



Common Council

335 South Broadway

Regular Meeting

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

Agenda

Tuesday, May 6, 2014

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Common Council** of the City of De Pere will be held on **May 6, 2014** at **7:30 PM** in the **De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI 54115.**

Call to order.

1. Roll call.
2. Pledge of allegiance to the Flag.
3. Approval of the Minutes of the April 15, 2014 Common Council Meeting.
4. Approval of the Minutes of the April 23, 2014 Special Common Council Meeting.
5. Public comment upon matters not on the agenda or other announcements.
6. Presentation of American Heart Association's Mission Lifeline Award
7. Presentation and Proclamation by Historic Preservation Commission regarding activities and National Historic Preservation Month.
8. Report on County Sales Tax Community Survey Results by Fred Monique of the Green Bay Chamber of Commerce
9. Recommendation from the License Committee on an Application for a Class "B"/ "Class B" Original Alcohol Beverage Retail License Application for Replay Sports Bar and Grill submitted by Bryan Michael Vander Bloomen, 1334 Sand Acres Dr., De Pere, WI 54115.
10. Recommendation from the Finance/Personnel Committee to approve boat replacement purchase.
11. Recommendation by the Plan Commission to approve the Precise Implementation Plan for Unison Credit Union at 900 Main Ave.
12. Resolution #14-40, Disallowance of Claim (Keith Davis).
13. Resolution #14-41, Authorizing Agreement for Consulting Services Between the City of De Pere and MSA Professional Services, Inc. (Aquatic Facility Evaluation).
14. Resolution #14-42, Authorizing Agreement for Consulting Services Between the City of De Pere and SAA Design Group, Inc. (Nicolet Square Master Design).
15. Resolution #14-43, Adopting Revised Emergency Operations Plan .
16. Request to approve Community Survey Questionnaire
17. Voucher Approval.
18. Operator License Applications.
19. Future agenda items.
20. Adjournment.

Lawrence M. Delo
City Administrator

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

Agenda Sent To:

Alderspersons
Mayor
City Administrator
Department Heads
TV, Newspaper & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Fred Monique
E. Carter Arndt
Daniel R & Jennifer M Launer
John M Phillips
Joseph K Henrigillis
Lance A Skaleski
Lauretta McKee
Lori A Dupuis
Mary E & James T Jones
Matthew R Schneider
Patricia Willems
Steve & Barbara Nohr
Warren L Conard
Joseph Robert Wagner
William K Elliott
Keith Davis
David Schreiber
Bryan Vander Bloomen
ASSOCIATED BANK LEASING REAL EST MS 8227
BMG DEVELOPMENT LLC
DKG INVESTMENTS LLC
JAMES G FRITSCHER DDS
JOHNSON BANK
PJ S OF DE PERE LLP
T & S LAND DEVELOPMENT LLC
V-5 INVESTMENTS LLC ETAL
WALGREEN CO REAL ESTATE PROPERTY TAX
WEST DE PERE LLC C/O Autozone Inc #3959

City of De Pere, Wisconsin



Request For Common Council Action

MEETING DATE: May 6, 2014

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Defnet

SUBJECT: Approval of the Minutes of the April 15, 2014 Common Council Meeting.

ATTACHMENTS:

- 4-15-2014 Common Council Meeting (PDF)



Common Council

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Regular Meeting

Draft Minutes

Tuesday, April 15, 2014

7:30 PM

De Pere City Hall Council Chambers

1. Call to order. The Common Council Meeting was called to order on April 15, 2014 at 7:30 PM, De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI. There was a brief swearing-in ceremony for re-elected officials prior to the call to order.

Attendee Name	Title	Status	Arrived
Michael J. Walsh	Mayor	Present	
Kevin Bauer	Aldersperson	Present	
James Boyd	Aldersperson	Present	
Scott Crevier	Aldersperson	Present	
Michael Donovan	Aldersperson	Present	
Jim Kneiszel	Aldersperson	Present	
Larry Lueck	Aldersperson	Present	
Lisa Rafferty	Aldersperson	Present	

2. Pledge of Allegiance to the Flag.
3. Approval of the Minutes of the April 2, 2014 Common Council Meeting.
At this time, Mayor Walsh announced that John Olsen of Boy Scout Troop 1043 was in attendance for his Communication Badge.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Aldersperson
SECONDER:	James Boyd, Aldersperson
AYES:	Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Rafferty

4. Public Hearing to levy special assessments for improvements constructed on the west side of CTH PP from 185' south to 1330' south of Prosper Street.
 - A. Notice of Public Hearing.
Clerk-Treasurer Shana Defnet announced that the Public Hearing was published in the Green Bay Press Gazette on April 4, 2014.
 - B. Recommendation from the Board of Public Works.
Public Works Director Scott Thoresen announced that the Board of Public Works recommended approval.
 - C. Resolution #14-33, Final Resolution Authorizing Sanitary Sewer and Water Main and Sanitary Sewer and Water Lateral Construction and Levying Special Assessments Against Benefited Property (CTH PP from 185' South to 1330' South of Prosper Street).
Mayor Walsh declared the public hearing open and asked if anyone wished to speak; no one wished to speak and he declared the public hearing closed and entertained a motion.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Bauer, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Rafferty

5. Public comment upon matters not on the agenda or other announcements. Neils Jensen came forward to talk about the park near his house and the dog mess left there over winter. The Mayor let him know that this park is in Allouez and not in the City of De Pere. Part of the trail is in the City but the park is in Allouez.
6. Recommendation from the Board of Public Works to Award Bid of Project 14-01 Sewer and Water Relay and Street Resurfacing to Dorner Inc. in the Amount of \$1,516,648.00.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	James Boyd, Alderperson
SECONDER:	Jim Kneiszel, Alderperson
AYES:	Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Rafferty

7. Recommendation from the Board of Public Works to Award the Bid for Project 14-04 Concrete Street Reconstruction/Patching to Vinton Construction Company in the amount of \$814,750.22.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Bauer, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Rafferty

8. Recommendation from Finance Committee to award bid to Kleuskens Electric for electrical work in Police Department shooting range.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Rafferty

9. Ordinance #14-07, Amending §8-2, De Pere Municipal Code Regarding the Discharge of Weapons in the City.
Alderperson Donovan moved to approve Ordinance 14-07 Option AB, seconded by Alderperson Rafferty.

Alderperson Donovan moved, seconded by Alderperson Boyd to open the meeting.
Upon vote, motion carried unanimously.

Joann Richmond came forward and described her experience of hearing gunshots while in the cemetery and why she felt it was disrespectful to the cemetery.

Gary Drew expressed his concerns that every time property is annexed it will cause confusion as to where people can and cannot hunt; he asked some questions regarding the surrounding towns and annexations.

Cara Kamke is a Conservation Warden for Brown County and attended the meeting to answer questions regarding the usage of firearms in the area. Discussion followed regarding state laws and local ordinances.

Gary Drew questioned the definition of a structure or dwelling; City Attorney Judy Schmidt Lehman explained that it is meant for living/human use.

Brad Sauer stated that he is still opposed to this ordinance.

Aldersperson Donovan moved, seconded by Aldersperson Kneiszel to close the meeting. Upon vote, motion carried unanimously.

Police Chief Derek Beiderwieden stated that he opposes the ordinance change for safety reasons.

City Attorney Judy Schmidt-Lehman reviewed the other options presented to the Council based on the recommendation from the Board of Park Commissioners. Discussion followed.

Upon vote on the original motion to approve Ordinance 14-07 AB, motion failed 1-6 with Aldersperson Donovan voting ay.

Aldersperson Bauer moved, seconded by Aldersperson Rafferty to refer the ordinance back to staff. Discussion followed. Upon vote, motion fails 4-3 with Alderspersons Bauer, Donovan, and Rafferty voting ay.

RESULT:	DEFEATED [3 TO 4]
MOVER:	Kevin Bauer, Aldersperson
SECONDER:	Lisa Rafferty, Aldersperson
AYES:	Kevin Bauer, Michael Donovan, Lisa Rafferty
NAYS:	James Boyd, Scott Crevier, Jim Kneiszel, Larry Lueck

10. Consideration and/or Adoption of Initial Resolution #14-34, relating to Industrial Development Revenue Bond financing on behalf of Green Box NA Green Bay LLC, a Wisconsin limited liability company. As required by state law, information regarding the expected job impact of the project to be financed with the bonds on the project site and elsewhere in the State of Wisconsin will be available at the time of consideration of the Initial Resolution.
- Aldersperson Kneiszel asked about the company. Aldersperson Kneiszel moved, seconded by Aldersperson Crevier to open the meeting. Upon vote, motion carried unanimously. Ron Vanden Heuvel came forward and discussed the project with the Council. They take solid waste from large cities and recycle the waste into new products.
- Aldersperson Donovan moved, seconded by Aldersperson Kneiszel to close the meeting. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Aldersperson
SECONDER:	Scott Crevier, Aldersperson
AYES:	Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Rafferty

11. Consideration and Adoption of Resolution #14-35, Regarding Public Bidding and Non-Discrimination in Connection with Industrial Revenue Bond Financing on behalf of Green Box NA Green Bay, LLC, a Wisconsin limited liability company.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Larry Lueck, Alderperson
SECONDER: Scott Crevier, Alderperson
AYES: Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Rafferty

12. Resolution #14-36, Approving Proposal/Contract Agreement for Antennas Between the City of De Pere and Dixon Engineering, Inc. (Sprint Wireless Antenna Installation - Merrill).

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jim Kneiszel, Alderperson
SECONDER: James Boyd, Alderperson
AYES: Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Rafferty

13. Resolution # 14-37, Approving Proposal/Contract Agreement for Antennas Between the City of De Pere and Dixon Engineering, Inc. (Sprint Wireless Antenna Installation - Matthew).

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kevin Bauer, Alderperson
SECONDER: Jim Kneiszel, Alderperson
AYES: Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Rafferty

14. Resolution #14-38, Authorizing First Amendment To Tower Lease Agreement With New Cingular Wireless PCS, LLC (Matthew Street Tower).

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kevin Bauer, Alderperson
SECONDER: Jim Kneiszel, Alderperson
AYES: Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Rafferty

15. Resolution #14-39, Amending Addendum R of the City of De Pere Employee Manual regarding coverage for Medicare eligible for employees retiring after October 1, 2014. City Administrator Larry Delo mentioned an error made by our third party advisor, McClone, that was presented at the April 8, 2014 Finance Committee Meeting. The chart provided by McClone showed our fund balance being much lower than what it actually is (\$565,000 at the end of 2013; \$438,000 at the end of March, 2014). He stated that we do have an issue with a declining fund balance and there is a need to make a change to our retiree insurance to stop the downward slide of the fund balance.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Lisa Rafferty, Alderperson
SECONDER: Michael Donovan, Alderperson
AYES: Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Rafferty

16. Changes to Medicare Eligible Retiree Health Insurance
 Human Resources Director Shannon Metzler came forward and discussed changes with the Council. Alderperson Crevier moved, seconded by Alderperson Boyd to open the meeting. Upon vote, motion carried unanimously. Paul Minten came forward and asked about spouses currently on the plan that are not Medicare eligible and what will happen to their insurance. Human Resources Director Shannon Metzler stated that those spouses will not be removed from the City insurance if these changes are adopted. Alderperson

Crevier moved, seconded by Alderperson Kneiszel to close the meeting. Upon vote, motion carried unanimously.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Scott Crevier, Alderperson
SECONDER: Kevin Bauer, Alderperson
AYES: Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Rafferty

17. Appointments and re-appointments to Boards and Commissions by Mayor Walsh.
 Mayor Walsh read the appointments and re-appointments.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Kevin Bauer, Alderperson
SECONDER: Scott Crevier, Alderperson
AYES: Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Rafferty

18. Voucher Approval.

RESULT: ADOPTED [UNANIMOUS]
MOVER: James Boyd, Alderperson
SECONDER: Larry Lueck, Alderperson
AYES: Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Rafferty

19. Operator License Applications.

CITY OF DE PERE - April 15, 2014						
ITEM	NAME	ADDRESS	CITY	ST	54115	
Previously Tabled Operator License Applications						
1	ESQUIVEL, ALEXANDRIA J.	1254 O'KEEFE CT.	DE PERE	WI	54115	
Temporary Operator License Applications						
1	BONFIGT, ELIZABETH .	1778 CAMARILLO CT.	DE PERE	WI	54115	
2	BURHITE, MICHELLE A.	1125 CIRCLE DR.	GREEN BAY	WI	54313	
3	BUSSIERE, ANDREW W.	745 SIMONET CT.	GREEN BAY	WI	54301	
4	CORRIGAN, BRIAN J.	813 4TH ST.	DE PERE	WI	54115	
5	DEWITT, ANGIE M.	2400 RED TAIL GLEN	DE PERE	WI	54115	
6	GIBSON, DAVID E.	703 E. MISSION RD.	GREEN BAY	WI	54301	
7	KOOMEN, JOY L.	7648 MORRISON RD.	GREENLEAF	WI	54126	
8	RICHARDSON, STACI	1448 HONOR WAY	DE PERE	WI	54115	
9	SHIMEK, JOHN H.	2556 WHISPERING OAK CT.	DE PERE	WI	54115	
10	SHIMEK, LINDA S.	2556 WHISPERING OAK CT.	DE PERE	WI	54115	
11	VAN LANEN, MELISSA S.	1296 CROWN CT., #4	DE PERE	WI	54115	
12	WELSH, JOAN E.	216 SHELLEY LN.	DE PERE	WI	54115	
13	WENDT, JEROLD W.	1774 CORVALLIS CT.	DE PERE	WI	54115	
Operator License Applications for the 2012-2014 Licensing Period						
1	AYALA, CARLOS	520 E. HARDING DR.	APPLETON	WI	54915	
2	BODART, ASHLEY J.	1668 W. PAULSON RD.	GREEN BAY	WI	54313	
3	BURKART, NICHOLAS J.	1120 WINFORD AVE.	GREEN BAY	WI	54303	
4	CORTEZ, SANTIAGO	627 THELOSEN DR.	KIMBERLY	WI	54136	
5	ELISEO, BAUTISTA S.	1154 HIGH AVE.	OSHKOSH	WI	54901	
6	FERRON, SHELLY M.	W314 CROOK RD.	DE PERE	WI	54115	
7	MADRUGA, MICHELLE C.	423 MEADOW WIND DR.	GREEN BAY	WI	54311	
8	NYHAN, MEGAN M.	805 4TH ST.	DE PERE	WI	54115	
9	SCHUCHART, DONALD J.	633 PINE ST.	GREEN BAY	WI	54301	
10	STAEVEN, RODNEY J.	710 BOMIER ST.	DE PERE	WI	54115	
11	WARDEN, JASON J.	413 S. IRWIN AVE.	GREEN BAY	WI	54301	
Operator License Applications for the 2014-2016 Licensing Period						
1	GOETZ, ROXANNE JO	802 SPRUCE ST.	DE PERE	WI	54115	
2	KOEHLER, JO ANN	1791 GRANT ST.,#6	DE PERE	WI	54115	
3	MULLINS, SUSAN M.	324 S. 9TH ST.	DE PERE	WI	54115	
4	NICK, JOAN R.	605 N. BROADWAY ST.	DE PERE	WI	54115	
5	WYMAN, JESSE M.	1108 PATRICK HENRY AVE.	DE PERE	WI	54115	

Alderson Bauer moved, seconded by Alderson Boyd to table Previously Tabled Operator License Application #1. Upon vote, motion carried unanimously.

Alderson Bauer moved, seconded by Alderson Boyd to table Temporary Operator License Application #4 and to approve Temporary Operator License Applications #1-3 and 5-13. Upon vote, motion carried unanimously.

Alderson Bauer moved, seconded by Alderson Boyd to table Operator License Applications #2 and 8, to approve Operator License Application #10 subject to limiting him to Class A Establishments only, and to approve #1, 3-7, 9, and 11. Upon vote, motion carried unanimously.

Alderson Bauer moved, seconded by Alderson Boyd to approve Renewal Operator License Applications #1-5. Upon vote, motion carried unanimously.

20. Future agenda items. None.

21. Consideration of Settlement of Prohibited Practices Complaint over 2014-2015 Contract Negotiations

Alderson Donovan moved, seconded by Alderson Kneiszel to go into closed session at 9:02 p.m. Upon roll call vote, motion carried unanimously.

Alderson Kneiszel moved, seconded by Alderson Donovan to return to open session at 9:18 p.m. Upon roll call vote, motion carried unanimously.

Alderson Lueck moved, seconded by Alderson Boyd to ratify the settlement. Upon vote, motion carried 4-3 with Aldersons Bauer, Donovan and Kneiszel voting nay.

RESULT:	ADOPTED [4 TO 3]
MOVER:	Larry Lueck, Alderson
SECONDER:	James Boyd, Alderson
AYES:	James Boyd, Scott Crevier, Larry Lueck, Lisa Rafferty
NAYS:	Kevin Bauer, Michael Donovan, Jim Kneiszel

22. Adjournment. Alderson Kneiszel moved, seconded Crevier by Alderson to adjourn at 9:19 p.m. Upon vote, motion carried.

Respectfully submitted,

Shana Defnet, Clerk-Treasurer

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

MEETING DATE: May 6, 2014

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Defnet

SUBJECT: Approval of the Minutes of the April 23, 2014 Special Common Council Meeting.

ATTACHMENTS:

- 4-23-2014 Special Common Council Meeting (DOCX)



Common Council

335 South Broadway

De Pere, WI 54115

<http://www.de-pere.org>

Special Untelevised

Draft Minutes

Wednesday, April 23, 2014

5:30 PM

Riverview Conference Room

1. The Special Common Council Meeting was called to order on April 23, 2014 at 5:30 PM, Riverview Conference Room, 335 South Broadway Street, De Pere, WI.

Attendee Name	Title	Status	Arrived
Michael J. Walsh	Mayor	Present	
Kevin Bauer	Aldersperson	Present	
James Boyd	Aldersperson	Late	5:50 PM
Scott Crevier	Aldersperson	Present	
Michael Donovan	Aldersperson	Present	
Jim Kneiszel	Aldersperson	Present	
Larry Lueck	Aldersperson	Present	
Lisa Rafferty	Aldersperson	Present	

2. Study Session to discuss possible functional consolidation opportunities of certain Fire/EMS services with the City of Green Bay Fire Department.
Green Bay Fire Chief David Litton gave a presentation on the proposed functional consolidation options to the Council. He handed out additional documentation regarding functional consolidation operations based on how the City of Green Bay currently operates. (Aldersperson Boyd arrived at 5:50 p.m.)

City of De Pere Fire Chief Jeffrey Roemer discussed additional documentation regarding possible functional consolidation options and discussed his opinion regarding overall cost savings due to the consolidation.

The following topics were discussed by the Council and the Fire Chiefs:

- Costs associated with consolidation
- Benefits for each community from this type of consolidation
- Savings experienced through equipment consolidation
- Ability to share equipment, specifically ladder trucks
- How rates for administrative costs will be allocated
- Functional consolidation vs. Full consolidation
- The possibility of employee promotion with the consolidation
- Potential issues with Chain-of-Command
- The option of the return to a stand-alone department from full consolidation
- Loss of autonomy for De Pere Police and Fire Commission if full consolidation is implemented

(Aldersperson Boyd left the meeting at 7:00 p.m.)

More discussion ensued regarding capital and operational costs.

Aldersperson Rafferty requested an annual projection of cost impacts for each area of functional consolidation; Aldersperson Kneiszel requested consideration of an option that

includes a full consolidation with a joint oversight board or a fire district; and Alderperson Rafferty requested a copy of the Village of Allouez Fire Consolidation Contract.

3. Adjournment. Alderperson Lueck left the meeting at 7:40 p.m.; the meeting was adjourned due to a lack of a quorum.

Respectfully submitted,

Shana Defnet, Clerk - Treasurer

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

MEETING DATE:	May 6, 2014
DEPARTMENT:	Fire Department
FROM:	Jeffrey Roemer
SUBJECT:	Presentation of American Heart Association's Mission Lifeline Award

Katie Sahajpal BSN, MSN, the Director of Quality & Systems Improvement for American Heart Association of Minnesota and Wisconsin will be presenting a Mission Lifeline EMS Silver Award to the City for De Pere Fire Rescue. The fire Rescue EMS Medical Director Dr. Stroman will also be present for the award presentation.

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

MEETING DATE: May 6, 2014

DEPARTMENT: Common Council

FROM: Lisa Renier

SUBJECT: Presentation and Proclamation by Historic Preservation
Commission regarding activities and National Historic Preservation
Month.

ATTACHMENTS:

- National Historic Preservation Month 2014 (PDF)
- State Register of Historic Places attachment (PDF)

PROCLAMATION

RECOGNIZING MAY 2014 "NATIONAL HISTORIC PRESERVATION MONTH" IN THE CITY OF DE PERE

WHEREAS, the City of De Pere recognizes that May 2014 is National Historic Preservation Month; and

WHEREAS, the City of De Pere acknowledges our Preserve America Community designation; and

WHEREAS, the City of De Pere acknowledges its Certified Local Government status as recognized by the State of Wisconsin; and

WHEREAS, the City of De Pere acknowledges that the retention of historic buildings enhances the City's Sustainability Policy, which also lowers the tonnage of building debris hauled to landfills; and

WHEREAS, the City of De Pere recognizes the efforts of the Historic Preservation Commission to secure funding to help restore and adaptively re-use the Lockkeeper's House which, in turn, enhanced the work of the Fox River Navigational System Authority, the Fox-Wisconsin Heritage Parkway, and the development of the De Pere Riverwalk.

NOW, THEREFORE, I, Michael J. Walsh, Mayor of the City of De Pere, Wisconsin, by the authority vested in me, do hereby proclaim the month of May 2014,

"NATIONAL HISTORIC PRESERVATION MONTH"

and call upon all citizens of the City of De Pere to recognize and participate in this special observance.



IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of the City of De Pere, Wisconsin, this 2nd day of May, 2014.

CITY OF DE PERE, WISCONSIN

Michael J. Walsh

Michael J. Walsh, Mayor

STATE REGISTER OF HISTORIC PLACES RECENT ADDITIONS

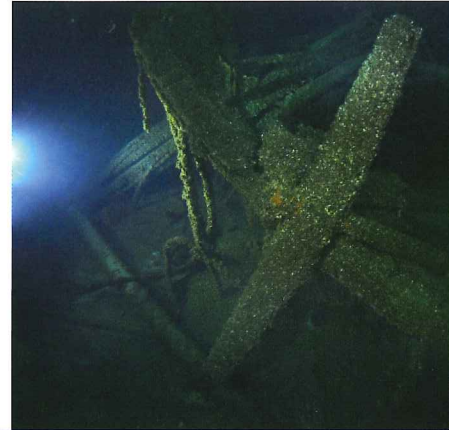
OTHER PROPERTIES LISTED:

Julius Krause Store Building, De Pere, Brown County
William and Annie McDermott House, Fond du Lac, Fond du Lac County
Round Barn Multiple Property Documentation, Statewide

FLORETTA SHIPWRECK (CANALLER)

Vicinity of Town of Centerville, Manitowoc County

The *Floretta*, now lying on the lakebed in 180 feet of water, was constructed in 1867 by shipwright John Stupinsky. The *Floretta* was a canaller, a unique vessel type developed on the Great Lakes and designed to transit the St. Lawrence Seaway's Welland Canal locks while carrying the maximum amount of cargo possible. With only inches to spare while passing through the locks, canallers carried grain from ports on Lakes Michigan and Superior to ports on Lake Ontario, often returning loaded with coal to power and heat Midwestern cities. In September 1885, after sailing under a heavy southwest gale and through big seas, the *Floretta* suffered catastrophic leaks, which led to an explosion before sinking into the lake. Despite breaking apart when it hit the bottom of Lake Michigan, the *Floretta* wreck site has and will continue to yield significant information on Great Lakes canaller construction and their role in Great Lakes commerce.



JOHN BAETEN STORE

De Pere, Brown County

The John Baeten Store building is located in the heart of the historic commercial area of the city. This Commercial Vernacular form building, constructed in 1903, is unusually intact, having retained commercial space on the first floor and apartments above. The storefront has beautiful cast-iron columns, a recessed entrance with its original pressed-metal ceiling and sheet-metal ornamentation at the cornice. John Baeten was a locally prominent merchant who ran a grocery and general merchandise business. The store stayed in the family until the 1970s, and although the Baeten business was discontinued, the building has been in continuous commercial use since 1903.



BERT AND MARY CUNNINGHAM ROUND BARN

Town of Viroqua, Vernon County

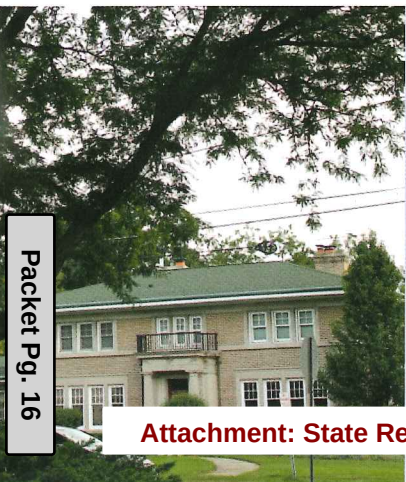
The Bert and Mary Cunningham Barn was constructed in 1915 on a 40-acre farm near the city of Viroqua and is a rare example of a true round barn. Round barns were an expression of a progressive emphasis on efficiency of labor at the turn of the 20th century, applied to agriculture broadly and dairy farming specifically. This barn is notable for being unusually intact, and its distinctive roof truss structure and hollow structural clay tile-wall construction add to the architectural uniqueness of the building. The lower floor housed the stables and milking facility. The upper level was used for storing hay. A large silo is located at the center of the interior. This barn was likely built or influenced by the work of Alga Shivers, a local builder of round barns in Vernon and Monroe counties in the early 20th century.



KANE STREET HISTORIC DISTRICT

Burlington, Racine County

This district is a cohesive neighborhood of residential, religious and civic buildings constructed between 1844 and 1940. Its location in close proximity to downtown secured its popularity, and homes were built continuously until 1940. Within the district, buildings represent the popular architectural styles of the era in which they were constructed including: Greek Revival, Queen Anne, American Foursquare, Bungalow and other Revival styles. Adding to the architectural interest is the mix of homes, churches, a Masonic Temple, a school and a statue of Abraham Lincoln on a broad boulevard. The result is one of Burlington's most beautiful and architecturally intact historic residential areas.



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

MEETING DATE: May 6, 2014

DEPARTMENT: Administration

FROM: Lawrence Delo

SUBJECT: Report on County Sales Tax Community Survey Results by Fred Monique of the Green Bay Chamber of Commerce

ATTACHMENTS:

- Brown County sales tax survey results memo 04-11-14 (DOCX)

MEMORANDUM

TO: Mayor and City Council

FROM: Larry Delo, City Administrator

DATE: April 11, 2014

SUBJECT: Green Bay Chamber of Commerce County Sales Tax Survey Report

Fred Monique from the Green Bay Chamber of Commerce will be presenting the results of a community survey that was recently conducted in the greater Green Bay area to solicit information regarding the possible continuation of a county sales tax in Brown County.

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

MEETING DATE: May 6, 2014

DEPARTMENT: City Clerk-Treasurer

FROM: Vicki Scray

SUBJECT: Recommendation from the License Committee on an Application for a Class "B"/ "Class B" Original Alcohol Beverage Retail License Application for Replay Sports Bar and Grill submitted by Bryan Michael Vander Bloomen, 1334 Sand Acres Dr., De Pere, WI 54115.

ATTACHMENTS:

- Liquor License Application for Re-play 05-06-14 (PDF)

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning May 1st 20 14 ;
 ending June 30 20 15

TO THE GOVERNING BODY of the: ☐ Town of }
☐ Village of } De Pere
☒ City of }

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

1. The named ☒ INDIVIDUAL ☐ PARTNERSHIP ☐ LIMITED LIABILITY COMPANY
☐ CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Vander Bloomen, Bryan Michael - 1334 Sand Acres Dr. De Pere

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member			
Vice President/Member			
Secretary/Member			
Treasurer/Member			
Agent			
Directors/Managers			

3. Trade Name Replay Sports Bar and Grill Business Phone Number 920-330-9011
 4. Address of Premises 1731 Ft Howard Ave Post Office & Zip Code De Pere 54115

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☒ Yes ☐ No
 6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
 7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No
 8. (a) Corporate/limited liability company applicants only: Insert state _____ and date _____ of registration.
 (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ Yes ☒ No
 (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☐ Yes ☒ No
 (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

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

10. Legal description (omit if street address is given above): _____
 11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No
 (b) If yes, under what name was license issued? Linda Lueke

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] ☒ Yes ☐ No
 13. Does the applicant understand a Wisconsin Seller's Permit must be applied for and issued in the same name as that shown in Section 2, above? [phone (608) 266-2776] ☒ Yes ☐ No
 14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 22nd day of April, 20 14

Vicki S. Repertiller
 (Clerk/Notary Public)

My commission expires May 31, 2015

X BTW
 (Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4-22-14</u>	Date reported to council/board <u>5-6-14</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

APPROVAL OF INDIVIDUAL APPLICANT BY MUNICIPAL AUTHORITY

For: Bryan Michael Vander Bloom, DOB 03/26/85.
Renewal Alcohol Beverage License Application

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to this individual submitting an Alcohol Beverage License Application.

Approved on 4/23/14 by Renee Seidenwicz Title Police Chief

SURRENDER OF LICENSE **Part I**

Legal/Real Name of Current Licensee: Linda Luecke
 Premises Address: 1731 Ft Howard Ave De Pere WI 54115
 Trade Name: Replay Sports Bar and Grill

This is to advise that the undersigned is surrendering the following license(s)

Combination "Class B" Beer & Liquor

Class "B" Beer

Class "A" Beer and/or "Class A" Liquor

Wholesale Beer

"Class C" Wine

(circle which apply)

to: Bryan Vander Bloemen DBA Replay Sports Bar and Grill
Insert Legal/Real name of Proposed Licensee and Trade Name)

And understand that said license(s) will be cancelled upon the Common Council's granting of a license to the applicant named herein.

New Applicant

[Signature]
 President, Member, Partner, Individual

Secretary, Member, Partner

State of Wisconsin)

) ss.

County of Brown

Current Licensee

[Signature]
 President, Member, Partner, Individual

Secretary, Member, Partner

On the 22 day of April, 2014, personally came before me
Bryan Vander Bloemen, known to me to be the person(s) who
 executed the foregoing Surrender of License, and known to me to be the **Current Licensee** and
 acknowledged that s/he executed the foregoing document.

[Signature]
 Notary Public

Brown County, Wisconsin

My Commission expires: May 31, 2015

State of Wisconsin)

) ss.

County of Brown

On the 22nd day of April, 2014, personally came before me
Linda Luecke, known to be the person(s) who
 executed the foregoing Surrender of License, and known to me to be the **Proposed New Applicant** and
 acknowledged that s/he executed the foregoing document.

[Signature]
 Notary Public

Brown County, Wisconsin

My Commission expires: May 31, 2015

SURRENDER OF LICENSE
Part II

4-22-14
Date

City of De Pere Clerk
335 S. Broadway St.
De Pere, WI 54115

This is to notify you that I am the owner of the building located at

1731 Ft Howard Ave. DePere WI 54115, De Pere, Wisconsin.

I have entered into a lease for the above property effective 12/1/13 with

Bryan Vander Bloemen, (Strike sentence if not applicable).

Further, this letter is to document that said owner or tenant has control of the premises, and may apply for the necessary beer and/or liquor licenses for said location.

Sincerely,

Paul W Huss
Signature of owner of building

Printed name of owner: Paul W Huss

Home address of owner: 2514 Turnbury Rd G.B 54313

Daytime phone number of owner: 920-639-4770

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: May 6, 2014

DEPARTMENT: Fire Department

FROM: Jeffrey Roemer

SUBJECT: Recommendation from the Finance/Personnel Committee to approve boat replacement purchase.

Over the last several months the Department has noticed the inflatable boat has been losing more pressure than its maintenance average. After an inspection for obvious leaks, a discussion led to having it serviced for the leak. We contacted several vendors for estimates and discovered that repairs would be quite costly and replacement may be more cost effective. The age of the boat (2000) and three previous repairs leave limited options to seal leaks. Life expectancy for inflatable's is typically eight to twelve years depending on usage. The original purchase price for the boat was \$4903.35 in 2000. In 2002 and 2003 separate warranty repairs were performed for air loose issues. In 2006 the port rear air chamber was ruptured during a rescue at the dam, and in 2012 the starboard bow chamber was cut from ice during an ice rescue. Both were able to be patched on the exterior. The repair that is now needed would require the craft be shipped to a repair facility for interior seal and tumble. This repair involves a liquid type sealant put inside of the air chambers, than the unit spun in all directions to coat the inside of the chambers. This repair can only be done once and limits any seam repairs in the future. The cost on this repair can range from \$600.00 to \$1000.00 plus shipping charges to the east coast or Florida.

Department discussion led to assessing the needs of the department and potentially the purchasing of a new marine craft. We looked at the option of staying with an inflatable type hull and an aluminum ridged hull design. Replacement inflatable's cost varies depending on quality and manufacture. Cost for inflatable's range from \$5,700.00 for a lesser boat to \$13,000.00 for a comparable craft. Ridged hull boats offer many different features and use specific accessories with prices ranging from \$7600.00 to \$14300.00. While researching manufactures we noticed a new non-current boat in a southern Wisconsin marine dealers stock. The rescue boat is an aluminum ridged hull that closely matches in terms of configuration to what we currently have. Department discussions led to us realizing that boat would meet the needs of the department in a cost effective manner. There is a substantial cost savings with the purchase of the new 2012 boat compared to the 2014 boat and there is no need to purchase a different motor. The current motor and equipment can be transferred to this new craft. It is also a very timely find because we are just entering into our water rescue season and we would be able to get the new boat in service quickly.

I am requesting approval to purchase the 2012 Sea Ark 1660 Rescue Boat from Oxbo Marine, LLC for a total price of \$6,693. We would utilize \$5,842 from our donations account and \$851 from the undesignated reserve account.

Thanks for your consideration.

ATTACHMENTS:

- 106_4494 (JPG)



Attachment: 106_4494 (2098 : Recommendation from F/P - Boat

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: May 6, 2014

DEPARTMENT: Plan Commission

FROM: Ken Pabich

SUBJECT: Recommendation by the Plan Commission to approve the Precise Implementation Plan for Unison Credit Union at 900 Main Ave.

ATTACHMENTS:

- Staff_Memo_Unison_May2014 (PDF)
- Unison Site Plan (PDF)
- Unison Elevations (PDF)
- Unison Renderings (PDF)



CITY OF DE PERE

APPLICATION FOR
SITE PLAN REVIEW

Fee: \$ 245.00

Receipt #: #91626

Date: 4-14-14

Please print or type using black ink for duplicating purposes.

A. Property Owner: Name: UNISON CREDIT UNIONMailing Address: P.O. Box 260, KAUKAUNA, WI 54130Phone: 920-766-6000Email: mhieta@unisoncu.org

I hereby appoint the following as my agent for purposes of this application:

Agent:

Name: MACH 10 ENGINEERING & SURVEY LLCMailing Address: 211 N BROADWAY STE 114Phone: 920 569 5765Email: 920 569 5767

B. Property Information

Address/Location of Property: 900 MAIN AVE Parcel #: WD-709-3-3Parcel Dimension: ~135' x ~248' Parcel Area: 37,992 SFLegal Description: LOT 1 OF 15CSM 237

A Site Plan Review is requested as authorized by the De Pere Zoning Code, Section(s): Article XIII, Section 14.60.

Owner Signature

Date

Agent Signature

Date

A plan consisting of all applicable information listed on the attached shall be submitted with this application. An AutoCAD drawing matching the state approved plans must be submitted in Brown County Coordinates before permits can be issued.

COVER SHEET



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FAX: (262) 766-5064

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Madison, WI 53762
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WAUSAU
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Suite 8
Wausau, WI 54981
PHONE: (715) 848-3141
FAX: (715) 849-0181

www.kellerbuilds.com



SITE LOCATION MAP
NOT TO SCALE

CIVIL SHEETS INDEX

- C0.0 COVER SHEET
- C1.0 DEMOLITION PLAN
- C2.0 SITE PLAN
- C3.0 UTILITY PLAN
- C4.0 GRADING PLAN
- C5.0 EROSION CONTROL PLAN
- C5.1 EROSION CONTROL DETAILS
- C6.0 SITE DETAILS
- C6.1 SITE DETAILS
- L1.0 LANDSCAPE PLAN

GENERAL NOTES:

- FOR EROSION CONTROL PLAN AND NOTES SEE SHEET C5.0 AND C5.1.
- FOR NOTES SHOWN THUS, SEE SHEET KEY NOTES. ON SHEET THEY APPEAR.
- CARE SHALL BE TAKEN TO PROTECT EXISTING IMPROVEMENTS TO REMAIN.
- LAND DISTURBING ACTIVITIES SHALL NOT TAKE PLACE PRIOR TO INSTALLATION OF EROSION CONTROL MEASURES.
- NOTIFY THE DE PERE PUBLIC WORKS DEPARTMENT A MINIMUM OF THREE DAYS PRIOR TO WORK IN THE RIGHT-OF-WAY.
- PROVIDE TRAFFIC CONTROL IN ACCORDANCE WITH THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

CIVIL LEGEND

Existing	Proposed	Existing	Proposed
1" Iron Pipe Found	●	Underground Cable	—
2" Iron Pipe Found	○	Overhead Wires	—
Cable Pedestal	□	Underground Electric	—
Electric Manhole	⊕	Gas	—
Electric Meter	⊕	Landscape	—
Electric Pedestal	⊕	Centerline	—
Guy Wire	—	Curb	—
Light Pole	⊕	Gravel	—
Power Pole	⊕	Parking Stripe	—
Miscellaneous Utility Pole	⊕	Sanitary Sewer	—
Gas Valve	⊕	Storm Sewer	—
Gas Line Marker	⊕	Watermain	—
Bollard	⊕	Contour Major	—
Rock	⊕	Contour Minor	—
Handicap Parking	⊕	Silt Fence	—
Sanitary Manhole	⊕	Building	—
Catch Basin	⊕	Asphalt	—
Inlet	⊕	Concrete	—
Storm Manhole	⊕	Gravel	—
Sign	⊕		
Traffic Signal	⊕		
Evergreen Tree	⊕		
Tree	⊕		
Fire Hydrant	⊕		
Water Valve	⊕		

ABBREVIATIONS

ASTM	AMERICAN SOCIETY FOR TESTING AND MATERIALS	NE	NORTHEAST
C	CABLE	OC	ON CENTER
CB	CATCH BASIN	OD	OUTSIDE DIAMETER
CMP	CORRUGATED METAL PIPE	OHP	OVER HEAD POWER
CSM	CERTIFIED SURVEY MAP	PSI	POUNDS PER SQUARE INCH
DIA	DIAMETER	PVC	POLYVINYL CHLORIDE
DOT	DEPARTMENT OF TRANSPORTATION	R	RADIUS
E	ELECTRIC (BURIED)	RAD	RADIUS
EL	ELEVATION	RCP	REINFORCED CONCRETE PIPE
FDM	FACILITIES DEVELOPMENT MANUAL	REQ	REQUIRED
FO	FIBER OPTIC	S	SOUTH
FT	FEET	SA	SANITARY
G	GAS	San	SANITARY
GR	GRADE	SG	SQUARE
HDPE	HIGH DENSITY POLYETHYLENE	ST	STORM
INV	INVERT	Stm	STORM
M	METER	T	TELEPHONE
MAX	MAXIMUM	T/C	TOP OF CURB
MIN	MINIMUM	U.S.H.	UNITED STATES HIGHWAY
mm	MILLIMETER	V	VARIABLES
N	NORTH	W	WEST
		Wat	WATER
		WI	WISCONSIN
		WBDOT	WISCONSIN DEPARTMENT OF TRANSPORTATION

DIGGERS HOTLINE
CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

WISCONSIN STATUTE 18.0775 (1874) REQUIRES MIN. 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE

THE LOCATIONS OF THE EXISTING UTILITY INSTALLATIONS AS SHOWN ON THE PLANS ARE APPROXIMATE. THERE MAY BE OTHER UNDERGROUND UTILITY INSTALLATIONS WITHIN THE PROJECT AREA THAT ARE NOT SHOWN.



PROPOSED FOR:

UNISON CREDIT UNION

Wisconsin
De Pere

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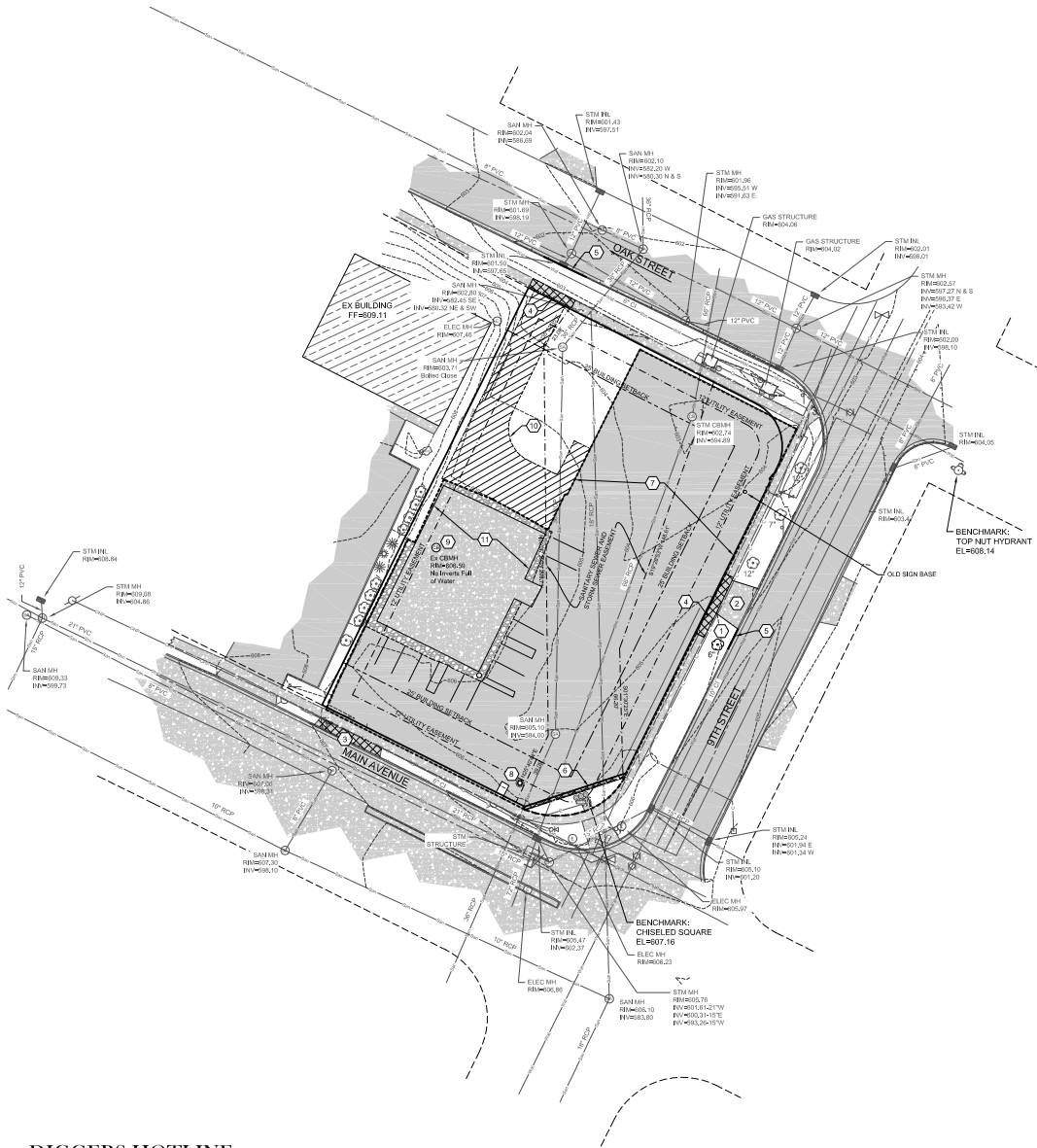
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PROJECT MANAGER: _____
DESIGNER: _____
DRAWN BY: _____
EXPEDITOR: _____
SUPERVISOR: _____
CONTRACT NO: _____
IED NO: _____
DATE: _____
SHEET: _____

Mach IV
Engineering & Surveying LLC
211 N. Broadway, Suite 114, Green Bay, WI 54303
Ph: 920-569-5765 Fax: 920-569-5767
Project Number: 6725-01-14 Drawing Number: 929

C0.0

DEMOLITION PLAN



- SHEET KEY NOTES:**
- 1. REMOVE TREE
 - 2. REMOVE CONCRETE APRON
 - 3. REMOVE CONCRETE APRON AND REPLACE CURB WITH LIKE KIND PER CITY OF DEPERE STANDARDS
 - 4. REMOVE EXISTING SIDEWALK TO FACILITATE CONSTRUCTION OF NEW CONCRETE APRON
 - 5. SAWCUT CURB HEAD WITH RAIL MOUNTED, HYDRAULIC CONTROLLED CONCRETE SAW TO FACILITATE CONSTRUCTION OF NEW CONCRETE APRON.
 - 6. REMOVE CONCRETE CURB AND GUTTER
 - 7. REMOVE ASPHALT, CONCRETE PAVEMENT, GRAVEL, AND LANDSCAPE TIMBERS WITHIN SHOWN LIMITS.
 - 8. REMOVE TEMPORARY POWER POLE. COORDINATE WITH LOCAL UTILITY.
 - 9. REMOVE STORM STRUCTURE AND OUTLET PIPE. LOCATION OF OUTLET PIPE UNKNOWN AT TIME OF SURVEY. FIELD VERIFY.
 - 10. STRIP AND STOCKPILE TOPSOIL IN AREA OF PROPOSED PAVEMENT.
 - 11. REMOVE CONCRETE SLAB AND FOOTING

DIGGERS HOTLINE
CALL DIGGERS HOTLINE
1-800-242-8511
TOLL FREE

WISCONSIN STATUTE 182.0175 (1874) REQUIRES MIN. 3
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MAY BE OTHER UNDERGROUND UTILITY INSTALLATIONS
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211 N. Broadway, Suite 114, Green Bay, WI 54303
Ph: 920-569-5765 Fax: 920-569-5767
Project Number: 0725-01-14 Drawing Number: 929

Keller
PLANNERS | ARCHITECTS | BUILDERS
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Keshau, WI 54130
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1-800-236-0234
FAX (920) 766-0064
MILWAUKEE
1817 N. 88th Street
Suite 104
Greenfield, WI 53222
PHONE (262) 250-4710
1-800-236-0234
FAX (262) 250-4740
WAUSAU
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NO.	DESCRIPTION
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PROJECT MANAGER:	
DESIGNER	----
DRAWN BY:	RPH
EXPEDITOR:	----
SUPERVISOR:	----
CONTRACT NO:	----
IED NO:	----
DATE:	March 29, 2014
SHEET:	C1.0

SITE PLAN



Keller
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DESIGNER: ----

DRAWN BY: RPH

EXPEDITOR: ----

SUPERVISOR: ----

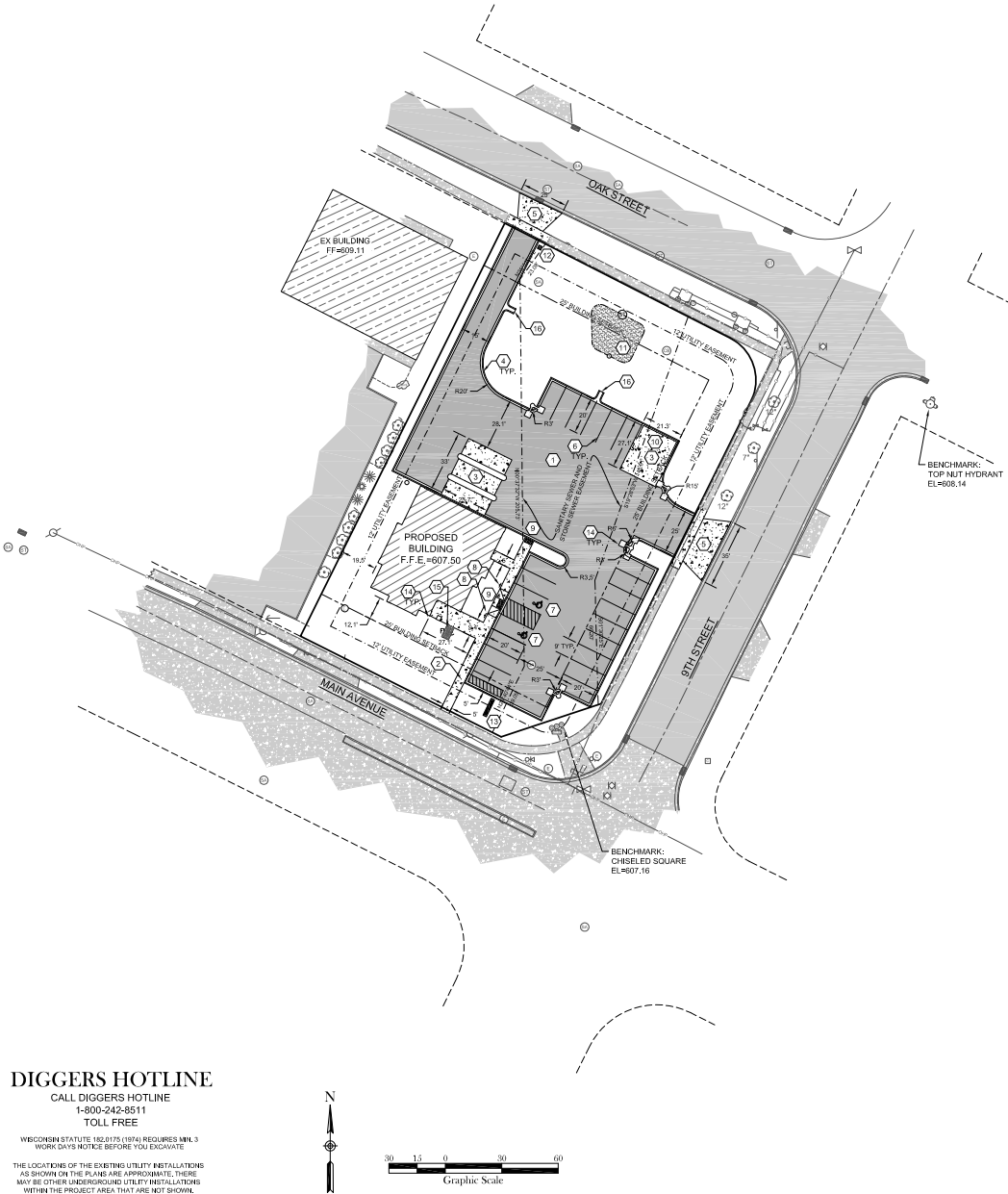
CONTRACT NO: ----

IED NO: ----

DATE: March 29, 2014

SHEET: C2.0

Mach IV
Engineering & Surveying LLC
211 N. Broadway, Suite 114, Green Bay, WI 54303
Ph: 920-569-5765 Fax: 920-569-5767
Project Number: 6725-01-14 Drawing Number: 929



- SHEET KEY NOTES:**
- 1 ASPHALT PAVEMENT, SEE DETAIL A SHEET C6.0
 - 2 CONCRETE SIDEWALK, SEE DETAIL B SHEET C6.0
 - 3 CONCRETE PAVEMENT, REFER TO STRUCTURAL PLANS) SEE DETAIL C SHEET C6.0
 - 4 CONCRETE CURB AND GUTTER, SEE DETAIL D SHEET C6.0
 - 5 CONCRETE APRON, SEE DETAIL E SHEET C6.0
 - 6 4" WIDE WHITE PAINT STRIPE
 - 7 PAINTED HANDICAP SYMBOL
 - 8 POLE MOUNTED HANDICAP SIGN, SEE DETAIL F SHEET C6.0
 - 9 ADA DETECTABLE WARNING, SEE DETAIL G SHEET C6.0
 - 10 DUMPSTER ENCLOSURE AND SHED, SEE ARCHITECTURAL PLANS FOR DETAILS
 - 11 BIOFILTER, SEE DETAILS F & G SHEET C5.1
 - 12 EXIT ONLY SIGN
 - 13 MARQUEE SIGN, ZX117
 - 14 LIGHTING, SEE ARCHITECTURAL PLANS FOR DETAILS
 - 15 FLAG POLE
 - 16 CURB & GUTTER FLUME, SEE DETAIL H SHEET C6.0

SITE STATISTICS

PARCEL NUMBER = WD-709-3-3

PARCEL ADDRESS= 800 MAIN AVENUE

PARCEL AREA = 37,993 SF (0.87 AC)

EXISTING
PAVEMENT = 30,206 SF (0.69 AC) = 79.5%
GREENSPACE = 7,787 SF (0.18 AC) = 20.5%

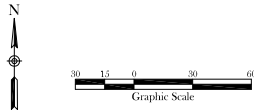
PROPOSED
BUILDING = 2,955 SF (0.07 AC) = 7.8%
PAVEMENT = 17683 SF (0.40 AC) = 46.5%
GREENSPACE = 17,355 SF (0.40 AC) = 45.7%

PARKING
PROPOSED STALLS = 22 INCLUDING 2 ADA ACCESSIBLE

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TOLL FREE

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UTILITY PLAN



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 408-236-2334
 FAX (608) 766-5064
MILWAUKEE
 1177 N 85th Street
 Suite 104
 Germantown, WI 53032
 PHONE (262) 250-4710
 440-236-2334
 FAX (262) 250-4740
WAUSAU
 2690 Stewart Avenue
 Suite 8
 Wausau, WI 54981
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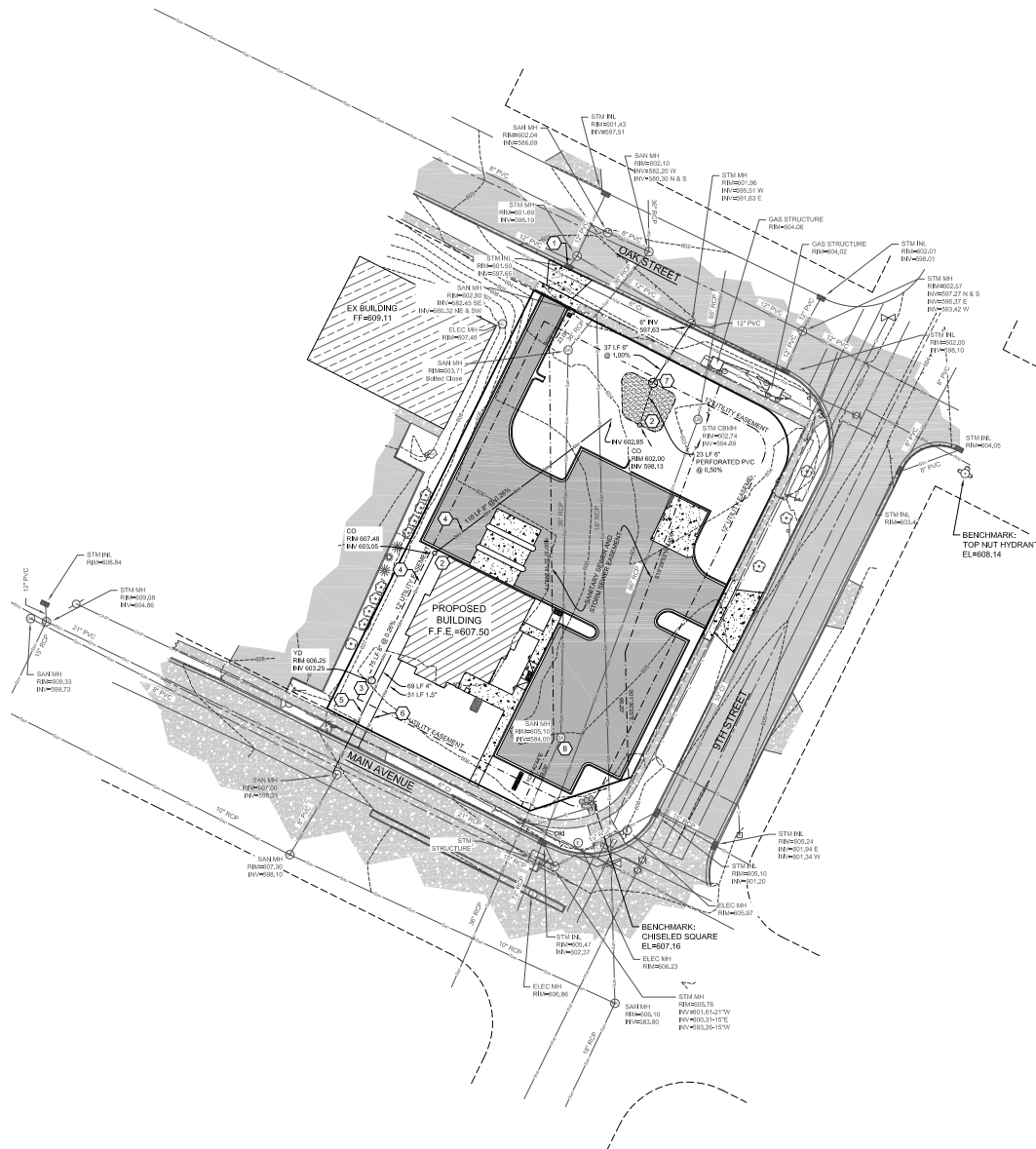
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DESIGNER	----
DRAWN BY:	RPH
EXPEDITOR:	----
SUPERVISOR:	----
CONTRACT NO:	----
IED NO:	----
DATE:	March 29, 2014
SHEET:	C3.0

Mach IV

Engineering & Surveying LLC
 211 N. Broadway, Suite 114, Green Bay, WI 54303
 Ph: 920-569-5765 Fax: 920-569-5767
 Project Number: 6725-01-14 Drawing Number: 929



SHEET KEY NOTES:

- REPLACE EXISTING CURB CASTING WITH DRIVEWAY CASTING
- CLEANOUT, SEE DETAIL J SHEET C6.1
- YARD DRAIN, SEE DETAIL J SHEET C6.1
- ROOF DRAIN CONNECTION LINE, REFER TO ARCHITECTURAL PLANS FOR DOWNSPOUT LOCATIONS, SEE DETAIL K SHEET C6.1
- SANITARY LATERAL
- WATER LATERAL
- BIOFILTER OUTLET STRUCTURE, SEE DETAILS E SHEET C5.1
- SANITARY STRUCTURE ADJUSTMENT, RAISE RIM TO ELEVATION 636.38. REPLACE BARREL SECTION AND COAT PER GREEN BAY METROPOLITAN SEWERAGE DISTRICT STANDARD SPECIFICATIONS.

GENERAL UTILITY SPECIFICATIONS:

- ALL EXISTING UTILITIES ARE SHOWN FOR INFORMATIONAL PURPOSES ONLY, AND NO RESPONSIBILITY IS ASSUMED BY THE OWNER OR THE ENGINEER FOR THEIR ACCURACY OR COMPLETENESS.
- CONTRACTOR IS RESPONSIBLE FOR MAKING HIS OWN DETERMINATION AS TO THE TYPE AND LOCATION OF UNDERGROUND UTILITIES AS MAY BE NECESSARY TO AVOID DAMAGE THEREOF. CALL DIGGERS HOTLINE PRIOR TO ANY CONSTRUCTION.
- ALL UTILITY WORK SHALL BE DONE IN ACCORDANCE WITH APPLICABLE SECTIONS OF THE MOST RECENT EDITION OF THE STANDARD SPECIFICATIONS FOR SEWER & WATER CONSTRUCTION IN WISCONSIN, AS WELL AS THE WISCONSIN DEPARTMENT OF SAFETY & PROFESSIONAL SERVICES (DPS) CHAPTERS 82 AND 84 OF THE ADMINISTRATIVE CODE AND ALL APPLICABLE LOCAL ORDINANCES AND SPECIFICATIONS.
- IN CASE OF ANY CONFLICTS BETWEEN THE STANDARD SPECIFICATIONS, THE WISCONSIN DPS PLUMBING CODES SHALL GOVERN FOR ALL SITE WORK.
- LENGTHS OF ALL UTILITIES ARE TO ENTER OF STRUCTURES OR FITTINGS AND MAY VARY SLIGHTLY FROM PLAN. LENGTHS SHALL BE VERIFIED IN THE FIELD DURING CONSTRUCTION.
- VERIFY ALL ELEVATIONS, LOCATIONS, AND SIZES OF EXISTING SANITARY, WATER AND STORM LATERALS AND CHECK ALL UTILITY CROSSINGS FOR CONFLICTS.

UTILITY PIPE SPECIFICATIONS:

- SANITARY LATERAL SHALL BE SCHEDULE 40 PVC
- WATER LATERAL SHALL BE DRIIS PVC
- STORM LATERAL SHALL BE SCHEDULE 40 PVC
- STORM SEWER SHALL BE SDR 35 PVC

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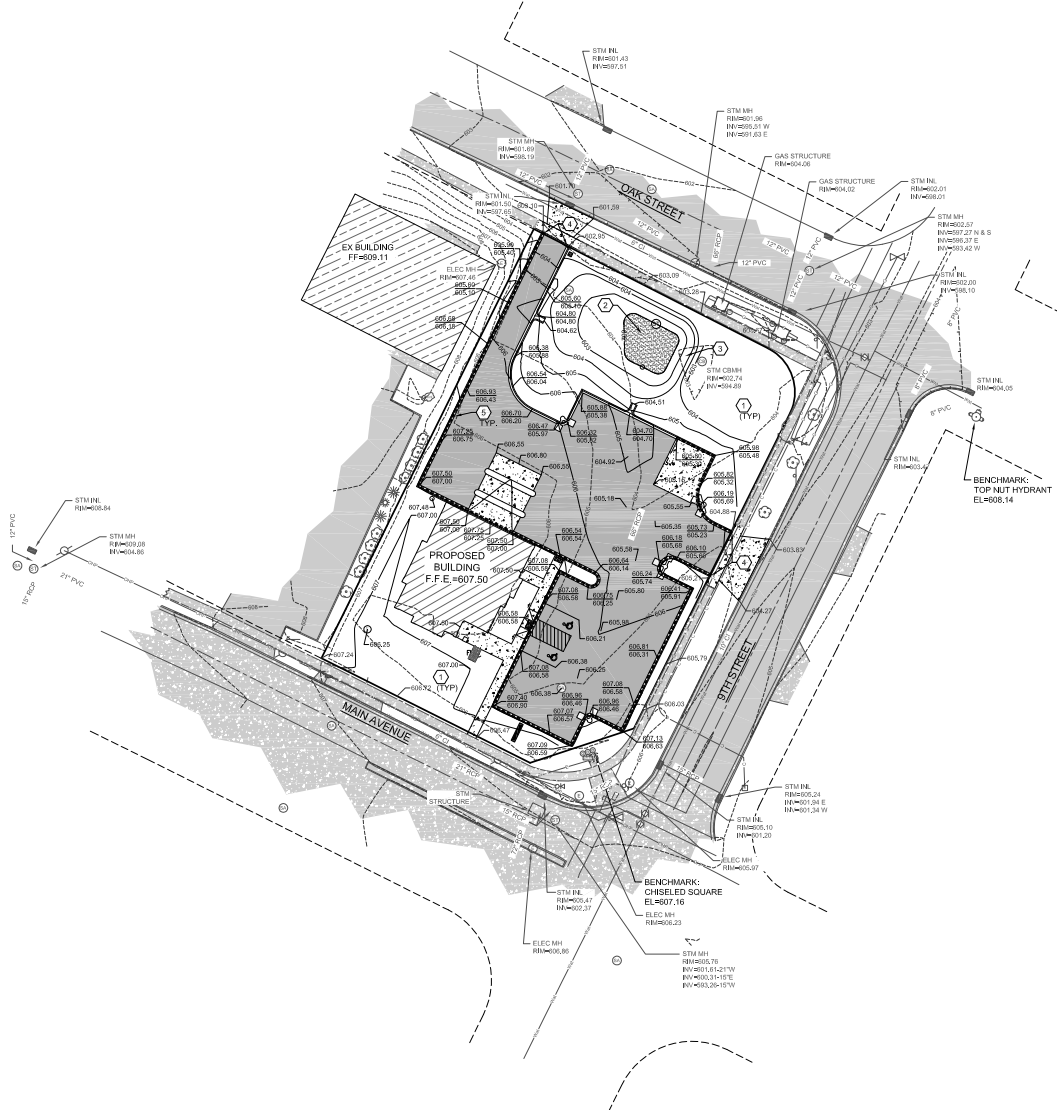
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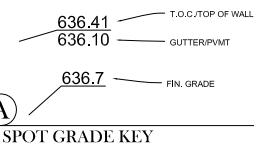
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Project Number: 6725-01-14 Drawing Number: 929



SHEET KEY NOTES:

- ① SPOT GRADE, SEE DETAIL A THIS SHEET
- ② BIOFILTER: 600 SQUARE FEET OF FILTER AREA, SEE DETAILS E AND F SHEET C5.1
- ③ EMERGENCY OVERFLOW AREA, SEE DETAIL G SHEET C5.1
- ④ CURB END TRANSITION, SEE DETAIL H SHEET C6.0
- ⑤ REVERSE PAN CURB, SEE DETAIL D SHEET C6.0



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EROSION CONTROL PLAN



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SHEET KEY NOTES:

1. EROSION CONTROL MAT, SEE DETAIL A SHEET C5.1
2. MEDIUM RIP RAP (18 INCHES THICK) OVER TYPE R FILTER FABRIC
3. STONE TRACKING PAD, SEE DETAIL B SHEET C5.1
4. SILT FENCE, SEE DETAIL C SHEET C5.1
5. INLET PROTECTION, SEE DETAIL D SHEET C5.1

PLANNED EROSION CONTROL PRACTICES:

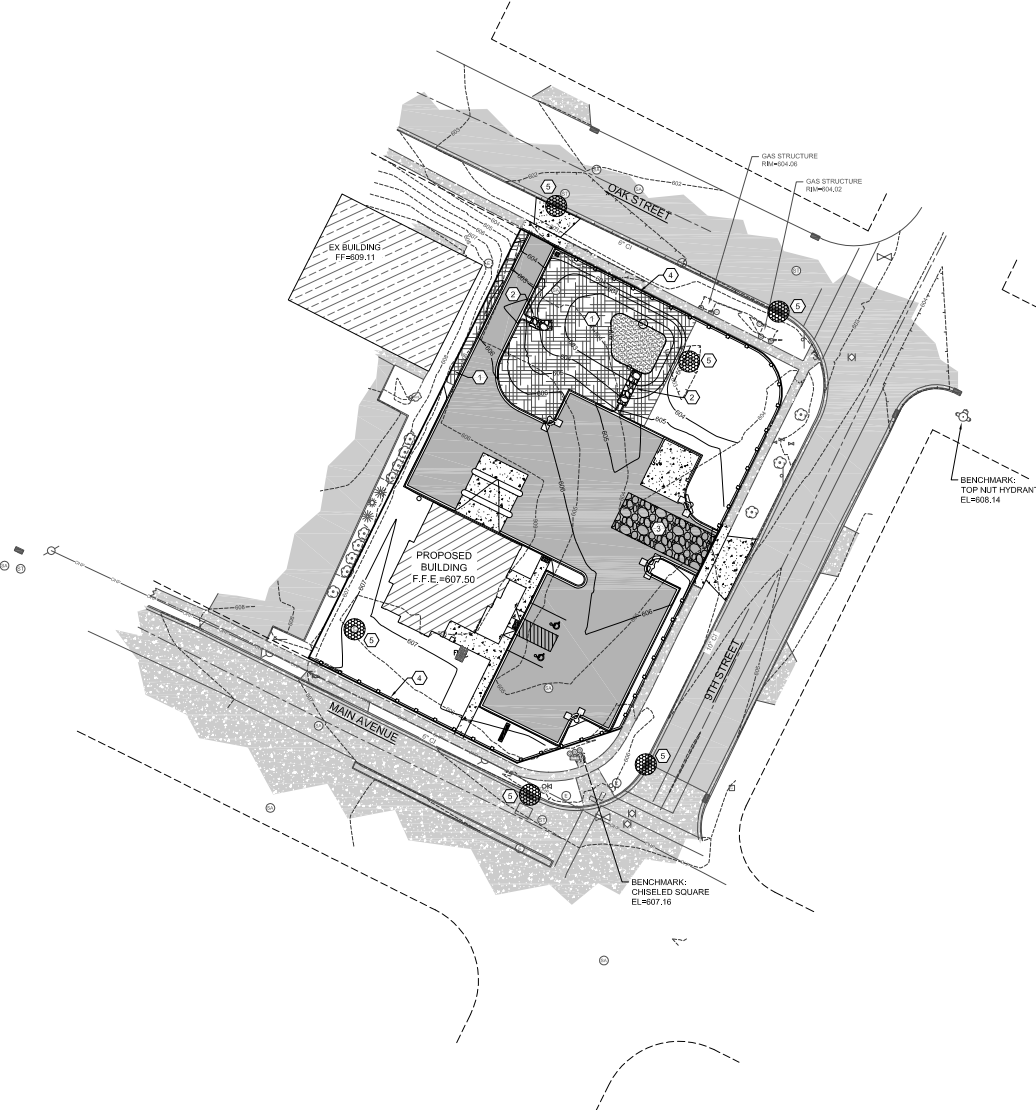
1. **SILT FENCE** (TECH. STANDARD 1050)
SILT FENCING WILL BE REQUIRED DOWNSLOPE OF ALL DISTURBED AREAS, INCLUDING ANY DISTURBED AREAS OF THE INDIVIDUAL LOTS, AND WHERE NOTED ON THE SITE PLAN. IF THE SILT FENCE IS LOCATED IN A CHANNELIZED AREA, TWO CONSECUTIVE SILT FENCES WILL BE INSTALLED, OR ONE STRAW BALE FENCE WILL BE INSTALLED.
2. **INLET PROTECTION** (TECH. STANDARD 1050)
INLET PROTECTION SHALL BE INSTALLED AT ALL EXISTING AND PROPOSED STORM DRAIN INLETS ON THE PROJECT SITE AND IMMEDIATELY DOWN STREAM FROM ANY DISTURBED AREAS.
3. **DUST CONTROL** (TECH. STANDARD 1050)
DUST CONTROL SHALL BE IMPLEMENTED IN ACCORDANCE WITH THE ABOVE MENTIONED TECHNICAL STANDARD. WHERE POSSIBLE DUST CONTROL SHALL BE WISDOT TYPE B SOIL STABILIZER OR TEMPORARY SEED.
4. **STOCKPILE TOPSOIL/TEMPORARY FILL PILES**
SILT FENCING OR STRAW BALE FENCING WILL BE REQUIRED AROUND ALL STOCKPILED TOPSOIL OR TEMPORARY FILL PILES. SOIL PILES OF MORE THAN 10 CUBIC YARDS THAT WILL BE IN EXISTENCE FOR MORE THAN 30 DAYS SHALL BE SEEDING AND/OR MULCHED TO PROVIDE VEGETATIVE COVER AND SHALL USE SILT FENCING OR STRAW BALES FENCING UNTIL THE VEGETATION IS ESTABLISHED.
5. **TEMPORARY CONSTRUCTION ENTRANCE** (TECH. STANDARD 1050)
A NEW GRAVEL CONSTRUCTION ENTRANCE WILL BE INSTALLED AT ALL CONSTRUCTION ACCESS POINTS TO PREVENT SEDIMENT FROM TRACKING ONTO THE ROADWAYS.
6. **EROSION CONTROL MATS** (TECH. STANDARD 1050)
EROSION CONTROL MATS WILL BE INSTALLED IN AREAS AS SHOWN ON THE SITE PLAN, AND IN ALL OTHER AREAS WHERE EXCESSIVE EROSION IS TAKING PLACE. INSTALLATION WILL FOLLOW MANUFACTURERS RECOMMENDATIONS FOR PLACEMENT AND STAPLING.

MAINTENANCE PLAN:

1. ALL EROSION CONTROL AND STORM WATER MANAGEMENT PRACTICES WILL BE CHECKED FOR STABILITY AND OPERATION EVERY 7 DAYS AND WITHIN 24 HOURS OF A STORM PRODUCING AT LEAST 0.5 INCHES OF RAINFALL. ANY NEEDED REPAIRS WILL BE MADE IMMEDIATELY TO MAINTAIN ALL PRACTICES AS DESIGNED. ALSO ANY SEDIMENT THAT HAS BEEN DEPOSITED OFF-SITE FROM THIS CONSTRUCTION PROJECT SHALL BE CLEANED UP IMMEDIATELY.
2. REMOVE SEDIMENT FROM BEHIND ANY SILT FENCE WHEN IT HAS ACCUMULATED TO A DEPTH OF 3 FENCE HEIGHT OR MORE. WHEN THE FENCE CAN NO LONGER FILTER WATER OR TRAP SEDIMENT, REPAIR THE SILT FENCE TO PROVIDE AN EFFECTIVE BARRIER.
3. ALL SEEDING AREAS, INCLUDING THE GRASS LINED CHANNELS, WILL BE RESEEDING AND MULCHED AS NECESSARY TO MAINTAIN A VIGOROUS DENSE VEGETATIVE COVER.
4. ANY UNPROTECTED DRAINAGE DITCHES EXPERIENCING EXCESSIVE EROSION AND CHANNEL DEGRADATION DUE TO HIGH RUNOFF VOLUMES WILL BE REGRADED AND COVERED WITH A BIODEGRADABLE EROSION CONTROL MAT. INSTALLATION WILL FOLLOW MANUFACTURERS RECOMMENDATIONS.
5. REMOVE SILT FENCE AND TEMPORARY STRUCTURES AFTER FINAL STABILIZATION AND VEGETATIVE COVER IS ESTABLISHED.
6. SEDIMENT THAT HAS MIGRATED OFF SITE ONTO ADJACENT PROPERTIES SHALL BE SWEEPED OFF PAVEMENTS AND REMOVED FROM VEGETATED AREAS DAILY.
7. COPIES OF THE EROSION & SEDIMENT CONTROL PLAN SHALL BE KEPT ON SITE.
8. MAINTAIN EROSION AND SEDIMENT CONTROL PER THE PLAN AND AS NECESSARY TO MEET THE REQUIREMENTS OF THE ORDINANCE, UNTIL THE SITE HAS UNDERGONE FINAL STABILIZATION AND RECEIVED FINAL ACCEPTANCE FROM THE MUNICIPALITY.
9. AN EROSION AND SEDIMENT CONTROL PRACTICE INSPECTION LOG SHALL BE MAINTAINED. LOG SHALL NOTE THE TIME, DATE, AND LOCATION OF INSPECTION, THE PHASE OF CONSTRUCTION AT THE SITE, PERSON DOING THE INSPECTION, ASSESSMENT OF CONTROL PRACTICES, AND DESCRIPTION OF EROSION AND SEDIMENT CONTROL MEASURES OR MAINTENANCE DONE IN RESPONSE TO INSPECTION.

CONSTRUCTION NOTES:

1. TOPSOIL TO BE REMOVED FROM THE PROJECT SITE PRIOR TO PLACEMENT OF FILL OR SUBGRADE MATERIAL. EXCESS TOPSOIL TO BE STOCKPILED ON THE SITE AS INDICATED.
2. ALL EXCAVATED AREAS NOT RECEIVING PAVEMENT TO BE COVERED WITH A MINIMUM OF 8" OF TOPSOIL, SEEDING AND MULCHED AS SOON AS FINAL GRADE HAS BEEN ACHIEVED. SEEDING SHALL BE IN ACCORDANCE WITH WYOM. TECH. STANDARD (1050).
3. EROSION CONTROL METHODS SHALL BE IMPLEMENTED, AS DIRECTED BY THE ENGINEER, PRIOR TO AND DURING CONSTRUCTION, TO CONTROL WATER POLLUTION, EROSION AND SILTATION, INCLUDING, BUT NOT LIMITED TO HAY BALE Dikes AND SILT FENCES. ALL EROSION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED IN ACCORDANCE WITH THE WYOM. TECHNICAL STANDARDS.
4. CONTRACTOR IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.
5. CONTRACTOR IS RESPONSIBLE FOR CONTACTING DIGGERS HOTLINE FOR THE LOCATION OF THE UTILITIES.
6. SITE DEWATERING IS NOT ANTICIPATED. HOWEVER SHOULD DEWATERING BE NECESSARY, IT SHALL BE PERFORMED IN ACCORDANCE WITH WYOM. TECHNICAL STANDARD (1051).
7. THE CONTRACTOR SHALL DISPOSE OF ALL WASTE AND EXCESS MATERIAL AT AN APPROVED LOCATION.



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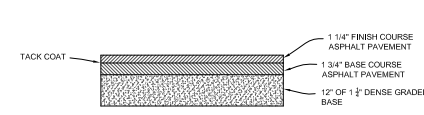
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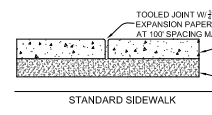
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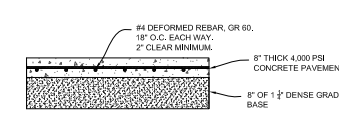
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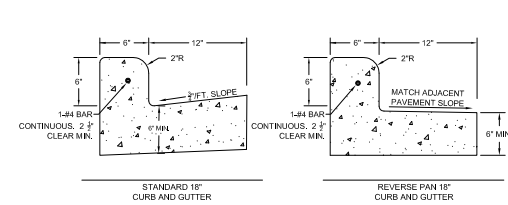
- NOTES:**
1. ASPHALT PAVEMENT CONSTRUCTION SHALL BE IN ACCORDANCE WITH WISCONSIN DOT FORM.
- A** ASPHALT PAVEMENT SECTION



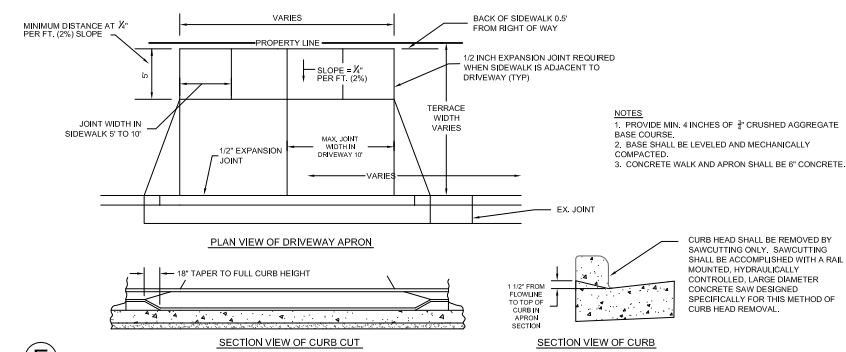
- NOTES:**
1. CONCRETE SHALL RECEIVE A BROOMED FINISH.
 2. JOINT SPACING SHALL BE 5' OR WIDTH OF SIDEWALK, WHICHEVER IS GREATER, (10' MAX).
 3. SIDEWALK WIDTH VARIES.
- B** CONCRETE SIDEWALK



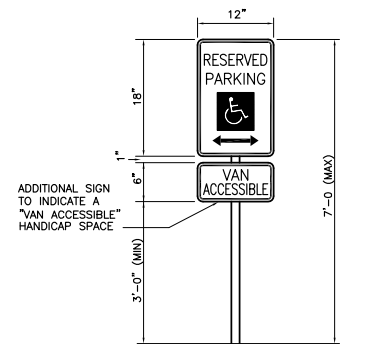
- NOTES:**
1. CONCRETE PAVEMENT CONSTRUCTION SHALL BE IN ACCORDANCE WITH WISCONSIN DOT FORM.
 2. CONCRETE SHALL RECEIVE A BROOMED FINISH.
- C** CONCRETE PAVEMENT/SLAB SECTION



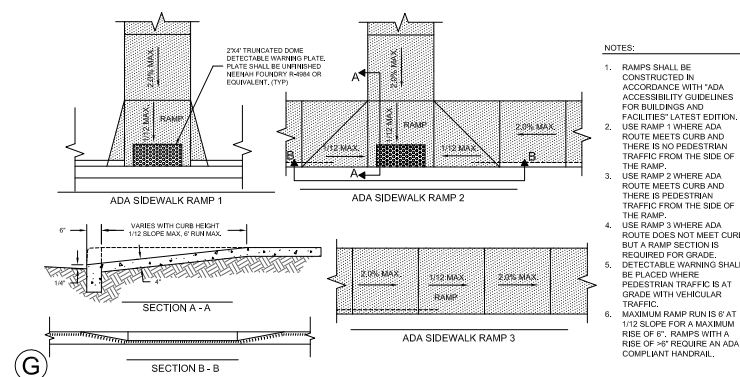
- NOTES:**
1. THE BOTTOM OF THE CURB AND GUTTER MAY EITHER BE LEVEL OR PARALLEL TO THE SLOPE OF THE SUBGRADE.
 2. LOCATION OF STANDARD AND REVERSE PAN CURB AND GUTTER IS INDICATED ON THE DRAWINGS.
 3. CURB SHALL BE PLACED ON A MINIMUM OF 6\"/>
- D** 18\"/>



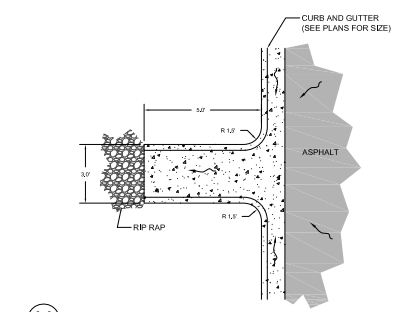
E CONCRETE DRIVEWAY APRON



F HANDICAP SIGN



G ADA SIDEWALK RAMPS



H CURB & GUTTER WITH FLUME

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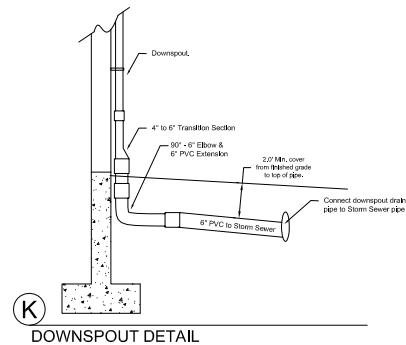
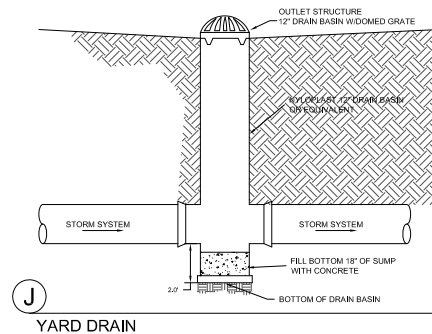
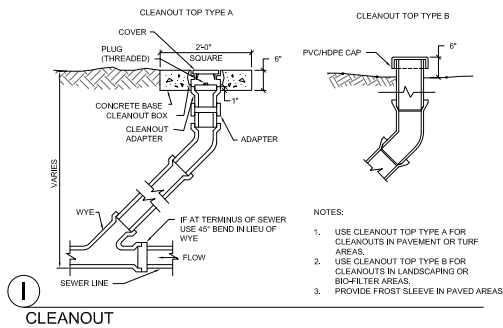
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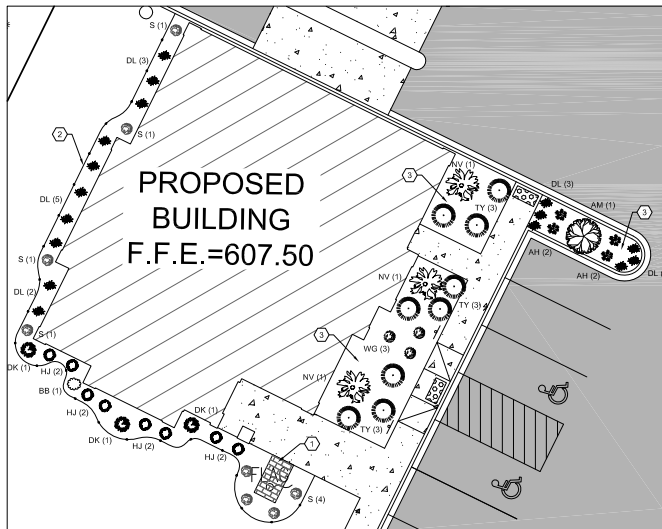
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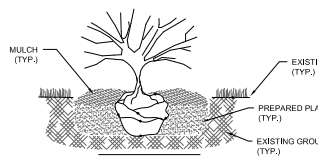
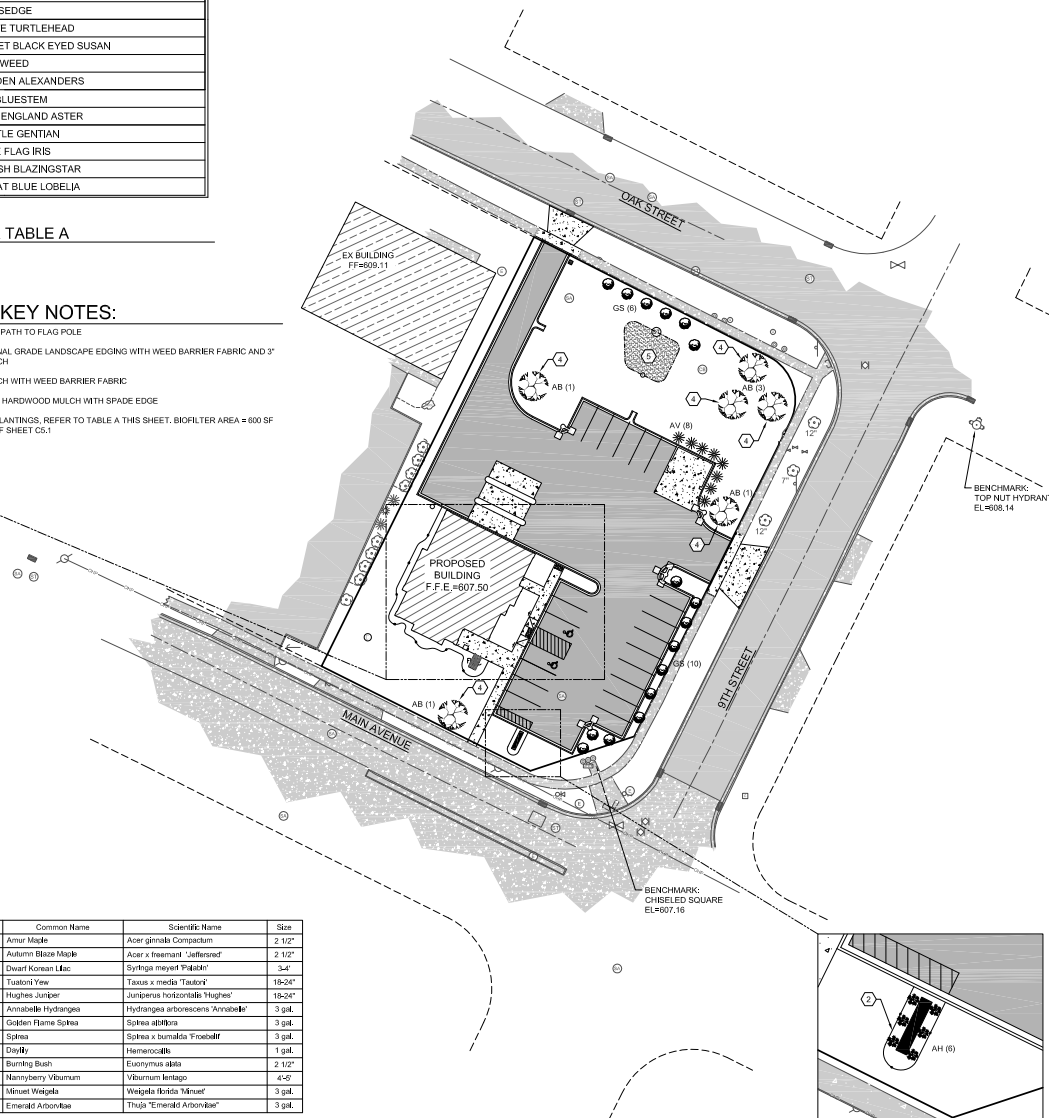
BIOFILTER PLANT SCHEDULE

Quantity	Common Name
6	FOX SEDGE
6	WHITE TURTLEHEAD
6	SWEET BLACK EYED SUSAN
6	IRONWEED
6	GOLDEN ALEXANDERS
6	BIG BLUESTEM
6	NEW ENGLAND ASTER
6	BOTTLE GENTIAN
6	BLUE FLAG IRIS
6	MARSH BLAZINGSTAR
6	GREAT BLUE LOBELIA

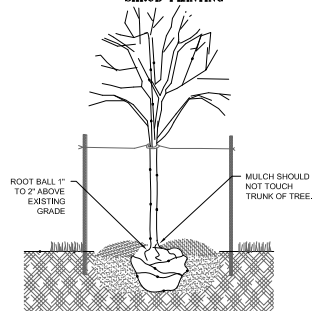
BIOFILTER TABLE A

SHEET KEY NOTES:

- FLAGSTONE PATH TO FLAG POLE
- PROFESSIONAL GRADE LANDSCAPE EDGING WITH WEED BARRIER FABRIC AND 3" STONE MULCH
- STONE MULCH WITH WEED BARRIER FABRIC
- 6" DIAMETER HARDWOOD MULCH WITH SHADE EDGE
- BIOFILTER PLANTINGS, REFER TO TABLE A THIS SHEET. BIOFILTER AREA = 600 SF SEE DETAIL F SHEET C0.1



SHRUB PLANTING



TREE PLANTING

PLANTING NOTES:

- PLANTING HOLE SHALL BE A MINIMUM OF TWO TIMES THE DIAMETER OF THE ROOT BALL AND EQUAL TO THE DEPTH OF THE ROOT BALL.
- EXCAVATED SOIL FROM PLANTING HOLE SHALL BE MIXED WITH 1 PART POTTING SOIL TO 2 PARTS EXCAVATED SOIL.
- PLANT SO THAT THE ROOT COLLAR WILL BE 1" TO 2" ABOVE EXISTING GRADE.
- IF BALLED AND BURLAPED, PLACE PLANT IN HOLE, CUT THE BURLAP TWINE, AND PEEL BACK THE TOP TWO THIRDS OF BURLAP. IF POTTED REMOVE POT, AND PLACE PLANT INTO HOLE.
- BACKFILL HOLE WITH PREPARED SOIL, AND MOUND SOIL 2" TO 3" HIGH IN A RING AT THE PERIMETER OF THE EXCAVATED HOLE. WATER AND SMOOTH RING PRIOR TO MULCHING.
- MULCH WITH 3" OF SHREDDED HARDWOOD MULCH OR LANDSCAPE STONE (RIVER ROCK, NOT CRUSHED STONE).
- IF STAKING IS REQUIRED FOR TREES TWO STAKES SHALL BE USED ONE ON THE PREVIOUS WIND SIDE OF THE TREE, AND THE OTHER STAKE ON THE OPPOSITE SIDE. STAKES SHALL BE FASTENED TO THE TREE USING RUBBER TUBING, OR NYLON STRAPPING.

Symbol	Common Name	Scientific Name	Size
AM	Amor Maple	Acer glabrate Compactum	2 1/2"
AB	Autumn Blaze Maple	Acer x 'freedom' 'Jefferson'	2 1/2"
DK	Dwarf Korean Lilac	Syringa meyeri 'Palibin'	3-4'
TY	Tussock Yew	Taxus x media 'Tussock'	18-24"
HJ	Hughes Juniper	Juniperus horizontalis 'Hughes'	18-24"
AH	Annabelle Hydrangea	Hydrangea arborescens 'Annabelle'	3 gal.
GS	Golden Flame Spirea	Spiraea alba	3 gal.
S	Spirea	Spiraea x bumalda 'Vividair'	3 gal.
DL	Daylily	Heimerocallis	1 gal.
BB	Burning Bush	Euonymus alata	2 1/2"
NV	Nannyberry Viburnum	Viburnum lentago	4-6"
WG	Minuet Weigela	Weigela florida 'Minuet'	3 gal.
AV	Emerald Arborvitae	Thuja 'Emerald Arborvitae'	3 gal.

PLANT TABLE B

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PRELIMINARY - NOT FOR CONSTRUCTION

REVISIONS		
1	4.21.2014	AUS

PROJECT MANAGER: J. ELRICK

DESIGNER: S. KLESSIG

DRAWN BY: KRW

EXPEDITOR:

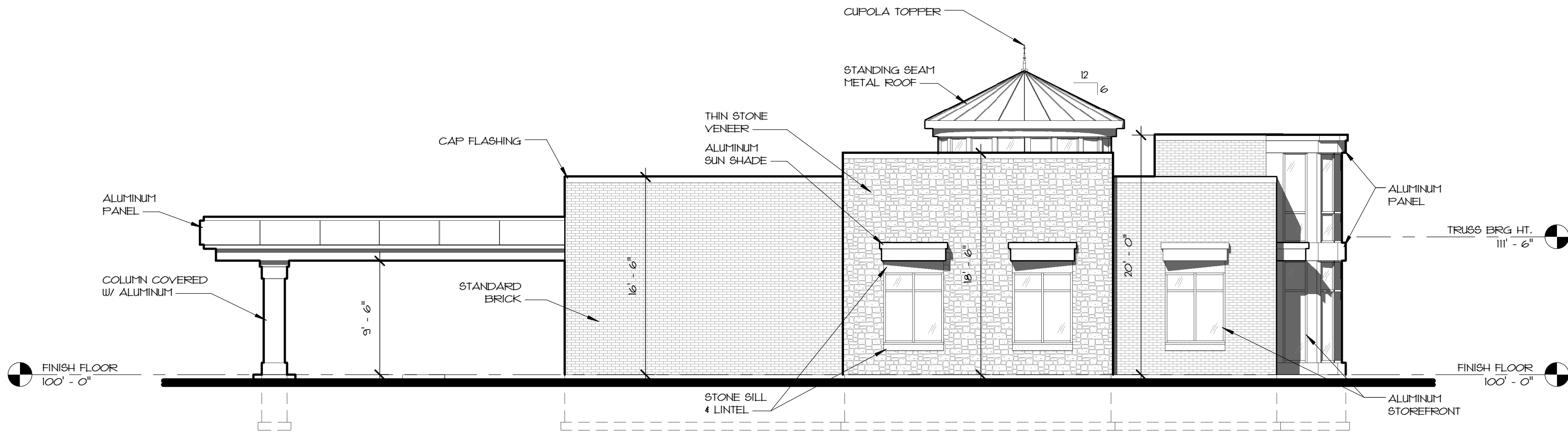
SUPERVISOR:

PRELIMINARY NO: P14060

CONTRACT NO:

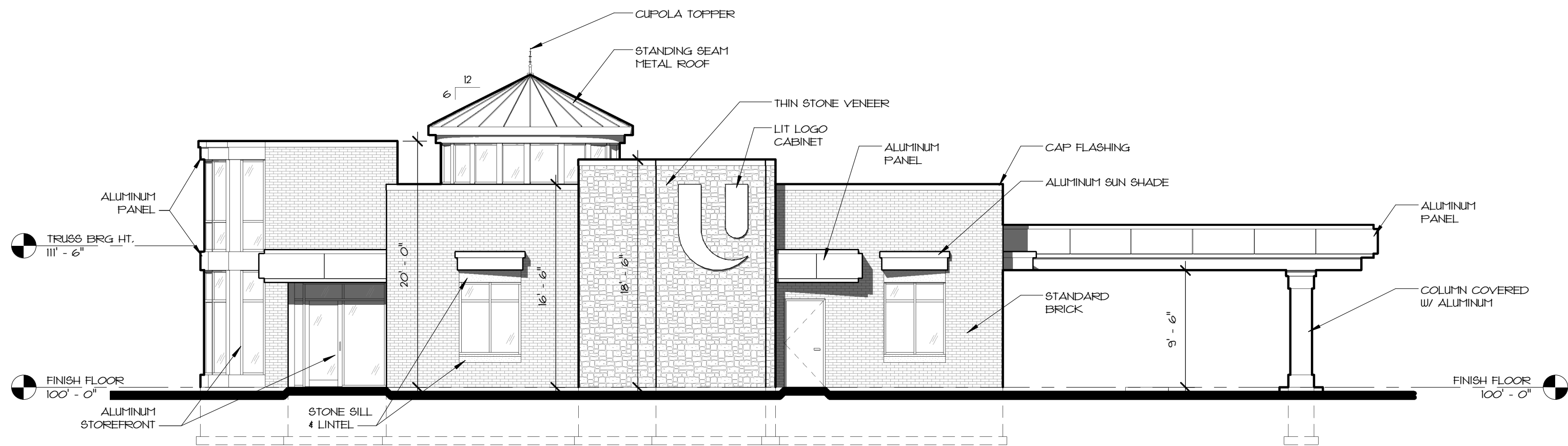
DATE: 4.17.2014

SHEET: A2.0



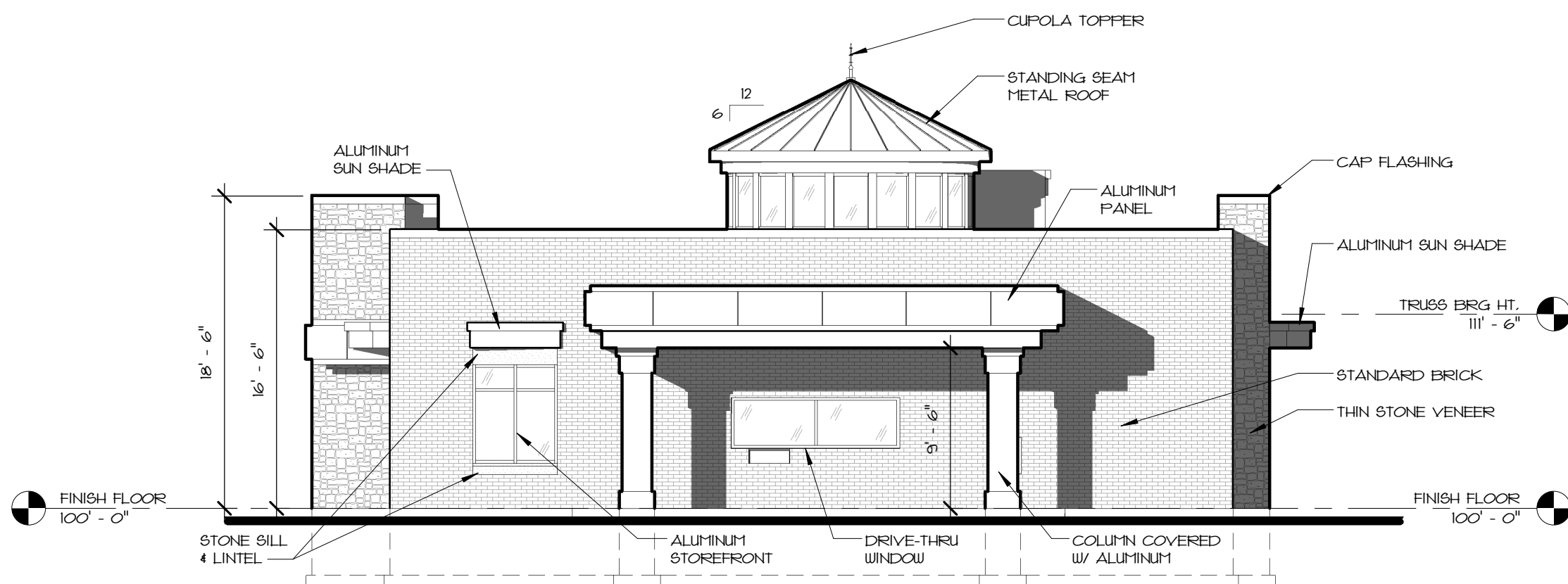
WEST ELEVATION

1/8" = 1'-0"



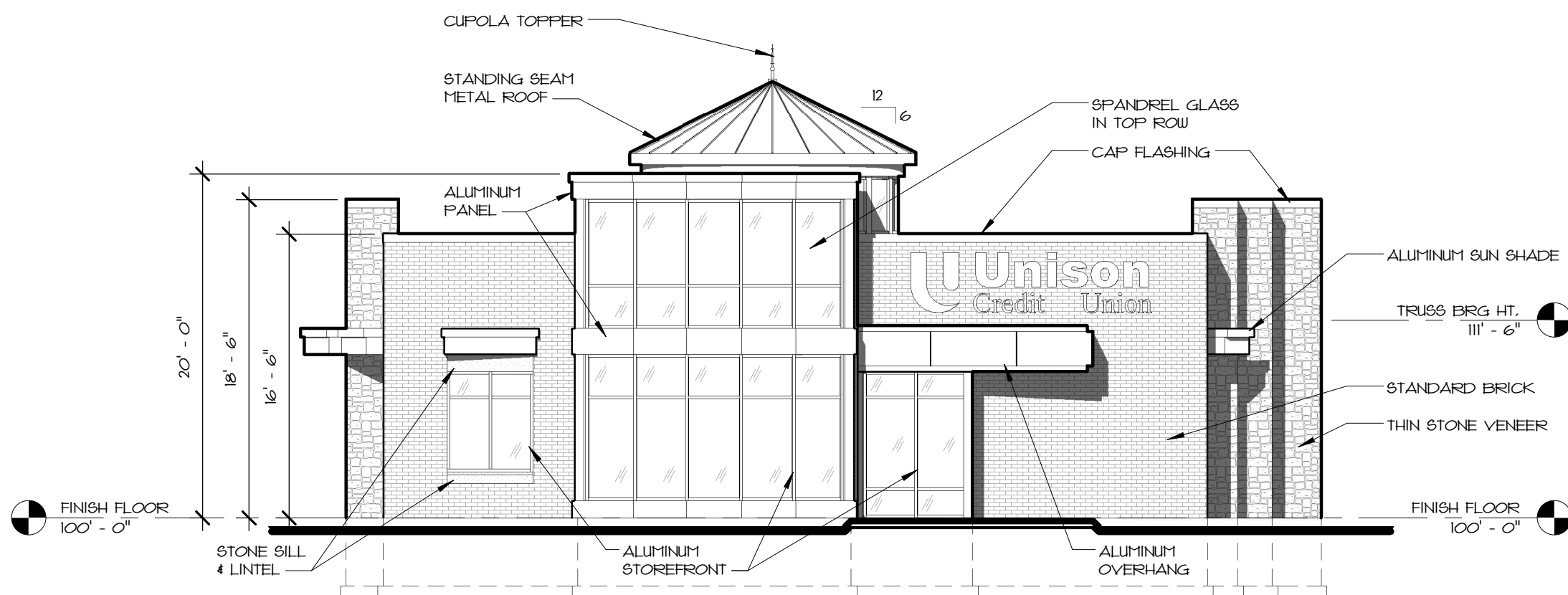
EAST ELEVATION

1/8" = 1'-0"



NORTH ELEVATION

1/8" = 1'-0"



SOUTH ELEVATION

1/8" = 1'-0"



City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: May 6, 2014

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Resolution #14-40, Disallowance of Claim (Keith Davis).

ATTACHMENTS:

- Reso14-40 (DOCX)
- Davis Claim (PDF)

RESOLUTION #14-40
DISALLOWANCE OF CLAIM
(Keith Davis)

WHEREAS, a Notice of Claim and Claim was filed with the City by Keith Davis (“Claimant”), 714 Jordan Road, De Pere, WI 54115, in February 2014; and

WHEREAS such Notice and Claim alleges that on August 25, 2011, the Claimant incurred expenses for replacement of his water lateral from his property line to the exterior of his house as a result of a malfunction of the City water curb stop box; and

WHEREAS, the cost of the water lateral replacement was \$1,565.06; and

WHEREAS, while the curb stop box malfunction noticed on August 25, 2011 did not damage or otherwise require replacement of Claimant’s lateral, it was recommend by City Water Department employees that he do so to prevent subsequent leakage; and

WHEREAS, Claimant contracted with De Keyser Construction for the lateral work on his property while City contracted with De Keyser for the curb stop box and sidewalk repair work; and

WHEREAS, Wis. Stats. §893.80(1)(a) requires that claimants provide notice to the City of their claim within 180 days of the happening of the event giving rise to the claim; and

WHEREAS, Claimant failed to provide notice within said 180 days and in fact, provided notice of his claim to City almost 2 ½ years after the event giving rise to the claim; and

WHEREAS, this matter has been reviewed by the City’s liability insurance carrier which has determined that there is no evidence the City was negligent in this matter.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The claim submitted by Keith Davis be, and the same is hereby denied, and that no action on this claim may be brought against the City of De Pere, or any of its officers, officials, agents or employees after six months from the date of service of this notice.

BE IT FURTHER RESOLVED THAT:

A copy of this resolution be forwarded to the claimant Keith Davis, as a Notice of Disallowance.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 6th day of May,
2014.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes:_____

Nays:_____

Attachment: Reso14-40 (2111 : Resolution #14-40, Claim Disallowance - Davis)

BI AL MIDWEST
WAUSAU BUSINESS INSURANCE COMPANY
PO BOX 7214
LONDON KY 40742-7214



Telephone: (800) 537-2350
Fax: (888) 325-8127

April 7, 2014

Keith Davis
714 Jordan St
De Pere WI 54115

Claimant: Keith Davis
Claim Number: P 346-051314-01
Customer: City Of DE Pere
Date of Loss: 08/25/2011

Dear Keith Davis:

After consideration of your claim, I have concluded that our insured is not responsible for this accident. We are denying your claim based on no legal liability and discretionary immunity.

Unless there are additional facts that you would like to submit for my further review, I am closing my file.

I understand you will be disappointed by this decision. However, our obligation as an insurer is to pay only those claims for which our insured(s) are legally responsible.

Please feel free to contact me if you have any questions. You can reach me at extension 35603.

Sincerely,

BRANDON WHITESIDE
CLAIMS SPECIALIST II

Vicki Scray

From: Scott Thoresen
Sent: Monday, February 24, 2014 3:19 PM
To: Vicki Scray
Cc: Shana Defnet; Dan Carpenter; Judy Schmidt-Lehman
Subject: 714 Jordan Road Claim
Attachments: 20140224145939943.pdf

Good Afternoon Vicki:

I spoke to Keith Davis just now regarding the attached request. I told Mr. Davis we are not responsible for the water service after the curb box and I told him it appears the invoice he submitted to me was for a new lateral. I told him to file a claim in your office.

Dan Carpenter worked with this property owner in 2011 when we had an issue with the curb box.

Have a great day!

Scott

Keith and Mary Davis

714 Jordan Rd

De Pere, WI 54115

920-660-0093

De Pere Water Department

335 S Broadway St

De Pere, WI 54115

Dear DePere Water Department,

Enclosed you will find a bill from DeKeyser Construction that we would like to be reimbursed for. Also, enclosed is a letter from our insurance company, Pekin Insurance, showing that it had been determined that this was your responsibility.

It is our understanding that the work needed to be done due to a break in the water pipe at the street. The total amount we paid to DeKeyser Construction was \$1565.05 and would like you to directly reimburse us as soon as possible.

Thank you for your prompt reply,

Keith and Mary Davis

Branden James/ Pekin Insurance
P O Box 7695
Appleton, WI 54912
1-800-236-4748 ext. 3456

Subject: Damage to 714 Jordan Rd, De Pere, WI
Date: April 7, 2014

Dear Branden James,

On August 25, 2011, we had a construction company at our home along with the DePere Water Department due to a large pooling of water on our front patio.

The water department tested for a leak at the road first and it was discovered a problem did exist there. Because there was pooling of water up by the patio, a decision was made by both the city of DePere and the construction company that they would begin digging at the patio. This decision turned out to be wrong. Digging by the road did show caving from the water leak and it seemed very clear the problem was there. The water main at the road had burst. After the fix, the construction company tested the water pressure from the home to the main and stated it was within tolerance.

The gentleman from the water department told us that the destruction of the patio would not be their responsibility. The water department did pay the expenses to repair the damage at the road.

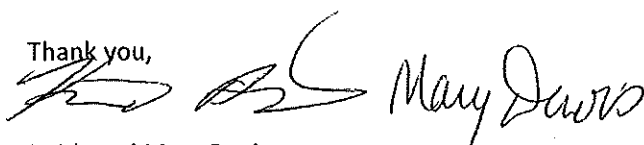
When we went to our insurance company, Pekin Insurance, a representative there incorrectly told us our coverage only extended from the home and did not cover anything outside the home. We since have learned our coverage did extend to the affected area. We had already paid the expenses for the digging of the patio prior to that knowledge.

You had previously sent us a letter saying that the DePere Water Department is responsible. We have since talked to Liberty Mutual on April 7, 2014. They are the insurance company for the water department and they claim they are only responsible if they were negligent. They contend they were not negligent. The representative from Liberty Mutual is Branden Whiteside. Our case number with Liberty Mutual is P346051314. He can be reached at 1-414-290-4503.

Please note that your letter, Branden, denying this claim is enclosed.

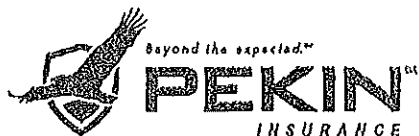
Enclosed also is the actual bill for this claim that we are demanding reimbursement for. It had been paid by us previously to the construction company. This should have been paid and not denied at the time we originally notified you. We expect that you will clear up this matter in a timely manner.

Thank you,



Keith and Mary Davis

CC: DePere Water Department/Branden Whiteside, Liberty Mutual



2505 Court Street • Pekin, Illinois 61558
(309) 346-1161 • www.peakinsurance.com

February 20, 2014

KEITH DAVIS
714 JORDAN ROAD
DE PERE, WI 54115-3239

Claim Number - R2-X31-328
Date of Loss - 08/25/2011

Sarah Teske from the Spectrum Insurance Group has requested a written summary of this claim for your records. After reviewing this file and the previous claims adjuster's notes it was found the damage to the pipe underground was not caused by freezing. According to his notes the City of De Pere was responsible for the loss and as such there was no claim for consideration and the file was closed accordingly on 09/21/2011.

Should you have any questions regarding this matter, please feel free to contact me.

Branden James

Branden James - Claims Adjuster
bj



522 Clement Street
Green Bay, WI 54302

Voice: 920-468-1073
Fax: 920-468-4889
E-Mail: dekeyserconst@new.rr.com

INVOICE

Invoice Number: 1100-103
Invoice Date: Sep 15, 2011
Page: 1

Bill To:

Keith Davis
714 Jordan St
De Pere, WI 54115

Ship To:

Keith Davis
714 Jordan St
De Pere, WI 54115

Customer ID	Customer Ref	Payment Terms
DAVIS KEITH		Net 30 Days
		Date of Service
		9/8/11
		Due Date
		10/15/11

Quantity	Item	Unit Price	Amount
	Pull Water Service @ 714 Jordan St		
4.50	Hrs Operator	66.00	297.00
4.50	Hrs Pipelayer	57.00	256.50
4.50	Hrs Laborer	55.00	247.50
4.00	Hrs 40 John Deere Excavator	45.00	180.00
2.00	Hrs Peterbuilt Dump Truck	40.00	80.00
2.00	Hrs Sterling Dump Truck	30.00	60.00
1.00	Service Van	60.00	60.00
1.00	2" Pump	9.00	9.00
1.00	Cut Off Saw	12.00	12.00
3.00	Traffic Control Signs	4.00	12.00
1.00	Pull Water Service	150.00	150.00
70.00	Ft 1" Poly w/ Tracer Wire	0.94	65.80
2.00	3/4" to 1" Compression Unions	15.82	31.64
2.00	1" SS Inserts	1.58	3.16
1.00	3/4" SS Insert	1.46	1.46
2.00	Dump Charge	15.00	30.00
6.00	Yds 3/4" Crushed Stone	11.50	69.00

Subtotal	1,565.06
Sales Tax	
Total Invoice Amount	1,565.06
Payment/Credit Applied	

Check/Credit Memo No:

Total	1,565.06
-------	----------

A FINANCE CHARGE OF 1 1/2% PER MONTH CHARGED ON ALL PAST DUE ACCOUNTS.

DE KEYSER
CONSTRUCTION522 Clement Street
Green Bay, WI 54302Voice: 920-468-1073
Fax: 920-468-4889
E-Mail: dekeyserconst@new.rr.com**INVOICE**Invoice Number: 1100-102
Invoice Date: Sep 15, 2011
Page: 1

Bill To:

City of De Pere
Attn: Bill DeCleene
335 S. Broadway Street
De Pere, WI 54115

Ship to:

COPY

City Invoice for
City work on
Curb Stop Box
-Pd by City

Customer ID	Customer PO	Payment Terms	
CITY OF DE PERE		Net 30 Days	
		Date of Service	Due Date
		9/8/11	10/15/11

Quantity	Item	Description	Unit Price	Amount
		Replace Curb Stop @ 714 Jordan St.		
3.00		Hrs Operator	66.00	198.00
3.00		Hrs Pipelayer	57.00	171.00
3.00		Hrs Laborer	55.00	165.00
3.00		Hrs 50 John Deere Excavator	45.00	135.00
1.00		Hrs Peterbuilt Dump Truck	40.00	40.00
1.00		Hrs Sterling Dump Truck	30.00	30.00
1.00		Service Van	60.00	60.00
1.00		Cut Off Saw	12.00	12.00
3.00		Traffic Control Signs	4.00	12.00
Subtotal				823.00
Sales Tax				
Total Invoice Amount				823.00
Payment/Credit Applied				
TOTAL				823.00

Check/Credit Memo No:

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: May 6, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Resolution #14-41, Authorizing Agreement for Consulting Services Between the City of De Pere and MSA Professional Services, Inc. (Aquatic Facility Evaluation).

Park Board Recommendation:

The Board of Park Commissioners is recommending accepting the quote from MSA Professional Services to conduct the Aquatic Facility Evaluation of VFW and Legion Pools. The analysis of the pool facilities is being proposed to get a better understanding of our long term condition and needed maintenance of our pool facilities.

Summary:

The current budget for the project is \$7500. MSA Professional Services quote was the lowest of two quotes received, and was \$2350 over budget. The Board of Park Commissioners is still recommending accepting the quote from MSA Professional Services, and is recommending to reallocate \$2350 from the Pool Maintenance project to accommodate the analysis. The Pool Renovation project was estimated to be \$24,500. If approved, the Pool Maintenance project will only allow for \$22,150 to be spent.

A summary of quotes is as follows:

MSA Professional Services, Inc. (\$9850)

Raymaker & Associates, Inc. (\$19,700)

The analysis of our pool facilities will include an evaluation and condition report on:

buildings, pools and amenities

electrical system

plumbing system

heating system

mechanical system

Water treatment system

ATTACHMENTS:

- Reso14-41 (DOCX)
- MSA (Aquatic facility eval) 4-14-151-002-14 (DOCX)
- REQUEST FOR PROPOSALS 2014-Maintenance Proposal (PDF)
- Exhibit B - MSA Proposal (PDF)
- Ramker Quote(PDF)

RESOLUTION #14-41

AUTHORIZING AGREEMENT FOR CONSULTING SERVICES BETWEEN
THE CITY OF DE PERE AND MSA PROFESSIONAL SERVICES, INC.
(Aquatic Facility Evaluation)

WHEREAS, the City is in need of facility evaluation services for its two outdoor pools;
and

WHEREAS, MSA Professional Services, Inc. has available and offers to provide
personnel and equipment necessary to accomplish those services within the required time; and

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

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 MSA Professional Services, Inc. (Aquatic Facility Evaluation) as is attached hereto and incorporated herein by reference as Exhibit 1.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 6th day of May,
2014.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

Attachment: Reso14-41 (2091 : Resolution #14-41, Authorizing MSA Professional Services Agreement)

**AGREEMENT FOR CONSULTING SERVICES BETWEEN THE
CITY OF DE PERE AND MSA PROFESSIONAL SERVICES, INC.
(Aquatic Facility Evaluation)**

THIS AGREEMENT made and entered into this _____ day of _____, 2014, by and between the City of De Pere, Wisconsin, ("City"), and MSA Professional Services, Inc., a Wisconsin corporation ("Consultant").

WITNESSETH

WHEREAS, the City is in need of facility evaluation services for its two outdoor pools; and

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

NOW THEREFORE, City and Consultant agree as follows:

I. DESCRIPTION OF PROJECT

The project is as described in the January 2014 City Request for Proposals (Exhibit A) and Consultants Proposal thereto dated April 4, 2014 (Exhibit B), both of which are attached hereto and incorporated by reference. If a conflict exists between Exhibit A and Exhibit B, the terms of Exhibit A shall prevail. If there is a conflict between the terms and conditions of Exhibit A and this Agreement, the terms of this Agreement shall prevail. If, during the course of performing the work, City and Consultant agree that it is necessary to make changes in the project as described in the exhibits, such changes will be incorporated into this Agreement only by written amendment, signed by the parties.

II. SCOPE OF CONSULTING SERVICES

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

III. SCOPE OF CITY SERVICES

City shall provide the Consultant with information and items as described in Exhibit A.

IV. AUTHORIZATION, PROGRESS, AND COMPLETION

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

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

V. OWNERSHIP AND FORM OF DOCUMENTS

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

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

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

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

VI. CONFIDENTIALITY OF INFORMATION

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

VII. TIME FOR COMPLETION

The parties hereto agree that time is of the essence in completion of the project and that Consultant's work hereunder should be completed within 45 days of the issuance of the notice to proceed. 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 in an amount not to exceed \$9,850, payable in a lump sum at the conclusion of the project. Payment to the Consultant is due upon receipt of invoice by the City. If payment is not made within 30 days, interest on the unpaid balance will accrue beginning with the 31st day at the rate of 1.0 percent per month or the maximum interest rate permitted by law, whichever is less. Such interest will become due and payable at the time said overdue payment is made.

IX. RESPONSIBILITY OF CONSULTANT

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

X. NON-DISCRIMINATION

The Consultant agrees that, in performing under this Agreement with the City, it will not discriminate against any employee, applicant for employment or any other person or member of the public on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, use or non-use of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other basis provided under Wis. Stats. §111.321.

XI. INSURANCE

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

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000; with additional umbrella liability insurance coverage for a total of not less than \$2,000,000.
2. Automobile bodily injury and property damage liability insurance covering owned, nonowned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$600,000.

3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
4. Professional liability insurance covering damages resulting from errors and omissions of the Consultant. The limit of liability shall be \$1,000,000 or the total consultant's fee on the project, whichever is greater.

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

XII. ALLOCATION OF RISKS

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

To the fullest extent permitted by law, the City shall indemnify and hold harmless Consultant, the Consultant's officers, directors, partners, 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 engineers, architects, 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, directors, partners, 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.

XIII. SUBCONTRACTS

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

XIV. ASSIGNMENT

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

XV. INTEGRATION

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

XVI. JURISDICTION

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

XVII. SUSPENSION OF WORK

The City may suspend, in writing, all or a portion of the work under this Agreement in the event unforeseen 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 XVIII.

XVIII. TERMINATION OF WORK

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

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

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

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

XIX. MEDIATION

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

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

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

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

With a copy to:

City of De Pere
Attention: Recreation Supervisor
925 South Sixth Street
De Pere, WI 54115

If to Consultant:

MSA Professional Services, Inc.
 Attention: E. Carter Arndt
 1230 South Boulevard
 Baraboo, WI 53913

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

MSA PROFESSIONAL SERVICES, INC.
 By: _____

CITY OF DE PERE
 By: _____

Print Name: _____
 Title: _____

Michael J. Walsh, Mayor

Print Name: _____
 Title: _____

Shana L. Defnet, Clerk-Treasurer

H:\jdupont\Agreements\2014\MSA (Aquatic facility eval) 4-14-151-002-14.docx

REQUEST FOR PROPOSALS

FOR

Architectural / Engineering Services

AQUATIC FACILITY EVALUATION

City of De Pere, Wisconsin

City of De Pere
Parks, Recreation, and Forestry Department

January, 2014

Exhibit A

I. Introduction

This request for proposals from the City of De Pere (CITY) is for aquatic consultants to provide evaluation services for the City of De Pere's two outdoor pools.

II. Proposals

The proposal should provide sufficient detail to enable the selection committee to thoroughly evaluate and compare it with other proposals. It should include at least the following information and any other information you believe is pertinent to this project.

- A. Describe your intended relationship with City staff and the level of assistance anticipated for completion of the proposed necessary tasks.
- B. Provide a description of all additional subcontracts and associations with other firms you propose to utilize in the performance of this work. Explain fully the intended working relationships and responsibilities of each firm.
- C. Provide a cost estimate of professional fees for the undertaking of each task. The cost estimate should include direct labor costs, any mark-up for fringe benefits, overhead, profit, and other direct expenses such as transportation, housing, printing, and per diem.
- D. Provide a list of references of projects which you have conducted in other communities which are similar in scope. The dates during which the projects were conducted should be included, as well as the status of implementation of your recommendations for these projects.
- E. Provide 1-3 samples of comparable studies undertaken by the Project Manager you are proposing for this project. One copy of each will be sufficient. These will be returned to you at your request.
- F. Provide résumés of all professionals who will be actively working on this project. Résumés should list related project experiences and general project duties.

III. Consultant Selection

The selection committee will consider the following criteria in evaluation of the proposals.

- A. Past record of performance of the firm and project team on projects similar to this project, including the status of implementation of these projects.
- B. Quality of content of the written proposal.
- C. Specialized experience and technical competence of the firm and project team assigned including any subcontractors and associate firms as they relate to the specific needs of the project.
- D. Familiarity of the firm with the type of problems and potential alternatives applicable to this project.
- E. General understanding of, and agreement with, the firm's approach to the project including our confidence in the firm's ability to satisfactorily perform the work.
- F. Ability to complete the project within the necessary time frame.
- G. Cost.

Firms submitting proposals may be requested to make a presentation to the selection committee.

IV. Proposal Specifics

- A. The City of De Pere reserves the right to reject in whole or in part any and all Proposals, to waive any informalities, and to accept the Proposal determined to be in the best interest of the City of De Pere. This solicitation may also be canceled if determined to be in the best interest of the City of De Pere.
- B. Submit one copy of the proposal within a single sealed envelope or container. The lower left corner of the envelope should have the following notation: **"PROPOSAL FOR CITY OF DE PERE AQUATIC FACILITY EVALUATION"**.
- C. Proposals shall be received by **12:00 pm, Friday, April 4, 2014**, by:

City of De Pere
Parks, Recreation, and Forestry Department
925 S. Sixth St.
De Pere, WI 54115
- D. Questions may be directed to:
Stephanie Schlag, Parks and Recreation Supervisor
925 S. Sixth St.
De Pere, WI 54115
(920) 339-4066
- E. All project activity shall be completed within 45 days of issuance of the notice to proceed.

V. Required Qualifications

Architectural/engineering firm shall meet the following minimum requirements.

- A. Firm shall have a minimum of 5 years of experience in aquatic planning, design and evaluation within the scope of the evaluating team. The firm shall have a minimum of 5 completed outdoor aquatic facilities within the scope of the evaluating team.
- B. As part of the evaluating team, there shall be registered as an engineer or architect in Wisconsin and have a minimum of 5 years' experience in aquatic planning and design.
- C. Insurance.
The CONSULTANT shall not commence work under this contract until all insurance required under this paragraph is obtained, and such insurance has been approved by the City, nor shall the CONSULTANT allow any subcontractor to commence work on their subcontract until all similar insurance requirements have been obtained and approved.
 - 1. **Worker's Compensation Insurance.** The CONSULTANT shall obtain and maintain throughout the duration of this contract statutory Worker's Compensation Insurance for all of its employees employed at the site or while working on this project. In case any work is sublet, the CONSULTANT shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by the CONSULTANT.
 - 2. **General Liability, Professional Liability and Property Damage 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:

- Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000; with additional umbrella liability insurance coverage to a total of not less than \$2,000,000.
- 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 \$600,000.
- Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
- 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.

D. Proof of Insurance.

The CONSULTANT shall furnish the City of De Pere with a Certificate of Insurance countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the CONSULTANT meets the insurance requirements identified above. The Certificates of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days' prior written notice to the City of De Pere and shall name the City of De Pere as an additional insured under CONSULTANT'S general and professional liability policies for the specific contract or project covered. A copy of the Certificate of Insurance shall be delivered to the CITY 15 days prior to execution of the agreement for final approval.

E. Consultant Agreement

The City requires that the City's Consultant Agreement be used as the basis for the Agreement. Attached is a copy of the standard Agreement template. Please note that the final agreement between the selected CONSULTANT and the City may differ from the attached as required to conform with the scope of services required.

VI. Scope of Services

Evaluation of 2 Outdoor Pools

General: The CITY operates two outdoor swimming pools located in the City of De Pere. The pools are Legion and VFW Pools. Each facility includes a large main pool and a separate wading pool. The aquatic facilities were originally constructed in 1957 (VFW) and 1961 (Legion). The pools were then reconstructed in 1986 (Legion) and 1987 (VFW). New heating systems in were added in 2011 (VFW) and 2012 (Legion).

The CONSULTANT shall provide the following minimum services under Part 1:

- A. Coordinate "Kick Off" meeting to begin planning. The meeting will be used to introduce the CITY and CONSULTANT team members, establish chain of command, discuss responsibilities, gather existing pool records, establish and develop the project schedule and discuss the evaluation of the existing pools and upgrade options.
- B. Prepare facility evaluation of each of the two existing swimming pools. The evaluation shall address as a minimum:

- Wisconsin Swimming Pool Code compliance review. Provide a table listing the variances and identification of the applicable code section and if feasible provide a cost estimate for correction of the variation.
 - Structural evaluation of existing buildings, swimming pools and amenities, including:
 - Electrical evaluation.
 - Plumbing evaluation.
 - Heating evaluation.
 - Mechanical evaluation.
 - Swimming pool water treatment and distribution systems evaluation.
 - Site evaluation including bath houses, deck, and external structures not mentioned above
 - Provide a condition report on all elements of the pool site including recommendations for repairs, replacements or changes.
 - Provide a cost estimate for all recommended repairs, replacements or upgrades.
 - Provide estimated remaining useful life of existing systems and operational effectiveness of the sites.
- C. Prepare report for VI (B) and provide the CITY with one paper and one electronic copy.

VII. CITY Provided Items

- A. Drawings of original construction.
- B. Operational records.

**Request for Proposals
City of De Pere Aquatic Facility Evaluation**

CONTACT INFORMATION	
Contractor Name	
Contractor Address	
Contractor Phone Number	
Contact Name	
Phone Numbers (Work/Cell)	
Email	

REFERENCES:

List a minimum of 5 references that your team has conducted similar aquatic evaluations on.

Client Name: _____ Phone: _____

Contact Name: _____ Completion Date of Project: _____

Client Name: _____ Phone: _____

Contact Name: _____ Completion Date of Project: _____

Client Name: _____ Phone: _____

Contact Name: _____ Completion Date of Project: _____

Client Name: _____ Phone: _____

Contact Name: _____ Completion Date of Project: _____

Client Name: _____ Phone: _____

Contact Name: _____ Completion Date of Project: _____

**Request for Proposals
City of De Pere Aquatic Facility Evaluation
Bid Submittal Page**

**SCHEDULE OF COSTS
ITEMIZE COSTS BASED ON VI (B):**

EVALUATION	COST
Electrical Evaluation	
Plumbing Evaluation	
Heating Evaluation	
Mechanical Evaluation	
Swimming pool water treatment and distribution systems evaluation	
Site evaluation including bath houses, deck, and external structures not mentioned above	
Total	

The City reserves the right to award a contract based on parts or all of the proposed bid.



More ideas. Better solutions.®



PROPOSAL TO PROVIDE:

ARCHITECTURAL/ENGINEERING SERVICES FOR:

AQUATIC FACILITY EVALUATION

Prepared for the City of De Pere, WI

April 4, 2014

Exhibit B

More ideas. Better solutions.®

MSA Professional Services, Inc. is a multi-disciplinary consulting firm serving public and private clients throughout the Midwest. Our planning, engineering and architectural professionals meet the needs of a diverse client base with an emphasis on creativity and results. We provide our clients with more ideas and better solutions.

Proposal contact

E. Carter Arndt, AIA

Lead Project Architect

Phone: 1-608-355-8884

Email: carndt@msa-ps.com

The information contained within this proposal is of proprietary nature and is submitted in confidence for use by the clients of MSA Professional Services, Inc. only. The information contained herein is and remains property of MSA Professional Services, Inc. Receipt or possession of this information confers no right or license to use or disclose to others the subject matter contained herein for any uses but authorized purposes.

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April 3, 2014

Stephanie Schlag, Park & Recreation Supervisor
City of De Pere
9925 S. Sixth St.
De Pere, WI 54115

Re: De Pere Aquatic Facility Evaluation

Dear Stephanie:

It was good speaking with you and reviewing the pool facility history and project goals. It is obvious that the City of De Pere understands the importance of proper facilities to support effective community services. We can offer the project experience, leadership and expertise to assist the City with accessing and considering short and long term facility needs. We strongly believe that the teaming of Water Technology, Inc.(WTI) and MSA Professional Services, Inc. (MSA) will robustly support your effort.

For the past 18 years the MSA and WTI team partnership has resulted in many successful aquatic related projects. MSA is a regional engineering/architectural firm with 50 years of serving municipal clients. WTI is a Beaver Dam, WI based firm with a great wealth of local, national and even international experience in the aquatics industry and municipal pool facilities. With MSA's extensive municipal expertise and WTI's aquatics expertise, we can offer the right team, approach and tools to assist the City with considering your facility needs.

For your further reference we have included information on our team and specific information you requested in the Request for Proposal. Please reference our detailed approach and cost under the corresponding headings of this proposal. Here you will find a systematic process to effectively begin your considerations. The benefits MSA/WTI team would bring to this project are as follows:

Right Team

- **We know Aquatics;** MSA's lead architect has designed over \$25 million in aquatics facilities. WTI has extensive aquatics experience. From cost effectiveness, creativity, patron satisfaction to staffing and operations we will develop a practical approaches that make sense for De Pere.
- **We know Municipal Projects;** we specialize in serving public clients and have for more than 50 years. From the project implementation process to the long term maintenance goals we will serve your needs.

MSA Professional Services, Inc.
1230 South Boulevard | Baraboo, WI 53913
(608) 356-2771 | (800)362-4505 | Fax: (608) 356-2770
www.msa-ps.com

Right Approach

- **Project Leadership;** our team carefully listens and leads the project process. We collaborate with you to meet your project and facility needs.
- **Scheduling;** we understand the challenges that come with improvement projects. Developing and maintaining a schedule is critical.
- **Creative Solutions;** we have a complete understanding of the range of opportunities available to address your needs and will offer a well-rounded series of options.

Right Tools

- **Existing Facility Assessment and Management;** our experience with assisting other communities in long term facility maintenance plans/forecasts and improvement plans is one example of our full understanding of facilities. This strong tradition of supporting public entities with their existing facilities in practical manner with technically proficient advice will benefit De Pere.
- **Systematic Needs Assessment;** the facility needs programming is your road map to the future and is critical to a successful project. MSA/WTI has been programming facilities and responding by designing and developing facilities with positive public recreation environments for decades. With this experience we can assess your existing facilities and recommend effective and creative solutions to meet your needs.
- **Accurate cost estimating;** excellent track record of establishing comprehensive budget projections.
- **Sustainability;** we have the know how to make the facility energy and resource efficient to the extent while being practical and cost effective.
- **Technical understanding;** De Pere will benefit from our full breath of expertise and technical know-how thus allowing us to truly consider and address the City's needs.

One of MSA's goals is to 'create better places to live and work'. It is our commitment to you to bring our expertise together with your needs and assist you in moving ahead with a successful project. We truly believe in making partners and not just making projects. It would be our pleasure to hear from you. please call on us at anytime, (608) 355-8884.

Sincerely,

MSA Professional Services, Inc.



E. Carter Arndt, AIA,
Lead Project Architect

MSA Professional Services, Inc.

1230 South Boulevard | Baraboo, WI 53913

(608) 356-2771 | (800)362-4505 | Fax: (608) 356-2770

www.msa-ps.com

COMPANY INFORMATION

MSA PROFESSIONAL SERVICES

MORE IDEAS. BETTER SOLUTIONS.®

As a full service consulting firm, MSA Professional Services (MSA) is all about creating communities that work. We partner with our clients to help them solve today's complex and multi-faceted challenges and improve the quality of their neighborhoods. Our focus is on providing exceptional service to build strong communities.

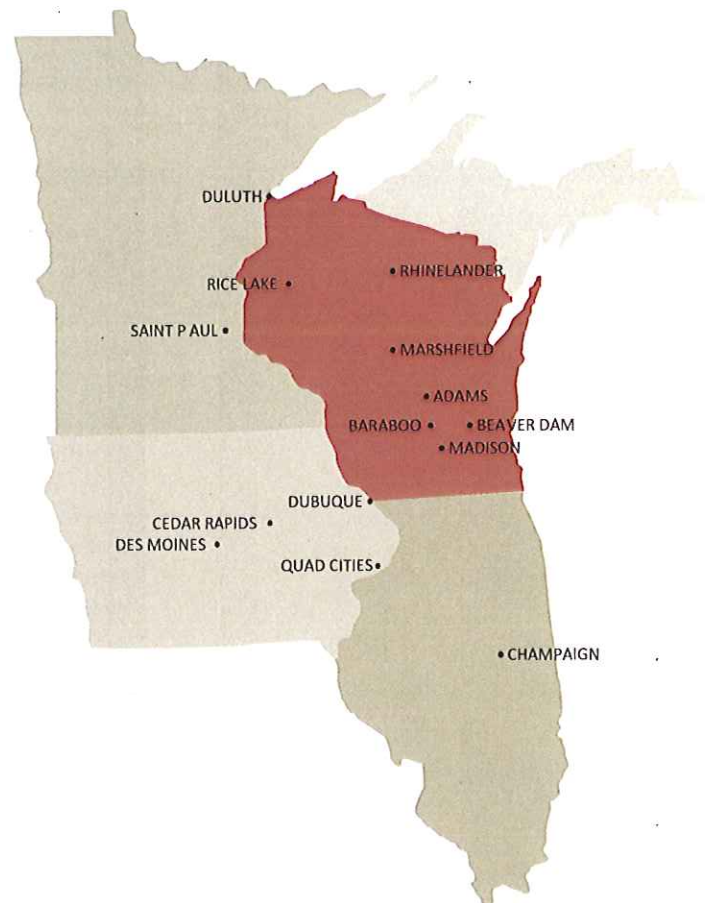
MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of more than 300 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high quality, cost-effective solutions. Based in 14 offices across four states, our technical teams collaborate to assist communities throughout the Upper Midwest.

While we've expanded to serve communities, private developers and government agencies, MSA remains true to our mission of being a trusted partner helping clients succeed. More than a technical resource, MSA strives to earn the privilege of being a part of your community. We want to help, especially when you face challenging circumstances.

MSA supports many larger cities and agencies, but remains committed to understanding and serving the needs of the Midwest's small and rural communities. Our portfolio ranges from complex projects for governmental agencies and large municipalities to more straightforward infrastructure projects in unincorporated rural townships. MSA knows what it takes to build—large and small.

As an employee-owned company, MSA has additional value to offer its clients and communities. Every professional in the company has a vested interest in each project's success. MSA has built a corporate culture based on sustainability, enduring relationships, highly skilled professionals, and respect for community and the environment.

“Our focus is on providing exceptional service to build strong communities...”



COMPANY INFORMATION

WATER TECHNOLOGY, INC. Contact Information & Firm Overview



Water Technology, Inc.

HEADQUARTERS

100 Park Avenue
Beaver Dam, WI 53916
T. (920) 887-7375
F. (920) 887-7999

TEXAS

3010 LBJ Freeway, Office 1205
Dallas, TX 75234
T. (972) 919-6122
F. (972) 919-6120

YEAR ESTABLISHED

1983

NUMBER OF CONSULTING STAFF

48

WWW.WTIWORLD.COM

Firm Overview

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

COMPANY DETAILS

- Established 1983 - 45+ Employees
- Largest Aquatic Design Firm in N. America
- Quality Control Implementation
- Collaborative Team Process
- International Portfolio
- Specialized Aquatic Professionals on Staff:
 - Principals
 - Architects
 - Landscape Architects
 - Engineers
 - Civil
 - Mechanical
 - Artistic / Creative Support
 - Site Planners / Designers
 - Project Managers
 - Production (CAD)
 - Administrative

WTI ADVANTAGES

- Investment in Design Technology
- Revit / Bim
- Redundant Design Support
- 150 AQUATIC Projects Per Year
- Extensive Indoor Waterpark Portfolio



WORLD LEADERS IN AQUATIC PLANNING, DESIGN AND ENGINEERING

COMPANY INFORMATION

WATER TECHNOLOGY, INC

Philosophy & Experience



PHILOSOPHY

Water Technology, Inc's (WTI) creative energy and passion embraces the philosophy that aquatic recreation completes communities and makes them a better place to live. WTI has evaluated, designed and engineered literally hundreds of aquatic facilities throughout North America since 1983. WTI designs are forward-looking, and support dynamic community programs. Another key ingredient to a project's success is our historical database that helps us provide client's accurate cost estimates and a realistic timeline.

Furthermore, our solution driven planning and design philosophy emphasizes the most successful and effective plans result from active community participation. We work as a team throughout the process to address important issues, identify assets to be enhanced and challenges to overcome. Our planners engage citizens and key interest groups using unique and highly interactive techniques.

Creativity is an important aspect of our swimming pool designs and programming. We strive to stay on the cutting edge of new trends by attending industry trade shows, conferences, seminars and talking with users to see what they want. Additionally and most important, WTI's designs are not simply creative and innovative - they are also functional. During all stages of design, project managers perform several engineering "reality checks" to ensure the design that looks good will also run efficiently and smoothly after it is built. A high-quality pool design leads to cost efficient operations and usage of energy and resources.

EXPERIENCE

WTI's aquatic design and engineering portfolio includes the following venues:

- Municipal Indoor and Outdoor Pools
- Community Center Pools
- Family Aquatic Centers
- YMCA and YWCA Pools
- Competitive Venues
- University and School Pools
- Community Developments
- Resort and Hotel Pools
- Therapy and Wellness Pools
- Water Playgrounds
- Waterparks
- Specialized Aquatic Features and Elements.

SUSTAINABLE PRACTICES

WTI understands the importance, and is committed to energy efficiency, conservation and the use of sustainable building practices. WTI has been a proponent of energy efficient pool operations for many years and gains more experience on each project we undertake. Internally, we have a group of professionals that meet on a regular basis to discuss LEED (Leadership in Energy and Environmental Design) sustainable practices and how we can apply them to our projects. We have also committed to enhance energy efficiency in its own operations.

We feel that it is our responsibility to develop new ways to apply sustainable design practices to our projects and in turn encourage manufacturers that we specify to make this same commitment. Where there are challenges we find opportunities.

WTI & STAFF

WTI foster's a challenging and rewarding workspace. We understand encouragement and development of each staff member will advance the practice of design. Our greatest assets are the people who make up the firm of Water Technology, Inc. and the communities that we serve.

WTI's key personnel all have backgrounds in aquatic design, engineering and construction. We have project leaders and managers that are engineers, architects, and landscape architects; many of whom hold master degrees. Accounting, marketing and business development personnel hold bachelor degrees in their related fields, and drafting (Computer Aided Drafting - CAD) and administrative personnel are encouraged to hold associate degrees or higher.

WTI is headquartered in Beaver Dam, WI, with additional offices in Dallas, Texas; Norfolk, VA; Phoenix, AZ; and Houston, TX. Our multi-office locations allow us to stay close with clients and projects. It is WTI' experience that can help achieve a product to meet recreation and financial goals, and most importantly ensure your project is successful.



WORLD LEADERS IN AQUATIC PLANNING, DESIGN AND ENGINEERING

SWIMMING POOL AND INFRASTRUCTURE KNOWLEDGE

Any team can design an attractive pool, but will that design result in maximum revenue, efficient operations, minimal salary expenses, affordable maintenance supplies and equipment, security and supervision as well as guest satisfaction in the long run? WTI understands aquatic facilities and its operations because aquatics is all we do! Our practical, working knowledge of state codes, operations, and equipment enable us to design aquatic facilities that result in long-term success.

Understanding the climate is an important factor in the infrastructure of an aquatic center, especially in Wisconsin where temperatures can range between the negatives in winter to the 90's or even 100's during the dog days of summer. WTI has significant experience having completed projects in Oregon, Michigan, Wisconsin, Minnesota, South Dakota, Utah, and Colorado where temperatures can range significantly throughout the year. Understanding the type of soils and right materials to use can affect the lifespan of the facility.

Other important, and sometimes forgotten, critical element of an outdoor aquatic center is the bath house. The main purpose of the building is to control the entrance and circulation, but also provides functional spaces for lifeguards and staff. Similarly, instead of being hidden behind supplementary fences or shed, mechanical rooms and storage closets can be housed within these more attractive buildings. However, the most important part of the bathhouse are the changing rooms; amenities such as showers, lockers and bathrooms can provide additional privacy and security to guests. Water Technology Inc. understands these important factors that provide guests privacy and security. With registered architects on staff, this allows us to design or renovate a bathhouse that is not only beautiful, but functional as well.

PUMP KNOWLEDGE AND EXPERIENCE

We also pride ourselves in being the industry leader in the design of up-to-date pools and mechanical rooms. Our staff includes mechanical and civil engineers whose formal education includes the theory and design of mechanical systems including pumps. We continually attend seminars, review manufacturer's literature, and during construction have "hands on" experience with pumps. Our experience also includes the design of small chemical pumps to large recirculation pumps, 5,000 GPM or larger capacity. We are also specialize in pump controls and are accomplished in the design of variable speed, energy saving pumps.

In each project completed by WTI we review the mechanical and pumps of the facility. Many of the projects that we completed 5,10, and 15 years ago still have successful operations because of the innovative and efficient pumps and mechanical rooms design by WTI.

RENOVATE, REVITALIZE, REPLACE



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

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

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



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

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

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



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

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



WORLD LEADERS IN AQUATIC PLANNING, DESIGN AND ENGINEERING

PROGRAM OF WORK

PROJECT OVERVIEW

BACKGROUND:

The City of De Pere operates two outdoor swimming pools. The pools are Legion and VFW pools. Each facility includes a large main pool and a separate wading pool. The aquatic facilities were originally constructed in 1957 (VFW) and 1961 (Legion). The pools were then reconstructed in 1986 (Legion) and 1987 (VFW). New heating systems were added in 2011 (VFW) and 2012 (Legion).

An evaluation of City's existing Aquatic Facilities is desired to consider the near and long term facility needs in regard to code compliance, function and physical condition.



Green Bay Kroc Center, Green Bay, WI - WTI project.

SCOPE OF SERVICES

SERVICES:

MSA shall provide the following professional services:

- General Site/Civil Review.
- Architectural Review.
- Aquatics Review.
- General Structural Review.
- Mechanical/Electrical/Plumbing Review.

PHASE I - SITE ASSESSMENT:

- A. Coordinate "Kick Off" meeting to begin planning. The meeting will be used to introduce the City and Consultant team members, establish chain of command, discuss responsibilities, gather existing pool records, establish and develop the project schedule and discuss the evaluation of the existing pools and upgrade options.
- B. Following the "Kick-Off" meeting, the existing facilities will be reviewed in order to observe and assess the current physical condition of the facility and grounds.
- C. Prepare a written facility evaluation of each of the two existing swimming pool facilities. The evaluation shall address:
 - Wisconsin Swimming Pool Code compliance review. Provide a table listing the variances and identification of the applicable code section and if feasible, provide a cost estimate for correction of the variation.
 - Evaluation of existing buildings, swimming pools and amenities, including:
 - Electrical evaluation.
 - Plumbing evaluation.
 - Heating evaluation.
 - Mechanical evaluation.
 - General structural review.
 - Swimming pool water treatment and distribution systems evaluation.
 - Site evaluation including bath houses, deck, and external structures associated with the aquatics facility not mentioned above.
 - Provide a condition report on all elements of the pool site including recommendations for repairs, replacements or changes.



PROGRAM OF WORK

SCOPE OF SERVICES

- Provide a construction cost estimate for all recommended repairs, replacements or upgrades.
 - Provide estimated remaining useful life of existing systems and operational effectiveness of the sites.
 - Other associated aquatic facility amenities.
- D. Prepare report to summarize for VI (B) and provide the City with one paper and one electronic copy of report.

CITY PROVIDED ITEMS:

- A. Drawings of original construction.
- B. Operational records.

SCHEDULE:

After selection to perform this evaluation, MSA/WTI will schedule the Kick-Off Meeting and facility evaluation prior to the pools being filled with water for the upcoming season. Findings will be compiled and released in a report format with-in four weeks of the facility review.

ADDITIONAL SERVICES:

MSA can provide these as additional services if they are desired by the City:

1. Drawing creation of the existing facilities.
2. Detailed structural, HVAC, electrical or plumbing engineering design for proposed work.
3. Schematic design, design development, construction documents, bidding and construction administration.
4. Testing for hazardous materials such as asbestos..
5. Destructive testing to identify material strengths.
6. Geotechnical exploration and reports.
7. Development of all new aquatic, building and site designs.



Pollock Community Water Park, Oshkosh, WI - WTI project.



PROJECT TEAM

DE PERE AQUATIC FACILITIES EVALUATION

PROJECT TEAM

MSA and WTI are proud to partner together for the De Pere Aquatic Facility Evaluation project. We have also included Muermann Engineering for electrical engineering.

Our team is as follows:

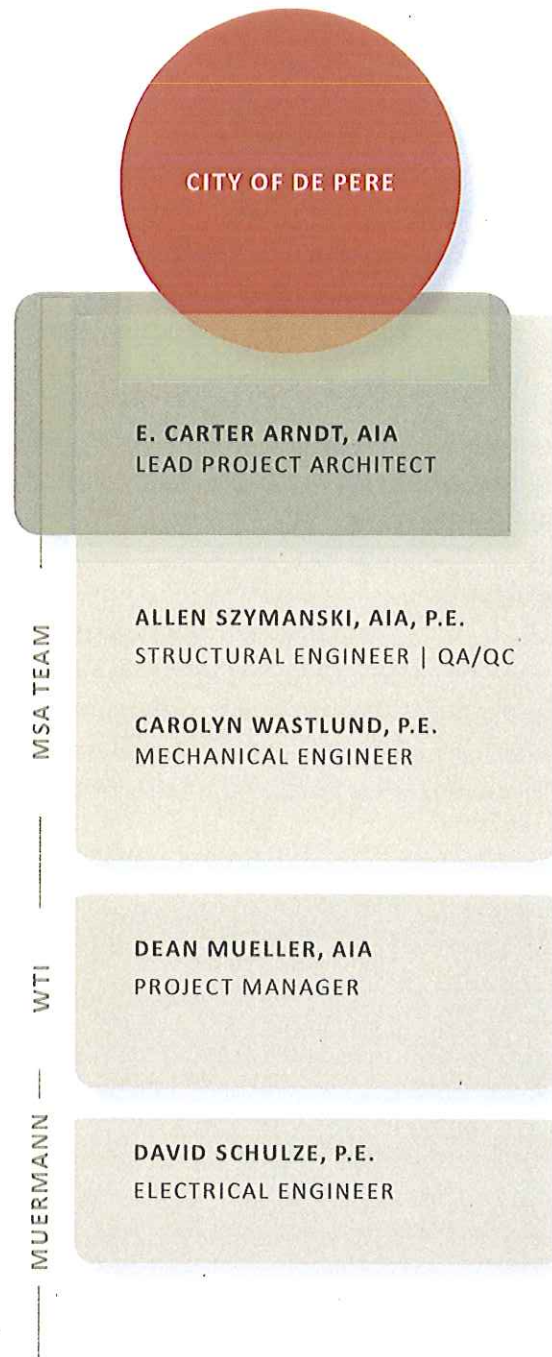
E. Carter Arndt, AIA will be the lead architect to conduct this evaluation and be involved during all phases of the project. Carter has professional experience with more than \$25 million worth of aquatics construction.

Dean Mueller, AIA will be the Project Manager from WTI and lead the aquatics evaluation of the two facilities and perform a non-destructive examination of the aquatic elements. Based upon the evaluation, Mr. Mueller will coordinate with the team to recommend repairs, renovations or replacements.

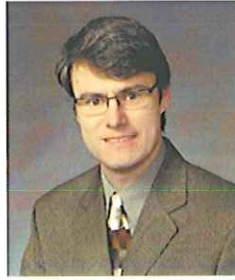
Al Szymanski, AIA, P.E. is the head of MSA's Wisconsin architectural group and is an Architect and a Structural Engineer. For this evaluation, he will provide structural considerations and in-house quality review.

Carolyn Wastlund, P.E. will provide plumbing and HVAC considerations during the evaluation process. She will look at the current systems and provide options for improvements.

Dave Schulze, P.E. is an electrical engineer. He has an excellent and long standing work history with both MSA and Water Technology on municipal and aquatic projects.



PROJECT TEAM



E. Carter Arndt, AIA

Lead Project Architect

EDUCATION:

*B.A., Architecture
Iowa State University*

Mr. Arndt has a diversified experience in aquatic facilities, community centers, fire stations, municipal office buildings, libraries, police stations, county highway facilities, public works garages, waste and water facility buildings, schools, churches, and commercial and retail projects consisting of new construction, additions, and remodeling.

ASSOCIATIONS:

*Architect, WI
American Institute of Architects*

Mr. Arndt has been specifically involved in over 25 million dollars' worth of aquatic construction. Carter's overall background has been in the architectural design of public buildings and spaces, code and feasibility studies, cost estimates, organization, detailing and production of working drawings, consultant coordination, shop drawing review, and color selections. Since the onset of ADA, he has performed many of the firm's ADA surveys and has generated the survey reports.

EXPERTISE:

- Project Leadership and Administration
- Feasibility Studies
- Building Code and Accessibility
- Architectural Design
- Construction Administration

PROJECT EXPERIENCE:

- Sunset Pool, Elkhorn WI
- Lodi Municipal Swimming Pool, Lodi, WI
- Municipal Pool Facility, Muscoda, WI
- Aquatics Center Conceptual Study, Frederic, WI
- Baraboo School District Indoor Pool Addition, Baraboo, WI
- Municipal Pool/Bathhouse Addition & Renovation, Baraboo, WI
- Christmas Mountain Village-Check In/Pool Building, Wisconsin Dells, WI
- Multiple WPH Resort Indoor Water Park Facilities totaling over \$20 Million in construction, in Chicago, IL; Kansas City, MO; Omaha, NE; Waterbury, CT; Middleton, MA
- Kilbourn Public Library, Wisconsin Dells, WI
- Westfield Community Center, Westfield, WI
- Lisa Link Peace Park, Madison, WI
- City Hall/Police/Library, Cuba City, WI



PROJECT TEAM



Dean G. Mueller, AIA, CSI

Project Manager

EDUCATION:

*Associates in Architecture,
Madison Area Technical College*

*Architectural Studies,
University of
Wisconsin-Madison*

ASSOCIATIONS:

*Architect, WI
Certified Pool Operator*

Mr. Mueller has been a Project Manager at Water Technology, Inc. since 1988. His project involvement has ranged from programming and conceptual planning through construction completion, endowing him with experience that has led to a wealth of knowledge and understanding of municipalities' design issues and unique programming needs. Dean has been an integral part of aquatic facilities successfully designed for communities and private enterprises across the United States. Mr. Mueller continues to lead projects as Project Manager and has taken on the role of Water Technology's Senior Design Manager. In this position he has been able to share his insight into the design of both indoor and outdoor municipal pools, and larger commercial waterparks with the Design Team. Throughout Wisconsin, Mr. Mueller has worked with municipalities, educational facilities and private entities to evaluate, program, and design aquatic programs.

PROJECT EXPERIENCE:

- Sunset Pool, Elkhorn WI
- Lodi Municipal Swimming Pool, Lodi, WI
- Municipal Pool Facility, Muscoda, WI
- Ping Tom Park Recreation Center - Chicago, IL
- YMCA of Dodge County - Beaver Dam, WI
- Hoffman Aquatic Center - Black River Falls, WI
- Chilton Middle School - Chilton, WI
- Green Bay East Side YMCA - Green Bay, WI
- Eau Claire WI Fairfax Pool - Eau Claire, WI
- Elkhorn School District - Elkhorn, WI
- Fond du Lac County Park Pool - Fond du Lac, WI
- Fond du Lac YMCA - Fond du Lac, WI
- Ray and Joan Kroc Cops Community Center Green Bay - Green Bay, WI
- Ho Chunk Resort - Baraboo, WI
- Irwin A. Goodman & Robert D. Goodman Community Swimming Pool at Goodman Park - Madison, WI
- David F. Schulz Aquatic Center in Lincoln Park - Milwaukee, WI
- Lodi School District - Lodi, WI
- UW-Madison McClain Center Recovery Pools - Madison, WI
- Milton School District High School - Milton, WI



PROJECT TEAM



Allen J. Szymanski, AIA, P.E.

Structural Engineer/Quality Control

EDUCATION:

*B.S., Architectural Engineering
Milwaukee School of Engineering*

ASSOCIATIONS:

*Architect, WI
Professional Engineer, WI*

Mr. Szymanski has diversified experience in the architectural and structural design of aquatic facilities, community centers, municipal buildings, libraries, fire and EMS stations, police stations, public works garages, county highway garages, water and wastewater facility buildings, park structures, schools, churches, industrial, and commercial projects consisting of new construction, additions, and remodeling.

As architect, he serves as creator, coordinator, and communicator of the project design in overall concept and in all parts. As architect, he has the prime responsibility for all phases of design, preparation of construction documents, and construction administration. His experience extends for twenty-five years in the building design industry.

EXPERTISE:

- Feasibility Studies
- Programming and Space Needs Studies
- Architectural Design
- Project Administration
- Structural Engineering

PROJECT EXPERIENCE:

- Municipal Pool Facility, Muscoda, WI
- Aquatics Center Conceptual Study, Frederic, WI
- Baraboo School District Indoor Pool Addition, Baraboo, WI
- Municipal Pool/Bathhouse Addition & Renovation, Baraboo, WI
- Christmas Mountain Village-Check In/Pool Building, Wisconsin Dells, WI
- City Hall/Police/Library, Cuba City, WI
- Wild Rose Community Center & Patterson Memorial Library Addition, Wild Rose, WI
- Slinger Library, Slinger, WI
- Public Library, Lanark, WI
- Lomira Municipal Building/Library/Village Hall/Police, Lomira, WI
- Community Center/Library/Senior Center, Wyocena, WI



PROJECT TEAM



Carolyn J. Wastlund, P.E., LEED® AP

Mechanical Engineer

EDUCATION:

*B.S., Architectural Engineering
Milwaukee School of Engineering*

ASSOCIATIONS:

*Professional Engineer, WI

LEED® Accredited Professional*

Ms. Wastlund has diversified experience in municipal, industrial and commercial facilities, retail facilities, manufacturing, assembling, and warehousing facilities, and municipal waste and water facilities consisting of new construction, additions and alterations.

Ms. Wastlund's background has been in the architectural, heating, ventilating, air conditioning, process piping, and plumbing design of buildings and spaces, code studies, cost estimates; organization, detailing and preparation of construction documents, consultant coordination, bidding administration, shop drawing review and construction administration.

EXPERTISE:

- Heating, Ventilating, and Air Conditioning Design
- Plumbing Systems Design
- Construction Document Preparation
- Bidding Administration
- Construction Administration

PROJECT EXPERIENCE:

- Lodi Municipal Swimming Pool, Lodi, WI
- River Park Shelter, Merrimac, WI
- Fire Station & Town Hall, Pine Grove, WI
- Belleville Park Restroom Facility, Belleville WI
- City Hall Remodeling, Reedsburg, WI
- Town of Parkland Sanitary District Office and Garage, South Range, WI
- Town of Russell Cold Storage Garage, Gleason, WI
- Storage Garage, Westport, WI
- Wastewater Treatment Facility, Asbury, IA
- Municipal Well and Wellhouse #8, Aubrey Barnhart Booster Station, and Wastewater Treatment Facility Upgrade, Baraboo, WI
- Water Treatment Plant, Brownsville, WI
- Wastewater Treatment Facility, Land O' Lakes, WI
- Municipal Wellhouses #5 & #6, Lake Delton, WI



PROJECT TEAM



DAVID J. SCHULZE, P.E.

Electrical Engineer

EDUCATION:

*AD, Electronics Technician
Lakeshore Technical College*

*Milwaukee School of
Engineering, S.S. – Electrical Engineering*

*Illuminated Engineering
Society of American (IES)
Commercial and Industrial
Lighting certificate*

ASSOCIATIONS:

*Institute of Electrical and
Electronic Engineers (IEEE)*

*Institute of Electrical and
Electronic Engineers Computer
Society*

Mr. Schulze is an electrical engineer and has experience with the design of the following types of projects:

- Lighting and power design for commercial structures, schools, and municipal housing projects.
- Programmable logic controllers, electronic control systems, programming, imaging for robotics.
- Lighting and power design for houses of worship.

PROJECT EXPERIENCE:

- Lodi Municipal Swimming Pool, Lodi, WI
- Municipal Pool Facility, Muscoda, WI
- Devil's Lake Toilet Shower Buildings, Baraboo, WI
- Christmas Mountain Village-Check In/Pool Building, Wisconsin Dells, WI
- Westfield Community Center, Westfield, WI

PREVIOUS EMPLOYMENT:

- Bemis Manufacturing, machine operation and maintenance with specialty monochrome imaging and robotics
- Hayssen Manufacturing, electrical drafting, film testing



REPRESENTATIVE PROJECTS

DE PERE AQUATIC FACILITIES EVALUATION

MSA AND WTI PRIOR POOL PROJECT EXPERIENCE SUMMARY



Irwin A. Goodman & Robert D Goodman Community Swimming Pool at Goodman Park
(done in partnership with MSA Professional Services)
Madison, WI

Columbus Area Aquatic Center
(done in partnership with MSA Professional Services)
Columbus, WI

Lincoln Park Aquatic Center Feasibility Study
Milwaukee County, WI

Apple Canyon Lake Pool Feasibility Study
Apple River, IL

Tosa Pool at Hoyt Park
Wauwatosa, WI

Manitowoc Family Aquatic Center
Manitowoc, WI

See many more at www.wti.com



Municipal Pool Facility
(done in partnership with Water Technology, Inc.)
Muscodia, WI

Municipal Pool Facility
(done in partnership with Water Technology, Inc.)
Lodi, WI

Frederic Aquatics Center Conceptual Study
(done in partnership with Water Technology, Inc.)
Frederic, WI

Baraboo School District Indoor Pool Addition
(done in partnership with Water Technology, Inc.)
Baraboo, WI

Municipal Pool/Bathhouse Addition & Renovation
(done in partnership with Water Technology, Inc.)
Baraboo, WI

Christmas Mountain Village-Check in/Pool Building
(done in partnership with Water Technology, Inc.)
Wisconsin Dells, WI

Copper Point Subdivision Clubhouse
Castle Rock Lake, Juneau County, WI

Waterstone Subdivision Clubhouse
Castle Rock Lake, Juneau County, WI



REPRESENTATIVE PROJECTS

MILWAUKEE COUNTY PARKS PROJECTS



MILWAUKEE, WI

The Center for Urban Initiatives and Research at the University of Wisconsin – Milwaukee (CUIR) was commissioned by Milwaukee County Parks in 1995 to provide a study of targeted aquatic facilities as well as a recreational survey of area residents. This survey resulted in the evaluation and renovation of some facilities such as Cool Waters in Greenfield Park, and the water playground in Carver Park.

In order to complete the Aquatics Vision, WTI was commissioned in 1999 by Milwaukee County Parks to develop an Aquatics Masterplan for the entire county. The process included the evaluation and inventory of fifteen outdoor and three indoor community aquatic facilities and the integration of these facilities into a comprehensive system for the future.

Most recently, the construction at Lincoln Park began in June 2008 and held its grand opening in June 2009. The center is named after former County Executive and Milwaukee County parks director who championed the waterpark concept in the 1980s, David F. Schulz. The team, comprised of WTI and Graef, Anhalt, Schloemer & Associates, Inc., worked closely with the County staff, residents and regulatory agencies, providing the leadership and participatory framework through the design process.



REPRESENTATIVE PROJECTS

GOODMAN POOL

MADISON, WI

The City of Madison received a total donation of \$2.5 million from retired jewelers, Robert and Irwin Goodman for the design and construction of the pool. The stipulation was that the ground breaking had to take place by July 1, 2005. The City formed two committees; one for the planning and one for the sole purpose of raising money. The dedication and hard work of these committees was an integral part of the success of the project.

Several key issues in this project include a site location plan that would place the pool in the most accessible place for all of the City's neighborhoods. WTI and the Ad Hoc Pool Committee studied nine sites for feasibility of location, parking, transportation, demographics and technical aspects of all sites. WTI then developed two conceptual plans; one with an 800 bather load capacity and the other for 1000 bathers. The selection between the plans would be based on how much additional money could be raised. The City contributed \$1.26 million and the rest came from large and small public and private donations through Madison's impressive fund raising efforts. This was enough to begin the final design of the pool that would allow for 1,000 swimmers.



The deck level pool is a total of 16,500 square feet with a zero depth entry, interactive waterplay, two waterslides, an eight-lane, 25 meter lap area, one meter diving boards, starting platforms, large deck areas with shade structures and deck furniture along with concession and guest changing areas. The design also incorporated variable frequency drives on pool pump motors to help reduce energy costs and all building materials, lighting, mechanical and heaters are designed to be energy efficient.

The project proved its success with an average of 1,100 guests per day in its first season. The goal of the project was to attract residents of all ages and ethnic backgrounds and provide public aquatic recreation to children of all income levels.



REPRESENTATIVE PROJECTS

GOODMAN POOL

MADISON, WI



REPRESENTATIVE PROJECTS

MANITOWOC FAMILY AQUATIC CENTER

MANITOWOC, WI

WTI worked with the City of Manitowoc to perform an aquatic study to determine what type of aquatic facility would best meet the needs of their community. The primary goal was to develop an outdoor aquatic facility that appealed to youth, adults, and family. The second planning objective was to develop facilities that would support the local interests of competitive swimming and diving. Lastly, the City wanted to provide new opportunities for casual non-water recreation activities for youth and adults (picnic areas, sand play, etc.) and provide an aesthetic quality to the pool environment through signage, furniture, appurtenances, and landscaping.

WTI evaluated four potential sites and compared them for accessibility, adjacent land use, available utilities, and special considerations such as if the site had an existing pool, would displace other recreational activities or if land acquisition would be required. After design and programming meetings with the city and citizen survey tabulations, a recommended program was provided.

In 2007, the City of Manitowoc hired WTI for the second phase of the project, which included the final design, construction documents, construction administrations and start up. After being without a pool for three years, the new pool opened in time for the 2010 summer season.



REPRESENTATIVE PROJECTS

APPLE CANYON POOL

APPLE RIVER, ILLINOIS

Apple Canyon Lake, located in Apple River, Illinois, is a private resort community in Jo Daviess County. WTI was hired by the architect as the aquatic consultant to provide design and engineering services.

The new pool opened its doors to the community May 29, 2013, replacing a 30 year old pool, and provides activities for all ages. From initial programming meeting with the property owners and pool committee, WTI and the architect identified key aquatic elements that would appeal to pool guests. These ideas were then translated into an organic shaped pool design that ranges in depth from zero-depth to deep water. For younger children the shallow water offers interactive play elements such as geysers, spray features, geysers, and an apple themed children's slide. Deeper water in the middle of the pool provides an activity area for teens and adults to play basketball or participate in swimming lessons or aerobics. The far end of the pool includes a diving board – a timeless aquatic element that never goes out of style.

Amenities

- 3,477 SF Leisure Pool
- Geysers (5)
- Rainbow Spray Feature (Vortex)
- Fumbling Five (Vortex)
- Underwater Bench
- Basketball Hoop
- Diving Board



REPRESENTATIVE PROJECTS

LODI MUNICIPAL POOL AND BATHHOUSE

LODI, WI



The City of Lodi was forced to replace its aged, spring-fed, municipal swimming pool because health officials established that it required substantial improvements. The City wanted to replace the pool in the existing park location. The park posed many challenges including floodplain terrain, poor soils and National Historic Registration due to park's landscape architect, Franz Aust.

MSA prepared a design to meet the challenges of the project and received State of Wisconsin Historical clearance to make alterations to the Park. The pool shape maintained the organic forms of the original and added an amenity of a Prairie styled bath house and pool equipment building that is respectful and sensitive to the time period and character of the original park design.

MSA designed and prepared plans and specifications for a new facility consisting of a 1,776 square foot bathhouse/admission building and 600 square foot equipment building. The pool has a 389-person patron load with an overall area of 5,103 square feet, and a volume of 133,000 gallons. The design also features a zero depth area with geysers, jetted bench and basketball hoops. The project bids came in under the \$2 million budget. Construction started in August of 2013 and will be complete in the Spring of 2014.



REPRESENTATIVE PROJECTS

MUSCODA MUNICIPAL POOL

MUSCODA, WI



The Village of Muscodia was considering the renovation or replacement of its existing aged municipal pool facility. The Village wanted to understand available alternatives and the condition of the existing facility. The community with its location on the banks of the Wisconsin River had an obligation to maintain a public swimming facility to discourage swimming in the Wisconsin River.

MSA prepared an Improvement Study for the Village. As part of this study, an MSA architect and pool engineer visited the facility to review the existing conditions, reviewed the pool basin and mechanical systems for current code requirements, determined the relative cost comparisons between alternatives under consideration, compiled general findings in report format, offered general conclusions, and attended Village meetings to review the findings and answer questions.

The community chose the alternative to remove and replace the existing facility. MSA designed and prepared plans and specifications for an all new facility consisting of a 3,211 square foot bathhouse with admission, staff and equipment areas. The pool has a 313-person patron load with an overall area of 5,103 square feet, and a volume of 151,200 gallons. Features of the pool include a zero depth area with geysers and frog slide, a diving basin, a water slide, and four swim lanes. The Village is now enjoying the new complex.



PROJECT TEAM CONTACT INFORMATION

	TEAM LEADER	PRIMARY TEAM PARTNER
Consultant Name	MSA Professional Services, Inc. (MSA)	Water Technology, Inc. (WTI)
Consultant Address	2901 International Lane, Suite 300 Madison, WI 53704	100 Park Avenue Beaver Dam, WI 53916
Consultant Phone Number	(608) 242-7779 (800) 446-0679	(920) 887-7375
Contact Name	Carter Arndt, AIA	Dean G. Mueller, AIA, CSI
Phone Numbers (Work/Cell)	Office: (608) 355-8884 Cell: (608) 963-1212	Office: (920) 887-7375 Cell: (920) 210-2774
Email	carndt@msa-ps.com	dmueller@watertechnologyinc.com

**City of Lodi
Municipal Pool**

 Randy Herwig
(608) 592-3247

Apple Canyon Pool

 Sandra Nolan
(815) 297-2257

Project Date

2013 - Opens in June

Project Date

2013

Project Type

 New Replacement Facility
Under Construction

Project Type

New Facility

**City of Madison
Irwin A. Goodman &
Robert D. Goodman Pool**

 Brad Weisinger
(608) 245-3691

**City of Wauwatosa
Pool at Hoyt Park**

 Denise Lindberg
(414) 453-9641

Project Date

2006

Project Date

2011

Project Type

New Facility

Project Type

New Facility

**City of Columbus
Columbus Area Aquatic
Center**

 Anne Donahue
(920) 623-5900

**Village of Muscoda
Municipal Pool**

 Cinda Johnson
(608) 739-3182

Project Date

2002

Project Date

1999

Project Type

New Facility

Project Type

 Completed Replacement
Facility

**City of La Crosse
Erickson Park Pool**

 Greg Kozelek
(608) 789-7505

**Des Plaines Park District
Chippewa Pool**

 Paul Cathey
(847) 391-5700

Project Date

2003

Project Date

2013

Project Type

New Facility

Project Type

New Facility



FEE PROPOSAL

SERVICES	SIMULTANEOUS SERVICES COST (PROVIDE ALL SERVICES LISTED)	INDIVIDUAL SERVICES COST (PROVIDE EACH SERVICE AS STANDALONE)
Electrical Evaluation	\$1,250	\$2,500*
Plumbing Evaluation	\$1,000	\$2,500*
HVAC Evaluation	\$600	\$2,500*
Aquatics Evaluation (Including Water Treatment and Distribution System Evalu- ation)	\$3,600	\$5,000*
Site/Building Evaluation and Coordination (Including Deck and External Structures)	\$3,400	\$3,400*
TOTAL	\$9,850**	

COMMENTS:

1. ** = Simultaneous Services: If all services simultaneously provided the total cost is \$9,850.
2. * = Individual Services: As various individual services are provided in multiple combinations the cost in some cases will be reduced.
3. Fees listed include all expected reimbursable expenses.
4. This proposal remains valid for 45 days.
5. Upon City acceptance of this proposal, MSA shall prepare a City of De Pere Consultant Agreement for these services.



FEE PROPOSAL

CITY REQUIRED QUALIFICATIONS:

MSA/WTI will adhere to the following mandated minimum requirements.

- A. The proposed project team has much more than the required minimum five years of experience in aquatic planning, design and evaluation within the scope of the evaluating team.
- B. The evaluating team has registered engineers and architects in Wisconsin and have a minimum of five years' experience in aquatic planning and design.
- C. Insurance; MSA/WTI shall not commence work under this contract until all insurance required under this paragraph is obtained, and such insurance has been approved by the City, nor shall MSA/WTI allow any subcontractor to commence work on their subcontract until all similar insurance requirements have been obtained and approved.

1. **Worker's Compensation Insurance.** The CONSULTANT shall obtain and maintain throughout the duration of this contract statutory Worker's Compensation Insurance for all of its employees employed at the site or while working on this project. In case any work is sublet, the CONSULTANT shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by the CONSULTANT.

2. **General Liability, Professional Liability and Property Damage 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:

- i. *Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall*

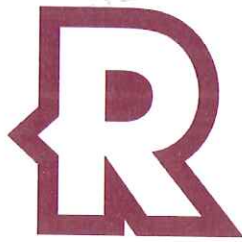
not be less than \$1,000,000; with additional umbrella liability insurance coverage to a total of not less than \$2,000,000.

- ii. *Automobile, bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$600,000.*
- iii. *Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.*
- iv. *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.*
- v. **Proof of Insurance**

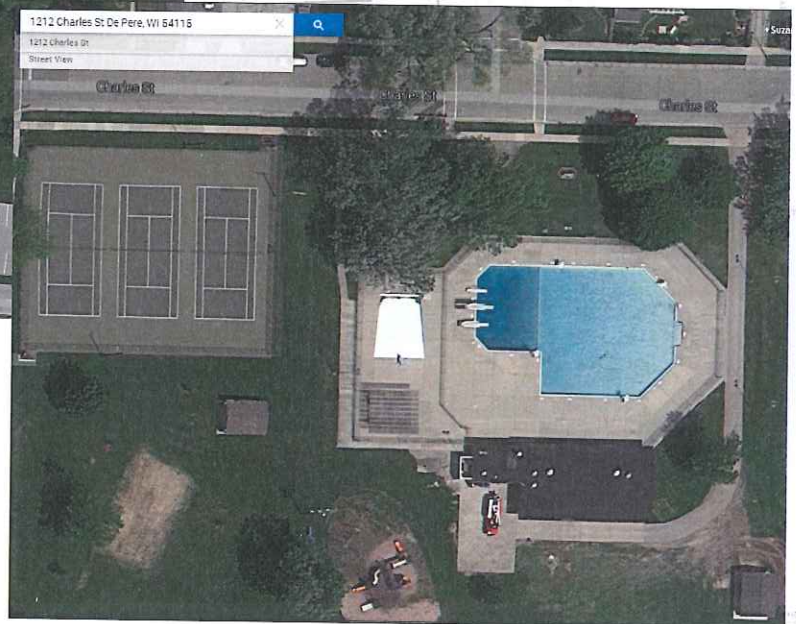
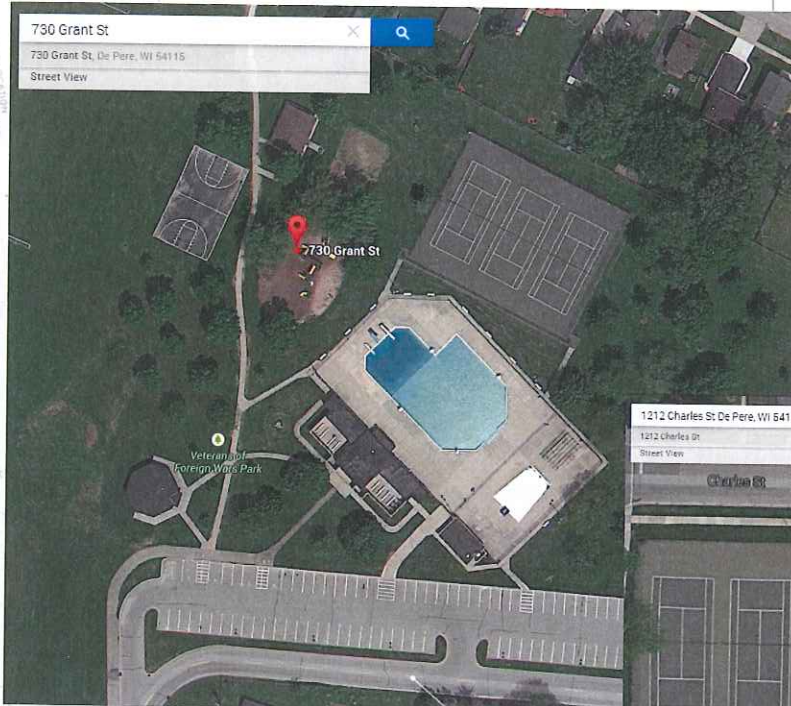
a. *Upon selection for these services, MSA will furnish the City of De Pere with a Certificate of Insurance countersigned by a Wisconsin Resident Agent or Authorized Representative of the insurer indicating that the CONSULTANT meets the insurance requirements identified above. The Certificates of Insurance shall include a provision prohibiting cancellation of said policies except upon 30 days' prior written notice to the City of De Pere and shall name the City of De Pere as an additional insured under CONSULTANT'S general and professional liability policies for the specific contract or project covered. A copy of the Certificate of Insurance shall be delivered to the CITY 15 days prior to execution of the agreement for final approval.*

3. **Consultant Agreement.** MSA/WTI will use the City's Consultant Agreement as the basis for the agreement. The final agreement will conform with the scope of services required.





RAMAKER
& ASSOCIATES, INC.



CITY OF DE PERE AQUATIC FACILITY EVALUATION
DE PERE, WISCONSIN
PROJECT NUMBER: 28153
APRIL 4, 2014
PROPOSAL FOR PROFESSIONAL SERVICES

1120 Dallas Street, Sauk City, WI 53583
Phone: 608-643-4100 ▲ Fax: 608-643-7999

Attachment: Ramker Quote (2091 : Resolution #14-41, Authorizing MSA Professional Services)

CITY OF DE PERE AQUATIC FACILITY EVALUATION – De Pere, Wisconsin

Insurance

Our standard insurance coverage includes the following. Proof of insurance will be provided upon notice of award.

General Liability	\$1,000,000 Each Occurrence
	\$2,000,000 General Aggregate
Automobile Liability	\$1,000,000 Combined Single Limit
Umbrella Liability	\$5,000,000 Each Occurrence/Aggregate
Workers Compensation	Statutory Limits
Professional Liability	\$3,000,000 Each Claim/Aggregate

SCOPE OF SERVICES

With over twenty years of experience in the Aquatic industry, we have the knowledge and experience to provide the following requested services.

- Wisconsin Swimming Pool Code compliance review
- Evaluation of existing buildings, swimming pools and amenities, including:
 - Structural
 - Electrical
 - Plumbing
 - Heating/Mechanical
 - Pool water treatment and distribution systems
 - Bathhouse architectural
 - Site, deck, and other components not mentioned above
- Condition report on all site elements
- Address operational effectiveness
- Recommendations for repair or replacement
- Cost estimates
- Estimate of remaining useful life

To follow is a summary of our project approach and anticipated tasks.

Existing Facility Evaluation

1. Facilitate a project “Kick Off” meeting with City representatives. The purpose of this meeting will be to introduce the project team; establish a chain of command; gather existing pool records; establish the project schedule; discuss evaluation and upgrade considerations. (1 meeting)
2. Inspect and evaluate the condition of the pool basin concrete, pool features, deck equipment, pool deck and fencing at each site. This inspection will occur when the pools are empty (prior to filling for the 2014 summer swim season). This will be a visual inspection along with sounding of the concrete with a hammer for evidence of hollow or loose concrete. Core sampling or using other methods to verify concrete strength is not included. (1 visit)
3. Inspect and evaluate the condition of the existing pool water treatment equipment at each site. This inspection shall occur while the pool equipment is operating. If pressure/vacuum gauges exist on the pressure and suction sides of the pumps, the pump performance will be confirmed by checking the flow vs. head condition relative to the pump curves. (1 visit)
4. Address potential energy saving options with pool equipment upgrades.
5. Visually inspect and evaluate the condition of the existing bathhouse building at each site. (1 visit)

6. Review existing pool and building codes for general compliance concerns.
7. Estimate remaining useful life of the existing facilities.
8. Make recommendations for repair or replacement.
9. Provide a rough order of magnitude cost estimate for the proposed improvements.
10. Summarize the findings in a report and provide to the City. Attend a meeting to review the report and address questions. (1 meeting)

Services Not Provided as Part of this Contract

- Sub-surface exploratory, destructive or non-destructive material testing
- Inspection of underground or submerged components and structures
- Environmental evaluations or assessments
- Geotechnical investigations and/or soil borings
- Design or Construction Documents

PROJECT SCHEDULE

Authorization to Proceed Spring 2014
Services Complete 45 days from Authorization to Proceed

COMPENSATION

The fees to provide the services defined above shall be:

Pool Basin/Water Treatment Equipment/Deck/Site Evaluations Initial Here for Acceptance: _____	\$9,600
Bathhouse Architectural and Structural Evaluations Initial Here for Acceptance: _____	\$5,800
Electrical/Plumbing/Heating/Mechanical Evaluations Initial Here for Acceptance: _____	\$4,300
Grand Total for the Above Services	<u>\$19,700</u>

The proposed fees are also summarized on the Bid Submittal Page found in Appendix C.

Client declares that they are exempt from Federal and State excise and sales taxes and will provide a tax exemption certificate to Ramaker upon request.

The fee amounts include direct labor costs, any mark-up for fringe benefits, overhead and profit.

Reimbursable expenses (e.g., reproductions, shipping, postage, travel, meals, etc.) have not been included in the above fees and will be charged as incurred without markup. The reimbursable expenses are estimated to total \$900.

Any additional services requested shall be performed in accordance with the current Fee Schedule found in Appendix D. Ramaker & Associates reserves the right to adjust these fees as necessary and will provide the Client a written notification of all such changes.

The Agreement Fee is firm for acceptance within 30 Days from date of this Agreement.

**Request for Proposals
City of De Pere Aquatic Facility Evaluation**

CONTACT INFORMATION	
Contractor Name	Ramaker & Associates, Inc.
Contractor Address	1120 Dallas Street, Sauk City, WI 53583
Contractor Phone Number	(608) 643-4100
Contact Name	Daryl Matzke
Phone Numbers (Work/Cell)	(608) 643-4100 / (608) 963-1343
Email	dmatzke@ramaker.com

REFERENCES:

List a minimum of 5 references that your team has conducted similar aquatic evaluations on.

Client Name: City of Monroe Phone: (608) 329-2469

Contact Name: Paul Klinzing Completion Date of Project: 2013

Client Name: Unified School District of Antigo Phone: (715) 627-4355

Contact Name: Tim Prunty Completion Date of Project: 2014

Client Name: School District of New Berlin Phone: (262) 789-6250

Contact Name: Andy Stefancin Completion Date of Project: 2013

Client Name: Village of Elm Grove Phone: (262) 782-6700

Contact Name: Lauren Oliveri Completion Date of Project: 2012

Client Name: Ridgewood Com. Pool Assn./Hawks Landing Swim Club Phone: (608) 663-6267

Contact Name: Tim Ritchie Completion Date of Project: 2003/2013

CITY OF DE PERE AQUATIC FACILITY EVALUATION – De Pere, Wisconsin

Request for Proposals
City of De Pere Aquatic Facility Evaluation
Bid Submittal Page

SCHEDULE OF COSTS

ITEMIZE COSTS BASED ON VI (B):

EVALUATION	COST
Pool Basin/Water Treatment Equipment/Deck/Site Evaluations	\$ 9,600
Bathhouse Architectural and Structural Evaluations	\$ 5,800
Electrical/Plumbing/Heating/Mechanical Evaluations	\$ 4,300
TOTAL	\$ 19,700

Reimbursable expenses (e.g., reproductions, shipping, postage, travel, meals, etc.) have not been included in the above fees and will be charged as incurred without markup. The reimbursable expenses are estimated to total **\$900**.

The City reserves the right to award a contract based on parts or all of the proposed bid.



2014 FEE SCHEDULE

PROFESSIONAL	HOURLY RATE
ADMINISTRATION	\$30.00 – \$50.00
CONSTRUCTION MANAGER	\$65.00 – \$100.00
ENGINEERING / ARCHITECTURAL TECHNICIAN	\$50.00 – \$110.00
ENVIRONMENTAL SPECIALIST	\$60.00 – \$80.00
GIS SPECIALIST	\$60.00 – \$110.00
INFORMATION TECHNOLOGY	\$75.00 – \$125.00
LANDSCAPE ARCHITECT	\$70.00 – \$90.00
STRUCTURAL ENGINEER	\$85.00 – \$125.00
PROFESSIONAL ENGINEER / LICENSED ARCHITECT	\$85.00 – \$150.00
PROFESSIONAL GEOLOGIST	\$80.00 – \$90.00
PROJECT MANAGER	\$80.00 – \$150.00
PROFESSIONAL LAND SURVEYOR	\$80.00 – \$125.00
SURVEY TECHNICIAN	\$50.00 – \$85.00
DEPARTMENT MANAGER	\$125.00 – \$175.00
PRINCIPAL	\$175.00 – \$250.00

SUBJECT TO CHANGE WITHOUT NOTICE
EFFECTIVE: JANUARY 2014

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: May 6, 2014

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Resolution #14-42, Authorizing Agreement for Consulting Services
Between the City of De Pere and SAA Design Group, Inc. (Nicolet
Square Master Design).

ATTACHMENTS:

- Reso14-42 (DOCX)
- SAA Design Group (Nicolet Square) 4-14-156-001-14 (DOCX)
- Exhibit A - SAA Design (PDF)
- Exhibit B - SAA Design (PDF)

RESOLUTION #14-42

AUTHORIZING AGREEMENT FOR CONSULTING SERVICES BETWEEN
THE CITY OF DE PERE AND SAA DESIGN GROUP, INC.
(Nicolet Square Master Design)

WHEREAS, the City is in need of master plan design services for the Nicolet Square area; and

WHEREAS, SAA Design Group, Inc. has available and offers to provide personnel and equipment necessary to accomplish those services within the required time.

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 SAA Design Group, Inc. (Nicolet Square Master Plan) as is attached hereto and incorporated herein by reference as Exhibit 1.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 6th day of May, 2014.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

Attachment: Reso14-42 (2110 : Resolution #14-42, Planning Nicolet Square)

**AGREEMENT FOR CONSULTING SERVICES BETWEEN THE
CITY OF DE PERE AND SAA DESIGN GROUP, INC.
(Nicolet Square Master Design)**

THIS AGREEMENT made and entered into this _____ day of _____, 2014, by and between the City of De Pere, Wisconsin, ("City"), and SAA Design Group, Inc., a Wisconsin corporation ("Consultant").

WITNESSETH

WHEREAS, the City is in need of master plan design services for the Nicolet Square area; and

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

NOW THEREFORE, City and Consultant agree as follows:

I. DESCRIPTION OF PROJECT

The project is as described in the City Request for Proposals (Exhibit A) and Consultants Proposal thereto dated March 28, 2014 (Exhibit B), both of which are attached hereto and incorporated by reference. If a conflict exists between Exhibit A and Exhibit B, the terms of Exhibit A shall prevail. If there is a conflict between the terms and conditions of Exhibit A and this Agreement, the terms of this Agreement shall prevail. If, during the course of performing the work, City and Consultant agree that it is necessary to make changes in the project as described in the exhibits, such changes will be incorporated into this Agreement only by written amendment, signed by the parties.

II. SCOPE OF CONSULTING SERVICES

Consultant agrees to perform those services described 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 information and items as described in Exhibit A.

IV. AUTHORIZATION, PROGRESS, AND COMPLETION

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

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

V. OWNERSHIP AND FORM OF DOCUMENTS

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

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

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

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

VI. CONFIDENTIALITY OF INFORMATION

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

VII. TIME FOR COMPLETION

The parties hereto agree that time is of the essence in completion of the project and that Consultant's work hereunder should be completed as per schedule shown in Exhibit A. 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 in an amount not to exceed \$56,032, plus reimbursable expenses estimated at \$3,816. Payment of the lump sum fee shall be made in five monthly installments based on the percentage of work completed with the final installment not being less than 10% of the project total.

Payment of reimbursables shall be made within 30 days of invoice, not to exceed once per month. If payment is not made within 30 days, interest on the unpaid balance will accrue beginning with the 31st day at the rate of 1.0 percent per month or the maximum interest rate permitted by law, whichever is less. Such interest will become due and payable at the time said overdue payment is made.

IX. RESPONSIBILITY OF CONSULTANT

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

X. NON-DISCRIMINATION

The Consultant agrees that, in performing under this Agreement with the City, it will not discriminate against any employee, applicant for employment or any other person or member of the public on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, use or non-use of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other basis provided under Wis. Stats. §111.321.

XI. INSURANCE

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

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

2. Automobile bodily injury and property damage liability insurance covering owned, nonowned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$600,000.
3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.
4. Professional liability insurance covering damages resulting from errors and omissions of the Consultant. The limit of liability shall be \$1,000,000 or the total consultant's fee on the project, whichever is greater.

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

XII. ALLOCATION OF RISKS

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

To the fullest extent permitted by law, the City shall indemnify and hold harmless Consultant, the Consultant's officers, directors, partners, 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 engineers, architects, 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, directors, partners, 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.

XIII. SUBCONTRACTS

The Consultant shall obtain the written consent of the City prior to subcontracting to any entity other than Robert E. Lee & Associates, Inc. for any portion of the work to be performed under this project. The Consultant shall be responsible to the City for the actions of person and firms performing subcontract work.

XIV. ASSIGNMENT

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

XV. INTEGRATION

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

XVI. JURISDICTION

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

XVII. SUSPENSION OF WORK

The City may suspend, in writing, all or a portion of the work under this Agreement in the event unforeseen 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 XVIII.

XVIII. TERMINATION OF WORK

The City may terminate all or a portion of the work covered by this Agreement for its convenience. Either the City or the Consultant may terminate work in the event the other party fails to perform in accordance with the provisions of this Agreement. Termination of this

Agreement is accomplished by 15 days prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

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

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

XIX. MEDIATION

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

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

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

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

With a copy to:

City of De Pere
Attention: Recreation Supervisor
925 South Sixth Street
De Pere, WI 54115

If to Consultant:

SAA Design Group, Inc.
 Attention: David R. Schreiber
 101 East Badger Road
 Madison, WI 53713

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

SAA DESIGN GROUP, INC.
 By: _____

CITY OF DE PERE
 By: _____

Print Name: _____
 Title: _____

 Michael J. Walsh, Mayor

Print Name: _____
 Title: _____

 Shana L. Defnet, Clerk-Treasurer

H:\jdupont\Agreements\2014\SAA Design Group (Nicolet Square) 4-14-156-001-14.docx

Attachment: SAA Design Group (Nicolet Square) 4-14-156-001-14 (2110 : Resolution #14-42, Planning Nicolet Square)

A Request for Proposals
Master Design of Nicolet Square
(3rd to 5th / Main to Reid)

De Pere, Wisconsin

Project: Master Design of Nicolet Square

Client: City of De Pere.

Location: 3rd to 5th / Main to Reid, De Pere, WI 54115

Organization: City of De Pere

Contact Person:

Name	Ken Pabich
Title	Director of Economic Development & Planning
Address	335 S. Broadway De Pere, WI 54115
Email:	kpabich@mail.de-pere.org
Phone:	(920) 339-4043
Fax:	(920) 339-4049

Timeline: The proposal, in the form described in Attachment I, shall be received at the above address by **March 28, 2014**. The selected firm will present the City with 8 hard copies of the final as well as electronic copies one in MS Word and one in Adobe Acrobat format. Respondents should include the cost of giving a public presentation of the findings of the report in their proposal as a separate option.

Faxed or e-mail submissions **will not be** not be accepted.

Request for Proposals issued	March 12, 2014
Proposal Due	March 28, 2014, Noon CDT
Firm Interviews	April 7, 2014 (week of)
Project Awarded	May 6, 2014 (contract)
Draft Report for Review	August 1, 2014
Final Report Completed	September 22, 2014

Site Visit: **Firms are free to visit the site as needed for development of the proposal.**

Attachment: Exhibit A - SAA Design (2110 : Resolution #14-42, Planning Nicolet Square)

I. Project Description

In 2010, the City adopted a Master Plan for the Downtown. For the Nicolet Square area, the Master Plan calls for making the alley and related areas a primary focus for the businesses and customers (Master Plan can be found on the City website). For this project, the study area is between 3rd and 5th Streets and between Main and Reid Street.

Main Street from the bridge to 9th Street will be completely reconstructed around 2019. In preparation of this work, the City is hoping to make improvements to the Nicolet Square area before construction would begin. While the Master Plan provided concepts that could be implemented the goal for this project is to develop design that can be implemented.

The goal for this project is to work with the area businesses in developing a Master Plan for the study area that can be implemented by the City. In essence, the City is looking for plans that would be detailed enough to be considered a 30% design concept.

II. Scope of Work to be Performed

The scope of work has two primary objectives.

1. Public involvement: Working with the area businesses and interested citizens in obtaining input on design and then sharing the design concepts back. It is also expected that a stakeholder group would be created to work with the firm throughout the process. The stakeholder group will be developed by the City with input. It is expected that in addition to the two public meetings, that there will be at least two addition meetings with the stakeholder group.

Public Meeting 1: A public meeting to kick off the project and obtain input on the design ideas from the attendees.

Business Survey: Depending on the need, an online project survey may be implemented (survey monkey) to gather input as well.

Public Meeting 2: A public meeting to share the draft design work and again obtain input on the proposed designs.

Plan Commission: A presentation of the final draft shall be provided to the City Plan Commission.

City Council: A presentation of the final draft shall be provided to the City Council.

2. Design: Developing scaled design concepts that can use used for improving the study area. The design concepts should also include phasing of implementation. The design work shall address / include the following items.
 - a. Discussion on the potential development within the study area and the impact it would have on the proposed design work.
 - b. Alta Survey: an alta survey should be completed for 300 block.
 - c. Traffic and Pedestrian Study: MSA has been contracted with the Wisconsin Department of Transportation for the STH 32 (Main Street and Reid Street) redesign. They have traffic numbers for the surrounding streets that can be used. The firm will need to obtain traffic numbers for movement within the study area (ie alley primary flow and access points). This should include a 20-year traffic projection. At this time, there are not

pedestrian counts. The firm will need to gather existing pedestrian counts as well as make a 20-year projection.

- d. Engineering Design (30% Design) for
 - i. Recommendations for traffic flow in the study area.
 - ii. Public parking areas: layout for parking in all public areas and suggestions for private areas where appropriate.
 - iii. Public alley: would include design recommendations and also possible flow changes (ie one way)
 - iv. Public pedestrian connections: In the Master Plan, it suggests make improvements to the alley connections and also sidewalk enhancements.
 - v. Storm water design: With the parking area begin reconstructed between 3rd and 4th, it is expected that underground stormwater collection will need to be added. Provide design concepts, approximate size, location, and estimates for the construction of storm water treatment for a 40% reduction in total suspended solids.
 - vi. Lighting design: a lighting design for the entire study area that would be used also on Main Street when reconstructed. The firm will provide recommendations for LED lighting in the study area. The final lighting style will be chosen based on input from the City.
 - vii. Landscape design: We are assuming that the design will include more green areas than the existing site to improve the overall amenities of the site. Provide planting recommendations for green areas to the City. Final planting recommendations will be based on input from the City.
 - viii. Waste collection design: The City is moving towards private collection of commercial waste and there is interest in designing collection areas that can be properly screened. Include design of collection areas in the master plan.
- e. Work shall also include suggested property improvements: In the Master Plan, there are several potential build out options in the plan which may or may not be feasible. We want to ensure the proposed design can handle some of the more feasible options.

III. Compensation

Funds for this project are provided by the City of De Pere. The payment schedule can be negotiated with the selected contractor; however it is expected that the payments would be tied into key mile stones.

IV. Proposal Selection Process and Criteria

A. Proposal Reviewers

The City of De Pere will have a selection committee that shall evaluate submitted proposals and make the final selection.

B. Evaluation Criteria

Proposals (electronic or hard copy) will be evaluated using three sets of criteria and firms meeting the mandatory criteria will have their proposals evaluated and scored for the technical qualifications and price. The following represent the principal selection criteria to be considered.

1. Mandatory Elements

- a. The firm has no conflict of interest with regard to any other work performed by the firm for the City.

- b. The firm adheres to the instructions in this request.
 - c. The firm submits copies of its licenses and appropriate insurance.
 - d. The qualifications of the firm and any subcontractors will be approved by the City of De Pere.
- 2. Technical Qualifications
 - a. Demonstration of appropriate experience and qualifications of all staff, firms, and subcontractors contributing to the project.
 - b. Demonstration of sufficient past experience and performance on comparable projects.
 - c. Practicality of proposed methods and approach to accomplish the goals.
 - 3. Proposed scope of work and schedule of compensation.

C. Oral Presentations

The City of De Pere may, at its discretion, request any one or all firms to make a presentation in person. Such presentations will provide an opportunity to answer questions about the proposal. Not all firms may be asked to make a proposal. No reimbursement for such presentations will be provided.

D. Final Selection

The City of De Pere will select a firm based upon the above criteria. It is anticipated that a firm will be selected in April. Following notification of the firm selected, it is expected that a contract will be executed between both parties within 30 days.

E. Right to Reject Proposals

By responding to the RFP an individual respondent accepts the process outlined in this RFP and fully acknowledges that the final determination of the City of De Pere is binding and without appeal.

The City reserves the right to reject any and all proposals, without prejudice and/or waive any irregularities if deemed in the best interest of the City.

The City of De Pere reserves the right to accept the proposal considered most advantageous. All respondents accept this process when submitting a proposal.

V. Attached Documentation or Resource Available

The following resources have been provided or are available to help assist interested parties understand the scope of the project.

Additional resources:

City of De Pere Website:	City Comprehensive Plan (Community Development/ Planning)
City of De Pere Website:	City Master Plan (Community Development/ Planning)
WisDOT Website:	HWY32 / Main Street Study Site (WIS 32 Planning Study)

Attachment I: Map of Project Area

Map of the project area.

Attachment II: Proposal Format

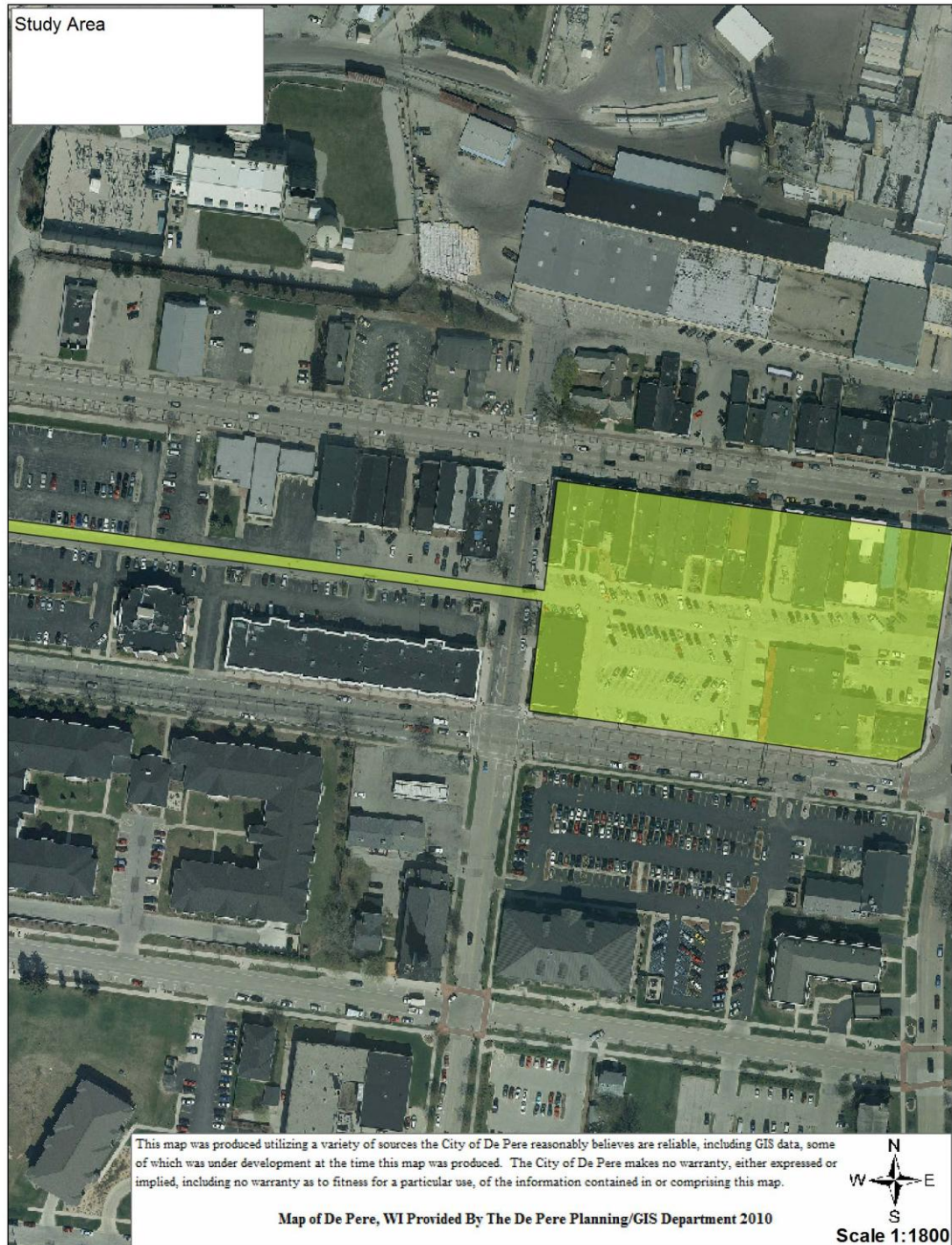
Explains the project requirements for firms submitting proposals.

Attachment III: Summary of Deliverables

Summary of expected deliverables for the project.

Attachment IV: Items to be provided by the City

Attachment I



Attachment: Exhibit A - SAA Design (2110 : Resolution #14-42, Planning Nicolet Square)

Attachment II

Proposal Format

Responding Engineering / Architectural Firms will provide:

- An introduction outlining their interest in and general approach to the project and containing an overview of their firm.
- A summary of their relevant experience, with a brief description of each project experience and the individuals involved in that work.
- References for specific projects listed above complete with references for each project cited.
- The credentials and roles of all members of their team to perform the work requested both in-house and sub-consultants and including additional references for projects cited there.
- A detailed description of their approach to the work, including a proposed timeline, and brief descriptions of specific deliverables.
- A lump sum cost proposal for the work identified, along with hourly rates for assigned personnel and consultants for additional work should that later be requested (costs should be identified for the scope of work requested, along with reimbursable expenses for the trips identified in the Scope checklist related thereto).
- Detailed Cost Breakdown:
 - Public Meeting Process (2 Public, 2 Minimum with Stakeholder, Plan Commission, Council Meeting)
 - Alta Survey
 - Traffic Counts and Projections
 - Pedestrian Counts and Projects
 - Engineering Design (based on parameters identified in proposal)
- Any concerns, qualifications, or conditions placed on the proposal.
- A sample of or excerpts from a similar work product, along with any other relevant project or promotional materials.

Attachment III

Summary of Deliverables

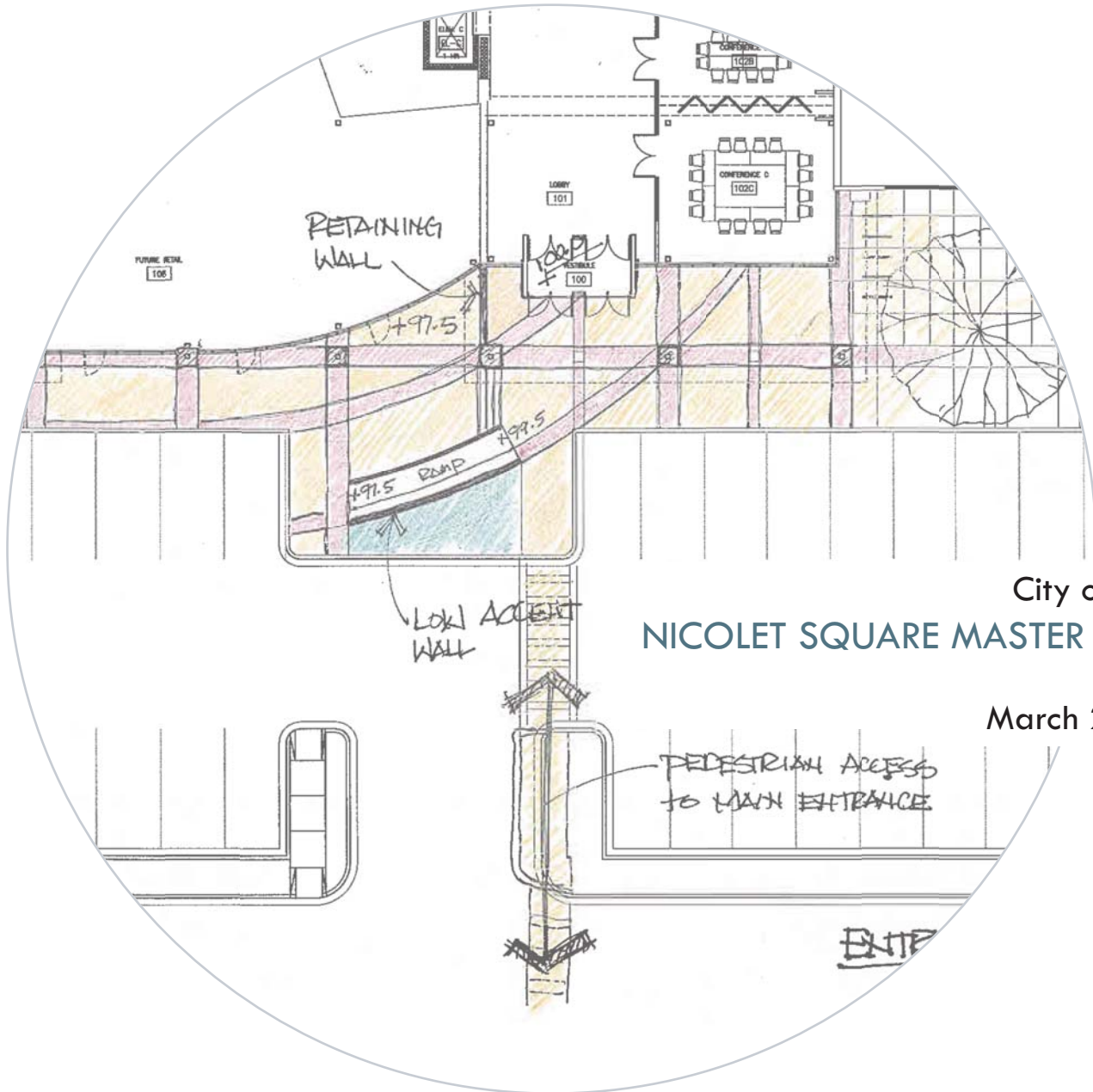
Below is a list of the expected deliverables:

- 1. Plan Document:**
 - a. Project Summary**
 - i. Process**
 - ii. Findings (ie pedestrian study, traffic movement, issues, etc)**
 - iii. Summary of public input**
 - b. Project Recommendations Public Areas**
 - c. Project Recommendations for Private Areas**
 - d. Project Phasing**
 - e. Estimate Project Cost broken down**
- 2. Alta Survey**
- 3. 30% Design of the following provide in AutoCAD format:**
 - a. Street Alley Design**
 - b. Parking Layout**
 - c. Pedestrian Connections / Sidewalks**
 - d. Lighting Plan**
 - e. Landscape Plan**
 - f. Stormwater Plan**
 - g. Waste Collection**

Attachment IV**Items Provided By City**

The City will provide the following items

1. All GIS data for the site (parcels and other planimetric data)
2. All Engineering data for the site (primarily existing utilities and lighting information)
3. The City can provide the necessary meeting space for the project
4. The City will complete the mailings for the public meetings.
5. The City will also provide data obtained by WisDOT on the HWY32 (Main Street) project.



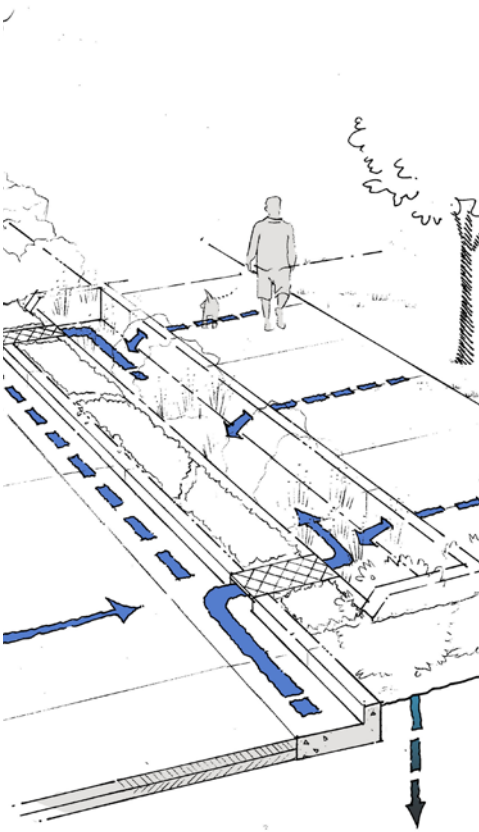
City of DePere
NICOLET SQUARE MASTER DESIGN

March 28, 2014



Robert E. Lee & Associates, Inc.
 Engineering • Surveying • Environmental Services

TABLE OF CONTENTS



Stormwater Management - Union Corners Development,
Madison, WI

CONTACT

David Schreiber
Project Manager
SAA Design Group
608-255-0800
dschreiber@saa-madison.com

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SAA Design Group
101 East Badger Road
Madison, WI 53713
t 608.255.0800
www.saa-madison.com

Contact:

David Scheiber, PLA, ASLA
Principal in Charge
608-255-0800
dschreiber@saa-madison.com

March 28, 2014

Mr. Ken Pabich, Director
Economic Development and Planning
City of DePere
335 S. Broadway
DePere, WI 54115

Re: Master Design of Nicolet Square

Dear Mr. Pabich,

On behalf of the SAA Design Group and Robert E. Lee Associates I am please to submit the attached proposal for the design of Nicolet Square. Our team brings the urban design, engineering, local presence and past work experience with the City of De Pere to make this project feasible and implementable.

Our approach is proactive in reaching out to the local business community to assure their needs are both understood and met today. Our approach is forward looking by creating design responses that can be replicated in future streetscapes as the Main Avenue and Reid Street are reconstructed in 2019. Finally our approach is accommodating by allowing new development to proceed with minimal disruption to Nicolet Square.

We invite your consideration of our qualifications and work scope and hope to be considered for a future interview.

Sincerely,

David R. Schreiber, PLA, ASLA
Principal, SAA Design Group, Inc.

Attachment: Exhibit B - SAA Design (2110 : Resolution #14-42, Planning Nicolet Square)

2 FIRM PROFILE – SAA



SAA Design Group, Inc. is an urban planning, landscape architecture, and civil engineering firm. We specialize in context sensitive, sustainable and low impact site design solutions. We are dedicated to creating vital and sustainable communities through forward-thinking leadership in public space and infrastructure design. Founded in 1984 in Madison, Wisconsin; SAA serves clients throughout the Upper Midwest.

PRINCIPALS

David R. Schreiber, PLA, ASLA - 42 yrs.

John Lichtenheld, PE, AICP - 38 yrs.

ASSOCIATES

D. Bruce Morrow, PLA, ASLA, LEED® AP - 19 yrs.

Blake Theisen, PLA, ASLA - 15 yrs.

Aaron Williams, PLA, ASLA - 12 yrs.

STAFF

Landscape Architects and Designers

Civil Engineers

Urban and Community Planners

GIS/CAD Technicians

Marketing/Creative Services

Administrative and Clerical

CLIENTS [65% Public, 35% Private]

Governments | Illinois, Iowa, Wisconsin

Institutions | Upper Midwest

Corporations | Upper Midwest

Community Organizations | Upper Midwest

Developers | Upper Midwest

Professional Services Consultants | Nationwide



101 East Badger Road
Madison, WI 53713
Tel 608.255.0800
Fax 608.255.7750
www.saa-madison.com

URBAN DESIGN | Streetscape

Design, Park and Plaza Design, Bicycle and Pedestrian Facilities, Venue and Recreational Facilities Design, Wayfinding Systems, Design Guidelines, Construction Estimates, Implementation Oversight, Urban Waterfront Revitalization Specialists

SITE DESIGN | Site and Landscape

Design, Green and LEED Design, Landscape Maintenance Plans, Site Construction Plans for Institutional, Corporate, Commercial, Industrial and Residential Uses

PLANNING | Downtown Plans,

Redevelopment Plans, Transportation Plans, Park and Open Space Master Plans, Traditional Neighborhood Development Plans, Community Bike and Pedestrian Plans, Trail System Planning and Design, Recreational Corridor Plans, Comprehensive Plans, Current Plans, Grant Writing and Funding Strategies

LAND DEVELOPMENT | Master

Plans for Residential, Eco-Industrial, and Mixed-Use Development; Plan Approvals; Traffic Analysis; Construction Documents | Specializing in Conservation, Traditional Neighborhood and New Urbanist Design

ENGINEERING | Site, Street and

Utility Design, GIS Mapping, Traffic Analysis, Stormwater Planning and Design, Development Plan Review, Project Management

Introduction to the Firm

Robert E. Lee & Associates, Inc.

Robert E. Lee & Associates, Inc., was established in 1956, and is a full-service consulting firm, specializing in civil and environmental engineering, surveying, natural resources services. This spectrum of services provides an integrated approach to project management for our commercial, industrial, and municipal clients throughout Wisconsin and Michigan.

Disciplines Represented

♦ Civil Engineering.	♦ Economics.
♦ Environmental Engineering.	♦ Environmental Sciences.
♦ Geology.	♦ Hydrogeology.
♦ Land Surveying.	♦ Soil Sciences.
♦ Transportation Engineering.	♦ Urban and Regional Planning.
♦ Ecology.	♦ Cartography.

Services Offered

♦ Sanitary Sewer Collection Systems.	♦ Environmental Services.
♦ Solid/Hazardous Waste Management.	♦ Natural Resource.
♦ Water/Wastewater Engineering.	♦ Road and Bridge Engineering.
♦ Construction Administration.	♦ Site Development.
♦ Environmental Investigations.	♦ Storm Water Management.
♦ Land Surveying.	♦ Land Use Planning.
♦ Remediation System Design.	♦ Agricultural Engineering.
♦ Bridge Painting Observation.	♦ Hydrologic and Hydraulic Engineering.
♦ Construction Management.	♦ Flood Studies.

Project Types

♦ Feasibility Studies.	♦ Permit Application Assistance.
♦ Concept Development.	♦ Environmental Assessment.
♦ Preliminary Engineering Studies.	♦ Construction Observation and Supervision.
♦ Grant Application.	♦ Start-up Services.
♦ Detailed Engineering Design Plans and Specifications.	

REL Staff Overview

Firm Principals

- ◆ Mark J. Larson, CPA, CGMA, President / Secretary.
- ◆ Dennis E. Reim, RLS, Vice President / Treasurer.
- ◆ Dave K. Welsing, Vice President.
- ◆ Bruce D. Meissner, P.G., Principal
- ◆ Jared G. Schmidt P.E., Principal

Professional Registrations & Certifications

- ◆ Professional Engineers (10).
- ◆ Underground Storage Tank Site Assessors (3).
- ◆ Tank System Site Assessor (1).
- ◆ Grade III and IV Wastewater Treatment Plant Operator (1).
- ◆ Land Surveyors (7).
- ◆ Professional Geologist (1).
- ◆ Certified Hydrogeologist (1).
- ◆ Hazardous Materials Manager (1).
- ◆ Petroleum Environmental Cleanup Fund Act (PECFA) Consultants (3).
- ◆ Asbestos Inspectors (2).
- ◆ Storm Water Pollution Prevention Manager (1).
- ◆ OSHA Hazardous Waste Site Workers (3).
- ◆ Lead Supervisor (1).
- ◆ Environmental Specialist (1).
- ◆ Ecologists (4).

Construction Certifications

- ◆ Aggttec/I/P/IPP.
- ◆ PCC Tec-1.
- ◆ Profilograph.
- ◆ Asptec-I.
- ◆ Asptec-II.
- ◆ Asptec-III.
- ◆ Grading.

Disciplines Represented

- ◆ Cartography.
- ◆ Civil Engineering.
- ◆ Economics.
- ◆ Environmental Engineering.
- ◆ Environmental Sciences.
- ◆ Geographic Information Systems (GIS).
- ◆ Geology.
- ◆ Hydrogeology.
- ◆ Land Surveying.
- ◆ Urban and Regional Planning.



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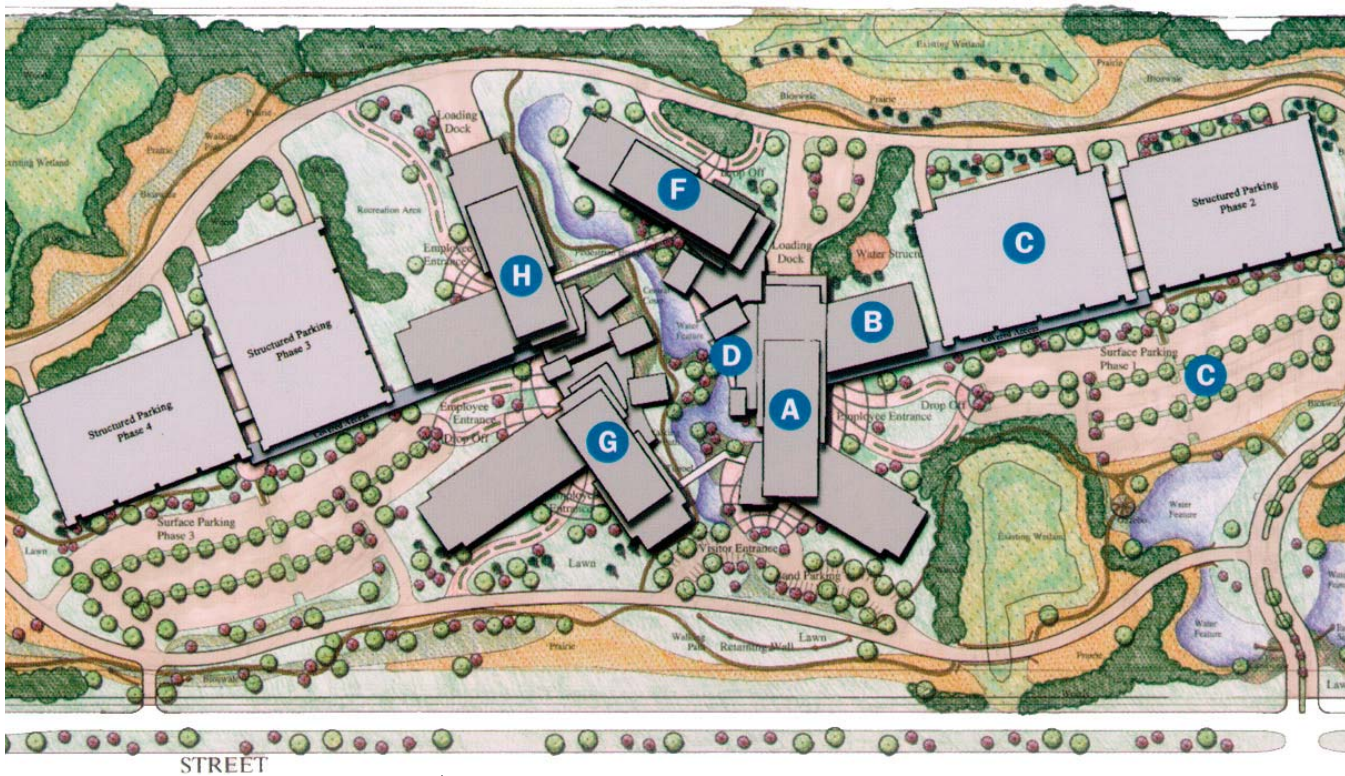


SAA Shorewood Central District
Streetscape Design Shorewood, WI

Oakland Avenue has been Shorewood's business district since the community's founding in the early 1900's as an early suburb of Milwaukee. The community is very walkable and the unique businesses and services found on the street draw heavily from the adjoining neighborhoods. High traffic volumes, parking, district appearance and the need for additional business investment were the primary issues that drove the project. An intensive public process, market analysis and engineering studies generated a preferred streetscape design alternative that both the local businesses and city operational staff could support. The final design emphasizes walkability, broad terraces for adjoining business use, convenient parking, and paving that unifies the eclectic sidewalk patterns found in the district while minimizing the public space maintenance requirements. Traditional theme lighting, public seating and wayfinding improvements enhance user experience.



3 PROJECT EXPERIENCE/REFERENCES



SAA Northwestern Mutual Campus Franklin, WI

An employee oriented 84-acre campus was the primary goal for Northwestern Mutual. Designed to accommodate a million plus square feet of office space and related parking, the site plan congregates four building phases around a central courtyard combining a waterfall, natural stream, bridges, employee break spaces, stormwater management and intensive landscaping. Parking is congregated in secured surface lots and parking structures both of which provide efficient employee building access and security. Existing site wetland features are preserved and continue to provide their environmental and stormwater benefits; native landscapes were restored along walking path corridors. To date, approximately 600,000 sf of office space has been constructed accommodating approximately 2800 employees.

Services: Site master plan; site development entitlements, stormwater approach; 2 phases of construction documents; and site construction administration.

Services:

- Master planning
- Water feature design
- Construction documents
- Site design
- Landscape restoration
- Construction administration

Completion Date: 2008

Actual Construction Cost:
\$194,000,000

Nicolet Square Master Design | City of DePere



The SAA site plan emphasized a pedestrian and bicycle friendly environment and a public open space network including areas capable of supporting a Farmers' Market and sustainable design practices to create an exciting, mixed use community and retail destination for Madison's south side.

3 PROJECT EXPERIENCE/REFERENCES



North Barstow TIF District 8 Redevelopment Plan & Design Eau Claire, WI

SAA created a redevelopment plan for an industrial brownfield site incorporating a new public park and open space with development of a major office complex/headquarters for Royal Credit Union (RCU) in Eau Claire's Downtown.

SAA was hired to build on previous master planning efforts with the city for Phoenix Riverfront Park, and that plan's provisions for downtown redevelopment on sites adjacent to the future park.

SAA developed site concepts, alternatives and perspective illustrations for Council committee sessions and public meetings to refine the vision for this key riverfront area, balancing public access and amenities with building space and parking requirements for the RCU project and for future commercial, residential and mixed use development.

Following plan approval in July 2002, SAA led the design and engineering team to complete phase 1 of Phoenix Riverfront Park prior to construction of the RCU building and campus. The project went out for bid in February 2004; the accepted bid came in \$108,000 under SAA's estimate of \$4.44 million.

Type: *Redevelopment master plan*

Scope: *Master plan, community engagement, public space and infrastructure design, grants and public market*

Duration: *January 2003 to June 2006*

Contact: *Mike Schatz, Economic Development Director
mrschatz@ci.eau-claire.wi.us 715-839-6047*





SAA Paramount Plaza
Grafton, WI

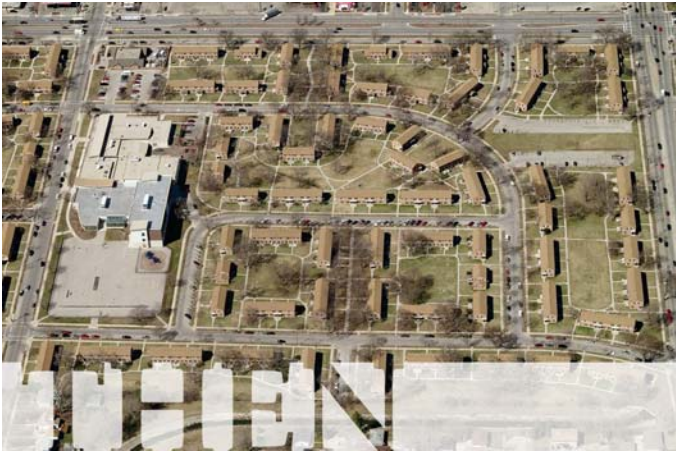
Paramount Plaza is the landmark urban plaza in historic Grafton, Wisconsin. The plaza celebrates the Village's strong tie to the African-American jazz and blues recording industry in the 1920s and 1930s when Paramount Records recorded in Grafton. The plaza honors artists that recorded in Grafton with the Paramount Plaza Walk of Fame. The walk consists of 44 black granite 'piano keys' in a field of white concrete. Starting with six original inductees, the Village will annually inscribe additional keys with artists' names that recorded for Paramount Records.

In addition to the Paramount Plaza Walk of Fame, the plaza includes a multilevel granite water feature with a sculpture of three musicians, a shaded performance area, a year-round music system, stone walls, custom fencing, and themed paving throughout the site. Continuous strings of LED lights hidden in cap stones wash the stone walls and fountain walls with blue light.

The plaza creates a comfortable environment for individual users as well as large groups. The plaza provides multiple seating opportunities to accommodate individual preferences including, benches, seating walls, seating steps, and lawn areas. Additionally, adjacent businesses can provide outdoor dining areas.



3 PROJECT EXPERIENCE/REFERENCES

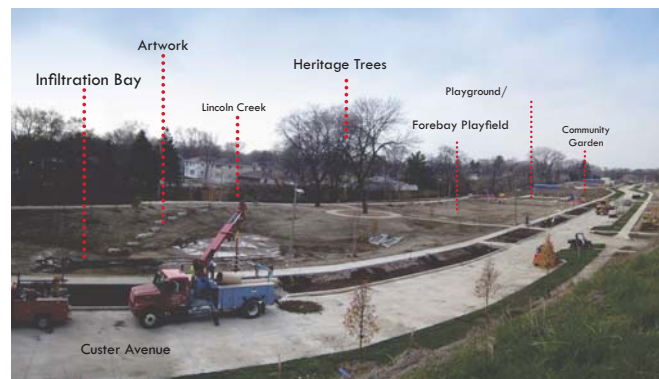


Westlawn Neighborhood Milwaukee, WI

The Westlawn Neighborhood, the State's largest housing project, located along Silver Spring Drive in Milwaukee, Wisconsin is currently undergoing a \$101M Phase 1 redevelopment effort on roughly half of the existing 75 acre site. The main park of this urban redevelopment lies along Lincoln Creek and is arranged as a linear green space. The area functions as both a passive and active recreational amenity as well as being an integral part of the stormwater management for the site. The large sunken playfield acts as a forebay to the retention pond located at the corner of Custer Ave. and 60th St.

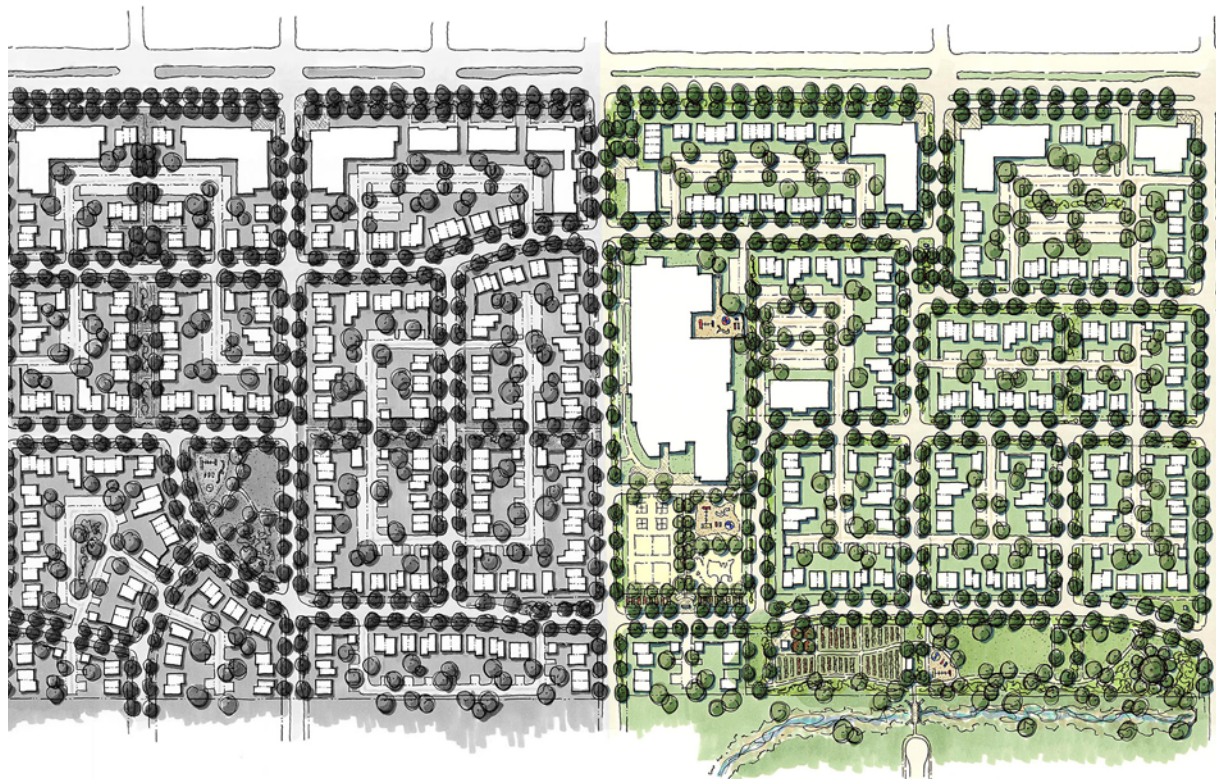
Amenities to the park include a 1-acre community space planned in conjunction with Will Allen of Growing Power, a community shelter, playgrounds separated into a tot area and child area, splashpad, sunken playfield, looped pathways, a variety of seating, and flexible spaces for gathering. All features in the park were developed with respect to durability, longevity, and main ten ace for the end user.

Goals of the project from a landscape perspective include designing for sustainability, both environmentally and economically, resident safety, development connectivity, amenities that promote interaction, reuse of existing materials on site, environmental education opportunities, addressing storm water visually and aesthetic enhancements that recreate the image of the neighborhood. The existing development was transformed along Traditional Neighborhood principles favoring walkable streets, rear yard alleyways, quality green spaces, community gardens, appropriate plantings and context sensitive design.

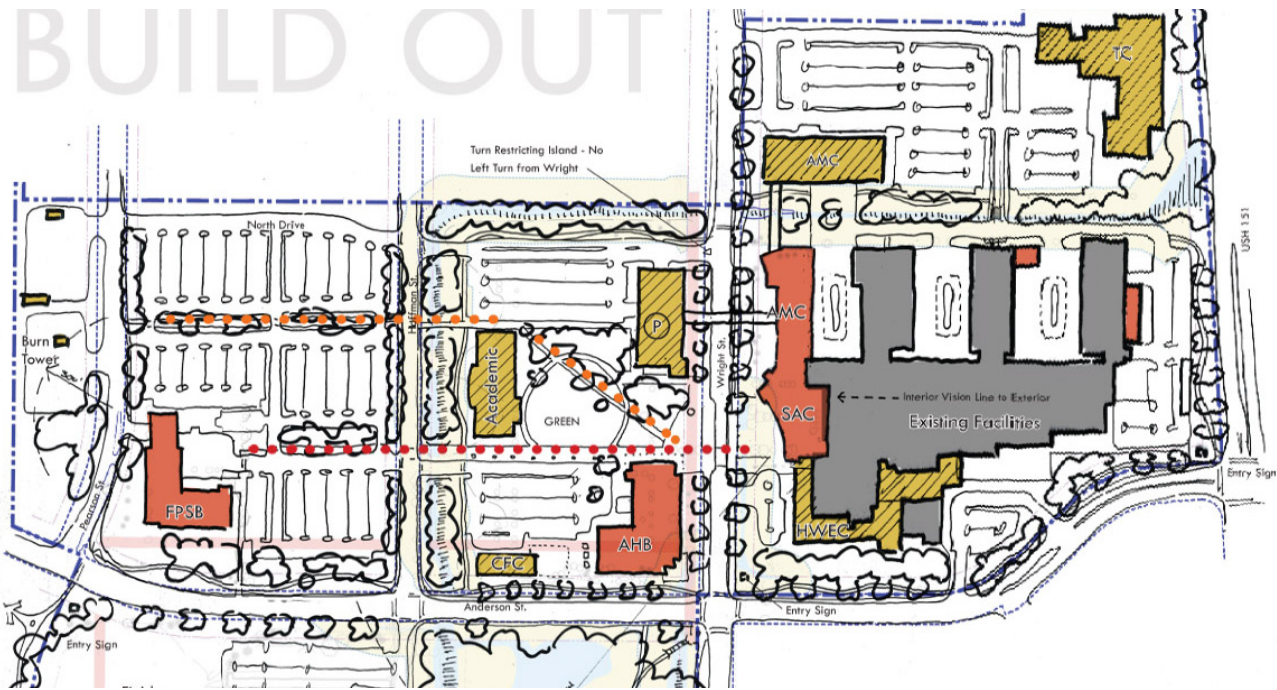




Westlawn Neighborhood



3 PROJECT EXPERIENCE/REFERENCES



SAA Madison College Campus Expansion Madison, WI

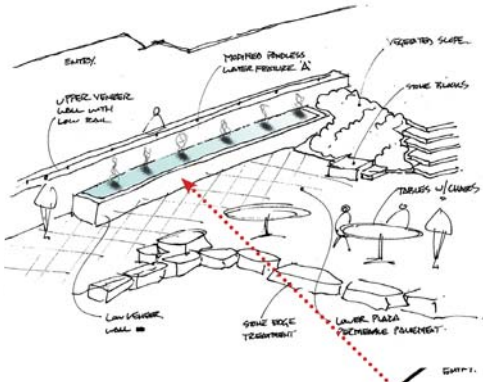
In November of 2010, voters passed a \$133 million referendum to fund needed expansion for Madison Area Technical College. As a result, the college hired SAA Design group to update their Long-Term Master Plan as well as a Phase 1 Master Plan and construction documents that includes four new buildings and associated site improvements funded by the referendum. The plan creates a pedestrian environment with vibrant gathering spaces that provides educational opportunities with a focus on sustainable design. As part of the planning process, SAA completed a traffic study and a parking study. Based on the traffic study, the campus was able to reduce the number of travel lanes in a street that bisects the campus from four-lanes to two-lanes to improve pedestrian safety. SAA worked with Madison Metro Transit to provide enhanced transit stops in the area created by the road narrowing.



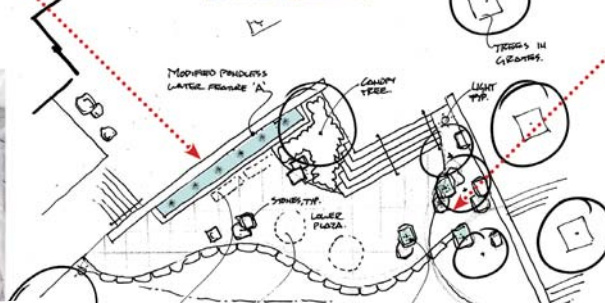
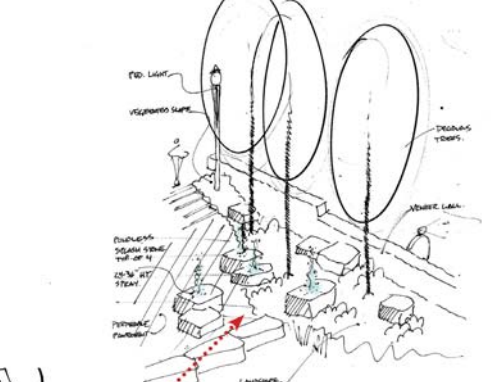
3 PROJECT EXPERIENCE/REFERENCES

Nicolet Square Master Design | City of DePere

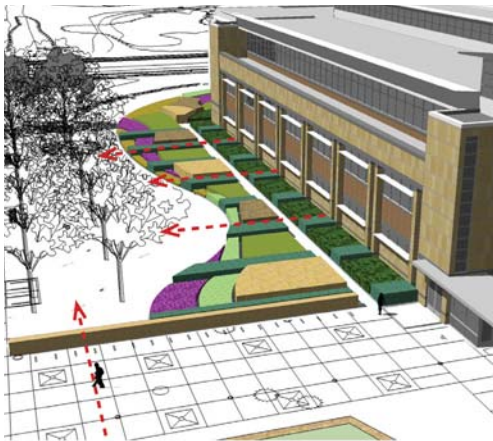
WATER CHANNEL



SPLASH BLOCKS



Madison College Campus Expansion



Attachment: Exhibit B - SAA Design (2110 : Resolution #14-42, Planning Nicolet Square)

Project Experience

Ashwaubenon, WI



- ◆ Project: Gordmans
- ◆ REL Staff:
 - Jared G. Schmidt, P.E.
 - Aaron Breitenfeldt, E.I.T.
- ◆ Client: Rodac Development & Construction, LLC
- ◆ Services Provided:
 - Topographic Survey
 - Site Engineering
 - Pre & Post-Development Hydrologic Calculations
 - Storm Water BMP Design
 - As-Built Survey

Retail Development - Underground Storage Facility

Gordman's is a 50,000 square foot big-box retail store located in the Village of Ashwaubenon in Brown County. REL was contracted by a private developer to perform the site engineering and design the storm water management facilities. The specific scope of services provided included:

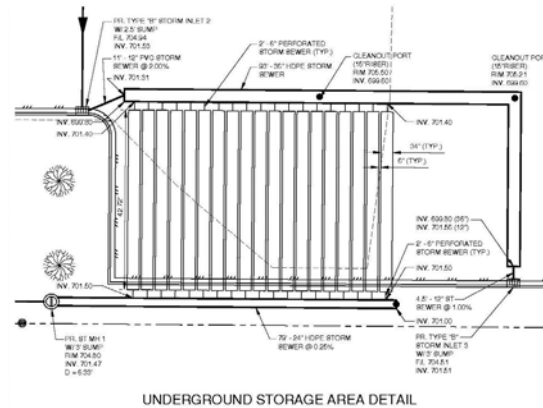
- ◆ Prepared a topographic survey of the project site which included generating one-foot contours and locating all buildings, concrete and asphalt surfaces, utilities, and all other pertinent site details.
- ◆ Performed site engineering which included designing and detailing the proposed site layout, the proposed utilities, and creating a detailed grading plan.
- ◆ Performed pre-development and post-development hydrologic calculations and developed hydrographs necessary to design the post-construction storm water management BMP's.
- ◆ Designed storm water management BMP's to effectively reduce post-construction peak flows and remove greater than 80% TSS. Specific on-site BMP's included both traditional wet detention ponds as well as multiple underground wet detention ponds.
- ◆ Prepared the storm water management plan and obtained the Notice of Intent permit from the WDNR and the storm water management permit from the Village of Ashwaubenon.
- ◆ Performed the as-built survey to accurately locate and document the final details of the installed storm water BMP's.

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Attachment: Exhibit B - SAA Design (2110 : Resolution #14-42, Planning Nicolet Square)

Project Experience

Hobart, WI



- ◆ Project: DeNoble Sewer & Water
- ◆ REL Staff:
 - Jared G. Schmidt, P.E.
- ◆ Client: Private Business Owner
- ◆ Services Provided:
 - Topographic Survey
 - Site Design
 - Storm Water Design
 - Underground Storage System
 - 80% TSS Reduction
 - Peak Flow Control
- ◆ Certified Survey Map
- ◆ Permitting

Contractor Yard, Shop, & Underground Storage Design

Robert E. Lee & Associates was retained by the owner to design and coordinate permitting for development of a 5 acre site located within the Village of Hobart, WI. Site design parameters involved site and utility design to service the future facility. The parcel is located within airport zoning, requiring an alternate storm water management design.

Design of the facility required non-traditional stormwater features, as airport zoning discourages the use of any permanent water surface, as a means to limit waterfowl activity associated with open water. The selected design utilized a combination of design parameters to both reduce total suspended solids by a minimum of 80 percent as well as limited peak discharge to pre-development levels. To meet the water quality requirement, an oversized storm sewer pipe was used as a header pipe that maintained a permanent water surface, thus giving the required settlement area and provided sediment storage volume. Peak discharge was reduced to pre-development conditions through the use of Storm Tech SC-310 Storage Chamber, and a flow control storm manhole structure. As a result of the site topography, a relatively low profile storage device was needed. The Storm Tech chambers were selected because of their increased storage volumes in the lower portions of the chamber, resulting in a cost effective design.

As a result of the underground storage design, the site was both able to meet the storm water requirements for the Village, within an airport zoning, and also maximize developable area on the parcel by not taking up surface area for a pond or other above ground best management practice.

3 PROJECT EXPERIENCE/REFERENCES

References: SAA Design Group



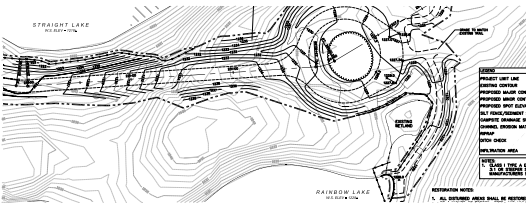
Project: Madison College Campus Expansion
 Contact: Mike Stark, Director of Facilities
 Phone: (608) 246.6737
 E-mail: MMStark@matcmadison.edu



Project: City of Kenosha Parks Projects
 Contact: Shelly Billingsley, Deputy Director of
 Public Works/City Engineer
 Phone: (262) 653.4149
 E-mail: sbillingsley@kenosha.org

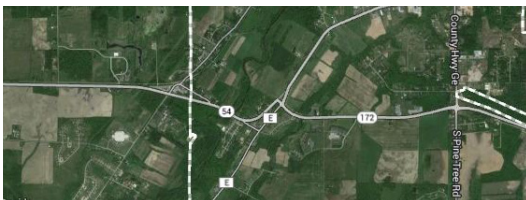


Project: City of Beloit Projects
 Contact: Shauna El-Amin, Executive Director -
 Downtown Beloit Association
 Phone: (608) 246.6737
 E-mail: MMStark@matcmadison.edu



Project: WI Division of Facilities Development
 Contact: Lisa Pearson, Project Manager
 Phone: (608) 266.8874
 E-mail: lisaj.pearson@wisconsin.gov

References: Robert E Lee Associates



Community: Village of Hobart
 Contact: Andrew Vickers, Administrator
 Phone: (920) 869.3804
 E-mail: andrew@hobart-wi.org



Community: City of Kiel
 Contact: Dennis Dederling, Administrator
 Phone: (920) 894.2909 ext 102
 E-mail: admin@ci.kiel.wi.us



Community: Village of Hilbert
 Contact: Charlie Fochs, Director of Public Works
 Phone: (920) 853-3556
 E-mail: hilbertdpw@bugnet.net

PROJECT TEAM

Name	David R. Schreiber, PLA, ASLA
Role	Principal in Charge, Business Engagement
Company	SAA Design Group, Inc.
Experience	42 yrs.
Qualifications/ Experience	David Schreiber is one of the Midwest's most experienced landscape architects, with a private practice career that started in 1972. He has an extensive background in open space, land use, and redevelopment planning, design, and implementation. His approach is comprehensive, with thorough consideration given to a project's functional, aesthetic and environmental issues. Dave's experience with public process facilitation and a proven ability to craft funding strategies that build public/private partnerships have played a valuable role in implementing urban revitalization projects throughout the region. Registered Landscape Architect: WI #154, MN #0129143, and IL #157-000724
	RELEVANT EXPERIENCE
	River Prairie Development Plan, Altoona, WI
	Downtown/Riverfront Master Plans, Beloit, WI
	Bike/Pedestrian Plan, Chippewa Falls, WI
	Conservancy Place Mixed-Use Neighborhood Amended PDP and Final Development Plan, DeForest, WI
	North Barstow/TIF District 8 Redevelopment Plan, Phoenix Riverfront Park Master Plan and Design, Downtown Eau Claire, WI
	Northwestern Mutual Campus Site Plan and Design, Franklin, WI
	Downtown Facility Redevelopment Plan, Streetscape/Public Space Design, Galena, IL
	Monona Terrace Convention Center Public Space and Rooftop Garden Design, Madison, WI
	Beer Line B Riverfront Redev. Plan, Milwaukee, WI
	Menomonee River Valley Sustainable Design Guidelines, Milwaukee, WI
	On the Mississippi Master Plan, Riverfront Redevelopment Streetscape/ Public Space Design, Moline, IL
	East Canal Waterfront Redevelopment, Downtown Neenah, WI
	Historic Canal Restoration and Redevelopment Design, Portage, WI
	Reliant Site Downtown Redevelopment Plan, Rock Falls, IL
	Parkway Concept Design Plan, Rock Island, IL
	Downtown Master Plan, Wisconsin Rapids, WI

John Lichtenheld, PE
Traffic and Pedestrian Analysis
SAA Design Group, Inc.
38 yrs.

John Lichtenheld has 38 years experience in site planning, design and engineering for municipal and private projects. His expertise includes traffic and transportation systems, utilities, grading, and stormwater and sewer facilities. John has extensive municipal engineering experience, and has worked for the Cities of Middleton and Beloit, Wisconsin, as well as for the State of Oregon Land Conservation Development Commission. He can address project issues related to street and utility engineering, pedestrian circulation and safety, crosswalk development, traffic and transportation, parking, mass transit, and stormwater management

Licensed PE: WI #21268 and IL#62-043552

RELEVANT EXPERIENCE

Conservancy Place Development Plan & Stormwater Management. Plan, DeForest, WI

Nine Springs Neighborhood Development Plan & Traffic Study, Fitchburg, WI

Badger Trail Design, Fitchburg, WI

Seminole Highway Design, CUNA Credit Union Site Design & Eng, Fitchburg, WI

Seven Bridges TIF District, Holmen, WI

Allied Drive Redevelopment, Madison, WI

Cherokee Neighborhood Plan, Madison, WI

Monona Shores Residential Redevelopment Site Design & Engineering, Madison, WI

St. Mary's Hospital Expansion, Madison, WI

Villager Mall Redevelopment, Madison, WI

Methodist Medical Center Expansion, Peoria, IL

4 RESUMES - SAA

PROJECT TEAM

Name	Aaron Williams, PLA, ASLA
Role	Landscape Architect/Urban Designer
Company	SAA Design Group, Inc.
Est. % of time	32%
Experience	12 years experience
Qualifications/ Experience	Aaron has been working effectively since 2001 at bridging the spatial tangent between Architect and Engineer. His focus is on contextual materiality being grounded in the identification and definition of a site's offerings to create innovative-place based results. With a philosophy centered around three connected concepts: A thorough understanding of 'site' to achieve a desired creation of place; Understanding the role of human occupation in a site and how that informs meaningful design; and the execution of construction into a 'made' landscape. An emphasis is placed on the process from concept to reality through the use of accurate illustrations, modeling and technical knowledge to create a more visceral understanding of how the completed project will be experienced.
	Registered Landscape Architect: WI #544-014 and IL #157-001415.

RELEVANT EXPERIENCE

River Prairie Development, Altoona, WI
 Antigo Downtown Master Plan, Antigo, WI
 Mckee Spray Park, Fitchburg, WI
 Arts and Entertainment Vision Plan,
 Fond du Lac, WI
 Centennial Centre Master Plan, Hobart, WI
 Seven Bridges Development, Holmen, WI
 Schenk-Atwood Neighborhood Plan,
 Madison, WI
 North Lakeland Discovery Center Master Plan,
 Manitowish Waters, WI
 Village Center Master Plan 2010,
 Menomonee Falls, WI
 Downtown Revitalization Plan and Market
 Analysis, Oconomowoc, WI
 B & W District Family Performance Park,
 Rock Falls, IL
 Schwiebert Riverfront Park and Marina,
 Rock Island, IL
 Linnerud Development, Stoughton, WI



Jared G. Schmidt, P.E.

Principal

Civil/Municipal Engineering Manager

EXPERTISE:

- Civil/Municipal Engineering Manager
- Street, sanitary sewer, water main, and storm sewer design
- Site plan development and design
- Storm water management design and reporting
- Hydraulic and hydrologic studies and analysis
- Flood plain and dam break analysis
- Agency permitting, local, state, and federal

EDUCATION:

- Marquette University, Milwaukee WI
B.S., Civil Engineering, 2003

REGISTRATION:

- Professional Engineer, WI

PROFESSIONAL ORGANIZATION:

- American Society of Civil Engineers
- Fox Wolf Watershed Alliance ~ Vice President
- FWWA Conferences ~ Planning team
- Northeast Wisconsin Storm Water Consortium ~ Member
- Brown County Home Builders Association ~ Associate Director

Site and Storm Water Plan Design (Various Projects within WI). Project Engineer for various site plan designs throughout Wisconsin. Design responsibilities include layouts of physical improvements including building location, parking lots, and green space. Design includes detailed utility layout (water main, sanitary & storm sewer), grading plan, and erosion control plan. Complete storm water Best Management Practices design, reporting, and permitting are typically required for this work. Project examples include:

Bellin Hospital Courtyard Addition, Green Bay, WI.
Bellevue Crossing, Bellevue, WI.
Globe University, Bellevue & Grand Chute, WI.
Jones Sign, Lawrence, WI.
South Bay Marina, Green Bay, WI.
EMT International, Hobart, WI.
Centennial Estates, Hobart, WI.
Schindlers Place Estates, Appleton, WI.
KI, Inc., Bellevue, WI.

Storm Water Management Design (Various Projects within WI). These regional facility designs included the development of regional storm water Best Management Practices (BMPs) for previously or newly developed areas. Responsibilities include identification of complete drainage basins, land uses, storm sewer conveyance systems, and site soils to design site specific BMPs. Regional ponds or other BMPs are then designed and evaluated for storm water quality and quantity impact. Project examples include:

"The Woods" Golf Course Storm Water Pond, Green Bay, WI.
Brown County Farms Pond, Green Bay, WI.
Centennial Centre at Hobart Regional Storm Plan, Hobart, WI.
Fochs Trails, Hilbert, WI.
Rockville Heights, Kiel, WI.
Glen Kent Estates, Howard, WI.
Pulaski School District Pond Retrofit, Pulaski, WI.

Waterway Analysis & Design (Various Projects within WI). Jared has been involved in the hydraulic & hydrologic analysis of numerous waterways throughout the state. Many projects started out by analyzing the existing 100-year flood plain elevation and location. This data can be used for FEMA flood plain mapping; as a base line for future development, properly sizing culverts, or for stream restoration. By utilizing HEC-RAS, detail analysis and design can be performed. Many waterway projects also involve close coordination with permitting agencies, including local, state and federal. Other project examples include:

Mosher Creek Stream Restoration, North Fond Du Lac, WI.
Lane Creek Stream Restoration, Town of Patch, Grant County, WI.
Porlier Pier Permitting, Green Bay, WI.
Vine Road Box Culvert Replacement, Freedom, WI.
Ashwaubenon Creek Flood Plain Analysis, Lawrence, WI.
East River Flood Plain Analysis, Wrightstown, WI.



Patrick H. Kuehl, P.E.

Civil/Municipal Engineer

EXPERTISE:

- Project Manager
- Street, sanitary sewer, water main, and storm sewer design
- Site plan development and design
- Storm water management design and reporting
- Hydraulic and hydrologic studies and analysis
- Flood plain and dam break analysis
- Agency permitting, local, state, and federal

EDUCATION:

- UW-Milwaukee
B.S., Civil Engineering, 1993

REGISTRATION:

- Professional Engineer, WI

PROFESSIONAL ORGANIZATION:

- American Society of Civil Engineers
- Northeast Wisconsin Stormwater Consortium

CONTINUING EDUCATION:

- River Analysis Systems HEC-RAS
- Source loading and management model (SLAMM)
- P8 urban catchment model

Northeast Wisconsin Technical College, Brown County, WI. Project manager for a variety of projects at NWTC to include street and parking lot reconstruction, storm water management design and planning, site development associated with building expansions, utility training facilities, stream restoration and pond dredging. Assist NWTC in annual capital planning. An additional sample of recent completed projects for NWTC is as follows:

East Campus Drive Reconstruction, Green Bay Campus, WI.

Parking Lot G Reconstruction, Green Bay Campus, WI.

Electrical Substation Training Facility, Green Bay Campus, WI.

Building & Construction Trades Drainage Study, Green Bay Campus, WI.

Parking Lot Addition, Sturgeon Bay Campus, WI.

Temporary Parking Lot Addition, Green Bay Campus, WI.

2011 Capital Planning—District Wide, WI.

City of Green Bay, Brown County, WI. Project manager/designer for municipal regional storm water management facilities in the City. Projects vary in size from the I43 Business Park detention ponds serving a 466-acre drainage basin to the Basten Street artificial wetland pond, which serves a 24-acre drainage basin. Description of project.

Northeast Wisconsin and Upper Peninsula of Michigan. Project manager/designer for numerous commercial, industrial, and residential developments in Northeast Wisconsin and the Upper Peninsula of Michigan. Services provided include concept development, design of sanitary, storm water utilities, parking lots, roads, and storm water management facilities. An additional sample of engineering projects for a variety of clients, WI and MI.

Festival Foods, Suamico and De Pere locations, WI.

Shorewood Heights Subdivision, Green Bay, WI.

Georgia Pacific Day Street Facility, Green Bay, WI.

Shoppes at the Village, Ashwaubenon, WI.

Thornberry Creek Clubhouse, Hobart, WI.

Pioneer Surgical Technology, Marquette, MI.

Four-Story Office Building for Ezine Articles, Ashwaubenon, WI.

Parkview Estates Subdivision, New Holstein, WI.

Kewaunee County Fairgrounds, Luxemburg, WI. Project manager for Kewaunee County Fairgrounds Facility Study. The project consisted of two phases of work, buildings and grounds, and drainage improvements. Somerville, Inc. was subcontracted to analyze the existing buildings and develop concept plans for building improvements/replacements. REL provided design and engineering assistance for the associated site improvements to include utilities, parking driveways. REL performed a detailed drainage study to address ongoing drainage problems in the fairground. Upon completion of the study, REL was retained to prepare plans and specifications for the construction of the improvements identified in the study. The project included a new detention pond, approximately 7,000 sq ft of new storm sewer relocating the stock car pits, and various site improvements associated with the new Exhibition Hall. The contract was awarded in December 2011 for \$908,000.



Aaron Breitenfeldt, E.I.T.

Civil/Municipal Engineer

EXPERTISE:

- Street, sanitary sewer, water main, and storm sewer design
- Site plan developments and design
- Construction Administration on WisDOT projects
- Storm water management design and reporting
- Hydraulic and hydrologic studies and analysis
- Flood plain analysis
- Agency permitting, local, state, and federal

EDUCATION:

- University of Wisconsin, Platteville, WI
B.S., Civil Engineering, 2010

REGISTRATION:

- Engineer in Training, WI

PROFESSIONAL ORGANIZATION:

- American Society of Civil Engineers

Site and Storm Water Management Design (Various Projects within WI). Design engineer for various commercial, industrial, and residential site plan designs in Wisconsin. Design work includes developing the layout of proposed improvements and providing detailed utility plans, grading plans, and erosion control plans. Storm water management plans are also generally required. Design of storm water management plans and Best Management Practices includes the analysis of existing and proposed drainage basins, land uses, site specific soils, and storm water conveyance features. Permitting and coordination with local municipalities and state and federal agencies is generally required also. Project examples include:

Cherney Microbiological Services Addition, Green Bay, WI
SMT Machine and Tool Expansion, Howard, WI
Ravello Townhomes, Hobart, WI
Skyline Estates, Hobart, WI
KI, Inc. Expansion, Bellevue, WI
Soccer and Athletic Field Development, Denmark, WI
Centennial Centre Blvd Extension, Hobart, WI

Tailwind Crossing Subdivision, Hobart, WI. Design engineer for the construction of 5,500 lf of urban roadway serving the multi-use residential development which included 114 single family lots and two larger multi-family lots. Design also included sanitary sewer, water main, storm sewer, and corresponding laterals to serve the development. Other elements of the sub-division design included addressing all lot grading and drainage concerns. The project also involved the design of multiple storm water ponds and associated storm water runoff controls.

Hydrologic and Hydraulic Analysis, (Various Projects within WI). Aaron has performed hydrologic/hydraulic analysis and design for a variety of projects. Types of projects include stream realignment, stream restoration, and flood plain determination. Most projects involve the analysis of drainage basins and the calculation of flood flows at a given location for multiple design storm events. The HEC-RAS program is then utilized to perform detailed flood plain calculations. Project examples include:

Tributary to Lancaster Creek Stream Realignment, Hobart, WI
State Street Culvert Extension, City of Algoma, WI
Tributary to Little Suamico River Stream Realignment, Little Suamico, WI



James R. Westerman, R.L.S., C.S.T. Survey Manager

EXPERTISE:

- Survey Manager with 24 years experience
- Construction Staking
- Topographic Surveys
- Right-of-Way Plats
- FEMA Surveys
- Boundary Surveys
- Subdivision Platting
- Aerial Control Surveys
- Cadastral Surveys

EDUCATION:

- Northeast Wisconsin Technical College
Associates Degree in Civil Engineering-Public Works, Technology, 1987

REGISTRATION:

- WI Registered Land Surveyor #2242
- Certified Survey Technician (CST), Survey Office Manager

PROFESSIONAL ORGANIZATION:

- Wisconsin Society of Land Surveyors (WSLS), Chairperson of the CST Committee
- Northeast Chapter of WSLS, President 2009, Chairperson of the Trig*Star Committee
- National Society of Professional Surveyors (NSPS), State of Wisconsin Contact for the CST Program

Sanborn Map Company, Brown County, WI. Survey Project Manager for a ground control survey in Brown County, WI. This project consisted of placing 25 aerial targets throughout the County, establishing elevations referenced to NGS published benchmarks, and establishing coordinate values referenced to the Brown County Coordinate System.

State Trunk Highway 29, WI. Survey Project Manager for the preparation of a Transportation Project Plat of State Trunk Highway (STH) 29. This is a current project consisting of approximately 8 miles of STH 29 extending into Brown, Outagamie, and Shawano Counties. The project includes field survey of parcels and right-of-ways, plat preparation, and field monumentation of existing right-of-way.

Festival Foods, Village of Howard, WI. Survey Project Manager for site construction of the Festival Foods site in the Village of Howard. This project consisted of construction staking for the following: foundation of the store, detention ponds, sanitary sewer, storm sewer, water main, parking lot, and curb. This project also included the construction of a wetland mitigation site, which involved staking.

Globe University, Village of Bellevue, WI. Survey Project Manager for the design and construction of the Globe University site in the Village of Bellevue. This project consisted of a topographic survey of the site and the staking of all the infrastructure. Currently working with FEMA to remove a portion of the site from the Special Flood Hazard Area.

Centennial Centre, Village of Hobart, WI. Survey Project Manager for a mixed, 100-acre development in the Village of Hobart. This project consisted of topographic surveying, platting, and construction staking of all infrastructure including a roundabout.

Various Streets, City of Darlington, WI. Survey Project Manager for various streets within the City of Darlington. This project involved topographic surveying of streets and infrastructure, right-of-way and alignment computations, staking for reconstruction of streets and infrastructure, and as-built surveying.

Riverside Drive, Village of Allouez, WI. Survey Project Manager for a right-of-way survey of Riverside Drive located in the Village of Allouez. This project consisted of determining the location of the existing right-of-way and setting monuments for right-of-way that was acquired for new sidewalk construction.

5 PROJECT APPROACH

PROJECT UNDERSTANDING

The Main/Reid Core on the west bank of the Fox River is a traditional business center serving adjoining neighborhoods, offices and St. Norbert College with neighborhood services, specialty shops, restaurants and entertainment venues. At the center of the Core is the Nicolet Square parking area between 3rd and 4th Streets and adjoining alley running between 3rd and 5th Streets. The one way street system in the Main/Reid Core area will be reconstructed in 2019.

The purpose of this project is to prepare a master plan and 30 % construction plans for the Nicolet parking area and alley system in advance of the Main and Reid Street reconstruction. The 2010 Downtown Master plan provides general direction for the redesign of Nicolet Square parking, alley way, connections and streetscape and the future redevelopment of the site for mixed use. The scope of this project will focus on working with the Main/Reid Core business community and city staff to identify an implementable plan for the reconstruction of the parking area and adjoining alley way.

Work will include business community engagement, public meetings, city staff and stake holder consultation, site survey, traffic and pedestrian flow analyses, design alternatives, 30% construction design plans, concept cost estimates and a summary report. Work on the project is expected to begin in mid-May of 2014 and to be completed in late September 2014.

PROJECT APPROACH

The SAA team approach to this project will include a proactive engagement of the study area businesses to create and evaluate parking and alley design alternatives and streetscape character alternatives that meet the project design goals and budget.

We recognize that the design patterns and furnishings selected for Nicolet Square will set the design character for the balance of the

Main/Reid reconstruction project. We will therefore provide material and product alternatives that could work in both situations.

In order to substantiate the feasibility of the design alternatives, the SAA team will conduct on-site counts of traffic movements and pedestrian activity in the area.

WORK PLAN AND DELIVERABLES

1. PROJECT START UP AND DISCOVERY

- Assemble and review project base maps and past studies.
- Prepare the requested ALTA / ACSM Land Title Survey including noted Schedule A requirements. Robert E. Lee & Associates, Inc. will provide an ALTA/ACSM Land Title Survey for the combined parcels located in the entire block bounded by Main Avenue, 4th Street, Reid Street, and 3rd Street in the City of De Pere. Our survey will be prepared in accordance with Wisconsin Administrative Code A-E 7 (Minimum Standards for Property Surveys) and the Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys, effective February 23, 2011. The survey will be certified to Table A, survey requirements: 1(required per WI Admin Code AE-7), 2, 4, 5, 6(a)(b), 7(a)(b1)(c), 8, 9, 10(a), 11(a)(b), 13, 14, 15, 16, 17, 19, 20(a)(b) and 21(professional liability in the minimum amount of \$2,000,000). The final survey map will be signed and sealed by a Wisconsin Registered Land Surveyor.

The survey limits for utilities and improvements are to the existing street back of curb line adjacent to the block described above. On site access to the subject parcels within the block shall be obtained by the client. The location of underground utilities will be determined by the marking locations coordinated through Digger's Hotline and any existing maps of record provided to us.

5 PROJECT APPROACH

Robert E. Lee & Associates, Inc. will prepare a map and provide electronic pdf copies for review. Final signed and seal copies of the map will be provided in both hard copy and pdf format. In addition to providing you copies of the survey we will file the completed survey map in the office of the Brown County Surveyor. The survey map will also be available to you as an AutoCAD dwg file.

- Conduct Meeting #1 with city staff and the project stakeholder committee. Discussion will focus on project goals and desired outcomes and a review of the relevance of past planning and design recommendations for Nicolet Square.
- While in De Pere, conduct a walking tour of the project study area with city staff and the stakeholder committee to view first hand design opportunities and limitations.
- Conduct one day turning movement count during the peak morning and afternoon hours to include the driveways adjacent to the adjoining streets and traffic flow within the parking areas. Four locations – 2 on Reid Street and one each from 3rd and 4th Streets will be considered. While on site for the turning movement counts SAA, will also conduct an hourly parking count to establish vacancy and turnover rates for both the on street and off street parking areas in the study area.
- Based on the existing intersection turning movement counts already taken as a part of the WisDOT STH 32 project and the new driveway counts, the future 20 year projection of turning movement counts will be estimated based upon past traffic volume trends (2001 and 2009 WisDOT counts which identified a 1% annual historical growth trend) and WisDOT STH 32 projections.
- Conduct pedestrian counts to include pedestrians entering the site via cross walks and public sidewalks bordering the study area, plus pedestrian flows along the existing alley

sidewalk and from the existing parking spaces. Pedestrian counts will be made over a one day period during peak daytime hours. As a part of the pedestrian peak hour counts, we will also conduct a count of any bicycles using Reid or Main Street during the same time period.

- Conduct Public Meeting #1 to gather input from the project area business community. The meeting will focus on determining project goals, desired out comes, design issues and design character preferences.

Deliverables

- Meeting notes
- Project goals statement
- Draft traffic and pedestrian analysis memo
- ALTA survey

2. DESIGN CONCEPT ALTERNATIVES

- Based upon staff, stakeholder and business community input and the findings of the traffic and pedestrian analysis prepare two design concepts for Nicolet Square and the alley between 3rd and 5th Streets. The concepts will be sketch plans illustrating parking and alley configuration, traffic access and flow, landscape massing, trash management and storm water management. The design concepts will also give consideration to the use of the alley and parking areas for special events and future development patterns that could overlay the parking plans will be shown. Typical sections will be prepared to illustrate key cross sections of the plan.
- Assemble examples of site lighting and furnishing alternatives.
- Conduct a progress review, Meeting #2, with city staff followed by a meeting with the stakeholder committee to review the plan, site lighting and furnishing alternatives.
- Revise the plans in response to staff and

stakeholder committee input.

- Conduct Public Meeting #2 with the project area business community to review the plan concepts, trash handling, site furnishing and site lighting options. The meeting will consist of an open house session where the consultant can discuss the plan alternatives one on one with business and property owners; and a formal presentation of the plan alternatives.
- Following the public meeting, the SAA team will conduct a conference call with city staff for purposes of determining the preferred plan options and material preferences that will be taken into the 30% design phase of the project.

Deliverables

- Two concept plans for the study area
- Meeting notes
- Boards displaying character images and product images

3. 30% DESIGN CONSTRUCTION DOCUMENTS

- Based upon staff direction regarding the preferred plan direction and components, the SAA team will begin preparation of the 30% engineering plans showing site layout pattern, materials and feature locations. Plans will include the following:
 1. Traffic ingress, egress and flow.
 2. Public and private parking area layout.
 3. Public alley and public space design and cross section
 4. Pedestrian connections including sidewalks, mid-block connections.
 5. Storm water design to achieve the desired 40% reduction in total suspended solids.
 6. Lighting type recommendations and alternatives that would also be suitable on

Main Avenue and lighting location in the square.

7. Landscape patterns and massing identifying plant forms to be used.
8. Waste collection area locations and design.
9. Conceptual design details and cross sections for special features.
10. Presentation board displaying recommended lighting and site furnishings.

- Prepare a project cost estimate and recommendations for project phasing. The cost estimate will be in a quantity and unit cost format.
- Conduct review meeting #3 of the draft 30% plans and costs with city staff and the stakeholder committee. Revise the plans in response to comments received and consistent with the 30% engineering phase.
- Prepare the final 30% engineering plans.
- Present the final 30% engineering plans to the city Plan Commission.
- Present the final 30% engineering plans to the city Common Council.

Deliverables

- 30% engineering plans in electronic format
- Cost estimates and recommended phasing
- Meeting notes
- Presentation board identifying site lighting and furnishing preferences

5 PROJECT APPROACH

streetscape work to be completed as part of the

4. FINAL REPORT AND DELIVERABLES

- Prepare a design memorandum summarizing the following:
 1. Work process
 2. Traffic and pedestrian analyses
 3. Summary of public process and input received
 4. Recommendations for public areas
 5. Recommendations for private areas
 6. Project phasing
 7. Project cost estimate

The memorandum will be prepared in MS Word and submitted electronically to city staff.

- Provide 30% engineering plans in an AutoCAD format and deliver electronically to the city.

Deliverables

- Summary design memorandum including the traffic and pedestrian analyses
- 30% engineering plans and electronic format

5 PROJECT APPROACH

PROPOSED WORK SCHEDULE	May	June	July	August	September
PROJECT START UP					
Background research, data collection, basemap					
Alta survey					
Start-up meeting w/ staff and stakeholders (#1)					
Awareness Walk					
Traffic Analysis)					
Pedestrian Analysis					
Public Meeting #1					
DESIGN CONCEPT ALTERNATIVES					
Prepare 2 draft design concepts					
Progress review Meeting (#2)					
Plan revisions					
Public Meeting #2					
Conference Call meeting with city staff					
30% DESIGN CONSTRUCTION					
Prepare 30% design plans					
Prepare cost/recommendations					
Progress review Meeting #3					
Final plan revisions					
Plan Commission Meeting					
Common Council Meeting					
FINAL REPORT AND DELIVERABLES					
Draft design memorandum					
Final design memorandum					
30% engineering plans					

SAA proposes a schedule of approximately 5 months to complete this project with an assumed start date of May 6, 2014. The chart shows each plan element and the time required to complete each element. This schedule is flexible and can be adjusted to meet the needs of the city and/or project.

6 FEE PROPOSAL

In consideration of the preceding scope of services, the SAA team proposes a lump sum fee of \$56,032 plus reimbursable expense estimated to be \$3,816 and defined as travel mileage, plan reproduction and refreshments for public meetings.

Detailed cost breakdown:

Public Meeting Process	\$10,596
Alta Survey	\$14,362
Traffic Counts and Projections	\$ 3,815
Pedestrian Projections	\$ 1,375
Engineering Design	\$25,884
 Total Lump Sum Fee	 \$56,032
Optional Public Presentation	\$ 1,600

If additional services are requested they will be provided on an hourly basis plus expenses per the schedules found in the appendix.

On the following page please find a breakdown of the project task man hours, staff responsibilities and hourly rate charged.

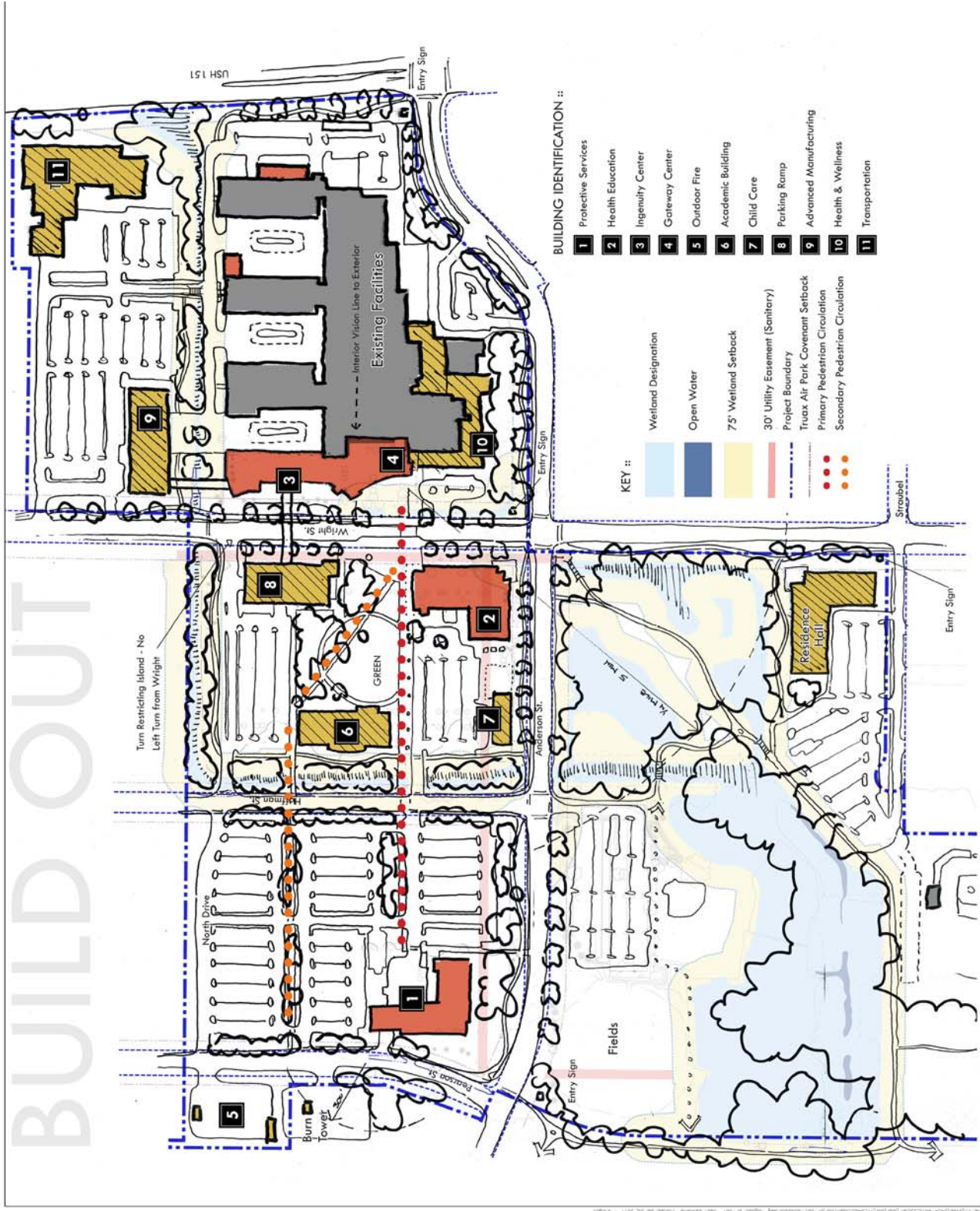
Project Activity & Expense Budget

Phase	Task	DESCRIPTION	Rate	SAA		SAA		SAA		REL		REL		REL		REL	
				Staff	PIC	PM	LA 1	Eng	Admin	Eng Mngr	Eng	Eng Tech	Survey Mngr	Surv	Admin		
		Totals		\$ 130	\$ 105	\$ 95	\$ 120	\$ 65	\$ 122	\$ 92	\$ 71	\$ 101	\$ 66	\$ 51			
		PUBLIC MEETING PROCESS	\$0														
		- start up mtg#1 with staff, stakeholders	\$1,898	6	6					4							
		- site walking tour	\$940	4	4												
		- Public mtg #1, design workshop	\$1,320	4	4	4											
		- staff/stakeholder mtg#2, alternatives	\$1,084		8					2							
		- Public mtg #2, design workshop	\$1,790	6	6	4											
		- staff/stakeholder mtg#3, 30% plans	\$1,328		8					4							
		- Plan commission mtg - final plan	\$1,118		6					4							
		- City council mtg - final plan	\$1,118		6					4							
		Total	\$10,596														
		ALTA SURVEY	\$12,984										24	160			
		Total	\$12,984														
		TRAFFIC COUNTS AND PROJECTIONS	\$0														
		- on site counts	\$2,410		2	8	12										
		- traffic projections	\$1,100			4	6										
		- draft memo	\$305				2	1									
		Total	\$3,815														
		PEDESTRIAN COUNTS AND PROJECTIONS	\$210		2												
		- pedestrian counts	\$1,100			4	6										
		- pedestrian projections	\$860			4	4										
		- draft memo	\$305				2	1									
		Total	\$2,475														
		ENGINEERING DESIGN															
		- ally/parking design, character, build out concept alternatives	\$5,960	8	16	24	8										
		- conference call preferred option	\$470	2	2												
		- preferred plan 30% development															
		- layout	\$5,480		16	40											
		- storm water	\$4,280							5	26	18					
		- lighting	\$840		8												
		- landscape	\$1,350		2	12											
		- trash collection/details	\$1,180		4	8											
		- future build out scenarios	\$900	4		4											
		- cost estimates	\$1,602		4	6				2	4						
		- design memorandum and exhibits	\$3,822	6	8	8			4	2	6	4				2	
		Total	\$25,884														
		REIMBURSABLE EXPENSES															
		- Travel, 7 trips @ 300 miles	\$1,200														
		- reproduction	\$500														
		- miscellaneous	\$200														
		- Survey, ALTA	\$1,916														
		Total	\$3,816														
		Totals															
		Total Hours	599	40	112	130	40	6	27	36	22	24	160	2			
		Labor Costs	\$55,754	5200	11760	12350	4800	390	\$ 3,294	\$3,312	\$1,562	\$2,424	\$ 10,560	\$ 102			
		Reimbursable Expenses	\$3,816														
		Budget Total	\$59,570														

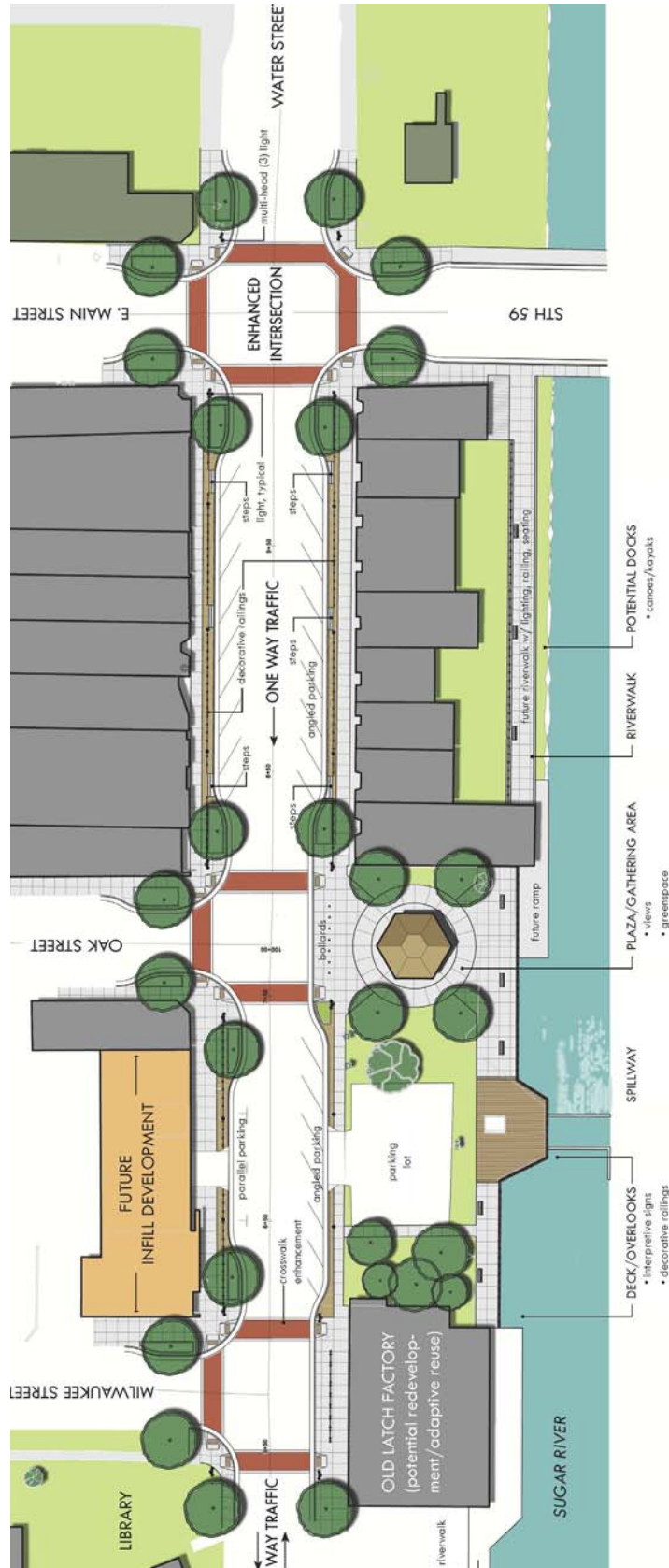
7 PROPOSAL ASSUMPTIONS

1. The city of De Pere will provide the assistance identified in the RFP.
2. Traffic projections will use the MSA traffic counts obtained as part of the Main/Reid reconstruction project.
3. Main Ave and Reid Street will remain one way streets as they are today for purposes of conducting traffic counts.
4. It is Robert E. Lee & Associates, Inc. understanding that the survey requested is for a single ALTA Survey of all parcels within the described block versus an individual Alta Survey for each parcel. It is also our understanding that a Title Commitment and all associated documents to the Title Commitment shall be provided to Robert E. Lee & Associates, Inc. at no charge. The lumps sum fee above is contingent on these understandings.

ADDITIONAL EXPERIENCE – CONCEPT PLAN EXAMPLE



ADDITIONAL EXPERIENCE – CONCEPT PLAN EXAMPLE

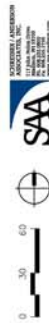


CHARACTER IMAGES :: STREETSCAPE

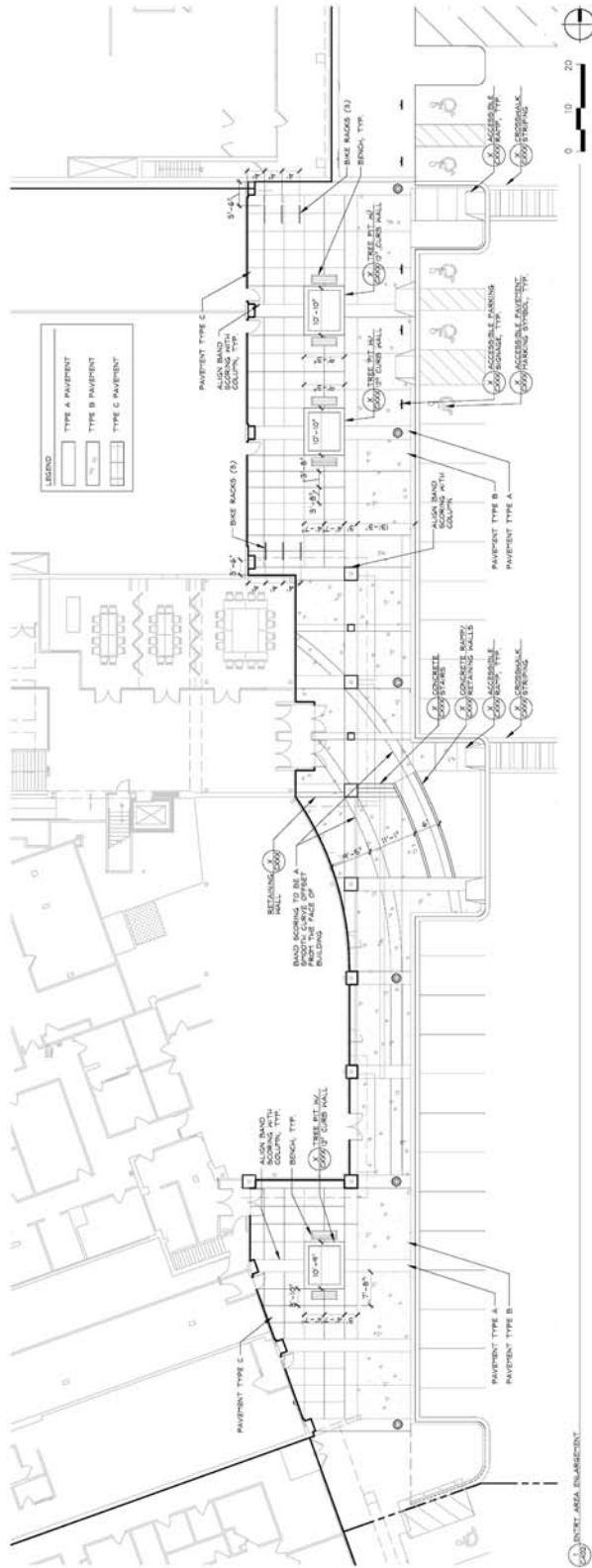


[illegible][illegible]

LEGEND:



ADDITIONAL EXPERIENCE – 30% PLAN EXAMPLE



ADDITIONAL EXPERIENCE – 30% PLAN EXAMPLE



Dero Bike Hitch



Landscape Forms Plainwell Series - Wood



Landscape Forms Plainwell Series - Metal



DuMor Bench 165



DuMor Receptacle 158



DuMor Bench 168



Holophane Granville



Holophane Mongoose



Holophane Mongoose

Seating

Overlook

Stage pavilion

Hardscape Area

River edge slope pockets

Rivertfront swings

Naturalized edge

Boardwalk

Overhead powerline

Proposed 2-Story 10,000sf

The Pitch

Splashpad

Connector Path

Parking Lot

Proposed 3-Story 30,000sf

Vertical features

Removable bollards

Mid-block crossing

Trailhead plaza w/ kiosks and restrooms

Vegetation buffer

Rock River

Battle slope

Plastic groves

ADDITIONAL EXPERIENCE – 30% PLAN EXAMPLE



Blocky stone walls

Vertical features

Naturalized edge

Landscape bed planting aesthetic

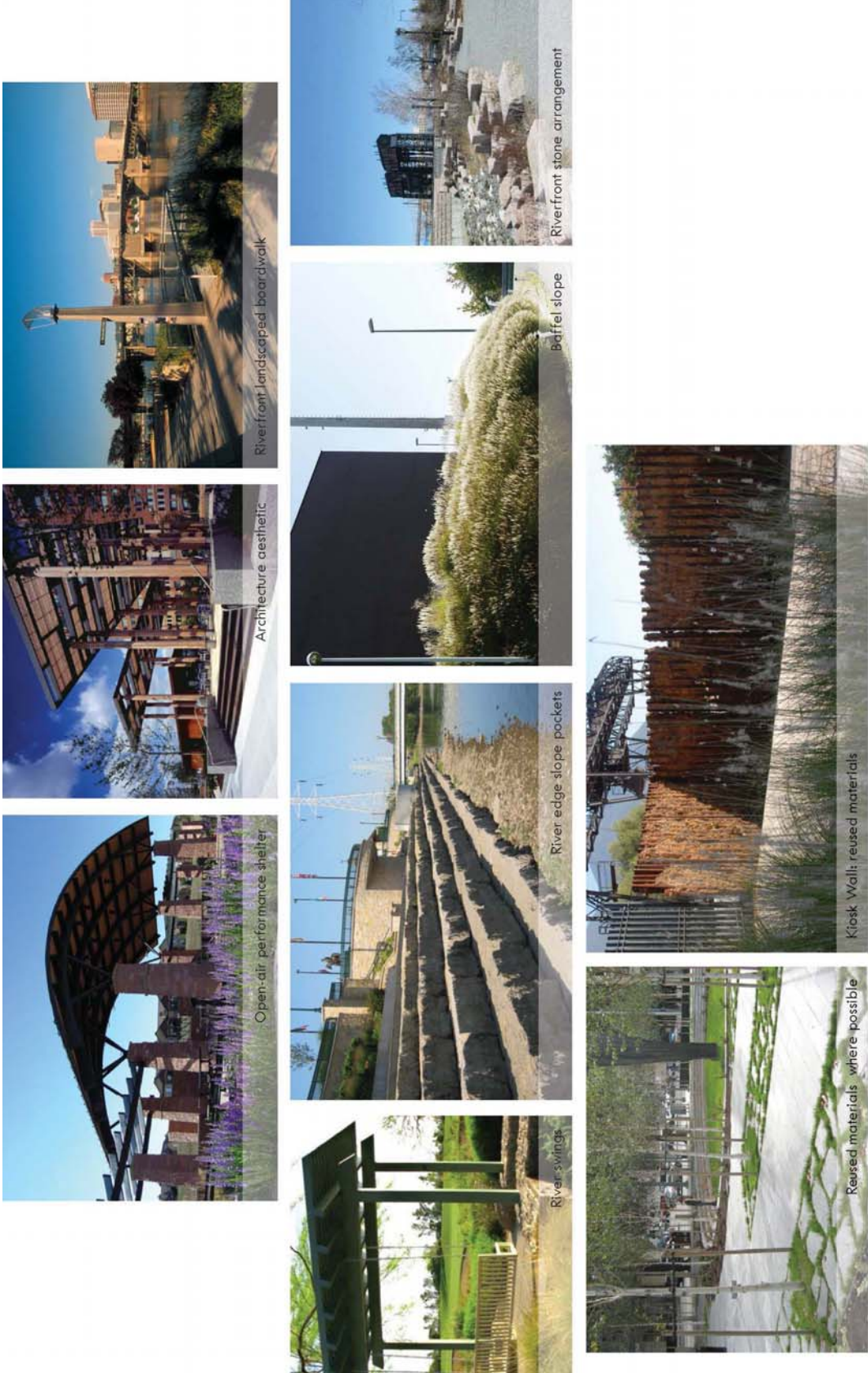
Splashpad

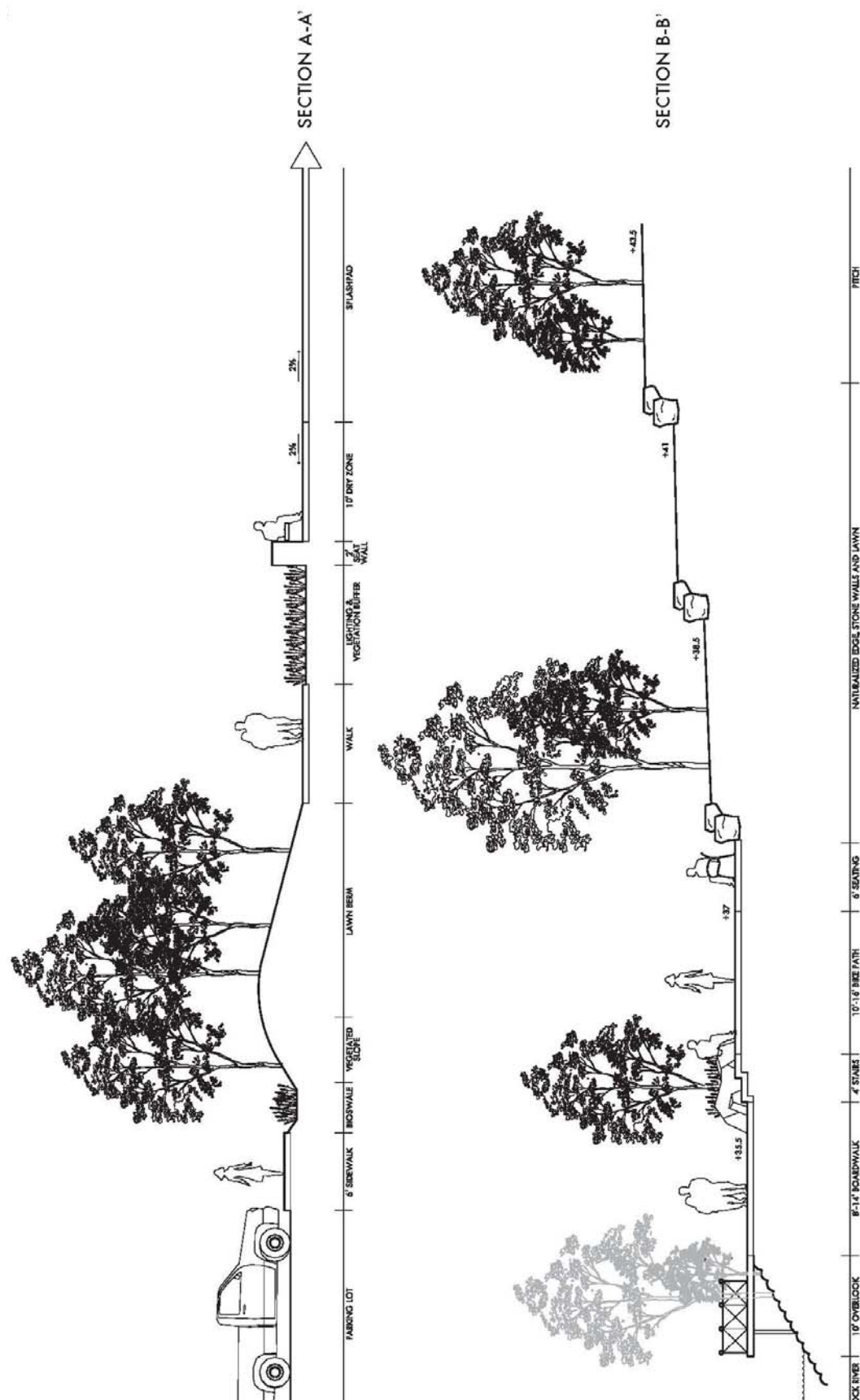
Riverfront aesthetic

Blankets at an event

Tree grove

ADDITIONAL EXPERIENCE – 30% PLAN EXAMPLE





Attachment: Exhibit B - SAA Design (2110 : Resolution #14-42, Planning Nicolet Square)

SAA Design Group, Inc.
Effective 10/01/13 – 09/30/14

Principal	\$ 135.00 - \$150.00/hr
Senior Engineer/Senior Project Manager	\$ 105.00 - \$127.00/hr
Senior Planner	\$ 100.00 - \$110.00/hr
Project Manager	\$ 100.00 - \$130.00/hr
Assistant Project Manager	\$ 90.00 - \$100.00/hr
Planner I	\$ 70.00 - \$ 85.00/hr
Landscape Architect II	\$ 90.00 - \$100.00/hr
Landscape Architect I	\$ 75.00 - \$ 93.00/hr
Civil Engineer II	\$ 100.00 - \$122.00/hr
Civil Engineer I	\$ 85.00 - \$100.00/hr
Graphic Designer	\$ 85.00 - \$ 90.00/hr
Administration	\$ 65.00 - \$ 95.00/hr
Intern	\$ 40.00 - \$ 65.00/hr

Expenses

- Telephone, postage, travel expense, prints	Cost plus 10%
- Mileage	(federal rate) + 10%
- Consultants	Cost plus 10%

Payment for services will be due 30 days from the date of invoice issued on or about the first of each month.

As required by the Wisconsin construction lien law, consultant hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and building if not paid. Those entitled to lien rights, in addition to the undersigned consultant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Consultant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

SAA Design Group, Inc.

101 E. Badger Road, Madison, WI 53713 - T 608.255.0800 - F 608.255.7750 - www.saa-madison.com

Robert E. Lee Associates, Inc.
2014 Labor Rates

<u>Staff Type</u>	<u>Billing Schedule</u>
CAD TECHNICIAN I	62.00
CAD TECHNICIAN II	71.00
CAD TECHNICIAN INTERN	35.00
CIVIL ENGINEERING MANAGER	136.00
CLERICAL I	44.00
CLERICAL II	51.00
CLERICAL MANAGER	72.00
CONSTRUCTION MANAGER	136.00
DESIGN MANAGER	122.00
DESIGNER I	88.00
DESIGNER II	96.00
ENGINEER I	84.00
ENGINEER II	92.00
ENGINEER III	111.00
ENGINEER IV	122.00
ENGINEERING ASSISTANT	50.00
ENGINEERING DIRECTOR	143.00
ENGINEERING TECHNICIAN I	67.00
ENGINEERING TECHNICIAN II	78.00
ENGINEERING TECHNICIAN III	99.00
ENVIRONMENTAL COMPLIANCE MANAGER	121.00
ENVIRONMENTAL SCIENTIST I	74.00
ENVIRONMENTAL SCIENTIST II	95.00
ENVIRONMENTAL SCIENTIST III	109.00
ENVIRONMENTAL SERVICES MANAGER	136.00
ENVIRONMENTAL TECHNICIAN ASSISTANT I	41.00
ENVIRONMENTAL TECHNICIAN ASSISTANT II	53.00
ENVIRONMENTAL TECHNICIAN I	56.00
ENVIRONMENTAL TECHNICIAN II	68.00
ENVIRONMENTAL TECHNICIAN III	79.00
EROSION CONTROL/RESTORATION CREW LEADER	73.00
EROSION CONTROL/RESTORATION TECHNICIAN I	41.00
EROSION CONTROL/RESTORATION TECHNICIAN II	62.00
EROSION CONTROL/RESTORATION TECHNICIAN III	67.00
GEOLOGIST I	84.00
GEOLOGIST II	100.00
GEOLOGIST III	119.00
GIS SPECIALIST I	73.00
GIS TECHNICIAN	55.00
LAND USE PLANNER I	73.00
LAND USE PLANNER II	98.00
NATURAL RESOURCES SCIENTIST I	56.00
NATURAL RESOURCES SCIENTIST II	69.00
NATURAL RESOURCES SCIENTIST III	90.00
NATURAL RESOURCES TECHNICIAN I	31.00
NATURAL RESOURCES TECHNICIAN II	37.00
NATURAL RESOURCES TECHNICIAN III	53.00
NES DIVISION MANAGER	99.00
PROJECT COORDINATOR	68.00
SENIOR CONSULTANT	133.00
SENIOR GIS SPECIALIST	102.00
SENIOR TRANSPORTATION CONSULTANT	101.00
SOLID WASTE MANAGER	136.00
SURVEY ASSISTANT	41.00
SURVEY MANAGER	101.00
SURVEYOR I	56.00
SURVEYOR II	66.00
SURVEYOR III	77.00
TECHNICAL SERVICES DIRECTOR	130.00
TRANSPORTATION MANAGER	136.00
WATER & WASTEWATER FACILITIES OPERATOR	74.00
WATER & WASTEWATER MANAGER	136.00
WATER & WASTEWATER OPERATOR TRAINER	83.00
WWTP FACILITIES OPERATOR ASSISTANT	44.00

Attachment: Exhibit B - SAA Design (2110 : Resolution #14-42, Planning Nicolet Square)

Robert E. Lee Associates, Inc.
2014 Equipment Rates

EQUIPMENT	RATE
ATV	\$13.25/Hour
Bailers (Polyethylene 3')	\$9.00/Each
Bailers (Polyethylene 7')	\$13.00/Each
Bailers (Teflon 3')	\$19.00/Each
Brush Cutter	\$25.00/Day
Color Plot Copies	\$0.92/Square Foot of 1-10% coverage \$2.22/Square Foot of 11-29% coverage \$5.80/Square Foot of 30-100% coverage
Color Copies (Canon Imagerunner 3220)	\$0.75/Each 8.5 x 11-inch \$1.00/Each 8.5 x 14-inch copy \$1.50/Each 11x17-inch copy
FID/PID Meter	\$75.00/Day \$20.00/Hour
Flowmeter	\$25/Day
Flowmeter (Instream)	\$75.00/Day
Flowmeter (Sanitary Sewer)	\$10.00/Day greater than 21-day rental \$15.00/Day for 8 through 21-day rental \$25.00/Day less than 8-day rental
Flowmeter (Wastewater Treatment Plant)	\$300.00/Week
Gas Meter	\$20.00/Hour
Generator (Air Compressor)	\$10.00/Hour
GPS GEO Explorer XH	\$20.00/Hour \$100.00/Day
GPS	\$36.00/Hour
Groundwater Pump	\$10.00/Hour
Hubs	\$0.35/Each
Iron Pipe (1" x 24")	\$3.00/Each
Iron Pipe (2" x 30")	\$4.00/Each
Laminate Covers (Clear Report Covers)	\$1.25/Each
Laminated REL Set (REL Report Cover/Back)	\$3.30/Set
Laminated REL Back (REL Report Back)	\$1.50/back
Laser Level	\$12.00/Hour
Lath	\$0.51/Each
Level Logger	\$5.00/Day \$25.00/Week \$100.00/Month
Mileage	\$0.560/Employee Auto \$0.69/Company Auto
Mower	\$50.00/Day
Mylars/Sepia	\$2.00/Square Foot
OCE Copies	\$0.20/Square Foot
Padlocks	\$12.00/Each
PID/FID Meter	\$75.00/Day \$20.00/Hour
Plan Copy (22 x 34)	\$0.60/Each
Plan Copy (Oversized)	\$1.00/Each
Seeder	\$75.00/Day
Tiller	\$100.00/Day
Total Station	\$8.50/Hour
Robotic Total Station	\$36.00/Hour
Tractor	\$20.00/Hour \$150.00/Day
Trailer	\$25.00/Day
Wastewater Sampler	\$50.00/Day for less than 8-day rental \$25.00/Day for 8-21 day rental \$10.00/Day for greater than 21-day rental

Note: Supplies items such as Hubs/Lath/Pipe/Bailers/etc. will vary throughout the year based on the cost REL pays.



David Schreiber, Principal
608-255-0800
dschreiber@saa-madison.com

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: May 6, 2014

DEPARTMENT: Fire Department

FROM: Jeffrey Roemer

SUBJECT: Resolution #14-43, Adopting Revised Emergency Operations Plan .

The Emergency Operations Center Committee has been working on the revisions to the Emergency Operations Plan that is needed to comply with State and Federal regulations. The attached Basic Plan outlines how the EOC and Emergency Operations are managed in the City of De Pere. This plan will now conform to the Brown County and State plans and we are requesting that it be adopted by the Council. This Basic Plan also names the Fire Chief as the Emergency Management Director and the Police Chief as the Emergency Management Coordinator for the City. This was also recommended by the EOC Committee.

ATTACHMENTS:

- Reso14-43 (DOCX)
- De Pere EOP Basic Plan (DOC)

RESOLUTION #14-43

ADOPTING REVISED EMERGENCY OPERATIONS PLAN

WHEREAS, the City's Emergency Operations Plan, initially adopted in 2006 and revised in 2013, is in need of revision in order to remain consistent with County and State Emergency Operations Plans; and

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

NOW THEREFORE BE IT HEREBY RESOLVED THAT:

The Common Council hereby adopts the attached Emergency Operations Plan for the City of De Pere.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 6th day of May, 2014.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

Attachment: Reso14-43 (2099 : Resolution #14-43, Revised Emergency Operations Basic Plan)

EMERGENCY OPERATIONS PLAN

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BASIC PLAN

Attachment: De Pere EOP Basic Plan (2099 : Resolution #14-43, Revised Emergency Operations Basic Plan)

EMERGENCY OPERATIONS PLAN

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CITY BASIC PLAN

LEAD COORDINATING AGENCY: De Pere Emergency Management

SUPPORT AGENCIES: De Pere Public Works Department
De Pere Health Department
De Pere Police Department
De Pere Fire Rescue Department
De Pere Community Development Department
De Pere Parks, Recreation and Forestry Department
Brown County Emergency Management
American Red Cross
Hospitals
Salvation Army
ARES/RACES (Amateur Radio)
Private Utilities

I. INTRODUCTION

A. Mission

De Pere Emergency Management coordinates disaster response and recovery efforts in support of the city. Through planning, training and exercising we prepare response agencies, volunteer organizations, the private sector and citizens to respond to and recover from disasters.

B. Purpose

This document is a comprehensive plan for citywide mitigation, preparedness, response, and recovery activities.

Purpose of the De Pere Emergency Operations Plan (EOP) is to:

1. Facilitate the protection of lives, property and the environment in major disasters of any nature.
2. Coordinate response to disasters, assess damages, identify mitigation opportunities and implement recovery efforts.
3. Describe the city's relationship in support of City departments and other local units of governments during response and recovery.
4. Update plans to reflect information collected, decisions made, and procedures developed in the planning process and during response and recovery operations.
5. Provide a link between the county and municipal plans.
6. Provide policy for government officials, agency managers and emergency managers during a disaster situation.

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7. Conform to the provisions of the National Incident Management System (NIMS) and the National Response Plan (NRP) to ensure a coordinated and effective response when county or federal agencies and assets are involved.

C. Scope

This Plan considers the emergencies and disasters likely to occur as described in the Brown County and De Pere Hazard Analysis and describes:

1. Functions and activities necessary to implement the four phases of emergency management – mitigation, preparedness, response and recovery.
2. Responsibilities in relation to federal disaster assistance programs under Homeland Security Presidential Directive-8 (HSPD-8), Public Law 100-97, as amended, State Statute Chapter 323 and other applicable laws, including county and local laws and ordinances.
3. Use of government, private sector and volunteer resources.

D. Organization

1. Emergency Management in the City of De Pere is organized as shown in Attachment 6, and operates in accordance with State Chapter 323. Under Chapter 323 Wis. Stats., De Pere Emergency Management is responsible to prepare the city to cope with emergencies resulting from enemy action and natural or man-made disasters.
2. De Pere Emergency Management is a division of De Pere Fire Rescue. De Pere Emergency Management offices are located at 400 Lewis St., De Pere, WI. 54115. The De Pere Fire Chief is appointed Emergency Management Director and the De Pere Police Chief is the Emergency Management Coordinator.
3. The City of De Pere issues a State of Emergency using the following process:
 - The procedures to follow are outlined in the De Pere Emergency Operations Plan (EOP) (p.4). Additionally, the laws governing who can declare an emergency (p.5) are outlined in the Plan. A sample disaster declaration is included in the plan.
4. The City of De Pere Emergency Operations Center (EOC) and the Brown County EOC will jointly function as the primary locations for coordinating the De Pere emergency response and recovery activities. The City EOC is located on the second floor of City Hall, 335 S. Broadway, De Pere, WI 54115. The County EOC is located at 3028 Curry Ln., Green Bay, WI 54311 and has 18 dedicated phone lines, internet access, an overhead

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projector, back-up power, and break room facilities available. The Brown County EOC will also serve as the alternate EOC.

5. When the City of De Pere activates the EOP, the City Emergency Management Director will consult with the County Emergency Management Director and determine if an EOC should be opened. If a De Pere City EOC is opened, the County will also open their EOC at the same time. The City Emergency Management Director will initiate the De Pere EOC call-out list based on the level of activation.
6. Brown County Emergency Management operates and maintains an outdoor warning siren system. EM also has a countywide paging system in place that assists in notifying/warning first responders of the potential of a disaster. Once a local jurisdiction activates the disaster plan, the County Communications Center will gather information (location, injuries, approaches, staging, etc.). The Communications Center will relay the information to St. Vincent's Hospital, The Medical Examiner, and Brown County Emergency Management. The EM Director will initiate the EOC Call-Out List (BC Disaster Plan and EOP Phone List).
7. The De Pere Emergency Operations Plan (EOP) utilizes Emergency Support Functions (ESFs), consistent with the National Response Plan (NRP), which identifies sources for direct assistance, operational support that the city may need in order to implement hazard mitigation and preparedness or respond and recover from an emergency or disaster. The City EOP consists of:
 - a. The City Basic Plan identifies policies and concepts of operations that guide the city's mitigation, preparedness, response, and recovery activities.
 - b. The ESFs describe the mission, policies, concepts of operation, and responsibilities of primary and support agencies involved in the implementation of activities.
 - c. The attachments describe emergency management activities and provide additional details to the Basic Plan.

II. POLICIES

A. Authorities

This plan is developed, promulgated, and maintained pursuant to state statutes and city ordinances/regulations as outlined in Attachment 3, Laws and Regulations.

The concepts and processes developed in the NIMS, mandated by Homeland Security Presidential Directive (HSPD)-5, have been incorporated in the City Emergency Operations Plan. NIMS provide a consistent nationwide system for all jurisdictions to

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work together effectively and efficiently to prepare for, respond to, and recover from domestic disaster or incidents.

B. Assignment of Responsibilities

1. This plan identifies the responsibilities of city agencies and other organizations, which are listed in Attachment 5 of this Plan.
2. ESFs establish mitigation, preparedness, response, and recovery activities. Primary responsibilities for each ESF are held by either one agency or joint agencies. Additionally, each ESF has supporting agencies that assist the Primary Agencies.

C. Limitations

The goal is to mitigate and prepare for the consequences of hazards, and respond and recover in the event of an emergency or disaster. However, city resources and systems may become overwhelmed in the event of a major incident.

III. SITUATION AND ASSUMPTIONS

A. Emergency/Disaster Conditions and Hazards

1. The identified hazards pose a threat, significant in frequency, magnitude or both, to the lives, property and/or environment in the City of De Pere.
2. The consequences of disasters could include major disruptions to normal functions.

B. Planning Assumptions

1. Per Wisconsin State Statute Chapter 323, county and municipal governments will appoint an emergency management director, develop and update emergency plans and participate in training and exercising. The De Pere Fire Chief's office is the coordinating agency.
2. City departments are responsible for identifying emergency management personnel, developing and updating Standing Operating Guidelines (SOGs) and Individual Department Plans, and providing maps of the city (Attachment 1.) The City of De Pere utilizes our GIS Department extensively.
3. Emergency Management in Brown County and Wisconsin operates utilizing an all-hazards planning approach which includes mitigation, preparedness, response and recovery from major incidents.
4. Governments have the legal and moral duty to protect the lives, property and environment within their jurisdictions.

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5. The City of De Pere responds first to disaster through implementing municipal plans and can quickly exhaust resources, making outside assistance necessary. When such assistance is provided, local elected officials still retain control over the response. Outside assistance, whether from another county, state, federal government or private sector, is delivered to support the local effort.
6. The City is responsible for notifying County Emergency Management. The county is responsible for requesting state disaster assistance for local governments. The state will request federal assistance if needed.
7. The Incident Command System (ICS) will be used in disaster response. Unified command will be used in situations which affect multiple jurisdictions, multiple agencies within a jurisdiction and/or which require response by multiple levels of government. These command and control systems require the participation of the chief elected officials.

IV. CONCEPT OF OPERATIONS

A. GENERAL

Several hazards pose a threat, significant in frequency, magnitude or both, to lives, property and/or environment in the City of De Pere. These hazards include: tornadoes; downbursts and other violent storms; floods; ice storms; drought; fires; hazardous materials released to the air, ground or water during transportation or at fixed locations, including radiological releases; aircraft crashes; civil disturbances, disease outbreaks, large scale special events, and terrorism. See Brown County Hazard Analysis (2012). Other scenarios not readily identifiable may pose significant threats to the City as well.

Consequences of disasters could include, but are not limited to: mass casualties/fatalities; evacuation and sheltering, disaster victims/responders psychological trauma, disruption of power, fuel, communications, water and other vital services; damage and destruction of homes, facilities, vehicles and other property; damage to infrastructure; contamination of people, food, water, property or the environment; looting and other disruption of law and order; disruption of government functions and economic and financial disruption.

The City of De Pere responds first to disasters and can quickly exhaust our resources, making outside assistance necessary. Although such assistance is provided, local elected officials still retain control over the response (s. 62). Outside assistance, whether from other local jurisdictions, the county, state, federal government or private sector, is delivered to support the local effort. Depending on the magnitude of the disaster, federal disaster assistance may not be necessary or available for a smaller disaster.

Outlined below are the general responsibilities of city, county, state and federal governments as related to support to local emergency operations:

1. Local/county government.

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- a. Under Wis. Statutes Chapter 323.03(4) the powers and duties of counties and municipalities are outlined.
- b. Local organizations or jurisdictions assign emergency or disaster responsibilities based upon existing capabilities or mutual aid agreements as provided in local emergency or disaster preparedness plans. All such plans should be consistent with this Plan and Chapter 323.
- c. Local/County resources are grouped into ESFs. Each ESF is headed by a primary city/county agency, with one or more city/county agencies/organizations designated as support agencies based on their resources and capabilities to support the function. Each ESF has a counterpart state ESF, which it must coordinate with for the purpose of providing assistance under the Wisconsin Emergency Response Plan and serve as the mechanism through which state response assistance is provided.
- d. In an emergency or disaster that may require state and federal assistance, local governments should communicate with each other and describe what response efforts are being conducted. Counties should provide situation reports and damage assessments to Wisconsin Emergency Management. The City of De Pere will make reports to their county EOC in accordance with the County Emergency Response Plan.
- e. City of De Pere has primary responsibility to respond to disasters. To do this they:
 - (1) Manage the incident using their own resources and drawing additional resources from other town, municipal, county and non-governmental agencies.
 - (2) Notify County Emergency Management who will notify State Emergency Management if State/Federal resources may be required.
 - (3) Maintain accurate records of disaster-related activities.
 - (4) Begin the damage assessment process.
 - (5) Assess the need for outside assistance.
 - (6) Coordinate through the county to obtain state assistance.
 - (7) Coordinate access to the disaster area.
 - (8) Coordinate assistance in meeting the short-term needs of those affected (e.g., food, potable water, replacement medications, evacuation, shelter, etc.).

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- f. The City of De Pere has primary responsibility to recover from disasters. To do this they:
 - (1) Determine recovery priorities and implementation strategies such as:
 - a) Restore essential services.
 - b) Assign personnel, obtain additional assistance and manage donated resources.
 - c) Coordinate access to the disaster area.
 - d) Coordinate restoration activities (i.e., re-entry).
 - e) Identify short- and long-term health/mental health impacts and determine how to address them.
 - f) Coordinate the evacuation and shelter of persons with special needs.
 - g) Address the long-term economic impacts of disaster.
 - (2) Continue with the damage assessment process.
 - (3) Identify potential mitigation projects.
 - (4) Coordinate with Brown County Emergency Management to make appropriate applications for federal disaster assistance and ensure programs are administered according to guidelines.
 - (5) Coordinate assistance in meeting the short and long-term needs of those affected (e.g., food, housing, crisis counseling, etc.).
2. State Government
 - a. Wisconsin Emergency Management (WEM) coordinates on behalf of the Governor or designee, general control of state emergency operations, resources management, planning and policy. WEM coordinates state response in support of local jurisdictions as follows:
 - (1) Notify, through the state's 24-hour Duty Officer System, other agencies that might have primary responsibilities or that might be mobilized due to escalating response.

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- (2) Monitor events, update agencies and consult with the Governor and agencies as necessary.
- (3) Implement SOPs.
- (4) Notify the Federal Emergency Management Agency (FEMA) of the situation and the possible need for federal assistance.
- (5) Maintain accurate records of disaster-related activities.
- (6) Begin the damage assessment process and, as needed, application process for federal disaster assistance.
- (7) Activate the EOC (staffed by state and private organization liaisons).
- (8) Issue situation reports to advise key officials of response and recovery efforts.
- (9) Provide the coordination of information, decisions and resource management.
- (10) Recommend that the Governor declare a state of emergency and/or issue other orders.
- (11) Authorize the deployment of the Mobile Command Post (MCP) for on-site coordination of information and response actions.
- (12) Activate the Wisconsin Hazard Mitigation Team.
- (13) Conduct the internal and inter-agency after-action reviews of all phases of the disaster.
- (14) Coordinate the request and implement federal disaster assistance.
- (15) Incorporate the lessons learned into planning, training and exercising.
- (16) Coordinate state response among state agencies providing mutual aid from outside of the affected county.

b. State agency's priorities for recovery may include but are not limited to:

- (1) Coordinate the use of volunteer agencies between and among affected jurisdictions (e.g., counties, states, federal government and volunteer/non-profit agencies.).

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- (2) Implement the Memoranda of Understanding (MOU) (MOUs will be kept in the Wisconsin ERP under Attachment 8) between the American Red Cross and the:
 - State of Wisconsin
 - Wisconsin Department of Health and Family Services
 - Wisconsin National Guard
 - (3) Coordinate mobilization and commit state agency resources.
 - (4) Assist in restoring essential services.
 - (5) Identify short- and long-term health/mental health impacts and determining how to address them.
 - (6) Address the long-term economic impacts of disaster.
 - (7) Identify potential mitigation projects.
 - (8) Apply for appropriate federal disaster assistance and ensure programs are administered according to guidelines.
- c. State agency resources are grouped into ESFs. Each ESF is headed by a primary state agency, with one or more state agencies/organizations designated as support agencies based on their resources and capabilities to support the function. Each ESF has a counterpart federal ESF, which it must coordinate with for the purpose of providing assistance under the National Response Plan and serve as the mechanism through which federal response assistance is provided.
3. Federal Government
- a. The Federal Emergency Management Agency (FEMA) provides federal coordination, planning, training and funding to support state and local jurisdiction efforts.
 - b. In the event that the capabilities of state government are exceeded, federal disaster or emergency assistance may be requested. FEMA coordinates federal response activities in accordance with the NRP and federal recovery assistance as prescribed in Public Law 100-707, as amended.
 - c. Federal assistance can be provided to the State, or at the State's request, directly to the affected local jurisdiction. Initially, the Region V federal ESF representatives will work out of a Regional Operations Center (ROC) established at the FEMA Regional Office in Chicago. Once the Joint Field Office (JFO) is established, these representatives may relocate to the disaster

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site and work directly with their counterpart state agency representatives in the State EOC and/or JFO.

- d. Federal agencies use ESFs to support the state and local jurisdictions.
 - (1) ESF activities may be conducted at both the national and regional levels.
 - (2) During declared federal disasters, federal assistance is provided under the overall coordination of the Federal Coordinating Officer (FCO) appointed by the President.
 - (3) The point for coordination of Federal support to state and local organizations is the JFO.

B. Phases of Emergency Management

1. Mitigation Activities

Mitigation is those activities, which reduce or eliminate long-term risk to people, property, environment and the economy from natural and technological hazards.

2. Preparedness Activities

Preparedness activities serve to develop the response capabilities that may be needed if an emergency does occur. Planning and training are among the activities conducted in preparation of such events. Other examples include the development of warning and communication systems and mutual-aid agreements, as well as conducting exercises.

Exercises are conducted to identify deficiencies in plans and determine appropriate corrective action recommendations.

3. Response Activities

Response is the process of providing coordinated emergency services during a crisis. These activities help reduce casualties and damage, and speed recovery. Response activities include activation of warning systems, implementing plans, firefighting activities, rescue operations, evacuation and sheltering, etc.

4. Recovery Activities

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital and essential services to a community and provide for the individual needs of the public. Long-term recovery, on the other hand, focuses on restoring the community as a whole to a normal or near-normal state. The recovery period is a perfect opportunity

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to institute mitigation measures in an attempt to alleviate the effects of disasters that may occur in the future. Examples of recovery activities include the provision of shelter and food, restoration of utilities, restoration of government services, crisis counseling programs, and damage/disaster insurance, loans, and grants.

C. Levels of Activation

The City Emergency Management Director or designee will inform Brown County Emergency Management when disasters occur. Upon notification, Brown County will initiate a graduated program of four response levels depending on the situation and inform Wisconsin Emergency Management. Each level of response corresponds to the activation levels in the County and State Basic Plan. These levels are based on increasing levels of damage from minor to massive. During “fast-breaking” events, initial activation levels will be time-compressed and concurrent.

The activities listed under each level of activation are suggested guidelines for appropriate actions and staffing at that level. Actual activities and staffing will be determined by the Chief Elected Official or designee at the time of activation.

Level 4 Pre-Activation

- Initial reports of response activity received by City Emergency Management.
- Initial reports of scope of incident and early damage estimates.
- Situation report provided to Brown County Emergency Management Director.
- Situation closed or Level 3 activated.

Level 3 Activation (Minor)

- County Director requests a Uniform Disaster Situation Report (UDSR).
- Partial activation of the EOC begins at City Hall.
 - Emergency Management
 - Operations Section
 - Public Information
 - Chief Elected Officials
- Limited County or State resources requested (e.g. Incident Management Team, Bomb disposal unit).
- City/County declaration of State of Emergency may occur.
- Regional Director on scene as State Liaison to County EOC.
- Situation closed or escalation to Level 2.

Level 2 Activation (Moderate)

- Full activation of the City EOC at County EOC
 - Operations, Planning, Logistics/Finance, Information, Intelligence and Command Staff
- State ESF counterparts are activated and liaison with county for resources.
- County/City have declared a State of Emergency and requested federal assistance.

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- Situation de-escalates and short-term recovery planning begins or escalation to Level 1.

Level 1 Activation (Massive)

- State/Federal Declaration of State of Emergency.
- Expansion of City/County EOC to include state and/or federal ESF liaison.
- Deployment of State and/or Federal ESF assets.
- Prepare for long-term recovery operations.
- Begin preparation of demobilization plan for operational assets.

DE PERE EOC LEVELS OF ACTIVATION

LEVEL 4: City EM Director, City EM Coordinator

LEVEL 3: City EM Director, City EM Coordinator, County EM Director, Public Works Director, City Police Department, City Fire Department, City Health Department Director, City Administrator as needed per situation.

LEVEL 2: City EM Director, City EM Coordinator, County EM Director, Public Works Director, City Police Department, City Fire Department, City Health Department Director, City Administrator, City Finance Director, City Attorney, City IT Director, County EM Coordinator, County Highway Commissioner, County Sheriff, Sheriff's Chief Deputy, President – MABAS Division 112, City Attorney or Corporation Counsel, Director of Administration, City/County HR Director, Brown County Health Officer, County Dispatch, City/County GIS, City EMS Medical Director, Mayor, County Executive, City/County PIO, WEM Regional Director (EC Region).

LEVEL 1: City EM Director, City EM Coordinator, County EM Director, Public Works Director, City Police Department, City Fire Department, City Health Department Director, City Administrator, City Finance Director, City Attorney, City HR Director, County EM Coordinator, County Highway Commissioner, County Sheriff, Sheriff's Chief Deputy, President – MABAS Division 112; City Attorney or Corporation Counsel; Director of Administration, City/County HR Director, Brown County Health Officer, County Dispatch, City/County GIS, City EMS Medical Director, Mayor, County Executive, City/County PIO, WEM Regional Director (EC Region), American Red Cross, Salvation Army, City/County IS Director.

D. EOC Operations

During smaller emergencies, each agency (department) in City government performs its specialized tasks according to their agency's Standard Operating Guidelines (SOGs). During major emergencies, however, there is an increased need for coordination of all activities relevant to the emergency response as they relate to the event as a whole. This operation takes place in the City or Brown County EOC.

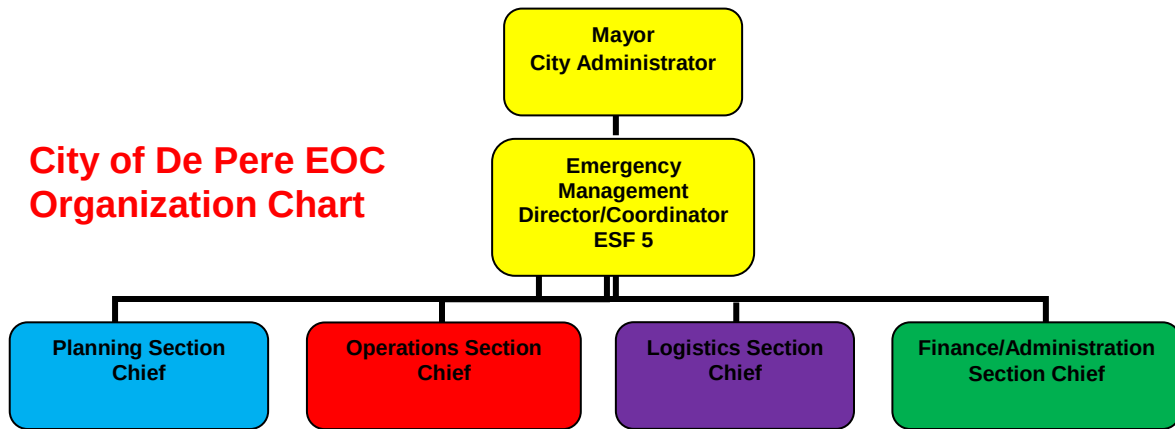
The following charts diagram the City and Brown County EOC organizations.

The EOC structure allows the utilization of the Incident Command System (ICS) concepts in the City/County EOC during activation. An effective span of control is maintained by consolidating all of the agencies with emergency responsibilities into groups with an internal management structure, with the ESF Coordinator being responsible to the Section Chief.

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City of De Pere EOC Organization Chart



County EOC Operations

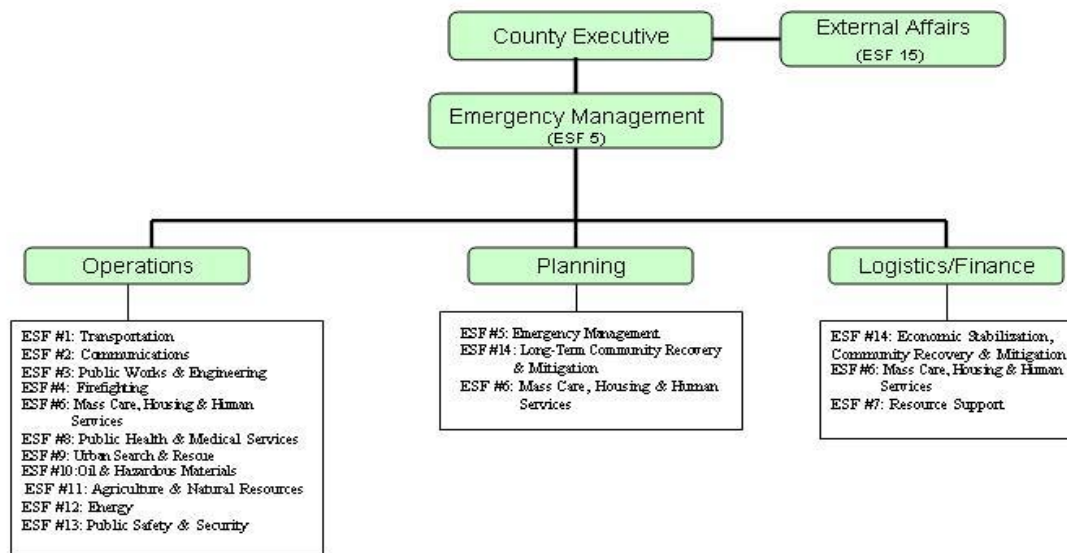


Chart 1

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V. ORGANIZATION AND RESPONSIBILITIES

The City Emergency Operations Plan establishes the following emergency support functions that contain the emergency assignments and responsibilities for each of the ESFs as detailed below:

Emergency Support Functions

ESF #1 – Transportation

The transportation function within the city emergency organization operates primarily as a coordinating group. This group insures all roads and conduits into and out of an affected area remain open, and that the traffic allowed into those areas is coordinated in a manner that prevents bottlenecking and gridlock, which would prevent needed emergency assistance reaching those areas that need it.

Lead Agency – **De Pere Public Works**

Support Agencies – De Pere Police Department, City Emergency Management, County Highway Department

Scope

- Coordinate civil transportation support
- Maintain transportation safety
- Restore local transportation infrastructure
- Movement control
- Damage and impact assessment

ESF #2 – Communications

The Communications function is responsible for the development, maintenance, restoration and utilization of city, county and private sector communications assets during emergencies. This includes the radio systems owned and operated by county agencies, amateur radio networks, as well as the local and long-distance telephone systems connecting the federal, state, local and private sector resources that might be needed in an emergency

The Communications ESF function is also responsible for the issuance of warning information regarding impending hazards, as well as the maintenance of warning networks which might be used by the city and county governments in an emergency (i.e., the conceptual networks—the actual networks themselves (e.g., radio equipment, etc.) are maintained by the Communications Systems function. This includes the Emergency Alert System, NOAA Weather Radio system, NAWAS, Satellite phones and other warning systems in place throughout the state.

Lead Agency – **Brown County Public Safety Communications**

Support Agencies – De Pere Health Department, De Pere IT, Brown County Sheriff's Department, Brown County Emergency Management, Brown County Human Services (i.e. special populations), Private Telephone Companies

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Scope

- Coordinate with telecommunications industry
- Coordinate restoration/repair of telecommunications infrastructure
- Coordinate the protection, restoration, and containment of local cyber and information technology infrastructure
- Provide 24-hour warning capabilities and procedures
- Promote communication interoperability

ESF #3 - Public Works and Engineering

The Public Works and Engineering support function describes how the city will provide public works services; assessing the damage to infrastructure and buildings; debris removal, restoring and maintaining essential services and providing technical assistance through specialized personnel, equipment and supplies.

Lead Agency – **De Pere Public Works Department**

Support Agencies – Brown County Highway Department, City Emergency Management, De Pere Economic Development Department, Private Utilities (Gas, Electric, etc.)

Scope

- Infrastructure protection and emergency repair
- Infrastructure restoration
- Engineering services, construction management
- Critical infrastructure liaison

ESF #4 – Firefighting

This ESF outlines the duties and responsibilities of De Pere Fire Rescue in fire prevention, fire detection and suppression, rescue services, Haz Mat response, decontamination operations, and mobilization of other fire departments.

Lead Agency – **De Pere Fire Rescue**

Support Agencies – MABAS, De Pere Police Department, De Pere Public Works Department, De Pere Public Health Department

Scope

- Coordinate and conduct firefighting activities on local lands
- Provide resource support to rural and urban firefighting operations

ESF #5 – Emergency Management

The purpose of Emergency Support Function (ESF) 5 is to collect, analyze, and share information about a potential or actual emergency or disaster to enhance the response and recovery activities of the City. ESF 5 is most applicable to the

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city and county agencies and volunteer organizations that commonly report to the EOC during activation.

Lead Agency – ***City Emergency Management, Mayor***

Support Agencies – De Pere Police Department, De Pere Fire Rescue, De Pere Public Works Department, De Pere Health Department, De Pere Economic Development, American Red Cross, Brown County Emergency Management, De Pere Administration

Scope

- Coordination of incident management efforts
- Issuance of mission assignments to support the Incident Commander
- Resource management
- Incident action planning
- Financial management

ESF #6 – Mass Care, Housing and Human Services

ESF 6 is subdivided into the following two sub functions:

1. Shelter and Mass Care Operations

This sub-function coordinates the city assistance in sheltering, feeding and caring for victims of disaster, including special needs populations.

2. Disaster Victim Services

This sub function provides assistance to victims in locating relatives (and vice versa) through the Disaster Welfare Inquiry System, the restoration of mail delivery, the use of amateur radio networks to deliver essential and important communications, etc. Crisis counseling services are also addressed within this sub-function.

3. Crisis Intervention Support (CIS)

This unit coordinates the provision of CIS to emergency workers who have worked in the tense environment of a major disaster. This includes City, County and State personnel.

Lead Agency – ***Brown County Human Services***

Support Agencies – De Pere Health Department, De Pere Police Department, De Pere Fire Rescue, De Pere Public Works Department, Brown County Public Health, American Red Cross, Salvation Army, ARES

Scope

- Mass care
- Disaster housing

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- Human services
- Evacuation
- Disaster Victim Services
- Crisis Counseling Services

ESF #7 – Resource Support

ESF 7 is subdivided into the following three sub functions:

1. Logistics

This sub function coordinates the actual movement of resources into areas where a need (or needs) exists. This includes the warehousing and tracking of resources, the packaging and loading and subsequent transportation of resources to affected areas, and the disposal of used and/or unused resources following a disaster.

2. Resources Management

This sub function is responsible for the acquisition of all types of resources that are identified as “needed” following a disaster. This group will make arrangements to purchase needed resources if it is determined the state does not have the resources itself to supply a requirement in the field. This group handles the payment of debts and other encumbrances generated as a result of the emergency as well.

3. Staging Areas

This sub function coordinates the activation and utilization of state-operated staging areas and marshaling points during emergency situations. To prevent a rapid and overwhelming influx of resources into affected areas, Staging Areas are utilized as temporary marshaling sites for collecting and gradually directing emergency resources into those areas.

Lead Agency – ***De Pere Emergency Management***

Support Agencies – Brown County Emergency Management, Private Agencies, as needed

Scope

- Resource support (facility space, office equipment and supplies, contracting services, etc.)
- Identify logistics management
- Coordination, activation and utilization of staging areas

ESF #8 – Public Health & Medical Services

ESF 8 is divided into the following sub functions:

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1. Emergency Medical Services

This sub-function coordinates the provision of EMS assistance at the local level following a disaster, including the movement of medical resources into disaster areas. This includes ground and aero-medical evacuation of patients as necessary from affected areas and interface with the state disaster medical system.

2. Public Health

This group addresses the public health ramifications associated with a particular emergency. This includes manning shelters, first aid/clinic operations, restoring public health functions, defining the epidemiology of the disaster (including the collection and maintenance of statistical data), the administration of vaccinations and immunizations, the determination of potential health effects associated with debris accumulation, pollution, hazmat releases, etc.

Lead Agency – **De Pere Health Department**

Support Agencies – De Pere Emergency Management, Brown County Emergency Management, Brown County Public Health Agency, County Human Services, De Pere Fire Rescue EMS representative, Voluntary Agencies, Medical Director

Scope

- Triage and hospital pre-treatment
- Medical surge
- Medicine distribution
- Surveillance and epidemiological investigation
- Laboratory testing
- Containment of disease
- Fatality management

ESF #9 – Urban Search and Rescue

This group coordinates the county and state assistance in locating persons missing as a result of any one or more of a number of reasons. This includes urban search and rescue problems generated as a result of persons lost in wooded or other environments, the search for downed aircraft, the extrication of accident victims, collapsed structures, etc. This group also provides the interface with the federal Urban Search and Rescue Teams.

Lead Agency – **De Pere Fire Rescue**

Support Agencies – De Pere Police Department, De Pere Public Works and Engineering

Scope

- Life-saving assistance

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- Urban search and rescue

ESF #10 – Oil and Hazardous Materials

This function is responsible for the identification of, training on and response to hazardous substances or materials in the jurisdiction.

Lead Agency – ***De Pere Fire Rescue***

Support Agencies – Brown County Hazardous Materials Response Team, Brown County Emergency Management, DNR, WEM

Scope

- Oil and hazardous materials (chemical, biological, radiological, etc.) response
- Environmental safety and short- and long-term cleanup

ESF #11 – Agriculture and Natural Resources

This group is responsible for securing food needed for the feeding of victims and emergency workers in affected areas. Additionally, this group is also responsible for assessment and protective action implementation associated with potential harmful effects upon the state's food supply as the result of a disaster.

Lead Agency – ***De Pere Economic Development***

Support Agencies – Brown County Extension, Brown County Emergency Management

Scope

- Food resources
- Animal and plant disease/pest response
- Food safety and security
- Natural and cultural resources and historic properties protection and restoration

ESF #12 – Energy

This sub function is concerned with the restoration of the utility (electrical and gas) infrastructure following a disaster, as well as the provision of temporary emergency power capabilities to critical facilities until such time as a permanent restoration is accomplished.

Lead Agency – ***De Pere Public Works Department***

Support Agencies – Brown County Highway Department, Utilities

Scope

- Energy infrastructure assessment, repair, and restoration
- Energy industry utilities coordination
- Energy forecast

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ESF #13 – Public Safety and Security

Public Safety and Security integrates City and County law enforcement capabilities and resources to support the range of incident management activities associated with major incidents within the city jurisdiction. It provides the means for providing assets in support of incident management, force and critical infrastructure protection and public safety.

Lead Agency – ***De Pere Police Department***

Support Agencies – Brown County Sheriff, Area Police Departments, Brown County Highway Department, De Pere Public Works, De Pere Emergency Management, State Patrol, Emergency Police Services

Scope

- Facility and resource security
- Security planning and technical and resource assistance
- Public safety/security support
- Support to access, traffic, and crowd control

ESF #14 – Long-term Community Recovery and Mitigation

ESF 14 is divided into the following two sub functions:

1. Assistance Programs

This sub function is the mechanism through which the city/county receives and coordinates state and federal disaster relief assistance to victims in the affected areas. Assistance could include the Individual & Households Program, the Small Business Administration's loan programs, the administration of unemployment compensation, and various other disaster relief programs available for both Presidentially declared and non-Presidentially declared disasters.

2. Recovery and Reconstruction Programs

This sub function addresses the long-term economic and psychological impact of disasters upon local communities and assists the communities in developing plans and processes for reconstruction. To assist individuals, long-term recovery processes are implemented. This may include working with donations, identifying volunteers and compiling a resource list. It may also include management of crisis counseling grants. Grant and low-interest loan programs are identified and targeted for application by the community. Significant attention is given to the mitigation of future potential hazards when developing local recovery plans.

Lead Agency – ***De Pere Economic Development***

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Support Agencies – De Pere Emergency Management, Brown County Emergency Management, De Pere Health Department, Brown County Human Services, Volunteer Organizations.

Scope

- Social and economic community impact assessment
- Long-term community recovery assistance to local governments and the private sector
- Mitigation analysis and program implementation

ESF #15 – External Affairs

This ESF is responsible for the provision of information (both general and that which conveys emergency instructions to the public) concerning an actual or impending disaster. The coordination of Joint Public Information activities and the distribution of emergency preparedness instructions through other means are addressed in this function.

Lead Agency – ***De Pere Emergency Management***

Support Agencies – Brown County Emergency Management, De Pere Police Department, De Pere Health Department, Brown County Public Safety Communications

Scope

- Emergency public information and protective action guidance
- Media and community relations
- Legislative affairs

VI. REFERENCES

Attachment 1, City Map

Attachment 2, County Map

Attachment 3, Laws and Regulations

Attachment 4, Supporting Operations Plans and Documents

Attachment 5, Agency Responsibilities

Attachment 6, Organizational Chart

Attachment 7, City EOC Layout

Attachment 8, County EOC Layout

Attachment 9, Glossary of Key Terms

Attachment 10, Distribution List

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Attachment 1 (City Map)

Attachment 2 (County Map)



Attachment: De Pere EOP Basic Plan (2009 : Resolution #14-43, Revised Emergency Operations Basic Plan)

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Attachment 3 (Laws and Regulations)

LOCAL AND STATE LEGISLATION

- A. CITY OF DE PERE
 - Ordinance 10.14 Continuity of Government
 - Resolution 13-43 Adopting Revised Emergency Operations Plan, April 2013
- B. EMERGENCY MANAGEMENT
 - Chapter 323 – Describes the organization, duties and powers for state and local emergency management programs.
- C. DEPARTMENT OF MILITARY AFFAIRS
 - Chapter 21 - Describes departmental duties.
- D. DEPARTMENT OF NATURAL RESOURCES
 - Chapter 26.11- Discusses responsibilities during forest fires.
 - Chapter 29 – Discusses responsibilities for wild animals and plants, and powers for restricting hunting and fishing.
 - Chapter 87 - Discusses the powers and duties of the department regarding flood control. NR 116 details Wisconsin's floodplain management program.
 - Chapter 292 – Discusses general environmental provisions (e.g., hazardous substance spills, disposal of debris including animal carcasses.)
- E. DEPARTMENT OF HEALTH AND FAMILY SERVICES
 - Chapter 166 -- Describes agency responsibilities during Public Health Emergencies
 - Chapter 250 – Describes the administration, supervision, powers and duties of state health activities.
 - Chapter 251 – Describes the structure, duties and levels of services of local health departments.
 - Chapter 252 – Describes departmental powers and duties regarding communicable diseases.
 - Chapter 254 – Describes the powers, duties, identification and control of environmental health concerns (e.g., toxic substances, radioactive material/nuclear power plants, disease control.)
- F. DEPARTMENT OF TRANSPORTATION
 - Chapter 83.09 – Describes emergency repairs of county trunk highways.
 - Chapter 85 - Describes departmental powers, duties and organization.
 - Chapter 110.07 – Describes the powers and duties of traffic officers.
 - Chapter 302.07 – Describes provisions for the maintenance of order in state, county and municipal prisons.

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G. DEPARTMENT OF AGRICULTURE, TRADE & CONSUMER PROTECTION

- Chapter 93 – Describes departmental powers and duties.
- Chapter 95 – Describes the maintenance of animal health requirements (e.g., cooperation with the federal government during animal disease outbreaks, embargo and condemnation of diseased animals, slaughter on premises.)
- Chapter 97— Describes the regulation of food.

H. COUNTIES

- Chapter 59 – Describes the legal status and organization (e.g., home rule; powers of the board chairperson and vice-chair, executive, administrator and sheriff.)

I. TOWNS

- Chapter 60 – Describes the legal status and organization (e.g., powers of the board chairperson; fire protection, law enforcement and ambulance service.)

J. VILLAGES

- Chapter 61 – Describes the legal status and organization (e.g., powers of the president and board; ambulance service.)

K. CITIES

- Chapter 62 – Describes the legal status and organization (e.g., powers of the mayor and council, ambulance service.)

L. GENERAL MUNICIPAL LAW

- Chapter 66 – Describes the legal status and organization (e.g., exercise of home rule, law enforcement, mutual assistance, emergency powers.)
- Chapter 175.46 – Defines and describes the authorities regarding mutual aid agreements.
- Chapter 213.095 – Describes the police power of a fire chief or a rescue squad.
- Chapter 895.483 – Grants immunity from civil liability for acts or omissions to the County Level B Hazardous Materials teams and to members of those teams.
- 2003 Wisconsin Act 186 – Establishes a statewide system of Mutual Aid for Emergency Medical Services, Fire Departments and Local Health Departments; requires utilization of Incident Command Systems; and amends the exemption from liability law.
- Executive Order 81 – Designates the National Incident Management System (NIMS) as the basis for Incident Management in the State of Wisconsin.

FEDERAL LEGISLATION

The documents listed in Parts A, B and C is located in the State EOC.

A. 44 CFR Chapter 1 (Emergency Management and Assistance)

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Outlines the organization, power and duties of the Federal Emergency Management Agency (FEMA). Details the operation and scope of FEMA programs such as hazard mitigation, the National Flood Insurance Program (NFIP), fire prevention and control, disaster assistance and preparedness (including, in Part 350, radiological emergency preparedness.)

B. Disaster Relief and Emergency Assistance Act (Stafford Act.) (PL 100-707)

Limits the qualifying events for disaster assistance to natural catastrophes and established provisions for cost sharing by state and local governments.

C. Disaster Mitigation Act of 2000 (PL 106-390)

Amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the federal costs of disaster assistance and for other purposes.

D. Emergency Planning and Community Right-to-Know Act (EPCRA) (42 USC 11001 - 11050)

Provides the public with information on the hazardous chemicals in their communities and establishes emergency planning and notification requirements to protect the public in the event of a release of an extremely hazardous substance.

E. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 USC 9601-9675

Protects the public health and environment by facilitating cleanup of environmental contamination and imposing costs on parties responsible for the pollution.

F. 10 CFR 50.47

Requires the establishment of state and local plans and preparedness for coping with effects of radiological emergencies as part of the nuclear power plant license.

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Attachment 4 (Supporting Operations Plans and Documents)

SUPPORTING OPERATIONS PLANS AND DOCUMENTS

County Plans

County Emergency Operations Plan (EOP) County Emergency Management

County Hazard Analysis County Emergency Management

County Disaster Plan County Emergency Management

Hazardous Materials Strategic Plan County Emergency Management

State Plans

State Emergency Response Plan WI Emergency Management

Federal Plans

The National Response Plan Federal Emergency Management Agency

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Attachment 5 (Agency Responsibilities)

EMERGENCY SUPPORT FUNCTIONS PARTICIPATING AGENCY RESPONSIBILITIES MATRIX

CITY/COUNTY AGENCIES	1 - TRANSPORTATION	2 – COMMUNICATIONS	3 – PUBLIC WORKS & ENGINEERING	4 – FIREFIGHTING	5 – EMERGENCY MANAGEMENT	6 – MASS CARE, HOUSING & HUMAN SERVICES	7 – RESOURCE SUPPORT	8 – HEALTH & MEDICAL SERVICES	9 – URBAN SEARCH & RESCUE	10 – OIL & HAZARDOUS MATERIALS	11 – AGRICULTURE & NATURAL RESOURCES	12 – ENERGY	13 – PUBLIC SAFETY & SECURITY	14 – LONG-TERM COMMUNITY RECOVERY AND MITIGATION	15 – EXTERNAL AFFAIRS			
Emergency Management	S		S		P	P	P	S					S	S	P			
De Pere Fire Rescue		S		P		S		S	P	P								
De Pere Police Department	S			S		S			S				P		S			
De Pere Health Department		S		S	S	S		P						S	S			
De Pere Administration																		
De Pere Public Works Department	P		P	S		S			S			P	S					
De Pere Economic Development			S			S					P			P				
Brown County Highway Dept.	S		S									S	S					
Brown County Emergency Management		S				S	S	S		S	S		S	S	S			
Brown County Public Safety Communications		P													S			
MABAS				S						S								
County and other Police Agencies		S											S					
Brown County Human Services		S						S						S				
Brown County Public Health						S		S										
Salvation Army - American Red Cross – Other Volunteers						S		S						S				
ARES/RACES						S												
Private Industry		S	S		S		S					S						
Hospitals																		
Brown County Ag Extension											S							
State Patrol													S					

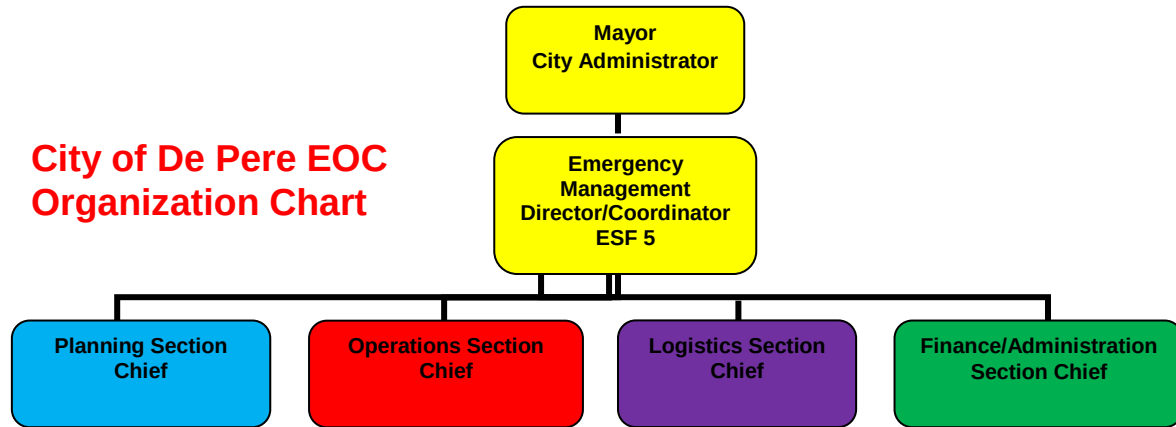
P = Primary Agency S = Supporting Agency

Attachment: De Pere EOP Basic Plan (2009 : Resolution #14-43, Revised Emergency Operations Basic Plan)

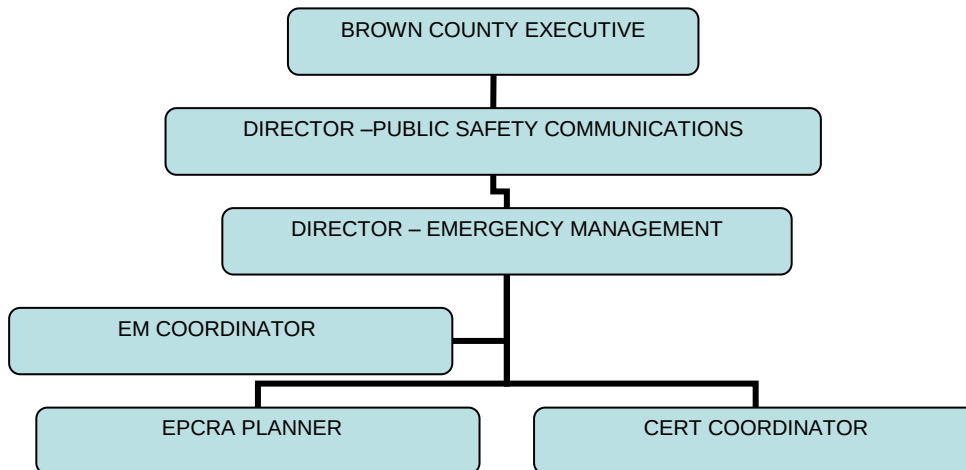
EMERGENCY OPERATIONS PLAN

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Attachment 6 (Emergency Management Organizational Chart)



Brown County EOC Organization Chart



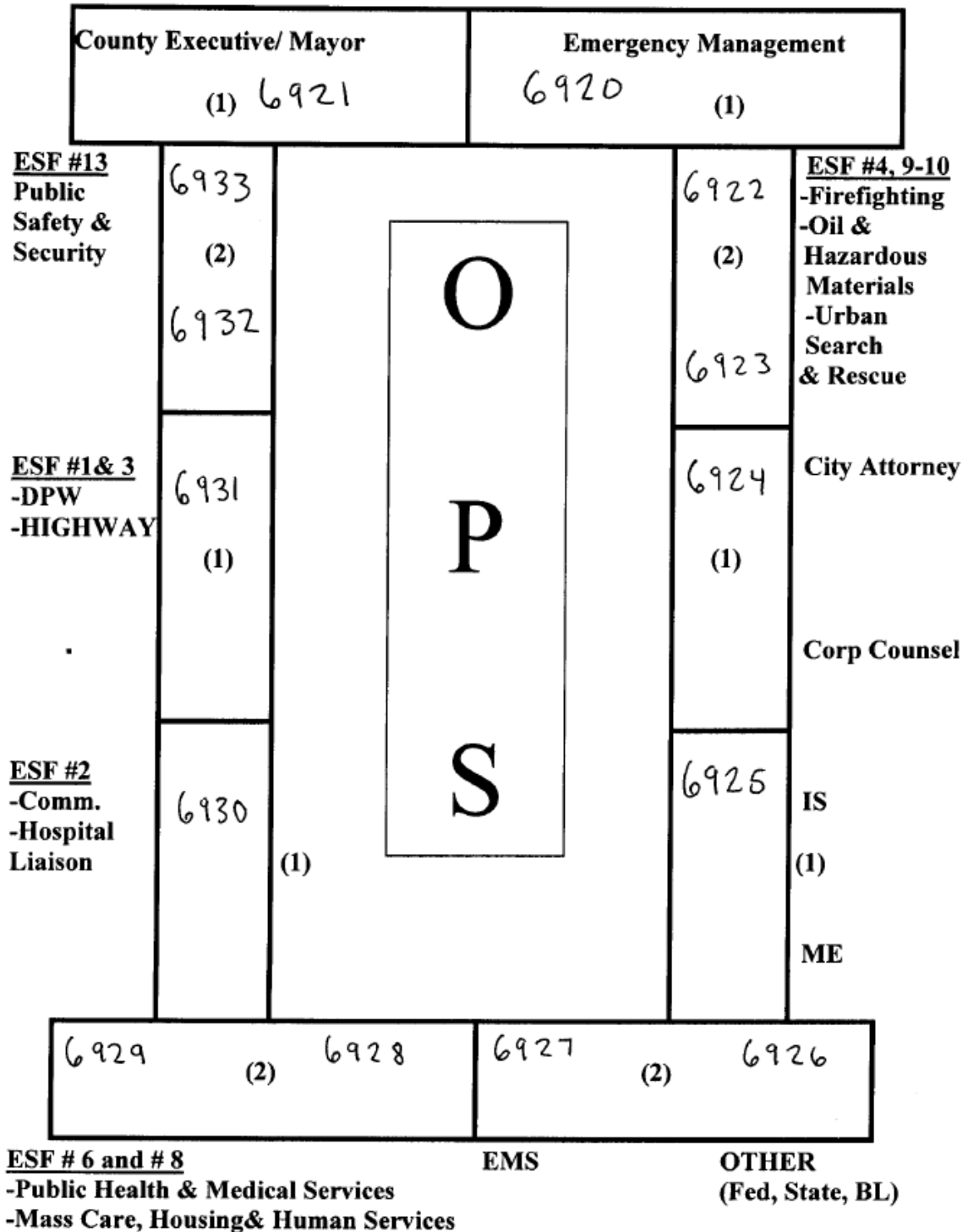
EMERGENCY OPERATIONS PLAN

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Attachment 7 (City Emergency Operations Center)

Attachment 8 (County Emergency Operations Center)

ESF # 5



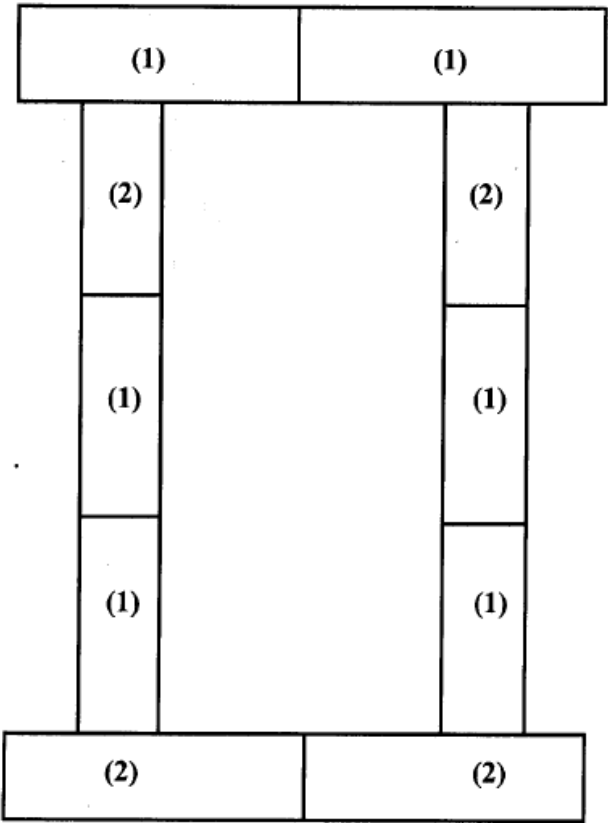
Attachment: De Pere EOP Basic Plan (2009 : Resolution #14-43, Revised Emergency Operations Basic Plan)

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ESF # 14
-GIS
(1) 6934

Emergency Operations Center

ESF # 15
-PIO
(1) 6935



Logistics
(1) **(Purch.)**
6936

Logistics
(1) **(OTHER)**
6937

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Attachment 9 (Glossary of Key Terms)

For the purposes of the Brown County ERP, the following terms and definitions apply:

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

Available Resources: Resources assigned to an incident, checked in, and available for use, normally located in a Staging Area.

Catastrophic Incident: Any natural or man-made incident, including terrorism that results in extraordinary levels of mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy, national morale and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Community Recovery: In the context of the NRP and its annexes, the process of assessing the effects of an Incident of National Significance, defining resources, and developing and implementing a course of action, restore and revitalize the socioeconomic and physical structure of a community.

Consequence Management: Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services,

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and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also Crisis Management.

Credible Threat: A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

Crisis Counseling Grants: Funded by FEMA under the Stafford Act to address the counseling needs of a community following a Presidentially declared disaster in which individual assistance is authorized.

Crisis Management: Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also Consequence Management.

Critical Infrastructures: Systems and assets, whether physical or virtual, so vital to the United States that incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Cultural Resources: Cultural resources include historic and prehistoric structures, archeological sites, cultural, landscapes, and museum collections.

Cyber: Pertaining to computers and their support systems, such as servers, routers, and switches that support critical infrastructure.

Defense Support of Civil Authorities (DSCA): Refers to *DOD* support, including Federal military forces, *DOD* civilians and *DOD* contractor personnel, and *DOD* agencies and components, for domestic emergencies and for designated law enforcement and other activities.

Deputy: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Disaster: See Major Disaster.

Emergency: As defined by the Stafford Act, an emergency is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States."

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An *EOC* may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. *EOCs* may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or by some combination thereof.

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Emergency Operations Plan (EOP): The "steady-state" plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel. Agencies and authorities. (See Section 2(6), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).) Also known as "emergency responder."

Emergency Support Function (ESF): A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Emerging Infectious Diseases: New or recurring infectious diseases of people, domestic animals, and/or wildlife, including identification, etiology, pathogenesis, zoonotic potential, and ecological impact.

Environment: Natural and cultural resources and historic properties as those terms are defined in this glossary and in relevant laws.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Facility Management: Facility selection and acquisition, building services, information systems, communications, safety and health, and physical security.

Federal Terminology:

Disaster Recovery Center (DRC): A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

Environmental Response Team: Established by EPA, the Environmental Response Team includes expertise in biology, chemistry, hydrology, geology and engineering. The Environmental Response Team provides technical advice and assistance to the OSC for both planning and response to discharges and release of oil and hazardous substances into the environment.

Federal Coordinating Officer (FCO): The Federal officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster

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assistance resources and programs to the affected State and local governments, individual victims and the private sector.

Federal On-Scene Coordinator (FOSC or OSC): The Federal official predestinated by the EPA or the USCG to coordinate responses under subpart D of the NCP, or the government official designated to coordinate and direct removal actions under subpart E of the NCP.

Joint Field Office (JFO): A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

Federal Terminology continued:

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident, information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC, advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Operations Center (JOC): The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the SFLEO. The JOC becomes a component of the JFO when the NRP is activated.

National Disaster Medical System (NDMS): A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

National Response Center: A national communications center *for* activities related to oil and hazardous substance response actions. The National Response Center, located at DHS/USCG Headquarters in Washington, DC, receives and relays notices *of* oil and hazardous substances releases to the appropriate Federal OSC.

National Response System: Pursuant to the NCP, the mechanism for coordinating response actions by all levels of government (40 CFR § 300.21) for oil and hazardous substances spills and releases.

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National Response Team (NRT): The NRT, comprised of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair, and DHS/USCG serves as Vice Chair.

National Security and Emergency Preparedness (NS/EP): Telecommunications. NS/EP telecommunications services are those used to maintain a state of readiness or to respond to and manage any event or crisis (local, national, or international) that causes or could cause injury or harm to the population or damage to or loss of property, or could degrade or threaten the NS/EP posture of the United States.

National Special Security Event (NSSE): A designated event that, by virtue of its political, economic, social, or religious significance may be the target of terrorism or other criminal activity.

National Strike Force: The National Strike Force consists of three strike teams established by DHS/USCG on the Pacific, Atlantic, and Gulf coasts. The strike teams can provide advice and technical assistance for oil and hazardous substances removal, communications support, special equipment, and services.

Nuclear Incident Response Team (NIRT): Created by the Homeland Security Act to provide DHS with a nuclear/radiological response capability. When activated, the NIRT consists of specialized Federal response teams drawn from DOE and/or EPA. These teams may become DHS operational assets providing technical expertise and equipment when activated during a crisis or in response to a nuclear/radiological incident as part of the DHS Federal response.

Principal Federal Official (PFO): The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

Radiological Emergency Response Teams (RERTs): Teams provided by EPA's Office of Radiation and Indoor Air to support and respond to incidents or sites containing radiological hazards. These teams provide expertise in radiation monitoring, radionuclide analyses, radiation health physics, and risk assessment. RERTs can provide both mobile and fixed laboratory support during a response.

Regional Response Teams (RRTs): Regional counterparts to the National Response Team, the RRTs comprise regional representatives of the Federal agencies on the NRT and representatives of each State within the region. The RRTs serve as planning and preparedness bodies before a response, and provide coordination and advice to the Federal OSC during response actions.

Telecommunications Service Priority (TSP) Program: The NS/EP TSP Program is the regulatory, administrative, and operational program authorizing and providing for priority treatment (i.e., provisioning and restoration) of NS/EP telecommunications services. As such, it establishes the framework for NS/EP telecommunications service

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vendors to provide, restore or otherwise act on its priority basis to ensure effective NS/EP telecommunications services.

Wireless Priority Service (WPS): WPS allows authorized NS/EP personnel to gain priority access to the next available wireless radio channel to initiate calls during an emergency when carrier channels may be congested.

Conclusion of Federal Terminology

First Responder: Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as described in Section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation: Any cost-effective measure which will reduce the potential for damage to a facility from disaster event.

Hazardous Material: For the purposes of ESF #1, hazardous material is a substance or material, or includes a hazardous substance, that has been determined by Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

Hazardous Substance: As described by the NCP, any substance designated pursuant to Section 311 (b)(2) (A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to Section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to Section 3001 the Solid Waste Disposal Act (but not including any waste in the regulation of which under the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under Section 307(a) of the Clean Water Act; hazardous air pollutant listed under Section 112 of Clean Air Act (42 U.S.C. § 7521 et seq.); and any imminently hazardous chemical substance or mix with respect to which the EPA Administrator has taken action pursuant to Section 7 of the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.).

Historic Property: Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 U.S.C. § 470(w) (5)].

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters,

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emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions is performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Mitigation: Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

Incident of National Significance: Based on criteria established in HSPD-S (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, nongovernmental, and/or private-sector entities in order to save lives, minimize damage, and provide the basis for long-term community recovery and mitigation activities.

Infrastructure: The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

Initial Actions: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

EMERGENCY OPERATIONS PLAN

CITY OF DE PERE

In-Kind Donations: Donations other than cash (usually materials or professional services) for disaster survivors.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization; or a rural community, unincorporated town or village, or other public entity. (As defined in Section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Major Disaster: As described by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Materiel Management: Requisitioning and sourcing (requirements processing); acquisition, asset visibility (resource tracking), receipt, storage, and handling; security and accountability; inventory, deployment, issue, and distribution; and recovery, reuse, and disposition.

Mitigation: Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations-Federal, State, local, and tribal, for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-site temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment, and serves as a place to out-

EMERGENCY OPERATIONS PLAN

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process following demobilization while awaiting transportation.

Multiagency Coordination System (MACS): The combination of personnel, facilities, equipment and procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdictional environment. A MAC Group functions within the MACS (as defined by NWCG National Training Curriculum).

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

Natural Resources: Natural resources include land, fish, wildlife, domesticated animals, plants, biota, air and water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, as well as in its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.

Nongovernmental Organization (NGO): A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

On-Scene Coordinator (OSC): See Federal On-Scene Coordinator.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Prevention: Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and

EMERGENCY OPERATIONS PLAN

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security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

Public Assistance Program: The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

Public Health: Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Public Works: Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

Recovery: The development, coordination, and execution of service and site restoration plans for impacted communities and the reconstitution of government operations and services through individual, private sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

Resources: Personnel and major items of equipment supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat, ongoing public health and agricultural surveillance testing processes; immunizations, isolation, or quarantine; and specific law enforcement operation aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Situation Assessment: The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data

EMERGENCY OPERATIONS PLAN

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mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision-making.

Special Populations: People who feel they cannot comfortably or safely access and use standard resources offered in disaster preparedness, relief and recovery. They include, but are not limited to those who are physically or mentally disabled, blind, deaf, cognitively disabled, mobility limited, non-English speaking, geographically/culturally isolated, medically or chemically dependent, homeless, frail/elderly and children.

State: Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. (As defined in Section 2(14) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Strategic: Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategic Plan: A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

Telecommunications: The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic or optical means. Telecommunications includes all aspects of transmitting information.

Terrorism: Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: An indication of possible violence, harm, or danger.

Transportation Management: Transportation prioritizing, ordering, sourcing, and acquisition; time-phasing plans; fleet management; and movement coordination and tracking.

Tribe: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Unaffiliated Volunteer: An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a "spontaneous" or "emergent" volunteer.

EMERGENCY OPERATIONS PLAN

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Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

Uniform Disaster Situation Report (UDSR): The damage assessment reporting form.

United States: The term "United States," when used in a geographic sense, means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, any possession of the United States, and any waters within the jurisdiction of the United States. (As defined in Section 2(16) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Unsolicited Goods: Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

Urban Search and Rescue: Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

Voluntary Organizations Active in Disaster (VOAD): A VOAD coordinates planning efforts by the many voluntary organizations responding to disaster.

Volunteer: Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed. (See, for example, 16 USC § 742f(c) and 29 CFR § 553.101.)

Volunteer and Donations Coordination Center: Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the State EOC for coordination purposes. Requirements may include space for a phone bank, meeting space, and space for a team of specialists to review and process offers.

Weapon of Mass Destruction (WMD): As defined in Title 18, U.S.C § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

EMERGENCY OPERATIONS PLAN

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Attachment 10 (Distribution Lists)

DE PERE EMERGENCY RESPONSE PLAN DISTRIBUTION LIST

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

MEETING DATE: May 6, 2014

DEPARTMENT: Administration

FROM: Lawrence Delo

SUBJECT: Request to approve Community Survey Questionnaire

ATTACHMENTS:

- Community Survey questionnaire memo 04-30-14 (DOCX)
- 2014 Community Survey for Council Review 04-21-14(DOCX)

MEMORANDUM

TO: Mayor & City Council

FROM: Larry Delo, City Administrator

DATE: April 30, 2014

SUBJECT: Community Survey Questionnaire

The City Council previously funded and approved a contract with the St. Norbert College Strategic Research Institute to complete a community survey in 2014. The proposed questionnaire was developed by reviewing prior community surveys and soliciting new or revised questions from City staff. The Mayor and I reviewed the staff recommended content and previous surveys and developed a draft survey questionnaire that was reviewed and revised by the SNC Strategic Research Institute to mitigate bias and to work in the telephone survey format previously approved by the City Council.

The Administration is recommending approval of the proposed 2014 community survey questionnaire. Please let me know if you have any questions regarding the proposed survey questions.

April 21, 2014

CITY OF DE PERE MUNICIPAL SERVICES SURVEY

Hello, my name is _____ and I'm calling from the St. Norbert College Strategic Research Institute. We are conducting a public opinion survey among residents of De Pere. The purpose of the survey is to determine how people feel about various issues concerning municipal services and the quality of life in De Pere. This survey will only take a short time and the responses are completely confidential.

Random Selection of Respondent, Resident of the City of De Pere and Age 18 or over.

Before we begin, I would like to assure you that this interview is completely voluntary, strictly confidential, and that we really appreciate your help.

Q1. Overall, how would you rate the City of De Pere as a place to live? (Read 1-4)

Excellent1
 Good.....2
 Fair3
 Poor4
 Not Sure8
 Refused/NA.....9

Q2. During the past five years, how would you say the City of De Pere has changed? (Read 1-3)

The City has become a better place to live1
 The City has stayed the same.....2
 The City has become a worse place to live.....3
 Not Sure8
 Refused/NA.....9

Next, let's talk about city services

Q3. Please indicate how important each of the following city services is to you: very important, somewhat important, not too important, not at all important. Let's begin with... [Randomize]

Services	Very Important	Somewhat Important	Not too Important	Not at all Important	Don't know	RF
Q3a. Condition of city streets	1	2	3	4	8	9
Q3b. Snow plowing	1	2	3	4	8	9
Q3c. Garbage collection	1	2	3	4	8	9
Q3d. Recycling collection	1	2	3	4	8	9
Q3e. Traffic management	1	2	3	4	8	9

Q3f. Wastewater sewer services	1	2	3	4	8	9
Q3g. Water supply/ quality	1	2	3	4	8	9
Q3h. Storm water control	1	2	3	4	8	9
Q3i. Property & Building condition code enforcement	1	2	3	4	8	9
Q3j. Mobile Phone access to City services	1	2	3	4	8	9
Q3k. Social media access to City services	1	2	3	4	8	9
Q3l. Television broadcast of City meetings	1	2	3	4	8	9
Q3m. Internet broadcast of City meetings	1	2	3	4	8	9
Q3n. Promoting economic development	1	2	3	4	8	9
Q3o. Providing public health services	1	2	3	4	8	9
Q3p. Ambulance Service	1	2	3	4	8	9
Q3q. Fire protection	1	2	3	4	8	9
Q3r. Traffic enforcement	1	2	3	4	8	9
Q3s. Merging services with other communities to control costs or improve service levels	1	2	3	4	8	9
Q3t. Adult recreational services	1	2	3	4	8	9
Q3u. Youth recreational services	1	2	3	4	8	9
Q3v. Senior citizen recreational services	1	2	3	4	8	9
Q3w. Maintenance of existing parks & sport facilities	1	2	3	4	8	9
Q3x. Long Term Community planning	1	2	3	4	8	9

Q4. Would you be willing to pay higher property taxes to maintain existing municipal services you think are important?

Yes1
 No.....2
 Not Sure8
 Refused/NA.....9

- Q5. Would you pay higher property taxes to increase existing municipal services or add new ones you think are important?

Yes1
 No.....2
 Not Sure8
 Refused/NA.....9

- Q6. Do you favor or oppose the city reducing lesser important services enabling them to....

Change	Favor	Oppose	Don't know
Q6a. Reduce taxes	1	2	8
Q6b. Stabilize taxes	1	2	8
Q6c. Introduce new services	1	2	8
Q6d. Increase more important services	1	2	8

- Q7. When the City is required to complete major renovations to its two existing outdoor pools, which of the following options would you prefer most?

Rebuild both existing pools1
 Rebuild only one pool and close the other pool.....2
 Close both pools.....3
 Close one pool and convert the remaining pool into a larger aquatic center (an aquatic center consisting of a pool with slides).....4
 Not Sure8
 Refused/NA.....9

- Q8. Which of these options would you prefer most for the utilization of the former Claude-Allouez bridge approach site located in the downtown east side of the City on Broadway at the intersection of George Street?

Develop the entire site for public use other than green space1
 Develop the entire site for private use2
 Develop the site for both public and private use.....3
 Develop the entire site as public green space4
 Not Sure8
 Refused/NA.....9

Q9. Should the City build a parking ramp in the west side downtown area?

Yes1
 No.....2
 Not Sure8
 Refused/NA.....9

Q10. Which of the following best describes your views regarding the quality of information provided by the City about its policies and services? Are you ... (Read 1-4)

Very satisfied1
 Somewhat satisfied2
 Somewhat dissatisfied.....3
 Very dissatisfied.....4
 Not Sure8
 Refused/NA.....9

Q11. Are there any specific additional businesses you would like to see locate in De Pere?

Next, are a few questions regarding City broadcasts and video streaming

Q12. Do you watch City meetings or other De Pere municipal programming on television?

Yes1
 No.....2
 Not Sure8
 Refused/NA.....9

Q13. Which of these options is your most preferred way to access City information in the future?

Mobile Apps.....1
 Social media.....2
 City website3
 De Pere television channel broadcasts.....4
 Bi-annual City newsletter mailed to you5
 Other6

Finally, just a few questions about yourself

Q14. How long have you lived in De Pere? (Read 1-6)

Less than 1 year	1
1 to 5 years	2
6 to 10 years	3
11 to 15 years	4
16 to 20 years	5
More than 20 years.....	6
Not Sure	8
Refused/NA.....	9

Q15. Apart from its proximity to your place of employment, what was your primary reason for selecting De Pere as your place of residence? **(Read choices 1-5 only)**

Quality of Life.....	1
Quality of Schools.....	2
Rate of taxes.....	3
Recreational facilities and programs.....	4
Born/lived here whole life/family lives here	5
Other, please specify.....	6
Not Sure	8
Refused/NA.....	9

Q16. What age range do you fall into? **(Read List)**

18 to 24	1
25 to 34	2
35 to 44	3
45 to 54	4
55 to 64	5
65 and over.....	6
Not Sure	8
Refused/NA.....	9

Q17. What ward do you live in? (used to identify City of De Pere Ward you live in 1 - 15) (If they do not know, check street list for Ward number, probe if more specifics are needed) **(If not on list code as 99)**

Ward Number _____

Q18. What do you feel is the most important issue for the City of De Pere to address over the next five years?

Q19. If you could make one improvement in the City of De Pere, what would you do?

[Verification of phone #]:

“Is your phone number ____ - ____ - ____ “

Thank you for participating in this survey. Your participation is important to helping us better understand the needs of the people of your community.

Q20. Respondent Gender (DO NOT ASK)

Male	1
Female	2

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

MEETING DATE: May 6, 2014
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Defnet
SUBJECT: Voucher Approval.

ATTACHMENTS:

- 5-6-14 VOUCHERS (PDF)

4/30/2014 12:27 PM

A / P CHECK REGISTER

PAGE: 1

PACKET: 04357 MAY 2014 COUNCIL - 1 5-6-14

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
6426	ACL							
	I-201403-0	ACL	R	5/06/2014		187.60CR	071294	187.60
0302	AIRGAS USA LLC							
	I-9026795879	AIRGAS USA LLC	R	5/06/2014		68.75CR	071295	
	I-9917513228	AIRGAS USA LLC	R	5/06/2014		172.80CR	071295	
	I-9917513229	AIRGAS USA LLC	R	5/06/2014		374.39CR	071295	
	I-9917513230	AIRGAS USA LLC	R	5/06/2014		84.68CR	071295	700.62
0007	AMBROSIUS SALES & SERVICE							
	I-79990	AMBROSIUS SALES & SERVICE	R	5/06/2014		54.93CR	071296	54.93
5158	AMBROSIUS STUDIOS INC							
	I-12018-4	AMBROSIUS STUDIOS INC	R	5/06/2014		75.00CR	071297	
	I-12018-5	AMBROSIUS STUDIOS INC	R	5/06/2014		75.00CR	071297	150.00
6941	AQUATIC TECHNOLOGY INC.							
	I-I23358	AQUATIC TECHNOLOGY INC.	R	5/06/2014		449.20CR	071298	449.20
6159	ARTHUR J GALLAGHER RMS INC							
	I-534442	ARTHUR J GALLAGHER RMS INC	R	5/06/2014		1,076.00CR	071299	1,076.00
5604	AURORA BAYCARE MED CTR LLC							
	I-KK184	AURORA BAYCARE MED CTR LLC	R	5/06/2014		268.75CR	071300	268.75
1698	B A T I							
	I-4043	B A T I	R	5/06/2014		12,900.00CR	071301	12,900.00
5497	BADGER MAILING & SHIPPING SYSTEMS INC							
	I-64265	BADGER MAILING & SHIPPING SYST	R	5/06/2014		172.82CR	071302	172.82
0020	BADGERLAND PRINTING INC							
	I-23457	BADGERLAND PRINTING INC	R	5/06/2014		50.00CR	071303	
	I-23471	BADGERLAND PRINTING INC	R	5/06/2014		27.72CR	071303	
	I-23522	BADGERLAND PRINTING INC	R	5/06/2014		88.00CR	071303	165.72
1	BADTKE, BECKY							
	I-201404293303	REFUND HOOPING	R	5/06/2014		37.00CR	071304	37.00
0023	BATTERIES PLUS LLC							
	I-501-236129-01	BATTERIES PLUS LLC	R	5/06/2014		89.98CR	071305	
	I-501-236162-01	BATTERIES PLUS LLC	R	5/06/2014		63.98CR	071305	
	I-501-425520	BATTERIES PLUS LLC	R	5/06/2014		74.00CR	071305	227.96

Attachment: 5-6-14 VOUCHERS (2123 : Voucher Approval.)

4/30/2014 12:27 PM

A / P CHECK REGISTER

PAGE: 2

PACKET: 04357 MAY 2014 COUNCIL - 1 5-6-14

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
0027	BAY TOWEL INC							
	I-1669055	BAY TOWEL INC	R	5/06/2014		20.90CR	071306	
	I-1784303	BAY TOWEL INC	R	5/06/2014		36.40CR	071306	
	I-1787600	BAY TOWEL INC	R	5/06/2014		36.40CR	071306	
	I-1787601	BAY TOWEL INC	R	5/06/2014		52.70CR	071306	
	I-1787602	BAY TOWEL INC	R	5/06/2014		21.22CR	071306	
	I-1790963	BAY TOWEL INC	R	5/06/2014		36.40CR	071306	
	I-1790964	BAY TOWEL INC	R	5/06/2014		52.70CR	071306	
	I-1794345	BAY TOWEL INC	R	5/06/2014		36.40CR	071306	
	I-1794346	BAY TOWEL INC	R	5/06/2014		52.70CR	071306	
	I-1796394	BAY TOWEL INC	R	5/06/2014		80.90CR	071306	426.72
4784	BEACON ATHLETICS							
	I-436170-IN	BEACON ATHLETICS	R	5/06/2014		765.00CR	071307	765.00
6473	BEAVER OF WISCONSIN INC							
	I-84487	BEAVER OF WISCONSIN INC	R	5/06/2014		382.50CR	071308	382.50
6942	BRANDER CONST TECHNOLOGY INC.							
	I-18515	BRANDER CONST TECHNOLOGY INC.	R	5/06/2014		618.75CR	071309	618.75
0038	BROADWAY AUTOMOTIVE INC							
	I-701057P	BROADWAY AUTOMOTIVE INC	R	5/06/2014		65.00CR	071310	
	I-701749P	BROADWAY AUTOMOTIVE INC	R	5/06/2014		12.42CR	071310	77.42
0042	BROWN COUNTY HIGHWAY DEPARTMENT							
	I-201404293304	BROWN COUNTY HIGHWAY DEPARTMEN	R	5/06/2014		70.91CR	071311	
	I-853	BROWN COUNTY HIGHWAY DEPARTMEN	R	5/06/2014		2,440.36CR	071311	2,511.27
2944	BROWN COUNTY JAIL							
	I-201404293305	BROWN COUNTY JAIL	R	5/06/2014		560.00CR	071312	560.00
2984	BROWN COUNTY TREASURER							
	I-12	BROWN COUNTY TREASURER	R	5/06/2014		31.50CR	071313	
	I-2014-232	BROWN COUNTY TREASURER	R	5/06/2014		3,208.54CR	071313	3,240.04
0115	CARQUEST AUTO PARTS LLC							
	I-6339-184786	CARQUEST AUTO PARTS LLC	R	5/06/2014		36.03CR	071314	36.03
0536	CDW GOVERNMENT INC							
	I-KC96334	CDW GOVERNMENT INC	R	5/06/2014		7,899.97CR	071315	7,899.97

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VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
6910	CHOICE1 HEALTH CARE SERVICES LLC							
	I-1389	CHOICE1 HEALTH CARE SERVICES L	R	5/06/2014		169.60CR	071316	169.60
2708	CLEANING SOLUTION SERVICES INC							
	I-05-9009	CLEANING SOLUTION SERVICES INC	R	5/06/2014		184.54CR	071317	
	I-05-9034	CLEANING SOLUTION SERVICES INC	R	5/06/2014		89.98CR	071317	
	I-05-9046	CLEANING SOLUTION SERVICES INC	R	5/06/2014		1,732.00CR	071317	
	I-05-9047	CLEANING SOLUTION SERVICES INC	R	5/06/2014		1,265.00CR	071317	3,271.52
0217	COUNTRY VISIONS COOPERATIVE							
	I-201404293306	COUNTRY VISIONS COOPERATIVE	R	5/06/2014		18.67CR	071318	
	I-201404293307	COUNTRY VISIONS COOPERATIVE	R	5/06/2014		124.00CR	071318	
	I-201404293308	COUNTRY VISIONS COOPERATIVE	R	5/06/2014		6.85CR	071318	
	I-201404293309	COUNTRY VISIONS COOPERATIVE	R	5/06/2014		174.02CR	071318	323.54
0063	DAANEN & JANSSEN INC							
	I-136645	DAANEN & JANSSEN INC	R	5/06/2014		280.00CR	071319	
	I-136726	DAANEN & JANSSEN INC	R	5/06/2014		245.00CR	071319	
	I-136835	DAANEN & JANSSEN INC	R	5/06/2014		140.00CR	071319	665.00
0276	DE PERE HARDWARE							
	I-184205	DE PERE HARDWARE	R	5/06/2014		19.98CR	071320	
	I-184445	DE PERE HARDWARE	R	5/06/2014		2.79CR	071320	
	I-184508	DE PERE HARDWARE	R	5/06/2014		38.28CR	071320	
	I-184520	DE PERE HARDWARE	R	5/06/2014		127.16CR	071320	
	I-184540	DE PERE HARDWARE	R	5/06/2014		6.49CR	071320	194.70
3248	DEVILEY, ROD							
	I-201404293310	DEVILEY, ROD	R	5/06/2014		77.53CR	071321	77.53
0079	DORSCH CORP							
	I-510249	DORSCH CORP	R	5/06/2014		786.30CR	071322	786.30
6859	EMS MEDICAL BILLING ASSOC LLC							
	I-MARCH 2014	EMS MEDICAL BILLING ASSOC LLC	R	5/06/2014		3,138.81CR	071323	3,138.81
0091	FASTENAL COMPANY							
	I-WIGRE289912	FASTENAL COMPANY	R	5/06/2014		3.33CR	071324	3.33
6761	FASTSIGNS - GREEN BAY							
	I-33573	FASTSIGNS - GREEN BAY	R	5/06/2014		107.60CR	071325	107.60

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VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
0092	FEAKER & SONS CO INC							
	I-20328	FEAKER & SONS CO INC	R	5/06/2014		3,010.50CR	071326	
	I-20329	FEAKER & SONS CO INC	R	5/06/2014		2,620.00CR	071326	
	I-20332	FEAKER & SONS CO INC	R	5/06/2014		3,222.05CR	071326	8,852.55
2627	FESTIVAL FOODS INC							
	I-201404293311	FESTIVAL FOODS INC	R	5/06/2014		3.49CR	071327	3.49
0200	FIRST SUPPLY GREEN BAY LLC							
	I-2438875-00	FIRST SUPPLY GREEN BAY LLC	R	5/06/2014		63.06CR	071328	
	I-2440875-00	FIRST SUPPLY GREEN BAY LLC	R	5/06/2014		107.44CR	071328	
	I-2448816-00	FIRST SUPPLY GREEN BAY LLC	R	5/06/2014		17.80CR	071328	
	I-2453417-00	FIRST SUPPLY GREEN BAY LLC	R	5/06/2014		634.83CR	071328	823.13
0996	FOX LAMINATING CO INC							
	I-INV0403095	FOX LAMINATING CO INC	R	5/06/2014		64.00CR	071329	64.00
0105	FOX SPECIALITY COMPANY							
	I-100579	FOX SPECIALITY COMPANY	R	5/06/2014		38.81CR	071330	
	I-27559	FOX SPECIALITY COMPANY	R	5/06/2014		38.81CR	071330	77.62
6943	FOX VALLEY TECHNICAL COLLEGE							
	I-201404293312	FOX VALLEY TECHNICAL COLLEGE	R	5/06/2014		225.00CR	071331	225.00
6084	GANNETT WI MEDIA							
	I-201404293313	GANNETT WI MEDIA	R	5/06/2014		10.36CR	071332	10.36
0116	GRAINGER INC							
	I-8418344371	GRAINGER INC	R	5/06/2014		345.96CR	071333	
	I-9411411250	GRAINGER INC	R	5/06/2014		11.02CR	071333	
	I-9411891360	GRAINGER INC	R	5/06/2014		85.60CR	071333	
	I-9412017742	GRAINGER INC	R	5/06/2014		174.25CR	071333	616.83
0780	GREAT LAKES TV SEAL INC							
	I-16136	GREAT LAKES TV SEAL INC	R	5/06/2014		2,458.95CR	071334	2,458.95
0124	GREEN BAY CITY TREASURER							
	I-89496	GREEN BAY CITY TREASURER	R	5/06/2014		41,327.50CR	071335	41,327.50
2044	GREEN BAY TITLE COMPANY INC							
	I-TS58631	GREEN BAY TITLE COMPANY INC	R	5/06/2014		395.00CR	071336	395.00

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VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0446	HAWKINS INC							
	I-3579188 RI	HAWKINS INC	R	5/06/2014		4,812.39CR	071337	4,812.39
3521	HD SUPPLY WATERWORKS LTD							
	C-B609559	HD SUPPLY WATERWORKS LTD	R	5/06/2014		582.00	071338	
	I-C158571	HD SUPPLY WATERWORKS LTD	R	5/06/2014		1,260.00CR	071338	
	I-C215506	HD SUPPLY WATERWORKS LTD	R	5/06/2014		33,670.00CR	071338	
	I-C228329	HD SUPPLY WATERWORKS LTD	R	5/06/2014		144.00CR	071338	
	I-C240093	HD SUPPLY WATERWORKS LTD	R	5/06/2014		133.50CR	071338	
	I-C279855	HD SUPPLY WATERWORKS LTD	R	5/06/2014		340.45CR	071338	
	I-C287511	HD SUPPLY WATERWORKS LTD	R	5/06/2014		2,685.44CR	071338	
	I-C287838	HD SUPPLY WATERWORKS LTD	R	5/06/2014		1,560.34CR	071338	39,211.73
0912	HEID MUSIC CO							
	I-1227090	HEID MUSIC CO	R	5/06/2014		340.00CR	071339	340.00
5674	HOME TEAM SPORTS & APPAREL INC							
	I-18785	HOME TEAM SPORTS & APPAREL INC	R	5/06/2014		159.80CR	071340	159.80
6589	HSHS EWD							
	I-201404293314	HSHS EWD	R	5/06/2014		46.50CR	071341	46.50
5484	HYDRO DESIGNS INC							
	I-31897-IN	HYDRO DESIGNS INC	R	5/06/2014		1,415.00CR	071342	1,415.00
1399	INDOFF INC							
	C-2439930	INDOFF INC	R	5/06/2014		12.40	071343	
	I-2433678	INDOFF INC	R	5/06/2014		101.37CR	071343	
	I-2436079	INDOFF INC	R	5/06/2014		847.94CR	071343	
	I-2437269	INDOFF INC	R	5/06/2014		99.65CR	071343	
	I-2439301	INDOFF INC	R	5/06/2014		185.73CR	071343	
	I-2439302	INDOFF INC	R	5/06/2014		79.77CR	071343	
	I-2440581	INDOFF INC	R	5/06/2014		18.42CR	071343	
	I-2441047	INDOFF INC	R	5/06/2014		239.11CR	071343	
	I-2441249	INDOFF INC	R	5/06/2014		83.40CR	071343	
	I-2441250	INDOFF INC	R	5/06/2014		143.08CR	071343	
	I-2442494	INDOFF INC	R	5/06/2014		7.30CR	071343	
	I-2442495	INDOFF INC	R	5/06/2014		29.78CR	071343	
	I-2443533	INDOFF INC	R	5/06/2014		124.99CR	071343	1,948.14
0567	INDUSTRIAL MARKETING CORP							
	I-39167	INDUSTRIAL MARKETING CORP	R	5/06/2014		285,100.00CR	071344	285,100.00

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VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
1276	JX ENTERPRISES INC							
	C-D-241050026	JX ENTERPRISES INC	R	5/06/2014		10.68	071345	
	I-D-240840164	JX ENTERPRISES INC	R	5/06/2014		78.17CR	071345	
	I-D-240920101	JX ENTERPRISES INC	R	5/06/2014		14.33CR	071345	
	I-D-240920104	JX ENTERPRISES INC	R	5/06/2014		88.07CR	071345	
	I-D-240940044	JX ENTERPRISES INC	R	5/06/2014		65.64CR	071345	
	I-D-240990143	JX ENTERPRISES INC	R	5/06/2014		12.60CR	071345	
	I-D-241060145	JX ENTERPRISES INC	R	5/06/2014		63.53CR	071345	
	I-D-241140026	JX ENTERPRISES INC	R	5/06/2014		65.64CR	071345	
	I-D-241140040	JX ENTERPRISES INC	R	5/06/2014		100.00CR	071345	477.30
1	KETTUNEN, SHANA							
	I-201404293315	REFUND DVD	R	5/06/2014		10.00CR	071346	10.00
3986	KIMPS ACE HARDWARE CORP							
	I-303832	KIMPS ACE HARDWARE CORP	R	5/06/2014		55.92CR	071347	55.92
1	KRYSTOF, CLIFFORD							
	I-201404293316	MAILBOX	R	5/06/2014		50.00CR	071348	50.00
6944	KUEHN PRINTING LLC							
	I-40733	KUEHN PRINTING LLC	R	5/06/2014		1,595.00CR	071349	
	I-40946	KUEHN PRINTING LLC	R	5/06/2014		610.00CR	071349	2,205.00
0156	LAWSON PRODUCTS INC							
	I-9302388962	LAWSON PRODUCTS INC	R	5/06/2014		329.63CR	071350	
	I-9302395090	LAWSON PRODUCTS INC	R	5/06/2014		136.99CR	071350	466.62
0159	LEXIS NEXIS INC							
	I-1403257433	LEXIS NEXIS INC	R	5/06/2014		214.00CR	071351	214.00
1124	LOCAL GOVERNMENT PROPERTY							
	I-27494	LOCAL GOVERNMENT PROPERTY	R	5/06/2014		50,690.00CR	071352	50,690.00
5914	MAIL FOUNDRY							
	I-15771	MAIL FOUNDRY	R	5/06/2014		359.00CR	071353	359.00
6198	MAILFINANCE							
	I-N4605790	MAILFINANCE	R	5/06/2014		314.73CR	071354	314.73
0173	MENARDS INC							
	C-38586	MENARDS INC	R	5/06/2014		3.00	071355	
	C-39293	MENARDS INC	R	5/06/2014		17.28	071355	
	I-37507	MENARDS INC	R	5/06/2014		3.99CR	071355	
	I-38090	MENARDS INC	R	5/06/2014		19.16CR	071355	
	I-38273	MENARDS INC	R	5/06/2014		11.01CR	071355	
	I-38447	MENARDS INC	R	5/06/2014		59.98CR	071355	
	I-38484	MENARDS INC	R	5/06/2014		14.69CR	071355	
	I-38493	MENARDS INC	R	5/06/2014		122.67CR	071355	
	I-38532	MENARDS INC	R	5/06/2014		18.98CR	071355	
	I-38856	MENARDS INC	R	5/06/2014		2.18CR	071355	
	I-39291	MENARDS INC	R	5/06/2014		46.08CR	071355	

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VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
1475	MUNICIPAL CODE CORP							
	I-241433	MUNICIPAL CODE CORP	R	5/06/2014		2,779.25CR	071356	2,779.25
0076	NASSCO INC							
	I-S1779496.001	NASSCO INC	R	5/06/2014		254.44CR	071357	254.44
4546	NATIONAL ELEVATOR INSPECT SERV INC							
	I-148654	NATIONAL ELEVATOR INSPECT SERV	R	5/06/2014		89.00CR	071358	89.00
3191	NIELSON COMMUNICATIONS INC							
	I-GB14-17528	NIELSON COMMUNICATIONS INC	R	5/06/2014		160.44CR	071359	160.44
2896	NOODLE SOUP OF WEINGART DESIGN CORP							
	I-124409	NOODLE SOUP OF WEINGART DESIGN	R	5/06/2014		46.00CR	071360	46.00
4656	NORTHEAST ASPHALT INC							
	I-1266318	NORTHEAST ASPHALT INC	R	5/06/2014		339.75CR	071361	339.75
0531	NORTHEAST AUTO PARTS INC							
	I-288946	NORTHEAST AUTO PARTS INC	R	5/06/2014		86.95CR	071362	
	I-288956	NORTHEAST AUTO PARTS INC	R	5/06/2014		24.34CR	071362	
	I-289060	NORTHEAST AUTO PARTS INC	R	5/06/2014		116.29CR	071362	
	I-289062	NORTHEAST AUTO PARTS INC	R	5/06/2014		6.69CR	071362	
	I-289097	NORTHEAST AUTO PARTS INC	R	5/06/2014		4.69CR	071362	
	I-289151	NORTHEAST AUTO PARTS INC	R	5/06/2014		19.98CR	071362	
	I-289153	NORTHEAST AUTO PARTS INC	R	5/06/2014		35.98CR	071362	
	I-289201	NORTHEAST AUTO PARTS INC	R	5/06/2014		87.98CR	071362	
	I-289272	NORTHEAST AUTO PARTS INC	R	5/06/2014		32.60CR	071362	
	I-289276	NORTHEAST AUTO PARTS INC	R	5/06/2014		79.99CR	071362	
	I-289346	NORTHEAST AUTO PARTS INC	R	5/06/2014		45.49CR	071362	
	I-289609	NORTHEAST AUTO PARTS INC	R	5/06/2014		17.47CR	071362	558.45
5433	NORTHEAST WI TECH COLLEGE							
	I-CS24897	NORTHEAST WI TECH COLLEGE	R	5/06/2014		30.00CR	071363	30.00
5222	P J KORTENS & CO INC							
	I-10015955	P J KORTENS & CO INC	R	5/06/2014		170.00CR	071364	170.00
0499	PACK AND SHIP LLC							
	I-201404293317	PACK AND SHIP LLC	R	5/06/2014		26.80CR	071365	
	I-201404303321	PACK AND SHIP LLC	R	5/06/2014		26.58CR	071365	53.38

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			CHECK TYPE	CHECK DATE	DISCOUNT	CHECK AMOUNT	CHECK NO#	CHECK AMOUNT
0197	PACKER CITY INTERNATIONAL INC							
	I-1-241180085	PACKER CITY INTERNATIONAL INC	R	5/06/2014		170.60CR	071366	170.60
6545	PARKER & PARKER PHOTOGRAPHY							
	I-201404293318	PARKER & PARKER PHOTOGRAPHY	R	5/06/2014		480.00CR	071367	480.00
6126	PM SUPPLY - WRIGHT INDUSTRIAL							
	I-44971	PM SUPPLY - WRIGHT INDUSTRIAL	R	5/06/2014		19.95CR	071368	
	I-45274	PM SUPPLY - WRIGHT INDUSTRIAL	R	5/06/2014		81.50CR	071368	
	I-45390	PM SUPPLY - WRIGHT INDUSTRIAL	R	5/06/2014		53.20CR	071368	154.65
0208	POMP'S TIRE SERVICE INC							
	I-1010017299	POMP'S TIRE SERVICE INC	R	5/06/2014		790.70CR	071369	
	I-1010017693	POMP'S TIRE SERVICE INC	R	5/06/2014		684.66CR	071369	
	I-90014657	POMP'S TIRE SERVICE INC	R	5/06/2014		463.60CR	071369	
	I-90014667	POMP'S TIRE SERVICE INC	R	5/06/2014		231.80CR	071369	
	I-90014682	POMP'S TIRE SERVICE INC	R	5/06/2014		542.80CR	071369	2,713.56
1701	PRAXAIR DISTRIBUTION INC							
	I-49219832	PRAXAIR DISTRIBUTION INC	R	5/06/2014		64.68CR	071370	64.68
0395	PRO ONE JANITORIAL INC							
	I-91592	PRO ONE JANITORIAL INC	R	5/06/2014		979.00CR	071371	979.00
6875	RJ'S SIGNS AND DESIGNS LLC							
	I-1447	RJ'S SIGNS AND DESIGNS LLC	R	5/06/2014		26.25CR	071372	26.25
1890	S I METALS AND SUPPLY							
	I-154027	S I METALS AND SUPPLY	R	5/06/2014		30.00CR	071373	30.00
5587	SAFELITE FULFILLMENT INC							
	I-5170-151542	SAFELITE FULFILLMENT INC	R	5/06/2014		242.90CR	071374	242.90
0242	SCOTT CONSTRUCTION INC							
	I-10888MB	SCOTT CONSTRUCTION INC	R	5/06/2014		2,896.46CR	071375	2,896.46
1446	SNAP ON INDUSTRIAL							
	I-ARV/22356930	SNAP ON INDUSTRIAL	R	5/06/2014		34.73CR	071376	
	I-ARV/22372291	SNAP ON INDUSTRIAL	R	5/06/2014		39.46CR	071376	74.19
5837	SOS TECHNOLOGIES							
	I-75895	SOS TECHNOLOGIES	R	5/06/2014		2,139.00CR	071377	2,139.00

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			CHECK TYPE	CHECK DATE	DISCOUNT	CHECK AMOUNT	CHECK NO#	CHECK AMOUNT
VENDOR	NAME / I.D.	DESC						
0252	SOUTHSIDE TIRE CO INC							
	I-3033729	SOUTHSIDE TIRE CO INC	R	5/06/2014		241.00CR	071378	241.00
0999	STAPLES ADVANTAGE							
	I-3229048579	STAPLES ADVANTAGE	R	5/06/2014		13.96CR	071379	
	I-3229048580	STAPLES ADVANTAGE	R	5/06/2014		62.20CR	071379	76.16
0255	STELLPFLUG LAW SC							
	I-406-01M (217)	STELLPFLUG LAW SC	R	5/06/2014		1,449.00CR	071380	
	I-406-03M (6)	STELLPFLUG LAW SC	R	5/06/2014		175.00CR	071380	1,624.00
4842	THOMSON REUTERS							
	I-829403100	THOMSON REUTERS	R	5/06/2014		379.68CR	071381	379.68
0417	TWEET GAROT MECHANICAL INC							
	I-1515	TWEET GAROT MECHANICAL INC	R	5/06/2014		177.00CR	071382	
	I-190325	TWEET GAROT MECHANICAL INC	R	5/06/2014		169.00CR	071382	346.00
6934	U.S. BANK EQUIPMENT FINANCE							
	I-251145827	U.S. BANK EQUIPMENT FINANCE	R	5/06/2014		207.50CR	071383	207.50
0277	VAN'S FIRE & SAFETY INC							
	I-4058816	VAN'S FIRE & SAFETY INC	R	5/06/2014		161.00CR	071384	
	I-4059010	VAN'S FIRE & SAFETY INC	R	5/06/2014		60.50CR	071384	221.50
0278	VIKING MACHINE & DESIGN INC							
	I-4292	VIKING MACHINE & DESIGN INC	R	5/06/2014		37.50CR	071385	37.50
5892	VONBRIESEN & ROPER SC							
	I-9211	VONBRIESEN & ROPER SC	R	5/06/2014		817.00CR	071386	817.00
6344	W M SMITH & ASSOC INC							
	I-15985	W M SMITH & ASSOC INC	R	5/06/2014		123.13CR	071387	123.13
6448	WATER GEAR INC							
	I-234339	WATER GEAR INC	R	5/06/2014		498.31CR	071388	498.31
0282	WESCO DISTRIBUTION INC							
	I-668872	WESCO DISTRIBUTION INC	R	5/06/2014		257.36CR	071389	
	I-675080	WESCO DISTRIBUTION INC	R	5/06/2014		154.22CR	071389	
	I-675087	WESCO DISTRIBUTION INC	R	5/06/2014		49.50CR	071389	
	I-680612	WESCO DISTRIBUTION INC	R	5/06/2014		92.01CR	071389	553.09

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BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
2645	WI DEPT OF JUSTICE CRIME INFO BUREA							
	I-T16970	WI DEPT OF JUSTICE CRIME INFO	R	5/06/2014		300.00CR	071390	
	I-T16971	WI DEPT OF JUSTICE CRIME INFO	R	5/06/2014		703.50CR	071390	1,003.50
6500	WI DEPT OF SAFETY AND PROF SERV							
	I-344914	WI DEPT OF SAFETY AND PROF SER	R	5/06/2014		50.00CR	071391	50.00
6860	WITMER PUBLIC SAFETY GROUP							
	I-X1508067	WITMER PUBLIC SAFETY GROUP	R	5/06/2014		116.97CR	071392	116.97
1	ZEAMER'S WELDING LLC							
	I-201404293319	9075	R	5/06/2014		50.00CR	071393	50.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	100	0.00	505,472.57	505,472.57
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	100	0.00	505,472.57	505,472.57

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

Attachment: 5-6-14 VOUCHERS (2123 : Voucher Approval.)

4/30/2014 12:27 PM

A / P CHECK REGISTER

PAGE: 11

PACKET: 04357 MAY 2014 COUNCIL - 1 5-6-14

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	5/2014	145,296.90CR
201	5/2014	21,786.73CR
405	5/2014	4,899.31CR
601	5/2014	46,550.09CR
650	5/2014	286,939.54CR
=====		
ALL		505,472.57CR

Attachment: 5-6-14 VOUCHERS (2123 : Voucher Approval.)

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

MEETING DATE: May 6, 2014
DEPARTMENT: City Clerk-Treasurer
FROM: Vicki Scray
SUBJECT: Operator License Applications.

ATTACHMENTS:

- 05-06-14 Operator License List (PDF)

CITY OF DE PERE - May 6, 2014					
ITEM	NAME	ADDRESS	CITY	ST	54115
Previously Tabled Operator License Applications					
1	BODART, ASHLEY J.	1668 W. PAULSON RD.	GREEN BAY	WI	54313
2	CORRIGAN, BRIAN J.	813 4TH ST.	DE PERE	WI	54115
3	ESQUIVEL, ALEXANDRIA J.	1254 O'KEEFE CT.	DE PERE	WI	54115
4	NYHAN, MEGAN M.	805 4TH ST.	DE PERE	WI	54115
Temporary Operator License Applications					
1	CORRIGAN, SHELLEY A.	813 4TH ST.	DE PERE	WI	54115
2	COUNARD, MARILOU E.	332 GRANDEUR OAKS CT.	DE PERE	WI	54115
3	FRIEDMAN, JULIE A.	1502 13TH AVE.	GREEN BAY	WI	54304
4	LEMIEUX, LISA A.	1558 GRANT ST.	DE PERE	WI	54115
5	SMITS, JOSEPH J.	2116 SWANTONE CIR.	DE PERE	WI	54115
6	THOMSON, JEREMY R.	2040 E. BARABOO CIR.	DE PERE	WI	54115
Operator License Applications for the 2012-2014 Licensing Period					
1	CAMPBELL, GARY L.	2167 MARLEE LN.	GREEN BAY	WI	54304
2	SUMMERS, MOLLY J.	1288 CROWN CT., #5	DE PERE	WI	54115
3	WENDRICKS, GREG F.	1009 CORAL ST., APT. 4	DE PERE	WI	54115
Operator License Applications for the 2014-2016 Licensing Period					
1	BROWN, KENT S.	2171 DOROTHY LN.	GREEN BAY	WI	54304
2	FRANZ, MICHAEL T.	W696 RIVER BEND DR.	KAUKAUNA	WI	54130
3	HERMUS, JODY K.	851 WOODSIDE DR.	SEYMOUR	WI	54165
4	KITTEL, DIANA L.	804 MANITOWISH PL.	DE PERE	WI	54115
5	LANDRY, BEVERLY A.	1626 RIDGEWAY DR.	DE PERE	WI	54115
6	LUECKE-VANDYKE, LINDA S.	421 S. ONTARIO ST.	DE PERE	WI	54115
7	OTT, KATHRYN L.	508 N. ONTARIO ST.	DE PERE	WI	54115
8	SAGE, JENNIFER E.	3341 SIDE ST.	SUAMICO	WI	54173
9	STORZER, EILEEN N.	911 SMITH ST.	GREEN BAY	WI	54302
10	WEAVER, LEIA L.	993 MATHER ST.	GREEN BAY	WI	54303