Finance/Personnel Committee

Regular Meeting

Revised Agenda

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

Tuesday, June 11, 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 **Finance/Personnel Committee** of the City of De Pere will be held on **June 11, 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 Finance/Personnel Committee, 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 Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at http://deperecitywi.iqm2.com/.

Call to Order

1. Roll Call
2. Approval of minutes from May 14, 2024 Regular Meeting of the Finance Personnel Committee.
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 and Personnel Committee. §6-3(f) DPMC
4. Consideration and Acceptance of donation from Capital Credit Union for Technical Rescue Equipment for Fire Department in the amount of $5,700.*
5. Consideration and Possible Action on Interstate 41 Sign Design Proposals.*
6. Consideration and Possible Action on Development Agreement Terms with Valley Cabinet INC, for a manufacturing expansion at 1840 S BROADWAY ST (ED-F0101) in the East Industrial Park. *
7. Consideration and Possible Action on Development Agreement Terms with Crosspoint Church Inc for a relocated and expanded landscape supply business (New Land LLC dba Green Bay Nursery) at 2108 & 2118 Lawrence Dr. located in TID No. 15.*
8. Consideration and Possible Action on 2024-2025 Property Tax Bill Preparation Agreement with Brown County.*
9. Consideration and Possible Action on an Agreement with Finance System of Green Bay, Inc.*

10. Consideration and Possible Action on increasing the Donation acceptance threshold requiring Committee and Council approval.*
11. Consideration and Possible Action on approval of Preliminary 2024 Borrowing.*
12. Consideration and Possible Action on the creation of an Ordinance regarding the refund of certain overpayments to the City of De Pere.*
13. Consideration and Possible Action on the City of De Pere Investment and Cash Detail, April 2024.
14. Future agenda items.
15. Adjournment

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.

***Items with an asterisk require City Council approval.**

Agenda Sent To:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**June 11, 2024**
DEPARTMENT:	**City Attorney**
FROM:	**Amy Darnick**
SUBJECT:	**Approval of minutes from May 14, 2024 Regular Meeting of the Finance Personnel Committee.**

ATTACHMENTS:

- May 14, 2024- DRAFT (PDF)

Finance/Personnel Committee

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

Regular Meeting

Draft Minutes

Tuesday, May 14, 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
Devin Perock	Alderperson	Present	
Pamela Gantz	Alderperson	Present	
James Boyd	Mayor	Present	
Mike Eserkaln	Alderperson	Present	
Amy Chandik Kundinger	Alderperson	Present	
John Quigley	Alderperson	Present	

Also present: City Administrator Larry Delo, City Attorney Tony Wachewicz, Community and Economic Development Specialist, Quasan Shaw, Human Resources Director, Shannon Metzler, Fire Chief, Al Matzke, Finance Director/Treasurer, Pamela Manley, Captain Nate Mrstik, Alderperson Carpenter, Development Services Director, Dan Lindstrom (remote) and IT Director, Steve Massey (remote).

2. Election of the Vice Chair of the Finance/Personnel Committee.

Mayor Boyd took nominations for the Vice Chair of the Finance/Personnel Committee.

Alderperson Kundinger nominated Alderperson Quigley. There were no other nominations. Unanimous vote for Alderperson Quigley. He accepted the position of Vice Chair of the Finance/Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Eserkaln, Kundinger, Quigley

3. Approval of minutes from April 9, 2024 Regular Meeting of the Finance Personnel Committee.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Eserkaln, Kundinger, 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 Finance and Personnel Committee. §6-3(f) DPMC

None

5. Fire Department Overtime and LifeQuest Billing Reports for April, 2024.

Administrator Delo commented on the agenda item. There have been discussions with the Mayor and they recommend eliminating bringing the separate Fire & Police overtime reports to the Finance Committee.

The Finance Director will be putting together a different report that covers the general categories on how the budget is adopted by the Council. Pamela Manley, our Finance Director, will plan on doing it quarterly. The committee will then be able to see all departments and not just Police & Fire.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	John Quigley, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Eserkaln, Kundinger, Quigley

6. Consideration and Possible Action to allow surplus vehicles and equipment to be auctioned with proceeds going to the selling department's vehicle maintenance account. *

Administrator Delo commented on this agenda item. This memo was drafted before we had some internal discussions at the staff level. Talking about the final paragraph on the memo stating," With proceeds going to the selling department's maintenance account". That part is not part of the recommendation. When we sell surplus equipment, it goes back to the fund that the equipment was purchased from. i.e. (if it is from a general fund, it will go back to the General fund, if it is from the Utility fund, it will go back to the Utility fund).

Approved with removed information on the end of the memo (as stated above).

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Eserkaln, Kundinger, Quigley

7. Consideration and Possible Action on City Hall Floor 1 Data Center Cooling Redundancy – Approval of Reallocation of ARPA Funding.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Eserkaln, Kundinger, Quigley

8. Consideration and Possible Action to hire Affion Public recruitment firm to conduct a City Administrator recruitment. *

Human Resources Director, Shannon Metzler commented on this agenda item. It was mentioned at last month’s Council meeting. The Council authorized the City to go out and get proposals from across the nation. We reached out to 11 different recruiting firms. We received 6 of them back and met with 3 of them via Zoom. We recommend going with Affion Public recruitment firm. We checked references on them, they have a lot of experience doing this type of recruitment and the recruiter has 20+ years of experience.

Alderperson Kundinger asked how long we estimate the support to be needed. Director Metzler mentioned it will be roughly 6 months. The firm would be able to assist with the hiring and walking the Human Resources Director and the Council through that process. Director Metzler doesn't believe there would be any overlap between the current City Administrator and the candidate we will be bringing in, but that is still up for discussion.

The next steps would be bringing this firm in to talk with the Council on what the Council would prefer in a candidate. We would look at bringing them to our site in early June to have that discussion.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Eserkaln, Kundinger, Quigley

9. Consideration and Possible Action on Regulation of ATV/UTV's on City Streets. *

Alderperson Carpenter was present to speak on this agenda item. Alderperson Carpenter had 3 businesses in the Industrial Park and a resident ask if we could have UTVs be allowed on city streets. Town of Lawrence allows UTVs on their streets and some of these people would like access to the roads to get into the Industrial Park. He would like to see a postcard sent out to residents that live south of the South Bridge Road asking their interest and opinions on this topic. Attached in the packet to the Committee is the Town of Lawrence ordinance that he thinks is very well written. They are specific about where you can drive, what times, etc. He understands this is a long process and hopes to reach out to these residents and business people in the future.

Administrator Delo agreed with Alderperson Carpenter's recommendation to have the Parking & Traffic Team take a look at this for some internal review. There are people from many different departments on the Team (Police, Attorney, Development Services, Engineering). You would get input from this group and then come back to the committee.

Captrain Mrstik brought up safety concerns, parking and flow of traffic that officers already have to deal with on a daily basis. The department is not necessarily in favor of it. We could take a look at the quiet zone area and see how it is not really practical. We would have to spend a lot of time on education. Agrees on bringing it to Parking and Traffic Team. That would allow time to look at different policies and recommendations from different departments. We would have to look at the dangers. Alderperson Perock mentioned that he sees some of St. Norbert use UTV's, but those are all of their maintenance vehicles.

The people and businesses that came forward to Alderperson Carpenter just want to use it as a means of transportation.

Administrator Delo suggested taking it to the Parking & Traffic Team, but also survey other communities our size and see what their experience has been with those laws.

This is discussion only right now, to recommend having Parking and Traffic take a look at this.

Referring back to staff.

RESULT:	**REFERRED BACK TO STAFF [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Devin Perock, Alderperson
AYES:	Perock, Gantz, Boyd, Eserkaln, Kundinger, Quigley

10. Consideration and Possible Action on a proposed Purchase/Sale Agreement Terms for Enterprise Drive (Parcel ED-2077-1).*

    Community and Economic Development Specialist, Quasan Shaw was present to talk on this agenda item. We received communication from Tim Halbrook Builders that they are looking to purchase a site on Enterprise Drive, Parcel ED-2077-1. Some of the renderings are in the information packet. We are looking at roughly (2)-6 unit business rental units. They look like a Craftsman or trader shop. Businesses will rent these and do their business out of these shops.
    Roughly $1.2 million potential Building value. List price is $40,000 per acre, with a total asking price of $69,200. We are just looking at a potential deed restriction because we normally don't allow storage units within the City. These buildings will have a half bath and an overhead door in them as well.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Perock, Gantz, Boyd, Eserkaln, Kundinger, Quigley

11. Consideration and Possible Action to Award a Contract for Environmental Consulting Services with Stantec. *

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Perock, Gantz, Boyd, Eserkaln, Kundinger, Quigley

12. Consideration and Possible Action on purchase of Tyler Technologies employee access module.*

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Devin Perock, Alderperson
SECONDER:	John Quigley, Alderperson
AYES:	Perock, Gantz, Boyd, Eserkaln, Kundinger, Quigley

13. Consideration and Possible Action regarding proposed resolution to extend the time period allowed to recognize Reimbursable Grant Revenues after the end of the Fiscal Period. *

    Pam Manley was present to talk about this agenda item. This came up during their recent audit. It was brought up that they are really cracking down on what you can consider a revenue in the prior year. A lot of grants are reimbursable grants. You run your calculations, figure out what you want to get reimbursed for, submit that in January but it takes a while to get that money. If we don't have the money within 60 days, then we can't actually count it as revenue for that prior year. We are looking to move it from 60 days to 120 days.

Alderperson Kundinger had a question on how we have made this work without the extension. They are making sure they are checking for and asking for receipts and deposits that we've had. We will still get reimbursed, but it just doesn't make the financials look as good at the end of that fiscal year.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Amy Chandik Kundinger, Alderperson
AYES:	Perock, Gantz, Boyd, Eserkaln, Kundinger, Quigley

14. Consideration and Possible Action on the City of De Pere Investment and Cash Detail, March 2024.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Pamela Gantz, Alderperson
AYES:	Perock, Gantz, Boyd, Eserkaln, Kundinger, Quigley

15. Future agenda items.

None

16. Adjournment

Mayor Boyd made a motion to adjourn. It was seconded by Alderperson Perock. Adjourned at 8:00 pm.

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.

***Items with an asterisk require City Council approval.**

Agenda Sent To:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

Respectfully submitted,
Amy Darnick

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**June 11, 2024**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Consideration and Acceptance of donation from Capital Credit Union for Technical Rescue Equipment for Fire Department in the amount of $5,700.***

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.

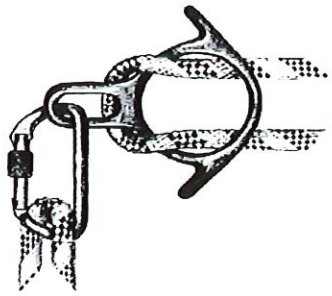
DPFR staff have been increasing training for technical rescue operations. Technical rescue is the use of specialized tools, skills, and knowledge to safely resolve complex or unique rescue situations. Some examples would be confined space rescue, rope rescue, water rescue, structure collapse, etc.

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 Finance/Personnel Committee Action

MEETING DATE:	**June 11, 2024**
DEPARTMENT:	**Public Works**
FROM:	**Scott Thoresen**
SUBJECT:	**Consideration and Possible Action on Interstate 41 Sign Design Proposals.***

ATTACHMENTS:

- 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)
- 2024 I-41 Sign Replacement Proposal (PDF)
- Elevate 97 - Design Services 4-30-2024 (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)

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.

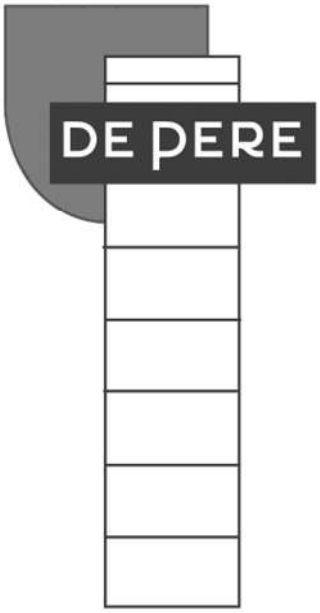
Existing Sign

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

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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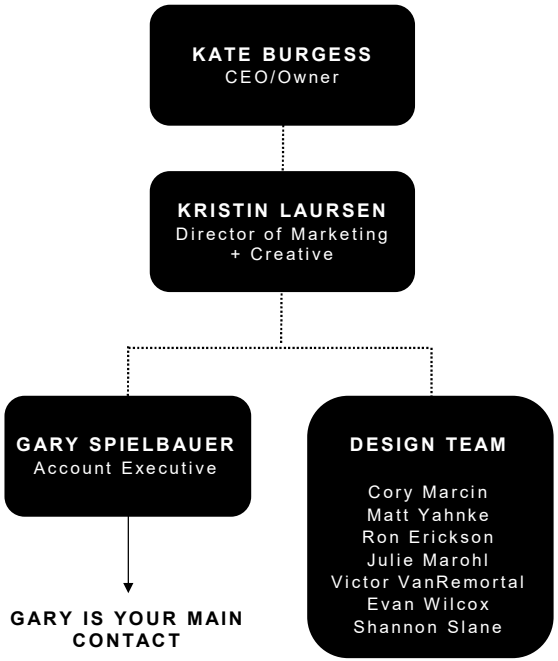
ELEVATE97 RESOURCES - MEET YOUR DESIGN TEAM



KATE BURGESS
CEO/OWNER

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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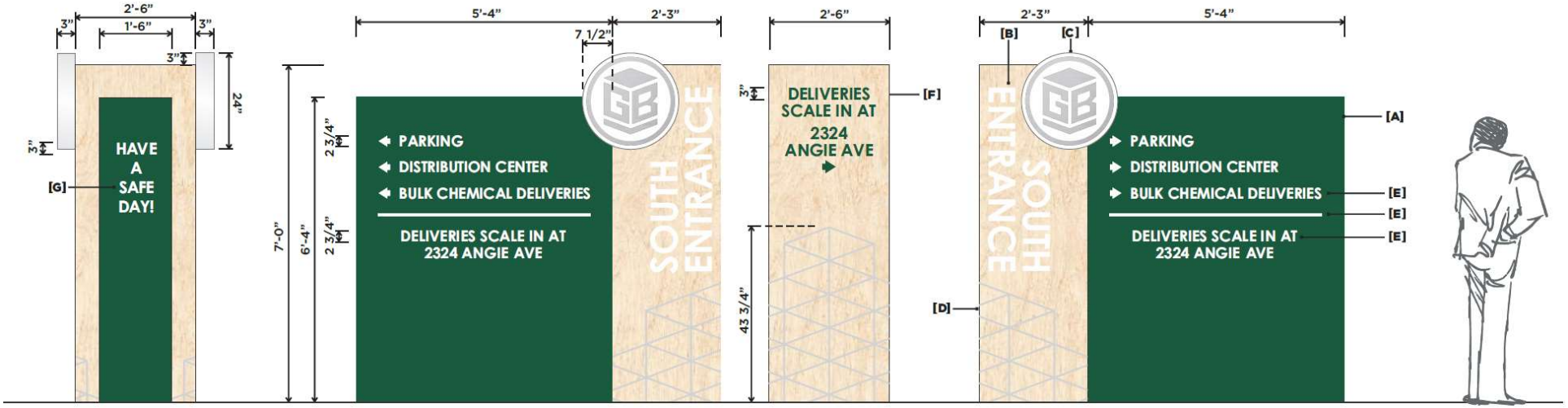
SIMILAR PROJECTS

SIMILAR PROJECTS

ELEVATE97 + GREEN BAY PACKAGING

IN A RECENT PROJECT WITH GREEN BAY PACKAGING, ELEVATE97 PRODUCED **38** TOTAL EXTERIOR WAYFINDING AND MONUMENT SIGNS.



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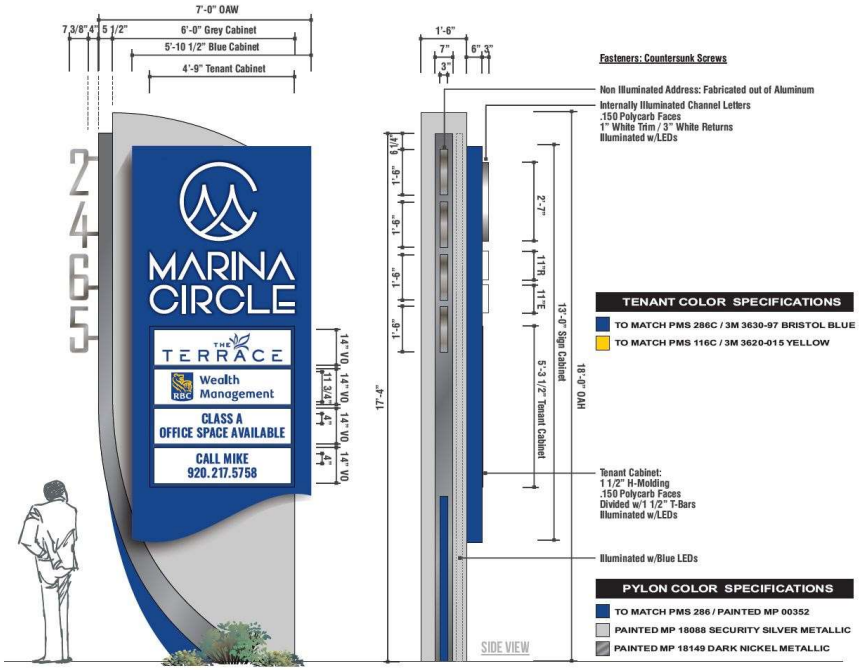
SIMILAR PROJECTS

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.

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.

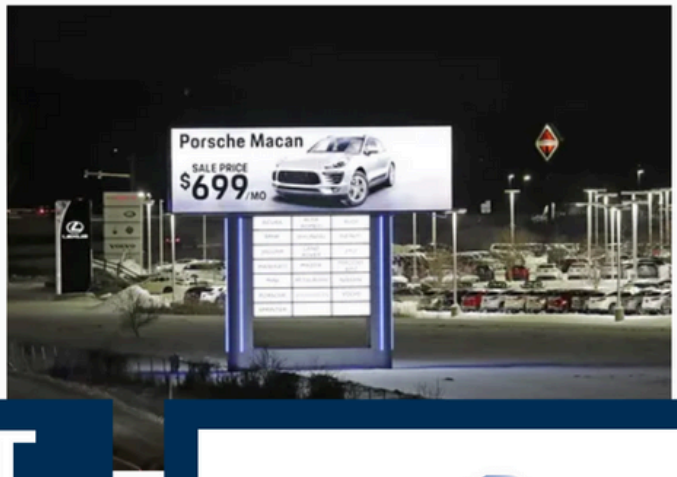
- Schedule Compliance:
  - Creating a project schedule is a key responsibility of the Project Manager.
    - Monitor each task within the project, ensuring tasks are completed on time or ahead of schedule.
    - Developing a project schedule is crucial for efficient and effective project completion.
  - 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

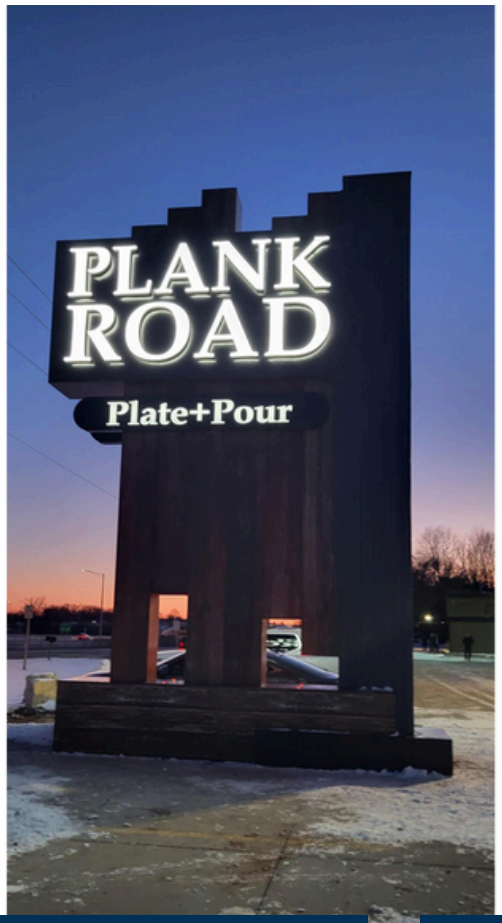
TIMELINE:
7/2018 - 12/2018

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

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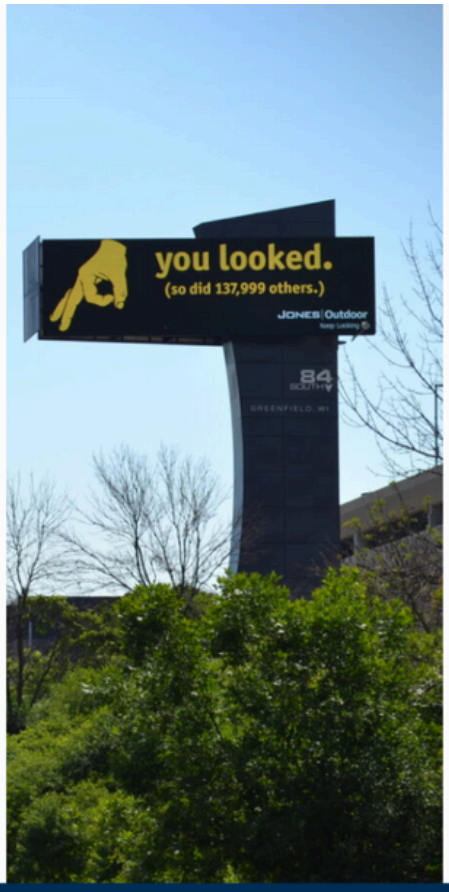
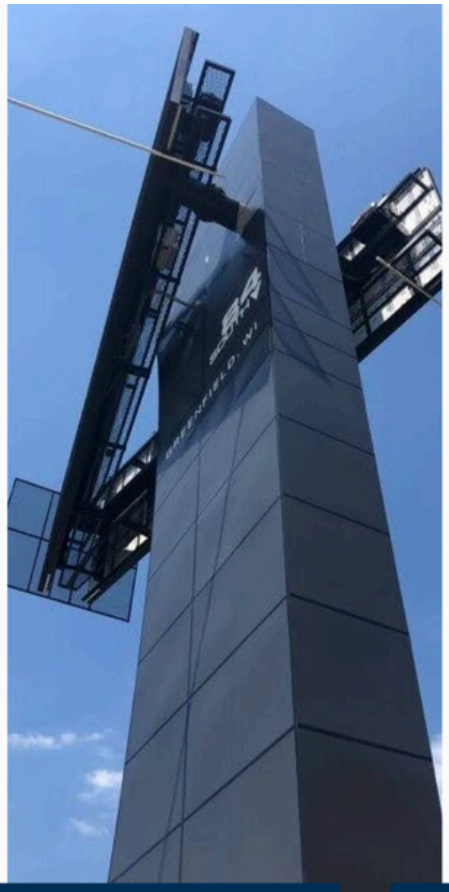




PROJECT *Profile*

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

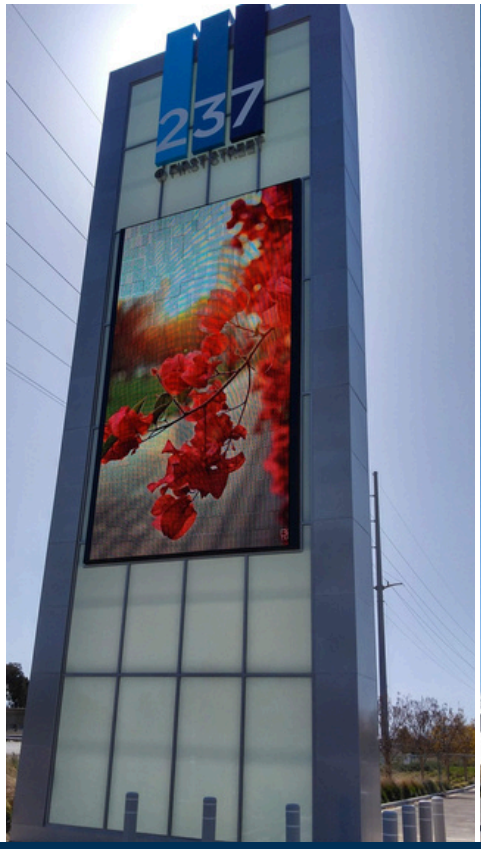
TIMELINE:
JULY 2020

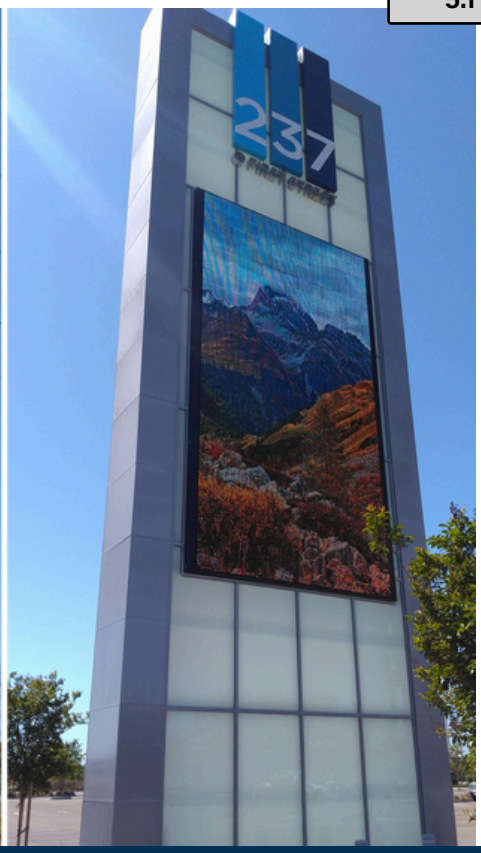
OWNER:
COBALT PARTNERS

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

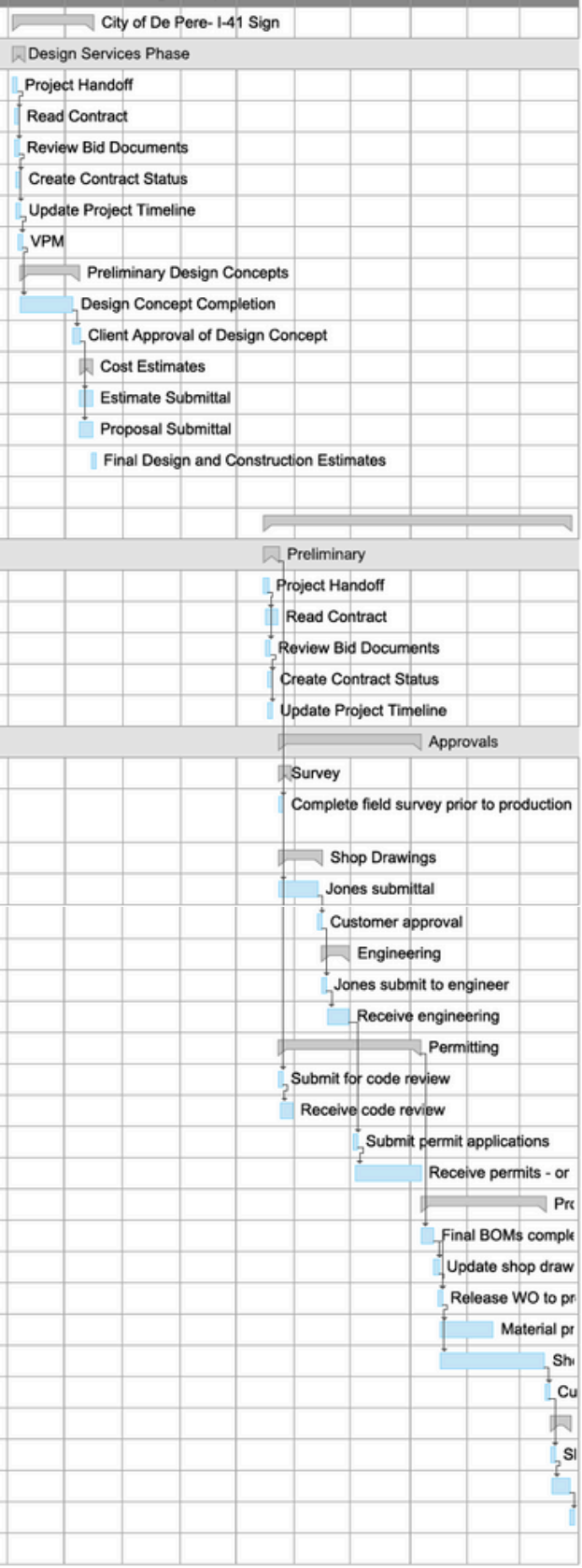
CAA ICON - Fiserv Forum
Mike Abrams
Director
303.210.7860
mabrams@iconvenue.com

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: Phil Quattrocchi

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): 3/29/2024

4/1/2025

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	CANCELLATION See Attachments
20452207 Evidence of Insurance	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.

Workflow

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.

SET UP
Files set up for production. Project execution discussed.

GRAPHICS
Digital Print & Cut Vinyl Graphics

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).

SODA SENSE

SODA SENSE

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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:

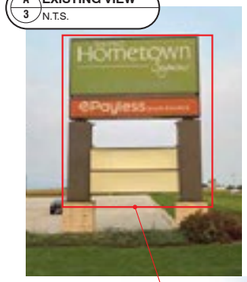
- P-1 SW6258 TRICORN BLACK
- C-2 PMS 7489C
- C-3/P-3 WHITE
- C-4 DIGITAL PRINT BUBBLES

CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

X
SIGNATURE DATE

A 1 LOCATION VIEW (AFTER)
SCALE: 1/8" = 1'

A 3 EXISTING VIEW
N.T.S.

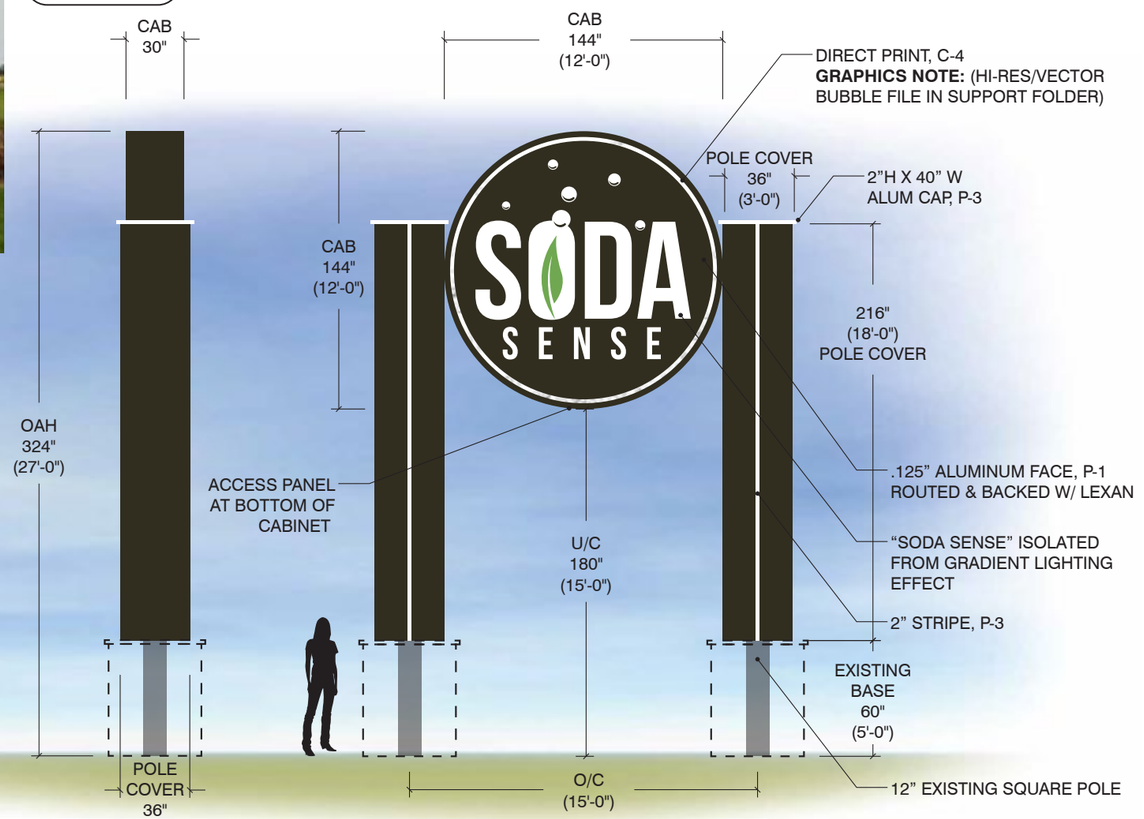


REMOVE & DISPOSE OF EXISTING CAB & POLE COVERS. CUT POLES BELOW MATCH PLATES & ADD LENGTH TO EXISTING 12" SQ POLES.

A 2 NIGHT VIEWS
N.T.S.

ALT-1: LOC-3
OPTION A

A 4 DETAIL VIEW
SCALE: 3/16" = 1'



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CONTACT YOUR SIGN CONSULTANT TO PURCHASE THE RIGHTS TO THIS DESIGN.

CONCEPTUAL DRAWING ONLY

All sizes and dimensions are illustrated for client conception of the project and are not to be understood as being exact size or exact scale. Renderings, including lighting effects, opacities, and coloration, are an approximation.

CUSTOMER RESPONSIBILITIES

Please review all drawing details closely, as Creative Sign will produce signs as approved drawing indicates. Some changes may occur based on production needs. While Creative Sign will make all efforts to correct any obvious spelling or grammatical errors, the customer is responsible for confirming that the above copy, including names and titles, appear as desired. Creative Sign will make every effort to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used.

Work in Progress

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:

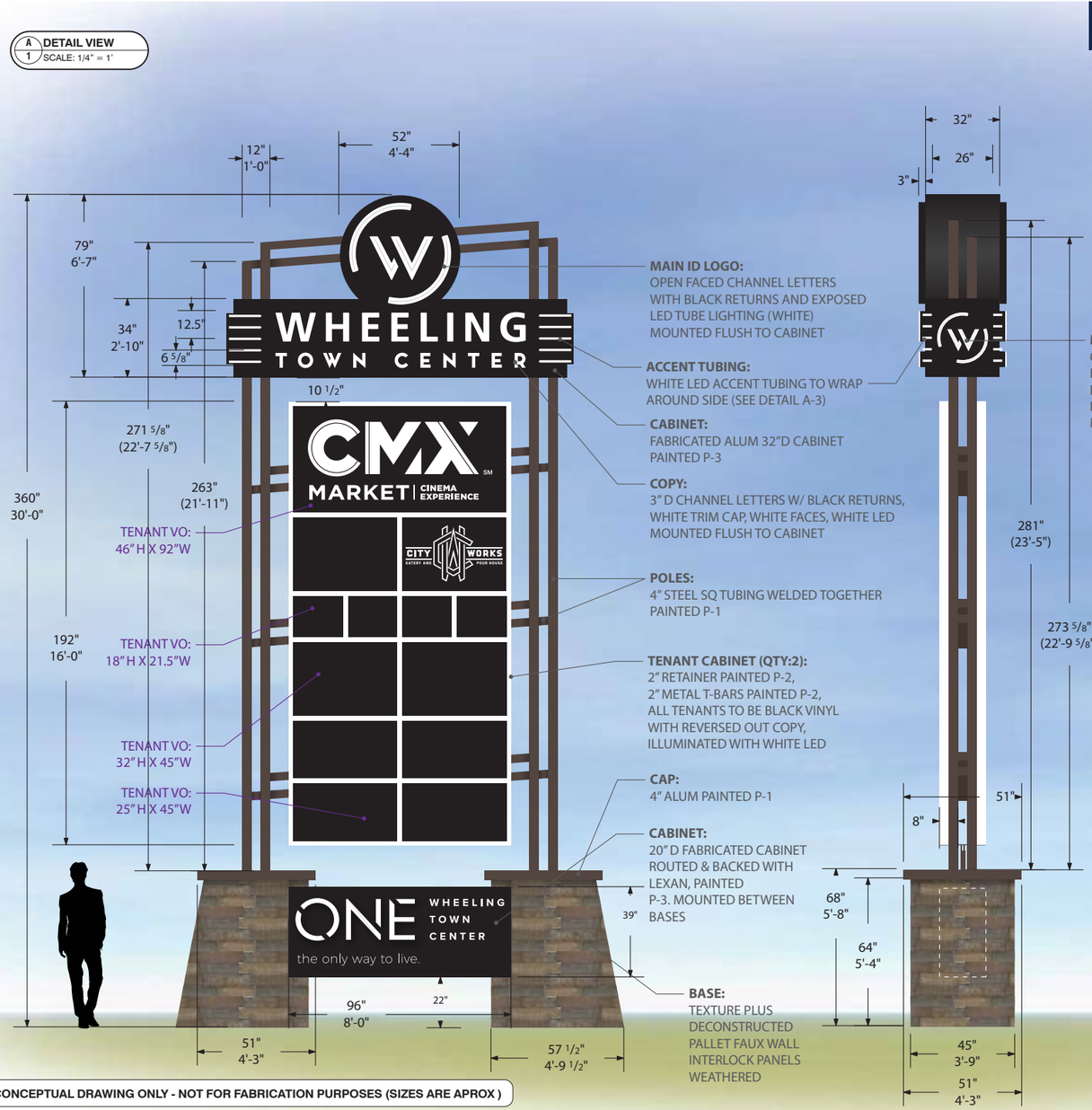
- P-1 MP07458 CAST BRONZE *MATTE FINISH*
- P-2/C-2 WHTE
- P-3/V-3 BLACK/ORACAL 751-070 BLACK VINYL
- P-5 MP10441 CAPILANO BRIDGE *MATTE FINISH*

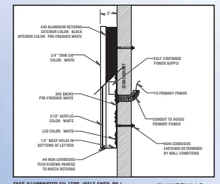
CUSTOMER SIGNATURE FOR DESIGN APPROVAL:

DATE

A/1 DETAIL VIEW
SCALE: 1/4" = 1'

SIGN TYPE 1: PYLON





DETAIL A-3
N.T.S.

A/2 NIGHT VIEW
N.T.S.

CONCEPTUAL DRAWING ONLY - NOT FOR FABRICATION PURPOSES (SIZES ARE APROX)

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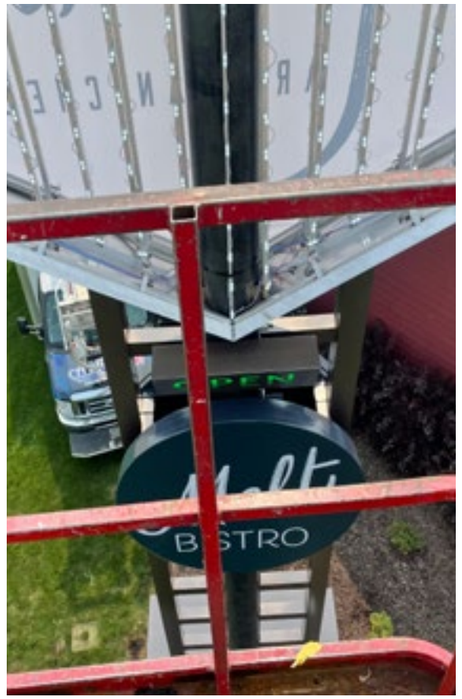
Renards
ARTISAN CHEESE


BISTRO

RENARD'S
Cheese

AWARD-WINNING
Renards
ARTISAN CHEESE
OPEN
Melt
BISTRO

Renards
ARTISAN CHEESE
our work

BEFORE

AFTER

PYL-1: LOC-1
OPTION A

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

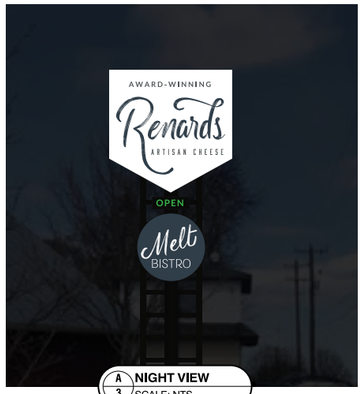
A 1 LOCATION VIEW (AFTER)
SCALE: 3/32" = 1'

A 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.

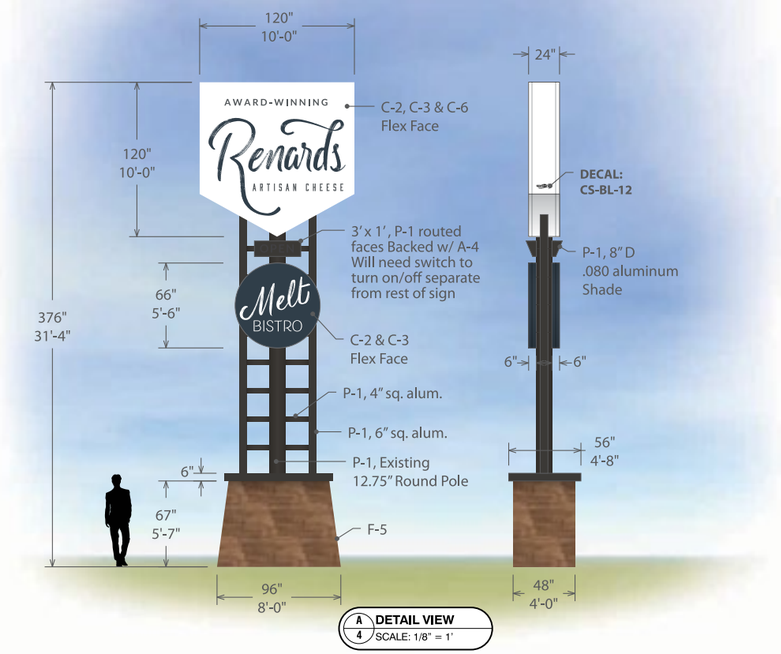
REMOVE & DISPOSE OF
EXISTING OPEN SIGN
12" x 48" per BV



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 4 DETAIL VIEW
SCALE: 1/8" = 1'

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CONTACT YOUR SIGN CONSULTANT TO PURCHASE THE RIGHTS TO THIS DESIGN.

CONCEPTUAL DRAWING ONLY

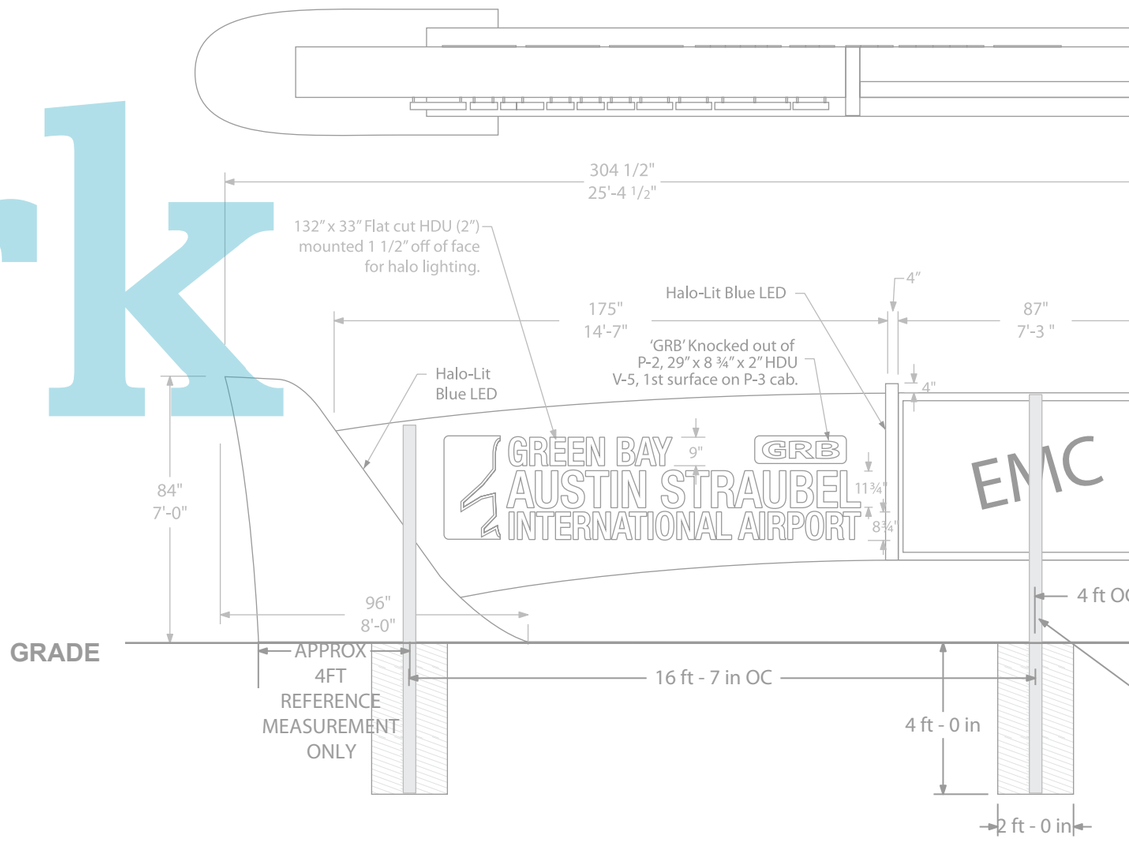
All sizes and dimensions are illustrated for client conception of the project and are not to be understood as being exact size or exact scale. Renderings, including lighting effects, opacities, and coloration, are an approximation.

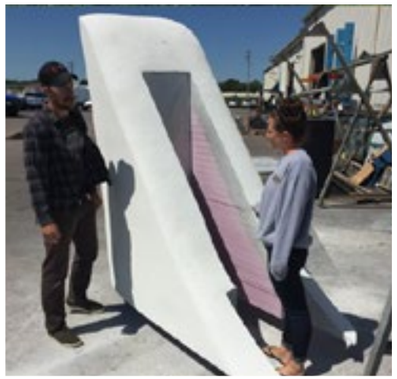
CUSTOMER RESPONSIBILITIES

Please review all drawing details closely, as Creative Sign will produce signs as approved drawing indicates. Some changes may occur based on production needs. While Creative Sign will make all efforts to correct any obvious spelling or grammatical errors, the customer is responsible for confirming that the above copy, including names and titles, appear as desired. Creative Sign will make every effort to closely match colors, including PMS, where specified. We cannot guarantee exact matches due to varying compatibility of surface materials and paints used.

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

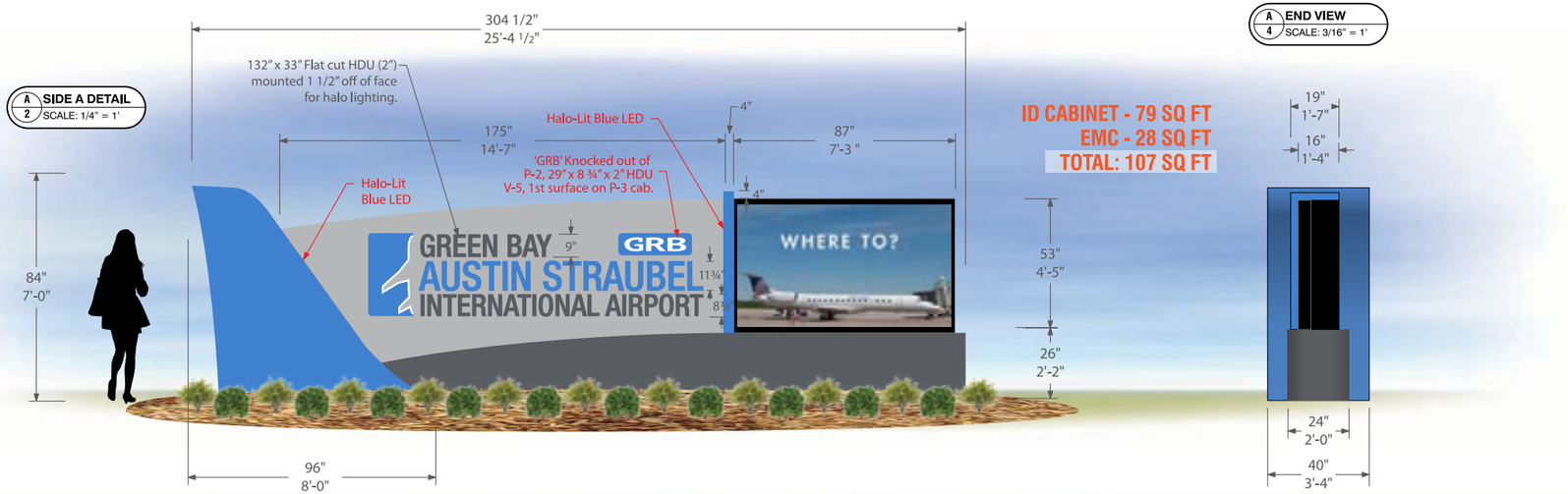
A/1 TOP DETAIL
SCALE: 1/4" = 1'

MONUMENT: OPT 1

see night view - Page 2

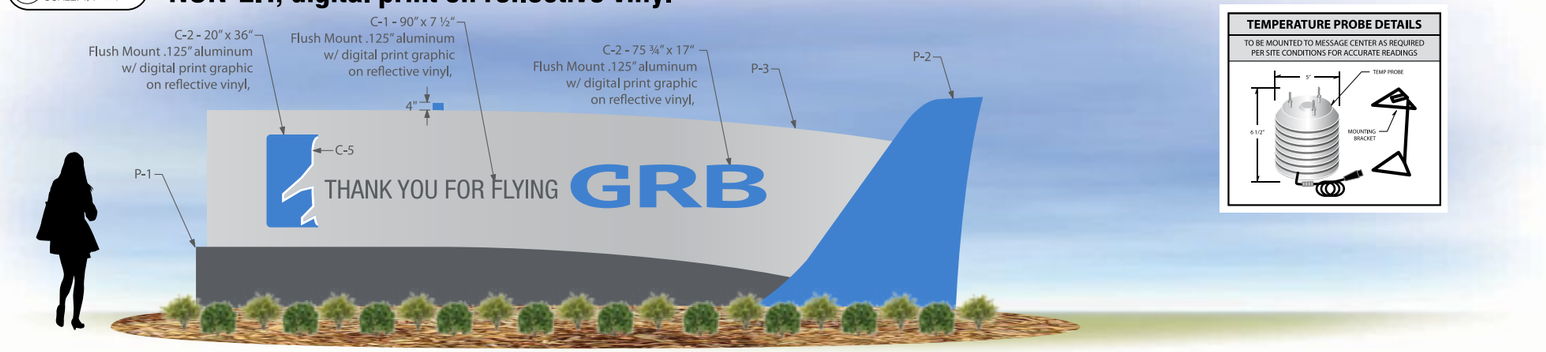
A/4 END VIEW
SCALE: 3/16" = 1'

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

CONCEPTUAL DRAWING ONLY - NOT FOR FABRICATION PURPOSES (SIZES ARE APROX)

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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 BEFORE PRODUCTION
SITE

PHOTO REQUIRED 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

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
EVERGREEN HEIGHTS
JOIN THE TEAM
tomsdrivein.com
Cellcom
EVERGREEN HEIGHTS
WAFFLE CONE
Cellcom
FOX CITIES SIGN

Mary's
Since 1958
FAMILY RESTAURANT
COLD STRAWBERRY SOUP
Mary's
BEST
BEFORE
Mary's
FAMILY RESTAURANT
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 Finance/Personnel Committee Action

MEETING DATE:	**June 11, 2024**
DEPARTMENT:	**Economic Development**
FROM:	**Daniel Lindstrom**
SUBJECT:	**Consideration and Possible Action on Development Agreement Terms with Valley Cabinet INC, for a manufacturing expansion at 1840 S BROADWAY ST (ED-F0101) in the East Industrial Park. ***

ATTACHMENTS:

- Valley Cabinet - Term Sheet Memo - June 2024 (PDF)
- Site Map (PDF)
- Site Plan - REVISED PRELIMINARY - 28 May 2024 - Valley Cabinet (select pages) (PDF)

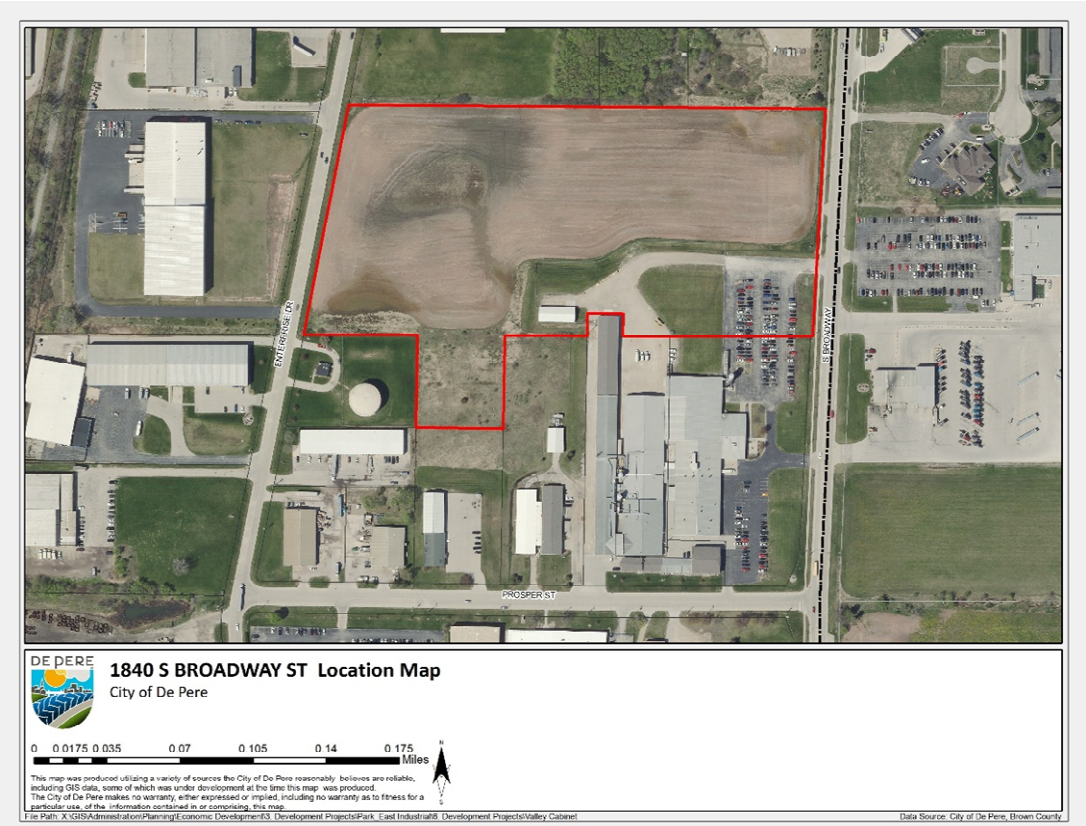
CITY OF DE PERE
MEMO

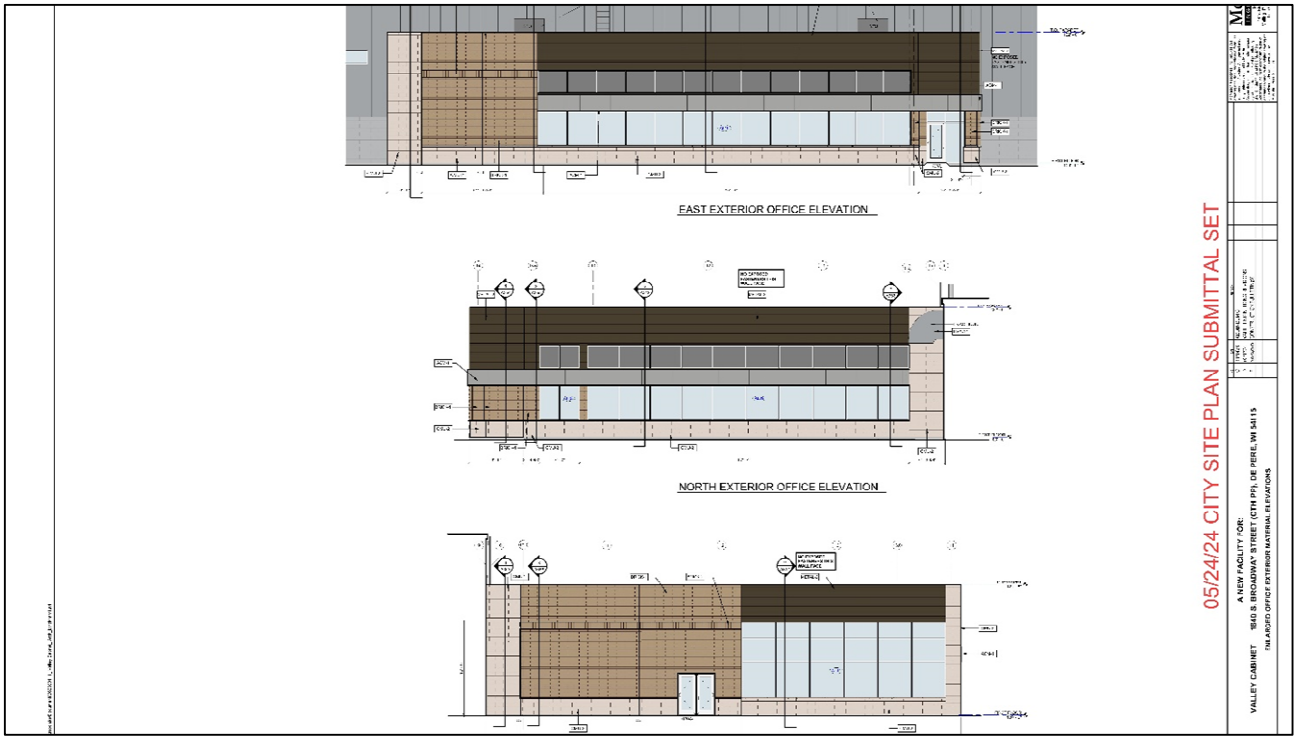
To: Mayor James Boyd
Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: June 11, 2024

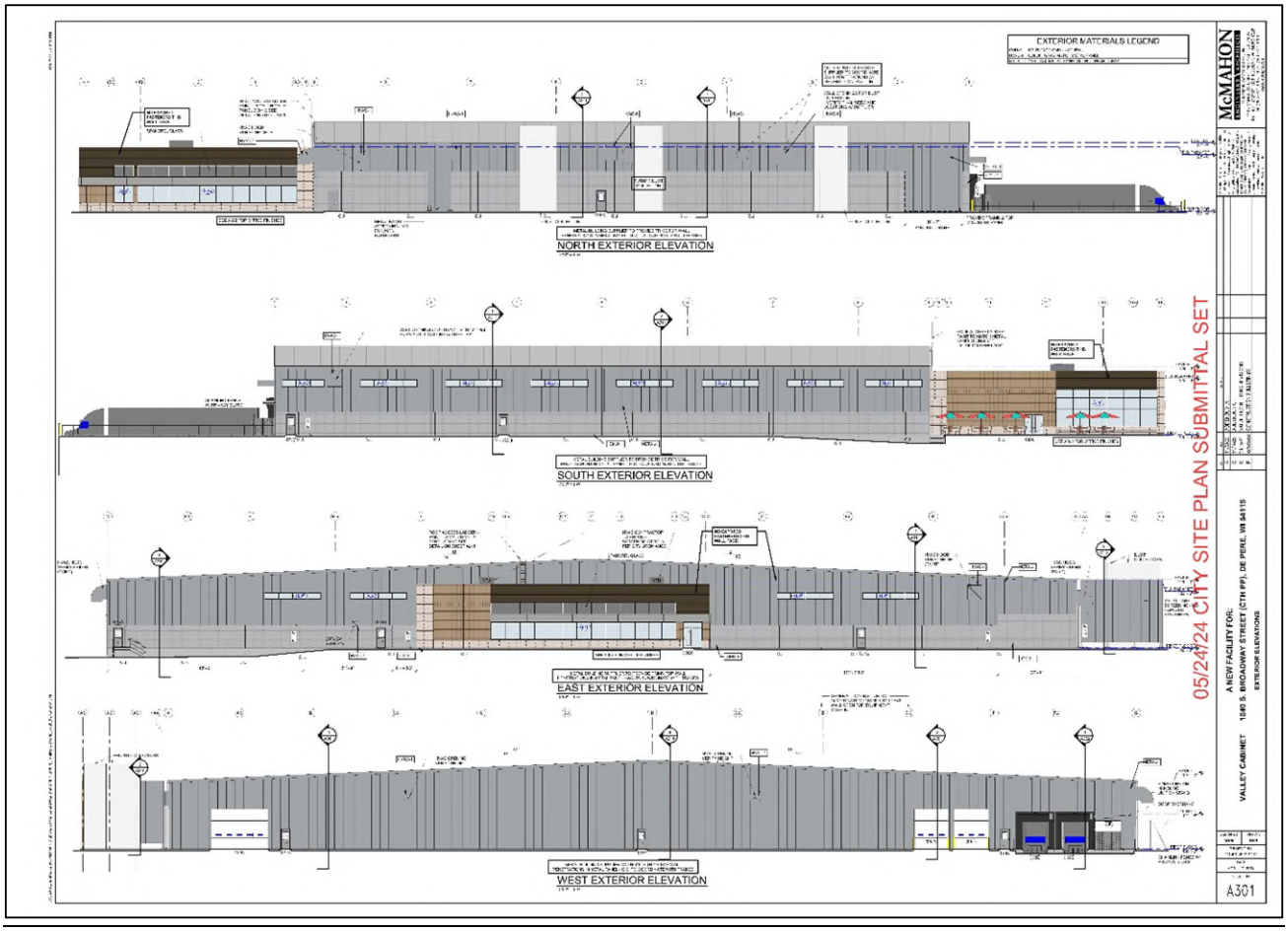
RE: **Consideration and Possible Action on Development Agreement Terms with Valley Cabinet INC, for a manufacturing expansion at 1840 S BROADWAY ST (ED-F0101) in the East Industrial Park***

Summary

In early 2024, the Development Services Department met with Valley Cabinet to discuss a possible expansion of their facilities on S Broadway. Valley Cabinet was founded in 1960 as a custom cabinet shop serving the local area with high-end cabinets. Valley Cabinet relocated to its current location in the 1970s and experienced rapid growth to the current configuration in 2004. Valley Cabinet held a vacant 17.7-acre parcel at 1840 S Broadway ST as their future expansion space. The intent is to break ground in 2024 on an 86,600-square-foot expansion that would add 78,200 square feet of manufacturing and 8,400 square feet of accompanying office space. The planned expansion would immediately add 80 employees with an anticipated annual employment growth target of 7 to 10 employees until additional expansion is required on the west side of parcel ED-F0101. Valley Cabinet has been working through the site plan and building plan approval process to ensure the proposed development meets the design, landscaping, lighting, stormwater, and other standards in the zoning code. The proposed use would be completely contained within the building. Example site plans are attached to this memo.




EAST EXTERIOR OFFICE ELEVATION
NORTH EXTERIOR OFFICE ELEVATION
05/24/24 CITY SITE PLAN SUBMITTAL SET
A NEW FACILITY FOR:
1840 S. BROADWAY STREET (CTH PP), DE PERE, WI 54115
ENLARGED OFFICE EXTERIOR MATERIAL ELEVATIONS
VALLEY CABINET


EXTERIOR MATERIALS LEGEND
NORTH EXTERIOR ELEVATION
SOUTH EXTERIOR ELEVATION
EAST EXTERIOR ELEVATION
WEST EXTERIOR ELEVATION
McMAHON
05/24/24 CITY SITE PLAN SUBMITTAL SET
A NEW FACILITY FOR:
1840 S. BROADWAY STREET (CTH PP), DE PERE, WI 54115
EXTERIOR ELEVATIONS
VALLEY CABINET
A301

Development Site Information Summary:

Address:	TBD
Parcel IDs:	ED-F0101
Acres:	17.697
Purpose Use:	Office/Manufacturing
Future Land Use:	Business Park
Zoning:	Industrial
Proposed Zoning:	Unchanged
Current Total Assessed Value (full value):	$286,100
Potential New Building Value (full):	$5,350,000 (rounded)
Office	*$1,054,453 (8,400 sq ft x $125 per square foot)*
Storage/Warehouse:	*$4,301,000 (78,200 sq ft x $55 per square foot)*
Potential New Increment:	$5,064,900
Anticipated Annual Tax Payment:	$69,712 (rounded)
	$5,000,000 x 0.013942416 (2023 mill rate)
Assumed Start Date:	Q2 or Q3 2024
Assumed Full Value Date:	Q1 or Q2 2025

Potential City Incentives:

Approximately 7.4% of the Assessed Value TID incentive is to be distributed in a PAYGO scenario.

- Paid annually over the life of the TID as a 63% rebate to the property tax bill.
- Total incentive value is capped at $375,000, however, the City shall not be required to make up any shortfall before the mandatory TID termination on August 7, 2032, as the property owner has received the benefit of a lower tax bill over the life of the TID project. Note the final tax bill allocated to TID No. 10 will be collected in 2023. The City shall track PAYGO payments over time.
- The rebate percentage stays constant at 63%, even if the property assessed value increases or decreases.

Developer Obligations- (Valley Cabinet In):

1. **Proposed Development:** The developer shall construct a minimum of 86,600-square-foot office and manufacturing facility.

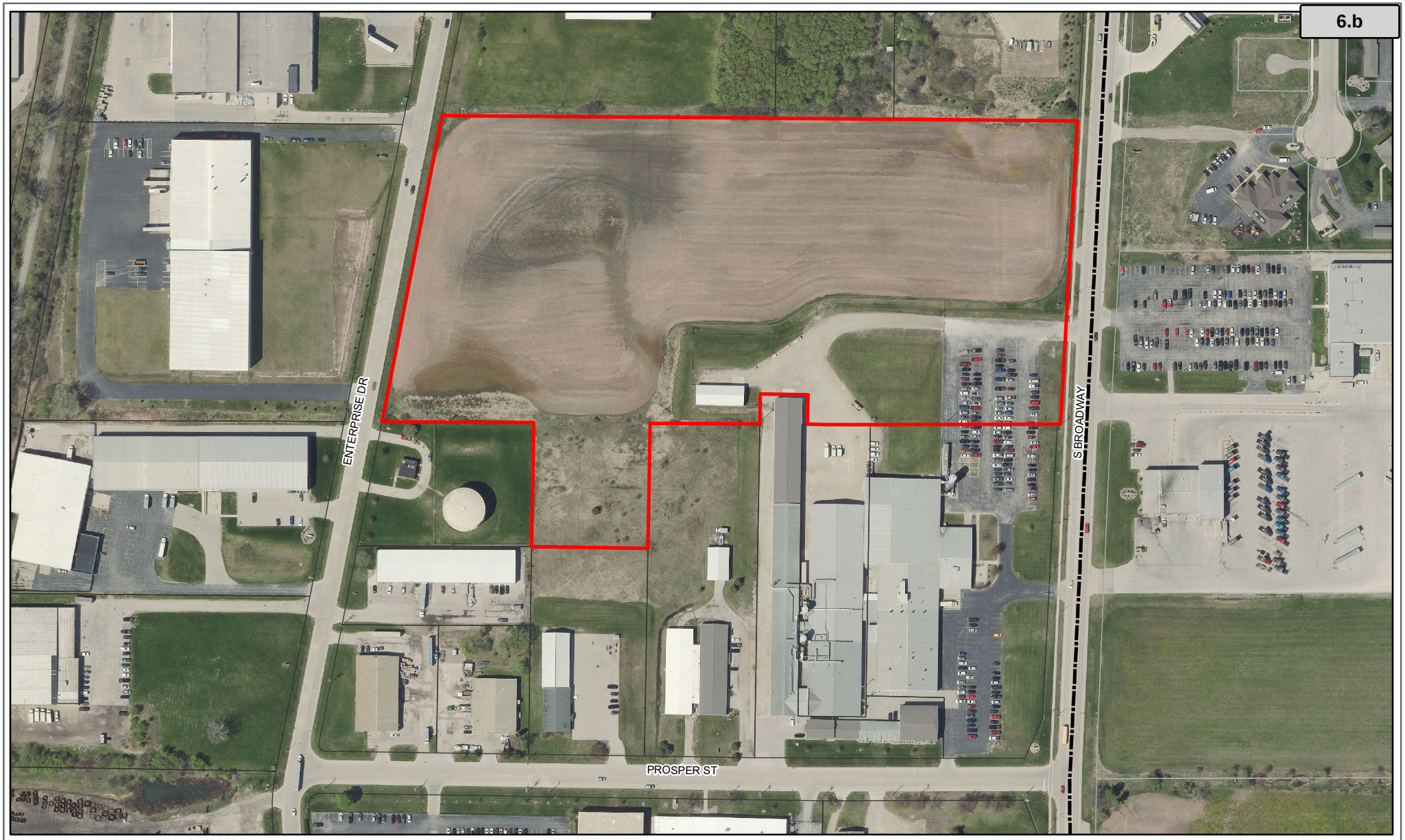
2. **Timelines:**
   a. Secure site plan approvals by July 1, 2024.
      Commence construction by August 1, 2024.
   b. Complete construction by December 31, 2025.
   c. Final assessed value by January 1, 2026.

3. **Assessed Value:** The Developer guarantees a minimum assessed value of $5,350,000. The City and/or State of Wisconsin shall assess the development project in accordance with the real estate valuation requirements for similar mixed commercial under Wis. Stats, §70.32. The total project grants are premised upon the completed development project having an equated assessed value equal to the guaranteed value for real property tax purposes of not less than $5,350,000.

City Obligations (City of De Pere):

1. **Development Incentive:** 63% of the annual increment generated up until a cumulative total of $375,000. The city would pay a Developer's incentive structured 63% of the Assessed Increment Revenue attributable to the Project, commencing with taxes assessed for 2025, payable in 2026, and continuing until a cumulative total incentive value of three hundred and seventy-five thousand dollars and no cents ($375,000.00) is reached or until the expiration of TID #10, which is anticipated to expire on August 7, 2032, whichever occurs first. Should the cumulative total of the Development Incentive not reach the $375,000 threshold, then the City would not be responsible for the remaining balance since the Developer did not incur the necessary tax expense due to decreasing mill rates impacting the operating expenses.

Recommendation:
Staff recommends approval of the term sheet and if the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting.



1840 S BROADWAY ST Location Map

City of De Pere

0 0.0175 0.035 0.07 0.105 0.14 0.175 Miles

N

S

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

File Path: X:\GIS\Administration\Planning\Economic Development\3. Development Projects\Park East Industrial\6. Development Projects\Valley Cabinet

Data Source

5/24/2024 3:42:53 PM

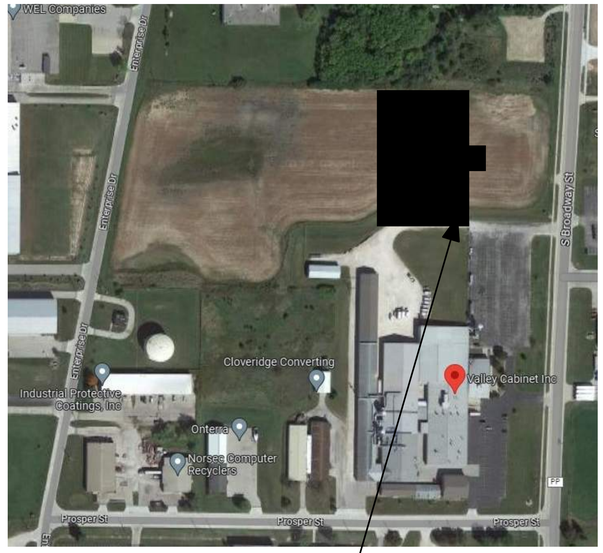
A NEW FACILITY FOR:
VALLEY CABINET

1840 S. BROADWAY STREET (CTH PP), DE PERE, WI 54115

SHEET INDEX

SHEET NO.	SHEET DESCRIPTION	PRE-PROJECT INFORMATION RELEASED OCTOBER 20,2023	ISSUED FOR BID RELEASED OCTOBER 25,2023	ADDENDUM A RELEASED NOVEMBER 3,2023	ADDENDUM B RELEASED NOVEMBER 10,2023	ADDENDUM C RELEASED NOVEMBER 14,2023	VALUE ENGINEERING REVISIONS RELEASED MARCH 15,2024	ADDENDUM D RELEASED APRIL 12, 2024	ISSUED FOR DSPS REVIEW RELEASED APRIL 16, 2024	ISSUED FOR CITY SITE PLAN REVIEW RELEASED MAY 1, 2024	ISSUED FOR CITY RESUBMITTAL RELEASED XXXX/XX/XX	CONSTRUCTION BULLETIN #X RELEASED XX/XX/XXXX
GENERAL												
A001	TITLE SHEET	X	X	X	X	X	X	X	X	X		X
CIVIL												
C101	ABBREVIATIONS, SYMBOLS & NOTES			X					X	X		
C102	EXISTING CONDITIONS & DEMOLITION PLAN			X					X	X		
C103	EXISTING CONDITIONS & DEMOLITION PLAN	X	X	X	X				X	X		
C104	PROPOSED SITE PLAN								X	X		
C105	PROPOSED SITE PLAN								X	X		
C106	GRADING PLAN			X	X				X	X		
C107	UTILITY PLAN								X	X		
C108	UTILITY PLAN			X	X				X	X		
C109	EROSION CONTROL PLAN			X					X	X		
C110	EROSION CONTROL PLAN			X	X				X	X		
C111	EROSION CONTROL NOTES			X					X	X		
C112	EROSION CONTROL DETAILS			X	X				X	X		
C113	MISCELLANEOUS DETAILS			X					X	X		
C114	MISCELLANEOUS DETAILS			X					X	X		
C115	MISCELLANEOUS DETAILS			X					X	X		
C116	LANDSCAPE PLAN								X	X		
ARCHITECTURAL												
A002	WALL SCHEDULE, ABBREVIATIONS & SYMBOL LEGEND	X	X				X		X			
A011	LIFE SAFETY NOTES	X	X						X			
A012	LIFE SAFETY PLAN	X	X	X		X	X		X			X
A013	ENLARGED LIFE SAFETY PLAN	X	X			X			X			
A211	FIRST FLOOR PLAN	X	X	X		X			X	X		X
A212	EQUIPMENT PLAN	X	X	X		X			X			X
A213	OVERALL FIRST FLOOR PLAN - HIGH BAY	X	X				X		X			X
A214	ENLARGED FLOOR PLANS	X	X	X			X		X			
A215	ENLARGED DOCK PLAN	X	X						X			X
A216	ENLARGED OFFICE FLOOR PLAN	X	X			X	X		X	X		
A217	OFFICE FURNISHINGS AND EQUIPMENT PLAN	X	X			X	X		X			
A218	ENLARGED EQUIPMENT SCREEN PLANS AND SECTIONS	X	X				X		X	X		
A231	ROOF PLAN	X	X		X	X	X		X			X
A241	FINISH PLAN	X	X	X		X	X		X			X
A242	ENLARGED FINISH PLANS	X	X			X	X		X			
A271	REFLECTED CEILING PLAN	X	X			X	X		X			
A291	DOOR SCHEDULE & DOOR ELEVATIONS	X	X				X		X			
A292	WINDOW ELEVATIONS AND DETAILS	X	X			X			X			
A301	EXTERIOR ELEVATIONS	X	X	X		X	X		X	X		X
A302	ENLARGED OFFICE EXTERIOR MATERIAL ELEVATIONS	X	X			X	X		X	X		
A311	BUILDING SECTIONS	X	X			X	X		X			X
A312	BUILDING SECTIONS	X	X				X		X			
A313	BUILDING SECTIONS	X	X						X			
A314	BUILDING SECTIONS	X	X				X		X			
A315	BUILDING SECTIONS	X	X				X		X			
A351	WALL SECTIONS	X	X				X		X			
A352	WALL SECTIONS	X	X	X			X		X			
A353	WALL SECTIONS	X	X			X	X		X			
A354	WALL SECTIONS	X	X			X	X		X			
A355	WALL SECTIONS	X	X				X		X			
A356	WALL SECTIONS	X	X				X		X			
A411	ENLARGED RESTROOM PLANS & ELEVATIONS	X	X				X		X			
A511	INTERIOR ELEVATIONS	X	X						X			
A711	STAIR SECTIONS & DETAILS	X	X				X		X			
A811	EXTERIOR DETAILS	X	X				X		X			
A812	EXTERIOR DETAILS	X	X				X		X			
A911	INTERIOR DETAILS	X	X						X			
STRUCTURAL												
S001	STRUCTURAL SPECIFICATIONS	X	X	X					X			
S002	STRUCTURAL SCHEDULES	X	X	X					X			
S003	OFFICE ANCHOR BOLT PLAN	X	X				X		X			
S004	SNOW DRIFT PLAN	X	X						X			
S111	OVERALL FOUNDATION PLAN	X	X				X		X			
S112	OVERALL ROOF FRAMING PLAN	X	X				X		X			
S201	ENLARGED FOUNDATION PLAN	X	X	X			X		X			
S202	ENLARGED FOUNDATION PLAN	X	X	X	X		X		X			
S203	ENLARGED OFFICE FOUNDATION PLAN	X	X			X	X		X			
S211	CANOPY FRAMING PLAN AND STORM SHELTER FRAMING PLAN	X	X	X			X		X			
S221	ENLARGED OFFICE ROOF FRAMING PLAN	X	X	X			X		X			
S301	COLUMN LINE ELEVATIONS	X	X				X		X			
S302	EQUIPMENT SCREEN ELEVATIONS						X		X			
S311	BRACING DETAILS	X	X						X			
S401	FOUNDATION DETAILS	X	X						X			
S402	FOUNDATION DETAILS	X	X						X			
S403	FOUNDATION DETAILS	X	X	X			X		X			
S404	TOP OF PIER DETAILS											
S501	FRAMING DETAILS	X	X						X			
S502	FRAMING DETAILS	X	X	X			X		X			
S503	FRAMING DETAILS	X	X	X			X		X			
S601	MASONRY DETAILS	X	X	X					X			
S801	STAIR FRAMING PLAN	X	X	X	X		X		X			
S802	STAIR FRAMING DETAILS	X	X		X				X			

PROJECT LOCATION MAP



PROJECT LOCATION

1840 S. BROADWAY STREET (CTH PP),
DE PERE, WI 54115

DESIGN TEAM

ARCHITECTURAL

McMAHON
1445 McMAHON DRIVE
NEENAH, WI 54956
(920) 751-4200
PROJECT MANAGER: MICHAEL MARTIN
E-MAIL: MMARTIN@MCMGRP.COM

STRUCTURAL

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CIVIL

McMAHON
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(920) 751-4200
PROJECT MANAGER: MICHAEL KOHLBECK
E-MAIL: MKOHLBECK@MCMGRP.COM

MECHANICAL, ELECTRICAL, AND PLUMBING DESIGN AND INSTALLATION IS DESIGN/ BUILD

05/24/24 CITY SITE PLAN SUBMITTAL SET

IMPORTANT NOTICE: THE DRAWINGS AND THE SPECIFICATIONS TOGETHER REPRESENT THE CONSTRUCTION DOCUMENTS, AND AS SUCH, MUST BE USED TOGETHER AS THE BASIS OF DESIGN. THE CONTRACTOR IS SPECIFICALLY INSTRUCTED NOT TO LIMIT THEIR UNDERSTANDING OF THE SCOPE OF THIS PROJECT BASED UPON THE SPECIFICATIONS INDEX. THE CONTRACTOR IS RESPONSIBLE TO REVIEW ALL INFORMATION IN BOTH THE DRAWINGS AND SPECIFICATIONS, AND IS THEREFORE, REQUIRED TO PROVIDE ALL DEFINED, AND REASONABLY IMPLIED, SCOPE OF WORK NO MATTER WHERE IT APPEARS IN THE CONSTRUCTION DOCUMENTS. IN ADDITION, THE CONTRACTOR IS TO REVIEW ANY FORMALLY PROVIDED MODIFICATIONS, CLARIFICATIONS, ADDENDUMS AND/OR OTHER INFORMATION AND INCORPORATE THAT INFORMATION INTO THE CONTRACTOR'S UNDERSTANDING OF THE SCOPE OF THE PROJECT.

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ENGINEERS | ARCHITECTS
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NO	DATE	REVISION
A	11/03/23	ADDENDUM A
B	11/10/23	ADDENDUM B
C	11/14/23	ADDENDUM C
D	03/15/24	VALUE ENGINEERING REVISIONS
E	04/12/24	ADDENDUM D

A NEW FACILITY FOR:
VALLEY CABINET
1840 S. BROADWAY STREET (CTH PP), DE PERE, WI 54115
TITLE SHEET

DESIGNED	DRAWN
MAM	BKB

PROJECT NO.
V1065-062300111

DATE
APRIL 16, 2024

SHEET NO.
A001

C:\Users\brettekoven\OneDrive - McMahon Associates\Documents\062300111 _ Valley Cabinet_ Arch_bbrickham1.rvt

GENERAL CONTRACTOR TO COORDINATE THE REMOVAL, STORAGE, AND REINSTALLATION OF THE ELECTRIC GATE, INCLUDING ELECTRICAL COMPONENTS, WITH ELECTRICAL AND FENCING CONTRACTOR. THE GATE WILL BE RELOCATED ACROSS THE NORTH DRIVEWAY OFF THE NORTHEAST CORNER OF THE BUILDING. REFER TO THE SITE PLAN.

GENERAL SITE DEMOLITION NOTES:

- ALL WORK WITHIN THE PUBLIC RIGHT OF WAY REQUIRES A SEPARATE PERMIT FROM THE DEPARTMENT OF PUBLIC WORKS
- ALL WORK WITHIN THE PUBLIC RIGHT OF WAY SHALL BE COMPLETED IN ACCORDANCE WITH THE CURRENT EDITION OF THE CITY OF DE PERE DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS.
- PAVEMENT / CURB & GUTTER AND SIDEWALK REMOVALS REQUIRE FULL DEPTH SAWCUTS. REMOVE TO NEAREST JOINTS.
- REFER TO THE SITE PLAN FOR LOCATIONS WHERE SALVAGED CHAIN LINK FENCE WILL BE REINSTALLED. EXCESS CHAIN LINK FENCE THAT IS REMOVED SHALL BE GIVEN TO THE OWNER.
- THE REMOVED AND SALVAGED SIGN SHALL BE GIVEN TO THE OWNER.
- REFER TO THE UTILITY PLAN FOR ADDITIONAL REMOVALS ASSOCIATED WITH UTILITY CONSTRUCTION

LEGEND

SAWCUT

CONCRETE REMOVALS

NORTH

30 15 0 30

SCALE – FEET

05/24/24 CITY SITE PLAN SUBMITTAL SET

McMAHON ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
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NO.	DATE	REVISION
A	11/03/23	ADDENDUM A
D	04/12/24	ADDENDUM D – CIVIL REISSUE

A NEW FACILITY FOR:
VALLEY CABINET, 1840 S. BROADWAY ST (CTH PP), DE PERE, WI 54115
EXISTING CONDITIONS & DEMOLITION PLAN

DESIGNED	DRAWN
MPK	MPK

PROJECT NO.
V1065 06-23-00111

DATE
MAY 1, 2024

SHEET NO.
C102

mkohlbeck, W:\PROJECTS\V1065\062300111\CAD\Civil\3D\plan sheets\C102 EXISTING CONDITIONS PLAN.dwg, c102 existing conditions & demolition plan, Plot Date: 5/24/2024 3:02 PM, xrefs: (x-exisitopo-valley cabinet, x-allpoints-valley cabinet, valley cabinet prel comps dew, x-precil (2020 browncc)

GENERAL SITE DEMOLITION NOTES:

- ALL WORK WITHIN THE PUBLIC RIGHT OF WAY REQUIRES A SEPARATE PERMIT FROM THE DEPARTMENT OF PUBLIC WORKS
- ALL WORK WITHIN THE PUBLIC RIGHT OF WAY SHALL BE COMPLETED IN ACCORDANCE WITH THE CURRENT EDITION OF THE CITY OF DE PERE DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS.
- PAVEMENT / CURB & GUTTER AND SIDEWALK REMOVALS REQUIRE FULL DEPTH SAWCUTS. REMOVE TO NEAREST JOINTS.
- REFER TO THE UTILITY PLAN FOR ADDITIONAL REMOVALS ASSOCIATED WITH UTILITY CONSTRUCTION.

LEGEND

- SAWCUT
- CONCRETE REMOVALS
- ASPHALT REMOVALS

NORTH

30 15 0 30

SCALE – FEET

SUBMITTAL SET 05/24/24 CITY SITE PLAN SUBMITTAL

McMAHON
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McMAHON ASSOCIATES, INC.
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NO.	DATE	REVISION
A	11/03/23	ADDENDUM A
D	04/12/24	ADDENDUM D – CIVIL REISSUE
#	TBD	TBD
#	TBD	TBD
#	TBD	TBD
#	TBD	TBD

A NEW FACILITY FOR:
VALLEY CABINET, 1840 S. BROADWAY ST (CTH PP), DE PERE, WI 54115
EXISTING CONDITIONS & DEMOLITION PLAN

DESIGNED	DRAWN
MPK	MPK

PROJECT NO.
V1065 06–23–00111

DATE
MAY 1, 2024

SHEET NO.
C103

mkohlbeck, W:\PROJECTS\V1065\062300111\CADD\Civil3D\plan sheets\C102 EXISTING CONDITIONS PLAN.dwg, c103 existing conditions & demolition plan, Plot Date: 5/24/2024 3:02 PM, xrefs: (x-existtopo-valley cabinet, x-allpoints-valley cabinet, valley cabinet prel comps dew, x-aerial 2020 brownzo)

SITE PLAN KEY NOTES:

1. PROPOSED BUILDING
REFER TO ARCHITECTURAL AND STRUCTURAL PLANS FOR ADDITIONAL INFORMATION.
2. WATER MAIN PIPE
REFER TO UTILITY PLAN.
3. WALL HYDRANT
(PROVIDED BY FIRE PROTECTION CONTRACTOR)
4. EXISTING HYDRANT
5. STORM SEWER STRUCTURE
REFER TO UTILITY PLAN.
6. EXISTING STORM SEWER STRUCTURE
7. STORM SEWER PIPE.
REFER TO UTILITY PLAN.
8. EXISTING STORM SEWER
9. SANITARY SEWER PIPE
REFER TO UTILITY PLAN.
10. SANITARY SEWER STRUCTURE.
REFER TO UTILITY PLAN.
11. ADA ACCESSIBLE ROUTE.
FINAL PAVING SLOPE NOT EXCEEDING 1:50 TYPICAL.
12. ADA ACCESSIBLE PARKING STALLS
ADA ACCESSIBLE PARKING STALL SIGNS/BOLLARDS REQUIRED. REFER TO CONSTRUCTION DETAILS.
13. CURB FACED CONCRETE SIDEWALK
REFER TO CONSTRUCTION DETAILS.
14. 18-INCH CONCRETE CURB & GUTTER
REFER TO CONSTRUCTION DETAILS.
15. 4" PAINT STRIPE (YELLOW)
16. ASPHALT PAVEMENT (STANDARD DUTY)
REFER TO CONSTRUCTION DETAILS.
17. ASPHALT PAVEMENT (HEAVY DUTY)
REFER TO CONSTRUCTION DETAILS.
18. 8" CONCRETE PAVEMENT
REFER TO CONSTRUCTION DETAILS.
19. LOADING DOCKS.
REFER TO ARCHITECTURAL AND STRUCTURAL PLANS.
20. LOADING DOCK RETAINING WALLS.
REFER TO STRUCTURAL PLANS.
21. STAIRS.
REFER TO ARCHITECTURAL AND STRUCTURAL PLANS.
22. STORMWATER DRY POND.
REFER TO GRADING PLAN.
23. DRAINAGE SWALE
REFER TO GRADING PLAN.
24. MEDIUM RIPRAP
REFER TO GRADING PLAN AND DETAILS.
25. EXISTING POWER POLE
26. EXISTING LIGHT POLE
27. LIGHT POLE
REFER TO ELECTRICAL PLANS.
28. DUST COLLECTION SYSTEM/CONCRETE PAD
REFER TO ARCHITECTURAL PLANS.
29. WATER SERVICE CONNECTION POINT AND FIRE DEPARTMENT CONNECTION
30. SANITARY SEWER SERVICE CONNECTION POINT
31. PATIO AREA, 4" CONCRETE
32. CHAIN LINK FENCE (SALVAGED FROM DEMO)
33. RELOCATED ELECTRIC GATE
REFER TO THE EXISTING CONDITIONS AND DEMOLITION PLAN SHEET FOR ADDITIONAL INFORMATION.
34. CONDUIT FOR FIBER OPTIC
35. 8" THICK CONCRETE APRON
REFER TO CITY CONSTRUCTION DETAILS.
36. 8" THICK CONCRETE SIDEWALK
REFER TO CITY CONSTRUCTION DETAILS.
37. INTEGRAL CONCRETE CURB
REFER TO CITY CONSTRUCTION DETAILS.
38. 9" NON-REINFORCED CONCRETE PAVEMENT (DOWELED)
REFER TO CITY CONSTRUCTION DETAILS.
39. BOLLARD
40. DETECTABLE WARNING FIELD
41. KNOX BOX
42. EQUIPMENT SCREENING WALL
REFER TO ARCHITECTURAL AND STRUCTURAL PLANS.
43. REFUSE COLLECTION AREA
9'WX8'DX8'H VINYL COATED CHAINLINK FENCE DUMPSTER ENCLOSURE W/VINYL PRIVACY SLATS.
REFER TO ARCHITECTURAL PLANS.
44. LIMITS OF DISTURBANCE
45. FUTURE PARKING/CURB & GUTTER

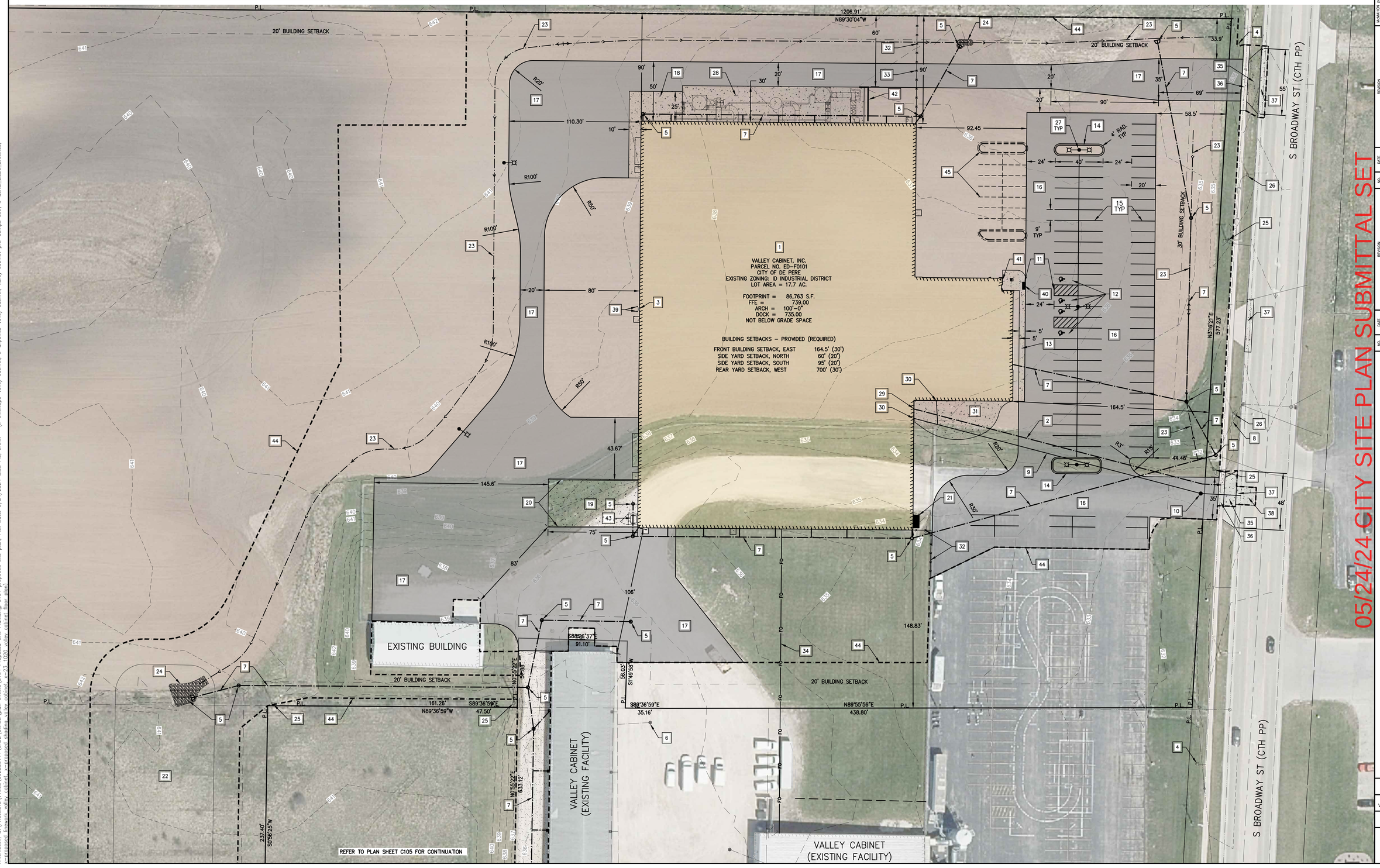
SITE PLAN NOTES:

- REFER TO PLAN SHEET C101 FOR ADDITIONAL PARCEL DATA AND PROJECT INFORMATION
- ALL WORK WITHIN THE PUBLIC RIGHT OF WAY REQUIRES A SEPARATE PERMIT FROM THE DEPARTMENT OF PUBLIC WORKS
- ALL WORK WITHIN THE PUBLIC RIGHT OF WAY SHALL BE COMPLETED IN ACCORDANCE WITH THE CURRENT EDITION OF THE CITY OF DE PERE DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS.
- THERE IS NOISE GENERATING EQUIPMENT ON THE EXTERIOR OF THE BUILDING. IF THE CITY RECEIVES NOISE COMPLAINTS AND IF THERE IS A DOCUMENTED EXCEEDANCE OF THE NOISE ORDINANCE (MUNICIPAL CODE CHAPTER 146), THE PROPERTY OWNER MAY NEED TO INSTALL NOISE ATTENUATION DEVICES TO LESS THE SOUND TO BE AT OR BELOW MAXIMUM LEVELS.

NORTH

30 15 0 30

SCALE – FEET



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NO.	DATE	REVISION
A	11/03/23	ADDENDUM A
B	11/10/23	ADDENDUM B
D	04/12/24	ADDENDUM D – CIVIL REISSUE

05/24/24 CITY SITE PLAN SUBMITTAL SET

A NEW FACILITY FOR:
VALLEY CABINET, 1840 S. BROADWAY ST (CTH PP), DE PERE, WI 54115
PROPOSED SITE PLAN

DESIGNED	DRAWN
MPK	MPK

PROJECT NO.
V1065 06-23-00111

DATE
MAY 1, 2024

SHEET NO.
C104

mkohlbeck, W:\PROJECTS\V1065\062300111\CADD\Civil3D\plan sheets\C104 Proposed Site Plan.dwg, c104 proposed site plan, Plot Date: 5/24/2024 3:03 PM, xrefs: (x-existtopo-valley cabinet, x-allpoints-valley cabinet, x-proposed linework_valley cabinet, x-proposed shading valley cabinet, x-23 1020 valley cabinet floor plan)

SITE PLAN KEY NOTES:

1. PROPOSED BUILDING
   REFER TO ARCHITECTURAL AND STRUCTURAL PLANS FOR ADDITIONAL INFORMATION.
2. WATER MAIN PIPE
   REFER TO UTILITY PLAN.
3. WALL HYDRANT
   (PROVIDED BY FIRE PROTECTION CONTRACTOR)
4. EXISTING HYDRANT
5. STORM SEWER STRUCTURE
   REFER TO UTILITY PLAN.
6. EXISTING STORM SEWER STRUCTURE
7. STORM SEWER PIPE.
   REFER TO UTILITY PLAN.
8. EXISTING STORM SEWER
9. SANITARY SEWER PIPE
   REFER TO UTILITY PLAN.
10. SANITARY SEWER STRUCTURE.
    REFER TO UTILITY PLAN.
11. ADA ACCESSIBLE ROUTE.
    FINAL PAVING SLOPE NOT EXCEEDING 1:50 TYPICAL.
12. ADA ACCESSIBLE PARKING STALLS
    ADA ACCESSIBLE PARKING STALL SIGNS/BOLLARDS REQUIRED. REFER TO CONSTRUCTION DETAILS.
13. CURB FACED CONCRETE SIDEWALK
    REFER TO CONSTRUCTION DETAILS.
14. 18-INCH CONCRETE CURB & GUTTER
    REFER TO CONSTRUCTION DETAILS.
15. 4" PAINT STRIPE (YELLOW)
16. ASPHALT PAVEMENT (STANDARD DUTY)
    REFER TO CONSTRUCTION DETAILS.
17. ASPHALT PAVEMENT (HEAVY DUTY)
    REFER TO CONSTRUCTION DETAILS.
18. 8" CONCRETE PAVEMENT
    REFER TO CONSTRUCTION DETAILS.
19. LOADING DOCKS.
    REFER TO ARCHITECTURAL AND STRUCTURAL PLANS.
20. LOADING DOCK RETAINING WALLS.
    REFER TO STRUCTURAL PLANS.
21. STAIRS.
    REFER TO ARCHITECTURAL AND STRUCTURAL PLANS.
22. STORMWATER DRY POND.
    REFER TO GRADING PLAN.
23. DRAINAGE SWALE
    REFER TO GRADING PLAN.
24. MEDIUM RIPRAP
    REFER TO GRADING PLAN AND DETAILS.
25. EXISTING POWER POLE
26. EXISTING LIGHT POLE
27. LIGHT POLE
    REFER TO ELECTRICAL PLANS.
28. DUST COLLECTION SYSTEM/CONCRETE PAD
    REFER TO ARCHITECTURAL PLANS.
29. WATER SERVICE CONNECTION POINT AND FIRE DEPARTMENT CONNECTION
30. SANITARY SEWER SERVICE CONNECTION POINT
31. PATIO AREA, 4" CONCRETE
32. CHAIN LINK FENCE (SALVAGED FROM DEMO)
33. RELOCATED ELECTRIC GATE
    REFER TO THE EXISTING CONDITIONS AND DEMOLITION PLAN SHEET FOR ADDITIONAL INFORMATION.
34. CONDUIT FOR FIBER OPTIC
35. 8" THICK CONCRETE APRON
    REFER TO CITY CONSTRUCTION DETAILS.
36. 8" THICK CONCRETE SIDEWALK
    REFER TO CITY CONSTRUCTION DETAILS.
37. INTEGRAL CONCRETE CURB
    REFER TO CITY CONSTRUCTION DETAILS.
38. 9" NON-REINFORCED CONCRETE PAVEMENT (DOWELED)
    REFER TO CITY CONSTRUCTION DETAILS.
39. BOLLARD
40. DETECTABLE WARNING FIELD
41. KNOX BOX
42. EQUIPMENT SCREENING WALL
    REFER TO ARCHITECTURAL AND STRUCTURAL PLANS.
43. REFUSE COLLECTION AREA
    9'WX8'DX8'H VINYL COATED CHAINLINK FENCE DUMPSTER ENCLOSURE W/VINYL PRIVACY SLATS.
    REFER TO ARCHITECTURAL PLANS.
44. LIMITS OF DISTURBANCE
45. FUTURE PARKING/CURB & GUTTER

SITE PLAN NOTES:

- REFER TO PLAN SHEET C101 FOR ADDITIONAL PARCEL DATA AND PROJECT INFORMATION
- ALL WORK WITHIN THE PUBLIC RIGHT OF WAY REQUIRES A SEPARATE PERMIT FROM THE DEPARTMENT OF PUBLIC WORKS
- ALL WORK WITHIN THE PUBLIC RIGHT OF WAY SHALL BE COMPLETED IN ACCORDANCE WITH THE CURRENT EDITION OF THE CITY OF DE PERE DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS.
- IF THE CITY RECEIVES NOISE COMPLAINTS AND IF THERE IS A DOCUMENTED EXCEEDANCE OF THE NOISE ORDINANCE (MUNICIPAL CODE CHAPTER 146), THE PROPERTY OWNER MAY NEED TO INSTALL NOISE ATTENUATION DEVICES TO LESSEN THE SOUND TO BE AT OR BELOW MAXIMUM LEVELS.

NORTH

30 15 0 30

SCALE – FEET

SUBMITTAL SET

05/24/24 CITY SITE PLAN SUBMITTAL

McMAHON
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NO.	DATE	REVISION
A	11/03/23	ADDENDUM A
B	11/10/23	ADDENDUM B
D	04/12/24	ADDENDUM D – CIVIL REISSUE
#	#	#
#	#	#

A NEW FACILITY FOR:
VALLEY CABINET, 1840 S. BROADWAY ST (CTH PP), DE PERE, WI 54115
PROPOSED SITE PLAN

DESIGNED	DRAWN
MPK	MPK

PROJECT NO.
V1065 06-23-00111

DATE
MAY 1, 2024

SHEET NO.
C105

mkohlbeck, W:\PROJECTS\V1065\062300111\CADD\Civil3D\plan sheets\C104 Proposed Site Plan.dwg, c105 proposed site plan, Plot Date: 5/24/2024 3:03 PM, xrefs: (x-existtopo-valley cabinet, x-allpoints-valley cabinet, x-proposed linework valley cabinet, x-proposed shading valley cabinet, x-23_1020 valley cabinet floor plan)

LEGEND:

- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR
- FINISHED MAJOR CONTOUR
- FINISHED MINOR CONTOUR
- NEW ASPHALT PAVEMENT
- ×630.00 FINISHED ASHPALT/CONCRETE ELEVATION
- ×630.00W FINISHED SIDEWALK ELEVATION

NORTH

30 15 0 30

SCALE – FEET

LIMITS OF DISTURBANCE (TYPICAL)

DRAINAGE SWALE @ 0.99%

1206.91'
N89°30'04"W

DRAINAGE SWALE @ 0.71%

DRAINAGE SWALE @ 0.70%

EX SAN MH
RIM 636.65
INV 621.53 N,S
D 15.12

EX STO MH
RIM 636.51
INV 631.81 12" RCP E
INV 631.81 15" RCP W
INV 631.46 18"x24" RCP S
D 5.05

REMOVE FULL HEAD INTEGRAL CURB & GUTTER AND REPLACE WITH DRIVEWAY INTEGRAL CURB & GUTTER AND INSTALL DRIVEWAY APRON
ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF DE PERE DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS, LATEST EDITION

HEAVY DUTY ASPHALT

CONCRETE PAVEMENT

CONCRETE SIDEWALK

LIGHT DUTY ASPHALT

DRAINAGE SWALE @ 1.86%

S BROADWAY ST (CTH PP)

DRAINAGE SWALE @ 1.0%

EX SAN MH
RIM 633.51
INV 622.04 N,S
D 11.53

REMOVE INTEGRAL DRIVEWAY CURB & GUTTER AND REPLACE WITH FULL HEAD INTEGRAL CURB & GUTTER. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF DE PERE DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS, LATEST EDITION

N3°16'21"E
577.23'

DRAINAGE SWALE @ 2.28%

EX STO MH
RIM 632.81
INV 628.36 12" RCP E
INV 628.36 12" RCP W
INV 627.21 18" RCP S
INV 627.21 24" RCP N
D 5.60

VALLEY CABINET
(PROPOSED FACILITY)
FFE=639.00

EX STO INL
RIM 632.63
INV 628.68 12" RCP W
INV 628.58 15" RCP E
D 4.05

DRAINAGE SWALE @ 0.70%

WEIR OVERFLOW
SEE DETAILS SHEETS AND EROSION CONTROL PLAN

EX STO DRAIN
RIM 631.41
INV 628.71 12" RCP W,NE
D 2.70

DRAINAGE SWALE @ 0.70%

GRAVEL

EXISTING BUILDING

REPLACE CONCRETE PAVEMENT, INTEGRAL DRIVEWAY CURB & GUTTER, DRIVEWAY APRON, AND SIDEWALK REMOVED FOR INSTALLATION OF UTILITIES. ALL WORK SHALL BE IN ACCORDANCE WITH THE CITY OF DE PERE DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS, LATEST EDITION

S89°36'59"E P.I.
N89°36'59"W
161.26'
47.50'

EX STO DRAIN
RIM 636.05
10" N&S INV ?
6" E INV 633.23
D 3.25

LIMITS OF DISTURBANCE (TYPICAL)

N0°55'22"E
633.12'

S89°26'37"E
91.10'

S1°49'58"W
56.03'

S89°36'59"E
35.16'

N89°55'56"E
438.80'

EX STO DRAIN
RIM 635.23
INV 632.78 10" PVC W
D 2.45

VALLEY CABINET
(EXISTING FACILITY)

EX STO DRAIN
RIM 635.49
INV 632.59 6" PVC SW
INV 632.29 10" PVC SE
INV 632.19 10" PVC W
D 3.30

EX STO DRAIN
RIM 635.26
INV 629.76 21" PVC E
D 3.50

EX STO DRAIN
RIM 635.57
10" N&S INV 631.57
10" E INV 631.67
D 4.30

VALLEY CABINET
(EXISTING FACILITY)

EX DRAIN
E 635.42
INV 632.02 6" PVC S
INV 628.57 24" RCP NW
INV 628.54 24" RCP E
D 6.88

EX STO INL
RIM 630.10
INV 626.50 24" RCP W
INV 626.10 12" RCP NW
INV 625.95 24" RCP E
D 4.15

EX STO MH
RIM 632.36
INV xxx.xx E,W (CANT SEE)
INV 625.69 24" RCP N,S
D 4.67

EX SAN MH
RIM 631.17
INV 623.00 W
INV 622.82 N,S
D 8.35

LIMITS OF DISTURBANCE (TYPICAL)

237.40'
S0°58'25"W

N0°48'09"E
553.77'

555.47'
S5°36'W

P.I.

05/24/24 CITY SUBMITTAL SET

McMAHON
ENGINEERS ARCHITECTS
MADISON, WISCONSIN
1445 McMAHON DRIVE, NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
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NO.	DATE	REVISION
A	11/03/23	ADDENDUM A
B	11/10/23	ADDENDUM B
D	04/12/24	ADDENDUM D – CIVIL REISSUE

A NEW FACILITY FOR:
VALLEY CABINET, 1840 S. BROADWAY ST (CTH PP), DE PERE, WI 54115
GRADING PLAN

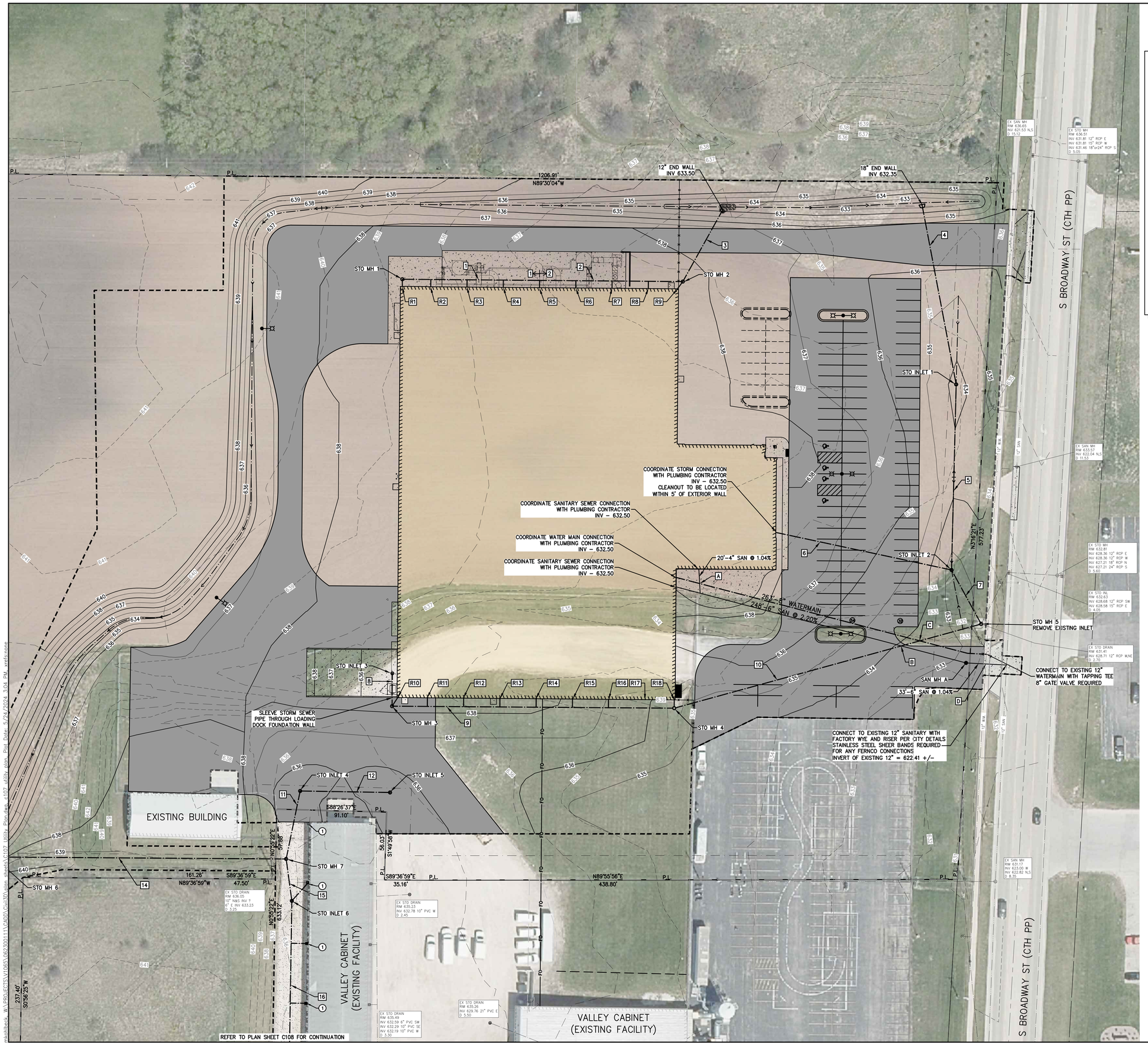
DESIGNED	DRAWN
MPK	MPK

PROJECT NO.
V1065 06-23-00111

DATE
MAY 1, 2024

SHEET NO.
C106

mkohlbeck, W:\PROJECTS\V1065\06230011\CADD\Civil\3D\plan sheets\C106 Grading Plan.dwg, c106 grading plan, Plot Date: 5/24/2024 3:03 PM, xrefsnone



NORTH

30 15 0 30

SCALE – FEET

GENERAL UTILITY NOTES:

1. ALL WORK RELATED TO THE SITE STORM SEWER, SITE WATERMAIN AND SITE SANITARY SEWER SHALL BE COMPLETED IN ACCORDANCE WITH THE WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES (DSPS) CHAPTER SPS 382.
2. ALL SITE UTILITIES TO INCLUDE TRACER WIRE.
3. ALL WORK RELATED TO WATERMAIN AND SANITARY SEWER CONNECTIONS TO CITY MAINS IN S. BROADWAY ST. SHALL BE COMPLETED IN ACCORDANCE WITH CITY OF DE PERE DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS, LATEST EDITION.
4. INSTALL BENDS OR DEFLECT JOINTS ON WATER SYSTEM TO MAINTAIN ALIGNMENT SHOWN.
5. COORDINATE WATER SERVICE, SANITARY SEWER AND STORM SEWER ENTRANCES INTO BUILDING STRUCTURE WITH PLUMBING CONTRACTOR.
6. CONTRACTOR SHALL USE PVC SDR 35 FOR ALL SANITARY SEWER.
7. CONTRACTOR SHALL USE PVC AWWA C900 DR18 FOR ALL PROPOSED PRIVATE WATER MAIN.
8. WATERMAIN SHALL BE INSTALLED WITH MINIMUM 7.0' COVER FROM FINISHED SURFACE
9. PRIVATE WALL FIRE HYDRANT SHALL BE PAINTED RED
10. ANY EXCAVATION WITHIN THE CITY RIGHT–OF–WAY SHALL REQUIRE AN EXCAVATION PERMIT SUBMITTED TO THE CITY OF DE PERE DEPARTMENT OF PUBLIC WORKS. PERMITS CAN BE OBTAINED BY CALLING 920–339–4061. REQUIRED PERMIT IS THE RESPONSIBILITY OF THE CONTRACTOR.
11. ANY EXCAVATION WITHIN THE TRAVEL LANES OF S. BROADWAY STREET (CTH PP) SHALL REQUIRE A PERMIT WITH THE BROWN COUNTY HIGHWAY DEPARTMENT (920) 492–4925. REQUIRED PERMIT IS THE RESPONSIBILITY OF THE CONTRACTOR.
12. THE WATER DEPARTMENT SHALL BE PRESENT WHEN TAPPING THE WATER MAIN FOR THE WATER SERVICE. CONTRACTOR SHALL SCHEDULE THE WATER TAP ONE WEEK IN ADVANCE BY CALLING 920–339–4063.

SANITARY MANHOLES

STRUCTURE #	DIAMETER	RIM	DEPTH	INVERT
MH A	48"	632.95	6.00	NW 627.05 6"
				E 626.95 6"

STORM MANHOLES

STRUCTURE #	DIAMETER	RIM	DEPTH	INVERT	PIPE ID
STO MH 1	48"	638.90	3.90	S 635.00 8"	R1
				E 635.00 12"	1
STO MH 2	48"	638.52	4.58	W 633.94 12"	2
				SW 634.92 8"	R9
				NE 633.94 12"	3
STO MH 3	48"	638.30	6.19	N 632.11 8"	8
				NE 634.95 8"	R10
				E 632.11 12"	9
STO MH 4	48"	635.5	4.90	N 631.50 8"	R18
				W 630.60 12"	9
				NE 630.60 12"	10
STO MH 5	48"	633.35	4.64	NW 628.71 12"	7
				SW 628.71 12"	10
				NE 628.71 12"	EXISTING
STO MH 6	36"	637.00	5.20	SW 631.80 12"	13
				E 631.80 12"	14
STO MH 7	48"	636.25	5.17	W 631.08 12"	14
				N 631.08 12"	11
				S 631.08 12"	15

ALL STRUCTURES SHALL HAVE A MINIMUM DEPTH OF 4–FEET.
REFER TO CONSTRUCTION DETAILS.

STORM INLETS

STRUCTURE #	DIMENSIONS	RIM FLOWLINE	DEPTH	INVERT	PIPE ID
STO INLET 1	36" ROUND	633.63	4.00	N 629.63 18"	4
				S 629.63 18"	5
STO INLET 2	48" ROUND	632.65	3.71	N 628.94 18"	5
				W 628.94 12"	6
				SE 628.94 12"	7
STO INLET 3	30" ROUND	634.96	2.71	S 632.25 8"	8
STO INLET 4	36" ROUND	635.40	4.21	S 631.19 12"	11
				E 631.19 12"	12
STO INLET 5	36" ROUND	635.25	3.91	W 631.34 12"	12
STO INLET 6	36" ROUND	635.50	4.58	N 630.92 18"	15
				S 630.92 18"	16
STO INLET 7	36" ROUND	635.40	5.03	N 630.37 18"	16
				S 630.37 18"	17
STO INLET 8	36" ROUND	635.40	5.67	N 629.73 18"	17
				S 629.73 18"	18
STO INLET 9	36" ROUND	635.40	6.41	N 628.99 18"	18
				S 628.99 18"	19
STO INLET 10	36" ROUND	635.06	6.63	N 628.43 18"	19
				S 628.43 18"	20

ALL STRUCTURES SHALL BE A MINIMUM DEPTH OF 4–FEET.
REFER TO CONSTRUCTION DETAILS.

STORM PIPES

PIPE ID	SIZE	MATERIAL	LENGTH (L.F.)	SLOPE	DOWN STREAM INVERT	UP STREAM INVERT
1	12"	HDPE	114	0.30%	634.65	635.00
2	12"	HDPE	118	0.60%	633.94	634.65
3	12"	HDPE	66	0.65%	633.50	633.94
4	18"	HDPE	149	1.80%	629.63	632.35
5	18"	HDPE	153	0.45%	628.94	629.63
6	8"	HDPE	148	2.41%	628.94	632.50
7	12"	HDPE	51	0.45%	628.71	628.94
8	8"	HDPE	26	0.52%	632.11	632.25
9	12"	HDPE	233	0.65%	630.60	632.11
10	12"	HDPE	261	0.72%	628.71	630.60
11	12"	HDPE	57	0.20%	631.08	631.19
12	12"	HDPE	74	0.20%	631.19	631.34
13	12"	HDPE	38	0.34%	631.80	631.94
14	12"	HDPE	241	0.30%	631.08	631.80
15	18"	PVC	35	0.46%	630.92	631.08
16	18"	PVC	119	0.46%	630.37	630.92
17	18"	PVC	139	0.46%	629.73	630.37
18	18"	PVC	161	0.46%	628.99	629.73
19	18"	PVC	122	0.46%	628.43	628.99
20	18"	PVC	132	0.46%	627.82	628.43

ALL PIPES FOR DOWNSPOUT CONNECTIONS WITH "R" DESIGNATION ARE 8" AT A MINIMUM SLOPE OF 0.52%
IF PIPES FOR DOWNSPOUT CONNECTIONS DO NOT TIE DIRECTLY INTO A MANHOLE, CONNECT TO STORM SEWER PIPE WITH A FACTORY WYE.

PIPE CROSSINGS

CROSSING	TOP OF WM	BOTTOM OF STO	TOP OF SAN	BOTTOM OF SAN
A	630.80			632.30
B		629.04	628.81	
C	626.72	628.93		
D	CONTRACTOR TO VERIFY DEPTH OF EXISTING WATER MAIN. INSTALL SANITARY SEWER EITHER 12" BELOW EXISTING WATERMAIN OR 18" ABOVE EXISTING WATER MAIN			

① ALL EXISTING DOWNSPOUTS FROM THE EXISTING BUILDING TO BE CONNECTED TO THE NEW 18" STORM SEWER. IF PIPES FOR THE DOWNSPOUT CONNECTIONS CANNOT BE TIED INTO A STORM MANHOLE OR INLET CONNECT TO THE 18" STORM SEWER WITH A FACTOR WYE. USE REDUCERS AS REQUIRED.

McMAHON
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MADISON, WISCONSIN
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NO.	DATE	REVISION
A	11/03/23	ADDENDUM A
B	11/10/23	ADDENDUM B
D	04/12/24	ADDENDUM D – CIVIL REISSUE

05/24/24 CITY SITE PLAN SUBMITTAL SET

54115

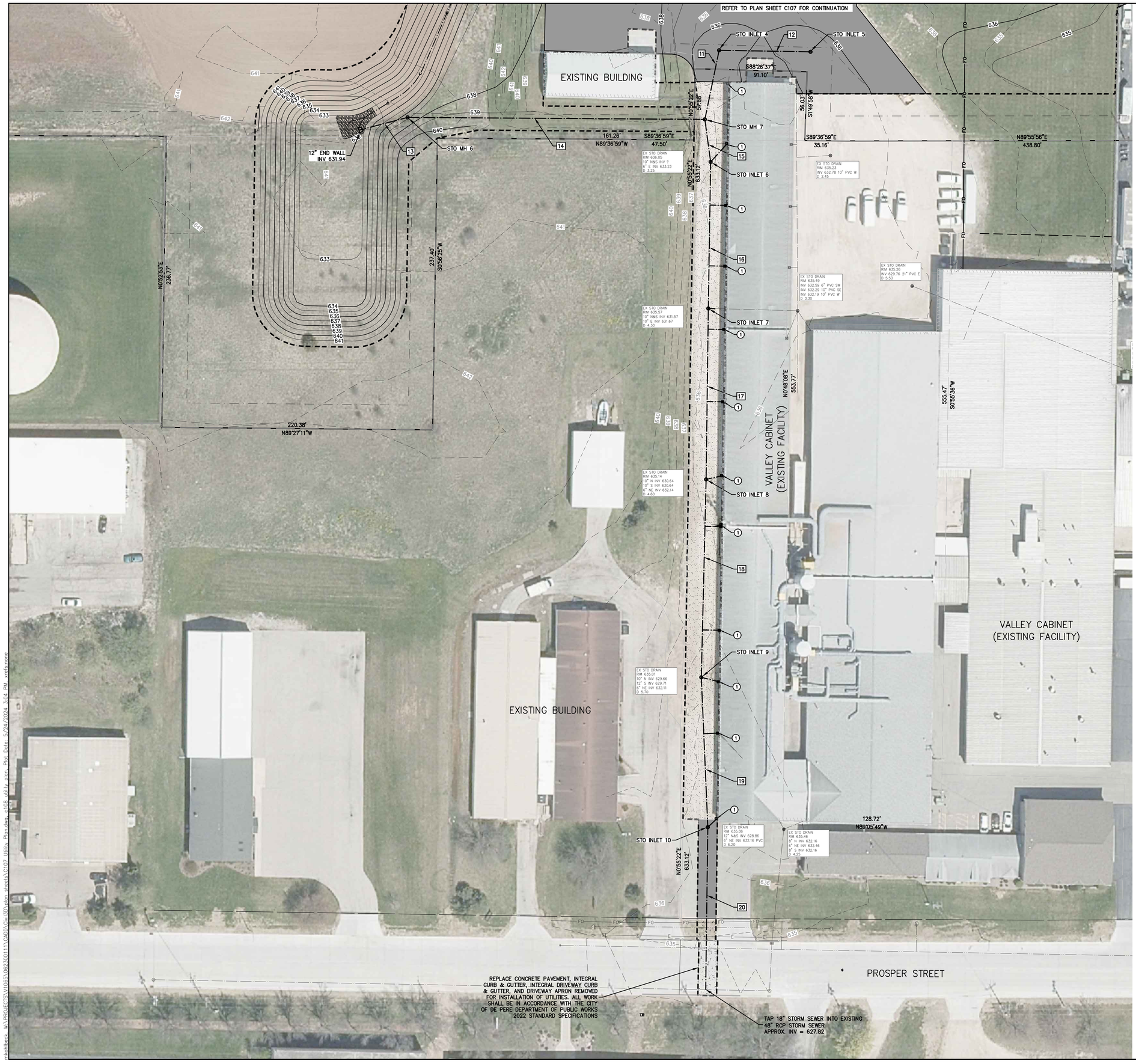
A NEW FACILITY FOR:
VALLEY CABINET, 1840 S. BROADWAY ST (CTH PP), DE PERE, WI 54115
UTILITY PLAN

DESIGNED	DRAWN
MPK	MPK

PROJECT NO.
V1065 06–23–00111

DATE
MAY 1, 2024

SHEET NO.
C107



NORTH

SCALE – FEET
30 15 0 30

GENERAL UTILITY NOTES:

1. ALL WORK RELATED TO THE SITE STORM SEWER, SITE WATERMAIN AND SITE SANITARY SEWER SHALL BE COMPLETED IN ACCORDANCE WITH THE WISCONSIN DEPARTMENT OF SAFETY AND PROFESSIONAL SERVICES (DSPS) CHAPTER SPS 382.
2. ALL SITE UTILITIES TO INCLUDE TRACER WIRE.
3. ALL WORK RELATED TO WATERMAIN AND SANITARY SEWER CONNECTIONS TO CITY MAINS IN S. BROADWAY ST. SHALL BE COMPLETED IN ACCORDANCE WITH CITY OF DE PERE DEPARTMENT OF PUBLIC WORKS STANDARD SPECIFICATIONS, LATEST EDITION.
4. INSTALL BENDS OR DEFLECT JOINTS ON WATER SYSTEM TO MAINTAIN ALIGNMENT SHOWN.
5. COORDINATE WATER SERVICE, SANITARY SEWER AND STORM SEWER ENTRANCES INTO BUILDING STRUCTURE WITH PLUMBING CONTRACTOR.
6. CONTRACTOR SHALL USE PVC SDR 35 FOR ALL SANITARY SEWER.
7. CONTRACTOR SHALL USE PVC AWWA C900 DR18 FOR ALL PROPOSED PRIVATE WATER MAIN.
8. WATERMAIN SHALL BE INSTALLED WITH MINIMUM 7.0' COVER FROM FINISHED SURFACE
9. PRIVATE WALL FIRE HYDRANT SHALL BE PAINTED RED
10. ANY EXCAVATION WITHIN THE CITY RIGHT-OF-WAY SHALL REQUIRE AN EXCAVATION PERMIT SUBMITTED TO THE CITY OF DE PERE DEPARTMENT OF PUBLIC WORKS. PERMITS CAN BE OBTAINED BY CALLING 920-339-4061. REQUIRED PERMIT IS THE RESPONSIBILITY OF THE CONTRACTOR.
11. ANY EXCAVATION WITHIN THE TRAVEL LANES OF S. BROADWAY STREET (CTH PP) SHALL REQUIRE A PERMIT WITH THE BROWN COUNTY HIGHWAY DEPARTMENT (920) 492-4925. REQUIRED PERMIT IS THE RESPONSIBILITY OF THE CONTRACTOR.
12. THE WATER DEPARTMENT SHALL BE PRESENT WHEN TAPPING THE WATER MAIN FOR THE WATER SERVICE. CONTRACTOR SHALL SCHEDULE THE WATER TAP ONE WEEK IN ADVANCE BY CALLING 920-339-4063.

SANITARY MANHOLES

STRUCTURE #	DIAMETER	RIM	DEPTH	INVERT
MH A	48"	632.95	6.00	NW 627.05 6"
				E 626.95 6"

STORM MANHOLES

STRUCTURE #	DIAMETER	RIM	DEPTH	INVERT	PIPE ID
STO MH 1	48"	638.90	3.90	S 635.00 8"	R1
				E 635.00 12"	1
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				SW 634.92 8"	R9
				NE 633.94 12"	3
STO MH 3	48"	638.30	6.19	N 632.11 8"	8
				NE 634.95 8"	R10
				E 632.11 12"	9
STO MH 4	48"	635.5	4.90	N 631.50 8"	R18
				W 630.60 12"	9
				NE 630.60 12"	10
STO MH 5	48"	633.35	4.64	NW 628.71 12"	7
				SW 628.71 12"	10
				NE 628.71 12"	EXISTING
STO MH 6	36"	637.00	5.20	SW 631.80 12"	13
				E 631.80 12"	14
STO MH 7	48"	636.25	5.17	W 631.08 12"	14
				N 631.08 12"	11
				S 631.08 12"	15

ALL STRUCTURES SHALL HAVE A MINIMUM DEPTH OF 4-FEET.
REFER TO CONSTRUCTION DETAILS.

STORM INLETS

STRUCTURE #	DIMENSIONS	RIM FLOWLINE	DEPTH	INVERT	PIPE ID
STO INLET 1	36" ROUND	633.63	4.00	N 629.63 18"	4
				S 629.63 18"	5
STO INLET 2	48" ROUND	632.65	3.71	N 628.94 18"	5
				W 628.94 12"	6
				SE 628.94 12"	7
STO INLET 3	30" ROUND	634.96	2.71	S 632.25 8"	8
STO INLET 4	36" ROUND	635.40	4.21	S 631.19 12"	11
				E 631.19 12"	12
STO INLET 5	36" ROUND	635.25	3.91	W 631.34 12"	12
STO INLET 6	36" ROUND	635.50	4.58	N 630.92 18"	15
				S 630.92 18"	16
STO INLET 7	36" ROUND	635.40	5.03	N 630.37 18"	16
				S 630.37 18"	17
STO INLET 8	36" ROUND	635.40	5.67	N 629.73 18"	17
				S 629.73 18"	18
STO INLET 9	36" ROUND	635.40	6.41	N 628.99 18"	18
				S 628.99 18"	19
STO INLET 10	36" ROUND	635.06	6.63	N 628.43 18"	19
				S 628.43 18"	20

ALL STRUCTURES SHALL BE A MINIMUM DEPTH OF 4-FEET.
REFER TO CONSTRUCTION DETAILS.

STORM PIPES

PIPE ID	SIZE	MATERIAL	LENGTH (L.F.)	SLOPE	DOWN STREAM INVERT	UP STREAM INVERT
1	12"	HDPE	114	0.30%	634.65	635.00
2	12"	HDPE	118	0.60%	633.94	634.65
3	12"	HDPE	66	0.65%	633.50	633.94
4	18"	HDPE	149	1.80%	629.63	632.35
5	18"	HDPE	153	0.45%	628.94	629.63
6	8"	HDPE	148	2.41%	628.94	632.50
7	12"	HDPE	51	0.45%	628.71	628.94
8	8"	HDPE	26	0.52%	632.11	632.25
9	12"	HDPE	233	0.65%	630.60	632.11
10	12"	HDPE	261	0.72%	628.71	630.60
11	12"	HDPE	57	0.20%	631.08	631.19
12	12"	HDPE	74	0.20%	631.19	631.34
13	12"	HDPE	38	0.34%	631.80	631.94
14	12"	HDPE	241	0.30%	631.08	631.80
15	18"	PVC	35	0.46%	630.92	631.08
16	18"	PVC	119	0.46%	630.37	630.92
17	18"	PVC	139	0.46%	629.73	630.37
18	18"	PVC	161	0.46%	628.99	629.73
19	18"	PVC	122	0.46%	628.43	628.99
20	18"	PVC	132	0.46%	627.82	628.43

ALL PIPES FOR DOWNSPOUT CONNECTIONS WITH "R" DESIGNATION ARE 8" AT A MINIMUM SLOPE OF 0.52%
IF PIPES FOR DOWNSPOUT CONNECTIONS DO NOT TIE DIRECTLY INTO A MANHOLE, CONNECT TO STORM SEWER PIPE WITH A FACTORY WYE.

PIPE CROSSINGS

CROSSING	TOP OF WM	BOTTOM OF STO	TOP OF SAN	BOTTOM OF SAN
A	630.80			632.30
B		629.04	628.81	
C	626.72	628.93		
D	CONTRACTOR TO VERIFY DEPTH OF EXISTING WATER MAIN. INSTALL SANITARY SEWER EITHER 12" BELOW EXISTING WATERMAIN OR 18" ABOVE EXISTING WATER MAIN			

① ALL EXISTING DOWNSPOUTS FROM THE EXISTING BUILDING TO BE CONNECTED TO THE NEW 18" STORM SEWER. IF PIPES FOR THE DOWNSPOUT CONNECTIONS CANNOT BE TIED INTO A STORM MANHOLE OR INLET CONNECT TO THE 18" STORM SEWER WITH A FACTOR WYE. USE REDUCERS AS REQUIRED.

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NO.	DATE	REVISION
A	11/03/23	ADDENDUM A
B	11/10/23	ADDENDUM B
D	04/12/24	ADDENDUM D - CIVIL REISSUE

05/24/24 CITY SITE PLAN SUBMITTAL SET

A NEW FACILITY FOR:
VALLEY CABINET, 1840 S. BROADWAY ST (CTH PP), DE PERE, WI 54115
UTILITY PLAN

DESIGNED	DRAWN
MPK	MPK

PROJECT NO.
V1065 06-23-00111

DATE
MAY 1, 2024

SHEET NO.
C108

mpahlbeck, W:\PROJECTS\V1065\06230011\1\CADD\Civil3D\plan sheets\C107 Utility Plan.dwg, -C108 utility plan, Plot Date: 5/24/2024 3:04 PM, xrefsnone

LEGEND:

- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR
- FINISHED MAJOR CONTOUR
- FINISHED MINOR CONTOUR
- EROSION MAT, WSDOT URBAN TYPE A
- TEMPORARY DITCH CHECK
- EROSION CONTROL SILT FENCE
- INLET PROTECTION
- MEDIUM RIPRAP

GENERAL EROSION CONTROL NOTES:

1. ALL EROSION CONTROL SHALL BE IN ACCORDANCE WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES (WDNR) TECHNICAL STANDARDS. REFER TO SHEET C112.
2. ALL AREAS THAT ARE NOT BUILDING, PAVEMENT, GRAVEL, SIDEWALK OR LANDSCAPE BEDS SHALL BE RESTORED WITH TOPSOIL, SEED, FERTILIZER AND MULCH OR EROSION MAT. AREAS TO RECEIVE EROSION MAT ARE SHOWN ON THIS PLAN.
3. INSTALL INLET PROTECTION ON ALL NEW INLETS IMMEDIATELY AFTER INSTALLATION.
4. ALL INLET PROTECTION ON INLETS IN THE CITY RIGHT-OF-WAY SHALL BE INLET PROTECTION, TYPE D.

NORTH

30 15 0 30

SCALE – FEET

LIMITS OF DISTURBANCE (TYPICAL)

SILT FENCE (TYPICAL)

1206.91'
N89°30'04"W

P.I.

TRACKING PAD

EX. SAN MH
RIM 636.65
INV 627.53 N,S
D 15.12

EX. STO MH
RIM 636.51
INV 631.81 12" RCP E
INV 631.81 15" RCP W
INV 631.46 18"or24" RCP S
D 5.05

S BROADWAY ST (CTH PP)

SILT FENCE (TYPICAL)

TOPSOIL STOCKPILE AREA

VALLEY CABINET
(PROPOSED FACILITY)
FFE=639.00

N3716'21"E
577.23'

EX. SAN MH
RIM 633.57
INV 622.04 N,S
D 11.53

EX. STO MH
RIM 632.81
INV 628.36 12" RCP E
INV 628.36 12" RCP W
INV 627.21 18" RCP S
INV 627.21 24" RCP N
D 5.60

EX. STO INL
RIM 632.63
INV 628.68 12" RCP SW
INV 628.58 15" RCP NE
D 4.05

EX. STO DRAIN
RIM 631.41
INV 628.71 12" RCP NE
D 2.70

WEIR OVERFLOW
TURF REINFORCEMENT MAT (400 S.F.)
W/ WSDOT URBAN TYPE A EMAT
SEE DETAILS SHEETS

LIMITS OF DISTURBANCE (TYPICAL)

TEMPORARY DITCH CHECK (TYPICAL)

SILT FENCE (TYPICAL)

EXISTING BUILDING

GRAVEL

S88°06'37"E
91.10'

S1°49'58"W
56.03'

N0°55'22"E
9.88'

S89°36'59"E
47.50'

N89°36'59"W
161.26'

N0°55'22"E
633.12'

S89°36'59"E
35.16'

N89°55'56"E
438.80'

EX. STO DRAIN
RIM 636.05
10" N&S INV 1
6" E INV 633.23
D 3.25

EX. STO DRAIN
RIM 635.23
INV 632.78 10" PVC W
D 2.45

EX. SAN MH
RIM 631.17
INV 623.00 W
INV 622.82 N,S
D 8.35

VALLEY CABINET
(EXISTING FACILITY)

VALLEY CABINET
(EXISTING FACILITY)

EX. STO DRAIN
RIM 635.49
INV 632.59 6" PVC SW
INV 632.29 10" PVC SE
INV 632.19 10" PVC W
D 3.30

EX. STO DRAIN
RIM 635.26
INV 629.76 21" PVC E
D 5.50

S BROADWAY ST (CTH PP)

REFER TO PLAN SHEET C110 FOR CONTINUATION

05/24/24 CITY SITE PLAN SUBMITTAL SET

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NO.	DATE	REVISION
A	11/03/23	ADDENDUM A
B	11/10/23	ADDENDUM B
D	04/12/24	ADDENDUM D – CIVIL REISSUE

A NEW FACILITY FOR:
VALLEY CABINET, 1840 S. BROADWAY ST (CTH PP), DE PERE, WI 54115
EROSION CONTROL PLAN

DESIGNED	DRAWN
MPK	MPK

PROJECT NO.
V1065 06-23-00111

DATE
MAY 1, 2024

SHEET NO.
C109

mcahlbeck, W:\PROJECTS\V1065\062300111\CADD\Civil3D\xlsm sheets\C109 EROSION CONTROL PLAN.dwg, c109 erosion control plan, Plot Date: 5/24/2024 3:45 PM, xrefs:none

REFER TO PLAN SHEET C109 FOR CONTINUATION

TEMPORARY DITCH CHECK (TYPICAL)

SILT FENCE (TYPICAL)

EXISTING BUILDING

GRAVEL

S88°06'37"E 91.10'

S1°49'56"W 56.03'

SILT FENCE (TYPICAL)

S89°36'59"E 35.16'

N89°55'56"E 438.80'

P.I.

P.I.

P.I.

P.I.

P.I.

P.I.

P.I.

P.I.

N0°52'22"E 633.12'

N0°52'22"E 633.12'

S89°36'59"E 47.50'

N89°36'59"W 161.26'

LIMITS OF DISTURBANCE (TYPICAL)

S0°56'25"W 237.40'

N89°27'11"W 220.38'

EX STD DRAIN
RM 636.05
10" N&S INV 9
6" E INV 633.23
D 3.25

EX STD DRAIN
RM 635.23
INV 632.78 10" PVC W
D 2.45

EX STD DRAIN
RM 635.49
INV 632.59 6" PVC SW
INV 632.29 10" PVC SE
INV 632.19 10" PVC W
D 3.30

EX STD DRAIN
RM 635.26
INV 629.76 21" PVC E
D 5.50

EX STD DRAIN
RM 635.57
10" N&S INV 631.57
10" E INV 631.67
D 4.30

EX STD DRAIN
RM 635.14
10" N INV 630.64
10" S INV 630.64
6" NE INV 632.14
D 4.60

EX STD DRAIN
RM 635.01
10" N INV 629.66
12" S INV 629.71
6" NE INV 632.11
D 5.70

EX DRAIN
E 635.42
INV 632.02 6" PVC S
INV 628.57 24" RCP NW
INV 628.54 24" RCP E
D 6.88

EX STD INL
RM 630.10
INV 626.50 24" RCP W
INV 626.10 12" RCP NW
INV 625.95 24" RCP E
D 4.15

EX STD MH
RM 630.36
INV xxx.xx E,W (CANT SEE)
INV 625.69 24" RCP N,S
D 4.67

EX SAN MH
RM 631.17
INV 623.00 W
INV 622.82 N,S
D 8.35

S BROADWAY ST (CTH PP)

N0°48'09"E 553.77'

S0°55'36"W 555.42'

VALLEY CABINET
(EXISTING FACILITY)

EX STD DRAIN
RM 635.06
12" N&S INV 628.86
6" NE INV 632.16 PVC
D 6.20

EX STD DRAIN
RM 635.46
8" N INV 632.16
6" NE INV 632.46
8" S INV 632.16
D 4.25

128.72'
N89°05'49"W

PROSPER STREET

NORTH

30 15 0 30

SCALE – FEET

LEGEND:

- EXISTING MAJOR CONTOUR
- EXISTING MINOR CONTOUR
- FINISHED MAJOR CONTOUR
- FINISHED MINOR CONTOUR
- EROSION MAT, WISDOT URBAN TYPE A
- TEMPORARY DITCH CHECK
- EROSION CONTROL SILT FENCE
- INLET PROTECTION
- MEDIUM RIPRAP

GENERAL EROSION CONTROL NOTES:

1. ALL EROSION CONTROL SHALL BE IN ACCORDANCE WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES (WDNR) TECHNICAL STANDARDS. REFER TO SHEET C112.
2. ALL AREAS THAT ARE NOT BUILDING, PAVEMENT, GRAVEL, SIDEWALK OR LANDSCAPE BEDS SHALL BE RESTORED WITH TOPSOIL, SEED, FERTILIZER AND MULCH OR EROSION MAT. AREAS TO RECEIVE EROSION MAT ARE SHOWN ON THIS PLAN.
3. INSTALL INLET PROTECTION ON ALL NEW INLETS IMMEDIATELY AFTER INSTALLATION.
4. ALL INLET PROTECTION ON INLETS IN THE CITY RIGHT-OF-WAY SHALL BE INLET PROTECTION, TYPE D.

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05/24/24 CITY SITE PLAN SUBMITTAL SET

A NEW FACILITY FOR:
VALLEY CABINET, 1840 S. BROADWAY ST (CTH PP), DE PERE, WI 54115
EROSION CONTROL PLAN

DESIGNED	DRAWN
MPK	MPK

PROJECT NO.
V1065 06-23-00111

DATE
MAY 1, 2024

SHEET NO.
C110

mkohlbeck, W:\PROJECTS\V1065\06230011111\CAD\Civil\V1065_plotn_sheets\C109 EROSION CONTROL PLAN.dwg, c110 erosion control plotn, Plot Date: 5/24/2024 3:05 PM, xrefsnone

LANDSCAPE NOTES:

1) T=TREES; S=SHRUB; E=EVERGREEN; B-B=BALLED IN BURLAP; B.R.=BARE ROOT; P=POTTED; T.S.= TREE SPADE.

2) THE LAYOUT OF THE PLANTING AND LOCATION OF PLANT HOLES OR BEDS SHALL BE STAKED BY THE CONTRACTOR SUBJECT TO ENGINEER/ ARCHITECTS APPROVAL.

3) ALL PLANTING AREAS TO BE FREE OF WEEDS AND GRASS, TREATED WITH A NON-LEACHING PRE-EMERGENT HERBICIDE, PREEN OR EQUAL, PER MANUFACTURER'S SPECIFICATIONS AND COVERED WITH TYPAR 3301 OR SUPAC 2P AND THEN WITH 3-4" ¾" DIAMETER WASHED MISSISSIPPI STONE MULCH (MATCH EXISTING). FREE OF WEEDS AND DISEASE. THE BARK SHALL BE RAKED TO PRODUCE A UNIFORM TEXTURE. SUBMIT SAMPLES OF HERBICIDE, AND MULCH TO ENGINEER/ARCHITECT FOR APPROVAL. ON DAY OF INSTALLATION WATER HERBICIDE TO ACTIVATE IF NECESSARY.

4) SEE THIS PAGE FOR PLANTING AND STAKING DETAILS.

5) AREAS TO BE PAVED, SEEDED, AND BEDDED ARE INDICATED ON THE PLANS.

6) PLANT QUANTITIES INDICATED ON THE PLAN RULE OVER QUANTITIES ON THE PLANTS LIST.

7) CONTRACTOR TO VERIFY LOCATION OF ALL UNDERGROUND UTILITIES PRIOR TO DIGGING PITS FOR NEW TREES.

8) ALL PLANTS TO BE SIZED AND GRADED AS RECOMMENDED BY THE AMERICAN ASSOCIATION OF NURSERYMEN, INC. IN THE USA STANDARD FOR NURSERY STOCK.

9) PLANT SUBSTITUTIONS PERMISSIBLE WITH ENGINEER/ARCHITECT AND CITY APPROVAL AND WRITTEN NOTIFICATION PRIOR TO INSTALLATION.

10) PLASTIC OR METAL POTS TO BE REMOVED. SCORE ROOTBALL 1" DEEP WITH SHARP KNIFE. REMOVE TOP PORTION OF FIBER POT THAT EXTENDS ABOVE FINISH GRADE AND CUT SIDES OF POT TO AID IN DECOMPOSITION.

11) ALL LAWN AREAS TO BE SEEDED, FERTILIZED AND MULCHED WITH CHOPPED STRAW. MULCH IS TO BE CRIMPED AND SHOULD CONFORM TO DNR TECHNICAL STANDARDS 1058 AND 1059. SEE EROSION CONTROL PLAN FOR EROSION MAT AND SPECIAL RESTORATION INFORMATION.

12) MATURE SHADE TREES SHOULD BE LINED UP TO PROVIDE A SEVEN FOOT UNDERCLEARANCE.

13) LOCATE TREES AWAY FROM THE PROPOSED SWALES.

14) MULCH TO BE EDGED WITH COBRA EDGING COMMERCIAL HEAVY DUTY GRADE 10001 BY OLD DUTCH MATERIALS (OR EQUAL), FORMED IN LINES OR CURVES AS SHOWN ON THE DRAWINGS. SUBMIT SAMPLE TO ENGINEER/ARCHITECT FOR APPROVAL

15) RESTORE ALL DISTURBED AREAS AROUND PERIMETER OF SITE WITH LAWN.

16) UPON COMPLETION OF WORK, THE LANDSCAPING CONTRACTOR SHALL PROVIDE A STATEMENT THAT VERIFIES THAT ALL LANDSCAPING HAS BEEN INSTALLED ACCORDING TO THE APPROVED LANDSCAPING PLAN.

CITY OF DE PERE NOTES:

STREET RIGHT-OF-WAY TREES:

REQUIRED: (1) TREE PER (35) FEET OF RIGHT-OF-WAY REQUIRED

(576) FEET / (35) FEET = (16.4). (16) LARGE TREES REQUIRED

SMALL TREES ARE NEEDED DUE TO OVERHEAD POWER LINES. THE EXCHANGE OF 16 LARGE STREET RIGHT-OF-WAY TREES FOR 19 SMALL RIGHT-OF-WAY TREES WAS APPROVED BY THE CITY FORESTER ON 5/15/2024.

PROVIDED: (19) SMALL TREES PROVIDED FROM RECOMMENDED STREET TREE LIST

PARKING LOT SCREENING:

REQUIRED: (3) FOOT HIGH VEGETATIVE SCREEN REQUIRED AT PARKING LOT ADJACENT TO RIGHT-OF-WAY.

PROVIDED: (4) FOOT HIGH VEGETATIVE SCREEN PROVIDED

PARKING LOT INTERIOR LANDSCAPING:

REQUIRED: (1) TREE PER (20) PARKING SPACES REQUIRED

(86) PARKING SPOTS/ (20) = (4.3). (4) TREES REQUIRED

PROVIDED: (4) TREES PROVIDED IN INTERIOR PARKING ISLANDS

FOUNDATION LANDSCAPING:

REQUIRED: PLANTINGS REQUIRED ALONG (60)% OF STREET-FACING BUILDING WALLS

(339) FEET OF WALL * (.60) = (203.4) FEET OF PLANTINGS REQUIRED

PROVIDED: (221) FEET OF OF PLANTINGS PROVIDED. (221) / (339) = (65%)

PLANTING SCHEDULE

SHADE TREES

KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	ROOT CONDITION	SIZE AT PLANTING	HEIGHT AT MATURITY (HxW)
SGM	3	Acer x freemanii 'Sienna'	Sienna Glen Maple	Balled and Burlapped or Potted	2" Cal, 10' Min. Height	50' x 35'
SSM	1	Acer miyabei 'Morton'	State Street Miyabei Maple	Balled and Burlapped or Potted	2" Cal, 10' Min. Height	40' x 30'

ORNAMENTAL TREES

KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	ROOT CONDITION	SIZE AT PLANTING	HEIGHT AT MATURITY (HxW)
ABS	6	Amelanchier x grandiflora 'Autumn Brilliance'	Autumn Brilliance Serviceberry	Balled and Burlapped or Potted	1-1/2" Cal, 6' Min. Height	25' x 20'
CTH	6	Crataegus crus-galli var. inermis	Cockspur Thornless Hawthorne	Balled and Burlapped or Potted	1-1/2" Cal, 6' Min. Height	25' x 25'
JTL	7	Syringa reticulata 'Ivory Silk'	Ivory Silk Japanese Tree Lilac	Balled and Burlapped or Potted	1-1/2" Cal, 6' Min. Height	20' x 15'

SHRUB DECIDUOUS

KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	ROOT CONDITION	SIZE AT PLANTING	HEIGHT AT MATURITY (HxW)
LLH	6	Hydrangea paniculata 'Little Lime'	Little Lime Hydrangea	Potted	5 GAL	4' x 4'
TWN	6	Physocarpus opulifolius 'SMNPOTW'	Tiny Wine Ninebark	Potted	5 GAL	3.5' x 3.5'

SHRUB EVERGREEN

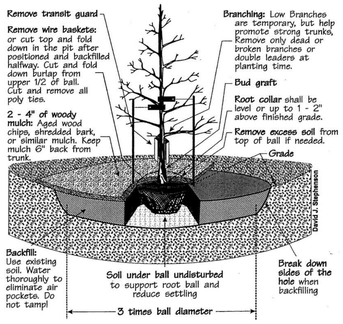
KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	ROOT CONDITION	SIZE AT PLANTING	HEIGHT AT MATURITY (HxW)
HA1	8	Thuja occidentalis 'Holmstrup'	Holmstrup Arborvitae	Balled and Burlapped or Potted	6'	8' x 4'
HA2	20	Thuja occidentalis 'Holmstrup'	Holmstrup Arborvitae	Balled and Burlapped or Potted	4'	8' x 4'
SGJ	39	Juniperus chinensis 'Sea Green'	Sea Green Juniper	Potted	5 GAL	4' x 8'

NORTH

25 12.5 0 25

SCALE – FEET

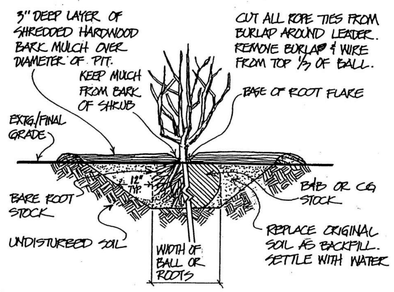
Proper Tree Planting Diagram



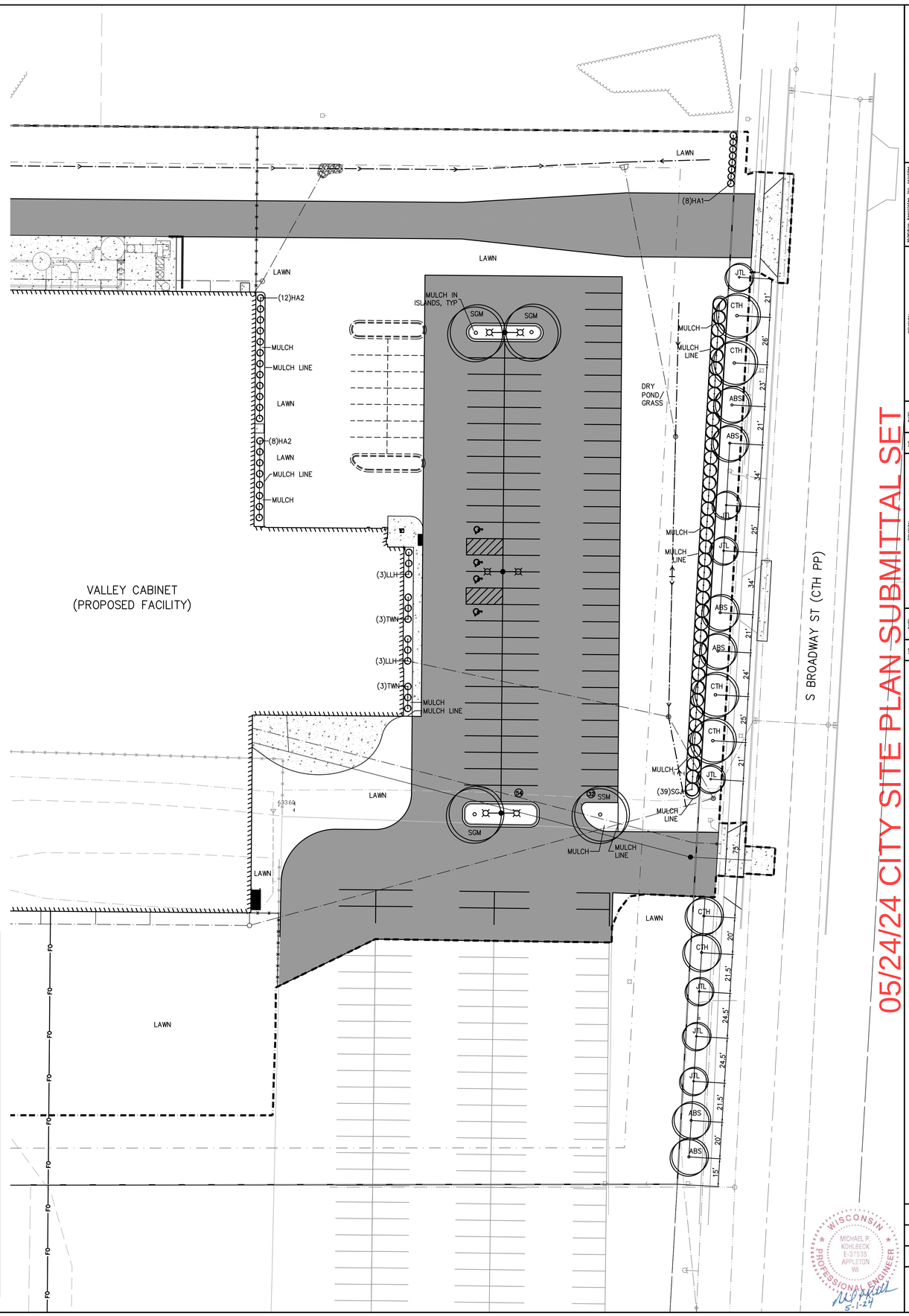
Stake only if you have to. Use 2-3"-wide webbing straps and secure to stakes with heavy gauge wire. The wire should be able to stick straight out from the stake and hold the webbing strap up, preventing it from sliding down the tree. Do not stake tightly - trees gain strength from movement. Remove all stakes after one year.

Use of tree wrap is not recommended, as it causes a number of problems for the tree.

Wisconsin Dept. Of Natural Resources - Oct. 2000



SHRUB PLANTING DETAIL
NO SCALE



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NO.	DATE	REVISION
A	11/03/23	ADDENDUM A
D	04/12/24	ADDENDUM D - CIVIL RESSUE
#	#	#
#	#	#
#	#	#

05/24/24 CITY SITE PLAN SUBMITTAL SET

A NEW FACILITY FOR:
VALLEY CABINET, 1840 S. BROADWAY ST (CTH PP), DE PERE, WI 54115
LANDSCAPE PLAN

DESIGNED	DRAWN
MPK	MPK

PROJECT NO.
V1065 06-23-00111

DATE
MAY 1, 2024

SHEET NO.
C116

WISCONSIN
MICHAEL P. KOHLBECK
E-37535
APPLETON
WI
PROFESSIONAL ENGINEER
5-1-24

mbohlbeck, W:\PROJECTS\V1065\06230011\V2000\Civil3D\plan sheets\C116_LANDSCAPE PLAN.dwg, c116_landscape plan, Plot Date: 5/24/2024 3:26 PM, xrefs:none

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14' - 0" HIGH MASONRY THIS WALL

CONCRETE EQUIPMENT PAD - SEE STRUCTURAL SHEETS

PROVIDE CONCRETE PAD UNDER DUST COLLECTORS AND DUST TRAILERS APPROX. 30' x 152'

230' - 0" OUT TO OUT

DUST COLLECTION TRAILER

DUST COLLECTION TRAILER

FUTURE DUST COLLECTOR

20' - 0" KNOCKOUT PANEL

CONCRETE SLAB - SEE CIVIL SHEETS

ELECTRICAL 141

RECEIVING 132

TOOL ROOM

19' - 7"

TOOL ROOM:
- 6" MTL STUDS @ 16" O.C. w/ 3/4" FIRE TREATED PLYWOOD SHEATING EACH SIDE TO 10'-0" A.F.F. (PAINT)
- 8" MTL STUD CEILING JOIST @ 12" O.C. w/ 3/4" PLYWOOD SHEATHING BOTH SIDES (PAINT)
- NO STORAGE ON DECK IS ACCOUNTED FOR

60"x60" HOOD. BOTTOM OF OPENING @ 17'-0", OR BOTTOM OF WINDOW ELEV.

126' - 4 5/8" OUTSIDE FACE TO FACE OF MASONRY

4' WIDE x 2" THICK FOAM INSULATION UNDER PERIMETER OF FLOOR SLAB FOR IN-FLOOR HEAT

PROVIDE FOR F.D. KNOX BOX - COORDINATE w/ FIRE DEPARTMENT

PRODUCTION FLOOR 131

FUTURE EXPANSION

340' - 0" OUT TO OUT

103' - 2 3/4" OUT TO OUT OF MASONRY

340' - 0" OUT TO OUT

RISER FLOOR SPACE

FIRE PROTECTION RISER

MAINTENANCE 137

WOMEN'S R.R. 139

MEN'S R.R. 140

GC TO COORDINATE w/ OWNER TO LEAVE THIS BAY OPEN DURING CONSTRUCTION FOR EQUIPMENT INSTALL

SHIPPING 133

PRODUCTION STORAGE 135

TEMP. DOCK

60"x 60" HOOD @ 17'-0" AFF

CB FUTURE

106' - 4 5/8" OUTSIDE FACE TO FACE OF MASONRY

230' - 0" OUT TO OUT

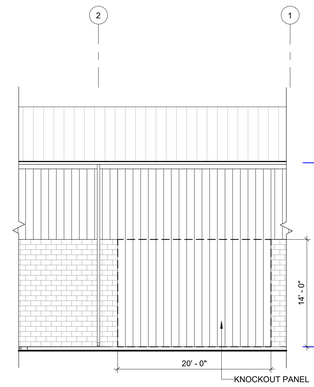
82' - 7 3/8" OUTSIDE FACE TO FACE OF MASONRY

OVERALL FIRST FLOOR PLAN
1/16" = 1'-0"

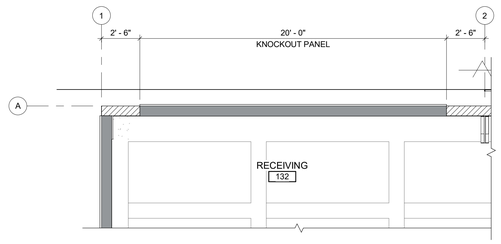
GENERAL PLAN NOTES

- DO NOT SCALE FROM DRAWINGS. BRING ANY DISCREPANCIES TO THE ARCHITECT'S ATTENTION IMMEDIATELY.
- COORDINATE LOCATIONS AND QUANTITY OF WORK WITH MECHANICAL, ELECTRICAL, AND PLUMBING CONTRACTORS.
- ALL DIMENSIONS ARE CLEAR FROM THE FACE OF FINISHED WALL/PARTITION TO FACE OF FINISHED WALL/PARTITION OR FACE OF EXISTING WALLS ACTUAL FACE.
- ALL PIPING, CONDUIT AND RELATED MECHANICAL AND ELECTRICAL ITEMS SHALL BE CONCEALED WITHIN GYPSUM BOARD FURRING AS REQUIRED IN FINISHED AREAS WHETHER SHOWN ON DRAWINGS OR NOT, UNLESS NOTED OTHERWISE.
- PROVIDE METAL PLATE BACKING AND/OR TREATED WOOD BLOCKING IN WALLS WHERE WALL-MOUNTED EQUIPMENT IS SHOWN ON PLANS OR ELEVATIONS. VERIFY HEIGHT AND LENGTH WITH ACTUAL EQUIPMENT.
- SEE SHEETS A011 THROUGH A013 FOR LIFE SAFETY PLAN AND FIRE PARTITION RATINGS.
- SHADED AREA INDICATES EXISTING BUILDING.
- CONTRACTOR TO VERIFY ALL EXISTING CONDITIONS BEFORE CONSTRUCTION.

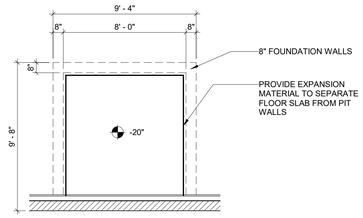
(X) KEYED PLAN NOTES



2 KNOCKOUT ELEVATION
A211 — 1/8" = 1'-0"



3 KNOCKOUT PANEL
A211 — 1/4" = 1'-0"



NOTE: PIT IS OVERSIZED FOR FUTURE EQUIPMENT ACCOMMODATIONS

4 FUTURE TEMP DOCK
A211 — 1/4" = 1'-0"

05/24/24 CITY SITE PLAN SUBMITTAL SET

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NO.	#DR	DESCRIPTION
A	11/03/23	ADDENDUM A
C	11/14/23	ADDENDUM C
D	03/15/24	VALUE ENGINEERING REVISIONS
F	XX/XX/XXXX	CONSTRUCTION BULLETIN #X

A NEW FACILITY FOR:
VALLEY CABINET 1840 S. BROADWAY STREET (CTH PP), DE PERE, WI 54115
FIRST FLOOR PLAN

DESIGNED	DRAWN
MAM	MAM

PROJECT NO.
V1065-062300111

DATE
APRIL 16, 2024

SHEET NO.
A211

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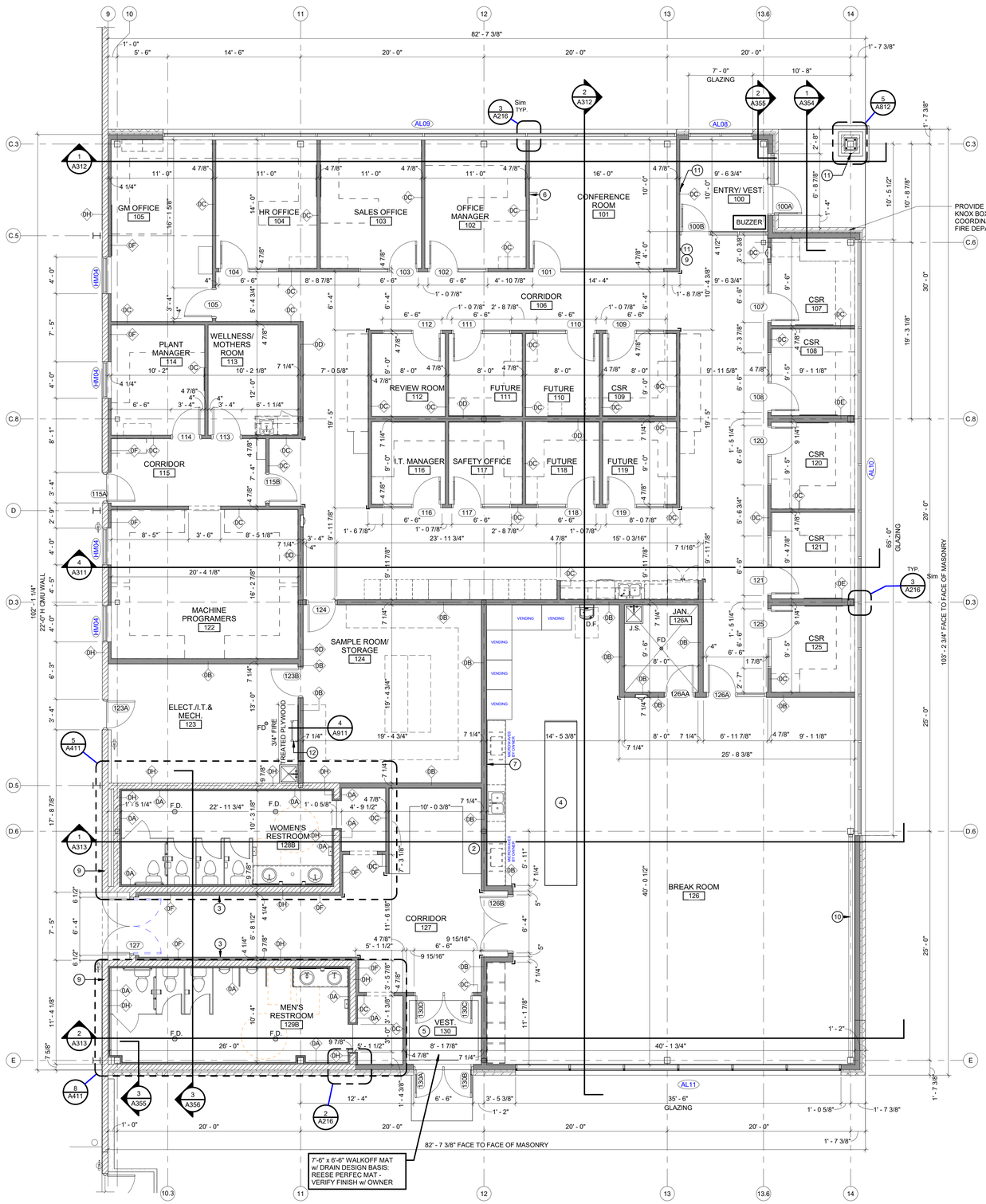


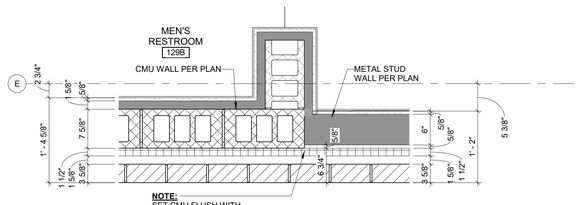
1 ENLARGED OFFICE FLOOR PLAN
1 A216 — 3/16" = 1'-0"

SEE A217 FOR OFFICE FURNISHINGS

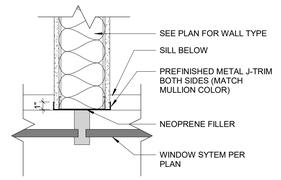
NORTH

KEYED PLAN NOTES

2	COAT SHELVING & HOOKS BY OWNER
3	GRAPHICS AND WOOD PRODUCT - SUPPLIED BY OWNER
4	ISLAND WITH MICROWAVES UNDERNEATH
5	RECESSED FLOOR MAT WITH DRAIN
6	75" MONITORS PROVIDED BY OWNER
7	HISTORY WALL ABOVE
9	TIME CLOCK - SUPPLIED BY OWNER INSTALLED BY G.C.
10	PAINT EXPOSED STEEL
11	ADA PUSH BUTTON OPENER
12	ROOF ACCESS LADDER w/ HATCH



2 WALL CONNECTION DETAIL
2 A216 — 1" = 1'-0"



TYPICAL AT WALL TO MULLION INTERSECTION IN OFFICE AREA

3 PARTITION AT MULLION
3 A216 — 1 1/2" = 1'-0"

05/24/24 CITY SITE PLAN SUBMITTAL SET

McMAHON
ENGINEERS | ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing Address: P.O. BOX 1025 NEENAH, WI 54957-1025
Tel: (920) 751-4200 Fax: (920) 751-4284
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NO	DATE	REVISION
C	11/14/23	ADDENDUM C
D	03/15/24	VALUE ENGINEERING REVISIONS

A NEW FACILITY FOR:
1840 S. BROADWAY STREET (CTH PP), DE PERE, WI 54115
ENLARGED OFFICE FLOOR PLAN

VALLEY CABINET

DESIGNED	DRAWN
MAH	BKB

PROJECT NO.
V1065-062300111

DATE
APRIL 16, 2024

SHEET NO.
A216

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DESIGNED	DRAWN
MAR	BKB

PROJECT NO.
V1065-092300111

DATE
APRIL 16, 2024

SHEET NO.
A218

A NEW FACILITY FOR:

VALLEY CABINET 1840 S. BROADWAY STREET (CTH PP), DE PERE, WI 54115

ENLARGED EQUIPMENT SCREEN PLANS AND SECTIONS

NO.	DATE	REVISIONS
D	03/15/24	VALUE ENGINEERING REVISIONS

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ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
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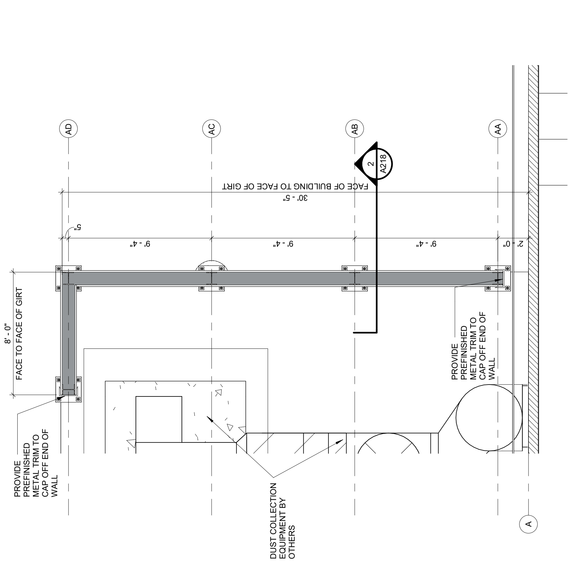
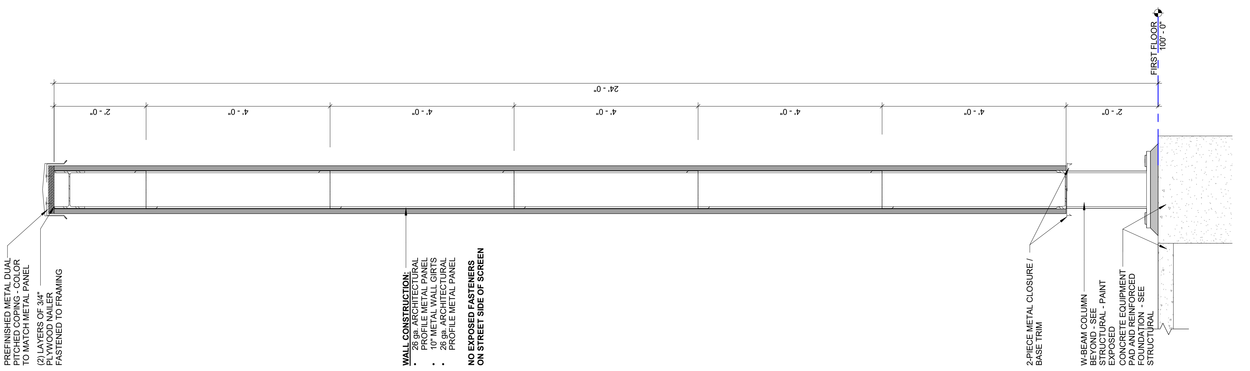
05/24/24 CITY SITE PLAN SUBMITTAL SET



1 A218 1/4" = 1'-0" ENLARGED EQUIPMENT SCREEN PLAN

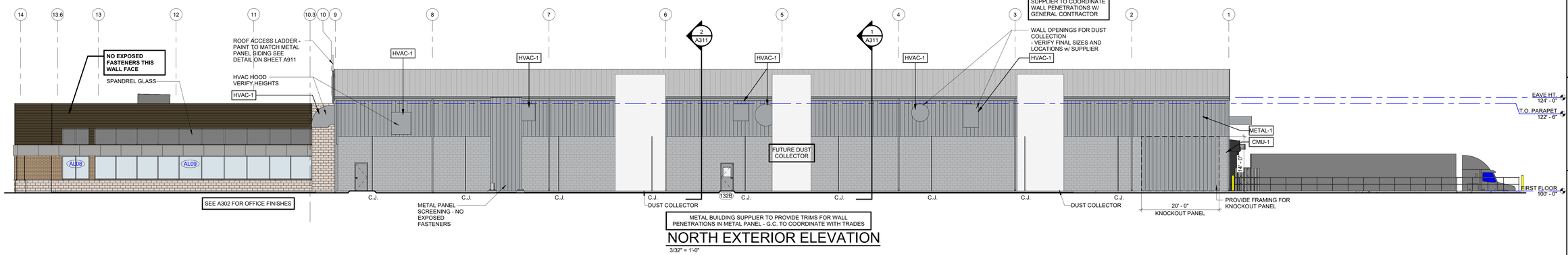


2 A218 3/4" = 1'-0" SECTION THRU EQUIPMENT SCREEN

5/24/2024 3:43:12 PM

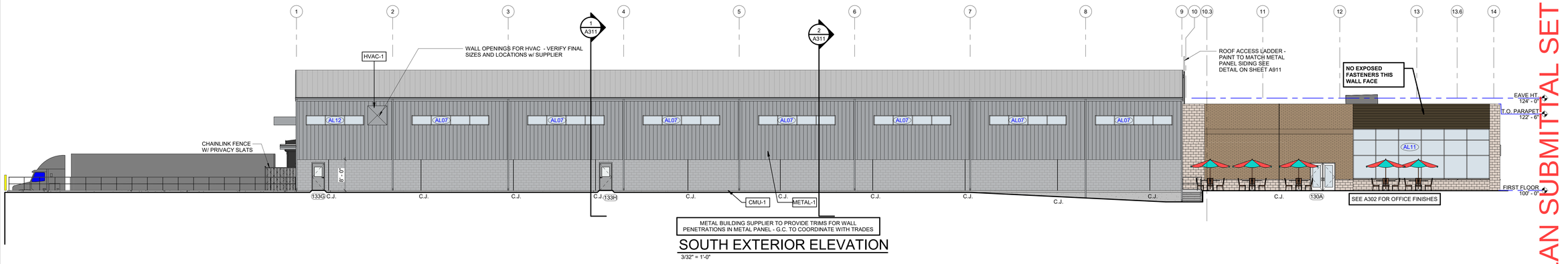
EXTERIOR MATERIALS LEGEND

CMU-1	SPLIT-FACE CMU - NATURAL
HVAC-1	COLOR: GRAY MATCH METAL PANEL
METAL-1	VERTICAL METAL PANEL SIDING - PEARL GRAY



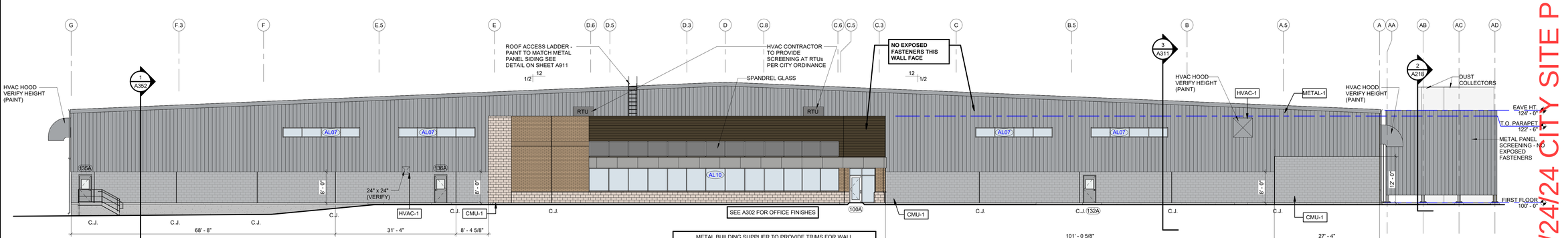
NORTH EXTERIOR ELEVATION

3/32" = 1'-0"



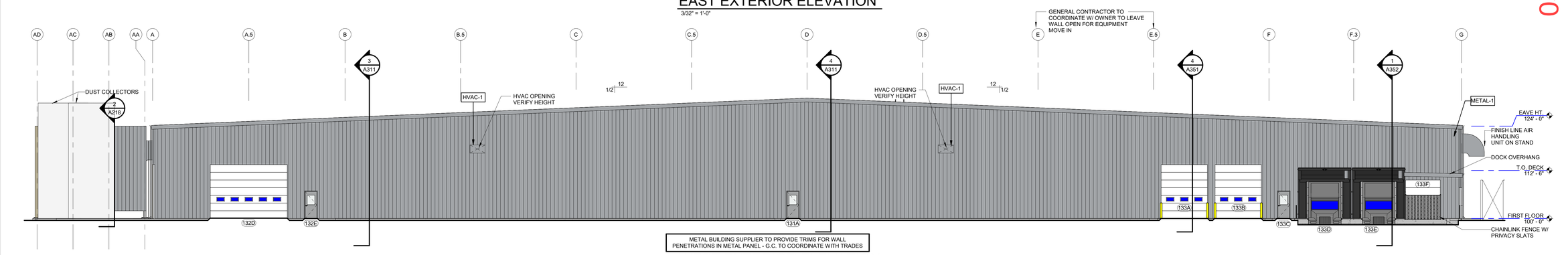
SOUTH EXTERIOR ELEVATION

3/32" = 1'-0"



EAST EXTERIOR ELEVATION

3/32" = 1'-0"



WEST EXTERIOR ELEVATION

3/32" = 1'-0"

05/24/24 CITY SITE PLAN SUBMITTAL SET

McMAHON
ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
MADISON (608) 241-8511 MILWAUKEE (414) 431-1625
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NO	DATE	DESCRIPTION
A	11/03/23	ADDENDUM A
C	11/14/23	ADDENDUM C
D	03/15/24	VALUE ENGINEERING REVISIONS
F	xx/xx/xxxx	CONSTRUCTION BULLETIN #X

VALLEY CABINET

A NEW FACILITY FOR:
1840 S. BROADWAY STREET (CTH PP), DE PERE, WI 54115

EXTERIOR ELEVATIONS

DESIGNED	DRAWN
MAM	BKB

PROJECT NO.
V1065-062300111

DATE
APRIL 16, 2024

SHEET NO.
A301

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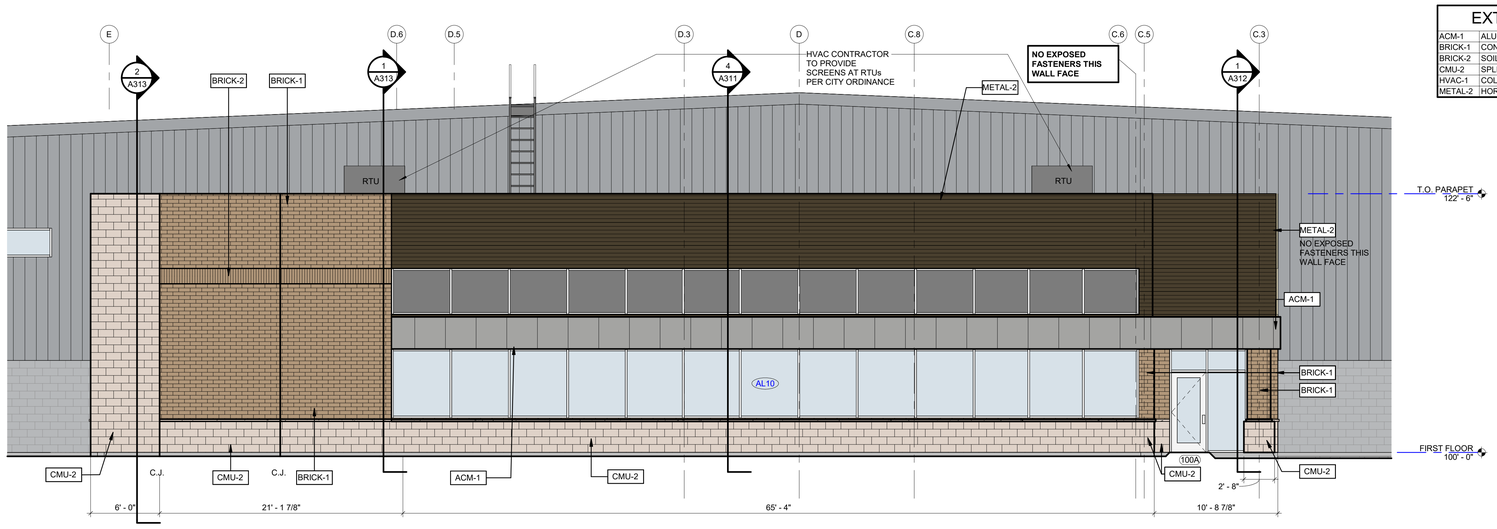
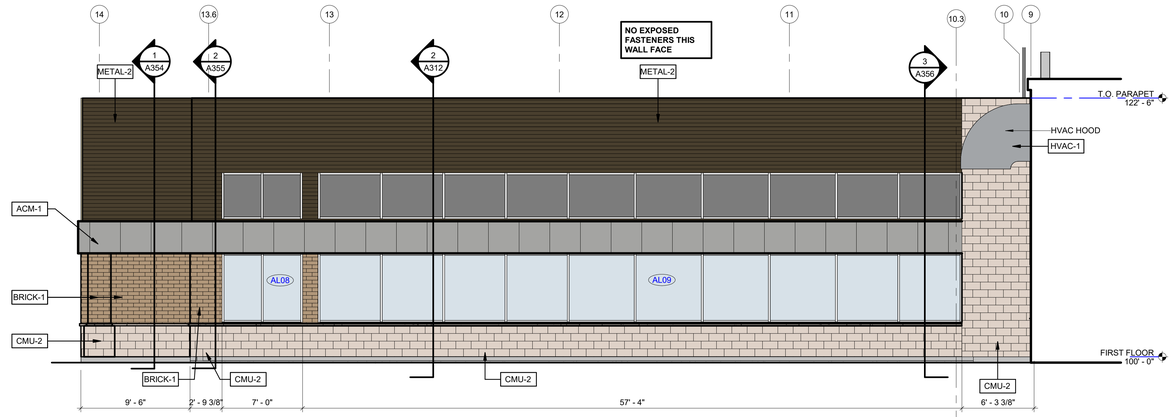
5/24/2024 3:43:17 PM

EXTERIOR MATERIALS LEGEND

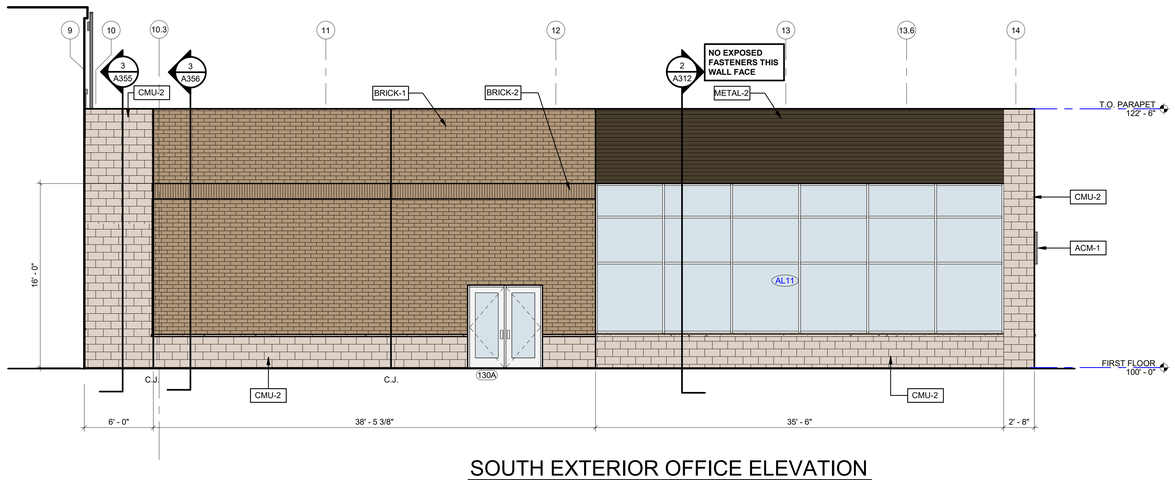
ACM-1	ALUMINUM COMPOSITE PANEL - AGT ALUMINUM GREY
BRICK-1	CONCRETE BRICK - CEDAR BLEND
BRICK-2	SOILDER COURSE BRICK - CEDAR BLEND
CMU-2	SPLIT-FACE CMU - SANDSTONE
HVAC-1	COLOR: GRAY MATCH METAL PANEL
METAL-2	HORIZONTAL ARCHITECTURAL METAL PANEL - AGED BRONZE



EAST EXTERIOR OFFICE ELEVATION



NORTH EXTERIOR OFFICE ELEVATION



SOUTH EXTERIOR OFFICE ELEVATION

05/24/24 CITY SITE PLAN SUBMITTAL SET

A NEW FACILITY FOR:
VALLEY CABINET 1840 S. BROADWAY STREET (CTH PP), DE PERE, WI 54115
ENLARGED OFFICE EXTERIOR MATERIAL ELEVATIONS

ID	DATE	ISSUE/DESCRIPTION
C	11/14/23	ADDENDUM C
D	03/15/24	VALUE ENGINEERING REVISIONS
F	xx/xx/xxxx	CONSTRUCTION BULLETIN #X

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ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Madison, WI (608) 241-8371 Milwaukee, WI (414) 847-4625
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DESIGNED	DRAWN
MAM	BKB

PROJECT NO.
V1065-062300111

DATE
APRIL 16, 2024

SHEET NO.
A302

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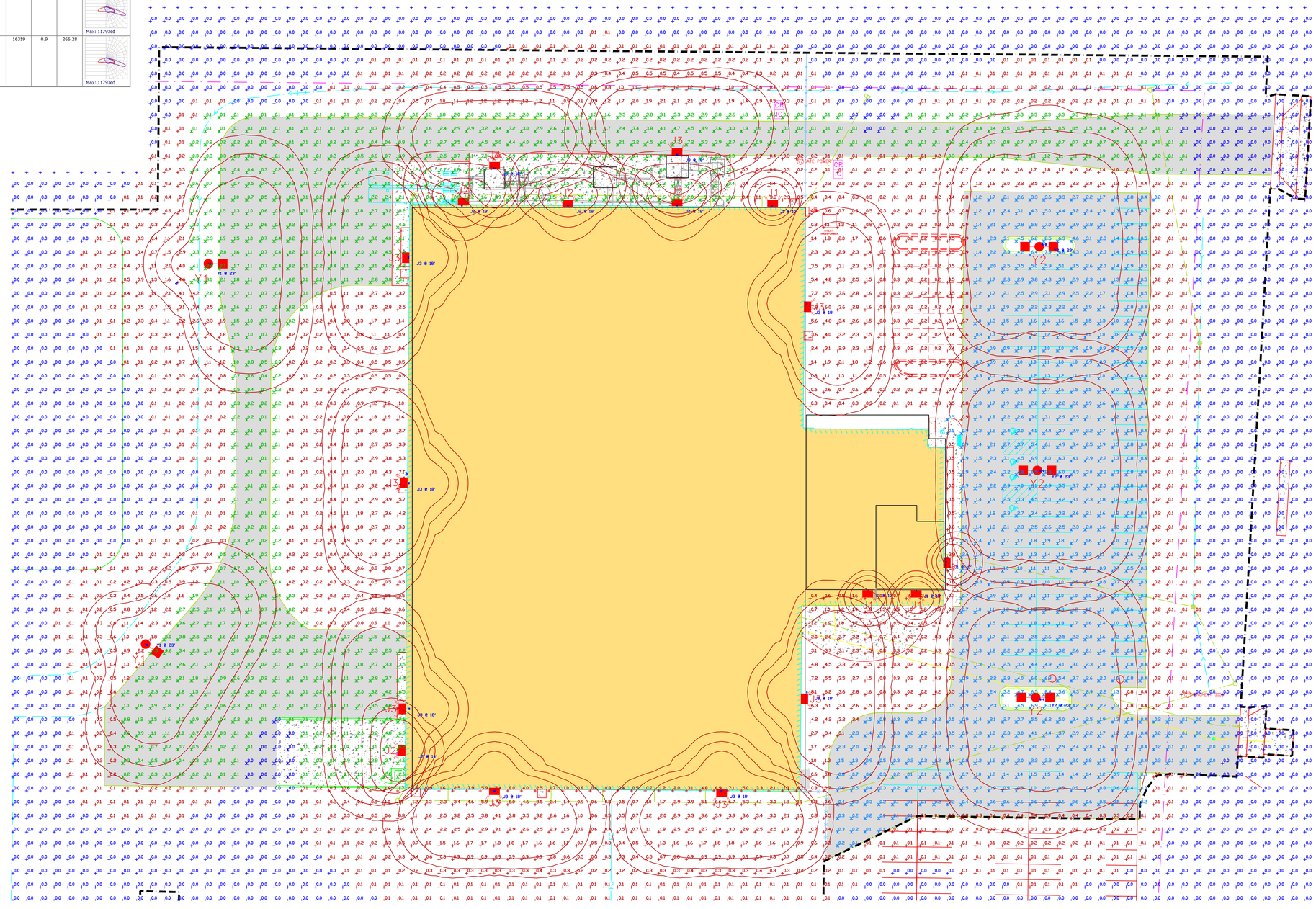
Schedule											
Symbol	Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	LLF	Input Power	Polar Plot
	J1		4	Lithonia Lighting	WPX0 LED ALO-3 30K MVOLT	WPX0 LED, 1200 Lumen setting, 3000K Setting, 120-277V	1	1225	0.9	9.0958	Max: 560cd
	J2		4	Lithonia Lighting	WPX1 LED P2 30K Mvolt	WPX1 LED wallpack 3000lm 3000K color temperature 120-277 Volts	1	2954	0.9	23.68	Max: 1321cd
	J3		9	Lithonia Lighting	RSX1 LED P4 30K R3	RSX Area Fixture Size 1 P4 Lumen Package 3000K CCT Type R3 Distribution	1	16359	0.9	133.14	Max: 11793cd
	Y1		2	Lithonia Lighting	RSX1 LED P4 30K R3	RSX Area Fixture Size 1 P4 Lumen Package 3000K CCT Type R3 Distribution	1	16359	0.9	133.14	Max: 11793cd
	Y2		3	Lithonia Lighting	RSX1 LED P4 30K R3	RSX Area Fixture Size 1 P4 Lumen Package 3000K CCT Type R3 Distribution	1	16359	0.9	266.28	Max: 11793cd

NOTES:

1. ALL LIGHTING TO CONFORM TO ZONING ORDINANCE 14-95 FOR LIGHT TRESPASS, DARK SKY COMPLIANCE, AND FIXTURE HEIGHTS.
2. ELECTRICAL CONTRACTOR TO PROVIDE STATEMENT THAT LIGHT SPILL DOES NOT EXCEED THE APPROVED PHOTOMETRIC PLAN UPON COMPLETION.

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Employee Parking	+	1.7 fc	8.5 fc	0.0 fc	N/A	N/A
Truck Entrance / Loading Docks	+	1.1 fc	8.0 fc	0.0 fc	N/A	N/A
Calc Zone #2	+	0.7 fc	8.5 fc	0.0 fc	N/A	N/A



SITE PHOTOMETRIC PLAN

SCALE: 1:30

NORTHLAND ELECTRICAL SERVICES

NORTHLAND ELECTRICAL SERVICES LLC

VALLEY CABINET
NEW FACILITY
DE PERE, WI

• DESIGNERS • ELECTRICAL CONTRACTORS • CONSULTING •

05/24/24 CITY SITE PLAN SUBMITTAL SET

REV	DATE	DESCRIPTION

N

DATE: 4/15/24

DRAWN BY:

CHECKED BY: RCD

E501

ELECTRICAL

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**June 11, 2024**
DEPARTMENT:	**Economic Development**
FROM:	**Daniel Lindstrom**
SUBJECT:	**Consideration and Possible Action on Development Agreement Terms with Crosspoint Church Inc for a relocated and expanded landscape supply business (New Land LLC dba Green Bay Nursery) at 2108 & 2118 Lawrence Dr. located in TID No. 15.***

ATTACHMENTS:

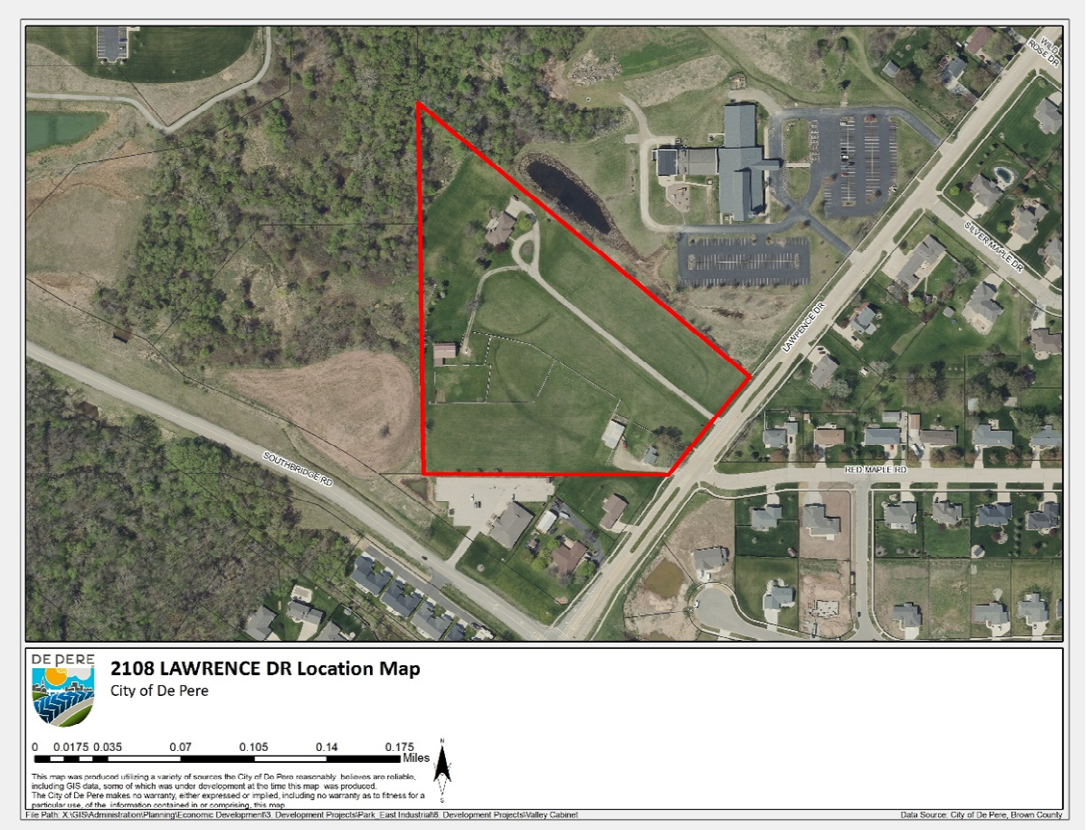
- CrossPointChurch Inc. - GB Nursery - Term Sheet Memo - June 2024 (PDF)
- Site Plan - PRELIMINARY - 03 Jun 2024 - Green Bay Nursery (PDF)
- Site Map (PDF)
- Sale_Document 2997741 (PDF)

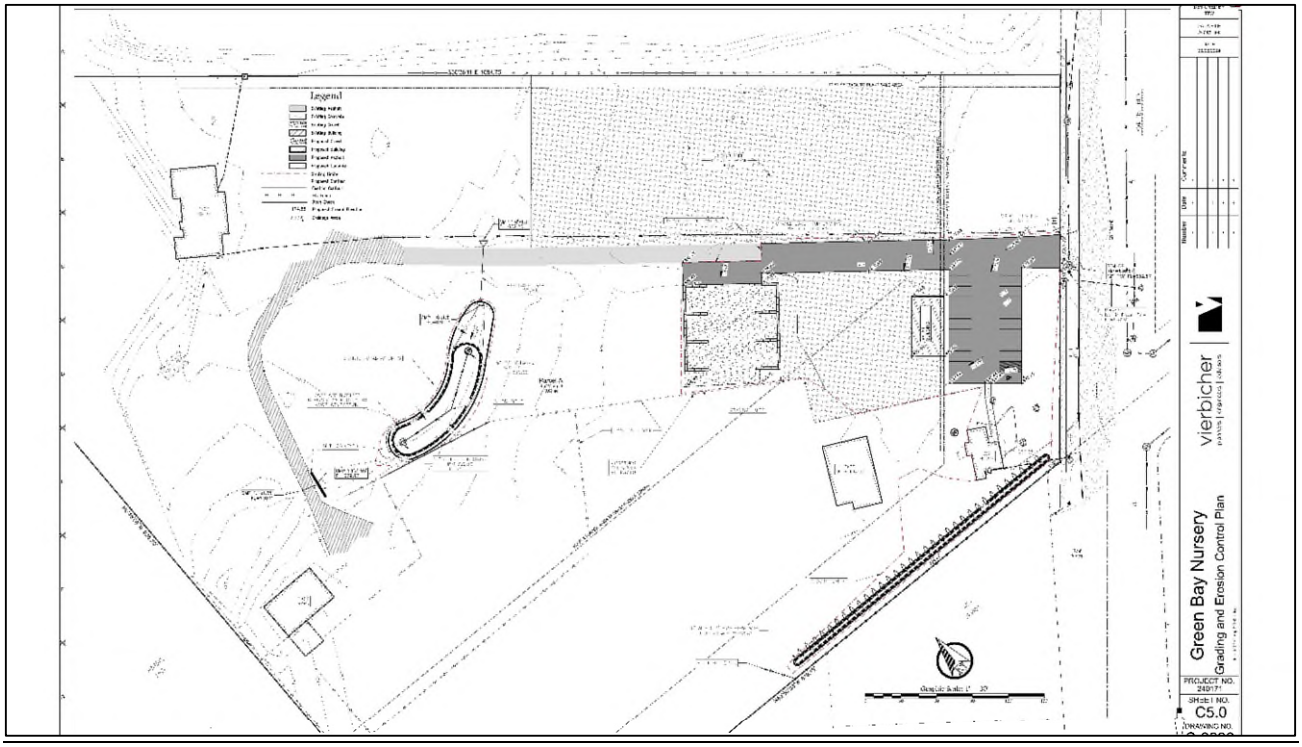
CITY OF DE PERE MEMO

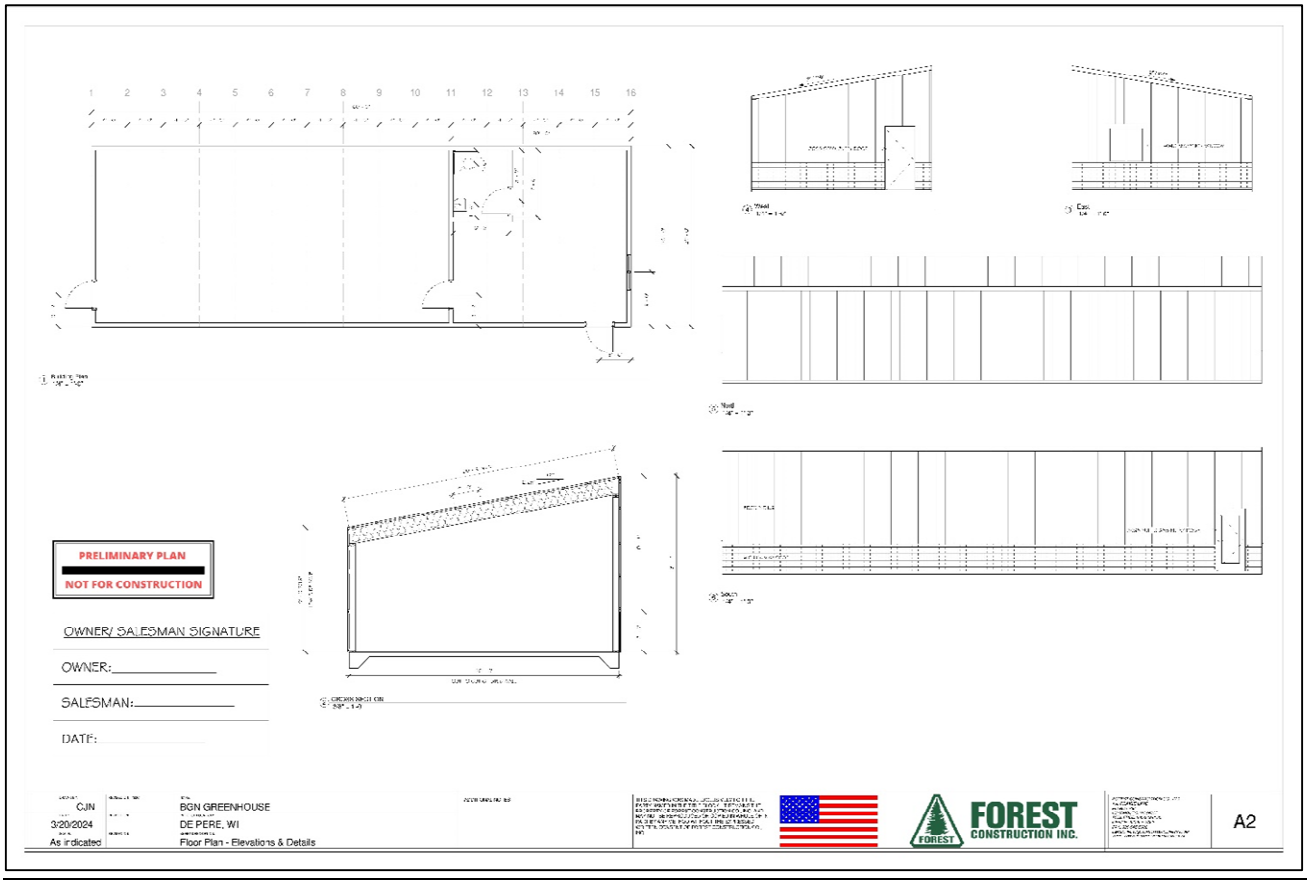
To: Mayor James Boyd
Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: June 11, 2024

RE: **Consideration and Possible Action on Development Agreement Terms with CrossPoint Church Inc for a relocated and expanded landscape supply business (New Land LLC dba Green Bay Nursery) at 2108 & 2118 Lawrence Dr. located in TID No. 15***

Summary
Green Bay Nursery has been in business for 70 years on Military Rd. in Green Bay. They were the nursery in the early years that managed the turf at Lambeau Field. The previous owner passed away two years ago and Green Bay Nursery was sold but has retained its employees. However, the original location was also sold and thus the business and employees had to be relocated. New Land LLC dba Green Bay Nursery is attempting to relocate to 2118 & 2108 Lawrence DR. New Land LLC dba Green Bay Nursery has entered into a 35-year lease arrangement with CrossPoint Church Inc. to maintain it as taxable property. The landowner has taken on the role of developer to improve the site per the zoning code requirements. The City has approved a Comprehensive Plan Amendment, a rezoning, conditional use permit, and the new ownership group is under final site plan review revision at this time. A summary of the TIF request is below.




Legend
Green Bay Nursery
Grading and Erosion Control Plan
vierbicher
C5.0


PRELIMINARY PLAN
NOT FOR CONSTRUCTION
OWNER/ SALESMAN SIGNATURE
OWNER:
SALESMAN:
DATE:
CJN
3/20/2024
As indicated
BGN GREENHOUSE
DE PERE, WI
Floor Plan - Elevations & Details
FOREST CONSTRUCTION INC.
A2

Development Site Information Summary:

Address:	2108 LAWRENCE DR, CITY OF DE PERE 54115
Parcel IDs:	WD-L281-1
Acres:	10.717
Recent Sale Value:	$1,435,000 (land contract in 2022 with final payment 2/28/2023)
Purpose Use:	Landscape Nursery
Future Land Use:	Business Park/Commercial
Zoning:	Commercial – Requiring a CUP
Total Assessed Value (full value):$	473,500 at the time of purchase in 2022
Potential Value (full):	$1,435,000 (arm's length transaction)
Potential New Increment:	$961,500
Guaranteed Annual Tax Increment Payment:	$14,750 Rounded ($961,500 x 0.015348387 (2023 mill rate)
Guaranteed Annual Total Tax Payment:	$22,000 Rounded ($1,4350,000 x 0.015348387 (2023 mill rate)

Potential City Incentives:

The relocation and expansion project incurred and will still incur unexpected expenses to improve the site with larger berms, parking areas, and a large equipment building to enclose machinery, etc to meet the zoning code conditional use permit requirements. Development Services staff reviewed each of the identified project costs submitted by the Developer. Accordingly, CrossPoint Church Inc. requests a $110,000 upfront project cost reimbursement grant. A TID request of $110,000 represents approximately 11.4% of the Assessed Increment Value to be distributed in a project cost reimbursement grant scenario. The City discussed with the assessory and the full value assessment shall be based on the arm's-lenth- transaction sale price. The sale price represents the commercial value of the property and not the previous residential value; therefore, the majority of the increment is tied to the commercial value of the site and not strictly future improvements.

Developer Obligations- (CrossPoint Church Inc.):

1. **Proposed Development:** The developer shall relocate the business to the site and make improvements per the conceptual site plan attached herein.

2. **Timelines:**
    a. Secure site plan approvals by July 1, 2024.
    b. Commence construction by August 1, 2024.
    c. Complete construction by December 31, 2024.
    d. Final assessed value by January 1, 2025.

3. **Assessed Value and Tax Revenue:** Developer guarantees a minimum annual tax increment revenue value of $14,750. The City and/or State of Wisconsin shall assess the development project in accordance with the real estate valuation requirements for similar mixed commercial under Wis. Stats, §70.32. The Total Project Grant is premised upon the completed development project having an equated assessed value equal to the guaranteed value for real property tax purposes of not less than $1,435,000; however, in no case shall the total annual tax value be less than $22,000. The Developer will make a Payment In Lieu Of Tax to the City (the "Deficit Payment") equal to the difference in taxes to be collected due to the shortfall in the annual tax revenue.

4. **Change of Use:** If the land use transitions away from the landscape supply business before the mandatory termination of TID No. 15 on February 19, 2041, then a prorated amount of grant based on the number of months remaining starting from the month the agreement was signed to February 1, 2041.

City Obligations (City of De Pere):

1. **Developer Project Cost Reimbursement Grant**. The City shall provide the developer with a Project Cost Reimbursement Grant ("project grant") of $110,000 to reimburse project costs incurred by the Developer. Such project grant shall be payable after the Certificate of Occupancy is issued and the entire site plan has been completed and the Development Services Director has reviewed and verified final project costs, which such review may not be unreasonably withheld or delayed.

Recommendation:
Staff recommends approval of the term sheet and if the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting.

Planning/Zoning Application

Planning & Zoning Department

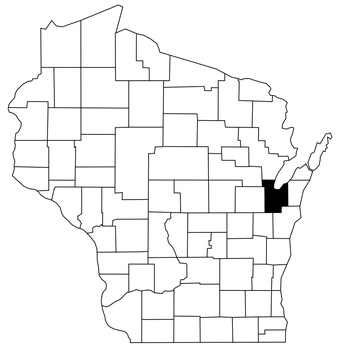
Submitted On:
Jun 4, 2024, 10:07AM EDT

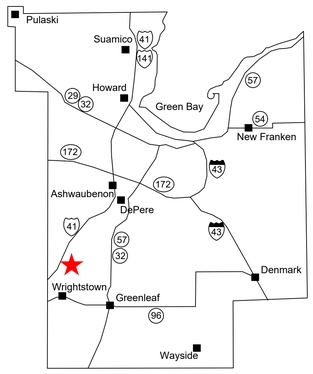
Parcel Number: (Include ALL parcels)	WD-L281-1
Nearest property address to the project site:	**Street Address:** 2118 Lawrence Drive **City:** De Pere **State:** WI **Zip:** 54115
Check each project type that is being applied for:	Site Plan
Current De Pere Zoning Districts:	C
Existing Site Land Uses:	Residential Commercial
Proposed Site Land Uses:	Residential Commercial
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a preapplication meeting?	Yes
Property Owner:	**First Name:** Crosspoint **Last Name:** Church Inc
Is the property owner's address the same as the nearest property address?	Yes
Property Owner's Phone Number:	920-366-7113
Property Owner's Email Address:	jerry@greenbaynursery.com
Is someone processing the project for the property owner as their authorized representative?	Yes
Authorized Representative's Name:	**First Name:** Tanner **Last Name:** Wojcik
Authorized Representative's Business Name:	Vierbicher
Authorized Representative's Phone Number:	920-329-5592

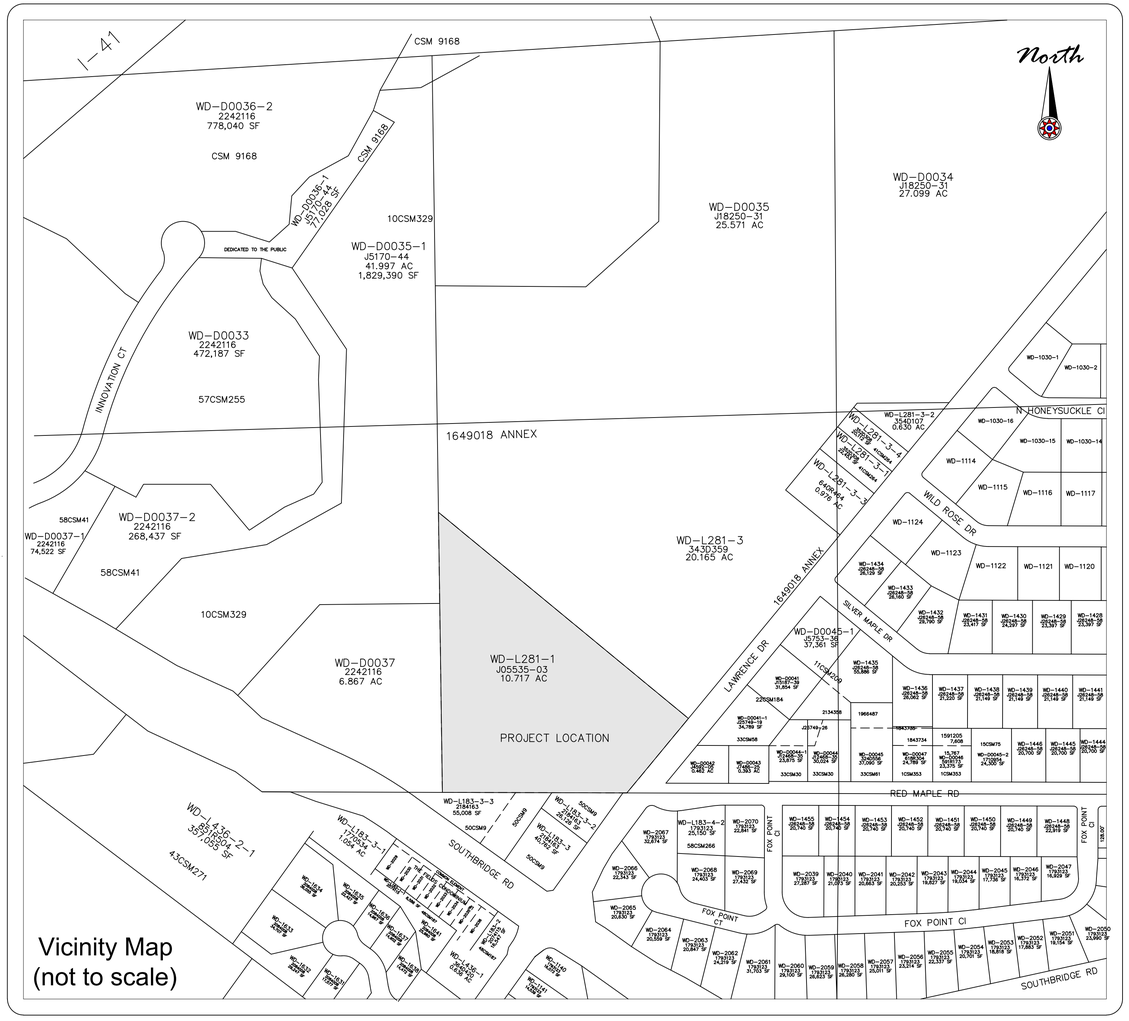
Authorized Representative's Email Address:	twoj@vierbicher.com
Please attach a PDF copy of the site plan.	GBN RETAIL _ GREENHOUSE.pdf 240171 Eng 042324 060324.pdf S-3886_SWMP.pdf
Would you like a basic checklist of information to include in the site plan?	No
How do you plan on paying for your application?	Online with a credit card
Total Due:	$350.00
Signature Data	First Name: Tanner Last Name: Wojcik Email Address: twoj@vierbicher.com Signed at: June 4, 2024 10:00am America/New_York
User's Session Information	IP Address: 74.87.124.242 Referrer URL:

Green Bay Nursery

Site Plans
City of De Pere, Brown County, Wisconsin







Owner(s): Crosspoint Church Inc
Project Name: Green Bay Nursery
Project Description: Site plans with stormwater
Project Location: 2118 Lawrence Drive
Parcel Number(s): WD-L281-1

Contact Information

Owner(s): Jerry Lewin 2118 Lawrence Drive De Pere, WI 54115 920-366-7113
Engineer: Vierbicher Tanner Wojcik. PE 400 Security Blvd. Green Bay, WI 54313 920-329-5592

Sheet Index:

C1.0 Title Sheet
C2.0 Notes
C3.0 Demolition Plan
C4.0 Site Layout Plan
C5.0 Grading and Erosion Control Plan
C6.0 Biofilter Details
C6.1 Construction Details

vierbicher
planners | engineers | advisors

DATE: 06-03-2024
PROJECT NO. 240171
SHEET NO. C1.0
DRAWING NO. S-3886

RESPONSE ACTIONS IN THE EVENT OF A SPILL OR RELEASE

IMMEDIATELY TAKE THE FOLLOWING MEASURES TO KEEP THE SPILL FROM ENTERING SEWER OR STORM DRAINS, SPREADING OFF SITE, OR AFFECTING HUMAN HEALTH.

STOP, CONTAIN, AND CLEAN UP CHEMICAL SPILL IF:

- THE SPILLED CHEMICAL AND ITS HAZARDOUS PROPERTIES HAVE BEEN IDENTIFIED
- THE SPILL IS SMALL AND EASILY CONTAINED
- RESPONDER IS AWARE OF THE CHEMICALS' HAZARDOUS PROPERTIES

IF SPILL OR RELEASE CANNOT BE CONTROLLED OR INJURIES HAVE OCCURRED DUE TO THE RELEASE THE FOLLOWING PROCEDURES SHOULD BE IMPLEMENTED:

- SUMMON HELP OR ALERT OTHERS OF THE RELEASE
- EVACUATE IMMEDIATE AREA, PROVIDE CARE TO INJURED, CALL 911
- IF POTENTIAL FOR FIRE OR EXPLOSION - CALL 911
- RESPOND DEFENSIVELY TO ANY UNCONTROLLED SPILLS
  - USE PROTECTIVE EQUIPMENT
  - ATTEMPT TO STOP SOURCE OF RELEASE (IF SAFE TO DO SO)
  - PROTECT DRAINS BY USE OF ABSORBENT, BOOMS OR DRAIN COVERS (IF SAFE TO DO SO)
- NOTIFY ONSITE EMERGENCY CONTACT(S)
- COORDINATE RESPONSE ACTIVITIES WITH LOCAL EMERGENCY PERSONNEL
- BE PREPARED TO PROVIDE MSDS INFORMATION TO EMERGENCY PERSONNEL
- NOTIFY APPROPRIATE AGENCY IF RELEASE HAS ENTERED THE ENVIRONMENT.

Legend

1.32" (O.D.) X 18" IRON PIPE WITH CAP WEIGHTING 1.68 LBS/LIN FT SET	POWER POLE
1" IRON PIPE FOUND	ANCHOR WIRE
COMPUTED POINT	OVERHEAD WIRES
PK NAIL FOUND	CONCRETE CURB & GUTTER LINE
PK NAIL SET	EXISTING ASPHALT
CUT + FOUND	PROPOSED ASPHALT
3/4" IRON PIPE FOUND	EXISTING BUILDING
2" IRON PIPE FOUND	PROPOSED BUILDING
BROWN COUNTY MONUMENT – TYPE NOTED	CONCRETE
( ) RECORDED AS BEARING / DISTANCE	GRAVEL
NO ACCESS	WETLAND AREA
CB ROUND CATCH BASIN	FLOODPLAIN LIMITS
ST STORM SEWER MANHOLE	FLOODWAY
CURB INLET	SILT FENCE
Strm STORM SEWER LINE	INLET PROTECTION
CO SANITARY CLEANOUT	
SA SANITARY SEWER MANHOLE	SLOPE EROSION MAT WISDOT CLASS 1 TYPE A
San SANITARY SEWER LINE	
W WATER MANHOLE	CHANNEL EROSION MAT WISDOT CLASS 1 TYPE B
HYDRANT	
Wat WATERMAIN	RIP RAP SIZE AND QUANTITY PER PLAN
WATER VALVE	
WATER VALVE – CURB STOP	TRACKING PAD
GAS VALVE	EXISTING CONTOUR LINE
Gas UNDERGROUND GAS LINE	PROPOSED CONTOUR LINE
G GAS METER	176.41 EXISTING GROUND GRADE
Tele UNDERGROUND TELEPHONE LINE	×174.88 PROPOSED GROUND GRADE
T TELEPHONE PEDESTAL	2.33% DRAINAGE ARROW
T TELEPHONE MANHOLE	FENCE LINE
Elec UNDERGROUND ELECTRIC LINE	GUARD RAIL
AC AIR CONDITIONER	GUARD POST
TR ELECTRIC TRANSFORMER	FLAG POLE
E ELECTRIC PEDESTAL	SIGN
E ELECTRIC MANHOLE	DECIDUOUS TREE
Co Co UNDERGROUND CABLE TV LINE	CONIFEROUS TREE
H HANDHOLE BOX	TRAFFIC LIGHT
CP CABLE TV PEDESTAL	MAILBOX
Fo UNDERGROUND FIBER OPTIC LINE	HANDICAP PARKING SPACE
F FIBER OPTIC PEDESTAL	MW MONITORING WELL
F FIBER OPTIC MANHOLE	ROCK WALL
GROUND LIGHT	WE WELL
LIGHT POLE	SHRUB
CONSTRUCTION LIMITS	

SPILL PREVENTION AND EMERGENCY RESPONSE PLAN:

EMERGENCY RESPONSE CONTACTS
FIRE/PARAMEDICS/POLICE 911
FIRE NON-EMERGENCY LINE (920) 434-4666
COUNTY HEALTH DEPARTMENT(920) 448-6400
DNR SPILL HOTLINE 1-800-943-0003

LOCAL EMERGENCY MEDICAL FACILITY
ST. VINCENT HOSPITAL
835 S. VAN BUREN ST
GREEN BAY, WI 54301
(920) 433-0111

SPILL PREVENTION
HAZARDOUS SUBSTANCE MANAGEMENT:
ALL HAZARDOUS SUBSTANCES, INCLUDING CHEMICAL WASTES, ARE TO BE MANAGED IN A WAY THAT PREVENTS RELEASE.

SITE STATISTICS

BEFORE CONSTRUCTION
SITE AREA - 10.69 Acres
PAVEMENT 0.18 Acres (1.68%)
BUILDINGS 0.17 Acres (1.59%)
PERVIOUS 10.34 Acres (96.73%)

AFTER CONSTRUCTION
SITE AREA - 10.69 Acres
PAVEMENT 0.41 Acres (3.84%)
BUILDINGS 0.20 Acres (1.87%)
PERVIOUS 10.08 Acres (94.29%)

CONSTRUCTION SITE EROSION CONTROL

THE CONTRACTOR IS RESPONSIBLE FOR INSTALLING AND MAINTAINING EROSION AND SEDIMENT CONTROL MEASURES. ALL EROSION AND SEDIMENT CONTROL PRACTICES SHALL BE ACCORDANCE WITH THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES TECHNICAL STANDARDS AND IF NO STANDARD EXISTS THE WISCONSIN CONSTRUCTION SITE BEST MANAGEMENT PRACTICE HANDBOOK (CURRENT EDITION) SHALL BE REFERENCED. EROSION AND SEDIMENT CONTROL PRACTICES SHALL BE IN PLACE PRIOR TO DISTURBING THE SITE. CONTRACTORS SHALL MINIMIZE THE DURATION AND SIZE OF DISTURBED AREAS TO THE MAXIMUM EXTENT PRACTICABLE. EROSION AND SEDIMENT CONTROL PRACTICES PROPOSED FOR THIS PROJECT ARE DESCRIBED AS FOLLOWS:

SEDIMENT TRACKING FROM CONSTRUCTION SITE:

- STONE TRACKING PAD(S) - TECHNICAL STANDARD 1057

  STONE TRACKING PADS WILL BE INSTALLED AT ENTRANCES SHOWN ON THE SITE. TRACKING PADS SHALL BE IN PLACE PRIOR TO LAND DISTURBING ACTIVITIES.

  WASH WATER FROM VEHICLE AND WHEEL WASHING SHALL BE TREATED BEFORE ENTERING WATERS OF THE STATE.
- STREET SWEEPING/CLEANING

  SEDIMENT TRACKED FROM THE CONSTRUCTION SITE SHALL BE CLEANED UP AT THE END OF EACH WORK DAY UNLESS THE SEDIMENT PRESENTS A HAZARD. SEDIMENT PRESENTING A HAZARD MUST BE CLEANED UP IMMEDIATELY.

SEDIMENT CARRIED OFF-SITE BY OVERLAND FLOW OR RUNOFF:

- SILT FENCE - TECHNICAL STANDARD 1056

  SILT FENCE WILL BE INSTALLED DOWN-SLOPE OF ALL DISTURBED AREAS OF THE SITE. THE FENCE SHALL BE INSTALLED ALONG THE CONTOURS AND BE IN-PLACE PRIOR TO LAND DISTURBING ACTIVITIES.
- SEEDING - TECHNICAL STANDARD 1059; MULCHING - TECHNICAL STANDARD 1058

  DISTURBED AREAS OF THE SITE SHALL BE SEEDED AND MULCHED AS SOON AS THEY ARE BROUGHT TO FINISHED GRADE. IN ADDITION, ANY STOCK PILES IN PLACE FOR 7 DAYS OR MORE SHALL BE SEEDED AND MULCHED.
- NON-CHANNEL EROSION MAT - TECHNICAL STANDARD 1052

  EROSION CONTROL MAT SHALL BE PLACED AS SHOWN ON THE PLANS, AND/OR AS DETERMINED IN THE FIELD, TO PROTECT THE DISTURBED SLOPES FROM EROSION. NON-CHANNEL EROSION MAT SHALL BE INSTALLED AS SOON AS THE SLOPE HAS BEEN BROUGHT TO FINISHED GRADE.
- CONSTRUCTION SITE DIVERSION - TECHNICAL STANDARD 1066

  WHERE POSSIBLE, THE SITE WILL BE GRADED SUCH THE RUNOFF FROM UNDISTURBED AREAS IS ROUTED AROUND DISTURBED AREAS OF THE SITE.

SEDIMENT CARRIED OFF-SITE BY DEWATERING OPERATIONS:

- DEWATERING - TECHNICAL STANDARD 1061

  DEWATERING IS NOT ANTICIPATED FOR THIS PROJECT. IF IT IS REQUIRED, DEWATERING SHALL BE IN ACCORDANCE WITH THE DEWATERING TECHNICAL STANDARD. ANY NECESSARY PERMITS SHALL BE OBTAINED PRIOR TO DEWATERING OPERATIONS TAKE PLACE.

SEDIMENT ENTERING STORM DRAIN INLETS:

- STORM DRAIN INLET PROTECTION - TECHNICAL STANDARD 1060

  ALL INLETS, PROPOSED AND EXISTING, ACCEPTING RUNOFF FROM DISTURBED AREAS OF THE SITE SHALL HAVE INLET PROTECTION INSTALLED PRIOR TO LAND DISTURBING ACTIVITY WITHIN THE AREA DISCHARGING TO THE INLET.

SEDIMENT BEING CARRIED OFF-SITE BY WIND:

- DUST CONTROL - TECHNICAL STANDARD 1068

  WHEN REQUIRED, DUST CONTROL MEASURES SHALL BE EMPLOYED TO PREVENT DUST FROM BLOWING OFF-SITE.

CONCRETE WASHOUT

- CONCRETE WASHOUT SHALL BE COLLECTED AND RETAINED, BOTH WATER AND CONCRETE, IN LEAK PROOF CONTAINERS. WASHOUT CAN BE RECYCLED OR REUSED. SEE http://water.epa.gov/polwaste/npdes/swbmp/upload/concretewashout.pdf FOR DETAILS.

GENERAL NOTES:

1. ALL CLEARING, GRADING, GRAVELING, PAVING, AND RESTORATION SHALL BE DONE IN ACCORDANCE WITH THE WISCONSIN DOT STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, CURRENT EDITION.

2. A COPY OF THE EROSION CONTROL PLAN SHALL BE KEPT ON SITE AT ALL TIMES.

3. EROSION CONTROL METHODS SHALL BE IMPLEMENTED, AS DIRECTED BY THE ENGINEER, PRIOR TO AND DURING CONSTRUCTION, TO CONTROL WATER POLLUTION, EROSION, AND SILTATION. ALL EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE WIDNR TECHNICAL STANDARDS.

4. CONTRACTOR IS RESPONSIBLE FOR CONTACTING DIGGERS HOTLINE FOR THE LOCATION OF THE UTILITIES.

5. CONTRACTOR IS RESPONSIBLE FOR REMOVAL AND DISPOSAL OF ALL STUMPS.

6. EXCESS TOPSOIL SHALL BE STOCKPILED ON THE SITE WITH THE PROPER EROSION CONTROL AT A LOCATION ACCEPTABLE TO THE OWNER.

7. CONTRACTOR SHALL DISPOSE OF ALL WASTE AND EXCESS MATERIAL AT AN APPROVED LOCATION.

8. CONTRACTOR SHALL PROTECT ALL PROPERTY IRONS. A LICENSED LAND SURVEYOR, AT THE CONTRACTORS EXPENSE, SHALL REPLACE ANY PROPERTY IRONS REMOVED DURING CONSTRUCTION.

INSPECTION AND MAINTENANCE

THE CONTRACTOR IS RESPONSIBLE FOR INSPECTION AND MAINTENANCE OF EROSION AND SEDIMENT CONTROLS UNTIL THE CONSTRUCTION SITE IS PERMANENTLY STABILIZED WITH A DENSE GRASS COVER. THE CONTRACTOR SHALL INSPECT EROSION AND SEDIMENT CONTROLS WEEKLY AND WITHIN 24 HOURS AFTER A RAINFALL EVENT OF 0.5 INCHES OR GREATER. THE CONTRACTOR SHALL INSPECT EROSION AND SEDIMENT CONTROLS FOR STRUCTURAL DAMAGE, SEDIMENT ACCUMULATION, OR ANY OTHER UNDESIRABLE CONDITION. THE CONTRACTOR SHALL REPAIR DAMAGED STRUCTURES PRIOR TO THE END OF EACH WORKING DAY. SEDIMENT SHALL BE REMOVED FROM THE STRUCTURE WHEN THE DEPTH OF SEDIMENT HAS ACCUMULATED TO ONE HALF THE HEIGHT OF THE DEVICE OR AS REQUIRED BY THE APPLICABLE WISCONSIN DEPARTMENT OF NATURAL RESOURCES TECHNICAL STANDARD (CURRENT EDITION).

THE CONTRACTOR SHALL SUMMARIZE WEEKLY INSPECTION AND MAINTENANCE ACTIVITIES ON A WEEKLY INSPECTION REPORT THAT IS AVAILABLE THROUGH THE WDNR.

THE WEEKLY INSPECTION REPORT SHALL INCLUDE THE FOLLOWING MINIMUM INFORMATION:

NAME OF INDIVIDUAL PERFORMING INSPECTION;

DATE, TIME, AND PLACE OF INSPECTION;

A DESCRIPTION OF THE CONSTRUCTION PHASE;

A DESCRIPTION OF EROSION AND SEDIMENT CONTROL INSTALLATIONS;

A DESCRIPTION OF EROSION AND SEDIMENT CONTROL MAINTENANCE ACTIVITIES;

AND AN ASSESSMENT OF EROSION AND SEDIMENT CONTROL CONDITIONS.

THE CONTRACTOR SHALL PROMPTLY FURNISH THE ORIGINAL WEEKLY INSPECTION REPORTS TO THE OWNER, OWNER'S REPRESENTATIVE, OR WISCONSIN DEPARTMENT OF NATURAL RESOURCES WHEN REQUESTED. THE CONTRACTOR SHALL KEEP A COPY OF THE APPROVED EROSION & SEDIMENT CONTROL PLAN, PERMITS, AND WEEKLY INSPECTION REPORTS ON-SITE AT ALL TIMES.

ALL WASTE FROM THE CONSTRUCTION SITE SHALL BE PROPERLY DISPOSED OF AND NOT BE ALLOWED TO ENTER THE STORM SEWER SYSTEM, DRAINAGE SYSTEM, OR OTHER ENVIRONMENTALLY SENSITIVE AREAS LOCATED WITHIN THE CONSTRUCTION SITE, INCLUDING GARNERS CREEK.

SEQUENCE OF CONSTRUCTION

JULY 2024

A. INSTALL SILT FENCE AS SOON AS PRACTICABLE.

B. CONTACT THE CITY OF DE PERE TO NOTIFY THEM THAT SITE GRADING IS TO BEGIN AND INITIAL EROSION CONTROLS ARE INSTALLED.

C. REMOVE EXISTING ASPHALT (GRAVEL BASE TO REMAIN) AND STRIP TOPSOIL FOR PARKING LOT AND STORAGE AREAS. UTILIZE GRAVEL AS TRACKING PAD DURING CONSTRUCTION. PERFORM STREET SWEEPING AS NECESSARY.

D. GRADE AND CONSTRUCT PARKING LOT AND DRIVEWAY IMPROVEMENTS.

E. SALVAGE SUITABLE MATERIAL FOR FILL MATERIAL. DISPOSE OF NON-SUITABLE OR EXCESS SOILS AT A PERMITTED OFF-SITE LOCATION.

F. CONSTRUCT BIOFILTER. SEED AS SOON AS PRACTICABLE.

G. COMPLETE FINE GRADING AND LANDSCAPING. PLANT BIOFILTER. PERMANENTLY STABILIZE EACH AREA OF THE CONSTRUCTION SITE WITH TOPSOIL. SEED, FERTILIZE, AND MULCH AS SOON AS PRACTICABLE AFTER FINAL GRADING.

OCTOBER 2024

H. REMOVE AND DISPOSE OF EROSION AND SEDIMENT CONTROL MEASURES WITHIN 30 DAYS OF FINAL SITE STABILIZATION (I.E. SILT FENCE). VEGETATION SHALL ACHIEVE 70% GROWTH TO BE CONSIDERED STABILIZED.

DESIGNED BY TTW

DATA FILE 240171.txt

DATE 06-03-2024

Number	Date	Comments
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'	'	'
'	'	'
'	'	'
'	'	'

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Green Bay Nursery

Notes

File: 240171 Eng 042324.dwg

PROJECT NO. 240171

SHEET NO. C2.0

DRAWING NO. S-3886

S50°36'11"E 1084.75'

LAWRENCE DRIVE

Legend

- Existing Asphalt
- Existing Concrete
- Existing Gravel
- Existing Building
- Sawcut
- Pavement/Gravel Removal

EXST HOUSE

SAWCUT AND REMOVE ASPHALT DRIVEWAY, GRAVEL BASE TO REMAIN.

REMOVE SECTION OF FENCE.

Benchmark: Nail in Power Pole El.=637.81

Benchmark: Top of Well El.=634.69

Parcel A
465452 sq. ft.
10.69 ac.

Benchmark: Pipe w/Cap El.=637.00

EXST OUTBUILDING

EXST HOUSE

FF=638.37

REMOVE EXISTING GRAVEL DRIVEWAY SURFACE.

EXST BARN

FF=633.82

UNPLATTED LANDS

N0°48'06"W 936.90'

N89°50'08"W 619.15'

238.44'

S61°19'25"W 323.72'

R/W Varies

Graphic Scale: 1" = 30'

0 30 60 90 120 150

DESIGNED BY TTW

DATA FILE 240171.txt

DATE 06/03/2024

Number	Date	Comments
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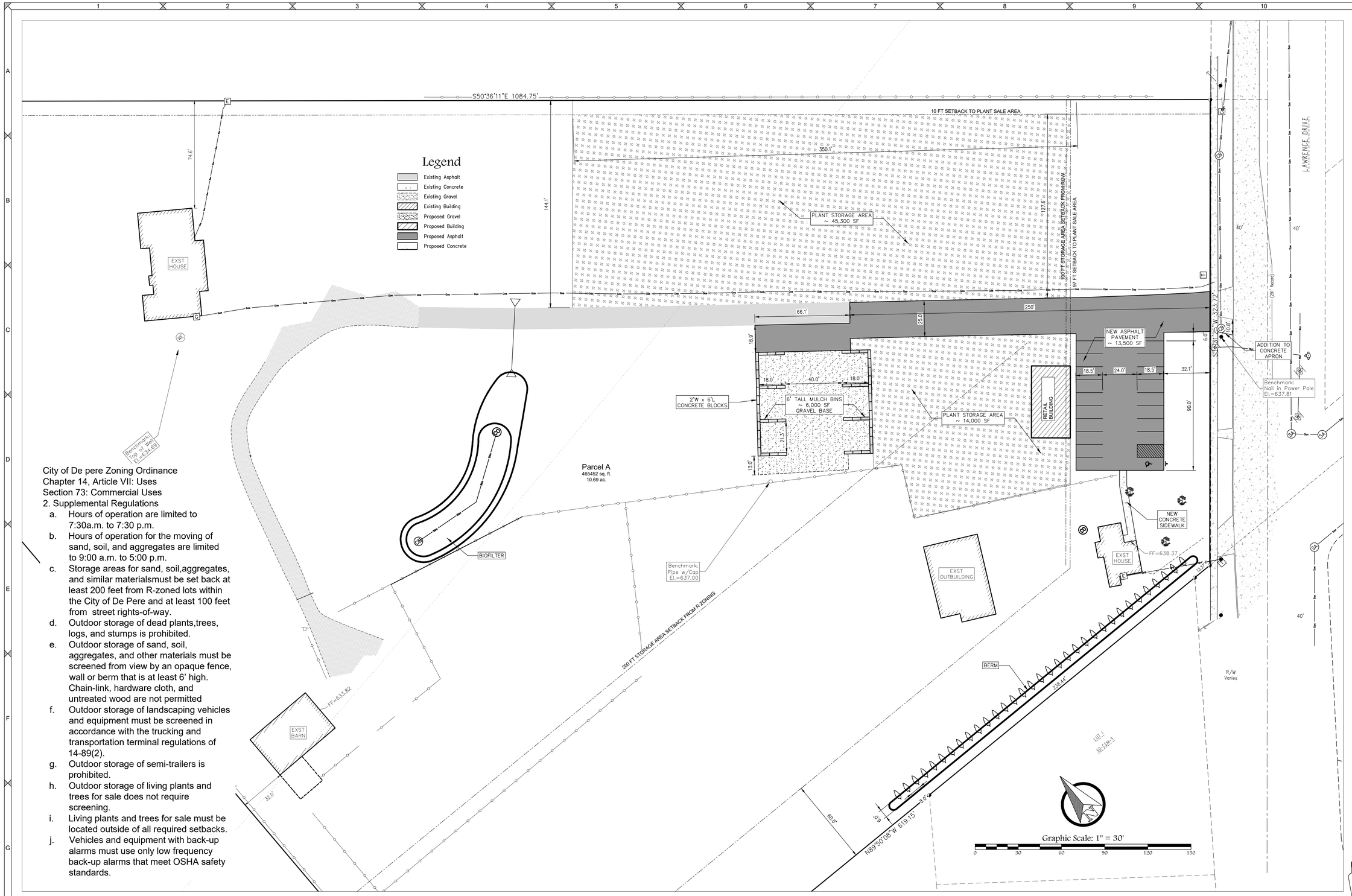
Green Bay Nursery Demolition Plan

File: 240171 Eng 042324.dwg

PROJECT NO. 240171

SHEET NO. C3.0

DRAWING NO. S-3886



City of De pere Zoning Ordinance
Chapter 14, Article VII: Uses
Section 73: Commercial Uses
2. Supplemental Regulations

a. Hours of operation are limited to 7:30a.m. to 7:30 p.m.
b. Hours of operation for the moving of sand, soil, and aggregates are limited to 9:00 a.m. to 5:00 p.m.
c. Storage areas for sand, soil,aggregates, and similar materialsmust be set back at least 200 feet from R-zoned lots within the City of De Pere and at least 100 feet from street rights-of-way.
d. Outdoor storage of dead plants,trees, logs, and stumps is prohibited.
e. Outdoor storage of sand, soil, aggregates, and other materials must be screened from view by an opaque fence, wall or berm that is at least 6' high. Chain-link, hardware cloth, and untreated wood are not permitted
f. Outdoor storage of landscaping vehicles and equipment must be screened in accordance with the trucking and transportation terminal regulations of 14-89(2).
g. Outdoor storage of semi-trailers is prohibited.
h. Outdoor storage of living plants and trees for sale does not require screening.
i. Living plants and trees for sale must be located outside of all required setbacks.
j. Vehicles and equipment with back-up alarms must use only low frequency back-up alarms that meet OSHA safety standards.

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DATA FILE 240171.txt
DATE 06/03/2024

Number	Date	Comments
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-	-	-
-	-	-
-	-	-
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Green Bay Nursery
Site Layout Plan

File: 240171 Eng 042324.dwg

PROJECT NO. 240171
SHEET NO. C4.0
DRAWING NO. S-3886

Legend

- Existing Asphalt
- Existing Concrete
- Existing Gravel
- Existing Building
- Proposed Gravel
- Proposed Building
- Proposed Asphalt
- Proposed Concrete
- Grading Limits
- Proposed Contour
- Existing Contour
- Silt Fence
- Ditch Check
- ×174.88 Proposed Ground Elevation
- 2.33% Drainage Arrow

S50°36'11"E 1084.75'

10 FT SETBACK TO PLANT SALE AREA

97 FT STORAGE AREA SETBACK FROM ROW

200 FT STORAGE AREA SETBACK FROM R-ZONING

LAWRENCE DRIVE

EXST HOUSE

CMP 1.0'x1.5' FL=632.20

MATCH EXISTING ASPHALT

GRAVEL BASE FROM EXISTING DRIVEWAY TO REMAIN.

UNDISTURBED PLANT STORAGE AREA

MATCH EXISTING SIDEWALK

STM CB Rim=636.67 12" PVC FL=632.57

Benchmark: Nail in Power Pole El.=637.81

EXISTING CULVERT TO REMAIN

CMP 1.0'x1.5' FL=631.53

BIOFILTER GRADING LIMITS.

6" PVC CLEANOUT RIM 632.50 IE 630.00

Parcel A
469452 sq. ft.
10.69 ac.

6" DRAINTILE

CORD OFF BIOFILTER DURING CONSTRUCTION TO AVOID COMPACTION.

SILT LOG (TYP.)

CMP 1.1'x1.85' FL=629.92

10" OUTLET STRUCTURE RIM 632.50 IE 630.00

CMP 1.1'x1.85' FL=630.11

Benchmark: Top of Hub El.=634.69

FENCE TO REMAIN

Benchmark: Pipe w/Cap El.=637.00

GRADING LIMITS.

RETAIL BUILDING

EXST OUTBUILDING

EXST HOUSE FF=638.37

EXST BARN FF=633.82

GRADING LIMITS.

6' WIDE X 4' HIGH BERM WITH JUNIPERS @ 8' SPACING

SILT FENCE (TYP.)

N0°45'06"W 936.50'

N89°50'08"W 619.15'

UNPLATTED LANDS

LOT 1 SS-CSM-1

R/W Varies

Graphic Scale: 1" = 30'
0 30 60 90 120 150

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DATA FILE 240171.txt

DATE 06/03/2024

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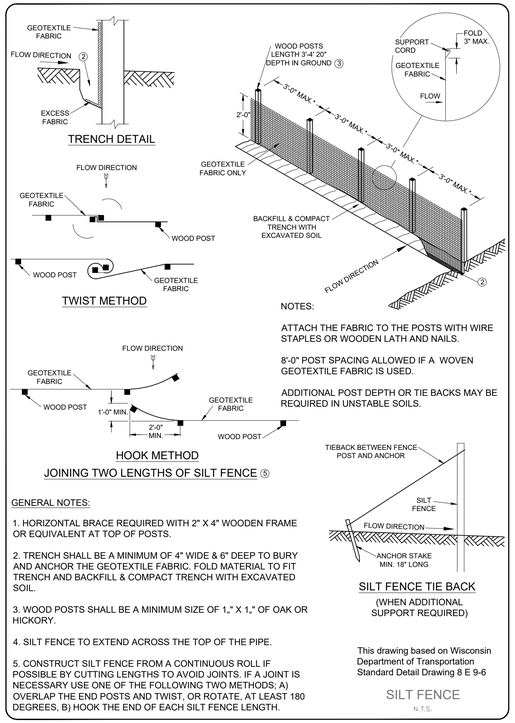
Green Bay Nursery
Grading and Erosion Control Plan

File: 240171 Eng 042324.dwg

PROJECT NO. 240171

SHEET NO. C5.0

DRAWING NO. S-3886



GENERAL NOTES:

1. HORIZONTAL BRACE REQUIRED WITH 2" X 4" WOODEN FRAME OR EQUIVALENT AT TOP OF POSTS.

2. TRENCH SHALL BE A MINIMUM OF 4" WIDE & 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC. FOLD MATERIAL TO FIT TRENCH AND BACKFILL & COMPACT TRENCH WITH EXCAVATED SOIL.

3. WOOD POSTS SHALL BE A MINIMUM SIZE OF 1„ X 1„ OF OAK OR HICKORY.

4. SILT FENCE TO EXTEND ACROSS THE TOP OF THE PIPE.

5. CONSTRUCT SILT FENCE FROM A CONTINUOUS ROLL IF POSSIBLE BY CUTTING LENGTHS TO AVOID JOINTS. IF A JOINT IS NECESSARY USE ONE OF THE FOLLOWING TWO METHODS; A) OVERLAP THE END POSTS AND TWIST, OR ROTATE, AT LEAST 180 DEGREES, B) HOOK THE END OF EACH SILT FENCE LENGTH.

NOTES:

ATTACH THE FABRIC TO THE POSTS WITH WIRE STAPLES OR WOODEN LATH AND NAILS.

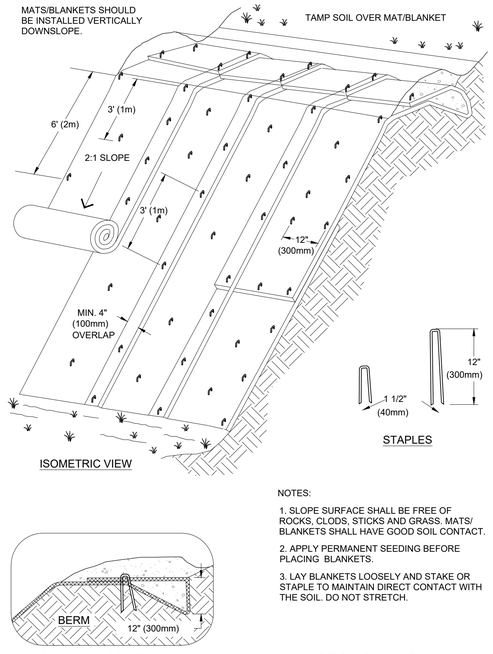
8'-0" POST SPACING ALLOWED IF A WOVEN GEOTEXTILE FABRIC IS USED.

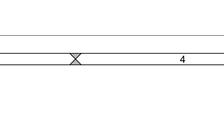
ADDITIONAL POST DEPTH OR TIE BACKS MAY BE REQUIRED IN UNSTABLE SOILS.

SILT FENCE TIE BACK
(WHEN ADDITIONAL SUPPORT REQUIRED)

This drawing based on Wisconsin Department of Transportation Standard Detail Drawing 8 E 9-6

SILT FENCE
N.T.S.





TYPICAL SLOPE SOIL STABLIZATION

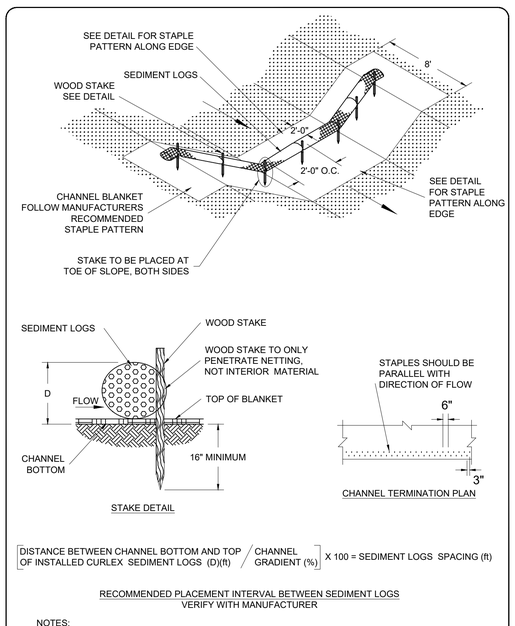
NOTES:

1. SLOPE SURFACE SHALL BE FREE OF ROCKS, CLODS, STICKS AND GRASS. MATS/ BLANKETS SHALL HAVE GOOD SOIL CONTACT.

2. APPLY PERMANENT SEEDING BEFORE PLACING BLANKETS.

3. LAY BLANKETS LOOSELY AND STAKE OR STAPLE TO MAINTAIN DIRECT CONTACT WITH THE SOIL. DO NOT STRETCH.

EROSION CONTROL MAT FOR SLOPE INSTALLATION
N.T.S.



STAKE DETAIL

CHANNEL TERMINATION PLAN

[DISTANCE BETWEEN CHANNEL BOTTOM AND TOP OF INSTALLED CURLEX SEDIMENT LOGS (D)(ft) / CHANNEL GRADIENT (%)] X 100 = SEDIMENT LOGS SPACING (ft)

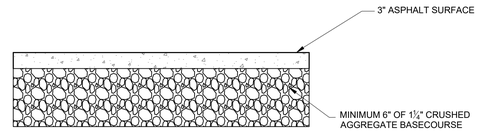
RECOMMENDED PLACEMENT INTERVAL BETWEEN SEDIMENT LOGS
VERIFY WITH MANUFACTURER

NOTES:

1 1/8 " X 1 1/8" X 30" WOODEN STAKES ARE RECOMMENDED FOR 6", 9", AND 12" SEDIMENT LOGS.

1 1/8 " X 1 1/8" X 48" WOODEN STAKES ARE RECOMMENDED 20" SEDIMENT LOGS

SEDIMENT LOG DITCH CHECK
N.T.S.

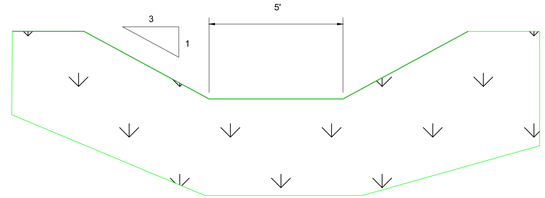


TYPICAL PAVEMENT SECTION

NOTES:

1) ASPHALT PAVEMENT CONSTRUCTION SHALL BE IN ACCORDANCE WITH WISDOT FDM.

PAVEMENT SECTIONS
N.T.S.



OVERFLOW WEIR
N.T.S.

DESIGNED BY TTW

DATA FILE 240171.txt

DATE 06/03/2024

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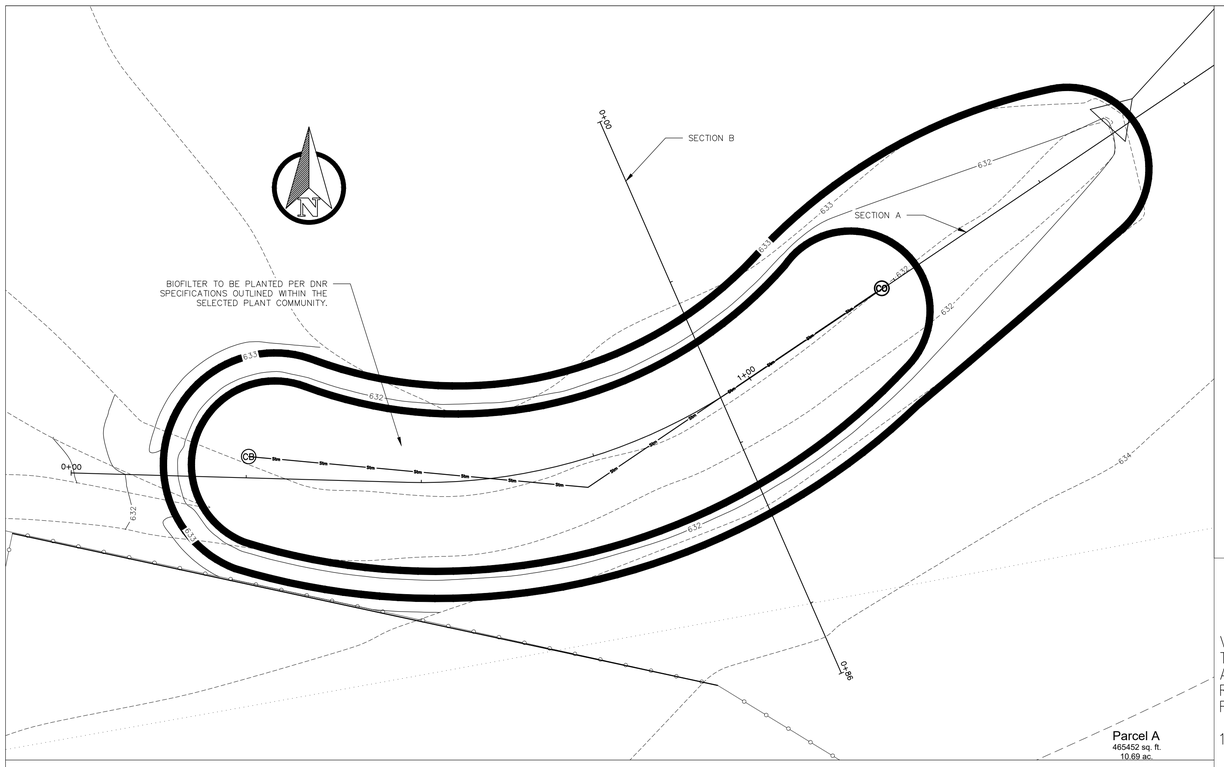
Green Bay Nursery Construction Details

File: 240171 Eng 042324.dwg

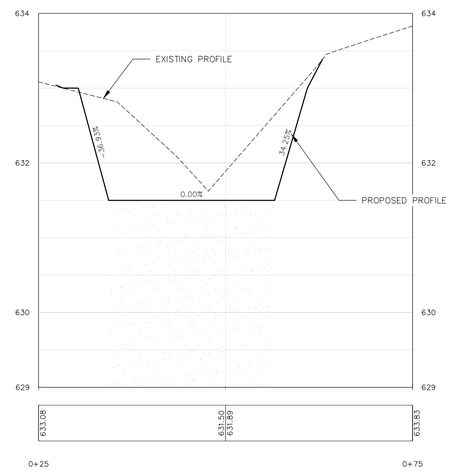
PROJECT NO. 240171

SHEET NO. C6.1

DRAWING NO. S-3886

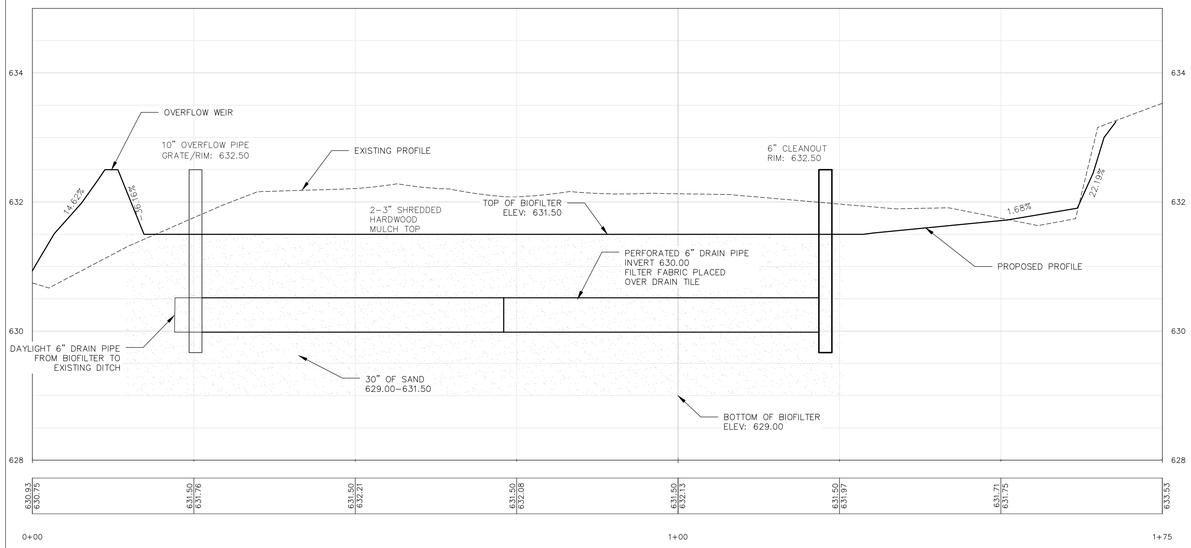


PROFILE VIEW OF B



BIOFILTER DETAILS		
ELEVATION	AREAS (SF)	MATERIAL
631.50	2240	SAND 629.00–631.50
631.83	2440	MULCH 631.50–631.83
633.00	4450	
634.00	7500	

PROFILE VIEW OF A



BIORETENTION FOR INFILTRATION (1004)

V.B.12. CONSTRUCTION SEQUENCING AND OVERSIGHT– A PERSON TRAINED AND EXPERIENCED IN THE CONSTRUCTION, OPERATION AND MAINTENANCE OF INFILTRATION DEVICES SHALL BE RESPONSIBLE FOR THE CONSTRUCTION OF THE DEVICE. THE FOLLOWING APPLY:

1. CONSTRUCTION SITE STABILIZATION– CONSTRUCTION SITE RUNOFF FROM THE DISTURBED AREAS SHALL NOT BE ALLOWED TO ENTER THE BIORETENTION DEVICE. RUNOFF FROM PERVIOUS AREAS SHALL BE DIVERTED FROM THE DEVICE UNTIL THE PERVIOUS AREAS HAVE UNDERGONE FINAL STABILIZATION.
2. SUITABLE WEATHER–CONSTRUCTION SHALL BE SUSPENDED DURING PERIODS OF RAINFALL OR SNOWMELT. CONSTRUCTION SHALL REMAIN SUSPENDED IF PONDING WATER IS PRESENT OR IF RESIDUAL SOIL MOISTURE CONTRIBUTES SIGNIFICANTLY TO THE POTENTIAL FOR SOIL SMEARING, CLUMPING OR OTHER FORMS OF COMPACTION.
3. COMPACTION AVOIDANCE– COMPACTION AND SMEARING OF THE SOIL BENEATH THE FLOOR AND SIDE SLOPS OF THE BIORETENTION AREA, AND COMPACTION OF THE SOILS USED FOR BACKFILLING IN THE SOIL PLANTING BED, SHALL BE MINIMUZED. DURING SITE DEVELOPMENT, THE AREA DEDICATED TO THE BIORETENTION DEVICE SHALL BE CORDONED OFF TO PREVENT ACCESS BY HEAVY EQUIPMENT. ACCEPTABLE EQUIPMENT FOR CONSTRUCTING THE BIORETENTION DEVICE INCLUDES EXCAVATION HOES, LIGHT EQUIPMENT WITH TURF TYPE TIRES, MARSH
4. COMPACTION REMEDIATION–IF COMPACTION OCCURS AT THE BASE OF THE BIORETENTION DEVICE, THE SOIL SHALL BE REFRACTURED TO A DEPTH OF AT LEAST 12 INCHES. IF SMEARING OCCURS, THE SMEARED AREA OF THE INTERFACE SHALL BE CORRECTED BY RAKING OR ROTO–TILLING.
5. PLACEMENT AND SETTLING OF ENGINEERED SOILS–THE FOLLOWING APPLY:

A. PRIOR TO PLACEMENT IN THE BIORETENTION DEVICE, THE ENGINEERED SOILS SHALL BE PRE–MIXED AND THE MOISTURE CONTENT SHALL BE LOW ENOUGH TO PREVENT CLUMPING AND COMPACTION DURING PLACEMENT.

B. THE ENGINEERED SOIL SHALL BE PLACED IN MULTIPLE LIFTS, EACH APPROXIMATELY 12 INCHES IN DEPTH.

C. STEPS MAY BE TAKEN TO INDUCE MILD SETTLING OF THE ENGINEERED SOIL BED AS NEEDED TO PREPARE A STABLE PLANTING MEDIUM AND TO STABILIZE THE PONDING DEPTH. VIBRATING PLATE–STYLE COMPACTORS SHALL NOT BE USED TO INDUCE SETTLING

6. PLANTING–THE ENTIRE SOIL PLANTING BED SHALL BE MULCHED PRIOR TO PLANTING VEGETATION TO HELP PREVENT COMPACTION OF THE PLANTING SOIL DURING THE PLANTING PROCESS. MULCH SHALL BE PUSHED ASIDE FOR THE PLACEMENT OF EACH PLANT.

TECHNICAL STANDARD 1004.V.B.6.D.(2)

6. ENGINEERED SOIL PLANTING BED

d. ENGINEERED SOIL COMPOSITION– THE SOIL SHALL BE ENGINEERED TO THE FOLLOWING SPECIFICATIONS:

(2) THE SAND SHALL MEET ONE OF THE FOLLOWING GRADATION REQUIREMENTS:

USDA Coarse SAND (0.2–.04 INCHES)

ASTM C33 (FINE AGGREGATE CONCRETE SAND)

WISCONSIN STANDARDS AND SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION SECTION 501.2.5.3.4. (FINE AGGREGATE CONCRETE SAND) 2005 EDITION, OR AN EQUIVALENT AS APPROVED BY THE ADMINISTERING AUTHORITY.

THE PREFERRED SAND COMPONENT CONSISTS OF MOSTLY SiO_2, BUT SAND CONSISTING OF DOLOMITE OR CALCIUM CARBONATE MAY ALSO BE USED. MANUFACTURED SAND OR STONE DUST IS NOT ALLOWED. THE SAND SHALL BE WASHED AND DRAINED TO REMOVE CLAY AND SILT PARTICLES PRIOR TO MIXING.

TECHNICAL STANDARD 1044.V.B.6.D.(3)

(3) THE COMPOST COMPONENT SHALL MEET THE REQUIREMENTS OF WISCONSIN DEPARTMENT OF NATURAL RESOURCES SPECIFICATION S100, COMPOST.

DESIGNED BY TTW

DATA FILE 240171.txt

DATE 06/03/2024

Number	Date	Comments
-	-	-
-	-	-
-	-	-
-	-	-
-	-	-

vierbicher
planners | engineers | advisors

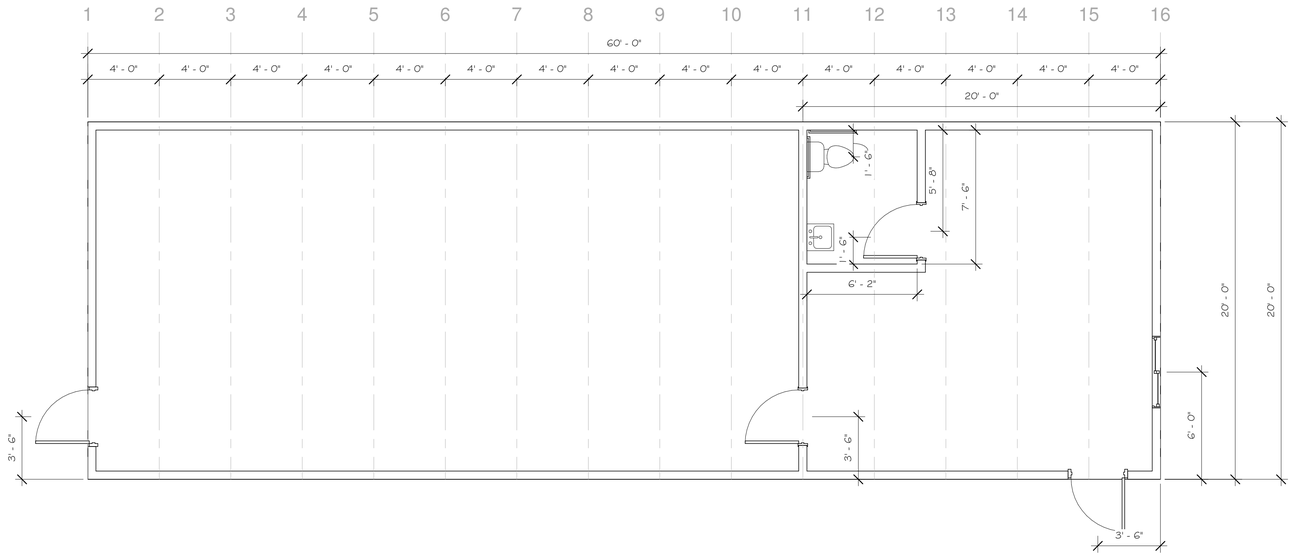
Green Bay Nursery
Biofilter Details

File: 240171 Eng 042324.dwg

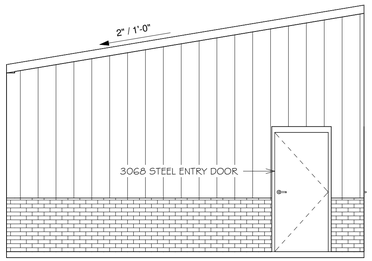
PROJECT NO. 240171

SHEET NO. C6.0

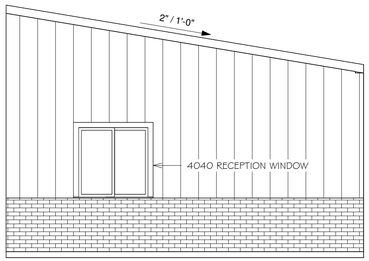
DRAWING NO. S-3886



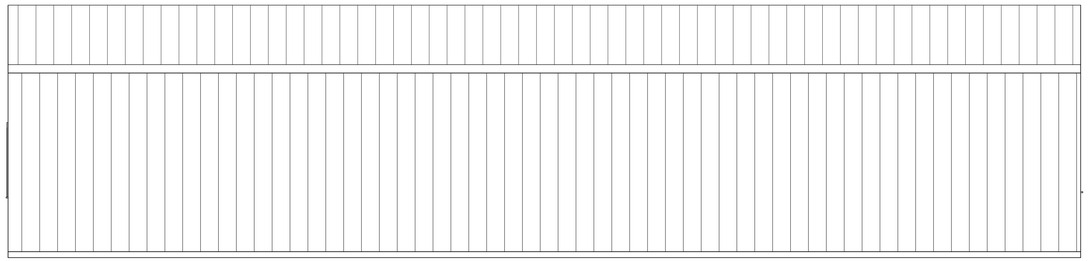
1 Building Plan
1/4" = 1'-0"



4 West
1/4" = 1'-0"



3 East
1/4" = 1'-0"



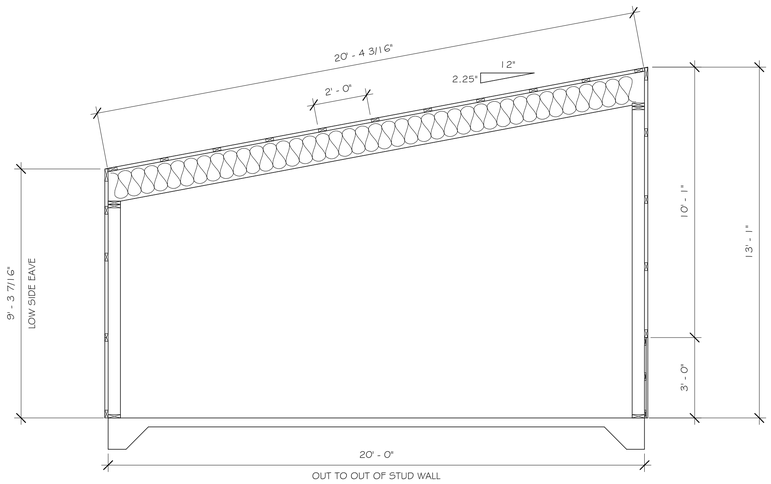
5 North
1/4" = 1'-0"

PRELIMINARY PLAN

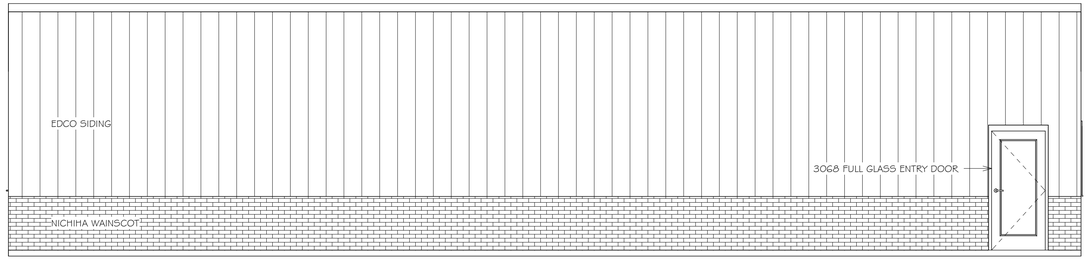
[redacted]

NOT FOR CONSTRUCTION

OWNER/ SALESMAN SIGNATURE
OWNER:_____
SALESMAN:_____
DATE:_____



2 CROSS SECTION
3/8" = 1'-0"



6 South
1/4" = 1'-0"

DRAWN BY: CJN	REVISED ON: - AMC	NAME: BGN GREENHOUSE	ADDITIONAL NOTES:	THIS DRAWING WAS MADE EXCLUSIVELY FOR THE PARTY NAMED IN THE TITLE BLOCK. IT REMAINS THE PROPERTY OF FOREST CONSTRUCTION CO., INC. AND MAY NOT BE REPRODUCED OR COPIED IN WHOLE OR IN PART BY ANY METHOD WITHOUT THE EXPRESSED WRITTEN CONSENT OF FOREST CONSTRUCTION CO., INC.	FOREST CONSTRUCTION CO., INC. 106 PRAIRIE LANE PO BOX 350 LUXEMBURG, WI 54217 TOLL FREE: 800-242-8085 OFFICE: 920-845-2302 FAX: 920-845-5002 EMAIL: INFO@FORESTBUILDINGS.COM WEB: WWW.FORESTBUILDINGS.COM	A2
DATE: 3/20/2024	REVISED ON:	PROJECT LOCATION: DE PERE, WI				
SCALE: As indicated	REVISED ON:	SHEET DESCRIPTION: Floor Plan - Elevations & Details				

2108 LAWRENCE DR Location Map

City of De Pere

0 0.0175 0.035 0.07 0.105 0.14 0.175 Miles

N

S

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

File Path: X:\GIS\Administration\Planning\Economic Development\3. Development Projects\Park_East Industrial\6. Development Projects\Valley Cabinet

Data Source

2997741
CHERYL BERKEN
BROWN COUNTY
REGISTER OF DEEDS
GREEN BAY, WI
RECORDED ON
03/14/2022 02:19 PM
REC FEE: 30.00
TRANS FEE: 4,305.00
EXEMPT #

PAGES: 6
The above recording information verifies that this document has been electronically recorded and returned to the submitter

Document Number

State Bar of Wisconsin Form 11-2003
LAND CONTRACT
(TO BE USED FOR NON-CONSUMER ACT TRANSACTIONS)

Document Name

CONTRACT, by and between Paul H. Bougie and Susan L. Bougie, Trustees of the Paul H. Bougie and Susan L. Bougie Revocable Trust ("Vendor," whether one or more), and Crosspoint Church Inc ("Purchaser," whether one or more). Vendor sells and agrees to convey to Purchaser, upon the prompt and full performance of this Contract by Purchaser, the following real estate, together with the rents, profits, fixtures and other appurtenant interests ("Property"), in Brown County, State of Wisconsin:

See legal description set forth on attached Exhibit "A."

2108 & 2118 Lawrence Dr, De Pere WI 54115

Recording Area

Name and Return Address
Attorney Cynthia Caine Treleven
Menn Law Firm, Ltd.
480 Pilgrim Way, Suite 1200
Green Bay, WI 54304

12926-71

WD-L281-1
Parcel Identification Number (PIN)

This is (is) (is not) homestead property.

This is not (is) (is not) a purchase money mortgage.

Purchaser agrees to purchase the Property and to pay to Vendor at 2108 Lawrence Dr., De Pere, WI 54115 the sum of $ 1,435,000 in the following manner:

(a) $ 10,000 + $40,000 at the execution of this Contract; and

(b) the balance of $ 1,385,000, together with interest from the date hereof on the balance outstanding from time to time at the rate of 1.00 % per annum until paid in full as follows:

(c) $200,000 plus accrued interest on May 31, 2022;

(d) $200,000 plus accrued interest on August 31, 2022 or sooner if mutually agreed by Purchaser and Vendor;

provided the entire outstanding balance shall be paid in full on or before February 28, 2023 ("Maturity Date"). Payments shall be applied first to interest on the unpaid balance at the rate specified and then to principal.

CHOOSE ONE OF THE FOLLOWING OPTIONS: IF NO OPTION IS CHOSEN, OPTION A SHALL APPLY:

☒ A. Any amount may be prepaid without premium or fee upon principal at any time.

☐ B. Any amount may be prepaid without premium or fee upon principal at any time after _____.

☐ C. There may be no prepayment of principal without written permission of Vendor.

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CHOOSE ONE OF THE FOLLOWING OPTIONS; IF NEITHER IS CHOSEN, OPTION A SHALL APPLY:

☐ A. Any prepayment shall be applied to principal in the inverse order of maturity and shall not delay the due dates or change the amount of the remaining payments until the unpaid balance of principal and interest is paid in full.

☐ B. In the event of any prepayment, this Contract shall not be treated as in default with respect to payment so long as the unpaid balance of principal and interest (and in such case accruing interest from month to month shall be treated as unpaid principal) is less than the amount that said indebtedness would have been had the monthly payments been made as specified above; provided that monthly payments shall continue in the event of credit of any proceeds of insurance or condemnation, the condemned premises being thereafter excluded from this Contract.

~~Purchaser shall pay prior to delinquency all taxes and assessments levied on the Property at the time of the execution of this Contract and thereafter, and deliver to Vendor on demand receipts showing such payment.~~

Purchaser shall keep the improvements on the Property insured against loss or damage occasioned by fire, extended coverage perils and such other hazards as Vendor may require, without co-insurance, through insurers approved by Vendor, in the amount of the full replacement value of the improvements on the Property. Purchaser shall pay the insurance premiums when due. The policies shall contain the standard clause in favor of Vendor's interest, and evidence of such policies covering the Property shall be provided to Vendor. Purchaser shall promptly give notice of loss to insurance companies and Vendor. Unless Purchaser and Vendor otherwise agree in writing, insurance proceeds shall be applied to restoration or repair of the Property damaged, provided Vendor deems the restoration or repair to be economically feasible.

☐ **Purchaser is required to pay Vendor amounts sufficient to pay reasonably anticipated taxes, assessments, and insurance premiums as part of Purchaser's regular payments [CHECK BOX AT LEFT IF APPLICABLE].**

Purchaser shall not commit waste nor allow waste to be committed on the Property, keep the Property in good tenantable condition and repair, and free from liens superior to the lien of this Contract, and comply with all laws, ordinances and regulations affecting the Property. If a repair required of Purchaser relates to an insured casualty, Purchaser shall not be responsible for performing such repair if Vendor does not make available to Purchaser the insurance proceeds therefor.

Vendor agrees that if the purchase price with interest is fully paid and all conditions fully performed as specified herein, Vendor will execute and deliver to Purchaser a ~~Warranty~~*Deed in fee simple of the Property, free and clear of all liens and encumbrances, except those created by the act or default of Purchaser, and: none. * Trustee's

CHOOSE ONE OF THE FOLLOWING OPTIONS; IF NO OPTION IS CHOSEN, OPTION A SHALL APPLY:

☒ A. Purchaser states that Purchaser is satisfied with the title as shown by the title evidence submitted to Purchaser for examination, at the time of execution of this Contract.

☐ B. Purchaser states that the following exceptions set forth in the title evidence submitted to Purchaser for examination, at the time of execution of this Contract, are unsatisfactory to Purchaser:_____

_____

_____

☐ C. No title evidence was provided prior to execution of this Contract.

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BROWN COUNTY REGISTER OF DEEDS DOC #2997741 PG 2

CHOOSE ONE OF THE FOLLOWING OPTIONS; IF NEITHER IS CHOSEN, OPTION A SHALL APPLY:

☐ A. Purchaser agrees to pay the cost of future title evidence.

☒ B. Vendor agrees to pay the cost of future title evidence.

Purchaser shall be entitled to take possession of the Property on the full execution of this Contract.

Time is of the essence as to all provisions hereunder.

Purchaser agrees that in the event of a default in the payment of principal or interest which continues for a period of 30 days following the due date or a default in performance of any other obligation of Purchaser which continues for a period of 30 days following written notice thereof by Vendor (delivered personally or mailed by certified mail), the entire outstanding balance under this contract shall become immediately due and payable at Vendor's option ~~and without notice (which Purchaser hereby waives),~~ and Vendor may singly, alternatively or in combination: (i) terminate this Contract and either recover the Property through strict foreclosure or have the Property sold by foreclosure sale; in either event, with a period of redemption, in the court's discretion, to be conditioned on full payment of the entire outstanding balance, with interest thereon from the date of default and other amounts due hereunder (failing which all amounts previously paid by Purchaser shall be forfeited as liquidated damages for failure to fulfill this Contract and as rental for the Property); (ii) sue for specific performance of this Contract; (iii) sue for the unpaid purchase price or any portion thereof; (iv) declare this Contract at an end and remove this Contract as a cloud on title in a quiet-title action if the equitable interest of Purchaser is insignificant; (v) have Purchaser ejected from possession of the Property and have a receiver appointed to collect any rents, issues or profits; or (vi) pursue any other remedy available in law or equity. An election of any of the foregoing remedies shall only be binding on Vendor if and when pursued in litigation. All costs and expenses including reasonable attorney fees of Vendor incurred to pursue any remedy hereunder to the extent not prohibited by law and expenses of title evidence shall be paid by Purchaser and included in any judgment. The parties agree that Vendor shall have the options set forth in this paragraph available to exercise in Vendor's sole discretion.

Following any default in payment, interest shall accrue at the rate of 5.0 % per annum on the entire amount in default (which shall include, without limitation, delinquent interest and, upon acceleration or maturity, the entire principal balance).

Vendor may waive any default without waiving any other subsequent or prior default of Purchaser.

~~Purchaser may not transfer, sell or convey any legal or equitable interest in the Property, including but not limited to a lease for a term greater than one year, without the prior written consent of Vendor unless the outstanding balance payable under this Contract is paid in full. In the event of any such transfer, sale or conveyance without Vendor's written consent, the entire outstanding balance payable under this Contract shall become immediately due and payable in full at Vendor's option without notice.~~

~~Vendor may mortgage the Property, including the continuation of any mortgage in force on the date of this Contract, provided Vendor shall make timely payment of all amounts due under any mortgage, and the total due under such mortgages shall not at any time exceed the then remaining principal balance under this Contract. If Vendor defaults under such mortgages and Purchaser is not in default hereunder, Purchaser may make payments directly to Vendor's mortgagee and such payments will be credited as payments hereunder.~~

All terms of this Contract shall be binding upon and inure to the benefit of the heirs, legal representatives, successors and assigns of Vendor and Purchaser.

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BROWN COUNTY REGISTER OF DEEDS DOC #2997741 PG 3

The additional provisions on Addendum A, attached hereto are incorporated herein by reference.

Dated February 28, 2022.

VENDOR:

Paul H Bougie (SEAL)
* Paul H. Bougie, Trustee

Susan L. Bougie (SEAL)
* Susan L. Bougie, Trustee

PURCHASER:
Crosspoint Church Inc.

Jerry Lewin (SEAL)
* Jerry Lewin, President

(SEAL)
*

AUTHENTICATION

Signature(s) _____
_____
authenticated on _____.

_____
*
TITLE: MEMBER STATE BAR OF WISCONSIN
(If not, _____
authorized by Wis. Stat. § 706.06)

THIS INSTRUMENT DRAFTED BY:
Attorney Cynthia Caine Treleven
Menn Law Firm, Ltd.

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
Brown COUNTY)

Personally came before me on 2-28-2022,
the above-named Paul H. Bougie, Susan L. Bougie and Jerry Lewin
to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

Pamela A. Guns
Pamela A. Guns
Notary Public, State of Wisconsin
My Commission (is permanent) (expires: 9-28-2024)

PAMELA A. GUNS NOTARY PUBLIC STATE OF WISCONSIN

(Signatures may be authenticated or acknowledged. Both are not necessary.)

NOTE: THIS IS A STANDARD FORM. ANY MODIFICATIONS TO THIS FORM SHOULD BE CLEARLY IDENTIFIED.

LAND CONTRACT **STATE BAR OF WISCONSIN** **FORM NO. 11-2003**

* Type name below signatures.

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ADDENDUM A

To Land Contract
Vendor: Bougie, Paul H. and Susan L. Revocable Trust
Purchaser: Crosspoint Church Inc.

Notwithstanding anything in the Land Contract to the contrary, so long as Purchaser has made all payments of principal and interest as of February 27, 2023, and Purchaser makes an additional principal payment of Five Hundred Thousand Dollars ($500,000) on or before February 28, 2023, (for total principal payments in the amount of $950,000), then Purchaser has the option to extend the Maturity Date by approximately ten (10) months to December 27, 2023; provided, however monthly payments of principal and interest at five percent (5%) per annum amortized over twenty (20) years shall be due commencing March 31, 2023, and the entire outstanding balance shall be paid in full on or before December 27, 2023.

BROWN COUNTY REGISTER OF DEEDS DOC #2997741 PG 5

EXHIBIT "A"

Legal Description

Part of the Southwest Quarter of the Southeast Quarter (SW ¼ of SE ¼) in Section Thirty-one (31), Township Twenty-three (23) North, Range Twenty (20) East, in the City of De Pere, West side of Fox River, Brown County, Wisconsin described as follows:

Commencing at the South quarter corner of said Section 31; thence East along the South line of said Section 31 a distance of 672.3 feet to the centerline of highway; thence North 39 deg. 32 min. East along the centerline of highway 291.0 feet; thence North 50 deg. 28 min. West 1119.5 feet to the West line of the said SW ¼ of the SE ¼; thence Southerly along the West line of said SW ¼ of the SE ¼, 936.5 feet to the point of beginning, except Parcel 7 of Transportation Project Plat No. 05-216-15-06.2 recorded in Vol. 1 of Transportation Plats, Page 155 as Doc. No. 2687739.

BROWN COUNTY REGISTER OF DEEDS DOC #2997741 PG 6

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**June 11, 2024**
DEPARTMENT:	**Finance Department**
FROM:	**Pamela Manley**
SUBJECT:	**Consideration and Possible Action on 2024-2025 Property Tax Bill Preparation Agreement with Brown County.***

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:

- 23 City of De Pere-Brown County Property Tax Bill Agreement 2024-2025 (PDF)

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 Finance/Personnel Committee Action

MEETING DATE:	**June 11, 2024**
DEPARTMENT:	**Finance Department**
FROM:	**Pamela Manley**
SUBJECT:	**Consideration and Possible Action on an Agreement with Finance System of Green Bay, Inc.***

ATTACHMENTS:

- Finance Systems of Green Bay Inc_ (PDF)
- City of Depere contract (PDF)
- City of Depere Security_ (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: **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 Finance/Personnel Committee Action

MEETING DATE:	**June 11, 2024**
DEPARTMENT:	**Finance Department**
FROM:	**Pamela Manley**
SUBJECT:	**Consideration and Possible Action on increasing the Donation acceptance threshold requiring Committee and Council approval.***

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 Finance/Personnel Committee Action

MEETING DATE:	**June 11, 2024**
DEPARTMENT:	**Finance Department**
FROM:	**Pamela Manley**
SUBJECT:	**Consideration and Possible Action on approval of Preliminary 2024 Borrowing.***

ATTACHMENTS:

- 2024 Preliminary Borrowing Memo (PDF)
- 2024 Capital Projects for Borrowing-6.5.24 (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: **Preliminary Approval of 2024 Borrowing Items**

I have attached the project list for the development of an initial resolution to authorize the 2024 borrowing. The projected borrowing is in the form of ten-year general obligation notes including $5,744,734 for non-TID equipment and projects and $1,797,440 for various TID items. The 10 Year Note and Notes – TIF columns have been confirmed/adjusted by each department. The City's borrowing consulting firm of RW Baird will review the list and provide their recommendations regarding note or bond sizing and repayment terms.

Pending Finance Committee approval, parameter resolutions for these projects will go to Finance on July 9th and City Council July 16th for preliminary approval. The notes would be tentatively sold the week of August 26th. Proceeds would then be projected to be available to the City by September 2024.

City of De Pere, Wisconsin		Borrowing Request		
Projects	**Total Project Cost**	**10 Year Note**	**Bonds - TID**	**Balance**
General Government				
City Hall - Replace 2nd floor City Hall Carpeting	100,000	100,000		0
City Hall - Install HVAC Return Air Transfer Grates and Ductwork	10,800	10,800		0
Total General Government	**110,800**	**110,800**	**0**	**0**
Public Safety				
Police - Replace Garage Furnace	1,500	1,500		0
Police - Replace Rooftop HVAC Unit	14,000	14,000		0
Police - Replace Patrol Officer Vehicles (4 SUV Hybrids)	174,401	174,401		0
Police - Replace Administrative Vehicle	90,000	57,000		33,000
Police - Replace Rear Entry, Stairwell and Basement Flooring	20,000	20,000		0
Police - Replace Motorcycle	18,300	18,300		0
Police - Replace K-9 Patrol Squad	62,000	62,000		0
Police - Truck & Accessories for Community Service Officers	48,300	48,300		0
Police - Year 3 Vehicle Lease Payment (4 Ford SUV Explorers)	81,154	81,154		0
Police - Year 2 Vehicle Lease Payment (2 Administrative Vehicles)	29,093	29,093		0
Fire - Replace PPE	50,000	50,000		0
Fire - Portable and Mobile Radios	26,000	26,000		0
Fire - Replace 2017 Ambulance	175,000	175,000		0
Fire - Replace Station #2 Furnace	57,500	57,500		0
Fire - Station #2 Storage Building	150,000	150,000		0
Fire - Station Alerting System	95,000	70,000		25,000
Building Inspection - Replace Truck	37,000	37,000		0
Total Public Safety	**1,129,248**	**1,071,248**	**0**	**58,000**
Public Works				
Engineering - Vehicle for New Staff Engineer	37,000	9,250		27,750
MSC - Replace Fuel Tanks and Fuel System (Additional)	725,000	125,000		600,000
MSC - Install New Undercarriage Wash System	45,000	24,750		20,250
MSC - Replace Equipment Pressure Washer	25,000	13,750		11,250
Building Maintenance - Trailer for Scissors Lift	17,000	17,000		0
Building Maintenance - Replace Truck #64	260,753	260,753		0
Fleet Maintenance - Replace 2001 Forklift	50,000	10,000		40,000
Snow & Ice - Replace Salt Brine Equipment	150,000	150,000		0
Snow & Ice - Replace Truck #51	62,000	62,000		0
Street Maintenance - Mastic Patcher	97,000	97,000		0
Street Lighting - Replace Decorative and Regular Street Light Poles and Fixtures	50,000	50,000		0
Traffic Lights - Repair of Traffic Signal Controls at Merrill and Broadway	40,000	40,000		0
Brush Collection - Replace Brush Chipper #111	66,500	66,500		0
Garbage/Refuse Collection - Replace Garbage Truck #88	350,000	350,000		0
Recycling - Mission Square Parking Lot Dumpster Enclosure	70,000	70,000		0
Planning - Southbridge Interchange Segment 4	80,960	80,960		0
Planning - Southbridge Interchange Segment 5	216,300	216,300		0
Planning - TID 7 Parking Utility Creation	45,000		45,000	0
Planning - TID 9 Parking Utility Creation	45,000		45,000	0
Planning - TID 17 Southbridge Interchange Segment 3	206,000		206,000	0

City of De Pere, Wisconsin		Borrowing Request		
Projects	**Total Project Cost**	**10 Year Note**	**Bonds - TID**	**Balance**
Planning - TID 17 Southbridge Interchange Segment 4	121,440		121,440	0
Planning - TID 18 Land Purchase	1,300,000		1,300,000	0
Planning - TID 18 Parking Utility Creation	80,000		80,000	0
Total Public Works	**4,139,953**	**1,643,263**	**1,797,440**	**699,250**
Parks & Recreation				
Community Center - Replace Concrete Tables & Seating on Patios	25,000	12,500		12,500
Community Center - Dumpster Enclosure	30,000	30,000		0
Community Center - Replace Lighting with LED Lighting	20,600	20,600		0
Parks & Public Lands - ADA Sidewalk & Hard Surface Replacement Program	25,000	25,000		0
Parks & Public Lands - Optimist Park Upgrades	60,000	60,000		0
Parks & Public Lands - VFW Park Basketball Court Resurfacing	30,000	30,000		0
Parks & Public Lands - Kiwanis Park Water Line Installation	30,000	30,000		0
Parks & Public Lands - Kelly Danen Park Playground Fence Installation	5,000	5,000		0
Parks & Public Lands - Optimist Scoreboard Replacement	11,250	11,250		0
Parks & Public Lands - Kelly Danen Scoreboard Replacement (2)	22,500	22,500		0
Parks & Public Lands - VFW Scoreboard Replacement	11,250	11,250		0
Parks & Public Lands - Willems Park Playground Replacement	80,000	80,000		0
Parks & Public Lands - LED Light Replacement Program	15,000	15,000		0
Boat Ramps - Kayak/Canoe Launch at Voyageur	50,000	25,563		24,437
Boat Ramps - Perkofski Boat Launch Dock Extension	21,000	10,000		11,000
Parks Equip/Veh Maintenance - Utility Vehicle Replacement (Additional Funding)	60,000	35,000		25,000
Parks Equip/Veh Maintenance - Stump Grinder Replacement	72,500	72,500		0
Parks Equip/Veh Maintenance - Dump Truck #18 Replacement	95,000	95,000		0
Parks Equip/Veh Maintenance - Van #34 Replacement	60,000	60,000		0
Parks Equip/Veh Maintenance - Single Unit Trailer Replacement	4,500	4,500		0
Parks Equip/Veh Maintenance - John Deere Tractor Loader Frame Replacement	8,000	8,000		0
Total Parks & Recreation	**736,600**	**663,663**	**0**	**72,937**
Street Management				
Crackfilling/Patching - Various	260,000	260,000		0
Sidewalks	237,400	115,000		122,400
Concrete Street Rehabilitation	470,000	470,000		0
Pulverize and Pave	350,000	350,000		0
2024 Lawrence Drive Reconstruction Design	3,048,950	726,210		2,322,740
Main Avenue and Reid Street Pavement Replacement Design	500,000	125,000		375,000
Broadway Pavement Resurface	78,200	19,550		58,650
Alley Reconstruction	190,000	190,000		0
Total Street Management	**5,134,550**	**2,255,760**	**0**	**2,878,790**
				0
TOTALS - CAPITAL PROJECTS	**$ 11,251,151**	**$ 5,744,734**	**$ 1,797,440**	**$ 3,708,977**

Total Borrowing $ 7,542,174

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**June 11, 2024**
DEPARTMENT:	**City Attorney**
FROM:	**Angela Zills**
SUBJECT:	**Consideration and Possible Action on the creation of an Ordinance regarding the refund of certain overpayments to the City of De Pere.***

ATTACHMENTS:

- Refunding Overpayments (PDF)
- Ord24-XX DRAFT-Creating Refund of Overpayments to City (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: **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.

ORDINANCE #24-XX

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.

DRAFT

(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 _____ day of _____, 2024.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee/Commission Approval: _____
Effective Date: _____

DRAFT

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**June 11, 2024**
DEPARTMENT:	**Finance Department**
FROM:	**Pamela Manley**
SUBJECT:	**Consideration and Possible Action on the City of De Pere Investment and Cash Detail, April 2024.**

ATTACHMENTS:

- 2024.4 Cash and Investments Memo 6.11.24 (PDF)
- Cash & Investments Summary April 2024 (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: **Cash and Investments Report for April 30th, 2024**

I have attached a summary of the City's Cash and Investments for your information and review as of April 30th, 2024. I have also attached last year's monthly summary of the accounts, so you can see comparable activity throughout the course of the year for all accounts. The City's investment return thru April was $451,433.29. In April the City received the 2nd Qtr transportation and connecting highway aid payments from the State for an increase in the LGIP of $374,377.96. A transfer in the amount of $54,319.10 was also made from the LGIP account to the General Checking account to cover March ARPA-related expenses. The Associated Bank Trust and Charles Schwab Investments both saw decreases in market value. The Charles Schwab Investments overall increased slightly due to interest payments received throughout the month. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

APRIL 30, 2024

CASH ACCOUNTS

CHECKING ACCOUNTS		BALANCE
CITY CHECKING	$	3,966,560.48
REAL & PPT TAX CHECKING	$	1,000.00
HEALTH CHECKING	$	1,293,115.07
DENTAL CHECKING	$	87,017.04
TOTAL CASH	**$**	**5,347,692.59**

INVESTMENTS

		BALANCE		INTERST AND APPRECIATION	ANNUALIZED RATE OF RETURN
LGIP	$	19,341,730.48	$	323,128.22	5.39%
ASSOCIATED BANK TRUST	$	5,140,481.49	$	26,108.54	1.53%
CHARLES SCHWAB INVESTMENTS	$	6,448,746.66	$	35,976.52	1.68%
MONEY MARKET	$	7,653,126.65	$	66,220.01	5.51%
TOTAL INVESTMENTS	**$**	**38,584,085.28**	**$**	**451,433.29**	

TOTAL CASH AND INVESTMENTS	**$**	**43,931,777.87**

NOTE: The City budgeted $1,400,000 for general fund revenues in the 2024 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
April 30, 2024

	31-Jan-2024	29-Feb-2024	31-Mar-2024	30-Apr-2024	31-May-2024	30-Jun-2024
CHECKING ACCOUNTS						
CITY CHECKING	8,658,164.85	6,546,435.65	4,338,133.91	3,966,560.48	-	-
REAL & PPT TAX CHECKING	15,641,771.63	6,514,236.72	1,000.00	1,000.00	-	-
HEALTH CHECKING	1,418,730.29	1,410,173.44	1,378,539.11	1,293,115.07	-	-
DENTAL CHECKING	86,128.58	87,106.05	86,124.74	87,017.04	-	-
TOTAL CASH	**$ 25,804,795.35**	**$ 14,557,951.86**	**$ 5,803,797.76**	**$ 5,347,692.59**	$ -	$ -
INVESTMENTS						
LGIP	17,866,153.79	17,658,776.95	18,936,797.56	19,341,730.48	-	-
ASSOCIATED BANK TRUST	5,132,918.84	5,127,445.37	5,145,143.67	5,140,481.49	-	-
CHARLES SCHWAB INVESTMENTS	6,446,202.84	6,430,877.60	6,439,451.41	6,448,746.66	-	-
MONEY MARKET	1,078,564.79	1,083,162.54	7,619,525.82	7,653,126.65	-	-
TOTAL INVESTMENTS	**$ 30,523,840.26**	**$ 30,300,262.46**	**$ 38,140,918.46**	**$ 38,584,085.28**	$ -	$ -
TOTAL CASH AND INVESTMENTS	**$ 56,328,635.61**	**$ 44,858,214.32**	**$ 43,944,716.22**	**$ 43,931,777.87**	$ -	$ -

	31-Jul-2024	31-Aug-2024	30-Sep-2024	31-Oct-2024	30-Nov-2024	31-Dec-2024
CHECKING ACCOUNTS						
CITY CHECKING	-	-	-	-	-	-
REAL & PPT TAX CHECKING	-	-	-	-	-	-
HEALTH CHECKING	-	-	-	-	-	-
DENTAL CHECKING	-	-	-	-	-	-
TOTAL CASH	$ -	$ -	$ -	$ -	$ -	$ -
INVESTMENTS						
LGIP	-	-	-	-	-	-
ASSOCIATED BANK TRUST	-	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	-	-	-	-	-	-
MONEY MARKET	-	-	-	-	-	-
TOTAL INVESTMENTS	$ -	$ -	$ -	$ -	$ -	$ -
TOTAL CASH AND INVESTMENTS	$ -	$ -	$ -	$ -	$ -	$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2023

	31-Jan-2023	28-Feb-2023	31-Mar-2023	30-Apr-2023	31-May-2023	30-Jun-2023
CHECKING ACCOUNTS						
CITY CHECKING	1,870,986.92	1,326,744.41	1,688,789.25	2,348,011.28	1,081,401.41	877,722.05
HEALTH CHECKING	1,755,720.84	1,709,250.66	1,582,427.99	1,540,734.47	1,564,055.37	1,493,879.79
DENTAL CHECKING	98,034.92	99,538.51	98,343.69	99,183.93	90,961.23	93,694.35
SUBTOTAL	$ 3,724,742.68	$ 3,135,533.58	$ 3,369,560.93	$ 3,987,929.68	$ 2,736,418.01	$ 2,465,296.19
TOTAL CASH	$ 3,724,742.68	$ 3,135,533.58	$ 3,369,560.93	$ 3,987,929.68	$ 2,736,418.01	$ 2,465,296.19
INVESTMENTS						
LGIP	13,692,384.53	13,740,090.86	13,803,274.90	13,209,784.55	13,396,221.04	13,459,518.13
ASSOCIATED BANK TRUST	4,906,570.44	4,873,387.33	4,941,856.39	4,951,046.34	4,947,506.81	4,935,764.03
CHARLES SCHWAB INVESTMENTS	6,196,864.06	6,164,016.10	6,208,110.42	6,256,136.34	6,248,519.28	6,241,934.54
MONEY MARKET	20,597,891.13	14,658,535.08	13,712,291.37	13,763,969.74	12,817,434.30	8,862,843.41
TOTAL INVESTMENTS	$ 45,393,710.16	$ 39,436,029.37	$ 38,665,533.08	$ 38,180,936.97	$ 37,409,681.43	$ 33,500,060.11
TOTAL CASH AND INVESTMENTS	$ 49,118,452.84	$ 42,571,562.95	$ 42,035,094.01	$ 42,168,866.65	$ 40,146,099.44	$ 35,965,356.30

	31-Jul-2023	31-Aug-2023	30-Sep-2023	31-Oct-2023	30-Nov-2023	31-Dec-2023
CHECKING ACCOUNTS						
CITY CHECKING	(405,973.19)	573,670.19	2,700,540.09	678,646.23	2,105,885.35	22,217,107.75
HEALTH CHECKING	1,469,062.21	1,550,112.01	1,597,771.65	1,497,590.13	1,454,800.95	1,461,028.52
DENTAL CHECKING	94,218.23	90,414.94	92,341.20	94,649.79	91,085.51	87,103.22
SUBTOTAL	$ 1,157,307.25	$ 2,214,197.14	$ 4,390,652.94	$ 2,270,886.15	$ 3,651,771.81	$ 23,765,239.49
TOTAL CASH	$ 1,157,307.25	$ 2,214,197.14	$ 4,390,652.94	$ 2,270,886.15	$ 3,651,771.81	$ 23,765,239.49
INVESTMENTS						
LGIP	18,467,847.24	9,825,140.33	18,467,847.24	22,265,487.00	18,472,177.10	17,410,621.92
ASSOCIATED BANK TRUST	4,943,910.06	4,963,993.01	4,966,963.40	4,982,495.53	5,038,343.27	5,084,723.76
CHARLES SCHWAB INVESTMENTS	6,266,819.25	6,281,947.66	6,291,271.13	6,322,570.93	6,361,357.81	6,412,770.14
MONEY MARKET	7,698,620.52	5,225,914.04	3,040,513.16	3,054,295.42	2,067,319.72	1,073,669.92
TOTAL INVESTMENTS	$ 37,377,197.07	$ 26,296,995.04	$ 32,766,594.93	$ 36,624,848.88	$ 31,939,197.90	$ 29,981,785.74
TOTAL CASH AND INVESTMENTS	$ 38,534,504.32	$ 28,511,192.18	$ 37,157,247.87	$ 38,895,735.03	$ 35,590,969.71	$ 53,747,025.23