



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Agenda

Tuesday, July 14, 2015

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 **Finance/Personnel Committee** of the City of De Pere will be held on **July 14, 2015 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 at www.depere.tv. This meeting is also rebroadcast on TW Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at www.depere.tv.

Call to Order

1. Roll Call
2. Approval of the minutes of the June 9, 2015 regular meeting of the Finance/Personnel Committee.
3. Police Overtime Report for June 2015
4. Fire Department Overtime Report for the month of June 2015.
5. Review request for option to purchase a portion of WD-1138-1 by Infinity Machine.*
6. Consideration of Agreement renewal with New Cell, LLC (Cellcom) for cellular services.*
7. Consideration of Public Display of Works of Art Ordinance.*
8. Consider changes to special event ordinance regarding waiver or reduction of fees.*
9. Consider donation of three ice making machines to the Fire Department.*
10. Consider Proposal for the Fire Station 2 Renovation.*
11. Consideration of the De Pere Fire Department to enter into a service contract with North Greenville Fitness and Cardiac Rehabilitation Clinic, Inc. to perform firefighter medical physicals.*
12. Discussion Regarding Status of 2016 Budget Development.
13. Public Comment and announcements.
14. Future agenda items.
15. Discuss Collective Bargaining Strategies for Police and Fire Union Contract Renewals.

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(e), the Committee may convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

The Committee 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.

16. Adjournment.

Notice is hereby given that a majority of the members of the Common Council of the City of De Pere may attend this meeting to gather information about a subject(s) over which they have decision-making responsibility.

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

Agenda Sent To:

Alderspersons

City Administrator

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: July 14, 2015

DEPARTMENT: City Attorney

FROM: Jeni Dupont

SUBJECT: Approval of the minutes of the June 9, 2015 regular meeting of the Finance/Personnel Committee.

ATTACHMENTS:

- June 9, 2015 DRAFT Minutes (DOC)



Finance/Personnel Committee

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Tuesday, June 9, 2015

7:30 PM

De Pere City Hall Council Chambers

Call to order.

Mayor Michael J. Walsh called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM on June 9, 2015 at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

Attendee Name	Title	Status	Arrived
Scott Crevier	Aldersperson	Present	
Michael Donovan	Aldersperson	Present	
Larry Lueck	Aldersperson	Present	
Lisa Rafferty	Aldersperson	Excused	
Michael J. Walsh	Mayor	Present	

Also present: City Administrator Lawrence Delo, City Attorney Judith Schmidt-Lehman, Police Chief Derek Beiderwieden, Fire Chief Dennis Rubin, Planning & Economic Development Director Ken Pabich, Finance Director Joe Zegers and members of the public.

- Approval of the minutes of the May 12, 2015 regular meeting of the Finance/Personnel Committee.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh
EXCUSED:	Lisa Rafferty

- Police Overtime Report for May 2015

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	Larry Lueck, Aldersperson
AYES:	Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh
EXCUSED:	Lisa Rafferty

- Fire Department Overtime and EMS Billing Report for May.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Michael Donovan, Aldersperson
AYES:	Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh
EXCUSED:	Lisa Rafferty

- Review request to extend option to purchase by WashWorld Inc for parcel WD-1136-3. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Aldersperson
SECONDER:	Scott Crevier, Aldersperson
AYES:	Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh
EXCUSED:	Lisa Rafferty

Attachment: June 9, 2015 DRAFT Minutes (3671 : Approval of minutes)

6. Police Department COPS Grant Application Request. *

Discussion followed motion regarding the cost to add the additional school resource officer. Chief Beiderwieden explained the exact cost is not known yet but is estimating a .72 increase. The grant requires a 25% match and notification will be at the end of September.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh
EXCUSED:	Lisa Rafferty

7. Police Squad Vehicle Trade-in Money Encumbered for Future Squad/body Cameras*

Discussion followed motion. The request from the Chief is to encumber the funds for the specific purpose of purchasing squad or body cameras. Another option is the money could go into general fund and appropriate the full amount needed for cameras at budget time. Upon discussion and vote, approval was given to encumber \$13,400 for the specific purpose of purchasing squad or body cameras.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Larry Lueck, Alderperson
AYES:	Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh
EXCUSED:	Lisa Rafferty

8. Consider request from Fire Department regarding out of State Travel for Education.

Discussion followed motion regarding the need for approval. Administrator Delo explained that if out of state travel is in the budget or if no additional funding is needed, there is no need to come to the Committee for approval. Additional funds are needed in the Fire department training budget. Following discussion, motion was amended to allow for additional funds with a cap of \$2,300.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Michael Donovan, Alderperson
AYES:	Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh
EXCUSED:	Lisa Rafferty

9. Consider request to appropriate \$825 from the Unassigned Reserve Account for furniture for the Mayor's office. *

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Crevier, Donovan, Lueck, Rafferty, Walsh

10. Consider request to reduce Ambulance Stand-by Fee for US Youth Soccer Tournament. *

Motion was to approve reduction in stand by fee and to amend ordinance as presented. Discussion followed motion with City Attorney Schmidt-Lehman providing an overview. Currently, there is no language in the ordinance regarding requests to reduce or waive fees. Objective criteria/additional language is needed to determine how much to reduce or waive fee on a fair and consistent basis. The ambulance stand by fee is \$125/hour and

the request is for a reduced fee of \$65/hour. Alderperson Donovan moved, seconded by Mayor Walsh to open the meeting. Upon vote, motion carried unanimously.

Tod Maki, De Pere Select Soccer Club explained the tournament rules require the ambulance must be stationed at the park at all times but can be used for emergency calls. Trainers will also be stationed at tournament.

Mayor Walsh moved, seconded by Alderperson Donovan to return to regular order. Upon vote, motion carried unanimously. More discussion followed. Chief Rubin noted the ambulance is not required by the ordinance based on the size of the event but it is being requested by the soccer organization.

RESULT:	DEFEATED [1 TO 3]
MOVER:	Michael J. Walsh, Mayor
SECONDER:	Scott Crevier, Alderperson
AYES:	Michael J. Walsh
NAYS:	Scott Crevier, Michael Donovan, Larry Lueck
EXCUSED:	Lisa Rafferty

A. Consider amendments to §106-6 De Pere Municipal Code regarding special event service fees.

11. Consideration of Temporary Agreement with City of Green Bay to Assist with Water/Wastewater Utility. *

Discussion followed motion. Administrator Delo explained that due to the upcoming retirement of the water billing clerk, the City looked at consolidation opportunities. The Green Bay Water Utility provided a favorable proposal to cover the services. Training with water billing clerk will be at no cost and interim water billing clerk services will be \$21.50/hr until the City decides if it will continue using Green Bay or hire its own clerk.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderperson
SECONDER:	Michael J. Walsh, Mayor
AYES:	Scott Crevier, Michael Donovan, Larry Lueck, Michael J. Walsh
EXCUSED:	Lisa Rafferty

12. Public comment and announcements.

None.

13. Future agenda items.

None.

14. Adjournment.

Upon motion by Mayor Walsh, seconded by Alderperson Crevier, the Finance/Personnel Committee unanimously adjourned at 9:18 PM.

Respectfully submitted,
Jennifer Dupont

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: July 14, 2015
DEPARTMENT: Police
FROM: Derek Beiderwieden
SUBJECT: Police Overtime Report for June 2015

The period covered by this report is six weeks versus the typical four week report. This is due to the payroll period from which we draw our information.

The Holiday time is up due to the Memorial weekend

Special Assignment Reimbursed is higher due to the Memorial weekend celebrations

Miscellaneous overtime of 18.5 total hours is comprised of 16.5 hours patrol 1.5 fraction allotments and 2 hours for a background investigation.

The Reimbursed Miscellaneous of 28.5 total hours is comprised of 18 Drug Task Force investigation hours and 10.5 OWI Task Force hours.

Please let me know if you have any questions.

ATTACHMENTS:

- 2013 PD OT Report Summary (PDF)
- 2014 PD OT Report Summary (PDF)
- June 2015 PD OT Report (PDF)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2013**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC**	TOTAL
OFFICER SICK RELIEF	102.00	75.00	69.75	106.50	178.00	26.25	90.00	25.50	77.25	53.25	22.50	65.25	891.25
OFFICER WORKED ON HOLIDAY	178.00	12.00	34.25	13.50	10.50	65.00	65.00	4.00	118.50	12.00	4.00	244.00	760.75
OFFICER FOR COURT	15.00	15.00	21.00	3.00	15.00	12.00	28.50	10.50	45.50	18.00	12.00	18.00	213.50
OFFICER TRAINING	10.00	62.50	36.00	75.75	221.00	63.25	111.50	3.00	77.50	175.25	156.75	14.75	1007.25
OFFICER RELIEF FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			27.75		27.75
OFFICER ATTEND MEETING	1.50	6.25	0.00	0.00	0.00	7.50	16.50	3.00	15.00	22.50	15.00	14.00	101.25
STAFFING LEVEL	166.50	57.75	157.50	118.50	210.00	186.00	400.75	375.25	215.75	136.50	106.50	195.75	2326.75
INVESTIGATION	50.25	54.00	51.75	27.75	123.50	59.75	87.00	51.75	105.25	41.75	54.25	58.00	765.00
HONOR GUARD FOR FUNERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SCHOOL LIAISON REIMBURSED	26.25	74.25	40.50	22.50	47.00	25.50	0.00	18.75	58.50	48.00	18.00	33.00	412.25
COMMUNITY RELATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00						0.00
SPECIAL ASSIGNMENT REIMBURSED	0.00	15.25	0.00	10.50	9.00	299.75	6.00	20.25	15.75	11.50		69.50	457.50
MISCELLANEOUS	41.25	23.00	87.00	21.75	16.00	29.25	31.75	39.75	30.75	25.50	25.25	36.75	408.00
MISCELLANEOUS REIMBURSED	156.00	98.25	113.25	117.25	183.75	168.00	68.25	67.50	55.50	94.50	72.75	105.75	1300.75
Gross OFFICER OVERTIME	746.75	493.25	611.00	517.00	1013.75	942.25	905.25	619.25	815.25	638.75	514.75	854.75	8672.00
SUBTOTAL REIMBURSED OVERTIME	(182.25)	(187.75)	(153.75)	(150.25)	(239.75)	(493.25)	(74.25)	(106.50)	(129.75)	(154.00)	(90.75)	(208.25)	(2170.50)
NET OFFICER OVERTIME	564.50	305.50	457.25	366.75	774.00	449.00	831.00	512.75	685.50	484.75	424.00	646.50	6501.50
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: **\$130,000.00**
Expenditures through 09/27/2013 **\$167,529.00**
Percent of Total Budget: **128.87%**

NOTES:

* Period 12/22/2012 - 02/01/2013
**Period 2/2/2013 - 3/1/2013
***Period 3/2/2013 - 3/29/2013

+Period 3/30/2013 - 4/26/2013
++Period 4/27/2013 - 5/24/2013
^Period 5/25/2013 - 6/21/2013

#Period 6/22/2013 - 8/2/2013
##Period 8/3/2013 - 8/30/2013
^^Period 8/31/2013 - 9/27/2013

^^^Period 9/28/2013 - 10/25/2013
*+Period 10/26/2013 - 11/22/2013
**+Period 11/23/2013 - 1/3/2014

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2014**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC**	TOTAL
OFFICER SICK RELIEF	35.25	82.50	83.25	53.25	62.25	52.50	63.75	54.75	62.25	159.00	39.75	51.75	800.25
OFFICER WORKED ON HOLIDAY	4.00	4.00	8.00	41.25	18.50	54.25	60.50	16.00	116.00	22.00	8.00	227.00	579.50
OFFICER FOR COURT	36.00	12.00	15.00	9.00	18.50	21.00	27.00	18.75	3.00	9.00	14.25	6.00	189.50
OFFICER TRAINING		13.00	32.25	90.50	19.75	59.75	42.25	12.50	59.00	64.75	141.50	29.50	564.75
OFFICER RELIEF FOR FUNERAL							29.25		16.50		30.00		75.75
OFFICER ATTEND MEETING	40.50		6.00	9.75	11.25			17.25		2.25	38.75		125.75
STAFFING LEVEL	27.75	16.50	35.50	51.75	142.00	221.25	341.50	199.50	208.50	211.50	255.50	319.00	2030.25
INVESTIGATION	34.75	22.25	8.25	37.50	64.75	18.75	85.25	56.00	53.25	22.75	34.25	87.75	525.50
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	24.00	49.50	21.75	34.50	24.75	32.25		18.75	48.00	79.50	22.50	27.75	383.25
COMMUNITY RELATIONS									3.00	8.25			11.25
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		15.00			34.00	255.25	6.75		36.75	9.00		55.50	412.25
MISCELLANEOUS	14.00	25.25	28.50	5.50	26.50	62.75	25.75	17.25	26.25	34.50	17.75	31.75	315.75
MISCELLANEOUS REIMBURSED	107.25	102.00	119.25	107.00	93.00	141.75	203.25	96.00	110.25	97.50	66.75	104.25	1348.25
Gross OFFICER OVERTIME	323.50	342.00	357.75	440.00	515.25	919.50	885.25	506.75	742.75	720.00	669.00	940.25	7362.00
SUBTOTAL REIMBURSED OVERTIME	(131.25)	(166.50)	(141.00)	(141.50)	(151.75)	(429.25)	(210.00)	(114.75)	(195.00)	(186.00)	(89.25)	(187.50)	(2143.75)
NET OFFICER OVERTIME	192.25	175.50	216.75	298.50	363.50	490.25	675.25	392.00	547.75	534.00	579.75	752.75	5218.25
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$133,357.00

Expenditures through 1/02/2015 \$145,016.00

Percent of Total Budget: 108.74%

NOTES:

* Period 1/4/2014 - 1/31/2014

+Period 3/29/2014 - 4/25/2014

#Period 6/21/2014 - 08/01/2014

^^Period 9/27/2014 - 10/24/2014

Period 2/1/2014 - 2/28/2014

++Period 4/26/2014 - 5/23/2014

##Period 8/2/2014 - 8/29/2014

*+Period 10/25/2014 - 11/21/2014

Period 03/01/2014 - 03/28/2014

^Period 5/24/2014 - 6/20/2014

^^Period 8/30/2014 - 9/26/2014

*+*Period 11/22/2014 - 1/2/2015 (6 weeks)

**DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2015**

REASON	JAN*	FEB**	MAR***	APR+	MAY++	JUN ^	JUL #	AUG ##	SEPT^^	OCT^^^	NOV*+	DEC*+*	TOTAL
OFFICER SICK RELIEF	32.00	77.50	59.50	59.50	54.50	23.50							306.50
OFFICER WORKED ON HOLIDAY	8.00	18.00	4.00	26.00	12.00	97.50							165.50
OFFICER FOR COURT	14.00	22.00	18.50	8.00	6.00	16.00							84.50
OFFICER TRAINING	19.00	144.50	132.50	73.75	78.00	54.50							502.25
OFFICER RELIEF FOR FUNERAL			7.50										7.50
OFFICER ATTEND MEETING	12.00		12.00	7.50	0.50	16.00							48.00
STAFFING LEVEL	45.00	47.50	49.50	67.00	103.00	105.00							417.00
INVESTIGATION	20.25	78.00	43.25	34.50	35.00	48.00							259.00
HONOR GUARD FOR FUNERAL				22.00	8.00	2.00							32.00
SCHOOL LIAISON REIMBURSED	17.00	35.00	19.00	21.50	8.50	21.50							122.50
COMMUNITY RELATIONS	1.00		2.00										3.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED		10.00		10.50	26.00	178.00							224.50
MISCELLANEOUS	6.00	14.25	7.75	8.75	35.00	18.50							90.25
MISCELLANEOUS REIMBURSED	59.50	33.50	24.00	39.00	20.50	28.50							205.00
Gross OFFICER OVERTIME	233.75	480.25	379.50	378.00	387.00	609.00	0.00	0.00	0.00	0.00	0.00	0.00	2467.50
SUBTOTAL REIMBURSED OVERTIME	(76.50)	(78.50)	(43.00)	(71.00)	(55.00)	(228.00)	0.00	0.00	0.00	0.00	0.00	0.00	(552.00)
NET OFFICER OVERTIME	157.25	401.75	336.50	307.00	332.00	381.00	0.00	0.00	0.00	0.00	0.00	0.00	1915.50
SECRETARY OVERTIME													0.00
Community Service Officer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Total Overtime Budget: \$150,000.00

Est. Expenditures through 07/07/2015 \$54,066.48

Percent of Total Budget: 36.04%

NOTES:

* Period 1/3/2015 - 1/30/2015

+Period 3/28/2015 - 4/24/2015

#Period

^^Period

**Period 1/31/2015 - 2/27/2015

++Period 4/25/2015 - 5/22/2015

##Period

*+Period

***Period 2/28/2015 - 3/27/2015

^Period 5/23/2015 - 7/03/2015

^^Period

*+*Period

Attachment: June 2015 PD OT Report (3669 : Police Overtime June 2015)

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2015

DEPARTMENT: Fire Department

FROM: Dennis Rubin

SUBJECT: Fire Department Overtime Report for the month of June 2015.

ATTACHMENTS:

- FIRE DEPT JUNE OT RPT (PDF)

DE PERE FIRE RESCUE
OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2014

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	73.5	147	98.75	48	112.5	85.25	59.75	39	83	56.25	143	48	994
EMS TRAINING	70.5	83	81	53.5	35.5	3	12	18.5	12	168.25	76.5	67.5	681.2
FIRE TRAINING	11	5.5	6	48.75	0	8	2.25	0	0	35.25	46	216.75	379.
RESCUE CALLS	15.5	17	3.5	8.5	15.5	0	11.25	1	5.25	16	22.5	5.5	121.
FIRE CALLS	0	0	0	0	0	0	5.25	0	0	39.75	19	0	64
MEETINGS	15	16.5	18	26.25	21	11.25	15	20.25	18.5	21.25	27.25	36.75	247
STAFFING REP.	0	41.25	3	0	6.75	51	288	45.75	17	40.5	219.75	108	821
MAINTENANCE	0	3.5	0	0	31	23	0	24	29.5	0	0	0	111
PUB. ED.	0	0	5.25	0	0	3	0	0	18.75	12.75	71.75	12	123.
SPECIAL EVENTS	0	20	0	21	36	119.5	0	21	7.5	0	0	0	225
# FIRE RUNS	30	31	22	25	30	25	27	27	27	41	27	167	479
# of EMS RUNS	147	145	136	139	160	174	142	161	154	164	144	30	1696
DISPATCH ERRORS	6	1	3	3	9	1	4	1	5	0	1	2	36
TOTAL HRS.	185.5	333.75	215.5	206	258.25	304	393.5	169.5	191.5	390	625.75	661.5	3767.

OVERTIME BREAKDOWN BY REASON
FOR THE YEAR OF 2015

REASON	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
DUTY CREW	120	87	165	154.25	177	112.25							815.5
EMS TRAINING	63	301.5	91	89.5	59	12							616
FIRE TRAINING	0	6.75	30.75	0	16.5	147.75							201.7
RESCUE CALLS	11.5	8.5	23.25	7	14.25	11							75.5
FIRE CALLS	0	0	3.75	0.75	0	0							4.5
MEETINGS	141.5	132.75	65.5	90.5	56	56.5							542.7
STAFFING REP.	216	43.5	65.25	36	105.5	72.5							538.7
MAINTENANCE	4.5	1	5.25	3	16.5	0							30.25
PUB. ED.	0	19.25	37.5	14	24.5	38.25							133.5
SPECIAL EVENTS	0	0	0	0	0	168.5							168.5
# FIRE RUNS	28	25	14	28	22	32							149
# of EMS RUNS	170	156	184	165	173	197							1045
DISPATCH ERRORS	4	0	5	5	6	7							27
TOTAL HRS.	556.5	600.25	487.25	593	670.25	854.75	0	0	0	0	0	0	3127

Special Events included in Overtime

Total Overtime Budget \$80,000 Expenditures through June 5 \$51,360 64%

Attachment: FIRE DEPT JUNE OT RPT (3676 : June Fire Department Overtime Report)

Incident Type Report (Summary)
From 01/01/15 To 06/30/15
Report Printed On: 07/06/2015

Incident Type	Count	% of Incidents	Est. Property Loss	Est. Content Loss	Total Est. Loss	% of Losses
1 Fire						
Fire, other (100)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Building fire (111)	8	0.66%	\$208,500.00	\$301,000.00	\$509,500.00	95.55%
Fires in structure other than in a building (112)	1	0.08%	\$2,000.00	\$10,000.00	\$12,000.00	2.25%
Cooking fire, confined to container (113)	2	0.16%	\$0.00	\$0.00	\$0.00	0.00%
Chimney or flue fire, confined to chimney or flue (114)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Natural vegetation fire, other (140)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Forest, woods or wildland fire (141)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Brush or brush-and-grass mixture fire (142)	2	0.16%	\$0.00	\$0.00	\$0.00	0.00%
Outside rubbish fire, other (150)	2	0.16%	\$0.00	\$200.00	\$200.00	0.04%
Outside rubbish, trash or waste fire (151)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Special outside fire, other (160)	1	0.08%	\$0.00	\$30.00	\$30.00	0.01%
Outside storage fire (161)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
	22	1.78%	\$210,500.00	\$311,230.00	\$521,730.00	97.85%
2 Overpressure Rupture, Explosion, Overheat(no fire)						
Excessive heat, scorch burns with no ignition (251)	2	0.16%	\$0.00	\$0.00	\$0.00	0.00%
	2	0.16%	\$0.00	\$0.00	\$0.00	0.00%
3 Rescue & Emergency Medical Service Incident						
Rescue, EMS incident, other (300)	5	0.41%	\$0.00	\$0.00	\$0.00	0.00%
Medical assist, assist EMS crew (311)	3	0.25%	\$0.00	\$0.00	\$0.00	0.00%
Emergency medical service, other (320)	19	1.56%	\$0.00	\$0.00	\$0.00	0.00%
EMS call, excluding vehicle accident with injury (321)	930	76.17%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with injuries (322)	35	2.87%	\$0.00	\$0.00	\$0.00	0.00%
Motor vehicle accident with no injuries. (324)	8	0.66%	\$0.00	\$0.00	\$0.00	0.00%
Watercraft rescue (365)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
	1001	82.00%	\$0.00	\$0.00	\$0.00	0.00%
4 Hazardous Condition (No Fire)						
Hazardous condition, other (400)	2	0.16%	\$0.00	\$0.00	\$0.00	0.00%
Gasoline or other flammable liquid spill (411)	3	0.25%	\$0.00	\$0.00	\$0.00	0.00%
Gas leak (natural gas or LPG) (412)	5	0.41%	\$0.00	\$0.00	\$0.00	0.00%
Toxic condition, other (420)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide incident (424)	6	0.49%	\$0.00	\$0.00	\$0.00	0.00%
Electrical wiring/equipment problem, other (440)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Overheated motor (442)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Power line down (444)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
	20	1.63%	\$0.00	\$0.00	\$0.00	0.00%
5 Service Call						
Service Call, other (500)	4	0.33%	\$1,500.00	\$10,000.00	\$11,500.00	2.16%
Person in distress, other (510)	2	0.16%	\$0.00	\$0.00	\$0.00	0.00%
Lock-out (511)	5	0.41%	\$0.00	\$0.00	\$0.00	0.00%
Water problem, other (520)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Smoke or odor removal (531)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Animal rescue (542)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Public service assistance, other (550)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Assist police or other governmental agency (551)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Assist invalid (554)	45	3.69%	\$0.00	\$0.00	\$0.00	0.00%
Unauthorized burning (561)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
	62	5.07%	\$1,500.00	\$10,000.00	\$11,500.00	2.16%
6 Good Intent Call						
Good intent call, other (600)	2	0.16%	\$0.00	\$0.00	\$0.00	0.00%
Dispatched and cancelled en route (611)	26	2.13%	\$0.00	\$0.00	\$0.00	0.00%
Wrong location (621)	27	2.21%	\$0.00	\$0.00	\$0.00	0.00%
No incident found on arrival at dispatch address (622)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Smoke scare, odor of smoke (651)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
HazMat release investigation w/no HazMat (671)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
	58	4.74%	\$0.00	\$0.00	\$0.00	0.00%
7 False Alarm & False Call						
False alarm or false call, other (700)	6	0.49%	\$0.00	\$0.00	\$0.00	0.00%
Municipal alarm system, malicious false alarm (711)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
System malfunction, other (730)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation due to malfunction (731)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation due to malfunction (733)	2	0.16%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system sounded due to malfunction (735)	8	0.66%	\$0.00	\$0.00	\$0.00	0.00%
CO detector activation due to malfunction (736)	10	0.82%	\$0.00	\$0.00	\$0.00	0.00%
Unintentional transmission of alarm, other (740)	5	0.41%	\$0.00	\$0.00	\$0.00	0.00%
Sprinkler activation, no fire - unintentional (741)	3	0.25%	\$0.00	\$0.00	\$0.00	0.00%
Smoke detector activation, no fire - unintentional (743)	2	0.16%	\$0.00	\$0.00	\$0.00	0.00%
Detector activation, no fire - unintentional (744)	5	0.41%	\$0.00	\$0.00	\$0.00	0.00%
Alarm system activation, no fire - unintentional (745)	11	0.90%	\$0.00	\$0.00	\$0.00	0.00%
Carbon monoxide detector activation, no CO (746)	1	0.08%	\$0.00	\$0.00	\$0.00	0.00%
	56	4.58%	\$0.00	\$0.00	\$0.00	0.00%
Total Incident Count:	1221			Total Est. Loss:	\$533,230.00	

Attachment: FIRE DEPT JUNE OT RPT (3676 : June Fire Department Overtime Report)

**DE PERE FIRE RESCUE
MUTUAL AID REPORT
JUNE, 2015**

MUTUAL AID GIVEN

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
1027	AUSTIN STRAUBEL AIRPORT	FIRE
1082	HOBART	FIRE
1083	ASHWAUBENON	EMS
1124	ASHWAUBENON	EMS
1146	ASHWAUBENON	FIRE
1193	COUNTY RESCUE	EMS
1207	ASHWAUBENON	EMS

MUTUAL AID RECEIVED

<u>RUN #</u>	<u>AGENCY</u>	<u>TYPE OF CALL</u>
1012	GREEN BAY	EMS
1031	ASHWAUBENON	FIRE
1046	ASHWAUBENON	EMS
1069	ASHWAUBENON	EMS
1134	LEDGEVIEW	FIRE
1149	ASHWAUBENON	EMS
1204	GREEN BAY	EMS

JUNE, 2015

*OVERTIME CAUSED BY SICK LEAVE

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
5/15/15	24	36
TOTAL	24	36

*Overtime generated when staffing levels fall below minimum as a result of sick leave.

EMS BILLING MONTHLY BILLING FIGURES

	JAN. '15	FEB. '15	MAR. '15	APR. '15	MAY '15	JUNE '15
CHARGES	105,520	49,779	54,831	218,747	115,506	
PAYMENTS	66,188	54,929	51,556	41,264	79,674	
ADJUSTMENTS	40,252	20,631	26,791	72,784	45,705	
WRITE OFFS	15	226	10	11,364	10,698	

	JULY '15	AUG. '15	SEPT. '15	OCT. '15	NOV. '15	DEC. '15
CHARGES						
PAYMENTS						
ADJUSTMENTS						
WRITE OFFS						

Payments to EMS	
Jan. 2015	4,786
Feb. 2015	4,054
March 2015	3,863
April 2015	3,013
May 2015	6,411
June 2015	
July 2015	
Aug. 2015	
Sept. 2015	
Oct. 2015	
Nov. 2015	
Dec. 2015	
Total Paid	

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: July 14, 2015

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Review request for option to purchase a portion of WD-1138-1 by Infinity Machine.*

ATTACHMENTS:

- InfinityOption_2015 (PDF)
- City of DePere Land Option (PDF)
- Infinity_Map (PDF)

CITY OF DE PERE

335 South Broadway
De Pere, WI 54115
Fax No.: 920/339-4049
Web: <http://www.de-pere.org>



July 14, 2015

To: Finance Committee

From: Ken Pabich, Director of Planning and Economic Development

RE: Request for Option to Purchase on portion of Parcel WD-1138-1

Staff has received a request for an Option to Purchase a portion of Parcel WD-1138-1. Scott Santaga, the President of Infinity, is requesting a 3-year option for the portion of the property directly behind their facility (see attached map).

The area would be approximately five acres and the exact acreage would be determined at the time of sale. The offer price for the property is \$35,000 per acre. The list price on the property is \$40,000 per acre. Staff feels that this price is acceptable since the acreage would be an addition to their existing property with no street frontage. There are also areas of the property that are not in agriculture production and could potentially limit full development of the site.

As it is stated in the letter from Infinity, they are experiencing significant growth and want to ensure the ability to expand onto this property. Based on their growth plans, staff feels confident that the company will continue to expand.

Please note, parcel WD-1138-1 would not be formally divided until Infinity exercises the option or if the City is able to sell the front portion of the lot on Biotech.

Recommendation

Staff would recommend supporting the 3-year option with a price per acre of \$35,000 and that staff is authorized to develop the necessary agreement for Council approval.

Attachment: InfinityOption_2015 (3699 : Option)



July 7, 2016

Ken Pabich
City of De Pere
335 S Broadway
De Pere, WI 54115

RE: Option to Purchase Portion of WD-1138-1

Dear Mr. Pabich:

Thank you for taking the time to meet with us to discuss our future growth options. As you know, in 2014 Infinity Machine completed a significant expansion and we are now at a completed buildout for our existing site. Our business continues to grow at a strong pace and we want to ensure that we have options in the future for expansion of the facility.

We would like to request a 3-year option to purchase on a portion of WD-1138-1 that is directly behind our facility. Based on the map you prepared, it would be approximately 5 acres (see attached). We believe the option to purchase gives us the flexibility we need to ensure our future growth. If we exercise the option, Infinity would pay \$35,000 per acre for the final survey piece of property.

We have been very excited by the City's willingness to work with Infinity and we hope that the property behind us will allow Infinity Machine to plan for continued growth. Thank you for your kind consideration and continued support of Infinity!

Best regards,
Infinity Machine & Engineering Corp.

A handwritten signature in black ink, appearing to read "Scott Santaga", is written over a faint, larger signature.

Scott Santaga
President



Attachment: Infinity_Map (3699 : Option)



This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness for a particular use, of the information contained in or comprising this map.

Map of De Pere, WI Provided By The De Pere Planning/GIS Department 2010



07/06/2015
Scale 1:4800

Packet Pg. 20

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2015

DEPARTMENT: Finance/Personnel Committee

FROM: Steve Massey

SUBJECT: Consideration of Agreement renewal with New Cell, LLC (Cellcom) for cellular services.*

The existing Wireless Telecommunications Equipment and Service Agreement with New Cell, LLC (Cellcom) expired several months ago. Cellcom currently provides the City of De Pere cellular services for 71 devices including phones, tablets and hotspots.

The proposed agreement offers the following benefits:

- Based on 71 devices the new rates with consolidated billing will save the City approximately \$702/month, \$8424/annually.
 - Current cost is approximately \$2244/month, \$26,928/annually.
 - New cost will be approximately \$1542/month, \$18,504/annually.
 - New rates will reduce cost approximately 31%.
- 2 year agreement with the option to renew for an additional 2 years upon the expiration of the initial term. The City must maintain a minimum of 57 devices under the proposed agreement.

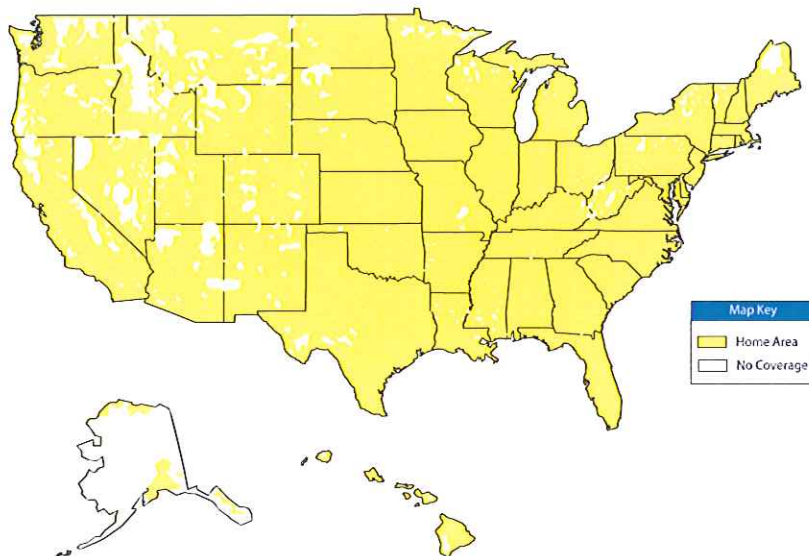
Cellcom has been providing the City with cellular services since 2007 without any significant issues. It is staff's recommendation to enter into the agreement with consolidated billing to realize significant cost savings.

ATTACHMENTS:

- Cellcom Exhibit A (PDF)
- Cellcom Exhibit B (PDF)
- City of De Pere Agreement 1-15-15 (DOC)
- City of De Pere combined RPA (XLSX)

US AMERICA

Business Calling Plan



Included Features

- **FREE** Nationwide Long Distance
- **FREE** Calling Features
 - Voice Mail
 - Caller ID
 - Call Waiting
 - 3-Way Calling
- **FREE** Unlimited Domestic Incoming Quik|Txt Messages

Ask about how you can take advantage of \$9.95 Add-A-Lines and other special promotional offers.

Monthly Rate	\$23.96	\$31.96	\$39.96	\$47.96	\$55.96	\$63.96	\$79.96	\$119.96	\$159.96
Anytime Minutes	200	500	700	900	1,100	1,400	2,100	4,000	6,000
Night & Weekend Minutes	500	2,000	UNLIMITED						
Additional Airtime	\$0.39	\$0.39	\$0.39	\$0.39	\$0.39	\$0.35	\$0.25	\$0.25	\$0.25

Share Your Minutes: Add-A-Lines \$19.95 per additional line per month. Available on calling plans \$31.96 or higher, up to 4 lines.

To take advantage of these great savings:

Call 877-611-0008 or visit any authorized Cellcom location.



Important Information: An E911 compliant-COMA phone, compatible with Cellcom's network, is required. Airtime is billed in 60 second increments. Plan minutes only apply when you are in your calling plan's designated home area. Night and weekend hours are Monday through Friday 9:00 p.m. to 5:59 a.m. and all day Saturday and Sunday. Cellcom-to-Cellcom Minutes require both customers have Cellcom service and are signaling a Cellcom tower. Calls originating and terminating in the home area are toll free. Calls originating in the home area and terminating outside the home area may be subject to long distance charges. See sales representative for details. Calls originating outside of the home area are subject to roaming and long distance charges. See sales representative for details. Cellcom reserves the right to deactivate any voice mailbox that has not been initialized within 60 days of activation or any mailbox that has not had any messages for over 60 days. Voice Mail subscribers receive two call forwarding features at no additional charge. Minutes used checking voice mail are deducted from Cellcom-to-Cellcom Minutes while within the Cellcom-to-Cellcom designated area. Cellcom reserves the right, without notice, to change rates and coverage areas that do not adversely impact the consumer. In all other situations, a notice will be given. Rate maps indicate where rates apply and may not depict actual service availability or wireless coverage. Coverage areas depicted are approximate. To inquire about specific service availability in a geographical area, contact Cellcom's Customer Service at (800) 236-0655. Geographic terrain, weather conditions, and type of equipment may affect cellular coverage. Wireless service is subject to technological limitations, including capacity and tower availability. Prices do not include taxes, fees, or other charges. Taxes on monthly access, airtime, equipment, and long distance may apply. A \$25 line set-up fee will be charged on all new line activations. A Regulatory and Other Recovery Fee will be charged on all rate plans. This charge is associated with the cost of administering and complying with government-mandated programs such as Wireless Number Pooling, TTY (Text Telephone), CALEA (Communication Assistance for Law Enforcement Act) and Wireless Number Portability. A USF (Universal Service Fund) will be charged on all service lines. An E911 or Police and Fire Protection fee will be charged on all service lines. The amount or range of taxes, fees and surcharges vary and are subject to change without notice. See a retail location or www.cellcom.com/fees for details. Early termination fees may apply and, if applicable, may be reduced proportionately to the remaining months of the term of the agreement.

Business Select Share Plan

A simple, easy to understand plan.

Enjoy unlimited nationwide talk, unlimited messaging and share a pool of data with all lines on your account.

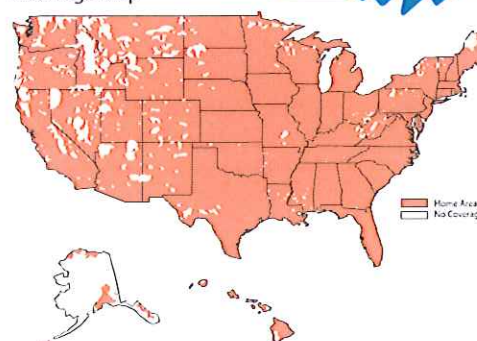
Included Benefits:

- Mobile Hotspot, FREE Basic or Visual Voicemail*, FREE Caller ID, FREE Call Waiting, FREE 3-Way Calling, and Unlimited Domestic and International Messaging.**
- Shareable Data for all devices on your account on the same plan.

*Visual Voicemail available on select devices.

**See cellcom.com for international messaging details.

Coverage Map



STEP 1: Choose your Discounted Data Packages

Plan Options for up to 10 devices per package

Shared Data	100MB*	300MB	1GB	2GB	3GB	4GB	6GB	8GB	10GB	15GB	20GB
Monthly Data Charge	\$10	\$13.50	\$27	\$36	\$45	\$54	\$63	\$72	\$81	\$108	\$135

Plan Options for up to 25 devices per package

Shared Data	1.5 GB*	30GB	40GB	50GB
Monthly Data Charge	\$40.50	\$202.50	\$270	\$337.50

Plan Options for up to 50 devices per package

Shared Data	3.5 GB*	60GB	80GB	100GB
Monthly Data Charge	\$81	\$405	\$540	\$675

Cellcom recommends 1-2GB per Smartphone on your account. Each line must subscribe to a shared data package. Data is shared among all lines on the same calling plan on the same account.

* For accounts with basic devices only.

Data overage is charged at \$10/100MB on the 100MB plan, \$15/300MB on the 300MB plan, and \$15/GB on 1GB+ plans.

STEP 2: Add Phones to Your Plan

Smartphones

Agreement	Less than 10GB Plans	10GB & More Plans
Flex Installment*	\$25/mo.	\$15/mo.
2 Year	\$40/mo.	\$40/mo.
Month to Month**	\$25/mo.	\$15/mo.

Basic Phone

Agreement	Less than 10GB Plans	10GB & More Plans
Flex Installment*	\$25/mo.	\$15/mo.
2 Year	\$30/mo.	\$30/mo.
Month to Month**	\$25/mo.	\$15/mo.

* Flex line access does not include monthly device installments. Price varies by device. See cellcom.com for details.

** Month to month discount is available upon completion of a 2-year service agreement, paying full price for device or bringing own device. Paying full price for device or bringing own device requires a new line activation or completion of existing 2-year service agreement.

STEP 3: Add Other Devices to Your Plan

Device Type	Access Charge
4G LTE Tablets	\$10/mo.
Mobile Broadband & USB Modems	\$20/mo.



Manage and monitor your data usage:

To help you decide how much data you need, use the data usage calculator at <http://www.cellcom.com/calculator.html>

• Change your data allowance at any time without extending your contract.

Add Ons for Share Plans (per line)

MultiRing	\$6.95/month
Nquire/411 Directory Assistance	\$1.99/per use
Call Forwarding	\$0.99/month

Detail Billing
Handset Protection

\$0.99/month
refer to eSecuritel brochure

International Dialing
International Dialing Discount Package

pay per minute
\$3.95/month

Refer to cellcom.com for current long distance rates by country and international roaming options.

Important Information: An E911 compliant CDMA phone, compatible with Cellcom's network, is required. Customer must maintain a billing address within Cellcom's licensed market to be eligible for service. Cellcom reserves the right to terminate service if less than fifty percent (50%) of the customer's credit minutes of airtime are used in Cellcom's licensed market during any three month period during the term of this Agreement. Voice calls originating from or terminating to broadband or tablet devices are billed at a rate of \$4.99 per minute. Airtime is billed in 60 second increments. Plan minutes only apply when you are in your calling plan's designated home area. Calls originating and terminating in the home area are toll free. Calls originating in the home area and terminating outside the home area may be subject to long distance charges. Calls originating outside of the home area are subject to roaming and long distance charges. Cellcom reserves the right to deactivate any mailbox that has not been initialized within 60 days of activation or any mailbox that has not had any messages deposited for over 60 days. Minutes used checking voicemail are deducted from Nationwide Minutes while within the Cellcom designated area. Call Forwarding includes 60 minutes of forwarding to a non-Cellcom exchange per month. Voice services, including 911, are not available on mobile broadband or tablet devices. Services represented for details. To place an international call, you must dial 011, the country code and the number for the international call. International long distance rates apply in addition to plan minutes or airtime charges when calling from your home calling plan area. While roaming, international long distance rates apply in addition to standard long distance and roaming charges. Rates are subject to change without notice. The International Dialing Discount Package has a monthly feature charge in addition to reduced international long distance rates. Unlimited voice services are for live dialing between two individuals, voicemail, and automated services without additional charges. Unlimited voice service may not be used for conference calling, call forwarding, monitoring services, data transmission, transmission of broadcasts, or transmission of recorded material. Additional situations may apply. If you are using unlimited voice service for anything other than stated as appropriate, Cellcom reserves the right to terminate your service. Messaging and Data Services: Shared data monthly charge and overages will be charged to the primary line on a Share Plan. Use of text messaging, picture messaging, video messaging and other data services is subject to the Data Acceptable Use Policy located at www.cellcom.com/AUP. Sending and receiving picture messages may deduct from your data allowance. Cellcom reserves the right, without notice, to change rates and coverage areas that do not adversely impact the consumer or to alter the plan. Rates may indicate when rates apply and may not depict actual service availability or network coverage. Coverage areas depicted are approximate. To inquire about specific service availability in a geographic area, contact Cellcom's Customer Service at (800) 256-0655. Geographic terrain, weather conditions, and type of equipment may affect cellular coverage. Wireless service is subject to technological limitations, including capacity and tower availability. Prices do not include taxes, fees, or other charges. Taxes on monthly access, airtime, equipment, and long distance may apply. A line set up fee and early termination fee may apply. If applicable, the early termination fee may be reduced proportionately to the remaining months of the term of the agreement. Universal Service Fund (USF) and regulatory and other recovery fees charged on all service lines. An E911 Fee or Police & Fire Protection fee charged on all service lines. The amount or range of taxes, fees and surcharges vary and are subject to change without notice. See retail location or www.cellcom.com for details.

CELLULAR TELEPHONE EQUIPMENT AND SERVICE AGREEMENT

Attachment: Cellcom Exhibit B (3658 : Consideration of Agreement renewal with New Cell, LLC (Cellcom)

THIS AGREEMENT for Cellular Telephone Service ("Services") and/or Cellular Telephone Equipment ("Equipment") is between New-Cell, Inc., a Wisconsin corporation with its principal place of business at 1580 Mid Valley Drive, PO BOX 5370, De Pere, Wisconsin 54115 (d/b/a and hereinafter referred to as "Cellcom"), and the party whose name(s) appear on the reverse side hereof (the "Customer").

EFFECTIVE DATES.

Agreement shall become effective ten (10) days after Cellcom receives a copy of this Agreement signed by Customer, unless Cellcom, in its sole discretion and prior to the expiration of this ten (10)-day period, delivers written notice to Customer of Cellcom's rejection of this Agreement. Upon rejection, this Agreement shall be of no force and/or effect, and Customer shall be required to return to Cellcom all Equipment and/or goods listed hereunder and to pay Cellcom for any Service provided to Customer prior to the rejection.

EQUIPMENT AND SERVICES.

Equipment. Delivery of the Equipment ordered hereunder shall be made in a reasonable length of time. Cellcom is not responsible for loss or use arising from delays in delivery thereof attributable to matters outside its direct control. If Customer is dissatisfied with the quality or quantity of goods received, Customer shall make Customer's objections thereto in writing and mail by certified or registered, return receipt requested addressed to Cellcom at its address as set forth above, within thirty (30) days of delivery of such Equipment. Absent provision of such notice of dissatisfaction by Customer, Customer hereby agrees and acknowledges that the quantity and quality of the goods provided by Cellcom conform to that of this Agreement and are satisfactory.

Services. Services hereunder shall only be available to cellular telephone units properly equipped and installed to accept such Services. Such units will only be available to such units when those units are within the range of the cell sites located in Cellcom's service area. Such Services are subject to transmission limitations caused by atmospheric or geographic conditions. The Services may be temporarily refused or limited use of the cellular system's capacity limitations. Services to any or all customers may be temporarily interrupted or curtailed, without notice, for equipment modifications, upgrades, relocations, repairs or similar activities necessary for the proper or improved operations of the system.

Common Provisions. Each financially responsible individual, business, or entity identified on the front side hereof shall be jointly and severally liable for payment of all equipment purchase charges, all service charges and all toll charges recorded to Customer's access number. A service fee is made for each use of the cellular system, whether the call is incoming or outgoing and whether made in or out of Cellcom's service area. The Equipment nor the Services shall be used by Customer for any purpose that is in violation of federal, state or local law, nor shall the same be used in such manner as to unreasonably interfere with the use of the Services by one or more other customers.

LIABILITY DISCLAIMER AND INDEMNIFICATION.

EQUIPMENT. CUSTOMER ACKNOWLEDGES THAT CELLCOM IS NEITHER THE MANUFACTURER NOR THE AGENT OF THE MANUFACTURER OF THE EQUIPMENT PROVIDED HEREUNDER. CUSTOMER ACKNOWLEDGES AND AGREES THAT CELLCOM MAKES NO WARRANTY OR REPRESENTATION OF ANY REGARDING THE EQUIPMENT AND THAT CELLCOM DISCLAIMS ANY WARRANTY, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR A PARTICULAR PURPOSE. UNDER NO CIRCUMSTANCES SHALL CELLCOM BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES CAUSED IN WHOLE OR IN PART BY AN EQUIPMENT MALFUNCTION OR FAILURE, INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY, PROPERTY DAMAGE, DAMAGE TO OR LOSS OF EQUIPMENT, LOST PROFITS OR REVENUE, COST OF RENTING EQUIPMENTS, AND OTHER ADDITIONAL EXPENSES, EVEN IF CELLCOM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

EQUIPMENT REPAIRS. CUSTOMER ACKNOWLEDGES THAT CELLCOM IS UNDER NO DUTY OR OBLIGATION TO PERFORM ANY SERVICE, MAINTENANCE, REPAIR (COLLECTIVELY, "REPAIRS") OF THE EQUIPMENT PROVIDED HEREUNDER, NOR DOES THIS AGREEMENT CREATE SUCH A DUTY OR OBLIGATION. NOTWITHSTANDING, CELLCOM MAY PERFORM SUCH REPAIRS AT CUSTOMER'S REQUEST AND PURSUANT TO THE TERMS AND CONDITIONS OF AN AGREEMENT FOR SUCH REPAIRS. IN THE EVENT CELLCOM PERFORMS SUCH REPAIRS, AND NOTWITHSTANDING THE TERMS OR CONDITIONS OF ANY SUBSEQUENT AGREEMENT, CUSTOMER ACKNOWLEDGES AND AGREES THAT CELLCOM'S LIABILITY, AND CUSTOMER'S SOLE REMEDY FOR DEFECTS IN REPAIRS PERFORMED BY CELLCOM SHALL BE LIMITED TO THE COST OF SUCH REPAIRS; AND, UNDER NO CIRCUMSTANCES, SHALL CELLCOM BE LIABLE FOR ANY SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, INCLUDING, BUT NOT LIMITED TO, PERSONAL INJURY, PROPERTY DAMAGE, DAMAGE TO OR LOSS OF EQUIPMENT, LOST PROFITS OR REVENUE, COST OF RENTING REPLACEMENTS, AND OTHER ADDITIONAL EXPENSES, IF CELLCOM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. MOREOVER, CELLCOM WILL NOT BE LIABLE FOR ANY DAMAGES, LOSSES, OR EXPENSES RESULTING, IN WHOLE OR IN PART, FROM CUSTOMER'S NEGLIGENCE, WHETHER DEEMED ACTIVE OR PASSIVE. IN ADDITION, THE WARRANTIES SPECIFIED HEREIN SHALL NOT APPLY TO ANY EQUIPMENT THAT HAS BEEN REPAIRED OR ALTERED BY ANYONE OTHER THAN CELLCOM OR THE MANUFACTURER OF SUCH EQUIPMENT, OR TO ANY EQUIPMENT NOT OPERATED IN ACCORDANCE WITH THE MANUFACTURER'S OR CELLCOM'S DIRECTIONS REGARDING SUCH USE.

ADDITIONAL LIMITATIONS. It is further specifically agreed as to the Equipment and Services provided hereunder that Cellcom shall NOT be liable to Customer or any other party for:

- any injury to person or damage to property resulting from any negligent or unintentional acts or omissions of Cellcom, its employees, agents or subcontractors;
- any damage or loss by Customer as a result of any partial or complete interruption in the operation of its business or for any failure of any of its products or Services;
- any direct, indirect, special, incidental or consequential damages of any kind sustained by Customer or any other person or entity for any failure of Cellcom's Equipment, for the inability of Cellcom to promptly or properly repair Customer's Equipment, for any interruption of any Service now or hereafter provided by Cellcom or for the loss of any transmission or the information contained therein.

INDEMNIFICATION. Customer agrees to indemnify and hold Cellcom harmless from all claims, actions, suits, demands and judgments, including attorney's fees and costs, which Cellcom may incur in defending itself against any of the aforesaid arising from Customer's use or possession or ownership of the Equipment, goods or Services supplied, worked on, or provided by Cellcom or its employees, agents or designers, including, but not limited to, any expenses arising from actions brought under the Occupational Safety and Health Act or other governmental regulations or actions brought by third parties.

TERMINATION OF SERVICE.

Customer may terminate this Agreement prior to the expiration of the Agreement term specified on the reverse side hereof by delivering written notice to Cellcom of Customer's intention to terminate this Agreement and the effective date of such termination (which shall be no less than ten business days after Cellcom's receipt of Customer's notice). Notwithstanding any such termination, Customer shall be responsible for payment of outstanding charges on Customer's account at the time of such termination and shall pay to Cellcom a "Service Cancellation Charge" prior to the effective date of Customer's termination. If Customer obtained a "Smart Phone" for use on Customer's account, the Service Cancellation Charge shall be One Hundred and Fifty Dollars (\$150.00), reduced by Ten Dollars (\$10.00) per month for each completed month of the term of this Agreement. Customer obtaining a standard phone for use on Customer's account, the Service Cancellation Charge shall be One Hundred Seventy-Five Dollars (\$175.00), reduced by Five Dollars (\$5.00) for each completed month of the term of this Agreement. Customer acknowledges and agrees that Cellcom offer damages as a result of Customer's early termination of this Agreement and that the Service Cancellation Charge is a reasonable estimation of such damages and shall be construed as liquidated damages, and not a penalty.

Cellcom may, after giving prior written notice to Customer, terminate or temporarily discontinue or restrict Customer's Service if: (1) Customer fails to pay any charge due or otherwise violates any term of this Agreement, (2) Customer fails to maintain a billing address within Cellcom's licensed service area, or (3) Customer utilizes less than fifty percent (50%) of Customer's overall minutes of airtime within Cellcom's licensed market during any three month period during the term of this Agreement. In addition, Cellcom may discontinue Customer's Service without prior notice if: (4) Customer's use is reasonably suspected of being used in an illegal or other manner that causes or is likely to cause any form of harm to Cellcom or any other person, or (5) Customer commits or assists a third party in committing cellular or subscriber fraud. "Cellular fraud" is defined as the unauthorized use, tampering, or manipulation of a wireless phone or service and specifically includes acts of cloning (i.e., the manipulation of wireless phones to cause the phone to transmit the electronic serial number and telephone number belonging to another phone). "Subscriber fraud" is defined as the use of wireless services using fraudulently obtained customer information or false identification.

At the event Cellcom, in its sole discretion, undertakes litigation or collection efforts against Customer to enforce the terms of this Agreement, Cellcom prevails in such efforts. Customer shall be responsible to reimburse Cellcom for all costs and expenses, including actual attorney's fees, incurred by Cellcom relative to such efforts, unless otherwise precluded by law. Further, in the event such litigation or collection effort arises from, or results in, the termination of this Agreement prior to the expiration of its term, Customer shall be liable to Cellcom for the Service Cancellation Charge in addition to all outstanding charges on Customer's account at the time of such termination).

D. The term of this Agreement shall be tolled, and its expiration date extended, for any periods during which Customer's Service is suspended due to nonpayment or other violations of the terms of this Agreement by Customer. Upon Customer's cure of such violation, Cellcom may, acting in its sole discretion, reactivate Customer's Service and shall be entitled to charge Customer a reasonable reactivation fee.

5. ACCESS NUMBER.

A. Cellcom reserves the right, in its sole discretion, to change Customer's access number upon notice to the Customer. Customer acknowledges that Customer has no proprietary or ownership rights or interest in or to Customer's number(s), except as allowed for by law, and cannot acquire such rights or interest through usage, publication or otherwise.

B. Customer may request that Customer's access number(s) be transferred to or from another service provider within the same local geographic area.

C. If Customer transfers the access number(s) to Cellcom, all activation requirements and charges, including credit approval, apply. Customer remains liable for charges (including cancellation fees) incurred with a former service provider. If a transfer is unsuccessful and the request is cancelled, and Customer does not ask Cellcom to assign a new number, Customer shall be required to return to Cellcom all Equipment and/or goods supplied hereunder.

D. If Customer requests to transfer the access number(s) to another service provider, this request will be considered a notice of Customer's intention to terminate Service; and the terms of the Agreement set forth in the Termination of Service paragraphs will apply. Upon request, all amounts then owed to Cellcom (including the Service Cancellation Charge and any amounts that appear on the final invoice) shall become immediately due. If a transfer is unsuccessful for any reason, Customer's Service will not terminate, and Customer will continue to be responsible for all Service or other charges (not the Service Cancellation Charge).

E. When transferring access numbers to another service provider, voice mail, phone book or other Services will be lost.

F. Cellcom does not guarantee, in any way, that such access number transfers to or from Cellcom will be successful.

6. RATES AND CHARGES.

A. Customer acknowledges that it is responsible to pay to Cellcom all toll charges resulting from the use of the Service for calls, incoming or outgoing, either within or outside Cellcom's service area. Customer must also pay for all charges on calls billed to Customer's access number. Such charges are in addition to the charges for Service usage. Each partial minute of airtime shall be billed as a full minute unless otherwise noted for Customer's billing plan. Payment of the Service bill is due on the date when indicated on said bill. A balance which remains unpaid as of the next billing date shall accrue interest at the monthly rate of 1 1/2%, or the highest amount allowable by law, whichever is lower, from the original due date until such balance is paid in full.

B. Except as may be prohibited by law, Cellcom reserves the right to amend the terms and conditions of this Agreement, including, but not limited to, Customer's rate plan and rates charged to Customer under applicable rate plans, upon notice to Customer and the expiration of a thirty (30)-day objection period afforded to Customer. If, after receiving any such notice from Cellcom, Customer desires to terminate this Agreement due to the proposed amendment(s), Customer shall, within thirty (30) days of receipt of Cellcom's notice, deliver written notice of termination to Cellcom; and this Agreement and Customer's ability to utilize the Services shall terminate on the fifth (5th) day following Cellcom's receipt of Customer's notice of termination. Notwithstanding, if Customer utilizes the Services or makes payment to Cellcom thereafter after Customer's receipt of Cellcom's notice, Customer shall be deemed to have agreed to Cellcom's proposed amendment(s) and shall not thereafter have any right to terminate this Agreement due to such amendment(s).

C. There may be added to any charges incurred by Customer amounts equal to any industry-wide surcharges and/or fees and any surcharge, duty, levy, tax, or withholding, including, but not limited to, sales, property, ad valorem, excise and use taxes, or any tax in lieu thereof or in addition thereto, imposed by any local, state, or federal government or governmental agency with respect to the Services, or with respect to services provided to customers, excepting only taxes on the income of Cellcom. In addition, there may be added to any charges, additional charges to reimburse Cellcom for its reasonable and necessary costs and expenses incurred in maintaining compliance with regulatory requirements imposed by any local, state, or federal government or governmental agency having jurisdiction over Cellcom.

D. In the event Customer accesses or uses Cellcom's text or data services, Customer shall be responsible for all charges and the prompt payment of these services regardless of who initiates the activity or whether the Customer's Equipment actually received the data. This includes, but is not limited to, the amount of data associated with a particular service (games, ringtones, screen savers, picture messaging etc.), additional data usage in accessing, transporting and routing this service on Cellcom's network, data from partial or interrupted downloads, re-sent data, and data associated with unsuccessful attempts to reach websites or use applications. The charges for Customer's access to or use of the text or data services shall be in addition to any charges specified in Customer's rate plan. Text and data usage may be charged against a feature package or on a fixed price per unit. Customer may not utilize airtime or any other benefit specified in Customer's rate plan as payment or credit towards Customer's access to or utilization of Cellcom's text or data services. Downloads cannot be transferred if phone is returned, upgraded or exchanged or lost. Estimates of data usage may not be an accurate predictor of actual usage. Data usage is measured and billed in kilobyte increments. Partial kilobyte increments of use will be rounded to the next full kilobyte. Unused kilobytes may not be carried over to subsequent monthly billing cycles. Customer may not receive voice calls while using data services. Customer may have access to "Premium Services" that are available for an additional charge (e.g., games, ringtones, screen savers and other items). Customer will be billed for Premium Service purchases based on the charges as specified at purchase. Subject to the terms of the content purchased, Cellcom may delete premium and non-premium items downloaded to any storage area Cellcom may provide, including any pictures, games and other content. We may limit the amount of Premium Services you may purchase in a specific timeframe (month, week, day or other period). We may terminate services without notice for any misuse. Customer's access to, and use of, Cellcom's text and data services is further governed by Cellcom's "Data Acceptable Use Policy," which can be found at www.cellcom.com/AUP. Among other things, the Data Acceptable Use Policy provides that Cellcom may terminate Customer's access or use of Cellcom's text or data services at any time and without notice to Customer in the event Customer violates any term or condition of the Data Acceptable Use Policy.

E. When Customer provides a check as payment, Customer authorizes Cellcom to make a one-time electronic funds transfer from Customer's account. Therefore, funds may be withdrawn from Customer's account on the same day Customer's payment is received. Customer will not receive Customer's check back from Customer's financial institution.

7. MISCELLANEOUS PROVISIONS.

A. Entire Agreement. This instrument, together with all attachments and any other documents referenced herein, shall constitute the entire agreement between the parties; and no term or condition contained herein or therein may be modified or waived, except in writing signed by an authorized representative of Cellcom. The acceptance by Cellcom of any payment after it shall become due shall not constitute or be construed as a waiver of any or all of Cellcom's rights hereunder.

B. Assignment and Interpretation. This instrument shall be binding upon and inure to the benefit of the heirs, representatives, successors and assigns of the parties hereto; provided, however, that Customer may not assign this Agreement, or any or all rights or obligations hereunder, to any third party without the prior written consent of Cellcom. The interpretation of this Agreement shall be subject to the laws of the State of Wisconsin.

C. Severability. The invalidity of any portion of any provision of this instrument shall not affect the validity of the remainder of the provisions hereof.

D. Service Fee. Customer will be billed monthly for Service pursuant to the terms of Cellcom's current Service price list for the one-year or two-year pricing package. Customer may change to other pricing plans available to existing customers, but the term of this Agreement will remain unchanged unless such term is otherwise extended under the terms of another pricing package selected by Customer.

E. Cellcom, in its sole discretion, may require Customer to provide a security deposit as a precondition to Service activation in an amount determined by Cellcom. Upon termination or expiration of this Agreement, Cellcom shall have the right to apply all or any part of the security deposit to the outstanding balance on Customer's account. If any surplus remains, such surplus shall be refunded to Customer. If Customer so requests, in a writing delivered prior to the expiration or termination of this Agreement, Cellcom shall refund the security deposit to Customer if the following conditions are met:

- 1.) Customer paid to Cellcom Customer's monthly invoices in a full and timely fashion in accordance with the terms of this Agreement and Cellcom's invoices for a period of not less than twelve (12) consecutive months; and
 - 2.) Customer's most recent bill has likewise been paid in a full and timely fashion.
- 3.) Cellcom has received a verbal or written request for the refund. If Customer terminates service with Cellcom at any time, the deposit will be applied toward Customer's final bill. If any surplus remains, the balance will be refunded to Customer.

F. Stolen or Lost Equipment. Customer shall immediately report all lost or stolen Equipment to Cellcom and to an appropriate law enforcement authority. Customer remains responsible for paying all charges incurred on the stolen or lost Equipment prior to the notification to Cellcom. Any request for credit against such charges must be in writing, accompanied by a police report verifying law enforcement notification, and must be received by Cellcom before the date when payment for such charges is due.

G. Technology Enhancements. Cellcom reserves the right to change your wireless phone's software or programming, over the air, without notice.

**WIRELESS TELECOMMUNICATIONS EQUIPMENT
AND SERVICE AGREEMENT**

THIS WIRELESS TELECOMMUNICATIONS EQUIPMENT AND SERVICE AGREEMENT (hereinafter, the "Agreement") is made, entered into, and effective this ____ day of _____ 2015, by and between **NEW-CELL, LLC.**, a Wisconsin corporation (doing business as and hereinafter referred to as "Cellcom"), and **City of De Pere**, (hereinafter, "Customer").

Provision Of Telecommunications Services and Related Equipment

1.A. **Services.** Cellcom shall make available to Customer, its employees, representatives and other designees, an unlimited number of service accounts (hereinafter, an "Account" or "Accounts") through which Cellcom shall provide wireless telecommunications services. As a condition to Cellcom's offer to provide services and equipment identified herein at the rates and charges identified below, Customer shall maintain a minimum of 57 Accounts (the "Account Minimum") on rate plans identified in Exhibit A at all times during the Term of this Agreement. In addition, Customer shall execute a Master Service Agreement in the form attached as Exhibit B; and this Master Service Agreement shall also govern the availability of the services on each Account.

1.B. **Additional Features.** Customer may add additional features to any or all Accounts, with the additional charges for such additional features set forth on Exhibit A.

1.C. **Employee Discount Plan.** Cellcom will make available to employees of Customer wireless telecommunications services upon the terms and conditions of Cellcom's then-current Employee Discount Plan. All employees are eligible to apply for the benefits provided pursuant to this paragraph upon the execution of Cellcom's Service Agreement, provided that such employee is a new Cellcom subscriber and that the home address of the employee is within the Cellcom Service Area. The employee must agree to be and remain financially responsible for all charges incurred pursuant to such Service Agreement. Cellcom reserves the sole and exclusive right to limit, deny, or terminate service to any applicant or employee hereunder. Cellcom may terminate these benefits for any employee who, during the term of this Agreement, ceases to be an employee of Customer. In addition, Cellcom may terminate these benefits upon the expiration or termination of this Agreement.

Rates and Charges

2.A. **Monthly Service Charges.** Each Account maintained by Customer pursuant to this Agreement shall incur a monthly service charge as identified in Exhibit A.

2.B. **Additional Air Time and Roaming Charges.** Each Account maintained by Customer pursuant to this Agreement shall include the allotment of "free" air time for use in the "home" area as set forth in Exhibit A. Customer shall incur an additional charge for each minute of air time utilized in excess of such allotment for each Account, with each Account considered individually for these purposes. Additionally, Customer shall incur additional roaming charges per minute for each minute of air time utilized outside the "home" area identified in Exhibit A.

2.C. **Payment.** Cellcom shall invoice Customer for the aggregated total of the monthly service, additional air time, roaming charges and additional equipment expenses incurred by all Accounts maintained by Customer pursuant to this Agreement; and Customer shall pay each such invoice within thirty (30) days of receipt of each invoice. Unpaid invoices shall accrue interest at the monthly rate of 1½%, or the highest amount allowed by law, whichever is lower.

Term, Renewal and Termination

3.A. **Initial Term.** The Initial Term of this Agreement shall be two (2) years, commencing on the date first written above and ending on the second (2nd) anniversary thereof.

3.B. **Renewal Terms.** Upon the expiration of the Initial Term, Customer may renew this Agreement for one consecutive two-year Renewal Term(s) by providing to Cellcom written notice of its intent to renew this Agreement no later than sixty (60) days prior to the end of the Initial Term or the then-current Renewal Term, as the case may be.

3.C. **Termination.** This Agreement may be terminated prior to the end of the Initial or then-current Renewal Term as follows:

3.C.1. **Automatic Termination.** This Agreement will automatically terminate if either party: (a) makes an assignment for the benefit of the creditors; or (b) becomes a party to any receivership, bankruptcy, or similar proceeding, and such proceedings are not dismissed within ninety (90) days of commencement.

3.C.2. **Default.** In the event of a material breach of this Agreement, the non-breaching party may provide written notice of the breach and may terminate this Agreement at any time after a reasonable opportunity to cure the breach. For purposes of this Agreement, a reasonable opportunity to cure is deemed to be ten (10) days for a monetary default and thirty (30) days for a non-monetary default. If the breaching party, prior to the expiration of the cure period, has cured the breach, this Agreement will remain in effect, provided the breaching party promptly reimburses the non-breaching party for any reasonable damages the non-breaching party may have incurred.

3.D. **Early Termination of Accounts and Effect of Non-Renewal of Agreement.**

3.D.1. **Termination of Accounts.** Customer may, at any time during the Term of this Agreement, terminate one or more Accounts maintained pursuant to this Agreement, while not terminating this Agreement generally, by delivering to Cellcom advance written notice of such termination. In the event any such termination causes Customer to thereafter maintain fewer active Accounts than the Account Minimum, Customer must also pay to Cellcom a "Termination Fee" for each terminated Account below the Account Minimum. The Termination Fee shall be payable at the time Customer delivers its notice of termination, and shall be determined by reference to the devices activated on the terminated Account(s) falling below the Account Minimum.

- (i) For each standard device activated on the terminated Account(s), the Termination Fee shall include One Hundred Seventy-Five Dollars (\$175.00), which amount shall be reduced by Five Dollars (\$5.00) for each completed month of the term of this Agreement; and
- (ii) for each "Smart Phone" activated on the terminated Account(s), the Termination Fee shall include Three Hundred Fifty Dollars (\$350.00), which amount shall be reduced by Ten Dollars (\$10.00) for each completed month of the term of this Agreement.

Notwithstanding any such termination of one or more Accounts, this Agreement shall remain in effect as to all other Accounts maintained by Customer; provided, however, Cellcom reserves the right to revise the amount of the account allowance provided to Customer based on the number of remaining Accounts and the remaining time left in the then-current Term.

3.D.2. **Effect of Non-Renewal of Agreement.** In the event Customer does not renew this Agreement for at least one Renewal Term, Customer shall pay to Cellcom One Hundred Seventy-Five Dollars (\$175.00) for each standard device and Three Hundred Fifty Dollars (\$350.00) for each "Smart Phone" activated within the final ninety (90) days of the Initial Term. Upon the expiration of the Term, whether following an Initial Term or one or more Renewal Terms, Customer may maintain Accounts established pursuant to this Agreement on a month-to-month basis thereafter; provided, however, the terms and conditions (including rates and charges) applicable to all such Accounts shall be determined by reference to Cellcom's then-current rate plans generally made available to the public (without regard to the terms and conditions of this Agreement).

Miscellaneous

4.A. Entire Agreement. This Agreement, together with all exhibits and other attachments and other documents referenced herein, shall constitute the entire agreement between the parties; and no term or condition contained herein or therein may be modified or waived, except in writing signed by an authorized representative of Cellcom.

4.B. Stolen or Lost Equipment. Customer shall immediately report all lost or stolen equipment to Cellcom and to an appropriate law enforcement authority. Customer remains responsible for paying all charges incurred on the stolen or lost equipment prior to the notification to Cellcom. Any request for credit against such charges must be in writing, accompanied by a police report verifying law enforcement notification, and must be received by Cellcom before the date when payment is due.

4.C. Notices. All notices permitted or required to be given under the terms of this Agreement shall be deemed to have been given when delivered personally or deposited in the United States mail, certified, postage pre-paid, and addressed as follows:

If to Cellcom:	New-Cell, LLC. d/b/a Cellcom 1580 Mid-Valley Drive DePere, WI 54115
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If to Customer:	City of De Pere 335 S. Broadway De Pere, WI 54115
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IN WITNESS WHEREOF, Cellcom and Customer, by their duly-authorized and empowered representatives, have executed this Agreement as of the date and year first written above.

NEW-CELL, LLC.

By: _____
_____ Its _____

CITY OF DE PERE

By: _____
_____ Its _____

EXHIBIT A**Rate Plan and Account Features**

EXHIBIT B**Master Service Agreement**

CITY OF DE PERE

RATE PLAN ANALYSIS

Mobile Number	Current Plan	\$ Airtime	Min Peak	Min Offpeak	M2M	Incoming	Data (MB)	\$ Features	Total	New Plan	New Plan \$	\$ Airtime	\$ Features	Total	Savings
(920) 445-4769	\$ 10.00	\$ -	0	0	0	0	6	\$ -	\$ 10.00	SHARE	\$ 10.00	\$ -	\$ -	\$ 10.00	\$0.00
(920) 445-4772	\$ 10.00	\$ -	0	0	0	0	4	\$ -	\$ 10.00	SHARE	\$ 10.00	\$ -	\$ -	\$ 10.00	\$0.00
(920) 606-1345	\$ 10.00	\$ -	0	0	0	0	11	\$ 63.00	\$ 73.00	SHARE	\$ 10.00	\$ -	\$ 45.00	\$ 55.00	\$18.00
(920) 606-2122	\$ 10.00	\$ -	0	0	0	0	5	\$ -	\$ 10.00	SHARE	\$ 10.00	\$ -	\$ -	\$ 10.00	\$0.00
(920) 606-3408	\$ 10.00	\$ -	0	0	0	0	5	\$ -	\$ 10.00	SHARE	\$ 10.00	\$ -	\$ -	\$ 10.00	\$0.00
(920) 606-5054	\$ 4.75	\$ -	0	0	0	0	0	\$ 9.95	\$ 14.70	REG GOV	\$ -	\$ -	\$ 9.95	\$ 9.95	\$4.75
(920) 615-1768	\$ 4.75	\$ -	0	0	0	0	0	\$ 10.00	\$ 14.75	REG GOV	\$ -	\$ -	\$ 10.00	\$ 10.00	\$4.75
(920) 615-4105	\$ 9.95	\$ -	1	0	3	25	0	\$ -	\$ 9.95	REG GOV	\$ -	\$ -	\$ -	\$ 2.61	\$7.34
(920) 615-5686	\$ 4.75	\$ 6.42	69	2	0	0	0	\$ -	\$ 11.17	REG GOV	\$ -	\$ 6.42	\$ -	\$ 6.42	\$4.75
(920) 621-7026	\$ 9.95	\$ -	313	144	394	193	0	\$ -	\$ 9.95	USA700	\$ 9.95	\$ -	\$ -	\$ 9.95	\$0.00
(920) 621-7822	\$ 9.95	\$ -	30	5	79	115	0	\$ -	\$ 9.95	USA700	\$ 9.95	\$ -	\$ -	\$ 9.95	(\$0.00)
(920) 621-7823	\$ 9.95	\$ -	28	5	124	184	0	\$ -	\$ 9.95	USA700	\$ 9.95	\$ -	\$ -	\$ 9.95	(\$0.00)
(920) 621-8927	\$ 9.95	\$ -	7	4	23	83	0	\$ -	\$ 9.95	USA700	\$ 39.96	\$ -	\$ -	\$ 39.96	(\$30.01)
(920) 639-1000	\$ 40.00	\$ -	116	22	2	15	176	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 639-1001	\$ 40.00	\$ -	599	117	79	33	53	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 639-1002	\$ 39.96	\$ -	95	11	173	321	0	\$ -	\$ 39.96	USA700	\$ 39.96	\$ -	\$ -	\$ 39.96	\$0.00
(920) 639-1003	\$ 40.00	\$ -	645	216	356	302	1778	\$ 9.99	\$ 49.99	SHARE	\$ 30.00	\$ -	\$ 9.99	\$ 39.99	\$10.00
(920) 639-1004	\$ 9.95	\$ -	58	8	59	156	0	\$ -	\$ 9.95	USA700	\$ 9.95	\$ -	\$ -	\$ 9.95	(\$0.00)
(920) 639-1005	\$ 9.95	\$ -	97	2	46	56	0	\$ -	\$ 9.95	USA700	\$ 9.95	\$ -	\$ -	\$ 9.95	(\$0.00)
(920) 639-1009	\$ 39.96	\$ -	25	5	30	37	0	\$ -	\$ 39.96	USA700	\$ 39.96	\$ -	\$ -	\$ 39.96	\$0.00
(920) 639-1012	\$ 39.96	\$ -	0	0	0	0	0	\$ -	\$ 39.96	REG GOV	\$ -	\$ -	\$ -	\$ -	\$39.96
(920) 639-1015	\$ 40.00	\$ -	406	122	208	189	1602	\$ 81.99	\$ 121.99	SHARE	\$ 30.00	\$ -	\$ 54.99	\$ 84.99	\$37.00
(920) 639-1019	\$ 40.00	\$ -	169	2	139	60	150	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 639-1038	\$ 40.00	\$ -	182	82	85	106	121	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 639-1094	\$ 9.95	\$ -	31	0	6	25	0	\$ -	\$ 9.95	USA700	\$ 9.95	\$ -	\$ -	\$ 9.95	\$0.00
(920) 639-1147	\$ 9.95	\$ -	3	0	9	12	0	\$ -	\$ 9.95	REG GOV	\$ -	\$ 2.16	\$ -	\$ 2.16	\$7.79
(920) 639-1209	\$ 9.95	\$ -	19	137	179	306	0	\$ -	\$ 9.95	USA700	\$ 9.95	\$ -	\$ -	\$ 9.95	\$0.00
(920) 639-1320	\$ 39.96	\$ -	4	0	19	11	0	\$ -	\$ 39.96	REG GOV	\$ -	\$ 3.06	\$ -	\$ 3.06	\$36.90
(920) 639-1336	\$ 9.95	\$ -	193	8	216	253	0	\$ 15.00	\$ 24.95	USA700	\$ 9.95	\$ -	\$ 15.00	\$ 24.95	\$0.00
(920) 639-1775	\$ 4.75	\$ -	0	0	0	0	0	\$ -	\$ 4.75	REG GOV	\$ -	\$ -	\$ -	\$ -	\$4.75
(920) 639-2018	\$ 9.95	\$ -	1	0	4	5	0	\$ -	\$ 9.95	REG GOV	\$ -	\$ 0.90	\$ -	\$ 0.90	\$9.05
(920) 639-2085	\$ 9.95	\$ -	0	0	0	0	0	\$ -	\$ 9.95	REG GOV	\$ -	\$ -	\$ -	\$ -	\$9.95
(920) 639-2330	\$ 9.95	\$ -	11	0	9	24	0	\$ 3.95	\$ 13.90	USA700	\$ 9.95	\$ -	\$ 3.95	\$ 13.90	\$0.00
(920) 639-3415	\$ 40.00	\$ -	273	56	97	135	298	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 639-5002	\$ 4.75	\$ 0.12	1	0	0	0	0	\$ -	\$ 4.87	REG GOV	\$ -	\$ 0.12	\$ -	\$ 0.12	\$4.75
(920) 639-5655	\$ 40.00	\$ -	19	0	1	0	59	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 639-8344	\$ 9.95	\$ -	3	74	12	14	0	\$ 6.95	\$ 16.90	USA700	\$ 9.95	\$ -	\$ 6.95	\$ 16.90	\$0.00
(920) 621-8594	\$ 49.95	\$ -	122	2	34	207	158	\$ 40.00	\$ 89.95	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$59.95
(920) 370-6399	\$ 4.75	\$ -	0	0	0	0	0	\$ -	\$ 4.75	REG GOV	\$ -	\$ -	\$ -	\$ -	\$4.75
(920) 606-4518	\$ 9.95	\$ -	12	4	20	122	0	\$ -	\$ 9.95	USA700	\$ 9.95	\$ -	\$ -	\$ 9.95	(\$0.00)
(920) 609-9482	\$ 9.95	\$ -	9	0	1	0	0	\$ 0.99	\$ 10.94	REG GOV	\$ -	\$ 0.90	\$ 0.99	\$ 1.89	\$9.05
(920) 615-6538	\$ 9.95	\$ -	26	1	32	51	0	\$ 9.95	\$ 19.90	USA700	\$ 9.95	\$ -	\$ 9.95	\$ 19.90	\$0.00
(920) 621-0747	\$ 43.95	\$ -	38	250	30	64	0	\$ 0.99	\$ 44.94	USA700	\$ 9.95	\$ -	\$ 0.99	\$ 10.94	\$34.00
(920) 621-1230	\$ 43.95	\$ -	190	25	37	55	150	\$ 40.99	\$ 84.94	SHARE	\$ 30.00	\$ -	\$ 0.99	\$ 30.99	\$53.95
(920) 621-3640	\$ 9.95	\$ -	58	44	35	33	0	\$ -	\$ 9.95	USA700	\$ 9.95	\$ -	\$ -	\$ 9.95	(\$0.00)
(920) 639-3307	\$ 9.95	\$ -	160	134	67	48	0	\$ 0.99	\$ 10.94	USA700	\$ 9.95	\$ -	\$ 0.99	\$ 10.94	(\$0.00)
(920) 639-4796	\$ 9.95	\$ -	0	0	0	0	0	\$ 0.99	\$ 10.94	REG GOV	\$ -	\$ -	\$ 0.99	\$ 0.99	\$9.95
(920) 639-4804	\$ 9.95	\$ -	37	0	6	0	0	\$ 0.99	\$ 10.94	REG GOV	\$ -	\$ 3.87	\$ 0.99	\$ 4.86	\$6.08
(920) 639-9736	\$ 43.95	\$ -	203	86	66	348	1624	\$ 40.99	\$ 84.94	SHARE	\$ 30.00	\$ -	\$ 0.99	\$ 30.99	\$53.95
(920) 655-2396	\$ 40.00	\$ -	0	0	0	0	0	\$ -	\$ 40.00	SHARE	\$ 20.00	\$ -	\$ -	\$ 20.00	\$20.00
(920) 660-0833	\$ 9.95	\$ -	13	58	4	26	247	\$ 40.99	\$ 50.94	SHARE	\$ 30.00	\$ -	\$ 0.99	\$ 30.99	\$19.95
(920) 676-1492	\$ 43.95	\$ -	115	225	126	83	0	\$ 10.94	\$ 54.89	USA700	\$ 39.96	\$ -	\$ 0.99	\$ 40.95	\$13.94
(920) 676-2110	\$ 9.95	\$ -	5	2	0	0	0	\$ 1.98	\$ 11.93	REG GOV	\$ -	\$ 0.63	\$ 1.98	\$ 2.61	\$9.32

Completed:

(920) 676-2112	\$ 9.95	\$ -	45	13	9	9	60	\$ 40.99	\$ 50.94	SHARE	\$ 30.00	\$ -	\$ 0.99	\$ 30.99	\$19.95
(920) 676-8312	\$ 9.95	\$ -	67	151	34	33	0	\$ 0.99	\$ 10.94	USA700	\$ 39.96	\$ -	\$ 0.99	\$ 40.95	(\$30.01)
(920) 680-1430	\$ 9.95	\$ -	75	137	36	48	0	\$ 0.99	\$ 10.94	USA700	\$ 39.96	\$ -	\$ 0.99	\$ 40.95	(\$30.01)
(920) 680-4655	\$ 9.95	\$ -	132	68	118	94	0	\$ 0.99	\$ 10.94	USA700	\$ 9.95	\$ -	\$ 0.99	\$ 10.94	(\$0.00)
(920) 680-4656	\$ 9.95	\$ -	45	91	27	27	0	\$ 0.99	\$ 10.94	USA700	\$ 9.95	\$ -	\$ 0.99	\$ 10.94	(\$0.00)
(920) 445-4801	\$ 40.00	\$ -	107	24	11	22	122	\$ 45.00	\$ 85.00	SHARE	\$ 30.00	\$ -	\$ 45.00	\$ 75.00	\$10.00
(920) 445-4802	\$ 40.00	\$ -	38	10	11	13	38	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 445-4803	\$ 40.00	\$ -	70	21	55	24	31	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 445-4804	\$ 40.00	\$ -	329	40	216	91	40	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 445-4805	\$ 40.00	\$ -	2	0	1	0	25	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 445-4806	\$ 40.00	\$ -	1	0	0	0	24	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 445-4807	\$ 40.00	\$ -	25	34	3	2	67	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 445-4808	\$ 40.00	\$ -	39	27	1	1	41	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 445-4809	\$ 40.00	\$ -	7	0	6	5	17	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 445-4810	\$ 40.00	\$ -	8	0	5	3	27	\$ -	\$ 40.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$10.00
(920) 609-5302	\$ 20.00	\$ -	0	0	0	0	219	\$ 81.00	\$ 101.00	SHARE	\$ 20.00	\$ -	\$ 45.00	\$ 65.00	\$36.00
(920) 660-0302	\$ 34.95	\$ -	139	13	136	0	107	\$ 40.00	\$ 74.95	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$44.95
(920) 445-4795	\$ 40.00	\$ -	6	3	0	0	29	\$ 27.00	\$ 67.00	SHARE	\$ 30.00	\$ -	\$ -	\$ 30.00	\$37.00
TOTALS:											\$ 1,248.91	\$ 20.67	\$ 271.62	#####	\$702.50
											Estimated Savings		\$702.50		

6.d

Current Features Per Line:		
(920) 606-1345	\$ 63.00	Shared 6GB Data Package
(920) 606-5054	\$ 9.95	Cellcom Xtras
(920) 615-1768	\$ 10.00	75MB Data Pack
(920) 639-1003	\$ 9.99	Tier 3 Total Coverage
(920) 639-1015	\$ 9.99	Tier 3 Total Coverage
	\$ 72.00	Shared 8GB Data Package
(920) 639-1336	\$ 15.00	75MB Value Pack
(920) 639-2330	\$ 3.95	QuikTxT 100
(920) 639-8344	\$ 6.95	Multi Ring
(920) 621-8594	\$ 40.00	2GB Value Pack
(920) 609-9482	\$ 0.99	Call Forward Immediate
(920) 615-6538	\$ 9.95	QuikTxT Unlimited
(920) 621-0747	\$ 0.99	Detail Airtime
(920) 621-1230	\$ 40.00	2GB Value Pack
	\$ 0.99	Detail Airtime
(920) 639-3307	\$ 0.99	Detail Airtime
(920) 639-4796	\$ 0.99	Detail Airtime
(920) 639-4804	\$ 0.99	Detail Airtime
(920) 639-9736	\$ 40.00	2GB Value Pack
	\$ 0.99	Detail Airtime
(920) 660-0833	\$ 40.00	2GB Value Pack
	\$ 0.99	Detail Airtime
(920) 676-1492	\$ 9.95	100 NW Roam Minutes
	\$ 0.99	Detail Airtime
(920) 676-2110	\$ 0.99	Call Forward Delay
	\$ 0.99	Detail Airtime
(920) 676-2112	\$ 40.00	Detail Airtime
	\$ 0.99	Detail Airtime
(920) 676-8312	\$ 0.99	Detail Airtime
(920) 680-1430	\$ 0.99	Detail Airtime
(920) 680-4655	\$ 0.99	Detail Airtime
(920) 680-4656	\$ 0.99	Detail Airtime
(920) 445-4801	\$ 45.00	Shared 3GB Data Package
(920) 609-5302	\$ 81.00	Shared 10GB Data Package
(920) 660-0302	\$ 40.00	2GB Value Package
(920) 445-4795	\$ 27.00	Shared 1GB Data Package

BUSINESS SHARE PLAN		
25 SMARTPHONES AT \$40.00 EACH		
2 MOBILE BROADBAND LINES AT \$20.00 EACH		
5 TABLETS AT \$10.00 EACH		
4 SHARED 3GB DATA PACKAGES AT \$45.00 EACH		
Minutes Included:	UNLIMITED	Nationwide Anytime
	UNLIMITED	Nights & Weekends
	UNLIMITED	Cellcom to Cellcom
	UNLIMITED	Incoming
	UNLIMITED	Text Messaging
	UNLIMITED	Picture Messaging
Minutes Used:	3,302	Peak
	791	Offpeak
	1,446	Cellcom to Cellcom
	1,208	Incoming
Data Used:	7	GB

US AMERICA 700		
5 PRIMARY LINES AT \$39.96 EACH		
18 SECONDARY LINES AT \$9.95 EACH		
Minutes Included:	3,500	Nationwide Anytime
	UNLIMITED	Nights & Weekends
	UNLIMITED	Cellcom to Cellcom
	UNLIMITED	Incoming
Minutes Used:	2,089	Peak
	1,690	Offpeak
	1,991	Cellcom to Cellcom
	2,808	Incoming

Completed:

New Features Per Line:		
(920) 606-1345	\$ 45.00	Shared 3GB Data Package
(920) 606-5054	\$ 9.95	Cellcom Xtras
(920) 615-1768	\$ 10.00	75MB Data Pack
(920) 639-1003	\$ 9.99	Tier 3 Total Coverage
(920) 639-1015	\$ 9.99	Tier 3 Total Coverage
	\$ 45.00	Shared 3GB Data Package
(920) 639-1336	\$ 15.00	75MB Value Pack
(920) 639-2330	\$ 3.95	QuikTxT 100
(920) 639-8344	\$ 6.95	Multi Ring
(920) 609-9482	\$ 0.99	Call Forward Immediate
(920) 615-6538	\$ 9.95	QuikTxT Unlimited
(920) 621-0747	\$ 0.99	Detail Airtime
(920) 621-1230	\$ 0.99	Detail Airtime
(920) 639-3307	\$ 0.99	Detail Airtime
(920) 639-4796	\$ 0.99	Detail Airtime
(920) 639-4804	\$ 0.99	Detail Airtime
(920) 639-9736	\$ 0.99	Detail Airtime
(920) 660-0833	\$ 0.99	Detail Airtime
(920) 676-1492	\$ 0.99	Detail Airtime
(920) 676-2110	\$ 0.99	Call Forward Delay
	\$ 0.99	Detail Airtime
(920) 676-2112	\$ 0.99	Detail Airtime
(920) 676-8312	\$ 0.99	Detail Airtime
(920) 680-1430	\$ 0.99	Detail Airtime
(920) 680-4655	\$ 0.99	Detail Airtime
(920) 680-4656	\$ 0.99	Detail Airtime
(920) 445-4801	\$ 45.00	Shared 3GB Data Package
(920) 609-5302	\$ 45.00	Shared 3GB Data Package

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2015

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consideration of Public Display of Works of Art Ordinance.*

ATTACHMENTS:

- Public Display of Art Memo (PDF)
- Public Display of Works of Art draft ordinance(DOCX)

CITY OF DE PEREMEMO

To: Michael J. Walsh, Mayor
Members of the Common Council
From: Judith Schmidt-Lehman, City Attorney *JSL*
RE: Public Display of Works of Art Draft Ordinance
Date: July 7, 2015

City Administrator Larry Delo requested that the attached ordinance be drafted for review. The purpose of the ordinance is to open up publicly owned property for the public display of art. The draft ordinance sets out a process whereby the City Administrator could determine that a particular city site or sites were appropriate for the public display of art and advertise that the City is seeing submission of art pieces from the public. A mainly citizen review committee is created by the ordinance for reviewing and selecting works of art for display.

The ordinance specifically designates the selected locations "non-public forums" so as to limit first amendment expression in those places to the public display of art. The proposed ordinance also lists criteria for the Art Display Committee to use in its selection process.

If you have any questions regarding this ordinance, please feel free to contact either Administrator Delo or myself at your convenience.

JSL:jld

Attachment

c: Lawrence Delo, City Administrator

H:\dupont\Memos\2015\Mayor & CC-public display of art 7-15-148-04-15.docx

Attachment: Public Display of Art Memo (3634 : Consideration of Public Display of Works of Art Ordinance)

ORDINANCE #15- XX

CREATING CHAPTER 31 DE PERE MUNICIPAL CODE
REGARDING PUBLIC DISPLAY OF WORKS OF ART

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

SECTION 1: Section 31-1, *Public Display of Works of Art*, is hereby created to read as follows:

31- 1 *Public Display of Works of Art*

- (a) *Purpose*. The Common Council finds that public access to works of art is important to community and economic development. Public access to works of art can build community, express local identity and culture, reflect on history, and create an aesthetically pleasing and interesting environment, all of which the City has a legitimate governmental interest in promoting. This Chapter is created to implement the city's interest in providing public display of works of art by allowing for public property to be made available for such purpose.
- (b) *Definitions*.
 - (1) *Work of Art* means a physical creation or physical object of expression, such as sculpture, pottery, photographs or paintings, but does not include performance, literature or architecture.
 - (2) *Art Display Committee* means the Committee established under this section.
- (c) *City Property may be made available*
 - (1) The Common Council hereby delegates the authority to determine which city owned property, if any, may be made available for the public display of works of art to the city administrator. Park property may be made available for the public display of art only upon approval of specific site(s) by the Board of Park Commissioners.
 - (2) No designation of a city site being available for the public display of a work of art shall be considered permanent designation. Rather, each time a work of art is selected to occupy such site shall be considered a separate, distinct and temporary designation.

- (3) In making specified city owned sites available for the public display of art, the Common Council deems those locations limited public forums for expressive purposes only as identified in this section and then, only in conformance with any rules or procedures promulgated by the city administrator.

(d) *Procedures*

- (1) When a city owned site has been determined suitable for the public display of works of art, the city administrator shall publically advertise the same and advertise that works of art are being solicited from the public for display at the selected site.
- (2) Solicitations for such works of art for public display shall require that selected works of art for outdoor display must be weather resistant. Solicitations shall also indicate that the applicant shall be required to acknowledge and assume the inherent risks of damage to the art that the public, outdoor display of the same can carry and further require that the applicant shall be required to indemnify and save harmless the city for any injury or damage occasioned to others as a result of the public display of the artwork.
- (3) Solicitations shall identify the length of time the work of art should be expected to be displayed and any other term, condition or rule applicable to the display.
- (4) Persons interested in displaying their own original work of art in public shall submit a likeness to the city administrator along with such other information deemed necessary by the city administrator.
- (5) All applications and accompanying materials submitted by any deadline imposed by the city administrator shall be forwarded to the Art Display Committee, which shall evaluate the proposals as provided below.

(e) *Art Display Committee*

- (1) The Art Display Committee shall be responsible to evaluate proposed submissions of art for public display on city property. In reviewing the submissions and making its determinations, the Art Display Committee shall consider:
 - A. Aesthetic quality of the work;
 - B. Appropriateness of the work to a chosen location, including scale of the artwork to the site and obstacles of the site;
 - C. Originality of the work;
 - D. Technical feasibility; realistic ability for the proposed work to be installed at the site;
 - E. Durability/maintenance requirements.

- (2) Submitters of applications may indicate a site preference for the display of their work if more than one city property site is identified as available for the public display of art; however the Art Display Committee is the final determiner of the location.
- (3) The Art Display Committee shall consist of five (5) members as follows:
- A. Four (4) citizen members, at least one of whom, but is not required to have a degree or professional experience in art, architecture or like professions.
 - B. One (1) alderperson.
- (4) Each member shall be appointed by the Mayor and confirmed by the Common Council for a two-year term, commencing as of May 1 of the year of appointment. At the initial appointment only, two of the citizen members shall be appointed for three-year terms for the purpose of staggering the appointment of citizen members.

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

SECTION 3: This ordinance shall take effect on and after passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this ____ day of _____, 2015.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

Publication Date: _____

Effective Date: _____

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: July 14, 2015

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Consider changes to special event ordinance regarding waiver or reduction of fees.*

ATTACHMENTS:

- Special Event Fee Memo (PDF)
- Soccer Request Letter (PDF)
- Special Events Fee Reduction - redlined (DOCX)

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
 Members of the Common Council
 From: Judith Schmidt-Lehman, City Attorney *JSL*
 RE: City Service Fee Waivers under Special Event Ordinance
 Date: July 7, 2015

As you know, Mayor Walsh received the attached request from the 2015 US Soccer Midwest Regional Championship sponsors for a reduction in the ambulance standby service fee to \$65/hour for this month's tournament play at Southwest Park. While this request is no longer relevant, other requests for fee waivers or reductions are likely to come before the Council in the future.

I recommended ordinance revisions last month to the Finance/Personnel Committee to allow fee reductions or waivers if certain newly established criteria for city sponsorship of the event were met. These proposed revisions turned out to be unduly cumbersome and did not result in truly objective criteria for Council consideration.

I am revising my recommendation to the Council and propose a much more direct and simple approach to address the desire for the Council to be able to address requests for fee waivers/reductions. It is my recommendation that: (1) the special event permit fee be waived for charitable organizations in the City that have IRS 501(c) status (rather than subject to refund on request); and (2) the special event ordinance be amended to provide that fees for city based charitable organizations with IRS 501(c) status be set at 50% of the established service fee. Attached is a red-lined version of the special event ordinance showing the proposed changes.

These proposed service fee reductions are straight forward, easily managed and objectively applied.

If you have any questions or concerns please let me know.

JSL:jld

Attachment

c: Lawrence Delo, City Administrator

H:\jdupont\Memos\2015\Mayor & CC-special event fee waiver 7-6-15.docx

Attachment: Special Event Fee Memo (3654 : Consider changes to special event ordinance regarding waiver or reduction of fees)

May 22, 2015

Mayor Michael Walsh
City of De Pere
335 South Broadway
De Pere, WI 54115



Dear Mayor Walsh,

As you are well aware, your city is participating in key portions of the US Youth Soccer Midwest Regional Championships for 2015. Hosting all of the referees volunteering to officiate the games and providing soccer fields for games on Saturday, Sunday and Monday are both unique opportunities for the City of De Pere to be on display for representatives from 14 Midwest Youth Soccer State Association members.

Our 4,000 plus youth players at this event are with the best teams in the Midwest and because of this level of competition, we work to provide unparalleled levels of on-site medical care. You can imagine the injuries, at times, to the players require immediate elevated attention and possible transport to a hospital.

We are coordinating this medical support for the event, so some time ago we spoke with members from the Parks, Recreation and Forestry Department, Fire Department and Police Department to discuss the need to provide an ambulance at the Southwest Park soccer fields during the games on Saturday, Sunday and Monday. We also discussed the opportunity to get a reduced fee again as we did in 2011, thanks to the generosity of your office. We are asking that you please consider this request for a waiver or reduction of those fees again. We would like to ask that the fee be reduce to the fee we paid the last time this event was held at Southwest Park (June 2011), which was \$65.00 per hour. The ambulance will be available for critical situations elsewhere, however, would need to be stationed at Southwest Park. For your information, the net proceeds from the event are being shared between the De Pere Select and the Appleton Soccer Clubs. These funds are for the direct benefit of each club and the youth players with that club.

We are working extensively with the media including both the Green Bay Press Gazette and Appleton Post Crescent to cover this event. We would gladly work with our local and US Youth Soccer Association communications representatives to release any support that the City of De Pere could provide.

Finally, we want to thank you and the members of the Park, Recreation and Forestry Department, Fire Department and Police Department for their **OUTSTANDING** support and work during the 2011 Region II Championships and for the effort and dedication the City invested in the parks to comply with all the requirements for access to those with disabilities. We also want to thank the members of the Park, Recreation and Forestry Department for the support that they have been providing in making the 2015 Region II Championships another great event and showing that the City of De Pere is a great place to visit and live.

Please contact Tod through his email at todmaki@gmail.com or by phone at 920-412-6602 if you have any questions, comments or would like to meet with us.

Sincerely,

Peter Mariahazy
President
Wisconsin Youth Soccer Association

Tod Maki
Vice President
De Pere Select Soccer Club

Ann Maki
Member
Region II LOC



ORDINANCE #15-11

AMENDING CHAPTER 106 DE PERE MUNICIPAL CODE
REGARDING SPECIAL EVENTS AND PENALTIES

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN

AS FOLLOWS:

SECTION 1: Section 106-6(a), *Special Events*, is hereby created to read as follows:

- (a) *Special Events*. This section applies to any public event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, athletic event, show or other similar display which interferes with the usual flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the usual use of parks or other public grounds.
- (1) *Definitions*.
- A. *Low Hazard Event*. Special events involving no physical activity by participants, no severe exposure of spectators to hazards, and no alcoholic beverages. Low hazard events shall include, but not be limited to, indoor and outdoor meetings, small theatrical performances, estate sales and auctions.
 - B. *Medium Hazard Event*. Special events involving limited physical activity by participants, no severe exposure of spectators to hazards, and crowd sizes of less than 10,000 persons. Medium hazard events shall include, but not be limited to, dances, animal shows, political rallies, flea markets, and parades with no floats.
 - C. *High Hazard Event*. Special events involving major physical activity by participants, moderate to severe exposure of spectators to hazards, and/or crowd sizes of over 10,000 persons. High hazard events shall include, but not be limited to, events with more than 20 lbs of propane, and/or liquid petroleum (LP), and/or deep fat fryers, circuses and carnivals with rides, parades with floats, marathons or similar races, vehicle races and fireworks displays.
 - D. *Person*. Any person, firm, partnership, association, corporation, company, or organization of any kind.
- (2) *Permit Required*. No person, organization or entity shall conduct, manage, engage in, or participate in a special event unless a permit has been obtained from the City Clerk-Treasurer. The special event permit shall be in addition to any underlying permit requirement (i.e. parade permit; park use agreement).

(3) *Exceptions.* This section shall not apply to funeral processions or to neighborhood block parties in compliance with §22-8 of this Code. Any event sponsored by a governmental agency or entity shall be required to obtain all necessary permits required for the activity sponsored, but no permit fee shall be required.

(4) *Application.*

A. *Filing and Contents.* An application for a special event permit shall be filed with the Clerk-Treasurer not less than 60 days before the proposed date of the event on a form to be provided by the Clerk-Treasurer unless the permit request is for 1st Amendment expression purposes, in which case the application shall be filed within 7 calendar days of the event. The application shall set forth the following information:

1. The name, addresses, and contact information of the person seeking to conduct such event.
2. The name, addresses, and contact information of the event coordinator and the on-site contact.
3. The date when the event is to be conducted.
4. The hours such event will start and terminate, including set-up and take-down times.
5. The event location or route to be traveled, the starting point, and the termination point, if applicable.
6. The approximate number of persons who, and animals and vehicles which, will constitute such event; the type of animals; and description of the vehicles, if applicable.
7. A statement as to whether the event will occupy all or a portion of the width of any streets, including the names of the streets so affected.
8. Whether any alcoholic beverages and/or food will be served and/or consumed in conjunction with the event, the locations of such activities, and whether the necessary licenses have been obtained.
9. Any additional information which the Clerk-Treasurer finds reasonably necessary to a fair determination as to whether a permit should be issued.

B. *Late Applications.* The Clerk-Treasurer, where good cause is shown, may consider any application which is filed less than 60 days before the date such event is proposed to be conducted. Permit fees for processing late applications shall be doubled.

C. *Fees.*

1. A non-refundable application fee to cover the administrative costs of processing the permit shall be paid to the City by the applicant when the application is filed according to the schedule of fees adopted by resolution of the common council.

2. The application fee and underlying permit fees are waived may be refunded by the Common Council for events sponsored by charitable organizations located in the City which have IRS section 501(c) status.
 3. Fees for services provided by the City for the event will be assessed to the permit applicant and paid prior to the start of the event.
- D. *Insurance and Indemnification.* No proof of insurance or indemnification is required for low hazard events. For medium and high hazard events, the applicant shall furnish a certificate of insurance in an amount of Two Million Dollars per occurrence, Two Million Dollars aggregate, naming the City of De Pere as an additional insured. Higher insurance limits may be required for high hazard events as determined necessary by the City Attorney.
- (5) *Additional City Services.* If the special event will require more than the minimal use of any City equipment or services, ~~the applicant shall pay the actual costs for the use of such equipment or services.~~ This may include, but is not limited to, police services, fire/rescue services, barricades and the like. The fee for such equipment or services shall be as determined by resolution of the Common Council. Charitable organizations located in the City which have IRS section 501(c) status shall be charged 50% of the established fee. As a condition of the approval of any application, the applicant shall agree to pay, within 30 days of billing, the costs of any additional City services.

To ensure public safety for the event and the City, the City reserves the right to require special events to maintain minimum levels of dedicated fire/EMS services and police/security services throughout the duration of the event. Estimated minimum services will be determined prior to the event (see guidelines), but may reasonably increase or decrease as actual event conditions change to ensure public safety. Actual public safety services shall be determined in the sole discretion of the police/fire chief or their respective designee. Outside vendors may be retained for such services; however, City approval of such vendors and services shall be obtained prior to the event.

City of De Pere Fire Rescue Department Emergency Fire/Medical Resource Guidelines for Special Events

Emergency Fire/Medical Resources Matrix for Special Events is a guideline used to determine appropriate emergency medical resources for Special Events in the City of De Pere. The need for multiple or additional resources based on Special Risk Considerations will be determined by the Fire Chief or his/her designee and will be communicated to event organizer/sponsor. Costs associated with these resources are the responsibility of the event organizer/sponsor.

- Required resource. Multiple resources may be considered dependent on Special Risk Considerations.
- ✓ Recommended resource intended to ensure safety of participants.

Event Type	Anticipated Maximum Crowd Size	Knowledge of 911 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse	ALS 2 Ambulances	Firefighting Team(s) 4 Firefighters 1 Supervisor
Any Event Requiring a Special Event Permit	Less than 4,000	●	✓			
	4,000 to 10,000	●	✓	✓	✓	✓
	10,000 to 50,000	●	●	✓	●	●
	Over 50,000	●	●	✓	●	●

Special Risk Considerations which may affect the required fire/medical resources needed include but are not limited to:

- | | |
|---|--|
| ☐ Night vs. Daytime | ☐ Location/Geography/Multiple Locations |
| ☐ Alcohol availability/use | ☐ Weather/Time of Year |
| ☐ Length of Event | ☐ Problems encountered with Event in past |
| ☐ Type of Event | ☐ Fireworks/Pyrotechnics |
| ☐ Audience Demographics | ☐ General Admission/Reserved Seating |

* Special Events organizers can utilize private providers in lieu of City services. If a private provider is used, a medical plan must be submitted to and authorized by the Fire Department at the time of application.

City of De Pere Police Department
Public Safety and Security Resource Guidelines for Special Events

Security Matrix for Special Events is a guideline used to determine appropriate resources for Special Events in the City of De Pere. The need for multiple or additional resources based on Special Risk Considerations will be determined by the Police Chief or his/her designee and will be communicated to event organizer/sponsor. Costs associated with these resources are the responsibility of the event organizer/sponsor.

- Required resource. Multiple resources may be considered dependent on Special Risk Considerations.
- ✓ Recommended resource intended to ensure safety of participants.

Event Type	Anticipated Maximum Crowd Size	4-9 Officers Plus 0-1 Supervisors	9-14 Officers Plus 1-2 Supervisors	14-21 Officers Plus 2-3 Supervisors	21-30 Officers Plus 3-6 Supervisors
Any Event Requiring a Special Event Permit	Less than 4,000	●	✓		
	4,000 to 10,000	N/A	●	✓	
	10,000 to 50,000	N/A	N/A	●	✓
	Over 50,000	N/A	N/A	N/A	●

Special Risk Considerations which may affect the required police resources needed include but are not limited to:

- | | |
|---|--|
| ☐ Night vs. Daytime | ☐ Location/Geography/Multiple Locations |
| ☐ Alcohol availability/use | ☐ Weather/Time of Year |
| ☐ Length of Event | ☐ Problems encountered with Event in past |
| ☐ Type of Event | ☐ Fireworks/Pyrotechnics |
| ☐ Audience Demographics | ☐ General Admission/Reserved Seating |

- (6) *Standards for Issuance.* The Clerk-Treasurer shall issue the permit when, from a consideration of the application, consultation with other City departments as necessary, and from such other information as may otherwise be obtained, it appears that:
- A. The applicant has complied with all of the application requirements of subsection (4).
 - B. The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic in the vicinity of its location.
 - C. The conduct of the event will not require the diversion of so great a number of police officers as to prevent normal police protection to the City.
 - D. The concentration of persons, animals, and vehicles at the event will not unduly interfere with proper fire and police protection of or ambulance service to areas in the vicinity of the event.
 - E. The conduct of the event will not unduly interfere with the operation of hospitals, schools, or other public institutions.
 - F. The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.
 - G. The special event will not conflict or interfere with another special event for which a permit has already been granted.
 - H. There are a sufficient number of parking spaces within a reasonable distance to accommodate the number of vehicles expected.
 - I. Adequate sanitation or other necessary health facilities will be available at the event.
 - J. The conduct of the event is not reasonably likely to cause injury to persons or property.
 - K. The applicant has no history of non-compliance with any City or State regulation pertaining to the activities covered by this section.
- (7) *Action upon Application.* The Clerk-Treasurer shall provide written notice of the issuance or denial of the permit within 30 days of receipt of an application, unless the permit request is for 1st Amendment expression purposes within a public forum, in which case the written notification shall be provided within three (3) days of application. If the application is denied, the notice shall state the reasons for the denial.
- (8) *Appeal Procedure.* Any person aggrieved may appeal the denial of a special event permit as provided in §106-2(g) of this Code.
- (9) *Notice to City and Other Officials.* Immediately upon the issuance of a special event permit, the Clerk-Treasurer shall send a copy thereof to the Mayor, Common Council members, and city departments involved in the permitting process.
- (10) *Duties of Permittee.* A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances.

SECTION 2: All subsequent sections of §106-6 shall be renumbered accordingly.

SECTION 3: **Section 106-7, Penalties for non-compliance with this Chapter**, is hereby created to read as follows:

Any person who violates this chapter shall be subject to such forfeiture as determined by resolution of the common council. Each act of violation and each day upon which a violation occurs or continues constitutes a separate offense.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 5: This ordinance shall take effect on and after passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th day of March, 2015.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

Publication Date: _____

Effective Date: _____

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: July 14, 2015

DEPARTMENT: Fire Department

FROM: Dennis Rubin

SUBJECT: Consider donation of three ice making machines to the Fire Department.*

ATTACHMENTS:

- ICE MAKING MACHINES (PDF)

Memo



To: Honorable Mayor Walsh
Members of the Finance and Personnel Committee

From: Dennis L. Rubin, Fire Chief *DLR*

Office of the Fire Chief

Date: June 22, 2015

Re: Consider Donation of Three Ice Making Machines

The Humana Insurance Corporation, located at 1100 Employers Boulevard in De Pere, has offered the Fire Department two well used ice cold water machines. These two machines are being replaced with new equipment and have little to no value to Humana. The ice water machines are marked "Follett – Symphony Series". Both are in working order and would be installed at each of our fire stations, if this donation is recommended by the Finance/Personnel Committee and approved by the Common Council.

The Fire Department is in the process of soliciting a donation of a bulk ice making machine from Manitowoc Ice Cooperation. The bulk ice machine could be used to produce large quantities of ice to fulfill the need for emergency medical delivery.

The Fire Department is in need of the ice machines for two primary purposes. First, to provide ice to rehabilitate our members operating at extended duration alarms when fluid replacement is needed. The machines from Humana could be used for ice and water for staff consumption on a regular or daily basis to assure staff health. Second, we use large quantities of ice in the delivery of emergency medical care during various events such as "Celebrate De Pere" or athletic tournaments to treat strains and sprains.

If authorized to accept these ice machines, Fire Department Personnel are capable and will complete the installation of all three machines (two at Station #1 and one at Station #2) at no cost to the City.

Thank you for your consideration. I respectfully request your support to move this item forward to the City Council for action. If you have any questions, please don't hesitate to ask.

This request is respectfully submitted by Fire Chief Dennis L. Rubin.

Attachment: ICE MAKING MACHINES (3633 : Consider donation of three ice making machines to the Fire Department. *)

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: July 14, 2015

DEPARTMENT: Fire Department

FROM: Dennis Rubin

SUBJECT: Consider Proposal for the Fire Station 2 Renovation.*

ATTACHMENTS:

- FIRE STATION 2 REMODEL (PDF)
- De Pere Fire Station 2_SEH Proposal 6-9-15 (PDF)
- City of De Pere Fire Station2 proposal_Somerville (PDF)



Memo

To: Honorable Mayor Walsh
Members of the Finance and Personnel Committee

From: Dennis L. Rubin, Fire Chief *DLR*

Date: June 16, 2015

Re: Consider Proposal for the Fire Station 2 Renovation*

The Fire Department received proposals to provide plans and specifications, project bidding, and construction administration for the renovation of Fire Station 2. A copy of the proposals is attached. The scope of services includes:

1. Conceptual Design
 - a. Meet with staff to evaluate the current facility, review staff concerns and gather input.
 - b. Review applicable state and/or zoning codes.
 - c. Review past plans for the fire station.
 - d. Based on research and data, generate a preliminary ADA compliant design incorporating energy efficiency and LEED considerations for review with staff.
 - e. Provide recommendations on temporary living facilities.
 - f. Minimize impacts to materials that could potentially contain asbestos.
 - g. Finalize design.
 - h. Generate a preliminary estimate for the project.
2. Design Development
 - a. Develop final plans and specifications.
 - b. Prepare and submit plans for state approval.
 - c. Prepare a summary of quantities and construction cost opinion.
 - d. Prepare documents for bidding.
3. Construction Bidding and Administration
 - a. Provide bidding documents (the City will provide the general conditions).
 - b. Address questions during the bidding.
 - c. Attend bid opening and evaluate bids.
 - d. Make a recommendation to the City.

Attachment: FIRE STATION 2 REMODEL (3617 : Consider Proposal for the Fire Station 2 Renovation*)

- e. Review and approve shop drawings.
- f. Provide construction oversight to verify construction conforms to state approved plans.

Request for proposals were sent to seven firms. The proposals received are as follows:

Bidder	Amount
SEH, Inc.	\$28,680.00
Sommerville, Inc.	\$42,600.00

The design fee is part of the \$500,000 allocated for the Fire Station 2 Remodel, which is included in the capital improvement program.

The staff recommendation is to award the bid to SEH, Inc. in the amount of \$28,680.



PROPOSAL FOR ARCHITECTURAL SERVICES

Fire Station 2 Renovation

DE PERE, WISCONSIN

June 9, 2015



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists



Building a Better World
for All of Us®

June 9, 2015

RE: City of De Pere, Wisconsin
Fire Station 2 Renovation
SEH No. DEPEW 132670

Eric P. Rakers, PE
City Engineer
City of De Pere
925 South Sixth Street
De Pere, WI 54115-1199

Dear Mr. Rakers:

In service for 44 years with minor renovations in 1997, Fire Station 2 has served the City well. Although there has been little change to the fire station, the demands and expectations of the fire services industry have grown greatly, constantly challenging staff for new ways to adapt to the limited space to accommodate those demands. Renovating this facility to bring it up to modern day needs that supports efficient 24 hour operations will allow the Department to more effectively deliver its mission; to provide the highest quality, proactive and reactive, fire and rescue service of a modern nature.

Short Elliott Hendrickson's (SEH®) team of professionals is uniquely qualified to develop creative solutions to address current challenges as well as demands for the long-term needs for the City's Fire Station 2. Based on our review of your specific project requirements, I am confident our team can meet your needs efficiently and seamlessly. As Project Principal, I will work with Project Manager Pat Fehrenbach to ensure the City receives a renovated facility that meets all project goals. As you'll see in our proposal, SEH has worked with nearly 100 communities in the Midwest in translating the changing needs of their fire departments into efficient and fully operational facilities.

The proximity of our Appleton office to De Pere means our team members can respond to your needs quickly and cost effectively. We believe our local connections can foster trust within the community and among project stakeholders. We will work closely with the City to ensure stakeholder input is thoroughly integrated in the decision-making processes.

SEH is an established firm of approximately 700 employees, in business since 1927. SEH carries insurance in professional liability, general liability, automobile and workers compensation. Errors and Omissions insurance is currently retained through XL Specialty Insurance Co. with \$5/\$10 million limits. Our current policy is in effect through October 1, 2015. A certificate of insurance can be furnished upon project award.

We look forward to working with your community to deliver a renovation project that meets your community's needs and supports the mission of the City of De Pere Fire Department.

Sincerely,

Trevor Frank, AIA, LEED AP, PMP
Project Principal
930.380.2806
tfrank@sehinc.com

Patrick H. Fehrenbach, AIA, LEED AP
Project Manager
920.380.2830
pfehrenbach@sehinc.com

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 425 West Water Street, Suite 300, Appleton, WI 54911-6058
SEH is 100% employee-owned | sehinc.com | 920.380.2800 | 888.413.4214 | 888.908.8166 fax



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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

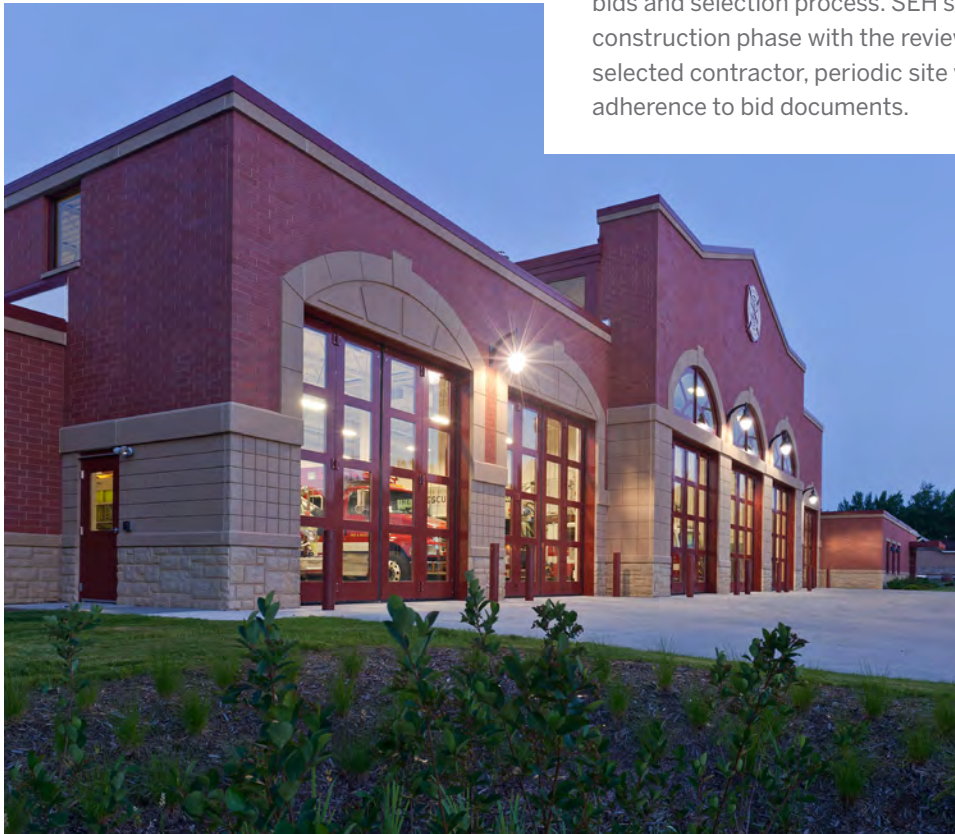
SEH is a registered trademark of Short Elliott Hendrickson Inc.

SEH may use one or more of its subsidiaries to provide the services:
SEH Design|Build, Inc.
SEH of Indiana, LLC

Executive Summary/ Approach

Based on the City of De Pere's Request for Proposal (RFP), dated May 13, 2015, Fire Station 2, located at 1180 Grant Street, it is our understanding that this remodel project will focus on the living quarters portion of this existing building. This project's main goal is to create a work space that is more efficient, comfortable and functional than the existing. The new layout will focus on a functional plan that will increase the capacity and response time of the facility, while at the same time making the facility ADA compliant and more energy efficient.

We understand that time is of the essence for this project. Upon approval, our team is prepared to begin working with and engage City/Fire Department staff to understand the needs and issues associated with this project and to develop preliminary plans to address those needs for all team members to review. Once a plan, and preliminary budget that meets these needs, has been developed and approved, SEH will prepare bid documents and work with the City during the review of contractor bids and selection process. SEH's support will continue through the construction phase with the review of shop drawings, coordination with selected contractor, periodic site visits and final punch list to ensure adherence to bid documents.



Marshfield Fire and Rescue – City of Marshfield, Wis.

Our SEH team will work with the City to make responsible choices to complete this project in the spirit of LEED and sustainable design practices. Given the scope of this remodel, this will likely impact the selection of mechanical and electrical fixtures and systems as well as final finish selections.

No matter the scale of a project, SEH knows that having a successful municipal project takes a unique approach and process. For projects to be successful in the public sector, you must engage key stakeholders early and often throughout the life of the project. Just because the planning portion is complete doesn't mean the design team can lose sight of those invested in the project. Continuous communication and feedback is critical for a successful project launch and strong finish to the building project.

Our approach to design is simple: Use our knowledge and experience in facility design and the operations of fire services buildings in collaboration with your input to deliver a facility that meets your unique needs and project goals. SEH's design philosophy is to place the needs of the community and the needs of the project first. We have completed hundreds of public sector projects, each one different than the next, yet the common element among them is client input. We know building design. We will not claim to know the exact needs, desires and specific goals of your project. Because every community is different and the end goal of the project is different, we respect your input throughout the design process and will build on the goals of the program to deliver a facility that uniquely serves your needs.

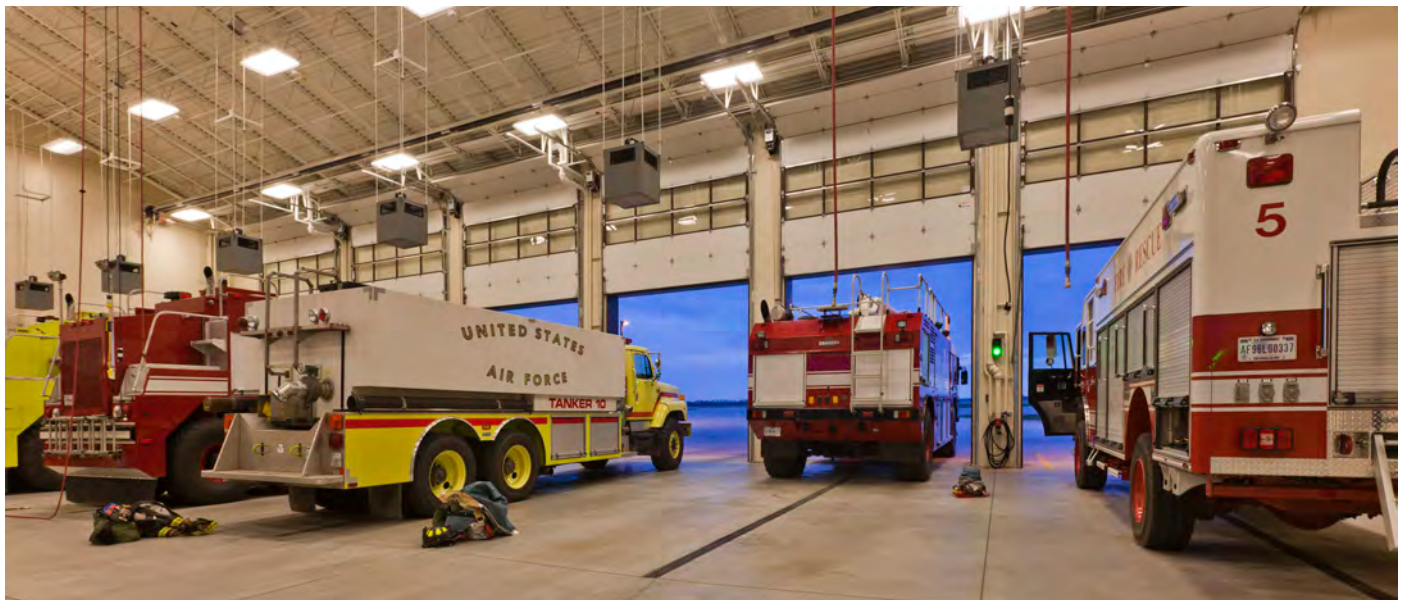
The SEH team understands the latest design features and enhancements currently being designed into new stations. Whether it is built-in facilities for training, telecommunications technology, diversity features to accommodate both male and female firefighters and the latest trends in turn out gear storage, vehicle exhaust systems, kitchen equipment, day and bunk room furnishings or bi-fold apparatus bay doors, the SEH team will introduce options for creating a modern and efficient facility.



New North Side Fire Station – Menomonie, Wis.



Eagan Public Safety Center – Eagan, Minn.



Design-Build Fire Station for Grand Forks AFB –Grand Forks, N.D.

Key Personnel

SEH helps clients create facilities of function, flexibility and enduring quality. Public safety facilities often support a wide array of functions that must fit and work together in an economical footprint.

Project Manager Pat Fehrenbach, AIA, LEED AP, has overall responsibility for completion of the project. With oversight and guidance from Principal, Trevor Frank, Pat will manage the team including subconsultants Fredericksen Engineering (HVAC), Muermann Engineering (mechanical and electrical) to assist in delivering a successful fire station facility for De Pere.

Under the direction of SEH Project Manager, the engineering subconsultants will work closely with SEH's architectural staff to design building systems that meet the needs of the various users. Integrating the architectural and engineering disciplines on this project will be easily accomplished, as the three firms have worked together on many recent municipal building projects, including an addition to the Bellevue Village Hall; numerous vehicle and training facilities at Fort McCoy; and others throughout the state.

Resumes of all key project team members follow.



Mound Public Safety Facility – Mound, Minn.

Trevor M. Frank, AIA, LEED AP, PMP, NCARB

Principal

Mr. Frank is a Senior Architect and Project Manager with more than 20 years of experience in a wide variety of building types including municipal, educational, industrial, commercial and renovation/restoration projects. Trevor is responsible for coordination of project budgets, scheduling and marketing efforts. He provides project management for architectural projects including new design and renovation of facilities for both the public and private sectors. Trevor has project experience including various state and federal projects.

EXPERIENCE

Fire Station Study (Verona Fire District) – Verona, Wis.

Lead Architect and part of the team that analyzed the existing station location to determine the best location for coverage in the Verona Fire District. Trevor led the team for this study, which included existing structure analysis, equipment and staffing needs, projected growth areas, automatic/mutual aid agreements, training programming, future traffic/transportation changes, volunteer/staff location analysis, and future trend analysis of all types of emergency calls.

Fire Station Facility Study – Town of Greenville, Wis.

Project Manager for facility needs assessment and long-range plan for the fire department facilities on two separate sites. The study programmed a roughly 17,000 sq. ft. fire station on two potential sites and studied the feasibility and cost impact of both options.

Fire Station Location Study – City of Fitchburg, Wis.

Lead Architect and Project Manager for the study and schematic design of the new fire station. Trevor completed the existing structure analysis, equipment and staffing needs, projected growth areas, acquisition of part of the Town of Madison, automatic/mutual aid agreements, training programming, future traffic/transportation changes and future trend analysis of all types of emergency calls. The project was completed through schematic design.

Fire Station Design, Main and Substation – City of Fitchburg, Wis.

Lead Architect and Project Manager programming and designing two separate fire station facilities. A 17,000 sq. ft. west side station and a 45,000 sq. ft. main station on the City's east side. The projects are being delivered as a construction manager led design-bid-construct delivery method. Construction on the west side station is scheduled for 2015 with the east side station to follow in 2016/2017.

Police/Fire City Hall Complex Study– City of Kaukauna, Wis.

Project Manager for a newly proposed municipal service complex in downtown Kaukauna. Trevor provided management and schematic design for the 65,000 sq. ft. facility that included recommendations for property acquisitions and developed estimates of probable cost. Multiple sites and building configurations were developed and narrowed to the solution with the least amount of land use impact and cost. The first phase of this project (police station and city hall) is currently under construction.

Fire Stations 40 and 41 Renovation and Expansion – City of Menasha, Wis.

Project Architect for the \$1.8 million renovation and addition to Fire Stations 40 and 41. Trevor provided construction administration services and as local Construction Administrator, coordinated the job site visits, fielded questions and responded to RFIs. He also participated in weekly construction meetings.



EDUCATION

Master of Science
Architecture
University of
Wisconsin-Milwaukee

Bachelor of Science
Architecture
University of
Wisconsin-Milwaukee

PROFESSIONAL REGISTRATIONS

Architect in Wisconsin,
North Dakota, Iowa, Indiana,
Minnesota, Arizona, Georgia,
and South Dakota

CERTIFICATIONS

LEED Accredited Professional
(LEED AP) (2008), U.S. Green
Building Council (USGBC)

Architect (2003), National
Council of Architectural
Registration Boards (NCARB)

Project Management
Professional (PMP) (#1471533,
2011), Project Management
Institute (PMI)

American Institute of
Architects

Wisconsin Society of Architects

National Council of
Architectural Registration
Boards

U.S. Green Building Council

Patrick H. Fehrenbach, Associate AIA, LEED AP

Project Manager

Mr. Fehrenbach is a Senior Architect with 28 years of architectural experience. During his architectural career, Pat has been fortunate to have worked on a variety of project types: industrial, education, retail, commercial, municipal and hospitality. His roles on projects include: programming, conceptual design, entitlements, project management, code analysis and construction administration. Pat has project experience with not only new facilities, but also existing facility renovations and or additions.

EXPERIENCE

Fire Station Design, Main and Substation – City of Fitchburg, Wis.

Assisting with the design and layout of two separate fire station facilities. A 17,000 sq. ft. west side station and a 45,000 sq. ft. main station on the City's east side. The projects are being delivered as a construction manager led design-bid-construct delivery method. Construction on the west side station is scheduled for 2015 with the east side station to follow in 2016/2017.

Police/Fire City Hall Complex Study – City of Kaukauna, Wis.

For this newly proposed municipal service complex in downtown Kaukauna, Pat worked with the team on the final design and construction documents for the 65,000 sq. ft. facility that included recommendations for property acquisitions and developed estimates of probable cost. Multiple sites and building configurations were developed and narrowed to the solution with the least amount of land use impact and cost. The first phase of this project (police station and city hall) is currently under construction.

Fire Station Facility Study – Town of Greenville, Wis.

Pat is working with the project team on the schematic designs for these new facilities. Project began with a facility needs assessment and long range plan for the fire department facilities on two separate sites. The study programmed a roughly 17,000 sq. ft. fire station on two potential sites and studied the feasibility and cost impact of both options.

Whitehall City Center – City of Whitehall, Wis.

Project Manager and Lead Architect for this City Center Complex in the City of Whitehall. This facility contains city administration offices, library, senior center, community room, and a public gymnasium. After reviewing several options for the expansion or remodel of the city's existing facility, a final design was selected that involved removing much of the older, inefficient building, leaving the existing gymnasium and some support spaces. Final project adds 15,000 s.f. of new space to the existing 16,500 s.f. of existing space.

EXPERIENCE PRIOR TO JOINING SEH

De Pere Riverwalk and Wildlife Viewing Pier – De Pere, Wis.

Final design review and construction inspection services for extension of Voyageur Park out to a previously inaccessible island over existing lock via pedestrian bridge and lift bridge. The project included 100 ft. pedestrian bridge, 40 ft. lift bridge, 100 ft. fishing dock, and a 300 ft. viewing pier constructed on existing bridge foundations.



EDUCATION

Bachelor of Science
Architectural Studies
University of Wisconsin
Milwaukee

PROFESSIONAL REGISTRATIONS

Architect in Wisconsin

CERTIFICATIONS

LEED Accredited Professional
(LEED AP), U.S. Green Building
Council (USGBC)

PROFESSIONAL ASSOCIATIONS

American Institute of
Architects

U.S. Green Building Council
(USGBC), Member

Mark J. Zvitkovits, Associate AIA, LEED GA

Project Architect

Mr. Zvitkovits is an Architectural Technician with more than seven years of experience in architectural design and construction documents. Mark works with AutoCAD Architecture 2010 and Autodesk Revit Architecture 2014 on a variety of building project types varying in square footage and cost. Mark's responsibilities range from drafting schematic drawings through construction drawings. He works on design calculations and layout, as-built drawings, cost estimating and provides shop drawing reviews.

EXPERIENCE

Police/Fire City Hall Complex Study – City of Kaukauna, Wis.

Technician for a newly proposed municipal service complex in downtown Kaukauna. Mark provided drafting support and 3D computer modeling for the schematic design for the 65,000 sq. ft. facility that included recommendations for property acquisitions and developed estimates of probable cost. Multiple sites and building configurations were developed and narrowed to the solution with the least amount of land use impact and cost. The City is currently under negotiations with adjacent land owners. The design will be completed in 2014 with phased construction of the facility taking place in 2015-2017.

Greenville Fire Station – City of Greenville, Wis.

Technician providing drafting and 3D modeling support for the design of a 25,000 sq. ft. fire station for the Town of Greenville. The new facility will also house the town's emergency medical services staff, which is provided by a private ambulance company. The facility is in the programming stages and will go out for referendum in Fall 2015.

Fire Station Location Study – City of Fitchburg, Wis.

Technician for the study and schematic design of the new fire station. Mark provided drafting support and 3D computer modeling for the schematic design of the facility.

Fire Station Design, Main and Substation – City of Fitchburg, Wis.

Mark is currently providing drafting and 3D modeling support in the design of two separate fire station facilities. A 17,000 sq. ft. west side station and a 45,000 sq. ft. main station on the City's east side. The projects are being delivered as a construction manager led design-bid-construct delivery method. Construction on the west side station is scheduled for 2015 with the east side station to follow in 2016/2017.

Public Works Renovation – City of Maplewood, Minn.

Technician responsible for creating the construction documents for the renovation of the community's public works facility. The renovation involved relocating offices within the existing building, redeveloping the main entrance and building out office space in what was existing unfinished space allocated for future expansion

Highway Department Building Expansion (Outagamie County Highway Department) – Little Chute, Wis.

Technician on the approximately 1,800 sq. ft. addition of office space and a multifunction room. Mark was responsible for developing all construction documents using Revit software. The project is a design-bid-construct delivery method for an office and large conference room addition to the existing shop building in Little Chute.

Lake Street Transit Station (Hennepin County) – Minneapolis, Minn.

Technician for calculating the material quantities for a new transit station. Mark was responsible for reviewing the design development documents and the calculating the amount of materials required so that an accurate cost estimate for the project could be made.



EDUCATION

Bachelor of Science
Architecture
School of Architecture and
Urban Planning
University of
Wisconsin-Milwaukee

Urban Planning Certificate
School of Architecture and
Urban Planning
University of
Wisconsin-Milwaukee

Real Estate Certificate
Sheldon B. Lubar School of
Business
University of
Wisconsin-Milwaukee

CERTIFICATIONS

LEED Green Associate (LEED
GA), U.S. Green Building
Council (USGBC)

Firefighter I/HazMat Ops
(#O38274, 2010), Lakeshore
Technical College

PROFESSIONAL ASSOCIATIONS

American Institute of
Architects, Associate Member

U.S. Green Building Council

Wisconsin State Firefighters
Association

International Association of
Firefighters (IAFF), Local 4854

COMMUNITY INVOLVEMENT

Firefighter/MPO, Village of
Germantown Fire Department

Former Lieutenant, Town
of Wilson-Black River Fire
Department

Bert Fredericksen, PE | Fredericksen

HVAC

Mr. Fredericksen is a Vice President/Principal in the firm and is responsible for project design and overseeing the work of the project engineers. He takes the role of Principal-in-Charge for many projects and as such is the primary client contact for the project and oversees the work of the design team within Fredericksen Engineering, Inc. In a typical year, he oversees the design of HVAC systems serving roughly 750,000 sq. ft. of total building construction.

In this role, he is able guide the direction of the design using his extensive experience to aid the project engineers. His extensive knowledge and experience in the areas of energy conservation, system design and project coordination allows him to support and positively impact the project and the design team.

Bert served on the State of Wisconsin Energy/HVAC Code Committee from 1995 through 2000. In this role, he helped direct many of the energy conservation measures currently incorporated in the Wisconsin building codes. He remains a strong advocate of energy conservation and continues to investigate new opportunities to reduce the energy needs of the building mechanical systems we design.

In 2010, Bert began serving on the Indoor Environmental Quality in Schools Task Force. This task force makes recommendations to the Department of Education concerning the development of standards for air quality in schools for both current buildings and future school construction.



EDUCATION

Bachelor of Science
Mechanical Engineering
Valparaiso University
Valparaiso, Ind.

PROFESSIONAL REGISTRATIONS

Registered Professional
Engineer in Wisconsin, Illinois,
Michigan and Iowa

Randy All, PE | Fredericksen

HVAC

Mr. All is a partner in the firm and brings important and significant understanding to his position. His extensive and varied experience, coupled with a solid engineering background, provides valuable insights to projects as they develop. His engineering degree provided the opportunity to work as a Mechanical Engineer, a Project Design Engineer, and as a Design/Build HVAC Engineer in the building industry. His life experiences bring to the table a finer understanding of the construction process from the point of view of the clients he serves.

He is currently our Senior Project Engineer and is a valuable resource to the Project Engineers in the firm.



EDUCATION

University of Wisconsin -
Platteville - Bachelor of Science
Mechanical Engineering - 1990

PROFESSIONAL REGISTRATIONS

Registered Professional
Engineer in Wisconsin,
Minnesota, North Dakota Ohio,
Pennsylvania, Mississippi, and
Georgia

Curt F. Krupp | Muermann

Electrical Designer

Mr. Krupp has extensive project management experience for educational, commercial and municipal facility projects and specializes in lighting, power distribution and special systems design. He is knowledgeable in the areas of computer networking, phone systems, data distribution, CATV distribution, fire alarms, CCTV and security.

Curt has provided design for:

- Building power distribution
- Building lighting
- Emergency power systems
- Uninterruptible power systems (UPS)
- Building alarm systems
- Building intercom, telephone and public address systems
- Telecommunication systems and data cable distribution
- Process control systems
- Motor controls
- Lighting and surge suppression
- Generator addition and replacement

Timothy D. Kehoe | Muermann

Plumbing Designer

Mr. Kehoe is responsible for project engineering and management, directing team members and providing technical expertise from schematic design through final design and construction administration on many types of projects. Tim has over 20 years of experience in plumbing system design, including waste, vent and water distribution systems, medical gas piping design and fire protection. His background includes design of the following settings:

- Higher education
- Healthcare
- Commercial
- Industrial



EDUCATION

Milwaukee School of Engineering, Electrical Program
Milwaukee, Wis.

Moraine Park Technical College
Civil/Structural Engineering
Fond du Lac, Wis.

Hughes Institute
Alexandria, Virg.

Designing electrical systems
for facilities, electrical
distribution
University of Wisconsin
Electrical System Design
Madison, Wis.

Illuminating Engineering
Society of America (IES)
Commercial and Industrial
Lighting Certificate
Commercial and Industrial
Lighting Certificate



EDUCATION

Attended Milwaukee School
of Engineering - Mechanical
Program

Milwaukee Area Technical
College – Mechanical Design

CERTIFICATIONS

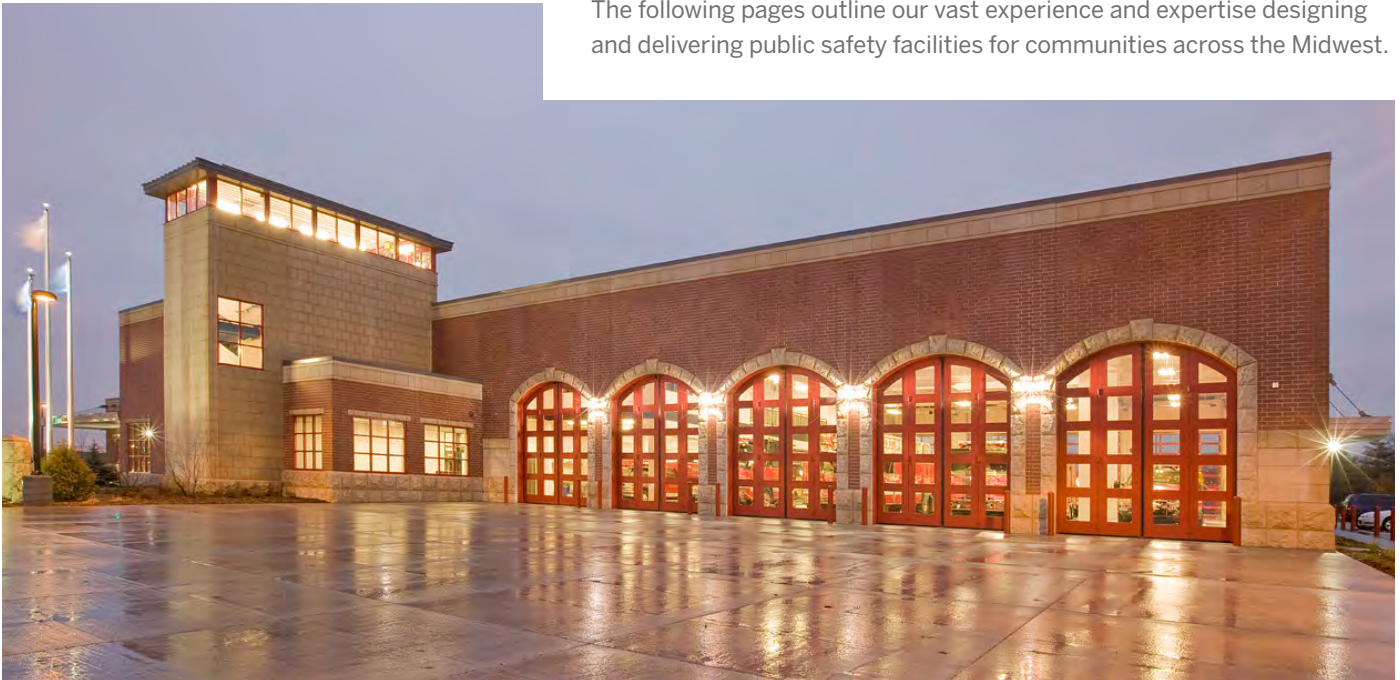
Registered Plumbing Designer
in the State of Wisconsin

Similar Experience

Modern fire stations must support and provide for the educational, training and physical demands placed on today's first responders. Pre-9/11, hazardous materials response, pre-hospital advanced life support, public education, fire protection inspections and response to terrorism incidents were seldom considered. Today, fire service and other emergency response agencies frequently respond to such incidents.

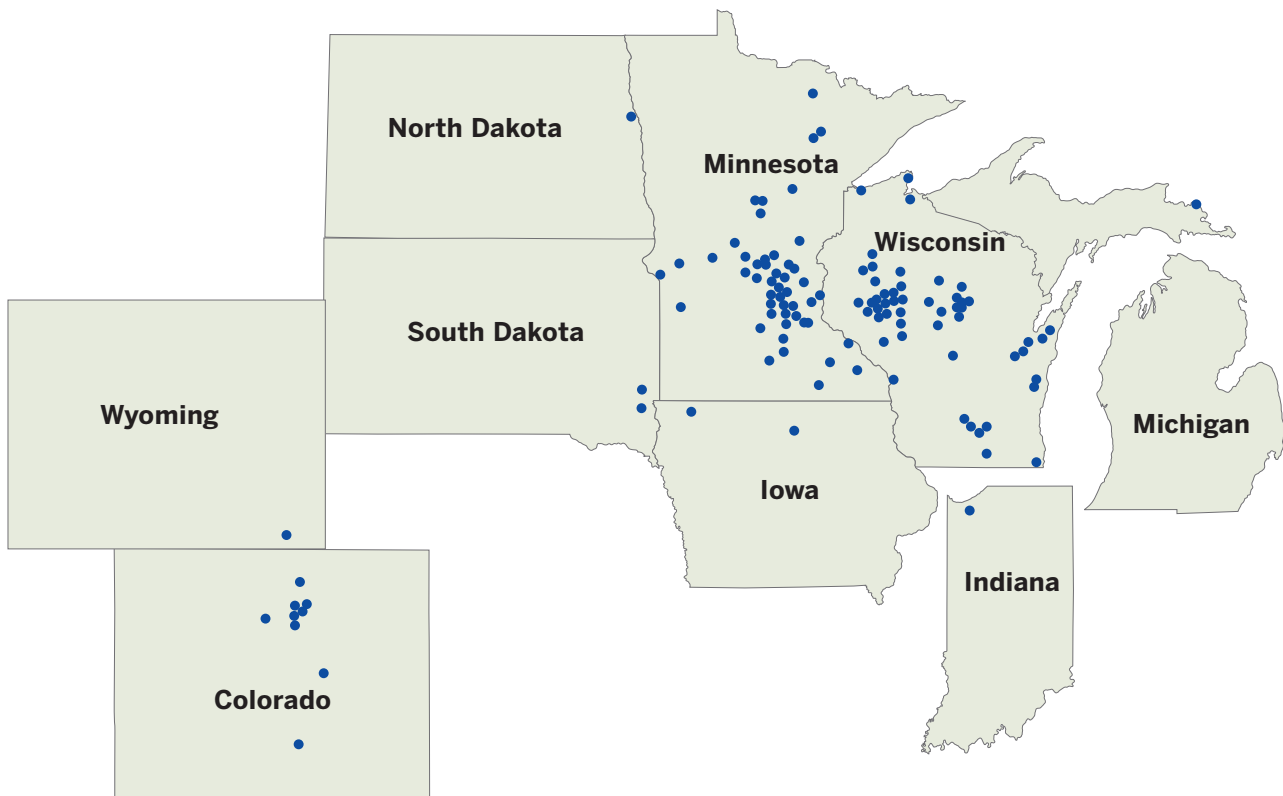
Our staff is familiar with all aspects of the seemingly endless list of design considerations that must be addressed early in the planning process. This early planning limits the need for designers to "back-track" to include a feature that may have been overlooked, but is vital to the department's response protocol.

The following pages outline our vast experience and expertise designing and delivering public safety facilities for communities across the Midwest.



Middleton Fire and EMS Facilities – City of Middleton, Wis.

SEH FIRE STATION PROJECT LOCATIONS



Wyoming (1) Laramie	South Dakota (2) Del Rapids Tea	Buffalo Chisholm Clearwater Cold Spring Eagan Eden Prairie Elysian Foley Gaylord Glenwood Grey Eagle Hanover Hopkins Jordan Keewatin Kimball Lake City Lakeville	Long Lake Mankato Maplewood Montevideo Montgomery Mora Morris Mound Norwood/ Young America Ortonville Palisade Pequot Lakes Princeton Ramsey Rogers Sauk Rapids St. Charles	St. Cloud St. Francis Stewartville Iowa (1) Clear Lake Sibley Wisconsin (48) Abbotsford Alma Center Altoona Anson, Town of Ashland Barron Bellevue Birchwood Boyceville	Chetek Chippewa Falls Chippewa Valley Airport Cornell Eau Claire Elkhart Lake Fairchild Fitchburg FVTC Training Facility– Appleton Fort McCoy Training Facility Jackson Janesville Kaukauna Kenosha	Kronenwetter La Crosse Airport Lake Hallie Ladysmith Lafayette, Town of Marathon Marshfield Menasha Menomonie Merrill Middleton Mosinee Red Cliff Rib Lake Rib Mountain Rice Lake	Rome, Town of Seymour, Town of Stoughton Stratford Superior Union, Town of Wausau Weston Wheaton, Town of Whitehall Indiana (1) South Haven/ Portage Michigan (1) Sault Ste. Marie
Colorado (9) Bennett Brighton Evans Gilcrest Lake Dillon Larkspur Milliken Platte Valley Pueblo West	Minnesota (47) Albany Albertville Andover Augusta Bayport Becker Big Lake Bloomington Bois Forte Tribal Reservation Brainerd Breezy Point						
North Dakota (1) Grand Forks Air Force Base							

SEH FIRE STATION DESIGN SERVICES

- Site evaluation
- Space needs studies
- Programming
- Code analysis
- Structural evaluation
- Asset management
- Building condition studies
- Restoration and renovation plans
- Roofing design
- Interior design
- Schematic design
- Design development
- Construction administration
- Construction documents
- Public involvement
- Grant applications

SEH FIRE STATION AWARDS

- New Fire Station - Rib Mountain, Wis.
2010 Station Style Design Competition, Fire Chief Magazine, Notable Recognition, Volunteer Station
- New North Side Fire Station - Menomonie, Wis.
2010 Station Style Design Competition, Fire Chief Magazine, Notable Recognition, Design
- Elkhart Lake Fire Station - Elkhart Lake, Wis.
2009 Station Style Design Competition, Fire Chief Magazine, Notable Recognition, Volunteer Station
- Middleton Fire and EMS Facilities - Middleton, Wis.
2009 Station Style Design Award for Volunteer Stations, Fire Chief Magazine, Silver Medal
- Police/Village Hall/Fire Safety Complex - Bellevue, Wis.
2009 Station Style Design Award, Fire Chief Magazine, Notable Recognition, Shared Facilities
- New Fire Station - Maplewood, Minn.
Minnesota Construction Association Project Excellence Award for Green/Sustainable Project
- Sauk Rapids Fire Station - Sauk Rapids, Minn.
2008 Fire Station Design Award, Fire Chief Magazine
- Mound Public Safety Facility - Mound, Minn.
2005 Fire Station Design Award for Notable Volunteer Station Design, Fire Chief Magazine
- Ramsey Fire Station - Ramsey, Minn.
2002 Station Style Design Award, Fire Chief Magazine



North Side Fire Station – Menomonie, Wis.

AWARD 

FREDERICKSEN ENGINEERING

Fredericksen Engineering is a consulting engineering firm with more than 150 years of combined experience in the mechanical engineering field. In the firm's 60 year history, they have specialized in consulting and design services with projects completed throughout the United States.



Fredericksen's consulting services primarily encompass the preparation of detailed drawings and specifications for competitive bidding and construction. In addition, they also provide comprehensive services in the areas of energy conservation, construction cost estimates, energy/cost analysis and construction management. They are experienced with all aspects of design and is capable of attacking even the most difficult engineering problems.

RELEVANT EXPERIENCE

- Appleton Fire Station No. 1 Remodel – Appleton, Wis.
- Beaver Dam Fire Department Renovation – Beaver Dam, Wis.
- Caledonia Fire Department – Caledonia, Wis.
- Cedarburg Fire Station – Town of Cedarburg, Wis.
- Delafield Police and Fire – Delafield, Wis.
- Delavan Fire Station – Delavan, Wis.
- Hales Corners Fire Station – Hales Corners, Wis.
- Kiel Fire Station Addition – Kiel, Wis.
- Kohler Fire Department – Kohler, Wis.
- Kronenwetter Fire Station – Kronenwetter, Wis.
- Liberty Grove Fire Station – Liberty Grove, Wis.
- Marshfield Fire Station O.A. Review – Marshfield, Wis.
- Mauston EMS – Mauston, Wis.
- Mount Pleasant Fire Station – Mount Pleasant, Wis.
- Nashotah Fire Station Addition – Nashotah, Wis.
- Oak Creek Fire and Police – Oak Creek, Wis.
- Oconomowoc Fire Station # 2 – Oconomowoc, Wis.
- Fire Station and Village Hall – Pleasant Prairie, Wis.
- Racine Communications Dispatch Expansion – Ives Grove, Wis.
- Sheboygan Fire Station No. 3 – Sheboygan, Wis.
- Sister Bay Fire Station – Sister Bay, Wis.
- St. Francis Fire, Police and City Hall – St. Francis, Wis.
- Two Rivers Fire Dept. – Two Rivers, Wis.
- West Bend Fire Station No. 2 – West Bend, Wis.

MUERMANN ENGINEERING

Muermann Engineering is a registered, insured professional consulting firm providing electrical, telecommunications, plumbing and fire protection design services. Muermann provides plumbing and fire protection design services in concert with their electrical team or independently. Their engineers incorporate forward-thinking energy conservation innovations, such as water reuse and solar pool water heating. In addition to standard plumbing design elements such as interior and exterior sanitary and storm drain systems, their plumbing department also designs specialty plumbing systems for use in unique environments such as hospital and laboratory settings.



RELEVANT EXPERIENCE

- Appleton Fire Station – Appleton, Wis.
- Delavan Fire Station – Delavan, Wis.
- Fitchburg Fire Station – Fitchburg, Wis.
- Fond du Lac Fire Station – Fond du Lac, Wis.
- Hales Corners Fire Station – Hales Corners, Wis.
- Horicon Fire Department – Horicon, Wis.
- Howard Fire Station – Howard, Wis.
- Johnson Creek Fire Station – Johnson Creek, Wis.
- Kenosha Fire Department – Kenosha, Wis.
- Kiel Fire Station – Kiel, Wis.
- Kronenwetter Fire Station – Kronenwetter, Wis.
- Lake Delton Fire Station – Lake Delton, Wis.
- Liberty Grove Fire Station – Sister Bay, Wis.
- Madison Fire Department – Madison, Wis.
- Manitowoc Fire Department – Manitowoc, Wis.
- Marinette Fire Department – Marinette, Wis.
- Menasha Fire Department – Menasha, Wis.
- Mount Pleasant Village Fire Station – Mount Pleasant, Wis.
- Nashotah Village Fire Station – Nashotah, Wis.
- New Lisbon Fire Station – New Lisbon, Wis.
- Oak Creek Fire Station – Oak Creek, Wis.
- Parkland Fire Station – Parkland, Wis.
- Pine Grove Fire Station – Pine Grove, Wis.
- Pleasant Prairie Fire Station – Pleasant Prairie, Wis.
- Poygan/Winneconne Fire Department – Winneconne, Wis.
- Racine County Dispatch Office – Racine, Wis.
- Reedsburg Fire Station – Reedsburg, Wis.
- Rhinelander Fire Station – Rhinelander, Wis.
- Sheboygan Fire House No. 1 & No. 2 – Sheboygan, Wis.
- Sister Bay Fire Station – Sister Bay, Wis.
- Sun Prairie Fire Station – Sun Prairie, Wis.
- Three Lakes Fire Station – Three Lakes, Wis.
- Waterford Fire Station – Waterford, Wis.

Fitchburg Fire Station

Fitchburg, Wisconsin



Services

- Architecture
- Civil engineering
- Interior design
- Sustainable design
- Construction administration services

Key Personnel

Trevor Frank – Project Manager/Lead Designer
 Pat Fehrenbach – Design
 Jim Lynch – Project Architect/Construction Administration
 Mark Zvitkovits – CAD Production
 Randy All – HVAC Design
 Curt Krupp – Electrical
 Tim Kehoe – Plumbing
 Steve Roloff – Structural

Features

- Station and site design process
- Space needs assessment
- Identification of land/site requirements
- Preliminary design report and cost estimates
- Operational efficiency analysis
- Public input/public information support
- Property acquisition assistance
- Station siting study and response time analysis
- Topographic analysis of selected sites
- Site access analysis and traffic flow study

The SEH team was selected to assist the City of Fitchburg in developing a new fire station to serve the community's growing population.

The design of the facility and study was completed through schematic design before the City put the project on hold due to funding requirements and long range borrowing schedule.

The project has been reactivated since January of 2014 and will be constructed in phases between 2015 and 2017.

SEH is currently programming a main and satellite station for the City of Fitchburg (45,000 sq. ft. main station and the 16,000 sq. ft. satellite facility).

References

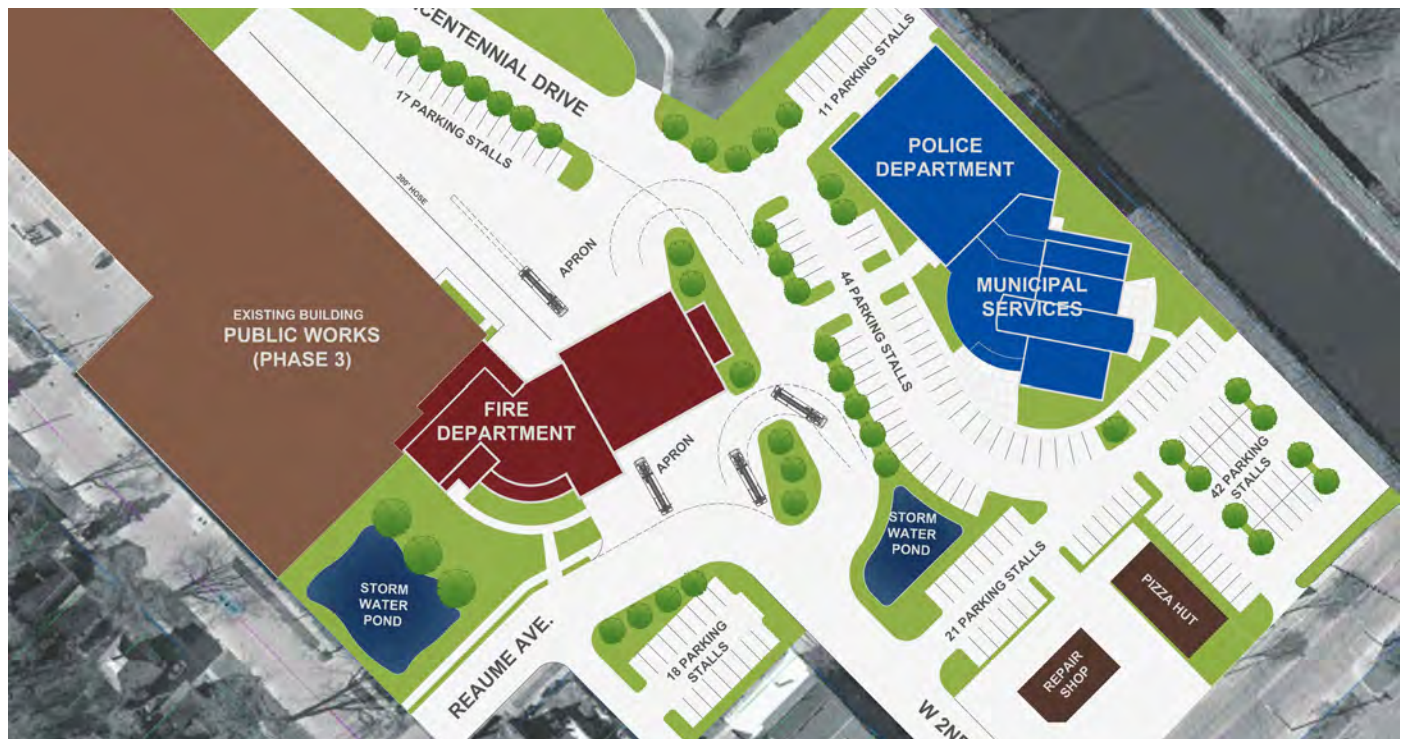
Tom Hovel Community Development/Planning
 Thomas.Hovel@fitchburgwi.gov
 608.270.4255

Chad Grossen
 Acting Fire Chief
 chad.grossen@city.fitchburg.wi.us
 608.278.2980

Lt. Dave Berman
 david.berman@city.fitchburg.wi.us
 608. 712.2466

Kaukauna Fire Station

Kaukauna, Wisconsin



Key Personnel

Trevor Frank – Project Manager/Lead Designer

Pat Fehrenbach – Final Design and Construction

Jim Lynch – Project Architect/Construction Administration

Mark Zvitkovits – CAD Production

Ryan Van Camp – Civil Engineer

Randy All – HVAC Design

Curt Krupp – Electrical Design

Tim Kehoe – Plumbing Engineering

Paul Karow – Structural Engineer

Features

- Day room
- Emergency operations center
- Exercise facility
- Drive-through apparatus bays
- Decontamination facilities
- Divided EMS/fire apparatus bays
- Turn out gear rooms

Services

- Architectural design
- Contract documents
- Bidding services
- Interior design
- Public involvement
- Construction administration

SEH is currently programming a 25,000 sq. ft. fire station for the City of Kaukauna. We are teamed with Boldt Construction as our cost and constructability consultant.

The station is the second phase of a three-phase master plan project to deliver two separate municipal services buildings on a single downtown urban campus. The police and municipal offices will be delivered this year, while the fire station, improvements to parks and recreation and the street department, will take place in 2017.

Reference

Fire Chief Paul Hirte
hirtepb@kaukauna-wi.org
920.766.6320

John Sundelius
Director of Public Works
sundelius@kaukauna-wi.org
952.766.6305

Greenville Fire Station

Greenville, Wisconsin



Services

- Architectural design
- Contract documents
- Bidding services
- Interior design
- Construction administration

Key Personnel

Trevor Frank – Project Manager/Lead Designer

Pat Fehrenbach – Schematic Design

Mark Zvitkovits – CAD Production

Features

- Seven apparatus bays
- Two ambulance bays
- Antique engine and hose cart display
- Dorm rooms
- Office space
- Kitchen
- Training room
- Exercise room
- Training/weather shelter basement

SEH is designing a 25,000 sq. ft. fire station for the Town of Greenville. The department is currently made up of mostly volunteer members; however, with the community growing, the station is being designed for the potential of the department transitioning into a career department.

In addition to fire protection, the new facility will house the town's emergency medical services staff, which is provided by a private ambulance company. The project is currently in the design phase and will be going out for referendum in Fall 2015.

Reference

Eric Kitowski
Deputy Fire Chief
EKitowski@TownofGreenville.com
920.757.7262

Dell Rapids Fire Station and Emergency Medical Services

Dell Rapids, South Dakota



Services

- Architecture
- Civil

Features

- Seven apparatus bays
- Two ambulance bays
- Training room
- Dorm rooms
- Office space
- Kitchen

Starting with an extremely tight budget for this rural South Dakota community, SEH worked diligently with them to develop the initial program and efficient design documents.

The facility is designed with a pre-engineered steel structure and metal siding with a masonry veneer base. The 14,500 sq. ft. building's final construction cost was under \$97/sq. ft.

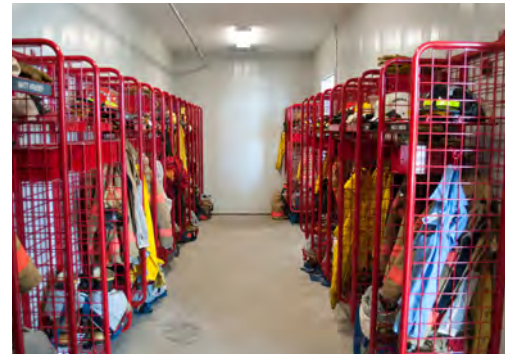
Reference

Justin Weiland
City Administrator
City of Dell Rapids
605.428.3595
cityadmin@cityofdellrapids.com

Attachment: De Pere Fire Station 2_SEH Proposal 6-9-15 (3617 : Consider Proposal for the Fire Station 2 Renovation*)

Hoyt Lakes Emergency Services Building

Hoyt Lakes, Minnesota



Services

- Architecture
- Interior design
- Civil
- Programming

Reference

Rebecca Burich
City Clerk
City of Hoyt Lakes
218.225.2344
clerk@hoytlakes.com

Features

- Shared fire and police services
- Training room
- Two fire apparatus bays
- Three EMS bays
- Indoor police parking

The project consisted of renovating an existing funeral home building to house the City's police department along with the construction of a 7,500 sq. ft. addition to house fire and EMS vehicles and equipment along with a training room and kitchen.

SEH conducted a comprehensive study, which laid the foundation for the new emergency services building. The study included the development of a detailed space needs study for the police, fire, and emergency medical services departments. Interviews with current staff members and the City's building committee were conducted along with site tours of their existing facilities in order to outline their current needs.

Utilizing the information gathered, three building and site options were developed for the City's review. Along with the building design options, estimates of probable cost and a list of advantages and disadvantages of each option were presented to the City. The preferred option identified in the study resulted in the construction of a new 15,000 sq. ft. facility.

Clear Lake Fire/EMS Station

Clear Lake, Iowa



Services

- Architectural
- Interior design

Features

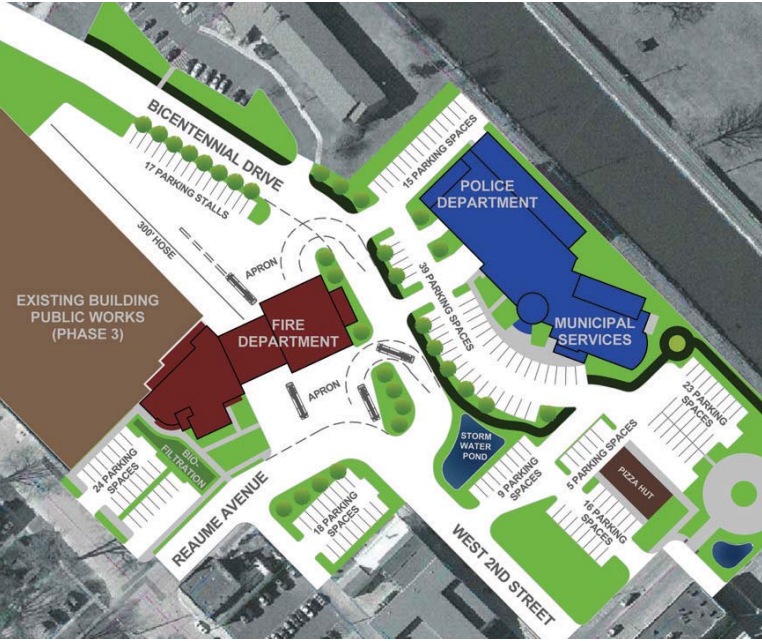
- New fire and full time EMS facility
- In-floor heating system
- Stormwater collection for irrigation and pump testing
- Residential dorms for full time EMS staff

SEH provided architectural services for a new, 18,000 sq. ft. fire and full-time EMS facility with residential dorms for full-time EMS staff. The facility features in-floor heating in the emergency vehicle bays and a stormwater collection system for irrigation and pump testing.

Attachment: De Pere Fire Station 2_SEH Proposal 6-9-15 (3617 : Consider Proposal for the Fire Station 2 Renovation*)

Fee Schedule

TASK	HOURS	COST
Complete Preliminary Research and Meeting	14	\$1,400
Complete Preliminary Design and Meet with Staff	57	\$5,040
Complete Final Design	14	\$1,400
Create Detailed Plans and Specifications	120	\$11,400
Complete State Submittals and Obtain Approval Plans	7	\$640
Generate Final Estimate and Bidding Documents	10	\$1,200
Bid Project and Address Contractor Questions	14	\$1,280
Provide Construction Administration	68	\$6,320
TOTAL	304	\$28,680



Top: In Kersey, Colorado, the fire department built a community-focused station that included amenities for city residents and events.

Bottom left: Rather than rehabilitate out-of-date structures, officials in Kaukauna, Wisconsin, decided to co-locate their fire, police and municipal services on a new campus.

Bottom right: Equipped with a cutting-edge training facility, the 16,500-square-foot fire station in Maplewood, Minnesota, was the first in the state designed to follow International Green Construction Code standards.

DID YOU KNOW?
According to the *Guinness Book of World Records*, the world's smallest fire station, in North Yorkshire, England, is only 13 ft. by 20 ft.

Responding to Change

FIVE MAJOR TRENDS SHAPING MODERN FIRE STATION DESIGN

Everything about firefighting and emergency response is changing. Growing communities need more trucks and today's larger trucks need more space.

Unfortunately, many of our aging firehouses are ill-equipped to adequately handle these changes. Here we share key fire station planning and design trends that are positioning emergency responders for the 21st century.

PERFORMANCE-FORWARD DESIGN

One can't responsibly design a fire station these days without finding every possible way to get emergency responders to the scene as quickly as possible. When building a new station, this translates to single-story design (if site constraints allow), clear paths to apparatus bays, or installing four-fold side-motion doors, which open approximately twice as fast as conventional rolling or sectional-overhead doors.

CO-LOCATION

Fire department with the police department, city hall with the public library, many communities are saving money when building new facilities by co-locating public service facilities within the same structure or campus. In Kaukauna, Wisconsin, officials decided to build a new campus for fire, police and municipal services rather than rehabilitate their out-of-date structures. In Bennett, Colorado, the town is joining with the Bennett Fire Protection District to build a new 40,000-square-foot joint facility with shared meeting spaces and building systems in order to save costs over two separate buildings.

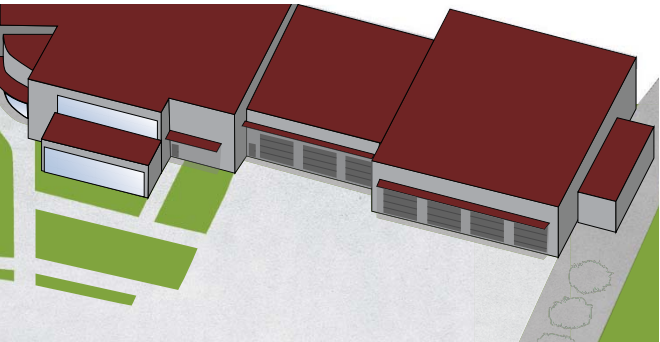
FOCUS ON COMMUNITY

Modern fire departments are recognizing the opportunity to play a larger role in the community. In addition to building context-sensitive structures that fit in with the surrounding environment, having a community focus means creating community-friendly facilities. At the updated fire station in Kersey, Colorado, the department strengthened their connection with the surrounding community by

building a community room — with separate entrance — where citizens can host community and other events, essentially becoming Kersey's town hall.

GREEN DESIGN

Vegetative roofs, photovoltaic panels, energy-efficient windows — a generation ago these words were only in the design vocabulary of the most progressive architects. Thankfully, sustainable design trends have spread into the realm of fire station design. Green building design directly benefits owners through lower energy bills, lower water usage, and provide safer and healthier environments for occupants.



The Kaukauna Fire Department building is co-located on the same campus as police and municipal services.

TRAINING FACILITIES

If you want the best emergency response team you need to provide excellent training. Decision makers are recognizing both the need and opportunity to outfit their operations with training facilities. These facilities provide opportunities for the local department, but they can also foster collaboration among neighboring departments who may come in to train as well.

Have questions about modernizing your facility or building new? Contact Trevor Frank at tfrank@sehinc.com.



Attachment: De Pere Fire Station 2_SEH Proposal 6-9-15 (3617 : Consider Proposal for the Fire Station 2 Renovation*)



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for All of Us®

sehinc.com

J U N E 9 , 2 0 1 5

**City of De Pere**

P R O P O S A L :

Fire Station 2
Renovation



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design

J U N E 9 , 2 0 1 5

matters

Without question, a building has the power to draw the eye and stir the soul. But a truly well-designed building can do so much more. It can solve challenges. It can open possibilities. It can improve the lives of all who enter it. A well-designed building doesn't merely allow those inside it to do what they do. It helps them do what they do better. More efficiently. More effectively. These are the type of buildings that Somerville creates. We do this by asking the right questions, paying careful attention to the answers and responding with thoughtful solutions. We feel that buildings aren't so much built with bricks, metal and glass, but with listening, experience and imagination. We believe that a building's true beauty lies in the thinking that goes into it. Every detail, every decision at every step along the way – it all counts in the final design. And if there's one thing we know at Somerville, it's that **design matters.**

City of De Pere

P R O P O S A L :

Fire Station 2 Renovation

June 9, 2015

Fire Station 2 Renovation

Eric P. Rakers
City of De Pere
925 South Sixth Street
De Pere, WI 54115-1199

Dear Mr. Rakers,

In today's economic times, every city in Wisconsin is challenged with maintaining budgets while balancing the expectations of the taxpayers. Operational efficiency and effective space utilization are essential factors when considering this also. The Somerville team understands those expectations. We appreciate the opportunity to submit this proposal in response to your RFP for professional design services for the renovation of Fire Station 2 for the City of De Pere.

Somerville is Northeast Wisconsin's largest employee-owned providers of integrated architecture, interior design, engineering and construction services. We have been in business since 1946 and have served many of Wisconsin's cities and counties, including De Pere during our long history. Our team balances technical expertise with decades of hands-on experience as municipal facility planners and designers. As such, we will present for your consideration the most current industry trends, design concepts, and engineering solutions.

The Somerville team will remain a resource to the City of De Pere long after your project has been completed, an important consideration in today's volatile economy. We hope the enclosed information adequately conveys our interest in your project, and our team's qualifications to execute the project to your satisfaction. Please feel free to contact us should any questions arise.

Kind regards,



Michael K. Kadow, AIA, President, Principal-in-Charge | mkadow@somervilleinc.com
SOMERVILLE, INC. | 2100 RIVERSIDE DRIVE, GREEN BAY, WI 54301 | 920.437.8136



OUR TEAM



10.c

SOMERVILLE CORPORATE OVERVIEW

Somerville Inc.

2100 Riverside Drive
Green Bay, WI 54301-2390

Phone 920.437.8136

Fax 920.437.1131

somervilleinc.com

Established 1946

100% Employee-Owned
Corporation

SOMERVILLE STAFFING

In-House Architectural Personnel

Registered Architects	6
Architectural Designers	6
Drafters	3
Interior Designers	2
Specifications Writer	1

In-House Engineering Personnel

Mechanical	4
Electrical	4
Plumbing & Fire Protection	1
Drafters	4

Support Personnel

Construction Phase Services	2
Production/Quality Control	1
Marketing/Business Development	2
Administrative	4

Total Number of Employees 40

 = LEED Accredited Personnel

PRINCIPALS

Michael Kadow, AIA

President

mkadow@somervilleinc.com

Randy Boden

Executive Vice President

rboden@somervilleinc.com

Matt Schachtner, NCARB, AIA

Senior Vice President

mschachtner@somervilleinc.com

H I S T O R I C H I G H L I G H T S

then

Somerville, Inc. was founded in 1946 to deliver professional Architectural/Engineering (A/E) services and a quality customer experience. Success was met early on by Somerville's dedicated team with the completion of numerous commercial and industrial projects. Word of our success quickly spread throughout NE Wisconsin, expanding Somerville's client base to include municipal, health care, corporate, education and retail projects. Today, our team has a tradition of building beautiful facilities that are landmarks in their communities, the most notable being the original Lambeau Field built in 1957 and its 2003 renovation. Performing an important role in the growth of many of the Midwest's largest and most recognizable companies, Somerville's service base grew early on to fulfill the demands of diverse projects. We take great pride in the dynamic variety of projects we have completed since 1946, and have built our reputation by creating attractive, well-engineered, energy-efficient buildings of all types while maintaining established budgets and schedules.

1946

Established in Green Bay, Wisconsin as a Family-Owned company

1954

Somerville, Inc. is hired to design the Nurses' Residence building for Bellin Hospital. This is the first project partnership that continues to the current day.

1955

The City of Green Bay commissioned Somerville to design City Stadium, later renamed Lambeau Field.

1980

Somerville is awarded its first of over 1,500 projects with Shopko. This partnership still continues to this day.

1989

Virtually all working drawings are produced using AutoCad software.

2007

Michael Kadow, an Architect employed with the firm since 1985, becomes President of Somerville, Inc. and Jack Somerville becomes Chairman Emeritus of the Board

2010

Somerville completes the first primary school in the nation to achieve LEED Gold Certification under the LEED for Schools rating system for the Shawano School District.

2012

Somerville, Inc. is awarded the design of a new private high school in Miami, Florida.

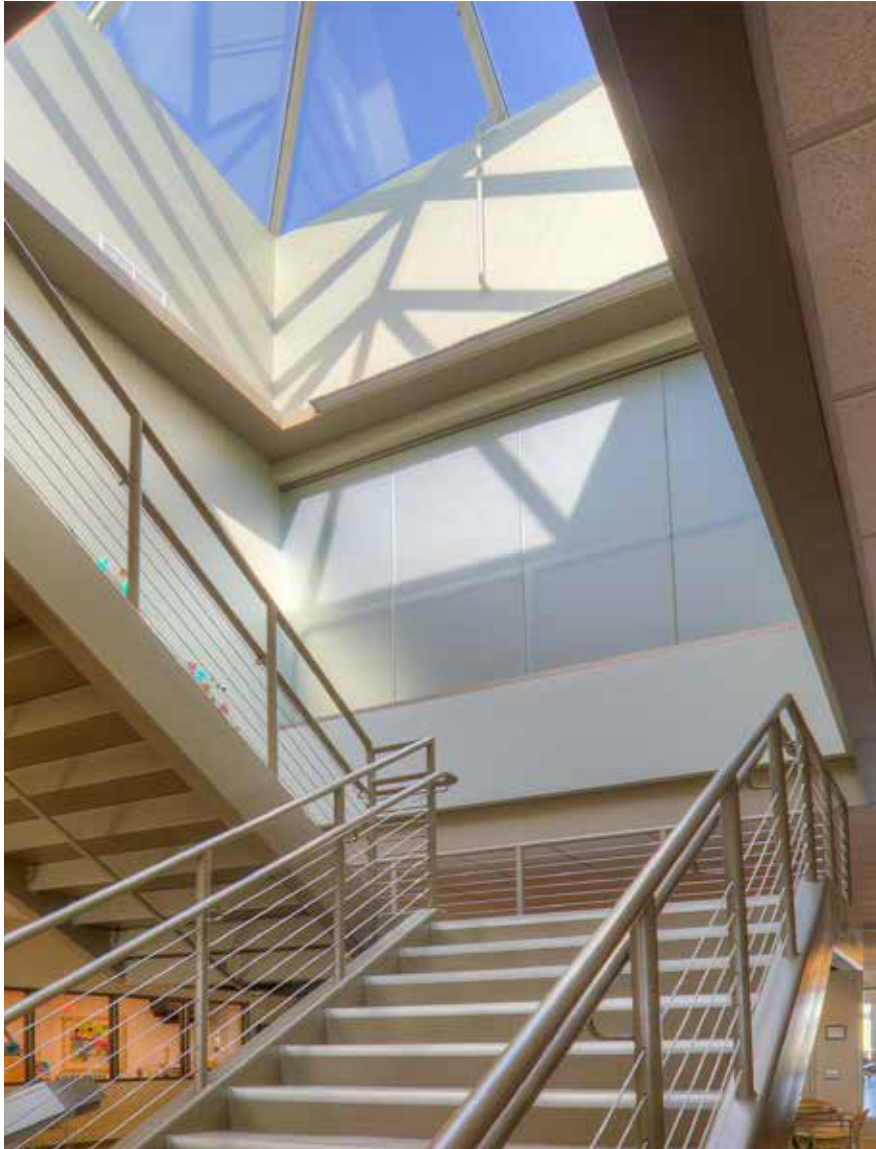
Somerville isn't your typical architectural and engineering firm. For one thing, we've been in business for more than six decades. In that time, we've created attractive, thoughtfully-designed and energy-efficient buildings for clients in a wide range of industries. But we've also built something more important – a reputation for listening to our clients, responding with innovative designs and then completing projects on time and on budget. Maybe that's why so many of our clients have returned to us time and again, trusting us to complete more than 6,500 projects across the Midwest. Of course, our clients also appreciate that we're employee-owned and that they know they can count on our team to take pride in designing solutions that will serve their needs now and well into the future. Many clients also point to how easy we make the construction process with our turnkey approach to client service. That's because Somerville offers a comprehensive range of architectural and engineering services all under one roof. Our team includes registered architects in addition to seasoned engineering and architectural design teams specializing in mechanical, electrical, plumbing and fire protection systems. Supporting their efforts are talented drafts people, construction administration personnel, support staff, and a complete business development and marketing team. Finally, many of our clients are also excited about our sustainable approach to both building design and the building process. In fact, more than 25% of our staff are either LEED Accredited Professionals or LEED Green Associates. We're committed to creating energy-efficient buildings that make sense for you as well as the environment. Whatever your reason for choosing Somerville for your next project, one thing is for sure – you'll be pleased with the results.



AIA Wisconsin



COMPREHENSIVE SERVICES OVERVIEW



Architectural services

Our approach to design is simple. You have a goal in mind for your new project. Our job is to help you achieve and even exceed that goal, often in ways you never dreamed possible.

To do that, we begin by getting to know you and your business or mission. We ask questions. We learn about your unique needs and challenges. And we share what we've learned over the course of our more than 65 years of designing buildings for others facing similar challenges.

Then we respond with thoughtful and innovative design solutions created especially for you. We listen closely to your feedback and suggestions, encouraging that give-and-take throughout the design and construction process. Because we understand that, even as hard as we work at getting to understand you and your needs, no one knows your business or mission like you do.

Interior Design services

It's one thing to design a space. It's quite another to design an environment – how the space feels, how people move through it, how the space can be used to promote productivity or contribute to your organizational goals.

Throughout the design process, we can help you and key stakeholders visualize the environment and propose ideas, walking you from room to room, making sure that you get a real sense of how your final environment will look and feel before construction even begins.

Engineering services

It's not enough for your building to enhance your organization's image. It also has to be comfortable, safe and as efficient as possible to operate and maintain. That's where our experienced and knowledgeable team of engineers comes in.

Somerville employs LEED-accredited engineers and designers in every discipline and specialty – from electrical, plumbing and mechanical design to air quality, advanced data/voice systems and sustainable "green" energy systems. Working closely with each other and our architectural staff, our engineering team can apply the latest systems and technology to create a seamlessly integrated infrastructure plan for your building that provides maximum comfort, efficiency and reliability.

What's more, our engineers understand your needs can grow. So they always design with an eye toward making expansion as easy and inexpensive as possible. At Somerville, we're always thinking ahead.

Construction Administration services

It takes a lot more than concrete and steel to create and modify great building. It takes a well-defined plan, consistent and clear communication and the ability to anticipate and solve potential challenges before they become problems.

At Somerville, we begin the construction administration process by providing input during the design phase, and it is continued with a pre-construction meeting where expectations and responsibilities are clearly defined and communicated. Then, throughout the project, we provide regular updates along with comprehensive and timely administration of all project related documentation and information. Timelines are met. Budgets are kept. Surprises are eliminated.

It's an approach that doesn't just create great buildings and systems. It serves as the foundation for great relationships.

The power of BIM (Building Information Modeling)

We have fully integrated Building Information Modeling (BIM) into our design process, in all disciplines, and in doing so, we have improved production efficiency and raised our quality control standards. BIM and three-dimensional imaging provide real-life visualizations of our design concepts. BIM offers the use of three-dimensional analysis, which alerts our design team of possible conflicts or interferences between individual disciplines in relation to the total building or project. Reducing errors means we keep the project on schedule and on budget. With your AutoCAD files, we can create a basic BIM model for your project that will assist in space planning, asset management and facilities management.



PRE-DESIGN AND PLANNING Just like every building requires a solid physical foundation, every building project requires a solid foundation of understanding before the design process can even begin. Somerville can help develop a plan with a wide range of design options to help you at every level of the pre-design stage to help you determine the scope, budget and schedule.

SUPPORT SERVICES Projects like this are often bold visions for the future. To turn those visions into reality, the team must work closely and communicate their vision. That's why Somerville offers a variety of support services to assist in these efforts.

A C O M P R E H E N S I V E A P P R O A C H

PRE-DESIGN AND PLANNING

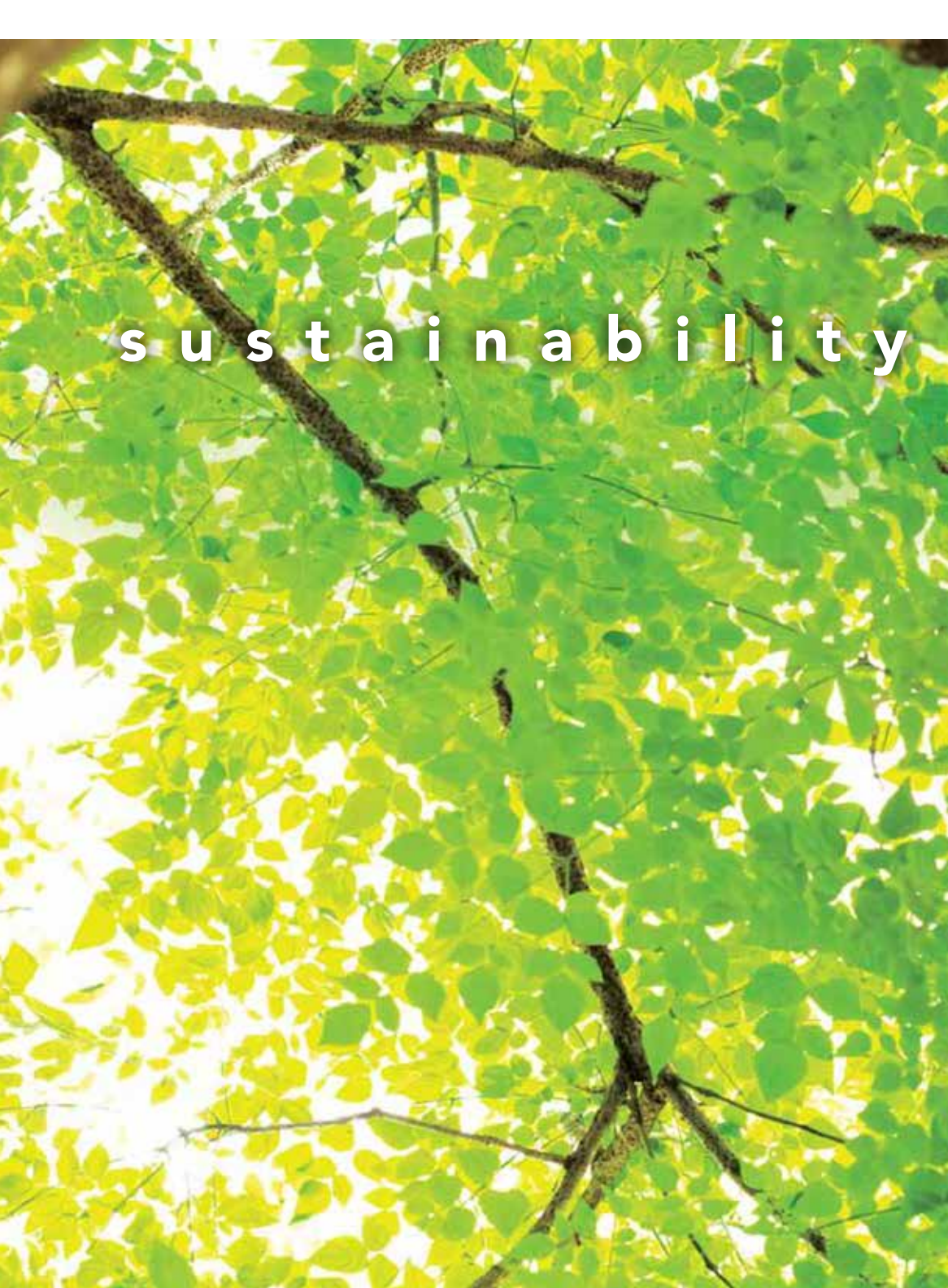
feasibility studies
space planning and programming
master planning
site analysis / site selection
building /system evaluations
scope development
budget development
code compliance analysis
ADA surveys and
compliance planning
referendum planning
energy auditing
risk analysis

DESIGN-RELATED

3-D visualization (BIM)
site design
process design
system design
structural analysis
interior design
building systems technology
value engineering and
life cycle cost analysis
equipment engineering
maintenance and repair programs
tenant build-out
building rehabilitation / re-use
historic preservation

SUPPORT

energy funding
referendum support
fund-raising support
public presentations
mailer campaigns
bid management
commissioning
grant-writing
and acquisition
expert testimony



sustainability

At Somerville, “going green” isn’t just a passing fad. It’s a driving mission. It just makes sense to build and design buildings in a way that is more energy efficient, sensitive to the environment and makes better use of the natural resources that are all around us.

What’s more, high-efficiency green technologies and building strategies often pay for themselves during their expected life cycle.

Our staff includes LEED-accredited architects, engineers and construction managers that are some of the most respected professionals in the Midwest. We are able to present you with a vast array of sustainable product and systems choices to incorporate into your building design – from simple ideas like motion sensor-controlled lighting systems to advanced high-efficiency heating systems. Through Waste Cap building methods, we can also make the process of building your project far less impactful on the environment.

In presenting these sustainable options to you, we also help you evaluate the feasibility, cost and potential return on investment for each. This approach allows you to make the best choices for your project, now and for the future. After all, what we most want to sustain is your satisfaction.

fee breakdown, exceptions, and proof of insurance

F E E S

PROPOSED FEE SCHEDULE

Company Name: Somerville, Inc.

Company Address: 2100 Riverside Drive, Suite 300, Green Bay WI 54301

Company Representative: Michael K. Kadow

Signature: 

Fee (total): \$42,600

Fee breakdown:

Task	Hours	Cost
Complete preliminary research and meeting	7	\$900
Complete preliminary design and meet with staff	32	\$3,200
Complete final design	6	\$600
Create detailed plans and specifications	258	\$25,800
Complete State submittals and obtain approval plans	2	\$200
Generate final estimate and bidding documents	8	\$1,000
Bid project and address contractor questions.	20	\$2,200
Provide construction administration	84	\$8,700
Totals:	417	\$42,600

REIMBURSABLE EXPENSES

Estimated Reimbursable Expenses \$1,000

Site/Civil Engineering Consultant; IT Systems Consultant and other special consultants; surveying; geotechnical and other special testing services; printing; approval fees charged by governmental agencies having jurisdiction over the Project; and travel expenses shall be billed at their direct cost. **Vehicle mileage to and from the project site, postage and long distance telephone charges will NOT be billed and are included in Basic Services.**

INSURANCE

We have attached our standard insurance limits in effect at the time of submission of this proposal. Please note that there are no pending claims or suits involving our organization. In our 69-year history, Somerville has never been involved in a litigated suit.

ADDITIONS / EXCEPTIONS TO THE AGREEMENT FOR SERVICES BETWEEN THE CITY AND CONSULTANT

Under Section II., add the following paragraph:

- The Consultant shall perform its services consistent with the professional skill and care ordinarily provided by Consultants practicing in the same or similar locality under the same or similar circumstances. The Consultant shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

V. CITYSHIP AND FORM OF DOCUMENTS

(Note: Somerville cannot and will not relinquish its Intellectual Property Rights to our Instruments of Service. Many drawing details and specifications verbiage have been developed through years of practice and creative thought. Our Instruments of Service should be viewed no differently than those of a photographer, artist or author. Therefore we are proposing the following modifications to this section which allows the City full use of the Instruments of Service for its intended purposes on this Project:

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 City 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 Cityship 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:

- The Consultant and the City warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright City of such information or has permission from the copyright City to transmit such information for its use on the Project. If the City and Consultant intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.
- The Consultant and the Consultant's consultants shall be deemed the authors and Cities of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Consultant and the Consultant's consultants.
- Upon execution of this Agreement, the Consultant grants to the City a non-exclusive license to use the Consultant's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the City substantially performs its obligations, including prompt payment of all sums when due, under this Agreement. The Consultant shall obtain similar nonexclusive licenses from the Consultant's consultants consistent with this Agreement. The license granted under this section permits the City to authorize the Contractor, Subcontractors, Sub-subcontractors, and material or equipment suppliers, as well as the City's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service solely and exclusively for use in performing services or construction for the Project. If the Consultant rightfully terminates this Agreement for cause, the license granted in this Section shall terminate.
- In the event the City uses the Instruments of Service without retaining the author of the Instruments of Service, the City releases the Consultant and Consultant's consultant(s) from all claims and causes of action arising from such uses. The City, to the extent permitted by law, further agrees to indemnify and hold harmless the Consultant and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the City's use of the Instruments of Service under this Section. The terms of this shall not apply if the City rightfully terminates this Agreement for cause.
- The license under this Agreement for Instruments of Service is only for information contained on printed documents. However, for the City's convenience, Consultant may also furnish such information in electronic media. The parties acknowledge that untraceable changes from causes not the fault

of Consultant may sometimes occur in the information on electronic media, caused by the media conversion and changes in software. In such event, City agrees to release, and for third party claims, to indemnify Consultant, its employees and consultants from and against all claims, losses and expenses (including reasonable attorneys defense fees and those incurred to enforce this obligation) arising out of, resulting from or in connection with any deviations of the information in electronic media from that in the printed documents. This release and indemnity shall survive the termination of this Agreement. The City shall have the right to request the Consultant to furnish to Contractor, Subcontractors, Sub-subcontractors and material or equipment suppliers to utilize portions of the Instruments of Service for use in the execution of their portion of the Work.

- Except for the licenses granted in this Article V, no other license or right shall be deemed granted or implied under this Agreement. The City shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Consultant. Any unauthorized use of the Instruments of Service shall be at the City's sole risk and without liability to the Consultant and the Consultant's consultants.
- 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.

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 reasonable fees and charges of engineers, architects, attorneys, and other professionals, and all court or other dispute resolution costs) adjudicated to be 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 adjudicated to be 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.

Add the following paragraph:

XXI. LIEN RIGHTS

- In accordance with Wisconsin Statutes Chapter 779 – Lien Law, the Consultant hereby notifies the City of its Lien rights as follows:

"AS REQUIRED BY THE WISCONSIN CONSTRUCTION LIEN LAW, CLAIMANT HEREBY NOTIFIES CITY THAT PERSONS OR COMPANIES PERFORMING, FURNISHING, OR PROCURING LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION ON CITY'S LAND MAY HAVE LIEN RIGHTS ON CITY'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO THE UNDERSIGNED CLAIMANT, ARE THOSE WHO CONTRACT DIRECTLY WITH THE CITY OR THOSE WHO GIVE THE CITY NOTICE WITHIN 60 DAYS AFTER THEY FIRST PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS OR SPECIFICATIONS FOR THE CONSTRUCTION. ACCORDINGLY, CITY PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO PERFORM, FURNISH, OR PROCURE LABOR, SERVICES, MATERIALS, PLANS, OR SPECIFICATIONS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO THE MORTGAGE LENDER, IF ANY. CLAIMANT AGREES TO COOPERATE WITH THE CITY AND THE CITY'S LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID".



SOMEINC-01 CTHOMPSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/5/2014

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

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

PRODUCER Johnson Insurance Northeast 318 South Washington Street Green Bay, WI 54301	CONTACT NAME:		
	PHONE (A/C, No, Ext): (920) 445-7400	FAX (A/C, No): (877) 254-8586	
INSURED Somerville Inc 2100 Riverside Dr Green Bay, WI 54301	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : RLI Insurance Group		13056
	INSURER B : OneBeacon Insurance		21970
	INSURER C :		
	INSURER D :		
INSURER E :			
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:			PSB0003664	08/01/2014	08/01/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS			PSA0001848	08/01/2014	08/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			PSE0002089	08/01/2014	08/01/2015	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ Aggregate \$ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A	PSW0002721	08/01/2014	08/01/2015	PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liabili			DPL329514	03/30/2014	08/01/2015	Each Claim 2,000,000
B	Professional Liabili			DPL329514	03/30/2014	08/01/2015	Aggregate 2,000,000

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

CERTIFICATE HOLDER

CANCELLATION

For Proposal Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD

PROOF OF INSURANCE

10.c

Attachment: City of De Pere Fire Station2 proposal_Somerville (3617 : Consider Proposal for the Fire

project **approach**

SPACE PROGRAMMING

Somerville will begin the programming process by meeting with the key stake holders in the project to affirm the mission, vision, goals and objectives for Fire Station 2. The basic concept of the project outlined in the RFP will serve as the foundation for which to begin the programming processes. Programming meetings will establish a preliminary project budget, establish communication protocol and a project milestone schedule with key dates. Somerville will interview the key building users for the purpose of better understanding how the renovated spaces should function. We further examine the reasoning behind the space usage, security issues, code compliance, life safety and ADA issues.

CONCEPTUAL DESIGN OPTIONS

Somerville will meet with City Officials to review the findings of the Space Programming effort; based on the findings and the City's goals we will begin the Conceptual Design process. Somerville will draw conceptual building floor plans to establish critical and secondary space adjacencies, establish image objectives, sustainable integration, and investigate design solutions. The conceptual design options will be presented to the City and Somerville will work the stake holders to bring the team to consensus on the final conceptual design solution. We will conduct pre-design consultations with the City, County, and State agencies as necessary.

OPINION OF PROBABLE COST

Somerville will prepare an Opinion of Probable Cost of the conceptual design solution, and a schedule for the remaining design effort which will lead to bid ready plans and specifications to allow for competitive construction bidding.

CITY ACCEPTS THE PROPOSED DESIGN SOLUTION

SCHEMATIC REFINEMENT

After the City has accepted the proposed design solution, we work to refine the design from Conceptual to Schematic prior to moving into the Design Development Phase.

DESIGN DEVELOPMENT

The Design Development stage of the project brings us to the point where we will fully integrate all engineering systems, interiors, material selections, technology requirements, sustainability and equipment in the design. Somerville will confirm Owner material and equipment purchases and preferences. We will update and refine the Opinion of Probable cost. We will meet with key stakeholders to ensure design intent and function is being achieved. At the conclusion of our Design Development phase we will provide the City with a set of drawings for review and approval.

CONSTRUCTION DOCUMENTS

Once Somerville has secured the City's sign-off on the Design Document set of drawings, we will initiate final Construction Documents and detailing. We will conduct in-house team review work sessions for coordination and quality assurance. We will refine the final Opinion of Probable cost and establish additive alternate bid strategies with the City. We will secure State of Wisconsin Conditional Approval for the project and issue final construction documents for bidding.

BIDDING/NEGOTIATING

Somerville coordinate the distribution of documents to contractors and plan exchanges for bidding. The bid period typically lasts three weeks. During this time we will issue digital bid documents, preside over a pre-bid conference for contractors, and provide technical support and query answering. We will issue any addenda as necessary during the bid phase. We will assist the City in receiving the bids. Somerville will prepare and present a final bid tabulation for the City.

CONSTRUCTION PHASES SERVICES

After the City authorizes an award of contracts, Somerville will assist in contract preparation. We will attend a pre-construction conference with the contractors and the City. Somerville will review and process shop drawings, issue drawing revisions, document interpretations, clarifications and updates throughout construction. We will assist the City in job meetings and conduct field observations, record and publish construction meeting minutes, issue field reports and digital photographic records. Somerville will process month payment requests with lien waivers from the contractor; we will review the owner-purchased materials bookkeeping. At project completion, the team will issue coordinated punch lists for all disciplines informing the contractor of work to be completed prior to final payment. Somerville will assist the City in project close out, issue substantial completion statement, collect and review operation and maintenance manuals, warranties, and close out documentation from contractors. Somerville will continue to be a resource for the City, including conducting a 1 year warranty walk-thru with the City a year after project completion.

your team



Michael Kadow, AIA
Principal-in-Charge

Michael is more than an architect. As Somerville's President, he also serves as the company's inspirational leader. So it's not too surprising that he points to his work in designing a church as one of his proudest accomplishments—not just for the quality of the design, but for the lesson he learned from it. The project involved rebuilding a church that had long ago burned to the ground. About all that remained of the church was an old bell that once hung in the tower, a bell that was once rung to call parishioners to church, celebrate their marriages and bear witness to their passing. Michael decided that old bell should be a focal point of the new structure. On the day of the ground-breaking, parishioners marveled at the new building. They admired its stately lines and raved about its well-designed spaces and facilities. But what really captured their attention was a proud new bell tower that rose high above them all. And then that bell rang—for the first time in 40 years. The ringing brought back a rush of memories for those who had been around long enough to remember the original church. And they wept with joy. Michael had never been more satisfied with a project. He knew the building did more than fill a need. It filled a void in people's hearts. His new creation served a higher purpose—it served as a symbol of renewal to the entire community. Today, Michael shares that lesson often with his staff. He encourages them to go beyond answering a need or solving a problem, and find ways to create buildings that do more for and mean more to the people for whom they are built—whether it's a small town church or a large and complex hospital expansion. Do that, Michael reasons, and that's when design matters.

EDUCATION / AFFILIATIONS

- **Bachelor of Science in Architectural Studies**, University of Wisconsin, Milwaukee School of Architecture and Urban Planning
- **Registered Architect** – Wisconsin, Minnesota, Illinois
- **Former President** – Wisconsin Architects Foundation
- **American Institute of Architects**
- **Mike has worked at Somerville since 1985**

PROJECT EXPERIENCE

- **City of Sturgeon Bay**
Facility Needs Assessment, New Municipal Center
Sturgeon Bay, Wisconsin
- **Manitowoc County**
Health and Human Services Building Addition/Remodel; Facilities Study; New Communications and Technology Building; Human Services Addition
Manitowoc, Wisconsin
- **Door County YMCA**
Sturgeon Bay, Wisconsin
- **Shepherd of the Bay Lutheran Church**
New Building/Additions/Remodeling
Ellison Bay, Wisconsin
- **Bellin Health**, Numerous new buildings, space needs studies and building remodels, Various locations in Wisconsin



Duane W. Grove, AIA
Project Architect

Duane has extensive knowledge of all stages in the architectural process. As project Architect, he leads and performs design-related tasks in all project phases: space needs studies, facility evaluations, programming, concept design, development and documentation, and project management. He puts himself into the shoes of those who will enter the space and imagines how they will interact with it—how they will move through it. As an architect who has the skills to use 3-D modeling programs himself, Duane also creates and modifies his ideas in real time, providing clients with a clear understanding of his vision. His communication skills, programming, creative solutions and follow-through help guide the team to both study spaces more thoroughly and design the best space for our client's needs, all while maintaining the schedule and budget.

EDUCATION / AFFILIATIONS

- **Bachelor of Arts Communications**, University of Wisconsin, Oshkosh
- **Master of Architecture**, University of Wisconsin Milwaukee
- **Registered Architect** - Wisconsin
- **American Institute of Architects**
- **15 years of experience, and employed with Somerville since 2011**

PROJECT EXPERIENCE

- **City of Sparta** - Police Department Facility Assessment
- **Nekoosa School District** – Comprehensive Facilities Analysis
- **Cerebral Palsy Center**, St. Bernadette Building Review
- **Mid-State Technical College** – HVAC Study
- **United States Postal System**, Oshkosh – Facility Study
- **Bellin Health**, Algoma Clinic Facility Study
- **University of Wisconsin - Stevens Point** - Facility Assessment
- **PCMC** - Corporate Office Remodel Study



Nancy Widi, IIDA
Senior Interior Designer

Nancy Widi's career in interior design began in the most unlikely of places—her parents' basement. As a child, Nancy would spend hours laying out remnants of parquet tile left over from her father's work in the tile and terrazzo flooring industry to arrange floor plans she'd love to one day call her own. However, after growing up and finding her way into interior design, she found that environments that were functionally well designed simply weren't enough—they also needed to incorporate human needs and emotions. The most thoughtfully realized interiors, she learned, also inspired their occupants to feel a certain way, depending on their purpose—inspired, safe, focused or merely just comfortable. Though Nancy's experience includes designing interiors for everything from corporate offices and banks to retail facilities and airports, she found her ability to integrate the "human factor" in her designs was particularly critical for healthcare environments. In designing a Cancer Center for one healthcare provider, Nancy went to great lengths to create a space that was warm and uplifting while also ensured patients' desires for privacy. Nancy's "caretaker" personality and natural eagerness to please also extends to her approach working with clients—it's why many of them have called on Nancy's talents time and again for years, even decades. She simply knows how to put people at ease.

EDUCATION / AFFILIATIONS

- **Licensed in Wisconsin**
- **National Council for Interior Design Qualification (NCIDQ)**
- **International Interior Design Association (IIDA)**
- **Over 30 years' experience**
- **Employed with Somerville since 2014**

PROJECT EXPERIENCE

- **Fox Lake Municipal Building and Fire Station***
Interior and exterior color selections;
interior finish selections
Fox Lake, Wisconsin
- **Village of Grafton***
Interior design, space planning and
furniture specification
Grafton, Wisconsin
- **Vehicle Maintenance Building***
Interior color selection and finish design;
interior renovations
US Air Force Air National Guard Base
- **Austin Straubel International Airport***
Interior design remodel and addition;
selection of interior finishes, floor patterns,
signage and furniture specifications
Green Bay, Wisconsin

*work performed while at previous employer.



Matt Wickstrom, DES,
Designer of Mechanical Engineering Systems

Outside of work, Matt Wickstrom spends most of his time enjoying the Great Outdoors. So some may find it a bit ironic that Matt's role at Somerville is to help create a greater indoors for the firm's clients. As a mechanical systems designer, Matt creates detailed plans for a building's heating, air conditioning and ventilation systems in order to provide a comfortable and efficient environment for all who work, study and dwell within them. The way Matt sees it, just as in nature, all the elements must work together to create a well-balanced environment. Matt knows something about balance as well. His background includes work on an amazingly diverse array of building projects, from modest-sized public schools to enormous corporate global headquarters. Of course, his favorite project may still be stoking the fire to regulate the temperature of some northwoods cabin on any given weekend.

EDUCATION / AFFILIATIONS

- **Bachelor of Science in Industrial Design,**
Northern Michigan University
- **Associate of Architectural Design,**
Northern Michigan University
- **American Society of Heating,
Refrigeration, and Air Conditioning**
- **Matt has worked at Somerville since
2014**

PROJECT EXPERIENCE

- **Naval Reserve Office Buildout*** –
Norfolk, VA; Dover Air Force Base Youth
Center Renovation – Dover, Delaware
- **O'Hare Airport H&K Concourse
and Rotunda Building Mechanical
Renovations***; O'Hare Airport H&R
Central Facility Chiller Upgrades and
Plant Renovations
- **Guilford Pumping Station*** – Baltimore,
MD; ENRP (Enhanced Nutrient Removal
Process) at Back River Waste Water
Treatment Plant HVAC and Electrical
Renovations – Baltimore, MD; Stickney
Waste Water Treatment Facility Short
Circuit Study – Stickney, IL; DC Jail HVAC
Study and Remediation – Washington,
DC

*Completed while with another firm.



Tim Schuettelpelz, PE
Senior Electrical Project Engineer

One of the main duties of an electrical engineer is to ensure compliance with a set of strict codes. So it's a little surprising to learn what Tim loves most about his job is... the creativity. Huh? No, we're not talking laser light shows synched to rock music here. But one of Tim's driving passions is to create electrical designs that enhance the beauty of the architecture with lighting schemes that create drama or set the proper mood for the purpose of the space. Sometimes that purpose is to comfort. Sometimes it's to sell. Sometimes it's simply to allow workers to efficiently perform their jobs. And sometimes it's to set the mood for romance (but that's usually just in Tim's own home on "Date Night" with his wife.) Of course, lighting is simply the most visible of Tim's systems responsibilities, which also include power distribution, tele/data systems, fire alarms and more. Tim is also a recognized authority on sustainable building strategies, delivering seminars on the subject throughout the Midwest. He believes a sustainable, energy-efficient approach can be incorporated throughout the architectural process—from building orientation and daylighting in the planning stage to HVAC and fixture product selection in the design stage. For Tim, it's all about thinking a little outside the electrical box.

EDUCATION / AFFILIATIONS

- **Milwaukee School of Engineering**, Milwaukee, WI (ABET Accredited)
- **Bachelor of Science, Architectural Engineering**, Specialization - Building Power Systems University of Alaska, Fairbanks, AK
- **Graduate Studies**, Arctic Engineering
- **Professional Engineer** – Wisconsin and Alaska
- **Alaska Society of Professional Engineers (ASPE)** - Fairbanks Chapter Secretary
- **Illuminating Engineering Society of North America (IESNA)**
- **American Society for Healthcare Engineering (ASHE)**
- **National Fire Protection Association (NFPA)**
- **Employed with Somerville since 2015**



Sheila Downing, CPD, LEED® AP BD+C,
Associate / Senior Designer of Plumbing & Fire Protection
Engineering Systems

It's fair to say Sheila Downing stands out from the crowd. After all, she's one of just two female licensed plumbing designers in all of Wisconsin. But it's her LEED-accreditation, impressive knowledge of plumbing design and broad experience with a diverse array of projects that really set her apart. Over the course of her 18 years with Somerville, she's masterfully handled just about every type of plumbing design project—from medical gas and compressed air systems to sustainable water usage systems and specialty waste management. Recently, Sheila's skills were even called upon to assist with the formidable challenge of cleaning up the Fox River, helping to design the complex plumbing systems within the barge to filter harmful sediment and hazardous materials out of the basin over a 10-mile span. Not surprisingly, Sheila enjoys activities that set her apart from the typical as well (or at least many of her female counterparts)—she shoots trap, hunts and delights in the beauty of the great outdoors. One thing's for sure—clients who see firsthand Sheila's commitment to designing efficient, reliable and worry-free plumbing solutions know she's more than someone who stands out. She's outstanding.

EDUCATION / AFFILIATIONS

- **Bachelor of Science**, University of Wisconsin - Stevens Point
- **Registered Designer of Plumbing Systems** - Wisconsin
- **Certified Plumbing Designer**
- **LEED Accredited Professional**
- **Employed with Somerville since 1994**

PROJECT EXPERIENCE

- **City of Sturgeon Bay**
Facility Needs Assessment,
New Municipal Center
Sturgeon Bay, Wisconsin
- **Manitowoc County**
Health and Human Services Building
Addition/Remodel; Facilities Study; New
Communications and Technology Building;
Human Services Addition
Manitowoc, Wisconsin
- **Sheboygan County**, Health & Human
Services Space Needs Study, Sheboygan,
WI
- **Marathon County Courthouse**, Additions /
Renovations, Wausau, WI
- **City of Sturgeon Bay**, City Hall, Police &
Fire Station, Sturgeon Bay, WI
- **City of De Pere**, City Hall Addition /
Renovation, De Pere, WI

related experience





City of Sturgeon Bay Municipal Center

Sturgeon Bay, Wisconsin

Somerville, Inc., was commissioned by the City of Sturgeon Bay to undertake **an analysis of municipal facility requirements, a review of potential facility locations, and the establishment of associated costs with respect to recommended options.** The police department, city hall, municipal services and public works, and both east and west-side fire departments were located each in their own facility, all presenting with their own facility deficiencies. Somerville's goal was to make a recommendation as to the most effective means to address these issues in a comprehensive manner for the City.

The outcome of the study would determine that functionality would be at the forefront of a new facility. The project's Building Committee was presented with multiple design options to review before a final design was chosen. Having full committee support behind one design helped accelerate the often-lengthy public approval process and resulted in a successful Council vote. Somerville designed a building that combines the City's police station, city hall and fire station—all while staying under budget.

The two-story Municipal Center, constructed of exterior precast insulated wall panels with brick inserts, provides high aesthetic value while keeping budgets in mind. The apparatus garage was designed to provide proper ventilation from diesel exhaust and much needed space to enable a quick and safe response. A four-bay heated Police garage, vehicle impound garage and four-bay drive-through fire apparatus garage were also included in the facility. The design increased energy-efficiency of the facility while providing the desired functionality of multiple departments.

Facility Highlights

- Area Dimensions: 48,400 SF
- Cost: \$5.5 million
- Schedule: May 1999-January 2000
- Combination City Hall /Police Station / Fire Station
- City Administrative Offices
- City Council Chambers
- Fire & Police Department Offices
- Interrogation rooms
- Weapons handling area
- Vehicle impound garage
- 4-bay heated Police garage and 4-Bay drive through fire apparatus garage

Reference

- Tim Herlache, Fire Chief; sbchief@charterinternet.com; 920.746.2903





De Pere City Hall

De Pere, Wisconsin

Somerville worked with the City of De Pere to create a **facilities needs study of ten municipally owned buildings/sites** (City Hall, West and East-Side Fire Stations, De Pere Recreational Center, Legion Park Pool Building, Municipal Services Building, Safety Building, VFW Park Building, Voyager Park Building, and Patriot Park Building). The study pinpointed the areas of greatest need for renovation/remodeling work.

The result of the study determined that an in-fill building between the existing City Hall and Safety Building to form one facility, and remodeling portions of the other buildings was the best course of action. Connecting the two buildings would create a clear "front door" for the City offices so that visitors are able to quickly identify where they need to go for information and services they are seeking. The entrance, identified with its glass edifice, opens to a central reception area to assist visitors in locating City offices. The addition included a full-time fire station, police station with garages and drive-thru ports, as well as living areas such as a kitchen, lounge, sleeping quarters and bath facilities for law enforcement.

Facility Highlights

- Project Type: Facility Needs Study & City Hall/Safety Building Addition / Remodel
- Area Dimensions: 62,626 SF
- Cost: \$3.30 Million
- Somerville Staff Involved in Cost Estimating: Michael Kadow (see resume sections for more information)
- Expansion and remodel of council chambers
- Integrates a central reception area for more user-friendly approach for all City functions
- Addition for a full-time fire station which included: living areas, kitchen, lounge, sleeping quarters, bath facilities
- Police station addition includes garages and drive-thru port
- Police remodel includes new holding cells and updates to current facilities

Manitowoc County Communications and Technology Building

Manitowoc, Wisconsin

Manitowoc County operates a Joint Dispatch Center that provides 911 services for the immediate area as well as surrounding communities. In 2008, the existing 911 Call Center and Sheriff's Department was small and the staff size outgrew the facility. Somerville was hired to assess the buildings and space needs for the future. The study resulted in designing a new Communications and Technology Building across the street from the County Sheriff's building. The building would also house the Emergency Services/Emergency Management and the Information Systems departments.

The four-level, 17,000 SF brick and masonry building is placed on a small site surrounded by city streets on two sides and existing buildings on the other two. A 24/7 facility, the building is designed to resist hurricane-force winds, has redundant HVAC and electrical systems that are backed by an emergency generator. The facility also includes daylight harvesting to reduce energy costs, and has been designed to include several layers of security while still maintaining a welcoming atmosphere to the public.

Facility Highlights

- Project Type: New Office, Technology and Communications Center
- Area Dimensions: 17,000 SF
- Completion: September 2011
- Cost: \$3.4 Million
- Somerville Staff Involved in Cost Estimating: Dan Wiitanen
- 4-story, brick and masonry building
- 7x24 Facility Designed to resist hurricane force winds
- Redundant HVAC and electrical systems backed by an emergency generator
- Multiple Utility Services
- Daylight Harvesting
- Upgrade of technology and emergency lighting to existing building
- Secured and public spaces
- Conference rooms



PROJECT ARCHITECT'S SPECIFIC EXPERIENCE

WORK COMPLETED BY DUANE GROVE WHILE AT PREVIOUS EMPLOYER



New Fire Station

Town of Gibraltar, Wisconsin



Suamico Municipal Center

Suamico, Wisconsin



Town Center Addition

Town Of Gibraltar, Wisconsin

Attachment: City of De Pere Fire Station2 proposal_Somerville (3617 : Consider Proposal for the Fire

Village of Bellevue Public Works

Bellevue, Wisconsin

Somerville, Inc. was retained to develop the master plan for the Town of Bellevue and to simultaneously design a public works building. Our effort suggested a solution that placed the new Public Works building adjacent to the existing administrative building, while leaving space for a future facility that would connect the two buildings. This future facility will have space for a town meeting area and a reception space. The new Public Works building has a brick, block and painted metal exterior to blend with surrounding residential area. The facility has storage facilities, office space, 14 garage spaces, and room for salt trucks, graders, and other road maintenance vehicles. It also features a wash bay and oil pits, lifts, hoists, and other service equipment among other maintenance features.





Fire Station & Police Department Addition Green Bay, Wisconsin

Somerville's design of Fire Station #5 on Green Bay's far northeast side is 11,150 SF and is equipped with 4 bays - one of which is dedicated for a hazardous materials trailer. The 13-man station includes a day room, locker room and sleeping quarters, a full kitchen and a partial basement for mechanical room and weight equipment storage.

Fire Station No. 7 in Green Bay is 8,000 SF and is a four-vehicle facility which includes a dormitory, kitchen, offices, training room, and fueling station. The facility also boasted a hybrid passive solar-heating system.

Somerville completed a study of the existing Green Bay Police Department including programming space needs and an analysis of HVAC and structural systems. The result of the study was a second-story addition and remodeling of existing facilities, including classrooms, communications centers and complete HVAC upgrade.





“I would absolutely recommend this team, and absolutely I would work with them again. There is not much I would change about the entire process. You learn a lot through the whole process. The team listened and of course from an advocate perspective that's the most important thing you could do. They would pay attention and if they really thought I didn't understand something, they would take the time with me until they were sure I understood it. I really developed some great relationships and I really think some good friendships through this whole process. Absolutely, I would recommend them.”

Jane Graham-Jennings

Executive Director of the Women's Community



Women's Community Center

Wausau, WI

The Women's Community Center provides specialized services and resources to people in central Wisconsin affected by domestic violence, sexual assault and unemployment. The organization's goal is to help individuals and families attain greater emotional and economic self-sufficiency. The new community center can accommodate overnight stays for up to 40 individuals who are seeking such services. **Interior finishes were specifically selected to give a warm, welcoming, home-like feel to the facility.** Somerville focused on the details and designed a space where residents can feel comfortable to begin their transition to their new life.

Facility Highlights

- Area Dimensions: 18,125 SF
- Project Cost: \$2.4 Million
- Completion Date: May 2012
- **Administrative Offices**
 - Advocacy Offices
- **Full kitchen and dining areas**
- **Family and single sleeping accommodations, and lounges**
- Support group rooms
- Adult and teen client meeting rooms
- **Fitness room and multi-purpose room**
- Art room
- Secure playground and parking
- Children's discovery room
- Serenity room
- Volunteer Program spaces for sorting, receiving and food pantry
- Top Projects of 2012 Award Winner from the Daily Reporter

ADDITIONAL MUNICIPAL EXPERIENCE

Village of Ashwaubenon

Space Needs Study
New Village Hall - includes Police Station, Fire Department, Dispatch, Administration Offices and Judicial Building

City of Berlin

City Garage Study

City of Brillion

City Hall Planning Study

Brown County

Energy Study
Library Technology Upgrade, HVAC Improvements
Library Fire Alarm System Replacement
Courthouse Roof Study
Safety Building HVAC Improvements

City of Clintonville

Community Center Study

City of De Pere

Facilities Needs Study
Fire Station Remodel
City Hall Addition
Municipal Services Center
Braisher Park Shelter

City of Green Bay

Police Department Programming
Space Needs and an Analysis of the HVAC and Structural Systems
Addition and Remodel of Existing Police Department
New #5 and #7 Fire Stations
Green Bay Water Department Facility

Green Bay Transit

New Transit Center

City of Hartford

New Community Center

City of Ironwood, MI

Ironwood Memorial Building Renovation

Kewaunee County

County Fairgrounds Improvements

City of La Crosse

Facilities and Space Needs Study

City of Manitowoc

Facility Needs Assessment

Manitowoc County

Health and Human Services Building Addition/Remodel
Facilities Study
New Communications and Technology Building
20-building Facility Study
Human Services Addition
Courthouse Annex Renovation
County HVAC Upgrades

Marathon County

Courthouse Additions/Renovations
Facilities and Systems Needs Assessment
Human Services Building Addition/Remodel

Marquette County

County Wide Facilities Study
Space Needs Study
County Office Building Addition and Remodel

City of Merrill

Facilities Study
Space Needs Analysis and Long-Range Space Planning
Police Station Addition
City Hall Renovations
Water Utility Building
Probation & Parole Remodel

Portage County

Lincoln Center Space Needs Analysis

City of Ripon

Survey / Preliminary Planning
New City Building

Shawano County

Social Services Building Remodel
Courthouse Facility Evaluation

Sheboygan County

Health and Human Services Study
Renovations of Health and Human Services
Health and Human Services Space Needs Study

City of Sturgeon Bay

Facility Needs Assessment
New Municipal Center

Village of Howard

New Fire Station
Municipal Center Addition
Remodeled Police Department, Fire Department, and Vehicle Maintenance Center

Wood County

Unified Service Building
Facility Study

thank you.

On behalf of the entire Somerville team, we thank you for the opportunity to submit this proposal.



City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: July 14, 2015

DEPARTMENT: Fire Department

FROM: Dennis Rubin

SUBJECT: Consideration of the De Pere Fire Department to enter into a service contract with North Greenville Fitness and Cardiac Rehabilitation Clinic, Inc. to perform firefighter medical physicals.*

ATTACHMENTS:

- 2015 COMPARISON FEES (PDF)
- FIREFIGHTER MEDICAL PHYSICALS (PDF)



City of De Pere
2015 Comparison Fees

Service	Aurora BayCare Fee	Prevea Fee	Bellin Fee
Drug and Alcohol			
BAT	\$25	\$24 (post accident)	\$22.50
DOT Drug Screen (5 panel)	\$50	\$37	\$40
Drug Screen 10 Panel (House Account)	\$48	\$40 (pos accident-Law Enforcement only)	\$35
Rapid 5 Panel Drug Screen	\$40		\$45
Rapid 7 Panel Drug Screen	\$44	N/A	N/A
Rapid 9 Panel Drug Screen	N/A	N/A	\$55
Rapid 10 Panel Drug Screen	\$50	\$37 (Not for DOT or Law Enforcement)	\$58
Labs (Exposure)			
Hepatitis B Surface Antigen	\$31	\$102	\$40.50 Titer (\$71 series of 3 vaccine injections)
Hepatitis C ab	\$62	\$133.25	\$38.25
HIV Antibody (Stat)	\$150	\$97.25	\$29 stat only (\$98.95 confirmation)
SGPT (ALT)	\$14	\$54.50	\$33
HIV Western Blot	\$110	\$105 (bill only if comes back positive)	\$143.80 (testing done by Mayo Clinic)
Fit for Duty			
Fit for Duty Exam (Base Rate)	\$175 (varies based on time)	\$180.75 (varies based on time)	\$46 Assessment per 15 minutes (\$105 Medical Exam)
Special Report (insurance Forms)	\$50 (15 minutes)	\$50	no charge
Back Assessment	\$45	\$27.75 (determined by provider at time of app)	not offered single option (\$92 PFA 30 minutes)
Physical Exam	Fire Fighter	Fire Fighter	
Physical	\$55	\$90 (physical #4 w/resp cl/includes hisotry)	\$62
Prostatic Specific Antigen	\$55	\$20	\$58.45
Audiometry	\$20	\$12.50	\$20
PFT	\$30	\$42	\$27
EKG	\$75	\$60	\$140 (with interpretation)
Physical (other)			
Pre-Employment Physical	\$48		\$39 (Communicable Disease)
No-Show Fee	\$20	\$100 (FFD only)	N/A
Hazmat Physical	\$60	\$52.50 (Police Officer only)	\$75 (exam only)
DOT			
DOT Exam (Includes UA, Vision, Whisper Test)	\$75	\$68.25	\$62 (UA separate \$11)
Other Services			
Titmus Vision	\$10	\$15.75 (CDL-Police Officer only) \$8.50 (Engineer Tech. only) \$0 (Fire Fighter only)	\$5
Comprehensive Eye Exam	\$10		\$15
Respiratory Exam			
Respiratory Medical Questionnaire	\$25		\$13
Respiratory Exam	\$43		\$56
CXR	\$69	\$150.50	\$63 (X-ray review billed separately from Radiology)
Respiratory Fit Test	\$30	\$20	\$56 (medical clearance exam)
B Read	\$25		no charge (sent to the State WI/3 months for results)

Memo



To: Honorable Mayor Walsh

Members of the Finance and Personnel Committee

From: Dennis L. Rubin, Fire Chief

DeRubin

Office of the Fire Chief

Date: June 29, 2015

Re: Firefighter Medical Physicals

The De Pere Fire Department budgeted funds to conduct annual firefighter medical physicals for all emergency response employees. The medical physicals are part of the overall City "employee wellness initiative." Further, firefighter medical physicals are recommended by several national standards, to include the National Fire Protection Association (NFPA) Standard 1582, which is the "Standard on Comprehensive Occupational Medical Program for Fire Departments".

A team of De Pere Firefighters considered the various vendor options and analyzed the best value for our City at the lowest achievable cost. The research parameter included the need meet the tenants of the NFPA Medical Standard for Firefighters and to not add to the overtime burden to conduct the medical physicals. The results of their research are as follows:

- | | |
|--|---|
| 1. North Greenville Fitness & Cardiac Rehabilitation | \$235.00 Per member tested
x <u>36</u> Members
\$8,460.00 Total Cost |
| 2. Professional Health Services, Inc. | \$318.92 Per member tested
x <u>36</u> Members
\$11,481.12 Total Cost |

Both bids provide a complete NFPA Standard #1582 Firefighter Physical performed on site at Fire Station 2 (West Side). Both companies bring the medical testing trailer to our fire station. Each member would report to the station and complete the physical evaluation at the back lot of the fire station. Once the medical physical is completed, the firefighter resumes their post and finishes working their assigned shift. There is no need for our employees to travel outside the city, wait in a doctor's office, complete the physical and drive back to De Pere. The on-

site medical physical is a great cost saving measure and convenience for our members. The above listed price includes the testing trailer reporting to our fire station. Attached for your review is the health and fitness evaluation programs on behalf of North Greenville Fitness and Cardiac Rehabilitation Clinic, Inc. and Professional Heath Services, Inc., along with the City of De Pere's 2015 Comparison Fees schedule of our three (3) local hospitals.

Based on the research and completing our due diligence, the Department would like to ask the Finance and Personnel Committee to recommend and support the De Pere Fire Rescue Department to enter into a service contract with North Greenville Fitness and Cardiac Rehabilitation Clinic, Inc. to deliver 36 firefighter (NFPA 1582) medical physicals at De Pere Fire Station 2 (1180 Grant Street) at a time and date that is agreeable to both parties.

We thank the Committee for their consideration of this request. We stand ready to respond to any questions that the Committee might have.

Attachments (3)

North Greenville Fitness and Cardiac Rehabilitation Clinic, Inc.

11.b

P.O. Box 606

Travelers Rest, South Carolina 29690-0606

Charles F. Turner, R.N.
Director:

Phone: 864-834-907
Toll Free: 888-348-891
Fax: 864-834-789

Pricing Information

The North Greenville Fitness Basic Health Enhancement program will be administered at your desired location for \$230.00 per program participant (\$235.00 for departments testing less than 30 participants). This cost includes ALL of the following documented services on this page and the monitoring physician's charge. This pricing is valid through June 30, 2015.

For your review, the health and fitness evaluation includes:

1. BLOOD WORK (comprehensive lipid panel with CBC, SMAC 25)
2. ANTHROPOMETRIC MEASUREMENTS (height, weight, etc.)
3. PULMONARY FUNCTION evaluation
4. BODY COMPOSITION measurements (six site skin fold measurements)
5. RESTING (12- lead) electrocardiogram (E.K.G.)
6. SUBMAXIMAL ergometer (bike) graded exercise STRESS TEST
(with 12- lead electrocardiogram and blood pressure monitoring)

*Monitoring physicians are national board certified and review all testing results with participants upon completion of health and fitness exam.
7. VISION AND HEARING screening
- 8.. CONSULTATIONS: (explain and review results)
 - a. Individual participant health screening report with copies and result profiles.
 - b. Individual exercise program recommendations are included in report.
9. DEPARTMENT SUMMARY REPORT which includes health related averages, ranges and annual comparison statistics for your file
10. A CLEARANCE FORM is provided for each individual tested
 - a. Fire brigade clearance forms for structural fire fighters
 - b. Respirator clearance forms for all others who are assigned tasks which require the use of a respirator (i.e. EMS, Water treatment, etc.)
11. PROGRAM MEETS REQUIREMENTS OF:
 - a. O.S.H.A. 1910.156
 - b. O.S.H.A. 1910.134
 - c. O.S.H.A. 1910.120
 - d. A.D.A.

Attachment: FIREFIGHTER MEDICAL PHYSICALS (3649 : Consideration of the De Pere Fire Department to enter into a service contract with

North Greenville Fitness and Cardiac Rehabilitation Clinic, Inc.

11.b

P.O. Box 606
Travelers Rest, South Carolina 29690-0606

Director: Charles F. Turner, R.N.

Phone: 864-834-907
Toll Free: 888-348-891
Fax: 864-834-789

OPTIONAL SERVICES (only by request)

Optional tests and costs

(These fees are in addition to the "basic program" fee of \$230/\$235 per person)

- | | | |
|----|---|---------------------------|
| a. | Tuberculosis screening (TB or PPD) | - \$ 8 per person |
| b. | Prostate Specific Antigen (PSA)
(blood work results) | - \$22 per MALE |
| c. | Ovarian Cancer Screening (CA-125)
(blood work results) | - \$30 per FEMALE |
| d. | Hepatitis B Antibody Screening (Titer test) | - \$27 per person |
| e. | Hepatitis B Injections & Antibody Analysis
(department will purchase Hepatitis B vaccine
separately) | - \$47 per person |
| f. | Hepatitis C screening | - \$27 per person |
| g. | Physician's hands on physical | - \$53 per person |
| | 1. Exam of eyes, ears, nose & throat | |
| | 2. Dermatological check | |
| | 3. Palpation of the abdominal cavity: liver, spleen, lymph nodes
and intestinal tract | |
| | 4. Testicular & hernia check | |
| | 5. *Urinalysis (only when required for DOT/CDL licenses) | |
| h. | Heavy Metals blood test (Haz-Mat teams) | - \$62 per person |
| i. | Cholinesterase, RBC- blood test (Haz-Mat teams) | - \$32 per person |
| j. | Blood typing (ABO grouping & Rho-D) | - \$17 per person |
| k. | HIV - screening | - Per Request |
| l. | *Influenza vaccination (flu shot)
(*must place order by July of current year for next year's vaccine) | - \$25 per person, est. |
| m. | Chest X-ray | - \$110 per person |
| n. | Occult Blood screening (Hemoccult-SENSA) | - \$30.00 per person |
| o. | Audiometric screening (booth hearing screening)
(*A more accurate quote will be given once we determine number to be tested) | - approx. \$45 per person |
| p. | CRP (C - Reactive Protein) | - \$17 per person |
| q. | Hemoglobin A1C | - \$30 per person |

Attachment: FIREFIGHTER MEDICAL PHYSICALS (3649 : Consideration of the De Pere Fire Department to enter into a service contract with

phs**Mobile Health Solutions**

Professional Health Services, Inc.

We Deliver Health Testing Services to Your Door

The implementation of the medical and fitness requirements outlined in NFPA 1582 will help ensure that your fire fighters are medically capable to perform their required duties and will help you reduce the risk of occupational injuries and illnesses.

Comprehensive Medical, Fitness and Wellness Evaluation Programs

- Comprehensive Medical and Work History Questionnaires
- Chest X-rays
- Pulmonary Function
- Vision Screening
- OSHA Audiograms
- Resting Cardiograms
- Vital Signs
- Blood & Urine Screening, including: Blood Chemistries, CBC, Urinalysis, Infectious Disease Screens, Cancer Screens, Heavy Metals Screens, and more...
- Respirator Fit Testing
- Comprehensive Hands-on Physical Examination (Includes)
 - Annual Respirator Medical Evaluations
 - Job and Exposure Specific Fitness for Duty Exams and Physician Opinions
 - Medical Referrals
- Enhanced Data Collection, Information Management & Report Systems
- Confidential Reporting

Annual Fitness Evaluations

- Aerobic Capacity – Sub Maximal Stress Test (Gerkin Protocol)
- Muscle Endurance & Strength (Arms & Legs)
- Flexibility Measurements (Shoulder, Trunk, & Legs)
- Body Fat Composition & BMI
- Exercise Prescriptions

Wellness Programs

- Health Risk Appraisal Questionnaire
- Biometric Screening (Finger Stick or Venipuncture)
- Body Fat Measurement & BMI
- Trend Analysis
- Program Promotional Materials
- Personal Wellness and Health Coaching
- Nutrition Counseling

**LET OUR YEARS OF EXPERIENCE HELP YOU MEET YOUR REQUIREMENTS
AND EASE THE BURDEN OF YOUR RESPONSIBILITIES**

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: July 14, 2015

DEPARTMENT: Administration

FROM: Lawrence Delo

SUBJECT: Discussion Regarding Status of 2016 Budget Development.

ATTACHMENTS:

- 2016 Budget Development Status Memo 07-01-15 (PDF)
- 2016 Budget Calendar 06-8-15(PDF)

MEMORANDUM

TO: Personnel & Finance Committee

FROM: Larry Delo, City Administrator

DATE: July 1, 2015

SUBJECT: Status of 2016 Budget Development

This item is on the agenda to provide members of the committee an opportunity to discuss any questions, concerns or recommendations you may have for the initial development of the 2016 budget. I have attached a copy of the budget calendar that was recently provided to the administrative staff and City Council. Additional budget development guidelines will be provided to the administrative staff and City Council in the near future.

2016 BUDGET CALENDAR

TO: Department Heads
 FROM: City Administrator
 Finance Director

RE: 2016 Budget Calendar
 DATE: June 8, 2015

The following is the schedule for the 2016 Budget preparation and approval process:

Jul 14	2016 Budget status discussion with Finance & Personnel Committee
Jul 17	Distribution of Budget preparation materials to Department Heads.
Jul 17 – Aug 14	Department Head preparation of Proposed Budgets.
Aug 11	2016 Budget status discussion with Finance & Personnel Committee
Aug 14 (5:00 PM)	Proposed Budgets due to Finance Director.
Aug 21 (5:00 PM)	Proposed Budgets due to City Administrator.
Aug 26 – Sep 4	Administrator Budget review sessions with Department Heads. (A specific meeting calendar will be distributed by August 2 nd .)
Sep 8	2016 Budget status discussion with Finance & Personnel Committee
Sep 8 – Sep 24	Preparation of Executive Budget by Mayor & City Administrator.
Sep 25	Executive Budget sent to Council
Thursday, Oct 8	Finance & Personnel Committee budget review meeting. (ALL DEPARTMENT HEADS ARE REQUIRED TO ATTEND)
Oct 29 & Nov 5 (approximate dates)	Publication of budget hearing notice in Green Bay Press Gazette.
November 17	Budget hearing at 7:30 p.m. before Common Council meeting. Council action on the budget during the Council 7:30 PM meeting. (ALL DEPARTMENT HEADS ARE REQUIRED TO ATTEND)

City of De Pere, Wisconsin**Request For Finance/Personnel Committee Action**

MEETING DATE: July 14, 2015

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Discuss Collective Bargaining Strategies for Police and Fire Union
Contract Renewals.
