



Common Council

Regular Meeting

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

Agenda

Tuesday, June 6, 2023

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Common Council** of the City of De Pere will be held on **June 6, 2023 at 7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

The public may attend the meeting either in person in the Council Chambers or electronically/telephonically. Electronic or telephonic 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](tel:18668994679)
United States: [+1 \(312\) 757-3117](tel:+13127573117)
Access Code: 154-883-285

This meeting may also be rebroadcast on TV throughout the week and available on demand at <http://deperecitywi.igm2.com/>.

I. Call to Order

1. Roll Call
2. Pledge of Allegiance to the Flag.
3. Approval of the minutes of the May 16, 2023 Common Council meeting.
4. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Common Council. §6-3(f) DPMC.
5. Recommendation from the Board of Park Commissioners to accept a \$500 donation from the De Pere Kiwanis to the Recreation Scholarship Fund.
6. Recommendation from the Board of Park Commissioners to accept a \$500 donation from De Pere Lions Club to cover Mischief & Magic Entertainment for one event of the Beer Gardens.
7. Recommendation from the Board of Park Commissioners to accept donation of planter box at Voyageur Park from the Beautification Committee valued at \$1,000.
8. Recommendation from the Board of Park Commissioners to direct 2023 Beer Garden revenue to the Nelson Pavilion project.
9. Recommendation from the Board of Park Commissioners to approve changes to financial awards for Recreation Scholarship Program.
10. Recommendation from Finance/Personnel Committee to issue a Request for Proposals (RFP) to hire a consultant to prepare a Locally Funded Revolving Loan Program with the former CDBG - Revolving Loan Fund (RLF).

11. Recommendation from Plan Commission to approve an extraterritorial 2-lot certified survey map at 1284 Mid Valley CT in the Town of Lawrence (Parcel L-206-1).
12. Recommendation from the License Committee regarding the Liquor License renewal applications for the licensing period of July 1, 2023 to June 30, 2024.
 - A. Class "A" Fermented Malt Beverage & "Class A" Intoxicating Liquor Licenses
 - B. Class "B" Fermented Malt Beverage License
 - C. Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor Licenses
13. Resolution #23-51 Authorizing Extension of Lease Agreement Between the City of De Pere and Brown County Ice Management, Inc.
14. Resolution #23-52 Authorizing Submission of Wisconsin Department of Natural Resources Recreational Boating Facilities Development/Renovation Grant Application for Perkofski Boat Launch fishing pier refurbishing.
15. Resolution #23-53 For the Purpose of Funding Affordable Housing and Improving Housing Stock in the City of De Pere.
16. Resolution #23-54 Establishing a Brownfield Property Acquisition and Remediation Program.
17. Resolution #23-55 Establishing "Experience De Pere" Business Recruitment Program.
18. Appointment to the Board of Park Commissioners by Mayor Boyd - Teen Advisor position.
19. Voucher approval.
20. Future agenda items.
21. Adjournment.

Carey Danen
City Clerk

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

Agenda Sent To:

Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Aidan LaMere
William Chizek
Rebecca Armstrong
Vicki Radue
James Kropp
Ann De Cleene

Joshua Smits
Gail Kozlovsky
Vanessa Miller
Leslie Conard
Manasanoke Chanthasena
Terrie DuBois
Tye Hartwell



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Approval of the minutes of the May 16, 2023 Common Council meeting.

ATTACHMENTS:

- 5-16-23 Common Council Minutes_Draft (PDF)



Common Council

Regular Meeting

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

Draft Minutes

Tuesday, May 16, 2023

7:30 PM

Council Chambers and Virtual

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

Attendee Name	Title	Status	Arrived
Dan Carpenter	Aldersperson	Present	
Pamela Gantz	Aldersperson	Present	
Jonathon Hansen	Aldersperson	Present	
Amy Chandik Kunding	Aldersperson	Excused	
Shana Defnet Ledvina	Aldersperson	Present	
Devin Perock	Aldersperson	Present	
John Quigley	Aldersperson	Present	
Dean Raasch	Aldersperson	Excused	
James Boyd	Mayor	Present	

2. Pledge of Allegiance to the Flag.

3. Approval of the minutes of the May 2, 2023 Common Council meeting.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter, Aldersperson
SECONDER:	Devin Perock, Aldersperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

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

None.

5. Proclamation for National Police Week, May 14-20, 2023.

6. Presentation of Police Department awards.

The following officers were recipients of 2023 Police Service Awards.

Personal Memorandum:

- Officer Tyler Dawson
- Officer Jennifer Renon
- Sergeant Todd Kerkela (Ret.)
- Detective Sergeant Nathan Mrstik (now Captain)

Certificate of Merit:

- Officer Aaron Alberts
- Officer Tyler Dawson
- Officer Brianna Delvaux
- Officer Jacob Eberhardt
- Sergeant Matthew Magno (2)
- Officer Walter Pappas (now Sergeant)
- Officer Brian Rates

Individual Commendation:

- Sergeant Jacob Nowak
- Sergeant Matthew Magno

Departmental Citation:

- Officer Walter Pappas (now Sergeant)

7. Recommendation from Finance/Personnel Committee to purchase an indoor drone for Public Safety Enhancement.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	John Quigley, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

8. Recommendation from Finance/Personnel Committee to decrease number of hours for Lifeguard Certification/Recertification cost reimbursement.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Devin Perock, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

9. Recommendation from Finance/Personnel Committee to approve funding for City Hall front desk remodel.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

10. Recommendation from Finance/Personnel Committee to reconfigure and relocate a temporary berm on Parcel WD-L492-B.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

11. Recommendation from the License Committee on renewal applications for the licensing period of July 1, 2023 to June 30, 2024.

A. Class "A" Fermented Malt Beverage Licenses

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

D. Class "B" Fermented Malt Beverage & Reserve "Class B" Intoxicating Liquor Licenses

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

12. Recommendation from the License Committee on an application for a Special Permit allowing consumption of alcohol beverages on public ways. Submitted by Definitely De Pere for the Farmers Market on Thursdays, June 8 - August 31 from 3:00 p.m. - 8:00 p.m.; and Thursdays, September 7 - September 28 from 3:00 p.m. - 7:00 p.m.

Alderson Hansen was contacted by a business owner in his district who asked him to share their comments with the Council: DJW Consulting, located at 416 George St, is opposed to having the Farmers Market at this location and encouraged City officials to find an alternate site.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderson
SECONDER:	Shana Defnet Ledvina, Alderson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

13. Recommendation from the License Committee on an application for a Special Permit allowing consumption of alcohol beverages on public ways. Submitted by Definitely De Pere for the Food Truck Rally on Sunday, June 11, July 9, and August 13 from 4:00 p.m. - 8:00 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Devin Perock, Alderson
SECONDER:	Pamela Gantz, Alderson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

14. Recommendation from the License Committee on an application for a Special Permit allowing consumption of alcohol beverages on public ways. Submitted by Definitely De Pere for Music on the Plaza on Friday, June 23, July 28, and August 25 from 5:00 p.m. - 9:00 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Pamela Gantz, Alderson
SECONDER:	Shana Defnet Ledvina, Alderson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

15. Recommendation from the License Committee on an application for a Special Permit allowing consumption of alcohol beverages on public ways. Submitted by Definitely De Pere for Tour De Pere on Monday, June 19 from 12:00 p.m. - 8:00 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderson
SECONDER:	Pamela Gantz, Alderson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

16. Recommendation from the Board of Public Works on Main Avenue Underpass Maintenance no-mow plan as a pilot program for 2023.

Public Works Director Scott Thoresen reported that because this area is not served by utilities, it is exempt from mowing requirements. Staff will communicate with the public to explain why the area is not being mowed.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	John Quigley, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

17. Recommendation from the Board of Public Works to approve Definitely De Pere's request to waive Public Works fees for Downtown Special Events.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	John Quigley, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

18. Recommendation from the Board of Public Works on the removal of the median flags and flag poles on Webster Avenue.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

19. Recommendation from the Board of Public Works to contact schools and have existing City entrance signs acknowledging school sports teams removed.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

20. Recommendation from the Board of Public Works on award of Contract 23-01 Sewer and Water Relay and Street Resurfacing to Kruczek Construction, Inc. in the amount of \$1,937,777.77.

Alderperson Quigley asked why there was such a wide range between bidders in one of the line item prices (it varied from \$300 to \$6,000). Public Works Director Scott Thoresen explained that the City does not have a line item for mobilization costs in its bid requests (the cost to move in equipment and materials for a project), so bidders will build that cost into a random line item. Therefore, staff looks at the total bid cost when selecting a bid.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

21. Recommendation from the Board of Public Works on award of Contract 23-07 Curb Repair and Street Resurfacing to Northeast Asphalt, Inc in the amount of \$351,058.00.

RESULT:	APPROVED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

22. Ordinance #23-07 Amending Chapter 150 of the De Pere Municipal Code Regarding Traffic Regulations (Section 150-21 Schedule F and Section 150-22 Schedule G)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

23. Resolution #23-45 Granting a Planning Option to Purchase to Smet Construction Services Corp. (West Industrial Park; Part of Parcel WD-L492-B).

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Devin Perock, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

24. Resolution #23-46 Authorizing Agreement for Consulting Services between the City of De Pere and McMahon Associates, Inc. (Environmental Site Assessment (ESA), Phase II ESA and general environmental services -Voyaguer Park).

Parks Director Marty Kosobucki reported that the testing should take approximately 2-4 weeks if everything goes smoothly.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

25. Resolution #23-47 Ordering Installation of Sidewalks at Various Locations for 2024.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

26. Resolution #23-48 Authorizing Installment Payments of Sidewalk Repair or Replacement Expenses in Excess of \$1,000 Ordered Under Wis. Stats. §66.0907

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	John Quigley, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

27. Resolution #23-49 Amending Section 3.3 of the City of De Pere Employee Policy Manual Regarding Purchasing/Authorized Spending.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

28. Resolution 23-50 Awarding Official City Newspaper Contract.

The contract was awarded to the Press Times.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

29. Voucher approval.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Carpenter, Gantz, Hansen, Ledvina, Perock, Quigley
EXCUSED:	Amy Chandik Kunding, Dean Raasch

30. Future agenda items.

None.

31. Adjournment.

Aldersperson Quigley moved, seconded by Aldersperson Perock to adjourn the meeting at 8:13 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen, City Clerk



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: City Clerk

FROM: Carey Danen

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



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to accept a \$500 donation from the De Pere Kiwanis to the Recreation Scholarship Fund.

The Board of Park Commissioners, at the May 18, 2023 meeting, approved accepting a \$500 donation from the De Pere Kiwanis to the Recreation Scholarship Fund. The motion was approved unanimously, with a 5-0 vote.

ATTACHMENTS:

- De Pere Kiwanis - Rec Scholarship 2023 (DOCX)

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org



TO: Board of Park Commissioners
 FROM: Paula Rahn, Recreation Superintendent
 DATE: May 4, 2023
 RE: Consideration & Possible Action to Approve \$500 Donation from the De Pere Kiwanis to the Recreation Scholarship Fund

Staff is requesting the Board of Park Commissioner's approval to accept a generous donation of \$500 from the De Pere Kiwanis Community Fund to the Recreation Scholarship Fund. The De Pere Kiwanis Community Fund is a fund of the Greater Green Bay Community Foundation Inc. in which their Board of Directors approve the disbursement.

Through 2022, the Recreation Scholarship Fund has awarded 432 scholarships to families in need. Our current balance in the account is over \$35,000.

Thank you for your time and consideration.

Donation Information:

From: De Pere Kiwanis Club

Attn: Steve Wilmet

1035 Misty Meadow Cir. #2

De Pere, WI 54115

To: De Pere Parks & Recreation Department

For: Recreation Scholarship Fund

Amount: \$500



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to accept a \$500 donation from De Pere Lions Club to cover Mischief & Magic Entertainment for one event of the Beer Gardens.

The Board of Park Commissioners, at the May 18, 2023 meeting, approved accepting a \$500 donation from the De Pere Lions Club to cover Mischief and Magic Entertainment for one Beer Garden. The motion passed unanimously, with a 5-0 vote.

ATTACHMENTS:

- Lions Club - Beer Gardens 2023 (DOCX)

Memorandum

To: Board of Park Commissioners

From: Cindy Lee, Recreation Supervisor

Date: April 17, 2023

Re: Approval to Accept Donation De Pere Lions Club

Staff is seeking Board of Park Commissioner's approval for the De Pere Community Center to accept a donation of \$500 from the De Pere Lions Club for sponsorship of Mischief and Magic (Children's Entertainment) at one of our summer Beer Garden Events.

The Lions Club would be recognized as a sponsor of Mischief and Magic in our social media posts as well as at the Beer Gardens.

Thank you for your time and consideration.



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to accept donation of planter box at Voyageur Park from the Beautification Committee valued at \$1,000.

The Board of Park Commissioners, at the May 18, 2023 meeting, approved accepting a donation of a planter box at Voyageur Park from the Beautification Committee. The motion was approved unanimously, with a 5-0 vote.

ATTACHMENTS:

- Beautification request for bed in Voyageur Park (PDF)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Don Melichar
Date: May 9, 2023

RE: New Planting Bed in Voyageur Park

The De Pere Beautification Committee would like the Park Board's approval to build a planting bed in Voyageur Park. This bed would be to honor one of their own who spent many years leading their group by planning, collaborating, and assisting in the building of this planting bed in the park. The BC has agreed to donate up to \$1000 to the building of the bed.

The BC would like the assistance of Park staff to build a small bed along the path near the Riverwalk entrance—at the same time it would not be a part of the RW and would be similar in looks to the existing beds entering the RW to maintain consistency. The City would water the plants in this bed the same as is done at the other 3 beds in this area of the park, but the BC would maintain the plants. Please see the attached letter, pictures, map, and dimensions from Sue Walsh, Beautification Committee Chair.

Staff Recommendation: Staff recommends accepting the donation from the BC and will assist with the building of the bed in mid to late summer when the workload of grass cutting, and other priorities have been met.

Please contact me if you have any questions or comments.

Thank you!

April 30, 2023

To: De Pere Board of Park Commissioners

The mission of the Beautification Committee reads as follows:

The De Pere Beautification Committee works cooperatively with the City of De Pere, Definitely De Pere, businesses, residents and volunteers in a coordinated effort to promote beauty and civic pride throughout the City of De Pere.

This committee is most proud of what we have been able to accomplish by beautifying the city and we are constantly looking for ways to make our work appreciated by the citizens of De Pere and all those that come to visit our city. We are most proud of the hours spent by our community volunteers who tirelessly work with us and give each bed, each pot, and each roundabout the care and time they require to grow to their best potential. With each new year the Beautification Committee will take on new endeavors and more projects to give the city more to be proud of.

We are requesting your permission to create a new bed in Voyageur Park to dedicate to Rose Smits, former President of our committee, who epitomizes a volunteer who is dedicated, hardworking, and has a passion for beautifying our community. The location in Voyageur was chosen to be a place where people can admire the work that Rose has instilled in this committee, and we would like to honor her with our own creation. This location will continue to make Voyageur Park aesthetically pleasing and is our way to honor Rose Smits for her many years of active service to our community.

Included in this request is a map showing the location that we request along with dimensions of the area we are asking to use. The bed itself will require a stone outline to be built by the city staff, with dirt to fill the bed. The Beautification Committee will in turn offer an outlay of \$1000 to pay for stone and dirt to be put into the bed. We will then order and plant perennials and annuals from our current budget to complete the project. We will in turn also continue to maintain this bed yearly.

Thank you and we hope you will consider our earnest request to honor Rose and add more beauty to an already beautiful park.

Sincerely,



Sue Walsh

Chair-De Pere Beautification Committee

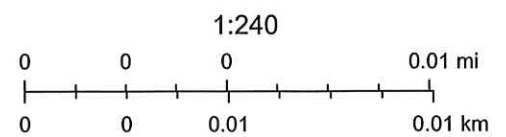


User Created DIME Map



5/9/2023, 3:03:07 PM

DePereCounty_2020.sid

 Red: Band_1 Green: Band_2 Blue: Band_3

Google Maps 320 Arbor Ct

De Pere, Wisconsin

Google Street View

Aug 2019

See more dates

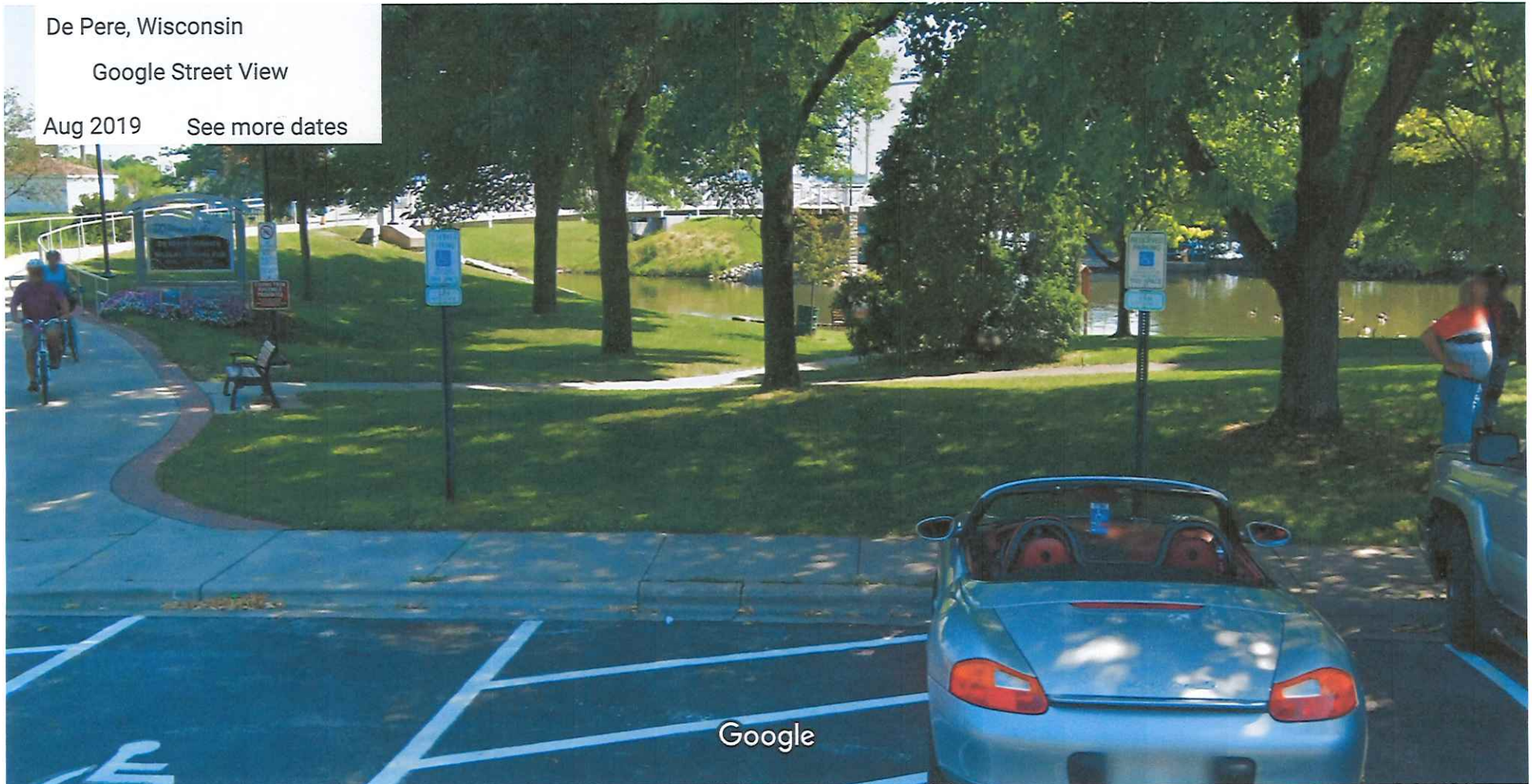
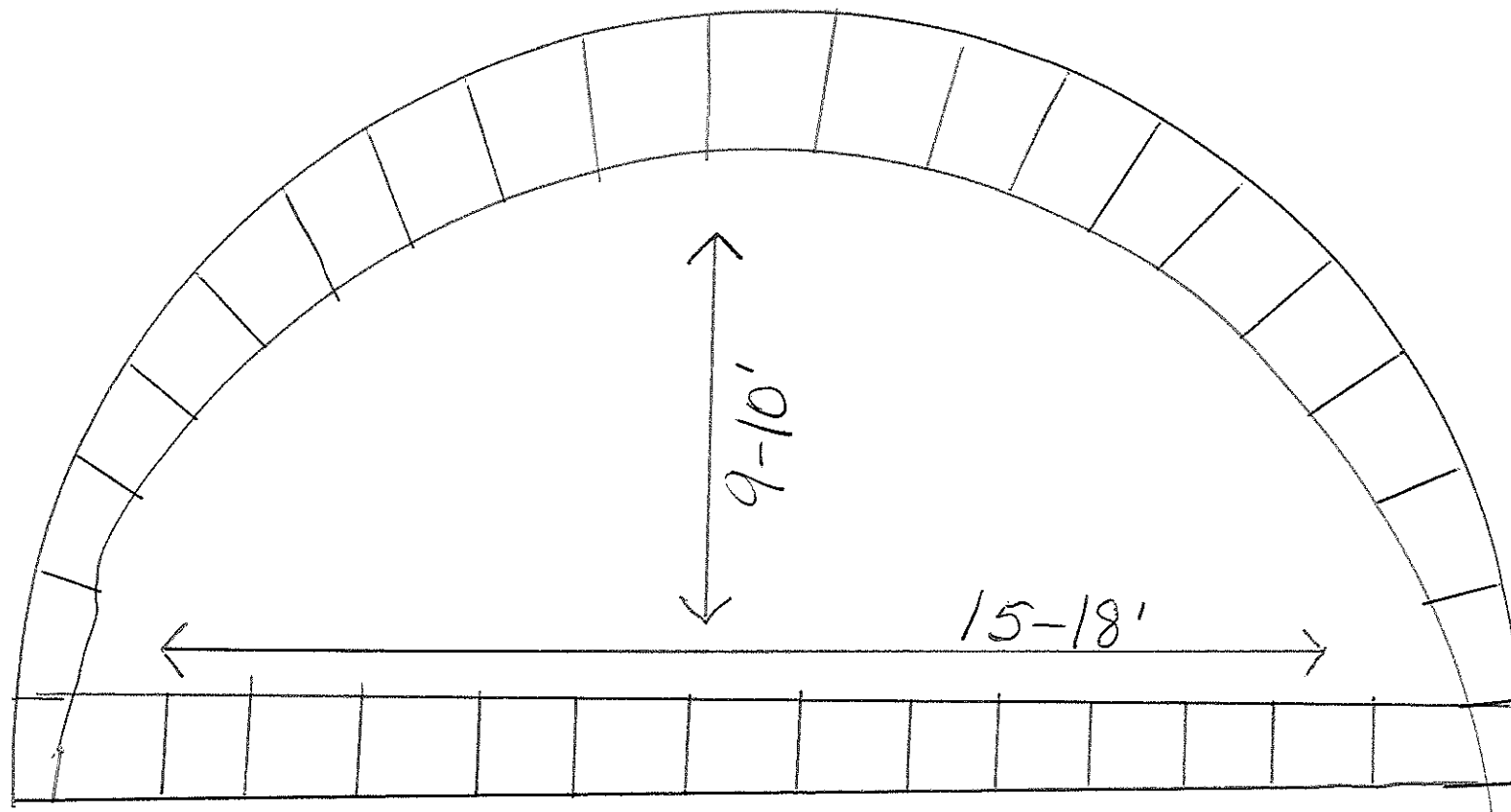


Image capture: Aug 2019 © 2023 Google





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Pathway  
\*Cement Sidewalk

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Voy



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to direct 2023 Beer Garden revenue to the Nelson Pavilion project.

The Board of Park Commissioners, at the May 18, 2023 meeting, moved to approve allocating the 2023 Beer Garden revenues to the Nelson Family Pavilion project. The motion was approved unanimously, with a 5-0 vote.

ATTACHMENTS:

- Memo.Beer Garden Revenue Allocation (DOCX)

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: May 18, 2023

RE: 2023 Beer Garden Revenue Allocation

Staff is recommending that all net proceeds from the 2023 Beer Gardens be allocated to the Nelson Family Pavilion Project.

Summary: As you know, the City Council approved all net proceeds of the Beer Gardens to be placed in a separate fund intended to improve/help the De Pere Parks and its infrastructure. Previous revenue from the Beer Gardens accumulated over three years and was recently allocated to the Nelson Family Pavilion project.



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to approve changes to financial awards for Recreation Scholarship Program.

The Board of Park Commissioners, at the May 18, 2023 meeting, approved the recommended changes to the financial awards for the Recreation Scholarship program. The motion passed unanimously with a 5-0 vote.

ATTACHMENTS:

- Recreation Scholarship Financial Awards 4.23 (DOCX)
- recreation.scholarship.information.application.revised.jan (PDF)

CITY OF DE PERE

Community Center

600 Grant Street, De Pere, WI 54115 | 920-339-4097 | www.de-pere.org



TO: Board of Park Commissioners
 FROM: Paula Rahn, Recreation Superintendent
 DATE: April 11, 2023
 RE: Consider Changes to Financial Awards for Recreation Scholarship Program

While costs have increased for nearly everything including participation in our recreation programs, staff felt it was time to revisit our Recreation Scholarship Program and how much is being awarded to children and families in De Pere in relation to the soaring costs. The Recreation Scholarship Program has been in existence since 2010 and has a balance of over \$35,000 in the account.

Currently, a family may receive a maximum of \$75 per youth per calendar year, and an additional \$75 per year for family related activities. The \$75 family amount technically doesn't cover the cost of a family pool membership. Staff would like to increase these amounts and propose the following changes:

- ❖ Increase from \$75 per child per year to **\$100 per child per year**
- ❖ Increase from an additional \$75 per year per family to an **additional \$125 per year for family related activities** (this would cover both pre-season and in-season resident family pool passes)
- ❖ Add **maximum of \$500 total per year per family**.

There would be no change requested to the maximum of 50% of registration fee for youth sponsored activities run by De Pere Baseball, De Pere Girls Softball Association, De Pere Rapides Youth Soccer and De Pere Youth Hockey. All other policies would remain in effect.

Attached is a copy of the current Recreation Scholarship Program policies and application for your reference. Thank you for your time and consideration.



Recreation Scholarship Program

Financial Assistance

Purpose:

- The Recreation Scholarship Program has been established to provide youth in the City of De Pere the opportunity to participate in recreation programs offered by the Park, Recreation & Forestry Department, regardless of financial status.

Definitions:

“Family/Household” means all persons currently residing at the same address in the City of De Pere who are directly related (mother, father, son, daughter), are legal dependents of the applicant or are foster children.

“Resident” means any person who lives within the corporate limits of De Pere. Persons who own property in De Pere but live outside De Pere are not residents.

“Youth” means age 17 and younger.

“Hardship” for the purpose of this scholarship program means the family is unable to financially support/fund the program due to loss of employment, serious or chronic medical condition that prevents steady employment, major event or crisis impacting household income, or lacks sufficient means to cover full program costs.

Availability:

- Scholarships are available for:
 - Instructional programs
 - Special events
 - Pool passes
 - Summer playgrounds
 - Kidz Zone before/after school program
 - Summer day camp program
 - City sponsored youth leagues:
 - .. De Pere Youth Baseball
 - .. De Pere Youth Hockey Association
 - .. De Pere Rapides Youth Soccer
 - .. De Pere Girls Softball Association
- Scholarships are not available for youth participation in field trips, costumes or supplies, replacement pool passes nor programs offered through another agency.
- Scholarships are awarded on a first come, first served basis and will be awarded only as long as there are available funds and are within the guidelines established.
- A family may receive a maximum of \$75 per youth per year, and an additional \$75 per year for family related activities/events.
- Scholarships will provide a maximum of 50% of the league participation fee for any individual requesting assistance for a league ran by De Pere Baseball, De Pere Youth Hockey, De Pere Rapides Youth Soccer, and/or De Pere Girls Softball Association.
- Scholarships may be offered to eligible families as part of City of De Pere sponsored holiday giving programs.

Eligibility:

- Scholarships are available based upon the applicant's household income or when an applicant can demonstrate a financial hardship. Household income will be compared to the De Pere School Districts National Lunch Program income scale in determining eligibility for a scholarship.
- Applications and recipients must be residents of the City of De Pere.

Application Process:

- Residents may apply by completing the Recreation Scholarship Program Application form signed by an adult member of the household. The applicant must include a copy of **one of the following**:
 1. Most recent federal income tax return;
 2. Brown County Social Services form showing current food stamp or AFDC eligibility;
 3. Proof of eligibility for free school lunch in any De Pere school district; or
 4. Written description of hardship; hardship cases will be reviewed and may be explained in writing on the application, or attached on a separate piece of paper (written or typed). Hardship referrals may be accepted from the applicant or other individuals or social services agencies on applicant's behalf.
- Hardship cases will be reviewed on an individual basis.
- You must also include a Program Registration Form, leaving the payment portion blank. (Can be found at www.de-pere.org and search "Program Registration Form")

Registration Process:

- Applicants awarded a scholarship will be provided directions in how to register for their program of interest.
- Enrollment into a program is contingent on program availability at the time of the applicant registering.
- Scholarships may not be awarded for the full program cost. Scholarship recipients will be required to pay the costs of the program not covered by the scholarship before program registration will be processed.

Selection Process:

- The Director of Parks, Recreation & Forestry or designee will review applications and make scholarship determinations within a 7-10 day time frame.
- Scholarship applications will not be reviewed or approved in person or at time of application.
- Applicants will be notified by mail of their funding status.
- Application and financial information will be kept confidential to the extent permitted by law.
- Mail or drop off application to:

De Pere Parks, Recreation & Forestry
925 S. Sixth Street
De Pere, WI 54115
- For questions call the Parks, Recreation & Forestry Department at 339-4065 or the Community Center at 339-4097.
- For assistance with filling out the application, see the "How to Apply" video at www.de-pere.org (City Departments -> Parks, Recreation & Forestry -> Recreation -> Forms & Applications -> Scholarship Program) or at www.depere.tv



RECREATION SCHOLARSHIP PROGRAM APPLICATION FORM [Financial Assistance Program]

1.9.b

Please thoroughly read all sections of the Scholarship Program's details before applying

For assistance with filling out this application, see the "How to Apply" video on the Scholarship Program's page at <http://www.deperewi.gov/> or <http://www.depere.tv/>

CONTACT INFORMATION:

Guardian's LAST Name: _____ FIRST Name: _____

Address: _____ City: _____ Zip: _____

Phone: (home) _____ (cell) _____ (work) _____

Children: (Number of children, 17 & under, living in household) _____ Adults: (Number of adults, 18 & over, living in household) _____

EMPLOYMENT:

Are you currently employed? L Yes L No

Is your spouse / partner currently employed? L Yes L No

Employer: _____ Employer: _____

Address: _____

Address: _____

Occupation: _____ Occupation: _____

Monthly Household Income: (Include all sources of all income.) _____

ATTACH VERIFICATION OF ONE OF THE FOLLOWING:

L Federal Income Tax Return L Participation in Free Lunch Program L Brown County food stamp or AFDC eligible

L Financial Hardship Description (or attach separate sheet): _____

PROGRAM REQUESTS: See department brochure or www.de-pere.org (Please attach completed registration form.)

I hereby verify that the information stated on this application is true and correct.

APPLICANT'S SIGNATURE: (18 years or over) _____ **DATE:** _____

Mail or drop off form to:
De Pere Parks, Recreation & Forestry, 925 S. Sixth Street, De Pere, WI 54115

<u>FOR OFFICE USE ONLY</u>		
Activity Approved:	Staff Approval:	Date:
Amount to be paid by participant:	Comments:	
Amount of scholarship award:	Date Participant is notified:	By:



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Recommendation from Finance/Personnel Committee to issue a Request for Proposals (RFP) to hire a consultant to prepare a Locally Funded Revolving Loan Program with the former CDBG - Revolving Loan Fund (RLF).

The Finance/Personnel Committee unanimously approved this item at its May 9, 2023, meeting and moved to forward this item to the Common Council for final approval.

ATTACHMENTS:

- Revolving Loan Fund Summary Memo - 05232020 (PDF)
- Locally Funded RFP - 05032023 (PDF)

CITY OF DE PERE MEMO



To: Mayor James Boyd
Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: May 9, 2023
RE: CDBG-ED Revolving Loan Fund Program Fund Use:

1. Consideration and Possible Action to issue an Request for Proposals (RFP) and hire a consultant to prepare a Locally Funded Revolving Loan Program with the former CDBG - Revolving Loan Fund (RLF).
2. Consideration and Possible Action on the relaunch and rebrand of the Downtown Business Recruitment Program.
3. Consideration and Possible Action for the creation of a Brownfield Property Acquisition and Remediation Program.

CDBG History and CDBG Close

In 1986, the Wisconsin Development Fund awarded De Pere \$595,000 to administer as part of the CDBG-ED Revolving Loan Fund program. Since then the City issued loans to new and expanding businesses located in the City of De Pere. The loan program focused on job creation for low and moderate-income individuals. Over the past several years, the loan program required spring and fall reporting to confirm that the local loan program complied with federal requirements. In the spring of 2018, the Wisconsin DOA informed RLF governmental entities that spring reporting would be postponed due to a HUD monitoring scheduled for the week of May 14, 2018. The findings from that monitoring session resulted in a proposed Substantial Amendment that proposed CDBG-CLOSE.

CLOSE is designed to provide the necessary regulatory and financial flexibility for communities to address local needs. The Department, through the implementation of the CDBG-CLOSE program, has determined that the best course of action is to liquidate the remaining funding and to ultimately close all Revolving Loan Funds (RLF). UGLG's that currently administer an Economic Development Revolving Loan Fund are required to participate in the CDBG-CLOSE program. (WI Substantial Amendment #3 – Revolving Loan Fund)

The Substantial Amendment underwent a public comment period, revisions, and review for several months. HUD approved the final version, WI Substantial Amendment #3, on December 6, 2018, with a start date of February 1, 2019. Under the CDBG-CLOSE program, all locally held, and funded by a CDBG award made on January 1, 1992, or later, Economic Development Revolving Loan Funds will be held for UGLG's. These UGLG's will have non- competitive access to the funds to use as grants for eligible activities. The City administered the program in a fiscally responsible manner and did not receive any federal program funds after January 1, 1992. Because of that, the DOA approved our request to retain the funds for local use rather than to participate in the CDBG-CLOSE program. The City received a letter in February of 2019 confirming the self-certification form and noting that De Pere is not subject to the CDBG-CLOSE program. This means that the revolving loan fund balance is available for the City to use as

directed by the Council. Through research and interdepartmental meetings in 2019, staff brainstormed program ideas for use of the funds that would still maintain a business-focused economic development objective. Finance/Personnel Committee heard the following potential programs in July of 2019.

City Revolving Loan Fund Program

The City could partner with a local financial institution to provide a local Revolving Loan Fund that is not governed by state regulations. While the CDBG-RLF Program relied on job opportunities for low-to-moderate income individuals, a local program could focus on other targeted criteria as established by the Council. Examples include a specific business type or employment type/quantity, total investment targets, targeted industry closer growth, etc.

Façade or Building Investment Grant (non-TID)

Property owners in TID No. 7 and TID No. 9 can access the Façade Grant Program when making building improvements. However, not all downtown properties are located within a TID (especially on the east side) and building investment may be desired in other commercial areas of the City. If this is the case, some funds could be allocated to a program designed to encourage specific types of façade or business investment. This program would terminate upon the expenditure of the funds. Staff is no longer recommending use of these funds due to the cost of the program compared to the returns.

Acquisition Fund

Throughout the City, but the downtown in particular, several privately-owned vacant parcels have development or redevelopment potential. A portion of the CDBG-RLF funds could be set aside to be used for strategic property acquisition.

COVID-19 Impact

The programs were not finalized in 2019; thus, enabling the City to rapidly respond to the COVID-19 pandemic with \$500,000 in available small business financing. The City of De Pere completed the following programs in 2020.

Small Business Pandemic Response Loan Program - \$310,000:

By December 2023, the program should have \$266,276 returned and available for additional program development and by May 2024 the entire program funds should be returned less any business that closed as a result of the pandemic.

Definitely De Pere Pandemic Grants & Downtown Business Marketing Programs \$50,000:

The City granted up to \$50,000 matching grant to Definitely De Pere pandemic response grant and downtown business marketing programs (2020).

De Pere Chamber of Commerce Pandemic Response Grant - \$50,000:

The City granted \$50,000 to the De Pere Chamber of Commerce to create a grant program to assist businesses outside of the downtown.

Downtown Business Aid Grants - \$215,000:

The City allocated \$300,000 to the program from the Revolving Loan Fund. The aid program was targeted around the Downtown/Main Street District and is now closed. A total of 51 business applicants applied for the program and 43 businesses were awarded a total of \$215,000 in grants. The Common Council elected to return the \$85,000 in surplus funds to the Revolving Loan Fund

Account for the creation of different Economic Development programs.

Downtown Business Recruitment Grant Program- \$100,000:

The City authorized the creation of the Downtown Business Recruitment Grant program with an initial allocation of \$100,000. The “Jump-Start De Pere” Downtown Business Recruitment program is targeted at recruiting new businesses into the Main Street District to fill gaps or holes left by the pandemic. The program encouraged business and property owners to revitalize downtown buildings and to add to our vibrant downtown experience through the inclusion of additional downtown retail, commercial, and entertainment-based businesses. Many businesses preferred to use the simpler Badger Bounce Back program and City staff felt it was not a prudent use of funds to allow businesses to double-dip with the City funds to fill the vacant spaces. Fond du Lac also limited their downtown grant to businesses that did not utilize the Bounce Back grant. The Common Council elected to return the original \$100,000 in funds to the Revolving Loan Fund Account for the recreation of different Economic Development programs.

Now that the state has closed the Badger Bounce Back grant program there is a need to fill the gap for businesses to locate in downtown De Pere.

Revolving Loan Fund and Small Business Pandemic Response Loan Fund Balances

As of May 1, 2023, the RLF fund has an equity balance of \$936,735.82 and \$64,819.25 in outstanding revolving loan fund debt (including interest). The outstanding loans are all in good standing and held by the following:

Amerilux International	\$39,843.73 (\$40,076.53 including interest)
Black Honey Hashery, LLC	\$10,439.10 (\$10,500.10 including interest)
Battle House GB, LLC	\$14,112.89 (\$14,242.62 including interest and 3 months of COVID deferred payments)

Including to-date repayments of the Pandemic Response Small Business Loans, the fund could have an equity balance of \$1,170,227.54. Staff anticipates an additional \$79,889.76 by the end of 2023 for a total fund balance of \$1,250,117.30. By February 2025 all outstanding funds should be paid back to the RLF account for a total balance of approximately \$1,360,000.

Proposal

Staff is proposing to create/recreate three programs:

1) Locally Funded Revolving Loan Program

As mentioned above, the City could partner with a local financial institution to provide a local Revolving Loan Fund that is not governed by state regulations. While the CDBG-RLF Program relied on job opportunities for low-to-moderate income individuals, manufacturing automation and reduced labor markets resulted in companies competing for employees. A local program could focus on other targeted criteria as established by the City through the development of the program. Examples include a specific business type or employment type/quantity, total investment targets, targeted industry cluster growth, etc.

Staff proposes \$800,000 for initial funding of the program; however, the funding should be reviewed and adjusted annually based on utilization or availability of other federal or state funds. Staff also requested use of a Request for Proposal (RFP) to solicit responses from consultants to facilitate the

program creation process. Attached to this memo is a draft RFP. The City Attorney shall review, edit, and approve all program documents prior to Common Council review and action.

Per the DOA the revolving loan fund balance is available for the City to use as directed by the Council and therefore the Revolving Loan Fund creation is an eligible economic development expenditure.

2) Downtown Business Recruitment Grant – “Experience De Pere”.

Staff proposed to launch a rebrand of the Downtown Business Recruitment Grant Program with modifications to fill the void left by the closure of the Badger Bounceback Grant. Similar to the 2021 grant, the program is targeted at recruiting new business into the Main Street District to fill gaps in the urban make-up of the downtown. The program encourages business and property owners to revitalize downtown buildings and to add to our vibrant downtown experience through the inclusion of additional downtown retail, commercial, and entertainment-based businesses.

Staff proposes \$150,000 of initial funding and the funding should be reviewed and adjusted annually based on utilization or availability of other federal or state funds. Attached to this memo are example program materials. The City Attorney shall review, edit, and approve all program documents prior to Common Council review and action.

3) Brownfield Property Acquisition and Remediation Program

Staff proposes reserving the remaining fund balance for brownfield grant consulting, phase 1 and phase 2 assessments, acquisitions, and/or remediation. This funding would be limited to properties located outside a Tax Increment District or in tax increment districts that either do not have enough remaining years to recoup the brownfield remediation expenses or have surpassed the tax increment district expenditure period.

Staff proposes \$410,000 for initial funding of the program; however, the funding should be reviewed and adjusted annually based on utilization or availability of other federal or state funds. All actions from this program would require Finance and Personnel Committee review and Common Council authorization prior to expenditures.



REQUEST FOR PROPOSALS

Locally Funded Revolving Loan Program

City of De Pere, Wisconsin

**Development Services
Department**

DRAFT

Issued: _____

Proposals Due: _____ **by 4:00PM**

City of De Pere – RFP Locally Funded Revolving Loan Program
335 S. Broadway, De Pere, WI 54115
E: dlindstrom@deperewi.gov P: 920-339-2370

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A. INTRODUCTION AND SUMMARY

The City of De Pere (City) seeks redevelopment proposals to assist in the creation of a locally funded revolving loan program. Proposals must be received by the Development Services Department at City Hall, 335 S. Broadway, De Pere, WI 54115 no later than 4:00 p.m. on _____, 2023.

B. COMMUNITY OVERVIEW

The 25,000 people, who call the City of De Pere, Wisconsin home, know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The excellent schools, a dynamic downtown, successful business parks, and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents. The residences, businesses, and commercial areas are connected with a transportation and green space network that accommodates cars, bikes, and pedestrians. The beautiful Fox River is the focal point of the City Center, and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.



C. PROJECT HISTORY AND BACKGROUND

In 1986, the Wisconsin Development Fund awarded De Pere \$595,000 to administer as part of the CDBG-ED Revolving Loan Fund program. Since then, the City issued loans to new and expanding businesses located in the City of De Pere. The loan program focused on job creation for low and moderate-income individuals. Over the past several years, the loan program required spring and fall reporting to confirm that the local loan program complied with federal requirements. In the spring of 2018, the Wisconsin DOA informed RLF governmental entities that spring reporting would be postponed due to a HUD monitoring scheduled for the week of May 14, 2018. The findings from that monitoring session resulted in a proposed Substantial Amendment that proposed CDBG-CLOSE.

CDBG-CLOSE is designed to provide the necessary regulatory and financial flexibility for communities to address local needs. The Department, through the implementation of the CDBG-CLOSE program, has determined that the best course of action is to liquidate the remaining funding and to ultimately close all Revolving Loan Funds (RLF). UGLG's (Unit of General Local Government) that currently administer an Economic Development Revolving Loan Fund are required to participate in the CDBG-CLOSE program. (WI Substantial Amendment #3 – Revolving Loan Fund)

The Substantial Amendment underwent a public comment period, revisions, and review for several months. HUD approved the final version, WI Substantial Amendment #3, on December 6, 2018, with a start date of February 1, 2019. Under the CDBG-CLOSE program, all locally held, and funded by a CDBG award made on January 1, 1992, or later, Economic Development Revolving Loan Funds will be held for UGLG's. These UGLG's had non-competitive access to the funds to use as grants for eligible activities. The City of De Pere administered the program in a fiscally responsible manner and did not receive any federal program funds after January 1, 1992. Because of that, the DOA approved our request to retain the funds for local use rather than to participate in the CDBG-CLOSE program. The City received a letter in February of 2019 confirming

the self-certification form and noting that De Pere is not subject to the CDBG-CLOSE program. This means that the revolving loan fund balance is available for the City to use as directed by the Council.

In 2019 the City began evaluating the potential use of a locally funded revolving loan program. While the CDBG-RLF Program relied on job opportunities for low-to-moderate income individuals, recent advancements in manufacturing automation and reduced labor markets results in companies competing for employees making RFL programs focused on job creation harder to implement. A local program could focus on other targeted criteria as established by the City through the development of the program. Examples include a specific business type or employment type/quantity, total investment targets, targeted industry closer growth, etc.

The City began investigating RLF programs in 2019 and in 2020; however, as the world experienced the impacts of the COVID-19 pandemic, the City took swift action and utilized the former RLF fund to create business saving grant and zero interest loan programs. The former revolving loan fund is now available for use again and the City proposed to create a locally funded revolving loan program. The City proposes to use \$800,000 to \$1,000,000 for initial funding to create and implement the locally funded RLF program.

D. SCOPE OF WORK

The City of De Pere anticipates a scope similar to the following. These are general requirements for the process and are not intended to be a comprehensive list of tasks and deliverables. It is expected that the consultants will provide the City with more specific recommendations for approaches, tasks, and deliverables based on their expertise from past work on creating revolving loan funds.

1. General Project Management Process

The tasks may include but are not necessarily limited to:

- a) Project Management: Project Management includes effective coordination with staff, representative committees, and the Common Council. Consultant shall conduct an initial project management team meeting with City Staff and prepare a project process roadmap that will guide the project management team and lists the project phases, schedule of events/activities, and products on a timeline and assigns roles and responsibilities for each task.
- b) Stakeholder Engagement: Consultant shall work with City staff to identify and conduct an initial stakeholder analysis by identifying key stakeholder groups to be involved in the group interview process. Initial Stakeholders may include, but are not limited to:
 1. City (Mayor, Administrator, Development Services Director, City Attorney Finance Director, etc.).
 2. De Pere Area Chamber of Commerce (Executive Director, Economic Enhancement Committee Members).
 3. Greater Green Bay Chamber (Vice President – Economic Development, Vice President of Development, Business Retention & Expansion Manager).
 4. New North Inc, (Vice President, Business Development – New North, Inc.).
 5. Local banking representatives.
 6. De Pere Business Park business leaders (small, medium, large).

Consultant shall conduct stakeholder group interviews to determine the needs of businesses in the park, examples could include a specific business type or employment type/quantity that the City and region should target, total investment targets, and other relevant questions. Interviews may be in-person or virtual.

- c) Idea Generation and Presentation. Consultant shall prepare a rough summary of a proposed program based on the stakeholder group interviews and present the stakeholder findings and initial program ideas to City stakeholder group for review.
- d) Policy and Document Creation. Following the review and direction by the City stakeholder group, consultant shall prepare the necessary draft program materials including (1) program policy/guidelines, (2) applications, (3) reporting process and documentation, and (4) other necessary or recommended program guides.
- e) Present Program Documents: Consultant shall present the draft program materials to the (1) Finance and Personnel Committee and the (2) Common Council for approval.

E. SUBMITTAL QUESTIONS

All questions shall be submitted in written form to the contact information provided in Section F by Friday, _____, 2023. Answers will be provided via the City website as a part of addenda to the RFP as they become available. Multiple addenda may be released.

F. SUBMISSION REQUIREMENTS

Respondent shall submit one (1) complete original hard copy proposal and one (1) electronic copy in PDF format on USB Flash Drive of the entire proposal in a sealed package marked with the project name, "De Pere Locally Funded Revolving Loan Fund Response" marked on the front of the package. To be considered, proposals must be received no later than 4:00 PM, Central Time, _____, 2023, and delivered to:

Daniel Lindstrom, Development Services Director
City of De Pere
335 S. Broadway
De Pere, WI 54115

Email: dlindstrom@deperewi.gov

Proposals received after the deadline will not be accepted. Faxed or emailed proposals will not be accepted. Postmarks before the deadline are not sufficient for acceptance. The City will not be responsible for any errors or omissions in the proposals or any delivery delays.

Proposals should include the following information, presented in a clear, comprehensive, and concise manner, to illustrate the consultant's capabilities and technical approach to the work. Each proposal must include the following information:

1. Title Page and/or Cover Letter. Show the proposal title, the name of the organization, address, telephone number(s), email address, name of the primary contact person, the date, and other relevant company information. Provide the name(s) of the person(s) authorized to make representations for your team, their title(s), address, email address, and telephone number(s).
2. Statement of Qualifications. Brief introduction of the organization. Summary of your understanding of the project and why your team is best suited to complete the scope of work.
3. Experience and Examples. Describe your company's experience in the required areas of expertise, and its ability to provide the needed services for the City. Include at least three examples in the last five years. List a minimum of three references related to similar work; references matching the three examples are preferred but not required. Focus of provided examples should be of work performed by the key staff members involved in the project.

4. Key Staff. Identify the designated project manager or primary contact and key supporting staff. Include resumes for each of the individuals.
5. Scope and Approach. State the services your company is proposing to provide. Describe the process and timeline that would be utilized to complete the project. Consultants may deviate from the process stated in Section D if, in their professional opinion, a more appropriate course of action is necessary to achieve the program goals.
6. Schedule. Illustrate the Scope and Approach including a breakdown of tasks, timeline, meetings, deliverables, and task responsibility.
7. Cost. Provide a fee to complete the project.

Failure to complete the above documentation may be grounds to declare an RFP non-responsive and the City may reject the statement of qualifications in whole or in part.

G. SELECTION PROCESS

The following describes the anticipated general review process.

1. Selection Committee Proposal review.
2. Staff recommendation to the Finance and Personnel Committee.
3. Common City approval of selected consultant.
4. Finalize/execute Development Agreement.

H. SELECTION CRITERIA

The selection process will involve the following primary steps. Applicants should carefully examine the entire RFP, any addenda, and all related materials and data referenced in the RFP. Applicants should become fully aware of the nature of the work and the conditions while performing the work.

Each of the following review criteria will be taken into consideration in the evaluation of the proposals. The proposals evaluation will be weighted as shown below:

1. Project approach and scope – 20%.
2. Qualifications of consultant and individual members. Particular attention will be given to the experience and the demonstrated ability of the project manager to complete all project tasks – 20%.
3. Consultant experience and examples – 20%.
4. Understanding of required project work – 20%.
5. Project cost – 20%.

Interviews. The City will determine whether interviews are needed, or it may make a selection based on the proposals alone. If determined necessary by the City, a consultant will be requested to present their experience, proposed approaches, and personnel in an interview to members of the City's selection team and/or City Council. (Further interview instructions will be provided to the selected finalist team(s).) The City will then review the presentation(s) and select a consultant to recommend the consultant to the Finance and Personnel Committee for their review and recommendation to the Common Council.

The Common Council reserves the right to reject any and all proposals. The City will enter into negotiations with a consultant based on the City's selection team recommendations. Negotiations will be conducted beginning with the team ranked first. If a contract that is satisfactory to the City can be negotiated at a price considered fair and reasonable, the award will be made to that consultant. Otherwise, negotiations with the

consultant ranked first will be formally terminated and negotiations conducted with the consultant ranked second, and so on until a contract can be negotiated at a fair and reasonable price.

I. TENTATIVE TIMELINE

The following is the conceptual timeline for the process (subject to change):

Release of Request for Redevelopment Proposal	May 31, 2023
Written questions submitted to dlindstrom@deperewi.gov	June 23, 2023
Reponses to questions available	June 30, 2023
Submission deadline by 4:00 p.m.	July 14, 2023
Follow Up Information Interviews (if needed)	July 26, 2023
Presentation of Proposal(s) to Finance/Personnel Committee	August 8, 2023
Agreement Recommendation to City Council	TBD

J. Miscellaneous and general provisions

1. Non-Discrimination Statement: The City of De Pere does not discriminate on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.
2. Rejection of Proposals: The City reserves the right to reject any or all proposals, to divide responsibilities among one or more applicants or firms, to waive formalities, and to select the individual or firm which, in the City's sole judgment, can best perform the scope of services required.
3. Withdrawal of Proposals: the proposer upon submission of a written request may withdraw Proposals.
4. Ownership of all data, material, and documentation originated and prepared for the City pursuant to the RFP shall belong to the City and be subject to public inspection in accordance with the Freedom of Information Act (FOIA). Trade secrets or proprietary information submitted by the consultant shall not be subject to public disclosure under (FOIA) unless otherwise required by law or a court.
5. The City is not liable for any costs incurred by any Consultant in connection with this RFP or any response by any Consultant to this RFP. The expenses incurred by a Consultant in the preparation, submission, and presentation of the proposal are the sole responsibility of the Consultant and may not be charged to the City, regardless of whether or not a Consultant's Proposal is ultimately selected by the City for completion of the work detailed in this RFP.
6. Each consultant should carefully read and review all such items and should address such items in its proposal. However, the final description of the services and/or specifications to be provided to the City under this RFP is subject to negotiations with the successful Consultant, and final approval of the City.
7. The consultant shall maintain, during the life of the Agreement, public liability, and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages that may arise from the performance of work under the Agreement.

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

MEETING DATE: June 6, 2023

DEPARTMENT: Plan Commission

FROM: Peter Schleinz

SUBJECT: Recommendation from Plan Commission to approve an extraterritorial 2-lot certified survey map at 1284 Mid Valley CT in the Town of Lawrence (Parcel L-206-1).

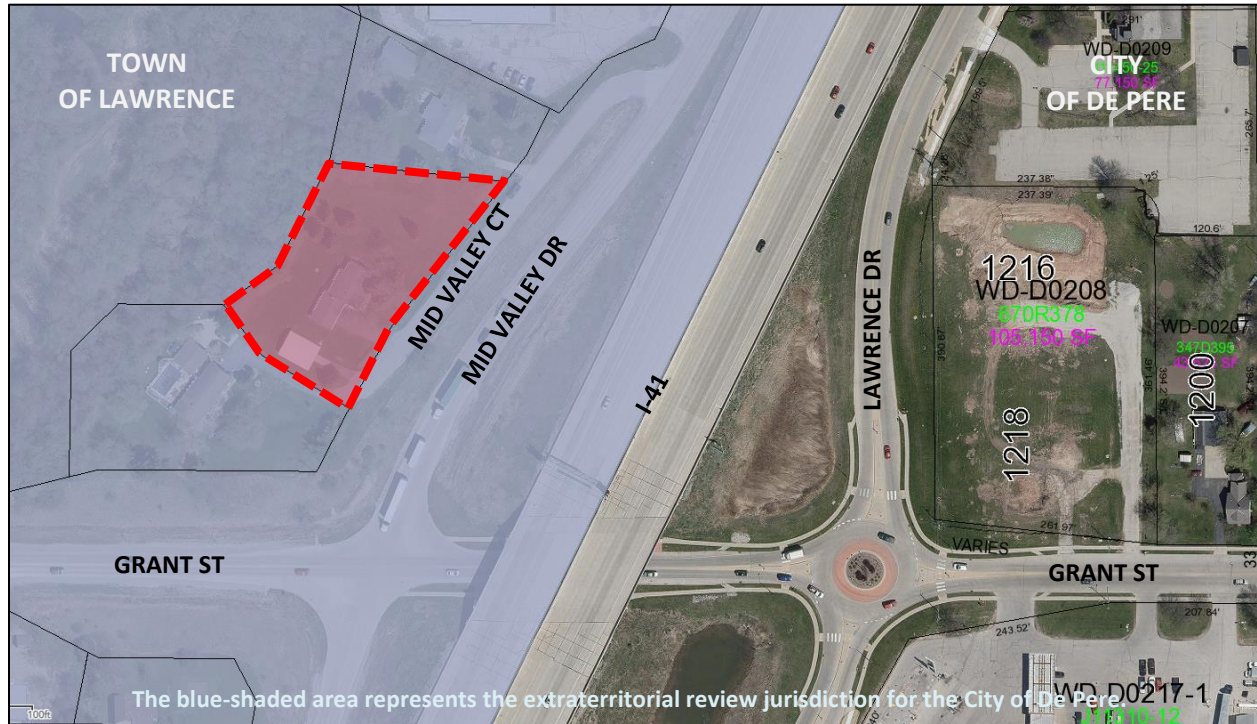
On May 22, 2023, Plan Commission unanimously recommended approval of the extraterritorial certified survey map by a vote of 7-0.

ATTACHMENTS:

- PC Report - Mid Valley CT (DOCX)
- Preliminary CSM - 02 May 2023 (PDF)

Item X: Consideration and possible action on an extraterritorial 2-lot certified survey map at 1284 Mid Valley CT in the Town of Lawrence (Parcel L-206-1).*

SITE MAP



REQUESTED ACTION: Extraterritorial Certified Survey Map Approval.

COMMON DESCRIPTION: 1284 Mid Valley CT, located south and west from the Mid Valley CT and Mid Valley DR intersection in the Town of Lawrence.

ZONING: R-1 Residential District for the Town of Lawrence.

SURROUNDING LAND USES: Commercial and Residential to the north.
Residential to the south.
I-43 and City of De Pere Commercial (C) to the east.
Natural areas to the west.

COMPREHENSIVE PLAN: Commercial for the Town of Lawrence.

APPLICANT/OWNER:

<u>Authorized Representative</u>	<u>Property Owner</u>
Steve Wendt	Cathy A Wendt and Steven L Wendt
1284 Mid Valley CT	1284 Mid Valley CT
De Pere, WI 54115-9502	De Pere, WI 54115-9502

LAND USE HISTORY: After a review of air photographs, the site developed in the 1950's.

STAFF REVIEW: When reviewing a Certified Survey Map, staff considers State Statutes 236, Section 46-8 of the De Pere Platting and Division of Land Code, the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns.

- The proposed CSM is in the Town of Lawrence, immediately south of a city-owned parcel that is part of the City of De Pere.
- The proposed land division will create two residential lots.
- The site is located inside of the sewer service area for the Town of Lawrence.
- The minimum acreage and frontage are 0.18 acres and 75' when public sewer is provided; the Town of Lawrence minimum is 0.28 acres and 100'.
- The Town of Lawrence Comprehensive Plan identifies the future use for the area as commercial. The property owner will need to successfully complete a comprehensive plan amendment with the Town of Lawrence to identify the future land use as residential.

The Certified Survey Map meets the criteria of State Statutes 236 and Section 46-8 of the De Pere Platting and Division of Land Code. The proposed lot sizes, street frontages, and setbacks meet City requirements.

STAFF RECOMMENDATION: Staff recommends APPROVAL of the certified survey map, subject to:

1. Meeting all other state and local regulations, including the City of De Pere, Town of Lawrence, and Brown County Planning Commission.
 - a. The Town of Lawrence Comprehensive Plan identifies the future use for the area as commercial. The property owner will need to successfully complete a comprehensive plan amendment with the Town of Lawrence to identify the future land use as residential.
2. Add a certificate for the City of De Pere that includes the date of Common Council approval, and a separate signature and date line for City Clerk Carey E. Danen.

	CITY OF DE PERE APPLICATION FOR CSM REVIEW	Fee: \$ 375.00
		Receipt #:
		Date:

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

SECTION 1: Applicant / Permittee Information

Applicant Name (Ind., Org. or Entity) steve I wendt	Authorized Representative	Title	
Mailing Address 1284 Mid Valley Ct	City DePere	State 54115	ZIP Code 54115
Email Address webster40007@yahoo.com	Phone Number (incl. area code) 920-265-5778	Fax Number (incl. area code)	

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

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

SECTION 3: Project or Site Location

Project Address/Description 1284 Mid Valley Ct.	Parcel No. L-206-1
--	-----------------------

SECTION 4: CSM Information

Existing Zoning:	residential
Present Use of Parcel:	L-206-1
Proposed Use of Lots:	residential

Please submit 1 hard copy and 1 PDF copy of the CSM if the property is located within the City or if the property is located within the extraterritorial jurisdiction.

SECTION 5: Certification and Permission

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

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

Name of Owner/Authorized Representative (please print) Steve L Wendt	Title	Phone Number 920-265-5578
Signature of Applicant Steve L Wendt		Date Signed 05/02/2023

TO BE COMPLETED BY CITY STAFF

CSM Review authorized by the De Pere Municipal Code, Chapter 46.	
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CERTIFIED SURVEY MAP

Part of the Southwest ¼ of the Southeast ¼, Section 20, T23N, R20E,
Town of Lawrence, Brown County, Wisconsin

SURVEYOR’S CERTIFICATE

I, David Hebert, Professional Wisconsin Land Surveyor, do hereby certify that I have surveyed, divided and mapped all that part of the Southwest ¼ of the Southeast ¼, Section 20, T23N, R20E, Town of Lawrence, Brown County, Wisconsin which is more fully described as follows:

Commencing at the thence south ¼ corner of said section 20; thence S89°30'34"E, 780.53 feet along the south line of the southeast ¼ of said section 20; thence N27°23'03"E, 207.04 feet to the point of beginning; thence continuing N27°23'03"E, 108.13 feet; thence N38°08'44"E, 215.71 feet; thence N83°56'49"W, 208.28 feet along the north line of lands described in document # 2711552; thence S26°32'37"W, 134.72 feet along an east line of Outlot 1 of The Estates of Green Ridge; thence S54°02'45"W, 77.55 feet along a southeast line of said Outlot 1; thence S36°39'42"E, 74.26 feet along a south line of lands described in document # 2711552; thence S58°54'11"E, 120.04 feet along a south line of said lands to the point of beginning.

I further certify that this map is a correct representation of the exterior boundaries of the land surveyed, that I have made said division, by order and under direction of the owners of said lands and that I have fully complied with the code of ordinances of Brown County, Wisconsin and with Chapter 236.34 of the Wisconsin statutes in surveying, dividing, and mapping the same.

David Hebert PLS Date

OWNER’S CERTIFICATE

As owner(s), I (we) hereby certify that I (we) caused the land described hereon to be surveyed, divided, and mapped as represented on this Certified Survey Map. I (we) also certify that this Certified Survey Map is required to be submitted to the following for approval or objection: Town of Lawrence, City of De Pere and Brown County.

Steven L. Wendt Date Cathy A. Wendt Date

STATE OF WISCONSIN)
COUNTY) ^{ss}

Personally came before me this ____ day of _____, 20____, the above named owners to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public My commission expires
Brown County, Wisconsin

TOWN OF LAWERENCE APPROVAL

Approved by the Town of Lawrence this ____ day of _____, 20____. _____
Town Clerk

CITY OF DE PERE APPROVAL

Approved by the City of De Pere this ____ day of _____, 20____. _____
Director of Planning

BROWN COUNTY PLANNING COMMISSION APPROVAL

This Certified Survey Map has been approved for the Brown County Planning Commission this ____ day of _____, 20____.

Senior Planner

BROWN COUNTY TREASURER’S CERTIFICATE

I, _____ being the duly elected, qualified and acting County treasurer do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of _____ affecting the lands included in this Certified Survey Map.

Date Treasurer



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Recommendation from the License Committee regarding the Liquor License renewal applications for the licensing period of July 1, 2023 to June 30, 2024.

ATTACHMENTS:

- Liq Lic Renewal List_6.6.23 (PDF)

June 6, 2023 License Committee Meeting

Renewal Applications for Class “A” Fermented Malt Beverage Licenses, “Class A” Liquor Licenses, Class “B” Fermented Malt Beverage Licenses, “Class B” Liquor Licenses and Reserve “Class B Liquor” Licenses for the licensing period of July 1, 2023 to June 30, 2024.

CLASS “A” BEER & “CLASS A” LIQUOR

1. Aldi Inc. (Wisconsin) (DBA Aldi #53), 1100 Main Av. Submitted by Aldi Inc. (Wisconsin). Agent: Aidan Christian La Mere, Oneida, WI.
2. Skogen Foodliner, Inc. (DBA Festival Foods), 1001 Main Av. Submitted by Skogen Foodliner, Inc. Agent: William Chizek, Black Creek WI.
3. Krist Oil Company (DBA Krist Food Mart #92), 1218 Grant St. Submitted by Krist Oil Company. Agent: Rebecca Armstrong, De Pere, WI.

CLASS “B” BEER

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

CLASS “B” BEER & “CLASS B” LIQUOR

1. Baba Louies, LLC (DBA Baba Louies), 419 Main Av. Submitted by Baba Louies, LLC. Agent: James Kropp, Green Bay, WI.
2. Caliente, Inc. (DBA Caliente), 623 George St. Submitted by Caliente, Inc. Agent: Ann De Cleene, De Pere, WI.
3. Smeckett Adventures, LLC (DBA Cycling Brews Taproom), 1109 Honey Ct. Suite B. Submitted by Smeckett Adventures, LLC. Agent: Joshua Smits, Green Bay, WI.
4. AlChris LLC, (DBA Drift Inn), 1535 N. Ashland. Submitted by Alchris, LLC. Agent: Gail Kozlovsky De Pere, WI.
5. Gallaghers Acquisition LLC (DBA Gallaghers Pizza), 330 Reid St. Submitted by Gallaghers, Pizza, LLC. Agent: Vanessa Miller Green Bay, WI.
6. George Street Bar, LLC (DBA McGeorge’s Pub), 415 George St. Submitted by George Street Bar, LLC. Agent: Leslie Conard, De Pere, WI.
7. Nuks Thai, LLC (DBA Nuks Thai Cuisine & Executive Suites), 201 James St. Submitted by Nuks Thai, LLC. Agent: Manasanoke Chanthasena, Green Bay, WI.

8. Bullseye 708, LLC (DBA Pub 338), 338 Main Av. Submitted by Bullseye 708, LLC. Agent: Leslie Conard, De Pere, WI.
9. St. Norbert College, Inc. (DBA St. Norbert College), 100 Grant St. Submitted by St. Norbert College, Inc. Agent: Terrie DuBois, Green Bay, WI.
10. Esales Inc. (DBA VIP Daiquiri Lounge) 308 Main Av. Submitted by Tye Hartwell. Agent: Tye Hartwell, De Pere, WI.



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: A. Class "A" Fermented Malt Beverage & "Class A" Intoxicating Liquor Licenses

ATTACHMENTS:

- Class A Beer & Class A Liquor Applications 6.6.23 (PDF)

**CLASS "A" BEER AND
"CLASS A" LIQUOR
LICENSE RENEWALS
FOR THE 2023-2024
LICENSING PERIOD**

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 07 01 2023 ending: 06 30 2024
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of } DE PERE

County of BROWN Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
-	-	-	-
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
-	-	-	-
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
-	-	-	-

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
ALDI, INC. (WISCONSIN)	9342 S. 13TH ST. OAK CREEK, WI 53154

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
LA MERE	AIDAN	C	

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
BEHM	DAVID	KARL	
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
-	-	-	-
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
RIEGGER	ERIC		
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
RIEGGER	ERIC		
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
LA MERE	AIDAN	C	
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
-	-	-	-

C. Business Information

1. Trade Name ALDI #53 Business Phone Number 920-278-0232

2. Address of Premises 1100 N MAIN AVE Post Office & Zip Code DE PERE 54115

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) SINGLE STORY BRICK

BUILDING. ALCOHOL BEVERAGES WILL BE SOLD ON THE SALES FLOOR AND STORED IN THE
BACKROOM. ALCOHOL SALES RECORDS WILL BE KEPT IN THE OFFICE AT THE STORE.

Applicant's Wisconsin Seller's Permit Number	
45600008901404	
FEIN Number	
36-3498392	
TYPE OF LICENSE REQUESTED	FEE
☒ Class A beer	\$ 100
☐ Class B beer	\$
☐ Class C wine	\$
☒ Class A liquor	\$ 350
☐ Class A liquor (cider only)	\$ N/A
☐ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ 30
TOTAL FEE	\$ 480

OAK # 53

5. Legal description (omit if street address is given on previous page): GROCERY STORE

6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No

b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No

7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No

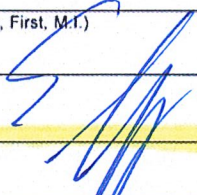
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]

10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No

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

12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) ERIC RIEGGER	Title / Member SECRETARY/TREASURER	Date APR - 3 2023
Signature 	Phone Number 630-761-2400	Email Address CAVPASST@ALDI.US

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 5/2/23	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Instructions for Renewal Alcohol Beverage License Application

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. One partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

One officer must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) **AND** AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

One member/manager must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on page 2 are "YES," outline details below:

CONVICTIONS

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
2. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
3. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY

PENDING CHARGE

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
PENDING CHARGE _____ DATE _____

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 07 01 2023 ending: 06 30 2024
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of } De Pere

County of Brown Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
Skogen's Foodliner Inc.	3800 Emerald Drive E, Onalaska, WI 54650

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Chizek	William	Joseph	

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Skogen	Mark	David	
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Stoa	Kirk	Allan	
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Stoa	Kirk	Allan	
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

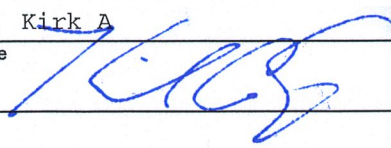
- Trade Name Festival Foods Business Phone Number 920-336-6520
- Address of Premises 1001 Main Avenue Post Office & Zip Code De Pere, 54115
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes ☒ No ☐
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
83,930 Sq Ft - one story building
Separate wine & spirits, storage, designated stalls for online pickup

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☒ Yes ☐ No
 William Chizek is the new agent in place of Jonathon Wieser.

8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No

9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
 [phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
 (Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) Stoa, Kirk A	Title / Member Secretary/Treasurer	Date 05/16/23
Signature 	Phone Number 608-779-2717	Email Address thayes@festfoods.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 5/22/23	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Instructions for Renewal Alcohol Beverage License Application

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. One partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

One officer must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) AND AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

One member/manager must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on page 2 are "YES," outline details below:

CONVICTIONS

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
2. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
3. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY

PENDING CHARGE

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
PENDING CHARGE _____ DATE _____

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 07 01 2023 ending: 06 30 2024
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of } De Pere

County of Brown Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company <u>Krist Oil Company</u>	Address of Corporation / Limited Liability Company (if different from licensed premises) <u>303 Seldon Road Iron River MI 49935</u>
---	--

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name <u>Armstrong</u>	(First) <u>Rebecca</u>	(Middle Name) <u>JI</u>	Home Address (Street, City or Post Office, & Zip Code) <u>1</u>
-------------------------------------	---------------------------	----------------------------	--

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name <u>Atanasoff</u>	(First) <u>Krist</u>	(Middle Name) <u>David</u>	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name <u>Atanasoff</u>	(First) <u>Cecelia</u>	(Middle Name) <u>Ann</u>	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name <u>Atanasoff</u>	(First) <u>Cecelia</u>	(Middle Name) <u>Ann</u>	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

- Trade Name Krist Food Mart #92 Business Phone Number 906-265-6144
- Address of Premises 1218 Grant St De Pere Post Office & Zip Code WI 54115
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

1 story concrete block building. Convenience Store. Doored Coolers for self service

#92 #439 1.a

Applicant's Wisconsin Seller's Permit Number 456-000345170-03	
FEIN Number 38-1798214	
TYPE OF LICENSE REQUESTED	FEE
☒ Class A beer	\$ 180
☐ Class B beer	\$
☐ Class C wine	\$
☒ Class A liquor	\$ 225
☐ Class A liquor (cider only)	\$ N/A
☐ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ 30
TOTAL FEE	\$ 435

5. Legal description (omit if street address is given on previous page): See above
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) Atanasoff, Krist D	Title / Member Vice President	Date 04/25/2023
Signature 	Phone Number 906-265-6144	Email Address krist@kristoil.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 5/2/23	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Instructions for Renewal Alcohol Beverage License Application

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. One partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

One officer must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) **AND** AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

One member/manager must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on page 2 are "YES," outline details below:

CONVICTIONS

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
2. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
3. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY

PENDING CHARGE

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
PENDING CHARGE _____ DATE _____



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: B. Class "B" Fermented Malt Beverage License

ATTACHMENTS:

- Class B Beer Application_6.6.23 (PDF)

**CLASS "B" BEER
LICENSE RENEWALS
FOR THE 2023-2024
LICENSING PERIOD**

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 7/1/2023 ending: 6/30/2024
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of De Pere

County of Brown Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

Applicant's Wisconsin Seller's Permit Number <u>456-1028920 695-02</u>	
FEIN Number <u>81-0893692</u>	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☒ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☐ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ <u>30</u>
TOTAL FEE	\$

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company <u>Radue Cinemas Inc</u>	Address of Corporation / Limited Liability Company (if different from licensed premises) <u>905 George St #191 De Pere WI 54115</u>
---	--

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name <u>Radue</u>	(First) <u>Vicki</u>	(Middle Name) <u>L</u>	Home Address (Street, City or Post Office, & Zip Code)
---------------------------------	-------------------------	---------------------------	--

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name <u>Radue</u>	(First) <u>Michael</u>	(Middle Name) <u>D</u>	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name <u>Radue</u>	(First) <u>Vicki</u>	(Middle Name) <u>L</u>	Home Address (Street, City or Post Office, & Zip Code) <u>u</u>
Treasurer / Member Last Name <u>Radue</u>	(First) <u>Vicki</u>	(Middle Name) <u>L</u>	Home Address (Street, City or Post Office, & Zip Code) <u>u</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

- Trade Name De Pere Cinema Business Phone Number 920-371-1585
- Address of Premises 417 George St Post Office & Zip Code De Pere WI 54115
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Theater auditorium, Concession area + lobby, kitchen

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No
- _____
- _____
- _____
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No
- _____
- _____
- _____
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) <i>Rodue, Vicki L</i>	Title / Member <i>Sec/Treas.</i>	Date <i>5-13-2023</i>
Signature <i>Vicki Rodue</i>	Phone Number <i>920-371-1585</i>	Email Address <i>Vrodue1@new.vr.com</i>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <i>5/22/23</i>	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Instructions for Renewal Alcohol Beverage License Application

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. One partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

One officer must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) **AND** AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

One member/manager must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on page 2 are "YES," outline details below:

CONVICTIONS

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
2. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
3. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY

PENDING CHARGE

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
PENDING CHARGE _____ DATE _____



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: C. Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor Licenses

ATTACHMENTS:

- Class B Beer & Class B Liquor Lic. Applications_6.6.23 (PDF)

**CLASS “B” BEER AND
“CLASS B” LIQUOR
LICENSE RENEWALS
FOR THE 2023-2024
LICENSING PERIOD**

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 7/1/2023 ending: 6/30/2024
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of } DE PERE, WI
☐ Village of }
☒ City of }

County of BROWN Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

Applicant's Wisconsin Seller's Permit Number <u>456 - 1028971319 - 02</u>	
FEIN Number <u>47-3801043</u>	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☒ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☒ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ <u>30</u>
TOTAL FEE	\$

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company <u>BABA LOUIES LLC</u>	Address of Corporation / Limited Liability Company (if different from licensed premises) <u>883 RICHBOROUGH RD, GREEN BAY, WI 54313</u>
---	--

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name <u>KROPP</u>	(First) <u>JAMES</u>	(Middle Name) <u>J</u>	Home Address (Street, City or Post Office, & Zip Code)
---------------------------------	-------------------------	---------------------------	--

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name <u>KROPP</u>	(First) <u>JAMES</u>	(Middle Name) <u>J</u>	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

- Trade Name BABA LOUIES Business Phone Number 920 336 9885
- Address of Premises 419 MAIN AV Post Office & Zip Code DE PERE, WI 54115
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 2 44' x 90' BUILDINGS AND
APPROX 10' x 88' LOT BEHIND THE BUILDING (FROM SIDEWALK TO THE BUILDINGS)
LOCATED AT 419-421 MAIN AV, DE PERE, WI, INCLUDES ALL ROOMS IN BOTH
BUILDINGS

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges** for **any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☒ Yes ☐ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No
- _____
- _____
- _____
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No
- _____
- _____
- _____
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) KROPP, JAMES J.	Title / Member MEMBER / OWNER	Date 5-2-2023
Signature 	Phone Number 920 737 2503	Email Address BABALOU66@AOL.COM

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 5/11/23	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Instructions for Renewal Alcohol Beverage License Application

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. One partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

One officer must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) **AND** AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

One member/manager must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on page 2 are "YES," outline details below:

CONVICTIONS

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
2. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
3. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY

PENDING CHARGE

1. NAME SIGNIFY KROPP STATUTE NO./LOCAL ORDINANCE _____
PENDING CHARGE UNDERAGE DATE FEB 2023

Renewal Alcohol Beverage License Application

(Submit to municipal clerk) Read instructions on page 3.)

For the license period beginning: 7/1/2023 ending: 6/30/2024
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of De Pere

County of Brown Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last) <u>De Cleene</u>	(First) <u>Greg</u>	(Middle Name) <u>J</u>	Home Address (Street, City or Post Office, & Zip Code) <u>236 Crestview Ln. De Pere 54115</u>
Full Name (Last) <u>De Cleene</u>	(First) <u>Ann</u>	(Middle Name) <u>M</u>	Home Address (Street, City or Post Office, & Zip Code) <u>236 Crestview Ln. De Pere 54115</u>
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company <u>Caliente, Inc.</u>	Address of Corporation / Limited Liability Company (if different from licensed premises)
--	--

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name <u>De Cleene</u>	(First) <u>Ann</u>	(Middle Name) <u>M</u>	Home Address (Street, City or Post Office, & Zip Code)
-------------------------------------	-----------------------	---------------------------	--

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name <u>De Cleene</u>	(First) <u>Greg</u>	(Middle Name) <u>J</u>	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name <u>De Cleene</u>	(First) <u>Ann</u>	(Middle Name) <u>M</u>	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

- Trade Name Caliente Business Phone Number 920.336.8737
- Address of Premises 623 George St. Post Office & Zip Code De Pere 54115
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 1st Floor, Front and Back Patio, Front Side Walk, Side of Building Side Walk, 2nd Floor, Basement, Kitchen

Applicant's Wisconsin Seller's Permit Number <u>456-0001673023-03</u>	
FEIN Number <u>20-0743906</u>	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☒ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☒ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ <u>30.00</u>
TOTAL FEE	\$

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No
- _____
- _____
- _____
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No
- _____
- _____
- _____
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, MI) DeCleene, Greg J.	Title / Member President	Date 5/16/2023
Signature Greg DeCleene	Phone Number 920.336.8737	Email Address gjdecleene5@aol.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 5/22/23	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Instructions for Renewal Alcohol Beverage License Application

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. One partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

One officer must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) **AND** AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

One member/manager must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on page 2 are "YES," outline details below:

CONVICTIONS

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
2. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
3. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY

PENDING CHARGE

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
PENDING CHARGE _____ DATE _____

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 7-1-23 ending: 6-30-24
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of De Pere

County of Brown Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
<u>Smekett Adventures LLC</u>	<u>_____</u>

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Smits</u>	<u>Joshua</u>	<u>John</u>	<u>_____</u>

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Beckett</u>	<u>Stephen</u>	<u>Grant</u>	<u>_____</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Smits</u>	<u>Joshua</u>	<u>John</u>	<u>_____</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

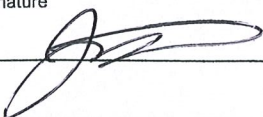
C. Business Information

- Trade Name Cycling Brews Taproom Business Phone Number 920-240-8981
720-819-3093
- Address of Premises 1109 Honey Court Ste B Post Office & Zip Code De Pere 54115
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) Retail space, just off of S. Broadway, running adjacent to Fox River Trail. Main area w/36 taps and bar area.
"Conf. room" for sitting and open area w/stage for additional sitting space.

Applicant's Wisconsin Seller's Permit Number <u>456-1031301598-04</u>	
FEIN Number <u>88-1425070</u>	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☒ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☒ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ <u>30.00</u>
TOTAL FEE	\$ <u>30.00</u>

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges** for any offenses presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No
- _____
- _____
- _____
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☐ Yes ☒ No
- We have not opened as of yet (TBD - month of June 2023)
- _____
- _____
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) <u>Smits, Joshua J</u>	Title / Member <u>Owner / Operator</u>	Date <u>5-1-23</u>
Signature 	Phone Number <u>(920) 246-8981</u>	Email Address <u>josh.smits@cyclinebrews.com</u>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>5/2/23</u>	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Instructions for Renewal Alcohol Beverage License Application

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. One partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

One officer must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) **AND** AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

One member/manager must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on page 2 are "YES," outline details below:

CONVICTIONS

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
2. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
3. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY

PENDING CHARGE

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
PENDING CHARGE _____ DATE _____

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 7/1/23 ending: 6/30/24
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of _____

County of Brown Aldermanic Dist. No. _____
(If required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
<u>Alckrow</u>	<u>1535 N Ashland Ave</u>

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Kozlovsky</u>	<u>Gail</u>	<u>M</u>	<u>1</u>

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Kozlovsky</u>	<u>Gail</u>	<u>M</u>	<u>1</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Kozlovsky</u>	<u>Robert</u>	<u>A</u>	<u>1</u>
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Kozlovsky</u>	<u>Michelle</u>	<u>R</u>	<u>1</u>
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Kozlovsky</u>	<u>Michelle</u>	<u>R</u>	<u>1</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Kozlovsky</u>	<u>Michelle</u>	<u>R</u>	<u>1</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Kozlovsky</u>	<u>Michelle</u>	<u>R</u>	<u>1</u>

C. Business Information

- Trade Name Drift Inn Business Phone Number 9203365929
- Address of Premises 1535 N Ashland Post Office & Zip Code De Pere
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Bar - Dining Room
att sheet

Applicant Number	456-1026723768-02
FEIN Number	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☒ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☒ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ <u>30.00</u>
TOTAL FEE	\$ <u>30.00</u>

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No
- _____
- _____
- _____
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No
- _____
- _____
- _____
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☒ Yes ☐ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☒ Yes ☒ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) GAIL M KOZLOVSKY	Title / Member owner	Date 5/15/23
Signature Gail M Kozlovsky	Phone Number 920 676 8549	Email Address RK2525eSbe GLOBAL.NET

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 5/19/23	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Instructions for Renewal Alcohol Beverage License Application

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. One partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

One officer must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) AND AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

One member/manager must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

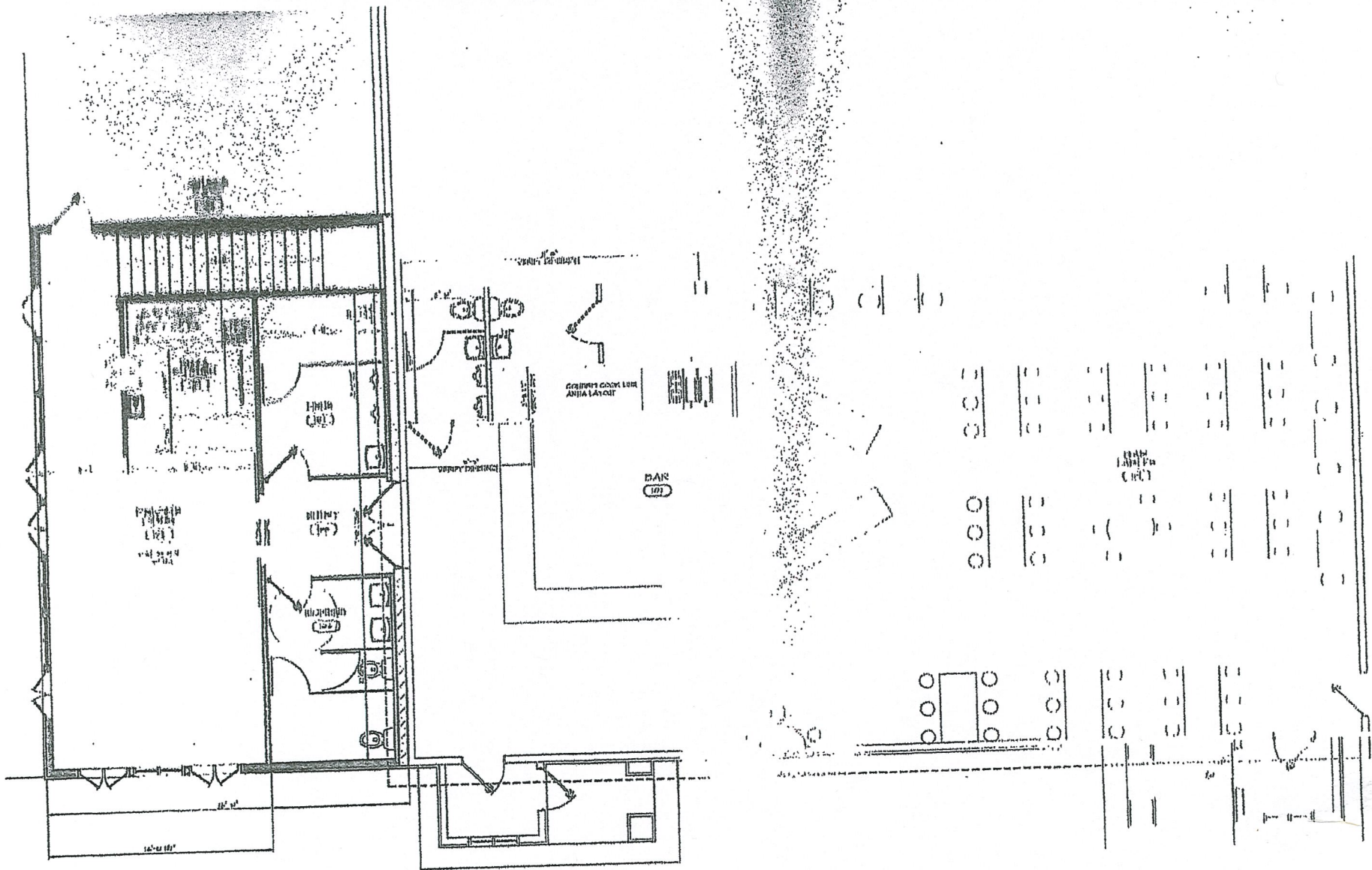
If answer to Questions No. 6a and/or 6b on page 2 are "YES," outline details below:

CONVICTIONS

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
2. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
3. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY

PENDING CHARGE

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
PENDING CHARGE _____ DATE _____



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

Att. Sheet

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 7/1/2023 ending: 6/30/2024
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of De Pere

County of Brown Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
<u>Gallaghers Pizzeria LLC</u>	<u>330 Reid St. De Pere WI, 54115</u>

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Miller</u>	<u>Vanessa</u>	<u>Laurel</u>	

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Miller</u>	<u>Chad</u>	<u>NMI</u>	
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Miller</u>	<u>Vanessa</u>	<u>Laurel</u>	
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

- Trade Name Gallaghers Pizzeria Business Phone Number (920) 337-6666
- Address of Premises 330 Reid St. Post Office & Zip Code 54115
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
Dining areas, bar, walk-in beer cooler, and office

Applicant's Wisconsin Seller's Permit Number <u>456-1030-7543 7204</u>	
FEIN Number <u>87-160-1260</u>	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☒ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☒ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ <u>30</u>
TOTAL FEE	\$

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No
- _____
- _____
- _____
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No
- _____
- _____
- _____
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) <i>Miller Vanessa L</i>	Title / Member <i>Agent / V.P.</i>	Date <i>4-20-23</i>
Signature <i>[Signature]</i>	Phone Number <i>(920) 370-3047</i>	Email Address <i>emillersb@gmail.com</i>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <i>5/9/23</i>	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 07/01/2023 ending: 06/30/2024
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of } De Pere
☐ Village of }
☒ City of }

County of Brown Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
<u>George Street Bar LLC</u>	<u>415 George St. De Pere WI 54115</u>

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Conard</u>	<u>Leslie</u>	<u>Mal</u>	

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Same as agent</u>			
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

- Trade Name McGeorge's Pub Business Phone Number 920 676-7677
- Address of Premises 415 George St De Pere Post Office & Zip Code 54115
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

Kitchen, basement, back room, coolers, bar closet
storage rooms

Applicant's Wisconsin Seller's Permit Number <u>456-1026204228-02</u>	
FEIN Number <u>45-3029105</u>	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☒ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☒ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ <u>30</u>
TOTAL FEE	\$ <u>182.27</u>

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No
- _____
- _____
- _____
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No
- _____
- _____
- _____
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) Conard, Leslie	Title / Member Owner	Date
Signature Leslie Conard	Phone Number 920 346 0933	Email Address lmwils2@yahoo.com

TO BE COMPLETED BY CLERK

Date received, and filed with municipal clerk 5/15/23	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Instructions for Renewal Alcohol Beverage License Application

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. One partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

One officer must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) **AND** AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

One member/manager must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on page 2 are "YES," outline details below:

CONVICTIONS

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
 CHARGE *none* _____ WHERE CONVICTED _____
 DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
2. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
 CHARGE _____ WHERE CONVICTED _____
 DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
3. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
 CHARGE _____ WHERE CONVICTED _____
 DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY

PENDING CHARGE

1. NAME *None* _____ STATUTE NO./LOCAL ORDINANCE _____
 PENDING CHARGE _____ DATE _____

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: Oct 19, 2023 ending: June 30, 2023
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☐ City of De Pere

County of Brown Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

Applicant's Wisconsin Seller's Permit Number <u>456-71030990895-04</u>	
FEIN Number <u>874229146</u>	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☒ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☒ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$ <u>30.00</u>

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company <u>Muk's Thai LLC</u>	Address of Corporation / Limited Liability Company (if different from licensed premises) <u>201 James St De Pere 54115</u>
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All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name <u>Charthasene</u>	(First) <u>Manasoneke</u>	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
---------------------------------------	------------------------------	---------------	--

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name <u>Charthasene</u>	(First) <u>Manasoneke</u>	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

- Trade Name Muk's Thai Cuisine & Executive Suites Business Phone Number (920) 347-0007
- Address of Premises 201 James St. De Pere Post Office & Zip Code 54115
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
Stored Behind Bar cooler
Serve Hotel & Restaurant

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No
- _____
- _____
- _____
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No
- _____
- _____
- _____
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) <i>Chan Phacorn Manasamoke</i>	Title / Member <i>owner</i>	Date <i>5-3-23</i>
Signature <i>[Signature]</i>	Phone Number <i>920) 573-7804</i>	Email Address <i>nk5540@yahoo.com</i>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <i>5/16/23</i>	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Instructions for Renewal Alcohol Beverage License Application

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. One partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

One officer must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) AND AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

One member/manager must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on page 2 are "YES," outline details below:

CONVICTIONS

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
2. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
3. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY

PENDING CHARGE

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
PENDING CHARGE _____ DATE _____

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 07/01/2023 ending: 06/30/2024
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of } De Pere
☐ Village of }
☒ City of }

County of Brown Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last) <u>Conard</u>	(First) <u>Leslie</u>	(Middle Name) <u>mae</u>	Home Address (Street, City or Post Office, & Zip Code) <u>201 Polar Rd De Pere WI 54115</u>
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company <u>Bulkyeye 708 LLC</u>	Address of Corporation / Limited Liability Company (if different from licensed premises)
--	--

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name <u>Conard</u>	(First) <u>Leslie</u>	(Middle Name) <u>mae</u>	Home Address (Street, City or Post Office, & Zip Code)
----------------------------------	--------------------------	-----------------------------	--

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name <u>Conard</u>	(First) <u>Leslie</u>	(Middle Name) <u>mae</u>	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

- Trade Name Pub 338 Business Phone Number 920 425-3110
- Address of Premises 338 Main Ave De Pere Post Office & Zip Code 54115
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
bar, basement, bathrooms, kitchen

Applicant's Wisconsin Seller's Permit Number <u>456-1028207966-03</u>	
FEIN Number <u>46-4513994</u>	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☒ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☒ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ <u>30 Rd</u>
TOTAL FEE	\$ <u>3</u>

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No
- _____
- _____
- _____
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No
- _____
- _____
- _____
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) Conrad, Leslie M	Title / Member owner	Date 5-15-23
Signature Conrad	Phone Number 920 316 0933	Email Address lmwils2@yahoo.com

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 5/15/23	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Instructions for Renewal Alcohol Beverage License Application

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. One partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

One officer must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) **AND** AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

One member/manager must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on page 2 are "YES," outline details below:

CONVICTIONS

1. NAME None STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
2. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
3. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY

PENDING CHARGE

1. NAME None STATUTE NO./LOCAL ORDINANCE _____
PENDING CHARGE _____ DATE _____

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 07/01/2023 ending: 06/30/2024
(mm/dd/yyyy) (mm/dd/yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of De Pere

County of Brown Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
St. Norbert College, Inc.	100 Grant St. 54115

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
DuBois	Terrie	Marie	

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Massey	Julie		
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Anfang	Autumn		
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

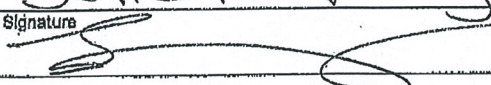
- Trade Name: St. Norbert College Business Phone Number: 920-403-1352
- Address of Premises: see attached Post Office & Zip Code: 54115
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
See Attached premises descriptions

Applicant's Wisconsin Seller's Permit Number 456102011225103	
FEIN Number 39-1399196	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☒ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (elder only)	\$ N/A
☒ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ 30 -
TOTAL FEE	\$

R#
181988

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been convicted of any offenses (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete page 3. ☐ Yes ☒ No
- b. Are charges for any offenses presently pending (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on page 3. ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain ☐ Yes ☒ No
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain ☐ Yes ☒ No
we are tax exempt.
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) Julie A. Massay	Title / Member Chief of Staff	Date 4/28/2023
Signature 	Phone Number 920-403-3014	Email Address julie.massay@snc.edu

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 5/3/23	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Premise Name and Description	Where Sold	Where Stored	Where Consumed
F.K. Bemis Conference Center 299 Third St.	Lower Lobby, first floor dining room, adjacent lobby, conference rooms on first floor, conference rooms on lower level and lower lobby, first floor patio off dining room	locked cooler and cage in basement	on premise
Michels Commons 409 Third St.	Ruth's Marketplace; including Dales lounge, adjacent lobby and conference rooms, Michels Ballroom on second floor, 1st and 2nd floor patios.	locked cooler in basement kitchen, locked cage in basement storeroom	on premise
Kress Inn 300 Grant St.	Lobby and conference room	kitchen off conf room and in basement	on premise
Ray VandenHeuvel Family Campus Center 419 First St	First floor lounge, outside patio, Phil's Pub, Third floor Reflection lounge	Michels Commons basement cooler and storeroom	on premise

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 7-1-23 ending: 6-30-24
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of } De Pere
☐ Village of }
☒ City of }
County of Brown Aldermanic Dist. No. _____
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company
☐ Partnership ☒ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Hartwell</u>	<u>Tye</u>	<u>D</u>	<u>2099 River St De Pere WI 54115</u>
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
<u>E Sales, Inc</u>	<u>2099 River St De Pere WI 54115</u>

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Hartwell</u>	<u>Tye</u>	<u>D</u>	

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Hartwell</u>	<u>Tye</u>	<u>D</u>	
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

- Trade Name VIP Diner Lounge Business Phone Number 920-336-3330
- Address of Premises 308 Main Ave De Pere Post Office & Zip Code 54115
- Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No
- Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
Bar Area & Basement

Applicant's Wisconsin Seller's Permit Number <u>456-1027038277-03</u>	
FEIN Number	
TYPE OF LICENSE REQUESTED	FEE
☐ Class A beer	\$
☐ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☐ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ <u>30.00</u> <u>5-3-23</u>
TOTAL FEE	\$ <u>30.00</u> <u>5-3-23</u>

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No
- _____
- _____
- _____
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No
- _____
- _____
- _____
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (608) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☒ Yes ☐ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☒ Yes ☐ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) Hartwell Tye D	Title / Member Gen	Date 5-3-23
Signature Tye	Phone Number 920 819 3220	Email Address Wireless1gb@gmail

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk 5/3/23	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

Instructions for Renewal Alcohol Beverage License Application

THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

PARTNERSHIPS:

Indicate full name and home address of each partner. One partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

CORPORATIONS:

One officer must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) **AND** AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

LIMITED LIABILITY COMPANY:

One member/manager must sign application. Follow procedure under Corporations for any change of members or agent.

NOTE: Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on page 2 are "YES," outline details below:

CONVICTIONS

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
2. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY
3. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
CHARGE _____ WHERE CONVICTED _____
DATE _____ PENALTY _____ ☐ MISDEMEANOR ☐ FELONY

PENDING CHARGE

1. NAME _____ STATUTE NO./LOCAL ORDINANCE _____
PENDING CHARGE _____ DATE _____



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Resolution #23-51 Authorizing Extension of Lease Agreement
Between the City of De Pere and Brown County Ice Management,
Inc.

The Board of Park Commissioners, at the May 18, 2023 meeting, approved a one year extension to the agreement with Brown County Ice Management for the De Pere Ice Center. The motion passed unanimously with a 5-0 vote.

ATTACHMENTS:

- Reso23-51 (PDF)
- Extension of Lease w-Brown County Ice Management, Inc.5-22-23-155-001-12(PDF)
- Memo.BC Ice management.Extension (DOCX)
- 20230505100953709 (PDF)

RESOLUTION #23-51

AUTHORIZING EXTENSION OF LEASE AGREEMENT BETWEEN THE CITY OF
DE PERE AND BROWN COUNTY ICE MANAGEMENT, INC.

WHEREAS, the City and Brown County Ice Management, Inc. are parties to a Lease Agreement, dated April 5, 2012, with amendments thereto dated April 17, 2013, December 29, 2014 and November 27, 2018 (collectively referred to as the "Lease Agreement"), providing for Lessee's use of city-owned property and improvements at the De Pere Ice Arena, located at 1450 Fort Howard Avenue; and

WHEREAS, the parties wish to extend such Lease Agreement along the terms and conditions more fully set forth in the attached Extension of Lease Agreement Between the City of De Pere and Brown County Ice Management, Inc.

WHEREAS, this matter has been reviewed by the Board of Park Commissioners which recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and City Clerk are authorized and directed to execute the attached Extension of Lease Agreement Between the City of De Pere and Brown County Ice Management, Inc., subject to such changes and revisions as deemed necessary by the City Attorney.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin this 6th day of June, 2023.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Board/Committee Approval: 05/18/2023

**EXTENSION OF LEASE AGREEMENT BETWEEN THE
CITY OF DE PERE AND BROWN COUNTY ICE MANAGEMENT, INC.**

THIS EXTENSION OF LEASE AGREEMENT ("Extension") is entered into this ____ day of _____, 2023, by and between the City of De Pere ("City") and Brown County Ice Management, Inc., a Wisconsin not-for-profit corporation ("Lessee"), collectively referred to as "the Parties."

WHEREAS, the City and Lessee are parties to a Lease Agreement dated April 5, 2012, with amendments thereto dated April 17, 2013, December 29, 2014, and November 27, 2018 (collectively referred to as "the Lease Agreement"), providing for Lessee's use of city-owned property and improvements at the De Pere Ice Arena located at 1450 Fort Howard Avenue; and

WHEREAS, the Parties mutually agree to extend the Lease Agreement for an additional one year term, as more fully set forth below.

NOW THEREFORE, the Parties hereby agree to renew and extend the Lease Agreement as follows:

1. Paragraph 2.01 of the Lease Agreement shall be extended for a term of 12 months, June 1, 2023, through May 31, 2024. Thereafter, upon mutual consent of the Parties, the Lease may be extended for one (1) additional one-year term.
2. All other terms, provisions, conditions, requirements and obligations of the Lease Agreement shall remain in full force and effect and are incorporated herein by reference.

Dated this ____ day of _____, 2023.

BROWN COUNTY ICE MANAGEMENT, INC.

By:

Don Chilson, Manager

CITY OF DE PERE

By:

James G. Boyd, Mayor

Carey E. Danen, City Clerk

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: May 18, 2023

RE: Brown County Ice Management Agreement

The agreement for Brown County Ice Management actually expires in May of 2023. We would like to propose a one year extension to the agreement with the option of an additional year. In doing this, it allows us time to research the agreement with our new legal team as well as provide us the time to conduct a proposed facility condition analysis of the facility in 20224.

I have included the amendment to the agreement conducted in 2018.

**THIRD AMENDMENT TO LEASE AGREEMENT BETWEEN THE
CITY OF DE PERE AND BROWN COUNTY ICE MANAGEMENT, INC.**

THIS AMENDMENT is entered into this 29th day of November, 2018,
by and between the City of De Pere, a Wisconsin municipal corporation ("City") and Brown
County Ice Management, Inc., a not-for-profit Wisconsin corporation ("Lessee").

WHEREAS, the City and Lessee are parties to a Lease Agreement dated April 5, 2012
and amended as of April 17, 2013 and December 29, 2014 (collectively referred to as the "Lease
Agreement"), which provides for use of City owned property and improvements located at 1450
Fort Howard Avenue, known as the De Pere Ice Recreation Center; and

WHEREAS, City and Lessee wish to amend the Lease Agreement along the terms and
conditions more fully set forth below.

NOW THEREFORE, in consideration of the foregoing and mutual covenants and
promises contained herein and other good and valuable consideration, the receipt of which is
acknowledged, the parties hereto agree as follows:

1. Paragraph 5.07.1 is created to read:

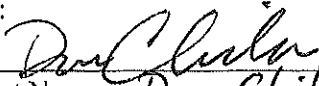
5.07.01 Lessee shall impose a surcharge on all ice rentals as follows:

- (a) The surcharge, which shall be implemented over a three year period, shall consist of:
 - (1) A \$20.00 per hour surcharge shall be effective upon execution of this Amendment;
 - (2) Effective September 1, 2019, the surcharge shall increase to \$25.00/hour;
 - (3) Effective September 1, 2020, the surcharge shall increase to \$30.00/hour.
- (b) The surcharge shall apply to all ice rentals with the exception of the following:
 - (1) Open skate events sponsored by Lessee and required by ¶5.05 of this Lease;
 - (2) An event/program that has received a waiver of the surcharge from the City Board of Park Commissioners.
- (c) The surcharge shall have not affect the Management Fee required under ¶2.02 and defined under ¶1.10.

- (d) Lessee shall submit to City a monthly statement of rented ice hours to the Director of Parks, Recreation and Forestry ("Director"). The monthly statement shall be sent to the Director no later than 10 days after the end of each month. City shall invoice Lessee the amount of surcharge due. Lessee shall pay such invoice within 10 days of its receipt.
 - (e) The surcharge dollars collected shall be used by City to reimburse its unassigned reserve account for repairs to the Ice Arena chiller system in 2018.
 - (f) Upon final reimbursement of such chiller system repair costs, the surplus amounts collected shall be directed to the City designated capital fund dedicated to repairs at the Ice Arena ("the Ice Arena Fund").
2. Paragraph 2.01 of the Lease Agreement is amended to provide that the lease term shall expire on May 31, 2023. The remaining provisions of paragraph 2.01 pertaining to lease renewals and terminations of the lease remain unchanged.
 3. All other terms, conditions, requirements, and obligations found in the Lease Agreement are incorporated herein by reference and remain unaffected by this Amendment.

BROWN COUNTY ICE MANAGEMENT, INC.

By:

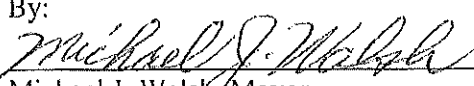
Print Name: Dan ChilsonTitle: ManagerBrown County Ice Management

Print Name: _____

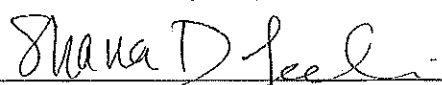
Title: _____

CITY OF DE PERE

By:



Michael J. Walsh, Mayor



Shana D. Ledvina, Clerk-Treasurer

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Brown County Ice Management, Inc.
Third Amendment to Lease Agreement
Page 2 of 2



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Resolution #23-52 Authorizing Submission of Wisconsin Department of Natural Resources Recreational Boating Facilities Development/Renovation Grant Application for Perkofski Boat Launch fishing pier refurbishing.

The Board of Park Commissioners, at the May 18, 2023 meeting, approved applying for a WDNR grant to refurbish a fishing pier dock at Perkofski Boat Launch. The motion passed unanimously with a 5-0 vote.

ATTACHMENTS:

- Reso23-52 (PDF)
- 2023 WDNR Grant Application Packet_Perkofski Fishing Pier Refurbishments (PDF)
- Memo.Perkofski Fishing Pier renovation (DOCX)

RESOLUTION #23-52

AUTHORIZING SUBMISSION OF WISCONSIN DEPARTMENT OF NATURAL
RESOURCES RECREATIONAL BOATING FACILITIES DEVELOPMENT/RENOVATION
GRANT APPLICATION FOR PERKOFSKI BOAT LAUNCH FISHING PIER REFURBISHING

WHEREAS, the Wisconsin Department of Natural Resources (WDNR) offers cost-share recreational boating facility grants under its Boating and Fishing State and Federal Grant Application Program; and

WHEREAS, such grant, if awarded, will be used by the City to renovate the fishing pier at the Perkofski Boat Launch, with the WDNR covering approximately 50% of costs up to a maximum grant amount of \$4,991.50; and

WHEREAS, this matter has been reviewed by the Board of Park Commissioners which recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council authorizes the Director of Parks, Recreation & Forestry to:

- Submit an application to the WDNR for financial assistance as described above;
- sign necessary documents, including the required Agreement/Contract; and
- take all other necessary action to undertake, direct and complete the approved project, including required reporting and reimbursement request(s).

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 6th day of June, 2023.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Board Approval: 5/18/2023

**Recreational Boating Facilities
Development/Renovation Grant Application**
Form 8700-343D (3/22) Page 1 of 4

Notice: This form is authorized under [s. 30.92, Wis. Stats.](#) and 50 C.F.R. 80 Code of Federal Regulations. You must complete this form in order to apply for or receive financial assistance from the Wisconsin Department of Natural Resources. Failure to complete this form will result in denial of financial assistance. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Laws [ss.19.31-19.39 Wis. Stats.]

BEFORE YOU BEGIN TO FILL OUT THIS APPLICATION, PLEASE CONTACT YOUR REGIONAL GRANT PROJECT MANAGER!

Section 1. Applicant Information

Applicant/Organization Name

City of De Pere

Organization Mailing Address 925 S Sixth St	City De Pere	State WI	ZIP Code 54115
Individual Authorized to Act on Behalf of Applicant per Resolution Marty Kosobucki	Phone Number (920) 339-8358	Email Address mkosobucki@deperewi.gov	

ACH Payment Established with DNR? ☐ Yes ☒ No	If Yes, Email Address for ACH Payment
Mail Check to (if no ACH or address is different from applicant)	

Address	City	State	ZIP Code
---------	------	-------	----------

Are you a lake association? ☐ Yes ☒ No

Section 2. General Project Information

Project Title

Perkofski Fishing Pier Renovation

Provide GPS coordinates of main parking lot at main public boat access site.

1/4 1/4	1/4	Section 23	Township N	Range 20	☒ E ☐ W	Latitude (decimal degrees) 44.3459318	Longitude (decimal degrees) -88.0685634	County Brown
Waterbody Name Fox River								Acres (DNR will fill in)
Property Owner (if other than applicant)								Phone Number
Street Address					City	State	ZIP Code	

☒ Public Entity ☐ Private Entity ☐ Lease or Easement Expiration Date: _____

Who will be responsible to build/operate/maintain the project for at least 20 years?

City of De Pere

Is boat launch facility being developed or renovated? ☐ New Facility ☒ Renovation

Do you currently or will you charge a launch fee when renovations are completed? ☒ Yes ☐ No What is the daily launch rate? \$6.00

Is there a separate account for these funds for the operation and maintenance of the launch? ☒ Yes ☐ No

Do you have all the necessary permits for your project? ☐ Yes ☐ No ☒ No Permits Needed for Project*

Who did you talk to and reason why no permit is needed?

Water Permit Application Webpage: <https://dnr.wisconsin.gov/permits/water>. Copies of all required permits must be submitted to your regional grant project manager before appearing before the Wisconsin Waterways Commission. The permitting process may take over 60 days.

Recreational Boating Facilities Development/Renovation Grant Application

Form 8700-343D (3/22)

Page 2 of 4

Section 3. Existing Conditions

Describe the project area and if there are existing facilities, include the condition and age of these facilities.

The Perkofski Boat Launch is located next to the Brown County Fairground property. The City of De Pere is planning to refurbish one of the two fishing pier sections at Perkofski. This will be the first section of two fishing piers that will be refurbished. The refurbishment would consist of repairing or replacing damages to the frame, in addition to replacing the wood skirts, stringers and decking with recycled plastic boards. The City plans to refurbish the sections incrementally over the next couple years. The refurbishments would likely take place in November or December 2023, so the boating and fishing season is not disrupted.

Section 4. Feasibility Statement

Describe, justify and state the project objectives to include economic, environmental and engineering aspects (who, what, where, when and why). Include dimensions of the property and proposed facilities including **percentage of ramp slope, water depth at end of ramp, and width of the exiting or proposed boarding dock or pier.**

The frames and flotation of the piers are beginning to deteriorate. In an effort to increase the safety of all users, it is the intention of the City to refurbish one fishing pier section per year.

Section 5. Budget

Provide a detailed budget of eligible costs including all wages, services, supplies and equipment to accomplish the project. Select a category, item, cash or donation, item condition, quantity and cost: one per line.

Part A – Itemized Budget Detail

Cost Category	Item Description	Cash or Donation	Item Condition	Qty #	Cost	Total Cost
construction	transient dock	Cash		1	\$9,983.00	\$9,983.00
Total Project Cost Estimate						\$9,983.00

Part B – Cost Estimate Summary

Summary of all costs from Part A. All items from Part A will self-populate into the allocated categories.

Cost Category	A Cash Costs	B Donated Value
1. Salaries, wages and employee benefits and donated labor		
2. Equipment		
3. Contractual Services		
4. Construction	\$9,983.00	
5. Other		
6. Subtotals	\$9,983.00	
7. Total Project Cost Estimate	\$9,983.00	
8. Eligible Grant Award Request	\$4,991.50	
9. Adjusted Grant Request: If you would like to request <u>less than</u> the allowed amount, please fill in the amount of grant you would like to receive.		
10. Adjusted Grant Request: If you would like to request <u>more than</u> the allowed amount because you meet the criteria below*, please fill in the amount of grant you would like to receive.		

*May request up to 80% if meet criteria in [s. NR 7.088, Wis. Adm. Code](#)

Recreational Boating Facilities Development/Renovation Grant Application

Form 8700-343D (3/22)

Page 3 of 4

Part C – Cost Share

Total Project Cost Estimate		\$9,983.00	
DNR Cost Share		\$4,991.50	50 %
Applicant Cost Share		\$4,991.50	50 %

Sources of Applicant Share	Amount	Status	Comments
Local budget, force account, etc.			
Federal Funds/Grants		☐ Applied For/Pending ☐ Awarded (Attach copy of grant agreement or notification email.)	
Other		☐ Applied For/Pending ☐ Awarded/Received (Attach copy of award notification.)	

Section 6: s. NR 1.91, Wis. Adm. Code Required Information

How many vehicle/trailer parking spaces currently at the location? 68 spaces

How many vehicle/trailer parking spaces are you planning to add? 0 spaces

For an inland lake project, what is the total number of vehicle/trail parking spaces currently on the proposed waterbody at public facilities? _____ spaces

Will your project have single vehicle parking spaces? ☒ Yes ☐ No 17 spaces

For a Great Lakes or river project, what is the distance to the nearest existing public access site? _____ miles

Does your project location have any designated disabled parking space(s)? ☒ Yes ☐ No

If yes, how many spaces? 4 spaces

Is your project (boat launch, boarding dock, pier, restrooms, etc.) accessible to people with disabilities? ☒ Yes ☐ No

Is your project a development of an access facility on an inland lake or river where no public access exists? ☐ Yes ☒ No

Section 7: Other Items

Have any of the following reviews been completed for the launch site:

Wetland Analysis? ☐ Yes ☒ No

Phase I Environmental Site Assessment? ☐ Yes ☒ No

Archaeological or Historical Investigation? ☐ Yes ☒ No

Is your project located within a floodplain? ☐ Yes ☒ No

Do you have a stormwater management plan? ☐ Yes ☒ No

Is your project associated with a harbor of refuge or protected launch (structures such as bulkheads and breakwaters necessary to provide safe water conditions) (ref. [NR 7.03\(14\)](#), [Wis. Adm. Code](#))? ☐ Yes ☒ No

Will your project correct a significant health or safety hazard? ☐ Yes ☒ No

Is your project required to fulfill a compliance order or court ruling? If yes, include a copy with key provisions highlighted. ☐ Yes ☒ No

Do you conduct a boating safety enforcement and education program that has been approved by the Department of Natural Resources? ☐ Yes ☒ No

Recreational Boating Facilities Development/Renovation Grant Application

Form 8700-343D (3/22)

Page 4 of 4

What is the state of readiness of your project?

- ☒ Project has final engineering plans suitable for construction or construction bidding or project does not require further planning or design for construction to begin.
- ☐ Project has preliminary site plans, but additional engineering or design work are necessary before construction can begin.

Are there any known controversies/complications with the proposed project?

☐ Yes ☒ No

Are there any measures proposed to address the controversies/complications?

☐ Yes ☒ No

Site the useful life of the project components. Cite the source for the determination.

Section 8: Timeline

Anticipated Project Start Date	Anticipated Project End Date	When do you anticipate that the project area will be open for use?
11/01/2023		Spring 2024

Section 9. Required Attachments

- Project resolution by grant applicant authorizing participation May use Form 8700-388 which can be found on the Recreational Boating Facilities Webpage: <https://dnr.wisconsin.gov/aid/RBF.html> (Resolution instructions in program guidance).
- Project location clearly marked on map.
- Project area footprint (site plan detailed on a map that includes buildings, parking lots, ramps, piers, etc.).
- Topographical map of project location.
- Illustration (drawings/photos) of project area in its current condition including all existing facilities.
- Plans for launch ramps that show percentage of ramp slope, the water depth at the end of the ramp, and the width of the existing or proposed boarding dock or pier.
- Preliminary engineering plans for dredging at launch facility (if any).
- Draft easement or lease document (if development project is on land not owned by applicant).
- Copy of required permit(s).

Section 10. Certification

I hereby certify that all information provided in this application and attachments are true, accurate, and complete. I understand that any information found to be inaccurate, misleading, or falsified may result in disqualification from consideration for a grant under this program.

NOTE: Please type your name on the signature line. The email message generated from electronic submittal of this form will be used as an electronic signature.

Marty J. Kosobucki

Signature of Authorized Representative

5/8/2023

Date Signed

PIER & WATERFRONT SOLUTIONS LLC
7325 STATE-HWY 42-57
STURGEON BAY, WI 54235

www.wisconsinpws.com

Date	Estimate #
4/27/2023	2920

Phone #: 920-493-4404

E-mail: jerry@wisconsinpws.com

Name / Address		Site Address		
City of DePere Don Melichar dmelichar@deperewi.gov 920-339-8362		PWS		

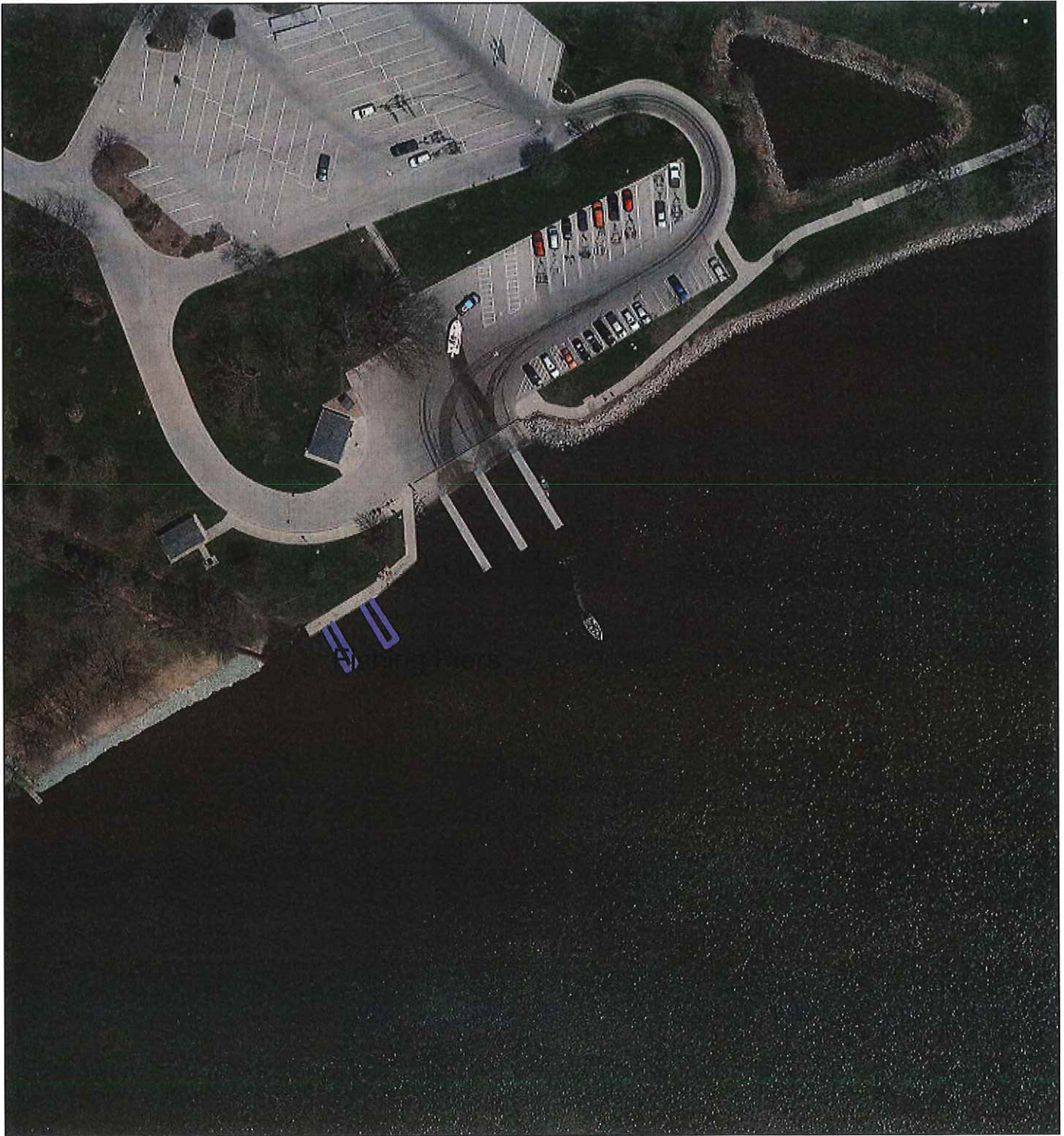
Item	Description	Qty	MPN	Rate
	Repair one 6' x 32' fishing pier			
Delivery/Pick Up -...	Labor at shop/on site to load/unload and/or deliver product(s)	1		1,850.00
Shop Repair	Remove rubrail and decking. Save to be re-used	10		95.00
Shop Repair	Remove fascia and stringers. To be disposed of	6		95.00
Misc. Charge	Dumpster fee	1		250.00
Hardware / Materials	Treated 2x10 fascia	18		28.00
Hardware / Materials	Treated 2x4 stringers	34		14.00
Hardware / Materials	Decking screws = stainless steel = box of 1350	1.5		427.00
Hardware / Materials	Fascia bolts = zinc plated or galvanized	248		1.50
Hardware / Materials	Rubrail screws stainless steel = 25 pack	25		9.62
Shop Repair	Install new 2x4 stringers and fascia	8		95.00
Shop Repair	Install existing decking	14		95.00
Shop Repair	Install existing rubrail	2		95.00
Delivery/Pick Up -...	Labor at shop/on site to load/unload and/or deliver product(s)	1		1,850.00
Estimate does not include any cost to repair floats. Floats appear to be in good condition but can not be fully inspected until decking is removed and sections lifted.				

Terms 50% down Balance upon delivery		Subtotal	\$9,983.00
"Current market conditions have caused delivery disruptions and frequent price increases. This estimate is submitted based on current pricing and availability. Prices are subject to change without prior notice."		Sales Tax (5.5%)	\$0.00
		Total	\$9,983.00



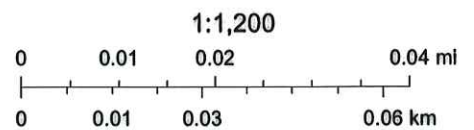
Fishing Piers

User Created DIME Map

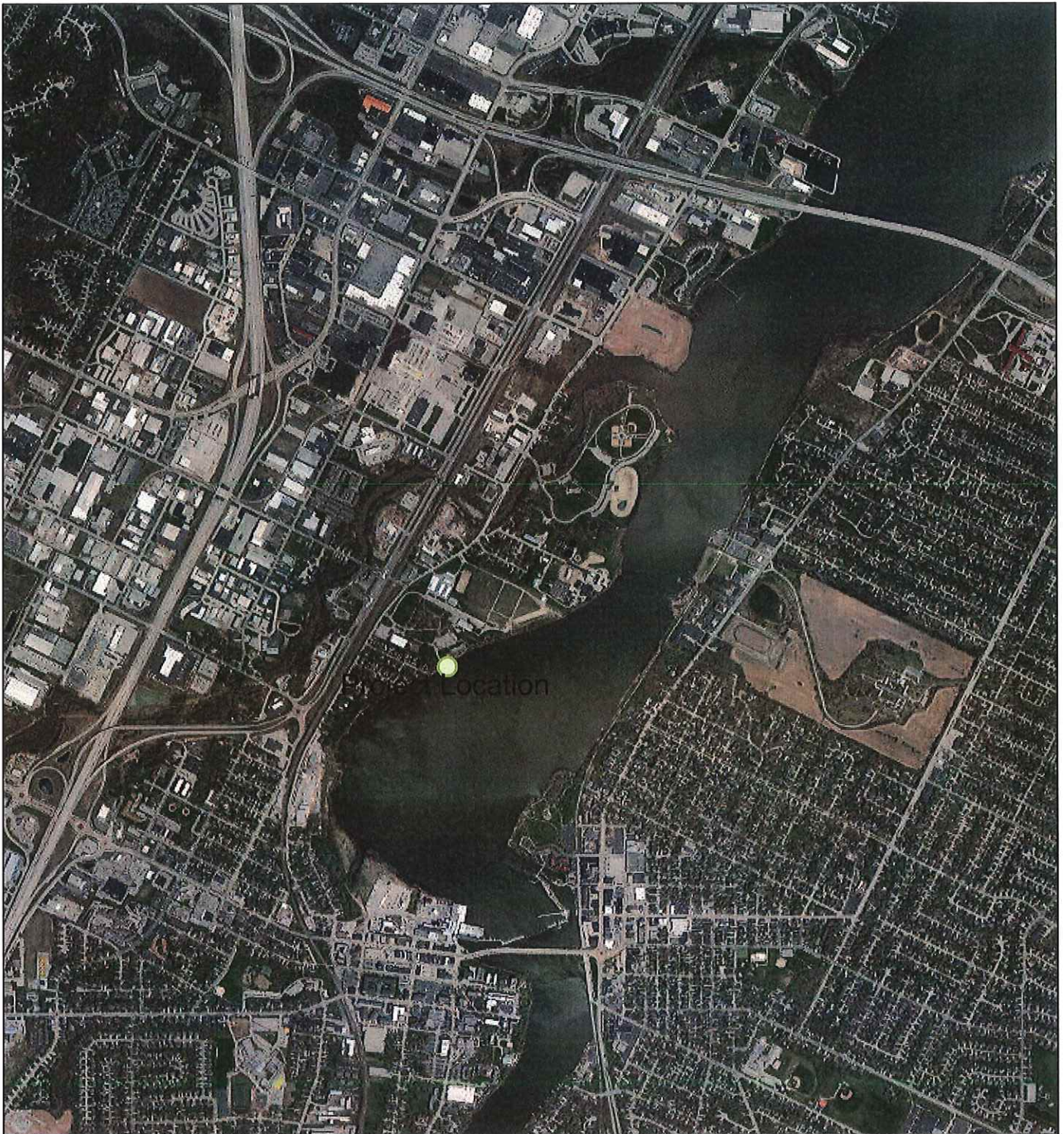


5/8/2023, 10:03:48 AM

DePereCounty_2020.sid

 Red: Band_1 Green: Band_2 Blue: Band_3

User Created DIME Map



5/8/2023, 10:06:37 AM

DePereCounty_2020.sid

 Red: Band_1 Green: Band_2 Blue: Band_3

1:24,000

0 0.2 0.4 0.8 mi
0 0.33 0.65 1.3 km

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Date: May 18, 2023

RE: Perkofski Boat Launch – Fishing Pier Renovation Grant

Enclosed you will find a copy of the grant application for the fishing pier renovation at Perkofski Boat Launch. We have two piers that we plan to incrementally refurbish over the next few years, depending on grant availability.



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Resolution #23-53 For the Purpose of Funding Affordable Housing and Improving Housing Stock in the City of De Pere.

ATTACHMENTS:

- Reso23-53 (PDF)
- 1. De Pere Housing Program Information 2023 Final (PDF)
- 2. Upper Story Activation Renovation Guide Final (PDF)

RESOLUTION #23-53**FOR THE PURPOSE OF FUNDING AFFORDABLE HOUSING AND
IMPROVING HOUSING STOCK IN THE CITY OF DE PERE**

WHEREAS, Wis. Stats. §66.1105(6)(g) authorizes a city to use incremental revenue to fund affordable housing and to improve the city's housing stock; and

WHEREAS, the City believes it is in the public interest to offer programs to incentivize constructing new and renovating existing housing units in the City to improve housing affordability and make improvements to the existing housing stock in the City; and

WHEREAS, the City of De Pere Comprehensive Plan includes efforts to increase housing affordability in the community; and

WHEREAS, the City adopted the 2010 Downtown Master Plan, to, in part, bolster efforts to increase affordability in and near the City's downtown areas and reactivating use of second stories in many of the downtown structures; and

WHEREAS, the City created Tax Increment District Number 6 (TID #6) on March 3, 1998, and subsequently extended on February 17, 2021, pursuant to Resolution #21-26 for the purpose of the improvement and benefit of affordable housing in the City; and

WHEREAS, as set forth in Resolution #21-26, the City targeted 75% of the funds received by extending TID #6 for affordable housing throughout the community and implementing neighborhood and affordable housing initiatives that include an affordable housing development program with units defined by WHEDA and CDBG limits, a second story/upper story activation program to renovate and update units within and around the downtown, and a housing stock improvement program; and

WHEREAS, the City received \$1,968,527.00 in 2022 to use in affordable housing and general housing stock improvement, which requires identifying its affordable housing needs along with developing a plan for the usage of funds; and

WHEREAS, the City now wishes to amend desired programs after receiving such funds provided at least 75% of the funds are used for affordable housing.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council, finding that protection and improvement of the City's neighborhoods and housing stock is critical to maintaining a healthy and sustainable community, hereby amends its desired programs for the use of received funds in an amount up to \$1,968,527.00; and

BE IT FURTHER RESOLVED THAT:

The City will use at least 75% of such received funds to improve and benefit affordable housing in the community through the following programs:

- (1) Deeper Roots – Affordable Housing Stock Improvement Program
- (2) Look Up Downtown – Upper Story Residential Activation and Renovation Program
- (3) Habitat for Humanity Rock the Block Program
- (4) Residential Lot Purchase Program and Affordable Housing units in Multi-Family Tax Increment Development Program.

BE IT FURTHER RESOLVED THAT:

The Common Council hereby approves the program documents, guides, and materials for each program described above, which are attached and incorporated herein by reference to this Resolution; and

BE IT FURTHER RESOLVED THAT:

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

Resolution #23-53

Page 3 of 3

Adopted by the Common Council of the City of De Pere, Wisconsin, this 6th day of June,
2023.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Board/Committee Approval: 05/09/2023



"DEEPER ROOTS"

Housing and Affordable Housing Stock Improvement Loan Program

City of De Pere, Wisconsin

Development Services Department
_____, 2023

A. Summary Description

The City of De Pere's Deeper Roots Housing Stock Improvement Program intends to modernize and improve the housing stock in De Pere while maintaining affordability for homeowners and buyers. The program was created by the City of De Pere and is administered by the City of De Pere Development Services Department. This program will work to achieve the goals outlined in the City of De Pere Comprehensive Plan. Establishing such a program will work to achieve the Comprehensive Plan's Housing Goal Statement by "Providing an adequate supply of affordable housing for individuals of all income levels throughout each community."

Nearly 47% of De Pere's housing stock was constructed before 1980 and although many homes have been well maintained, many of the older housing stock no longer meets the needs of today's households, particularly young families with children. The program will make De Pere a more affordable option for existing owners by removing the cost burden of necessary upgrades and may attract homebuyers who are looking to use the upgrades as a way to customize the home to their specific needs and wants.

Funds from the program will be available in the form of a deferred second mortgage loan with 0% interest over the 10-year life of the loan. Program funds will be funded through the use of TIF funds from the closure of TID No. 6 and any future TIDs along with any funding made available from the City and City Partners. Important by-products resulting from home improvements made through this program include the sustaining of a school-age population of children, improving the energy efficiency of the city's housing stock, stabilizing the city's tax base, and building and enhancing community capacity and aesthetics.

The total funding allocation for the Deeper Roots Affordable Housing Stock Improvement Program is \$500,000, of which \$100,000 is funded through the City's allocation of American Rescue Plan Act (ARPA) funding and \$400,000 from the Affordable Housing Fund.

B. Eligibility Requirements

Eligible applicants include those purchasing or residing in a home within the City of De Pere and looking to make substantial system or structural improvements to the home to enhance its efficiency and bring it to modern standards.

Owner-Occupied Single-Family Home:

Homes must be occupied by the funding applicant as the owner for no less than two (2) years after the time improvements are made and the program is limited to those making 100% or less than the area county median income reported by US Department of Housing and Urban Development (HUD). The household's housing costs may not exceed 30% of household income and the total loan-to-value for all mortgages shall be less than 90%.

2022: Brown County Median Qualifying Incomes (100% of County Median Income)

1 Person: \$63,200	5 Persons: \$97,500
2 Persons: \$72,200	6 Persons: \$104,700
3 Persons: \$81,200	7 Persons: \$111,900
4 Persons: \$90,200	8 Persons: \$119,100

C. Eligible Properties

Properties must be located within the City of De Pere, with preference given to homes constructed prior to 1980. Homes eligible for improvements under this program include owner-occupied homes in the City of De Pere whose most recent assessed value is at or below 120% of the median assessed value of single-family residential property in the City. Furthermore, eligible homes include those in the City of De Pere being purchased whose sale price is valued at or below 120% of the median assessed value of residential property in De Pere. This determination will be based on the most recent figure, at the time of the loan application, from the City of De Pere assessment data or the US Census Bureau. For example, on January 1, 2023, the median assessed value of an owner-occupied single-family residential property was \$233,053; therefore, eligible homes would be those assessed at or below \$279,670 (rounded 120% of \$233,053).

D. Eligible Uses of Loan Funds

Many of the older existing homes in the near downtown neighborhoods in the City of De Pere are smaller in size and could be considered less desirable to new home purchasers looking for more living space. Therefore, program funds may be used for the addition of living space. Please note that funds may only be used for improvements made on the primary housing structure and not any accessory structures on a particular lot unless adding an accessory dwelling unit or backyard cottage to a structure. Work on garages where the primary use is parking cars used by the resident household is an eligible use of loan funds; however, higher priority will be given to attached garages or garages where the primary use is parking cars – other accessory garages do not qualify.

Funds may also be used to make upgrades to home systems including electrical, plumbing, mechanical, or other systems or functionally outdated systems, to bring them into compliance with current standards and codes, or to modernize them to current quality, efficiency, and performance levels. Replacement or maintenance of home components that are expected to be replaced periodically such as water heaters and fixtures will not be funded. Repayment of any loan application fees incurred as part of this program is an eligible use of loan funds received. All systems (listed above) impacted by improvements shall be brought into full code compliance prior to receiving an occupancy permit. In addition to home system upgrades, loan funds may also be used for sump pump connection, window replacement and insulation improvements, or other measures that will increase the heating and cooling efficiency and overall performance of the home.

All decisions regarding loan fund disbursements, loan eligibility, and the uses of loan funds will be made by the City of De Pere in its sole discretion.

Applicants must obtain up to three quotes from contractors for the proposed scope of work. The property owner will select which contractor they would like to complete the project and the final paperwork must be signed by all parties prior to work commencing. The owner is not required to select the lowest bidding contractor.

E. Loan Terms and Conditions

Loans will consist of 0% interest over the 10-year life of the loan, and act as a deferred second mortgage with no principal or payments due until after five (5) years following the award of the loan, at which the monthly loan amortization payment would initiate until the close of the loan or at sale (or refinancing) of the home, whichever comes sooner. The expectation is that the borrower will preserve sufficient equity to allow for the repayment of the De Pere Housing Stock Improvement loan after the initial 5 years. At the end of the loan term, the amount of the loan must be repaid in full. The City will notify the applicant 1-year prior to the first loan payment date.

The maximum amount of any loan award will be \$20,000 or 50% of the total improvement cost, whichever is less.

Applicants may work with financial institutions to cover the balance of home improvement costs not covered by the loan. Construction on improvements must begin within thirty (30) days of loan approval and shall be completed within 1 year of the start of construction. The applicant shall submit documentation of all mortgages or liens on the property with their formal application. The City of De Pere staff or designee will keep a record of the dates of loan approval and the start of construction. The De Pere City staff shall provide a letter authorizing the subordination of this improvement mortgage to the existing mortgage holders in the event the homeowner/applicant wishes to refinance. The De Pere City Staff reserves the right to take and use photographs, as well as develop project summaries of improvements for publicity purposes.

Process

1. Submit the completed application form, with necessary attachments, to the Development Services Department. The Redevelopment Authority will act on complete applications within sixty (60) days. Depending upon the project, the applicant may need to also seek Zoning Administrator and/or Plan Commission design review concurrent with Redevelopment Authority review. A separate application form must be completed if a site plan or design review is necessary for a project. Applications that include exterior work must apply for a Certificate of Appropriateness from the Historic Preservation Commission (HPC) if the home is located within a historic district or is designated as a historic structure. The Senior Planning/Zoning Administrator and/or Building Inspection Division may be consulted to determine whether a design review and/or Certificate of Appropriateness is required.
2. Upon all necessary committee and staff approvals, the applicant or contractor prepares final plans, cost estimates, and construction schedules, which must be submitted to the Building Inspection Division for review and issuance of a building permit. All applicants must submit a signed statement certifying availability and source of matching funds. If the final plans are not substantially similar to plans approved by staff or any necessary committees additional review will be required.
3. The Building Inspection Division will send a letter or permit to the applicant upon approval of the building plans.
4. Upon commitment of the applicant's matching funds, the property owner enters into an agreement with the contractor to do the work and the contractor obtains the necessary permits (application approval does not release the applicant from obtaining all relevant building permits).
5. The Common Council and applicant approve the loan agreement outlining the terms of the agreement including the proposed scope of work approved by the Building Inspection Division.
6. Appropriate documentation, such as invoices, must be submitted to the Development Services Department for documentation.
7. The City and the Applicant complete the loan approval and transfer funds.

The City reserves the right to amend the process for large renovation projects that could require multiple months with contractor draw requests.

F. Questions and Contacts

City of De Pere
 ATTN: Daniel J Lindstrom
 335 S. Broadway
 De Pere, WI 54115
 Email: dlindstrom@deperewi.gov



"Look Up Downtown"
City of De Pere, Wisconsin

**Upper Story Residential
Activation and Renovation Program**

Development Services Department
_____, __, 2023

A. Summary Description and Eligibility

The City of De Pere is offering grants to property owners and those interested in purchasing older downtown properties for improvements to the second stories to reactivate and renovate current non-residential units into downtown residential units. The “Look Up Downtown” Program strives to enhance the quality of downtown De Pere structures, foster working relationships between the public and private sectors, and increase the City's downtown tax base.

The total Affordable Housing Fund allocation for the “Look up Downtown” Program is \$150,000 until the fund has been exhausted.

B. Eligibility Requirements and Funding Availability

Property owners within the Main Street District of the City of De Pere are eligible for matching grant funds for improvements made to improve, renovate, or establish residential units above storefronts. The program is designed as a matching grant program. The City will reimburse the property owner or business for up to no more than a 50% of the expense, to a maximum match of \$6,000 for each unit. Each parcel with an existing building is eligible for up to a total of \$30,000 (five units).

Grants will be awarded to eligible applicants while funds are available. Façade grant funds shall not be used as matching funds to the “Look Up Downtown” Program; however, receiving a façade grant does not prohibit the application to this program and vice versa.

Applicants who secure funds from other BID or City programs may use those funds as a match for the “Look Up Downtown” Program. The program is available to any De Pere property owners or businesses located within the Main Street District. Applications will be reviewed by (selected committee) on a first-come, first-serve basis. The program funds eligible activities are for existing structures only - new construction is not eligible. Tax-exempt properties are not eligible. All work must be completed within twelve months of the date of a signed agreement.

C. Eligible Uses of Grant Funds

Funds may also be used to make upgrades to residential units including electrical, plumbing, mechanical, or other functionally outdated features, to bring them into compliance with current standards and codes. Funds may be used to modernize the unit to current quality, efficiency, and performance levels. All systems (listed above) impacted by improvements shall be brought into full code compliance prior to receiving an occupancy permit. In addition to home system upgrades, loan funds may also be used for window replacement and insulation improvements, measures that will increase the heating and cooling efficiency, and overall performance of the home. Replacement or maintenance of home components that are expected to be replaced periodically such as roofing, water heaters, and fixtures will not be funded but expenses to improve these items may be used as a matching expense.

D. Grant Terms and Conditions

The grant shall be structured as a forgivable loan in the amount of \$6,000 per unit for a period of 5-years in which the applicant agrees to lease the units to individuals or families making no more than 80% of the county median income based on the household size at the time they secure the lease agreement. See the table below for income limits.

Estimated Maximum Family Income Limits at Percent (%) of HUD Estimated 2022 County Median Income

% of AMI	COUNTY	FAMILY SIZE									
		ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE	
20%	Brown	\$ 12,640	\$ 14,440	\$ 16,240	\$ 18,040	\$ 19,500	\$ 20,940	\$ 22,380	\$ 23,820	\$ 25,260	
30%	Brown	\$ 18,960	\$ 21,660	\$ 24,360	\$ 27,060	\$ 29,250	\$ 31,410	\$ 33,570	\$ 35,730	\$ 37,890	
40%	Brown	\$ 25,280	\$ 28,880	\$ 32,480	\$ 36,080	\$ 39,000	\$ 41,880	\$ 44,760	\$ 47,640	\$ 50,520	
50%	Brown	\$ 31,600	\$ 36,100	\$ 40,600	\$ 45,100	\$ 48,750	\$ 52,350	\$ 55,950	\$ 59,550	\$ 63,150	
60%	Brown	\$ 37,920	\$ 43,320	\$ 48,720	\$ 54,120	\$ 58,500	\$ 62,820	\$ 67,140	\$ 71,460	\$ 75,780	
70%	Brown	\$ 44,240	\$ 50,540	\$ 56,840	\$ 63,140	\$ 68,250	\$ 73,290	\$ 78,330	\$ 83,370	\$ 88,410	
80%	Brown	\$ 50,560	\$ 57,760	\$ 64,960	\$ 72,160	\$ 78,000	\$ 83,760	\$ 89,520	\$ 95,280	\$ 101,040	
90%	Brown	\$ 56,880	\$ 64,980	\$ 73,080	\$ 81,180	\$ 87,750	\$ 94,230	\$ 100,710	\$ 107,190	\$ 113,670	
100%	Brown	\$ 63,200	\$ 72,200	\$ 81,200	\$ 90,200	\$ 97,500	\$ 104,700	\$ 111,900	\$ 119,100	\$ 126,300	

Maximum annual rents shall be structured according to the annual WHEDA limits. The 2022 Limits are listed below. The applicants shall be made aware of any annual changes.

WISCONSIN STANDARD MULTIFAMILY PROJECT INCOME LIMITS

Estimated Maximum Rent Limits at 80% 2022 County Median Income (Effective April 18, 2022)

Cost of Rent Per Month	Bedroom Size						
	EFF/Studio	ONE	TWO	THREE	FOUR	FIVE	SIX
	\$ 1,264	\$ 1,354	\$ 1,624	\$ 1,877	\$ 2,094	\$ 2,310	\$ 2,526

For reference, a one-bedroom with a den in downtown De Pere is currently leasing at \$1,245 a month; therefore, the limits listed above are in line with markets. The grant/forgivable loan capitalized lost revenue at \$100 a month over the life of the grant.

Applicant agrees to repay the grant if they sell the building to a new entity they do not have an ownership stake in during the 5 years following the completion of the improvements. Moreover, if the applicant wishes to return the unit to the standard rental market, they shall also return a prorated portion of the grant. The repayment shall be prorated for any years in which the unit was held for affordable housing purposes. The grant repayment schedule shall be structured as follows:

PROPERTY SOLD WITHIN	GRANT REPAYMENT
Less than 12 Months	100%
12 months & 1 day – 24 months	80%
24 months and 1 day – 36 months	60%
36 months and 1 day – 48 months	40%
48 months and 1 day – 60 months	20%
Greater than 60 months and 1 day	0%

E. Process

1. Submit the completed application form, with necessary attachments, to the Development Services Department. The Redevelopment Authority will act on complete applications within sixty (60) days. Depending upon the project, the applicant may need to also seek Zoning Administrator and/or Plan Commission design review concurrent with the Redevelopment Authority review. A separate application form must be completed if a site plan or design review is necessary for a project. Applications that include exterior work must apply for a Certificate of Appropriateness from the Historic Preservation Commission (HPC) if the home is located in a historic district or is designated as a historic structure. The Senior Planning/Zoning Administrator and/or Building Inspection Division may be consulted to determine whether a design review and/or Certificate of Appropriateness is required.
2. Upon all necessary committee and staff approvals, the applicant or contractor prepares final plans, cost estimates, and construction schedules, which must be submitted to the Building Inspection Division for review and issuance of a building permit. All applicants must submit a signed statement certifying availability and

source of matching funds. If the final plans are not substantially similar to plans approved by staff or any necessary committees additional review will be required.

3. The Building Inspection Division will send a letter or permit to the applicant upon approval of the building plans.
4. Upon commitment of the applicant's matching funds, the property owner enters into an agreement with the contractor to do the work and the contractor obtains the necessary permits (application approval does not release the applicant from obtaining all relevant building permits).
5. The Common Council and applicant approve the loan agreement outlining the terms of the agreement including the proposed scope of work approved by the Building Inspection Division.
6. Appropriate documentation, such as invoices, must be submitted to the Development Services Department for documentation.
7. The City and the Applicant complete the loan approval and transfer funds.

The City reserves the right to amend the process for large renovation projects that could require multiple months with contractor draw requests.

F. Questions and Contacts

City of De Pere
ATTN: Daniel J Lindstrom
335 S. Broadway
De Pere, WI 54115
Email: dlindstrom@deperewi.gov



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Resolution #23-54 Establishing a Brownfield Property Acquisition and Remediation Program.

The Finance/Personnel Committee unanimously approved this item at its May 9, 2023 meeting, and moved to forward staff's recommendation of utilizing \$410,000 as initial funding for this program to the Common Council for approval.

See the previous memo in the "Consideration and Possible Action to issue an Request for Proposals (RFP) and hire a consultant to prepare a Locally Funded Revolving Loan Program with the former CDBG - Revolving Loan Fund (RLF)." agenda item.

ATTACHMENTS:

- Reso23-54 (PDF)

RESOLUTION #23-54
ESTABLISHING A BROWNFIELD PROPERTY ACQUISITION
AND REMEDIATION PROGRAM

WHEREAS, continued existence of certain environmentally distressed, functionally obsolete and/or blighted commercial or industrial properties within the City of De Pere, known as Brownfields, can limit, hinder or delay redevelopment or revitalization of property within the City due to actual or potential contamination, especially for properties located outside of or within a Tax Increment District (TID) that does not have enough remaining years to recoup remediation expenses or has surpassed the TID expenditure period; and

WHEREAS, these properties present public health, economic, environmental and social challenges to communities, and it is in the best interest of the public and the economic vitality of the City to facilitate identification and treatment of Brownfield properties to promote revitalization within the City's municipal limits; and

WHEREAS, funding in the amount of \$410,000.00 will enable the City to provide meaningful assistance for Brownfield grant consulting, Phase I or Phase II assessments, acquisitions and/or remediation for the redevelopment of Brownfield properties that would otherwise be challenging to market to potential developers and will transform contaminated sites into community assets that will create jobs, promote sustainable economic development and improve the environment and public health; and

WHEREAS, this request has been reviewed by the Finance/Personnel Committee, which recommends approval thereof; and

Resolution #23-54

Page 2 of 2

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council hereby authorizes initial funding in the amount of \$410,000.00 for the establishment of a Brownfield Property Acquisition and Remediation Program to assist in the remediation of environmentally distressed or blighted areas outside of a Tax Increment District or in a Tax Increment District that is nearing the end of its term or is past its expenditure period.

BE IT FURTHER RESOLVED THAT:

As authorized by Resolution #19-85, the funds for the Brownfield Property Acquisition and Remediation Program shall be drawn from the designated Revolving Loan Fund established upon the closure of the Community Block Grant Funded Revolving Loan Fund Program.

BE IT FURTHER RESOLVED THAT:

All actions under this Program may be reviewed by the Finance/Personnel Committee and shall require Common Council approval prior to expenditures.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 6th day of June,

2023.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Committee Approval: 05/09/2023

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

MEETING DATE: June 6, 2023

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Resolution #23-55 Establishing "Experience De Pere" Business Recruitment Program.

The Finance/Personnel Committee unanimously approved the staff recommendation of allocating \$150,000 of initial funding toward this item at its May 9, 2023, meeting and to forward it to the Common Council for final approval.

See the previous memo in the "Consideration and Possible Action to issue an Request for Proposals (RFP) and hire a consultant to prepare a Locally Funded Revolving Loan Program with the former CDBG - Revolving Loan Fund (RLF)." agenda item.

ATTACHMENTS:

- Reso23-55 (PDF)
- 1. Downtown Business Recruitment Grant Materials Final (DOCX)
- 2. Downtown Business Recruitment Revised Application Final (DOCX)

RESOLUTION #23-55
ESTABLISHING "EXPERIENCE DE PERE"
BUSINESS RECRUITMENT GRANT PROGRAM

WHEREAS, De Pere's downtown businesses, which are vital to a live and vibrant commercial business district, have been instrumental in creating the City's community character and its unique mix of locally-grown commercial, office, entertainment and hospitality businesses; and

WHEREAS, in order to support economic vitality and community revitalization in the Downtown Main Street District, the City wishes to provide an incentive to assist downtown De Pere entrepreneurs with starting a new retail, restaurant or experience-based business, or significantly expanding an existing experience-based business, to add to the City's vibrant downtown experience and to market the community as a destination of choice for investment and promote the assets and attributes of the City; and

WHEREAS, funding in the amount of \$150,000.00 for business recruitment grants will enable the City to provide conditioned grant payments to eligible businesses, pursuant to a points-based funding allocation, of \$5,000.00 (Level 1), \$10,000.00 (Level 2) or \$15,000.00 (Level 3), to assist with business start-up expenses; and

WHEREAS, as part of the disbursement agreement, businesses will receive the first half grant payment after occupancy and verification that a business is open and the second half after verification that the business is still in operation after six months; and

WHEREAS, this request has been reviewed by the Finance/Personnel Committee, which recommends approval thereof; and

Resolution #23-55

Page 2 of 2

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council hereby authorizes initial funding in the amount of \$150,000.00 for the establishment of the "Experience De Pere" Business Recruitment Grant Program to assist new or significant expansion of retail, restaurant or experience-based businesses in the Downtown Main Street District in the form of a conditioned grant in the maximum amount of either a \$5,000.00, \$10,000.00 or \$15,000.00 per eligible business.

BE IT FURTHER RESOLVED THAT:

As authorized by Resolution #19-85, the funds for the "Experience De Pere" Program shall be drawn from the designated Revolving Loan Fund established upon the closure of the Community Block Grant Funded Revolving Loan Fund Program.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 6th day of June, 2023.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Committee Approval: 05/09/2023



"Experience De Pere"
Business Recruitment Grant Program

City of De Pere, Wisconsin

Development Services Department
_____, 2023

DRAFT



Experience De Pere - Business Recruitment Grant Program

Program Overview:

The Experience De Pere Business Recruitment Grant Program is an incentive to assist Downtown De Pere entrepreneurs with expenses associated with starting a new business. New (or significantly expanding) retail, restaurant or experience-based businesses are eligible for either a \$5,000, \$10,000, or \$15,000 grant to be used to assist in starting or expanding their business in Downtown De Pere. The grant is available to all “experience-based” businesses including breweries, axe throwing, museums, arcades, art studios, etc., who are open to the general public. Merchandise retailers, restaurants and taverns are also encouraged to apply. These business categories that result in high volume customer traffic will add significantly to the vibrancy of downtown De Pere

Funding Source:

Former City of De Pere CDBG-RLF (CDBG-Close)

Program Funding Amount:

\$150,000

Grant Application Period:

On-going

Availability:

The City of De Pere allocates for the Business Recruitment grants awards based on a point allocation.

Level 1: 1-7 Points	\$5,000
Level 2: 8-14 Points	\$10,000
Level 15-21 Points	\$15,000

Funding Allocation Rubric				
Scoring System	1 Point	2 Points	3 Points	Rationale
New or Existing Business	New	Existing. Relocated from Outside Downtown De Pere	Existing. Opening a second location. (inside or outside of De Pere)	Existing Businesses have a higher probability of success.
Minority, Women, and Disadvantaged Business Enterprises	No minority ownership	-	If at least one owner is M/W/DBE	Minority, Women, and Disadvantaged Business Enterprises have less of a cash buffer in the bank than other companies. This grant aims to stabilize small businesses, therefore the scoring rubric reflects this cash gap.
Targeted Business Per Program Guide	No	-	Yes	Listed targeted businesses add to the experienced-based economy and the planned character of downtown De Pere.
The business provides employment where at least 51% of the persons employed are low-moderate income (LMI)	No	-	Yes	Businesses targeting LMI individuals will help increase incomes within the City.
Anticipated employment size	1-3	4-6	7+	Businesses targeting more employees will help increase incomes within the City.
Anticipated hours of operation will include a day(s) with evening hours	0 Days	1 Day	2+ Days	Expanded hours will encourage Definitely De Pere and the City to organize extended hour shopping days.
Business Plan prepared or reviewed with assistance with from UWGB, NWTC, or other business or financial professionals	No	-	Yes	A good business plan not only helps entrepreneurs to focus on the specific steps necessary for their to make business ideas succeed, but it also helps them to achieve both their short-term and long-term objectives.

Applications will be accepted throughout the year on based on program funding availability. . Applicant(s) will be notified of an approval or denial of their application within 60 days from the date of complete submission. Requests submitted after funding is no longer available will be documented for future consideration if the Common Council elects to expand funding.

Eligible Businesses: New businesses to De Pere locating in the Main Street District are eligible for the Business Recruitment Grant.

Applicant(s) must be opening a retail use, commercial, or entertainment business. The applicant(s) shall show proof of lease or building ownership.

1. The application must be for a planned physical storefront or location within the De Pere Main Street District.
2. The application is for a for-profit, property tax-paying businesses.
3. Business Types: Retail, restaurants, and entertainment venue businesses.
NIACS Industry Codes:
 - i. Retail: 445, 446, 448, 451, 452, & 453
 - ii. Entertainment Venues: 711
 - iii. Restaurants: 7225
 - iv. Others if approved by the "Business Recruitment Grant Program Committee ("Grant Review Committee") and the applicant(s) demonstrates the proposed business will add to the Downtown as a destination of choice for investment and promoting the attributes and assets of Downtown De Pere.
 - v. Targeted businesses may include, but are not limited to:
 - a) Micro-brewery
 - b) Ethnic restaurants

Businesses must be in good standing with the Department of Financial Institutions and shall have no outstanding lawsuits relating to the business operations.

Ineligible Businesses: General or professional offices, personal and professional services, property management/landlord for either commercial and/or residential customers, any speculative venture, investment venture, research, and development, national chains, multilevel marketing or pyramid businesses, non-profit agencies and entities, schools, day care centers, currency exchanges including check cashing agencies and some non-bank financial retail outlets, liquor stores, gun shops, pawnshops, passive real estate ownership and management, and home-based occupations are not eligible for this program.

Applicants that are delinquent in any form of public payment to any national, state or local government agencies are not eligible to receive grant funds. No application will be reviewed or presented to the Grant Review Committee for consideration on behalf of an individual or entity that is delinquent in their City of De Pere property taxes. Neither the grant recipient nor the landlord (if not the same entity) can be delinquent on any property taxes in the City of De Pere on any property located in the City.

No application will be reviewed or presented to the Grant Review Committee for their consideration on behalf of a project situated in a building with unabated Building Inspection Orders. Neither the grant recipient nor the landlord (if not the same entity) can have outstanding unabated Building Inspection Orders on any property they own in the City of De Pere.

Eligible Uses: Grant funds may be used only for expenses necessary to open the business operation and shall not be used for personal or other expenses.

Other Consideration:

1. Applicant(s) are eligible to apply for the grant program if they signed an offer to purchase or lease after 01/01/2023.
2. The applicant(s) must own the real estate or present a fully executed lease (2-year minimum).
3. Square footage requirements are greater than 1000 square feet and on street level.

4. Grant funds cannot be disbursed until all conditions of the grant contract have been fulfilled.
5. The building owner/applicant(s) is/are encouraged to apply to the Façade Improvement Program for building exterior improvements if they are within a City of De Pere Tax Increment District.

Conditions of Agreement: The following is a non-exhaustive list of conditions of a grant agreement. The City reserves the right to add conditions to a grant agreement based on the individual applications.

1. Applicant(s) must work with a local economic agency or technical college to complete a business plan, and periodic check-ins to adjust their business plan as needed to be eligible for grant funds.
2. Applicant(s) must act in good faith, with the full intent of moving forward with the business startup.
3. Applicant(s) will receive checks in their business name to be used only for startup related expenses.
4. Applicant(s) receiving the grant will receive follow-ups and site visits from the City of De Pere or Definitely De Pere within the first year to review benchmarks and need for additional assistance.

Application Process:

1. Applicant(s) shall review the entire program, application, and other materials.
2. Applicant(s) shall submit the application directly to the Development Services Department. Only a City-provided application will be accepted. Application must be submitted through the on-line application form or on a City provided application. Please see the checklist or required materials with the application.
3. The applicant(s) may be required to attend one (1) or more meetings with the Grant Review Committee to review the proposed project.
4. Grant Review Committee will review and take action on the grant application. If awarded a grant, applicant(s) must enter into a grant agreement detailing the terms and conditions in addition to formulating the applicant(s) commitment to carry out the project.

Note: Submission of an application does not guarantee funding and all applications will be reviewed by the review Grant Review Committee. The Grant Review Committee has the right to accept or reject any application in its sole discretion based on a review of the value, need, and benefit of the project to the City of De Pere and the Main Street District. Applicant(s) is/are not eligible for more than one grant award.

Permits, as required by local and/or other laws, are the responsibility of the Applicant(s). The Business Recruitment Grant is in no way tied to approvals required by the Planning Commission, Zoning Board of Appeals, or City Council.

Amendments:

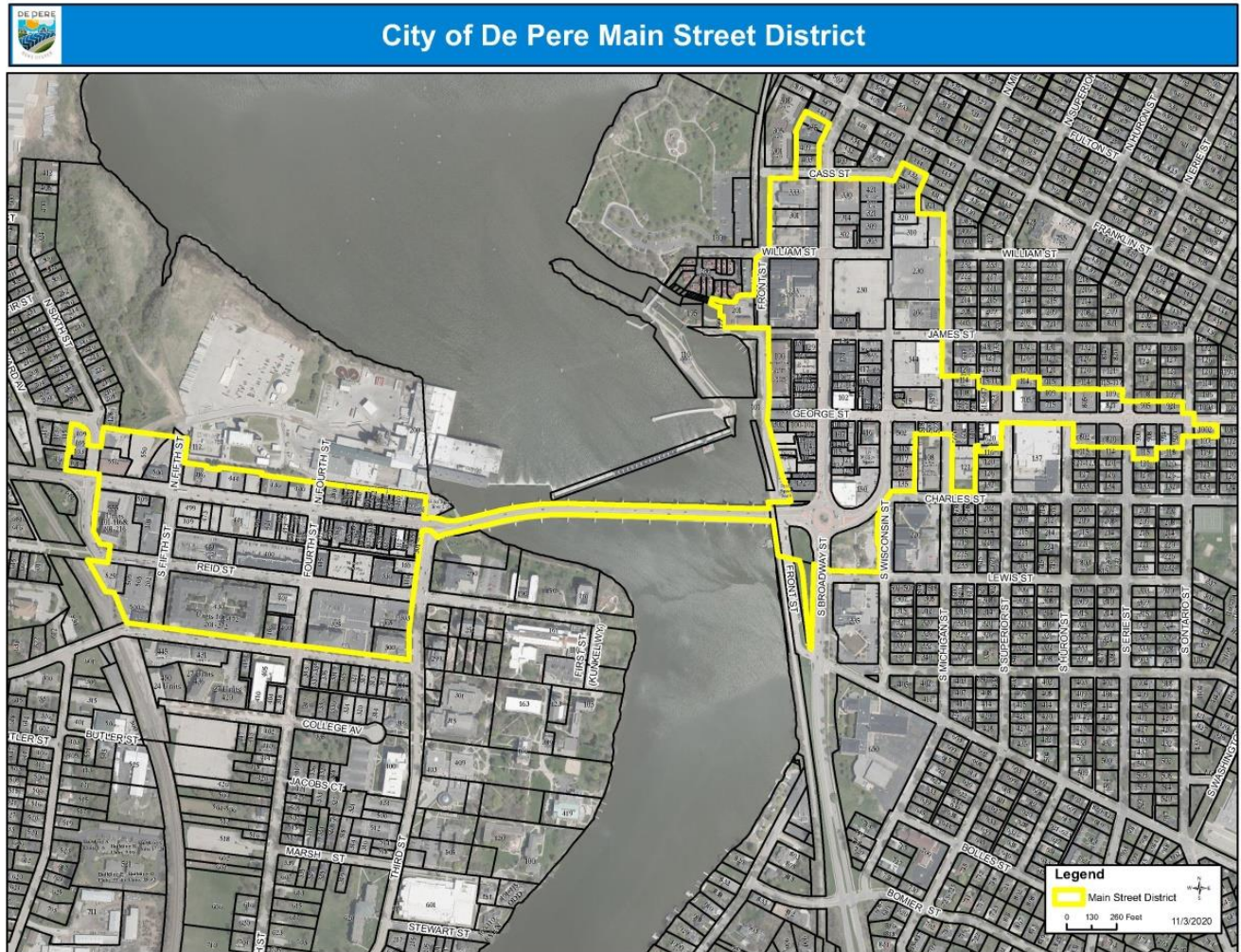
The Common Council has the authority and may, at its sole discretion, exceed any of the guidelines it has established and excuse any of the restrictions it has imposed in any case where the Grant Review Committee determines that the program purpose will be best served by doing so.

Project Reimbursement: Grant to be distributed as follows.

1st Payout: Receipt of the first half of the grant after occupancy and verification that the business is open.

2nd Payout: Receipt of the second half of the grant after verification that the business is still in operation after six months.

Project Impact Area:



ATTACHMENTS REQUIRED:

All attachments must be included for your application to be complete and ready for review

1. Statement of Business:

- a. History: start date, type of operation, business/owner structure, markets and products
- b. A current business plan or guide
- c. Target customers and clients
- d. Projected job creation/retention
- e. Articles of incorporation
- f. Hours of operation
- g. Lease commitment or proof of mortgage or ownership

2. Project Description/Narratives:

- a. Please give a brief narrative as to how your business fits in with Downtown De Pere.
- b. Please describe the project's short and long term impact on Downtown De Pere.
- c. Attach all information related to what the grant may support including; inventories, spec or cut sheets, drawings, plans, plant lists, etc., Also please include locations of work to be performed and be as specific as possible.
- d. Please add any other information you feel is significant to your project and may differentiate your application for greater consideration over another.

3. Financial Information

- a. Letters of financial commitment
- b. Equity of investment - three years of tax information. Please note information will be kept confidential
- c. Financial projections
- d. Monthly cash flow

NWTC Link for business start-up resources:

<https://www.nwtc.edu/business-industry/small-business-initiative/business-resources>

ONLINE APPLICATIONS CAN BE COMPLETED HERE:**SEALED APPLICATIONS SHALL BE MAILED TO:**

City of De Pere Development Services Department
 Attn: Daniel Lindstrom
 335 S Broadway
 De Pere, WI 54115

QUESTIONS

Questions may be directed to:
 Daniel Lindstrom, Development Services Director
 Phone: 920-329-2370
 E-mail: dlindstrom@deperewi.gov

"Experience De Pere" - Business Recruitment Grant Program

Application Number (office use only): _____ Date: _____

Expereince De Pere Business Recruitment Grant Program



APPLICATION FORM

Please review and complete the following application for the Experience De Pere Business Recruitment Grant Program to become eligible grant program.

Application Number (office use only) _____

Date: _____

Section 1: Business Information

Trade Name: _____

Legal Name: _____

Legal Entity: ☐ C Corp ☐ S Corp ☐ LLC ☐ LLP ☐ Partnership ☐ Sole Proprietor

City, State, Zip: _____ County: _____

FEIN: _____ Date Established: _____

State of Organization (Per Articles of Incorporation/Organization): _____

If not in Wisconsin, be authorized to do business in Wisconsin through the Department of Financial Institutions

Full Time Employees: _____ Part Time Employees: _____

Briefly describe the business including products/services, locations and customers:

Section 2: Head of Organization Information

Name: _____

City, State, Zip: _____ County: _____

Phone: _____ Email Address: _____

Primary Application Contact: ☐ Yes ☐ No If no, complete primary applicant information below

Section 3: Primary Applicant Information (if applicable)

Name: _____

City, State, Zip: _____ County: _____

Phone: _____ Email Address: _____

"Experience De Pere" - Business Recruitment Grant Program

Application Number (office use only): _____ Date: _____

Section 4: Please give a brief narrative as to how your business fits in with Downtown De Pere

Section 5: Please describe the project's short and long term impact on Downtown De Pere

Section 6: Attach all required information per the program requirements (Check all attached)

- ☐ History: start date, type of operation, business/owner structure, markets and products
- ☐ Current business plan or guide; including, but not limited to:
 - ☐ Target customers and clients
 - ☐ Projected job creation/retention
 - ☐ Hours of operation
- ☐ Articles of incorporation
- ☐ Lease commitment or proof of mortgage or ownership
- ☐ Letters of financial commitment
- ☐ Financial projections
- ☐ Monthly cash flow

Section 7: Please add any other information you feel is significant to your project and may differentiate your application for greater consideration over another

Section 8: Request Grant Amount and Self Reported Eligibility Scoring

"Experience De Pere" - Business Recruitment Grant Program

Application Number (office use only): _____ Date: _____

Requested Grant Amount: _____

Scoring Rubric	1 Point	2 Points	3 Points	Applicant Self Scoring	City Review Scoring
New or Existing Business	New	Existing. Relocated from Outside Downtown De Pere	Existing. Opening a second location. (inside or outside of De Pere)		
Minority, Women, and Disadvantaged Business Enterprises	No minority ownership	-	If at least one owner is M/W/DBE		
Targeted Business Per Program Guide	No	-	Yes		
The business provides employment where at least 51% of the persons employed are low-moderate income (LMI)	No	-	Yes		
Anticipated employment size	1-3	4-6	7+		
Anticipated hours of operation will include a day(s) with evening hours	0 Days	1 Day	2+ Days		
Business plan prepared or reviewed with assistance with from UWGB, NWTC, or other business or financial professionals	No	-	Yes		
Total Points					

Level 1: 1-7 Points \$5,000

Level 2: 8-14 Points \$10,000

Level 15-21 Points \$15,000

Section 9: Business Ownership Other Applicant Information

Owner Name:	Ownership %	Phone Contact	Email Contact
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How many years has the business been under current ownership? _____

Section 10: Building Owner

Property Owner: _____	Contact Name: _____
City, State, Zip: _____	County: _____
Phone: _____	Email Address: _____

Section 11: Banking and Lender Reference

"Experience De Pere" - Business Recruitment Grant Program

Application Number (office use only): _____ Date: _____

Lending Institution: _____ Contact Name: _____

City, State, Zip: _____ County: _____

Phone: _____ Email Address: _____

Section 12: – Compliance Checks For Grant Eligibility

Your business and its owners need to be in compliance with several authorities including, but not limited to, the following: For-profit Corporations, Limited Liability Companies, Limited Liability Partnerships, Limited Partnerships and Cooperatives doing business in the State of Wisconsin are required to register with the Department of Financial Institutions (DFI). These types of businesses must be registered using their legal name and be current with DFI. If your business is not listed as being current in DFI records, your business is not eligible for a grant. Businesses operating as Sole Proprietorships are not required to be registered with the DFI.

Section 13: Certification

I hereby understand, attest, certify and/or agree to the following terms and conditions:

1. I meet the program requirements for the "Experience De Pere" - Business Recruitment Grant Program.
2. I agree that by submitting this application, the City of De Pere is not under any obligation to approve the grant.
3. I agree to indemnify, defend and hold harmless the City of De Pere, officers, officials, employees, agents and other associated parties against claims and damages relating to or arising from this application or any funds provided in connection with this application, and hereby release and waive any claims and damages arising now or in the future relating in any matter to rights, losses, liabilities, costs or expenses against them.
4. I agree that in the event the grant is extended to me, I will complete a direct deposit and payment authorization form allowing for the City of De Pere to transfer funds into my business's bank account.
5. The information supplied in this application and all other supplemental information submitted for review is true, accurate, and complete and reflects my intended response. I understand and agree that any information determined at any time to be false, incomplete or misleading will constitute cause for the City to determine this grant provided by the undersigned to become immediately due and owing, including all interest owing thereon.

Signatures of ALL owners listed in Section 9:

Owner Name:	Signature	Title	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Submit this application and its attachments to:

Daniel J. Lindstrom, AICP
 Development Services Director
 E-Mail: dlindstrom@deperewi.gov
 U.S. Mail: City of De Pere
 335 South Broadway Street
 De Pere, WI 54115

On-Line Submittals are also welcome at the address below:



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Appointment to the Board of Park Commissioners by Mayor Boyd - Teen Advisor position.

ATTACHMENTS:

- Appointment Memo_Jun 2023 (PDF)

Memo

City of De Pere

To: City Council Members
 From: James Boyd, Mayor
 Subject: Appointments and Reappointments
 Date: June 6, 2023 (meeting date)

I am submitting the following name for appointment at the June 6, 2023 meeting of the Common Council. I am asking you to please contact me in advance of the meeting if you should have an issue with the appointment.

Commission**Appointment/Reappointment**

Board of Park Commissioners – Teen Advisor (East Side)

Connor Mason/Appointment

Connor is an incoming freshman at De Pere High School. He is a part of Hope Squad (nominated by his peers), and also participates or has participated in soccer, baseball, band, is a peer mentor and has attended leadership camp (nominated by teachers). Connor has also worked with younger youth, umping at baseball games. Connor is a big fan of De Pere parks and pools!



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023
DEPARTMENT: City Clerk
FROM: Carey Danen
SUBJECT: Voucher approval.

ATTACHMENTS:

- 6-6-23 VOUCHERS (PDF)

5/30/2023 3:44 PM

A / P CHECK REGISTER

PAGE: 1

PACKET: 07034 JUN 2023 COUNCIL - 1 6-6-2023

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
7583	ADVANCE AUTO PARTS I-6339-327218	ADVANCE AUTO PARTS	R	6/06/2023		17.45CR	102601	17.45
0302	AIRGAS USA LLC I-9996382153	AIRGAS USA LLC	R	6/06/2023		621.40CR	102602	621.40
0007	AMBROSIUS SALES & SERVICE I-56925	AMBROSIUS SALES & SERVICE	R	6/06/2023		243.84CR	102603	243.84
7873	AMERICAN CONSERVATION & BILLING SOLUTIONS I-15313	AMERICAN CONSERVATION & BILLIN	R	6/06/2023		1,042.00CR	102604	1,042.00
8362	AURORA HEALTH CARE I-770299	AURORA HEALTH CARE	R	6/06/2023		50.00CR	102605	50.00
8839	AURORA HEALTH CARE I-202305224147	AURORA HEALTH CARE	R	6/06/2023		305.60CR	102606	305.60
0020	BADGERLAND PRINTING INC I-39774 I-39858 I-39888	BADGERLAND PRINTING INC BADGERLAND PRINTING INC BADGERLAND PRINTING INC	R R R	6/06/2023 6/06/2023 6/06/2023		44.00CR 15.00CR 119.00CR	102607 102607 102607	 178.00
8997	BAIRD CREEK CANINE CONNECTION LLC I-1051	BAIRD CREEK CANINE CONNECTION	R	6/06/2023		250.00CR	102608	250.00
6404	BAY AREA TESTING & CONSULTING LLC I-6433 I-6434 I-6435 I-6436 I-6437 I-6438 I-6439	BAY AREA TESTING & CONSULTING BAY AREA TESTING & CONSULTING BAY AREA TESTING & CONSULTING BAY AREA TESTING & CONSULTING BAY AREA TESTING & CONSULTING BAY AREA TESTING & CONSULTING BAY AREA TESTING & CONSULTING	R R R R R R R	6/06/2023 6/06/2023 6/06/2023 6/06/2023 6/06/2023 6/06/2023 6/06/2023		594.50CR 532.00CR 1,601.10CR 504.70CR 499.30CR 1,605.90CR 698.50CR	102609 102609 102609 102609 102609 102609 102609	 6,036.00
0027	BAY TOWEL INC I-4501292 I-4507674 I-4507675	BAY TOWEL INC BAY TOWEL INC BAY TOWEL INC	R R R	6/06/2023 6/06/2023 6/06/2023		120.80CR 116.00CR 194.89CR	102610 102610 102610	 431.69
0025	BAYCOM INC I-EQUIPINV_043469	BAYCOM INC	R	6/06/2023		217.90CR	102611	217.90

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5961	BEST EQUIPMENT I-12364	BEST EQUIPMENT	R	6/06/2023		321.50CR	102612	321.50
6814	JAMES BOYD I-202305304178	JAMES BOYD	R	6/06/2023		171.61CR	102613	171.61
0038	BROADWAY AUTOMOTIVE INC C-CM643107P	BROADWAY AUTOMOTIVE INC	R	6/06/2023		100.00	102614	
	I-1135140	BROADWAY AUTOMOTIVE INC	R	6/06/2023		1,011.61CR	102614	
	I-642860P	BROADWAY AUTOMOTIVE INC	R	6/06/2023		146.58CR	102614	
	I-644826P	BROADWAY AUTOMOTIVE INC	R	6/06/2023		259.08CR	102614	
	I-644826PX1	BROADWAY AUTOMOTIVE INC	R	6/06/2023		521.09CR	102614	
	I-644874P	BROADWAY AUTOMOTIVE INC	R	6/06/2023		247.56CR	102614	
	I-645014P	BROADWAY AUTOMOTIVE INC	R	6/06/2023		290.12CR	102614	2,376.04
6967	BROCK WHITE COMPANY LLC I-15838301-00	BROCK WHITE COMPANY LLC	R	6/06/2023		4,005.85CR	102615	4,005.85
0795	BROWN COUNTY FIRE CHIEFS ASSOC I-202305224148	BROWN COUNTY FIRE CHIEFS ASSOC	R	6/06/2023		15.00CR	102616	15.00
5855	BROWN COUNTY MABAS 112 I-202305224149	BROWN COUNTY MABAS 112	R	6/06/2023		100.00CR	102617	100.00
0046	BROWN COUNTY PORT & RESOURCE RECOVERY I-54197	BROWN COUNTY PORT & RESOURCE R	R	6/06/2023		28,952.62CR	102618	28,952.62
7745	KELLY BURKE I-202305224150	KELLY BURKE	R	6/06/2023		16.90CR	102619	16.90
6724	CARASOFT TECHNOLOGY CORP I-37254787INV	CARASOFT TECHNOLOGY CORP	R	6/06/2023		5,410.00CR	102620	5,410.00
0536	CDW GOVERNMENT INC I-JF51865	CDW GOVERNMENT INC	R	6/06/2023		345.80CR	102621	
	I-JK53327	CDW GOVERNMENT INC	R	6/06/2023		222.93CR	102621	
	I-JK78639	CDW GOVERNMENT INC	R	6/06/2023		127.39CR	102621	
	I-JL29181	CDW GOVERNMENT INC	R	6/06/2023		48.60CR	102621	
	I-JL70687	CDW GOVERNMENT INC	R	6/06/2023		44.10CR	102621	788.82
6575	CEDAR CORP I-115367	CEDAR CORP	R	6/06/2023		20,000.00CR	102622	20,000.00

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8800	CIVICPLUS LLC							
	I-CA007B83-0003	CIVICPLUS LLC	R	6/06/2023		295.00CR	102623	295.00
2708	CLEANING SOLUTION SERVICES INC							
	I-23032	CLEANING SOLUTION SERVICES INC	R	6/06/2023		1,758.93CR	102624	
	I-23073	CLEANING SOLUTION SERVICES INC	R	6/06/2023		228.73CR	102624	
	I-23078	CLEANING SOLUTION SERVICES INC	R	6/06/2023		262.69CR	102624	
	I-23081	CLEANING SOLUTION SERVICES INC	R	6/06/2023		31.83CR	102624	
	I-23082	CLEANING SOLUTION SERVICES INC	R	6/06/2023		139.53CR	102624	2,421.71
7639	CORE & MAIN LP							
	I-Q305562	CORE & MAIN LP	R	6/06/2023		16,391.82CR	102625	
	I-S873270	CORE & MAIN LP	R	6/06/2023		990.00CR	102625	17,381.82
1302	DE KEYSER CONST CO INC							
	I-2300-032	DE KEYSER CONST CO INC	R	6/06/2023		13,224.04CR	102626	13,224.04
5668	DE PERE HEALTH DEPT							
	I-202305224151	DE PERE HEALTH DEPT	R	6/06/2023		373.00CR	102627	
	I-202305224152	DE PERE HEALTH DEPT	R	6/06/2023		198.00CR	102627	
	I-202305224153	DE PERE HEALTH DEPT	R	6/06/2023		183.00CR	102627	
	I-202305224154	DE PERE HEALTH DEPT	R	6/06/2023		373.00CR	102627	
	I-202305224155	DE PERE HEALTH DEPT	R	6/06/2023		183.00CR	102627	
	I-202305224156	DE PERE HEALTH DEPT	R	6/06/2023		183.00CR	102627	
	I-202305224157	DE PERE HEALTH DEPT	R	6/06/2023		426.00CR	102627	1,919.00
2925	DE PERE OPTIMIST CLUB							
	I-202305224158	DE PERE OPTIMIST CLUB	R	6/06/2023		29.00CR	102628	29.00
0075	DIGGERS HOTLINE INC							
	I-230 4 36401	DIGGERS HOTLINE INC	R	6/06/2023		2,039.84CR	102629	2,039.84
3212	DIXON ENGINEERING INC							
	I-23-0428	DIXON ENGINEERING INC	R	6/06/2023		1,650.00CR	102630	1,650.00
0085	EMERGENCY MEDICAL PRODUCTS INC							
	I-2551559	EMERGENCY MEDICAL PRODUCTS INC	R	6/06/2023		182.87CR	102631	
	I-2551560	EMERGENCY MEDICAL PRODUCTS INC	R	6/06/2023		7.98CR	102631	190.85
7422	EXCEL UNDERGROUND LLC							
	I-10519	EXCEL UNDERGROUND LLC	R	6/06/2023		13,561.78CR	102632	13,561.78

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7451	FACILITIES MANAGEMENT EXPRESS LLC I-27841	FACILITIES MANAGEMENT EXPRESS	R	6/06/2023		3,472.88CR	102633	3,472.88
6497	FIRE SAFETY USA INC I-172420	FIRE SAFETY USA INC	R	6/06/2023		3,125.00CR	102634	3,125.00
0200	FIRST SUPPLY LLC I-13655924-01	FIRST SUPPLY LLC	R	6/06/2023		19.64CR	102635	19.64
0098	FLY ME FLAG CO INC I-9149 I-9199	FLY ME FLAG CO INC FLY ME FLAG CO INC	R R	6/06/2023 6/06/2023		94.95CR 2,748.00CR	102636 102636	 2,842.95
0835	FOSTER COACH SALES INC I-25795 I-25824	FOSTER COACH SALES INC FOSTER COACH SALES INC	R R	6/06/2023 6/06/2023		769.27CR 329.88CR	102637 102637	 1,099.15
7767	FREEDOM OVERHEAD DOORS I-48146 I-48466	FREEDOM OVERHEAD DOORS FREEDOM OVERHEAD DOORS	R R	6/06/2023 6/06/2023		1,509.00CR 1,030.00CR	102638 102638	 2,539.00
3655	FUN EXPRESS LLC I-72416497601	FUN EXPRESS LLC	R	6/06/2023		326.82CR	102639	326.82
0562	GALLS LLC I-24209482	GALLS LLC	R	6/06/2023		156.75CR	102640	156.75
8347	GFL ENVIRONMENTAL I-U60000151288	GFL ENVIRONMENTAL	R	6/06/2023		1,134.00CR	102641	1,134.00
0124	GREEN BAY CITY TREASURER I-171918 I-172811	GREEN BAY CITY TREASURER GREEN BAY CITY TREASURER	R R	6/06/2023 6/06/2023		36,699.50CR 13,162.55CR	102642 102642	 49,862.05
6608	TRISTA GROTH I-202305254177	TRISTA GROTH	R	6/06/2023		181.21CR	102643	181.21
6023	EUGENE HACKBARTH I-202305254171	EUGENE HACKBARTH	R	6/06/2023		420.32CR	102644	420.32
7266	HOLTON BROTHERS INC I-13897	HOLTON BROTHERS INC	R	6/06/2023		10,500.00CR	102645	10,500.00

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6589	HSBS EWD I-202305254172	HSBS EWD	R	6/06/2023		93.00CR	102646	93.00
1399	INDOFF INC I-3647901 I-3649271 I-3649554 I-3651122 I-3651697 I-3651715 I-3652527 I-3653489	INDOFF INC INDOFF INC INDOFF INC INDOFF INC INDOFF INC INDOFF INC INDOFF INC INDOFF INC	R R R R R R R R	6/06/2023 6/06/2023 6/06/2023 6/06/2023 6/06/2023 6/06/2023 6/06/2023 6/06/2023		67.80CR 18.04CR 66.50CR 22.85CR 77.70CR 649.43CR 71.90CR 12.27CR	102647 102647 102647 102647 102647 102647 102647 102647	 986.49
0567	INDUSTRIAL MARKETING CORP I-44416	INDUSTRIAL MARKETING CORP	R	6/06/2023		61.56CR	102648	61.56
8914	INNER DIMENSIONS WELLNESS LLC I-51623COD	INNER DIMENSIONS WELLNESS LLC	R	6/06/2023		196.00CR	102649	196.00
6809	JACK'S MAINTENANCE SERVICE INC. I-1483	JACK'S MAINTENANCE SERVICE INC	R	6/06/2023		360.00CR	102650	360.00
0362	JOHNSON CONTROLS FIRE PROTECTION LP I-23522782	JOHNSON CONTROLS FIRE PROTECTI	R	6/06/2023		250.00CR	102651	250.00
8364	JOHNSTONE SUPPLY I-6049870 I-6060746 I-6060767 I-6060807 I-6060872 I-6060919	JOHNSTONE SUPPLY JOHNSTONE SUPPLY JOHNSTONE SUPPLY JOHNSTONE SUPPLY JOHNSTONE SUPPLY JOHNSTONE SUPPLY	R R R R R R	6/06/2023 6/06/2023 6/06/2023 6/06/2023 6/06/2023 6/06/2023		140.99CR 79.50CR 146.08CR 158.08CR 82.90CR 707.36CR	102652 102652 102652 102652 102652 102652	 1,314.91
2602	JOSSART BROTHERS INC I-5454	JOSSART BROTHERS INC	R	6/06/2023		2,721.00CR	102653	2,721.00
1276	JX ENTERPRISES INC I-14259176P I-14259191P I-14259824P	JX ENTERPRISES INC JX ENTERPRISES INC JX ENTERPRISES INC JX ENTERPRISES INC	R R R R	6/06/2023 6/06/2023 6/06/2023 6/06/2023		324.00CR 36.00CR 111.98CR	102654 102654 102654	 471.98
9009	KLM ENGINEERING INC I-9541 I-9543	KLM ENGINEERING INC KLM ENGINEERING INC	R R	6/06/2023 6/06/2023		1,500.00CR 2,900.00CR	102655 102655	 4,400.00

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9010	WILL KUCHELMEISTER I-202305254173	WILL KUCHELMEISTER	R	6/06/2023		176.40CR	102656	176.40
6577	LAKELAND LAWN CARE I-113601 I-115498	LAKELAND LAWN CARE LAKELAND LAWN CARE LAKELAND LAWN CARE	R R	6/06/2023 6/06/2023		5,683.60CR 1,365.00CR	102657 102657	7,048.60
7063	LEAVES INSPIRED TREE NURSERY LLC I-909	LEAVES INSPIRED TREE NURSERY L	R	6/06/2023		3,049.00CR	102658	3,049.00
7082	LEE RECREATION LLC I-15553-23	LEE RECREATION LLC	R	6/06/2023		1,620.00CR	102659	1,620.00
0160	LIZER LAWN CARE & IRRIGATION I-141594	LIZER LAWN CARE & IRRIGATION	R	6/06/2023		1,700.00CR	102660	1,700.00
7444	SARA LORNSON I-202305254174	SARA LORNSON	R	6/06/2023		186.79CR	102661	186.79
7446	MACQUEEN EQUIPMENT I-W06141	MACQUEEN EQUIPMENT	R	6/06/2023		1,725.59CR	102662	1,725.59
0903	THE MAIL HAUS INC I-175930	THE MAIL HAUS INC	R	6/06/2023		1,747.67CR	102663	1,747.67
0173	MENARDS INC I-14642 I-14686 I-14938 I-15130 I-15247 I-15250 I-15301 I-15361 I-15399 I-15403 I-15453 I-15548 I-15562 I-15617 I-15760 I-15768 I-15769 I-15910 I-15924 I-15969 I-15995	MENARDS INC MENARDS INC	R R	6/06/2023 6/06/2023		19.96CR 53.91CR 49.98CR 26.88CR 219.99CR 71.95CR 290.70CR 25.63CR 219.28CR 205.43CR 30.53CR 42.95CR 32.64CR 25.98CR 72.46CR 77.38CR 41.88CR 154.68CR 7.91CR 84.29CR 35.76CR	102664 102664	1,790.17

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VOID	VOID CHECK		V	6/06/2023			102665	**VOID**
8055	NAOMI MOES I-AAFLR2021/2023	NAOMI MOES	R	6/06/2023		250.00CR	102666	250.00
2744	MSA PROFESSIONAL SERVICES INC I-R09441032.0 - 2	MSA PROFESSIONAL SERVICES INC	R	6/06/2023		5,520.00CR	102667	5,520.00
8431	MULTI MEDIA CHANNELS LLC I-67295	MULTI MEDIA CHANNELS LLC	R	6/06/2023		999.38CR	102668	999.38
9011	MYSTAIRES I-S014274	MYSTAIRES	R	6/06/2023		8,595.00CR	102669	8,595.00
7129	NELSON TACTICAL I-3160	NELSON TACTICAL	R	6/06/2023		53.28CR	102670	53.28
8749	NEUMAN POOLS INC I-43437	NEUMAN POOLS INC	R	6/06/2023		4,658.78CR	102671	4,658.78
0531	NORTHEAST AUTO PARTS INC I-387291 I-387420 I-387623 I-387630 I-387637 I-387698 I-387783 I-387786 I-387886 I-387891 I-387903	NORTHEAST AUTO PARTS INC	R	6/06/2023		22.55CR 39.49CR 24.68CR 173.90CR 7.10CR 15.08CR 9.99CR 11.39CR 12.82CR 39.50CR 15.21CR	102672 102672 102672 102672 102672 102672 102672 102672 102672 102672 102672	371.71
3250	NORTHERN LAKE SERVICE I-2306271	NORTHERN LAKE SERVICE	R	6/06/2023		706.48CR	102673	706.48
8327	OSBURN ASSOCIATES INC I-301453	OSBURN ASSOCIATES INC	R	6/06/2023		705.50CR	102674	705.50
5476	PERSONNEL EVALUATION INC I-47524	PERSONNEL EVALUATION INC	R	6/06/2023		41.00CR	102675	41.00

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0208	POMP'S TIRE SERVICE INC I-90084043	POMP'S TIRE SERVICE INC	R	6/06/2023		36.80CR	102676	36.80
7923	QUEST DIAGNOSTICS I-T 1463469 I-T 1466248	QUEST DIAGNOSTICS QUEST DIAGNOSTICS QUEST DIAGNOSTICS	R R	6/06/2023 6/06/2023		3,343.41CR 2,904.93CR	102677 102677	 6,248.34
9012	QUICKSCORES LLC I-231107	QUICKSCORES LLC	R	6/06/2023		140.00CR	102678	140.00
8277	R BAUMAN & ASSOCIATES SC I-1603	R BAUMAN & ASSOCIATES SC	R	6/06/2023		905.40CR	102679	905.40
1434	PAULA RAHN I-202305254175	PAULA RAHN	R	6/06/2023		375.44CR	102680	375.44
0227	REINDERS INC I-6026185-01 I-6032405-00 I-6032405-01 I-6032538-00	REINDERS INC REINDERS INC REINDERS INC REINDERS INC	R R R R	6/06/2023 6/06/2023 6/06/2023 6/06/2023		21.42CR 229.91CR 211.68CR 364.70CR	102681 102681 102681 102681	 827.71
6971	RENNERT'S FIRE EQUIP SERV INC. I-INV-630 I-INV-631 I-INV-632 I-INV-639	RENNERT'S FIRE EQUIP SERV INC. RENNERT'S FIRE EQUIP SERV INC. RENNERT'S FIRE EQUIP SERV INC. RENNERT'S FIRE EQUIP SERV INC.	R R R R	6/06/2023 6/06/2023 6/06/2023 6/06/2023		448.00CR 225.00CR 225.00CR 362.54CR	102682 102682 102682 102682	 1,260.54
0158	ROBERT E LEE & ASSOCIATES INC I-84224 I-84225 I-84226	ROBERT E LEE & ASSOCIATES INC ROBERT E LEE & ASSOCIATES INC ROBERT E LEE & ASSOCIATES INC ROBERT E LEE & ASSOCIATES INC	R R R	6/06/2023 6/06/2023 6/06/2023		707.18CR 277.51CR 679.00CR	102683 102683 102683	 1,663.69
7596	ROCKEY FENCE LLC I-202305304179	ROCKEY FENCE LLC	R	6/06/2023		2,727.00CR	102684	2,727.00
7914	SABA SOFTWARE (CANADA) INC I-53135	SABA SOFTWARE (CANADA) INC	R	6/06/2023		7,247.26CR	102685	7,247.26
0501	SAINT MARY'S HOSPITAL I-1713	SAINT MARY'S HOSPITAL	R	6/06/2023		6.55CR	102686	6.55

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7221	SCENICVIEW LANDSCAPE							
	I-78954	SCENICVIEW LANDSCAPE	R	6/06/2023		635.00CR	102687	
	I-80780	SCENICVIEW LANDSCAPE	R	6/06/2023		2,204.00CR	102687	
	I-80781	SCENICVIEW LANDSCAPE	R	6/06/2023		4,160.50CR	102687	6,999.50
7951	SECURITY-LUEBKE ROOFING INC							
	I-7230433-1	SECURITY-LUEBKE ROOFING INC	R	6/06/2023		889.10CR	102688	889.10
3545	SHORT ELLIOTT HENDRICKSON INC							
	I-445648	SHORT ELLIOTT HENDRICKSON INC	R	6/06/2023		7,359.72CR	102689	7,359.72
3378	STRYKER SALES CORP							
	I-12128923DM	STRYKER SALES CORP	R	6/06/2023		48,248.53CR	102690	48,248.53
8436	SUBURBAN WILDLIFE SOLUTIONS LLC							
	I-7108	SUBURBAN WILDLIFE SOLUTIONS LL	R	6/06/2023		7,535.00CR	102691	7,535.00
5568	SYBLE HOPP SCHOOL							
	I-202305304180	SYBLE HOPP SCHOOL	R	6/06/2023		1,050.00CR	102692	1,050.00
6557	TILLMANN WHOLESALE GROWERS							
	I-287346	TILLMANN WHOLESALE GROWERS	R	6/06/2023		180.00CR	102693	180.00
7888	TITLETOWN DRONES LLC							
	I-23-444	TITLETOWN DRONES LLC	R	6/06/2023		2,068.00CR	102694	2,068.00
1695	TOYS FOR TRUCKS							
	I-INV162668	TOYS FOR TRUCKS	R	6/06/2023		54.47CR	102695	54.47
0268	TRUCK EQUIPMENT INC							
	I-1051805-00	TRUCK EQUIPMENT INC	R	6/06/2023		98.16CR	102696	98.16
8246	ULTIMATE SAFETY CONCEPTS INC							
	I-205438	ULTIMATE SAFETY CONCEPTS INC	R	6/06/2023		3,121.30CR	102697	3,121.30
0272	UNIFORM SHOPPE INC							
	I-333213	UNIFORM SHOPPE INC	R	6/06/2023		24.95CR	102698	
	I-333232	UNIFORM SHOPPE INC	R	6/06/2023		168.80CR	102698	
	I-333262	UNIFORM SHOPPE INC	R	6/06/2023		143.90CR	102698	
	I-333322	UNIFORM SHOPPE INC	R	6/06/2023		24.95CR	102698	
	I-333392	UNIFORM SHOPPE INC	R	6/06/2023		59.95CR	102698	
	I-333467	UNIFORM SHOPPE INC	R	6/06/2023		290.80CR	102698	
	I-333505	UNIFORM SHOPPE INC	R	6/06/2023		370.75CR	102698	
	I-333564	UNIFORM SHOPPE INC	R	6/06/2023		22.95CR	102698	
	I-333665	UNIFORM SHOPPE INC	R	6/06/2023		260.85CR	102698	
	I-333937	UNIFORM SHOPPE INC	R	6/06/2023		74.90CR	102698	1,442.80

5/30/2023 3:44 PM

A / P CHECK REGISTER

PAGE: 10

PACKET: 07034 JUN 2023 COUNCIL - 1 6-6-2023

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0857	USA BLUEBOOK I-INV00002396	USA BLUEBOOK	R	6/06/2023		171.85CR	102699	171.85
0277	VAN'S FIRE & SAFETY INC I-4170343	VAN'S FIRE & SAFETY INC	R	6/06/2023		604.52CR	102700	604.52
7210	VANDEN PLAS PORTABLE SOLUTIONS LLC I-13409	VANDEN PLAS PORTABLE SOLUTIONS	R	6/06/2023		144.92CR	102701	144.92
5539	VORPAHL FIRE & SAFETY CORP I-215361814	VORPAHL FIRE & SAFETY CORP	R	6/06/2023		10.00CR	102702	10.00
8890	WALKER CONSULTANTS I-210050490003	WALKER CONSULTANTS	R	6/06/2023		6,000.00CR	102703	6,000.00
0238	WAUSAU EQUIPMENT CO INC I-8487689	WAUSAU EQUIPMENT CO INC	R	6/06/2023		4,069.68CR	102704	4,069.68
2645	WI DEPT OF JUSTICE I-202305304181	WI DEPT OF JUSTICE	R	6/06/2023		154.00CR	102705	154.00
0294	WI DEPT OF TRANSPORTATION BBS I-395-0000303456 I-395-0000303491	WI DEPT OF TRANSPORTATION BBS WI DEPT OF TRANSPORTATION BBS	R R	6/06/2023 6/06/2023		11,135.00CR 9,475.43CR	102706 102706	20,610.43
4550	WI EMS ASSOCIATION I-300002034	WI EMS ASSOCIATION	R	6/06/2023		400.00CR	102707	400.00
1437	WI MUNICIPAL JUDGES ASSOCIATION I-202305254176	WI MUNICIPAL JUDGES ASSOCIATIO	R	6/06/2023		100.00CR	102708	100.00
1210	WIL KIL PEST CONTROL I-4634022 I-4635278	WIL KIL PEST CONTROL WIL KIL PEST CONTROL	R R	6/06/2023 6/06/2023		119.78CR 122.43CR	102709 102709	242.21
7936	JOE YOUNG I-202305304182	JOE YOUNG	R	6/06/2023		34.80CR	102710	34.80

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	109	0.00	384,773.04	384,773.04
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	1	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00

REGISTER TOTALS:	110	0.00	384,773.04	384,773.04
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A / P CHECK REGISTER

PAGE: 11

PACKET: 07034 JUN 2023 COUNCIL - 1 6-6-2023

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	6/2023	170,607.31CR
201	6/2023	21,508.21CR
208	6/2023	119.25CR
211	6/2023	319.44CR
215	6/2023	58,591.20CR
260	6/2023	20,000.00CR
291	6/2023	1,167.79CR
292	6/2023	42.75CR
297	6/2023	21.46CR
405	6/2023	38,992.68CR
415	6/2023	10,695.65CR
450	6/2023	4,698.38CR
601	6/2023	38,199.26CR
650	6/2023	19,809.66CR
=====		
ALL		384,773.04CR



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: June 6, 2023

DEPARTMENT: City Clerk

FROM: Carey Danen

SUBJECT: Future agenda items.
