Finance/Personnel Committee

Regular Meeting

Revised Agenda

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

Tuesday, December 10, 2024 | **7:30 PM** | **Council Chambers and Virtual**

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **December 10, 2024** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

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

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

OR

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

This meeting may also be rebroadcast on Spectrum Cable Channel 4 and AT&T U-verse Channel 99 throughout the week and available on demand at http://deperecitywi.iqm2.com/.

Call to Order

1. Roll Call
2. Approval of the Minutes from November 12, 2024 Regular Meeting of the Finance/Personnel Committee.
3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance and Personnel Committee. §6-3(f) DPMC
4. Consideration and Possible Action on Health Department copier purchase and subsequent service Contract.*
5. Recommendation and Possible Action to Reclassify the Senior Building Inspector.*
6. Recommendation and Possible Action to Approve City Manager Job Description.*
7. Consideration and Possible Action on revisions to De Pere Municipal Code Section 10-5 concerning Assistant City Manager and Comptroller.*
8. Consideration and Possible Action on Revisions to De Pere Municipal Code Section 6-3 Rules of Order concerning Consent Agenda for Common Council Meetings.*
9. Consideration and Possible Action on First Amendment to Development Agreement with Gypsum Management and Supply - Builders Court (Parcel Nos. WD-L176-1 & WD-1138).*

10. Consideration and Possible Action regarding an Amendment to the "Deeper Roots - Housing Stock Improvement Program."*

11. Consideration and Possible Action on proposed Sale and Development Agreement terms with BCD Holdings, LLC (Bedford Paper) for Parcels ED-2315 and ED-2311 to develop a 100,000-square-foot warehouse facility. *

12. Consideration and Possible Action on the award of Contract for the Design and Construction Administration of a public parking structure at 230 N. Wisconsin St. (ED-875) to the team of GRAEF/Berners Schober/ECS.*

13. Consideration and Possible Action on a request from Definitely De Pere to waive Invoice #202408015405 related to the 2024 Tour De Pere special event for $1,461.25.*

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

15. Future agenda items.

16. Consideration and Possible Action on Step 2 of De Pere Police Union Grievance regarding Employee Policy Manual Acknowledgement Form.

PLEASE TAKE NOTICE, that the Committee may convene in closed session pursuant to any of all of the following subsections of Wis. Stat. §19.85(1), for the purpose of:

(a.)Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.

(b.) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) to not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.

(c.) Considering employment, promotion, compensation or performance evaluation data or any public employee over which the governmental body has jurisdiction or exercises responsibility.

(f.) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

(g.) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

The Committee may then reconvene in open session to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

17. Adjournment

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

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

Agenda Sent To:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Detective Sergeant Aaron Hanson
Attorney Brendan Matthews, MacGillis Wiemer LLC

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 10, 2024**
DEPARTMENT:	**City Attorney**
FROM:	**Amy Darnick**
SUBJECT:	**Approval of the Minutes from November 12, 2024 Regular Meeting of the Finance/Personnel Committee.**

ATTACHMENTS:

- November 12, 2024- DRAFT (PDF)

Finance/Personnel Committee

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

Regular Meeting

Draft Minutes

Tuesday, November 12, 2024 | 7:30 PM | Council Chambers and Virtual

1. Call to Order

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

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Pamela Gantz	Alderperson	Present	
Amy Chandik Kundinger	Alderperson	Present	
Devin Perock	Alderperson	Present	
John Quigley	Alderperson	Present	

Also present is City Administrator Larry Delo, Public Works Director Scott Thoreson, Finance Director/Treasurer Pamela Manley, Development Services Director Dan Lindstrom, Community and Economic Development Specialist Quasan Shaw.

2. Approval of Minutes from October 8,2024 Regular Meeting of the Finance/Personnel Committee.

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

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

None

4. Consideration and Possible Action on Interstate 41 Sign for Refurbishing or Replacement.*

Public Works Director Scott Thoreson was present to talk about this agenda item.

Elevate 97 was hired by the city to look at our options for refurbishing/replacing the existing I-41 sign.

The options are:
A. This option completely replaces the existing sign with a new sign. Estimated cost is $115,000
B. This option refurbishes the existing sign, which includes a new logo, repainting existing fin and backer, face-lit letters, new aluminum pole cover, and accent lighting. Estimated cost is $78,000
C. This option refurbishes the existing sign, which includes a new logo, existing fin cabinet to remain as is, repainting existing backer cabinet, face-lit letters, existing polycarb panels to remain as is without illumination, and accent lighting. Estimated cost is $68,000

Staff reviewed the three options and felt that the difference between the options was not significant enough to offset the benefit of having all new material. It was mentioned that it will be easier to maintain by our city staff in the future. Staff also liked the design on option A more than the other 2 options. After consideration of all 3 options, staff recommends option A.

The funding for this project would need to be included in the 2025 bonding under TID #15.

Alderperson Kundinger had a question about maintaining. Director Thoreson said that a new sign would have all new materials and be easier to maintain.

Administrator Delo made a comment that the new sign would be a high-grade plastic and a lot easier to maintain. He made mention that the side of the sign would be able to have the color change for events within the city.
Electrical would be able to be maintained by the Public Works staff that we have currently.

Alderperson Quigley had a question about the size of the sign. Director Thoreson made mention that the size of the sign is very similar to what we have right now.

Foundation is the only thing that will be kept the same, since it is still in good tact
Made a motion to move forward with option A of a brand-new sign.

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

5. Consideration and Possible Action to increase sale price for City-owned property in business parks.*

Community and Economic Development Specialist Quasan Shaw was present to speak about this agenda item. Earlier this year, we put out an RFP for appraisal services to help appraise city owned property.

The Development Services Department has been fielding a lot of phone calls from businesses that want to come into our business parks, on both the East and West sides.

After talking with the appraisal firm, there is a recommendation to increase the sale prices from $35-50,000 an acre (what it is now) to $50-60,000 an acre in certain locations within our business parks. The Southern corridor is what is driving a lot of the interest in these parcels. The people who we are working with currently on sites, we are honoring the price if there is an agreement already. If they pull out, then we would look to increase the price.

Mayor Boyd asked if we raised the price, would that discourage potential businesses to come to our area? Shaw mentioned that even if we raise the price, we are still well under market value for parcels right now. Lindstrom mentioned that we haven't moved the price since 2013.

Alderperson Gantz had a question about how many already have an agreement. Shaw mentioned that all of Millennial Court is in a development agreement or in the early stages of development.

Administrator Delo mentioned that we are constantly marketing all of the lots.

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

6. Consideration and Possible Action on First Amendment to Development Agreement with Amerilux Holdings, LLC (Parcel No. ED-3103). *

Development Services Director Dan Lindstrom was present to talk about this item. This is the continuation of the discussions that we have already had about Amerilux. Proposing to amend the development agreement to include the use of the clay and topsoil to be used for the creation of berms. Any soil that isn't used is to be grated and returned to the original site. Staff believes this is a good use of material and recommend including the amendment to the original development agreement.

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

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

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

8. Future agenda items.

Alderperson Kundinger asked for a Shopko update at a future meeting.

9. Adjournment

Mayor Boyd made a motion to adjourn at 7:52
Seconded by Alderperson Quigley.
Meeting adjourned at 7:52 pm.

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

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

Agenda Sent To:
Alderpersons
City Administrator

Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

Respectfully submitted,
Amy Darnick

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 10, 2024**
DEPARTMENT:	**Health Department**
FROM:	**Chrystal Woller**
SUBJECT:	**Consideration and Possible Action on Health Department copier purchase and subsequent service Contract.***

ATTACHMENTS:

- Memo_Health Dept copier purchase (DOCX)
- Proposal City of De Pere_COW (PDF)
- Proposal City of De Pere_GFC (PDF)
- Proposal City of De Pere_MSI (PDF)

CITY OF DE PERE

MEMO

To: Honorable Mayor James Boyd and Members of the Finance/Personnel Committee
From: Chrystal Woller BSN, RN, MBA, Health Director/Steve Massey, IT Director
Meeting Date: 12/10/2024

Re: Consideration and possible action on a health department copier purchase and subsequent service contract

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The health department has grant money to purchase a new copier/printer/fax machine to replace the existing equipment that is approximately 5+ years old.

The individual purchase quotes, obtained by Steve Massey, are outlined below. Steve recommends that the health department purchases the machine outright from **Complete Office of Wisconsin**. This company provided the most competitive pricing and will allow the health department to align with same company that services City Hall 2nd Floor, the Community Center, Fire Station 1, and the Municipal Services Center. In addition, it is more cost effective to purchase the machine outright, saving money over a 4-year time span, while also allowing the department to experience a newer, more dependable machine, with additional processing features.

Vendor	Proposed Device	Device Cost	Quarterly Print Cost	4-year TCO
Complete Office of Wisconsin	Ricoh IM C2510	**$3,881**	$400	$10,282
Gorden Flesch	Ricoh IM C2510	$4,754	$402	$11,188
Metro Sales Inc. (Formerly Wisconsin Document Imaging)	Ricoh IM C2510	$5,189	$527	$13,619

Steve Massey

From: Elliot Shaw <eshaw@cowitechweb.com>
Sent: Thursday, November 14, 2024 3:26 PM
To: Steve Massey
Subject: RE: [External]RE: Quote request - Health Department MFP

Importance: High

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

Good afternoon Steve. Thanks again for your patience on this. So I just checked and confirmed that my pricing from back in April is still valid. So my quotes from April are still valid, and I've provided them below. If you guys would like to proceed with this, please confirm with me if it would be leased, or purchased outright, and can draft up paperwork accordingly to be signed. I'd anticipate it would be about 2-3 weeks from the time we order the unit, to the time we can deliver and install.

If you have any questions whatsoever, please don't hesitate to reach out. My direct contact information is in my signature below. Thank you!

IMC2510 with internal finisher

-Outright purchase price: $3,881.25
-Quarterly lease payment amount (4 year lease): $285.27, amount spent on lease over time (16 payments) = $4,564.32 (plus extra $125.00 on first monthly payment for "lease origination fee" from the lease company)
- Will be 1 time "lease origination fee" from lease company of $125.00 on first monthly payment

-Rate per print (b/w): .0077 (locked for 4 years)
-Rate per print (color): .05 (locked for 4 years)

Monthly service contract expenses:

Rate per print (black): .0077 x average monthly b/w volume of 2,167 = $16.69
Rate per print (color): .05 x average monthly color volume of 2,333 = $116.65
Total monthly service contract expenses = $133.34

Quarterly service contract expenses:

Rate per print (black): .0077 x average quarterly b/w volume of 6,500 = $50.05
Rate per print (color): .05 x average monthly color volume of 7,000 = $350.00
Total quarterly service contract expenses = $400.05

Elliot Shaw | Account Manager/Sales Representative (Copiers)
C: (920) 323-8248 | eshaw@cowitechweb.com

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Machine Sales & Service | Office Products | Janitorial, Facility | Breakroom | Food Service | Custom Stamps & Printing | Design & Furniture

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EBi EMMONS BUSINESS INTERIORS Your Space. Our Business. www.ebiweb.com

City of De Pere

Proposed Solution

Prepared by

Jason Moseman

11/26/2024



GORDON FLESCH COMPANY

GORDON FLESCH COMPANY

Letter of Introduction

We appreciate your interest in partnering with the Gordon Flesch Company (GFC). It is our passion to empower your people through technology to meet and exceed your goals and objectives, while providing you with the highest level of customer service.

GFC will assess your current technology objectives and develop strategies to decrease costs and increase efficiencies. This approach emphasizes the importance of aligning your technology investments with your business goals. Working in a systematic, phased approach, we will close the gap between where you are today to where you would like to be. This process can also include right-sizing your fleet, removing inefficient devices, current invoice/contract analysis, technology enhancements, process optimization, and total cost of ownership considerations.

We are an independent, privately-owned technology solutions provider with **over 68 years of experience.** We are not limited to any one manufacturer nor restricted to that manufacturer's solution offerings. Our independence allows us to develop solutions that are customized to your needs. We look forward to building upon this partnership and implementing reliable solutions for your company, ensuring the success of our solutions with our unmatched service and support.

Please do not hesitate to contact me if you have any questions or desire any additional information.

Sincerely,

Jason Moseman
Senior Account Executive
o: (920) 757-2711
jmoseman@gflesch.com

Information herein is proprietary and confidential and shall not be used or disclosed without prior written consent of the Gordon Flesch Co.

GORDON FLESCH COMPANY

Your Local Partner

- Headquarters in Madison, WI
- 31 offices throughout the Midwest
- Live and work in the communities we serve

Wisconsin - Madison (2), Milwaukee (2) and Appleton

Illinois - Geneva, Chicago, Joliet, Lake Zurich, Rockford and Woodstock

Indiana – Indianapolis, Bloomington, Columbus and Terre Haute

Iowa – Cedar Falls, Davenport, Dubuque, Fairfield, Fort Dodge, Hiawatha, Mason City and Spencer

Ohio – Columbus, Chillicothe, Findlay, Lancaster, Mansfield, Newark and Wooster

South Dakota – Sioux Falls



Technology Solutions Provider

One Vendor

From multi-function and single-function output devices to Managed Voice Services, Managed IT Services and Onsite Services, we simply make it easy do business with GFC. **We worry about Print, Voice and IT so you don't have to!**

In-House Leasing

GFC Leasing was formed to provide a personalized, flexible way for our clients to lease business equipment and services. We offer flexible terms and straightforward end-of lease options and best of all, GFC Leasing will hold the lease for the duration of the contract.

- Flexible leasing terms and no end of term surprises
- Change equipment as business needs change
- Dedicated and personalized team of experts
- Stay up-to-date with the latest technology
- True "Technology as a Service" solutions

Our Products and Services

- MANAGED PRINT SOLUTIONS
- MANAGED VOICE SERVICES
- MANAGED IT SERVICES
- OUTPUT MANAGEMENT SOLUTIONS
- ONSITE SERVICES

Information herein is proprietary and confidential and shall not be used or disclosed without prior written consent of the Gordon Flesch Co.

GORDON FLESCH COMPANY

imageCARE™ Managed Print Services

GFC can remove the stress of updating, maintaining or repairing your printers so your team can get back to doing what they do best. An imageCARE+ MPS program includes:

- Improved print workflow efficiency and security
- Optimized placement and number of print devices on the network
- Improved supply management and reduced supply waste
- Improved decision making with clear, informative Business Reviews using PowerBI
- Data-Driven analytics



elevITy A GORDON FLESCH COMPANY Managed IT Services

Our **Managed IT** Services team helps clients strategically align technology with their organizational and business goals, empowering them to operate more effectively, efficiently and securely. Our experienced consultants will provide risk analysis, cutting-edge tools and expertise to guard your business against the threat of a cyberattack. When you partner with GFC, you work with a dedicated ***Virtual CIO (vCIO)*** who serves as your trusted advisor to strategically address your technology challenges. Our Managed IT team will minimize downtime and keep your business hardware and software running at peak efficiency.



Managed Voice Services

Free your employees to work from anywhere with Elevate, the cloud-based business communications platform that goes wherever you go.

- Business Phones
- Desktop App
- Mobile Devices
- Video Conferencing
- Team Chat
- File Management



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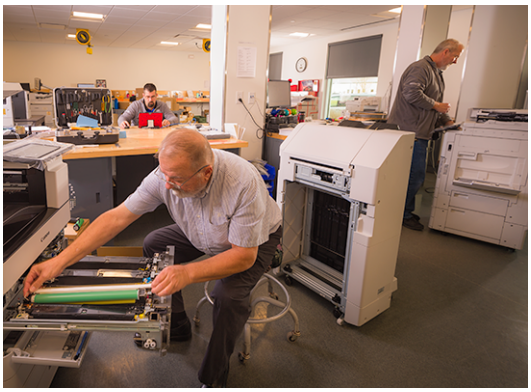
GORDON FLESCH COMPANY

Ongoing Service, Support and Security

GFC Service

The GFC name is synonymous with customer service. We do not have a “fix it and run” mentality.

- 135 Service Professionals
- 16.7 Years Tenure
- Average Response Time – 3.79 Hours
- First Call Effectiveness



GFC Support

Since 1997, the Technology and Logistics Center (TLC) has been a key component of our customer service offering. Based out of our Wisconsin facility. The TLC is a modern laboratory equipped with a representative array of our hardware and software solutions.



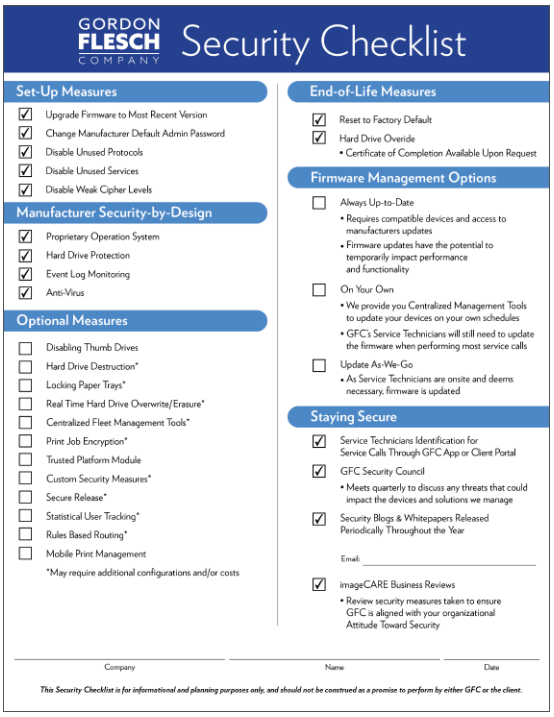
The center is staffed with trained Systems Engineers each specialized in computer operating systems, print graphics, color correction and data capture. Their combined expertise covers our complete product and solution suite; ensuring you will receive qualified dedicated support when you need it.

With over 36,000 annual calls to the TLC, 99.5% are answered live by a System Engineer and resolved during the first 24 hours.

GFC Security

No matter the size of your business, a Print Security Strategy is critical to every organization. The security experts at GFC can keep you on the right course by conducting an initial security assessment of your print environment and working with you to determine the most practical plan of action. Some of the action items include:

- Perform Configuration Compliance Check
- Create Custom Security Settings
- Hard Drive Encryption
- Hard Drive Erasure
- Trusted Platform Module
- Output Management Software
- Device Management Tools
- Print Job Encryption



GORDON FLESCH COMPANY Security Checklist

Set-Up Measures

- ☑ Upgrade Firmware to Most Recent Version
- ☑ Change Manufacturer Default Admin Password
- ☑ Disable Unused Protocols
- ☑ Disable Unused Services
- ☑ Disable Weak Cipher Levels

Manufacturer Security-by-Design

- ☑ Proprietary Operation System
- ☑ Hard Drive Protection
- ☑ Event Log Monitoring
- ☑ Anti-Virus

Optional Measures

- ☐ Disabling Thumb Drives
- ☐ Hard Drive Destruction*
- ☐ Locking Paper Trays*
- ☐ Real Time Hard Drive Overwrite/Erasure*
- ☐ Centralized Fleet Management Tools*
- ☐ Print Job Encryption*
- ☐ Trusted Platform Module
- ☐ Custom Security Measures*
- ☐ Secure Release*
- ☐ Statistical User Tracking*
- ☐ Rules Based Routing*
- ☐ Mobile Print Management

*May require additional configurations and/or costs

End-of-Life Measures

- ☑ Reset to Factory Default
- ☑ Hard Drive Overide
  - Certificate of Completion Available Upon Request

Firmware Management Options

- ☐ Always Up-to-Date
  - Requires compatible devices and access to manufacturers updates
  - Firmware updates have the potential to temporarily impact performance and functionality
- ☐ On Your Own
  - We provide you Centralized Management Tools to update your devices on your own schedules
  - GFC's Service Technicians will still need to update the firmware when performing most service calls
- ☐ Update As-We-Go
  - As Service Technicians are onsite and deems necessary, firmware is updated

Staying Secure

- ☑ Service Technicians Identification for Service Calls Through GFC App or Client Portal
- ☑ GFC Security Council
  - Meets quarterly to discuss any threats that could impact the devices and solutions we manage
- ☑ Security Blogs & Whitepapers Released Periodically Throughout the Year

Email: _____

- ☑ imageCARE Business Reviews
  - Review security measures taken to ensure GFC is aligned with your organizational Attitude Toward Security

Company _____ Name _____ Date _____

This Security Checklist is for informational and planning purposes only, and should not be construed as a promise to perform by either GFC or the client.

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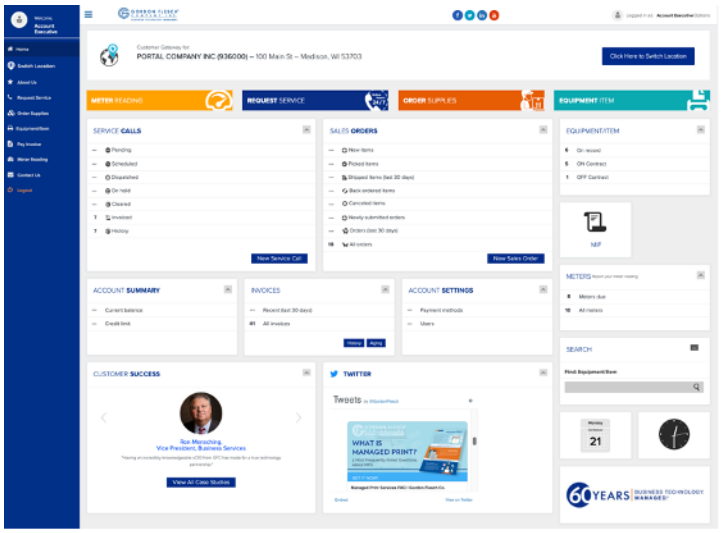
GORDON FLESCH COMPANY

GFC Client Portal and myGFC App

The **GFC Client Portal** and the **myGFC** app make it easy to manage your business technology needs. Place service calls on the new mobile **myGFC** app or access the customized GFC Client Portal to place your technology data at your fingertips. In addition, the GFC Client Portal allows you to do the following:

- Access to account information
- Place a service request
- Monitor service in real time
- View service history
- Order Supplies
- Make payments and monitor status
- Manage MFP fleets
- Submit and view meter readings
- View equipment information
- Manage user settings
- Set admin permissions
- QR access from printer

Download the **myGFC** app from the App Store or visit the GFC Client Portal at **einfo.gflesch.com**





Award Winning Industry Leader

2023 Canon Top Dollar Volume Award 9 Consecutive Years

2023 Canon Advanced Partner Program

2023 Lexmark Largest Independent Dealer Award

2023 Lexmark Advisory Council Dealer

2024 Ricoh ProVision Certified Dealer

2023 Ricoh Highest Major Account Growth Dealer Award

2023 Ricoh Highest Software Growth Dealer Award

2023 EFI Platinum Partner

2023 ENX Magazine Elite Dealer

11/26/2024

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GORDON FLESCH COMPANY



1978

GFC expands to Columbus, OH and another office opens in Madison, WI.



1956

Gordon Flesch, a salesman for Royal Typewriters, takes over a 3M dealership and establishes the Gordon Flesch Company (GFC) in Madison, WI.

1956

1956
1975
1980
1985
1990
1995
2000
2005
2010
2020
2024



1976

John Flesch, Gordon's son, joins GFC.



1977

The company begins selling Savin copiers and reaches $3 million in sales with 75 employees.

Tom Flesch, another of Gordon's sons, joins GFC and later becomes President and CEO in 1986.



1982

Bill Flesch, Gordon's third son, joins GFC.



1983

GFC expands and builds an office in Milwaukee, WI.



1997

Having done business in Geneva, IL for more than 20 years, a new office is built to hold sales, service and distribution.



2001

The Gordon Flesch Charitable Foundation is established.

More than $2.4 million has been donated to local charities.

2006

Tom Flesch's son, Patrick, represents the next generation to join the company. In 2018, is named President of GFC.



2009

The professional services division is created, the first step in moving GFC beyond equipment sales and service.



2005

GFC headquarters moves to Fitchburg, WI.



2007

GFC establishes an office in Indianapolis, IN.





2008

Mark Flesch joins his brother Patrick at the company, and is named Chief Operating Officer in 2018.

2019

GFC acquires Advanced Systems, Inc. with 10 offices in Iowa, Minnesota and South Dakota, and Indiana Business Equipment in Terre Haute, IN.

2020

GFC expands their footprint in Indiana with the purchase of Jim Gordon, Inc. based in Columbus and Bloomington, IN.



2020

elevITy

GFC acquires Managed IT provider ITP and becomes Elevity. Jeff Dotzler is named President of Elevity.

2022

GFC acquires Stan's LPS Midwest, in Woodstock, IL and Oshkosh Office Systems, in Oshkosh, WI.



2022

GFC builds state-of-the-art facility in Appleton, WI.





2024

GFC now has 31 offices across 6 states with 700+ employees.

GORDON FLESCH COMPANY

GFC Recommended Solution

Ricoh IM C2510

Machine Features

- 25 Images Per Minute - Black & White and Color
- Energy Star & EPEAT Gold Certified
- First Out Time: As fast as 4.5 Seconds
- (2) 550 Sheet Standard Paper Drawers
  - Up to 12? x 18" Size Paper and 16 lb. to 80 lb. Bond (300gsm)
- 100 Sheet Stack Bypass (up to 11" x 49.6")
- 10.1" Android Smart Operation Panel Touch Screen
- With Always Current Technology & Smart Scalability
- Multiple Screen Configurations (Including Classic UI)
- 220 Sheet Single Pass Automatic Duplexing Document Feeder (up to 300 ipm)
- Advanced Color Network Scanning Features:
- Network Color Scanning to File Folder, E-mail, & FTP
- Scan as PDF Compact - Decreases File Size of Color Scans
- Scan to USB & SD Drive
- Blank-page Removal
- Scan to Application (Scan & Copy, Basic Scan-to-SharePoint/O365/Docuware, ID Card Scanning, etc?)
- Network Printing - PCL & Post Script
- Secure Print Via Document Server (Mailbox) and Print Driver
- Mobile Device Printing (thru Smart Device Connector App)
- Apple AirPrint
- Direct Print via USB & SD Drive
- 2GB Standard RAM + 256 GB SSD
- 1,200 x 1,200 dpi Resolution
- Intelligent Support - How-to-Videos, Remote Panel Support, Automatic Remote Firmware Updates (if desired)
- Enhanced Security Features: Data Overwrite Security Systems (DOSS), Digital Signature Authorization, HDD Encryption,
- & Device Firewall between Smart Operation Panel and Device HDD.
- Cabinet Type A5
- Internal Finisher SR3310 (500 sheet)

Photo may not represent final configuration



Optional Accessories

-

Information herein is proprietary and confidential and shall not be used or disclosed without prior written consent of the Gordon Flesch Co.

GORDON FLESCH COMPANY

GFC Solution Investment

Qty	Manufacturer	Model	Description
1	**Ricoh**	**IM C2510**	**IM C2510**
			Internal Finisher SR3310 (500 sheet)
			Cabinet Type A5

imageCARE Agreement

	BW Images		Color Images	
	Volume	**Overage**	**Volume**	**Overage**
IM C2510		0.00500		0.05280

The imageCARE Agreement includes toner, all parts, all labor, travel time, technical updates, preventative maintenance, access to the GFC Help Desk for remote resolution, and firmware updates through GFC's Quality Assurance Program. GFC's imageCARE also provides an automatic meter reading application and 24/7 access to your private customer portal with information and tools. Network connected installations include the services of a Digital Support Specialist to manage system integration and training. Delivery, installation and start-up supplies is included. *Pricing does not include sales tax.*

		48 Month
Monthly Lease Investment		$126.84

Or

Outright Purchase Price	$4,754.00

Network Consultation, Installation and Support

Network connected installations include the services of a Digital Support Specialist to manage system integration, training & unlimited access to our Technology and Logistics Center (TLC).

Delivery, equipment installation, start-up supplies and training included.

Pricing does not include applicable sales tax. Pricing valid for 30 days. **11/26/2024**

Information herein is proprietary and confidential and shall not be used or disclosed without prior written consent of the Gordon Flesch Co.

GORDON FLESCH COMPANY

Next Steps

Thank you for choosing to partner with the Gordon Flesch Company. It is our goal to provide you with an exceptional customer experience and ensure you can fully leverage the technology in which you have invested. Below are some of the key milestones we feel are necessary to achieving this goal:

Authorize Agreements

- √ ***Schedule Automatic Payments***
- √ ***Set up Your Electronic Invoices (E-Invoices)***

Coordinate Successful Delivery

- √ ***Delivery Coordinator - Collaborate to Determine Implementation Details***
- √ ***Pre-Install Site Survey (If Deemed Necessary)***
- √ ***Complete Networking Information Sheet***
- √ ***Coordinate Delivery, Installation, & Training***

Complete Implementation & Training

- √ ***Network the Device(s)***
- √ ***Load Necessary Print Drivers***
- √ ***Configure Automatic Meter Readings***
- √ ***Set up Your Dedicated Customer Portal***
- √ ***Configure All Required Device Settings***
- √ ***Selected Key-User Training***
- √ ***End-User Group Training***

Our Additional Value-Added Services

- Perform Complimentary Network Assessment
- Print Fleet Assessment & Analysis
- Develop Your Technology Roadmap
- Perform Account Reviews on Pre-Determined Basis

Thank You

Please let us know if you have any questions, desire a walk-through of our facility, or would like a demonstration of our solution offerings.

Information herein is proprietary and confidential and shall not be used or disclosed without prior written consent of the Gordon Flesch Co.

Wisconsin Document Imaging

1850 Velp Ave.
Green Bay, WI 54303

Direct Line
1-920-593-1814
Toll Free Line
1-800-236-1372 Ext. 1814
Fax
1-920-593-1830
e-mail
mikes@wis-imaging.com

December 2, 2024 CITY OF DE PERE - STEVE MASSEY

RICOH IMC 2510 COLOR MFP COPIER PROPOSAL

MACHINE FEATURES

Network printing, color scanning and scan to email
25 Pages per minute full color and black
Single pass document feeder (capacity 220 pages)
Scan speed 300 two sided images per minute
Document feeder minimum scan size is 2"x3.5"
Maximum paper size 11x17 for copy, print and scan
10.1" smart operation touch panel for ease of use (Exact same layout as your current Ricoh's)
Internal automatic stapling finisher included
Two 550 sheet paper drawers plus a 100 sheet bypass tray
256 GB Encrypted Solid State Drive
PDF compression for color scanning
1200X1200 DPI resolution
ID card copy (copies driver's license, insurance cards, etc. both sides on one side of the page)
Scan to / print from USB flash drive standard
Environmental sustainability – Covers are made from 50% recycled plastics
New low melt toner, uses less electricity and reduces energy consumption
Cabinet included
Pricing is based on Ricoh's municipality discount

Lease option:
48 Months $132.00 per month
Purchase option: $5,189.00

Maintenance Agreement:
Includes all service calls, parts, labor and preventive maintenance. Includes black and color toners. Black billed at .0089 per page and color billed at .067 per page. Based on average of 6,500 Black and 7,000 color pages per Quarter you maintenance agreement would be $526.85 per quarter.

Mike Sevcik
Digital Imaging Specialist
Metro Sales Inc. (Formerly Wisconsin Document Imaging)

Information herein is proprietary and confidential to Wisconsin Document Imaging (WDI) and shall not be used or disclosed without prior consent of WDI.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 10, 2024**
DEPARTMENT:	**Human Resources**
FROM:	**Shannon Metzler**
SUBJECT:	**Recommendation and Possible Action to Reclassify the Senior Building Inspector.***

ATTACHMENTS:

- Reclassify Building Inspector to Manager Level (PDF)

CITY OF DE PERE
MEMO

To: Finance and Personnel Committee
From: Shannon Metzler, Human Resources Director
Daniel J. Lindstrom, AICP, Development Services Director
Date: December 10, 2024

RE: **Recommendation and Possible Action to Reclassify the Senior Building Inspector to a Building Inspector Manager**

In the 2025 budget a new Code Enforcement Position was added to the Development Services Department. In the Development Services Department, there are following specialties: GIS (2 employees including 1 manager level) Planning and Zoning (1 employee), Housing and Economic Development (1 employee) and Building Inspection (3 employees including the new position).

We recommend reclassifying the Senior Building Inspector position to a manager level and having the Building Inspector as well the new Code Enforcement position report to that position. Having a manager level position would be in line with other departments similar in size to the City of De Pere. Adding supervisory responsibilities to this position would warrant increasing the pay grade one level, from level L to level M. This change would become effective the first payroll in 2025.

The cost to reclassify the position is approximately $2,300 and is allocated in the 2025 budget.

If you have questions in advance of the meeting, please contact either Daniel Linstrom or Shannon Metzler.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 10, 2024**
DEPARTMENT:	**Human Resources**
FROM:	**Shannon Metzler**
SUBJECT:	**Recommendation and Possible Action to Approve City Manager Job Description.***

ATTACHMENTS:

- City Manager job description approval (PDF)
- City Manager - November 2024 (003) (DOCX)

CITY OF DE PERE
MEMO

To: Finance and Personnel Committee
From: Shannon Metzler, Human Resources Director
Date: December 10, 2024

RE: **Recommendation and Possible Action to Approve Job Description Changes to City Manager**

Please see attached modified job description for your approval for the new City Manager role.

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

CITY OF DE PERE, WI
POSITION DESCRIPTION

Job Title: City Manager	**Department/Division:** Administration
Reports to: Common Council, Mayor	**Supervises:** Department Heads, Communications & Marketing Manager
FLSA Classification: Exempt	**Employee Group:** Non-Represented
Minimum Education: Master's degree from an accredited college or university in Public Administration.	
Minimum Experience: Ten or more years of progressively responsible experience in administration of city government including experience in personnel administration and labor relations. A combination of education and experience may be considered.	
Minimum Certifications: ICMA Credentialed Manager status preferred.	
Other Requirements: Valid unencumbered Wisconsin driver's license and safe driving record.	

JOB SUMMARY:
Under broad policy direction from the Common Council, the City Manager serves as chief executive officer for the City; provides leadership with the development and execution of the City's strategic vision; provides highly responsible and complex policy support to the Council; directs the work of executive level managers and reviews overall operational performance; and exercises budgetary and contractual control over revenue and expense for the City.

ESSENTIAL FUNCTIONS:
The following duties are essential for this position. However, they are not to be construed as exclusive or all–inclusive. To be successful in this position, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

- Direct and coordinate administration of all City government activities; manage operation and general office of City Hall.
- Manage the financial affairs of the City. Prepare financial analyses of operations. Recommend major economic objectives and policies.
- Direct preparation of reports outlining City's financial position in areas of revenue of expenses. Direct audits of City's accounts and preparation of comprehensive annual financial report.
- In cooperation with the Finance Director, financial consultant and bond counsel, prepares for issuance and sale of general obligation and revenue bonds as directed by the City Council.
- Perform duties of Purchasing Agent, managing the supervision of all purchases of materials, supplies, equipment, and services for all departments.
- Ensure enforcement of State laws, local ordinances, and other regulations pertaining to municipal operations.
- In conjunction with City Council, develop, monitor, and communicate the implementation phases of the City's strategic plans to ensure that long range goals and objectives are met.

- Provide recommendations for the development of policy by the City Council.
- Advise the City Council on major policy issues, reports on financial status and general operating conditions, and recommends legislation and policies required in the public interest.
- Ensure efficient and effective implementation of policy.
- Appoint department heads and participate in the interview and selection process of other new employees as needed. Provide training and instructions. Assign and review work and prepare performance check-ins.
- Delegate responsibility to senior staff and monitor their performance. Address day-to-day issues and questions; initiate employee recognition, promotion, disciplinary action, and discharge processes as necessary and appropriate.
- Provide leadership and management to all assigned staff. Supervise the work of and monitor and evaluate on-going performance of staff members; assess and make recommendations of training needs.
- Approve per City policy, salaries, wages, and working conditions for non-represented employees. Assist departments in labor relation matters regarding discipline, terminations, grievances, and complaints.
- Remove any officer or employee, if necessary, in accordance with the City Code and Policy.
- Direct the executive management team and align program and practices with the strategic plan, mission, vision, and goals.
- Establish general direction and primary goals for operating departments and cause the development of related work plans, operating budgets and capital improvement plans; manage the preparation of the annual budget for submission to the Finance and Personnel Committee and City Council and report to the Mayor and City Council regarding the current status of the budget.
- Investigate and advise the Mayor and Common Council of the availability of local, State, and Federal funds and assist department heads on the procurement of such funds.
- Respond to Council inquiries regarding matters related to the City and ensure that Council directives are carried out.
- Conduct research and procedural/administrative studies and prepare reports of proposed solutions or recommended courses of action.
- Interact frequently with elected officials, staff, citizens, and others to interpret and implement policy directives.
- Respond to citizen inquiries and requests for service.
- Represent the City in discussions and negotiations with other governmental entities.
- Meet with business and industrial representatives regarding development in the City. Direct and participate with the Development Services Director in negotiations involving economic development.
- Promote and create opportunities for economic development.
- Communicate with and respond to the media.
- Perform special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to elected officials and other interested parties.
- Represent the City at various functions such as marketing speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representative of the press, to establish goodwill and resolve/respond to issues.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Local government management and business theory, practice and administration in order to oversee the planning and implementation of all City functions; to prepare reports/analyses, policies and budgets.
- Theories, principles, and practices of public administration.

- State and local government legislative procedures.
- Theory, principles and practices of economic, community development, finance, marketing and general business administration.
- Basic principles and practices of planning, basic design and construction standards and methods, codes, ordinances, regulations and standards governing City projects.
- Community dynamics including intergovernmental relations, civic organizations, and special interest groups.
- Principles and practices of modern management, public administration, municipal finance and budgeting, accounting, public policy development, and community/public relations.
- The City, Department, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
- Principles, procedures, and techniques of labor contracts and negotiations.
- Principles and practices of effective, respectful employee supervision.
- Principles and practices of fiscal and project management and techniques utilizing strategic short to long-range planning principles.
- Standard office practices and procedures including business language, business document format, spelling, grammar, punctuation, vocabulary, filing and math.
- Computer software including word processing, spreadsheet, database applications, and specialized software consistent for this position.

Skill in:

- Organization and time management to complete tasks, meet deadlines, and improve overall department/office efficiency.
- Researching and understanding complex written materials; maintaining accurate internal records.
- Operation of office equipment to effectively perform the duties and responsibilities of the position.
- Developing, interpreting and implementing regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
- Applying problem solving, logic and reasoning to determine solutions, conclusions or approaches to problems.

Ability to:

- Interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Instruct, train, and mentor in methods and procedures related to the organization.
- Oversee the work of staff including coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplining staff; managing time-off and maintaining personnel records.
- Prioritize and plan for efficient use of resources, and monitors progress against objectives.
- Analyze and prepare budgets, schedules, reports, policy and procedures, and business correspondence.
- Convey complex information clearly. Anticipate the information others will need.
- Influence the behavior of others through persuasion and encouragement. Manage conflict or other sensitive issues tactfully and effectively.
- Organize, schedule, prioritize and perform duties with limited supervision.
- Observe, follow instructions, and complete assignments accurately and within deadlines.
- Communicate effectively both orally and in writing with business representatives, elected officials, department heads, the public, and other City employees with courtesy and tact.
- Develop and maintain effective working relationships with staff and the public.
- Maintain confidentiality and discretion regarding information read or heard.
- Utilize a computer and required software.
- Work the required hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in a typical indoor office setting sitting at a desk in front of a computer.
- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- Acceptable verbal and conversation skills to effectively communicate with others in English.
- Ability to read and write English and interpret documents.
- Acceptable verbal and conversation skills to effectively communicate with others via the phone, at meetings and to greet and assist visitors.
- Frequent use of phone handset and repetitive use of hand & fingers to operate office equipment, use computer keyboard & computer mouse and to perform other office tasks.
- May require interactions with persons who are hostile or aggressive, posing threatening conditions.

All of the above is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Nothing in this position description limits management's right to assign or reassign duties and responsibilities to this job at any time. This position description does not constitute an employment agreement between the Employer and Employee and is subject to changes as the needs of the Employer and requirements of the position change. I have read the above position description and understand the duties and responsibilities of the position.

_____ _____

Employee Name (Please Print) Date

_____

Employee Signature

The City is an Equal Opportunity Employer. In compliance with state and federal law, the City will provide reasonable accommodations to individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employees needing reasonable accommodation should discuss the request with the employee's supervisor or Human Resources.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: **December 10, 2024**

DEPARTMENT: **City Attorney**

FROM: **Amy Darnick**

SUBJECT: **Consideration and Possible Action on revisions to De Pere Municipal Code Section 10-5 concerning Assistant City Manager and Comptroller.***

As a result of the recent ordinance approval of the transition to a City Manager form of government under Chapter 64 of the Wisconsin Statutes, some additional ordinance changes must be completed in advance of the January 1, 2025, effective date in relation to additional public officials. The Assistant City Administrator position must be renamed and listed in the ordinance on its own as Assistant City Manager and the Comptroller position needs to be assigned the Finance Director, which is consistent with how other City Manager communities handle this statutory position. Therefore, the attached revisions to our existing ordinance are recommended for approval.

ATTACHMENTS:

- Chapter 10 Revisions - Asst. CM and Comptroller (PDF)

Sec. 10-5. - Officer positions created~~; appointments confirmed by council~~.

(a) The following city offices are established:

(1) City attorney;

(2) Assistant city manager ~~administrator;~~

(~~2~~3) City clerk;

(~~3~~4) City engineer;

(~~4~~5) Development services director;

(~~5~~6) Finance director/~~-~~treasurer/comptroller;

(~~6~~7) Health officer/director;

(~~7~~8) Human resources director;

(~~8~~9) Information technology administrator;

(~~9~~10) Parks, recreation and forestry director;

(11~~0~~) Public works director.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 10, 2024**
DEPARTMENT:	**City Attorney**
FROM:	**Amy Darnick**
SUBJECT:	**Consideration and Possible Action on Revisions to De Pere Municipal Code Section 6-3 Rules of Order concerning Consent Agenda for Common Council Meetings.***

As part of the upcoming transition to Civic Clerk, the new Agenda software that the City will be using for the preparation and publication of Agendas and related matters, staff has discussed the potential option and design for Agenda templates to include a Consent Agenda. A consent agenda would allow the respective governmental body, i.e. the Council, to adopt routine matters in one motion rather than each item individually. This would create more streamlined approvals during Council meetings and is a typical practice of many Councils and Boards throughout the State of Wisconsin. As a result, the attached document is a draft revision to the existing Council meeting ordinance in DPMC Section 6-3 to allow for the use and implementation of a consent agenda for Council meetings.

ATTACHMENTS:

- Section 6-3 Rules of Order - Consent Agenda (2024) (PDF)

Sec. 6-3. - Rules of order.

(a) *Order of business.* The presiding officer shall call a council meeting to order at the appointed time, and the following order of business shall be observed:

(1) *Consent Agenda*. All items listed under the consent agenda are considered routine and will be enacted by one motion. There shall be no separate discussion of these items unless a Council member so requests, in which event the item will be removed and put on the regular agenda by the presiding officer. Items under the consent agenda may be, including but not limited to, the following:

(i). Receipt, approval, and filing of ~~Reading~~ minutes of previous meeting and amendments, or correction of the same.

(ii.) Donations.

(iii.) Reports.

(iv.) Budgeted expenditures.

(2) Presentation of petitions, memorials, etc., and their consideration.

(3) Committee recommendation.

(~~4~~3) Reports of special committees and action thereon.

(~~5~~4) Presentation and consideration of resolutions or ordinances.

(~~5~~) ~~Presentation of petitions, memorials, etc., and their consideration.~~

(6) Unfinished, new and miscellaneous business.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 10, 2024**
DEPARTMENT:	**City Attorney**
FROM:	**Amy Darnick**
SUBJECT:	**Consideration and Possible Action on First Amendment to Development Agreement with Gypsum Management and Supply - Builders Court (Parcel Nos. WD-L176-1 & WD-1138).***

On May 2, 2024, the City entered into a Development Agreement with Developer Gypsum Management and Supply, aka, Badgerland Supply, concerning the purchase/combination of property located on Parcel Numbers WD-L176-1 and part of WD-1138 for the construction of 16,000 square foot building on the Property. The parties closed on the property purchase in late September/early October and as a result of the timing, the Developer is now requesting to amend cetain dates in the Development Agreement concerning valuation. Staff has reviewed the Developer's request and is agreeable to amending the dates, which also includes additional time for the City to amend TID number 12 as part of its obligations under the Agreement. Staff is recommending approval of the attached First Amendment to the Development Agreement.

ATTACHMENTS:

- TID #12-Gypsum Management and Supply, Inc. (Part of WD-1138) (PDF)
- First Amendment to DA 12.4.24 - draft 2 (DOCX)

DEVELOPMENT AGREEMENT REGARDING BUILDING DEVELOPMENT BETWEEN THE CITY OF DE PERE AND GYPSUM MANAGEMENT AND SUPPLY, INC. (Parcel Numbers WD-L176-1 & WD-1138 – Builders Court)

THIS DEVELOPMENT AGREEMENT (this "Agreement") is made and entered into this 2nd day of May, 2024, by and between the City of De Pere, Wisconsin, a municipal corporation ("City") and GYPSUM MANAGEMENT AND SUPPLY, INC., a Georgia corporation ("Developer"). City and Developer are each a "Party" to this Agreement, and may be referred to herein, collectively, as the "Parties".

RECITATIONS

WHEREAS, Wis. Stats. §66.1105, provides the authority and establishes procedures by which the City of De Pere may create Tax Increment Financing Districts ("TID") and support development projects within blighted areas of the City through the use of tax incremental financing; and

WHEREAS, in 2015, the City created Tax Incremental District No. 12, as and for the benefit of mixed use development within the District (as hereinafter defined) as described in the subsequent Amended Boundary and Project Plans for TID #12 adopted in 2021; and

WHEREAS, Developer is in need of purchasing property to attach to existing property to construct a building of a minimum of 16,000 square feet; and

WHEREAS, the City intends to amend the Boundaries and Project Plan for TID No. 12 to include the development and initiate the TID amendment process pursuant to Wis. Stat. §66.1105 et. seq, which is subject to Joint Review Board approval; and

WHEREAS, the development described above and more fully in this Agreement will promote the revitalization and economic stability of TID #12 and the City as a whole; and

WHEREAS, Developer's ability to construct and use or occupy the new building would not be viable and this development would not occur in the City but for the City's commitment to reimburse Developer for significant site acquisition and development expenses associated with site assembly; and

WHEREAS, allowable project costs under Wis. Stats. §66.1105(2)(f) include, among other things, site assembly reimbursement grant incentives, project costs, and other cash grants when made pursuant to a signed development agreement; and

WHEREAS, the City believes it is appropriate to use tax increments from the District to provide for the construction of certain improvements to the Subject Property (as defined below) in and for the benefit of TID #12 to facilitate development and redevelopment within the district and to provide financing for portions of such improvements and redevelopment; and

WHEREAS, the City further believes that the Project, as described in this Agreement, is in the best interests of the City and its residents and is reasonably consistent with the public purposes and the development expectations of the City, including, but not limited to, expanding tax base and employment opportunities within the City; and

WHEREAS, the City seeks to protect the health, safety and general welfare of the community by requiring the completion of various improvements in the District to serve the District; and

WHEREAS, as a result, the City wishes to promote the development of the Project and provide the required financial assistance to Developer; and

NOW THEREFORE, upon the mutual promises and obligations contained herein, together with such other consideration, the receipt and sufficiency of which are hereby acknowledged,

the Parties agree as follows:

I. DEFINITIONS

A. **"Total Assessed Value"** means the anticipated initial value placed upon the Building Development as determined pursuant to Wisconsin Statutes, Chapter 70. The projected Total Assessed Value for the Building Development is Two Million Five Hundred Four Thousand Nine Hundred Dollars and no/00 Cents ($2,504,900.00).

B. **"Assessed Increment Value"** means the total assessed increment value placed upon the Building Development by the State of Wisconsin under Wis. Stats. §70.995. If the Assessed Increment Value of the Building Development as of January 1, 2025, and through the term of this Agreement is less than Eight Hundred Thousand Dollars and no/00 Cents ($800,000.00) more than the Base Assessed Value, the Deficit Payment (defined below) provisions of Paragraph III.F.3 shall apply.

C. **"Base Assessed Value"** means the total 2023 Assessed Value of the tax parcels comprising the Building Development in the amount of One Million Seven Hundred and Four Thousand Nine Hundred Dollars and no/00 Cents ($1,704,900.00).

D. **"Building Development"** means the Subject Property together with the Project improvements contemplated by the Parties and as approved by the City Development Services Department and/or City Plan Commission.

E. **"Certificate of Occupancy"** means the certificate issued by the City Development Services Department upon Substantial Completion of the Building Development so as to permit occupancy of the same.

F. **"City"** means the City of De Pere, Wisconsin, a municipal corporation.

G. **"Deficit Payment"** means either (i) the payment of the difference between the taxes paid on the Assessed Increment Value of the Building Development and those taxes that would have been paid on the Guaranteed Value of the Building Development, as defined in and calculated under Paragraph III.F.1. or (ii) the payment of the difference between the taxes paid on the guaranteed increment revenue of the Project and those that were paid based on the annual tax bill as defined in and calculated under Paragraph III.F.4.

H. **"Developer"** means GYPSUM MANAGEMENT AND SUPPLY, INC., a Georgia corporation.

I. **"District and/or TID #12"** means City of De Pere Tax Incremental District No. 12 as amended, which is statutorily scheduled to close as of September 1, 2035.

J. **"Final Plans"** means the plans and specifications for the Building Development, as approved by the City Development Services Department and/or City Plan Commission.

K. **"Force Majeure"** means a delay in achieving Substantial Development as required in this Agreement due to circumstances beyond the reasonable control of Developer that can neither be anticipated or controlled, including strikes, war, acts of nature, acts of God, pandemics, epidemics, supply chain delays, or other forces majeure. Force Majeure shall not work to extend the implementation of the Property Valuation Warranties under Paragraph III.F.

L. **"Guaranteed Value"** means Two Million Five Hundred Four Thousand Nine Hundred Dollars and no/00 Cents ($2,504,900.00).

M. **Minimum Annual Property Tax Payment** means the minimum yearly total real and personal property tax payment owing on the Building Development commencing with the 2025 tax year (payable in 2026) based on the Total Assessed Value multiplied by the

current mill rate. The Minimum Annual Property Tax Payment under this Agreement is Thirty-Eight Thousand Four Hundred Dollars and no/00 Cents ($38,400.00).

N. **"Project"** means the construction of a building on Parcel Numbers WD-L176-1 and part of WD-1138 of not less than 16,000 square feet with zoning code appropriate façade materials. The building as constructed hereunder, together with the Subject Property, comprises the Building Development.

O. **"Project Reimbursement Grant"** has the meaning given in Section IV.A.2.

P. **"Project Incentives"** means the Developer Site Assembly Grant and the Project Reimbursement Grant provided to Developer as set forth in Section IV.

Q. **"Subject Property"** means Parcel Numbers WD-L176-1 and part of WD-1138, as more particularly described on Exhibit A attached hereto and incorporated herein.

R. **"Substantial Completion"** means that a Certificate of Occupancy for the Project has been issued by the City Building Inspection Department and Developer has received written confirmation from the Zoning Administrator that the Project has been completed in accordance with the Final Plans, including, but not limited, to light plan, lighting plan, landscape plan, which shall be no later than December 31, 2024.

S. **"Term of the Agreement"** means through the end of TID #12.

II. PURCHASE OF REAL ESTATE

A. **The Subject Parcel.** Developer agrees to purchase, and City agrees to sell, the Subject Property.

B. **Purchase Price.** The purchase price for the Subject Property shall be the amount of Thirty-Eight Thousand Four Hundred Dollars and no/00 Cents (0.96 acres multiplied by

$40,000.00 per acre equals $38,400.00) in consideration of City providing Developer with a Site Assembly Cost Reimbursement Grant at closing as described further in Section IV.A.1. of this Agreement. The purchase price is not intended to and does not cover extension of municipal improvements from their location in City right-of-way onto the Subject Property. Developer shall coordinate the location of necessary laterals with the City Engineering Division for connection to any such municipal improvements.

C. **Closing Procedure.** Closing of the sale of the Subject Property (the "Closing") shall take place at the City Attorney's Office, De Pere City Hall, 2nd Floor, or by escrow such that the Parties need not be present, on or before May 31, 2024, unless the Parties agree otherwise in writing. The following shall constitute contingencies and conditions precedent to Developer's obligation to close on its purchase of the Subject Property (collectively, "Conditions Precedent"), each of which must be satisfied or waived in writing by Developer at or prior to Closing:

1. **Evidence of Title/Title Defects.** City shall, at its own expense, provide an ALTA owner's title insurance policy (the "Title Policy") for the Subject Property to be conveyed and shall forward a copy of the title commitment or proforma of such Title Policy to Developer at least thirty (30) calendar days prior to Closing. The Title Policy shall provide coverage in the amount of the purchase price, naming Developer as the intended insured, written by a responsible title insurance company licensed in the State of Wisconsin with an extended coverage and gap endorsement showing title to the property to be as provided in Section II.C.3. City shall, at its cost and

expense, cause the deletion of all standard title insurance exceptions to such title insurance policy, with the exception of those exceptions which would be removed by an ALTA/ACSM Minimum Survey. If Developer gives City notice of any title defects prior to the Closing which are not acceptable or if the commitment does not contain the extended coverage endorsement, City shall use its best effort to cure such defects. If any such defects are not cured by the date of Closing, Developer may, at its election, terminate this Agreement or postpone the Closing for a period of time designated by Developer to allow City to cure such defects.

2. **Closing Costs.** City shall pay all Closing costs usually and customarily paid by sellers of property in Wisconsin, including the cost of the title search and Title Policy as provided herein and any transfer taxes due.

3. **Conveyance of Title.** City shall convey insurable fee simple title to Developer by good and sufficient warranty deed as of the date of Closing, free and clear of all liens and encumbrances except the following:

   a. Municipal and zoning ordinances, provided the same do not restrict or interfere with the intended use of the Subject Property.

   b. Easements of record, provided the same do not restrict or interfere with the intended use of the Subject Property.

   c. Obligations contained in this Agreement.

In the event that such Conditions Precedent are not satisfied on or before the Closing, Developer may, at its election, terminate this Agreement or postpone the Closing for a

period of time designated by Developer to allow for satisfaction of the Conditions Precedent.

D. Access Prior to Closing. City shall permit Developer to access the Subject Property prior to Closing at no cost to Developer for the purpose of site examination and testing as deemed reasonable by Developer. Developer agrees to and shall hold City, its officials, officers, employees, agents, and assigns harmless for any and all injury to Developer, its respective agents or employees, City's agents, employees or third parties, or any properties or interest of any of the above-referenced persons occasioned as a result of Developer's site examination and testing activities as contemplated by this section. The hold harmless provision of this paragraph is intended to include all costs of defense, including but not limited to reasonable attorney fees.

E. [Reserved]

F. Environmental Representations. City made a good faith inquiry into the environmental condition of the Subject Property upon its purchase and has procured a Phase I Environmental Assessment, which assessment has been forwarded to Developer for review. City makes the following representations based on City's present knowledge after such reasonable inquiry as to the condition of the Subject Property:

1. Pending Environmental Law Litigation. City has not violated, is not violating, and has not been threatened with or received notice or charge asserting any violation of the Federal Solid Waste Disposal Act, the Federal Clean Air Act, the Federal Clean Water Act, the Federal Resource Conservation Recovery Act of 1976 ("RCRA"), the Federal Comprehensive

Environmental Responsibility Cleanup and Liability Act of 1980 ("CERCLA"), the Toxic Substance Control Act of 1976, or any other federal, state, local, or foreign laws, including the rules and regulations thereon regulating or otherwise affecting the environment ("Environmental Laws") as the same may have been amended prior to the date thereof. The City has no reason to believe that any asbestos, urea-formaldehyde, or polychlorinated biphenyl is present at or under the Subject Property.

2. Disposal of Substances. City has not disposed of any substances in any manner on the Subject Property which may form the basis for any present or future claim based upon current environmental laws of any demand or action seeking cleanup of any site, location or body of water, surface or subsurface, under any environmental laws which may subject City, Developer or the Subject Property to claim for damages.

3. Septic Systems/Landfill. City does not believe that any septic systems exist on, in, or under the Subject Property. City has not used the Subject Property as a landfill or dump site which involved the disposal of solid waste in a manner which may materially impact the value of the Subject Property nor does City have any present knowledge that any third party has so used the Subject Property.

4. Above or Underground Storage Tanks. No above or underground storage tanks containing either a "regulated substance" (as defined in 40 CFR, Section 280.12), or "hazardous waste" (as defined under RCRA) have been

installed in the Subject Property by City or its agents or employees. City does not believe that any such tanks existed on or under the Subject Property at any time in the past. City has no present knowledge of any "hazardous substances" (as defined under CERCLA) or "hazardous waste" (as defined under RCRA), or "petroleum based substances" (as defined in 40 CFR, Section 280.12) being spilled, leaked, discarded, or otherwise deposited on the Subject Property. City has no present knowledge that such spill, leak, discharge, or deposit occurred prior to City's ownership or use of the Subject Property. City has no reason to believe that any of the property is contaminated by "regulated substances" (as defined in 40 CFR, Section 280.12) or has "hazardous waste" (as defined in RCRA) originated from off-site sources of such substances.

F. **Flood plain.** The Subject Property is not currently identified as flood plain under Chapter 16 De Pere Municipal Code.

G. **Extent of Representations**. Other than the matters disclosed in the Phase I Environmental Assessment and the representations of this Section or in the documents to be delivered by City at the Closing, City makes no representations in regard to the condition of the Subject Property.

H. **Provisions to Survive Closing.** The representation provisions of this Section shall survive the Closing of this transaction.

III. DEVELOPER'S OBLIGATIONS, REPRESENTATIONS, WARRANTIES, AND COVENANTS

A. **TID #12 Amendment**. Developer's obligations under this Agreement shall be contingent

on the approval of the TID #12 Amendment adding the Subject Property to TID #12.

B. **Plan Commission Project Site Plan Approval.** Developer shall take all steps reasonably necessary to obtain City Development Services Department and/or City Plan Commission approval of the Project to enable construction to commence and proceed so as to achieve Substantial Completion of the Project on or before January 1, 2025, subject to Force Majeure. The Project shall be substantially similar to the site plan submitted by Developer as modified, conditioned or approved by the City Development Services Department and/or City Plan Commission and shall be constructed in compliance with all applicable federal, state and local codes together with all conditions and requirements of the City Plan Commission. Developer's obligations under this Agreement shall be contingent on obtaining approval of the Project plans by City Development Services Department and/or City Plan Commission and all other required State approvals and City agrees to not unreasonably withhold, condition or delay any approval of the Project plans.

C. **Commencement of Construction and Substantial Completion.** Developer shall commence construction of the Project no later than September 1, 2024, so that it is Substantially Completed consistent with the Project Completion requirements of Section III.D.

D. **Substantial Completion.** The Project shall be Substantially Completed no later than December 31, 2024, and subject to Total Assessed Value as of January 1, 2025. The City Building Inspection Department and the Zoning Administrator shall each perform any and all required inspections necessary for achievement of Substantial Completion within five (5) business days after notice from Developer that the Project has been completed.

E. Failure to Commence Construction or Substantially Complete.

1. Notice and Cure. If, in the reasonable discretion of City, Developer has not complied with the provisions of this Agreement, City may notify Developer of such failure.

2. Repurchase of Subject Parcel or Return of Site Assembly Grant. If after thirty (30) days of mailing of such notice Developer has not cured the default, City may, in its sole discretion, by written notice to Developer either repurchase the Subject Property or require that the Site Assembly Grant to Developer be returned to City as follows:

   a. If the City determines to repurchase the Subject Property, it is entitled to do so for the price paid by Developer for the Subject Property along with pursuing recovery or remedies at law or equity, including recovery of (1) the Site Assembly Grant paid to Developer, (2) real property taxes due for the period the Subject Property was owned by Developer and (3) liens or judgments of record attributable to Developer. Developer shall, in addition, pay all usual and customary closing costs of a seller of property in Wisconsin. The parties acknowledge that this calculation may result in a payment from Developer to City upon the City's repurchase of the Subject Property.

   b. If the City repurchases the Subject Property, all improvements to the Subject Property shall become that of the City and Developer

shall remain liable and hold the City harmless for any lien, claim, or judgment which may arise against the Subject Property as a result of Developer's ownership or construction efforts thereon.

c. If the City determines to not repurchase the Subject Property, Developer, on behalf of its successors and assigns agrees to and shall repay City the Site Assembly Grant paid to Developer, plus interest thereon at the statutory rate from the date the Site Assembly Grant was made to the date repaid. Should Developer fail to do so within 60 days of City's demand therefore, Developer agrees that City may obtain a Judgment against it for the amount of Site Assembly Grant advanced plus said interest.

d. Upon either the repurchase of the Subject Property by City or the repayment of the Site Assembly Grant, plus said interest, this Agreement shall terminate, and the Parties shall have no further obligations to each other except such obligations that expressly survive termination of this Agreement.

3. Force Majeure. If Developer is delayed from achieving Substantial Completion as required in this Agreement due to a Force Majeure event, the rescission and repurchase or return of Site Assembly Grant provisions of this sub-paragraph shall be postponed by the period of such delay. This paragraph is intended to be in addition to all other remedies available to the City at law or equity. This paragraph shall not apply to the dates

applicable to the Minimum Assessed Value under Section III.F.1 or the Minimum Annual Property Tax Payment under Section III.F.2.

F. Project/Subject Property/Building Development Value Warranties.

1. Guaranteed Value. Developer warrants and agrees that the Guaranteed Value of the Building Development as of January 1, 2025, shall be not less than Two Million Five Hundred Four Thousand Nine Hundred Dollars and no/00 Cents ($2,504,900.00). This January 1, 2025, date for the Building Development to have an Assessed Value not less than the Guaranteed Value is not subject to Force Majeure. To that end, Developer, for itself and its successors and/or assigns, hereby waives all right to appeal the Assessed Value of the Building Development, whether to the City, State of Wisconsin or any other jurisdiction or venue, to assert a claim of unlawful tax, assert a palpable error, or otherwise challenge under any existing or newly created right in the future under Wisconsin or Federal laws, and/or the assessed value of the Building Development below the Guaranteed Value for the duration of TID #12. If the Assessed Value of the Building Development is less than the Guaranteed Value, Developer, on behalf of itself and its successors and/or assigns, agrees that the Deficit Payment provisions of Paragraph III.F.4 ("Deficit Payment Calculation") shall apply.

2. Minimum Annual Property Tax Payment. Developer, for itself and its successors and assigns, obligates itself to pay the Minimum Annual Property Tax Payment of not less than Thirty-Eight Thousand Four Hundred

Dollars and no/00 Cents ($38,400.00) in tax on the real property comprising the Building Development, commencing with the 2025 tax year (payable in 2026.)

3. Property to Remain Taxable. For the Term of the Agreement, Developer, on behalf of itself and/or its successors and assigns, hereby agrees that they shall not, without the prior written consent of the City, which consent shall be within the sole discretion of the City, sell or lease any portion of the Project or Building Development to an entity whereby such sale or lease would cause such portion of the Project or Building Development to become exempt from real estate taxation. This obligation, as well as the other obligations of this Agreement, shall be binding upon all of Developer's successors and assigns during the Term of this Agreement. Developer further agrees to place a restriction in any deed conveying the Subject Property or the Building Development during the Term of this Agreement prohibiting any use of such property during the Term of this Agreement which would cause the Project or the Building Development or any portion thereof to become tax exempt. Should the Project or Building Development nevertheless become tax exempt, Developer, for itself and its successors and/or assigns, hereby agrees that a Deficit Payment shall then be made by the owners or Developer of the Building Development in accordance with the process set out in Paragraph III.F.4

4. Deficit Payment Calculation. Calculations of any Deficit Payment required

under this Agreement shall be as follows:

a. If Assessed Value falls below the Guaranteed Value:

The Assessed Value of the Building Development shall be subtracted from the Guaranteed Value. The difference shall be multiplied by the mill rate for all taxing jurisdictions established for each tax year for the west side of De Pere, the product of which shall be the total Deficit Payment, due and payable on or before August 31 of the year due.

If the Deficit Payment is not fully paid by August 31 of the year in which it is due, the amount so determined under the above process shall be placed against the property as a special charge for services rendered under Wis. Stats. §66.0627(2).

b. If Annual Revenue Value falls below the Guaranteed Revenue Value: Should Developer's Annual Property Tax Payment for any tax year on and after January 1, 2025, not meet the $38,400 Minimum Annual Property Tax Payment, Developer, and its successors and assigns, shall make a Deficit Payment to the City equal to the difference between $38,400 and the Annual Property Tax Payment for each year the Minimum Annual Property Tax Payment is not met. The Deficit Payment shall be due and payable in full on or before July 31 of each year due (commencing with tax year 2025 and payable in 2026).

G. Representations, Warranties and Covenants. Developer represents, warrants and covenants that:

1. it is a Georgia corporation duly incorporated and validly existing, has the power and all necessary licenses, permits and franchises to own its assets and properties and to carry on its business, and is in good standing in the States of Georgia and Wisconsin; and

2. it has full authority to execute and perform this Agreement and has obtained all necessary authorizations to enter into, execute and deliver this Agreement; and

3. the execution, delivery, and performance of its respective obligations pursuant to this Agreement will not violate or conflict with its articles of organization, operating agreement or any indenture, instrument or agreement by which it is bound, nor will the execution, delivery, or performance of its obligations pursuant to this Agreement violate or conflict with any law applicable to it or the Project; and

4. this Agreement constitutes (and any instrument or agreement that it is required to give under this Agreement when delivered will constitute) legal, valid, and binding obligations of it enforceable against it in accordance with their respective terms; and

5. it will use commercially reasonable efforts to diligently pursue completion of the development and construction of the Building Development in a good and workmanlike manner and in accordance with all acceptable

statutes, ordinances and regulations, any restrictions of record and the Final Plans provided to the City regarding the Building Development; and

6. subject to any required consent from architects and engineers, it grants to City a non-exclusive, irrevocable, and royalty-free license to hold and/or use the Final Plans regarding the Building Development as a template for any future City development purpose; and

7. it will not make or consent to any material modifications to the Final Plans without the prior written consent of the City, which consent shall not be unreasonably withheld, conditioned or delayed; and

8. it will discharge all claims for labor performed and materials, equipment, and services furnished in connection with the construction of Developer Improvements; nothing contained in this Agreement shall require Developer to pay any claims for labor, services or materials which it, in good faith, disputes and is currently and diligently contesting, provided, however, that it shall, within twenty (20) days after obtaining knowledge of any claim of lien that is disputed or contested by Developer, obtain and record (if required by the City) a surety bond sufficient to release said claim or lien or provide the City with other such assurances that the City may reasonably require; and

9. it will take all reasonable steps to forestall claims of lien against the Subject Property (any part thereof or right or interest appurtenant thereto) or any

personal property and fixtures located or used in connection with the Subject Property; and

10. it will maintain, at all times during construction, a policy of builder's risk completed value and contractor's multiple perils and public liability, extended coverage, vandalism and malicious mischief hazard insurance covering the Subject Property in at least the amount of the full replacement, completed value of the improvements on the Subject Property; and

11. it will pay and discharge all taxes, assessments and other governmental charges upon the Subject Property when due, as well as claims for labor and materials which, if unpaid, might become a lien or charge upon the Subject Property; and

12. it will promptly furnish to the City written notice of any litigation or threatened litigation affecting the Property or in which a Judgment would reasonably be expected to have a material adverse effect on Developer's financial condition; and

13. it shall deliver to the City revised statements of estimated costs of the construction for Building Development showing material changes in or variations from the original cost statement provided to the City as soon as such changes are known to Developer; and

14. it shall provide to the City, promptly upon the City's request, any information or evidence deemed reasonably necessary by the City related

to performance of Developer under this Agreement to enable the City to timely and accurately complete any accounting or reporting requirements applicable to the City related to the transactions under this Agreement; and

15. to Developer's actual knowledge, no litigation, claim, investigation, administrative proceeding, or similar action (including those for unpaid taxes) against Developer are pending or threatened, and no other event has occurred, which is reasonably expected to have, individually or collectively, a material adverse effect on Developer's financial condition; and

16. the person(s) signing this Agreement on behalf of Developer has the full power and authority to execute this Agreement on behalf of Developer and to bind Developer to the terms and conditions of this Agreement; and

17. that it shall exercise all reasonable diligence and expend all commercially reasonable efforts to undertake its obligations under this Agreement.

H. Landscaping. Developer shall be responsible for landscaping on the Subject Property, including trees, shrubs, seeding, or sod related to the improvements, in accordance with the Final Plans. Developer shall complete all landscaping before the City may issue any payment for the Project Reimbursement Grant.

I. Utilities. Developer shall install, or have installed, all private utilities including without limitation electric, gas, fiber-optic, telephone and cable services and all improvements for the use and operation of the Building Development.

J. **Laterals.** Developer shall install, or have installed, all sanitary sewer and water laterals on the Subject Property, as well as connections of such laterals to new or existing sewer and water mains, each to the extent required by the Final Plans.

K. **Storm water.** Developer shall install, or have installed, all storm water drainage systems and facilities on the Subject Property, including drain tiles, pipes, detention ponds and retention ponds, consistent with all applicable laws, regulations and specifications for such systems and facilities. City agrees that Developer may utilize existing storm water infrastructure on the Subject Property and may tie into the City storm water and sewer lines in accordance with the Final Plans and as approved by the City Engineer.

L. **Erosion.** Developer shall be responsible for all erosion control related to construction of all improvements on the Subject Property.

M. **Costs.** Except as otherwise expressly provided for herein, Developer shall be responsible for all costs related to the Project to be performed by Developer under this Agreement, including, but not limited to, all engineering, inspections, materials, labor and permit, impact and license fees.

IV. CITY OBLIGATIONS

A. Project Incentive.

1. **Developer Site Assembly Grant.** City shall provide Developer at Closing with a Site Assembly Grant in the amount of Thirty-Eight Thousand Four Hundred Dollars and no/00 Cents ($38,400.00) (the "Site Assembly Grant") to reimburse Developer for the extra-ordinary costs associated with site assembly and other

construction costs associated with the Project.

2. **Developer Project Cost Reimbursement Grant.** City shall provide Developer with a Project Reimbursement Grant in the amount of Forty Thousand Dollars and no/00 Cents ($40,000.00) (the "Project Reimbursement Grant") to reimburse Developer for extraordinary costs, including without limitation hard and soft costs, associated with the project and construction costs of the Project. Such Project Reimbursement Grant will be paid to Developer not less than twenty (20) or more than thirty (30) days after the Substantial Completion has been issued for the Project and the Development Services Director has reviewed and verified final construction costs and confirmed all the improvements included with the Final Plans and Section III (F-M) have been completed and/or are in good standing, which such review shall not be unreasonably withheld or delayed and shall be completed within five (5) business days after Substantial Completion. However, at no point shall the Project Reimbursement Grant be issued prior to September 1st of the subject year unless the Developer notifies the City by October 1st of the preceding year that they expect to complete the Project between January 1st and August 31st of the subject year.

3. **AMENDMENT TO TID 12.** Subject to the Joint Review Board's discretion and approval consistent with Wisconsin Statute §66.1105 et. seq. by no later than September 30, 2024, City shall amend TID 12 to include the Subject Parcel as whole parcels to be within the TID.

B. **Cooperation.** The City agrees to cooperate in the diligent and timely prosecution and granting of applications made by Developer for any certifications, permits or approvals appropriate or necessary for the Project.

V. DEFAULT PROVISIONS

A. **Breach and Cure.** Any provision of this Agreement which does not contain a specific remedy shall be resolved as provided hereunder. Subject to Force Majeure, if a Party believes that a provision of this Agreement has been breached, it shall supply the Party alleged to have breached this Agreement with written notice informing the alleged breaching Party that it has thirty (30) days to cure such breach. If there is no cure of that breach, any Party may bring any action available for any remedy provided in law or equity.

B. **Specific Performance Where Remedy Provided.** Where a remedy is specifically provided in this Agreement, in the event any party fails to perform in compliance with such remedy provision or, subject to Force Majeure, unreasonably delays in performing thereunder and such delay or failure causes damage to another Party, nothing in this Agreement shall prevent one Party from maintaining an action in specific performance to compel the remedy, demanding actual damages for any injury caused by the failure of the other Party to act in compliance with such remedy provision within a reasonable time or any other remedy or collection of any other costs available in law or equity.

VI. MISCELLANEOUS

A. **Obligations to Run with the Land.** The obligations contained herein shall run with the land and are binding for the Term of this Agreement. This Agreement and any Amendment thereto may be recorded by City with the Brown County Register of Deeds.

B. **Assignment**. Except upon a conveyance of the Subject Property by Developer in accordance with the terms herein, neither Party may assign this agreement except upon prior written consent of the other Party, including acknowledgement by the assignee of the obligations contained in this Agreement and consent to the same by the other party and by the De Pere Common Council.

C. **Notices**. Unless otherwise specifically addressed in this Agreement, all notices required by this Agreement must be in writing. All notices required under this Agreement shall be mailed by (1) certified mail or (2) overnight delivery to the addresses below and shall be deemed received on the date of mailing. All notices and communications shall be addressed to the parties hereto at their respective addresses set forth and shall be deemed received on the date of postmark:

1. If to Developer:
   Gypsum Management and Supply, Inc.
   100 Crescent Centre Parkway
   Suite 800
   Tucker, Georgia 30084
   Attn: Real Estate

   With a copy to:
   Gypsum Management and Supply, Inc.
   520 W. South Park Avenue
   Oshkosh, WI 54902

2. If to City:
   City of De Pere
   Attn: City Clerk
   335 South Broadway Street
   De Pere, WI 54115

   With a copy to:
   City of De Pere
   Attn: City Administrator

335 South Broadway Street
De Pere, WI 54115

or such other address, within the United States, with respect to a party as that party may from time to time designate in writing and forward to the other as provided in this Section.

D. **Law Governing.** This Agreement shall be construed in accordance with the laws of the State of Wisconsin.

E. **Entire Agreement.** This Agreement contains all agreements, terms, covenants, conditions, warranties, and a representation made or entered into by and between the Parties and supersedes all prior discussions and agreements, whether written or oral, between the parties and constitutes the sole and entire agreement between the parties with respect thereto. This Agreement may not be modified or amended unless such modification or amendment is set forth in writing and executed by all parties hereto.

F. **Contractual Interpretation.** All Parties have contributed to the drafting of this Agreement. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumptions or conclusion drawn whatsoever against any Party by virtue of that Party having drafted the document or any portion thereof.

G. **Amendment**. No amendment, modification or waiver of any provision of this Agreement, nor consent to any departure by a party from any provision of this Agreement shall in any event be effective unless it is in writing and signed by each of the parties hereto, and then

such waiver or consent shall be effective only in the specific instance and for the specific purposes for which it is given by the respective party.

H. **No Vested Rights Granted**. Except as provided by law, or as expressly provided in this Agreement, no vested rights in connection with the Project shall inure to the Developer nor does the City warrant by this Agreement that the Developer is entitled to any other approvals required.

I. **Invalid Provisions**. If any covenant, term, condition, or provision under this Agreement shall, for any reason, be held to be invalid or unenforceable, it is the intention of the Parties that any such covenant, term, condition, or provision may be modified or amended by the court to render it enforceable to the maximum extent permitted by the laws of the State of Wisconsin. If such modification or amendment is not practicable, it is the intention of the Parties that such covenant, term, condition, or provision be severed from this Agreement with no effect upon the remaining provisions of this Agreement.

J. **Headings**. The article and section headings of this Agreement are inserted for convenience of reference only and are not to be construed as defining or limiting, in any way, the scope or intent of the provisions hereof.

K. **No Waiver; Remedies**. No failure on the part of the either Party to exercise, and no delay in exercising, any right, power or remedy under this Agreement shall operate as a waiver of such right, power or remedy; nor shall any single or partial exercise of any right under this Agreement preclude any other or further exercise of the right or the exercise of any other right. The remedies provided in this Agreement are cumulative and not exclusive of any remedies provided by law.

L. **No Third-Party Beneficiaries.** This Agreement is solely for the benefit of the named Parties hereto and their permitted assignees, and nothing contained in this Agreement shall confer upon anyone other than such Parties any right to insist upon or enforce the performance or observance of any of the obligations contained in this Agreement.

M. **No Joint Venture.** The City is not a partner, agent or joint venturer of or with Developer.

N. **Recording of a Memorandum of this Agreement Permitted.** A memorandum of this Agreement may be recorded by the City in the office of the Register of Deeds for Brown County, Wisconsin, and, upon request of the City, Developer shall execute and deliver to the City a memorandum of this Agreement for recording purposes.

O. **Immunity.** Nothing contained in this Agreement constitutes a waiver of any immunity available to the City under applicable law.

P. **Counterparts.** This Agreement may be executed in any number of counterparts with the same effect as if the signatures thereto and hereto were upon the same instrument. The Parties hereto agree that electronic (.pdf files or otherwise) copies bearing signatures shall be binding upon receipt by the other parties. If requested by a Party, each Party shall execute and deliver an original, hard-copy version of this Agreement for each Party's permanent files.

(SIGNATURE PAGES TO FOLLOW)

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date and year first written above.

CITY OF DE PERE

By:

James G. Boyd Mayor

Carey E. Danen, City Clerk

State of Wisconsin)
: SS
Brown County)

This instrument was acknowledged before me on the 2nd day of May, 2024, by James G. Boyd, Mayor and Carey E. Danen, City Clerk.

ANGELA M. ZILLS NOTARY PUBLIC STATE OF WISCONSIN

Angela M. Zills

Notary Public, State of Wisconsin
My commission expires on 4/15/2026

DEVELOPER:

Gypsum Management and Supply, Inc.
By:

Kathryn E. Scully
Name: Kathryn E. Scully
Title: Vice President

State of Georgia)
: SS
Cobb County)

This instrument was acknowledged before me on the 30th day of April, 2024, by Kathryn E. Scully of Gypsum Management and Supply, Inc.

Gloria J Mueller

Notary Public, State of Georgia
My commission expires on January 11, 2027.

GLORIA J MUELLER
NOTARY PUBLIC
COBB COUNTY, GEORGIA
MY COMMISSION EXPIRES
JANUARY 11, 2027

EXHIBIT A

SUBJECT PROPERTY AND MAP

Parcel Number: #WD-L176-1
#WD-1138 (0.96 Acres)

Address: 1414 Builders Court, De Pere, Wisconsin
Builders Court, De Pere, Wisconsin

Legal Description: Part of WD-1138

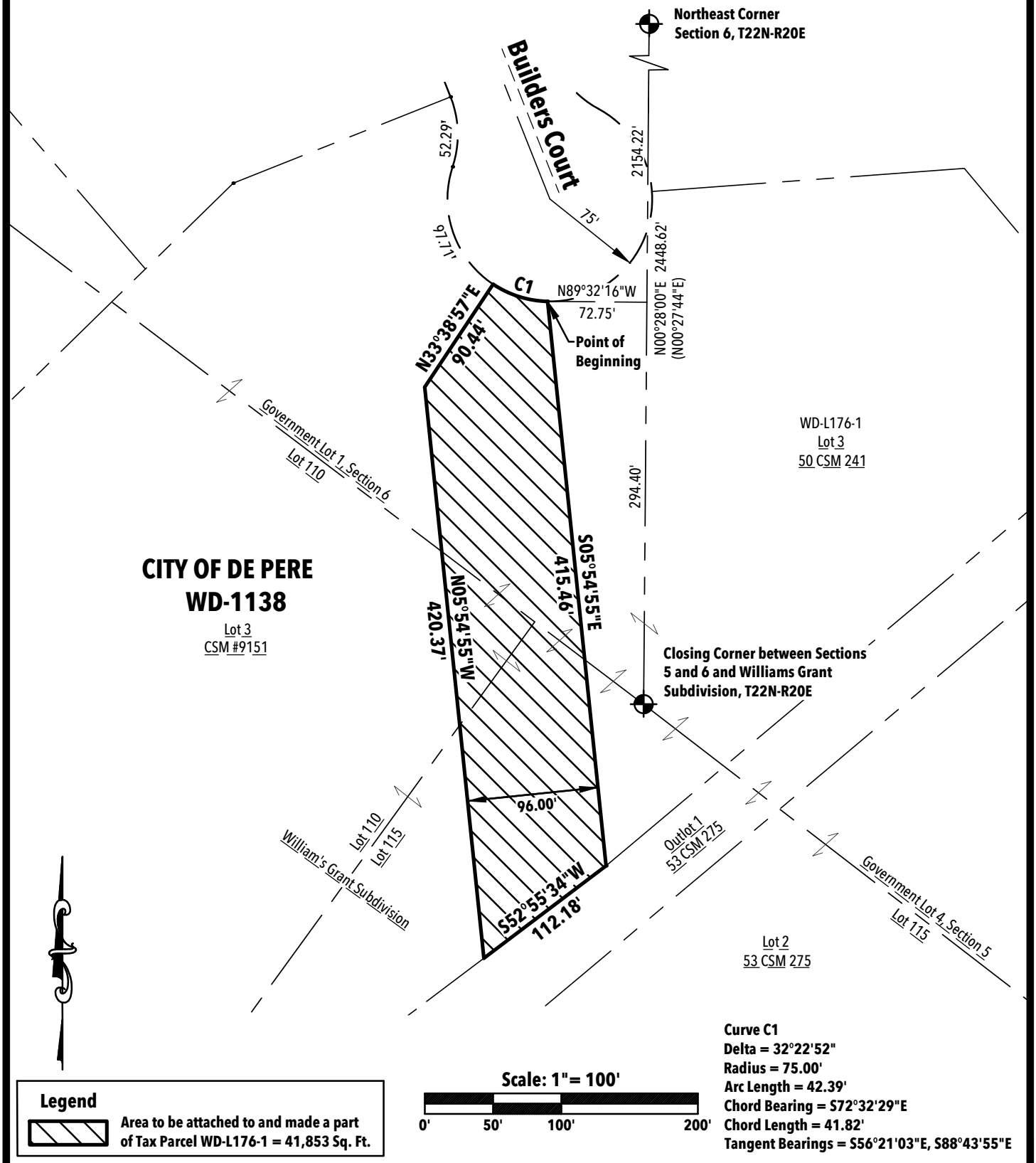
Part of Lot 3, Certified Survey Map Number 9151, Document Number 2891153, located in part of Lot 4, Southbridge Business Park, Volume 21 of Plats, Page 152, Document Number 1775029, all located in part of Lots 110 and 115, William's Grant Subdivision and part of Government Lot 1, Section 6, Township 22 North, Range 20 East, City of De Pere, Brown County, Wisconsin, more fully described as follows:

Commencing at the closing corner between Section 5 and said Section 6, Township 22 North, Range 20 East and said William's Grant Subdivision; thence N00°28'00"E, 294.40 feet on the east line of said Government Lot 1; thence N89°32'16"W, 72.75 feet to the northeast corner of said Lot 3 also being a point on the south right of way of Builders Court also being the POINT OF BEGINNING; thence S05°54'55"E, 415.46 feet on the east line of said Lot 3 to the eastern most point of said Lot 3; thence S52°55'34"W, 112.18 feet on a southeast line of said Lot 3 to a line that is 96.00 feet west of and parallel to said east line; thence N05°54'55"W, 420.37 feet on said parallel line; thence N33°38'57"E, 90.44 feet to said south right of way; thence 42.39 feet on the arc of a 75.00 foot radius curve to the left, having a long chord which bears S72°32'29"E, 41.82 feet on said south right of way to the Point of Beginning.

Said parcel contains 41,853 Square Feet (0.961 Acres) of land more or less.

Said parcel is to be attached to and made a part of adjacent Tax Parcel WD-L176-1

EXHIBIT 'A'



Legend

Area to be attached to and made a part of Tax Parcel WD-L176-1 = 41,853 Sq. Ft.

Scale: 1"= 100'

0' 50' 100' 200'

Curve C1
Delta = 32°22'52"
Radius = 75.00'
Arc Length = 42.39'
Chord Bearing = S72°32'29"E
Chord Length = 41.82'
Tangent Bearings = S56°21'03"E, S88°43'55"E

Robert E. Lee & Associates, Inc.
1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releeinc.com

CITY OF DE PERE
Development Services Department
335 S. Broadway St.
De Pere, Wisconsin 54115

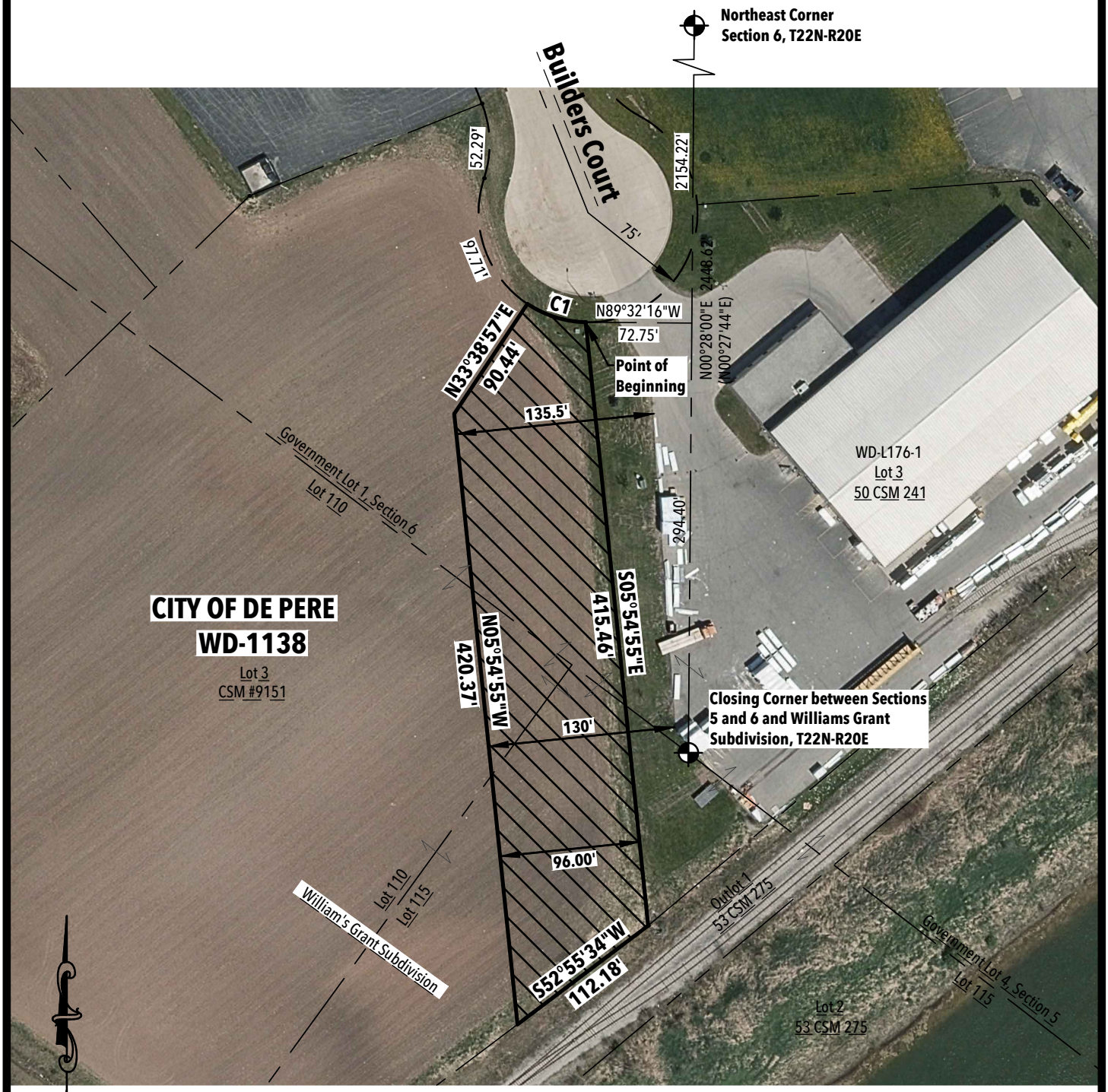
Office (920) 339-4053

Date: 9/06/2023

REL Job #:404486

Exhibit
Sheet 1 of 1

EXHIBIT 'A'



Legend

Area to be attached to and made a part of Tax Parcel WD-L176-1 = 41,853 Sq. Ft.

Scale: 1"= 100'

0' 50' 100' 200'

Curve C1
Delta = 32°22'52"
Radius = 75.00'
Arc Length = 42.39'
Chord Bearing = S72°32'29"E
Chord Length = 41.82'
Tangent Bearings = S56°21'03"E, S88°43'55"E

Robert E. Lee & Associates, Inc.
1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releeinc.com

DE PERE RUNS DEEPER

CITY OF DE PERE
Development Services Department
335 S. Broadway St.
De Pere, Wisconsin 54115

Office (920) 339-4053

Date: 9/06/2023

REL Job #:404486

Exhibit
Sheet 1 of 1

FIRST AMENDMENT TO DEVELOPMENT AGREEMENT
GYPSUM MANAGEMENT AND SUPPLY - Builders Court
Parcel Nos. WD-L176-1 & WD-1138

WHEREAS, the City of De Pere ("City") and Gypsum Management and Supply, Inc. ("Developer"), hereinafter "the Parties", entered into a Development Agreement (the "Agreement"), dated May 2, 2024; and

WHEREAS, the Parties wish to amend the Agreement subject to the terms and conditions as set forth below.

NOW THEREFORE, upon the mutual promises and obligations contained herein, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree to amend the Agreement by adding the following:

1. **Section I.B.** The definition of "Assessed Increment Value" shall be amended by deleting "January 1, 2025" and replacing it with "January 1, 2026".
2. **Section I.M.** The definition of "Minimum Annual Property Tax Payment" shall be amended by deleting 2025 tax year (payable in 2026) and replacing it with "2026 tax year (payable in 2027)".
3. **Section I.R.** The definition of "Substantial Completion" shall be amended by deleting "December 31, 2024" and replacing it with "December 31, 2025."
4. **Section III.D.** The first sentence shall be amended by deleting it and replacing it to read as follows: "The Project shall be Substantially Completed no later than December 31, 2025, and subject to Total Assessed Value as of January 1, 2026."

5. **Section III.F.1.** The date of "January 1, 2025" in this Section shall be deleted and replaced with "January 1, 2026".
6. **Section III.F.2.** This Section shall be amended by replacing the dates as follows: "…commencing with the 2026 tax year (payable in 2027.)"
7. **Section III.F.4.b.** This Section shall be amended by deleting the dates and replacing those dates as follows: "…any tax year on and after January 1, 2026," …and "…commencing with tax year 2026 (payable in 2027.)"
8. **Section IV.A.3.** This Section shall be amended by deleting its sentence and replacing it to read as follows: "Subject to the Joint Review Board's discretion and approval consistent with Wisconsin Statute §66.1105 et. seq. by no later than September 30, 2025, City shall amend TID 12 to include the Subject Parcel as whole parcels to be within the TID."

All other terms and conditions of the Agreement remain in full effect and unchanged by this First Amendment.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to be executed as of the _____ day of _____, 2024.

CITY OF DE PERE
By:

_____ _____
James G. Boyd Mayor Carey E. Danen. City Clerk

State of Wisconsin)
: SS
Brown County)

This instrument was acknowledged before me on the _____ day of _____, 2024, by James G. Boyd, Mayor and Carey E. Danen, City Clerk.

_____

Notary Public, State of Wisconsin
My commission expires on _____

DEVELOPER:

Gypsum Management and Supply, Inc.
By:

_____
Name: _____
Title: _____

State of Georgia)
: SS
_____County)

This instrument was acknowledged before me on the _____ day of _____, 2024, by _____ of Gypsum Management and Supply, Inc.

_____

Notary Public, State of Georgia
My commission expires on _____.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 10, 2024**
DEPARTMENT:	**Economic Development**
FROM:	**Quasan Shaw**
SUBJECT:	**Consideration and Possible Action regarding an Amendment to the "Deeper Roots - Housing Stock Improvement Program."***

ATTACHMENTS:

- Housing Program Memo - 12062024 (DOCX)
- Example Housing Loan Amortization (PDF)
- New De Pere Housing Improvement Program Information 2024 DRAFT (PDF)

CITY OF DE PERE
MEMO

To: Mayor James Boyd
Finance and Personnel Committee

From: Quasan Shaw, Community and Economic Development Specialist

Date: December 10, 2024

RE: **Consideration and Possible Action regarding changes to the "Deeper Roots - Housing Stock Improvement Program"***

The City created the Deeper Roots- Housing Stock Improvement Program in 2023 to assist with home rehabilitation for those who qualify under the affordable housing program. The Development Services Department has marketed the program extensively this past year and has only received four applications and awarded two loans for approximately $24,000 in program funds to two property owners.

After speaking with municipalities similar in size and character to De Pere, we are proposing the following changes to the Deeper Roots- Housing Stock Improvement Loan Program:

(1) Change the program name to Home Improvement Loan,
(2) Increase the maximum loan amount to $50,000 from $20,000 for homes that meet the eligibility requirements,
(3) Remove the matching fund requirement of $20,000 for the homeowner to receive loan,
(4) Increase interest rate to 1.5 percentage points below the 10-year treasury note rate and amortize for up to 15-year term,
(5) Increase the income limit to 120% of the County Median Income for a greater pool of applicants to use program, and
(6) Allow for the applicant to use up to 30% of funds for interior remolding projects as part of loan.

Program applicants shall continue to be reviewed by the RDA recommended to the Common Council for approval, similar to Façade Grants.

DE PERE

Home Improvement Loan

Program Overview: The Home Improvement Loan is intended to modernize and improve the housing stock in De Pere while maintaining affordability for homeowners and buyers. The maximum amount of any loan award will be $50,000. Loans will consist of an interest rate of 1.5 percentage points below the 10-year treasury rate for up to 15-year loan term and act as a second mortgage with no principal or payments due for 6 months following the award of the loan, at which the monthly loan amortization payment would initiate until the close of the loan or at sale (or refinancing) of the home, or when homeowner ceases to occupy home as primary residence, whichever comes sooner. At the end of the loan term, the loan amount must be repaid in full.

$500,000 for initial funding of the program; however, the funding should be reviewed and adjusted annually based on utilization or availability of other federal or state funds.

Funding Source: Housing Affordability Funds ARPA (approved).

General Program Requirements: Funds may be used to add or remodel living space, make upgrades to home systems including electrical, plumbing, mechanical, or other systems or functionally outdated features, to bring them into compliance with current standards and codes, or to modernize them to current quality, efficiency, and performance levels. Replacement or maintenance of home components that are expected to be replaced periodically such as water heaters, appliances, and fixtures will not be funded. The maximum amount of any loan award will be $50,000, a maximum of 30% of which can be used for interior improvements.

Eligibility Requirements: Owner-Occupied Single-Family Home:

The funding applicant must occupy homes as the owner for the entirety of the loan. The program is limited to those making 120% or less than the area county median income reported by the US Department of Housing and Urban Development (HUD). The household's housing costs may not exceed 30% of household income and the total loan-to-value for all mortgages shall be less than 90%.

Estimated Maximum Family Income Limits at Percent (%) of HUD Estimated 2024 County Median Income

%		FAMILY SIZE								
of AMI	COUNTY	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE
20%	Brown	$ 13,720	$ 15,680	$ 17,640	$ 19,600	$ 21,180	$ 22,740	$ 24,320	$ 25,880	$ 27,440
30%	Brown	$ 20,580	$ 23,520	$ 26,460	$ 29,400	$ 31,770	$ 34,110	$ 36,480	$ 38,820	$ 41,160
40%	Brown	$ 27,440	$ 31,360	$ 35,280	$ 39,200	$ 42,360	$ 45,480	$ 48,640	$ 51,760	$ 54,880
50%	Brown	$ 34,300	$ 39,200	$ 44,100	$ 49,000	$ 52,950	$ 56,850	$ 60,800	$ 64,700	$ 68,600
60%	Brown	$ 41,160	$ 47,040	$ 52,920	$ 58,800	$ 63,540	$ 68,220	$ 72,960	$ 77,640	$ 82,320
70%	Brown	$ 48,020	$ 54,880	$ 61,740	$ 68,600	$ 74,130	$ 79,590	$ 85,120	$ 90,580	$ 96,040
80%	Brown	$ 54,880	$ 62,720	$ 70,560	$ 78,400	$ 84,720	$ 90,960	$ 97,280	$ 103,520	$ 109,760
90%	Brown	$ 61,740	$ 70,560	$ 79,380	$ 88,200	$ 95,310	$ 102,330	$ 109,440	$ 116,460	$ 123,480
100%	**Brown**	**$ 68,600**	**$ 78,400**	**$ 88,200**	**$ 98,000**	**$ 105,900**	**$ 113,700**	**$ 121,600**	**$ 129,400**	**$ 137,200**
110%	Brown	$ 75,460	$ 86,240	$ 97,020	$ 107,800	$ 116,490	$ 125,070	$ 133,760	$ 142,340	$ 150,920
120%	Brown	$ 82,320	$ 94,080	$ 105,840	$ 117,600	$ 127,080	$ 136,440	$ 145,920	$ 155,280	$ 164,640

Properties must be located within the City of De Pere, with preference given to homes constructed prior to 1980. Homes eligible for improvements under this program include owner-occupied homes in the City of De Pere whose most recent assessed value is at or below 100% of the median assessed value of single-family residential property in the City. Furthermore, eligible homes include those in the City of De Pere being purchased whose sale price is valued at or below 100% of the median assessed value of residential property in De Pere. For example, on the 2018-2022 ACS, the median assessed value of residential property was $332,979. Staff will annually update the threshold as further refined data becomes available from the City Assessor.

Full Program details are attached to this memo

De Pere Home Improvement Loan
Loan Amortization Schedule

ENTER VALUES		LOAN SUMMARY	
Loan amount	$50,000.00	*Scheduled payment*	$337.60
Interest rate	2.68%	*Scheduled number of payments*	180
Loan term in years	15	*Actual number of payments*	181
Payments made per year	12	*Years saved off original loan term*	-0.08
Loan repayment start date	1/1/2025	*Total early payments*	$0.00
		Total interest	$10,752.34
Optional extra payments	$0.00	**LENDER NAME**	City of De Pere

Current 10 Year Treasury Note
12/4/2024
4.18%

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT	TOTAL PAYMENT	PRINCIPAL	INTEREST	ENDING BALANCE	CUMULATIVE INTEREST
1	1/1/2025	$50,000.00	$0.00	$0.00	$0.00	$0.00	$50,000.00	$0.00
2	2/1/2025	$50,000.00	$0.00	$0.00	$0.00	$0.00	$50,000.00	$0.00
3	3/1/2025	$50,000.00	$0.00	$0.00	$0.00	$0.00	$50,000.00	$0.00
4	4/1/2025	$50,000.00	$0.00	$0.00	$0.00	$0.00	$50,000.00	$0.00
5	5/1/2025	$50,000.00	$0.00	$0.00	$0.00	$0.00	$50,000.00	$0.00
6	6/1/2025	$50,000.00	$0.00	$0.00	$0.00	$0.00	$50,000.00	$0.00
7	7/1/2025	$50,000.00	$337.60	$337.60	$226.02	$111.58	$49,773.98	$111.58
8	8/1/2025	$49,773.98	$337.60	$337.60	$226.52	$111.08	$49,547.46	$222.66
9	9/1/2025	$49,547.46	$337.60	$337.60	$227.03	$110.57	$49,320.43	$333.24
10	10/1/2025	$49,320.43	$337.60	$337.60	$227.53	$110.07	$49,092.90	$443.30
11	11/1/2025	$49,092.90	$337.60	$337.60	$228.04	$109.56	$48,864.86	$552.86
12	12/1/2025	$48,864.86	$337.60	$337.60	$228.55	$109.05	$48,636.31	$661.91
13	1/1/2026	$48,636.31	$337.60	$337.60	$229.06	$108.54	$48,407.25	$770.45
14	2/1/2026	$48,407.25	$337.60	$337.60	$229.57	$108.03	$48,177.68	$878.48
15	3/1/2026	$48,177.68	$337.60	$337.60	$230.08	$107.52	$47,947.59	$986.00
16	4/1/2026	$47,947.59	$337.60	$337.60	$230.60	$107.00	$47,717.00	$1,093.00
17	5/1/2026	$47,717.00	$337.60	$337.60	$231.11	$106.49	$47,485.88	$1,199.49
18	6/1/2026	$47,485.88	$337.60	$337.60	$231.63	$105.97	$47,254.26	$1,305.46
19	7/1/2026	$47,254.26	$337.60	$337.60	$232.14	$105.46	$47,022.11	$1,410.92
20	8/1/2026	$47,022.11	$337.60	$337.60	$232.66	$104.94	$46,789.45	$1,515.85
21	9/1/2026	$46,789.45	$337.60	$337.60	$233.18	$104.42	$46,556.27	$1,620.27
22	10/1/2026	$46,556.27	$337.60	$337.60	$233.70	$103.90	$46,322.56	$1,724.17
23	11/1/2026	$46,322.56	$337.60	$337.60	$234.22	$103.38	$46,088.34	$1,827.55
24	12/1/2026	$46,088.34	$337.60	$337.60	$234.75	$102.85	$45,853.59	$1,930.40
25	1/1/2027	$45,853.59	$337.60	$337.60	$235.27	$102.33	$45,618.32	$2,032.73
26	2/1/2027	$45,618.32	$337.60	$337.60	$235.80	$101.80	$45,382.53	$2,134.54
27	3/1/2027	$45,382.53	$337.60	$337.60	$236.32	$101.28	$45,146.21	$2,235.81
28	4/1/2027	$45,146.21	$337.60	$337.60	$236.85	$100.75	$44,909.36	$2,336.57
29	5/1/2027	$44,909.36	$337.60	$337.60	$237.38	$100.22	$44,671.98	$2,436.79
30	6/1/2027	$44,671.98	$337.60	$337.60	$237.91	$99.69	$44,434.07	$2,536.48

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT	TOTAL PAYMENT	PRINCIPAL	INTEREST	ENDING BALANCE	CUMULATIVE INTEREST
31	7/1/2027	$44,434.07	$337.60	$337.60	$238.44	$99.16	$44,195.63	$2,635.64
32	8/1/2027	$44,195.63	$337.60	$337.60	$238.97	$98.63	$43,956.66	$2,734.27
33	9/1/2027	$43,956.66	$337.60	$337.60	$239.50	$98.10	$43,717.16	$2,832.37
34	10/1/2027	$43,717.16	$337.60	$337.60	$240.04	$97.56	$43,477.12	$2,929.93
35	11/1/2027	$43,477.12	$337.60	$337.60	$240.57	$97.03	$43,236.55	$3,026.96
36	12/1/2027	$43,236.55	$337.60	$337.60	$241.11	$96.49	$42,995.44	$3,123.45
37	1/1/2028	$42,995.44	$337.60	$337.60	$241.65	$95.95	$42,753.79	$3,219.40
38	2/1/2028	$42,753.79	$337.60	$337.60	$242.19	$95.41	$42,511.60	$3,314.81
39	3/1/2028	$42,511.60	$337.60	$337.60	$242.73	$94.87	$42,268.87	$3,409.68
40	4/1/2028	$42,268.87	$337.60	$337.60	$243.27	$94.33	$42,025.60	$3,504.01
41	5/1/2028	$42,025.60	$337.60	$337.60	$243.81	$93.79	$41,781.79	$3,597.80
42	6/1/2028	$41,781.79	$337.60	$337.60	$244.36	$93.24	$41,537.43	$3,691.04
43	7/1/2028	$41,537.43	$337.60	$337.60	$244.90	$92.70	$41,292.53	$3,783.74
44	8/1/2028	$41,292.53	$337.60	$337.60	$245.45	$92.15	$41,047.08	$3,875.89
45	9/1/2028	$41,047.08	$337.60	$337.60	$246.00	$91.60	$40,801.08	$3,967.50
46	10/1/2028	$40,801.08	$337.60	$337.60	$246.55	$91.05	$40,554.53	$4,058.55
47	11/1/2028	$40,554.53	$337.60	$337.60	$247.10	$90.50	$40,307.44	$4,149.05
48	12/1/2028	$40,307.44	$337.60	$337.60	$247.65	$89.95	$40,059.79	$4,239.01
49	1/1/2029	$40,059.79	$337.60	$337.60	$248.20	$89.40	$39,811.59	$4,328.41
50	2/1/2029	$39,811.59	$337.60	$337.60	$248.75	$88.85	$39,562.84	$4,417.25
51	3/1/2029	$39,562.84	$337.60	$337.60	$249.31	$88.29	$39,313.53	$4,505.55
52	4/1/2029	$39,313.53	$337.60	$337.60	$249.87	$87.73	$39,063.66	$4,593.28
53	5/1/2029	$39,063.66	$337.60	$337.60	$250.42	$87.18	$38,813.24	$4,680.46
54	6/1/2029	$38,813.24	$337.60	$337.60	$250.98	$86.62	$38,562.26	$4,767.08
55	7/1/2029	$38,562.26	$337.60	$337.60	$251.54	$86.06	$38,310.71	$4,853.13
56	8/1/2029	$38,310.71	$337.60	$337.60	$252.10	$85.50	$38,058.61	$4,938.63
57	9/1/2029	$38,058.61	$337.60	$337.60	$252.67	$84.93	$37,805.94	$5,023.56
58	10/1/2029	$37,805.94	$337.60	$337.60	$253.23	$84.37	$37,552.71	$5,107.93
59	11/1/2029	$37,552.71	$337.60	$337.60	$253.80	$83.81	$37,298.92	$5,191.74
60	12/1/2029	$37,298.92	$337.60	$337.60	$254.36	$83.24	$37,044.56	$5,274.98
61	1/1/2030	$37,044.56	$337.60	$337.60	$254.93	$82.67	$36,789.63	$5,357.65
62	2/1/2030	$36,789.63	$337.60	$337.60	$255.50	$82.10	$36,534.13	$5,439.75
63	3/1/2030	$36,534.13	$337.60	$337.60	$256.07	$81.53	$36,278.06	$5,521.28
64	4/1/2030	$36,278.06	$337.60	$337.60	$256.64	$80.96	$36,021.42	$5,602.24
65	5/1/2030	$36,021.42	$337.60	$337.60	$257.21	$80.39	$35,764.21	$5,682.63
66	6/1/2030	$35,764.21	$337.60	$337.60	$257.79	$79.81	$35,506.42	$5,762.45
67	7/1/2030	$35,506.42	$337.60	$337.60	$258.36	$79.24	$35,248.06	$5,841.68
68	8/1/2030	$35,248.06	$337.60	$337.60	$258.94	$78.66	$34,989.12	$5,920.35
69	9/1/2030	$34,989.12	$337.60	$337.60	$259.52	$78.08	$34,729.60	$5,998.43
70	10/1/2030	$34,729.60	$337.60	$337.60	$260.10	$77.50	$34,469.51	$6,075.94
71	11/1/2030	$34,469.51	$337.60	$337.60	$260.68	$76.92	$34,208.83	$6,152.86
72	12/1/2030	$34,208.83	$337.60	$337.60	$261.26	$76.34	$33,947.58	$6,229.20
73	1/1/2031	$33,947.58	$337.60	$337.60	$261.84	$75.76	$33,685.74	$6,304.96
74	2/1/2031	$33,685.74	$337.60	$337.60	$262.43	$75.18	$33,423.31	$6,380.14

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT	TOTAL PAYMENT	PRINCIPAL	INTEREST	ENDING BALANCE	CUMULATIVE INTEREST
75	3/1/2031	$33,423.31	$337.60	$337.60	$263.01	$74.59	$33,160.30	$6,454.73
76	4/1/2031	$33,160.30	$337.60	$337.60	$263.60	$74.00	$32,896.70	$6,528.73
77	5/1/2031	$32,896.70	$337.60	$337.60	$264.19	$73.41	$32,632.52	$6,602.14
78	6/1/2031	$32,632.52	$337.60	$337.60	$264.78	$72.82	$32,367.74	$6,674.97
79	7/1/2031	$32,367.74	$337.60	$337.60	$265.37	$72.23	$32,102.37	$6,747.20
80	8/1/2031	$32,102.37	$337.60	$337.60	$265.96	$71.64	$31,836.42	$6,818.84
81	9/1/2031	$31,836.42	$337.60	$337.60	$266.55	$71.05	$31,569.86	$6,889.89
82	10/1/2031	$31,569.86	$337.60	$337.60	$267.15	$70.45	$31,302.72	$6,960.35
83	11/1/2031	$31,302.72	$337.60	$337.60	$267.74	$69.86	$31,034.97	$7,030.20
84	12/1/2031	$31,034.97	$337.60	$337.60	$268.34	$69.26	$30,766.63	$7,099.46
85	1/1/2032	$30,766.63	$337.60	$337.60	$268.94	$68.66	$30,497.69	$7,168.12
86	2/1/2032	$30,497.69	$337.60	$337.60	$269.54	$68.06	$30,228.15	$7,236.18
87	3/1/2032	$30,228.15	$337.60	$337.60	$270.14	$67.46	$29,958.01	$7,303.64
88	4/1/2032	$29,958.01	$337.60	$337.60	$270.74	$66.86	$29,687.27	$7,370.50
89	5/1/2032	$29,687.27	$337.60	$337.60	$271.35	$66.25	$29,415.92	$7,436.75
90	6/1/2032	$29,415.92	$337.60	$337.60	$271.95	$65.65	$29,143.97	$7,502.40
91	7/1/2032	$29,143.97	$337.60	$337.60	$272.56	$65.04	$28,871.40	$7,567.44
92	8/1/2032	$28,871.40	$337.60	$337.60	$273.17	$64.43	$28,598.24	$7,631.87
93	9/1/2032	$28,598.24	$337.60	$337.60	$273.78	$63.82	$28,324.46	$7,695.69
94	10/1/2032	$28,324.46	$337.60	$337.60	$274.39	$63.21	$28,050.07	$7,758.90
95	11/1/2032	$28,050.07	$337.60	$337.60	$275.00	$62.60	$27,775.07	$7,821.50
96	12/1/2032	$27,775.07	$337.60	$337.60	$275.62	$61.98	$27,499.45	$7,883.49
97	1/1/2033	$27,499.45	$337.60	$337.60	$276.23	$61.37	$27,223.22	$7,944.86
98	2/1/2033	$27,223.22	$337.60	$337.60	$276.85	$60.75	$26,946.37	$8,005.61
99	3/1/2033	$26,946.37	$337.60	$337.60	$277.47	$60.14	$26,668.91	$8,065.74
100	4/1/2033	$26,668.91	$337.60	$337.60	$278.08	$59.52	$26,390.82	$8,125.26
101	5/1/2033	$26,390.82	$337.60	$337.60	$278.70	$58.90	$26,112.12	$8,184.16
102	6/1/2033	$26,112.12	$337.60	$337.60	$279.33	$58.27	$25,832.79	$8,242.43
103	7/1/2033	$25,832.79	$337.60	$337.60	$279.95	$57.65	$25,552.84	$8,300.08
104	8/1/2033	$25,552.84	$337.60	$337.60	$280.57	$57.03	$25,272.27	$8,357.10
105	9/1/2033	$25,272.27	$337.60	$337.60	$281.20	$56.40	$24,991.06	$8,413.50
106	10/1/2033	$24,991.06	$337.60	$337.60	$281.83	$55.77	$24,709.24	$8,469.28
107	11/1/2033	$24,709.24	$337.60	$337.60	$282.46	$55.14	$24,426.78	$8,524.42
108	12/1/2033	$24,426.78	$337.60	$337.60	$283.09	$54.51	$24,143.69	$8,578.93
109	1/1/2034	$24,143.69	$337.60	$337.60	$283.72	$53.88	$23,859.97	$8,632.81
110	2/1/2034	$23,859.97	$337.60	$337.60	$284.35	$53.25	$23,575.62	$8,686.06
111	3/1/2034	$23,575.62	$337.60	$337.60	$284.99	$52.61	$23,290.63	$8,738.67
112	4/1/2034	$23,290.63	$337.60	$337.60	$285.62	$51.98	$23,005.01	$8,790.65
113	5/1/2034	$23,005.01	$337.60	$337.60	$286.26	$51.34	$22,718.75	$8,841.99
114	6/1/2034	$22,718.75	$337.60	$337.60	$286.90	$50.70	$22,431.85	$8,892.69
115	7/1/2034	$22,431.85	$337.60	$337.60	$287.54	$50.06	$22,144.31	$8,942.75
116	8/1/2034	$22,144.31	$337.60	$337.60	$288.18	$49.42	$21,856.12	$8,992.17
117	9/1/2034	$21,856.12	$337.60	$337.60	$288.82	$48.78	$21,567.30	$9,040.94
118	10/1/2034	$21,567.30	$337.60	$337.60	$289.47	$48.13	$21,277.83	$9,089.07

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT	TOTAL PAYMENT	PRINCIPAL	INTEREST	ENDING BALANCE	CUMULATIVE INTEREST
119	11/1/2034	$21,277.83	$337.60	$337.60	$290.12	$47.49	$20,987.71	$9,136.56
120	12/1/2034	$20,987.71	$337.60	$337.60	$290.76	$46.84	$20,696.95	$9,183.40
121	1/1/2035	$20,696.95	$337.60	$337.60	$291.41	$46.19	$20,405.54	$9,229.59
122	2/1/2035	$20,405.54	$337.60	$337.60	$292.06	$45.54	$20,113.48	$9,275.12
123	3/1/2035	$20,113.48	$337.60	$337.60	$292.71	$44.89	$19,820.76	$9,320.01
124	4/1/2035	$19,820.76	$337.60	$337.60	$293.37	$44.23	$19,527.40	$9,364.24
125	5/1/2035	$19,527.40	$337.60	$337.60	$294.02	$43.58	$19,233.38	$9,407.82
126	6/1/2035	$19,233.38	$337.60	$337.60	$294.68	$42.92	$18,938.70	$9,450.75
127	7/1/2035	$18,938.70	$337.60	$337.60	$295.34	$42.26	$18,643.36	$9,493.01
128	8/1/2035	$18,643.36	$337.60	$337.60	$295.99	$41.61	$18,347.37	$9,534.62
129	9/1/2035	$18,347.37	$337.60	$337.60	$296.66	$40.95	$18,050.71	$9,575.56
130	10/1/2035	$18,050.71	$337.60	$337.60	$297.32	$40.28	$17,753.39	$9,615.84
131	11/1/2035	$17,753.39	$337.60	$337.60	$297.98	$39.62	$17,455.41	$9,655.46
132	12/1/2035	$17,455.41	$337.60	$337.60	$298.65	$38.95	$17,156.77	$9,694.42
133	1/1/2036	$17,156.77	$337.60	$337.60	$299.31	$38.29	$16,857.46	$9,732.71
134	2/1/2036	$16,857.46	$337.60	$337.60	$299.98	$37.62	$16,557.48	$9,770.33
135	3/1/2036	$16,557.48	$337.60	$337.60	$300.65	$36.95	$16,256.83	$9,807.28
136	4/1/2036	$16,256.83	$337.60	$337.60	$301.32	$36.28	$15,955.51	$9,843.56
137	5/1/2036	$15,955.51	$337.60	$337.60	$301.99	$35.61	$15,653.51	$9,879.16
138	6/1/2036	$15,653.51	$337.60	$337.60	$302.67	$34.93	$15,350.85	$9,914.10
139	7/1/2036	$15,350.85	$337.60	$337.60	$303.34	$34.26	$15,047.50	$9,948.36
140	8/1/2036	$15,047.50	$337.60	$337.60	$304.02	$33.58	$14,743.48	$9,981.94
141	9/1/2036	$14,743.48	$337.60	$337.60	$304.70	$32.90	$14,438.79	$10,014.84
142	10/1/2036	$14,438.79	$337.60	$337.60	$305.38	$32.22	$14,133.41	$10,047.06
143	11/1/2036	$14,133.41	$337.60	$337.60	$306.06	$31.54	$13,827.35	$10,078.60
144	12/1/2036	$13,827.35	$337.60	$337.60	$306.74	$30.86	$13,520.61	$10,109.46
145	1/1/2037	$13,520.61	$337.60	$337.60	$307.43	$30.17	$13,213.18	$10,139.63
146	2/1/2037	$13,213.18	$337.60	$337.60	$308.11	$29.49	$12,905.07	$10,169.12
147	3/1/2037	$12,905.07	$337.60	$337.60	$308.80	$28.80	$12,596.27	$10,197.92
148	4/1/2037	$12,596.27	$337.60	$337.60	$309.49	$28.11	$12,286.78	$10,226.03
149	5/1/2037	$12,286.78	$337.60	$337.60	$310.18	$27.42	$11,976.60	$10,253.45
150	6/1/2037	$11,976.60	$337.60	$337.60	$310.87	$26.73	$11,665.72	$10,280.18
151	7/1/2037	$11,665.72	$337.60	$337.60	$311.57	$26.03	$11,354.16	$10,306.21
152	8/1/2037	$11,354.16	$337.60	$337.60	$312.26	$25.34	$11,041.89	$10,331.55
153	9/1/2037	$11,041.89	$337.60	$337.60	$312.96	$24.64	$10,728.94	$10,356.20
154	10/1/2037	$10,728.94	$337.60	$337.60	$313.66	$23.94	$10,415.28	$10,380.14
155	11/1/2037	$10,415.28	$337.60	$337.60	$314.36	$23.24	$10,100.92	$10,403.38
156	12/1/2037	$10,100.92	$337.60	$337.60	$315.06	$22.54	$9,785.86	$10,425.92
157	1/1/2038	$9,785.86	$337.60	$337.60	$315.76	$21.84	$9,470.10	$10,447.76
158	2/1/2038	$9,470.10	$337.60	$337.60	$316.47	$21.13	$9,153.64	$10,468.90
159	3/1/2038	$9,153.64	$337.60	$337.60	$317.17	$20.43	$8,836.46	$10,489.32
160	4/1/2038	$8,836.46	$337.60	$337.60	$317.88	$19.72	$8,518.58	$10,509.04
161	5/1/2038	$8,518.58	$337.60	$337.60	$318.59	$19.01	$8,199.99	$10,528.06
162	6/1/2038	$8,199.99	$337.60	$337.60	$319.30	$18.30	$7,880.69	$10,546.35

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT	TOTAL PAYMENT	PRINCIPAL	INTEREST	ENDING BALANCE	CUMULATIVE INTEREST
163	7/1/2038	$7,880.69	$337.60	$337.60	$320.01	$17.59	$7,560.68	$10,563.94
164	8/1/2038	$7,560.68	$337.60	$337.60	$320.73	$16.87	$7,239.95	$10,580.81
165	9/1/2038	$7,239.95	$337.60	$337.60	$321.44	$16.16	$6,918.51	$10,596.97
166	10/1/2038	$6,918.51	$337.60	$337.60	$322.16	$15.44	$6,596.35	$10,612.41
167	11/1/2038	$6,596.35	$337.60	$337.60	$322.88	$14.72	$6,273.47	$10,627.13
168	12/1/2038	$6,273.47	$337.60	$337.60	$323.60	$14.00	$5,949.87	$10,641.13
169	1/1/2039	$5,949.87	$337.60	$337.60	$324.32	$13.28	$5,625.55	$10,654.41
170	2/1/2039	$5,625.55	$337.60	$337.60	$325.05	$12.55	$5,300.50	$10,666.97
171	3/1/2039	$5,300.50	$337.60	$337.60	$325.77	$11.83	$4,974.73	$10,678.79
172	4/1/2039	$4,974.73	$337.60	$337.60	$326.50	$11.10	$4,648.23	$10,689.90
173	5/1/2039	$4,648.23	$337.60	$337.60	$327.23	$10.37	$4,321.00	$10,700.27
174	6/1/2039	$4,321.00	$337.60	$337.60	$327.96	$9.64	$3,993.05	$10,709.91
175	7/1/2039	$3,993.05	$337.60	$337.60	$328.69	$8.91	$3,664.36	$10,718.82
176	8/1/2039	$3,664.36	$337.60	$337.60	$329.42	$8.18	$3,334.93	$10,727.00
177	9/1/2039	$3,334.93	$337.60	$337.60	$330.16	$7.44	$3,004.78	$10,734.44
178	10/1/2039	$3,004.78	$337.60	$337.60	$330.89	$6.71	$2,673.88	$10,741.15
179	11/1/2039	$2,673.88	$337.60	$337.60	$331.63	$5.97	$2,342.25	$10,747.12
180	12/1/2039	$2,342.25	$337.60	$337.60	$332.37	$5.23	$2,009.87	$10,752.34



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Home Improvement Loan

City of De Pere, Wisconsin

Development Services Department
December 2024

A. Summary Description

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

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

Funds from the program will be available as a primary or second mortgage loan at 1.5 percentage points below the 10-year treasury rate over the 15-year life of the loan at the time of the loan. Program funds will be funded through TIF funds from the closure of TID No. 6 and any future TIDs, in addition to any funding made available from the City and City Partners. Important by-products resulting from home improvements made through this program include sustaining a school-age population of children, improving the energy efficiency of the City's housing stock, stabilizing the City's tax base, and building and enhancing community capacity, and improving aesthetics.

The loan program's total allocation is $500,000, of which $100,000 is funded through the City's allocation of American Rescue Plan Act (ARPA) funding and $400,000 from the Affordable Housing Fund.

B. Eligibility Requirements

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

Owner-Occupied Single-Family Home:

The funding applicant must occupy homes as the owner for the entirety of the loan. The program is limited to those making 120% or less than the area county median income reported by the US Department of Housing and Urban Development (HUD). The household's housing costs may not exceed 30% of household income and the total loan-to-value for all mortgages shall be less than 90%.

Estimated Maximum Family Income Limits at Percent (%) of HUD Estimated 2024 County Median Income

%		FAMILY SIZE								
of AMI	COUNTY	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE
20%	Brown	$ 13,720	$ 15,680	$ 17,640	$ 19,600	$ 21,180	$ 22,740	$ 24,320	$ 25,880	$ 27,440
30%	Brown	$ 20,580	$ 23,520	$ 26,460	$ 29,400	$ 31,770	$ 34,110	$ 36,480	$ 38,820	$ 41,160
40%	Brown	$ 27,440	$ 31,360	$ 35,280	$ 39,200	$ 42,360	$ 45,480	$ 48,640	$ 51,760	$ 54,880
50%	Brown	$ 34,300	$ 39,200	$ 44,100	$ 49,000	$ 52,950	$ 56,850	$ 60,800	$ 64,700	$ 68,600
60%	Brown	$ 41,160	$ 47,040	$ 52,920	$ 58,800	$ 63,540	$ 68,220	$ 72,960	$ 77,640	$ 82,320
70%	Brown	$ 48,020	$ 54,880	$ 61,740	$ 68,600	$ 74,130	$ 79,590	$ 85,120	$ 90,580	$ 96,040
80%	Brown	$ 54,880	$ 62,720	$ 70,560	$ 78,400	$ 84,720	$ 90,960	$ 97,280	$ 103,520	$ 109,760
90%	Brown	$ 61,740	$ 70,560	$ 79,380	$ 88,200	$ 95,310	$ 102,330	$ 109,440	$ 116,460	$ 123,480
100%	**Brown**	**$ 68,600**	**$ 78,400**	**$ 88,200**	**$ 98,000**	**$ 105,900**	**$ 113,700**	**$ 121,600**	**$ 129,400**	**$ 137,200**
110%	Brown	$ 75,460	$ 86,240	$ 97,020	$ 107,800	$ 116,490	$ 125,070	$ 133,760	$ 142,340	$ 150,920
120%	Brown	$ 82,320	$ 94,080	$ 105,840	$ 117,600	$ 127,080	$ 136,440	$ 145,920	$ 155,280	$ 164,640

C. Eligible Properties

Properties must be located within the City of De Pere, with preference given to homes constructed prior to 1980. Homes eligible for improvements under this program include owner-occupied homes in the City of De Pere whose most recent assessed value is at or below 100% of the median assessed value of single-family

residential property. Furthermore, eligible homes include those in the City of De Pere being purchased whose sale price is valued at or below 100% of the median assessed value of residential property in De Pere.

Also, homes eligible for improvements under this program include owner-occupied homes with a historic district and a local historic designation with an assessed value at or below 150% of the median assessed value of single-family residential property in the City. Furthermore, eligible homes include those in the City of De Pere being purchased in a historic district whose sale price is valued at or below 150% of the median assessed value of residential property in De Pere.

This determination will be based on the most recent values from the City of De Pere assessment data or the US Census Bureau at the time of the loan application. For example, on the 2018-2022 ACS, the median assessed value of residential property was $332,979.

D. Eligible Uses of Loan Funds

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

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

The maximum amount of any loan award will be $50,000 of which a maximum of 30% can be used for interior improvements. All decisions regarding loan fund disbursements, loan eligibility, and the uses of loan funds will be made by the City of De Pere in its sole discretion.

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

E. Ineligible Loan Expenditures

1. The repair or replacement of dog houses or any other structure for animals.
2. Any interior projects to the detached garage or accessory building.
3. Materials that have been purchased or projects that are completed or underway prior to issuance of a signed loan commitment with the City.
4. Purchasing permanent equipment or tools (ladder, paint sprayers, etc.) is not an eligible expense.
5. Proposed projects that are solely demolition.
6. Project costs that demolish a structure or part of a structure and do not replace the structure in kind to protect the character of the home or neighborhood.

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F. Loan Terms and Conditions

The maximum amount of any loan award will be $50,000. Loans will consist of interest rate of 1.5 percentage points below the 10-year treasury rate for up to 15-year loan term, and act as a second mortgage with no principal or payments due for 6 months following the award of the loan, at which the monthly loan amortization payment would initiate until the close of the loan or at sale (or refinancing) of the home, or when homeowner ceases to occupy home as primary residence, whichever comes sooner. At the end of the loan term, the amount of the loan must be repaid in full.

Applicants must be the owner as registered with the Brown County Register of Deeds Office. Applicant must sign a lien and promissory note on the property. If home was purchased on a Land Contract, the vendor must also sign the loan documents. Applicants may work with financial institutions to cover the balance of home improvement costs not covered by the loan. Construction on improvements must begin within thirty (30) days of loan approval and shall be completed within 1 year of the start of construction. The applicant shall submit documentation of all mortgages or liens on the property with their formal application.

The City of De Pere staff or designee will keep a record of the dates of loan approval and the start of construction. The De Pere City staff shall provide a letter authorizing the subordination of this improvement mortgage to the existing mortgage holders in the event the homeowner/applicant wishes to refinance. The De Pere City Staff reserves the right to take and use photographs, as well as develop project summaries of improvements for publicity purposes.

G. Process

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

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

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H. Questions and Contacts

City of De Pere
ATTN: Quasan Shaw
335 S. Broadway
De Pere, WI 54115
Email: qshaw@deperewi.gov

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EXHIBIT A: EXAMPLE AMORTIZATION SCHEDULE

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 10, 2024**
DEPARTMENT:	**Economic Development**
FROM:	**Daniel Lindstrom**
SUBJECT:	**Consideration and Possible Action on proposed Sale and Development Agreement terms with BCD Holdings, LLC (Bedford Paper) for Parcels ED-2315 and ED-2311 to develop a 100,000-square-foot warehouse facility. ***

ATTACHMENTS:

- Bedford Warehouse Expansion - MillCtEnterpriseDrRocklandRd Court 12092024 (PDF)
- Exhibit A - Site Map (PDF)
- ED-2315 and ED-2311 Concept Plan (Dec 2024) (PDF)

CITY OF DE PERE
MEMO

To: Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: December 10, 2024

RE: **Consideration and possible action on proposed sale and development agreement terms with BCD Holdings, LLC (Bedford Paper) for a proposed development of Parcel ED-2315 and ED-2311 to develop a 100,000-square-foot warehouse facility. ***

Proposed Development Project Summary

The City of De Pere ("City") received a request from BCD Holdings, LLC ("Bedford Paper" or "Developer") to assist with the construction of a 100,000-square-foot warehouse facility. In 2020 and 2021, Bedford attempted to construct a new converting line and warehouse facility along Commerce Drive; however, Bedford Paper canceled the project due to significant construction pricing fluctuations from the COVID-19 pandemic. Since then, the City sold 15.5 acres to Belmark for Plant No. 7 in 2022 and 22 acres to AmeriLux Holdings for a logistics warehouse earlier this year. Bedford Paper requires additional warehouse space for current-day operations and anticipates the proposed warehousing \ to expand up to 160,000 square feet in 2027 or 2028. The proposed project would meet the minimum development standards in the zoning code. Bedford Paper anticipates the cost of Phase 1 to be between $7,0000,000 to $8,000,000 and an additional $4,200,000 to $5,000,000 for Phase 2.

The proposed warehouse is necessary for Bedford Paper to remove product warehousing from their current facility at 1891 COMMERCE DR, thus enabling Bedford Paper to expand the current building by nearly 60,000 square feet to add converting lines and manufacturing capacity.

Subject Site Map:



Development Site Information Summary:

Address:	TBD
Parcel IDs:	ED-2311 and ED-2315
Acres:	7.222 (less roundabout dedication – assumed 7.0 acres)
Purpose Use:	Warehousing
Future Land Use:	Business Park
Zoning:	Business Park
Proposed Zoning:	Unchanged
Current Total Assessed Value (full value):	$0

Phase 1

Land Use:	Warehouse:
Square Feet/density:	100,000 SQ FT
Potential New Building/Increment Value:	$5,608,000 *Land $308,000 (7.0 Acres x $44,000 per acre)* *Storage/Warehouse: $5,300,000 (100,000 SQ FT x $53 per SQ FT)*
Assessed Value Per acre	$801,142
Anticipated Annual Tax Payment:	$87,600 *Rounded $5,608,000 x 0.015617961* *(including 2024 mill rate School District referendums)*
Assumed Start Date:	2025
Assumed Full Value Date:	January 1, 2026
Assumed Revenue Year	2027

Phase 1 Incentive Scenario

Incentive Percentage:	8.2% of future assessed value (assumes cash grant equivalent)
Incentive Amount:	$420,000 ($210,000 site assembly grant + $286,000 PAYGO percentage)

Phase 2 (2028, if applicable)

Warehousing Converting Expansion	60,000 square feet
Potential New Building/Increment Value:	$8,788,000 *Phase 1 $5,608,000* *Phase 2: $3,180,000 (60,000 sq ft x $53 per square foot)*
Assessed Total Value Per acre	$1,255,429
Anticipated Total Annual Tax Payment:	$138,400 (assumed 2030 tax revenue collection year with mill rate reductions)
Assumed Start Date:	2028
Assumed Full Value Date:	January 1, 2029
Assumed Revenue Year	2030

Phase 2 Incentive Scenario

Incentive Percentage:	6.8% of total future assessed value[1]
Phase 2 Incentive:	$102,000
Cumulative Incentive Amount:	$598,000 (site assembly grant + 2x PAYGO percentage)

[1] Ability to assist decreases with each passing year prior to closure.

Potential City Incentives:

Approximately $420,000 in site assembly grant and net present value PAYGO agreements is approximately 8.2% in equivalent cash grant funding of the projected assessed values. The percentage is lower than that of recent projects in TID No. 11 or 12, but it is similar to a recent project in TID No. 10. The City created TIDs 11 and 12 several years after the creation of TID 10.

Example Site Plan



"BUT FOR" Test and Statement

The financial assistance for the project is required due to the various extraordinary costs of the following:

1. De Pere requirements to uphold building design standards compared to surrounding communities.
2. Consideration of three street-facing facades, requiring upgraded building materials.
3. Additional screening and landscaping requirements as requested by the City adjacent to Rockland Road (South Bridge Connector corridor).
4. The east building wall of the proposed facility will have a limited number of years before the City would require a permanent structure wall or an expansion.
5. Bedford would also undertake an approximate 60,000-square-foot expansion at their 1891 Commerce Drive converting facility.

PROPOSED TERMS

General Information

Phase 1 (2025):

Purpose Use:	Warehouse
Anticipated Construction Value:	$7,000,000 to $8,000,000
Anticipated New Increment Value:	$5,608,000
Newly Generated Total Increment Revenue:	$87,600

Phase 2 (2025):

Purpose Use:	Warehouse/converting expansion
Anticipated Construction Value:	$11,200,000 to $12,800,000 (cumulative)
Anticipated New Increment Value:	$8,788,000 (cumulative)
Newly Generated Total Increment Revenue:	$136,800 (cumulative and 2% annual mill rate decrease)

Developer Obligations:

1. **Proposed Development:** Phase 1 construction of a minimum 100,000-square-foot warehouse by 2026, with the potential 60,000-square-foot warehouse or converting expansion by 2028. Phase 2 is conditional with the terms listed below. An example site plan is included in Exhibit B.

2. **Phase 1 Timelines:**
    a. Secure site plan approvals by April 1, 2025.
    b. Commence construction by May 1, 2025.
    c. Complete construction by December 31, 2025.
    d. Final assessed value by January 1, 2026.

3. **Assessed Value and Tax Revenue:** Developer guarantees a minimum annual tax increment revenue value of $87,600. The City and/or State of Wisconsin shall assess the Development Project in accordance with the real estate valuation requirements for similar mixed commercial under Wis. Stats, §70.32. The Total Project Grant is premised upon the completed Development Project having an equated assessed value equal to the guaranteed value for real property tax purposes of not less than $5,608,000; however, in no case shall the annual tax value be less than $87,600. The Developer will make a Payment In Lieu Of Tax to the City (the "Deficit Payment") equal to the difference in taxes collected due to the annual tax increment revenue shortfall. If the Developer continues to Phase 2, the minimum guaranteed value for real property tax shall increase to 136,800 in exchange for increased development incentives.

4. **Additional Berm and Landscaping Screening Rockland Road/Future Generations Ave:** Developer shall adhere to site and building design standards in the zoning code; however, the Developer shall also substantially adhere to the Transition Yard Requirements for the area adjacent to Rockland Road (14-106(8) all as follows:
    a. A landscaped area that is a minimum of 50 feet wide that is parallel to the residential district (unpaved and without buildings); and
    b. A minimum 6-foot-tall berm that is parallel to the residential district; and
    c. Trees are planted every 35 feet, the full length of the landscaped area, on top of the berm; and
    d. Stormwater management features may be placed within a transitional yard area.

5. **Reduced Lighting – Rockland Road/Future Generations Ave:** The Developer shall limit exterior lighting on the Rockland Road/Future Generations Ave façade to entrance lighting, monument signage lighting, and any accents to architectural features.

City Obligations:

1. **Site Assembly Grant:** For Phase 1, the City shall provide the Developer with a Site Assembly Grant of $210,000 at the close of the purchase of the subject property.

2. **Development Incentive:** City to pay a Developer's incentive structured as a forty-seven (47) percent percentage of the assessed increment revenue attributable to the project, commencing with taxes assessed for 2026, payable in 2027 and continuing until a cumulative total incentive value of two hundred and eight-six thousand dollars and no cents ($286,000.00) or until the expiration of TID #10, which is anticipated to expire on August 7, 2032, whichever occurs first. Should the cumulative total of the Development Incentive not reach the $286,000 threshold, the City would not be responsible for the remaining balance since the Developer did not incur the necessary tax expense due to decreasing mill rates impacting the operating expenses. Additionally, the incentive limit threshold shall increase to three hundred eighty-eight thousand dollars and no cents ($388,000.00) conditioned upon a future expansion of 60,000 square feet with anticipated construction in 2028 and a full value assessment by December 31, 2029. The future incentive shall increase by $25,500 for every year the full value is reached before January 1, 2029, and shall be decreased by 25,500 for every year the full value that has not been reached after January 1, 2029.

3. **Certified Survey Map:** At its sole expense, the City shall prepare a CSM that combines parcels ED-2311 and ED-2315 into a single parcel. The subject parcel shall not include lands anticipated to be dedicated for right-of-way for the future south bridge connector project. A preliminary parcel configuration is included as Exhibit A.

If the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that the Common Council will review at a future meeting.



DE PERE

Exhibit A - Site Map

City of De Pere

0 55 110 220 330 440 550 Feet

N

S

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

File Path:

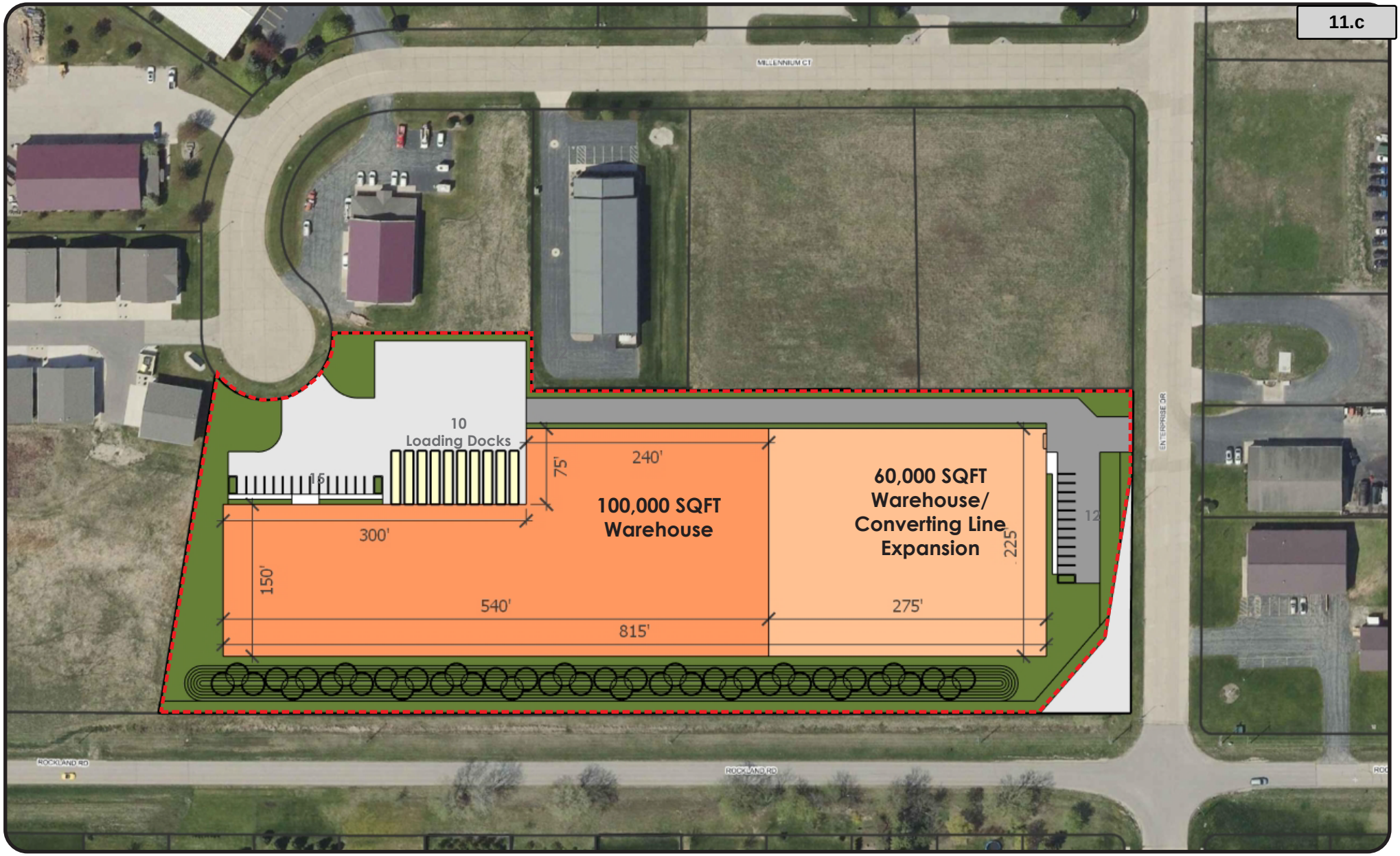


Exhibit B- City of De Pere Site Inquiry - Bedford Paper Warehouse

- Approximately 7.0 Acres (Parcel ED-2315 and ED-2311)
- Phase 1 - 100,000 Square Feet of Warehouse
  - 15 Initial Parking Stalls
  - 10 Loading Truck Docks
- Phase 2 - 62,000 Square Feet of Warehouse/Converting Line Expansion
  - 12 Additional Parking Stalls
  - Overhead Door Bay

DE PERE

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 10, 2024**
DEPARTMENT:	**Economic Development**
FROM:	**Daniel Lindstrom**
SUBJECT:	**Consideration and Possible Action on the award of Contract for the Design and Construction Administration of a public parking structure at 230 N. Wisconsin St. (ED-875) to the team of GRAEF/Berners Schober/ECS.***

ATTACHMENTS:

- Parking Ramp Memo F&P 12102024 (DOCX)
- GRAEF Proposal (PDF)
- EUA Walker Proposal (PDF)

CITY OF DE PERE
MEMO

To: Mayor James Boyd
Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: December 10, 2024

RE: **Consideration and possible action on the award of contract for the Design and Construction Administration of a public parking structure at 230 N Wisconsin St (ED-875) to the team of GRAEF/Berners Schober/ECS***

Overview
In 2023, the City of De Pere approved a term sheet for redeveloping the former ShopKo retail store at the 200 block of Broadway and Wisconsin Streets. The approved term sheet included development terms for five new mixed-use buildings downtown and a publicly owned parking structure. In July 2024, the City and Developer approved an initial development agreement for the first building (Building "F"), including the sale of the appropriate road right-of-way and parcel for the future parking structure. The development agreement contemplated an approximately 220-240-stall parking structure. The City closed on the parking structure lot on September 24, 2024

RFP Breakdown/Issuance
In October and November, the City prepared and revised two separate Requests for Proposals (RFP) for (1) Design and (2) Construction Manager at Risk (CMaR). The scope of the Request for Proposals Consulting Services - Architecture and Engineering Design Services Public Parking Garage is included within this exhibit. The design budget was purposefully vague because staff was unsure of the impact of the design decisions. However, through research, we anticipated that the ramp design would range between 5 and 7% of the total construction cost. Based on an anticipated average of about $35,000 for an aboveground stall – we anticipated approximately $350,000 to $450,000 for the design of the parking structure. Additionally, staff wanted the consultant team to lead the City through design exercises to (1) determine if any of the proposed structures should be partially located below ground to add additional parking capacity and at what cost and (2) to facilitate a design that fits within the redevelopment plan presented to the City.

Proposed Timeline
Below are details of the proposed timeline for the completion of the RFP and consultant selection process, the design process, and the construction process.

Finance and Personnel Committee ..... December 10, 2024
Council Approval ..... December 17, 2024, or January 7, 2025
Notice to Proceed ..... January 8, 2025
Design Kickoff meeting w/staff ..... Week of January 13, 2025

<u>Design Specific – Note: Design kickoff is ahead of CMaR Kickoff</u>
Phase 1 – Conceptual / 30% Design ..... January 31, 2025/March 11, 2025(F&P)
Phase 1 – 60% Design..... Week of May 5, 2025
Phase 1 – 90% Design..... Week of May 26, 2025
Phase 1 – 100% Design..... Week of June 30, 2025
Phase 1 – Final Design Approval ..... Week of July 7, 2025

CMaR Roles
Phase 2 - Issue Invitation to BID..... Week of July 22, 2025
Phase 3 – Construction Management..... Sept 2025 to June/July 2026.

Received proposals:
The City sent both RFPs directly to 30 potentially interested parties and posted the RFPs to various professional organizational webpages. The City received two proposals from the following teams:

EUA/Walker/RE Lee
GRAEF/Berners Schober/ECS

Staff evaluations:
The review team, comprised of the City Administrator, City Attorney, City Engineer, Development Services Director, and Community and Economic Development Specialist, evaluated the proposals based on the following scoring criteria:

Cover Letter (2 pages):	0 PTs
Qualifications and Capabilities (up to 10 pages):	15
Project Understanding and Approach (up to 10 pages):	40
Project Timeline (up to 5 pages):	15
Budget (up to 2 pages):	15
References:	15
Total	100

Both proposals were well-written and had quality references and a plethora of examples. Both proposals reviewed the needs of the City and presented a proposal that staff believes would meet the City's needs for a quality structure with minimal maintenance in the future. Both proposals also have significant experience working with a CMaR. However, after reviewing the proposal, staff felt that the GRAEF design workshop approach, combined with its focus on sustainability and hybrid construction systems, would meet the City's needs.

Cost proposals:
The EUA/Walker/RE Lee team presented a package that included total costs for a complete design, construction administration, and expenses for a total of $743,410.
The GRAEF/Berners Schober/ECS team presented base model design services with optional add-ons based on the initial design meetings for a total proposal cost of $435,515. Given the cost difference between the proposals, staff requested additional clarification questions from the GRAEF team to determine if they fully understood the project. The GRAEF team understood the scope and reaffirmed their proposal.

EUA/Walker/RE Lee

Design (+survey, geotech)	$	577,080
Construction Administration	$	142,330
Direct Costs	$	24,000
Total	$	743,410

GRAEF/Berners Schober/ECS

Base Model Design (+survey, geotech)	$	293,577
Cost Estimating	$	17,700
Parksmart Certification	$	23,742
Other Optional Items (all)	$	23,700
Construction Administration	$	76,796
Total	$	435,515

Recommendation
Staff recommends awarding the design contract for the public parking structure to the GRAEF/Berners Schober/ECS team. If the Finance and Personnel Committee recommends approval to the Common Council staff, it anticipates utilizing AIA Form B101-2017 or a similar service agreement and would present it to the Common Council.

Exhibit: Objectives and Scope

OBJECTIVES

The City seeks to design and construct a parking garage with at least 220 parking spaces. The subject area is described as Lot 1 in Exhibit C. The design shall be done promptly and maximize the number of parking spaces while balancing the need to retain the downtown character.

For information only, the City will evaluate the design proposal based on, but not limited to, the following design objectives:

A. During the design of the public parking garage, the Parties will work collaboratively to determine whether it is feasible for the public parking garage to include both surface and subgrade parking garage/structure or if it should solely be a surface-level garage. The City is solely responsible for determining the project's total size, height, and scale.

B. The designer's approach to the project and the design's aesthetic value are viewed by pedestrians, motorists, and visitors to downtown De Pere, and its overall fit with the urban character of the vision for Downtown. The Proposer will use good faith efforts to design and construct the public parking garage complimentary to the structures planned for the conceptual redevelopment. The City envisions involving the public in the design process and allows the public to provide input on the design of the public parking garage throughout said process. The City reserves the sole authority to approve the final design of the public parking garage.

C. The design's functionality includes how one conveniently and safely enters and exits the garage while minimizing the impact on pedestrian comfort and safety.

D. The plan is to implement technology investments to make the ramp as self-sufficient and low maintenance as possible (smart lighting fixtures with occupancy sensors, gate arms, LRPs, etc.), consistent with a conceptual theory of operations plan.

E. The design must include streetscaping in the overall design concept, and there must be ample room for wide sidewalks and decorative streetlamps consistent with the Downtown.

F. The structure must be designed with high quality, long-term durability, and low maintenance components/elements that withstand the Wisconsin/Midwest climate.

G. Patron security must be a design priority, and an efficient lighting system is essential. Emergency lighting shall be incorporated in appropriate locations throughout the structure. The design shall include a camera surveillance system at each level in strategic locations where pedestrian and vehicle traffic will occur.

H. Accessibility requirements must be incorporated in all aspects of the structure.

I. Appropriate signage and graphics shall be provided to clearly define ingress and egress, emergency and safety information, and any other information necessary for the operation of the garage.

J. The garage shall accommodate any required mechanical, electrical, fire protection, elevator, and mechanical equipment rooms in compliance with all codes and standards.

K. Work with the City Department of Public Works to prepare plans to meet required stormwater requirements.

L. The inclusion of preplanned conduit for electric vehicle charging.

M. The City of De Pere is committed to fostering, encouraging, and supporting sustainable development and green building practices to the maximum extent possible. Respondent(s) shall demonstrate how sustainable building, parking, and transportation practices can be incorporated into the proposed parking structure's design, management, and operation. Demonstration of sustainable practices shall include a summary of the pros and cons of each, the anticipated maintenance implications, and initial costs and potential savings. The final design should enable the proposed Parking Structure to obtain Parksmart Certification through Green Business Certification, Inc. (GBCI), the certifying body for LEED. Current assumptions are that rooftop solar canopies may be part of the final design. Respondent(s) may include an International Parking Institute/GBCI Parksmart Advisor on their team to demonstrate expertise and familiarity with this standard.

SCOPE OF WORK

The professional services and the corresponding fees will include professional services through the design phase. The selected team will work with the City to complete a comparative financial feasibility analysis. As stated above, the overall scope of work is in two components: (1) Design/Preconstruction and (2) Construction Management; however, this RFP is limited to the Design/Preconstruction related to the architectural and engineering firms.

Phase 1: Design/Preconstruction

The Firm/ Team will be required to provide the full range of Architecture and Engineering (A/E) professional services, including survey, site civil, landscaping, geotechnical and foundation engineering, structural engineering, mechanical engineering, and electrical engineering services. The Scope of Design Services requested can be generally described by the following phases and tasks:

1. Complete a base property, utility, and topographic survey for the site. In addition to accurate topographic information, the location, depth, and inverts of existing sewers and utilities are critical to the proposed Parking Structure design. *NOTE: the City of De Pere has a complete site topographical survey for the area. The City is currently designing future Wisconsin and William Street reconstruction projects.*
2. Conduct a geotechnical investigation and prepare foundation recommendations to the extent that the construction and development of the Parking Structure will involve excavation of soils and/or fill materials (e.g., for installation of footers, drilling of geotechnical borings, etc.). A copy of the Phase 2 Environmental Analysis can be provided. The City has an environmental consultant on retainer for any additional required testing.
3. Comply with any and all environmental laws, regulations, and requirements applicable to the construction and development of the Parking Structure, including, without limitation, the requirements of the Wisconsin DNR.
4. Assess the relative merits of alternative structural systems, considering the subsurface conditions, maintenance and construction costs, and architectural features, and recommend a particular structural system.
5. Coordinate with the City's parking consultant regarding the Shared Parking Demand analysis results to determine the required number of spaces and stories. Design results shall be fed back to the financial feasibility analysis.

6. The parking structure must be designed in accordance with all Federal, State, community, and local regulations and guidelines, including without limitation the City of De Pere Zoning Ordinance requirements and requirements for stormwater quality and retention.
7. 30% Design
    a. The major components of the conceptual design options shall include:
        i. Communicate with stakeholders and landowners;
        ii. Exterior elevations and color samples;
        iii. Access;
        iv. Pedestrian and bicycle facilities;
        v. Streetscape: parking orientation, number of parking spaces, landscaping, lighting, amenities, etc.;
        vi. The stormwater management system, which includes coordination with the Engineering Division to meet 40% TSS for the redevelopment site;
        vii. Public utility considerations;
        viii. Work with the City's parking consultant for proposed technology integrations for security and control systems; and
        ix. Evaluation of enlarged footings to construct additional residential units on top of the parking structure, if desired.
    b. Prepare an engineer's cost opinion associated with the project's construction as described in the Scope of Services sections. Staff notes that a precast engineering analysis may be separate from the traditional Architectural, MEP (Mechanical, Electrical, Plumbing), and Civil Engineering for site development; as such, state within a proposal what is and is not included with the proposer's design estimate.
    c. Present to Various City Council and Committee Meetings. The City anticipates the following number of meetings at agreed intervals throughout the design process.
        i. Finance and Personnel Committee – two meetings suggested 30% and 90% design
        ii. Common Council – final design approval
        iii. Plan Commission – final site plan
        iv. Public Informational Meeting - TBD
    d. Prepare, in advance a general community review and comment period, a colored site plan with elevations and imagery, including, but not limited to, contextual information and some information about materials.
    e. Value Engineering Options - where cost is high, or construction is difficult, the team and CMaR should propose options for reducing cost, construction time, and construction challenges. This shall also include the impact of the sustainable development measures.
8. 60% Design
    a. Based on direction from City staff and CMaR, revisions to the 60% design should be prepared prior to submittal to permitting agencies.

b. Prepare and present a 60% engineer's cost estimate.

9. 90% Design

   a. Present the 90% design and specifications for city staff final review.

   b. Prepare and submit all required permit applications to attempt to secure permits by the 100% Design submittal.

10. 100% Design

   a. Work with CMaR to finalize the construction timeline and schedule.

   b. Present the 100% design and specifications to the Plan Commission for site plan approval and to the City Council for final design approval for bid.

   c. Submit construction-ready documents and all permits for bid. Documents should be signed and sealed by professionals of applicable disciplines.

11. As-Built Drawings

   Work with the CMaR to prepare final as-built drawings for City records.



CITY OF DE PERE PUBLIC PARKING GARAGE

DECEMBER 2, 2024

DE PERE

Prime Contact
Jason Gross, PE, SE
Project Manager
jason.gross@graef-usa.com
414 / 266 9156

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GRAEF

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December 2, 2024

City of De Pere
Development Services Department
335 S. Broadway
De Pere, Wisconsin, 54115
Attn: Daniel Lindstrom, Development Services Director

SUBJECT: City of De Pere: Architecture and Engineering Design Services Public Parking Garage

Dear Daniel:

GREAF is excited to submit the following proposal to the City of De Pere! The proposed Public Parking Garage Project is more than just a functional parking solution—it is a thoughtfully designed addition that supports the East Downtown development's growth, accessibility, and commitment to sustainable practices. This project will improve accessibility and user experience when parking, while also meeting the City's forward-looking goals to create a downtown development that is resilient, adaptable, and deeply connected to its community and environmental priorities. The City of De Pere Public Parking Garage will support the redevelopment of the Shopko site by reducing the need for surface parking lots, encouraging new development, and preserving the stunning views of the Fox River, particularly near the Claude Allouez Bridge.

We understand the importance of developing a parking garage that has well thought out access, circulation, ramping, and an efficient layout that maximizes the number of parking spaces. GRAEF has assembled an engineer lead design team to deliver the following key attributes to your project:

- **Effective Planning** – As the De Pere planning department finalizes the number of parking stalls and the overall project budget, GRAEF brings the parking planning expertise to enhance your conceptual layout circulation, ramping, structural layout, develop future expansion provisions, and conceptual design cost estimates. A key attribute of our team is the experience to anticipate future provisions.
- **Built to Last** – GRAEF's extensive experience in both the design and rehabilitation of parking structures will be an asset in meeting the service life requested by the City of De Pere. Our experience with durable concrete materials and corrosion protection will make for a successful capital investment when combined with a routine maintenance program.
- **Sustainable and Context Sensitive Designers** – GRAEF and Berners Schober Architects focus on employing sustainable design practices and have to ability to fit a service orientated parking ramp into the vibrant urban fabric. Berners Schober has been asked to join our team because they create parking designs that maximize functional opportunities, reinforce the local urban planning initiatives, and integrate beautifully into the surrounding architecture, and this is what makes them different from other designers.
- **Collaborative and Highly Efficient Process** – Through our team's on-site, multi-day workshops, stakeholders participate in the design process and see the design solutions develop right before their eyes. This process allows speedy explorations of options and a forum for highly efficient consensus development. It allows us to quickly advance design solutions together, and ultimately provide benefits to the overall project schedule.

We recognize the importance of adhering to the East Downtown development plan while collaborating closely with the Construction Manager at Risk to deliver a project that is completed on time and within budget. Our team is well positioned to capture your project goals and make this a successful venture to showcase for other communities! Thank you for your consideration.

Respectfully submitted,

Jason Gross, PE, SE
Project Manager
414 / 266 9156
jason.gross@graef-usa.com
(Located in Milwaukee Office)

Jeffrey Rosner, PE, LEED AP
Principal-in-Charge
920 / 415 3813
jeff.rosner@graef-usa.com

GRAEF

Since its inception in 1961, GRAEF has grown from a small individual partnership to a prominent, multi-disciplinary international firm. GRAEF has a team of nearly 300 employees spread across ten offices in the Midwest, Florida, and Turks and Caicos.

Over 63+ years, GRAEF's unwavering dedication to excellence has been fueled by core values such as integrity, quality, and a steadfast commitment to exceptional customer service. These principles form the bedrock of GRAEF's operations, ensuring that clients receive the highest level of satisfaction and a seamless experience.

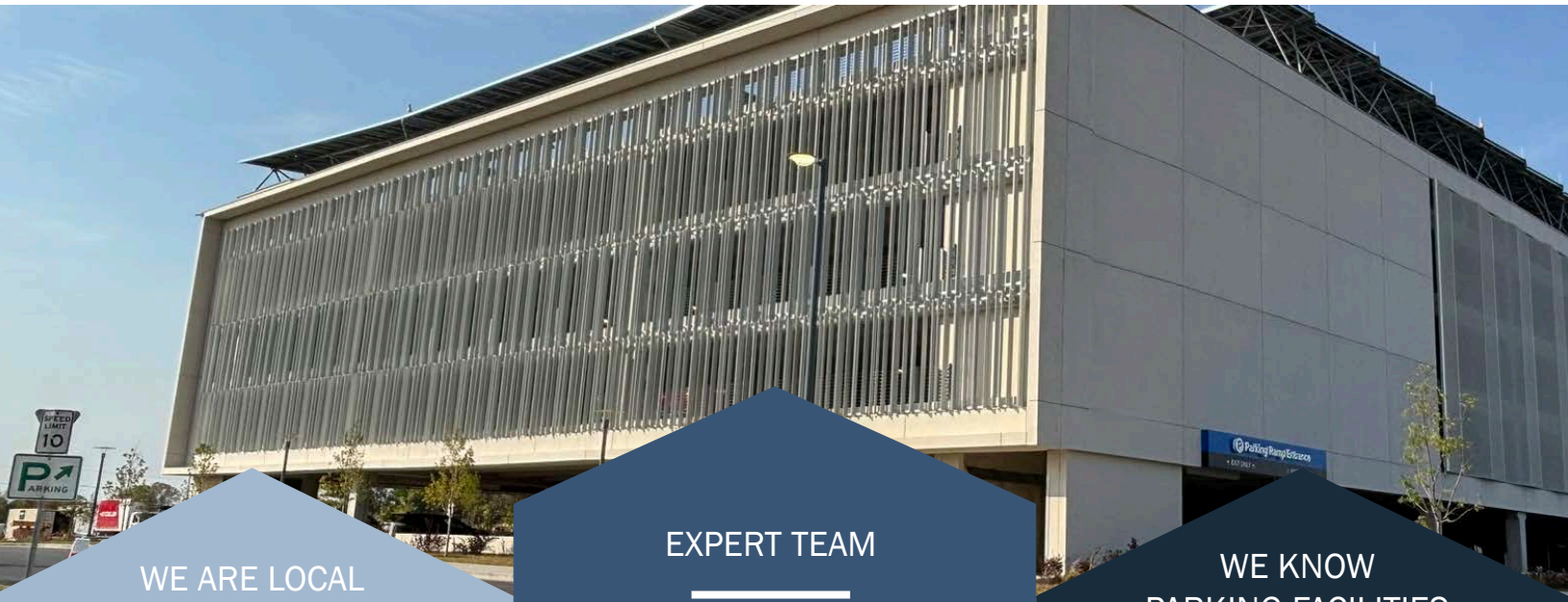
GRAEF has remained at the forefront of the industry, consistently adapting to emerging trends and embracing advancements, and is proud to be a reliable partner for clients seeking top-tier design services and unmatched expertise. GRAEF is licensed to operate in the state of Wisconsin.

OUR CORE PURPOSE

To improve the physical environment for the benefit of society in a sustainable manner

WE ARE

- Parking Designers
- Forensic & Restoration Engineers
- Structural Engineers
- Planners & Urban Designers
- Landscape Architects
- Site/Civil Engineers
- Environmental Engineers
- Transportation Engineers
- GIS Specialists
- Surveyors
- Architects
- Mechanical, Electrical & Plumbing Engineers



WE ARE LOCAL

With three offices in Wisconsin, our teams understand the unique needs for functional and efficient parking options in the Midwest.

EXPERT TEAM

Our project team consists of experienced and certified experts with extensive project portfolios across numerous healthcare systems, businesses and municipalities.

WE KNOW PARKING FACILITIES

With extensive experience, our teams bring advanced expertise in designing parking structures with strategic solutions to ma

PARKING CONSULTING SERVICES

GRAEF'S DEDICATED PARKING TEAM HAS COMPLETED THE DESIGN OF PARKING STRUCTURES ACCOUNTING FOR OVER **30,000 PARKING STALLS** AND **$700 MILLION IN CONSTRUCTION**

GRAEF offers complete parking consulting services, from preliminary studies through design and the preparation of construction plans and specifications.

Parking supply/demand studies identify the number of parking spaces that are needed to satisfy existing and future demand. An alternatives analysis identifies and evaluates methods of increasing the number of parking spaces or improving the utilization of existing spaces.

Parking master planning is the future of parking systems. Parking demand estimates are tied to projected population levels and sites for additional parking facilities to accommodate future demands. Milestones are established that should trigger the development of additional parking facilities. This advance planning assures that adequate parking will be available before there is a severe shortage of spaces.

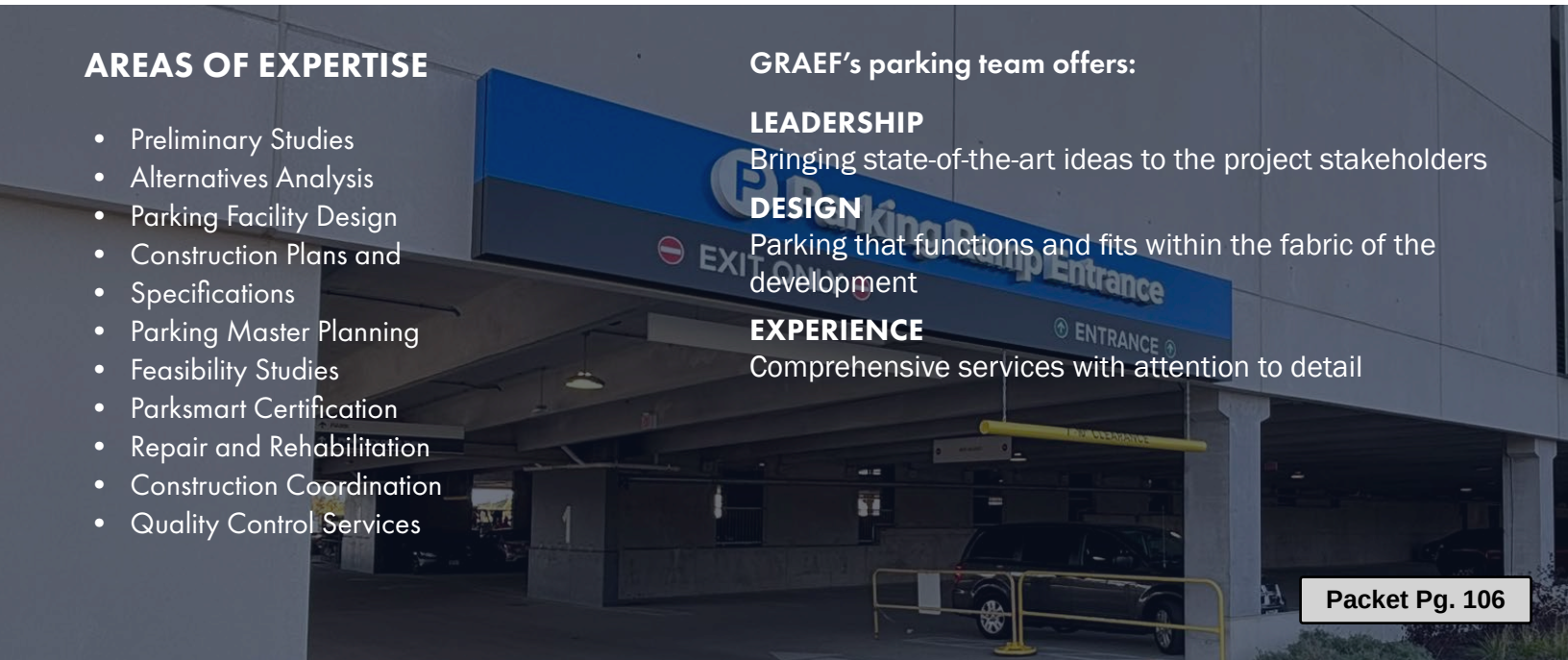
Feasibility studies estimate the economic viability of any planned improvement and answer: What is it going to cost? Can we afford the improvements? Can we afford not to improve the parking system? Potential parking revenue is estimated and compared to financing costs and operating/maintenance costs. Our staff has extensive experience recommending and specifying Parking Access and Revenue Control Systems (PARCS). Selecting the most cost effective PARCS is important to maximize revenue and provide the best customer convenience.

Parksmart is the world's only rating system designed to advance sustainable mobility through smarter parking structure design and operation. As a Parksmart Advisor, our team can guide a parking structure project through the Parksmart framework toward innovative, solutions-oriented strategies to offer significant benefits for drivers, tenants, building owners and property managers and lower energy usage through lighting, ventilation, controls and commissioning measures, reducing operational costs up to 25 percent.

The **functional layout** of the structure will be configured to serve the users of the facility. Careful design will alleviate issues and extend the useful life of the facility.

GRAEF engineers have directed the **repair and rehabilitation** of numerous parking facilities. We use state-of-the-art investigative techniques to identify challenges. A variety of repair/rehabilitation alternatives are evaluated and we recommend the most cost effective program that meets your needs.

We also offer **construction coordination and quality control** services and provide onsite representation to assure conformance with plans and specifications, reviews work with local authorities and provides hands-on construction quality control monitoring.



AREAS OF EXPERTISE

- Preliminary Studies
- Alternatives Analysis
- Parking Facility Design
- Construction Plans and
- Specifications
- Parking Master Planning
- Feasibility Studies
- Parksmart Certification
- Repair and Rehabilitation
- Construction Coordination
- Quality Control Services

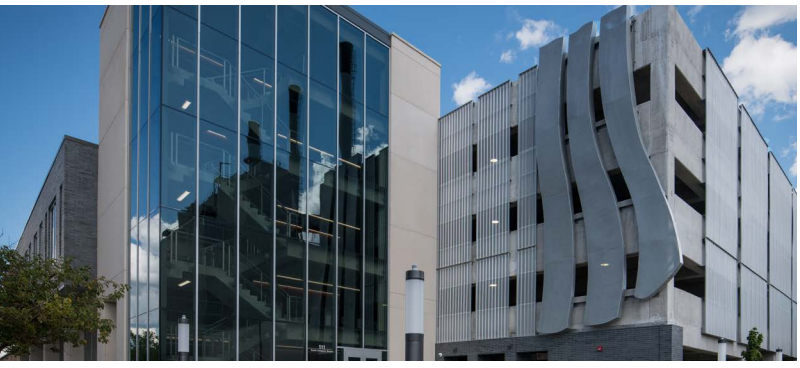
GRAEF's parking team offers:

LEADERSHIP
Bringing state-of-the-art ideas to the project stakeholders

DESIGN
Parking that functions and fits within the fabric of the development

EXPERIENCE
Comprehensive services with attention to detail







SOUTH LIVINGSTON PARKING GARAGE

MADISON, WI

THE SOUTH LIVINGSTON PARKING GARAGE IN MADISON PROVIDES VISITORS A SAFE PLACE TO PARK THEIR VEHICLE WHILE THEY VISIT THE CITY. AS AN ADDITIONAL AMENITY, THE STRUCTURE OFFERS TWO CHARGING STATIONS FOR ELECTRIC VEHICLES.

SOUTH LIVINGSTON PARKING GARAGE

ADDITIONAL INFO

GRAEF provided design and construction services to the City of Madison for this public parking garage to serve the daily employee and public parking needs of mixed-use redevelopment within the Capitol East District. The City owned structure is located at the southeast corner of Main Street and Livingston Street. Existing zoning allows public parking facilities as a permitted use in the employment district.

The parking structure design includes both a parking ramp and commercial space. The parking ramp is five levels and include 638 parking stalls, automated entry and exit controls, bicycle and motorcycle parking, and vertical circulation elevators. The commercial space is two stories with approximately 5,500 square feet for commercial and retail tenants facing East Main Street. The site plan includes two points of entry, landscaping and streetscaping and address storm water management including quantity and quality control. GRAEF's services included site/civil, structural, mechanical, and electrical engineering.



SITE/CIVIL ENGINEERING

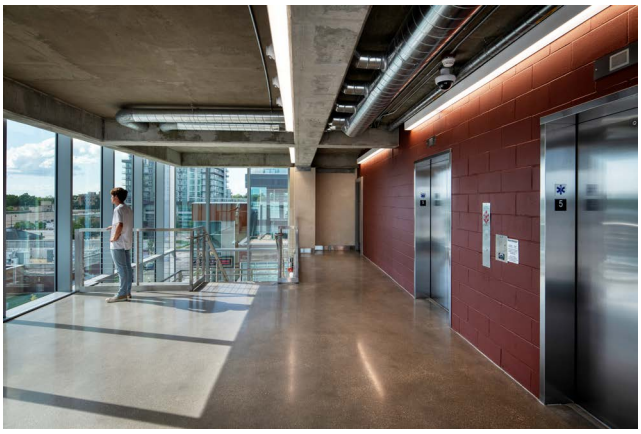
Site/civil engineering specific design work included site investigation; site demolition; design of site sanitary sewer, storm sewer, and water service; site stormwater management including an integral stormwater storage tank, bio-infiltration basin and porous pavement fire department access road; site grading; vehicular access analysis, and paving design. This infrastructure design supports an extended lifespan of the structure.

MECHANICAL ENGINEERING

The GRAEF Mechanical team provided HVAC design services for stairwells, equipment rooms, and elevator vestibules. HVAC design also a new security office and a commercial use shell and core tenant space design on the lower level. This system supports not only the climate control of the structure itself, but also for the tenants of the building.

ELECTRICAL ENGINEERING

The GRAEF Electrical team provided lighting and power distribution for the garage which also included design of an emergency backup generator. In addition, a building wide fire alarm system was provided and accommodations were made in the electrical distribution design to support retail spaces that were incorporated into the overall facility.



PLUMBING/FIRE PROTECTION ENGINEERING

The GRAEF Plumbing team provided interior stormwater conduction design as well as design for domestic water distribution for garage washdown, restrooms, and janitor closets. The plumbing design also included a catch basin and elevator sump pump system. The interior stormwater design provides drainage throughout the structure to prevent pooling or flooding during rain events.

PARKSMART

The South Livingston Parking garage was the first Parksmart Certified facility in Wisconsin. Parksmart certified facilities incorporate leading technologies, management and programs to help achieve increased mobility for more people using fewer resources. Over 150 new and existing projects in ten countries, 24 U.S. states and D.C. have registered or certified with Parksmart as of December 2021.

DATE OF COMPLETION: July 2018

PROJECT COST: $25 million

NAME OF CMAR: Miron Construction

PROJECT TYPE: Public

PROJECT OWNER REFERENCE:
James Whitney
Architect
City of Madison, WI
608 / 266 4563
jwhitney@cityofmadison.com







MILWAUKEE BUCKS 5TH STREET PARKING STRUCTURE

MILWAUKEE, WI

FANS OF THE MILWAUKEE BUCKS NOW HAVE THE PERFECT PLACE TO PARK THEIR VEHICLES WHILE THEY CHEER ON THEIR FAVORITE TEAM. THIS ENTRY AND EXIT EFFICIENT STRUCTURE SERVES EVENTS AND VISITORS OF THE DEER DISTRICT.

MILWAUKEE BUCKS 5TH STREET PARKING STRUCTURE

ADDITIONAL INFO

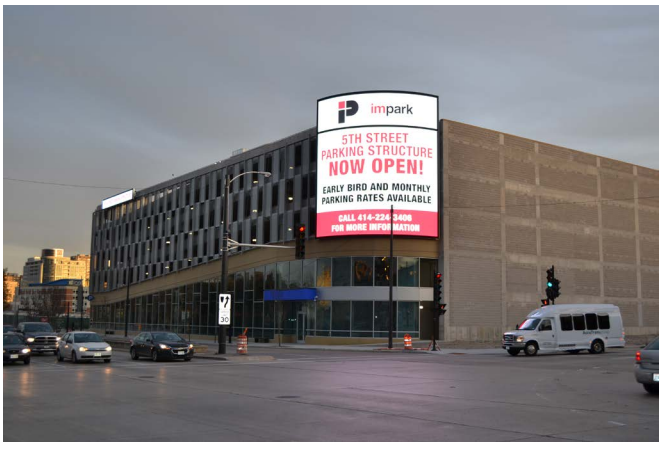
GRAEF led the design team as the prime consultant for the Milwaukee Bucks 1,300-stall parking structure that is part of the new downtown arena district.

GRAEF professionals provided structural, mechanical, electrical and plumbing engineering, landscape architecture, and project management for this multi-discipline project, in addition to leading the rest of the team, including architecture, civil engineering and functional design. Coordination and clear communication were required between all disciplines and the client to deliver each phase of the project on time and on budget and to ensure the timeline of the entire development.

This event-level parking structure includes skywalk amenities to the new arena. It was designed for future vertical expansion and future office and retail spaces connected to the structure.

MECHANICAL ENGINEERING

The GRAEF Mechanical team provided HVAC design services for stairwells, equipment rooms, and elevator vestibules. HVAC design also included a new security office and a mixed use shell and core tenant space design on the lower level. This system supports the structure and the businesses on the lower level to climate control the structure through the seasonal changes of Milwaukee.



ELECTRICAL ENGINEERING

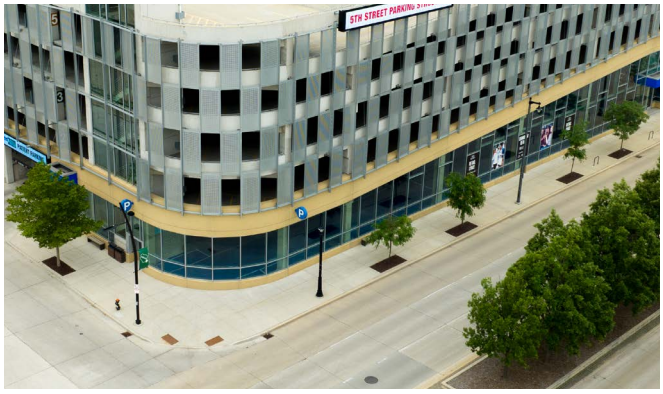
The GRAEF Electrical team provided lighting and power distribution for the garage which also included design of an emergency backup generator. There was a sustainability focus throughout the design of the lighting system with energy-efficient lighting and motion sensors.

PLUMBING/FIRE PROTECTION ENGINEERING

The GRAEF Plumbing team provided interior stormwater conduction design for proper drainage throughout the structure as well as design for oil separation and grease traps as needed for first floor operations. Keeping the structure clear of water and leakage of fluids from vehicles enhances the safety of the building.

LANDSCAPE ARCHITECTURE

GRAEF's landscape architecture experts provided landscape design for streetscape frontage on two sides of parking structure. This design incluided street trees with engineered soils and site furnishings to highlight the new structure in the heart of Deer District.



DATE OF COMPLETION: February 2018

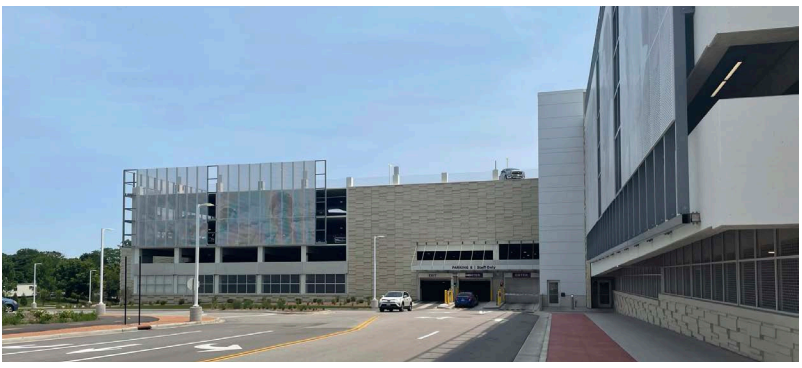
PROJECT COST: $30 million

NAME OF CMAR: Findorff

PROJECT TYPE: Private and Public Joint Venture

PROJECT OWNER'S REPRESENTATIVE REFERENCE:
Mike Abrams
Vice President
CAA-ICON
303 / 210 7860
mike.abrams@caaicon.com







FROEDTERT PARKING 6

WAUWATOSA, WI

THIS STRUCTURE OFFERS ADDITIONAL PARKING ON THE BUZZING FROEDTERT CAMPUS WHILE ALSO PROVIDING SPACE FOR A LARGE MURAL OF MEDICAL STAFF.

FROEDTERT PARKING 6

ADDITIONAL INFO

As Froedtert Hospital was experiencing increased admissions and outpatient visits, the demand for parking increased as well. To meet the need, Froedtert built a five-level parking structure.

GRAEF led the design team as the prime consultant for the new $60 million parking structure. The 3,300-stall parking structure is on the east side of the Milwaukee Regional Medical Center (MRMC) campus, and will provide secure parking for hospital staff and serve as a buffer to a residential neighborhood.

GRAEF professionals provided functional design, structural engineering, civil engineering, plumbing engineering, and landscape engineering services. The project was completed in three sequential phases, opening for parking at the end of each phase. The parking structure design includes provisions to add a two-level vertical expansion for parking.

CIVIL ENGINEERING

Site/civil engineering specific design work includes extensive coordination with the Milwaukee County Department of Public Works for utility planning; extensive site investigation, relocation and abandonment of utilities; preparation of stormwater management plans; design of site sanitary sewer, storm sewer, and water main extensions; site grading and paving design.

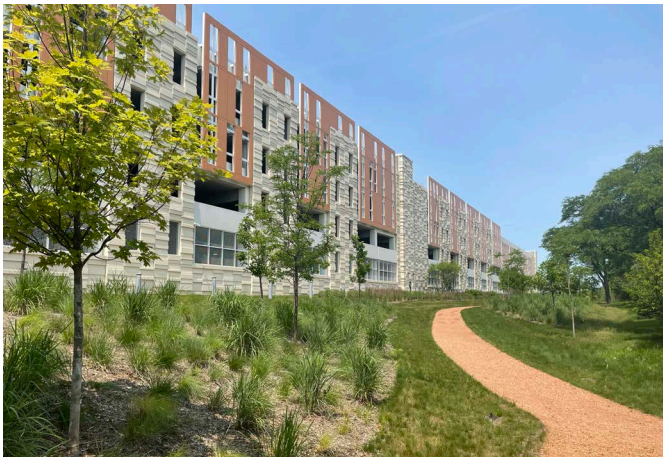


PLUMBING/FIRE PROTECTION ENGINEERING

The GRAEF Plumbing team designed a stormwater system as well as design for non-potable water for garage washdown system. The design also included an elevator sump pump system and systems for a janitor closet in the garage. The GRAEF Fire Protection team provided standpipe systems serving the facility and stairwells.

LANDSCAPE ARCHITECTURE

Provided landscape design for area surrounding parking structure to tie into overall campus design standards. It was important to keep a continuation of plant and tree types throughout the campus to create a similar aesthetic across a widespread area. With a tree-lined path and shrubbery/grasses surrounding the building, this new parking structure both makes a statement with its unique design and layout, as well as ties directly into the flow of the surrounding structures and landscape.



DATE OF COMPLETION: November 2020

PROJECT COST: $60 million

NAME OF CMAR: CG Schmidt, Inc.

PROJECT TYPE: Private

PROJECT OWNER REFERENCE:
Brad Weinert
Lead Project Manager
Froedtert Hospital
414 / 805 9045
brad.weinert@froedtert.com

TEAM STRUCTURE

DE PERE

Jason Gross PE, SE
Project Manager
GRAEF

Jeffrey Rosner PE, LEED AP
Principal-in-Charge
GRAEF

Patrick Skalecki PE, LEED AP, CDT
Civil Engineering
GRAEF

Matt Garcia PE
Mechanical Engineering
GRAEF

Dan Komorowski PE, SE
Structural Engineering
GRAEF

Jessica Culver PE
Plumbing/Fire Protection Engineering
GRAEF

Joe Pepitone PLA, LEED AP
Landscape Architecture
GRAEF

Robert Jeffers PE, LEED AP
Electrical Engineering
GRAEF

Ian Griffiths AIA, RIBA, LEED AP BD+C
Architect
bernersschober

Stephen Siegle AIA, LEED AP BD+C
Senior Architect
bernersschober

Mark King PE
Geotechnical Engineer
ECS

LETTERS OF INTENT FROM SUBCONSULTANTS

bernersschober

To Whom It May Concern,

We are pleased to confirm our intent to serve as a sub-consultant as part of GRAEF's project team for the City of De Pere's first publicly owned parking garage. Berners Schober is committed to providing our expertise in architectural design to support the successful design and development of this important addition to downtown De Pere.

We are fully prepared to collaborate with GRAEF and the City of De Pere to ensure the project is completed on time, within budget, and to the highest standards of quality. Please feel free to contact me directly at if additional details are required.

Thank you for including us in this exciting opportunity. We look forward to working together on this project.

Sincerely,

Ian Griffiths AIA, RIBA, LEED AP BD+C
PRESIDENT / ARCHITECT

D 920.569.8660
igriffiths@bsagb.com

ECS MIDWEST, LLC
Geotechnical • Construction Materials • Environmental • Facilities

Dear Mr. Rosner,

As you requested on November 25, 2024, ECS is interested in teaming with GRAEF USA, Inc. in pursuit of the above referenced project. ECS has provided subsurface explorations and geotechnical engineering services on a variety of projects in the De Pere, Wisconsin area and this project would be well within our capabilities and workload.

With this letter, I have included a brief company overview, a description of our subsurface exploration and geotechnical engineering capabilities, professional profiles of key staff, and a few references.

Feel free to contact us if you need additional information or would like to discuss the project further. ECS is pleased to have this opportunity to offer our services and look forward to working with you on the project.

Respectfully submitted,
ECS Midwest, LLC

Mark E. King, P.E.
Group Manager
mking@ecslimited.com

Matthew Meyer, P.E.
Geotechnical Department Manager
mmeyer@ecslimited.com



Jason Gross* PE, SE

PROJECT MANAGER

Jason is the lead parking designer at GRAEF and manages the Parking and Restoration Group. He serves our clients by providing functional parking design services, wayfinding services, aids in the selection of Parking Access and Revenue Control System (PARC) equipment. Jason has improved the function of existing facilities with vehicle sensors, indicator lights, car-counting equipment, and variable message signage. He has design EV charging stations in new and existing parking facilities. Jason is a Parksmart Advisor and is attuned to the latest parking technologies, which aids in sustainable design that reduces emissions and improves user experiences.

EDUCATION

M.S., Structural Engineering, 2004, Milwaukee School of Engineering, Milwaukee, WI

B.S., Architectural Engineering, 1997, Milwaukee School of Engineering, Milwaukee, WI

REGISTRATION

Professional Engineer – WI

Professional Structural Engineer – IL

Parksmart Advisor

AFFILIATIONS

American Concrete Institute (ACI)

American Institute of Steel Construction (AISC)

International Concrete Repair Institute (ICRI)

National Counsel of Structural Engineers Association (NCSEA)

National Parking Association (NPA)

Parking Consultants Council (PCC)

International Parking & Mobility Institute (IPMI)

Structural Engineers Association of Wisconsin (SEA-WI)
President 2010, Past-President 2011, Newsletter 2012-2013, Continuing Education 2018-2020

Wisconsin Parking Association

AVAILABILITY: *Jason has the availability to serve as Project Manager for the schedule and tasks outlined in this proposal.*

PROJECT EXPERIENCE

Froedtert Hospital Parking Structure 1 Replacement, Wauwatosa, WI – Project Manager / Lead Designer
Provided structural design for a post-tensioned concrete parking structure to contain approximately 2,400 stalls. Structure will serve patients and visitors to hospital on west end of campus. Led parking and structural design services including directional wayfinding, vertical circulation, traffic layout, car counting, vehicle sensors, indicator lights, and variable message signage. The state-of-the-art facility includes EV charging, suicide prevention, and security enhancements.

The Baird Center, Milwaukee, WI – Structural Engineer/Parking Designer
The Baird Center is a convention and exhibition center located in the heart of downtown Milwaukee, Wisconsin. The Baird Center Expansion brings the exposition hall to 300,000 contiguous square feet; adds 24 new meeting rooms; includes 400 indoor parking spaces; adds six loading docks; an executive kitchen; and features a spectacular fourth-floor ballroom with space for a minimum of 2,000 for a seated dinner. Parking design included traffic layout, vertical circulation, layout of PARCS equipment, and generated surface drainage profiles.

Milwaukee Bucks 5th Street Parking Garage, Milwaukee WI – Structural Engineer
Five level event parking garage with parking office, skywalk bridge to Bucks Arena, and tenant retail spaces on first level. The 1,240-parking space garage is a post-tensioned concrete frame structure. The building's façade consists of precast panels, curtainwall, aluminum perforated panels frames, and a 40-foot-tall curved video display sign. Design features reversible traffic lanes to expedite entry and exit during event parking.

Froedtert Hospital Parking Structure 6, Wauwatosa, WI – Project Manager / Lead Designer
Five level staff parking garage designed for a 2-level vertical expansion and future skywalk bridges. The 2,480 parking space garage is a post-tensioned concrete frame structure with independent precast stair elevator towers, and a precast service building. The building facade consists of precast spandrels, perforated metal screen walls with pixelated imagery, and wood textured metal panels.

**would be present at interview should GRAEF and team move forward.*



Dan Komorowski PE, SE

LEAD STRUCTURAL ENGINEER

Daniel Komorowski is an associate at GRAEF and a key member of the firm's Parking and Restoration Group. With over 12 years of experience in structural engineering, he has built a distinguished career specializing in parking structures. Since earning his college degree in 2012, Daniel has worked on a wide range of projects, including parking facilities, mixed-use developments, schools, and office buildings. His expertise also extends to rehabilitations for building additions, evaluations of existing parking structures, structural repairs, and construction inspections. Daniel utilizes his extensive experience in parking structure assessments and evaluations to improve the design and detailing of new structures.

EDUCATION

M.S., Civil Engineering (Structural Emphasis), 2016, University of Wisconsin-Milwaukee, Milwaukee, WI

B.S., Civil Engineering (Structural Emphasis), 2012, University of Wisconsin-Milwaukee, Milwaukee, WI

REGISTRATION

Professional Engineer – WI

Structural Engineer – IL, OK

AFFILIATIONS

Wisconsin Chapter of American Concrete Institute (ACI-Wisconsin)

AVAILABILITY: *Dan has the availability to serve as Lead Structural Engineer for the schedule and tasks outlined in this proposal.*

PROJECT EXPERIENCE

Confidential Parking Facility, Verona, WI – Lead Structural Engineer
A four-level underground parking facility with 2,000 stalls designed to serve the Campus 6 office buildings. The uppermost level accommodates large mechanical units for the office buildings above, along with spacious conference areas and other amenities. The concrete roof features a slab-and-beam system engineered to support two above-grade office buildings. The structural framing consists of post-tensioned concrete beams and slabs, with three cast-in-place underground tunnels providing access to the parking levels.

Froedtert Hospital Parking 1 Replacement (P1R), Wauwatosa, WI – Structural Engineer
A six-level parking garage designed to accommodate patients, visitors, and staff, with provisions for a two-level vertical expansion and a future skywalk bridge connecting to the hospital. The 2,400-space facility features a post-tensioned concrete frame structure, including a helical ramp on the west side separated by an expansion joint. The façade incorporates a mix of precast spandrels, perforated metal panels, angled glazing, and curtain walls, all supported by the post tensioned slab and structural steel.

Kansas City International Airport Parking Structure, Kansas City, MO- Lead Precast Structural Engineer
A seven-level precast parking structure designed for public use, offering 6,150 parking spaces. The structure is divided into six independent structures that are separated by expansion joints within the overall footprint and features a speed ramp along the south elevation. The structural framing comprises a prestressed, precast concrete beam and double-tee floor system supported by precast columns and shear walls. The building façade integrates perforated precast panels within the structural walls, angled glazing panels, solar panels on the south elevation, and a cable barrier system.



Jeffrey Rosner PE, LEED AP

PRINCIPAL-IN-CHARGE

AVAILABILITY: *Jeff has the availability to serve as Principal-in-Charge for the schedule and tasks outlined in this proposal.*

PROJECT EXPERIENCE

Parking Ramp Structure Analysis, City of Appleton, WI - Structural Engineer
City Center Parking Ramp Structural Analysis, Appleton, WI - Structural Engineer
Midtown Parking Ramp Structural Analysis, Appleton, WI - Structural Engineer
Resch Expo Center, Ashwaubenon, WI – Structural Engineer



Patrick Skalecki* PE, CDT, LEED AP

CIVIL ENGINEER

AVAILABILITY: *Pat has the availability to serve as Civil Engineer for the schedule and tasks outlined in this proposal.*

PROJECT EXPERIENCE

De Pere Aquatic Facility at VFW Park, De Pere, WI – Project Manager
Bomier Boat Launch, De Pere, WI – Project Manager
Village Center Project Phase I/II, Village of Howard, WI – Project Manager
Resch Expo Center, Green Bay, WI – Project Manager



Matt Garcia PE

MECHANICAL ENGINEER

AVAILABILITY: *Matt has the availability to serve as Mechanical Engineer for the schedule and tasks outlined in this proposal.*

PROJECT EXPERIENCE

Milwaukee Bucks Parking Garage, Milwaukee, WI - Mechanical Engineer
Aurora West Allis Parking Garage, West Allis, WI - Mechanical Engineer
South Livingston Parking Garage, Madison, WI - Mechanical Engineer
Komatsu South Harbor Campus, Milwaukee, WI - Mechanical Engineer



Joe Pepitone PLA, LEED AP

LANDSCAPE ARCHITECT

AVAILABILITY: *Joe has the availability to serve as Landscape Architect for the schedule and tasks outlined in this proposal.*

PROJECT EXPERIENCE

Milwaukee Bucks 5th Street Parking Garage, Milwaukee WI – Landscape Architect
Froedtert Hospital Parking Structure 6, Wauwatosa, WI – Landscape Architect
Waukesha Memorial Hospital - Parking Structure, Waukesha, WI – Landscape Architect
Potawatomi Hotel & Casino and Parking Structure, Milwaukee, WI – Landscape Architect



Jessica Culver PE

PLUMBING & FIRE PROTECTION ENGINEER

AVAILABILITY: *Jessica has the availability to serve as Plumbing Engineer for the schedule and tasks outlined in this proposal.*

PROJECT EXPERIENCE

Froedtert Health Parking Structure 6 – Plumbing Engineer
Exact Sciences Parking Structure, Madison, WI – Mechanical/Plumbing Engineer
WI State Revenue Building Parking, Madison, WI – Mechanical/Plumbing Engineer
UWLC Arts Parking Garage and Police Building Addition, La Crosse, WI – Mechanical Engineer

**would be present at interview should GRAEF and team move forward.*



Robert Jeffers PE, LEED AP

ELECTRICAL ENGINEER

AVAILABILITY: *Bob has the avai to serve as Electrical Engineer for the schedule and tasks outlined in this proposal.*

PROJECT EXPERIENCE

Confidential Client, Four-Level Underground Parking Structure, Verona, WI - Lead Electrical Engineer/ Project Manager

UW LaCrosse Police Station Addition and New Parking Structure, La Crosse, WI - Electrical Engineer

The Villages Parking Structure, Madison, WI - Electrical Engineer

South Livingston Parking Structure, Madison, WI - Electrical Engineer



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Ian Griffiths* AIA, RIBA, LEED AP BD+C

ARCHITECT | INTERIOR DESIGN

AVAILABILITY: *Matt has the availability to serve as Architect for the schedule and tasks outlined in this proposal.*

PROJECT EXPERIENCE

Camp Randall Sports Center Replacement, Madison, WI - Architect

Camp Randall South End Zone Renovation, Madison, WI - Architect

Downtown YMCA Renovation, Green Bay, WI - Architect

Dept. of Veterans Affairs Community Living Center Expansion, Iron Mountain, MI - Architect



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Stephen Siegle AIA, LEED AP BD+C

SENIOR ARCHITECT

AVAILABILITY: *Stephen has the availability to serve as Architect for the schedule and tasks outlined in this proposal.*

PROJECT EXPERIENCE

Camp Randall Sports Center Replacement, Madison, WI - Architect

Two-Tower Residential Development Suburban, Milwaukee, WI+

Affordable Housing Development, Pasadena, CA+

Pullman Artist Live Work Apartments, Chicago, IL+

+ completed at another firm



ECS

Mark King PE

GEOTECHNICAL ENGINEER

AVAILABILITY: *Mark has the availability to serve as Geotechnical Engineer for the schedule and tasks outlined in this proposal.*

PROJECT EXPERIENCE

11th Street over I-94, Hudson, WI

Broek Road over S Fork Eau Claire River, Withee, WI

CTH B over S Branch Little Wolf River, Scandinavia, WI

CTH CX over Chapman Creek, Oxford, WI



MCC Consulting & Contracting

Tom Middleton

LEAD COST CONSULTANT

AVAILABILITY: *Tom has the availability to serve as Lead Cost Consultant for the schedule and tasks outlined in this proposal.*

PROJECT EXPERIENCE

UW-La Crosse Center for the Arts Parking/Police Building, La Crosse, WI - Lead Cost Estimator

UW-Madison Lot 62 Parking Garage, Madison, WI - Lead Cost Estimator

City of Madison Capital East Parking Ramp, Madison, WI - Lead Cost Estimator

City of Madison Village on Park Parking Structure, Madison, WI - Lead Cost Estimator

**would be present at interview should GRAEF and team move forward.*

BERNERS SCHOBER PROJECTS



CHERRY STREET PARKING RAMP | GREEN BAY, WI

Berners Schober has a long-standing relationship with the Department of Public Works in the City of Green Bay. We worked as the design consultant for the exterior cladding and design of this 800 vehicle parking garage in downtown Green Bay, which includes first floor retail space. This parking ramp has continued to serve as a vital amenity to the Downtown District, supporting diverse community activities in the surrounding area including the Saturday Farmer's Market, Fridays on the Fox, and Art Fest. Additionally, it has played a key role in facilitating future developments planned for nearby properties.

Project Size: 800 parking stalls
Project Cost: $10 million
Completion: 2005



PINE STREET PARKING RAMP RECLADDING | GREEN BAY, WI

Berners Schober assisted the City of Green Bay in revitalizing the exposed parking ramps following the demolition of the adjacent Port Plaza Mall. This initiative was part of a larger effort to support the development of the Schreiber Foods Headquarters and the management of the KI Convention Center. The project encompassed repair, maintenance planning, and recladding of the existing parking structures, enhancing their functionality and aesthetic integration into the evolving urban landscape.

Project Size: 800 parking stalls
Project Cost: $1.1 million
Completion: 2014



MAIN STREET PARKING RAMP RECLADDING | GREEN BAY, WI

Berners Schober assisted the City of Green Bay in revitalizing the exposed parking ramps following the demolition of the adjacent Port Plaza Mall. This initiative was part of a larger effort to support the development of the Schreiber Foods Headquarters and the management of the KI Convention Center. The project encompassed repair, maintenance planning, and recladding of the existing parking structures, enhancing their functionality and aesthetic integration into the evolving urban landscape.

Project Size: 681 parking stalls
Project Cost: $1.1 million
Completion: 2014



MADISON STREET PARKING RAMP | SPRINGFIELD, IL

This project involved the design of a modern, elevated parking structure for HSHS St. John's Hospital, seamlessly integrating functionality with aesthetic appeal. The two-level parking structure was thoughtfully engineered for future growth, accommodating plans to expand by two additional levels, ultimately providing capacity for up to 700 vehicles. To ensure harmony with the surrounding hospital campus, the exterior design incorporated complementary architectural elements, such as a veneer brick finish and precast trim, reflecting the style and character of the existing facilities.

Project Size: 350 parking stalls
Project Cost: $8 million
Completion: 2018

PROJECT APPROACH



PROJECT UNDERSTANDING

The project involves the design of De Pere's first publicly owned structured parking facility, located between James Street and the proposed William Street, bordered by North Wisconsin Avenue and North Michigan Street. This ADA-compliant, multi-level facility will offer over 220 parking spaces and feature a façade that complements the new urban character of downtown, along with key elements such as a stormwater management system, sustainability enhancements, a potential photovoltaic array, sidewalks, and sustainable landscaping.

Our team will provide comprehensive design services, including architectural and interior design, engineering, landscape architecture, and streetscape design, covering all phases from Schematic Design through Construction Administration. The contract is expected to follow the AIA B133-2017 or a similar agreement.

PROJECT APPROACH

One key piece in selecting a design team starts with the organizational structure. GRAEF has developed an integrated engineering design team that has delivered several successful public and private parking ramp structures. This is essential in achieving an efficient and well-coordinated construction project. Success starts with a well-developed project delivery plan that begins with capturing the client's goals, effective planning, building it to last, meeting the pertinent design standards, incorporating sustainable design strategies, the design team and the Construction Manager at Risk, and project risks and constraints.

Workshops and page-turn meetings are designed to be conducted in person, bringing together all designers and stakeholders.

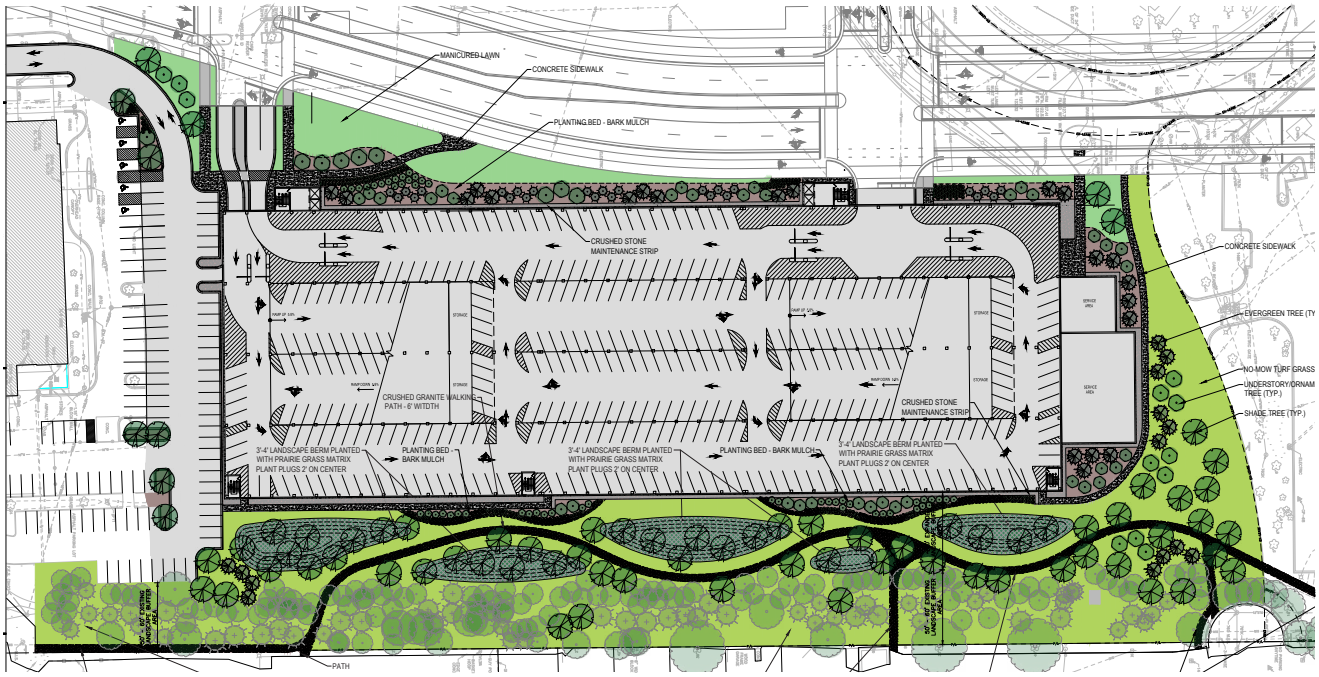
PROJECT DELIVERY PLAN

As an engineering prime, GRAEF begins the project with a well-developed plan that sets the expectations for the design team and how we will engage the City of De Pere Parking Facility's team of stakeholders. The lack of solid planning is a common theme in projects that end up over budget and behind schedule, directly impacting owners' financial models. This plan facilitates a collaborative relationship between the design team and stakeholders to meet project goals such as staying on budget and on schedule.

As a local team, we understand it is imperative to involve the De Pere community in the design process. Members of our team have experience interacting with the various community entities and successfully navigating the City's approval processes. Our team members also have extensive experience working on projects in collaboration with the City of De Pere and the surrounding communities. We fully understand the expectations, documentation, and interaction with the community that will be necessary for success. We will be a strong partner and advocate while navigating through these processes.

Our project delivery plan starts with the focus of achieving the main goal of completing construction by the end of July 2026. The targeted construction start date of September 2025 is achievable by following our proven workshop process. This allows for a high-level of participation among the City of De Pere stakeholders, community representatives, and the entire design team. Ultimately, this results in an efficient use of your time, an optimized design with consensus and buy-in from all parties, and the highest level of value. After reviewing your tentative project schedule, we propose four consultative workshops shown in our project schedule.

PROJECT APPROACH



Froedtert Parking 6 Site Civil Landscape Plan submitted to the City of Wauwatosa Design Review Board

Workshop #1 - Pre-design and Concept Development:

Listen with the Intent to Understand

This is the most essential phase to establish project goals and constraints such as:

Reflection – What can we learn from our current parking lots?

Financial – Are we pursuing the right sized project?

Sustainability – How can we increase our energy efficiency?

Aesthetic – Will the ramp fit the developing area?

The outcome of this workshop is to establish a mutual understanding of project goals, program needs, develop a solid conceptual foundation for the project, and allow the design team to further refine the design.

Workshop #2 - Establish Schematic Design: Build Consensus and Set the Framework

Key objectives are to establish a final program, schematic design option, project budget, and construction schedule.

Financial – Present performance and preliminary cost information relative to options.

Sustainability – Present ideas such as LED lighting on individual occupancy sensors, photovoltaic panels, EV chargers and green roof options.

Aesthetic – Present material and finish options for selection.

The outcome is a construction schedule and established dates for community outreach, along with a set of design deliverables ready to submit to the City of De Pere and the CMAR.

Workshop #3 - Design Development: Finalize the Design

Key objectives are to verify budget alignment, make scope adjustments if necessary, and collect all detailed design requirements to set a firm direction for production of design drawings.

Financial – Review construction cost estimate and verify budget alignment

Sustainability – Establish strategies to be pursued

Aesthetic – Finalize selection of material and finish options

The outcome is a clear direction for preparation of a comprehensive set of contract documents.

Workshop #4 - Design Development Review and Confirmation: Prepare for the Construction Bid Set

Key objectives are to confirm budget alignment and conduct a comprehensive review to verify all information exchanged has been accurately interpreted and included in the design.

Financial – Review construction cost estimate and verify budget alignment

The outcome is a presentation and approvals from City officials and stakeholders.

DESIGN PHASE PLANNING

GRAEF's plans to prepare for managing and conducting review and discussions are as follows:

- 30% Design: Workshop #3, provide engineer's cost estimate/committee meetings
- 60% Design: Workshop #4, provide engineer's cost estimate/committee meetings
- 90% Design: Present 90% drawings & specs for city staff review, prepare permit applications
- 100% Design: Work with CMAR to finalize construction schedule, Plan Commission Review, City Council and Permits

PROJECT APPROACH

Parking facilities are stereotyped for being dingy places always in need of repair. Our team is positioned to change that perception to provide a safe, secure, pleasant environment for the facility users. GRAEF has experience planning parking ramps from both structural and functional perspective to refine the conceptual parking layouts provided in your RFP based on your final business plan. The important attributes to consider:

Highly Functional and Efficient: It is easy to run capital costs up if your ramp layout does not effectively balance the ratio of circulation space to parking. It will be important to work together to find the right mix of parking stalls, sizes and types, fluid ramp circulation, navigation, and wayfinding.

Designed for Operation: Where and how does the snow get removed? It is also very important to consider the high traffic volume that contributes to wear and tear in the selection of materials and design of spaces.

User Safety: A safe parking garage is important, not only from a physical perspective but a psychological one as well. Good directional signage creates good wayfinding for the users, and clear, well-lit interiors are just a start. Good visibility of all garage areas is the single most important safety related design concern.

Achieve Low Operating Costs: We must also focus on design ideas that minimize staff requirements for daily operation along with systems and materials that have reasonable paybacks while delivering superior long-term performance.



Photovoltaic Panel Framing - UW Health EastHub Parking Structure

BUILT TO LAST

GRAEF's own parking rehabilitation experience has shown the higher initial cost results in reduced concrete cracking and lower long-term maintenance costs. Our expertise in corrosion protection has shown the following strategies increase the durability of the structure:

Protecting the reinforcement: Why accept corroding steel bars? Protection starts with specifying epoxy coated rebar, a corrosion inhibitor concrete admixture, and the right concrete sealer. The easiest way to protect the concrete is the relationship between the parking designer, structural engineer, and plumbing engineer. With these roles as GRAEF engineers, it easier to coordinate drain locations and ensure the minimum 2% slope to keep water from ponding on the deck.

Reducing Cracked Concrete: Can I reduce the quantity of concrete cracks? Cracks can be minimized by specifying a concrete mix with a low/water cement ratio. Another strategy that GRAEF has been specifying in roof slabs is a waterproofing concrete admixture, which creates crystals to seal small crack after placing the concrete.

Rusted Connections and Architectural Elements: Why accept rusted exposed steel connections and stairs? Protection starts with reviewing specifications to ensure exposed connections are made of stainless steel.

SUSTAINABLE DESIGN STRATEGIES

Our project team is committed to incorporating sustainable strategies on each one of our projects. Through our team's experience in parking facility design we understand the project is eligible for Parksmart, which is administered by the U.S. Green Building Counsil (USGBC). Whether or not the project seeks to obtain a Parksmart Certification, our team understands the credits, how to manage the contractor submittals, and commission the positioned to capture and achieve your sustainable goals for the project.

We are excited to work with a client that is interested in leveraging creative and innovative project approaches. Our team sees the benefit of building structures to last, incorporation of recycled materials, energy efficient, and water pollution reduction through on-site treatment to name a few.

We understand the City of De Pere is interested in making use of the rooftop deck to install and monitor photovoltaic panel arrays. This is an exciting opportunity to take advantage of a renewable resource for the parking facility, commercial space as well as supporting the community. Using these panels creatively to provide power and an element of covered parking is at the essence of sustainability.

Other sensible sustainable design strategies include:

- Promote the sustainable destination concept for the City of De Pere, downtown district.
- Incorporate measures that promote the use of low-emission and fuel-efficient vehicles.
- Promote use of bicycles for occupants and visitors.
- Incorporate technologies into facility and site storm water design to reduce the runoff quantity and increase the quality.
- Minimize light pollution produced by interior and exterior fixtures.
- Reduce potable water use.
- Minimize construction waste.
- Utilize materials that are composed of post-consumer

PROJECT APPROACH

or pre-consumer recycled materials.

- Utilize materials that are extracted and manufactured regionally.
- Exceed efficiency requirements for a typical baseline facility.
- Avoid complex, unique, or maintenance-intensive systems and finishes for easier long-term maintenance and operations.
- Perform life-cycle costing and analysis of building design and energy systems.

DESIGN TEAM & CONSTRUCTION MANAGER AT RISK

The design team supports the use of a Construction Manager at Risk (CMAR) for construction projects, recognizing them as invaluable resources and trusted partners. While architects and engineers excel at designing buildings, they may not always be attuned to supply chain dynamics or the latest advancements in constructability efficiencies. CMARs provide unique insights and practical solutions that enhance the design and construction process. Below are key examples of the positive impact CMARs can bring to a project:

Embedded Electrical Conduits: Previously dismissed due to corrosion concerns and leakage in older systems, embedded conduits have been reintroduced for modern parking projects. Using flexible plastic conduits has reduced schedules and costs, while today's systems are noncorrosive and watertight, ensuring reliable power delivery to fixtures and data connections to devices.

Hybrid Precast Parking Structures: Traditional precast concrete parking structures typically require more maintenance than post-tensioned or cast-in-place structures. CMARs have introduced hybrid precast solutions that combine precast construction efficiencies with field-cast topping slabs, reducing long-term maintenance needs by eliminating rewelded connections and caulk replacement.

Façade and Stair Tower Materials: Façade materials and stair tower construction often account for a significant portion of the budget. Early collaboration with a CMAR can lead to innovative framing options and alternative materials that reduce costs and shorten construction schedules.

Formwork Optimization: Cast-in-place structures require extensive formwork. Structural engineers working alongside CMARs can select readily available formwork systems with low rental fees and quick assembly/disassembly times. By involving the CMAR early in the design process, structures can be optimized for both material and labor efficiency.

By leveraging the expertise of CMARs during the design phase, projects benefit from innovative solutions, improved efficiency, and reduced costs.

RISKS AND CONSTRAINTS

All building projects come with risks and constraints that must be identified early and addressed thoughtfully. For the City of De Pere Parking Project, our team has identified the following key risks and constraints:

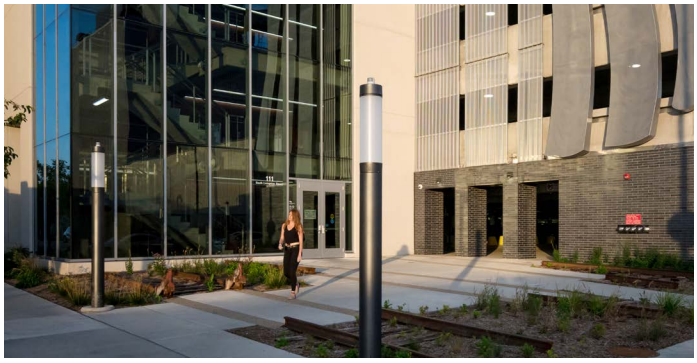
Site Contamination: Downtown locations often have contamination concerns that must be managed effectively. We will collaborate with the owner's environmental testing firm to identify potential contaminants early and develop a mitigation strategy with the CMAR to minimize impacts on cost and schedule. If contaminated soil is encountered, it may be more practical to build above grade rather than below.

Permitting Delays: Delays in obtaining permits can postpone project start dates and impact the construction timeline. GRAEF will proactively engage with the Authority Having Jurisdiction (AHJ) to secure site and stormwater approvals from the City and the DNR as soon as the building footprint is defined.

Budget Management: Staying within budget is critical for the project's success. Clients expect value for their investment, with assurance that funds are allocated toward a durable and long-lasting solution. Cost overruns and significant change orders are unacceptable. Drawing on recent experience with parking projects under construction, we understand how to manage sustainable concrete mix designs and will work closely with the CMAR to establish appropriately sized allowances and set clear expectations with stakeholders to avoid budget overruns.

Quality Control: Employing a Construction Manager at Risk (CMAR) to establish a Guaranteed Maximum Price (GMP) is effective only when the drawings and specifications are accurate and complete. Ensuring quality control during the design phase is essential for a successful construction process.

Our approach includes full-day workshops and page-turn meetings, where stakeholders collaborate to review the 3D model and documents, addressing scope gaps and conflicts. GRAEF's in-house MEP and civil engineering teams conduct quality control reviews of our subconsultants' work. We also utilize BIM for clash detection and leverage Bluebeam Studio sessions to resolve coordination issues at every stage of design.



City of Madison, WI South Livingston Parking Structure

QUESTIONS AND ANSWERS

Q: How will your firm/team's approach to managing and conducting the 30%, 60%, 90%, and 100% City reviews and discussions?

A: During the proposed Workshop meetings, GRAEF educates and informs owner stakeholders about available options, outlining their advantages and disadvantages. With multiple stakeholders likely to have differing opinions on the project scope, we may design components or features that are ultimately not included in the final project. Through multiple review steps (30%, 60%, & 90%), the Construction Manager (CM) evaluates the cost of these options, while the owner decides whether to include or exclude them from the project. The CM maintains a detailed cost control log, and GRAEF tracks the timing of decisions and identifies which stakeholder made each decision

The design team documents and communicates with stakeholders and the Construction Manager to ensure clarity during construction, safeguard all parties, and manage expectations. After each workshop and review phase, we deliver meeting minutes, notated drawings, and written responses to review comments.

Q: How will your firm/team coordinate with the CMAR to identify the permits that will be required to be submitted and how you would propose to proceed to ensure that permits are obtained quickly?

A: Obtaining approvals for the site civil work, including stormwater management and DNR approvals, can take longer than the engineering work required to create the submittals. Once the building footprint is defined and positioned on the site, our civil engineer and landscape architect will meet with the City of De Pere's engineering department to initiate the review process. It's more efficient to walk the civil design through the various departments and address concerns in a collaborative meeting, rather than going through a prolonged cycle of rejections and resubmittals. GRAEF also recommends securing Design Board approval early during the 30% design phase. We do not anticipate any delays in obtaining State and local plan reviews and permits for the building. Once plan reviews have been obtained by the design team, the CM can file applications for the necessary permits.

Q: Are there value-added services your firm/team can provide above that are identified within the request for proposal?

A: Yes, the scope for the City of De Pere Parking Garage is currently undefined. In the Budget section, we outline the base scope and fee for the project design, along with a la carte options for potential features and enhancements.

Q: What type of structural system to recommend for an underground parking facility and/or a parking structure with residential units on top? Are there other options besides precast and cast-in-place concrete?

A: We typically design pretopped precast structures for developer clients focused primarily on minimizing initial costs, as they often plan to sell the property within 5 to 10 years. In contrast, clients who view their parking facilities as long-term investments, such as airports and hospitals, tend to prefer post-tensioned cast-in-place concrete structures due to their reduced maintenance requirements and to avoid the high disruption potential associated with repairs.

For commercial developments, we often recommend a hybrid approach: a precast structure with a cast-in-place concrete topping. This method, commonly used in precast structures for high seismic regions and underground parking, combines the advantages of precast construction—such as rapid erection and high-quality factory-produced components—with the durability of a cast-in-place reinforced concrete topping slab. The topping slab eliminates the need for frequent and costly maintenance, such as rewelding stitch connectors and replacing sealant caulk between floor members.

For an underground parking structure supporting a residential building above, a cast-in-place option is typically preferred. This is due to the significant gravity loads from the structure above, the transfer of lateral wind forces from the residential units, and the need to balance horizontal earth pressure below grade. Pretopped precast systems struggle to resist lateral loads, making them less suitable in this scenario. Given these challenges, the hybrid precast with topping approach is a valid and effective option.

Q: Are there any potential issues that the City may have overlooked in its understanding of this project, including aspects related to the site's architecture, MEP, or civil engineering?

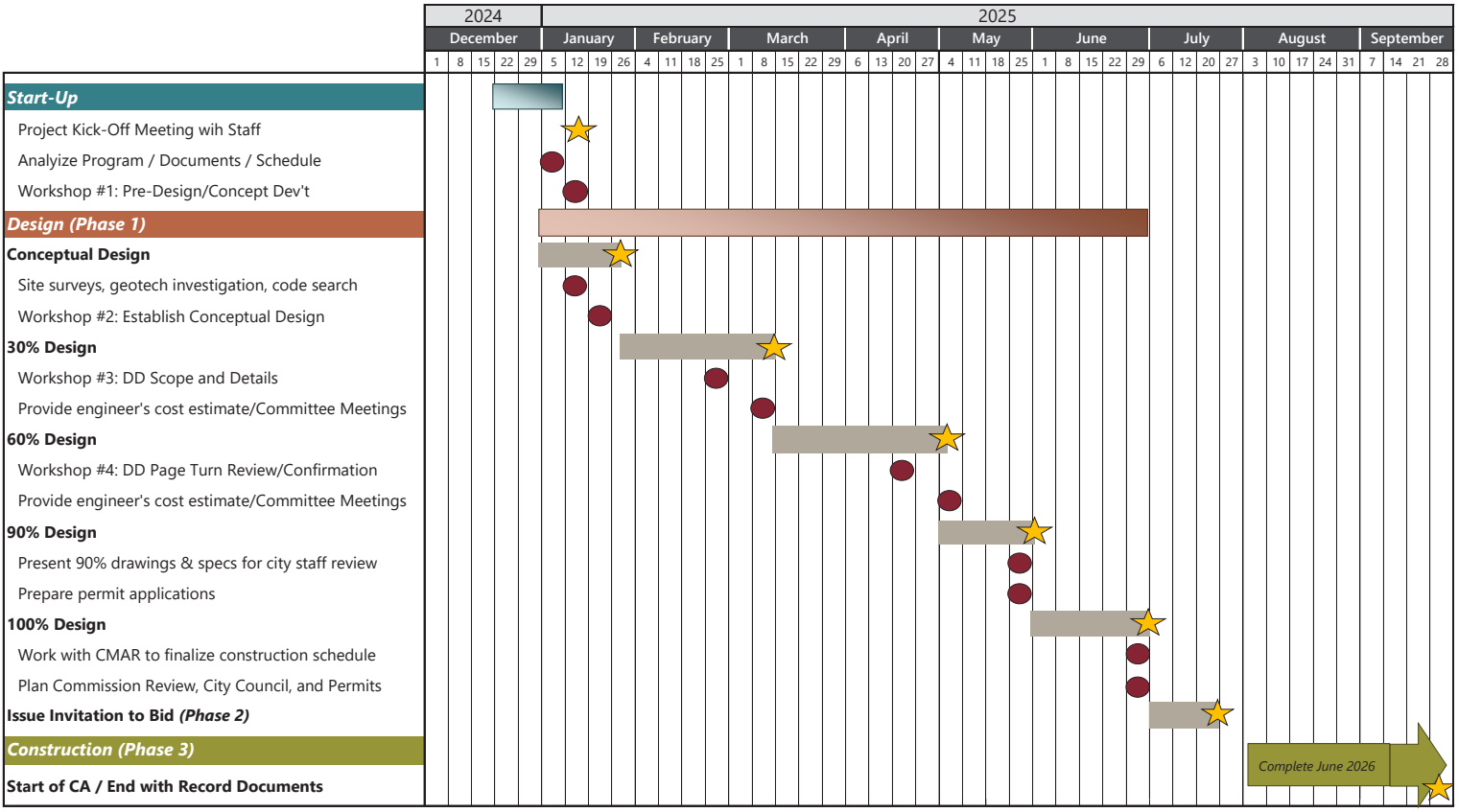
A: An environmental study identifies and classifies site contamination, which can extend the approval process and delay construction. The RFP did not clarify whether an environmental study has already been conducted. While contaminated soils can be mitigated, they may affect the design and construction schedule. Also, soils near a river often have a high-water table and reduced load-bearing capacity. Conducting a geotechnical investigation early will provide valuable insights for the building design and may influence the decision to build underground.

Q: How does your firm/team plan to perform cost estimating services at the 30%, 60%, and 90% design stages?

A: GRAEF has been designing parking facilities in Wisconsin for over 50 years. While we utilize historical cost data to assist with estimating construction budgets, our expertise is in building design rather than construction. As a result, we may not have the most current insights into construction costs and trends. If the City of De Pere intends to use the Engineer's Probable Costs to challenge the Construction Manager's estimates, explore value engineering opportunities, evaluate allowances, or establish contingencies, we recommend engaging a professional construction cost estimator.

To support this process, GRAEF solicited Middleton Consulting & Contracting (MCC) to provide construction estimating services and can furnish a letter of intent for MCC if this approach aligns with the City's needs. Alternatively, GRAEF can develop less detailed cost estimates using our historical cost data. However, it's essential to understand that the level of detail and accuracy will correspond to the resources invested.

PROJECT TIMELINE



The “Anticipated Project Timeline” outlined in the Request for Proposal is ambitious but achievable within the current project scope. The timeline allows approximately six months from the Notice to Proceed on January 8, 2025, to reach the 100% Design Level by June 30, 2025. We have the resources necessary to meet this schedule. Designing the City of De Pere Public Parking Garage within six months is feasible, provided stakeholders complete their reviews promptly during the first half of each design phase and make timely major decisions.

However, several factors outside the control of the architects, engineers, and construction managers can impact the schedule. For example, if significant site contamination is discovered, addressing environmental concerns may delay construction until remediation is complete. Additionally, plan reviews at the City and State levels could extend the timeline by several days to a few weeks.

For more information on Workshops, please see page 18 of this proposal.

BUDGET INFORMATION

We aim to make selecting a parking design consultant team as straightforward as purchasing a new vehicle from a dealership. Based on the RFP, we understand that you need a design team capable of delivering a parking facility with a minimum capacity of 220 spaces. Regardless of the specific scope, certain design tasks—such as attending meetings, stormwater management, and laying out lighting and drainage systems—will be required.

However, scope elements that are currently undefined or unrefined, such as constructing an underground facility or supporting residential units above the structure, can significantly impact the project's scope and associated fees. Continuing with the vehicle analogy, the difference between these parking facility designs is akin to choosing between a compact Kia coupe and a full-sized Ford truck. Both will get the job done, but their designs are tailored to their functions. For the City of De Pere Parking Garage, the "Base Model" assumes a precast (or hybrid) parking structure featuring one level underground, emergency lighting, sidewalks, streetlights, conduit for EV charging, durability enhancements for Wisconsin's climate, ADA compliance, wayfinding signage, fired department standpipes (non-sprinklered), mechanical and electrical rooms, and economically sustainable features.

The "Base Model" Professional Design services are:

"BASE MODEL" PROFESSIONAL DESIGN SERVICES		
	FEE	**LABOR**
Project Management (includes QC)	$79,100	(364 hours)
Structural	$39,472	(226 hours)
Architectural	$50,165	(254 hours)
Civil	$22,276	(125 hours)
Mechanical	$17,616	(98 hours)
Electrical	$23,884	(138 hours)
Plumbing / Fire Protection	$19,074	(102 hours)
Landscape Architecture	$7,460	(39 hours)
Geotechnical	$16,300	
Site Survey (GRAEF)	$4,250	
Design Contingency (5%)	$13,607	
"BASE MODEL" TOTAL	**$293,577**	
PACKAGES/OPTIONS		
Cost Estimating	$17,700	
Parksmart Certification	$23,742	
Bonus Features		
Upgrade to cast-in-place from precast	$17,600	
Premium for Multiple levels underground	$6,800	
Premium for residential units on top	$4,400	
Premium for sprinkler design	$5,000	
Premium for Elevator design with call systems	$2,400	
Premium for fire alarm system/fire pump	$5,100	

BUDGET INFORMATION

We desire to establish an agreement that is equitable for both the City of De Pere and GRAEF. To support this goal, we have outlined the scope and its breakdowns in Section 5. We are committed to maintaining fairness and integrity in all our client relationships.

The projected hours for the Base Model scope are included here and detailed in the spreadsheet accompanying this proposal. The pay rates are calculated using a 3.25 multiplier of the professional's hourly wage. This multiplier accounts for overhead, employee benefits, and profit. Our current audited overhead rate is 2.71%, as submitted annually to Wisconsin DOT, with the remaining 0.54% representing profit.

CONSTRUCTION ADMINSTRATION (REFERENCE ONLY)		
	FEE	**LABOR**
Project Management (includes weekly OAC meetings)	$34,034	(160 hours)
Structural	$11,343	(63 hours)
Architectural	$7,900	(40 hours)
Civil	$3,754	(21 hours)
Mechanical	$5,156	(30 hours)
Electrical	$5,400	(28 hours)
Plumbing / Fire Protection	$5,552	(30 hours)
Design Contingency (5%)	$3,657	
Construction Administration- Component (2) Total	**$76,796**	

HOURLY RATES		
TEAM MEMBER	**CLASSIFICATION**	**RATE**
Jason Gross	P6	$205
Jeff Rosner	P7	$215
Patrick Skalecki	P8	$226
Dan Komorowski	P4	$180
Matt Garcia	P5	$194
Bob Jeffers	P7	$215
Jessica Culver	P5	$194
Joseph Pepitone	P7	$215
Ian Griffiths	P5	$194
Stephen Siegle	P5	$194

For more information on hourly rates, please see Appendix, page 28.

REFERENCES

SOUTH LIVINGSTON PARKING GARAGE

MADISON, WI



DATE OF COMPLETION: July 2018

PROJECT COST: $25 million

NAME OF CMAR: Miron Construction

PROJECT TYPE: Public

PROJECT OWNER REFERENCE:
James Whitney
Architect
City of Madison, WI
608 / 266 4563
jwhitney@cityofmadison.com

MILWAUKEE BUCKS 5TH STREET PARKING STRUCTURE

MILWAUKEE, WI



DATE OF COMPLETION: February 2018

PROJECT COST: $30 million

NAME OF CMAR: Findorff

PROJECT TYPE: Private and Public Joint Venture

PROJECT OWNER'S REPRESENTATIVE REFERENCE:
Mike Abrams
Vice President
CAA-ICON
303 / 210 7860
mike.abrams@caaicon.com

FROEDTERT PARKING 6

WAUWATOSA, WI



DATE OF COMPLETION: November 2020

PROJECT COST: $60 million

NAME OF CMAR: CG Schmidt, Inc.

PROJECT TYPE: Private

PROJECT OWNER REFERENCE:
Brad Weinert
Lead Project Manager
Froedtert Hospital
414 / 805 9045
brad.weinert@froedtert.com

REFERENCES

GRAEF PROJECTS WITH CMAR

- Bayshore Town Center East & South Garages | Glendale, WI **(Private)**
- Block 100 Capitol Point Condominiums | Madison, WI **(Private)**
- Dane County Regional Airport | Madison, WI **(Public)**
- Evanston Medical Office Building | Evanston, IL **(Public)**
- Froedtert Health Parking Structure 6 | Wauwatosa, WI **(Private)**
- General Mitchell International Airport Addition | Milwaukee, WI **(Public)**
- Gundersen Lutheran Hospital | La Crosse, WI **(Private)**
- Hilton Hotel Madison at Monona Terrace | Madison, WI **(Private)**
- Honey Creek Corporate Center | Milwaukee, WI **(Private)**
- Kenosha Hospital - Medical Center | Kenosha, WI **(Private)**
- Marquette University 16th Street Parking Structure | Milwaukee, WI **(Private)**
- Marquette University Wells Street Parking Structure | Milwaukee, WI **(Private)**
- Martha Jefferson Hospital | Charlottesville, VA **(Private)**
- Milwaukee Art Museum | Milwaukee, WI **(Private)**
- Milwaukee Bucks Block 7 Parking Structure | Milwaukee, WI **(Public & Private)**
- Mt. Sinai Hospital | Minneapolis, MN - Northwestern Mutual **(Private)**
- Franklin Parking Structure | Franklin, WI **(Public)**
- Oak Park Parking Structure | Oak Park, IL **(Public)**
- Potawatomi Bingo Casino Expansion | Milwaukee, WI **(Private)**
- Saint John's on the Lake Parking Garage | Milwaukee, WI **(Private)**
- St. Joseph's Regional Medical Center | Milwaukee, WI **(Private)**
- St. Luke's Medical Center | Milwaukee, WI **(Private)**
- The Grand Avenue Mall | Milwaukee, WI **(Public)**
- The Hermitage Apartments | Chicago, IL **(Private)**
- University of Wisconsin-Madison Lot 46 Expansion | Madison, WI **(Public)**
- University of Wisconsin-Milwaukee Science Complex |Milwaukee, WI **(Public)**
- University of Wisconsin-La Crosse Parking Ramp and Police Services | La Crosse, WI **(Public)**
- University of Wisconsin/University Hospital Parking Expansion Lot 75 | Madison, WI **(Public)**
- US Bank Corporate Parking Garage | Milwaukee, WI **(Private)**
- Waukesha Memorial Hospital Employee Parking | Waukesha, WI **(Private)**
- Waukesha Transit Terminal | Waukesha, WI **(Public)**
- West Allis Memorial Hospital | West Allis, WI **(Private)**
- West Bend Mutual Insurance | West Bend, WI **(Private)**
- Wisconsin Electric Power Company | Milwaukee, WI **(Public Utility)**

INSURANCE & LEGAL RESPONSIBILITIES

Pending or completed lawsuits in the last 5 years for Graef-USA Inc. Updated 11/19/2024.The professional liability claim settlements are all subject to confidentiality restrictions.

Maria and Thomas Murphy v. Palos Community Hospital, et. al., Cook County Illinois Case No. 2015-L-066052. This civil action lawsuit against multiple parties arises from a slip/fall in a parking lot. This case was settled in May 2022. CNA paid portion of settlement.

Zurich American Insurance Company v. Terra Engineering & Construction et. al., Milwaukee County Wisconsin Circuit Case No. 17-CV-11048. 2017. This civil action against multiple parties arises from damage to an adjacent property during construction. This case was settled in December 2019.

Robin Matchett-Schmidt v. City of Oak Creek, et. al., Milwaukee County Wisconsin Circuit Court Case No. 19-CV-4295. This civil action against multiple parties arises from a slip/fall on a splash pad. This case was settled in May 2021.

Blue Skies of Texas, Inc. v. Skanska USA Building, Inc. et. al., Bear County Texas, 438th Judicial District. Case No. 2019-CI-19689. This is a civil action against multiple parties for alleged building deficiencies. This case was settled in August 2022. CNA paid portion of settlement.

Gran Paraiso Condominium Association, Inc. v. PRH Paraiso Two, LLC, et al., Miami-Dade County Florida 11th Judicial Circut Court, Case No. 2023-015927-CA-01 (CA44). This is a civil action against multiple parties for alleged building deficiencies. This case was settled in November 2024.

Insurance companies that have written commercial liability insurance policies for GRAEF-USA Inc. in the past three (3) years.
Continental Casualty Company (CNA)
P.O. Box 74007619
Chicago, IL 60674-7619

Graef-USA Inc., Berners Schober, and ECS Midwest have not been suspended from either bidding or entering into any government contract.

APPENDIX

GRAEF

collaborāte / formulāte / innovāte

PROFESSIONAL SERVICES 2024 FEE SCHEDULE (effective January 1, 2024)

CLASSIFICATION	RATE
Senior Group Manager (P9)	$ 247.00
Group Manager (P8)	$ 226.00
Senior Professional (P7)	$ 215.00
Professional (P6)	$ 205.00
Professional (P5)	$ 194.00
Professional (P4)	$ 180.00
Professional (P3)	$ 166.00
Professional (P2)	$ 150.00
Professional (P1)	$ 126.00
Senior Technician/Inspector (T6)	$ 168.00
Senior Technician/Inspector (T5)	$ 154.00
Senior Technician/Inspector (T4)	$ 144.00
Technician/Inspector (T3)	$ 130.00
Technician/Inspector (T2)	$ 114.00
Technician/Inspector (T1)	$ 95.00
Survey Crew - 1 Person	$ 176.00
Survey Crew - 2 Person	$ 245.00
Administrative	$ 91.00

Automobile travel will be billed at the current federal rate of 67.0 cents per mile.
Survey vehicles will be billed at 75 cents per mile.
LIDAR scanner will be billed at $150/hour.
Unmanned Aircraft System (UAS) will be billed at $75/hour.
Expenses such as travel and supplies will be billed at actual cost.
Contracted services and consultants will be billed at cost plus 5 percent.

GENERAL INFORMATION	
Project Name:	De Pere Parking Garage
Client Name:	City of De Pere
Date:	12/3/24

GRāEF

RATE TABLES

Target Multiplier = 3.25 (2024 Rate Table)		Target Multiplier = 3.00 (2024 Rate Table)		Custom 1 (2023 Rate Table - 3.25)		Custom 2 (2023 Rate Table - 3.00)		Raw Rate x Multiplier			Subconsultants	
								Target Muliplier		3.25		
Classification	Rate/hr	Classification	Rate/hr	Classification	Rate/hr	Classification	Rate/hr	Classification	Raw Rate/hr	Rate/hr	Title	Rate/hr
P9	$268	P9	$247	P9	$255	P9	$235	P9	$82	$268		$0
P8	$246	P8	$226	P8	$235	P8	$215	P8	$76	$246		$0
P7	$231	P7	$215	P7	$220	P7	$205	P7	$71	$231		$0
P6	$221	P6	$205	P6	$210	P6	$195	P6	$68	$221		$0
P5	$210	P5	$194	P5	$200	P5	$185	P5	$65	$210		$0
P4	$193	P4	$180	P4	$184	P4	$171	P4	$59	$193		$0
P3	$176	P3	$166	P3	$168	P3	$158	P3	$54	$176		$0
P2	$158	P2	$150	P2	$150	P2	$143	P2	$49	$158		$0
P1	$138	P1	$126	P1	$132	P1	$120	P1	$42	$138		$0
T6	$180	T6	$168	T6	$172	T6	$160	T6	$55	$180		$0
T5	$168	T5	$154	T5	$160	T5	$147	T5	$52	$168		$0
T4	$155	T4	$144	T4	$148	T4	$137	T4	$48	$155		$0
T3	$142	T3	$130	T3	$135	T3	$124	T3	$44	$142		$0
T2	$122	T2	$114	T2	$116	T2	$109	T2	$38	$122		$0
T1	$100	T1	$95	T1	$95	T1	$90	T1	$31	$100		$0
Survey Crew - 1 Person	$182	Survey Crew - 1 Person	$176	Survey Crew - 1 Person	$174	Survey Crew - 1 Person	$168	Survey Crew - 1 Person	$56	$182		$0
Survery Crew - 2 Person	$257	Survery Crew - 2 Person	$245	Survery Crew - 2 Person	$245	Survery Crew - 2 Person	$233	Survery Crew - 2 Person	$79	$257		$0
Administrative	$94	Administrative	$91	Administrative	$90	Administrative	$87	Administrative	$29	$94		$0

Sheet Names	Use?
Project Management	Yes
Parksmart	Yes
Architectural	Yes
Structural	Yes
Mechanical	Yes
Electrical	Yes
Plumbing	Yes
Civil	Yes
Landscape Architecture	Yes

CITY OF DE PERE
PUBLIC PARKING GARAGE

Request for Architecture + Engineering Design Services

December 2, 2024



At their core, architecture and engineering are not about bricks, mortar, wood, glass and steel. They're not even about plans or aesthetics. Sure, these are all important, but anyone can give you these things.

We believe design is about people.

Design has the power to unleash true human potential. The power to enable people to be their best. The power to inspire people to be better human beings.

This is a big promise.

We don't make it alone. Our team includes our clients. It includes everyone who uses and enjoys the spaces we create. Delivering on the promise requires dedication, listening closely, working diligently, collaborating relentlessly and executing brilliantly. It's no small task; we can only accomplish it together.

We believe great design is about more than elevating the environment.
We believe great design is about elevating people's potential.

Cover: City of Madison - Lake Street Garage | Madison, WI | EUA + Walker

Village of Glen Ellyn Public Parking Garage | Glen Ellyn, IL | Walker

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one:

COVER LETTER

December 2, 2024

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

green bay : 124 N Broadway | 920.336.9929
milwaukee : 333 E Chicago St | 414.271.5350
madison : 309 W Johnson St, Ste 202 | 608.442.5350
denver : 1899 Wynkoop St, Ste 700 | 303.595.4500
atlanta : 1401 Peachtree St NE, Ste 300 | 404.596.8006
eua.com

Dear Mr. Lindstrom and Selection Committee,

Thank you for the opportunity to submit our proposal for the design of Downtown De Pere's new public parking structure. Our combined team – EUA, Walker Consultants and Robert E. Lee & Associates (REL) – is excited to bring a collaborative, community-focused and sustainability-driven approach to this transformative project. Our proposal is built on a foundation of proven expertise, strong local ties and a shared vision for a vibrant, pedestrian-friendly downtown.

A Proven Partner with Local and Regional Expertise: As the architecture team for an active development adjacent to the proposed parking structure site, EUA offers firsthand familiarity with the project area and its opportunities. Our partnership with Walker Consultants, the authors of the city's parking study, ensures seamless alignment with the city's vision and data-driven strategies. Together, our team combines local knowledge with national expertise, bringing decades of experience designing high-performance parking structures for urban contexts.

Integrated Solutions for Functionality, Community and Design: We understand this parking structure is more than a functional asset; it's critical to Downtown De Pere's ongoing revitalization. Our fully integrated team of architects, engineers and sustainability specialists will work hand-in-hand to deliver a design that:

- Maximizes parking efficiency while maintaining compatibility with the downtown's character.
- Enhances safety, accessibility and pedestrian flow.
- Incorporates cutting-edge technology for operations and maintenance.
- Meets sustainability goals with features designed to achieve Parksmart Certification, such as EV charging infrastructure and rooftop solar opportunities. (Read more about how we helped TruStage achieve ParkSmart Bronze https://eua.com/news/trustage-achieves-wisconsins-first-parksmart-bronze-certification/)

Listening to De Pere, Designing for De Pere: Exceptional listening is at the heart of our design process. We will actively engage with city stakeholders, public committees and the broader community to gather input and ensure the structure reflects De Pere's unique identity. Our commitment is to design a garage that not only supports current needs but also contributes to the city's long-term growth and sustainability.

We look forward to the opportunity to partner with the City of De Pere on this exciting initiative. Please feel free to contact me directly at 920.530.4004 or paulj@eua.com to discuss how we can bring your vision to life.

Respectfully submitted,



Paul Janssen| Senior Project Manager : Point of Contact
Green Bay | 920.530.4004 | paulj@eua.com

EUA BY THE NUMBERS:

117	280+	140+	7	5
Years in Business	Talented Employees	Registered Professionals	Client Markets	Office Locations

Our core values have been the same for over a century: always do the right thing and treat clients, partners, and communities with respect. We deliver quality planning, design and engineering solutions and are committed to the markets we serve, including community, healthcare, industry, learning, living, science + technology and workplace.

We believe that informed and effective design elevates people's potential.

We'll make sure this happens by asking you questions about what your space needs. We encourage you to share your thoughts and ideas — our design philosophy always puts your visions first.

eua.com | green bay : milwaukee : madison : denver : atlanta

PARKING DESIGN

Parking structures shouldn't be an afterthought. The team of EUA | Walker's experience with structural and architectural systems results in attractive, functional facilities that exceed industry standards and are architecturally supportive of any development.

WALKER CONSULTANTS BY THE NUMBERS:

59	370+	400+	88	27
Years in Business	Talented Employees	Parking Structures Designed	Midwestern Employees	Office Locations

Established in 1965 as a structural engineering firm, Walker Consultants began to specialize in parking design and consulting, and by the 1980s became the leading parking consulting firm in the United States.

With today's rapidly changing landscape of ride apps, new mobility options, autonomous and electric vehicles, and sustainability, parking facilities must be designed with flexibility to accommodate new usage patterns and vehicle characteristics. Throughout all this change, they must still be designed to be efficient, user-friendly, durable, and cost-effective. This begins with studying and understanding the requirements of the facility's users today and in the future.

Our creative professionals, backed by more than 55 years of experience, will craft a facility that will function well today and decades into the future.

Solutions from start to finish—and beyond.

walkerconsultants.com | nationwide

Noah Hillman Garage | Annapolis, MD | Walker



two:

QUALIFICATIONS + CAPABILITIES

ORGANIZATION CHART + KEY INDIVIDUALS RESUMES

The team we are presenting includes specialized professionals with the expertise needed to serve your project. Our team has a strong understanding of not only parking garage projects but also local and national expertise in helping cities develop long-term public assets that are woven into the community fabric. This team brings diverse and current experience in multiple parking garage projects.

* Individual who will be on the interview team



PAUL JANSSEN* | EUA
Point of Contact
Senior Project Manager
Green Bay



BRAD F. NAVARRO* | WALKER
Principal-in-Charge
Hoffman Estates

KEY INDIVIDUALS		
EUA	**Walker Consultants**	**Robert E Lee & Associates**
RYAN BAKKE* | GREEN BAY Senior Project Designer AARON KIESAU | GREEN BAY Senior Project Architect	GRACE E. DUCHAJ* | HOFFMAN ESTATES Director of Design Services DAVE J. MEHL* | HOFFMAN ESTATES Project Manager RASHID AHMED | HOFFMAN ESTATES Engineer of Record	JARED SCHMIDT | HOBART Project Manager BRANDON ROBAIDEK | HOBART Lead Site / Storm Water Designer + Permitting

STAFF MEMBERS	
EUA	**Walker Consultants**
DALLAS BORSKI | GREEN BAY Project Specialist MATT MAREK | GREEN BAY Senior Electrical Engineer DALE GARFIELD | GREEN BAY Senior Mechanical Engineer AARON BOCK | MADISON Senior Plumbing Engineer	KEVIN WHITE | MINNEAPOLIS Engagement Specialist ERIC HAGGETT | CHICAGO Sustainability Specialist CARL L. SCHNEEMAN | MINNEAPOLIS Durability Consultant



Paul Janssen, AIA | EUA

SENIOR PROJECT MANAGER | POINT OF CONTACT

Paul has proven expertise in managing the overall aspects of design and construction projects and is responsible for completing projects on time and within budget. He does this by effectively coordinating the building trades and developing partnerships and rapport among the design team, local officials and clients. Paul has an advanced understanding of his clients' needs and responds to them with diligent attention to detail, resulting in superior service and high levels of client satisfaction.

FEATURED PROJECTS

- Belmark Plant 7 – De Pere, WI
- Prince of Peace Addition + Renovation – Bellevue, WI
- Menomini yoU - Language Center – Keshena, WI
- Mid-State Technical College - AMETA Center – Stevens Point, WI
- Broadway Automotive: Collision Center, VW + Chevrolet – Green Bay, WI
- Millis Transfer Trucking Facility – Cartersville, GA
- Brown County South Landfill – Green Bay, WI

EDUCATION

Bachelor of Science, Architecture
University of Wisconsin-Milwaukee, 1988

REGISTRATION

Architect: Wisconsin, 2014

AFFILIATIONS

American Institute of Architects (AIA)

AVAILABILITY

Paul has 75% in 2025



Ryan Bakke, AIA, NCARB | EUA

SENIOR PROJECT DESIGNER : PRINCIPAL

Ryan has a proven track record of delivering projects through all phases, from pre-planning to construction. He is committed to providing clear solutions, especially when faced with complex challenges, a skill he's honed through experience working on projects throughout North America, Asia, and the Middle East. An expert in multiple types of facilities, Ryan ensures that your building elevates your organization's purpose and enhances your identity in the community.

FEATURED PROJECTS

- One Menasha Center Parking Garage – Menasha, WI
- Oshkosh Corporation Global Headquarters – Menasha, WI
- Community First Credit Union Corporate Office – Appleton, WI
- Moraine Park Technical College, AIR Center – Fond Du Lac, WI
- Moraine Park Technical College, AIR Center – Fond Du Lac, WI
- Menominee Tribal Clinic – Keshena, WI

EDUCATION

Bachelor of Architecture
Iowa State University, 2003

REGISTRATION

Architect: Illinois, Oklahoma, Wisconsin

AFFILIATIONS

- American Institute of Architects (AIA)
- National Council of Architectural Registration Boards (NCARB)

AVAILABILITY

Ryan has 50% in 2025



Bradley F. Navarro, PE | Walker

PRINCIPAL-IN-CHARGE

Brad is a vice president and managing principal of Walker Consultant's two Chicago offices. Brad has 20 years of experience in parking planning, design, and consulting, and oversees the production and quality assurance process for all design projects produced by Walker's Chicago offices. He has consulted on hundreds of parking related projects, lending expertise to site selection, engineering, building code analysis, durability design, and facility maintenance and restoration.

FEATURED PROJECTS

- Glen Ellyn Civic Center Garage – Glen Ellyn, IL
- Maple Street Commuter Parking – Mount Prospect, IL
- Madison Veteran's Affairs Garage – Madison, WI

EDUCATION

Bachelor of Science in Civil Engineering
University of Illinois at Urbana-Champaign

REGISTRATION

Professional Engineer (IL, MO, IA, MI)

AFFILIATIONS

American Society of Civil Engineers (ASCE)
National Council of Examiners for Engineering and Surveying (NCEES)

AVAILABILITY

Brad has 25% in 2025



Grace E. Duchaj, PE, SE | Walker

DIRECTOR OF DESIGN SERVICES

Grace is the director of design services in Walker's Chicago West office. She specializes in structural design of new parking garage projects, with an emphasis in concrete construction. Grace's enthusiasm for innovation and design creativity has led her to gain experience in the design and execution of materials such as concrete, structural steel, and aluminum included on a variety of parking-related and mixed-use structures.

FEATURED PROJECTS

- Glen Ellyn Civic Center Garage – Glen Ellyn, IL
- Maple Street Commuter Parking – Mount Prospect, IL
- Madison Veteran's Affairs Garage – Madison, WI
- State Street Campus Garage – Madison, WI

EDUCATION

Master of Engineering in Structural Engineering
Illinois Institute of Technology

Bachelor of Science in Civil Engineering
Illinois Institute of Technology

REGISTRATION

Professional Engineer (IL, WI)
Structural Engineer (IL)

AFFILIATIONS

American Society of Civil Engineers, Structural Engineering Institute

AVAILABILITY

Grace has 25% in 2025



David J. Mehl, SE, PE | Walker

PROJECT MANAGER

Dave is a project manager for Walker Consultants' Hoffman Estates office. Since joining Walker in 2005, Dave has devoted his time to specializing his experience in structural design. His experience in the industry includes a variety of projects such as municipalities, commercial developments, universities, hospitals, airports and corporate facilities.

FEATURED PROJECTS

- Maple Street Commuter Parking – Mount Prospect, IL
- Madison Veteran's Affairs Garage – Madison, WI
- Glen Ellyn Civic Center Garage – Glen Ellyn, IL

EDUCATION

Master of Science in Civil Engineering
Purdue University

Bachelor of Science in Civil Engineering
Purdue University

REGISTRATION

Professional Engineer (IL, MO, WI)
Structural Engineer (IL)

AVAILABILITY

Dave has 75% in 2025



Rashid Ahmed, SE, PE | Walker

ENGINEER OF RECORD

Rashid is vice president and chief engineer at Walker Consultants. Rashid led the structural group and is responsible for overseeing the structural engineering for the Chicago and other Walker offices. His responsibilities include overseeing structural design, restoration design, quality assurance, construction administration, and peer review for precast and post-tensioned concrete structures.

FEATURED PROJECTS

- Glen Ellyn Civic Center Garage – Glen Ellyn, IL
- Maple Street Commuter Parking – Mount Prospect, IL
- Madison Veteran's Affairs Garage – Madison, WI

EDUCATION

Master of Science in Civil Engineering
University of Illinois at Urbana-Champaign

Bachelor of Science in Civil Engineering, N.E.D.
University of Engineering and Technology Karachi, Pakistan

REGISTRATION

Professional Engineer (WI, MI, OH, MO, FL)
Structural Engineer (IL, NV, NE)

AFFILIATIONS

American Concrete Institute (ACI) Committees on Prestressed Concrete and Parking Structures
Chariperson of ACI 362 Parking Structures Committee, "Guide for the Design and Construction of Durable Concrete Parking Structures"

AVAILABILITY

Rashid has 75% in 2025



Jared Schmidt, PE, VP | RE Lee

PROJECT MANAGER

With 21 years of experience, Jared's expertise extends across the design and construction of transportation facilities, site development and storm water management systems. His works spans from local streets to major highways, as well as site plan projects requiring detailed storm water management solutions. His ability to manage complex multi-year project is enhanced by efficiency in site, layout, grading and storm water design, ensuring compliance with regulatory standards.

FEATURED PROJECTS

- Mixed Use Multi-Story Building – De Pere, WI
- Commercial Mixed Use Building – Ashwaubenon, WI
- Mix Use Building – Neenah, WI
- Urban Mixed Use Building – Appleton, WI

EDUCATION

Marquette University
Bachelor of Science,, Civil Engineering, 2003

REGISTRATION

Professional Engineer (WI)

AVAILABILITY

Jared has 45% in 2025



Brandon Robaidek, PE | RE Lee

LEAD SITE / STORM WATER DESIGNER + PERMITTING

Brandon has eight years of experience as a design engineer, focusing on various commercial, industrial and site plan design. His responsibilities include developing layouts for proposed improvement and creating detailed utilities, grading and erosion control plans. He also specializes in storm water management plan design, analyzing drainage basins, land use site-specific soil and storm water conveyance systems.

FEATURED PROJECTS

- Legacy Hotel – Green Bay, WI
- OSMS – Fox Crossing and Town of Algoma, WI
- The Barn at Sunset Acres – Pulaski, WI
- Georgia Pacific – De Pere, WI

EDUCATION

UW - Plateville
Bachelor of Science, Civil Engineering, 2016

REGISTRATION

Professional Engineer (WI)

AVAILABILITY

Brandon has 65% in 2025



Aaron B. Kiesau, AIA, LEED AP, NCARB | EUA | 60% availability

SENIOR PROJECT ARCHITECT

Aaron brings over three decades of experience and is dedicated to effective problem-solving. He listens carefully to your needs to develop solutions that resonate with your organization and exceed your expectations. Aaron also mentors emerging architects and junior designers, helping them succeed in their roles.

SELECT PROJECT EXPERIENCE

- Newell Brands – Multiple U.S. Locations
- BAE Systems Shipyard Control Building – Jacksonville, FL
- PFA2 Project – Final Assembly Facility II Marine Complex – Mobile, AL
- K-Party Condominium Development – Green Bay, WI
- Mars Company, Facility Addition – Elizabethtown, PA
- Transportation Garage/Office – Hortonville, Wisconsin*



Dallas Borski | EUA | 75% availability

PROJECT SPECIALIST

Dallas focuses primarily on the corporate and manufacturing markets. He is responsible for the production of architectural documents in Revit, which integrates drawings with building information modeling (BIM). His responsibilities include architectural design, detailing, coordination with other disciplines and document review.

SELECT PROJECT EXPERIENCE

- NWTC Transportation Center – Green Bay, WI
- NWTC Great Lakes Energy Education Center – Green Bay, WI
- Nature's Way Corporate Office – Green Bay, WI*
- Festival Foods Corporate Office – De Pere, WI*
- The Legacy Hotel – Green Bay, WI
- Belmark Plant 1 + 3 Expansion – De Pere, WI*



Matt Marek, PE, LEED AP BD+C | EUA | 30% availability

SENIOR ELECTRICAL ENGINEERING | DIRECTOR OF ENGINEERING

Matt has over 20 years of experience providing his clients with electrical engineering design, facilities management and engineering project management services. He complements his engineering experience by leading corrective maintenance and operational plans tailored to the management style of each client.

SELECT PROJECT EXPERIENCE

- Fincantieri Marinette Marine Shiplift – Marinette, WI
- Skyward World Headquarters / Parking – Stevens Point, WI*
- United Health Group Corporate Office / Parking – De Pere, WI*
- US Venture Center – Green Bay, WI*
- Menominee Indian Tribe of Wisconsin Clinic – Keshena
- Oshkosh Corporation – Oshkosh, WI



Dale Garfield EMBA, P.E. | EUA | 25% availability

SENIOR HVAC ENGINEER

Dale has over 13 years of experience as an HVAC engineer. An expert in 3D scanning and modeling, field coordination,and constructability, he excels at identifying and solving issues before they impact a project's budget or schedule. Dale is a U.S. Marine Corps veteran – an experience reflected in his work ethic, leadership skills and dedication to his clients.

SELECT PROJECT EXPERIENCE

- Oshkosh Corporation, Headquarters – Oshkosh, WI*
- NWTC, Trades + Manufacturing Wing Renovation – Green Bay, WI*
- Community First Credit Union, Corporate Office – Neenah, WI*
- Titletown Tech – Green Bay, WI*
- Moraine Park Technical College – Fond du Lac, WI
- Moraine Park Technical College – Beaver Dam, WI

[* = completed while at an EUA acquired firm]



Aaron Bock, PE | EUA | 40% availability

SENIOR PLUMBING ENGINEER

Aaron takes the time to get to know people he works with and understand what's important to them, both on professional and personal level. He encourages people to come to him with their concerns, questions or just want to learn about an area of expertise.

SELECT PROJECT EXPERIENCE

- University of Maryland Upper Chesapeake Health Medical Campus – Aberdeen, MD*
- Riverton Medical District Hospital – Riverton, WY*
- Lehigh Valley Health Network Inpatient Pavilion Expansion – Bethleham, PA*
- Confidential Corporate Hangar – WI
- Thrivent – Appleton, WI
- GEI- Austal Shipyard – Mobile, AL



Kevin White, AICP | Walker | 25% availability

ENGAGEMENT SPECIALIST

Kevin is a parking and mobility planner and consultant in Walker's Minneapolis office who specializes in parking and mobility planning, curbside management, and transportation demand management, with a focus on user behavior and integration of all modes of transportation.

SELECT PROJECT EXPERIENCE

- City of De Pere Downtown Parking Supply and Demand Analysis – De Pere, WI



Eric Haggett, LEED | Walker | 25% availability

SUSTAINABILITY SPECIALIST

Eric is a certified Parksmart advisor who was part of the first class of professionals to earn this credential in 2014. Since then, he has managed the certification process for the owners of four of the 31 parking garages to successfully become Parksmart certified. Additionally, Eric has advised more than two dozen clients on the potential to achieve Parksmart certification for their parking structures.

SELECT PROJECT EXPERIENCE

- City of De Pere Downtown Parking Supply and Demand Analysis – De Pere, WI
- Advised over 2 dozen clients on achieving Parksmart



Carl L. Schneeman, PE | Walker | 25% availability

DURABILITY CONSULTANT

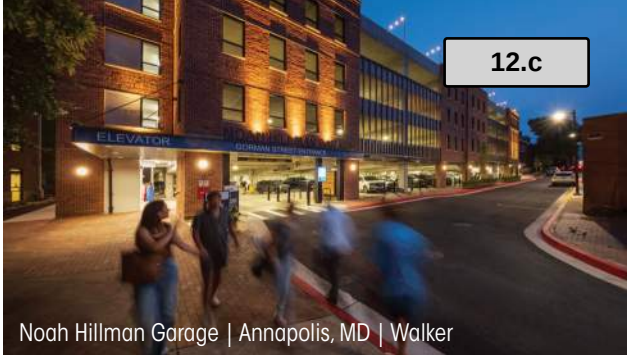
Based in Walker's Minneapolis office, Carl is a managing principal and has an extensive knowledge of parking consulting, planning, functional design, economic feasibility, durability engineering, structural design, restoration and cost control.

SELECT PROJECT EXPERIENCE

- Green Bay Municipal Garage Restoration & Post-Tension Rehabilitation – Green Bay, WI
- City of De Pere Downtown Parking Supply and Demand Analysis – De Pere, WI







Noah Hillman Garage | Annapolis, MD | Walker

EXPERIENCE + QUALIFICATIONS

EUA and Walker have extensive experience with engaging our neighbors to become key design partners, impacting the overall form and function of these key projects in our communities. Just as we engaged the De Pere community during our Downtown Parking Study, incorporating focus groups and online/virtual discussions and surveys into our scope of work, we will continue this dialog through into the implementation of the new parking structure. At Walker's Glen Ellyn Parking Garage project, we had multiple sit-down meetings with our neighbors, eventually settling on an architecturally interesting but still historic design scheme that they now interact with every day. Additionally, once construction was underway, we continued this engagement all the way through to performing our punch list walk-through to ensure the community's shared vision was realized in their new structure.

SUB-CONSULTANTS

WALKER CONSULTANTS

2895 Greenspoint Parkway, Suite 600
Hoffman Estates, IL 60169
847.697.2640 walkerconsultants.com

December 2, 2024

Mr. Paul Janssen
Senior Project Manager
EUA
124 N Broadway
De Pere, WI 54115

Re: *Intent to be part of De Pere WI Parking Garage Consulting Services Team*

Dear Paul:

We are looking forward to continuing to be of service to both EUA and De Pere and look forward to partnering with you on this parking garage project.

Sincerely,

WALKER CONSULTANTS

Bradley Navarro, P.E.
Vice President

Grace Duchaj, P.E., S.E.
Director of Design Services

REL Robert E. Lee & Associates, Inc.
Engineering | Environmental | Surveying | Ecological

1250 Centennial Centre Blvd
Hobart, WI 54155
920-662-9641
releeinc.com

November 27, 2024

CITY OF DE PERE
Development Services Department
335 South Broadway
De Pere, WI 54115

RE: New Public Park Garage Letter of Interest – City of De Pere, WI

Dear Selection Committee:

Robert E. Lee & Associates, Inc. (REL) is honored to submit this letter of interest to subcontract with EUA in providing engineering services for the New De Pere Parking Garage project. We appreciate the opportunity to contribute to this important endeavor aimed at design and constructing a parking garage.

In coordination with the EUA team and City of De Pere, our group, led by Jared Schmidt, P.E., V.P., and supported by Brandon Robaidek, P.E., is well equipped to handle the complexities of the project. We will work closely with stakeholders and agencies, ensuring seamless communication and collaboration throughout the project life cycle.

REL appreciates the opportunity to be part of this important project. Please contact us if you have any questions or require additional information for your review process.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.

Jared G. Schmidt, P.E., V.P.
Civil/Municipal Engineering Manager

JGS/JME

COMMUNITY ENGAGEMENT

Collaboration means that the public and City stakeholders are partners in this work. We don't believe in explaining technical terms and concepts ad nauseum in a PowerPoint — we believe in interactive in-person and online outreach methods that get people moving, thinking, learning, and — most importantly — contributing valuable insight on the project. We follow a "form follows function" approach to public engagement planning. We start with a clear understanding, alongside De Pere, of what engagement has already been accomplished through previous plans, such as our work together on the Downtown Parking Study, the type of new input we are trying to collect specifically for the garage, and create digital and in-person tools, games, and questions specifically tailored to gather that input.

CITY OF DE PERE DOWNTOWN PARKING STUDY

DE PERE, WISCONSIN





The City of De Pere, Wisconsin, desired a Downtown Parking Supply and Demand Analysis for the east and west sides of downtown to assess current parking and access conditions and plan for future needs. Information from current planning and visioning fed into projections of future parking needs that were identified as part of this project. Specifically, the objectives of the Downtown Parking Supply and Demand Analysis included:

Key Features

- Evaluating current parking conditions in the study area, including supply and demand for public and private parking

Community Engagement

- Two in-person focus groups with invited community and business stakeholders
- Five online/virtual discussions with city staff, Definately De Pere, and invited business and community members
- Online survey

Solutions Provided

- Assessing current operational practices for the city's parking programs and identifying potential improvements
- Assessing how many additional parking spaces will be needed to serve the anticipated large redevelopment projects in the pipeline or downtown development in the next ten years. Developed strategies for meeting expected future parking demand.
- Walker is working with the City of De Pere to strategize ongoing implementation, including parking garage operations, management planning, and financial analysis

KEY TEAM MEMBERS:

Kevin White, AICP, CAPP
Parking and Mobility Consultant

Eric Haggett, LEED Green Associate
Director of Planning

Carl L. Schneeman, PE
Managing Principal

WALKER CONSULTANTS

GLEN ELLYN PUBLIC PARKING STRUCTURE

GLEN ELLYN, ILLINOIS







KEY TEAM MEMBERS:

- Brad Navarro, PE,
  Project Manager
- Grace Duchaj, PE, SE
  Assistant Project Manager, Structural Engineer
- Rashid Ahmed, PE, SE
  Structural Engineer of Record

WALKER CONSULTANTS

Located behind the historic Civic Center, the Glen Ellyn Public Parking Garage provides 277 additional parking stalls to the downtown district on otherwise non-developable property. The updated site adjacent to the garage creates a Pedway between the Main Street corridor and access to the Metra line, provides a feature corridor for local public art, and provides patio seating options for adjacent restaurants.

Key Features

- 277 parking spaces on five precast levels, including a basement level
- Basement level designed as alternate for consideration in the GMP and selected to reduce building height
- Architectural precast wall panels blend in with the surrounding historic downtown district

Solutions Provided

- Walker provided prime design services
- Project completed using the design-build delivery system

Benefits

- The flat northern bay encourages pedestrian connectivity between the two major destinations, the Pedway to Main Street and the sidewalk to the Civic Center and Duane Street
- Architectural precast wall panels with thin-set brick and dramatic cornices were designed to pay homage to the historic Civic Center architecture and to blend the garage into the downtown district

NOAH HILLMAN DOWNTOWN GARAGE

ANNAPOLIS, MARYLAND





Key Features

- 586-space, three-bay wide, five-level, cast-in-place P/T concrete structure
- Designed to meet historic district height restrictions and guidelines
- EV charging stations
- Photovoltaic panels
- Pickleball courts on the garage roof for casual and tournament play

Solutions Provided

- Prime designer and engineer of record
- Functional design and parking consulting
- Signage and graphics design
- Structural and MEPFP engineering

MAPLE STREET COMMUTER PARKING

MOUNT PROSPECT, ILLINOIS





Key Features

- 2.5-level, precast concrete parking structure located in downtown Mount Prospect
- Provides 269 parking spaces
- EV charging stations
- Adjacent to Maple Street Lofts, a multi-story residential development
- Walker provided value-engineering services to save the village money on the project by relocating basement parking to the top tier, reducing the amount of cast-in-place concrete foundation work by using precast basement walls and providing a thin-brick façade instead of standard brick masonry

KEY TEAM MEMBERS:

- Dave Mehl, SE, PE
  Project Manager, Engineer of Record
- Grace Duchaj, PE, SE
  Structural Engineer
- Rashid Ahmed, PE, SE
  Structural Engineer

Solutions Provided

- Walker served the Village of Mount Prospect as the prime consultant on the project and performed functional, structural, MEP and operations consulting services
- Walker worked with the village and the architect to develop an aesthetically pleasing exterior. The façade uses a combination of thin-brick and form-liner on precast and aluminum frames to achieve the full-brick appearance the village desired in a cost-sensitive manner.

WALKER CONSULTANTS

CITY OF MADISON STATE STREET CAMPUS GARAGE

MADISON, WISCONSIN



KEY TEAM MEMBERS:

- Grace Duchaj, PE, SE
  Parking Functional Design Engineer of Record
- EUA + Walker Teaming Project

Walker Consultants and EUA teamed up to provide design services for a new downtown Madison, Wisconsin, facility to add much-needed housing and parking. The development includes townhouse units above six levels of parking. The parking is designed for residents, students, the public and special events. The project is being delivered to the City of Madison.

Key Features

- 15-story residential structure with seven levels of parking, one below-grade
- City bus pick up and drop off area within the building
- 505 spaces, including ADA and EV parking
- Bicycle/moped parking
- Separate parking areas for residents and students
- EV charging for city vehicles

PINE STREET RESTORATION ENGINEERING

GREEN BAY, WISCONSIN





Walker has worked with the City of Green Bay since 2020 to provide specialty restoration engineering for their parking structures. The city develops non-structural concrete repair and waterproofing restoration documents and relies on Walker's expertise.

Key Features

- Lin Tee construction
- Post-tensioning assessment and restoration

Solutions Provided

- Discovered corrosion-prone areas of the structure
- Repaired broken PT, including anchors
- Provided encapsulated repairs to protect against corrosion

Benefits

- Restored structural competency
- Enhanced corrosion protection
- Practical repairs to minimize the cost of repairs
- Partnering with the city to minimize costs for "standard" repairs

WALKER CONSULTANTS

Janesville Parking Structure | Janesville, WI | EUA



three:

PROJECT UNDERSTANDING + APPROACH

AESTHETICS

Regardless of the final configuration of how the parking garage interacts with the streetscape, a pedestrian-friendly design that also blends into the historic character of downtown De Pere will be critical. The facility's façade could pay homage to the surrounding historic architecture, provide an opportunity to expand local art and blend the garage into the downtown district. Aesthetic design consideration must also be given to the future mixed-use development being conceptualized in the area, ensuring the structures' character complements one another.

De Pere's zoning ordinances allow for an appropriate parking module to maximize the garage footprint on the site from north to south. The residential neighbors to the north and east will likely be sensitive to both the light spill and noise associated with parking structures, so a solid façade with greenspace acting as a buffer, like the back of the old Shopko building, could be incorporated into the facade design concepts to be discussed with the public during our public engagement sessions. The west facade will likely be the best location for large openings. The light features at the facade allow natural light to enter the parking structure and create a warm and inviting entrance for parkers.

An architectural precast cladding with thin-set brick could be used in multiple patterns on different wall panel types. The potential incorporation of other textures and patterns could break up the mass of the garage to appear more like the variety of shops observed along Broadway. Concrete mixes could be optimized to mimic the original local stone and brick colors of the adjacent historic buildings. Options will be presented at different economic levels for consideration and community buy-in.

GRAPHICS + STREET SCAPING

Signs will be strategically placed at crucial driver and pedestrian decision points. Care will be taken to avoid clutter, and the message will be clear and concise. Signs at entrances will communicate the facility's name, the type of user, parking rates (if applicable), and any time-related restrictions. A highly visible and welcoming garage entrance improves visitor comfort and experience and enhances revenue. Enhanced wayfinding and well-lit branded entrances make the parking experience quick and easy by guiding guests to the correct parking facility and creating an easily recognizable entrance while driving in busy downtowns. The city will highlight the garage entrance and exit with high-visibility paint and specialty graphics to create a welcoming experience and improve visibility at the ground level.

SYSTEM SELECTION

Below-grade construction for parking structures is a complex decision for owners. Building below grade increases the cost per stall significantly due to the added excavation, necessary basement walls, waterproofing and mechanical ventilation. However, the advantage is a significant reduction in building height and the ability to easily secure a nested group of reserved spaces for specific user groups. As we did with both our recent Glen Ellyn Parking Garage and Maple Street Parking Garage, the design team will work with De Pere and the CMaR to help the team better understand the advantages, disadvantages, and cost impacts that the inclusion of a below-grade level, or even a partially below-grade level brings to this project. At Glen Ellyn, the reduction in building height and the reduced impact on the neighbor's views was worth the additional construction cost to their stakeholders. At Maple Street, Walker worked with the city to relocate the stalls to the top tier of the parking deck for overall cost savings for the project.

DURABILITY

Reducing future maintenance: a life-cycle approach

De Pere is aware that maintaining such an asset is quite an investment, as is evident in our continued work with the city on the Garage Operations and Management Plan. Walker's experience in designing and repairing parking structures, including recent repairs at Green Bay's municipal garage, gives us insight into how design choices impact maintenance in Northern Wisconsin's climate. A life-cycle approach will be taken for this project. The literal trickle-down of choices within the parking structure will impact the longevity and user experience of the facility. When the project team presents these different potential design and construction options to stakeholders, the advantages and disadvantages of the different systems from a day-to-day and life-cycle perspective will be clearly delineated.

SAFETY + SECURITY

Intuitive design options enhancing security

Our understanding of enhancing the sense of security in parking through design will also help shape the perception of parking at this location. In our experience, a patron's sense of security is highest when dark corners are minimized, and a parker can see their destination from their vehicle. Quantifying and comparing the economic value and user experience in these different design choices will be part of the design process.





The key to designing for good security is visibility. Passive design features can effectively reduce security risks in the facility and include:

- **Lighting** – Lighting is universally considered a parking facility's most important security feature. Good lighting deters crime and presents a more secure atmosphere to parkers. We key on uniformity and proper illumination levels.
- **Structural Design** – The structural system of the facility must be evaluated from the security aspect as well as the engineering aspect. Long-span construction and high ceilings create the effect of openness and aid in lighting. Large openings in shear walls can help improve visibility.
- **Stair Towers + Elevators** – Rule number one in security design for parking facilities is to design stair towers and elevator lobbies as open as code permits. The ideal solution is a stair and elevator waiting area totally open to the exterior and the parking areas. Elevator cabs should have glass backs whenever possible, and elevator lobbies should be well-lit and visible to the public using the facility.
- **Landscaping** – Landscaping should be done judiciously so as not to provide hiding places. It is desirable to hold plantings away from the facility perimeter to permit observation of intruders.
- **Signage and Graphics** – Careful design and placement of signage can eliminate confusion and delays. Good signage helps the patron reach their destination quickly, reducing the time for an incident.
- **Securing the Perimeter** – The design will consider minimizing access points to the facility. This may include security screening in certain areas to reduce hiding places.

ACCESSIBILITY

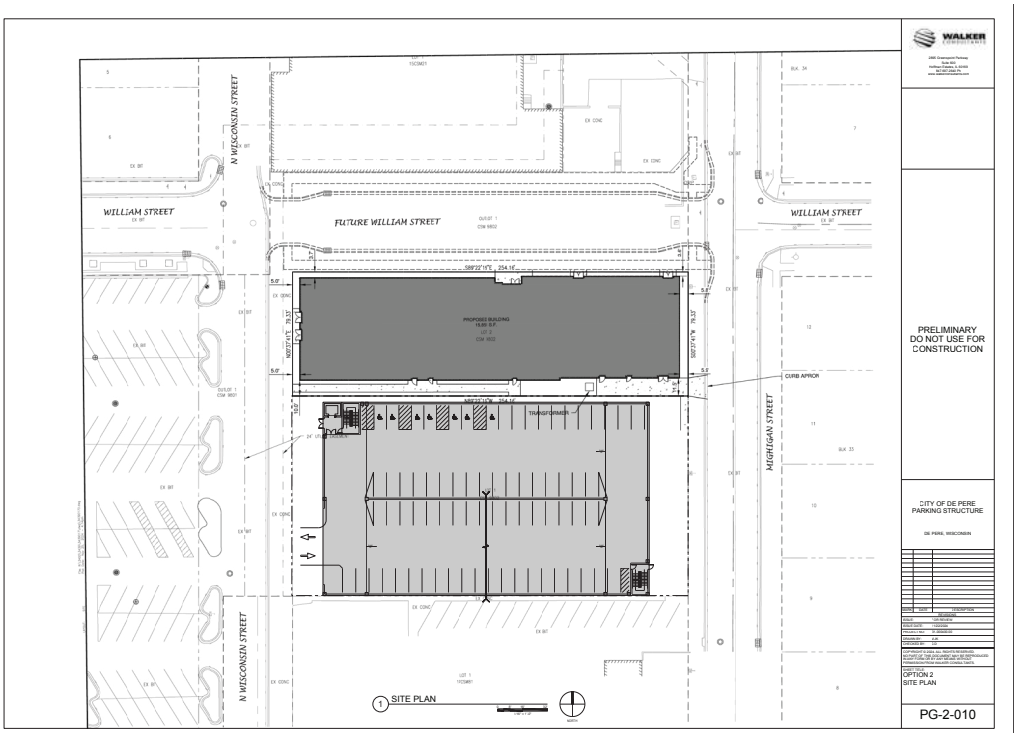
Parking is a critical element of accessibility in a community. The first Federal Court case resulting in a civil penalty under Title III of ADA was due to inaccessible parking. The accessible design will be included in De Pere's parking structure so that patrons will have premium, covered parking to safely enter and exit their vehicles and interact with the community.

SUSTAINABILITY

Our history with sustainable design is rooted in over fifty years of design experience, providing structures that require less maintenance and are more durable, ultimately using fewer future materials and resources. Walker's structural engineers have worked with industry groups such as ACI and ASTM to use recycled materials and additives in concrete. Our lighting experts have helped develop the standards for light containment and reduced energy using advanced control systems. We have broad experience implementing photovoltaic systems into and on top of parking structures to reduce energy consumption. Our overall philosophy is to build durable structures. By their nature, a parking structure with an expected service life of 50+ years has reduced environmental demand.

Several of our design projects are examples of our commitment to sustainability. Eric Haggett, certified Parksmart advisor and design team sustainability specialist, will work with De Pere to identify the best initiatives for this community to obtain Parksmart certification through Green Business Certification, Inc. (GBCI), the certification body for LEED. Recent projects have included the following characteristics:

- Hybrid/electric car charging stations and provisions for future stations
- Dedicated spaces for fuel-efficient vehicles
- Bicycle storage areas inside the garage
- Landscaped or green roof
- Photovoltaic cells
- Wind generators
- Lighting efficiency – fluorescent/LED fixtures and advanced controls
- Recycled materials in concrete
- Additives (corrosion inhibitor, sealer, etc.) for a durable structure, which means a longer service life
- Use of local materials to reduce environmental effects due to transportation

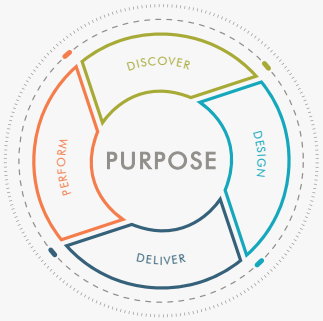


POTENTIAL CHALLENGES

Every construction project will face challenges both in design and construction. In the early stages, it's crucial to understand the site's past use and any hidden conditions. The site's prior uses could lead to possible subsurface conditions or utilities that must be addressed. In addition, with new municipal utilities and public works infrastructure being installed in a parallel timeline, coordination between the designer and the public works department will be critical.

The adjacency of a new mixed-use development to the north and the coordination of functional design elements will affect both projects. Specifically, coordination on lighting, pedestrian movement, security and utilities will be key to the success of both developments. Also, understanding what lies ahead for additional development to the west will certainly influence the user experience of this key asset.

On the construction side, understanding material availability, procurement needs, trade coordination, and site use will be important for such a restricted site. Helping the city quickly understand the choices available to maintain schedule, costs and decision-making with such a highly visible and prominent development will allow the project to continually progress.



OUR PURPOSE-DRIVEN DESIGN APPROACH

We plan, design and engineer solutions for your purpose to thrive.

Our process is simple. We start by understanding your purpose – your vision, desired culture and core values. **Why** are you driven to do what you do? **What** do you intend to do in the future? **How** will you do it?

DISCOVER

During the **discover** phase, we get to know you and your community better. This includes understanding your people, the services you offer, the spaces you use, and the expectations you have for your internal and external stakeholders. The discover phase helps us establish project goals and requirements and validates them by interacting with your team and assessing your site, building and space.

- Programming / Visioning
- Existing Site Survey / Assessment
- Community Engagement
- Facility Long-Range Planning
- Site Selection / Evaluation / Planning
- Design Standards
- Conceptual Design
- Entitlements
- Sustainability / Wellness Framework
- Basis of Design / Commissioning Plan
- Change Management Strategy

DESIGN

We work closely with you during **design** to evaluate different options and determine the optimal solution for your project. Once we have agreed on the conceptual design, we move on to the schematic design, design development and construction documents phases, continually ensuring your vision can be realized within the established budget. Once the design is complete, we send the project out for bidding and select a contractor to build it.

- Architecture / Interior Design
- Engineering
- Schematic Design
- Design Development
- Construction Documentation
- AHJ Coordination + Approvals
- CM Contractor Collaboration
- Support Change Management

DELIVER

The **deliver** phase is where your project comes to life. We are here to assist you through the construction process, ensuring that the project is executed according to the design documents and specifications. We provide the necessary clarifications and direction you or the contractor need to ensure that your vision becomes a reality.

- Construction Administration
- Bid Assessment and Review
- Value Engineering / Alignment
- Pre-Construction Coordination
- Shop Drawing Review
- Site Observation, Inspections + Reporting
- Punch List
- Certify Substantial Completion
- Occupancy

PERFORM

Once construction and building commissioning are complete and occupancy is obtained, our role does not necessarily end. Instead, we continue into the **perform** phase, where we ensure that your building and spaces meet your expectations. We offer a range of services to identify any potential modifications required for the building systems. We also collaborate with you to implement workplace strategy changes. Additionally, we work with the contractor to obtain any desired certifications such as Parksmart.

- Enhanced Commissioning
- Parksmart
- Post Occupancy Assessment / Evaluation
- Warranty Review
- Corrective Maintenance Program
- Continuous Relationship / Resource





PROJECT APPROACH

Conducting public outreach, city reviews and discussions

Collaboration means that the public and city stakeholders are partners in this work. We don't believe in explaining technical terms and concepts ad nauseam in a PowerPoint; we believe in interactive in-person and online outreach methods that get people moving, thinking, learning, and — most importantly — contributing valuable insight on the project. We follow a "form follows function" approach to public engagement planning. We start with a clear understanding, alongside De Pere, of what engagement has already been accomplished through previous plans, such as our work together on the Downtown Parking Study. Then, we understand the type of new input we are trying to collect specifically for the garage and create digital and in-person tools, games, and questions tailored to gather that input.

MAKING RECOMMENDATIONS

The design team will present recommendations to the CMAR for critical design decisions, such as including the subgrade level in the project so that the project's potential benefits, detriments, and cost impacts allow for streamlined comparison and unbiased selection. Recommendations for selections based on stakeholder values will be highlighted, but we understand that not all considerations have the same weight as others. Critical decisions that will impact the schedule will also be highlighted.

COMMUNICATION WITH THE CMAR

EUA and Walker have extensive experience working on CMAR projects and consider CMAR another design partner in this project. The CMAR will be integrated into our weekly design team meetings, and we will issue periodic in-progress drawing sets to keep the entire team on the same track for project completion.

QA / QC

Our team has formally tracked, implemented, and improved our quality assurance and quality control programs to provide our clients with unique and quality designs. We will require that all design sub-consultants follow our established QA/QC process for their disciplines. At each design phase, we will perform and formally track our quality control process using standard operating procedures, planning and design guidelines, checklists, design advisory meetings, in-house peer reviews and project manager reviews.

PERMITTING / SITE REGULATORY APPROVALS

EUA and Robert E. Lee will lead the process of local- and state-level reviews during the project's design, coordinating submission requirements and addressing related comments. A state plan review will be required for the structure. We suggest submitting it before the final city review. This process typically takes six weeks and can be timed with bidding to incorporate any necessary items before final public bids are received. The construction manager would then obtain local building and trade permits at the start of construction.

VALUE-ADDED SERVICES

Sustainability + Experiential Graphic Design







Village of Glen Ellyn Public Parking Garage | Glen Ellyn, IL | Walker

OMISSIONS

As design professionals and engineer/architect of record we have a professional obligation to be involved in the construction administration phase of the project. The design RFP as written, does not identify a role or scope for the designer in the construction phase. Therefore, we have identified our effort and related fees for the scope phases contained in the rfp in a subtotal and then also included a column for construction administrative related services to come up with a total professional services fee total for the project.

For this response, we have assumed an "open-air" parking structure consistent with the requirements outlined in the RFP. If an enclosed design is deemed necessary or desired by the city, an adjustment to our mechanical engineering fees will be necessary.



four:

PROJECT TIMELINE

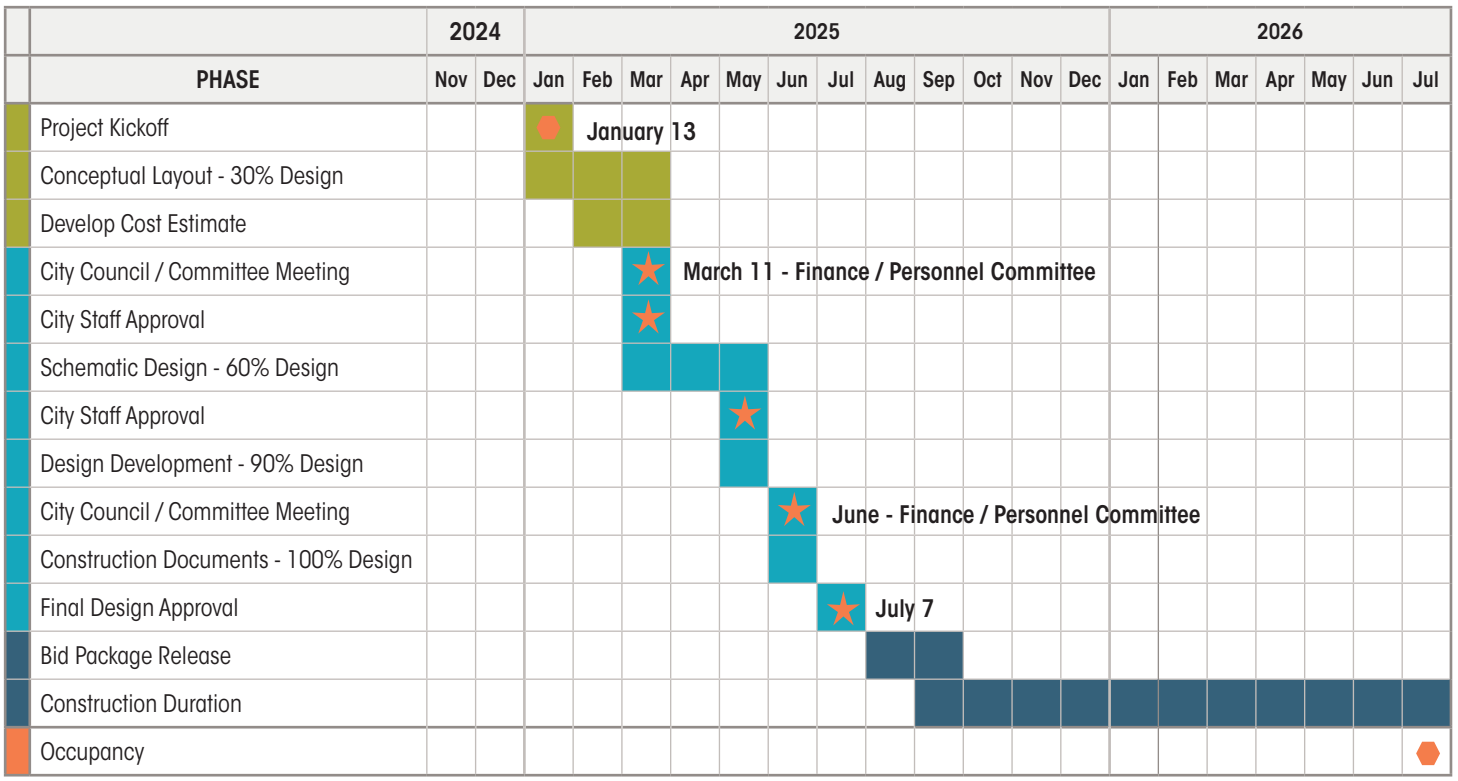
RESOURCES AVAILABLE

The combined team of EUA, Walker, and REL has significant resources in multiple offices to ensure the timely delivery of this project to the City of De Pere.

PROJECT SCHEDULE

The following is our proposed schedule for executing this project with key milestone events identified.

PROPOSED PROJECT SCHEDULE



City Approval Project Milestone

ANTICIPATED PROJECT TIMELINE

The project schedule outlined above and within the RFP is certainly achievable. It will depend upon availability and timely decisions by city staff as we progress the design. Early decisions at the 30% mark will be required to confirm system selection, construction type and aesthetic. It must be assumed that the city review and approval milestones identified above shall not take longer than one week each. The design team is confident that this overall design schedule could be improved if desired.

UW-La Crosse Parking Structure | La Crosse, WI | EUA



five:

BUDGET

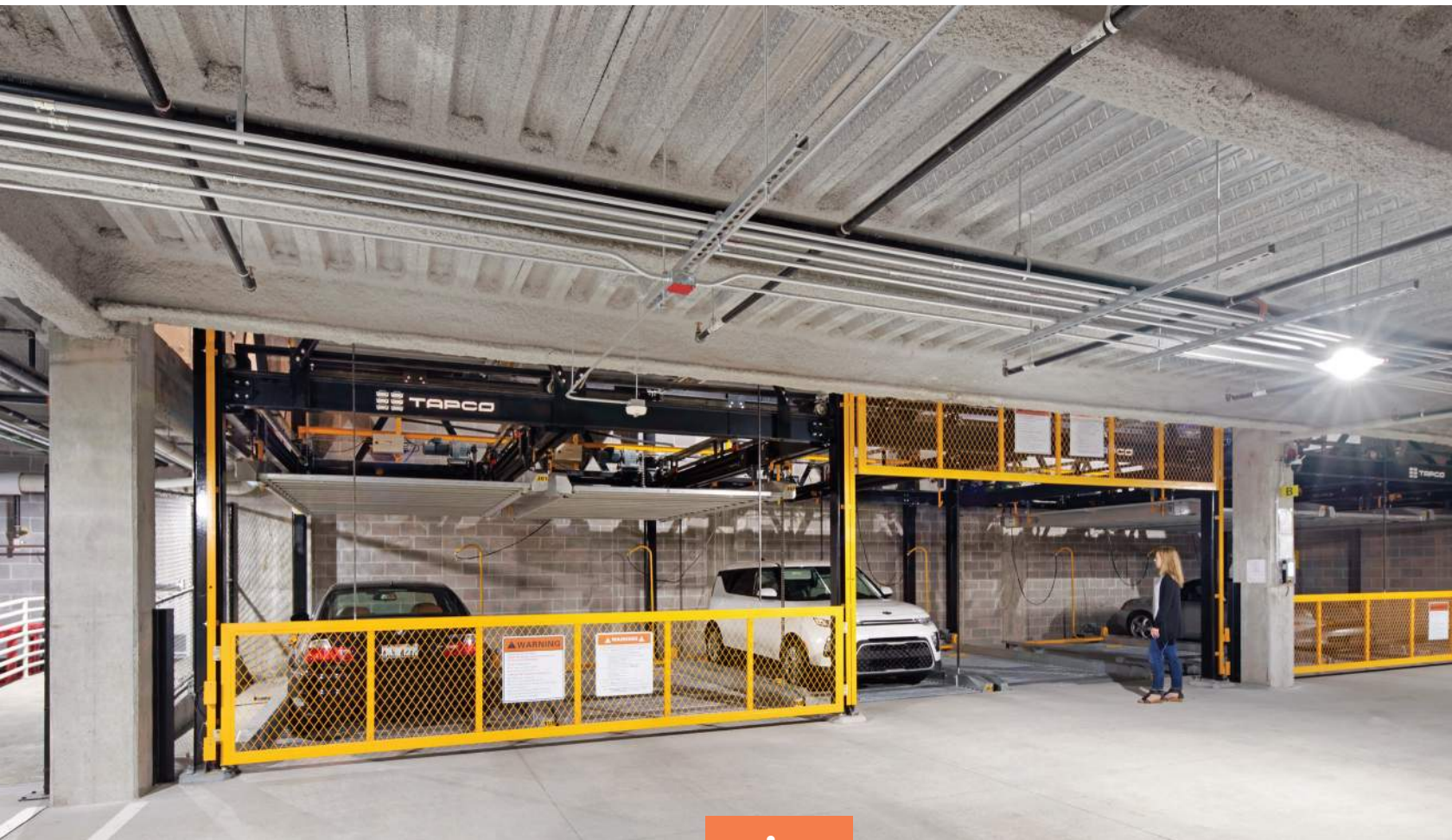
City of De Pere, WI - Public Parking Garage
EUA/Walker/RE Lee - Fee Table

Staff Job Classification	2025 Rates	Concepts/30%	60% Design	90% Design	100%/Final Design	Subtotal Hours	Fees	Const. Admin.	Total Fees
		Hours				For Project	Effort=Rate*hours	Hours	Effort=Rate*hours
EUA - Client Executive	$ 225.00	16	16	8	8	48	$ 10,800.00	8	$ 12,600.00
EUA - Sr. Design Architect	$ 190.00	128	96	60	48	332	$ 63,080.00	32	$ 69,160.00
EUA - Project Architect	$ 155.00	56	160	80	80	376	$ 58,280.00	180	$ 86,180.00
EUA - Project Specialist	$ 140.00	40	160	80	80	360	$ 50,400.00		$ 50,400.00
EUA - Sr. Project Manager	$ 180.00	64	64	40	48	216	$ 38,880.00	90	$ 55,080.00
EUA - Electrical Engineer	$ 175.00	16	40	60	16	132	$ 23,100.00	32	$ 28,700.00
EUA - Mechanical Engineer	$ 175.00	16	60	90	16	182	$ 31,850.00	40	$ 38,850.00
EUA - Project Coordinator	$ 95.00	8	8	16	16	48	$ 4,560.00	40	$ 8,360.00
Walker - Vice President	$ 310.00	8	8	4	4	24	$ 7,440.00	8	$ 9,920.00
Walker - Principal/Director	$ 290.00	16	8	8	4	36	$ 10,440.00	8	$ 12,760.00
Walker - Project Manager	$ 235.00	100	72	64	40	276	$ 64,860.00	104	$ 89,300.00
Walker - Consultant	$ 235.00	32	8	0	0	40	$ 9,400.00		$ 9,400.00
Walker - Senior Engineer	$ 205.00	120	164	112	20	416	$ 85,280.00	148	$ 115,620.00
Walker - Senior Architect	$ 205.00	16	20	8	8	52	$ 10,660.00	16	$ 13,940.00
Walker - Designer	$ 200.00	100	144	144	32	420	$ 84,000.00	40	$ 92,000.00
Walker - Administrative Assistant	$ 120.00	8	4	6	8	26	$ 3,120.00		$ 3,120.00
RE Lee - Principal	$ 195.00	4	4	4	2	14	$ 2,730.00	2	$ 3,120.00
RE Lee - Survey	$ 110.00	12				12	$ 1,320.00		$ 1,320.00
RE Lee - Design Engineer	$ 135.00	12	12	10	6	40	$ 5,400.00	20	$ 8,100.00
RE Lee - Engineer Tech	$ 110.00	8	6	10	4	28	$ 3,080.00		$ 3,080.00
						0	$ -		$ -
Geotech Consultant	$ 6,900.00					0	$ 6,900.00		$ 6,900.00
Landscape Design	$ 1,500.00					0	$ 1,500.00		$ 1,500.00
		780	1054	804	440	**3078**	**$ 577,080.00**	768	**$ 719,410.00**
	Percent:	20%	27%	21%	11%	**Subtotal Fee**	**$ 577,080.00**	20%	**$ 719,410.00** **Total Fee**

Anticipated Direct Costs	Expenses							Estimates
Travel/Lodging/Meals	$ 3,000.00	$ 1,000.00	$ 1,500.00	$ 1,000.00			$ 5,000.00	$ 11,500.00
Printing/Reproduction	$ 1,000.00	$ 1,000.00	$ 500.00	$ 1,000.00			$ 1,000.00	$ 4,500.00
State Plan review fees (assumes locals will be waived)				$ 8,000.00				$ 8,000.00
								$ -
	$ 4,000.00	$ 2,000.00	$ 2,000.00	$ 10,000.00			$ 6,000.00	**$ 24,000.00**

* All direct expenses and approval fees are estimated and will be invoiced at the actual expense plus 10%.

Total Estimated Expenses * **$ 24,000.00**



six:

REFERENCES



REFERENCES

PUBLIC PROJECTS OF SIMILAR SIZE + SCOPE IN THE LAST 5 YEARS

- Confluence Village Parking Garage*
- Morris Performing Arts Center Parking Garage Expansion*
- Lazarus Building Conversion*
- City of Valparaiso Parking Garage*
- Frankfort Transit Center Parking Garage*
- Kalamazoo Event Center Parking Garage*
- Hudson North Lot Parking Garage*
- Des Moines Airport Parking Garage*
- Rochester North Park & Ride Parking Garage*
- Millwork Parking Garage*
- Glen Ellyn Public Parking Garage*
- Village of Mount Prospect Maple Street Parking Deck*
- Noblesville Event Center Parking Garage*
- IL Capitol Complex North Parking Garage*
- Metro 19*
- Cleveland Police Department Parking Garage*
- VA Madison Parking Garage*
- Lancaster Square
- New Carrollton Replacement Parking Garage
- USG HQ Parking Garage
- FFX Springfield CBC Parking Garage
- Annapolis Hillman Parking Garage
- ECB 4 Parking Garage
- Fairfax County Patrick Henry Library
- Lancaster Square Event Terrace
- Neabsco-Potomac Commuter Parking Garage
- Lancaster Square Parking Garage Façade
- Lancaster Public Library
- Fairfax County CBC Parking Garage
- FFX County Monument Drive
- Willard-Sherwood Redevelopment
- MEDCO Odenton MARC Parking Garage
- Richmond New Office Building Parking Garage
- NIH MLP-12
- Lancaster Library Remediation
- Spring Rock Green Parcel 3 Deck
- Jefferson Garage Development
- NIH MLP-12 Garage ASR #04
- Fairfax County CBC Parking Garage
- NIH MLP-12 CA Add Service - SF
- JEA Parking Deck Functional Design
- East Las Olas Functional Design Review
- Miami Dade Transit S Corridor Parking Garage
- 2700 Hollywood Boulevard
- Parker Playhouse Parking Garage
- St. Augustine Parking Garage
- Sanford Parking Garage
- D-B for MIA Park 6 Employee Parking Garage
- Riverwalk Port Orange Development
- Malcom Randall VAMC Vertical Expansion of Parking Garage #2
- Florida DMS Capital Circle Office Com
- Manatee County Parking Admin Building
- Town of Windham Parking Garage
- D/B CDC Chamblee 108
- Ocean Springs Parking Garage
- Stamford Transportation Center
- LGA AirTrain DB Competition
- JFK Airport RUGTC DB Phase
- NYPA 123 Main St
- New Rochelle Marina Parking Garage
- 2004 Stamford Parking Garage
- City of Hendersonville Parking Garage
- Durham County Parking Garage
- Ralph Johnson VA Parking Garage
- City of Aiken
- Mt. Zion Church Parking Garage
- Wake County Schools Parking Garage
- Fargo Civic Center Parking Garage Vertical Expansion
- Deadwood Miller Street Parking Garage
- Wichita Multimodal Riverfront Stadium Parking Garage
- VA Phoenix Parking Garage
- Valley Metro Parking Garage
- CLV L-Garage Expansion & Vehicle Bridge
- UTA HQ Parking Garage
- Manhattan Midtown Parking Garage
- Avondale Park-n-ride Parking Garage
- CLV Arts District Parking Garage
- Bexar County Garage
- City of Fayetteville Parking Garage
- City of Temple Parking Structure 2
- Fredericksburg Mixed-Use Development
- Gregg County Parking Structure
- City of Temple 1st Street Parking Garage
- GBSD Software Sustainment Center #2
- BART Silicon Valley - 28th Street Parking Garage
- SFPUC HQ at 2000 Marin St Parking Garage
- 50 N Sacramento Parking Structure
- LA Metro SES/VA Parking Structure
- City of Fontana Parking Garage
- Fontana Homeless Care & Resource Center

* Denotes a public parking structure



REFERENCES

CMAR

- Village of Mount Prospect Maple Street Parking Deck – Public*
- Winfield Road Parking Structure – Private*
- Des Plaines Rivers Casino – Private*
- Rivers Casino Garage Expansion – Private*
- Rivers Mohawk Parking Structure – Private*
- CSM Prospect Medical Commons Parking Structure – Private*
- Campus Center Parking Structure – Public*
- Froedtert East Parking Structure (CD-CA) – Private*
- Midtown Chicago Parking Structure – Private*
- Midtown Chicago Parking Struct Expansion – Private*
- Roche Diagnostics Parking Garage – Private*
- MDHA 5th & Church (now called Avenue Of The Arts Garage) – Public*
- Liberty Town Center Garage B – Private*
- Liberty Town Center Garage C – Private*
- Liberty Town Center Garage E – Private*
- Duke Science Drive – Private*
- Nationwide Children's Hospital 18th Street – Private*
- OSU Medical Center – Public*
- Nationwide Children's Hospital Yellow Garage – Private*
- Nashville International Airport Terminal Area Garage – Public*
- Nationwide Children's Hospital Silver – Private*
- Nationwide Children's Hospital 18th Street Expansion – Private*
- Nationwide Children's Hospital Underground Garage – Private*
- Mcghee Tyson Airport Garage – Public*
- University Of Kentucky Parking Garage 8 Expansion – Public*
- Confidential Healthcare Garage (Memphis, TN) – Private*
- Brookley Field Mobile – Public*
- Nebraska St. Parking Deck – Public*
- Las Olas Parking Deck – Public
- ATL West Parking Deck – Public
- Huntsville Parking Deck Expansion (currently in design) – Public
- ATL South Deck Phase 1 – Public
- Manhattan Midtown Parking Structure (design services) – Public
- Sunrise Hospital + Medical Center Parking Garage (design services) – Private
- BOI East Public Garage – Public
- Zeppelin Taxi Parking Garage – Public
- Boise Airport East Public Parking Structure – Public
- University Of Wyoming Ivinson Street Parking Structure – Public
- Aggieville Parking Structure (design services) – Public
- Town Of Breckenridge Gondola Lot – Public
- Mayo Clinic Phoenix Patient Garage – Private
- Boise Airport Employee Garage – Public
- Enchantment Resort Employee Parking Structure – Private
- Photovoltaic Expansion: Pima County Public Service Center Parking Garage – Public
- UC Health Inverness – Private
- Heritage District Parking Structure – Public
- Banner Good Sam Physicians Parking Structure – Private
- Estes Park Transit Facility Parking Structure – Public



seven:

INSURANCE + LEGAL RESPONSIBILITIES

INSURANCE

CNA has written EUA's commercial liability policies, and RLI has written EUA's professional liability policies for the past three years. Headquarters addresses are included below. EUA has attached an overview of the legal action it has been involved with within the past five years. EUA cannot share details on settlements or payments made by its insurers on behalf of EUA. However, EUA has long-standing relationships with our insurers and works closely with them on actual and potential issues. EUA is happy to discuss our approach to resolving potential issues in person.

CNA
151 N Franklin Street, Floor 9
Chicago, IL 60606

RLI Insurance Company
9025 North Lindbergh Drive
Peoria, Illinois 61615

DEFAULT, NON-CONFORMANCE NOTICES OR TERMINATION

EUA has not been declared in default or terminated for cause on any projects during the past five years and has not been suspended from bidding on or entering into any government contract.

PENDING OR OUTSTANDING LEGAL CONCERNS

EUA

We strive to resolve project issues based on cooperative working relationships. Below is a list of recent litigation. We are happy to discuss our philosophy and history further in person.

2024 Education Client
EUA was named in a lawsuit claiming negligence. The suit is active and EUA is working with the involved parties to resolve this matter.

2024 Education Client
EUA was named in a lawsuit claiming damages due to a burst pipe. EUA was not involved in the scope surrounding the burst pipe. EUA was released from this lawsuit.

2023 Multi-Family Housing Client
EUA has been named in a lawsuit related to a project completed in 2018 claiming window and door design defects. The suit is active and we are working with the involved parties to resolve this matter.

2023 Corporate Client
EUA was named in a lawsuit claiming structural design defects. EUA was not involved in structural design on this project and was released from this lawsuit.

2021 Multi-Family Housing Client
EUA was named in a lawsuit related to a project completed in 2007 claiming mechanical design defects. This project was brought to EUA by acquiring a local architecture firm. EUA and the acquired firm were not involved in the mechanical design. EUA was released from this lawsuit.

2020 Multi-Family Housing Client
EUA was named in a lawsuit claiming plumbing design defects. EUA did not provide and was not involved in the plumbing design. EUA was released from this lawsuit.

WALKER

Walker Consultants is a full-service engineering, restoration, and parking consulting firm with over 300 employees in 16 primary offices nationwide. Although Walker's involvement in claims and lawsuits is relatively infrequent due to our aggressive quality and risk management efforts, claims and lawsuits involving Walker do occur. There have been no lawsuits regarding intellectual property and no judgments against Walker in the last five years. The outstanding claims and lawsuits will not financially impact the firm. Walker has been a party to the following claims over the last five years.

2024 Macerich Queens Center

Walker was retained by Macerich in 2017 to provide construction documents for ADA modifications within the two parking garages service Queens Center in Elmhurst, NY. Plaintiffs Sheila and Tiffany Pitchford allege they sustained personal injuries on December 28, 2019, when they were caused to trip and fall due to dangerous conditions while walking in the parking garage. On June 10, 2020, plaintiffs commenced an action against Macerich. Macerich filed a third-party claim against Area Builders Corp., who in turn filed a second third-party claim against Island Rock & Cirt Corp. On May 8, 2024, we received a third-party summons with Macerich identifying Walker as the "third third-party defendant." Discovery is ongoing.

2024 Redondo Beach Slip and Fall

In October 2021, plaintiff Kenneth Alexander allegedly slipped and fell while riding his bicycle through the Redondo Beach Pier Parking Garage. On October 5, 2022, the plaintiff filed a suit against the defendants. On March 8, 2024, Walker received an amendment to the original complaint identifying Walker as DOE 1. The demurrer hearing to dismiss Walker occurred on July 25, 2024, and the court sustained Walker's demurrer. The court allowed 30 days for the plaintiff to amend their complaint, and a hearing on the amended complaint is pending.

2022 Beth Israel Deaconess Trip and Fall

Walker performed a condition appraisal of the Beth Israel Deaconess Medical Center parking structure in 2012. Repairs were phased from 2013 through 2019. In the summer of 2018, an individual allegedly tripped and fell while exiting the northwest stair tower at the ground level. The individual filed suit in the Massachusetts Superior Court against the Medical Center in 2019 and joined Walker in the lawsuit in 2022. Walker has filed a motion for summary judgment.

2021 City Of Cambridge 1st Street Garage

Walker developed repair drawings and specifications for the 1st Street Garage in Cambridge, MA. On March 3, 2021, a construction accident occurred when the steel stairs that were being removed collapsed, resulting in the death of one construction worker and seriously injuring another. An attorney representing the injured worker and the estate of the deceased worker filed suit against the general contractor, the Structural Group and Walker. The lawsuit was settled through mediation.

2021 BB&T Parking Garage

Walker prepared construction documents in 2018 for repairs to a two-level precast parking garage adjacent to the BB&T Building in Lexington, KY. On Feb 18, 2021, while the garage was empty, an inverted tee beam that had been repaired failed and collapsed. Affiliated FM Insurance Company, which insured the garage, filed a subrogation claim against Walker and the general contractor, RAM. Walker was awarded summary judgement and dismissed from the claim.

2020 Cordos Development

Walker was retained by Cordos Development & Associates (Cordos) in June of 2013 to provide functional and structural design for a 250-space parking structure located in Chicago, Illinois. Rogers Park Solutions (RPS) is the owner of the facility and retained Cordos as the design-builder of the facility. RPS filed a claim against Cordos on May 6, 2020, for costs related to failure of the channel glass façade system. Cordos asserted a third-party claim against C.A.D. Contracting Glazing (channel glass installer), CBP Corp. (steel support structure installer) and Walker. The lawsuit was settled through mediation.



PAUL JANSSEN
Senior Project Manager : Point of Contact
paulj@eua.com | 920.278.0367

green bay : milwaukee : madison : denver : atlanta

eua.com

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 10, 2024**
DEPARTMENT:	**Finance Department**
FROM:	**Pamela Manley**
SUBJECT:	**Consideration and Possible Action on a request from Definitely De Pere to waive Invoice #202408015405 related to the 2024 Tour De Pere special event for $1,461.25.***

ATTACHMENTS:

- Fee Waiver PD Letter (PDF)
- Final Invoice (PDF)

DEFINITELY DE PERE

December 2, 2024

RE: Request to waive DPW fees for downtown events

Dear Finance Committee:

On behalf of Definitely De Pere, I respectfully request that the fees charged for police services at Tour De Pere be waived. These services took place during the event on June 17, 2024. The total cost billed was $1,461.25 (with the 50% exempt discount).

Definitely De Pere partnered with the City of De Pere to be a host community of the largest competitive road cycling series in the U.S., an event that is recognized internationally. Tour De Pere drew 500 professional and amateur racers from more than 40 states and 15 countries. Thousands of spectators came out to experience the event and supported downtown retail and restaurant businesses.

Due to unexpected costs related to road closures and detour message board requirements from the DOT outside of De Pere's jurisdiction, we incurred an addition $8,000 in expenses. Our final profit/loss of the event was break-even. We are committed to making this an annual event, and will continue to addressed a plan to correct financial issues moving forward.

Thank you for your consideration and for helping us create vibrancy in downtown De Pere!
Sincerely,

Tina Quigley
Tina Quigley Executive Director

117 N Wisconsin St, Ste 20 | De Pere WI 54115 | 920.403.0337

CITY OF DE PERE

335 S BROADWAY ST
DE PERE, WI 54115-2526
PHONE (920)339-4050

TINA QUIGLEY
DEFINITELY DE PERE
117 N WISCONSIN ST
DE PERE WI 54115

CUSTOMER#: SE-0031
INVOICE#: 202408015405
INVOICE DATE: 8/01/2024
DUE DATE : 8/31/2024
P.O. # :

========== CHARGE DETAIL ==========

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
TOUR DE PERE POLICE SERVICES	0.00		0.00	2,672.50
DISCOUNT TOUR DP POLICE SERVIC	0.00		0.00	1,336.25-
TOUR DE PERE ADMIN FEES	0.00		0.00	250.00
DISCOUNT TOUR DE PERE ADMIN FE	0.00		0.00	125.00-

TINA QUIGLEY SE-0031 INVOICE#: 202408015405
DEFINITELY DE PERE

TOTAL DUE : $ 1,461.25

PLEASE REMIT BOTTOM PORTION WITH YOUR PAYMENT

THANK YOU

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 10, 2024**
DEPARTMENT:	**Finance Department**
FROM:	**Pamela Manley**
SUBJECT:	**Consideration and Possible Action on the City of De Pere Investment and Cash Detail, October 2024.**

ATTACHMENTS:

- 2024.10 Cash and Investments Memo 12.10.24(PDF)
- Investment Summary-October 2024 (PDF)
- Yearly Summary-Oct. 2024 (PDF)
- Yearly Summary 2023(PDF)

CITY OF DE PERE
MEMO

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Pam Manley, Finance Director
Date: December 10, 2024

RE: **Cash and Investments Report for October 31st, 2024**

I have attached a summary of the City's Cash and Investments for your information and review as of October 31st, 2024. I have also attached last year's monthly summary of the accounts, so you can see comparable activity throughout the course of the year for all accounts. The City's investment return through October was $1,519,010.57. In our LGIP account we received our 4th Qtr. Transportation Aids equaling $374,378.01. We also did a transfer from LGIP to the General Checking account for $416,591.58 to cover September ARPA-related expenses. The Associated Bank Trust and Charles Schwab Investments both saw decreases due to market depreciation as the Federal Reserve lowered interest rates by 50 basis points in September. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

October 31, 2024

CASH ACCOUNTS

CHECKING ACCOUNTS		BALANCE
CITY CHECKING	$	3,708,330.68
REAL & PPT TAX CHECKING	$	1,000.00
HEALTH CHECKING	$	857,501.63
DENTAL CHECKING	$	87,013.58
TOTAL CASH	**$**	**4,653,845.89**

INVESTMENTS

	JAN 1 BALANCE		BALANCE		INTERST AND APPRECIATION	RATE OF RETURN
LGIP	17,410,621.92	$	14,967,477.54	$	823,622.15	5.34%
ASSOCIATED BANK TRUST	5,114,372.95	$	5,295,505.14	$	181,132.19	4.25%
CHARLES SCHWAB INVESTMENTS	6,412,770.14	$	6,656,922.28	$	244,152.14	4.57%
MONEY MARKET	1,073,669.92	$	7,857,010.73	$	270,104.09	4.97%
TOTAL INVESTMENTS	**$ 30,011,434.93**	**$**	**34,776,915.69**	**$**	**1,519,010.57**	

TOTAL CASH AND INVESTMENTS	**$**	**39,430,761.58**

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

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
OCTOBER 31, 2024

	31-Jan-2024	29-Feb-2024	31-Mar-2024	30-Apr-2024	31-May-2024	30-Jun-2024
CHECKING ACCOUNTS						
CITY CHECKING	8,658,164.85	6,546,435.65	4,338,133.91	3,966,560.48	1,415,991.35	2,392,194.50
REAL & PPT TAX CHECKING	15,641,771.63	6,514,236.72	1,000.00	1,000.00	1,000.00	1,000.00
HEALTH CHECKING	1,418,730.29	1,410,173.44	1,378,539.11	1,293,115.07	1,284,101.22	750,258.10
DENTAL CHECKING	86,128.58	87,106.05	86,124.74	87,017.04	89,457.87	89,789.67
TOTAL CASH	**$ 25,804,795.35**	**$ 14,557,951.86**	**$ 5,803,797.76**	**$ 5,347,692.59**	**$ 2,790,550.44**	**$ 3,233,242.27**
INVESTMENTS						
LGIP	17,866,153.79	17,658,776.95	18,936,797.56	19,341,730.48	20,398,737.41	20,438,939.67
ASSOCIATED BANK TRUST	5,132,918.84	5,127,445.37	5,145,143.67	5,140,481.49	5,170,236.11	5,193,827.26
CHARLES SCHWAB INVESTMENTS	6,446,202.84	6,430,877.60	6,439,451.41	6,448,746.66	6,472,755.90	6,498,760.90
MONEY MARKET	1,078,564.79	1,083,162.54	7,619,525.82	7,653,126.65	7,687,904.44	7,721,680.79
TOTAL INVESTMENTS	**$ 30,523,840.26**	**$ 30,300,262.46**	**$ 38,140,918.46**	**$ 38,584,085.28**	**$ 39,729,633.86**	**$ 39,853,208.62**
TOTAL CASH AND INVESTMENTS	**$ 56,328,635.61**	**$ 44,858,214.32**	**$ 43,944,716.22**	**$ 43,931,777.87**	**$ 42,520,184.30**	**$ 43,086,450.89**

	31-Jul-2024	31-Aug-2024	30-Sep-2024	31-Oct-2024	30-Nov-2024	31-Dec-2024
CHECKING ACCOUNTS						
CITY CHECKING	6,088,631.77	727,881.28	7,802,828.00	3,708,330.68	-	-
REAL & PPT TAX CHECKING	1,000.00	1,000.00	1,000.00	1,000.00	-	-
HEALTH CHECKING	1,011,765.80	956,627.05	918,795.55	857,501.63	-	-
DENTAL CHECKING	80,528.88	82,770.58	83,519.61	87,013.58	-	-
TOTAL CASH	**$ 7,181,926.45**	**$ 1,768,278.91**	**$ 8,806,143.16**	**$ 4,653,845.89**	**$ -**	**$ -**
INVESTMENTS						
LGIP	20,971,586.74	17,522,703.29	14,947,368.10	14,967,477.54	-	-
ASSOCIATED BANK TRUST	5,241,542.35	5,282,497.12	5,320,173.83	5,295,505.14	-	-
CHARLES SCHWAB INVESTMENTS	6,560,741.25	6,617,696.47	6,659,345.09	6,656,922.28	-	-
MONEY MARKET	7,756,736.36	7,791,951.07	7,824,800.74	7,857,010.73	-	-
TOTAL INVESTMENTS	**$ 40,530,606.70**	**$ 37,214,847.95**	**$ 34,751,687.76**	**$ 34,776,915.69**	**$ -**	**$ -**
TOTAL CASH AND INVESTMENTS	**$ 47,712,533.15**	**$ 38,983,126.86**	**$ 43,557,830.92**	**$ 39,430,761.58**	**$ -**	**$ -**

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2023

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

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

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**December 10, 2024**
DEPARTMENT:	**City Attorney**
FROM:	**Amy Darnick**
SUBJECT:	**Consideration and Possible Action on Step 2 of De Pere Police Union Grievance regarding Employee Policy Manual Acknowledgement Form.**

Attached is the Police Union's Grievance Appeal at Step 2 and related documents concerning the Employee Policy Manual Acknowledgement form.

ATTACHMENTS:

- Grievance Response Brief (DOCX)
- Grievance Form - Step Two - City of De Pere (DOCX)
- Employee Acknowledgment Of Manual (DOCX)
- 2024-11-20 14-24 (PDF)

The Mission of the De Pere Police Department is to provide an integrated team approach to pro-active patrol, crime prevention, and criminal investigation utilizing city and community resources to improve the safety and quality of life in De Pere.

11/21/2024

To: De Pere Police Benevolent Association

From: Jeremy A. Muraski, Chief of Police

Re: Policy Acknowledgement Form Grievance

Allegation:
Description of Case (Incident): De Pere Police Benevolent Association Members ("Members") were asked to sign a policy that did not pertain to them. The Members refused to sign as the policy does not apply to them because they are not general employees. As a result of not signing a policy that does not pertain to our members, on Friday, November 1, 2024, a letter of reprimand was placed in our members' personnel files. Solution Requested: Take the letter out of all members' files as they should not have to sign the letter.

Response:

Because the letter is non-disciplinary, it is not governed by the CBA and is therefore not subject to grievance. The grievance is therefore denied.

Sincerely,

Jeremy A. Muraski

Chief of Police

Jeremy A. Muraski | Chief of Police
(920) 339-4078 ♦ jmuraski@deperewi.gov ♦ www.deperewi.gov ♦ @DePerePD ♦ 325 S. Broadway, De Pere, WI 54115

Union
GRIEVANCE FORM
STEP 2

To Finance Committee

Date 11/25/2024

Name of Employee: City of De Pere

Case Occurred: November 1, 2024

Where case occurred: City of De Pere

Description of Case (Incident): De Pere Police Benevolent Association Members ("Members") were asked to sign a policy that did not pertain to them. The Members refused to sign as the policy does not apply to them because they are not general employees. As a result of not signing a policy that does not pertain to our members, on Friday, November 1, 2024, a letter of reprimand was placed in our member's personnel files.

The Chief of Police responded stating the following "[b]ecause the letter is non-disciplinary, it is not governed by the CBA and is therefore not subject to the grievance."

We strongly disagree with this stance. This letter is considered a disciplinary document because it is a formal document placed in a member's file that condemns discipline. Further, this document will likely be used with respect to any future discipline. We do not believe the City of De Pere has the authority to place these letters in our member's files and then not allow said members to grieve the issue.

Solution Requested Take the letter out of all members' files as they should not have to sign the letter.

De Pere Police Benevolent Association, By Union President: _____
Aaron Hanson

EMPLOYEE ACKNOWLEDGMENT OF MANUAL

(For Benefit Eligible Employees excluding City Officers, Non-Union Sworn Officers, and Unionized Public Safety Employees)

I have received a copy of the City of De Pere Employee Policy Manual. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to comply with all City policies, rules and expectations as set forth in this Manual, as well as policies, rules and expectations that the City may otherwise establish or change from time to time. I further understand and acknowledge that this Manual provides guidelines and information, but this Manual is not, nor is it intended to constitute, an employment contract of any kind. I am not entering into any contract or agreement by acknowledging receipt of this Manual or by following any of the provisions of this Manual. I understand that the contents of this Manual and my compensation and my benefits may be changed by the City at any time, with or without notice to the extent permitted by law.

I understand that my employment is at-will and can be terminated at the option of either the City or me. I understand that I may appeal the imposition of discipline or termination through the City's Grievance Policy and Procedure. I understand that this Manual, the Grievance Procedure, and the Acknowledgment Form do not vary or modify the at-will employment relationship between the City and me.

_____ _____

EMPLOYEE SIGNATURE DATE

_____

Print Name & Department

_____

POLICY MANUAL REVISION DATE
(date on the front cover of the policy manual)

Return completed form to your supervisor.

EMPLOYEE ACKNOWLEDGMENT OF MANUAL

(Unionized Public Safety Employees)

I have received a copy of the City of De Pere Employee Policy Manual. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to comply with all City policies, rules and expectations as set forth in this Manual, as well as policies, rules and expectations that the City may otherwise establish or change from time to time. I further understand and acknowledge that this Manual provides guidelines and information, but this Manual is not, nor is it intended to constitute, an employment contract of any kind. I cannot enter into any agreement or contract by acknowledging receipt of this Manual or by following any of the provisions of this Manual. I understand that the working conditions, benefits and wages available to me are identified in the collective bargaining agreement between my applicable collective bargaining representative and the City, and that the wages and benefits identified in this Manual are not applicable to me.

I understand that the contents of this Manual may be changed by the City at any time, with or without notice.

_____ _____

EMPLOYEE SIGNATURE DATE

_____

Print Name & Department

_____

POLICY MANUAL REVISION DATE
(date on the front cover of the policy manual)

Return completed form to your supervisor.

EMPLOYEE ACKNOWLEDGMENT OF MANUAL

(City Officers & Non-Union Sworn Officers)

I have received a copy of the City of De Pere Employee Policy Manual. I have read and I understand its contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

I understand that it is my responsibility to comply with all City policies, rules and expectations as set forth in this Manual, as well as policies, rules and expectations that the City may otherwise establish or change from time to time. I further understand and acknowledge that this Manual provides guidelines and information, but this Manual is not, nor is it intended to constitute, an employment contract of any kind. I cannot enter into any agreement or contract by acknowledging receipt of this Manual or by following any of the provisions of this Manual.

City Officers
I understand that my position is defined as a City Officer as noted in § 10-5, De Pere Municipal Code or Wis. Stat. § 62.09. I understand my position is appointed by the Mayor and confirmed by the Council and that my removal from the position is governed by Wis. Stats §17.12.

_____ _____
EMPLOYEE SIGNATURE DATE

_____ _____
Print Name & Department POLICY MANUAL REVISION DATE
(date on the front cover of the policy manual)

Non-Union Sworn Officers
I understand that my position is defined as a Non-Union Sworn Employee who may be entitled to a pre-disciplinary or post-disciplinary hearing pursuant to Wis. Stat. § 62.13(5).
I understand that the contents of this Manual may be changed by the City at any time, with or without notice. I also understand that I may appeal the imposition of discipline through the City's Grievance Policy and Procedure.

_____ _____
EMPLOYEE SIGNATURE DATE

_____ _____
Print Name & Department POLICY MANUAL REVISION DATE
(date on the front cover of the policy manual)

Return completed form to your supervisor.

Union
GRIEVANCE FORM
STEP 1

Date 11/15/2024

Name of Employee: City of De Pere

Case Occurred: November 1, 2024

Where case occurred: City of De Pere

Description of Case (Incident): De Pere Police Benevolent Association Members ("Members") were asked to sign a policy that did not pertain to them. The Members refused to sign as the policy does not apply to them because they are not general employees. As a result of not signing a policy that does not pertain to our members, on Friday, November 1, 2024, a letter of reprimand was placed in our members' personnel files.

Solution Requested Take the letter out of all members' files as they should not have to sign the letter.

Chairman Grievance Comm. _____



Aaron Hanson, Union President