Common Council

Regular Meeting

Agenda

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

Tuesday, June 18, 2024 | **7:30 PM** | **Council Chambers and Virtual**

Pursuant to Wisconsin Statute 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 18, 2024** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The Public or Members of the Common Council, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:

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

OR

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

This meeting may also be rebroadcast on TV throughout the week and available on demand at http://deperecitywi.iqm2.com/.

I. Call to Order

1. Roll Call
2. Pledge of Allegiance to the Flag.
3. Approval of the minutes of the June 4, 2024 Common Council meeting.
4. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Common Council. §6-3(f) DPMC
5. Recommendation from the Board of Public Works to remove existing Service Signs on S. Broadway & Bicentennial Park and revise draft Civic Sign Policy
6. Recommendation from the Board of Public Works on Award of Contract 24-08 Manhole Rehabilitation to Great Lakes TV Seal, Inc. in the amount of $46,825.00
7. Recommendation from Finance/Personnel Committee to accept donation from Capital Credit Union for Technical Rescue Equipment for the Fire Department in the amount of $5,700.
8. Recommendation from Finance/Personnel Committee to increase the Donation Threshold requiring committee and council approval to $1,001.
9. Recommendation from the License Committee on renewal applications for the licensing period of July 1, 2024 to June 30, 2025.

   A. Class "A" Fermented Malt Beverage/"Class A" Intoxicating Liquor Licenses.

   B. Class "A" Fermented Malt Beverage License.

C. Class "B" Fermented Malt Beverage Licenses.

D. Class "B" Fermented Malt Beverage/"Class C" Wine License.

E. Class "B" Fermented Malt Beverage/"Class B" Intoxicating Liquor Licenses.

F. Class "B" Malt Beverage/"Class B" Intoxicating Liquor Reserve License.

10. Ordinance #24-11 Creating Section 13-13 under Chapter 13- City Finances of the De Pere Municipal Code relating to Refund of Certain Overpayments to the City of De Pere.
11. Ordinance #24-12 Amending Chapters 26, 66, and 70 of the De Pere Municipal Code.
12. Resolution #24-53 Approving Compliance Maintenance Annual Report for Wastewater Collection System.
13. Resolution #24-54 Authorizing Agreement for Consulting Services between City of De Pere and Elevate97 Logistics Company, LLC (Design Services for I-41 City Sign).
14. Resolution #24-55 Authorizing Brown County Intergovernmental 2024-2025 Property Tax Bill Agreement (Tax Bill Preparation, with Mailing Option).
15. Resolution #24-56 Approving Proposal and Agreement with Finance System of Green Bay, Inc.
16. Appointment by Mayor Boyd to the Board of Park Commissioners (teen advisor position).
17. Future agenda items.
18. Adjournment.

Carey Danen
City Clerk

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

Agenda Sent To:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Basudev Adhikari
Kathy Schmaltz
Pradip Patel
Rebecca Armstrong
Robert Gartzke
Daniel Schmidt
Patrick Johnson
Ruth Fameree
Emraj Sen

Sophia Paul
Lia Xiong
Vicki Radue
Matthew Queensberry
Heather Weisspeters
Gail Koslovsky
James Kropp
Bryan Vander Bloomen
Ann DeCleene
Greg DeCleene
Marvin Wall
Fe Montalvo
Troy Metzler
Scott Reckelberg
Samuel Eason
Carrie Cameron-McDonald
Elizabeth Vandeyacht
Manasanoke Chanthasena
Jackson Mankowski
Kevin Bauer
William Schleis
Paul Bakken

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**Approval of the minutes of the June 4, 2024 Common Council meeting.**

ATTACHMENTS:

- 6-4-24 Common Council minutes_draft (PDF)

Common Council

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

Regular Meeting

Draft Minutes

Tuesday, June 4, 2024 **7:30 PM** **Council Chambers and Virtual**

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

Attendee Name	Title	Status	Arrived
Dan Carpenter	Alderperson	Present	
Mike Eserkaln	Alderperson	Present	
Pamela Gantz	Alderperson	Present	
Jonathon Hansen	Alderperson	Present	
Amy Chandik Kundinger	Alderperson	Present	
Shana Defnet Ledvina	Alderperson	Present	
Devin Perock	Alderperson	Present	
John Quigley	Alderperson	Present	
James Boyd	Mayor	Present	

2. Pledge of Allegiance to the Flag.

3. Approval of the minutes of the May 21, 2024 Common Council meeting.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Eserkaln, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley

4. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Common Council. §6-3(f) DPMC

   None.

5. Proclamation for City Pollinator Week June 17-23, 2024.

6. Recommendation from the License Committee on renewal applications for the licensing period of July 1, 2024 to June 30, 2025.

   A. Class "A" Fermented Malt Beverage License.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Eserkaln, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley

B. Class "A" Fermented Malt Beverage/"Class A" Intoxicating Liquor Licenses.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Eserkaln, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley

C. Class "B" Fermented Malt Beverage/"Class B" Intoxicating Liquor Licenses.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Eserkaln, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley

7. Appointment by Mayor Boyd to the Sustainability Commission.

Carmen Van Schyndel was appointed to the commission.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	John Quigley, Alderperson
AYES:	Carpenter, Eserkaln, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley

8. Future agenda items.

Alderperson Quigley requested a discussion on the possibility of conducting meetings virtually when there is a very short agenda such as the one tonight.

9. Adjournment.

Alderperson Perock moved, seconded by Alderperson Gantz to adjourn the meeting at 7:36 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen, City Clerk

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Common Council. §6-3(f) DPMC**

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**Board of Public Works**
FROM:	**Scott Thoresen**
SUBJECT:	**Recommendation from the Board of Public Works to remove existing Service Signs on S. Broadway & Bicentennial Park and revise draft Civic Sign Policy**

The Board of Public Works at the June 10, 2024 meeting approved removal of the existing service signs on S. Broadway Street and at Bicentennial Park and revision of the draft Civic Sign Policy including waiving application fee for service groups on the existing signs, City covering labor and equipment costs of new sign installation, and evaluation of the definition of civic group and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:

- Consider Replacing Existing Service Signs 6-4-2024 (DOCX)
- Consider Replacing Existing Service Signs 1-3-2024 (DOCX)
- 1-8-2024 BOPW Meeting Minutes (PDF)
- Civic Group Sign Policy Revised 4.26.24 (DOC)
- Lions Club Response 6-1-2024 (PDF)
- De Pere Area Men's Club Response 6-1-2024 (PDF)
- Knight of Columbus Abbott Penning Council Response 5-31-2024 (PDF)

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Board of Public Works Members
From: Scott J. Thoresen, Director of Public Works
Date: June 4, 2024
RE: Consider and Possible Action on Replacing Existing Service Signs on S. Broadway & Bicentennial Park*

The BOPW discussed at the January 8, 2024, meeting whether to continue to keep the existing service signs located at S. Broadway and Bicentennial Park. (See attached staff memo and meeting minutes) The BOPW recommended moving forward with keeping the signs for now and to develop a policy (see attached draft policy) to bring back to the BOPW for further discussion.

In addition, staff evaluated the existing sign structure. The typical life of treated signposts is 20 to 40 years depending on various factors. This sign was permitted on 4/30/1980. This would make the sign 44 years old. We already know the condition of the wood above ground is an issue which is the reason we have been discussing the removal of these signs in the first place. The integrity of the wood underground is definitely a concern for the City which is why the sign needs to be replaced if the civic groups want the signs to remain. The City should not take on the liability for the existing sign structures to remain. If the sign structure is replaced, we would be looking at possibly expanding so more civic signs could be added. Right now, the maximum is nine (9) signs. It is estimated the existing sign structure could be replaced for approximately $10,000 which would include materials ($2,500) and City staff and equipment ($7,500).

The draft policy and costs to replace the existing signs were shared with the civic groups. Staff received email comments from the Lion's Club, De Pere Area Men's Club and Knight of Columbus Abbot Pennings Council #3955. (See attached email comments)

If the BOPW determines they want to continue with allowing service signs at these locations, staff would recommend the following:

- Remove existing signs.
- Develop a policy the City and civic groups can agree to.
- Once a policy is approved by the BOPW and Council, determine how the sign replacements are going to be funded.

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Board of Public Works Members
From: Scott J. Thoresen, Director of Public Works
Date: January 3, 2024
RE: Consider and Possible Action on Replacing Existing Service Signs on S. Broadway & Bicentennial Park*

The BOPW discussed at the October 9, 2023 meeting Alderperson Hansen's request regarding the future of the existing service signs located at S. Broadway and Bicentennial Park. (See attached staff memo and meeting minutes) The BOPW recommended moving forward with allowing the service groups until January 1, 2024 to rehabilitate the existing signs. Staff have reached out to all the service groups that have existing signs at these locations. The following service groups have an interest in keeping the signs: Women's Club, Lion's Club, Kiwanis, Rotary, Knights of Columbus, Optimist Club, and VFW 2113. In addition, the Pink Flamingos have an interest of having a sign placed.

Staff has further researched and found additional information regarding these signs. The BOPW discussed at the November 10, 2014 meeting (See attached staff memo and meeting minutes) a request from the Women's Club of De Pere to add their sign to the City sign. At this meeting staff informed the BOPW the Wisconsin Department of Transportation (DOT) issued permits for both of these signs and the signs are owned by the City. The original sign was installed by the Lions Club. The BOPW approved allowing the Women's Club to add their sign to the City signs. The BOPW approved at the March 9, 2015 meeting a policy regarding the service signs. (See attached staff memo, policy and meeting minutes).

If the BOPW determines they want to continue with allowing service signs at these locations, staff would recommend the policy be revised with the following:

- Define who owns the sign. As mentioned above, the City is the owner
- Define who is responsible for the costs to maintain the sign. Staff would recommend the service clubs be responsible for these costs.
- Define what organizations can be on the sign. As mentioned above, the Pink Flamingos have an interest of having a sign installed.

Board of Public Works

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

Regular Meeting

Final Minutes

Monday, January 8, 2024 **7:30 PM** **Council Chambers and Virtual**

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor James Boyd

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Dan Carpenter	Alderperson	Present	
Jonathon Hansen	Alderperson	Present	
Shana Defnet Ledvina	Alderperson	Excused	
Dean Raasch	Alderperson	Present	

Scott Thoresen, Director of Public Works
Eric Rakers, City Engineer
Chase Kuffel, Assistant City Engineer
Marty Kosobucki, Parks, Recreation & Forestry Director
Larry Delo, City Administrator
Betty Marovich, Recording Secretary
Eric Zygarlicke, Water Department Supervisor (Remote)
Shannon Metzler, HR Director (Remote)

II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Public Works. Section 6-3(f) DPMC

None

III. Items

1. Approval of the November 13, 2023 Board of Public Works Meeting Minutes

Alderperson Raasch moved to approve the November 13, 2023 Board of Public Works Meeting Minutes, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Dean Raasch
EXCUSED:	Shana Defnet Ledvina

2. Consider and Possible Action on Replacing Existing Service Signs on S. Broadway & Bicentennial Park*

Scott Thoresen, Director of Public Works, outlined the previous action taken by the Board of Public Works in October 2023 regarding the service signs. Mr. Thoresen stated that following the October 2023 meeting, notices were sent to the service groups outlining the action taken by the Board. Mr. Thoresen received replies from multiple service groups requesting to keep the signs on S. Broadway and Bicentennial Park. Mr. Thoresen further outlined a policy from 2015 regarding the service signs. Mr. Thoresen recommended changes to the policy if the Board decided to retain the signs at the request

of the service groups. Mr. Thoresen explained revisions requested by the service groups and whether staff approved these recommendations or not. These recommendations included:
1. Under the section II Plaques on City Welcome Signs B Requirements sub section 5, recommended the following: if the Director is not able to contact the Civic group the sign maybe destroyed after 60 days. Staff did not have an issue with this revision.
2. Under IX Placement/Removal of Signs Subsection B; it may take longer than a month to replace a sign, recommend that the Director may approve a plan for replacement. Staff did not have a problem with this revision.
3. Suggested a new section to the policy outlining the following. Maintenance of Sign Structure and Area:

a. The City will maintain the Landscape area around the sign including trimming or removal trees to maintain the aesthetic of the sign including a proper sight line. Staff did not have a problem with this revision.

b. Maintain the structure of the sign by periodic sanding, prepping, and painting. The estimated cost for materials will be born by the civic groups. Labor is to be provided by the City. Staff did not agree with City providing labor and stated all costs should be the responsibility of the service groups.

c. Structural issues with the sign will be discussed by the Civic Groups for possible replacement. Staff suggested spelling out that costs would be the responsibility of the service groups.
4. Suggested that under the first paragraph that the City will endeavor to provide such areas for displaying such signage to foster an engaged community spirit. Staff did not believe there should be any other messages on the sign other than what is presently displayed.

Alderperson Carpenter asked if there was a limit on the size of the sign and how many civic groups could be included. Mr. Thoresen responded that nine could be included based on the 2015 policy. Alderperson Carpenter stated his preference to have all the service groups contacted and allow them to get on the signs to show support of the service groups. Mr. Thoresen explained that based on the size of the current structure, nine signs could fit and that making the signs smaller in order to fit more would cause them to not be able to be read. Mr. Thoresen further explained that the original signs were chosen on a first come-first serve basis with a waiting list after the nine spots were filled; if a group was to become inactive or take down their sign then the next group on the wait list would be given the opportunity to install their sign. Alderperson Carpenter requested if the sign was redesigned that more groups be able to display signs. Mayor Boyd stated that the civic groups are all represented that he could think of. Alderperson Hansen read the policy definition and stated that it would cover groups such as Pink Flamingo for inclusion. Mayor Boyd stated that he could think of about 15 organizations that would qualify under that definition and suggested making the definition stricter rather than opening it up for those groups. Alderperson Hansen asked if staff was aware of any inactive groups being displayed currently, such as Ecumenical Partnership for Housing. Mr. Thoresen stated that he did not think that organization was active and has not heard from them when he sent out notices. Mr. Thoresen added that staff would plan to take down plaques from groups that have not responded.

Mayor Boyd moved to open the meeting at 7:43 PM, seconded by Alderperson Carpenter

Mike Stumpf, 1826 Briarwood Ct, thanked the Board for the opportunity to speak in favor of keeping the service signs. Mr. Stumpf asked if the original complaint had been resolved regarding the service signs. Alderperson Hansen replied that the landscaping had been cleaned up but the paint and signs have not been refreshed.
Mr. Stumpf asked if the signs were structurally sound. Mr. Thoresen stated they have not been evaluated. Mayor Boyd stated they would be evaluated.
Mr. Stumpf appreciated that staff agreed with some of the recommendations for revisions to the 2015 policy. Mr. Stump explained his position with regards to the cost of materials and labor and why he recommended it the way he did. Mr. Stumpf, on behalf of the Lions Club, offered to take the lead for paying for materials and billing service groups.
Pat Lennon, 553 Fernando Dr, informed the Board that the Ecumenical Partnership for Housing was active and connected to the De Pere Christian Outreach and Food Pantry. Mayor Boyd asked if Mr. Lennon could let the group know that the City was trying to reach them.
Dave Reinardy, 446 Wilcox Ct, on behalf of De Pere Rotary, stated his support of the policy and retaining the service signs.

Mayor Boyd moved to return to regular session at 7:50 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderperson Carpenter asked if the policy was still in place that allowed groups to use City equipment. Mr. Thoresen explained that policy no longer existed because of liability. Mayor Boyd suggested strengthening the definition of a civic group in the policy. Mr. Thoresen stated that staff would work with the City Attorney to re-draft the policy for the service group signs to include the revisions discussed and bring back to the Board for consideration around March. Mr. Thoresen stated that he would also have staff evaluate the structure of the current signs, likely this spring. Mayor Boyd asked for further clarification with regards to who will perform maintenance and repairs. Mr. Thoresen stated that if staff can perform the maintenance and repairs internally it would be charged back to the service groups and if staff is unable to complete the work and a contractor needs to be brought in, staff would discuss with the service groups whether they will to move forward with those repairs at their expense. Mr. Thoresen added that in the event of large-scale structural repairs, discussions could be had regarding adding to the overall size of the signs to include more groups. Alderperson Raasch clarified that the City owned the signs, but were requesting that the service groups participate in the maintenance and costs associated with such. Mr. Thoresen and Mayor Boyd stated that was the intent. Alderperson Raasch suggested that a definition of a civic group may exist that states qualifying criteria for becoming a civic group that may strengthen the policy. Alderperson Raasch questioned how much the service groups would be able and willing to participate financially for repairs, which could take monies away from the causes they support and would Lions Club be able to up-front the monies for repairs as offered by Mr. Stumpf. Alderperson Carpenter expressed interest in finding funds to assist with service group repairs to the signs. Mayor Boyd suggested waiting until costs are better known before committing funding. Alderperson Raasch suggested public works having a line item in the budget for service group sign repairs. Larry Delo, City Administrator, explained that if monies are budgeted in the future, they need "serve a public purpose" and cannot be arbitrary.

Mayor Boyd moved to open the meeting at 8:02 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Mr. Stumpf explained why he suggested that the City perform the maintenance and repairs including liability concerns over having older individuals on ladders on City property. Mr. Stumpf added that when he thinks of events in De Pere, he thinks of Pink Flamingo and Celebrate De Pere, and Mr. Stumpf added that he believed both have contributed substantially to the City. Mr. Stumpf stated that he believes the service signs directly relate to the City mission statement to "foster and engage community spirit". Mr. Stumpf suggested adding the City logo to the top of the service signs.
Mr. Lennon agreed with Mr. Stumpf with regards to the potential liability of having service group members working on City property and suggested having an annual rental fee per sign to cover labor costs for maintenance. Mr. Lennon added that the City could insure the sign on their property and have it covered in the event of an accident, but the service groups could not and would be covering the cost of replacement.

Mayor Boyd moved to return to regular session at 8:07 PM, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

Alderperson Carpenter requested staff work with the service groups to finalize the policy following the discussions and ideas brought up and bring the policy back for consideration. Mr. Thoresen stated staff's first step will be to update the policy and get that approved by the service groups, legal department, and the Board. Alderperson Hansen stated his support for the City owning the sign, adding the City logo, and providing the labor for upkeep. Alderperson Raasch stated his concerns over cost and the need to have serious conversations with regards to who covers major repairs or replacements. Alderperson Raasch also stated his support of an annual fee from service groups displayed on the signs to help cover maintenance labor costs. Mayor Boyd stated that annual fees are difficult to track but will remain part of the conversations moving forward for policy revisions.

Mayor Boyd moved to retain the signs, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Dan Carpenter, Alderperson
AYES:	James Boyd, Dan Carpenter, Jonathon Hansen, Dean Raasch
EXCUSED:	Shana Defnet Ledvina

3. Consideration and possible action on Main Avenue Underpass Maintenance

Marty Kosobucki, Parks, Recreation & Forestry Director, summarized the options provided by staff for maintenance of the Main Avenue underpass including:
1. full maintenance, which was not recommended by staff or insurance. This option would require multiple personnel, equipment, and full traffic control operations, along with the purchase of a new slope mower.
2. acquire boom mower to mow the hillside; staff does not believe a larger boom mower will reach the entire hillside and will still require additional maintenance around obstacles and full traffic control operations.
3. contract service for mowing slope. Staff reached out to 18 local companies and none had interest in completing this work.

CITY OF DE PERE
CIVIC GROUP WELCOME PLAQUE POLICY
(5/2024)

I. PURPOSE

The City of De Pere ("City") hereby establishes limited public forums via this Policy regarding the placement of plaques for the purpose of publicizing civic groups active in the City and to foster an engaged community spirit. The City expressly declines to designate any of the locations identified in this policy as 'traditional' public forums. Further, the City finds that, in order to protect the public interest in maintaining the aesthetics of the City and in the interest of promoting the City and its civic vitality, it is in the public interest to establish this Policy.

II. PLAQUES ON CITY WELCOME SIGNS

A. Application

1. All requests or applications for the placement of civic group plaques on or around the City's welcome sign shall be made to the Director of Public Works ("Director"). The applicant shall comply with any and all updated plaque standards created after this Policy is adopted.
2. The Director shall review the application. If any request fails to meet any of the requirements of this Policy, Director may deny the request.
3. A $100 application fee shall accompany the application to offset the costs of review, administration, and installation. The fee applies to new civic group plaque installations.
    i. There is no fee for plaques replaced due to fading.
    ii. There is no fee if the City rearranges existing plaques.
    iii. If the new plaque application is not approved, the installation portion of the fee may be returned.

B. Requirements

1. Approval of the plaque may be based upon the following:
    (a) Plaque placement shall be for existing civic organizations active within the corporate limits of the City. A civic organization is defined as an association, society or similar group that includes one or more city non-profit organizations. Active is defined as completing at least one activity for the benefit of the community on a yearly basis.
2. Applications shall be accepted on a first come-first served basis.
3. If the City welcome signs are full, which is defined as nine (9) plaques, then any new plaques will not be added until another civic group plaque is removed or a new City welcome sign is created allowing for additional space.
4. The Director may remove civic group plaques as follows:
    (a) The civic group is no longer located within the corporate limits of the City; or
    (b) A civic group is no longer active within the corporate limits of the City.
5. Prior to removing a sign, the Director may direct City staff to contact to contact the appropriate civic group. If the Director determines that the plaque should be removed pursuant to the terms of this Policy, City staff will remove the plaque and return to the civic group. If the civic group does not want the plaque, City staff may dispose of the plaque. If City staff is unable to make contact or reach the civic group, the plaque may be destroyed after sixty (60) days from the date of the initial attempted notification.
6. Plaques shall not bear the name or likeness of any alcohol beverage or tobacco product.
7. All plaques shall be constructed of a material conforming to City sign standards.

III. PLACEMENT/REMOVAL OF PLAQUES

A. When new plaques are approved, the civic group shall supply the plaque to the City. The plaque size shall conform to City standards established for the other civic group plaques on the City's sign. The plaque shall be installed by City at City's cost, which shall be included in the application fee. The civic group shall be responsible for the cost of the plaque.

B. All plaques shall be erected and removed only by the City. If plaques become deteriorated and/or faded, the Director shall notify the Civic group of the issue. The Civic group may be given up to one month to repair or replace the plaque. If the sign repair or replacement cannot be done within one month, Director in their sole discretion may approve an extended timeline for the repair/replacement. If the plaque is not repaired or replaced during this time, City may remove the plaque.

III. MAINTENANCE OF CITY WELCOME SIGN STRUCTURE AND AREA

A. The City shall maintain the Landscape area around the City welcome sign including without limitation trimming or removal of trees to maintain the aesthetic of the sign including a proper sight line.

B. The City shall maintain the structure of the City welcome sign by periodic sanding, prepping, and painting. All costs for labor and materials for the City welcome sign shall be borne jointly and severally by all civic groups with installed plaques.

C. Any structural issues with the plaque may be discussed by the civic groups for possible replacement. The costs of replacement or structural issues shall be the responsibility of the civic groups.

X:\Policies\Draft\Civic_Group_Sign_Policy.doc

Scott Thoresen

From: Mike Stumpf <mrstumpf@new.rr.com>
Sent: Saturday, June 1, 2024 9:32 AM
To: Scott Thoresen
Cc: Jack Driscoll; David Reinardy; Thomas Franken; DePereKiwanisClub@gmail.com; Craig Rosner; Pat Lennon; gerritsm@att.net; Pete Mickelson; Patrick Moran; Idahlke@yahoo.com; DePere Lions; Bruce Kettner; Tony Fietzer; Larry Delo; James Boyd; Anthony Wachewicz
Subject: Re: Service Club Signs

Some people who received this message don't often get email from mrstumpf@new.rr.com. Learn why this is important

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The Lions have a number of points of disagreement with the policy and your statements.
1.
The current policy (not proposed policy) state that signs will be replaced by the department without cost. I don't understand the need for the $100 charge now for an application.
2.
It states that the civic groups will pay for maintenance and replacement. How is this going to determined if all slots are not filled on the sign? What if only 2/3 of the slots are used?
3.
The labor rates quoted seem to mirror marketplace/ for profit and not cost for city employees.
4.
Without designs of the new structure it is difficult for the groups to agree to a blank check.
5.
Will the city of De Pere be represented on the sign?
6.
Is there a requirement for a DOT approval?
7.
Will this work qualify for any grants? Community grants?

The De Pere Lions Club truly desires to support the civic club signs. We believe it is one way for the citizens in De Pere to understand the community spirit and the potential resources available to them. These groups help build wheelchair ramps, sponsor grants for individuals affected by cancer, and directly sponsor city events, xmas lights, beer gardens, city employee awards and many others.

My recommendation for motion is that the City table the new structure, Until the policy and design can be further developed. Paint the current sign and enforce the current policy. (Replace faded signs and tabulate information for groups to be represented.)
Respectively submitted
Mike Stumpf
De Pere Lions

On Apr 30, 2024, at 1:55 PM, Scott Thoresen <sthoresen@deperewi.gov> wrote:

Scott Thoresen

From: Jack Driscoll <jacdriscol@aol.com>
Sent: Saturday, June 1, 2024 12:11 PM
To: Scott Thoresen; Mike Stumpf
Cc: David Reinardy; Thomas Franken; deperekiwanisclub@gmail.com; Craig Rosner; Pat Lennon; gerritsm@att.net; Pete Mickelson; Patrick Moran; idahlke@yahoo.com; DePere Lions; Bruce Kettner; Tony Fietzer; Larry Delo; James Boyd; Anthony Wachewicz
Subject: Re: Service Club Signs De Pere Area Mens Club: DPAMC

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

As originally stated, DPAMC is fully supportive of expending volunteer time and limited resources to refurbish the existing Civic Club signs.

The proposed policy direction seems directed differently. Candidly, the allocation of significant Club funds toward new signage has been determined to be poor use of funds by DPAMC Board.

On Saturday, June 1, 2024 at 09:32:41 AM CDT, Mike Stumpf <mrstumpf@new.rr.com> wrote:

The Lions have a number of points of disagreement with the policy and your statements.
1. The current policy (not proposed policy) state that signs will be replaced by the department without cost. I don't understand the need for the $100 charge now for an application.
2. It states that the civic groups will pay for maintenance and replacement. How is this going to determined if all slots are not filled on the sign? What if only 2/3 of the slots are used?
3. The labor rates quoted seem to mirror marketplace/ for profit and not cost for city employees.
4. Without designs of the new structure it is difficult for the groups to agree to a blank check.
5. Will the city of De Pere be represented on the sign?
6. Is there a requirement for a DOT approval?
7. Will this work qualify for any grants? Community grants?

The De Pere Lions Club truly desires to support the civic club signs. We believe it is one way for the citizens in De Pere to understand the community spirit and the potential resources available to them. These groups help build wheelchair ramps, sponsor grants for individuals affected by cancer, and directly sponsor city events, xmas lights, beer gardens, city employee awards and many others.

My recommendation for motion is that the City table the new structure, Until the policy and design can be further developed. Paint the current sign and enforce the current policy. (Replace faded signs and tabulate information for groups to be represented.)
Respectively submitted
Mike Stumpf
De Pere Lions

On Apr 30, 2024, at 1:55 PM, Scott Thoresen <sthoresen@deperewi.gov> wrote:

Good Afternoon Mike,

Scott Thoresen

From: gerritsm@att.net
Sent: Friday, May 31, 2024 3:39 PM
To: 'Mike Stumpf'; Scott Thoresen
Subject: RE: Service Club Signs

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

My only feedback is that this policy seems too vague in the areas of being active and status.

I do like the requirement that the definition of a civic organization includes one or more city non-profit organizations.

I am curious on how the City would audit these organizations to make sure that they have an active standing as a non profit and are active in the city limits or doing the minimum of one activity a year. Will we be required in the future to provide tax exempt status is up to date and a yearly summary of activities and charities donated to keep a good standing?

Thanks,

Mark Gerrits
Knight of Columbus Abbot Pennings Council #3955

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1. Approval of the plaque may be based upon the following:
   (a) Plaque placement shall be for existing civic organizations active within the corporate limits of the City. A civic organization is defined as an association, society or similar group that includes one or more city non-profit organizations. Active is defined as completing at least one activity for the benefit of the community on a yearly basis.
2. Applications shall be accepted on a first come-first served basis.
3. If the City welcome signs are full, which is defined as nine (9) plaques, then any new plaques will not be added until another civic group plaque is removed or a new City welcome sign is created allowing for additional space.
4. The Director may remove civic group plaques as follows:
   (a) The civic group is no longer located within the corporate limits of the City; or
   (b) A civic group is no longer active within the corporate limits of the City.

From: Mike Stumpf <mrstumpf@new.rr.com>
Sent: Monday, April 29, 2024 8:14 PM
To: Jack Driscoll <jacdriscol@aol.com>; David Reinardy <dave.reinardy67@gmail.com>; Thomas Franken <tjfranken82@gmail.com>; DePereKiwanisClub@gmail.com; Craig Rosner <rosner.craig@gmail.com>; Pat Lennon <lennon_pat@icloud.com>; gerritsm@att.net; Pete Mickelson <vlegger@ameritech.net>; Patrick Moran <pmoran3147@gmail.com>; Idahlke@yahoo.com; DePere Lions <deperelionsclub@gmail.com>; Bruce Kettner

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**Board of Public Works**
FROM:	**Scott Thoresen**
SUBJECT:	**Recommendation from the Board of Public Works on Award of Contract 24-08 Manhole Rehabilitation to Great Lakes TV Seal, Inc. in the amount of $46,825.00**

The Board of Public Works at the June 10, 2024 meeting approved award of Contract 24-08 Manhole Rehabilitation to Great Lakes TV Seal, Inc. in the amount of $46,825.00 and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:

- 2024 0610 CI_BOPW_Consider_Award_of_Contract_24-08 (PDF)
- 2024 0516 CE_Project 24-08_Bid Tab (PDF)

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: June 10, 2024

RE: **Consideration and possible action on Award of Contract 24-08 Manhole Rehabilitation***

The Engineering Division received bids on Project 24-08 Manhole Rehabilitation on May 16, 2024. This project involves the repair and rehabilitation of manholes throughout the City through the application of a spray-on liner, installation of a manhole bench, or chemically grouting leaks entering the manhole. The bids received are as follows:

Contractor	Base Bid
Great Lakes TV Seal, Inc.	$46,825.00
Aqualis	$54,960.45
Summit Infrastructure	$67,629.00
KIM Construction Company	$117,450.00
National Power Rodding Corporation	$145,695.00

The allocated amount from the capital improvement budget is $50,000.00 from the sewerage revenue fund.

Staff's recommendation is to award the contract to Great Lakes TV Seal, Inc. in the amount of $46,825.00.

Attachments:

- Project 24-08 Bid Tab

DE PERE

Project 24-08
Manhole Rehabilitation

				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4		BIDDER NO. 5	
				Great Lakes TV Seal, Inc.		Aqualis		Summit Infrastructure		KIM Construction Company Inc		National Power Rodding Corp	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SP-01	Spray-On Liner	VF	165	$175.00	$28,875.00	$196.73	$32,460.45	$276.00	$45,540.00	$310.00	$51,150.00	$663.00	$109,395.00
SP-02	Pour in Place Bench	EA	1	$2,950.00	$2,950.00	$1,500.00	$1,500.00	$1,785.00	$1,785.00	$1,500.00	$1,500.00	$7,500.00	$7,500.00
SP-03	Chemical Grout Manhole	EA	24	$625.00	$15,000.00	$875.00	$21,000.00	$846.00	$20,304.00	$2,700.00	$64,800.00	$1,200.00	$28,800.00
		TOTAL AMOUNT BID:			**$46,825.00**		**$54,960.45**		**$67,629.00**		**$117,450.00**		**$145,695.00**

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Recommendation from Finance/Personnel Committee to accept donation from Capital Credit Union for Technical Rescue Equipment for the Fire Department in the amount of $5,700.**

Unanimously approved.

ATTACHMENTS:

- Capital Credit Union Donation(PDF)

Memo

To: Honorable Mayor James Boyd
Members of the Common Council

From: Fire Chief Alan Matzke AM

Date: June 11, 2024

Re: Request to Accept Donation from Capital Credit Union for Technical Rescue Equipment

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De Pere Fire Rescue is requesting approval to accept a donation to purchase technical rescue equipment.

Capital Credit Union began a program called Elevate Communities in 2018. The program helps local police, fire and EMS organizations upgrade or purchase lifesaving equipment and resources that they would not otherwise have access to but need to obtain to continue protecting their communities.

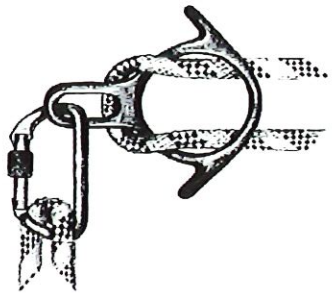
DPFR staff have been increasing training for technical rescue operations. Technical rescue is the use of specialized tools, skills, and knowledge to safely resolve complex or unique rescue situations. Some examples would be confined space rescue, rope rescue, water rescue, structure collapse, etc.

During this extensive training, the staff expressed interest in upgrading our safety harnesses, as well as some specific tools to make such operations as safe and simple as possible.

Battalion Chief Brett Jansen is our team leader. He heard the requests from staff and took the initiative to approach Capitol Credit Union and request funding to purchase the equipment his team identified.

I'm requesting approval to accept $5,700 from Capitol Credit Union to our donation account and purchase an equal amount of the requested technical Rescue equipment.

Thank you for your consideration. If you have any questions, please do not hesitate to ask.



RESCUE NORTHWEST, LLC
P.O. Box 18056 Spokane, WA 99228
15612 N. Juneberry Drive Spokane, WA 99208
Tel. (800) 743-0554 Fax (509) 464-2045
Cell (509) 939-5956
www.rescuenorthwest.com
email: info@rescuenorthwest.com

Price Quote

To:	De Pere Fire Rescue	From:	Jim Thoen	
Attn:	Brett Jansen	Pages:	2	incl this page
Fax/email:	bjansen@deperewi.gov	Date:	05/26/24	
Phone:	920-413-7845	CC:		

Here is the quote I worked up for you.. Please let me know if I can supply you with any additional info.

Description	Catalog #	Qty	Price Each	Extended Price	Notes (see below)
HARNESS DRAG-N-LIFT W/BAR KIT, CMC	**721805**	**1**	$1,235.00	$1,235.00	
HARNESS, ATOM RESCUE, MD	**202124**	**2**	$470.00	$940.00	
HARNESS, ATOM RESCUE, LG	**202125**	**2**	$470.00	$940.00	
BEAM, VERT/FIX ANCHOR, 5K, 4"-14"	**391314**	**2**	$397.62	$795.24	
CAPTO, 13MM, CMC	**336013**	**2**	$320.54	$641.08	
STRAP, ANCHOR SM, CMC	**201022**	**1**	$50.01	$50.01	
SYSTEM, AZTEK PROSERIES, CMC	**500104**	**1**	$445.56	$445.56	
PATIENT TIE-IN SYS,1-PC LITTER, CMC	**724151**	**1**	$297.98	$297.98	
STRAP, LOAD RELEASE, CMC	**201108**	**1**	$87.51	$87.51	

Subtotal			5,432.38
		min	
Shipping & Handling, Estimated @	**4.00%**	$12.95	217.30
WSST for Out of State	0.00%		0.00
Total			$5,649.68

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Attorney**
FROM:	**Amy Darnick**
SUBJECT:	**Recommendation from Finance/Personnel Committee to increase the Donation Threshold requiring committee and council approval to $1,001.**

At the June 11, 2024, Finance/Personnel Committee meeting, the Committee voted unanimously to approve the increase of the donation threshold requiring committee and council approval to $1,001.

ATTACHMENTS:

- Donation Acceptance Threshold (PDF)

CITY OF DE PERE
MEMO

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Pam Manley, Finance Director
Date: June 11, 2024

RE: **Donation Acceptance Threshold**

The current process for accepting donations is that any donation of $250 or more must be accepted by the department's respective committee and Common Council. Through discussions with staff and to further streamline the donation process, we would like to request an increase in this dollar amount to $1,000.01.

Please feel free to contact me prior to the meeting with any questions.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**Recommendation from the License Committee on renewal applications for the licensing period of July 1, 2024 to June 30, 2025.**

The Wisconsin Department of Revenue revised all of its alcohol beverage licensing application forms this year. Please note that the Appointment of Agent form no longer contains a field for the Police Department to sign off on background checks.

The Police Department conducts background checks twice a month for all applicants received during the previous two weeks. Due to the timing of this practice, some approvals have not been received as of the agenda publication deadline. The Clerk's office will not issue any licenses on this list until the background check results have been confirmed.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**A. Class "A" Fermented Malt Beverage/"Class A" Intoxicating Liquor Licenses.**

ATTACHMENTS:

- Class A Combo list of renewals_6-18-24 mtg (PDF)
- Class A Combo renewal applications_6-18-24 mtg (PDF)

CLASS "A" BEER & "CLASS A" LIQUOR

1. Braj Convenience Store LLC (DBA Main Avenue BP), 1501 Main Av. Agent: Basudev Adhikari, Kohler WI.

2. The Day Spa Ltd (DBA The Day Spa), 600 N 10th St. Agent: Kathy Schmaltz, Green Bay WI.

3. Ganesh Enterprise Inc. (DBA Reid St Mobil), 401 Reid St. Agent: Pradip Patel, De Pere WI.

4. Krist Oil Company (DBA Krist Food Mart #92), 1218 Grant St. Agent: Rebecca Armstrong, De Pere WI.

5. Kwik Trip, Inc. (DBA Kwik Trip #127), 746 Main Av. Agent: Robert Gartzke, Green Bay WI.

6. Kwik Trip, Inc. (DBA Kwik Trip #1060), 1620 Lawrence Dr. Agent: Daniel Schmidt, Wrightstown WI.

7. Saeva-Johnson Liquor LLC (DBA The Wine Cellar), 813 Main Av. Agent: Patrick Johnson, Green Bay WI.

8. SmithMaker Artisan Co., LLC (DBA SmithMaker Artisan Co.), 116 N Broadway. Agent: Ruth Fameree, De Pere WI.

9. Trackside Fort LLC (DBA Fairground BP), 1605 Ft Howard Av. Agent: Emraj Sen, De Pere WI.

10. Walgreen Co (DBA Walgreens #15637), 150 S Wisconsin St. Agent: Sophia Paul, Lena WI.

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☑ Class "A" Beer . . . . . $ _____
- ☐ Class "B" Beer . . . . . $ _____
- ☑ "Class A" Liquor . . . . . $ _____
- ☐ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30 – R# 193357
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)
Braj Convenience store llc

2. Business Trade Name or DBA
Main Avenue BP

3. FEIN: 87-2994424

4. Wisconsin Seller's Permit Number: 456-1030831605-04

5. Entity Type *(check one)*
☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

6. State of Organization: WI

7. Date of Organization: 10/7/2021

8. Wisconsin DFI Registration Number: B104624

9. Premises Address
1501 Main Ave

10. City: De Pere

11. State: WI

12. Zip Code: 54115

13. County: Brown

14. Governing Municipality: ☑ City ☐ Town ☐ Village of: De Pere

15. Aldermanic District

16. Premises Phone: 920 983 9235

17. Premises Email: missrenbda@gmail.com

18. Website

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
Inside the building/ On the floor/ Behind the counter/Inside the beer Cooler

20. Mailing Address (if different from premises address)
Same

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☑ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed _____ Was sentence completed? . . . . . ☐ Yes ☐ No

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed _____ Was sentence completed? . . . . . ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☑ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☑ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☑ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☑ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☑ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☑ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Adhikari	Basudev	Member	920-226-1786
Bhandari	Rajendramani	Member	(443) 668-9448

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Adhikari	Basudev	

Title	Email	Phone
Member	missionbda@gmail.com	(920) 226-1786

Signature	Date

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/28/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024 - 2025

License(s) Requested: (up to two boxes may be checked)

- [x] Class "A" Beer . . . . . $ _____
- [ ] Class "B" Beer . . . . . $ _____
- [x] "Class A" Liquor . . . . . $ _____
- [ ] "Class B" Liquor . . . . . $ _____
- [ ] "Class A" Liquor (cider only) $ _____
- [ ] Reserve "Class B" Liquor $ _____
- [ ] "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$
Total Fees	$ 30.00 6-12-24 RT#193842

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): The Day Spa Ltd
2. Business Trade Name or DBA: The Day Spa
3. FEIN: 46-0000 91613-03
4. Wisconsin Seller's Permit Number:
5. Entity Type *(check one)*: [ ] Sole Proprietor [ ] Partnership [ ] Limited Liability Company [x] Corporation [ ] Nonprofit Organization
6. State of Organization: WI
7. Date of Organization: 1992
8. Wisconsin DFI Registration Number: B034 386
9. Premises Address: 600 N. 10th St
10. City: De Pere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: [x] City [ ] Town [ ] Village of: De Pere
15. Aldermanic District:
16. Premises Phone: 920 339-5250
17. Premises Email: Kathy.DaySpaEscape@gmail.com
18. Website: DaySpaEscape.com
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Main building - Except for N. & S. Lockers

20. Mailing Address (if different from premises address): 600 N. 10th St.
21. City: De pere
22. State: WI
23. Zip Code: 54115

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. [ ] Yes [x] No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed	Was sentence completed? . . . . .
	[ ] Yes [ ] No

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed	Was sentence completed? . . . . .
	[ ] Yes [ ] No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Schmaltz	Kathy	Owner	920 819 5753

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Schmaltz	Kathy	F

Title	Email	Phone
Owner	Kathy.dayspaescape@gmail.com	920 819 5753

Signature	Date
Kathy Schmaltz	6/12/24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
6/12/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- [x] Class "A" Beer . . . . . $ _____
- [ ] Class "B" Beer . . . . . $ _____
- [x] "Class A" Liquor . . . . . $ _____
- [ ] "Class B" Liquor . . . . . $ _____
- [ ] "Class A" Liquor (cider only) $ _____
- [ ] Reserve "Class B" Liquor $ _____
- [ ] "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30.00 5-28-24 R# 193359
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): GANESH ENTERPRISE LLC
2. Business Trade Name or DBA: Reids Mobil
3. FEIN: 82-1623518
4. Wisconsin Seller's Permit Number: 456-1029415947-02
5. Entity Type *(check one)*: [ ] Sole Proprietor [ ] Partnership [ ] Limited Liability Company [x] Corporation [ ] Nonprofit Organization
6. State of Organization: WI
7. Date of Organization: 5/23/2017
8. Wisconsin DFI Registration Number: 9055770
9. Premises Address: 401 Reid St
10. City: De Pere
11. State: WI
12. Zip Code: 54115
13. County: BROWN
14. Governing Municipality: [ ] City [ ] Town [ ] Village of: De Pere
15. Aldermanic District:
16. Premises Phone: 920-337-9001
17. Premises Email: Mohit47575@gmail.com
18. Website: —
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

   Storage in back room & Liquor in sep. section.

20. Mailing Address (if different from premises address): N.A. (SAME AS Premises)
21. City:
22. State:
23. Zip Code:

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. [ ] Yes [x] No

   If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . [ ] Yes [ ] No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . [ ] Yes [ ] No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
PATEL	PRADIP	OWNER	224-558-1333
PATEL	HETAL	MANAGER	847 505-8722

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
PATEL	PRADIP	A

Title	Email	Phone
OWNER	MANTA7577@GMAIL.COM	224-558-1333

Signature	Date
	5/24/24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/28/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

#435 #92

1.b

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	DePere
License Period	07/01/24-06/3025

License(s) Requested: (up to two boxes may be checked)

- ☑ Class "A" Beer ..... $ 100
- ☐ Class "B" Beer ..... $
- ☑ "Class A" Liquor ..... $ 305
- ☐ "Class B" Liquor ..... $
- ☐ "Class A" Liquor (cider only) $
- ☐ Reserve "Class B" Liquor $
- ☐ "Class C" Liquor (wine only) $

Fees	
License Fees	$ 405
Background Check Fee	$
Publication Fee	$ 30
Total Fees	$ 435

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): Krist Oil Company
2. Business Trade Name or DBA: Krist Food Mart #92
3. FEIN: 38-1798214
4. Wisconsin Seller's Permit Number: 456-0000345170-03
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☑ Corporation ☐ Nonprofit Organization
6. State of Organization: MI
7. Date of Organization: 04/01/1965
8. Wisconsin DFI Registration Number: 2K00554
9. Premises Address: 1218 Grant Street
10. City: DePere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☑ City ☐ Town ☐ Village of: Depere
15. Aldermanic District:
16. Premises Phone: (920) 371-9499
17. Premises Email: rick@kristoil.com
18. Website: www.kristoil.com
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

1 Story concrete building. Convenience Store. Doored Coolers for self service

20. Mailing Address (if different from premises address): 303 Selden Road
21. City: Iron River
22. State: MI
23. Zip Code: 49935

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☑ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed: | Was sentence completed? ..... ☐ Yes ☐ No

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed: | Was sentence completed? ..... ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☐ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☐ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☐ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☑ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☑ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☑ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Atanasoff	Krist	Vice President	(906) 265-6144
Atanasoff	Cecelia	Secretary/Treasure	(906) 367-2563

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Atanasoff	Krist	D

Title	Email	Phone
Vice President	krist@kristoil.com	(906) 265-6144

Signature	Date
	5/29/24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
6/10/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	De Pere City of
License Period	July 1, 2024 to June 30, 2025

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer . . . . . $ 90
- ☐ Class "B" Beer $ _____
- ☒ "Class A" Liquor . . . . . $ 405
- ☐ "Class B" Liquor $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$ 495-
Background Check Fee	$
Publication Fee	$ 30-
Total Fees	$ 525-

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)
Kwik Trip, Inc.

2. Business Trade Name or DBA
Kwik Trip 127

3. FEIN
39-1036365

4. Wisconsin Seller's Permit Number
456-0000287614-03

5. Entity Type *(check one)*
☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ■ Corporation ☐ Nonprofit Organization

6. State of Organization
Wisconsin

7. Date of Organization
October 7, 1964

8. Wisconsin DFI Registration Number
----- 1K04801

9. Premises Address
746 Main Ave

10. City
De Pere

11. State
WI

12. Zip Code
54115

13. County
Brown

14. Governing Municipality: ☒ City ☐ Town ☐ Village
of: De Pere City of

15. Aldermanic District
-----

16. Premises Phone
920-336-0312

17. Premises Email
LicensingDept@kwiktrip.com

18. Website
www.KwikTrip.com

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

One-story frame construction with storage in lockable walk-in cooler & cabinetry on the sales floor & behind sales counter.

20. Mailing Address (if different from premises address)
Kwik Trip, Inc. - Legal Dept., P.O. Box 2107

21. City
La Crosse

22. State
WI

23. Zip Code
54602-2107

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☒ Yes ☐ No
If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Please see enclosed list of retail store violations.		
Penalty Imposed	**Was sentence completed?** . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	**Was sentence completed?** . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ■ No
If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . ☐ Yes ■ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . . . ☐ Yes ■ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. . . . . ■ Yes ☐ No
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine?. . . . . ☐ Yes ■ No
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? . . . . . ☐ Yes ■ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Zietlow	Scott	CEO & President	608-793-4741 608-791-7385
Wagner	David	CFO & Treasurer	608-793-4741 608-791-7385
Gartzke	Robert	Agent	920-328-3503

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Zietlow	Scott	P

Title	Email	Phone
CEO & President	LicensingDept@kwiktrip.com	608-791-7385 608-793-4741

Signature	Date
Scott P. Zietlow	April 1, 2024

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/22/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	De Pere City of
License Period	July 1, 2024 to June 30, 2025

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer . . . . . $ 90
- ☐ Class "B" Beer $ _____
- ☒ "Class A" Liquor . . . . . $ 405
- ☐ "Class B" Liquor $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$ 495
Background Check Fee	$
Publication Fee	$ 30
Total Fees	$ 525-

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)
Kwik Trip, Inc.

2. Business Trade Name or DBA
Kwik Trip 1060

3. FEIN
39-1036365

4. Wisconsin Seller's Permit Number
456-0000287614-03

5. Entity Type *(check one)*
☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ■ Corporation ☐ Nonprofit Organization

6. State of Organization
Wisconsin

7. Date of Organization
October 7, 1964

8. Wisconsin DFI Registration Number
----- 1C04801

9. Premises Address
1620 Lawrence Dr

10. City
De Pere

11. State
WI

12. Zip Code
54115

13. County
Brown

14. Governing Municipality: ☒ City ☐ Town ☐ Village
of: De Pere City of

15. Aldermanic District
-----

16. Premises Phone
920-339-8417

17. Premises Email
LicensingDept@kwiktrip.com

18. Website
www.KwikTrip.com

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

One-story frame construction with storage in lockable walk-in cooler & cabinetry on the sales floor & behind sales counter.

20. Mailing Address (if different from premises address)
Kwik Trip, Inc. - Legal Dept., P.O. Box 2107

21. City
La Crosse

22. State
WI

23. Zip Code
54602-2107

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. If yes, list the details of violation below. Attach additional sheets if necessary. ☒ Yes ☐ No

Law/Ordinance Violated	Location	Trial Date
Please see enclosed list of retail store violations.		
Penalty Imposed	**Was sentence completed?** . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	**Was sentence completed?** . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ■ No
If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . ☐ Yes ■ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . . . ☐ Yes ■ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. . . . . ■ Yes ☐ No
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine?. . . . . ☐ Yes ■ No
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? . . . . . ☐ Yes ■ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Zietlow	Scott	CEO & President	608-793-4741 608-791-7385
Wagner	David	CFO & Treasurer	608-793-4741 608-791-7385
Schmidt	Daniel	Agent	920-606-0777

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Zietlow	Scott	P

Title	Email	Phone
CEO & President	LicensingDept@kwiktrip.com	608-791-7385 608-793-4741

Signature	Date
Scott P. Zietlow	April 1, 2024

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)
5/22/24	

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- [x] Class "A" Beer . . . . . $ _____
- [ ] Class "B" Beer . . . . . $ _____
- [x] "Class A" Liquor . . . . . $ _____
- [ ] "Class B" Liquor . . . . . $ _____
- [ ] "Class A" Liquor (cider only) $ _____
- [ ] Reserve "Class B" Liquor $ _____
- [ ] "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30.00 5-22-24 R# 143103
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)
Saeva - Johnson Liquor LLC

2. Business Trade Name or DBA
The Wine Cellar

3. FEIN
86-2061505

4. Wisconsin Seller's Permit Number
456-1030558750-04

5. Entity Type *(check one)*
- [ ] Sole Proprietor
- [ ] Partnership
- [x] Limited Liability Company
- [ ] Corporation
- [ ] Nonprofit Organization

6. State of Organization
WI

7. Date of Organization

8. Wisconsin DFI Registration Number
S132547

9. Premises Address
813 Main Ave

10. City
De Pere

11. State
WI

12. Zip Code
54115

13. County
Brown

14. Governing Municipality: [ ] City [x] Town [ ] Village of: De Pere

15. Aldermanic District

16. Premises Phone
920 366 0811

17. Premises Email
info@winecellardepere.com

18. Website
www.deperewinecellar.com

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
Store is located in Multi-Unit complex, located at 813 Main Ave, De Pere. Main selling floor & coolers are 5400 sq ft. 2 additional storage rooms in the back of store.

20. Mailing Address (if different from premises address)

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. [ ] Yes [x] No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . [ ] Yes [ ] No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . [ ] Yes [ ] No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Johnson	Patrick	Owner	9202659853

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Johnson	Patrick	W

Title	Email	Phone
Owner / President	info@winecellardepere.com	9202659853

Signature	Date
	5-28-24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/29/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer . . . . . $ _____
- ☐ Class "B" Beer . . . . . $ _____
- ☒ "Class A" Liquor . . . . . $ _____
- ☐ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30 -
Total Fees	$

RH 193520

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): Smith Maker Artisan Co, LLC
2. Business Trade Name or DBA:
3. FEIN: 84-4688170
4. Wisconsin Seller's Permit Number: 456-1030277752-04
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization
6. State of Organization: WI
7. Date of Organization: 2/12/20
8. Wisconsin DFI Registration Number:
9. Premises Address: 116 N Broadway
10. City: DePere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☒ City ☐ Town ☐ Village of: _____
15. Aldermanic District: 1
16. Premises Phone: 920-632-7461
17. Premises Email: ruth@wiartisan.com
18. Website: www.smith-maker.com
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Alcohol will be sold + displayed on main Sales Floor @ 116 N Broadway. Any backstock will be held in storage room @ 116 N Broadway.

20. Mailing Address (if different from premises address): 116 N Broadway
21. City: DePere
22. State: WI
23. Zip Code: 54115

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Fameree	Ruth	Owner	920-632-7461

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Fameree	Ruth	M

Title	Email	Phone
Owner	ruth@wiartisan.com	704-351-1681

Signature	Date
Ruth Fameree	5/31/24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/31/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☑ Class "A" Beer . . . . . $ _____
- ☐ Class "B" Beer . . . . . $ _____
- ☑ "Class A" Liquor . . . . . $ _____
- ☐ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30 — R# 193242
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (Individual name if sole proprietorship): Trackside Fort L.L.C.
2. Business Trade Name or DBA: Fairground BP
3. FEIN: 86-3194710
4. Wisconsin Seller's Permit Number: 456-1030669768
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☑ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization
6. State of Organization: Wisconsin
7. Date of Organization: 04/12/2021
8. Wisconsin DFI Registration Number: T090389
9. Premises Address: 1605 Fort Howard Ave.
10. City: De Pere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☑ City ☐ Town ☐ Village of: De Pere
15. Aldermanic District:
16. Premises Phone: 920 632 2048
17. Premises Email: rajadhi17@gmail.com
18. Website: —
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

It is a gas station selling BP branded gas. The liquor and Beer are sold inside the convinent store. We have 1 aisle for liquor and a 3 door cooler for beers. Building is 3800 sq. ft.

20. Mailing Address (if different from premises address):
21. City:
22. State:
23. Zip Code:

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☑ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☑ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☑ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☑ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☑ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☑ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☑ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Sen	Emraj	member	6189670744
Ojha	Tark	member	4149756830
Sharma	Hem	member	6189675983

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Sen	Emraj	

Title	Email	Phone
member	rajadhi17@gmail.com	6189670744

Signature	Date
Emraj Sen	05/22/24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/22/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- [X] Class "A" Beer . . . . . $ 450
- [ ] Class "B" Beer . . . . . $ _____
- [X] "Class A" Liquor . . . . . $ 1
- [ ] "Class B" Liquor . . . . . $ _____
- [ ] "Class A" Liquor (cider only) $ _____
- [ ] Reserve "Class B" Liquor $ _____
- [ ] "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$ 450
Background Check Fee	$
Publication Fee	$ 30
Total Fees	$ 480

+$100-cigarette

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): WALGREEN CO

2. Business Trade Name or DBA: WALGREENS #15637

3. FEIN: 36-1924025

4. Wisconsin Seller's Permit Number: 004-0000455404-01

5. Entity Type *(check one)*
- [ ] Sole Proprietor
- [ ] Partnership
- [ ] Limited Liability Company
- [X] Corporation
- [ ] Nonprofit Organization

6. State of Organization: ILLINOIS

7. Date of Organization: 02/15/1909

8. Wisconsin DFI Registration Number: W0116585

9. Premises Address: 150 S WISCONSIN ST

10. City: De Pere

11. State: WI

12. Zip Code: 54115-2741

13. County: Brown

14. Governing Municipality: [X] City [ ] Town [ ] Village of: De Pere

15. Aldermanic District:

16. Premises Phone: (920) 278-3241

17. Premises Email: mgr.15637@store.walgreens.com

18. Website: WWW.WALGREENS.COM

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Retail drugstore with sundries in a one-story building of 14,820 sq ft

20. Mailing Address (if different from premises address): PO BOX 901

21. City: DEERFIELD

22. State: IL

23. Zip Code: 60015

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. [ ] Yes [X] No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed: _____ Was sentence completed? . . . . . [ ] Yes [ ] No

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed: _____ Was sentence completed? . . . . . [ ] Yes [ ] No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☒ Yes ☐ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
WALGREENS BOOTS ALLIANCE INC	47-1758322

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
SEE ATTACHED RIDERS			

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
BROWN	BRIAN	R

Title	Email	Phone
VICE PRESIDENT AND TREASURER	taxlicenserenewals@walgreens.com	847-527-2119

Signature	Date
[signature]	6-12-24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
6/13/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**B. Class "A" Fermented Malt Beverage License.**

Walgreen Co (DBA Walgreens #10235), 901 Main Av. Agent: Matthew Queensberry, De Pere WI.

ATTACHMENTS:

- Class A Beer renewal application_6-18-24 mtg (PDF)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- [X] Class "A" Beer . . . . . $ 625
- [ ] Class "B" Beer . . . . . $ _____
- [ ] "Class A" Liquor . . . . . $ _____
- [ ] "Class B" Liquor . . . . . $ _____
- [ ] "Class A" Liquor (cider only) $ _____
- [ ] Reserve "Class B" Liquor $ _____
- [ ] "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$ 625
Background Check Fee	$
Publication Fee	$ 30
Total Fees	$ 755

+ $100 - cigarette

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): WALGREEN CO

2. Business Trade Name or DBA: WALGREENS #10235

3. FEIN: 36-1924025

4. Wisconsin Seller's Permit Number: 004-0000455404-01

5. Entity Type *(check one)*
- [ ] Sole Proprietor
- [ ] Partnership
- [ ] Limited Liability Company
- [X] Corporation
- [ ] Nonprofit Organization

6. State of Organization: ILLINOIS

7. Date of Organization: 02/15/1909

8. Wisconsin DFI Registration Number: W0616585

9. Premises Address: 901 MAIN AVE

10. City: De Pere

11. State: WI

12. Zip Code: 54115-1305

13. County: Brown

14. Governing Municipality: [X] City [ ] Town [ ] Village of: De Pere

15. Aldermanic District:

16. Premises Phone: (920) 983-6153

17. Premises Email: mgr.10235@store.walgreens.com

18. Website: WWW.WALGREENS.COM

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Retail drugstore with sundries in a one-story building of 14,820 Sq Ft

20. Mailing Address (if different from premises address): PO BOX 901

21. City: DEERFIELD

22. State: IL

23. Zip Code: 60015

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. [ ] Yes [X] No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed: _____ Was sentence completed? . . . . . [ ] Yes [ ] No

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed: _____ Was sentence completed? . . . . . [ ] Yes [ ] No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☒ Yes ☐ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
WALGREENS BOOTS ALLIANCE INC	47-1758322

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
SEE ATTACHED RIDERS			

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
BROWN	BRIAN	R

Title	Email	Phone
VICE PRESIDENT AND TREASURER	taxlicenserenewals@walgreens.com	847-527-2119

Signature	Date
B. R. Brown	APR 0 4 2024

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
6/13/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

WALGREEN CO.
108 WILMOT RD, DEERFIELD, IL 60015
OFFICERS AND DIRECTORS

TITLE	NAME	CORPORATE ADDRESS	PHONE NUMBER	OWNERSHIP
Executive Vice President, President of Walgreens Retail & US Chief Customer Officer	Tracey Brown	108 Wilmot Rd. Deerfield, IL 60015	(847) 315-2500	0%
Senior Vice President, Chief Pharmacy Officer & Director	Rick Gates	108 Wilmot Rd. Deerfield, IL 60015	(847) 315-2500	0%
Vice President and Treasurer	Brian Brown	108 Wilmot Road Deerfield, IL 60015	(847) 315-2500	0%
Secretary	Joseph B. Amsbary, Jr.	108 Wilmot Road Deerfield, IL 60015	(847) 315-2500	0%

OBJECTIVES OF THE COMPANY - The purpose or purposes for which the corporation is organized are: To manufacture, compound, buy, sell, and generally deal in drugs, medicines, chemicals and druggists' sundries of all kinds at wholesale and retail together with all goods, wares and merchandise.

Rev. 04.02.2024

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**C. Class "B" Fermented Malt Beverage Licenses.**

1. Eat30 Cafe LLC (DBA Eat30 Cafe), 124 N Broadway Ste #BB. Agent: Lia Xiong, Green Bay WI.

2. Radue Cinemas Inc (DBA De Pere Cinema), 417 George St. Agent: Vicki Radue, Luxemburg WI.

ATTACHMENTS:

- Class B Beer renewal applications_6-18-24 mtg (PDF)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☑ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☐ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30-
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): Eat 30 cafe, LLC.
2. Business Trade Name or DBA: Eat 30 Cafe
3. FEIN:
4. Wisconsin Seller's Permit Number: 456-1030917784-02
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization
6. State of Organization:
7. Date of Organization:
8. Wisconsin DFI Registration Number: E054837
9. Premises Address: 124 N. Broadway Ste#BB
10. City: De Pere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☒ City ☐ Town ☐ Village of: De Pere
15. Aldermanic District:
16. Premises Phone: 920-632-6332
17. Premises Email: eat30cafe@gmail.com
18. Website: www.eat30cafe.com
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
The location is about 1,000 sqft. The front of the building and side of building along with the back of the building. We are in the Lee Building
20. Mailing Address (if different from premises address): Same as above
21. City:
22. State:
23. Zip Code:

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
N/A		
Penalty Imposed		**Was sentence completed?** . . . . . ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		**Was sentence completed?** . . . . . ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Xiong	Lia	CO OWNER	920-327-0236
Xiong	Thai	Co-owner	920-371-4007

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Xiong	Lia	

Title	Email	Phone
Co-Owner	lat3@cafe@gmail.com	920-827-0236

Signature	Date
	6/13/2024

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
6/13/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☒ Class "B" Beer . . . . . $ 90
- ☐ "Class A" Liquor . . . . . $ _____
- ☐ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): Radue Cinemas Inc
2. Business Trade Name or DBA: DePere Cinema
3. FEIN: 81-0893692
4. Wisconsin Seller's Permit Number: 456-1028920695-02
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☒ Corporation ☐ Nonprofit Organization
6. State of Organization: WI
7. Date of Organization: 1/1/2016
8. Wisconsin DFI Registration Number: R064315
9. Premises Address: 417 George St
10. City: DePere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☒ City ☐ Town ☐ Village of: DePere
15. Aldermanic District:
16. Premises Phone: 920-371-1585
17. Premises Email: Vradue1@new.rr.com
18. Website: www.getreelcinemas.com
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
Theater auditorium, concession area + lobby, kitchen refrigerators.
20. Mailing Address (if different from premises address): 905 George St #191 DePere WI 54115
21. City: DePere
22. State: WI
23. Zip Code: 54115

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Radue	Michael	President	920-371-1583
Radue	Vicki	Sec/Treas	920-371-1585

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Radue	Vicki	L

Title	Email	Phone
Sec/Treas.	Vradue1@new.rr.com	920-371-1585

Signature	Date
Vicki Radue	5-13-24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/30/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

WISCONSIN DEPARTMENT OF REVENUE
PO BOX 8902
MADISON, WI 53708-8902

Contact Information:

2135 RIMROCK RD PO BOX 8902
MADISON, WI 53708-8902
ph: 608-266-2776 fax: 608-327-0235
email: DORBusinessTax@wisconsin.gov
website: revenue.wi.gov

000048

Letter ID L1905055792

RADUE CINEMAS INC
905 GEORGE ST STE 191
DE PERE WI 54115-2917

Wisconsin Business Tax Registration Certificate

Expiration date: **December 31, 2025**

Legal/real name: **RADUE CINEMAS INC**

- This certificate confirms that you are registered with the Wisconsin Department of Revenue for the tax types shown below.
- This registration certificate is not a seller's permit, and should not be used as proof that you hold a seller's permit.
- You may not transfer this certificate to any other individual or business.

Tax Type	Account Type	Number
Sales & Use Tax	Sales & Use Tax	456-1028920695-02
Withholding Tax	Withholding Tax	036-1028920695-04

The following is a list of the business locations that you have registered with the Department of Revenue.

456-1028920695-02
RADUE CINEMAS INC
DE PERE CINEMA
417 GEORGE ST
DE PERE WI 54115-2711

456-1028920695-02
RADUE CINEMAS INC
CHILTON CINEMA
26 N MADISON ST
CHILTON WI 53014-1452

456-1028920695-02
RADUE CINEMAS INC
LAKESHORE CINEMA
1118 WASHINGTON ST
MANITOWOC WI 54220-5208

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**D. Class "B" Fermented Malt Beverage/"Class C" Wine License.**

Aurora Rose LLC (DBA Delights Bakery & Cafe), 143 N Wisconsin St. Agent: Heather Weisspeters, Denmark WI.

ATTACHMENTS:

- Class B Beer-Class C Wine renewal application_6-18-24 mtg (PDF)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☒ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☐ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☒ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30
Total Fees	$

Ck #193596 5-24-24

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)
Aurora Rose LLC

2. Business Trade Name or DBA
Delights Bakery + Cafe

3. FEIN
85-3875283

4. Wisconsin Seller's Permit Number
456-1030502420-01

5. Entity Type *(check one)*
☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

6. State of Organization
Wisconsin

7. Date of Organization
November 2020

8. Wisconsin DFI Registration Number
A094952

9. Premises Address
143 N Wisconsin Street

10. City
De Pere

11. State
WI

12. Zip Code
54115

13. County
Brown

14. Governing Municipality: ☒ City ☐ Town ☐ Village of: De Pere

15. Aldermanic District

16. Premises Phone
920 339-9144

17. Premises Email
Alyhadelightsdepere@gmail

18. Website
Delightscafeandbakery.com

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
Leased space in the Lee Building operated as a Bakery/Cafe. Consuption would occur in dining area and on outdoor Patio (seasonally). Storage is in a private, locked room in the basement

20. Mailing Address (if different from premises address)

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☑ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Weissperers	Heather	Sole Proprietor	920 217 9475

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Weissperers	Heather	A

Title	Email	Phone
Sole Proprietor	Alphadelights depere@gmail.com	920 335 9144

Signature	Date
	4-24-24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/24/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**E. Class "B" Fermented Malt Beverage/"Class B" Intoxicating Liquor Licenses.**

ATTACHMENTS:

- Class B Combo list of renewals_6-18-24 mtg (PDF)
- Class B Combo renewal applications_6-18-24 mtg (PDF)

CLASS "B" BEER & "CLASS B" LIQUOR

1. Alchris LLC (DBA Drift Inn), 1535 N Ashland Av. Agent: Gail Koslovsky, De Pere WI.

2. Baba Louies LLC (DBA Baba Louies), 419 Main Av. Agent: James Kropp, Green Bay WI.

3. Bryan Vander Bloomen (DBA Replay Sports Bar & Grill), 1731 Ft. Howard Av. Agent: Bryan Vander Bloomen, De Pere WI.

4. Caliente, Inc. (DBA Caliente), 623 George St. Agent: Ann DeCleene, De Pere WI.

5. DC Restaurant Inc. (DBA Chicago Street Pub/Island Sushi/Swan Club), 875 Heritage Rd. Agent: Greg DeCleene, De Pere WI.

6. De Pere Cultural Foundation, Inc. (DBA Mulva Cultural Center), 221 S Broadway. Agent: Marvin Wall, De Pere WI.

7. El Maya Mexican Restaurant, Inc. (DBA El Maya), 1049 Main Av. Agent: Fe Montalvo, Kaukauna WI.

8. GSO LLC (DBA Julie's Café/Brickhouse), 500 Grant St. Agent: Troy Metzler, De Pere WI.

9. L & S Enterprises of Green Bay LLC (DBA Get Reck'd), 617 Birch St. Agent: Scott Reckelberg, Green Bay WI.

10. La Catrina Restaurant & Tortilleria (DBA La Catrina Restaurant), 310 N Wisconsin St Suite F. Agent: Samuel Eason, Green Bay WI.

11. La Vie Carrie, LLC (DBA La Vie Taverne), 421 George St. Agent: Carrie Cameron-McDonald, De Pere WI.

12. The Landing Bar & Grill LLC (DBA The Landing Bar & Grill), 1605 Ft Howard Av. Agent: Elizabeth Vandeyacht, Suamico WI.

13. Nuk's Thai LLC (DBA Nuk's Thai Cuisine & Executive Suites), 201 James St. Agent: Manasanoke Chanthasena, De Pere WI.

14. The Porch Bar LLC (DBA The Porch), 365 Main Av Suite D. Agent: Jackson Mankowski, De Pere WI.

15. Re-Serve Capacity & Supply, LLC (DBA The Longbranch), 334 Main Av. Agent: Kevin Bauer, De Pere WI.

16. Stella's on Main LLC (DBA Stella's on Main), 401 Main Av. Agent: William Schleis, Green Bay WI.

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☑ Class "B" Beer . . . . . $ ✓
- ☐ "Class A" Liquor . . . . . $ _____
- ☑ "Class B" Liquor . . . . . $ ✓
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30.00 5-31-24 Ck # 19349
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): Achris LLC
2. Business Trade Name or DBA: Drift Inn
3. FEIN: 26-3925803
4. Wisconsin Seller's Permit Number: 456-1026723768-02
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization
6. State of Organization: Wisconsin
7. Date of Organization: 5/21/19
8. Wisconsin DFI Registration Number:
9. Premises Address: 1535 N Ashland Ave
10. City: DePere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☒ City ☐ Town ☐ Village of: Depere
15. Aldermanic District:
16. Premises Phone: 920-336-5929
17. Premises Email: driftinnchili@gmail.com
18. Website:
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

See attached sheet

20. Mailing Address (if different from premises address): 4900 Sportsman Dr
21. City: DePere
22. State: WI
23. Zip Code: 54115

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. . . ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . . . ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. . . . . ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? . . . . . ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? . . . . . ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Kozlovsky	Gail	Owner	920-676-8549
Kozlovsky	Jamielee	Secretary	920-676-8546

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Kozlovsky	Gail	M

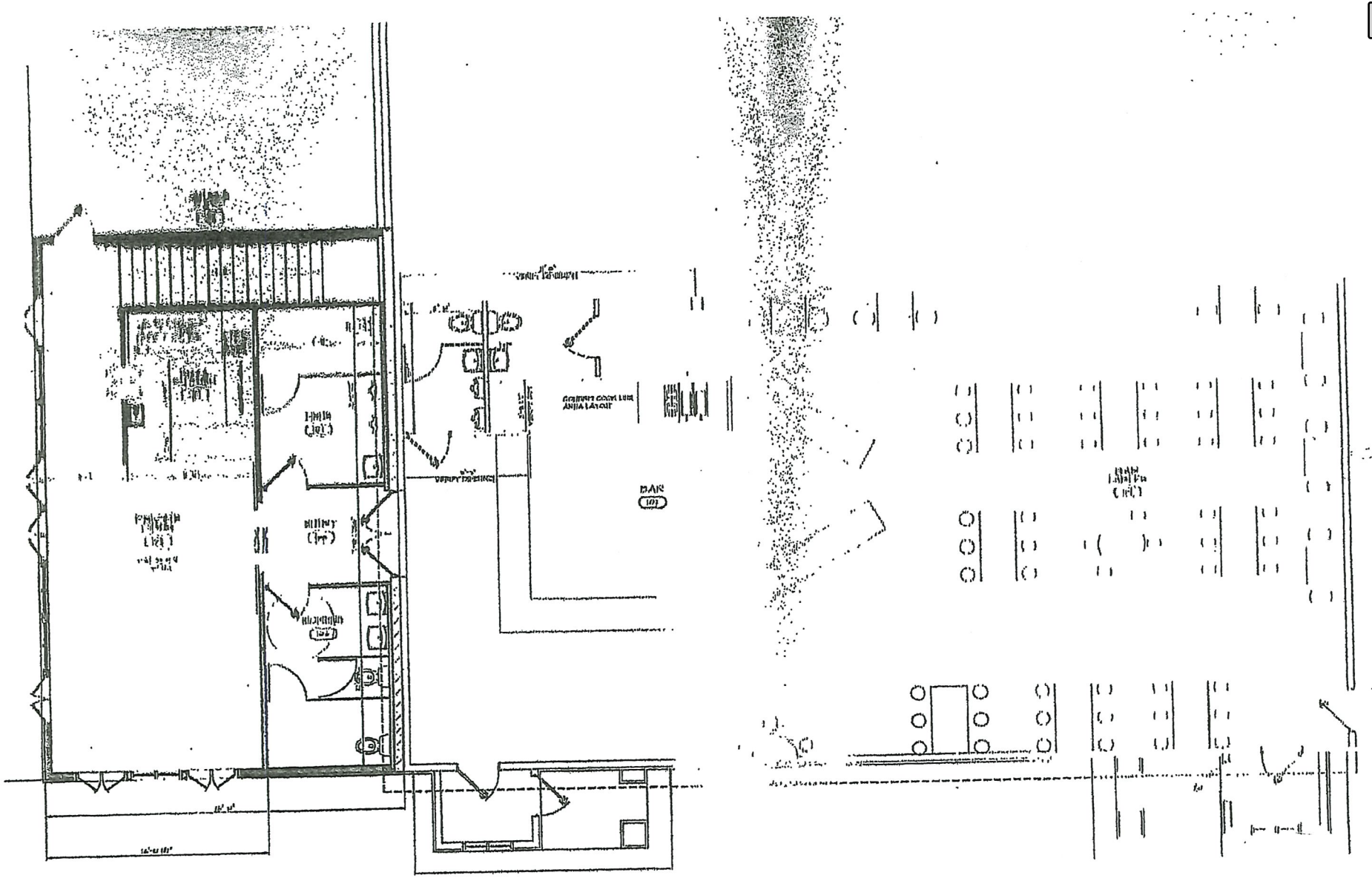
Title	Email	Phone
owner	rk2525@sbcglobal.net	920-676-8549

Signature	Date
X Gail M Kozlovsky	5/22/24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/31/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)



FLOOR PLAN @ SCALE 1/4" = 1'-0"

Att. Sheet

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer ..... $ _____
- ☒ Class "B" Beer ..... $ _____
- ☐ "Class A" Liquor ..... $ _____
- ☒ "Class B" Liquor ..... $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$ 540
Background Check Fee	$
Publication Fee	$ 30 —
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): Baba Louies LLC
2. Business Trade Name or DBA: Baba Louies
3. FEIN: 47-3801043
4. Wisconsin Seller's Permit Number: 456-1028971319
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization
6. State of Organization: Wisconsin
7. Date of Organization: 01-01-2021
8. Wisconsin DFI Registration Number: B080344
9. Premises Address: 419 Main Ave.
10. City: De Pere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☒ City ☐ Town ☐ Village of: De Pere
15. Aldermanic District:
16. Premises Phone: 920-336-9885
17. Premises Email:
18. Website:
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
2 44'x90' Buildings and aprox 10'x88' Lot behind the building (from sidewalk to building) located at 419-421 Main Av, De Pere, WI. Includes all rooms in both buildings
20. Mailing Address (if different from premises address): 883 Richborough Rd
21. City: Green Bay
22. State: WI
23. Zip Code: 54313

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ..... ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ..... ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
~~James~~ J. Kropp	James	Member/Owner	920-737-2503

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Kropp	James	J

Title	Email	Phone
Member / Owner	Babalough@AOL.com	920-737-2503

Signature	Date
James J Kropp	05/30/2024

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/31/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer . . . . . $ _____
- ☒ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☒ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30.00 5/9/24 193399
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)
Bryan Vander Bloomen

2. Business Trade Name or DBA
Replay Sports Bar & Grill

3. FEIN
46-4196883

4. Wisconsin Seller's Permit Number
456-1024036650-03

5. Entity Type *(check one)*
☒ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

6. State of Organization
Wisconsin

7. Date of Organization
12/1/2013

8. Wisconsin DFI Registration Number

9. Premises Address
1731 Ft. Howard Ave

10. City
DePere

11. State
WI

12. Zip Code
54115

13. County
Brown

14. Governing Municipality: ☒ City ☐ Town ☐ Village
of: DePere

15. Aldermanic District

16. Premises Phone
920 330 9011

17. Premises Email
bryanvanderbloomen@yahoo.com

18. Website
NA

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
Free Standing Building and entire Fenced in back yard

20. Mailing Address (if different from premises address)

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Vander Bloomen	Bryan	Owner	920 819 6431

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Vander Bloomen	Bryan	M

Title	Email	Phone
Owner	bryanvanderbloomen@yahoo.com	920 8196431

Signature	Date
	5/28/2024

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/30/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☒ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☒ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$ 540.00
Background Check Fee	$
Publication Fee	$ 30.00
Total Fees	$ 570.00

R# 193466

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): Caliente, Inc.
2. Business Trade Name or DBA: Caliente
3. FEIN: 20-0743906
4. Wisconsin Seller's Permit Number: 456-0001673023-03
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☒ Corporation ☐ Nonprofit Organization
6. State of Organization: Wisconsin
7. Date of Organization: May 2003
8. Wisconsin DFI Registration Number: C059065
9. Premises Address: 623 George St.
10. City: De Pere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☒ City ☐ Town ☐ Village of: De Pere
15. Aldermanic District:
16. Premises Phone: 920.336.8737
17. Premises Email:
18. Website: calientedepere.com
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
    1st Floor, Front and Back Patio, Front Sidewalk, Side of Building Sidewalk, 2nd Floor, Basement, Kitchen
20. Mailing Address (if different from premises address): Same As Above
21. City:
22. State:
23. Zip Code:

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

   If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		**Was sentence completed?** . . . . . ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		**Was sentence completed?** . . . . . ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
DeCleene	Ann	Agent	920.639.3818
DeCleene	Greg	President	920.639.3819
DeCleene	Ann	Secretary	920.639.3818

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
DeCleene	Ann	M

Title	Email	Phone
Agent/Secretary	amdecleene5@aol.com	920.639.3818

Signature	Date
A.M. DeCleene	5/30/2024

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/30/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☒ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☒ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$ 540.00
Background Check Fee	$
Publication Fee	$ 30.00
Total Fees	$ 570.00

R# 193467

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)
DC Restaurant INC.

2. Business Trade Name or DBA
Chicago Street Pub / Island Sushi / Swan Club

3. FEIN
93-4825661

4. Wisconsin Seller's Permit Number
456-1031549281-04

5. Entity Type *(check one)*
☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☒ Corporation ☐ Nonprofit Organization

6. State of Organization
Wisconsin

7. Date of Organization
12/8/2023

8. Wisconsin DFI Registration Number
D078036

9. Premises Address
875 Heritage Road

10. City
DePere

11. State
WI

12. Zip Code
54115

13. County
Brown

14. Governing Municipality: ☒ City ☐ Town ☐ Village
of: DePere

15. Aldermanic District

16. Premises Phone
920-336-4900

17. Premises Email

18. Website
Chicagostreetpubdepere.com

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
Chicago Street Pub, Swan Club Banquet Hall, Island Sushi Restaurant, Patio Area (3) East side, south side, west side. Car port Area, West Door Swan, Basement

20. Mailing Address (if different from premises address)
— Same As Above

21. City
—

22. State
—

23. Zip Code
—

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☒ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
[illegible]	

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
DeCleene	Greg	President	9206393819
DeCleene	Ann	VP	9206393819
DeCleene	Austin	VP	9206398636

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
DeCleene	Greg	J

Title	Email	Phone
President	gjdecleene5@aol.com	920-336-4908

Signature	Date
Greg J DeCleene	5/30/2024

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/30/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☒ Class "B" Beer . . . . . $ 90.00
- ☐ "Class A" Liquor . . . . . $ _____
- ☒ "Class B" Liquor . . . . . $ 450.00
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30 —
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)
DePere Cultural Foundation, Inc

2. Business Trade Name or DBA
Mulva Cultural Center

3. FEIN
47-5484726

4. Wisconsin Seller's Permit Number
456-1029479008 05

5. Entity Type *(check one)*
☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☐ Corporation ☒ Nonprofit Organization

6. State of Organization
WI

7. Date of Organization
10/30/2015

8. Wisconsin DFI Registration Number
D056048

9. Premises Address
221 S Broadway Street

10. City
De Pere

11. State
WI

12. Zip Code
54115

13. County
Brown

14. Governing Municipality: ☒ City ☐ Town ☐ Village
of: De Pere

15. Aldermanic District

16. Premises Phone
920-309-8200

17. Premises Email

18. Website
mulvacenter.org

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
Upper Level - Board Room, outdoor patio, exhibition hall, storage room
Main Level - Restaurant, Atrium, outdoor patio's, auditorium

20. ~~Mailing~~ Address (if different from premises address) Same
Lower Level - Liquor storage, dry storage, walk in cooler, green room

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed _____ Was sentence completed? . . . . . ☐ Yes ☐ No

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed _____ Was sentence completed? . . . . . ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
DePere Cultural Foundation Inc.	47-5484726

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Wall	Marvin	President	920-278-0122

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Wall	Marvin	A

Title	Email	Phone
President	mwall@mulvacenter.org	920-278-0122

Signature	Date

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/28/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☑ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☑ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30 - R# 193503
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)
EL MAYA MEXICAN RESTAURANT, INC.

2. Business Trade Name or DBA

3. FEIN
46-1083149

4. Wisconsin Seller's Permit Number
456-1028200099-02

5. Entity Type *(check one)*
☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☑ Corporation ☐ Nonprofit Organization

6. State of Organization
WI

7. Date of Organization
04/01/2003

8. Wisconsin DFI Registration Number
E031786

9. Premises Address
1049 MAIN AVE

10. City
DE PERE

11. State
WI

12. Zip Code
54115

13. County
Brown

14. Governing Municipality: ☑ City ☐ Town ☐ Village
of: DE PERE

15. Aldermanic District

16. Premises Phone
(920) 632-4648

17. Premises Email

18. Website

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
RESTAURANT W/ SEATING FOR 120, SEPARATE KITCHEN

20. Mailing Address (if different from premises address)

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☑ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed

Was sentence completed? . . . . . ☐ Yes ☐ No

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed

Was sentence completed? . . . . . ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☑ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☑ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☑ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☑ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☑ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☑ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
JIMENEZ	SERGIO	PRESIDENT	(920) 850.3858
RIVAS	MARY CRUZ	SECRETARY	(920) 632.4348
Montalvo	Fe		

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
RIVAS	MARY	

Title	Email	Phone
PRESIDENT	MARY.RIVAS90@YAHOO.COM	(920) 632-4348

Signature	Date
	04/23/20

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/29/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☒ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☒ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$
Total Fees	$ 30.00

6-12-24 CH 193809

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): GSO LLC
2. Business Trade Name or DBA: Julie's Cafe / Brickhouse
3. FEIN: 47-1402348
4. Wisconsin Seller's Permit Number: 456-1028688593-02
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization
6. State of Organization: WI
7. Date of Organization: 7/14/14
8. Wisconsin DFI Registration Number: G050792
9. Premises Address: 500 Grant St.
10. City: De Pere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☒ City ☐ Town ☐ Village of: De Pere
15. Aldermanic District:
16. Premises Phone: (920) 338-2337
17. Premises Email: troy.metzler@gmail
18. Website: brickhouseburgersandbrews.com
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Julie's Cafe, Brickhouse, Banquet Room and Patio

20. Mailing Address (if different from premises address):
21. City:
22. State:
23. Zip Code:

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Metzler	Troy	Owner	(920) 621-1650

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Metzler	Troy	M.

Title	Email	Phone
Owner	troy.metzler@gmail.com	(920) 621-1650

Signature	Date
	6/11/24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
6/12/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	24-25

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☒ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☒ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30 R# 193707
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): Land S Enterprises of Green Bay LLC
2. Business Trade Name or DBA: Get Reck'd
3. FEIN: 87-3336546
4. Wisconsin Seller's Permit Number: 456-1030845638-02
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization
6. State of Organization: Wisconsin
7. Date of Organization: 10/29/2021
8. Wisconsin DFI Registration Number: 600-1030845638-03
9. Premises Address: 617 Birch Street
10. City: De Pere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☒ City ☐ Town ☐ Village of: De Pere
15. Aldermanic District:
16. Premises Phone: 920-425-4518
17. Premises Email: SCOTERRECK@aol.com
18. Website:
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
    Bar, basement, back room
20. Mailing Address (if different from premises address):
21. City:
22. State:
23. Zip Code:

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

   If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Coopman	Lori	Member	920-401-1322
Reckelberg	Scott	Member	920-660-6185

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Reckelberg	Scott	D

Title	Email	Phone
Member	scotterreck@gmail.com	920-660-6185

Signature	Date
Scott D Reckelberg	6/6/24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
6/7/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☑ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☑ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30.00 5-30-24 #193452
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)
La Catrina Restaurant & Tortilleria

2. Business Trade Name or DBA
La Catrina Restaurant

3. FEIN
93=2765749

4. Wisconsin Seller's Permit Number
456-1031466889-04

5. Entity Type *(check one)*
☐ Sole Proprietor ☐ Partnership ☑ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

6. State of Organization
WI

7. Date of Organization
06/16/2023

8. Wisconsin DFI Registration Number
L078344

9. Premises Address
310 N. Wisconsin St. STE.F

10. City
De Pere

11. State
WI

12. Zip Code
54115

13. County
Brown

14. Governing Municipality: ☐ City ☐ Town ☑ Village
of: De Pere

15. Aldermanic District
1

16. Premises Phone
(920) 425-4705

17. Premises Email
lacatrina920@gmail.com

18. Website
N/A

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
Dining area with 15 booths & 24 table with beer & liquor sales. Bar with 10 stools & beer & liquor sales. 2 Bathrooms, 1 Kitchen for cooking food, Storage area has walk-in freezer & cooler & cleaning supplies, & room to store misc. items. Beer stored in cooler, alcohol stored in storage area & behind bar.

20. Mailing Address (if different from premises address)

21. City
De Pere

22. State
WI

23. Zip Code
54115

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☑ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed _____ Was sentence completed? . . . . . ☐ Yes ☐ No

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed _____ Was sentence completed? . . . . . ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☑ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☑ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☑ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☑ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☑ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☑ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Morales	Irma	Owner	(702) 752-7644
Eason	Samuel	Manager	(702) 576-3551

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Morales	Irma	

Title	Email	Phone
Owner	irmamorales1977@gmail.com	(702) 752-7644

Signature	Date
	05/25/24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/30/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	7-1-24 to 6-30-25

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer . . . . . $ _____
- ☑ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☑ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30.00 7-31-24 B# 193574
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)
La Vie Carrie, LLC

2. Business Trade Name or DBA
La Vie Taverne

3. FEIN
88-0581044

4. Wisconsin Seller's Permit Number
456-1030875/480-02

5. Entity Type *(check one)*
☐ Sole Proprietor ☐ Partnership ☑ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

6. State of Organization
Wisconsin

7. Date of Organization
2-9-2022

8. Wisconsin DFI Registration Number
L073316

9. Premises Address
421 George Street

10. City
De Pere

11. State
WI

12. Zip Code
54115

13. County
Brown

14. Governing Municipality: ☑ City ☐ Town ☐ Village of: De Pere

15. Aldermanic District

16. Premises Phone

17. Premises Email
LaVieTaverne@gmail

18. Website

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. 1450 sq. ft. bar, seating, supply room, outdoor seating under over hang,

20. Mailing Address (if different from premises address)

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Cameron-McDonald	Carrie	owner	920.227.8639

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Cameron-McDonald	Carrie	A

Title	Email	Phone
Owner	carriec1234@gmail.com	920.227.8639

Signature	Date
Carrie Cameron McDonald	5-31-2024

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/31/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☒ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☒ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): The Landing Bar & Grill LLC
2. Business Trade Name or DBA: The Landing Bar & Grill
3. FEIN: 46-2742749
4. Wisconsin Seller's Permit Number: 456-1028188277-02
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization
6. State of Organization: WI
7. Date of Organization: 7-1-13
8. Wisconsin DFI Registration Number: T0559420
9. Premises Address: 1605 Fort Howard Ave. Suite C
10. City: De Pere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☒ City ☐ Town ☐ Village of: De Pere
15. Aldermanic District: District 3 Ward 10
16. Premises Phone: 920-265-6645
17. Premises Email: 55vandeyacht@gmail.com
18. Website: —
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Bar, Cooler, Storage Area, Outside Bar Area

20. Mailing Address (if different from premises address):
21. City:
22. State:
23. Zip Code:

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Vandeyacht	Elizabeth	Owner	920-434-9259

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Vandeyacht	Elizabeth	A

Title	Email	Phone
Owner	JJvandeyacht@gmail.com	920-265-6645

Signature	Date
Elizabeth A Vandeyacht	5-30-24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/30/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☒ Class "B" Beer . . . . . $ 90-
- ☐ "Class A" Liquor . . . . . $ _____
- ☒ "Class B" Liquor . . . . . $ 450-
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30 00
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): Nuk's Thai LLC
2. Business Trade Name or DBA: Nuk's Thai Cuisine & Executive Suites
3. FEIN: 874229146
4. Wisconsin Seller's Permit Number: 456-1030790895-04
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization
6. State of Organization: WI
7. Date of Organization:
8. Wisconsin DFI Registration Number: No558602
9. Premises Address: 201 James St
10. City: De Pere
11. State: WI
12. Zip Code: 54115
13. County:
14. Governing Municipality: ☐ City ☐ Town ☐ Village of: _____
15. Aldermanic District:
16. Premises Phone: 9204257129
17. Premises Email: frontdesk@nuksexecutivesuites.com
18. Website:
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Alcohol Stored behind the bar, if over flow stored behind the other room where the server station is. Both rooms are split with locked doors. Served at Hotel & Restaurant

20. Mailing Address (if different from premises address):
21. City:
22. State:
23. Zip Code:

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Chanthasena	Manasanoke	Owner	9205737804

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer ☒ one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Chanthasena	Manasanoke	

Title	Email	Phone
Owner	nk5540@yahoo.com	9205737804

Signature	Date
	5-20-24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/28/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☑ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☑ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): The Porch Bar LLC
2. Business Trade Name or DBA: The Porch
3. FEIN: 99-1326926
4. Wisconsin Seller's Permit Number: 456103159197204
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☑ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization
6. State of Organization: Wisconsin
7. Date of Organization: 2024
8. Wisconsin DFI Registration Number:
9. Premises Address: 365 Main Ave Suite D
10. City: De Pere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☑ City ☐ Town ☐ Village of: De Pere
15. Aldermanic District: District 3
16. Premises Phone: (920) 660-5979
17. Premises Email: theporchdepere@gmail.com
18. Website:
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

The back space of the current "Comedy City." It faces the parking lot. There is a ~~small~~ full bar space, kitchen and storage room. There is a common space shared with the comedy club that has a bathroom for each gender. A small room housing the ice machine. There is a small utility room, and two closets.

20. Mailing Address (if different from premises address):
21. City:
22. State:
23. Zip Code:

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☑ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☑ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☑ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☑ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☑ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☑ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☑ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Mankowski	Jackson	owner	(920)-660-5979

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Mankowski	Jackson	David

Title	Email	Phone
owner	theporchdepere@gmail.com	(920)-660-5979

Signature	Date
Kayla Mankowski	6/11/24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
6/11/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024 / 2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☒ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☒ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30.00
Total Fees	$

#193192

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): Re-Serve Capacity & Supply, LLC
2. Business Trade Name or DBA: The Longbranch
3. FEIN: 26-4074701
4. Wisconsin Seller's Permit Number: 456-1029644365-02 Verified 5/21/24
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization
6. State of Organization: WI
7. Date of Organization: 20 Jan 2009
8. Wisconsin DFI Registration Number: R050699
9. Premises Address: 334 Main Ave
10. City: DePere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☒ City ☐ Town ☐ Village of: DePere
15. Aldermanic District:
16. Premises Phone: 920-425-4018
17. Premises Email: kevin@re-serve.com
18. Website: N/A
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
First Floor Bar + Basement storage. Second floor is an apartment.
20. Mailing Address (if different from premises address):
21. City:
22. State:
23. Zip Code:

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Bauer	Kevin	Owner	920-309-1436

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Bauer	Kevin	A.

Title	Email	Phone
Owner	kevin@re-serve.com	920-309-1436

Signature	Date
Kevin A. Bauer	5-21-2024

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/21/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☒ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☒ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$ 540,00
Background Check Fee	$
Publication Fee	$ 30,00
Total Fees	$ 570,00

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): STELLA's ON MAIN LLC
2. Business Trade Name or DBA: STELLA's ON MAIN LLC
3. FEIN: 45-5091-340
4. Wisconsin Seller's Permit Number: 456-1027795 352-02
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization
6. State of Organization: WIS
7. Date of Organization: 3/30/2012
8. Wisconsin DFI Registration Number: S094319
9. Premises Address: 401 MAIN AV
10. City: DePere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☐ City ☐ Town ☐ Village of: DePere
15. Aldermanic District:
16. Premises Phone: 920-737-2898
17. Premises Email: BILL@SCHLEIS.com
18. Website: Stella's
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Front Pub, Restaurant & Garden

20. Mailing Address (if different from premises address): 2509 SHERIDAN DR.
21. City: Green Bay
22. State: WI
23. Zip Code: 54302

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No

Law/Ordinance Violated	Location	Trial Date

Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. . . ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? . . . . . ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. . . . . ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? . . . . . ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? . . . . . ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
SCHLEIS	WILLIAM	President/AGENT	920-737-2898

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
SCHLEIS	WILLIAM	J

Title	Email	Phone
President/AGENT	BILL@SCHLEIS.COM	920 737-2898

Signature	Date
William Schleis	MAY 30, 2024

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
5/31/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**F. Class "B" Malt Beverage/"Class B" Intoxicating Liquor Reserve License.**

Birder Studio of Performing Arts (DBA Broadway Theatre), 123 S. Broadway. Agent: Paul Bakken, De Pere WI.

ATTACHMENTS:

- Class B Combo Reserve renewal application_6-18-24 mtg (PDF)

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer . . . . . $ _____
- ☒ Class "B" Beer . . . . . $ _____
- ☐ "Class A" Liquor . . . . . $ _____
- ☒ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30 R# 193806
Total Fees	$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)
Birder Studio of Performing Arts

2. Business Trade Name or DBA
Broadway Theatre

3. FEIN
27-1785643

4. Wisconsin Seller's Permit Number
456-1027403965-05

5. Entity Type *(check one)*
☐ Sole Proprietor ☐ Partnership ☐ Limited Liability Company ☐ Corporation ☒ Nonprofit Organization

6. State of Organization
WI

7. Date of Organization

8. Wisconsin DFI Registration Number
B0660084

9. Premises Address
123 S Broadway

10. City
De Pere

11. State

12. Zip Code

13. County

14. Governing Municipality: ☐ City ☐ Town ☐ Village
of: _____

15. Aldermanic District

16. Premises Phone
920-445-5069

17. Premises Email

18. Website

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
main lobby, hall

20. Mailing Address (if different from premises address)

21. City

22. State

23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Bakken	Paul	owner	
Bakken	Alicia	owner	

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
Bakken	Paul	

Title	Email	Phone
Agent	thebakk@gmail.com	761-632-4477

Signature	Date
	6/12/24

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
6/12/24			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Attorney**
FROM:	**Amy Darnick**
SUBJECT:	**Ordinance #24-11 Creating Section 13-13 under Chapter 13- City Finances of the De Pere Municipal Code relating to Refund of Certain Overpayments to the City of De Pere.**

At the June 11, 2024 meeting of the Finance/Personnel Committee, the Committee voted unanimously to approve this item and move it forward for Common Council approval.

ATTACHMENTS:

- Ord24-11 (PDF)
- Refunding Overpayments (PDF)

ORDINANCE #24-11

CREATING SECTION 13-13 UNDER CHAPTER 13 - CITY FINANCES OF THE DE PERE MUNICIPAL CODE RELATING TO REFUND OF CERTAIN OVERPAYMENTS TO THE CITY OF DE PERE

WHEREAS, in the process of collecting payments of property taxes, permit fees, activity fees and other monies on behalf of the City of De Pere ("City"), the Finance Director/Treasurer and other City staff occasionally receive payments in excess of the amount owed to the City through error, inadvertence or oversight; and

WHEREAS, in the past the City has made a concerted effort to refund such overpayments, regardless of amount, to the payor; and

WHEREAS, the City recognizes that the cost to taxpayers to process and distribute such refunds for overpayments often exceeds the amount of the refund; and

WHEREAS, the City has determined that it is not cost effective and may be administratively burdensome to process the refund of nominal overpayments in the absence of a demand for refund; and

WHEREAS, the City believes it is in its best interest to establish a policy to retain nominal overpayments absent a demand for a refund by the payor.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN DOES ORDAIN AS FOLLOWS:

Section 1. Section 13-13 of Chapter 13 – City Finances shall be created as follows:

Sec. 13-13. – Retention of Nominal Overpayments Absent Demand.

(a) For purposes of this Section, a "Nominal Overpayment" shall be the overpayment of any tax, fee, or other obligation to the City in an amount which does not exceed $10.00.

(b) As an administrative cost and convenience, the City shall retain any Nominal Overpayment and shall not process a refund of the same, absent appropriate demand for refund by the payor of the overpayment within three years from the date of the overpayment.

(c) A Nominal Overpayment retained by the City pursuant to the provisions of this Section shall be credited to the general fund.

(d) The City hereby creates an administrative fee of $10.00 for refunding any overpayment made to the City by any payor, not due to error, inadvertence, or oversight of the City administration officials, employees, or their designee, which fee is deemed waived in the event the City retains the overpayment of less than $10.00 without making the refund.

Section 2. Each section, subsection, paragraph, sentence, clause, phrase and provision of the foregoing Ordinance is and the same is hereby declared to be severable and if any portion of a provision thereof is duly determined to be invalid for any reason, such determination shall not invalidate any other portion of provision thereof.

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

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of June, 2024.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee/Commission Approval: 06/11/2024
Effective Date: _____

CITY OF DE PERE
MEMO

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Pam Manley, Finance Director
Date: June 11, 2024

RE: **Refunding Overpayments**

In collaboration with the Law Department, I am presenting an ordinance establishing a policy for refunding overpayments. Currently the City does not refund tax overpayments that are under $2. This was an established County policy that I believe our staff followed when the City began tax collection. More recently we have switched Parks & Rec software and have a list of account credits. Many of these credit amounts are under $10 and several years old. The cost of issuing and managing the outstanding checks would exceed the cost of the overpayment check itself. In addition, while researching, the Law Dept. found that this amount was in line with what other municipalities have and drafted this ordinance to reflect those. I recommend approving this ordinance to be used for these Park & Rec account balances as well as any future overpayments made to the City.

Please feel free to contact me prior to the meeting with any questions.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**Board of Public Works**
FROM:	**Scott Thoresen**
SUBJECT:	**Ordinance #24-12 Amending Chapters 26, 66, and 70 of the De Pere Municipal Code.**

The Board of Public Works at the June 10, 2024 meeting approved amending Chapters 26, 66, and 70 of the De Pere Municipal Code to mandate sump pump installation and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:

- Ord24-12 (PDF)
- FDDP Update Packet (PDF)

ORDINANCE #24-12

AMENDING CHAPTERS 26, 66 AND 70 OF THE DE PERE MUNICIPAL CODE

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

Section 1. **Chapter 26 Water and Sewer Service** is hereby amended as follows:

1. **Sec. 26-5. Storm drainage.** is hereby amended by:
   a. adding "foundation drain, sump pump," following the words "clear water by means of" in subsection (b).
   b. deleting "street superintendent" and replacing it with "Director of Public Works" in subsection (c)(2).
   c. Adding "into the sanitary sewer, on adjacent property," following the words "shall not be directed so as to flow" in the last paragraph of subsection (f).

2. **Sec. 26-7. Sump pump installation.** is hereby amended by:
   a. deleting "residential, commercial and industrial buildings constructed after July 17, 1973." and replacing it with "buildings."
   b. the following shall be inserted as subsection (c):

   (c) *Exemptions; inspection.* A sump pump shall not be required for buildings lacking pre-existing foundation drains deemed exempt from subsection (a) of this section. The plumbing inspector or other officer shall review and approve such buildings to determine if foundation drains are absent and an exemption is warranted. Correction may be warranted under sections 70-5 and 26-5 should it be found that any clear water is entering the sanitary sewer from a property previously deemed exempt by the plumbing inspection or their designee.

Section 2. **Chapter 66 Plumbing Code** is hereby amended as follows:

1. **Sec. 66-5. Inspections.** is hereby amended by inserting the following as subsection (6):

(6) *Prohibited connections inspections.* An inspection to determine the compliance with prohibited connections as outlined in section 26-5(b) shall be conducted in the following instances:

(1) Whenever an interior inspection is made in connection with building, plumbing, or electrical permit or a water meter repair or replacement.

(2) Whenever the Director of Public Works or Development Services Director has evidence of a prohibited connection to the sanitary sewer.

(3) Whenever the Director of Public or Development Services Director determines that abnormally high wastewater flows have been detected in publicly owned sanitary sewer main servicing the property, and the Director of Public Works or Development Services Director have reasonable grounds to believe that the flow may have been caused by a leaking sanitary sewer lateral or a prohibited connection in the property.

(4) Upon receipt of a complaint to the Director of Public Works or Development Services Director of an alleged violation of this article.

(5) When requested by the property owner.

(6) In the event an inspection of any building is to be made pursuant to the provisions of this article, and permission is not voluntarily given to the Director of Public Works or Development Services Director or authorized representatives to make such inspection, the Director of Public Works or Development Services Director may apply for and obtain a special inspection warrant to make such inspection, as provided by Wis. Stat. § 66.0119.

2. Section 66-5.5 Noncompliance, is hereby created as follows:

Sec. 66-5-5. Noncompliance.

(1) If an inspection discloses noncompliance with this article, a noncompliance notice shall be issued by the Development Services Director setting for the areas of noncompliance and stating that the building shall be brought into compliance.

(2) Connections from prohibited foundation drains, sump pumps, downspouts, and yard drains shall be brought into compliance within 60 days of said notice.

a. Foundation drain disconnections shall result in the installation of a sump pump pursuant to Section 26-7 of this Code.

(3) Failing or leaking sanitary laterals shall be replaced within 60 days of said notice.

(4) Failure to bring the property into compliance within the appropriate time period shall be a violation of this article.

Section 3. Chapter 70, SEWER SYSTEM, is hereby amended as follows:

1. by revising **Sec. 70-2. Definitions.** as follows:

   a. by adding the following definition in alphabetical order following *Collector sewer: "Floor drain* means a drain which is installed in the floor of a structure designed to remove any standing water near it."

   b. by adding the following definition in alphabetical order following *Force main: "Foundation drain* means a system of pipes that are installed under or around the foundation or under the basement floor to collect water and move it off-site to prevent the basement from filling with ground water."

2. **Sec. 70-4. User rules and regulations.** is hereby amended as follows:

   a. by inserting the following as subsection (c)(5):

(5) Except as provided in this section, it is unlawful to discharge any stormwater, surface water, groundwater, roof runoff or surface drainage or any other connections from inflow sources to the sanitary sewer. Sewer customers connected to the city sewer system, both inside and outside the city limits shall pay a monthly inflow and infiltration clear water surcharge as determined by the Director of Public Works unless those customers have been adjudged exempt from such fee by certification that there are no existing or planned direct or indirect sump pumps, roof downspouts, foundation drains, areaway drains, or other sources of surface runoff or groundwater on the sewer customer's property to a lateral or building drain which in turn is connected directly or indirectly to a public sanitary sewer. Exemption status can be obtained by a free inspection by City staff. Upon certification of exemption, the assessment of the fee shall end after the first full monthly billing cycle after certification.

   b. by deleting the words "building drain and" and replacing them with "floor drain and" in subsection (f).

c. by adding the following clause at the end of the sentence in subsection (h): Removal of the structure shall include removal of the lateral to the property line and capping of the lateral at the property line "if the lateral is to be used again."; and adding the following as the last sentence of said subsection (h): "If the lateral will not be used again, it shall be capped or plugged at the sanitary sewer main."
d. by deleting the word "exterior" in the first line of subsection (j)(2).

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

Section 5. This ordinance shall take effect upon its passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of June, 2024.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 06/10/2024
Publication Date: _____
Effective Date: _____

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Chase K. Kuffel, PE, Assistant City Engineer
Date: June 10, 2024

RE: **Consideration and Possible Action on Updates to the City of De Pere Municipal Code to Mandate Sump Pump Installation***

Purpose Statement

The memo serves to update the Board of Public Works on the status of the Foundation Drain Disconnection Program. Included with this memo are proposed revisions to the City of De Pere Municipal Code requiring the mandate of city-wide sump pump installation for the Board's consideration and approval. A summary of municipal code revisions is included with this memo.

Updates

Phase I – Education and Outreach

Staff continues to correspond with residents about the Foundation Drain Disconnection Program. In total 955 parcels have reached out to staff regarding this program. Staff has yet to hear from 1,458 properties that were included in the program area.

Phase II – Further Field Investigation

The Building Inspection Division and Engineering Division Staff are also confirming the presence of sump pumps as part of their inspections, where applicable, and are sharing if homes would potentially be eligible for reimbursement as part of this program. As part of the last policy update for the FDDP, a preliminary inspection is now required for all homes within the program area to assist in determining if there are foundation drains present and the best steps moving forward for interested individuals. Engineering Staff are now accompanying Building Inspection Staff on preliminary inspection visits with a push camera to determine if foundation drains are present underneath the basement slab or outside of the basement foundation wall.

Phase III – Foundation Drain Disconnection Program

34 parcels have voluntarily participated in the Foundation Drain Disconnection Program and have installed sump pumps. As of May 29, 2024, $101,818.54 of the $341,873.00 in ARPA funds budgeted for sump pump installation have been expensed (30%). On average, a home that participates in the program receives less than $3,000 in reimbursement funds. Staff do not have the impression that this program is being abused by homeowners or contractors as, on average, less than three-quarters of the maximum reimbursement is being remitted.

As previously discussed with the Board of Public Works, creating a map, and mandating that 100 properties install sump pumps on an annual basis would not be feasible due to the inequity between residents in year 1 and year 20. In lieu of a scheduled program rotating throughout the City, it was determined that sump pumps should then be mandated when inflow and infiltration is found to be actively discharged from a property. These instances can be identified through the City's annual preventative maintenance and inspection program. Based on discussion with the City's Legal and Development Services Departments, the following revisions are proposed to the City of De Pere Municipal Code to mandate that all properties install sump pumps moving forward:

Chapter 26 Water and Sewer Service (Exhibit 1)

- Section 26-5 Storm Drainage
  - Subsection (b): Added that foundation drains shall not drain into the sanitary sewer.
  - Subsection (c)(2): Any person receiving a permit to connect to the storm sewer shall now notify the Director of Public Works instead of the Street Superintendent.
  - Subsection (f): add that storm sewer discharges are not to flow into the sanitary sewer.
- Section 26-7 Sump Pump Installation
  - Subsection (a): Changed the requirement for sump pumps to reflect all buildings, not just those constructed after July 17, 1973.
  - Added subsection (c) to provide exemptions for those properties that may not require sump pumps (e.g. don't currently have a foundation drain and are not discharging ground water into the sanitary sewer system).

Chapter 66 Plumbing Code (Exhibit 2)

- Section 66-5 Inspections
  - Added subsection (6) to outline times when inspections may be completed to determine if there are prohibited connections. The following instances are listed:
    - In conjunction with another permit inspection.
    - When the Director of Public Works or the Development Services Director has evidence of a prohibited connection.
    - When high wastewater flows are detected and there is reasonable grounds to believe that flow is caused by a sanitary sewer service leak.
    - Upon receipt of a complaint to the Director of Public Works or Development Services Director.
    - When requested by the property owner.
    - If permission is not granted, the Director of Public Works or Development Services Director may apply for and obtain a special inspection warrant to make said inspection.
- Created Section 66-5.5 Noncompliance
  - Failure to comply with the plumbing code may result in the issuance of notice of noncompliance by the Development Services Director.
  - After notice is issued, property owners have 60 days to disconnect any prohibited connection from a foundation drain, sump pump, yard drain or downspout to the sanitary sewer. The presence of a foundation drain will trigger the automatic

requirement for a sump pump to be installed if not already present.
- After notice is issued, property owners have 60 days to replace leaking sanitary sewer laterals.
- Failure to comply will result in a violation.

Chapter 70 Sewer System (Exhibit 3)

- Section 70-2 Definitions**:** added definitions for floor drain and foundation drain.
- Section 70-4 User Rules and Regulations
  - Added subsection (c)(5) deem the discharge of any stormwater, surface water, groundwater, roof runoff, surface drainage or any inflow to the sanitary sewer as unlawful. Failure to correct unlawful discharges may result in a monthly inflow and infiltration clear water surcharge as determined by the Director of Public Works.
  - Updated subsection (f) to replace building drain with floor drain.
  - Updated subsection (h) to outline the requirements for abandoning sewer laterals within the public right-of-way. Abandoned laterals are to be capped at the sewer main to prevent additional inflow and infiltration.
  - Updated subsection (j)(1) to clarify that any foundation drain, not just exterior foundation drains, shall not be connected to the sanitary sewer.

Next Steps

Phase I – Education and Outreach

Engineering Staff will continue to receive calls and answer property owners' questions regarding the FDDP. Staff will also continue updating the City's website and Facebook page with new information as it is made available.

Phase II – Further Field Investigation

Staff will continue to field investigate and research to verify the existence of sump pumps in the properties that indicated that they currently have sump pumps.

Phase III – Foundation Drain Disconnection Program

With approval of the Municipal Code revisions by the Board of Public Works and Common Council, staff plans to send another mailer out to all parcels within the FDDP outlining the new sump pump installation mandate. The proposed letter is included with this memo as Exhibit 4. As part of the new sump pump installation mandate, staff proposes that those properties that do not indicate they are participating in the FDDP by December 31, 2024 be ineligible for the 80% cost share for sump pump installation and foundation drain disconnection. Starting January 1, 2025, staff recommends that the cost share drop to 50% for all mandated properties as discussed at the October 9, 2023 Board of Public Works Meeting. Moving forward, this will result in staff needing to budget $200,000 per year to fund foundation drain disconnections and sump pump installations. This increase to the sewerage fund budget may result in an increase to the sewerage fund rates charged back to property owners.

Recommendation

Staff recommends that the Board approve the proposed revisions to the City of De Pere Municipal Code and the proposed mailer included as Exhibit 4. Once the municipal code revisions are approved by the Common Council, staff will mail out the program update mailer to outline the new mandate.

EXHIBIT 1

CITY OF DE PERE MUNICIPAL CODE
REVISIONS TO CHAPTER 26
WATER AND SEWER SERVICE

Chapter 26 WATER AND SEWER SERVICE

Sec. 26-1. Management of water utility.

(a) Pursuant to the provisions of Wis. Stats. § 66.0805, the city water utility shall be operated and managed by the board of public works under direct supervision of the director of public works. The board's management of such utility is under the general control and supervision of the common council.

(b) The board of public works shall have the general powers and duties in its operation and management of such utility, as provided by law; and shall adopt such rules and regulations for the management of such utility as such board deems necessary.

(Code 1974, § 8.01; Code 2001, § 26-1)

Sec. 26-2. Water main installations.

(a) Upon the installing of any water mains in any street, service lines shall also be installed.

(b) Before a street is improved by the installing of curb and gutter or permanent surfacing, water service lines shall be installed.

(c) A building site shall consist of a lot or a parcel of property, which in the opinion of the director of public works/city engineer or his or her designee is an approved building site. The location of the service line shall be determined by the director of public works/city engineer or his or her designee.

(d) Upon the installation of a service line, the public works department shall be advised of the location of the service line, and the department of public works shall keep a permanent record of the installation.

(e) The water utility shall cause the property owner benefited by the installation to be billed, if the address of the property owner is known, and the property owner shall pay the charges of the installation within 30 days after the date of the sending of the bill. If the charges are not paid within 30 days, the charges shall become a special assessment against the property benefited, shall be extended on the tax roll and collected as a special assessment, the same as for the installation of water mains.

(f) For the property benefited by the installation of the water service line there shall be no tapping charge when a connection is made to the service line.

(Code 1974, § 8.02; Code 2001, § 26-2; Ord. No. 13-17, § 15, 8-20-2013)

Sec. 26-3. Water main extensions; assessment.

Assessment for the extension of a water main shall be as provided in section 13-8.

(Code 1974, § 8.03; Code 2001, § 26-3; Ord. No. 13-17, § 7, 8-20-2013)

Sec. 26-4. Sanitary and storm sewer main extensions.

All new storm sewer and sanitary sewer main extensions within the city may be chargeable to benefited property by means of a special assessment to be levied upon the benefited property as determined by the common council pursuant to the procedures set forth in Wis. Stats. § 66.0703. Service lines (laterals) shall be

installed at the time the storm sewer and sanitary sewer main extensions are installed for each building site, and such property may be assessed for benefits derived from such installation as determined by the common council in accordance with section 13-8.

(Code 2001, § 26-4; Ord. No. 14-12, § 2, 9-16-2014)

Sec. 26-5. Storm drainage.

(a) *Clear water.* Clear water shall include water from roof drains, surface drains, foundation water drains, cistern overflows, refrigerator cooling waters and water from air conditioning equipment.

(b) *Discharge to sanitary sewers.* No person shall discharge any clear water by means of **foundation drain,** sump pump**,** or roof drains into any sanitary sewer, and no person shall permit rainwater or surface water to drain directly into any sanitary sewer.

(c) *Discharge to storm sewer.* All clear water shall discharge directly into a storm sewer where such sewer is available, and the director of public works may direct such connection if he or she deems it necessary and in the public interest.

(1) *Permit required.* No person shall open any street, alley or other public place for the purpose of connecting to a storm sewer or other terminal without first obtaining from the director of public works a written permit to open such street, alley or public place.

(2) *Inspection.* Any person receiving a permit to connect to a storm sewer shall notify the **Director of Public Works** ~~street superintendent~~ whenever the work is ready for inspection. All work shall be left uncovered until examined and approved by him or her.

(d) *Discharge to public streets.* No person shall discharge any clear water directly into a public street or alley from November 1 to March 31, inclusive. No person shall discharge any clear water directly into a public street or alley from April 1 to October 31, inclusive, without first obtaining from the director of public works, a written permit to do so.

(e) *Discharge onto sidewalks.* No person shall permit the drainage of water directly onto any sidewalk or other public area.

(f) *Other discharges.* Where a storm sewer is not available, the discharge of clear water shall be either:

(1) Into an underground conduit leading into a drainage ditch or dry well;

(2) Onto the ground surface at least one foot from the building foundation and directed toward the front or rear lot line.

Such discharge shall not be directed so as to flow **into the sanitary sewer,** on adjacent property**,** nor shall the discharge be allowed to accumulate and create ponds of standing water or other public nuisance. Nothing contained in this subsection shall act to relieve a person from complying with the other provisions of this section.

(g) *Correction; penalty.* Any person who is the owner of any building or land wherein there is a violation of the provisions of this section, shall cause the violation to be corrected within a maximum of 60 days after being notified in writing by the director of public works or sewer inspector, whose duty it shall be to enforce this section. Any person who shall thereafter continue to violate the provisions of this section shall be subject to the forfeiture provided for violation of this chapter. Nothing in this section shall preclude the city from maintaining any other appropriate action to prevent or remove a violation of this section.

(Code 1974, § 8.09; Code 2001, § 26-5; Ord. No. 13-17, §§ 13, 14, 8-20-2013)

Sec. 26-6. Storm sewer and service line (lateral) installation.

(a) *New construction.*

(1) *Installation.* Storm sewer main and lateral installation to each lot of record shall be constructed at the time of initial road improvements. The location of the lateral shall be as determined by the city engineer or designee.

(2) *Costs of installation.* The costs of such storm sewer main and lateral installation shall be paid for as provided in section 13-8.

(b) *Street reconstruction.*

(1) *Installation.* Storm sewer main and lateral installation to each lot of record shall be constructed at the time of street reconstruction in those streets which do not have storm sewer service. The location of the lateral installation shall be as determined by the city engineer or designee.

(2) *Costs of installation.* The costs of such storm sewer main and lateral installation shall be paid for as provided in section 13-8.

(c) *Street resurfacing.*

(1) *Installation.* Storm sewer main and lateral installation to each lot of record shall be constructed during street resurfacing improvements when:

a. Requested by a property owner along the street to be resurfaced; or

b. When ordered by the director of public works to address drainage issues.

The location of the lateral installation shall be as determined by the city engineer or designee.

(2) *Costs of installation.* The costs of such storm sewer main and lateral installation shall be paid for as provided in section 13-8.

(d) *Without other construction.*

(1) *Installation.* The term "mini-storm sewer" means a storm sewer main of a smaller diameter than the traditional storm sewer main, intended to provide drainage for sump pumps and backyard drains and laterals. Mini storm sewers may be installed behind the curb line when:

a. Requested by a property owner to address storm drainage issues; or

b. When ordered by the director of public works to address drainage issues.

The extent of a mini-storm sewer shall be determined by the city engineer or designee based upon the drainage needs of the immediate vicinity.

(2) *Costs of installation.* The costs of such mini-storm sewer and lateral installation shall be paid for as provided in section 13-8.

(Code 2001, § 26-5.5; Ord. No. 14-12, § 3, 9-16-2014)

Sec. 26-7. Sump pump installation.

(a) *Installation required; discharge regulated.* The installation of sump pumps shall be required in all **buildings.** ~~residential, commercial and industrial buildings constructed after July 17, 1973~~. The effluent from all sump pumps installed pursuant hereto shall be discharged directly into the storm sewer where such sewer is available or can be made available.

(b) *Permits required; inspection.* Any person applying for the plumbing permit under this chapter shall certify to the issuing officer or department that a sump pump shall be installed within such building and shall submit plans and specifications relating to the connection of such pump to the storm sewer. The plumbing inspector or other officer, prior to issuing any permits, shall review and approve such plans and specifications. Any installation and connection hereunder shall be performed in such a manner as to allow for inspection by the plumbing inspector.

(c) *Exemptions; inspection*. A sump pump shall not be required for buildings lacking pre-existing foundation drains deemed exempt from subsection (a) of this section. The plumbing inspector or other officer shall review and approve such buildings to determine if foundation drains are absent and an exemption is warranted. Correction may be warranted under sections 70-5 and 26-5 should it be found that any clear water is entering the sanitary sewer from a property previously deemed exempt by the plumbing inspector or their designee.

(Code 1974, § 8.10; Code 2001, § 26-6)

Sec. 26-8. Sewer inspector.

(a) *Qualifications.* There is hereby created an office of sewer inspector. The person chosen to fill the office of sewer inspector shall be well versed in the regulations of the city relating to storm drainage as set forth in sections 26-5 and 26-7.

(b) *Method of appointment.* The sewer inspector shall be appointed by the mayor, subject to confirmation by the common council.

(c) *Duties.* It shall be the duty of the sewer inspector to enforce the provisions of sections 26-5 and 26-7. The sewer inspector shall periodically submit to the board of public works a report on the results of his or her inspections and the status of compliance with the provisions of sections 26-5 and 26-7. In addition, the sewer inspector shall advise and assist the director of public works and his or her assistants in the discovery and solution of drainage and sewer related problems in the city.

(d) *Authority.* The sewer inspector, in the discharge of his or her duties, shall have the right to enter upon any property and have free and unobstructed access to any building or premises, or its part, during reasonable hours. He or she is hereby authorized and empowered to issue any order in the best interest of the general public to enforce compliance with sections 26-5 and 26-7, to reinspect, as provided, to determine such compliance, to issue citations for noncompliance and to commence appropriate actions to enforce the penalties provided.

(Code 1974, § 8.11; Code 2001, § 26-7; Ord. No. 13-17, §§ 13, 15, 8-20-2013)

Sec. 26-9. Water use restricted; emergency shortage; declaring bans.

(a) When the director of public works/city engineer shall advise the mayor in writing that the water supply of the city's water utility is being depleted and that normal levels of supply are not foreseen, or that a situation exists with respect to the city's water supply system requiring curtailed water use, the mayor may declare a water shortage emergency in the city and direct a ban on the use of water supplied by such facility for nonessential uses, including, but not limited to, the watering of lawns, gardens, shrubbery and other domestic plant life.

(b) The mayor may use discretion in determining the extent of the restrictions based upon the seriousness of the supply depletion or system problem and may direct a ban between specific dates or between the hours of 7:00 a.m. and 7:00 p.m.; may direct an alternating ban based on odd/even days of the month and property addresses; or may direct a ban composed of combinations of the foregoing restrictions. Any ban so imposed

by the mayor shall remain in effect until such time as the mayor is advised that water supplies are sufficient to allow for cessation of such ban, whereupon the mayor shall direct that the ban is ceased.

(c) If the mayor declines to direct the cessation of such ban after having been advised by the water utility, in writing, that the cause for such ban no longer exists, the common council may consider the matter at any meeting upon the request of any member and may, by resolution, declare the cessation of such ban.

(Code 1974, § 8.12; Code 2001, § 26-8)

Sec. 26-10. Connection to sewer and water system.

Pursuant to the provisions of Wis. Stats. § 281.45, to ensure preservation of public health, comfort and safety, any person owning property upon which buildings are used for human habitation and where such property is located adjacent to an installed sewer and water main, or in a block through which one or both of these systems extend, shall connect to such sewer or water main within the time given in such official notice to connect from the city. If such person fails or neglects to connect as required in such notice within the time prescribed, the city may cause such connection to be made and the expense of such connection assessed as a special tax against the property. Furthermore, failure of the owner of such property to connect or cause the connection to be made as required may also subject such person to a municipal forfeiture of not less than $10.00 nor more than $1,000.00 for each act of violation and each day upon which any such violation occurs shall constitute a separate offense.

(1) *Required.* Connections to the sewer and water system shall be made contemporaneous with one another provided both sewer and water service are located pursuant to the above provision.

(2) *Excavation permit required.* No person shall open any street, alley or other public place for the purpose of connection to a sewer or water main without first obtaining from the director of public works or authorized agent a permit to open such street, alley or public place. The cost for such excavation permit shall be as provided at section 22-11. Prior to issuance of such excavation permit, the applicant shall arrange for an inspection and connection to the water main by the water superintendent or designee.

(3) *Connection permit required.* No person shall make any attachment or extension of a lateral to any building without first obtaining a lateral connection permit as provided at section 66-9.

(4) *Qualified applicant.* The permits referred to in this section shall only be granted upon application by a licensed and bonded plumber authorized by the agent or owner of the premises desiring to make such connection, extension, or alteration. The applicant shall state the name of the owner and that the applicant and owner will be bound by, and subject to, the rules and regulations prescribed in this chapter, chapter 66, and any other applicable municipal or state regulation. Applications under this section shall give the exact location of the premises, the purpose of the connection, the time the work is to be done, and all other particulars reasonably required by the director of public works or designee in relation thereto.

(Code 1974, § 8.14; Code 2001, § 26-9; Ord. No. 06-06, § 1, 4-5-2006)

Sec. 26-11. Water utility rules and regulations adopted.

The rules and regulations of the water utility as approved by the state public service commission in Order Number 1610WR-1, for services rendered on and after March 3, 1980, are incorporated by reference and made a part of this chapter as though fully set forth in this section. A copy of such rules and regulations shall be filed with the city clerk.

(Code 1974, § 8.15; Code 2001, § 26-10)

Sec. 26-12. Interconnections and cross connections.

(a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Cross connection means any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the city water system, and the other, water from a private source, water of unknown or questionable safety, or steam, gases or chemicals, whereby there may be a flow from one system to the other, the direction of flow depending on the pressure differential between the two systems.

(b) *Prohibitions; exceptions.* No person shall establish or permit to be established or maintain or permit to be maintained any cross connection. No interconnection shall be established whereby potable water from a private, auxiliary or emergency water supply other than the regular public water supply of the city may enter the supply or distribution system of such municipality, unless such private, auxiliary or emergency water supply and the method of connection and use of such supply shall have been approved by the board of public works and by the state department of natural resources in accordance with Wis. Admin. Code ch. NR 811.

(c) *Inspections.*

(1) It shall be the duty of the city water utility to cause inspections to be made of all properties served by the public water system where cross connections with the public water system is deemed possible. The frequency of inspections and reinspection based on potential health hazards involved shall be as established by such utility and as approved by the state department of natural resources.

(2) Upon presentation of credentials, the representative of the city water utility shall have the right to request entry at any reasonable time to examine any property served by a connection to the public water system of the city for cross connections. On request, the owner, lessee or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping systems on such property.

(d) *Discontinuation of service.*

(1) The city water utility is hereby authorized and directed to discontinue water service to any property wherein any connection in violation of this chapter exists, and to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public water system. Water service shall be discontinued only after reasonable notice and opportunity for hearing before the board of public works except as provided in subsection (d)(2) of this section. Water service to such property shall not be restored until the cross connection has been eliminated in compliance with the provisions of this chapter.

(2) If it is determined by the city water utility that a cross connection or an emergency endangers public health, safety or welfare and requires immediate action, and a written finding to that effect is filed with the clerk and delivered to the customer's premises, service may be immediately discontinued. The customer shall have an opportunity for hearing before the board of public works within ten days of such emergency discontinuance.

(e) *Other regulations not affected.* This chapter does not supersede the state plumbing code or chapter 66 but is supplementary to them.

(Code 1974, § 8.16; Code 2001, § 26-11)

Sec. 26-13. Private well regulation.

(a) *Purpose.* The common council finds and determines that private wells are a known pathway for the entrance of contaminants into groundwater aquifers, which aquifers also supply the municipal water system. It is further determined that cross connecting of private wells and municipal water sources may lead to such contamination. Contamination of the city's water supply would severely and adversely affect the health, safety and general welfare of city residents, particularly since contamination once introduced is extremely difficult to correct. Therefore, it is necessary and in the public interest that all wells within the corporate limits of the city, whether existing or hereafter installed, shall be effectively monitored and regulated in regard to their creation, operation and abandonment as set forth in this section.

(b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Municipal water system means the system owned and operated by the city water utility for the provision to the public of piped water for human consumption.

Noncomplying means a well or pump installation which does not comply with the provisions of Wis. Admin. Code ch. NR 112, in effect at the time the well was constructed, a contamination source was discovered, the pump was installed, or work was done on either the well or pump installation.

Pump installation means the pump and related equipment used for withdrawing water from a well, including discharge piping, ground connection, pitless adapters, pressure tanks, pits, sampling faucets and well seals or caps.

Unsafe means a well or pump installation which produces water which is bacteriologically contaminated or contaminated with substances exceeding the standards of Wis. Admin. Code ch. NR 809 or 140, or for which a health advisory has been issued by the state department of natural resources.

Unused means a well or pump installation which is not in use or does not have a functional pumping system.

Well means an excavation or opening into the ground made by digging, boring, drilling, driving or other methods for the purpose of obtaining groundwater for consumption or other use.

Well abandonment means the filling and sealing of a well in accordance with the provisions of Wis. Admin. Code ch. NR 112.

(c) *Registration of wells.* No new wells shall be constructed and installed nor shall any existing well be maintained unless the wells are registered with the water utility by the owner of the property upon which the wells are located, and unless all such wells are in complete compliance with the requirements with the provisions of this section, section 26-12, and the provisions of Wis. Admin. Code ch. NR 112. The registration form shall require, at a minimum, the following information:

(1) Specific location.

(2) Age of well.

(3) Depth of well.

(4) Width of well.

(5) Type of casing.

(6) Intended use.

(d) *Permit required.* No well shall be constructed, installed or maintained unless a permit is issued by the water utility upon registration as required in subsection (c) of this section. Prior to issuance of the permit, the owner, upon the direction and supervision of the water utility, shall comply with the requirements of this section. If the water utility determines that the well conforms with the provisions of this section, a permit

not to exceed five years shall be issued. Such permit may be subject to renewal at the request of any owner of such well only upon submitting information verifying that the conditions of this section are met. Permit applications and renewals shall be made on forms provided by the water utility. In order to permit a well to be constructed, installed or maintained, or for any such permit to be renewed, the water utility must be satisfied of the following requirements:

(1) The well construction and pump installation meet or are ungraded to meet the requirements of Wis. Admin. Code ch. NR 112.

(2) The well construction and pump installation have a history of producing bacteriologically safe water as evidenced by at least two samplings taken a minimum of two weeks apart. No exception to this condition may be made for unsafe wells unless the state department of natural resources approves in writing the continued use of the well.

(3) There are no cross connections between the well and the pump installation and the municipal water system.

(4) The proposed use of the well and pump installation is reasonably justified in addition to other water provided by the municipal water system.

(e) *Permit fee.* Every person requesting a well permit shall pay a fee as determined by resolution of the common council.

(f) *Additional conditions of permit.* The right to construct, install and maintain a well as authorized by permit under this section shall be expressly conditioned upon the owners and successors in interest complying with the following:

(1) The owner shall permit the water utility or its designee access to the well for inspection and testing at any time during normal working hours.

(2) No repair or modification of any well may be performed unless prior notification is given to the water utility and the plan and resulting construction is reviewed and inspected by such utility.

(3) The city shall have the right to sample the water after completion of any such repairs or modification. Such sampling shall be at the owner's cost and may either be done by the city or by the owner at the city's direction.

(4) The city shall have the right to randomly test or to direct the owner to test the well not more than two times in any six-month period. The city may require additional testing if there is reason to believe some contamination may be present or that the results of previous tests may be invalid.

(5) The cost of any testing and sampling as provided in this section shall be paid by the owner upon invoice by the city.

(6) A permit issued in accordance with the provisions of this section shall be revoked by the water superintendent upon notice to the permittee that any of the following have occurred:

a. The owner of the well has refused access to a well for testing or has failed to follow a direction or order of the water utility in regard to testing or sampling.

b. The owner of any well has neglected to pay for any tests authorized with 30 days of billing or invoice.

c. Any test results demonstrate well contamination and do not meet reasonable health standards or are in violation of any state or municipal ordinance dealing with well operation.

d. The parties aggrieved by permit revocation may appeal the initial decision of the water superintendent to the board of public works by filing a written petition for review with the city clerk.

(g) *Well abandonment.* Upon revocation of a well permit in accordance with this section or upon voluntary determination to abandon the use of any well previously permitted hereunder, all wells under the jurisdiction of this section shall be abandoned in accordance with the procedures of Wis. Admin. Code ch. NR 112. All debris, pump, piping, unsealed liners, and other obstructions which may interfere with this sealing operations shall be removed prior to abandonment. The owner of the well or the owner's agent shall notify the water utility superintendent at least 48 hours prior to commencement of any well abandonment activities. The abandonment of the well shall be observed by the water utility superintendent and an abandonment report form, supplied by the state department of natural resources, shall be submitted by the well owner to the water utility and the state department of natural resources within ten days of the completion of the well abandonment.

(h) *Abandonment of unused or previously abandoned wells.* It shall be the responsibility of the landowner of any real property upon which a well is located to see to it that all wells located on the owner's property have been properly abandoned in accordance with the procedures of Wis. Admin. Code ch. NR 112, regardless of whether such owner has used such well. Upon discovery of any unused or previously abandoned well, the owner shall notify the water utility and comply, insofar as is practicable, with the procedures of subsection (g) of this section. In the case of a previously abandoned well, if the owner can produce proof of compliance with state well abandonment requirements to the satisfaction of the utilities manager/engineer, compliance with this section may be deemed unnecessary. Such determination shall be at the discretion of the utilities manager/engineer upon considering the present and future possibility of groundwater contamination at the well site.

(i) *Failure to properly abandon well public nuisance.* Failure to abandon any well after revocation of a permit to follow the provisions of Wis. Admin. Code ch. NR 112, in abandoning such well is hereby deemed a public nuisance, and the city may cause such well to be property abandoned and may assess the cost against the owner of the affected property and collect it as a special tax.

(j) *Penalty.* In addition to any and all other costs which may be incurred by property owner under the provisions of this section, any person who violates any provision of this section shall pay a forfeiture of not less than $100.00 nor more than $500.00. From the time of written notice of such violation, each day of continuing violation of any provision of this section shall be considered a separate violation for the purposes of imposing forfeitures stated in this subsection.

(Code 1974, § 8.17; Code 2001, § 26-12; Ord. No. 14-20, § 2, 12-16-2014)

Sec. 26-14. Water supply development charge created.

(a) *Introduction and purpose.* The purpose of this section is to establish a mechanism to recover the development costs imposed on the city by the water authority. The water authority charges the city for new connections to the city's water system in areas outside the city's boundaries as they existed on December 1, 2003. The purpose of this section is to pass those charges on to the property owner seeking the new connection since that property owner is directly responsible for the costs imposed on the city by the water authority.

(b) *Permit.* Each person, corporation, partnership, public agency, or other entity (hereinafter referred to as a water user) shall obtain a permit from the city before installing a new water meter. The city shall determine the size of the water meter necessary or appropriate to provide service to the water user.

(c) *Charge; generally.* If the new water meter is for a new connection to the city's water system in an area that was annexed or added to the city's boundaries since December 1, 2003, the water user who obtains a permit under subsection (b) of this section shall pay a water supply development charge to the city at the time of the application for the permit. Such water supply development charge shall be calculated as set forth in subsection (d) of this section and shall equal the charge imposed by the water authority on the city.

(d) *Schedule of charges.* The amount of the water supply development charge shall be based upon the size of the meter to be installed. The water supply development charge shall equal $50.00 multiplied by a factor determined by the size of meter to be installed, with a maximum charge of $260.00 per meter. The size of the meter, the appropriate factor, and the resulting water supply development charge is set forth on the following table:

Meter Size (inches)	Factor	Water Supply Development Charge
Under 1	1.0	$50.00
1	1.6	$80.00
1.5	3.0	$150.00
2 or greater	5.2	$260.00

(e) *Responsibility for payment of charges.* All required water supply development charges shall be paid in full prior to issuance of a permit under subsection (b) of this section. Payment of the water supply development charge is the responsibility of the property owner of record at the time a permit under subsection (b) of this section is requested.

(f) *Collection of charges.* Water supply development charges paid to and collected by the city shall be placed in a segregated, interest-bearing account, the water supply development charge account. Such funds shall be accounted for separately from other of the city's general and utility funds.

(g) *Payment of charges to water authority.* All funds, excluding interest, accumulated in the water supply development charge account established by the city shall be turned over to the water authority semi-annually on dates established by the water authority. The water authority shall use the funds to reduce the fixed costs of the water authority. Any interest income earned by the monies in the water supply development charge account need not be turned over to the water authority but may be used by the city to help pay administrative costs of implementing this section.

(h) *Waiver.* the city may waive the collection of a water supply development charge from any property owner if the city itself agrees to be responsible for the payment of such charge.

(Code 2001, § 26-14; Ord. No. 05-03, § 1, 1-18-2005)

Sec. 26-15. Water conservation.

(a) *Introduction and purpose.* This section is enacted in cooperation with the Central Brown County water authority (water authority) and its member communities, Allouez, Bellevue, De Pere, Howard, Town of Lawrence, and Ledgeview Sanitary District No. 2, to support the implementation of a water conservation and management plan. The goal of this conservation and management plan is to preserve the water resources of the region and to extend the value and life of the infrastructure assets used in supplying water, without jeopardizing public health, safety and welfare.

(b) *Public education.* The city shall at least once a year provide to its customers information regarding water conservation methods. Information may be provided by community newsletter, local newspaper, radio, television, new homeowners and business information packets, or information provided to students and teachers through school newsletters. The information provided shall include:

(1) Information on water consumption and use by customers;

(2) Tips on water conservation;

(3) Recommended lawn length and mowing practices;

(4) Recommended lawn care water amounts;

(5) Information on use of automatic sprinkler systems;

(6) When to water for best results;

(7) Information on flow control on hoses;

(8) Information on the impact of water usage on the environment and public water systems;

(9) Information on in-house water fixture reductions (i.e., showerhead, reduced toilet flush, laundry etc.); and

(10) Information on the impact to the public if conservation methods are not used. This information may be provided in conjunction with the water authority and other water authority members.

(c) *Determination of water shortage.* A water shortage shall be deemed to exist when the water authority advises the city and the other member communities that the water authority may not be able to supply sufficient potable water to meet the current or expected level of customer demand due to conditions not under their control. The water authority shall declare a Stage I water shortage if extreme dry weather conditions require moderate water conservation. The water authority shall declare a Stage II water shortage if continuing extreme dry weather conditions require a high level of water conservation. The water authority may also declare a Stage I or Stage II water shortage if any other circumstances, including service losses caused by equipment failure, human error, weather, or other natural disaster, constrains the water authority's water supply to less than the current level of customer demand.

(d) *Declaration of water shortage.* In the event of a water shortage as determined in subsection (c) of this section, the water authority shall issue a public declaration of the water shortage. Upon such declaration, the city shall place in effect the restrictive provisions hereinafter authorized. The city shall inform the public about the water use restrictions and the reasons for those restrictions. Information shall be provided in the same manner as set forth in subsection (b) of this section.

(e) *Mandatory conservation during Stage I water shortage.*

(1) Except as provided below, in the event the water authority declares a Stage I water shortage, it is unlawful for any person, firm, or corporation to use or permit the use of potable water within the city for any of the purposes hereinafter set forth until the water authority, by public declaration, has declared the Stage I water shortage to be lifted.

(2) Exception. Watering of lawns is restricted to the following: House numbers ending in an even number may water on even numbered days of the month. House numbers ending in an odd number may water on the odd days of the month. However, all watering must be done between the hours of 6:00 p.m. to 12:00 midnight. Watering of trees, shrubs and flowers may be done at any time using a handheld hose.

(f) *Mandatory conservation during Stage II water shortage.* In the event the water authority declares a Stage II water shortage, it is unlawful for any person, firm, or corporation to use or permit the use of potable water within the city for any of the purposes hereinafter set forth until the water authority, by public proclamation, has declared the Stage II water shortage to be lifted. No outside use of water is allowed. Outside use refers to, but is not limited to, the following:

(1) No watering of lawn, flowers or shrubs; and

(2) No washing of vehicles, recreational equipment, driveways, decks, porches or structures.

(g) *Penalties.* Any person who violates this section or any provision thereof shall be subject to a forfeiture as determined by resolution of the council, plus costs, fees, assessments and penalties as required by law. Each act of violation and every day upon which a violation occurs or continues constitutes a separate offense.

(Code 2001, § 26-15; Ord. No. 05-05, § 1, 2-1-2005; Ord. No. 14-20, § 1, 12-16-2014)

Sec. 26-16. Private water utility inspection and maintenance.

(a) *General.*

(1) Privately owned water distribution systems, as defined in Wisconsin Administrative Code (NR) Chapter 812, as may be amended from time to time, shall be responsible for ensuring that their system is inspected, maintained and operated to provide an adequate quantity of safe drinking water to those consumers served and for firefighting purposes. This responsibility includes, without limitation, maintaining or contracting for an adequate number of trained staff to perform all duties necessary and performing maintenance and replacement of water main and appurtenances when necessary to keep the facilities in good operating condition. This responsibility shall also include ensuring that sufficient fiscal resources are available for needed repairs and eventual system replacement.

(b) *Applicability.*

(1) The following water systems, located on private property, shall comply with the private water system maintenance requirements of this section if they have any of the following:

a. Systems that have a valve or a "private hydrant" as defined in Wisconsin Administrative Code (PSC) 185.12(15), as may be amended from time to time.

b. Systems that have water service to a building or a curb stop from a water main.

c. Systems that serve more than one building.

d. Systems that exceed a combined 150 feet of water main and/or service piping measured from the right-of-way.

(c) *Certified operator requirements.*

(1) Every private water system shall have a designated operator-in-charge. No person may be an operator-in-charge of a water system subclass unless that person holds a valid certificate for that subclass issued pursuant to Wisconsin Administrative Code (NR) 114.30, as may be amended from time to time.

(2) The owner of a private water system shall designate to the De Pere Water Utility the operator-in-charge of the water system and provide 24-hour per day contact information. The designated operator-in-charge shall meet the requirements stated in Wisconsin Administrative Code (NR) 114.32, as may be amended from time to time.

(3) Only the operator-in-charge, or persons supervised by the operator-in-charge shall operate the private water system. The operator-in-charge shall coordinate all private water system operations with the De Pere Water Utility providing two working days' notice before operating any private hydrant or valve.

(4) No person may use or take water from a private water system, except for the purpose of extinguishing a fire; or operate valves or hydrants; or damage or impair a private water system. Such persons shall be subject to any fine or penalty pursuant to De Pere Municipal Ordinance.

(d) *Operational requirements.*

(1) Private water systems shall be operated so as to not restrict water pressure or flow at all locations within their water distribution system under normal operating conditions.

(2) Private water systems shall maintain current fire flow studies and documentation showing the fire flow capability of the system. The private water system owner shall notify the fire chief in writing of the location of all fire hydrants that are temporarily out of service or cannot maintain 500 gpm at 20 psi at ground level.

(e) *Private water system maintenance activities.*

(1) Unless an alternate schedule is approved by the De Pere Water Utility, each private water system shall perform all the following:

a. *Valve exercising:* All distribution system valves shall be exercised, consistent with De Pere Water Utility policy, at least once every five years.

b. *Hydrant exercising:* All hydrants shall be exercised, consistent with De Pere Water Utility policy, at least once every two years.

c. *Hydrant/valve maintenance, inspection and fire flow testing:* Hydrants and valves shall be inspected annually and maintained in proper working condition, consistent with the manufacturer's recommendations, American Water Works Association (AWWA) and National Fire Protection Association (NFPA) standards. Private hydrants shall be flow tested occasionally to sufficiently demonstrate current flow rates.

d. *Flushing dead-end mains:* Mains shall be flushed to remove sediment or water of poor quality, consistent with De Pere Water Utility policy, at least once every year.

e. *Leakage detection:* Mains, valves, hydrants and services shall be inspected for leaks according to AWWA M36 water audit and loss control program, consistent with that of the De Pere Water Utility policy, at least once every 2 years. Water systems that are master metered at the right-of-way are exempt from annual leak detection maintenance requirement.

f. *Hydrant sandblasting and painting:* Hydrants shall be sandblasted, primed and painted red to signify a private water system, caps shall be color coded to the fire flow rate per NFPA Standard 291, consistent with De Pere Water Utility policy, as needed, but not to exceed once every eight to ten years.

g. *Repair leaks:* Repair any of the following leaks in the timely manner set forth below that have been identified:

- Significant surfacing leaks within eight hours.
- Surfacing leaks within eight hours to one day.
- Minor (barely visible) surfacing leaks within one day to three days.
- Non-surfacing detectable leaks within one to two weeks.

h. *Additional maintenance:* Perform all additional prudent water main and appurtenance maintenance, repairs or replacements per AWWA and NFPA as necessary to keep the facilities in good operating condition, typically within four to six weeks of detection.

i. *Cost for services performed by the City of De Pere shall be placed on the tax roll:* Should the city, its employees or contractors perform any work at the request of a private system, or perform any work for an immediate safety issue on a private water system, the city shall place a special charge for its time and expense on the tax roll of the property pursuant to Wis. Stats. § 66.0627, as may be amended from time to time, or by any other manner allowed by law.

(f) *Record keeping.* Private water systems shall provide records and documentation of private water system inspections, maintenance and operations to the De Pere Water Utility for all of the following:

(1) Provide documentation of a valid service contract that authorizes the performance of needed maintenance and emergency repair work should the need arise.

(2) Provide and maintain detailed water system as constructed plans and a list of materials, parts and equipment that such system is constructed of.

(3) Provide copies of all maintenance contracts, test records, reports and verification of payment documenting required system maintenance activities have taken place.

(Ord. No. 24-02, § 1, 1-16-2024)

EXHIBIT 2

CITY OF DE PERE MUNICIPAL CODE
REVISIONS TO CHAPTER 66
WATER AND SEWER SERVICE

Chapter 66 PLUMBING CODE

Sec. 66-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Apprentice means a person other than a master or journeyman plumber, registered as such with state division of health in compliance with the rules and regulations governing apprentices.

House sanitary drain means all underground piping inside the building and to a point three to five feet outside the building designed to convey sanitary sewage to the house sanitary sewer.

House sanitary sewer means that part of the sanitary drainage system extending from the sewer service lateral or other disposal terminal to within three to five feet outside the building designed to convey sanitary sewage to the house sanitary sewer.

House storm drain means all underground piping inside the building and to a point three to five feet outside of the building designed to convey the discharge of all roof leaders, refrigerator drains and all other clear water drains to the house storm sewer.

House storm sewer means all underground piping designed to convey the discharge of the house storm drain, surface drains, yard drains, cistern overflows and all other clear water drains to the storm sewer service lateral at the curb or other disposal terminal.

Plumbers means master and journeyman plumbers licensed by the state division of health.

Plumbing means:

(1) All piping, fixtures, appliances and appurtenances in connection with the water supply and drainage system within a building and to a point from three to five feet outside of the building.

(2) The construction and connection of any drain or waste pipe carrying domestic sewage from a point three to five feet outside the foundation walls of any building and the connection to any sewer service lateral at the curb or other disposal terminal, including private domestic sewage treatment and disposal systems and the alteration of any such system, drain or waste pipe except minor repairs to faucets, valves, pipes, appliances and the removal of stoppages.

(3) The water service piping from the building to the curb box at the street curb, alley or other terminal, and the connection of domestic hot water storage tanks, water softeners and water heaters with the water supply system.

(4) Water supply piping and plumbing appliances, including water pressure systems other than the city system and water mains and appurtenances in connection therewith.

(5) The construction of all stormwater drains from a point within three to five feet outside of the foundation wall of any building to the storm sewer at the curb or other disposal terminal. The construction and connection of all piping and appurtenances in connection with the stormwater drains within a building and to a point three to five feet outside the building.

Sewer service lateral means that part of the drainage system extending from the curb to the connection with the main sewer.

Storm sewer service lateral means that part of the stormwater drainage system extending from the curb to the main in the street.

(Code 1974, § 18.01; Code 2001, § 66-1)

Sec. 66-2. State plumbing code adopted.

Wis. Stats. ch. 145 and Wis. Admin. Code chs. SPS 381—387, together with all amendments, are adopted and by reference made a part of this chapter with the same force and effect as though set out in this section in full. Failure to comply with any of the provisions of the statutes or administrative rules, regulations and bulletins, shall constitute a violation of this chapter, punishable according to the penalties provided.

(Code 1974, § 18.02; Code 2001, § 66-2; Ord. No. 99-17, § 1, 7-20-1999)

Sec. 66-3. Plumbing inspector.

(a) *Qualifications.* There is created an office of plumbing inspector. The person chosen to fill the office of plumbing inspector shall be skilled in the designing, planning, installation, superintending and inspection of plumbing and building drainage work, and who shall have at least ten years practical experience in such work.

(b) *Duties and authority.* The plumbing inspector shall have control of the supervision and inspection of plumbing and drainage work within or in connection with all buildings within the city. He or she shall make or cause to be made all inspections of house sewers from the main sewer, or other disposal terminal to the buildings, and shall faithfully enforce all laws, ordinances and rules in relation thereto. It shall be the duty of the plumbing inspector to see that the construction, reconstruction and alteration of all plumbing, drainage and plumbing ventilation hereafter installed in all of the buildings in the city shall conform with the laws and ordinances of the state and the rules and regulations laid down by the state department of commerce and the city and that the work is done by licensed plumbers as provided by law and this chapter, and to make all inspections required thereby and in the manner therein set forth. The plumbing inspector shall have the right to enter any building during reasonable hours in the discharge of his or her duties. The plumbing inspector is empowered to exercise in the best interests of the general public such supervision over all plumbing and drainage installations as may be necessary to adequately enforce and administer the provisions of this chapter and state law and code to make plumbing safe and sanitary and to promote public welfare in all classes of buildings, private and public.

(Code 1974, § 18.03; Code 2001, § 66-3; Ord. No. 13-17, §§ 13, 15, 8-20-2013)

Sec. 66-4. Records and reports.

The plumbing inspector shall prepare suitable records and applications for the permits required, keep in his or her office a proper daily record of all transactions of his or her office, and file a monthly report covering the same with the council.

(Code 1974, § 18.04; Code 2001, § 66-4; Ord. No. 13-17, § 15, 8-20-2013)

Sec. 66-5. Inspections.

Inspections shall be made as provided for in the state code and this chapter, and shall include:

(1) Inspection of the entire house sewer and drain from the main sewer or other disposal terminal to the building, including connections at point of discharge, and the water service from curb box into building.

(2) The house drain within the building and its branches, under test as prescribed, which inspection shall be made before any part of the drain has been covered.

(3) The soil, waste and vent pipe known as roughing in, shall be inspected under test before it is enclosed or covered.

(4) Final inspection of the plumbing installation after fixtures, appurtenances and appliances have been tested and completed, and the installation is ready for use. When practical, the final inspection shall be made with the water supply serving such plumbing system turned on for such test purposes.

(5) The plumbing inspector shall furnish the owner or the plumber with a certificate of such inspection indicating whether the installation has been approved or disapproved and giving the reasons therefor in writing.

(6) *Prohibited connections inspections.* An inspection to determine the compliance with prohibited connections as outlined in section 26-5(b) shall be conducted in the following instances:

(1) Whenever an interior inspection is made in connection with building, plumbing, or electrical permit or a water meter repair or replacement.

(2) Whenever the Director of Public Works or Development Services Director has evidence of a prohibited connection to the sanitary sewer.

(3) Whenever the Director of Public Works or Development Service Director determines that abnormally high wastewater flows have been detected in publicly owned sanitary sewer main servicing the property, and the Director of Public Works or Development Services Director have reasonable grounds to believe that the flow may have been caused by a leaking sanitary sewer lateral or a prohibited connection in the property.

(4) Upon receipt of a complaint to the Director of Public Works or Development Services Director of an alleged violation of this article.

(5) When requested by the property owner.

(6) In the event an inspection of any building is to be made pursuant to the provisions of this article, and permission is not voluntarily given to the Director of Public Works or Development Services Director or authorized representatives to make such inspection, the Director of Public Works or Development Services Director may apply for and obtain a special inspection warrant to make such inspection, as provided by Wis. Stats. 66.0119.

(Code 1974, § 18.05; Code 2001, § 66-5)

Sec. 66-5.5. Noncompliance

(1) If an inspection discloses noncompliance with this article, a noncompliance notice shall be issued by the Development Services Director setting forth the areas of noncompliance and stating that the building shall be brought into compliance.

(2) Connections from prohibited foundation drains, sump pumps, downspouts, and yard drains shall be brought into compliance within 60 days of said notice.

a. Foundation drain disconnections shall result in the installation of a sump pump pursuant to Section 26-7 of this code

(3) Failing or leaking sanitary laterals shall be replaced within 60 days of said notice.

(4) Failure to bring the property into compliance within the appropriate time period shall be a violation of this article.

Sec. 66-6. Notice of inspection.

Whenever any work is ready for inspection the plumbing inspector shall be notified by the plumber in charge, specifying the location by street number or land description. Unless especially permitted by the plumbing inspector, all work, either plumbing, water supply piping, house sewers or drainage shall be left uncovered until examined and approved by him or her. The plumber in charge shall make such arrangements as will enable the inspector to reach all parts of the building readily and shall have present the proper apparatus and appliances for making the tests and shall furnish all materials and perform all labor in making such tests as required for proper inspection. When inspection is desired, the request shall be made by phone, in person, or in writing during office hours.

(Code 1974, § 18.06; Code 2001, § 66-6; Ord. No. 13-17, § 14, 8-20-2013)

Sec. 66-7. Plumbing permits.

(a) *Required.* No person shall engage in any plumbing work in any building, make any connection with any building, sewer or drains, or do any other plumbing work required by this chapter or any state administrative code without first making application and paying the requisite fee for a plumbing permit under this section. The plumbing inspector may require plans and specifications prior to approval of any permit. The permit may be issued by a designee of the plumbing inspector. The fee for such permit shall be as provided in this section.

(b) *Restrictions.* No person will be granted a permit by the plumbing inspector to do plumbing or drainage work until such individual has made application for and received a permit to connect with the public sewer system. No permit will be issued to anyone not licensed and bonded, where applicable, or who has failed to renew such license and bond or had failed to comply with the provisions of this chapter. No permit will be issued to any plumber or person against whom any order issued by the plumbing inspector is pending.

(c) *Denial.* No permit shall be issued to anyone during the time that the person has failed to remedy any defect work after proper notification by the plumbing inspector. Such notice shall state that the applicant has been held responsible for defective work under the provisions of this chapter. Bad faith or unreasonable delay in the performance of plumbing or drainage work or failure to respond promptly to official communication shall be deemed as sufficient reason for withholding permits, and a master plumber shall be held responsible for violations of these regulations by himself or herself or any of his or her employees.

(d) *Fees.* At the time the application for a plumbing permit is filed, the applicant shall pay such fees for such services as are determined by resolution of the common council. Such fees include late fees, inspection fees, and fees for expedited process.

(e) *Expiration.* All permits are good for a continuous performance of the work named thereon. Permits will automatically expire when work ceases for a period of 60 days without good and reasonable cause and will automatically expire upon completion of work for which it was issued.

(Code 1974, § 18.07; Code 2001, § 66-7; Ord. No. 99-33, §§ 3—5, 12-21-1999; Ord. No. 02-20, § 6, 7-16-2002; Ord. No. 06-33, § 9, 11-8-2006; Ord. No. 13-17, §§ 14, 15, 8-20-2013)

Sec. 66-8. Registration of plumbers.

(a) *Required.* Any person who engages in, or works at, the business of plumbing in the city, either as a master, journeyman or apprentice plumber, before engaging in such work shall register his or her full name and address with the plumbing inspector. Such registration shall be renewed in January each year.

(b) *Property owner.* A property owner may do plumbing on or in an existing residence occupied by him or her as his or her principal residence without being licensed therefor. This section shall not apply to connections to municipal storm or sanitary sewers or water mains or their laterals.

(Code 1974, § 18.08; Code 2001, § 66-8; Ord. No. 13-17, §§ 14, 15, 8-20-2013)

Sec. 66-9. Sewer connections.

(a) *Supervision.* All sanitary and storm sewer connections is under the supervision of the plumbing inspector and department of public works. No laying, relaying, opening or connection to a sewer service lateral or main shall be permitted except upon gaining the permits required under this section and subject to direct supervision and inspection by the above-referenced offices.

(b) *Permits.* No person shall open any street, alley or other place for the purpose of connecting to a storm or sanitary sewer lateral main or other terminal without first obtaining from the director of public works or his or her authorized agent the permits required by this section.

(1) *Excavation permit.* Prior to excavating for the purpose of connecting to a sewer lateral main or other terminal within the public rights-of-way, the applicant shall obtain from the director of public works or his or her authorized agent a permit to open any street, alley or public place. This permit shall be acquired at the municipal service center and, at the time of issuance of such permit, arrangements shall be made for inspection of such connection. The fee for the excavation permit shall be as provided in section 22-11.

(2) *Lateral connection permit.* No person shall connect to any sewer or water lateral or other disposal terminal, lay any sanitary or storm sewer or drain or make any attachment or extension to any old drain or sewer, private or public, inside or outside of the building, without first obtaining from the plumbing inspector or his or her authorized agent a permit under this section. The plumbing inspector may require any plans he or she deems necessary to determine the adequacy of any such connection before issuing a sewer lateral connection permit. The fee for a lateral connection permit shall be as determined by resolution of the common council.

(3) *Authorized persons only.* Permits under this section shall be granted only upon application by licensed and bonded master plumbers or plumbers possessing a restricted sewer license where such persons are authorized by agent or owner of the premises desiring to make the connection, extension or alteration. The applicant shall state the name of the owner and that the applicant and the owner will be bound and subject to the rules and regulations provided by this chapter and all other relevant state administrative code provisions and giving the exact location of the premises, stating the purpose for which such connection or extension or alteration is to be used, the time the work is to be done, and all other particulars with respect thereto as may be reasonably required by the director of public works or plumbing inspector.

(Code 1974, § 18.09; Code 2001, § 66-9; Ord. No. 99-33, § 6, 12-21-1999; Ord. No. 02-20, § 7, 7-16-2002; Ord. No. 13-17, §§ 9, 13, 15, 8-20-2013)

Sec. 66-10. Record of sewer connections.

(a) *Recordkeeping.* The plumbing inspector with the cooperation of the director of public works shall keep a proper sewer connection record in a book, card index or plat provided for that purpose showing the location of the lot, the name of the owner of the premises desiring to make such connection and the master plumber proposing to lay the sewer or drain, and the exact location with the public sewer of each drain or sewer so laid.

(b) *Depth of sewer and location of junction.* Information concerning the sizes, locations and depths of public and private sewers or drains and the position of the branch, junction and appurtenances will be furnished by the director of public works upon request. All reasonable care will be taken to ensure the correctness of such information, but such correctness will not be guaranteed under any circumstances. When in accordance with the measurements furnished, the junction is not found, a slant connection with a one-eighth bend shall be used, and such connection shall be made under the direction of the plumbing inspector.

(Code 1974, § 18.10; Code 2001, § 66-10)

Sec. 66-11. Construction of house sewers and building drains.

(a) *Separate drains for each building and exceptions.* Every building must be separately and independently connected with the street sewer, except in cases where a house or accessory building stands in the rear of a principal building.

(b) *Minimum size of building sanitary and storm sewers.* All building sewers shall be sized to serve the needs of the premises. No house sewer shall be less than four inches inside diameter.

(c) *Types of sanitary and storm sewer pipe.*

(1) All new and existing sanitary and storm sewer piping extending from the main sewer or other disposal terminal to within three to five feet of the outside of the foundation wall of any building must consist of listed schedule 40 PVC or other approved material under state law.

a. All new building storm sewers shall be a minimum of four-inch, schedule 35, or other approved and listed material.

b. All underground building drains shall be laid on original or firm ground or thoroughly compacted material. Initial backfill on the sides of the pipe and to a depth of 12 inches over the pipe shall be sand, gravel or crushed stone.

c. An approved and listed tracer wire for direct burial shall be installed per manufacturers requirements to all new nonmetallic sanitary sewer, storm sewer and water service piping.

1. Tracer wire shall be provided to serve the water service, sanitary sewer and storm sewer and brought up at the building exterior. An extra 18 inches of tracer wire shall be provided at the termination point for access and protected with one-inch PVC raceway to a depth of 18 inches below grade.

2. Tracer wire shall be provided with access points at a minimum 400 fee and/or have an access point at the building exterior and brought up to grade. An approved splice shall be made at the curb stop, sanitary lateral and storm lateral.

3. All splices shall be made in accordance with the manufacturer's requirements or using compression type connections.

4. Sewer contractor shall leave an extra 20 feet of tracer wire at the termination of the storm sewer at the trench line and brought up to grade at the storm riser prior to backfilling the foundation.

(2) All new and existing building sanitary and storm drains shall consist of an approved and listed material under state law.

(3) To prevent backflow of groundwater where there is evidence of substantial groundwater in clays soils, a minimum six-foot long clay dam shall be installed between the building foundation and the lateral connection prior to backfilling of a sanitary sewer.

(d) *Cleanouts.* Where required:

(1) All gravity horizontal drains within or under a building shall be accessible through a cleanout. The developed length of drain piping between cleanouts shall not exceed 75 feet. Cleanouts in drains stacks 28 to 60 inches off the floor may serve horizontal drains.

(2) Sanitary building sewers. Sanitary building sewers six inches or less in diameter shall be provided with cleanouts and manholes such that cleanouts are located not more than 100 feet apart and manholes are located not more than 400 feet apart.

(e) *Drain ends and connections guarded.* The ends of all sewers and drain piping not immediately connected, and the open ends of all abandoned sewers shall be securely closed to prevent the introduction of sand or earth.

(f) *Defective or inferior pipe.* No master plumber or other authorized persons shall lay and connect with any public sewer a pipe that is cracked, damaged or of an inferior grade or quality under penalty as is provided in this chapter.

(g) *Roots in sewers.* When it becomes necessary to dig up vitrified clay or other type building sewers because of stoppages by tree roots, such sewer shall be replaced in its full length with Schedule 40 PVC pipe or other approved and listed material under state law.

(h) *Drains conveying industrial wastes.* No person shall connect any public garage, factory, brewery, distillery, stockyard, slaughterhouse, tannery or other building or establishment of any kind by any drain or sewer with the main sewer, through which it is intended or designed to discharge any offal, garbage, filth or other solid refuse or through which substance may be discharged into the main sewer, unless such installations are provided with an adequate intercepting appliance approved by the plumbing inspector. Piping for industrial plants or like buildings must convey such wastes separately to a predetermined point so that the restricted wastes may be treated prior to discharge into the house sewer or public sewer. (Also see restricted wastes and appliances as contained in the state code.)

Note: The attention of owners, architects, engineers and plumbers is directed to the above provisions. For additional information consult the plumbing inspector.

(i) *Catchbasins or floor drains.* All building catchbasins or floor drains shall be of a design approved by the plumbing inspector and discharge to a sanitary sewer. Catchbasins shall be placed on private property. Garage floor drains shall connect to the sanitary sewer and shall not be connected to foundation drains nor to a clear water sump.

(j) *Grease traps and interceptors.* Grease traps or grease interceptors shall be installed wherever greasy wastes from pot or dishwashing sinks and appliances are discharged into a building drain or sewer and shall be approved and listed under state law. All grease traps shall be readily accessible, maintained and cleaned.

(k) *Drains discharging obnoxious liquids.* No person shall connect any premises with any drain or sewer entering into the main sewer through which any obnoxious, explosive or odorous liquids or substance may be discharged into the main sewer.

(l) *Backwater valve required.*

(1) Backwater protection. An approved backwater valve shall be installed in the sanitary sewer or building drain of every new building subject to backflow and shall be so located as to be readily accessible.

(2) Backwater valves, when fully opened, shall have the capacity not less than that of pipes in which installed.

(Code 1974, § 18.11; Code 2001, § 66-11; Ord. No. 08-32, § 1, 11-18-2008)

Sec. 66-12. Access to premises.

The plumbing inspector or his or her authorized agent upon written order from such plumbing inspector stating the reason therefor, and within a reasonable time from the presentation of such order shall have free and unobstructed access to any part of a private home or premises where a house sewer or drain, plumbing or appliances in connection therewith have been installed, between the hours of 9:00 a.m. and 6:00 p.m. and free access at any time to any building under construction or any public building without notification, if the conditions warrant doing so, for the purpose of examining plumbing, water supply piping and appliances and the construction, condition and usage with relation to sewage or waste disposal.

(Code 1974, § 18.12; Code 2001, § 66-12; Ord. No. 13-17, § 15, 8-20-2013)

Sec. 66-13. Water supply systems.

In addition to those regulations referred to in section 66-2, the following requirements are imposed upon the installation of water supply systems:

(1) The water meter shall be installed downstream from the control valve and shall:

a. Be a maximum of 12 inches from the control valve; and

b. Be a minimum of 18 inches and a maximum of 48 inches above the floor.

(2) The water meter shall be accessible.

(3) If plastic is utilized in the water service, the pipe/water meter shall be securely fastened or mounted to a rigid support.

(Code 2001, § 66-13; Ord. No. 99-17, § 2, 7-20-1999)

EXHIBIT 3

CITY OF DE PERE MUNICIPAL CODE
REVISIONS TO CHAPTER 70
WATER AND SEWER SERVICE

Chapter 70 SEWER SYSTEM

Sec. 70-1. Purpose, intent and objectives.

(a) The purpose of this chapter is to promote and protect the public health, safety and general welfare of the citizenry of the city, to enhance aquatic life, scenic and ecological values and enhance municipal, industrial and recreational use of water.

(b) The city adopts and incorporates herein the Green Bay Metropolitan Sewerage District (GBMSD) Sewer Use Ordinance, dated March 2, 2006, as may be amended from time to time. In case of a direct conflict between this chapter and the GBMSD sewer use ordinance, the terms and conditions of the GBMSD sewer use ordinance shall prevail.

(c) The objectives of this chapter are to:

(1) Prevent the introduction of pollutants into the city wastewater system which will interfere with the normal operation of the system;

(2) Prevent the introduction of pollutants into the wastewater system which do not receive adequate treatment at the GBMSD, and which will pass through the system into receiving waters or the atmosphere or otherwise be incompatible with the system.

(d) Pursuant to Wis. Stats. § 66.0813(3), the city limits its wastewater treatment service area to the corporate limits of the city as the same exists as of the effective date of the ordinance from which this chapter is derived. This section does not limit the obligation to serve as it existed as of the effective date of the ordinance from which this chapter is derived. This section may be amended to expand such service area as provided in Wis. Stats. § 66.0813(3).

(Code 2001, § 70-1; Ord. No. 07-31, § 1, 12-18-2007)

Sec. 70-2. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Approving authority means the board of public works of the city.

Biochemical oxygen demand (BOD) means the quantity of oxygen utilized in the biochemical oxidation of organic matter in five days at 20 degrees centigrade, expressed as milligrams per liter. Quantitative determination of BOD shall be made in accordance with procedures set forth in 40 CFR 136.

Building drain means that part of the lowest horizontal piping of a drainage system which receives the discharge from soil, waste, and other drainage pipes inside the walls of the building and conveys it to the lateral.

Compatible pollutants means biochemical oxygen demand, suspended solids, phosphorus, ammonia, or pH, plus additional pollutants identified in the WPDES permit for the publicly owned treatment works receiving the pollutants if such works were designed to treat such additional pollutants to a substantial degree.

Debt service charge means a charge levied on the users of the sewer utility for the retirement of capital expenditures.

Floatable oil is oil, fat or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. A wastewater shall be considered free of floatable fat if it is properly pretreated and the wastewater does not interfere with the collection or treatment system.

Garbage means the residue from the preparation, cooking, and dispensing of food, and from the handling, storage, and sale of food products and produce.

GBMSD means the Green Bay Metropolitan Sewerage District.

Ground garbage means the residue from the preparation, cooking, and dispensing of food that has been shredded to such degree that all particles will be no greater than one-half inch in any dimension and will be carried freely in suspension under normal flow conditions in public sewers.

Incompatible pollutants or wastewater means wastewater with pollutants or of such a strength that will adversely affect or disrupt the wastewater treatment processes or effluent quality or sludge quality if discharged to a wastewater treatment sewerage system facility.

Industrial waste means the wastewater from industrial process, trade, or business, as distinct from sanitary sewage, and the discharge from sewage pretreatment facilities.

Lateral means the extension from the public sewer or other place of disposal beginning outside the building wall.

Municipal wastewater means the spent water of a community. From the standpoint of source, it may be a combination of the liquid- and water-carried wastes from residences, commercial buildings, industrial plants and institutions, together with any groundwater, surface water, and stormwater that may have inadvertently entered the sewerage system.

Natural outlet means any outlet, including storm sewers, into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

Parts per million shall be a weight-to-weight ratio; the parts per million value multiplied by the factor 8.34 shall be equivalent to pounds per million gallons of water.

pH means the logarithm of the reciprocal of the hydrogen ion concentration. The concentration is the weight of hydrogen ions, in moles per liter of solution. Neutral water, for example, has a pH value of seven and a hydrogen ion concentration of 10^{-7}.

Phosphorus means elemental phosphorus determined by and in accordance with the procedure set forth in 40 CFR 136.

Pollutant means contaminant present in wastewater, including, but not limited to, dredged spoil, solid waste, incinerator residue, sewage, garbage refuse, oil, solvents, flammables, sewage sludge, munitions, chemical wastes, biological materials, radioactive substances, heat, wrecked or discarded equipment, rocks, sand, soil, toxic substances and residential, commercial, industrial, or agricultural waste.

Pretreatment means the reduction, elimination or the alteration of pollutant properties prior to, or in lieu of, discharge into the sanitary sewer.

Public sewer means a sewer which is provided by or subject to the jurisdiction of the city and will consist of the following increments:

Collector sewer means a sewer whose primary purpose is to collect wastewaters from individual point source discharges.

***Floor drain* means a drain which is installed in the floor of a structure designed to remove any standing water near it.**

Force main means a pipe which wastewater is carried under pressure.

***Foundation drain* means a system of pipes that are installed under or around the foundation or under the basement floor to collect water and move it off-site to prevent the basement from filling with ground water.**

Interceptor sewer means a sewer whose primary purpose is to transport wastewater from collector sewers to a treatment facility.

Pumping station means a station positioned in the public sewer service at which wastewater is pumped to a higher level.

Sanitary sewage means a combination of liquid- and water-carried wastes discharged from toilets and sanitary plumbing facilities, together with such groundwaters, surface waters, and stormwaters as may have inadvertently entered the sewerage system.

Sanitary sewer means a sewer that carries liquid- and water-carried wastes from residences, commercial buildings, industrial plants, and institutions, together with small quantities of groundwaters, surface waters, and stormwaters that are not admitted intentionally.

Septage means the wastewater or contents of septic or holding tanks, dosing chambers, grease interceptors, seepage beds, seepage pits, seepage trenches, privies or portable restrooms. Septage does not include waste disposed at an authorized and designated dumping station for recreational vehicles.

Sewage means the spent water of a community. The preferred term is "municipal wastewater."

Sewerage system means all structures, conduits and pipes, by which sewage is collected, treated, and disposed of, except plumbing inside and in connection with buildings served, and service pipes, from building to street main.

Sewer service areas means the areas presently served by the municipal wastewater sewage collection system and those areas within the city identified by the current county sewage plan.

Sewer service charge means a service charge levied on users of the wastewater collection and treatment facilities for payment of use-related capital expenses as well as the operation and maintenance costs, including replacement costs associated with the facilities.

Sewer system means the common sanitary sewers within a sewerage system which are primarily installed to receive wastewaters directly from facilities which convey wastewater from individual structures or from private property, and which include service connection "Y" fittings designed for connection with those facilities. The facilities which convey wastewater from individual structures, from private property to the public sanitary sewer, or its equivalent, are specifically excluded from the definition of the term "sewerage collection system."

Sewer utility means the sewer collection system components owned by the city.

Slug load means any substance released at a discharge rate and concentration which causes interference to wastewater treatment processes or plugging or surcharging of the sewer system.

Standard Methods means the examination and analytical procedures set forth in the most recent edition of Standard Methods for the Examination of Water, Sewage, and Industrial Wastes published jointly by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.

Storm drain or *storm sewer* means drain or sewer for conveying surface water, groundwater, subsurface water or unpolluted water from any source.

Stormwater runoff means that portion of the rainfall that is collected and drained into the storm sewers.

Suspended solids means solids that either float on the surface of, or are in suspension in, water, wastewater, septage, or other liquids, and that is removable by laboratory filtering as prescribed in 40 CFR 136 and is referred to as nonfilterable residue.

Total Kjeldahl Nitrogen (TKN) means the sum of free ammonia and organic nitrogen compounds as determined by standard laboratory procedures in accordance with 40 CFR 136, as amended from time to time. TKN is a measurable quantity which will be used as billing parameter for billing ammonia treatment costs.

Unpolluted water means water of quality equal or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.

Wastewater facilities means the structures, equipment, and processes required to collect, measure, meter, carry away, store, and treat domestic and industrial wastes and dispose of the effluent.

Wastewater treatment works means an arrangement of devices and structures for treating wastewater, septage, industrial wastes, and sludge. Sometimes used as synonymous with waste treatment. In the case of the city sewer utility, these facilities are owned by GBMSD.

Watercourse means a natural or artificial channel for the passage of water, either continuously or intermittently.

Wisconsin Pollutant Discharge Elimination System (WPDES) permit is a document issued by the state department of natural resources which establishes effluent limitations and monitoring requirements for a wastewater treatment facility.

(Code 2001, § 70-2; Ord. No. 07-31, § 1, 12-18-2007)

Sec. 70-3. Management, operation, and control.

The management, operation, and control of the sewer system for the city is vested in the board of public works; all records, minutes and all written proceedings thereof shall be kept by the director of public works and all financial records shall be kept by the city finance director.

(Code 2001, § 70-3; Ord. No. 07-31, § 1, 12-18-2007)

Sec. 70-4. User rules and regulations.

(a) *General.* The rules, regulations, and sewer rates of the city set forth herein or as amended by the city, shall be considered a part of the contract with every person, company or corporation who is connected to or uses the city sewer system and every such person, company or corporation, by connecting with the sewer system, shall be considered as expressing his or her or their assent to be bound thereby.

  (1) Whenever any of such rules and regulations are violated, the use or service may be shut off from the building or place of such violation (even though two or more parties are receiving service through the same connection) and may not be re-established except by order of the common council and on payment of all arrears, the costs, expenses and established charges of shutting off and putting on, and such other terms as the common council may determine, and a satisfactory understanding with the party that no further cause for complaint shall arise.

  (2) The right is reserved to the common council to change the rules, regulations, and sewer rates from time to time as they may deem advisable; and to make special rates and contracts in all proper cases.

(b) *Plumbers.* No plumber, pipe fitter, or other person will be permitted to do any plumbing or pipe fitting work in connection with the sewer system without first receiving a license from the state and obtaining permission from the building inspection department. All service connections to the sewer main shall comply with state plumbing code.

(c) *Use of public sewers required.*

(1) It is unlawful for any person to place, deposit or permit to be deposited in any unsanitary manner on public or private property within the city, or in any area under the jurisdiction of the city's sewer utility, any human or animal excrement, garbage or other objectionable waste.

(2) It is unlawful to discharge to any natural outlet within the city, or in any area under the jurisdiction of the city's sewer utility, any sewage or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this chapter and the NPDES permit.

(3) Except as provided in this section, it is unlawful to construct or maintain any privy, privy vault, septic tank, cesspool or other facility intended or used for the disposal of sewage, except where public sewerage is not available and the required permits have been obtained.

(4) The owner of all houses, buildings or properties used for human occupancy, employment, recreation or other purposes situated within the city and abutting on any street, alley or right-of-way in which there is now located, or may in the future be located, any public sanitary sewer of the city, is required, at his or her expense, to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this chapter within 30 days of written notice to do so upon failure to do so, the city may cause such connection to be made and charge the property for such costs as a special charge under Wis. Stats. § 66.0627.

(5) Except as provided in this section, it is unlawful to discharge any stormwater, surface water, groundwater, roof runoff or surface drainage or any other connections from inflow sources to the sanitary sewer. Sewer customers connected to the city sewer system, both inside and outside the city limits shall pay a monthly inflow and infiltration clear water surcharge as determined by the Director of Public Works unless those customers have been adjudged exempt from such fee by certification that there are no existing or planned direct or indirect sump pumps, roof downspouts, foundation drains, areaway drains, or other sources of surface runoff or groundwater on the sewer customer's property to a lateral or building drain which in turn is connected directly or indirectly to a public sanitary sewer. Exemption status can be obtained by a free inspection by City staff. Upon certification of exemption, the assessment of the fee shall end after the first full monthly billing cycle after certification.

(d) *Water metering.* Public and private water systems shall be metered within five days for connecting the lateral system to the sanitary sewer system. The owner shall be responsible for preparing the water piping for meter installation and contacting the city water utility to install the meter. Failure to install the metering will initiate a bill for sewer usage of $50.00 a month from the time of sewer connection.

(e) *Application for sewer service.*

(1) No unauthorized person shall uncover, make any connections with, or opening into, use, alter, or disturb any sewer main or appurtenance thereof without first obtaining a written permit from the department of public works.

(2) Every person desiring to connect to the sewer system shall file an application in writing with the department of public works on such forms as is prescribed for that purpose. The application must state fully and truthfully all the wastes which will be discharged. If the applicant is not the owner of the premises, the written consent of the owner must accompany the application. Person connected to the sewer system of the city sewer utility are referred to herein as "users."

(3) There shall be two classes of lateral permits:

a. For residential and commercial service; and

b. For service to establishments producing industrial wastes.

In either case, the person shall make application on a special form furnished by the city. The permit application shall be supplemented by any plans, specifications or other information considered

pertinent in the judgment of the city. A permit and inspection fee for a lateral permit shall be paid to the city at the time the application is filed. The industry, as a condition of permit authorization, must provide information describing its wastewater constituents, characteristics and type of facility.

(4) A lateral permit will be issued and a sewer connection shall only be allowed if it can be demonstrated that the downstream sewerage facilities, including sewers, pump stations and wastewater treatment facilities have sufficient reserve capacity to adequately and efficiently handle the additional anticipated waste load.

(5) If, in the opinion of the city, insufficient reserve capacity exists to adequately and efficiently handle the additional waste loads anticipated from a new industrial connection, such authority may:

a. Refuse to issue the sewer permit.

b. Require additional time before issuing the permit to increase the capacity of the sewer system so as to possess the capability to adequately and efficiently handle the additional anticipated waste load.

(6) If the type or volume of material from industrial property for which a sewer permit was previously granted shall materially and substantially change, the person granted such permit previously shall, upon order of the city:

a. Make a new application to the utility in the same manner and form as previously made;

b. Cease and desist from such discharge or be subject to disconnection, fine and other penalties provided by this chapter.

(7) The size, slope, alignment and materials of construction of a lateral, and the methods to be used in excavating, placing of the pipe, jointing, testing and backfilling the trench, shall all conform to the requirements of the building and plumbing codes or other applicable rules and regulations of the city. In the absence of code provisions, or in amplification thereof, the materials and procedures set forth in appropriate specifications of the American Practice No. 9 and the Wisconsin Administrative Code shall apply.

(8) All costs and expenses incident to the installation and connection of the lateral shall be borne by the owner. The owner shall indemnify the city from any loss or damage that may be directly or indirectly occasioned by the installation of the lateral.

(f) *User to keep in repair.* All users shall keep their own service pipes in good repair and protected from frost, at their own risk and expense, and shall prevent any unnecessary overburdening of the sewer system. The service pipe shall be defined to be the ~~building drain and~~ **floor drain and** lateral pipe extending from the building to the main line sewer.

(g) *User use only.* No user shall allow others or other services to connect to the sewer system through his or her lateral.

(h) *Vacating of premises and discontinuance of service.* Whenever premises served by the system are to be vacated, or whenever any person desires to discontinue service from the system, the city must be notified. Removal of the structure shall include removal of the lateral to the property line and capping of the lateral at the property line **if the lateral is to be used again**. The owner of the premises shall be liable for any damages to the property of the system other than through the fault of the system or its employees, representatives, or agents. **If the lateral will not be used again, it shall be capped or plugged at the sanitary sewer main.**

(i) *User to permit inspection.* Every user shall permit the city sewer utility or its duly authorized agent, at all reasonable hours of the day, to enter their premises or building to examine the pipes and fixtures, and the manner in which the drains, and sewer connections operate.

(j) *Construction.*

(1) Whenever possible, the lateral shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by a means which is approved by the city.

(2) No person shall make connection of roof downspouts, ~~exterior~~ foundation drains, areaway drains, or other sources of surface runoff or groundwater to a lateral or building drain which in turn is connected directly or indirectly to a public sanitary sewer.

(3) The applicant for the lateral permit shall notify the city when the lateral is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the city or their representative.

(4) All excavations for lateral installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the city.

(k) *Installation of house laterals.* All service pipes (laterals) on private property will be installed in accordance with Wis. Admin. Code ch. SPS 382. As required by Wis. Admin. Code ch. SPS 382, all laterals shall be inspected as follows: The lateral and private interceptor main sewer shall be inspected upon completion of placement of the pipe and before backfilling and tested before or after backfilling. Prior to installation of any service the applicant shall obtain inspection permits from the building/plumbing inspector.

(l) *Septage acceptance location.* No septage shall be discharged to the city's sewerage system.

(m) *Additional authority.* The city may at any time establish specific connection and lateral charges for any main not covered by any other provisions in this chapter. In addition, the city may amend or alter any connection or lateral charge after its establishment under the terms of this chapter or previous ordinance or resolution.

(Code 2001, § 70-4; Ord. No. 07-31, § 1, 12-18-2007; Ord. No. 13-17, §§ 10, 15, 8-20-2013)

Sec. 70-5. Use of the public sewerage system.

(a) *General discharge prohibitions.* No discharger shall contribute or cause to be discharged, directly or indirectly, any of the following described substances into the wastewater disposal system or otherwise to the facilities of the city:

(1) Any liquids, solids or gases which my reason of their nature or quantity are, or may be, sufficient either alone or by interaction to cause fire or explosion or be injurious in any other way to the operation of the city wastewater facilities or the GBMSD wastewater treatment works.

(2) Solid or viscous substances which will or may cause obstruction to the flow in a sewer or other interference with the operation of the wastewater system.

(3) Any wastewater having a pH less than 5.0 or higher than 9.0 or having any other corrosive property capable of causing damage or hazard to structures, equipment, or personnel of the system.

(4) a. Any wastewater containing toxic pollutants in sufficient quantity, either singly or by interaction to injure or interfere with any wastewater treatment process, constitute a hazard to humans or animals, or to exceed the limitation set forth in state or federal categorical pretreatment standards.

b. A toxic pollutant shall include, but not be limited to, any pollutant identified in the toxic pollutant list set forth in Wis. Admin. Code ch. NR 215.

(5) Any noxious or malodorous liquids, gases, or solids which either singly or by interaction are capable of creating a public nuisance or hazard to life or are sufficient to prevent entry into the sewers for their maintenance and repair.

(6) Any substance which may cause the city and GBMSD effluent or treatment residues, sludges, or scums, to be unsuitable for reclamation and reuse or to interfere with the reclamation process.

(7) Any substance which will cause the city and GBMSD to violate its WPDES and other disposal system permits.

(8) Any substance with objectionable color not removed in the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions.

(9) Any wastewater having a temperature which will inhibit biological activity in the GBMSD wastewater treatment works resulting in interference; but in no case, wastewater with a temperature at the introduction into GBMSD wastewater treatment works which exceeds 65 degrees Celsius (150 degrees Fahrenheit).

(10) Any slug load, which means any pollutant, including oxygen demanding pollutants (BOD, etc.), released in a single extraordinary discharge episode of such volume or strength as to cause interference to GBMSD's wastewater treatment works.

(11) Any unpolluted water, including, but not limited to, non-contact cooling water.

(12) Any wastewater containing any radioactive wastes or isotopes of such half-life or concentration as exceed limits established by the authority in compliance with applicable state or federal regulations.

(13) Any wastewater which causes a hazard to human life or creates a public nuisance.

(14) Any stormwater, surface water, groundwater, roof runoff or surface drainage or any other connections from inflow sources to the sanitary sewer. Such waters may be discharged to a storm sewer or other waterway with permission of the city.

(15) Any discharge into the sanitary sewerage system that is in violation of the requirements of GBMSD's ordinances and WPDES permit and the modifications thereof.

(16) All restaurants are required to install and maintain grease interceptors in accordance with the state plumbing code.

(17) It is unlawful to discharge to any natural waterway within the sewer utility jurisdiction or in any area under the jurisdiction of the sewer utility any sewage or other polluted waters, without first obtaining a WPDES permit.

(b) *Limitations on wastewater strength.*

(1) *National Categorical Pretreatment Standards.* National Categorical Pretreatment Standards as promulgated by the U.S. Environmental Protection Agency shall be met by all dischargers of the regulated industrial categories.

(2) *State requirements.* State requirements and limitations on discharges to GBMSD shall be met by all dischargers which are subject to such standards in any instance in which they are more stringent than federal requirements and limitations or those in this or any other applicable ordinance.

(3) *Green Bay Metropolitan Sewerage District requirements.* GBMSD requirements and limitations on discharges to GBMSD publicly owned treatment works shall be met by all dischargers.

(4) *Right of revision.* The city reserves the right to amend this chapter to provide for more stringent limitations or requirements on discharges to GBMSD where deemed necessary to comply with the objectives set forth in this chapter.

(5) *Dilution.* No discharger shall increase the use of potable or process water in any way, nor mix separate waste streams for the purpose of diluting a discharge as a partial or complete substitute for adequate treatment to achieve compliance with the standards set forth in this chapter.

(6) *Accidental discharges.*

a. Each discharger shall provide protection from accidental discharge of prohibited or regulated materials or substances established by this chapter. Where necessary, facilities to prevent accidental discharge of prohibited materials shall be provided and maintained at the discharger's cost and expense. Detailed plans showing facilities and operating procedures to provide this protection shall be submitted to the director of public works for review and shall be approved by the same before construction of the facility. Review and approval of such plans and operating procedures by the director of public works shall not relieve the discharger from the responsibility to modify its facility as necessary to meet the requirements of this chapter.

b. Dischargers shall notify the director of public works and the GBMSD immediately upon the occurrence of a slug load, or accidental discharge of substances prohibited by this chapter. The notification shall include location of discharge, date and time thereof, type of waste, concentration and volume, and corrective actions. Any discharger who discharges a slug load of prohibited materials shall be liable for any expense, loss or damage to the city's wastewater facilities or the GBMSD's wastewater treatment works, in addition to the amount of any fines imposed on account thereof under state or federal law.

c. Signs shall be permanently posted in conspicuous places on the discharger's premises, advising employees of whom to call in the event of a slug or accidental discharge. Employers shall instruct all employees who may cause or discover such a discharge with respect to emergency notification procedure.

(Code 2001, § 70-5; Ord. No. 07-31, § 1, 12-18-2007)

Sec. 70-6. Control of industrial and septage wastes.

(a) *Industrial discharges.* Each person discharging other than a normal sewage to a public sewer shall prepare and file with the approving authority a report that shall include pertinent data relating to the quantity and characteristics of their wastes in accordance with state DNR requirements. Similarly, each person desiring to make a new connection to the public sewers for the purpose of discharging industrial wastes shall prepare and file with the approving authority a report that shall include actual or predicted data relating to the quantity and characteristics of the waste to be discharged in accordance with the DNR requirements. If any waters or wastes are discharged, or proposed to be discharged to the public sewerage system contain substances or possess the characteristics enumerated in section 70-5(a) and which, in the judgment of the city, may be detrimental to the sewerage system, the city may:

(1) Reject the wastes.

(2) Require pretreatment to an acceptable condition for discharge to the sewerage system.

(3) Require a control over the quantities and rates of discharge.

(4) Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sewer charges under this article.

(5) Require approval from the GBMSD prior to accepting the discharge.

(b) *Control manholes.*

(1) *Construction.* Each person discharging industrial wastes into a public sewer shall cause to be constructed and maintained one or more control manholes or access points to facilitate observation, measurement, and sampling of wastes, including domestic sewage.

(2) *Measurement of flow.* The volume of flow used for computing the sewer service and the cost recovery charges for domestic disposal shall be based upon the water consumption of the person as shown in the records of meter readings maintained by the city water utility.

(3) *Provision for deductions.* In the event that a person discharging industrial waste into the public sewers produces evidence satisfactory to the city that more than ten percent of the total annual volume of water used for all purposes does not reach the public sewer, then the determination of the water consumption to be used in computing the waste volume discharged into the public sewer may be made a matter of agreement between the city and the industrial waste discharger.

(c) *Metering of waste.* Devices for measuring the volume/strength of waste discharged may be required by the city if this volume/strength cannot otherwise be determined from the metered water consumption records. Where required by the city, metering devices for determining the volume/strength of water shall be installed, owned, and maintained by the city. The cost and expense for all metering shall be paid by the person discharging the wastewater.

(d) *Waste sampling.*

(1) Industrial wastes discharged into the public sewers shall be subject to inspection and a determination of character and concentration of the wastes on a schedule set by the city.

(2) Samples shall be collected in such a manner as to be representative of the composition of the wastes. The sampling may be accomplished either manually or by the use of mechanical equipment.

(3) Access to sampling locations shall be granted to the city or its duly authorized representatives at all times. Every care shall be exercised in the collection of samples to ensure their preservation in a state comparable to that at the time the sample was taken.

(e) *Pretreatment.* When required, in the opinion of the city, to modify or eliminate wastes that are harmful to the structures, processes, or operation of the sewerage system, the discharger shall provide at his or her expense such preliminary treatment or processing facilities as may be required to render his or her wastes acceptable for admission to the public sewers.

(f) *Grease and sand interceptors.* Grease, oil, and sand interceptors shall be provided by the industrial discharger and other operations depending on the character of the discharge and shall be located as to be readily and easily accessible for cleaning and inspection. Furthermore, grease interceptors shall be provided by restaurant dischargers. In the maintaining of these interceptors, the discharger shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and means of disposal which are subject to review by the city. Any removal and hauling of the collected materials not performed by the discharger's personnel, must be performed by currently licensed disposal firms.

(g) *Analyses.*

(1) All measurements, tests, and analyses of the characteristics of waters or wastes to which reference is made in this article shall be determined in accordance with 40 CFR 135. Sampling methods, locations, times, durations, and frequencies are to be determined on an individual basis subject to approval by the city.

(2) Determination of the character and concentration of the industrial wastes shall be made by the city. If the person discharging the waste contests the determination, the discharger may elect to have an independent laboratory determine the character and concentration of the waste. The independent laboratory shall be certified under Wis. Admin. Code ch. NR 149 and shall be acceptable to both the city and the person discharging the waste. All costs incurred by the independent laboratory in making the determination shall be assumed by the discharger or by other agreement with the city.

(h) *Submission of information.* Plans, specifications, and any other pertinent information relating to proposed flow equalization, pretreatment, or processing facilities shall be submitted for review of the city prior to the start of their construction if the effluent from such facilities is to be discharged into the public sewers.

(i) *Submission of basic data.* Each person who discharges industrial wastes to a public sewer shall prepare and file with the city a report that shall include pertinent data relating to the quantity and characteristics of the waste discharged to the sewerage system. Similarly, each person desiring to make a new connection to a public sewer for the purpose of discharging industrial wastes shall prepare and file with the city a report that shall include actual or predicted data relating to the quantity and characteristics of the waste to be discharged.

(j) *Extension of time.* When it can be demonstrated that circumstances exist which would create an unreasonable burden on the person proposing to discharge a waste, to comply with the time schedule imposed herein, a request for extension of the time may be presented for consideration by the city.

(Code 2001, § 70-6; Ord. No. 07-31, § 1, 12-18-2007; Ord. No. 13-17, § 15, 8-20-2013)

Sec. 70-7. Violations and penalties.

(a) *Damages.* No unauthorized person shall maliciously, willfully, or negligently break, damage, destroy, uncover, deface, or tamper with any structure of pertinence or equipment which is a part of the sewerage system. Any person violating this provision shall be subject to immediate arrest under charge of disorderly conduct.

(b) *Written notice of violation.* Any person connected to the sewerage system found to be violating a provision of this chapter shall be served by the city with a written notice stating the nature of the violation and providing a reasonable time for the satisfactory correction thereof. The offender shall, within the period of time stated in such notice, permanently cease all violation.

(c) *Accidental discharge.*

(1) *Violation.* Any person found to be responsible for accidentally allowing a deleterious discharge into the sewer system which causes damage to the sewerage system and the GBMSD and receiving body of water shall, in addition to a fine, pay the amount to cover all damages.

(2) *Reporting.* Any person responsible for an accidental discharge which may have a detrimental impact on the sewerage system, shall immediately report the nature and amount of the discharge to the city and the GBMSD.

(d) *Continued violations.* Any person, partnership, or corporation, or any officer, agent, or employee thereof, who shall continue any violation beyond the notice time limit provided shall be subject to such forfeiture as the common council may determine by resolution of the common council.

(e) *Liability to city for losses.* Any person violating any provision of this chapter shall become liable to the city for any expense, loss, or damage occasioned by reason of such violation which the city may suffer as a result thereof.

(f) *Damage recovery.* The system shall have the right of recovery from all persons, any expense incurred by the system for the repair or replacement of any part of the sewerage system damaged in any manner by any person by the performance of any work under their control, or by any negligent acts.

(g) *Penalties.* Any person who shall violate any of the provisions of this chapter or rules or regulations of the city or who shall connect a service pipe or discharge without first having obtained a permit therefor; or who shall violate any provisions of state law or rules or any other materials which are incorporated by reference, shall be subject to such forfeiture as may be determined by resolution of the common council.

(h) *Amendments.* The city may amend this chapter in part or in whole whenever it may deem necessary.

(Code 2001, § 70-7; Ord. No. 07-31, § 1, 12-18-2007)

Sec. 70-8. Sewer service charge system.

(a) *Policy.* It shall be the policy of the city to obtain sufficient revenues to pay the costs of the operation and maintenance of the sewerage system, including debt service and replacement costs, through a system of sewer service charges as defined in this section. The system shall ensure that each user of the sewerage system pays their fair and proportionate share of such facilities.

(b) *Sewer service charges generally.* The city shall annually, or from time to time as the common council deems necessary, determine the cost of operating and maintaining the city's public sewer system. A service charge shall be the sum of the city's cost of operation and maintenance of the collection system and the treatment charge from GBMSD. The sewer service charge shall consist of a volume charge, or quantity charge, which represents treatment and transportation of wastewater and a fixed customer charge which includes the cost of infiltration/inflow and billing preparation. These costs shall be charged proportionally to all users of the sewer system.

(c) *Sewer service charge levied.* A sewer service charge is levied and assessed upon each improved lot, parcel of land, building, or premises for sewer service. As hereinafter enumerated, the common council shall have the authority to establish such charges by resolution from time to time as may be necessary.

(1) *Nonmonitored users.* The following schedule of rates or fraction thereof shall be the basis for determining charges to all users, except monitored users, for rendering sanitary sewage service, but excluding industrial waste:

a. *Service charge.* The sum of fixed customer charge and volume charge.

b. *Fixed customer charge.* The sum of volume charge, meter charge, administrative oversight, billing preparation charge, and infiltration/inflow charge.

c. *Volume charge.* A volume charge consisting of the GBMSD rate and the city rate shall be charged to all users based on water used as more fully set forth below.

1. *Green Bay Metropolitan Sewerage District rates.* The GBMSD rates shall be those unit rates determined and charged to the city by the GBMSD for volume, BOD, suspended solids, phosphorous, and TKN. The GBMSD rates shall be expressed as a rate per 1,000 gallons.

2. *City rate.* The city rate shall be expressed as a rate per 1,000 gallons.

3. *Volume rate.* The volume rate shall be the combination of the GBMSD rate and the city rate per 1,000 gallons of water, metered or sewage discharged.

4. *Individual water use basis.* The volume charge for residential users shall be based on the individual user's water use as follows:

Block 1	First 18,000 gal./month or 54,000 gal./qtr.
Block 2	18,001 to 180,000 gal./month or 54,001 gal./qtr. to 540,000 gal./qtr.
Block 3	Over 180,000 gal./month or 540,000 gal./qtr.

(2) *Monitored users.* The following schedule of rates per month or fraction thereof shall be the basis for determining charges to all monitored users:

a. *Service charge.* The sum of monthly fixed customer charge, quantity charge, and sampling charge.

b. *Administrative fee.* The sum of expenses incurred in administering monitored user accounts.

c. *Quantity charge.* A quantity charge consisting of the GBMSD rate and the city rate shall be charged to all users based on the total volume of sewage and quantity of BOD, suspended solids, phosphorous, and TKN produced.

d. *All monitored users shall have metering and sampling as required by the director of public works.* Metering and sampling shall consist of water meters, automatic sewage flow meters, and automatic samplers where, in the opinion of the director of public works, such installations are required to determine accurate volume and strength measurements of sewage discharge. Periodic sampling and metering may be utilized to determine value and strength of sewage discharged where such methods give reasonably accurate results in the opinion of the director of public works. monitored users shall be charged based on the volume of sewage discharged and the quantities of BOD, suspended solids, phosphorous, and TKN in the sewage discharged to a public sewer.

e. *Volume charge.* The volume charge for metered users shall be based on the water use as follows:

Block 1	First 18,000 gal./month or 54,000 gal./qtr.
Block 2	18,001 to 180,000 gal./month or 54,001 gal./qtr. to 540,000 gal./qtr.
Block 3	Over 180,000 gal./month or 540,000 gal./qtr.

The volume charge for each metered user shall not exceed ten percent of the variable expenses for the collection system as adopted in the rate analysis.

f. *Sampling charge.* A sampling charge consisting of all costs for personnel, material, and equipment used to collect and analyze samples from a customer's sewage to determine sewage strength shall be billed at cost directly to the user.

(3) *Rate determinations.* The common council shall establish by resolution each year the rates referred to herein; and the common council shall have the right to amend, modify, adjust, or change the rates at any time as deemed necessary.

(Code 2001, § 70-8; Ord. No. 08-06, § 2, 4-15-2008)

Sec. 70-9. Billing practice.

(a) *Billing periods.* Sewer service charges in this section for users without metering and sampling shall be included as a separate item on the regular bill for water service and shall be payable in accordance with the current rules and regulations of the city water utility, commencing with all bills due and payable on and after April 28, 2008. Monitored users that have metering and sampling shall be billed by the water department on a monthly basis.

(b) *Payment.* Users billed by the water department shall make payment in accordance with the current rules and regulations of the water utility for payment of water bills. Such payments shall be made at the office of the water department or any other officially designated location at the same time that the water bills become due. Monitored users being billed directly by the water department shall make payment to the water department. Checks shall be made payable to the city clerk.

(c) *Penalties for late payment of sewer service charges.*

(1) *Delinquency.* Bills for sewer service charges levied and assessed in accordance with this chapter and resolutions adopted pursuant hereto and the rules and regulations of the city water utility shall

become due and payable within 20 days after the date of billing. All overdue accounts shall be charged a penalty of 1½ percent per month on the unpaid balance due, including penalties.

(2) *Unpaid balances.*

a. Each sewer service charge levied by or pursuant to this section shall constitute a lien upon the corresponding premises serviced by the sewer system as provided for in Wis. Stats. § 66.0821, and the city clerk shall record such lien in accordance with applicable statutes.

b. Metered customers who discharge into any part or component of the city's public sewer system who are 45 or more days delinquent on any sewer charge levied hereunder may also be prohibited from further discharge into the city's public sewer system in accordance with the procedure as set forth herein.

1. Written notice of the metered customer's delinquency shall be given to the customer by the director of public works. Such notice shall include a provision advising the metered customer that failure to pay such delinquency in full within 15 days of receipt of the notice may result in the city's termination of the metered customer's access to the city's sewer system.

2. If payment in full is not made within the time given and if the metered customer has not provided the director of public works with a mutually satisfactory timeline, not to exceed 60 days, in which such delinquency is to be fully satisfied, the director of public works may determine to terminate the customer's access to the city's public sewer system. In making such determination, the director of public works shall consider the following:

(i) The length of time the delinquency has continued;

(ii) The total amount of the delinquency;

(iii) The average monthly sewer service charge of the customer;

(iv) Whether prior unpaid delinquencies within the past five years were placed upon the tax roll by the city pursuant to Wis. Stats. § 66.0821;

(v) Other relevant financial information supplied by customer.

A. If the director of public works determines to terminate the customer's access to the city's public sewer, a five-calendar-day warning notice shall be personally delivered to the customer's city location. If the customer does not pay the entire delinquency, including penalties and interest within the five-calendar-day period, the director of public works may cause such access to be terminated.

B. If the director of public works determines not to terminate such access, the director shall employ such other means to ensure compliance with payment requirements by the customer as the director deems necessary, including, but not limited to, obtaining electronic funds transfer authorization from such customer.

C. The director's determination hereunder is subject to the appeal process of subsection (d) of this section.

3. The metered customer shall be responsible to pay all costs associated with terminating or reconnecting such customer's access to the city's sewer system.

(3) *Violations.* Any person violating any of the provisions of this section or tampering with metering or sampling shall be liable to the city for any expense, loss, or damage occasioned by such violation and

upon conviction of any violation of this section shall be subject to a forfeiture of not less than $100.00 nor more than $2,500.00 per violation, plus damages. Each day a condition is allowed to exist which is contrary to all or any part of this section shall constitute a new violation.

(4) *Ownership and occupancy.* Change of ownership or occupancy of premises under provisions of this section shall not be cause for reducing or eliminating charges due and penalties.

(d) *Appeal procedures.* Any user affected by any decision, action, or determination, including cease and desist orders, made by the interpreting or implementing provisions of this chapter may file with the director of public works a written request for reconsideration within ten days of the date of such decision, action, or determination, setting forth in detail the facts supporting the user's request for reconsideration. The director of public works shall render a decision on the request for reconsideration to the user in writing within 15 days of receipt of request. If the ruling on the request for reconsideration made by the director of public works is unsatisfactory, the person requesting reconsideration may, within ten days after notification the action, file a written appeal with the board of public works.

(Code 2001, § 70-9; Ord. No. 08-06, § 3, 4-15-2008; Ord. No. 08-11, § 1, 5-20-2008)

EXHIBIT 4

LETTER TO PROPERTY OWNERS REGARDING THE NEW SUMP PUMP INSTALLATION MANDATE

CITY OF DE PERE

Engineering Division

925 S. Sixth Street, De Pere, WI | 920-339-4061 | www.deperewi.gov/engineering

DATE

Property Owner
Owner Street
City, State Zip Code

Re: Foundation Drain Disconnection Program – **June 2024 Update**
LOCATION, (PARCEL ID#)

Dear Property Owner,

This letter serves to update you on the City's Foundation Drain Disconnection Program (FDDP). The City previously sent correspondence introducing you to this program in May and October of 2023.

Starting January 1, 2025 the City will begin mandating the installation of sump pumps, city-wide, regardless of the year of building construction. The sump pump installation mandates will be issued when a property is found to have an active foundation drain or is found to be actively contributing clear, ground water through the City's annual sewer maintenance and inspection program, or through the inspection of any permit issued by the Building Inspection Division.

The Foundation Drain Disconnection Program is a property owner led project, meaning property owners are responsible for completing the work, having work inspected, and submitting for reimbursement. Once the foundation drain disconnection and sump pump installation work is permitted and inspected by the City's Building Inspection team, the City will reimburse the property owner directly per the terms and conditions of the program.

Once the new mandate goes into effect, the City will continue to cost share for the installation of sump pumps and disconnection of foundation drains. Through December 31, 2024, any property that completes or indicates they are planning to install a sump pump and disconnect their foundation drains by June 30, 2025 will be eligible for the following reimbursement:

> 80% of work with a maximum reimbursement of $4,000. This covers up to $5,000 in total work completed for those properties volunteering to participate in the FDDP.

Starting January 1, 2025, any property that has been mandated or is voluntarily participating in the disconnection of foundation drains and installation of foundation drains will be eligible for the following reimbursement:

50% of work with a maximum reimbursement of $2,500. This covers up to $5,000 in total work completed for those properties where the City mandates that foundation drains are disconnected, and a sump pump is installed.

Work required to dig though the basement floor to disconnect foundation drains and to install a sump pump crock, sump pump and associated plumbing and electrical appurtenances to discharge the clear water to the lawn would be considered reimbursable through this program. Additional underdrain installation or storm sewer lateral installation to the right-of-way would not be reimbursable under this program.

Exemptions

Any property not required to have a sump pump pursuant to the Uniform Dwelling Code shall be considered exempt from this program. These properties include any home constructed on slab, built with a crawl space, or those homes that do not currently have a foundation drain and do not actively contribute clear, ground water to the sanitary sewer system. If you haven't already, please contact the City of De Pere Building Inspection Division at 920-339-4052 to schedule a free inspection to determine if your property is exempt or not.

Inspection

Permitting and inspection will be completed through the City's Building Inspection Division. Contractors will be required to obtain a plumbing permit for the improvements related to disconnecting foundation drains and installing sump pumps. Work will need to be approved either through an in-person inspection by Building Inspection staff or through the review of a post-construction televising of the property owner's sanitary sewer lateral with a signed affidavit from a licensed/master plumber that the work is following the City's Municipal Code.

For more information and updates regarding this program, please visit the City of De Pere website at www.deperewi.gov/inflow and click the "Foundation Drain Disconnection Program" link on the bottom of the page.

Respectfully yours,
DEPARTMENT OF PUBLIC WORKS

Chase K Kuffel, PE
Assistant City Engineer

cc. Eric Rakers, City Engineer
Scott Thoresen, Director of Public Works

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**Board of Public Works**
FROM:	**Scott Thoresen**
SUBJECT:	**Resolution #24-53 Approving Compliance Maintenance Annual Report for Wastewater Collection System.**

The Board of Public Works at the June 10, 2024 meeting approved the Compliance Maintenance Annual Report for Wastewater Collection System and submission to the Wisconsin Department of Natural Resources and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:

- Reso24-53 (PDF)
- 2024 0610 CI_BOPW_Consider_CMAR (PDF)
- mycmar-5 (PDF)

RESOLUTION #24-53

APPROVING COMPLIANCE MAINTENANCE ANNUAL REPORT
FOR WASTEWATER COLLECTION SYSTEM

WHEREAS, Chapter NR 208, Wis. Adm. Code, requires the City of De Pere, as the owner of a wastewater collection system, to 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 2023 and recommends approval thereof.

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.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of June, 2024.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 6/10/2024

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Board of Public Works

From: Eric P. Rakers, P.E., City Engineer

Date: June 10, 2024

RE: **Consideration and possible action on Compliance Maintenance Annual Report for Wastewater Collection System***

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.

Staff recommends the BOPW approve the Report for submittal to the WDNR.

Compliance Maintenance Annual Report

De Pere Sewage Collection System

Last Updated: 5/30/2024 Reporting For: **2023**

Financial Management

1. Provider of Financial Information

Name: Pamela Manley

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

E-Mail Address (optional): pmanley@deperewi.gov

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: 2022

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

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)

0

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: 2022

- ● 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 Sewage Collection System

Last Updated: 5/30/2024 Reporting For: **2023**

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 Televising/Repairs	$710,000	2024
2	Sewer Lining	$516,000	2024
3	Sewer Televising/Repairs	$500,000	2025
4	Sewer Lining/Relay	$900,000	2025
5	Sewer Televising/Repairs	$500,000	2026
6	Sewer Lining/Relay	$900,000	2026
7	Sewer Televising/Repairs	$500,000	2027
8	Sewer Lining/Relay	$900,000	2027
9	Sewer Televising/Repairs	$500,000	2028
10	Sewer Lining/Relay	$900,000	2028

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: 2

Compliance Maintenance Annual Report

De Pere Sewage Collection System

Last Updated: 5/30/2024 Reporting For: **2023**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	5	
February	5	
March	5	
April	5	
May	10	
June	15	
July	15	
August	15	
September	13	
October	13	
November	13	
December	14	
Total	**128**	**0**
Average	**11**	**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

De Pere Sewage Collection System

Last Updated: 5/30/2024

Reporting For: **2023**

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?

None. The Ryan Road lift station was constructed in 2018 and the S. Stellita lift station in 2023.

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

Compliance Maintenance Annual Report

De Pere Sewage Collection System

Last Updated: 5/30/2024

Reporting For: **2023**

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 sewer in areas of street improvements, including sanitary laterals in the right of way.

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) 2007-12-18

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 Sewage Collection System

Last Updated: 5/30/2024 Reporting For: **2023**

☒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.

Cleaning	35	% of system/year
Root removal	5	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	6	% of system/year
Manhole inspections	35	% of system/year
Lift station O&M	2	# per L.S./year
Manhole rehabilitation	1.3	% of manholes rehabbed
Mainline rehabilitation	1.3	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year

Compliance Maintenance Annual Report

De Pere Sewage Collection System

Last Updated: 5/30/2024 Reporting For: **2023**

Private sewer I/I removal	1.3	% 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.

27.65	Total actual amount of precipitation last year in inches
30.61	Annual average precipitation (for your location)
108.8	Miles of sanitary sewer
2	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
6	Number of complaints
3.49	Average daily flow in MGD (if available)
6.05	Peak monthly flow in MGD (if available)
.25	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.06	Complaints (number/sewer mile)
1.7	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
0.1	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **			
Date	Location	Cause	Estimated Volume
None reported			

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

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 older areas.

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

Compliance Maintenance Annual Report

De Pere Sewage Collection System

Last Updated: 5/30/2024

Reporting For: **2023**

- No

If Yes, please describe:

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

None.

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

The City has implemented a sump pump installation program. We are also performing a test for a full lateral relay program.

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

Compliance Maintenance Annual Report

De Pere Sewage Collection System

Last Updated: 5/30/2024

Reporting For: **2023**

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)

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: **June 18, 2024**

DEPARTMENT: **Public Works**

FROM: **Scott Thoresen**

SUBJECT: **Resolution #24-54 Authorizing Agreement for Consulting Services between City of De Pere and Elevate97 Logistics Company, LLC (Design Services for I-41 City Sign).**

The Finance/Personnel Committee at the June 11, 2024 meeting approved the proposal from Elevate97 in the amount of $8,890 and moved to send it to the Common Council for approval. The motion passed with a 4-0 vote.

ATTACHMENTS:

- Reso24-54 (PDF)
- Elevate97(I-41 Sign)6-12-2024 (PDF)
- 2024 I-41 Sign Replacement Proposal (PDF)
- Elevate 97 - Design Services 4-30-2024 (PDF)
- Consider Interstate 41 Sign Proposals 4-30-2024 (PDF)
- 12-2-2022 Staff Memo for I-41 Sign (PDF)
- 1-10-2023 Finance Committee Minutes (PDF)
- Jones Sign - Design Services - 4-30-2024 (PDF)
- Creative Sign - Design Services - 4-30-2024 (PDF)
- Creative Sign Company References (PDF)
- Creative Sign Fees (PDF)
- Fox Cities Sign - Design Services 4-30-2024 (PDF)
- Fox Cities Sign - Design Services Fees - 4-30-2024 (PDF)

RESOLUTION #24-54

AUTHORIZING AGREEMENT FOR CONSULTING SERVICES BETWEEN THE CITY OF DE PERE AND ELEVATE97 LOGISTICS COMPANY, LLC
(Design Services for I-41 City Sign)

WHEREAS, the City is in need of contracting with a consulting firm to assist with design services for refurbishing/replacing the existing City of De Pere sign on Interstate 41, south of Scheuring Road to address needed repairs and to incorporate City's current logo; and

WHEREAS, Elevate97 Logistics Company, LLC has available and offers to provide qualified personnel and professional assistance necessary to accomplish such services within the required timeframe; and

WHEREAS, this matter has been reviewed by the Finance/Personnel Committee which recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

> The Mayor and City Clerk are authorized and directed to execute the Agreement for Consulting Services Between the City of De Pere and Elevate97 Logistics Company, LLC as is attached hereto, subject to such changes as deemed necessary by the City Attorney.

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 18th day of June, 2024.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes:_____
Nays:_____
Board/Committee Approval: 06/11/2024

AGREEMENT FOR CONSULTING SERVICES BETWEEN THE CITY OF DE PERE AND ELEVATE97 LOGISTICS COMPANY, LLC (Design Services for I-41 City Sign)

THIS AGREEMENT made and entered into this ___ day of _____, 2024, by and between the City of De Pere, a Wisconsin municipal corporation ("City"), and Elevate97 Logistics Company, LLC, a Wisconsin limited liability company ("Consultant").

WITNESSETH

WHEREAS, the City is in need of a qualified consulting firm to provide design services for refurbishing/replacing the existing City of De Pere sign on Interstate 41, south of Scheuring Road to incorporate City's current logo; and

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

NOW THEREFORE, City and Consultant agree as follows:

I. DESCRIPTION OF PROJECT

The project is as described in City's Request for Proposals dated April 8, 2024, (Exhibit A) and Consultant's Proposal thereto dated April 30, 2024, (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. No standard terms or conditions of Consultant's Proposal are incorporated into this Agreement unless such term is specifically written into the Agreement.

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

II. SCOPE OF CONSULTING SERVICES

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

III. SCOPE OF CITY SERVICES

City agrees to provide the Consultant with the 2015 sign design, as well as all information concerning the project that may be applicable, as available.

IV. AUTHORIZATION, PROGRESS, AND COMPLETION

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

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

V. OWNERSHIP AND FORM OF DOCUMENTS

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

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

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

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

VI. AUDITOR ACCESS

Consultant shall, upon request of City or its auditors, provide access to and furnish the auditors with copies of requested records, reports and any other documentation in its possession or custody pertaining to financial transactions, records or other financial information held by Consultant in conjunction with or related to Consultant's obligations under this Agreement.

VII. 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.

VIII. TIME FOR COMPLETION

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

IX. COMPENSATION

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

X. RESPONSIBILITY OF CONSULTANT

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

XI. NON-DISCRIMINATION

The Consultant agrees that, in performing under this Agreement with the City, it will not discriminate against any employee, applicant for employment or any other person or member of the public on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, use or non-use of lawful products off

the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other basis provided under Wis. Stats. §111.321.

XII. 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 $5,000,000.

2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than $1,000,000.

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

B. Consultant shall also maintain professional liability insurance covering damages to City resulting from errors and omissions of the Consultant. The limit of liability under said policy shall be $1,000,000 or the total consultant's fee on the project, whichever is greater.

C. 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.

XIII. 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.

XIV. 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 persons and firms performing subcontract work.

XV. 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.

XVI. 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.

XVII. 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.

XVIII. SUSPENSION OF WORK

The City may suspend, in writing, all or a portion of the work under this Agreement in the event unforeseen circumstances beyond the control of the Consultant make normal progress in the performance of the work impossible. The Consultant may request that 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. 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 XIX.

XIX. TERMINATION OF WORK

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

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

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

XX. 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 a 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.

XXI. NOTICES

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

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

If to Consultant:
Elevate97
Attn: Gary Spielbauer
Account Executive
1085 Parkview Road
Green Bay, WI 54304-5616

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

ELEVATE97 LOGISTICS COMPANY, INC. CITY OF DE PERE, WISCONSIN

By: _____ By: _____
Name: _____ James G. Boyd, Mayor
Title: _____

By: _____ By: _____
Name: _____ Carey E. Danen, City Clerk
Title: _____

J:\Law\Agreements\2024\Consultant\Elevate97(I-41 Sign)6-12-24.docx

CITY OF DE PERE

Public Works Department

925 S. Sixth Street, De Pere, WI 54115 | 920-339-4060 | www.de-pere.org

April 8, 2024

RE: Request for Proposals
Design Services for Replacing I-41 Sign

The City of De Pere would like to invite your firm to submit a proposal for design services for refurbishing/replacing the existing I-41 sign in the City of De Pere. The City is looking at the following options as part of the proposal:

1. Option #1: Refurbishing the existing sign incorporating the City's new logo.
2. Option #2: Replacing the existing sign completely and installing an entirely new sign incorporating the City's new logo.

GENERAL INFORMATION

In 2015, the City of De Pere constructed the existing sign located on the east side of I-41 south of Scheuring Road. (See attached design)

The existing sign has had maintenance issues with blinking/inoperable internal lights. As a result, the decision was made to turn off the sign while the City determines a path forward with the sign. In addition, since the installation of the existing sign, the City has adopted a new logo (as seen above) which would need to be incorporated into refurbishing/replacing the existing sign design.

Scope of Work:

1. Review existing sign drawings.

2. Meetings with the City of De Pere. The firm shall plan for meeting attendance at, but not limited to, the following meetings:

    a) Kickoff meeting with City staff to discuss sign design options. This meeting could be in person or virtual.
    b) Preliminary design meeting. This meeting needs to be in person.
    c) Miscellaneous meetings with City staff to address decisions with technical designs. These meetings could be in person or virtual.
    d) Meetings with Board of Public Works, Finance and Personnel Committee, City Council and City staff to discuss proposed design options and recommendations. These meetings need to be in person.

3. Provide 3D and/or 2D rendering of preliminary design concepts for two (2) options. Each option shall incorporate the City's new logo. Option (1): Provide three (3) concepts for refurbishing the existing sign including repairing all internal electrical issues; Option (2) Provide five (5) concepts for replacing the existing sign completely and install an entirely new sign.

4. Provide construction cost estimates for each concept for each option.

5. Complete final design for option the City chooses to move forward with. The final design must be able to be repaired or serviced with standard repair methods and equipment. No proprietary technology shall be used.

6. Provide detailed plans and technical specifications for the chosen sign option.

7. Provide bid items and cost estimates.

8. The expected deliverables for the project as identified which will include the following:

    1. Need to provide design and construction drawings to be used to bid project.
    2. Provide plans in AutoCAD and .pdf for insertion on the bid documents. The City will bid the project on-line with the 11"x17" .pdf. plan set.
    3. Provide technical specifications and special provisions for bidding in a Word

document.

4. Provide bid items, quantities, and an engineer's estimate. The bid items are to be provided in a Word document. The estimate is to be provided in an Excel document.
5. Provide regulatory approvals if needed.
6. Provide timeline of events to include (but not limited to) kick off meeting, design phases, final design, and completion of items for bid documents.

9. The proposal should reflect the necessary effort to perform the above-mentioned work and any additional efforts the firm feels are necessary to complete the project.

Scheduling:

The schedule for the project is as follows:

- Receive proposals by April 30, 2024
- Award the proposal at the Board of Public Works on May 13th and the Common Council on May 21st.
- Begin design as soon as the agreement is signed (Early June 2024)
- Complete preliminary design concepts and initial design concept cost estimates by June 30, 2024. The cost estimates provided will be used to establish a construction budget for refurbish/replace existing sign.
- Complete final design and construction estimates by July 15, 2024.
- City to bid refurbish/replace existing sign August 2024.
- Open bids/award project September 2024
- The intent is to begin the construction project approximately October 15, 2024, with the completion of the project no later than March 31, 2025.

Insurance Requirements:

A. The company shall be required to provide 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 as stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than $1,000,000; with additional umbrella liability insurance coverage to a total of not less than $5,000,000.

2. Automobile bodily injury and property damage liability insurance covering owned, non- owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than $1,000,000 per person/per accident.

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 engineers and/or surveyor's fee on the project, whichever is greater.

B. Proof of Insurance. The company 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 company 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 company'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.

Additional Information:

- Sample consultant agreement is attached.
- 2015 sign design is attached for consideration.

FEE:

The proposed fee schedule shall be submitted on the attached form.

Should there be any items outside the scope of services listed in the proposal your firm feels should be included, we encourage the firm to include alternate fees for such work.

A company fee schedule shall be attached for additional services offered that are not shown on the attached form.

PAYMENT:

The City's Consultant Agreement provides for compensation under the contract to be made in a lump sum upon completion of the contract. Any proposal that seeks an alternative compensation provision shall be included in a specific description of the preferred compensation method for City consideration.

PROPOSAL SUBMITTALS:

Company proposal should include the following information in the order listed:

1. Company Background and Information
    a. Include location of office, years of relevant experience, size of organization, other companies you may be cooperating with, list of staff and relevant experience, etc.
2. Understanding of Project
    a. Develop a summary of your understanding of the project, what needs to be done, and how you plan to accomplish those tasks.
3. Similar Projects
    a. List a minimum of 3 projects of similar scope and service.
4. References
    a. List a minimum of 5 references related to similar work.
5. Timeline
    a. Show a detailed timeline of your plan to bring this project to successful completion.
6. Fee
    a. Firm shall submit prices on proposal sheet provided with this proposal to complete all work mentioned above.

Proposals shall be submitted via e-mail to sthoresen@deperewi.gov

Proposals shall be marked **"I-41 Sign Replacement"** and received no later than 10:00 A.M. on April 30, 2024.

The City of De Pere reserves the right to reject any or all proposals, to waive any informality in bidding and to accept any proposal which the City Council deems most favorable to the best interest of City.

Questions may also be emailed to sthoresen@deperewi.gov

Sincerely,

DEPARTMENT OF PUBLIC WORKS

Scott Thoresen, P.E.
Director of Public Works

City of De Pere

2024 I-41 Sign Replacement

Proposed Fee Schedule

Company Name:_____

Company Address:_____

Company Telephone Number:_____

Company Representative:_____

Signature:_____

Lump Sum Price: $_____

DESIGN SERVICES

PROPOSAL

CITY OF DE PERE

BID SUBMITTED BY: ELEVATE97
1085 PARKVIEW ROAD | GREEN BAY, WI
MAIN CONTACT: GARY SPIELBAUER

APRIL 30, 2024

EXECUTIVE SUMMARY

LET'S ELEVATE!

FILLED WITH ENERGY, PURPOSE, AND PASSION, OURS IS A CULTURE THAT CHAMPIONS CREATIVITY. WE ARE INNOVATORS AT HEART. SOLUTION MAKERS. RISK-TAKERS WHO EXPLORE THE EDGY AND DARE TO BE DIFFERENT. WORKING AS BRAND ADVOCATES DEDICATED TO ELEVATING OUR PARTNERS. WITH A DIVERSE GROUP OF TEAM MEMBERS WHO MAKE THE MAGIC HAPPEN. BUT WE CAN'T DO IT ALONE.

OUR PROCESS IS BUILT UPON COLLABORATION. WE WORK TOGETHER WITH OUR PARTNERS TO UNDERSTAND THEIR VISION. TO LEARN WHAT MAKES THEM TICK. TO UNCOVER WHAT THEY WANT THEIR AUDIENCE TO SEE AND FEEL WHEN THEY INTERACT WITH THEIR BRAND. TO VISUALLY TELL THE STORY OF THEIR BRANDS, KEEPING EVERY OUNCE OF BRAND INTEGRITY INTACT.

OUR PROCESS TRANSCENDS THE BOUNDARIES OF CONVENTIONAL SIGNAGE DESIGN. IT REPRESENTS A COMMITMENT TO UNDERSTANDING THE NEEDS AS DEFINED BY THE CITY OF DE PERE, AND UNDERSTANDING THE BRAND INTERACTION THAT TAKES PLACE AS PASSERSBY ARE WELCOMED INTO THE CITY. WE CREATE A DESIGN THAT MATCHES THE STANDARDS SET BY THE CITY, AND PROPEL IT INTO SOMETHING HIGHLY VISUAL AND RECOGNIZABLE. AND AS WE NAVIGATE THE DESIGN PROCESS, WE WORK WITH OUR IN-HOUSE ENGINEERS, AS WELL AS OUR PRODUCTION, MANUFACTURING, AND INSTALLATION TEAMS TO DESIGN SOMETHING TRULY STATE-OF-THE-ART, YET COMPLETELY ACHIEVABLE. WE ARE DEDICATED TO PROVIDING YOU WITH AN OUTSTANDING DESIGN THAT TRANSLATES INTO A WELL-BUILT AND DURABLE SIGN, ENSURING LASTING VISIBILITY FOR THE CITY OF DE PERE AND ALL TRAVELERS THROUGH THE AREA.

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COMPANY BACKGROUND

COMPANY BACKGROUND + INFORMATION

WHO WE ARE

ELEVATE97 HAS BEEN IN BUSINESS FOR 27 YEARS. FOUNDED IN 1997 AS FULFILLNET, THE COMPANY'S PRIMARY FOCUS WAS FULFILLMENT OF MARKETING MATERIALS FOR LARGE RETAIL BRANDS. FULFILLNET REBRANDED TO ELEVATE97 IN 2014, IN RESPONSE TO GROWING OPERATIONS AND IT'S PURPOSE OF ELEVATING BRANDS. ELEVATE97 NOW OPERATES OUT OF TWO FACILITIES IN GREEN BAY, WI, WITH OVER 300,000 SQ. FT. OF FACILITY SPACE AND 110 EMPLOYEES. IT'S PRIMARY AREAS OF FOCUS INCLUDE SIGNAGE, ENVIRONMENTAL GRAPHIC DESIGN, PRINT, FULFILLMENT, AND PROMOTIONAL PRODUCTS.

SIGNAGE

DESIGN/CONSULTATION
SURVEY AND AUDIT
COMMERCIAL SIGNAGE FABRICATION
INSTALLATION & SERVICE
ELECTRONIC MESSAGING CENTERS

ENVIRONMENTAL DESIGN

ENVIRONMENTAL DESIGN
INTERACTIVE DESIGN
IN-STORE EXPERIENCES
BRANDED CORPORATE SPACES
POINT OF SALE DESIGN

PRINT

LARGE FORMAT PRINTING
DIGITAL PRINTING
OFFSET PRINTING
ON-DEMAND

FULFILLMENT

PICK, PACK & SHIP
LOGISTICS
PROMOTIONAL CAMPAIGN MANAGEMENT
SHOPDEV™
- ORDER MANAGEMENT; STORE TRACKING

PROMO PRODUCTS

LOW-COST GIVEAWAYS
NAME BRAND PRODUCTS
UNIQUE ITEMS
BRANDED SWAG

AIRSTREAM ACTIVATION

CUSTOMIZABLE INTERIOR AND EXTERIOR GRAPHICS
BRANDED EXPERIENCES
PHOTO OPPORTUNITIES
DOOR-TO-DOOR

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ELEVATE97 RESOURCES - MEET YOUR DESIGN TEAM

KATE BURGESS
CEO/Owner

KRISTIN LAURSEN
Director of Marketing + Creative

GARY SPIELBAUER
Account Executive

GARY IS YOUR MAIN CONTACT

DESIGN TEAM

Cory Marcin
Matt Yahnke
Ron Erickson
Julie Marohl
Victor VanRemortal
Evan Wilcox
Shannon Slane

KATE BURGESS
CEO/OWNER

Kate Burgess is a Brand Advocate and a Connector. As CEO/Owner of Elevate97, the most meaningful contributions Kate feels she can make are in mentorship. She has a passion for community and cultivating connections and thrives on helping others fulfill their potential. She believes people are inherently more connected than they realize. And working together to bridge gaps and create connections taps into something very powerful. Kate's journey has been greatly enriched because of her value in diversity, perspectives, and people. She is inspired by travel and loves discovering new ideas, fresh artistic visions, and bold creative expressions in innovation and design. She believes in paying it forward and giving her time and resources however she can in service to others. Volunteering on the boards of several nonprofits is just one way she chooses to live out her values and belief that everyone should be elevated with dignity, respect, and compassion.

KRISTIN LAURSEN
DIRECTOR OF MARKETING + CREATIVE

Kristin has nearly 20 years of experience in marketing, branding, copywriting, and design. She leads the marketing, promotional, and graphic design teams at Elevate97 and thrives on collaboration. Her extensive experience leading rebrands and brand refreshes allows her to easily define and bring a brand's attributes to life. A strategic, yet creative thinker, Kristin is able to help her clients craft the stories they want to tell about their brands and provide the creative direction needed to tell those stories visually. Her favorite projects related to branding and environmental design include Discover Green Bay, Green Bay Country Club, Green Bay Packaging, Menominee Indian Tribe of Wisconsin – Family and Community Engagement Center, Painted Porch, Michaels Energy, Cornerstone Foundation, Special Spaces, and ESPLabs.

GARY SPIELBAUER
ACCOUNT EXECUTIVE

Gary specializes in leading signage design/fabrication/installation projects while navigating the process for the client. A natural leader with a passion for design, attention to detail, and ability to understand multiple design principles prove valuable in shaping well-crafted and successful projects. Prior to joining Elevate97 in 2019, Gary owned and led the charge at United Sign for 25 years, where he brought signs to life for thousands of customers. Some of his favorite projects over the years include Green Bay Packaging – the large holiday wreath and 38-sign package; Welcome to Door County large monument sign; 25 years of signs at Pomps Tire Service, including ID signs, monuments, fleet graphics, and more; Prevea clinic signage – interior and exterior; WG&R in Grand Chute; and various sign types for Oneida Nation.

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PROPOSED PROJECT TEAM HIGHLIGHTS

elevate97

SIGNAGE + EGD
IMPOSSIBLE-TO-IGNORE DESIGNS, IN-HOUSE FABRICATION, AND ALWAYS-RELIABLE INSTALLATION.

25 YEARS IN GREEN BAY
WHAT BEGAN IN A 10 X 10 FOOT GARAGE IS NOW OVER 300,000 SQUARE FEET. OUR ROOTS ARE EVERYTHING TO US.

MIDWEST WORK ETHIC
ON TIME. ON BUDGET. CONTINUOUSLY RETHINKING TRADITIONAL ASSUMPTIONS.

100% WOMAN OWNED
STRONG LEADERSHIP AND A VIBRANT, DIVERSE TEAM.

WISCONSIN ADVANTAGE
LOCATED IN THE HEART OF GREEN BAY, WI, JUST A FEW STEPS FROM THE NEW BELLIN SSC AND A FEW+ MILES FROM GUNDERSEN.

BUILT ON TEAMWORK
WE'RE ALL IN THIS TOGETHER. TEAMWORK MATTERS. COLLABORATION MATTERS. AND HONEST COMMUNICATION MATTERS.

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UNDERSTANDING OF PROJECT

UNDERSTANDING OF PROJECT

PROJECT SUMMARY

ELEVATE97 PRIDES ITSELF ON BEING A TURNKEY PROVIDER OF INTERIOR + EXTERIOR SIGNAGE SERVICES FOR OUR PARTNERS. WE CAN EASILY PLUG AND PLAY INTO ANY PART OF THE PROCESS, BUT WE FIND THE MOST SEAMLESS PROJECT EXPERIENCES HAPPEN WHEN DESIGN, FABRICATION, AND INSTALLATION TEAMS ARE ALL UNDER ONE ROOF. THIS COLLABORATIVE PROCESS INFORMS OUR CREATIVE CONCEPTS, DESIGN RENDERS, PRODUCTION ART (AKA SHOP DRAWINGS), FABRICATION PLANS AND INSTALLATION METHODOLOGY. WE WORK CLOSELY THROUGHOUT THE DESIGN AND PRODUCTION PROCESS TO MAKE SURE WE'RE UTILIZING APPROACHES THAT WILL PRODUCE THE BEST POSSIBLE OUTCOME FOR OUR CLIENTS. AND WE REGULARLY TAP INTO THE EXPERTISE FROM OTHER AREAS OF OUR BUSINESS TO KEEP PROJECTS MOVING SMOOTHLY AND SEAMLESSLY.

WE'RE EXCITED ABOUT THE OPPORTUNITY TO COLLABORATE WITH THE CITY OF DE PERE ON THE 1-41 SIGN. OUR TEAM WILL REVIEW THE EXISTING SIGN AND DRAWINGS. WE WILL SET UP A PRELIMINARY DESIGN MEETING WITH APPROPRIATE DE PERE STAFF TO DISCUSS DESIGN OPTIONS, WHILE HAVING ONGOING IN-PERSON OR VIRTUAL MEETINGS TO REVIEW/ADDRESS TECHNICAL DESIGN. A FINAL MEETING WOULD THEN BE SET TO DISCUSS THE SIGN OPTIONS. IN THIS FINAL MEETING WE WILL PROVIDE 3D AND/OR 2D DESIGN CONCEPTS FOR REFURBISHING/REPAIRING THE EXISTING SIGN (3 OPTIONS) AND ALSO PROVIDE A SELECTION OF ENTIRELY NEW SIGN DESIGNS (5 OPTIONS). EACH WILL INCLUDE COST ESTIMATES.

UPON FINAL DESIGN SELECTION FROM THE CITY OF DE PERE, WE WILL PROVIDE DETAILED SPECS, INCLUDE BID ITEMS AND COST ESTIMATES, AND PROVIDE ANY ADDITIONAL DETAILS THAT WOULD ALLOW THE SIGN TO GO TO BID.

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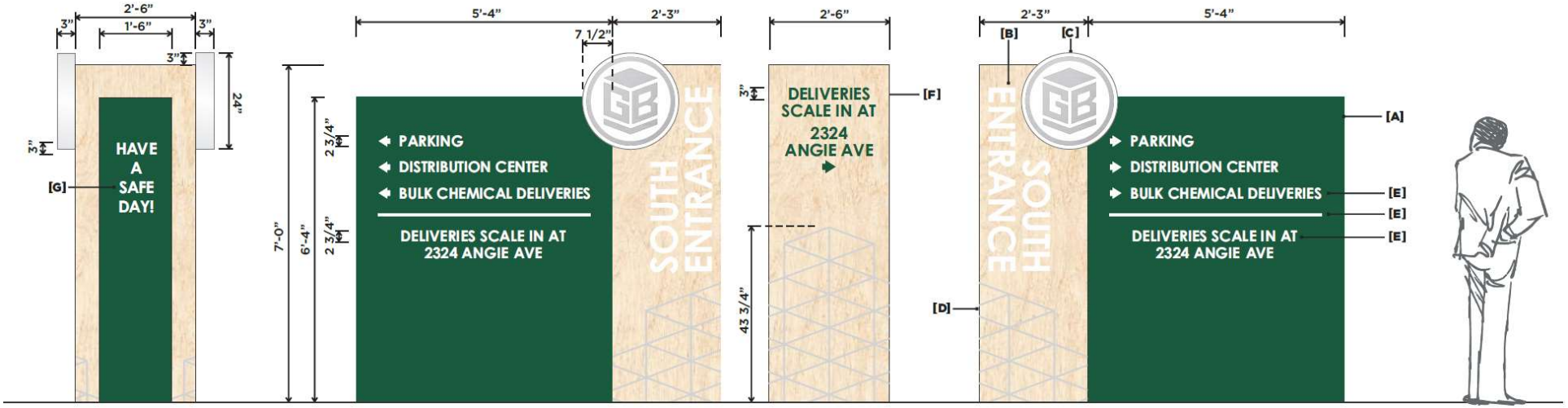
SIMILAR PROJECTS

SIMILAR PROJECTS

ELEVATE97 + GREEN BAY PACKAGING

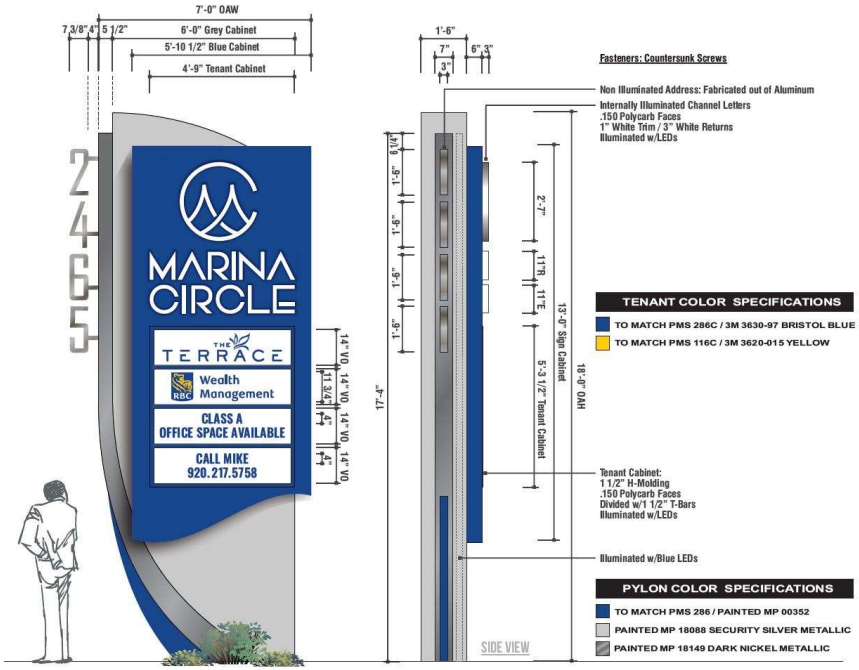
IN A RECENT PROJECT WITH GREEN BAY PACKAGING, ELEVATE97 PRODUCED **38** TOTAL EXTERIOR WAYFINDING AND MONUMENT SIGNS.



SIMILAR PROJECTS

ELEVATE97 + MARINA CIRCLE

ELEVATE97 WORKED WITH MARINA CIRCLE TO CREATE A STATEMENT PYLON AT THE MAIN ENTRANCE OF THEIR BUILDING, WHICH STANDS OVER 18 FEET TALL AND 7 FEET WIDE. FOUR SETS OF CHANNEL LETTERS WERE ALSO COMPLETED AND INSTALLED ON THE BUILDING AS A PART OF THIS PROJECT.



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SIMILAR PROJECTS

ELEVATE97 + KWIK TRIP

ELEVATE97 HAS WORKED WITH KWIK TRIP FOR OVER **10** YEARS TO PRODUCE VARIOUS PYLON, MONUMENT, AND WAYFINDING SIGNS FOR MANY OF THE POPULAR CONVENIENCE STORE LOCATIONS IN WISCONSIN AND SURROUNDING STATES.

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SIMILAR PROJECTS- ADDITIONAL PHOTOS

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REFERENCES

REFERENCES

A PARTNERSHIP APPROACH

BOB MIHALSKI
DIRECTOR OF MILL SALES, TRADE, AND CONTINUOUS IMPROVEMENT
GREEN BAY PACKAGING
1700 N. WEBSTER CT, GREEN BAY, WI 54302
920-433-5111
RMIHALSK@GBP.COM

MIKE BUSICK
OWNER
MARINA CIRCLE
2465 MARINA CIRCLE, GREEN BAY, WI 54304
920-217-5758
MBUSICK99@GMAIL.COM

MATTHEW LEPKE
PROJECT MANAGER
KWIK TRIP
1626 OAK ST, LA CROSSE, WI 54603
608-793-6034
MLEPKE@KWIKTRIP.COM

STEPHANIE BLAVAT-VESELY
PARTNERSHIP SALES & SERVICE EXECUTIVE
GREEN BAY PACKERS
1265 LOMBARDI AVE, GREEN BAY, WI 54304
920-569-7229
VESELYS@PACKERS.COM

MIKE DANIELS
PRESIDENT AND CEO
NICOLET NATIONAL BANK
111 N WASHINGTON ST, GREEN BAY, WI 54301
920-366-5932
MDANIELS@NICOLETBANK.COM

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TIMELINE

TIMELINE

PROJECT TIMELINE

1. **BEGIN DESIGN AS SOON AS THE AGREEMENT IS SIGNED (EARLY JUNE 2024)**

2. **COMPLETE PRELIMINARY DESIGN CONCEPTS AND INITIAL DESIGN CONCEPT COST ESTIMATES BY JUNE 30, 2024.**

    1. PROVIDE 3D AND/OR 2D RENDERING OF PRELIMINARY DESIGN CONCEPTS FOR TWO (2) OPTIONS. EACH OPTION SHALL INCORPORATE THE CITY'S NEW LOGO.
        a. OPTION (1): PROVIDE THREE (3) CONCEPTS FOR REFURBISHING THE EXISTING SIGN INCLUDING REPAIRING ALL INTERNAL ELECTRICAL ISSUES;
        b. OPTION (2) PROVIDE FIVE (5) CONCEPTS FOR REPLACING THE EXISTING SIGN COMPLETELY AND INSTALL AN ENTIRELY NEW SIGN.

    2. MEETINGS WITH THE CITY OF DE PERE. THE FIRM SHALL PLAN FOR MEETING ATTENDANCE AT, BUT NOT LIMITED TO, THE FOLLOWING MEETINGS:
        a. KICKOFF MEETING WITH CITY STAFF TO DISCUSS SIGN DESIGN OPTIONS. THIS MEETING COULD BE IN PERSON OR VIRTUAL.
        b. PRELIMINARY DESIGN MEETING. THIS MEETING NEEDS TO BE IN PERSON.
        c. MISCELLANEOUS MEETINGS WITH CITY STAFF TO ADDRESS DECISIONS WITH TECHNICAL DESIGNS. THESE MEETINGS COULD BE IN PERSON OR VIRTUAL.
        d. MEETINGS WITH BOARD OF PUBLIC WORKS, FINANCE AND PERSONNEL COMMITTEE, CITY COUNCIL AND CITY STAFF TO DISCUSS PROPOSED DESIGN OPTIONS AND RECOMMENDATIONS. THESE MEETINGS NEED TO BE IN PERSON.

3. **COMPLETE FINAL DESIGN AND CONSTRUCTION ESTIMATES BY JULY 15, 2024**

    1. COMPLETE FINAL DESIGN FOR OPTION THE CITY CHOOSES TO MOVE FORWARD WITH. THE FINAL DESIGN MUST BE ABLE TO BE REPAIRED OR SERVICED WITH STANDARD REPAIR METHODS AND EQUIPMENT. NO PROPRIETARY TECHNOLOGY SHALL BE USED.
    2. PROVIDE DETAILED PLANS AND TECHNICAL SPECIFICATIONS FOR THE CHOSEN SIGN OPTION.

4. **CITY TO BID REFURBISH/REPLACE EXISTING SIGN AUGUST 2024**

5. **OPEN BIDS/AWARD PROJECT SEPTEMBER 2024**

6. **CONSTRUCTION PROJECT TO BEGIN APPROX. OCTOBER 15, 2024, WITH THE COMPLETION OF THE PROJECT NO LATER THAN MARCH 31, 2025.**

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FEE STRUCTURE

FEE STRUCTURE

ESTIMATED INVESTMENT TOTAL

BASED ON ESTIMATED 70 HOURS

COST PER HOUR = $127.00

PRICE INCLUDES ANALYSIS & MEETINGS, DESIGN DEVELOPMENT, AND FINALIZATION OF DESIGN.

****ELEVATE97 WILL REFUND THE COST OF DESIGN ($8,890) SHOULD WE BE AWARDED THE COMPLETE FABRICATION AND INSTALLATION OF THE CHOSEN SIGN DESIGN.****

Total Cost: $0**

- Estimate is subject to change based upon project knowledge and/or change of scope. Investment is wholly dependent on final specifications.
- Estimate is based upon signage in spaces the public can access.
- Estimate assumes full access. Limited access may cause additional trips resulting in additional cost.
- Taxes not included.

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elevate97®

WE SHOW OFF BRANDS. ANYWHERE. ANYHOW.

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Finance/Personnel Committee Members
From: Scott J. Thoresen, Director of Public Works
Date: June 3, 2024
RE: Consider and Possible Action on Interstate 41 Sign Design Proposals*

At the 1/10/2023 Finance/Personnel Committee meeting staff brought forward discussion regarding the existing I-41 sign. (See attached staff memo and meeting minutes) The existing sign needs repairs. At this meeting, it was suggested putting this project out to bid to determine costs and then a decision could be made as to how to move forward.

Staff solicited seven (7) companies for proposals (See attached request for proposals) and has received the following quotes for design services:

Creative Sign Company, De Pere, WI	= $2,800
Jones Signs, De Pere, WI	= $4,785
Fox City Signs LLC, Appleton, WI	= $4,800
Elevate 97, Green Bay, WI	= $8,890
Appleton Sign Company, Neenah, WI	= No Bid
Signarama, Green Bay, WI	= No Bid
Wisconsin Association Management	= No Bid

Staff reviewed the proposals that were submitted. Creative Sign Company and Fox City Signs did not submit the necessary information to meet the proposal submittal requirements, so they were not further considered. Staff then reviewed Jones Signs and Elevate 97 proposals. Staff felt Elevate 97 provided a more detailed sign style and sign quality in their proposal. Staff checked the references for Elevate 97 and they all came back favorable. Staff recommends approving the proposal from Elevate 97, Green Bay, WI in the amount of $8,890. These fees will be charged to TID #15.

CITY OF DE PERE
MEMO

To: Members of the Finance/Personnel Committee
From: Bill Boyle/Dan Lindstrom
Date: December 2, 2022

RE: Recommendation on repair and possible reconstruct of Interstate 41 City Sign.

Administration is seeking recommendations to correct maintenance issues regarding the City Sign on Interstate 41. The sign, constructed in 2016, has several issues with blinking/inoperable internal lights. As a result the decision has been made to turn the sign off, while a path forward is recommended.

Prior to the existing maintenance issues, Administration had requested pricing estimates for a possible refacing of the sign to better align with our City branding. Due to the internal construction of the sign, the solution became more complicated to achieve than was originally anticipated.

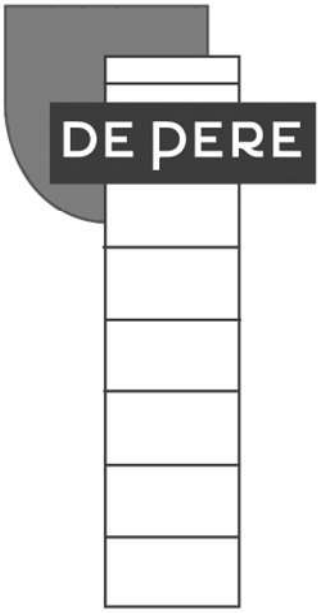
Existing Sign

The following options are available for your consideration and recommendation.

Option A: Maintenance Only.
Replace Internal LED lights and power supplies in (2) sets of 2'-5 3/4" "DEPERE" face and halo lit letters - clean faces on the pole cover.
Estimate $14,500

Option B: Reconstruct sign incorporating City branding, repair internal issues.
Design, fabricate and install Internally Lit Pylon Sign - reuse pipe/footing.
Estimate $165,000 to $228,000 depending on preferred design.

Option B example. Color changing LEDs in City shield, cycling through City color palate.



Finance/Personnel Committee

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

Regular Meeting

Minutes

Tuesday, January 10, 2023 **7:30 PM** **Council Chambers and Virtual**

1. Call to Order. Mayor Boyd called the regular meeting of the Finance/Personnel Committee to order at 7:30 PM.

Attendee Name	Title	Status	Arrived
Devin Perock	Alderperson	Present	
Pamela Gantz	Alderperson	Present	
James Boyd	Mayor	Present	
Amy Chandik Kundinger	Alderperson	Present	
John Quigley	Alderperson	Present	

Also Present: City Administrator Lawrence Delo, Development Services Director Daniel Lindstrom, City Attorney Anthony Wachewicz, Finance-Director Treasurer Joe Zegers, Fire Chief Alan Matzke and Police Chief Jeremy Muraski (remote).

2. Approval of the Minutes of the December 13, 2022, Regular Meeting of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance/Personnel Committee §6-3(f) DPMC.

None.

4. Fire Department Overtime and LifeQuest Billing Reports for December, 2022.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

5. Consideration and Possible Action on the December 2022 Police Overtime Report.

Chief Muraski explained that police overtime is higher due to an officer on light duty and two officers that are currently in training but anticipated to graduate in February.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

6. Consideration and Possible Action on Acceptance of $18,546 donation from Greater Green Bay Community Foundation Inc. to Police for use with the K-9 Unit. *

In response to Mayor Boyd's inquiry as to the status of the K-9 account, Chief Muraski advised the Committee that the account is close to allowing the department to expand the

K-9 unit and have a second dog, and there is also enough reserve to replace Kurt when he retires. The current donation is part of the Bark 'n Blue Foundation; the Greater Green Bay Community Foundation routinely makes this donation on a rotating basis to local communities.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

7. Consideration and Possible Action for Repair or Reconstruction of the Interstate-41 Sign.*

Development Services Director, Daniel Lindstrom, advised the Committee that several of the alderpersons have requested staff to look into the Highway 41 sign as it has had some issues in Fall of last year. Staff investigated the status and potential repairs, as well as the option of adding a new sign more in line with City's branding standards. There is a wide discrepancy in cost: $14,000-$15,000 for repair, which includes mechanisms unique to that sign; to use the existing base and do something new on top, the cost could range from $165,000-$230,000. Staff did reach out to the original manufacturer for design assistance and is looking for guidance from this Committee. Funding options include: Tax Increment District #15, possibly from a development project, unassigned reserves, ARPA (American Rescue Plan Act) or a combination thereof. Administrator Delo confirmed with City Attorney, Tony Wachewicz, that if the higher cost option was chosen, it would require that the project be bid.

Mayor Boyd expressed his preference to go with a new sign. Alderperson Quigley indicated he is leaning toward the smaller figure, as he has concerns regarding the cost of replacement given that the current sign has lasted for only 6 years of service. Alderperson Perock advised he is also leaning toward option A (maintenance only). Alderperson Chandik Kundinger indicated that she would like the cost to be budgeted; she appreciates the idea of using the pillar foundation but is not seeing this as an immediate need.

DSD Lindstrom advised that one other option could be to have the existing sign ground lit; it would require working with the adjoining property owner to light with rental equipment, and the alderpersons indicated that they liked that suggestion. Administrator Delo added that perhaps some lighting could also be mounted on top to cast some light down as well, as it would be hard to light the entire sign from the ground. Alderperson Gantz indicated that it is pricey to have a new one, as it is not a necessity. Administrator Delo added that the project could be bid to see what the prices actually come in at and then a decision could be made as to which action should be taken, as bids could be rejected if too high. In the interim, ground lighting could be tried. It was agreed more options should be considered.

In response to Alderperson Chandik Kundinger, DSD Lindstrom explained that the sign is completely custom, which is why it is so difficult to fix.

The Mayor suggested doing some patchwork in the interim and putting the project out for bids and then making a decision. He confirmed that bids would come back to this Committee for review.

In response to DSD Lindstrom's comments regarding bids getting too far into the design, Administrator Delo advised that potential bidders could be given general parameters and build the design costs into the bid.

No further action was taken on this item.

RESULT:	**NO ACTION**

8. Consideration and Possible Action for an Amendment to the Agreement with Cedar Corporation for Phase 2 Environmental Assessment for the S 100 Block of Broadway (Perrot Square Parking Structure).*

Development Services Director Lindstrom advised that $25,000 has been spent so far in Phase II environmental assessments at this property. This proposal is for the next phase to limit the area of impact, trading off test samples to do less soil remediation. Cedar Corporation will conduct 11 additional soil borings to comply with Wisconsin Department of Natural Resources requirements. A report is expected in approximately six months, in anticipation of redeveloping that block.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

9. Consideration and Possible Action for a Professional Services Agreement with MSA for WEDC – Community Development Investment (CDI) Grant Application, Management, and Reporting Services.*

Development Services Director Lindstrom advised the Committee that the scope of this item is twofold. MSA currently serves as the City's consultant for grant identification and solicitation. This item would utilize their expertise, with fees from TID #9 funds for grant reporting and closeout for the Cobblestone Hotel. It would also allow for MSA to complete the grant application in July, early in the time frame of the funding cycle, for development of the former Shopko site; the fiscal year for distribution of grants starts July 1. The monitoring of the grant process management would occur only if the city is awarded the grant.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

10. Discussion Regarding the use of the Affordable Housing Funding from the Extension of TID No. 6.

Development Services Director Lindstrom advised the Committee that he will provide a high-level overview of example programs contained in the agenda packet memo proposed to use funds collected from the state upon TID termination. The city can craft a program that is the most beneficial to the community.

-Housing Action Plan - $50,000 ($40,000 roll-over from 2022 budget and $10,000 from Affordable Housing Extension); this program would identify actions the city can take to

increase housing supply, bolster the diversity of housing options and increase affordability and stability for residents.

-Affordable Housing Stock Improvement Loan Program - (for certain income level to be determined) using assessed value to determine if a property is eligible. The maximum amount of any loan would be $10,000 or 50% of the total improvement costs for owner-occupied single or two-family units, to be paid back in full at the end of the loan term. DSD Lindstrom does have past experience creating this program for communities around the state.

-Deeper Roots Down Payment Assistance - forgivable loan in the amount of $5,000 for buyers below 80% of area median income or for the purchase of a home in a targeted area if above 80%, but below 120% (payable if the home is transferred before the loan period is completed but reduces over the term of the loan); partnering companies could provide seed funding.

-Look up De Pere - Upper Story Housing Activation - forgivable loans to reactivate and renovate units in the downtown for housing. This program would need to be structured in a way to balance the lost rent while keeping rental rates affordable. TIF funds could be used for this program, as well as Affordable Housing Extension funds.

-Habitat for Humanity Rock the Block - in partnership with Greater Green Bay Habitat for Humanity ("Habitat"), a specific block or segment is identified to make a sizable impact in a short amount of time (with corporate match donations) to complete 20-30 projects in a 2-3 block stretch. DSD Lindstrom suggests that if this program is selected, one segment should be chosen on both sides of river. This would be a turn-key program in that it is organized and managed by Habitat. Habitat does provide the manpower, secures funding and works with homeowners. In answer to Alderperson Quigley, DSD Lindstrom advised that one community per year is chosen to participate in this program. Mayor Boyd indicated this is an impressive program.

-Lot Purchase Program - city would buy lots and reserve for affordability requirements; lots would be purchased in a new subdivision and sold at a reduced price to a non-profit for development of affordable housing.

-Affordable Housing in Multi-Family TIF Developments - incentives to include affordable housing in multi-family or mixed-use developments; funding can be utilized to make up lost revenue from the market rate gap and to use funds to bridge the gap from the reduction of assessed value from full market value or the city could be a lead developer on a site. The program could follow WHEDA Section 42 guidelines and could contract with WHEDA for monitoring.

Discussion followed, and in response to the Mayor, DSD Lindstrom advised that one or more programs could be selected. Alderperson Chandik Kundinger appreciates the extraordinary amount of work put into these options but feels $1.9 million may be too thin to do them all. Alderperson Quigley commented on improving housing stock in an older neighborhood.

Administrator Delo advised the Committee regarding a county program funded by the state's Community Development Block Grant program that is paid back when a house

sells, but the requirements are more stringent in that the roof, siding and windows all must be replaced; it is difficult if homeowners do not meet income requirements or do not want to do all the repairs at once. This is the only program the county has for housing improvements or down payment assistance.

In response to Mayor Boyd, DSD Lindstrom indicated that the Rock the Block option is the most turn-key program. The loan programs are the most difficult to offer and the most challenging to monitor; he prefers forgivable loans versus grants. Administrator Delo added that it is necessary to consider what is the interest in mind for the community and what end result is sought, such as getting people into apartments, new home ownership or modifying existing homes.

DSD Lindstrom further explained that the Housing Authority is funded through HUD and must comply with federal requirements.

The alderpersons expressed support of DSD Lindstrom's suggestion of putting out a community survey for feedback. Alderperson Perock indicated a need for more senior housing.

Further discussion followed on the survey and a percentage allocation structure for feedback. In response to Alderperson Chandik Kundinger's question on whether this item will come back before this Committee, DSD Lindstrom indicated he will bring this back for general discussion as he would prefer the filter of the Finance/Personnel Committee and he explained the action strategy in response to Alderperson Quigley. Administrator Delo advised that no funding is available for a statistically sound survey; it would cost approximately $10,000 and 6-12 weeks to complete. The information provided from the community would be informational only and not statistically sound.

RESULT: DISCUSSED

11. Review and possible action on City of De Pere Investments and Cash Detail report for Nov. 2022.

Finance Director Treasurer Zegers reviewed the monthly summary ending November 30, 2022, which reports $33 million in total cash and investments, with $3.1 million in total cash (with decreases of $340,000 in city checking and $140,000 in health checking from the previous month).

Investments for this period are down $1 million, with the bulk in the Local Government Investment Pool, due to receipt of shared revenues of $1.2 million and interest of $50,000, offset by $1.5 million and $816,00 for accounts payable and payroll. Investments total approximately $30 million, with $33.2 million as of November 30. The investment return decreased $238,000, which is up $80,000 in depreciation.

December reflects $100,000 in appreciation, and he reminded the Committee that the City does get back its initial principal on investments.

Mayor Boyd made a Motion to accept the report and to place it on file; seconded by Alderperson Quigley.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	John Quigley, Alderperson
AYES:	Perock, Gantz, Boyd, Kundinger, Quigley

12. Future agenda items.

None.

Administrator Delo did clarify with Finance Director-Treasurer Zegers that due to tax collection activities, the evaluation of other banking services (a future agenda requested at a recent Common Council meeting) is planned to come before this Committee in March.

13. Adjournment.

Mayor Boyd made a Motion to adjourn the meeting at 8:26 PM, seconded by Alderperson Gantz. Motion carried by unanimous vote.

***Items with an asterisk require City Council approval.**

Respectfully submitted,
Angela Zills

DE PERE

JONES SIGN
Your Vision. Accomplished.

Response to Request for Proposal

CITY OF DE PERE
PUBLIC WORKS BUILDING

Bid Scope Package

DESIGN SERVICES FOR REPLACING I-41 SIGN

Presented by:

PHIL QUATTROCCHI

Date: 4/30/2024

JONES SIGN
Your Vision. Accomplished.

Originated in 1910 | Incorporated since 1975 | Present ownership since 1982
John Mortensen - Owner, President, and CEO

Our Story

The legacy of our company is one of quality, hard work, and an innovative spirit. We work hard today, while dreaming about what could be tomorrow. From our humble beginnings in 1910, to becoming a national, leading, diverse company, Jones Sign is a family and a business – of innovation, progress, and momentum.

Jones Sign delivers custom branding with speed, accuracy, and dramatic impact. The natural progression of custom signage manufacturing combined with self performed installation has driven transformation and growth spanning more than a century.

The Jones Sign team of designers, engineers, fabricators, and installers have developed a mastery of geometry, color, technology, structure, design, and lighting. What makes us unique is having our team of experts working at their most efficient level within a lean production environment. We deliver single source modular off-site controlled environment construction of an endless variety of architectural elements

Jones Sign leads the industry in size and scale, deploying our own installation crews and offering the widest variety of products, deepest pool of resources, and world-class project management.

Our Divisions

JONES SIGN
Your Vision. Accomplished.

JONES LIGHTING SERVICES
Lighting. Accomplished.

JONES SPORTS
Prime Time. Accomplished.

JONES STOREFRONTS
Elegance. Accomplished.

JONES OUTDOOR
Keep Looking Up.

JONES ARCHITECTURAL
Your Vision. Accomplished.

Industries Served

- Retail & Restaurant
- Entertainment & Hospitality
- Healthcare
- Banking & Financial
- Automotive
- Corporate ID
- Rebranding
- Drug Stores & Convenience Stores
- Education, Culture, and Civic
- Mixed-Use & Retail Destinations
- Sports Venues
- Storefronts

PROVIDING INDUSTRY-LEADING SIGNAGE SOLUTIONS SINCE 1910.

JONES SIGN
Your Vision. Accomplished.

480,000 square feet indoor | 15 acres outdoor

Capabilities

- Architectural Elements
- Awnings, Canopies, Shades, Banners Automated Letter Fabrication
- Custom Signs, Elements, Façades Digitally Printed Graphics
- Digital Signage & Frame Construction
- Division 10 Specialty Fabrication
- Paint Booths
- Free-standing, Wall Signs, Channel Letters
- Glass, Heavy Steel, and Other Materials In-House R&D & Neon Work
- Inventory Control
- Kiosks & ATMs
- Large Format Digital Printing Overhead Crane System Vacuum Forming
- Waterjet Cutting

Our Clients

CHASE CENTER · fiserv.forum · DAYTONA INTERNATIONAL SPEEDWAY · LAMBEAU FIELD · usbank stadium · Allianz Field · Hard Rock STADIUM

DODGER STADIUM · Little Caesars arena · TQL STADIUM · EMPOWER FIELD AT MILE HIGH · T-MOBILE PARK · allegiant stadium

Services

- Billboard Media
- BIM, Virtual Design, & Construction Documentation 10.5
- Code & Permitting Services Technical Surveys
- Design Collaboration
- Design, Drafting, Value Engineering
- Estimating/Budget Costs Fan Engagement
- In-House Leasing
- Installation
- Narrative Lighting
- Sign Service & Maintenance
- Planning & Management Sign & Scope Specification Samples & Prototypes Technology Integration Theming
- Way-finding Programs

Specialized Experience

- 3M Panaflex and Enhanced Image Panaflex Decoration & Fabrication Daktronics Certification
- EFI Fiery Certified
- ETL Certified
- Heavy Steel
- Lean & 5s
- Milliken Awning System Professional Project Managers Remarkable Construction Site
- Acumen
- Signcomp, ABC, & Signtech Extrusion Systems Watchfire EMC Certification

Installation & Field Capabilities

- 150’ Cranes
- 60’ Service trucks
- 73’ Trailers
- Lifts with trailers
- Skytrac, Advanced Safety Protocols Scaffolding Fabrication & Installation National Self-Performing Installation Crews

UNMATCHED HORSEPOWER AND TURNKEY SERVICES TO GIVE YOU PEACE OF MIND.

Executive Overview

Jones Sign Company has provided industry-leading design, manufacturing, installation, and maintenance of signage, lighting, and architectural elements to construction companies, design firms, national brands, & local clientele.

From our humble beginnings in 1910, to becoming an industry-leading diverse National company, Jones Sign is a family and a business of innovation, progress, and momentum. The legacy of our company is one of quality, hard work and innovative spirit.

With multiple locations across North America, we handle large-scale rebranding projects, ongoing sign programs, specialty fabrication, and large venue projects like stadiums, shopping malls, or campuses. We service any sign made by any manufacturer in the United States & and create brilliantly unique architectural elements. We are a true turnkey implementation partner and will handle every step of the process from code compliance to design, permitting, fabrication, installation, and service. With over 120 National and Global brands represented today, Jones has the capacity and expertise to execute your branding needs. We offer the widest variety of products, resources and world-class project management to ensure all of your products are completed on time and on budget.

Mission Statement

To be the easy to work with solution partner by:

- Staying at the forefront of industry technology
- Providing a safe work environment
- Maintaining an effective, disciplined, lean manufacturing enterprise.
- Providing outstanding pay and benefits.
- Providing comprehensive business ethics.
- Confining our work to customers who share our business values.
- Providing training and opportunities for all employees
- Engaging in environmentally conscious practices
- Continuously growing the company
- Meeting our stated profit goals

Company Background

- Originated in 1910, Incorporated since 1975
- Present ownership since 1982
- 100% owned by President and CEO: John Mortensen
- Expansions in PA, CA, VA, NV, CO, MN, FL, WI, Mexico

Staff Breakdown

- Employee Total: 533
- Management & Office Personnel: 82
- Sales: 41
- Program Management: 100
- Field Personnel: 26
- Fabrication: 259
- Design, and Design Engineering: 25

Facility / Office Location	Type	Manufacturing SqFt
Green Bay, WI - Headquarters	Office & Manufacturing	218,000
Las Vegas, NV	Office and Installation Crew	5,600
Los Angeles, CA	Office	8,268
Philadelpha, PA	Office	22,000
Richmond, VA	Office & Manufacturing	33,000
San Diego, CA	Office and Installation	6,794
Juarez, MX	Office & Manufacturing	9,731
Tijuana, MX	Office and Manufacturing	52,836
	Total	356,229

ORGANIZATIONAL CHART

SENIOR PROJECT MANAGER
Dan Caruso

PROJECT MANAGEMENT

DESIGN

ESTIMATING

DESIGN ENGINEERING

DIR. OF PROJECT MANAGEMENT
Alisa Hernandez

DESIGN MANAGER
Jon Jasper

ESTIMATING MANAGER
Eric Bernetzke

DESIGN ENGINEER MANAGER
John Corbin

PROJECT ENGINEER
Matt Humphrey

DESIGNER
Jay Miller

DESIGN ENGINEER
Alexis Wood

BUSINESS DEVELOPMENT

GENERAL MANAGER
Phil Quattrocchi

EXECUTIVE MANAGEMENT

VP OF CONSTUCTION
Logan Crutchfield

VP OF SALES & PROJ. MANAGEMENT
Sara Ledvina

EXECUTIVE VICE PRESIDENT
Todd Patrickus

PROJECT MANAGEMENT

Alisa Hernandez

Director of Project Management

Industry Experience Since 2000

Alisa Hernandez is the Director of Project Management. She works with our Project Management team to ensure the overall on time and on-budget successes of our projects and is responsible for the staffing and training of the project managers. Alisa also works with other internal departments to update our best practices and standard operating procedures on a regular basis.

Alisa has been with Jones since 2018, but has been in the industry since 2000, where she started as a project manager and worked up to Director of Project Management. Her education is in History. Outside of work, she enjoys running and is a fan of the San Antonio Spurs and New England Patriots.

Dan Caruso

Senior Project Manager

Industry Experience Since 2003

As a Construction Manager at Jones, Dan works with our clients to manage all aspects of a project from original concept to installation, ensuring clear and consistent communication, adherence to budget, timeline, and client satisfaction. Responsibilities include being a point-person for clients, and liaising between clients and our internal Design, Permitting, Fabrication, and Installation teams. He works with all internal teams to assure we meet our clients' budget and timeline.

Dan manages day-to-day work for detailed custom venue accounts. He collaborates with all departments to bring a project to fruition, with a focus on meeting established timelines. He works to understand the changing needs of the client, and negotiates pricing with a contractual focus to ensure we protect the company's interests. In this role, Dan is responsible for being the very best at communicating to ensure all expectations are met while simultaneously tracking and organizing all project documents and budgets so that they are in line with internal expectations.

Anarchitect by education, Dan has been in the construction industry since 2003, most recently where he was part of the project team managing the curtainwall at Fiserv Forum. Dan now leads our Jones project management team with a project history that includes Empower Field at Mile High, Acrisure Stadium, Intuit Dome, Allianz Field, Cleveland Browns Stadium and Frost Arena among many others.

Matt Humphrey

Project Engineer

Industry Experience Since 2006

Matt is a Project Engineer on the project management team. He works directly with our Project Managers from the initial design intent to a successful execution, providing review of expenses and adherence to budgetary requirements. He continually provides reliable communication on the budgetary needs of the project, along with maintaining strict adherence to the client's timeline, site logistics, and safety requirements.

Matt came to Jones with a background in operations management. He has been in the metal fabrication industry since 2006 and started his career at Jones as a Project Coordinator where he was responsible for assisting in the coordination of trades accounts.

DESIGN

Jon Jasper

Design Manager

Industry Experience Since 2000

Jon holds the position of Design Manager at Jones Sign. He acts as a link between upper management and designers to implement directives from the President and Vice Presidents regarding the company's direction. Jon collaborates with all internal teams to ensure that employees in our Design department receive proper training and guidance to excel in their roles within the company.

Having joined Jones Sign in 2018, Jon brings over twenty years of experience in both management and design within the sign industry.

Jay Miller

Designer

Industry Experience Since 2005

Jay Miller serves as a Graphic Designer at Jones, collaborating with our Project Managers to create signage and project designs for clients. His expertise encompasses logo and print design, typography, graphic design, color theory, and spatial arrangement. With a career spanning back to 2005, Jay brings a wealth of experience to the sign industry.

ESTIMATING

Eric Bernetzke

Estimating Manager

Industry Experience Since 2010

Eric Bernetzke, stationed at our Green Bay office, manages the Estimating department, leading a team of ten estimators. He diligently assembles project details by reviewing proposals, specifications, and drawings to assess labor, material, and time needs in order to fulfill our clients' expectations. Eric collaborates closely with all internal departments to ensure alignment with our clients' objectives.

Having been part of Jones Sign since 2010, Eric has held various roles such as installer, fabricator, and install manager, which enrich his expertise in Estimating. He handles over 600 projects annually, showcasing his versatility and dedication.

DESIGN ENGINEERING

John Corbin

Project Development and Design Engineer Manager

Industry Experience Since 2005

John is responsible for overseeing our internal design-engineering team and our external subcontractors. He works closely with the project management team to help optimize efficiency in construction and engineering of the design.

John has extensive experience in SolidWorks and AutoCAD and is a resourceful and result-oriented team player who strives for quality and customer satisfaction with solid interpersonal and communication skills in building key alliances and partnerships. Prior to joining Jones, John had 30 years of design engineering experience in various areas of construction and production.

Alexis Wood

Design Engineer

Industry Experience Since 2018

Alexis is a seasoned professional in structural and electrical design. Leveraging her expertise, skills, and acumen, she enhances organizational efficacy and exhibits a fervent dedication to her profession. Within her capacity, she collaborates with our Project Managers to create signage and project designs for our clientele, drawing upon her proficiency in logo and print design, typography, graphic design, color theory, and spatial arrangement.

BUSINESS DEVELOPMENT

Phil Quattrocchi

General Manager

Industry Experience Since 2007

Phil is the General Manager of our Lighting Division and for the Local Sales team. He works with his team to set up revenue generation, enriching client experiences, and strategies for working with businesses in that area to meet their signage needs. Phil works with his clients to establish prompt and cost-effective solutions to issues that come with expansion and contraction of businesses. He seeks out and uncovers opportunities and contacts within client organizations to understand how Jones can provide solutions for the clients.

He has extensive executive experience in providing clients with the kind of unparalleled service that builds and sustains their confidence. Prior to joining Jones, he had a background in technology and graphics. Along with oversight of the Local Sales team, he works directly with his clients, including Cold Stone Creamery and Walgreens. He has done over $1 million in sales since joining Jones.

EXECUTIVE MANAGEMENT

Logan Crutchfield

Vice President of Construction

Industry Experience Since 2012

Logan Crutchfield is Vice President of Construction for Jones Architectural Creations, Jones Sports, and Jones Major Projects. He came to Jones Sign from the commercial construction industry specializing in complex, large-scale sports and entertainment projects. Logan is passionate about bringing this breadth of knowledge, strategic process implementation and problem-solving acumen to Jones and our clients to execute successful projects both on-time and on-budget.

Logan's education includes a B.S. in Civil Engineering from the Georgia Institute of Technology (Go Jackets!).

Project portfolio includes: Daytona Rising, Orlando City Soccer Stadium, Phoenix Raceway, Inter Miami Club de Futbol, DRV Pink Stadium, and Camping World Stadium improvements.

Sara Ledvina

VP of Sales Administration and Project Management

Industry Experience Since 2005

Sara Ledvina came to Jones Sign with a background in restaurant management. Her education includes degrees in Management and Marketing. She has been in the sign industry since 2005 and works for Jones Sign as the Vice President of Sales Administration and Project Management where she is responsible for ensuring the successful onboarding of new clients as well as ensuring that existing clients' projects are tracking on time and on budget. The tracking of existing clients includes all aspects of sign management from the pre-sales process to manufacturing and installation and through to invoicing and collection.

She is also responsible for the sales administration and project management teams' growth and development. Sara manages high profile projects as needed and has worked on the Daytona Raceway, Climate Pledge Arena, LAX, and Little Caesar Arena projects. Sara also enjoys providing some form of oversight to 75%+ of the jobs that run through this company. Outside of work, she enjoys spending time with her family.

Todd Patrickus

Executive Vice President / Principal in Charge

Industry Experience Since 1996

Todd Patrickus came to Jones Sign with an extensive background in operations management in the niche metal-plating industry. This industry directly served the automotive industry which afforded Todd all of the quality and operations (cellular manufacturing) standards expected by the demanding automotive market. Todd successfully implemented these processes and expectations into the manufacturing facilities of Jones Sign.

His education includes a Bachelor's degree from St. Norbert College and an MBA from Cardinal Stritch University. He has been with Jones Sign since early 1996 and is currently the Executive Vice President. He has full Profit and Loss responsibility and has oversight of all areas of Jones Sign Company. Todd specifically works on company direction, sales management, project management, and operations to ensure Jones Sign is successfully accomplishing our customers' visions.

Todd adores spending time with his wife and twin children. He is also an avid outdoors person who enjoys golfing, hiking, and downhill skiing.

UNDERSTANDING OF THE PROJECT

Summary of our understanding of the project, what needs to be done, and how we plan on accomplishing those tasks.

At Jones Sign, we recognize that the current sign on I-41 South, constructed in 2015, is now outdated and non-functional.

The logo requires an update to align with the City of DePere's Brand Standards. Moreover, whether it involves repairing the existing sign or constructing a new one, the sign must be lit using highly-efficient LEDs.

Considering the background information provided by the City of DePere, we have developed two options for the City's consideration:

1. Option #1: Refurbish the existing sign to include the City's new logo.
2. Option #2: Replace the existing sign entirely with a new one that features the City's new logo.

As a leading National Sign Company, proudly located in De Pere, we are well-equipped to efficiently execute either option. The enclosed Proposal details how our experience with significant sign projects positions us to provide the ideal signage solution for the City of De Pere.

- Project Management & Project Coordination:
  - The City of De Pere's project will be overseen by Senior Project Manager Dan Caruso.
  - Dan will oversee all aspects of the project, including coordination, design, engineering, permitting, procurement, manufacturing, installation, and safety protocols.
  - The involved departments will collaborate to meet deadlines and synergize their efforts to achieve the project's goals.
  - The Executive Management team will be available throughout the project to ensure its successful completion.

- Kickoff Meeting:
  - Conduct a kickoff meeting to introduce the team members and set the tone for collaboration.
  - Share the project objectives, goals, and expected outcomes.
  - Emphasize the importance of teamwork and collective contribution.
  - Develop a shared vision that aligns with the City of De Pere's goals and brand standards.
  - Clearly articulate the brand message and identity to ensure a consistent approach across all team members.

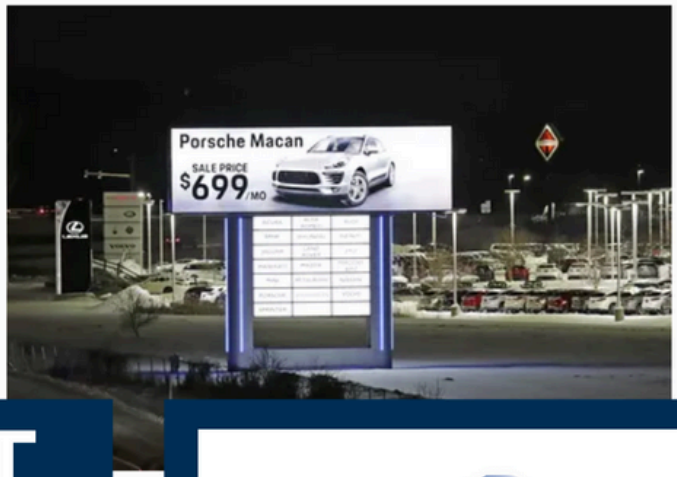
- Schedule Compliance:
  - Creating a project schedule is a key responsibility of the Project Manager.
    - Monitor each task within the project, ensuring tasks are completed on time or ahead of schedule.
    - Developing a project schedule is crucial for efficient and effective project completion.
  - Set up regular communication check-ins to assess progress, address opportunities, and celebrate achievements.
  - Provide updates on the project's overall status and ensure that everyone is on the same page.

- Design:
  - Our skilled design team collaborates closely with the project management team to streamline the drawing process.
  - Quality checks occur at every stage.
  - A kickoff meeting with clients, designers, and architects clarifies the project's scope and addresses specific questions, saving time.

- Approvals
  - After finalizing designs, the complete set of drawings circulates among stakeholders for approval before drafting and engineering tasks commence.

- Drafting & Engineering
  - In-house engineering and drafting expertise will be available.
  - External engineering firms are engaged when a registered engineer's seal is required.
  - A dedicated document quality control personnel ensures construction drawings meet quality standards.

By implementing the above steps, Jones can promote a collaborative team approach that enhances creativity, efficiency, and the overall success of the design services with a cohesive partnership between City of De Pere and Jones Sign.



PROJECT *Profile*

OVERVIEW:

Jones collaborated closely with Bergstrom to meet their project goals. Bergstrom Imports takes pride in simplifying and enhancing the car buying experience, showcasing a range of prestigious automotive brands.

Standing at 40 feet tall, each sign features a digital display board atop a base that highlights 19 auto manufacturers. These two Digital Display pylon signs near Bergstrom Victory Lane welcome traffic entering Appleton. Overcoming challenges such as soil instability and a high water table, we redesigned the footings to shallow slabs instead of deep caissons.

Through their contributions, Jones played a key role in helping Bergstrom realize its vision, fostering a lasting partnership between the two entities.

BERGSTROM

PROJECT NAME:
BERGSTROM VICTORY LANE ROAD SIGNS

LOCATION:
APPLETON, WI

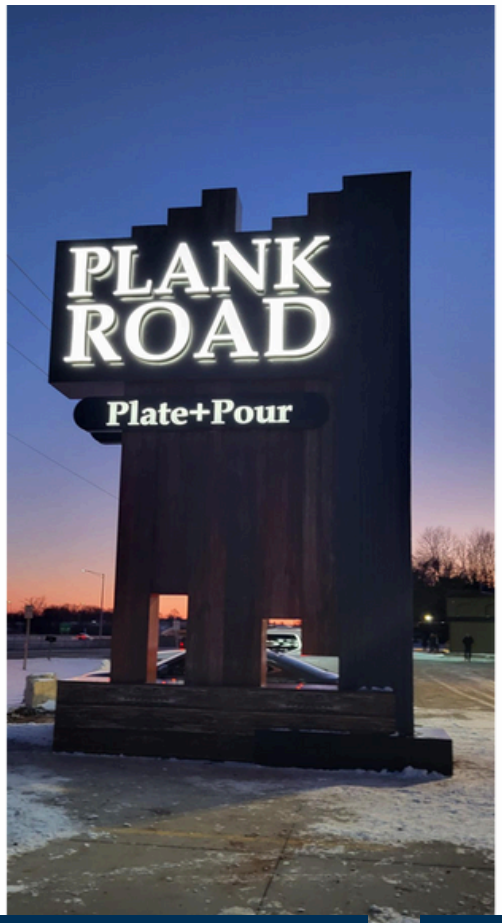
TIMELINE:
7/2018 - 12/2018

OWNER:
BERGSTROM CORPORATION

ENGINEER:
ROBERT JAMES & ASSOCIATES

CONTRACT VALUE:
$1.5MM

SIMILAR PROJECTS



PROJECT *Profile*

PLANK ROAD
PLATE + POUR

PROJECT NAME:
PLANK ROAD PLATE & POUR

LOCATION:
DE PERE, WI

TIMELINE:
6/2022 - 2/2023

OWNER:
PLANK ROAD PLATE & POUR

ENGINEER:
ELROD ENGINEERING

CONTRACT VALUE:
$183K

OVERVIEW:

Plank Road Plate + Pour pays homage to the original Green Bay to Fond du Lac pathway established in the mid-1800s. Initially a wooden plank road, this historic route evolved into a railway and is now known as the Fox River Trail. Formerly known as Plank Road Pub & Grill, the establishment underwent a rebranding with the help of Jones Sign. Jones crafted a unique sign that seamlessly blends history with modern design elements. The sign features a digitally printed wood grain graphic with a durable UV coating for longevity. The illuminated sign structure includes multi-color LEDs that add a vibrant touch, reflecting onto the upper cabinet for added visibility.

By utilizing an existing pole, the signage project achieved efficiency without compromising on impact. Positioned strategically along Highway 41, this impressive sign not only honors local history but also attracts attention and drives traffic to this beloved establishment.

SIMILAR PROJECTS

PROJECT *Profile*

OVERVIEW:

Jones Sign, partnering with Simon Property Group, undertook a comprehensive signage upgrade at Bay Park Square. The project included replacing 6 mall entrance signs and 4 large monument exterior perimeter ground mall entrance signs. From design to installation, Jones Sign ensured adherence to Simon Property Group's brand guidelines while minimizing disruption to mall operations.

The project began with a thorough site survey and design agreement, detailing sign design, removal, permitting, fabrication, and installation costs. Jones Sign's project management team collaborated closely with Bay Park Square throughout the process, from shop drawing approval to final sign inspection prior to installation. Careful coordination ensured a seamless transition, with a detailed timeline for old sign removal and new sign installation. The new signs, including large cabinet signs for mall entrances and varying sizes of exterior perimeter ground signs, not only met design specifications but also catered to the mall's specific needs.

Jones Sign's meticulous attention to detail resulted in a successful upgrade, enhancing Bay Park Square's aesthetic appeal and reinforcing the Simon brand identity.

BAY PARK SQUARE
A SIMON MALL

PROJECT NAME:
BAY PARK SQUARE MALL

LOCATION:
ASHWAUBENON, WI

TIMELINE:
NOVEMBER 2023 - JUNE 2024

OWNER:
SIMON PROPERTY GROUP

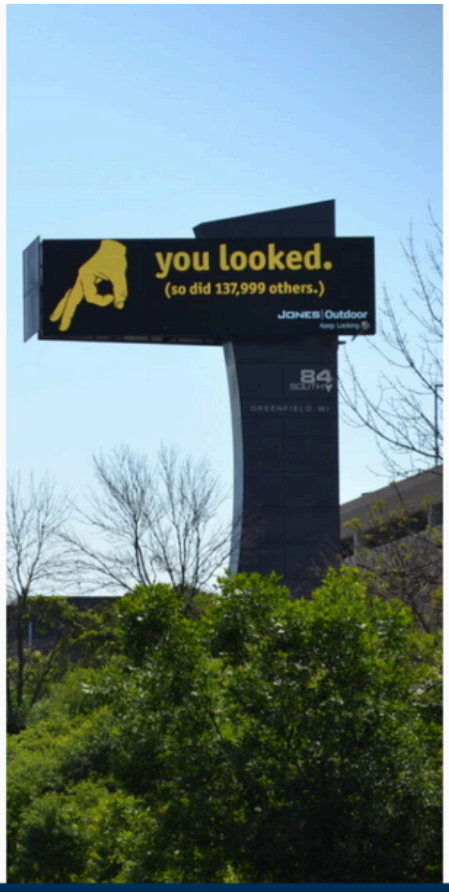
CONTRACT VALUE:
$492,642.30

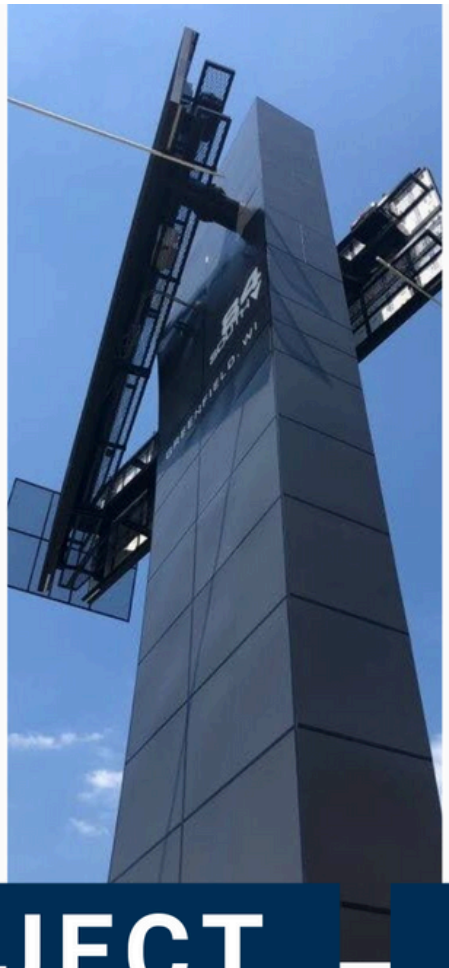
SIGN SPECS:
LARGE CABINET SIGNS
24'OAW X 12'OAH
MALL ENTRANCE GROUND SIGNS
16' OAH X 13' OAW
10' OAH X 13' OAW

www.jonessign.com

CALL US
+1 - 800 - 536 - 7446

JONES SIGN
Your Vision. Accomplish





PROJECT *Profile*

OVERVIEW:

Jones Sign was engaged to design, engineer, permit, fabricate, install, commission, and operate a 70-ft tall billboard at the 84 South mixed-use development in Greenfield, WI. The billboard is a co-branded (with the City of Greenfield) double-faced 16mm full-color digital billboard with custom architectural design. The electronic messaging centers can be viewed by drivers going both directions along the interstate.

84 SOUTH

PROJECT NAME:
84 SOUTH

LOCATION:
GREENFIELD, WI

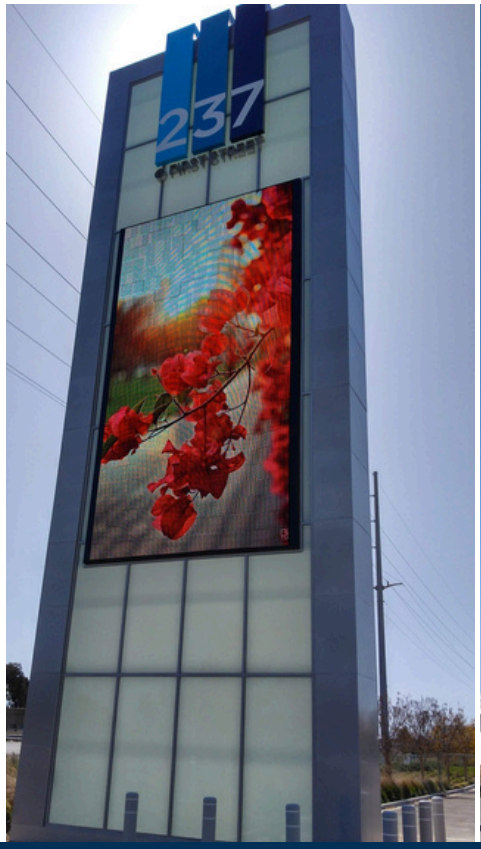
TIMELINE:
JULY 2020

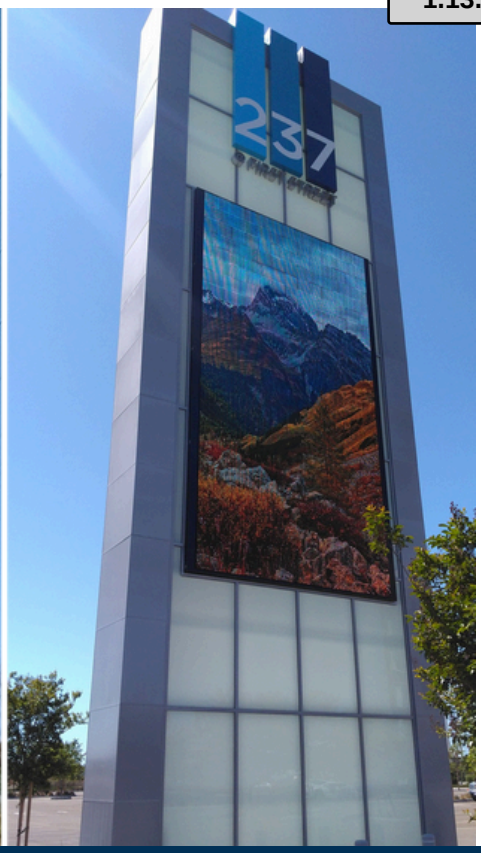
OWNER:
COBALT PARTNERS

ENGINEER:
ROBERT-JAMES & ASSOCIATES

CONTRACT VALUE:
$183K

REFERENCE:
SCOTT YAUCK
SYAUCK@COBALTPARTNERSLLC.COM





PROJECT *Profile*

OVERVIEW:

Jones Sign was select to manufacture and install a 60-foot high double-faced internally illuminated pylon sign. The project included a 10mm portrait oriented full color hi def video display and projected logo elements.

The pylon was designed by Found Design for a new modern corporate center. It is faced with frosted tempered glass and a mullion system. The logo incorporates custom shaped polycarbonate boxes that illuminate on all sides. Jones' scope included difficult permitting, ground remediation's, pilings to overcome sandy soils, parking space removal and repair, landscaping and bollards. A guarded fenced laydown yard for additional security was constructed due to conditions nearby the site.

@237 FIRST

PROJECT NAME:
237 PYLON

LOCATION:
SAN JOSE, CA

TIMELINE:
MARCH 2021- JUNE 2021

OWNER:
SOUTH BAY DEVELOPMENT

ENGINEER:
ELROD ENGINEERING

CONTRACT VALUE:
$950,000

REFERENCE:
DAVID ANDRIS, VICE PRESIDENT
DANDRIS@SOUTHBAY.US

PROJECT *Profile*

OVERVIEW:

Jones Sign completed fabrication and installation of the entry and kiosk pylons and wayfinding at the Anaheim GardenWalk, a 460,000 square foot entertainment, dining, and shopping destination near Disneyland. The cylinder-shaped pylon has internal RGB LED lighting made with polish silver return channel letters and color changing RGB LED Lighting behind white acrylic faces.

The Kiosk Pylon is steel framed and embedded into a concrete foundation and cladded with brushed silver. Accent illumination is connected to a DMX controller so that the color-changing effect can be programmed. Jones Sign was proud to be part of this world-class gathering place!

ANAHEIM GARDENWALK

PROJECT NAME:
ANAHEIM GARDENWALK

LOCATION:
AHANHEIM, CA

TIMELINE:
MAY 2016- JANUARY 2018

OWNER:
AMERICAN CAPITAL PARTNERS LLC

CONTRACT VALUE:
$301,000

REFERENCE:
BUD BATON
203-219-0473

REFERENCES

GREEN BAY PACKERS
Craig Benzel
Vice President of Sales and Business Development at Green Bay Packers
920-569-7240
BenzelC@packers.com

HARLEY-DAVIDSON
John Gijsen
Facilities Manager
(414) 342-4680

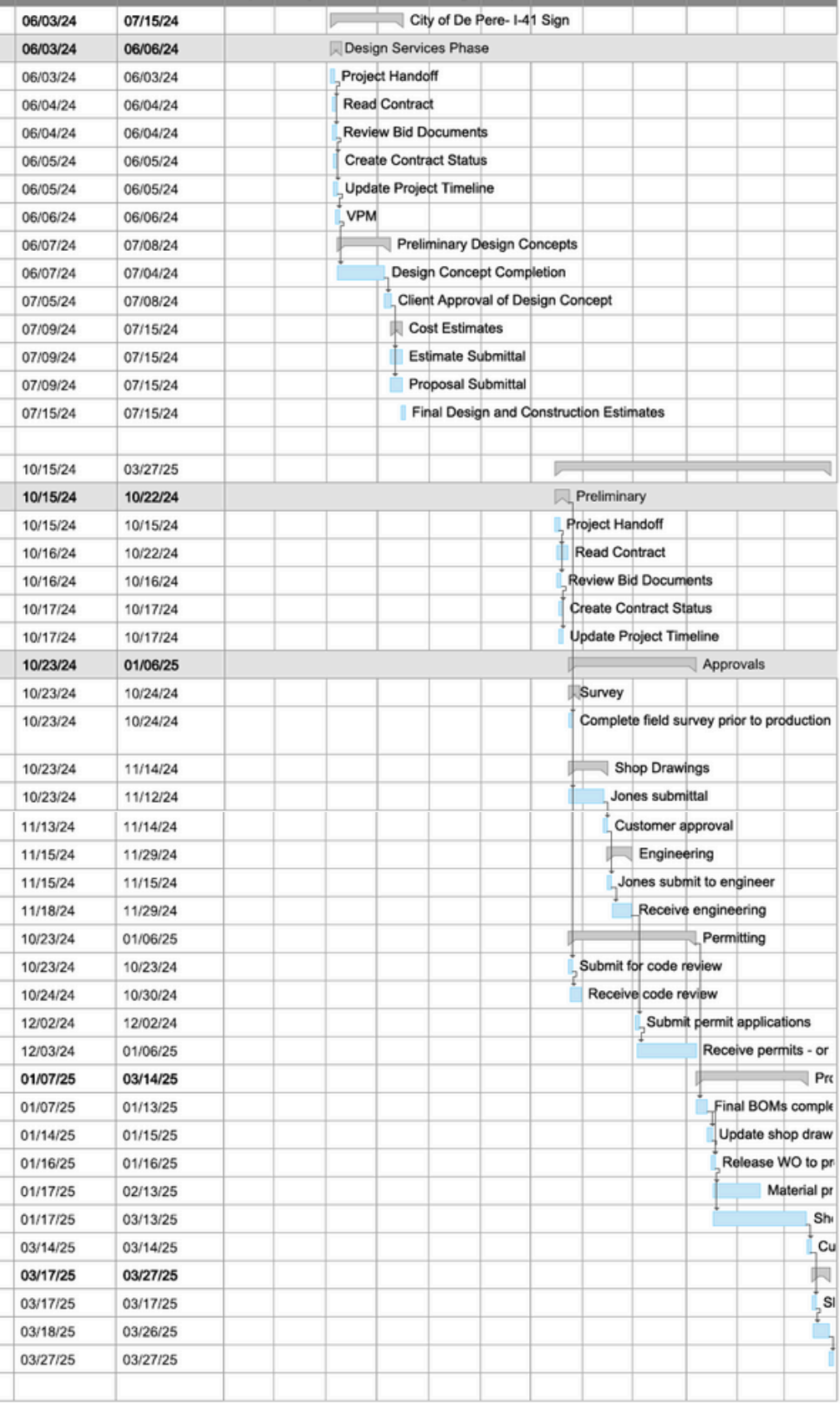
CAA ICON - Fiserv Forum
Mike Abrams
Director
303.210.7860
mabrams@iconvenue.com

FLEET FARM
Tom Carrico
VP of Real Estate & Construction
920-997-1429
tom.carrico@fleetfarm.com

MERCY HEALTH SYSTEM
Rany Benish
Director of Construction Management
608-295-3522
rbenish@mhemail.org

TIMELINE

Task Name	Start Date	End Date
City of De Pere- I-41 Sign	**06/03/24**	**07/15/24**
Design Services Phase	**06/03/24**	**06/06/24**
Project Handoff	06/03/24	06/03/24
Read Contract	06/04/24	06/04/24
Review Bid Documents	06/04/24	06/04/24
Create Contract Status	06/05/24	06/05/24
Update Project Timeline	06/05/24	06/05/24
VPM	06/06/24	06/06/24
Preliminary Design Concepts	06/07/24	07/08/24
Design Concept Completion	06/07/24	07/04/24
Client Approval of Design Concept	07/05/24	07/08/24
Cost Estimates	07/09/24	07/15/24
Estimate Submittal	07/09/24	07/15/24
Proposal Submittal	07/09/24	07/15/24
Final Design and Construction Estimates	07/15/24	07/15/24
Construction Phase	10/15/24	03/27/25
Preliminary	**10/15/24**	**10/22/24**
Project Handoff	10/15/24	10/15/24
Read Contract	10/16/24	10/22/24
Review Bid Documents	10/16/24	10/16/24
Create Contract Status	10/17/24	10/17/24
Update Project Timeline	10/17/24	10/17/24
Approvals	**10/23/24**	**01/06/25**
Survey	10/23/24	10/24/24
Complete field survey prior to production release	10/23/24	10/24/24
Shop Drawings	10/23/24	11/14/24
Jones submittal	10/23/24	11/12/24
Customer approval	11/13/24	11/14/24
Engineering	11/15/24	11/29/24
Jones submit to engineer	11/15/24	11/15/24
Receive engineering	11/18/24	11/29/24
Permitting	10/23/24	01/06/25
Submit for code review	10/23/24	10/23/24
Receive code review	10/24/24	10/30/24
Submit permit applications	12/02/24	12/02/24
Receive permits - or approval to proceed	12/03/24	01/06/25
Production	**01/07/25**	**03/14/25**
Final BOMs completed	01/07/25	01/13/25
Update shop drawings	01/14/25	01/15/25
Release WO to production	01/16/25	01/16/25
Material procurement	01/17/25	02/13/25
Shop production	01/17/25	03/13/25
Customer review/approval of signs in shop	03/14/25	03/14/25
Installation	**03/17/25**	**03/27/25**
Shipping	03/17/25	03/17/25
Installation	03/18/25	03/26/25
Punch list	03/27/25	03/27/25



City of De Pere
2024 I-41 Sign Replacement

Proposed Fee Schedule

Company Name: Jones Sign Co., Inc.

Company Address: 1711 Scheuring Road, De Pere, WI 54115

Company Telephone Number: 920-983- 6700

Company Representative: Phil Quattrocchi
pquattrocchi@jonessign.com
(612) 867-4543

Signature:

Lump Sum Price: $ 4,785.00

Exhibit A

Scope of Work

1.Analysis Design Service: Standard Rate- $125 / hour

- Designer and Consultant to travel, for in person client meeting to discuss intent, proposed design options and recommendations.
  - Kickoff meeting with City Staff
  - Preliminary design meeting- In Person
  - Miscellaneous meeting with City staff
  - Meetings with Board of Public Works, Finance and Personnel Committee, City Council and City staff- In Person
- Understand and complement local environment and architectural design intent.
- Determine environmental graphics theming by presenting architectural element studies and conceptual drawings.
- Create the framework on which to design all signage and directional information systems.

2. Conceptual Designs: Standard Rate- $125 / hour

- Create color electronic concept drawings for 2 options of the I-41 City of De Pere Sign.
  - Each option shall incorporate the City's new logo.
  - Option (1): Provide three (3) concepts for refurbishing the existing sign including repairing all internal electrical issues.
  - Option (2) Provide five (5) concepts for replacing the existing sign completely and install an entirely new sign.
- Develop elevation view and side views for each sign option.
- Include night view rendering to illustrate how lighting will look at night.
- Drawings will indicate dimensions, square footage, material, finish, and lighting.
- Provide electronic artwork files of all design drawings.

3. Cost Estimates:

- Construction costs estimates for each concept option.
- Bid items and cost estimate to be provided for final chosen option.

4. Construction Drawings: Standard Rate- $125 / hour

- Complete final design for option chosen.
- Detailed plans and technical specifications for the chosen sign option.
- Includes detailed construction specifications and creation of plans for:
  - welds, connections, support system

Exhibit A
Scope of Work Continue

- framing and internal finishes
- lighting system design
- electrical loads, amperage, voltage, number of circuits
- materials, seaming, fastening and external finishes.
- pick points and assembly order.
- maintenance access

- Provide electronic artwork files of all design drawings.

5. Bid Documents

- Provide design and construction drawings to be used to bid project.
- Provide plans in AutoCAD and .pdf for insertion on the bid documents. The City will bid the project on-line with the 11”x17” .pdf. plan set.
- Provide technical specifications and special provisions for bidding in a Word document.
- Provide bid items, quantities, and an engineer’s estimate. The bid items are to be provided in a Word document. The estimate is to be provided in an Excel document.
- Provide regulatory approvals if needed.
- Provide timeline of events to include (but not limited to) kick off meeting, design phases, final design, and completion of items for bid documents.

Any services beyond the scope of services and specification will be billed at the standard hourly rates and paid by the Owner.

Revisions or Changes

- Revisions include changes to previously approved work, changes in the extent of work or project parameters, changes in the complexity of any elements of the project, activities performed out of sequence, changes necessitated by strikes, code revisions, schedule changes, client personnel changes, field changes, structural electrical conflicts or other causes not within the designer’s control.
- Any revisions or changes beyond the scope of services and specification will be billed at the standard hourly rates and paid by the Owner.

FEE

Additional Services Available
Menu Pricing

Stamped Certified Engineering: (flat fee) $ 1,000.00

- Shop drawings to be stamped certified by engineer licensed in Wisconsin.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 4/1/2025 | 3/29/2024

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

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

PRODUCER	LOCKTON COMPANIES 500 West Monroe, Suite 3400 CHICAGO IL 60661 (312) 669-6900 midwestcertificates@lockton.com
CONTACT NAME:	
PHONE (A/C, No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS:	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : The Continental Casualty Company	20443
INSURER B : Valley Forge Insurance Company	20508
INSURER C : --- SEE ATTACHMENT ---	
INSURER D : National Fire Insurance Co of Hartford	20478
INSURER E : Lloyd's of London	
INSURER F :	

INSURED 1540038
Jones Sign Co Inc
1711 SCHEURING RD
DE PERE WI 54115

COVERAGES **CERTIFICATE NUMBER:** 20452207 **REVISION NUMBER:** XXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:	N	N	7064234184	4/1/2024	4/1/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY	N	N	7064234198	4/1/2024	4/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ XXXXXXX $ XXXXXXX $ XXXXXXX
C	X UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000	N	N	See Attached	4/1/2024	4/1/2025	EACH OCCURRENCE AGGREGATE	$ 25,000,000 $ 25,000,000 $ XXXXXXX
D B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	7064234217 (CA) 7064234220 (AOS)	4/1/2024 4/1/2024	4/1/2025 4/1/2025	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
A E	Install Floater/ Contractors Equip Prof/Poll	N	N	7091782661 ANE5330448.24	4/1/2024 4/1/2024	4/1/2025 4/1/2025	Limit: $1M Leased/Rented Equip: $100K $3M per Claim	

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

CERTIFICATE HOLDER

20452207
Evidence of Insurance

CANCELLATION See Attachments

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

AUTHORIZED REPRESENTATIVE

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DE PERE

JONES SIGN

Your Vision. Accomplished.

Phil Quattrocchi

General Manager

pquattrocchi@jonessign.com

(747) 231-1659

WWW.JONESSIGN.COM

City of De Pere

creative Sign company inc

KATHY TIESLING, Sign Consultant
505 Lawrence Drive, De Pere, WI 54115
Office: 920.336.8900 | Cell: (920)-676-5773
kathy@creativesigncompany.com

creative Sign company inc

COMPANY PROFILE

Creative Sign Company opened for business in 1985 and was purchased by Todd Thomas in July of 2003 on his birthday. The small sign company had a staff of only seven and a modest 8,430 square foot building.

Todd and the team's hard work, reputation for quality products and great customer service paid off. In 2016 Todd was able to add 10,000 square feet of production space to the Creative Sign building to bring it to a total of almost 19,000 square feet. The addition was needed to accommodate their ever-growing client base and now close to 50 employees. The renovations also included the addition of 10 offices, a conference room, an enlarged design studio and updated interior furnishings.

Building updates weren't the only upgrade - in an industry that is constantly evolving, Creative Sign keeps an eye on the newest products, methods, software and machinery and has recently added several new pieces of fabrication equipment. Investing in cutting edge equipment helps Creative Sign to produce the highest quality product in house, saving the customer on labor costs both in their initial signage investment and in the reduction of service work down the road.

Creative Sign's extensive list of services begins with sales and branding consultations, message center demos, sign and logo design, logo updating and redesign, and continue through fabrication, excavating, sign and 3M certified graphics installation and message center rental, both manual and electronic.

Specializing in custom signage of all sizes, their sign capabilities include pylon and monument signs, ADA and directional signage, dynamic electronic message centers, channel letters, lit and non-lit awnings of all shapes and styles, wood and HDU signs with a variety of texture options, 3D routed signs, custom neon, LED accent lighting, fleet graphics and custom vehicle wraps.

Marketing products include business cards, brochures, postcards, rack cards, yard and site signs, real estate signs and banners.

Retrofitting services include LED conversions, gas station conversions, sign service including fluorescent, LED and neon lighting repair, and routine sign maintenance.

The Creative Sign installation and repair fleet includes three boom trucks, a crane truck, a box truck, a mini excavator, two pickup trucks, a car & transit van to serve our customers with projects big and small. Each vehicle is equipped with the latest in safety equipment and tools for any obstacle the signage or Mother Nature may throw their way.

AT OUR CORE

Todd has a strong desire to serve the customers' needs and uses the talents of the team he surrounds himself with to bring the clients' ideas to life. It is Todd's belief that the team is larger than the company and Todd's commitment to developing the highest standards in the industry are shown in the product Creative Sign produces in its daily operations. Ever looking forward, Todd continues to add exciting new prospects and products to keep Creative Sign Co., Inc. Wisconsin's Highest Rated Sign Company. *

**Wisconsin Sign Search at www.signsearch.com*

At Creative Sign we specialize in personal service. Feel free to contact us at anytime with any question or concern. We will be happy to assist you in any way possible. "

~ Todd Thomas, Owner

Todd Thomas - OWNER, PRESIDENT
21 YEARS EXPERIENCE
After purchasing the company in 2003, with a staff of seven, Todd has grown the number of employees to almost 50 and renovated the building to over double the square footage. He leads his ever-growing team with energy and a love for satisfying every customer. Todd also serves on the Board of Directors for the Wisconsin Sign Association and My Brother's Keeper.

PROJECT MANAGMENT

Brian Meyer - CHIEF OPERATIONING OFFICER
22 YEARS EXPERIENCE
Brian has worked in the sign industry for 21 years and has a broad range of experience, including conceptual design and CAD drafting for structures and foundations of architectural signage. Mr. Meyer works with all departments across the company to ensure that projects are executed beyond customer expectations. His excellent leadership skills, innovative look at company operations and determination to lead by example has helped Creative Sign blossom into one of the elite sign companies in Northeast Wisconsin.

Kathy Tiesling - SIGN CONSULTATNT
10 YEARS EXPERIENCE
Kathy has 10 years of sign industry experience and 30 years of customer relations, but it's her optimistic, dedicated and caring personality that truly makes Kathy a joy to work with.

DESIGN

Amanda Schwartz - DIRECTOR OF DESIGN
14 YEARS EXPERIENCE
Amanda's strong attention to detail is what has lead the design team to the high standards it holds today. In the five years Amanda has overseen the design department, they have collectively won 53 awards. She takes pride in her team and strives to have the department always producing not only aesthetically pleasing designs, but functional signage.

FABRICATION

With a skilled group of experienced and detail-oriented fabricators, Creative Sign Company sets itself apart from our competition with a focus on high quality and long-lasting signage.

Scott Barrett - DIRECTOR OF MANUFACTURING
33 YEARS EXPERIENCE
Scott has spent 32 years perfecting his sign making abilities. He is involved in every facet of the fabrication of your sign. Creating a sign that is not only the highest quality, but also built to best allow any future service.

Bill Prokash - PAINTER
37 YEARS EXPERIENCE
Bill's painting is second to none. His attention to detail and clean work environment lead to a professional grade paintjob that can be seen in all our work.

Andy Heyrman - DIRECTOR OF CHANNEL LETTERS & CNC ROUTING
18 YEARS EXPERIENCE
Andy has a wide range of router experience and also has a highly creative outlook on projects to offer unique solutions to keep the aesthetics of the sign as a top priority.

Shawna Hendricks - DIRECTOR OF ADA
8 YEARS EXPERIENCE
Creative Sign Company began designing, producing, shipping and installing ADA compliant signage in 2012. Today, Shawna and her team now send ADA signs all over the country! They excel at providing completely compliant and creative ADA signage packages, using the best in quality materials and construction methods.

SIGN SERVICE & INSTALLATION

Zach Ellner - HEAD OF INSTALLATION
9 YEARS EXPERIENCE
Zach leads our precise and professional service & installation team. He encourages perfection in his teammates and makes sure the scheduling of your sign work is timely, safe and efficient!

Our Creative Sign Company fleet includes three boom trucks, a crane truck (with a 75' reach), a pickup, transit van and car to serve our customers with their projects big and small. Each vehicle is equipped with the latest in safety equipment and tools for any obstacle your signage or Mother Nature may throw our way.

teamwork

creative Sign company inc

>>> From start to finish, our dynamic team of talented individuals is responsible for coordinating, producing and installing outdoor wayfinding systems for Ascension NE Wisconsin-St. Elizabeth Campus, Aurora Baycare Medical Center, Belmark Inc., Central Wisconsin Airport, Froedtert & the Medical College of Wisconsin, Northeast Wisconsin Technical College, Oneida Tribe of Indians of Wisconsin, City of River Falls, Thrivent Financial Headquarters - Appleton to name a few.

SALES
Meets with customer, compiles information and signage needs.

DESIGN
Creates Custom Sign Package proof.

SALES
Reviews proof and receives customer approval.

BILLING
Downpayment acquired.

GRAPHICS
Digital Print & Cut Vinyl Graphics

SET UP
Files set up for production. Project execution discussed.

FABRICATION
Fabricate sign incorporating router and graphics materials

ROUTER
Acrylic, PVC, HDU etc. CNC routing.

PREPARATION
Quality control, prepare for install and call customer with approximate date of sign installation.

INSTALL!

VERIFICATION
Verify signs and contract requirements for billing. Warranty package, sign care and O&M manual

FINAL WALK THROUGH
Receive final walk through from customer (Expedite punch list items – if any).

Workflow

SODA SENSE

SODA SENSE

SODA
SENSE
SODA
SENSE
SODA
SENSE
SODA
SENSE

our work
SODA
SENSE

creative Sign
company inc
505 LAWRENCE DR, DE PERE, WI 54115
920.336.8900 GREENBAYSIGNS.COM

CLIENT: SODA SENSE
LOCATION: 1010 S MAINLINE DR, SEYMOUR, WI
DRAWN BY: TIMOTHY P
SALESPERSON: JESSIE N
DATE: 09/22/20
DESIGN #: D17190
PAGE: 3

REVISION LOG:	INTL	DATE	DESCRIPTION
	TP	10/01/2020	ROUND CAB
	TP	10/21/2020	LIGHTING FEATURE
	TP	10/28/2020	ROUTED & BACKED
	TP	11/09/2020	COLOR CALLOUTS
	TP	11/10/2020	ISTOCK PHOTO
	TP	11/30/2020	SURVEY INFO
	TP	12/02/2020	ACCESS PANEL
	TP	01/27/2021	TRICORN BLACK

PYLON ALTERATIONS

QUANTITY: 1 EXISTING D/F ILLUMINATED SIGN
CABINET: FABRICATED ALUM (30")
LIGHTING: LED (WHITE/BLUE)
FACES: .125" ALUM ROUTED & BACKED W/ LEXAN
GRAPHICS: DIGITAL PRINT, 1ST SURFACE

INSTRUCTION: REMOVE & DISPOSE OF EXISTING CABINETS. CUT POLES BELOW EXISTING MATCH PLATES. ADD LENGTH TO EXISTING 12" SQ POLES. PRODUCE & INSTALL NEW CABINET & POLE COVERS.

COLORS:

- P-1 SW6258 TRICORN BLACK
- C-2 PMS 7489C
- C-3/P-3 WHITE
- C-4 DIGITAL PRINT BUBBLES

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

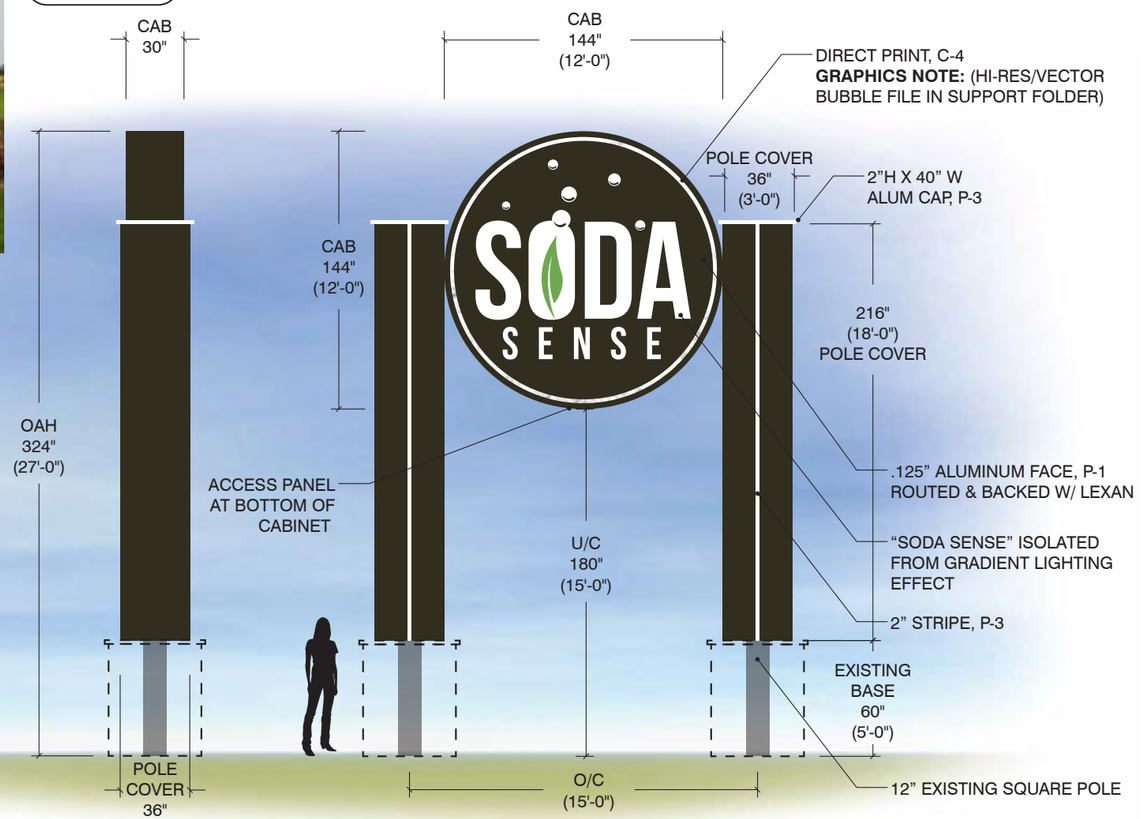
X
SIGNATURE DATE

A 1 LOCATION VIEW (AFTER)
SCALE: 1/8" = 1'

A 2 NIGHT VIEWS
N.T.S.

ALT-1: LOC-3
OPTION A

A 4 DETAIL VIEW
SCALE: 3/16" = 1'



A 3 EXISTING VIEW
N.T.S.

REMOVE & DISPOSE OF EXISTING CAB & POLE COVERS. CUT POLES BELOW MATCH PLATES & ADD LENGTH TO EXISTING 12" SQ POLES.

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CONTACT YOUR SIGN CONSULTANT TO PURCHASE THE RIGHTS TO THIS DESIGN.

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CUSTOMER RESPONSIBILITIES

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WHEELING
TOWN CENTER
CMX
MARKET | CINEMA EXPERIENCE
CITY WORKS
EATERY AND POUR HOUSE
AT&T
ONE
ONE WHEELING TOWN CENTER
LUXE APARTMENTS

WHEELING
TOWN CENTER

creative Sign
company inc
505 LAWRENCE DR, DE PERE, WI 54115
920.336.8900 GREENBAYSIGNS.COM

CLIENT: WHEELING TOWN CENTER

LOCATION:	351 WEST DUNDEE ROAD, WHEELING, IL
DRAWN BY:	NICOLE P
SALESPERSON:	MARK M
DATE:	11/28/2017
DESIGN #:	**D12212**
PAGE:	1.4

REVISION LOG:

INTL	DATE	DESCRIPTION
NP	05/10/2018	NO STARBUCKS LOGO
NP	05/15/2018	2" T-BAR
NP	05/17/2018	DIFFERENT CMX LOGO
NP	05/17/2018	TENANT SPACES
NP	06/05/2018	LOWER CABINET

PYLON

QUANTITY:	1
SIDES:	D/F
LIGHTING:	LED (WHIE)
TOP CABINET:	FABRICATED ALUM (32")
MAIN LOGO:	OPEN FACED CHANNEL LETTERS
RETURNS	3" BLACK
COPY:	FACELIT CHANNEL LETTERS
TRIM-CAP:	WHITE JEWELITE
RETURNS:	3" BLACK
TENANT CAB:	2 FABRICATED ALUM CABINETS (8")
LIGHTING:	LED ILLUMINTED (WHITE)
RETAINER:	2" STANDARD
T-BARS:	2" METAL
FACES:	LEXAN
GRAPHICS:	CUT BLACK VINYL, 1ST SURFACE
FONT:	SUPPLIED ART, FRUTIGER LT STD BLACK
CAP:	4"
POLES:	4" SQ STEEL
BASE:	TEXTURE PLUS DECONSTRUCTED PALLET INTERLOCK PANELS WEATHERED
PHOTO EYE:	YES
MOUNTING:	DIRECT EMBEDMENT
INSTRUCTION:	PRODUCE & INSTALL. FOUNDATION BY OTHERS.

COLORS:

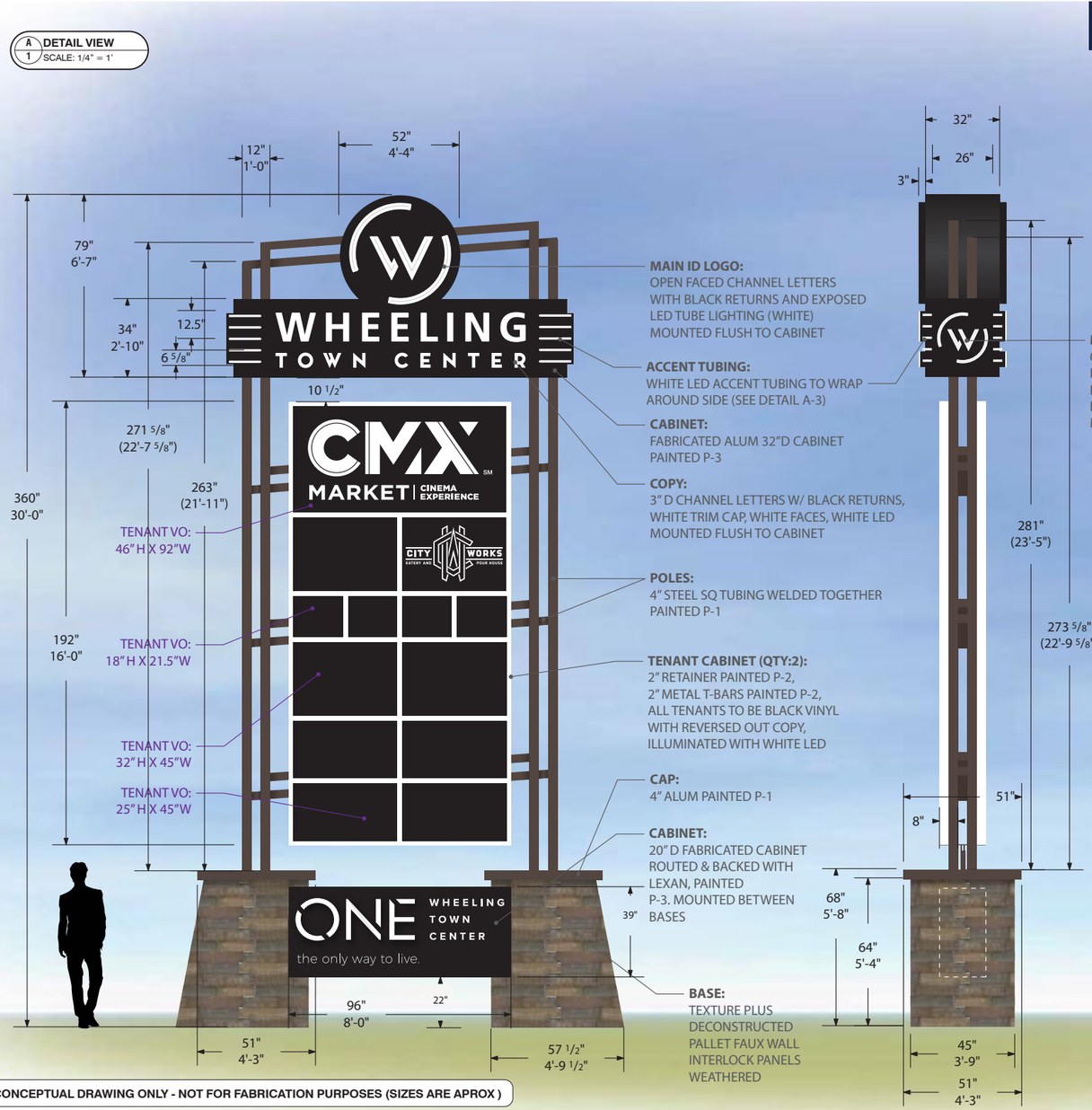
- P-1 MP07458 CAST BRONZE *MATTE FINISH*
- P-2/C-2 WHTE
- P-3/V-3 BLACK/ORACAL 751-070 BLACK VINYL
- P-5 MP10441 CAPILANO BRIDGE *MATTE FINISH*

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

DATE

A/1 DETAIL VIEW
SCALE: 1/4" = 1'

SIGN TYPE 1: PYLON



MAIN ID LOGO:
OPEN FACED CHANNEL LETTERS WITH BLACK RETURNS AND EXPOSED LED TUBE LIGHTING (WHITE) MOUNTED FLUSH TO CABINET

ACCENT TUBING:
WHITE LED ACCENT TUBING TO WRAP AROUND SIDE (SEE DETAIL A-3)

CABINET:
FABRICATED ALUM 32"D CABINET PAINTED P-3

COPY:
3" D CHANNEL LETTERS W/ BLACK RETURNS, WHITE TRIM CAP, WHITE FACES, WHITE LED MOUNTED FLUSH TO CABINET

POLES:
4" STEEL SQ TUBING WELDED TOGETHER PAINTED P-1

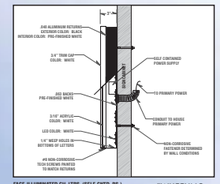
TENANT CABINET (QTY:2):
2" RETAINER PAINTED P-2,
2" METAL T-BARS PAINTED P-2,
ALL TENANTS TO BE BLACK VINYL WITH REVERSED OUT COPY, ILLUMINATED WITH WHITE LED

CAP:
4" ALUM PAINTED P-1

CABINET:
20" D FABRICATED CABINET ROUTED & BACKED WITH LEXAN, PAINTED P-3. MOUNTED BETWEEN BASES

BASE:
TEXTURE PLUS DECONSTRUCTED PALLET FAUX WALL INTERLOCK PANELS WEATHERED

MAIN ID LOGO:
OPEN FACED CHANNEL LETTERS WITH BLACK RETURNS AND EXPOSED LED TUBE LIGHTING (WHITE) MOUNTED FLUSH TO CABINET



DETAIL A-3
N.T.S.

A/2 NIGHT VIEW
N.T.S.

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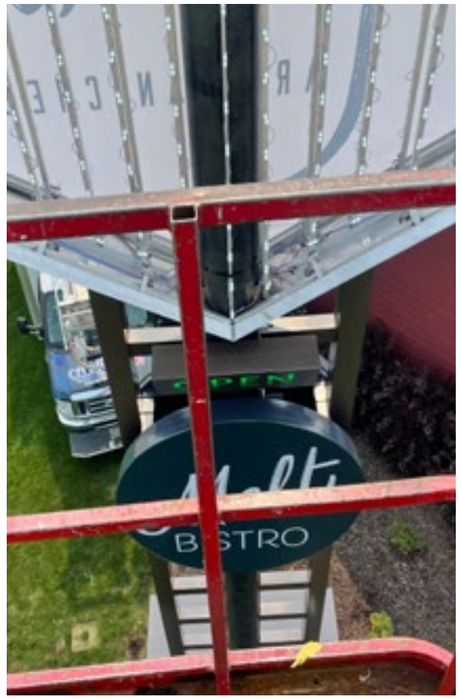
Renards
ARTISAN CHEESE


BISTRO

RENARD'S
Cheese

AWARD-WINNING
Renards
ARTISAN CHEESE
OPEN
Melt
BISTRO

Renards
ARTISAN CHEESE
our work

BEFORE

AFTER

creative Sign company inc
505 LAWRENCE DR, DE PERE, WI 54115
920.336.8900 CREATIVESIGNCOMPANY.COM

CLIENT: RENARDS CHEESE
LOCATION: 2189 CTY RD DK • STURGEON BAY, WI
DRAWN BY: BILL V
SALESPERSON: BILL V/JESSIE N
DATE: 05/05/2021
DESIGN #: D18170
PAGE: 1

REVISION LOG:	INTL	DATE	DESCRIPTION
	BV	05/24/2021	SURVEY INFO
	BV	05/24/2021	.080" SHADE

PYLON

QUANTITY: 1
SIDES: D/F
LIGHTING: LED ((WHITE)
CABINET: FABRICATED ALUM (24")
RETAINER: BLEED FRAME
FACES: FLEX
GRAPHICS: DIRECT DIGITAL PRINT
FONT: LOGO, LATO; FAIRWATER SANS

OPEN SIGN: FABRICATED ALUMINUM (3"D)
LIGHTING: LED (GREEN)
FACES: .125" ROUTED ALUMINUM BACKED W/ IMPACT MOD WHITE TRANS ACRYLIC & BKWH P95 ACRYLIC
FONT: LATO
POLE COVER: FAB. ALUM. (48"D) W/ FAUX WOOD(F-5)
POLE: EXISTING 12.75" ROUND & 8.75" ROUND
PHOTO EYE: NO
MOUNTING: TO EXISTING POLE

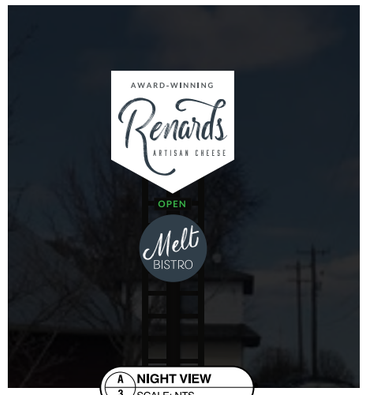
INSTRUCTION: **1.)** REMOVE & DISPOSE OF EXISTING CABINETS. **2.)** CUT EXISTING POLE DOWN BELOW MATCH PLATE **3.)** FABRICATE & INSTALL NEW CABINETS, SHROUD & ALUM. ACCENTS. **4.)** PAINT EXISTING POLE

COLORS:
- P-1 MP 41313 SP DARK BRONZE - METALLIC
- C-2/P-2 WHITE
- C-3/P-3 PMS 432C
- C-6 PMS 425C
- A-4 BKWH P95 ACRYLIC
- F-5 TEXTURE PLUS RUSTIC BARNWOOD/CEDAR BROWN

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

X
SIGNATURE DATE

A 1 LOCATION VIEW (AFTER)
SCALE: 3/32" = 1'



A 3 NIGHT VIEW
SCALE: NTS

RENARDS CAB: 86 SQ FT
OPEN: 3 SQ FT
MELT BISTRO: 24 SQ FT
TOTAL: 113 SQ FT

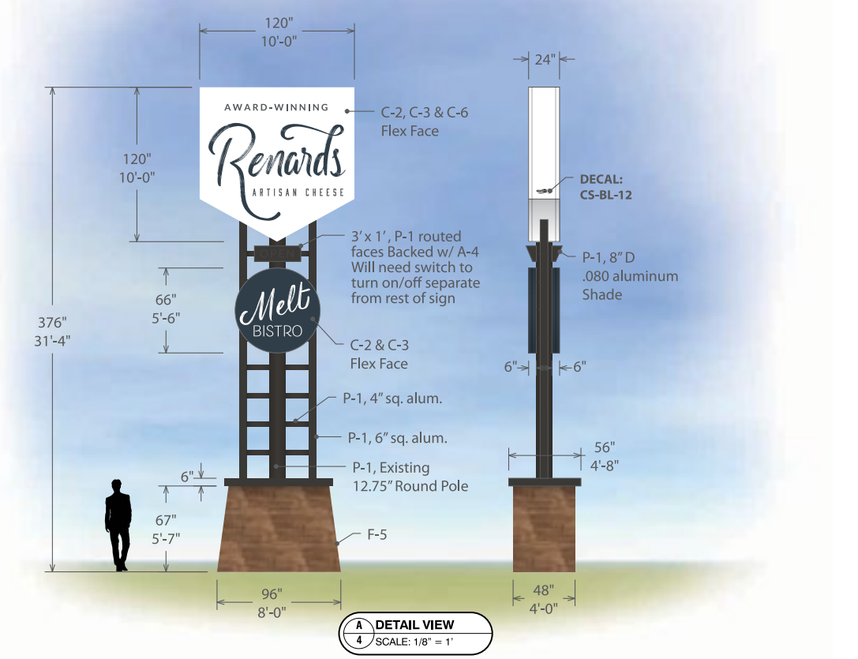
A 2 LOCATION VIEW
SCALE: NTS

REMOVE & DISPOSE
OF EXISTING CABINETS
approx. 8'x 3" (renards)
approx. 11'x 5' (cheese wedge)

Cut pole just below match plate at 356" (29'-8").
Add to pole to achieve 37' final hieght.

REMOVE & DISPOSE OF
EXISTING OPEN SIGN
12" x 48" per BV

PYL-1: LOC-1
OPTION A



A 4 DETAIL VIEW
SCALE: 1/8" = 1'

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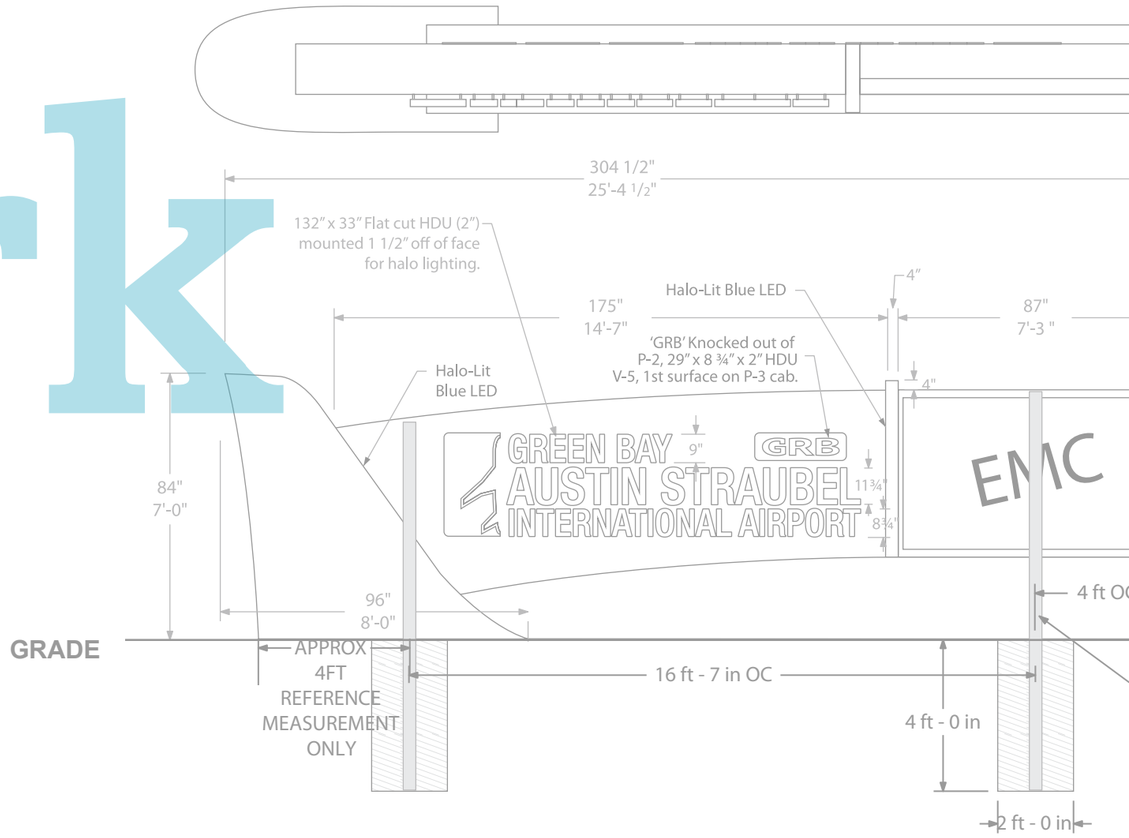
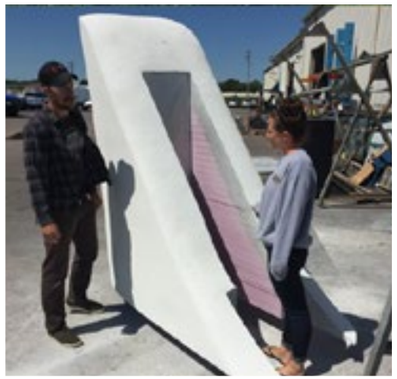
our work

Green Bay Austin Straubel International Airport





creative Sign company inc
505 Lawrence Dr., De Pere, WI 54115
920-336-8900 greenbaysigns.com

CLIENT: AUSTIN STAUBEL AIRPORT
LOCATION: 2077 AIRPORT DR, SUITE 18, GREEN BAY
DRAWN BY: BILL V
SALESPERSON: KELLI L
DATE: 04/19/2017
DESIGN #: D11422
PAGE: 1

REVISION LOG:	INTL	DATE	DESCRIPTION
	BV	05/19/2017	ADJUST LAYOUT
	BV	05/31/2017	10MM EMC; REFLECTIVE
	AS	6/15/17	WIFI

MONUMENT SIGN

QUANTITY: 1
SIDES: D/F
LIGHTING: LED (WHITE)
ACCENT LIGHITNG: BLUE LED
CABINET: FABRICATED ALUM (16")
FACES: .125" ALUMINUM
LOGO: 2" HDU LAMINATED W/ .040" ALUM.
MOUNT: OFFSET 1 1/2"
FONT: LOGO; HELVETICA NEUE CONDENSED

SIDE B LETTERS: FLAT CUT .125" ALUM. LETTERS
VINYL: PREMIUM REFLECTIVE W/ GLOSS LAM
MOUNT: FLUSH TO FACE
ACCENT: HEIGHT (4")

MESS CENTER: 10MM WATCHFIRE (RGB)
WIFI: YES
TEMP PROBE: YES

POLE COVER: FABRICATED ALUMINUM (40", 24")
PHOTO EYE: YES
MOUNTING: DIRECT EMBEDMENT

INSTRUCTION: CSC TO PRODUCE AND INSTALL S/E ILLUMINATED MONUMENT SIGN

COLORS:

- P-1/C-1 MP13795 GRAYNOLA (MATCH PMS 433U)
- P-2/C-2 MP02625 BLUE LIGHTING (MATCH PMS 285U)
- P-3 MP 41 342SP - SILVER METALLIC
- C-4 BLACK
- C-5/V-5 WHITE/ORACAL 751-010 MATTE FINISH

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

DATE

A/1 TOP DETAIL
SCALE: 1/4" = 1'

MONUMENT: OPT 1

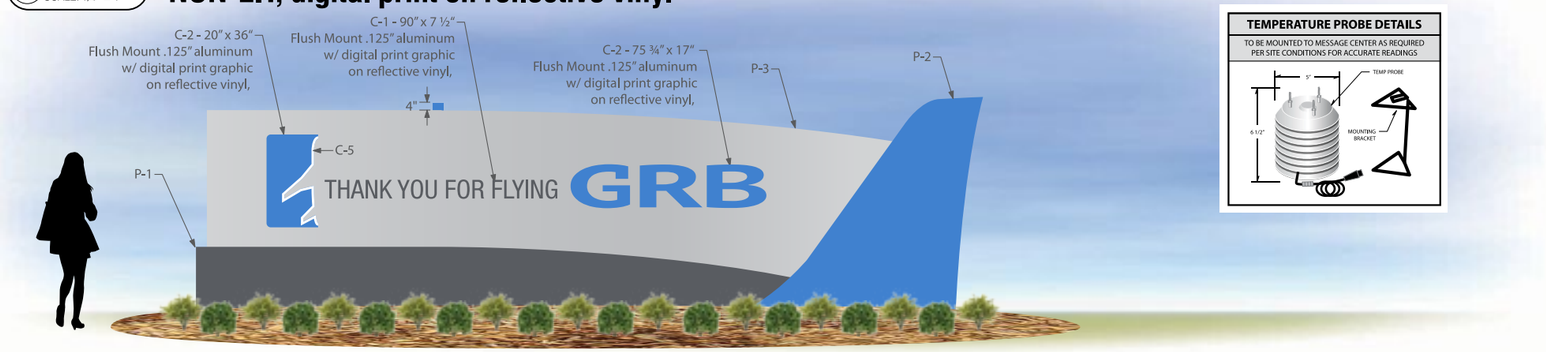
see night view - Page 2

A/4 END VIEW
SCALE: 3/16" = 1'

A/2 SIDE A DETAIL
SCALE: 1/4" = 1'

A/3 SIDE B DETAIL
SCALE: 1/4" = 1'

NON-LIT, digital print on reflective vinyl



TEMPERATURE PROBE DETAILS
TO BE MOUNTED TO MESSAGE CENTER AS REQUIRED PER SITE CONDITIONS FOR ACCURATE READINGS

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SURVEY REQUIRED BEFORE PRODUCTION — SURVEY — SITE

PHOTO REQUIRED BEFORE PRODUCTION — PHOTO — SITE

MONUMENT: OPT 1

creative Sign company inc
505 Lawrence Dr, De Pere, WI 54115
920-336-8900 greenbaysigns.com

CLIENT: AUSTIN STAUBEL AIRPORT
LOCATION: 2077 AIRPORT DR, SUITE 18, GREEN BAY
DRAWN BY: BILL V
SALESPERSON: KELLI L
DATE: 04/19/2017
DESIGN #: D11422
PAGE: 2

REVISION LOG:	INTL	DATE	DESCRIPTION
	--	00/00/0000	DESCRIPTION

PYLON SIGN

SEE PAGE 1

COLORS:

- P-1 MP13795 GRAYNOLA (MATCH PMS 433U)
- P-2 MP02625 BLUE LIGHTING (MATCH PMS 285U)
- P-3 PAINT NAME
- C-4 BLACK
- C-5 WHITE

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

DATE

A1 NIGHT VIEW
SCALE: NTS

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SURVEY REQUIRED — SURVEY — BEFORE PRODUCTION
SITE

PHOTO REQUIRED — PHOTO — BEFORE PRODUCTION
SITE

our work

Building Image Group

Creative Sign Company References: All Similar Projects

Soda Sense: Rob Earnst 920-2826 (See Parnership Portfolio)

Lynmark Group- Wheeling Town Center: Brad Friedman 847-881-2139

(See Parnership Portfolio)

Renards Cheese: Ann Renard 920-825-7272

(See Parnership Portfolio)

Green Bay Austin Straubel: Sue Bertrand 920-498-4800

(See Parnership Portfolio)

Genuine Hearts: Abel Saldana 920-227-5384

(Proof included with submittal)

City of De Pere

2024 I-41 Sign Replacement

Proposed Fee Schedule

Company Name: Creative Sign Company

Company Address: 505 Lawrence Drive De Pere, WI 54115

Company Telephone Number: 920-336-8900

Company Representative: Kathy Tiesling

Signature: Kathleen M Tiesling

Lump Sum Price: $2800.00

Fox Cities Sign
2375 W Nordale Dr.
Appleton, WI 54914
920-378-3515

4/30/2024

To Whom it May Concern,

Fox Cities Sign is excited to bid on the sign project for a new pylon sign for the City of De Pere. With over 18 years experience in design, fabrication, installation, and service for all types of Exterior and Interior signage, we believe we can provide you with a beautiful, creative highway pylon sign!
We are happy to create some designs to either refurbish your existing highway pylon sign to incorporate your new city logo or we can create a brand-new pylon sign with updated logo, LED lighting, possible digital message center. The options are endless!

We have years of experience working with the City of De Pere on numerous different projects-more recently all of the “Welcome to De Pere” monument signs throughout West and East De Pere. We have recently updated our own 25’ tall Fox Cities Sign LED-lit pylon sign with digital message center. Another example of a similar project is the 30’ LED-lit pylon sign we designed, produced, and installed for Memorial Florists in Appleton.

I have attached some photos of other monument and pylon signs we have designed and installed, some with and without digital message centers, for you to review some of the great signs we’ve created for area other companies, schools, and municipalities. I invite you to visit our website as well to view the many other examples of our signage and lighting expertise!

Below is a list of references if you wish to reach out to some of our past customers. I have attached our fee schedule as well, but in reality, we do not charge for design time for the original concept drawings and 2-3 changes after that. So it’s possible there would be no design fees incurred.

Our typical timeline for this type of sign project would be, upon Fox Cities Sign being awarded the design scope of the project, to meet with the City to discuss potential ideas in Early June. Submit design concepts and quotes for new pylon sign and refurbishing existing pylon sign options by late June. If awarded the project in September 2024, production would begin mid October with installation approximately 10-12 weeks after-approximately beginning of January 2025.

Thank you for the opportunity to work with the City of De Pere again!

Kristina Coppo
Lead Sales & Service
Fox Cities Sign
foxcitiessign.com

REFERENCES

CITY OF DE PERE
Marty Kosobucki
Parks, Recreation & Forestry Director
mkosobucki@deperewi.gov
920-339-4065

MEMORIAL FLORIST
Bob Atkins
Owner
920-966-3530

MENOMINEE TRIBE OF WISCONSIN
Andrew Westphal
Director of Technology
awestphal@mitw.org
715-799-5117

APPLETON AREA SCHOOL DISTRICT
Joseph Sargent
Director of Facilities
SARGENTJOSEPH@aasd.k12.wi.us
920-740-4478

VALLEY MANAGEMENT (Mc Donald's)
David Rause
Owner
DWRause@valleymanagement.com
920-716-4504

BASSETT MECHANICAL
Adam Kloehn
Director of Facilities
Adam.Kloehn@bassettmechanical.com
920-462-1850

MENOMINEE
INDIAN TRIBE
watchfire

MENOMINEE
INDIAN TRIBE
8:35
63°
WEDNESDAY
SEPTEMBER 2

BASSETT
MECHANICAL
• CONTRACTING • ENGINEERING
• METAL FABRICATING • SERVICE

MFG
Memorial Florists
& Greenhouses
12:01 PM
60°F
FLAGS

McDonald's
FOOD

Welcome to
DE PERE

A to Z
Machine
watchfire
Quality from start to finish
BEFORE
A to Z
Machine Company, Inc.
"Quality from Start to Finish"
A to Z
Machine
NOW
HIRING
Quality from start to finish
(LOGO PROVIDED TO WORK FROM)
A to Z Machine
Quality from start to finish
FOX
CITIES
SIGN

RONALD C. DUNLAP
ELEMENTARY SCHOOL
Ice Cream Social
HOME OF THE LINCOLN LIONS
BEFORE
LINCOLN
ELEMENTARY SCHOOL
ONCE A LION
ALWAYS A LION
CONGRATULATIONS
CLASS OF 2020!
FOX CITIES SIGN

BIG RING STORAGE
920-475-2488
13'x45' UNITS
26'x45' UNITS
BIG RING STORAGE
920-475-2488
13'x45' UNITS
26'x45' UNITS
BIG RING STORAGE
920-475-2488
13'x45' UNITS
26'x45' UNITS
FOX CITIES SIGN

Tom's
DRIVE IN
HOLIDAYS
PUB & GRILL
EVERGREEN HEIGHTS
Mac-N-Cheese Bites
5pc - 9pc - 20pc
Cellcom
WAFFLE
CONE
JOIN THE TEAM
tomsdrivein.com
FOX CITIES SIGN

Mary's
Since 1958
FAMILY RESTAURANT
COLD STRAWBERRY SOUP
BEST BROASTED CHICKEN
BEFORE
CHOP SUEY THURSDAY
RIBS N CHICKEN SATURDAY
FOX CITIES SIGN

FOX CITIES SIGN
FOX CITIES SIGN
THANK YOU
FOX CITIES

City of De Pere

2024 I-41 Sign Replacement

Proposed Fee Schedule

Company Name: FOX CITIES SIGN

Company Address: 2375 W. Nordale Dr., Appleton, WI 54914

Company Telephone Number: 920-378-3515 / cell- 920-207-7481

Company Representative: Kristina Coppo

Signature: Kristina

Lump Sum Price:

$ Design Fee is $120/hr

First design concepts and next 2-3 revisions are at NO COST.

If after third revision, we are still changing designs any design time incurred would be at $120/yr. But if awarded production and installation project, all design fees would be credited back to customer.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Attorney**
FROM:	**Amy Darnick**
SUBJECT:	**Resolution #24-55 Authorizing Brown County Intergovernmental 2024-2025 Property Tax Bill Agreement (Tax Bill Preparation, with Mailing Option).**

The Committee voted unanimously at the Finance/Personnel Meeting on June 11, 2024, to approve the staff recommendation of Option A.

This agreement is consistent with last year's agreement except for the personal property tax bills. Staff's recommendation is to approve with Option A.

ATTACHMENTS:

- Reso24-55 (PDF)
- 23 City of De Pere-Brown County Property Tax Bill Agreement 2024-2025 (PDF)

RESOLUTION #24-55

AUTHORIZING BROWN COUNTY INTERGOVERNMENTAL 2024-2025
PROPERTY TAX BILL AGREEMENT
(Tax Bill Preparation, with Mailing Option)

WHEREAS, Wis. Stat. § 66.0301 authorizes Wisconsin counties to enter into Intergovernmental Agreements with other Wisconsin municipalities; and

WHEREAS, the City and Brown County have entered into past agreements regarding tax collection services; and

WHEREAS, Brown County has presented City with the attached Intergovernmental Agreement for the preparation of City's tax bills, specifying the first installment payment, second installment payment and/or full payment of real property taxes, along with special charges and special assessments, and requiring a $1,500.00 fee per year contribution for the cost of tax collection software, as well the option for Brown County to invoice the City for the actual costs incurred by Brown County for mailing bills to taxpayers; and

WHEREAS, this matter has been reviewed by the Finance/Personnel Committee, which recommends approval thereof.

NOW, THEREFORE, BE IT RESOLVED THAT:

> The Mayor is authorized and directed to enter into the Brown County Intergovernmental 2024-2025 Property Tax Bill Agreement (Tax Bill Preparation, with Mailing Option), including the selection of "Option A - County Mails Tax Bills for Municipality," together with subsequent renewals thereof, provided the terms are substantially similar and sufficient funds have been budgeted therefor.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of June, 2024.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 06/11/2024

BROWN COUNTY INTERGOVERNMENTAL 2024-2025 PROPERTY TAX BILL AGREEMENT (TAX BILL PREPARATION, WITH MAILING OPTION)

This Agreement is entered into by and between **the County of Brown ('County')**, a body corporate as that term is used in Wis. Stat. § 59.01, and the **City of De Pere ('Municipality')**. This Agreement is made pursuant to Wis. Stat. § 66.0301, which allows a Wisconsin County to enter into Intergovernmental Agreements with other Wisconsin Municipalities.

Municipality desires for County to **prepare** (and, **depending on the Mailing Option selected on Page 2**, **to mail)** its **Real Property Tax Bills** on its behalf, and County desires to perform said Services, pursuant to the terms and conditions specified below.

1. The term of this Agreement is from the date the last signature on this Agreement is obtained to February of 2025.

2. Municipality's Clerk shall provide all **approved** 2024 tax rates to the Brown County Treasurer's Office by November 30, 2024, and on or before February 28, 2025 Municipality shall pay County **$1,500 per year** to contribute to the cost of tax collection software.

3. County, via the Brown County Treasurer Office, shall prepare appropriate tax bills for Municipality, specifying the first installment payment, second installment payment and/or full payment of Real Property Taxes along with Special Charges and Special Assessments to be due on or before January 31st, 2025. Tax bill preparation includes providing forms, printing, folding, sealing, and presorting the tax bills.

4. **County shall not provide First Installment Property Tax Collection Services.** Municipality shall collect Real Property Taxes (including Special Charges and Special Assessments) per Wis. Stats. § 74.11(6). **County Treasurer shall collect Second Installment and Delinquent Real Property Taxes** per Wis. Stat. Sec. 74.11(6)(b).

5. On or before January 15, 2025, Municipality shall settle with County for all collections received *prior to* January 1, 2025, including collections for Special Assessments, Special Charges, and Special Taxes, and for General Property Taxes, and Municipality shall pay all taxing districts their proportionate share of levies collected per Wis. Stats. § 74.23.

6. On or before February 20, 2025, Municipality shall settle with County for all collections received *on or after* January 1, 2025 and *on or before* February 7, 2025, including collections for Special Assessments, Special Charges, and Special Taxes, and for General Property Taxes, and Municipality shall pay all taxing districts their proportionate share of levies collected per Wis. Stats. § 74.25.

7. If changes in state law occur during the course of this Agreement which substantially affect the obligations of the County or Municipality under this Agreement, such as a change to Property Tax Preparation and/or Billing requirements, then either County or Municipality may elect to terminate this Agreement by providing the other with thirty days prior written notice on or before October 4, 2024. Any material violation of the terms and conditions of this Agreement shall be grounds for termination upon ninety days written notice.

8. **Mailing Option** (Municipality shall select **one Option** by **checking one of the below boxes**):

☐ OPTION A – COUNTY MAILS TAX BILLS FOR MUNICIPALITY

County shall mail tax bills to taxpayers on behalf of Municipality, and County shall invoice Municipality for actual postage costs incurred due to mailing tax bills to taxpayers, which shall be paid by Municipality on or before January 31, 2025. Municipality Payment to County: **$0.00 per Property Tax Bill prepared plus Actual Postage Costs based on Number of Bills mailed.**

☐ OPTION B – MUNICIPALITY MAILS ITS OWN TAX BILLS

Municipality shall mail its own tax bills to taxpayers at Municipality expense. County shall notify Municipality once tax bills are prepared, and Municipality shall pick up printed tax bills at the Brown County Treasurer Office.

By signing below, the parties affirm and acknowledge that they have read and understand this Agreement, that they shall be bound by the terms and conditions of this Agreement, and that they have authority to enter into this Agreement on behalf of their respective Municipality or County.

City of De Pere	**County of Brown**	**Brown County Treasurer's Office**
Name of Municipality	Name of County	Name of County Department
	Troy Streckenbach	**Charles Mahlik**
Printed Name of Individual Signing on Behalf of Municipality	Name of Individual Signing on Behalf of County	Name of Individual Signing on Behalf of County Department
	Brown County Executive	**Brown County Deputy Treasurer**
Printed Title of Individual Signing on Behalf of Municipality	Title of Individual Signing on Behalf of County	Title of Individual Signing on Behalf of County Department
X	**X**	**X**
Signature of Individual Signing on Behalf of Municipality	Signature of Individual Signing on Behalf of County	Signature of Individual Signing on Behalf of County Department
Date Signed	Date Signed	Date Signed
	(920) 448-4001	**(920) 448-4074**
Phone Number	Phone Number	Phone Number

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Attorney**
FROM:	**Amy Darnick**
SUBJECT:	**Resolution #24-56 Approving Proposal and Agreement with Finance System of Green Bay, Inc.**

On June 11, 2024, the Finance and Personnel Committee voted unanimously to approve an agreement with the Finance System of Green Bay, Inc. for collection services outside what qualifies for the use of the Wisconsin Department of Revenue.

ATTACHMENTS:

- Reso24-56 (PDF)
- Finance Systems of Green Bay Inc_ (PDF)
- City of Depere contract (PDF)
- City of Depere Security_ (PDF)

RESOLUTION #24-56

APPROVING PROPOSAL AND AGREEMENT WITH FINANCE
SYSTEM OF GREEN BAY, INC.

WHEREAS, the City is in need of assistance for collection of delinquent invoices that lack sufficient personal debtor information to be submitted under City's State Debt Collection Agreement with the Wisconsin Department of Revenue; and

WHEREAS, Finance System of Green Bay, Inc. is willing to provide such collection services to the City pursuant to the terms and conditions of the attached Proposal and Agreement; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

> The Mayor is hereby authorized and directed to enter into the Proposal and Agreement as is attached hereto.

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 18th day of June, 2024.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 06/11/2023

CITY OF DE PERE
MEMO

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Pam Manley, Finance Director
Date: June 11, 2024

RE: **Finance System of Green Bay, Inc. Agreement**

Last year we implemented the use of the State Debt Collection (SDC) program to assist with the collection of delinquent invoices. However, to utilize this program, we need to have some personal information from those that are liable. I am requesting approval to enter into an agreement with Finance System of Green Bay, Inc. for debt collection services when we don't have the personal information needed to utilize SDC. Currently I have a list of delinquent personal property tax bills that we have been unsuccessful in collecting ourselves. At this point I'm hoping to at least collect something on them by using this company.

Please reach out to me prior to the meeting with any questions you may have.

FINANCE SYSTEM OF GREEN BAY, INC.
TRUSTED SERVICE PROVEN RESULTS

P.O
301 N. Jackson Street
Green Bay, WI 54305
920-431-7220

PROPOSAL AND AGREEMENT

This agreement made and entered into this 28 day of MAY, 2024 by and between **CITY OF DEPERE** (the "Company") and **FINANCE SYSTEM OF GREEN BAY, INC.**, a collection firm duly licensed under and pursuant to the laws of the State of Wisconsin (the "Agent").

Whereas, the Company desires the Agent to undertake the collection of those accounts and other evidences of indebtedness to the Company that the Company shall identify and turn over to the Agent from time to time, in the manner and under the terms and condition hereinafter set forth.

Now, therefore, in consideration of the mutual covenants and agreements contained herein, the parties hereto agree as follows:

(1) AGREEMENT OF AGENT. The Company hereby appoints the Agent as its agent to collect and receive for the Company all sums of money due or payable to the Company for accounts which the Company specifically identifies and turns over to the Agent. The Company will not turn over accounts to the Agent for collection that are subject to or included in a bankruptcy proceeding, identity theft or fraud. Any notices of a bankruptcy filing received by the Company after the account has been turned over to Agent for collection, must be reported to the Agent within 24 hours of receipt of the notice.

(2) AUTHORITY. The Agent's authority is limited to collecting accounts and other evidences of indebtedness identified by the Company and turned over to the Agent for collection. The Agent has no authority to enter into any contract or incur any other obligation on behalf of or in the name of the Company.

(3) COMPENSATION. The Company shall pay to the Agent the following commission upon the successful collection of Company's accounts, whether paid direct to the Company or to the Agent:

Accounts collected through normal collection efforts.....……..33 1/3%
Accounts collected after commencement of legal action….....….....50%
Accounts forwarded to another agency.....….....50%
Accounts collected under $50.00……50%

The Agent shall have authority to receive payment in cash, check, or money order, and shall have authority to endorse checks, drafts, money orders, and other negotiable instruments which may be received in payment of the accounts turned over for collection. Agent shall remit all money received to the Company, less commissions, within 30 days from the close of the month in which the money was collected.

(4) INSURANCE. The Agent shall carry Worker's Compensation, casualty, liability, and errors and omissions insurance in the amounts normally carried by other agents engaged in the same or similar activities.

(5) TERMINATION. The Company may request return of accounts. The written request of the Company for the return of any account not in the actual process of collection shall be complied with by the Agent in writing within a reasonable length of time, but not in any event to exceed 30 days. Accounts in the actual process of collection including accounts Agent has started legal action, with written approval of Company, will be retained by Agent to continue collection efforts.

(6) INDEMNIFICATION. The Agent agrees to indemnify and hold the Company harmless from and against all actions, claims, demands, liabilities, damages, losses, costs, and expenses, including but not limited to the reasonable attorney fees, resulting exclusively from the Agency's performance of services under this agreement. This indemnification will not be extended to the Company if claims arise from the Company's failure to report payments made directly to them that result in unnecessary collection activities.

(7) CONFIDENTIALITY. The Agent acknowledges and agrees that the Company's accounts, evidences of indebtedness and other information provided to the Agent under this agreement shall be considered confidential information and is being provided to the Agent solely for the purpose of facilitating the collection of debts. The Agent shall not use such information for any other purpose without the prior written consent of the Company. The Agent further agrees that it will not disclose or reveal such information to anyone other than its employees. However, Agent may report delinquent accounts to the credit bureau. The Company considers its accounts to be delinquent:

☐ 31 Days after last payment or last service.

☐ ____ Days after last payment or last service.

☐ Other:_____

(8) COMMENCEMENT OF LEGAL ACTION. The Agent shall tender an account to an attorney for commencement of legal action only with the consent of the Company. All costs of litigation, including the attorney fees, shall be the responsibility of the Agent. The Agent further agrees to be responsible for the costs of litigation in the event no money is received on the account tendered.

In the event of a counter suit relating to the underlying debt, the Company shall be responsible for defending said counterclaim. Accordingly, the Company may choose to employ the already hired attorney or seek their own counsel with regard to defense of any counterclaim. In any event, the Company will be responsible for all costs in defending said counterclaim.

(9) FORWARDED ACCOUNTS. The Agent may forward any of the Company's accounts to another collection firm if the debtor has moved out of the general business area of the Agent. Such other collection firms shall have the authority to exercise all ordinary and reasonable collection efforts as permitted by law and consistent with this agreement.

(10) ASSIGNMENT. The Agent shall not assign this agreement or any part thereof without the written consent of the Company, except to forward Company's accounts as provided herein.

Company represents by this agreement that all information provided to the Agency is true and correct to the best of its knowledge.

In witness whereof, the parties have executed this agreement as of the date first written above.

Sign here to fully execute this Proposal and Agreement **OR** sign electronically by filling in the boxes below.

**Enter your credentials below to digitally sign the document. Electronic signatures are legally binding and have the same meaning as a handwritten signature.

Step One: Check box below.

☐ *By checking this box and typing my name, I am electronically signing my name the same I would with pen on paper.

CITY OF DEPERE (Company)

By:_____

Title:_____

FINANCE SYSTEM OF GREEN BAY, INC. (Agent)

By: JEFF SHAVLIK

Title: VICE PRESIDENT

FINANCE SYSTEM OF GREEN BAY, INC.
TRUSTED SERVICE PROVEN RESULTS
P.O. Box 1597
301 N. Jackson Street
Green Bay, WI 54305
920-431-7220

SECURITY ADDENDUM TO SERVICE AGREEMENT

This Addendum to the Collection Agreement dated 05/28/2024 and signed by the parties is entered into this 28 of MAY, 2024 by and between **FINANCE SYSTEM OF GREEN BAY, INC.** (hereinafter referred to as the "Agent") and **CITY OF DEPERE** (hereinafter referred to as the "Company").

The "Company" agrees to take precaution to secure any system or device used to access collection information and will adhere to the following requirements:

- Your subscriber code and password must be protected and should only be known by supervisory personnel. Under no circumstances should unauthorized persons have knowledge of this information. Your subscriber code and password should not be posted in any manner within your company.

- Your subscriber code and password are not to be released by telephone to any unknown callers.

- Any system access software or hardware you use, whether developed by your company or purchased from a vendor, must have your subscriber number and password "hidden" or embedded so that the code and/or password is known only to supervisory personnel.

- The "Company" agrees that it is their responsibility to notify the "Agent" to update/delete/disable the subscriber code and password if there is a change to a user's status or if a user's employment is terminated. The "Agent" will immediately update/delete/disable the subscriber's code and password per "Company" notification.

Toll Free 866-431-7220 • Fax 920-431-7226 • fsgb@fsgbcollections.com

The parties hereto have executed this agreement as of the month, day, and year first above written.

Sign here to fully execute this agreement **OR** sign electronically by filling in the fields below.

**Enter your credential below to digitally sign the document. Electronic signatures are legally binding and have the same meaning as a handwritten signature.

Step One: Check box below.

☐ *By checking this box and typing my name, I am electronically signing my name the same I would with pen on paper

CITY OF DEPERE	**FINANCE SYSTEM OF GREEN BAY, INC.**
(Company)	(Agent)
BY:_____	BY: JEFF SHAVLIK
TITLE: _____	TITLE: VICE PRESIDENT
DATE: _____	DATE: 05/28/2024

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**Appointment by Mayor Boyd to the Board of Park Commissioners (teen advisor position).**

ATTACHMENTS:

- Appointment Memo_June 18 2024 (PDF)

Memo City of De Pere

To: City Council Members
From: James Boyd, Mayor
Subject: Appointment to the Board of Park Commissioners (Teen Advisor)
Date: June 18, 2024 (meeting date)

I am submitting the following name for appointment at the June 18, 2024 meeting of the Common Council. I am asking you to please contact me in advance of the meeting if you should have an issue with the appointment.

James Lyga

I have been interested in the workings of government and am hopeful for a future career in law enforcement. Due to my interests, and having Mr. Randy Soquet as one of my teachers, I often find myself in his room discussing the latest happenings of the school board, park board, and city council. This is when the opportunity to apply for student advisor became available. When I'm not in Mr. Soquet's classroom, I can likely be found in the band room, as my love of music and playing the trumpet are very apparent. Although most interested in Jazz, I love band for the accomplishment of playing in concerts, improving my own playing abilities, and of course the tight community. Outside of school, I am frequently at work at the McDonald's in Ledgeview, where I enjoy being on the grill. As someone who has been in this community for all my life, I appreciate the opportunity to finally give back in some way, and I hope to remain a resident of the city of De Pere for years to come.

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE:	**June 18, 2024**
DEPARTMENT:	**City Clerk**
FROM:	**Carey Danen**
SUBJECT:	**Future agenda items.**