way Requested to be Vacated

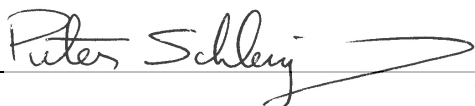
Name of ROW:	Part of 500 Block S. 9th Street. Located on the west side of the sidewalk at the southwest corner of S. 9th Street and Grant Street.
Legal Description to be Vacated: (Please attach map)	ROW that is adjacent to Parcels WD-D0217-3 & WD-D0218-2.

SECTION 4: Reason of Vacation

Reason for Requesting Vacation of ROW:	Vacating ROW was suggested by one of the two adjacent property owners.
--	--

SECTION 5: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative for this Application. I certify that the information contained in this form and attachments is true and accurate.

Name of Owner/Authorized Representative (please print) Peter Schleinz	Title Senior Planner/Zoning Administrator	Phone Number 920.339.4043 x 2
Signature of Applicant 		Date Signed 27 Mar 2018

Attachment: Application Form (6894 : Reso #18-49 Regarding the Vacation of a Portion of a Public Thoroughfare (500 BLK S. 9th Street))



City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Resolution #18-62 Adopting Cultural District Amendment to the 2010 City of De Pere Downtown Master Plan.

At their meeting on June 25, 2018, the Plan Commission voted 4-0 to recommend approval of the De Pere Cultural District Master Plan.

A memo has been added to this agenda item that includes additional information about the Development Scenario Model.

Some small text edits have been found in the document and may be completed after Council consideration of the plan. These edits will not alter the intent of the plan, but will clean up discrepancies and fix typographical errors.

ATTACHMENTS:

- Reso18-62 (DOCX)
- Exhibit A-2018 0620_DePere Cultural District Plan to Client (PDF)
- Cultural District Master Plan Public Hearing Notice 7-17-18 (DOC)
- PC Report Cultural District Plan 6-2018 (DOCX)
- Market Analysis DePere (PDF)
- CC Memo DS Model 7-2018 (PDF)

Resolution #18-62

ADOPTING CULTURAL DISTRICT AMENDMENT TO THE
2010 CITY OF DE PERE DOWNTOWN MASTER PLAN

WHEREAS, the City of De Pere's 2010 City of De Pere Downtown Master Plan was adopted to guide and coordinate decisions, development and redevelopment within the Downtown District in conformance with the City of De Pere 2004 Comprehensive Plan, updated July, 2010; and

WHEREAS, new development and proposed development in the Downtown not known or considered during the 2010 Downtown Master Planning process, including the proposed Mulva Cultural Center, has added new ideas to consider in planning for future Downtown Development; and

WHEREAS, the City hired SmithGroupJJR, Inc. to engage in an intensive planning process for the City's Eastside Downtown, which resulted in a proposed Amendment to the 2010 Downtown Master Plan; and

WHEREAS, the Common Council of the City of De Pere held a public hearing on the 2018 Amendment to the Downtown Master Plan on July 17, 2018 at 7:30 p.m., at which time interested persons and their representatives were allowed to speak.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council of the City of De Pere hereby approves and adopts the Cultural District Master Plan, as attached and incorporated herein as Exhibit A, to assist in carrying out the City of De Pere 2004 Comprehensive Plan, updated July, 2010 as it relates to the City's Downtown District.

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 17th day of July, 2018.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

DE PERE, WISCONSIN

CULTURAL DISTRICT MASTERPLAN

SMITHGROUP JJR

1

EXECUTIVE SUMMARY

3

BACKGROUND

PROJECT AREA	4
EXISTING CONDITIONS	6
OPPORTUNITIES AND CONSTRAINTS	10
EXISTING MARKET CONDITIONS	12

14

CHARRETTE SUMMARY

CHARRETTE PROCESS AND SCHEDULE	15
PUBLIC REALM CONCEPTS	19
DEVELOPMENT SCENARIOS	28
PREFERRED PLAN	30
PREFERRED ALTERNATIVE	32
GALLERIA MARKET SUMMARY	35

36

FINAL RECOMMENDATIONS

PUBLIC REALM RECOMMENDATIONS	36
MASSING AND DEVELOPMENT	40
IMPLEMENTATION STRATEGY	45
APPENDIX	46



CHARRETTE TEAM

PROJECT CONSULTANT TEAM:

SMITHGROUPJJR

TOM ROGERS
MARK BASTIAN
JAKE JENKINS
GREGG CALPINO
NATHAN HILMER
MICHELLE LI

REDEVELOPMENT RESOURCES

KRISTEN FISH
DEB ERSLAND

KIMLEY-HORN

KEVIN WHITE

CITY OF DEPERE

KIM FLOM
PETER SCHLEINZ



SMITHGROUP JJR



Kimley»Horn

STEERING COMMITTEE:

LARRY DELO, CITY ADMINISTRATOR
AMY HOBBS, DE PERE CHAMBER
CASEY JELINSKI, ARTLESS BASTARD
RYAN JENNINGS, ALDER
CAROL KARLS, REDEVELOPMENT AUTHORITY/WPS
MARTY KOSOBUECKI, PARKS AND REC DIRECTOR
BRIAN NETZEL, HISTORIC PRESERVATION COMMISSION/PERFORMA
TINA QUIGLEY, DEFINITELY DE PERE
JULIE VAN STRATEN, DE PERE CULTURAL FOUNDATION, INC.
MIKE WALSH, MAYOR



EXECUTIVE SUMMARY

The potential development of the Mulva Cultural Center creates a game changing opportunity for the City of DePere as an anchor for economic growth and the potential formation of a possible future cultural district.

The following plan summarizes the results of a three day charrette to study how the City might develop a Cultural District Masterplan to capitalize on the opportunity the Mulva Center provides, and to understand how the city can support and encourage economic growth and establish a sense of vibrancy in the downtown. This plan establishes a thoughtful and inspiring vision of how Downtown De Pere can leverage success and create synergies around the Mulva Cultural Center.

De Pere is a well-regarded community with a high level of satisfaction among residents and visitors. It offers a quaint, small town atmosphere, picturesque views of the Fox River, a walkable downtown, high quality, yet affordable housing, and great schools. A common desire among residents expressed during the charrette and other recent studies has been to attract more people to the downtown and increase vibrancy and vitality.

De Pere has many assets to build on including a tremendous amount of public access along the Fox River, such as the Fox River Trail and Voyageur Park, in addition to less developed spaces such as Wells Park and George Street Landing. The downtown has several cultural amenities. The library and historic society are public buildings, Definitely De Pere is an active organization that supports the arts, and several private business including pottery, theater and cinema and a soon to be opened gallery space contribute to the cultural identity. There is attractive, historic building stock that is worth preserving to maintain the quaint character, in addition to several properties, such as the Front Street Block that provide potential redevelopment opportunities.

As with any downtown, there are also challenges. A significant quantity of surface parking, combined with a few highly visible vacancies make the downtown feel like a few disparate shops rather than cohesive, pedestrian oriented district. While there are a number of parking lots, there is a perception of a lack of parking which may be in part caused by uses that exceed the hourly limits, and also the habits formed by people driving to a specific business, rather than arriving at a district and walking to more than one destination.

Traffic on Broadway is an issue that cannot be ignored from a pedestrian standpoint. The quantity, speed, and volume of traffic is highly detrimental to the walkable Main Street desired by residents and business/ property owners. A large volume of the traffic is also truck traffic due current circulation patterns across the Fox River and within the district. The designation as a state highway, along with the volume of traffic, creates significant challenges to improving the quality of adjacent pedestrian space.



As a significant destination, the Mulva Cultural Center would serve as an anchor to existing De Pere cultural amenities and also attract new similar uses and spaces. While there is interest, and some presence, the cultural arts are not currently substantial enough in the downtown to form a district. The recommendations of this plan establish a vision of economic vitality rooted in arts and culture, that sets a path towards the future establishment of a Cultural District.

Public opinion heard during the charrette, as well as the branding study, emphasized the importance of attracting visitors and residents to the downtown, improving economic vitality, and capitalizing on the Fox River.

With this understanding, the City should focus on promoting economic growth in the downtown by improving the quality of the public realm and promoting redevelopment with a strong urban form thereby creating a district feel that can evolve into a cultural district over time.

Goals for the district are as follows:

- **Make Downtown a destination that:** attracts more residents and visitors, has an increased vibrancy and vitality, is connected to the Fox River, and is a walkable and unified district.
- **Leverage the potential Mulva Cultural Center as a catalyst to:** promote economic growth and emphasize the cultural arts.
- **Preserve the charm and quality of Downtown De Pere by:** maintaining existing historic buildings, complementing historic character with new development that has an appropriate scale and articulation, strategically locate higher density to accommodate growth while preserving character, balance growth with change including traffic and parking needs, and provide a balanced program that serves all ages

Based on these goals, the following preferred recommendations focus on the programming, development, and enhancement of the City's strongest assets, the Fox River waterfront and adjacent public spaces:

- Create a Riverwalk District that has a distinct character and feel
- Enhance entries to spaces along the water
- Develop active uses within each of the green spaces
- Invest in East/West streets to enhance pedestrian connections, especially:
 - o Develop George Street from Wisconsin Street to the River as the heart of east downtown, extending to a pedestrian bridge connection on the Riverwalk
 - o Develop James Street as a shared street and pedestrian destination
 - o Develop a strong pedestrian connection from the Mulva Center to the Riverfront via a tunnel or pedestrian bridge

Development Scenarios and Recommendations

- Promote development opportunities within the downtown with a scale, character and articulation compatible with the adjacent development, and seek to provide higher density opportunities along Wisconsin and George Street, transitioning to lower densities and heights towards the River and adjacent residential properties.

- Develop the Front Street block with a density that is higher along George Street and transitions lower to the south, activates Broadway with first floor retail, provides the potential for retail facing the Fox River, and provides additional owner occupied multi-family housing in the downtown while preserving and emphasizing Fox River views, particularly around the Claude Allouez Bridge.

In addition to the enhancement of public spaces, improved pedestrian realm, and the attraction of additional development it is also essential for the city or other organizations such as the business improvement district, Chamber of Commerce or Definitely De Pere to actively program and promote activities, especially cultural arts related activities. Active programming is a key component to attract non-local, cultural investment to a community, and its impact is essential for future creation of a Cultural District.





BACKGROUND

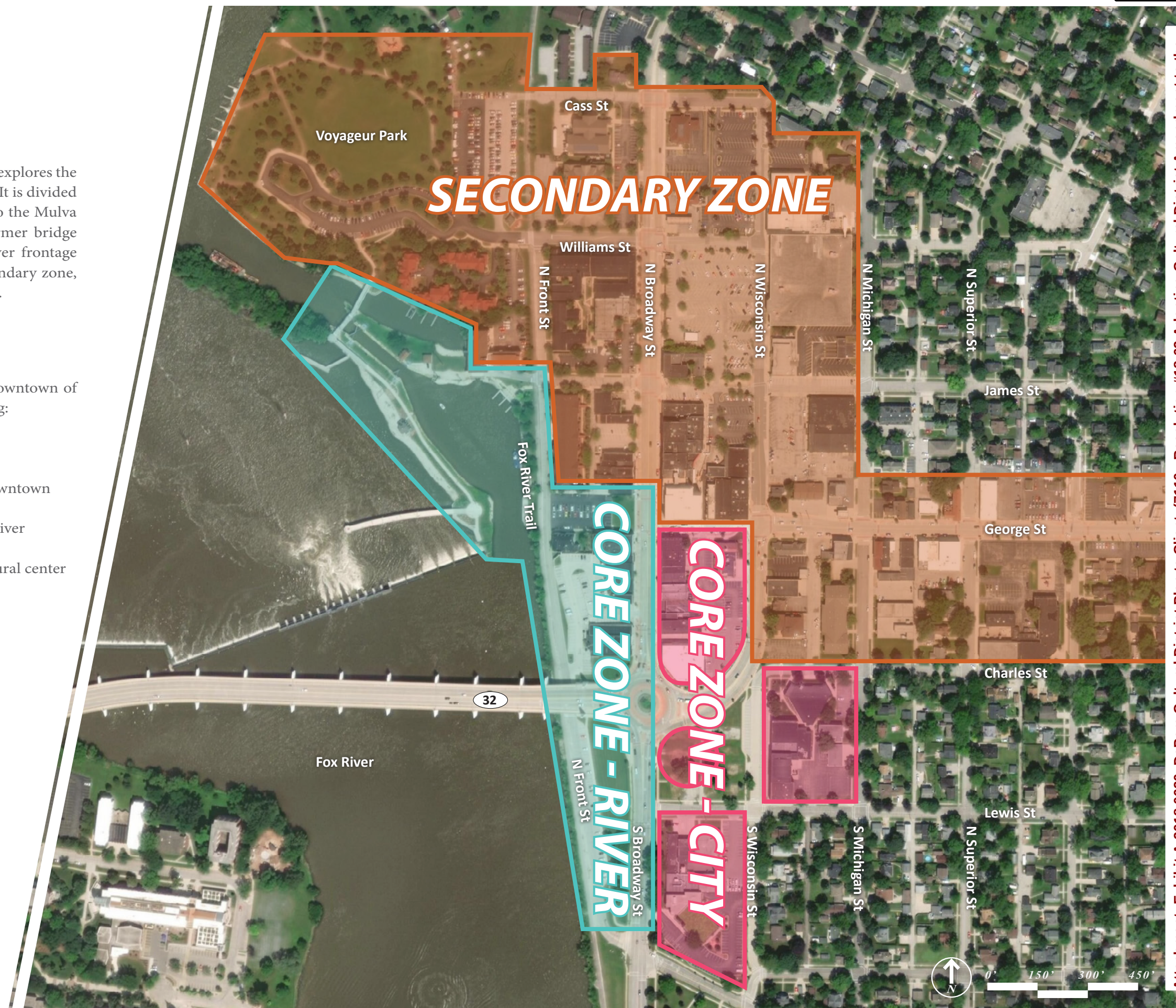
PROJECT AREA

The study area is focused around the east downtown of De Pere and explores the area immediately adjacent to the proposed Mulva Cultural Center. It is divided into two zones; a core zone along the river and directly adjacent to the Mulva Center site, including Wells Park, the Front Street Block, the former bridge approach (George Street Landing) and a significant length of river frontage that connects to the City Riverwalk and Voyageur Park. The secondary zone, generally includes the balance of the east side of downtown DePere.

PRELIMINARY OBJECTIVES

The focus of the charrette and recommendations study the east downtown of De Pere to determine the best strategies to accomplish the following:

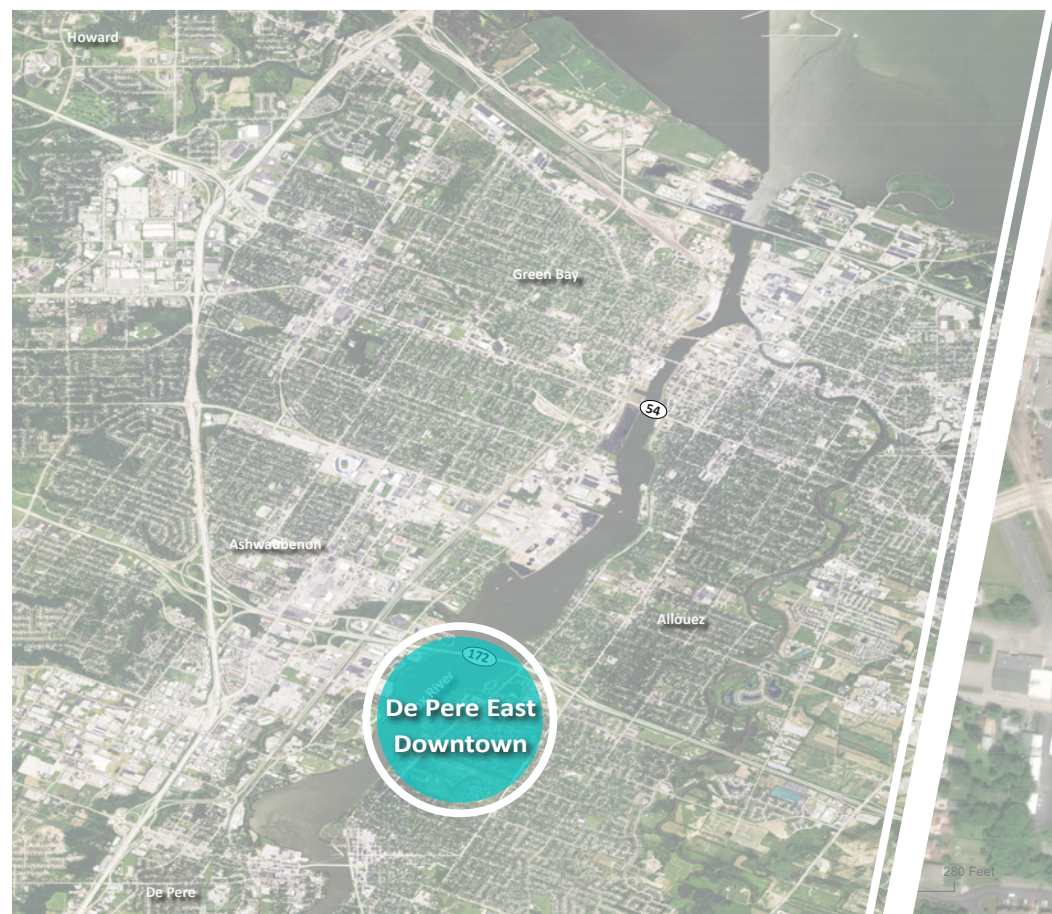
- Emphasize the Mulva Cultural Center as a focal point building
- Preserve views to and from the Fox River
- Promote urban form that enhances the existing character of downtown
- Maximize pedestrian and bicycle mobility and connections
- Elevate the role of the public realm particularly along the Fox River
- Identify opportunities and locations for public art
- Specify optimal business types to create synergies with the cultural center



REGIONAL CONTEXT

De Pere is a community of approximately 25,000 people located on the Fox River in the Greater Green Bay Metropolitan area. The City boasts excellent schools, a dynamic downtown, successful business parks and safe neighborhoods served by ample parks and natural areas that create considerable loyalty and community pride in the community.

The Fox River is a focal point of the community and the Fox River Trail provides a bike and pedestrian connection for 25 miles from Green Bay to Hilbert. The Claude Allouez Bridge links the east and west sides of downtown and serves over 30,000 vehicles per day with a significant volume of truck traffic. The western side of downtown includes St. Norbert college, a top-ranked Catholic liberal arts college with a student population of about 2,000 and has a mix of offices, service businesses, bars, and restaurants. The east side of downtown is considered quieter by local residents with more boutique retail shops and fewer late night entertainment destinations. Overall the community is extremely desirable and valued by both residents and visitors.



EXISTING CONDITIONS

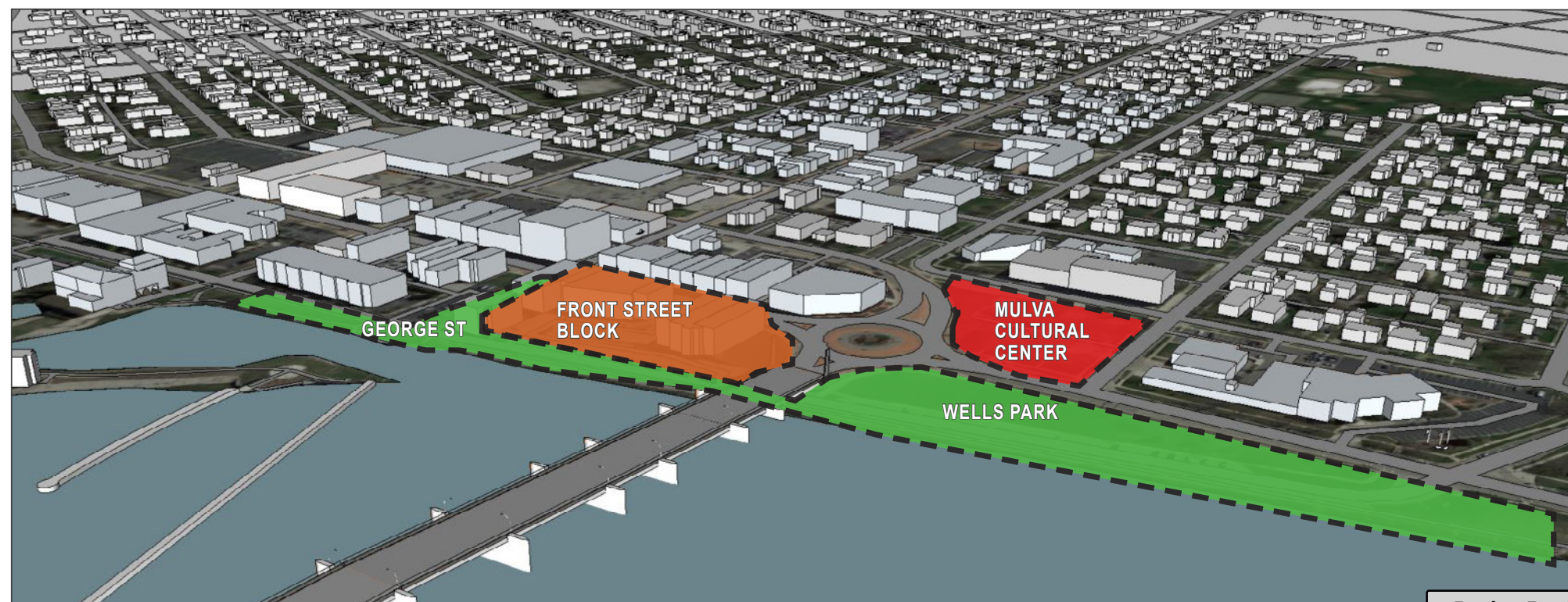
East downtown has many assets, a large amount of open space, including the Fox River Trail, Wells Voyageur Park, George Street Landing, Wells Park and the Bomier Boat Launch.

Cultural amenities include the White Pillars Historical Society, De Pere Library, Definitely De Pere, Broadway Theater, De Pere Cinema, Paintin Pottery, and The Artless Bastard Gallery.

The Mulva Cultural Center is proposed to be constructed at the southeast corner of Broadway and the Claude Allouez Bridge landing. The Center is proposed to be a highly visible, distinguished building with a potential program that includes:

- Core exhibit space
- Flexible contemporary gallery space
- Performance spaces
- Educational spaces accommodating all age groups
- Auditorium space for the De Pere Historical Society, the Center, and the community
- Areas for reflection and contemplation
- Food and beverage opportunities
- Corporate event space
- Library and archives room

The following pages are provided by the Mulva De Pere Cultural Foundation, Inc. and demonstrate the potential impacts of the Mulva Center.



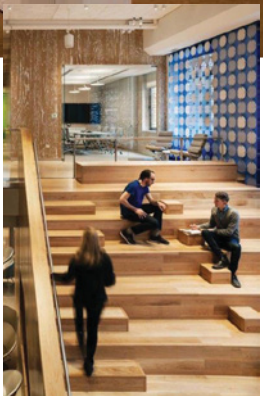
THE GIFT & VISION

A new, very special and genuinely unique type of facility aiming to represent the true character and values of the community while reinforcing De Pere as an ideal place to live, work and play



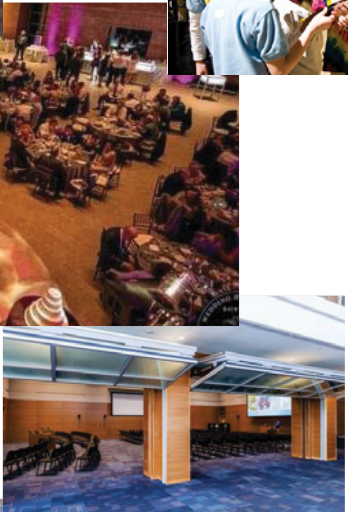
VISION STATEMENT

"The Mulva Cultural Center will be a dynamic experience (convergence) where new ideas, history, culture, the arts and creativity coalesce to engage, inspire and transform the communities of De Pere and beyond."



A Look Inside the Mulva Cultural Center

- Permanent Exhibit: Home to the De Pere Historical Society to preserve and share the history of De Pere
- Traveling Exhibits: To host exhibits curated by the Smithsonian, NASA, National Geographic, and more generally only available in major metropolitan areas
- Performance Space
- Reflection Space
- Event Accommodations
- Library/Archives
- Public Fox River Viewing Deck
- Veterans' Memorial
- Education Space



A Transformational Gift for De Pere

The Mulva family is genuinely appreciative of the community upbringing surrounding them while being raised in De Pere. This start provided them the critical foundation for their success. They now want to give back to De Pere in a transformational way and as a future catalyst for the De Pere community.

The Mulva Family Foundation seeks to gift the City of De Pere, its residents and all who visit an opportunity to experience world-class exhibits and learn the rich history of De Pere.

The Mulva family adds this project to its existing contributions to De Pere such as the Mulva Library and Mulva Family Fitness & Sports Center - asking for no tax payer or City responsibility for this project beyond the use of land.

Long-term operational funding will be provided through a combination of endowment, space rental and other sources.

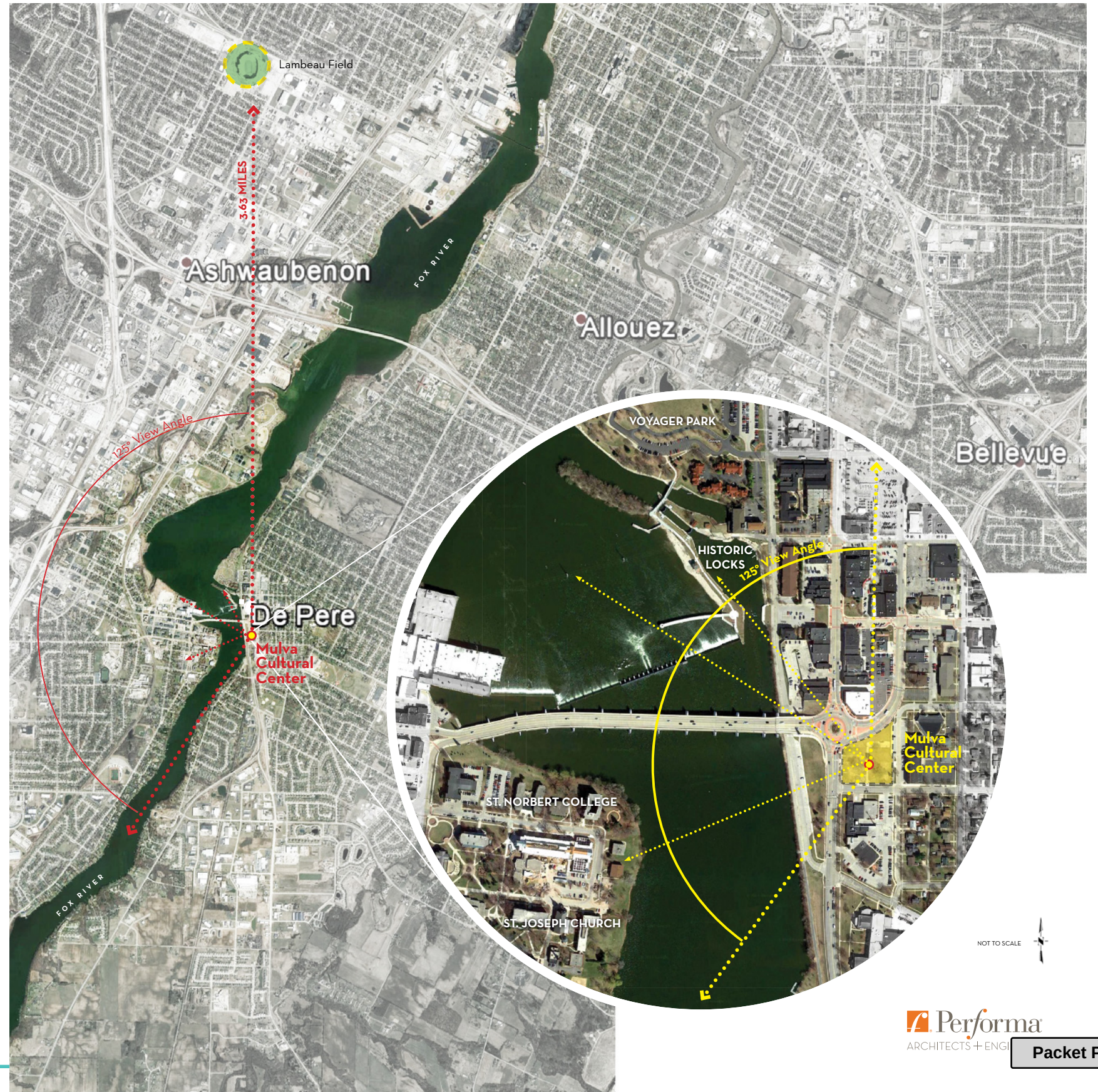
THE SITE

One of the only sites with a panoramic view of the Fox River

History

In 1671, Jesuit Father Claude Allouez founded the Mission of St. Francis Xavier along the site of the first set of rapids on the Fox River and the area became known as “les rapides des peres.” This would later be shortened to De Pere. (deperehistoricalsociety.org)

The project site sits along those very same rapids that were the birthplace of the city, adjacent to the present-day St. Francis Xavier Parish, providing unique and exciting opportunities to engage with history.



THE OPPORTUNITY

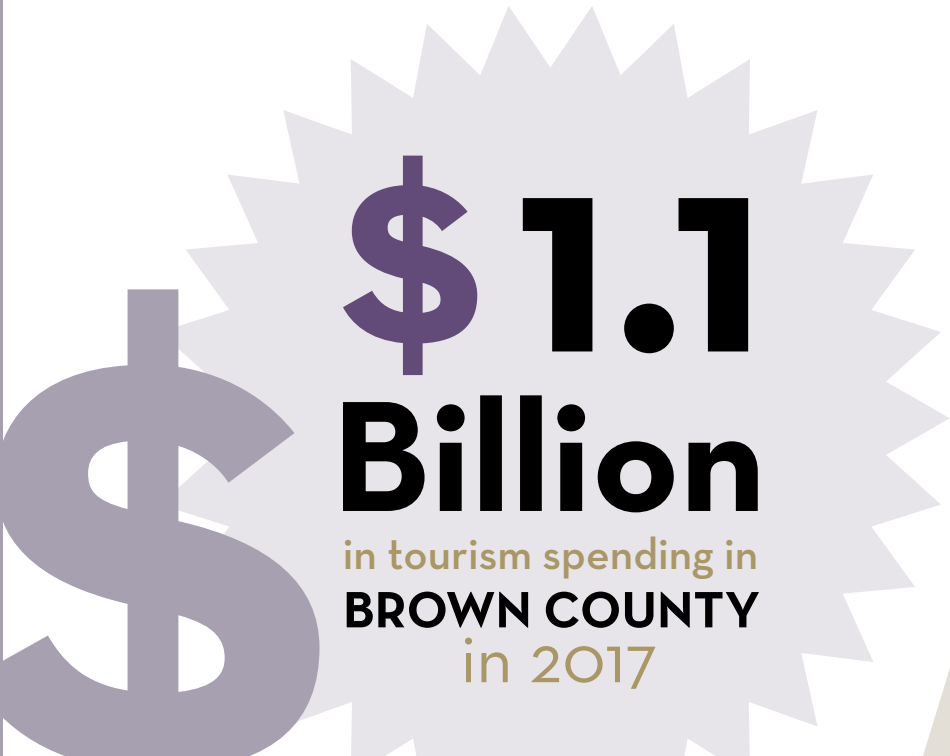
A must-see visitor destination in De Pere presents a meaningful opportunity to draw upon existing tourism, while simultaneously further increasing annual Brown County visitorship

- Improved Pedestrian Experience

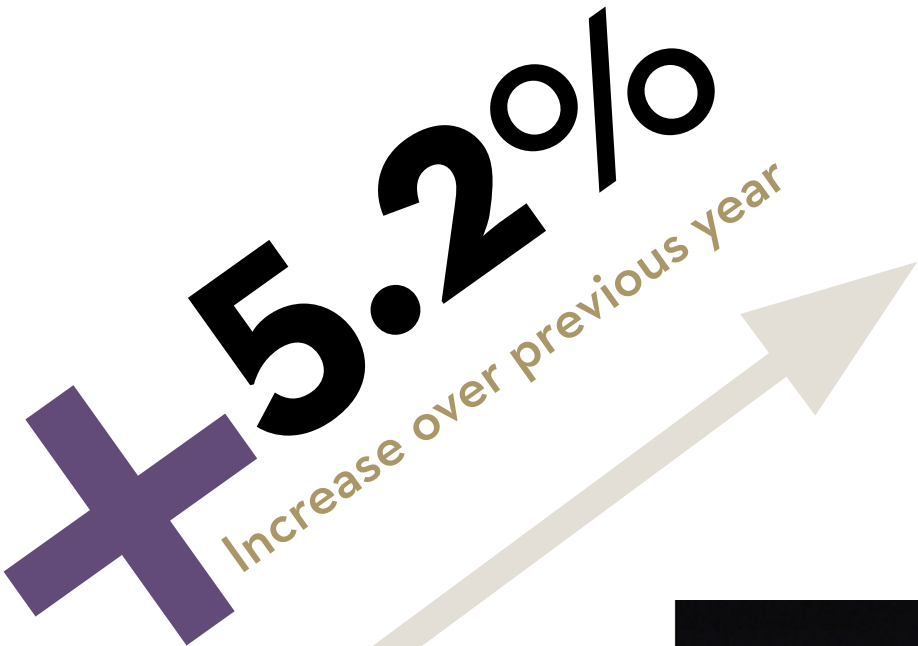
Will extend the pedestrian zone, increasing driver awareness and helping to ensure De Pere continues to grow as a pedestrian-friendly city.

- Catalyst for Future Development

- Anchor for Arts and Cultural District



5.7 MILLION
visitors to Brown
County
in 2017



1.5.3.b



OPPORTUNITIES AND CONSTRAINTS

Most of the downtown has public access, yet it is under-programmed and underutilized except for the heavily used Fox River Trail. There is an opportunity to enhance the riverfront spaces as a more significant destination in order to draw trail users east into the Downtown. The steering committee and community members identified the riverfront properties as a key opportunity in the public outreach portion of the charrette and in the outreach for the branding study.

In addition, the downtown feels disconnected from the river due to a lack of signage and distinct, welcoming points of entry. Enhancing entries, increasing signage, and improving streetscapes are potential opportunities for improvement

Traffic volume on Broadway is a significant barrier to creating a connected and walkable pedestrian environment. The roundabout in particular, is dominated by vehicular movement and despite efforts to provide safety through crosswalks, changes in materiality, and refuge islands is uncomfortable to cross as a pedestrian. Improving additional and alternate circulation routes will help pedestrian connectivity.

A significant portion of the downtown is occupied by several surface parking lots that have mixed ownership and receive uneven use. In addition, there are several properties with older but not historic building stock which may provide future redevelopment opportunities. The Front Street block is one of the most significant opportunities due to current development and goals within the 2010 Comprehensive Plan. Enhancing urban form with infill development will create a more walkable district feel.

● OPEN SPACE

● CULTURAL AMENITIES

↔ CONNECTIONS

▬ BARRIERS

↔ BIKE LANE, PATH, OR TRAIL

CULTURAL ASSETS

A White Pillars De Pere Historical Society

B Voyageur Park

C Brown County Library

D Paint'n Pottery

E De Pere Cinema

F Broadway Theater



MULVA CULTURAL CENTER- OPPORTUNITIES AND CONSTRAINTS

The proposed project site is highly visible for passersby due to its alignment with the Claude Allouez Bridge and location along Broadway. The visibility of the site provides the opportunity to highlight an architecturally significant destination, but the proximity to the roundabout presents circulation challenges.

The Mulva Center creates an opportunity as a destination for the downtown, especially as a cultural anchor, but to connect it to the rest of the downtown and create a district, it will be important to enhance parking and pedestrian connectivity.

- OPEN SPACE
- ENHANCED CROSSWALKS
- ▬ PEDESTRIAN ROUTE
- ⚡ PEDESTRIAN BARRIER



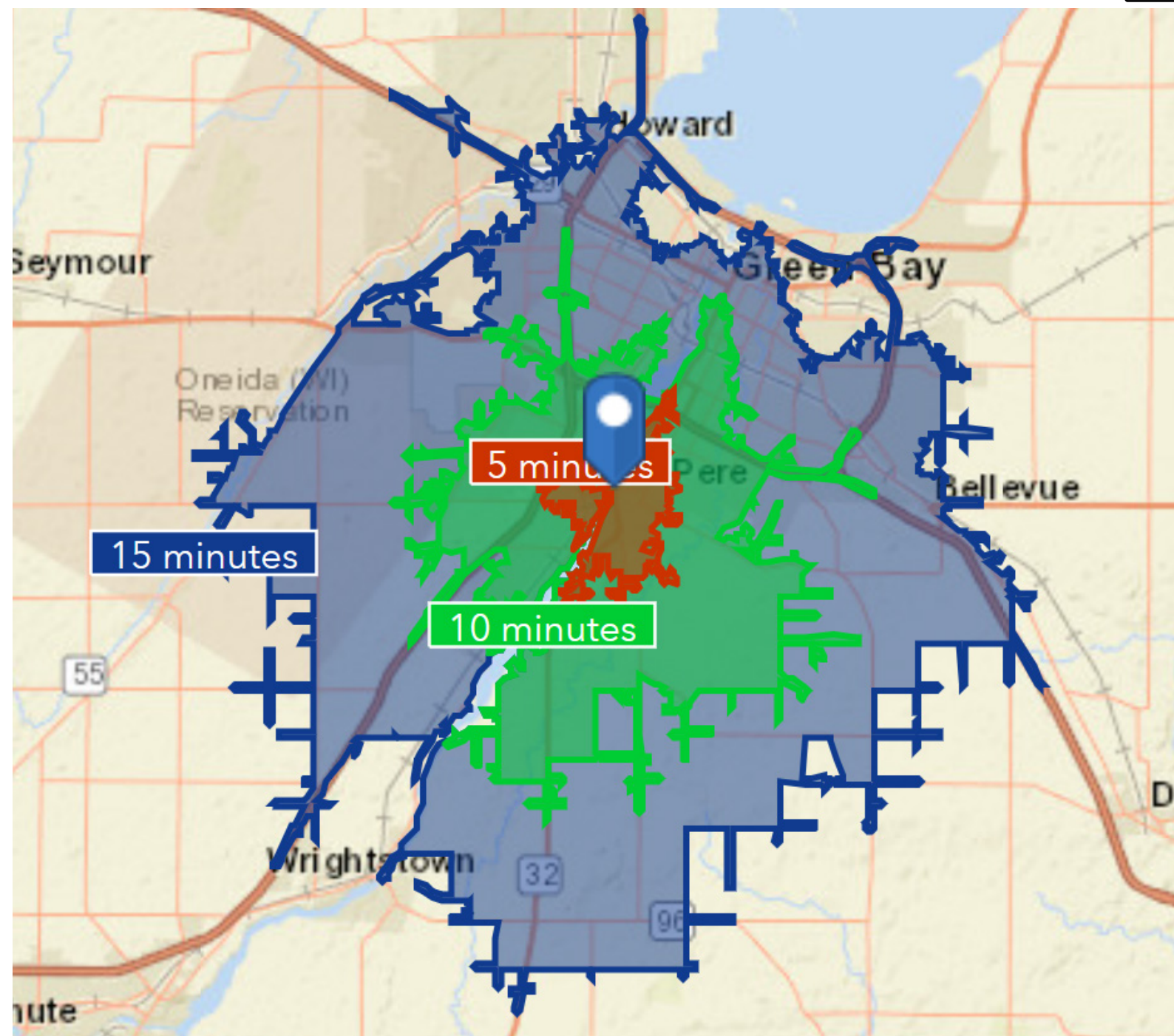
EXISTING MARKET CONDITIONS

De Pere has a unique opportunity to capitalize on private sector investment in downtown, particularly the East Side. Growth has occurred in the residential market (single family homes, multifamily units), and the market appears to be fairly tight, with low inventory of single family homes in a mid-range price point. Commercial leasing is good as there are few vacant retail spaces in downtown. A typical way of understanding market conditions is through a “convenience Trade Area” methodology. A Convenience Trade Area is based on the purchase of products and services needed on a regular basis, such as gasoline, groceries, dry-cleaners, banking, pharmacy, hair care, fast food, restaurants, physical fitness, and how well these services are provided within a 5, 10, or 15 minute drive time. These are services people are more likely to frequent due to convenience to their home or sometime workplace.

The downtown has few vacant buildings and opportunities for redevelopment. Currently the office market is saturated with available and inexpensive office space. Of the 108 businesses located in east downtown, 74 are service related. More residents in the downtown are required to attract and support more retail and restaurant establishments. The City should be conscientious of residential absorption rates and facilitate a moderate amount of development but not overbuilding. Experiential and niche retail may thrive once there is more residential density and programmatic draws, but the current retail market gap analysis does not show a gap within a 10-minute drive time.

POTENTIAL BUSINESS TYPES:

- Music school. Private instruction for piano, violin, etc.
- Specialty grocery, i.e. butcher shop, ethnic foods, local foods, organic foods.
- Upscale bar with food. Handcrafted cocktails, fine wine selections, with outdoor seating
- Higher end resale goods – fashion and furniture.
- Coffee shop with a retail angle, possibly a book store
- Home décor, kitchen accessories store
- Affordable but funky furniture (think IKEA lite)
- Gallery space with artist production units where artists can exhibit and create their work in their own small rented space. Space could host classes, have equipment artists could share (such as a potter's wheel, high quality printer, computers), could serve as an “arts incubator”
- Community workspace (see <http://unicornhatchlabs.com>)
- Microbrewery/brewpub/distillery
- Wine store/ wine bar



REFER TO ATTACHED REPORT FOR MORE DETAILED MARKET INFORMATION

5 minute drive time

15,348
Population



Average
Household Size

38.6

Median Age

\$61,032

Median Household
Income

10 minute drive time

53,793
Population



Average
Household Size

38.2

Median Age

\$61,226

Median Household
Income

15 minute drive time

160,263
Population



Average
Household Size

37.0

Median Age

\$53,662

Median Household
Income

DEMOGRAPHICS

The De Pere area resident lifestyles can also be studied using lifestyle segmentation information. People who share the same demographic characteristics may have widely divergent desires, spending patterns and preferences. Lifestyle segmentation systems examine the buying habits and preferences of consumers in a geographic area. Community Tapestry data (developed by ESRI Business Information Solutions) categorizes neighborhoods throughout the nation into 65 consumer groups or market segments.

Community Tapestry descriptions help bring to life demographic variables by sharing information regarding the consumer spending habits, household types, hobbies and preferences of local market segments. Existing and prospective businesses can gain valuable insights to the needs and interests of the local shopper base through understanding lifestyle tendencies.

Tapestry Segmentation can help identify the best markets, find the most profitable consumer types, tailor marketing messages, and define product and service preferences. Both the 5 and 10-Minute Drive Times share two of the same lifestyle segments, which are In Style, and Middleburg. Refer to the Appendix for more detailed market information.



LIFEMODE GROUP: GENXURBAN IN STYLE

Households: 2,675,000
Average Household Size: 2.33
Median Age: 41.1
Median Household Income: \$66,000

In Style denizens embrace an urbane lifestyle that includes support of the arts, travel, and extensive reading. Professional couples or single households without children, they have the time to focus on their homes and their interests. The population is slightly older and already planning for their retirement.



LIFEMODE GROUP: FAMILY LANDSCAPES MIDDLEBURG

Households: 3,511,200
Average Household Size: 2.75
Median Age: 36.1
Median Household Income: \$59,800

Middleburg neighborhoods transform from the easy pace of country living semirural subdivisions in the last decade. Residents are conservative, family-oriented consumers. They are thrifty but willing to carry some debt and are already investing in their futures.



LIFEMODE GROUP: MIDDLE GROUND BRIGHT YOUNG PROFESSIONALS

Households: 2,750,000
Average Household Size: 2.41
Median Age: 33.0
Median Household Income: \$54,000

These communities are home to young, educated, working professionals, under the age of 35. Residents of this segment are physically active, white collar, and up-to-date with the latest technology.

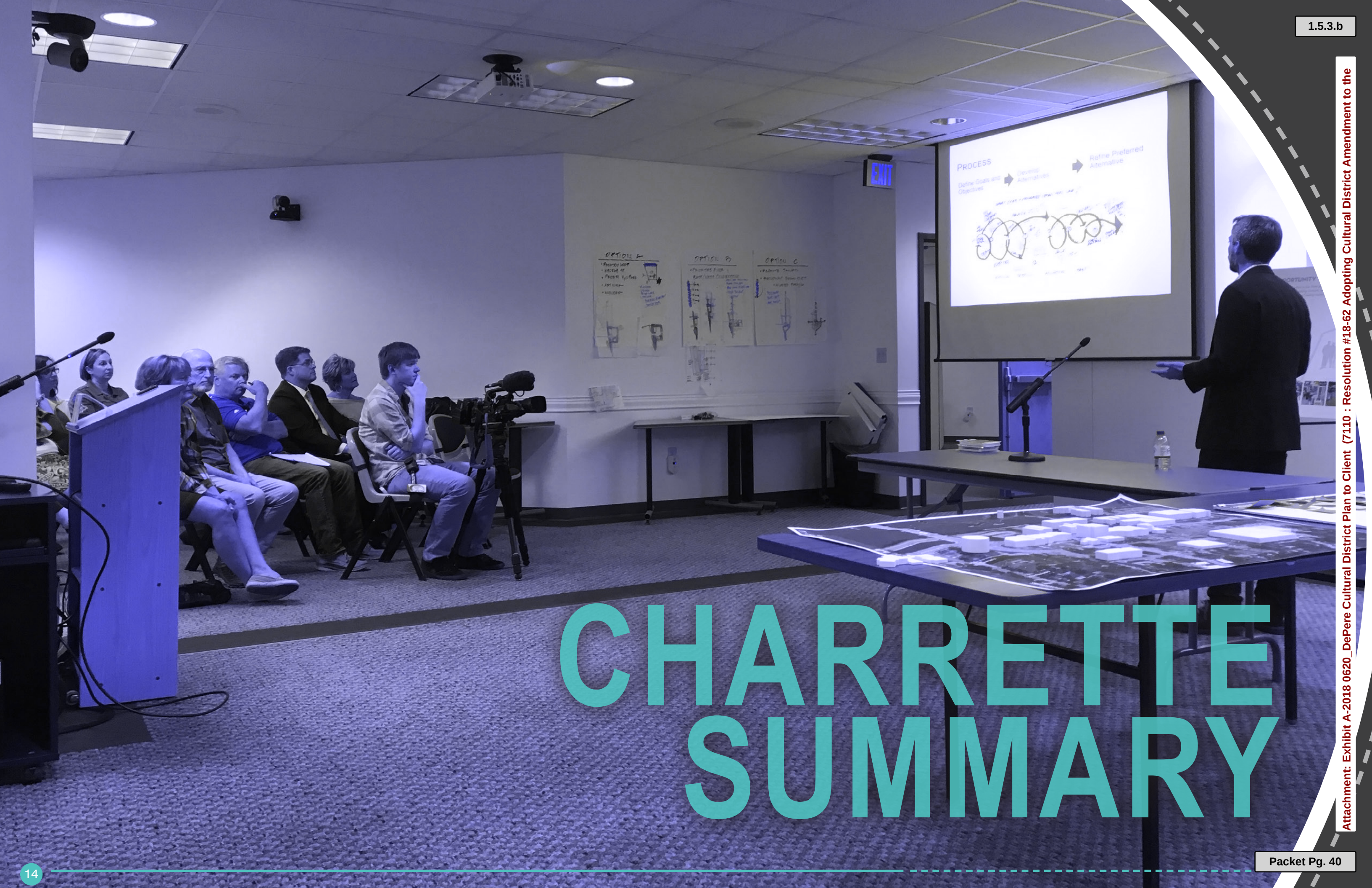


LIFEMODE GROUP: MIDDLE GROUND OLD AND NEWCOMERS

Households: 2,859,200
Average Household Size: 2.12
Median Age: 39.4
Median Household Income: \$44,900

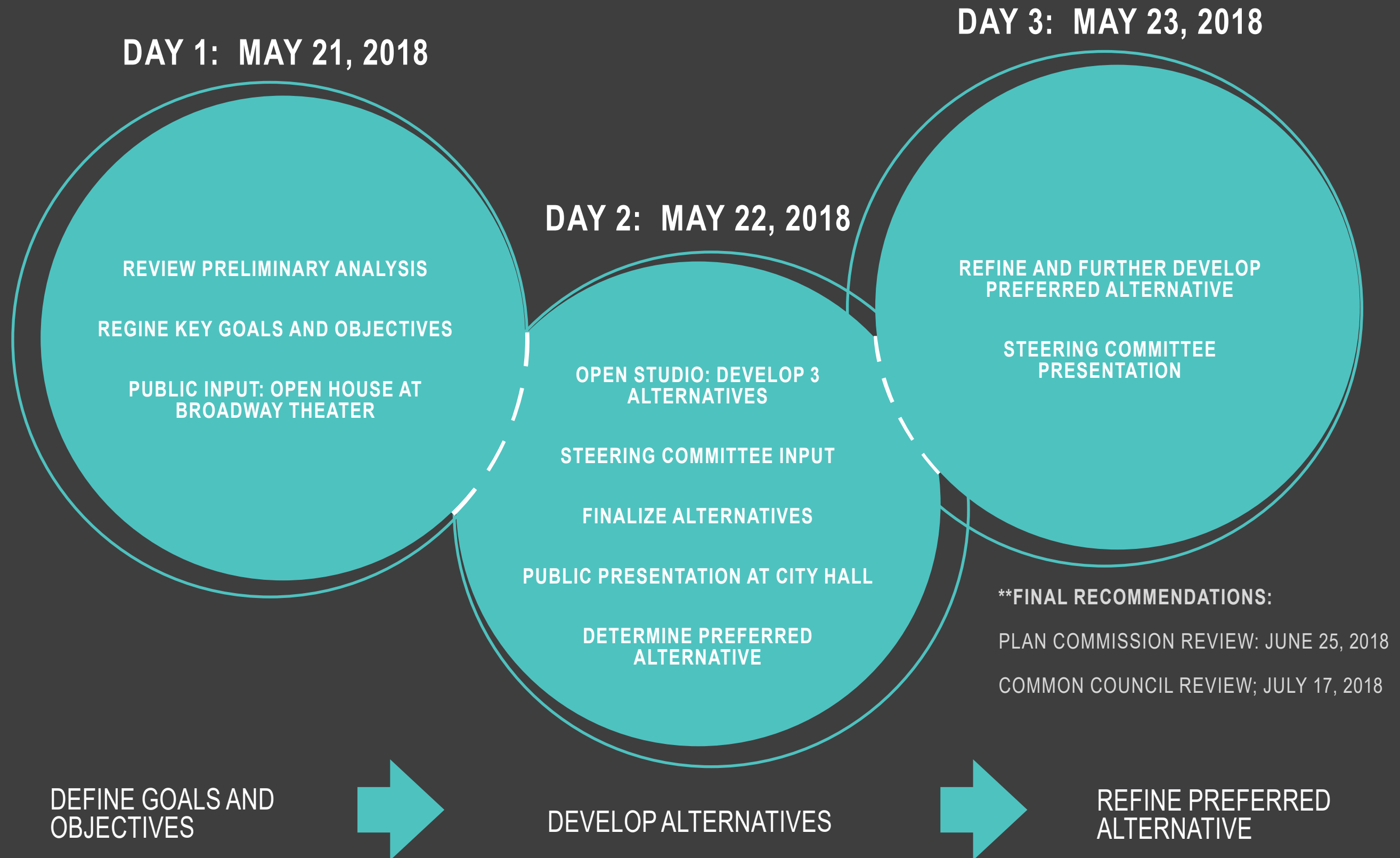
The focus is more on convenience than consumerism, economy over acquisition. Old and Newcomers is composed of neighborhoods in transition, populated by renters who are just beginning their career or retiring.

Leisure Activities						
	5 minutes		10 minutes		15 minutes	
Population 18+	12,495		42,441		123,655	
Households	6,466		21,974		65,694	
	% adults, households	MPI*	% adults, households	MPI*	% adults, households	MPI*
Product/Consumer Behavior						
Attended adult education course in last 12 months	1,059	114	3,592	114	9,674	106
Went to an art gallery in last 12 months	1,184	128	3,662	116	8,973	98
Did birdwatching in last 12 months	674	119	2,244	117	5,964	107
Played a board game in last 12 months	2,135	127	6,879	120	18,240	110
Did crossword puzzle in last 12 months	1,585	127	4,951	117	13,219	107
Attended dance performance in last 12 months	730	132	2,135	113	5,282	96
Went to museum in last 12 months	1,742	113	5,587	107	14,298	94
Attended classical music performance in last 12 months	651	130	1,924	113	4,737	96
Played musical instrument in last 12 months	961	120	3,162	116	8,259	104
Did painting/drawing in last 12 months	983	125	3,040	114	8,286	107
Did photo album/scrapbooking in last 12 months	798	118	2,449	106	6,836	102
Did photography in last 12 months	1,512	117	4,850	110	13,011	101
Went to live theater in last 12 months	1,932	119	6,044	109	15,452	96
Bought a digital book in last 12 months	1,977	112	6,677	111	17,686	101
Bought book in last 12 months at bookstore (not B&N)	1,798	129	5,405	114	14,521	105
*An MPI (Market Potential Index) measures the likelihood of the adults or households in the specified trade area to exhibit certain consumer behavior or purchasing patterns compared to the U.S. An MPI of 100 represents the U.S. average.						



CHARRETTE SUMMARY

CHARRETTE SCHEDULE AND PROCESS



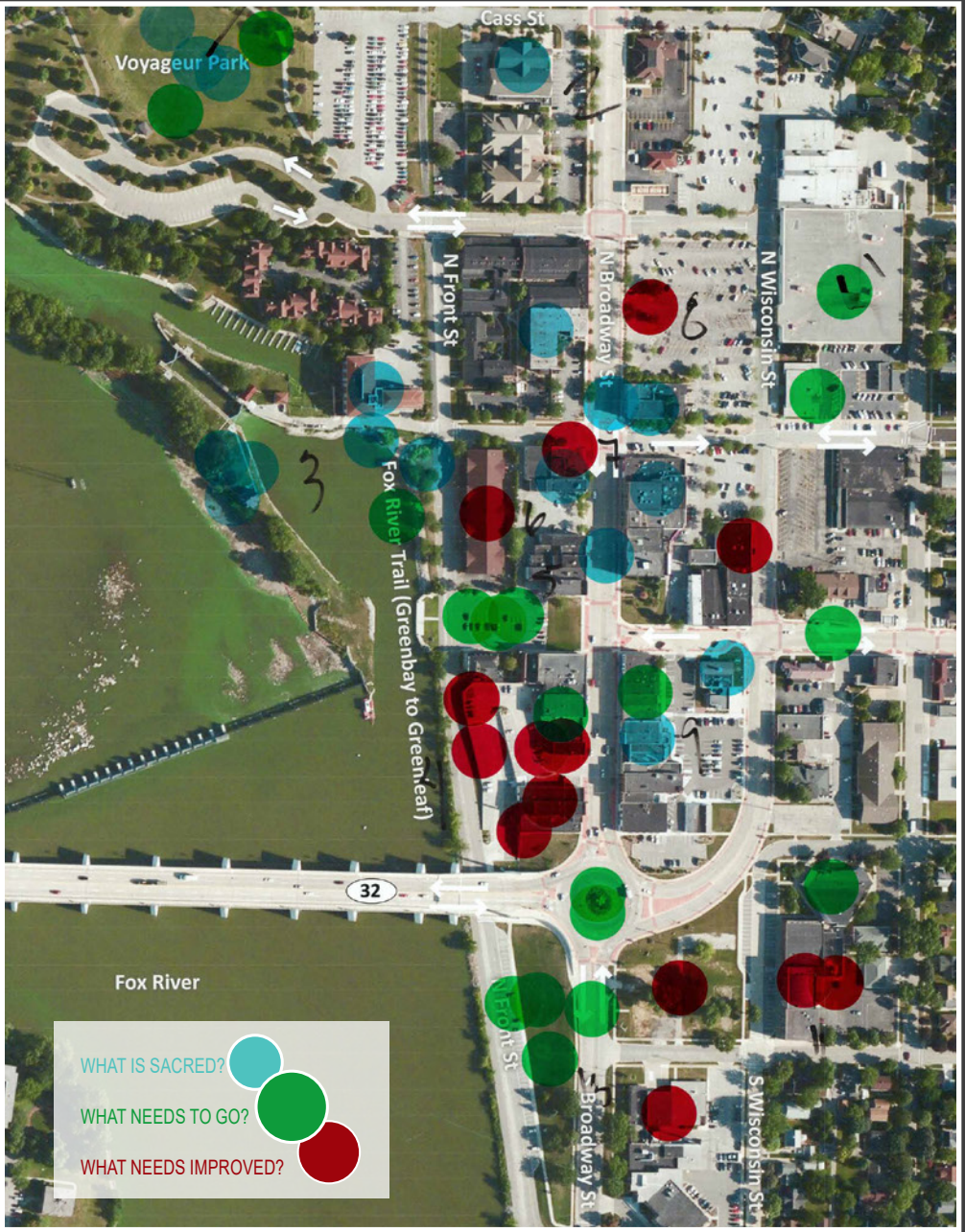
The charrette format creates a condensed process that enables multiple participants to work together and react to a design as it is being developed in real time. The foundation of the charrette process is to establish a thorough understanding of the existing conditions, context, and proposals that will affect the project. Significant stakeholder outreach creates an opportunity for the design team to be flexible and react to live feedback. Outreach was conducted as follows.

- Background Document and Market Research
- Site Visit
- Steering Committee Meeting
- Key Stakeholder Meetings

- Multiple Steering Committee Meetings
- Day 1 Open House - Downtown Goals & Objectives
- Day 2 Presentation & Open House - Concept Alternatives

Day 1 and Day 2 public meetings were advertised via the City website and social media platforms. The City also issued a press release and both meetings were covered by multiple local news stations. City staff also sent direct email invitations to stakeholders and relevant Commissions and Committees.

- City Staff Presentation to Council summarizing process and preferred alternative



REFER TO THE APPENDIX FOR ENLARGED BOARDS

GOALS AND OBJECTIVES:

The charrette preparation and the first day of the charrette are based on creating a foundation of guidance from city staff. Several key trends emerged based on guidance from city staff, conversations with the steering committee, stakeholder outreach, public input, and additional previous outreach like the Strategic Visioning and Branding Initiative which guided the design work for the area.

DEFINING SUCCESS

BASED ON INFORMATION GATHERED FROM PUBLIC INPUT SESSIONS, THE COMMUNITY DEFINES SUCCESS AS:

- Creating and enhancing community greenspace and gathering spaces
- Improving connectivity, access, engagement, and views between the downtown and the Fox River
- Providing a walkable, pedestrian friendly mix of residential and non-residential uses with sufficient and accessible parking
- Attracting and enhancing the variety of local businesses and activity at different days of the week and times of days, including dining options
- Managing traffic on Broadway and throughout downtown
- Establishing an appropriate development density that is consistent with preserving the downtown character

WATERFRONT PROGRAMMING

BASED ON INPUT GATHERED FROM PUBLIC INPUT SESSIONS, THE COMMUNITY PREFERS TO SEE THE FOLLOWING ON THE WATERFRONT:

- Improved access to the trail system, water, and waterfront views
- Dining options, including low cost restaurants, indoor/outdoor café space, beer garden / microbrewery
- Improved green space: landscaping, gardens, and rooftop use
- Additional community activities and gathering space: amphitheater, community stage, live music, art, terraced park, farmer's market
- Increased water related activities: kayak rentals, boat launch
- Additional park facilities: bike parking, seating, play equipment, splash play
- Maintain the existing character and small town feel of the riverfront
- Develop housing and renovate / redevelop vacant buildings, with lower building height to preserve river views

WHY A CULTURAL DISTRICT?

The project kickoff began with significant discussion about the notion of a Cultural District and whether it makes sense for the community. What was heard, and observed in the community is a growing interest in the Cultural Arts, and the potential for the Mulva Center as an anchor for a future district. However, there is not currently a significant density of cultural amenities, or a strong artist presence in the downtown. As a result, the recommendations for the project reflect a goal to create enhancements that foster economic growth and activity in the downtown while supporting the arts for the potential, future formation of a district.

CULTURAL DISTRICTS

- *Are unique to the character, community and resources available locally.*
- *Have a significant economic impact on cities, attracting businesses, tourists, and local residents to a central part of the city*
- *Can help revitalize neighborhoods and increase quality of life for residents*
- *Serve as a vehicle to assist in the support of marketing of local non-profit cultural organizations*
- *Serve as a focal point to brand a city's unique cultural identity and embrace its historic significance*
- *Sometimes have formal boundary lines with specific zoning ordinances and economic tax incentives*
- *Might have informal, unofficial boundaries that become a focal marketing point to cluster arts organizations*

From Americans for the Arts



1.5.3.b

Attachment: Exhibit A-2018 0620_DePere Cultural District Plan to Client (7110 : Resolution #18-62 Adopting Cultural District Amendment to the



EXPLORATION

Three concept alternatives proposed options for public realm enhancements as well as development scenarios for the Front Street Block. Public realm enhancements focused on existing city owned property, including parks, parking lots and rights of way. While the project reviewed redevelopment throughout the east side of Downtown, the development scenarios focused on the Front Street block due to the site's proximity to the river and recent development proposals.

The initial concepts are designed to explore ideas and challenge solutions to determine what resonates with the community and what doesn't. Certain aspects of one concept are often combined with another when reaching a final recommendation.

The following sheets describe the big idea behind the concept with a short description and list of design drivers, which are the key objectives and patterns that form the basis of the approach.

**DAY
2**

PUBLIC REALM CONCEPTS

OPTION A: ART WALK

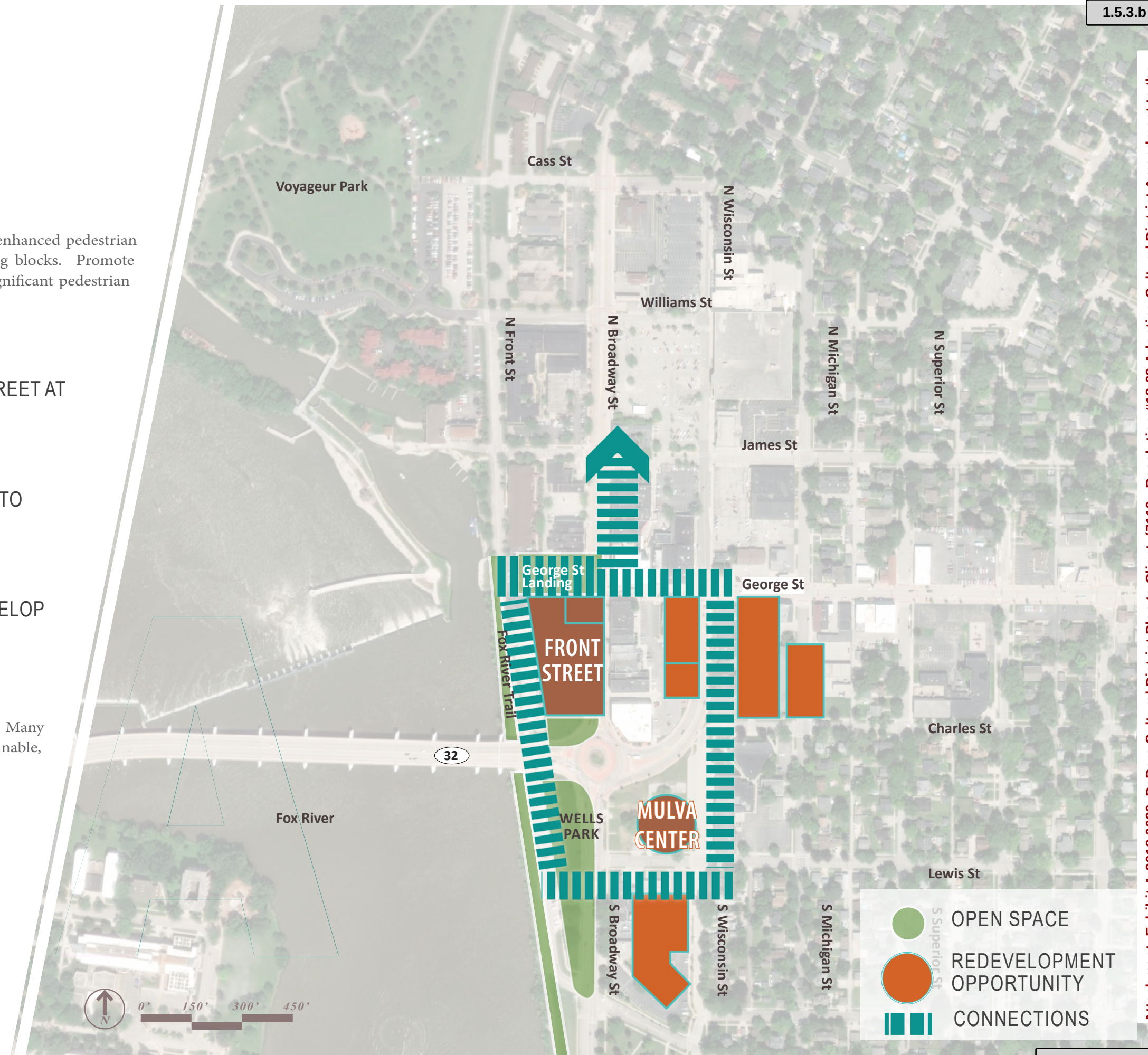
Invest in the four block area centered on the roundabout to create an enhanced pedestrian zone and art walk that connects the Mulva center to the surrounding blocks. Promote redevelopment of the adjacent blocks and enhance George Street as significant pedestrian destination.

DESIGN DRIVERS:

1. PEDESTRIAN CENTRIC CORE ZONE WITH SHARED STREET AT GEORGE STREET
2. CONNECT GEORGE STREET TO ISLAND
3. REDUCE VEHICULAR ACCESS ALONG FRONT STREET TO ENHANCE PEDESTRIAN CHARACTER AND ACCESS
4. MAXIMIZE DENSITY AROUND CORRIDOR
5. IMPROVE PEDESTRIAN CROSSING AT LEWIS AND DEVELOP WELLS PARK

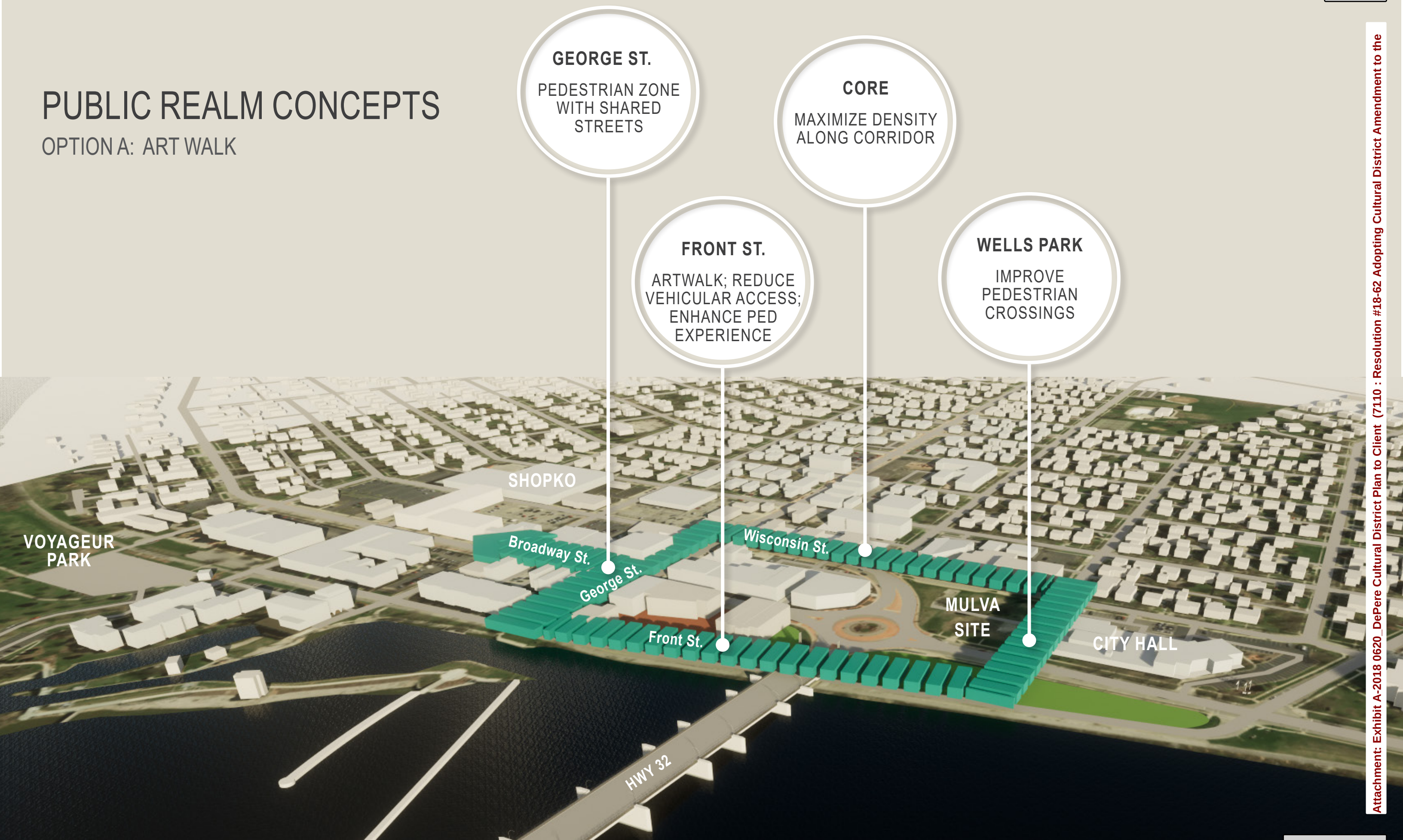
PUBLIC INPUT:

This concept received the fewest votes of the three concepts presented. Many residents appreciated the focus on George Street because it seemed attainable, but many others felt the downtown was shifted too far south.



PUBLIC REALM CONCEPTS

OPTION A: ART WALK



GEORGE ST.
PEDESTRIAN ZONE
WITH SHARED
STREETS

CORE
MAXIMIZE DENSITY
ALONG CORRIDOR

FRONT ST.
ARTWALK; REDUCE
VEHICULAR ACCESS;
ENHANCE PED
EXPERIENCE

WELLS PARK
IMPROVE
PEDESTRIAN
CROSSINGS

VOYAGEUR
PARK

SHOPKO

Broadway St.

George St.

Front St.

Wisconsin St.

MULVA
SITE

CITY HALL

HWY 32



STREET AS PLACE



PUBLIC REALM CONCEPTS

OPTION B: LAND AND WATER

Invest in the wealth of public property at the edge of the Fox River to take advantage of the City's most valuable resource. Promote entries to the city and parks at the Fox River Trail intersection and improve pedestrian connections east into the city, extending to Wisconsin Street. Prioritize redevelopment opportunities on Wisconsin Street where greater density can be added without impacting river views.

DESIGN DRIVERS:

1. ENHANCE RIVERFRONT AREAS WITH PEDESTRIAN ORIENTED SPACES
2. CONTINUE PATTERN OF LOW HEIGHT ALONG THE RIVER IN ORDER TO PRESERVE VIEWS.
3. FOCUS DEVELOPMENT DENSITY ON WISCONSIN TO CREATE PEDESTRIAN ORIENTED 'OFF-BROADWAY' ON AXIS WITH MULVA CENTER
4. STRENGTHEN EAST / WEST CONNECTIONS WITH SIGNAGE, LANDSCAPE, STREETSCAPE ELEMENTS
5. DISPERSE PARKING
6. CONSIDER ENHANCED EAST/WEST CONNECTION FROM RIVER TO MULVA CENTER (OVER OR UNDER BROADWAY)

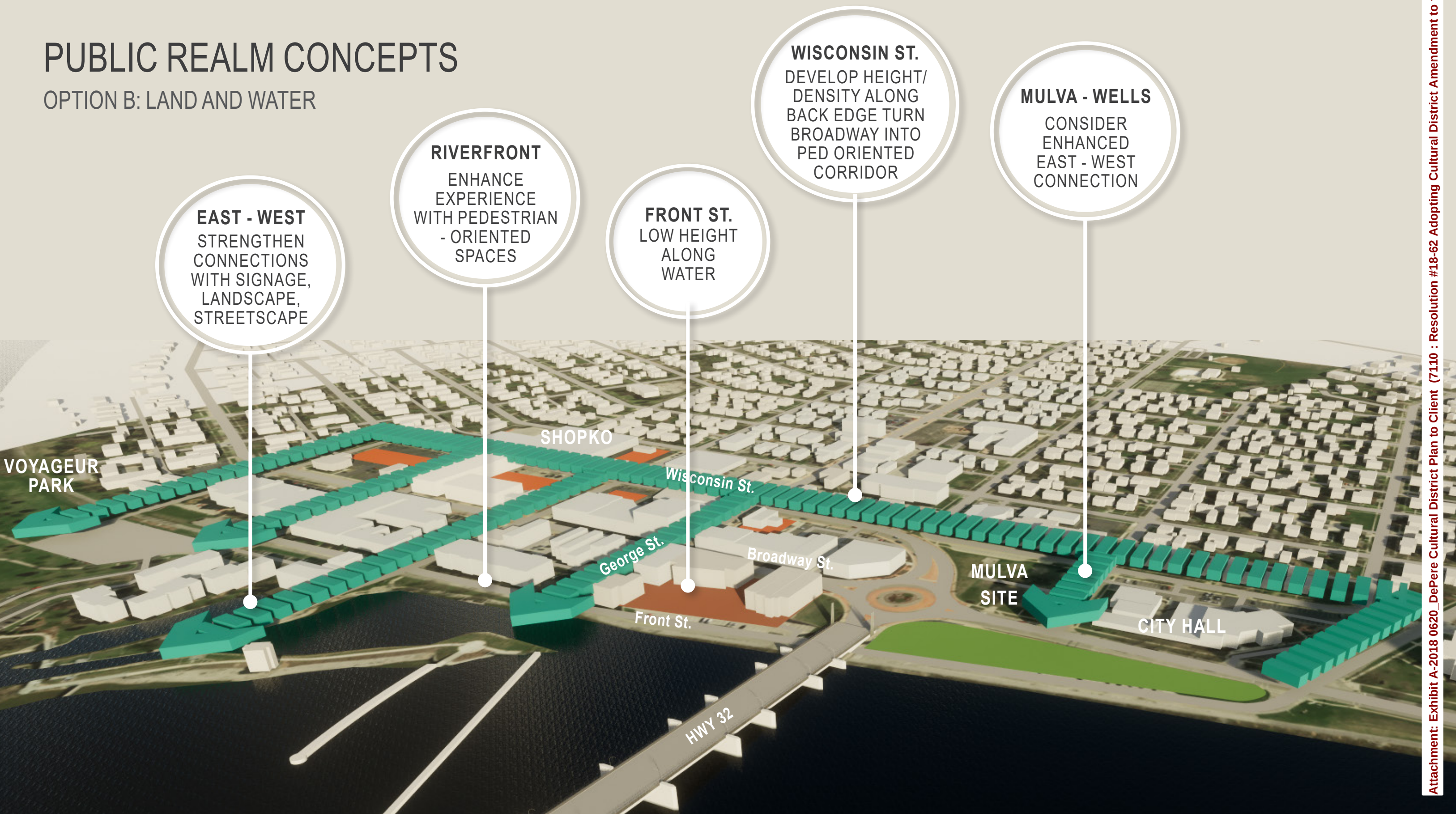
PUBLIC INPUT:

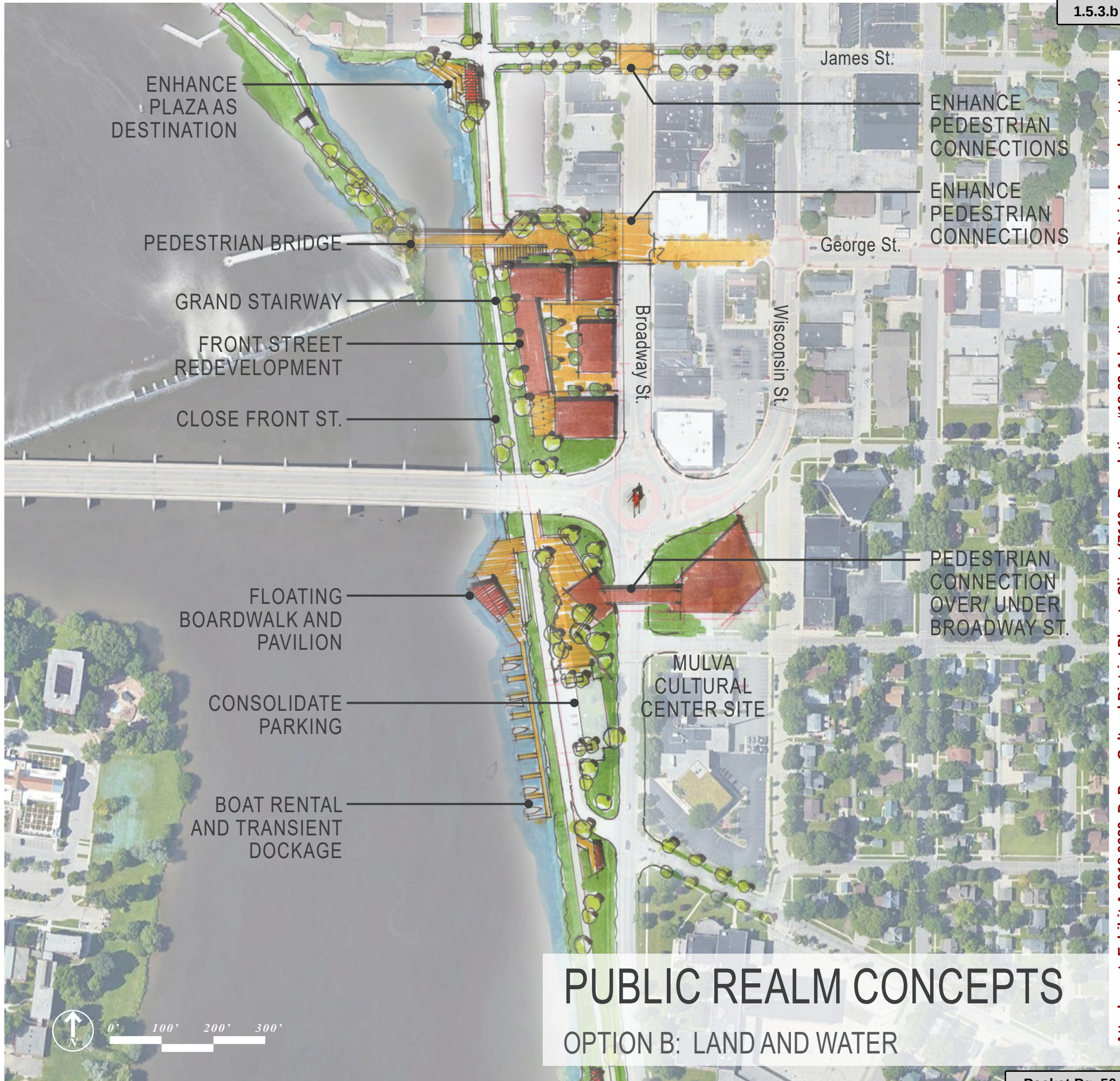
This options received the most votes from the community. Many people favored the focus on the public realm along the Fox River as well as enhanced connections from the river to downtown. This option also seemed the most implementable in the short term.



PUBLIC REALM CONCEPTS

OPTION B: LAND AND WATER





PUBLIC REALM CONCEPTS

OPTION C: RE-ROUTE BROADWAY

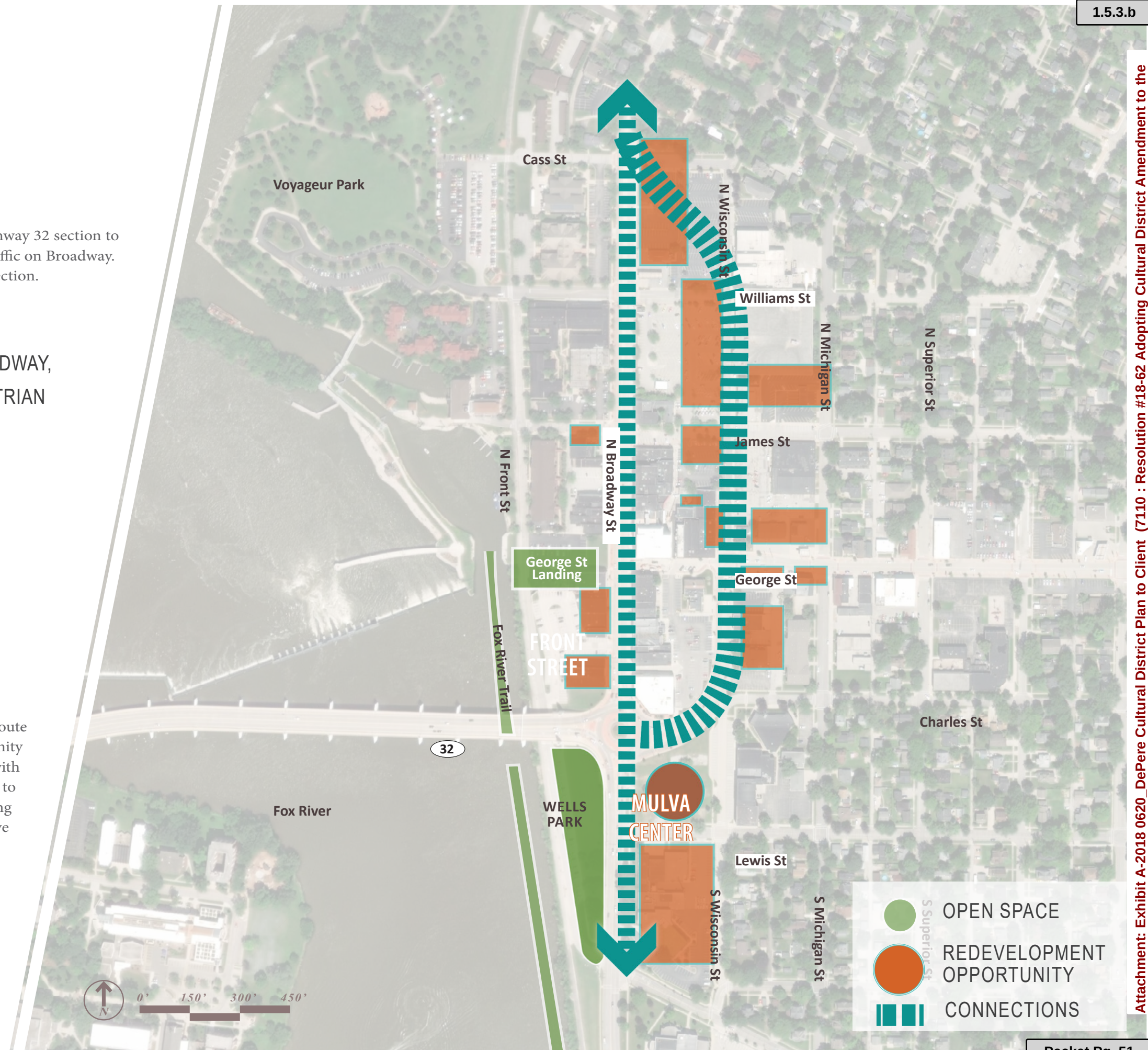
Make pedestrians a priority on Broadway by splitting off a Business Highway 32 section to alleviate the sharp right turn for trucks at the roundabout and reduce traffic on Broadway. Focus public realm efforts along Broadway and narrow the street cross section.

DESIGN DRIVERS:

1. CREATE A PEDESTRIAN ORIENTED SECTION OF BROADWAY, WITH 2 LANES OF TRAFFIC AND SUBSTANTIAL PEDESTRIAN STREETScape AMENITIES.
2. REROUTE TRUCK TRAFFIC TO WISCONSIN.
3. BOOKEND NORTH END OF DOWNTOWN WITH A COMPLEMENTARY ANCHOR DEVELOPMENT AND STRUCTURED PARKING TO CREATE A DISTRICT FEEL.
4. DEVELOP RIVERFRONT PARKS WITH 3 FOCUSED CONNECTIONS

PUBLIC INPUT:

Many residents were intrigued with the notion of creating an alternate route along Wisconsin for large truck traffic. They were fond of the opportunity for pedestrian enhancements along Broadway that would be provided with this option, but some were concerned that this option may be difficult to implement in the short term. A general discussion took place about pulling certain features from all three concepts and integrating into one cohesive scheme.



PUBLIC REALM CONCEPTS

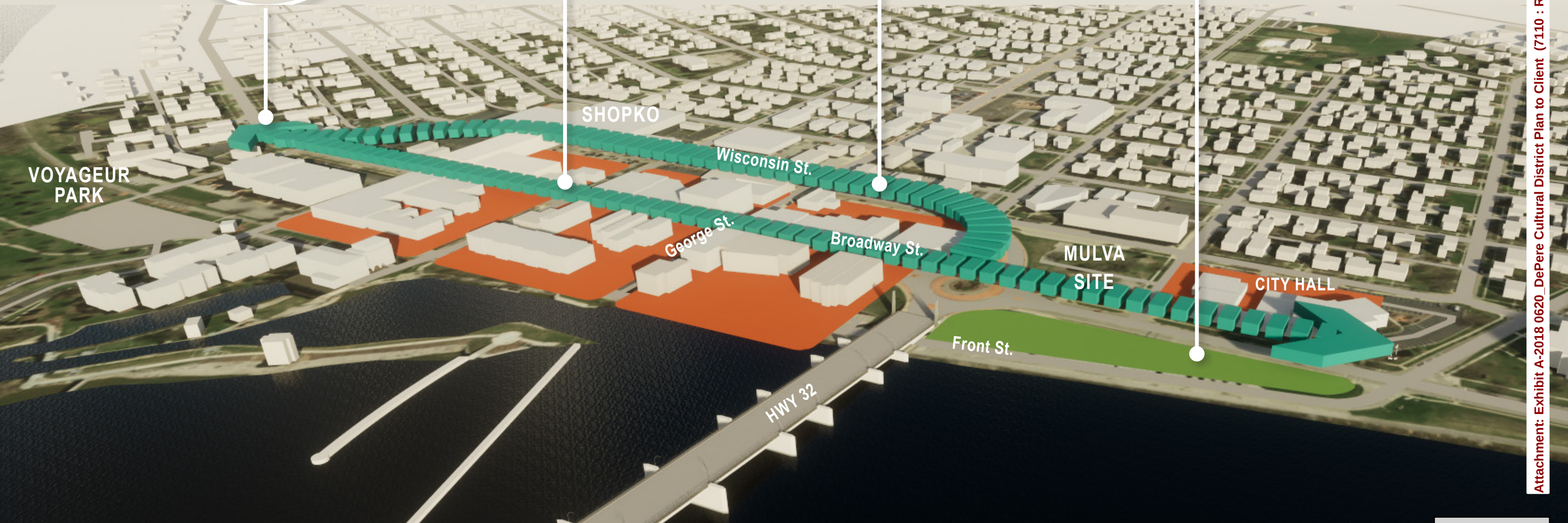
OPTION C: RE-ROUTE BROADWAY

NORTH
COMPLIMENTARY
CULTURAL ANCHOR
AT NORTH END OF
DOWNTOWN

BROADWAY ST.
PEDESTRIAN -
FOCUSED WITH
TWO LANES AND
STREETScape
AMENITIES

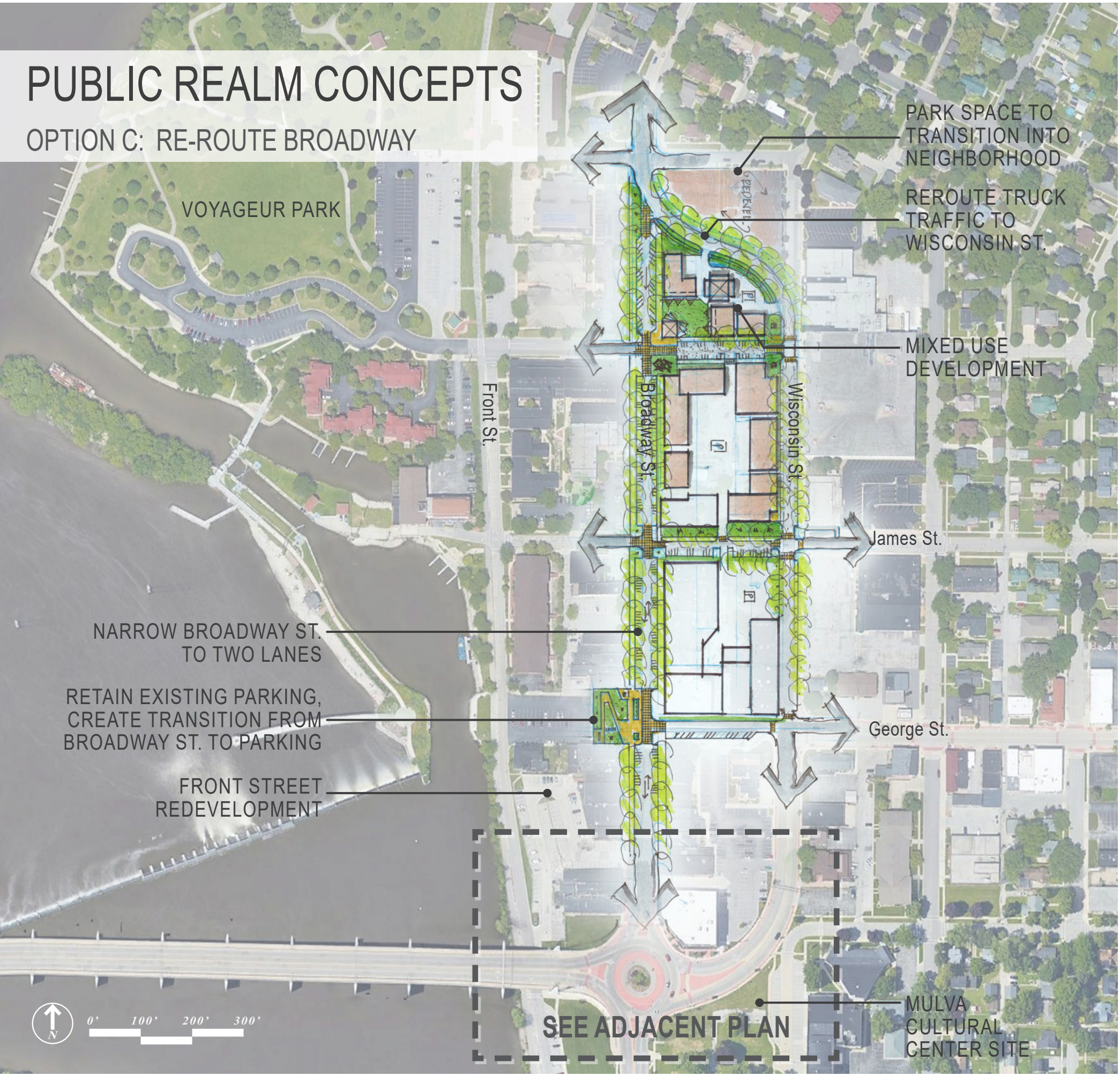
WISCONSIN ST.
REROUTE
VEHICULAR AND
TRUCK THROUGH
TRAFFIC

RIVERFRONT
DEVELOP
RIVERFRONT PARKS
WITH FOCUSED
CONNECTIONS



PUBLIC REALM CONCEPTS

OPTION C: RE-ROUTE BROADWAY



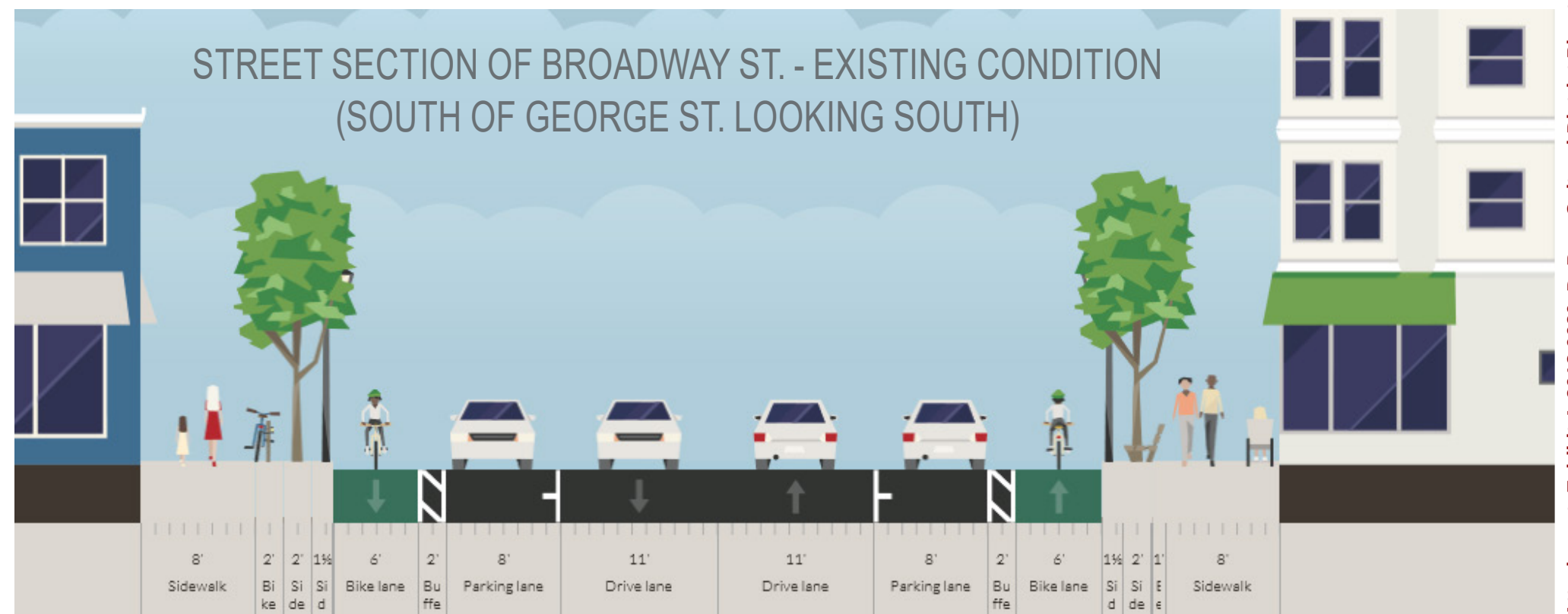
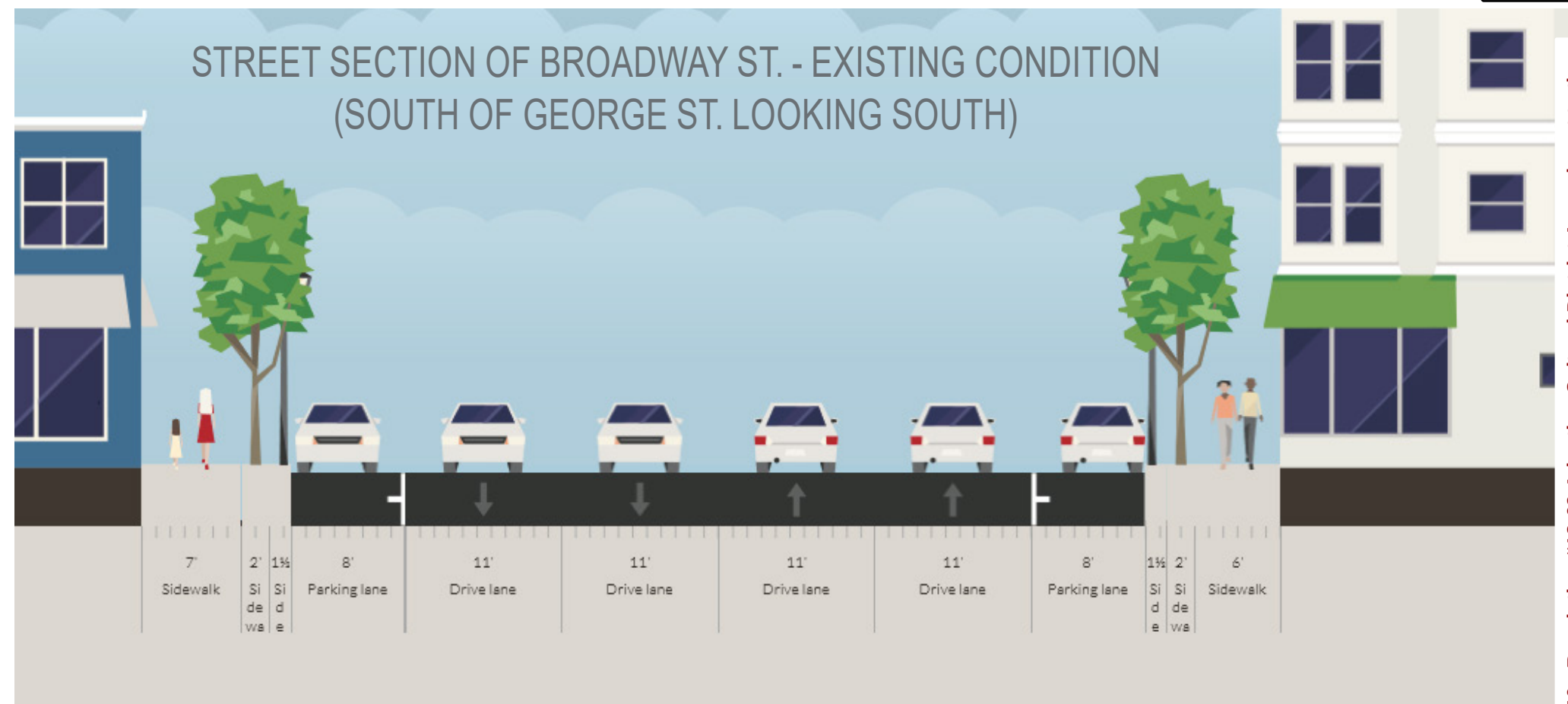
ALTERNATIVE CONCEPT:

REROUTE TRAFFIC EAST OF MULVA CENTER, WOULD REQUIRE CITY HALL/ FIRE/ POLICE RELOCATION



STREET SECTIONS

Splitting large truck and vehicular traffic to a Business Hwy 32 along Wisconsin allows narrowing of the Broadway street section creating a calmer and more traversable street. Reducing Broadway to one vehicular lane in either direction allows for sidewalk expansion from 6' to 8', allows a new 6' bike lane on both sides, and a 2' buffer with an 8' wide on street parallel parking lane to shelter pedestrians and bikers for moving automobile traffic.



DEVELOPMENT SCENARIOS

The design team explored potential development scenarios for the Front Street block to determine possibilities and create a deeper understanding of the challenges of the site. The team worked through physical design concepts simultaneously with a financial model to understand and evaluate development scenarios during the design charrette.

Conceptual alternatives were designed and developed with input and feedback from the steering committee to understand how the block might fit with the vision for the downtown. Given thin operating incomes, other strategies may be needed when site redevelopment occurs, and could include incentive options or different city participation and a strategic approach to density and land use.

The preferred alternative is a study of a potential development scenario, but the reality is any future proposals for private development will not look exactly like the study. The preferred alternative includes objectives to be considered in order to help decision makers determine if future development aligns with plan vision.

The block is challenging to develop per the current zoning code. In particular the parking requirements may necessitate a public/private partnership due to the costs of structured parking. The concepts seek to balance a feasible development with the context of the project goals (Fox River Views and preserving downtown character) and the realities of the current market, which indicates low demand for retail or office. In addition the market for residential absorption along Broadway could be challenged due to vehicular traffic and road adjacency.

Given all of the secondary zone should also be considered as area to promote height and density in a manner that fits the downtown goals.



DEVELOPMENT SCENARIOS

FRONT STREET BLOCK

Based on the input received from the public, and at the direction of the steering committee, several concepts were explored to determine what a low-density option could look like in the downtown and how it might be financially viable.

CONCEPT 1: GALLERIA

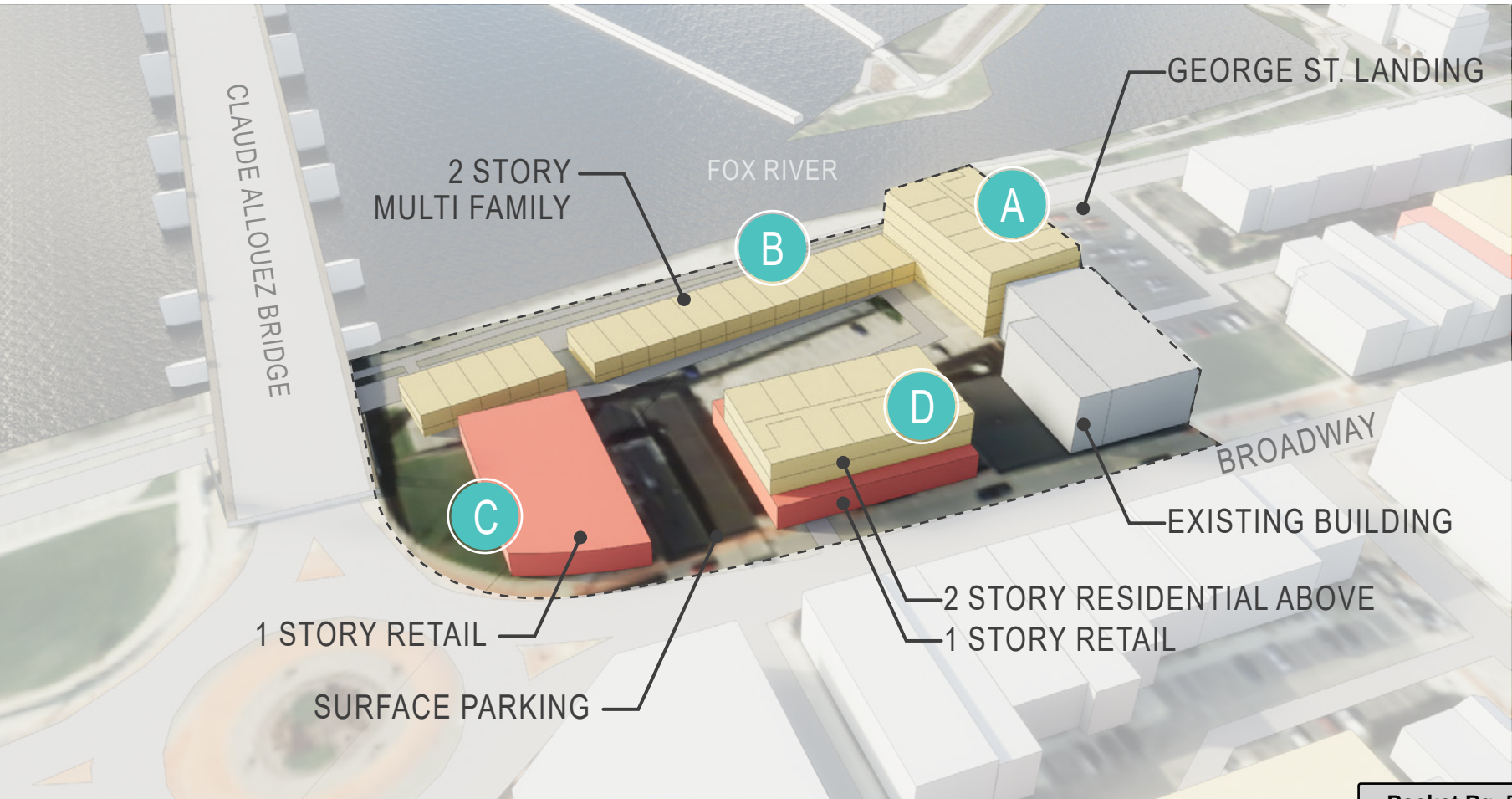
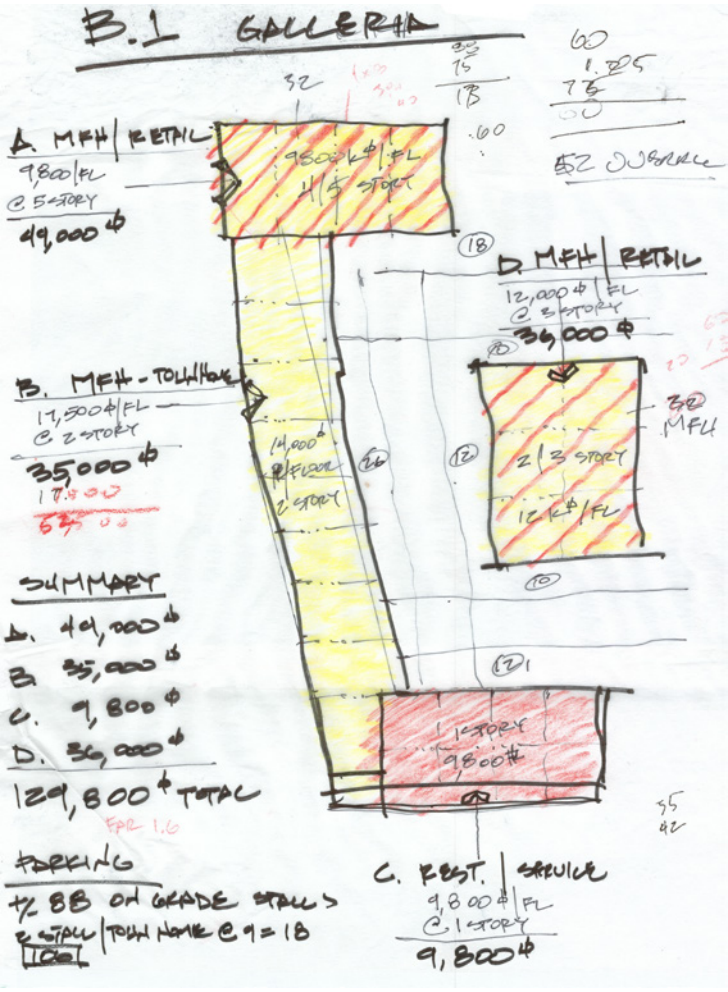
The Galleria concept wrapped the site on three sides and had a free standing center building facing Broadway St. with a driveway and surface parking in a horseshoe shape through the development to capitalize on the rivers views and adjacency to George Street Landing. The concept features an anchor restaurant near the roundabout, two multi-family/retail mixed used buildings and a single row of townhomes.

BUILDING	MFH(SF)	RETAIL(SF)	TOTAL
A	39,200	9,800	49,000
B	35,000	-	35,000
C	-	9,800	9,800
D	24,000	12,000	36,000
TOTAL	98,200	31,600	129,800

PARKING	MFH RESIDENT	MFH VISITOR	RETAIL
PARKING RATIO	1.00/UNIT	.25/UNIT	1.1/1,000 SF*
PARKING STALLS PROVIDED	60	20	8
TOTAL FOR MFH AND RETAIL			88 STALLS
PLUS 2 STALLS PER 18 TOWNHOMES			36 STALLS
TOTAL	106 TOTAL STALLS		

* RETAIL PARKING RATIO INCLUDES MFH VISITOR STALLS

With 78 units of residential (60 apartments and 18 townhomes) and 31,600 sq. ft. of commercial space, this example arrives at a very thin positive Net Operating Income and reaches a payback of a 25% public TIF incentive after 18 years.



DEVELOPMENT SCENARIOS

FRONT STREET BLOCK

CONCEPT 2: THE SPLIT BAR

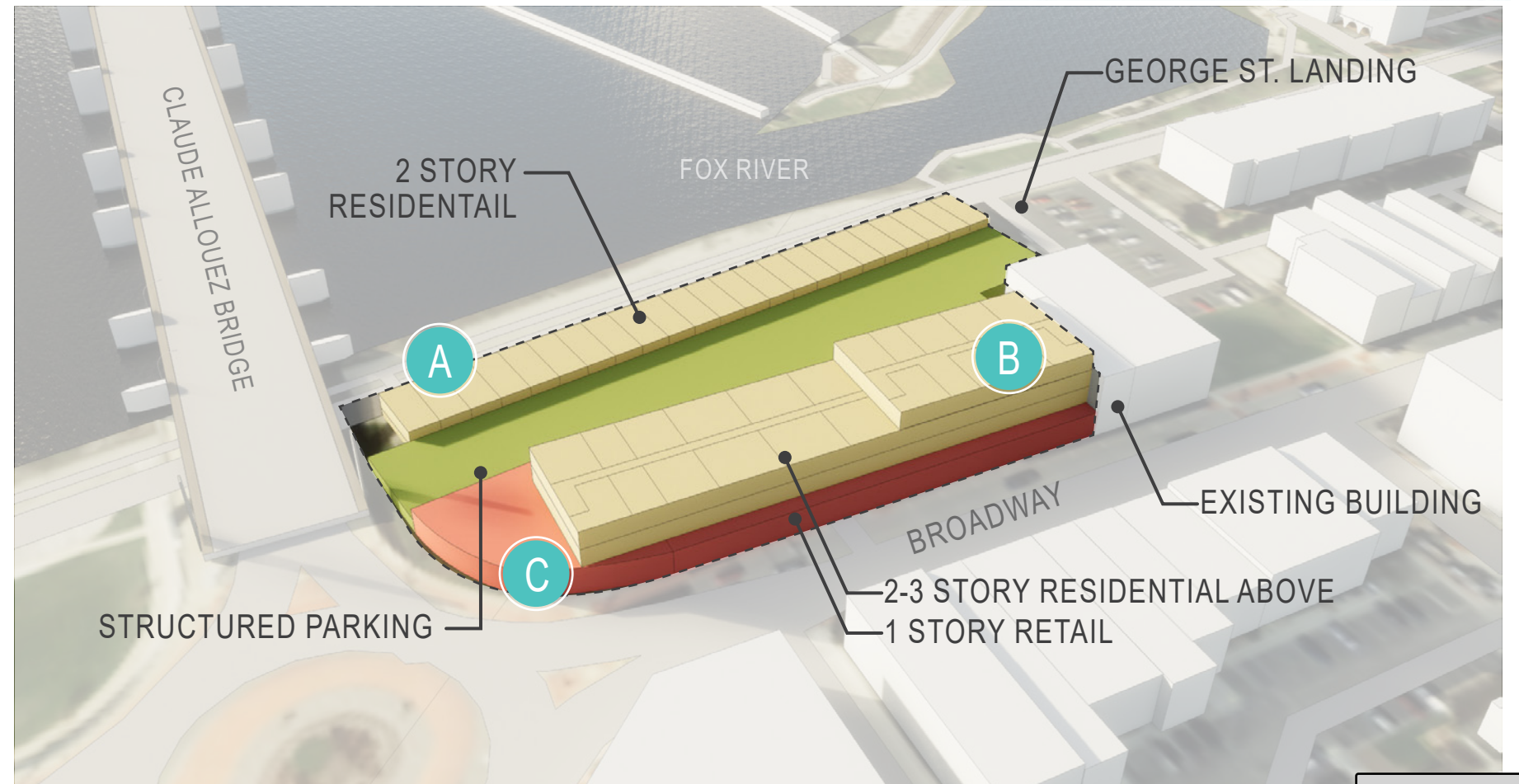
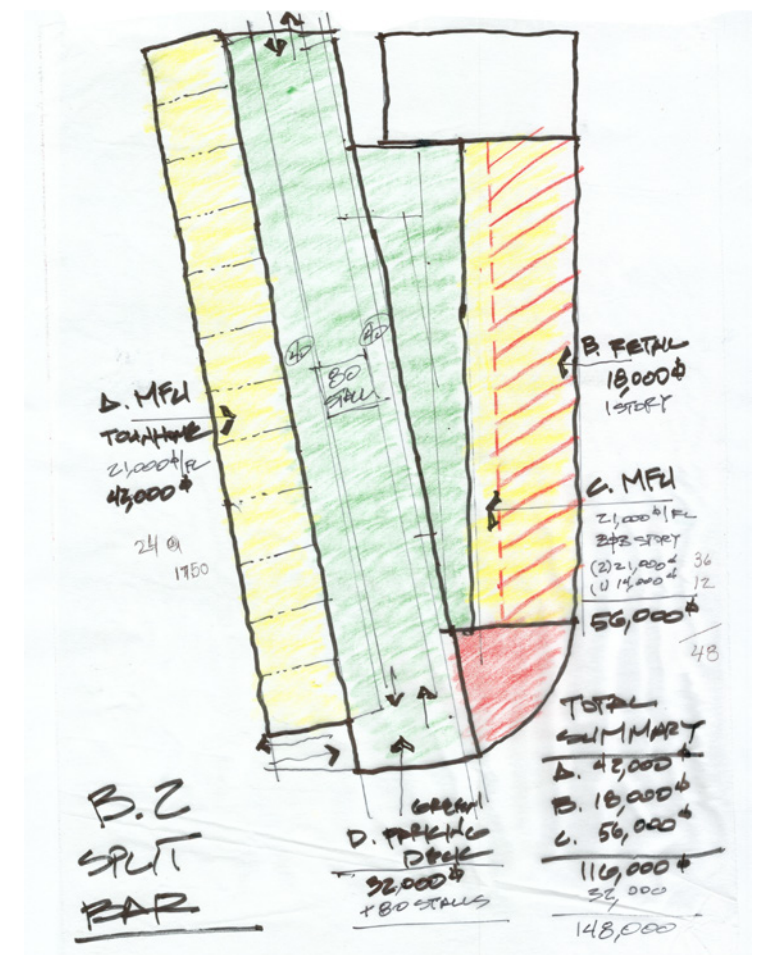
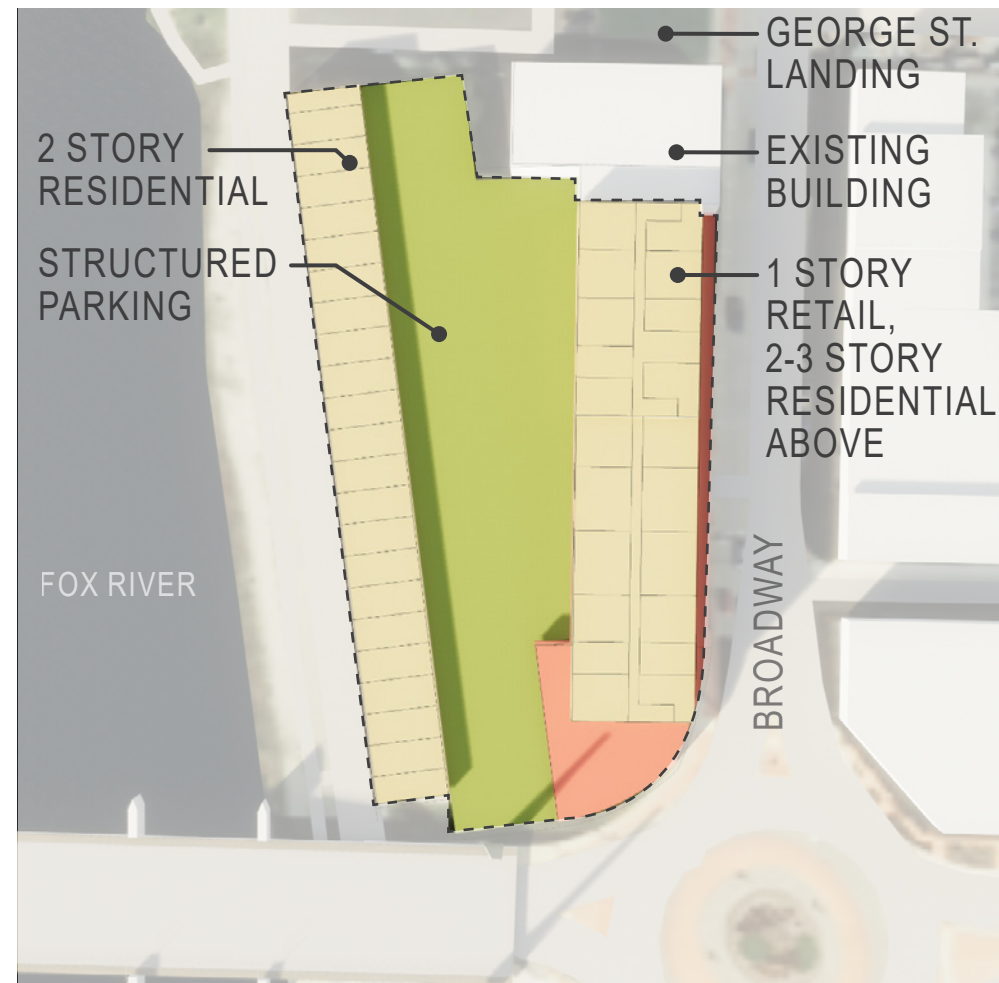
The Split Bar concept was created as an alternative with structured parking, and has a continuous two story facade along Broadway that includes retail on the ground floor and multi-family above. It is a layout designed for massing purposes which had a set of buildings facing the river and a set of buildings facing Broadway St. and a parking structure between. An anchor retail tenant occupies the corner at the roundabout. A green parking structure connects to the townhomes, creating an opportunity to remove driveways from Front Street and create a pedestrian zone or green alley.

BUILDING	MFH(SF)	RETAIL(SF)	TOTAL
A	42,000	-	42,000
B	-	18,000	18,000
C	56,000	-	56,000
PARKING	-	-	32,000
TOTAL	98,000	18,000	148,000

PARKING	MFH RESIDENT	MFH VISITOR	RETAIL
PARKING RATIO	1.00/UNIT	.25/UNIT	1.8/1,000 SF*
PARKING STALLS PROVIDED	48	12	20
TOTAL FOR MFH AND RETAIL			80 STALLS
PLUS 2 STALLS PER 12 TOWNHOMES			24 STALLS
TOTAL	104 TOTAL STALLS		

* RETAIL PARKING RATIO INCLUDES MFH VISITOR STALLS

This example had 48 apartments, 18 townhomes and 18,000 sq. ft. of commercial space with only 80 parking stalls. With a TIF incentive of 25%, this example barely ekes out a positive Net Operating Income and has a 19-year payback period on the incentive.



PREFERRED ALTERNATIVE

Based on input from the public meeting and direction provided by the steering committee, the Public Realm Option B (Land and Water) and The Galleria Development Scenario were selected as the Preferred Alternative. The design team studied these areas in more detail to explore how the riverfront could be leveraged as an asset over the next five years. Converting Broadway to a pedestrian focused road by rerouting truck and vehicular traffic to Wisconsin remains a long term vision the city could like to explore. The overall project goals were refined as follows:

PROJECT GOALS

MAKE DOWNTOWN A DESTINATION THAT:

- Attracts more residents and visitors
- Has an increase vibrancy and vitality
- Is connected to the Fox River
- Is a walkable and unified district
- Provides ample opportunity for public art and cultural amenities

LEVERAGE THE POTENTIAL MULVA CULTURAL CENTER AS A CATALYST TO:

- Promote economic growth
- Emphasize cultural arts

PRESERVE THE CHARM AND QUALITY OF DOWNTOWN DE PERE BY:

- Maintaining existing historic buildings
- Complementing historic character with new development that has an appropriate scale and articulation while strategically locating higher density development to accommodate growth and preserve character
- Balance growth with change, including traffic and parking needs
- Providing a balanced program that serves all ages



PREFERRED ALTERNATIVE CORE ZONE PUBLIC REALM REFINEMENTS

The team studied the core zone along the water as based on the approach outlined in Option B with plan recommendations as follows:

GEORGE STREET LANDING:

- Maintain parking and create an elevated pedestrian deck on grade with George Street
- Create a series of outdoor rooms with art, shade, seating and entertainment elements
- Connect to the island with a pedestrian bridge
- Enable a level vehicular connection to north and south under deck at Front Street

FRONT STREET

- Close Front Street from George Street Landing to Lewis
- Walk-up townhome frontage on Front Street Block
- Add waterfront improvements (fishing, overlook, habitat, art)

WELLS PARK

- Create a connection to Mulva Center over or under Broadway
- Create a terraced plaza for small performances
- Incorporate a splash play and sculpture garden
- Add boardwalk/dock as gathering area, with a pavilion
- Provided rentable and short-term dockage
- Reconfigure parking to the south end of park
- Incorporate an educational stormwater feature

FOX RIVER TRAIL

- Maintain trail, expand signage and art opportunities to establish a De Pere 'brand' on trail



SITE SECTIONS

Sections show proposed relationships in the core zone:

GEORGE STREET LANDING

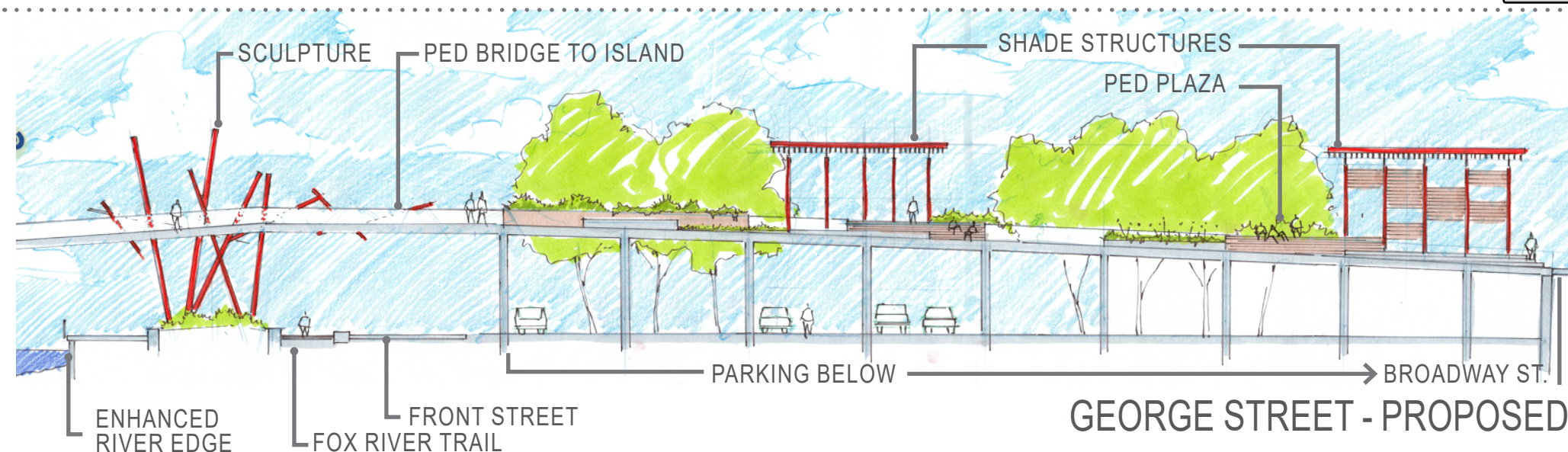
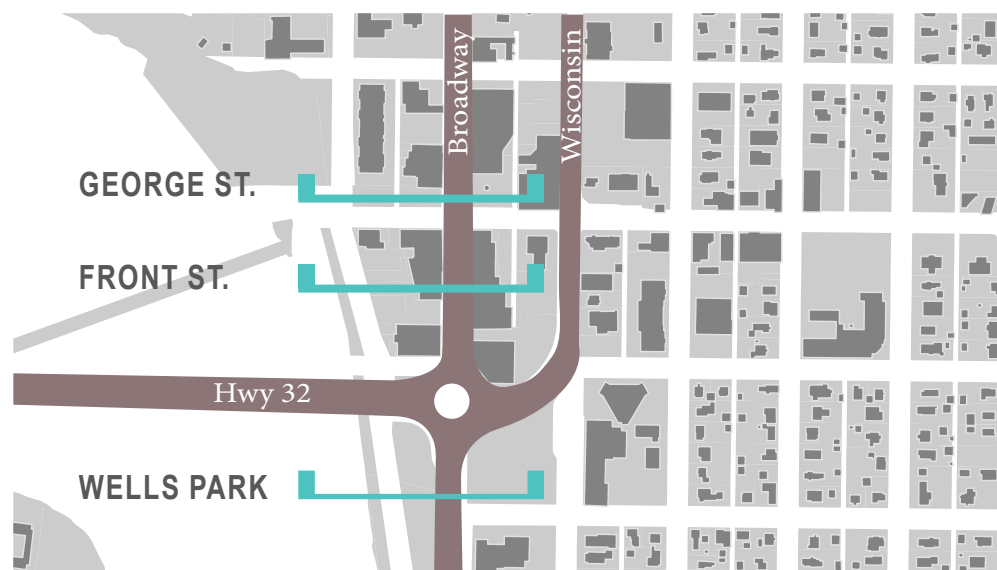
- Transition from Broadway to pedestrian overpass at river with incorporation of art and shelters

FRONT STREET

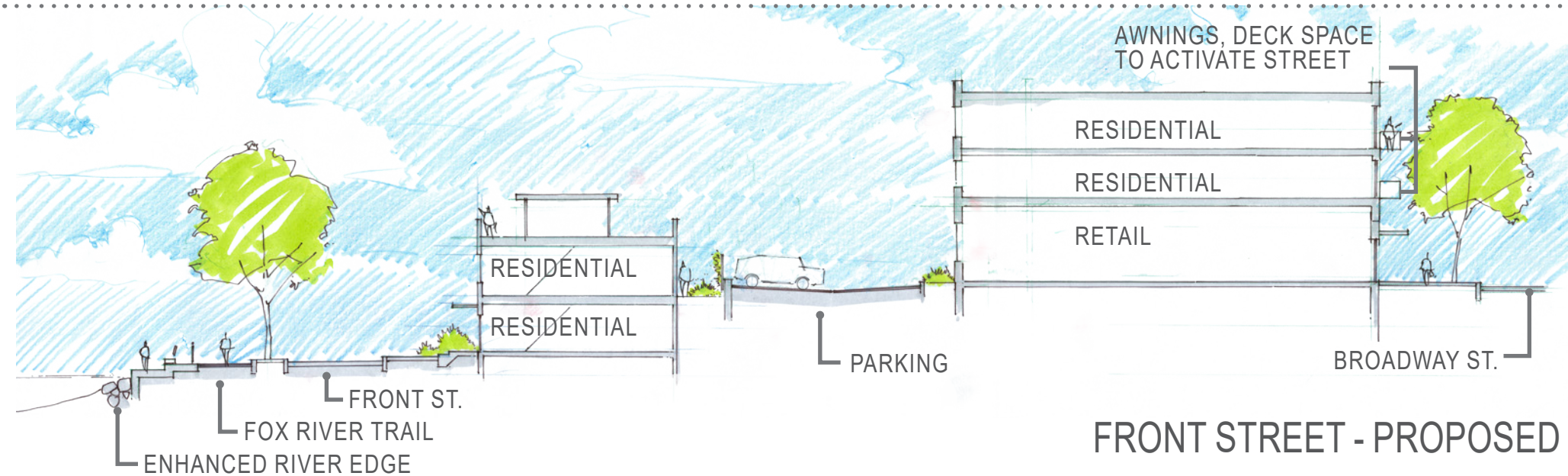
- Three story buildings on Broadway with parking behind, transitioning to two story townhomes that step down to the Fox River

WELLS PARK

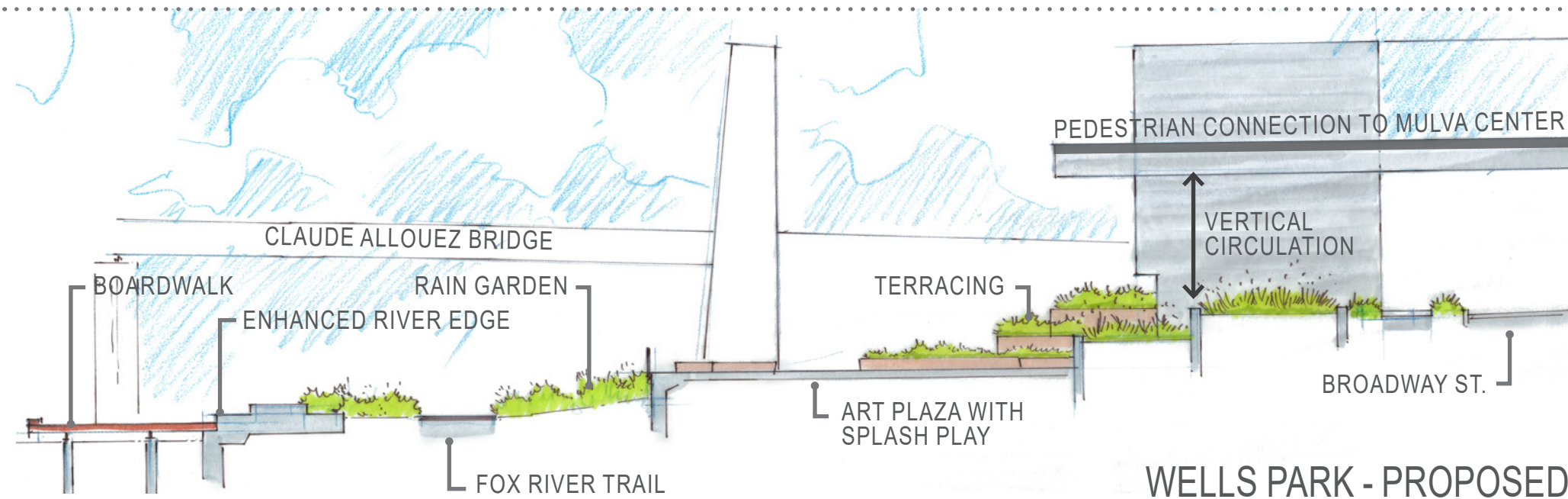
- Overpass and terrace transitioning to boardwalk at the Fox River



GEORGE STREET - PROPOSED



FRONT STREET - PROPOSED



WELLS PARK - PROPOSED



WELLS PARK

Attachment: Exhibit A-2018 0620_DePere Cultural District Plan to Client (7110 : Resolution #18-62 Adopting Cultural District Amendment to the

GALLERIA MARKET SUMMARY

The Galleria massing and proforma example considers total development costs just under \$37.7 million and does not replace any public parking formerly existing on the site. The parking provided is designed to meet the needs of the commercial and residential tenants within a downtown environment that includes shared parking. If a developer provides 25% equity and the city contributes 25% of the project costs in a TIF incentive, there would be approximately \$19 million of debt in this example. With the project fully leased, the project would generate an estimated Net Operating Income of \$131,000 per year.

Because this exercise is part of a market study and not an actual development, conservative estimates were made in the context of creating working examples for high level feasibility.

RECOMMENDATION:

The commercial space proposed could house a restaurant, an upscale bar, music school, community workspace, organic grocery store, artist production/gallery/exhibit space or other large user of space which would draw people to downtown De Pere.

A note of caution: at a TIF contribution of 25% on a project of this scope and size, the payback period is 18 years. This development will not add positive net tax base until its 19th year, provided it stays leased up and the developer can cash flow the development for that length of time.



VIEW LOOKING NORTHEAST

FINAL RECOMMENDATIONS

PUBLIC REALM RECOMMENDATIONS

The preferred plan reflects the goals of the community by focusing on the its strongest asset, an extensive amount of public land in the downtown along the Fox River. The plan builds upon the goals defined by the city, community, and Steering Committee and supports the metrics established within the study.

RECOMMENDATION:

1. CREATE A RIVERWALK DISTRICT EXPERIENCE THAT HAS A DISTINCT CHARACTER AND FEEL ROOTED IN ART AND CULTURE

2. ENHANCE ENTRIES TO SPACES ALONG THE WATER, ACTIVITIES ALONG THE WATER AND RIVERFRONT EXPERIENCE

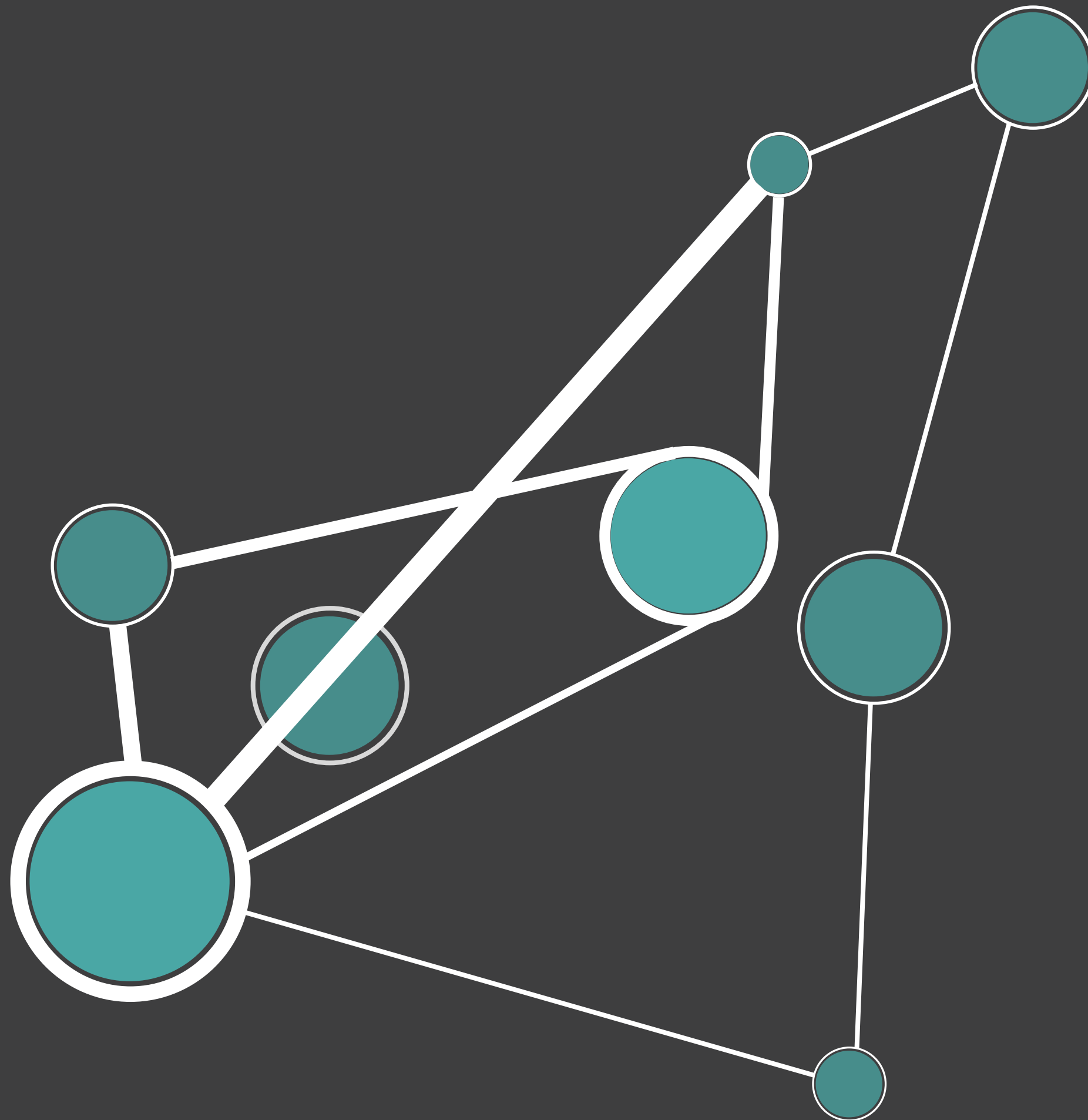
3. PROGRAM ACTIVE USES WITHIN EACH OF THE GREEN SPACES

4. INVEST IN EAST/WEST STREETS TO ENHANCE THE PEDESTRIAN EXPERIENCE ESPECIALLY:

- Develop George Street from Wisconsin Street to the river as the heart of east downtown as a shared street and overlook, connecting to the riverwalk
- Develop James Street as a secondary pedestrian focused street
- Develop an alternate connection to the Mulva Center

5. EXPLORE POTENTIAL FOR CREATING A BUSINESS HIGHWAY 32 ON WISCONSIN.

- Direct future downtown growth to increase height and density on George and Wisconsin in an appropriate manner to preserve views and character of the downtown.



PUBLIC REALM RECOMMENDATIONS

The following plans and imagery demonstrate a preferred approach to develop goals, outcomes and metrics established through the design process, and provide examples of the potential character of improvements.

Create a distinct De Pere feel to the public spaces adjacent to the Fox River Trail by improve entries to the public spaces and program active use as indicated. Enhance east to west connections between the riverwalk downtown. Explore the potential for reconfiguring truck traffic and redevelopment on Broadway. Specific recommendations for each area are as follows:

RIVERWALK

Incorporate enhanced and branded De Pere-centric signage, furniture and art along the section of the Fox River Trail adjacent to the downtown such as: wayfinding, mile markers, counters, bike parking, bike amenities, seating, lighting, and landscaping.

VOYAGEUR PARK

Incorporate kayak rental, dockage, and storage/rental structure downstream from the locks away from boat traffic and prime fishing areas. Preserve and promote Voyageur park as a north anchor of the district that provides a lush and pastoral landscape. Opportunities to fish and kayak- large gathering space.

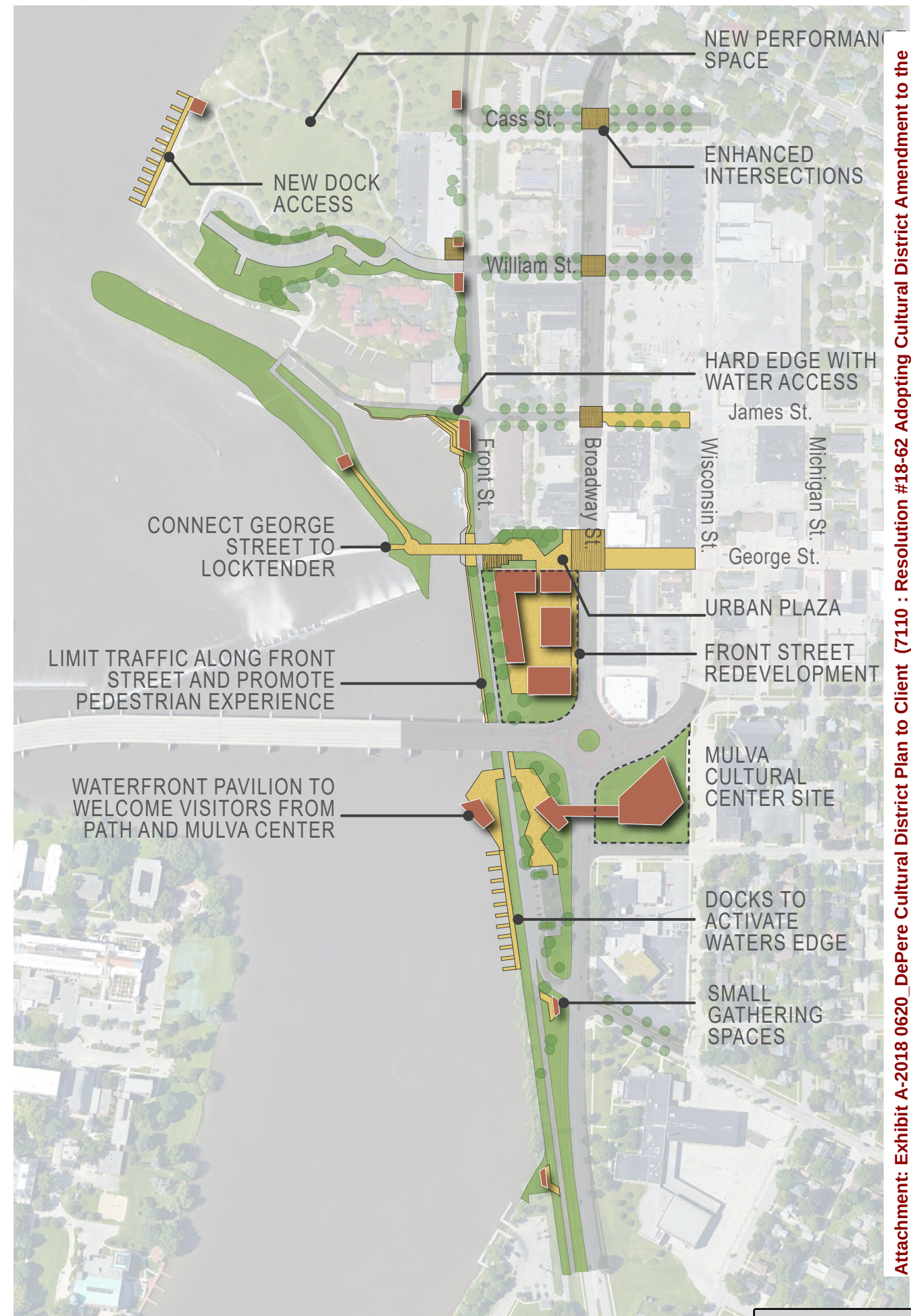
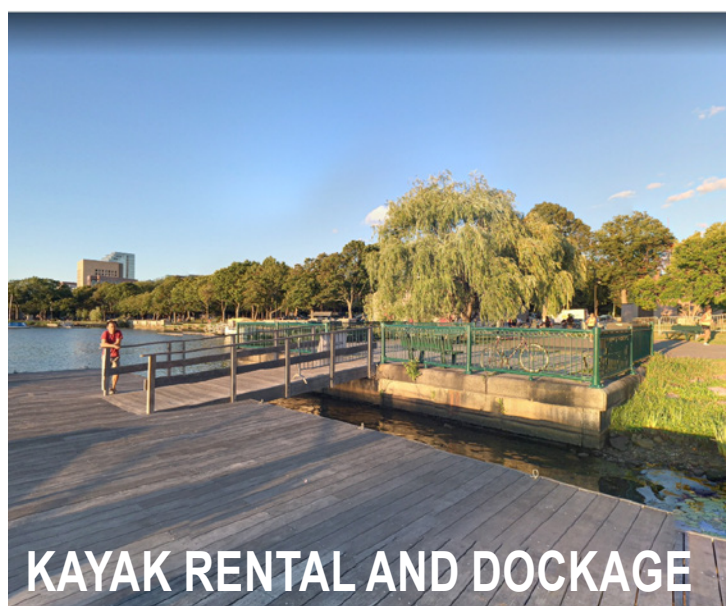
Incorporate an appropriately scaled and designed amphitheater or performance spaces.

CASS STREET

Enhance entry at Voyageur Park to make it feel welcoming and inviting (art, furniture, signage) to create an artful trailhead.

Explore potential for sidewalks and signage.

Capitalize on public spaces by utilizing green space behind library as outdoor reading room or other gathering space.



PUBLIC REALM RECOMMENDATIONS

WILLIAM STREET

Improve the Voyageur Park entry to make it feel more welcoming and intentional by incorporating signage, art and landscaping.

Improve walk connections and streetscape.



JAMES STREET

Improve small plaza at terminus of James Street as a destination. Consider a water feature or sculptural art piece to provide a connection to the Fox River to reflect on the communities history and enhance seating and shoreline between James and George Streets. Add signage and art.

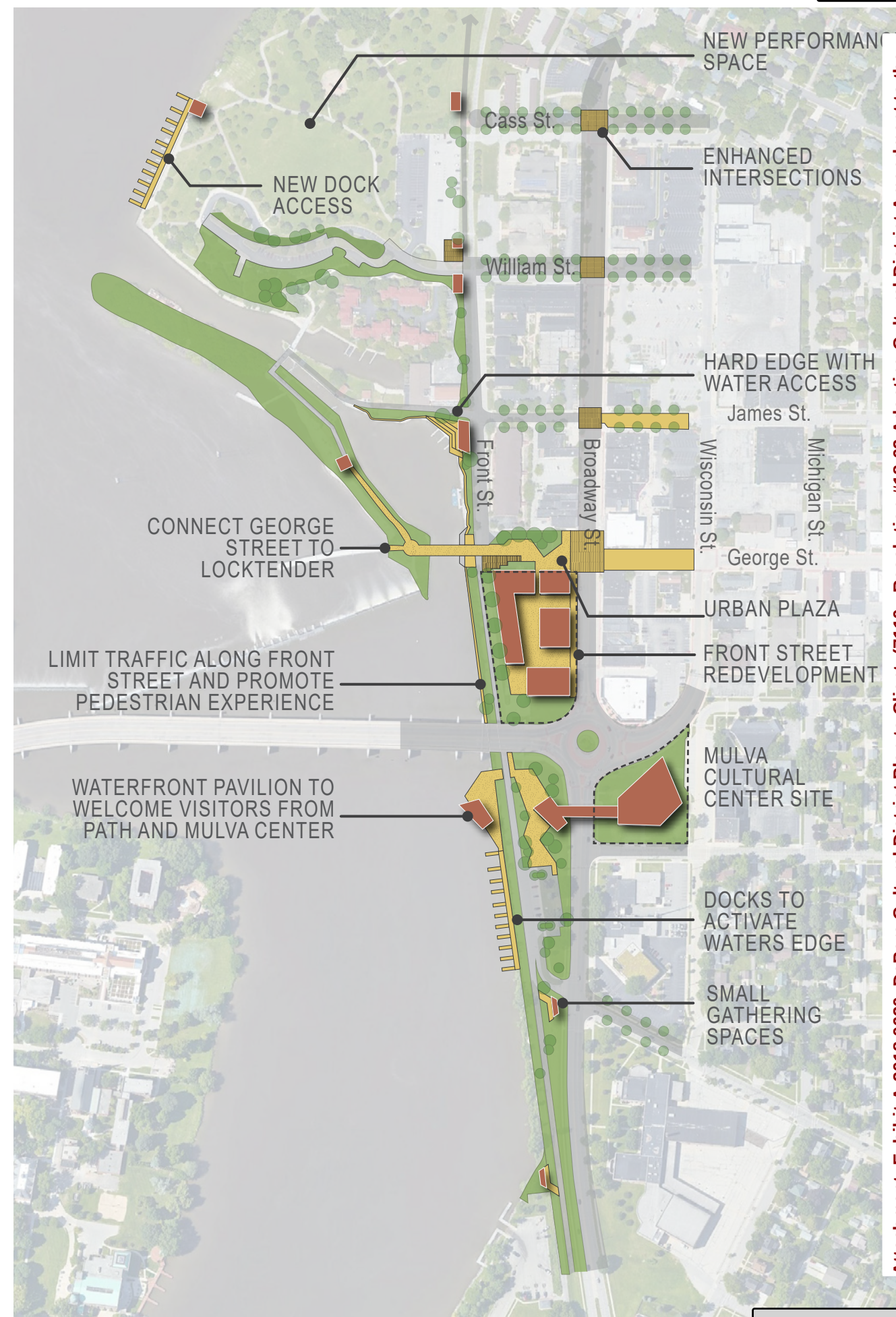
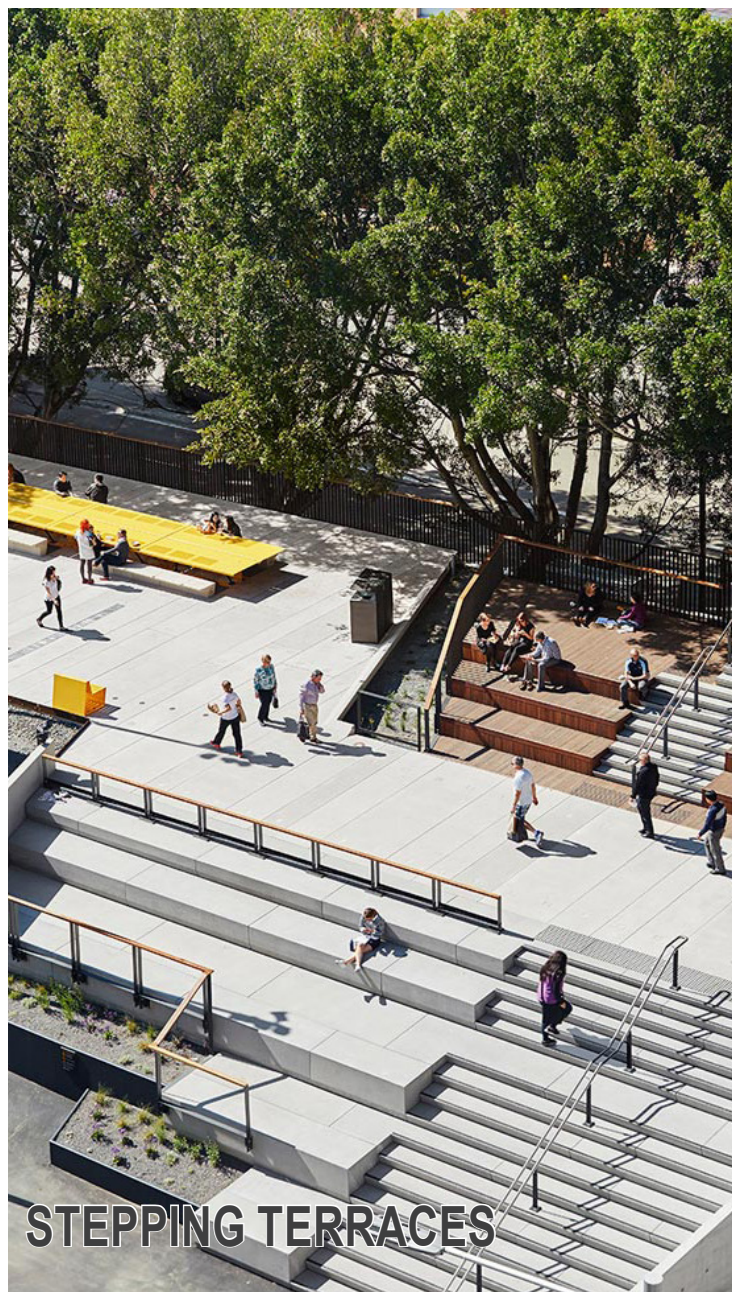
Explore shared street or concept between Broadway and Wisconsin Street.

GEORGE STREET

Create a pedestrian plaza on George between Wisconsin and Broadway Streets as shared street or (a curbless street that allows cars, but can be shut down and fully accessible and flexible for events like the farmers market, and art event or buskers). Promote and provide design for all season use.

Create pedestrian deck over parking at grade with Broadway with a series of rooms, sculptural shade structures and all ages activities.

Extend connection to the riverwalk via pedestrian bridge.



PUBLIC REALM RECOMMENDATIONS

FRONT STREET

Close to vehicular access from George south to Lewis Street, expand pedestrian space, and create urban destination spaces on water.

CLAUDE ALLOEUX BRIDGE

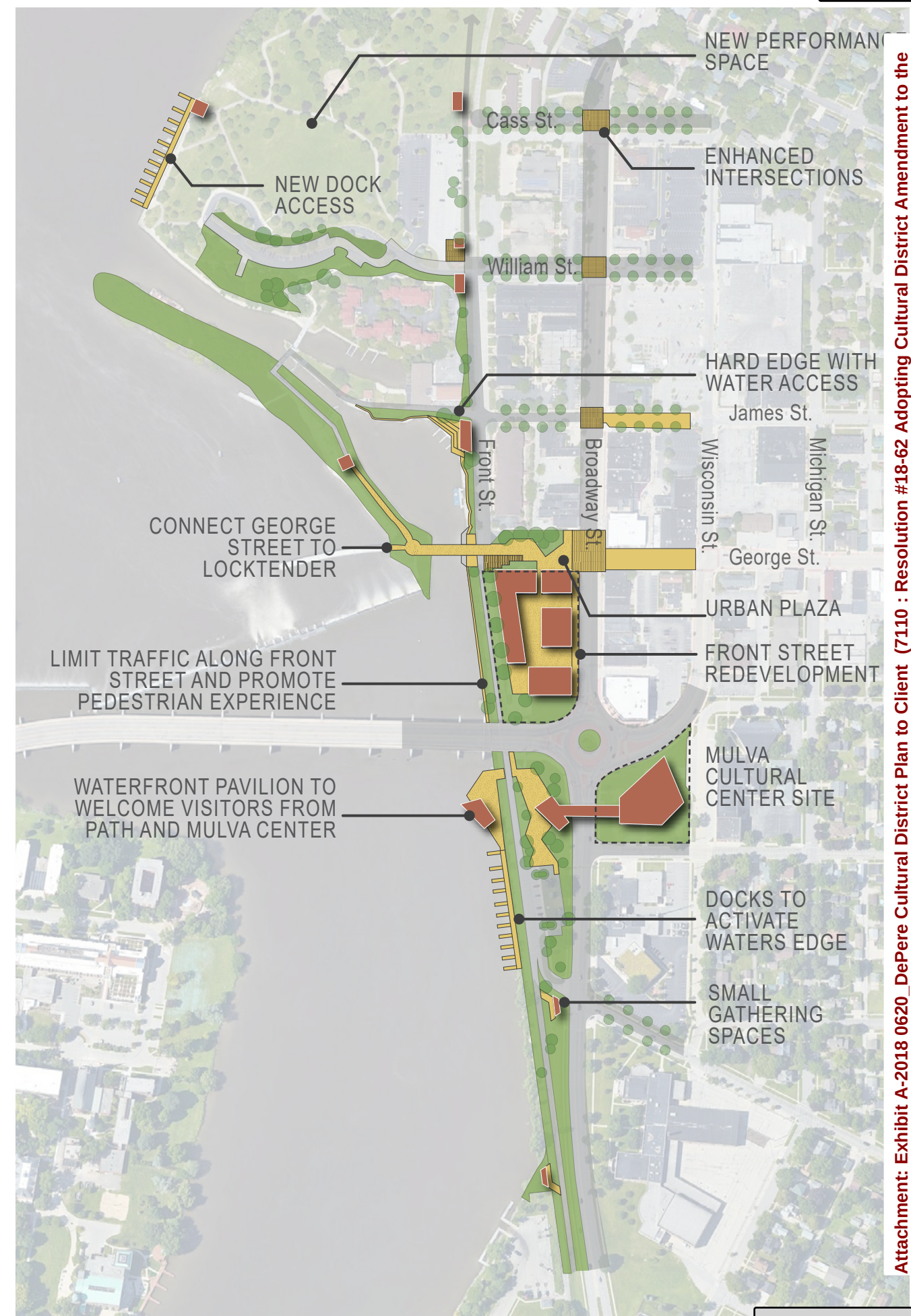
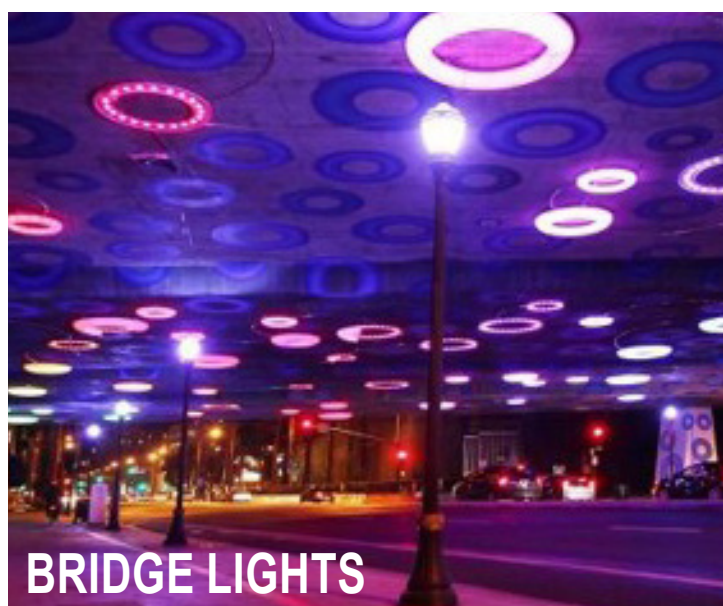
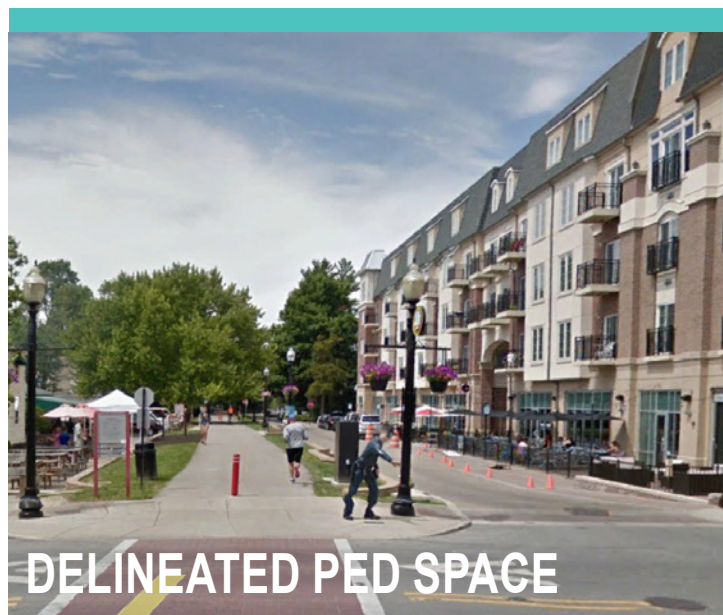
Explore artistic improvements such as lighting, and capitalize on space under and adjacent to the bridge as a potential gathering area for 'movie nights' or other activities.

WELLS PARK

High visibility, proximity to the Mulva Center, and a blank canvas create opportunity for Wells Park to be a public realm anchor for the downtown, and it should be developed as a urban park, with terraced seating and a small performance area, splash play and an art plaza that is the crescendo of the art walk. In addition, a waterfront pavilion and boating access could provide opportunities to invite additional visitors, and activate the riverfront.

BOMIER BOAT LAUNCH:

Add branded signage, trailhead markers, and public art to begin a delineated corridor. Designate downtown sections as trail.



AN OPEN SPACE DISTRICT

Define, enhance and brand a series of loop trails that establish a distinct and unified character for De Pere as a district and emphasize culture to capitalize on the public spaces along the river and promote arts and culture. Routes could include a heritage loop, a cultural loop and a water trail.



1.5.3.b

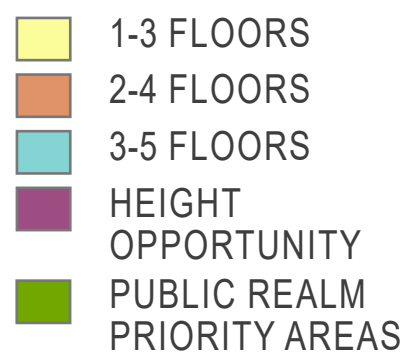
Attachment: Exhibit A-2018 0620_DePere Cultural District Plan to Client (7110 : Resolution #18-62 Adopting Cultural District Amendment to the

MASSING AND DEVELOPMENT

As the downtown grows, there will be a demand for additional height and density in the future. The adjacent diagram explores a strategy to encourage growth and density while preserving downtown character and river views. The basis of the concept is to focus on George street as the heart of the downtown, complementing the investments in the public realm. Wisconsin Street offers an opportunity to add height without compromising adjacent views. As a general approach, height and density 'steps down' towards the adjacent neighborhood and the river. However, the quality of design of each development is important, and a detailed review of every individual project should be used to ensure they meet the goals of the district.

The following are conceptual options showing what height might look like if the following objectives are met:

- Preserve important view vistas, particularly at each end of the Claude Allouez Bridge
- Maintain and promote river views
- Height 'steps back' starting from the river and moving east in order to provide river views from the upper stories of more interior buildings.
- Use Wisconsin and George Streets as the downtown core
- Transition appropriately from taller buildings to surrounding neighborhoods.
- Height promoted along Wisconsin Ave due to greater redevelopment opportunity and lower historic housing stock.
- Additional setback for any building that is more than one story above adjacency



FRONT STREET DEVELOPMENT SCENARIO

GALLERIA CONCEPT

Of the options explored during the charrette, the steering committee and public favored the Galleria concept. The concept is one illustration of what could work for the site, but still results in a very thin net operating income. The lower density option includes first floor retail on Broadway with an anchor restaurant near the roundabout. Second and third story multifamily units face Broadway, and a single row of townhomes faces the river. A 5 story multifamily building anchors the north end of the site and would be perceived as a smaller structure from Broadway. The buildings wrap an internal parking lot that could be designed with a parking plaza character. Future development may vary from the proposed concept, but should consider the following:

1. COMPLEMENT THE SCALE, HEIGHT AND CONTEXT OF THE SURROUNDING BUILDINGS
2. MAINTAIN VIEWS TO THE FOX RIVER , BY MAINTAINING LOW HEIGHTS ALONG THE RIVER AND ENCOURAGING INCREASED HEIGHTS THAT STEP FROM THE RIVER MOVING EAST.
3. TRANSITION IN HEIGHT AND DENSITY FROM SOUTH TO NORTH: SOUTH END 1-3 STORIES, NORTH 3-5 STORIES
4. INCLUDE 1ST FLOOR RETAIL ON BROADWAY
5. STRIVE TO INCORPORATE RETAIL OPPORTUNITIES ON FRONT STREET IF VIABLE
6. INCLUDE A MIX OF RETAIL AND RESIDENTIAL
7. PROVIDE SUFFICIENT PARKING CONSISTENT WITH DOWNTOWN DEVELOPMENT AND SUPPORTED BY MARKET STUDY THAT INDICATES USES AND ABSORPTION

A. MULTI FAMILY HOME / RETAIL

9,800 ft²/FL @ 5 story
49,000 ft²

B. MULTI FAMILY HOME-TOWNHOME

17,500 ft²/FL @ 2 story
35,000 ft²

C. REST / SERVICE

9,800 ft²/FL @ 1 story
9,800 ft²

D. MULTI FAMILY HOME / RETAIL

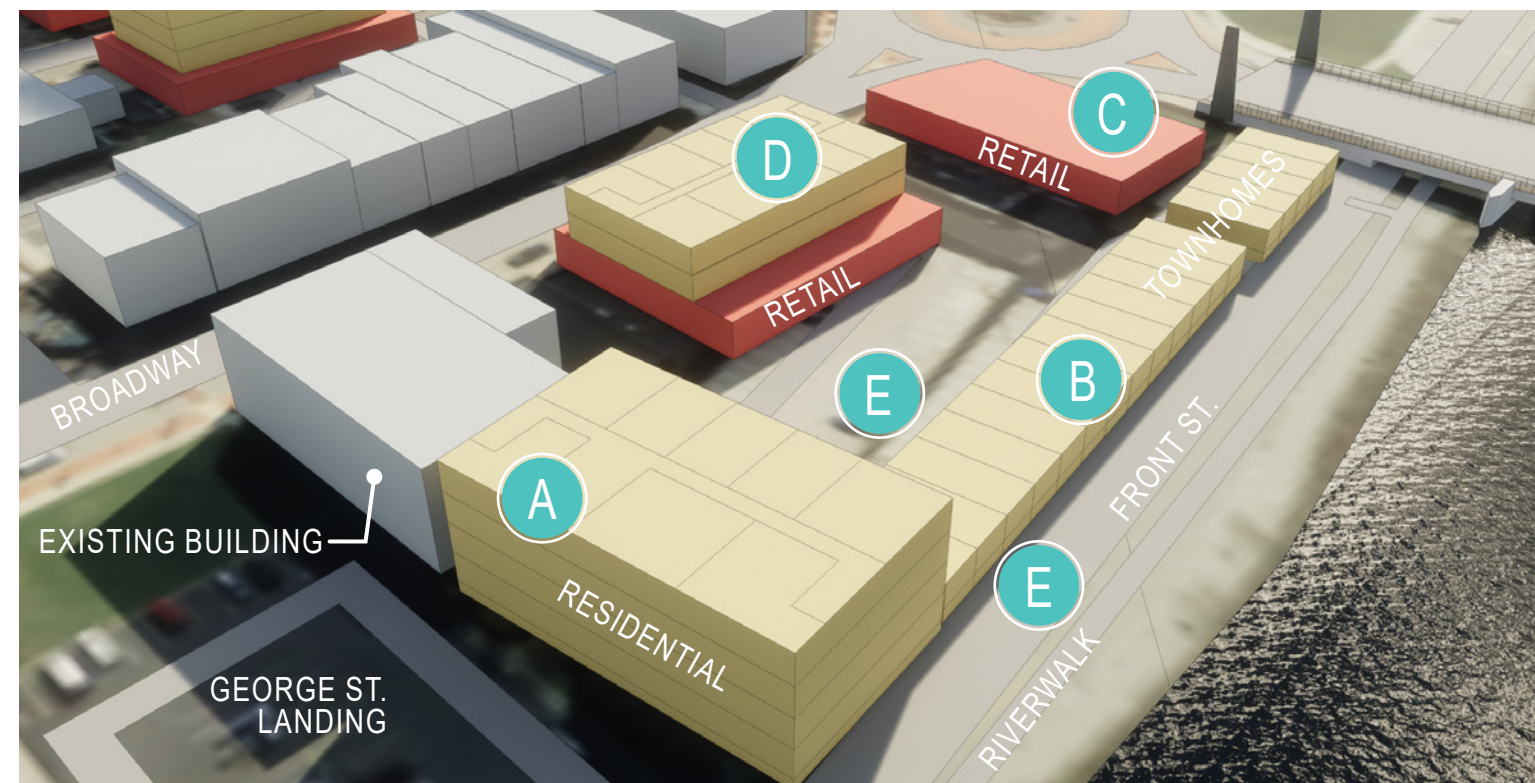
12,000 ft²/FL @ 3 story
36,000 ft²

E. PARKING

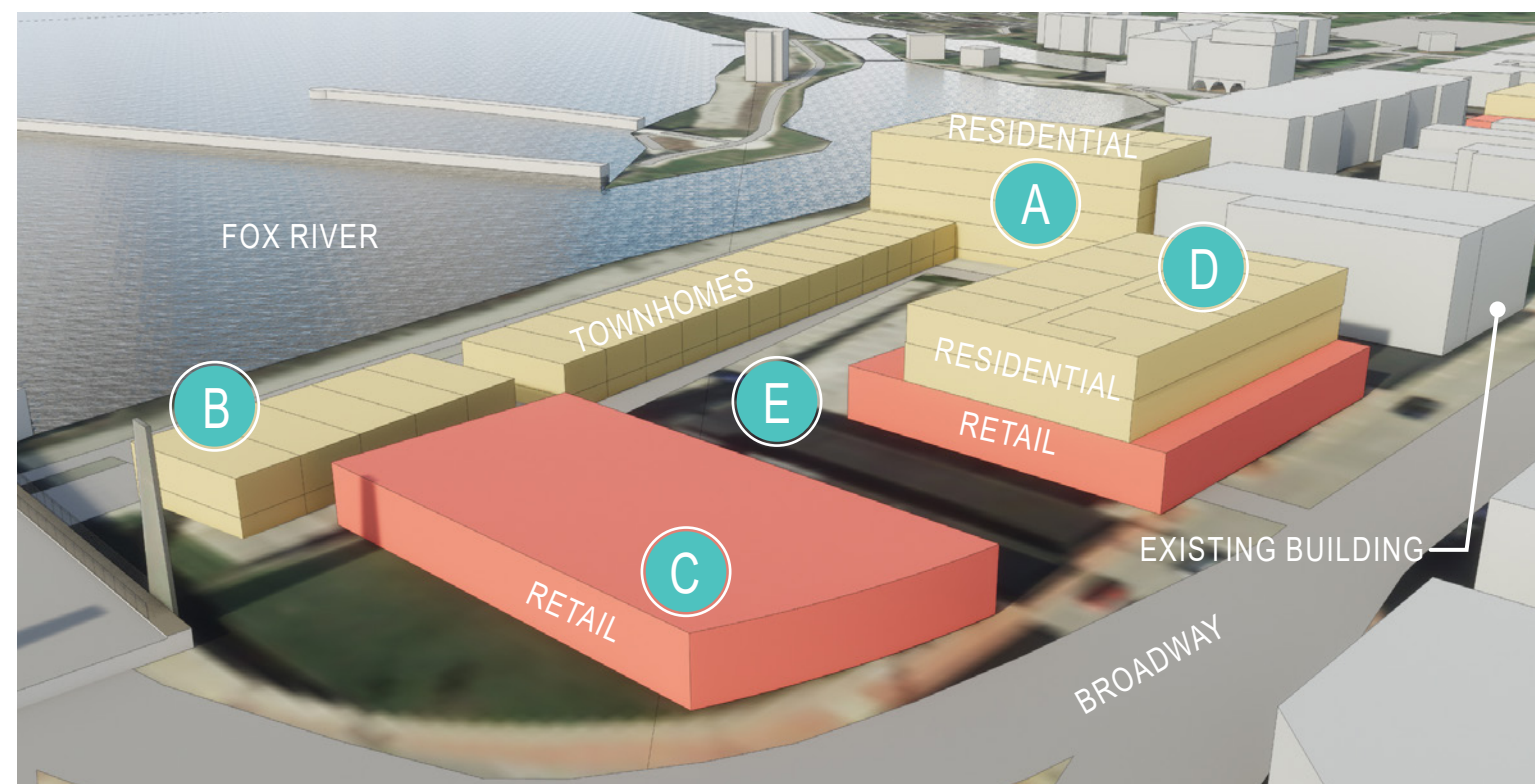
+/- 88 on Grade Stalls
2 Stalls/Townhome @ 9 = 18 Stalls
100 Total Stalls

SUMMARY

A. 49,000 FT²
B. 35,000 FT²
C. 9,800 FT²
D. 36,000 FT²
129,800 FT² TOTAL



VIEW LOOKING SOUTHEAST



VIEW LOOKING NORTHWEST

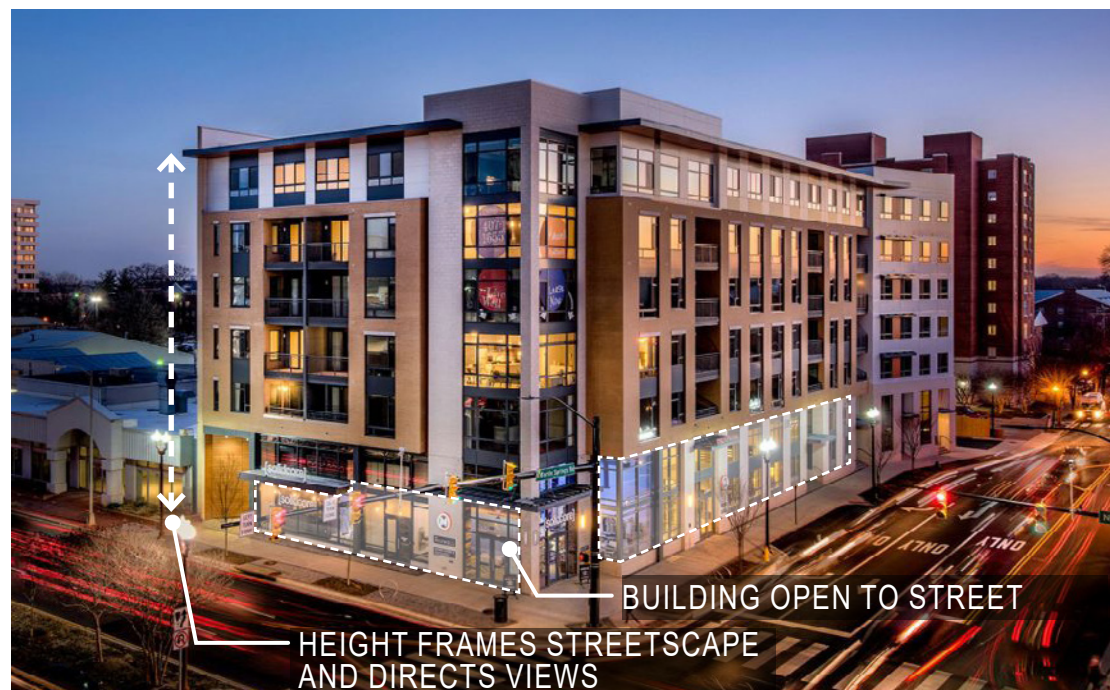
MIXED USE AND NON-RESIDENTIAL BUILDING FORMS

COMMERCIAL BLOCK BUILDING

The multi-story buildings located at the sidewalk create street walls that frames the streetscape and form view corridors.

They create a sheltered pedestrian streetscape while defining the edges of plazas and public spaces.

This multi-story building allows for a mix of commercial or office uses on the ground floor and office and/or residential uses above. Storefronts ground floor are typical.

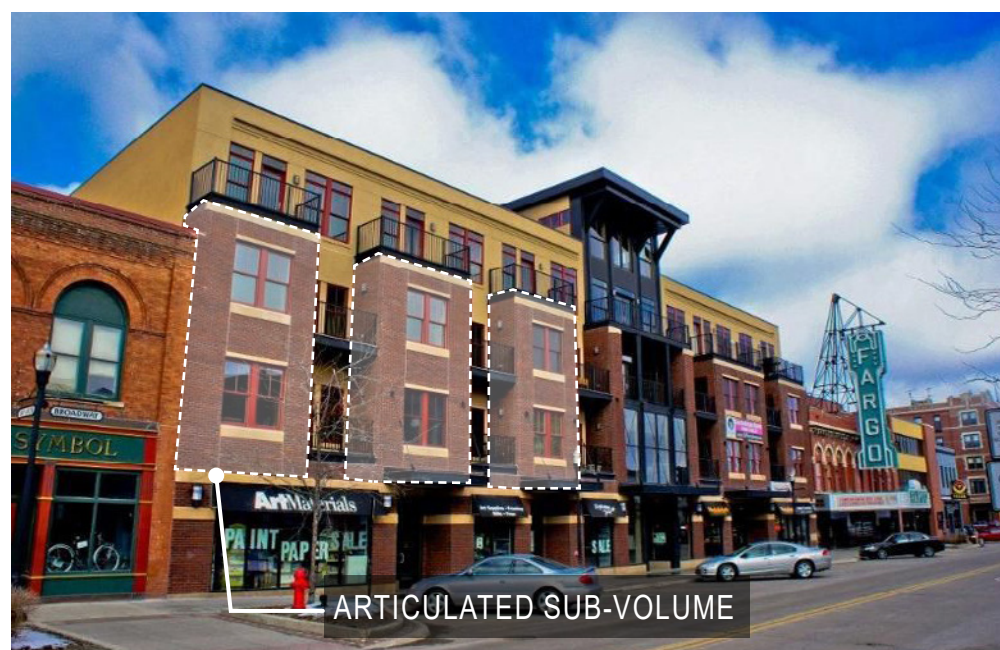


PODIUM BUILDING

Podium buildings help define the character of pedestrian-oriented streets and building frontages through levels of setbacks on upper stories.

These multi-story buildings step back from a lower storefront base to provide natural light to the street level while creating outdoor terraces on the upper floors.

They employ a combination of setbacks, upper-story setback, and articulated sub-volumes to sensitively and adequately transition to adjacent lower height buildings.



RESIDENTIAL BUILDING FORMS

SINGLE-FAMILY ATTACHED BUILDING, TOWNHOUSE, ROWHOUSE

Two-three story rowhouses establish consistent design character through coordinated type, color, and material while maintaining pattern, rhythm, and inherent variety within the individual units in order to create visual interest.

They use features such as porches and stoops to relate to the street level, while their individual form and roof lines add variety and interest to mitigate apparent massing.

They maintain the pedestrian scale through simple harmonious proportions to reflect the neighborhood context.



IMPLEMENTATION STRATEGY

PHASING

The City of De Pere should invest in the public realm and seek to attract both residential and commercial development to spur growth the downtown. The Mulva Center has the potential to anchor a Cultural Arts District, but the city will need to attract a greater density of cultural amenities and establish priorities for art in the downtown to create the feel of a district. The following implementation strategy outlines a potential approach to developing public spaces, attracting private development and activating the downtown through arts centric programming.

Public Realm investment should acknowledge the work done to date, and seek to build upon recent and current efforts such as the branding initiative and concepts for James Street. Future projects should be prioritized by balancing impact, demand and feasibility. The highest impact projects often happen concurrently with adjacent projects, and the timeline for implementation may vary as project schedules, funding and private investment evolve over time and could be adjusted in order to take advantage of opportunities like grant funding, fundraising, etc.

Public Realm investments should be prioritized as following:

Phase 1: Continue with current public realm proposals

- Improve James Street as a pedestrian centric street between Wisconsin and Broadway, highlight connections to the River (currently underway)
- Build on the branding initiative to explore district signage design and opportunities (particularly at nodes along the riverwalk)
- Design a Kayak Launch and Rental, and explore an amphitheater at Voyageur Park

Phase 2: Improve Wells Park in conjunction with the Mulva Center

Phase 3: Create a pedestrian center at George Street

- Create a shared street between Wisconsin and Broadway
- Create an elevated pedestrian plaza and bridge that connects to the island and riverwalk

Phase 4: Develop the riverfront at the Front Street block concurrent with adjacent development

Phase 5: Improve the existing Riverwalk from Cass to George, and from Wells to Bomier boat launch as a De Pere branded section of the Fox River Trail integrated with public art

Long Term: Explore potential for future re-route of truck traffic on Wisconsin Avenue in order to facilitate a road diet on Broadway.



RECOMMENDATIONS

Regulatory recommendations are important to maintaining the character of the downtown as well as facilitate an environment for capturing an increase in property taxes. Through zoning codes and design guidelines, the City can inform and enhance redevelopment to create economic growth and support the cultural arts by establishing a cohesive district and attractive pedestrian realm. At the same time, these requirements must be balanced to not overly restrict development opportunities. The current design guidelines should be updated to remove conflicts, address new infill projects and to provide developers with a consistent message. The guidelines should address the following to promote a high quality urban realm:

- Establish standards for the aesthetic, scale, and character of downtown
 - Site Planning to promote urban form: orientation to the street, location of driveways, entries
 - Site Design: landscaping, lighting, and pedestrian open space
- Building Design: character, architectural elements, details, materials. Create an active first floor
 - Retail, restaurant/bar, experiential entertainment uses should be encouraged on first floor space to drive pedestrian traffic and encourage pedestrian interaction with multiple venues
 - If first floor residential is allowed, provide for setbacks, patios, and landscaping
- Implement Downtown Design Guidelines with goal of maintaining continuity and high-quality building design, recommendations could include but not be limited to:
 - Building height – articulate a specific height opposed to a FAR to allow for taller buildings in key areas to facilitate growth and preserve character.
 - Articulation – specify building material such as glass, brick, use of garage doors etc. and utilize carefull integration of traditional facade features, that may be interpreted in new and contemporary ways, yet contribute to the overall character of the downtown.
 - Scale: consider the proportion of height and mass to the building footprint, and maintain a human scale rather than a monolithic or monumental scale.
 - Consider strategic setbacks for Broadway infill where viable to increase pedestrian realm.

INCENTIVE POLICY

Incentives should be based on a proven need and provided to enhance economic development and the arts. Specific incentives could include:

- Grants or loans
 - Review existing programs and revise to meet goals of new Cultural Arts District
 - Grants, if offered, should used as matching funds to high quality improvements
 - TIF incentives, if offered, should be based on proven need (after review of financials)

- Rather than a developer grant, use TIF funds to pay off a property owner's construction loan. Work with a local bank to ensure payoff. Value is created before the incentive is provided.
- Each project deserves a unique solution, so standard incentive policies are not always recommended.
- General TIF tips:
 - * Owners must have cash/equity in project equal to or greater than TIF incentive, proportionately
 - * Payback period should be seriously considered/weighed against the desire for the project in a specific location
 - * Incentive doesn't always have to be cash. Could be infrastructure support, loan (or forgivable when metrics are met), technical assistance. The question should be asked, "What do you need?"
 - * TIF funds could seed a commercial rehab loan program with a consortium of local banks also providing funds
 - * TIF funds could be used to provide owners with high quality architectural renderings of what their buildings could look like
- Single site:
 - Clty of De Pere should consider purchasing severely blighted property, remediating with TIF funds and offering building back to private sector. This is especially useful to ensure the proper redevelopment of integral properties. WEDC Community Improvement Grants would support this effort.

OPERATIONAL AND PROGRAMMING

Promoting the arts through activation of the public realm is imperative to establishing a place as a district. The following activities can help promote arts and culture in the downtown and enhance activity and create economic development.

- Evaluate current events, plan and promote a regular schedule of downtown events such as: Festivals, art walks, outdoor performances, concerts, street performers, film festivals, or game nights. Evaluate current events for improvements.
- Brand downtown De Pere as a District: with unique and helpful signage that lets visitors know they have arrived somewhere special. (current vision and branding efforts will support this)
- Create a Public Art Plan: to integrate art into the community, whether on an art walk, located at key public spaces, or integrated into new development
- Create Spaces for Artists: that could include galleries, exhibit or live work locations

An example of Design Guidelines Specific to Art/Tech, Entertainment and Water (shared by Olympia Washington)

A. Art/Tech i. General objectives and description:

- Utility is a design driver for the informal Artisan/Tech District, suggesting opportunities for adaptive reuse of existing buildings, and low-cost street improvements that promote new pedestrian and bike

uses. The incorporation of "warm industrial" materials—weathered wood, metal, etc.—and design elements—garage doors or large entryways that engage the street, parklets, etc.—are examples of how architecture and streetscape designs might complement the area's do-it-yourself character

- Design vision elements
- Utilitarian, workshop character
 - Warm industrial materials – weathered wood, metal, etc.
 - Diverse, eclectic, water and energy efficient architecture
 - Adaptive reuse of existing buildings
 - Low cost street improvements that promote new pedestrian and bike uses
 - Outdoor work activities and storage of materials may be appropriate.

B. Entertainment

- General objectives and description: Art and creative expression defines this hub of dining, nightlife, and the performing arts. Design elements here may reflect aspects of the Core the Art/Tech Districts, but a focus on art, theatricality, imagination, and glittery night lighting will distinguish this area. Opportunities may include an art-themed corridor, permanent public art features, temporary art installations, performances, and creative detailing that perhaps features a hint of glitz. Buildings and streetscapes should support entertainment needs, such as wide sidewalks and pedestrian spaces, consistent and inviting lighting, and clear wayfinding.

- Design vision elements
 - An artsy, creative imaginative character
 - Substantial night lighting, perhaps with theatrical elements
 - Buildings and streetscapes should support entertainment needs (e.g., wider sidewalks, consistent lighting, clear wayfinding, etc.
 - Facades may have some similar elements as Core and Art/Tech Districts.

C. Waterfront

- General objectives and description: Better connecting Downtown to its waterfront location—visually, physically, and symbolically—is a primary goal of this District. Design elements found at Percival Landing—furnishings, light fixtures, marine hardware, wood pilings and boardwalks, rope, etc.—may be incorporated into streetscape improvements and new developments to help draw the aesthetics of the waterfront deeper into Downtown. Designs and materials may reflect additional waterfront themes of shoreline ecology, Northwest Native American history, historic industrial uses, sailing and boating, fishing and aquaculture, and commercial trading at the Port.

- Design vision elements:
- Visual, physical, and symbolic connections to the water
- Incorporate design features found at Percival Landing
- Reflect themes of shoreline ecology, local maritime activities, NW Native American history, historic industrial uses, sailing & boating, fishing and aquaculture and commercial trading

PERFORMANCE METRICS:

Understanding measurable outcomes to the plan is essential for decision making. For each goal, we have provided a measurable outcome to guide decision making. These metrics help define the form and structure of the plan, can inform more detailed design through implementation, and can be measured over time as to demonstrate success for the project.

When possible, planning decisions should be reviewed for the effect they have on both the project goals and the measurable outcomes of the plan.

PROJECT GOALS

METRIC

ATTRACT MORE RESIDENTS AND VISITORS	➤	PERCENTAGE INCREASE OF RESIDENTS AND VISITORS, DOWNTOWN REDEVELOPMENT
INCREASE VIBRANCY AND VITALITY	➤	SUCCESS OF PROGRAMED ACTIVITIES AND NUMBER OF PEOPLE IN PUBLIC SPACES
CONNECT TO THE FOX RIVER	➤	NUMBER OF DOWNTOWN USERS ARRIVING FROM THE FOX RIVER TRAIL
WALKABLE AND UNIFIED DISTRICT	➤	MORE URBAN FORM THAT INCREASES NUMBER OF USER, A UNIFIED CHARACTER, SIGNAGE AND BRANDING
PROMOTE ECONOMIC GROWTH	➤	INCREASED NUMBER OF CULTURAL, ENTERTAINMENT, RESTAURANT AND RETAIL BUSINESSES ON THE FIRST FLOOR, INCREASED OUTDOOR AND ROOFTOP DINING OPPORTUNITIES.
EMPHASIZE CULTURAL ARTS	➤	VISIBLE ARTS (MURAL, ARTWALK, SCULPTURE), ARTS-RELATED PROGRAMMING
MAINTAINING EXISTING HISTORIC BUILDINGS	➤	RENOVATE AND PRESERVE HISTORIC AND CONTRIBUTING BUILDINGS
COMPLEMENT HISTORIC CHARACTER WITH NEW DEVELOPMENT THAT HAS A SIMILAR SCALE AND ARTICULATION	➤	GUIDELINES FOR HEIGHT, SCALE AND CHARACTER OF BUILDINGS
BALANCE GROWTH WITH CHANGE, INCLUDING TRAFFIC AND PARKING NEEDS	➤	URBAN FORM ACCOMPANIED WITH HIGH QUALITY PUBLIC REALM, PROVIDE PARKING, INCREASE USE ALTERNATIVE TRANSPORTATION
PROVIDE A BALANCED PROGRAM THAT SERVES ALL AGES	➤	INCREASE IN ALL AGE DEMOGRAPHICS



APPENDIX

WHAT MAKES THIS PROJECT SUCCESSFUL?

AS X DOWNTOWN DE PERE RESIDENT (LIVE @ LAWTON FUNDY)
I WOULD LIKE TO SEE MORE BUSINESSES OPEN ON SUNDAYS & WEEKEND OPTIONS e.g. open restaurants!

pedestrian friendly
Businesses Stay Open

Amphitheater CAFE on Top of Building!
Boardwalk Farmers Mkt.
Boat Rentals

Outdoor dining

A good mix of uses, walkable, enough parking, dining, retail, & better use of the river front

Better use of river views. More ART!!!
walker, biker friendly exercise

Public art
landscaping
trees & flowers

Greener version of the city deck

- ① An anchor to draw foot traffic
- ② 1-2 more affordable food options
- ③ play-on exhibits like the old river fountain - fun for kids + adults
- ④ parking - for bikes and for cars

Develop both sides of Wisconsin St. Walking/Bike road like State St. in Madison from George St to Cass St

Creates new development opportunities.

Develop Scroogy's like Ghiradelli square in SF.

Does not take away parking from existing businesses/development.
Does not increase heavy traffic on local streets.

Sufficient parking and traffic flow!
Biggest complaint I hear from commercial tenants → their customers

Planned Parking

Slow down traffic on Broadway

Subtle media plan TO Front Street

Higher density downtown Highrise Apartments / condos

Residential Space ... More Urban living opportunity

Doesn't have to be funded with tax dollars.

No height restrictions for development

The ability to allow appropriate development on the west side of Broadway 100 South 1st block

no ~~height~~ height restriction north of bridge.

NORTH of bridge.

World class exhibits!

maximize Water View
Street level Parks w/ of Broadway Pedestrian Access

affordability

Attachment: Exhibit A-2018 0620 DePere Cultural District Plan to Client (7110 : Resolution #18-62 Adopting Cultural District Amendment to the

SMIT Packet Pg. 77

PUBLIC OUTREACH

WHAT WOULD YOU LIKE TO SEE ALONG YOUR WATER?

Glad to hear No Strings Attached

Better access to trail to avoid r-2-b for pedestrians & bikers.

Priorities:
amphitheater
cafe/restaurant/
beer garden
Boat Rental
Interactive Water
Feature/Splash Pad
Boardwalk

Balance of event space & places to socialize & enjoy the waterfront. Also vocal items to look and that enhance the space

Kayak rentals & launch south of dam

More green space
More gardens

Boardwalk
Green space / Deck
Kayak Launch
Market/Event Space
Festival

Waterfront dining & live music
Farmers Mkt
Kayak/canoe rental
Main character

Amphitheatre/
concert space
at Voyager

More and better landscaping.

rooftop garden like Milwaukee Club, Milwaukee downtown library, Hittletown but large

green! spaces!
art!!
family & pet friendly

① Small cafe's or shops place for pets to run.
② Local outdoor cafe's

All season (or 3 season) water front dining like in Europe

gardens / community stage/ amphitheater as they don't rely on other businesses

continued public access to recreational activities.
lower cost restaurants

INDOOR/OUTDOOR COFFEE SHOP WITH VIEWS OF THE RIVER & CITY

want to be able to see the water.

BALANCE RECREATIONAL & CULTURAL OPPORTUNITIES

don't let development drive up housing costs (rent or home prices)
Keep things affordable

protect the small town feel- I don't live in GB for a reason

Help rent out or sell some of the current empty building by improving look of building as they are doing on the west side

PRESERVE DE PERE'S HISTO BUILD ON IT. NOT CONDOS

I still want to maintain our small town feel. Be careful not to be emulating big city thus crushing our friendly town.

preserve the practical places in the community such as Shopko

Little to no development west of Broadway
Continue Public Space, Walks from Bridge to Voyager

PLEASE PRESERVE HISTORIC VIEWS AS MUCH AS POSSIBLE...

Limit height of new buildings

BUILDINGS THAT RESPECT THE ARCHITECTURE ON MAIN STREET (UNLIKE THE 102)

Bridge pedestrian to green space over to bike path & over Broadway bike stations

Kayak rentals/ launch

I'd love to see Shopko stay in that area. We shop there regularly. Hoping new development won't force them out.

WANT UNRESTRICTED VIEWS OF THE RIVER FROM CULTURE CENTER. NO HIGH BUILDINGS ON WEST SIDE OF MAIN (BROADWAY) STREET

ON actually parking structures as long as land can handle it

Do not place undue restrictions on other development in the process

Skating rink in winter?

AN ICONIC STRUCTURE LIKE THE ST. LOUIS ARCH THAT IDENTIFIES THE UNIQUENESS OF DE PERE

want to see a full plan - traffic - architectural - views -

Question - parking availability is far too limited what is the plan for improvement

NO STRINGS LIMIT HEIGHT ON PRIVATE PRO IS A HUGE STRAIN WILL COST EVERY DEPERE RESIDENT

Splash pad for kids

MORE DRAW LIKE MUSIC & AN AMPHITHEATER OR COMMUNITY STAGE.

- BUILD TERRACED PARK (VIEWING PLATFORM) S/W OF RIVERFRONT
- KAYAK LAUNCH
- 1200-1400 sq ft condos under 250-275K

MORE River View housing

Off the bike trail park with gazebo benches, play equipment etc. to pull bikers and bikers into the city

Narrowing Broadway St. in the core downtown (Bridge north to Williams) to make it easier to cross.

Swing bridge or some draw bridge connecting George St. Landing with the Luck Towner parcel

when it comes to outdoor Recreation, don't forget winter! (skating? etc)

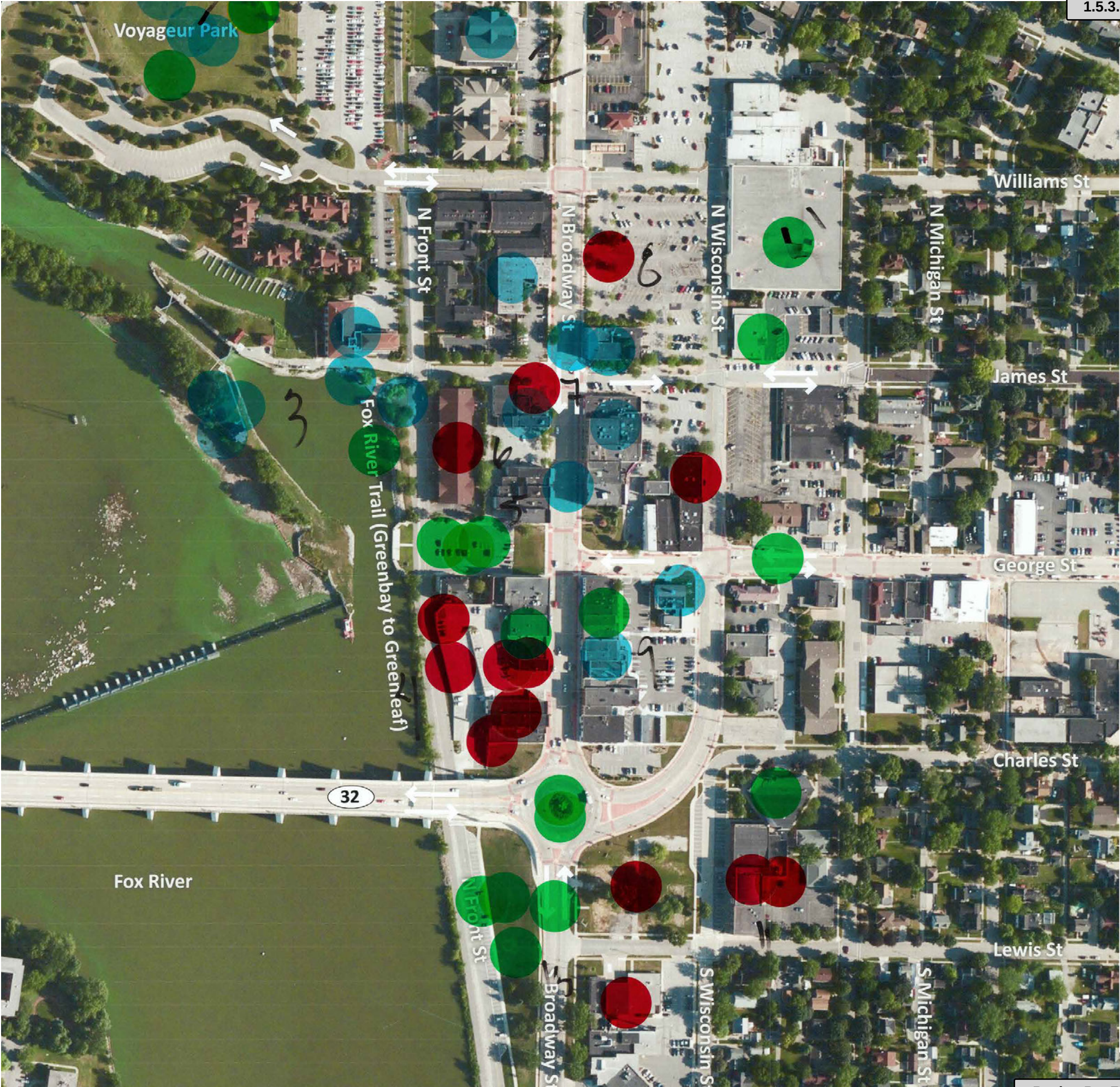
A PROMINENT MONUMENT ABOUT THE EARLY 19TH CENTURY HISTORY OF DE PERE, PLUS MARQUETTE & JOLIEF STANDING THEIR JOURNEY FROM RIGHT HERE

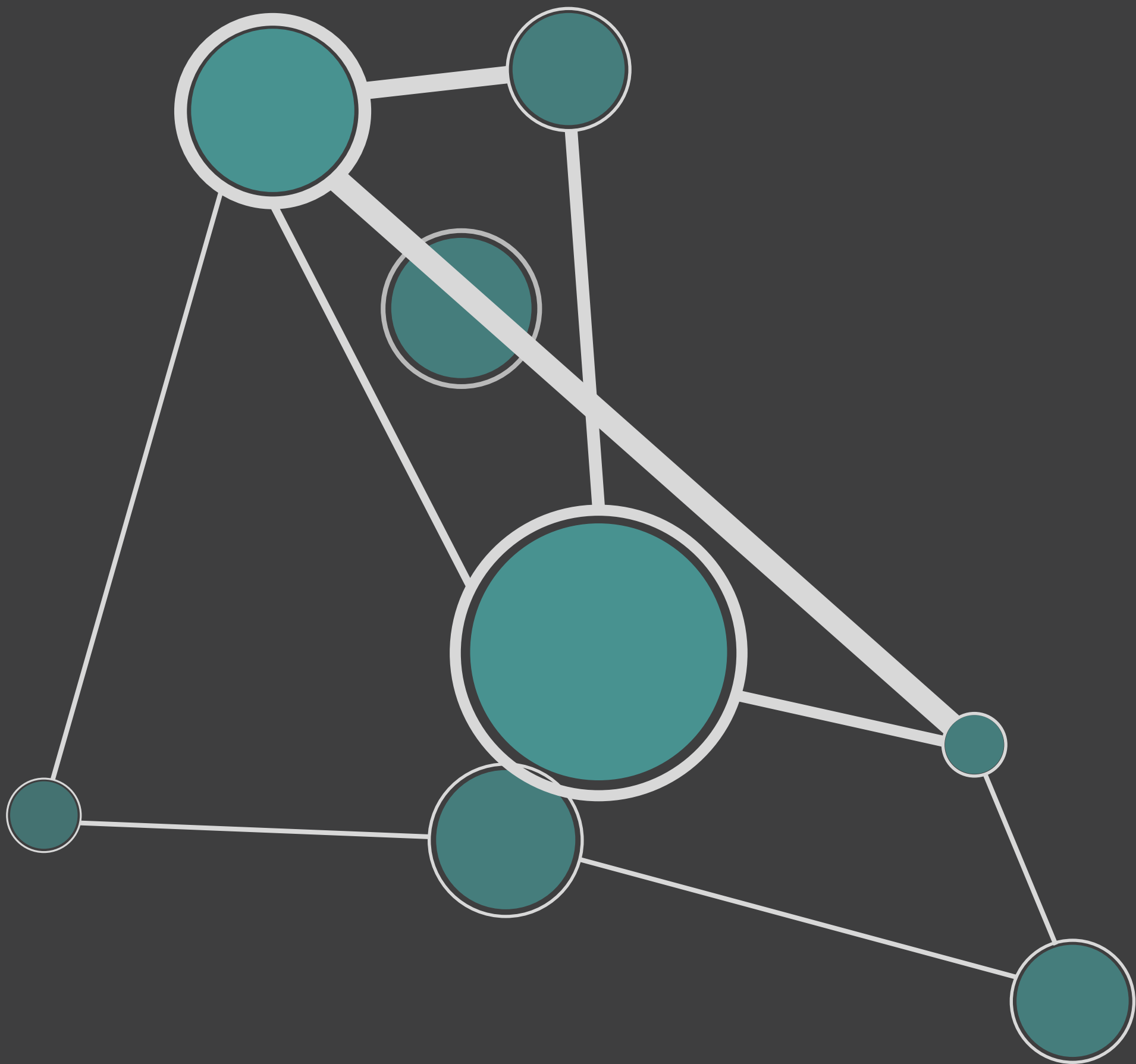
If no strings attached why are you to dictate to other developments De Pere?
Jim Bisk

HGROUP JJR

PUBLIC OUTREACH

- WHAT IS SACRED?
- WHAT NEEDS TO GO?
- WHAT NEEDS IMPROVED?





Publication Date: July 9, 2018 (Class 1 Notice)

**PUBLIC NOTICE
CITY OF DE PERE CULTURAL DISTRICT MASTER PLAN
PUBLIC HEARING TO BE HELD ON
July 17, 2018
7:30 P.M.
DE PERE CITY HALL
335 S. BROADWAY, DE PERE, WI 54115**

A public hearing for the draft of the City of De Pere Cultural District Master Plan will be held before the De Pere City Council on July 17, 2018, at the De Pere City Hall.

The draft Cultural District Master Plan consists of written text, graphics, and maps. The plan establishes a vision for the future of the east side of Downtown De Pere and is proposed to be adopted as an amendment to the 2010 Downtown Master Plan.

The Cultural District Master Plan is available for review at: <https://www.de-pere.org/> and at:

De Pere City Hall
7:30 a.m. to 5:00 p.m. Monday through Thursday
7:30 a.m. to 11:30 a.m. Friday

If you cannot attend the public hearing and would like to submit written comments, please mail or email your comments to:

Kim Flom, Development Services Director
City of De Pere
335 S. Broadway
De Pere, WI 54115
kflom@mail.de-pere.org

Dated this 9^h day of July, 2018

BY ORDER OF THE COMMON COUNCIL

Michael J Walsh
Mayor

Shana Ledvina
City Clerk-Treasurer

Publication Date: July 9, 2018

ITEM 8: Recommendation regarding the Cultural District Master Plan, completed by SmithGroup/JJR.



REQUESTED ACTION: Approval of Cultural District Master Plan as an addendum to 2010 Downtown Master Plan

PROJECT SUMMARY: De Pere has worked hard to implement many areas of the 2010 Downtown Master Plan over the past seven years. The Mulva Cultural Center, proposed after that Plan was approved, will be both an anchor and a catalyst for future Downtown investment.

In late 2017, City Council authorized staff to invite a short list of prequalified consultant teams to respond to a Request for Proposals in order to complete a Cultural District Master Plan.

The Cultural District Master Plan seeks to revisit the development and planning goals for the east side of Downtown De Pere, in order to establish an intentional and achievable vision that will complement and support the proposed Mulva Cultural Center.

The Mulva Cultural Center will preserve the history of De Pere and be 'a place where history, culture, and the community meet and engage in innovative, creative, relevant and reflective participation.' Important to the project is 'an atmosphere and ambiance that encourages engagement and a sense of ownership by the community.'

PROJECT PROCESS:

The Council approved hiring SmithGroup/JJR as the consultant team for the project in February 2018. The project scope included the following phases:

Phase 1 – Due Diligence and Background Research

Phase 2 – Vision & Design

Phase 3 – Deliverables

The project was completed over the course of the past six months in a charrette format with significant guidance from the steering committee and the public. Charrettes serve as a way of quickly generating a design solution while integrating the aptitudes and interests of a diverse group of people.

A charrette was utilized for this project for the following reasons:

- 1) The Downtown Master Plan still serves as a relevant ‘base model’ for many of the goals/objectives for the Downtown. This isn’t a brand new project.
- 2) The Strategic Visioning and Branding Initiative included a significant amount of recent public engagement, much of which is relevant to the Downtown.
- 3) The charrette allows for a condensed and efficient timeline, but also provides for diverse public input and facilitation.

Staff presented the project process to the Council in detail at their June 5, 2018 meeting. Video from that meeting is available to view at the City of De Pere meeting calendar site (navigate to past meetings and locate June 5, 2018 Common Council): <http://deperecitywi.igmp2.com/Citizens/Default.aspx>.

At the June 5 meeting, Council members asked questions and provided comments that helped refine the final plan document. Many questions focused on the development scenarios proposed for the Front Street Block.

Based on Council feedback, staff worked with the consultant team and development team for George Street Station in order to explore a more conservative model for the Front Street Block. Final updates to that model were still being completed at the time of this report, but additional information will be provided to the Plan Commission at the meeting.

STAFF COMMENTS:

The attached plan summarizes the project, preferred alternative and recommendations.

REVIEW PROCESS:

The Plan Commission recommendation will be forwarded to the Common Council. The Common Council will review and make a final determination regarding the adoption of the proposed plan. We anticipate the Council will review this item at their July 17, 2018 meeting.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the Cultural District Master Plan as an addendum to the 2010 Downtown Master Plan.

DE PERE MARKET ANALYSIS

May 2018



June 11, 2018

Contents

INTRODUCTION	2
RESEARCH – MARKET POSITIONING	3
A Snapshot of De Pere’s Market.....	3
Drive Time Map.....	4
Drive Time and Demographics	5
Drive Time and Community Tapestry	7
Leisure Activity Index	8
IMPACT OF ARTS VENUES ON DOWNTOWNS	9
GAP ANALYSIS FOR DOWNTOWN DE PERE	10
Destination Trade Area	10
Demand and Supply Analysis	10
Retail Gap Analysis Data.....	11
INVENTORY OF DOWNTOWN (study area) BUSINESSES	13
CONSIDERING MULTI-FAMILY RESIDENTIAL.....	14
APPENDIX.....	17
Tapestry Descriptions	17
Market Profile	25
Massing Model Proformas for Front Street Block.....	32
Retail Marketplace Profile.....	38
Final note:	41



June 11, 2018

INTRODUCTION

De Pere has a unique opportunity to capitalize on private sector investment in downtown, particularly the East Side. Growth has occurred in the residential market (single family homes, multifamily units), and the market appears to be fairly tight, with low inventory of single family homes in a mid-range price point. Commercial leasing is good as there are few vacant retail spaces in downtown.

Redevelopment Resources was engaged to team with Smith Group JJR on the Cultural District Master Plan project in response to the City's desire to ensure downtown can capitalize on all its opportunities and leverage potential planned investments by the private sector.

There is a small opportunity for more retail and commercial development which is apparent by reviewing the Retail Marketplace Profile for the 5- and 10-minute drive times. Specialty foods, beer/wine/liquor, and books/music stores are showing a gap in the 5- and 10-minute drive times. However, many retail needs are being met within five minutes of downtown and particularly within 10-minutes of downtown.

Economic and Community development are not for the impatient. It's a long-term game of investing in the community and creating the environment in which others will want to invest as well. Putting the necessary infrastructure in place to ensure a vibrant marketplace and dynamic community takes time and an eye toward the future. Some of the activities will be preventative, some will be small, and some will be big and bold. However, they should all be looked at from the perspective of investments in the future of downtown in the City of De Pere, for existing residents and the residents of the future.



June 11, 2018

RESEARCH – MARKET POSITIONING

Being a smaller community located adjacent to a thriving metro market like Green Bay, can be a benefit as well as a hurdle for cities like De Pere. Growth of the Green Bay market to the north and Appleton market to the South provides De Pere residents with faster and more convenient access to retail, service, medical, and employment opportunities.

This relationship to Green Bay is certainly a benefit to De Pere, but it will always dilute De Pere's ability to draw retail in the overall marketplace. Add to that that the marketplace is ever shifting and changing due to forces that are not controllable, including large retail developments just outside the borders of Green Bay, and the ever-increasing draw to the internet for shopping by busy dual income families.

This pull from Green Bay and Appleton, and the effects of an ever-changing market should consistently be on De Pere's radar. De Pere should not be viewed in isolation of these factors, and an understanding of shopping habits combined with commuting patterns is important to grasp.

A Snapshot of De Pere's Market

There are typically two ways the market can be measured. One is as a destination trade area, and the other is as a convenience trade area. Both measurements have factors that influence the results. These factors can be the critical mass of retail/service business area within the community, any significant destinations that would draw market out of the ordinary, traffic patterns that might steer traffic away or towards the community, overall population, and proximity to other major metro areas. More complex market analysis work can be done such as gravity modeling, consumer and business modeling, competition areas, zip code analysis, radial studies, and cluster analysis.

The basis for the demographic section of this report uses information supplied by ESRI, a national leader in economic and demographic data. For the purposes of the study a variety of demographic data sets on the resident market were examined. An important consideration for many businesses and developers is population within drive-times, vs. municipal boundaries or radius boundaries. Depending on location, one can drive 10 minutes and travel only 3 miles or drive 10 minutes another direction and travel 8 miles. Therefore, a point in downtown De Pere was selected and the number of people within a certain drive-time was calculated. For the purposes of this report, a center point in downtown (east side) De Pere was used.



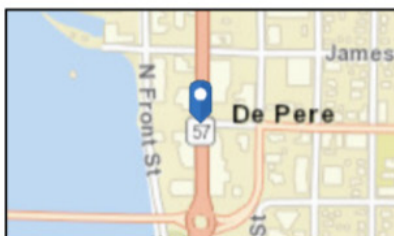
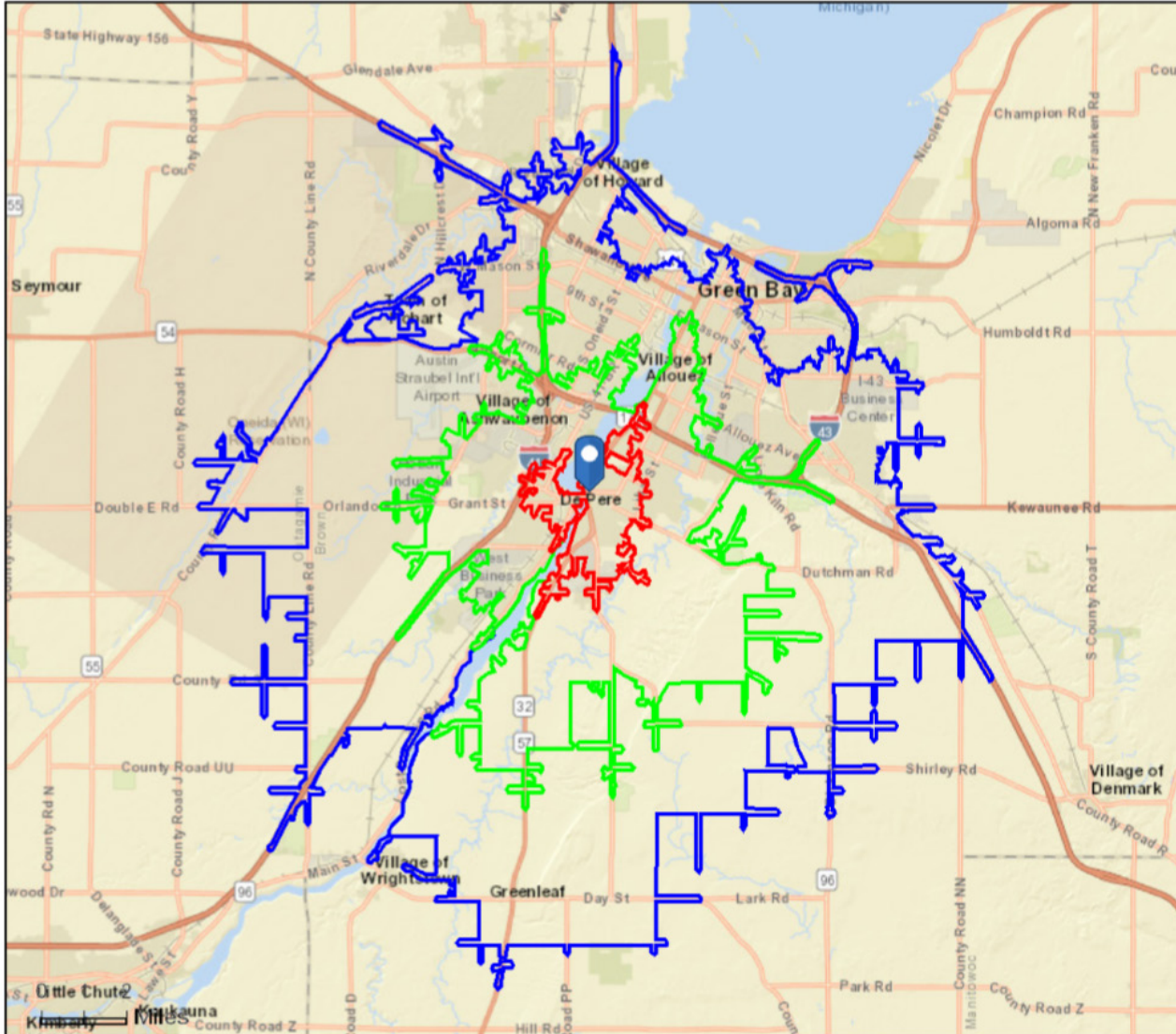
June 11, 2018

Drive Time Map



S Broadway & George St, De Pere, Wisconsin, 54115
Drive Time: 5, 10, 15 minute radii

Prepared by Esri
Latitude: 44.44897
Longitude: -88.06048





June 11, 2018

Drive Time and Demographics

The map above shows the core of the City of De Pere falling within an approximate 5-minute drive time. The 10-minute drive time expands out almost to Allouez to the north, and Ashwaubenon to the west. The 15-minute drive time includes Hobart to the north, and Wrightstown to the south.

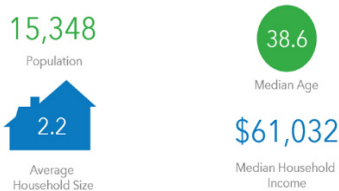
The 10 and 15-minute drive times can typically be considered a “Convenience Trade Area”. A Convenience Trade Area is based on the purchase of products and services needed on a regular basis, such as gasoline, groceries, dry-cleaners, banking, pharmacy, hair care, fast food, restaurants, physical fitness, etc. - services people are more likely to frequent due to convenience to their home or sometime workplace.

The City of De Pere has approximately 25,000 residents. However, reviewing drive-time population data (ESRI 2017 Forecast), within a 5-minute drive time there is a population of approximately 15,348; within a 10-minute drive time it jumps to 53,793, and within a 15-minute drive time the population is approximately 160,263.

The median age in the 5-minute drive time is 38.6, within 10 minutes is 38.2, and 15 minutes is 37.0. Although the ages seem very similar, the older age of the De Pere resident is important to note.

Median household income in the 5-minute drive time is \$61,032, within the 10-minute drive time is \$61,226, and within the 15-minute drive time is \$53,662. De Pere’s residents’ income is higher than that of Brown County, the City of Green Bay, the state and the nation. Average household size in the 5-minute drive time is 2.20, in the 10-minute drive time is 2.33, and in the 15-minute drive time is 2.38.

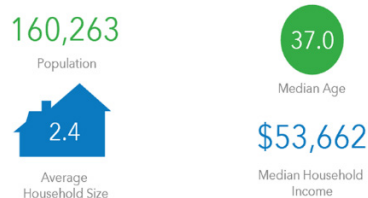
Five-Minute Drive Time



Ten-Minute Drive Time



Fifteen-Minute Drive Time



Other points of interest regarding the population within these drive times:

Average home value in the 5-minute drive time is \$221,895, within the 10-minute drive time is \$223,584, and within the 15-minute drive time is \$193,198.

Owner occupied housing units in the 5-minute drive time is 57.5%, in the 10-minute drive time is 59.3%, and in the 15-minute drive time is 54.9%.

Median disposable income (ESRI 2017 Forecast) in the 5-minute drive time is \$49,080, within the 10-minute drive time is \$49,244, and in the 15-minute drive time is \$42,668. Disposable income is after-tax household income.



June 11, 2018

Annual Lifestyle Spending

Five-Minute Drive Time



Ten-Minute Drive Time

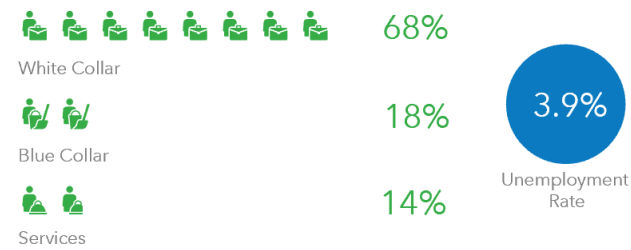


Fifteen-Minute Drive Time

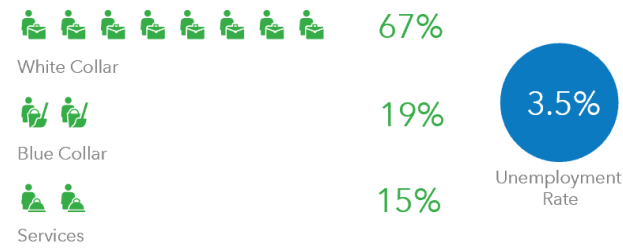


Employment

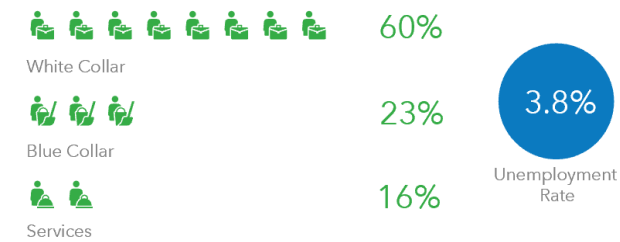
Five-Minute Drive Time



Ten-Minute Drive Time



Fifteen-Minute Drive Time





June 11, 2018

Drive Time and Community Tapestry

The De Pere area resident lifestyles can also be studied using lifestyle segmentation information. People who share the same demographic characteristics may have widely divergent desires, spending patterns and preferences. Lifestyle segmentation systems examine the buying habits and preferences of consumers in a geographic area. Community Tapestry data (developed by ESRI Business Information Solutions) categorizes neighborhoods throughout the nation into 65 consumer groups or market segments. Neighborhoods are geographically defined by census blocks, which are analyzed and sorted by a variety of demographic and socioeconomic characteristics, as well as other determinants of consumer behavior.

Community Tapestry descriptions help bring to life demographic variables by sharing information regarding the consumer spending habits, household types, hobbies and preferences of local market segments. Existing and prospective businesses can gain valuable insights to the needs and interests of the local shopper base through understanding lifestyle tendencies.

Tapestry Segmentation can help identify the best markets, find the most profitable consumer types, tailor marketing messages, and define product and service preferences. Both the 5 and 10-Minute Drive Times share two of the same lifestyle segments, which are In Style, and Middleburg. Here are their specific percentages in those drive-times:

5-Minute Drive Time

In Style	16.7%
Middleburg	14.5%
Old and Newcomers	11.9%

10-Minute Drive Time

Bright Young Professionals	18.0%
In Style	17.3%
Middleburg	9.6%

The top three lifestyle segments in the 15-Minute Drive Time are Bright Young Professionals, Rustbelt Traditions and Soccer Moms. Here are the specific percentages of this drive-time:

15-Minute Drive Time

Bright Young Professionals	12.1%
Rustbelt Traditions	11.4%
Soccer Moms	8.2%

The low percentages among the top three segments indicate a very diverse market.

A full description of each dominant Tapestry segment can be found in the appendix. A brief description for the most prominent follows:

In Style denizens embrace an urbane lifestyle that includes support of the arts, travel, and extensive reading. They are connected and make full use of the advantages of mobile devices. Professional couples or single households without children, they have the time to focus on their homes and their interests. The population is slightly older and already planning for their retirement.

Middleburg neighborhoods transformed from the easy pace of country living to semirural subdivisions in the last decade, when the housing boom reached out. Residents are conservative, family-oriented consumers. Still more country than rock and roll, they are thrifty but willing to carry some debt and are already investing in their futures.



June 11, 2018

They rely on their smartphones and mobile devices to stay in touch and pride themselves on their expertise. They prefer to buy American and travel in the US. This market is younger but growing in size and assets.

Bright Young Professionals is a large market, primarily located in urban outskirts of large metropolitan areas. These communities are home to young, educated, working professionals. More than one out of three householders are under the age of 35. Slightly more diverse couples dominate this market, with more renters than homeowners. More than two-fifths of the households live in single-family homes; over a third live in 5+ unit buildings. Labor force participation is high, generally white-collar work, with a mix of food service and part-time jobs (among the college students). Median household income, median home value, and average rent are close to the US values. Residents of this segment are physically active and up on the latest technology.

Old and Newcomers features singles' lifestyles, on a budget. The focus is more on convenience than consumerism, economy over acquisition. Old and Newcomers is composed of neighborhoods in transition, populated by renters who are just beginning their careers or retiring. Some are still in college; some are taking adult education classes. They support charity causes and are environmentally conscious. Age is not always obvious from their choices.

Leisure Activity Index

From a review of Sports and Leisure activities, interesting insights can be gained from a look at the DePere market compared with the specific leisure activity choices of residents within the 15-minute drive time. Other activities are measured beyond those listed in the following table. The comparisons made below show the concentration for people likely to be interested in the arts is stronger within a five and ten-minute drive than within 15 minutes from downtown De Pere.

Leisure Activities	5 minutes		10 minutes		15 minutes	
Population 18+	12,495		42,441		123,655	
Households	6,466		21,974		65,694	
	% adults, households	MPI*	% adults, households	MPI*	% adults, households	MPI*
Product/Consumer Behavior						
Attended adult education course in last 12 months	1,059	114	3,592	114	9,674	106
Went to an art gallery in last 12 months	1,184	128	3,662	116	8,973	98
Did birdwatching in last 12 months	674	119	2,244	117	5,964	107
Played a board game in last 12 months	2,135	127	6,879	120	18,240	110
Did crossword puzzle in last 12 months	1,585	127	4,951	117	13,219	107
Attended dance performance in last 12 months	730	132	2,135	113	5,282	96
Went to museum in last 12 months	1,742	113	5,587	107	14,298	94
Attended classical music performance in last 12 months	651	130	1,924	113	4,737	96
Played musical instrument in last 12 months	961	120	3,162	116	8,259	104
Did painting/drawing in last 12 months	983	125	3,040	114	8,286	107
Did photo album/scrapbooking in last 12 months	798	118	2,449	106	6,836	102
Did photography in last 12 months	1,512	117	4,850	110	13,011	101
Went to live theater in last 12 months	1,932	119	6,044	109	15,452	96
Bought a digital book in last 12 months	1,977	112	6,677	111	17,686	101
Bought book in last 12 months at bookstore (not B&N)	1,798	129	5,405	114	14,521	105

*An MPI (Market Potential Index) measures the likelihood of the adults or households in the specified trade area to exhibit certain consumer behavior or purchasing patterns compared to the U.S. An MPI of 100 represents the U.S. average.



June 11, 2018

Other leisure activities which rank with a high MPI in the five-minute drive time include rock climbing and playing ping pong. Other leisure activities which rank high in the ten-minute drive time include rock climbing, watching golf on TV, attending a college football game, played a board game and participated in a fantasy sports league. Leisure activities which rank highest in the 15-minute drive time include participated in a fantasy sports league, went bowling, watched high school sports on tv, rock climbing, went to a bar/nightclub, attended a college football game and played a board game.

IMPACT OF ARTS VENUES ON DOWNTOWNS

The vitality of a downtown is often hard to assign to a single source or cause. What makes a downtown alive and dynamic may be easy to identify in some cases, but often there are a host of contributors to the energy which makes a downtown a vibrant place.

Residential density, anchor venues or attractions, small shops, good restaurants, coffee shops, bars, live music venues, professional services as well as convenience retail establishments all contribute to the whole of what makes a downtown a vibrant, dynamic place. How much each entity contributes to the whole varies by time of day, time of year, age and income level of the customer, purpose for the trip into the area and a variety of other specific circumstances.

The proposed Mulva Cultural Center will have a moderate economic impact on the community, however, the success of the downtown should not depend on this as a be-all end-all economic engine. It's important to foster the growth and development of all the commercial establishments and there are many ways to do so.

Downtown market expert N. David Milder completed a study in July of 2017: *The Impacts of the Arts on Smaller Downtowns. The Arts as An Important Downtown Revitalization Tool*.

<http://www.ndavidmilder.com/2017/07/lets-get-real-about-the-impacts-of-the-arts-on-smaller-downtowns-the-arts-as-an-important-downtown-revitalization-tool-redux-part-2>

Milder makes a point that the arts/culture venue in a smaller community (25,000 people or less) doesn't spend enough money in the downtown to make an impact itself, and the attendees of the venue may or may not make a significant impact with the dollars they spend while visiting the arts venue. An example of the scale of impact which could be experienced is included below:

"A new small-town theater is a big hit and attracts a large audience that generates enough potential diners that someone opens a new restaurant. That may sound simple but may not happen all that easily. A typical full-service restaurant nationally will need sales of between \$150 PSF and \$250 PSF to break even. A restaurant with 1,500 SF would need annual sales of between \$275,000 to \$375,000 to make it; one with 2,500 SF would need between \$375,000 to \$625,000 (1). Among a sample of 23 communities with populations below 25,000, the median amount of expenditures for meals and drinks generated by their arts events' audiences was \$994,542. The 1,500 SF eatery would need to capture between 15% and 25% of the audience expenditures for meals and drinks; the 2,500 SF restaurant between 38% and 63%. Of course, other consumer expenditure factors might also come into play in the determination of whether a new restaurant will open, e.g., the incomes, spending habits and preferences of the local trade area's residents and non-resident members of the downtown's daytime population."

Milder also concludes the biggest impact from audience/attendee spending goes to hospitality niches (accommodations, food and drink) and possibly gifts/souvenirs, but not clothing or other retail.

A primary driver of commercial success is residential density. Supporting multi-family housing, town homes, condos and single-family housing in the area will provide a built-in market for restaurants, retail shops and service related businesses downtown. Additional commercial anchors or draws would also support all of the activity downtown.



June 11, 2018

GAP ANALYSIS FOR DOWNTOWN DE PERE

Destination Trade Area

In a full-blown market analysis, one would also look at the Destination Trade Area. This trade area is based on the purchase of major products and services such as appliances, furniture, electronics or cars, or those goods where consumers may wish to have a variety of options when shopping, i.e. clothing and shoes. The trade area for each product category as well as the retail setting they are in determines their draw or Destination Trade Area. De Pere's location adjacent to Green Bay and the Appleton area shopping and commercial districts, offers shoppers from within a 30+ mile radius a myriad of products and services in a variety of settings. From small specialty stores to super-regional centers, they will always pull an extraordinary amount of sales out of smaller communities into the larger metropolitan area.

Demand and Supply Analysis

Spending is influenced by demographic, economic and geographic factors. Demographic and lifestyle characteristics of the market area help describe the type of consumers residing in the area and their likely purchasing preferences and behaviors.

Estimates of demand and supply for retail trade (including food and drink) as developed by ESRI are presented here. ESRI uses their own methodology to estimate demand and supply data. Supply (retail sales) indicates sales to consumers by establishments, (business to business sales are excluded). Demand (retail potential) shows the expected amount spent by consumers at retail establishments. The analysis develops a predicted amount of spending in a given study area based on the population and typical per capita spending in each retail category.

Supply and demand estimates are in current dollars. The Leakage/Surplus Factor presents a snapshot of retail opportunity. This is a measure of the relationship between supply and demand that ranges for +100 (total leakage) to -100 (total surplus). A positive value (green) represents "leakage" of retail opportunity outside the trade area – or that projected spending is more than what can be accommodated by the retail space in a given area. It is then presumed that the excess spending is done outside the study area. A negative value (red) represents a surplus of retail sales, a market where customers are drawn in from outside the trade area – or that the amount of retail space in a category is expected to accommodate the projected demand for the population in that area. A large surplus might indicate that the area is saturated with that kind of retail, or that consumers are being attracted from outside of the study area. The comparison of supply and demand provides a sound and reasonable assessment of the market place.

The Retail Gap represents the difference between Retail Potential and Retail Sales. ESRI uses the North American Industry Classification System (NAICS) to classify business by their primary type of economic activity. Retail establishments are classified into 27 industry groups in the Retail Trade sector, as well as four industry groups within the Food Services & Drinking Establishments subsector.

Keep in mind that these figures reflect only the difference in estimated demand and sales for the resident market area and do not include demand generated by area employees, passers-by and visitors. Also, retail competition throughout the region will always take a portion of shopping dollars out of a community or market area. This is less true for convenience goods, such as grocery, gasoline and drugstore items that are most often purchased close to home. However, some retail sectors which are supported by a broad cross-section of consumers, such as restaurants – which are especially utilized by visitors – may have a significantly higher demand than presented.

For the purposes of looking at supply and demand in the convenience trade area, we will utilize the Retail MarketPlace Profile in the 10-minute drive time. The 5-minute drive time is too small to accurately portray the supply and demand in the area. The 15-minute drive time is helpful because it includes area to the west, south,



June 11, 2018

and southeast, but the areas to the north show data too far into Green Bay and skews the results significantly. Consumers comparison shop or have multiple store options for these types of purchases and are willing to drive well beyond the convenience trade area to seek them out. The internet has helped create savvy shoppers, knowing where desired products can be found in stock and at what price...compelling shoppers to drive even further for the best value.

Before reviewing the supply and demand data, here are some things to consider:

1. Sometimes a business opens because the owner has a passion for something, i.e. knitting, baking, antiques, pets, etc. and that is enough to push them forward, regardless of market demand or population support.
2. Sometimes a business opens in a certain location, simply because it is close to the owner's home, regardless of market demand or population support.
3. Sometimes a business opens in a certain location because the rent is very inexpensive, lessening the owner's risk.
4. It is not uncommon that smaller, independently owned businesses do not understand or research the market demand for their business model.
5. Simply because there is a market demand defined in a gap report, doesn't mean that a business can fill that demand and be successful. There are many other factors that contribute to a successful business, such as specific location, size of their space, management, sound financial footing, customer service, etc.
6. Anomalies will exist in the retail and service sector - businesses that manage to do well despite what appears to be the lack of market. Also, a business owner's measure of success is not always tied to profit – but sometimes they are just happier running their own business than working for someone else.
7. Most national businesses have specific requirements about a future site. The market demand might be there, but if a specific site doesn't provide the right property size, necessary traffic counts, access, controlled intersection, appropriate adjoining businesses, etc. – they might not pull the trigger in on that site.
8. A specific demand may be met within the community by a particular national or regional business, but they are franchise locations. The national chain might be very interested in the market area, but only if a local franchisee/operator can be located.

Retail Gap Analysis Data

The retail environment in De Pere is relatively healthy.

When a review of the retail marketplace was conducted, there were no significant gaps in retail availability which cannot be served within a 10-minute drive time. Within a five-minute drive time from the center of downtown (east) De Pere, for total retail trade and food & drink, there is a \$5,938,000 surplus, or more sales than the local demand is actually responsible for. This means people from outside the area are supporting the retail/food/drink market in the amount of nearly \$6 million. The corresponding figure in the 10-minute drive time is \$560 million.

General merchandise stores, (including department stores and other general merchandise stores) show a \$26 million gap in the five-minute drive time but that is the most significant gap within five minutes of downtown. Specialty food stores and beer/wine/liquor stores also show a small gap within the five and ten-minute drive times. Other gaps which may show up on a gap report are not significant enough to support or call out for a new store.



June 11, 2018

This means the retail demands of the community are being satisfied within a 10-minute drive time from downtown De Pere.

10 Minute Drive Time

Summary Demographics						
2017 Population						53,793
2017 Households						21,974
2017 Median Disposable Income						\$49,244
2017 Per Capita Income						\$33,342
Industry Summary	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Total Retail Trade and Food & Drink	44-45,722	\$854,458,185	\$1,414,536,082	-\$560,077,897	-24.7	541
Total Retail Trade	44-45	\$770,794,482	\$1,272,721,706	-\$501,927,224	-24.6	371
Total Food & Drink	722	\$83,663,703	\$141,814,376	-\$58,150,673	-25.8	171
Industry Group	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Motor Vehicle & Parts Dealers	441	\$165,081,473	\$208,442,218	-\$43,360,745	-11.6	28
Automobile Dealers	4411	\$130,718,924	\$185,769,586	-\$55,050,662	-17.4	10
Other Motor Vehicle Dealers	4412	\$21,056,372	\$12,348,428	\$8,707,944	26.1	5
Auto Parts, Accessories & Tire Stores	4413	\$13,306,177	\$10,324,203	\$2,981,974	12.6	13
Furniture & Home Furnishings Stores	442	\$25,325,122	\$109,754,339	-\$84,429,217	-62.5	32
Furniture Stores	4421	\$15,143,476	\$88,732,842	-\$73,589,366	-70.8	13
Home Furnishings Stores	4422	\$10,181,646	\$21,021,497	-\$10,839,851	-34.7	19
Electronics & Appliance Stores	443	\$25,637,987	\$60,803,013	-\$35,165,026	-40.7	18
Bldg Materials, Garden Equip. & Supply Stores	444	\$52,216,716	\$110,183,459	-\$57,966,743	-35.7	27
Bldg Material & Supplies Dealers	4441	\$47,088,561	\$100,304,113	-\$53,215,552	-36.1	23
Lawn & Garden Equip & Supply Stores	4442	\$5,128,155	\$9,879,347	-\$4,751,192	-31.7	5
Food & Beverage Stores	445	\$119,986,353	\$121,087,173	-\$1,100,820	-0.5	25
Grocery Stores	4451	\$104,491,359	\$112,337,734	-\$7,846,375	-3.6	12
Specialty Food Stores	4452	\$8,629,621	\$6,340,214	\$2,289,407	15.3	10
Beer, Wine & Liquor Stores	4453	\$6,865,373	\$2,409,225	\$4,456,148	48.0	3
Health & Personal Care Stores	446,4461	\$48,482,696	\$86,701,019	-\$38,218,323	-28.3	35
Gasoline Stations	447,4471	\$91,097,098	\$124,041,722	-\$32,944,624	-15.3	28
Clothing & Clothing Accessories Stores	448	\$33,556,174	\$107,011,416	-\$73,455,242	-52.3	85
Clothing Stores	4481	\$21,766,333	\$87,587,843	-\$65,821,510	-60.2	60
Shoe Stores	4482	\$4,868,823	\$12,693,743	-\$7,824,920	-44.6	13
Jewelry, Luggage & Leather Goods Stores	4483	\$6,921,019	\$6,729,829	\$191,190	1.4	12
Sporting Goods, Hobby, Book & Music Stores	451	\$20,027,468	\$46,453,091	-\$26,425,623	-39.7	26
Sporting Goods/Hobby/Musical Instr Stores	4511	\$16,854,605	\$43,875,313	-\$27,020,708	-44.5	22
Book, Periodical & Music Stores	4512	\$3,172,863	\$2,577,777	\$595,086	10.3	4
General Merchandise Stores	452	\$137,199,976	\$265,552,663	-\$128,352,687	-31.9	14
Department Stores Excluding Leased Depts.	4521	\$104,436,755	\$181,187,900	-\$76,751,145	-26.9	9
Other General Merchandise Stores	4529	\$32,763,222	\$84,364,763	-\$51,601,541	-44.1	5
Miscellaneous Store Retailers	453	\$29,942,922	\$29,156,835	\$786,087	1.3	49
Florists	4531	\$1,423,494	\$5,453,637	-\$4,030,143	-58.6	9
Office Supplies, Stationery & Gift Stores	4532	\$7,099,246	\$9,838,416	-\$2,739,170	-16.2	15
Used Merchandise Stores	4533	\$6,836,866	\$4,343,012	\$2,493,854	22.3	10
Other Miscellaneous Store Retailers	4539	\$14,583,317	\$9,521,770	\$5,061,547	21.0	15
Nonstore Retailers	454	\$22,240,495	\$3,534,758	\$18,705,737	72.6	4
Electronic Shopping & Mail-Order Houses	4541	\$18,238,462	\$870,370	\$17,368,092	90.9	1
Vending Machine Operators	4542	\$1,640,873	\$150,600	\$1,490,273	83.2	1
Direct Selling Establishments	4543	\$2,361,160	\$2,513,787	-\$152,627	-3.1	2
Food Services & Drinking Places	722	\$83,663,703	\$141,814,376	-\$58,150,673	-25.8	171
Special Food Services	7223	\$2,044,742	\$14,281,914	-\$12,237,172	-75.0	5
Drinking Places - Alcoholic Beverages	7224	\$6,067,454	\$3,617,317	\$2,450,137	25.3	13
Restaurants/Other Eating Places	7225	\$75,551,507	\$123,915,144	-\$48,363,637	-24.2	153



June 11, 2018

Understanding there are no true gaps to fill, but for possibly some specialty food and alcohol stores and possibly some “other miscellaneous store retailers” here are some concepts which would do well in downtown De Pere, given the vision for the future of the east side:

1. Music school. Private instruction for piano, violin, etc.
2. Specialty grocery, i.e. butcher shop, ethnic foods, local foods, organic foods.
3. Upscale bar with food. Handcrafted cocktails, fine wine selections, with outdoor seating.
4. Higher end resale goods – fashion and furniture.
5. Coffee shop with a retail angle, possibly a book store
6. Home décor, kitchen accessories store
7. Affordable but funky furniture (think IKEA lite)
8. Gallery space with artist production units where artists can exhibit and create their work in their own small rented space. Space could host classes, have equipment artists could share (such as a potter's wheel, high quality printer, computers), could serve as an “arts incubator”
9. Community workspace (see <http://unicornhatchlabs.com>)
10. Microbrewery/brewpub/distillery
11. Wine store/ wine bar

INVENTORY OF DOWNTOWN (study area) BUSINESSES

An inventory of a business district's business types is informative for understanding the mix and balance of who is working and conducting business in the district and what sectors may have a prevalence or be missing entirely.

For De Pere, the east side of downtown is surprisingly service business heavy, and on top of that, the business to business services category is dominant. Financial services, marketing agencies, accounting, architects and insurance have made the downtown their home. While these professional services are nice businesses to have in a business district, they don't draw the foot traffic the downtown needs to thrive.

Education and service providers include schools, a college planning business, Junior Achievement Office, and a math/reading center.

Entertainment includes the cinema and bowling alley.

Financial Services includes insurance agencies, banks, financial planning businesses, and mortgage companies.

Government includes the Post Office, Library and City Hall/Fire/Police Departments.

Healthcare and Fitness includes clinics, opticians, chiropractors, counseling services and fitness studios.

Restaurants and bars include all listed restaurants and bars in the tables located in the appendix of this market analysis. Recently closed or soon to be opening restaurants were not counted. Caterers were included in restaurants, but bakeries are included in retail.

Retail shows a nice mix of establishments from clothing to bakery, to general merchandise to children's stores and those focused on a hobby (quilting).

Salons includes adult, children and pet grooming.

Service to business includes marketing and advertising agencies, engineering and architectural firms, printing companies, attorneys and accountants



June 11, 2018

Service to consumers includes interior design, photography, television and communications.

There were a small handful of industry/manufacturing/construction related businesses as well.

De Pere Business Inventory by Category Downtown Eastside Study Area	
<u>Category</u>	<u>Number</u>
Church	2
Education (providers & services)	6
Entertainment	2
Financial Service (including insurance)	17
Government	3
Healthcare & Fitness	8
Restaurant/Bar	10
Retail	22
Salons	7
Service (to business)	13
Service (to consumer)	23

The Business Locator report in the Appendix shows sixteen pages of businesses by distance from the center of the study area. Pages 1-10 were used in this count and show the business most closely related to the study area of this project.

It's interesting to note there are 74 service related businesses between education, financial services, salons, health and fitness, business to business and business to consumer companies downtown. That leaves 34 other actual businesses (churches and government subtracted) which make up the entertainment, restaurant/bar and retail categories. The latter categories are those which should be the focus of recruitment efforts by the City and Definitely De Pere. The imbalance shows one perspective of the actual activity taking place now in the downtown. To draw more residents and visitors to want to come to the downtown, more retail, restaurant and experiential entertainment venues will need to move in.

CONSIDERING MULTI-FAMILY RESIDENTIAL

Noting there are no real gaps in the retail offerings from the marketplace profile, one of the strongest ways to increase the appeal to retailers and restaurants is to increase the number of residents. High density multi-family residential development would be an appropriate target for the Front Street/Broadway block between George Street and the roundabout.

Redevelopment Resources and SmithGroupJJR modeled several concepts of development for that block in keeping with what was shared through public listening/input sessions during the three-day charrette held in late May 2018.

The block currently hosts a public parking ramp with approximately 110 spaces, and a handful of commercial buildings, some of which are occupied by operating businesses and some of which are not. To re-program the



June 11, 2018

block with an impactful development, a massing exercise was undertaken which included a simplified proforma analysis to determine what levels of construction would need to be developed to make the project produce a positive net operating income and make a redevelopment project on this site financially feasible.

1. The consultants' first task was to determine if development under the current zoning code, a floor area ratio (FAR) of 2.8, would produce enough positive operating capital to pay for itself. A model was calculated where the developer would replace the public parking currently on-site and build enough parking to meet the needs of the new development. This model did not generate a positive net operating income (NOI), see financial models in the Appendix.
2. The next example reviewed was one where a development was constructed at the current zoning (FAR 2.8) without replacing the public parking but with enough parking to serve the new development. This example also did not result in a positive NOI.
3. We calculated the NOI on a development at current zoning code without parking but with a 25% tax increment financing (TIF) incentive. This model also did not generate a positive NOI. This is because there is not enough potential to capture revenue from a development with only enough density to meet the current zoning code. The cost of construction and the amount of debt on the project (with owner's equity of 25%) does not provide enough income to service the debt and meet expenses. The taxes generated on these examples would take 18 years to pay back a 25% TIF incentive.
4. The Floor Area Ratio was increased to 3.5 to provide a higher level of density on the site. In this model, taller buildings were imagined on the north end of the development (up to 5 stories) and buildings 2-3 stories were placed on the corner near the roundabout. This model was calculated with parking to serve just the development (not replacing public parking) and included 90 apartment units, 18 townhomes and 12,000 square feet of commercial space. With a 25% TIF incentive, this project barely results in a positive NOI and has a payback period on the incentive of 18 years.
5. An example we called Split Bar is a layout used for massing purposes which had a set of buildings facing the river and one facing Broadway St. with a parking structure in the middle. This example had 66 residential units and 18,000 sq. ft. of commercial space with only 80 parking stalls. With a TIF incentive of 25%, this example barely ekes out a positive NOI and has a 19-year payback period on the incentive.
6. The final example we ran, we called Galleria because the development wrapped the site on three sides and had a center building facing Broadway St. with a driveway and surface parking in a horseshoe shape through the development. With 78 units of residential and 21,500 sq. ft. of commercial space, this example also arrives at a very thin positive NOI and reaches a payback of public incentives after 18 years.

None of the above examples generate extremely solid formulas from a net operating income perspective but the exercise shows there is a way to achieve a moderate density on the site while still preserving desired building heights, preserving views of the river and maximizing value on this block. Each example was calculated with the City contributing to the project for \$1, the existing site on which the public parking sits.

Notes: Demolition and clearance of the site was considered within the acquisition price.

Soft costs include contingency, professional fees, financing fees for construction and permanent financing (including appraisals), insurance, taxes, rent-up expense, marketing, etc. Soft costs at 17% of total construction and acquisition costs provide a general estimate of what these costs could be. This number was consolidated for simplicity.

Commercial and residential construction costs were assigned a global cost of \$225 per square foot based on industry standard for mid-to-upper level quality of commercial construction. This was confirmed by a Fox Valley based construction/development firm and checked against current construction costs in other areas of Wisconsin.



June 11, 2018

Parking stall costs were assigned a cost of \$25,000 per stall to construct, confirmed by a Fox Valley based construction/development firm and verified against parking construction costs throughout the state of Wisconsin.

It was assumed the developer would contribute 25% cash/equity to the project, and if there was an incentive used in an example, it was estimated also at 25% of the project. Debt would then have been at either 50% or 75% of the project depending on if a TIF incentive was assumed.

The operating budget assumed full lease up on day 1 for simplicity. This is not a realistic scenario, but it was applied consistently across examples. The time it takes to fully lease the residential and commercial units will negatively impact the NOI, making most of the examples riskier and would justify the need for more density on the site.

Expenses at 35% of income is an industry standard applied to all examples.

Debt service was calculated at 6% interest over 30 years.

June 11, 2018

APPENDIX

Tapestry Descriptions



LifeMode Group: Middle Ground

Bright Young Professionals

8C

Households: 2,750,200

Average Household Size: 2.41

Median Age: 33.0

Median Household Income: \$54,000

WHO ARE WE?

Bright Young Professionals is a large market, primarily located in urban outskirts of large metropolitan areas. These communities are home to young, educated, working professionals. More than one out of three householders is under the age of 35. Slightly more diverse couples dominate this market, with more renters than homeowners. More than two-fifths of the households live in single-family homes; over a third live in 5+ unit buildings. Labor force participation is high, generally white-collar work, with a mix of food service and part-time jobs (among the college students). Median household income, median home value, and average rent are close to the US values. Residents of this segment are physically active and up on the latest technology.

OUR NEIGHBORHOOD

- Approximately 57% of the households rent; 43% own their homes.
- Household type is primarily couples, married (or unmarried), with above average concentrations of both single-parent (Index 125) and single-person (Index 115) households.
- Multitunit buildings or row housing make up 56% of the housing stock (row housing (Index 178), buildings with 5-19 units (Index 275)); 43% built 1980-99.
- Average rent mirrors the US (Index 100).
- Lower vacancy rate is at 8.2%.

SOCIOECONOMIC TRAITS

- Education completed: 35% with some college or an associate's degree, 33% with a bachelor's degree or higher.
- Unemployment rate is lower at 4.7%, and labor force participation rate of 72% is higher than the US rate.
- These consumers are up on the latest technology.
- They get most of their information from the Internet.
- Concern about the environment, impacts their purchasing decisions.



Note: The Index represents the ratio of the segment rate to the US rate multiplied by 100. Consumer preferences are estimated from data by GfK MRI.

8C

LifeMode Group: Middle Ground

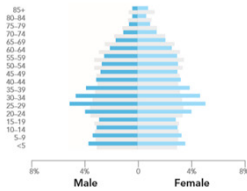
Bright Young Professionals



AGE BY SEX (Est. data)

Median Age: **33.0** US: 38.2

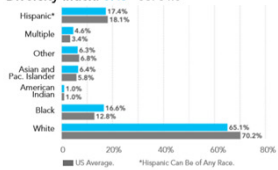
■ Indicates US



RACE AND ETHNICITY (Est. data)

The Diversity Index summarizes racial and ethnic diversity. The index shows the likelihood that two persons, chosen at random from the same area, belong to different race or ethnic groups. The index ranges from 0 (no diversity) to 100 (complete diversity).

Diversity Index: **67.5** US: 64.0



■ US Average. *Hispanic Can Be of Any Race.

INCOME AND NET WORTH

Net worth measures total household assets (homes, vehicles, investments, etc.) less any debts, secured (e.g., mortgages) or unsecured (credit cards). Household income and net worth are estimated by Esri.

Median Household Income

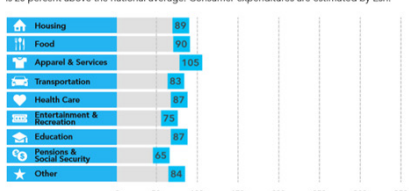


Median Net Worth



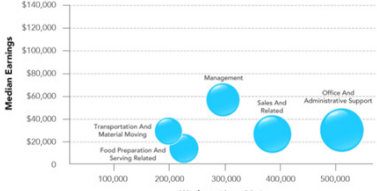
AVERAGE HOUSEHOLD BUDGET INDEX

The index compares the average amount spent in this market's household budgets for housing, food, apparel, etc., to the average amount spent by all US households. An index of 100 is average. An index of 120 shows that average spending by consumers in this market is 20 percent above the national average. Consumer expenditures are estimated by Esri.



OCCUPATION BY EARNINGS

The five occupations with the highest number of workers in the market are displayed by median earnings. Data from the Census Bureau's American Community Survey.



June 11, 2018

8C

LifeMode Group: Middle Ground

Bright Young Professionals

TAPESTRY
SEGMENTATION
esri.com/tapestry

MARKET PROFILE

(Consumer preferences are estimated from data by GfK MR)

- Own retirement savings and student loans.
- Own newer computers (desktop, laptop, or both), iPods, and 2+ TVs.
- Go online and use mobile devices for banking, access YouTube or Facebook, visit blogs, download movies, and play games.
- Use cell phones to text, redeem mobile coupons, listen to music, and check for news and financial information.
- Find leisure going to bars/clubs, attending concerts, going to the beach, and renting DVDs from Redbox or Netflix.
- Enjoy a variety of sports, including backpacking, rock climbing, football, Pilates, running, and yoga.
- Eat out often at fast-food and family restaurants.

HOUSING

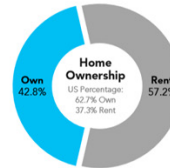
Median home value is displayed for markets that are primarily owner occupied; average rent is shown for renter-occupied markets. Tenure and home value are estimated by Esri. Housing type and average rent are from the Census Bureau's American Community Survey.



Typical Housing:
Single Family;
Multi-Units

Average Rent:
\$1,042

US Average: \$1,038



POPULATION CHARACTERISTICS

Total population, average annual population change since Census 2010, and average density (population per square mile) are displayed for the market relative to the size and change among all Tapestry markets. Data estimated by Esri.



ESRI INDEXES

Esri developed three indexes to display average household wealth, socioeconomic status, and housing affordability for the market relative to US standards.



8C

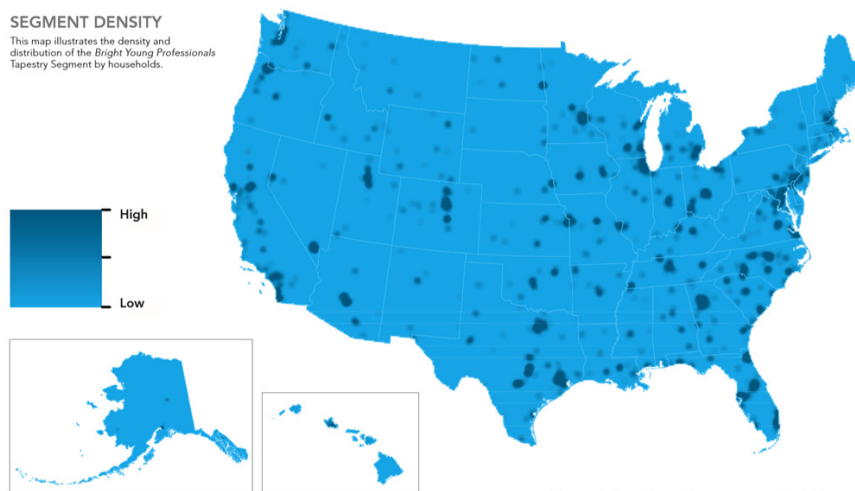
LifeMode Group: Middle Ground

Bright Young Professionals

TAPESTRY
SEGMENTATION
esri.com/tapestry

SEGMENT DENSITY

This map illustrates the density and distribution of the Bright Young Professionals Tapestry Segment by households.



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June 11, 2018



LifeMode Group: GenXurban

In Style

5B

Households: 2,675,000

Average Household Size: 2.33

Median Age: 41.1

Median Household Income: \$66,000

WHO ARE WE?

In Style denizens embrace an urbane lifestyle that includes support of the arts, travel, and extensive reading. They are connected and make full use of the advantages of mobile devices. Professional couples or single households without children, they have the time to focus on their homes and their interests. The population is slightly older and already planning for their retirement.

OUR NEIGHBORHOOD

- City dwellers of large metropolitan areas.
- Married couples, primarily with no children (Index 112) or single households (Index 109); average household size at 2.33.
- Home ownership average at 69% (Index 108); more than half, 51%, mortgaged (Index 112).
- Primarily single-family homes, in older neighborhoods (built before 1980), with a mix of town homes (Index 133) and smaller (5–19 units) apartment buildings (Index 110).
- Median home value at \$213,500.
- Vacant housing units at 8.8%.

SOCIOECONOMIC TRAITS

- College educated: 46% are graduates (Index 162); 75% with some college education.
- Low unemployment is at 5.6% (Index 65); higher labor force participation rate is at 68% (Index 108) with proportionately more 2-worker households (Index 112).
- Median household income of \$65,600 reveals an affluent market with income supplemented by investments (Index 143) and a substantial net worth (Index 179).
- Connected and knowledgeable, they carry smartphones and use many of the features.
- Attentive to price, they use coupons, especially mobile coupons.



Note: The index represents the ratio of the segment rate to the US rate multiplied by 100. Consumer preferences are estimated from data by ESRI, Inc.

5B

LifeMode Group: GenXurban

In Style

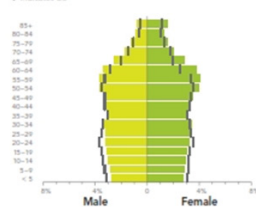


**TAPETRY
SEGMENTATION**
esri.com/tapestry

AGE BY SEX (Est. data)

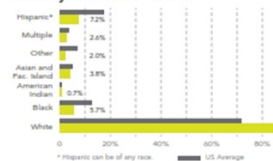
Median Age: 41.1 US: 37.6

1 Indicates US

**RACE AND ETHNICITY** (Est. data)

The Diversity Index summarizes racial and ethnic diversity. The index shows the likelihood that two persons, chosen at random from the same area, belong to different race or ethnic groups. The index ranges from 0 (no diversity) to 100 (complete diversity).

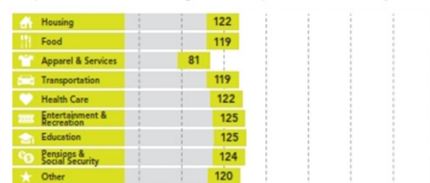
Diversity Index: 36.9 US: 62.1

**INCOME AND NET WORTH**

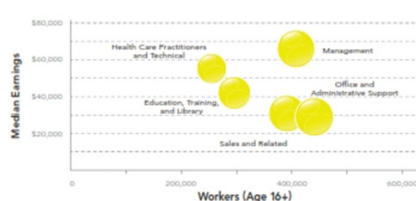
Net worth measures total household assets (homes, vehicles, investments, etc.) less any debts, secured (e.g., mortgages) or unsecured (credit cards). Household income and net worth are estimated by Esri.

Median Household Income**Median Net Worth****AVERAGE HOUSEHOLD BUDGET INDEX**

The index compares the average amount spent in this market's household budgets for housing, food, apparel, etc., to the average amount spent by all US households. An index of 100 is average. An index of 120 shows that average spending by consumers in this market is 20 percent above the national average. Consumer expenditures are estimated by Esri.

**OCCUPATION BY EARNINGS**

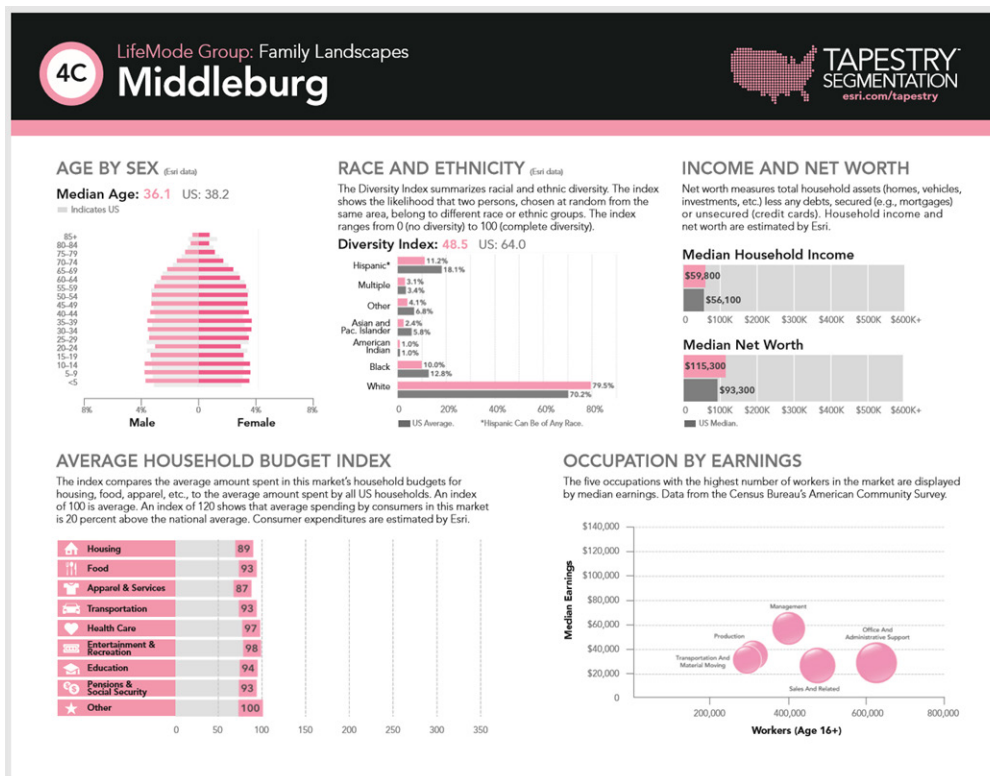
The five occupations with the highest number of workers in the market are displayed by median earnings. Data from the Census Bureau's American Community Survey.



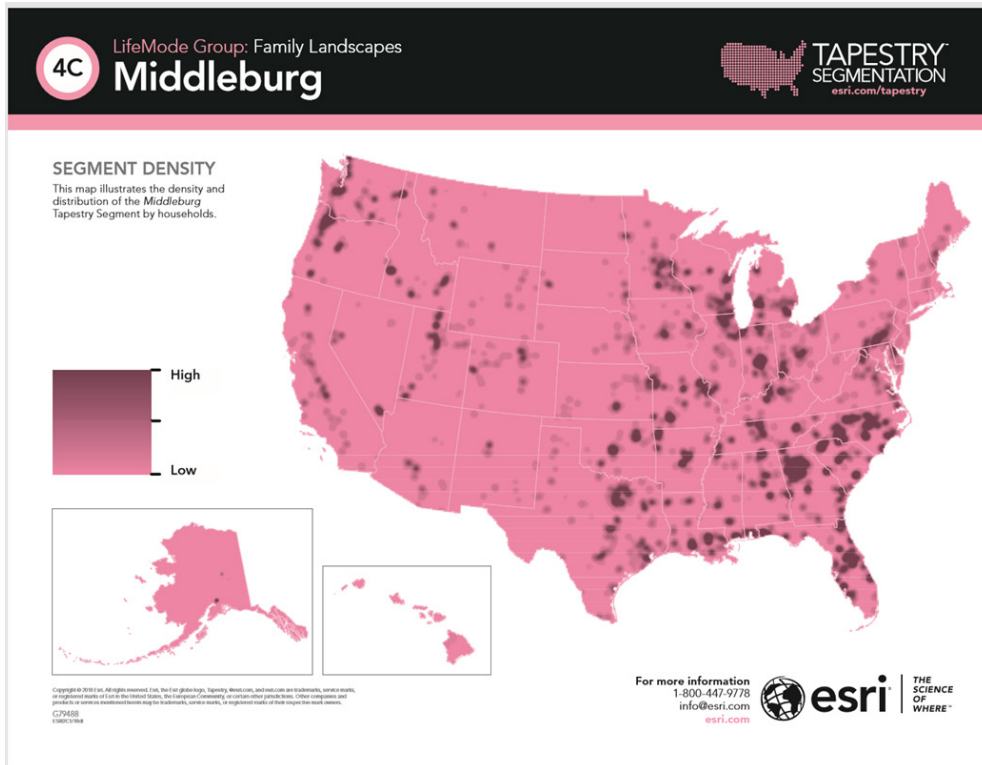
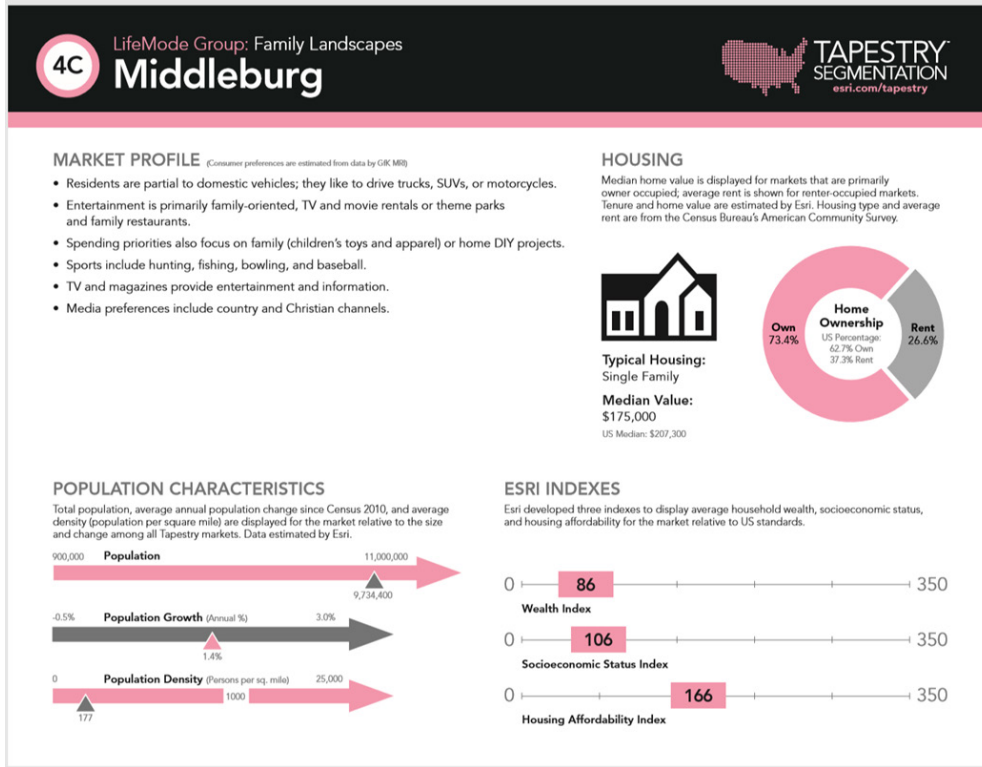
June 11, 2018



June 11, 2018



June 11, 2018



June 11, 2018



LifeMode Group: Middle Ground

Old and Newcomers

8F

Households: 2,859,200

Average Household Size: 2.12

Median Age: 39.4

Median Household Income: \$44,900

WHO ARE WE?

This market features singles' lifestyles, on a budget. The focus is more on convenience than consumerism, economy over acquisition. *Old and Newcomers* is composed of neighborhoods in transition, populated by renters who are just beginning their careers or retiring. Some are still in college; some are taking adult education classes. They support charity causes and are environmentally conscious. Age is not always obvious from their choices.

OUR NEIGHBORHOOD

- Metropolitan city dwellers.
- Predominantly single households (Index 148), with a mix of married couples (no children); average household size lower at 2.12.
- 55% renter occupied; average rent, \$880, (Index 85).
- 45% of housing units are single-family dwellings; 45% are multiunit buildings in older neighborhoods, built before 1980.
- Average vacancy rate at 11%.

SOCIOECONOMIC TRAITS

- Unemployment is lower at 5.1% (Index 93), with an average labor force participation rate of 62.6%, despite the increasing number of retired workers.
- 32% of households are currently receiving Social Security.
- 31% have a college degree (Index 99), 33% have some college education, 9% are still enrolled in college (Index 121).
- Consumers are price aware and coupon clippers, but open to impulse buys.
- They are attentive to environmental concerns.
- They are more comfortable with the latest technology than buying a car.



Note: The index represents the ratio of the segment rate to the US rate multiplied by 100.
Consumer preferences are estimated from data by GfK MR.

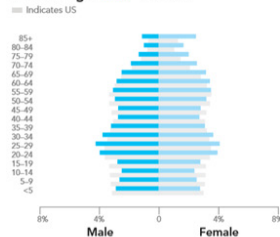
8F

LifeMode Group: Middle Ground

Old and Newcomers

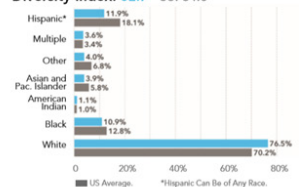
AGE BY SEX (Esri data)

Median Age: **39.4** US: 38.2

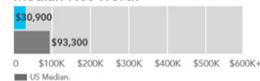
**RACE AND ETHNICITY** (Esri data)

The Diversity Index summarizes racial and ethnic diversity. The index shows the likelihood that two persons, chosen at random from the same area, belong to different race or ethnic groups. The index ranges from 0 (no diversity) to 100 (complete diversity).

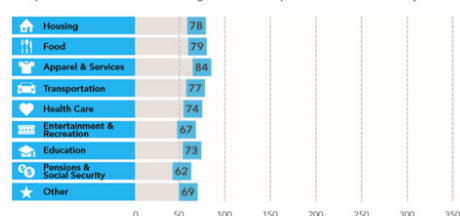
Diversity Index: **52.7** US: 64.0

**INCOME AND NET WORTH**

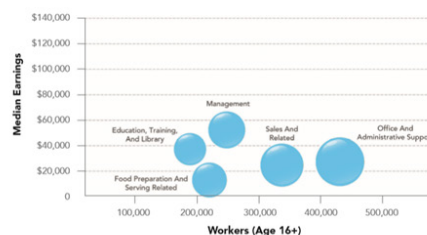
Net worth measures total household assets (homes, vehicles, investments, etc.) less any debts, secured (e.g., mortgages) or unsecured (credit cards). Household income and net worth are estimated by Esri.

Median Household Income**Median Net Worth****AVERAGE HOUSEHOLD BUDGET INDEX**

The index compares the average amount spent in this market's household budgets for housing, food, apparel, etc., to the average amount spent by all US households. An index of 100 is average. An index of 120 shows that average spending by consumers in this market is 20 percent above the national average. Consumer expenditures are estimated by Esri.

**OCCUPATION BY EARNINGS**

The five occupations with the highest number of workers in the market are displayed by median earnings. Data from the Census Bureau's American Community Survey.





June 11, 2018

8F LifeMode Group: Middle Ground Old and Newcomers



MARKET PROFILE

(Consumer preferences are estimated from data by GfK MR)

- Residents have a strong sense of community. They volunteer for charities, help fund raise, and recycle.
- They prefer cell phones to landlines.
- Entertainment features the Internet (employment searches, rating products, updating social media profiles), watching movies at home, listening to country music, and reading the paper.
- Vehicles are basically just a means of transportation.
- Food features convenience, frozen and fast food.
- They do banking as likely in person as online.

HOUSING

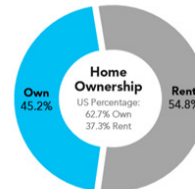
Median home value is displayed for markets that are primarily owner occupied; average rent is shown for renter-occupied markets. Tenure and home value are estimated by Esri. Housing type and average rent are from the Census Bureau's American Community Survey.



Typical Housing:
Single Family;
Multi-Units

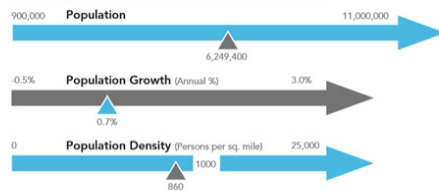
Average Rent:
\$880

US Average: \$1,038



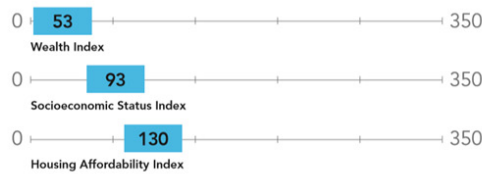
POPULATION CHARACTERISTICS

Total population, average annual population change since Census 2010, and average density (population per square mile) are displayed for the market relative to the size and change among all Tapestry markets. Data estimated by Esri.



ESRI INDEXES

Esri developed three indexes to display average household wealth, socioeconomic status, and housing affordability for the market relative to US standards.

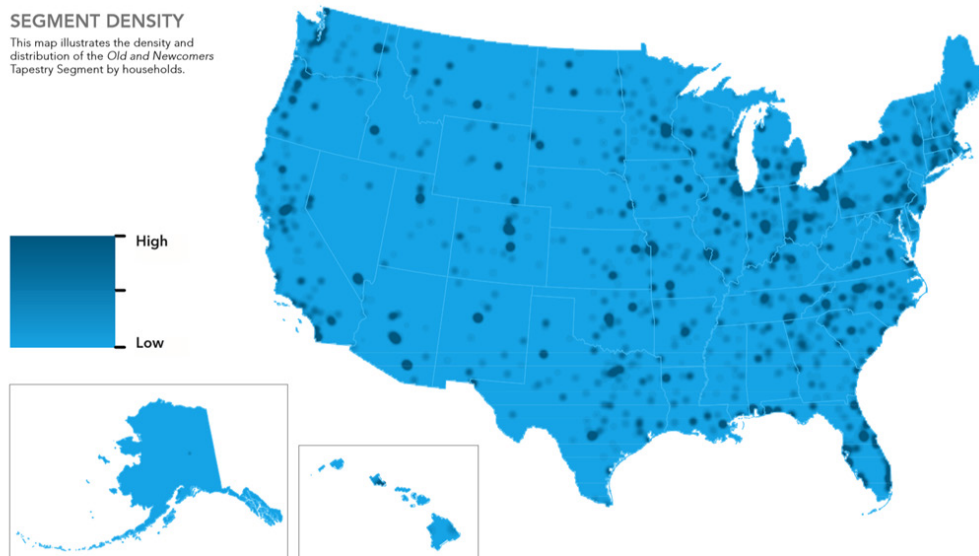


8F LifeMode Group: Middle Ground Old and Newcomers



SEGMENT DENSITY

This map illustrates the density and distribution of the *Old and Newcomers* Tapestry Segment by households.



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June 11, 2018

Market Profile



Market Profile

S Broadway & George St, De Pere, Wisconsin, 54115
Drive Time: 5, 10, 15 minute radii

Prepared by Esri
Latitude: 44.44897
Longitude: -88.06048

	5 minutes	10 minutes	15 minutes
Population Summary			
2000 Total Population	14,303	46,037	143,621
2010 Total Population	14,780	50,829	152,880
2017 Total Population	15,348	53,793	160,263
2017 Group Quarters	1,130	2,653	3,732
2022 Total Population	15,819	56,074	166,141
2017-2022 Annual Rate	0.61%	0.83%	0.72%
2017 Total Daytime Population	14,583	85,318	203,426
Workers	7,263	60,447	125,710
Residents	7,320	24,871	77,716
Household Summary			
2000 Households	5,662	17,535	56,706
2000 Average Household Size	2.33	2.42	2.44
2010 Households	6,159	20,649	62,500
2010 Average Household Size	2.21	2.33	2.39
2017 Households	6,466	21,974	65,694
2017 Average Household Size	2.20	2.33	2.38
2022 Households	6,703	22,974	68,195
2022 Average Household Size	2.19	2.33	2.38
2017-2022 Annual Rate	0.72%	0.89%	0.75%
2010 Families	3,733	13,107	38,780
2010 Average Family Size	2.83	2.91	2.99
2017 Families	3,857	13,813	40,310
2017 Average Family Size	2.83	2.91	2.99
2022 Families	3,966	14,377	41,643
2022 Average Family Size	2.82	2.91	3.00
2017-2022 Annual Rate	0.56%	0.80%	0.65%
Housing Unit Summary			
2000 Housing Units	5,829	18,112	58,568
Owner Occupied Housing Units	65.7%	67.5%	60.2%
Renter Occupied Housing Units	31.4%	29.3%	36.6%
Vacant Housing Units	2.9%	3.2%	3.2%
2010 Housing Units	6,495	21,872	66,441
Owner Occupied Housing Units	60.9%	62.5%	58.0%
Renter Occupied Housing Units	33.9%	31.9%	36.1%
Vacant Housing Units	5.2%	5.6%	5.9%
2017 Housing Units	6,793	23,113	69,547
Owner Occupied Housing Units	57.5%	59.3%	54.9%
Renter Occupied Housing Units	37.7%	35.7%	39.6%
Vacant Housing Units	4.8%	4.9%	5.5%
2022 Housing Units	7,039	24,074	72,062
Owner Occupied Housing Units	57.3%	59.3%	54.8%
Renter Occupied Housing Units	37.9%	36.2%	39.8%
Vacant Housing Units	4.8%	4.6%	5.4%
Median Household Income			
2017	\$61,032	\$61,226	\$53,662
2022	\$71,665	\$71,895	\$60,745
Median Home Value			
2017	\$178,709	\$182,217	\$160,777
2022	\$193,889	\$197,996	\$172,893
Per Capita Income			
2017	\$34,441	\$33,342	\$29,384
2022	\$39,857	\$38,500	\$33,853
Median Age			
2010	37.1	37.1	35.9
2017	38.6	38.2	37.0
2022	39.8	38.6	37.6

Data Note: Household population includes persons not residing in group quarters. Average Household Size is the household population divided by total households. Persons in families include the householder and persons related to the householder by birth, marriage, or adoption. Per Capita Income represents the income received by all persons aged 15 years and over divided by the total population.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2017 and 2022 Esri converted Census 2000 data into 2010 geography.

May 03, 2018



June 11, 2018



Market Profile

S Broadway & George St, De Pere, Wisconsin, 54115
Drive Time: 5, 10, 15 minute radii

Prepared by Esri
Latitude: 44.44897
Longitude: -88.06048

	5 minutes	10 minutes	15 minutes
2017 Households by Income			
Household Income Base	6,466	21,974	65,694
<\$15,000	6.7%	6.1%	9.1%
\$15,000 - \$24,999	10.1%	9.0%	10.7%
\$25,000 - \$34,999	10.3%	9.6%	10.8%
\$35,000 - \$49,999	11.8%	14.0%	15.2%
\$50,000 - \$74,999	20.5%	20.6%	20.1%
\$75,000 - \$99,999	14.1%	15.2%	13.8%
\$100,000 - \$149,999	15.1%	15.3%	12.7%
\$150,000 - \$199,999	5.7%	4.8%	3.8%
\$200,000+	5.8%	5.4%	3.8%
Average Household Income	\$82,766	\$81,786	\$71,429
2022 Households by Income			
Household Income Base	6,703	22,974	68,195
<\$15,000	6.1%	5.6%	8.6%
\$15,000 - \$24,999	8.7%	7.7%	9.5%
\$25,000 - \$34,999	8.6%	8.0%	9.2%
\$35,000 - \$49,999	9.6%	11.3%	12.6%
\$50,000 - \$74,999	19.0%	19.1%	19.0%
\$75,000 - \$99,999	16.6%	17.9%	16.5%
\$100,000 - \$149,999	17.7%	18.1%	15.2%
\$150,000 - \$199,999	6.8%	5.7%	4.6%
\$200,000+	7.0%	6.6%	4.7%
Average Household Income	\$95,821	\$94,377	\$82,311
2017 Owner Occupied Housing Units by Value			
Total	3,905	13,716	38,174
<\$50,000	1.9%	1.7%	4.1%
\$50,000 - \$99,999	3.4%	3.8%	9.9%
\$100,000 - \$149,999	29.0%	26.3%	30.6%
\$150,000 - \$199,999	27.3%	28.3%	25.0%
\$200,000 - \$249,999	16.5%	15.4%	11.8%
\$250,000 - \$299,999	6.9%	7.9%	6.5%
\$300,000 - \$399,999	6.8%	8.4%	6.3%
\$400,000 - \$499,999	4.0%	3.8%	2.6%
\$500,000 - \$749,999	1.9%	2.8%	2.2%
\$750,000 - \$999,999	0.7%	0.8%	0.5%
\$1,000,000 +	1.5%	0.8%	0.5%
Average Home Value	\$221,895	\$223,584	\$193,198
2022 Owner Occupied Housing Units by Value			
Total	4,036	14,271	39,502
<\$50,000	1.4%	1.2%	3.3%
\$50,000 - \$99,999	2.8%	3.1%	8.6%
\$100,000 - \$149,999	25.3%	22.9%	28.1%
\$150,000 - \$199,999	23.3%	23.9%	21.8%
\$200,000 - \$249,999	16.3%	14.8%	11.8%
\$250,000 - \$299,999	7.7%	8.6%	7.4%
\$300,000 - \$399,999	9.4%	11.7%	9.0%
\$400,000 - \$499,999	7.3%	6.4%	4.5%
\$500,000 - \$749,999	3.0%	4.9%	3.9%
\$750,000 - \$999,999	0.8%	1.1%	0.8%
\$1,000,000 +	2.6%	1.4%	0.9%
Average Home Value	\$257,198	\$258,265	\$221,115

Data Note: Income represents the preceding year, expressed in current dollars. Household income includes wage and salary earnings, interest dividends, net rents, pensions, SSI and welfare payments, child support, and alimony.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2017 and 2022 Esri converted Census 2000 data into 2010 geography.

May 03, 2018



June 11, 2018



Market Profile

S Broadway & George St, De Pere, Wisconsin, 54115
Drive Time: 5, 10, 15 minute radii

Prepared by Esri
Latitude: 44.44897
Longitude: -88.06048

	5 minutes	10 minutes	15 minutes
2010 Population by Age			
Total	14,780	50,826	152,883
0 - 4	5.2%	6.1%	7.0%
5 - 9	5.8%	6.5%	6.8%
10 - 14	6.9%	6.7%	6.7%
15 - 24	18.3%	14.3%	13.7%
25 - 34	11.8%	13.9%	14.6%
35 - 44	11.5%	13.0%	13.1%
45 - 54	14.3%	15.1%	14.9%
55 - 64	10.9%	11.3%	11.2%
65 - 74	6.8%	6.3%	6.1%
75 - 84	5.4%	4.5%	4.0%
85 +	3.3%	2.4%	1.9%
18 +	78.0%	76.6%	75.4%
2017 Population by Age			
Total	15,347	53,791	160,264
0 - 4	4.8%	5.6%	6.5%
5 - 9	4.9%	5.7%	6.4%
10 - 14	5.3%	6.1%	6.3%
15 - 24	18.9%	14.7%	13.3%
25 - 34	11.9%	13.8%	14.9%
35 - 44	10.8%	12.3%	12.7%
45 - 54	12.7%	13.1%	12.9%
55 - 64	13.0%	13.0%	12.8%
65 - 74	9.0%	8.5%	8.2%
75 - 84	5.2%	4.5%	4.1%
85 +	3.5%	2.6%	2.1%
18 +	81.4%	78.9%	77.2%
2022 Population by Age			
Total	15,819	56,072	166,142
0 - 4	4.8%	5.7%	6.5%
5 - 9	4.7%	5.5%	6.2%
10 - 14	4.9%	5.7%	6.2%
15 - 24	17.4%	14.0%	12.8%
25 - 34	12.6%	14.5%	14.8%
35 - 44	11.3%	12.6%	13.2%
45 - 54	10.7%	11.5%	11.5%
55 - 64	13.1%	12.7%	12.4%
65 - 74	10.9%	10.1%	9.6%
75 - 84	6.0%	5.2%	4.8%
85 +	3.4%	2.5%	2.0%
18 +	82.4%	79.5%	77.5%
2010 Population by Sex			
Males	7,091	25,126	75,448
Females	7,689	25,703	77,432
2017 Population by Sex			
Males	7,397	26,574	79,140
Females	7,951	27,219	81,123
2022 Population by Sex			
Males	7,638	27,686	82,050
Females	8,180	28,387	84,091

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2017 and 2022 Esri converted Census 2000 data into 2010 geography.

May 03, 2018



June 11, 2018



Market Profile

S Broadway & George St, De Pere, Wisconsin, 54115
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Prepared by Esri
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	5 minutes	10 minutes	15 minutes
2010 Population by Race/Ethnicity			
Total	14,780	50,829	152,880
White Alone	94.7%	92.0%	84.9%
Black Alone	0.8%	2.2%	2.7%
American Indian Alone	1.0%	1.3%	3.1%
Asian Alone	1.4%	1.8%	3.2%
Pacific Islander Alone	0.0%	0.0%	0.0%
Some Other Race Alone	0.6%	0.9%	3.7%
Two or More Races	1.4%	1.7%	2.4%
Hispanic Origin	2.1%	2.5%	7.3%
Diversity Index	13.9	19.3	37.4
2017 Population by Race/Ethnicity			
Total	15,348	53,793	160,263
White Alone	93.3%	90.3%	82.1%
Black Alone	1.1%	2.6%	3.3%
American Indian Alone	1.0%	1.3%	3.2%
Asian Alone	1.9%	2.4%	4.0%
Pacific Islander Alone	0.0%	0.0%	0.0%
Some Other Race Alone	0.8%	1.1%	4.5%
Two or More Races	1.8%	2.2%	2.9%
Hispanic Origin	2.8%	3.3%	8.9%
Diversity Index	17.7	23.6	43.3
2022 Population by Race/Ethnicity			
Total	15,818	56,074	166,140
White Alone	92.0%	88.7%	79.6%
Black Alone	1.4%	3.0%	3.9%
American Indian Alone	1.1%	1.4%	3.3%
Asian Alone	2.3%	2.9%	4.6%
Pacific Islander Alone	0.0%	0.0%	0.0%
Some Other Race Alone	1.1%	1.4%	5.3%
Two or More Races	2.2%	2.6%	3.3%
Hispanic Origin	3.5%	4.1%	10.5%
Diversity Index	21.1	27.4	48.2
2010 Population by Relationship and Household Type			
Total	14,780	50,829	152,880
In Households	92.3%	94.7%	97.5%
In Family Households	73.1%	76.7%	78.2%
Householder	24.5%	25.5%	25.3%
Spouse	19.4%	20.4%	18.9%
Child	26.5%	27.9%	29.4%
Other relative	1.2%	1.3%	2.3%
Nonrelative	1.5%	1.6%	2.3%
In Nonfamily Households	19.2%	18.0%	19.3%
In Group Quarters	7.7%	5.3%	2.5%
Institutionalized Population	1.0%	3.0%	1.5%
Noninstitutionalized Population	6.8%	2.3%	1.0%

Data Note: Persons of Hispanic Origin may be of any race. The Diversity Index measures the probability that two people from the same area will be from different race/ethnic groups.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2017 and 2022 Esri converted Census 2000 data into 2010 geography.

May 03, 2018



June 11, 2018



Market Profile

S Broadway & George St, De Pere, Wisconsin, 54115
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	5 minutes	10 minutes	15 minutes
2017 Population 25+ by Educational Attainment			
Total	10,144	36,525	108,205
Less than 9th Grade	1.4%	1.8%	3.8%
9th - 12th Grade, No Diploma	3.3%	3.9%	5.5%
High School Graduate	23.5%	21.5%	25.4%
GED/Alternative Credential	2.3%	3.5%	4.0%
Some College, No Degree	19.2%	19.9%	20.6%
Associate Degree	12.7%	13.1%	12.1%
Bachelor's Degree	26.9%	25.5%	20.9%
Graduate/Professional Degree	10.7%	10.7%	7.6%
2017 Population 15+ by Marital Status			
Total	13,041	44,457	129,562
Never Married	31.9%	31.3%	34.3%
Married	52.3%	53.4%	49.9%
Widowed	6.0%	5.3%	5.0%
Divorced	9.8%	10.0%	10.8%
2017 Civilian Population 16+ in Labor Force			
Civilian Employed	96.1%	96.5%	96.2%
Civilian Unemployed (Unemployment Rate)	3.9%	3.5%	3.8%
2017 Employed Population 16+ by Industry			
Total	8,161	28,336	82,815
Agriculture/Mining	1.0%	0.8%	1.4%
Construction	2.9%	4.5%	4.6%
Manufacturing	15.8%	14.9%	16.9%
Wholesale Trade	2.6%	2.8%	3.0%
Retail Trade	11.6%	10.5%	10.7%
Transportation/Utilities	5.9%	5.7%	5.8%
Information	1.4%	1.5%	1.3%
Finance/Insurance/Real Estate	7.1%	8.0%	7.2%
Services	48.1%	47.5%	45.7%
Public Administration	3.6%	3.8%	3.4%
2017 Employed Population 16+ by Occupation			
Total	8,163	28,336	82,816
White Collar	65.8%	63.7%	57.5%
Management/Business/Financial	16.0%	15.5%	14.5%
Professional	26.1%	23.7%	19.3%
Sales	10.8%	10.7%	9.6%
Administrative Support	12.9%	13.8%	14.1%
Services	16.1%	17.7%	19.1%
Blue Collar	18.1%	18.6%	23.4%
Farming/Forestry/Fishing	0.8%	0.6%	1.1%
Construction/Extraction	2.4%	3.1%	3.2%
Installation/Maintenance/Repair	1.8%	2.0%	2.5%
Production	7.9%	7.3%	9.2%
Transportation/Material Moving	5.2%	5.7%	7.3%
2010 Population By Urban/ Rural Status			
Total Population	14,780	50,829	152,880
Population Inside Urbanized Area	97.9%	93.3%	92.9%
Population Inside Urbanized Cluster	0.0%	0.0%	0.0%
Rural Population	2.1%	6.7%	7.1%

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2017 and 2022 Esri converted Census 2000 data into 2010 geography.

May 03, 2018



June 11, 2018



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	5 minutes	10 minutes	15 minutes
2010 Households by Type			
Total	6,158	20,650	62,501
Households with 1 Person	32.7%	29.5%	30.1%
Households with 2+ People	67.3%	70.5%	69.9%
Family Households	60.6%	63.5%	62.0%
Husband-wife Families	48.0%	50.9%	46.4%
With Related Children	19.8%	22.0%	20.2%
Other Family (No Spouse Present)	12.6%	12.6%	15.7%
Other Family with Male Householder	3.9%	3.8%	4.7%
With Related Children	2.8%	2.6%	3.1%
Other Family with Female Householder	8.7%	8.9%	10.9%
With Related Children	6.2%	6.3%	8.0%
Nonfamily Households	6.7%	7.1%	7.9%
All Households with Children	29.1%	31.3%	31.8%
Multigenerational Households	1.3%	1.3%	2.0%
Unmarried Partner Households	6.3%	6.8%	8.4%
Male-female	5.9%	6.3%	7.8%
Same-sex	0.4%	0.5%	0.6%
2010 Households by Size			
Total	6,159	20,647	62,501
1 Person Household	32.7%	29.5%	30.1%
2 Person Household	34.4%	35.5%	34.5%
3 Person Household	14.1%	14.9%	14.9%
4 Person Household	11.8%	12.8%	12.2%
5 Person Household	4.7%	5.1%	5.2%
6 Person Household	1.6%	1.5%	1.9%
7 + Person Household	0.7%	0.7%	1.2%
2010 Households by Tenure and Mortgage Status			
Total	6,159	20,649	62,500
Owner Occupied	64.3%	66.2%	61.6%
Owned with a Mortgage/Loan	46.0%	48.7%	45.1%
Owned Free and Clear	18.2%	17.5%	16.5%
Renter Occupied	35.7%	33.8%	38.4%
2010 Housing Units By Urban/ Rural Status			
Total Housing Units	6,495	21,872	66,441
Housing Units Inside Urbanized Area	97.8%	94.1%	93.7%
Housing Units Inside Urbanized Cluster	0.0%	0.0%	0.1%
Rural Housing Units	2.2%	5.9%	6.2%

Data Note: Households with children include any households with people under age 18, related or not. Multigenerational households are families with 3 or more parent-child relationships. Unmarried partner households are usually classified as nonfamily households unless there is another member of the household related to the householder. Multigenerational and unmarried partner households are reported only to the tract level. Esri estimated block group data, which is used to estimate polygons or non-standard geography.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2017 and 2022 Esri converted Census 2000 data into 2010 geography.

May 03, 2018



June 11, 2018



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S Broadway & George St, De Pere, Wisconsin, 54115
Drive Time: 5, 10, 15 minute radii

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	5 minutes	10 minutes	15 minutes
Top 3 Tapestry Segments			
1. In Style (5B)	Bright Young Professionals	Bright Young Professionals	
2. Middleburg (4C)	In Style (5B)	Rustbelt Traditions (5D)	
3. Old and Newcomers (8F)	Middleburg (4C)	Soccer Moms (4A)	
2017 Consumer Spending			
Apparel & Services: Total \$	\$14,347,833	\$48,359,911	\$127,070,463
Average Spent	\$2,218.97	\$2,200.78	\$1,934.28
Spending Potential Index	103	102	90
Education: Total \$	\$9,881,660	\$32,576,067	\$85,345,522
Average Spent	\$1,528.25	\$1,482.48	\$1,299.14
Spending Potential Index	105	102	89
Entertainment/Recreation: Total \$	\$20,703,024	\$69,407,009	\$181,677,702
Average Spent	\$3,201.83	\$3,158.60	\$2,765.51
Spending Potential Index	103	101	89
Food at Home: Total \$	\$33,522,018	\$111,917,249	\$298,639,940
Average Spent	\$5,184.35	\$5,093.17	\$4,545.92
Spending Potential Index	103	101	90
Food Away from Home: Total \$	\$22,417,445	\$75,408,947	\$198,311,739
Average Spent	\$3,466.97	\$3,431.74	\$3,018.72
Spending Potential Index	104	103	91
Health Care: Total \$	\$37,180,270	\$123,822,769	\$322,449,687
Average Spent	\$5,750.12	\$5,634.97	\$4,908.36
Spending Potential Index	103	101	88
HH Furnishings & Equipment: Total \$	\$13,028,375	\$43,854,947	\$114,461,824
Average Spent	\$2,014.90	\$1,995.77	\$1,742.35
Spending Potential Index	104	103	90
Personal Care Products & Services: Total \$	\$5,345,162	\$17,937,961	\$46,860,570
Average Spent	\$826.66	\$816.33	\$713.32
Spending Potential Index	104	103	90
Shelter: Total \$	\$108,458,605	\$362,354,559	\$958,015,112
Average Spent	\$16,773.68	\$16,490.15	\$14,582.99
Spending Potential Index	103	102	90
Support Payments/Cash Contributions/Gifts in Kind: Total \$	\$15,652,078	\$52,333,830	\$134,557,353
Average Spent	\$2,420.67	\$2,381.63	\$2,048.24
Spending Potential Index	103	102	87
Travel: Total \$	\$13,628,851	\$45,984,331	\$117,745,731
Average Spent	\$2,107.77	\$2,092.67	\$1,792.34
Spending Potential Index	102	101	87
Vehicle Maintenance & Repairs: Total \$	\$7,137,901	\$23,894,446	\$62,859,733
Average Spent	\$1,103.91	\$1,087.40	\$956.86
Spending Potential Index	103	101	89

Data Note: Consumer spending shows the amount spent on a variety of goods and services by households that reside in the area. Expenditures are shown by broad budget categories that are not mutually exclusive. Consumer spending does not equal business revenue. Total and Average Amount Spent Per Household represent annual figures. The Spending Potential Index represents the amount spent in the area relative to a national average of 100.

Source: Consumer Spending data are derived from the 2013 and 2014 Consumer Expenditure Surveys, Bureau of Labor Statistics. Esri.

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2017 and 2022 Esri converted Census 2000 data into 2010 geography.

May 03, 2018



June 11, 2018

Massing Model Proformas for Front Street Block

De Pere: Front Street/Broadway/George Street Redevelopment Project Estimated Project Costs - At Current Zoning, 2.8 FAR Model

Assumes developer acquires parking ramp for \$1 and replaces approximately 110 parking stalls for public use.

CONSTRUCTION

Commercial Site Acquisition		\$	3,000,000		
Construction - building	125,000	\$	28,125,000	\$	225
Construction - parking	350	\$	8,750,000	\$	25,000
Total Site and Construction		\$	39,875,000		
Soft costs	17%	\$	6,778,750		
Total Development Costs		\$	<u>46,653,750</u>		

FINANCING

Equity	25%	\$	11,663,438
Debt		\$	34,990,313

OPERATING BUDGET

Income		\$	2,145,600	
Expenses	35% of income	\$	750,960	
Debt Service		\$	2,517,420	annual
NOI		\$	(1,122,780)	

* 64 units at \$1800/month average rent, 18 townhomes at \$2200/month average rent

12,000 sq. ft. commercial space at \$24.00 gross

Does not consider phasing, assumes full occupancy



June 11, 2018

De Pere: Front Street/Broadway/George Street Redevelopment Project Estimated Project Costs - At Current Zoning, 2.8 FAR Model

Assumes developer acquires parking ramp for \$1 and does not replace public parking

CONSTRUCTION

Commercial Site Acquisition		\$	3,000,000		
Construction - building	125,000	\$	28,125,000	\$	225
Construction - parking	240	\$	6,000,000	\$	25,000
Total Site and Construction		\$	37,125,000		
Soft costs	17%	\$	6,311,250		
Total Development Costs		\$	<u>43,436,250</u>		

FINANCING

Equity	25%	\$	10,859,063
Debt		\$	32,577,188

OPERATING BUDGET

Income		\$	2,145,600	
Expenses	35% of income	\$	750,960	
Debt Service		\$	2,343,804	annual
NOI		\$	(949,164)	

* 64 units at \$1800/month average rent, 18 townhomes at \$2200/month average rent
12,000 sq. ft. commercial space at \$24.00 gross

Does not consider phasing, assumes full
occupancy



June 11, 2018

De Pere: Front Street/Broadway/George Street Redevelopment Project Estimated Project Costs - At Current Zoning, 2.8 FAR Model

Assumes developer acquires parking ramp for \$1 and replaces approximately 110 parking stalls for public use.

CONSTRUCTION

Commercial Site Acquisition		\$	3,000,000	
Construction - building	125,000	\$	28,125,000	\$ 225
Construction - parking	350	\$	8,750,000	\$ 25,000
Total Site and Construction		\$	39,875,000	
Soft costs	17%	\$	6,778,750	
Total Development Costs		\$	<u>46,653,750</u>	

FINANCING

Equity	25%	\$	11,663,438	
TIF Incentive	25%	\$	11,663,438	** equals a payback of approximately 18 years
Debt		\$	23,326,875	

OPERATING BUDGET

Income		\$	2,145,600	
Expenses	35% of income	\$	750,960	
Debt Service		\$	1,678,272	annual
NOI		\$	(283,632)	

* 64 units at \$1800/month average rent, 18 townhomes at \$2200/month average rent
12,000 sq. ft. commercial space at \$24.00 gross

**TIF payback period: assessed value used was 80% total construction cost x tax rate of \$21.83/thousand

Does not consider phasing, assumes full occupancy



June 11, 2018

De Pere: Front Street/Broadway/George Street Redevelopment Project

Estimated Project Costs - 3.15 FAR Model

Assumes developer acquires parking ramp for \$1 and does not replace public parking.

CONSTRUCTION

Commercial Site Acquisition		\$	3,000,000	
Construction - building	152,000	\$	28,125,000	\$ 225
Construction - parking	240	\$	6,000,000	\$ 25,000
Total Site and Construction		\$	37,125,000	
Soft costs	17%	\$	6,311,250	
Total Development Costs		\$	<u>43,436,250</u>	

FINANCING

Equity	25%	\$	10,859,063	
TIF Incentive	25%	\$	10,859,063	** equals a payback of approximately 18 years
Debt		\$	21,718,125	

OPERATING BUDGET

Income		\$	2,707,200	
Expenses	35% of income	\$	947,520	
Debt Service		\$	1,562,532	annual
NOI		\$	197,148	

* 90 units at \$1800/month average rent, 18 townhomes at \$2200/month average rent

12,000 sq. ft. commercial space at \$24.00 gross

**TIF payback period: assessed value used was 80% total construction cost x tax rate of \$21.83/thousand

Does not consider phasing, assumes full occupancy



June 11, 2018

De Pere: Front Street/Broadway/George Street Redevelopment Project

Estimated Project Costs - Split Bar Concept

Assumes developer acquires parking ramp for \$1 and does not replace public parking.

CONSTRUCTION

Commercial Site Acquisition		\$	3,000,000	
Construction - building	116,000	\$	23,200,000	\$ 200
Construction - parking	80	\$	2,000,000	\$ 25,000
Total Site and Construction		\$	28,200,000	
Soft costs	17%	\$	4,794,000	
Total Development Costs		\$	<u>32,994,000</u>	

FINANCING

Equity	25%	\$	8,248,500	
TIF Incentive	25%	\$	8,248,500	** equals a payback of approximately 19 years
Debt		\$	16,497,000	

OPERATING BUDGET

Income		\$	1,944,000	
Expenses	35% of income	\$	680,400	
Debt Service		\$	1,186,896	annual
NOI		\$	76,704	

* 48 units at \$1800/month average rent, 18 townhomes at \$2200/month average rent

18,000 sq. ft. commercial space at \$24.00 gross

**TIF payback period: assessed value used was 80% total construction cost x tax rate of \$21.83/thousand

Does not consider phasing, assumes full occupancy



June 11, 2018

De Pere: Front Street/Broadway/George Street Redevelopment Project Estimated Project Costs - Galleria

Assumes developer acquires parking ramp for \$1 and does not replace public parking.

CONSTRUCTION

Commercial Site Acquisition		\$	3,000,000	
Construction - building	129,800	\$	29,205,000	\$ 225
Construction - parking	0	\$	-	\$ 25,000
Total Site and Construction		\$	32,205,000	
Soft costs	17%	\$	5,474,850	
Total Development Costs		\$	<u>37,679,850</u>	

FINANCING

Equity	25%	\$	9,419,963	
TIF Incentive	25%	\$	9,419,963	** equals a payback of approximately 18 years
Debt		\$	18,839,925	

OPERATING BUDGET

Income		\$	2,287,200	
Expenses	35% of income	\$	800,520	
Debt Service		\$	1,355,436	annual
NOI		\$	131,244	

* 60 units at \$1800/month average rent, 18 townhomes at \$2200/month average rent
21,500 sq. ft. commercial space at \$24.00 gross

**TIF payback period: assessed value used was 80% total construction costs x tax rate of \$21.83/thousand

Does not consider phasing, assumes full occupancy



June 11, 2018

Retail Marketplace Profile



Retail MarketPlace Profile

S Broadway & George St, De Pere, Wisconsin, 54115
Drive Time: 5 minute radius

Prepared by Esri
Latitude: 44.44897
Longitude: -88.06048

Summary Demographics

2017 Population	15,348
2017 Households	6,466
2017 Median Disposable Income	\$49,080
2017 Per Capita Income	\$34,441

Industry Summary

	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Total Retail Trade and Food & Drink	44-45,722	\$255,192,209	\$261,129,708	-\$5,937,499	-1.1	114
Total Retail Trade	44-45	\$230,346,078	\$234,615,699	-\$4,269,621	-0.9	65
Total Food & Drink	722	\$24,846,130	\$26,514,009	-\$1,667,879	-3.2	49

Industry Group

	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Motor Vehicle & Parts Dealers	441	\$49,280,521	\$93,006,937	-\$43,726,416	-30.7	5
Automobile Dealers	4411	\$39,024,534	\$89,701,126	-\$50,676,592	-39.4	1
Other Motor Vehicle Dealers	4412	\$6,275,668	\$2,224,785	\$4,050,883	47.7	1
Auto Parts, Accessories & Tire Stores	4413	\$3,980,320	\$1,081,026	\$2,899,294	57.3	2
Furniture & Home Furnishings Stores	442	\$7,499,135	\$5,575,437	\$1,923,698	14.7	5
Furniture Stores	4421	\$4,497,578	\$3,570,754	\$926,824	11.5	1
Home Furnishings Stores	4422	\$3,001,557	\$2,004,683	\$996,874	19.9	4
Electronics & Appliance Stores	443	\$7,631,235	\$8,710,837	-\$1,079,602	-6.6	5
Bldg Materials, Garden Equip. & Supply Stores	444	\$15,534,626	\$3,317,983	\$12,216,643	64.8	3
Bldg Material & Supplies Dealers	4441	\$13,990,439	\$3,261,940	\$10,728,499	62.2	3
Lawn & Garden Equip & Supply Stores	4442	\$1,544,187	\$0	\$1,544,187	100.0	0
Food & Beverage Stores	445	\$35,969,678	\$39,693,809	-\$3,724,131	-4.9	8
Grocery Stores	4451	\$31,332,185	\$38,973,141	-\$7,640,956	-10.9	5
Specialty Food Stores	4452	\$2,585,164	\$678,222	\$1,906,942	58.4	3
Beer, Wine & Liquor Stores	4453	\$2,052,329	\$0	\$2,052,329	100.0	0
Health & Personal Care Stores	446,4461	\$14,644,398	\$20,666,443	-\$6,022,045	-17.1	8
Gasoline Stations	447,4471	\$27,321,051	\$43,751,678	-\$16,430,627	-23.1	10
Clothing & Clothing Accessories Stores	448	\$9,969,292	\$2,817,619	\$7,151,673	55.9	8
Clothing Stores	4481	\$6,474,712	\$965,492	\$5,509,220	74.0	4
Shoe Stores	4482	\$1,437,646	\$1,139,568	\$298,078	11.6	2
Jewelry, Luggage & Leather Goods Stores	4483	\$2,056,933	\$712,559	\$1,344,374	48.5	2
Sporting Goods, Hobby, Book & Music Stores	451	\$5,951,462	\$1,067,554	\$4,883,908	69.6	5
Sporting Goods/Hobby/Musical Instr Stores	4511	\$5,000,428	\$996,334	\$4,004,094	66.8	4
Book, Periodical & Music Stores	4512	\$951,034	\$71,220	\$879,814	86.1	1
General Merchandise Stores	452	\$40,921,940	\$14,581,538	\$26,340,402	47.5	2
Department Stores Excluding Leased Depts.	4521	\$31,121,691	\$13,797,062	\$17,324,629	38.6	1
Other General Merchandise Stores	4529	\$9,800,249	\$784,476	\$9,015,773	85.2	1
Miscellaneous Store Retailers	453	\$8,971,938	\$1,425,862	\$7,546,076	72.6	7
Florists	4531	\$424,472	\$619,903	-\$195,431	-18.7	2
Office Supplies, Stationery & Gift Stores	4532	\$2,112,067	\$206,177	\$1,905,890	82.2	2
Used Merchandise Stores	4533	\$2,038,692	\$179,014	\$1,859,678	83.9	1
Other Miscellaneous Store Retailers	4539	\$4,396,707	\$420,768	\$3,975,939	82.5	1
Nonstore Retailers	454	\$6,650,801	\$0	\$6,650,801	100.0	0
Electronic Shopping & Mail-Order Houses	4541	\$5,422,217	\$0	\$5,422,217	100.0	0
Vending Machine Operators	4542	\$490,444	\$0	\$490,444	100.0	0
Direct Selling Establishments	4543	\$738,140	\$0	\$738,140	100.0	0
Food Services & Drinking Places	722	\$24,846,130	\$26,514,009	-\$1,667,879	-3.2	49
Special Food Services	7223	\$605,285	\$2,051,638	-\$1,446,353	-54.4	2
Drinking Places - Alcoholic Beverages	7224	\$1,802,071	\$979,171	\$822,900	29.6	5
Restaurants/Other Eating Places	7225	\$22,438,774	\$23,483,199	-\$1,044,425	-2.3	43

Data Note: Supply (retail sales) estimates sales to consumers by establishments. Sales to businesses are excluded. Demand (retail potential) estimates the expected amount spent by consumers at retail establishments. Supply and demand estimates are in current dollars. The Leakage/Surplus Factor presents a snapshot of retail opportunity. This is a measure of the relationship between supply and demand that ranges from +100 (total leakage) to -100 (total surplus). A positive value represents 'leakage' of retail opportunity outside the trade area. A negative value represents a surplus of retail sales, a market where customers are drawn in from outside the trade area. The Retail Gap represents the difference between Retail Potential and Retail Sales. Esri uses the North American Industry Classification System (NAICS) to classify businesses by their primary type of economic activity. Retail establishments are classified into 27 industry groups in the Retail Trade sector, as well as four industry groups within the Food Services & Drinking Establishments subsector. For more information on the Retail MarketPlace data, please click the link below to view the Methodology Statement.
<http://www.esri.com/library/whitepapers/pdfs/esri-data-retail-marketplace.pdf>

Source: Esri and Infogroup. Retail MarketPlace 2017. Copyright 2017 Infogroup, Inc. All rights reserved.

May 03, 2018



June 11, 2018



Retail MarketPlace Profile

S Broadway & George St, De Pere, Wisconsin, 54115
Drive Time: 10 minute radius

Prepared by Esri
Latitude: 44.44897
Longitude: -88.06048

Summary Demographics

2017 Population	53,793
2017 Households	21,974
2017 Median Disposable Income	\$49,244
2017 Per Capita Income	\$33,342

Industry Summary

	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Total Retail Trade and Food & Drink	44-45,722	\$854,458,185	\$1,414,536,082	-\$560,077,897	-24.7	541
Total Retail Trade	44-45	\$770,794,482	\$1,272,721,706	-\$501,927,224	-24.6	371
Total Food & Drink	722	\$83,663,703	\$141,814,376	-\$58,150,673	-25.8	171

Industry Group

	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Motor Vehicle & Parts Dealers	441	\$165,081,473	\$208,442,218	-\$43,360,745	-11.6	28
Automobile Dealers	4411	\$130,718,924	\$185,769,586	-\$55,050,662	-17.4	10
Other Motor Vehicle Dealers	4412	\$21,056,372	\$12,348,428	\$8,707,944	26.1	5
Auto Parts, Accessories & Tire Stores	4413	\$13,306,177	\$10,324,203	\$2,981,974	12.6	13
Furniture & Home Furnishings Stores	442	\$25,325,122	\$109,754,339	-\$84,429,217	-62.5	32
Furniture Stores	4421	\$15,143,476	\$88,732,842	-\$73,589,366	-70.8	13
Home Furnishings Stores	4422	\$10,181,646	\$21,021,497	-\$10,839,851	-34.7	19
Electronics & Appliance Stores	443	\$25,637,987	\$60,803,013	-\$35,165,026	-40.7	18
Bldg Materials, Garden Equip. & Supply Stores	444	\$52,216,716	\$110,183,459	-\$57,966,743	-35.7	27
Bldg Material & Supplies Dealers	4441	\$47,088,561	\$100,304,113	-\$53,215,552	-36.1	23
Lawn & Garden Equip & Supply Stores	4442	\$5,128,155	\$9,879,347	-\$4,751,192	-31.7	5
Food & Beverage Stores	445	\$119,986,353	\$121,087,173	-\$1,100,820	-0.5	25
Grocery Stores	4451	\$104,491,359	\$112,337,734	-\$7,846,375	-3.6	12
Specialty Food Stores	4452	\$8,629,621	\$6,340,214	\$2,289,407	15.3	10
Beer, Wine & Liquor Stores	4453	\$6,865,373	\$2,409,225	\$4,456,148	48.0	3
Health & Personal Care Stores	446,4461	\$48,482,696	\$86,701,019	-\$38,218,323	-28.3	35
Gasoline Stations	447,4471	\$91,097,098	\$124,041,722	-\$32,944,624	-15.3	28
Clothing & Clothing Accessories Stores	448	\$33,556,174	\$107,011,416	-\$73,455,242	-52.3	85
Clothing Stores	4481	\$21,766,333	\$87,587,843	-\$65,821,510	-60.2	60
Shoe Stores	4482	\$4,868,823	\$12,693,743	-\$7,824,920	-44.6	13
Jewelry, Luggage & Leather Goods Stores	4483	\$6,921,019	\$6,729,829	\$191,190	1.4	12
Sporting Goods, Hobby, Book & Music Stores	451	\$20,027,468	\$46,453,091	-\$26,425,623	-39.7	26
Sporting Goods/Hobby/Musical Instr Stores	4511	\$16,854,605	\$43,875,313	-\$27,020,708	-44.5	22
Book, Periodical & Music Stores	4512	\$3,172,863	\$2,577,777	\$595,086	10.3	4
General Merchandise Stores	452	\$137,199,976	\$265,552,663	-\$128,352,687	-31.9	14
Department Stores Excluding Leased Depts.	4521	\$104,436,755	\$181,187,900	-\$76,751,145	-26.9	9
Other General Merchandise Stores	4529	\$32,763,222	\$84,364,763	-\$51,601,541	-44.1	5
Miscellaneous Store Retailers	453	\$29,942,922	\$29,156,835	\$786,087	1.3	49
Florists	4531	\$1,423,494	\$5,453,637	-\$4,030,143	-58.6	9
Office Supplies, Stationery & Gift Stores	4532	\$7,099,246	\$9,838,416	-\$2,739,170	-16.2	15
Used Merchandise Stores	4533	\$6,836,866	\$4,343,012	\$2,493,854	22.3	10
Other Miscellaneous Store Retailers	4539	\$14,583,317	\$9,521,770	\$5,061,547	21.0	15
Nonstore Retailers	454	\$22,240,495	\$3,534,758	\$18,705,737	72.6	4
Electronic Shopping & Mail-Order Houses	4541	\$18,238,462	\$870,370	\$17,368,092	90.9	1
Vending Machine Operators	4542	\$1,640,873	\$150,600	\$1,490,273	83.2	1
Direct Selling Establishments	4543	\$2,361,160	\$2,513,787	-\$152,627	-3.1	2
Food Services & Drinking Places	722	\$83,663,703	\$141,814,376	-\$58,150,673	-25.8	171
Special Food Services	7223	\$2,044,742	\$14,281,914	-\$12,237,172	-75.0	5
Drinking Places - Alcoholic Beverages	7224	\$6,067,454	\$3,617,317	\$2,450,137	25.3	13
Restaurants/Other Eating Places	7225	\$75,551,507	\$123,915,144	-\$48,363,637	-24.2	153

Data Note: Supply (retail sales) estimates sales to consumers by establishments. Sales to businesses are excluded. Demand (retail potential) estimates the expected amount spent by consumers at retail establishments. Supply and demand estimates are in current dollars. The Leakage/Surplus Factor presents a snapshot of retail opportunity. This is a measure of the relationship between supply and demand that ranges from +100 (total leakage) to -100 (total surplus). A positive value represents 'leakage' of retail opportunity outside the trade area. A negative value represents a surplus of retail sales, a market where customers are drawn in from outside the trade area. The Retail Gap represents the difference between Retail Potential and Retail Sales. Esri uses the North American Industry Classification System (NAICS) to classify businesses by their primary type of economic activity. Retail establishments are classified into 27 industry groups in the Retail Trade sector, as well as four industry groups within the Food Services & Drinking Establishments subsector. For more information on the Retail MarketPlace data, please click the link below to view the Methodology Statement.
<http://www.esri.com/library/whitepapers/pdfs/esri-data-retail-marketplace.pdf>

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May 03, 2018



June 11, 2018



Retail MarketPlace Profile

S Broadway & George St, De Pere, Wisconsin, 54115
Drive Time: 15 minute radius

Prepared by Esri
Latitude: 44.44897
Longitude: -88.06048

Summary Demographics

2017 Population	160,263
2017 Households	65,694
2017 Median Disposable Income	\$42,668
2017 Per Capita Income	\$29,384

Industry Summary	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Total Retail Trade and Food & Drink	44-45,722	\$2,246,269,029	\$3,529,973,309	-\$1,283,704,280	-22.2	1,327
Total Retail Trade	44-45	\$2,027,252,238	\$3,228,025,635	-\$1,200,773,397	-22.8	915
Total Food & Drink	722	\$219,016,791	\$301,947,675	-\$82,930,884	-15.9	412
Industry Group	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Gap	Leakage/Surplus Factor	Number of Businesses
Motor Vehicle & Parts Dealers	441	\$434,012,301	\$543,023,934	-\$109,011,633	-11.2	94
Automobile Dealers	4411	\$343,887,754	\$482,845,636	-\$138,957,882	-16.8	39
Other Motor Vehicle Dealers	4412	\$55,170,317	\$34,150,701	\$21,019,616	23.5	22
Auto Parts, Accessories & Tire Stores	4413	\$34,954,231	\$26,027,596	\$8,926,635	14.6	33
Furniture & Home Furnishings Stores	442	\$66,047,476	\$187,547,816	-\$121,500,340	-47.9	60
Furniture Stores	4421	\$39,761,579	\$142,966,839	-\$103,205,260	-56.5	25
Home Furnishings Stores	4422	\$26,285,897	\$44,580,977	-\$18,295,080	-25.8	35
Electronics & Appliance Stores	443	\$67,189,107	\$131,526,914	-\$64,337,807	-32.4	52
Bldg Materials, Garden Equip. & Supply Stores	444	\$135,413,608	\$298,218,508	-\$162,804,900	-37.5	79
Bldg Material & Supplies Dealers	4441	\$122,099,297	\$267,682,208	-\$145,582,911	-37.3	64
Lawn & Garden Equip & Supply Stores	4442	\$13,314,311	\$30,536,300	-\$17,221,989	-39.3	14
Food & Beverage Stores	445	\$317,416,487	\$520,019,207	-\$202,602,720	-24.2	67
Grocery Stores	4451	\$276,604,010	\$369,102,942	-\$92,498,932	-14.3	39
Specialty Food Stores	4452	\$22,859,498	\$145,398,288	-\$122,538,790	-72.8	20
Beer, Wine & Liquor Stores	4453	\$17,952,979	\$5,517,977	\$12,435,002	53.0	8
Health & Personal Care Stores	446,4461	\$127,274,746	\$169,425,652	-\$42,150,906	-14.2	80
Gasoline Stations	447,4471	\$241,562,226	\$311,580,937	-\$70,018,711	-12.7	76
Clothing & Clothing Accessories Stores	448	\$87,762,443	\$152,806,893	-\$65,044,450	-27.0	138
Clothing Stores	4481	\$57,092,079	\$121,216,873	-\$64,124,794	-36.0	97
Shoe Stores	4482	\$12,803,489	\$19,501,222	-\$6,697,733	-20.7	20
Jewelry, Luggage & Leather Goods Stores	4483	\$17,866,875	\$12,088,798	\$5,778,077	19.3	21
Sporting Goods, Hobby, Book & Music Stores	451	\$52,540,555	\$114,014,604	-\$61,474,049	-36.9	76
Sporting Goods/Hobby/Musical Instr Stores	4511	\$44,168,621	\$110,726,665	-\$66,558,044	-43.0	66
Book, Periodical & Music Stores	4512	\$8,371,934	\$3,287,938	\$5,083,996	43.6	10
General Merchandise Stores	452	\$360,984,429	\$676,056,306	-\$315,071,877	-30.4	44
Department Stores Excluding Leased Depts.	4521	\$274,492,148	\$421,047,374	-\$146,555,226	-21.1	24
Other General Merchandise Stores	4529	\$86,492,280	\$255,008,931	-\$168,516,651	-49.3	21
Miscellaneous Store Retailers	453	\$78,686,402	\$74,794,677	\$3,891,725	2.5	139
Florists	4531	\$3,647,651	\$7,864,788	-\$4,217,137	-36.6	19
Office Supplies, Stationery & Gift Stores	4532	\$18,573,465	\$23,005,587	-\$4,432,122	-10.7	35
Used Merchandise Stores	4533	\$17,927,020	\$14,727,691	\$3,199,329	9.8	30
Other Miscellaneous Store Retailers	4539	\$38,538,265	\$29,196,610	\$9,341,655	13.8	55
Nonstore Retailers	454	\$58,362,458	\$49,010,186	\$9,352,272	8.7	10
Electronic Shopping & Mail-Order Houses	4541	\$47,846,168	\$2,064,421	\$45,781,747	91.7	3
Vending Machine Operators	4542	\$4,336,413	\$43,499,279	-\$39,162,866	-81.9	4
Direct Selling Establishments	4543	\$6,179,877	\$3,446,486	\$2,733,391	28.4	4
Food Services & Drinking Places	722	\$219,016,791	\$301,947,675	-\$82,930,884	-15.9	412
Special Food Services	7223	\$5,375,134	\$35,676,901	-\$30,301,767	-73.8	12
Drinking Places - Alcoholic Beverages	7224	\$15,762,508	\$14,556,031	\$1,206,477	4.0	53
Restaurants/Other Eating Places	7225	\$197,879,149	\$251,714,743	-\$53,835,594	-12.0	347

Data Note: Supply (retail sales) estimates sales to consumers by establishments. Sales to businesses are excluded. Demand (retail potential) estimates the expected amount spent by consumers at retail establishments. Supply and demand estimates are in current dollars. The Leakage/Surplus Factor presents a snapshot of retail opportunity. This is a measure of the relationship between supply and demand that ranges from +100 (total leakage) to -100 (total surplus). A positive value represents 'leakage' of retail opportunity outside the trade area. A negative value represents a surplus of retail sales, a market where customers are drawn in from outside the trade area. The Retail Gap represents the difference between Retail Potential and Retail Sales. Esri uses the North American Industry Classification System (NAICS) to classify businesses by their primary type of economic activity. Retail establishments are classified into 27 industry groups in the Retail Trade sector, as well as four industry groups within the Food Services & Drinking Establishments subsector. For more information on the Retail MarketPlace data, please click the link below to view the Methodology Statement.
<http://www.esri.com/library/whitepapers/pdfs/esri-data-retail-marketplace.pdf>

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May 03, 2018

40



June 11, 2018

Final note:

Roger Brooks is the President and CEO of Roger Brooks International. He is considered one of the world's leading specialist on community branding, product development, marketing and tourism. Along with his team of professionals, Mr. Brooks has assisted nearly a thousand communities with their efforts to become an outstanding destination. – for business, local residents and visitors.

After spending several years in tour management for international performers in the concert industry, Mr. Brooks has also helped brand several renowned destination resorts. Including, Whistler, British Columbia (2010 Winter Olympics), Wisconsin Dells, WI and Hilton Head Island.

Roger Brooks International offers many live webinars that help communities in their decision making process. In addition, he will conduct onsite training dedicated to a local municipality.

1. The heart and soul of every community, besides its people is its downtown. The health of the community can instantly be portrayed by the vitality of its downtown. It is the litmus test for all economic development efforts – both tourism and non-tourism.
2. The number one activity of visitors throughout the world is shopping, dining and entertainment in a pedestrian friendly setting. It is typically not the reason we go to a destination, but it is the top diversionary activity of visitors once they are there.
3. Secondary activities are where 80% of all visitor spending takes place. It's okay to be a "diversionary" activity. When we're out hiking, biking, or watching our kids play soccer, we are not spending money. But when we are done, we are off looking for the nearest watering hole, shops, restaurants and entertainment.
4. Curb appeal can account for 70% of sales at restaurants, retail shops, lodging, etc. Your downtown district needs to speak to visitors by presenting a defined area, well-kept storefronts, benches, attractive signage, great window displays, guidance to parking, etc.
5. If local residents do not hang out in your downtown, neither will visitors. Visitors are not looking for "best kept secrets" or "solitude" when downtown. They are looking for places with other people go. They want to be in a lively, thriving environment.
6. 70% of all consumer spending (locals and visitors alike) takes place after 6:00 pm. Are you open?

City of De Pere MEMORANDUM



To: Finance & Personnel Committee
 From: Kimberly Flom, Economic Development & Planning Director
 Date: July 17, 2018

RE: **Cultural District Master Plan – Development Scenario Model Follow Up**

Front Street Development Scenario and Model Background

The Smithgroup/JJR team built the Development Scenario Model based on the market analysis, professional experience, the review of similar mixed use development projects (several in Madison but also one in the Fox Valley), and discussions with industry professionals in construction. Additionally, the model was built quickly analyze multiple development scenarios during a charrette process. This is different from a full development pro forma.

The model utilizes Net Operating Income (NOI) rather than Return on Investment (ROI) to determine project potential. While ROI is certainly important, acceptable amounts can vary widely across project types, phasing proposals and financing scenarios, which make it difficult to use for reviewing the different development scenarios. Using NOI is an effective way to understand project potential for the Front Street Block. The Market Analysis, an appendix of the Cultural District Master Plan includes additional narrative describing the model (pages 15 and 16) and notes:

To re-program the (Front Street) block with an impactful development, a massing exercise was undertaken which included a simplified proforma analysis to determine what levels of construction would need to be developed to make the project produce a positive net operating income and make a redevelopment project on this site financially feasible....None of the examples generate extremely solid formulas from a net operating income perspective but the exercise shows there is a way to achieve a moderate density on the site while still preserving desired building heights, preserving views of the river and maximizing value on this block.

Updates

Staff met with George Street Station Developers on Tuesday June 19th to discuss the questions and concerns raised at the June 5 Council meeting. Kristen Fish from Redevelopment Resources participated in the meeting via phone.

Based on meeting discussion, Kristen followed up with a local developer who provided additional validity to the numbers used in the Development Scenario Model. Based on the meeting and follow up research, we confirmed that the numbers used in the model still represent a realistic approach to reviewing a diverse of different developments.

We further requested that surface parking be included in the Galleria Model and that Redevelopment Resources run a more conservative scenario in order to review the Galleria concept with a 5% vacancy rate.

De Pere: Front Street/Broadway/George Street Redevelopment Project

Estimated Project Costs - Galleria

Assumes developer acquires parking ramp for \$1 and does not replace public parking.

CONSTRUCTION

Commercial Site Acquisition		\$	3,000,000	
Construction - building	129,800	\$	29,205,000	\$ 225
Construction - parking	80	\$	<u>224,000</u>	\$ 2,800
Total Site and Construction		\$	32,429,000	
Soft costs	17%	\$	5,512,930	
Total Development Costs		\$	<u>37,941,930</u>	

FINANCING

Equity	25%	\$	9,485,483	
TIF Incentive	25%	\$	9,485,483	** equals a payback of approximately 18 years
Debt		\$	18,970,965	

OPERATING BUDGET

Income		\$	2,287,200	
Expenses	35% of income	\$	800,520	
Debt Service		\$	1,355,436	annual
NOI		\$	131,244	

* 60 units at \$1800/month average rent, 18 townhomes at \$2200/month average rent

21,500 sq. ft. commercial space at \$24.00 gross

**TIF payback period: assessed value used was 80% total construction costs x tax rate of \$21.83/thousand

Does not consider phasing, assumes full occupancy

06/25/2018

De Pere: Front Street/Broadway/George Street Redevelopment Project

Estimated Project Costs - Galleria

Assumes developer acquires parking ramp for \$1 and does not replace public parking.

CONSTRUCTION

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FINANCING

Equity	25%	\$	9,485,483	
TIF Incentive	25%	\$	9,485,483	** equals a payback of approximately 18 years
Debt		\$	18,970,965	

OPERATING BUDGET

Income		\$	2,170,200	
Expenses	35% of inc	\$	759,570	
Debt Service		\$	1,355,436	annual
NOI		\$	55,194	

* 60 units at \$1800/month average rent, 18 townhomes at \$2200/month average rent

21,500 sq. ft. commercial space at \$24.00 gross

**TIF payback period: assessed value used was 80% total construction costs x tax rate of \$21.83/thousand

considers a 5% vacancy in residential and commercial units

06/25/2018

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Recommendation from the Finance and Personnel Committee to Approve the 2017 Audit Report.

Approved 4-0 at the July 10, 2018 Finance/Personnel Committee Meeting.

ATTACHMENTS:

- 2017 City of De Pere - MC (PDF)
- 2017 City of De Pere - FS (PDF)
- Management Representation Letter - City of De Pere (PDF)

City of De Pere, Wisconsin
MANAGEMENT COMMUNICATIONS

December 31, 2017

City of De Pere, Wisconsin Brown County, Wisconsin

DECEMBER 31, 2017

Table of Contents

COMMUNICATION TO THE CITY COUNCIL	1
SUMMARY FINANCIAL INFORMATION	
Governmental Fund Balances	5
Tax Incremental Districts	7
Employees Medical Self-Insurance Funds	8
Water Utility	10
Wastewater Utility	11
Stormwater Utility	12
STATUS OF PRIOR YEAR COMMENTS AND RECOMMENDATIONS	
Development of Capital Asset Records	13
Enter Manual Reconciling Adjustments into the City's Bank Reconciliation Software	13
Reconciliation of Special Assessment Records	13
Developing Cash Flow Analyses for the Water and Wastewater Utilities with the Annual Budget	14
Payroll Procedures for Accrued Sick and Vacation Leave	14
Accounting and Reporting for Other Postemployment Benefits	14
Recommendations from Capital Project Funds Review	15
COMMENTS AND OBSERVATIONS	
Ambulance Department Review	16
APPENDIX	
Management Representation Letter	



To the City Council
City of De Pere, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of De Pere, Wisconsin (the "City") for the year ended December 31, 2017. The City's financial statements, including our report thereon dated July 12, 2018, are presented in a separate audit report document. Professional standards require that we provide you with the following information related to our audit.

OUR RESPONSIBILITIES UNDER U.S. GENERALLY ACCEPTED AUDITING STANDARDS AND GOVERNMENT AUDITING STANDARDS

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we considered the City's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinions on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants. However, providing an opinion on compliance with those provisions is not an objective of our audit.

PLANNED SCOPE AND TIMING OF THE AUDIT

We performed the audit according to the planned scope and timing previously communicated to you in our correspondence about planning matters.

SIGNIFICANT AUDIT FINDINGS

Consideration of Internal Control

FINANCIAL STATEMENTS

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2017, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control. Our report on internal control over financial reporting and on compliance and other matters is presented on pages 79 - 80 of the annual report.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified a certain deficiencies in internal control that we consider to be significant deficiencies.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected, on a timely basis. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control, that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiencies in the City's internal control to be a significant deficiencies:

Finding 2017-001	Preparation of Annual Financial Report
Finding 2017-002	Adjustments to the City's Financial Records

These findings are described in detail in the schedule of findings and responses on pages 86 - 87 of the annual report.

The City's written response to the significant deficiencies identified in our audit has not been subjected to the audit procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. As described in Note 3.I to the financial statements, the City changed accounting policies related to postemployment benefits by adopting Statement of Governmental Accounting Standards Board (GASB) No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, in 2017. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. To the best of our knowledge, all significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates included in the financial statements were:

- ▶ Management's estimate of the other postemployment benefits is based on an actuarial report. We evaluated the key factors and assumptions used to develop the other postemployment benefits in determining that it is reasonable in relation to the financial statements taken as a whole.
- ▶ Management's estimate of the depreciable life of the capital assets is based upon analysis of the expected useful life of the capital assets. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the depreciable life in determining that it is reasonable in relation to the financial statements taken as a whole.
- ▶ Management's estimate of the fair value of the investments is based on ending market values as of December 31, 2017 as reported by the investment managers. We evaluated the key factors and assumptions used in valuing the investments in determining that they are reasonable in relation to the financial statements taken as a whole.
- ▶ Management's estimate of accumulated sick leave is based upon analysis of the employees sick leave balance. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

- ▶ Management's estimate of the net pension liability (asset) and related deferred outflows/inflows of resources is based on information received from the Wisconsin Retirement System. We evaluated the key factors and assumptions used to develop the net pension liability (asset) and related deferred outflows/inflows of resources in determining that they are reasonable in relation to the financial statements taken as a whole.
- ▶ Management's estimate of the self-insurance claims incurred but not reported is based on the historical data and claim lag study. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Copies of the audit adjustments are available from management. The following material misstatements detected as a result of the audit procedures were corrected by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. No such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated July 12, 2018. The management representation letter follows this communication.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and, to the best of our knowledge, our responses were not a condition to our retention.

In addition, during our audit, we noted certain other matters that are presented for your consideration. We will review the status of these comments during our next audit engagement. Our comments and recommendations are intended to improve the internal control or result in other operating efficiencies. We will be pleased to discuss these matters in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations. Our comments are summarized in the status of prior year comments and recommendations and the comments and observations sections of this report.

Other Matters

We applied certain limited procedures to the schedules relating to pensions and other postemployment benefits, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information, which accompanies the financial statements but is not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the City Council, and management of City of De Pere and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,



Certified Public Accountants

Green Bay, Wisconsin
July 12, 2018

Summary Financial Information

GOVERNMENTAL FUND BALANCES

Presented below is a summary of the City's governmental fund balances on December 31, 2017 and 2016. This information is provided for assessing financial results for 2017 and for indicating financial resources available at the start of the 2018 budget year.

	<u>12/31/17</u>	<u>12/31/16</u>
General Fund		
Nonspendable for		
Inventories and prepaid items	\$ 147,989	\$ 233,692
Special assessments held by County	32,304	97,412
Advances to other funds	27,821	60,000
Restricted for		
Recreation scholarship	24,649	22,624
Fire UTV fund	3,947	19,850
Property tax relief and economic development	1,061,905	1,300,348
Committed for		
Non-lapsing funds	173,263	148,695
Unassigned	6,124,124	5,544,762
Total General Fund Balance	<u>7,596,002</u>	<u>7,427,383</u>
Debt Service Fund		
Restricted for debt service	<u>2,783,701</u>	<u>710,514</u>
Special Revenue Funds		
Restricted for		
Loans	861,073	1,097,495
Park land acquisition	68,892	91,337
Committed for		
Subsequent years' expenditures		
Dog Park	9,040	5,754
Riverwalk pier	1,172	31,670
Southwest Park equipment	26,767	-
Unassigned		
Cable Access	(167,117)	(127,250)
Total Special Revenue Funds	<u>799,827</u>	<u>1,099,006</u>

Capital Projects Funds

Restricted for

T ID No. 5	484,160	166,245
T ID No. 6	18,278	-
T ID No. 7	-	777,771
T ID No. 8	667,537	284,518
T ID No. 10	-	21,188
T ID No. 12	632,626	642,703

Committed for

Subsequent years' expenditures

Public Improvements	133,647	593,343
Capital Equipment	93,528	93,528
Community Center	5,521	3,779
Police/Fire Expansion	2,932	2,932

Unassigned

T ID No. 6	-	(1,332,299)
T ID No. 7	(227,601)	-
T ID No. 9	(325,526)	(256,778)
T ID No. 10	(66,497)	-
T ID No. 11	(1,169,997)	(15,350)
T ID No. 13	(155,463)	-

Total Capital Projects Funds

93,145	981,580
--------	---------

Total Governmental Fund Balances

\$ 11,272,675	\$ 10,218,483
---------------	---------------

Comments on specific accounts and funds included in the above governmental funds are presented in the following comments.

GENERAL FUND

In total, the City's general fund increased \$168,619 in 2017.

Overall, the City's general fund balance continues to remain in stable financial condition entering the 2018 budget year. Additional information on various components of the City's general fund balance follows:

GENERAL FUND MINIMUM FUND BALANCE POLICY

The City Council adopted a minimum unassigned general fund balance policy of 25% of the subsequent year General Fund budgeted expenditures. The purpose of the minimum fund balance amount is to ensure there are available cash funds for operating purposes and to segregate that portion of the general fund that is not available for current transfer or appropriation. On December 31, 2017, the City's unassigned general fund balance totaled \$6,124,124 and was higher than 25% of the 2018 budgeted expenditures which totaled \$4,311,100. Furthermore, the Council approved a policy whereby the unassigned reserve account should maintain a balance between 25% and 35% of the subsequent year General Fund budgeted expenditures; 35% of 2018 budgeted expenditures amounted to \$6,035,540.

DEBT SERVICE FUND

At December 31, 2017, the City has available resources of \$2,783,701 in its debt service fund of which \$1,688,785 is restricted to retire the 2008B Bonds that the City received debt proceeds in 2017 to refund the debt in 2018. The remaining restricted balance of \$1,094,916 is to retire future debt.

TAX INCREMENTAL DISTRICTS

The City maintains separate accounting funds for each Tax Incremental Districts (TID) created in accordance with Section 66.1105 of the Wisconsin Statutes. At the time the Districts were created, the property tax base within each District was "frozen" and increment taxes resulting from increases to the property tax base are used to finance District improvements, including principal and interest on long-term debt issued by the City to finance such improvements. Information on the City's eight tax incremental districts on December 31, 2017 is presented below:

	TID 5	TID 6	TID 7	TID 8	TID 9	TID 10	TID 11	TID 12	TID 13
Date created	8/27/1996	3/3/1998	10/6/2006	8/21/2007	8/7/2012	8/7/2012	9/1/2015	9/1/2015	5/24/2017
Latest termination year	2023	2021	2033	2027	2039	2032	2035	2035	2037
Location	West Side Downtown	West Side Industrial Park	East Downtown Business District	West Side Commercial Development	West Downtown Business District	East Side Industrial Park	West Side Industrial Park	West Side Industrial Park	West Side Main Avenue
Status	Recipient	Donor	-	-	-	-	-	-	-
Fund balance at year end	\$ 484,160	\$ 18,278	\$ (227,601)	\$ 667,537	\$ (325,526)	\$ (66,497)	\$ (1,169,997)	\$ 632,626	\$ (155,463)
Net unreimbursed cost	3,246,838	660,994	3,816,864	2,222,922	746,717	816,833	1,169,997	(632,626)	155,463
2017 Tax increment	921,139	1,905,735	80,986	253,857	73,316	124,947	-	-	-
2018 Tax increment	595,688	1,672,108	19,883	194,403	22,210	206,690	11,729	499	-
Outstanding debt due	881,583	5,531,153	1,441,431	2,760,696	660,000	995,000	-	-	-
Advances from (to) City	2,849,415	(4,851,882)	2,147,833	129,763	(238,809)	(244,664)	-	-	-

Wisconsin Statutes require periodic compliance audits of tax incremental districts to be completed over the life of the TID.

EMPLOYEES MEDICAL SELF-INSURANCE FUNDS

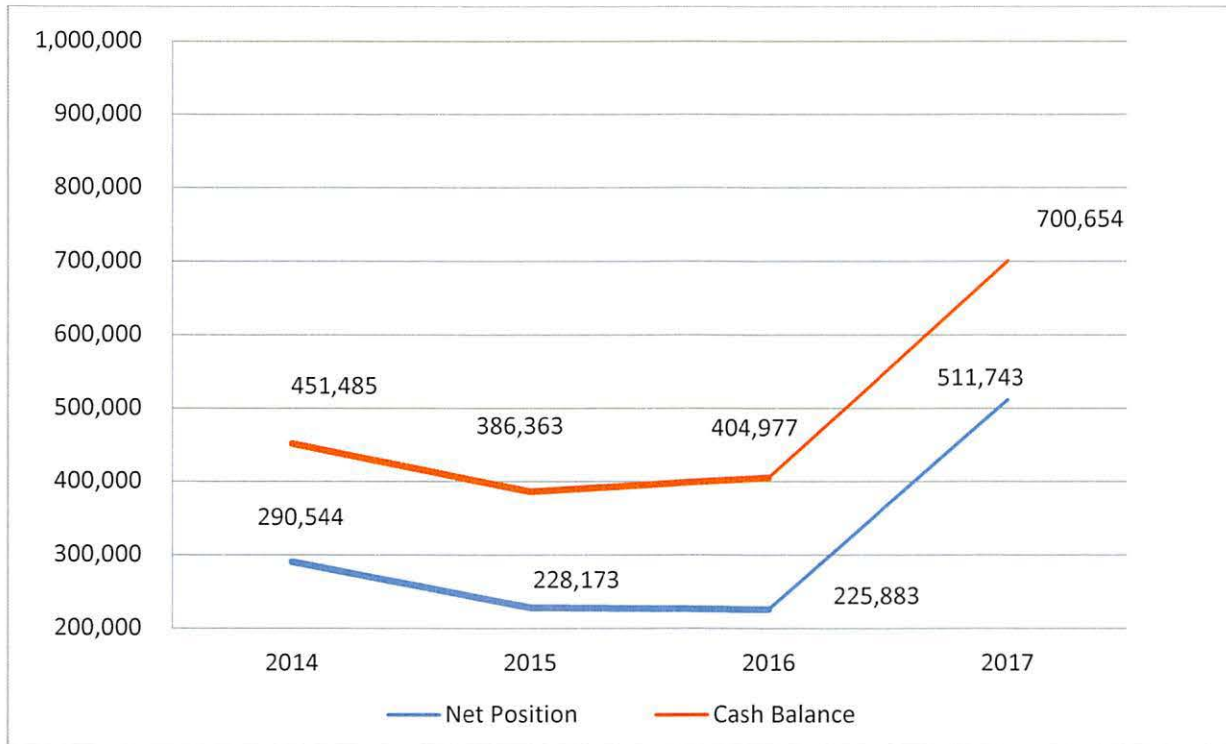
The City utilizes two separate self-insurance internal service funds to account for health and dental claims of City employees. The funds are financed from monthly insurance premiums charged to City employees. During 2017 and in prior years the monthly health insurance premiums were generally financed at 85% by the City with City employees contributing the remaining 15%. Presented below is a summary of each fund's financial transactions for 2017 including comparative totals of the health and dental funds for 2016.

	Health Self-Insurance		Dental Self-Insurance	
	2017	2016	2017	2016
Revenues				
Charges for employees medical and dental insurance premiums	\$ 2,419,602	\$ 2,664,623	\$ 145,204	\$ 144,455
Expenses				
Employees health and dental claims	1,742,158	2,163,855	147,331	142,465
Administrative fees	392,713	503,611	10,575	16,284
Total Expenses	2,134,871	2,667,466	157,906	158,749
Operating Income (Loss)	284,731	(2,843)	(12,702)	(14,294)
Nonoperating Revenues				
Interest revenue	1,129	553	-	-
Change in Net Position	285,860	(2,290)	(12,702)	(14,294)
Net Position - January 1	225,883	228,173	16,605	30,899
Net Position - December 31	\$ 511,743	\$ 225,883	\$ 3,903	\$ 16,605

Specific comments applicable to the above self-insurance funds follow:

The "key" component of an internal service fund is operating income since operating revenues should approximate operating expenses on an annual basis. For 2017, the health self-insurance fund showed operating income of \$284,731 compared to an operating loss of \$2,843 in 2016. The dental insurance fund showed an operating loss of \$12,702 in 2017 compared to an operating loss of \$14,294 in 2016. The health self-insurance net position at year end is 29% of health claims for 2017, which is in the range of the recommended amount for self-insurance funds. The dental self-insurance fund has lost \$12 to \$14 thousand the past two years, which has resulted in a very small net position balance at the end of the year. Without changes in revenues the fund will be in a deficit position in the following year.

Below is a chart illustrating the change in net position and cash in the Health Self-Insurance fund over the past 4 years.



WATER UTILITY

The Water Utility reported a decrease in net position of \$29,287 for the year ended December 31, 2017 compared to an increase of \$768,334 for the year ended December 31, 2016.

	2017	2016
Operating Revenues		
Metered sales	\$ 4,415,407	\$ 4,416,609
Fire protection	1,399,249	1,394,659
Other	333,325	384,060
Total Operating Revenues	<u>6,147,981</u>	<u>6,195,328</u>
Operating Expenses		
Operation and maintenance	5,040,274	4,507,771
Depreciation	570,582	526,434
Taxes	38,924	38,330
Total Operating Expenses	<u>5,649,780</u>	<u>5,072,535</u>
Operating Income	<u>498,201</u>	<u>1,122,793</u>
Nonoperating Revenues (Expenses)		
Interest revenue	656	829
Interest and fiscal charges	(78,241)	(85,742)
Total Nonoperating Revenues (Expenses)	<u>(77,585)</u>	<u>(84,913)</u>
Income before Contributions and Transfers	420,616	1,037,880
Capital contributions	-	183,344
Transfers out	(449,903)	(452,890)
Change in Net Position	<u>\$ (29,287)</u>	<u>\$ 768,334</u>

The last water rate increase implemented in 2011 established a rate of return of 6.5%. In 2017, the City's rate of return calculated to 1.59%. We recommend the City consider if working with the PSC for a rate increase is beneficial.

WASTEWATER UTILITY

The Wastewater Utility reported an increase in net position of \$1,413,207 for the year ended December 31, 2017 compared to an increase of \$1,091,507 for the year ended December 31, 2016.

	<u>2017</u>	<u>2016</u>
Operating Revenues		
Measured sales	\$ 6,255,901	\$ 5,729,527
Other	3,249,827	3,197,676
Total Operating Revenues	<u>9,505,728</u>	<u>8,927,203</u>
Operating Expenses		
Operation and maintenance	7,398,887	6,948,383
Depreciation	702,000	701,892
Total Operating Expenses	<u>8,100,887</u>	<u>7,650,275</u>
Operating Income	1,404,841	1,276,928
Nonoperating Expenses		
Interest and fiscal charges	<u>(43,101)</u>	<u>(45,772)</u>
Income before Contributions and Transfers	1,361,740	1,231,156
Capital contributions		132,049
Transfers in	320,970	
Transfers out	<u>(269,503)</u>	<u>(271,698)</u>
Change in Net Position	<u>\$ 1,413,207</u>	<u>\$ 1,091,507</u>

As of December 31, 2017 the Wastewater Utility owed the general fund \$0 for operating purposes, which was a decrease of \$509,237 from the amount owed a year earlier. Below is a summarized cash flow for the year ended December 31, 2017 for the Wastewater Utility:

	<u>2017</u>	<u>2016</u>
Cash Flow s from Operating Activities	\$ 2,307,648	\$ 1,440,771
Transfer in (out) from the general fund	<u>51,467</u>	<u>(271,698)</u>
Cash Flow s from Capital and Related Financing Activities		
Acquisition of capital assets	(981,266)	(1,099,782)
Proceeds of long-term debt	-	1,007,500
Debt premium from proceeds, net of issuance costs	-	20,224
Principal payments on long-term debt	(357,500)	(340,000)
Interest payments on long-term debt	(55,968)	(45,635)
Net Cash Flow s from Capital and Related Financing Activities	<u>(1,394,734)</u>	<u>(457,693)</u>
Change in Cash prior to interfund cash balance adjustment	964,381	711,380
Change in amount due to general fund	<u>(509,237)</u>	<u>(561,380)</u>
Net Change in Cash for Year Ended December 31	<u>\$ 455,144</u>	<u>\$ 150,000</u>

The City has increased rates each year with the last rate increase implemented in 2017, effective in the 1st Quarter of 2018.

STORMWATER UTILITY

The Stormwater Utility reported an increase in net position of \$581,148 for the year ended December 31, 2017 compared to an increase of \$1,040,094 for the year ended December 31, 2016.

	<u>2017</u>	<u>2016</u>
Operating Revenues		
Charges for services	<u>\$ 1,519,144</u>	<u>\$ 1,421,398</u>
Operating Expenses		
Operation and maintenance	778,339	902,654
Depreciation	410,051	392,759
Total Operating Expenses	<u>1,188,390</u>	<u>1,295,413</u>
Operating Income before Contributions	330,754	125,985
Capital contributions	<u>250,394</u>	<u>914,109</u>
Change in Net Position	<u>\$ 581,148</u>	<u>\$ 1,040,094</u>

At year end, available cash of the Stormwater Utility totaled \$1,214,730. The Stormwater Utility purchased \$869,770 of capital assets in 2017.

Status of Prior Year Comments and Recommendations

The following comments and observations have been discussed in prior year management letters. Although progress has been made, the following recommendations have not yet been fully implemented. Since complete implementation of the recommendations has not been made, we recommend the City develop a specific timetable for implementation, including identifying persons responsible for implementation, for each recommendation. Presented below is a summary of prior year comments along with any current status.

DEVELOPMENT OF CAPITAL ASSETS RECORDS

The City purchased capital software in 2017, which was implemented for the year ended December 31, 2015. For the year ended December 31, 2016, the City entered assets into the software during the year and in preparation for the audit. During our audit procedures we noted nearly \$1.2 million in capital assets that were not initially recorded as capital asset additions. We recommended that the City review all capital expenditures in the City's general ledger at year end to verify all capital asset additions are included in the final reports provided to the auditors. As part of the year ended December 31, 2017 audit, there were no material adjustments made to the City's capital asset records, so this issue has been resolved.

Management's Response: The City's Finance and Clerk-Treasurer departments will continue to review all capital expenditures quarterly in the City's general ledger accounts to verify all capital asset additions are included in the final reports provided to the auditors for each year's audit.

ENTER MANUAL RECONCILING ADJUSTMENTS INTO THE CITY'S BANK RECONCILIATION SOFTWARE

In 2016, the City reviewed their bank reconciliation process and attempted to clear reconciling items and post any needed adjustments on a monthly basis. During the audit for the year ended December 31, 2017, we again reviewed the City's bank reconciliations and noted that the City Treasurer reviewed monthly bank statements, furthermore we noted the same type of manual reconciling items are being noted during reconciliations, some of the amounts have been addressed as well as amounts being carried forward from previous years. We recommended that the City clear reconciling items and post payables and receivables on a daily basis using a software update.

Management's Response: The City's Finance and Clerk-Treasurer departments will review the bank reconciliations and clear reconciling items and old outstanding checks that need to be adjusted out of the reconciliation on a monthly basis in 2018.

RECONCILIATION OF SPECIAL ASSESSMENT RECORDS

A recommendation was made during the 2015 audit to reconcile special assessment receivables and revenue on a monthly basis. During 2016, the special assessment records were reconciled prior to the audit beginning, but they were not done on a monthly basis. During audit procedures for the year ended December 31, 2017, it was noted that monthly reconciliations of the special assessment records were now being completed and no issues occurred when testing those monthly reconciliations.

Management's Response: The City's Finance department will continue to reconcile the special assessments records to the general ledger on a monthly basis going forward.

DEVELOPING CASH FLOW ANALYSES FOR THE WATER AND WASTEWATER UTILITIES WITH THE ANNUAL BUDGET

This recommendation was originally issued as part of the year ended December 31, 2015 audit but was not implemented for the 2016 or 2017 annual budgets. As part of the audit procedures for the year ended December 31, 2017 audit, we reviewed the 2018 annual budget noting cash flow analyses for the Water and Wastewater Utilities were included in the annual budgets.

Management's Response: Cash flow analyses will continue to be included in the water and wastewater utility's annual budgets going forward.

PAYROLL PROCEDURES FOR ACCRUED SICK AND VACATION LEAVE

As part of the 2016 audit, we reviewed the City's procedures for preparation of the Accrued Sick and Vacation Leave balances that are adjusted and presented with the year-end audit. In testing this spreadsheet, we noted that the City employees accrue their vacation leave balances in various ways, as well as have different rules regarding the carryover balances allowed to be rolled into the new fiscal year.

We recommended that an independent review of this spreadsheet occur on an annual basis by the human resources department, which would increase controls over accrued leave. The City has already segregated certain functions between the payroll and human resources department, with the human resources department ultimately responsible for interpretation and management of accrued leave policies.

Furthermore, we recommended that when an employee retires or terminates employment, the human resources department also review the payout calculation. As of the audit for 2016, the payroll clerk calculated the payout and the finance director reviewed the calculation. For internal control purposes, the inclusion of and calculation of the various pay amounts should be reviewed by the human resources department as well, with a sign-off of approval being included with the review.

Management's Response: During 2017, the City's Human Resources department began performing an independent annual review of the end of year accrued leave balance worksheet prepared by the Finance department for the audit. They also began reviewing the Finance department's payout calculations for retiring or terminated employees beginning with the June 23, 2017 payroll.

ACCOUNTING AND REPORTING FOR OTHER POSTEMPLOYMENT BENEFITS

Due to new standards related to other postemployment benefits (OPEB) that affect the City's year-end December 31, 2017 financial statements, we issued a comment and recommendation as part of the 2016 audit. We recommended that the City evaluate the impact of the new standards with their actuary, and determine an implementation strategy to minimize costs while ensuring adequate communication of the impact that these changes will have on the City's financial statements.

Management's Response: The City's Human Resources and Finance departments worked with their actuary and successfully implemented these new OPEB standards, which have been included as part of the audit for the year ended December 31, 2017.

RECOMMENDATIONS FROM CAPITAL PROJECT FUNDS REVIEW

The City, as part of our annual audit contract, identifies an area where we perform a more detailed review of specific financial procedures. For the 2016 audit, we reviewed the City's procedures over financial management of the City's capital project funds. Our review identified multiple comments and recommendations to improve efficiency and effectiveness of managing their capital project funds. In response to those comments and recommendations, the City's Finance and Engineering departments began meeting periodically to plan for 2017 in order to make sure that the Public Works contracts and related activity is allocated quarterly starting with June 30, 2017 between the various City funds in the City's general ledger. They also prepared a year-end report to allow City management to evaluate the status of the capital projects.

As part of the 2017 audit, all necessary adjustments related the capital project allocations were prepared and posted by the Finance Director prior to the audit with no issues identified during our audit procedures. Going forward, we recommend that the City continue to monitor their Public Works contracts and continue to perform the processes that they implemented in 2017 related to their Capital Project funds.

Management's Response: The City Finance and Engineering departments will continue to meet periodically to review the City's Public Works contracts and perform quarterly allocations between the various City funds in the City's general ledger.

Comments and Observations

Ambulance Department Review

The City, as part of our annual audit contract, identifies an area where we perform a more detailed review of specific financial procedures. This year, we reviewed the City's procedures over financial management of the City's ambulance services. Our review identified the following observations along with recommendations to improve the efficiency and effectiveness of the operations of the City's ambulance services.

During our current year audit, we noted deficiencies in controls over the ambulance billing process. Based on these deficiencies, there were a few items that were identified as errors in the billing process. These items are as follows:

- ▶ Multiple runs in 2017 were sent to LifeQuest more than once, due to not locking down individual runs in Image Trend. In early 2018, this was identified and procedures were since changed to help avoid any duplicate billings in the future.
- ▶ Only a few items were identified that were expected to be included in billing detail, but appeared to be missed.
- ▶ One run had additional charges included, but there were no signs of such services provided within individual run detail.

We recommend the City implement procedures to create controls over the billing process to minimize the risk of any future billing issues. Schenck has provided the City with an example of procedures to complete on a monthly/quarterly basis to internally review activity.

In addition, we recommend the City review its list of charges for ambulance services. Schenck identified that other ambulance providers charge for specific items that have significant costs, but these services were not included as charges for the De Pere Fire Rescue. Certain items such as Epi Pens and Glucagon have significant costs and are recommended to be considered as part of approving charges. Other providers also have a standard charge for general supplies, but this is not a separate charge for De Pere. If a charge like this is not be assigned, then it is recommended to consider this when setting the base BLS and ALS rates.

During our discussions of the collections process, it was brought to our attention that they City was not using the Tax Refund Intercept Program (TRIP) for assistance in collections of old ambulance billings. Finance recently became aware of this and the City is currently in the processing of getting the approvals to set this up as an additional collection effort.

The City currently only has one staff assigned to review and submit call information to the Wisconsin Ambulance Run Data System (WARDS) and to LifeQuest for billing. It is recommend that the City cross train another staff member, so duties can be performed within a timely basis if the main staff member has an extended absence.

We also recommend that the City look at budgeting revenues based upon collections rather than what LifeQuest estimated collections were to be. The 2017 and 2018 budgets were \$900,000 and \$800,000 respectively, actual revenue in 2017 was approximately \$630,000.

APPENDIX

CITY OF DE PERE

335 South Broadway
De Pere, WI 54115
Phone: 920/339-4050
Fax No.: 920/330-9491
Web: <http://de-pere.org>



July 12, 2018

Schenck SC
2200 Riverside Drive
P.O. Box 23819
Green Bay, WI 54305-3819

This representation letter is provided in connection with your audit of the financial statements of City of De Pere, Wisconsin (the "City"), which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of December 31, 2017, and the respective changes in the financial position and where applicable, cash flows for the year then ended, and the related notes to the financial statements for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of July 12, 2018, the following representations made to you during your audit.

FINANCIAL STATEMENTS

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated December 18, 2017 including our responsibility for the preparation and fair presentation of the financial statements in accordance with U. S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. In regards to accounting estimates:
 - ▶ The measurement processes used by management in determining accounting estimates is appropriate and consistent.
 - ▶ The assumptions appropriately reflect management's intent and ability to carry out specific courses of action.
 - ▶ The disclosures related to accounting estimates are complete and appropriate.
 - ▶ No subsequent event has occurred that would require adjustment to the accounting estimates or disclosures included in the financial statements.
7. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
8. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
9. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the City's accounts.
10. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
11. Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

INFORMATION PROVIDED

12. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of meetings of the City Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
13. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
14. We made an assessment of the risk that the financial statements may be materially misstated as a result of fraud. We have disclosed the results of our assessment as follows:
 - a. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - i. Management,
 - ii. Employees who have significant roles in internal control, or
 - iii. Others where the fraud could have a material effect on the financial statements.

- b. We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements communicated by employees, former employees, regulators, or others.
- 15. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 17. We have disclosed to you the identity of the City's related parties and all the related party relationships and transactions of which we are aware.

GOVERNMENT - SPECIFIC

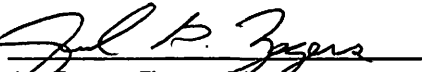
- 18. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 19. We have a process to track the status of audit findings and recommendations.
- 20. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 21. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 22. The City has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, deferred inflows/outflows of resources, or equity.
- 23. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- 24. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 25. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 26. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 27. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

28. As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
29. The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral, except for utility assets pledged as collateral for the revenue bonds.
30. The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
31. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
32. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
33. The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34.
34. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
35. Components of net position (net investment in capital assets, restricted, and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
36. Provisions for uncollectible receivables have been properly identified and recorded.
37. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
38. Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
39. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
40. Deposits and investment securities and derivative transactions are properly classified as to risk and are properly disclosed.
41. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
42. Joint ventures, jointly governed organizations, and other related organizations have been properly disclosed in the financial statements.
43. We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
44. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

45. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
46. We acknowledge our responsibility for presenting the nonmajor fund combining statements, individual fund statements, and supporting schedules (the supplementary information) in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
47. We agree with the findings of specialists in evaluating the other postemployment benefits, pension benefits, and incurred but not reported claims and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialist.
48. The fact that the amount of "uncollateralized" deposits or "uninsured, unregistered securities held by the counterparty, or by its trust department or agent but not in the City's name" during the period significantly exceeded the amounts in those categories as of the balance sheet was properly disclosed in the financial statements.
49. Arrangements with financial institutions involving repurchase, reverse repurchase, or securities lending agreements, compensating balances, or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements, have been properly recorded or disclosed in the financial statements.
50. The methods and significant assumptions used to determine fair values of financial instruments are as follows: Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. The methods and significant assumptions used result in a measure of fair value appropriate for financial statement measurement and disclosure purposes.
51. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the balance sheet date and have been reduced to their estimated net realizable value.
52. Capital assets, including intangible assets, have been evaluated for impairment as a result of significant and unexpected decline in service utility.
53. We believe that the actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
54. We do not plan to make frequent amendments to our pension or other post-retirement benefit plans.
55. Tax abatement agreements have been properly disclosed in the notes to the financial statements.
56. We have not completed the process of evaluating the impact that will result from adopting Governmental Accounting Standards Board (GASB) Statements No. 84, *Fiduciary Activities*, and No. 87, *Leases*, as discussed in Note 4.E. The City is therefore unable to disclose the impact that adopting these GASB Statements will have on its financial position and the results of its operations when the Statements are adopted.

57. We have evaluated and classified any subsequent events as recognized or nonrecognized through the date of this letter. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclose in the aforementioned financial statements.

Signed:


Joe Zegers, Finance Director

Signed:


Shana Ledvina, Clerk-Treasurer

City of De Pere, Wisconsin

ANNUAL FINANCIAL REPORT

December 31, 2017

City of De Pere, Wisconsin

DECEMBER 31, 2017

Table of Contents

INDEPENDENT AUDITORS' REPORT	1
MANAGEMENT'S DISCUSSION AND ANALYSIS	3
BASIC FINANCIAL STATEMENTS	
Government-wide Financial Statements	
Statement of Net Position	11
Statement of Activities	12
Fund Financial Statements	
Balance Sheet - Governmental Funds	14
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	17
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund	20
Statement of Net Position - Proprietary Funds	21
Statement of Revenues, Expenses and Changes in Net Position - Proprietary Funds	25
Statement of Cash Flows - Proprietary Funds	27
Statement of Fiduciary Net Position - Fiduciary Funds	31
Notes to Basic Financial Statements	32
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Changes in OPEB Liability and Related Ratios	62
Schedule of Employer Contributions - Other Postemployment Benefit Plan	63
Schedule of Proportionate Share of Net Pension Liability (Asset) - Wisconsin Retirement System	64
Schedule of Contributions - Wisconsin Retirement System	64
Notes to Required Supplementary Information	64
SUPPLEMENTARY INFORMATION	
General Fund	
Detailed Comparison of Budgeted and Actual Revenues	65
Detailed Comparison of Budgeted and Actual Expenditures	67
Combining Balance Sheet - Nonmajor Governmental Funds	69
Combining Statement of Revenues, Expenditures and Changes in Fund Balances - Nonmajor Governmental Funds	72

City of De Pere, Wisconsin

DECEMBER 31, 2017

Combining Statement of Net Position - Internal Service Funds	75
Combining Statement of Revenues, Expenses and Change in Net Position - Internal Service Funds	76
Combining Statement of Cash Flows - Internal Service Funds	77
Schedule of Water Utility Operating Revenues and Expenses	78

ADDITIONAL INDEPENDENT AUDITORS' REPORT FOR BASIC FINANCIAL STATEMENTS

Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> and the <i>Department of Health Services Audit Guide</i>	79
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FEDERAL AND STATE AWARDS

Schedule of Expenditures of Federal Awards	81
Schedule of Expenditures of State Awards	83
Notes to Schedules of Expenditures of Federal and State Awards	85
Schedule of Findings and Responses	86
Schedule of Settlement of DHS Cost Reimbursement Award	88



Independent auditors' report

To the City Council
City of De Pere, Wisconsin

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of De Pere, Wisconsin (the "City") as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

AUDITORS' RESPONSIBILITY

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

OPINIONS

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City as of December 31, 2017, and the respective changes in financial position and, where applicable, cash flows thereof and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

CHANGE IN ACCOUNTING PRINCIPLE

As discussed in Note 3.I to the financial statements, the City adopted new accounting guidance, GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinions are not modified with respect to this matter.

OTHER MATTERS

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 through 10 and the schedules relating to pensions and other postemployment benefits on pages 62 through 64 be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The financial information listed in the table of contents as supplementary information is presented for purposes of additional analysis and is not a required part of the basic financial statements. The schedules of expenditures of federal and state awards are presented for purposes of additional analysis, as required by *Department of Health Services Audit Guide* issued by the State of Wisconsin and are also not a required part of the basic financial statements.

The supplementary information and the schedules of expenditures of federal and state awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information and the schedules of expenditures of federal and state awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

REPORT ON SUMMARIZED FINANCIAL INFORMATION

We have previously audited the City's 2016 financial statements, and our report dated June 16, 2017, expressed unmodified opinions on those respective financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2016, is consistent, in all material respects, with the audited financial statements from which it has been derived.

OTHER REPORTING REQUIRED BY *GOVERNMENT AUDITING STANDARDS*

In accordance with *Government Auditing Standards*, we have also issued our report dated July 12, 2018, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



Certified Public Accountants

Green Bay, Wisconsin
July 12, 2018

MANAGEMENT'S DISCUSSION AND ANALYSIS

City of De Pere, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS DECEMBER 31, 2017

As management of the City of De Pere, Wisconsin, we offer readers of the City's basic financial statements this narrative overview and analysis of the financial activities of the City for the fiscal year ended December 31, 2017.

FINANCIAL HIGHLIGHTS

- The assets and deferred outflows of resources of the City exceeded its liabilities and deferred inflows of resources as of December 31, 2017 by \$98,581,639 (*net position*). Of this amount, \$12,115,159 (*unrestricted net position*) may be used to meet the City's ongoing obligations to citizens and creditors.
- Total property taxes increased 1.00% per \$1,000 of property value for the year ended December 31, 2017.
- As of December 31, 2017, the City's governmental funds reported combined ending fund balances of \$11,272,675, an increase of \$1,054,192 in comparison with the prior year. Approximately 36% of this total amount, \$4,011,923 is *available for spending* at the City's discretion (*unassigned fund balance*).
- As of December 31, 2017, unassigned fund balance for the general fund was \$6,124,124, or approximately 37.4% of total general fund expenditures.
- The City's total general-obligation debt decreased by \$1,175,000 (3.2%) during 2017. In addition, the City issued \$1.7 million of debt during 2017 to retire \$1.66 million of a prior year debt issue; however, because of the refinancing structure, both issues are recorded as liabilities, while \$1.7 million is recorded as a restricted escrow cash balance.

Overview of the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the City's basic financial statements. The City's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the basic financial statements. This report also contains supplemental information in addition to the basic financial statements themselves.

Government-wide financial statements. The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a manner similar to a private-sector business.

The *statement of net position* presents information on all of the City's assets, liabilities and deferred outflows/inflows of resources, with the difference reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *statement of activities* presents information showing how the City's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods. (e.g., earned but unused vacation leave.)

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the City include general government, public safety, public works, sanitation, health and human services, culture and recreation, and conservation and development. The business-type activities of the City include the water, wastewater treatment, wastewater collection and stormwater utilities.

The government-wide financial statements can be found on pages 11 - 13 of this report.

City of De Pere, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS DECEMBER 31, 2017

Fund financial statements. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.

Governmental funds. *Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating the City's near-term financing requirements.

It is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the City's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

The City maintains 19 individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the general fund, debt service fund, public improvements capital project fund and TID No. 6 capital projects fund, all of which are considered to be major funds. Data from the other 15 governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements* elsewhere in this report.

The City adopts an annual appropriated budget for all its governmental funds. As part of the basic governmental fund financial statements, budgetary comparison statements have been provided for the general fund to demonstrate compliance with the budget.

The basic governmental fund financial statements can be found on pages 14 - 20 of this report.

Proprietary funds. The City maintains two different types of proprietary funds. *Enterprise funds* are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City uses enterprise funds to account for its water, wastewater treatment plant, stormwater utility, and wastewater utilities. *Internal service funds* are an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses internal service funds to account for its health and dental self-insurance funds. Because these services predominantly benefit governmental rather than business-type functions, they have been included within *governmental activities* in the government-wide financial statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the enterprise and internal service funds. The four enterprise funds are considered to be major funds of the City. The two internal service funds are combined into a single, aggregated presentation in the proprietary fund financial statements. Individual fund data for the internal service funds is provided in the form of *combining statements* elsewhere in this report.

The basic proprietary fund financial statements can be found on pages 21 - 30 of this report.

City of De Pere, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS DECEMBER 31, 2017

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are *not* reflected in the government-wide financial statements because the resources of those funds are *not* available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

The basic fiduciary fund financial statements can be found on page 31 of this report.

Notes to the basic financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 32 - 61 of this report.

Other information. Required supplementary information relating to pensions and other postemployment benefits and the combining statements referred to earlier in connection with nonmajor governmental funds, nonmajor enterprise funds and internal service funds are presented immediately following the notes to the basic financial statements. These statements and schedules can be found on pages 62 - 78.

Government-wide Financial Analysis

Net position. As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$98,581,639 at the close of 2017.

City of De Pere's Net Position (in thousands of dollars)						
	Governmental Activities		Business-type Activities		Totals	
	2017	2016	2017	2016	2017	2016
Current and other assets	\$ 30,298	\$ 29,266	\$ 6,505	\$ 6,565	\$ 36,803	\$ 35,831
Capital assets	66,607	67,051	52,259	50,566	118,866	117,617
Total Assets	96,905	96,317	58,764	57,131	155,669	153,448
Deferred Outflows of Resources	5,171	7,246	477	684	5,648	7,930
Other liabilities	2,675	2,654	1,923	1,422	4,598	4,076
Long-term liabilities outstanding	35,864	37,237	5,029	5,869	40,893	43,106
Total Liabilities	38,539	39,891	6,952	7,291	45,491	47,182
Deferred Inflows of Resources	17,045	18,053	200	258	17,245	18,311
Net Position						
Net Investment in Capital Assets	35,245	33,950	47,499	45,147	82,744	79,097
Restricted	3,521	3,396	201	205	3,722	3,601
Unrestricted	7,726	8,273	4,389	4,914	12,115	13,187
Total Net Assets	\$ 46,492	\$ 45,619	\$ 52,089	\$ 50,266	\$ 98,581	\$ 95,885

City of De Pere, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS DECEMBER 31, 2017

By far the largest portion of the City's net position (84%) reflects its investment in capital assets (e.g. land, buildings, machinery and equipment, infrastructure, etc.); less any related debt used to acquire those assets that is still outstanding. The City uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although, the City's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of the City's net position (4%) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position* (\$12,115,159) may be used to meet the City's ongoing obligations to citizens and creditors.

City of De Pere, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS DECEMBER 31, 2017

Change in net position. Governmental activities decreased the City's net position by \$873,590, while business-type activities increased \$1,822,538. Key elements of the changes in net position are as follows:

City of De Pere's Change in Net Position (In thousands of dollars)						
	Governmental Activities		Business-type Activities		Totals	
	2017	2016	2017	2016	2017	2016
Revenues						
Program Revenues						
Charges for services	\$ 3,430	\$ 3,423	\$ 17,173	\$ 16,544	\$ 20,603	\$ 19,967
Operating grants and contributions	1,500	1,482	-	-	1,500	1,482
Capital grants and contributions	472	690	250	1,229	722	1,919
General Revenues						
Property taxes	15,493	14,561	-	-	15,493	14,561
Other taxes	333	376	-	-	333	376
Grants and contributions not restricted to specific programs	1,899	2,078	-	-	1,899	2,078
Other	355	962	68	72	423	1,034
Total Revenues	23,482	23,572	17,491	17,845	40,973	41,417
Expenses						
General government	1,674	1,855	-	-	1,674	1,855
Public safety	9,067	9,592	-	-	9,067	9,592
Public works and sanitation	7,900	7,122	-	-	7,900	7,122
Health and human services	503	494	-	-	503	494
Culture and recreation	2,679	2,710	-	-	2,679	2,710
Conservation and development	583	4,473	-	-	583	4,473
Interest on long-term debt	922	1,079	-	-	922	1,079
Water utility	-	-	5,686	5,160	5,686	5,160
Wastewater Collection	-	-	8,084	7,699	8,084	7,699
Stormwater utility	-	-	1,179	1,296	1,179	1,296
Total Expenses	23,328	27,325	14,949	14,155	38,277	41,480
Change in Net Position Before Transfers	154	(3,753)	2,542	3,690	2,696	(63)
Transfers	719	725	(719)	(725)	-	-
Change in Net Position	873	(3,028)	1,823	2,965	2,696	(63)
Net Position - January 1	45,619	48,647	50,266	47,301	95,885	95,948
Net Position - December 31	\$ 46,492	\$ 45,619	\$ 52,089	\$ 50,266	\$ 98,581	\$ 95,885

Property taxes increased by \$932,250 (6.4%) during the year.

City of De Pere, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS DECEMBER 31, 2017

Financial Analysis of the City's Funds

As noted earlier, the City uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of the City's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the City's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of the City's net resources available for spending at the end of the fiscal year.

As of December 31, 2017, the City's governmental funds reported combined ending fund balances of \$11,272,675, an increase of \$1,054,192 in comparison with the prior year. Approximately 36% of this amount (\$4,011,923) constitutes *unassigned fund balance*, which is available for spending at the City's discretion. The remainder of fund balance is either restricted (\$6,606,768) or committed (\$445,870) or it is nonspendable (\$208,114).

The general fund is the main operating fund of the City. At the end of the current year, unassigned fund balance of the general fund was \$6,124,124, while total fund balance reached \$7,596,002. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance represents 37% of total general fund expenditures, while total fund balance represents 46% of that same amount.

The fund balance of the City's general fund increased by \$168,619 during the current year. The key factor in this increase was favorable budget to actual variances in expenditures.

The debt service fund has a total fund balance of \$2,783,701, which includes an irrevocable escrow balance of \$1,688,785 available to retire the 2008B Series general obligation debt as of December 31, 2018. The other remaining fund balance is 1,094,916 which represents 20% of total debt service fund expenditures.

The public improvements fund has a total fund balance of \$133,647. This decreased by \$459,696 during the current year.

TID No. 6 has a fund balance of \$18,278, an increase of \$1,350,577 during the current year. The District was closed for expenditures during 2017, and the increment generated of \$1,905,735 was used to fund transfers, the deficit fund balance and other expenses

Proprietary funds. The City's proprietary funds provide the same type of information found in the City's government-wide financial statements, but in more detail.

Unrestricted net position of the water utility fund at the end of the year amounted to \$24,424. The total decrease in net position was \$29,287.

Unrestricted net position of the wastewater treatment plant fund at the end of the year amounted to \$1,314,690.

Unrestricted net position of the wastewater utility fund at the end of the year amounted to \$1,889,932. The total increase in net position was \$1,413,207.

City of De Pere, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS DECEMBER 31, 2017

Unrestricted net position of the stormwater utility fund at the end of the year amounted to \$1,179,533. The total increase in net position was \$581,148.

Other factors concerning the finances of these funds have already been addressed in the discussion of the City's business-type activities.

General Fund Budgetary Highlights

Generally the original budget is modified in small amounts. The City allocated a total of \$148,696 from the contingency account to various expenditure accounts in the general fund as approved by the City Council.

During the year, actual revenues were less than budgeted revenues by \$326,107. Actual expenditures were less than budgeted expenditures by \$545,320 primarily in general government and public works.

Capital Asset and Debt Administration

Capital assets. The City's investment in capital assets for its governmental and business-type activities as of December 31, 2017 amounts to \$118,865,702 (net of accumulated depreciation). This investment in capital assets includes land, land improvements, buildings, machinery and equipment, vehicles, infrastructure (highways and bridges), and construction in progress. The total increase in the City's investment in capital assets for the current year was \$1,247,816 or 10.6% over last year.

City of De Pere's Capital Assets (in thousands of dollars)						
	Governmental Activities		Business-type Activities		Totals	
	2017	2016	2017	2016	2017	2016
Land	\$ 9,731	\$ 9,731	\$ 53	\$ 53	\$ 9,784	\$ 9,784
Land improvements	6,139	6,139	-	-	6,139	6,139
Buildings	12,344	12,290	892	892	13,236	13,182
Machinery and equipment	4,267	3,984	6,299	6,044	10,566	10,028
Vehicles	6,039	6,231	-	-	6,039	6,231
Infrastructure	75,145	73,498	69,861	67,452	145,006	140,950
Accumulated depreciation	(47,058)	(44,822)	(24,846)	(23,875)	(71,904)	(68,697)
Net Capital Assets	\$ 66,607	\$ 67,051	\$ 52,259	\$ 50,566	\$ 118,866	\$ 117,617

City of De Pere, Wisconsin

MANAGEMENT'S DISCUSSION AND ANALYSIS DECEMBER 31, 2017

Long-term debt. At the end of the current fiscal year, the City had total general obligation debt outstanding of \$35,580,000. The remainder of the City's debt represents bonds secured solely by specified revenue sources (i.e., revenue bonds).

City of De Pere's Outstanding Debt General Obligation Debt and Revenue Bonds (in thousands of dollars)						
	Governmental Activities		Business-type Activities		Totals	
	2017	2016	2017	2016	2017	2016
General Obligation Debt						
Bonds	\$ 18,630	\$ 19,145	\$ -	\$ -	\$ 18,630	\$ 19,145
Notes	13,715	13,920	3,235	3,690	16,950	17,610
Total General Obligation Debt	32,345	33,065	3,235	3,690	35,580	36,755
Revenue bonds	-	-	1,410	1,730	1,410	1,730
Total	\$ 32,345	\$ 33,065	\$ 4,645	\$ 5,420	\$ 36,990	\$ 38,485

The City's total general obligation debt decreased by \$1,175,000 (3.2%) during the current fiscal year. The key factor in this increase was the newly incurred debt was more than debt retirements.

The City maintains an Aa2 rating from Moody's Investors Service for its general obligation debt.

State statutes limit the amount of general obligation debt the City may issue to 5% of its total equalized valuation. The current debt limitation for the City is \$101,534,530 which is significantly in excess of the City's \$35,580,000 in outstanding general obligation debt.

Economic Factors and Next Year's Budgets and Rates

- The economic condition and outlook of the City has remained fairly stable based on a relatively healthy mix of manufacturing, tourism, service industry, retail, and farming activities which support our tax base.
- Inflationary trends in our region compare favorably to national indices.
- During the current year, unassigned fund balance in the general fund increased by \$579,362 to \$6,124,124.

All of these factors were considered in preparing the City's budget for the 2018 fiscal year.

Contacting the City's Financial Management

This financial report is designed to provide a general overview of the City's finances for all those with an interest in the City's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Joseph G. Zegers, Finance Director of the City of De Pere, 335 S. Broadway, De Pere, Wisconsin 54115.

BASIC FINANCIAL STATEMENTS

City of De Pere, Wisconsin

STATEMENT OF NET POSITION DECEMBER 31, 2017 WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2016

	Governmental Activities	Business-type Activities	Totals	
			2017	2016
ASSETS				
Cash and investments	\$ 8,544,162	\$ 1,745,339	\$ 10,289,501	\$ 11,068,633
Receivables				
Taxes and special charges	14,924,977	-	14,924,977	15,316,881
Delinquent taxes	7,376	-	7,376	15,929
Accounts	745,267	4,089,479	4,834,746	4,459,618
Special assessments	674,073	-	674,073	747,648
Loans	526,866	-	526,866	280,086
Other	-	182,007	182,007	235,238
Internal balances	1,136,173	(1,136,173)	-	-
Due from other governments	-	1,239,225	1,239,225	1,333,057
Inventories and prepaid items	147,989	24,904	172,893	258,873
Restricted assets				
Cash and investments	3,591,101	360,332	3,951,433	2,114,620
Capital assets, nondepreciable	9,731,371	53,207	9,784,578	9,784,578
Capital assets, depreciable	56,875,590	52,205,534	109,081,124	107,833,308
Total assets	96,904,945	58,763,854	155,668,799	153,448,469
DEFERRED OUTFLOWS OF RESOURCES				
Pension related amounts	5,171,192	477,636	5,648,828	7,929,949
LIABILITIES				
Accounts payable	1,462,875	1,881,801	3,344,676	2,843,462
Accrued and other current liabilities	650,826	14,943	665,769	635,492
Due to other governments	96,184	-	96,184	97,479
Accrued interest payable	136,704	26,589	163,293	151,322
Special deposits	75,660	-	75,660	70,544
Unearned revenues	2,789	-	2,789	2,789
Short-term note payable	250,000	-	250,000	275,000
Long-term obligations				
Due within one year	6,466,424	810,552	7,276,976	5,342,655
Due in more than one year	28,346,294	4,155,773	32,502,067	35,977,591
Net pension liability	666,658	62,917	729,575	1,417,293
Other postemployment benefits	384,361	-	384,361	368,742
Total liabilities	38,538,775	6,952,575	45,491,350	47,182,369
DEFERRED INFLOWS OF RESOURCES				
Property taxes levied for subsequent year	14,924,977	-	14,924,977	15,316,881
Pension related amounts	2,119,619	200,043	2,319,662	2,993,658
Total deferred inflows of resources	17,044,596	200,043	17,244,639	18,310,539
NET POSITION				
Net investment in capital assets	35,244,844	47,499,265	82,744,109	79,096,531
Restricted	3,521,446	200,924	3,722,370	3,601,282
Unrestricted	7,726,476	4,388,683	12,115,159	13,187,697
Total net position	\$ 46,492,766	\$ 52,088,872	\$ 98,581,638	\$ 95,885,510

The notes to the basic financial statements are an integral part of this statement.

City of De Pere, Wisconsin

STATEMENT OF ACTIVITIES FOR THE YEAR ENDED DECEMBER 31, 2017 WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2016

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
GOVERNMENTAL ACTIVITIES				
General government	\$ 1,674,449	\$ 414,526	\$ -	\$ -
Public safety	9,066,522	1,398,097	120,769	-
Public works	7,226,201	984,876	1,195,164	470,077
Sanitation	674,221	-	116,510	-
Health and human services	502,560	5,785	62,523	-
Culture and recreation	2,678,552	610,729	5,217	2,000
Conservation and development	582,773	15,837	-	-
Interest and fiscal charges	922,725	-	-	-
Total governmental activities	23,328,003	3,429,850	1,500,183	472,077
BUSINESS-TYPE ACTIVITIES				
Water utility	5,685,588	6,147,981	-	-
Wastewater collection	8,083,658	9,505,728	-	-
Stormwater utility	1,179,586	1,519,144	-	250,394
Total business-type activities	14,948,832	17,172,853	-	250,394
Total	\$ 38,276,835	\$ 20,602,703	\$ 1,500,183	\$ 722,471
General revenues				
Taxes				
Property taxes				
Tax increments				
Sales tax				
Other taxes				
Federal and state grants and other contributions not restricted to specific functions				
Interest and investment earnings				
Miscellaneous				
Gain on sale of asset				
Transfers				
Total general revenues and transfers				
Change in net position				
Net position - January 1				
Net position - December 31				

The notes to the basic financial statements are an integral part of this statement.

Net (Expense) Revenue and Changes in Net Position			
Governmental Activities	Business-type Activities	Totals	
		2017	2016
\$ (1,259,923)	\$ -	\$ (1,259,923)	\$ (1,489,744)
(7,547,656)	-	(7,547,656)	(8,011,423)
(4,576,084)	-	(4,576,084)	(3,713,837)
(557,711)	-	(557,711)	(584,517)
(434,252)	-	(434,252)	(437,524)
(2,060,606)	-	(2,060,606)	(1,962,450)
(566,936)	-	(566,936)	(4,451,481)
(922,725)	-	(922,725)	(1,078,693)
<u>(17,925,893)</u>	<u>-</u>	<u>(17,925,893)</u>	<u>(21,729,669)</u>
-	462,393	462,393	1,218,288
-	1,422,070	1,422,070	1,360,063
-	589,952	589,952	1,039,565
<u>-</u>	<u>2,474,415</u>	<u>2,474,415</u>	<u>3,617,916</u>
<u>(17,925,893)</u>	<u>2,474,415</u>	<u>(15,451,478)</u>	<u>(18,111,753)</u>
11,955,959	-	11,955,959	11,550,417
3,537,020	-	3,537,020	3,010,312
-	-	-	38,218
333,859	-	333,859	337,772
1,898,467	-	1,898,467	2,078,364
79,587	67,529	147,116	171,142
275,185	-	275,185	333,014
-	-	-	530,040
719,406	(719,406)	-	-
<u>18,799,483</u>	<u>(651,877)</u>	<u>18,147,606</u>	<u>18,049,279</u>
873,590	1,822,538	2,696,128	(62,474)
<u>45,619,176</u>	<u>50,266,334</u>	<u>95,885,510</u>	<u>95,947,984</u>
<u>\$ 46,492,766</u>	<u>\$ 52,088,872</u>	<u>\$ 98,581,638</u>	<u>\$ 95,885,510</u>

City of De Pere, Wisconsin

**BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2017
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2016**

	General	Debt Service	Public Improvements	TID No. 6
ASSETS				
Cash and investments	\$ 4,244,529	\$ -	\$ 477,095	\$ 1,131,404
Restricted cash and investments	-	2,783,701	-	-
Receivables				
Taxes and special charges	8,173,527	2,286,357	941,883	1,672,108
Delinquent taxes	7,376	-	-	-
Accounts	395,036	-	57,326	92,509
Special assessments	78,507	-	595,566	-
Loans	-	-	-	-
Due from other funds	4,451,302	-	-	-
Advance to other funds	27,821	-	-	-
Inventories and prepaid items	147,989	-	-	-
Total assets	<u>\$ 17,526,087</u>	<u>\$ 5,070,058</u>	<u>\$ 2,071,870</u>	<u>\$ 2,896,021</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES				
Liabilities				
Accounts payable	\$ 779,675	\$ -	\$ 400,774	\$ 154
Accrued and other current liabilities	673,107	-	-	121
Due to other funds	-	-	-	1,205,360
Due to other governments	208	-	95,976	-
Special deposits	50,779	-	-	-
Unearned revenues	2,789	-	-	-
Short-term note payable	250,000	-	-	-
Total liabilities	<u>1,756,558</u>	<u>-</u>	<u>496,750</u>	<u>1,205,635</u>
Deferred inflows of resources				
Property taxes levied for subsequent year	8,173,527	2,286,357	941,883	1,672,108
Loans receivable	-	-	-	-
Special assessments	-	-	499,590	-
Total deferred inflows of resources	<u>8,173,527</u>	<u>2,286,357</u>	<u>1,441,473</u>	<u>1,672,108</u>
Fund balances				
Nonspendable	208,114	-	-	-
Restricted	1,090,501	2,783,701	-	18,278
Committed	173,263	-	133,647	-
Unassigned	6,124,124	-	-	-
Total fund balances	<u>7,596,002</u>	<u>2,783,701</u>	<u>133,647</u>	<u>18,278</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 17,526,087</u>	<u>\$ 5,070,058</u>	<u>\$ 2,071,870</u>	<u>\$ 2,896,021</u>

The notes to the basic financial statements are an integral part of this statement.

Other Governmental Funds	Totals	
	2017	2016
\$ 1,972,190	\$ 7,825,218	\$ 9,311,926
807,400	3,591,101	1,754,620
1,851,102	14,924,977	15,332,810
-	7,376	-
200,066	744,937	529,428
-	674,073	747,648
526,866	526,866	280,086
-	4,451,302	2,259,497
-	27,821	60,000
-	147,989	233,692
<u>\$ 5,357,624</u>	<u>\$ 32,921,660</u>	<u>\$ 30,509,707</u>
\$ 106,795	\$ 1,287,398	\$ 1,324,465
2,149	675,377	697,037
2,129,665	3,335,025	1,750,260
-	96,184	96,922
-	50,779	-
-	2,789	2,789
-	250,000	275,000
<u>2,238,609</u>	<u>5,697,552</u>	<u>4,146,473</u>
1,851,102	14,924,977	15,316,881
526,866	526,866	280,086
-	499,590	547,784
<u>2,377,968</u>	<u>15,951,433</u>	<u>16,144,751</u>
-	208,114	388,104
2,714,288	6,606,768	5,134,593
138,960	445,870	879,701
(2,112,201)	4,011,923	3,816,085
<u>741,047</u>	<u>11,272,675</u>	<u>10,218,483</u>
<u>\$ 5,357,624</u>	<u>\$ 32,921,660</u>	<u>\$ 30,509,707</u>

City of De Pere, Wisconsin

**BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2017
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2016**

	<u>2017</u>	<u>2016</u>
RECONCILIATION TO THE STATEMENT OF NET POSITION		
Total fund balances as shown on previous page	\$ 11,272,675	\$ 10,218,483
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the funds.	66,606,961	67,051,097
Other long-term assets are not available to pay current period expenditures and therefore are deferred in the funds.	1,026,456	827,870
Net position of the internal service fund is reported in the statement of net position as governmental activities	535,542	373,952
Some deferred outflows and inflows of resources reflect changes in long-term liabilities and are not reported in the funds.		
Loss on advance refunding	-	-
Deferred outflows related to pensions	5,171,192	7,246,264
Deferred inflows related to pensions	(2,119,619)	(2,735,589)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.		
Bonds and notes payable	(32,345,000)	(33,065,000)
Capital leases payable	-	(36,355)
Premium on debt	(705,902)	(731,808)
Compensated absences	(1,761,816)	(1,740,403)
Net pension liability	(666,658)	(1,295,114)
Other postemployment benefit	(384,361)	(368,742)
Accrued interest on long-term obligations	(136,704)	(125,479)
Net position of governmental activities as reported on the Statement of Net Position (see page 11)	<u>\$ 46,492,766</u>	<u>\$ 45,619,176</u>

The notes to the basic financial statements are an integral part of this statement.

City of De Pere, Wisconsin

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2017
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2016

	General	Debt Service	Public Improvements	TID No. 6
REVENUES				
Taxes	\$ 8,142,752	\$ 2,174,850	\$ 941,276	\$ 1,905,735
Special assessments	-	-	503,871	-
Intergovernmental	2,830,068	28,652	278,005	14,367
Licenses and permits	620,969	-	-	-
Fines and forfeits	268,421	-	-	-
Public charges for services	1,438,647	-	-	-
Intergovernmental charges for services	1,259,970	-	-	-
Miscellaneous	186,915	-	113	102,434
Total revenues	<u>14,747,742</u>	<u>2,203,502</u>	<u>1,723,265</u>	<u>2,022,536</u>
EXPENDITURES				
Current				
General government	1,632,928	-	-	-
Public safety	8,707,366	-	-	-
Public works	2,292,328	-	-	-
Sanitation	664,129	-	-	-
Health and human services	486,604	-	-	-
Culture and recreation	2,343,364	-	-	-
Conservation and development	265,210	-	-	127,675
Debt service				
Principal	-	4,435,000	-	-
Interest and fiscal charges	-	927,249	39,079	469
Capital outlay	-	-	3,793,906	16,350
Total expenditures	<u>16,391,929</u>	<u>5,362,249</u>	<u>3,832,985</u>	<u>144,494</u>
Excess of revenues over (under) expenditures	<u>(1,644,187)</u>	<u>(3,158,747)</u>	<u>(2,109,720)</u>	<u>1,878,042</u>
OTHER FINANCING SOURCES (USES)				
Long-term debt issued	-	1,700,000	2,015,000	-
Capital lease proceeds	-	-	-	-
Premium on debt issued	-	45,764	10,024	-
Payment to advance refunding escrow agent	-	-	-	-
Proceeds from sale of capital assets	-	-	-	-
Transfers in	1,812,806	3,486,170	-	1,131,404
Transfers out	-	-	(375,000)	(1,658,869)
Total other financing sources (uses)	<u>1,812,806</u>	<u>5,231,934</u>	<u>1,650,024</u>	<u>(527,465)</u>
Net change in fund balances	<u>168,619</u>	<u>2,073,187</u>	<u>(459,696)</u>	<u>1,350,577</u>
Fund balances - January 1	<u>7,427,383</u>	<u>710,514</u>	<u>593,343</u>	<u>(1,332,299)</u>
Fund balances - December 31	<u>\$ 7,596,002</u>	<u>\$ 2,783,701</u>	<u>\$ 133,647</u>	<u>\$ 18,278</u>

The notes to the basic financial statements are an integral part of this statement.

Other Governmental Funds	Totals	
	2017	2016
\$ 2,431,285	\$ 15,595,898	\$ 14,677,642
-	503,871	401,840
236,269	3,387,361	3,572,684
92,376	713,345	799,138
-	268,421	195,226
4,200	1,442,847	1,462,209
-	1,259,970	1,244,295
189,897	479,359	544,589
<u>2,954,027</u>	<u>23,651,072</u>	<u>22,897,623</u>
-	1,632,928	1,698,540
-	8,707,366	8,791,882
-	2,292,328	2,270,888
-	664,129	667,999
-	486,604	461,939
127,845	2,471,209	2,460,546
504,339	897,224	2,211,058
-	4,435,000	4,335,000
26,397	993,194	1,139,760
698,736	4,508,992	9,069,187
<u>1,357,317</u>	<u>27,088,974</u>	<u>33,106,799</u>
<u>1,596,710</u>	<u>(3,437,902)</u>	<u>(10,209,176)</u>
-	3,715,000	6,790,000
-	-	75,600
-	55,788	154,380
-	-	(2,395,000)
1,900	1,900	676,710
201,000	6,631,380	5,143,641
(3,878,105)	(5,911,974)	(4,419,053)
<u>(3,675,205)</u>	<u>4,492,094</u>	<u>6,026,278</u>
(2,078,495)	1,054,192	(4,182,898)
<u>2,819,542</u>	<u>10,218,483</u>	<u>14,401,381</u>
<u>\$ 741,047</u>	<u>\$ 11,272,675</u>	<u>\$ 10,218,483</u>

City of De Pere, Wisconsin

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES GOVERNMENTAL FUNDS

FOR THE YEAR ENDED DECEMBER 31, 2017

WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2016

	2017	2016
RECONCILIATION TO THE STATEMENT OF ACTIVITIES		
Net change in fund balances as shown on previous page	\$ 1,054,192	\$ (4,182,898)
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.		
Capital assets reported as capital outlay in governmental fund statements	2,261,427	5,151,084
Contributed capital assets	-	157,740
Depreciation expense reported in the statement of activities	(2,703,158)	(2,696,096)
Net book value of disposals	(2,405)	(146,670)
Governmental funds do not present revenues that are not available to pay current obligations. In contrast, such revenues are reported in the statement of activities when earned.		
	198,585	46,285
Debt issued provides current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.		
Long-term debt issued	(3,715,000)	(6,790,000)
Capital leases issued	-	(75,600)
Premium on debt issued	(55,788)	(86,712)
Principal repaid	4,435,000	6,865,975
Capital leases paid	36,355	-
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds:		
Accrued interest on long-term debt	(11,225)	(6,601)
Amortization of debt premium	81,694	-
Compensated absences	(21,413)	(151,643)
Net pension asset	-	(1,963,426)
Net pension liability	628,456	(1,295,114)
Deferred outflows of resources related to pensions	(2,075,072)	5,199,142
Deferred inflows of resources related to pensions	615,970	(2,735,589)
Other postemployment benefits	(15,619)	(306,824)
Internal service funds are used by management to charge the costs of certain activities to individual funds. The net revenue (expense) of the internal service funds is reported with governmental activities.		
	161,591	(10,805)
Change in net position of governmental activities as reported in the statement of activities (see pages 12 - 13)	<u>\$ 873,590</u>	<u>\$ (3,027,752)</u>

The notes to the basic financial statements are an integral part of this statement.

Attachment: 2017 City of De Pere - FS (7175 : Recommendation from the Finance/Personnel Committee to Approve the 2017 Audit Report.)

City of De Pere, Wisconsin

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2016**

	Budget			Variance Final Budget - Positive (Negative)	2016 Actual
	Original	Final	Actual		
REVENUES					
Taxes	\$ 8,122,695	\$ 8,122,695	\$ 8,142,752	\$ 20,057	\$ 8,088,741
Intergovernmental	2,886,866	2,886,866	2,830,068	(56,798)	3,002,036
Licenses and permits	566,765	566,765	620,969	54,204	695,507
Fines and forfeits	327,000	327,000	268,421	(58,579)	195,226
Public charges for services	1,611,883	1,611,883	1,438,647	(173,236)	1,451,339
Intergovernmental charges for services	1,248,400	1,248,400	1,259,970	11,570	1,244,295
Miscellaneous	310,240	310,240	186,915	(123,325)	367,854
Total revenues	15,073,849	15,073,849	14,747,742	(326,107)	15,044,998
EXPENDITURES					
Current					
General government	1,742,784	1,715,253	1,632,928	82,325	1,698,540
Public safety	9,164,390	9,097,325	8,707,366	389,959	8,791,882
Public works	2,494,675	2,492,875	2,292,328	200,547	2,270,888
Sanitation	626,927	626,927	664,129	(37,202)	667,999
Health and human services	513,033	513,033	486,604	26,429	461,939
Culture and recreation	2,246,045	2,213,745	2,343,364	(129,619)	2,308,960
Conservation and development	298,091	278,091	265,210	12,881	260,743
Total expenditures	17,085,945	16,937,249	16,391,929	545,320	16,460,951
Excess of revenues over (under) expenditures	(2,012,096)	(1,863,400)	(1,644,187)	219,213	(1,415,953)
OTHER FINANCING SOURCES (USES)					
Long-term debt issued	-	-	-	-	75,600
Proceeds from sale of capital assets	-	-	-	-	18,500
Transfers in	1,863,400	1,863,400	1,812,806	(50,594)	1,623,088
Total other financing sources (uses)	1,863,400	1,863,400	1,812,806	(50,594)	1,717,188
Net change in fund balance	(148,696)	-	168,619	168,619	301,235
Fund balance - January 1	7,427,383	7,427,383	7,427,383	-	7,126,148
Fund balance - December 31	\$ 7,278,687	\$ 7,427,383	\$ 7,596,002	\$ 168,619	\$ 7,427,383

The notes to the basic financial statements are an integral part of this statement.

Attachment: 2017 City of De Pere - FS (7175 : Recommendation from the Finance/Personnel Committee to Approve the 2017 Audit Report.)

City of De Pere, Wisconsin

**STATEMENT OF NET POSITION
PROPRIETARY FUNDS
DECEMBER 31, 2017
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2016**

	Enterprise Funds			
	Water Utility	Wastewater Treatment Plant Utility	Wastewater Utility	Stormwater Utility
ASSETS				
Current assets				
Cash and investments	\$ -	\$ 75,465	\$ 455,144	\$ 1,214,730
Receivables				
Customer accounts	1,637,090	-	2,452,389	-
Other	182,007	-	-	-
Due from other governments	-	1,239,225	-	-
Inventories and prepaid items	24,904	-	-	-
Total current assets	1,844,001	1,314,690	2,907,533	1,214,730
Noncurrent assets				
Restricted assets				
Cash and investments	210,332	-	150,000	-
Capital assets				
Nondepreciable	53,207	-	-	-
Depreciable	24,170,900	-	16,572,744	11,461,890
Total capital assets	24,224,107	-	16,572,744	11,461,890
Total assets	26,278,440	1,314,690	19,630,277	12,676,620
DEFERRED OUTFLOWS OF RESOURCES				
Pension related amounts	195,876	-	159,235	122,525

The notes to the basic financial statements are an integral part of this statement.

Totals		Governmental Activities - Internal Service Funds	
2017	2016	2017	2016
\$ 1,745,339	\$ 1,322,337	\$ 718,944	\$ 434,369
4,089,479	3,929,633	-	-
182,007	235,238	-	-
1,239,225	1,333,057	-	-
24,904	25,181	-	-
<u>7,280,954</u>	<u>6,845,446</u>	<u>718,944</u>	<u>434,369</u>
 360,332	 360,000	 -	 -
 53,207	 53,207	 -	 -
<u>52,205,534</u>	<u>50,513,582</u>	<u>-</u>	<u>-</u>
 52,258,741	 50,566,789	 -	 -
<u>59,900,027</u>	<u>57,772,235</u>	<u>718,944</u>	<u>434,369</u>
 477,636	 683,685	 -	 -

City of De Pere, Wisconsin

**STATEMENT OF NET POSITION
PROPRIETARY FUNDS
DECEMBER 31, 2017
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2016**

	Enterprise Funds			
	Water Utility	Wastewater Treatment Plant Utility	Wastewater Utility	Stormwater Utility
LIABILITIES				
Current liabilities				
Accounts payable	\$ 719,267	\$ -	\$ 1,145,509	\$ 17,025
Accrued and other current liabilities	6,510	-	4,529	3,904
Due to other funds	1,116,277	-	-	-
Current portion of long-term debt	432,700	-	377,852	-
Payable from restricted assets				
Accrued interest payable	9,408	-	17,181	-
Total current liabilities	2,284,162	-	1,545,071	20,929
Long-term obligations, less current portion				
Advance from other funds	-	-	-	-
General obligation debt	815,000	-	1,960,000	-
Revenue bonds	1,075,000	-	-	-
Debt premium	20,673	-	78,251	-
Compensated absences	65,189	-	73,228	68,432
Net pension liability	25,891	-	20,670	16,356
Total long-term liabilities	2,001,753	-	2,132,149	84,788
Total liabilities	4,285,915	-	3,677,220	105,717
DEFERRED INFLOWS OF RESOURCES				
Pension related amounts	82,319	-	65,719	52,005
NET POSITION				
Net investment in capital assets	21,880,734	-	14,156,641	11,461,890
Restricted	200,924	-	-	-
Unrestricted	24,424	1,314,690	1,889,932	1,179,533
Total net position	\$ 22,106,082	\$ 1,314,690	\$ 16,046,573	\$ 12,641,423

Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds
Net position of business-type activities as reported on the Statement of Net Position (see page 11)

The notes to the basic financial statements are an integral part of this statement.

Totals		Governmental Activities - Internal Service Funds	
2017	2016	2017	2016
\$ 1,881,801	\$ 1,387,116	\$ 175,477	\$ 131,881
14,943	8,999	-	-
1,116,277	509,237	-	-
810,552	790,552	-	-
26,589	25,843	-	-
3,850,162	2,721,747	175,477	131,881
-	-	27,821	60,000
2,775,000	4,956,128	-	-
1,075,000	-	-	-
98,924	-	-	-
206,849	-	-	-
62,917	122,179	-	-
4,218,690	5,078,307	27,821	60,000
8,068,852	7,800,054	203,298	191,881
200,043	258,069	-	-
47,499,265	45,146,789	-	-
200,924	204,507	-	-
4,408,579	5,046,501	515,646	242,488
52,108,768	50,397,797	\$ 515,646	\$ 242,488
(19,896)	(131,463)		
<u>\$ 52,088,872</u>	<u>\$ 50,266,334</u>		

City of De Pere, Wisconsin

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
 PROPRIETARY FUNDS
 FOR THE YEAR ENDED DECEMBER 31, 2017
 WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2016**

	Enterprise Funds			
	Water Utility	Wastewater Treatment Plant Utility	Wastewater Utility	Stormwater Utility
OPERATING REVENUES				
Charges for services	\$ 5,814,656	\$ -	\$ 6,255,901	\$ 1,519,144
Other	333,325	-	3,249,827	-
Total operating revenues	6,147,981	-	9,505,728	1,519,144
OPERATING EXPENSES				
Claims and administrative fees	-	-	-	-
Operation and maintenance	5,040,274	-	7,398,887	778,339
Depreciation	570,582	-	702,000	410,051
Taxes	38,924	-	-	-
Total operating expenses	5,649,780	-	8,100,887	1,188,390
Operating income (loss)	498,201	-	1,404,841	330,754
NONOPERATING REVENUES (EXPENSES)				
Interest income	656	66,873	-	-
Interest and fiscal charges	(78,241)	-	(43,101)	-
Total nonoperating revenues (expenses)	(77,585)	66,873	(43,101)	-
Income (loss) before contributions and transfers	420,616	66,873	1,361,740	330,754
Capital contributions	-	-	-	250,394
Transfers in	-	-	320,970	-
Transfers out	(449,903)	(320,970)	(269,503)	-
Change in net position	(29,287)	(254,097)	1,413,207	581,148
Net position - January 1	22,135,369	1,568,787	14,633,366	12,060,275
Net position - December 31	<u>\$ 22,106,082</u>	<u>\$ 1,314,690</u>	<u>\$ 16,046,573</u>	<u>\$ 12,641,423</u>

Change in net position, per above

Adjustment to reflect the consolidation of internal service fund activities related to enterprise funds

Change in net position of business-type activities as reported on the Statement of Activities (see pages 12 - 13)

The notes to the basic financial statements are an integral part of this statement.

Totals		Governmental Activities - Internal Service Funds	
2017	2016	2017	2016
\$ 13,589,701	\$ 12,962,193	\$ 2,564,806	\$ 2,809,078
3,583,152	3,581,736	-	-
17,172,853	16,543,929	2,564,806	2,809,078
-	-	2,292,777	2,826,215
13,217,500	12,358,808	-	-
1,682,633	1,621,085	-	-
38,924	38,330	-	-
14,939,057	14,018,223	2,292,777	2,826,215
2,233,796	2,525,706	272,029	(17,137)
67,529	71,950	1,129	553
(121,342)	(131,514)	-	-
(53,813)	(59,564)	1,129	553
2,179,983	2,466,142	273,158	(16,584)
250,394	1,229,502	-	-
320,970	-	-	-
(1,040,376)	(724,588)	-	-
1,710,971	2,971,056	273,158	(16,584)
50,397,797	47,426,741	242,488	259,072
<u>\$ 52,108,768</u>	<u>\$ 50,397,797</u>	<u>\$ 515,646</u>	<u>\$ 242,488</u>
\$ 1,710,971	\$ 2,971,056		
111,567	(5,778)		
<u>\$ 1,822,538</u>	<u>\$ 2,965,278</u>		

City of De Pere, Wisconsin

**STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2017
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2016**

	Enterprise Funds			
	Water Utility	Wastewater Treatment Plant Utility	Wastewater Utility	Stormwater Utility
CASH FLOWS FROM OPERATING ACTIVITIES				
Cash received from customers	\$ 6,244,813	\$ -	\$ 9,302,281	\$ 1,519,144
Cash paid for services provided	-	-	-	-
Cash paid for employee wages and benefits	(607,423)	-	(484,016)	(487,192)
Cash paid to suppliers	(4,320,703)	-	(6,510,617)	(246,609)
Net cash provided by operating activities	1,316,687	-	2,307,648	785,343
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Due to/from other funds	1,116,277	-	(509,237)	-
Transfer in (out)	(449,903)	(320,970)	51,467	-
Net cash provided (used) by noncapital financing activities	666,374	(320,970)	(457,770)	-
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES				
Acquisition of capital assets	(1,523,549)	-	(981,266)	(869,770)
Proceeds of long-term debt	-	-	-	-
Debt premium received	-	-	-	-
Proceeds from sale of treatment plant	-	93,832	-	-
Debt issuance costs paid	-	-	-	-
Capital contributions	-	-	-	250,394
Principal paid on long-term debt	(417,500)	-	(357,500)	-
Interest paid on long-term debt	(80,180)	-	(55,968)	-
Net cash provided (used) by capital and related financing activities	(2,021,229)	93,832	(1,394,734)	(619,376)
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest received	656	66,873	-	-
Change in cash and cash equivalents	(37,512)	(160,265)	455,144	165,967
Cash and cash equivalents - January 1	247,844	235,730	150,000	1,048,763
Cash and cash equivalents - December 31	<u>\$ 210,332</u>	<u>\$ 75,465</u>	<u>\$ 605,144</u>	<u>\$ 1,214,730</u>

Totals		Governmental Activities - Internal Service Funds	
2017	2016	2017	2016
\$ 17,066,238	\$ 16,396,782	\$ -	\$ -
-	-	2,564,806	2,809,078
(1,578,631)	(1,644,526)	-	-
(11,077,929)	(10,980,528)	(2,249,181)	(2,804,626)
4,409,678	3,771,728	315,625	4,452
607,040	(1,179,963)	(32,179)	-
(719,406)	(724,588)	-	-
(112,366)	(1,904,551)	(32,179)	-
(3,374,585)	(3,193,875)	-	-
-	2,015,000	-	-
-	53,046	-	-
93,832	89,364	-	-
-	(12,598)	-	-
250,394	-	-	-
(775,000)	(650,000)	-	-
(136,148)	(123,358)	-	-
(3,941,507)	(1,822,421)	-	-
67,529	71,950	1,129	553
423,334	116,706	284,575	5,005
1,682,337	1,565,631	434,369	429,364
<u>\$ 2,105,671</u>	<u>\$ 1,682,337</u>	<u>\$ 718,944</u>	<u>\$ 434,369</u>

City of De Pere, Wisconsin

**STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2017
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2016**

	Enterprise Funds			
	Water Utility	Wastewater Treatment Plant Utility	Wastewater Utility	Stormwater Utility
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED BY OPERATING ACTIVITIES				
Operating income (loss)	\$ 498,201	\$ -	\$ 1,404,841	\$ 330,754
Adjustments to reconcile operating income (loss) to net cash provided by operating activities				
Depreciation	570,582	-	702,000	410,051
Depreciation charged to sewer utility	37,168	-	(37,168)	-
Change in liability (asset) and deferred outflows and inflows of resources	37,368	-	27,612	23,781
Change in operating assets and liabilities				
Accounts receivables	96,832	-	(203,447)	-
Inventories and prepaid items	277	-	-	-
Accounts payable	68,442	-	419,668	6,575
Accrued and other current liabilities	2,382	-	1,532	2,030
Compensated absences	5,435	-	(7,390)	12,152
Net cash provided by operating activities	<u>\$ 1,316,687</u>	<u>\$ -</u>	<u>\$ 2,307,648</u>	<u>\$ 785,343</u>
Reconciliation of cash and cash equivalents to the statement of net position				
Cash and cash equivalents in current assets	\$ -	\$ 75,465	\$ 455,144	\$ 1,214,730
Cash and cash equivalents in restricted assets	<u>210,332</u>	<u>-</u>	<u>150,000</u>	<u>-</u>
Total cash and cash equivalents	<u>\$ 210,332</u>	<u>\$ 75,465</u>	<u>\$ 605,144</u>	<u>\$ 1,214,730</u>
Noncash capital and related financing activities				
None				

The notes to the basic financial statements are an integral part of this statement.

Totals		Governmental Activities - Internal Service Funds	
2017	2016	2017	2016
\$ 2,233,796	\$ 2,525,706	\$ 272,029	\$ (17,137)
1,682,633	1,621,085	-	-
-	-	-	-
88,761	49,204	-	-
(106,615)	(147,147)	-	-
277	(538)	-	-
494,685	(316,016)	43,596	21,589
5,944	242	-	-
10,197	39,192	-	-
<u>\$ 4,409,678</u>	<u>\$ 3,771,728</u>	<u>\$ 315,625</u>	<u>\$ 4,452</u>
\$ 1,745,339	\$ 1,322,337	\$ 718,944	\$ 434,369
360,332	360,000	-	-
<u>\$ 2,105,671</u>	<u>\$ 1,682,337</u>	<u>\$ 718,944</u>	<u>\$ 434,369</u>

City of De Pere, Wisconsin

STATEMENT OF FIDUCIARY NET POSITION

FIDUCIARY FUNDS

DECEMBER 31, 2017

WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2016

	Tax Collection	Trust Deposits	Totals	
			2017	2016
ASSETS				
Current assets				
Cash and investments	\$ 2,806,951	\$ 25,230	\$ 2,832,181	\$ 8,261,531
Receivables				
Taxes	26,557,395	-	26,557,395	20,672,856
Total assets	<u>\$ 29,364,346</u>	<u>\$ 25,230</u>	<u>\$ 29,389,576</u>	<u>\$ 28,934,387</u>
LIABILITIES				
Current liabilities				
Deposits held in trust	\$ -	\$ 25,230	\$ 25,230	\$ 25,130
Due to other governments	29,364,346	-	29,364,346	28,909,257
Total liabilities	<u>\$ 29,364,346</u>	<u>\$ 25,230</u>	<u>\$ 29,389,576</u>	<u>\$ 28,934,387</u>

The notes to the basic financial statements are an integral part of this statement.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the City of De Pere, Wisconsin (the "City"), have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the City are described below:

A. REPORTING ENTITY

The City is a municipal corporation governed by an elected eight member board. In accordance with GAAP, the basic financial statements are required to include the City and any separate component units that have a significant operational or financial relationship with the City. The City has not identified any component units that are required to be included in the basic financial statements in accordance with standards established in GASB Statement No. 61.

B. RELATED ORGANIZATIONS

The City's officials are also responsible for appointing the members of the Boards of other organizations, but the City's accountability for these organizations does not extend beyond making the appointments. Therefore, these organizations are not included in the City's reporting entity. The Mayor and the City Council appoints some or all of the members of the following related organization:

De Pere Housing Authority

C. GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the City. For the most part, the effect of interfund activity has been removed from these statements. *Governmental activities*, which are primarily supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for services.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Governmental funds include general, special revenue, debt service and capital projects funds. Proprietary funds include enterprise and internal service funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

The City reports the following major governmental funds:

General Fund

This is the City's primary operating fund. It accounts for all financial resources of the general government, except those accounted for in another fund.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

Debt Service Fund

This fund accounts for the resources accumulated and payments made for principal and interest on long-term general obligation debt of government funds.

Public Improvements Fund

This fund accounts for the acquisition or construction of major capital facilities other than those financed by proprietary fund types.

Tax Incremental City No. 6 Capital Projects Fund

This fund is used to account for financing and construction of tax incremental City projects. Significant revenues include tax increments and special assessments.

The City reports the following major enterprise funds:

Water Utility Fund

This fund accounts for the operations of the City's water utility.

Wastewater Treatment Plant Utility Fund

This fund is used to account for the collection of the long-term receivable from the sale of the City's wastewater treatment plant utility.

Wastewater Utility Fund

This fund accounts for the operations of the City's wastewater utility.

Stormwater Utility Fund

This fund accounts for the operations of the City's stormwater utility.

Additionally, the City reports the following fund types:

- ▶ *Internal service fund* accounts for health insurance and dental insurances services provided to other departments or agencies of the City, or to other governments, on a cost reimbursement basis.
- ▶ The City accounts for property taxes collected on behalf of other governments in an *agency fund*.

D. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenues as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

Revenues susceptible to accrual include intergovernmental grants, intergovernmental charges for services, public charges for services and interest. Other revenues such as licenses and permits, fines and forfeits and miscellaneous revenues are recognized when received in cash or when measurable and available.

As a general rule the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the City's water and sewer functions and various other functions of the City. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Amounts reported as *program revenues* include 1) charges to customers or applicants for goods, services, or privileges provided, and fees and fines, 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Proprietary funds distinguish *operating* revenues and expenses from *nonoperating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the City's proprietary funds are charges to customers for services. Operating expenses for proprietary funds include the costs of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources, as they are needed.

E. ASSETS, LIABILITIES, DEFERRED OUTFLOWS/INFLOWS OF RESOURCES, AND NET POSITION OR FUND BALANCE

1. Cash and Investments

Cash and investments are combined in the financial statements. Cash deposits consist of demand and time deposits with financial institutions and are carried at cost. Investments are stated at fair value. Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. For purposes of the statement of cash flows, all cash deposits and highly liquid investments (including restricted assets) with a maturity of three months or less from date of acquisition are considered to be cash equivalents.

2. Property Taxes and Special Charges/Receivable

Property taxes and special charges consist of taxes on real estate and personal property and user charges assessed against City properties. They are levied during December of the prior year and become an enforceable lien on property the following January 1. Property taxes are payable in various options depending on the type and amount. Personal property taxes and special charges are payable on or before January 31 in full. Real estate taxes are payable in full by January 31 or in two equal installments on or before January 31 and July 31. Real estate taxes not paid by January 31 are purchased by the County as part of the February tax settlement. Delinquent personal property taxes remain the collection responsibility of the City. Special charges not paid by January 31 are held in trust by the County and remitted to the City, including interest, when collected by the County.

In addition to its levy, the City also levies and collects taxes for the De Pere and West De Pere Schools, Brown County, and Northeast Wisconsin Technical College. Brown County currently collects the City's property taxes by agreement.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

3. Accounts Receivable

Accounts receivable are recorded at gross amounts with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the basic financial statements.

4. Special Assessments

Assessments against property owners for public improvements are generally not subject to full settlement in the year levied. Special assessments are placed on tax rolls on an installment basis. Revenue from special assessments recorded in governmental funds is recognized as collections are made or as current installments are placed on tax rolls. Installments placed on the 2017 tax roll are recognized as revenue in 2018. Special assessments are subject to collection procedures.

5. Loans Receivable

The City has received federal and state grant funds for economic development and housing rehabilitation loan programs and has passed the funds to various businesses and individuals in the form of loans. The City records a loan receivable and expenditure when the loan has been made and the funds disbursed. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material to the basic financial statements. In the governmental funds, the City records a deferred inflow of resources for the net amount of the receivable. As the loans are repaid, revenue is recognized. Any unspent loan proceeds are presented as restricted fund balance in the fund financial statements.

6. Interfund Receivables and Payables

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" and "due to other funds" in the fund financial statements. Noncurrent portions of the interfund receivables for the governmental funds are reported as "advances to other funds" and are offset by nonspendable fund balance since they do not constitute expendable available financial resources and therefore are not available for appropriation.

The amount reported on the statement of net position for internal balances represents the residual balance outstanding between the governmental and business-type activities.

7. Inventories

Inventories are recorded at cost, which approximates market, using the first-in, first-out method. Inventories consist of expendable supplies held for consumption. The cost is recorded as an expenditure at the time individual inventory items are consumed rather than when purchased.

Inventories of governmental funds in the fund financial statements are offset by nonspendable fund balance to indicate that they do not represent spendable available financial resources.

8. Prepaid Items

Payments made to vendors that will benefit periods beyond the end of the current fiscal year are recorded as prepaid items and are accounted for on the consumption method.

Prepaid items of governmental funds in the fund financial statements are offset by nonspendable fund balance to indicate that they do not represent spendable available financial resources.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

9. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual costs of \$5,000 or higher and an estimated useful life in excess of a year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Capital assets of the City are depreciated using the straight-line method over the following estimated useful lives:

Assets	Governmental Activities	Business-type Activities
	Years	
Land improvements	15 - 25	-
Buildings and improvements	30 - 50	25 - 50
Machinery and equipment	5 - 25	3 - 10
Infrastructure	25 - 100	25 - 100

10. Compensated Absences

It is the City's policy to permit employees to accumulate earned but unused vacation and sick leave benefits in accordance with employee handbook policies and/or bargaining unit agreements. All vacation and sick leave is accrued when incurred in the government-wide and proprietary fund financial statements. A liability for these amounts is reported in the governmental funds in the fund financial statements only if they have matured, for example, as a result of employee resignations and retirements.

11. Deferred Outflows/Inflows of Resources

Deferred outflows of resources are a consumption of net position by the government that is applicable to a future reporting period. Deferred inflows of resources are an acquisition of net position by the government that is applicable to a future reporting period. The recognition of those outflows and inflows as expenses or expenditures and revenues are deferred until the future periods to which the outflows and inflows are applicable.

Governmental funds may report deferred inflows of resources for unavailable revenues. The City reports unavailable revenues for special assessments and loan receivables. These inflows are recognized as revenues in the government-wide financial statements.

12. Long-term Obligations

In the government-wide financial statements, and proprietary funds in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are expensed as incurred.

In the fund financial statements, governmental funds recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

13. Pensions

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

14. Fund Equity

Governmental Fund Financial Statements

Fund balance of governmental funds is reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- ▶ **Nonspendable fund balance.** Amounts that are not in spendable form (such as inventory, prepaid items, or long-term receivables) or are legally or contractually required to remain intact.
- ▶ **Restricted fund balance.** Amounts that are constrained for specific purposes by external parties (such as grantor or bondholders), through constitutional provisions, or by enabling legislation.
- ▶ **Committed fund balance.** Amounts that are constrained for specific purposes by action of the City Council. These constraints can only be removed or changed by the City Council using the same action that was used to create them.
- ▶ **Assigned fund balance.** Amounts that are constrained for specific purposes by action of City management. The City Council has not authorized any City official or committee to assign fund balance. Residual amounts in any governmental fund, other than the General Fund, are also reported as assigned.
- ▶ **Unassigned fund balance.** Amounts that are available for any purpose. Positive unassigned amounts are only reported in the General Fund.

The City has adopted a fund balance spend-down policy regarding the order in which fund balance will be utilized. Where applicable, the policy requires restricted funds to be spent first, followed by committed funds, and then assigned funds. Unassigned funds would be spent last.

Government-Wide and Proprietary Fund Statements

Equity is classified as net position and displayed in three components:

- ▶ **Net investment in capital assets.** Amount of capital assets, net of accumulated depreciation, and capital related deferred outflows of resources less outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets and any capital related deferred inflows of resources.
- ▶ **Restricted net position.** Amount of net position that is subject to restrictions that are imposed by 1) external groups, such as creditors, grantors, contributors or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- ▶ **Unrestricted net position.** Net position that is neither classified as restricted nor as net investment in capital assets.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

F. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

G. PRIOR YEAR INFORMATION

Comparative amounts for the prior year have been presented in the basic financial statements to provide an understanding of changes in the City's financial position and operations. The comparative amounts may be summarized in total and not at the level of detail required for a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the government's financial statements for the year ended December 31, 2016, from which the summarized information was derived.

H. RECLASSIFICATIONS

Certain amounts in the prior year financial statements have been reclassified to conform with the presentation in the current year financial statements with no change in previously reported net position, changes in net position, fund balance or changes in fund balance.

NOTE 2: STEWARDSHIP AND COMPLIANCE

A. BUDGETS AND BUDGETARY ACCOUNTING

The City follows these procedures in establishing the budgetary data reflected in the basic financial statements:

1. During November, City management submits to the City Council a proposed operating budget for the calendar year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. After submission to the governing body, public hearings are held to obtain taxpayer comments. Following the public hearings, the proposed budget, including authorized additions and deletions, is legally enacted by City Council action.
2. Budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. Budget is defined as the originally approved budget plus or minus approved amendments. Individual amendments throughout the year were not material in relation to the original budget. Budget appropriations not expended during the year are closed to fund balance unless authorized by the governing body to be forwarded into the succeeding year's budget.
3. During the year, formal budgetary integration is employed as a management control device for the governmental funds adopting a budget.
4. Expenditures may not exceed appropriations provided in detailed budget accounts maintained for each activity or department of the City. Amendments to the budget during the year require initial approval by management and are subsequently authorized by the City Council.
5. Encumbrance accounting is not used by the City to record commitments related to unperformed contracts for goods or services.

The City did not have any material violation of legal or contractual provisions for the fiscal year ended December 31, 2017.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

B. EXCESS OF EXPENDITURES OVER BUDGET APPROPRIATIONS

The following expenditure accounts of the governmental funds had actual expenditures in excess of budget appropriations for the year ended December 31, 2017 as follows:

<u>Funds</u>	<u>Excess Expenditures</u>
General Fund	
Sanitation	\$ 37,002
Culture and Recreation	129,619

C. DEFICIT FUND EQUITY

The following funds had deficit fund balance as of December 31, 2017:

<u>Funds</u>	<u>Deficit Fund Balance</u>
Special Revenue Fund	
Cable Access	\$ 167,117
Capital Projects Funds	
TID No. 7	227,601
TID No. 9	325,526
TID No. 10	66,497
TID No. 11	1,169,997
TID No. 13	155,463

The City anticipates funding the above deficits from future revenues of the funds.

D. PROPERTY TAX LEVY LIMIT

Wisconsin state statutes provide for a limit on the property tax levies for all Wisconsin cities, villages, towns and counties. For the 2017 and 2018 budget years, Wisconsin Statutes limit the increase in the maximum allowable tax levy to the change in the City's January 1 equalized value as a result of net new construction. The actual limit for the City for the 2017 budget was 0.61%. The actual limit for the City for the 2018 budget was 1.13%. Debt service for debt authorized after July 1, 2005 is exempt from the levy limit. In addition, Wisconsin statutes allow the limit to be adjusted for the increase in debt service authorized prior to July 1, 2005 and in certain other situations.

NOTE 3: DETAILED NOTES ON ALL FUNDS

A. CASH AND INVESTMENTS

The City maintains various cash and investment accounts, including pooled funds that are available for use by all funds. Each fund's portion of these accounts is displayed on the financial statements as "Cash and investments".

Invested cash consists of deposits and investments that are restricted by Wisconsin Statutes to the following:

Time deposits; repurchase agreements; securities issued by federal, state and local governmental entities; statutorily authorized commercial paper and corporate securities; and the Wisconsin local government investment pool.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

The carrying amount of the City's cash and investments totaled \$15,384,332 on December 31, 2017 as summarized below:

Petty cash and cash on hand	\$ 3,574
Deposits with financial institutions	1,613,703
Investments	
U.S. Treasury securities	5,916,731
Federal agency securities	5,797,329
Corporate bonds and notes	300,000
Municipal bonds	53,731
Money market mutual funds	362,629
Wisconsin local government investment pool	3,025,419
	<u>\$ 17,073,116</u>

Reconciliation to the basic financial statements:

Government-wide Statement of Net Position	
Cash and investments	\$ 10,289,502
Restricted cash and investments	3,951,433
Fiduciary Fund Statement of Net Position	
Cash and investments	2,832,181
	<u>\$ 17,073,116</u>

Fair Value Measurements

The City categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant observable inputs; Level 3 inputs are significant unobservable inputs. The City has the following fair value measurements as of December 31, 2017:

	Fair Value Measurements Using:		
	Level 1	Level 2	Level 3
Investments			
U.S. Treasury securities	\$ -	\$ 5,916,731	\$ -
Federal agency securities	-	5,797,329	-
Corporate bonds and notes	-	300,000	-
Municipal bonds	-	53,731	-
Money market mutual funds	362,629	-	-
	<u>\$ 362,629</u>	<u>\$ 12,067,791</u>	<u>\$ -</u>

Deposits and investments of the City are subject to various risks. Presented below is a discussion of the City's deposits and investments and the related risks.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

Custodial Credit Risk

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Wisconsin statutes require repurchase agreements to be fully collateralized by bonds or securities issued or guaranteed by the federal government or its instrumentalities. The city's policy required collateralization for depository institutions rated average. Collateralization is not required for institutions rated superior or excellent.

Deposits with financial institutions within the State of Wisconsin are insured by the Federal Deposit Insurance Corporation (FDIC) in the amount of \$250,000 for the combined amount of all time and savings deposits and \$250,000 for interest-bearing and noninterest-bearing demand deposits per official custodian per insured depository institution. Deposits with financial institutions located outside the State of Wisconsin are insured by the FDIC in the amount of \$250,000 for the combined amount of all deposit accounts per official custodian per depository institution. Also, the State of Wisconsin has a State Guarantee Fund which provides a maximum of \$400,000 per public depository above the amount provided by an agency of the U.S. Government. However, due to the relatively small size of the State Guarantee Fund in relation to the Fund's total coverage, total recovery of insured losses may not be available. This coverage has been considered in determining custodial credit risk.

As of December 31, 2017, \$1,509,624 of the City's deposits with financial institutions were in excess of federal and state depository insurance limits. \$1,509,624 was collateralized with securities held by the pledging financial institution or its trust department or agent by not in the City's name.

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Wisconsin statutes limit investment in securities to the top two ratings assigned by nationally recognized statistical rating organizations. Presented below is the actual rating as of the year-end for each investment type.

Investment Type	Amount	Exempt from Disclosure	AAA	Aa	Not Rated
U.S. Treasury securities	\$ 5,916,731	\$ 5,916,731	\$ -	\$ -	\$ -
Federal agency securities	5,797,329	-	5,797,329	-	-
Corporate bonds and notes	300,000	-	-	300,000	-
Municipal bonds	53,731	-	-	53,731	-
Money market mutual funds	362,629	-	-	-	362,629
Wisconsin local government investment pool	3,025,419	-	-	-	3,025,419
Totals	<u>\$ 15,455,839</u>	<u>\$ 5,916,731</u>	<u>\$ 5,797,329</u>	<u>\$ 353,731</u>	<u>\$ 3,388,048</u>

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

Concentration of Credit Risk

The investment policy of the City limits the amount that can be invested in any one security type issuer. Investments in any one issuer (other than U.S. Treasury securities, mutual funds, and external investment pools) that represent 5% or more of total City investments are as follows:

Issuer	Investment Type	Reported Amount	Percent of Total Investments
Federal Home Loan Mortgage Corporation	Federal Agency Securities	\$ 1,469,308	11%
Federal National Mortgage Association	Federal Agency Securities	1,475,732	11%
Freddie Mac	Federal Agency Securities	1,121,605	8%

Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The City does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Information about the sensitivity of the fair values of the City's investments to market interest rate fluctuations is provided by the following table that shows the distribution of the City's investments by maturity:

Investment Type	Amount	Remaining Maturity (in Months)			
		12 Months or Less	13 to 24 Months	25 to 60 Months	More Than 60 Months
U.S. Treasury securities	\$ 5,916,731	\$ 3,722,895	\$ 1,702,406	\$ 292,292	\$ 199,138
Federal agency securities	5,797,329	490,065	577,485	1,009,014	3,720,765
Corporate Bonds & Notes	300,000	-	-	300,000	-
Municipal Bonds	53,731	-	-	-	53,731
Money market mutual funds	362,629	362,629	-	-	-
Wisconsin local government investment pool	3,025,419	3,025,419	-	-	-
Totals	<u>\$ 15,455,839</u>	<u>\$ 7,601,008</u>	<u>\$ 2,279,891</u>	<u>\$ 1,601,306</u>	<u>\$ 3,973,634</u>

Investments with Fair Values Highly Sensitive to Interest Rate Fluctuations

The City's investments include the following investments that are highly sensitive to interest rate fluctuations (to a greater degree than already indicated in the information provided above):

Highly Sensitive Investments	Fair Value at Year End
Mortgage backed securities. These securities are subject to early payment in a period of declining interest rates. The resultant reduction in expected total cash flows affects the fair value of these securities and makes the fair values of these securities highly sensitive to changes in interest rates.	\$ 5,797,329

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

Wisconsin Local Government Investment Pool

The City has investments in the Wisconsin local government investment pool of \$3,025,419 at year-end. The Wisconsin local government investment pool (LGIP) is part of the State Investment Fund (SIF), and is managed by the State of Wisconsin Investment Board. The SIF is not registered with the Securities and Exchange Commission, but operates under the statutory authority of Wisconsin Chapter 25. The SIF reports the fair value of its underlying assets annually. Participants in the LGIP have the right to withdraw their funds in total on one day's notice. At December 31, 2017, the fair value of the City's share of the LGIP's assets was substantially equal to the carrying value.

B. RESTRICTED ASSETS

Restricted assets on December 31, 2017 totaled \$3,951,433 and consisted of cash and investments held for the following purposes:

Funds	Amount	Purpose
Debt Service Fund		
Debt retirement	\$ 1,094,916	Resources available for debt retirement
2008A escrow account	1,688,785	Resources available for retirement of 2008B bonds
Total Debt Service	<u>2,783,701</u>	
Special Revenue Funds		
Development loans	<u>807,400</u>	Resources available for economic development loans
Enterprise Funds		
Water Utility		To reserve additional funds for debt retirement;
Revenue bond reserve fund	<u>210,332</u>	to be used if sufficient funds are not available.
Wastewater Utility		
Debt retirement	<u>150,000</u>	To reserve additional funds for debt retirement
Total Enterprise Funds	<u>360,332</u>	
Total	<u>\$ 3,951,433</u>	

C. DUE FROM OTHER GOVERNMENTS

In prior years, the City of De Pere sold its wastewater treatment facility to the Green Bay Metropolitan Sewerage District (GBMSD) with the sale price repaid to the City over a 20 year period. The notes receivable from GBMSD was discounted using a 5% interest rate. Annual principal and interest payments of \$160,485 are due annually through 2027, with a notes receivable balance of \$1,239,225 as of December 31, 2017 as summarized below.

Year Ended December 31,	Principal	Interest	Total
2018	\$ 98,524	\$ 61,961	\$ 160,485
2019	103,450	57,035	160,485
2020	108,622	51,863	160,485
2021	114,054	46,431	160,485
2022	119,756	40,729	160,485
2023 - 2027	694,819	107,606	802,425
	<u>\$ 1,239,225</u>	<u>\$ 365,625</u>	<u>\$ 1,604,850</u>

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

D. CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2017 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, nondepreciable:				
Land	\$ 9,731,371	\$ -	\$ -	\$ 9,731,371
Capital assets, depreciable:				
Land improvements	6,139,432	-	-	6,139,432
Buildings and improvements	12,290,118	53,219	-	12,343,337
Machinery and equipment	10,214,530	561,055	470,072	10,305,513
Infrastructure	73,498,030	1,647,153	-	75,145,183
Subtotals	102,142,110	2,261,427	470,072	103,933,465
Less accumulated depreciation for:				
Land improvements	2,445,710	114,315	-	2,560,025
Buildings and improvements	7,051,277	315,790	-	7,367,067
Machinery and equipment	6,840,014	563,880	467,667	6,936,227
Infrastructure	28,485,383	1,709,173	-	30,194,556
Subtotals	44,822,384	2,703,158	467,667	47,057,875
Total capital assets, depreciable, net	57,319,726	(441,731)	2,405	56,875,590
Governmental activities capital assets, net	\$ 67,051,097	\$ (441,731)	\$ 2,405	66,606,961
Less: Capital related debt				30,656,215
Less: Debt premium				705,902
Net investment in capital assets				\$ 35,244,844
Business-type activities:				
Capital assets, nondepreciable:				
Land	\$ 53,207	\$ -	\$ -	\$ 53,207
Capital assets, depreciable:				
Buildings and improvements	892,181	-	-	892,181
Machinery and equipment	6,044,285	606,376	351,766	6,298,895
Infrastructure	67,452,303	2,768,209	359,611	69,860,901
Subtotals	74,388,769	3,374,585	711,377	77,051,977
Less accumulated depreciation	23,875,187	1,682,633	711,377	24,846,443
Total capital assets, depreciable, net	50,513,582	1,691,952	-	52,205,534
Business-type activities capital assets, net	\$ 50,566,789	\$ 1,691,952	\$ -	52,258,741
Less: Capital related debt				4,645,000
Less: Debt premium				114,476
Net investment in capital assets				\$ 47,499,265

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

Depreciation expense was charged to functions of the City as follows:

Governmental activities	
General government	\$ 73,144
Public safety	296,570
Public works	2,040,511
Culture and recreation	292,933
Total depreciation expense - governmental activities	<u>\$ 2,703,158</u>
Business-type activities	
Water utility	\$ 570,582
Wastewater utility	702,000
Stormwater utility	410,051
Total depreciation expense - business-type activities	<u>\$ 1,682,633</u>

E. INTERFUND RECEIVABLE, PAYABLES, AND TRANSFERS

Interfund receivables and payables between individual funds of the City, as reported in the fund financial statements, as of December 31, 2017 are detailed below:

	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
Temporary cash advances to finance operating cash deficits		
Governmental Funds		
General	\$ 4,451,302	\$ -
Cable Access	-	185,789
TID No. 6	-	1,205,360
TID No. 7	-	227,325
TID No. 9	-	325,250
TID No. 10	-	66,117
TID No. 11	-	1,169,721
TID No. 13	-	155,463
Proprietary Fund		
Water Utility	-	1,116,277
Subtotal	<u>4,451,302</u>	<u>4,451,302</u>
Long-term advances		
General Fund	27,821	-
Internal Service Funds		
Health Self Insurance	-	17,821
Dental Self Insurance	-	10,000
Subtotal	<u>27,821</u>	<u>27,821</u>
Totals	<u>\$ 4,479,123</u>	<u>\$ 4,479,123</u>

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

Interfund transfers for the year ended December 31, 2017 were as follows:

Funds	Transfer In	Transfer Out
General	\$ 1,812,806	\$ -
Wastewater Utility	320,970	269,503
Wastewater Treatment Plant Utility	-	320,970
Water Utility	-	449,903
Riverwalk Pier	-	32,000
Public Improvements	-	375,000
Capital Equipment	-	800,000
TID No. 5	-	574,833
TID No. 6	1,131,404	1,658,869
TID No. 7	-	678,094
TID No. 8	201,000	354,011
TID No. 9	-	130,360
TID No. 10	-	177,403
TID No. 11	-	1,131,404
Debt Service	3,486,170	-
	<u>\$ 6,952,350</u>	<u>\$ 6,952,350</u>

Interfund transfers were made for the following purposes:

Transfer to debt service for debt payments	\$ 3,486,170
Transfer to general fund for equipment purchases	1,343,400
Transfer to general fund for payment in lieu of taxes	469,406
Transfer from TID 6 to TID 11 for reimbursment of expenditures	1,131,404
Transfer from TID 7 to TID 8 for reimbursment of expenditures	201,000
Transfer from wastewater collection to wastewater treatment plant utility	320,970
	<u>\$ 6,952,350</u>

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

F. LONG-TERM OBLIGATIONS

The following is a summary of changes in long-term obligations of the City for the year ended December 31, 2017:

	Beginning Balance	Issued	Retired	Ending Balance	Due Within One Year
Governmental activities:					
General Obligation Debt					
Bonds	\$ 13,520,000	\$ 1,700,000	\$ 1,640,000	\$ 13,580,000	\$ 3,350,000
Taxable bonds	5,625,000	-	575,000	5,050,000	595,000
Notes	12,775,000	2,015,000	2,010,000	12,780,000	2,220,000
Taxable notes	1,145,000	-	210,000	935,000	215,000
Total General Obligation Debt	33,065,000	3,715,000	4,435,000	32,345,000	6,380,000
Debt premium	731,808	55,788	81,694	705,902	86,424
Capital leases	36,355	-	36,355	-	-
Compensated absences	1,740,403	94,376	72,963	1,761,816	-
Governmental activities Long-term obligations	<u>\$ 35,573,566</u>	<u>\$ 3,865,164</u>	<u>\$ 4,626,012</u>	<u>\$ 34,812,718</u>	<u>\$ 6,466,424</u>
Business-type activities:					
General Obligation Debt					
Notes	\$ 3,690,000	\$ -	\$ 455,000	\$ 3,235,000	\$ 460,000
Revenue bonds	1,730,000	-	320,000	1,410,000	335,000
Debt premium	130,028	-	15,552	114,476	15,552
Compensated absences	196,652	10,197	-	206,849	-
Business-type activities Long-term obligations	<u>\$ 5,746,680</u>	<u>\$ 10,197</u>	<u>\$ 790,552</u>	<u>\$ 4,966,325</u>	<u>\$ 810,552</u>

Total interest paid during the year on long-term debt totaled \$1,039,400.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

General Obligation Debt

General obligation debt currently outstanding is detailed as follows:

	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance 12/31/17
General obligation bonds:					
2007	11/07/07	2026	4.05%	\$ 2,020,000	\$ 1,160,000
2008A	08/01/08	2027	4.25-4.50%	1,000,000	625,000
2008B	08/01/08	2027	5.30-5.60%	2,270,000	1,770,000
2011A	08/15/11	2025	1.75-3.45%	2,245,000	1,290,000
2012A	09/20/12	2027	0.90-2.40%	2,980,000	1,650,000
2013A	08/13/13	2028	3.00-3.625%	5,650,000	3,270,000
2014A	11/20/14	2029	2.00-3.00%	1,075,000	880,000
2014B	11/20/14	2023	2.00-3.00%	2,530,000	1,235,000
2017B	10/18/17	2027	2.75%	1,700,000	1,700,000
General obligation taxable bonds:					
2009A	05/12/09	2028	4.50-5.625%	1,875,000	1,350,000
2012B	09/20/12	2031	1.30-3.90%	2,850,000	2,420,000
2013B	08/13/13	2023	2.00-3.50%	2,530,000	1,280,000
General obligation notes:					
2010	10/28/10	2020	1.50-3.00%	2,985,000	775,000
2011B	08/15/11	2020	2.00-2.70%	1,565,000	235,000
2015A	09/24/15	2025	2.00-3.00%	8,285,000	5,870,000
2016A	10/19/16	2026	1.00-2.00%	7,915,000	7,120,000
2017A	10/18/17	2027	2.00-2.25%	2,015,000	2,015,000
General obligation taxable notes:					
2009B	05/12/09	2018	4.50-4.75%	800,000	130,000
2016B	10/19/16	2026	2.00-2.25%	890,000	805,000
Total Outstanding General Obligation Debt					<u>\$ 35,580,000</u>

Annual principal and interest maturities of the outstanding general obligation debt of \$35,580,000 on December 31, 2017 are detailed below:

Year Ended December 31,	Governmental Activities		Business-type Activities		Totals	
	Principal	Interest	Principal	Interest	Principal	Interest
2018	\$ 6,380,000	\$ 851,115	\$ 460,000	\$ 66,338	\$ 6,840,000	\$ 917,453
2019	4,365,000	697,376	470,000	59,988	4,835,000	757,364
2020	3,910,000	592,284	475,000	49,813	4,385,000	642,097
2021	2,795,000	490,448	490,000	39,219	3,285,000	529,667
2022	2,725,000	422,794	500,000	28,050	3,225,000	450,844
2023 - 2027	11,015,000	1,065,896	840,000	52,700	11,855,000	1,118,596
2028 - 2031	1,155,000	68,388	-	-	1,155,000	68,388
	<u>\$ 32,345,000</u>	<u>\$ 4,188,301</u>	<u>\$ 3,235,000</u>	<u>\$ 296,108</u>	<u>\$ 35,580,000</u>	<u>\$ 4,484,409</u>

For governmental activities, the other long-term liabilities are generally funded by the general fund.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

Build America Bond

The general obligation debt issued on May 12, 2009 qualifies as Build America Bonds, as described in Section 54AA of the Internal Revenue Code. The interest on the debt is taxable as set forth in the regulations. The City is eligible to receive a 35% subsidy of the annual interest payment from the Federal government. In order to receive this subsidy it is necessary for the City to file a claim form annually.

Legal Margin for New Debt

The City's legal margin for creation of additional general obligation debt on December 31, 2017 was \$68,738,231 as follows:

Equalized valuation of the City		\$ 2,030,690,600
Statutory limitation percentage		(x) 5%
General obligation debt limitation, per Section 67.03 of the Wisconsin Statutes		101,534,530
Total outstanding general obligation debt applicable to debt limitation	\$ 35,580,000	
Less: Amounts available for financing general obligation debt		
Debt service fund	2,783,701	
Net outstanding general obligation debt applicable to debt limitation		32,796,299
Legal margin for new debt		<u>\$ 68,738,231</u>

Crossover Refunding

During 2017, the City refunded the 2019 through 2027 maturities from the 2008B general obligation bonds totaling \$1,660,000 by issuing \$1,700,000 of general obligation refunding bonds, series 2017B. The proceeds of the refunding bonds were used to purchase U.S. Government and Local Government Series securities that were placed in an irrevocable trust for the purpose of generating resources to retire the 2018 interest on the Series 2017B bonds, and the 2008B Series principal of \$1,660,000 on December 1, 2018 (the crossover date). Because the City continues to be responsible for interest payments on the 2008B Series bonds through the crossover date, the City recorded the irrevocable trust assets of \$1,688,785 as restricted assets within its debt service fund, and both debt issues are recorded as liabilities of the City. This advance refunding was undertaken to reduce total debt service payments over the next 10 years by \$226,823 and to obtain an economic gain of \$197,135.

Revenue Bonds

Revenue bonds outstanding on December 31, 2017 totaled \$1,410,000 and were comprised of the following issues:

	Date of Issue	Final Maturity	Interest Rates	Original Indebtedness	Balance 12/31/17
Water utility revenue bond	03/07/07	2021	3.81%	\$ 4,395,000	<u>\$ 1,410,000</u>

Annual principal and interest maturities of the outstanding revenue bonds of \$1,410,000 on December 31, 2017 are detailed below:

Year Ended December 31,	Business-type Activities		
	Principal	Interest	Total
2018	\$ 335,000	\$ 53,721	\$ 388,721
2019	345,000	40,957	385,957
2020	360,000	27,813	387,813
2021	370,000	14,097	384,097
	<u>\$ 1,410,000</u>	<u>\$ 136,588</u>	<u>\$ 1,546,588</u>

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

Utility Revenues Pledged

The City has pledged future water customer revenues, net of specified operating expenses, to repay the water revenue bonds. Proceeds from the bonds provided financing for the construction or acquisition of capital assets used with the systems. The bonds are payable solely from water customer net revenues and are payable through 2021. The total principal and interest remaining to be paid on the bonds is \$1,546,588. Principal and interest paid for the current year and total customer net revenues were \$385,913 and \$1,068,439, respectively.

G. CONDUIT DEBT OBLIGATIONS

From time to time, the City has issued Industrial Revenue Bonds to provide financial assistance to private sector entities for the acquisition and construction of industrial and commercial facilities deemed to be in the public interest. The bonds are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Upon repayment of the bonds, ownership of the acquired facilities transfers to the private-sector entity served by the bond issuance. Neither the City, the State, nor any political subdivision thereof is obligated in any manner for repayment of the bonds. Accordingly, the bonds are not reported as liabilities in the accompanying financial statements.

As of December 31, 2017, there were two series of Industrial Revenue Bonds outstanding, with an aggregate principal amount payable of \$509,830.

H. PENSION PLAN

1. Plan Description

The WRS is a cost-sharing, multiple-employer, defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1200 hours a year (880 hours for teachers and school City educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at <http://etf.wi.gov/publications/cafr.htm>.

For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

Employees who retire at or after age 65 (54 for protective occupation employees, 62 for elected officials and State executive participants) are entitled to receive an unreduced retirement benefit. The factors influencing the benefit are 1) final average earnings, 2) years of creditable service, and 3) a formula factor.

Final average earnings is the average of the participant's three highest years' earnings. Creditable service is the creditable current and prior service expressed in years or decimal equivalents of partial years for which a participant receives earnings and makes contributions as required. The formula factor is a standard percentage based on employment category.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

Employees may retire at age 55 (50 for protective occupation employees) and receive reduced benefits. Employees terminating covered employment before becoming eligible for a retirement benefit may withdraw their contributions and forfeit all rights to any subsequent benefits.

The WRS also provides death and disability benefits for employees.

2. Post-Retirement Adjustments

The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment	Variable Fund Adjustment
2007	3%	10%
2008	6.6	0
2009	(2.1)	(42)
2010	(1.3)	22
2011	(1.2)	11
2012	(7.0)	(7)
2013	(9.6)	9
2014	4.7	25
2015	2.9	2
2016	0.5	(5)

3. Contributions

Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee Category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period ending December 31, 2016, the WRS recognized \$862,667 in contributions from the City.

Contribution rates for the reporting period are:

Employee Category	Employee	Employer
General (including teachers)	6.6%	6.6%
Protective with Social Security	6.6%	9.4%
Protective without Social Security	6.6%	13.2%

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

4. Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2017, the City reported a liability of \$729,575 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2015 rolled forward to December 31, 2016. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The City's proportion of the net pension liability was based on the City's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2016, the City's proportion was 0.08851506%, which was an increase of 0.00129597% from its proportion measured as of December 31, 2015.

For the year ended December 31, 2017, the City recognized pension expense of \$1,882,377.

At December 31, 2017, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 278,188	\$ 2,294,452
Net differences between projected and actual earnings on pension plan investments	3,631,595	-
Changes in assumptions	762,799	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	28,406	25,210
Employer contributions subsequent to the measurement date	947,840	-
Total	<u>\$ 5,648,828</u>	<u>\$ 2,319,662</u>

\$947,840 reported as deferred outflows related to pension resulting from the City's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended December 31, 2018. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

Year ended December 31,	Net Deferred Outflow of Resources
2017	\$ 972,548
2018	972,548
2019	657,804
2020	(222,641)
2021	1,067
Total	<u>\$ 2,381,326</u>

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

5. Actuarial Assumptions

The total pension liability in the December 31, 2016, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2015
Measurement Date of Net Pension Liability (Asset):	December 31, 2016
Actuarial Cost Method:	Entry Age
Asset Valuation Method:	Fair Value
Long-term Expected Rate of Return:	7.2%
Discount Rate:	7.2%
Salary Increases:	
Inflation	3.2%
Seniority/Merit	0.2% - 5.6%
Mortality	Wisconsin 2012 Mortality Table
Post-retirement Adjustments*	2.1%

- * *No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 2.1% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2015 using experience from 2012 - 2014. The total pension liability for December 31, 2016 is based upon a roll-forward of the liability calculated from the December 31, 2015 actuarial valuation.

Long-term Expected Return on Plan Assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

	Current Asset Allocation %	Destination Target Asset Allocation %	Long-term Expected Nominal Rate of Return %	Long-term Expected Real Rate of Return %
<u>Core Fund Asset Class</u>				
Global Equities	50%	45%	8.3%	5.4%
Fixed Income	24.5%	37%	4.2%	1.4%
Inflation Sensitive Assets	15.5%	20%	4.3%	1.5%
Real Estate	8%	7%	6.5%	3.6%
Private Equity/Debt	8%	7%	9.4%	6.5%
Multi-asset	4%	4%	6.6%	3.7%
Total Core Fund	110%	120%	7.4%	4.5%
<u>Variable Fund Asset Class</u>				
U.S. Equities	70%	70%	7.6%	4.7%
International Equities	30%	30%	8.5%	5.6%
Total Variable Fund	100%	100%	7.9%	5%

New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.75%

Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations

Single Discount Rate. A single discount rate of 7.20% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.20% and a long-term bond rate of 3.78%. Because of the unique structure of WRS, the 7.20% expected rate of return implies that a dividend of approximately 2.1% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan members contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the City's proportionate share of the net pension liability (asset) to changes in the discount rate. The following presents the City's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.2 percent, as well as what the City's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate:

	1% Decrease to Discount Rate (6.20%)	Current Discount Rate (7.20%)	1% Increase to Discount Rate (8.20%)
City's proportionate share of the net pension liability (asset)	\$ 9,598,033	\$ 729,575	\$ (6,099,538)

Pension plan fiduciary net position. Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <http://etf.wi.gov/publications/cafr.htm>.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

I. OTHER POSTEMPLOYMENT BENEFITS

The City has adopted GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* for the year ended December 31, 2017. This statement revised and established new financial reporting requirements for governments that provide their employees with postemployment benefits. Financial statements for the year ended December 31, 2016 have not been restated.

Plan Description

The Plan is a single-employer defined benefit postemployment health plan that covers retired employees of the City. Eligible retired employees have access to group medical coverage through the City's group plan. City paid medical benefits are paid for as indicated below. All employees of the City are eligible for the Plan if they meet the following age and service requirements below.

Benefits Provided

The City provides medical (including prescription drugs) and dental coverage for retired employees through the City's self-insured plans.

Employees Covered by Benefit Terms

At December 31, 2017, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	5
Active employees	121
	<u>126</u>

Contributions

Certain retired plan members and beneficiaries currently receiving benefits are required to contribute specified amounts monthly towards the cost of insurance premiums based on the employee group and their retirement date. City paid medical and dental benefits are paid until the retiree or surviving spouse becomes eligible for Medicare.

Total OPEB Liability

The City's total OPEB liability was measured as of December 31, 2017 and was determined by an actuarial valuation as of December 31, 2016.

Actuarial Assumptions. The total OPEB liability in the December 31, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation:	2.50%
Salary increases:	3.00%
Investment rate of return:	3.50%
Medical care cost trend rates:	7.5% decreasing by 0.50% per year down to 6.5%, then by 0.10% per year down to 5.0%, and level thereafter.

Mortality rates are the same as those used in the Wisconsin 2012 Mortality Table.

The actuarial assumptions used in the December 31, 2016 valuation were based on the "Wisconsin Retirement System 2012 - 2014 Experience Study" conducted in 2015.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

The long-term expected rate of return on OPEB plan investments was valued at 3.5%. A blend of expected earnings on City funds and the current yield for 20 year tax-exempt AA Municipal bond rate or higher as of the measurement date was used for all years of benefit payments.

Discount Rate. The discount rate used to measure the total OPEB liability was 3.5%. The projection of cash flows used to determine the discount rate assumed that City contributions will be made at rates equal to the actuarially determined contribution rates.

Changes in the Total OPEB Liability

	<u>Increase (Decrease)</u> <u>Total OPEB</u> <u>Liability</u>
Balance at December 31, 2016	\$ 368,742
Changes for the year:	
Service cost	22,795
Interest	12,862
Changes of assumptions	(5,254)
Benefit payments	(14,784)
Net changes	15,619
Balance at December 31, 2017	<u>\$ 384,361</u>

Sensitivity of the total OPEB liability to changes in the discount rate. The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.0%) or 1-percentage-point higher (4.0%) than the current rate:

	<u>1% Decrease to</u> <u>Discount Rate</u> <u>(2.5%)</u>	<u>Current</u> <u>Discount Rate</u> <u>(3.5%)</u>	<u>1% Increase to</u> <u>Discount Rate</u> <u>(4.5%)</u>
Total OPEB liability	\$ 412,299	\$ 384,361	\$ 358,378

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rates. The following presents the total OPEB liability of the City, as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (6.5% decreasing to 4.0%) or 1-percentage-point higher (8.5% decreasing to 6.0%) than the current healthcare cost trend rates:

	<u>1% Decrease</u> <u>(6.5% decreasing</u> <u>to 4.0%)</u>	<u>Healthcare Cost</u> <u>Trend Rates</u> <u>(7.5% decreasing</u> <u>to 5.0%)</u>	<u>1% Increase</u> <u>(8.5% decreasing</u> <u>to 6.0%)</u>
Total OPEB liability	\$ 344,834	\$ 384,361	\$ 430,652

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended December 31, 2017, the City recognized OPEB expense of \$35,657. At December 31, 2017, the City reported no deferred outflows of resources and deferred inflows of resources related to OPEB.

Payable to the OPEB Plan

At December 31, 2017, the City reported no payable for the outstanding amount of contribution to the Plan required for the year ended December 31, 2017.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

J. FUND EQUITY

Nonspendable Fund Balance

In the fund financial statements, portions of the governmental fund balances are amounts that cannot be spent because they are either 1) not in spendable form or 2) legally or contractually required to be maintained intact. At December 31, 2017, nonspendable fund balance was as follows:

General Fund	
Nonspendable	
Inventories and prepaid items	\$ 147,989
Special assessments	32,304
Advances to other funds	<u>27,821</u>
Total Nonspendable Fund Balance	<u>\$ 208,114</u>

Restricted Fund Balance

In the fund financial statements, portions of governmental fund balances are not available for appropriation or are legally restricted for use for a specific purpose. At December 31, 2017, restricted fund balance was as follows:

General Fund	
Restricted for	
Property tax relief and economic development	\$ 1,061,905
Fire UTV Fund	3,947
Recreation scholarship	<u>24,649</u>
Total General Fund Restricted Fund Balance	<u>1,090,501</u>
Debt Service Fund	<u>2,783,701</u>
Special Revenue Funds	
Restricted for	
Development loans	861,073
Public Land Acquisition	<u>68,892</u>
	<u>929,965</u>
Capital Projects Funds	
Restricted for	
Tax incremental financing district expenditures	
TID No. 5	484,160
TID No. 6	18,278
TID No. 8	667,537
TID No. 12	<u>632,626</u>
Total Tax incremental financing district expenditures	<u>1,802,601</u>
Total Restricted Fund Balance	<u>\$ 6,606,768</u>

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

Committed Fund Balance

In the fund financial statements, portions of government fund balances are committed by City Council action. At December 31, 2017, General Fund balance was committed as follows:

General Fund	
Committed for	
Non-lapsing funds	<u>\$ 173,263</u>
Special Revenue Funds	
Committed for	
Riverwalk pier	1,172
Dog park	9,040
Park equipment	26,767
Capital equipment	93,528
Community center	5,521
Police/fire expansion	<u>2,932</u>
Total Special Revenue Fund Committed Fund Balance	<u>138,960</u>
Capital Improvements Fund	
Committed for	
Capital outlay	<u>133,647</u>
Total Committed Fund Balance	<u><u>\$ 445,870</u></u>

Minimum General Fund Balance Policy

The City has also adopted a minimum fund balance policy of 25% of subsequent year budgeted expenditures for the general fund. The minimum fund balance is maintained for cash flow and working capital purposes. The minimum fund balance amount is calculated as follows:

Budgeted 2018 General Fund Expenditures	\$ 17,244,401
Minimum Fund Balance %	(x) 25%
Minimum Fund Balance Amount	<u><u>\$ 4,311,100</u></u>

The City's unassigned general fund balance of \$6,124,124 is above the minimum fund balance amount.

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

Net Position

The City reports restricted net position at December 31, 2017 as follows:

Governmental Activities

Restricted for

Debt service	\$ 958,212
Property tax relief and economic development	1,061,905
Development loans	1,387,938
Recreation scholarship	24,649
Fire UTV fund	19,850
Park land acquisition	68,892
Total Governmental Activities Restricted Net Position	<u>3,521,446</u>

Business-type Activities

Restricted for

Debt service	<u>200,924</u>
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Total Restricted Net Position	<u>\$ 3,722,370</u>
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NOTE 4: OTHER INFORMATION

A. TAX INCREMENTAL FINANCING

The City has established separate capital projects funds for six Tax Incremental City (TID) which were created by the City in accordance with Section 66.1105 of the Wisconsin Statutes. At the time the City was created, the property tax base within the City was "frozen" and increment taxes resulting from increases to the property tax base are used to finance City improvements, including principal and interest on long-term debt issued by the City to finance such improvements. The Statutes allow eligible project costs to be incurred up to five years prior to the maximum termination date. The City's City is still eligible to incur project costs.

Since creation of the TID's, the City has provided various financing sources to the TID. The foregoing amounts are not recorded as liabilities in the TID capital project fund but can be recovered by the City from any future excess tax increment revenues. As of December 31, 2017, the City can recover \$12,204,001 from future excess tax increment revenues of the following. Furthermore, the intent of the City is to recover the above amounts from future TID surplus funds, if any, prior to termination of the respective Cities. Unless terminated by the City prior thereto, each TID has a statutory termination year as follows:

	<u>TID No. 5</u>	<u>TID No. 6</u>	<u>TID No. 7</u>	<u>TID No. 8</u>	<u>TID No. 9</u>
Creation date	8/27/1996	3/3/1998	10/7/2006	8/21/2007	8/7/2012
Termination date	8/27/2023	3/3/2021	10/7/2023	8/21/2037	8/7/2039
Tax increment property tax revenues for 2017	\$ 921,139	\$ 1,905,735	\$ 80,986	\$ 430,897	\$ 73,316
Net unreimbursed project costs due City	\$ 3,246,838	\$ 660,993	\$ 3,615,865	\$ 2,222,922	\$ 746,717

	<u>TID No. 10</u>	<u>TID No. 11</u>	<u>TID No. 12</u>	<u>TID No. 13</u>
Creation date	8/7/2012	9/1/2015	9/1/2015	1/1/2015
Termination date	8/7/2032	9/1/2035	9/1/2035	12/31/2037
Tax increment property tax revenues for 2017	\$ 124,947	\$ -	\$ -	\$ -
Net unreimbursed project costs due City	\$ 816,833	\$ 1,169,997	\$ (632,626)	\$ 155,463

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

B. RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. The City completes an annual review of its insurance coverage to ensure adequate coverage

In addition to the above, the City has established separate internal service funds for the following risk management programs:

Health Self-Insurance Fund

City employees, retirees and employee dependents are eligible for medical benefits from a health self-insurance fund. Funding is provided by charges to City departments, employees and retirees. The program is supplemented by stop loss protection, which limits the City's annual liability. Fund expenses consist of payments to a third-party administrator for medical claims, stop loss insurance premiums and administrative fees. On December 31, 2017, the fund had a balance of \$511,743.

The claims liability of \$171,090 reported in the fund at December 31, 2017 is based on the requirements of GASB Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. Changes in the fund's claims liability amount are as follows:

	Liability January 1	Current Year Claims and Changes in Estimates	Claims Payments	Liability December 31
2017	\$ 129,094	\$ 1,742,158	\$ 1,700,162	\$ 171,090
2016	108,190	2,163,855	2,142,951	129,094

Dental Self-Insurance Fund

City employees, retirees and employee dependents are eligible for dental benefits from a dental self-insurance fund. Funding is provided by charges to City departments, employees and retirees. The program is supplemented by stop loss protection, which limits the City's annual liability. Fund expenses consist of payments to a third-party administrator for dental claims, stop loss insurance premiums and administrative fees. On December 31, 2017, the fund had a balance of \$3,903.

The claims liability of \$4,387 reported in the fund at December 31, 2017, is based on the requirements of GASB Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. Changes in the fund's claims liability amount are as follows:

	Liability January 1	Current Year Claims and Changes in Estimates	Claims Payments	Liability December 31
2017	\$ 2,787	\$ 147,331	\$ 145,731	\$ 4,387
2016	2,102	142,465	141,780	2,787

City of De Pere, Wisconsin

NOTES TO BASIC FINANCIAL STATEMENTS DECEMBER 31, 2017

C. CONTINGENCIES

From time to time, the City is party to other various pending claims and legal proceedings. Although the outcome of such matters cannot be forecast with certainty, it is the opinion of management and the City that the likelihood is remote that any such claims or proceedings will have a material adverse effect on the City's financial position or results of operations.

D. WATER PURCHASE CONTRACT WITH CENTRAL BROWN COUNTY WATER AUTHORITY

The City of De Pere is a Charter member of the Central Brown County Water Authority with five other Brown County communities. The Authority was formed under Wisconsin Statutes in 1998 to provide a long-term solution to water quantity and quality concerns. In 2004, the Authority entered into a contract to purchase Lake Michigan water from the City of Manitowoc. In 2007 the Authority completed construction of a 30 mile water transmission main from the City of Manitowoc and a 35 mile long spoke transmission system to distribute the water to its individual members. To provide funds to complete construction projects, the Authority issued \$136,625,000 of revenue bonds in June of 2005.

Each Charter Member has entered into a water purchase contract under which they agree to purchase wholesale water from the Authority. Rates charged to each member are billed monthly and are based on (1) operation and maintenance costs, (2) fixed costs, including debt service on the revenue bond and (3) required Security Fund deposits. During 2016 the City paid the Authority \$3,777,433 in accordance with the water purchase contract.

E. UPCOMING ACCOUNTING PRONOUNCEMENTS

In June 2017, the GASB issued Statement No. 87, *Leases*. The Statement establishes a single model for lease accounting based on the principle that leases are financings of the right to use an underlying asset. This statement is effective for reporting periods beginning after December 15, 2019. The City is currently evaluating the impact this standard will have on the financial statements when adopted.

In January 2017, the GASB issued Statement No. 84, *Fiduciary Activities*. The statement establishes criteria for identifying fiduciary activities and addresses financial reporting for these activities. This statement is effective for reporting periods beginning after June 15, 2018. The City is currently evaluating the impact this standard will have on the financial statements when adopted.

REQUIRED SUPPLEMENTARY INFORMATION

City of De Pere, Wisconsin

SCHEDULE OF CHANGES IN OPEB LIABILITY AND RELATED RATIOS LAST 10 FISCAL YEARS *

	<u>2017</u>
Total OPEB liability	
Service cost	\$ 22,795
Interest	12,862
Changes of assumptions	(5,254)
Benefit payments	<u>(14,784)</u>
Net change in total OPEB liability	15,619
Total OPEB liability - beginning	<u>368,742</u>
Total OPEB liability - ending	<u><u>\$ 384,361</u></u>
Covered-employee payroll	\$ 7,447,066
District's total OPEB liability as a percentage of covered-employee payroll	5.16%

* The amounts presented for each fiscal year were determined as of the current fiscal year end. Amounts for prior years were not available.

See notes to required supplementary information.

City of De Pere, Wisconsin

SCHEDULE OF EMPLOYER CONTRIBUTIONS OTHER POSTEMPLOYMENT BENEFIT PLAN LAST 10 FISCAL YEARS *

	2017
Actuarially determined contribution (ADC)	\$ -
Contributions in relation to the ADC	14,784
Contribution deficiency (excess)	(14,784)
Covered-employee payroll	\$ 7,447,066
Contributions as a percentage of covered-employee payroll	0.20%

Key Methods and Assumption Used to Calculate ADC

Actuarial cost method	Entry Age Normal
Asset valuation method	Market Value
Amortization method	21 year Level Dollar
Discount rate	3.50%
Inflation	2.50%

* The amounts presented for each fiscal year were determined as of the current fiscal year end.
Amounts for prior years were not available.

See notes to required supplementary information.

City of De Pere, Wisconsin

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET) WISCONSIN RETIREMENT SYSTEM LAST 10 FISCAL YEARS

Fiscal Year Ending	Proportion of the Net Pension Liability (Asset)	Proportionate Share of the Net Pension Liability (Asset)	Covered-Employee Payroll (plan year)	Proportionate Share of the Net Pension Liability (Asset) as a Percentage of Covered Payroll	Plan Fiduciary Net Position as a Percentage of the Total Pension Liability (Asset)
12/31/15	0.00866409%	\$ (2,128,138)	\$ 9,073,681	23.45%	102.74%
12/31/16	0.00872191%	1,417,293	9,424,305	15.04%	98.20%
12/31/17	0.00885151%	729,575	9,577,125	7.62%	99.12%

SCHEDULE OF CONTRIBUTIONS WISCONSIN RETIREMENT SYSTEM LAST 10 FISCAL YEARS

Fiscal Year Ending	Contractually Required Contributions	Contributions in Relation to the Contractually Required Contributions	Contribution Deficiency (Excess)	Covered-Employee Payroll (fiscal year)	Contributions as a Percentage of Covered-Employee Payroll
12/31/15	\$ 853,538	\$ 853,538	\$ -	\$ 9,424,305	9.06%
12/31/16	862,667	862,667	-	9,577,125	9.01%
12/31/17	947,840	947,840	-	9,670,369	9.80%

NOTES TO REQUIRED SUPPLEMENTARY INFORMATION

There were no changes of benefit terms or assumptions for any participating employer in the WRS.

The amounts reported for each fiscal year were determined as of the calendar year-end that occurred within the prior fiscal year. The City is required to present the last ten fiscal years of data; however accounting standards allow the presentation of as many years as are available until ten fiscal years are presented.

SUPPLEMENTARY INFORMATION

City of De Pere, Wisconsin

GENERAL FUND DETAILED COMPARISON OF BUDGETED AND ACTUAL REVENUES FOR THE YEAR ENDED DECEMBER 31, 2017 WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2016

	Budget			Variance Final Budget - Positive (Negative)	2016 Actual
	Original	Final	Actual		
Taxes					
General property	\$ 8,040,775	\$ 8,040,775	\$ 8,039,833	\$ (942)	\$ 7,971,828
Mobile home	6,500	6,500	5,738	(762)	5,562
Excess stadium district sales tax	120	120	36,513	36,393	38,218
Room tax	7,800	7,800	9,319	1,519	8,613
Payments in lieu of taxes	1,300	1,300	1,332	32	1,295
Housing authority	30,000	30,000	28,919	(1,081)	29,396
Interest and penalties					
Taxes	1,200	1,200	876	(324)	1,693
Special assessments	35,000	35,000	20,222	(14,778)	32,136
Total taxes	8,122,695	8,122,695	8,142,752	20,057	8,088,741
Intergovernmental					
Law enforcement training	5,440	5,440	26,670	21,230	8,000
State shared taxes	1,242,108	1,242,108	1,280,663	38,555	1,413,871
Exempt computer aid	154,361	154,361	74,911	(79,450)	122,645
Fire insurance	79,990	79,990	85,434	5,444	79,990
Rescue squad	7,000	7,000	7,193	193	-
Transportation	949,884	949,884	900,374	(49,510)	936,629
Mass transit	294,790	294,790	294,790	-	294,790
Public health	56,700	56,700	62,523	5,823	53,118
Recycling	92,993	92,993	97,510	4,517	92,993
Other	3,600	3,600	-	(3,600)	-
Total intergovernmental	2,886,866	2,886,866	2,830,068	(56,798)	3,002,036
Licenses and permits					
Licenses					
Liquor and malt beverage	34,175	34,175	35,642	1,467	32,309
Operators	15,540	15,540	12,201	(3,339)	31,838
Cigarette	2,100	2,100	2,104	4	2,100
Food and beverage	-	-	66,987	66,987	64,865
DATCP licensing	73,000	73,000	11,790	(61,210)	14,282
Cable television	163,000	163,000	138,564	(24,436)	155,446
Trailer park	100	100	100	-	100
Dog	5,200	5,200	3,524	(1,676)	4,238
Other licenses/permits	8,400	8,400	10,523	2,123	11,518
Permits					
Electrical and plumbing	103,950	103,950	145,511	41,561	145,958
Sanitary sewer	5,250	5,250	5,850	600	6,555
Zoning	156,050	156,050	188,173	32,123	226,298
Total licenses and permits	566,765	566,765	620,969	54,204	695,507

City of De Pere, Wisconsin

**GENERAL FUND
DETAILED COMPARISON OF BUDGETED AND ACTUAL REVENUES
FOR THE YEAR ENDED DECEMBER 31, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2016**

	Budget			Variance Final Budget - Positive (Negative)	2016 Actual
	Original	Final	Actual		
Fines and forfeits					
Court forfeitures and costs	282,000	282,000	222,292	(59,708)	158,534
Parking violations	45,000	45,000	46,129	1,129	36,692
Total fines and forfeits	327,000	327,000	268,421	(58,579)	195,226
Public charges for services					
General government	46,500	46,500	33,230	(13,270)	31,729
Police	3,750	3,750	3,333	(417)	2,838
Alarm monitoring fees	10,000	10,000	8,900	(1,100)	8,475
Ambulance	900,000	900,000	629,820	(270,180)	698,330
Streets	80,000	80,000	125,001	45,001	93,231
Snow removal	6,600	6,600	2,943	(3,657)	4,009
Weed cutting	600	600	3,115	2,515	10,386
Recycling	13,100	13,100	4,725	(8,375)	3,325
Public health	8,000	8,000	5,774	(2,226)	3,843
Community center	38,955	38,955	34,810	(4,145)	278,987
Swimming pools	120,798	120,798	119,867	(931)	126,691
Parks	10,115	10,115	10,977	862	9,994
Recreation	350,523	350,523	437,739	87,216	157,926
Concession sales	22,942	22,942	18,413	(4,529)	21,575
Total public charges for services	1,611,883	1,611,883	1,438,647	(173,236)	1,451,339
Intergovernmental charges for services					
General government	169,700	169,700	179,765	10,065	177,684
Public safety	351,500	351,500	353,013	1,513	340,211
Public works	727,200	727,200	727,192	(8)	726,400
Total intergovernmental charges for services	1,248,400	1,248,400	1,259,970	11,570	1,244,295
Miscellaneous					
Investment income	120,000	120,000	68,397	(51,603)	71,899
Donations	-	-	37,635	37,635	14,908
Sale of City property	66,500	66,500	5,466	(61,034)	44,964
Salvage products	-	-	1,616	1,616	134,032
Rental income	103,190	103,190	53,578	(49,612)	78,654
Department revenue	20,000	20,000	20,137	137	23,397
Other	550	550	86	(464)	-
Total miscellaneous	310,240	310,240	186,915	(123,325)	367,854
Total Revenues	<u>\$15,073,849</u>	<u>\$15,073,849</u>	<u>\$14,747,742</u>	<u>\$ (326,107)</u>	<u>\$15,044,998</u>

Attachment: 2017 City of De Pere - FS (7175 : Recommendation from the Finance/Personnel Committee to Approve the 2017 Audit Report.)

City of De Pere, Wisconsin

**GENERAL FUND
DETAILED COMPARISON OF BUDGETED AND ACTUAL EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2016**

	Budget			Variance Final Budget - Positive (Negative)	2016 Actual
	Original	Final	Actual		
General government					
Council	\$ 76,720	\$ 76,720	\$ 75,082	\$ 1,638	\$ 79,863
Council outlay	3,000	3,000	3,648	(648)	4,200
Municipal court	102,469	102,469	101,024	1,445	101,183
Municipal court outlay	-	-	-	-	944
Mayor	38,577	38,577	37,992	585	36,775
Administrator	118,578	125,571	117,881	7,690	118,251
Administrator outlay	-	-	-	-	1,503
Clerk/treasurer	214,463	214,463	219,830	(5,367)	232,940
Elections	19,424	19,424	16,406	3,018	51,451
Assessment of property	38,042	38,043	37,522	521	77,166
Accounting and finance	116,767	116,767	115,523	1,244	129,129
Data processing	114,738	135,275	113,102	22,173	96,229
Data processing outlay	-	-	-	-	4,009
Personnel and insurance	286,236	286,236	259,909	26,327	256,789
Legal	186,220	186,220	175,080	11,140	170,292
Legal outlay	750	750	451	299	-
City hall	106,864	106,864	109,682	(2,818)	102,174
City hall outlay	10,000	10,000	25,788	(15,788)	2,572
Other general government	282,405	282,405	224,008	58,397	233,070
Total general government	1,715,253	1,742,784	1,632,928	109,856	1,698,540
Public safety					
Police department	4,829,034	4,839,114	4,541,207	297,907	4,412,615
Police department outlay	58,000	58,000	60,385	(2,385)	243,954
Traffic control	96,610	96,610	83,413	13,197	82,086
Fire/ambulance department	3,793,104	3,815,089	3,674,819	140,270	3,626,092
Fire/ambulance department outlay	25,000	60,000	50,547	9,453	133,734
Building and electrical	286,077	286,077	288,352	(2,275)	279,532
Building and electrical outlay	500	500	383	117	2,993
Jail	9,000	9,000	8,260	740	10,876
Total public safety	9,097,325	9,164,390	8,707,366	457,024	8,791,882
Public works					
Street machinery repair	204,674	204,674	143,947	60,727	124,708
Street machinery repair outlay	26,950	26,950	22,513	4,437	16,314
Municipal service center	81,836	81,836	114,168	(32,332)	101,412
Municipal service center outlay	11,520	11,520	4,990	6,530	33,782
Mechanics	126,967	126,967	127,211	(244)	122,401
Mechanics outlay	-	-	-	-	196
Administration	166,963	166,963	183,535	(16,572)	170,857
Administration outlay	-	1,000	-	1,000	-
Engineer	285,095	285,095	268,510	16,585	280,570
Engineer outlay	4,000	4,800	4,052	748	4,661
Street maintenance	116,730	116,730	116,248	482	93,312

City of De Pere, Wisconsin

**GENERAL FUND
DETAILED COMPARISON OF BUDGETED AND ACTUAL EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31, 2017
WITH COMPARATIVE ACTUAL AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2016**

	Budget			Variance Final Budget - Positive (Negative)	2016 Actual
	Original	Final	Actual		
Public works					
Street maintenance outlay	-	-	-	-	1,000
Brush pickup	92,318	92,318	91,231	1,087	113,668
Weed cutting	8,878	8,878	11,914	(3,036)	10,191
Snow and ice control	282,503	282,503	224,122	58,381	224,339
Traffic signs and markings	146,102	146,102	113,663	32,439	121,847
Traffic signs and markings outlay	15,000	15,000	7,382	7,618	-
Traffic lights	42,862	42,862	45,301	(2,439)	44,369
Traffic lights outlay	10,500	10,500	9,736	764	1,985
Street lighting	433,034	433,034	408,619	24,415	404,120
Transit systems	436,943	436,943	395,186	41,757	401,156
Total public works	<u>2,492,875</u>	<u>2,494,675</u>	<u>2,292,328</u>	<u>202,347</u>	<u>2,270,888</u>
Sanitation					
Garbage and refuse collection	278,517	278,517	319,968	(41,451)	290,837
Landfill waste disposal	250,000	250,000	267,997	(17,997)	286,041
Recycling	98,410	98,410	76,164	22,246	91,121
Total sanitation	<u>626,927</u>	<u>626,927</u>	<u>664,129</u>	<u>(37,202)</u>	<u>667,999</u>
Health and human services					
Nurse	511,111	511,111	485,054	26,057	460,219
Board of health	1,922	1,922	1,550	372	1,720
Total health and human services	<u>513,033</u>	<u>513,033</u>	<u>486,604</u>	<u>26,429</u>	<u>461,939</u>
Culture and recreation					
Community center	316,919	316,919	325,820	(8,901)	582,640
Community center outlay	15,800	24,800	8,183	16,617	57,114
Special events and celebrations	11,878	11,878	-	11,878	251
Park and recreation administration	224,076	224,076	265,396	(41,320)	234,615
Recreation	539,767	539,767	424,584	115,183	237,827
Swimming pools	281,626	281,626	252,065	29,561	258,675
Swimming pools outlay	-	1,000	51,507	(50,507)	26,662
Parks - general	422,584	426,184	482,988	(56,804)	425,840
Parks outlay	72,600	73,600	195,782	(122,182)	19,892
Parks equipment maintenance	65,173	65,173	93,021	(27,848)	96,630
Parks equipment outlay	20,800	20,800	12,639	8,161	16,700
Boat ramps	20,778	20,778	19,617	1,161	20,812
Boat ramps outlay	7,040	21,540	-	21,540	-
Forestry	204,594	204,594	185,820	18,774	194,518
Forestry outlay	-	-	-	-	123,808
Historical society	10,110	13,310	25,942	(12,632)	12,976
Total culture and recreation	<u>2,213,745</u>	<u>2,246,045</u>	<u>2,343,364</u>	<u>(97,319)</u>	<u>2,308,960</u>
Conservation and development					
Economic development	<u>278,091</u>	<u>298,091</u>	<u>265,210</u>	<u>32,881</u>	<u>260,743</u>
Total Expenditures	<u>\$ 16,937,249</u>	<u>\$ 17,085,945</u>	<u>\$ 16,391,929</u>	<u>\$ 694,016</u>	<u>\$ 16,460,951</u>

Attachment: 2017 City of De Pere - FS (7175 : Recommendation from the Finance/Personnel Committee to Approve the 2017 Audit Report.)

City of De Pere, Wisconsin

**COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
DECEMBER 31, 2017
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2016**

	Special Revenue					
	Development Loan Program	Public Land Acquisition	Riverwalk Pier	Cable Access	Dog Park	Southwest Park Equipment
ASSETS						
Cash and investments	\$ 53,673	\$ 69,642	\$ 1,172	\$ -	\$ 9,040	\$ 26,767
Restricted cash and investments	807,400	-	-	-	-	-
Receivables						
Taxes and special charges	-	-	-	-	-	-
Accounts	-	-	-	23,026	-	-
Loans	526,866	-	-	-	-	-
Total assets	<u>\$ 1,387,939</u>	<u>\$ 69,642</u>	<u>\$ 1,172</u>	<u>\$ 23,026</u>	<u>\$ 9,040</u>	<u>\$ 26,767</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES						
Liabilities						
Accounts payable	\$ -	\$ 750	\$ -	\$ 3,056	\$ -	\$ -
Accrued and other current liabilities	-	-	-	1,298	-	-
Due to other funds	-	-	-	185,789	-	-
Total liabilities	-	750	-	190,143	-	-
Deferred inflows of resources						
Property taxes levied for subsequent year	-	-	-	-	-	-
Loans receivable	526,866	-	-	-	-	-
Total deferred inflows of resources	526,866	-	-	-	-	-
Fund balances						
Restricted	861,073	68,892	-	-	-	-
Committed	-	-	1,172	-	9,040	26,767
Unassigned	-	-	-	(167,117)	-	-
Total fund balances	861,073	68,892	1,172	(167,117)	9,040	26,767
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 1,387,939</u>	<u>\$ 69,642</u>	<u>\$ 1,172</u>	<u>\$ 23,026</u>	<u>\$ 9,040</u>	<u>\$ 26,767</u>

City of De Pere, Wisconsin

COMBINING BALANCE SHEET NONMAJOR GOVERNMENTAL FUNDS DECEMBER 31, 2017

WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2016

	Capital Projects					
	Capital Equipment	Community Center	Police/Fire Expansion	TID No. 5	TID No. 7	TID No. 8
ASSETS						
Cash and investments	\$ 195,254	\$ 5,571	\$ 2,932	\$ 484,436	\$ -	\$ 490,772
Restricted cash and investments	-	-	-	-	-	-
Receivables						
Taxes and special charges	800,000	-	-	595,688	19,883	194,403
Accounts	-	-	-	-	-	177,040
Loans	-	-	-	-	-	-
Total assets	<u>\$ 995,254</u>	<u>\$ 5,571</u>	<u>\$ 2,932</u>	<u>\$ 1,080,124</u>	<u>\$ 19,883</u>	<u>\$ 862,215</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES						
Liabilities						
Accounts payable	\$ 101,726	\$ 50	\$ -	\$ 154	\$ 154	\$ 154
Accrued and other current liabilities	-	-	-	122	122	121
Due to other funds	-	-	-	-	227,325	-
Total liabilities	<u>101,726</u>	<u>50</u>	<u>-</u>	<u>276</u>	<u>227,601</u>	<u>275</u>
Deferred inflows of resources						
Property taxes levied for subsequent year	800,000	-	-	595,688	19,883	194,403
Loans receivable	-	-	-	-	-	-
Total deferred inflows of resources	<u>800,000</u>	<u>-</u>	<u>-</u>	<u>595,688</u>	<u>19,883</u>	<u>194,403</u>
Fund balances						
Restricted	-	-	-	484,160	-	667,537
Committed	93,528	5,521	2,932	-	-	-
Unassigned	-	-	-	-	(227,601)	-
Total fund balances	<u>93,528</u>	<u>5,521</u>	<u>2,932</u>	<u>484,160</u>	<u>(227,601)</u>	<u>667,537</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 995,254</u>	<u>\$ 5,571</u>	<u>\$ 2,932</u>	<u>\$ 1,080,124</u>	<u>\$ 19,883</u>	<u>\$ 862,215</u>

City of De Pere, Wisconsin

**COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
DECEMBER 31, 2017
WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2016**

	Capital Projects					Totals	
	TID No. 9	TID No. 10	TID No. 11	TID No. 12	TID No. 13	2017	2016
ASSETS							
Cash and investments	\$ -	\$ -	\$ -	\$ 632,931	\$ -	\$ 1,972,190	\$ 2,229,736
Restricted cash and investments	-	-	-	-	-	807,400	1,044,106
Receivables							
Taxes and special charges	22,210	206,690	11,729	499	-	1,851,102	2,495,521
Accounts	-	-	-	-	-	200,066	25,225
Loans	-	-	-	-	-	526,866	280,086
Total assets	<u>\$ 22,210</u>	<u>\$ 206,690</u>	<u>\$ 11,729</u>	<u>\$ 633,430</u>	<u>\$ -</u>	<u>\$ 5,357,624</u>	<u>\$ 6,074,674</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES							
Liabilities							
Accounts payable	\$ 154	\$ 259	\$ 154	\$ 184	\$ -	\$ 106,795	\$ 52,596
Accrued and other current liabilities	122	121	122	121	-	2,149	1,005
Due to other funds	325,250	66,117	1,169,721	-	155,463	2,129,665	425,924
Total liabilities	<u>325,526</u>	<u>66,497</u>	<u>1,169,997</u>	<u>305</u>	<u>155,463</u>	<u>2,238,609</u>	<u>479,525</u>
Deferred inflows of resources							
Property taxes levied for subsequent year	22,210	206,690	11,729	499	-	1,851,102	2,495,521
Loans receivable	-	-	-	-	-	526,866	280,086
Total deferred inflows of resources	<u>22,210</u>	<u>206,690</u>	<u>11,729</u>	<u>499</u>	<u>-</u>	<u>2,377,968</u>	<u>2,775,607</u>
Fund balances							
Restricted	-	-	-	632,626	-	2,714,288	3,081,257
Committed	-	-	-	-	-	138,960	137,663
Unassigned	(325,526)	(66,497)	(1,169,997)	-	(155,463)	(2,112,201)	(399,378)
Total fund balances	<u>(325,526)</u>	<u>(66,497)</u>	<u>(1,169,997)</u>	<u>632,626</u>	<u>(155,463)</u>	<u>741,047</u>	<u>2,819,542</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 22,210</u>	<u>\$ 206,690</u>	<u>\$ 11,729</u>	<u>\$ 633,430</u>	<u>\$ -</u>	<u>\$ 5,357,624</u>	<u>\$ 6,074,674</u>

City of De Pere, Wisconsin

**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2017
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2016**

	Special Revenue					
	Development Loan Program	Public Land Acquisition	Riverwalk Pier	Cable Access	Dog Park	Southwest Park Equipment
REVENUES						
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental	-	-	-	-	-	-
Licenses and permits	-	-	-	92,376	-	-
Public charges for services	-	4,200	-	-	-	-
Miscellaneous	134,118	-	2,000	795	3,286	47,767
Total revenues	134,118	4,200	2,000	93,171	3,286	47,767
EXPENDITURES						
Current						
Culture and recreation	-	-	-	127,845	-	-
Conservation and development	370,540	-	498	5,193	-	-
Debt service						
Interest and fiscal charges	-	-	-	-	-	-
Capital outlay	-	26,645	-	-	-	21,000
Total expenditures	370,540	26,645	498	133,038	-	21,000
Excess of revenues over (under) expenditures	(236,422)	(22,445)	1,502	(39,867)	3,286	26,767
OTHER FINANCING SOURCES (USES)						
Long-term debt issued	-	-	-	-	-	-
Premium on debt issued	-	-	-	-	-	-
Proceeds from sale of capital assets	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-
Transfers out	-	-	(32,000)	-	-	-
Total other financing sources (uses)	-	-	(32,000)	-	-	-
Net change in fund balances	(236,422)	(22,445)	(30,498)	(39,867)	3,286	26,767
Fund balances - January 1	1,097,495	91,337	31,670	(127,250)	5,754	-
Fund balances - December 31	\$ 861,073	\$ 68,892	\$ 1,172	\$ (167,117)	\$ 9,040	\$ 26,767

City of De Pere, Wisconsin

**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2017
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2016**

	Capital Projects					
	Capital Equipment	Community Center	Police/Fire Expansion	TID No. 5	TID No. 7	TID No. 8
REVENUES						
Taxes	\$ 800,000	\$ -	\$ -	\$ 921,139	\$ 80,986	\$ 430,897
Intergovernmental	-	-	-	7,606	2,488	220,659
Licenses and permits	-	-	-	-	-	-
Public charges for services	-	-	-	-	-	-
Miscellaneous	-	1,931	-	-	-	-
Total revenues	800,000	1,931	-	928,745	83,474	651,556
EXPENDITURES						
Current						
Culture and recreation	-	-	-	-	-	-
Conservation and development	-	-	-	19,831	9,900	9,897
Debt service						
Interest and fiscal charges	-	-	-	-	25,671	479
Capital outlay	-	189	-	16,166	375,181	105,150
Total expenditures	-	189	-	35,997	410,752	115,526
Excess of revenues over (under) expenditures	800,000	1,742	-	892,748	(327,278)	536,030
OTHER FINANCING SOURCES (USES)						
Long-term debt issued	-	-	-	-	-	-
Premium on debt issued	-	-	-	-	-	-
Proceeds from sale of capital assets	-	-	-	-	-	-
Transfers in	-	-	-	-	-	201,000
Transfers out	(800,000)	-	-	(574,833)	(678,094)	(354,011)
Total other financing sources (uses)	(800,000)	-	-	(574,833)	(678,094)	(153,011)
Net change in fund balances	-	1,742	-	317,915	(1,005,372)	383,019
Fund balances - January 1	93,528	3,779	2,932	166,245	777,771	284,518
Fund balances - December 31	\$ 93,528	\$ 5,521	\$ 2,932	\$ 484,160	\$ (227,601)	\$ 667,537

City of De Pere, Wisconsin

**COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2017
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2016**

	Capital Projects					Totals	
	TID No. 9	TID No. 10	TID No. 11	TID No. 12	TID No. 13	2017	2016
REVENUES							
Taxes	\$ 73,316	\$ 124,947	\$ -	\$ -	\$ -	\$ 2,431,285	\$ 2,022,279
Intergovernmental	3,123	2,393	-	-	-	236,269	237,577
Licenses and permits	-	-	-	-	-	92,376	103,631
Public charges for services	-	-	-	-	-	4,200	10,870
Miscellaneous	-	-	-	-	-	189,897	128,568
Total revenues	<u>76,439</u>	<u>127,340</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,954,027</u>	<u>2,502,925</u>
EXPENDITURES							
Current							
Culture and recreation	-	-	-	-	-	127,845	151,586
Conservation and development	10,051	39,393	10,051	10,077	18,908	504,339	1,825,847
Debt service							
Interest and fiscal charges	118	129	-	-	-	26,397	29,465
Capital outlay	<u>4,658</u>	<u>-</u>	<u>13,192</u>	<u>-</u>	<u>136,555</u>	<u>698,736</u>	<u>576,540</u>
Total expenditures	<u>14,827</u>	<u>39,522</u>	<u>23,243</u>	<u>10,077</u>	<u>155,463</u>	<u>1,357,317</u>	<u>2,583,438</u>
Excess of revenues over (under) expenditures	<u>61,612</u>	<u>87,818</u>	<u>(23,243)</u>	<u>(10,077)</u>	<u>(155,463)</u>	<u>1,596,710</u>	<u>(80,513)</u>
OTHER FINANCING SOURCES (USES)							
Long-term debt issued	-	-	-	-	-	-	1,620,000
Premium on debt issued	-	-	-	-	-	-	27,265
Proceeds from sale of capital assets	-	1,900	-	-	-	1,900	658,210
Transfers in	-	-	-	-	-	201,000	-
Transfers out	<u>(130,360)</u>	<u>(177,403)</u>	<u>(1,131,404)</u>	<u>-</u>	<u>-</u>	<u>(3,878,105)</u>	<u>(2,519,968)</u>
Total other financing sources (uses)	<u>(130,360)</u>	<u>(175,503)</u>	<u>(1,131,404)</u>	<u>-</u>	<u>-</u>	<u>(3,675,205)</u>	<u>(214,493)</u>
Net change in fund balances	<u>(68,748)</u>	<u>(87,685)</u>	<u>(1,154,647)</u>	<u>(10,077)</u>	<u>(155,463)</u>	<u>(2,078,495)</u>	<u>(295,006)</u>
Fund balances - January 1	<u>(256,778)</u>	<u>21,188</u>	<u>(15,350)</u>	<u>642,703</u>	<u>-</u>	<u>2,819,542</u>	<u>3,114,548</u>
Fund balances - December 31	<u>\$ (325,526)</u>	<u>\$ (66,497)</u>	<u>\$ (1,169,997)</u>	<u>\$ 632,626</u>	<u>\$ (155,463)</u>	<u>\$ 741,047</u>	<u>\$ 2,819,542</u>

City of De Pere, Wisconsin

COMBINING STATEMENT OF NET POSITION

INTERNAL SERVICE FUNDS

DECEMBER 31, 2017

WITH SUMMARIZED FINANCIAL INFORMATION AS OF DECEMBER 31, 2016

	Health Self Insurance	Dental Self Insurance	Totals	
			2017	2016
ASSETS				
Current assets				
Cash and investments	\$ 700,654	\$ 18,290	\$ 718,944	\$ 434,369
LIABILITIES				
Current liabilities				
Accounts and claims payable	171,090	4,387	175,477	131,881
Advance from other funds	17,821	10,000	27,821	60,000
Total liabilities	188,911	14,387	203,298	191,881
NET POSITION				
Unrestricted	\$ 511,743	\$ 3,903	\$ 515,646	\$ 242,488

Attachment: 2017 City of De Pere - FS (7175 : Recommendation from the Finance/Personnel Committee to Approve the 2017 Audit Report.)

City of De Pere, Wisconsin

**COMBINING STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
INTERNAL SERVICE FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2017
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2016**

	Health Self Insurance	Dental Self Insurance	Totals	
			2017	2016
OPERATING REVENUES				
Charges for services	\$ 2,419,602	\$ 145,204	\$ 2,564,806	\$ 2,809,078
OPERATING EXPENSES				
Claims and administrative fees	2,134,871	157,906	2,292,777	2,826,215
Operating income (loss)	284,731	(12,702)	272,029	(17,137)
NONOPERATING REVENUES				
Interest income	1,129	-	1,129	553
Change in net position	285,860	(12,702)	273,158	(16,584)
Net position - January 1	225,883	16,605	242,488	259,072
Net position - December 31	<u>\$ 511,743</u>	<u>\$ 3,903</u>	<u>\$ 515,646</u>	<u>\$ 242,488</u>

City of De Pere, Wisconsin

**COMBINING STATEMENT OF CASH FLOWS
INTERNAL SERVICE FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2017
WITH SUMMARIZED FINANCIAL INFORMATION FOR THE YEAR ENDED DECEMBER 31, 2016**

	Health Self Insurance	Dental Self Insurance	Totals	
			2017	2016
CASH FLOWS FROM OPERATING ACTIVITIES				
Cash received from interfund services	\$ 2,419,602	\$ 145,204	\$ 2,564,806	\$ 2,809,078
Cash paid to suppliers	(2,092,875)	(156,306)	(2,249,181)	(2,804,626)
Net cash provided (used) by operating activities	<u>326,727</u>	<u>(11,102)</u>	<u>315,625</u>	<u>4,452</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES				
Repayment of interfund advance	<u>(32,179)</u>	<u>-</u>	<u>(32,179)</u>	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES				
Interest received	<u>1,129</u>	<u>-</u>	<u>1,129</u>	<u>553</u>
Change in cash and cash equivalents	<u>295,677</u>	<u>(11,102)</u>	<u>284,575</u>	<u>5,005</u>
Cash and cash equivalents - January 1	<u>404,977</u>	<u>29,392</u>	<u>434,369</u>	<u>429,364</u>
Cash and cash equivalents - December 31	<u><u>\$ 700,654</u></u>	<u><u>\$ 18,290</u></u>	<u><u>\$ 718,944</u></u>	<u><u>\$ 434,369</u></u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES				
Operating income (loss)	\$ 284,731	\$ (12,702)	\$ 272,029	\$ (17,137)
Change in operating assets and liabilities				
Accounts and claims payable	<u>41,996</u>	<u>1,600</u>	<u>43,596</u>	<u>21,589</u>
Net cash provided (used) by operating activities	<u><u>\$ 326,727</u></u>	<u><u>\$ (11,102)</u></u>	<u><u>\$ 315,625</u></u>	<u><u>\$ 4,452</u></u>
Noncash capital and related financing activities				
None				

City of De Pere, Wisconsin

SCHEDULE OF WATER UTILITY OPERATING REVENUES AND EXPENSES FOR THE YEAR ENDED DECEMBER 31, 2017 WITH COMPARATIVE AMOUNTS FOR THE YEAR ENDED DECEMBER 31, 2016

	2017	2016
OPERATING REVENUES		
Charges for services		
Residential	\$ 2,776,404	\$ 2,760,677
Commercial	959,557	958,852
Industrial	499,819	510,089
Public authority	179,627	186,991
Private fire protection	126,059	126,148
Public fire protection	1,273,190	1,268,511
Total charges for services	<u>5,814,656</u>	<u>5,811,268</u>
Other revenues		
Forfeited discounts	44,840	88,511
Other water revenues	288,485	295,549
Total other revenues	<u>333,325</u>	<u>384,060</u>
Total operating revenues	<u>6,147,981</u>	<u>6,195,328</u>
OPERATING EXPENSES		
Operation and maintenance		
Source of supply	3,778,121	3,459,929
Pumping	108,118	64,508
Water treatment	41,154	36,240
Transmission and distribution	527,124	397,155
Customer accounts	226,032	210,255
Administrative and general	359,725	339,194
Total operation and maintenance	<u>5,040,274</u>	<u>4,507,281</u>
Depreciation	570,582	526,434
Taxes	38,924	38,820
Total operating expenses	<u>5,649,780</u>	<u>5,072,535</u>
Operating income	<u>\$ 498,201</u>	<u>\$ 1,122,793</u>

Attachment: 2017 City of De Pere - FS (7175 : Recommendation from the Finance/Personnel Committee to Approve the 2017 Audit Report.)

ADDITIONAL INDEPENDENT AUDITORS' REPORT
FOR BASIC FINANCIAL STATEMENTS



Independent auditors' report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards* and the *Department of Health Services Audit Guide*

To the City Council
City of De Pere, Wisconsin

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the *Department of Health Services Audit Guide*, issued by the State of Wisconsin, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of De Pere (the "City") as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon, which included an emphasis of matter paragraph as indicated on page 1, dated July 12, 2018.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items 2017-001 and 20017-002 that we consider to be significant deficiencies.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* or the *Department of Health Services Audit Guide*.

CITY OF DE PERE, WISCONSIN'S RESPONSE TO FINDINGS

The City's response to the findings identified in our audit is described in the accompanying schedule of findings and responses. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* and the *Department of Health Services Audit Guide* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Certified Public Accountants

Green Bay, Wisconsin
July 12, 2018

FEDERAL AND STATE AWARDS

City of De Pere, Wisconsin

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE YEAR ENDED DECEMBER 31, 2017

Grantor Agency/Federal Program Title	CFDA Number	Pass-Through Agency
U.S. DEPARTMENT OF JUSTICE		
Internet Crimes Against Children Task Force Program	16.800	WI Department of Justice
U.S. DEPARTMENT OF TRANSPORTATION		
Highway Safety Cluster		
Alcohol Impaired Driving Countermeasures Incentive Grants	20.601	City of Green Bay
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES		
Public Health Emergency Preparedness	93.069	WI Department of Health Services
Public Health Emergency Preparedness Aligned Cooperative Agreements	93.074	WI Department of Health Services
Immunization Cooperative Agreements	93.268	WI Department of Health Services
Capacity Building Assistance to Strengthen Public Health Immunization Infrastructure	93.733	WI Department of Health Services
Preventive Health and Health Services Block Grant	93.758	WI Department of Health Services
Medical Assistance Program	93.778	WI Department of Health Services
Maternal and Child Health Services Block Grant to the States	93.994	WI Department of Health Services
Total U.S. Department of Health and Human Services		
TOTAL FEDERAL AWARDS		

The notes to the schedule of expenditures of federal awards are an integral part of this schedule.

Pass-Through Entity Identifying Number	(Accrued) Deferred Revenue 1/1/17	Cash Received (Refunded)	Accrued (Deferred) Revenue 12/31/17	Total Expenditures	Subrecipient Payments
Unknown	\$ -	\$ 2,550	\$ -	\$ 2,550	\$ -
Unknown	-	5,120	-	5,120	-
155050	-	4,827	2,286	7,113	-
155015	(6,841)	20,113	12,550	25,822	-
155020	-	8,081	-	8,081	-
155032	-	2,245	297	2,542	-
159220	-	2,730	811	3,541	-
159320	(272)	789	-	517	-
159320	(5,118)	14,827	-	9,709	-
	(12,231)	53,612	15,944	57,325	-
	<u>\$ (12,231)</u>	<u>\$ 61,282</u>	<u>\$ 15,944</u>	<u>\$ 64,995</u>	<u>\$ -</u>

City of De Pere, Wisconsin

SCHEDULE OF EXPENDITURES OF STATE AWARDS FOR THE YEAR ENDED DECEMBER 31, 2017

Grantor Agency/State Program Title	State I.D. Number	Pass-Through Agency	Pass-Through Entity Identifying Number
DEPARTMENT OF NATURAL RESOURCES			
Recycling Grant	370.670	Direct Program	Unknown
DEPARTMENT OF HEALTH SERVICES			
Immunization - Adult	435.155032	Direct Program	155032
Consolidated Contracts - Childhood Lead	435.157720	Direct Program	157720
Consolidated Contracts - Maternal Child Health	435.159320	Direct Program	159320
Total Department of Health Services			
TOTAL STATE PROGRAMS			

The notes to the schedule of of expenditures of state awards are an integral part of this schedule.

<u>(Accrued) Deferred Revenue 1/1/17</u>	<u>Cash Received (Refunded)</u>	<u>Accrued (Deferred) Revenue 12/31/17</u>	<u>Total Expenditures</u>	<u>Subrecipient Payments</u>
\$ -	\$ 97,510	\$ -	\$ 97,510	\$ -
(35)	35	-	-	-
-	1,212	512	1,724	-
<u>(272)</u>	<u>789</u>	<u>-</u>	<u>517</u>	<u>-</u>
<u>(307)</u>	<u>2,036</u>	<u>512</u>	<u>2,241</u>	<u>-</u>
<u>\$ (307)</u>	<u>\$ 99,546</u>	<u>\$ 512</u>	<u>\$ 99,751</u>	<u>\$ -</u>

City of De Pere, Wisconsin

NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS FOR THE YEAR ENDED DECEMBER 31, 2017

NOTE 1: BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards and Schedule of Expenditures of State Awards include the federal and state grant activity of the City of De Pere, Wisconsin and are presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of the *Department of Health Services Audit Guide*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the financial statements.

NOTE 2: STATE OF WISCONSIN REPORTING SYSTEMS

The Wisconsin Department of Health Services (DHS) utilize the Community Aids Reporting System (CARS) for reimbursing the City for various federal and state program expenditures. The expenditures reported on the Schedule of Expenditures of Federal Awards and the Schedule of State Financial Assistance for various DHS programs agree with the expenditures reported on the December, 2017 CARS.

City of De Pere, Wisconsin

SCHEDULE OF FINDINGS AND RESPONSES FOR THE YEAR ENDED DECEMBER 31, 2017

SECTION 1 - SUMMARY OF AUDITORS' RESULTS

BASIC FINANCIAL STATEMENTS

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	Yes
Noncompliance material to basic financial statements noted?	No

SECTION II - FINANCIAL STATEMENT FINDINGS

FINDING NO.	INTERNAL CONTROL DEFICIENCIES
2017-001	Preparation of Annual Financial Report Repeat of Finding 2016-001
Condition:	Current City staff maintains accounting records which reflect the City's financial transactions; however, preparing the City's annual financial report, including note disclosures, involves the selection and application of specific accounting principles which would require additional experience and knowledge. The City contracts with us and our knowledge of applicable accounting principles, financial statement formats, and note disclosures to assist in the preparation of the annual financial report in an efficient manner.
Criteria:	The preparation and review of the annual financial report by staff with expertise in financial reporting is an internal control intended to prevent, detect and correct a potential omission or misstatement in the financial statements or notes.
Cause:	City management has determined that the additional costs associated with training staff to become experienced in applicable accounting principles and note disclosures outweigh the derived benefits.
Effect:	Without our involvement, the City may not be able to completely prepare an annual financial report in accordance with accounting principles generally accepted in the United States of America.
Recommendation:	We recommend the City continue reviewing the annual financial report. While it may not be cost beneficial to train additional staff to completely prepare the report, a thorough review of this information by appropriate staff of the City is necessary to obtain a complete and adequate understanding of the City's annual financial report.
Management Response:	Management agrees it may not be cost effective to train additional staff to completely prepare the report, but will more thoroughly review the information to gain an increased understanding in hopes of assisting with the annual report preparation in 2018.

City of De Pere, Wisconsin

SCHEDULE OF FINDINGS AND RESPONSES FOR THE YEAR ENDED DECEMBER 31, 2017

Finding No.	Internal Control Deficiencies
2017-002	Adjustments to the City's Financial Records Repeat of Finding 2016-002
Condition:	As part of our 2017 audit, we proposed adjusting journal entries that were material to the City's financial statements.
Criteria:	Material adjusting journal entries proposed by the auditors are considered to be an internal control deficiency.
Cause:	While City staff maintains financial records which accurately report revenues and expenditures throughout the year, preparing year-end adjusting and closing entries requires additional expertise that would entail additional training and staff time to develop.
Effect:	Year-end financial records prepared by the City may contain material misstatements.
Recommendation:	We recommend the City Finance Director work to prepare the adjusting and closing entries necessary, prior to the audit, to reduce the risk of material misstatement to the financial statements.
Management Response:	The City intends to utilize Schenck to work with the City Administrator to complete quarterly reviews to benchmark the status of implementation of the recommendation.

City of De Pere, Wisconsin

SCHEDULE OF SETTLEMENT OF DHS COST REIMBURSEMENT AWARD PUBLIC HEALTH DEPARTMENT FOR THE YEAR ENDED DECEMBER 31, 2017

DHS identification number	155015	155032	155020	155050
Grant Award	\$ <u>34,450</u>	\$ <u>2,624</u>	\$ <u>8,081</u>	\$ <u>4,827</u>
Award period	7/1/16 - 6/30/17	5/1/16 - 6/30/17	1/1/17 - 12/31/17	7/1/16 - 6/30/17
Period of award within audit period	1/1/17 - 6/30/17	1/1/17 - 6/30/17	1/1/17 - 12/31/17	1/1/17 - 6/30/17
Expenditures reported to DHS for payment	\$ <u>20,347</u>	\$ <u>2,232</u>	\$ <u>9,298</u>	\$ <u>4,827</u>
Contract Year	760	760	760	760
Actual allowable costs of award				
Program expenses				
Compensation of current officers, directors, trustees, and key employees	\$ 4,951	\$ 1,337	\$ 4,118	\$ -
Pension plan contributions	337	91	282	-
Other employee benefits	719	798	2,126	-
Other costs	<u>14,340</u>	<u>6</u>	<u>2,772</u>	<u>4,827</u>
Total program expenses	<u>20,347</u>	<u>2,232</u>	<u>9,298</u>	<u>4,827</u>
Less program revenue and other offsets to costs	-	-	-	-
Total allowable costs	\$ <u>20,347</u>	\$ <u>2,232</u>	\$ <u>9,298</u>	\$ <u>4,827</u>

Attachment: 2017 City of De Pere - FS (7175 : Recommendation from the Finance/Personnel Committee to Approve the 2017 Audit Report.)

157720	159220	159320	155015	155032	155050	159220
\$ 1,724	\$ 4,345	\$ 10,742	\$ 31,650	\$ 297	\$ 2,283	\$ 4,326
1/1/17 - 12/31/17	10/1/15 - 8/31/17	1/1/17 - 12/31/17	7/1/17 - 6/30/18	7/1/17 - 6/30/18	7/1/17 - 6/30/18	10/1/16 - 8/31/18
1/1/17 - 12/31/17	1/1/17 - 8/31/17	1/1/17 - 12/31/17	7/1/17 - 12/31/17	7/1/17 - 12/31/17	7/1/17 - 12/31/17	1/1/17 - 12/31/17
\$ 1,862	\$ 2,730	\$ 16,481	\$ 16,347	\$ 994	\$ 2,283	\$ 1,116
760	760	760	860	860	860	860
\$ 781	\$ 1,044	\$ 7,098	\$ 4,522	\$ 606	\$ -	\$ 538
54	71	504	307	46	-	36
405	414	4,415	2,272	336	-	316
622	1,201	4,464	9,246	6	2,283	226
1,862	2,730	16,481	16,347	994	2,283	1,116
-	-	-	-	-	-	-
\$ 1,862	\$ 2,730	\$ 16,481	\$ 16,347	\$ 994	\$ 2,283	\$ 1,116

CITY OF DE PERE

335 South Broadway
De Pere, WI 54115
Phone: 920/339-4050
Fax No.: 920/330-9491
Web: <http://de-pere.org>



July 12, 2018

Schenck SC
2200 Riverside Drive
P.O. Box 23819
Green Bay, WI 54305-3819

This representation letter is provided in connection with your audit of the financial statements of City of De Pere, Wisconsin (the "City"), which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of December 31, 2017, and the respective changes in the financial position and where applicable, cash flows for the year then ended, and the related notes to the financial statements for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of July 12, 2018, the following representations made to you during your audit.

FINANCIAL STATEMENTS

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated December 18, 2017 including our responsibility for the preparation and fair presentation of the financial statements in accordance with U. S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government required by generally accepted accounting principles to be included in the financial reporting entity.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
6. In regards to accounting estimates:
 - ▶ The measurement processes used by management in determining accounting estimates is appropriate and consistent.
 - ▶ The assumptions appropriately reflect management's intent and ability to carry out specific courses of action.
 - ▶ The disclosures related to accounting estimates are complete and appropriate.
 - ▶ No subsequent event has occurred that would require adjustment to the accounting estimates or disclosures included in the financial statements.
7. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
8. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
9. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the City's accounts.
10. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
11. Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

INFORMATION PROVIDED

12. We have provided you with:
 - a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b. Additional information that you have requested from us for the purpose of the audit.
 - c. Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.
 - d. Minutes of meetings of the City Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
13. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
14. We made an assessment of the risk that the financial statements may be materially misstated as a result of fraud. We have disclosed the results of our assessment as follows:
 - a. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - i. Management,
 - ii. Employees who have significant roles in internal control, or
 - iii. Others where the fraud could have a material effect on the financial statements.

- b. We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements communicated by employees, former employees, regulators, or others.
- 15. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 17. We have disclosed to you the identity of the City's related parties and all the related party relationships and transactions of which we are aware.

GOVERNMENT - SPECIFIC

- 18. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 19. We have a process to track the status of audit findings and recommendations.
- 20. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 21. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 22. The City has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, deferred inflows/outflows of resources, or equity.
- 23. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- 24. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 25. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 26. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 27. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

28. As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
29. The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral, except for utility assets pledged as collateral for the revenue bonds.
30. The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
31. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
32. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
33. The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34.
34. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
35. Components of net position (net investment in capital assets, restricted, and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.
36. Provisions for uncollectible receivables have been properly identified and recorded.
37. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
38. Revenues are appropriately classified in the statement of activities within program revenues and general revenues.
39. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
40. Deposits and investment securities and derivative transactions are properly classified as to risk and are properly disclosed.
41. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
42. Joint ventures, jointly governed organizations, and other related organizations have been properly disclosed in the financial statements.
43. We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
44. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

45. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
46. We acknowledge our responsibility for presenting the nonmajor fund combining statements, individual fund statements, and supporting schedules (the supplementary information) in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
47. We agree with the findings of specialists in evaluating the other postemployment benefits, pension benefits, and incurred but not reported claims and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialist.
48. The fact that the amount of "uncollateralized" deposits or "uninsured, unregistered securities held by the counterparty, or by its trust department or agent but not in the City's name" during the period significantly exceeded the amounts in those categories as of the balance sheet was properly disclosed in the financial statements.
49. Arrangements with financial institutions involving repurchase, reverse repurchase, or securities lending agreements, compensating balances, or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements, have been properly recorded or disclosed in the financial statements.
50. The methods and significant assumptions used to determine fair values of financial instruments are as follows: Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. The methods and significant assumptions used result in a measure of fair value appropriate for financial statement measurement and disclosure purposes.
51. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the balance sheet date and have been reduced to their estimated net realizable value.
52. Capital assets, including intangible assets, have been evaluated for impairment as a result of significant and unexpected decline in service utility.
53. We believe that the actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
54. We do not plan to make frequent amendments to our pension or other post-retirement benefit plans.
55. Tax abatement agreements have been properly disclosed in the notes to the financial statements.
56. We have not completed the process of evaluating the impact that will result from adopting Governmental Accounting Standards Board (GASB) Statements No. 84, *Fiduciary Activities*, and No. 87, *Leases*, as discussed in Note 4.E. The City is therefore unable to disclose the impact that adopting these GASB Statements will have on its financial position and the results of its operations when the Statements are adopted.

Schenck SC
July 12, 2018
Page 6

57. We have evaluated and classified any subsequent events as recognized or nonrecognized through the date of this letter. No events, including instances of noncompliance, have occurred subsequent to the balance sheet date and though the date of this letter that would require adjustment to or disclose in the aforementioned financial statements.

Signed: _____
Joe Zegers, Finance Director

Signed: _____
Shana Ledvina, Clerk-Treasurer

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Recommendation from Finance and Personnel Committee to
Approve Donation from De Pere Christian Outreach to the Police
Department K-9 Fund

At the July 10, 2018, the Finance and Personnel Committee voted 4-0 to recommend accepting a \$3,000 donation from De Pere Christian Outreach to the police department K-9 Fund. The K-9 fundraising is an ongoing effort to sustain the K-9 program which in turn pays all the expenses of the use, care and training of the police canine including overtime for the handler. The City issues the squad, officer and uniform articles as part of it's share of the K-9 program. This is a great program and I am requesting the Common Council approve this donation.

Please contact me if you have any questions about the program or this donation. Thank you.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Information Technology

FROM: Kevin Clark

SUBJECT: Recommendation from the Finance and Personnel Committee to approve \$250 sponsorship from the Kress Inn and Bemis Conference Center in support of De Pere TV.

Finance and Personnel Committee approved this 4-0.

Staff is requesting approval to accept a \$250 donation from the Kress Inn & Bemis Conference Center in support of De Pere TV. They will be recognized as a supporter on TV and online for one year and acknowledged with a letter of thanks and appreciation. The donation will be used to support De Pere TV operations.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Plan Commission

FROM: Peter Schleinz

SUBJECT: Recommendation from Plan Commission to approve a Proposed Extraterritorial Three Lot Certified Survey Map at 5685 Blake Road in the Town of Rockland (Parcels R-372 & R-373). Submitted by Aaron P. Schroeder, PLS, authorized representative for David R. Boers, Linda S. Boers, & Linda Schink-Boers, property owners.

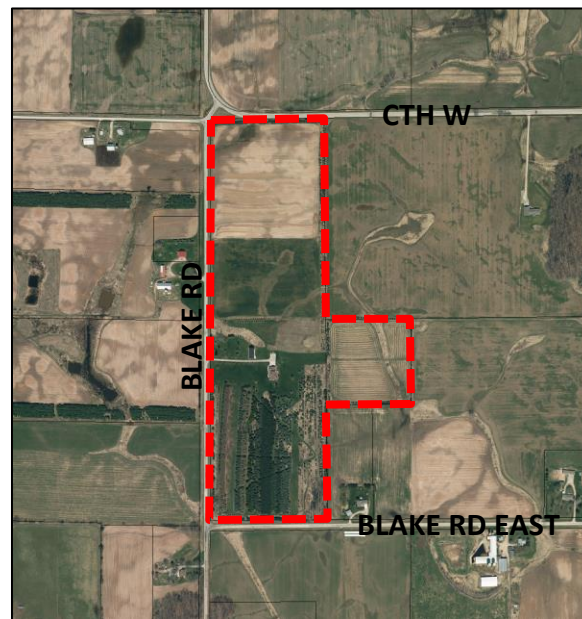
On June 25, 2018 the Plan Commission recommended approval of the CSM, subject to three conditions listed at the end of the attached Plan Commission Report, by a vote of 4-0.

ATTACHMENTS:

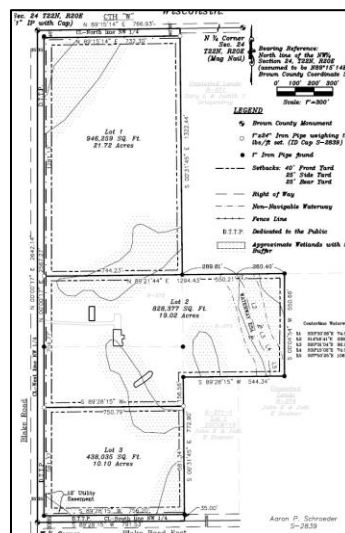
- Extraterritorial CSM - 5685 Blake RD in Rockland- Plan Commission Report (DOCX)
- Application Form (PDF)
- Boers CSM (PDF)

ITEM X: Recommendation regarding a Proposed Extraterritorial Three Lot Certified Survey Map at 5685 Blake Road in the Town of Rockland (Parcels R-372 & R-373). Submitted by Aaron P. Schroeder, PLS, authorized representative for David R. Boers, Linda S. Boers, & Linda Schink-Boers, property owners.*

SITE MAP



PROPOSED CERTIFIED SURVEY MAP AREA



REQUESTED ACTION: Extraterritorial Certified Survey Map Review.

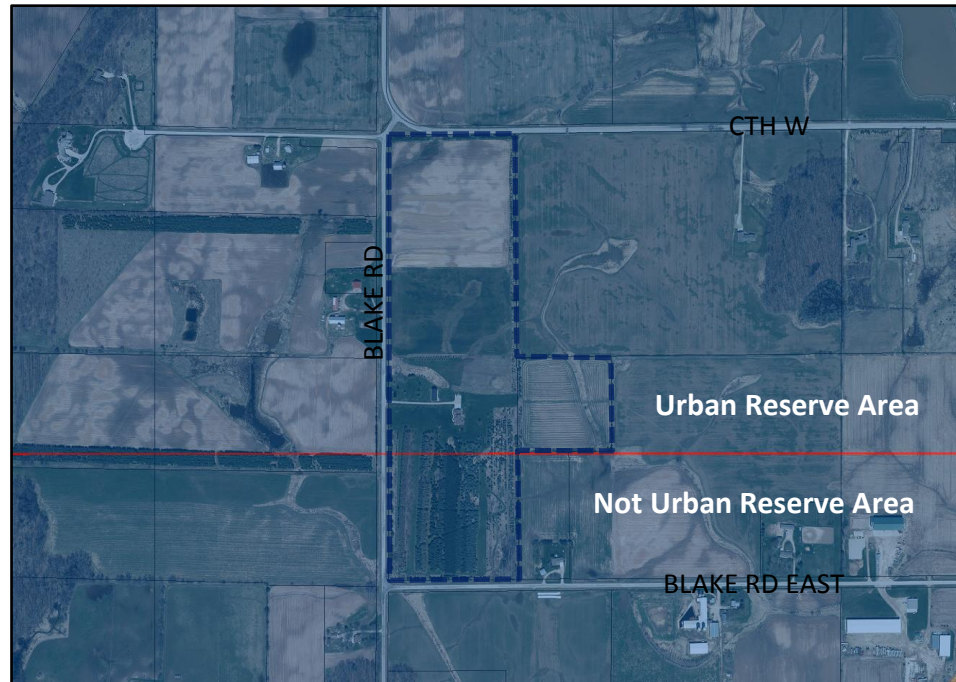
COMMON DESCRIPTION:	Town of Rockland, located at 5685 Blake Road, located southeast from the Blake Road and CTH W intersection.
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PARCEL NUMBER(S):	R-372 & R-373	
EXISTING ZONING:	Town of Rockland March 7, 2016 Zoning Map identifies the zoning as “Non-Participating WLI (NPWLI)” for Parcel R-372 and “Agricultural-Farmland Preservation (AG-FP)” for Parcel R-373.	
PROPOSED ZONING:	Located in Town of Rockland. The Town is rezoning both parcels to Estate Residential 10 Acre (ER-10).	
SURROUNDING LAND USES:	Agricultural to the north, south, east, and west.	
COMPREHENSIVE PLAN:	Located in the Town of Rockland. Northern part of Parcel R-372 and all of Parcel R-373 fall within the City’s Urban Reserve Area.	
APPLICANT/OWNER:	Aaron P. Schroeder, PLS Authorized Representative CQM INC 2679 Continental Drive Green Bay, WI 54311	Parcel R-372 Owners David R. Boers & Linda S. Boers 5685 Blake Road De Pere, WI 54115 Parcel R-373 Owner Linda Schink-Boers 5685 Blake Road De Pere, WI 54115
SITE HISTORY:	After a review of air photographs, the property has been used for agricultural purposes since 1938. A residential structure was further back on proposed Lot 2, and an older residential structure removed between 2005 and 2014. The property is outside of the Sewer Service Area for the Town of Rockland. There are environmentally sensitive areas on all three lots, including waterways, approximate wetlands, and related setbacks. Environmentally sensitive area locations and requirements are verified by Brown County Planning Commission.	
STAFF REVIEW:	When reviewing an extraterritorial Certified Survey Map, staff considers State Statutes 236, Section 46-8 of the De Pere Platting and Division of Land Code for general requirements and design standards, required improvements, and public sites and open spaces. Staff also considers the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns. <i>The site is used for agricultural purposes with a residential structure and farm structures on Lot 2.</i> - The proposed division will create three lots. Lots 1-2 must be at least ten acres in size, with 300 feet of street frontage, due to falling entirely or partially within the City’s urban reserve area of extraterritorial review jurisdiction (area at and north of the red line in the below	

graphic). Lot 3 must be at least 8,000 square feet in area with 75 feet of street frontage

- Per NR 115.05(1)(a)2., minimum lot size must be 20,000 square feet with 100 feet of frontage when there is no public sewer.

MAP OF PART OF URBAN RESERVE AREA BOUNDARY



The original two parcels are 51.1 acres in size. The proposed Lot 1 on the CSM is 21.7 acres in size with 2,013.4 feet of street frontage, proposed Lot 2 is 19.02 acres in size with 704.8 feet of street frontage, and proposed Lot 3 is 10.10 acres in size with 1,337.8 feet of street frontage.

The proposed Lots 1-3 meet the city requirements for acreage and street frontage. The proposed lots meet the Town of Rockland requirements of 300.0 feet of street frontage, as well as front, side and rear yard setback requirements. However, the land division does not meet the Town of Rockland minimum lot size requirement of 25 acres for Lots 1-3. The reconfiguration of lots also places two zoning districts on proposed Lot 2. Both of the concerns (lot size and zoning) will be reconciled when the Town rezones the property to ER-10.

- The Rockland Town Clerk informed city staff that the CSM review is on hold at the Town review level until the rezoning for Parcels R372 and R-373 is completed. The Town hold status does not impact the City review timeline.

In summary, the extraterritorial Certified Survey Map meets the criteria of State Statutes 236 and Section 46-8 of the De Pere Platting and Division of Land Code. The proposed land division does not impact the Comprehensive Plan

negatively. The proposed lot size, street frontage, and setbacks meet acceptable City requirements.

REVIEW PROCESS

For extraterritorial Certified Survey Map petitions the Plan Commission recommends either approval, rejection, or approval with conditions. The Common Council reviews the Plan Commission recommendation and makes the final decision on the Certified Survey Map. The anticipated Common Council review date is July 17, 2018.

STAFF

RECOMMENDATION:

Staff recommends APPROVAL of the extraterritorial Certified Survey Map and forwarding the map to the Common Council for final approval, subject to:

1. Meeting all other state and local regulations, including the Town of Rockland and Brown County Planning Commission.
2. The owner name, "Linda Schink-Boers" is missing in the Owner's Certificate for Parcel R-373.
 - a. The two owner names for Parcel R-372 appear to be correct.
3. It is recommended that the Town of Rockland minimum lot size requirements and dual zoning for the proposed land division be resolved with the Town rezoning the parcels to ER-10.

MAY 24 2018

	CITY OF DE PERE APPLICATION FOR CSM REVIEW	Fee: \$ 368.00
		Receipt #: 132798
		Date: 5-24-18

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

SECTION 1: Applicant / Permittee Information

Applicant Name (Ind., Org. or Entity) Aaron Schroeder	Authorized Representative	Title PLS	
Mailing Address 2679 Continental Drive	City Green Bay	State WI	ZIP Code 54311
Email Address schroeder@cqmnc.com	Phone Number (incl. area code) 920-362-6971	Fax Number (incl. area code) 920-465-3913	

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

Name (Ind. Org. or Entity) David & Linda Boers	Contact Person Linda Boers	Title	
Mailing Address 5685 Blake Road	City De Pere	State WI	ZIP Code 54115
Email Address linda.schink.boers@gmail.com	Phone Number (incl. area code) 920-428-5509	Fax Number (incl. area code)	

SECTION 3: Project or Site Location

Project Address/Description 5685 Blake Road, De Pere.	Parcel No. R-372 & R-373
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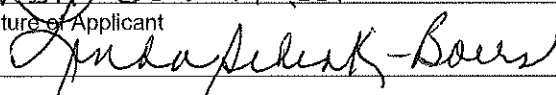
SECTION 4: CSM Information

Existing Zoning:	R-373:(AG-FP), R-372:(NPWLI)
Present Use of Parcel:	Residential, AG
Proposed Use of Lots:	Residential, AG

Please submit 1 hard copy and 1 PDF copy of the CSM if the property is located within the City
or if the property is located within the extraterritorial jurisdiction.**SECTION 5: Certification and Permission**

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

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

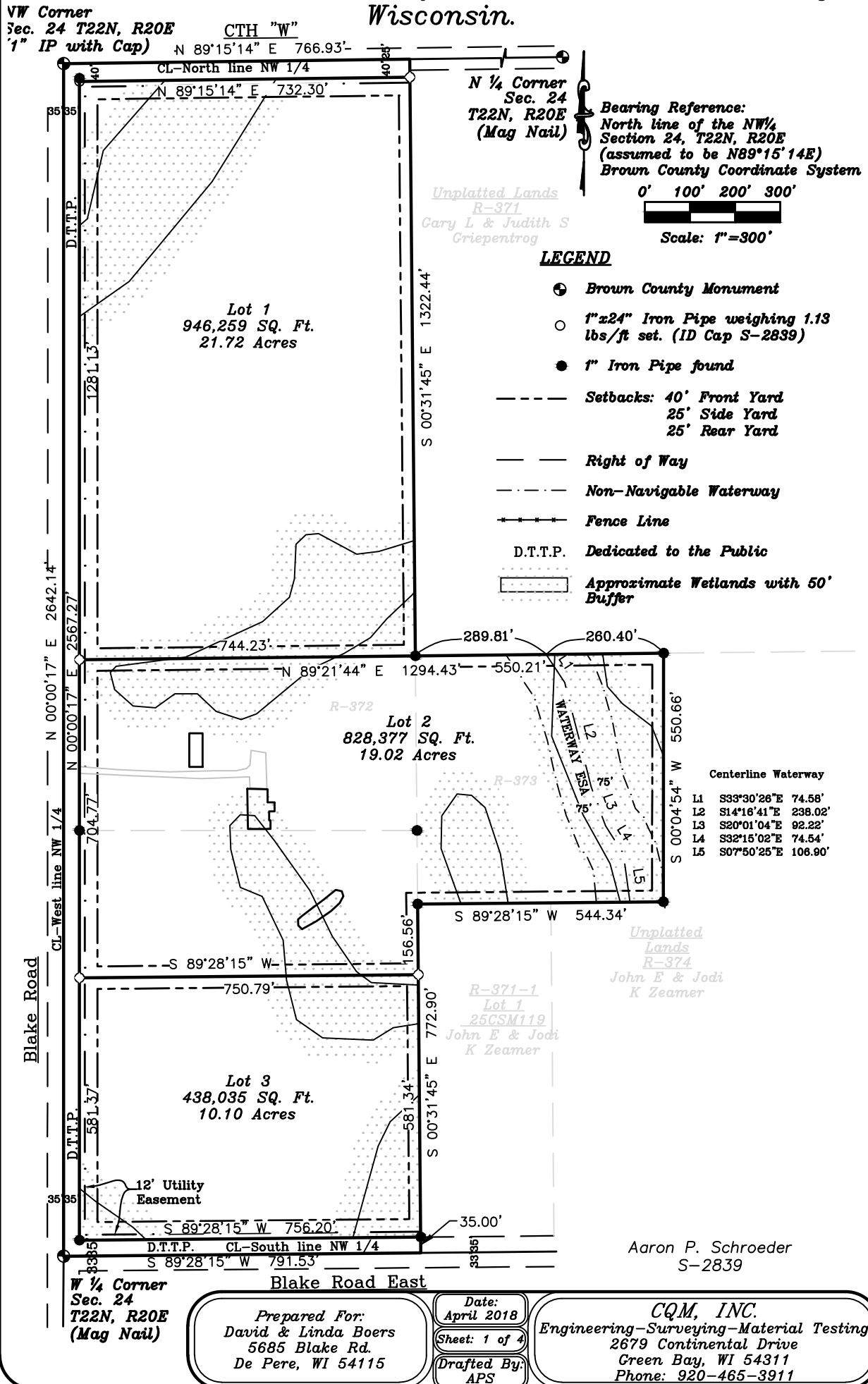
Name of Owner/Authorized Representative (please print) LINDA SCHINK-BOERS	Title Owner	Phone Number 920 428-5509
Signature of Applicant 		Date Signed 05/24/18

TO BE COMPLETED BY CITY STAFF

CSM Review authorized by the De Pere Municipal Code, Chapter 46.	
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CERTIFIED SURVEY MAP

Part of the Northwest 1/4 of the Northwest 1/4, and the Southwest 1/4 of the Northwest 1/4 all being in Section 24, T22N-R20E, Town of Rockland, Brown County, Wisconsin.



Attachment: Boers CSM (7035 : Recommendation from Plan Commission to approve a Proposed Extraterritorial Three Lot Certified Survey)

CERTIFIED SURVEY MAP

Part of the Northwest ¼ of the Northwest ¼, and the Southwest ¼ of the Northwest ¼ all being in Section 24, T22N-R20E, Town of Rockland, Brown County, Wisconsin.

More Particularly Described as Follows:

Commencing at the Northwest Corner of said Section 24, also being the Point of Beginning; Thence N89°15'14"E, 766.93 feet along the North line of said NW ¼; Thence S00°31'45"E, 1322.44 feet; Thence N89°21'44"E, 550.21 feet; Thence S00°04'54"W, 550.66 feet; Thence S89°28'15"W, 544.34 feet; Thence S00°31'45"E, 772.90 feet along the West line of Lot 1 25CSM119, to the South line of said NW ¼; Thence S89°28'15"W, 791.53 feet along said South line to the West line of said NW ¼; Thence N00°00'17"E, 2642.14 feet along said West line, to the point of beginning. Subject to any easements, covenants, or restrictions of record. Parcel contains 2,360,891± Square Feet or 54.20± Acres total including 148,241± Square Feet or 3.40± Acres dedicated to the public for road purposes.

Surveyor's Certificate

I, Aaron P. Schroeder, Registered Land Surveyor, hereby certify: that in full compliance with the provisions of chapter 236.34 of the Wisconsin Statutes and the survey requirements of Section 21.50 of the Brown County Subdivision and Platting Regulations, and under the direction of David and Linda Boers, owners of said land, I have surveyed, divided, and mapped this certified survey map, and that such map correctly represents all exterior boundaries of the land surveyed.

Aaron P. Schroeder
PLS 2839

Date:

Aaron P. Schroeder
S-2839

Prepared For: David & Linda Boers 5685 Blake Rd. De Pere, WI 54115	Date: April 2018	CQM, INC. Engineering-Surveying-Material Testing 2679 Continental Drive Green Bay, WI 54311 Phone: 920-465-3911
	Sheet: 2 of 4	
	Drafted By: APS	

Attachment: Boers CSM (7035 : Recommendation from Plan Commission to approve a Proposed Extraterritorial Three Lot Certified Survey)

CERTIFIED SURVEY MAP

Part of the Northwest ¼ of the Northwest ¼, and the Southwest ¼ of the Northwest ¼ all being in Section 24, T22N-R20E, Town of Rockland, Brown County, Wisconsin.

Owners's Certificate:
As owner's, We hereby certify that we have caused the land described herein to be surveyed, divided, and mapped as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required to be submitted to the Town of Rockland, the City of De Pere, and the Brown County Planning Commission for approval or objection.
Dated this ____ day of _____, 2018.

David R. Boers Linda A. Boers

Personally came before me this ____ day of _____, 2018, the above named owners to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public
Brown County, Wisconsin My Commission Expires

STATE OF WISCONSIN]
] SS
COUNTY OF BROWN]

Town of Rockland:
Approved for the Town of Rockland, this ____ day of _____, 2017
Julie Koenig, Clerk

City of De Pere:
Approved for the City of De Pere, this ____ day of _____, 2017
Shana D. Ledvina Clerk-Treasurer

Brown County Planning Commission:
Approved for the Brown County Planning Commission, this ____ day of _____, 2017
Senior Planner

Brown County Treasurer:
As duly elected Brown County Treasurer, I hereby certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in this Certified Survey Map as of the date listed below.
T:\Aaron\PLS Stamp.jpg
Approved for the Brown County Treasurer, this ____ day of _____, 2017
Paul D. Zeller – Brown County Treasurer

Aaron P. Schroeder
S-2839

Prepared For: David & Linda Boers 5685 Blake Rd. De Pere, WI 54115	Date: April 2018	CQM, INC. Engineering-Surveying-Material Testing 2679 Continental Drive Green Bay, WI 54311 Phone: 920-465-3911
	Sheet: 3 of 4	
	Drafted By: APS	

Attachment: Boers CSM (7035 : Recommendation from Plan Commission to approve a Proposed Extraterritorial Three Lot Certified Survey)

CERTIFIED SURVEY MAP

Part of the Northwest ¼ of the Northwest ¼, and the Southwest ¼ of the Northwest ¼ all being in Section 24, T22N-R20E, Town of Rockland, Brown County, Wisconsin.

Notes:

- A shoreland permit from the Brown County Zoning Administrator’s office is required for Lots 2 & 3 prior to construction, fill or grading activity within 300 feet of a stream.
- The wetlands shown are approximate due to the large size of the lot and/or the location of the wetland ESA. Should any development be proposed near or within the approximate wetland ESA, the actual wetland and ESA boundary shall be properly delineated by a certified wetland delineator hired by the affected landowner.
- Lots include wetland areas that may require permits from the Wisconsin Department of Natural Resources, Army Corp of Engineers, Brown County Planning Commission, or the Brown County Zoning Administrator’s Office prior to any development activity.
- The property owners, at the time of construction, shall implement the appropriate soil erosion control methods outlined in the Wisconsin Construction Site Erosion and Sediment Control Technical Standards (available from the Wisconsin Department of Natural Resources) to prevent soil erosion. However, if at the time of construction the Town has an adopted soil erosion control ordinance, it shall govern over this requirement. This provision applies to any grading, construction, or installation–related activities.
- No development shall occur on Lots 1, 2 & 3 until such time that public sewer and water is available OR a soils test has been submitted and sanitary permit issued by the Brown County Zoning Administrator’s office.

Restrictive Covenants:

- Lots contain environmentally sensitive areas (ESA) as defined in the Brown County Sewage Plan. The ESA includes approximate wetlands, all lands within 50 feet of approximate wetlands of any size, navigable waterways, and all land within 75 feet of the ordinary high water mark of a navigable waterways. Development and land disturbing activities are restricted in the ESA unless amendments are approved by the Brown County Planning Commission and the Wisconsin Department of Natural Resources.
- The land on all side and rear lot lines of all lots shall be graded by the lot owner and maintained by the abutting property owners to provide for adequate drainage of surface water.

Aaron P. Schroeder
S-2839

<i>Prepared For:</i> David & Linda Boers 5685 Blake Rd. De Pere, WI 54115	<i>Date:</i> April 2018 <i>Sheet:</i> 4 of 4 <i>Drafted By:</i> APS	<i>CQM, INC.</i> <i>Engineering-Surveying-Material Testing</i> 2679 Continental Drive Green Bay, WI 54311 Phone: 920-465-3911
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Attachment: Boers CSM (7035 : Recommendation from Plan Commission to approve a Proposed Extraterritorial Three Lot Certified Survey)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Recommendation of the Board of Public Works to Award the Contract for Project 18-06 Claude Allouez Bridge East Abutment Staining to the Norcon Corporation in the Amount of \$41,760.00.

The Board of Public Works at the July 9, 2018 meeting voted unanimously to award the contract for Project 18-06 Claude Allouez Bridge East Abutment Staining to the Norcon Corporation in the amount of \$41,760.00. The budgeted amount from the capital improvement fund is \$100,000. Funding will be \$100,000 from the general obligation debt.

The Engineering Department received bids on Project 18-06 Claude Allouez Bridge East Abutment Staining on June 28, 2018. This work is for the cleaning and re-staining the east abutment of the Claude Allouez Bridge. The bids received are as follows:

Contractor	Amount
Norcon Corporation	\$41,760.00
Quality Sandblasting and Coatings, LLC	\$68,926.00
Mill Coatings, Inc.	\$73,450.00

ATTACHMENTS:

- 18-06 Bid Tab(PDF)

**PROJECT 18-06 CLAUDE ALLOUEZ BRIDGE EAST ABUTMENT STAINING
BID TAB**

				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3	
				NORCON CORPORATION		QUALITY SANDBLASTING & COATINGS, LLC		MILL COATINGS INC.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SC-01	Exterior Staining of East Concrete Abutment	LS	1	\$ 41,760.00	\$ 41,760.00	\$ 68,926.00	\$ 68,926.00	\$ 73,450.00	\$ 73,450.00
TOTAL AMOUNT BID					\$ 41,760.00		\$ 68,926.00		\$ 73,450.00

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Recommendation of the Board of Public Works to Award the Contract for Project 18-21 MSC Boiler Replacement to Tweet/Garot Mechanical, Inc. in the Amount of \$75,600.00.

The Board of Public Works at the July 9, 2018 meeting voted unanimously to award the contract for Project 18-21 MSC Boiler Replacement to Tweet/Garot Mechanical, Inc. in the amount of \$75,600.00.

Background/Summary

In February 2018, the City Council approved the resolution 18-12 for the design of two new boilers at the MSC. After receiving the final design documentation the project was bid to obtain the project contractor.

After bidding the City received one response from Tweet/Garot, which is within our total project budget of \$150,000.

				BIDDER NO. 1	
				TWEET/GAROT MECHANICAL, INC.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID
SC-01	Demolition of Existing Boilers	LS	1	\$1,300.00	\$1,300.00
SC-02	Installation of New Boilers	LS	1	\$74,300.00	\$74,300.00
TOTAL AMOUNT BID					\$ 75,600.00

If you have any questions regarding this item prior to the meeting, please contact me at 920-339-4043 or bboyle@mail.de-pere.org.

ATTACHMENTS:

- 18-21 Bid Tab(PDF)

**PROJECT 18-21 MSC BOILER REPLACEMENT
BID TAB**

				BIDDER NO. 1	
				TWEET/GAROT MECHANICAL, INC.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID
SC-01	Demolition of Existing Boilers	LS	1	\$ 1,300.00	\$ 1,300.00
SC-02	Installation of New Boilers	LS	1	\$ 74,300.00	\$ 74,300.00
TOTAL AMOUNT BID					\$ 75,600.00

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Recommendation from the Board of Public Works to Leave Overnight Parking Ordinance Unchanged and Not Revise the City's Prohibition of Overnight Parking on City Streets During the Summer Months. *This item was tabled from the July 3, 2018 Common Council Meeting.

After discussion and review, the Board of Public Works voted unanimously to not review or reconsider the City's prohibition of overnight parking during summer months.

A request was made by Alderperson Hansen for staff to review and reconsider the City's prohibition of overnight parking on City streets during the summer months.

Parking and traffic discussed the pros and cons of overnight on street parking. A survey was conducted with local communities. Additionally, internal staff and the Brown County Planning Commission were contacted.

Information was presented to the Board of Public Works on August 7, 2013 by Police Chief Derek Beiderwieden. The memo has been included. From that memo, the city of De Pere has in effect a restriction on overnight parking between the hours of 2 a.m. and 5 a.m. on city streets and city parking lots for the following reasons:

1. Forces patrolling side streets and parking lots during nighttime.
2. Keeps tabs on vehicles that may be abandoned by ensuring the vehicles operate. Gives reason for police to further investigate suspicious vehicles or people inside vehicles at say 3 a.m. It also increases stolen vehicle recovery.
3. It is a form of intelligence gathering (plate numbers/vehicle descriptions) and assists police in solving criminal activity, specifically incidents of stalking, burglary, and theft – typical nighttime criminal activities.
4. Allows for street maintenance like snow plowing and sweeping at odd times of night when a traffic emergency is not declared like clearing downtown street and major roads of snow piles.
5. Controls certain activities (house parties in particular) by causing the movement of vehicles, thus the activity does not go beyond the 2 a.m. time limit. This may help promote neighborhood harmony.
6. Controls the “car lot” look some communities get with long term street parking.

7. And, frankly, some residents just don't want parking in front of their house in the middle of the night (known by complaints received by police).

Brown County Planning has been reviewing modifications to permit overnight parking around the county. Consideration is being given from Brown County for overnight parking for the following reasons:

1. One of the most significant benefits of allowing overnight on street parking is that it's an incentive for people to avoid driving after having too much to drink. This is beneficial in downtowns and other commercial areas where bars and restaurants are located, but it's also beneficial in residential areas where cookouts, graduation parties, Packers parties, holiday parties, and other get-togethers happen throughout the year.
2. Another benefit of overnight on street parking is that it increases the appeal of old and new homes on small residential lots that have narrow driveways. Since many households own two or more vehicles, people who live in homes with narrow driveways have to deal with the inconvenience of "flipping" vehicles for various users and uses if they have to park all of their vehicles in the driveway. But if on street parking is allowed overnight, the vehicle flipping situation can be avoided. Having an overnight on street parking option is also helpful when out-of-town guests visit and want to stay for more than one day.
3. Small residential lots where homes are situated relatively close to the street can also pose parking problems for residents and overnight guests because there often isn't much off street space to park vehicles. This situation can lead to vehicles being parked in yards next to driveways, which is very unattractive. Allowing overnight on street parking can address this situation as well.
4. I don't know if overnight speeding through neighborhoods and elsewhere in De Pere is a problem, but vehicles parked on streets can act as traffic calming devices that encourage people to drive at appropriate speeds at night as well as during the day.

Staff contacted communities in the area regarding overnight parking restrictions. A summary of the results is as follows:

City of Sheboygan			
Year-Round Overnight Parking			
City of Sheboygan ¹			
Summer Overnight Parking			
Village of Allouez	No Overnight Parking Nov 1-Mar 31		
Village of Ashwaubenon	No Overnight Parking Nov 1-Mar 31		
Village of Bellevue	No Overnight Parking Nov 1- Apr1 ²		
Village of Howard	No Overnight Parking Nov 1-Apr1 ²		
City of Kaukauna	No Overnight Parking Dec 1- Mar 31 ¹		
City of Neenah	No Overnight Parking Nov 1- Mar 31 ^{1,3}		
City of Sturgeon Bay	No Overnight Parking Dec 1-Mar31 ¹		
Village of Suamico	No Overnight Parking Nov 1-April 15 ²		
No Overnight Parking			
City of Appleton			

City of Green Bay			
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- Notes:
1. Alternate Side Parking Restriction
 2. No Heavy Vehicles, Boats, RVs, or Trailers
 3. Residential Areas Only

Parking and traffic staff does not have a recommendation on whether to change the current policy. If the Board of Public works and Council vote to allow on street parking, we would recommend it go back to staff and the Police Department to evaluate restrictions and alternatives to guarantee the ability for the City to properly maintain streets during snow events (depending on when parking is allowed overnight), street sweeping, rubbish collection, etc.

ATTACHMENTS:

- CI-BOPW-Overnight parking-2013-08-07 (DOCX)

CITY OF DE PERE
POLICE DEPARTMENT

MEMORANDUM

To: Board of Public Works

From: Derek A. Beiderwieden, Chief of Police

Date: August 7, 2013

Subject: Discussion of Overnight Parking Restrictions

I have been asked to address some of the reasons for the City of De Pere's current overnight parking restriction. The City of De Pere has in effect a restriction on overnight parking between the hours of 2 a.m. and 5 a.m. on city streets and city parking lots. This is for the following reasons:

1. Forces patrolling side streets and parking lots during nighttime.
2. Keeps tabs on vehicles that may be abandoned by ensuring the vehicles operate. Gives reason for police to further investigate suspicious vehicles or people inside vehicles at say 3 a.m. It also increases stolen vehicle recovery.
3. It is a form of intelligence gathering (plate numbers/vehicle descriptions) and assists police in solving criminal activity, specifically incidents of stalking, burglary and theft -- typical nighttime criminal activities.
4. Allows for street maintenance like snow plowing and sweeping at odd times of night when a traffic emergency is not declared like clearing downtown streets and major roads of snow piles.
5. Controls certain activities (house parties in particular) by causing the movement of vehicles, thus the activity does not go beyond the 2 a.m. time limit. This may help promote neighborhood harmony.
6. Controls the "car lot" look some communities get with long-term street parking.
7. And, frankly, some residents just don't want parking in front of their house in the middle of the night (known by complaints received by police).

The current ordinance regulating overnight parking was modified a few years ago by the common council to read as follows:

Overnight parking:

General rule: Except as provided herein, no person shall permit any trailer, camper or other property capable of being towed, or any motor vehicle licensed in their name or under their use or custody to be parked upon any street, alleyway, parking mall, public parking lot or other public off-street parking area, between the hours of 2:00 a.m. and 5:00 a.m., Monday through Friday.

Exceptions: This prohibition shall not apply to:

1. Long-term parking permitted under subsection (3) of this Code.
2. Parking in those areas designated as 24-hour parking.
3. Exceptions granted by the police department to residents under the following circumstances:
 - i. The request is made during regular police office business hours (Monday-Friday, 8:00 a.m. - 4:30 p.m.) or in an emergency, to the sergeant on duty if after 4:30 p.m.;
 - ii. The requester provides information to the police department regarding good cause for the requested exception. "Good cause" means uncommon circumstances experienced by the resident such that motor vehicle parking on private property is improbable or impractical. Examples of "good cause" include: driveway construction or maintenance, overnight houseguests, or owner/passenger medical condition.
 - iii. During each calendar year, no exception shall be granted for longer than three consecutive days and no more than 15 total days of exceptions shall be granted by the police department to any one address within the city unless the police department determines that the "good cause" shown to exist continues through no fault of the resident.
 - iv. No exception granted by the police department shall supersede any snow emergency declared.

In addition to the penalties provided for violations of this section, the street superintendent or designee may cause any vehicle to be removed from such street, alleyway, or parking area if such vehicle interferes with snow removal or other public purpose. The costs of towing such vehicle and all other associated charges shall be charged to the owner of such vehicle.

The current ordinance allows residents to call the police department for exceptions up to 15 times per year when entertaining guests or during driveway maintenance, etc. The police department keeps track of the exception call-ins and disregards enforcement during the exception period. Weekend (Saturday morning and Sunday morning) parking in the street is always allowed.

For the reasons listed and the ability for residents to have many exceptions, the police department does not recommend changing the current ordinance.

If you should have any questions, please contact me at 339-4075.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: City Clerk-Treasurer

FROM: Carey Danen

SUBJECT: Consider Community Service Grant Application submitted by Gina Peotter for Hope's House.

This item was tabled at the June 19, 2018 Common Council Meeting with the intent to discuss the Hope's House application with applicant Gina Peotter. Gina is unable to attend the July 3 Meeting and has asked to have this item tabled again so that she can attend the July 17 Meeting to answer any questions of the Council.

Applicant Gina Peotter is requesting \$590 (Year one costs less the tax exempt status filing fee).

The Community Service Grant Program has an annual budget of \$1200, with the ability to award up to \$600 in June and up to \$600 in December.

ATTACHMENTS:

- Hope's House - Gina Peotter (PDF)



City Of De Pere

COMMUNITY SERVICE GRANT APPLICATION

GROUP/INDIVIDUAL INFORMATION

Group Name:	Hope's House		
Grant Applicant Name:	Gina Peotter	Email address:	gina.peotter@yahoo.com
Physical Address:	18499 Lawn Rd. Seymour, WI 54155		
Phone Number:	920-737-3202	Alt. Phone Number:	
Date:	5/22/18	Program Title:	Director/Funder

INSTRUCTIONS

Goals should always be: **S** – Specific **M** – Measurable **A** – Achievable **R** – Realistic **I** – Time Bound

In the area below, describe your community service proposal in lieu of the following considerations:

1. **Goal/Objective.** Briefly describe each goal/objective and when the goal/objective should be met or accomplished.
2. **Measurement.** How will the goal/objective be achieved? What benefit will citizens of the city of De Pere gain through this project?
3. **Itemize all anticipated expenses.** Describe all materials that will need to be purchased for the project and how they will relate to the overall objective. Also provide cost estimates associated with the project, not to exceed \$600.00.

PROJECT OUTLINE

Description:

To start a resource center in the DePere area. This will be for children (ages 4-18) who have suffered a loss. It will provide education, healing, and coping information.

The 3 year plan is to evolve into a full time resource for the community.

1ST GOAL/OBJECTIVE**Description:**

File all items with the state (see page 15)

Incorporate: \$35

QuickBooks: \$120

To receive contributions: \$15

to Setup and Running

WI Employee Filings: \$20

Material for meetings for 1 year: \$240

2ND GOAL/OBJECTIVE**Description:**

- Start meetings and raise awareness of this free resource in the DePere community.

- Goal to help 10 families in the first 6 months

3RD GOAL/OBJECTIVE**Description:**

- Expand awareness to outside towns to travel to DePere to take advantage of this opportunity

- Increase advertising and website presence.

will benefit the community with increase of traffic and stops at local businesses

MISCELLANEOUS INFORMATION

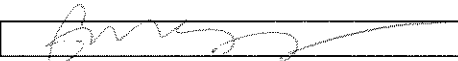
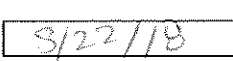
Deadlines: Grant application deadline is June 1 or December 1 of each year. The City Council will evaluate the proposals for selecting recipients at the 2nd Council meeting of the month of award.

All grant applications shall be submitted to the City Clerk's office on or before the grant deadline.

The following criteria will be used to evaluate each proposal:

1. Contribution to public safety
2. Contribution to community awareness
3. Improves community infrastructure
4. Creativity of proposal
5. Enhances the aesthetic quality of the city
6. Contributes to city culture or an overall sense of community

Your signature below indicates that your application, if selected, will adhere to the program as outlined above. No grant funds shall be spent in a fashion outside the scope of the aforementioned project. No grant funds may be used for alcohol, drugs, any behavior or activity which is contrary to local ordinances, state statutes, or federal law.

Signature (Group Representative):  Date: 

Printed Name (Group Representative): 

Hope's House Business Plan

Gina Peotter

5/22/2018

Hope's House is a resource in the DePere area that will offer education, healing and coping information to children who have suffered a loss in their lives.

Hope's House Business Plan

I.Executive Summary

Hope's House is a nonprofit company that provides a fun and safe place for grieving children to gather. The company will provide certified councilors as well as partner with other schools and programs to offer education, healing and coping information to children who have suffered a loss in their lives.

Through personal connections of others who have suffered a loss, the goal of Hope's House is to let the children know they are not alone when dealing with a loss. Loss and death can be a lonely time and the awareness of others going through something similar can be a turning point in some children's lives, or a nudge to look towards a more positive future.

Hope's House is a children's program that does not currently exist in the DePere and Green Bay, WI area. The plan is to identify children/families in the area that have suffered a loss and let them know that this resource exists.

It is projected that in three years Hope's House will grow to a full time daily resource for the community to take advantage of. This is intended to be a free service to families in the area.

II.Objectives

The main objective is to grow into a full time resource for the community. Currently the DePere area does not have a free open door resource center staffed with certified councilors for grieving children. The first stepping stone in Hope's House is to establish the name and idea behind it. Starting with free monthly meetings at the DePere Community Center, Hope's House can start building a name in the community.

Current programs in the area are free, but are on a specific schedule. The objective is to turn Hope's House into a place that children and families can come on their own time, at their own pace.

III.Mission

A. Connection: Connecting children with others who have gone through a loss. Creating an area where children can see they are not alone.

B. Education: Pairing with certified councilors in the area, provide educational material and activities for kids to interact and learn through the grieving process and helpful healing tactics.

C. Safe: Provide a safe and comfortable atmosphere for children to talk, play and interact with each other. Children should be able to talk openly about tough topics without feeling pressured or judged by others.

D. Fun: Hope's House is a fun atmosphere, laughter is the best medicine. Too much of life is serious and the process of death is not fun, but memories can be.

We want to create a fun place for children to come and remember and talk about their loved ones.

IV.Keys to Success: Working with certified counselors in the area and continually striving to help provide an understanding and fun place for children. Conditionally

provide support and activities for children and families to participate in, along with educational services to help children through their grieving journey.

V. Organization Summary

A. Start-up Summary Start-up expenses come to \$900

B. Legal Entity Hope's House is a tax-exempt not-for-profit organization that is a resource for grieving children in the DePere and Green Bay area.

VI. Services

A. Monthly meetings (Mondays after 5PM) Rotating age groups:

1. Ages 4-9 January, DePere Community Center: Introduction of Hope's House, open discussion, and plant a tree activity, homework to share a memory with someone
2. Ages 10-18 February DePere Community Center: Introduction of Hope's House, open discussion, and plant a tree activity, homework to share a memory with someone
3. Ages 4-9 March DePere Community Center: Introduction to new members, Memories discussion, worry dolls activity, homework to draw a picture or journal

4. Ages 10-18 April DePere Community Center: Introduction to new members, Memories discussion, art journaling activity, homework art journal emotions
5. Ages 4-9 May DePere Community Center: Share pictures or journals, open discussion, memory bracelet activity, take a book home
6. Ages 10-18 June DePere Community Center: Share journals, open discussion, Safe place pillow project, take a book home
7. Ages 4-9 July DePere Community Center: Children's books swap, open discussion, safe place pillow project
8. Ages 10-18 August DePere Community Center: Book swap, open discussion, memory lantern project
9. Ages 4-9 September DePere Community Center: Book Swap, open discussion, note and balloon release
10. Ages 10-18 October DePere Community Center: Book swap, open discussion, notes and balloon release
11. Ages 4-9 November DePere Community Center: Game night, open discussion, remembering ornament project
12. Ages 10-18 December DePere Community Center: Game night, open discussion, remembering ornament project

B. Every other week meetings (Monday after 5PM) Rotating age groups:

13. Ages 4-9 January DePere Community Center: New year- new you, open discussion, timeline project
14. Ages 10-18 January DePere Community Center: New year- new you, open discussion, timeline project
15. Ages 4-9 February DePere Community Center: Open discussion, stepping stone project
16. Ages 10-18 February DePere Community Center: Open discussion, stepping stone project
17. Ages 4-9 March the Ashwaubenon Bowling Alley: Bowling night
18. Ages 10-18 March the Ashwaubenon Bowling Alley: Bowling night
19. Ages 4-9 April DePere Community Center: Open discussion; plant a flower memory project, journaling homework
20. Ages 10-18 April DePere Community Center: Open discussion; plant a flower memory project, journaling homework
21. Ages 4-9 May DePere Community Center: Open discussion, book swap, Bingo night
22. Ages 10-18 May DePere Community Center: Open discussion, book swap, Bingo night

23. Ages 4-9 June NEW LOCATION: Open house, open discussion, safe place pillow project, movie night
24. Ages 10-18 June NEW LOCATION: Open house, open discussion, safe place pillow project, movie night
25. Ages 4-9 July NEW LOCATION: Open discussion, a card for others project, free time
26. Ages 10-18 July NEW LOCATION: Open discussion, a card for others project, free time
27. Ages 4-9 August NEW LOCATION: Share pictures or journal, open discussion, ball toss, painting activity
28. Ages 10-18 August NEW LOCATION: Open discussion, ball toss, painting activity
29. Ages 4-9 September NEW LOCATION: Inside Out Feeling Journal, open discussion, movie take home
30. Ages 10-18 September NEW LOCATION: Open discussion, worry box activity, movie take home
31. Ages 4-9 October NEW LOCATION: Halloween theme, Open discussion, "I am" rock activity, journaling homework

32. Ages 10-18 October NEW LOCATION: Halloween theme, Open discussion, "I am" rock activity, journaling homework

33. Ages 4-9 November NEW LOCATION: Open discussion, worry monster activity

34. Ages 10-18 November NEW LOCATION: Share journals, open discussion, proud of yourself activity

35. Ages 4-9 December NEW LOCATION: Christmas/Holiday party

C. Weekly meetings (Monday after 5PM) with Monday-Saturday hours, rotating age groups:

36. Ages 10-18 January NEW LOCATION: Open discussion, broken pot project, share a memory

37. Ages 4-9 January NEW LOCATION: Open discussion, broken pot project, share a memory

38. Ages 4-18 January Tundra Lodge: Swimming night

39. Ages 10-18 January NEW LOCATION: Game night

40. Ages 4-9 February NEW LOCATION: Open discussion, activity jar project, graffiti wall activity

41. Ages 10-18 February NEW LOCATION: Open discussion, graffiti wall activity, random act of kindness homework

42. Ages 4-9 February NEW LOCATION: Open discussion, kindness exercise, random act of kindness homework
43. Ages 10-18 February NEW LOCATION: Open discussion, memory necklace, happy heart homework
44. Ages 4-9 March NEW LOCATION: Movie night
45. Ages 10-18 March NEW LOCATION: Movie night
46. Ages 4-9 March NEW LOCATION: Activity books, open discussion, team building- remove a person but learn how to finish the task without the person
47. Ages 10-18 March NEW LOCATION: Adult coloring books, open discussion, team building- remove a person but learn how to finish the task without the person
48. Ages 4-9 April NEW LOCATION: Worry dolls activity, open discussion, book exchange
49. Ages 10-18 April NEW LOCATION: Bring a friend night, open discussion, blanket making activity
50. Ages 4-9 April NEW LOCATION: Bring a friend night, open discussion, pillow making activity
51. Ages 10-18 April NEW LOCATION: Flower planting night, open discussion, journaling homework
52. Ages 4-9 May NEW LOCATION: Playdough making night, open discussion, book exchange

53. Ages 10-18 May NEW LOCATION: Cooking night, open discussion, book exchange
54. Ages 4-18 May NEW LOCATION: Bird Feeder night, open discussion
55. Ages 4-9 May NEW LOCATION: Open discussion, Fairy "Angel" garden project, homework share a memory
56. Ages 10-18 June NEW LOCATION: Spaghetti Dinner night
57. Ages 4-18 June NEW LOCATION: Paper lanterns night, open discussion, how to help others going through a loss homework
58. Ages 4-18 June DePere Pool: Pool party
59. Ages 10-18 June NEW LOCATION: Helping others talk, open discussion, light rug project
60. Ages 4-9 July NEW LOCATION: Helping others talk, open discussion, picture frame project
61. Ages 10-18 July NEW LOCATION: Open discussion, tablet stand or picture frame project, homework journaling
62. Ages 4-9 July NEW LOCATION: Open discussion, movie night
63. Ages 10-18 July NEW LOCATIONS: Open discussion, movie night
64. Ages 4-18 August: Ashwaubenon Lanes: Bowling night
65. Ages 4-9 August NEW LOCATION: Open discussion, slinky bird feeder project
66. Ages 10-18 August NEW LOCATION: Open discussion, mosaic "broken pieces" picture frame or flower pot.

67. Ages 4-9 August NEW LOCATION: Open discussion, mosaic
"broken pieces" hand print
68. Ages 10-18 September NEW LOCATION: Open discussion, fall
discussion, fall Mason jar project
69. Ages 4-9 September NEW LOCATION: Open discussion, fall
discussion, fall window art project
70. Ages 10-18 September NEW LOCATION: Open discussion, cement
planters project, journaling homework
71. Ages 4-9 September NEW LOCATION: Open discussion, thankful
tree, drawing or journaling new traditions
72. Ages 10-18 October NEW LOCATION: Journaling discussion,
thankful tree, random act of kindness homework
73. Ages 4-18 October Mulberry Farms: Pumpkin picking outing
74. Ages 4-9 October NEW LOCATION: Halloween Costume party, open
discussion, puzzle piece tree project
75. Ages 10-19 October NEW LOCATION: Halloween theme, open
discussion, fall treat project, share a memory homework
76. Ages 4-9 November NEW LOCATION: Open discussion, holidays
discussion, journaling new traditions
77. Ages 10-18 November NEW LOCATION: Canvas painting party
78. Ages 4-9 November NEW LOCATION: Bring a friend day, open
discussion, word rocks project

79. Ages 10-18 November NEW LOCATION: Bring a friend day, open discussion, movie night

80. Ages 4-9 December NEW LOCATION: Open discussion, signs discussion, cardinal handprint project

81. Ages 10-18 December NEW LOCATION: Open discussion, signs discussion, coasters project

82. Ages 4-9 December NEW LOCATION: Open discussion, Christmas candy making night and memory snow globes

83. Ages 10-18 December NEW LOCATION: Open discussion, Christmas candy making night

E. Lunch Friends

F. Counseling Services, awareness and training through the local school systems. Work with the County Counseling programs through the schools for bereavement training and as an emergency resource.

G. Camps: Camp HOPE in Stevens Point in May and October every year.

H. Full-time resource for children who are grieving (by the 3 year mark)

I. Online resources: Facebook page and website.

J. Culinary therapy- cooking classes with therapy included (age 10 and up)

VII. Market Analysis Summary

A. Market Segmentation

Demographics

Main Demographics: Age 4-18, Male & Female, any education

Secondary Demographics: Age 18+, Male & Female, any education, parents

Psychographics

Personal or family concerns in dealing with a loss

Battling through grief

Interested in self help

Geographics

DePere, WI and Green Bay, WI area

Additional Targets:

1. Business to target- Behavioral Health facilities, counseling, funeral homes
2. Needs of the target market is to help others get through a difficult time.
3. Target Market is easiest to reach on Social media- through Facebook, Twitter, Pinterest, Facebook ads, Newspapers, Blogs and word of mouth, and a website.

B. Target Market Segment Strategy

1. Market trends in the self-help industry have grown over the last 10 years (6.1% growth rate according to Marketdata Enterprise Inc.)
2. 1 in 5 children will experience the death of someone close to them by age 18. (Kenneth Doka, Editor of OMEGA, Journal of Death and Dying)

VIII.Strategy and Implementation Summary

A. Fundraising Strategy

1. Cash Donations- setup an online funding page
2. Fundraising
 - A. Golf Outing
 - B. Spaghetti Dinner
 - C. Memory Wall/Walk
 - D. Bowl-a-thon
3. Grants- In the second year
 - A. Grief Reach

B. Funding Forecast

Year 1

Non-Profit startup costs: Incorporate	\$35
Tax Exempt Status Filing fee:	\$850
File to receive contributions:	\$15
Wisconsin Employment Filings	\$20
Material for meetings and activities: (12 meetings * \$20)	\$240

Hope's House Business Plan | 2018

Books for resources: (20 books * \$8)	\$160
Quick Books Software for Accounting	\$120
Total:	\$1,440
Year 2	
Material for meetings and activities: (24 meetings * \$20)	\$480
Books for resources: (20 books * \$8)	\$160
Rent (\$1000 x 6 months)	\$6,000
Utilities (\$500 x 12)	\$6,000
Total:	\$12,640
Year 3	
Material for meetings and activities: (48 meetings * \$20)	\$960
Books for resources: (20 books * \$8)	\$160
Rent (\$1000 x 12 months)	\$12,000
Utilities (\$500 x 12)	\$6,000
Full time Staff (Development Officer, Coaching Director, Assistant, Accountant and any legal fees)	\$150,000
Marketing and Fundraising Budget	\$20,000
Total:	\$189,120
Year 4	
Material for meetings and activities: (96 meetings * \$20)	\$1920
Books for resources: (20 books * \$8)	\$160
Rent (\$1000 x 12 months)	\$12,000
Utilities (\$500 x 12)	\$6,000

Full time Staff (Development Officer, Coaching Director, Assistant, Accountant and any legal fees)	\$150,000
Marketing and Fundraising Budget	\$20,000
Total:	\$190,080

C. Marketing Strategy

Facebook, website, posters and signs in the community, newspaper, tv and radio, word of mouth, funeral homes, churches, hospitals.

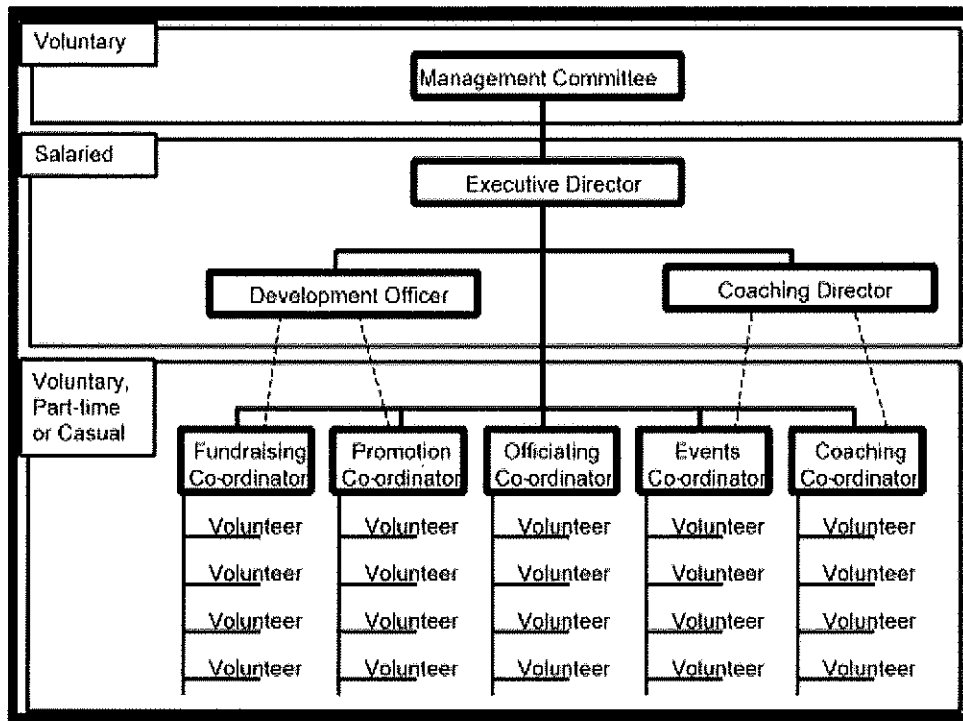
D. Partnering

1. Boys and Girls Club in Fox Valley
2. Camp HOPE in Steven's Point
3. Training through Mourning Cloak in Port Washington

IX. Management Summary

A. Personnel Plan

1. Board of Directors: Volunteer
2. Administration: Development Officer, Coaching Director
3. Coordinators: Fundraising, Promotions, Events, Coaching



City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Request of Ald. Boyd to Reconsider Common Council Approval of Proposal from Definitely De Pere to Construct and Fundraise for Historical Monument

The Board of Park Commissioners, at the June 21, 2018 meeting, approved the proposal from Definitely De Pere to fundraise and construct a historical monument. The motion passed unanimously with a 5-0 vote, with Ryan Jennings abstaining from the vote.

ATTACHMENTS:

- Hist.Society -Monument (PDF)

From: RICHARD ALLEN BERNSTEIN [rick.bernstein@wisconsinhistory.org]
Sent: Thursday, July 5, 2018 1:47 PM
To: Gene Hackbarth; JOSEPH R DEROSE
Cc: Ryan Jennings
Subject: RE: Your input requested

Hello Gene – I am sorry for the delay in response. I have had to confer with others here in the office, including my supervisor, the director of Programs and Outreach and the Society's new Native American Liaison officer. It is the recommendation of the Wisconsin Historical society that you NOT rebuild this monument.

The statement it makes about "Christianizing" the Indians of Wisconsin brings back painful memories for many Native Americans. I would be glad to talk with you about this project if you'd like. Regards, Rick

Richard Bernstein, Southern Region
Local History-Field Services
Office of Programs and Outreach

Wisconsin Historical Society
[816 State Street, Madison, WI 53706](http://816StateStreet.com)
608 264 6583
rick.bernstein@wisconsinhistory.org

Wisconsin Historical Society
Collecting, Preserving and Sharing Stories Since 1846

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Ordinance #18-11 Amending § 150-22 and Schedule G Thereto, De Pere Municipal Code, Regarding Parking Regulations.

The Board of Public Works at the July 9, 2018 meeting, approved 3-2 to modify short term parking from 2 hours to 3 hours and send it on to Council for review. Alderpersons Carpenter and Raasch voted nay.

Summary

Over the past month, the City has received a number of inquiries and comments from business/property owners about public downtown parking. Like many downtowns, city-owned lots provide the bulk of public parking for the area buildings. In De Pere, City ordinances set regulations for these spaces, designating some as short term(2 hours) and some as long term (overnight, up to 72 hours).

While parking is always a popular topic of discussion, particularly in Downtown areas, the vast majority of recent conversations noted that the current two hour time limit for short term parking does not meet the needs of their business. Several noted that two hours does not provide enough time for them to serve their customers and it also does not encourage a ‘park once’ strategy in order to encourage walking and stopping at other businesses.

The Parking and Traffic Team discussed short-term parking at their meeting on May 15, 2018 and unanimously agreed to move forward with a proposal to change the two hour time limit to three hours. Staff sent the attached letter describing the change to Downtown business and property owners in late May of 2018.

As of June 29, 2018, the City Development Services Department fielded three phone calls with comments/questions about the parking change. We also received a number of email comments that are attached for review.

Phone Calls

Mike Hubert – No comment on proposed change. Requested that spaces in front of 310 Wisconsin be changed to 4 hour.

Nancy Van Roy – Opposed proposed change. Would prefer that time limit go back to 1 hour.

Regina Becker – Strong support of proposed change. Her customers have had to move their cars in the middle of visiting Regina's 7 Pillars. Noted that time limit could be longer than 3 hours.

Feedback Summary

Support Proposed Change: 14

Oppose Proposed Change: 4

Neutral or commented on items unrelated to proposed change: 3

ATTACHMENTS:

- Ord18-11 (DOCX)
- 5-2018 Parking Letter (PDF)
- Short Term Parking Email Feedback 6-2018 (PDF)

ORDINANCE #18-11

AMENDING §150-22 AND SCHEDULE G THERETO, DE PERE MUNICIPAL CODE,
REGARDING PARKING REGULATIONS

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

Section 1: §150-22(7), *Posted/regulated areas*, is hereby amended by deleting the phrase “Two-hour parking” from paragraphs i., l., o., p., and s. and substituting “Three-hour parking” therefore, together with like changes to the parking regulation headings relating thereto in Schedule G, found in Section 150-23 of this Code.

Section 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3: This ordinance shall take effect on August 15, 2018.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th day of July, 2018.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

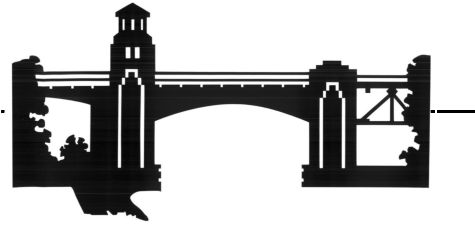
Board/Committee Approval: 07/09/2018

Publication Date: _____

Effective Date: _____

CITY OF DE PERE

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



May 31, 2018

RE: Proposal to Change Short Term Parking from Two Hours to Three Hours

Dear Downtown De Pere Property/Business Owner,

Over the past month, the City has received a number of inquiries and comments from business/property owners about downtown parking. Like many downtowns, the City owns and maintains a large amount of parking via on street spaces and off street lots. In De Pere, City ordinances set regulations for these spaces, designating some as short term (two hours) and some as long term (overnight, up to 72 hours).

Many recent conversations expressed concern over the length of the short-term stalls. We have heard that two hours is not long enough for some business customers. The time limit is also not conducive to encouraging visitors to walk around the Downtown to visit multiple destinations. Public input received from recent planning initiatives indicates a strong desire for a more vibrant and pedestrian focused Downtown. To that end, we propose changing the short term parking time limit from two hours to three hours.

The proposed change will be reviewed at the following meetings:

1. Monday, July 9 – Board of Public Works: Review/Recommendation to Council
2. Tuesday, July 17 – Common Council: Review/Ordinance

If approved, the new time limit will become effective shortly after the July 17 Council meeting. What do you think of this proposal? We want to hear from you! Here are a few ways you can provide input:

- Contact me at kflom@mail.de-pere.org or 920-339-2370. Your comments will be included as part of the staff report.
- Attend the Board of Public Works and or Common Council meetings. Meetings are held at City Hall at 7:30PM and also live streamed: <http://deperecitywi.igm2.com/Citizens/Default.aspx>

We appreciate all you do to make Downtown De Pere a premiere Main Street Community and look forward to hearing your feedback.

Regards,

Kimberly T. Flom, AICP/RLA
Development Services Director

Short Term Parking Proposal – Email Feedback

From: Taylor Vogel <sun4taylor@gmail.com> Sent: Fri 06/01/2018 10:56 AM
 To: Kimberly T. Flom
 Cc:
 Subject: Short Term Parking

Hi Kimberly,

I have received the letter regarding the short term parking in the city.

I own the tanning salon located at 310 N Wisconsin St. I personally, (along with my employees and other business at this location) feel that the short term parking is something that is helpful in some instances. The short term parking is also a hassle in some instances as well.

My business is the only business that is open until 9pm at night in this small portion of the strip mall. My employees regularly park in the short term parking, because by 9pm (mostly during Spring, Fall and Winter) it is dark out, and they don't want to have to walk across the whole parking lot alone in the dark.

The short term parking isn't helpful at all in the instances of The Seroogies run, or Celebrate De Pere, I actually have to close my business most of the time because the short term parking time limit isn't enforced during those events, and my customers and employees have no where to park.

Myself and the businesses around would love to see something done for the people who work in this building. Maybe a permit or something that allows us to park in the short term parking without having to risk or worry about getting a ticket.

Thank you for your time!

Taylor Vogel

Solar Oasis
 310 N. Wisconsin St
 Suite B
 De Pere, WI 54115
 920-632-4017

From: Sonny Hennessy <sonny@lifechurchgb.com> Sent: Wed 06/13/2018 3:19 PM
 To: Kimberly T. Flom
 Cc:
 Subject: 2 to 3 hour Parking

I love it! I would encourage it to go to 3 hour. I believe people getting parking tickets will then not be as likely to return to downtown De Pere to shop and eat :(

Sent from Sonny's iPhone (sorry about brevity and typos)

From: news@thepuddleduck.com Sent: Tue 06/12/2018 3:40 PM
 To: Kimberly T. Flom
 Cc:
 Subject: parking

Hi Kim!

Just wanted to send a quick note regarding the 3 hr parking change. I am totally in favor.

Hope all is well!
 Thanks,
 Kristy Bohun

The Puddle Duck
 124 N Broadway
 De Pere WI 54115

Attachment: Short Term Parking Email Feedback 6-2018 (7155 : Ordinance #18-11 Amending § 150-22 and Schedule G Thereto, DPMC,

From: Tim Majewski <tim.majewski@mission-financial.com> Sent: Mon 06/18/2018 10:38 AM
 To: Kimberly T. Flom
 Cc:
 Subject: Proposed short term parking change

Good morning Kimberly,

Thanks for asking for feedback. My firm is Mission Financial in the old De Pere post office building.

The problem I have run into on occasion is, sometimes my more complex financial planning meetings run longer than two hours. Not only is it disruptive to the meeting, but it's a little embarrassing to tell someone to go out and move their car :-)

I'm a big advocate of downtown De Pere when speaking with my clients. The majority of my clients are from surrounding communities, not from De Pere, so this is a good introduction for them to all that our downtown has to offer. I think this additional short-term parking time is a no-brainer.

Please let me know if you have any questions. Thanks,

Tim

Timothy A Majewski, President
 Financial Planner
 Mission Financial & Insurance LLC

Improving your Life, Improving our World.

416 George Street
 De Pere, WI 54115
 920.632.4963
tim.majewski@mission-financial.com
www.mission-financial.com

From: Kevin Kryshak <kevinkryshak@yahoo.com> Sent: Fri 06/01/2018 11:29 AM
 To: Kimberly T. Flom
 Cc:
 Subject: Parking times

Hi Kimberly,

As someone who has tried to maintain parking availability for my customers in East DePere for over 35 years, this proposal for extending parking will be a disaster for me.

Why? I have absolutely no customers who need more than two hours to use my services. What I do have is 10-20 employees of the surrounding buildings who treat the two hour parking as their personal parking spaces. On any given day, 3 to 5 of my available 5 spaces are taken by these people already..

So, your proposal basically is this:

Come to work at 9, park in my 3 hour space.
 Go to lunch at 12, come back at one and park in my space.
 The parking authority absolutely never comes back in the afternoon to check for violators, sit in my spaces until 5, Go home.
 Local apartment dwellers see this is possible, park in any and all remaining spaces day and night.

FRV Inc and Lamp Shade go out of business with zero parking available. Mission accomplished.

You may find with a little research that a lot of the people asking for the 3 hour parking just want to park all day in them themselves. It is dog eat dog over here, I have store owners themselves that should be bright enough to see that hogging the 2 hour spots is bad for all of us parking all day in my two hour spaces anyway.

Sincerely,

Kevin Kryshak
 Sales & Service

FRV INC
 107 South Broadway
 DePere, WI 54115
 920-336-1616

Attachment: Short Term Parking Email Feedback 6-2018 (7155 : Ordinance #18-11 Amending § 150-22 and Schedule G Thereto, DPMC,

From: Lesa Klug <Lesa.Klug@DarbyDentalSupply.com> Sent: Fri 06/01/2018 12:02 PM
 To: Kimberly T. Flom
 Cc:
 Subject: Proposal to Change Short Term Parking from 2 HRS to 3 HRS

Dear Ms. Flom,

As an employee of a Darby Dental Supply at 310 N Wisconsin Street I speak on behalf of our business and 10 employees which find it extremely concerning that we as employees cannot park in our main lot with easy access to our work.

With very few businesses on the north side we see no reason why this lot is deemed short term except for the few spots on the west and north side of the lot.

Many times we find it very difficult to walk across the parking lot during the winter months, putting the employees at danger for slipping, this lot is poorly maintained in the winter.

As a business, we have vendors that come for training from out of state and have received a ticket for parking in the lot, which I feel does not reflect well on the community.

Thanks for allowing our feedback, we hope to see some positive changes.

Lesa L. Klug
 Sales Manager
 Darby Dental Supply LLC
 310 N. Wisconsin St
 Suite C
 De Pere, WI 54115
 tel. 866.309.9471 Ext 1002
lesa.klug@darby.com

From: Alicia Birder <alicia@birderstudio.org> Sent: Mon 06/04/2018 4:50 PM
 To: Kimberly T. Flom
 Cc:
 Subject: 3 hour parking

Good day Kim,

I welcome the proposal from 2 hour to 3 hour parking.
 This would be an amazing and appreciated improvement for our patrons as there isn't a show or event that runs less than 2 hours. Typically most gatherings run between 2- 3 hours.

Thank you

Alicia

--

Alicia Birder

Executive Director, Birder Studio of Performing Arts
 Artistic Director, Birder Players
 Broadway Theatre, 123 S. Broadway, De Pere, WI. 54115
 307 Reid Street, De Pere, WI 54115
 920-339-9999
www.birderstudio.org
 BSOPA Core Values - Educate, Inspire Create, Achieve

From: Kimberlee Gast <kimberleegast@yahoo.com>
 To: Kimberly T. Flom
 Cc:
 Subject: Short term parking proposal

Sent: Fri 06/01/2018 12:56 PM

Hi Kim,

I agree and fully support the change of the two hour parking to three hours. Thank you. I look forward to the approval of this.

Have a great hair day!)

Kimberlee Gast
 K Será Salon
 118 N Broadway
 DePere WI 54115
 920.347.4648
 Cell: 920.475.5525

From: Lance Abts <labts@landscapeartisans.com>
 To: Kimberly T. Flom
 Cc:
 Subject: timing of short term parking

Sent: Fri 06/01/2018 3:10 PM

Hello Kimberly;

Just a note regarding the proposed short term parking change from 2 hour to 3 hour.

I think this is a great idea, allowing more time to walk and explore our area with all of the new businesses in the area.

Thanks for asking

Lance



Lance Abts

Landscape Artisans
 371 Main Avenue
 De Pere, WI 54115
 Office: 920-347-4727
 Mobile: 920-371-3156

From: Dave Holten <dholten@mbjeng.com>
 To: Kimberly T. Flom
 Cc:
 Subject: Proposal to Change Short Term Parking from 2-hours to 3-hours

Sent: Fri 06/01/2018 12:36 PM

Kimberly,

I just received your letter regarding the proposed changes to parking time limits. As a business owner in downtown De Pere, I would support the proposed change.

My business is located at 125 South Broadway, so I (and my staff) typically use the lot behind our office and along the west side of South Wisconsin Street. There are many "Long-Term" parking spots . . . and I see in your letter that Long-term is limited to 72 hours . . . I was not aware of that limit. We do find that many long-term spots are occupied, sometimes for longer than 72 hours. This lot is quite full during most weekdays, and finding a long-term spot can be difficult for those who work in this area. What might be more helpful to us, is to have "no-overnight" parking rather than "Long-Term". I think that might be a better option for those of us who work in downtown.

Thanks for sending out your letter. I appreciate the opportunity to provide input.

Regards

Dave

Dave S Holten, PE SE | Managing Principal, Green Bay & Duluth | MEYER BORGMAN JOHNSON | d 920 351 0530 c 920 445 6777 | SEE STRUCTURE.
www.mbjeng.com

From: Brittany Fisher <brittanyf@performainc.com> Sent: Wed 06/06/2018 8:17 AM
 To: Kimberly T. Flom
 Cc:
 Subject: Short term Parking

Good Morning Kim,

As an De Pere employee, I am in strong favor of the increased time in short term parking. We often have client meetings that run over 2hrs long and have had to pay multiple parking tickets on their behalf, due to all of the long term parking being taken near our building. I also think that it will be great for downtown foot traffic and will hopefully drive more people to the area to stay and play longer! I am happy to hear that the city has heard people's parking concerns and are considering taking action.

Thank you,

Brittany Fisher
 Project Coordinator



Performa, Inc.
 124 N. Broadway
 De Pere, WI 54115
 920.336.9929 Office

From: Julie Jadin <djadin1@new.rr.com> Sent: Wed 06/06/2018 8:37 PM
 To: Kimberly T. Flom
 Cc:
 Subject: Proposal to change short term parking

Dear Kimberly,

I recently received your letter of a proposal to increase the 2 hour short term parking to 3 hours.

My business is Skyline Salon and located next to the new coffee shop. I have been at my location for over a year and a half. I love my location and have never had any issue with the 2 hour parking limit. The addition of the coffee shop, which is awesome for this downtown area has created some parking issues. People generally stay at a coffee shop/restaurant longer than when clients or customers patronize the smaller businesses that are here. If the parking is increased to 3 hours this might be beneficial for one business, but detrimental to another. The 3 hour parking limit will decrease the parking spot turnover and will affect my clients finding parking.

I am so excited this downtown area is growing and want all new and existing businesses to be successful. I hope that more parking spaces can be made available or if possible have designated reserved spots for businesses. This would be ideal for me since I would only need 1 or 2 spots.

Thank you for giving the area businesses the opportunity to express concerns over this proposal.

Sincerely,

Julie Jadin
 Skyline Salon
 321 Main Ave Ste B
 Depere WI. 54115

Sent from my iPhone

From: Chad Nehring <chad@thegreenroomonline.com>
 To: Kimberly T. Flom
 Cc: atkrans@gmail.com; tina@definitelydepere.org; mike.eserkaln@gmail.com
 Subject: Input - Short Term Parking

Sent: Thu 06/07/2018 10:50 AM

Kimberly:

Thanks for your presentation last night at the Definitely DePere meeting. It's encouraging to see the overall direction. I apologize for not taking the time to greet you after the meeting. As the host site, I got caught up in some logistical details and before I knew it....much time had passed.

Thanks for the opportunity to comment on the parking situation, specifically Nicolet Square. Mike Eserkaln and I as co-owners of The Green Room have been more in touch with the situation, since moving to the 365 Main building and to a 7-day operation from 11AM until late.

We had an incident occur several weeks back with a high-profile customer that utilized our facility for corporate training. Several attendees were ticketed for overtime parking (which in the interest of goodwill we ultimately refunded to them) and the overall impression was "This is how the City welcomes people?" It was hard to disagree.

Prior to the event, I had requested "relaxed" parking enforcement from the City for a half day period to accommodate our patrons. As a former law enforcement officer in a smaller city, this was a periodic request, and one that we as police officers would honor in the interest of community relations. While extremely polite about it, my request was denied by police command staff. The reason stated was that enforcement was going to be consistent, fair, and that they were aware of the issues on Nicolet Square, but there was nothing they could do about it. Indeed, a follow up communication with the Police Department and ultimately with the City Attorney reinforced that by telling us we couldn't even pay parking tickets on behalf of our patrons (in the City Attorney's somewhat direct manner - we were "practicing law without a license").

There is no question the addition of some large businesses has changed the parking dynamic downtown, and specifically in Nicolet Square. One business in particular, while a great addition to the west side, has such an abundance of customers that remain in the business for long periods that the availability of short term spaces has been reduced, significantly. While we are supportive of their success, we also have some concerns.

We coach our employees to park in non-restricted areas, and to walk into work. We leave short term parking for the use of downtown customers. Unfortunately, we seem to be in the minority for doing so. Some residential buildings also use short term parking for longer terms (especially on the weekends). Enforcement has went from nearly non existent to high levels, especially in the daytime.

I would have a few suggestions:

Three Hour Parking: This to me is a good first step. Three hours would encourage more extended visits downtown, and for most people should be satisfactory.

500 Block Parking: It would be helpful to have the lot that is on the corner of Main & 5th be an unrestricted lot. I think many people are discouraged from parking here as the signage would seem to indicate it's a private lot and towing will occur (and that could very well be the case, as I'm not clear either). If this lot were a non-permitted longer than 3 hour lot, we would coach our employees to park there and walk over.

Temporary Permits: I'll use our event as an example, and a scenario that is used in other cities: temporary permits. One would need to seek permits and permission PRIOR to the event, and permits are temporary, good for only the day in question, and only in the long term permitted areas. This would cure the occasional issues that we run into when we have a corporate group or extended classes.

Overnight Parking: Overnight parking be restricted to long term parking areas only. Those who choose to live downtown unfortunately need to be aware that parking is not always necessarily going to be "at the front door".

We want to be supportive and respectful of our entire downtown community. We need to continue to build the downtown as an end-user friendly location to visit. Some common sense on enforcement and some minor adjustments in rules will go a long way to support this goal.

Please feel free to contact me if I can provide any additional input.

Thanks again for the opportunity to comment,

Chad Nehring, CFP
 Co-Owner, The Green Room

From: Kevin Osadjan <osadjan@aol.com> Sent: Sat 06/09/2018 11:21 AM
 To: Kimberly T. Flom
 Cc:
 Subject: two hour parking

Hello Kimberly. Gallagher's Pizza is adamantly against increasing the two hour parking limit to three hours. The Nicolet Square parking lot is a mess already. Letting people park there for three hours will only make it worse. The lot was already stressed and then you approved the opening of The Exchange. There needs to be a way to control who moves into the area per their parking requirements. There are only so many spots. Please come down on a busy afternoon and find a spot to park. You will see people circle through the lot twice and then speed off. I don't think increasing the parking limit to three hours is going to make the square or main street more vibrant and pedestrian focused...sounds nice though. It may create more vacant building space as people move out. Kevin Osadjan, Gallagher's Pizza.

From: Matt Lutsey <matt@wasedafarms.com> Sent: Sat 06/09/2018 11:37 AM
 To: Kimberly T. Flom; Scott Crevier; Dean Raasch; Mike Walsh
 Cc:
 Subject: Proposed parking time limit change

Kim, Council, Mayor, and Boards,

In case you are all unaware, THERE IS A HUGE PARKING PROBLEM IN DOWNTOWN WEST DEPERE. Restaurants are losing business right now because when their customers come, there is no parking, and they leave and go somewhere else. One business has told me that their business is down drastically because there is no parking and is considering moving to a location with better parking options. Waseda Farms Market's grocery business died every Friday night at 5pm when the lot filled up.

Yoga classes are one hour. Lunch takes less than one hour. Dinner takes 1-2 hours. Financial planning meetings are done in less than two hours. Nails are done in under 2 hours. I think lengthening the time allowed to park from 2 to 3 hours is a bad idea and bad for most of businesses. It might be good for a coffee shop where there customers sit down for hours but that means it is only good for one business. And how much do they really spend on 2 coffees and a sandwich in 3 hours?

People do not walk around downtown west De Pere. You may want this, but the only real walking around in Downtown west De Pere is from bar to bar. Changing this to longer parking time limits will only make for less parking which means that less people are coming to downtown.

The parking is only enforced one time per day 4-5 days a week. Everyday people over stay the two hour limit and get away with it. Let them keep rolling the dice or go out and move their cars every two hours.

Longer parking time limits that will continue to go unenforced will result in less parking which mean less business. When businesses start leaving the downtown area you will know this idea is not good for everyone.

Fix your real problem and build a parking ramp, then you will have the ability to have a vibrant pedestrian friendly downtown.

Sincerely,

Matt Lutsey
 Waseda Farms Market and Building Owner

From: Maggie Dame <maggie@damesalonspa.com> Sent: Sat 06/09/2018 4:28 PM
 To: Kimberly T. Flom
 Cc:
 Subject: Parking

Hi Kimberly

My name is Maggie Dame and I am the owner of Dame Salon Spa at 620 George Street.

I am absolutely in favor of more 3 hour parking. The two hour parking on George Street has been very difficult for my type of business to manage. We have many guests who are here for spa day treatments, extensions etc.. These appointments last 2+ hours.

Thank you for your attention to the parking issue in De Pere. I am grateful for your efforts.

I have marked the two City Hall meetings in my calendar and hopefully can attend.

Thank you

Maggie Dame

From: Tricia Huguet <georgehugo73@gmail.com>
 To: Kimberly T. Flom
 Cc:
 Subject: Infinity Hair Salon, LLC

Sent: Wed 06/27/2018 1:45 PM

Hi, I just opened a new business in the Reid Street crossing on April 2, 2018. I feel that the two hour parking limit can be a problem sometimes. Some of our customers have chemical service appointments that are somewhere between 2 to 3 hours long. So having a two hour limit can make some of them very nervous about getting out on time. I would like to see the parking limit be longer. If you have any comments, questions or concerns, please contact me!

Thanks, Tricia Huguet

Tricia H.

From: MaryAlexis <maryalexis@new.rr.com>
 To: Kimberly T. Flom
 Cc:
 Subject: Re: EE Meeting Follow Up

Sent: Wed 06/27/2018 9:22 AM

Hi Kim

Thanks for the update! Much appreciated. I understand the need for three hour parking here in Nicolet square and Ron and I are fine with that.

Glad the Cultural district master plan was approved by the plan commission. At this time, we are more supportive of the Irwin school project than creating more business and residential in the downtown on the East side. again, we think that some of the projects happening along the Riverside Drive corridor are going to fill the needs of folks for awhile and would rather see the city put its energy into the Mulva center and the other public projects that enhance the experience for all of DePere.

The facade grant change sounds fine. Does the grant apply to facades that have two fronts? Such as our situation here in Nicolet square? If not, I would add that to the new language as well.

Cheers

And thanks for all you do!

MaryAlexis and Ron
 345 Main

Sent from my iPad

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Ordinance #18-12 Amending §§ 150-16 and 150-22, and Schedules A and G Thereto, De Pere Municipal Code, Regarding Traffic Regulations.

The Board of Public Works at the July 9, 2018 meeting approved unanimously all of the City Engineer Parking and Traffic recommendations.

**City Engineer Parking and Traffic Recommendations
June 15, 2018 Meeting**

Parking and Parking Lot Items:

1. Change parking on the west side of Huron Street in front of the Notre Dame school from Loading/Unloading to unrestricted parking.
 - School requested a change in parking to allow parking on part of Huron due to a change in the school's entrance.

Recommendation:

- Staff recommends removing the loading zone restriction for the bump out area at the school on Huron Street. Parking will be allowed in this area. The ordinance change will be as follows:

Loading Zone

Delete:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>Huron Street</i>	<i>W</i>	<i>George</i>	<i>Charles</i>

Insert:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>Huron Street</i>	<i>W</i>	<i>George</i>	<i>220/S</i>

2. Restrict parking in alley off of Fort Howard.
 - This alley was reconstructed several years ago. The reconstruction included an area for City trucks to turn around. Due to parking in the southern part of the alley, it is difficult for garbage and plow trucks to turn around.

Recommendation:

- Staff recommends restricting parking in the alley off of Fort Howard off of the intersecting alley by updating the ordinance as follows:

No Parking
Add:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>Alley (N/S off of Fort Howard, east of RR Tracks</i>	<i>W</i>	<i>Southerly curb line of E/W Alley</i>	<i>S. End</i>
<i>Alley (N/S off of Fort Howard, east of RR Tracks</i>	<i>E</i>	<i>Southerly curb line of E/W Alley</i>	<i>S. End</i>

- Eliminate parking on the north side of Merrill between Michigan and Superior.
 - This area is already marked for no stopping or standing, however, the signage in the field does not match the ordinance.
 - Staff reviewed the area of Merrill from Broadway to Ontario and found several discrepancies.
 - Photos of the current signing has been included.

Recommendation:

- Staff recommends changing the signs and ordinance on Merrill as noted below. The change will not allow stopping or standing on the north side from Broadway to Erie and from Ontario to 675' east, and on the south side from Broadway to Wisconsin Street. Comments on the change are included below.

No Parking
Delete:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>	<i>Comment</i>
<i>Merrill</i>	<i>N</i>	<i>Chicago</i>	<i>Broadway</i>	<i>Duplicated in No Stopping or Standing</i>
<i>Merrill</i>	<i>N</i>	<i>Washington</i>	<i>83/E</i>	<i>Duplicated in No Stopping or Standing</i>
<i>Merrill</i>	<i>N</i>	<i>Broadway</i>	<i>Wisconsin</i>	<i>Duplicated in No Stopping or Standing</i>
<i>Merrill</i>	<i>S</i>	<i>Broadway</i>	<i>Chicago</i>	<i>Intersection change</i>
<i>Merrill</i>	<i>S</i>	<i>Chicago</i>	<i>Wisconsin</i>	<i>Intersection change</i>

No Stopping or Standing
Delete:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>	<i>Comment</i>
<i>Merrill</i>	<i>N</i>	<i>Michigan</i>	<i>Erie</i>	<i>Delete this segment. It is signed and covered with the updates.</i>

No stopping or standing during school hours, when children are present, 7:30 a.m. to 3:30 p.m.
Delete:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>	<i>Comment</i>
<i>Merrill</i>	<i>N</i>	<i>Washington</i>	<i>650/E</i>	<i>Change due to Street reconfiguration</i>
<i>Merrill</i>	<i>N</i>	<i>Wisconsin</i>	<i>Michigan</i>	<i>Included area in modification below.</i>

Add:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>	<i>Comment</i>
<i>Merrill</i>	<i>N</i>	<i>Ontario</i>	<i>675/E</i>	<i>Modify section above.</i>
<i>Merrill</i>	<i>S</i>	<i>Broadway</i>	<i>Chicago</i>	<i>Update ordinance to match signage</i>

No stopping or standing during school hours, when children are present, 7:30 a.m. to 3:30 p.m.

Modify

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>	<i>Comment</i>
<i>Merrill</i>	<i>N</i>	<i>Broadway</i>	<i>Wisconsin</i> <i>Erie</i>	<i>Change this to Erie to match signing on street</i>

4. Modify the signage for the parking stalls in Nicolet Square.
 - Parking continues to be at a premium in the parking lot.
 - The long term parking by permit signs may be confusing. See the attached information.

Recommendation:

- Change the signage in for the stalls that long term permit parking is permitted to read:
 - i. *Recommend changing the sign to read*
HR Parking
9 AM to 6 PM
Mon thru Sat
Long Term Parking
By Permit Only

Note: # is to be 2 or 3 hour, depending on actions by the Council for the change in short term parking

5. Restrict parking on one side of Pershing and Honey.
 - On street parking has increased in the area.
 - The street width policy for parking on local streets is as follows;
 - No Parking – 23 feet wide.
 - Parking on One Side – 28 feet wide.
 - Parking on Both Sides – 32 feet wide
 - Honey Court.
 - Street width is less than 32 feet (as low as 25.5 feet) near the intersection with Cook Street. Cook Street is a collector street with a signal immediately east (at Broadway) of the Cook and Honey Court intersection. Parked cars on both sides of the street could create traffic issues at the signal.
 - Pershing Road
 - The street width is 23 feet. Both Honey Court and Pershing Road are local streets and cul de sacs.

Recommendation:

- Staff recommend the ordinance be update to restrict parking on the streets as follows:
 - Honey Court - Consider no parking in the area where the width is less than 32 feet.

No Parking
Add:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>Honey Court</i>	<i>E</i>	<i>Cook</i>	<i>100/S</i>

- Pershing Road - Consider no parking on the north and east side of Pershing Road from Honey Court to the cul de sac. Even though Pershing Road width could warrant no parking on both sides, staff recommends adding to one side and evaluating if there is a continued problem.

No Parking
Add:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>Pershing Road</i>	<i>E</i>	<i>Honey Court</i>	<i>S. END</i>

6. Restrict parking on Ninth Street at Post Office.

- Ninth Street is a collector with an ADT of 7600 vehicles per day, per the Wisconsin Department of Transportation. Staff performed a count at the Post Office driveway and there were 143 cars that used the driveway.
- There have been two accidents at this location in the last six months.
- Vehicles are regularly parked near the entrance for the majority of the day.
- Parking is restricted on Ninth Street, north of the driveway (300 feet south of Main Avenue) due to the dedicated left and thru/right lanes.

Recommendation:

- Staff's preference is to minimize restrictions to on-street parking. However, at this location, with the higher volume of traffic, several recent accidents, and parking restriction to the north, staff recommends the parking be restricted 30 feet from the drive. Restricting the parking 30 feet from the drive will effectively eliminate one parking stall as there is a hydrant at the drive way which creates a 10 foot restriction. The ordinance will be updated as follows:

No Parking
Modify:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>	<i>Comment</i>
<i>Ninth</i>	<i>E</i>	<i>Main</i>	<i>300/S</i> <i>360/S</i>	<i>Change 300/S to 360/S</i>

7. Restrict parking on Webster at Charles Street to accommodate the new pedestrian refuge islands.

- The City is installing new pedestrian refuge islands on Webster Avenue at Charles Street in conjunction with the Charles Street reconstruction project. With traffic being shifted for the islands, parking on Webster Avenue will need to be restricted on the east and west side of the street.

Recommendation:

- Staff recommends the restricting parking 105 feet south of the intersection and 100 north of the intersection, modifying the ordinance as follows:

No Parking
Add:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>Webster Avenue</i>	<i>E</i>	<i>105/S Charles Street</i>	<i>100/N Charles Street</i>

Webster Avenue	W	105/S Charles Street	100/N Charles Street
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Pedestrian and Bicycle Items

8. Consider the addition of a curb ramp at Westwood and Ninth Street.
 - There are no curb ramps for crossing Ninth Street between Meadowview Lane to Grant Street

Recommendation:

- Staff recommends the addition of a curb ramp on the north side of the intersection.

Speed and Speed Limit Signs

9. Review speeding concerns on Lawrence Drive near Southwest Park which included consideration for more speed limit signs or an electronic flashing speed sign.
 - Speed limit counts were performed at several locations along this corridor, including at the South City limits and at 2481 Lawrence Drive. A summary of speeds is as follows:

Location	Mean Speed	85 th Percentile Speed
South City Limits	37.8 mph	44.5 mph
2481 Lawrence	34.4 mph	39.6 mph

- The 25 mph speed limit sign is located at the south City limits. This is almost 1000 feet from where the residential development starts.
- The speed limit is 45 mph south of the City limits.

Recommendation:

- Staff recommends the following changes in ordinance and signage:
 - i. Change the speed limit at the City limits to 35 mph, since this area has the same “feel” (rural) as the 45 mph speed limit to the south.
 - ii. Place the 25 mph speed limit just south of 2481 Lawrence Drive to coincide with the change from rural to urban development. Add flags to this sign to emphasize the change.
 - iii. Continue police speed checks in the area at the 25 mph.
- The City currently does not have a policy for electronic flashing speed limit signs. Prior to installation at a location such as this, a policy should be created. Current message boards are located on multi-lane facilities, where drivers can pass a slow vehicle. On Lawrence Drive, a slow vehicle will help control speed due to a single lane in each direction. Continued speed enforcement, along with the speed limit modifications will likely decrease speeding in the area.

ATTACHMENTS:

- Ord18-12 (DOCX)
- Merrill Signs (PDF)
- Nicolet Square Parking (PDF)

ORDINANCE #18-12

AMENDING §§150-16 and 150-22, AND SCHEDULES A and G THERETO,
DE PERE MUNICIPAL CODE, REGARDING TRAFFIC REGULATIONS

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

Section 1: Section 150-23, Schedule A (Speed Limits) is hereby amended as follows:

ADDITION:

<i>35 Miles Per Hour</i>		
<i>Street</i>	<i>From</i>	<i>To</i>
Lawrence Drive	South City Limits	1260/N

Section 2: Section 150-23, Schedule G (Parking) is hereby amended as follows

DELETION:

<i>Loading Zone</i>			
<i>Street</i>	<i>Side of Street</i>	<i>From Curbline or Feet/Dir. Of Curbline</i>	<i>To Curbline or Feet/Dir. Of Start</i>
Huron	W	George	Charles

ADDITION:

<i>Loading Zone</i>			
<i>Street</i>	<i>Side of Street</i>	<i>From Curbline or Feet/Dir. Of Curbline</i>	<i>To Curbline or Feet/Dir. Of Start</i>
Huron	W	George	220/S

DELETIONS:

<i>No Parking</i>			
<i>Street</i>	<i>Side of Street</i>	<i>From Curbline or Feet/Dir. Of Curbline</i>	<i>To Curbline or Feet/Dir. Of Start</i>
Merrill	N	Chicago	Broadway
Merrill	N	Washington	83/E
Merrill	S	Broadway	Chicago
Merrill	S	Chicago	Wisconsin
9 th	E	Main	320/S

ADDITIONS:

<i>No Parking</i>			
<i>Street</i>	<i>Side of Street</i>	<i>From Curbline or Feet/Dir. Of Curbline</i>	<i>To Curbline or Feet/Dir. Of Start</i>
Alley N/S off Ft. Howard E/RR tracks	W	Sly curbline of E/W alley	Sly end
Alley N/S off Ft. Howard E/RR tracks	E	Sly curbline of E/W alley	Sly end
Honey Court	E	Cook	100/S
Pershing Road	E	Honey Court	Sly end
9 th	E	Main	360/S
Webster	E	Charles 100/S	Charles 100/N

DELETION:

<i>No Stopping or Standing</i>			
<i>Street</i>	<i>Side of Street</i>	<i>From Curbline or Feet/Dir. Of Curbline</i>	<i>To Curbline or Feet/Dir. Of Start</i>
Merrill	N	Michigan	Erie

DELETIONS:

<i>No Stopping or Standing During School Hours When Children are Present 7:30 a.m.-3:30 p.m.</i>			
<i>Street</i>	<i>Side of Street</i>	<i>From Curbline or Feet/Dir. Of Curbline</i>	<i>To Curbline or Feet/Dir. Of Start</i>
Merrill	N	Washington	650/E
Merrill	N	Wisconsin	Michigan
Merrill	N	Broadway	Wisconsin

ADDITIONS:

<i>No Stopping or Standing During School Hours When Children are Present 7:30 a.m.-3:30 p.m.</i>			
<i>Street</i>	<i>Side of Street</i>	<i>From Curbline or Feet/Dir. Of Curbline</i>	<i>To Curbline or Feet/Dir. Of Start</i>
Merrill	N	Ontario	675/E
Merrill	S	Broadway	Chicago
Merrill	N	Broadway	Erie

Ordinance #18-12
Page 3 of 3

Section 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4: This ordinance shall take effect on and after its passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th day of July, 2018.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

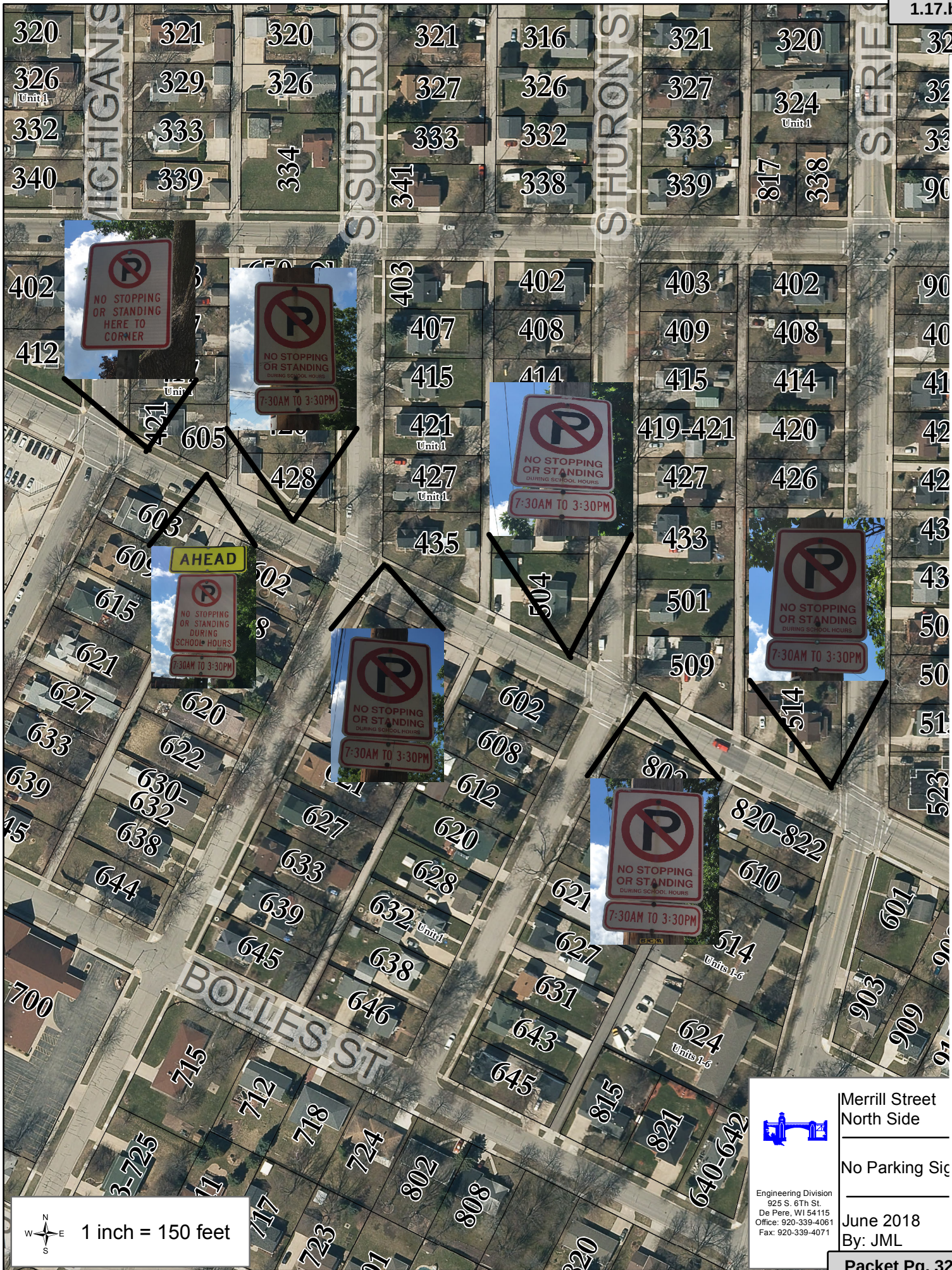
Nays: _____

Board/Committee Approval: 07/09/2018

Publication Date: _____

Effective Date: _____

Attachment: Ord18-12 (7156 : Ordinance #18-12 Amending §§150-16 and 150-22, DPMC, Regarding Traffic Regulations)



Attachment: Merrill Signs (7156 : Ordinance #18-12 Amending §§150-16 and 150-22, DPMC, Regarding Traffic Regulations)



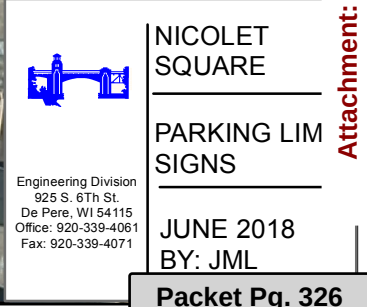
Merrill Street
North Side

No Parking Sign

Engineering Division
925 S. 6th St.
De Pere, WI 54115
Office: 920-339-4061
Fax: 920-339-4071

June 2018
By: JML

Packet Pg. 325



City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Ordinance #18-13 Adopting Section 10-19, De Pere Municipal Code,
Creating a City Sustainability Commission.

The Finance/Personnel Committee voted 4-0 to recommend approval of this ordinance at its July 10, 2018 meeting.

ATTACHMENTS:

- Ord18-13 (DOCX)

ORDINANCE #18-13

ADOPTING SECTION 10-19, DE PERE MUNICIPAL CODE, CREATING
A CITY SUSTAINABILITY COMMISSION

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

Section 1. Section 10-19, De Pere Municipal Code, is hereby created to read:

10-19 SUSTAINABILITY COMMISSION.

(a) *Purpose.* The protection, stewardship, improvement, and promotion of the environment is a public necessity and is required in the interest of health, prosperity, safety, and welfare of the De Pere community for present and future generations. The Sustainability Commission is hereby established to explore sustainability initiatives that can be implemented in De Pere, with the ultimate goal of providing a more sustainable, livable, and healthy community.

(b) *Definitions.*

- (1) "Commission" means the Sustainability Commission.
- (2) "Sustainability" means the avoidance of the depletion of natural resources, in order to maintain an ecological balance.

(c) *Commission composition.* The Commission is hereby created, consisting of seven members. Of the membership and if available in the community, one shall be an alderperson, one shall be a City employee, and five shall be individuals who live in or work in De Pere. All members shall have demonstrated interest in environmental stewardship; sustainable business practices, development or technology; green building and design; renewable energy; energy efficient transportation; and recycling and waste management. To the extent possible, members appointed shall represent a diverse range of interest and expertise in sustainability, economic backgrounds and interests, and ethnic and cultural affiliations, including educators and students in the aforementioned fields. The Mayor shall appoint the commissioners, subject to confirmation by the Common Council. Of the initial members appointed, one shall serve a term of one year, two shall serve a term of two years, and two shall serve a term of three years; the alderperson shall finish his or her term. Thereafter, the term for each member shall be three years, except for the alderperson who shall serve a term of two years. Each member is subject to the Code of Ethics as outlined in De Pere Municipal Code [§ 10-16].

(d) *Officers, Meetings and Rules of Procedure.* The officers of the commission shall be a chair and vice-chair, elected by majority vote of the commission. The chair shall preside at meetings of the commission and shall have the right to vote. The vice-chair shall, in case of absence or disability of the chair, perform the duties of the chair. Officers shall serve for terms of one year or until their successors are regularly elected and take office. The commission shall hold meetings at such times as it deems necessary, and shall also meet upon the call of the chair. The commission shall meet not less than four times each calendar year. Four members of the commission shall constitute a quorum.

(e) *Powers and duties of the Sustainability Commission.* The authority and activities of the Commission shall be advisory, and it shall act in a cooperative capacity and rely upon voluntary compliance. The basic function of the Commission shall be the promotion of sustainable initiatives. The Commission may:

- (1) Advise the Mayor and the Common Council with regard to policies, budgets, and regulations related to sustainable policies and practices relative to the environment, including but not limited to natural resources, energy, food waste, hazardous materials and pollution;
- (2) Create and present an annual work plan to the Common Council
- (3) Advise municipal efforts to engage the community in a broad range of sustainable initiatives;

Ordinance #18-13

Page 2 of 2

- (4) Consult with private entities, higher education institutions, and the community with regard to the City's sustainable initiatives;
- (5) Coordinate and support efforts to unite and focus municipal programs and services as they relate to sustainable initiatives;
- (6) Work on sustainability related projects as directed by the Common Council and City Administrator;
- (7) Provide a forum for addressing public concerns related to sustainable policies and practices

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

SECTION 3. This ordinance shall take effect on and after its passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th
day of July, 2018.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Committee approval: 7/10/2018

Publication Date: _____

Effective Date: _____

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Resolution #18-63 An Initial Resolution Authorizing the Sale and Issuance of General Obligation Community Development Bonds; and Certain Related Details.

ATTACHMENTS:

- De Pere 2018B G.O. Community Development Bonds - Initial Resolution (DOCX)

**COMMON COUNCIL
OF THE
CITY OF DE PERE, WISCONSIN**

July 17, 2018

Resolution No. 18-63

**An Initial Resolution Authorizing the Sale and Issuance of
General Obligation Community Development Bonds;
and Certain Related Details**

RECITALS

The Common Council (the “**Governing Body**”) of the City of De Pere, Wisconsin (the “**City**”) makes the following findings and determinations:

1. The City is currently in need of funds to provide financial assistance to blight elimination, slum clearance, community development, redevelopment, and urban renewal programs and projects under Sections 66.1105, 66.1301 to 66.1329, and 66.1331 to 66.1337 of the Wisconsin Statutes, including, but not limited to, planning, construction, and improvements to streets, signage, and storm water system in the City’s Tax Incremental District (“**TID**”) Numbers 9, 10, 11, and 13; developer façade grants in TID Numbers 7 and 9; and a developer grant in TID Number 11 (collectively, the “**Project**”).
2. The Governing Body deems it in the best interests of the City that the funds needed for the Project be borrowed, pursuant to the provisions of Chapter 67 of the Wisconsin Statutes, on the terms and conditions set forth below.

RESOLUTIONS

The Governing Body resolves as follows:

Section 1. Authorization of the Issuance and Purposes of Bonds.

Under and by virtue of the provisions of Chapter 67 of the Wisconsin Statutes, the City shall issue its negotiable, general obligation community development bonds, in one or more series, in an aggregate principal amount not to exceed \$5,715,000 (the “**Bonds**”) to finance the Project; *provided, however*, that the Bonds shall be sold and issued in whole or in part from time to time in such amount or amounts as shall be within the limits provided by law.

Section 2. Publication of Notice.

The City Clerk is hereby authorized and directed to publish one time in the City’s official newspaper (as a class 1 notice under Chapter 985 of the Wisconsin Statutes) notice of the

adoption of this initial resolution in substantially the form of the Notice to Electors attached hereto as Exhibit A, such publication to occur no later than 15 days after the date of adoption of this initial resolution.

Section 3. Authorization of Sale of Bonds.

The Bonds are hereby authorized and ordered to be sold to a purchaser to be determined by competitive bid (the “**Purchaser**”).

Section 4. Preparation of Official Statement and Official Terms of Offering.

The Mayor, the Clerk, and the Finance Director (in consultation with the City’s financial advisor, Springsted, Incorporated) are hereby authorized and directed to cause a preliminary offering document for the Bonds (the “**Official Statement**”) to be prepared and distributed to any banks, underwriters, investment houses, or the like deemed to be advisable, and enclose with the Official Statement the “**Official Terms of Offering**” and a “**Bid Form**”. The Mayor and the Clerk are hereby authorized on behalf of the City to approve the form of Official Statement, to deem it final as of its date for purposes of Securities and Exchange Commission Rule 15c2-12(b)(1), and to supply copies of the Official Statement upon request.

The Clerk is hereby further authorized and directed to cause notice of the sale of the Bonds to be (i) provided to *The Bond Buyer* for inclusion in its complimentary section for the publication of such notices and (ii) posted in the same locations that the City routinely uses for posting notices of its official business.

Section 5. Bids for Bonds.

Written bids for the sale of the Bonds shall be received by the City on the date fixed in the Official Terms of Offering, on which date such bids shall be publicly opened and read. The Governing Body reserves the right in its discretion to waive any informality in any bid, to reject any or all bids without cause, and to reject any bid which it determines to have failed to comply with the terms of the Official Terms of Offering.

Section 6. Further Actions.

The issuance of the Bonds shall be subject to the condition that the Governing Body has adopted a resolution to award the sale of the Bonds to the Purchaser, to approve the purchase contract submitted by the Purchaser (the “**Bond Purchase Agreement**”), to fix the interest rate or rates on the Bonds in accordance with the Bond Purchase Agreement, to provide for the form of the Bonds, to set forth any early redemption provisions, to levy taxes to pay the principal of, and interest on, the Bonds as required by law, to designate a fiscal agent for the Bonds, and to take such further action as may be necessary or expedient to provide for the preparation, execution, issuance, delivery, payment, and cancellation of the Bonds.

Section 7. Severability of Invalid Provisions.

In case any one or more of the provisions of this resolution shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions of this resolution.

Section 8. Authorization to Act.

The officers of the City, attorneys for the City, or other agents or employees of the City are hereby authorized to do all acts and things required of them by this resolution for the full, punctual, and complete performance of all of the provisions of this resolution.

Section 9. Prior Actions Superseded.

All prior resolutions, rules, ordinances, or other actions, or parts thereof, of the Governing Body in conflict with the provisions of this resolution shall be, and the same are hereby, rescinded insofar as they may so conflict.

Section 10. Effective Date.

This resolution shall take effect upon its adoption and approval in the manner provided by law.

Adopted: July 17, 2018

Approved: July ____, 2018

Mayor

Clerk

EXHIBIT A

**NOTICE TO ELECTORS
OF THE CITY OF DE PERE, WISCONSIN
RELATING TO THE ISSUANCE OF GENERAL OBLIGATION BONDS**

Notice is hereby given that on July 17, 2018, the Common Council of the City of De Pere, Wisconsin (the “**City**”) adopted an initial resolution under and pursuant to the provisions of Chapter 67 of the Wisconsin Statutes authorizing the issuance of negotiable, general obligation community development bonds of the City, in one or more series, in an aggregate principal amount not to exceed \$5,715,000, to provide financial assistance to blight elimination, slum clearance, community development, redevelopment, and urban renewal programs and projects under Sections 66.1105, 66.1301 to 66.1329, and 66.1331 to 66.1337 of the Wisconsin Statutes, including, but not limited to, planning, construction, and improvements to streets, signage, and storm water system in the City’s Tax Incremental District (“**TID**”) Numbers 9, 10, 11, and 13; developer façade grants in TID Numbers 7 and 9; and a developer grant in TID Number 11.

If within 30 days after the adoption of the forgoing resolution there is filed in the office of the City Clerk a petition for referendum on said resolution conforming to the requirements of Section 8.40 of the Wisconsin Statutes, signed by electors numbering at least 10% of the number of votes cast in the City for governor at the last general election, then the resolution shall not be effective unless adopted by a majority of the City’s electors voting at such referendum. If no such petition is filed with respect to the foregoing resolution, then the resolution shall be effective without a referendum.

Publication Date: July ____, 2018

/s/ Shana D. Ledvina

City Clerk

CERTIFICATIONS BY CLERK

I, Shana D. Ledvina, hereby certify that I am the duly qualified and acting Clerk of the City of De Pere, Wisconsin (the “**City**”), and as such I have in my possession, or have access to, the complete corporate records of the City and of its Common Council (the “**Governing Body**”) and that attached hereto is a true, correct, and complete copy of the resolution (the “**Resolution**”) entitled:

An Initial Resolution Authorizing the Sale and Issuance of General Obligation Community Development Bonds; and Certain Related Details

I do hereby further certify as follows:

1. **Meeting Date.** On July 17, 2018, a meeting of the Governing Body was held commencing at _____ p.m.
2. **Posting.** On July ___, 2018 (and not less than 24 hours prior to the meeting), I posted, or caused to be posted, at the City’s offices in De Pere, Wisconsin a notice setting forth the time, date, location, and subject matter (including specific reference to the Resolution) of said meeting.
3. **Notification of Media.** On July ___, 2018 (and not less than 24 hours prior to the meeting), I communicated or caused to be communicated the time, date, location, and subject matter (including specific reference to the Resolution) of said meeting to those news media who have filed a written request for such notice and to the official newspaper of the City.
4. **Open Meeting Law Compliance.** Said meeting was a regular meeting of the Governing Body that was held in open session in compliance with Subchapter V of Chapter 19 of the Wisconsin Statutes and any other applicable local rules and state statutes.
5. **Members Present.** Said meeting was duly called to order by the Mayor (the “**Presiding Officer**”), who chaired the meeting. Upon roll call, I noted and recorded that there were ___ members of the Governing Body present at the meeting, such number being a quorum of the Governing Body.
6. **Consideration of and Roll Call Vote on Resolution.** Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was the Resolution. A proper quorum of the Governing Body was present for the consideration of the Resolution, and each member of the Governing Body had received a copy of the Resolution. All rules of the Governing Body that interfered with the consideration of the Resolution, if any, were suspended by a two-thirds vote of the Governing Body. The Resolution was then introduced, moved, and seconded, and after due consideration, upon roll call, ___ of the Governing Body members voted Aye, ___ voted Nay, and ___ Abstained.

7. **Adoption of Resolution.** The Resolution was supported by the affirmative vote of a majority of a quorum of the members of the Governing Body in attendance. The Presiding Officer then declared that the Resolution was adopted, and I recorded the adoption of the Resolution.

8. **Approval of Presiding Officer.** The Resolution was approved by the Presiding Officer on July ____ 2018, and I have recorded such approval. This approval is evidenced by the signature of the Presiding Officer on the copy of the Resolution attached to this certificate.

9. **Publication of Notice.** I have caused the Notice to Electors, in the form attached as Exhibit A to the Resolution, to be published at the time and in the place specified in the Resolution.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the City hereto on July ____, 2018.

Clerk

[SEAL]

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Resolution #18-64 An Initial Resolution Authorizing the Sale and Issuance of General Obligation Promissory Notes; and Certain Related Details.

ATTACHMENTS:

- De Pere 2018A G.O. Prom Notes - Initial Resolution (DOCX)
- 2018BorrowingMemo-July 12, 2018 (DOC)
- 2018 Preliminary Borrowing Worksheet (PDF)
- 20180712094710545 (PDF)

**COMMON COUNCIL
OF THE
CITY OF DE PERE, WISCONSIN**

July 17, 2018

Resolution No. 18-64

**An Initial Resolution Authorizing the Sale and Issuance of
General Obligation Promissory Notes;
and Certain Related Details**

RECITALS

The Common Council (the “**Governing Body**”) of the City of De Pere, Wisconsin (the “**City**”) makes the following findings and determinations:

1. The City is in need of funds to finance software upgrades; improvements to municipal buildings, purchase of a vehicle for the police department; installation of street lighting; purchase of replacement equipment for the public works and parks departments; improvements to park buildings; and construction, improvements, and maintenance to streets and sidewalks (collectively, the “**Project**”).

2. The Governing Body deems it in the best interests of the City that the funds needed for the Project borrowed, pursuant to the provisions of Section 67.12 (12) of the Wisconsin Statutes and upon the terms and conditions set forth below.

RESOLUTIONS

The Governing Body resolves as follows:

Section 1. Authorization of Issuance and Purposes of Notes.

Under and by virtue of the provisions of Section 67.12 (12) of the Wisconsin Statutes, the City shall issue its negotiable general obligation promissory notes, in one or more series, in an aggregate principal amount of approximately \$2,680,000 (the “**Notes**”) to finance the Project; *provided, however*, that the Notes shall be sold and issued in whole or in part from time to time in such amount or amounts as shall be within the limits provided by law.

Section 2. Authorization of Sale of Notes.

The Notes are hereby authorized and ordered to be sold to a purchaser to be determined by competitive bid (the “**Purchaser**”).

Section 3. Preparation of Official Statement and Official Terms of Offering.

The Mayor, the Clerk, and the Finance Director (in consultation with the City’s Financial Advisor, Springsted, Incorporated) are hereby authorized and directed to cause a

preliminary offering document for the Notes (the “**Official Statement**”) to be prepared and distributed to any banks, underwriters, investment houses, or the like deemed to be advisable, and to enclose therewith the “**Official Terms of Offering**” and a “**Bid Form**”. The Mayor and the Clerk are hereby authorized, on behalf of the City, to approve the form of Official Statement, to deem it final as of its date for purposes of Securities and Exchange Commission Rule 15c2-12(b)(1), and to supply copies of the Official Statement upon request.

The Clerk is hereby further authorized and directed to cause notice of the sale of the Notes to be (i) provided to *The Bond Buyer* for inclusion in its complimentary section for the publication of such notices, and (ii) posted in the same locations that the City routinely uses for posting notices of its official business.

Section 4. Bids for Notes.

Written bids for the sale of the Notes shall be received by the City on the date fixed in the Official Terms of Offering, on which date such bids shall be publicly opened and read. The Governing Body reserves the right in its discretion to waive any informality in any bid, to reject any or all bids without cause, and to reject any bid which it determines to have failed to comply with the terms of the Official Terms of Offering for the Notes.

Section 5. Further Actions.

The issuance of the Notes shall be subject to the condition that the Governing Body has adopted a resolution to award the sale of the Notes to the Purchaser, to approve the purchase contract submitted by the Purchaser to evidence the purchase of the Notes, which may be in the form of an executed Bid Form (the “**Note Purchase Agreement**”), to fix the interest rate or rates on the Notes in accordance with the Note Purchase Agreement, to provide for the form of the Notes, to set forth any early redemption provisions, to levy taxes to pay the principal of, and interest on, the Notes as required by law, to designate a fiscal agent for the Notes, and to take such further action as may be necessary or expedient to provide for the preparation, execution, issuance, delivery, payment, and cancellation of the Notes.

Section 6. Severability of Invalid Provisions.

In case any one or more of the provisions of this resolution shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions of this resolution.

Section 7. Authorization to Act.

The officers of the City, attorneys for the City, or other agents or employees of the City are hereby authorized to do all acts and procedures required of them by this resolution for the full, punctual, and complete performance of all of the provisions of this resolution.

Section 8. Prior Actions Superseded.

All prior resolutions, rules, ordinances, or other actions, or parts thereof, of the Governing Body in conflict with the provisions of this resolution shall be, and the same are hereby, rescinded insofar as they may so conflict.

Section 9. Effective Date.

This resolution shall take effect upon its adoption and approval in the manner provided by law.

* * * * *

Adopted: July 17, 2018

Approved: July __, 2018

Mayor

Clerk

CERTIFICATIONS BY CLERK

I, Shana D. Ledvina, hereby certify that I am the duly qualified and acting Clerk of the City of De Pere, Wisconsin (the “**City**”), and as such I have in my possession, or have access to, the complete corporate records of the City and of its Common Council (the “**Governing Body**”), and that attached hereto is a true, correct, and complete copy of the resolution (the “**Resolution**”) entitled:

An Initial Resolution Authorizing the Sale and Issuance of General Obligation Promissory Notes; and Certain Related Details

I do hereby further certify as follows:

1. **Meeting Date.** On July 17, 2018, a meeting of the Governing Body was held commencing at ____ p.m.
2. **Posting.** On July ____, 2018 (and not less than 24 hours prior to the meeting), I posted, or caused to be posted at the City’s offices in De Pere, Wisconsin, a notice setting forth the date, time, location, and subject matter (including specific reference to the Resolution) of said meeting.
3. **Notification of Media.** On July ____, 2018 (and not less than 24 hours prior to the meeting), I communicated or caused to be communicated the date, time, location, and subject matter (including specific reference to the Resolution) of said meeting to those news media who have filed a written request for such notice and to the official newspaper of the City.
4. **Open Meeting Law Compliance.** Said meeting was a regular meeting of the Governing Body that was held in open session in compliance with Subchapter V of Chapter 19 of the Wisconsin Statutes and any other applicable local rules and state statutes.
5. **Members Present.** Said meeting was duly called to order by the Mayor (the “**Presiding Officer**”), who chaired the meeting. Upon roll call, I noted and recorded that there were ____ members of the Governing Body present at the meeting, such number being a quorum of the Governing Body.
6. **Consideration of and Roll Call Vote on Resolution.** Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was the Resolution. A proper quorum of the Governing Body was present for the consideration of the Resolution, and each member of the Governing Body had received a copy of the Resolution. All rules of the Governing Body that interfered with the consideration of the Resolution, if any, were suspended by a two-thirds vote of the Governing Body. The Resolution was then introduced, moved, and seconded, and after due consideration, upon roll call, ____ of the Governing Body members voted Aye, ____ voted Nay, and ____ Abstained.

7. **Adoption of Resolution.** The Resolution was supported by the affirmative vote of a majority of a quorum of the members of the Governing Body in attendance. The Presiding Officer then declared that the Resolution was adopted, and I recorded the adoption of the Resolution.

8. **Approval of Presiding Officer.** The Resolution was approved by the Presiding Officer on July ___, 2018, and I have recorded such approval. This approval is evidenced by the signature of the Presiding Officer on the copy of the Resolution attached to this certificate.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the City, if any, hereto on July ___, 2018.

Clerk

[SEAL]

To: Honorable Mayor and Members of the City Council
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: July 12, 2018
Subject: 2018 Initial Borrowing Resolutions

I have attached the initial borrowing resolutions for the 2018 proposed borrowing for non-TID (2018A) and TID (2018B) projects. You will also note the project list in regard to the development of the attached initial resolutions to authorize the 2018 borrowing. The project list was approved by the Finance Committee meeting at its June 12th, 2018 meeting. The initial borrowing resolutions are in not to exceed format. The first resolution is in the form of ten year general obligation notes (2018A) in a not to exceed amount of \$2,680,000 for \$2,548,119 of non-TID equipment and projects. The second resolution is in the form of fifteen year general obligation bonds (2018B) in a not to exceed amount of \$5,715,000 for \$5,500,000 of TID projects.

The final resolutions requiring Council approval for the sale of the notes and bonds next month will have the exact amount for the 2018A & 2018B projects. Our borrowing consultants from Springsted have prepared a sources and uses statements where they estimate the 2018A notes being issued for \$2,600,000 and the 2018B bonds being issued for \$5,545,000. They have also prepared a calendar of events which calls for City Council approval of the sale of notes and bonds on August 21, 2018.

I am recommending your approval of the two initial resolutions for the 2018A notes & 2018B TID bonds for the City's 2018 borrowing program. Feel free to contact me with any questions you may have and I will also be at the City Council meeting on Tuesday July 17th.

City of De Pere, Wisconsin			2018 A	2018 B	
Projects	Adopted Budget	Proposed Borrowing	Non-TIF Notes	TIF Bonds	Cash - TIF
General Government					
Cable Access Fund - Video Server Upgrade	15,395	15,395	15,395		
City Hall - Front Ramp Replacement	65,000	55,000	55,000		
Total General Government	80,395	70,395	70,395	0	0
Public Safety					
Police - Squad Replacement	45,000	45,000	45,000		
Total Public Safety	45,000	45,000	45,000	0	0
Public Works					
MSC - Replace Boilers	82,500	82,500	82,500		
MSC - Repair Roof	19,250	0	0		
Snow & Ice Control - Replace Front End Loader	225,000	175,000	175,000		
Snow & Ice Control - Replace Dump Truck Chassis	146,000	105,000	105,000		
Street Lighting - Decorative Street Lighting Installation & Replacement Study	10,000	10,000	10,000		
Street Lighting - Decorative Street Lighting Installation & Replacement	40,000	40,000	40,000		
Planning - TID 5 Government Software System	20,000	0		0	
Planning - TID 5 Visioning/Branding Update to Signage	4,000	4,000			4,000
Planning - TID 5 Zoning Code Update	5,000	5,000			5,000
Planning - TID 5 Downtown Pots - Landscaping	2,000	2,000			2,000
Planning - TID 6 Government Software System	20,000	0		0	
Planning - TID 6 Zoning Code Update	5,000	5,000			5,000
Planning - TID 7 James Street Streetscape	500,000	0		0	
Planning - TID 7 Government Software System	20,000	0		0	
Planning - TID 7 Lee Square Dumpster Enclosures 2019	60,000	0		0	
Planning - TID 7 Visioning/Branding Update to Signage	4,000	4,000			4,000
Planning - TID 7 Façade Grant Program	30,000	30,000		30,000	
Planning - TID 7 Downtown East - Redevelopment Concepts	35,000	0			
Planning - TID 7 Zoning Code Update	5,000	5,000			5,000
Planning - TID 7 Development Grant	200,000	0		0	
Planning - TID 7 Downtown Pots - Landscaping	2,000	2,000		0	2,000
Planning - TID 7 Front St Parking Lot Extension	350,000	0		0	
Planning - TID 8 Government Software System	20,000	0		0	
Planning - TID 8 Development Grant	300,000	0		0	
Planning - TID 8 Zoning Code Update	5,000	5,000			5,000
Planning - TID 9 Nicolet Square Lot Reconstruction	468,000	0		0	
Planning - TID 9 Government Software System	20,000	0		0	
Planning - TID 9 Visioning/Branding Update to Signage	4,000	4,000			4,000
Planning - TID 9 Façade Grant Program	30,000	30,000		30,000	
Planning - TID 9 Nicolet Square Master Plan Implementation	100,000	50,000		50,000	
Planning - TID 9 Development Grant	100,000	0		0	
Planning - TID 9 Zoning Code Update	5,000	5,000			5,000
Planning - TID 9 Government Software System	2,000	2,000			2,000
Planning - TID 10 Government Software System	20,000	0		0	
Planning - TID 10 Enterprise Drive Reconstruction	1,600,000	1,600,000		1,600,000	
Planning - TID 10 Rockland Road Rehabilitation	100,000	100,000		100,000	
Planning - TID 10 Storm Water System Engineering	15,000	15,000		15,000	
Planning - TID 10 East Industrial Park Gateway Signage	75,000	75,000		75,000	
Planning - TID 10 Future Infrastructure - Enterprise Dr Extension	750,000	0		0	
Planning - TID 10 Development Grant	300,000	0		0	
Planning - TID 10 Zoning Code Update	5,000	5,000			5,000
Planning - TID 11 West Industrial Park Railroad Maintenance	5,000	5,000			5,000
Planning - TID 11 West Industrial Park Gateway Signage	75,000	75,000		75,000	
Planning - TID 11 West Industrial Park Regional Pond Design & Construction	650,000	0		0	

City of De Pere, Wisconsin			2018 A	2018 B	
Projects	Adopted Budget	Proposed Borrowing	Non-TIF Notes	TIF Bonds	Cash - TIF
Planning - TID 11 Future Infrastructure - American Blvd Extension	375,000	72,000		72,000	
Planning - TID 11 Development Grant	300,000	150,000		150,000	
Planning - TID 12 West Industrial Park Railroad Maintenance	5,000	5,000			5,000
Planning - TID 12 West Industrial Park Gateway Signage	75,000	75,000		75,000	
Planning - TID 12 Storm Water System Engineering	20,000	20,000		20,000	
Planning - TID 12 West Business Park Pond Outfall Upgrade	100,000	100,000		100,000	
Planning - TID 12 Future Infrastructure - American Blvd Extension	375,000	0		0	
Planning - TID 12 Development Grant	300,000	0		0	
Planning - TID 13 Main and Lawrence Roundabout	3,753,500	3,050,000		3,050,000	
Planning - TID 13 Development Grant	100,000	0		0	
Total Public Works	11,837,250	5,912,500	412,500	5,442,000	58,000
Parks & Recreation					
Community Center - Boiler Replacement	35,000	35,000	35,000		
Community Center - Lower Level Flooring Replacement	40,000	40,000	40,000		
Parks & Public Lands - Voyageur Park Restroom Facility Replacement	40,000	40,000	40,000		
Parks & Public Lands - Voyageur Park Playground Resurfacing	110,000	110,000	110,000		
Parks & Public Lands - Legion Park Tennis Court Renovation	80,000	115,000	115,000		
Parks & Public Lands - De Pere High School Lighted Tennis Courts	15,000	15,000	15,000		
Parks Equip/Veh Maintenance - Truck #309 Replacement	45,000	45,000	45,000		
Parks Equip/Veh Maintenance - #303 6 ft Mower Replacement	30,000	30,000	30,000		
Total Parks & Recreation	395,000	430,000	430,000	0	0
Street Management					
Crackfilling/Patching	243,724	243,724	243,724		
Resurfacing-Various	0	0			
Sidewalks	84,500	84,500	84,500		
Street Reconstruction - Charles Street	1,187,000	1,187,000	1,187,000		
Railroad Crossing Reconstruction - Lande Street	75,000	75,000	75,000		
New Leaf Development Street Extension	30,000	0	0		
Lawrence Drive Development	365,600	0			
Waterview Heights Street Extentension	22,500	0	0		
Total Street Management	2,008,324	1,590,224	1,590,224	0	0
TOTALS - CAPITAL PROJECTS	\$ 14,365,969	\$ 8,048,119	\$ 2,548,119	\$ 5,442,000	\$ 58,000

2018A Notes

2018B Bonds

Capital Projects Amount

TIF Amount

Total Amount

\$ 2,548,119 Rounded to \$2,600,000

\$ 5,500,000 Rounded to \$5,545,000

\$ 8,048,119

City of De Pere, Wisconsin			2018 A	2018 B	
Projects	Adopted Budget	Proposed Borrowing	Non-TIF Notes	TIF Bonds	Cash - TIF

\$2,600,000

City of De Pere, Wisconsin
General Obligation Promissory Notes, Series 2018A

Sources & Uses

Dated 09/20/2018 | Delivered 09/20/2018

Sources Of Funds

Par Amount of Bonds..... \$2,600,000.00

Total Sources..... \$2,600,000.00

Uses Of Funds

Deposit to Project Construction Fund..... 2,548,119.00

Costs of Issuance..... 28,686.00

Total Underwriter's Discount (0.800%)..... 20,800.00

Rounding Amount..... 2,395.00

Total Uses..... \$2,600,000.00

Attachment: 20180712094710545 (7176 : Resolution #18-64 An Initial Resolution Authorizing the Sale and Issuance of General Obligation Prom)

\$5,545,000

City of De Pere, Wisconsin
General Obligation Corporate Purpose Bonds, Series 2018B
Issue Summary

Total Issue Sources And Uses

Dated 09/13/2018 | Delivered 09/13/2018

	TID 7	TID 9	TID 10	TID 11	TID 12	TID 13	Issue Summary
Sources Of Funds							
Par Amount of Bonds.....	\$35,000.00	\$80,000.00	\$1,825,000.00	\$300,000.00	\$200,000.00	\$3,105,000.00	\$5,545,000.00
Total Sources.....	\$35,000.00	\$80,000.00	\$1,825,000.00	\$300,000.00	\$200,000.00	\$3,105,000.00	\$5,545,000.00
Uses Of Funds							
Deposit to Project Construction Fund.....	30,000.00	80,000.00	1,790,000.00	297,000.00	195,000.00	3,050,000.00	5,442,000.00
Total Underwriter's Discount (1.050%).....	367.50	840.00	19,162.50	3,150.00	2,100.00	32,602.50	58,222.50
Costs of Issuance.....	274.32	627.00	14,303.46	2,351.25	1,567.50	24,335.47	43,459.00
Rounding Amount.....	4,358.18	(1,467.00)	1,534.04	(2,501.25)	1,332.50	(1,937.97)	1,318.50
Total Uses.....	\$35,000.00	\$80,000.00	\$1,825,000.00	\$300,000.00	\$200,000.00	\$3,105,000.00	\$5,545,000.00

2018B GO Bonds | Issue Summary | 7/ 5/2018 | 9:50 AM

 **Springsted**

Attachment: 20180712094710545 (7176 : Resolution #18-64 An Initial Resolution Authorizing the Sale and Issuance of General Obligation Prom)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Resolution #18-65 Authorizing Agreement for Consulting Services Between the City of De Pere and Cedar Corporation (2018 Inspections and Sign Bridge Inspections).

The Board of Public Works at the July 9, 2018 meeting approved unanimously the award of contract to Cedar Corporation for bridge and sign bridge inspections at \$5,050.00. Funds for this work are budgeted in the Engineering Budget.

The Engineering Department received proposals for bridge and sign bridge inspections that will be completed this year as part of FHWA mandated bridge inspections. The City received the following quote:

Bridge and Sign Bridge Inspections	Quote
Cedar Corporation	\$5,050.00

Staff sent a Request for Proposals to Mead & Hunt and Robert E. Lee & Associates, Inc. and did not receive a response. Mead & Hunt had a staff vacation and the request for proposals was accidentally missed.

ATTACHMENTS:

- Reso18-65 (DOCX)
- Exhibit 1-Consultant Agreement-Cedar Corporation(FHWA Bridge Inspection-Sign Bridge Inspection)7-18-189-004-18 (DOCX)
- Exhibit A-Cedar Corp Consultant Agreement (PDF)
- Exhibit B-Cedar Corp Consultant Agreement (PDF)

RESOLUTION #18-65

AUTHORIZING AGREEMENT FOR CONSULTING SERVICES
BETWEEN THE CITY OF DE PERE AND CEDAR CORPORATION
(2018 Bridge Inspections and Sign Bridge Inspections)

WHEREAS, the City is in need of inspection services mandated by the Federal Highway Administration (FHWA) for City bridges and biannual sign bridge inspections at various locations throughout the City; and

WHEREAS, Cedar Corporation has available and offers to provide qualified personnel and equipment necessary to accomplish said inspection services within the required timeframe; and

WHEREAS, the Board of Public Works has reviewed such matter and recommends its approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Clerk-Treasurer are authorized and directed to enter into such Agreement for Consulting Services Between the City of De Pere and Cedar Corporation, attached hereto and incorporated by reference as Exhibit 1.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th day of July, 2018.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

**AGREEMENT FOR CONSULTING SERVICES BETWEEN
THE CITY OF DE PERE AND CEDAR CORPORATION
(2018 Bridge Inspections and Sign Bridge Inspections)**

THIS AGREEMENT, made and entered into on this ____ day of _____, 2018, by and between the City of De Pere (“City”) and Cedar Corporation, a Wisconsin corporation (“Consultant”):

WITNESSETH

WHEREAS, City is in need of services for bridge inspections mandated by the Federal Highway Administration (FHWA) and for its biannual sign bridge inspections at various City locations; and

WHEREAS, Consultant has available and offers to provide qualified personnel and equipment 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 the 2018 FHWA Bridge Inspections Request for Proposals (Exhibit A) and Consultant’s Proposal thereto dated June 27, 2018 (Exhibit B). 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.

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 the 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 the Consultant with information and items concerning the project, such as maps showing the location of each structure, required traffic control for said inspections, and other applicable information concerning the project as are available.

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 Consultant retain any common law, statutory, or other right therein, including copyright, patent, or trademark. To that end, Consultant agrees to and hereby does assign and transfer to City all rights, title, and other interests in such drawings, specifications, or other documents, which rights shall 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 and that Consultant's work hereunder shall be completed and submitted to the Brown County Highway Department by October 2018. 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 Exhibits B, to be paid in a lump sum at the conclusion of the project. Compensation for special services shall be as agreed upon by the City and Consultant and set forth in the written authorization for special services.

IX. RESPONSIBILITY OF CONSULTANT

The Consultant is employed to render a professional service only, and any payments made to the Consultant are compensation solely for such services rendered and recommendations made in carrying out the work. The Consultant shall follow the practice of its profession to make findings, opinions, factual presentations, and professional advice and recommendations.

X. NON-DISCRIMINATION

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

XI. INSURANCE

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

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000; with additional umbrella liability insurance coverage to a total of not less than \$2,000,000.

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

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

XII. ALLOCATION OF RISKS

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

To the fullest extent permitted by law, Consultant's total liability to City and anyone claiming by, through, or under City for any cost, loss or damages caused in part by the negligence of Consultant or Consultant's 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 City 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 DePere
Attention: City Clerk-Treasurer
335 South Broadway Street
DePere, WI 54115

With a copy to:

City of De Pere
Attention: Director of Public Works
925 South Sixth Street
De Pere, WI 54115

If to Consultant:

Cedar Corporation
Attention: Thad Majkowski, P.E.
1496 Bellevue Street; Suite 502
Green Bay, WI 54311-4251

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

CEDAR CORPORATION

By:

Print Name: Thad Majkowski, P.E.
Title: Director

Print Name: _____
Title: _____

CITY OF DE PERE

By:

Michael J. Walsh, Mayor

Shana D. Ledvina, Clerk-Treasurer

J:\Law\Agreements\2018\Consultant Agreement-Cedar Corporation (FHWA Bridge Inspection-Sign Bridge Inspection)7-18-189-004-18.docx

Request for Proposals For 2018 FHWA Bridge Inspections

The City of De Pere would like to invite your firm to submit a proposal for certified FHWA bridge inspections. The City has three bridges that require inspection this year.

Your proposal must be submitted to our office by Thursday, June 28, 2018 at 3 pm. Proposals can be submitted via e-mail to Eric Rakers at erakers@mail.de-pere.org.

GENERAL INFORMATION:

Bridge Inspections

The FHWA mandated bridge inspections are due this year. The City of De Pere is required to have inspections completed by a certified FHWA bridge inspector by the respective due dates for each bridge. The structures to be inspected in De Pere are as follows:

B-05-0316	South Bridge Road	Ashwaubenon Creek
P-05-0129	Creamery Road	Ashwaubenon Creek
P-05-0727	Parkview Road	Ashwaubenon Creek

An attached map shows the location of each structure.

Sign Bridge Inspections

Like the bridge inspections, sign inspections are required by the City of De Pere biannually. The City of De Pere has the following sign bridges:

S-05-0091	STH 32/57	S. Broadway Street south of the roundabout
S-05-0092	STH 32	Claude Allouez Bridge
S-05-0093	STH 57	S. Broadway Street north of the roundabout
S-05-0094	Wisconsin Street	
S-05-0350	STH 32	Westbound Main Avenue west of 5 th Avenue
S-05-0351	STH 32	Eastbound Reid Street east of 4 th Street

Sign Bridge S-05-0351 will not require a sign bridge inspection in 2018 due to its recent reconstruction. An attached map shows the location of each sign bridge.

SCOPE OF SERVICES:

The scope of services for this project are as follows:

Bridge Inspections

- Complete bridge inspections and provide bridge inspection report DT2007.
- Provide inspection reports including streambed profile.
- Data entry into the HSI system for each inspection or report mentioned above.
- Provide a list of the structures with a summary of recommendations for each bridge.

- Color photographs (2 per sheet) on 8.5"x11" paper and electronically of each bridge and damages, if any.
- Provide information to the Brown County Highway Department by October, 2018.

Sign Bridge Inspections

- Complete sign bridge inspections and provide sign structure inspection report DT2018.
- Provide inspection forms as required by the WisDOT Structure Inspection Manual, Part 4 – Ancillary Structures, Chapter 2 – Overhead Sign Structures and Supports.
- Data entry into the HIS system for each inspection or report mentioned above.
- Provide a list of the structures with a summary of recommendations for each sign bridge.
- Color photographs (2 per sheet) on 8.5"x11" paper and electronically of each bridge and damages, if any.

Meetings

The consultant should include three meetings in the proposal as follows:

- Kickoff meeting, including a review of the sites if needed.

The majority of correspondence and review will be completed via e-mail.

Scope of Services Provided by the City

The City of De Pere will provide all traffic control needed for these inspections.

SCHEDULING:

This proposal will be taken to the Board of Public Works on July 9, 2018. All inspections must be completed and submitted to the Brown County Highway Department by October, 2018.

INSURANCE:

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

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

FEE:

A fee schedule has been included for use on your proposal.

DELIVERY:

The deliverables for the project includes the following:

1. Bridge and sign bridge inspection reports for each bridge in pdf format.
2. A word document for listing each structure and listing recommendations for each bridge.
3. Electronic and hard copies of color photographs of each bridge on 8.5"x11" paper (2 photos per sheet).

A sample consultant agreement is attached.

Proposed Fee Schedule

Company Name: _____

Company Address: _____

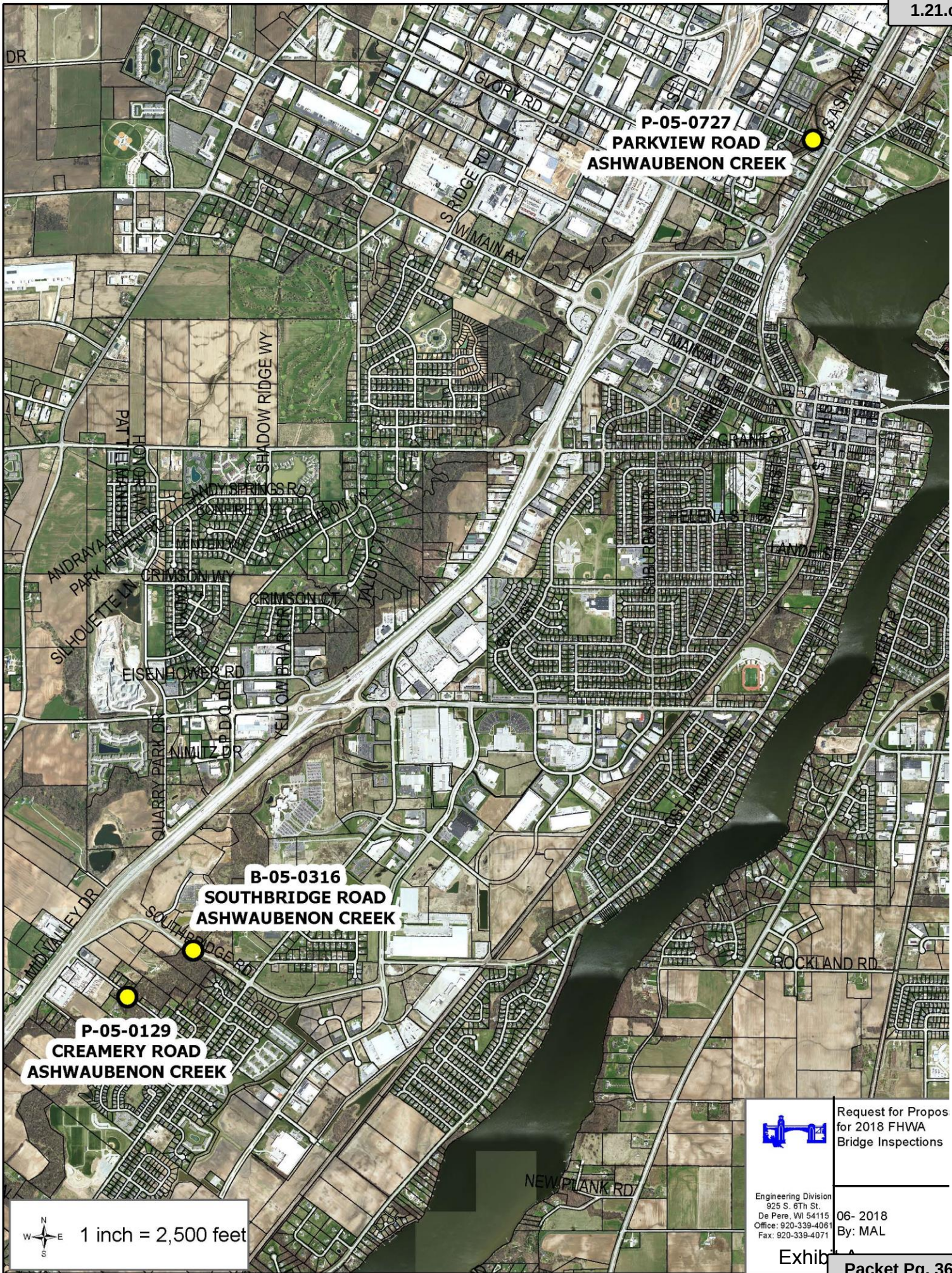
Company Address: _____

Company Representative: _____

Signature: _____

Fee (Total): _____

Item	Description	Quantity	Unit	Unit Price	Amount
1	Bridge Inspections	3	EA	\$	\$
2	Sign Bridge Inspections	5	EA	\$	\$
3	Meetings	1	EA	\$	\$
TOTAL					\$



P-05-0727
PARKVIEW ROAD
ASHWAUBENON CREEK

B-05-0316
SOUTHBRIDGE ROAD
ASHWAUBENON CREEK

P-05-0129
CREAMERY ROAD
ASHWAUBENON CREEK



Request for Propos
for 2018 FHWA
Bridge Inspections

Engineering Division
925 S. 6th St.
De Pere, WI 54115
Office: 920-339-4061
Fax: 920-339-4071

06- 2018
By: MAL



Request for Propos
for 2018 FHWA
Sign Bridge
Inspections

Engineering Division
925 S. 6th St.
De Pere, WI 54115
Office: 920-339-4061
Fax: 920-339-4071

06- 2018
By: MAL

Exhibit A
Page 6 of 6

Packet Pg. 363



1496 Bellevue St., Suite 502
Green Bay, WI 54311-4251

engineering | architecture | environmental | surveying
landscape architecture | planning | economic development

920-491-9081
800-472-7372
FAX 920-491-9020
www.cedarcorp.com

June 27, 2018

Eric Rakers, P.E., City Engineer
Department of Public Works
City of De Pere
925 South Sixth Street
De Pere, Wisconsin 54115-1199
c: erakers@mail.de-pere.org

RE: Proposal for 2018 Bridge Inspections
City of De Pere

Dear Mr. Rakers:

Cedar Corporation is pleased to provide our quotation for the City of De Pere's 2018 Bridge Inspections. Our firm has extensive experience in inspection of bridge structures, totally over 1,000, as well as designing them for our municipal clients and the WisDOT.

Bridge Inspections

Cedar Corporation will complete FHWA mandated (routine) bridge inspections for three (3) bridges at a cost of \$250 per structure.

The structures to be inspected are, as follows:

B-05-0316	South Bridge Road	Ashwaubenon Creek
P-05-0129	Creamery Road	Ashwaubenon Creek
P-05-0727	Parkview Road	Ashwaubenon Creek

Sign Bridge Inspections

Cedar Corporation will complete sign inspections for five (5) bridges at a cost of \$800 per structure.

The structures to be inspected are, as follows:

S-05-0091	STH 32/57	S. Broadway Street south of the roundabout
S-05-0092	STH 32	Claude Allouez Bridge
S-05-0093	STH 57	S. Broadway Street north of the roundabout
S-05-0094	Wisconsin Street	
S-05-0350	STH 32	Westbound Main Avenue west of 5th Avenue

Summary of Services

The information shown below is a summary of Services requested in the RFP that Cedar would provide, along with cost breakdown for the inspections and reports. (Proposed Fee Schedule is enclosed, in accordance with RFP.) All costs include Cedar providing a lift for the Sign Bridge Inspections.

Bridge Inspections:

- Complete bridge inspections and provide bridge inspection report DT2007.
- Provide inspection reports including streambed profile.
- Data entry into the HSI system for each inspection or report mentioned above.
- Provide a list of the structures with a summary of recommendations for each bridge.
- Color photographs (2 per sheet) on 8.5"x11" paper and electronically of each bridge and damages, if any.
- Provide information to the Brown County Highway Department by October 2018.

Sign Bridge Inspections:

- Complete sign bridge inspections with a lift and provide sign structure inspection report DT2018.
- Provide inspection forms as required by the WisDOT Structure Inspection Manual, Part 4 – Ancillary Structures, Chapter 2 – Overhead Sign Structures and Supports.
- Data entry into the HIS system for each inspection or report mentioned above.
- Provide a list of the structures with a summary of recommendations for each sign bridge.
- Color photographs (2 per sheet) on 8.5"x11" paper and electronically of each bridge and damages, if any.

Meetings:

- Three meetings are included in this proposal, as follows:
 - Kickoff meeting, including a review of the sites if needed.
 - Two additional meetings.

The majority of correspondence and review will be completed via e-mail.

Project Schedule

We will complete all Bridge and Sign Bridge Inspections, upload to the HIS System, and provide the information to the Brown County Highway Department by October 2018.

Proposal for 2018 Bridge Inspections
City of De Pere
Page 3

Project Reporting

Cedar will provide the following deliverables, as requested:

1. Bridge and sign bridge inspection reports for each bridge in pdf format.
2. A Word document for listing each structure and listing recommendations for each bridge.
3. Electronic and hard copies of color photographs of each bridge on 8.5"x11" paper (2 photos per sheet).

Scope of Services Provided by the City:

The City of De Pere will provide all traffic control needed for these inspections.

Additional Services:

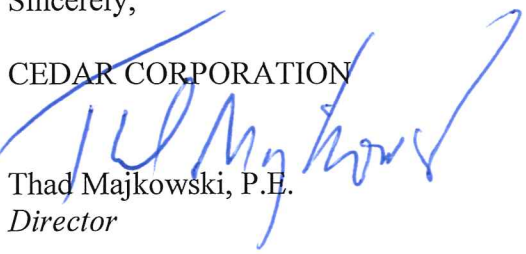
If additional inspections, or other program manager services not mentioned above, are required after the 2018 inspections but prior to the scheduled 2020 inspection cycle, Cedar Corporation can provide these services on a Time and Materials basis at the request of the City of De Pere.

Provide the Consultant Agreement upon approval of these services for our review and execution. We will provide an Insurance Certificate at that time. Please let me know if you approve this work, so I can get it scheduled. We will plan to complete the work the same period with other communities in the area.

Thank you for this opportunity to complete the 2018 Bridge Inspections for the City. If you have any questions, please feel free to contact me at 920-785-7302.

Sincerely,

CEDAR CORPORATION


Thad Majkowski, P.E.
Director

TM/cp

Encl. Proposed Fee Schedule

cc: Chase K. Kuffel, Assistant City Engineer, City of De Pere (ckuffel@mail.de-pere.org)
Troy Peterson, P.E., Cedar Corporation (troy.peterson@cedarcorp.com)

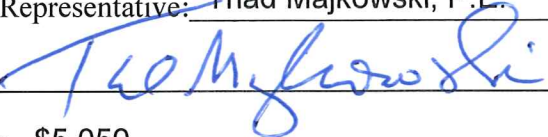
Proposed Fee Schedule

Company Name: Cedar Corporation

Company Address: 1496 Bellevue Street, Suite 502

Company Address: Green Bay, WI 54311

Company Representative: Thad Majkowski, P.E.

Signature: 

Fee (Total): \$5,050

Item	Description	Quantity	Unit	Unit Price	Amount
1	Bridge Inspections	3	EA	\$ 250.00	\$ 750.00
2	Sign Bridge Inspections	5	EA	\$ 800.00	\$ 4,000.00
3	Meetings	1	EA	\$ 300.00	\$ 300.00
TOTAL					\$ 5,050.00

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Public Works

FROM: Eric Rakers

SUBJECT: Resolution #18-66 Authorizing Agreement for Contractor Services Between the City of De Pere and Holubar Construction Company, Inc. (Spur Line Maintenance).

The Board of Public Works at the July 9, 2018 meeting voted unanimously to accept the quote for spur line maintenance from Holubar Construction Company in the amount of \$32,700.

The Engineering Department received proposals for spur line maintenance that will be completed within the City's western industrial parks in 2019 and 2020. The estimated annual cost for this work based on 2015 and 2016 is as follows:

Spur Line Maintenance	Estimate
Holubar Construction Company	\$32,700
Railworks Track Systems, Inc.	\$60,575

Budgeted funds are \$5,000 from TID 11 and \$5,000 from TID 12. The estimate for the work is higher than the budgeted amount of \$10,000. Again, the amount is an estimate only. In 2017, we performed no maintenance. However, the rail spurs do need to be maintained. Failure to maintain will result in a lock-out by Canadian National Railroad, who operates the trains on the spur lines.

ATTACHMENTS:

- Reso18-66 (DOCX)
- Exhibit 1 - Contractor Agreement-Holubar Construction (Rail Spur Line Maintenance)7-18 (DOCX)
- Exhibit A-Holubar Construction Contractor Agreement(PDF)
- Exhibit B-Holubar Contractor Agreement (PDF)
- 2018-07-09-Spur Line Cost Summary (PDF)

RESOLUTION #18-66

AUTHORIZING AGREEMENT FOR CONTRACTOR SERVICES BETWEEN
THE CITY OF DE PERE AND HOLUBAR CONSTRUCTION COMPANY, INC.
(Spur Line Maintenance)

WHEREAS, the City is in need of spur line maintenance and repair services for City's two spur tracks that provide service to the West Business Park; and

WHEREAS, Holubar Construction Company, Inc. has available and offers to provide personnel and equipment necessary to accomplish said maintenance and repair services throughout 2019 and 2020; and

WHEREAS, the Board of Public Works has reviewed such matter and recommends its approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Clerk-Treasurer are authorized and directed to enter into such Agreement for Contractor Services Between the City of De Pere and Holubar Construction Company, Inc., attached hereto and incorporated by reference as Exhibit 1.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th day of July, 2018.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes:_____

Nays:_____

Attachment: Reso18-66 (7160 : Resolution #18-66 Authorizing Contract with Holubar Construction for Spur Line Maintenance.)

**AGREEMENT FOR CONTRACTOR SERVICES BETWEEN THE
CITY OF DE PERE AND HOLUBAR CONSTRUCTION COMPANY, INC.
(Spur Line Maintenance)**

THIS AGREEMENT made and entered into this _____ day of _____, 2018, by and between the City of De Pere, Wisconsin, ("City") and Holubar Construction Company, Inc. ("Contractor").

I. SCOPE OF CONTRACTING SERVICES

Contractor agrees to perform spur line maintenance and repair services throughout 2019 and 2020, as described in the City's Request for Proposals for Spur Line Maintenance attached and incorporated herein as Exhibit A. Any change to the scope of services as identified therein shall be defined in writing and authorized by both parties prior to performing such work. Such writing shall include the scope of work to be done, the schedule for commencing and completing the work and the basis for compensation for such work.

II. COMPENSATION

Contractor shall be paid as provided in Contractor's Proposal attached and incorporated herein as Exhibit B. Invoices shall be submitted monthly and include a breakdown of charges for each spur.

III. INSURANCE

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

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$2,000,000 per occurrence; with additional umbrella liability insurance coverage to a total of not less than \$2,000,000.
2. Automobile Liability
 - (A) Coverages must include the following extensions:
 - Comprehensive Form
 - (1) All Owned Autos
 - (2) All Hired Autos
 - (3) All Non-Owned Autos
 - (4) Mobile Equipment
 - (5) Specialized Equipment
 - (6) Contractual Liability

- (7) Uninsured Motorists to Limit of Policy
- (8) Additional Insured Endorsement naming City of De Pere, its employees, agents and assigns

(B) Limits of Liability:

Combined Single Limit/Bodily Injury and Property Damage:
\$1,000,000 per person/per accident

Uninsured/Underinsured Motorists:

Limits equal to above combined single limit

- 3. Worker's Compensation and Employers' Liability Insurance
Limits of Liability: Statutory

The Contractor shall provide City with a certificate of insurance outlining the required coverage and which names the City as an additional insured thereunder for purposes of the Contract. A copy of the Additional Insured Endorsement shall also be provided.

IV. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the City, its officers, agents and employees from and against all claims, damage, losses, and expenses including reasonable attorney's fees arising out of or resulting from the performance of the work specified in this Contract, provided that any such claim damage, loss or expense is caused in whole or in part by any negligent or intentional act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

V. LEGAL RELATIONS AND PUBLIC RESPONSIBILITY

- 1. LAWS TO BE OBSERVED. The Contractor shall at all times observe and comply with all federal, state, and local laws, regulations and ordinances which are in effect or which may be placed in effect during the contract period and which in any manner affect the conduct of the work. The Contractor shall indemnify and save harmless the City and all of its officers, agents and employees against any claim or liability arising from or based on the violation of any such law, ordinance, or regulation, whether by himself or his employees, subcontractors, or agents.
- 2. CONTRACTOR RECORDS. Contractor acknowledges that, as a contractor of a Wisconsin Municipality, Wis. Stats. §19.36(3) applies to it and records produced by it pursuant to this contract are subject to the public records law to the extent that they would otherwise be if maintained by the City of De Pere. Contractor agrees that, within 10 business days of a written request of the City of De Pere, it shall forward such records as are requested by the City of De Pere. Such records shall be in the

format requested by City of De Pere provided that such records are kept and maintained in that format.

3. **PERMITS AND LICENSING.** The Contractor shall procure all permits and licenses necessary and incidental to the work required hereunder.
4. **SAFETY, HEALTH AND SANITATION.** The Contractor shall comply with all federal, state and local laws governing the safety, health and sanitation, and shall provide all safeguards, safety devices and protective equipment and take any other needed actions, on his own responsibility, or as the City Engineer may determine reasonably necessary, to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.
5. **RESPONSIBILITY FOR DAMAGE CLAIMS.** The Contractor and its surety shall indemnify and save harmless the City and all of its officers, officials, agents and employees from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of the said Contractor; or on account of or in consequence of any neglect in safeguarding the work, or through use of unacceptable materials in constructing the work; or because of any act or omission, neglect or misconduct of said Contractor; or because of any claims or amount recovered for any infringement of patent, trademark or copyright; or from any claims or amounts arising or recovered under the worker's compensation law; or any other law, ordinance, order or decree; and so much of the money due the said Contractor under and by virtue of this contract as shall be considered necessary by the Board of Public Works for such purposes, may be retained for the use of the City; or, in case no money or insufficient money is retained, the Contractor's surety shall be held.

The City shall not be liable to the Contractor for damages or delays resulting from work by third parties or by injunctions or other restraining orders obtained by third parties.

It shall be the Contractor's responsibility to see that all of the contract operations incidental to the completion of this contract are covered by public liability and property damage liability insurance in order that the general public or any representative of the contracting authority may have recourse against a responsible party for injuries or damages sustained as a result of said contract operations. This requirement shall apply with equal force, whether the work is performed by the Contractor, or by a Subcontractor or by anyone directly or indirectly employed by either of them.

6. **CONTRACTOR'S RESPONSIBILITY FOR WORK.** Until acceptance of the Work by the City Engineer, the Contractor shall have the charge and care thereof and shall take every precaution against injury or damage to any part thereof by the action of the

elements, or from any other cause, whether arising from the execution or non-execution of the Work. The Contractor shall rebuild, repair, restore and make good all injuries or damages to any portion of the Work occasioned by any of the above causes before acceptance and shall bear the expense thereof, except damage to the Work due to unforeseeable causes beyond control of and without the fault or negligence of the Contractor, including but not restricted to acts of God, of public adversaries or of governmental authorities. In case of suspension of work from any cause whatever, the Contractor prior to suspension shall take such precautions as may be necessary to prevent damage to the project, provide for normal drainage and shall erect any necessary temporary barricades, signs or other facilities, at the Contractor's expense, as directed by the Engineer.

7. PERSONAL LIABILITY OF PUBLIC OFFICIALS. In carrying out any of the provisions of this contract or in exercising any power or authority granted to them thereby, there shall be no personal liability upon the City, its officers, officials, agents and employees, it being understood that in such matters they act as agents and representatives of the City. Any right of action by the Contractor against the City, or its agents or employees, is hereby expressly waived.

VI. GUARANTEE OF MATERIALS AND WORKMANSHIP

The Contractor shall guarantee all materials furnished and all work performed under the Contract against all defects in materials and workmanship for a period of one year following the date of acceptance of the Work, which date shall be understood to be the date of which final payment of all monies due the Contractor under the contract is authorized by the Director of Public Works. Should any defect appear during the guarantee period, the Contractor shall make the required repairs or replacement upon receipt of written notification from the Director of Public Works to do so.

VII. MEDIATION

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

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

mediation for a period of 60 days from the date of filing, unless a longer period is agreed to by the parties or required by a court order.

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

VIII. NOTICES

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

If to City:

City of De Pere
Attention: City Engineer
925 South Sixth Street
De Pere, WI 54115

If to Contractor:

Holubar Construction Company, Inc.
Attention: George Holubar
1519 Shannon Street
Green Bay, WI 54304

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

**HOLUBAR CONSTRUCTION
COMPANY, INC.**

CITY OF DE PERE

By: _____
George Holubar
Title: _____

By: _____
Michael J. Walsh, Mayor

By: _____
Printed Name: _____
Title: _____

By: _____
Shana D. Ledvina, Clerk-Treasurer

Approved as to Form:

Judith Schmidt-Lehman, City Attorney

J:\Law\Agreements\2018\Holubar Construction (Rail Spur Line Maintenance)7-18-161-001-18

Request for Proposals For Spur Line Maintenance

The City of De Pere would like to invite your firm to submit a proposal for 2019-2020 Spur Line Maintenance in the City's West Business Park.

Your proposal must be submitted to our office by June 28, 2018 at 3:00 PM.

GENERAL INFORMATION:

The City of De Pere has two spur tracks that provide service to the West Business Park, hereinafter referred to the north spur and the south spur. The purpose for this Request for Proposal (RFP) is to obtain services to provide maintenance and repair services for these spur lines.

The actual quantities of work will be based on the actual number of events that require snow removal, adjustments or replacements identified in CN inspections, and any additions, improvements or maintenance items requested by the City.

SCOPE OF SERVICES:

Spur line maintenance services include, but are not limited to:

1. Snow Removal
2. Adjusting Gapped Switches
3. Replacing Head Blocks
4. Repairing Frog Points
5. Repair of Broken Rail or Tie
6. Provide and Installing Switch Hooks
7. Cleaning, Adjusting, and Graphite of four (4) switches
8. Mobilization
9. Provide and Install Point Protectors
10. Point or Switch Replacement
11. Provide and Install Switch Numbers
12. Provide and Install Switch Brooms

SCHEDULING:

The City will request services throughout 2019 and 2020. Generally, the City will give 24 hours from e-mail notification to complete snow removal, address gapped switches, make frog point repairs, repair a broken rail or replace head blocks. All other work, other than a derailment or major rebuild, will be addressed in 5 calendar days from e-mail notification.

INSURANCE:

Your company shall effect and maintain insurance to protect from claims under workers compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of the company's employees; and from claims for damages because of injury to or

destruction of tangible property including loss of use resulting there from; and from claims arising out of the performance of professional services caused by any errors, omissions or negligent acts for which the company is legally liable.

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

PROPERTY PROTECTION:

The company shall take precautions to prevent damage to property and any underground lines and shall restore the site to the condition existing prior to entry.

FEE:

The proposed fee schedule shall be submitted on the attached form. Defined work for each fee will provide a functionally complete project. If there are specific items which the contractor believes are not identified in any item, but are required to provide a functionally complete project, then the identified specific work item shall be included in the appropriate fee.

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

INFORMATION PROVIDED BY THE CITY:

The City will provide location maps and switch numbers to be used in all correspondence including billing.

The limit of snow removal for each switch is shown on the attached detail.

ADDITIONAL INFORMATION:

A sample consultant agreement is attached.

INVOICING:

Invoices will be accepted monthly and should include a breakdown of charges for each spur.

Proposed Fee Schedule

Company Name: _____

Company Address: _____

Company E-mail Address: _____

Company Representative: _____

Signature: _____

Item	Fee	Unit
Snow Removal Services		
Mobilization		Per event
Snow Removal $\geq$ 3.0 inches		Per switch
Snow Removal $<$ 3.0 inches		Per switch
Adjustments		
Mobilization		Per event
Gapped Switch		Per each
Weld Frog Point		Per turnout
Paint Derails School Bus Yellow include switch handles		Per Derail
Replacements		
Mobilization		Per event
Broken Rail		Per each
Bad Tie		Per each
Install Switch Hooks and Remove CN Locks (return to CN)		Per each
Head Block		Per each
Head Block Ties		Per each
Set of Comp bars		Per set
Additions/Improvements		
Mobilization		Per event
Point Protectors		Per turnout
Label Switch Numbers		Per switch
Provide and Install Switch Broom		Per switch
Spring & Fall Maintenance		
Clean, Adjust, and Graphite Switch		Per switch

WEST INDUSTRIAL PARK SPUR MAINTENANCE (NORTH)

CITY SPUR LINE



1 inch = 400 feet



Engineering Division
925 S. 6th St.
De Pere, WI 54115
Office: 920-339-4061
Fax: 920-339-4071

Spur
Maintenance

Project:

05-2018

Packet Pg. 378

WEST INDUSTRIAL PARK SPUR MAINTENANCE (SOUTH)

CITY SPUR LINE



1 inch = 400 feet



Engineering Division
925 S. 6Th St.
De Pere, WI 54115
Office: 920-339-4061
Fax: 920-339-4071

Spur
Maintenance

Project:

05-2018

Packet Pg. 379

HOLUBAR

Construction Company, Inc.

June 28, 2018

Mr. Chase Kuffel
Assistant City Engineer
City of De Pere

Mr. Kuffel-

Please find enclosed the fee schedule for the year 2019 Track maintenance.

We have been a service provider in the local area for customers with Rail Spurs since 1979. We specialize in Track Maintenance and rehab. We have a full time staff that will be able to accommodate the City's needs easily.

We look forward to working with you.

Sincerely,

George Holubar

1519 Shannon Street Green Bay, WI 54304
Office: 920-499-5629 Fax: 920-499-3404
www.holubarconstruction.com

Attachment: Exhibit B-Holubar Contractor Agreement (7160 : Resolution #18-66 Authorizing Contract with Holubar Construction for Spur Line

Proposed Fee Schedule

Company Name: HOLUBAR CONSTRUCTION COMPANY
 Company Address: 1519 SHANNON ST. GREEN BAY, WI
 Company E-mail Address: HOLUBAR CONSTRUCTION @GMAIL.COM
 Company Representative: SETH HOLUBAR
 Signature: 

Item	Fee	Unit
Snow Removal Services		
Mobilization	100.00	Per event
Snow Removal ≥ 3.0 inches	100.00	Per switch
Snow Removal < 3.0 inches	150.00	Per switch
Adjustments		
Mobilization	100.00	Per event
Gapped Switch	350.00	Per each
Weld Frog Point	500.00	Per turnout
Paint Derails School Bus Yellow include switch handles	5.00	Per Derail
Replacements		
Mobilization	300.00	Per event
Broken Rail	1,200.00	Per each
Bad Tie	85.00	Per each
Install Switch Hooks and Remove CN Locks (return to CN)	5.00	Per each
Head Block	150.00	Per each
Head Block Ties	150.00	Per each
Set of Comp bars	500.00	Per set
Additions/Improvements		
Mobilization	300.00	Per event
Point Protectors	3,800.00	Per turnout
Label Switch Numbers	5.00	Per switch
Provide and Install Switch Broom	10.00	Per switch
Spring & Fall Maintenance		
Clean, Adjust, and Graphite Switch	350.00	Per switch

2019-2020 West Business Park Spur Line Maintenance

					Holubar	Railworks
Item	Holubar Fee	Railworks Fee	Unit	Estimated Annual QTY	Annual Cost Estimate	Annual Cost Estimate
Snow Removal Services				Snow Removal Estimate		
Mobilization	\$100	\$100	Per event	15	\$1,500	\$1,500
Snow Removal >= 3.0 inches	\$100	\$400	Per switch	70	\$7,000	\$28,000
Snow Removal < 3.0 inches	\$150	\$325	Per switch	35	\$5,250	\$11,375
				Adjustment Estimate		
Adjustments						
Mobilization	\$100	\$100	Per event	2	\$200	\$200
Gapped Switch	\$350	\$300	Per each	4	\$1,400	\$1,200
Weld Frog Point	\$500	\$750	Per turnout	2	\$1,000	\$1,500
Paint Derails School Bus Yellow include switch handles	\$5	\$25	Per Derail	2	\$10	\$50
				Replacement Estimate		
Replacements						
Mobilization	\$300	\$500	Per event	1	\$300	\$500
Broken Rail	\$1,200	\$1,750	Per each	1	\$1,200	\$1,750
Bad Tie	\$85	\$160	Per each	20	\$1,700	\$3,200
Install Switch Hooks and Remove CN Locks (return to CN)	\$5	\$25	Per each	7	\$35	\$175
Head Block	\$150	\$400	Per each	1	\$150	\$400
Head Block Ties	\$150	\$400	Per each	4	\$600	\$1,600
Set of Comp bars	\$500	\$550	Per set	2	\$1,000	\$1,100
				Additions/Improvement Estimate		
Additions/Improvements						
Mobilization	\$300	\$100	Per event	4	\$1,200	\$400
Point Protectors	\$3,800	\$2,500	Per turnout	2	\$7,600	\$5,000
Label Switch Numbers	\$5	\$25	Per switch	7	\$35	\$175
Provide and Install Switch Broom	\$10	\$50	Per switch	7	\$70	\$350
				Spring & Fall Maintenance		
Clean, Adjust, and Graphite Switch	\$350	\$300	Per switch	7	\$2,450	\$2,100
					\$32,700	\$60,575

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Planning

FROM: Kimberly Flom

SUBJECT: Resolution #18-67 Approving Updated Facade Improvement Grant Eligibility Requirements and Guidelines.

At their meeting on June 25, 2018, the Redevelopment Authority voted 5-0 to recommend amending the maximum grant definition for the Facade Grant Program. The request was submitted by J&J Enterprises of De Pere, LLP. Discussion amongst the RDA noted that corner buildings, and buildings with multiple high visibility facades, were not adequately addressed with the current language.

Previous Language:

Grant maximum is determined by the length of the building street frontage (street frontage measured along the front of the lot), up to \$30,000 per property.

Proposed Language:

Grant maximum is determined by the length of the building, measured along the total linear frontage of adjacent public right of way, up to \$30,000 per property.

No other program changes are proposed.

ATTACHMENTS:

- Reso18-67 (DOCX)
- Ex A Facade Grant Guidelines Revised 7-2018-changes accepted (DOCX)
- RDA Facade Grant Guidelines Memo 6-2018 (DOCX)
- Facade Grant Guidelines Revised 7-2018-redlined (DOCX)

RESOLUTION #18-67

APPROVING UPDATED FAÇADE IMPROVEMENT GRANT
ELIGIBILITY REQUIREMENTS AND GUIDELINES

WHEREAS, the Council recently approved Resolution #18-50, which updated the Requirements and Guidelines for the City's Façade Improvement Grant Program ("Program") for the first time since the Program was initiated in 1996;

WHEREAS, the Redevelopment Authority for the City of De Pere ("RDA") is recommending an additional revision to the Requirements and Guidelines in order to allow for reimbursement for improvements to both street fronting facades on corner lot buildings to foster active use of the Program and for continued improvement of the City's downtown.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Façade Improvement Grant Program Requirements and Guidelines as revised and set forth in the attached July 17, 2018 Memo noted as Exhibit A, attached and incorporated by reference, is hereby approved and adopted, with all prior approved Requirements and Guidelines rescinded.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th day of July, 2018.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

City of De Pere MEMORANDUM



To: Common Council
 From: Kimberly Flom, Development Services Director
 Date: July 17, 2018

RE: **Façade Grant Program Guidelines – Revised per RDA recommendations on June 25, 2018**

The below Façade Grant Program Guidelines have been prepared to provide clearer direction for potential applicants and to make the review process more efficient.

Program Objectives

1. Support the rehabilitation and renovation of exterior building facades in Downtown De Pere.
2. Support the job creation and business development in Downtown De Pere.
3. Support the renovation of historic buildings in Downtown De Pere.

Program Funding Requirements

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

Building Width	Maximum Grant Amount
1' to 60'	\$10,000
61'-120'	\$20,000
121'+	\$30,000

3. Property owners are limited to the grant maximum amount every ten years.
4. For projects restoring or renovating historic buildings (must be listed as contributing on the City of De Pere Intensive Survey), interior improvements and roof repair/replacement may be included in the project budget for the required matching dollars, but cannot be funded with façade grant dollars.

Program Guidelines

1. Program administered in conjunction with Definitely De Pere (Definitely De Pere provides feedback on design and serves as the Main Street Program contact for architectural services).
2. Architectural designs and renderings that implement a historic renovation and/or follow the Main Street Design Guidelines are highly encouraged.
3. Property must be located in a Downtown Tax Increment Financing District (TID 7, or 9).
4. Funds reviewed and distributed on a 'first come, first serve' basis.

5. Applications should be reviewed by the RDA prior to work commencing on the project.
6. In rare cases (due to weather, contractor availability, etc), the RDA may consider approving funding for work completed up to 90 days after an application submittal.
7. Retroactive funding requests for work completed before an application submittal will not be considered.
8. Façade grant funds may be used for any side of the building.
9. Funds are distributed only after receipts are submitted and a City building inspector reviews the work.

Eligible & Ineligible Expenses

Eligible Expenses

1. New Windows and Doors
2. Window and Door Repair
3. Exterior Demolition
4. Exterior Construction including, electric, materials, labor.
5. Exterior Lighting
6. Pressure Washing
7. Painting
8. Roof upgrade/replacement that improves the overall building appearance.
9. Gutters/Downspouts
10. Waste Disposal
11. Decorative Awnings (no business specific graphics)
12. Contractor's Fees – Profit – Overhead directly related to exterior work

13. Permanent Exterior Site Work – Landscape, hardscape, pedestrian amenities, pergolas, etc.
14. Signage (if included as part of a more extensive façade renovation project)
15. Restoration or renovation of historical identifying features that may not be relevant to the current building use (reviewed on a case-by-case basis)
16. Other expenses as approved by the Redevelopment Authority

Ineligible Expenses

1. Signage as a standalone request
2. Any improvement that could be removed from the building as personal property.
3. Security Cameras
4. Interior Improvements
5. Design/Engineering/Professional Fees
6. Roof repair/replacement that does not alter the appearance of the building.

Requested expenses not specifically included in the above list will be reviewed on a case-by-case basis by the Redevelopment Authority and Common Council.

City of De Pere MEMORANDUM



To: Redevelopment Authority
 From: Kimberly Flom, Development Services Director
 Date: June 25, 2018
 RE: **Façade Grant Guidelines**

Background

The Common Council approved new Façade Grant Guidelines and Funding Parameters via resolution on June 5, 2018. The resolution and guidelines are attached for review and establish the below maximum grant award requirements.

Grant maximum is determined by the length of building street frontage (street frontage measured along the front of the lot), up to \$30,000 per property.

Building Width Maximum Grant Amount

1' to 60' \$10,000

61'-120' \$20,000

121'+ \$30,000

J&J Enterprises of De Pere, LLP requests that the RDA reconsider how the grant maximum per building is calculated.

Process

Revising the Façade Grant Program Guidelines and Funding Parameters requires a recommendation from the RDA and a review by Common Council via resolution.

City of De Pere MEMORANDUM



To: Common Council
 From: Kimberly Flom, Development Services Director
 Date: July 17, 2018
 RE: **Façade Grant Program Guidelines – Revised per RDA recommendations on June 25, 2018**

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6. Roof repair/replacement that does not alter the appearance of the building.

Requested expenses not specifically included in the above list will be reviewed on a case-by-case basis by the Redevelopment Authority and Common Council.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Resolution #18-68 Amending Section 7.14 of the City of De Pere Employee Policy Manual Regarding Funeral Leave.

The Committee approved the revision 4-0.

ATTACHMENTS:

- Reso18-68 (DOCX)
- Exhibit A-Funeral Leave Policy (PDF)
- Funeral Leave Policy (DOCX)
- Draft for new policy II(DOCX)

RESOLUTION #18-XX

AMENDING SECTION 7.14 OF THE CITY OF DE PERE
EMPLOYEE POLICY MANUAL REGARDING FUNERAL LEAVE

WHEREAS, the Finance/Personnel Committee has reviewed proposed changes to the Employee Policy Manual to update the funeral leave policy to be more family-friendly and to be consistent with a change in the law regarding domestic partnerships; and

WHEREAS, the Committee recommends approval of such changes as more fully set forth in the attached Exhibit A, incorporated herein by reference.

NOW THEREFORE BE IT HEREBY RESOLVED THAT:

The Common Council hereby approves deleting Section 7.14 of the current City of De Pere Employee Policy Manual and substituting Exhibit A therefore.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th day of July, 2018.

APPROVED:

 James Boyd, Acting Mayor

ATTEST:

 Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Exhibit A

7.14 Funeral Leave

An employee will be allowed a maximum leave with pay for the following relation to the employee and the employee's spouse when there is a death in the family (the same number of days applies regardless if relation is to employee or spouse, unless the relation is specifically identified):

5 days: spouse or child

3 days: parent, legal guardian, step-child, domestic partner (for employees that registered for domestic partnership and were employed prior to April 1, 2018), sibling, or grandchild

2 days: step-sibling, parent in-law, stepparent, or grandparent

1 day: sister-in-law or brother-in-law, aunt or uncle, niece or nephew

In the event of the death of a co-worker presently working (within the past 90 days) and performing duties for the City, employees working in the same department and physical location having a close working relationship and others who worked closely with this individual on a regular basis, at the sole discretion of the department head, may be allowed up to 3 hours of funeral leave for attendance of a local funeral and related event. All others and time beyond this amount will be required to be accounted for by using other accumulated leave.

An employee who acts as a pallbearer for a funeral which takes place during the regular working hours may also be granted time off with pay, not to exceed one (1) working day, with the permissions of his/her department head. Permissions will be granted for this service unless an emergency situation exists and if not detrimental to the operation of the department in the opinion of the department head.

MEMO

CITY OF DE PERE

To: Members of the Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Re: Approval of Updated Funeral Leave Policy
Date: July 10, 2018

Note: At the July 10th Finance/Personnel Committee the committee unanimously approved the recommended changes to the funeral leave policy. It was suggested to add the words “in-law” after the word “sister” when listing “sister or brother-in-law” so that change has been reflected.

Please see attached proposed updated funeral leave policy. The City Administrator has requested this policy be updated to be a more family friendly employer. The policy now includes more relatives for an employee’s spouse, leave for nieces and nephews and pallbearers. The policy also makes a change to the domestic partner benefit as the law recently changed regarding domestic partnerships.

This change is similar to the changes that the City Council approved with the new Fire contract.

If you have any questions before the meeting, please feel free to contact me at 339-4045.

Thank you.

7.14 Funeral Leave

An employee will be allowed a maximum leave with pay for the following relation to the employee and the employee's spouse when there is a death in the family (the same number of days applies regardless if relation is to employee or spouse, unless the relation is specifically identified)

5 days: spouse or child

3 days: parent, legal guardian, step-child, domestic partner (for employees that registered for domestic partnership and were employed prior to April 1, 2018), sibling, or grandchild

2 days: step-sibling, parent in-law, stepparent, or grandparent;

1 day: sister-in-law or brother-in-law, aunt or uncle, niece or nephew

In the event of the death of a co-worker presently working (within the past 90 days) and performing duties for the City, employees working in the same department and physical location having a close working relationship and others who worked closely with this individual on a regular basis, at the sole discretion of the department head, may be allowed up to 3 hours of funeral leave for attendance of a local funeral and related event. All others and time beyond this amount will be required to be accounted for by using other accumulated leave.

———An employee who acts as a pallbearer for a funeral which takes place during the regular working hours may also be granted time off with pay, not to exceed one (1) working day, with the permissions of his/her department head. Permissions will be granted for this service unless an emergency situation exists and if not detrimental to the operation of the department in the opinion of the department head.

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City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Resolution #18-69 Authorizing Health Risk Assessment Services Agreement Between the City of De Pere and Bellin Occupation Health Solutions, a Division of Bellin Memorial Hospital, Inc. ("Bellin") (Health Risk Assessments for Health Plan Participants).

The Finance/Personnel Committee voted 4-0 to approve this agreement revision.

ATTACHMENTS:

- Reso18-69 (DOCX)
- Exhibit A-2018 HRA Contract (PDF)
- Approval for new Bellin Contract (DOCX)

RESOLUTION #18-69

AUTHORIZING HEALTH RISK ASSESSMENT SERVICES AGREEMENT
BETWEEN THE CITY OF DE PERE AND BELLIN OCCUPATIONAL HEALTH SOLUTIONS,
A DIVISION OF BELLIN MEMORIAL HOSPITAL, INC. ("BELLIN")
(Health Risk Assessments for Health Plan Participants)

WHEREAS, the City and Bellin are parties to a Health Risk Assessment Services Agreement authorized by Resolution #16-100 for providing health risk assessment evaluations for participants in City's health plan; and

WHEREAS, Bellin is requesting an updated Agreement which increases its pricing \$2.00 per assessment; and

WHEREAS, the Finance/Personnel Committee has reviewed this matter and recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor is authorized and directed to execute the Health Risk Assessment Services Agreement Between the City of De Pere and Bellin Occupational Health Solutions, a division of Bellin Memorial Hospital, Inc. ("Bellin"), attached and incorporated as Exhibit A, together with subsequent renewals thereof, provided the terms and conditions are substantively similar and sufficient funds have been budgeted therefor.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th day of July, 2018.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____
Nays: _____



HEALTH RISK ASSESSMENT SERVICES AGREEMENT

****TO BE USED FOR PARTICIPATION BASED PROGRAM ONLY****

This Agreement is entered into by and between Bellin Occupational Health Solutions, ("Bellin"), a division of Bellin Memorial Hospital, Inc. and City of De Pere ("Client") effective January 1, 2018.

1. Scope of Services. Client agrees to purchase, and Bellin agrees to conduct, Health Risk Assessments of participants in Client's health and/or wellness plans. The Assessment services provided by Bellin shall include:

- a. Assessments: Obtaining health information from participants by administering health questionnaire, taking personalized body measurements/composition, blood pressure, blood tests capable of measuring nicotine use and other factors (TC, HDL, LDL, Triglycerides, Chemistry Panel, Liver Function, Glucose) and assimilating test results, scores, measurements and other information into meaningful analysis.
- b. Individualized Health Reports: Prepared and delivered to each participant.
- c. Executive Summary: Prepared and delivered to Client containing aggregate data of Assessments without disclosing individual assessment scores or results.

2. Payment for Services. Client agrees to pay Bellin the following amounts for its services:

- a. Health Risk Assessment pricing including individualized health report and report to Client with group summary data:

15 or more Assessments per session onsite	\$ 67.00 per Assessment
11-14 Assessments per session onsite	\$ 77.00 per Assessment
4-10 Assessments per session onsite	\$107.00 per Assessment
1-3 Assessments per session (worksite or home)	\$167.00 per Assessment
Remote Kits	\$117.00 per Assessment
Individual Assessment at a Bellin Clinic	\$ 67.00 per Assessment
Duplicated results from another employer	\$ 25.00 per Assessment

b. Miscellaneous charges:

Gap in schedule = more than five consecutive open appts	\$15.00 each
PSA Lab Tests	\$25.00 each
Provider Form	\$22.00 each
Saturday or Sunday Assessments	\$10.00 each
Translator fee	\$25.00 per hour
Out of Bellin service area: HRA's between 7pm & 4:30am	\$10.00 each
Out of Area: Cancellation Fee if contract is signed	25% of the cost of the HRA's
Paper questionnaire surcharge: (Effective Jan, 1 2019)	\$10.00 each

c. Feedback and Coaching:

Option 1: **Scheduled Feedbacks**

\$50.00 per hour for Bellin personnel available onsite at Client's location to provide individual explanations of HRA results to participants. Schedule will be agreed upon by Client and Bellin.

Option 2: **Non-scheduled Telephonic Feedbacks**

\$15.00 per person making three attempts to the participant. If the participant is active in reaching back to Bellin, attempts will continue until closed.

d. All prices are subject to increase upon 30 days notice to Client. No later than fifteen (15) days after receiving a notice of a price increase, Client shall have the right to terminate this Agreement by providing at least fifteen (15) days written notice of termination to Bellin. All invoices shall be paid by Client within 30 days of the invoice date. Client shall be responsible for all costs of collection of any unpaid fees due and owing to Bellin, including reasonable attorneys' fees and costs, unless Client prevails in any manner in any collection action against Bellin concerning such fees.

3. **Term of Agreement.** This agreement shall be for a term of one year and shall automatically renew for successive one-year periods unless written notice of non-renewal is provided prior to the end of the term by either party. Either party may terminate this agreement during the term upon 60 days written notice.

4. **Miscellaneous.**

a. **Assessment Procedures:** All participants will be required to sign voluntary Consents and Authorizations in order to proceed with the Assessment. Any participant who fails to sign the Consent and Authorization will not be allowed to participate in the process. Once the information is obtained from the participant, Bellin will forward the laboratory results of the blood draw (via electronic download) to its subcontractor, (currently Healics Inc.) and will separately forward the completed health questionnaires via mail or overnight delivery to Healics. Healics, on behalf of Bellin, will then prepare the individualized report for each participant which explains the results of the Assessment. The individual results will be compiled by Healics into an Executive Summary which will be delivered to Client. This summary does not contain personal identifiable health information of any participant, but only a compilation of overall data for planning purposes. At no time shall Client receive or have access to any individually identifiable health information of any participant. Bellin and its subcontract(s) shall have sole responsibility to utilize reasonable and appropriate safeguards to maintain the confidentiality of any and all information they obtain from participants through the Assessment process. Additionally, Bellin shall ensure that neither it nor its

contractors or agents shall make available to Client any personally identifiable protected health information of a participant unless such release is solely for the purpose of a request for a reasonable accommodation needed by the participant to participate in the Health Risk Assessment and pursuant to a Consent and Authorization signed by the participant.

Bellin does not participate in any feedback or coaching sessions except as may be agreed upon as listed above. All fees charged by Bellin's subcontractors are included in the above pricing, except that if Client orders additional services directly from one or more of Bellin's subcontractors, Client shall be responsible for the payment of such services and shall make any and all payments directly to any such subcontracts.

b. Client obligations: Client agrees to provide Bellin's staff with adequate working space and materials needed to perform the HRA services, to take all steps reasonably necessary to ensure that participants are on-time for their Assessments and to otherwise cooperate in the Assessment process. Client agrees to appoint an HRA program manager to serve as Bellin's primary contact person, to assist with the coordination of the services contemplated by this Agreement, to ensure that the HRA Services are performed in a professional and efficient manner and to assist Bellin with resolving any issues that may arise as requested by Bellin. Client shall also assign a site coordinator to facilitate efficient and professional performance of the Assessment process if the HRA program manager is not available at the location.

c. Confidentiality. Bellin is a covered entity as defined by the medical privacy rules of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and as such is obligated to comply with HIPAA and its implementing regulations. Client agrees to comply with any requirements applicable to it under HIPAA or as Bellin may require satisfying its HIPAA obligations. Each of the parties further recognizes that, in the coordination and performance of the HRA Services, they may gain knowledge and information about the other party's financial arrangements, business operations and plans, contracts, marketing and development plans and other proprietary information (collectively referred to as "Confidential Information"), the confidential nature of which is of great importance to the party to whom the information belongs and disclosure to or use of which would result in serious damage. Thus, during the term of this Agreement and thereafter, each of the parties agrees that it will not (unless specifically required by this Agreement or by law or required or permitted in writing) use, divulge, or disclose Confidential Information to any other person, firm, or organization unless such information is in the public domain or known by the parties to whom information is to be disclosed through no fault of the disclosing party. The rights and obligations of the parties pursuant to this Section shall survive the termination of this Agreement.

d. Intellectual Property. Client acknowledges and agrees that the Healics scorecard, scoring system and fact book is, and shall at all times remain, the sole and exclusive intellectual property of Healics ("Healics Intellectual Property"). Client further acknowledges and agrees that: (i) Client will not in any way modify or use Healics Intellectual Property; and that (ii) Bellin does not have any ownership interest in or ability to transfer or in any way modify the Healics Intellectual Property. The covenants contained in this paragraph and paragraph c shall survive the expiration or earlier termination of this Agreement.

e. Legal Advice. Client understands and agrees that Health Risk Assessments and the resulting reports are governed by various state and federal laws, and Client agrees that it will rely on its own legal counsel or other advisors for direction on compliance with those laws and regulations. Client also acknowledges that it is solely responsible for any use of or decisions that Client makes in connection with any Assessment results.

f. Indemnification. Client shall indemnify and hold Bellin harmless against any liability or expense (including Attorneys' fees) incurred by Bellin as a result of Client's, Client's employee's, or Client's agent or representatives use or disclosure of any protected health information provided by Bellin to Client or

Client's agent or representative. Bellin shall indemnify and hold Client harmless against any liability or expense (including attorneys' fees) incurred by Client as a result of Bellin's, Bellin's employees' or Bellin's agents' or representatives' unauthorized or unlawful use or disclosure of any protected health information provided by Client to Bellin or Bellin's agents or representatives, other than disclosures to Client or Client's agent or representative(s), and pursuant to a Consent and Authorization executed by each participant whose protected health information is to be disclosed for purposes of a reasonable accommodation needed by the participant to participate in the Health Risk Assessment program. Further, the parties also agree to indemnify and hold each other harmless against any liability or expense (including actual attorneys' fees) incurred as a result of the said party's negligence or misconduct in carrying out the terms of this Agreement.

g. Entire Agreement. This Agreement sets forth the entire agreement and understanding between Bellin and Client with respect to the subject matter hereof, and supersedes all previous oral or written communications, representations, or agreements between the parties concerning the subject matter. The services covered by this Agreement are in addition to any other services or agreements entered into between the parties for unrelated services.

h. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Wisconsin without regard to conflicts of law. Any disputes arising under this Agreement shall be exclusively venued in the circuit court for Brown County, Wisconsin.

i. Amendment. This Agreement may not be amended except by a written instrument signed by both Parties.

j. Assignment/Subcontracting. Except as expressly provided herein, neither party may assign, transfer, delegate, or subcontract, in whole or in part, any of its rights or obligations under this Agreement without the prior written consent of the other party. Notwithstanding the foregoing, Bellin's use of agents and subcontractors shall not be deemed a violation of this Agreement. Moreover, Bellin shall have the right to replace its current subcontractors/vendors, including Healics, but in such case shall notify Client of the change and of any impact or modification that this may have in relation to any procedures described in this Agreement. If the change is unacceptable to Client, Client shall have the right to terminate the agreement.

IN WITNESS WHEREOF, the parties pledge their faithful performance to this Agreement.

BELLIN MEMORIAL HOSPITAL, INC.
d/b/a Bellin Occupational Health Solutions

CITY OF DE PERE

By:_____

By:_____

Printed Name:_____

Printed Name:_____

Title:_____

Title:_____

Date:_____

Date:_____

MEMO

CITY OF DE PERE

To: Members of the Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
Re: Approval of Updated Agreement with Bellin Health to conduct Health Assessments
Date: July 10, 2018

Note: The updated contract was approved unanimously at the July 10th Finance/Personnel Committee meeting.

We started conducting health assessments in 2016 with Bellin Health. The price for the assessments has increased \$2.00 from \$65.00 per assessment to \$67.00. Therefore, I am asking for your approval of the updated contract.

If you have any questions before the meeting, please feel free to contact me at 339-4045.

Thank you.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Ledvina
SUBJECT: Operator License Applications.

ATTACHMENTS:

- 07-17-18 (PDF)

CITY OF DE PERE
License Committee - July 17, 2018

Previously Tabled Operator License Applications	
1	HEEZEN, MELISSA A.
2	LIBERTY, WILLIAM F.
3	SKENANDORE, ERIKA L.
4	STIEGLITZ-VANVONDEREN SADIE B.
5	WYDEVEN, AMANDA K.

Temporary Operator License Applications	
1	FRUZEN, ROBERT A.
2	KANE, ANDREW W.

Renewal Operator License Applications	
1	BLECHA, HANNAH K.
2	BOEDER, AMANDA L.
3	CARTER, PAMELA S.
4	CHARLES, KELIN L.
5	CHARLES, SHANNON M.
6	CHEVALIER, JENNIFER L.
7	DANEN, JESSICA E.
8	DAVID, ELIZABETH H.
9	EHNERD, TANNER J.
10	ELWELL, DANIELLE D.
11	FISSETTE, KATIE M.
12	FISHER, TERRIL S.
13	FRENCH, HANNAH M.
14	GEOHEGAN, PAULETTE M.
15	GOODINE, PAUL L.
16	HARTMAN, REBEKKA L.
17	HENDRICKS, RICHARD L.
18	JARVAIS, TRAVIS L.
19	JOHNSTON, KASEY J.
20	KARLIN, JONATHON P.
21	KELLY, DYLAN T.
22	KORB, JENNIFER L.
23	KUDIRKO, PAUL S.
24	LANGE, TRAVIS J.
25	LAYDEN, MATTHEW J.
26	LECLOUX, HANNAH M.
27	LEURQUIN, CASSANDRA R.
28	LIMBERGER, DAVID M.
29	LORENZ, JILL A.
30	MARTENS, MORGAN R.

Attachment: 07-17-18 (7188 : Operator License Applications.)

31	NOVAK, KEN R.
32	PAGENKOPF, AMY C.
33	PAVLIK, CAITLIN A.
34	RAYNIER, JANESEA M.
35	ROBERTS, DANNY K.
36	SEEFELDT, KRISTINA M.
37	SERVER, HOLLY L.
38	SHOWE, DESIRAE J.
39	SMITS, SAMUEL J.
40	SPAKOWICZ, ANDREW R.
41	VANKAUWENBERGH, MARCIE E.
42	WATERMOLEN, SHERI L.
43	WETTSTEIN, BETH A.
44	ZEITLER, MATTHEW J.

New Operator License Applications	
1	AUGUSTYN, JOSEPH P.
2	COUNARD, MACKENZIE V.
3	DORO, ELIZABETH R.
4	DUVAL, ANGEL M.
5	EHNERD, MARY J.
6	KIRCHENWITZ, MARIAH K.
7	LAID, NADIA
8	MORRIS, KAITLYN O.
9	NARDI, JAMI N.
10	NEEDHAM, JODY G.
11	QUIGLEY DONATH, MARTINA M.
12	RABIDA, ANNICKA L.
13	SMEESTER, JEREMY D.
14	ULLAH, BASEER

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Ledvina
SUBJECT: Voucher Approval.

ATTACHMENTS:

- 7-17-18 VOUCHERS (PDF)

7/11/2018 9:34 AM

A / P CHECK REGISTER

PAGE: 1

PACKET: 05903 JUL 2018 COUNCIL - 2 7-17-18

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0001	A1 ELEVATOR CORP							
	I-13104	A1 ELEVATOR CORP	R	7/17/2018		131.25CR	085908	
	I-13105	A1 ELEVATOR CORP	R	7/17/2018		162.00CR	085908	293.25
6426	ACL							
	I-A6616-201806-0	ACL	R	7/17/2018		96.60CR	085909	96.60
2878	ARING EQUIPMENT CO INC							
	I-C38500	ARING EQUIPMENT CO INC	R	7/17/2018		1,490.92CR	085910	1,490.92
0019	BADGER POPCORN & CONC SUPPLY INC							
	I-422386	BADGER POPCORN & CONC SUPPLY I	R	7/17/2018		30.45CR	085911	
	I-422387	BADGER POPCORN & CONC SUPPLY I	R	7/17/2018		39.40CR	085911	69.85
0020	BADGERLAND PRINTING INC							
	I-31672	BADGERLAND PRINTING INC	R	7/17/2018		36.00CR	085912	
	I-31690	BADGERLAND PRINTING INC	R	7/17/2018		35.00CR	085912	71.00
0023	BATTERIES PLUS LLC							
	I-P2856319	BATTERIES PLUS LLC	R	7/17/2018		171.88CR	085913	
	I-P2992977	BATTERIES PLUS LLC	R	7/17/2018		44.95CR	085913	216.83
0027	BAY TOWEL INC							
	I-2638368	BAY TOWEL INC	R	7/17/2018		98.94CR	085914	
	I-2642780	BAY TOWEL INC	R	7/17/2018		98.94CR	085914	
	I-2645584	BAY TOWEL INC	R	7/17/2018		163.22CR	085914	
	I-2645599	BAY TOWEL INC	R	7/17/2018		87.59CR	085914	448.69
6473	BEAVER OF WISCONSIN INC							
	I-97365	BEAVER OF WISCONSIN INC	R	7/17/2018		97.50CR	085915	97.50
3175	DEREK BEIDERWIEDEN							
	I-201807108422	DEREK BEIDERWIEDEN	R	7/17/2018		23.25CR	085916	23.25
0033	BIRDSEYE DAIRY INC							
	I-72791	BIRDSEYE DAIRY INC	R	7/17/2018		343.96CR	085917	
	I-72793	BIRDSEYE DAIRY INC	R	7/17/2018		48.80CR	085917	
	I-73092	BIRDSEYE DAIRY INC	R	7/17/2018		220.58CR	085917	
	I-73093	BIRDSEYE DAIRY INC	R	7/17/2018		166.60CR	085917	779.94
6849	BONGERS, ERIN							
	I-201807108423	BONGERS, ERIN	R	7/17/2018		42.01CR	085918	42.01

Attachment: 7-17-18 VOUCHERS (7186 : Voucher Approval.)

7/11/2018 9:34 AM

A / P CHECK REGISTER

PAGE: 2

PACKET: 05903 JUL 2018 COUNCIL - 2 7-17-18

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
6751	BRIDGEPORT MFG. INC. I-10920-00	BRIDGEPORT MFG. INC.	R	7/17/2018		485.83CR	085919	485.83
0038	BROADWAY AUTOMOTIVE INC I-569275	BROADWAY AUTOMOTIVE INC	R	7/17/2018		205.29CR	085920	205.29
0972	BROWN COUNTY GLASS LLC I-15027	BROWN COUNTY GLASS LLC	R	7/17/2018		288.00CR	085921	288.00
0046	BROWN COUNTY PORT SOLID WASTE DEPT I-37343	BROWN COUNTY PORT SOLID WASTE	R	7/17/2018		29,906.55CR	085922	29,906.55
2984	BROWN COUNTY TREASURER I-2018-00000010	BROWN COUNTY TREASURER	R	7/17/2018		989.33CR	085923	989.33
1784	CARLSON DETTMANN CONSULTING I-2765	CARLSON DETTMANN CONSULTING	R	7/17/2018		5,000.00CR	085924	5,000.00
6061	CARRICO AQUATIC RESOURCES INC I-20182558	CARRICO AQUATIC RESOURCES INC	R	7/17/2018		5,250.00CR	085925	5,250.00
0536	CDW GOVERNMENT INC I-NCW5003	CDW GOVERNMENT INC	R	7/17/2018		173.75CR	085926	173.75
2708	CLEANING SOLUTION SERVICES INC I-17150 I-18066 I-18067 I-18070 I-18122 I-18123 I-18124	CLEANING SOLUTION SERVICES INC CLEANING SOLUTION SERVICES INC CLEANING SOLUTION SERVICES INC CLEANING SOLUTION SERVICES INC CLEANING SOLUTION SERVICES INC CLEANING SOLUTION SERVICES INC CLEANING SOLUTION SERVICES INC	R R R R R R R	7/17/2018 7/17/2018 7/17/2018 7/17/2018 7/17/2018 7/17/2018 7/17/2018		532.63CR 1,354.06CR 1,657.49CR 1,349.21CR 250.00CR 125.00CR 66.98CR	085927 085927 085927 085927 085927 085927 085927	5,335.37
7248	COBBLER SHOP, THE I-5104	COBBLER SHOP, THE	R	7/17/2018		210.69CR	085928	210.69
0217	COUNTRY VISIONS COOPERATIVE I-201807108424 I-201807108425	COUNTRY VISIONS COOPERATIVE COUNTRY VISIONS COOPERATIVE COUNTRY VISIONS COOPERATIVE	R R R	7/17/2018 7/17/2018 7/17/2018		9.47CR 14.72CR	085929 085929	24.19
5998	CROP PRODUCTION SERVICES I-36664121	CROP PRODUCTION SERVICES	R	7/17/2018		155.00CR	085930	155.00

Attachment: 7-17-18 VOUCHERS (7186 : Voucher Approval.)

7/11/2018 9:34 AM

A / P CHECK REGISTER

PAGE: 3

PACKET: 05903 JUL 2018 COUNCIL - 2 7-17-18

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0713	DE GROOT INC I-18-02 (1)	DE GROOT INC	R	7/17/2018		6,550.23CR	085931	6,550.23
7769	DE PERE FIRE DEPT I-201807108426 I-201807108427	DE PERE FIRE DEPT DE PERE FIRE DEPT	R R	7/17/2018 7/17/2018		200.00CR 200.00CR	085932 085932	 400.00
0069	DE PERE GREENHOUSE INC I-29856	DE PERE GREENHOUSE INC	R	7/17/2018		104.70CR	085933	104.70
3590	LAWRENCE DELO I-201807108428	LAWRENCE DELO	R	7/17/2018		148.24CR	085934	148.24
7707	DUNCAN ASSOCIATES INC I-337-18-01 I-337-18-03	DUNCAN ASSOCIATES INC DUNCAN ASSOCIATES INC	R R	7/17/2018 7/17/2018		1,410.00CR 14,850.00CR	085935 085935	 16,260.00
6981	EMC INSURANCE COMPANIES I-D-86790122	EMC INSURANCE COMPANIES	R	7/17/2018		154,456.25CR	085936	154,456.25
0086	ERC INC I-ERC-0618-7298	ERC INC	R	7/17/2018		429.00CR	085937	429.00
7422	EXCEL UNDERGROUND LLC I-6162	EXCEL UNDERGROUND LLC	R	7/17/2018		7,810.70CR	085938	7,810.70
0092	FEAKER & SONS CO INC I-18-11 (1)	FEAKER & SONS CO INC	R	7/17/2018		278,040.30CR	085939	278,040.30
2627	FESTIVAL FOODS INC I-100362-55	FESTIVAL FOODS INC	R	7/17/2018		6.74CR	085940	6.74
0200	FIRST SUPPLY LLC I-11155322-00 I-11193971-00 I-11203708-01 I-11208505-00	FIRST SUPPLY LLC FIRST SUPPLY LLC FIRST SUPPLY LLC FIRST SUPPLY LLC	R R R R	7/17/2018 7/17/2018 7/17/2018 7/17/2018		27.07CR 70.78CR 6.32CR 27.64CR	085941 085941 085941 085941	 131.81
3304	FISCHER-ULMAN CONST INC I-17-05 (4) FINAL	FISCHER-ULMAN CONST INC	R	7/17/2018		3,175.33CR	085942	3,175.33
0097	FIVE ALARM INC I-177946-1	FIVE ALARM INC	R	7/17/2018		84.00CR	085943	84.00

Attachment: 7-17-18 VOUCHERS (7186 : Voucher Approval.)

7/11/2018 9:34 AM

A / P CHECK REGISTER

PAGE: 4

PACKET: 05903 JUL 2018 COUNCIL - 2 7-17-18

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0098	FLY ME FLAG CO INC I-2015	FLY ME FLAG CO INC	R	7/17/2018		1,414.00CR	085944	1,414.00
3655	FUN EXPRESS LLC I-690819738-01	FUN EXPRESS LLC	R	7/17/2018		141.42CR	085945	141.42
7079	G & O THERMAL SUPPLY COMPANY I-78474	G & O THERMAL SUPPLY COMPANY	R	7/17/2018		258.16CR	085946	258.16
0562	GALLS LLC I-10165157 I-9818550999 I-9819294118 I-9820067545 I-9821260131 I-9821260149 I-9822111804 I-9822111812 I-9822565520 I-9836087610	GALLS LLC GALLS LLC GALLS LLC GALLS LLC GALLS LLC GALLS LLC GALLS LLC GALLS LLC GALLS LLC GALLS LLC	R R R R R R R R R R	7/17/2018 7/17/2018 7/17/2018 7/17/2018 7/17/2018 7/17/2018 7/17/2018 7/17/2018 7/17/2018 7/17/2018		65.00CR 469.96CR 122.94CR 2.96CR 283.02CR 47.48CR 10.37CR 29.97CR 1.52CR 59.40CR	085947 085947 085947 085947 085947 085947 085947 085947 085947 085947	 1,092.62
0116	GRAINGER INC I-9836087602	GRAINGER INC	R	7/17/2018		47.48CR	085948	47.48
0117	GRAYBAR ELECTRIC COMPANY INC I-9304766197	GRAYBAR ELECTRIC COMPANY INC	R	7/17/2018		16.72CR	085949	16.72
7245	GREEN BAY WATER UTILITY I-6121	GREEN BAY WATER UTILITY	R	7/17/2018		15,473.00CR	085950	15,473.00
2947	MATTHEW GUTH I-201807108429 I-201807108430	MATTHEW GUTH MATTHEW GUTH	R R	7/17/2018 7/17/2018		110.78CR 74.84CR	085951 085951	 185.62
0912	HEID MUSIC CO I-2160188 I-2161979	HEID MUSIC CO HEID MUSIC CO	R R	7/17/2018 7/17/2018		56.98CR 683.06CR	085952 085952	 740.04
1121	TOM HENDRICKS I-201807108432	TOM HENDRICKS	R	7/17/2018		327.00CR	085953	327.00
7208	HOLIDAY WHOLESALE I-8672426 I-8672427	HOLIDAY WHOLESALE HOLIDAY WHOLESALE	R R	7/17/2018 7/17/2018		62.98CR 62.98CR	085954 085954	 125.96

Attachment: 7-17-18 VOUCHERS (7186 : Voucher Approval.)

7/11/2018 9:34 AM

A / P CHECK REGISTER

PAGE: 5

PACKET: 05903 JUL 2018 COUNCIL - 2 7-17-18

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5484	HYDROCOP INC							
	I-47964-IN	HYDROCOP INC	R	7/17/2018		2,876.00CR	085955	
	I-48150-IN	HYDROCOP INC	R	7/17/2018		2,309.00CR	085955	5,185.00
1399	INDOFF INC							
	C-3113726	INDOFF INC	R	7/17/2018		62.99	085956	
	I-3121939	INDOFF INC	R	7/17/2018		159.75CR	085956	
	I-3123144	INDOFF INC	R	7/17/2018		113.98CR	085956	210.74
0141	JEFFERSON FIRE & SAFETY INC							
	I-249145	JEFFERSON FIRE & SAFETY INC	R	7/17/2018		377.27CR	085957	377.27
0362	JOHNSON CONTROLS FIRE PROTECTION LP							
	I-84939516	JOHNSON CONTROLS FIRE PROTECTI	R	7/17/2018		81.44CR	085958	81.44
2602	JOSSART BROTHERS INC							
	I-764	JOSSART BROTHERS INC	R	7/17/2018		438.00CR	085959	438.00
1276	JX ENTERPRISES INC							
	I-1412645S	JX ENTERPRISES INC	R	7/17/2018		1,459.36CR	085960	
	I-1440004P	JX ENTERPRISES INC	R	7/17/2018		64.99CR	085960	
	I-1440733P	JX ENTERPRISES INC	R	7/17/2018		91.90CR	085960	
	I-1441582P	JX ENTERPRISES INC	R	7/17/2018		2.82CR	085960	
	I-1442493P	JX ENTERPRISES INC	R	7/17/2018		38.24CR	085960	1,657.31
7772	KELBY COOK CONST INC							
	I-1323	KELBY COOK CONST INC	R	7/17/2018		3,000.00CR	085961	3,000.00
3986	KIMPS ACE HARDWARE CORP							
	I-353161	KIMPS ACE HARDWARE CORP	R	7/17/2018		119.98CR	085962	119.98
3140	KUNDINGER FLUID POWER INC							
	I-50492464	KUNDINGER FLUID POWER INC	R	7/17/2018		53.71CR	085963	53.71
0153	LAFORCE INC							
	I-1069003	LAFORCE INC	R	7/17/2018		338.96CR	085964	
	I-1069303	LAFORCE INC	R	7/17/2018		15.00CR	085964	353.96
7737	GRACE LAHTELA							
	I-201807108433	GRACE LAHTELA	R	7/17/2018		18.99CR	085965	18.99
6577	LAKELAND LAWN CARE							
	I-75165	LAKELAND LAWN CARE	R	7/17/2018		2,410.00CR	085966	
	I-75547	LAKELAND LAWN CARE	R	7/17/2018		500.00CR	085966	2,910.00

Attachment: 7-17-18 VOUCHERS (7186 : Voucher Approval.)

7/11/2018 9:34 AM

A / P CHECK REGISTER

PAGE: 6

PACKET: 05903 JUL 2018 COUNCIL - 2 7-17-18

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0154	LAMERS BUS LINES INC							
	I-537274	LAMERS BUS LINES INC	R	7/17/2018		275.10CR	085967	
	I-537275	LAMERS BUS LINES INC	R	7/17/2018		275.10CR	085967	
	I-537276	LAMERS BUS LINES INC	R	7/17/2018		275.10CR	085967	
	I-537277	LAMERS BUS LINES INC	R	7/17/2018		91.70CR	085967	
	I-537291	LAMERS BUS LINES INC	R	7/17/2018		264.00CR	085967	
	I-537292	LAMERS BUS LINES INC	R	7/17/2018		264.00CR	085967	
	I-537293	LAMERS BUS LINES INC	R	7/17/2018		176.00CR	085967	
	I-537795	LAMERS BUS LINES INC	R	7/17/2018		264.00CR	085967	
	I-537796	LAMERS BUS LINES INC	R	7/17/2018		176.00CR	085967	
	I-537942	LAMERS BUS LINES INC	R	7/17/2018		88.00CR	085967	2,149.00
4585	LAMP RECYCLERS INC.							
	I-96207	LAMP RECYCLERS INC.	R	7/17/2018		133.38CR	085968	133.38
5786	LEE, CINDY							
	I-201807108434	LEE, CINDY	R	7/17/2018		72.49CR	085969	72.49
7444	SARA LORNSON							
	I-201807108435	SARA LORNSON	R	7/17/2018		30.00CR	085970	
	I-201807108436	SARA LORNSON	R	7/17/2018		183.12CR	085970	213.12
7446	MACQUEEN EQUIPMENT GROUP							
	I-P13710	MACQUEEN EQUIPMENT GROUP	R	7/17/2018		157.99CR	085971	157.99
7770	MARLEY MACHINE LLC							
	I-1021	MARLEY MACHINE LLC	R	7/17/2018		210.00CR	085972	
	I-1022	MARLEY MACHINE LLC	R	7/17/2018		175.00CR	085972	385.00
4254	MEACHAM NURSERY							
	I-IV18-7014	MEACHAM NURSERY	R	7/17/2018		1,640.50CR	085973	1,640.50
0173	MENARDS INC							
	I-29546	MENARDS INC	R	7/17/2018		82.79CR	085974	
	I-29978	MENARDS INC	R	7/17/2018		16.98CR	085974	
	I-30028	MENARDS INC	R	7/17/2018		8.98CR	085974	
	I-30044	MENARDS INC	R	7/17/2018		10.25CR	085974	
	I-30095	MENARDS INC	R	7/17/2018		69.13CR	085974	
	I-30129	MENARDS INC	R	7/17/2018		425.61CR	085974	
	I-30159	MENARDS INC	R	7/17/2018		16.38CR	085974	
	I-30226	MENARDS INC	R	7/17/2018		1.64CR	085974	
	I-30310	MENARDS INC	R	7/17/2018		23.98CR	085974	
	I-30355	MENARDS INC	R	7/17/2018		14.04CR	085974	
	I-30364	MENARDS INC	R	7/17/2018		27.49CR	085974	
	I-30379	MENARDS INC	R	7/17/2018		14.04CR	085974	
	I-30416	MENARDS INC	R	7/17/2018		302.39CR	085974	
	I-30487	MENARDS INC	R	7/17/2018		19.74CR	085974	
	I-30498	MENARDS INC	R	7/17/2018		208.34CR	085974	
	I-30550	MENARDS INC	R	7/17/2018		146.88CR	085974	
	I-30551	MENARDS INC	R	7/17/2018		51.48CR	085974	
	I-30553	MENARDS INC	R	7/17/2018		149.70CR	085974	
	I-30591	MENARDS INC	R	7/17/2018		13.33CR	085974	

Attachment: 7-17-18 VOUCHERS (7186 : Voucher Approval.)

7/11/2018 9:34 AM

A / P CHECK REGISTER

PAGE: 7

PACKET: 05903 JUL 2018 COUNCIL - 2 7-17-18

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
VOID	VOID CHECK		V	7/17/2018			085975	**VOID**
1077	MESSERSCHMIDT, BRIAN I-201807108437	MESSERSCHMIDT, BRIAN	R	7/17/2018		340.51CR	085976	340.51
0902	MILLER & ASSOC SAUK PRAIRIE INC I-217914	MILLER & ASSOC SAUK PRAIRIE IN	R	7/17/2018		1,075.00CR	085977	1,075.00
5962	MULTI-JURISDICTIONAL TRAINING CENTER I-201807108442	MULTI-JURISDICTIONAL TRAINING	R	7/17/2018		500.00CR	085978	500.00
0076	NASSCO INC I-S2342886.001 I-S2349080.001	NASSCO INC NASSCO INC	R R	7/17/2018 7/17/2018		283.09CR 159.45CR	085979 085979	 442.54
7129	NELSON TACTICAL I-3728	NELSON TACTICAL	R	7/17/2018		169.17CR	085980	169.17
1947	NEVCO INC I-173783	NEVCO INC	R	7/17/2018		5,000.00CR	085981	5,000.00
0531	NORTHEAST AUTO PARTS INC C-331807 I-331799 I-331836 I-331854 I-331884 I-331935 I-332006 I-332046 I-332093	NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC NORTHEAST AUTO PARTS INC	R R R R R R R R R	7/17/2018 7/17/2018 7/17/2018 7/17/2018 7/17/2018 7/17/2018 7/17/2018 7/17/2018 7/17/2018		59.50 90.98CR 23.51CR 62.49CR 295.73CR 124.30CR 17.49CR 34.98CR 51.80CR	085982 085982 085982 085982 085982 085982 085982 085982 085982	 641.78
3250	NORTHERN LAKE SERVICE I-335827	NORTHERN LAKE SERVICE	R	7/17/2018		488.70CR	085983	488.70
0187	NSIGHT TELS SERVICES I-201807108438	NSIGHT TELS SERVICES	R	7/17/2018		64.40CR	085984	64.40
7355	OXFORD IMMUNOTEC C-T 911448 I-T931921	OXFORD IMMUNOTEC OXFORD IMMUNOTEC	R R	7/17/2018 7/17/2018		105.50 158.25CR	085985 085985	 52.75

Attachment: 7-17-18 VOUCHERS (7186 : Voucher Approval.)

7/11/2018 9:34 AM

A / P CHECK REGISTER

PAGE: 8

PACKET: 05903 JUL 2018 COUNCIL - 2 7-17-18

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0197	PACKER CITY INTERNATIONAL INC							
	I-X101089171:01	PACKER CITY INTERNATIONAL INC	R	7/17/2018		34.36CR	085986	34.36
0584	PATRICK ZELZER AND ASSOCIATES							
	I-ZEL-2018001873	PATRICK ZELZER AND ASSOCIATES	R	7/17/2018		75.00CR	085987	75.00
0202	PEPSI COLA NEW INC							
	I-510555	PEPSI COLA NEW INC	R	7/17/2018		487.44CR	085988	
	I-510556	PEPSI COLA NEW INC	R	7/17/2018		467.76CR	085988	
	I-515599	PEPSI COLA NEW INC	R	7/17/2018		277.20CR	085988	
	I-515600	PEPSI COLA NEW INC	R	7/17/2018		170.88CR	085988	1,403.28
3401	PETERS CONCRETE COMPANY INC							
	I-18-04 (3)	PETERS CONCRETE COMPANY INC	R	7/17/2018		80,769.04CR	085989	80,769.04
6126	PM SUPPLY - WRIGHT INDUSTRIAL							
	I-78629	PM SUPPLY - WRIGHT INDUSTRIAL	R	7/17/2018		425.35CR	085990	
	I-78793	PM SUPPLY - WRIGHT INDUSTRIAL	R	7/17/2018		198.62CR	085990	
	I-78833	PM SUPPLY - WRIGHT INDUSTRIAL	R	7/17/2018		66.28CR	085990	
	I-78845	PM SUPPLY - WRIGHT INDUSTRIAL	R	7/17/2018		37.94CR	085990	
	I-78924	PM SUPPLY - WRIGHT INDUSTRIAL	R	7/17/2018		41.07CR	085990	
	I-78949	PM SUPPLY - WRIGHT INDUSTRIAL	R	7/17/2018		361.32CR	085990	
	I-78966	PM SUPPLY - WRIGHT INDUSTRIAL	R	7/17/2018		127.55CR	085990	
	I-79068	PM SUPPLY - WRIGHT INDUSTRIAL	R	7/17/2018		81.14CR	085990	1,339.27
0208	POMP'S TIRE SERVICE INC							
	I-90048851	POMP'S TIRE SERVICE INC	R	7/17/2018		445.90CR	085991	
	I-90048879	POMP'S TIRE SERVICE INC	R	7/17/2018		99.69CR	085991	
	I-90048953	POMP'S TIRE SERVICE INC	R	7/17/2018		30.50CR	085991	576.09
1246	PREVEA HEALTH							
	I-116578	PREVEA HEALTH	R	7/17/2018		116.55CR	085992	
	I-116579	PREVEA HEALTH	R	7/17/2018		165.75CR	085992	282.30
1434	PAULA RAHN							
	I-201807108439	PAULA RAHN	R	7/17/2018		126.44CR	085993	126.44
0225	RED D MIX CONCRETE INC							
	I-68134	RED D MIX CONCRETE INC	R	7/17/2018		258.20CR	085994	258.20
6971	RENNERT'S FIRE EQUIP SERV INC.							
	I-39170	RENNERT'S FIRE EQUIP SERV INC.	R	7/17/2018		863.00CR	085995	863.00

Attachment: 7-17-18 VOUCHERS (7186 : Voucher Approval.)

7/11/2018 9:34 AM

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PAGE: 9

PACKET: 05903 JUL 2018 COUNCIL - 2 7-17-18

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0228	RENT A FLASH OF WISCONSIN INC I-62164	RENT A FLASH OF WISCONSIN INC	R	7/17/2018		2,351.50CR	085996	2,351.50
5393	RICOH USA INC. I-5053823141	RICOH USA INC.	R	7/17/2018		334.57CR	085997	334.57
2604	RIESTERER & SCHNELL INC I-1326285 I-1384753	RIESTERER & SCHNELL INC RIESTERER & SCHNELL INC	R R	7/17/2018 7/17/2018		200.48CR 190.03CR	085998 085998	 390.51
7221	SCENICVIEW LANDSCAPE I-201807108440	SCENICVIEW LANDSCAPE	R	7/17/2018		4,400.00CR	085999	4,400.00
7457	SCHROTH WHOLESALE SUPPLY CO INC I-306417	SCHROTH WHOLESALE SUPPLY CO IN	R	7/17/2018		168.30CR	086000	168.30
3234	SHERWIN WILLIAMS I-6666-3	SHERWIN WILLIAMS	R	7/17/2018		27.44CR	086001	27.44
6180	SKID & PALLET SERVICE I-11768	SKID & PALLET SERVICE	R	7/17/2018		1,980.00CR	086002	1,980.00
0831	SOCIETY FOR HUMAN RESOURCE MANAGEMT I-9007543029	SOCIETY FOR HUMAN RESOURCE MAN	R	7/17/2018		209.00CR	086003	209.00
6483	SPRINKLER CO INC, THE I-75146 I-75185	SPRINKLER CO INC, THE SPRINKLER CO INC, THE	R R	7/17/2018 7/17/2018		71.37CR 187.57CR	086004 086004	 258.94
0999	STAPLES ADVANTAGE I-3380542294 I-3380542295	STAPLES ADVANTAGE STAPLES ADVANTAGE	R R	7/17/2018 7/17/2018		101.57CR 10.99CR	086005 086005	 112.56
7771	STONE SILO PRAIRIE GARDENS I-74012	STONE SILO PRAIRIE GARDENS	R	7/17/2018		3,430.00CR	086006	3,430.00
7715	T ALTERATION I-906	T ALTERATION	R	7/17/2018		36.93CR	086007	36.93
3660	TEAM MOTORSPORTS I-194420	TEAM MOTORSPORTS	R	7/17/2018		218.25CR	086008	218.25

Attachment: 7-17-18 VOUCHERS (7186 : Voucher Approval.)

7/11/2018 9:34 AM

A / P CHECK REGISTER

PAGE: 10

PACKET: 05903 JUL 2018 COUNCIL - 2 7-17-18

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5186	TOYS FOR TRUCKS I-250429	TOYS FOR TRUCKS	R	7/17/2018		160.00CR	086009	160.00
0267	TRAFFIC & PARKING CONTROL INC I-I605666	TRAFFIC & PARKING CONTROL INC	R	7/17/2018		2,054.75CR	086010	2,054.75
6162	TRUGREEN I-84134850 I-84325493	TRUGREEN TRUGREEN	R R	7/17/2018 7/17/2018		48.17CR 199.87CR	086011 086011	 248.04
0417	TWEET GAROT MECHANICAL INC I-62245 I-62247 I-62249	TWEET GAROT MECHANICAL INC TWEET GAROT MECHANICAL INC TWEET GAROT MECHANICAL INC	R R R	7/17/2018 7/17/2018 7/17/2018		2,544.50CR 2,145.00CR 1,513.00CR	086012 086012 086012	 6,202.50
0416	TWIRL SEWER SERVICE I-25372	TWIRL SEWER SERVICE	R	7/17/2018		226.00CR	086013	226.00
3858	ULINE I-98429499	ULINE	R	7/17/2018		309.40CR	086014	309.40
0272	UNIFORM SHOPPE INC I-275669 I-276036 I-278475 I-278838	UNIFORM SHOPPE INC UNIFORM SHOPPE INC UNIFORM SHOPPE INC UNIFORM SHOPPE INC	R R R R	7/17/2018 7/17/2018 7/17/2018 7/17/2018		79.90CR 236.80CR 76.45CR 39.75CR	086015 086015 086015 086015	 432.90
7210	VANDEN PLAS SANITATION INC. I-35632 I-35706	VANDEN PLAS SANITATION INC. VANDEN PLAS SANITATION INC.	R R	7/17/2018 7/17/2018		123.60CR 123.60CR	086016 086016	 247.20
0962	VOS ELECTRIC INC I-91150	VOS ELECTRIC INC	R	7/17/2018		1,309.38CR	086017	1,309.38
2645	WI DEPT OF JUSTICE I-201807108441	WI DEPT OF JUSTICE	R	7/17/2018		35.00CR	086018	35.00
0582	WI EMPLOYMENT RELATIONS COMMISSION I-425-0000000268	WI EMPLOYMENT RELATIONS COMMIS	R	7/17/2018		400.00CR	086019	400.00
7710	WI HUMANE SOCIETY I-1148	WI HUMANE SOCIETY	R	7/17/2018		354.00CR	086020	354.00

Attachment: 7-17-18 VOUCHERS (7186 : Voucher Approval.)

7/11/2018 9:34 AM

A / P CHECK REGISTER

PAGE: 11

PACKET: 05903 JUL 2018 COUNCIL - 2 7-17-18

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0286	WILLIAMS NURSERY							
	I-163036	WILLIAMS NURSERY	R	7/17/2018		1,218.75CR	086021	1,218.75

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	113	0.00	681,471.43	681,471.43
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	114	0.00	681,471.43	681,471.43

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

Attachment: 7-17-18 VOUCHERS (7186 : Voucher Approval.)

7/11/2018 9:34 AM

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PAGE: 12

PACKET: 05903 JUL 2018 COUNCIL - 2 7-17-18

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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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	7/2018	279,528.72CR
201	7/2018	10,466.09CR
208	7/2018	112.40CR
405	7/2018	368,545.21CR
601	7/2018	18,608.27CR
650	7/2018	4,210.74CR
=====		
ALL		681,471.43CR

Attachment: 7-17-18 VOUCHERS (7186 : Voucher Approval.)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: July 17, 2018

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Ordinance #18-14 Amending § 9-1 De Pere Municipal Code
Regarding Non-Discrimination in Housing, Public Accommodation
and Employment.

The Finance/Personnel Committee moved this item forward to the Council from its July 10, 2018 without recommendation.

ATTACHMENTS:

- Ord18-14 (DOCX)
- Non-Discrimination Ordinance as Amended 2x redlined July 2018 (DOCX)

ORDINANCE #18-14

AMENDING § 9-1 DE PERE MUNICIPAL CODE REGARDING NON-DISCRIMINATION IN
HOUSING, PUBLIC ACCOMMODATION AND EMPLOYMENT

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

SECTION 1. Section 9-1(a), *Policy and Intent*, is hereby amended by deleting the last (3rd) paragraph thereof and replacing it with the following:

Where applicable, this chapter shall be interpreted and applied consistently with the provisions of the Constitutions of the United States and the State of Wisconsin, Title VII of the Civil Rights Act of 1968, 42 U.S.C. sections 2000a, et seq., 42 U.S.C. sections 3601, et seq., 24 C.F.R. sections 100, et seq., and ss. 66.1011, 106.50, 106.52 and 111.31 – 111.395, Wis. Stats., and any successor provisions of state and federal law.

SECTION 2. Section 9-1(b), *Definitions*, is hereby amended by:

1. Deleting the word “Licensing” in the definition of “Committee”;
2. Deleting the brackets ([]) around the phrase “this ordinance” in the definition of “Employer”;
3. Adding the following definition in alphabetical order:

Religious Organization means any organization, corporation, association, society, institution or entity created to carry out a religious or ecclesiastical purpose.

SECTION 3. Section 9-1(f), *Exceptions*, is hereby amended by:

1. Adding the following paragraphs as paragraphs (1), (2), and (3) of the section and renumbering the other paragraphs accordingly:

(1) This ordinance shall not apply to a religious organization engaged in non-commercial activity concerning matters of church governance, doctrine, faith, rule, law or of ministerial and/or ecclesiastical nature.

(2) It shall not be an unlawful discriminatory practice for an employer to observe the conditions of a bona fide seniority system or a bona fide employee benefit system based on age such as a retirement, pension or insurance plan which is not a subterfuge or pretext to evade the purposes of this ordinance.

(3) Nothing contained in this ordinance shall be deemed to prohibit selection or rejection based solely upon a bona fide occupational qualification, a bona fide physical requirement, or, as to a religious organization, based upon a preference for applicants of the same religion or denomination.

2. By deleting the phrase “association or society,” from paragraph (4)(A) of this section [formerly (1)(A)] .

SECTION 4. Section 9-1(h), *Jurisdiction*, is hereby amended by:

1. Deleting paragraphs 2 and 3 from this section;
2. Removing the paragraph number 1 from the remaining paragraph.

SECTION 5: This ordinance shall take effect on and after its passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th day of July, 2018.

APPROVED:

James Boyd, Acting Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Committee Approval: no recommendation 7/10/18

Publication Date: _____

Effective Date: 03/01/2018

Section 9-1, *Non-Discrimination in Housing, Public Accommodation and Employment*

Sec. 9-1.

(a) Policy and Intent.

A vibrant, productive and economically successful city is made possible by the talents, contributions and well-being of its diverse residents. It is the policy of the City of De Pere that equal rights and equal opportunity within the context of the larger commercial and social fabric of the De Pere community are promoted.

Provision for adequate safeguards against discrimination is a proper and necessary function of city government. To protect the health, safety and general welfare of all inhabitants of the city, and all persons employed and living within the city, it is declared to be the public policy of this city to foster and enforce to the fullest extent of the law equal opportunity employment, housing and public accommodations without regard to actual or perceived age, color, family status, gender identity and/or gender expression, marital status, national origin/ancestry, race, religion, military service or veteran status, person with disability, sex, sexual orientation, source of lawful income or victims of domestic violence, sexual assault or stalking.

Where applicable, this chapter shall be interpreted and applied consistently with the provisions of [the Constitutions of the United States and the State of Wisconsin](#), Title VII of the Civil Rights Act of 1968, 42 U.S.C. sections 2000a, et seq., 42 U.S.C. sections 3601, et seq., 24 C.F.R. sections 100, et seq., and ss. 66.1011, 106.50, 106.52 and 111.31 – [111.395](#), Wis. Stats., and any successor provisions of state and federal law.

(b) Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Adult means a person aged 18 years and older.

Age means being age 40 or older.

Ancestry means the country, nation, tribe or other identifiable group from which one descends.

Color means color of skin.

Committee means the City Finance/Personnel [Licensing](#) Committee.

Disability means, with respect to a person, any of the following:

Page 2 of 11

- (1) A physical or mental impairment which substantially limits one or more of the person's major life activity.
- (2) A record of having impairment.
- (3) Being perceived as having impairment.
- (4) This term does not include current, illegal use of or addiction to a controlled substance. The behavioral manifestations of a mental disability may be taken into consideration in determining whether or not the applicant is qualified.

Discriminate, discrimination or discriminatory shall mean any intentional act, policy, advertisement or practice which has the effect of subjecting any person to differential treatment as a result of that person's actual or perceived age, color, family status, gender identity and/or gender expression, marital status, national origin/ancestry, military service or veteran status, race, religion, color, persons with disability, sex, sexual orientation, source of lawful income or victims of domestic violence, sexual assault or stalking.

Dwelling means any building, structure or portion thereof which is occupied as or designed or intended for occupancy as a residence by one (1) or more families, and vacant land which is offered for sale or lease for the construction or location thereon of any such building, structure or portion thereof.

Employee shall mean any individual employed or seeking employment from an employer.

Employer shall mean any person who, for compensation, regularly employs five or more individuals, not including the employer's parents, spouse or children. For purposes of this ordinance an "employer" is also any person acting on behalf of an employer, directly or indirectly, or any employment agency.

Gender identity and/or gender expression means a person's gender-related self-identity, appearance, expression or behavior, regardless of the person's assigned sex at birth.

Family includes one or more natural person.

Family status means any of the following conditions that apply to a person seeking to rent or purchase housing or to a member or prospective member of the person's household regardless of the person's marital status:

- (1) A person is pregnant.
- (2) A person is in the process of securing sole or joint legal custody, periods of physical placement or visitation rights of a minor child.
- (3) A person's household includes one (1) or more minor or adult relatives.
- (4) A person's household includes one (1) or more adults or minor children in his or her legal custody or physical placement or with whom he or she has visitation rights.
- (5) A person's household includes one (1) or more adults or minor children placed in his or her care under a court order, under guardianship or with the written permission of a parent or other person having legal custody of the adult or minor child, or adopted person.

Lodging establishment means any of the following:

- (1) A bed and breakfast establishment, as defined in Wis. Stats. § 97.01 (1g).
- (2) A hotel, as defined in Wis. Stats. § 97.01 (7).
- (3) A tourist rooming house, as defined in Wis. Stats. § 97.01 (15k).
- (4) A campground.

Marital Status means the status of being married, single, divorced, separated or widowed.

Military Service or Veteran Status means current or former service in the U.S. armed forces, the state defense force, the national guard of any state, or any other reserve component of the U.S. armed forces.

National origin means generally a member of a nation by origin, birth or naturalization or having common origins.

Person shall mean one or more individuals, firms, corporations, partnerships or other organizations, associations or groups of persons however arranged, labor organizations, legal representatives, mutual companies, joint stock companies, trusts, unincorporated organizations, trustees, trustees in bankruptcy, receivers and fiduciaries.

Place of public accommodation shall be interpreted broadly to include, but not be limited to, places of business or recreation; lodging establishments; restaurants; taverns; barber, cosmetologist, aesthetician, electrologist, or manicuring establishments; nursing homes; clinics; hospitals; cemeteries; and any physical location in the city where accommodations, amusement, goods or services are provided either free or for a consideration. A place of public accommodation does not include:

- (1) any institution or club which by its nature is distinctly private;
- (2) A place where a bona fide private, nonprofit organization or institution provides accommodations, amusement, goods or services during an event in which the organization or institution provides the accommodations, amusement, goods or services to the following individuals only:
 - (a) Members of the organization or institution.
 - (b) Guests named by members of the organization or institution.
 - (c) Guests named by the organization or institution.

Protected classes are defined as:

- (1) **Age.** Persons 40 years of age or older.
- (2) **Color.** A person's skin color.
- (3) **Disability/Handicap.** A physical or mental impairment that substantially limits one or more major life activities.
- (4) **Domestic Abuse, Sexual Assault and Stalking Victims.** Persons who have been or are victims of domestic abuse, sexual assault or stalking.

Page 4 of 11

- (5) **Family Status.** Household composition, including the presence of children.
- (6) **Gender Identity and/or Gender Expression.** A person's gender-related self-identity, appearance, expression or behavior, regardless of the person's assigned sex at birth.
- (7) **Lawful Source of Income.** A person's legal means of income, including such subsidized forms as Social Security, food stamps, unemployment compensation, etc.
- (8) **Marital Status.** Married, unmarried, single, divorced, widowed or separated.
- (9) **Military Service or Veteran Status.** Active or former military service, including retirement or honorable discharge therefrom.
- (10) **National Origin/Ancstry.** The country of one's birth and/or the nationality of one's ancestors.
- (11) **Race.** A person's race or the race of persons with whom one associates.
- (12) **Religion.** A person's religious beliefs or denominational affiliation.
- (13) **Sex.** A person's sex, including sexual harassment or intimidation.
- (14) **Sexual Orientation.** Individuals identified as heterosexual, gay, lesbian, bisexual or any sexual orientation identity.

Race means generally a member of a group united or classified together on the basis of common history, nationality or geography.

Religion or creed means a system of religious beliefs including moral or ethical beliefs about right and wrong that are sincerely held with the strength of traditional religious views.

Religious Organization means any organization, corporation, association, society, institution or entity created to carry out a religious or ecclesiastical purpose.

Service animal means a guide dog, signal dog, or other animal that is individually trained or is being trained to do work or perform tasks for the benefit of a person with a disability, including the work or task of guiding a person with impaired vision, alerting a person with impaired hearing to intruders or sound, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

Sex/gender means being female or male.

Sexual Orientation means a person's actual or perceived heterosexuality, homosexuality, asexuality, or bisexuality.

To rent includes to lease, to sublease, to let and to otherwise grant for consideration the right to occupy premises not owned by the occupant.

(c) **Discrimination in Housing Prohibited.**

- (1) Subject to other provisions of this article, no person may discriminate in the rental of housing, procurement of property owner's insurance or commit any sale or

discriminatory housing practice against a person on the basis of actual or perceived: age, color, family status, gender identity and/or gender expression, marital status, national origin/ancestry, race, religion, color, military service or veteran status, person with disability, sex, sexual orientation, source of lawful income or victims of domestic violence, sexual assault or stalking.

(2) ***Discriminatory housing practice*** means:

- (A) To refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny, a dwelling to any person because of any basis listed in this chapter.
- (B) To discriminate against any person in the terms, conditions or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection therewith, because of any basis listed in this chapter.
- (C) To make, print or publish or cause to be made, printed or published any notice, statement or advertisement with respect to the sale, financing or rental of a dwelling that indicates any preference, limitation or discrimination because of any basis listed in this chapter or an intention to make such preference, limitation or discrimination.
- (D) To represent to any person because of any basis listed in this chapter that any dwelling is not available for inspection, sale or rental when such dwelling is, in fact, so available.
- (E) To induce or attempt to induce any person to sell or rent any dwelling by representations regarding the entry or prospective entry into the neighborhood of persons of a particular economic status or a member of a protected class as set forth in this chapter or by representations to the effect that such present or prospective entry will or may result in any of the following:
 - i. The lowering of real estate values in the area concerned.
 - ii. A deterioration in the character of the area concerned.
 - iii. An increase in criminal or antisocial behavior in the area concerned.
 - iv. A decline in the quality of the schools or other public service facilities in the area.
- (F) For any bank, building and loan association, insurance company or other corporation, association, firm or enterprise whose business consists in whole or in part of the making of commercial real estate loans, to deny a loan or other financial assistance to a person applying therefor for the purpose of purchasing, constructing, improving, repairing or maintaining a dwelling, or to discriminate against such person in the fixing of the amount, interest, rate, duration or other terms or conditions of such loan or other financial assistance, because of any basis listed in this chapter applicable to such person or to any associated person in connection with such loan or financial assistance, or of the present or prospective owners, lessees, tenants or occupants of the dwelling in relation to which such loan or other financial assistance is given.
- (G) By advertising in a manner that indicates discrimination by a preference or limitation based upon the classes of persons protected by this chapter.

- (H) For a person in the business of insuring against hazards, by refusing to enter into, or to do so by exacting terms, conditions or privileges with respect to a contract of insurance against hazards to a dwelling based upon the classifications of persons protected by this chapter.
- (3) ***Discrimination against victims of domestic abuse prohibited.*** A person may not evict a tenant or refuse to rent or lease residential property based on the fact that a tenant or prospective tenant or a member of the tenant's or prospective tenant's household has been or may be the victim of domestic abuse, as defined in §813.12(1)(a), Wis. Stats., or has been a victim of a crime prohibited by Chapter 948, Wis. Stats.
- (4) ***Discrimination against persons with disabilities prohibited.*** For the purposes of this section, "discrimination" includes but is not limited to:
- (A) A refusal to permit, at the expense of the disabled person, reasonable modifications of existing premises occupied or to be occupied by the person if the modifications may be necessary to afford the person full enjoyment of the premises, except that, in the case of a rental, the landlord may, where it is reasonable to do so, condition permission for a modification on the renter agreeing to restore the interior of the premises to the condition that existed before the modification, reasonable wear and tear excepted.
- (B) A refusal to make reasonable accommodation in rules, policies, practices or services, when the accommodations may be necessary to afford the person equal opportunity to use and enjoy a dwelling.
- (C) In connection with the design and construction of covered multi-family dwellings for first occupancy after March 31, 1991, a failure to design and construct the dwelling in a manner that the public use and common use areas of the dwelling are easily accessible to and useable by disabled persons; or, a failure to comply with the appropriate requirements providing accessibility and usability for physically disabled people as set forth within, or adopted by, this code including the American National Standard for buildings and facilities requirements.
- (5) ***Animals assisting persons with disabilities.***
- (A) If an individual's vision, hearing or mobility is impaired, it is discrimination for a person to refuse to rent or sell housing to the individual, cause the eviction of the individual from housing, require extra compensation from an individual as a condition of continued residence in housing or engage in the harassment of the individual because he or she keeps an animal that is specially trained to lead or assist the individual with impaired vision, hearing or mobility if all of the following apply:
- i. Upon request, the individual shows to the lessor, seller or representative of the condominium association credentials issued by a school recognized by the department as accredited to train animals for individuals with impaired vision, hearing or mobility.

Page 7 of 11

- ii. The individual accepts liability for sanitation with respect to, and damage to the premises caused by, the animal.

(B) Subdivision (A) does not apply in the case of the rental of owner-occupied housing if the owner or a member of his or her immediate family occupying the housing possesses and, upon request, presents to the individual a certificate signed by a physician which states that the owner or family member is allergic to the type of animal the individual possesses.

(d) Discrimination in Employment Prohibited

With regard to employment, it shall be unlawful for any employers or labor organizations, to engage in any of the following acts, wholly or partially for a discriminatory reason:

- (1) To discriminate against any individual, with respect to failure to hire, refusal to hire, discharge, compensation, terms, conditions, or privileges of employment, including promotion; however nothing in this subsection shall be construed to require any employer to provide benefits, such as insurance, to individuals not employed by the employer;
- (2) To limit, segregate, or classify employees in any way which would deprive or tend to deprive any employee of employment opportunities, or which would otherwise tend to adversely affect his or her status as an employee; or
- (3) To fail or refuse to refer for employment, or to give negative information to a potential employer of any individual, in such a manner that would deprive or limit an individual's employment opportunities or that would otherwise adversely affect an individual's status as an applicant or prospective employee.

(e) Discrimination in Public Accommodations Prohibited

It shall be unlawful for a business establishment or place of public accommodation to deny, directly or indirectly, any person the full enjoyment of the goods, services, facilities, privileges, advantages, and accommodations wholly or partially for a discriminatory reason.

(1) No person may do any of the following:

- (A) Deny to another or charge another a higher price than the regular rate for the full and equal enjoyment of any public place of accommodation or amusement because of any protected class identified herein.
- (B) Deny to an adult or charge an adult a higher price than the regular rate for the full and equal enjoyment of a lodging establishment because of age, subject to Wis. Stats. §125.07
- (C) Give preferential treatment to some classes of persons in providing services or facilities in any public place of accommodation or amusement because of any protected class identified herein other than disability and military service or veteran status.

- (D) Directly or indirectly publish, circulate, display or mail any written communication which the communicator knows is to the effect that any of the facilities of any public place of accommodation or amusement will be denied to any person by reason of any protected class identified herein or that the patronage of a person is unwelcome, objectionable or unacceptable for any of those reasons.
- (E) Directly or indirectly publish, circulate, display or mail any written communication which the communicator knows is to the effect that any of the facilities of a lodging establishment will be denied to an adult because of age, subject to Wis. Stats. §125.07.
- (F) Refuse to furnish or charge another a higher rate for any automobile insurance because of any protected class identified herein other than sex or sexual orientation.
- (G) Refuse to rent, charge a higher price than the regular rate or give preferential treatment, because of any protected class identified herein other than disability, regarding the use of any private facilities commonly rented to the public.

(2)

- (A) Subject to paragraphs (B), (C) and (D), no person may do any of the following:
 1. Refuse to permit entrance into, or use of, or otherwise deny the full and equal enjoyment of any public place of accommodation or amusement to a person with a disability or to a service animal trainer because the person with a disability or the trainer is accompanied by a service animal.
 2. Charge a person with a disability or a service animal trainer a higher price than the regular rate, including a deposit or surcharge, for the full and equal enjoyment of any public place of accommodation or amusement because the person with a disability or the trainer is accompanied by a service animal.
 3. Directly or indirectly publish, circulate, display, or mail any written communication that the communicator knows is to the effect that entrance into, or use of, or the full and equal enjoyment of any of the facilities of the public place of accommodation or amusement will be denied to a person with a disability or a service animal trainer because the person with a disability or the trainer is accompanied by a service animal or that the patronage of a person with a disability or a service animal trainer is unwelcome, objectionable, or unacceptable because the person with a disability or the trainer is accompanied by a service animal.
- (B) The prohibitions specified in paragraph (A) apply to a service animal trainer only if the animal accompanying the service animal trainer is wearing a harness or a leash and special cape. Paragraph (A) does not prohibit a person who is accompanied by an animal from being asked whether the animal is a service animal that is required because of a disability or is an animal that is being trained to be a service animal and does not prohibit a service animal trainer from being required to produce a certification or other credential issued by a school for training service animals that the animal is being trained to be a service animal. Paragraph (A) prohibits a person with a disability from being required to

produce documentation of his or her disability or a certification or other credential that the animal is trained as or is being trained to be a service animal.

(C) A person may exclude a service animal from a public place of accommodation or amusement if accommodation of the service animal would result in a fundamental alteration in the nature of the accommodations, amusement, goods, or services provided or would jeopardize the safe operation of the public place of accommodation or amusement. If a service animal must be separated from the person whom the service animal is accompanying, it is the responsibility of that person to arrange for the care and supervision of the service animal during the period of separation.

(D) A public place of accommodation or amusement shall modify its policies, practices, and procedures to permit the full and equal enjoyment of the public place of accommodation or amusement by a person with a disability or a service animal trainer who is accompanied by a service animal. Those policies, practices, and procedures shall ensure that a person with a disability or a service animal trainer who is accompanied by a service animal is not separated from the service animal, that the service animal is permitted to accompany the person with a disability or the service animal trainer to all areas of the public place of accommodation or amusement that are open to the general public, and that the person with a disability or the service animal trainer is not segregated from other patrons of the public place of accommodation or amusement.

(3) Nothing in this subsection prohibits separate dormitories at higher educational institutions or separate public toilets, showers, saunas and dressing rooms for persons of different sexes.

(4) Nothing in this subsection prohibits separate treatment of persons based on sex with regard to public toilets, showers, saunas and dressing rooms for persons of different sexes.

(5) Nothing in this subsection prohibits a domestic abuse services organization, as defined in Wis. Stats. §995.67(1) (b), from providing separate shelter facilities, private home shelter care, advocacy, counseling or other care, treatment or services for persons of different sexes or from providing for separate treatment of persons based on sex with regard to the provision of shelter facilities, private home shelter care, advocacy, counseling or other care, treatment or services for persons of different sexes.

(6) Nothing in this section prohibits a fitness center whose services or facilities are intended for the exclusive use of persons of the same sex from providing the use of those services or facilities exclusively to persons of that sex, from denying the use of those services or facilities to persons of the opposite sex, or from directly or indirectly publishing, circulating, displaying, or mailing any written communication to the effect that the use of those services or facilities will be provided exclusively to persons of the same sex and will be denied to persons of the opposite sex.

(f) Exceptions.

(1) This ordinance shall not apply to a religious organization engaged in non-commercial activity concerning matters of church governance, doctrine, faith, rule, law or of ministerial and/or ecclesiastical nature.

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(2) It shall not be an unlawful discriminatory practice for an employer to observe the conditions of a bona fide seniority system or a bona fide employee benefit system based on age such as a retirement, pension or insurance plan which is not a subterfuge or pretext to evade the purposes of this ordinance.

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(3) Nothing contained in this ordinance shall be deemed to prohibit selection or rejection based solely upon a bona fide occupational qualification, a bona fide physical requirement, or, as to a religious organization, based upon a preference for applicants of the same religion or denomination.

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(14) Nothing in this chapter shall prohibit:

- (A) A religious organization, ~~association or society~~, or any nonprofit institution or organization operated, supervised or controlled by or in conjunction with a religious organization, ~~association or society~~, from limiting the sale, rental or occupancy of dwellings which it owns or operates for other than a commercial purpose to persons of the same religion, or from giving preference to such persons.
- (B) A private club, not in fact open to the public, which as incident to its primary purpose provides lodging which it owns or operates for other than a commercial purpose, from limiting the rental or occupancy of such lodgings to its members or from giving preference to its members.
- (C) Discrimination on the basis of age or persons with disability in relation to housing designed to meet the needs of the elderly or persons with disabilities.

(25) With the exception of prohibitions against discriminatory advertising and statements, this chapter shall not apply to:

- (A) An owner-occupied building containing no more than four units when the units are being sold or rented without the assistance of a real-estate broker, agent or such facilities or services in the business of selling or renting dwellings.
- (B) A single-family residence if it is rented or sold by an owner who does not own more than three such single-family residences at any one time and; provided that in the case of the sale of any such single-family residence by a private individual owner not residing in the house at the time of such sale or who was not the most recent resident of such house prior to such sale, the exemption granted by this subsection shall apply only with respect to one such sale within a twenty-four (24) month period and; provided any such single-family residence is being sold or rented without the assistance of a real-estate broker, agent or such facilities or services in the business of selling or renting dwelling.

(g) Enforcement.

- (1) Any person who claims to have been aggrieved or injured under this ordinance may file a written complaint with the City Administrator (or authorized designee), setting forth therein the details, including location of property, names, dates, witnesses, and other factual matters. All such complaints shall be signed by the complainant. Such complaints shall be filed within 300 days after the alleged violation of this ordinance.
- (2) The City Administrator shall provide a copy of a timely-filed complaint to the City Attorney for review and jurisdictional determination.
- (3) The City Administrator may receive and provide resolution to complaints on a voluntary, informal dispute resolution basis, may adopt rules, policies and regulations, and involve City staff as deemed appropriate and consistent with this ordinance and the laws of this state to carry out the policy and provisions of this ordinance and the powers and duties of the City Administrator.
- (4) Any complaint not voluntarily resolved through an informal dispute resolution process shall be forwarded to the City Attorney's Office for an ordinance enforcement determination.

(h) Jurisdiction.

- (+) The City shall not exercise jurisdiction over any complaint that sets forth or states any facts or allegations that are subject matter within the jurisdiction of any state or federal agency, including but not limited to the U.S. Equal Employment Opportunity Commission or the State of Wisconsin, Department of Workforce Development, regardless of whether the complainant has chosen to file with that said agency or not. If it appears that the City does not have jurisdiction over a filed complaint, the complainant shall be referred to the appropriate state or federal enforcement agency.
- ~~(2) It shall not be an unlawful discriminatory practice for an employer to observe the conditions of a bona fide seniority system or a bona fide employee benefit system based on age such as a retirement, pension or insurance plan which is not a subterfuge or pretext to evade the purposes of this ordinance.~~
- ~~(3) Nothing contained in this ordinance shall be deemed to prohibit selection or rejection based solely upon a bona fide occupational qualification, a bona fide physical requirement, or, as to a religious or denominational institution, based upon a preference for applicants of the same religion or denomination.~~

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(i) Penalty for violation of Chapter.

Penalty for violation of chapter. Any person who violates any provision of this chapter shall be subject to a municipal ordinance forfeiture in such amount as determined by resolution of the common council. Each such violation shall constitute a separate offense.