



# Common Council

## Regular Meeting

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

### **Revised Agenda**

**Tuesday, June 5, 2018**

**7:30 PM**

**De Pere City Hall Council Chambers**

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Common Council** of the City of De Pere will be held on **June 5, 2018 at 7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

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

#### I. Call to Order

1. Roll Call
2. Pledge of Allegiance to the Flag.
3. Approval of the Minutes of the May 16, 2018 Common Council Meeting.
4. Public comment upon matters not on the agenda and other announcements.
5. Cultural District Master Plan Update
6. Recommendation from Board of Health to Terminate Contract for Local Preparedness Coordinator Services with Brown County Health and Human Services Public Health Division.
7. Recommendation from the Board of Park Commissioners to Accept Donation of \$250 from the Denmark State Bank for the Urban Orchard.
8. Recommendation from the Board of Park Commissioners to Accept Bid for De Pere Ice Arena Bleachers.
9. Recommendation from the Board of Park Commissioners to Approve Funding from the Ice Arena Fund to Replace Water Tank.
10. Recommendation from the License Committee on an Application for a Class "B" Fermented Malt Beverage & "Class B" Intoxicating Liquor License for Re-Serve Capacity & Supply LLC (DBA The Longbranch), 334 Main Av. Submitted by Re-Serve Capacity & Supply LLC, Agent: Kevin Alan Bauer, De Pere, WI.
11. Recommendation from the License Committee on Renewal Applications for Class "A" Fermented Malt Beverage Licenses, "Class A" Intoxicating Liquor Licenses, "Class A" Cider Licenses, Class "B" Fermented Malt Beverage Licenses, "Class B" Intoxicating Liquor Licenses, and Reserve "Class B" Intoxicating Liquor Licenses for the licensing period of July 1, 2018 to June 30, 2019.
12. Recommendation from Plan Commission to approve a Proposed Extraterritorial Two Lot Certified Survey Map at 5177 Tetzlaff Road in the Town of Rockland (Parcel R-269). Submitted by Steven E. Zeitler, PLS, authorized representative for Lynda Tetzlaff.
13. Resolution #18-50 Approving Revised Facade Improvement Grant Eligibility Requirements and Guidelines.

14. Resolution #18-48 Approving Facade Improvement Project and Authorizing Disbursement of Grant (330 Main Avenue - Parcel WD-371).
15. Resolution #18-51 Authorizing Agreement Between the City of De Pere and the Medical College of Wisconsin, Inc. Regarding Mental Health Outreach Collaboration.
16. Resolution #18-52 Authorizing Agreement for Consulting Services Between the City of De Pere and Carlson Dettmann Consulting, LLC (2018 Market Study Update)
17. Voucher Approval.
18. Operator License Applications.

II. Future agenda items.

III. Adjournment.

Agenda Sent To:

Alderspersons  
City Administrator  
Mayor  
Department Heads  
TV, Newspapers & Radio Stations  
Kress Family Library  
De Pere Chamber of Commerce  
Steven Zeitler  
Lynda Tetzlaff  
Don Chilson  
Kris Nystrom  
Julie Hamby  
Kevin Bauer  
Michael Schilawski  
Daniel Pamperin  
Jacob Anderson  
Bishnu & Sharada Adhikari  
Robert Green  
Jeffrey Daffner  
Roshankumar Patel  
Gail Kozlovsky  
Greg DeCleene  
Kevin Osadjan  
Michael Eserkaln  
Kerry Counard  
Casey Hawkinson  
Fe Montalvo  
Ildeman Nielson  
Amber Barajas  
Anthony Oczus  
Ronald Evans  
Timothy Karl  
Paul Bakken  
Angela Patel  
Sheila Patel

## City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** June 5, 2018

**DEPARTMENT:** City Clerk-Treasurer

**FROM:** Shana Ledvina

**SUBJECT:** Approval of the Minutes of the May 16, 2018 Common Council Meeting.

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**ATTACHMENTS:**

- 5-16-2018 Common Council Minutes (DOC)



# Common Council

## Regular Meeting

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

### Draft Minutes

Wednesday, May 16, 2018

7:30 PM

De Pere City Hall Council Chambers

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

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

2. Pledge of Allegiance to the Flag.

3. Approval of the Minutes of the May 1, 2018 Common Council Meeting.

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

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

Aldersperson Hansen announced the grand opening of the new Voyageur Park playground last week and thanked everyone involved for making this project a reality.

5. Recommendation from the Board of Public Works to Accept an Eagle Scout Project Proposal to Renovate the Planter Islands on Main Avenue East and West of Highway 41.

Aldersperson Hansen stated that the scout mentions in his project description that the troop would be willing to volunteer to maintain the island after the project is completed and asked if this has been discussed further; Public Works Director Scott Thoresen will follow up.

Aldersperson Lueck asked why there was no vote tally on the item forwarded from the Board of Public Works; departments will be reminded to put vote totals on items before moving them forward to Council.

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

6. A Recommendation from the Board of Public Works to Approve the Award of Contract for Project 18-05 Sidewalk, Curb & Concrete Pavement Repair to Fischer Ulman Construction, Inc. in the Amount of \$132,265.00.



|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                        |
| <b>MOVER:</b>    | Dean Raasch, Alderperson                                          |
| <b>SECONDER:</b> | Jonathon Hansen, Alderperson                                      |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch |

7. Recommendation from the Board of Public Works to Award Project 18-07 Asphalt, Curb, and Sewer Repair to Northeast Asphalt, Inc. in the Amount of \$849,945.15.

Alderperson Hansen thanked Public Works and Engineering for adding Homestead Drive to the project and for not leaving out roads on the outskirts of the City.

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                        |
| <b>MOVER:</b>    | Dan Carpenter, Alderperson                                        |
| <b>SECONDER:</b> | Dean Raasch, Alderperson                                          |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch |

8. Recommendation from the Board of Public Works to Award Project 18-08 Manhole Repair & Rehabilitation to National Power Rodding Corporation in the Amount of \$30,730.00.

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|------------------|-------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                        |
| <b>MOVER:</b>    | Dean Raasch, Alderperson                                          |
| <b>SECONDER:</b> | Casey Nelson, Alderperson                                         |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch |

9. Recommendation from the Finance & Personnel Committee to accept donation from Verna Kuschel to the Fire Department.

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                        |
| <b>MOVER:</b>    | Scott Crevier, Alderperson                                        |
| <b>SECONDER:</b> | Casey Nelson, Alderperson                                         |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch |

10. Recommendation from the Finance/Personnel Committee to deny the request of Ald. Hansen that the Council approve putting a binding referendum question to the voters in November to exceed the levy limit to eliminate charges to property owners for repair or replacement of sidewalk.

Alderperson Crevier moved, seconded by Alderperson Lueck to approve the recommendation from the Finance/Personnel Committee to deny the request. Alderperson Hansen explained his reason for asking for discussion on a possible referendum. He explained that the Council has already rejected the idea of a wheel tax, of which 40% of those fees would have gone to sidewalk repair and replacement. He explained that this referendum would be to increase the levy only to cover sidewalk repair and replacement, in an effort to offset some of those unexpected special assessments that are now the responsibility of the property owner to pay for. Discussion followed. Upon vote on approving the recommendation to deny the request of Alderperson Hansen for a referendum, motion carried 5-4 with Alderpersons Carpenter, Crevier, Lueck, Raasch and Mayor Walsh voting aye.

|                |                                                   |
|----------------|---------------------------------------------------|
| <b>RESULT:</b> | <b>DEFEATED [UNANIMOUS]</b>                       |
| <b>AYES:</b>   | Carpenter, Crevier, Lueck, Raasch and Mayor Walsh |
| <b>NAYS:</b>   | Boyd, Hansen, Jennings, Nelson                    |

11. Resolution #18-43 Authorizing Agreement for Consulting Services Between the City of De Pere and Dixon Engineering, Inc. (2018 Enterprise Drive Reservoir Inspection and 9th Street Water Tower Inspection).

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                        |
| <b>MOVER:</b>    | Dean Raasch, Alderperson                                          |
| <b>SECONDER:</b> | Dan Carpenter, Alderperson                                        |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch |

12. Resolution #18-44 Authorizing Agreement for Contractor Services Between the City of De Pere and Badger Concrete Lifting, LLC (Mudjacking - Curb & Gutter and Sidewalk)

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                        |
| <b>MOVER:</b>    | Dean Raasch, Alderperson                                          |
| <b>SECONDER:</b> | Jonathon Hansen, Alderperson                                      |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch |

13. Resolution #18-45 Authorizing Agreement for Contractor Services Between the City of De Pere and Hard Rock Concrete Cutters, Inc. (Concrete Grinding - Sidewalk)

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                        |
| <b>MOVER:</b>    | Jonathon Hansen, Alderperson                                      |
| <b>SECONDER:</b> | Dean Raasch, Alderperson                                          |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch |

14. Resolution #18-46 Authorizing Amendment to Agreement Between the City of De Pere, De Pere Rapides Youth Soccer Club, Inc. and De Pere Select Soccer Club Incorporated Regarding Southwest Park Phase I Construction.

Parks Director Marty Kosobucki explained that this project may not happen this year. The City will maintain the lights after they are installed.

|                  |                                                            |
|------------------|------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [7 TO 1]</b>                                    |
| <b>MOVER:</b>    | James Boyd, Alderperson                                    |
| <b>SECONDER:</b> | Casey Nelson, Alderperson                                  |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Hansen, Jennings, Nelson, Raasch |
| <b>NAYS:</b>     | Larry Lueck                                                |

15. Resolution #18-47 Awarding Official City Newspaper Contract.

Alderperson Crevier explained that in the last 4 years since the De Pere Journal was taken out of circulation, rates for the Green Bay Press Gazette have almost doubled for a subscription. He expressed that the GBPG circulation is plummeting from year to year, as prices increase. Discussion followed.

|                  |                                           |
|------------------|-------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [5 TO 3]</b>                   |
| <b>MOVER:</b>    | Jonathon Hansen, Alderperson              |
| <b>SECONDER:</b> | Casey Nelson, Alderperson                 |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Jennings, Nelson |
| <b>NAYS:</b>     | Scott Crevier, Larry Lueck, Dean Raasch   |

16. Resolution #18-48 Approving Facade Improvement Project and Authorizing Disbursement of Grant (330 Main Avenue - Parcel WD-371).

Alderperson Jennings moved, seconded by Alderperson Hansen to amend the recommendation to adjust the issuance of the grant to reflect the current matching guidelines that are to be approved by the Redevelopment Authority. City Attorney Judy Schmidt-Lehman stated that it would not be appropriate for the Council to amend the recommendation of the RDA, but suggested that his motion could be reflected in the resolution so that the Council is approving the current recommendation of the RDA and that the Council also supports that if the grant limit is increased and signage is included as an eligible expense that the applicant can benefit from those changes. Alderperson Jennings moved, seconded by Alderperson Hansen to amend his motion to amend the resolution to adjust the funding of this through facade grant program to reflect the current matching guidelines at that time. Alderperson Jennings explained why he wants to incorporate these changes and that he wants this business to be able to benefit from a higher match if it's approved. Discussion followed. Judy Schmidt-Lehman explained that the RDA did vote to recommend several changes to the Facade Improvement Grant Program and those changes should come forward to Council at a meeting in June. Discussion followed. Alderperson Jennings moved, seconded by Alderperson Hansen to withdraw their motion. Alderperson Jennings moved, seconded by Alderperson Nelson to refer back to staff. Upon vote, motion carried unanimously.

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>REFERRED BACK TO STAFF [UNANIMOUS]</b>                         |
| <b>MOVER:</b>    | Ryan Jennings, Alderperson                                        |
| <b>SECONDER:</b> | Jonathon Hansen, Alderperson                                      |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch |

17. Resolution #18-49 Regarding the Vacation of a Portion of a Public Thoroughfare (500 Blk. 9th St. Adjacent to Parcels WD-D0217-3 & WD-D0218-2) (Refer to Public Hearing).

Alderperson Raasch moved, seconded by Alderperson Nelson to refer this resolution to public hearing. Discussion followed regarding the involvement of the property owners in this decision.

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                        |
| <b>MOVER:</b>    | Dean Raasch, Alderperson                                          |
| <b>SECONDER:</b> | Casey Nelson, Alderperson                                         |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch |

18. Renewal Applications for Class "A" Fermented Malt Beverage Licenses, "Class A" Intoxicating Liquor Licenses, Class "B" Fermented Malt Beverage Licenses, "Class C" Wine Licenses, "Class B" Intoxicating Liquor Licenses, and Reserve "Class B" Intoxicating Liquor Licenses for the licensing period of July 1, 2018 to June 30, 2019.

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                        |
| <b>MOVER:</b>    | James Boyd, Alderperson                                           |
| <b>SECONDER:</b> | Jonathon Hansen, Alderperson                                      |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch |

19. Appointments and re-appointments to Boards and Commissions by Mayor Walsh.

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                        |
| <b>MOVER:</b>    | Dean Raasch, Alderperson                                          |
| <b>SECONDER:</b> | Scott Crevier, Alderperson                                        |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch |

20. Voucher Approval.

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                        |
| <b>MOVER:</b>    | Dan Carpenter, Alderperson                                        |
| <b>SECONDER:</b> | Casey Nelson, Alderperson                                         |
| <b>AYES:</b>     | Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch |

21. Operator License Applications.

Alderperson Boyd moved, seconded by Alderperson Carpenter to approve Previously Tabled Operator License Applications #1-2 and to deny #3. Upon vote, motion carried unanimously. Alderperson Boyd moved, seconded by Alderperson Hansen to approve Temporary Operator License Applications #1-4. Upon vote, motion carried unanimously. Alderperson Boyd moved, seconded by Alderperson Hansen to approve Renewal Operator License Applications #1-6 and 8-30. Upon vote, motion carried unanimously. Alderperson Boyd moved, seconded by Alderperson Hansen to approve Renewal Operator License Application #7. Upon vote, motion carried 7-0 with Alderperson Carpenter abstaining. Alderperson Boyd moved, seconded by Alderperson Hansen to approve New Operator License Applications #1-16. Upon vote, motion carried unanimously.

22. Future Agenda Items: Alderperson Hansen requested that the Board of Public Works designates a fund for alley repairs that have a rating of 4 and under.

23. Adjournment: Alderperson Crevier moved, seconded by Alderperson Boyd to adjourn the meeting at 8:35 p.m. Upon vote, motion carried unanimously.

Respectfully submitted,

Shana Ledvina, Clerk-Treasurer

## City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** June 5, 2018  
**DEPARTMENT:** Planning  
**FROM:** Kimberly Flom  
**SUBJECT:** Cultural District Master Plan Update

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Staff will present an update on the progress of the Cultural District Master Plan.

## City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** June 5, 2018

**DEPARTMENT:** City Attorney

**FROM:** Angela Zills

**SUBJECT:** **Recommendation from Board of Health to Terminate Contract for Local Preparedness Coordinator Services with Brown County Health and Human Services Public Health Division.**

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At its meeting on May 21, 2018, the Board of Health voted unanimously to discontinue the contract with Brown County Public Health for Local Preparedness Coordinator Services. Sara Lornson, one of our public health nurses, has been working as the Local Preparedness Coordinator for the City of De Pere since January 1, 2018 and is now qualified to do this role independent of Brown County Preparedness Coordinator.

## City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** June 5, 2018

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Don Melichar

**SUBJECT:** Recommendation from the Board of Park Commissioners to Accept Donation of \$250 from the Denmark State Bank for the Urban Orchard.

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**The Board of Park Commissioners, at the May 17, 2018 meeting, approved accepting a donation of \$250 from the Denmark State Bank for the Urban Orchard. The motion passed unanimously with a 5-0 vote.**

The Denmark State Bank graciously donated \$250 toward our Urban Orchard at Samantha Park. Six associates also helped us plant the trees.

## City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** June 5, 2018

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Recommendation from the Board of Park Commissioners to Accept Bid for De Pere Ice Arena Bleachers.

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**The Board of Park Commissioners, at the May 17, 2018 meeting, approved accepting the bid from JW Industries for \$102,800 for the Ice Arena bleachers. The vote passed unanimously with a 5-0 vote.**

We received the bids for the De Pere Ice Arena Bleacher project on May 10, 2018. We received two bids from contractors of which both are below our projected budget. Our budget for the project was \$150,000. I have included the bid tabulation of our contractors that submitted bids.

In reviewing the bids, the Board of Park Commissions declared GT Grandstand to be a non-responsive bidder as they did not submit cross section plans with their bid. In communication with GT Grandstand they informed staff they simply did not have time to develop the cross section plans in time to be included in their bid. Our consultant has indicated cross section plans are vital to ensuring we are getting what we are asking for. Therefore, it is the recommendation of the Board of Park Commissioners to award the bid for the De Pere Ice Arena Bleachers to JW Industries in the amount of \$102,800.

**ATTACHMENTS:**

- 20180514100511269 (PDF)



**PROJECT 18-20 DE PERE ICE ARENA BLEACHERS  
BID TAB**

|  |                                                                                             |      |      | BIDDER NO. 1       |              | BIDDER NO. 2      |               |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------|------|--------------------|--------------|-------------------|---------------|
|                                                                                   |                                                                                             |      |      | GT GRANDSTANDS INC |              | JW INDUSTRIES INC |               |
| ITEM                                                                              | DESCRIPTION                                                                                 | UNIT | QTY  | UNIT PRICE         | AMOUNT BID   | UNIT PRICE        | AMOUNT BID    |
| SC-01                                                                             | 500-600 seat custom constructed aluminum bleachers with standing room only viewing platform | LS   | 1.00 | \$ 95,600.00       | \$ 95,600.00 | \$ 102,800.00     | \$ 102,800.00 |
| TOTAL AMOUNT BID                                                                  |                                                                                             |      |      |                    | \$ 95,600.00 |                   | \$ 102,800.00 |

## City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** June 5, 2018

**DEPARTMENT:** Parks, Recreation & Forestry

**FROM:** Marty Kosobucki

**SUBJECT:** Recommendation from the Board of Park Commissioners to Approve Funding from the Ice Arena Fund to Replace Water Tank.

---

**The Board of Park Commissioners, at the May 17, 2018 meeting, approved replacing the water tank at the De Pere Ice Arena from the Ice Arena Fund. The motion passed unanimously with a 5-0 vote.**

We have received a request from Don Chilson from Brown County Ice Management to use money from the Ice Arena Fund to replace a water tank that feeds the Chiller System. We are obtaining three quotes, however the cost will be approximately \$9,500 to replace the tank.

Currently there is enough funding in the Ice Arena Fund as it currently has \$38,931. Although, in approving this cost it will mean more money will need to come from un-designated reserves to fund the bleacher system that was approved. When the bleacher system was approved, funding was to come from the Ice Arena Fund and City reserves.

Summary: The sump tank for the Evaporation Tower has deteriorated to the point that Brown County Ice Management (BCIM) staff feel it could fail this coming year. The sump tank feeds water to the evaporation towers and is essential for the Chilling Plant to operate. BCIM staff were doing regular maintenance/cleaning after they shut the rink down this spring, and noticed the walls of the tank have eroded in places. These areas are very thin and will likely fail soon. BCIM recommends replacing the tank over the summer while the Ice Arena is shut down. Having the tank replaced during the season would cause a temporary shut down of the facility.

## City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** June 5, 2018

**DEPARTMENT:** Common Council

**FROM:** Shana Ledvina

**SUBJECT:** Recommendation from the License Committee on an Application for a Class "B" Fermented Malt Beverage & "Class B" Intoxicating Liquor License for Re-Serve Capacity & Supply LLC (DBA The Longbranch), 334 Main Av. Submitted by Re-Serve Capacity & Supply LLC, Agent: Kevin Alan Bauer, De Pere, WI.

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## City of De Pere, Wisconsin

**Request For Common Council Action**

---

**MEETING DATE:** June 5, 2018

**DEPARTMENT:** Common Council

**FROM:** Shana Ledvina

**SUBJECT:** Recommendation from the License Committee on Renewal Applications for Class "A" Fermented Malt Beverage Licenses, "Class A" Intoxicating Liquor Licenses, "Class A" Cider Licenses, Class "B" Fermented Malt Beverage Licenses, "Class B" Intoxicating Liquor Licenses, and Reserve "Class B" Intoxicating Liquor Licenses for the licensing period of July 1, 2018 to June 30, 2019.

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**ATTACHMENTS:**

- Renewal List\_6-5-18 (PDF)

## JUNE 5, 2018 LICENSE COMMITTEE MEETING

Renewal Applications for Class "A" Fermented Malt Beverage Licenses, "Class A" Intoxicating Liquor Licenses, "Class A" Cider Licenses, Class "B" Fermented Malt Beverage Licenses, "Class B" Intoxicating Liquor Licenses, and Reserve "Class B" Intoxicating Liquor Licenses for the licensing period of July 1, 2018 to June 30, 2019.

### CLASS "A" BEER & "CLASS A" CIDER

- 1) De Pere Shell Inc (DBA De Pere Shell), 841 Main Av. Submitted by De Pere Shell Inc, Agent: Michael Schilawski, Green Bay, WI.
- 2) GCS Holdings of De Pere LLC (DBA Scheuring Shell), 1511 Lawrence Dr. Submitted by GCS Holdings of De Pere LLC, Agent: Daniel J. Pamperin, De Pere, WI.
- 3) GCS Landing LLC (DBA GCS Landing Shell), 1063 N Broadway. Submitted by GCS Landing LLC, Agent: Jacob P. Anderson, Green Bay, WI.
- 4) GCS Operations LLC (DBA Riverside Shell), 1010 S Broadway. Submitted by GCS Operations LLC, Agent: Daniel J. Pamperin, De Pere, WI.

### CLASS "A" BEER & "CLASS A" LIQUOR

- 1) De Pere Minimart LLC (DBA De Pere Minimart), 821 George St. Submitted by De Pere Minimart LLC, Agent: Bishnu P. Adhikari, Appleton, WI.
- 2) De Pere Y Mart LLC (DBA De Pere Y Mart), 1017 4<sup>th</sup> St. Submitted by De Pere Y Mart LLC, Agent: Robert R. Green, De Pere, WI.
- 3) DU Convenience (DBA DU Convenience), 1605 Fort Howard Av. Submitted by DU Convenience, Agent: Sharada Adhikari, Appleton, WI.
- 4) Kwik Trip Inc. (DBA Tobacco Outlet Plus Grocery 127), 746 Main Av. Submitted by Kwik Trip Inc., Agent: Jeffrey Allen Daffner, Green Bay, WI.
- 5) Northern Gas LLC (DBA You Pump), 302 N Broadway. Submitted by Northern Gas LLC, Agent: Roshankumar K. Patel, Appleton, WI.

CLASS "B" BEER & "CLASS B" LIQUOR

- 1) Alchris LLC (DBA Drift Inn), 1535 N. Ashland Av. Submitted by Alchris LLC, Agent: Gail M. Kozlovsky, De Pere, WI.
- 2) Caliente Inc. (DBA Caliente La Fiesta Mexicana), 623 George St. Submitted by Caliente Inc., Agent: Greg DeCleene, De Pere, WI.
- 3) Gallagher's Pizza Inc. (DBA Gallagher's Pizza), 330 Reid St. Submitted by Gallagher's Pizza Inc., Agent: Kevin Osadjan, Green Bay, WI.
- 4) Green Room Theatre LLC (DBA The Green Room), 365 Main Av, Unit D & E. Submitted by Green Room Theatre LLC, Agent: Michael T. Eserkaln, De Pere, WI.
- 5) HC Gemini Inc. (DBA The Abbey), 303 Reid St. Submitted by HC Gemini Inc., Agent: Kerry Counard, De Pere, WI.
- 6) JPG Inc. (DBA Legends Brewhouse & Eatery), 875 Heritage Rd. Submitted by JPG Inc., Agent: Greg DeCleene, De Pere, WI.
- 7) Keweenaw Pub Inc. (DBA Keweenaw Pub), 368 Main Av. Submitted by Keweenaw Pub Inc., Agent: Casey Lane Hawkinson, De Pere, WI.
- 8) El Maya Mexican Restaurant Inc. (DBA El Maya Mexican Restaurant), 1620 Lawrence Dr. Submitted by El Maya Mexican Restaurant Inc., Agent: Fe Montalvo, Kaukauna, WI.
- 9) Ogan LLC (DBA Ogan Restaurant), 100 S Broadway Suite 50. Submitted by Ogan LLC, Agent: Ildeman R. Nielson, Green Bay, WI.
- 10) El Presidente Mexican Restaurant LLC (DBA El Presidente Mexican Bar & Grill), 500 Main Av Suite B. Submitted by El Presidente Mexican Restaurant LLC, Agent: Amber Apollonia Barajas, De Pere, WI.
- 11) Proof LLC (DBA Proof), 127 N Broadway. Submitted by Proof LLC, Agent: Anthony Joseph Oczus, Green Bay, WI.
- 12) Quincys Restaurant LLC (DBA Birch Street Pub & Grill), 617 Birch St. Submitted by Quincys Restaurant LLC, Agent: Greg DeCleene, De Pere, WI.

- 13) Reptile Rail Entertainment LLC (DBA On the Rocks), 413 Main Av. Submitted by Reptile Rail Entertainment LLC, Agent: Ronald Evans, De Pere, WI.
- 14) Teekae Enterprises Inc. of WI (DBA Tim Karl's Century Lanes), 132 S Broadway. Submitted by Teekae Enterprises Inc. of WI, Agent: Timothy V. Karl, Green Bay, WI.
- 15) Teekae Enterprises Inc. of WI (DBA Tim Karl's Century Lanes II (Riverwatch - Safehouze), 132 S Broadway. Submitted by Teekae Enterprises Inc. of WI, Agent: Timothy V. Karl, Green Bay, WI.

CLASS "B" BEER & RESERVE "CLASS B" LIQUOR

- 1) Birder Studio of Performing Arts (DBA Broadway Theatre), 123 S Broadway. Submitted by Birder Studio of Performing Arts, Agent: Paul Bakken, Green Bay, WI.

## City of De Pere, Wisconsin

**Request For Common Council Action**

---

**MEETING DATE:** June 5, 2018

**DEPARTMENT:** Plan Commission

**FROM:** Peter Schleinz

**SUBJECT:** Recommendation from Plan Commission to approve a Proposed Extraterritorial Two Lot Certified Survey Map at 5177 Tetzlaff Road in the Town of Rockland (Parcel R-269). Submitted by Steven E. Zeitler, PLS, authorized representative for Lynda Tetzlaff.

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On April 30, 2018 the Plan Commission recommended approval by a vote of 6-0.

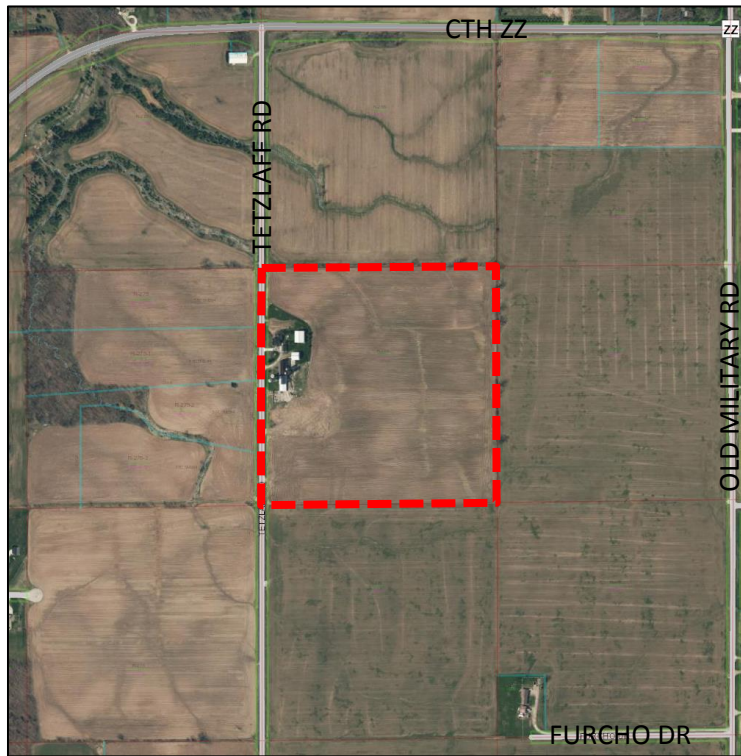
**ATTACHMENTS:**

- Extraterritorial CSM - 5177 Tetzlaff RD in Rockland Plan Commission Report (DOCX)
- Application Form (PDF)
- Preliminary CSM (PDF)

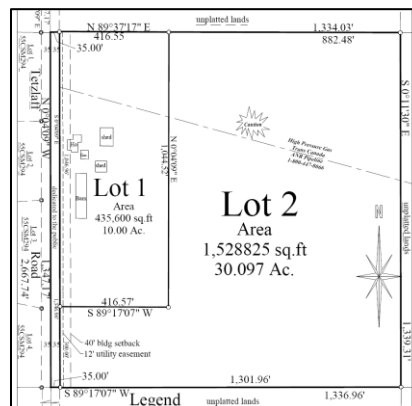


**ITEM X:** Recommendation regarding a Proposed Extraterritorial Two Lot Certified Survey Map at 5177 Tetzlaff Road in the Town of Rockland (Parcel R-269). Submitted by Steven E. Zeitler, PLS, authorized representative for Lynda Tetzlaff.\*

**SITE MAP**



**PROPOSED CERTIFIED SURVEY MAP AREA**



**REQUESTED ACTION:** Extraterritorial Certified Survey Map Review.

**COMMON DESCRIPTION:** Town of Rockland, located at 5177 Tetzlaff Road, on Heritage Heights, which is south from the Tetzlaff Road and CTH ZZ intersection.

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                          |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <b>PARCEL NUMBER(S):</b>      | R-269                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                          |
| <b>EXISTING ZONING:</b>       | Town of Rockland March 7, 2016 Zoning Map identifies the zoning as "Estate Residential 10-Acre)."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                          |
| <b>PROPOSED ZONING:</b>       | Located in Town of Rockland. No new zoning proposed by City.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                          |
| <b>SURROUNDING LAND USES:</b> | Agricultural to the north, south, east, and west.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                          |
| <b>COMPREHENSIVE PLAN:</b>    | Located in the Town of Rockland. Northern part of Parcel R-269 falls within the City's Urban Reserve Area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                          |
| <b>APPLICANT/OWNER NAME:</b>  | Steven E. Zeitler, PLS<br>Authorized Representative<br>7410 Hidden Valley RD<br>Maribel, WI 54227                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Lynda L. Tetzlaff<br>Owner<br>5177 Tetzlaff RD<br>De Pere, WI 54115-9686 |
| <b>SITE HISTORY:</b>          | <p>After a review of air photographs, the property has been used for agricultural purposes since 1938.</p> <p>The property is outside of the Sewer Service Area for the Town of Rockland. There are no known environmentally sensitive areas identified.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                          |
| <b>STAFF REVIEW:</b>          | <p>When reviewing an extraterritorial Certified Survey Map, staff considers State Statutes 236, Section 46-8 of the De Pere Platting and Division of Land Code for general requirements and design standards, required improvements, and public sites and open spaces. Staff also considers the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns.</p> <ul style="list-style-type: none"> <li>• The site is used for agricultural purposes with a residential structure and farm structures on Lot 1.</li> <li>• The proposed division will create two lots, both of which must be at least ten acres in size due to partially falling within the City's urban reserve area of extraterritorial review jurisdiction (area at and north of the red line in the below graphic).</li> </ul> |                                                                          |

**MAP OF PART OF URBAN RESERVE AREA BOUNDARY**



The original parcel is 40.1 acres in size. The proposed Lot 1 on the CSM is 10.0 acres in size with 1,047.0 feet of street frontage and proposed Lot 2 is 30.1 acres in size with 300.0 feet of street frontage.

The proposed lots each meet the city requirements of 300.0 feet of street frontage and 10.0 acres of lot area. The proposed lots also meet the Town of Rockland requirements of 300.0 feet frontage, 10.0 acres of lot area, 40 foot street setback, 50 foot side yard setback, and 50 foot rear yard setback. Please note that the pre-existing house falls within the 50 foot front yard setback.

A high pressure gas Trans Canada ANR pipeline that is shown on the CSM is missing a scaled metes and bounds and pipe width measurement. The measurement details will be addressed by Brown County Planning Commission.

In summary, the extraterritorial 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 land division does not impact the Comprehensive Plan negatively. The proposed lot size, street frontage, and setbacks meet acceptable City requirements.

#### **REVIEW PROCESS**

For extraterritorial Certified Survey Map petitions the Plan Commission recommends either approval, rejection, or approval with conditions. The Common Council reviews the Plan Commission recommendation and makes the final decision on the Certified Survey Map. The anticipated Common Council review date is May 15, 2018.

#### **STAFF RECOMMENDATION:**

Staff recommends APPROVAL of the extraterritorial Certified Survey Map and forwarding the map to the Common Council for final approval, subject to:

1. Meeting all other state and local regulations, including the Town of Rockland and Brown County Planning Commission.
2. Verify that missing metes and bounds measurements for the high pressure gas Trans Canada ANR pipeline are shown on the CSM.



**CITY OF DE PERE**  
**APPLICATION FOR**  
**CSM REVIEW**

CITY OF DE PERE  
 RECEIVED  
 MAR 22 2018

Fee: \$ 368.00  
 Receipt #: 00130837  
 Date: 27 MAR 2018

PLANNING DEPT

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)<br>Lynda Tetzlaff | Authorized Representative<br>Steven Zeitler    | Title<br>PLS                 |                   |
| Mailing Address<br>7410 Hidden Valley Road              | City<br>Maribel                                | State<br>Wi                  | ZIP Code<br>54227 |
| Email Address<br>zeitler99@aol.com                      | Phone Number (incl. area code)<br>920-863-8411 | 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)<br>Lynda Tetzlaff | Contact Person                                 | Title<br>owner               |                   |
| Mailing Address<br>5177 Tetzlaff Road        | City<br>De Pere                                | State<br>wi                  | ZIP Code<br>54115 |
| Email Address<br>dltetz@yahoo.com            | Phone Number (incl. area code)<br>920-336-5579 | Fax Number (incl. area code) |                   |

**SECTION 3: Project or Site Location**

|                                          |                     |
|------------------------------------------|---------------------|
| Project Address/Description<br>2 Lot CSM | Parcel No.<br>R-269 |
|------------------------------------------|---------------------|

**SECTION 4: CSM Information**

|                        |                               |
|------------------------|-------------------------------|
| Existing Zoning:       | EA                            |
| Present Use of Parcel: | Ag                            |
| Proposed Use of Lots:  | Lot 1 5 Ac Estate 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)<br>Lynda Tetzlaff | Title<br>owner | Phone Number<br>920-336-5579 |
| Signature of Applicant<br>Steven Zeitler                                 | PLS            | Date Signed<br>3/14/18       |

**TO BE COMPLETED BY CITY STAFF**

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

Attachment: Application Form (6886 : Recommendation from Plan Commission to approve a Proposed Extraterritorial Two Lot Certified Survey)

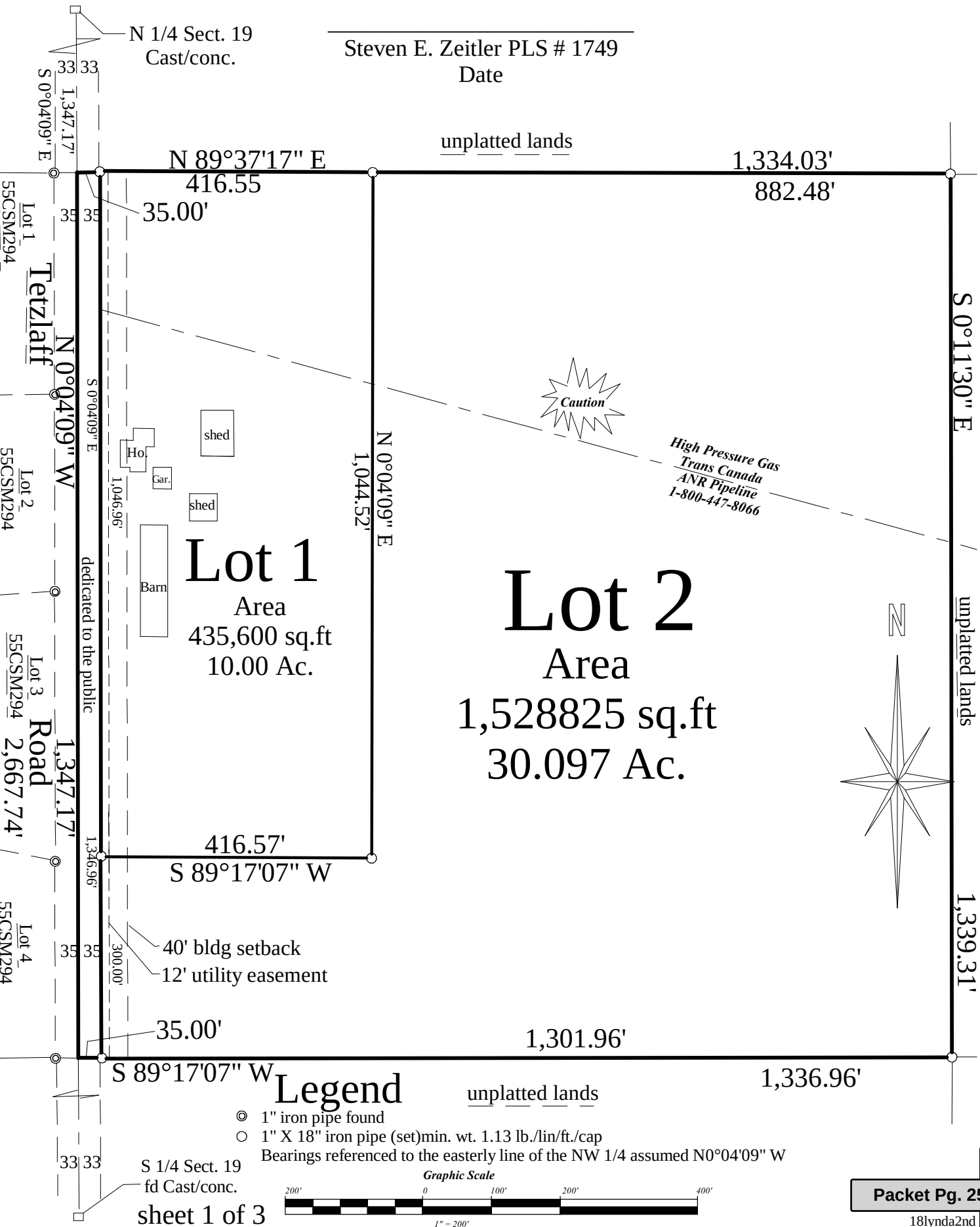


# CERTIFIED SURVEY MAP

ALL OF THE SW-NE OF SECTION 19, T.22 N.- R.20 E. ,  
TOWN OF ROCKLAND, BROWN COUNTY, WISCONSIN

## Surveyors Certificate:

I, Steven E. Zeitler, Professional Land Surveyor, do hereby certify that I have surveyed, divided, and mapped the land described hereon; that I have made such survey and map by the direction of the owners listed hereon; and that I have complied with the provisions of Chapter 236 Section 236.34 of the Wisconsin Statutes, the City of De Pere, Town of Rockland, and the Brown County Planning Commission in surveying, dividing and mapping the hereon described parcel of land and that the map hereon is a true and correct representation of the surveyed and division thereof..



Attachment: Preliminary CSM (6886 : Recommendation from Plan Commission to approve a Proposed Extraterritorial Two Lot Certified Survey)

# CERTIFIED SURVEY MAP

PART OF THE SW-NE, OF SECTION 19, T.22 N.- R.20 E. ,  
TOWN OF ROCKLAND, BROWN COUNTY, WISCONSIN

## Description

All of the Southwest 1/4 of the Northeast 1/4, of Section 19, T.22 N.- R.20 E.,  
Town of Rockland, Brown County, Wisconsin described as;  
Commencing at the North 1/4 Corner of Section 19; thence along the westerly line  
of the NE 1/4 South 0°04'09" East 1,347.17 feet to the point of beginning;

thence North 89°37'17" East 1,334.03 feet; thence South 0°11'30" East 1,339.31 feet;  
thence South 89°17'07" West 1,336.96 feet; thence North 0°04'09" West 1,347.17 feet  
to the point of beginning and including those lands previously  
conveyed for highway purposes.

## RESTRICTIVE COVENANTS

1. The land on all side and rear lot lines of all lots shall be graded by the owner and maintained be abutting property owners to provide for adequate drainage of surface water.

## NOTES:

1. The property owners, at the time of construction, shall implement the appropriate soil erosion control methods outlined in "Wisconsin Construction Site Best Management Practice Handbook" (Available from the Wisconsin Department of Natural Resources) to prevent soil erosion. However, if at the time of construction the Town has an adopted soil erosion control ordinance, it shall govern over this requirement. This provision applies to any grading, construction or installation related activities.

# CERTIFIED SURVEY MAP

PART OF THE SW-NE, OF SECTION 19, T.22 N.- R.20 E. ,  
TOWN OF ROCKLAND, BROWN COUNTY, WISCONSIN

## OWNERS CERTIFICATE:

As owners, we hereby certify that we caused the land described on this map to be surveyed, divided, mapped and dedicated as represented hereon; we also certify that this Certified Survey Map is required to be submitted to the Town of Rockland, City of De Pere and the Brown County Planning Commission for approval or objection in accordance with current Land Subdivision Ordinances.

\_\_\_\_\_  
Lynda L. Tetzlaff

STATE OF WISCONSIN)

BROWN COUNTY )SS

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 2018 the above named owners, to me known to be the persons who executed the foregoing instrument and acknowledge the same.

\_\_\_\_\_  
Notary Public

Steven E. Zeitler

My commission expires 1/15/21

## TOWN OF ROCKLAND APPROVAL:

Approved by the Town of Rockland, Brown County  
Wisconsin, on the \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Julie Koenig Town Clerk

## CITY OF DE PERE APPROVAL

Approved for the City of De Pere, Wisconsin on the  
\_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Shana Ledvina  
City Clerk

## BROWN COUNTY PLAN COMMISSION APPROVAL:

Approved by the Brown County Planning Commission  
this \_\_\_\_ day of \_\_\_\_\_, 2018

\_\_\_\_\_  
Dan Teaters Senior Planner

## BROWN COUNTY TREASURER'S CERTIFICATE:

As duly elected Brown County Treasurer, I here by certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in this Certified Survey Map as of the date listed below.

\_\_\_\_\_  
Paul D. Zeller Date  
Brown County Treasurer  
sheet 3 of 3

## City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** June 5, 2018

**DEPARTMENT:** Planning

**FROM:** Kimberly Flom

**SUBJECT:** Resolution #18-50 Approving Revised Facade Improvement Grant Eligibility Requirements and Guidelines.

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**ATTACHMENTS:**

- Reso18-50 (DOCX)
- Exhibit A-Facade Grant Program May 15 2018 CC Memo (DOCX)
- Facade Grant Report 4-2018 (PDF)
- Facade Grant Guidelines 3-2018 RDA Report (PDF)
- Facade Grant Guidelines (PDF)
- Facade Grant Guidelines Revised 5-2018 (DOCX)
- Facade Grant Application Updated 5-2018 (DOCX)



## RESOLUTION #18-50

APPROVING REVISED FAÇADE IMPROVEMENT GRANT  
ELIGIBILITY REQUIREMENTS AND GUIDELINES

WHEREAS, the City's Façade Improvement Grant Program ("Program") has been in existence since 1996 when the City created Tax Increment Financing District ("TID") #5; and

WHEREAS, the Program allows property owners in a downtown TID to enhance their properties with financial assistance from the City; and

WHEREAS, the Redevelopment Authority for the City of De Pere ("RDA") believes it necessary to enhance aspects of the Program to foster active use of the Program and for continued improvement of the City's downtown; and

WHEREAS, the RDA has considered this matter and recommends to the Council that the Program requirements and guidelines be revised as reflected in the May 16, 2018 Memo from Development Services Director Kimberly Flom to the Common Council, attached hereto and incorporated herein as Exhibit A.

## NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Façade Improvement Grant Program requirements and guidelines as set forth in Exhibit A are hereby approved and adopted.

## BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 5<sup>th</sup> day of June, 2018.

APPROVED:

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 Michael J. Walsh, Mayor

ATTEST:

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 Shana D. Ledvina, Clerk-Treasurer

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

# City of De Pere MEMORANDUM



To: Common Council  
 From: Kimberly Flom, Development Services Director  
 Date: May 16, 2018  
 RE: **2018 Proposed Changes to Façade Grant Program Guidelines**

The Common Council approved Façade Grant Guidelines as recommended by the Redevelopment Authority (RDA) in December of 2017. Part of the approval included a request that the RDA review the guidelines and program parameters at an upcoming meeting in order to explore ways to make the program more attractive.

The RDA discussed the Façade Grant program extensively at their February and April meetings in 2018. They noted that while City investment has resulted in increased property values throughout the Downtown, the program has been underutilized, particularly over the past three years. At their meeting on April 30, 2018, they recommended a number of funding program changes, which are now before the Common Council for consideration.

The following attachments are provided to supplement this staff report, including:

- Façade Grant Report
- Council Approved Façade Grant Guidelines
- Revised Façade Grant Guidelines
- Revised Façade Grant Application Form

## Current Program Funding Guidelines

1. Grant covers 20% of project cost. \$4.00 of private funds to each \$1.00 of public grant funds disbursed (\$40,000 expenditure for \$10,000 grant).
2. Owners are limited to a maximum of \$10,000 over their term of ownership of the property.

## Proposed Program Funding Guidelines

1. Grant provides \$1 of City funds for \$1 of private funds for eligible expenses (100% match)
2. Grant maximum is determined by the length of building street frontage (street frontage measured along the front of the lot), up to \$30,000 per property.

| Building Width | Maximum Grant Amount |
|----------------|----------------------|
| 1' to 60'      | \$10,000             |
| 61'-120'       | \$20,000             |
| 121'+          | \$30,000             |

3. Property owners are limited to the grant maximum amount every ten years.
4. For projects restoring or renovating historic buildings (must be listed as contributing on the City of De Pere Intensive Survey), interior improvements and roof repair/replacement may be included in the project budget for the required matching dollars, but cannot be funded with façade grant dollars.

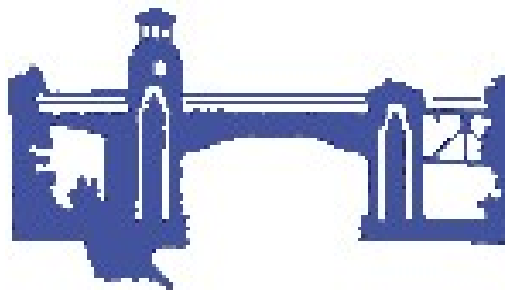
#### Additional Considerations

5. Include the restoration or renovation of existing and historical identifying features (for example: Stow Drug, C.A. Lawton, Ford Bakery) as a possible eligible expense, reviewed on a case-by-case basis.
6. Evaluate the program in 2019 based on findings of the Strategic Visioning/Branding Initiative and Cultural District Master Plan to explore if new target investment areas should be considered.

#### **RDA Recommendation**

At their meeting on Monday, April 30, 2018, the RDA voted 6-0 to recommend approval of the above changes to the façade grant program. The approved changes have been drafted into the attached Façade Grant Guidelines and Façade Grant Application.

# Façade Grant Program Review



Prepared by: City of De Pere  
2018

### **FAÇADE GRANT BUDGET**

|               | 2013               | 2014          | 2015               | 2016          | 2017               | 2018               |
|---------------|--------------------|---------------|--------------------|---------------|--------------------|--------------------|
| (TID 5)       | \$20,000.00        | \$0.00        | \$30,000.00        | \$0.00        | \$40,000.00        | \$0.00             |
| (TID 7)       | \$0.00             | \$0.00        | \$30,000.00        | \$0.00        | \$30,000.00        | \$30,000.00        |
| (TID 9)       | \$0.00             | \$0.00        | \$0.00             | \$0.00        | \$0.00             | \$30,000.00        |
| <b>TOTAL:</b> | <b>\$20,000.00</b> | <b>\$0.00</b> | <b>\$60,000.00</b> | <b>\$0.00</b> | <b>\$70,000.00</b> | <b>\$60,000.00</b> |

### **TOTAL GRANT FUNDS AWARDED PER YEAR**

| 2012     | 2013     | 2014     | 2015     | 2016 | 2017     |
|----------|----------|----------|----------|------|----------|
| \$13,900 | \$30,000 | \$58,000 | \$40,000 | \$0  | \$20,331 |

*\*Based on approval year*

### **TOTAL GRANT FUNDS PAID PER YEAR**

| 2012     | 2013     | 2014     | 2015 | 2016 | 2017    |
|----------|----------|----------|------|------|---------|
| \$13,257 | \$31,981 | \$40,422 | \$0  | \$0  | \$4,658 |

*\*Based on approval year and actual payments made.*

### **AVERAGE GRANT AWARD PER YEAR**

| 2012    | 2013    | 2014    | 2015 | 2016 | 2017    |
|---------|---------|---------|------|------|---------|
| \$6,628 | \$7,995 | \$6,737 | \$0  | \$0  | \$4,658 |

*\*Average based on approval year and actual payments made.*

## 2012 to 2017 Façade Grant Summary

### FAÇADE GRANT APPLICATIONS 2013-2017

| Initial Approval | Date Receipts Approved:  | Address            | Parcel No. | TID | Grant Amount Approved | Actual Grant Amount    | Date Paid  |    |
|------------------|--------------------------|--------------------|------------|-----|-----------------------|------------------------|------------|----|
| 06/25/2012       | 10/22/2012               | 327 Main Av        | WD-911     | 5   | \$3,900.00            | \$3,256.85             | 11/26/2012 |    |
| 06/25/2012       | 12/17/2012               | 705 George St      | ED-1008    | 7   | \$10,000.00           | \$10,000.00            | 01/08/2013 |    |
| 09/23/2013       | 09/23/2013               | 519 George St      | ED-897     | 7   | \$10,000.00           | \$10,000.00            | 10/08/2013 | *1 |
| 06/24/2013       | 12/09/2013               | 615-617 George St  | ED-967     | 7   | Up to \$10,000.00     | \$10,000.00            | 12/10/2013 |    |
| 10/15/2013       | 01/27/2014               | 345 Main Av        | WD-915     | 9   | Up to \$2,000.00      | \$1,980.72             | 02/11/2014 |    |
| 12/09/2013       | 07/28/2014               | 313 Main Av        | WD-908     | 9   | Up to \$8,000.00      | \$10,000.00            | 08/12/2014 |    |
| 01/27/2014       | 07/28/2014               | 610 George St      | ED-960     | 7   | Up to \$8,000.00      | \$6,687.50             | 08/12/2014 |    |
| 02/24/2014       | 07/28/2014               | 486 Main Av        | WD-388     | 5   | Up to \$10,000.00     | \$10,000.00            | 08/12/2014 |    |
| 05/27/2014       | Never submitted receipts | 121 S Broadway     | ED-826     | 7   | Up to \$10,000.00     | \$0.00                 |            | *2 |
| 05/27/2014       | 12/01/2014               | 123 S Broadway     | ED-826     | 7   | Up to \$10,000.00     | \$10,000.00            | 12/09/2014 |    |
| 05/27/2014       | 12/01/2014               | 365 Main Av        | WD-920     | 9   | Up to \$10,000.00     | \$3,734.41             | 12/09/2014 |    |
| 05/27/2014       | Approved by RDA Chair    | 125 S Broadway     | ED-826     | 7   | Up to \$10,000.00     | \$10,000.00            | 01/13/2015 |    |
| 02/23/2015       | Project not completed    | 315-317 Main Av    | WD-909     | 5   | Up to \$10,000.00     | \$0.00                 |            | *3 |
| 08/24/2015       | Never submitted receipts | 121-123 S Broadway | ED-826     | 7   | Up to \$10,000.00     | \$0.00                 |            | *4 |
| 08/24/2015       | Never submitted receipts | 353 Main Av        | WD-917     | 5   | Up to \$10,000.00     | \$0.00                 |            | *5 |
| 09/15/2015       | Never submitted receipts | 115 S Broadway     | ED-829     | 7   | Up to \$10,000.00     | \$0.00                 |            | *6 |
| 03/27/2017       | N/A                      | 317 Main Av        | WD-909     | 5   | Up to \$10,000.00     | Receipts not submitted | 04/18/2017 |    |
| 08/28/2017       | 8/28/2017 (Council)      | 355 Main Av        | WD-918     | 5   | \$4,658.40            | \$4,658.40             | 09/05/2017 | *7 |
| 09/25/2017       | N/A                      | 353 Main Av        | WD-917     | 5   | \$2,231.36            | Receipts not submitted |            | *8 |
| 11/27/2017       | N/A                      | 363 Main Av        | WD-919     | 5   | \$3,441.40            | Receipts not submitted | 12/05/2017 |    |

Note: The Façade Grant review process changed in 2017 (changing receipt review to administrative) in order to be more efficient and attractive.

\*1 Approved application and receipts at same meeting since application was never submitted.

\*2 Building sold before work completed

\*3 Façade Grant requested with a Development Grant - Project did not move forward

\*4 New application for two buildings now combined into one parcel - Receipt review still required

\*5 Some work complete but no receipts submitted for review - revised application submitted in 2017

\*6 Project not completed (De Pere Business Center)

\*7 Approved application and receipts at same meeting - retroactive request

\*8 Staff recommended approval but more detailed cost estimates need to be submitted & reviewed by the RDA again.

# Façade Grant Program Assessed Value Comparison

## FAÇADE GRANT ASSESSED VALUE COMPARISON 2000-2018

| Approval   | Address            | Parcel No. | TID | Grant Amount | TID Base Value | Year | Pre Grant<br>Assessed Value | 2017<br>Assessed Value |
|------------|--------------------|------------|-----|--------------|----------------|------|-----------------------------|------------------------|
| 12/17/2001 | 355 Main Av        | WD-918     | 5   | \$2,705.75   | \$53,600.00    | 2001 | NO DATA                     | \$171,700.00           |
| 10/21/2002 | 371 Main Av        | WD-921     | 5   | \$1,735.28   | \$60,200.00    | 2002 | NO DATA                     | \$141,200.00           |
| 08/18/2003 | 300-308 Main Av    | WD-367     | 5   | \$3,273.10   | \$186,500.00   | 2003 | NO DATA                     | \$323,400.00           |
| 12/07/2004 | 375 Main Av        | WD-922     | 5   | \$1,280.00   | \$48,700.00    | 2004 | \$74,800.00                 | \$216,600.00           |
| 08/20/2007 | 605 George St      | ED-968-3   | 7   | \$8,765.31   | \$142,100.00   | 2007 | \$100,000.00                | \$246,500.00           |
| 08/20/2007 | 609 George St      | ED-968-3   | 7   | \$10,000.00  | \$142,100.00   | 2007 | \$100,000.00                | \$246,500.00           |
| 11/19/2007 | 908 George St      | ED-1104    | 7   | \$10,000.00  | \$181,200.00   | 2007 | \$148,800.00                | \$181,200.00           |
| 08/18/2008 | 417 George St      | ED-841     | 7   | \$5,304.75   | Not Available  | 2008 | \$183,600.00                | \$227,100.00           |
| 02/10/2009 | 416 George St      | ED-816     | 7   | \$10,000.00  | \$420,600.00   | 2009 | \$436,300.00                | \$398,000.00           |
| 10/26/2009 | 126 S Broadway     | ED-789     | 7   | \$5,795.79   | \$56,400.00    | 2009 | \$199,000.00                | \$199,000.00           |
| 10/26/2009 | 111-113 S Broadway | ED-828     | 7   | \$10,000.00  | \$169,900.00   | 2009 | \$144,200.00                | \$169,900.00           |
| 06/27/2011 | 301 Main Av        | WD-906     | 9   | \$10,000.00  | \$261,900.00   | 2011 | \$237,200.00                | \$415,100.00           |
| 09/26/2011 | 330 Reid St        | WD-930     | 5   | \$5,711.73   | \$424,400.00   | 2011 | \$797,900.00                | \$822,900.00           |
| 06/25/2012 | 327 Main Av        | WD-911     | 5   | \$3,256.85   | \$101,900.00   | 2012 | \$394,300.00                | \$394,300.00           |
| 06/25/2012 | 705 George St      | ED-1008    | 7   | \$10,000.00  | \$279,700.00   | 2012 | \$279,700.00                | \$279,700.00           |
| 09/23/2013 | 519 George St      | ED-897     | 7   | \$10,000.00  | Not Available  | 2013 | \$398,000.00                | \$398,000.00           |
| 06/24/2013 | 615-617 George St  | ED-967     | 7   | \$10,000.00  | \$160,100.00   | 2013 | \$160,100.00                | \$160,100.00           |
| 10/15/2013 | 345 Main Av        | WD-915     | 9   | \$1,980.72   | \$142,500.00   | 2013 | \$142,500.00                | \$169,800.00           |
| 12/09/2013 | 313 Main Av        | WD-908     | 9   | \$10,000.00  | \$41,200.00    | 2013 | \$41,200.00                 | \$284,500.00           |
| 01/27/2014 | 610 George St      | ED-960     | 7   | \$6,687.50   | \$93,600.00    | 2014 | \$135,900.00                | \$142,400.00           |
| 02/24/2014 | 486 Main Av        | WD-388     | 5   | \$10,000.00  | Not Available  | 2014 | \$364,800.00                | \$390,200.00           |
| 05/27/2014 | 121 S Broadway *   | ED-826     | 7   |              | \$192,100.00   | 2014 |                             |                        |
| 05/27/2014 | 123 S Broadway *   | ED-826     | 7   | \$10,000.00  | \$192,100.00   | 2014 | \$192,100.00                | \$121,600.00           |
| 05/27/2014 | 125 S Broadway     | ED-824     | 7   | \$10,000.00  | \$434,300.00   | 2014 | \$354,300.00                | \$354,400.00           |
| 05/27/2014 | 365 Main Av        | WD-920     | 9   | \$3,734.41   | \$407,300.00   | 2014 | \$407,300.00                | \$407,300.00           |
| 02/23/2015 | 315-317 Main Av    | WD-909     | 5   | Not Complete | \$84,200.00    | 2015 |                             |                        |
| 08/24/2015 | 121-123 S Broadway | ED-826     | 7   | Not Complete | \$192,100.00   | 2015 |                             |                        |
| 08/24/2015 | 353 Main Av        | WD-917     | 5   | Not Complete | \$58,600.00    | 2015 |                             |                        |
| 09/15/2015 | 115 S Broadway     | ED-829     | 7   | Not Complete | \$292,700.00   | 2015 |                             |                        |
| 03/27/2017 | 317 Main Av        | WD-909     | 5   | Not Complete | \$84,200.00    | 2017 | \$264,600.00                | \$264,600.00           |
| 08/28/2017 | 355 Main Av        | WD-918     | 5   | \$4,658.40   | \$53,600.00    | 2015 | \$171,700.00                | \$171,700.00           |
| 09/25/2017 | 353 Main Av        | WD-917     | 5   | Not Complete | \$58,600.00    | 2017 | \$275,000.00                | \$275,000.00           |
| 11/27/2017 | 363 Main Av **     | WD-919     | 5   | Not Complete | \$84,500.00    | 2017 | \$192,600.00                | \$192,600.00           |

**TOTAL INVESTMENT: \$174,889.59**  
**TOTAL RETURN (ASSESSED VALUE): \$933,100.00**

**Total Beginning Value \$5,463,700.00**  
**Total Current Value \$6,396,800.00**

*Properties in orange are not included in total value due to missing information.*

*Properties in gray are not included in total because projec tis not complete or has been abandoned.*

*\* 121 and 123 S Broadway combined into one parcel*

*\*\* WD-919 and WD-920 combined into one parcel*

*Note that TID #7 went through a revaluation in 2014 that impacted base values.*

Updated 4/27/2018



## Before & After Photos



355 Main Avenue



## Before & After Photos



615-617 George Street



486 Main Ave

## Before & After Photos



313 Main Avenue



519 George Street



## Before & After Photos



317 Main Avenue

## Façade Grant Program – Improvement Recommendations

*City staff reached out to property owners and the Definitely De Pere via their Economic Enhancement Committee to solicit recommendations for the Façade Grant program. The above comments, were received from a few Downtown stakeholders, business owners and property owners.*

1. Change program parameters from a 'per property' amount. Some buildings are narrow on very small parcels and some buildings are very wide across one parcel. This means that two buildings of the same size may be able to qualify for 2 very different grant amounts. Consider \$10,000 up to a certain building width or size, then permit an additional amount if higher.
2. Increase the \$10,000 maximum grant amount.
3. Permit more than one façade grant over the course of ownership. Consider a set time frame (five years – ten years).
4. Consider including some sort of interior renovation – if not as part of the grant funding – maybe as part of the match dollars. Historic buildings often required interior work that is absolutely necessary. This work may put the exterior projects on hold. Including updating electrical, heating and plumbing, which tend to be pretty costly. Another option would be to include or designate a certain amount of money towards those types of improvements.
5. Consider a higher percentage (currently 20%).
6. Consider including signage that fits within design objectives of the Downtown, specifically bracket signage.

# City of De Pere MEMORANDUM



To: Redevelopment Authority (RDA)  
 From: Kimberly Flom, Development Services Director  
 Date: March 26, 2018

RE: **Façade Grant Guidelines**

## Summary

The Common Council approved Façade Grant Guidelines as recommended by the RDA in December of 2017. The Council requested that the RDA review the guidelines and program parameters in February 2018 in order to explore ways to make the program more attractive.

A number of attachments have been included to this report including:

1. Façade Grant Application (review process on page 2)
2. Façade Grant Guidelines
3. RDA September 2017 Façade Grant Staff Memo
4. RDA November 2017 Façade Grant Staff Memo
5. Façade Grant Report

## Possible Program Revisions

Based on the conversation with the RDA in February, as well as recommendations with Downtown stakeholders, property and business owners, staff has prepared the following revisions for consideration:

1. For projects restoring or renovating historic buildings (must be listed as contributing on the City of De Pere Intensive Survey), interior improvements and roof repair/replacement may be included in the project budget for the required matching dollars, but cannot be funded with façade grant dollars.
2. Signage may be included in the project budget for the required matching dollars, but cannot be funded with façade grant dollars.
3. Restoration or renovation of existing and historical signage (for example: Stow Drug, C.A. Lawton, Ford Bakery) may be included in the façade grant request.
4. Increase grant percentage from 20% (\$4 for \$1 match) to 25% (\$3 for \$1)
5. Grant maximum of \$10,000 for every 60' of building street frontage (street frontage measured along the front of the lot), up to \$30,000.

| Building Width | Maximum Grant Amount |
|----------------|----------------------|
| 1' to 60'      | \$10,000             |
| 61'-120'       | \$20,000             |
| 121'+          | \$30,000             |

6. Grant maximum amount may only be awarded every ten years.
7. Evaluate the program in 2019 based on findings of the Strategic Visioning/Branding Initiative and Cultural District Master Plan to explore if new target investment areas should be considered.

The above recommendations have been drafted based on previous discussions as well as input from downtown stakeholders. They are not meant to be a comprehensive list, but rather a starting point for the conversation. Revisions and adjustments can occur annually or as needed in order to meet the objectives of the Façade Grant Program.

### **Next Steps**

The RDA's recommendation related to this item will be forwarded to the Common Council for review and approval.

# City of De Pere MEMORANDUM



To: Common Council  
 From: Kimberly Flom, Economic Development & Planning Director  
 Date: November 28, 2017  
 RE: **Façade Grant Program Guidelines**

The below Façade Grant Program Guidelines have been prepared to provide clearer direction for potential applicants and to make the review process more efficient. The RDA reviewed the guidelines at their September and November meetings. The below guidelines have been updated from the original based on feedback from the RDA.

## **Program History**

The façade grant program has been investing in downtown buildings for approximately 10 years. In that time, the Redevelopment Authority (RDA) and Common Council approved 24 applications. Tax Increment Financing dollars are used to fund the program, and are generally allocated at \$30,000/year, per TID District. In 2017, the RDA approved approximately \$18,000 of façade grant funding for three buildings on the west side of Downtown De Pere. The attached application includes more information about required submittal items and the review process.

## **Program Objectives**

1. Support the rehabilitation and renovation of building exterior facades in Downtown De Pere.
2. Support the job creation and business development in Downtown De Pere.
3. Support the renovation of historic buildings in Downtown De Pere.

## **Program Guidelines**

1. Program administered in conjunction with Definitely De Pere (Definitely De Pere provides feedback on design and serves as the Main Street Program contact for architectural services).
2. Architectural designs and renderings that implement a historic renovation and/or follow the Main Street Design Guidelines are highly encouraged.
3. Property must be located in a Downtown Tax Increment Financing District (TID 5, 7, or 9).
4. Funds reviewed and distributed on a 'first come, first serve' basis.
5. Grant covers 20% of project cost. \$4.00 of private funds to each \$1.00 of public grant funds disbursed (\$40,000 expenditure for \$10,000 grant).
6. Owners are limited to a maximum of \$10,000 over their term of ownership of the property.

7. Applications should be reviewed by the RDA prior to work commencing on the project.
8. In rare cases (due to weather, contractor availability, etc), the RDA may consider approving funding for work completed within 90 days of an application submittal.
9. Retroactive funding requests for work completed before an application submittal will not be considered.
10. Façade grant funds may be used for any side of the building.
11. Funds are distributed only after receipts are submitted and a City building inspector reviews the work.

### **Eligible & Ineligible Expenses**

#### ***Eligible Expenses***

1. New Windows and Doors
2. Window and Door Repair
3. Exterior Demolition
4. Exterior Construction including, electric, materials, labor.
5. Exterior Lighting
6. Pressure Washing
7. Painting
8. Roof upgrade/replacement that improves the overall building appearance.
9. Gutters/Downspouts
10. Waste Disposal
11. Decorative Awnings (no business specific graphics)
12. Contractor's Fees – Profit – Overhead directly related to exterior work

13. Permanent Exterior Site Work – Landscape, hardscape, pedestrian amenities, pergolas, etc.
14. Signage (if included as part of a more extensive façade renovation project)
15. Other expenses as approved by the Redevelopment Authority

#### ***Ineligible Expenses***

1. Signage as a standalone request
2. Any improvement that could be removed from the building as personal property.
3. Security Cameras
4. Interior Improvements
5. Design/Engineering/Professional Fees
6. Roof repair/replacement that does not alter the appearance of the building.

Requested expenses not specifically included in the above list will be reviewed on a case-by-case basis by the Redevelopment Authority and Common Council.

The Common Council approved these guidelines on December 5, 2017.



# City of De Pere MEMORANDUM



To: Common Council  
 From: Kimberly Flom, Development Services Director  
 Date: May 16, 2018  
 RE: **Façade Grant Program Guidelines – Revised per RDA recommendations on April 30, 2018**

The below Façade Grant Program Guidelines have been prepared to provide clearer direction for potential applicants and to make the review process more efficient.

## Program Objectives

1. Support the rehabilitation and renovation of exterior building facades in Downtown De Pere.
2. Support the job creation and business development in Downtown De Pere.
3. Support the renovation of historic buildings in Downtown De Pere.

## Program Funding Requirements

1. Grant provides \$1 of City funds for \$1 of private funds for eligible expenses (100% match).
2. Grant maximum is determined by the length of building street frontage (street frontage measured along the front of the lot), up to \$30,000 per property.

| Building Width | Maximum Grant Amount |
|----------------|----------------------|
| 1' to 60'      | \$10,000             |
| 61'-120'       | \$20,000             |
| 121'+          | \$30,000             |

3. Property owners are limited to the grant maximum amount every ten years.
4. For projects restoring or renovating historic buildings (must be listed as contributing on the City of De Pere Intensive Survey), interior improvements and roof repair/replacement may be included in the project budget for the required matching dollars, but cannot be funded with façade grant dollars.

## Program Guidelines

1. Program administered in conjunction with Definitely De Pere (Definitely De Pere provides feedback on design and serves as the Main Street Program contact for architectural services).
2. Architectural designs and renderings that implement a historic renovation and/or follow the Main Street Design Guidelines are highly encouraged.
3. Property must be located in a Downtown Tax Increment Financing District (TID 7, or 9).
4. Funds reviewed and distributed on a 'first come, first serve' basis.

5. Applications should be reviewed by the RDA prior to work commencing on the project.
6. In rare cases (due to weather, contractor availability, etc), the RDA may consider approving funding for work completed up to 90 days after an application submittal.
7. Retroactive funding requests for work completed before an application submittal will not be considered.
8. Façade grant funds may be used for any side of the building.
9. Funds are distributed only after receipts are submitted and a City building inspector reviews the work.

### **Eligible & Ineligible Expenses**

#### ***Eligible Expenses***

1. New Windows and Doors
2. Window and Door Repair
3. Exterior Demolition
4. Exterior Construction including, electric, materials, labor.
5. Exterior Lighting
6. Pressure Washing
7. Painting
8. Roof upgrade/replacement that improves the overall building appearance.
9. Gutters/Downspouts
10. Waste Disposal
11. Decorative Awnings (no business specific graphics)
12. Contractor's Fees – Profit – Overhead directly related to exterior work

13. Permanent Exterior Site Work – Landscape, hardscape, pedestrian amenities, pergolas, etc.
14. Signage (if included as part of a more extensive façade renovation project)
15. Restoration or renovation of historical identifying features that may not be relevant to the current building use (reviewed on a case-by-case basis)
16. Other expenses as approved by the Redevelopment Authority

#### ***Ineligible Expenses***

1. Signage as a standalone request
2. Any improvement that could be removed from the building as personal property.
3. Security Cameras
4. Interior Improvements
5. Design/Engineering/Professional Fees
6. Roof repair/replacement that does not alter the appearance of the building.

Requested expenses not specifically included in the above list will be reviewed on a case-by-case basis by the Redevelopment Authority and Common Council.

|                                                                                   |                                                                             |              |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------|
|  | <b>CITY OF DE PERE</b><br><br><b>APPLICATION FOR</b><br><b>FAÇADE GRANT</b> | <b>Date:</b> |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------|

The City of De Pere, in conjunction with Downtown De Pere Inc., will assist with façade improvements for commercial properties located within the boundaries of designated Tax Increment Districts (TID). Applications will be acted upon on a first come first serve basis. See the back of this form for funding requirements and review process.

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

| <b>SECTION 1: Applicant / Permittee Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                |                                |                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------|----------------------|
| Applicant Name (Ind., Org. or Entity)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Authorized Representative      | Title                          |                      |
| Mailing Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | City                           | State                          | ZIP Code             |
| Email Address                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Phone Number (incl. area code) | Fax Number (incl. area code)   |                      |
| <b>SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |                                |                                |                      |
| 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)   |                      |
| <b>SECTION 3: Project or Site Location</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                |                                |                      |
| Project Address/Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                | Parcel No.                     |                      |
| <b>SECTION 4: Project Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                |                                |                      |
| Project Description:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                |                                |                      |
| Estimated Start Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                | Estimated Completion Date:     |                      |
| Existing Façade Photo (attach):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                | Design Drawing (attach):       |                      |
| <i>Fill in below form with cost estimates based on category. Attach quotes to this application.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                |                                |                      |
| <b>Category</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Cost Estimate</b>           | <b>Category</b>                | <b>Cost Estimate</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                |                                |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                |                                |                      |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                |                                |                      |
| <b>Total Eligible Expenses:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                | <b>Requested Grant Amount:</b> |                      |
| <b>SECTION 5: Certification and Permission</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                |                                |                      |
| <b>Certification:</b> 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. |                                |                                |                      |
| <b>Permission:</b> 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)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Title                          | Phone Number                   |                      |
| Signature of Applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                | Date Signed                    |                      |

**Program Funding Requirements & Guidelines**

1. Grant provides \$1 of City funds for \$1 of private funds for eligible expenses (100% match).
2. Grant maximum is determined by the length of building street frontage (street frontage measured along the front of the lot), up to \$30,000 per property.

| Building Width | Maximum Grant Amount |
|----------------|----------------------|
| 1' to 60'      | \$10,000             |
| 61'-120'       | \$20,000             |
| 121'+          | \$30,000             |

3. Property owners are limited to the grant maximum amount every ten years.
4. For projects restoring or renovating historic buildings (must be listed as contributing on the City of De Pere Intensive Survey), interior improvements and roof repair/replacement may be included in the project budget for the required matching dollars, but cannot be funded with façade grant dollars.
5. Funds reviewed and distributed on a 'first come, first serve' basis.
6. Applications should be reviewed by the RDA prior to work commencing on the project.
7. In rare cases (due to weather, contractor availability, etc), the RDA may consider approving funding for work completed up to 90 days after an application submittal.
8. Retroactive funding requests for work completed before an application submittal will not be considered.

**City of De Pere Façade Grant Program Process****1. Application Submittal**

- a) Property owner shall complete (1) hard copy and (1) PDF version of the grant application.
- b) Property owner shall attach (1) hard copy and (1) PDF version of the following:
  - A photo of the existing façade.
  - The proposed project design. Color rendering required.
  - The project cost estimates by major category (design, material, labor, etc).
  - Any other relevant information
- c) Application and attachments are submitted to the Development Services Director.

**3. Review Process**

- a) Internal Review
- b) Redevelopment Authority Review (may be preliminary or final)
- c) City Council Review
- d) In instances where a site plan is required, the Plan Commission may also review

**4. Applicant Obtains Necessary Permits and Completes Project****5. Payment Process**

- a) Applicant submits proof of payment for eligible activities to the Development Services Department, who will determine if appropriate match dollars have been spent.
- b) The Development Services Department will conduct a building inspection to ensure that the work has been completed according to plan.
- c) Payment request is completed and issued to applicant.

***Please refer to the Façade Grant Guidelines for more information on the program objectives and a list of eligible and ineligible expenses.***

## City of De Pere, Wisconsin

**Request For Common Council Action**


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**MEETING DATE:** June 5, 2018

**DEPARTMENT:** Planning

**FROM:** Kimberly Flom

**SUBJECT:** Resolution #18-48 Approving Facade Improvement Project and Authorizing Disbursement of Grant (330 Main Avenue - Parcel WD-371).

---

The Common Council referred this item back to staff at their May 15, 2018 meeting in order to explore if this application would qualify for the proposed changes to the facade grant program if approved. Based on the submittal of the application, and other applications that were received at the same time. This particular grant request would not be eligible to be reviewed in accordance with the proposed facade grant guideline changes, which have not yet been approved by Council.

At their meeting on April 30, 2018, the Redevelopment Authority (RDA) voted 6-0 to recommend approval of a Facade grant for 330 Main Avenue (WD-371) in an amount not to exceed \$660.36.

**ATTACHMENTS:**

- Reso18-48 (DOCX)
- Exhibit A-Luna Facade Grant (PDF)
- Exhibit A (Supplement) Luna Facade Grant Quotes 5-2018 (PDF)
- Luna Facade Grant RDA Memo 4-2018 (DOCX)
- 330 Main Ave FG 3-2018 RDA Report (PDF)

## RESOLUTION #18-48

APPROVING FAÇADE IMPROVEMENT PROJECT AND  
AUTHORIZING DISBURSEMENT OF GRANT  
(330 Main Avenue - Parcel WD-371)

WHEREAS, the Tax Increment District #9 (TID #9 or the District) Project Plan includes city expenditure of funds to property owners within the District in the form of a grant to reimburse 25% of façade improvement costs, not to exceed \$10,000 per parcel, thereby increasing property values and tax increment during the life of the District; and

WHEREAS, Stagecoach Enterprises, L.L.C., owner of Parcel WD-371, has submitted an application for a façade improvement grant for proposed improvements to the Main Avenue entrance of the building; and

WHEREAS, such application, attached and incorporated as Exhibit A, provides cost estimates for said improvements of \$3,301.80; and

WHEREAS, this façade improvement project has been reviewed by the Redevelopment Authority which recommends its approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council approves the façade improvement as contemplated in Exhibit A as approved by the Redevelopment Authority, and thanks Stagecoach Enterprises, L.L.C. for its investment in the De Pere downtown.

BE IT FURTHER RESOLVED THAT:

The Director of Development Services (Director) is authorized to approve disbursement of the façade grant up to \$660.36 to Stagecoach Enterprises, L.L.C. for said improvements provided the following are met:

1. The property owner obtains all necessary permits;
2. After completion of the improvements, the Director receives from the property owner copies of paid invoices showing the project is complete; and
3. The City Building Inspection Department verifies to the Director that the work is complete and in compliance with all building codes.

## BE IT FURTHER RESOLVED THAT:

The Redevelopment Authority and Council may reconsider costs associated with awning/signage should changes to the Façade Grant guidelines occur prior to July 1, 2018, which permit inclusion of signage in the grant 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 16<sup>th</sup> day of May, 2018.

## APPROVED:

\_\_\_\_\_  
Michael J. Walsh, Mayor

## ATTEST:

\_\_\_\_\_  
Shana D. Ledvina, Clerk-Treasurer

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_





# CITY OF DE PERE

## APPLICATION FOR FAÇADE GRANT

Date:

The City of De Pere, in conjunction with Downtown De Pere Inc., will assist with façade improvements for commercial properties located within the boundaries of a Tax Increment District (TID). Applications will be acted upon on a first come first serve basis. The maximum grant is up to \$10,000 for approved projects. The grant requires the expenditure of \$4.00 of private funds for each \$1.00 of grant funds disbursed (\$40,000 expenditure for \$10,000 grant). Grants will only be awarded to projects that are approved by the Redevelopment Authority and Common Council.

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)<br>Luna Coffee LLC | Authorized Representative<br>Angela Patel      | Title<br>Owner/Member        |                   |
| Mailing Address<br>330 Main Avenue                       | City<br>De Pere                                | State<br>WI                  | ZIP Code<br>54115 |
| Email Address<br>coffee@lunacafe.com                     | Phone Number (incl. area code)<br>920-336-1557 | 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)<br>Stagecoach Ent LLC | Contact Person<br>Sheila Patel                 | Title<br>Owner/President                     |                   |
| Mailing Address<br>4351 Creamery Road            | City<br>De Pere                                | State<br>WI                                  | ZIP Code<br>54115 |
| Email Address<br>patelsheila9@gmail.com          | Phone Number (incl. area code)<br>920-347-1965 | Fax Number (incl. area code)<br>920-347-1965 |                   |

### SECTION 3: Project or Site Location

|                                                                 |                      |
|-----------------------------------------------------------------|----------------------|
| Project Address/Description<br>Luna Cafe, 330 Main Ave. De Pere | Parcel No.<br>WD-371 |
|-----------------------------------------------------------------|----------------------|

### SECTION 4: Project Information

|                            |                                                                            |                            |  |
|----------------------------|----------------------------------------------------------------------------|----------------------------|--|
| Project Description:       | Painting and new sign installation for Luna Cafe, 330 Main Avenue, De Pere |                            |  |
| Estimated Façade Expenses: | \$23,600.00                                                                |                            |  |
| Contractor:                | Robinson Renovations and Fitzgerald Painting.                              |                            |  |
| Estimated Start Date:      | ASAP                                                                       | Estimated Completion Date: |  |

Please attach (1) hard copy and (1) PDF version of the following items:

1. A photo of the existing façade.
2. The proposed project design. Color renderings are strongly encouraged.
3. The project cost estimates by major category (design, material, labor, etc).

### 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)<br>MARK PATEL | Title<br>OWNER / MEMBER | Phone Number<br>920-336-1557 |
| Signature of Applicant<br>                                           |                         | Date Signed<br>03/12/2018    |





Attachment: Exhibit A (Supplement) Luna Facade Grant Quotes 5-2018 (7026 : Reso #18-48 Approving Facade Improvement Project and



# FitzGerald Painting

1318 Cook St.  
De Pere, WI 54311  
Phone: (920) 544-2345  
E-Mail: mike@fitzpainting.com  
Web: www.fitzpainting.com

March 1, 2018

Luna Cafe  
330 Main Ave.  
De Pere, WI

## Estimate

FitzGerald Painting:

- Cover the sidewalk under working area
- Sand and clean the exterior front
- Remove rotted wood frame on the upper center of the building
- Replace wood frame- caulk and prime
- Caulk gaps
- Apply a minimum of two coats of paint, using three colors provided by the owners

**Total Cost: =\$2,500.00 (includes paint and material)**

## Invoice Provided by:

Mike FitzGerald  
FitzGerald Painting  
920-544-2345  
mike@fitzpainting.com

## Accepted by:

Luna Cafe/ 330 De Pere, WI 54115

Date

Nlpehuo | #W1#Iorp

Iurp= dgjhasdwhc j p dlfirp  
 Vhqw= Iu|d|/Dsub3/#34;#-5;#DP  
 Wr= Np ehud|W#Iarp  
 Vxemhfw= Iz g=Mrghv#Wljq#Fr#udqvdfwrq#hfhlswh#625<2534;#-5;-58#DP #Fhqwdq#Dqyr lfh#564;58

Hi Kim,

Here is the bill for the removal. The quote is in an email which I will forward  
 Next in case you need it.

I set Peter is out until May. Who should I work with regarding the sign approval?

Thank you!  
 Angela

Sent from my iPhone

Begin forwarded message:

**From:** "Jones Sign Co" <[notifications@paytrace.com](mailto:notifications@paytrace.com)>  
**Date:** March 29, 2018 at 9:29:11 AM CDT  
**To:** [angeljpatel@gmail.com](mailto:angeljpatel@gmail.com), [lbartz@jonessign.com](mailto:lbartz@jonessign.com)  
**Subject:** Jones Sign Co transaction receipt. 3/29/2018 9:28:25 AM Central - Invoice:  
 231825  
**Reply-To:** [ivanstedum@jonessign.com](mailto:ivanstedum@jonessign.com)

Jones Sign Co

1711 Scheuring Rd  
 De Pere, WI 54115

3/29/2018 9:28:14 AM

Reference Number:201877208  
 Total: \$801.80  
 Transaction Type: Sale  
 Transaction Status: Pending Settlement  
 Card Type: American Express  
 Card Number: xxxxxxxxxxxx2007  
 Entry Method: Keyed  
 Approval Code: 268812  
 Approval Message: EXACT MATCH  
 AVS Result: Full Exact Match  
 CSC Result: Match  
 Customer Name: Luna Coffee  
 Invoice: 231825

# City of De Pere MEMORANDUM



To: Redevelopment Authority  
From: Kimberly Flom, Development Services Director  
Date: April 30, 2018

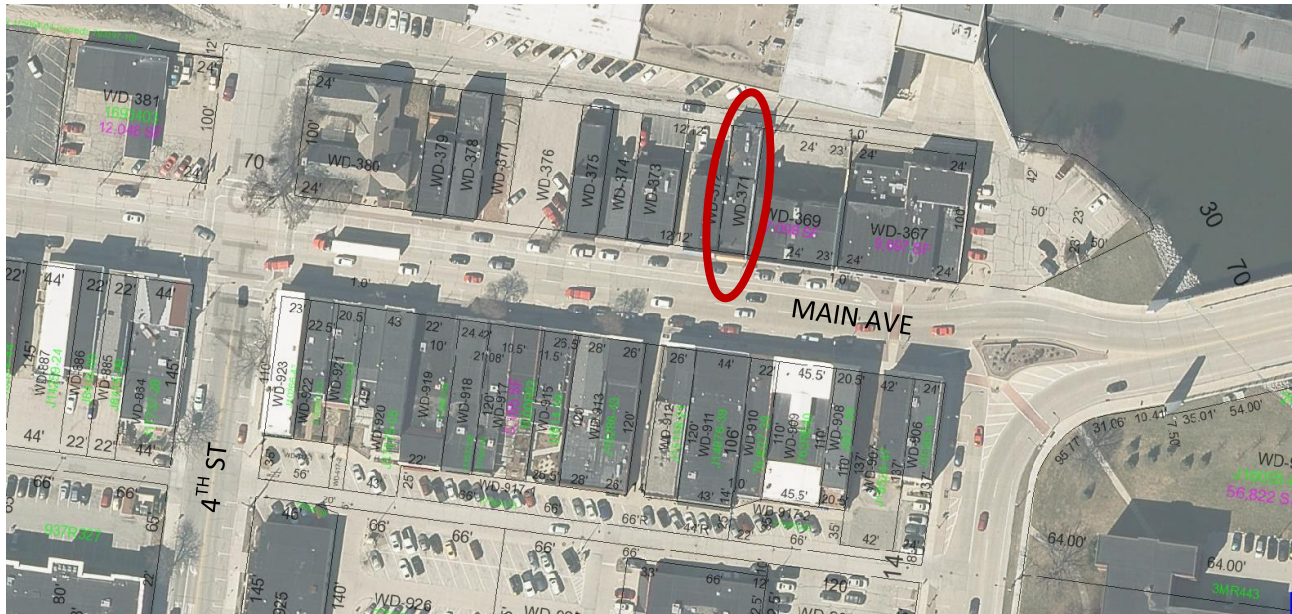
RE: **Façade Grant Application – 330 Main Avenue (Parcel WD-371)**

## Background

At its March 26, 2018 meeting, the RDA conceptually approved improvements to the front (south) facade of Luna Coffee at 330 Main Avenue (Parcel WD-371), subject to the following conditions:

- 1) Applicant returns with more detailed cost estimates before forwarding the recommendation to Council.
- 2) Awning/Signage be removed from the current request.
- 3) Awning/Signage may be reconsidered by the RDA if changes to the Façade Grant Guidelines (that occur before July 1, 2018) permit the inclusion of signage.

The applicant did proceed with the removal of the existing awning and the quote for that work, and the paid invoice, are attached. The original application also included a quote for a new sign in the amount of \$21,100. The new awning will now replace the previously designed sign. Because the awning includes features that identify the business, the awning is not eligible for Façade Grant inclusion at this time.



### 330 Main Ave Façade Grant - Façade Grant Project Estimate

| Vendor              |                | Detail | Amount          | Notes         |
|---------------------|----------------|--------|-----------------|---------------|
| Front Façade        |                |        |                 |               |
| Jones Sign          | Awning Removal |        | \$801.80        |               |
| Fitzgerald Painting | Repainting     |        | \$2,500.00      |               |
|                     |                |        |                 |               |
|                     |                |        | Total           | Grant Maximum |
|                     |                |        | \$4 Investment  |               |
|                     |                |        | \$1 Grant Match |               |
|                     |                |        | \$3,301.80      | \$10,000      |

This rendering shows the proposed new awning and signage.



#### Recommendation

Recommend approval of the façade grant request for 330 Main Avenue, in an amount not to exceed \$660.36, and that the recommendation be forwarded to Council, subject to the following conditions:

- 1) That final grant amount be calculated per program requirements based on receipt review.
- 2) Awning/Signage may be reconsidered by the RDA if changes to the Façade Grant Guidelines (that occur before July 1, 2018) permit the inclusion of signage.



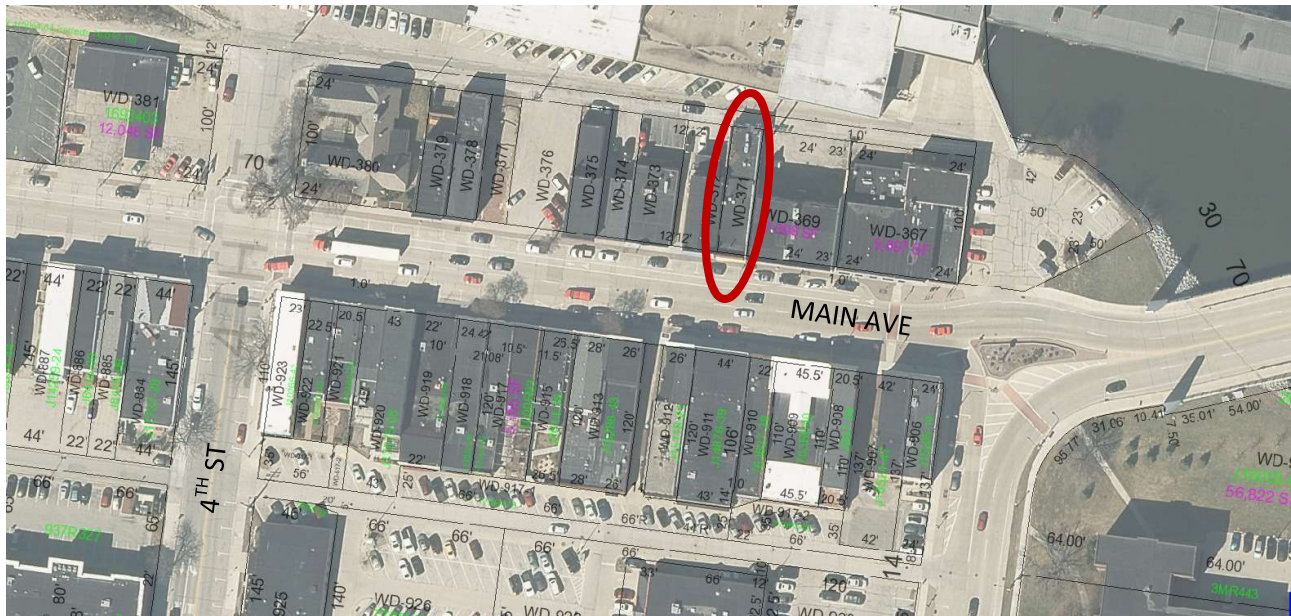
# City of De Pere MEMORANDUM



To: Redevelopment Authority  
 From: Kimberly Flom, Development Services Director  
 Date: March 26, 2018  
 RE: **Façade Grant Application – 330 Main Avenue (Parcel WD-371)**

## Background

Luna submitted the attached façade grant application for proposed improvements to the front (south) facade of 330 Main Avenue (Parcel WD-371). The applicant proposes to paint and repair the front façade and install new signage.



The building is not listed on the National or State Historic registers. However, the 2001 City Intensive Survey highlights the building as an example of Commercial Vernacular.

After receiving the application, staff met with Luna representatives to review the proposed sign. This meeting may result in slight revisions to the sign location as well as the existing awning. In order to continue to move forward with the painting part of the project, Luna has requested a conceptual approval of that portion and will return to the RDA with more detailed cost estimates depending on the revised project scope.

The application also included a request to fund the new signage. Signage is not currently an eligible expense per the Façade Grant Guidelines, but the RDA and Council will be reviewing those guidelines in an effort to make the program more attractive to businesses. Rather than postpone their project, the applicant requests that their signage be eligible for re-review if the Façade Grant Guidelines are updated by July 2018.



Funding

The 2018 budget includes \$30,000 from TID #9 for façade grants. This is the first application received for TID #9 in 2018.

Recommendation

Staff recommends conceptual approval of the façade grant application for 330 Main Avenue, subject to the following conditions:

- 1) Applicant returns with more detailed cost estimates before forwarding the recommendation to Council.
- 2) Awning/Signage be removed from the current request.
- 3) Awning/Signage may be reconsidered by the RDA if changes to the Façade Grant Guidelines (that occur before July 1, 2018) permit the inclusion of signage.

## City of De Pere, Wisconsin

**Request For Common Council Action**

---

**MEETING DATE:** June 5, 2018

**DEPARTMENT:** City Attorney

**FROM:** Angela Zills

**SUBJECT:** Resolution #18-51 Authorizing Agreement Between the City of De Pere and the Medical College of Wisconsin, Inc. Regarding Mental Health Outreach Collaboration.

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At its May 21, 2018, meeting the Board of Health unanimously vote to support the Mental Health Outreach Initiative in conjunction with the Medical College of WI to be held at the Community Center one evening a month. The Board of Health requests the Council to approve this initiative.

**ATTACHMENTS:**

- Reso18-51 (DOCX)
- Exhibit 1-Health Department MCW Mental Health Agreement5-18-118-002-18 (PDF)
- Mental Health Outreach proposal (PDF)

## RESOLUTION #18-51

AUTHORIZING AGREEMENT BETWEEN THE CITY OF DE PERE  
AND THE MEDICAL COLLEGE OF WISCONSIN, INC. REGARDING  
MENTAL HEALTH OUTREACH COLLABORATION

WHEREAS, City's Board of Health ("Board") has responsibilities under Wis. Stats. §251.04(6) including assessing local public health needs, advocating for the provision of reasonable and necessary public health services; developing policies emphasizing public health needs and providing leadership fostering local involvement and commitment; as well as advocating for equitable distribution of public health resources and complementary private activities commensurate with public health needs; and

WHEREAS, the Board believes that residents' mental health needs too often go untreated due to lack of access to mental health services and/or fear of facing stigma; and

WHEREAS, The Medical College of Wisconsin, Inc. ("MCW") believes in community engagement and working together to build a healthier world, and through its local campus has psychiatry resident physicians trained in mental health treatment and services who wish to collaborate with City in raising awareness of mental health issues and services available in the City and surrounding areas through community outreach; and

WHEREAS, this matter has been reviewed by the Board of Health, which believes this collaboration with MCW fosters its statutory responsibilities and is in the interest of City residents, and recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Clerk-Treasurer are authorized and directed to execute the Agreement Between the City of De Pere and the Medical College of

Resolution #18-51

Page 2 of 2

Wisconsin, Inc., attached hereto as Exhibit 1, subject to such changes as deemed necessary by 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 5th day of June, 2018.

APPROVED:

\_\_\_\_\_  
Michael J. Walsh, Mayor

ATTEST:

\_\_\_\_\_  
Shana D. Ledvina, Clerk-Treasurer

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Attachment: Reso18-51 (7027 : Resolution #18-51 Authorizing Agreement with MCW (Mental Health Outreach))

AGREEMENT BETWEEN THE CITY OF DE PERE  
AND THE MEDICAL COLLEGE OF WISCONSIN, INC.  
REGARDING MENTAL HEALTH OUTREACH COLLABORATION

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between the City of De Pere, a Wisconsin Municipal Corporation ("City") and The Medical College of Wisconsin, Inc., a non-stock corporation ("MCW").

WHEREAS, the City Board of Health ("Board") responsibilities under Wis. Stats. §251.04(6) include:

1. assessing local public health needs and advocating for the provision of reasonable and necessary public health services; and
2. developing policy and providing leadership that fosters local involvement and commitment, emphasizes public health needs, and advocates for equitable distribution of public health resources and complementary private activities commensurate with public health needs; and

WHEREAS, the Board believes that too often area residents' mental health needs go untreated due to lack of access to mental health services and/or fear of facing stigma based upon one's mental health status; and

WHEREAS, MCW believes in community engagement and working together to build a healthier world; and

WHEREAS, MCW, through its Green Bay Campus, has psychiatry resident physicians interested and trained in mental health treatment and services, who wish to collaborate with City in raising awareness of mental health issues and services available in the City and surrounding areas through community outreach; and

WHEREAS, the Board believes it in the interest of City residents to collaborate with MCW, that doing so fosters its statutory responsibilities, and recommends to the Council approval of this collaboration agreement.

NOW THEREFORE, upon the mutual promises and obligations, together with such other consideration, the receipt and sufficiency of which are hereby acknowledged, the City and MCW agree as follows:

1. City will provide a room at the Community Center (600 Grant Street, De Pere, WI) one day a month for not less than a 90 minute block of time, for a series of not less than six (6) months, for informal community outreach sessions on mental health issues. The schedule and monthly topics for the community outreach sessions shall be determined jointly between MCW and City Alderperson Casey Nelson.
2. MCW will make available at least one psychiatry resident for each community outreach session.

3. It is expected that each outreach session will consist of a brief explanation of the mental health topic, community/resident comment or life experience, questions from those in attendance, and individual question time following the session.
4. If City and/or MCW wish for participants to sign any release or other such document, each entity shall provide their own form and be responsible to keep and maintain those records as their own.
5. The City and MCW shall maintain their own separate policies of comprehensive general liability and professional liability insurance in amounts sufficient to cover the activities covered under this Agreement, and neither shall be required to consider or list the other as an "additional insured" on such policies.
6. Either party may terminate this Agreement with a 30 day written notice thereof to the other party.
7. This Agreement shall extend for a period of six (6) months from the date first written above and can be renewed subsequently for up to one-year periods if agreed to in writing by the parties.
8. Notices required or permitted under this Agreement shall be sent via US Mail to the following:
 

|                                                                                       |                                                                             |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| If to City:<br>Health Officer/Director<br>335 S. Broadway Street<br>De Pere, WI 54115 | If to MCW:<br>MCW-Green Bay<br>110 Grant Street<br>De Pere, Wisconsin 54115 |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
9. This Agreement contains the entire understanding of the parties. Any amendment to the terms thereof shall be in writing and signed by the parties.
10. This Agreement shall be interpreted under the laws of the State of Wisconsin. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.
11. Each party represents that it has the authority to enter into this Agreement and all necessary procedures have been followed to authorize the Agreement. Each person signing this Agreement represents and warrants that he or she has been duly authorized to do so.
12. This Agreement is not assignable by either party without the written consent of both parties.



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

**CITY OF DE PERE**

**MEDICAL COLLEGE OF WISCONSIN, INC.**

\_\_\_\_\_  
Michael J. Walsh, Mayor

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_  
Shana D. Ledvina, Clerk-Treasurer

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_

J:\Law\Agreements\2018\Health Department MCW Mental Health Agreement5-18-118-002-18.docx

## De Pere Community Mental Health Outreach

|                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TARGET</b>       | <p>De Pere residents suffering from one or more mental health conditions, their family/support</p> <p>Anyone interested in learning more about mental health issues</p> <p>Anyone interested in improving overall health of the community</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>GOALS</b>        | <p>Raise awareness regarding mental health issues</p> <p>Reduce stigma associated with talking about mental illness</p> <p>Encourage members of the community to seek help if they are suffering from a mental health issue</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>SCHEDULE</b>     | <p>Last Wednesday of the month from 6:30-8pm (once monthly)</p> <p>April 25<sup>th</sup></p> <p>May 30<sup>th</sup></p> <p>June 27<sup>th</sup></p> <p>July 25<sup>th</sup></p> <p>Etc.</p> <p>Single session for each issue</p> <p>Different topic/issue each session</p> <p>Broad overview of mental health issues and treatments</p> <p>Broad reach</p>                                                                                                                                                                                                                                                                                                                                                                               |
| <b>LOCATION</b>     | De Pere Community Center (309 S. 6 <sup>th</sup> Street)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>PARTICIPANTS</b> | <p>De Pere residents</p> <p>MCW psychiatry residents</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>TOPICS</b>       | <p>Tentative schedule:</p> <p>(1) Depression</p> <p>(2) Anxiety</p> <p>(3) Substance abuse</p> <p>(4) Insomnia</p> <p>(5) Eating disorders</p> <p>(6) Additional topics to be decided later</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>AGENDA</b>       | <p>Explanation of mental health condition (MCW resident and myself) → 20-25 minutes</p> <p>Background information, stats etc.</p> <p>Treatment (pharm and non-pharm)</p> <p>Prognosis</p> <p>Community resident with that condition share their story → 30 minutes</p> <p>Short background, then question/answer (MCW resident moderates)</p> <p>How it impacts their life</p> <p>What has worked for them, what hasn't</p> <p>Questions from the audience → 30-40 minutes</p> <p>Participants include MCW residents, myself and community resident who shared their story</p> <p>Open format</p> <p>Cover the disease, prognosis, treatment</p> <p>MCW residents available after program for 10-15 minutes for individual questions</p> |

## City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** June 5, 2018

**DEPARTMENT:** Human Resources

**FROM:** Shannon Metzler

**SUBJECT:** Resolution #18-52 Authorizing Agreement for Consulting Services  
Between the City of De Pere and Carlson Dettmann Consulting,  
LLC (2018 Market Study Update)

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**ATTACHMENTS:**

- Reso18-52 (DOCX)
- Exhibit 1 Consultant Agreement-Carlson Dettmann (2018 Market Study Update)5-4-18-121-001-13 (PDF)
- Exhibit A-Carlson Dettmann Consulting (PDF)
- Memo to Finance to hire Carlson and dettmann(DOCX)
- De Pere Market Review PSA 05-2018 (DOCX)

## RESOLUTION #18-52

AUTHORIZING AGREEMENT FOR CONSULTING SERVICES BETWEEN THE  
CITY OF DE PERE AND CARLSON DETTMANN CONSULTING, LLC  
(2018 Market Study Update)

WHEREAS, the City is in need of updating its Employee Classification and Compensation Plan in 2018 for market measurement and pay plan management; and

WHEREAS, Carlson Dettmann Consulting, LLC has available and offers to provide personnel necessary to accomplish the same within the required time; and

WHEREAS, this matter has been reviewed by the Finance/Personnel Committee which recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Clerk-Treasurer are authorized and directed to execute the Agreement for Consulting Services Between the City of De Pere and Carlson Dettman Consulting, LLC (2018 Market Study Update), attached hereto and incorporated herein as Exhibit 1, subject to such changes as deemed necessary by 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 5<sup>th</sup> day of June, 2018.

APPROVED:

\_\_\_\_\_  
Michael J. Walsh, Mayor

ATTEST:

\_\_\_\_\_  
Shana D. Ledvina, Clerk-Treasurer

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

**AGREEMENT FOR CONSULTING SERVICES BETWEEN THE  
CITY OF DE PERE AND CARLSON DETTMANN CONSULTING, LLC  
(2018 Market Study Update)**

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018, by and between the City of De Pere, Wisconsin, ("City"), and Carlson Dettmann Consulting, LLC, a Wisconsin limited liability company ("Consultant").

WITNESSETH

WHEREAS, the City is in need of updating its Employee Classification and Compensation Plan in 2018 for market measurement and pay plan management; and

WHEREAS, the Consultant has available and offers to provide personnel necessary to accomplish the same within the required time.

NOW THEREFORE, City and Consultant agree as follows:

**I. DESCRIPTION OF PROJECT**

The project is as described in Consultant's Professional Service Agreement proposal attached hereto and incorporated by reference as Exhibit A. If there is a conflict between the terms and conditions of Exhibit A and this Agreement, the terms of this Agreement shall prevail.

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

**II. SCOPE OF CONSULTING SERVICES**

Consultant agrees to perform the market study update, job evaluation reviews, pay plan placement recommendations and meeting services described in Exhibit A. Any change to the scope of services as identified therein shall be defined in writing and authorized by both parties prior to performing such work. Such writing shall include the scope of work to be done, schedule for commencing and completing the work and the basis for compensation for such work.

**III. SCOPE OF CITY SERVICES**

City shall provide the Consultant with necessary human resources information, including relevant job descriptions/questionnaires concerning the project, as are applicable.

**IV. AUTHORIZATION, PROGRESS, AND COMPLETION**

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

For special services, the authorization by the City shall be in writing and shall include the definition of the work to be done, the schedule for commencing and completing the work, and the basis for compensation for the work, all as agreed upon by the City and the Consultant.

#### V. OWNERSHIP AND FORM OF DOCUMENTS

All documents created under this contract, including those in electronic form, which are provided to the City shall be deemed the property of the City. To the extent proprietary materials of the Consultant are provided to the City for its continued use maintaining the pay plan, the City will have the limited right to use those proprietary materials for that express purpose.

Should City receive a public records request for documents kept or maintained by Consultant, Consultant agrees to respond to City regarding such request in a timely manner.

#### VI. CONFIDENTIALITY OF INFORMATION

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

#### VII. TIME FOR COMPLETION

The parties hereto agree that time is of the essence in completion of the work required under this Agreement and as such, Consultant shall provide City with preliminary findings and recommendations on or before June 29, 2013. Should Consultant encounter any circumstances, which, in the Consultant's opinion, will delay their response time, Consultant shall so inform the City as soon as the delay in response time is known.

#### VIII. COMPENSATION

The City agrees to pay, and the Consultant agrees to accept, compensation for "Project Fees," plus "Additional (Optional) Fees," as identified in Exhibit A.

#### IX. RESPONSIBILITY OF CONSULTANT

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



## X. INSURANCE

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

1. Automobile bodily injury and property damage liability insurance covering owned, nonowned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
2. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
3. Professional liability insurance covering damages resulting from errors and omissions of the Consultant. The limit of liability shall be \$1,000,000 or the total consultant's fee on the project, whichever is greater.

## XI. ALLOCATION OF RISKS

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

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

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

## XII. SUBCONTRACTS

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

## XIII. ASSIGNMENT

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

## XIV. INTEGRATION

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

## XV. JURISDICTION

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

## XVI. SUSPENSION OF WORK

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

## XVII. TERMINATION OF WORK

Either the City or the Consultant may terminate work in the event the other party fails to perform in accordance with the provisions of this Agreement. Termination of this Agreement is accomplished by 15 days prior written notice from the party initiating termination to the other.

Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

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

The Consultant shall be compensated for the completed portion of the work on the basis of work actually performed prior to the effective date of termination plus the work required for filing and closing. Charges for the latter work are subject to the 10 percent limitation described in this Article.

## XVIII. MEDIATION

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

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

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

## XIX. NOTICES

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

If to City:  
City of De Pere  
Attention: City Clerk-Treasurer  
335 South Broadway Street  
De Pere, WI 54115

If to Consultant:

Carlson Dettmann Consulting, LLC  
Attention: Charles Carlson  
9907 University Avenue; Unit 229  
Middleton, WI 53562-2767

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

**CARLSON DETTMANN CONSULTING, LLC**  
By:

\_\_\_\_\_  
Print Name:  
Title:

\_\_\_\_\_  
Print Name:  
Title:

**CITY OF DE PERE**  
By:

\_\_\_\_\_  
Michael J. Walsh, Mayor

\_\_\_\_\_  
Shana D. Ledvina, Clerk-Treasurer

J:\Law\Agreements\2018\Consultant Agreement-Carlson Dettmann (2018 Market Study Update)5- 4-18-121-001-13.docx

**PROFESSIONAL SERVICE AGREEMENT  
BETWEEN  
CITY OF DE PERE, WI  
AND  
CARLSON DETTMANN CONSULTING, LLC**

This professional service agreement (hereinafter the "Agreement") is made and entered into by and between the City of De Pere, WI (hereinafter "Client") and Carlson Dettmann Consulting, LLC, a Wisconsin limited-liability company (hereinafter "Consultant").

**WHEREAS**, Consultant assisted Client in developing its current pay plan; and

**WHEREAS**, Client is concerned about continuing market competitiveness; and

**WHEREAS**, Client wishes to enter into an agreement with Consultant to provide professional consulting services for market measurement and pay plan management services.

**THEREFORE**, Client and Consultant agree to the following:

1. Term. The term of this Agreement shall be from date of signing until services are completed, or as terminated by Client or the Consultant. Unless extended by mutual written agreement, Consultant agrees to provide preliminary findings and recommendations to Client by June 29, 2018.
2. Scope of Services. The Consultant shall provide to Client consulting services as follows:
  - a) Market study update. Consultant will measure labor markets for Client using the benchmark jobs and public sector organizations measured in the most recent study. Consultant will include data that reflect private sector benchmarks from its data library for those jobs that it can match. All data will be provided in summary form as part of Consultant's findings and recommendations.
  - b) Consultant will be available for one (1) day of onsite meetings to meet with the City's department heads to discuss concerns and challenges with the current compensation structure and/or to review specific challenges with recruitment or retention.
  - c) Consultant will provide a revised pay plan structure based upon the market study.
  - d) Consultant will be available for two (2) meetings with the appropriate Committee and/or Council to discuss the findings of the project.
  - e) Consultant will conduct job evaluation reviews as requested by Client for positions it concludes have experienced a substantial change in duties since the most recent pay study and recommend pay plan placement.
3. Project Fees. Client shall pay the Consultant at the following rates for services agreed upon:
  - a) Market study update. The professional fee for the market review portion of the project shall be \$10,000, with \$5,000 paid upon signing of this Agreement and the balance due upon submission of the initial findings and recommendations.
  - b) Expenses. The Client will reimburse Consultant for "out-of-pocket" expenses for mileage as required for meeting attendance on the Client's behalf.
4. Additional (Optional) Fees. Client shall pay the Consultant at the following rates for services agreed upon:
  - a) Costing Options. Develop costing alternatives for implementation. The fee for developing these options, using data provided by the Client, shall be \$1,750.

- b) Job Evaluation. Jobs submitted to Consultant for job evaluation as a result of a substantial change in duties since the most recent pay study shall be charged at \$250 per evaluation.
  - c) Services Outside of Scope. Consulting services agreed upon that are greater than the scope of this Agreement (e.g. consulting on design of a merit pay program, board/department workshop on compensation management, employee development consultation, onsite meetings in excess of those defined above, etc.) shall be at Consultant's normal rates unless agreed upon otherwise by the Client and Consultant. However, subject to scheduling and mutual agreement, meetings conducted by telephone and/or web conference are not subject to any additional fee.
5. Performance Requirements of Consultant. The Consultant shall complete the services as stated above. The Consultant shall furnish all labor, materials, administration, services, supplies, equipment, transportation, and quality control necessary to provide professional consulting services. Consultant shall provide progress reports upon request by Client.
  6. Performance Requirements of Client. Client shall provide and make available to the Consultant access to its human resources and related systems of record as necessary to fulfill said services.
  7. Independent Contractor. It is mutually understood and agreed, and it is the intent of the parties hereto, that an independent contractor relationship be and is hereby established under the terms and conditions of this Agreement. The Consultant shall remain an independent contractor under this Agreement. All employees of Consultant or subcontractors shall remain the responsibility of the Consultant and shall not become employees of Client under this Agreement. No tenure or any rights or benefits, including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, withholding taxes or other benefits available to Client employees shall accrue to the Consultant or its employees performing services under this Agreement.
  8. Indemnification. The Consultant agrees it shall defend, indemnify, and hold harmless Client, its officers, and its employees against any and all liability, losses, costs, damages, and expenses, including attorney fees that Client, its officers or its employees, may hereafter sustain, incur or be required to pay arising out of the negligent or intentional acts or omissions of the Consultant, its officers or employees. Client agrees it shall defend, indemnify, and hold harmless the Consultant, its officers, and its employees against any and all liability, losses, costs, damages, and expenses, including attorney fees that the Consultant, its officers or its employees, may hereafter sustain, incur or be required to pay arising out of the negligent or intentional acts or omissions of Client, its officers or employees.
  9. Trade Secrets. The Carlson Dettmann Point Factor Job Evaluation System and methodology, marketplace surveys performed, Total Rewards Management System, and job point evaluation data collected and analyzed to perform the Scope of Services is owned by Consultant, is confidential and proprietary, and is a trade secret pursuant to Wis. Stats. s. 134.90. Client (including its officers, employees, agents and representatives) shall not disclose, disseminate, or otherwise misappropriate these trade secrets without the express consent of Consultant.
  10. Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin in effect on the date of this Agreement.



11. Assignment. Neither party to this Agreement may assign or transfer this Agreement, or any part thereof, without the written consent of the other party.
12. Severability. If any provision of this Agreement is held to be illegal, invalid or unenforceable, such provision shall be fully severable and this Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision had never comprised a part of the Agreement. The remaining provisions shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance.
13. Binding Effect. This Agreement shall extend to and be binding upon and inure to the benefit of the parties.
14. Entire Agreement. This Agreement sets forth the entire understanding of the parties and supersedes all prior arrangements and/or understandings, whether written or oral, with respect to the subject matter contained in this Agreement. No terms, conditions, warranties, other than those contained herein, and no amendments or modifications hereto shall be binding unless made in writing and signed by Client and the Consultant.

**CITY OF DE PERE, WI**

---

Date:

**CARLSON DETTMANN CONSULTING, LLC**

---

Date:

## Memo

## City of De Pere

To: Members of the Finance/Personnel Committee  
 From: Shannon Metzler, Human Resources Director  
 RE: Consideration of an agreement with Carlson Dettmann Consulting to conduct a Compensation Study/Market Review  
 Date: May 8, 2018

At the May 8<sup>th</sup> Finance/Personnel Committee meeting the committee approved the recommendation unanimously. Since the meeting, the agreement has been modified to further clarify the terms for payment. The total cost of the project remains the same, but the updated agreement states that \$5,000 of the \$10,000 cost must be paid upon signing the agreement and the balance due when the project is completed.

The City's compensation policy says that pay grade ranges, classifications, and internal pay compensation issues will be reviewed on an as needed basis, but at least every 5 years, in order to properly reflect both the external municipal job market and the internal pay equity.

In 2013, Carlson Dettmann Consulting conducted a comprehensive classification and compensation plan for the city and we are due for a study this year. This review/study will be different from the compensation study that was completed in 2013. At that time, all employees filled out a job description questionnaire (JDQ) and each position was fully studied. This time, a market review will be done and individual position reviews will be completed, but will be limited only to the following circumstances:

1. The position has had a substantial change in duties since the last pay study (The employee in the position and the supervisor will then be asked to update the JDQ showing what has changed)
2. We've experienced turnover and/or recruitment challenges with the position

In 2013, request for proposals (RFP's) were submitted to twenty consulting firms that conduct classification and compensation studies. We received four proposals back. The City Administrator and I interviewed two firms. We hired the lowest bidder, which was Carlson Dettmann Consulting. They are a local firm from Wisconsin that have the most experience providing compensation studies to other public sector communities in Wisconsin. We were charged \$25,000 to complete the study. (We have continued to use this firm to have individual positions studied during the last 5 years.)

Since all positions were studied in 2013 the price was substantially more expensive. The price to complete this market review is \$10,000. In addition, for those positions that have had a significant change in responsibility, we will be charged \$250 per position reviewed. It is anticipated there will be approximately 13 positions evaluated. Therefore, we are looking at a total cost of around \$13,250. Funds were allocated for in the Human Resource's 2018 budget to cover this expense. Attached is a copy of the contract to have this service completed.

Once the study is completed, the recommended changes to the plan will be brought forward for your review and approval. It is anticipated this will take place in July of 2018 which will be in advance of the budget process.

If you have any questions in advance of the meeting, please feel free to contact me at 339-4045.

Thank you.

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BETWEEN  
CITY OF DE PERE, WI  
AND  
CARLSON DETTMANN CONSULTING, LLC**

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**WHEREAS**, Client is concerned about continuing market competitiveness; and

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**CITY OF DE PERE, WI**

---

Date:

**CARLSON DETTMANN CONSULTING, LLC**

---

Date:



## City of De Pere, Wisconsin

**Request For Common Council Action**

---

**MEETING DATE:** June 5, 2018  
**DEPARTMENT:** City Clerk-Treasurer  
**FROM:** Shana Ledvina  
**SUBJECT:** Voucher Approval.

---

**ATTACHMENTS:**

- 6-5-18 VOUCHERS (PDF)

5/30/2018 2:50 PM

A / P CHECK REGISTER

PAGE: 1

PACKET: 05871 JUN 2018 COUNCIL - 1 6-5-18

VENDOR SET: 01

\*\*\*\* CHECK LISTING \*\*\*\*

BANK : AP ASSOCIATED

| VENDOR | NAME / I.D.                      | DESC                           | CHECK<br>TYPE | CHECK<br>DATE | DISCOUNT | AMOUNT     | CHECK<br>NO# | CHECK<br>AMOUNT |
|--------|----------------------------------|--------------------------------|---------------|---------------|----------|------------|--------------|-----------------|
| 4632   | ACCURATE APPRAISAL LLC           |                                |               |               |          |            |              |                 |
|        | I-ACCAPP2018-3                   | ACCURATE APPRAISAL LLC         | R             | 6/05/2018     |          | 5,970.00CR | 085466       | 5,970.00        |
| 6426   | ACL                              |                                |               |               |          |            |              |                 |
|        | I-A6616-201804-0                 | ACL                            | R             | 6/05/2018     |          | 82.80CR    | 085467       | 82.80           |
| 0302   | AIRGAS USA LLC                   |                                |               |               |          |            |              |                 |
|        | I-9952002778                     | AIRGAS USA LLC                 | R             | 6/05/2018     |          | 208.52CR   | 085468       |                 |
|        | I-9952717612                     | AIRGAS USA LLC                 | R             | 6/05/2018     |          | 373.44CR   | 085468       |                 |
|        | I-9952717613                     | AIRGAS USA LLC                 | R             | 6/05/2018     |          | 143.30CR   | 085468       |                 |
|        | I-9952717614                     | AIRGAS USA LLC                 | R             | 6/05/2018     |          | 203.10CR   | 085468       | 928.36          |
| 0652   | AL'S UPHOLSTERING CO             |                                |               |               |          |            |              |                 |
|        | I-21568                          | AL'S UPHOLSTERING CO           | R             | 6/05/2018     |          | 85.00CR    | 085469       | 85.00           |
| 0007   | AMBROSIUS SALES & SERVICE        |                                |               |               |          |            |              |                 |
|        | I-2265                           | AMBROSIUS SALES & SERVICE      | R             | 6/05/2018     |          | 117.50CR   | 085470       | 117.50          |
| 3962   | AMERICAN WATER WORKS ASSOCIATION |                                |               |               |          |            |              |                 |
|        | I-7001563653                     | AMERICAN WATER WORKS ASSOCIATI | R             | 6/05/2018     |          | 230.00CR   | 085471       | 230.00          |
| 1111   | APPLE VALLEY LANDSCAPING, LLC    |                                |               |               |          |            |              |                 |
|        | I-2150                           | APPLE VALLEY LANDSCAPING, LLC  | R             | 6/05/2018     |          | 2,200.00CR | 085472       | 2,200.00        |
| 7752   | ARBOR VANTAGE LLC                |                                |               |               |          |            |              |                 |
|        | I-264                            | ARBOR VANTAGE LLC              | R             | 6/05/2018     |          | 1,142.00CR | 085473       | 1,142.00        |
| 2878   | ARING EQUIPMENT CO INC           |                                |               |               |          |            |              |                 |
|        | I-738568                         | ARING EQUIPMENT CO INC         | R             | 6/05/2018     |          | 1,595.56CR | 085474       |                 |
|        | I-738936                         | ARING EQUIPMENT CO INC         | R             | 6/05/2018     |          | 75.94CR    | 085474       | 1,671.50        |
| 5604   | AURORA BAYCARE MED CTR LLC       |                                |               |               |          |            |              |                 |
|        | I-KY133                          | AURORA BAYCARE MED CTR LLC     | R             | 6/05/2018     |          | 126.67CR   | 085475       |                 |
|        | I-KY137                          | AURORA BAYCARE MED CTR LLC     | R             | 6/05/2018     |          | 436.55CR   | 085475       | 563.22          |
| 0020   | BADGERLAND PRINTING INC          |                                |               |               |          |            |              |                 |
|        | I-31437                          | BADGERLAND PRINTING INC        | R             | 6/05/2018     |          | 108.00CR   | 085476       |                 |
|        | I-31441                          | BADGERLAND PRINTING INC        | R             | 6/05/2018     |          | 22.95CR    | 085476       |                 |
|        | I-31442                          | BADGERLAND PRINTING INC        | R             | 6/05/2018     |          | 125.00CR   | 085476       |                 |
|        | I-31451                          | BADGERLAND PRINTING INC        | R             | 6/05/2018     |          | 148.91CR   | 085476       |                 |
|        | I-31500                          | BADGERLAND PRINTING INC        | R             | 6/05/2018     |          | 126.00CR   | 085476       | 530.86          |

Attachment: 6-5-18 VOUCHERS (7022 : Voucher Approval.)

5/30/2018 2:50 PM

A / P CHECK REGISTER

PAGE: 2

PACKET: 05871 JUN 2018 COUNCIL - 1 6-5-18

VENDOR SET: 01

\*\*\*\* CHECK LISTING \*\*\*\*

BANK : AP ASSOCIATED

| VENDOR | NAME / I.D.                        | DESC                          | CHECK<br>TYPE | CHECK<br>DATE | DISCOUNT | AMOUNT      | CHECK<br>NO# | CHECK<br>AMOUNT |
|--------|------------------------------------|-------------------------------|---------------|---------------|----------|-------------|--------------|-----------------|
| 0027   | BAY TOWEL INC                      |                               |               |               |          |             |              |                 |
|        | I-2607411                          | BAY TOWEL INC                 | R             | 6/05/2018     |          | 98.94CR     | 085477       |                 |
|        | I-2609994                          | BAY TOWEL INC                 | R             | 6/05/2018     |          | 163.22CR    | 085477       |                 |
|        | I-2611844                          | BAY TOWEL INC                 | R             | 6/05/2018     |          | 100.74CR    | 085477       |                 |
|        | I-2616251                          | BAY TOWEL INC                 | R             | 6/05/2018     |          | 98.94CR     | 085477       |                 |
|        | I-2618856                          | BAY TOWEL INC                 | R             | 6/05/2018     |          | 163.22CR    | 085477       |                 |
|        | I-2618874                          | BAY TOWEL INC                 | R             | 6/05/2018     |          | 87.59CR     | 085477       |                 |
|        | I-2620688                          | BAY TOWEL INC                 | R             | 6/05/2018     |          | 98.94CR     | 085477       |                 |
|        | I-S205696                          | BAY TOWEL INC                 | R             | 6/05/2018     |          | 10.00CR     | 085477       | 821.59          |
| 0025   | BAYCOM INC                         |                               |               |               |          |             |              |                 |
|        | I-EQUIPINV_014297                  | BAYCOM INC                    | R             | 6/05/2018     |          | 88.00CR     | 085478       | 88.00           |
| 0558   | BELSON CO                          |                               |               |               |          |             |              |                 |
|        | I-290599                           | BELSON CO                     | R             | 6/05/2018     |          | 326.70CR    | 085479       | 326.70          |
| 5171   | BENTLEY SYSTEMS INC                |                               |               |               |          |             |              |                 |
|        | I-47915223                         | BENTLEY SYSTEMS INC           | R             | 6/05/2018     |          | 4,224.00CR  | 085480       | 4,224.00        |
| 1      | BIEBEL, ELIZABETH M                |                               |               |               |          |             |              |                 |
|        | I-201805298294                     | MAILBOX                       | R             | 6/05/2018     |          | 75.00CR     | 085481       | 75.00           |
| 2831   | BODART ELECTRIC SERVICE INC        |                               |               |               |          |             |              |                 |
|        | I-17-21 1 (FINAL)                  | BODART ELECTRIC SERVICE INC   | R             | 6/05/2018     |          | 63,736.00CR | 085482       |                 |
|        | I-9018                             | BODART ELECTRIC SERVICE INC   | R             | 6/05/2018     |          | 3,588.00CR  | 085482       | 67,324.00       |
| 1      | BORNTRAGER, PHILLIP & JUNE         |                               |               |               |          |             |              |                 |
|        | I-201805298295                     | MB                            | R             | 6/05/2018     |          | 30.26CR     | 085483       | 30.26           |
| 0038   | BROADWAY AUTOMOTIVE INC            |                               |               |               |          |             |              |                 |
|        | C-CM896974P                        | BROADWAY AUTOMOTIVE INC       | R             | 6/05/2018     |          | 250.00      | 085484       |                 |
|        | I-415422P                          | BROADWAY AUTOMOTIVE INC       | R             | 6/05/2018     |          | 84.47CR     | 085484       |                 |
|        | I-416220P                          | BROADWAY AUTOMOTIVE INC       | R             | 6/05/2018     |          | 66.46CR     | 085484       |                 |
|        | I-416379P                          | BROADWAY AUTOMOTIVE INC       | R             | 6/05/2018     |          | 131.77CR    | 085484       |                 |
|        | I-416697P                          | BROADWAY AUTOMOTIVE INC       | R             | 6/05/2018     |          | 153.97CR    | 085484       |                 |
|        | I-565611                           | BROADWAY AUTOMOTIVE INC       | R             | 6/05/2018     |          | 200.06CR    | 085484       |                 |
|        | I-896077P                          | BROADWAY AUTOMOTIVE INC       | R             | 6/05/2018     |          | 16.38CR     | 085484       |                 |
|        | I-896974P                          | BROADWAY AUTOMOTIVE INC       | R             | 6/05/2018     |          | 540.00CR    | 085484       | 943.11          |
| 0046   | BROWN COUNTY PORT SOLID WASTE DEPT |                               |               |               |          |             |              |                 |
|        | I-37096                            | BROWN COUNTY PORT SOLID WASTE | R             | 6/05/2018     |          | 23,058.27CR | 085485       | 23,058.27       |

Attachment: 6-5-18 VOUCHERS (7022 : Voucher Approval.)

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VENDOR SET: 01

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BANK : AP ASSOCIATED

| VENDOR | NAME / I.D.                        | DESC                           | CHECK<br>TYPE | CHECK<br>DATE | DISCOUNT | AMOUNT      | CHECK<br>NO# | CHECK<br>AMOUNT |
|--------|------------------------------------|--------------------------------|---------------|---------------|----------|-------------|--------------|-----------------|
| 0044   | BROWN COUNTY REGISTER OF DEEDS     |                                |               |               |          |             |              |                 |
|        | I-201805298296                     | BROWN COUNTY REGISTER OF DEEDS | R             | 6/05/2018     |          | 174.50CR    | 085486       | 174.50          |
| 2984   | BROWN COUNTY TREASURER             |                                |               |               |          |             |              |                 |
|        | I-2018-00000009                    | BROWN COUNTY TREASURER         | R             | 6/05/2018     |          | 581.32CR    | 085487       |                 |
|        | I-2018-00000040                    | BROWN COUNTY TREASURER         | R             | 6/05/2018     |          | 2,621.86CR  | 085487       | 3,203.18        |
| 0737   | BRUCE MUNICIPAL EQUIPMENT INC      |                                |               |               |          |             |              |                 |
|        | C-P05881                           | BRUCE MUNICIPAL EQUIPMENT INC  | R             | 6/05/2018     |          | 97.24       | 085488       |                 |
|        | C-P05954                           | BRUCE MUNICIPAL EQUIPMENT INC  | R             | 6/05/2018     |          | 57.85       | 085488       |                 |
|        | I-P05771                           | BRUCE MUNICIPAL EQUIPMENT      | R             | 6/05/2018     |          | 97.24CR     | 085488       |                 |
|        | I-P05832                           | BRUCE MUNICIPAL EQUIPMENT INC  | R             | 6/05/2018     |          | 57.85CR     | 085488       |                 |
|        | I-P06595                           | BRUCE MUNICIPAL EQUIPMENT INC  | R             | 6/05/2018     |          | 35.70CR     | 085488       |                 |
|        | I-P06726                           | BRUCE MUNICIPAL EQUIPMENT INC  | R             | 6/05/2018     |          | 901.52CR    | 085488       | 937.22          |
| 6061   | CARRICO AQUATIC RESOURCES INC      |                                |               |               |          |             |              |                 |
|        | I-20181283                         | CARRICO AQUATIC RESOURCES INC  | R             | 6/05/2018     |          | 5,250.00CR  | 085489       | 5,250.00        |
| 0536   | CDW GOVERNMENT INC                 |                                |               |               |          |             |              |                 |
|        | I-MRC0208                          | CDW GOVERNMENT INC             | R             | 6/05/2018     |          | 1,806.63CR  | 085490       |                 |
|        | I-MRQ9679                          | CDW GOVERNMENT INC             | R             | 6/05/2018     |          | 75.24CR     | 085490       | 1,881.87        |
| 6575   | CEDAR CORP                         |                                |               |               |          |             |              |                 |
|        | I-95764                            | CEDAR CORP                     | R             | 6/05/2018     |          | 1,900.00CR  | 085491       | 1,900.00        |
| 2708   | CLEANING SOLUTION SERVICES INC     |                                |               |               |          |             |              |                 |
|        | I-17123                            | CLEANING SOLUTION SERVICES INC | R             | 6/05/2018     |          | 944.72CR    | 085492       |                 |
|        | I-17148                            | CLEANING SOLUTION SERVICES INC | R             | 6/05/2018     |          | 105.62CR    | 085492       |                 |
|        | I-17151                            | CLEANING SOLUTION SERVICES INC | R             | 6/05/2018     |          | 215.65CR    | 085492       | 1,265.99        |
| 7337   | COMPASS MINERALS AMERICA           |                                |               |               |          |             |              |                 |
|        | I-255926                           | COMPASS MINERALS AMERICA       | R             | 6/05/2018     |          | 6,528.27CR  | 085493       |                 |
|        | I-255929                           | COMPASS MINERALS AMERICA       | R             | 6/05/2018     |          | 13,659.77CR | 085493       | 20,188.04       |
| 7639   | CORE & MAIN LP                     |                                |               |               |          |             |              |                 |
|        | I-I789227                          | CORE & MAIN LP                 | R             | 6/05/2018     |          | 272.44CR    | 085494       | 272.44          |
| 2926   | CROSBY HEAVY DUTY WRECKER SERV INC |                                |               |               |          |             |              |                 |
|        | I-16264                            | CROSBY HEAVY DUTY WRECKER SERV | R             | 6/05/2018     |          | 150.00CR    | 085495       | 150.00          |
| 6739   | CTW CORP                           |                                |               |               |          |             |              |                 |
|        | I-27300                            | CTW CORP                       | R             | 6/05/2018     |          | 3,959.00CR  | 085496       | 3,959.00        |

Attachment: 6-5-18 VOUCHERS (7022 : Voucher Approval.)

5/30/2018 2:50 PM

A / P CHECK REGISTER

PAGE: 4

PACKET: 05871 JUN 2018 COUNCIL - 1 6-5-18

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| 5668   | DE PERE HEALTH DEPT            |                                |               |               |          |            |              |                 |
|        | I-201805298297                 | DE PERE HEALTH DEPT            | R             | 6/05/2018     |          | 169.00CR   | 085497       |                 |
|        | I-201805298298                 | DE PERE HEALTH DEPT            | R             | 6/05/2018     |          | 345.00CR   | 085497       |                 |
|        | I-201805298299                 | DE PERE HEALTH DEPT            | R             | 6/05/2018     |          | 183.00CR   | 085497       |                 |
|        | I-201805298300                 | DE PERE HEALTH DEPT            | R             | 6/05/2018     |          | 169.00CR   | 085497       |                 |
|        | I-201805298301                 | DE PERE HEALTH DEPT            | R             | 6/05/2018     |          | 345.00CR   | 085497       |                 |
|        | I-201805298302                 | DE PERE HEALTH DEPT            | R             | 6/05/2018     |          | 183.00CR   | 085497       | 1,394.00        |
| 6946   | DEAN ENTERPRISES LLC           |                                |               |               |          |            |              |                 |
|        | I-D-70868                      | DEAN ENTERPRISES LLC           | R             | 6/05/2018     |          | 152.25CR   | 085498       | 152.25          |
| 3590   | LAWRENCE DELO                  |                                |               |               |          |            |              |                 |
|        | I-201805298303                 | LAWRENCE DELO                  | R             | 6/05/2018     |          | 235.00CR   | 085499       |                 |
|        | I-201805298304                 | LAWRENCE DELO                  | R             | 6/05/2018     |          | 54.50CR    | 085499       | 289.50          |
| 0075   | DIGGERS HOTLINE INC            |                                |               |               |          |            |              |                 |
|        | I-180 4 36401                  | DIGGERS HOTLINE INC            | R             | 6/05/2018     |          | 457.24CR   | 085500       | 457.24          |
| 7753   | ECS MIDWEST LLC                |                                |               |               |          |            |              |                 |
|        | I-653410                       | ECS MIDWEST LLC                | R             | 6/05/2018     |          | 618.25CR   | 085501       |                 |
|        | I-653439                       | ECS MIDWEST LLC                | R             | 6/05/2018     |          | 2,753.95CR | 085501       |                 |
|        | I-653446                       | ECS MIDWEST LLC                | R             | 6/05/2018     |          | 1,510.20CR | 085501       | 4,882.40        |
| 6981   | EMC INSURANCE COMPANIES        |                                |               |               |          |            |              |                 |
|        | I-D-86290485                   | EMC INSURANCE COMPANIES        | R             | 6/05/2018     |          | 128.00CR   | 085502       | 128.00          |
| 0085   | EMERGENCY MEDICAL PRODUCTS INC |                                |               |               |          |            |              |                 |
|        | I-1987139                      | EMERGENCY MEDICAL PRODUCTS INC | R             | 6/05/2018     |          | 312.42CR   | 085503       | 312.42          |
| 7422   | EXCEL UNDERGROUND LLC          |                                |               |               |          |            |              |                 |
|        | I-6073                         | EXCEL UNDERGROUND LLC          | R             | 6/05/2018     |          | 6,493.33CR | 085504       | 6,493.33        |
| 1      | FAULKNER, GARY                 |                                |               |               |          |            |              |                 |
|        | I-201805298305                 | MAILBOX                        | R             | 6/05/2018     |          | 75.00CR    | 085505       | 75.00           |
| 0331   | FERGUSON WATERWORKS #1476 INC  |                                |               |               |          |            |              |                 |
|        | I-244312                       | FERGUSON WATERWORKS #1476 INC  | R             | 6/05/2018     |          | 152.39CR   | 085506       | 152.39          |
| 0200   | FIRST SUPPLY LLC               |                                |               |               |          |            |              |                 |
|        | I-11137436-00                  | FIRST SUPPLY LLC               | R             | 6/05/2018     |          | 185.40CR   | 085507       |                 |
|        | I-11137555-00                  | FIRST SUPPLY LLC               | R             | 6/05/2018     |          | 186.81CR   | 085507       |                 |
|        | I-11149211-00                  | FIRST SUPPLY LLC               | R             | 6/05/2018     |          | 12.84CR    | 085507       | 385.05          |

Attachment: 6-5-18 VOUCHERS (7022 : Voucher Approval.)

5/30/2018 2:50 PM

A / P CHECK REGISTER

PAGE: 5

PACKET: 05871 JUN 2018 COUNCIL - 1 6-5-18

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| 0107   | FOX VALLEY TECHNICAL COLLEGE   |                                |               |               |          |            |              |                 |
|        | I-201805298306                 | FOX VALLEY TECHNICAL COLLEGE   | R             | 6/05/2018     |          | 175.00CR   | 085508       | 175.00          |
| 1068   | FOX VALLEY TRUCK & BODY INC    |                                |               |               |          |            |              |                 |
|        | I-201805298307                 | FOX VALLEY TRUCK & BODY INC    | R             | 6/05/2018     |          | 390.00CR   | 085509       | 390.00          |
| 0111   | GAT SUPPLY INC                 |                                |               |               |          |            |              |                 |
|        | I-330836-1                     | GAT SUPPLY INC                 | R             | 6/05/2018     |          | 92.20CR    | 085510       |                 |
|        | I-330839-1                     | GAT SUPPLY INC                 | R             | 6/05/2018     |          | 37.47CR    | 085510       | 129.67          |
| 6472   | GIESE, BENJAMIN S              |                                |               |               |          |            |              |                 |
|        | I-201805298308                 | GIESE, BENJAMIN S              | R             | 6/05/2018     |          | 130.40CR   | 085511       | 130.40          |
| 5349   | GLIME, RYAN                    |                                |               |               |          |            |              |                 |
|        | I-201805298309                 | GLIME, RYAN                    | R             | 6/05/2018     |          | 149.97CR   | 085512       | 149.97          |
| 6923   | GORDON FLESCH COMPANY INC.     |                                |               |               |          |            |              |                 |
|        | I-IN12258338                   | GORDON FLESCH COMPANY INC.     | R             | 6/05/2018     |          | 142.00CR   | 085513       | 142.00          |
| 5830   | GRAEF INC                      |                                |               |               |          |            |              |                 |
|        | I-97401                        | GRAEF INC                      | R             | 6/05/2018     |          | 9,570.00CR | 085514       | 9,570.00        |
| 0116   | GRAINGER INC                   |                                |               |               |          |            |              |                 |
|        | I-9773776282                   | GRAINGER INC                   | R             | 6/05/2018     |          | 14.50CR    | 085515       |                 |
|        | I-9784560238                   | GRAINGER INC                   | R             | 6/05/2018     |          | 4.96CR     | 085515       |                 |
|        | I-9784560246                   | GRAINGER INC                   | R             | 6/05/2018     |          | 243.60CR   | 085515       |                 |
|        | I-9784560253                   | GRAINGER INC                   | R             | 6/05/2018     |          | 189.80CR   | 085515       | 452.86          |
| 0124   | GREEN BAY CITY TREASURER       |                                |               |               |          |            |              |                 |
|        | I-113478                       | GREEN BAY CITY TREASURER       | R             | 6/05/2018     |          | 6,785.40CR | 085516       |                 |
|        | I-113481                       | GREEN BAY CITY TREASURER       | R             | 6/05/2018     |          | 94.39CR    | 085516       | 6,879.79        |
| 0912   | HEID MUSIC CO                  |                                |               |               |          |            |              |                 |
|        | I-2143473                      | HEID MUSIC CO                  | R             | 6/05/2018     |          | 461.85CR   | 085517       | 461.85          |
| 7266   | HOLTON BROTHERS INC            |                                |               |               |          |            |              |                 |
|        | I-5749                         | HOLTON BROTHERS INC            | R             | 6/05/2018     |          | 4,015.00CR | 085518       | 4,015.00        |
| 5674   | HOME TEAM SPORTS & APPAREL INC |                                |               |               |          |            |              |                 |
|        | I-35093                        | HOME TEAM SPORTS & APPAREL INC | R             | 6/05/2018     |          | 1,040.40CR | 085519       | 1,040.40        |
| 6937   | HOOD, TRACY                    |                                |               |               |          |            |              |                 |
|        | I-201805298310                 | HOOD, TRACY                    | R             | 6/05/2018     |          | 27.94CR    | 085520       | 27.94           |

Attachment: 6-5-18 VOUCHERS (7022 : Voucher Approval.)



5/30/2018 2:50 PM

A / P CHECK REGISTER

PAGE: 6

PACKET: 05871 JUN 2018 COUNCIL - 1 6-5-18

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| 5484   | HYDROCORP INC                       |                                |               |               |          |             |              |                 |
|        | I-46900-IN                          | HYDROCORP INC                  | R             | 6/05/2018     |          | 2,876.00CR  | 085521       |                 |
|        | I-47009-IN                          | HYDROCORP INC                  | R             | 6/05/2018     |          | 2,309.00CR  | 085521       |                 |
|        | I-47086-IN                          | HYDROCORP INC                  | R             | 6/05/2018     |          | 341.00CR    | 085521       | 5,526.00        |
| 1399   | INDOFF INC                          |                                |               |               |          |             |              |                 |
|        | I-3102907                           | INDOFF INC                     | R             | 6/05/2018     |          | 109.38CR    | 085522       |                 |
|        | I-3102930                           | INDOFF INC                     | R             | 6/05/2018     |          | 106.47CR    | 085522       |                 |
|        | I-3103236                           | INDOFF INC                     | R             | 6/05/2018     |          | 71.38CR     | 085522       |                 |
|        | I-3103644                           | INDOFF INC                     | R             | 6/05/2018     |          | 95.85CR     | 085522       |                 |
|        | I-3104252                           | INDOFF INC                     | R             | 6/05/2018     |          | 13.95CR     | 085522       |                 |
|        | I-3104695                           | INDOFF INC                     | R             | 6/05/2018     |          | 768.99CR    | 085522       |                 |
|        | I-3104857                           | INDOFF INC                     | R             | 6/05/2018     |          | 8.07CR      | 085522       |                 |
|        | I-3105496                           | INDOFF INC                     | R             | 6/05/2018     |          | 94.19CR     | 085522       |                 |
|        | I-3105497                           | INDOFF INC                     | R             | 6/05/2018     |          | 87.53CR     | 085522       |                 |
|        | I-3106027                           | INDOFF INC                     | R             | 6/05/2018     |          | 101.99CR    | 085522       |                 |
|        | I-3106050                           | INDOFF INC                     | R             | 6/05/2018     |          | 176.72CR    | 085522       |                 |
|        | I-3106557                           | INDOFF INC                     | R             | 6/05/2018     |          | 63.90CR     | 085522       |                 |
|        | I-3107768                           | INDOFF INC                     | R             | 6/05/2018     |          | 35.96CR     | 085522       |                 |
|        | I-3110976                           | INDOFF INC                     | R             | 6/05/2018     |          | 227.38CR    | 085522       | 1,961.76        |
| *VOID* | VOID CHECK                          |                                | V             | 6/05/2018     |          |             | 085523       | **VOID**        |
| 0567   | INDUSTRIAL MARKETING CORP           |                                |               |               |          |             |              |                 |
|        | I-42088                             | INDUSTRIAL MARKETING CORP      | R             | 6/05/2018     |          | 71.53CR     | 085524       | 71.53           |
| 0141   | JEFFERSON FIRE & SAFETY INC         |                                |               |               |          |             |              |                 |
|        | I-247768                            | JEFFERSON FIRE & SAFETY INC    | R             | 6/05/2018     |          | 84.71CR     | 085525       | 84.71           |
| 0362   | JOHNSON CONTROLS FIRE PROTECTION LP |                                |               |               |          |             |              |                 |
|        | I-20204540                          | JOHNSON CONTROLS FIRE PROTECTI | R             | 6/05/2018     |          | 874.22CR    | 085526       |                 |
|        | I-20209701                          | JOHNSON CONTROLS FIRE PROTECTI | R             | 6/05/2018     |          | 250.00CR    | 085526       | 1,124.22        |
| 7602   | JOHNSON TRANSPORT SERVICES          |                                |               |               |          |             |              |                 |
|        | I-201805298311                      | JOHNSON TRANSPORT SERVICES     | R             | 6/05/2018     |          | 3,272.00CR  | 085527       | 3,272.00        |
| 2602   | JOSSART BROTHERS INC                |                                |               |               |          |             |              |                 |
|        | I-705                               | JOSSART BROTHERS INC           | R             | 6/05/2018     |          | 4,750.90CR  | 085528       |                 |
|        | I-706                               | JOSSART BROTHERS INC           | R             | 6/05/2018     |          | 696.00CR    | 085528       | 5,446.90        |
| 7620   | JT ENGINEERING INC                  |                                |               |               |          |             |              |                 |
|        | I-180014-02                         | JT ENGINEERING INC             | R             | 6/05/2018     |          | 10,640.50CR | 085529       | 10,640.50       |

Attachment: 6-5-18 VOUCHERS (7022 : Voucher Approval.)

5/30/2018 2:50 PM

A / P CHECK REGISTER

PAGE: 7

PACKET: 05871 JUN 2018 COUNCIL - 1 6-5-18

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| 1276   | JX ENTERPRISES INC                 |                                |               |               |          |            |              |                 |
|        | C-1436658P                         | JX ENTERPRISES INC             | R             | 6/05/2018     |          | 100.58     | 085530       |                 |
|        | I-1434900P                         | JX ENTERPRISES INC             | R             | 6/05/2018     |          | 80.00CR    | 085530       |                 |
|        | I-1435794P                         | JX ENTERPRISES INC             | R             | 6/05/2018     |          | 70.12CR    | 085530       |                 |
|        | I-1435927P                         | JX ENTERPRISES INC             | R             | 6/05/2018     |          | 40.00CR    | 085530       |                 |
|        | I-1436300P                         | JX ENTERPRISES INC             | R             | 6/05/2018     |          | 547.70CR   | 085530       |                 |
|        | I-1436549P                         | JX ENTERPRISES INC             | R             | 6/05/2018     |          | 38.09CR    | 085530       |                 |
|        | I-1436553P                         | JX ENTERPRISES INC             | R             | 6/05/2018     |          | 44.78CR    | 085530       |                 |
|        | I-1436798P                         | JX ENTERPRISES INC             | R             | 6/05/2018     |          | 22.59CR    | 085530       |                 |
|        | I-1436828P                         | JX ENTERPRISES INC             | R             | 6/05/2018     |          | 206.64CR   | 085530       |                 |
|        | I-1436880P                         | JX ENTERPRISES INC             | R             | 6/05/2018     |          | 1,618.00CR | 085530       |                 |
|        | I-1437330P                         | JX ENTERPRISES INC             | R             | 6/05/2018     |          | 57.14CR    | 085530       | 2,624.48        |
| 3986   | KIMPS ACE HARDWARE CORP            |                                |               |               |          |            |              |                 |
|        | I-351099                           | KIMPS ACE HARDWARE CORP        | R             | 6/05/2018     |          | 333.91CR   | 085531       |                 |
|        | I-92180                            | KIMPS ACE HARDWARE CORP        | R             | 6/05/2018     |          | 55.89CR    | 085531       |                 |
|        | I-K50432                           | KIMPS ACE HARDWARE CORP        | R             | 6/05/2018     |          | 24.85CR    | 085531       | 414.65          |
| 1      | KLAUS, LYNN                        |                                |               |               |          |            |              |                 |
|        | I-201805298312                     | REFUND RENTAL                  | R             | 6/05/2018     |          | 70.00CR    | 085532       | 70.00           |
| 2289   | KUSSMAUL ELECTRONICS CO INC        |                                |               |               |          |            |              |                 |
|        | I-123264                           | KUSSMAUL ELECTRONICS CO INC    | R             | 6/05/2018     |          | 134.13CR   | 085533       | 134.13          |
| 0153   | LAFORCE INC                        |                                |               |               |          |            |              |                 |
|        | I-1065134                          | LAFORCE INC                    | R             | 6/05/2018     |          | 153.98CR   | 085534       |                 |
|        | I-1065190                          | LAFORCE INC                    | R             | 6/05/2018     |          | 70.69CR    | 085534       |                 |
|        | I-1065193                          | LAFORCE INC                    | R             | 6/05/2018     |          | 21.25CR    | 085534       | 245.92          |
| 4617   | LANGUAGE LINE SERVICES             |                                |               |               |          |            |              |                 |
|        | I-4308412                          | LANGUAGE LINE SERVICES         | R             | 6/05/2018     |          | 52.74CR    | 085535       | 52.74           |
| 1      | LARSON, CORTNEY                    |                                |               |               |          |            |              |                 |
|        | I-201805298313                     | MAILBOX                        | R             | 6/05/2018     |          | 63.96CR    | 085536       | 63.96           |
| 7063   | LEAVES INSPIRED TREE NURSERY LLC   |                                |               |               |          |            |              |                 |
|        | I-298                              | LEAVES INSPIRED TREE NURSERY L | R             | 6/05/2018     |          | 180.00CR   | 085537       | 180.00          |
| 6587   | SHANA LEDVINA                      |                                |               |               |          |            |              |                 |
|        | I-201805298314                     | SHANA LEDVINA                  | R             | 6/05/2018     |          | 13.40CR    | 085538       | 13.40           |
| 2044   | LIGHTHOUSE TITLE - GREEN BAY TITLE |                                |               |               |          |            |              |                 |
|        | I-201805298315                     | LIGHTHOUSE TITLE - GREEN BAY T | R             | 6/05/2018     |          | 1,694.00CR | 085539       | 1,694.00        |

Attachment: 6-5-18 VOUCHERS (7022 : Voucher Approval.)

BANK : AP ASSOCIATED

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5/30/2018 2:50 PM

A / P CHECK REGISTER

PAGE: 9

PACKET: 05871 JUN 2018 COUNCIL - 1 6-5-18

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| 3250   | NORTHERN LAKE SERVICE                   |                                |               |               |          |              |              |                 |
|        | I-332254                                | NORTHERN LAKE SERVICE          | R             | 6/05/2018     |          | 355.50CR     | 085548       |                 |
|        | I-332288                                | NORTHERN LAKE SERVICE          | R             | 6/05/2018     |          | 488.70CR     | 085548       |                 |
|        | I-332289                                | NORTHERN LAKE SERVICE          | R             | 6/05/2018     |          | 488.70CR     | 085548       |                 |
|        | I-332796                                | NORTHERN LAKE SERVICE          | R             | 6/05/2018     |          | 1,593.00CR   | 085548       |                 |
|        | I-333573                                | NORTHERN LAKE SERVICE          | R             | 6/05/2018     |          | 624.00CR     | 085548       | 3,549.90        |
| 7754   | O'NEIL CANNON HOLLMAN DEJONG & LAING SC |                                |               |               |          |              |              |                 |
|        | I-165210                                | O'NEIL CANNON HOLLMAN DEJONG & | R             | 6/05/2018     |          | 851.00CR     | 085549       | 851.00          |
| 0197   | PACKER CITY INTERNATIONAL INC           |                                |               |               |          |              |              |                 |
|        | I-X101086442:01                         | PACKER CITY INTERNATIONAL INC  | R             | 6/05/2018     |          | 55.10CR      | 085550       |                 |
|        | I-X101086504:01                         | PACKER CITY INTERNATIONAL INC  | R             | 6/05/2018     |          | 35.29CR      | 085550       |                 |
|        | I-X101087346:01                         | PACKER CITY INTERNATIONAL INC  | R             | 6/05/2018     |          | 21.78CR      | 085550       | 112.17          |
| 1331   | PACKER FASTENER & SUPPLY INC            |                                |               |               |          |              |              |                 |
|        | I-381463                                | PACKER FASTENER & SUPPLY INC   | R             | 6/05/2018     |          | 11.28CR      | 085551       | 11.28           |
| 7755   | PACKERLAND BUSINESS EQUIPMT CORP        |                                |               |               |          |              |              |                 |
|        | I-2952                                  | PACKERLAND BUSINESS EQUIPMT CO | R             | 6/05/2018     |          | 167.00CR     | 085552       | 167.00          |
| 5476   | PERSONNEL EVALUATION INC                |                                |               |               |          |              |              |                 |
|        | I-27450                                 | PERSONNEL EVALUATION INC       | R             | 6/05/2018     |          | 36.00CR      | 085553       | 36.00           |
| 3401   | PETERS CONCRETE COMPANY INC             |                                |               |               |          |              |              |                 |
|        | I-18-04 (1)                             | PETERS CONCRETE COMPANY INC    | R             | 6/05/2018     |          | 222,297.84CR | 085554       | 222,297.84      |
| 1      | PETERSON RENTALS                        |                                |               |               |          |              |              |                 |
|        | I-201805298319                          | MAILBOX                        | R             | 6/05/2018     |          | 75.00CR      | 085555       | 75.00           |
| 0525   | PETROLEUM EQUIP SERVICE OF WI INC       |                                |               |               |          |              |              |                 |
|        | I-141427                                | PETROLEUM EQUIP SERVICE OF WI  | R             | 6/05/2018     |          | 1,051.15CR   | 085556       | 1,051.15        |
| 6126   | PM SUPPLY - WRIGHT INDUSTRIAL           |                                |               |               |          |              |              |                 |
|        | I-78203                                 | PM SUPPLY - WRIGHT INDUSTRIAL  | R             | 6/05/2018     |          | 372.11CR     | 085557       |                 |
|        | I-78272                                 | PM SUPPLY - WRIGHT INDUSTRIAL  | R             | 6/05/2018     |          | 55.28CR      | 085557       | 427.39          |
| 0208   | POMP'S TIRE SERVICE INC                 |                                |               |               |          |              |              |                 |
|        | I-90047699                              | POMP'S TIRE SERVICE INC        | R             | 6/05/2018     |          | 250.00CR     | 085558       |                 |
|        | I-90047741                              | POMP'S TIRE SERVICE INC        | R             | 6/05/2018     |          | 30.50CR      | 085558       |                 |
|        | I-90047822                              | POMP'S TIRE SERVICE INC        | R             | 6/05/2018     |          | 30.50CR      | 085558       | 311.00          |

Attachment: 6-5-18 VOUCHERS (7022 : Voucher Approval.)

5/30/2018 2:50 PM

A / P CHECK REGISTER

PAGE: 10

PACKET: 05871 JUN 2018 COUNCIL - 1 6-5-18

VENDOR SET: 01

\*\*\*\* CHECK LISTING \*\*\*\*

BANK : AP ASSOCIATED

| VENDOR | NAME / I.D.                                                 | DESC                                                                                            | CHECK<br>TYPE | CHECK<br>DATE                       | DISCOUNT | AMOUNT                         | CHECK<br>NO#               | CHECK<br>AMOUNT  |
|--------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------|---------------|-------------------------------------|----------|--------------------------------|----------------------------|------------------|
| 0395   | PRO ONE JANITORIAL INC<br>I-133779                          | PRO ONE JANITORIAL INC                                                                          | R             | 6/05/2018                           |          | 1,125.00CR                     | 085559                     | 1,125.00         |
| 5055   | QUALITY TRUCK CARE CENTER INC<br>I-DP59999                  | QUALITY TRUCK CARE CENTER INC                                                                   | R             | 6/05/2018                           |          | 70.27CR                        | 085560                     | 70.27            |
| 7584   | R LEWIS TECHNOLOGIES INC<br>I-8338                          | R LEWIS TECHNOLOGIES INC                                                                        | R             | 6/05/2018                           |          | 109.00CR                       | 085561                     | 109.00           |
| 0228   | RENT A FLASH OF WISCONSIN INC<br>I-61631                    | RENT A FLASH OF WISCONSIN INC                                                                   | R             | 6/05/2018                           |          | 288.00CR                       | 085562                     | 288.00           |
| 0158   | ROBERT E LEE & ASSOCIATES INC<br>I-73711<br>I-73712         | ROBERT E LEE & ASSOCIATES INC<br>ROBERT E LEE & ASSOCIATES INC                                  | R<br>R        | 6/05/2018<br>6/05/2018              |          | 660.00CR<br>510.00CR           | 085563<br>085563           | <br>1,170.00     |
| 6980   | S & S PRODUCTS<br>I-10125                                   | S & S PRODUCTS                                                                                  | R             | 6/05/2018                           |          | 573.47CR                       | 085564                     | 573.47           |
| 7756   | SADOFF IRON & METAL CO<br>I-M00447                          | SADOFF IRON & METAL CO                                                                          | R             | 6/05/2018                           |          | 1,047.50CR                     | 085565                     | 1,047.50         |
| 0235   | SAINT VINCENT HOSPITAL<br>I-47822                           | SAINT VINCENT HOSPITAL                                                                          | R             | 6/05/2018                           |          | 51.42CR                        | 085566                     | 51.42            |
| 1      | SCHNURER<br>I-201805298320                                  | JESSE & JAMIE MAILBOX                                                                           | R             | 6/05/2018                           |          | 46.19CR                        | 085567                     | 46.19            |
| 3234   | SHERWIN WILLIAMS<br>I-4797-8<br>I-8813-6                    | SHERWIN WILLIAMS<br>SHERWIN WILLIAMS                                                            | R<br>R        | 6/05/2018<br>6/05/2018              |          | 833.51CR<br>1,123.20CR         | 085568<br>085568           | <br>1,956.71     |
| 7739   | SPLENDID CLEANING SERVICE LLC<br>C-7903<br>I-7834<br>I-7913 | SPLENDID CLEANING SERVICE LLC<br>SPLENDID CLEANING SERVICE LLC<br>SPLENDID CLEANING SERVICE LLC | R<br>R<br>R   | 6/05/2018<br>6/05/2018<br>6/05/2018 |          | 65.50<br>2,750.00CR<br>47.45CR | 085569<br>085569<br>085569 | <br><br>2,731.95 |
| 4094   | STATE BAR OF WISCONSIN<br>I-5042799                         | STATE BAR OF WISCONSIN                                                                          | R             | 6/05/2018                           |          | 51.38CR                        | 085570                     | 51.38            |
| 0258   | SUPERIOR CHEMICAL CORP<br>I-192862                          | SUPERIOR CHEMICAL CORP                                                                          | R             | 6/05/2018                           |          | 195.32CR                       | 085571                     | 195.32           |

Attachment: 6-5-18 VOUCHERS (7022 : Voucher Approval.)

5/30/2018 2:50 PM

A / P CHECK REGISTER

PAGE: 11

PACKET: 05871 JUN 2018 COUNCIL - 1 6-5-18

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| VENDOR | NAME / I.D.                                            | DESC                                               | CHECK<br>TYPE | CHECK<br>DATE          | DISCOUNT | AMOUNT                   | CHECK<br>NO#     | CHECK<br>AMOUNT |
|--------|--------------------------------------------------------|----------------------------------------------------|---------------|------------------------|----------|--------------------------|------------------|-----------------|
| 0415   | TRI CITY GLASS INC<br>I-I04-0515-64939                 | TRI CITY GLASS INC                                 | R             | 6/05/2018              |          | 319.24CR                 | 085572           | 319.24          |
| 7309   | TRILLIUM CNG<br>I-18375032<br>I-18490073               | TRILLIUM CNG<br>TRILLIUM CNG                       | R<br>R        | 6/05/2018<br>6/05/2018 |          | 3,734.41CR<br>3,455.47CR | 085573<br>085573 | <br>7,189.88    |
| 0268   | TRUCK EQUIPMENT INC<br>I-796356-00                     | TRUCK EQUIPMENT INC                                | R             | 6/05/2018              |          | 114.91CR                 | 085574           | 114.91          |
| 5663   | TYLER TECHNOLOGIES INC<br>I-025-220330                 | TYLER TECHNOLOGIES INC                             | R             | 6/05/2018              |          | 1,431.91CR               | 085575           | 1,431.91        |
| 0272   | UNIFORM SHOPPE INC<br>I-276785<br>I-276824             | UNIFORM SHOPPE INC<br>UNIFORM SHOPPE INC           | R<br>R        | 6/05/2018<br>6/05/2018 |          | 153.90CR<br>204.95CR     | 085576<br>085576 | <br>358.85      |
| 7757   | VAN ERT ELECTRIC CO INC<br>I-17942                     | VAN ERT ELECTRIC CO INC                            | R             | 6/05/2018              |          | 16,510.18CR              | 085577           | 16,510.18       |
| 0277   | VAN'S FIRE & SAFETY INC<br>I-4110066<br>I-4110510      | VAN'S FIRE & SAFETY INC<br>VAN'S FIRE & SAFETY INC | R<br>R        | 6/05/2018<br>6/05/2018 |          | 130.00CR<br>45.75CR      | 085578<br>085578 | <br>175.75      |
| 7246   | MICHAEL VANDENBUSH<br>I-201805298321<br>I-201805308327 | MICHAEL VANDENBUSH<br>MICHAEL VANDENBUSH           | R<br>R        | 6/05/2018<br>6/05/2018 |          | 60.17CR<br>57.18CR       | 085579<br>085579 | <br>117.35      |
| 5772   | MELISSA VANDE WETTERING<br>I-201805298322              | MELISSA VANDE WETTERING                            | R             | 6/05/2018              |          | 21.86CR                  | 085580           | 21.86           |
| 4770   | VERIZON WIRELESS<br>I-9807046506                       | VERIZON WIRELESS                                   | R             | 6/05/2018              |          | 168.84CR                 | 085581           | 168.84          |
| 4941   | VERMEER-WISCONSIN INC<br>I-30060909                    | VERMEER-WISCONSIN INC                              | R             | 6/05/2018              |          | 131.96CR                 | 085582           | 131.96          |
| 0280   | MICHAEL J WALSH<br>I-201805308328                      | MICHAEL J WALSH                                    | R             | 6/05/2018              |          | 240.00CR                 | 085583           | 240.00          |
| 0238   | WAUSAU EQUIPMENT CO INC<br>I-6174619                   | WAUSAU EQUIPMENT CO INC                            | R             | 6/05/2018              |          | 850.12CR                 | 085584           | 850.12          |

Attachment: 6-5-18 VOUCHERS (7022 : Voucher Approval.)

5/30/2018 2:50 PM

A / P CHECK REGISTER

PAGE: 12

PACKET: 05871 JUN 2018 COUNCIL - 1 6-5-18

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| VENDOR | NAME / I.D.                   | DESC                          | CHECK<br>TYPE | CHECK<br>DATE | DISCOUNT | AMOUNT     | CHECK<br>NO# | CHECK<br>AMOUNT |
|--------|-------------------------------|-------------------------------|---------------|---------------|----------|------------|--------------|-----------------|
| 3374   | WEST BEND MUTUAL INS CO       |                               |               |               |          |            |              |                 |
|        | I-201805298323                | WEST BEND MUTUAL INS CO       | R             | 6/05/2018     |          | 20.00CR    | 085585       | 20.00           |
| 6697   | WI DEPT OF AGRICULTURE TRADE  |                               |               |               |          |            |              |                 |
|        | I-W18-161                     | WI DEPT OF AGRICULTURE TRADE  | R             | 6/05/2018     |          | 152.00CR   | 085586       | 152.00          |
| 2645   | WI DEPT OF JUSTICE            |                               |               |               |          |            |              |                 |
|        | I-201805298324                | WI DEPT OF JUSTICE            | R             | 6/05/2018     |          | 273.00CR   | 085587       | 273.00          |
| 0294   | WI DEPT OF TRANSPORTATION BBS |                               |               |               |          |            |              |                 |
|        | I-395-0000083630              | WI DEPT OF TRANSPORTATION BBS | R             | 6/05/2018     |          | 2,483.38CR | 085588       | 2,483.38        |
| 6469   | WI DOCUMENT IMAGING           |                               |               |               |          |            |              |                 |
|        | I-32873                       | WI DOCUMENT IMAGING           | R             | 6/05/2018     |          | 144.82CR   | 085589       | 144.82          |
| 7350   | WI MEDIA                      |                               |               |               |          |            |              |                 |
|        | I-1623186                     | WI MEDIA                      | R             | 6/05/2018     |          | 20.48CR    | 085590       | 20.48           |
| 1210   | WIL KIL PEST CONTROL          |                               |               |               |          |            |              |                 |
|        | I-3385728                     | WIL KIL PEST CONTROL          | R             | 6/05/2018     |          | 113.00CR   | 085591       |                 |
|        | I-3386445                     | WIL KIL PEST CONTROL          | R             | 6/05/2018     |          | 115.50CR   | 085591       | 228.50          |
| 0285   | WILLEMS LANDSCAPE SERVICE INC |                               |               |               |          |            |              |                 |
|        | I-40272                       | WILLEMS LANDSCAPE SERVICE INC | R             | 6/05/2018     |          | 150.00CR   | 085592       | 150.00          |
| 1      | WOODRIDGE HOLDINGS TREATS     |                               |               |               |          |            |              |                 |
|        | I-201805298325                | MB                            | R             | 6/05/2018     |          | 75.00CR    | 085593       | 75.00           |
| 7291   | ERIC ZYGARLICHE               |                               |               |               |          |            |              |                 |
|        | I-201805298326                | ERIC ZYGARLICHE               | R             | 6/05/2018     |          | 127.03CR   | 085594       | 127.03          |

| * * T O T A L S * * | NO# | DISCOUNTS | CHECK AMT  | TOTAL APPLIED |
|---------------------|-----|-----------|------------|---------------|
| REGULAR CHECKS:     | 127 | 0.00      | 539,160.70 | 539,160.70    |
| 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:        | 2   | 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:    | 129 | 0.00      | 539,160.70 | 539,160.70    |

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

Attachment: 6-5-18 VOUCHERS (7022 : Voucher Approval.)



5/30/2018 2:50 PM

A / P CHECK REGISTER

PAGE: 13

PACKET: 05871 JUN 2018 COUNCIL - 1 6-5-18

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| VENDOR | NAME / I.D. | DESC | CHECK<br>TYPE | CHECK<br>DATE | DISCOUNT | AMOUNT | CHECK<br>NO# | CHECK<br>AMOUNT |
|--------|-------------|------|---------------|---------------|----------|--------|--------------|-----------------|
|--------|-------------|------|---------------|---------------|----------|--------|--------------|-----------------|

\*\* POSTING PERIOD RECAP \*\*

| FUND  | PERIOD | AMOUNT       |
|-------|--------|--------------|
| 100   | 6/2018 | 176,419.62CR |
| 201   | 6/2018 | 5,382.31CR   |
| 208   | 6/2018 | 180.37CR     |
| 291   | 6/2018 | 1,724.00CR   |
| 293   | 6/2018 | 12,240.70CR  |
| 405   | 6/2018 | 308,868.26CR |
| 601   | 6/2018 | 26,959.73CR  |
| 650   | 6/2018 | 7,385.71CR   |
| ===== |        |              |
| ALL   |        | 539,160.70CR |

Attachment: 6-5-18 VOUCHERS (7022 : Voucher Approval.)

## City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** June 5, 2018  
**DEPARTMENT:** Common Council  
**FROM:** Shana Ledvina  
**SUBJECT:** Operator License Applications.

---

**ATTACHMENTS:**

- 06-05-18 (PDF)

CITY OF DE PERE  
License Committee - June 5, 2018

| <b>Temporary Operator License Applications</b> |                     |
|------------------------------------------------|---------------------|
| 1                                              | VANDE HEI, ANN L.   |
| 2                                              | VANDE HEI, DAVID J. |

| <b>Renewal Operator License Applications<br/>for the 2018-2020 Licensing Period</b> |                        |
|-------------------------------------------------------------------------------------|------------------------|
| 1                                                                                   | ANDERSEN, REBECCA M.   |
| 2                                                                                   | AUGUSTIN, ROBIN A.     |
| 3                                                                                   | BAKKEN, ANA L.         |
| 4                                                                                   | BAUER, KEVIN A.        |
| 5                                                                                   | BAUMGARTNER, SHARON R. |
| 6                                                                                   | BESSON, NATASHA M.     |
| 7                                                                                   | BLAVAT, JESSICA L.     |
| 8                                                                                   | BOELTER, TOMMY L.      |
| 9                                                                                   | BYERS, THOMAS D.       |
| 10                                                                                  | CARTER, TRISHA L.      |
| 11                                                                                  | CHARD, REILLY A.       |
| 12                                                                                  | CONARD, HEATHER L.     |
| 13                                                                                  | CONARD, WADE M.        |
| 14                                                                                  | CYR, MICHELLE E.       |
| 15                                                                                  | DAMRO, DEBRA M.        |
| 16                                                                                  | DECUR, SHAUN L.        |
| 17                                                                                  | DELANEY, NICHOLAS A.   |
| 18                                                                                  | DURA, CHELSEA L.       |
| 19                                                                                  | FREE, CRYSTAL A.       |
| 20                                                                                  | FRENCH, KAYLEY C.      |
| 21                                                                                  | GORENCHAN, KAREN F.    |
| 22                                                                                  | HEHIR, FIONA E.        |
| 23                                                                                  | HERWALD, LYNN M.       |
| 24                                                                                  | HJORT, JEREMY J.       |
| 25                                                                                  | JIMENEZ, SERGIO        |
| 26                                                                                  | JORDAN, AMY M.         |
| 27                                                                                  | KOZLOVSKY, JAMIELEE R. |
| 28                                                                                  | KUNTZ, KAYLA M.        |
| 29                                                                                  | LAES, JULIA A.         |
| 30                                                                                  | LEWIS, MAUREEN T.      |
| 31                                                                                  | MACKAY, JANETTE        |
| 32                                                                                  | MALCOLM, ABIGAIL Z.    |
| 33                                                                                  | MARTA, JIM W.          |
| 34                                                                                  | MAUS, LAURA A.         |
| 35                                                                                  | MAY, EMMA R.           |
| 36                                                                                  | MILLER, LORRAINE E.    |
| 37                                                                                  | MILQUET, MICHAEL N.    |

Attachment: 06-05-18 (7028 : Operator License Applications.)

|    |                      |
|----|----------------------|
| 38 | MULHERN, EMILEE M.   |
| 39 | PEROCK, KORTNEY M.   |
| 40 | POPKE, CAROL L.      |
| 41 | POWERS, CHRISTINE M. |
| 42 | RUIZ, JOSE R.        |
| 43 | RUTHVEN, MELISSA M.  |
| 44 | SCHILTZ, ABIGAIL M.  |
| 45 | SCHNEIDER, ETHAN D.  |
| 46 | SEBOLD, ORRIN E.     |
| 47 | SEITZ, NATALIE J.    |
| 48 | SIPPEL, HANNA R.     |
| 49 | SUBEDI, MANOJ        |
| 50 | SUPRISE, REGINA D.   |
| 51 | TAVERA, ALEX         |
| 52 | TOLLEFSON, JOSHUA H. |
| 53 | WALTER, AMANDA A.    |
| 54 | YANDA, HEATHER L.    |
| 55 | ZWICKY, AMY J.       |

| <b>New Operator License Applications<br/>for the 2018-2020 Licensing Period</b> |                          |
|---------------------------------------------------------------------------------|--------------------------|
| 1                                                                               | CARTAGENA, ANA R.        |
| 2                                                                               | ENSLEY, COURTNEY A.      |
| 3                                                                               | GALLEGOS, CHRISTOPHER C. |
| 4                                                                               | JORDAN, KATHRYN R.       |
| 5                                                                               | KAIPONEN, TAYLOR J.      |
| 6                                                                               | KLEMENCIC, MICHELLE L.   |
| 7                                                                               | KNUTSON, KRISTINA M.     |
| 8                                                                               | LINDQUIST, MIRANDA C.    |
| 9                                                                               | MAINO, DOMINIC J.        |
| 10                                                                              | PAUL, ROBERT J.          |
| 11                                                                              | RANK, STEVEN G.          |
| 12                                                                              | RIVAS, MARY C.           |
| 13                                                                              | STEFFEN, ANDY C.         |
| 14                                                                              | VUE, LENG                |
| 15                                                                              | WILSON, JESSICA F.       |