Common Council

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

Regular Meeting

Agenda

Tuesday, June 20, 2017 | **7:30 PM** | **De Pere City Hall Council Chambers**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Common Council** of the City of De Pere will be held on **June 20, 2017** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

Call to order.

1. Roll call.

2. Pledge of allegiance to the Flag.

3. Approval of the Minutes of the of the June 6, 2017 Common Council Meeting.

4. A Public Hearing on the rezoning of Parcels WD-1380, WD-1381 and WD-1620 through WD-1626.

   A. Notice of Public Hearing.

   B. Recommendation from the Plan Commission.

   C. Ordinance #17-12, Rezoning Certain Property (Parcels WD-1380, WD-1381, WD-1620, WD-1621, WD-1622, WD-1623, WD-1624, WD-1625 and WD-1626).

5. A Public Hearing to act on revisions to Zoning Code 14-52(1) and 14-52(2) to allow permitted uses in the C-EO District to be permitted uses in the I-B-2 District.

   A. Notice of Public Hearing.

   B. Recommnendation from the Plan Commission.

   C. Ordinance #17-13, Amending Section 14-52 De Pere Municipal Code Regarding I-B-2, Industrial-Business-2 District Zoning.

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

7. Resolution #17-47, Authorizing Deferment of Sidewalk Repair Expenses (Parcel WD-106-2).

8. Resolution #17-48, Authorizing Purchase of Parcel WD-207-2-1.

9. Resolution #17-49, Authorizing Workforce Innovation & Opportunity Act Work Experience Worksite Agreement with Bay Area Workforce Development Board.

10. Resolution #17-50, Approving Agreement for Consulting Services Between the City of De Pere and GRAEF-USA, Inc. (Aquatic Center Design at VFW Park).

11. Resolution #17-51, Approving Compliance Maintenance Annual Report for Wastewater Collection System.
12. Resolution 17-52, Donor Acknowledgement Policy.
13. Recommendation from the Finance/Personnel Committee to Approve the 2016 Audit Report.
14. Recommendation from the License Committee on Renewal Applications for Class "A" Fermented Malt Beverage Licenses, "Class A" Intoxicating Liquor Licenses, "Class A" Cider Only Licenses, Class "B" Fermented Malt Beverage Licenses, and "Class B" Intoxicating Liquor Licenses for the licensing period of July 1, 2017 to June 30, 2018.
15. Recommendation from the Board of Public Works to Award the Contract for Project 17-07 Asphalt, Curb, and Sewer Repair to Northeast Asphalt, Inc. in the Amount of $447,695.50.
16. Recommendation from the Board of Public Works to Approve the Use of $1,000 of Undesignated Funds to Cover the Costs of Stone, Planters, and Flowers to Temporarily Improve the James Street Fountain.
17. Recommendation from the Finance and Personnel Committee to accept donations for utility terrain vehicle and trailer for the Fire Department.
18. Recommendation from Finance/Personnel to Bind Fuel Storage Tank Liability Ins. w/ Crum & Forster
19. Consider Community Service Grant Application.
20. Re-appointments to the Board of Appeals by Mayor Walsh.
21. Voucher Approval.
22. Operator License Applications.
23. Future Agenda Items
24. Adjournment.

Lawrence M. Delo
City Administrator

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

Agenda Sent To:
Alderpersons
Mayor
City Administrator
Department Heads
TV, Newspaper & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Pradip A. Patel
Melissa Ostrowski
FayeAnne Matuszek

John Michael Jerry
Jonathan Korte
Bradley Nies
Mindy Millar

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: **June 20, 2017**

DEPARTMENT: **City Clerk-Treasurer**

FROM: **Shana Ledvina**

SUBJECT: **Approval of the Minutes of the of the June 6, 2017 Common Council Meeting.**

ATTACHMENTS:

- 6-06-2017 Common Council Minutes (DOC)

Common Council

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

Regular Meeting

Draft Minutes

Tuesday, June 6, 2017 | **7:30 PM** | **De Pere City Hall Council Chambers**

1. Call to order. The Common Council Meeting was called to order on June 6, 2017 at 7:30 PM De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

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

2. Pledge of allegiance to the Flag.

3. Approval of the Minutes of the May 16, 2017 Common Council Meeting

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

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

Alderperson Jennings announced that the first ArtWalk of the summer is this Friday, June 9, from 4:00 p.m. - 8:00 p.m., at 25 different venues showcasing 100's of pieces of art and live music. June 15 is the first Farmer's Market in the George Street Landing parking lot, from 3:00 p.m. - 7:00 p.m. There will be 30 vendors and the market will be held every Thursday through September.

5. Recommendation from the License Committee on an Application for a Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor License for Beakers, LLC (DBA Buddha's Still), 363 Main Ave. Submitted by Beakers, LLC, Agent: FayeAnne Matuszek, Green Bay, WI.

Ryan Jennings stated that he no longer feels the license should be approved. He shared a spreadsheet listing the density of bars in the Main Avenue area and suggested a future agenda item to implement a density ordinance. Discussion followed regarding the handout and the agenda item. Alderperson Raasch moved, seconded by Alderperson Lueck to open the meeting. Upon vote, motion carried unanimously.
Bridget O'Connor, property owner at 355 Main Avenue, read a statement outlining the issues she has had with Buddha's Still since moving into the property in 2015.
Matthew Lutsey, owner of 330 Reid Street, expressed his disappointment with the City and the agreement they entered into with the current license holder.
FayeAnne Matuszek, the license applicant, came forward to express that she understands the frustrations the neighbors experienced with the current license holder. As an

employee of the current license holder, she could only do so much to control the problems the bar was causing. She expressed her wishes to work with the neighboring property owners. She is hiring new bartenders and security to work both doors on the weekends and plans to work with the Police Department on training staff.
Discussion followed regarding the stipulation agreement and the City's revocation process.
Ron Manning, owner of 345 Main Avenue, came forward to stress the importance of maintaining consequences when these businesses cause problems and hopes that violations will be enforced.
Alderperson Raasch moved, seconded by Alderperson Boyd to close the meeting. Upon vote, motion carried unanimously.
Discussion followed regarding the stipulation agreement, what might happen if the license is not issued, the consequences of not issuing the license to the applicant based on preference and not qualifications, and enforcing the stipulation agreement if the license is approved. Chief Beiderwieden expressed that he was made aware of violations by the current license holder and is researching those violations, but that those violations have nothing to do with the new applicant. He explained that he did the background check on the new applicant and that she meets all qualifications to hold a liquor license. Discussion followed regarding what is reviewed in a background check.

RESULT:	**ADOPTED [6 TO 2]**
MOVER:	James Boyd, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Boyd, Carpenter, Hansen, Lueck, Nelson, Raasch
NAYS:	Scott Crevier, Ryan Jennings

6. Recommendation from the License Committee on an Application for a Class "A" Beer & "Class A" Liquor License for Ganesh Enterprise Inc.,(DBA Reid Street Mobil Station) 401 Reid Street, submitted by Ganesh Enterprise Inc., Agent: Pradip A. Patel, De Pere, WI.

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

7. Recommendation from the License Committee on Renewal Applications for Class "A" Fermented Malt Beverage Licenses, "Class A" Intoxicating Liquor Licenses, Class "B" Fermented Malt Beverage Licenses, "Class B" Intoxicating Liquor Licenses, and Class "C" Wine Licenses for the licensing period of July 1, 2017 to June 30, 2018.

Alderperson Boyd moved, seconded by Alderperson Carpenter to approve Class "A" Beer License Applications #1-2. Upon vote, motion carried unanimously.
Alderperson Boyd moved, seconded by Alderperson Carpenter to approve Class "A" Beer/"Class A" Liquor License Applications #1-5. Upon vote, motion carried unanimously.
Alderperson Boyd moved, seconded by Alderperson Carpenter to approve Class "B" Beer License Application #1. Upon vote, motion carried unanimously.
Alderperson Boyd moved, seconded by Alderperson Carpenter to approve "Class "B" Beer/Class "C" Wine License Application #1. Upon vote, motion carried unanimously.

Alderperson Boyd moved, seconded by Alderperson Carpenter to approve Class "B" Beer/"Class B" Liquor License Applications #1-20. Upon vote, motion carried unanimously.

8. Recommendation by City Attorney to Rescind Motion to Schedule Hearing on Studio 1Thirty2 L.L.C. License.

City Attorney Judy Schmidt-Lehman shared that a renewal application for Studio 1Thirty2 was not received and therefore will expire.

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

9. Recommendation from the Plan Commission regarding an Area Development Plan generally located at the Main Avenue and Lawrence Drive intersection.

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

10. Recommendation from Plan Commission regarding a Proposed Extraterritorial Two Lot Certified Survey Map at 1644 Sand Acres Drive in Lawrence (Parcel L-258). Submitted by Steven M. Bieda, PLS.

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

11. Recommendation from Plan Commission regarding a Proposed Extraterritorial Two Lot Certified Survey Map at 1845 Williams Grant Drive in Lawrence (Parcel L-169-1). Submitted by Troy E. Hewitt, PLS.

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

12. Recommendation from Plan Commission regarding a Proposed Extraterritorial Two Lot Certified Survey Map at 2484 Shirley Road in T. Wrightstown (part of Parcels W-546 & W-547). Submitted by Adam T. Van De Walle, Applicant.

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

13. Ordinance #17-09, Amending Sections 106-3 and 106-4 De Pere Municipal Code Regarding Licenses and Regarding Health Department Agent Status.

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

14. Ordinance #17-10, Amending Chapter 150 De Pere Municipal Code Regarding Traffic Regulations To Accommodate 2017 De Pere Farmers Market.

Alderperson Crevier asked if the City has received any feedback from residents that use the lot. City Administrator Larry Delo explained that the City put the onus on Definitely De Pere to reach out to the residents and businesses to seek out public opinion on use of the lot for a Farmer's Market.

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

15. Ordinance #17-11, Amending Section 13-10 De Pere Municipal Code Regarding Assessment Deferral For Indigent Persons.

City Attorney Judy Schmidt-Lehman explained that the payment is deferred until the property owner pays or the property is transferred. The applicant has to provide their financial information by application and the Finance Committee will be provided with Federal Poverty Guidelines to make a determination and recommendation to the Common Council.

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

16. Resolution #17-45, Disallowance of Claim (Acuity).

City Attorney Judy Schmidt-Lehman explained negligence law.

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

17. Resolution #17-46, Authorizing Amendment to Agreement With eGov Strategies, LLC.

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

18. Consider location of future bandshell/amphitheater.

Parks Director Marty Kosobucki explained their process of meeting with the City Band, Definitely De Pere and the Celebrate De Pere Committee to provide input. He explained that the Park Board did not feel the Common Council gave enough direction for them to make a decision, and they requested that the item be taken back to the Council for more information. Discussion on the 5 options took place with Park Director Marty Kosobucki, the Common Council, the Mayor and City Administrator Larry Delo. Alderperson Raasch moved, seconded by Alderperson Boyd to remove options #2 and 5 and to keep options #1, 3 and 4 and to keep costs under $125,000. Alderperson Nelson moved, seconded by Alderperson Hansen to put option #5 back in the list of options to consider. Upon vote, motion failed with Alderpersons Nelson and Hansen voting ay. Motion carried 6-2 to remove options #2 and 5 and to keep options #1, 3 and 4 with Alderpersons Nelson and Hansen voting nay.

RESULT:	**ADOPTED [UNANIMOUS]**
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

19. Voucher Approval.

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

20. Operator License Applications.

CITY OF DE PERE
License Committee - June 6, 2017

Previously Tabled Operator License Applications	
1	MATENAER, ALLAN J.
2	MUMBRUE, TROY N.

Temporary Operator License Applications	
1	MASON, PAUL T.

New Operator License Applications	
1	COLLINS, MARA C.
2	FRENCH, HANNAH M.
3	HARRIS, MAXIMILLIAN J.
4	SWIECICHOWSKI, TANYA L.

Alderperson Boyd moved, seconded by Alderperson Carpenter to approve Previously Tabled Operator License Applications #1 and to table Previously Tabled Operator License #2. Upon vote, motion carried unanimously.
Alderperson Boyd moved, seconded by Alderperson Carpenter to approve Temporary Operator License Application #1. Upon vote, motion carried unanimously.
Alderperson Boyd moved, seconded by Alderperson Carpenter to approve Operator License Applications #1-4. Upon vote, motion carried unanimously.

21. Future Agenda Items

Alderperson Jennings requested that the License Committee review the possible implementation of a density ordinance for all alcohol licenses in downtown areas. He also requested discussion of a possible requirement for all Class B licensed establishments to clean around their front and rear entries after closing.

Alderperson Raasch requested an update on the Mulva Center. Mayor Walsh explained that will have to be a joint Common Council and Redevelopment Authority Meeting.

22. Adjournment.

Alderperson Boyd moved, seconded by Alderperson Lueck to adjourn the meeting at 10:07 p.m. Upon vote, motion carried unanimously.

Respectfully submitted,

Shana Ledvina, Clerk-Treasurer

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: **June 20, 2017**

DEPARTMENT: **Plan Commission**

FROM: **Peter Schleinz**

SUBJECT: **Ordinance #17-12, Rezoning Certain Property (Parcels WD-1380, WD-1381, WD-1620, WD-1621, WD-1622, WD-1623, WD-1624, WD-1625 and WD-1626).**

On May 22, 2017, Plan Commission recommended approval of the above referenced rezoning by a vote of 5-0.

This rezoning request is related to a proposed Zoning Code text revision for the I-B-2 District that will be reviewed by the Common Council at tonight's meeting. Although presented as two separate items, both proposals should be considered when Common Council reviews the rezoning petition.

ATTACHMENTS:

- Ord17-12 (DOCX)
- Public Hearing Notice - Rezoning (DOCX)
- Report to Plan Commission - Rezoning Nine Parcels near American CT(DOCX)
- Application Form (PDF)
- Adjacent Owner Pre-PC Letter(DOCX)

ORDINANCE #17-12

REZONING CERTAIN PROPERTY
(Parcels WD-1380, WD-1381, WD-1620, WD-1621, WD-1622,
WD-1623, WD-1624, WD-1625 and WD-1626)

WHEREAS, the Common Council of the City of De Pere, having reviewed the recommendation of the City Plan Commission regarding the proposed change in zoning classification for the properties described below and having scheduled a public hearing then to be decided by the Common Council; and

WHEREAS, the City Clerk-Treasurer, having published a Class 2 Notice of Public Hearing regarding such proposed zoning change and, pursuant thereto, a public hearing having been held on the 20th day of June, 2017 at 7:35 p.m. and the Common Council having heard all interested parties or their agents and attorneys;

NOW, THEREFORE, the Common Council of the City of De Pere, Wisconsin, do ordain as follows:

Section 1. The following described property:

Parcel WD-1380 (2200 American Boulevard)
Lot 15 and Part of Lot 14 described in Document Number 2132734, Southbridge Business Park First Addition, in the City of De Pere, West Side of Fox River, Brown County, Wisconsin.

Parcel WD-1381 (2150 American Boulevard)
Lot 16 and Part of Lot 1described in Document Number 2081276, Southbridge Business Park First Addition, in the City of De Pere, West Side of Fox River, Brown County, Wisconsin.

Parcel WD-1620 (1513 American Court)
Lot 17, Southbridge Business Park Second Addition, in the City of De Pere, West Side of Fox River, Brown County, Wisconsin.

Parcel WD-1621 (1525 American Court)
Lot 18, Southbridge Business Park Second Addition, in the City of De Pere, West Side of Fox River, Brown County, Wisconsin.

Parcel WD-1622 (1537 American Court)
Lot 19, Southbridge Business Park Second Addition, in the City of De Pere, West Side of Fox River, Brown County, Wisconsin.

Parcel WD-1623 (1549 American Court)
Lot 20, Southbridge Business Park Second Addition, in the City of De Pere, West Side of Fox River, Brown County, Wisconsin.

Parcel WD-1624 (1560 American Court)
Lot 21, Southbridge Business Park Second Addition, in the City of De Pere, West Side of Fox River, Brown County, Wisconsin.

Parcel WD-1625 (1548 American Court)
Lot 22, Southbridge Business Park Second Addition, in the City of De Pere, West Side of Fox River, Brown County, Wisconsin.

Parcel WD-1626 (1512-1536 American Court)
Lot 23, Southbridge Business Park Second Addition, in the City of De Pere, West Side of Fox River, Brown County, Wisconsin.

shall be and the same is hereby rezoned from the present zoning classification of C-EO-2, Corporate Executive Office District 2, to I-B-2, Industrial Business Park 2 District, as set forth in and regulated by the provisions of §14-52 of the De Pere Zoning Code, conditioned upon compliance with the provisions of Chapter 14, De Pere Municipal Code.

Section 2. The Clerk-Treasurer is directed to amend the City of De Pere Zoning Map in conformity with the provisions of this ordinance.

Section 3. All other ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall take effect upon its passage and publication according to law.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 20th day of June, 2017.

APPROVED:

____
Michael J. Walsh, Mayor

ATTEST:

____
Shana D. Ledvina, Clerk-Treasurer

Ayes:_____
Nays:_____
Board/Committee Approval: 5/22/17
Publication Date: __________________
Effective Date: _____________

Publish: June 1 and June 8, 2017 in the Green Bay Press-Gazette (Class 2 Notice)

NOTICE OF PUBLIC HEARING

Notice is Hereby given, that on **Tuesday, June 20, 2017** at 7:35 PM or as soon thereafter as can be heard in the Council Chambers of the De Pere City Hall, 335 S. Broadway St, De Pere, WI, a public hearing will be held by the Common Council of the City of De Pere to act on the rezone request for the following properties:

Rezoning of Parcels WD-1380, WD-1381, WD-1620, WD-1621, WD-1622, WD-1623, WD-1624, WD-1625, & WD-1626 (adjacent to American CT) from C-EO-2 (Corporate Executive Office District 2) to I-B-2 (Industrial Business 2).

A map of the proposed rezoning is available at the City of De Pere Economic Development & Planning Department, 335 S. Broadway St., De Pere, WI 54115.

Dated this 1st day of June, 2017.

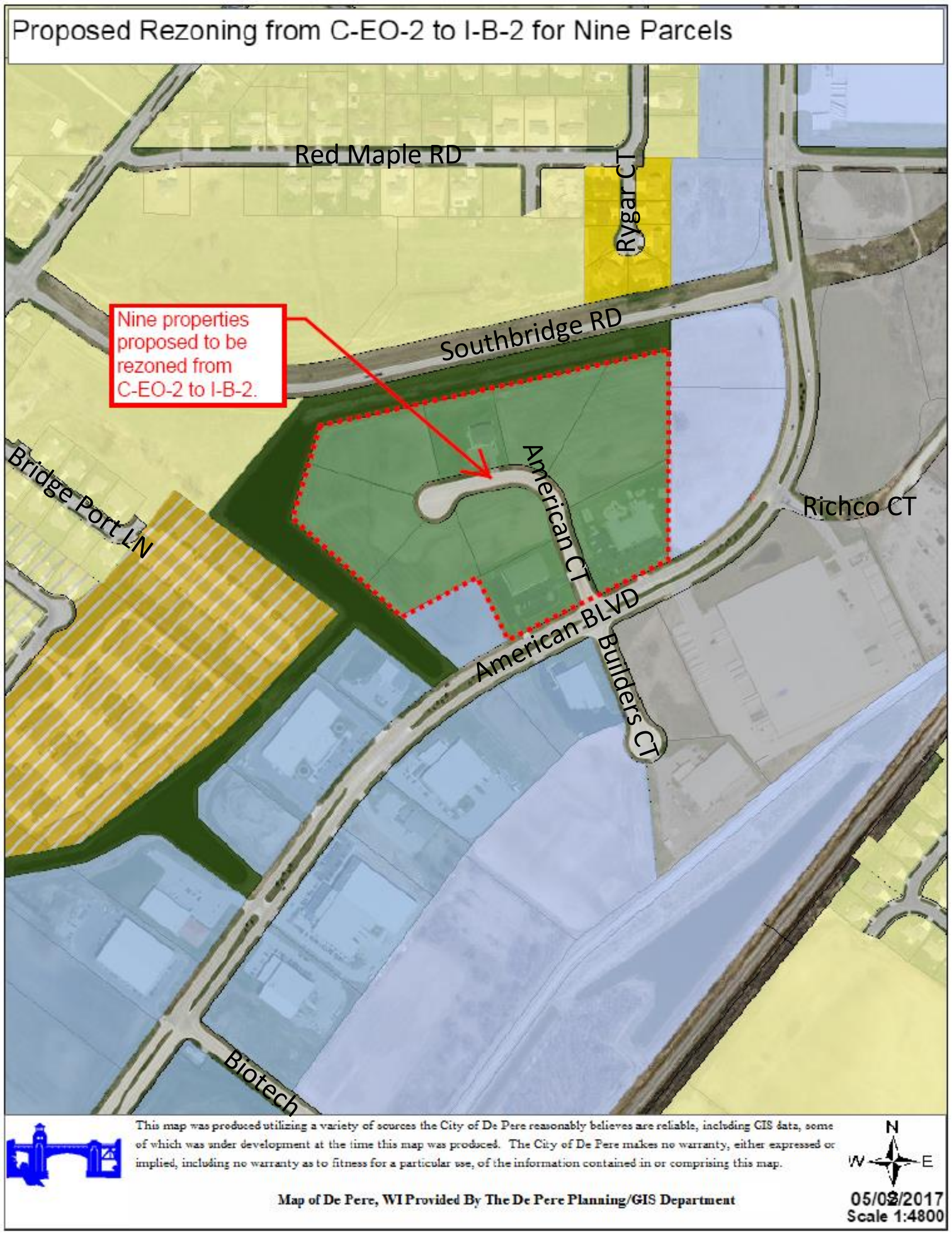
BY ORDER OF THE COMMON COUNCIL

Michael J. Walsh
Mayor

Shana D. Ledvina
City Clerk-Treasurer

ITEM 6: **Recommendation regarding a rezoning request from C-EO-2 (Corporate Executive Office District 2) to I-B-2 (Industrial Business 2 District) for nine parcels that are adjacent to American Court (Parcels WD-1380, WD-1381, WD-1620, WD-1621, WD-1622, WD-1623, WD-1624, WD-1625, WD-1626). Submitted by the City of De Pere.***

SITE MAP



REQUESTED ACTION: Rezoning Request.

Rezone nine parcels from C-EO-2 (Corporate-Executive Office District-2) to I-B-2 (Industrial-Business-2 District).

COMMON DESCRIPTION: Area of 1500 BLK American Court, including lots that are north of the American Court and American Boulevard intersection.

PARCEL NUMBERS:	WD-1380, WD-1381, WD-1620, WD-1621, WD-1622, WD-1623, WD-1624, WD-1625, WD-1626
EXISTING ZONING:	C-EO-2 (Corporate-Executive Office District-2)
PROPOSED ZONING:	I-B-2 (Industrial-Business-2)
SURROUNDING LAND USES:	Storm water management, right-of-way, and vacant/developed residential to the north. Vacant/developed industrial and business to the south and east. Storm water management, industrial/business and residential to the west.
COMPREHENSIVE PLAN:	Business park
APPLICANT NAME:	City of De Pere

SITE HISTORY:

The subject cul-de-sac has been zoned C-EO-2 since year 2000. The area was created for offices when traditional development included having a warehouse in one location and a "headquarters" in another. In the years that followed the C-EO-2 District remained empty, less three lots, because most businesses and warehouses built their offices onsite.

In recent years, requests for smaller business and industrial lots increased. The zoning on the American Court cul-de-sac limits what can be built, potentially preventing some developments from seeking De Pere even though the City's specific design standards could be met.

In order to align with current market trends and to increase development opportunities, staff proposes to rezone the C-EO-2 District properties to the I-B-2 District.

Staff will also be proposing a small Zoning Code text amendment at the May 22, 2017 Plan Commission meeting to allow all permitted uses in the C-EO District to be allowed in the I-B-2 District, so as not to inhibit the future abilities of the three existing businesses on American Court.

REVIEW:

When reviewing a rezoning request, staff considers the future land use recommendation of the Comprehensive Plan, surrounding land uses and desired development patterns. The Future Land Use Map of the Comprehensive Plan identifies this, and most of the West Industrial Park as 'Business Park.' The zoning in this category ranges from I-3 to C-EO. Therefore, a rezoning to I-B-2 is consistent with the Comprehensive Plan. The proposed rezoning also is consistent and complimentary of surrounding land uses, including matching existing uses south and southwest and being similar to uses to the east and northeast.

C-EO-2 and I-B-2 are very similar zoning districts as related to setbacks and bulk requirements. One key difference to note, however, is a 100' frontage requirement in C-EO-2 versus a 150' frontage requirement in I-B-2. Some of the lots on the cul-de-sac have less than 150 feet of frontage along the right-of-way line. On cul-de-sac lots, however, frontage can be measured from the setback instead of the right-of-way.

The Design and Materials section also differentiates between the two districts as related to where metal siding can be used on a building. By rezoning the property to I-B-2, future developments will need to comply with the I-B-2 requirements rather than the C-EO-2 requirements.

Overall, the proposed rezoning will provide additional development flexibility for the remaining lots while not negatively impacting the three businesses that operate there today.

For rezoning petitions, the Plan Commission recommends approval, rejection, or approval with modifications. If approved by Plan Commission, a Common Council public hearing and final review is expected to be held on June 20, 2017.

STAFF RECOMMENDATION: Staff recommends APPROVAL of the rezoning petition subject to the following:

1. Meet all state and local regulations.

	CITY OF DE PERE **APPLICATION FOR REZONING**	**Fee:** ~~$ 305.00~~ **Receipt #:** Not Applicable **Date:** 08 May 2017

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

SECTION 1: Applicant / Permittee Information

Applicant Name (Ind., Org. or Entity) City of De Pere	Authorized Representative Peter Schleinz	Title City Planner	
Mailing Address 335 S. Broadway Street	City De Pere	State WI	ZIP Code 54115
Email Address pschleinz@mail.de-pere.org	Phone Number (incl. area code) 920.339.4043 x2	Fax Number (incl. area code) 920.330.9491	

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

Name (Ind. Org. or Entity) City of De Pere	Contact Person Peter Schleinz	Title City Planner	
Mailing Address 335 S. Broadway Street	City De Pere	State WI	ZIP Code 54115
Email Address pschleinz@mail.de-pere.org	Phone Number (incl. area code) 920.339.4043 x2	Fax Number (incl. area code) 920.330.9491	

SECTION 3: Project or Site Location

Project Address/Description Rezoning nine lots, adjacent to American Court, from C-EO-2 to I-B-2.	Parcel Number(s): WD-1380, WD-1381, WD-1620, WD

SECTION 4: Proposed Rezoning Use

Existing Zoning:	C-EO-2		
Proposed Zoning:	I-B-2		
Adjacent Zoning: North Storm water, ROW, residentia	Adjacent Zoning: South Industrial and Business	Adjacent Zoning: West Storm water, Industrial/Busine	Adjacent Zoning: East Industrial and Business
Present Use of Parcel	Three lots developed Business/Industrial, and 6 lots vacant.		
Proposed Use of Parcel	Allows options for development of 6 vacant lots.		

SECTION 5: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print) Peter Schleinz	Title City Planner	Phone Number 920.339.4043 x2
Signature of Applicant Peter Schleinz		Date Signed 08 May 2017

Attached additional sheets if necessary.

Attachment: Application Form (5851 : Ord #17-12, Rezoning Certain Property (WD-1380 &1381, WD-1620, -1621, -1622, 1623, -1624, 1625 & 1626)

CITY OF DE PERE

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

May 9, 2017

RE: Proposed rezoning for nine properties located adjacent to American Court in the City of De Pere
(Parcels WD-1380, WD-1381, WD-1620, WD-1621, WD-1622, WD-1623, WD-1624, WD-1625, WD-1626)

Dear Property Owner:

This mailing has been sent to inform you that the City of De Pere made a rezoning request for property that is adjacent to American Court, located north from American Boulevard (see map on the back of this letter). The rezoning request will be reviewed by the City of De Pere Plan Commission on **Monday, May 22, 2017 at 7:00 pm.** Also, a City Council (Public Hearing) meeting regarding this request will take place on Tuesday, June 20, 2017 at 7:30 pm.

Both meetings will be located in the Council Chambers on the second floor of De Pere City Hall. Copies of the meeting agendas will be available on the City of De Pere webpage at http://www.de-pere.org/ a few days before each meeting.

The purpose for the rezoning request is to change C-EO-2 (Corporate-Executive Office District-2) on American Court to I-B-2 (Industrial-Business-2 District) in order to simplify zoning categories in the business park. The change is proposed because the two zoning categories are very similar and the C-EO-2 District is no longer needed. The following proposed parcels are under consideration:

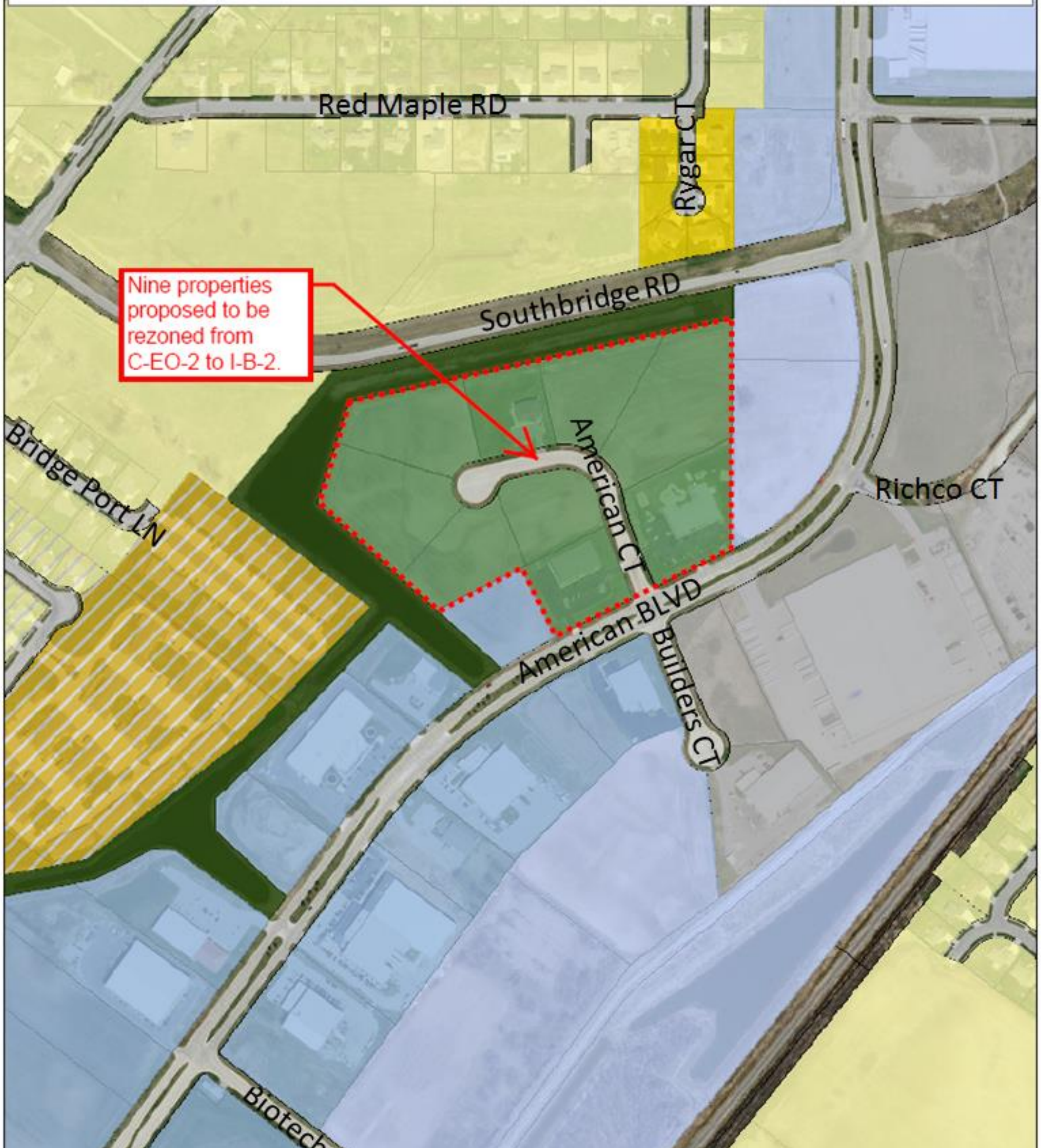
- Rezoning Parcels WD-1380, WD-1381, WD-1620, WD-1621, WD-1622, WD-1623, WD-1624, WD-1625, and WD-1626 from C-EO-2 District to I-B-2 District.

You are welcome to attend the meetings to learn about the proposal and to provide comments. If you have any additional questions or comments regarding the proposal, or if hard copies of the meeting agendas are desired, contact me at (920) 339-4043 or pschleinz@mail.de-pere.org.

Respectfully,

Peter Schleinz
City Planner

Proposed Rezoning from C-EO-2 to I-B-2 for Nine Parcels



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

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05/02/2017
Scale 1:4800

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: **June 20, 2017**

DEPARTMENT: **Plan Commission**

FROM: **Peter Schleinz**

SUBJECT: **Ordinance #17-13, Amending Section 14-52 De Pere Municipal Code Regarding I-B-2, Industrial-Business-2 District Zoning.**

On May 22, 2017 Plan Commission recommended approval of the above Zoning Code text revision by a vote of 5-0.

This Zoning Code text revision is related to a proposed rezoning request, for an area of C-EO-2 District to change to I-B-2 District, that will be reviewed by the Common Council at tonight's meeting. Although presented as two separate items, both proposals should be considered when Common Council reviews the Zoning Code text revision.

ATTACHMENTS:

- Ord17-13 (DOCX)
- 14_52.___I_B_2__Industrial_Business_2_District.-redlined (PDF)
- Public Hearing Notice - Revision to Zoning Code 14-52 (DOCX)
- Zoning Code 14-52 Revision for I-B-2 District- Plan Commission Report (DOCX)

ORDINANCE #17-13

AMENDING SECTION 14-52 DE PERE MUNICIPAL CODE
REGARDING I-B-2, INDUSTRIAL-BUSINESS-2 DISTRICT ZONING

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

<u>Section 1:</u> Sec. 14-52(1) *Permitted uses.*, is hereby amended by adding a new paragraph (a): "(a) Any use permitted in the C-EO District.", with all subsequent paragraphs re-lettered accordingly;

<u>Section 2:</u> Sec. 14-52(2) *Conditional uses.*, is hereby amended by deleting paragraph (a) and all subsequent paragraphs being re-lettered accordingly.

<u>Section 3:</u> All ordinances or parts of ordinances in conflict herewith are hereby repealed.

<u>Section 4:</u> This ordinance shall take effect upon its passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this <u>20th</u> day of <u>June</u>, 2017.

APPROVED:

____
Michael J. Walsh, Mayor

ATTEST:

____
Shana D. Ledvina, Clerk-Treasurer

Ayes:______
Nays:______
Board/Committee Approval: <u>05/22/17</u>
Publication Date: ________________
Effective Date: __________________

14-52. - I-B-2, Industrial-Business-2 District.

The purpose of this district is to provide a special and exclusive area designated to accommodate office and industrial activities which require small parcels (minimum lot size of one (1) acre) of land and are compatible with the use and occupancy of adjoining properties and which, by their character, are found not to be obnoxious, unhealthy or offensive by reason of potential emissions or transmission of noise, vibration, smoke, dust, odors, heat, or toxic or noxious matter.

(1) *Permitted uses.* Any of the following uses provided they are found not to be obnoxious, unhealthy or offensive by reason of potential emissions or transmission of noise, vibration, smoke, dust, odor, heat, or toxic or noxious matter.

(a) Any use permitted in the C-EO District.

(b) Manufacturing facilities as defined in the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and Budget, 1987 edition.

(c~~b~~) Assembly plants.

(d~~c~~) Laboratories.

(e~~d~~) Distribution centers.

(f~~e~~) Wholesaling of merchandise when incidental to a permitted use.

(g~~f~~) Accessory uses, including offices, cafeterias, and display areas justified as to need by the developer and approved by the Plan Commission.

(2) *Conditional uses.*

~~(a) Any use permitted in the C-EO District and other similar compatible Corporate/Executive Office uses.~~

(a~~b~~) Day care centers complimentary to businesses and industries located in the De Pere Business Park.

(b~~c~~) Health services, specifically industry group numbers 801, 802, 803, and 804.

(3) *Prohibited uses.* Those uses prohibited in the I-B-1 District are specifically prohibited.

(4) *Density.*

(a) Minimum Lot Size: 1 acre (43,560 square feet).

(b) Minimum Frontage: 150 feet.

(c) Minimum Building Gross Floor Area: 5,000 square feet.

(d) Maximum Floor Area Ratio: 0.5.

(5) *Setbacks.*

(a) Front - 40 feet.

(b) Side - 25 feet.

(c) Rear - 25 feet.

(d) Corner Side - 40 feet.

(6) *Required setbacks, unoccupied.* All required side yard setback areas shall be open and unoccupied by structures of any kind or open storage of materials, except for landscaping and landscaping structures, including walls and identity signs when incorporated as a landscape feature, entrance ways, and flagpoles.

(7) *Maximum height.* The maximum height of buildings shall be reviewed with consideration given to the following:

(a) Adequate air and light to adjacent properties.

(b) The potential for damage to adjacent properties.

(c) Consistency with the heights of adjacent development.

(8) *Other requirements.* Site and landscaping plan procedures, building and performance standards, fencing, lighting, off-street parking, off-street loading, and other applicable regulations as required by Section 14-60, De Pere Municipal Code (Development and Design Standards in Certain Districts).

Publish: June 1 and June 8, 2017 in the Green Bay Press-Gazette (Class 2 Notice)

NOTICE OF PUBLIC HEARING

Notice is Hereby given, that on **Tuesday, June 20, 2017** at 7:35 PM or as soon thereafter as can be heard in the Council Chambers of the De Pere City Hall, 335 S. Broadway St, De Pere, WI, a public hearing will be held by the Common Council of the City of De Pere to act on the revision of Zoning Code 14-52(1) & 14-52(2) in order to allow permitted uses in the C-EO District to be permitted uses in the I-B-2 District.

A sample of the proposed revision is available at the City of De Pere Economic Development & Planning Department, 335 S. Broadway St., De Pere, WI 54115.

Dated this 1st day of June, 2017.

BY ORDER OF THE COMMON COUNCIL

Michael J. Walsh
Mayor

Shana D. Ledvina
City Clerk-Treasurer

ITEM 7: Recommendation regarding a proposed revision to Zoning Code 14-52 to allow permitted uses and conditional uses in C-EO (Corporate-Executive Office District) to also be permitted uses and conditional uses in I-B-2 (Industrial-Business-2 District). Submitted by the City of De Pere.*

REQUESTED ACTION: Revision to Zoning Code 14-52.

In order to provide consistency between I-B-1 and I-B-2, and to best accommodate a rezoning for nine parcels from C-EO-2 to I-B-2, a revision to the Zoning Code has been proposed to allow all permitted uses in C-EO to also be permitted uses in I-B-2.

APPLICANT: City of De Pere

STAFF REVIEW: Currently, all uses permitted in the C-EO (Corporate-Executive Office District) are also permitted in the I-B-1 (Industrial-Business-1 District). However, uses permitted in C-EO are only allowed as conditional uses in the I-B-2 (Industrial-Business-2 District). The Code does not include standards or conditions that explain why the uses are different between two very similar zoning districts.

Staff reviewed this section of Code in detail while preparing a rezoning request for nine lots, adjacent to American Court, from C-EO-2 (Corporate-Executive Office District-2) to I-B-2 (Industrial-Business-2 District). With the rezoning, there no longer will be any parcels in the City with C-EO-2 zoning.

Of the nine lots proposed for rezoning, three privately owned lots are developed and six City owned lots are vacant. All developed lots are already allowed in the C-EO, the C-EO-2, or the I-B-2 zoning categories as either a permitted use or a conditional use. Required site plan approvals for the permitted uses and conditional uses are on file with the City.

To provide consistency in the Code, and to ensure there are no long-term development and expansion concerns for the developed and vacant lots, staff proposes the following revisions to Zoning Code 14-52 in order for all permitted uses in the C-EO District and C-EO-2 District to also be permitted in the I-B-2 District:

- **Change** 14-52(1)(a) through (f) to be 14-52(1)(b) through (g).
- **Add new** "14-52(1)(a) Any use permitted in the C-EO District."
- **Delete** 14-52(2)(a).
- **Change** 14-52(2)(b) through (c) to be (a) through (b).

For revisions to zoning codes, the Plan Commission recommends approval, rejection, or approval with modifications. If approved by Plan Commission, a Common Council public hearing and final review is expected to be held on June 20, 2017.

STAFF RECOMMENDATION: Staff recommends APPROVAL of the above revisions to Zoning Code 14-52 and forwarding the revision to the Common Council for final approval.

ZONING CODE 14-50(a). – C-EO-2, Corporate-Executive Office District-2

The purpose of this district is to provide for small scale office development in an elite campus-type environment. This district may serve to complement industrial land uses or it can stand by itself in the form of an office park or large individual concern engaged in office oriented activity.

A. *Uses.* It is not the intent of this ordinance to limit the type of office development in this district but to establish a desired image or character. Uses and their respective building type which are typical of office park developments is the desired image of this district. Uses that require extensive truck loading, parking or servicing will not be allowed. Any proposed development must be reviewed pursuant to the requirements contained in Section 14-60 (Development and Design Standards in Certain Districts).

B. *Permitted uses.*

(a) Any use permitted in the C-EO District

C. *Conditional uses.*

(a) Any permitted uses permitted in the C-EO District

D. *Density.*

(a) Minimum Lot Size - 1 acre (43,560 square feet)

(b) Minimum Frontage - 100 feet

(c) Maximum Floor Area Ratio (F.A.R.) - 0.5

E. *Setbacks.*

(a) Front - 40 feet

(b) Rear - 25 feet

(c) Side - 25 feet

(d) Corner Side - 40 feet

F. *Minimum building gross floor area:* 15,000 square feet

G. *Required setbacks, unoccupied.* All required side yard setback areas shall be open and unoccupied by structures of any kind or open storage of materials except for landscaping and landscaping structures; including walls and identity signs when incorporated as a landscape feature, entrance ways, landscaped parking areas and flagpoles

H. *Maximum height.* The maximum height of building shall be no more than one story or 15 feet

I. *Other requirements.*

(a) Site and landscaping plan procedures, fencing, lighting, off-street parking, off-street loading, and other applicable regulations as required by Section 14-60 (Development and Design Standards in Certain Districts)

(b) Building exteriors shall be one of the following:

1. Hard burned clay brick color and texture to be approved

2. Concrete masonry. Units shall be those generally described by the National Concrete Masonry Association as "customized architectural concrete masonry units" or shall be broken faced brick type units with marble aggregate or split face or broke off concrete block. There shall be no exposed concrete block on the

exterior of any building. Any concrete masonry units that have a gray cement color shall be coated

3. Concrete may be poured in place, tilt-up or pre-cast. Poured in place and tilt-up walls shall have a finish of stone, a texture or a coating. Textured finishes, except in special cases, shall be coated. Pre-cast units which are not uniform in color must be coated. Coating shall be an approved cementitious or epoxy type with a ten (10) year minimum life expectancy

4. Natural stone

5. Glass curtain walls

6. Other materials approved by the City Plan Commission

7. The building exterior requirements of this district are intended to be minimum requirements and more stringent requirements may be imposed by the Plan Commission, taking into consideration public interests; such as coordinating a consistent appearance and quality of construction with adjacent structures, the size of the proposed structure, the topography of the site, and the proximity of the structure to the public right-of-way.

(Ord. No. 00-10, § 1, 6-6-2000)

[REVISIONS REDLINED] ZONING CODE 14-52. – I-B-2, Industrial Business District

The purpose of this district is to provide a special and exclusive area designated to accommodate office and industrial activities which require small parcels (minimum lot size of one (1) acre) of land and are compatible with the use and occupancy of adjoining properties and which, by their character, are found not to be obnoxious, unhealthy or offensive by reason of potential emissions or transmission of noise, vibration, smoke, dust, odors, heat, or toxic or noxious matter.

(1) *Permitted uses.* Any of the following uses provided they are found not to be obnoxious, unhealthy or offensive by reason of potential emissions or transmission of noise, vibration, smoke, dust, odor, heat, or toxic or noxious matter.

(a) Any use permitted in the C-EO District.

(b) ~~(a)~~ Manufacturing facilities as defined in the Standard Industrial Classification Manual issued by the Executive Office of the President, Office of Management and Budget, 1987 edition.

(c) ~~(b)~~ Assembly plants.

(d) ~~(c)~~ Laboratories.

(e) ~~(d)~~ Distribution centers.

(f) ~~(e)~~ Wholesaling of merchandise when incidental to a permitted use.

(g) ~~(f)~~ Accessory uses, including offices, cafeterias, and display areas justified as to need by the developer and approved by the Plan Commission.

(2) *Conditional uses.*

~~(a) Any use permitted in the C-EO District and other similar compatible Corporate/Executive Office uses.~~

(a) ~~(b)~~ Day care centers complimentary to businesses and industries located in the De Pere Business Park.

(b) ~~(c)~~ Health services, specifically industry group numbers 801, 802, 803, and 804.

(3) *Prohibited uses.* Those uses prohibited in the I-B-1 District are specifically prohibited.

(4) *Density.*

(a) Minimum Lot Size: 1 acre (43,560 square feet).

(b) Minimum Frontage: 150 feet.

(c) Minimum Building Gross Floor Area: 5,000 square feet.

(d) Maximum Floor Area Ratio: 0.5.

(5) *Setbacks.*

(a) Front - 40 feet.

(b) Side - 25 feet.

(c) Rear - 25 feet.

(d) Corner Side - 40 feet.

(6) *Required setbacks, unoccupied.* All required side yard setback areas shall be open and unoccupied by structures of any kind or open storage of materials, except for landscaping and landscaping structures, including walls and identity signs when incorporated as a landscape feature, entrance ways, and flagpoles.

(7) *Maximum height.* The maximum height of buildings shall be reviewed with consideration given to the following:

(a) Adequate air and light to adjacent properties.

(b) The potential for damage to adjacent properties.

(c) Consistency with the heights of adjacent development.

(8) *Other requirements.* Site and landscaping plan procedures, building and performance standards, fencing, lighting, off-street parking, off-street loading, and other applicable regulations as required by Section 14-60, De Pere Municipal Code (Development and Design Standards in Certain Districts).

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: **June 20, 2017**

DEPARTMENT: **City Clerk-Treasurer**

FROM: **Shana Ledvina**

SUBJECT: **Resolution #17-47, Authorizing Deferment of Sidewalk Repair Expenses (Parcel WD-106-2).**

ATTACHMENTS:

- Reso17-47 (DOCX)
- Mayor-FP-Sidewalk repair deferral memo (DOCX)

RESOLUTION #17-47

AUTHORIZING DEFERMENT OF SIDEWALK REPAIR EXPENSES
(Parcel WD-106-2)

WHEREAS, Mindy Millar ("Property Owner"), the record title holder to the single-family real property located at 916 Grant Street (Parcel WD-106-2) received an Order of the Board of Public Works dated May 12, 2017 (copy attached), requiring that sidewalk repairs be made, with an estimated cost of $731.54 for said repairs; and

WHEREAS, the Property Owner has requested a deferment of such repair expenses based upon inability to pay for the same, as permitted under Section 13-10 De Pere Municipal Code (DPMC); and

WHEREAS, the Finance/Personnel Committee has reviewed such request, including reviewing confidential details of the Property owner's financial status as required under Section 13-10 DPMC, which has determined that the Property Owner meets the criteria in said ordinance for deferment of such expenses; and

WHEREAS, the Finance/Personnel Committee recommends the Council grant the property owner the requested deferment of the sidewalk repair expenses upon the terms and conditions of Section 13-10 DPMC.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

> The Common Council hereby grants the Property Owner a deferment of the sidewalk repair expenses which shall be incurred under the Order of the Board of Public Works dated May 12, 2017.

BE IT FURTHER RESOLVED THAT:

> Upon completion of the required sidewalk repairs by the City's authorized contractor, the City Clerk-Treasurer is authorized and directed to pay said contractor all such repair expenses as are reasonably incurred for such property.

BE IT FURTHER RESOLVED THAT:

The Clerk-Treasurer is further authorized and directed to record a copy of this resolution, together with a statement of the amount of expenses and date paid, together with a description of the property, certified by the Clerk-Treasurer, with the Brown County Register of Deeds.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 20th day of June, 2017.

APPROVED:

____
Michael J. Walsh, Mayor

ATTEST:

____
Shana D. Ledvina, Clerk-Treasurer

Ayes:________
Nays:________
Board/Committee Approval: 06/13/17

MEMORANDUM

TO: Mayor Michael J. Walsh
Finance/Personnel Committee Members

FROM: Judith Schmidt-Lehman, City Attorney

DATE: June 13, 2017

RE: Request for Deferral of Sidewalk Repair Expenses

As you are aware, the Common Council amended the deferral of special assessments under Section 13-10 De Pere Municipal Code (DPMC) to include sidewalk repair expenses.

The City received an application for deferral of expenses from Mindy Millar, who recently received an Order of the Board of Public Works to repair sidewalk adjacent to her property. Under Section 13-10 DPMC, the financial information of the requestor must remain confidential. Therefore, this item is scheduled to be discussed in closed session at the Committee meeting. Any action taken on the request would then be reported out in open session.

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

JSL

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 20, 2017**
DEPARTMENT:	**Public Works**
FROM:	**Eric Rakers**
SUBJECT:	**Resolution #17-48, Authorizing Purchase of Parcel WD-207-2-1.**

The Board of Public Works at the June 12, 2017 meeting approved the purchase of Parcel WD-207-2 for $201 to maintain access to the City storm sewer.

The City of De Pere has been approached by Brown County to purchase parcel WD-207-2-1 in western De Pere. When Brown County went to auction this parcel, the only interested bid came in from a person owning an empty lot in San Diego, CA. The concern Brown County has is that this lot could become a nuisance for the City if the County accepted the bid. Brown County does not have to accept the bid from San Diego and has given the City one month to decide if they would like to purchase this parcel.

The City is interested in acquiring this parcel to provide access to maintain a 42-inch storm sewer main that runs east-west through the parcel to the City owned pond located at WD-364-D-540 on Scheuring Road. Future storm water treatment facilities could also be located on this parcel if needed.

Mark Soderlund, the owner of the office building at 785 Scheuring Road is also potentially interested in purchasing this parcel and then subdividing the property with each of the abutting property owners. If Mr. Soderlund does indeed purchase this property the City would pursue acquiring an easement to access and maintain the City storm sewer located on this property.

ATTACHMENTS:

- Reso17-48 (DOCX)
- Map-WD-207-2-1 (PDF)

RESOLUTION #17-48

AUTHORIZING PURCHASE OF
PARCEL WD-207-2-1 FROM BROWN COUNTY

WHEREAS, Brown County acquired Parcel WD-207-2-1, located in the City of De Pere, through property tax foreclosure, and has offered to sell said parcel to the City for the price of $201.00; and

WHEREAS, De Pere property developer, Mark Soderlund, the developer of the property adjacent to the northerly edge of Parcel WD-207-2-1, has also expressed interest in acquiring Parcel WD-207-2-1, for the purpose of subdividing said parcel among the abutting property owners; and

WHEREAS, the Council finds, should Mark Soderlund (or an LLC of which Mark Soderlund is its managing member) not purchase Parcel WD-207-2-1, that it is in the public interest to acquire this parcel from Brown County in order to use the same for storm water drainage purposes and to assure the same is properly maintained; and

WHEREAS, this matter has been reviewed by the Board of Public Works, which recommends approval of such purpose upon the terms described herein.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

> If not purchased earlier by Mark Soderlund (or an LLC of which Mark Soderlund is its managing member), the City Clerk-Treasurer is authorized and directed to draft a check payable to Brown County in the amount of $201.00, plus deed recording fees of $30, and to transmit the same to the Brown County Treasurer in exchange for a Quit Claim Deed in favor of the City for Parcel WD-207-2-1.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 20th day of June, 2017.

APPROVED:

____
Michael J. Walsh, Mayor

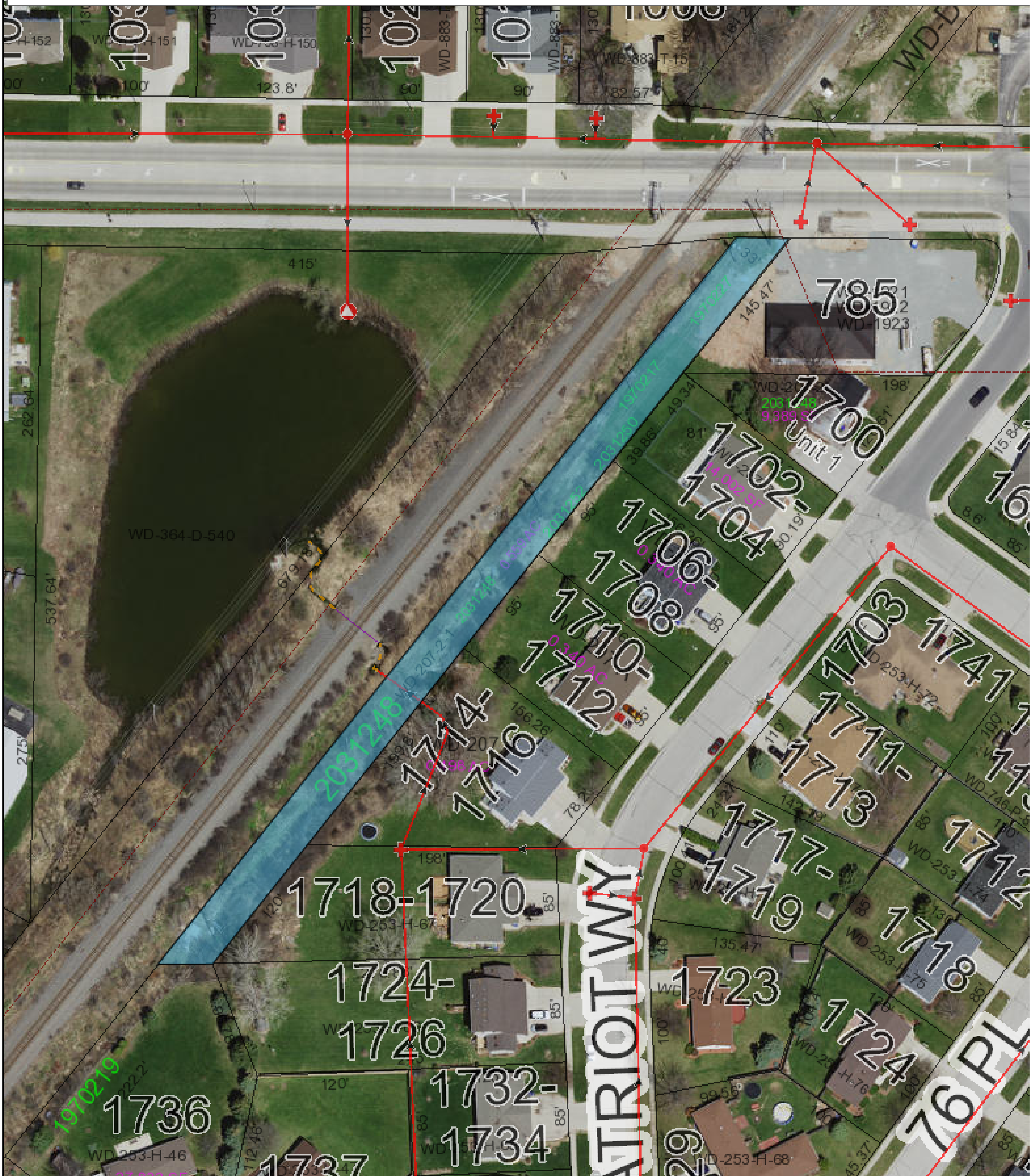
ATTEST:

____
Shana D. Ledvina, Clerk-Treasurer

Ayes:______

Nays:______

Parcel WD-207-2-1



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

06/09/2017

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: **June 20, 2017**

DEPARTMENT: **Human Resources**

FROM: **Shannon Metzler**

SUBJECT: **Resolution #17-49, Authorizing Workforce Innovation & Opportunity Act Work Experience Worksite Agreement with Bay Area Workforce Development Board.**

ATTACHMENTS:

- Reso17-49 (DOCX)
- Memo to Finance about the program (DOCX)
- WE Worksite Agreement (DOCX)

RESOLUTION #17-49

AUTHORIZING WORKFORCE INNOVATION & OPPORTUNITY ACT WORK EXPERIENCE WORKSITE AGREEMENT WITH BAY AREA WORKFORCE DEVELOPMENT BOARD

WHEREAS, the Bay Area Workforce Development Board, through the Workforce Innovation & Opportunity Act (WIOA), currently offers a Work Experience Program for young adults ages 16-24 to assist participants in achieving educational and occupational goals by providing the opportunity for career exploration, educational attainment support and skills training; and

WHEREAS, the City is interested in entering into an Agreement with Bay Area Workforce Development Board to participate in the program as a host worksite in order to provide the opportunity for participants to explore a traditional work experience in a field of interest.

NOW THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Clerk-Treasurer are authorized and directed to execute the Bay Area Workforce Development Board WIOA Work Experience Worksite Agreement, subject to changes as deemed necessary by the City Attorney.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 20th day of June, 2017.

APPROVED:

____

Michael J. Walsh, Mayor

ATTEST:

____

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____
Nays: _____

Memo City of De Pere

To: Members of the Finance/Personnel Committee
From: Shannon Metzler, Human Resources Director
RE: Recommendation to approve Bay Area Workforce Development Work Experience Program Agreement
Date: June 13, 2017

Note: The Finance/Personnel Committee approved the below at the June 13, 2017 meeting.

The Bay Area Workforce Development Board, through the Workforce Innovation & Opportunity Act (WIOA), offers a Work Experience Program for young adults ages 16-24. The WIOA, which was signed into law on July 22, 2014, has a broad youth vision. The program commits to providing high quality services for youth and young adults beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries and occupations, and culminating with a good job along a career pathway or enrollment in post-secondary education. The program focuses on assisting participants in achieving academic and occupational goals. Participants in the program are typically disadvantaged youth that may be low income, English language learner, pregnant or parenting, basic skills deficient, or has had a conviction with the juvenile or adult justice system. There are about 500 participants in the program, 60-80 of which are in Brown County.

The portion of the program that the City of De Pere would like to participate in is the traditional work experience. The traditional work experience allows the participant to examine and experience a career in their field of interest on an employer's premises. During the traditional work experience, participants carry out specific tasks and duties, much as an employee would. A typical traditional work experience runs for 200 hours total, however, the specific number of hours can be tailored based on needs of participant and the City. There is currently one participant that is interested in working for the City of De Pere Water Department this summer.

This program has no direct cost to the City. The Bay Area Workforce Development Board assumes all liability for the work experience participant. The Bay Area Workforce Development Board pays the hourly wages of the participant as well as Worker's Compensation insurance. The City would provide a meaningful employment and training experience for the participant.

I am asking for your approval of the agreement to participate in the program. The City Attorney will be making needed amendments to the agreement. Please contact me at 339-4045 if you have questions prior to the meeting.

Bay Area Workforce Development Board

WIOA WORK EXPERIENCE WORKSITE AGREEMENT

This Agreement is made between ______________________________________, (Worksite), the Bay Area Workforce Development Board, and ____________________________ (Participant).

The Worksite Shall:

1. Provide a structured and meaningful worksite and training experience for the Participant.
2. Provide supervision, instruction, training and guidance to the Participant.
3. Provide information to the Participant and program staff regarding the Participant's progress, performance, strengths and weaknesses.
4. Provide informal feedback to the Participant throughout the work experience, and complete a final, written evaluation with participant on or by the end date.
5. Treat the Participant in the same manner as worksite employees.
6. Provide the same benefits and working conditions as similarly employed individuals.
7. Inform the Work Experience Coordinator (Vickie Patterson; vpatterson@bayareawdb.org; 920-431-4108) when a Participant fails to report to work, when problems arise pertaining to the Participant's progress, or when it is apparent that the transfer or termination of the Participant from the worksite is appropriate.
8. Immediately inform the Work Experience Coordinator (Vickie Patterson; vpatterson@bayareawdb.org; 920-431-4108) should the Participant incur any injury while he/she is on the job or in training. An Incident/Injury Report form must be completed and submitted to the Bay Area Workforce Development Board within three (3) days of the incident/injury.
9. Assure that the Participant will not replace any person who would otherwise be hired by the worksite, and assure that the Participant will not perform any task which would be the responsibility of any employee of the worksite now on lay off, affected by a labor dispute, work stoppage or strike.
10. Assure that the Participant's employment does not infringe in any way upon the promotional opportunities of currently employed individuals.
11. Comply with and observe all federal, state and local laws, ordinances and regulations which in any manner affect the worksite or its conduct including child labor laws as appropriate, and the Civil Rights Act of 1964 regarding discrimination against Participants based on their race, color, sex, national origin, age, religion, disability, marital status, pregnancy or childbirth, ancestry, citizenship, sexual orientation, honesty or genetic testing, arrest record, conviction record, membership in the national guard, state defense force or any other reserve component of the military forces of the United States, offender status, political affiliation or belief, or refusal to submit to sexual contact or sexual intercourse.
12. Assure that the participant is not required to join a union as a condition of placement, unless the training involves individuals employed under a collective bargaining agreement containing union security provisions.
13. Receive concurrence from the appropriate Collective Bargaining Representative prior to start of work if applicable.
14. Be responsible for verifying and signing completed timesheets signed by the Participant, in accordance to the schedule outlined in the WIOA Work Experience Guide.
15. Comply with any special conditions or requirements outlined in this Agreement.

16. Limit the Participant to the average number of hours per week for the agreed upon training period, not to exceed the total number of hours indicated in this Worksite Agreement.

17. Assure that the Worksite Supervisor is not a family member of the Participant, or that any family member can control or make a decision about hiring, firing or funding the Participant's worksite Work Experience.

Bay Area Workforce Development Board Shall:

1. Be the employer of record for the Participant for the duration of the work experience.
2. Be responsible for compensating the Participant for work performed and assure that the Participant is covered by Worker's Compensation and liability insurance. (NOTE: Work experience participants are not covered by the Wisconsin Unemployment Insurance Law because they perform services in a program to gain work experience. This is financed in whole or in part by a federal agency or an agency of a state or political subdivision; therefore, no benefits are payable based on work performed for this employer).
3. Be responsible for referring to the worksite only those participants that demonstrate appropriate interests and abilities.
4. Assure, where required by law, that the Participant has met Selective Service registration requirements.
5. Maintain regular contact with the Worksite Supervisor and the Participant in order to evaluate progress and monitor performance.
6. On-site monitoring will be conducted if requested from either party (worksite or participant). This will be determined through regular contact and monitoring, including any indication of this need that is noted on progress report section of timesheet.
7. Provide job counseling and support services to the Participant as appropriate and available.
8. Issue payroll checks according to the payroll process and schedule outlined in the WIOA Work Experience Guide, and assure that the Participant will receive an hourly wage as stated in the Worksite Agreement.
9. Indemnification: BAWDB shall and hereby does agree to indemnify, defend and hold harmless the Worksite, its officers, officials, employees and agents, from and against any loss, liability, claim, obligation, damage, deficiency, cost or expense (including reasonable actual attorneys' fees) resulting from, arising out of or in any way connected with BAWDB, its officers, directors, employees and agents negligent act(s) or omissions(s) or intentional wrongdoing occurring in the course of or performance of this Agreement or occasioned by BAWDB's material breach of any term, condition or provision of this Agreement.

The Participant Shall:

1. Report to the worksite as scheduled by the Worksite Supervisor.
2. Follow work rules and assignments given by the Worksite Supervisor.
3. Comply with all requirements as outlined in this agreement and the WIOA Work Experience Guide.

Bay Area Workforce Development Board

WIOA WORK EXPERIENCE WORKSITE AGREEMENT

All Parties Agree That:

1. No Participant will be involved in political, anti-political, religious, anti-religious activities, or be requested to assist in, promote, or deter union organizing during work hours.
2. All Parties have received a copy of, and will abide by, the WIOA grievance procedure outlined in the WIOA Work Experience Guide.
3. They have received and will abide by the Job Description, which is considered a part of this Agreement.
4. The Participant will receive no payment for activities in which he/she fails to participate without good cause.
5. The Agreement may be terminated as a result of non-performance, or for just cause.
6. The Work Experience training period, the average hours worked per week, and the total number of hours allowable within the Work Experience training period will be adhered to as follows:

Wage (per hour): $_______________ Average Hours (per week): __________

Total Training Period:__________ wks. Total Program Hours:_______________

Start Date: ______________________ End Date: ________________________

Specific items (tools, uniforms, etc.) required:

Item description	Provided by:	
	BAWDB	Worksite

This Agreement may be amended by either of the parties by providing written notification ten (10) days prior to amending.

Signature of Worksite Representative

Name of Company/Organization

Printed Name

Worksite Representatives Title

Date

Signature of Participant

Signature of BAWDB Work Experience Coordinator

Printed Name

Printed Name

Date

Date

Bay Area WDB, serving WIOA Title I, is an Equal Opportunity Service Provider and Employer.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 20, 2017

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Resolution #17-50, Approving Agreement for Consulting Services Between the City of De Pere and GRAEF-USA, Inc. (Aquatic Center Design at VFW Park).

ATTACHMENTS:

- Reso17-50 (DOCX)
- Graef Consultant Agreement(VFW Aquatic Center Design)6-17-151-001-17 (PDF)
- Exhibit A-GRAEF-USA-Consulting Agreement (PDF)
- Exhibit B-GRAEF Consulting Agreement (PDF)

RESOLUTION #17-50

APPROVING AGREEMENT FOR CONSULTING SERVICES BETWEEN
THE CITY OF DE PERE AND GRAEF-USA, INC.
(Aquatic Center Design at VFW Park)

WHEREAS, the City is in need of contracting with an engineering firm to complete the conceptual design plan for an Aquatic Center at VFW Park; and

WHEREAS, GRAEF-USA, Inc. is a multi-discipline engineering firm capable of providing the professional assistance required and is willing to make those services available; and

WHEREAS, the Board of Park Commissioners has reviewed such proposal and recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Clerk-Treasurer are authorized and directed to execute the Agreement for Consulting Services Between the City of De Pere and GRAEF-USA, Inc. (Aquatic Center Design at VFW Park) as is attached hereto.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 20th day of June, 2017.

APPROVED:

____
Michael J. Walsh, Mayor

ATTEST:

____
Shana D. Ledvina, Clerk-Treasurer

Ayes:_____

Nays:_____

AGREEMENT FOR SERVICES BETWEEN THE CITY OF DE PERE AND GRAEF-USA, INC. (Aquatic Center Design at VFW Park)

THIS AGREEMENT made and entered into this ___ day of ________________, 2017, by and between the City of De Pere, a Wisconsin municipal corporation ("City"), and GRAEF-USA, Inc., d/b/a GRAEF, a Wisconsin corporation ("Consultant").

WITNESSETH

WHEREAS, the City is in need of contracting with an engineering firm to complete the design plan for an Aquatic Center at VFW Park by developing three concept options to include size, precise location, types of amenities, capital cost projections, and operating budgets. Following a public input meeting and Park Board presentation, one final concept option shall be presented to the Park Board.

WHEREAS, Consultant has available and offers to provide personnel and professional assistance necessary to accomplish the work required within the requested timeframe.

NOW THEREFORE, City and Consultant agree as follows:

I. DESCRIPTION OF PROJECT

The project is as described in the City Request for Proposals (Exhibit A) and Consultant's Proposal thereto (Exhibit B), both of which are attached hereto and incorporated by reference. If a conflict exists between Exhibit A and Exhibit B, the terms of Exhibit A shall prevail. If there is a conflict between the terms and conditions of Exhibit A and this Agreement, the terms of this Agreement shall prevail.

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

II. SCOPE OF CONSULTING SERVICES

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

III. SCOPE OF CITY SERVICES

City shall provide the Consultant with GIS data and aerial view of the site, along with the existing VFW Park Master Plan. City will e-mail the public participation survey, as well as provide other information concerning the project that may be applicable in the design of the project, as are available.

IV. AUTHORIZATION, PROGRESS, AND COMPLETION

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

V. OWNERSHIP AND FORM OF DOCUMENTS

All documents created, maintained or received during the course of this Agreement, including those in electronic form, shall be deemed the property of City and Consultant shall not be considered the owner of any such document nor shall the Consultant retain any common law, statutory, or other right therein, including copyright, patent, or trademark. To that end, Consultant agrees to and hereby does assign and transfer to City all rights, title, and other interests in such drawings, specifications, or other documents, which rights shall include copyright, trademark, or patent rights therein, unless City fails to pay Consultant for such drawings specifications and other documents, in which case the ownership and all rights shall revert to the Consultant.

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

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

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

VI. CONFIDENTIALITY OF INFORMATION

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

VII. TIME FOR COMPLETION

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

VIII. COMPENSATION

The City agrees to pay, and the Consultant agrees to accept, compensation as identified in Exhibit B. Payment to the Consultant is due within 30 days after receipt of invoice by the City. Compensation for special services shall be as agreed upon by the City and Consultant and set forth in the written authorization for special services.

IX. RESPONSIBILITY OF CONSULTANT

The Consultant is employed to render a professional service only, and any payments made to the Consultant are compensation solely for such services rendered and recommendations made in carrying out the work. The Consultant shall follow the practice of its profession to make findings, opinions, factual presentations, and professional advice and recommendations.

X. NON-DISCRIMINATION/COMPLIANCE WITH STATE AND FEDERAL LAWS

Consultant shall and hereby agrees to comply with all federal and state laws and regulations concerning equal opportunity, affirmative action and fair employment opportunities. Consultant further agrees to comply with all applicable regulations, laws, ordinances, and codes of the State of Wisconsin and City.

XI. INSURANCE

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

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than $1,000,000; with additional umbrella liability insurance coverage for a total of not less than $2,000,000.

2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than $600,000.

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

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

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

XII. ALLOCATION OF RISKS

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

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

XIII. SUBCONTRACTS

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

XIV. ASSIGNMENT

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

XV. INTEGRATION

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

XVI. JURISDICTION

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

XVII. SUSPENSION OF WORK

The City may suspend, in writing, all or a portion of the work under this Agreement in the event unforeseen circumstanced beyond the control of the Contractor make normal progress in the performance of the work impossible. The Consultant may request that the work be suspended by notifying the City, in writing, of circumstances which are interfering with normal progress of the work. If agreed, the time for completion of the work shall be extended by the number of days the work is suspended by Contractor through no fault of Contractor. In the event that the period of suspension exceeds 90 days, the terms of this Agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project in accordance with Article XVIII.

XVIII. TERMINATION OF WORK

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

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

The Consultant shall be compensated for the completed portion of the work on the basis of work actually performed prior to the effective date of termination plus the work required for filing and closing.

XIX. MEDIATION

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

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

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

XX. NOTICES

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

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

<u>If to Consultant</u>:
GRAEF-USA, Inc.
Attn: Patrick J. Skalecki, P.E., LEED AP
1150 Springhurst Drive; Suite 201
Green Bay, WI 54304-5950

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

GRAEF-USA, INC.	CITY OF DE PERE, WISCONSIN
By: ______________________________	By:____
Patrick J. Skalecki, P.E., LEED AP	Michael J. Walsh, Mayor
By: ______________________________	By:____
Name: __________________________	Shana D. Ledvina, Clerk-Treasurer

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Request for Proposals
For
Aquatic Center Design at VFW Park

The City of De Pere would like to invite your firm to submit a proposal for conceptual design of an Aquatic Center at VFW Park.

Your proposal must be submitted to our office by Tuesday, May 9, 2017 at 3:00 pm. Proposals can be submitted either by paper copy or via email to Marty Kosobucki.

BACKGROUND INFORMATION:

The City is looking to obtain the services of a consulting firm to help design a planned Aquatic Center in VFW Park, located at 730 Grant Street. The firm will be asked to lead the City in determining the size, exact location, types of amenities, capital cost projections, and operating budgets.

The park is approximately 13 acres and has a variety of amenities. VFW Park is currently home to one of the City's two pools that were constructed approximately 60 years ago. In addition, the park hosts a softball field, medium size soccer field, outdoor basketball court, playground, enclosed shelter used for rentals and pool concessions, two outdoor shelters for rentals, outdoor hockey rink, three tennis courts, Community Center (15,000 sq. ft.), sledding hill, and a variety of open space.

Current Pool information - The current pool at VFW Park encompasses approximately 32,000 square feet and includes a 309,000 gallon main pool and a Baby Pool of 3,800 gallons. The main pool features three diving boards and diving well and general swim area. The current building includes male and female locker room areas, manager's office, entry way and storage area.

Parking - A 94 car parking lot is currently located adjacent to the current pool An additional parking lot of 75 cars is located to the east approximately 600 ft in front of the Community Center. There is a third parking lot of 61 stalls to the west along Allard Street which is approximately 700 ft away.

The City is not considering salvaging any of the current pool infrastructures for reuse in the new aquatic center.

The City is looking to develop a conceptual design and master plan for the Aquatic Center within VFW Park. The Conceptual Design and Master Plan should take into consideration public input, stakeholder input, placement within the park causing the least amount of impact to the current park uses, parking, and cost.

The general location of the new Aquatic Center is projected to be the same location as the current pool.

The City is also in the process of replacing the playground at VFW Park and its new location has yet to be determined.

The City does not plan to develop architectural approved plans and or technical specifications at this time.

SCOPE OF SERVICES:

The scope of services for this project is to include the following:

- Conduct a kickoff meeting with City staff. Gather existing information on the park and perform a site visit.
- Conduct information gathering from Park Board, staff, stakeholders, and public.
  - Gather information on types of amenities to include in Aquatic Center ranging from pool features to facility features.
  - Gather information on obstacles and opportunities within the park.
  - Develop a public involvement plan to include an e-mail survey. Review input and prepare a summary for staff.
- Develop three concepts to be presented at a public input meeting then presented to Park Board. (Public input meeting and presentation to Park Board will be held on same evening.)
  - Each concept should include:
    - 3 Dimensional rendering of the aquatic facility.
    - 2 Dimensional rendering of a VFW Park Master Plan including aquatic center and park alterations, based on the location of the aquatics facility and impacts to existing facilities~~.~~
    - Listing of Aquatic Facility amenities.
    - Budget estimate to include all capital costs associated with project.
- From the public input meeting and Park Board meeting on the three concepts, develop one option to be presented at the Park Board.
  - Proposed concept should include;
    - 3 Dimensional rendering of the aquatic facility.
    - 2 Dimensional rendering of a VFW Park Master Plan including aquatic center and park alterations
    - 2 Dimensional architectural rendering of the aquatic facility highlighting facility amenities and building layout.
    - Itemized budget projection to include all capital costs associated with project.
    - Projected operational budget.
- Make final changes or alterations to Aquatic Center layout and submit to Park Board.
  - Final project should include:
    - 3 Dimensional rending of the aquatic facility.
    - 2 Dimensional rendering of a VFW Park Master Plan including aquatic center and park alterations, based on the location of the aquatics facility and

impacts to existing facilities.
- 2 Dimensional architectural rendering of the aquatic facility highlighting facility amenities and building layout.
- Itemized budget projection to include all costs associated with project.

The scope of services does not include parking lot modifications. Staff is anticipating the reuse of existing parking lots.

The landscaping plan will focus on the area adjacent to the aquatics facility and any relocated park facilities. City staff will provide input on the landscaping plan. The estimate is to include the cost of landscaping amenities.

The estimate shall include utilities to service the new aquatic facility. Utilize existing utilities where possible to minimize costs.

Meetings

The consultant should plan for the following meetings, but is not necessarily limited to.

- Kickoff meeting with City Staff.
- Information Gathering Meeting with Park Board, Public, and Stakeholders (Same night)
- Public informational meeting and presentation of the three concepts (Same night).
- Presentation to Park Board of one concept.

City Responsibilities

The City will be responsible for the following:

- Provide input on the landscaping plan.
- E-mail the public participation survey.

SCHEDULING:

The proposal will be taken to the Board of Park Commissioners on May 18 and Common Council on June 6.

INSURANCE:

Your company shall effect and maintain insurance to protect from claims under workmen's compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of the company's employees; and from claims for damages because of injury to or destruction of tangible property including loss of use resulting there from; and from claims arising out of the performance of professional services caused by any errors, omissions or negligent acts for which the company is legally liable.

The company shall indemnify and save harmless the City of De Pere and their representatives from all suits, actions, or claims of any character brought for or on account of any injuries ort damages received by any person, persons or property resulting from the negligent acts of the company or of any of their sub consultants in prosecuting the work.

PROPOSAL SUBMITTALS:

Your proposal should include the following information in the order listed. You may submit your proposal via e-mail to mkosobucki@mail.de-pere.org or mail to VFW Aquatic Center Bid, 925 S. Sixth Street, De Pere WI 54115

1. Consultant Background and Information
    a. Include location of office, years of relevant experience, size or organization, other consultants you may be cooperating with, list of staff and relevant experience, etc…
2. Understanding of Project
    a. Develop a summary of your understanding of the project, what needs to be done,

and how you plan to accomplish.

3. Similar Projects
    a. List a minimum of 3 projects of similar scope and service.
4. References
    a. List a minimum of 5 references related to similar work.
5. Timeline
    a. Show a detailed timeline in how you plan to accomplish the project.
6. Fee
    a. List a lump sum fee for the project.

FEE:

Provide a lump sum fee. Should there be any items outside the scope of services listed in the RFP your firm feels should be included, we encourage the consultant to include alternate fees for such work.

DELIVERY:

The deliverables for this project include the following:

1. Provide three options for consideration in preliminary planning stages. Options should include:
   a. 1 – 11"x17" color 3-D rendering of Aquatic Facility, and PDF file of rendering.
   b. 1 – 11"'x17" color 2-D rendering of Park Master Plan, and PDF file of rendering.
   c. 1 – Data page to include amenities of Aquatic Facility and budget estimates for all capital related costs. PDF File
2. Provide one option for consideration during preliminary planning stages. Option should include;
   a. 1 11"x17" color 3-D rendering of Aquatic Facility, and PDF file of rendering.
   b. 1- 11"x17" color 2-D rendering of Park Master Plan and PDF field of rendering.
   c. 1 - 11"x17" 2-D architectural rendering of aquatic facility identifying facility amenities and building layout. PDF File
   d. 1 – Data and information packet to include;
      i. Itemized capital budget projection.
      ii. Projected operational budget
      iii. Projected staffing plan
3. Provide one final option.
   a. 1 11"x17" color 3-D rendering of Aquatic Facility. PDF file of rendering.
   b. 1- 11"x17" color 2-D rendering of Park Master Plan and PDF field of rendering. PDF file.
   c. 1 - 11"x17" 2-D architectural rendering of aquatic facility identifying facility amenities and building layout. PDF file.
   d. 1 – Data and information packet to include;
      i. Itemized capital budget projection.
      ii. Projected operational budget
      iii. Projected staffing plan

ADDITIONAL INFORMATION:

A sample consultant agreement the City uses is included with the RFP.

The City will provide the following information to the consultant:

- GIS data and aerial view
- Existing VFW Park Master Plan

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

Proposed Fee Schedule

Company Name:____

Company Address:____

Company Address:____

Company Representative:______________________________________

Signature:____

Item		**Fee**
Aquatic Center Design at FVW Park		
Kickoff Meeting with City Staff. Gather Existing Information and Perform a Site Visit	$	
Development a Public Involvement Survey. Summarize Results	$	
Conduct Information Gathering Meeting with Park Board, Staff, Stakeholders and Public	$	
Develop Three Concepts for the Aquatic Center and VFW Park Master Plan, Including Capital Costs	$	
Present Concepts to the Park Board and Public at a Meeting	**$**	
Develop One Concept Based on Meeting. (Including Capital Cost, operational budget projection, and staffing plan)	**$**	
Present Refined Concept to the Park Board Meeting	**$**	
Make Final Changes to the Concept and Prepare Capital Cost	**$**	
Total Fee	**$**	

May 9, 2017

prepared for
City of De Pere

PROPOSAL

Aquatic Center Design at VFW Park

Exhibit B
Page 1 of 47

1150 Springhurst Drive, Suite 201
Green Bay, WI 54304
920 / 592 9440
920 / 592 9445 fax
www.graef-usa.com

GRAEF

collaborate / formulate / innovate

May 9, 2017

Marty Kosobucki, Director
City of De Pere – Parks, Recreation and Forestry
925 S. Sixth Street
De Pere, WI 54115

Dear Mr. Kosobucki:

Imagine a few years from now, when the Aquatic Center at the VFW Park is the place to be on a warm summer day. The new pool is filled with people of all ages—enjoying the many amenities the pool and park have to offer, splashing in the water, relaxing in the shade of umbrellas and trees. The GRAEF team is the right team to help the City of De Pere make this image into a reality and to turn the De Pere Aquatic Center into a vibrant, active, community gathering place.

- We have collaborated with communities on complicated and controversial community parks and aquatic facilities, which has **allowed us to use and master many public information gathering and consensus building techniques**.
- **You will receive unparalleled customer service and local expertise as your project will be led by our Green Bay office,** with many staff who live in Green Bay, De Pere, and the neighboring communities.
- The combination of our national exposure and local knowledge will allow you to contemplate the **latest national trends within aquatics and use our local expertise to develop Opinions of Probable Construction Costs.**
- We have teamed with Water Technology Inc. for their aquatics expertise. Our team is extremely familiar with each other as we have been **working together on aquatic projects for over 20 years and have successfully collaborated on over 450 aquatic projects** throughout North America**.**

We look forward to the opportunity to work with you and we are confident that we have the expertise, experience and capability to meet your needs, leading to a successful project. Please contact us at 920 / 592 9440 with any comments or questions regarding this proposal. Our goal is to tailor our services to meet your unique needs.

Sincerely,

Patrick J. Skalecki

Patrick J. Skalecki, P.E., LEED AP
Green Bay Office Manager | Principal

Table of Contents

GRAEF

1.0
Consultant Background and Information

Consultant Background and Information

our core purpose

To improve the physical environment for the benefit of society in a sustainable manner.

GRAEF is a multi-discipline engineering firm dedicated to serving public and private clients throughout the United States. For 56 years, our ability to excel has been driven by integrity, quality, and our commitment to customer service. GRAEF began as an individual partnership structural engineering firm in 1961. Today, with 230 employees in seven offices in the Midwest and Florida, GRAEF offers our clients a full range of consulting services.

We work with clients to solve their specific engineering challenges or we can take on a role to provide full project direction. Our full-service project team provides structural engineering; site/civil engineering; landscape architecture; environmental engineering; mechanical, electrical, plumbing (MEP) and fire protection engineering; surveying; transportation engineering; sustainable design; and commissioning.

GRAEF is ranked in *Engineering News-Record (ENR)* Top 500 Largest Design Firms and is ranked 29th in Building Design + Construction's (BD+C) list of the nation's Top Engineering-Architecture firms.

Office Location:
Green Bay
1150 Springhurst Drive
Suite 201
Green Bay, WI 54304-5950
tel 920 / 592 9440
fax 920 / 592 9445

Technical Expertise

Civil
- GIS and Computer Modeling
- Potable Water Systems
- Water Resource Management
- Site Development
- Stormwater Systems
- Subdivisions
- Utility System Expansions
- Wastewater Systems

Environmental
- Air and Noise Analysis
- Asbestos/Lead Management
- Brownfields
- Natural Resource Assessments
- Permitting
- Program Management/Planning
- Real Estate Due Diligence
- Soil/Groundwater Remediation
- Watershed Management
- Wetland Services

Field Services
- ALTA Surveys
- GPS Surveying
- Construction Management, Inspection, Staking
- LiDAR Surveys
- Land Surveys and Mapping
- Right-of-Way Plats
- Subdivision Platting
- Topographic and Site Surveys

Industrial Architecture
- Additions
- Buildings
- Building Facades
- Parking Structures
- Renderings
- Renovations
- Roof Systems

Landscape Architecture
- Site Planning/Design
- Community Planning
- Urban Design
- Streetscapes
- Parks and Recreational Facilities
- Golf Course Development
- Sustainable Design
- Quarry Architecture

Mechanical/Electrical/ Plumbing and Commissioning
- Communication and Alarm Systems
- Fire Protection Systems
- HVAC Systems
- Interior and Exterior Lighting
- Plumbing Systems
- Power Distribution
- Process Piping and Gas Systems
- Ventilation and Exhaust Systems
- Total Building Commissioning
- LEED Accreditation Services
- Energy Modeling and Audits
- Smoke Control System Inspections
- Construction Management

Operations Consulting
- Lean Manufacturing Design
- Plant Layout
- Process and Product Flow Analysis
- Process Utility Design
- Quality Control
- Set-up Reduction
- Staging and Material Logistics
- Work Cell Design

Planning
- Comprehensive Planning
- Urban Design
- Master Planning
- Main Street Redevelopment
- Corridor Redevelopment
- Property Development
- Plan Reviews
- Strategies for Sustainability
- Economic Development

Structural
- BIM (Building Information Modeling)
- Bridges
- Buildings
- Building Exteriors
- Foundations
- Forensic Analyses/Investigations
- Parking Structures
- Process
- Structural Systems

Transportation
- Curb and Gutter/Sidewalks
- Harbors and Marinas
- Pavement Design
- Railroad Spurs
- Relocation and Reconstruction
- Right-of-Way Services
- Roundabout Design
- Streets/Highways/Freeways
- Street Lighting
- Traffic Studies, Signalization and Signing

Park and Recreation Planning

GRAEF landscape architects, planners, designers, and engineers have created park plans ranging from small rural areas to large urban active recreational facilities. In each case, successful comprehensive plans depend upon customizing the goals, evaluation, findings, and recommendations to the unique aspects of each community.

Public Involvement

GRAEF works with local staff and citizens to provide a thorough evaluation of existing facilities. Public involvement includes community surveys, demographic analysis, workshops, interviews, open houses, web-based information, and a variety of presentation media.

Evaluation of Existing Conditions

GRAEF analyzes existing conditions in relationship to national, regional, and local standards, best practices, and community concerns. This evaluation includes an analysis of the complex physical conditions of the natural environment and physical facilities that comprise a local system of outdoor recreation and park activities. Buildings are evaluated in terms of structural and mechanical systems, enclosure, energy consumption, and use.

Capital and Operating Costs

For many parks departments, the key issue is the allocation of limited funds across an ever-expanding set of needs for activities, services, physical improvements, and maintenance. GRAEF assists local officials in estimating capital and operating costs and in recommending phasing, priorities, and the distribution of resources. For many organizations, the key factor is defining standards for an appropriate level of maintenance and, where possible, defining low-maintenance options for long-term sustainability of the quality of environmental systems.

Environmental Preservation

Preservation and enhancement of the natural environment should underlie any effective plan for parks and outdoor recreation. GRAEF's scientists, engineers, and landscape architects (many of whom are LEED® AP accredited professionals in sustainability) provide a strong base of expertise to ensure effective environmental conservation and management. This work often involves stormwater planning, mitigation options and remediation plans.

Public Use and Social Activity

Parks and open space derive their value from public use. Uses range from organized recreational activities to informal day-to-day activities in parks and public areas. Many successful parks and public places are those in which social activities occur naturally – walking, jogging, strolling, sitting, listening to music, watching other people, bike riding, playing with friends, picnicking, celebrating a family event, gatherings for social groups, and so forth. Uses also include cultural activities, public art, education, historical markers, and commemorative events.

Park and Recreation Planning
continued

Circulation and Connectivity

Parks and open spaces become useless if the general public cannot access places quickly, enjoyably, and safely. GRAEF considers a wide range of circulation and movement issues in park planning. It is especially important to evaluate the linkages between neighborhoods, user groups and park/recreation facilities. Linkages include trail systems (bicycles, pedestrians), parking and vehicular patterns, service vehicles, connectivity to surrounding movement systems, wayfinding, and signage.

Grants, Sponsorships, Fees, and Fundraising

Outdoor recreation and park spaces are not only functional entities – they become civic symbols that represent the aspirations, pride, and attitude of the community. From this perspective there are numerous opportunities to raise funds for parks and open space, ranging from “buy-a-brick” campaigns to “adoption” of parks by local businesses and/or neighborhoods. Depending on the nature of the facility, sponsorships and user fees are also key sources of revenue. GRAEF often assists in these efforts based on prior experience in other communities.

Integrated Systems of Parks and Places

While most comprehensive park plans focus on the facilities operated by a single public entity, the larger community-wide population actually uses a diversity of facilities such as parks and recreation areas managed by other agencies (state, federal, schools), local home owners associations, private sector entities (e.g., golf courses, resorts), and conservancy foundations. GRAEF assists local municipalities in viewing the full range of parks and open space in order to dovetail facilities offered by local government into the larger community system.

Landscape Architecture

Areas of Expertise
Adaptive Reuse
American Disabilities Act
Aquatic Facility Design & Planning
Budgeting & Programming
Construction Detailing
Construction Management
Corporate Identity & Image
Fountains & Water Features
Hardscaping
Interiorscape
Park Master Planning
Predictive Planning
Rooftop Green Spaces
Schematic Utility Systems
Site & Urban Planning
Site Illumination
Site Irrigation
Specifications

A successful landscape design must incorporate a full understanding of context, desired program elements, attainable design opportunities, potential constraints, attention to site composition and functional requirements in order to truly develop something special and unique. At GRAEF, we strive to create landscapes that blend aesthetics, functional process, accessibility and creativity in a way that best responds to the needs of our clients.

GRAEF provides a broad range of landscape architecture and planning services. Our staff of landscape architects has extensive experience with projects of all scales and varied program elements. Serving municipal, private sector, conservation and governmental client bases, we specialize in providing design services for project visioning, master planning, trail development on conservation lands, streetscapes, urban plazas, sustainable site design, LEED services, land restoration, community identity, waterfronts, parks and open space, project signage and branding, educational campuses, passive and active water theme parks, retail developments, industrial parks, civic facilities as well as providing full construction administration.

Our cumulative understanding of key sustainable site design techniques for storm water management, improved water quality, green building materials and self-sustaining natural systems is a valuable asset to our clients and the projects we cultivate for them.

An additional aspect we strive to incorporate into our designs is project identity. Through collaboration with our in-house design experts, we are able to offer a fully integrated, inter-disciplinary approach to design in order to provide cost-effective, efficient solutions that are creative, fully functional and attractive.

Sports & Recreation Services

Areas of Expertise
Feasibility Studies
Existing Facility Assessments
Site Selection/Assessment
Due Diligence
Natural Resource Investigation
Sustainable Design
Master Planning
Programming
Facility Layout
Municipal Entitlement
Transportation Planning
Parking Studies
Utility Systems
Irrigation
Storm Water Management
Lighting Design
Structural Design
Construction Documents
Permitting
Cost Estimates
Construction Layout
Certification Surveys

Sports and recreational venues can foster school pride, revitalize an urban area or provide an outlet for family recreation. In any case, these venues should be unique and generate excitement.

GRAEF engineers understand the complex nature of sports and recreational venues. Our multidisciplinary team works closely with facility owners to create an environment best suited to our client's desired sports and recreational expectations. GRAEF engineers strive to create an environmentally safe and aesthetically appealing facility that maximizes our client's available resources.

Site/Civil Engineering

Areas of Expertise
Site Development
Utility Design
Infrastructure Master Planning
Planning & Relocation Studies
Surveying & Mapping
Storm Water Management
Roadway Design
Parking Lot & Sidewalk Design
Permit Coordination
Construction Inspection
Water and Wastewater System Design
GIS & Computer Modeling
Zoning/Annexation Support

Our site/civil engineering team has the expertise and experience needed to provide the innovative and cost-effective solutions demanded in today's marketplace. GRAEF's civil engineers can handle the full array of infrastructure projects from private site developments to large public works projects. Our specialized project managers are supported by technical experts in water, wastewater, storm water management, urban planning, grading and paving, and environmental permitting. Our full service capability also includes survey, construction inspection, traffic analysis, GIS mapping and data management, parking planning, and natural resource assessment using state-of-the-art technology.

Services on the public side include water main, sanitary sewer, and storm water design, public road design, municipal engineering services, pump stations, wastewater treatment, and other areas of public works engineering. We have substantial experience working with city engineers, public works directors, and other governmental officials to help them meet needs of their constituents.

GRAEF's site/civil engineering team is also committed to sustainable design principles. We specialize in the design of green infrastructure, including storm water management, roadway design, street lighting, infrastructure master planning, and reuse/recycling. We have 24 LEED® Accredited professionals ready to help you achieve your project goals.

Structural Engineering

Areas of Expertise
New Building Design
Renovation & Restoration
Parking Structure Design
Feasibility Studies
Structural System Alternative Analysis
Construction Inspection
Evaluation of Existing Facilities
Vibration Analysis/Mitigation
Building Envelope Evaluation
3-D Computer Modeling

Quality and creativity are integral parts of our designs for buildings and parking structures. Our structural engineers provide a wide range of design and investigative services for all types of projects, with quality being the foundation of every project. Our commitment to creating high caliber, efficient designs is achieved through skilled personnel and personal attention during every phase of the project.

Our experience in structural design for buildings extends from small additions to multi-million dollar structures and, as a result of the variety of projects, we have an extensive background in the economical use of concrete, masonry, steel, and wood structural systems.

Foundation system selection is determined on a cost-effective basis after analyzing soil investigation results to make maximum use of available soils.

In addition to our new design expertise, we also have a comprehensive background in the evaluation and restoration of existing facilities. We work with a variety of materials and are up-to-date on the latest repair techniques and products to apply them to a constructible and cost-effective project.

In the area of bridge design, GRAEF has prepared designs for reinforcing and repairing existing structures, as well as designs for new bridges. Attention to aesthetics has been a key factor in reducing environmental objections, thereby encouraging public approval.

Mechanical, Electrical & Plumbing Engineering

Areas of Expertise

Mechanical

Chilled Water Plant System Analysis/Design

Steam and Hot Water Boiler System Analysis/Design

High Pressure Steam Sterilizer Systems

Built-up and Packaged Air Handling Units

Exhaust Air Heat Recovery

Fume Hood and HEPA Filtration Systems

Energy Modeling

Process Piping

Electrical

Primary and Secondary Electrical Services

Normal Power Distribution Systems

Emergency Power Distribution Systems and Generators

Lightning Protection

Indoor and Outdoor Lighting Design

Communication and Alarm Systems

Plumbing & Fire Protection

Water Distribution Systems

Domestic Hot Water System

Wet Pipe Fire Protection System

Dry Pipe Fire Protection System

Fire Pumps

Medical Gas Systems and Equipment

Bulk Oxygen Equipment

The GRAEF team of mechanical, electrical, and plumbing (MEP) engineers provide full service beginning in the initial concept and planning phases and extending through final system start-up. Our MEP staff is experienced in determining system type, system budget and engineering budgets.

GRAEF's MEP experts offer a full array of analysis, design and commissioning services for new and existing facilities. Our varied and diverse experience, coupled with our involvement in the analysis of the project requirements, provides a resource to successfully complete your MEP projects.

WATER TECHNOLOGY, INC

Firm Overview

The WTI team is a highly qualified group of individuals comprised of creative architects, landscape architects, engineers, designers, business developers and administrators, all with a passion for aquatics. Together, we combine our talents to develop original, aquatic facilities from concept to reality. In addition, WTI maintains solid relationships with other consultants and contractors and continues to set the standards in the aquatic industry across the United States and around the world.

PHILOSOPHY

Water Technology, Inc.'s (WTI) creative energy and passion embraces the philosophy that aquatic recreation completes communities and makes them a better place to live.

COMPANY DETAILS

- Established in 1983
- Largest Aquatic Design Firm in North America, Staff of 50+
- Quality Control Implementation
- Collaborative Team Process
- International Portfolio
- Specialized Aquatic Professionals on Staff:
    - Executive Team (5)
    - Project Development (4)
    - Architects (4)
    - Landscape Architects (2)
    - Engineers (6)
    - - Civil (2), Mechanical (3), Structural (1)
    - Artistic / Creative Design (3)
    - Site Planners / Designers (3)
    - Technical Designers (7)
    - Mechanical Designers (6)
    - Project Managers (8)
    - Administrative (7)

WTI ADVANTAGES

- Solution driven planning and philosophy
- Two-way sharing process between WTI and client
- Forward-looking designs that support dynamic community programs
- Revit / BIM Capabilities
- 150+ AQUATIC Projects Per Year
- Historical database of cost estimates and realistic timelines

EXTENSIVE PORTFOLIO OF PROJECTS OF VARYING VENUES

- Waterparks
- Resort and Hotel Pools
- Competition Pools
- Faith Based Community Centers
- Water Playgrounds
- Public Facilities
- Therapy and Wellness Pools
- Schools and Universities

Locations

HEADQUARTERS
100 Park Avenue
Beaver Dam, WI 53916
T. 920.887.7375

TEXAS
6636 N Riverside Dr.,
Ste 500B
Fort Worth, TX 76137
T. 682.708.7007

DUBAI
Silver Tower - Cluster I

Unit No: AG-PF-314
Jumeirah Lakes Towers
P.O.Box 340505
Dubai, United Arab Emirates
T. +971.56.7795547

WWW.WTIWORLD.COM

WTI
WATER TECHNOLOGY INC.

WORLD LEADERS IN AQUATIC PLANNING, DESIGN AND ENGINEERING

Renovate, Revitalize, Replace

Services

Facility Evaluations

Aquatic Programming

Budgeting and Cost Estimates

Full Design Services

VGB and ADA Compliance

Construction Administration

Start Up Services

A pool evaluation can help operators of aging aquatic facilities determine whether a renovation — or a rebuild — is in order.

The traditional definition of an outdoor public swimming pool used to be a rectangular tank of water (perhaps with a diving well) and a concrete deck, usually surrounded by a chain-link fence. That definition has changed significantly over the years, just as the aquatic recreational and programming needs of the public have evolved to the point where words like "zero depth entry," "interactive water play structures," "competitive swimming" and "accessibility" now are all part of the industry lexicon.

For years, facility operators have attempted to blend new concepts into aquatic centers in an effort to serve a multitude of generations and user groups. Yet despite countless surveys that indicate swimming is one of the all-time favorite recreational activities in the United States, attendance at many older public pools continues to decline—in large part because they are failing to meet the needs of their communities.

It is time for operators to reconsider their approach to aquatics and re-evaluate their outdated, underutilized municipal swimming pools. Many of them are in declining physical condition and struggling to compete with new family aquatic centers that likely feature the amenities of full-scale water parks.

A professional, comprehensive pool evaluation will help determine the life expectancy of an existing aquatic facility, as well as inventory a community's future wants and needs.

Pirate's Cove in Lorton, VA, saw an increase in season passes – from 47 to 515 – after their outdoor aquatic center renovation.

The pools of yesteryear cannot satisfy the majority of today's swimmers, simply because they were not designed for broad, contemporary user demographics. Improvements—mechanical, operational and programmatic—can revitalize an old pool into a robust aquatic center that will improve the quality of life for its staff, patrons and municipal stakeholders. And it will ensure a healthy and vital aquatic recreation environment for future generations of swimmers who have yet to stride through your facility's main entrance for the first time.

According to the Director of Parks and Recreation in West University Place, "The new facility promises to eclipse all past years in attendance, membership sales and concession sales!" And in fact, it has. After the first year of operation, the pool's revenue nearly tripled.

Revitalize an old pool into a robust aquatic center that will improve the quality of life.

Improvements – mechanical, operational and programmatic – can revitalize an old pool into a robust aquatic center that will improve the quality of life for its staff, patrons and stakeholders. WTI's history and design culture is based on understanding maintenance and repair needs. We can assist the client in making informed decisions regarding innovation and replacement options for an outdated or problem facility; it will ensure a healthy and vital aquatic recreation environment for future generations of swimmers.

Double-Duty Pools

Alternative Recreation Programming in Comp Pools

Learn to swim
Aqua aerobics and fitness programs (deep water and shallow water)
Water rescue and safety classes
Snorkeling/Scuba classes
Dive-in movies
Frisbee golf
Kayak classes and training
Stand up paddle boarding
Underwater hockey
Innertube polo

Recreational Equipment in Comp Pools

Basketball
Volleyball
Climbing walls
Rope swings
Floatables
Inflatable water play structure
Slides (drop)
Portable underwater fitness equipment

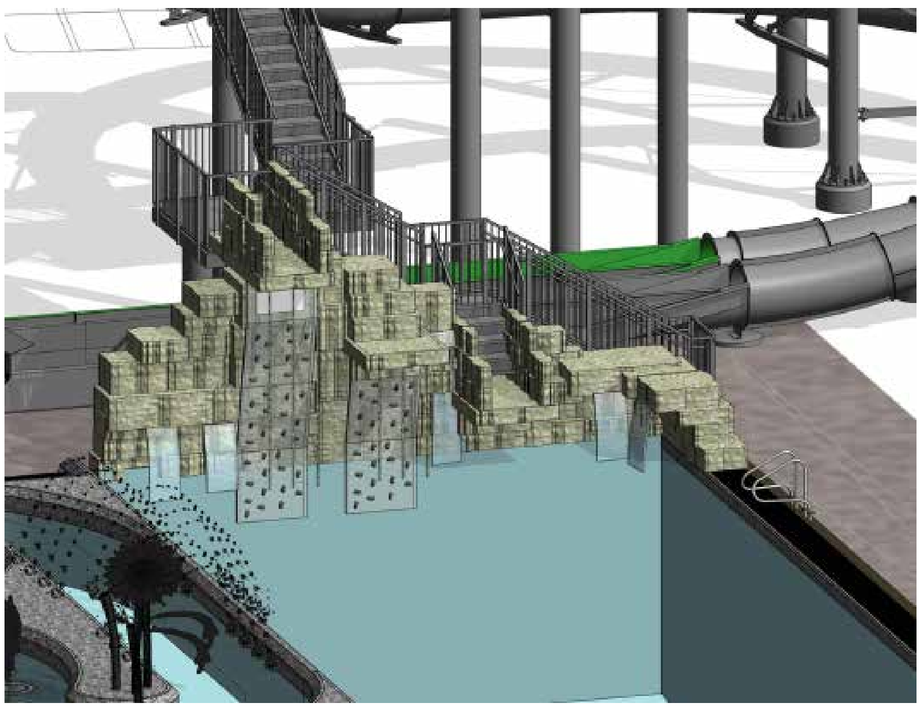
A new pool is an investment into a community that improves the quality of life for all of its residents. A pool can prevent a drowning by teaching a young child to swim, ease pain and give the gift of mobility to a grandmother, introduce a toddler to water, build the self esteem of a teenager on the swim team, and motivate a 12 year old child to simply play. This play can ultimately reduce that child's risk of heart disease. A pool provides a place for families and individuals to play together.

So what if a recreational professional, well educated in the benefits of swimming, is presented with the challenge of operating just one pool that provides all of the above benefits? Recreation professionals are the most resourceful people that we know, but this is a definite challenge. Ideally a multigenerational aquatic center would include multiple pools with multiple temperatures in separate environments; indoor and outdoor.

Alas, in this example our seasoned professional does not have the luxury of multiple pools; they have one single competition pool. We cannot let that preclude the importance of their role in the initial programming. Their early involvement in the design programming of the one new pool will arm the resourceful recreation professional with the necessary input for a successful outcome.

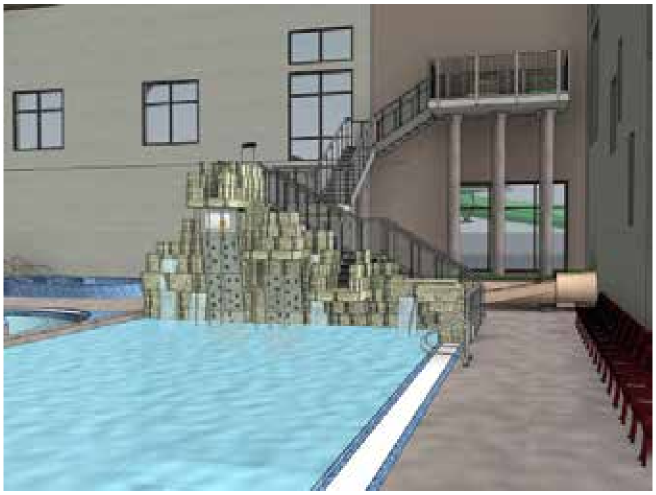
Challenges

First, consider the three specific challenges that one body of water presents; the size of the pool, the water temperature, and the water depth. A competition pool that is designed to accommodate swim teams and meet the requirements of sanctioning bodies defies all of the "design rules" for a leisure or wellness pools. These "rules" include shallower, warmer water, entertainment features like water slides and spraying water, wellness lap lanes, and lazy rivers and vortex channels that can offer both passive and active areas.



Double-Duty Pools

continued



Competition pools are often times larger in size then a recreation pool and they are used by a much smaller percentage of the population than a leisure pools. If the pool is to also host swim meets, the size of the natatorium also increases for spectator seating. Aquatic programming must respond to the size of the pool to realize a return on its investment. Movable bulkheads should be considered to help make the pool function at its best capacity and make it multi-faceted to allow competing programs to happen simultaneously. Maximum utilization of the pool is the ultimate goal.

Ideally different programs require varied water temperatures; a cooler temperature would be preferred for competitive lap swimming or aquatic aerobic exercise. A warmer temperature is more appealing in instances where a patron is attending the pool for therapeutic or recreation programming. The pool program should determine what pool temperatures are required. In the instance of one body of water, concessions will have to be made to accommodate these different programs. Keep this in mind during programming.

A movable floor is an option to overcome the water depth challenge. Different activities require different levels of water depth and this solution could help provide the appropriate depths for competition swimming one hour and small child swimming instruction the next.

Historically competition pool facilities achieve approximately 50 to 60 percent cost recovery per year. Our seasoned recreation professional needs to find a way to increase that cost recovery. This begins during the initial programming of the new pool.

Program for Success

Programming should always precede design and it should be a very collaborative process. Pool managers should be as intimately involved as possible. The more stakeholders that are involved from the community the better sharing of information, accountability and ownership the project will gain. If this is not done the pool might not meet the goals and expectations of the operator.

When leading a design charrette, Doug Whiteaker, President of WTI, likes to apply a "lens theory" so that the team looks at the project through different lenses. First, begin looking at the design through a competitive swimming lens, and then change lenses and look at the pool through a programmatic lens and a myriad of options will appear. Lastly, look at the pool through a recreation – or water-tainment – lens and ask how to bring recreation fun into this pool.

Programming should start at the spreadsheet level. Document all of the sports swimming functions, including competitive swimming and training, diving, synchronized swimming, water polo, etc. to help you understand the number, length, and depth of lanes that you will need. Each sport has a set of critical requirements, and an estimated numbers of users that will help you determine the number of lanes and depth of water.

- How many users will be using the pool at any one time?
- What percentages of operational hours will each of these groups occupy the pool?
- How many swimmers on are on the competition swim teams?
- Number of lanes required?
- Length and width of lanes required
- Will the pool be available for general recreation or fitness use when the competitive team has training scheduled?
- What provisions will be made for warm up lanes?

With a programmatic lens on discuss what other programs – learn to swim, water aerobics, snorkeling, etc. (see side bar) you would like to offer. Poll your residents to find out what programs they would participate in and what the immediate

Double-Duty Pools
continued

and future needs are in the community. Be creative and be open to suggestions from your collective programming team.

Open discussions with peers operating similar pools will help bring to light favorable and not so successful program offerings. Lastly, look at the pool through the recreation lens. Could the addition of removable floatable play features be a way to add recreation value when meets are not being held? Explore the new innovations in movable aqua climbing walls and determine how they fit into the recreation program. Is the addition of a water dropslide a viable option?

Overlay the sports swimming, programmatic, and recreation spreadsheets to help you visualize how all of them work together. This will help you to determine how many lanes are needed and what depths are necessary.

The last challenge is marketing the new facility. Competition pools do not have the instant "just add water-tainment" attraction like their counterparts. Make sure to communicate the benefits of swimming and the programs that you have successfully compiled to community residents. Saturate each marketplace and reach out to the multi-generations of swimmers that will ultimately keep your new pool afloat.

Participation in the initial programming of the pool is essential to a pool operator's success. When presented with a challenge recreational professionals know that their actions will ultimately impact budgets and bottom lines, and most importantly, the residents of their communities. Embrace the fact that there is a pool to program and dive into the programming phase of the project with recreation resourcefulness! Appropriate and inclusive aquatic program development of the new community asset will not just be a source of drowning prevention and learn to swim faster sports programs, but will be the catalyst for teaching the "youth" of all ages and abilities in the community the lifelong benefits of aquatic wellness.

Project Team Organization

De Pere
WISCONSIN

Principal-in-Charge
Patrick Kressin PLA, LEED AP

Project Manager
Patrick Skalecki PE, CDT, LEED AP

Landscape Architecture
Joe Pepitone PLA

Structural Engineering
Jeffrey Rosner PE, LEED AP
Michael Vogel PE

Civil Engineering
James Lisak PE, CDT, LEED AP
Kendra Hansen PE, CDT, LEED AP

Mechanical, Electrical & Plumbing Engineering
Steve Heaton RD, CxA
Robert Jeffers PE
Richard Koenig PE

GRAEF

Aquatics

Matt Freeby AIA, LEED AP, NCARB

Adam Pfister

Daniel Lamers

WTI

Patrick Skalecki *PE, CDT, LEED AP*

Project Manager | Green Bay Office Manager | Principal

Registrations

Professional Engineer – WI, IL, IN, IA, MI, MN, ID

Certifications

Construction Specifications Institute – Construction Document Technologist

LEED Accredited Professional

Education

B.S., Civil Engineering, 1992
University of Wisconsin-Platteville, Platteville, WI

Pat possesses extensive knowledge and technical skills in public infrastructure as well as site engineering including: hydraulic modeling, hydrologic studies, municipal utility design, storm water management and system design, roadway design, complete site development, parking lot design and associated construction engineering on such projects.

Erb Park and Swimming Pool Facility Evaluation and Concept Plan Development, Appleton, WI
Project Manager

Hydro Park, Kaukauna Utilities/City of Kaukauna, Kaukauna, WI
Project Manager

Gateway Plaza Park, Neenah, WI
Project Manager

Herb & Dolly Smith Park, City of Neenah, WI
Project Manager

Park Sites #1 and #2, Neenah, WI
Project Manager

East River Trail Preliminary Design Study, City of Green Bay, WI
Principal-in-Charge/Quality Assurance and Quality Control

Park and Trail System Design, Neenah, WI
Project Manager

Akzo Nobel Sports Complex Softball Field Lighting, Howard, WI
Project Manager

Lambeau Field Redevelopment, Green Bay, WI
Project Manager

Neenah Pedestrian Bridge Feasibility Study, Neenah, WI
Site/CivilEngineer

Loop the Lake Pedestrian Bridge, Neenah/Menasha WI
Project Manager

Fox River Boardwalk Bridge Feasibility Study, Little Chute, Kaukauna, WI
Project Manager

Kress Events Center, University of Wisconsin - Green Bay
Project Engineer

Patrick Kressin, PLA, LEED AP

Principal-in-Charge

Pat combines his experience and design expertise with knowledge of social, natural, and behavioral sciences to create functional, aesthetically pleasing and unique master plans and landscape architectural design solutions to meet project budgets and accentuate the building architecture. His design expertise includes developing large-scale spatial plans and designs that integrate active and passive functions within the natural landscape while using the existing landscape as an amenity. He has significant knowledge and experience with the creation of large landmarks and sustainable developments.

Registration
Registered Landscape Architect – WI, IL

Certifications
LEED® Accredited Professional

CLARB Certified – National

Education
B.S., Landscape Architecture, 1995, University of Wisconsin-Madison, Madison, WI

Erb Park and Pool Facility Evaluation and Concept, Appleton, WI
Project Landscape Architect

David F. Schulz Family Aquatic Center at Lincoln Park, Milwaukee, WI
Project Landscape Architect

Lakefront Gateway Plaza, Milwaukee, WI
Principal-in-Charge

Hydro Park, Kaukauna Utilities, Kaukauna, WI
Project Landscape Architect

Gateway Plaza Park, Neenah, WI
Project Landscape Architect

Herb & Dolly Smith Park, Neenah, WI
Project Landscape Architect

Cool Waters Greenfield Park Aquatic Center, West Allis, WI
Project Landscape Architect

Park Arthur, Muskego, WI
Project Landscape Architect

The Legend at Brandybrook Pool & Tennis, Wales, WI
Project Landscape Architect

Milwaukee Art Museum Cudahy Gardens, Milwaukee, WI
Project Landscape Architect

Drexel Town Square, Oak Creek, WI
Project Landscape Architect

Bayshore Town Center, Glendale, WI
Project Landscape Architect

Joseph Pepitone Jr. *PLA, LEED AP*

Senior Landscape Architect | Principal

Registrations

Registered Landscape Architect – WI, CA

Certifications

CLARB National Certification

LEED® Accredited Professional

Education

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

Joe is a licensed landscape architect with 30 years of landscape architectural design and planning expertise. That expertise includes master planning to incorporate site program elements in a functional and cohesive manner. His thorough knowledge of all aspects of site development allow him to provide complete and thorough documentation which includes site planning, detailed design, landscape design and details, planting design, construction documentation, specifications and on-site construction administration.

Buchner Park Pool Master Plan, Waukesha, WI
Project Manager

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

Hart Park Improvements, Playground and Splash Pad, Wauwatosa, WI
Project Landscape Architect

Salem Community Park, Town of Salem, WI
Project Landscape Architect

Openlands Lakeshore Preserve, Openlands/CorLands, Lake County, IL
Project Manager / Landscape Architect

Concordia University Athletic Fields Master Plan, Mequon, WI
Project Landscape Architect

Wisconsin Lutheran College Athletic Fields Master Plans, Wauwatosa, WI
Project Landscape Architect

Town & Country YMCA, Oconomowoc, WI
Project Landscape Architect

Kettle Moraine YMCA – West Bend, WI
Project Landscape Architect

Door County YMCA Master Plan, Sturgeon Bay, WI
Project Landscape Architect

YMCA at Pabst Farms, Oconomowoc, WI –
Project Landscape Architect

Wildlife in Need Center, Ottawa, WI
Project Manager

Hart Park Rotary Stage and Performance Area, Wauwatosa, WI
Project Landscape Architect and Designer

James Lisak *PE, CDT, LEED AP*

Civil Engineer | Principal

Registrations

Professional Engineer – WI, IN, IL

Certifications

LEED® Accredited Professional

Construction Specifications Institute – Construction Document Technologist

Education

B.S., Civil Engineering, 1989
Purdue University, West Lafayette, IN

Jim's project history encompasses design consultation for municipalities and private development firms with engineering needs in the areas of site development, pavement design, water distribution systems, storm water management and collection systems, sanitary collection systems and lift stations, and wastewater treatment.

Tosa Pool at Hoyt Park Family Aquatic Center Replacement, Wauwatosa, WI
Project Engineer

Franklin Woods Park Improvements, Franklin, WI
Project Engineer

I-794 Lakefront Gateway, Milwaukee County, WI
Project Engineer

Cool Waters Greenfield Park Aquatic Center, West Allis, WI
Project Engineer

Carver Park Family Aquatic Center, Milwaukee, WI
Project Engineer

Washington County Fair Park, Washington County, WI
Project Engineer

I-794 Lakefront Gateway, Milwaukee County, WI
Project Engineer

Menomonee River Stream Management Program, Milwaukee County, WI
Project Engineer

Carthage College Physical Education Center Renovation, Kenosha, WI
Project Manager

Carthage College Athletic and Recreation Center, Kenosha, WI
Project Engineer

Drexel Town Square Public Infrastructure and Wetland Park, Oak Creek, WI
Project Engineer

Kendra Hansen *PE, LEED AP, CDT*

Civil Engineer | Associate

Professional Registration
Professional Engineer – WI, IL

Professional Certification
LEED Accredited Professional
Construction Documents Technology – Construction Specifications Institute

Education
B.S., Civil Engineering, 2004, Marquette University, Milwaukee, WI

Professional Affiliations
American Society of Civil Engineers
"Current" Young Professional Network, Green Bay Chamber of Commerce

Kendra has been with GRAEF since 2004. She has extensive experience in both municipal and private design, providing a breadth of knowledge which includes infrastructure design, site development, stormwater management, floodplain and streamflow modeling, and construction oversight. She has completed design for all levels of project complexity, from site repairs and small building additions to large, complex site developments and subdivision layouts. She is well-versed in state, local and federal permitting processes, and has facilitated projects permits covering stormwater management, wetland impacts, contaminated soils mitigation, waterway impacts and many others. Kendra has been involved in multiple roundabout designs, providing services ranging from early-stage scoping layout and intersection alternative evaluation to detailed construction document design and construction oversight. Because of her wide range of technical experience and skills, Kendra has proven to be a valuable resource on the projects on which she works.

Bomier Boat Launch Renovation and Expansion, De Pere, Wisconsin
Project Manager

De Pere 2014 Storm Water Management, De Pere, Wisconsin
Project Manager

De Pere Riverwalk Design, De Pere, Wisconsin
Project Engineer

Colburn Pool Replacement, Green Bay, Wisconsin
Project Engineer

Erb Park and Swimming Pool Facility Evaluation and Concept Plan Development, Appleton, WI
Design Engineer

East River Trail Preliminary Design Study, City of Green Bay, WI
Project Manager

Herb & Dolly Smith Park, City of Neenah, WI
Project Engineer

Hydro Park, Kaukauna Utilities/City of Kaukauna, Kaukauna, WI
Design Engineer

Neenah Park Site #1, City of Neenah, WI
Project Engineer

Kress Events Center, University of Wisconsin - Green Bay
Design Engineer

Jeffrey Rosner *PE*

Structural Engineer

Registration

Professional Engineer – WI

Certifications

LEED Accredited Professional

Education

M.S., Structural Engineering, 1997, Marquette University, Milwaukee, WI

B.S., Civil Engineering, 1995, Marquette University, Milwaukee, WI

Jeff has an outstanding record in the design of new buildings, building additions, and evaluation and repair of existing buildings. His experience encompasses a wide range of building designs including numerous educational facilities, retail facilities, recreational facilities, office buildings, and water park/pool facilities. Jeff has worked on dozens of indoor and outdoor pools, waterparks, and related park facility projects in Wisconsin and across the country.

- David F. Schulz Family Aquatic Center at Lincoln Park, Milwaukee, WI
- Structural Pool Assessment, Colburn Park, Green Bay, WI
- Fairfax Pool, Eau Claire, WI
- Manitowoc Family Aquatic Center, Manitowoc, WI
- Renovation of Existing Bathhouse and Outdoor Pool Facility, Wheeling, IL
- Renovation of Existing Bathhouse and Outdoor Pool Facility, Bensenville, IL
- Lazy River, Plunge Pool and Adventure Area, Bolingbrook, IL
- Chula Vista Resort Wave Pool, Wisconsin Dells, WI
- New Bathhouse and Outdoor Leisure Pool Facility, Liberty Grove, IL
- Renovation of Existing Bathhouse and Outdoor Pool Facility, Wheeling, IL
- Renovation of Existing Bathhouse and Outdoor Pool Facility, Bensenville, IL
- Indoor Competition Pool with Dive Area, East Lansing, MI
- Outdoor Leisure Pool, LaCrosse, WI
- Indoor Competition Pool with Dive Area, Valders, WI
- Indoor Therapy Pool and Leisure Pool, Tucson, AZ
- Indoor Lap Pool with Dive Area and Activity Pool, Oconomowoc, WI
- Indoor Therapy Pool, Bayley Place, Cincinnati, OH
- Indoor Activity Pool, Powel Crosley Jr. YMCA, Cincinnati, OH
- Indoor Activity Pool, Clippard YMCA, Cincinnati, OH
- Indoor Leisure Pool Supported on Drilled Piers, Broomfield, CO
- Indoor Activity Pool, Family Pool, and Whirlpool, Macomb, MI
- Indoor Competition Pool with Dive Area and Leisure Pool, Ashland Recreation Center, Denver, CO
- Indoor Competition Pool with Dive Area, Leisure Pool and Whirlpool, Perinton Community Center, Fairport, NY
- Indoor Lap Pool with Dive Area and Access Ramp, Chilton, WI
- Indoor Competition Pool with Dive Area and Warm-up Pool, Frisco, TX
- Indoor Competition Pool with Dive Area, Molalla, OR
- Indoor Competition Pool with Diving Area and Leisure Pool, Montclair, CO
- Indoor Competition Pool with Diving Area and Attached Surge Tank, Corunna, MI
- Indoor Competition Pool with Diving Well and Whirlpool, Outdoor Leisure Pool, Houston University, Houston, TX
- Indoor Therapy Pool, Martin Luther Recreation Center, Denver, CO
- Outdoor Wave Pool and Below-grade Mechanical Building, Mahoney, NE
- Small Indoor Pool with Skimmers, Bettendorf, IA
- Indoor Activity Pool with Plunge Pool and River, Sterling, IA –
- Outdoor Activity Park with Plunge Pool, Lap Pool, and Diving Well, Sac City
- Large Indoor Competition Pool with Diving Area and Small Warm-up Pool, South Lake
- Indoor Lap Pool with Deep Well, Small Activity Pool, and Whirlpool, Iola, WI
- Indoor Leisure Pool with a Plunge Pool and Lap Pool, Medina, IL
- Indoor Lap Pool with Lap Area, Plunge Pool and Diving Well, Sheboygan Falls, WI
- Indoor Lap Pool with Diving Well, Rome, NY
- Indoor Lap Pool with Diving Well, Large Indoor Leisure Pool, and a Whirlpool, Westerville
- Activity Pool and Diving Well, Sumner, IA
- Activity Pool, Lap Pool and Diving Well, Nevada, IA
- Lazy River, Plunge Pool and Advanture Area, Bolingbrook, IL
- Activity Pool, Lap Area and Diving Well, Osceola, IA
- Indoor Whirlpool and Outdoor Pond Pool, Kohler, WI
- Indoor River, Plung Pool, Activity Pool and Whirlpool, Brainard, MN
- Slide Pool, Children's Pool and Wave Pool, Buena Park, CA
- Activity Pool, Competition Lap Pool and Diving Well, GA
- Activity Pool and Whirlpool, Pleasant Prairie, WI
- Indoor Activity Pool, Lafayette
- Lap Pool and Diving Well, Mequon, WI
- Activity Pool, Camdenton
- Activity Pool and Diving Well, Murphy Chandler
- Pool Rehabilitation and Addition, Prairie View

Michael Vogel *PE*
Structural Engineer

Registrations
Professional Engineer – WI
Structural Engineer – IL

Education
M.S., Structural Engineering, 2005, Marquette University, Milwaukee, WI
B.S., Civil Engineering, 1997, Marquette University, Milwaukee, WI

Mike has an outstanding record of completing a variety of consulting engineering projects. His 18 years of structural project experience includes the design of new buildings, building additions, and evaluation and repair of buildings. Mike has the proven ability to work with owner, architect and contractors on large complex projects. He is experienced in using various structural analysis and design software as well as concrete analysis and design software.

Mukwonago YMCA, Mukwonago, WI
Project Manager

Downtown Oshkosh YMCA Modernization, Oshkosh, WI
Project Manager

Rite-Hite Family YMCA (formerly Schroeder YMCA), Brown Deer, WI
Project Professional

Tri-County YMCA, Menomonee Falls, WI
Project Manager

Kalahari Conference Center Expansion, Sandusky, OH
Structural Engineering Project Manager

Sussex Village Hall and Recreation Center, Sussex, WI
Structural Engineering Project Manager

Ripon College Fieldhouse and Recreation Center Renovations, Ripon, WI
Structural Engineering Project Manager

University of Wisconsin-Madison Southeast Recreation Facility (SERF), Madison WI
Structural Engineer

Carroll University Van Male Field House Renovation, Waukesha, WI
Project Manager

Robert Jeffers *PE, LEED AP*

Electrical Team Leader

Registrations

Professional Engineer - WI

Certifications

LEED Accredited Professional

Education

B.S. Architectural Studies, 1982, University of Wisconsin-Milwaukee, Milwaukee, WI

With over 30 years of experience as an Electrical Consulting Engineer, Bob has a broad range of experience with clients, different building types, and varied electrical systems. He has significant experience including project management of multi-disciplined projects and project engineering functions for design of electrical and lighting systems. Experience includes establishing project budgets, completing calculations, selecting equipment, preparing specifications and designing low and medium electrical distribution systems, stand-by emergency generation and fire alarm systems for commercial, institutional, laboratory and sports projects.

Augustine Preparatory School Natatorium and Athletic Fields, Milwaukee, WI
Senior Electrical Engineer

Drexel Town Square, Oak Creek, WI
Lead Electrical Engineer

University of Wisconsin-Oshkosh, Albee Hall Pool Addition and Remodeling, Oshkosh, WI
Lead Electrical Engineer

University of Wisconsin-Madison, Kohl Center, Madison, WI
Lead Electrical Engineer

University of Wisconsin-Madison, Camp Randall Stadium Renovations, Madison, WI
Lead Electrical Engineer

University of Wisconsin-Milwaukee, Klotsche Center, Milwaukee, WI
Lead Electrical Engineer

Racine Festival Grounds, Racine, WI
Lead Electrical Engineer

Corporate Campus Training Center Addition, Verona, WI
MEP Project Manager/Lead Electrical Engineer

University of Wisconsin-Milwaukee Klotsche Center Addition and Remodel, Milwaukee, WI
Lead Electrical Engineer (with another firm)

University of Wisconsin-Green Bay Kress Center
Lead Electrical Engineer (with another firm)

Steve Heaton *RD, CxA*
Mechanical Designer

Registrations

Registered Designer of Engineering Systems – Wisconsin

Construction Specifications Institute – Construction Document Technologist

Certified Commissioning Authority, ACG

Education

Associate Degree, Air Conditioning and Refrigeration Technology, 1975, Western Wisconsin Technical Institute

Steve has over 35 years of experience in the design of heating, ventilating, and air conditioning systems, including energy analysis and feasibility studies of health care, industrial, commercial and institutional projects. Steve is a certified Construction Document Technologist. His responsibilities encompass all phases of project development from existing building and energy analysis, design/construction document phase through construction, formal commissioning and project closeout. In addition to providing quality assurance/quality control project reviews.

Water Tech, Inc., Multiple Locations, WI
Mechanical Designer

Milwaukee County Child and Adolescent Treatment Center, Milwaukee, WI
Mechanical Designer

Milwaukee County Parks Greenhouse Complex, Milwaukee, WI
Mechanical Designer

Wilson Park, Milwaukee County Parks, Milwaukee, WI
Mechanical Designer

Numerous Park Buildings, HVAC Equipment Replacement Analysis, Milwaukee County Parks, Milwaukee, WI
Mechanical Designer

Aquarium/Reptile House, Aviary, and Other Facility HVAC Design, Milwaukee County Zoo, Milwaukee, WI
Mechanical Designer

University of Wisconsin-Milwaukee, Chiller Condenser Water Strainer, Milwaukee, WI
Mechanical Designer

Richard Koenig *PE*

Plumbing/Fire Protection Engineer

Registration

Professional Engineer – WI, NY, FL, NV

Education

B.S., Mechanical Engineering, 2002, Rochester Institute of Technology, Rochester, NY

Richard is a licensed professional engineer who has 20 years experience in engineering plumbing and fire protection systems for industrial, medical, commercial and high rise buildings throughout North America and the Caribbean. He enjoys the challenges associated with designing complex plumbing and fire protection systems as his diverse experience shows. Additionally, he has 12 years experience in the construction industry as a journeyman plumber/pipe fitter and foreman on many construction projects.

Restrooms and Concessions Stand Plumbing Design, Waukesha County Parks, Delafield, WI
Plumbing Engineer

Reindahl Splash Pad Park Building, Madison, WI
Plumbing Engineer

Park Arthur Restrooms and Concession Stands, Muskego, WI
Plumbing Engineer

Washington Park Velodrome Restrooms and Concession Stands, Kenosha, WI
Plumbing Engineer

Mukwonago YMCA, Mukwonago, WI
Plumbing Engineer

Milwaukee Public School South High School Stadium, Milwaukee, WI
Plumbing Engineer

Milwaukee Public Schools Custer Stadium Replacement, Milwaukee, WI
Plumbing Engineer

University of Wisconsin-Madison, Gym and Natatorium, Madison, WI
Plumbing Engineer

Big Springs Water Park, Houston, TX
Plumbing Engineer (with another firm)

Reindahl Splash Pad Park Building, Madison, WI
Plumbing Engineer (with another firm)

Beach House Renovation, Great Lakes Naval Base, Chicago, IL
Plumbing Engineer (with another firm)

Oconomowoc Community Center, Oconomowoc, WI
Plumbing Engineer (with another firm)

MATT FREEBY, AIA, LEED AP, NCARB

Senior Project Manager

Matthew Freeby has a breadth of experience in the design and construction of numerous building types and structures; with overall responsibility for large project development, he has handled projects ranging from $1 million to $100 million. His project experience ranges from conceptual planning to construction management.

Matt is relied upon to define project scope, goals and deliverables that support WTI's business goals in collaboration with senior management. He helps to determine and assess need for additional staff and/or consultants and make the appropriate recruitments if necessary during project cycle. A registered Architect in 22 states and a NSPF Certified Pool/Spa Operator, Mr. Freeby is a LEED Accredited Professional with an advanced depth of knowledge in green building practices and sustainable aquatic design and operations. Matt's attention to detail and persistent pursuit of excellence provides the industry benchmark in aquatic design.

EDUCATION

Master's Degree, Architecture
Washington University
St. Louis, Missouri

Master's Degree, Civil Engineering, Construction Management
Washington University
St. Louis, Missouri

Bachelor of Arts, Architecture
Washington University
St. Louis, Missouri

REGISTRATIONS

AIA Architect: AL, AR, CA, DE, FL, HI, IN, LA, MI, MN, MO, NE, NJ, NM, NV, NY, OK, RI, TN, UT, WA, WI

LEED Accredited Professional

NSPF Certified Pool / Spa Operator (CPO)

PROFESSIONAL AFFILIATIONS

American Institute of Architects (AIA)
National Council of Architectural Registration Boards (NCARB)
Themed Entertainment Association (TEA)

INDOOR FEATURED PROJECTS

Erb Park and Swimming Pool - Appleton, WI
Baldwin Medical Center - Baldwin, WI
Baraboo HS Indoor Swimming Pool VGB Review Evaluation - Baraboo, WI
Port Superior Marina - Bayfield, WI
Chippewa Falls - Chippewa Falls, WI
Elm Grove Western Racquet Club Design - Elm Grove, WI
Village Pointe Commons - Grafton, WI
Green Bay Colburn Pool - Green Bay, WI
The Tundra Lodge - Green Bay, WI
Water Feature - Lake Delton, WI
Christmas Mountain Village - Lake Delton, WI
Goeres Park Pool - Lodi, WI
Madison Goodman Pool Expansion Study - Madison, WI
Madison Madison Metropolitan School District - Madison, WI
Manitowoc Family Aquatic Center - Manitowoc, WI
Bay Area Medical Center - Marinett, WI
Bucks Arena - Milwaukee, WI
Columbia St. Mary's Hospital - Milwaukee, WI
Saint John's on the Lake Active Independent Living Center - Milwaukee, WI
South Suburban YMCA - Milwaukee, WI
Oshkosh Family YMCA - Oshkosh, WI
Creekview Aquatic Center at the Evergreen Retirement - Oshkosh, WI
Port Shiloh Swimming Pools - Port Shiloh, WI
UW River Falls - River Falls, WI
House on the Rock Welcome Center - Spring Green, WI
Harbour Village Resort - Sturgeon Bay, WI
VA Medical Center - Tomah, WI
Epic Systems Water Feature - Verona, WI
Edgewater Retirement Community - West Des Moines, WI
West Salem School District - West Salem, WI
Wisconsin Dells Noah's Ark Flow Rider Design - Wisconsin Dells, WI
Wisconsin Dells Municipal Aquatic Center - Wisconsin Dells, WI

ADAM PFISTER

Project Designer

Working within the parameters given, Adam orchestrates a symphony of aquatic elements and features throughout the facility. His designs transform flat, monotonous areas into stimulating aquatic destinations using elevation and unique, custom created structures. Adam's experience in Landscape Architecture includes environmental, urban, commercial and residential design; he also has experience in image editing.

Adam's investigative approach prior to designing each facility includes working with project management and the client to understand the demographics of the area in conjunction with their needs, wants and state codes. Once all the information is gathered, Adam uses his design skills to transform planning and programming notes into a conceptual graphic design, carefully taking into account budget constraints and objectives. Adam's dedication and passion for designing is evident throughout the design process; he works carefully with project managers and manufacturers to make sure the client's vision is seen through to completion. Adam's portfolio includes a variety of aquatic facilities including Olympic level competition, therapy and wellness, hotel, and municipal leisure.

EDUCATION

Bachelor of Landscape Architecture, Iowa State University
Ames, IA

REGISTRATIONS

NSPF Certified Pool / Spa Operator (CPO)
Revit Certified Professional

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects (ASLA)
Themed Entertainment Association (TEA)

FEATURED PROJECTS

Clareview Community Recreation Centre and Library - Edmonton, AB Canada
East Link Centre - Grand Prairie, AB Canada
Lethbridge AB Crossings Leisure Complex - Lethbridge, AB Canada
Shaw Centre - Saskatoon, SK Canada
Edmonds Aquatic and Community Centre - Burnaby, BC Canada
The Colony at the Grand - Fairhope, AL
Cottonwood Community Recreation Center - Cottonwood, AZ
GWL Southern California - Garden Grove, CA
GWL Colorado Springs - Colorado Springs, CO
City of Greeley Citywide Masterplan of Outdoor Aquatic Centers - Greeley, CO
Lone Tree Recreation Center - Littleton, CO
Dubuque Country Club - Dubuque, IA
Marion IA Linn-Mar Community School District - Marion, IA
Forest City Family Aquatic Center - Forest City, IA
Niles North High School - Skokie, IL
Apple Canyon Lake Property Pool and Bathhouse - Apple River, IL
Des Plaines Park District Chippewa Pool - Des Plaines, IL
Willow Stream Aquatic Center Renovation - Buffalo Grove, IL
Green Lake Family Aquatic Center - River Forest, IL
Prophetstown State Park Family Aquatic Center - Battleground, IN
Salt City Splash Aquatic Center Study - Hutchinson, KS
Lions Water Adventure at the Woodmen Community Center - Kinston, NC
Williston Community Recreation Center - Williston, ND
Las Cruces Regional Recreation & Aquatic Center - Las Cruces, NM
Kalahari Poconos Phase II - Poconos, PA
Aberdeen Family Aquatic Center - Aberdeen, SD
Madison Outdoor Aquatic Center - Madison, SD
Russ McEwen Aquatic Center - Big Spring, TX
NRH2O Waterpark - North Richland Hills, TX
Creekside Family Aquatic Center - The Woodlands, TX
Upton Hill Regional Park Pool - Arlington, VA
Lynnwood Recreation Center - Lynnwood, WA
Kandle Park Pool - Tacoma, WA
Reindahl Splash Pad - Madison, WI
Hoyt Park Pool - Wauwatosa, WI
Erb Park Pool - Appleton, WI
Colburn Pool - Green Bay, WI

DANIEL D. LAMERS

Mechanical Designer

Dan is a vital member of the engineering team and plays an integral role in the aquatic design process. His experience in site and mechanical design, project management and construction of indoor and outdoor aquatic centers brings value to every project. Dan utilizes his background and diverse skill set in Revit MEP and AutoCAD to work with the project team to produce and deliver drawings for the pool filtration and waterpark HVAC systems. Working together with the design and engineering teams, Dan's ability to identify the proper size and locations of ducts, piping and mechanical equipment and clearly communicate findings ensures drawings are accurate.

EDUCATION

Associates Degree, Civil Engineering
Moraine Park Technical College
Fond du Lac, WI

REGISTRATIONS

NSPF Certified Pool / Spa Operator (CPO)

PROFESSIONAL AFFILIATIONS

Themed Entertainment Association (TEA)

FEATURED PROJECTS

Seton Community Recreation Centre - Calgary, AB
Mesa High Regional Aquatic Center - Mesa, AZ
McClintock Swimming Pool - Tempe, AZ
William Griffin Community Recreation Centre - North Vancouver, BC
P705 Fitness Center at Naval Base Coronado - Coronado, CA
Brighton Oasis Family Aquatic Park - Brighton, CO
Scott Carpenter Pool - Boulder, CO
Splashland Pool, Scott Carpenter Park Pool, and Sports Center Pool Renovations - Hyland Hills Park District, CO
Walsenburg Family Aquatic Center - Walsenburg, CO
Cherokee County Aquatics Complex - Holly Springs, GA
Forest City Family Aquatic Center - Forest City, IA
Linn-Mar High School Aquatic Center - Marion, IA
Deerfield District 113 - Deerfield, IL
Moran Waterpark - Lombard, IL
Mundelein High School Competition Pool Replacement - Mundelein, IL
Niles North High School - Skokie, IL
Ping Tom Park Recreation Center - Chicago, IL
Riverside Brookfield High School - Riverside, IL
Willow Stream Aquatic Center Renovation - Buffalo Grove, IL
Clarksville Family Aquatic Center - Clarksville, IN
Prophetstown State Park Family Aquatic Center - Battleground, IN
Crawfish Aquatic Facilities - Baton Rouge, LA
Oakland University Human Health Building Therapy Pool - Rochester, MI
Troy Aquatic Center - Troy, MI
Turtle Cove Family Aquatic Center Lower Huron Metro Park - Belleville, MI
Williston Community Recreation Center - Williston, ND
James W. Roe Memorial Pool - Wayne, NJ
Wedgewood Park Aquatic Centre - St. Johns, NL
East Portland Community Center - Portland, OR
Aberdeen Family Aquatic Center - Aberdeen, SD
Hillcrest Family Aquatic Center - Brookings, SD
Creekside Family Aquatic Center - The Woodlands, TX
Garland ISD Aquatic Center - Garland, TX
The Rec Grapevine TX - Grapevine, TX
the Dixon Family Aquatic Center - Fredericksburg, VA
Moses Lake Aquatic Center - Moses Lake, WA
Sammamish Community and Aquatic Center - Sammamish, WA
South Side Family Aquatic Center - Spokane, WA
Stanwood-Camano YMCA of Snohomish County - Everett-Stanwood, WA
Veterans Memorial Pool Rebuild - Walla Walla, WA
Erb Park and Swimming Pool - Appleton, WI
Irwin A. Goodman & Robert D. Goodman Community Swimming Pool at Goodman Park - Madison, WI

GRAEF

2.0
Understanding of the Project

Understanding of Project
Plan Development Methodology and Work Plan

Plan Development Methodology

VFW Park and Aquatic Center are an important part of the City of De Pere. This 13-acre park includes a large outdoor pool, softball field, soccer field, outdoor basketball court, playground, enclosed shelter used for rentals and pool concessions, two outdoor shelters for rentals, outdoor hockey rink, three tennis courts, Community Center, sledding hill, and unprogrammed open space. The City of De Pere has issued a Request for Proposal for Professional Services to conduct a conceptual design and master plan for the Aquatic Center within VFW Park. Development of the conceptual design and master plan will include gathering and evaluating public and stakeholder input. That information and other data will be utilized in identifying the optimal location for the pool while causing the least impact to current park uses and project cost.

Our approach to this exciting project is to first collect all available data and to thoroughly investigate the existing conditions, listen to key stakeholders and then use our experience to help you determine the right project program and design for the aquatics facility based on your budget and the needs of the City of De Pere.

We will review the existing aquatic facility to understand its features, and research current trends in aquatic facilities and amenities to identify options for the new Aquatic Center. We will investigate the overall park with the intention of understanding the park opportunities and challenges. While investigating we will begin our ***listening*** process, where we ask questions and listen to key project stakeholders such as the Park Board, elected officials, City Staff, park/pool operations staff, park/pool maintenance staff, major user groups, and the citizens of the City of De Pere. During this initial phase, our team will outline a public involvement plan and develop an email or on-line survey questionnaire. This email or online survey will be released, and after an agreed upon response timeline, our team will review and evaluate the responses and provide a summary to the City staff.

With all of this information, we will proceed into the Programming Phase where we will help you to evaluate what is appropriate for the future of the Aquatic Center in the way of activities and aquatics and within the desires of the overall community and the overall project budget. We will investigate the existing fees and rates as compared to other facilities. Based on this Program, we will work with the Park Board and City staff to develop three conceptual designs/master plans with opinions of probable construction costs and list of Aquatic Center amenities. 3-D renderings of the three Aquatic Center concepts will be prepared along with 2-D renderings of the VFW Park Master Plan. We will coordinate and host one public input meeting to solicit feedback on the three (3) developed concepts. On that same day, the three conceptual designs/master plans will be presented to the Park Board.

Based on the input and feedback we garner from the public input meeting and Park Board presentation, we will develop an overall single conceptual design/master plan and construction costs for the new Aquatic Center and park. This will include updated 3-D and 2-D renderings as well as a new 2-D rendering of the Aquatic Center facility amenities and building floorplan. Projected operational costs will be included. This

Understanding of Project
Plan Development Methodology and Work Plan continued

single updated conceptual design/master plan and supporting info will be presented to the Park Board. Utilizing the final comments from the Park Board and City staff, a final approved Aquatic Center 3-D rendering, VFW Park Master Plan 2-D rendering, and Aquatic Center facility amenities and building floorplan 2-D rendering will be prepared and submitted. This final submittal will also incorporate final updated budget information for construction and operations.

GRAEF is a multidisciplinary engineering and planning firm that has been providing our clients with the highest level of technical expertise since 1961. We have included a diverse team of professionals to serve you including: planning, landscape architecture, civil engineering, structural engineering, MEP engineering, public participation expertise. We have proven experience and success at building a consensus and are very familiar with integrating active park uses within neighborhood parks.

To aid us in providing you with the very best in professional aquatic design services we have teamed with Water Technology, Inc. (WTI) headquartered in Beaver Dam, WI. WTI's creative energy and passion embraces the philosophy that aquatic recreation completes communities and makes them a better place to live. WTI has evaluated, designed and engineered literally hundreds of aquatic facilities throughout North America since 1983. WTI designs are forward-looking, and support dynamic community programs. Another key ingredient to a project's success is our historical database that helps us provide clients accurate cost estimates and a realistic timeline.

Conceptual Design/Master Planning Work Plan

We have outlined an overall work program that we believe will produce a meaningful, cost effective, and responsive conceptual design/master plan. We have divided this project into two phases that will allow us to understand the existing facility and park, what is possible, what is desired by the community, and ultimately it will allow us to create a conceptual design/master plan with associated construction for the future redevelopment of the Aquatic Center at VFW Park. The phases include:

- Phase I – Data Collection and Stakeholder/Public Input
- Phase II – Programming and Conceptual Design/ Master Planning

Phase I – Data Collection and Stakeholder/ Public Input

We will work with City of De Pere staff to conduct a thorough analysis and evaluation of the existing VFW Park and an understanding of the existing pool facility within this park. The public involvement approach will be outlined and implemented. Specific tasks for this phase of work include:

- *Project Kick-Off Meeting* – We will coordinate a kickoff meeting with the project team with the following goals:
  - Refine the overall project and approach
  - Refine the work program and deliverables
  - Determine Project Team and Stakeholders
  - Discuss design intent and preliminary program
  - Define project goals and objectives

- *Collect and Review Existing Data and Information* – The City staff will provide us with all of the available surveys, plans, maps, photographs, construction drawings, attendance records and financials of the existing facility for our review and analysis. Our team will complete a site visit to gather field information.

- *Meetings and Interviews with Key Stakeholders* – We will interview members of the Park Board, City Staff, Park/ Pool Operations Staff, Park/Pool Maintenance Staff, and any Major User Groups during a one day session.

Understanding of Project

Plan Development Methodology and Work Plan continued

- *Develop a Public Involvement Plan* – including an email or online questionnaire/survey. Release this survey and at conclusion of response period, review, evaluate, and summarize input received.

Phase II – Progamming and Conceptual Design/ Master Planning

We will work with City staff, applicable user groups, and residents to determine the future needs of your community and how this park may be programmed for future generations. Based on the three project programs, we will develop a conceptual master plan and opinions of probable construction cost of each for review and consideration. We will work with City staff to develop and refine these alternatives and, once complete, we will present the three concept 3-D/2-D renderings and budgets to the public and Park Board. Utilizing the input received at the prior public and Park Board meeting, we will develop a single concept plan with 3-D/2-D rendering and budget updates and present to the Park Board. Lastly, comments from the Park Board will be reviewed and final alterations will be made resulting in a Final Concept Design/ Master Plan set of renderings and updated budgets. This set of final documents will be submitted to the Park Board. Specific tasks for this phase of work include:

- *Project Program Development* – Based on our project goals, objectives, and desires of the key stakeholders, we will prepare three preliminary project programs. We will work with you to finalize three distinct project programs for the basis of creating the conceptual master plans.
- *Present Concept Design Options (3) and Cost Opinions* – Prepare three rendered conceptual design/master plans and opinion of probable construction costs for the new Aquatic Center and associated improvements based on the three project programs.
- *Present Concept Design Options to Public and Park Board* – Present each conceptual master plan alternative renderings for review and comment.
- *Revise Conceptual Design Options to Single Version and Update Budgets* – Revise the master plan alternatives into a single option based on comments received and update budgets.
- *Presentation of Refined Single Option to the Park Board* – Present the single refined conceptual design/master plan renderings and updated budget to the Park Board.
- *Finalize Conceptual Design/ Master Plan* – We will finalize the conceptual design/master plan, opinion of probable construction costs/budgets, and finalize renderings to help convey the design intent. Submit all documents to the City of De Pere Park Board.

3.0
Similar Projects

Erb Park and Swimming Pool Facility Evaluation and Concept Plan Development

Client: City of Appleton | Location: Appleton, WI

Services

Project Management
Master Planning
Landscape Architecture
Civil Engineering
Structural Engineering
Aquatics (Water Tech)

Due to the popularity of this neighborhood park and pool, the City of Appleton is proactively addressing the aging facilities and seeking opportunities for improvements and/or renovations to the facilities. They retained GRAEF, teamed with Water Tech, to complete an investigation and review of the existing facilities and park and to collaborate to develop concept plans for pool improvements and/or renovations.

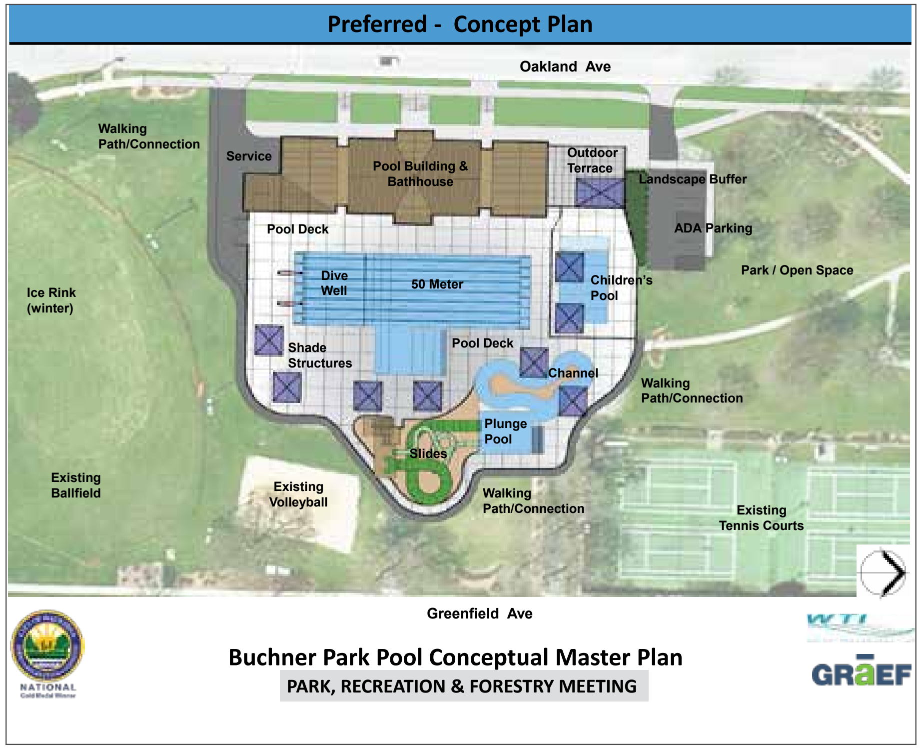
Efforts included review of design drawings; field inspections of the park, tennis courts, parking lots and driveway, pathways; structural and architectural inspection of the pavilion, bathhouse, maintenance building, and pool shells; review of the mechanical and plumbing systems; and review of the pool components.

The **GRAEF/Water Tech team** listened to user groups and the public through interviews and public involvement workshops. Using the information gathered, GRAEF developed a program of activities and aquatics for the park and pool in concert with City of Appleton staff. With the program outline, we worked together to come up with several concept master plan options and associated budgets. Many discussions and comparisons ensued, resulting in a single concept master plan that was released to the public for comments over the course of the 2015 swim season. At the conclusion of the swim season, the comments were evaluated and the concept master plan was expanded to four different options, along with budgets, to be considered for inclusion in the 2015 city budget.

Ultimately, the City Council approved a $10.5 million budget item for the new park and pool improvements to be designed in 2016.

Buchner Park Pool Master Plan

Client: City of Waukesha | Location: Waukesha, WI



Services

Project Management

Master Planning

Landscape Architecture

Civil Engineering

Structural Engineering

Aquatics (Water Tech)

The project included an analysis and evaluation of the Buchner Park Pool Facility and development of an overall Master Plan which includes future renovations and improvements for the swimming pool and related facilities to meet the current and future needs of the community.

Efforts included review of design drawings; field inspections; structural and architectural inspection of the pool; review of the mechanical and plumbing systems; and review of the pool components.

The **GRAEF/Water Tech team** coordinated and hosted two public information gathering/listening sessions to solicit feedback in a program/activity station format. These sessions included asking questions and listening to key project stakeholders including elected officials, the Waukesha Parks, Recreation and Forestry Department (WPRF), the WPRF Board, other City staff, park/pool operations staff, park/pool maintenance staff, major user groups, and the citizens of the City of Waukesha.

The team worked with the Waukesha Parks, Recreation and Forestry Department and the City to finalize two distinct project programs which formed the basis of the conceptual master plans. After presentation to the WPRF Board and the subsequent public open house and comment period, the information was summarized and the preferred master plan alternative was reviewed and selected.

The preferred conceptual master plan and opinion of probably construction costs will be finalized and presented to the Waukesha Parks, Recreation and Forestry Board for final approval.

Tosa Pool at Hoyt Park

Client: Friends of Hoyt Park/Milwaukee County | Location: Wauwatosa, WI

Services

Civil Engineering
Structural Engineering
Survey
Aquatics (Water Tech)

The Friends of Hoyt Park, a non-profit community organization, teamed with Milwaukee County to rebuild the Hoyt Park Pool, which had been closed for close to 10 years. The $9 million pool and park opened in 2011, and the complex includes a new lap pool, diving board, slide, and zero-entry design including a redesigned changing complex. The **GRAEF/Water Tech team** was chosen to design the new pool.

GRAEF provided civil engineering services to Milwaukee County to improve all the support infrastructure in the park including a new parking lot, decorative fencing, recreational path, and utility work. The proximity of the pool to the Menomonee River led to innovative storm water design solutions and challenges with utility service, requiring a 1,200-foot directional drill under the river to provide water service to the pool. GRAEF also provided civil engineering services to the design-build team to construct the pool, deck, and building renovations.

The tight budget for the community project challenged GRAEF to analyze the infrastructure thoroughly to determine what existing site could remain to maximize both environmental and cost efficiency.

The pool opened with great fanfare from the local community with local recognition including Wauwatosa Chamber of Commerce Civic Appreciation Award and Milwaukee Magazine's "Best Things in Milwaukee."

Schultz Aquatic Center at Lincoln Park

Client: Milwaukee County | Location: Milwaukee, WI

Services

Project Management
Master Planning
Site/Civil Engineering
Structural Engineering
Landscape Architecture
Aquatics (Water Tech)

Milwaukee County opened a new family aquatic center at Lincoln Park on Milwaukee's north side in 2009. The family aquatic park features the only outdoor "lazy river" in the region as well as the tallest water slides in the County Parks system. The park includes a body slide, tube slide, zero-depth entry interactive children's play area, lap lanes, diving boards and a new 6,200 square-foot locker room building. The pool water is heated to a constant 82 degrees. The project also included the remodeling of the existing Blatz Pavilion to include concessions, lifeguard locker rooms, a first aid room, and staff offices.

GRAEF engineers led The **GRAEF/Water Tech team** with overall project management, master planning, site/civil engineering, structural engineering and landscape architecture for this $8.6 million dollar aquatic center. GRAEF staff provided multiple site and size preliminary design options, final design services, construction drawings, construction specifications, and construction administration services.

The new facility provides a strong connection to the Lincoln Park, the Milwaukee River, and the Oak Leaf Trail system. The project won an award for Outstanding Aquatic Facility Design from the Wisconsin Park and Recreation Association.

GRAEF

4.0 References

References

City of Green Bay
Dan Ditscheit
Design and Development Superintendent
Green Bay Parks, Recreation and Forestry Department
920 / 448 3381
dandi@greenbaywi.gov

City of Neenah
Michael Kading
Director of Parks and Recreation
Neenah Department of Parks and Recreation
920 / 886 6062
mkading@ci.neenah.wi.us

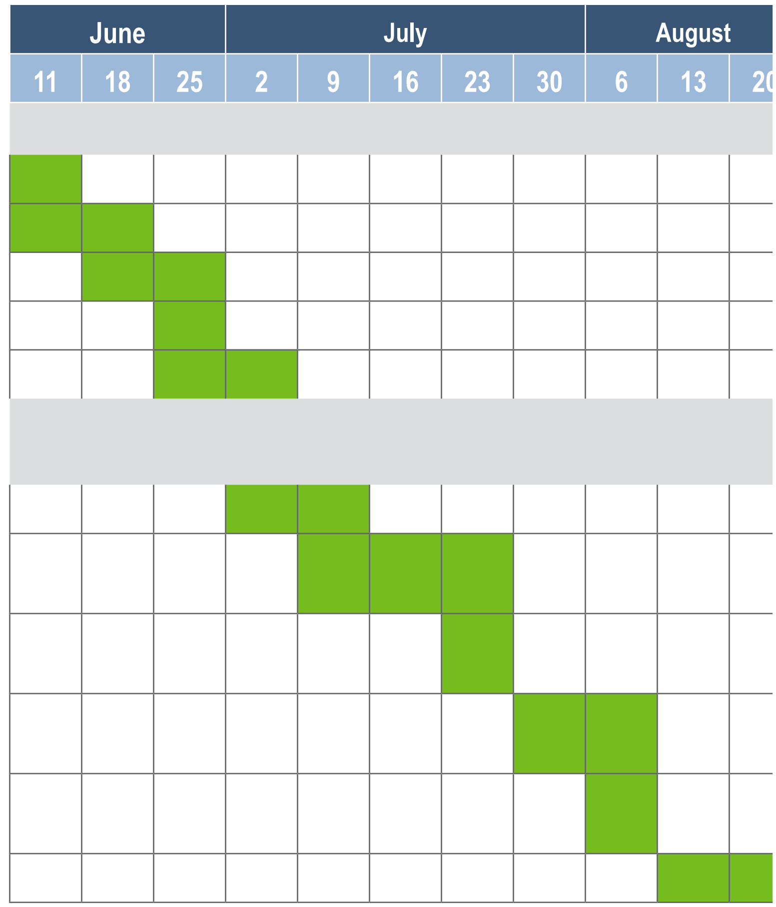
City of Appleton
Dean Gazza
Director of Facilities and Construction
920 / 832 5514
dean.gazza@appleton.org

Milwaukee County
Jim Keegan
Chief of Planning
Milwaukee County Department of Parks, Recreation and Culture
414 / 257 4775
jkeegan@milwcnty.com

Friends of Hoyt Park & Pool
Denise Lindberg
President
414 543 9641
deniselindberg@wi.rr.com

5.0
Timeline

Project Timeline



Phase I - Data Collection and Stakeholder/Public Input

1 Kick Off Meeting
2 Site Visit/Review
3 Collect and Review Existing Data and Information
4 Meeting and Interviews with Key Stakeholders
5 Develop Public Involvement Plan - Public Survey

Phase II - Programming and Conceptual Design/ Master Planning

6 Project Program Development
7 Present Conceptual Design Options (3) and Cost Options
8 Present Conceptual Design Options to Public and Park Board
9 Revise Conceptual Design Options to Single Version and Update Budgets
10 Presentation of Refined Single Option to the Park Board
11 Finalize Conceptual Design/Master Plan

GRAEF

6.0 Fee

Proposed Fee Schedule

Company Name: GRAEF

Company Address: 1150 Springhurst Drive Suite 201 Green Bay, WI 54304

Company Representative: Patrick J. Skalecki, P.E. - Green Bay Office Manager

Signature: Patrick J. Skalecki

Aquatic Center Design at VFW Park

Item	Fee
Kickoff Meeting with City Staff, Gather Existing Information and Perform a Site Visit	$ 4,350
Development of a Public Involvement Survey Summarize Results	$ 1,900
Conduct Information Gathering Meeting with Park Board, Staff, Stakeholders and Public	$ 3,200
Develop Three Concepts for the Aquatic Center and VFW Park Master Plan, Including Capital Costs	$17,700
Present Concepts to the Park Board and Public at a Meeting	$ 2,700
Develop One Concept Based on a Meeting (Including Capital Cost, operational budget projection, and staffing plan)	$ 9,250
Present Refined Concept to the Park Board Meeting	$ 2,650
Make Final Changes to the Concept and Prepare Capital Cost	$ 6,100
Total Fee	**$47,850**

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 20, 2017**
DEPARTMENT:	**Public Works**
FROM:	**Eric Rakers**
SUBJECT:	**Resolution #17-51, Approving Compliance Maintenance Annual Report for Wastewater Collection System.**

The Board of Public Works at the June 12, 2017 meeting approved the Compliance Maintenance Annual Report for submittal to the Wisconsin Department of Natural Resources..

The Engineering Department has completed the Compliance Maintenance Annual Report (CMAR) for the wastewater collection system. The CMAR is required by the Wisconsin Department of Natural Resources. The report scores the City wastewater collection system based on Financial Management and the Collection System.

Included with this memo are the results of the CMAR. The City received a grade A on the Financial Management and A on the Collection System.

ATTACHMENTS:

- Reso17-51 (DOCX)
- CMAR-2016_Summary (PDF)

RESOLUTION #17-51

APPROVING COMPLIANCE MAINTENANCE ANNUAL REPORT
FOR WASTEWATER COLLECTION SYSTEM

WHEREAS, Chapter NR 208, Wis. Adm. Code, requires that the City of De Pere, as the owner of a wastewater collection system, prepare a Compliance Maintenance Annual Report and deliver the same to the Department of Natural Resources; and

WHEREAS, the Board of Public Works has reviewed the attached Compliance Maintenance Annual Report for the reporting year 2016 and recommends its approval.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council hereby has reviewed and approves submittal of the Compliance Maintenance Annual Report to the State Wisconsin Department of Natural Resources.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 20th day of June, 2017.

APPROVED:

____
Michael J. Walsh, Mayor

ATTEST:

____
Shana D. Ledvina, Clerk-Treasurer

Ayes:______

Nays:______

Compliance Maintenance Annual Report

De Pere, City

Last Updated: 6/8/2017 Reporting For: 2016

Financial Management

1. Provider of Financial Information

Name: Joe Zegers

Telephone: (920) 339-4041 (XXX) XXX-XXXX

E-Mail Address (optional): jzegers@mail.de-pere.org

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- ● Yes (0 points)
- ○ No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?

Year: 2016

- ● 0-2 years ago (0 points)
- ○ 3 or more years ago (20 points)
- ○ N/A (private facility)

0

2.3 Did you have a special account (e.g., CWFP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- ● Yes (0 points)
- ○ No (40 points)

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year: 2016

- ● 1-2 years ago (0 points)
- ○ 3 or more years ago (20 points)
- ○ N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR		$ 150,000.00
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)		$ 0.00
3.2.3 Adjusted January 1st Beginning Balance		$ 150,000.00
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	$ 0.00

Compliance Maintenance Annual Report

De Pere, City

Last Updated: 6/8/2017 Reporting For: 2016

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - $ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year $ 150,000.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? $ 150,000.00 0

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- ● Yes
- ○ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- ● Yes - If Yes, please provide major project information, if not already listed below.
- ○ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Sewer Lining	266000	2017
2	Manhole Rehabilitation and Pipe Joint Repair	100000	2017
3	Sewer Reconstruction	500000	2017
4	Sewer Televise and Repair	200000	2017
5	Sewer Lining/Relay	900000	2018
6	Televise and Repair	200000	2018
7	Sewer Televising/Repairs	200000	2019
8	Sewer Lining/Relay	775000	2019
9	Sewer Televising/Repairs	200000	2020
10	Sewer Lining/Relay	500000	2020

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 0

Compliance Maintenance Annual Report

De Pere, City

Last Updated: 6/8/2017 Reporting For: 2016

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	0	0
February	0	0
March	0	0
April	0	0
May	0	0
June	0	0
July	0	0
August	0	0
September	0	0
October	0	0
November	0	0
December	0	0
Total	0	0
Average	0	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☐ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☐ SCADA System
- ☐ Self-Priming Pumps
- ☐ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- ● No
- ○ Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

De Pere, City

Last Updated: 6/8/2017 Reporting For: 2016

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

● Yes
○ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

● Yes
○ No (30 points)
○ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Continue to rehabilitate sewers in areas of street improvements. Continue to identify sewers in easements, alleys, and street resurfacing areas for lining.

Did you accomplish them?

● Yes
○ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

☒ Organizational structure and positions (eg. organizational chart and position descriptions)
☒ Internal and external lines of communication responsibilities
☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer Use Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 12/18/2007

Does your sewer use ordinance or other legally binding document address the following:

☒ Private property inflow and infiltration
☒ New sewer and building sewer design, construction, installation, testing and inspection
☒ Rehabilitated sewer and lift station installation, testing and inspection
☒ Sewage flows satellite system and large private users are monitored and controlled, as necessary
☒ Fat, oil and grease control
☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

☒ Equipment and replacement part inventories
☒ Up-to-date sewer system map

Compliance Maintenance Annual Report

De Pere, City

Last Updated: 6/8/2017 | Reporting For: 2016

☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
☒ A description of routine operation and maintenance activities (see question 2 below)
☒ Capacity assessment program
☒ Basement back assessment and correction
☒ Regular O&M training

☒ Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
☒ Construction, Inspection, and Testing
☐ Others:

☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

☒ Responsible personnel communication procedures
☒ Response order, timing and clean-up
☒ Public notification protocols
☒ Training
☒ Emergency operation protocols and implementation procedures

☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

☐ Special Studies Last Year (check only those that apply):

☐ Infiltration/Inflow (I/I) Analysis
☐ Sewer System Evaluation Survey (SSES)
☐ Sewer Evaluation and Capacity Managment Plan (SECAP)
☐ Lift Station Evaluation Report
☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Activity	Amount	Unit
Cleaning	20	% of system/year
Root removal	20	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	20	% of system/year
Manhole inspections	20	% of system/year
Lift station O&M	0	# per L.S./year
Manhole rehabilitation	1	% of manholes rehabbed
Mainline rehabilitation	2	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year

Compliance Maintenance Annual Report

De Pere, City

Last Updated: 6/8/2017 | Reporting For: 2016

Private sewer I/I removal	0	% of private services
River or water crossings	0	% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

33.10	Total actual amount of precipitation last year in inches
28.9	Annual average precipitation (for your location)
106.7	Miles of sanitary sewer
0	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
4	Number of basement backup occurrences
4	Number of complaints
3.87	Average daily flow in MGD (if available)
179.684	Peak monthly flow in MGD (if available)
11.43	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

NaN	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.01	Sanitary sewer overflows (number/sewer mile/yr)
0.04	Basement backups (number/sewer mile)
0.04	Complaints (number/sewer mile)
46.4	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
3.0	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OFERFLOWS REPORTED **

	Date	Location	Cause	Estimated Volume (MG)
0	04/11/2016 11:00:00 AM - 04/11/2016 12:30:00 PM	Broken pipe in easement off of 10th St, near GBMSD interceptor connection.	Broken Sewer, Broken Sewer	0.0008 - 0.0008

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

What actions were taken, or are underway, to reduce or eliminate SSO or TFO occurences in the future?

The sanitary sewer was replaced.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- ● Yes
- ○ No

If Yes, please describe:

The City experiences high flows in some of the older areas.

Compliance Maintenance Annual Report

De Pere, City

Last Updated: 6/8/2017 Reporting For: 2016

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- ○ Yes
- ● No

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

No changes.

5.4 What is being done to address infiltration/inflow in your collection system?

The City continues to line sewers and relay sanitary laterals.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

De Pere, City

Last Updated: 6/8/2017 Reporting For: 2016

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:
A = Voluntary Range (Response Optional)
B = Voluntary Range (Response Optional)
C = Recommendation Range (Response Required)
D = Action Range (Response Required)
F = Action Range (Response Required)

Compliance Maintenance Annual Report

De Pere, City

Last Updated: 6/8/2017 | Reporting For: 2016

Resolution or Owner's Statement

Name of Governing Body or Owner:

Date of Resolution or Action Taken:

Resolution Number:

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 20, 2017**
DEPARTMENT:	**City Attorney**
FROM:	**Angela Zills**
SUBJECT:	**Resolution 17-52, Donor Acknowledgement Policy.**

The Finance/Personnel Committee amended the proposed policy to include specific language to be used in acknowledging the Donor. Additionally, the Law Department revised the proposed policy to more properly indicate that both the Finance/Personnel Committee and the Council authorize and accept donations. A red-lined version of the proposed policy is included in the packet for consideration.

ATTACHMENTS:

- Reso17-52 (DOCX)
- donor recognition policy F-P edits 2x 6-2017 final (DOCX)
- donor recognition policy F-P edits 2x 6-2017 redline (DOCX)
- Mayor-FP-donor recognition policy memo (PDF)

RESOLUTION #17-52

DONOR ACKNOWLEDGMENT POLICY

WHEREAS, the City receives and greatly appreciates the many generous donations from citizens, service groups, and area businesses; and

WHEREAS, the Council wishes to establish a policy covering placing donor acknowledgments on vehicles and equipment purchased through donation; and

WHEREAS, the Finance/Personnel Committee has reviewed this matter and recommends approval thereof.

NOW THEREFORE BE IT HEREBY RESOLVED THAT**:**

The Common Council approves and adopts the attached Policy On Recognition of Donations For Vehicles and Equipment (June 2017), a copy of which is attached and incorporated as Exhibit 1.

BE IT FURTHER RESOLVED:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 20th day of June, 2017.

APPROVED:

____
Michael J. Walsh, Mayor

ATTEST:

____
Shana D. Ledvina, Clerk-Treasurer

Ayes:______
Nays:______
Board/Committee Approval: 06/13/17

DRAFT

POLICY ON RECOGNITION OF DONATIONS
FOR VEHICLES AND EQUIPMENT
(June 2017)

The Finance/Personnel Committee and/or Common Council may, from time to time, authorize city departments to solicit donations to finance vehicle and equipment purchases for city use. Further, the Finance/Personnel Committee and/or Common Council may, from time to time, accept unsolicited donations to be used for the purchase of vehicles or equipment. The purpose of this Policy is to provide guidelines for donor recognition on the vehicle or equipment acquired through such donation.

POLICY: The Common Council finds that it is important and proper to recognize donor generosity and it does so by sending formal acknowledgement and thanks to the City's many generous donors. The Common Council further finds that, in certain circumstances, the generosity of the donor warrants additional recognition, particularly if an individual or lawful business entity donates funds sufficient to purchase a vehicle or entire piece of equipment. In those cases, the Council finds that it is important and proper to also acknowledge the name of the donor on the vehicle or equipment donated when requested by the donor. Therefore, the Council hereby authorizes acknowledging the donor identity on vehicle(s) or equipment donated by an individual or lawful business entity when requested by the donor. In those cases, donor acknowledgement may be expressed using the phrase "donated by", "generously donated by", or "sponsored by" before the donor name.

DRAFT

POLICY ~~GUIDELINE FOR~~ ON RECOGNITION OF DONATIONS FOR VEHICLES AND EQUIPMENT (June 2017)

The Finance/Personnel Committee and/or Common Council may, from time to time, authorize city departments to solicit donations to finance vehicle and equipment purchases for city use. Further, the Finance/Personnel Committee and/or Common Council may, from time to time, accept unsolicited donations to be used for the purchase of vehicles or equipment. The purpose of this Policy is to provide guidelines for donor recognition on the vehicle or equipment acquired through such donation.

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MEMORANDUM

TO: Mayor Michael J. Walsh
Finance/Personnel Committee Members

FROM: Judith Schmidt-Lehman, City Attorney

DATE: June 13, 2017

RE: Consideration of Policy for Donor Acknowledgment on Donated Vehicles/Equipment

---

On the Finance/Personnel meeting agenda for June 13, 2017 is a request by the Fire Department that the Committee recommend approval of the donation of a trailer for the Department (valued at over $10,000) by Aurora BayCare Medical Center (Aurora). You will see that Aurora is proposing to have its name applied to the side of the trailer. City Administrator Larry Delo requested that I put together a draft Policy on allowing donor recognition information to be placed upon vehicles or equipment received by the City through donations.

Attached is a very basic draft policy for your consideration. There are many ways a donor recognition policy can be structured; therefore the intent behind this draft is to provide you with a basic policy to initiate discussion. The final version of any policy the Committee recommends to the Council will incorporate whatever features the Committee feels comfortable with.

If you have any questions regarding this matter prior to the Committee meeting, feel free to call me at 339-4042 or City Administrator Delo at 339-4044.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 20, 2017**
DEPARTMENT:	**Finance Department**
FROM:	**Joe Zegers**
SUBJECT:	**Recommendation from the Finance/Personnel Committee to Approve the 2016 Audit Report.**

ATTACHMENTS:

- 2016MgmtLetterMemo-June 15,2017 (DOC)
- 2017 ManagementResponsesforManagementLetter (DOCX)
- 2016 Draft City of De Pere - ML (PDF)
- 2016 City of De Pere ML-June162017 (PDF)

To: Honorable Mayor and Members of the Common Council
Larry Delo, Administrator
From: Joe Zegers, Finance Director
Date: June 16, 2017
Subject: Approval of 2016 Audit Reports

The Finance Committee approved the attached 2016 Draft Management Letter from Schenck SC at its meeting on Tuesday June 13th. Included in that document is summarized financial information from the 2016 Annual Financial Report. You will note that we have added Management's Responses to their prior and current year comments and recommendations in the Management Letter document which detail corrective action to be taken in 2017 for these items. We will also be sending you the Draft December 31, 2016 Annual Financial Report via email when we receive it from them likely on late Monday afternoon as well as adding it to the agenda packet at that time.

I am recommending Common Council approval of the Finance Committee recommendation to approve the 2016 audit and financial reports. If you have any questions regarding the documents feel free to call or email me prior to Tueday's meeting. I will also be at the June 20th Council meeting along with Scott Sternhagen from Schenck to answer any questions you may have.

Management's Response to Prior Year Comments and Recommendations in 2016 Management Letter

Item 1: The City's Finance and Clerk-Treasurer departments will review all capital expenditures quarterly in 2017 in the City's general ledger accounts to verify all capital asset additions are included in the final reports provided to the auditors.

Item 2: The City's Finance and Clerk-Treasurer departments will review the bank reconciliations and clear reconciling items and old outstanding checks that need to be adjusted out of the reconciliation on a monthly basis in 2017.

Item 3: The City's Finance department will reconcile the special assessments records to the general ledger on a monthly basis in 2017.

Item 4: Cash flow analyses will be included in the water and wastewater utility in the 2018 budget.

Management Responses to Current Year Comments and Recommendations in 2016 Management Letter

Item 1: The City's Human Resources department will independently annually review the end of year accrued leave balance worksheet prepared by the Finance department for the audit and also review each of the Finance department payout calculations for retiring or terminated employees commencing with the June 23rd payroll.

Item 2: The City's Human Resources and Finance departments will evaluate the new standards with a contracted actuary to assure the new pronouncements for its OPEB liability to be included in the City's December 31st 2017 financial statements.

Item 3: The City's Finance and Engineering departments will meet and plan during 2017 to make sure that the Public Works contracts and related activity is allocated quarterly starting with June 30, 2017 between the various City funds in the City's general ledger. We will also prepare a year-end report to allow City management to evaluate the status of the capital projects.

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MANAGEMENT COMMUNICATIONS

CITY OF DE PERE, WISCONSIN

DECEMBER 31, 2016

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CITY OF DE PERE, WISCONSIN
December 31, 2016

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To the City Council
City of De Pere
De Pere, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of De Pere, Wisconsin (the "City") for the year ended December 31, 2016. The City's financial statements, including our report thereon dated ________, 2017, are presented in a separate audit report document. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities Under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

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

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

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

Planned Scope and Timing of the Audit

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

Significant Audit Findings

Consideration of Internal Control

In planning and performing our audit of the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control. Our report on internal control over financial reporting and on compliance and other matters is presented on pages 66 - 67 of the annual report.

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

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

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

Finding 2016-001 Preparation of Annual Financial Report
Finding 2016-002 Adjustments to the City's Financial Records

These findings are described in detail in the schedule of findings and responses on pages 68 - 69 of the annual report.

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

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the City are described in Note A to the financial statements. As described in Note C.1 to the financial statements, the City changed accounting policies related to fair value measurement by adopting Statement of Governmental Accounting Standards Board (GASB) No. 72, *Fair Value Measurement and Application* in 2016. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. To the best of our knowledge, all significant transactions have been recognized in the financial statements in the proper period.

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

Management's estimate of the depreciable life of the capital assets is based upon analysis of the expected useful life of the capital assets. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the depreciable life in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of accumulated sick leave is based upon analysis of the employees sick leave balance. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements take as a whole.

Management's estimate of the net pension liability (asset) and related deferred outflows/inflows of resources is based on information received form the Wisconsin Retirement System. We evaluated the key factors and assumptions used to develop the net pension asset and related deferred outflows of resources in determining that they are reasonable in relation to the financial statements taken as a whole.

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Management's estimate of the fair value of the investments is based on ending market values as of December 31, 2016 as reported by the investment managers. We evaluated the key factors and assumptions used in valuing the investments in determining that they are reasonable in relation to the consolidated financial statements taken as a whole.

Management's estimate of the other postemployment benefits is based on an actuarial report. We evaluated the key factors and assumptions used to develop the other postemployment benefits in determining that it is reasonable in relation to the financial statements taken as a whole.

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

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

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

- To redistribute debt proceeds of $3,265,880 between City funds.
- To redistribute short term debt proceeds of $275,000 and short term debt payments in the amount of $147,000.
- To reclassify insurance proceeds received of $124,982 from an expense to a revenue account.
- To record a capital lease for police equipment in the amount of $75,600.
- To record prior year balance for GASB 68 pension asset and deferred outflows of $352,641 in the City's proprietary funds.
- To record depreciation expense of $596,281 in the Water Utility enterprise fund.
- To record capital contributions of $183,344 in the Water Utility enterprise fund.
- To reverse previous year accounts payable of $161,648 in the capital projects fund.
- To adjust long term receivable and interest income in the Wastewater Treatment in the amount of $71,121.
- To record capital assets of $100,237 in the Stormwater Utility enterprise fund.
- To reduce expenses in the capital projects fund by $212,377 for a voided check that wasn't recorded until 2017.
- To redistribute expenditures from capital project fund to TID #6 in the amount of $92,509.
- To record receivable in capital project fund for items due from TID #6 escrow for items paid for by capital project fund that were approved to be paid for by escrow agreement.

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated __________, 2017. The management representation letter follows this communication.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

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

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

Other Matters

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

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

Restriction on Use

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

Sincerely,

Certified Public Accountants
Green Bay, Wisconsin
___________, 2017

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SUMMARY FINANCIAL INFORMATION
GENERAL CITY

1. Governmental Fund Balances

Presented below is a summary of the City's governmental fund balances on December 31, 2016 and 2015. This information is provided for assessing financial results for 2016 and for indicating financial resources available at the start of the 2017 budget year.

	12/31/16	12/31/15
General Fund		
Nonspendable for		
Inventories and prepaid items	$ 233,692	$ 222,723
Special assessments held by County	97,412	226,689
Advances to other funds	60,000	60,000
Restricted for		
Recreation scholarship	22,624	21,726
Fire UTV fund	19,850	-
Property tax relief and economic development	1,300,348	1,249,256
Committed for		
Subsequent years' expenditures	148,695	86,614
Unassigned	5,544,762	5,259,140
Total General Fund Balance	7,427,383	7,126,148
Debt Service Fund		
Restricted for debt service	710,514	629,584
Special Revenue Funds		
Restricted for		
Loans	1,097,495	1,031,729
Park land acquisition	91,337	97,967
Committed for		
Subsequent years' expenditures		
Dog Park	5,754	17,527
Riverwalk pier	31,670	112,513
Unassigned		
Cable Access	(127,250)	(66,331)
Total Special Revenue Funds	1,099,006	1,193,405
Capital Projects Funds		
Restricted for		
TID No.5	166,245	6,357
TID No.6	-	2,606,409
TID No.7	777,771	683,272
TID No.8	284,518	1,305,334
TID No.10	21,188	-
TID No.12	642,703	-
Committed for		
Subsequent years' expenditures		
Public Improvements	593,343	924,692
Capital Equipment	93,528	93,528
Community Center	3,779	2,579
Police/Fire Expansion	2,932	2,932
Unassigned		
TID No.6	(1,332,299)	-
TID No.9	(256,778)	(149,591)
TID No.10	-	(9,345)
TID No.11	(15,350)	(6,883)
TID No.12	-	(7,040)
Total Capital Projects Funds	981,580	5,452,244
Total Governmental Fund Balances	$ 10,218,483	$ 14,401,381

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1. Governmental Fund Balances (Continued)

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

General Fund

In total, the City's general fund increased $301,235 in 2016. The main reason for this large increase was from expenditures under budget in total by $358,899.

Overall, the City's general fund balance continues to remain in stable financial condition entering the 2017 budget year. Additional information on various components of the City's general fund balance follows:

General Fund Minimum Fund Balance Policy

The City Council adopted a minimum unassigned general fund balance policy of 25% of the subsequent year General Fund budgeted expenditures. The purpose of the minimum fund balance amount is to ensure there are available cash funds for operating purposes and to segregate that portion of the general fund that is not available for current transfer or appropriation. On December 31, 2016, the City's unassigned general fund balance totaled $5,544,762 and was higher than 25% of the 2017 budgeted expenditures which totaled $4,239,062. Furthermore, the Council approved a policy whereby the unassigned reserve account should maintain a balance between 25% and 35% of the subsequent year General Fund budgeted expenditures; 35% of 2017 budgeted expenditures amounted to $5,934,687.

Debt Service Fund

At December 31, 2016, the City has available resources of $710,514 in its debt service fund of which the entire balance is restricted to retire debt.

2. Tax Incremental Districts

The City maintains separate accounting funds for each Tax Incremental Districts (TID) created in accordance with Section 66.1105 of the Wisconsin Statutes. At the time the Districts were created, the property tax base within each District was "frozen" and increment taxes resulting from increases to the property tax base are used to finance District improvements, including principal and interest on long-term debt issued by the City to finance such improvements. Information on the City's eight tax incremental districts on December 31, 2016 is presented below:

	TID 5	TID 6	TID 7	TID 8	TID 9	TID 10	TID 11	TID 12
Date created	8/27/1996	3/3/1998	10/6/2006	8/21/2007	8/7/2012	8/7/2012	9/1/2015	9/1/2015
Latest termination year	2023	2021	2033	2027	2039	2032	2035	2035
Location	West Side Downtown	West Side Industrial Park	East Downtown Business District	West Side Commercial Development	West Downtown Business District	East Side Industrial Park	West Side Industrial Park	West Side Industrial Park
Status	Recipient	Donor	-	-	-	-	-	-
Fund balance at year end	$ 166,245	$ (1,332,299)	$ 777,771	$ 284,518	$ (256,778)	$ 21,188	$ (15,350)	$ 642,70[illegible]
Net unreimbursed cost	$ 4,107,490	$ 3,486,789	$ 3,152,946	$ 2,877,878	$ 787,969	$ 884,148	$ 15,350	$ (642,70[illegible]
2016 Tax increment	$ 818,914	$ 1,788,033	$ 58,043	$ 191,787	$ 29,984	$ 123,951	$ -	$ -
2017 Tax increment	$ 921,139	$ 1,905,735	$ 80,986	$ 253,857	$ 73,316	$ 124,947	$ -	$ -
Outstanding debt due	$ 1,347,833	$ 6,935,363	$ 3,377,884	$ 2,967,634	$ 705,000	$ 1,085,000	$ -	$ -
Advances from (to) City	$ 2,925,902	$ (4,780,873)	$ 552,833	$ 194,762	$ (173,809)	$ (179,664)	$ -	$ -

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

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3. Employees Medical Self-Insurance Funds

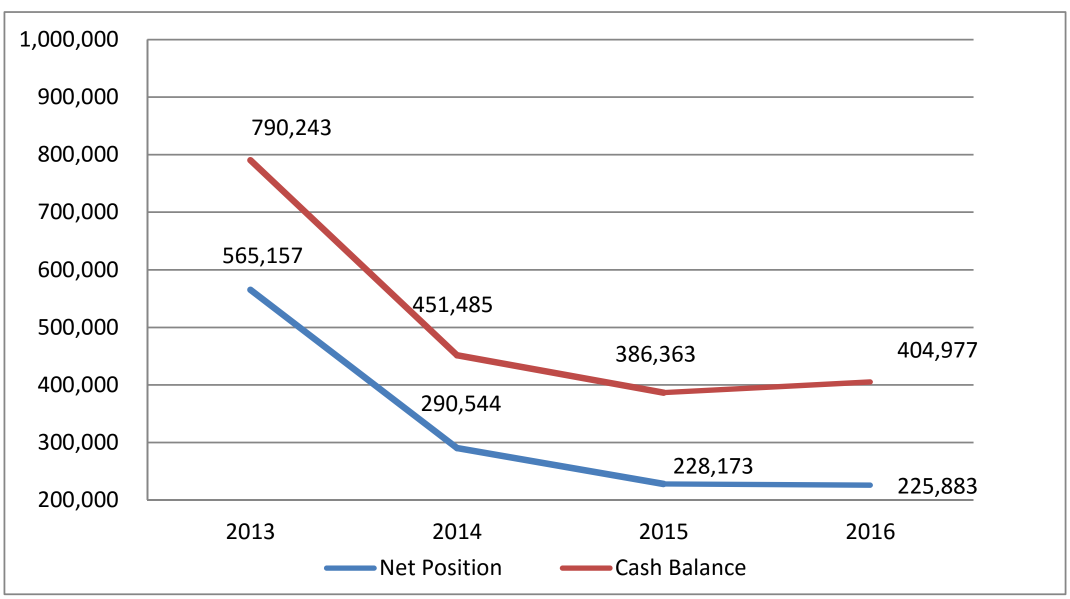
The City utilizes two separate self-insurance internal service funds to account for health and dental claims of City employees. The funds are financed from monthly insurance premiums charged to City employees. During 2016 and in prior years the monthly health insurance premiums were generally financed at 85% by the City with City employees contributing the remaining 15%. Presented below is a summary of each fund's financial transactions for 2016 including comparative totals of the health and dental funds for 2015.

	Health Self-Insurance		Dental Self-Insurance	
	2016	2015	2016	2015
Revenues				
Charges for employees medical and dental insurance premiums	$ 2,664,623	$ 2,727,199	$ 144,455	$ 135,863
Expenses				
Employees health and dental claims	2,163,855	2,209,223	142,465	140,651
Administrative fees	503,611	580,523	16,284	9,657
Total Expenses	2,667,466	2,789,746	158,749	150,308
Operating Loss	(2,843)	(62,547)	(14,294)	(14,445)
Nonoperating Revenues				
Interest revenue	553	176	-	1
Change in Net Position	(2,290)	(62,371)	(14,294)	(14,444)
Net Position - January 1	228,173	290,544	30,899	45,353
Net Position - December 31	$ 225,883	$ 228,173	$ 16,605	$ 30,909

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

The "key" component of an internal service fund is operating income since operating revenues should approximate operating expenses on an annual basis. For 2016, the health fund showed operating loss of $2,843 compared to an operating loss of $62,547 in 2015. The dental insurance fund showed an operating loss of $14,294 in 2016 compared to an operating loss of $14,445 in 2015. The Health Insurance Net Positon at year end is 10.4% of health claims for 2016, which is below the recommended amount for self-insurance funds while the dental self-insurance funds have consistently lost $14 thousand the past two years, which will result in a very small net position balance at the end of next year without changes in revenues.

Below is a chart illustrating the decrease in net position and cash in the Health Self-Insurance fund over the past 4 years, we recommend the City analyze current charges to determine if current rates are sufficient to meet operations expenses and cash flow needs.



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In accordance with generally accepted accounting principles, the Water Utility's financial transactions are recorded in an enterprise fund on the City's financial statements. Enterprise fund accounting is used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

WATER UTILITY

Income Account

The Water Utility reported an increase in net position of $768,334 for the year ended December 31, 2016 compared to an increase of $586,092 for the year ended December 31, 2015.

	2016	2015
Operating Revenues		
Metered sales	$ 4,416,609	$ 4,532,808
Fire protection	1,394,659	1,383,526
Other	384,060	371,377
Total Operating Revenues	6,195,328	6,287,711
Operating Expenses		
Operation and maintenance	4,507,771	4,575,374
Depreciation	526,434	542,510
Taxes	38,330	46,350
Total Operating Expenses	5,072,535	5,164,234
Operating Income	1,122,793	1,123,477
Nonoperating Revenues (Expenses)		
Interest revenue	829	-
Interest and fiscal charges	(85,742)	(88,565)
Total Nonoperating Revenues (Expenses)	(84,913)	(88,565)
Income before Contributions and Transfers	1,037,880	1,034,912
Capital contributions	183,344	-
Transfers out	(452,890)	(448,820)
Change in Net Position	$ 768,334	$ 586,092

The last water rate increase implemented in 2011 established a rate of return of 6.5%. In 2016, the City’s rate of return calculated to 5.07%.

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WASTEWATER UTILITY

Financial analyses and comments pertaining to the operations of the Wastewater Utility follow:

Income Account

The Wastewater Utility reported an increase in net position of $1,091,507 for the year ended December 31, 2016 compared to an increase of $2,017,743 for the year ended December 31, 2015.

	2016	2015
Operating Revenues		
Measured sales	$ 5,729,527	$ 5,207,936
Other	3,197,676	3,405,131
Total Operating Revenues	8,927,203	8,613,067
Operating Expenses		
Operation and maintenance	6,948,383	7,200,607
Depreciation	701,892	673,497
Total Operating Expenses	7,650,275	7,874,104
Operating Income	1,276,928	738,963
Nonoperating Expenses		
Interest and fiscal charges	(45,772)	(31,514)
Income before Contributions and Transfers	1,231,156	707,449
Capital contributions	132,049	1,582,009
Transfers out	(271,698)	(271,715)
Change in Net Position	$ 1,091,507	$ 2,017,743

As of December 31, 2016 the Wastewater Utility owed the general fund $509,237 for operating purposes, which was a decrease of $561,380 from the amount owed a year earlier. Below is a summarized cash flow for the year ended December 31, 2016 for the Wastewater Utility:

	2016	2015
Cash Flows from Operating Activities	$ 1,440,771	$ 1,229,139
Transfer out to the general fund	(271,698)	(271,715)
Cash Flows from Capital and Related Financing Activities		
Acquisition of capital assets	(1,099,782)	(3,101,087)
Proceeds of long-term debt	1,007,500	2,015,000
Debt premium from proceeds, net of issuance costs	20,224	69,276
Principal payments on long-term debt	(340,000)	-
Interest payments on long-term debt	(45,635)	-
Net Cash Flows from Capital and Related Financing Activities	(457,693)	(1,016,811)
Change in Cash prior to interfund cash balance adjustment	711,380	(59,387)
Change in amount due to general fund	(561,380)	59,387
Net Change in Cash for year ended December 31	$ 150,000	$ -

The City has increased rates each year with the last rate increase implemented in 2016, effective in the 1st Quarter of 2017.

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STORMWATER UTILITY

Financial analyses and comments pertaining to the operations of the Stormwater Utility follow:

Income Account

The Stormwater Utility reported an increase in net position of $1,040,094 for the year ended December 31, 2016 compared to an increase of $425,809 for the year ended December 31, 2015.

	2016	2015
Operating Revenues		
Charges for services	$ 1,421,398	$ 1,321,246
Operating Expenses		
Operation and maintenance	902,654	540,934
Depreciation	392,759	354,503
Total Operating Expenses	1,295,413	895,437
Operating Income before Contributions	125,985	425,809
Capital contributions	914,109	-
Change in Net Position	$ 1,040,094	$ 425,809

At year end, available cash of the Stormwater Utility totaled $1,048,763. The Stormwater Utility purchased $742,415 of capital assets in 2016.

STATUS OF PRIOR YEAR COMMENTS AND RECOMMENDATIONS DRAFT

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

1. **Development of Capital Assets Records**

   The City purchased capital software in 2015, which was implemented for the year 2015. For the year ended December 31, 2016 the City entered assets into the software during the year and in preparation for the audit. During our audit procedures we noted nearly $1.2 million of capital assets that were not initially recorded as capital asset additions. We recommend that the City review all capital expenditures in the City's general ledger at year end to verify all capital asset additions are included in the final reports provided to the auditors.

2. **Enter Manual Reconciling Adjustments into the City's Bank Reconciliation Software**

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

3. **Reconciliation of Special Assessment Records**

   A recommendation was made in the previous year to reconcile special assessment receivables and revenue on a monthly basis. During 2016 the special assessments records were reconciled prior to the audit began, but were not made monthly. We still recommend that special assessments records should be reconciled on a monthly basis.

4. **Developing Cash Flow Analyses for the Water and Wastewater Utilities with the Annual Budget**

   This recommendation was not implemented with the 2016 or 2017 budget. The plans are to develop cash flow analyses with the 2018 budget.

CURRENT YEAR COMMENTS AND RECOMMENDATIONS

1. **Payroll Procedures for Accrued Sick and Vacation Leave**

The City's payroll department currently prepares a worksheet for accrued leave balances at year end which is incorporated into the City's annual financial statements. In testing this spreadsheet, we noted that City employees accrue their vacation leave balances in various ways, as well as have different rules regarding the carryover balances allowed to be rolled into the new fiscal year.

The accrued leave balances can be significant and, with the different rules on earning and carrying over balances, we recommend an independent review of this spreadsheet on an annual basis by the human resources department would increase controls over accrued leave. The City has already segregated certain functions between the payroll and human resources department, with the human resources department ultimately responsible for interpretation and management of accrued leave policies.

Furthermore, we recommend that when an employee retires or terminates employment, the human resources department also review the payout calculation. Currently, the payroll clerk calculates and the finance director reviews. For internal control purposes, the inclusion of and calculation of the various pay amounts should be reviewed by the human resources department as well. The review should include a sign-off of approval.

2. **Accounting and Reporting for Other Post-Employment Benefits**

In June 2015, the Governmental Accounting Standards Board (GASB) issued two new pronouncements relating to other post-employment benefits (OPEB). GASB Statement No. 74, Financial Reporting for Post-employment Benefit Plans Other than Pension Plans and GASB Statement No. 75, Accounting and Financial Reporting for Post-employment Benefits Other than Pensions significantly change the accounting and financial reporting of post-employment benefits that was established in GASB Statement Nos. 43 and 45. The primary purpose of these Statements is to improve accounting and financial reporting of OPEB obligations and enhance transparency of OPEB related information in your financial statements similar to how GASB Statements Nos. 67 and 68 were designed.

Currently, governments report a liability related to other post-employment liabilities for the unfunded portion of the annual required contribution, which includes an amortization of the Unfunded Actuarial Liability (UAL) over an open period of time, not to exceed 30 years. Upon implementing the new standards, the City will recognize the difference between total OPEB liability and any plan assets (net OPEB liability) in the government-wide and proprietary financial statements, often resulting in a significant increase in the OPEB liability reported in your financial statements. The new standards also require that the entry age normal cost method be used to determine the liability, deferred inflows and outflows of resources to be reported for changes in economic and demographic assumptions and differences between expected and actual experience, and additional note disclosures and schedules.

The new standards are effective for financial statements for OPEB plans for fiscal years beginning after June 15, 2016 and for employers for fiscal years beginning after June 15, 2017. We recommend that the City evaluate impact of the new standards with your actuary, and determine an implementation strategy to minimize your costs while ensuring adequate communication of the impact of these changes will have on your financial statements. As you develop your implementation strategy, you should evaluate the following:

- Do you anticipate any changes in benefits? If yes, you should approve benefit changes prior to implementation, as any changes in benefits in the future are treated as a current year activity.
- What is your valuation measurement date? You can roll back to a valuation date 12 months prior to year end, allowing you to complete your actuarial valuation prior to year end or you can roll forward to your reporting date, requiring your actuarial valuation to be completed after year end but before you anticipate issuance of your financial statements.

DRAFT

3. Comments and Observations from Capital Project Funds Review

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

1. The City maintains two capital project funds, public improvements and capital equipment. The City currently budgets a levy for the capital equipment fund; however, the levy is subsequently transferred to the City's general fund to fund capital equipment purchases. While the capital project fund exists, it is not being used to track capital purchases throughout the year as currently designed; therefore, we recommend the City consider the following options:

   - Budget and record capital equipment purchases in the capital equipment fund rather than the general fund. This allows the City to more easily execute its capital improvement plan, and allows City management to more closely monitor capital purchases to ensure the levy is not used for operating purchases. Annually, unspent levy could be reallocated to other projects or carried forward for specific purposes with appropriate Council approval.

   - Record the property tax levy currently being allocated to the capital equipment fund in the general fund and transferring available fund balance in the capital equipment fund to other funds.

2. The account structure of capital project funds is not designed by function or project for capital expenditures. Accordingly, our review noted many journal entries to reclassify project costs to a general ledger account where corresponding costs were recorded.

   We recommend that the City establish account structures within its capital project funds by function and department, and utilize project numbers to track overall costs by project. Having a properly designed account structure by function will allow the City to more easily prepare its annual financial report, Form C, to the Wisconsin Department of Revenue and ensure all highway, storm sewer and police costs are properly reported to maximize the City's general transportation aids. Furthermore, the City should communicate the account structure to the appropriate personnel to ensure costs are reported in the proper function throughout the year to minimize the number of year end reclassification entries. This is critical to improve the tracking of specific projects and budget appropriation throughout the year, to allow management to make decisions on the status of each project. In addition, projects funded by debt proceeds could result in an IRS audit to ensure appropriate spenddown and tracking of project costs, which a properly designed account structure and funding source would be very beneficial.

3. The City incurs expenditures for various infrastructure projects each year. The infrastructure projects are generally funded with long-term debt proceeds and often include street construction and reconstruction, water main, sanitary sewer, and and storm sewer infrastructure costs. Also, some of the projects or part of the projects may be eligible project expenditures in one of City's tax incremental districts. For many of the projects, the City allocates a portion of the engineering department's cost to arrive at a total project cost for accounting purposes.

   The City generally records progress payments on a construction account to one account on the City records. At a subsequent date, the project costs are reallocated, as appropriate, to the streets, water utility, sanitary sewer utility, storm sewer utility and/or tax incremental district, if applicable. During our audit, we noted that journal entries for the allocation of these expenditures were not completed often until after year end. During the current year, the finance and engineering departments did not meet until May of 2017, and final entries were still being made as of June, while the audit was being completed. We do not believe delays in allocating project costs allows sufficient time to ensure the costs are allocated accurately, and therefore requires additional audit time and often additional audit entries. We also noted that they were other expenditures recorded in the capital projects fund that were not included on the worksheet provided by the engineering department due to smaller expenditures being recorded in the general ledger that were not related to the construction contract.

Until this reallocation of construction costs occurs, the City does not know the true cash spent by general capital or individual enterprise fund, often resulting in significant cash changes after year end, and after the subsequent year budget has been approved and potential bonding projects established. In our opinion, this reduces the City's ability to manage projects or identify projects which may be exceeding the approved budget.

We therefore recommend the following:

- Each construction contract should be assigned a project number, as previously discussed.
- The engineering department should allocate the projects between the general capital and utility operations as incurred, based on the contractor invoices. Smaller invoices related to the project could be charged to general capital, pending a year end project review.
- In late February or early March of the subsequent year, the engineering and finance departments should meet to reconcile project expenditures, record any retainage due to an of the contractors on projects that have been completed, and potentially reallocate costs based on a final review. This should be done no later than March 15th to allow the City to file the Water Utility's PSC Report by April 1st.

4. Engineering costs are charged by the City's general fund to the capital projects fund based on an allocation of time spent by the City's engineering departments on the projects during the year. If any of the projects completed during the year are for any of the City's Tax Incremental Districts, the City charges the District an additional 15% of engineering costs, and the costs previously coded to the capital project fund is not reduced.

   It is important to have accurate and reasonable time allocations which are supportable during an audit of an individual Tax Increment District; accordingly, we recommend that the journal entry to charge the engineering costs to the capital projects and individual Tax Incremental District be completed simultaneously to avoid potential allocation issues in the future.

5. During our review of the fund we noted several costs that should have been recorded in different funds as well as small expense items that were undetermined if they were capital related or approved in the budget process to be paid from the fund. In one instance, we noted costs paid for by the capital projects fund which should have been paid by an escrow established for District costs after the construction period ended.

   We believe establishing projects would allow the City to more closely manage project costs, and ensure only capital related and approved costs are included in the fund. Therefore, we recommend the following:

   - On a quarterly basis, the finance director should review capital project fund expenditures for reasonableness to the City's approved capital improvement plan. Adjustments, if necessary, can be made to reclassify costs based on this review.
   - At year end, the City should compile a report for the City Administrator, Finance Committee, and department heads that reflects projects costs incurred compared to the approved budget. This report should include amounts in fund balance restricted for specific projects that have not been completed at year end and any amounts that are currently uncommitted at year end, due to projects that have come in under budget or perhaps delayed. This report would allow City management to evaluate the status of the capital project funds at year end to potentially reallocate available resources to specific projects. In our opinion, this is a critical monitoring function which ensures the capital project funds are being managed and utilized in the most efficient and effective manner, while isolating projects which may have been under funded, to evaluate the specific reasons this occurred, and what resources would be reallocated.

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APPENDIX

MANAGEMENT COMMUNICATIONS

CITY OF DE PERE, WISCONSIN

DECEMBER 31, 2016

CITY OF DE PERE, WISCONSIN
December 31, 2016

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Schenck
ADVISORY | TAX | ASSURANCE

To the City Council
City of De Pere
De Pere, Wisconsin

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of De Pere, Wisconsin (the "City") for the year ended December 31, 2016. The City's financial statements, including our report thereon dated June 16, 2017, are presented in a separate audit report document. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities Under U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*

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

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

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

Planned Scope and Timing of the Audit

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

Significant Audit Findings

Consideration of Internal Control

In planning and performing our audit of the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City as of and for the year ended December 31, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered the City's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control. Our report on internal control over financial reporting and on compliance and other matters is presented on pages 66 - 67 of the annual report.

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

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

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

Finding 2016-001 Preparation of Annual Financial Report
Finding 2016-002 Adjustments to the City's Financial Records

These findings are described in detail in the schedule of findings and responses on pages 68 - 69 of the annual report.

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

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the City are described in Note A to the financial statements. As described in Note C.1 to the financial statements, the City changed accounting policies related to fair value measurement by adopting Statement of Governmental Accounting Standards Board (GASB) No. 72, *Fair Value Measurement and Application* in 2016. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. To the best of our knowledge, all significant transactions have been recognized in the financial statements in the proper period.

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

> Management's estimate of the depreciable life of the capital assets is based upon analysis of the expected useful life of the capital assets. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the depreciable life in determining that it is reasonable in relation to the financial statements taken as a whole.
>
> Management's estimate of accumulated sick leave is based upon analysis of the employees sick leave balance. We evaluated the key factors and assumptions and the consistency in these factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the financial statements take as a whole.
>
> Management's estimate of the net pension liability (asset) and related deferred outflows/inflows of resources is based on information received form the Wisconsin Retirement System. We evaluated the key factors and assumptions used to develop the net pension asset and related deferred outflows of resources in determining that they are reasonable in relation to the financial statements taken as a whole.

Management's estimate of the fair value of the investments is based on ending market values as of December 31, 2016 as reported by the investment managers. We evaluated the key factors and assumptions used in valuing the investments in determining that they are reasonable in relation to the consolidated financial statements taken as a whole.

Management's estimate of the other postemployment benefits is based on an actuarial report. We evaluated the key factors and assumptions used to develop the other postemployment benefits in determining that it is reasonable in relation to the financial statements taken as a whole.

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

Difficulties Encountered in Performing the Audit

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

Corrected and Uncorrected Misstatements

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

- To redistribute debt proceeds of $3,265,880 between City funds.
- To redistribute short term debt proceeds of $275,000 and short term debt payments in the amount of $147,000.
- To reclassify insurance proceeds received of $124,982 from an expense to a revenue account.
- To record a capital lease for police equipment in the amount of $75,600.
- To record prior year balance for GASB 68 pension asset and deferred outflows of $352,641 in the City's proprietary funds.
- To record depreciation expense of $596,281 in the Water Utility enterprise fund.
- To record capital contributions of $183,344 in the Water Utility enterprise fund.
- To reverse previous year accounts payable of $161,648 in the capital projects fund.
- To adjust long term receivable and interest income in the Wastewater Treatment in the amount of $71,121.
- To record capital assets of $100,237 in the Stormwater Utility enterprise fund.
- To reduce expenses in the capital projects fund by $212,377 for a voided check that wasn't recorded until 2017.
- To redistribute expenditures from capital project fund to TID #6 in the amount of $92,509.
- To record receivable in capital project fund for items due from TID #6 escrow for items paid for by capital project fund that were approved to be paid for by escrow agreement.

Disagreements with Management

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

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 16, 2017. The management representation letter follows this communication.

Management Consultations with Other Independent Accountants

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

Other Audit Findings or Issues

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

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

Other Matters

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

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

Restriction on Use

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

Sincerely,

Schenck SC

Certified Public Accountants
Green Bay, Wisconsin
June 16, 2017

SUMMARY FINANCIAL INFORMATION
GENERAL CITY

1. Governmental Fund Balances

Presented below is a summary of the City's governmental fund balances on December 31, 2016 and 2015. This information is provided for assessing financial results for 2016 and for indicating financial resources available at the start of the 2017 budget year.

	12/31/16	12/31/15
General Fund		
Nonspendable for		
Inventories and prepaid items	$ 233,692	$ 222,723
Special assessments held by County	97,412	226,689
Advances to other funds	60,000	60,000
Restricted for		
Recreation scholarship	22,624	21,726
Fire UTV fund	19,850	-
Property tax relief and economic development	1,300,348	1,249,256
Committed for		
Subsequent years' expenditures	148,695	86,614
Unassigned	5,544,762	5,259,140
Total General Fund Balance	7,427,383	7,126,148
Debt Service Fund		
Restricted for debt service	710,514	629,584
Special Revenue Funds		
Restricted for		
Loans	1,097,495	1,031,729
Park land acquisition	91,337	97,967
Committed for		
Subsequent years' expenditures		
Dog Park	5,754	17,527
Riverwalk pier	31,670	112,513
Unassigned		
Cable Access	(127,250)	(66,331)
Total Special Revenue Funds	1,099,006	1,193,405
Capital Projects Funds		
Restricted for		
TID No.5	166,245	6,357
TID No.6	-	2,606,409
TID No.7	777,771	683,272
TID No.8	284,518	1,305,334
TID No.10	21,188	-
TID No.12	642,703	-
Committed for		
Subsequent years' expenditures		
Public Improvements	593,343	924,692
Capital Equipment	93,528	93,528
Community Center	3,779	2,579
Police/Fire Expansion	2,932	2,932
Unassigned		
TID No.6	(1,332,299)	-
TID No.9	(256,778)	(149,591)
TID No.10	-	(9,345)
TID No.11	(15,350)	(6,883)
TID No.12	-	(7,040)
Total Capital Projects Funds	981,580	5,452,244
Total Governmental Fund Balances	$ 10,218,483	$ 14,401,381

1. **Governmental Fund Balances (Continued)**

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

General Fund
In total, the City's general fund increased $301,235 in 2016. The main reason for this large increase was from expenditures under budget in total by $358,899.

Overall, the City's general fund balance continues to remain in stable financial condition entering the 2017 budget year. Additional information on various components of the City's general fund balance follows:

General Fund Minimum Fund Balance Policy
The City Council adopted a minimum unassigned general fund balance policy of 25% of the subsequent year General Fund budgeted expenditures. The purpose of the minimum fund balance amount is to ensure there are available cash funds for operating purposes and to segregate that portion of the general fund that is not available for current transfer or appropriation. On December 31, 2016, the City's unassigned general fund balance totaled $5,544,762 and was higher than 25% of the 2017 budgeted expenditures which totaled $4,239,062. Furthermore, the Council approved a policy whereby the unassigned reserve account should maintain a balance between 25% and 35% of the subsequent year General Fund budgeted expenditures; 35% of 2017 budgeted expenditures amounted to $5,934,687.

Debt Service Fund
At December 31, 2016, the City has available resources of $710,514 in its debt service fund of which the entire balance is restricted to retire debt.

2. **Tax Incremental Districts**

The City maintains separate accounting funds for each Tax Incremental Districts (TID) created in accordance with Section 66.1105 of the Wisconsin Statutes. At the time the Districts were created, the property tax base within each District was "frozen" and increment taxes resulting from increases to the property tax base are used to finance District improvements, including principal and interest on long-term debt issued by the City to finance such improvements. Information on the City's eight tax incremental districts on December 31, 2016 is presented below:

	TID 5	TID 6	TID 7	TID 8	TID 9	TID 10	TID 11	TID 12
Date created	8/27/1996	3/3/1998	10/6/2006	8/21/2007	8/7/2012	8/7/2012	9/1/2015	9/1/2015
Latest termination year	2023	2021	2033	2027	2039	2032	2035	2035
Location	West Side Downtown	West Side Industrial Park	East Downtown Business District	West Side Commercial Development	West Downtown Business District	East Side Industrial Park	West Side Industrial Park	West Side Industrial Park
Status	Recipient	Donor	-	-	-	-	-	-
Fund balance at year end	$ 166,245	$ (1,332,299)	$ 777,771	$ 284,518	$ (256,778)	$ 21,188	$ (15,350)	$ 642,70
Net unreimbursed cost	$ 4,107,490	$ 3,486,789	$ 3,152,946	$ 2,877,878	$ 787,969	$ 884,148	$ 15,350	$ (642,70
2016 Tax increment	$ 818,914	$ 1,788,033	$ 58,043	$ 191,787	$ 29,984	$ 123,951	$ -	$ -
2017 Tax increment	$ 921,139	$ 1,905,735	$ 80,986	$ 253,857	$ 73,316	$ 124,947	$ -	$ -
Outstanding debt due	$ 1,347,833	$ 6,935,363	$ 3,377,884	$ 2,967,634	$ 705,000	$ 1,085,000	$ -	$ -
Advances from (to) City	$ 2,925,902	$ (4,780,873)	$ 552,833	$ 194,762	$ (173,809)	$ (179,664)	$ -	$ -

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

3. Employees Medical Self-Insurance Funds

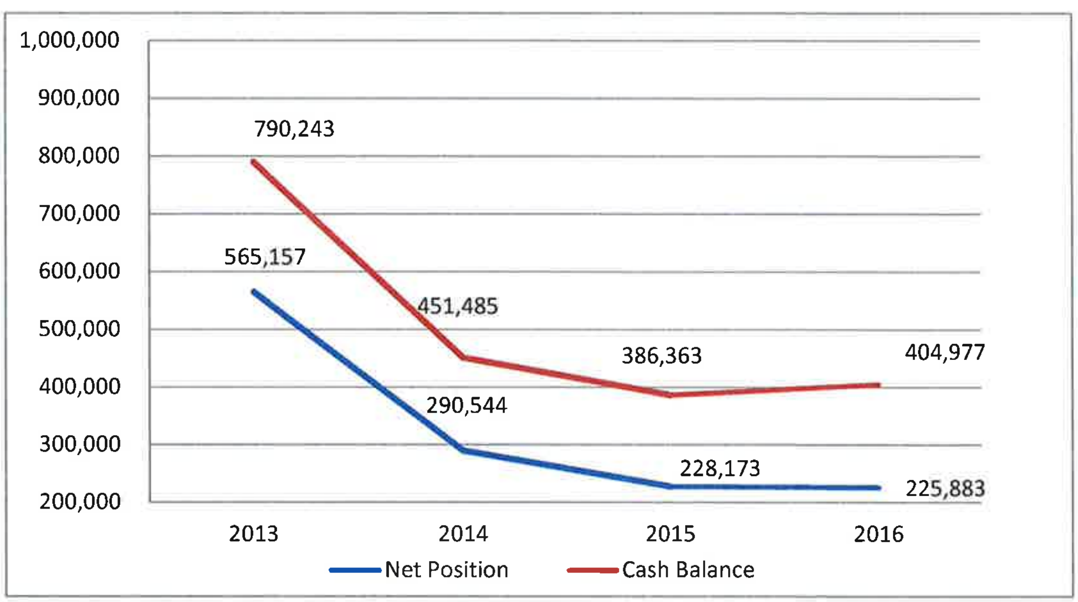
The City utilizes two separate self-insurance internal service funds to account for health and dental claims of City employees. The funds are financed from monthly insurance premiums charged to City employees. During 2016 and in prior years the monthly health insurance premiums were generally financed at 85% by the City with City employees contributing the remaining 15%. Presented below is a summary of each fund's financial transactions for 2016 including comparative totals of the health and dental funds for 2015.

	Health Self-Insurance		Dental Self-Insurance	
	2016	2015	2016	2015
Revenues				
Charges for employees medical and dental insurance premiums	$ 2,664,623	$ 2,727,199	$ 144,455	$ 135,863
Expenses				
Employees health and dental claims	2,163,855	2,209,223	142,465	140,651
Administrative fees	503,611	580,523	16,284	9,657
Total Expenses	2,667,466	2,789,746	158,749	150,308
Operating Loss	(2,843)	(62,547)	(14,294)	(14,445)
Nonoperating Revenues				
Interest revenue	553	176	-	1
Change in Net Position	(2,290)	(62,371)	(14,294)	(14,444)
Net Position - January 1	228,173	290,544	30,899	45,353
Net Position - December 31	$ 225,883	$ 228,173	$ 16,605	$ 30,909

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

The "key" component of an internal service fund is operating income since operating revenues should approximate operating expenses on an annual basis. For 2016, the health fund showed operating loss of $2,843 compared to an operating loss of $62,547 in 2015. The dental insurance fund showed an operating loss of $14,294 in 2016 compared to an operating loss of $14,445 in 2015. The Health Insurance Net Positon at year end is 10.4% of health claims for 2016, which is below the recommended amount for self-insurance funds while the dental self-insurance funds have consistently lost $14 thousand the past two years, which will result in a very small net position balance at the end of next year without changes in revenues.

Below is a chart illustrating the decrease in net position and cash in the Health Self-Insurance fund over the past 4 years, we recommend the City analyze current charges to determine if current rates are sufficient to meet operations expenses and cash flow needs.



In accordance with generally accepted accounting principles, the Water Utility's financial transactions are recorded in an enterprise fund on the City's financial statements. Enterprise fund accounting is used to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

WATER UTILITY

Income Account

The Water Utility reported an increase in net position of $768,334 for the year ended December 31, 2016 compared to an increase of $586,092 for the year ended December 31, 2015.

	2016	2015
Operating Revenues		
Metered sales	$ 4,416,609	$ 4,532,808
Fire protection	1,394,659	1,383,526
Other	384,060	371,377
Total Operating Revenues	6,195,328	6,287,711
Operating Expenses		
Operation and maintenance	4,507,771	4,575,374
Depreciation	526,434	542,510
Taxes	38,330	46,350
Total Operating Expenses	5,072,535	5,164,234
Operating Income	1,122,793	1,123,477
Nonoperating Revenues (Expenses)		
Interest revenue	829	-
Interest and fiscal charges	(85,742)	(88,565)
Total Nonoperating Revenues (Expenses)	(84,913)	(88,565)
Income before Contributions and Transfers	1,037,880	1,034,912
Capital contributions	183,344	-
Transfers out	(452,890)	(448,820)
Change in Net Position	$ 768,334	$ 586,092

The last water rate increase implemented in 2011 established a rate of return of 6.5%. In 2016, the City's rate of return calculated to 5.07%.

WASTEWATER UTILITY

Financial analyses and comments pertaining to the operations of the Wastewater Utility follow:

Income Account

The Wastewater Utility reported an increase in net position of $1,091,507 for the year ended December 31, 2016 compared to an increase of $2,017,743 for the year ended December 31, 2015.

	2016	2015
Operating Revenues		
Measured sales	$ 5,729,527	$ 5,207,936
Other	3,197,676	3,405,131
Total Operating Revenues	8,927,203	8,613,067
Operating Expenses		
Operation and maintenance	6,948,383	7,200,607
Depreciation	701,892	673,497
Total Operating Expenses	7,650,275	7,874,104
Operating Income	1,276,928	738,963
Nonoperating Expenses		
Interest and fiscal charges	(45,772)	(31,514)
Income before Contributions and Transfers	1,231,156	707,449
Capital contributions	132,049	1,582,009
Transfers out	(271,698)	(271,715)
Change in Net Position	$ 1,091,507	$ 2,017,743

As of December 31, 2016 the Wastewater Utility owed the general fund $509,237 for operating purposes, which was a decrease of $561,380 from the amount owed a year earlier. Below is a summarized cash flow for the year ended December 31, 2016 for the Wastewater Utility:

	2016	2015
Cash Flows from Operating Activities	$ 1,440,771	$ 1,229,139
Transfer out to the general fund	(271,698)	(271,715)
Cash Flows from Capital and Related Financing Activities		
Acquisition of capital assets	(1,099,782)	(3,101,087)
Proceeds of long-term debt	1,007,500	2,015,000
Debt premium from proceeds, net of issuance costs	20,224	69,276
Principal payments on long-term debt	(340,000)	-
Interest payments on long-term debt	(45,635)	-
Net Cash Flows from Capital and Related Financing Activities	(457,693)	(1,016,811)
Change in Cash prior to interfund cash balance adjustment	711,380	(59,387)
Change in amount due to general fund	(561,380)	59,387
Net Change in Cash for year ended December 31	$ 150,000	$ -

The City has increased rates each year with the last rate increase implemented in 2016, effective in the 1st Quarter of 2017.

STORMWATER UTILITY

Financial analyses and comments pertaining to the operations of the Stormwater Utility follow:

Income Account

The Stormwater Utility reported an increase in net position of $1,040,094 for the year ended December 31, 2016 compared to an increase of $425,809 for the year ended December 31, 2015.

	2016	2015
Operating Revenues		
Charges for services	$ 1,421,398	$ 1,321,246
Operating Expenses		
Operation and maintenance	902,654	540,934
Depreciation	392,759	354,503
Total Operating Expenses	1,295,413	895,437
Operating Income before Contributions	125,985	425,809
Capital contributions	914,109	-
Change in Net Position	$ 1,040,094	$ 425,809

At year end, available cash of the Stormwater Utility totaled $1,048,763. The Stormwater Utility purchased $742,415 of capital assets in 2016.

STATUS OF PRIOR YEAR COMMENTS AND RECOMMENDATIONS

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

1. **Development of Capital Assets Records**

   The City purchased capital software in 2015, which was implemented for the year 2015. For the year ended December 31, 2016 the City entered assets into the software during the year and in preparation for the audit. During our audit procedures we noted nearly $1.2 million of capital assets that were not initially recorded as capital asset additions. We recommend that the City review all capital expenditures in the City's general ledger at year end to verify all capital asset additions are included in the final reports provided to the auditors.

   MANAGEMENT'S RESPONSE: The City's Finance and Clerk-Treasurer departments will review all capital expenditures quarterly in 2017 in the City's general ledger accounts to verify all capital asset additions are included in the final reports provided to the auditors.

2. **Enter Manual Reconciling Adjustments into the City's Bank Reconciliation Software**

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

   MANAGEMENT'S RESPONSE: The City's Finance and Clerk-Treasurer departments will review the bank reconciliations and clear reconciling items and old outstanding checks that need to be adjusted out of the reconciliation on a monthly basis in 2017.

3. **Reconciliation of Special Assessment Records**

   A recommendation was made in the previous year to reconcile special assessment receivables and revenue on a monthly basis. During 2016 the special assessments records were reconciled prior to the audit began, but were not made monthly. We still recommend that special assessments records should be reconciled on a monthly basis.

   MANAGEMENT'S RESPONSE: The City's Finance department will reconcile the special assessments records to the general ledger on a monthly basis in 2017.

4. **Developing Cash Flow Analyses for the Water and Wastewater Utilities with the Annual Budget**

   This recommendation was not implemented with the 2016 or 2017 budget. The plans are to develop cash flow analyses with the 2018 budget.

   MANAGEMENT'S RESPONSE: Cash flow analyses will be included in the water and wastewater utility in the 2018 budget.

CURRENT YEAR COMMENTS AND RECOMMENDATIONS

1. Payroll Procedures for Accrued Sick and Vacation Leave

The City's payroll department currently prepares a worksheet for accrued leave balances at year end which is incorporated into the City's annual financial statements. In testing this spreadsheet, we noted that City employees accrue their vacation leave balances in various ways, as well as have different rules regarding the carryover balances allowed to be rolled into the new fiscal year.

The accrued leave balances can be significant and, with the different rules on earning and carrying over balances, we recommend an independent review of this spreadsheet on an annual basis by the human resources department would increase controls over accrued leave. The City has already segregated certain functions between the payroll and human resources department, with the human resources department ultimately responsible for interpretation and management of accrued leave policies.

Furthermore, we recommend that when an employee retires or terminates employment, the human resources department also review the payout calculation. Currently, the payroll clerk calculates and the finance director reviews. For internal control purposes, the inclusion of and calculation of the various pay amounts should be reviewed by the human resources department as well. The review should include a sign-off of approval.

MANAGEMENT'S RESPONSE: The City's Human Resources department will independently annually review the end of year accrued leave balance worksheet prepared by the Finance department for the audit and also review each of the Finance department payout calculations for retiring or terminated employees commencing with the June 23rd payroll.

2. Accounting and Reporting for Other Post-Employment Benefits

In June 2015, the Governmental Accounting Standards Board (GASB) issued two new pronouncements relating to other post-employment benefits (OPEB). GASB Statement No. 74, Financial Reporting for Post-employment Benefit Plans Other than Pension Plans and GASB Statement No. 75, Accounting and Financial Reporting for Post-employment Benefits Other than Pensions significantly change the accounting and financial reporting of post-employment benefits that was established in GASB Statement Nos. 43 and 45. The primary purpose of these Statements is to improve accounting and financial reporting of OPEB obligations and enhance transparency of OPEB related information in your financial statements similar to how GASB Statements Nos. 67 and 68 were designed.

Currently, governments report a liability related to other post-employment liabilities for the unfunded portion of the annual required contribution, which includes an amortization of the Unfunded Actuarial Liability (UAL) over an open period of time, not to exceed 30 years. Upon implementing the new standards, the City will recognize the difference between total OPEB liability and any plan assets (net OPEB liability) in the government-wide and proprietary financial statements, often resulting in a significant increase in the OPEB liability reported in your financial statements. The new standards also require that the entry age normal cost method be used to determine the liability, deferred inflows and outflows of resources to be reported for changes in economic and demographic assumptions and differences between expected and actual experience, and additional note disclosures and schedules.

The new standards are effective for financial statements for OPEB plans for fiscal years beginning after June 15, 2016 and for employers for fiscal years beginning after June 15, 2017. We recommend that the City evaluate impact of the new standards with your actuary, and determine an implementation strategy to minimize your costs while ensuring adequate communication of the impact of these changes will have on your financial statements. As you develop your implementation strategy, you should evaluate the following:

- Do you anticipate any changes in benefits? If yes, you should approve benefit changes prior to implementation, as any changes in benefits in the future are treated as a current year activity.

- What is your valuation measurement date? You can roll back to a valuation date 12 months prior to year end, allowing you to complete your actuarial valuation prior to year end or you can roll forward to your reporting date, requiring your actuarial valuation to be completed after year end but before you anticipate issuance of your financial statements.

MANAGEMENT'S RESPONSE: The City's Human Resources and Finance departments will evaluate the new standards with a contracted actuary to assure the new pronouncements for its OPEB liability to be included in the City's December 31st 2017 financial statements.

3. Comments and Observations from Capital Project Funds Review

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

1. The City maintains two capital project funds, public improvements and capital equipment. The City currently budgets a levy for the capital equipment fund; however, the levy is subsequently transferred to the City's general fund to fund capital equipment purchases. While the capital project fund exists, it is not being used to track capital purchases throughout the year as currently designed; therefore, we recommend the City consider the following options:

    - Budget and record capital equipment purchases in the capital equipment fund rather than the general fund. This allows the City to more easily execute its capital improvement plan, and allows City management to more closely monitor capital purchases to ensure the levy is not used for operating purchases. Annually, unspent levy could be reallocated to other projects or carried forward for specific purposes with appropriate Council approval.

    - Record the property tax levy currently being allocated to the capital equipment fund in the general fund and transferring available fund balance in the capital equipment fund to other funds.

2. The account structure of capital project funds is not designed by function or project for capital expenditures. Accordingly, our review noted many journal entries to reclassify project costs to a general ledger account where corresponding costs were recorded.

    We recommend that the City establish account structures within its capital project funds by function and department, and utilize project numbers to track overall costs by project. Having a properly designed account structure by function will allow the City to more easily prepare its annual financial report, Form C, to the Wisconsin Department of Revenue and ensure all highway, storm sewer and police costs are properly reported to maximize the City's general transportation aids. Furthermore, the City should communicate the account structure to the appropriate personnel to ensure costs are reported in the proper function throughout the year to minimize the number of year end reclassification entries. This is critical to improve the tracking of specific projects and budget appropriation throughout the year, to allow management to make decisions on the status of each project. In addition, projects funded by debt proceeds could result in an IRS audit to ensure appropriate spenddown and tracking of project costs, which a properly designed account structure and funding source would be very beneficial.

3. The City incurs expenditures for various infrastructure projects each year. The infrastructure projects are generally funded with long-term debt proceeds and often include street construction and reconstruction, water main, sanitary sewer, and storm sewer infrastructure costs. Also, some of the projects or part of the projects may be eligible project expenditures in one of City's tax incremental districts. For many of the projects, the City allocates a portion of the engineering department's cost to arrive at a total project cost for accounting purposes.

    The City generally records progress payments on a construction account to one account on the City records. At a subsequent date, the project costs are reallocated, as appropriate, to the streets, water utility, sanitary sewer utility, storm sewer utility and/or tax incremental district, if applicable. During our audit, we noted that journal entries for the allocation of these expenditures were not completed often until after year end. During the current year, the finance and engineering departments did not meet until May of 2017, and final entries were still being made as of June, while the audit was being completed. We do not believe delays in allocating project costs allows sufficient time to ensure the costs are allocated accurately, and therefore requires additional audit time and often additional audit entries. We also noted that they were other expenditures recorded in the capital projects fund that were not included on the worksheet provided by the engineering department due to smaller expenditures being recorded in the general ledger that were not related to the construction contract.

3. **Comments and Observations from Capital Project Funds Review (Continued)**

Until this reallocation of construction costs occurs, the City does not know the true cash spent by general capital or individual enterprise fund, often resulting in significant cash changes after year end, and after the subsequent year budget has been approved and potential bonding projects established. In our opinion, this reduces the City's ability to manage projects or identify projects which may be exceeding the approved budget.

We therefore recommend the following:

- Each construction contract should be assigned a project number, as previously discussed.
- The engineering department should allocate the projects between the general capital and utility operations as incurred, based on the contractor invoices. Smaller invoices related to the project could be charged to general capital, pending a year end project review.
- In late February or early March of the subsequent year, the engineering and finance departments should meet to reconcile project expenditures, record any retainage due to an of the contractors on projects that have been completed, and potentially reallocate costs based on a final review. This should be done no later than March 15th to allow the City to file the Water Utility's PSC Report by April 1st.

4. Engineering costs are charged by the City's general fund to the capital projects fund based on an allocation of time spent by the City's engineering departments on the projects during the year. If any of the projects completed during the year are for any of the City's Tax Incremental Districts, the City charges the District an additional 15% of engineering costs, and the costs previously coded to the capital project fund is not reduced.

   It is important to have accurate and reasonable time allocations which are supportable during an audit of an individual Tax Increment District; accordingly, we recommend that the journal entry to charge the engineering costs to the capital projects and individual Tax Incremental District be completed simultaneously to avoid potential allocation issues in the future.

5. During our review of the fund we noted several costs that should have been recorded in different funds as well as small expense items that were undetermined if they were capital related or approved in the budget process to be paid from the fund. In one instance, we noted costs paid for by the capital projects fund which should have been paid by an escrow established for District costs after the construction period ended.

   We believe establishing projects would allow the City to more closely manage project costs, and ensure only capital related and approved costs are included in the fund. Therefore, we recommend the following:

   - On a quarterly basis, the finance director should review capital project fund expenditures for reasonableness to the City's approved capital improvement plan. Adjustments, if necessary, can be made to reclassify costs based on this review.
   - At year end, the City should compile a report for the City Administrator, Finance Committee, and department heads that reflects projects costs incurred compared to the approved budget. This report should include amounts in fund balance restricted for specific projects that have not been completed at year end and any amounts that are currently uncommitted at year end, due to projects that have come in under budget or perhaps delayed. This report would allow City management to evaluate the status of the capital project funds at year end to potentially reallocate available resources to specific projects. In our opinion, this is a critical monitoring function which ensures the capital project funds are being managed and utilized in the most efficient and effective manner, while isolating projects which may have been under funded, to evaluate the specific reasons this occurred, and what resources would be reallocated.

MANAGEMENT'S RESPONSE: The City's Finance and Engineering departments will meet and plan during 2017 to make sure that the Public Works contracts and related activity is allocated quarterly starting with June 30, 2017 between the various City funds in the City's general ledger. We will also prepare a year-end report to allow City management to evaluate the status of the capital projects.

APPENDIX

June 16, 2017

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

This representation letter is provided in connection with your audit of the financial statements of the City of De Pere, (the "City"), which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of December 31, 2016, and the respective changes in the financial position and where applicable, cash flows for the year then ended, and the related notes to the financial statements for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

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

We confirm, to the best of our knowledge and belief, as of June 16, 2017, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated October 20, 2016, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.

2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government required by generally accepted accounting principles to be included in the financial reporting entity.

3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.

5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

6. In regards to accounting estimates:

   - The measurement processes used by management in determining accounting estimates is appropriate and consistent.

   - The assumptions appropriately reflect management's intent and ability to carry out specific courses of action.

   - The disclosures related to accounting estimates are complete and appropriate.

   - No subsequent event has occurred that would require adjustment to the accounting estimates or disclosures included in the financial statements.

7. Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.

8. Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.

9. We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the City's accounts.

10. The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.

11. Guarantees, whether written or oral, under which the City is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

12. We have provided you with:

    a. Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.

    b. Additional information that you have requested from us for the purpose of the audit.

    c. Unrestricted access to persons within the City from whom you determined it necessary to obtain audit evidence.

    d. Minutes of the meetings of the City Council or summaries of actions of recent meetings for which minutes have not yet been prepared.

13. All material transactions have been recorded in the accounting records and are reflected in the financial statements.

14. We made an assessment of the risk that the financial statements may be materially misstated as a result of fraud. We have disclosed the results of our assessment as follows:

    a. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:

        i. Management,

        ii. Employees who have significant roles in internal control, or

        iii. Others where the fraud could have a material effect on the financial statements.

    b. We have no knowledge of any allegations of fraud or suspected fraud affecting the City's financial statements communicated by employees, former employees, regulators, or others.

15. We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.

16. We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.

17. We have disclosed to you the identity of the City's related parties and all the related party relationships and transactions of which we are aware.

Government - specific

18. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

19. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

20. We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.

21. The City has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, deferred inflows/outflows of resources, or equity.

22. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.

23. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

24. We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

25. We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

26. There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

27. As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

28. The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral, except for utility assets pledged as collateral for the revenue bonds.

29. The City has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

30. We have followed all applicable laws and regulations in adopting, approving, and amending budgets.

31. The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.

32. The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34.

33. All funds that meet the quantitative criteria in GASB Statement Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.

34. Components of net position (net investment in capital assets, restricted, and unrestricted) and components of fund balance (nonspendable, restricted, committed, assigned and unassigned) are properly classified and, if applicable, approved.

35. Provisions for uncollectible receivables have been properly identified and recorded.

36. Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.

37. Revenues are appropriately classified in the statement of activities within program revenues and general revenues.

38. Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.

39. Deposits and investment securities and derivative transactions are properly classified as to risk and are properly disclosed.

40. Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.

41. Joint ventures, jointly governed organizations, and other related organizations have been properly disclosed in the financial statements.

42. We have appropriately disclosed the City's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.

43. We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

44. We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

45. We acknowledge our responsibility for presenting the nonmajor fund combining statements, individual fund statements, and supporting schedules (the supplementary information) in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.

46. We agree with the findings of specialists in evaluating the other post-employment benefits, pension benefits, and incurred but not reported claims and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.

47. The fact that the amount of "uncollateralized" deposits or "uninsured, unregistered securities held by the counterparty, or by its trust department or agent but not in the City's name" during the period significantly exceeded the amounts in those categories as of the balance sheet was properly disclosed in the financial statements.

48. Arrangements with financial institutions involving repurchase, reverse repurchase, or securities lending agreements, compensating balances, or other arrangements involving restrictions on cash balances and line-of-credit or similar arrangements, have been properly recorded or disclosed in the financial statements.

49. The methods and significant assumptions used to determine fair values of financial instruments are as follows: Fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. The methods and significant assumptions used result in a measure of fair value appropriate for financial statement measurement and disclosure purposes.

50. Receivables recorded in the financial statements represent valid claims against debtors for transactions arising on or before the balance sheet date and have been reduced to their estimated net realizable value.

51. Capital assets have been evaluated for impairment as a result of significant and unexpected decline in service utility.

52. We believe that the actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.

53. We do not plan to make frequent amendments to our pension or other post-retirement benefit plans.

54. We have not completed the process of evaluating the impact that will result from adopting Governmental Accounting Standards Board (GASB) Statements No. 74, *Financial Reporting for Post-employment Benefit Plans other than Pension Plans* and *No. 75, Accounting and Financial Reporting for Post-employment Benefits Other Than Pensions,* as discussed in Note D.9. The City is therefore unable to disclose the impact that adopting these GASB Statements will have on its financial position and the results of its operations when the Statements are adopted.

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

Signed: ______________________________
Joe Zegers, Finance Director

Signed: ______________________________
Shana Ledvina, Clerk-Treasurer

Signed: ______________________________
Larry Delo, City Administrator

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: **June 20, 2017**

DEPARTMENT: **City Clerk-Treasurer**

FROM: **Shana Ledvina**

SUBJECT: **Recommendation from the License Committee on Renewal Applications for Class "A" Fermented Malt Beverage Licenses, "Class A" Intoxicating Liquor Licenses, "Class A" Cider Only Licenses, Class "B" Fermented Malt Beverage Licenses, and "Class B" Intoxicating Liquor Licenses for the licensing period of July 1, 2017 to June 30, 2018.**

ATTACHMENTS:

- Renewal List June 20 (PDF)
- Class A Beer Class A Liquor (PDF)
- Class A Beer Class A Cider (PDF)
- Class B Beer Class B Liquor (PDF)

JUNE 20, 2017 LICENSE COMMITTEE MEETING

Renewal Applications for Class “A” Fermented Malt Beverage Licenses, “Class A” Intoxicating Liquor Licenses, Class “A” Cider Only Licenses, Class “B” Fermented Malt Beverage Licenses, and “Class B” Intoxicating Liquor Licenses for the licensing period of July 1, 2017 to June 30, 2018.

CLASS “A” BEER & “CLASS A” LIQUOR

1) Ganesh Enterprises Inc. (DBA Reid St Mobil Station), 401 Reid St. Submitted by Ganesh Enterprises Inc., Agent: Pradip A. Patel, De Pere, WI.

CLASS “A” BEER & CLASS “A” CIDER ONLY

1) Shopko Stores Operating Co., LLC (DBA Shopko #5), 230 N. Wisconsin St. Submitted by Shopko Stores Operating Co., LLC, Agent: Melissa Ostrowski, Green Bay, WI.

CLASS “B” BEER & “CLASS B” LIQUOR

1) Beakers LLC (DBA Buddha’s Still), 363 Main Av. Submitted by Beakers LLC, Agent: FayeAnne Matuszek, Green Bay, WI.

2) Pasquales International Café LLC (DBA Pasquales International Café), 305 Main Av. Submitted by Pasquales International Café LLC, Agent: John Michael Jerry, Green Bay, WI.

3) Virgola Green Bay LLC (DBA Virgola), 115 N. Broadway St. Submitted by Virgola Green Bay LLC, Agent: Jonathan Joseph Korte, Green Bay, WI.

CLASS "A" FERMENTED MALT BEVERAGE/

"CLASS A" INTOXICATING LIQUOR

LICENSE RENEWALS

FOR THE 2017-2018 LICENSING PERIOD

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. **Read instructions on reverse side.**

For the license period beginning: July 1, 2017 (MM DD YYYY) ending: June 30, 2018 (MM DD YYYY)

Applicant's WI Seller's Permit No.: 456-1029415947-02	FEIN Number: 82-1623518
LICENSE REQUESTED	
TYPE	FEE
☑ Class A beer	$
☐ Class B beer	$
☐ Class C wine	$
☑ Class A liquor	$
☐ Class A liquor (cider only)	$ N/A
☐ Class B liquor	$
☐ Reserve Class B liquor	$
☐ Class B (wine only) winery	$
Publication fee	$ 30.00 pd 6-6-17 R#122855
TOTAL FEE	$

TO THE GOVERNING BODY of the: ☐ Town of ☐ Village of ☑ City of } DePere

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

CHECK ONE ☐ Individual ☐ Partnership ☑ Limited Liability Company ☐ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name)	Home Address	Post Office & Zip Code
PATEL PRADIP A.	[redacted]	

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ GANESH ENTERPRISE

Address of Corporation/Limited Liability Company (if different from licensed premises) ▶

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	PRADIP A. PATEL	[redacted]	
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent ▶			
Directors/Managers			

C. 1. Trade Name ▶ Reid St Mobil Business Phone Number 920-337-9001

2. Address of Premises ▶ 401 Reid St. DePere Post Office & Zip Code ▶ WI 54115

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

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) INSide buildig No other room

5. Legal description (omit if street address is given above): ______

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been **convicted** of **any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete reverse side** ☐ Yes ☑ No

b. Are **charges** for **any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on reverse side** .... ☐ Yes ☑ No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain.** ______ ☐ Yes ☑ No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. ______ ☑ Yes ☐ No

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

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? .... ☑ Yes ☐ No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? .... ☒ Yes ☑ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 6th day of June, 2017

[signature] (Clerk/Notary Public)

My commission expires 8-3-18

[signature] *(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)*

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

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

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council/board	Date license granted
6-6-17		
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

CLASS "A" FERMENTED MALT BEVERAGE/
"CLASS A" CIDER ONLY
LICENSE RENEWALS
FOR THE 2017-2018 LICENSING PERIOD

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. **Read instructions on reverse side.**

For the license period beginning: 07 01 2017 (MM DD YYYY) ending: 06 30 2018 (MM DD YYYY)

TO THE GOVERNING BODY of the: ☐ Town of ☐ Village of ☑ City of } DE PERE

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

CHECK ONE ☐ Individual ☐ Partnership ☑ Limited Liability Company ☐ Corporation/Nonprofit Organization

Applicant's WI Seller's Permit No.: 456102016114603	FEIN Number: 20-3606109
LICENSE REQUESTED ▶	
TYPE	FEE
☑ Class A beer	$ 625
☐ Class B beer	$
☐ Class C wine	$
☐ Class A liquor	$
☑ Class A liquor (cider only)	$ N/A
☐ Class B liquor	$
☐ Reserve Class B liquor	$
☐ Class B (wine only) winery	$
Publication fee	$ 30
TOTAL FEE	$ 655

pd. R121447

Complete A or B. All must complete C.

A. Individual or Partnership:
Full Name(s) (Last, First and Middle Name) **Home Address** **Post Office & Zip Code**
▶

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ SHOPKO STORES OPERATING CO., LLC
Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ 700 PILGRIM WAY, GREEN BAY, WI
All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:
Title **Name (Inc. Middle Name)** **Home Address** **Post Office & Zip Code**
President/Member SEE ATTACHED EXHIBIT A
Vice President/Member
Secretary/Member
Treasurer/Member
Agent ▶ MELISSA OSTROWSKI - STORE MANAGER
Directors/Managers

C. 1. Trade Name ▶ SHOPKO #5 Business Phone Number 920-336-2186
2. Address of Premises ▶ 230 NORTH WISCONSIN STREET Post Office & Zip Code ▶ DE PERE, WI 54115
3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☑ Yes ☐ No
4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) SINGLE STORY; APPROX. 65,459 SQ. FT.
5. Legal description (omit if street address is given above): N/A
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete reverse side** ☐ Yes ☑ No
b. Are **charges for any offenses presently pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on reverse side** ☐ Yes ☑ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain.** ☐ Yes ☑ No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. ☑ Yes ☐ No
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☑ Yes ☐ No
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☑ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☑ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME
this 12th day of June, 2017

(Clerk/Notary Public)
My commission expires 8-24-18

Secretary
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

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

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

TO BE COMPLETED BY CLERK

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

CLASS “B” FERMENTED MALT BEVERAGE/

“CLASS B” INTOXICATING LIQUOR

LICENSE RENEWALS

FOR THE 2017-2018 LICENSING PERIOD

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. **Read instructions on reverse side.**

For the license period beginning: July 1, 2017 (MM DD YYYY) ending: June 30, 2018 (MM DD YYYY)

TO THE GOVERNING BODY of the: ☐ Town of ☐ Village of ☒ City of } De Pere

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

CHECK ONE ☐ Individual ☐ Partnership ☒ Limited Liability Company ☐ Corporation/Nonprofit Organization

Applicant's WI Seller's Permit No.: 456-1029573254-02 FEIN Number: 82-1595118

LICENSE REQUESTED ▶	
TYPE	FEE
☐ Class A beer	$
☑ Class B beer	$
☐ Class C wine	$
☐ Class A liquor	$
☐ Class A liquor (cider only)	$ N/A
☑ Class B liquor	$
☐ Reserve Class B liquor	$
☐ Class B (wine only) winery	$
Publication fee	$ 30-
TOTAL FEE	$

122706

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name) **Home Address** **Post Office & Zip Code**

▶

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ Brakers, LLC

Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ 363 Main Ave, De Pere WI 54115

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	FayeAnne Matuszek	[redacted]	
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent ▶	FayeAnne Matuszek		
Directors/Managers			

C. 1. Trade Name ▶ ______ Business Phone Number 920-264-3642

2. Address of Premises ▶ 363 Main Ave Post Office & Zip Code ▶ De Pere WI 54115

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

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

5. Legal description (omit if street address is given above): ______

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been **convicted** of **any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete reverse side** ☐ Yes ☒ No

b. Are **charges** for **any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on reverse side** .... ☐ Yes ☒ No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain.** ______ ☐ Yes ☒ No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. purchased business 6/2017 ☐ Yes ☒ No

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

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? .... ☒ Yes ~~No~~

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? .... ☐ Yes ☒ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 1st day of June, 20 17

Shana D Fcel (Clerk/Notary Public)

My commission expires 3/27/2021

FayeAnne Matuszek
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

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

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

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council/board	Date license granted
6/01/2017		
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. **Read instructions on reverse side.**

For the license period beginning: July 1, 2017 (MM DD YYYY) ending: June 30, 2018 (MM DD YYYY)

TO THE GOVERNING BODY of the: ☐ Town of ☐ Village of ☑ City of } DePere

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

CHECK ONE ☐ Individual ☐ Partnership ☑ Limited Liability Company ☐ Corporation/Nonprofit Organization

Applicant's WI Seller's Permit No.: 456-1028879685-02	FEIN Number: 47-3927474
LICENSE REQUESTED ▶	
TYPE	FEE
☐ Class A beer	$
☒ Class B beer	$
☐ Class C wine	$
☐ Class A liquor	$
☐ Class A liquor (cider only)	$ N/A
☒ Class B liquor	$
☐ Reserve Class B liquor	$
☐ Class B (wine only) winery	$
Publication fee	$ 30.00 pd 5-3-17
TOTAL FEE	$ 630.00 pd #121813

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name) **Home Address** **Post Office & Zip Code**

▶

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ Pasquales International Cafe LLC

Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ 305 Main Ave, De Pere, WI 54115

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title **Name (Inc. Middle Name)** **Home Address** **Post Office & Zip Code**

President/Member

Vice President/Member

Secretary/Member

Treasurer/Member

Agent ▶ John Michael Jerry, Personal Representative, Estate of William A. Lemke

Directors/Managers

C. 1. Trade Name ▶ Pasquales International Cafe Business Phone Number

2. Address of Premises ▶ 305 Main Ave Post Office & Zip Code ▶ De Pere 54115

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

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

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

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete reverse side** ☐ Yes ☒ No

b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on reverse side** ☐ Yes ☒ No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain.** ☐ Yes ☒ No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. ☒ Yes ☐ No

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

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 3rd day of May, 20 17

[signature]
(Clerk/Notary Public)

My commission expires 8-3-2018

[signature: J. Michael Jerry]
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

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

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

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council/board	Date license granted
5-3-17		
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

AT-115 (R. 7-15) Wisconsin Department of Revenue

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. **Read instructions on reverse side.**

For the license period beginning: 06-01-2017 ending: 06-01-2018
(MM DD YYYY) (MM DD YYYY)

TO THE GOVERNING BODY of the: ☐ Town of ☐ Village of ☒ City of } De Pere

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

CHECK ONE ☐ Individual ☐ Partnership ☒ Limited Liability Company ☐ Corporation/Nonprofit Organization

Applicant's WI Seller's Permit No.:	FEIN Number:
456-1029229582-02	81-4123562

LICENSE REQUESTED ▶

TYPE	FEE
☐ Class A beer	$
☒ Class B beer	$
☐ Class C wine	$
☐ Class A liquor	$
☐ Class A liquor (cider only)	$ N/A
☒ Class B liquor	$
☐ Reserve Class B liquor	$
☐ Class B (wine only) winery	$
Publication fee	$ 30.00 5-25-17
TOTAL FEE	$

#12387

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name)	Home Address	Post Office & Zip Code
▶ Korte Jonathan Joseph	[redacted]	

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶ Virgola Green Bay LLC

Address of Corporation/Limited Liability Company (if different from licensed premises) ▶ 115 N. Broadway st. De Pere WI 54115

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	Jonathan Joseph Korte	[redacted]	
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent ▶	Jonathan Joseph Korte	[redacted]	
Directors/Managers			

C. 1. Trade Name ▶ Virgola Green Bay LLC Business Phone Number 920-351-3344

2. Address of Premises ▶ 115 N. Broadway st. Post Office & Zip Code ▶ De Pere WI 54115

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

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

5. Legal description (omit if street address is given above): ______

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been **convicted** of **any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete reverse side** ☐ Yes ☒ No

b. Are **charges** for **any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on reverse side** .... ☐ Yes ☒ No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain.** ______ ☐ Yes ☒ No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. ______ ☒ Yes ☐ No

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

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? .... ☒ Yes ☐ No

11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? .... ☐ Yes ☒ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.)

SUBSCRIBED AND SWORN TO BEFORE ME

this 25th day of May, 20 17

[signature]
(Clerk/Notary Public)

My commission expires 3-3-18

X [signature]
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)

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

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

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council/board	Date license granted
5-25-17		
License number issued	**Date license issued**	**Signature of Clerk / Deputy Clerk**

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 20, 2017**
DEPARTMENT:	**Public Works**
FROM:	**Eric Rakers**
SUBJECT:	**Recommendation from the Board of Public Works to Award the Contract for Project 17-07 Asphalt, Curb, and Sewer Repair to Northeast Asphalt, Inc. in the Amount of $447,695.50.**

The Board of Public Works at the June 12, 2017 meeting approved the award of contract for Project 17-07 to Northeast Asphalt, Inc. in the amount of $447,695.50.

The Engineering Department received bids on Project 17-07 Asphalt, Curb and Sewer Repair on June 1, 2017. This work includes: spot storm sewer relay, inlet repair and replacement, manhole adjustment and repair, spot curb and gutter repair and replacement, asphaltic concrete pavement milling, pulverizing asphaltic concrete pavement, asphaltic concrete paving, and asphaltic concrete pavement patching. The bids received were as follows:

Contractor	Amount
Northeast Asphalt, Inc.	$447,695.50
MCC, Inc.	$536,202.70

The budgeted amount from the capital improvement fund is $503,000. Funding will be $471,000 from the general obligation debt for street management, $17,000 from the storm water utility fund, and $15,000 from the Parks Department capital improvements fund.

ATTACHMENTS:

- Project 17-07 Bid Tab (PDF)

PROJECT 17-07 ASHPALT, CURB AND SEWER REPAIR
BID TAB

				BIDDER NO. 1		BIDDER NO. 2	
				Northeast Asphalt, Inc.		MCC, Inc.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
STORM SEWER							
ST-01	Remove and Replace 18" CMP Storm Sewer	LF	50	$45.00	$2,250.00	$67.18	$3,359.00
ST-02	Remove and Replace 12" PVC or RCP CL III Storm Sewer	LF	100	$36.00	$3,600.00	$64.08	$6,408.00
ST-03	Remove and Replace 12" CMP Storm Sewer	LF	30	$35.00	$1,050.00	$67.18	$2,015.40
ST-04	Provide 18" Endwalls (CMP)	EA	2	$140.00	$280.00	$227.39	$454.78
ST-05	Provide 12" Endwalls (CMP)	EA	2	$125.00	$250.00	$206.72	$413.44
ST-06	Remove and Replace 4' Diameter Storm Manhole	VF	5	$600.00	$3,000.00	$697.69	$3,488.45
ST-07	Remove and Replace Type B Inlet	EA	2	$2,500.00	$5,000.00	$2,428.98	$4,857.96
STREET AND DRAINAGE							
SD-01	Remove and Replace 30" Concrete Curb and Gutter	LF	20	$36.00	$720.00	$37.21	$744.20
SD-02	Remove and Replace 24" Concrete Curb and Gutter	LF	650	$36.00	$23,400.00	$37.21	$24,186.50
SD-03	Drilled Tie Bars (Existing Sidewalk and Curb and Gutter)	EA	215	$5.00	$1,075.00	$5.17	$1,111.55
SD-04	Remove and Replace Concrete Drive and Sidewalk – 6" Depth	SY	120	$6.50	$780.00	$6.72	$806.40
SD-05	Mill Asphaltic Concrete Pavement	SY	19,000	$1.65	$31,350.00	$2.37	$45,030.00
SD-06	Pulverize Asphaltic Concrete Pavement – 8" Depth	SY	18,500	$0.71	$13,135.00	$1.85	$34,225.00
SD-07	Provide Asphaltic Concrete Pavement Type 4 LT 58-28 S, Overlay or Upper Layer	TONS	4500	$53.90	$242,550.00	$60.48	$272,160.00
SD-08	Provide Asphaltic Concrete Pavement Type 3 LT 58-28 S Lower Layer	TONS	1200	$61.80	$74,160.00	$57.80	$69,360.00
SD-09	Provide Large Asphalt Patch Type 4 LT 58-28 S, Upper Layer	SY	150	$50.70	$7,605.00	$45.76	$6,864.00

PROJECT 17-07 ASHPALT, CURB AND SEWER REPAIR
BID TAB

				BIDDER NO. 1		BIDDER NO. 2	
				Northeast Asphalt, Inc.		MCC, Inc.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
STORM SEWER							
SD-10	Provide Small Asphalt Patch Type 4 LT 58-28 S, Upper Layer	SY	100	$56.80	$5,680.00	$68.04	$6,804.00
SD-11	Provide ¾-Inch Crushed Aggregate Base Course (Shouldering Type C-4)	SY	4000	$2.40	$9,600.00	$6.49	$25,960.00
SD-12	Provide #4 Tie Bars for Curb and Sidewalk	LF	200	$5.00	$1,000.00	$5.17	$1,034.00
SPECIAL CONSTRUCTION							
SC-01	Adjust Inlets	EA	19	$450.00	$8,550.00	$465.12	$8,837.28
SC-02	Adjust Manholes	EA	7	$270.00	$1,890.00	$465.12	$3,255.84
SC-03	Adjust Inlets (Greater than One Foot)	VF	5	$485.00	$2,425.00	$826.89	$4,134.45
SC-04	Adjust Manholes (Greater than One Foot)	VF	5	$500.00	$2,500.00	$930.25	$4,651.25
SC-05	Pavement Markings (4-Inch) Epoxy (White or Yellow)	LF	1900	$1.80	$3,420.00	$1.86	$3,534.00
SC-06	Pavement Markings (8-Inch White) Epoxy	LF	490	$3.55	$1,739.50	$3.67	$1,798.30
SC-07	Pavement Marking Stop Line (18-Inch White) Epoxy	LF	40	$8.15	$326.00	$8.42	$336.80
SC-08	Pavement Marking Arrows Epoxy (Type-1)	EA	2	$85.00	$170.00	$87.86	$175.72
SC-09	Pavement Marking Arrows Epoxy (Type-2)	EA	2	$95.00	$190.00	$98.19	$196.38
	TOTAL BID				**$447,695.50**		**$536,202.70**

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 20, 2017**
DEPARTMENT:	**Public Works**
FROM:	**Scott Thoresen**
SUBJECT:	**Recommendation from the Board of Public Works to Approve the Use of $1,000 of Undesignated Funds to Cover the Costs of Stone, Planters, and Flowers to Temporarily Improve the James Street Fountain.**

The Board of Public Works at the June 12, 2017 meeting approved using $1,000 of undesignated funds to cover the costs of the stone, planters, and flowers to temporarily improve the James Street Fountain.

At the November 7, 2016 Board of Public Works (BOPW) meeting, staff presented to the BOPW the numerous issues with the James Street fountain and the costs of the repairs needed to address the issues. It was recommended by staff not to make the repairs and instead place decorative planters in the fountain area until such time a development plan for this area was created. The BOPW recommended to Council to not make the repairs and instead install planters. The Council approved the BOPW recommendation at the November 15, 2016.

At this time staff is proposing to fill the existing fountain in with granular material and top it off with stone. Four (4) decorative planters are proposed to be placed on top of the stone and then planted with some sort of flower arrangement similar to other pots in the downtown area. The estimated costs for the stone, planters, and flowers are $1,000. Monies were not budgeted for this in the 2017 budget.

If you should have any questions or concerns regarding this matter, feel free to contact my office.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: **June 20, 2017**

DEPARTMENT: **Fire Department**

FROM: **Lea Taylor**

SUBJECT: **Recommendation from the Finance and Personnel Committee to accept donations for utility terrain vehicle and trailer for the Fire Department.**

ATTACHMENTS:

- UTV DONATION REQUEST (PDF)
- De Pere Fire Department Trailer (PDF)
- Proposed Emergency Vehicle flyer 2 (DOCX)

Memo

To: Honorable Mayor Michael Walsh
Members of the Finance & Personnel Committee

From: Alan Matzke, Fire Chief AEM

Date: June 5, 2017

Re: Request to Accept Donations for Utility Terrain Vehicle

The Fire & Rescue Department would like to respectfully request permission to accept donations and retroactively purchase a Utility Terrain Vehicle (UTV) for our operational use. We would also like to request permission to accept a trailer donated on behalf of Aurora Baycare Medical Center (ABMC).

Chief Rubin outlined the need and use for the proposed request in his memo dated August 3, 2016 (see attached).

Our department kicked off our fundraising efforts with a request letter that was sent to members of our community in early October, 2016 (see attached). The letter explained the need and use of the proposed equipment. Mr. Ed Thomson was one of the community members who received a solicitation letter and quickly volunteered to help the fundraising efforts. Mr. Thomson generated a letter of support for our undertaking and assisted in reaching out to business owners and other members of our community and lobbied for our support (see attached).

The fundraising goal of $35,000 was targeted at the beginning of our efforts and flows of donations were steady prior to the end of the year and into the new year, but they slowed by the end of February, 2017. We raised $24,740. The department assembled a team and they began to evaluate vehicles, equipment specifications and prices to attempt to achieve the operational goals with the funds we raised.

Our organization reached out to ABMC when we began the campaign to solicit support; however, their representative requested we wait until the end of our fundraising efforts to determine if their financial support would be needed. I reached out to ABMC in April to let them know that our fund raising efforts were approximately $10,000 short of our goal and they pledged support, but requested to purchase a specific piece of equipment in whole towards the project. I informed ABMC that we were looking for a fire pump or a trailer. They indicated they would prefer providing a trailer, but would like to have exclusive naming recognition on the trailer. The example of the trailer and graphic, which has a total cost of $11,300, is attached.

Thank you for your consideration of this request. We respectfully ask the Finance and Personnel Committee to approve this request to accept the donations as listed in the attachment; including the trailer and graphic donation from ABMC to conclude our fundraising effort. We have already purchased the UTV and used it in conjunction with the medical patient transport compartment, that was donated by Angels Touch Assisted Living and the Brown County Fair Association, at Celebrate De Pere and the Cellcom Marathon this year. The remainder of the equipment needed to complete this project could be purchased with the funds received.

Memo

To: Honorable Mayor Michael Walsh
Members of the Finance & Personnel Committee

From: Dennis L. Rubin, Fire Chief DLRubin

Date: August 3, 2016

Re: Request to procure a Utility Terrain Vehicle

The Fire & Rescue Department would like to respectfully request permission to seek donations to purchase a Utility Terrain Vehicle (UTV) for our operational use. The purpose of a UTV would be primarily two-fold. First, we are in significant need of an off-road patient care and transport capability vehicle within our response fleet. Regularly, we are called upon to provide this type of service for many special events. The various special events such as the Memorial Day Parade, Brown County Fair, Celebrate De Pere, CellCom Marathon and many other events can only be properly managed using a properly equipped and functionally designed small off-road vehicle such as a UTV. This high demand of service has been filled previously by borrowing the appropriate vehicle from our neighbor's fleet of vehicles. Among our local partners, we have asked Ashwaubenon Public Safety, St. Norbert's College Security, Bellevue Fire Department, and Green Bay Metro Fire Department to borrow their UTV response vehicles. There is a general reluctance to loan this specialized type of equipment, because of its high demand and unpredictable need.

Next, the Department is asked to respond to many wildland and other outdoor related fires. That brings up the second purpose of asking for this additional off-road response vehicle. When the Department is required to go deep into wooded areas such as along the various rail lines that traverse our City; small, all-wheel drive vehicles are necessary. We have had to use only hand tools and water tank back-packs to extinguish these fires causing a delay based on the personnel needs. The UTV that we would like to acquire is specifically designed to control and extinguish these specific types of fires. Occasionally, we have had to call in this specialized off-road type of equipment from neighboring departments as well.

In the final analysis, the requested UTV would serve our City at all special events, providing medical care and transportation for the sick and injured. As well as this new special response unit would be our front line of defense for various types of wildland and outdoor fires. Based on using this vehicle for these two primary purposes, as well as providing assistance during severe weather related emergency to push snow and/or traverse mud and standing water, an UTV would be a very welcomed and necessary piece of equipment.

As the Department has been preparing the budget for 2017, it has become abundantly clear that there is no city funding to take on this additional project. Therefore, to move on this mission critical purchase the Department would need to take the lead to secure the funding through sources other than the City's general or capital funds. The Department has accepted this challenge and is willing to raise the needed financial resources to make this purchase of the UTV and related necessary fire and emergency medical equipment.

We would like to respectfully request the Common Council's permission to grant the Fire Department the authority to raise donated funds and grants not to exceed $30,000 in total to purchase a UTV that will meet the City's needs for both wildland fires and emergency medical care at special events.

Further, the Department has already received two donations earmarked for this specific project. The Brown County Fair Association and Angles Touch Assisted Living has committed to provide the medical patient care compartment for a standard sized UTV, which has an estimated value of $5,000. Finally, we have received our first cash donation of $10,000 from Ms. Donna Gilson of De Pere to kick–off our fund raising efforts.

Thank you for your consideration of this request. We respectfully ask for your support to move this item forward to the City's Common Council for final action for approval. If you have any questions, please do not hesitate to ask.

CITY OF DE PERE

Fire Rescue Department
400 Lewis Street
De Pere, WI 54115-2717
(920) 339-4091

October 11, 2016

De Pere Community Members:

The De Pere Fire Rescue Department is soliciting donations to assist the department in obtaining a Utility Terrain Vehicle (UTV) for our operational use. The purpose of a UTV would be primarily two-fold. First, we are in significant need of an off-road patient care and transport capability vehicle within our response fleet. Regularly, we are called upon to provide this type of service for many special events. The various special events such as the Memorial Day Parade, Brown County Fair, Celebrate De Pere, Cellcom Marathon and many other events can only be properly managed using a properly equipped and functionally designed small off-road vehicle such as a UTV. This high demand of service has been filled previously by borrowing the appropriate vehicle from our neighbor's fleet of vehicles. Among our local partners, we have asked Ashwaubenon Public Safety, St. Norbert's College Security, Bellevue Fire Department, and Green Bay Metro Fire Department to borrow their UTV response vehicles.

Next, the Department is asked to respond to many wildland and other outdoor related fires within our jurisdiction as well as our neighbors. That brings up the second purpose of asking for this additional off-road response vehicle. When the Department is required to go deep into off road areas such as along the various rail lines that traverse our City; small, all-wheel drive vehicles are necessary. We have had to use only hand tools and water tank back-packs to extinguish these fires causing a delay based on the personnel needs. The UTV that we would like to acquire is specifically designed to control and extinguish these specific types of fires. Occasionally, we have had to call in this specialized off-road type of equipment from neighboring departments as well.

By soliciting donations for this very important project, the De Pere Fire Rescue Department will continue to do its part to control operational costs, thereby judiciously using hard earned tax payer dollars. Donations can be sent to the fire department at the above address in care of the chief. If you should have any questions about our efforts, please contact me at the email or phone number below. I would look forward to discussing this with you.

Dennis L. Rubin
Fire Chief
drubin@mail.de-pere.org
Office phone: (920)-339-4085

Hi Friend,

This is a request for an investment in our community.

When my home burned down in 2007 the Fire Department of the City of De Pere performed admirably. No one was injured. Many personal possessions were saved. I got to know the leadership of the Fire Department when Sally and I gifted some needed equipment to them to thank them for their fine service.

From time-to-time I have been involved in other ways to help them. As we all know or suspect, funding from the City for needed Fire Department equipment is severely limited. I volunteered to help the Fire Department raise $35,000 to acquire a Utility Terrain Vehicle they sorely need. You can understand the importance of this service vehicle by reading Chief Rubin's attached writeup. The need to serve is a value deeply held by Fire Department leadership.

I am asking a number of friends and De Pere businesses to consider contributing to this investment. If you have questions, please give me a call. Thank you in advance.

Ed Thompson
920-246-1494

ACCOUNT #100-21597 UTV DONATIONS

Date	Vendor	Payment Description	Debit	Credits	Balance
07/19/2016	Donna Gilson	Donation		10,000.00	10,000.00
10/14/2016	Verna Kuschel	Donation		2,500.00	12,500.00
10/31/2016	Michael & Karen Kini	Donation		100.00	12,600.00
10/31/2016	Bay Towel, Inc.	Donation		500.00	13,100.00
10/31/2016	Belmark, Inc.	Donation		1,000.00	14,100.00
11/02/2016	Philip Flynn	Donation		500.00	14,600.00
11/10/2016	Peter Reines	Donation		100.00	14,700.00
11/15/2016	John & Engrid Meng, Inc.	Donation		3,500.00	18,200.00
11/18/2016	Greater Green Bay Community Foundation, Inc./Julie VanStraten	Donation		100.00	18,300.00
11/21/2016	DeLeers Construction, Inc.	Donation		25.00	18,325.00
11/28/2016	Joe Schinkten	Donation		75.00	18,400.00
12/05/2016	Gary & Sherry Fairchild	Donation		300.00	18,700.00
12/16/2016	The Catholic Foundation for the Diocese of Green Bay/Larry Sur	Donation		1,000.00	19,700.00
12/16/2016	Angela M. Chetcuti	Donation		250.00	19,950.00
01/18/2017	St. Norbert College	Donation		1,000.00	20,950.00
01/23/2017	ROMO/John Darling	Donation		100.00	21,050.00
01/23/2017	Ben & Ann Zellner	Donation		50.00	21,100.00
01/30/2017	Megtec	Donation		240.00	21,340.00
02/06/2017	John & Patricia Meyer	Donation		100.00	21,440.00
02/15/2017	Amerilux	Donation		500.00	21,940.00
02/27/2017	Festival Foods	Donation		2,500.00	24,440.00
03/02/2017	Carter Trucking & Excavating, Inc.	Donation		300.00	24,740.00
03/08/2017	O'Connor Connective, LLC	Donation		150.00	24,890.00
05/02/2017	Bobcat Plus, Inc.	UTV Purchase	13,604.00		11,286.00
05/02/2017	Expera Speciality Solutions	Donation		250.00	11,536.00
05/24/2017	Oshkosh Fire & Police Equipment, Inc.	Lightbar	292.00		11,244.00
05/24/2017	Bobcat Plus, Inc.	Tilt Lockout Kit	123.44		11,120.56
05/24/2017	Auto Hoe II, Inc.	Skid Welding	114.75		11,005.81
					11,005.81

Trailer Side A

Trailer Back

Trailer Side B

Trailer Front

Attachment: De Pere Fire Department Trailer (5944 : Recommendation from Finance/Personnel

Requested Emergency Response Vehicle

De Pere Fire Rescue provides emergency medical services to a large number of patients in many difficult to access areas during the year. A UTV can navigate crowded pedestrian events like Celebrate De Pere and the Cellcom Marathon and the Brown County Fair to name a few. A UTV would facilitate emergency medical service delivery along the Fox River trail which is occurring with greater frequency.

Each year we are called upon to extinguish vegetation and brush fires within our community. These types of fires are usually away from roadways and present a challenge to access and contain.

De Pere has experienced several grass and vegetation fires along the miles of railroad tracks that dissect our community. Access to these types of fires would be greatly improved with the addition of a UTV

Target Goal $35,000

You or your organization will be recognized on the vehicle
This project is endorsed by our City Council

Requested Emergency Response Vehicle

Target Goal $35,000

You or your organization will be recognized on the vehicle
This project is endorsed by our City Council

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 20, 2017**
DEPARTMENT:	**Human Resources**
FROM:	**Shannon Metzler**
SUBJECT:	**Recommendation from Finance/Personnel to Bind Fuel Storage Tank Liability Ins. w/ Crum & Forster**

ATTACHMENTS:

- Memo to Finance Re Storage Tanks (DOCX)

MEMO CITY OF DE PERE

To: Members of the Finance/Personnel Committee

From: Shannon Metzler, Human Resources Director
Scott Thoresen, Public Works Director
Marty Malloy, City's Insurance broker with M3 Insurance

Date: June 13, 2017

Re: Recommendation to Bind Fuel Storage Tank Liability Insurance with Crum and Forster

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The Finance/Personnel Committee approved the recommendation at the June 13, 2017 meeting.

We recently became aware that the current insurance carrier that insures the City's underground fuel storage tanks has decided not to renew the coverage. Insurance companies recently have made the decision to stop insuring older tanks. Our tanks are 35 years old. The current coverage ends on June 16, 2017.

Alternate Insurance Proposals:

- M3 submitted applications for underground storage tank insurance to over 25 insurers.
- Only 4 insurance companies provided proposals.
    - Three of the four proposals had premium of $25,000 or more with deductibles starting at $100,000.
    - We did receive one acceptable proposal from a company called Crum and Forester that does require some tests be obtained on the City's underground storage tanks in order to bind the insurance coverage. We have since had that testing completed and have completed the application process for coverage. Below shows how our current policy compares to the policy with Crum and Forester.

	2016/2017 Policy	2017/2018 Quote
Premium	$6,406	$11,742
Limits	$1,000,000	$1,000,000
Defense Limits	Included in above limit	$250,000
Deductible	$10,000	$25,000

- Almost all insurance companies:
    - Have added restrictions on the age of underground storage tanks that they can insure. Some insurance company's cutoff is 20-25 years, while others have a cutoff of 30-35 years.
        - The industry has suffered adverse losses in the last few years.
        - As tanks age out of their warranty period insurance companies no longer want to provide insurance.
        - Losses on older tanks are much more likely.
    - Have increased the deductible to $50,000, $100,000 or even $250,000 for older storage tanks.

- Have increased the premium substantially. In some cases, carriers have tried to reset the retroactive date to policy inception so that they are not liable for historical conditions that may be present in the soil or groundwater.
- Have added exclusions for loss resulting from, or discovered during, a tank removal, closure or upgrade project.

<u>The number of Underground Storage Tanks owned by municipalities is decreasing:</u>

- The Wisconsin Department of Trade, Agriculture and Consumer Protection maintains a data base of underground storage tanks in the state of Wisconsin. This data base shows fewer municipalities own underground storage tanks each year.

<u>Potential Solutions Action Issues:</u>

- Maintain the Underground Tanks
  - Continue to be Fully Insured
    - Potential long-term issue obtaining insurance. Insurance premiums and deductibles will continue to increase and will be difficult to obtain insurance.
  - Non-insurance
    - Surety Bond. Cost 2% of obligation or ~$20,000 bond premium paid by the city.
    - Letter of Credit. Cost Varies. This could also cost the city $15,000 to $20,000 annually.
    - Get approval from the state to completely self-insure. (This option would need to be evaluated further to ensure this is a viable option.)
    - In all of the above solutions, the city would ultimately be responsible for financing claims.
- Remove Tanks
  - Use a certified contractor to remove existing tanks. Estimated cost of removal $50,000. There could be additional cost if contamination is discovered.
  - Options after tanks are removed.
    - Install above ground storage tanks. Estimated cost is $150,000.
      - Insurance should still be purchased, but it would be much less expensive with better terms and conditions
      - Appropriate space for tanks needs to be evaluated
    - Negotiate pricing with local vendor to purchase fuel
      - Inefficiencies with workflow would need to be evaluated
      - Availability of fuel in emergency situations may be restricted
      - Increase in cost for fuel

<u>Recommendation:</u>
We are recommending binding coverage with Crum and Forester for the next year. This will allow the City some time to look into all options noted above. We have the appropriate funds to cover the cost increases for the other liability policies; however, given the unexpected situation with the storage tank policy, we would need a budget amendment approval of $5,336 in the General Government fund 100-51901-510.

Please note: Our current policy expires on June 16, 2017. We recognize a final decision to bind coverage will need to get approved at the City Council on June 20th. Therefore, we've asked Crum and Forster if they would backdate the policy to June 16, 2017 to avoid any lapse of coverage. They've agreed to comply with the request.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: **June 20, 2017**

DEPARTMENT: **City Clerk-Treasurer**

FROM: **Shana Ledvina**

SUBJECT: **Consider Community Service Grant Application.**

Message from the applicant below. The applicant is requesting $600 for his project and the tee boxes will be installed on August 8.

Ms. Ledvina:

The plan for the tee boxes at legion park will be about 2 inches deep into the ground and about 4 feet by 10 feet. It will be at ground level so the lawn mowers can drive right over it. There will be crusher dust put on the bottom and quickrete combined to give the tee box a solid base. A strong rubber material will be put on top of it to provide a smooth tee pad.

The rubber so far is the only thing that is going to be donated. Making the rest of it having to be purchased. The cost for the new pads would be around $1200. But due to the generosity of the Green Bay Area Disc Golfers, the new cost would be in the $600 range.
Thank You

Bradley Nies

ATTACHMENTS:

- Grant Application_Nies_Legion Disc Golf tee boxes (PDF)

City Of De Pere

Community Service Grant Application

GROUP/INDIVIDUAL INFORMATION

Group Name:	Bradley Nies' Eagle Scout Project		
Grant Applicant Name:	Bradley Nies	Email address:	
Physical Address:	1844 S. Sunkist Circle, De Pere WI 54115		
Phone Number:	(920) 680-7524	Alt. Phone Number:	(920) 339-8402
Date:	3-12-17	Program Title:	Tee Boxes for Legion

Instructions

Goals should always be: **S** – Specific **M** – Measurable **A** – Achievable **R** – Realistic **T** – Time Bound

In the area below, describe your community service proposal in lieu of the following considerations:

1. **Goal/Objective.** Briefly describe each goal/objective and when the goal/objective should be met or accomplished.
2. **Measurement**. How will the goal/objective be achieved? What benefit will citizens of the city of De Pere gain through this project?
3. **Itemize all anticipated expenses**. Describe all materials that will need to be purchased for the project and how they will relate to the overall objective. Also provide cost estimates associated with the project, not to exceed $600.00.

Project Outline

Description:

The project is to make new tee boxes for the Legion Disc Golf Course. At the moment the course has only one tee box and the other eight are just dirt patches. The new plan for the remaining eight is to have a wooden frame with crushed limestone inside covered with rubber padding.

1ST GOAL/OBJECTIVE

Description:

The first goal is to create up to 8 new tee boxes. This goal will be met by the end of the summer of 2017. This will be met with the help of scouts and friends. the citizens will benefit with the ability to Disc Golf after the snow melts. the cost is approximately $1,400, if all 8 tee boxes are done.

2ND GOAL/OBJECTIVE

Description:

The second goal is to neaten up the disc golf area. This is ~~acheived~~ achieved after the tee boxes are installed. This won't cost money as this is a direct result of the project

3RD GOAL/OBJECTIVE

Description:

MISCELLANEOUS INFORMATION

Deadlines: Grant application deadline is June 1 or December 1 of each year. The City Council will evaluate the proposals for selecting recipients at the 2nd Council meeting of the month of award.

All grant applications shall be submitted to the City Clerk's office on or before the grant deadline.

The following criteria will be used to evaluate each proposal:

1. Contribution to public safety
2. Contribution to community awareness
3. Improves community infrastructure
4. Creativity of proposal
5. Enhances the aesthetic quality of the city
6. Contributes to city culture or an overall sense of community

Your signature below indicates that your application, if selected, will adhere to the program as outlined above. No grant funds shall be spent in a fashion outside the scope of the aforementioned project. No grant funds may be used for alcohol, drugs, any behavior or activity which is contrary to local ordinances, state statutes, or federal law.

Signature (Group Representative): Bradley Nies Date: 3-12-17

Printed Name (Group Representative): Bradley Nies

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 20, 2017

DEPARTMENT: Common Council

FROM: Lisa Renier

SUBJECT: Re-appointments to the Board of Appeals by Mayor Walsh.

ATTACHMENTS:

- Appointment Letter - June 16, 2017 (DOC)

Memo City of De Pere

To: City Council Members
From: Michael J. Walsh, Mayor
Subject: Re-Appointments
Date: June 16, 2017

I am submitting the following names for re-appointment at the June 20, 2017 meeting of the Common Council. I am asking you to please contact me in advance of the meeting if you should have a problem with the individuals being submitted for your approval.

Commission	**Appointment/Re-Appointments**
Board of Appeals	Bob De Groot/Re-appointment
Board of Appeals	James Stadler/Re-Appointment

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 20, 2017

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Voucher Approval.

ATTACHMENTS:

- 6-20-17 VOUCHERS (PDF)

PACKET: 05571 JUN 2017 COUNCIL - 2 6-20-17

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4632	ACCURATE APPRAISAL LLC							
	I-ACCAPP2017-4	ACCURATE APPRAISAL LLC	R	6/20/2017		4,000.00CR	082252	4,000.00
6426	ACL							
	I-201705-0	ACL	R	6/20/2017		93.80CR	082253	93.80
7583	ADVANCE AUTO PARTS							
	I-6639-241091	ADVANCE AUTO PARTS	R	6/20/2017		2.30CR	082254	2.30
7262	ADVANTAGE POLICE SUPPLY INC.							
	I-17-0633	ADVANTAGE POLICE SUPPLY INC.	R	6/20/2017		200.00CR	082255	200.00
2982	ALL CITY COMMUNICATIONS							
	I-4699567-060117	ALL CITY COMMUNICATIONS	R	6/20/2017		149.00CR	082256	149.00
2878	ARING EQUIPMENT CO INC							
	I-729891	ARING EQUIPMENT CO INC	R	6/20/2017		57.54CR	082257	57.54
0442	BADGER LABORATORIES & ENGINEERING							
	I-17-1995	BADGER LABORATORIES & ENGINEER	R	6/20/2017		40.00CR	082258	40.00
0019	BADGER POPCORN & CONC SUPPLY INC							
	I-404331	BADGER POPCORN & CONC SUPPLY I	R	6/20/2017		546.85CR	082259	
	I-404342	BADGER POPCORN & CONC SUPPLY I	R	6/20/2017		520.37CR	082259	1,067.22
0020	BADGERLAND PRINTING INC							
	I-29696	BADGERLAND PRINTING INC	R	6/20/2017		45.00CR	082260	
	I-29708	BADGERLAND PRINTING INC	R	6/20/2017		234.00CR	082260	
	I-29712	BADGERLAND PRINTING INC	R	6/20/2017		72.00CR	082260	351.00
0027	BAY TOWEL INC							
	I-2398230	BAY TOWEL INC	R	6/20/2017		40.55CR	082261	
	I-2402482	BAY TOWEL INC	R	6/20/2017		40.55CR	082261	
	I-2402483	BAY TOWEL INC	R	6/20/2017		90.79CR	082261	
	I-2404931	BAY TOWEL INC	R	6/20/2017		184.99CR	082261	
	I-2404947	BAY TOWEL INC	R	6/20/2017		75.39CR	082261	
	I-2406712	BAY TOWEL INC	R	6/20/2017		40.55CR	082261	472.82
0033	BIRDSEYE DAIRY INC							
	I-56727	BIRDSEYE DAIRY INC	R	6/20/2017		655.36CR	082262	
	I-56728	BIRDSEYE DAIRY INC	R	6/20/2017		655.36CR	082262	
	I-56729	BIRDSEYE DAIRY INC	R	6/20/2017		556.42CR	082262	1,867.14

PACKET: 05571 JUN 2017 COUNCIL - 2 6-20-17

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0317	BRABAZON PUMPE CO LTD							
	I-5131602	BRABAZON PUMPE CO LTD	R	6/20/2017		1,465.93CR	082263	1,465.93
0038	BROADWAY AUTOMOTIVE INC							
	I-853488P	BROADWAY AUTOMOTIVE INC	R	6/20/2017		57.54CR	082264	57.54
6967	BROCK WHITE COMPANY LLC							
	I-12784693-00	BROCK WHITE COMPANY LLC	R	6/20/2017		1,019.52CR	082265	1,019.52
2944	BROWN COUNTY JAIL							
	I-201706127203	BROWN COUNTY JAIL	R	6/20/2017		880.00CR	082266	880.00
0046	BROWN COUNTY PORT SOLID WASTE DEPT							
	I-34278	BROWN COUNTY PORT SOLID WASTE	R	6/20/2017		26,226.59CR	082267	26,226.59
0044	BROWN COUNTY REGISTER OF DEEDS							
	I-201706087190	BROWN COUNTY REGISTER OF DEEDS	R	6/20/2017		180.00CR	082268	180.00
2984	BROWN COUNTY TREASURER							
	I-2017-00000010	BROWN COUNTY TREASURER	R	6/20/2017		1,815.12CR	082269	1,815.12
6061	CARRICO AQUATIC RESOURCES INC							
	I-20171753	CARRICO AQUATIC RESOURCES INC	R	6/20/2017		5,250.00CR	082270	5,250.00
0536	CDW GOVERNMENT INC							
	I-HZT5996	CDW GOVERNMENT INC	R	6/20/2017		165.36CR	082271	165.36
2708	CLEANING SOLUTION SERVICES INC							
	I-13029	CLEANING SOLUTION SERVICES INC	R	6/20/2017		1,105.24CR	082272	1,105.24
6414	COMMUNICATIONS ENGINEERING CO							
	I-BILL230513	COMMUNICATIONS ENGINEERING CO	R	6/20/2017		340.00CR	082273	
	I-BILL230522	COMMUNICATIONS ENGINEERING CO	R	6/20/2017		995.00CR	082273	
	I-BILL230525	COMMUNICATIONS ENGINEERING CO	R	6/20/2017		295.00CR	082273	1,630.00
0217	COUNTRY VISIONS COOPERATIVE							
	I-201706127204	COUNTRY VISIONS COOPERATIVE	R	6/20/2017		8.48CR	082274	8.48
0075	DIGGERS HOTLINE INC							
	I-170 5 36401	DIGGERS HOTLINE INC	R	6/20/2017		874.65CR	082275	874.65
0079	DORSCH CORP							
	I-36210	DORSCH CORP	R	6/20/2017		26.15CR	082276	26.15

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BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
5634	EGOV STRATEGIES LLC							
	I-8-2053	EGOV STRATEGIES LLC	R	6/20/2017		2,625.00CR	082277	2,625.00
0086	ERC INC							
	I-ERC-0517-9184	ERC INC	R	6/20/2017		408.00CR	082278	408.00
7422	EXCEL UNDERGROUND LLC							
	I-5172	EXCEL UNDERGROUND LLC	R	6/20/2017		10,343.25CR	082279	10,343.25
0091	FASTENAL COMPANY							
	I-WIGRE347102	FASTENAL COMPANY	R	6/20/2017		0.20CR	082280	0.20
0331	FERGUSON WATERWORKS #1476 INC							
	I-221789	FERGUSON WATERWORKS #1476 INC	R	6/20/2017		1,706.00CR	082281	1,706.00
2627	FESTIVAL FOODS INC							
	I-141245-39	FESTIVAL FOODS INC	R	6/20/2017		60.00CR	082282	60.00
0200	FIRST SUPPLY LLC							
	I-10539652-00	FIRST SUPPLY LLC	R	6/20/2017		21.45CR	082283	21.45
7079	G & O THERMAL SUPPLY COMPANY							
	I-38699	G & O THERMAL SUPPLY COMPANY	R	6/20/2017		18.56CR	082284	18.56
2544	GLOBAL RECOGNITION INC							
	I-165756	GLOBAL RECOGNITION INC	R	6/20/2017		27.40CR	082285	27.40
0117	GRAYBAR ELECTRIC COMPANY INC							
	I-991387101	GRAYBAR ELECTRIC COMPANY INC	R	6/20/2017		61.92CR	082286	61.92
0124	GREEN BAY CITY TREASURER							
	I-109567	GREEN BAY CITY TREASURER	R	6/20/2017		13,947.00CR	082287	13,947.00
4902	HALRON LUBRICANTS INC							
	I-926384-00	HALRON LUBRICANTS INC	R	6/20/2017		39.00CR	082288	39.00
0446	HAWKINS INC							
	I-4077300 RI	HAWKINS INC	R	6/20/2017		5,313.16CR	082289	5,313.16
3521	HD SUPPLY WATERWORKS LTD							
	I-G897917	HD SUPPLY WATERWORKS LTD	R	6/20/2017		156.93CR	082290	
	I-G956949	HD SUPPLY WATERWORKS LTD	R	6/20/2017		550.00CR	082290	
	I-H250841	HD SUPPLY WATERWORKS LTD	R	6/20/2017		335.00CR	082290	
	I-H287850	HD SUPPLY WATERWORKS LTD	R	6/20/2017		570.00CR	082290	
	I-H303637	HD SUPPLY WATERWORKS LTD	R	6/20/2017		143,641.85CR	082290	145,253.78

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BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
7208	HOLIDAY WHOLESALE							
	I-8224634	HOLIDAY WHOLESALE	R	6/20/2017		394.12CR	082291	
	I-8224635	HOLIDAY WHOLESALE	R	6/20/2017		386.56CR	082291	780.68
5674	HOME TEAM SPORTS & APPAREL INC							
	I-29913	HOME TEAM SPORTS & APPAREL INC	R	6/20/2017		291.30CR	082292	291.30
5484	HYDROCORP INC							
	I-42798-IN	HYDROCORP INC	R	6/20/2017		2,876.00CR	082293	
	I-42814-IN	HYDROCORP INC	R	6/20/2017		3,325.00CR	082293	6,201.00
1399	INDOFF INC							
	I-2963752	INDOFF INC	R	6/20/2017		120.59CR	082294	
	I-2964843	INDOFF INC	R	6/20/2017		15.98CR	082294	
	I-2964921	INDOFF INC	R	6/20/2017		162.79CR	082294	299.36
0567	INDUSTRIAL MARKETING CORP							
	I-41577	INDUSTRIAL MARKETING CORP	R	6/20/2017		41.91CR	082295	41.91
2602	JOSSART BROTHERS INC							
	I-17-01 (2)	JOSSART BROTHERS INC	R	6/20/2017		284,861.78CR	082296	
	I-358	JOSSART BROTHERS INC	R	6/20/2017		1,190.20CR	082296	
	I-359	JOSSART BROTHERS INC	R	6/20/2017		1,097.70CR	082296	287,149.68
1276	JX ENTERPRISES INC							
	C-D-261810136	JX ENTERPRISES INC	R	6/20/2017		13.07	082297	
	C-D-262450123	JX ENTERPRISES INC	R	6/20/2017		377.13	082297	
	C-D-271020091	JX ENTERPRISES INC	R	6/20/2017		107.81	082297	
	C-S-271030082	JX ENTERPRISES INC	R	6/20/2017		67.40	082297	
	I-D-270740052B	JX ENTERPRISES INC	R	6/20/2017		175.48CR	082297	
	I-D-271020009	JX ENTERPRISES INC	R	6/20/2017		458.97CR	082297	
	I-D-271450129	JX ENTERPRISES INC	R	6/20/2017		14.47CR	082297	
	I-D-271500086	JX ENTERPRISES INC	R	6/20/2017		24.00CR	082297	
	I-D-271510136	JX ENTERPRISES INC	R	6/20/2017		34.00CR	082297	141.51
3140	KUNDINGER FLUID POWER INC							
	I-50434791	KUNDINGER FLUID POWER INC	R	6/20/2017		29.25CR	082298	
	I-50435541	KUNDINGER FLUID POWER INC	R	6/20/2017		181.27CR	082298	210.52
0153	LAFORCE INC							
	I-1032813	LAFORCE INC	R	6/20/2017		3,828.00CR	082299	3,828.00

Attachment: 6-20-17 VOUCHERS (5933 : Voucher Approval)

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BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0173	MENARDS INC							
	I-5848	MENARDS INC	R	6/20/2017		78.46CR	082300	
	I-6088	MENARDS INC	R	6/20/2017		26.31CR	082300	
	I-6146	MENARDS INC	R	6/20/2017		78.88CR	082300	
	I-6160	MENARDS INC	R	6/20/2017		3.40CR	082300	
	I-6517	MENARDS INC	R	6/20/2017		21.94CR	082300	
	I-7539	MENARDS INC	R	6/20/2017		9.99CR	082300	
	I-7600	MENARDS INC	R	6/20/2017		9.99CR	082300	
	I-7783	MENARDS INC	R	6/20/2017		7.19CR	082300	
	I-7861	MENARDS INC	R	6/20/2017		22.70CR	082300	
	I-8125	MENARDS INC	R	6/20/2017		26.97CR	082300	
	I-8387	MENARDS INC	R	6/20/2017		28.32CR	082300	314.15
5962	MULTI-JURISDICTIONAL TRAINING CENTER							
	I-201706127206	MULTI-JURISDICTIONAL TRAINING	R	6/20/2017		500.00CR	082301	500.00
2821	NEENAH FOUNDRY COMPANY							
	I-217606	NEENAH FOUNDRY COMPANY	R	6/20/2017		1,039.00CR	082302	1,039.00
7129	NELSON TACTICAL							
	I-1123	NELSON TACTICAL	R	6/20/2017		134.97CR	082303	
	I-1229	NELSON TACTICAL	R	6/20/2017		194.95CR	082303	
	I-1264	NELSON TACTICAL	R	6/20/2017		98.98CR	082303	428.90
5312	NEVILLE'S INC							
	I-29508	NEVILLE'S INC	R	6/20/2017		1,000.00CR	082304	1,000.00
0531	NORTHEAST AUTO PARTS INC							
	I-321820	NORTHEAST AUTO PARTS INC	R	6/20/2017		24.50CR	082305	
	I-321894	NORTHEAST AUTO PARTS INC	R	6/20/2017		25.74CR	082305	50.24
3250	NORTHERN LAKE SERVICE							
	I-314886	NORTHERN LAKE SERVICE	R	6/20/2017		80.00CR	082306	80.00
0255	ONE LAW GROUP SC							
	I-406-01M (257)	ONE LAW GROUP SC	R	6/20/2017		2,241.94CR	082307	2,241.94
1020	OVERHEAD DOOR CO OF GREEN BAY							
	I-BAY2241278	OVERHEAD DOOR CO OF GREEN BAY	R	6/20/2017		603.45CR	082308	603.45
1331	PACKER FASTENER & SUPPLY INC							
	I-336010	PACKER FASTENER & SUPPLY INC	R	6/20/2017		35.34CR	082309	
	I-336069	PACKER FASTENER & SUPPLY INC	R	6/20/2017		88.73CR	082309	124.07

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
4476	PAUL CONWAY SHIELDS CORP							
	I-404811-IN	PAUL CONWAY SHIELDS CORP	R	6/20/2017		134.50CR	082310	134.50
0202	PEPSI COLA NEW INC							
	C-7032193	PEPSI COLA NEW INC	R	6/20/2017		86.40	082311	
	I-429741	PEPSI COLA NEW INC	R	6/20/2017		462.24CR	082311	
	I-431098	PEPSI COLA NEW INC	R	6/20/2017		444.96CR	082311	820.80
0525	PETROLEUM EQUIP SERVICE OF WI INC							
	I-140383	PETROLEUM EQUIP SERVICE OF WI	R	6/20/2017		2,438.00CR	082312	
	I-140387	PETROLEUM EQUIP SERVICE OF WI	R	6/20/2017		116.90CR	082312	2,554.90
3202	PHYSIO-CONTROL INC							
	I-117039815	PHYSIO-CONTROL INC	R	6/20/2017		606.90CR	082313	606.90
0208	POMP'S TIRE SERVICE INC							
	I-90040106	POMP'S TIRE SERVICE INC	R	6/20/2017		28.45CR	082314	28.45
6991	PROFESSIONAL SERVICE INDUSTRIES, INC.							
	I-502571	PROFESSIONAL SERVICE INDUSTRIE	R	6/20/2017		2,128.50CR	082315	2,128.50
7584	R LEWIS TECHNOLOGIES INC							
	I-7704	R LEWIS TECHNOLOGIES INC	R	6/20/2017		100.00CR	082316	100.00
6971	RENNERT'S FIRE EQUIP SERV INC.							
	I-37201	RENNERT'S FIRE EQUIP SERV INC.	R	6/20/2017		643.50CR	082317	643.50
0158	ROBERT E LEE & ASSOCIATES INC							
	I-71824	ROBERT E LEE & ASSOCIATES INC	R	6/20/2017		4,450.37CR	082318	4,450.37
1023	S & S WORLDWIDE							
	I-9662059	S & S WORLDWIDE	R	6/20/2017		145.88CR	082319	145.88
1890	S I METALS AND SUPPLY							
	I-197434	S I METALS AND SUPPLY	R	6/20/2017		60.00CR	082320	
	I-SALES ORDER 107933	S I METALS AND SUPPLY	R	6/20/2017		60.00CR	082320	120.00
0501	SAINT MARY'S HOSPITAL							
	I-20750	SAINT MARY'S HOSPITAL	R	6/20/2017		8.10CR	082321	8.10
3234	SHERWIN WILLIAMS							
	I-2919-1	SHERWIN WILLIAMS	R	6/20/2017		56.19CR	082322	56.19

Attachment: 6-20-17 VOUCHERS (5933 : Voucher Approval.)

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0248	SHOPKO STORES OPERATING CO LLC							
	I-1179	SHOPKO STORES OPERATING CO LLC	R	6/20/2017		22.98CR	082323	22.98
0999	STAPLES ADVANTAGE							
	C-3340333083	STAPLES ADVANTAGE	R	6/20/2017		14.80	082324	
	I-3340333083	STAPLES ADVANTAGE	R	6/20/2017		66.79CR	082324	51.99
4094	STATE BAR OF WISCONSIN							
	I-201706127207	STATE BAR OF WISCONSIN	R	6/20/2017		116.10CR	082325	116.10
7588	THOMAS EMS							
	I-SO NO 24435	THOMAS EMS	R	6/20/2017		3,085.00CR	082326	3,085.00
7493	TREES ON THE MOVE INC							
	I-16-18 (2) FINAL	TREES ON THE MOVE INC	R	6/20/2017		5,670.40CR	082327	5,670.40
7309	TRILLIUM CNG							
	I-1706022124	TRILLIUM CNG	R	6/20/2017		4,188.86CR	082328	4,188.86
0272	UNIFORM SHOPPE INC							
	I-266343	UNIFORM SHOPPE INC	R	6/20/2017		178.85CR	082329	
	I-266360	UNIFORM SHOPPE INC	R	6/20/2017		950.00CR	082329	
	I-266709	UNIFORM SHOPPE INC	R	6/20/2017		99.90CR	082329	
	I-266798	UNIFORM SHOPPE INC	R	6/20/2017		66.45CR	082329	
	I-266804	UNIFORM SHOPPE INC	R	6/20/2017		162.85CR	082329	
	I-266843	UNIFORM SHOPPE INC	R	6/20/2017		132.70CR	082329	
	I-266895	UNIFORM SHOPPE INC	R	6/20/2017		84.99CR	082329	
	I-266897	UNIFORM SHOPPE INC	R	6/20/2017		10.95CR	082329	
	I-266952	UNIFORM SHOPPE INC	R	6/20/2017		82.95CR	082329	1,769.64
7015	US BANK EQUIPMENT FINANCE							
	I-331992800	US BANK EQUIPMENT FINANCE	R	6/20/2017		207.50CR	082330	207.50
0277	VAN'S FIRE & SAFETY INC							
	I-4098699	VAN'S FIRE & SAFETY INC	R	6/20/2017		59.55CR	082331	
	I-4098744	VAN'S FIRE & SAFETY INC	R	6/20/2017		106.50CR	082331	166.05
2645	WI DEPT OF JUSTICE							
	I-201706087191	WI DEPT OF JUSTICE	R	6/20/2017		63.00CR	082332	63.00
6418	WI DEPT OF NATURAL RESOURCES							
	I-WU75155	WI DEPT OF NATURAL RESOURCES	R	6/20/2017		125.00CR	082333	125.00

Attachment: 6-20-17 VOUCHERS (5933 : Voucher Approval.)

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
7350	WI MEDIA							
	I-550953	WI MEDIA	R	6/20/2017		1,110.21CR	082334	
	I-552227	WI MEDIA	R	6/20/2017		1,684.90CR	082334	2,795.11
2464	WI STATE LABORATORY OF HYGIENE							
	I-505464	WI STATE LABORATORY OF HYGIENE	R	6/20/2017		105.76CR	082335	105.76
6887	WILLIAMS AUTO BODY SHOP INC.							
	I-RO #13824	WILLIAMS AUTO BODY SHOP INC.	R	6/20/2017		369.00CR	082336	369.00
7589	WTA							
	I-201706127208	WTA	R	6/20/2017		10.00CR	082337	10.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	86	0.00	564,700.31	564,700.31
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	86	0.00	564,700.31	564,700.31

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	6/2017	84,418.28CR
201	6/2017	74,322.51CR
205	6/2017	30.00CR
208	6/2017	213.23CR
290	6/2017	30.00CR
405	6/2017	296,404.10CR
415	6/2017	2,625.00CR
460	6/2017	4,480.37CR
601	6/2017	98,289.65CR
650	6/2017	3,887.17CR
ALL		564,700.31CR

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: **June 20, 2017**

DEPARTMENT: **City Clerk-Treasurer**

FROM: **Shana Ledvina**

SUBJECT: **Operator License Applications.**

ATTACHMENTS:

- 06-20-17 (PDF)

CITY OF DE PERE

License Committee - June 20, 2017

Previously Tabled Operator License Applications	
1	MUMBROE, TROY N.

New Operator License Applications	
1	DEGAYNER, CRYSTAL M.
2	GOODLETSON, KIM M.
3	HALEFOM, YONATAN N.
4	JAWORSKI, TINA M.
5	RUTHVEN, MELISSA M.