



Common Council

Regular Meeting

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

Agenda

Tuesday, March 19, 2019

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the **Common Council** of the City of De Pere will be held on **March 19, 2019** at **7:30 PM** in the **De Pere City Hall Council Chambers**, 335 S. Broadway Street, De Pere, WI 54115.

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

I. Call to Order

1. Roll Call
2. Pledge of Allegiance to the Flag.
3. Approval of the Minutes of the March 5, 2019 Common Council Meeting.
4. Public Hearing on an amended conditional use permit for Parcel ED-1128-E-1 at 1081 N. Broadway St to allow residential dwelling units and rooming units above ground level (second floor and above).
 - A. Notice of Public Hearing.
 - B. Recommendation from the Plan Commission.
 - C. Resolution #19-24 Rescinding Resolution #18-86 and Authorizing and Approving a Conditional Use Permit (Part of Parcel ED-1128-E-1-3; 1081 North Broadway Street).
5. Public comment upon matters not on the agenda and other announcements.
6. Recommendations from the Board of Public Works Regarding Main Avenue Bump Outs:
 - A. Approve Option #3 for South Side of Main Ave
 - B. Consider Option #4 for North Side of Main Ave
7. Recommendation from the Board of Public Works to Award Contract 19-01 Sewer and Water Relay and Street Resurfacing to Jossart Brothers, Inc. in the amount of \$2,247,515.85.
8. Recommendation from the Board of Public Works to Award Contract 19-13 Crackfilling to Asphalt Seal and Repair, Inc. in the amount of \$115,200.00
9. Recommendation from the Finance & Personnel Committee to accept donation in the amount of \$250.00 from Vietnam Veterans of America Chapter 224 to the Fire Department.
10. Recommendation from the Finance Committee to Approve Bid for Asbestos Inspection and Removal from North Star Environmental Testing in the amount of \$1,450.00 and to recommend additional funds up to \$20,000.00 for asbestos removal if needed.

11. Recommendation from the Finance Committee to Approve approximately \$19,000.00 in additional funding for the surfacing at VFW Playground.
12. Recommendation from the Finance Committee to Approve Park Department Run Beer Garden with all net proceeds therefrom deposited into a Park Fund established exclusively for park improvements.
13. Recommendation from the License Committee on an Application for a Temporary Premises Description Change for St. Norbert College.
14. Ordinance #19-07 Repealing and Recreating Chapter 62 - Electrical Code.
15. Resolution #19-25 Authorizing Agreement for Consulting Services Between the City of De Pere and Cedar Corporation (2019 Consulting Services).
16. Resolution #19-26 Approving Agreement for Consulting Services Between The City of De Pere and Dixon Engineering, Inc. (AT&T Wireless Antenna Installation - Matthew Street Water Tower).
17. Resolution #19-27 Authorizing State/Municipal Agreement for Main Avenue & Eighth Street Signal Retrofit Project.
18. Resolution #19-28 Approving Annual Report Under Municipal Separate Storm Sewer System (MS4) Permit and its Submission to the Wisconsin Department of Natural Resources (DNR).
19. Voucher Approval.
20. Operator License Applications.
21. Future Agenda Items.
22. Resolution #19-29 Authorizing Tax Refund (DORO - 741 Morning Glory Lane).

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(g), the Common Council may convene in closed session for the purpose of 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 Common Council 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.
23. Adjournment.

Lawrence M. Delo
City Administrator

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

Agenda Sent To:
Alderspersons
City Administrator

Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Dave Hongisto, SISU Properties LLC
Nulund Group II LLC
Debbie Baenen, Clerk-Treasurer, Village of Allouez
Jason Hermesen, Jossart Brothers, Inc.
Jim Stepaniak, Asphalt Seal & Repair
Terrie DuBois, St. Norbert College
Thad Majkowski, Cedar Corporation
Tina Quigley, Definitely De Pere
Dan Doro



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: City Clerk-Treasurer

FROM: Carey Danen

SUBJECT: Approval of the Minutes of the March 5, 2019 Common Council Meeting.

ATTACHMENTS:

- 3-5-19 Common Council Minutes_Draft (PDF)



Common Council

Regular Meeting

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

Draft Minutes

Tuesday, March 5, 2019

7:30 PM

De Pere City Hall Council Chambers

I. Call to Order

The meeting was called to order at 7:30 PM by Mayor Michael J. Walsh.

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

2. Pledge of Allegiance to the Flag.

3. Approval of the Minutes of the February 20, 2019 Common Council Meeting.

Alderman Hansen requested that his statement in the Public Comment section of the minutes be amended. He stated that the Mayor's office organized the meeting with State Representatives Sortwell and Macco and Senator Jacque; Mayor Walsh was also in attendance at the meeting.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderman
SECONDER:	Dan Carpenter, Alderman
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

4. Public comment upon matters not on the agenda and other announcements. None.

5. Recommendation from the Board of Park Commissioners to Approve \$300 Donation from JX/Peterbilt for Big Rig Gig.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderman
SECONDER:	Jonathon Hansen, Alderman
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

6. Recommendation from the Board of Park Commissioners to Approve \$500 donation from De Pere Optimist Club for Summer Day Camp T-shirts

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dean Raasch, Alderman
SECONDER:	Ryan Jennings, Alderman
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

7. Recommendation from the Board of Park Commissioners to Approve \$500 donation from De Pere Optimist Club for Easter Egg Hunt

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

8. Recommendation from Plan Commission to approve a Proposed Extraterritorial 39 Lot and 1 Outlot final plat of Carpenter's Crossing South at 2700 BLK Lawrence Drive in the Town of Lawrence (Part of Parcels L-474 & L-475). Submitted by Joel Ehrfurth, PLS, Mach IV Engineering, authorized representative for Town of Lawrence, property owner.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Casey Nelson, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

9. Recommendation from the License Committee on a Request by Alicia M. Stiles to Appear Before the License Committee Regarding Denial of her Operator License Application.

Alderperson Boyd moved, seconded by Alderperson Carpenter to deny the request. Upon vote, motion carried unanimously.

10. Resolution #19-21 Authorizing Youth Enrichment League {YEL!} Independent Contractor Agreement (Summer Enrichment Camps).

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

11. Resolution #19-22 Approving Facade Improvement Project and Authorizing Disbursement of Grant [320 Main Avenue (Parcel WD-369)].

Alderperson Crevier requested clarification on the first paragraph of the resolution which states that the grant will reimburse 100% of facade improvement costs, not to exceed \$30,000. Development Services Director Kim Flom confirmed that the program is a dollar to dollar match, which equates to a 50% reimbursement up to the \$30,000 maximum. City Attorney Judy Schmidt-Lehman stated that the 100% figure is a scrivener's error and the resolution will be revised.

Kim Flom also responded to questions about the amounts approved by the Redevelopment Authority, as well as approved items such as planters and awnings. She confirmed that the awning will not have any business-specific graphics.

Alderperson Hansen thanked the applicant for their investment in the downtown.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Ryan Jennings, Alderperson
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

12. Voucher Approval.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Casey Nelson, Alderperson
AYES:	Boyd, Carpenter, Crevier, Hansen, Jennings, Lueck, Nelson, Raasch

13. Operator License Applications.

Alderperson Boyd moved, seconded by Alderperson Carpenter, to deny Previously Tabled Application #3. Upon vote, motion carried unanimously.

Alderperson Boyd moved, seconded by Alderperson Hansen, to approve Previously Tabled Applications #1 & 2. Upon vote, motion carried unanimously.

Alderperson Boyd moved, seconded by Alderperson Carpenter to approve the lone Temporary Operator Application. Upon vote, motion carried unanimously.

Alderperson Boyd moved, seconded by Alderperson Hansen, to table New Operator Applications #5 & 9. Upon vote, motion carried unanimously.

Alderperson Boyd moved, seconded by Alderperson Carpenter, to approve New Operator Applications #1-4, 6-8, and 10-12. Upon vote, motion carried unanimously.

14. Future Agenda Items.

Alderperson Hansen asked if the City attorney could draft an ordinance modeled after the City of Neenah's, which would prohibit minors from using or possessing vaping devices whether or not they contain nicotine. He noted that several other municipalities have passed similar ordinances. City Administrator Larry Delo stated that this issue is being considered at an upcoming Board of Health meeting.

15. Resolution #19-23 Authorizing Amendment to Redevelopment Agreement Between the City of De Pere, the Redevelopment Authority of the City of De Pere and St. Norbert College (Kress Inn Redevelopment and Termination Date of Agreement).

RESULT:	ADOPTED [7 TO 0]
MOVER:	Dean Raasch, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Boyd, Carpenter, Hansen, Jennings, Lueck, Nelson, Raasch
ABSTAIN:	Scott Crevier

16. Adjournment.

Alderperson Raasch moved, seconded by Alderperson Nelson to adjourn the meeting at 7:44 PM. Upon vote, motion carried unanimously.

Respectfully submitted,

Carey Danen, Deputy Clerk-Treasurer



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: Plan Commission

FROM: Peter Schleinz

SUBJECT: C. Resolution #19-24 Rescinding Resolution #18-86 and Authorizing and Approving a Conditional Use Permit (Part of Parcel ED-1128-E-1-3; 1081 North Broadway Street).

On February 25, 2019 the Plan Commission recommended approval of a request for an amended conditional use permit for residential uses above the first floor on a B-2 zoned property by a vote of 6-0.

ATTACHMENTS:

- Reso19-24 (DOCX)
- Public Hearing Notice -1081 N Broadway (DOCX)
- Residential in B-2 CUP - Plan Commission Report (DOCX)
- Application Form and Petitioner Narrative (PDF)

RESOLUTION #19-24

RESCINDING RESOLUTION #18-86 AND AUTHORIZING AND
APPROVING A CONDITIONAL USE PERMIT
(Part of Parcel ED-1128-E-1-3; 1081 North Broadway Street)

WHEREAS, the Common Council of the City of De Pere authorized and approved a Conditional Use Permit for Parcel ED-1128-E-1-3 pursuant to Resolution #18-86; and

WHEREAS, the Permittee has since submitted a supplemental application to revise the Conditional Use Permit to allow residential dwelling use on all floors located above the ground floor level; and

WHEREAS, the City Plan Commission has reviewed such request, recommends approval thereof, and scheduled a public hearing for this matter to be determined by the Common Council; and

WHEREAS, the City Clerk-Treasurer has published a Class 2 Notice of Public Hearing regarding the proposed amendment to the Conditional Use Permit and, pursuant thereto, a Public Hearing has been held at the City Hall Council Chambers on the 19th day of March, 2019 at 7:35 p.m., whereupon the Common Council heard all interested parties, their agents and attorneys;

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Common Council of the City of De Pere, Wisconsin, as follows:

1. Resolution #18-86 is hereby rescinded; and
2. The Common Council hereby finds and determines that an application for a Conditional Use Permit has been made by a party in interest meeting the requirements of § 14-30 De Pere Municipal Code (DPMC); further, that the standards relating to a conditional use set forth in § 14-30(5) DPMC, have been or will be complied with; and that the Common Council does therefore and hereby,

pursuant to § 14-30(6) DPMC, authorize and grant a Conditional Use Permit as provided at §§ 14-44(2)(a)1) and 14-43(2)(a)9) DPMC, for purposes of permitting within the B-2 General Business District the following:

- A. residential dwelling use on all floors located above the ground floor level of the multi-use structure, subject to the following conditions:
 - (i.) successful site plan review and approval for the proposed building that includes detailed analysis of site improvements, landscaping, parking and building elevations that comply with DPMC in order to ensure high quality future development; and
 - (ii.) the use of additional landscaping to screen parking areas, which exceed municipal code requirements, shall be included with any future site plan submittal (excessive landscaping that has been referenced by the Developer and staff, and reflective to what has been show in past sketch plans); and
 - (iii.) the integration of shared parking areas and shared access through parking lots, for the Dairy Queen and proposed new building, shall be included in any future site plan submittal; and
 - (iv.) Conditional Use Permit approval does not guarantee future site plan approvals.
 - B. continued use of the existing drive-through window for a fast food restaurant.
3. This authorization is further subject to compliance with any other conditions of the Plan Commission.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 19th day of March, 2019.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Publish: March 4, 2019 and March 11, 2019 in the Green Bay Press-Gazette (Class 2 Notice)

NOTICE OF PUBLIC HEARING

Notice is Hereby given, that on **Tuesday, March 19, 2019** at 7:35 PM or as soon thereafter as can be heard in the Council Chambers of the De Pere City Hall, 335 S. Broadway St, De Pere, WI, a public hearing will be held by the Common Council of the City of De Pere to act on a request for an amended conditional use permit for Parcel ED-1128-E-1-3 at 1081 N. Broadway Street.

The applicant requests an amended conditional use permit order to allow residential dwelling units and rooming units above ground level (second floor and above), rather than on the second floor only.

A copy of the application is available at the City of De Pere Development Services Department, 335 S. Broadway St., De Pere, WI 54115.

Dated this 4th day of March, 2019.

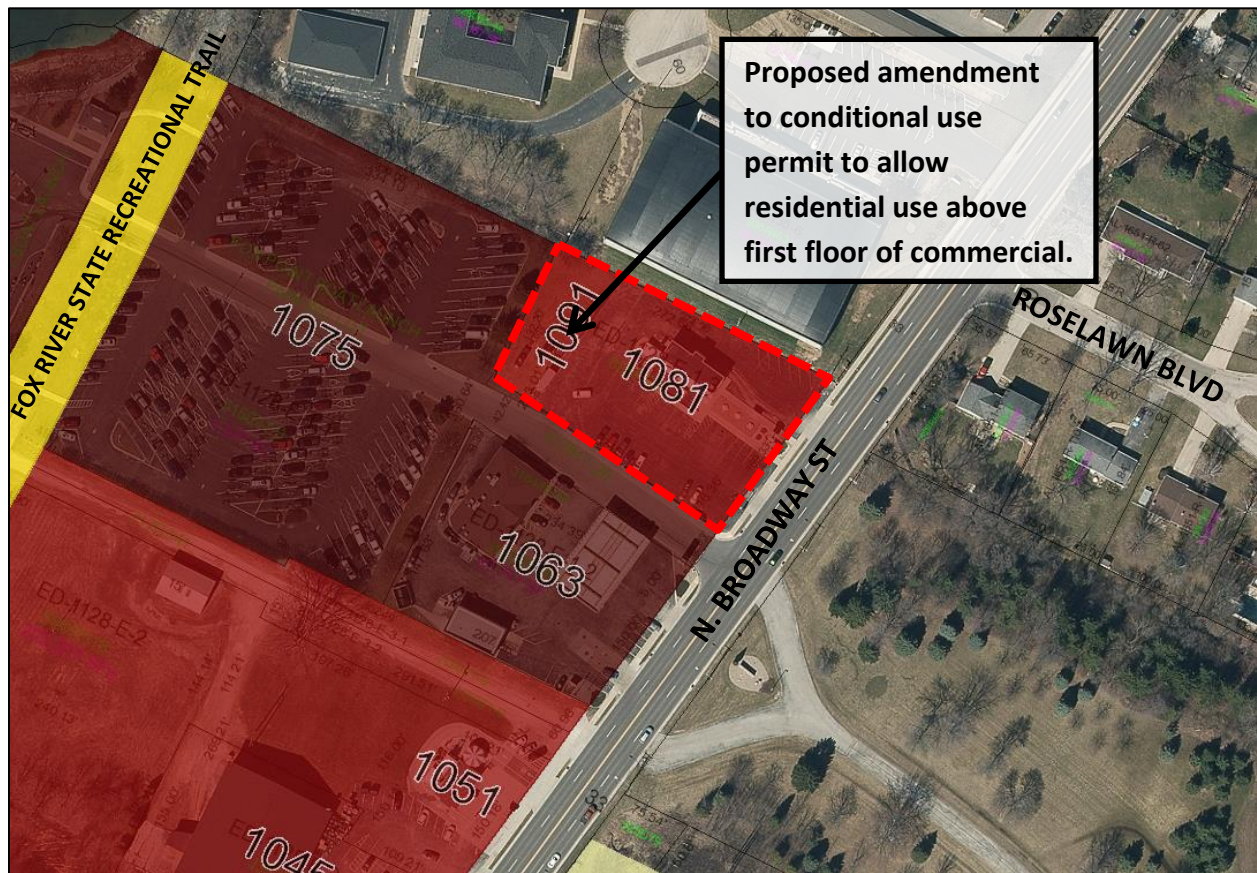
BY ORDER OF THE COMMON COUNCIL

Michael J. Walsh
Mayor

Shana D. Ledvina
City Clerk-Treasurer

- ITEM 4:** Review and recommendation for an amended Conditional Use Permit application for a proposed new commercial building to have residential units on upper floors (above the previously approved second floor) at 1081 N. Broadway Street (Parcel ED-1128-E-1-3) in the B-2 (General Business) Zoning District. Submitted by Dave Hongisto, SISU Properties LLC, authorized representative for Nulund Group II LLC, property owner.*

AMENDED CONDITIONAL USE PERMIT LOCATION



REQUESTED ACTION: Amended Conditional Use Permit Approval.

The original conditional use allowed for residential use on a second floor. The petitioner is revising the proposal to include additional floors and is requesting that the conditional use permit allow residential on all upper floors.

COMMON DESCRIPTION: 1081 N. Broadway Street (STH 57), located at the north City limits. Adjacent to the Village of Allouez and adjacent to the Fox Point Boat Launch.

PARCEL NUMBER(S): ED-1128-E-1-3

EXISTING ZONING: B-2 (General Business District)

The property was rezoned to B-2, from B-3, on September 18, 2018.

APPLICANT / OWNER:

Dave Hongisto
Authorized Representative
SISU Properties LLC
111 N. Broadway, Suite B
Green Bay, WI 54303

Nulund Group II LLC
Property Owner
111 N. Broadway, Suite B
Green Bay, WI 54303

SITE HISTORY:

NOTE: *The Plan Commission and Council previously approved this request, but only for the second floor of a 2 story building. The petitioner has since increased the size of the building to include a third floor of residential. Because the original permit included language specific to the second floor, and not upper floors, an amendment is required. Much of this staff report mirrors information provided to the Plan Commission in August of 2018.*

Year 1938-2017 air photographs identify a variety of commercial and industrial type uses ion and near the property. Most recently the property has been used as a Dairy Queen, which was upgraded in 2017.

The 2010 Comprehensive Plan identified both the existing and future land uses as Commercial.

On August 27, 2018 the Plan Commission recommended rezoning the property from B-3 to B-2 in order to accommodate potential future development at the rear (west end) of the property. The Common Council approved the recommendation on September 18, 2018.

On August 27, 2018 the Plan Commission also recommended a conditional use permit that allowed a drive-thru window to continue to be used for the existing Dairy Queen building after rezoning occurred. Plan Commission also recommended approval to allow residential uses on the second floor in the business zoned district. The Common Council approved both recommendations (*Resolution #18-86*) on September 18, 2018.

In January, 2019 SISU Properties LLC, indicated a desire to increase the height of the proposed building at the rear of the property from 2 stories to 3 stories, with floors 2 and 3 having a residential use. The year 2018 conditional use permit does not address residential uses above the second floor.

STAFF REVIEW:

A document, written by the petitioner to summarize their amended conditional use permit submittal requirements, is attached to this report. The petitioner plans on developing a three story square foot structure (approximately 3,960 gross square feet per floor – 11,880 square feet total) with proposed commercial uses and residential parking garages on the first floor, four residential units on the second floor, and three residential units

on the third floor.

A conditional use permit was approved for the property on September 18, 2018, but the conditional use permit only addressed residential uses on a second floor. The petitioner desires residential uses on the second and third floors.

In order for a conditional use to be recommended by the Plan Commission, the following standards must be addressed, per Municipal Code 14-30(5):

- a) That the establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
- b) That the conditional use will not be injurious to the use and enjoyment of other property in the orderly development and improvement in the immediate vicinity for the purposes already permitted nor substantially diminish or impair property values within the neighborhood;
- c) That adequate facilities, access roads, drainage, and/or necessary facilities have been or are being provided;
- d) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets; and
- e) That the conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Council pursuant to the recommendations of the Plan Commission.

The following are staff findings related to the above standards for the proposed residential use being above the first floor:

- The proposed uses for the proposed new three story building are two units of commercial and three parking garages on the first floor, four residential units on the second floor, three residential units on the third floor. Due to onsite parking constraints it would be difficult to add any more than the referenced units or floors for residential use. "...Dwelling units and rooming units above ground level..." may be allowed in the B-2 District with a conditional use permit, per Municipal Codes 14-44(2)(a)(1) and 14-43(2)(s)(9). The proposed commercial businesses are unknown at this time but the number of residential units is known to be not more than seven. Mixed development along N. Broadway, particularly in areas with access to the Fox River State Recreational Trail is desirable.
- The B-2 District zoning properly accommodates commercial uses on

the first floor. The B-2 District can accommodate dwelling units above the first if a conditional use permit is approved. The development appears to fit the property provided design standards for building materials, landscaping, and parking needs are accommodated as part of a site plan review, which has not yet begun. Impacts to adjacent properties are minimal, less the Dairy Queen due to the need for shared access and parking. The Dairy Queen property is owned by the same owner as the proposed three story development.

- The existing driveway system that connects to N. Broadway Street will be utilized, potentially with access easements/agreements. Agreements with the Wisconsin Department of Natural Resources (WDNR), for usage of the boat launch driveway, will be needed as the driveway is not a public right-of-way. The developer is working with the WDNR regarding the driveway. The developer is also working with the City of De Pere Public Works staff and the Village of Allouez in order to provide adequate sewer and water connections for a proposed new building. Site plans that address storm water management have not yet been submitted for City review.
- Ingress and egress to N. Broadway Street is proposed using existing drive lanes located east from the Dairy Queen building. When the site parking needs are calculated for the Dairy Queen and the proposed new building, there appears to be a sufficient number of parking stalls without the two buildings sharing spaces. The original proposal had a need for approximately 39 stalls; the proposed new site has a need for a total of 46-49 stalls. The sketch plans identify up to 49 stalls. The final sketch plan parking count cannot be verified until formal site plans are submitted. The final count will be dependent on the final number of residential units and the types of businesses proposed in the commercial space. If the proposed parking does not meet Municipal Code, additional parking may be needed or a variance may be required.
- The design details for the “De Pere Brick Yard” proposed development is unknown, aside from the building footprint proposal and number of floors. The amended conditional use for residential on the upper floors of a new building appears to be possible, provided the property is not land divided and the entire property is addressed as part of future site plans, including building materials, parking, storm water, landscaping, and signage for both buildings (existing and new) on the property.

Summary for the amended conditional use permit request:

Residential uses on upper floors have historically been allowed in the B-2 District as a conditional use, particularly in the downtown areas. The subject

site has already been approved for a conditional use permit to have residential uses on the second floor. Adding residential uses on a third or higher floor would not be detrimental, provided a site plan can be submitted for Plan Commission review that meets the standards of the De Pere Municipal Code.

All City of De Pere property owners within 300 feet of the subject area, Village of Allouez Planning & Zoning Administrator, and the Village of Allouez Clerk been notified of this application. No public comments have been received regarding the petition.

REVIEW PROCESS:

The Common Council will conduct a public hearing and review the Plan Commission recommendation, in the form of a resolution, after a Class II notice. That meeting is scheduled for March 19, 2019. Project notification letters have been sent to property owners within 300 feet of the parcel boundary.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the amended conditional use permit application to allow residential units above the first floor of a proposed new commercial building, located at the west end of 1081 N. Broadway Street, subject to the following:

1. Successful site plan review and approval for the proposed building that includes detailed analysis of site improvements, landscaping, parking, and building elevations that comply with Municipal Code in order to ensure that future development is of high quality.
2. The use of additional landscaping to screen the parking areas, which exceed Municipal Code requirements, should be included with any future site plan submittal (excessive landscaping that has been referenced by the developer and staff, and reflective to what has been shown in past sketch plans).
3. The integration of shared parking areas and shared access through parking lots, for the Dairy Queen and the proposed new building, should also be included with any future site plan submittal.
4. Any conditional use permit approval does not guarantee future site plan approvals.

	CITY OF DE PERE APPLICATION FOR CONDITIONAL USE		Fee: <u>\$305.00</u>
	RECEIVED FEB - 7 2019 PLANNING DEPT.		Receipt #: <u>NA</u>
			Date:

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

SECTION 1: Applicant / Permittee Information

Applicant Name (Ind., Org. or Entity) <u>Nulund Group II LLC</u>	Authorized Representative <u>Dave Hongisto</u>	Title <u>Consultant</u>	
Mailing Address <u>111 N. Broadway Ste B</u>	City <u>Green Bay</u>	State <u>WI</u>	ZIP Code <u>54303</u>
Email Address <u>sodie 5141@gmail.com</u>	Phone Number (incl. area code) <u>(920) 665-8457</u>	Fax Number (incl. area code)	

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

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

SECTION 3: Project or Site Location

Project Address/Description <u>1081 N. Broadway Street</u>	Parcel No. <u>ED-1128-E-1-3</u>
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SECTION 4: Proposed Conditional Use

Existing Zoning:	<u>B-2 General Business District</u>
Present Use of Parcel:	<u>Dairy Queen</u>
Proposed Use of Parcel:	<u>Dwelling Units above ground level</u>
Present Use of Adjacent Properties:	<u>Gas Station / Boat Launch / Village of Allouez</u>

SECTION 5: Certification and Permission

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

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

Name of Owner/Authorized Representative (please print) <u>David R. Hongisto</u>	Title <u>Consultant</u>	Phone Number <u>(920) 676-3225</u>
Signature of Applicant <u>David R. Hongisto</u>		Date Signed <u>2-5-19</u>

A plan consisting of all applicable information listed on the attached shall be submitted with this application.

TO BE COMPLETED BY CITY STAFF

A Conditional Use Permit is authorized by the De Pere Zoning Code, Section(s):	<u>14-44 (2) (a) (1)</u>
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SISU Properties, LLC
1165 Meadow View Lane
De Pere, WI 54115

February 5, 2019

Peter Schleinz, Senior Planner/Zoning Administrator
City of De Pere
335 S. Broadway
De Pere, WI 54115

RE: The De Pere Brick Yard

Hi Peter,

On September 18, 2018 the City of De Pere approved a conditional use permit via RESOLUTION #18-86 to allow for four (4) dwelling units on the second floor of the proposed structure that will be constructed on the west side of Dairy Queen located at 1081 N. Broadway. Since that time the property owners have been considering adding a third floor consisting of three (3) dwelling units. Each unit will have two (2) bedrooms. To accomplish this I am hereby submitting the enclosed "APPLICATION FOR A CONDITIONAL USE" to amend the previously approved conditional use. The residential units will capitalize on the view of the Fox River and the Fox Point boat launch; complement the surrounding businesses and provide convenient access to the Fox River Trail. The building is being designed to help preserve an integral part of the history of De Pere.

This amended conditional use permit will not endanger the public health, safety, morals, comfort or general welfare of the community. It will not be detrimental or injurious to the use of other property in the immediate vicinity and will actually enhance property values in the neighborhood. The existing driveways have been in existence for years and internal traffic flow has been designed so it will not create traffic congestion. This conditional use will comply with all applicable regulations.

It is the goal to appear before the Plan Commission at its March meeting for final site plan approval. The following information is provided to let you know the current status of the project:

- The City of De Pere Engineering Department is designing a water main extension along N. Broadway as per the property owner's request.
- An easement to continue utilizing the access to the boat launch access road is being worked on with the State of Wisconsin, Department of Natural Resources (DNR).
- Obtaining easements with the abutting property owner to the north to gain access to sanitary sewer and electrical transformers are in process.
- The building design has been upgraded to provide the required parking for the upper (top) floor dwelling units internally. (Enclosed is a drawing of the layout of the first floor). Architectural plans are currently being worked on.

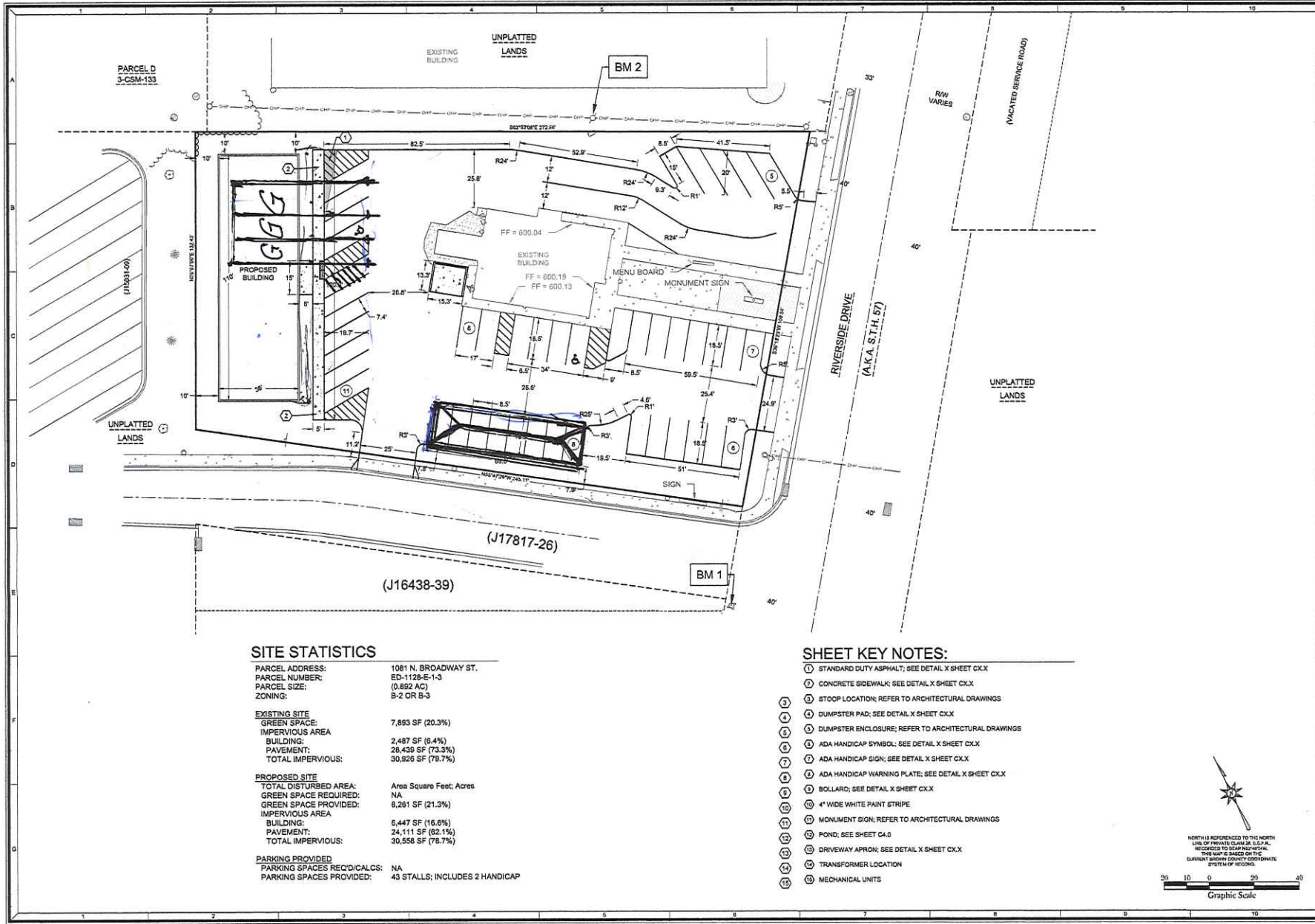
- The site plan is also being revised by the engineer/surveyor to depict the final parking layout. (Enclosed is a handwritten alteration plan).
- The eight (8) required parking stalls for the second floor dwelling units will be located on the south end of the property adjacent and immediately east of the access drive to the boat launch road. To enhance the project a garage will be constructed here to provide internal parking.
- I have a request submitted to the City of De Pere requesting an agreement that would allow the new building's sanitary lateral to cross the municipal boundary line and discharge into the Village of Allouez' main sanitary sewer line.

I am confident that this development will be an attractive addition to the City of De Pere while adding additional commercial and residential space. Feel free to contact me at (920) 676-3225 if you have any questions. Thank you.

Respectfully,



David R. Hongisto
SISU Properties LLC
drhongisto@gmail.com



SITE STATISTICS	
PARCEL ADDRESS:	1081 N. BROADWAY ST.
PARCEL NUMBER:	ED-1128-B-1-3
PARCEL SIZE:	(0.892 AC)
ZONING:	B-2 OR B-3
EXISTING SITE	
GREEN SPACE:	7,893 SF (20.3%)
IMPERVIOUS AREA:	
BUILDING:	2,487 SF (6.4%)
PAVEMENT:	28,439 SF (73.3%)
TOTAL IMPERVIOUS:	30,926 SF (78.7%)
PROPOSED SITE	
TOTAL DISTURBED AREA:	Area Square Feet; Acres
GREEN SPACE REQUIRED:	NA
GREEN SPACE PROVIDED:	6,261 SF (21.3%)
IMPERVIOUS AREA:	
BUILDING:	6,447 SF (16.6%)
PAVEMENT:	24,111 SF (62.1%)
TOTAL IMPERVIOUS:	30,558 SF (78.7%)
PARKING PROVIDED	
PARKING SPACES REQ'D/CALCS:	NA
PARKING SPACES PROVIDED:	43 STALLS; INCLUDES 2 HANDICAP

- SHEET KEY NOTES:**
- ① STANDARD DUTY ASPHALT; SEE DETAIL X SHEET CX.X
 - ② CONCRETE SIDEWALK; SEE DETAIL X SHEET CX.X
 - ③ STOOP LOCATION; REFER TO ARCHITECTURAL DRAWINGS
 - ④ DUMPSTER PAD; SEE DETAIL X SHEET CX.X
 - ⑤ DUMPSTER ENCLOSURE; REFER TO ARCHITECTURAL DRAWINGS
 - ⑥ ADA HANDICAP SYMBOL; SEE DETAIL X SHEET CX.X
 - ⑦ ADA HANDICAP SIGN; SEE DETAIL X SHEET CX.X
 - ⑧ ADA HANDICAP WARNING PLATE; SEE DETAIL X SHEET CX.X
 - ⑨ BOLLARD; SEE DETAIL X SHEET CX.X
 - ⑩ 4" WIDE WHITE PAINT STRIPE
 - ⑪ MONUMENT SIGN; REFER TO ARCHITECTURAL DRAWINGS
 - ⑫ POND; SEE SHEET C4.0
 - ⑬ DRIVEWAY APRON; SEE DETAIL X SHEET CX.X
 - ⑭ TRANSFORMER LOCATION
 - ⑮ MECHANICAL UNITS

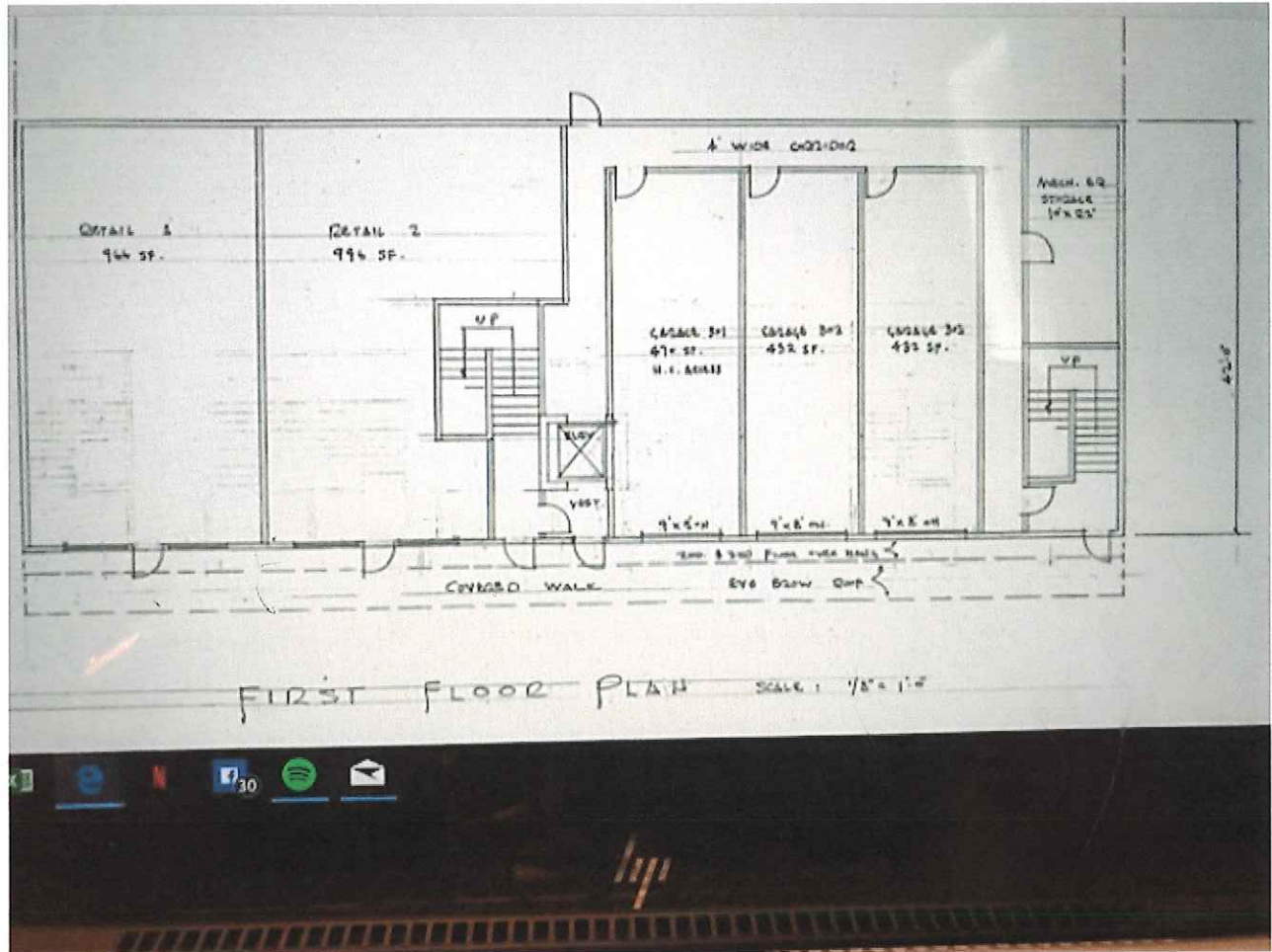
MACH IV
ENGINEERING • SURVEYING • ENVIRONMENTAL
2560 Salschelder Court Green Bay, WI 54313
PH 920-966-5107
WWW.MACHIV.COM

SISU PROPERTIES LLC

DE PERE BRICK YARD

SITE PLAN

REVISION DESCRIPTION	NO.
DATE: SEPTEMBER 5, 2018	
DRAFTED BY: RPH	
CHECKED BY:	
PROJECT NO.: 1509-01-18	
DRAWING NUMBER	
SHEET NUMBER	C2.0





City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Recommendations from the Board of Public Works Regarding Main Avenue Bump Outs:

The Board of Public Works, at the March 11, 2019 meeting, recommended considering option #3 for the bump outs on Main Avenue. Also for staff to create an option #4, with the North side of the Main Avenue to mirror the South side, the same as option #3. The motion passed unanimously with a 5-0 vote.

The City Council approved funding in the 2019 budget for the construction of mid-block crossing bump outs on Main Avenue between 3rd Street and 4th Street.

The past couple months several meetings and discussions were held with the businesses in this area to determine what they wanted constructed. During these meetings, the following options (See attached options) were presented to the stake holders:

Option #1: Bump outs installed centered to public alley way to create mid-block pedestrian crossing. Four (4) parking stalls would be eliminated with this option.

Option #2: Extending the bump outs on both the north and south side of the streets to create a more useable terrace for businesses for outdoor seating. Nine (9) parking stalls would be eliminated with this option.

Option #3: Extend the bump out only on the south side of the street to create more useable terrace area for businesses for outdoor seating. Six (6) parking stalls would be eliminated with this option.

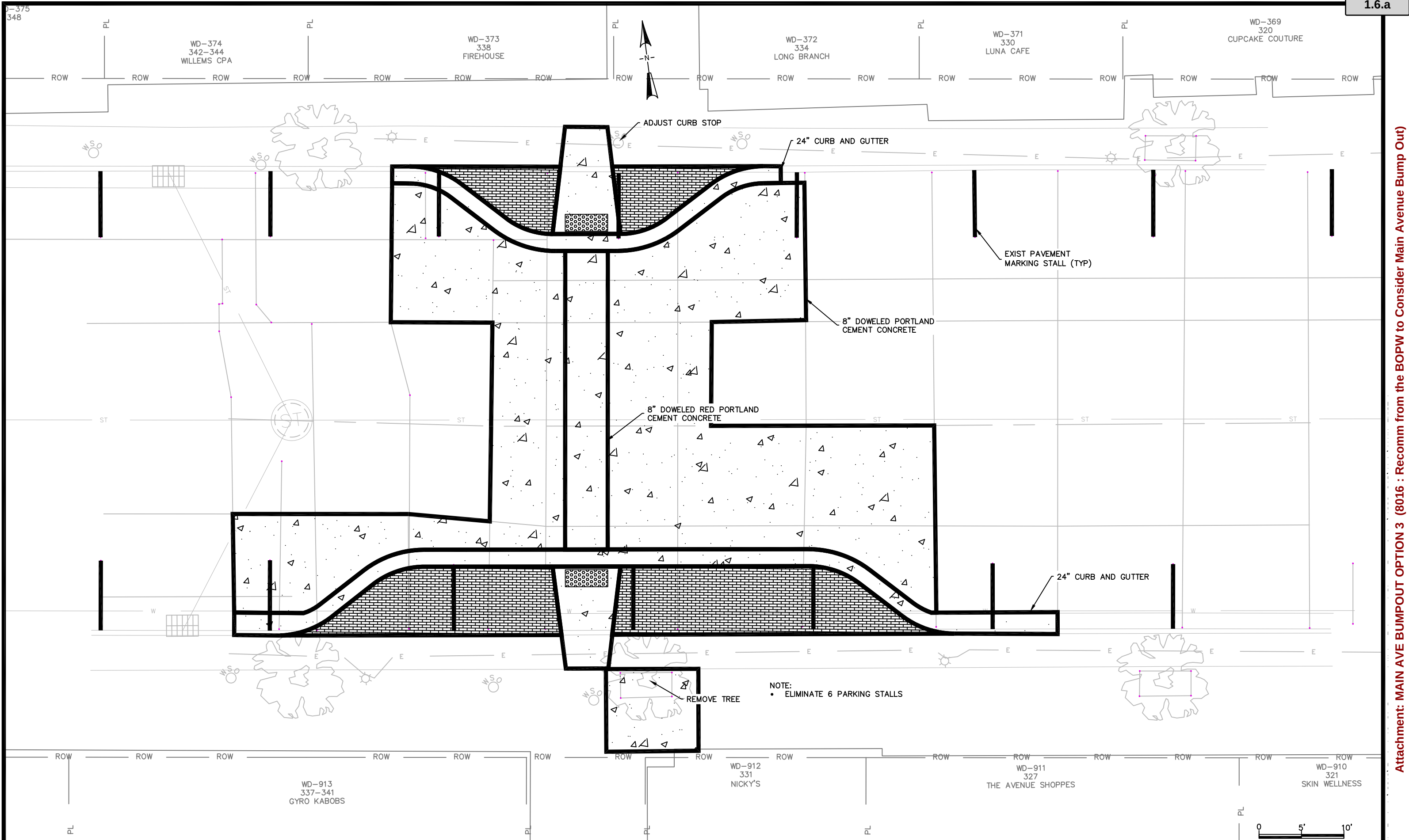
Staff discussed further the comments and concerns that were expressed by stakeholders. It was obvious there was a concern for losing additional parking with the extension of the bump outs to create outdoor seating. At this time, staff felt construction the extended bump out on the south side of the would be the only option (option #3) to further consider because it ties into the entrance to the public walkway that is going to be enhanced with the artwork this year. The City then requested input from Definitely De Pere and their stakeholders to provide their recommendation of either option #1 or option #3.

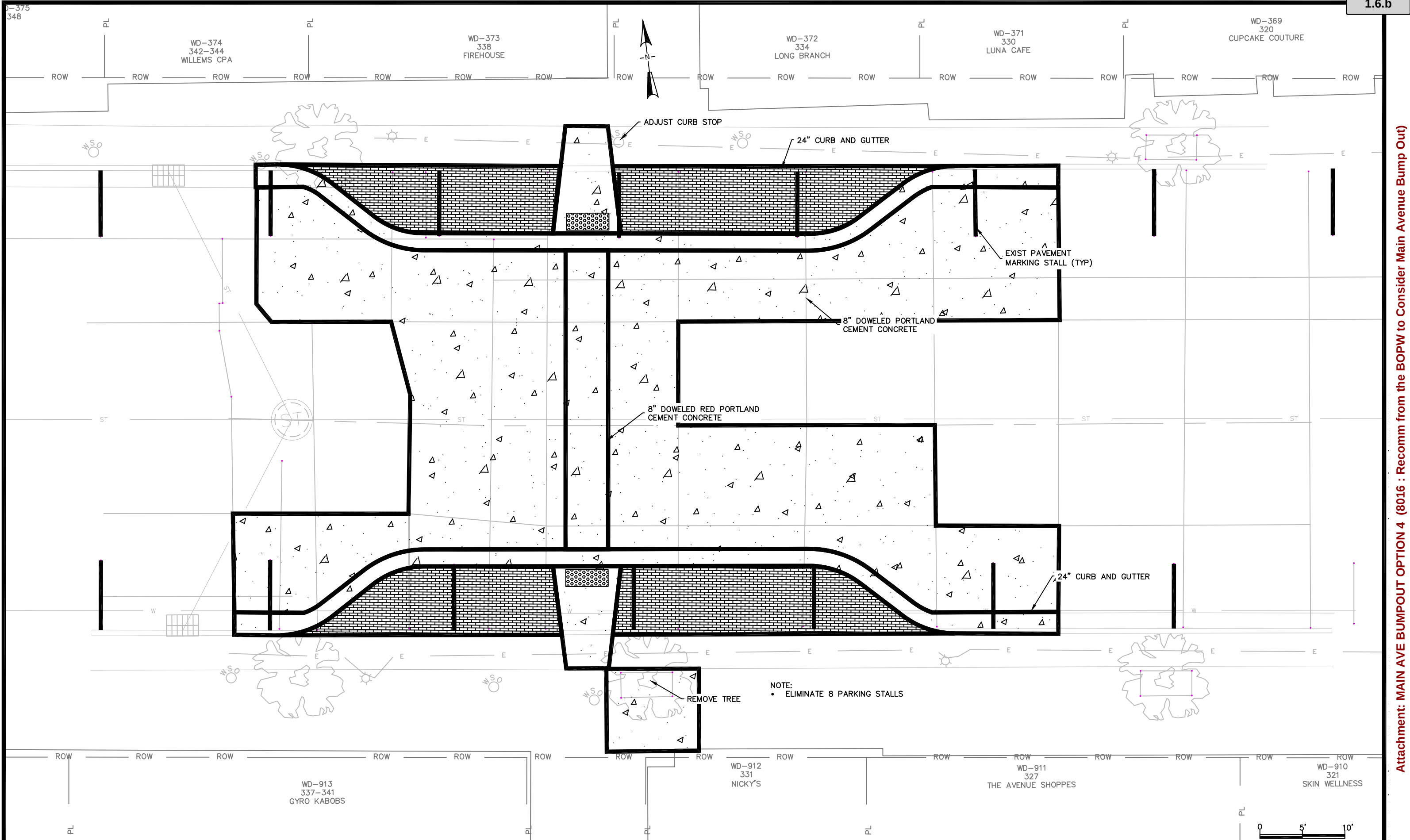
Definitely De Pere further discussed the two options with stakeholders and Definitely De Pere's Organizational Committee and recommended Option #3 as their preferred option. (See attached email response from Definitely De Pere)

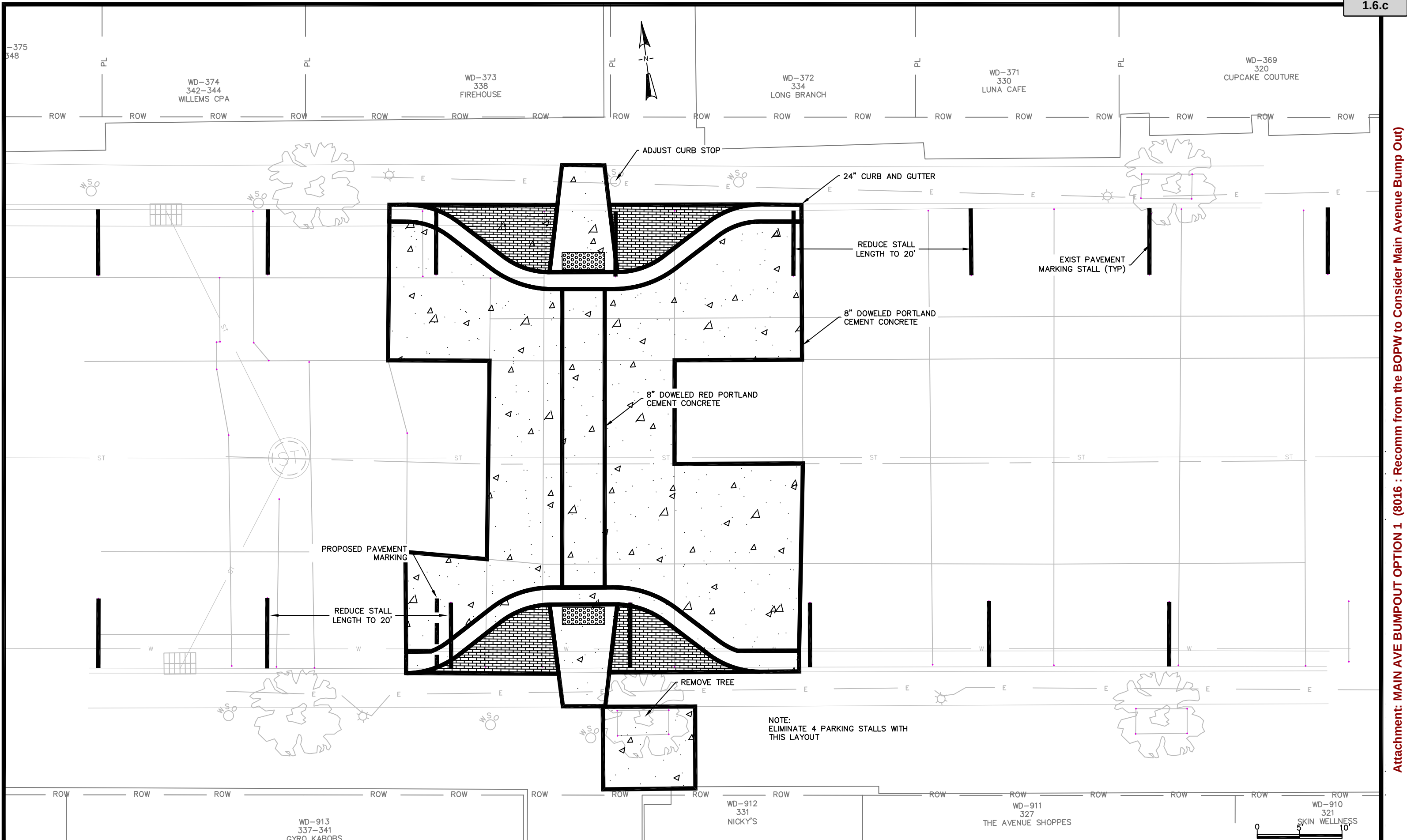
Staff recommends approving the mid-block crossing concept with extended terrace areas on the south side of the street (option #3).

ATTACHMENTS:

- MAIN AVE BUMPOUT OPTION 3 (PDF)
- MAIN AVE BUMPOUT OPTION 4 (PDF)
- MAIN AVE BUMPOUT OPTION 1 (PDF)
- MAIN AVE BUMPOUT OPTION 2 (PDF)
- Definitely De Pere Email Recommendation for Mid Block Crossing (PDF)







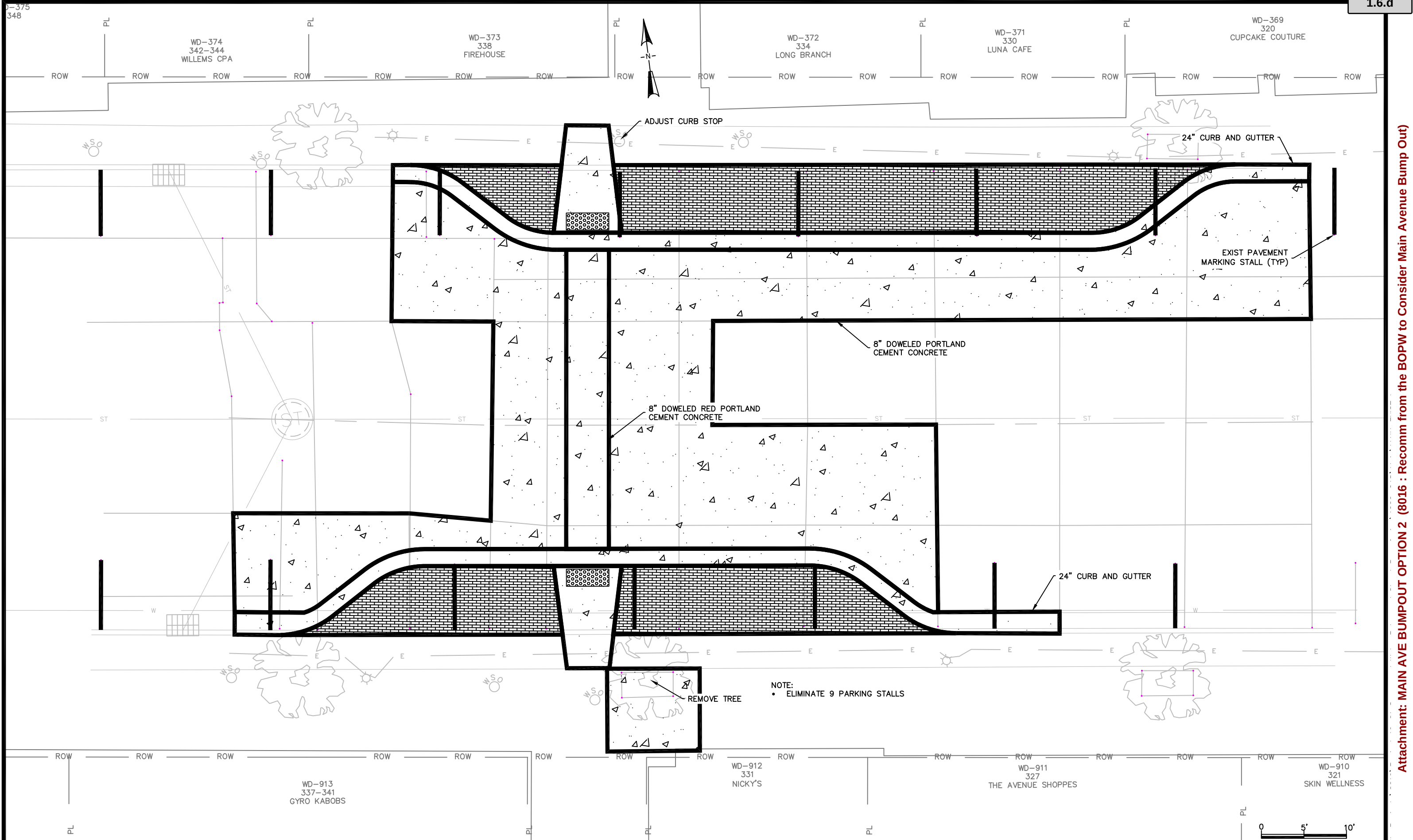
CITY OF DE PERE

ENGINEERING DIVISION 925 S. SIXTH ST DE PERE WI 54115
OFFICE 920-339-4061 FAX 920-339-4071

**MAIN AVENUE
PEDESTRIAN BUMPOUT
OPTION #1**

NAME:
SEWER AND WATER RELAY
AND STREET RESURFACING
PROJECT # 19-01

				REVISIONS / ISSUES				PAGE NO.
				NO.	DATE	BY	REMARKS	
SURVEYED	KAD	12-2018						
DRAWN	KAD	03-2019						
DESIGNED	KAD	03-2019						
CHECKED	CHK	03-2019						



Scott Thoresen

From: Scott Thoresen
Sent: Thursday, March 7, 2019 8:00 AM
To: Scott Thoresen
Subject: FW: Main Avenue Bump Out Options

From: Tina Quigley [mailto:tina@definitelydepere.org]
Sent: Friday, February 22, 2019 12:36 PM
To: Scott Thoresen
Subject: Re: Main Avenue Bump Out Options

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.

Hi Scott! Thank you for your patience as we took time to have conversations regarding the Main Avenue bump out options.

After discussing the mid-block crossing plans with several Main Ave stakeholders and the Definitely De Pere Organization Committee, we recommend Option 3 as the preferred alternative. We also took into consideration results from the stakeholder meeting that you facilitated on January 16 in which the loss of parking was not communicated as a concern, and the meeting at Nicky's the week after in which parking was an expressed concern from the stakeholders that have businesses on the north side of the block.

We feel that the extended bump out on the south side of the street would benefit the entire district by providing much needed and desired outdoor space. John Nick has indicated that Nicky's is 100% committed to utilizing the space for their dining customers if provided the opportunity. As I believe we all agree, we are severely lacking outdoor sidewalk cafés in our downtown.

If you have any questions please let me know. Thanks so much! -Tina

 Tina Quigley, Executive Director
 Definitely De Pere
 131 N Broadway, Ste D
 De Pere WI 54115

Ph (920) 403-0337
 Cell (920) 660-6077

tina@definitelydepere.org
<https://definitelydepere.org>

On Feb 1, 2019, at 10:35 AM, Scott Thoresen <sthoresen@mail.de-pere.org> wrote:

Good Morning Tina:

After we met with the businesses, staff discussed further the comments and concerns that were expressed by all including the recent email from Bridget and Mary. It is obvious there is a concern for losing additional parking with the extension of the bump outs to create outdoor seating. At this time, the City would consider only doing the extended bump out on the south side of the street because it ties into the entrance to the public walkway that is going to be enhanced with the artwork this year. The City would like input from Definitely De Pere and their stakeholders on the attached options as to which would be the preferred option. Option 1 is just the bump out for the mid-block crossing. Option 3 is the mid-block crossing with the extended bump outs on the south side of the street. I am available to meet with any of Definitely De Pere's stakeholders to further discuss and answer questions. I would like to know the preferred alternative from Definitely De Pere by February 15th.

Any questions please let me know.

Make it a great weekend!

Thanks,

Scott J. Thoresen, P.E.
Director of Public Works
City of De Pere
925 South Sixth Street
De Pere, WI 54115-1199

Office Phone (920) 339-8095
Cell Phone (920) 639-1003
Fax (920) 339-4071

Email: sthoresen@mail.de-pere.org
Facebook: [City of De Pere Facebook](#)



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Recommendation from the Board of Public Works to Award Contract 19-01 Sewer and Water Relay and Street Resurfacing to Jossart Brothers, Inc. in the amount of \$2,247,515.85.

The Board of Public Works, at the March 11, 2019 meeting, approved awarding contract 19-01 Sewer and Water Relay and Street Resurfacing to Jossart Brothers, Inc. in the amount of \$2,247,515.85 and to send it to Common Council for approval. The motion passed unanimously with a 5-0 vote.

ATTACHMENTS:

- CI_BOPW_Consider_Award_of_Contract_19-01_3-11-2019 (DOCX)
- CE_Project_19-01_Bid_Tab_2-28-2019 (PDF)

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: March 11, 2019
Subject: Consider Award of Contract 19-01 Sewer and Water Relay and Street Resurfacing*

The Engineering Department received bids on Project 19-01 Sewer and Water Relay and Street Resurfacing on February 28, 2019. This project involves relaying of storm sewer and water main at various locations around the City due to the deteriorated condition of the utility. Additionally, the streets will be milled and resurfaced. Portions of the proposed work are to be completed as part of the De Pere Brick Yard development at 1081 N. Broadway Street. The bids received are as follows:

Contractor	Amount
Jossart Brothers, Inc.	\$2,247,515.85
Dorner, Inc.	\$2,839,232.00
De Groot, Inc.	\$3,054,301.19
PTS Contractors, Inc.	\$3,080,705.00

The allocated amount from the capital improvement budget is \$2,340,000. Funding will be \$510,000 from the general obligation debt, \$365,000 from the sewage revenue fund, \$1,050,000 from the water utility fund, and \$390,000 from the storm water utility fund. An additional \$25,000 will be funded as part of the De Pere Brick Yard development. Staff's recommendation is to accept the bid from Jossart Brothers, Inc. for \$2,247,515.85.



**PROJECT 19-01 SEWER & WATER RELAY & STREET RESURFACING
BID TAB**

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SANITARY SEWER											
SS-01	Provide 8" PVC Sanitary Sewer (Natural Backfill)	LF	100	\$ 40.00	\$ 4,000.00	\$ 60.00	\$ 6,000.00	\$ 63.02	\$ 6,302.00	\$ 140.00	\$ 14,000.00
SS-02	Provide 8" PVC Sanitary Sewer (Granular Backfill)	LF	250	\$ 78.00	\$ 19,500.00	\$ 120.00	\$ 30,000.00	\$ 113.40	\$ 28,350.00	\$ 145.00	\$ 36,250.00
SS-03	Remove and Relay 6" or 4" PVC Sanitary Lateral	LF	2,600	\$ 77.00	\$ 200,200.00	\$ 110.00	\$ 286,000.00	\$ 95.13	\$ 247,338.00	\$ 100.00	\$ 260,000.00
SS-04	Provide 4" PVC Sanitary Sewer Lateral	LF	70	\$ 30.00	\$ 2,100.00	\$ 100.00	\$ 7,000.00	\$ 72.00	\$ 5,040.00	\$ 110.00	\$ 7,700.00
SS-05	Provide 8"x4" Sanitary Wye	EA	2	\$ 50.00	\$ 100.00	\$ 100.00	\$ 200.00	\$ 479.75	\$ 959.50	\$ 400.00	\$ 800.00
SS-06	Provide 6" or 4" Saddle to Existing Sanitary Sewer	EA	85	\$ 0.01	\$ 0.85	\$ 2,000.00	\$ 170,000.00	\$ 2,181.99	\$ 185,469.15	\$ 600.00	\$ 51,000.00
SS-07	Remove and Relay Sanitary Sewer Risers	LF	100	\$ 285.00	\$ 28,500.00	\$ 160.00	\$ 16,000.00	\$ 252.50	\$ 25,250.00	\$ 300.00	\$ 30,000.00
SS-08	Remove and Relay or Line Sanitary Sewer Risers (Cook Street)	LF	150	\$ 325.00	\$ 48,750.00	\$ 745.00	\$ 111,750.00	\$ 549.95	\$ 82,492.50	\$ 750.00	\$ 112,500.00
SS-09	Provide 4' Diameter Sanitary Sewer Manhole	VF	20	\$ 305.00	\$ 6,100.00	\$ 325.00	\$ 6,500.00	\$ 430.15	\$ 8,603.00	\$ 440.00	\$ 8,800.00
SS-10	Provide 4' Diameter Sanitary Sewer Manhole (115 N. Washington Street)	VF	10	\$ 580.00	\$ 5,800.00	\$ 975.00	\$ 9,750.00	\$ 823.83	\$ 8,238.30	\$ 650.00	\$ 6,500.00
SS-11	Remove and Replace 4' Diameter Sanitary Sewer Manhole	VF	20	\$ 480.00	\$ 9,600.00	\$ 450.00	\$ 9,000.00	\$ 620.95	\$ 12,419.00	\$ 400.00	\$ 8,000.00
SS-12	Retrofit Sanitary Sewer Inside Drop	EA	3	\$ 1,000.00	\$ 3,000.00	\$ 500.00	\$ 1,500.00	\$ 1,515.00	\$ 4,545.00	\$ 1,500.00	\$ 4,500.00
SS-13	Core Drill Sanitary Manhole	EA	2	\$ 1,500.00	\$ 3,000.00	\$ 520.00	\$ 1,040.00	\$ 1,010.00	\$ 2,020.00	\$ 2,000.00	\$ 4,000.00
SS-14	Reconnect to Existing Sanitary Sewer Pipe	EA	2	\$ 750.00	\$ 1,500.00	\$ 500.00	\$ 1,000.00	\$ 2,020.00	\$ 4,040.00	\$ 2,500.00	\$ 5,000.00
SS-15	Connect to Existing Sanitary Sewer Manhole with Outside Drop (Parkview Road)	EA	1	\$ 2,000.00	\$ 2,000.00	\$ 6,000.00	\$ 6,000.00	\$ 7,575.00	\$ 7,575.00	\$ 750.00	\$ 750.00
SS-16	Abandon Existing Sanitary Manhole (Parkview Road)	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	\$ 4,393.50	\$ 4,393.50	\$ 3,000.00	\$ 3,000.00
STORM SEWER											
ST-01	Remove and Relay 18" PVC or RCP Class (Class III) Storm Sewer	LF	20	\$ 65.00	\$ 1,300.00	\$ 65.00	\$ 1,300.00	\$ 91.65	\$ 1,833.00	\$ 135.00	\$ 2,700.00
ST-02	Provide 12" PVC or RCP Class (Class III) Storm Sewer	LF	380	\$ 51.00	\$ 19,380.00	\$ 57.00	\$ 21,660.00	\$ 70.87	\$ 26,930.60	\$ 90.00	\$ 34,200.00
ST-03	Remove and Relay 12" PVC, RCP Class (Class III), or PP Storm Sewer	LF	70	\$ 53.00	\$ 3,710.00	\$ 119.00	\$ 8,330.00	\$ 74.11	\$ 5,187.70	\$ 80.00	\$ 5,600.00
ST-04	Provide 8" PVC Storm Sewer	LF	2,400	\$ 46.00	\$ 110,400.00	\$ 45.00	\$ 108,000.00	\$ 51.44	\$ 123,456.00	\$ 64.00	\$ 153,600.00
ST-05	Provide 6" PVC Storm Sewer Lateral	LF	2,100	\$ 44.00	\$ 92,400.00	\$ 45.00	\$ 94,500.00	\$ 53.07	\$ 111,447.00	\$ 76.00	\$ 159,600.00
ST-06	Provide 12"x12" Storm Branch	EA	1	\$ 400.00	\$ 400.00	\$ 775.00	\$ 775.00	\$ 431.27	\$ 431.27	\$ 320.00	\$ 320.00
ST-07	Provide 8"x6" Storm Branch or Inserta Tee	EA	50	\$ 80.00	\$ 4,000.00	\$ 85.00	\$ 4,250.00	\$ 353.50	\$ 17,675.00	\$ 100.00	\$ 5,000.00
ST-08	Provide 4' Diameter Storm Manhole	VF	75	\$ 690.00	\$ 51,750.00	\$ 510.00	\$ 38,250.00	\$ 894.75	\$ 67,106.25	\$ 500.00	\$ 37,500.00
ST-09	Remove and Replace 4' Diameter Storm Manhole	VF	5	\$ 600.00	\$ 3,000.00	\$ 510.00	\$ 2,550.00	\$ 739.63	\$ 3,698.15	\$ 600.00	\$ 3,000.00
ST-10	Provide Type B Inlet	EA	6	\$ 2,150.00	\$ 12,900.00	\$ 1,750.00	\$ 10,500.00	\$ 2,062.94	\$ 12,377.64	\$ 1,650.00	\$ 9,900.00
ST-11	Remove and Replace Type B Inlet	EA	11	\$ 2,250.00	\$ 24,750.00	\$ 1,750.00	\$ 19,250.00	\$ 2,266.95	\$ 24,936.45	\$ 2,000.00	\$ 22,000.00
ST-12	Core Drill Existing Main with NPC Kor-N-Tee	EA	6	\$ 400.00	\$ 2,400.00	\$ 250.00	\$ 1,500.00	\$ 909.00	\$ 5,454.00	\$ 850.00	\$ 5,100.00
ST-13	Core Drill Existing Structure	EA	4	\$ 1,000.00	\$ 4,000.00	\$ 250.00	\$ 1,000.00	\$ 1,515.00	\$ 6,060.00	\$ 1,200.00	\$ 4,800.00
ST-14	Reconnect to Structure and/or Existing Pipe	EA	20	\$ 800.00	\$ 16,000.00	\$ 450.00	\$ 9,000.00	\$ 1,212.00	\$ 24,240.00	\$ 500.00	\$ 10,000.00
ST-15	Storm Sewer Dig Down and Repair – 5 feet	EA	2	\$ 3,500.00	\$ 7,000.00	\$ 5,600.00	\$ 11,200.00	\$ 3,535.00	\$ 7,070.00	\$ 4,000.00	\$ 8,000.00
ST-16	Storm Sewer Dig Down and Repair Offset Joint	EA	1	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00	\$ 2,500.00	\$ 3,434.00	\$ 3,434.00	\$ 3,600.00	\$ 3,600.00
ST-17	Abandon/Remove Existing Storm Sewer Appurtenances	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 7,575.00	\$ 7,575.00	\$ 6,000.00	\$ 6,000.00
WATERMAIN											
W-01	Provide 10" PVC Water Main	LF	60	\$ 100.00	\$ 6,000.00	\$ 184.00	\$ 11,040.00	\$ 218.26	\$ 13,095.60	\$ 135.00	\$ 8,100.00
W-02	Provide 8" PVC Water Main	LF	7,700	\$ 64.00	\$ 492,800.00	\$ 85.00	\$ 654,500.00	\$ 84.26	\$ 648,802.00	\$ 90.00	\$ 693,000.00
W-03	Provide 6" PVC Water Service or Hydrant Lead	LF	300	\$ 60.00	\$ 18,000.00	\$ 75.00	\$ 22,500.00	\$ 73.07	\$ 21,921.00	\$ 106.00	\$ 31,800.00
W-04	Provide 1" HDPE Water Service – Open Cut	LF	3,300	\$ 53.00	\$ 174,900.00	\$ 60.00	\$ 198,000.00	\$ 62.92	\$ 207,636.00	\$ 95.00	\$ 313,500.00
W-05	Provide 1" Corporation and Curb Stop	EA	110	\$ 380.00	\$ 41,800.00	\$ 750.00	\$ 82,500.00	\$ 1,181.47	\$ 129,961.70	\$ 500.00	\$ 55,000.00
W-06	Provide 2" Corporation with Plug/Saddle with 2" HDPE	EA	7	\$ 750.00	\$ 5,250.00	\$ 1,000.00	\$ 7,000.00	\$ 2,517.79	\$ 17,624.53	\$ 650.00	\$ 4,550.00
W-07	Provide Hydrant 6.5' Bury	EA	15	\$ 3,800.00	\$ 57,000.00	\$ 3,725.00	\$ 55,875.00	\$ 4,056.84	\$ 60,852.60	\$ 4,000.00	\$ 60,000.00
W-08	Provide 10" Gate Valve	EA	1	\$ 2,450.00	\$ 2,450.00	\$ 2,350.00	\$ 2,350.00	\$ 2,344.21	\$ 2,344.21	\$ 2,200.00	\$ 2,200.00
W-09	Provide 8" Gate Valve	EA	30	\$ 1,735.00	\$ 52,050.00	\$ 1,650.00	\$ 49,500.00	\$ 538.66	\$ 16,159.80	\$ 1,600.00	\$ 48,000.00
W-10	Provide 6" Gate Valve	EA	10	\$ 1,275.00	\$ 12,750.00	\$ 1,200.00	\$ 12,000.00	\$ 1,313.00	\$ 13,130.00	\$ 1,200.00	\$ 12,000.00
W-11	Provide Connection to Existing Water Main	EA	22	\$ 1,500.00	\$ 33,000.00	\$ 1,200.00	\$ 26,400.00	\$ 2,566.32	\$ 56,459.04	\$ 2,500.00	\$ 55,000.00
W-12	Provide Connection to Existing Water Main 8"x8" Tapping Tee and Valve	EA	1	\$ 4,000.00	\$ 4,000.00	\$ 4,300.00	\$ 4,300.00	\$ 5,656.00	\$ 5,656.00	\$ 5,400.00	\$ 5,400.00
W-13	Provide Connection to Existing Water Main 6"x6" Tapping Tee and Valve	EA	1	\$ 3,500.00	\$ 3,500.00	\$ 3,300.00	\$ 3,300.00	\$ 5,252.00	\$ 5,252.00	\$ 4,800.00	\$ 4,800.00
W-14	Provide Temporary Water	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 2,500.00	\$ 2,500.00	\$ 6,565.00	\$ 6,565.00	\$ 5,500.00	\$ 5,500.00
W-15	Abandon/Remove Water Main and Appurtenances	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 25,000.00	\$ 25,000.00	\$ 24,240.00	\$ 24,240.00	\$ 12,500.00	\$ 12,500.00



**PROJECT 19-01 SEWER & WATER RELAY & STREET RESURFACING
BID TAB**

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4	
				Jossart Brothers, Inc.		Dorner, Inc.		De Groot, Inc.		PTS Contractors	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
STREET AND DRAINAGE											
SD-01	Mill Asphaltic Concrete Pavement	SY	25,500	\$ 1.75	\$ 44,625.00	\$ 3.15	\$ 80,325.00	\$ 1.89	\$ 48,195.00	\$ 4.00	\$ 102,000.00
SD-02	Provide Asphaltic Concrete Pavement Type 4 LT 58-28 S, 1 3/4" Upper Layer	TON	3,100	\$ 69.25	\$ 214,675.00	\$ 66.25	\$ 205,375.00	\$ 73.33	\$ 227,323.00	\$ 66.20	\$ 205,220.00
SD-03	Provide Asphaltic Concrete Pavement Type 3 LT 58-28 S, 2 1/4" Lower Layer	TON	1,100	\$ 68.80	\$ 75,680.00	\$ 78.30	\$ 86,130.00	\$ 72.78	\$ 80,058.00	\$ 78.20	\$ 86,020.00
SD-04	Remove and Replace 24" Concrete Curb and Gutter	LF	3,500	\$ 40.00	\$ 140,000.00	\$ 40.80	\$ 142,800.00	\$ 50.60	\$ 177,100.00	\$ 45.00	\$ 157,500.00
SD-05	Remove and Replace 6" Concrete Sidewalk, Ramp, and Driveway	SY	320	\$ 70.00	\$ 22,400.00	\$ 66.30	\$ 21,216.00	\$ 80.65	\$ 25,808.00	\$ 70.00	\$ 22,400.00
SD-06	Remove and Replace 4" Concrete Sidewalk	SY	1,100	\$ 50.00	\$ 55,000.00	\$ 57.10	\$ 62,810.00	\$ 73.53	\$ 80,883.00	\$ 65.00	\$ 71,500.00
SD-07	Provide #4 Reinforcement Bars for Curb and Sidewalk	LF	8,500	\$ 1.25	\$ 10,625.00	\$ 1.20	\$ 10,200.00	\$ 1.44	\$ 12,240.00	\$ 1.75	\$ 14,875.00
SD-08	Drilled Tie Bars (Existing Sidewalk, Driveway, and Curb and Gutter)	EA	1,400	\$ 5.25	\$ 7,350.00	\$ 5.10	\$ 7,140.00	\$ 5.56	\$ 7,784.00	\$ 5.00	\$ 7,000.00
SD-09	Provide Detectable Warning Field (Natural)	EA	6	\$ 275.00	\$ 1,650.00	\$ 261.00	\$ 1,566.00	\$ 333.30	\$ 1,999.80	\$ 300.00	\$ 1,800.00
SD-10	Landscaping - Topsoil, Seed, Fertilizer and Mulch -No. 40 Seed Mix	SY	300	\$ 15.00	\$ 4,500.00	\$ 9.90	\$ 2,970.00	\$ 25.25	\$ 7,575.00	\$ 8.00	\$ 2,400.00
SPECIAL CONSTRUCTION											
SC-01	Aggregate Slurry Backfill	CY	50	\$ 100.00	\$ 5,000.00	\$ 89.00	\$ 4,450.00	\$ 121.20	\$ 6,060.00	\$ 100.00	\$ 5,000.00
SC-02	Inlet Protection Type B	EA	60	\$ 75.00	\$ 4,500.00	\$ 52.00	\$ 3,120.00	\$ 35.35	\$ 2,121.00	\$ 100.00	\$ 6,000.00
SC-03	Adjust Inlet	EA	20	\$ 500.00	\$ 10,000.00	\$ 510.00	\$ 10,200.00	\$ 656.50	\$ 13,130.00	\$ 500.00	\$ 10,000.00
SC-04	Adjust Manhole	EA	25	\$ 350.00	\$ 8,750.00	\$ 500.00	\$ 12,500.00	\$ 656.50	\$ 16,412.50	\$ 500.00	\$ 12,500.00
SC-05	Reconstruct Manhole	VF	30	\$ 240.00	\$ 7,200.00	\$ 350.00	\$ 10,500.00	\$ 751.08	\$ 22,532.40	\$ 750.00	\$ 22,500.00
SC-06	Polystyrene Insulation Board	LF	200	\$ 8.00	\$ 1,600.00	\$ 8.50	\$ 1,700.00	\$ 8.08	\$ 1,616.00	\$ 14.00	\$ 2,800.00
SC-07	Remove Tree and Grind Stump	ID	260	\$ 42.00	\$ 10,920.00	\$ 41.00	\$ 10,660.00	\$ 45.45	\$ 11,817.00	\$ 62.00	\$ 16,120.00
	TOTALS				\$ 2,247,515.85		\$ 2,839,232.00		\$ 3,054,301.19		\$ 3,080,705.00



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Recommendation from the Board of Public Works to Award Contract 19-13 Crackfilling to Asphalt Seal and Repair, Inc. in the amount of \$115,200.00

The Board of Public Works, at the March 11, 2019 meeting, approved awarding contract 19-13 Crackfilling to Asphalt Seal and Repair, Inc. in the amount of \$115,200.00 and to send it to Common Council for approval. The motion passed unanimously with a 5-0 vote.

ATTACHMENTS:

- CI_BOPW_Consider_Award_of_Contract_19-13_3-11-2019 (DOC)
- CE_Project_19-13_Bid_Tab_2-28-2019 (PDF)

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: March 11, 2018
Subject: Consider Award of Contract 19-13 Crackfilling*

The Engineering Department received bids on Project 19-13 Crackfilling on February 28, 2019. This work is for maintenance of streets and multi-use paths. The bids received are as follows:

Contractor	Amount
Asphalt Seal and Repair, Inc.	\$115,200.00
Fahrner Asphalt Sealers, LLC	\$130,500.00
American Pavement Solutions, Inc.	\$145,800.00

The budgeted amount from the capital improvement budget is \$120,000.00 and funding will be from the general obligation debt. Staff's recommendation is to award the bid to Asphalt Seal and Repair, Inc. for \$115,200.00.



PROJECT 19-13 CRACKFILLING
BID TAB

1.8.b

ITEM	DESCRIPTION	UNIT	QTY	BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3	
				UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
								American Pavement Solutions, Inc.	
SC-01	Crackfilling (HI-SPEC, Crafcro, or Approved Equal)	LB	90,000	\$ 1.28	\$ 115,200.00	\$ 1.45	\$ 130,500.00	\$ 1.62	\$ 145,800.00
	TOTALS			\$ 115,200.00		\$ 130,500.00		\$ 145,800.00	

Attachment: CE_Project_19-13_Bid_Tab_2-28-2019 (8004 : Recomm from the BOPW to Award Contract



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: Fire Department

FROM: Lea Taylor

SUBJECT: Recommendation from the Finance & Personnel Committee to accept donation in the amount of \$250.00 from Vietnam Veterans of America Chapter 224 to the Fire Department.

Unanimously approved.

ATTACHMENTS:

- VVA 224 DONATION (PDF)

Memo



To: Honorable Mayor Michael Walsh
Members of the Finance & Personnel Committee

From: Alan Matzke, Fire Chief

Date: March 5, 2019 *AKM*

Re: Consider Donation from VVA 224

The Fire Department is requesting acceptance of a donation from VVA 224 in the amount of \$250. The accepted donation would be placed in the Fire Department donation account.

Thank you for your consideration of this request. We respectfully ask for your support to move this item forward to the City's Common Council for final action and acceptance. If you have any questions, please do not hesitate to ask.



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Finance Committee to Approve Bid for Asbestos Inspection and Removal from North Star Environmental Testing in the amount of \$1,450.00 and to recommend additional funds up to \$20,000.00 for asbestos removal if needed.

The Finance Committee, at the March 12, 2019 meeting, approved accepting the bid from North Star Environmental Testing for \$1,450 to conduct an asbestos inspection at VFW pool and recommended additional funds up to \$20,000 for the purpose of removing any asbestos discovered through the inspection. The motion passed unanimously with a 5-0 vote.

The Board of Park Commissioners, at the February 21, 2019 meeting, approved accepting the bid from North Star Environmental Testing for \$1,450 to conduct an asbestos inspection at VFW pool and recommend additional funds up to \$20,000 for the purpose of removing any asbestos discovered through the inspection. The motion passed unanimously with a 5-0 vote.

In the event asbestos removal is required and will cost \$20,000 or more, we will review and analyze the project and potentially state bid the project. If asbestos removal is required, and is under \$20,000 we will follow the standard City purchasing policy guidelines.

ATTACHMENTS:

- City of De Pere - VFW Swimming Pool - Asbestos Inspection Proposal - North Star (PDF)
- City of De Pere - VFW Swimming Pool - Asbestos Inspection Proposal - Bay Environmental (PDF)



Central Wisconsin Office:
1006 Western Avenue
Mosinee, WI 54455
Tel: 715.693.6112
Fax: 715.693.1225

Fox Cities Office:
1835 E. Edgewood Drive
Suite 10542
Appleton, WI 54913
Tel: 920.422.4888

Madison Office:
1310 Mendota Street
Suite 121
Madison, WI 53714
Tel: 608.827.6761

PROPOSAL

Pre-Demolition: Asbestos Inspection Lead-Based Paint Inspection Restricted Waste Inventory

City of De Pere

Site:
730 Grant Street
De Pere, WI

Work Area:
Pool House & Mechanical Building

Proposal Date: January 23, 2019

Submitted By:
NorthStar Environmental Testing, LLC

Asbestos • Lead Paint • Mold • Indoor Air Quality • Industrial Hygiene



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1006 Western Avenue
Mosinee, WI 54455
Tel: 715.693.6112
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Madison, WI 53714
Tel: 608.827.6761

Asbestos • Lead Paint • Mold • Indoor Air Quality • Industrial Hygiene

January 23, 2019

City of De Pere
c/o Grace Lahtela
925 S Sixth Street
De Pere, WI 54115

Cost Proposal:	Pre-Demolition Inspection: Asbestos / Lead Paint / Waste
Site:	730 Grant Street De Pere, WI
Work Area:	Pool House & Mechanical Building

NorthStar Environmental Testing, LLC (NorthStar) is pleased to provide this cost estimate for asbestos, lead-based paint and restricted waste inspections for a commercial property located in De Pere, Wisconsin.

Our proposal is based on limited site information as provided by Grace Lahtela with the City of De Pere via phone conversation on January 17, 2018. and subsequent site visit (exterior only) on January 17, 2018.

The intent of the inspections will be to identify materials that may require special handling, and/or disposal prior to impact by the intended demolition activities. The inspection will be conducted to obtain information necessary for compliance with the State of Wisconsin Department of Natural Resources (WI DNR), the state of Wisconsin Department of Health Services (WI DHS) and the Occupational Health & Safety Administration (OSHA). Additional waste characterization and/or employee exposure monitoring may be required or recommended dependent upon the inspection results.

We appreciate the opportunity to provide these services to you and look forward to working with your organization in accomplishing this project. Please contact us with any questions that you might have regarding our proposed services.

Buildings to be Inspected:

Site	Building	Age	Size	Floors	Status
730 Grant Street De Pere, WI	Pool House	1970	6,750 ft ²	1	Vacant
	Maintenance	1970	1,800 ft ²	1	

Building age and size as listed are approximations.

Estimated completion date: On or before February 28, 2019, pending acceptance

Proposal
Pre-Demolition Inspections

Page 1 of 7

730 Grant Street
De Pere, WI

Proposed Scope of Services:

1 - Asbestos Inspection

Proposed scope of work for an Asbestos Inspection will include the following:

- Site visit for a building survey to detect the presence of asbestos containing materials (ACM) from throughout the interior/exterior of the structures.
- Bulk sample collection of representative suspect interior and exterior ACM. To avoid compromising the integrity of the materials: fire doors, electrical panel interiors and roofing materials will be assumed as asbestos containing.
- Sample analysis by a NVLAP accredited laboratory.
- Final report with an inventory of ACM type and estimated quantity.
- A building diagram, if client provided, can be included to show room names used for sampling locations.
- All sampling procedures to be performed by a licensed asbestos inspector accredited by the State of Wisconsin.
- Anticipated project duration includes one (1) day for site work. A report would be submitted approximately 10 business days following site work completion.

OPTIONAL

2 – Lead-Based Paint Inspection

Proposed scope of work for Lead Paint Testing will include the following:

- Testing for the presence of lead-based paint using X-ray fluorescence (XRF) technology to determine cementitious areas or materials that have been painted with lead bearing paint. This information is to be used when determining disposal/recycling determinations for demolition only (if the property is to be renovated, additional testing will be required).
- Representative testing locations will be chosen for each type of painted cementitious material throughout the structures.
- Final report will include testing data listed in a room by room format.
- Testing will be performed by a State of Wisconsin accredited lead risk assessor.
- Lead paint testing will be completed concurrent with asbestos testing (same site visit).

3 – Hazardous Materials Inventory (Restricted Waste Identification)

Proposed scope of work for identification of Restricted Waste items will include the following:

- Inventory for the presence of restricted waste items that may require removal prior to disturbance by demolition (no sampling or analysis, only visual identification).
- These materials commonly include refrigerants, pcb's, mercury containing items and other items that generally require specialized removal, recovery or disposal. Reference will be made to the WI DNR Publication WA-651 (environmental checklist). Personal items (likely to be retained by the current occupants) will be excluded.
- Final report will include an inventory of materials listed by building space.
- The materials inventory will be completed concurrent with asbestos testing.

All testing will be performed according to client requirements for site access during normal business days, normal business hours. Proposal assumes all sampling may be completed during one continuous site visit.

Survey Limitations

Limitations to performing the survey may include: confined spaces or areas possessing high voltage equipment not able to be properly de-energized with effective lock-out/tag-out procedures; structurally unsafe areas; isolated or inaccessible building areas; mechanical spaces or equipment that would require extensive demolition or dismantling to provide adequate access for material identification or sampling. Additional presumed-ACM, lead painted items or restricted waste items that may be located in spaces not accessible during the survey, hidden from view, or not sampled at the client's request, may require additional sampling prior to disturbance by future renovation or demolition activity. Materials or areas with limited accessibility such as underground piping, boiler interiors, vessel & tank lining, chimney/flue/stack interiors, false ceiling/wall cavities, gasket material, subsurface building adhesives & caulking, fire door interiors, electrical components/wiring/equipment and similarly inaccessible items may require assumption of asbestos content for inclusion in this survey.

Quantification of asbestos materials will be estimated and inventoried with a room-by-room format. The estimates will be based on visible conditions and may require verification by building owner or abatement/demolition contractor prior to use for demolition design, bidding and/or regulatory compliance notification purposes.

Asbestos Analysis Methodology

Bulk samples of suspect ACMs will be collected and forwarded under chain-of-custody to a National Voluntary Laboratory Accreditation Program (NVLAP) approved laboratory for analysis by polarized light microscopy (PLM) to evaluate whether asbestos fibers are present. The bulk samples will be analyzed using the U.S. Environmental Protection Agency (USEPA) *Method for the Determination of Asbestos in Bulk Building Materials*, Method 600/R-93/116. This method states that all multiple, distinct layers identified by the laboratory must be analyzed individually. Therefore, sample analytical results will be provided for each distinct layer of each sample submitted.

In addition to evaluating a bulk sample for layers, regulatory procedures require that a confirmatory "Point Counting" test be performed on samples resulting in an initial positive PLM result of <1% asbestos content. This more precise test is required to give confirmative quantification of a low subjective (PLM visual estimate) percentage reading. As it is impossible to predict how many of the presumed number of ACM samples will fall into this category, NorthStar will provide this analysis and charge on a unit cost, only as needed. For budgeting purposes, we generally estimate five percent of PLM results require Point Count confirmation.

Project Cost Estimate:730 Grant Street

1) Asbestos Inspection

Site Survey, Reporting & Mobilization

\$550Asbestos Bulk Sample Analysis (PLM)
(40 - 60 samples @ \$15 each)**\$600 - \$900****Estimated Cost:****\$1,150 to \$1,450**OPTIONAL:2) Lead-Based Paint Inspection (Cementitious Materials for Recycling)
(Site Survey, Reporting & Mobilization)**\$425**

3) Restricted Waste Inventory (Site Survey, Reporting & Mobilization)

\$150

The work will be performed on a time-and-materials basis. NorthStar will not exceed the authorized amount without prior written approval. Additionally, budgets are estimates and we reserve the right to reallocate budget between the services listed for actual work performed, but will not exceed the total contract without approval. Proposed costs are estimated. Actual project costs will be invoiced dependent upon the actual project hours and actual number of asbestos samples analyzed (at standard turn-around). Additional services performed beyond the original scope of work will require pre-authorization from the client.

Thank you for the opportunity to provide this cost proposal. Please contact us should you need any additional information.

Sincerely,
NorthStar Environmental Testing, LLC.



Aaron Stroud
Operations Manager

attach: proposal acceptance
project qualifications

Proposal Acceptance

NorthStar will provide an Asbestos Inspection for the property located at 730 Grant Street in De Pere, WI.

Total estimated cost: \$1,150 to \$1,450

_____ Initial

OPTIONAL:

Lead Paint Testing: \$425

_____ Initial

Restricted Waste Inventory: : \$150

_____ Initial

Please indicate your acceptance of our proposal by signing below and returning a copy to NorthStar Environmental Testing.

Accepted By:

Company Name _____

Authorized Representative _____

Title _____

Signature _____

Date _____

PAYMENT TERMS & CONDITIONS - Your signature of acceptance will authorize the work scope as described. The work will be performed in accordance with the terms and conditions as defined above. The project will be invoiced upon site work completion with the total amount due prior to submission of our final report to client

QUALIFICATIONS STATEMENT

NorthStar Environmental Testing

Corporate Office:

817 Oak Ridge Road
Mosinee, WI 54455

Phone: 715.693.6112

email: info@northstartesting.com

web: www.northstartesting.com

Fox Valley Office:

1835 E. Edgewood Drive
Suite 10542

Appleton, WI 54913

Phone: 920.422.4888

Madison Office:

1310 Mendota Street
Suite 121

Madison, WI 53714

Phone: 608.827.6761

Summary of Capabilities:

NorthStar Environmental Testing, LLC (NorthStar) is a full service environmental consulting and testing company specializing in indoor environmental concerns such as **Asbestos, Lead Paint, Hazardous Materials, Microbial Investigation, Exposure Monitoring, Housing Code Inspection, and Radon Testing** for commercial, industrial, residential and governmental entities and owners. We provide a practical, economical and common sense approach in providing solutions to building owners for environmental matters.

In order to continue to meet the needs of our clients, NorthStar continues to grow with the January 2014 addition of a Fox Cities office in Appleton, Wisconsin and a May 2015 office in Madison, Wisconsin. We feel it is extremely important to provide a local contact and immediate response capability should the need arise for any of our clients.

We do not perform or offer to perform remediation or abatement services nor are we affiliated with any company that does provide those services, thereby maintaining conflict free and unbiased inspection / consulting services.

We are fully accredited by the State of Wisconsin for asbestos and lead paint services. We carry full general, professional liability and workers compensation insurance. Our staff is widely respected in the industry and has vast experience in asbestos, lead paint, mold and property inspections and project management throughout the Midwest.

Company Certifications:

Wisconsin Asbestos Company: CAP-925800 (expiration 08/01/2019)

Wisconsin Lead Company: HFS-925800 (expiration 08/01/2019)

List of Certified Personnel:

Dave Barrett – owner & senior project manager

asbestos inspector, supervisor, project designer, management planner

lead inspector, risk assessor

certified trainer – asbestos and lead disciplines

environmental consultant since 1990

Aaron Stroud – operations manager & field inspector

asbestos inspector & supervisor

lead inspector, risk assessor

certified trainer – asbestos and lead disciplines

radon testing professional

environmental consultant since 2003

Project Qualifications Statement (continued)

Field Staff:

Larry Pawlus	
Jamie Brzezinski	
Andrew Schilling	asbestos inspector & supervisor
Ethan Turriff	lead inspector, risk assessor
Dustin Gaede	microbial investigator
Jason Motkowski	

Subcontractors:

No subcontractors are expected to be needed for this project.

Similar Projects:

Brown County Arena – Ashwaubenon, WI – January 2019

Aspirus Hospital – Wausau, WI – August 2018

Tecumseh Factory – New Holstein, WI – July 2018

City of Appleton Parking Ramp – Appleton, WI – May 2018

South Wood County YMCA – Wisconsin Rapids, WI – March 2018

Sheboygan Tannery – Sheboygan, WI – March 2018

Green Bay Packaging – Green Bay, WI – February 2018

Brillion Iron Works – Brillion, WI – February 2018

Kwik Trip Stores – Throughout Wisconsin – 2017

Wisconsin Veterans Home at King – Waupaca, WI – February 2017

Appleton International Airport (ATW) – Appleton, WI – January 2017

Menasha Joint School District – Menasha, WI – January 2017

Oshkosh / Winnebago Housing Authority – Omro, WI – September 2016

Alliance Laundry Systems – Ripon, WI – July 2016

Village of Sussex – Sussex, WI – May 2016

UW-Marshfield – Marshfield, WI – March 2016

ConAgra Foods – Fridley, MN – February 2016

Cardinal Environmental (Wittman Airport) – Oshkosh, WI – September 2015

Miron Construction (Lambeau Field) – Green Bay, WI – October 2015

references and contacts available upon request



2920 S Webster Ave Ste C
Green Bay, WI 54301
920.347.2234
800.576.2476

January 21, 2019

Marty Kosobucki
Director of Parks, Recreation, and Forestry
City of De Pere
925 S. Sixth Street
De Pere, Wisconsin 54115
Sent Via Email: mkosobucki@mail.de-pere.org

RE: Proposal for Professional Services – Pre-Demolition Asbestos Survey
City of De Pere – VFW Swimming Pool: 730 Grant St, De Pere, WI 54115

Dear Marty:

At your request, Bay Environmental Strategies, Inc. (BAY) is providing you with this proposal to provide professional services associated with a pre-demolition asbestos inspection for the swimming pool area, swimming pool entrance building (showers, bathrooms, mechanical, office, storage rooms), and swimming pool mechanical building located at the above referenced location.

PRE-DEMOLITION ASBESTOS INSPECTION AND SCOPE-OF-WORK

It is BAY's understanding that you wish to demolish the swimming pool and associated buildings located at 730 Grant Street, De Pere, Wisconsin. During demolition activities, asbestos containing materials (ACM) may be disturbed. The disturbance of asbestos is regulated in part by *Wis. Adm. Code* ch. NR 447. An inspection by an asbestos inspector licensed by the Wisconsin Department of Health Services (DHS) is required prior to beginning a demolition or renovation project. The inspection will determine the categories of asbestos present in the structure.

COST SCHEDULE

BAY will provide an asbestos inspector certified by the DHS to perform the inspection. Although the actual number of samples is unknown, an estimate has been provided based on BAY's knowledge of the property. Because of this, the cost for the inspection and report is a lump sum cost and unit costs are provided for each sample. Laboratory fees will vary depending on the number of samples collected. Detailed below is the proposed cost schedule:

<u>ITEM</u>	<u>UNIT COSTS</u>	<u>TOTAL</u>
VFW Swimming Pool – Inspection & Report	Lump Sum	\$975.00
Laboratory Fees – Asbestos	est. 65 samples	\$8.00 per sample*

*Note: The \$8.00 sample fee is for a 3 day turn around time (plus 2 days for shipping).

City of De Pere – VFW Swimming Pool
Proposal for Professional Services – Asbestos Survey

January 21, 2019
Page | 2

TIME FRAME FOR PROJECT COMPLETION

Upon execution of a *Professional Services Agreement*, BAY would be able to deliver the final report within two weeks. Please notify BAY if there would be a need for a quicker turnaround time or a specific deadline is needed.

CLOSING

Thank you for inviting BAY to provide this proposal. If you have any questions or would like to proceed with the project, please contact BAY at (920) 347-2241.

Sincerely,

BAY ENVIRONMENTAL STRATEGIES, INC.



Tyler Breitenfeldt
Project Manager



Jim Rabideau, PG, PSS
President



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Finance Committee to Approve approximately \$19,000.00 in additional funding for the surfacing at VFW Playground.

The Finance Committee, at the March 12, 2019 meeting, approved requesting additional funding for poured in place surfacing at VFW Playground. The motion passed unanimously with a 5-0 vote.

The Board of Park Commissioners, at the February 21, 2019 meeting, approved requesting additional funding for poured in place surfacing at VFW Playground. The motion passed unanimously with a 5-0 vote.

In reviewing projected costs and current estimates, staff determined we will be approximately \$19,000 over budget if we were to install the playground as previously planned. Several factors are involved with this potential overage, but probably the main culprit is the playground selected for VFW spans a significantly greater amount of space than our past playgrounds. The added surface area increases our Poured in Place and sidewalk costs.

The Board of Park Commissioners reviewed options to stay within budget, however ultimately decided to recommend additional funding from the City to complete the project with all poured in place fall surfacing.

ATTACHMENTS:

- VFW Playground Budget Comparison (PDF)
- VFW Playground.Option 1 Layout (PDF)
- VFW Playground.Option 2 Layout (PDF)

VFW Playground Project - \$110,000

Option 1 – Playground will be all poured in place surfacing

Expenses:

Playground equipment	\$55,000
----------------------	----------

Sidewalk

251' x \$32/lineal foot (4 ft)	\$ 8,032
--------------------------------	----------

15' x \$40/lineal foot (5 ft)	\$ 600
-------------------------------	--------

Poured in Place

4,399 sq ft x \$14/sq ft	\$61,586
--------------------------	----------

Misc (Drain tile, landscaping, etc)	<u>\$ 4,000</u>
-------------------------------------	-----------------

Total	\$129,218
-------	-----------

Option 2 – Sidewalk separating swings and playscape, playscape is poured in place, swings are wood fiber.

Expenses:

Playground equipment	\$55,000
----------------------	----------

Sidewalk

305' x \$32/lineal foot (4 ft)	\$ 9,760
--------------------------------	----------

15' x \$40/lineal foot (5 ft)	\$ 600
-------------------------------	--------

Poured in Place

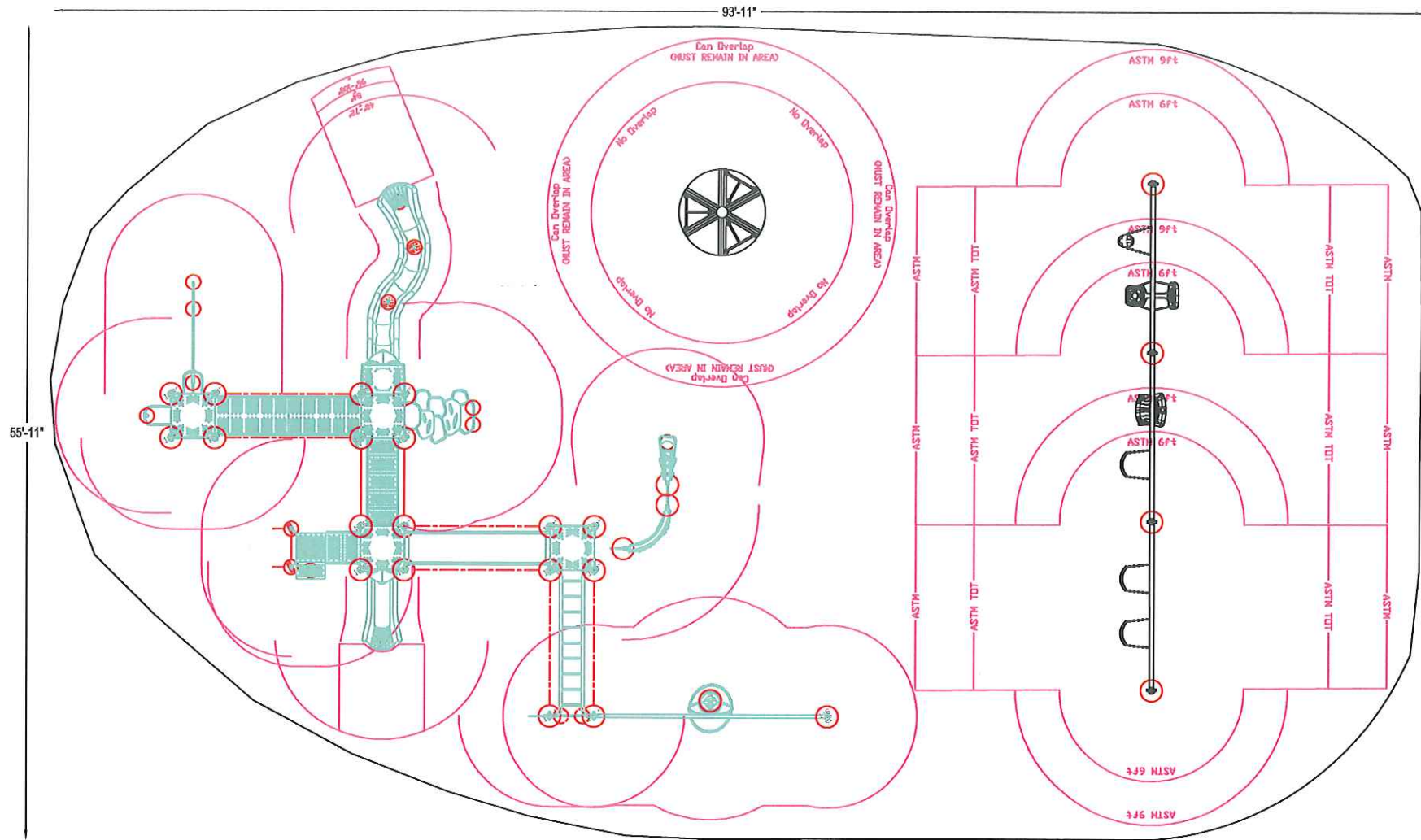
2,852 sq ft x \$14/sq ft	\$39,928
--------------------------	----------

Wood Fiber

63 cubic yards x \$15/cy	\$ 945
--------------------------	--------

Misc (Drain tile, landscaping, etc)	<u>\$ 4,000</u>
-------------------------------------	-----------------

Total	\$110,233
-------	-----------



LENGTH = 254'
AREA = 4,620 SF
4,399

$4520 \times 1' = 4520 \text{ CF} / 27 = 170 \text{ CY}$

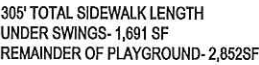
Company Name
Address
Address
Phone #

PROJECT NAME
CITY, STATE

PLAYWORLD
© 2017 Playworld Systems, Inc.
Playworld is a brand of Playworld Systems, Inc.



PROJECT NO: 080000.DIR	REV: -	DATE: DD-MMM-YY
SYSTEM: CHALLENGERS	SCALE: 3/16" = 1'-0"	DRAWN BY:
SITE PLAN		



Packet Pg. 53



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Finance Committee to Approve Park Department Run Beer Garden with all net proceeds therefrom deposited into a Park Fund established exclusively for park improvements.

The Finance Committee, at the March 12, 2019 meeting, approved the Park Department operating the Beer Garden and to establish a Park Fund, in which all the net proceeds from the Beer Garden would be deposited into for Park projects. The motion passed unanimously with a 5-0 vote. The Board of Park Commissioners, at the February 21, 2019 meeting, approved the Park Department operating the Beer Garden and to establish a Park Fund, in which all the net proceeds from the Beer Garden would be deposited into, for Park projects. The motion passed unanimously, with a 5-0 vote.

The Board of Park Commissioners has approved the concept of a department ran beer garden. The Park Board is asking for your consideration and approval in the budget, creation of staff positions, and the creation of a separate Park Fund where net proceeds of the event will be placed for the purpose of assisting park improvements for the future. I have included an attachment that helps outline the proposed program budget, staff positions being created, and an explanation behind the separate Park Fund concept.

ATTACHMENTS:

- Proposed Program Plan (DOCX)



Memorandum

To: City of De Pere – Finance/Personnel Committee

From: Marty Kosobucki
Director of Parks, Recreation and Forestry

Re: Beer Garden Program Proposal

Date: March 12, 2019

The Board of Park Commissioners is asking the Finance/Personnel Committee for several considerations as it relates to offering a department ran Beer Garden. The Park Board is asking to approve the funding/budget of the program, approve the staffing positions and wages, and approve the creation of a Park Fund where net proceeds of the event will be placed for purposes of future park improvements. A short summary of each category is provided below, in addition to a brief summary of the event.

Beer Garden Program Budget (Per Event)

Expense:

Staffing	Wage	Shift Hours	Sub-Total Cost	Total Cost
Manager	\$14.00	6 Hours	\$84	
Assistants (2)	\$10/hr.	6hours	\$120	
Music			\$250	
Tent			\$400	
Beer (3 – ¼ barrels X \$95) (3 – 1/6 barrels X \$75)			\$510	
Miscellaneous			\$128	
Total				\$1,492

Revenue:

Revenue Source	Revenue	Total Revenue
Sponsorship (One Event)	\$1,000	
Beer Sales (\$1,560 minus 10% loss)	\$1,404	
Food Truck	\$ 200	
Total Revenue		\$1,604

Staffing

The program is proposing the inclusion and creation of the following staff:

- 1 Park Garden Manager, Level IIV, \$14.00-\$14.75/hour
 - Bartenders License required and shall be reimbursed by the City upon successful attendance of at least three events.
- 2 Park Garden Server, Level II, \$10.00 - \$10.75/hour
 - Bartenders License required and shall be reimbursed by the City upon successful attendance of at least three events.
 - **Staff may increase due to attendance of event. However revenue should reflect added staff.*

Park Fund

As part of the program, the Board of Park Commissioners is recommending the creation of a separate Park Fund where net proceeds of the event shall be placed. The purpose of the Park Fund is to assist with the growing needs for repairing and/or replacing of current park infrastructure.

- The City of Milwaukee has a very successful Beer Garden program and advertises that net proceeds go to assisting future park improvements. By all indications this tactic is well received.

Program Summary:

The following information is to provide a brief snapshot of the overall program.

Purpose

1. To host a community social gathering with beer and food vendors. The beer garden will be hosted three times throughout the 2019 summer and fall seasons. 2019 is meant to be a “pilot” for offering the event.

Event

1. Three “Beer Garden” events will take place at Voyageur Park. Event will be held rain or shine except during severe weather conditions.
2. Dates would be the last Tuesday of the months in July, August, and September.

Date	Time	Location	Theme	Music
Tuesday, July 30	4:00 – 9:00 pm	Voyageur Park	<i>“It’s a Party in the U.S.A.”</i>	5:00 – 8:00 pm
Tuesday, August 27	4:00 – 9:00 pm	Voyageur Park	<i>“Down Home Micro”</i>	5:00 – 8:00 pm
Tuesday, September 24	4:00 – 9:00 pm	Voyageur Park	<i>“Octoberfest”</i>	5:00 – 8:00 pm

Themes

July – *“It’s a Party in the U.S.A.”* – Features popular craft beers brewed in the U.S.A.

August – *“Down Home Micro”* – Features local micro brews from Northeastern Wisconsin

September – *“Octoberfest”* - Features beers in celebration of Octoberfest.

Beer & Food

The P/R/F Department will contract out a beer trailer and a food truck(s). Beer choices would include micro beers and traditional domestic beers.

Music & Activities

Music will be contracted and paid for through sponsorships. Music will consist of acoustic sets of no more than three (3) band members.

As success of the event rises, additional supplies for games and activities may be purchased



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: City Clerk-Treasurer

FROM: Carey Danen

SUBJECT: Recommendation from the License Committee on an Application for a Temporary Premises Description Change for St. Norbert College.

ATTACHMENTS:

- Premises Description Change_SNC (PDF)

Premise Description Change

1.13.a

Original Alcohol Beverage Retail License Application

Submit to municipal clerk.

For the license period beginning JULY 1 20 18 ;
ending JUNE 30 20 19

TO THE GOVERNING BODY of the: ☐ Town of }
☐ Village of } DE PERE
☒ City of }

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

1. The named ☐ Individual ☐ Partnership ☐ Limited Liability Company
☒ Corporation / Nonprofit Organization

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

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): ST. NORBERT COLLEGE, INC

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

Title	Name (Last, First, M.I.)	Home Address	Post Office & Zip Code
President/Member	<u>PRESIDENT BRIAN BRUESS</u>		
Vice President/Member			
Secretary/Member	<u>SECRETARY AMY SORENSON</u>		
Treasurer/Member	<u>TRUASURER EILEEN JAHNKE</u>		
Agent	<u>TERRIE DUBOIS</u>		
Directors/Managers			

3. Trade Name ST NORBERT COLLEGE, INC. Business Phone Number 9204031352
4. Address of Premises SEE ATTACHED Post Office & Zip Code DEPERE 54115

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

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

10. Legal description (omit if street address is given above): _____
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ☒ Yes ☐ No
(b) If yes, under what name was license issued? ST NORBERT COLLEGE, INC.
12. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277]. ☒ Yes ☐ No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. ☒ Yes ☐ No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Eileen M. Jahnke
(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>2-22-19</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

AT-106 (R. 7-18)

Wisconsin Department of Revenue

Attachment: Premises Description Change_SNC (8010 : Application for a Temporary Premises Description Change for St. Norbert College.)

Extension of Premise for:

Cassandra Voss Center: 311 Grant Street, Main floor conference room

April 6th, 2019, 6:30pm-10pm

Abbot Pennings Hall of Fine Arts: 315 Third Street, Walter Theater Stage

April 25th, 2019, 6pm-8pm



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: City Attorney

FROM: Angela Zills

SUBJECT: Ordinance #19-07 Repealing and Recreating Chapter 62 - Electrical Code.

At its meeting on March 12, 2019, the Finance/Personnel Committee voted unanimously (5-0) to approve revisions to De Pere Municipal Code Chapter 62 to align with State Administrative Code.

ATTACHMENTS:

- Ord19-07 (DOCX)
- Revising Electrical Code (Ch 62) edits (3) (DOCX)

ORDINANCE #19-07

REPEALING AND RECREATING CHAPTER 62 – ELECTRICAL CODE

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN
AS FOLLOWS:

Section 1. Chapter 62 – ELECTRICAL CODE, is hereby repealed and recreated as follows:

Chapter 62 - ELECTRICAL CODE

Sec. 62-1. NFPA 70: National Electrical Code and Wis. Admin. Code §SPS 316 adopted.

NFPA 70: National Electrical Code and the state electrical code, Wis. Admin. Code §SPS 316 (hereinafter “adopted code or codes”), as from time to time hereafter amended, are hereby adopted by reference and made a part of this chapter. A violation of any provision therefrom shall be a violation of this chapter.

Sec. 62-2. - Purpose of chapter.

The purpose of this electrical code is the practical safeguarding of persons and property from hazards arising from the use and installation of electrical equipment and systems. The installation of electrical equipment and systems for the construction of new one and two family dwellings are governed by Section 54-8 of this Code.

Sec. 62-3. - Definitions.

In addition to the words, terms and phrases as defined in the adopted codes, the following words, terms and phrases, when used in this chapter, shall have the meanings set forth herein except where the context clearly indicates a different meaning:

Alter and alterations mean to make changes in electrical equipment previously operating.

Authorized signature means the person qualified under this code to install, alter or maintain electrical equipment and who is responsible for the work included on the permit.

Department means the State of Wisconsin Department of Safety and Professional Services.

Electrical construction means the installation of electrical wiring.

Electrical contractor means any person, firm or corporation engaged in the business of erecting, installing, altering, repairing, servicing or maintaining electrical wiring.

Electrical Wiring has the meaning given in Wis. Stats. § 101.80 (1m), Which provides: “electrical wiring” means all equipment, wiring, material, fittings, devices, appliances, and apparatus used for the production, modification, regulation, control, distribution, utilization, or safeguarding of electrical energy for mechanical, chemical, cosmetic, heating, lighting, or similar purposes, as specified under the state electrical code. “Electrical wiring” does not include the equipment, wiring, material, fittings, devices, appliances, fixtures, and apparatus used by a public utility, and electric cooperative, or a wholesale merchant operator for the purpose of generating, transmitting, distributing, or controlling heat, light, power, or natural gas to its customers or members.

Electrical equipment means material and apparatus required to operate or control electrical power.

Inspector means the electrical inspector.

Inspection means to observe or check that electrical equipment is in compliance with the standards set forth in this code; may be static or dynamic, visual or with meters.

Journeyman electrician means the person installing, altering or repairing electrical wiring and equipment as covered by the state electrical code.

Master electrician means the person planning or superintending and the installing, altering or repairing of electric wiring and equipment as covered by the state electrical code.

Multifamily dwelling means an apartment building row house, town house, condominium home that does not exceed 60 feet in height or 6 stories and that consists of 3 or more attached dwelling units, the initial construction of which is begun on or after January 1, 1993. See Wis. Stats. §§ 101.71(6) and 101.61(1).

One and two-family dwelling means any building that contain one or two dwelling units the construction of which commenced on or after December 1, 1978.

Person includes all partnerships, associations, corporations and bodies politic.

State electrical wiring code means Wis. Admin. Code §SPS 316

Shall means mandatory. See NFPA 70: National Electrical Code, 110-1 definition of "Mandatory."

Sec. 62-4. - Inspections. In addition to the requirements of the adopted codes, the following regulations are imposed:

(a) *Generally.* Upon the completion of the wiring of any building or before any wiring is to be concealed, it shall be the duty of the person, firm, or corporation doing the wiring to notify the inspector, who shall inspect the installation. If, upon inspection, the inspector determines such installation is fully in compliance with this chapter and does not constitute a hazard to life or property, the installation shall be approved and concealment of such wiring or connection for electrical service authorized. If the

inspector determines the installation is incomplete or not strictly in accordance with this chapter, the inspector shall issue orders to the person installing the wiring to remove all hazards and make the necessary changes or additions.

(b) Types required.

(1) Rough inspections. All wiring systems covered under this chapter, which are to be concealed within the building, shall be inspected before concealment.

(2) Service inspections. When a wiring system is to become energized, it shall first be approved by the inspector.

(3) Final inspections. Prior to occupancy, a general inspection of all equipment and systems shall be required.

Sec. 62-5. - Right of access to buildings.

The inspector or designee authorized in writing shall have the right, during reasonable hours, to enter any public or private building and all premises in the discharge of official duties or for the purpose of making any inspection or test of the electrical wires or appliances contained therein. The inspector shall be given prompt access to any premises upon notification to the owner or person in charge.

Sec. 62-6. - Authority to discontinue electrical operations.

The inspector may cause to be turned off all electric current to any equipment which is found to be in an unsafe condition, may cut or discontinue electrical service in emergencies and where such electrical current is dangerous to life or property or may interfere with the work of the fire/rescue department. No person shall reconnect any equipment thus cut off until written permission is given by the inspector.

Sec. 62-7. - Electrical inspector; duties and authority.

(a) *Designated.* The senior building inspector shall be the electrical inspector.

(b) *Duties.* The inspector shall perform all appropriate inspections as defined in this chapter and keep complete records of all permits issued, inspections made, and other official work performed under this chapter.

(c) *Deputy inspector.* To efficiently carry out the duties of the office, the inspector may designate, in writing, inspection duties and authority to a person possessing sufficient qualifications as are necessary to perform the duties of inspector under this chapter.

Sec. 62-8. - Issuance of permit.

(a) *City not liable.* This chapter shall not be construed to relieve from, or lessen the responsibility of, any party owning, operating, controlling or installing any electrical equipment for damages to anyone

injured or any property damaged or destroyed by any defect therein, nor shall the city be held as assuming any such liability by reason of the inspection authorized in this chapter or certificate of inspection issued as provided in this chapter.

(b) *Violations and errors not excused by issuance.* The issuance of a permit or the approval of plans and specifications shall not be deemed or construed to be permission for, or approval of, any violation of any provision of this chapter. No permit presuming to give authority to violate or to fail to comply with the provisions of this chapter shall be valid except insofar as the work or use which it authorizes is lawful. If, subsequent to the issuance of a permit, errors are discovered in the application, plans, specifications or execution of the work, the electrical inspector or an authorized agent may require the correction of such errors and may rescind the permit and prevent electrical operations from being further carried on thereunder when in violation of this chapter or of any other city ordinance.

Sec. 62-9. - Licensing.

As provided under Wis. Stats. § 101.862

(a) No person may engage in the business of installing, repairing, or maintain electrical wiring unless the person is licensed as an electrical contractor by the department;

(b) No person may install, repair, or maintain electrical wiring unless the person is licensed as an electrician by the department or unless the person is enrolled as a registered electrician by the department; and

(c) No person who is not a master electrician may install, repair, or maintain electrical wiring unless a master electrician is at all times responsible for the person's work.

Sec. 62-10. - Homeowner exemption to license requirement. As allowed under Wis. Stats. §101.862(4)(a), a homeowner may install wiring in the owner's own home, provided that:

- (1) The work is done on a single-family dwelling;
- (2) The person occupies the dwelling at the time the work is being done; and
- (3) The signature on the permit shall be that of the owner who shall do the work and the homeowner signs a municipal electrical homeowner's acknowledgement form.

Sec. 62-11. - Exemptions.

The following shall be exempt from provisions of this electrical code:

- (1) Installation in ships, watercraft other than floating buildings, railway rolling stock, aircraft, or automotive vehicles other than mobile homes and recreational vehicles.

(2) Installations for generation, transformation, or distribution of power used exclusively by railways for signaling and communication purposes.

(3) Installations of communication equipment under exclusive control of communication utilities, located outdoors or in building spaces used exclusively for such installations.

(4) Installations in manufactured homes, other than electrical wiring alterations in existing manufactured homes.

(5) Installations under the exclusive control of an electric utility, or an electric cooperative where such installations meet any of the following situations:

a). Consist of service drops or service laterals and associated metering.

b). Are located in legally established easements or right-of-ways designated by public service commissions, utility commissions, or other regulatory agencies having jurisdiction for such installations.

c). Are on property owned or leased by the electric utility for the purpose of communications, metering, generation, control, transformation, storage, or distribution of electric energy.

Installations for the purpose of street or area lighting owned and under exclusive control of electrical utilities or municipalities where located outdoors on property owned or leased by the utility; on or along public highways, streets, roads, or similar public thoroughfares; or outdoors on private property by established rights such as easements shall comply with this chapter or Wis. Admin Code § PSC 114.

Sec. 62-12. - Electrical permit fees.

(a) *Permits required.* The inspector shall issue permits for all electrical installations upon filing of a proper application, which shall be made on forms furnished by the inspector, and upon payment of the proper fee. The application shall prescribe the nature of work, as well as such other information as may be required for inspection. Permits may only be issued to those persons possessing a valid license under this chapter, with the sole exception that a permit may be issued to a property owner pursuant to Section 62-10. Work shall not begin prior to issuance of a permit.

(b) *Fees.* At the time the application for an electrical permit is filed, the applicant shall pay such fee for such services as are determined by resolution of the common council, such fees may include inspection fees, late fees and fees for expedited process.

(c) *Square footage calculation.* For all fees based upon building square footage, the square footage calculation shall include all floor levels, basements, attached garages and all spaces enclosed under a roof. All fees so calculated shall be rounded to the nearest dollar.

(d) *Permits may be refused.* The electrical inspector, or other person authorized to issue permits pursuant to this chapter, may refuse to issue permits to any person who has refused

or neglected to pay for previous permits after due notice. Permits may also be refused to any person who has refused or neglected to correct any violations of this chapter after due notice.

< Sec. 58-11. – Penalty for violation of chapter. Any person who shall violate any provision of this chapter or any order, rule or regulation issued under this chapter, shall be subject to such forfeiture as determined by resolution of the council or as provided under Section 1-11 of this Code. Each act of violation and every day upon which a violation occurs or continues constitutes a separate offense.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. This ordinance shall take effect upon passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 19th day of March, 2019.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Carey E. Danen, Deputy City Clerk

Ayes: _____

Nays: _____

Board/Committee Approval: 03/12/2019

Publication Date: _____

Effective Date: _____

Chapter 62 - ELECTRICAL CODE [1]

Sec. 62-1. ~~— NFPA 70:— National Electrical Code, SPS 324 and Code and Wis. consin Admin. istrative Code §SPS 316 adopted.~~

~~The NFPA 70:— National Electrical Code, 1996 edition, and the state electrical code, Wis. Admin. Code COMM chs. 16 and 17 §SPS 316 (hereinafter “adopted code or codes”), as from time to time hereafter amended, are hereby adopted by reference and made a part of this chapter. A violation of any provision therefrom shall be a violation of this chapter.~~

~~(Code 1974, § 17.01)~~

Sec. 62-2. - Purpose of chapter.

The purpose of this electrical code is the practical safeguarding of persons and property from hazards arising from the use and installation of electrical equipment and ~~apparatus systems~~. The installation of electrical equipment and systems for the construction of new one and two family dwellings are governed by Section 54-8 of this Code.

~~(Code 1974, § 17.02)~~

Sec. 62-3. - Definitions.

In addition to the words, terms and phrases as defined in the adopted codes, the following words, terms and phrases, when used in this chapter, shall have the meanings set forth herein~~scribed to them in this section~~, except where the context clearly indicates a different meaning:

Alter and alterations mean to make changes in electrical equipment previously operating.

Authorized signature means the person qualified under this code to install, alter or maintain electrical equipment and who is responsible for the work included on the permit.

~~Certificate and license mean that issued by the city to give authorization to a person or firm as indicated on the certificate and defined or explained in this code.~~

Department means the State of Wisconsin department of safety and professional services.

Electrical construction means the installation of electrical wiring.

Electrical contractor means any person, firm or corporation engaged in the business of erecting, installing, altering, repairing, servicing or maintaining electrical wiring.

Electrical Wiring has the meaning given in ~~s-Wis. Stats. § 101.80 (1m), Stats.~~ Which provides: “electrical wiring” means all equipment, wiring, material, fittings, devices, appliances, and apparatus used for the production, modification, regulation, control, distribution, utilization, or safeguarding of electrical energy for mechanical, chemical, cosmetic, heating, lighting, or similar purposes, as specified under the state electrical code. “Electrical wiring” does not include the equipment, wiring, material, fittings, devices, appliances, fixtures, and apparatus used by a public utility, and electric cooperative, or a

wholesale merchant operator for the purpose of generating, transmitting, distributing, or controlling heat, light, power, or natural gas to its customers or members.

Electrical equipment means material and apparatus required to operate or control electrical power.

~~Electrical work means the installation, superintending or inspection of electrical wiring and equipment for the production, modification, utilization or safeguarding of electrical energy as covered by the Wis. Admin. Code COMM ch. 16, state electrical code.~~

Inspector means the electrical inspector.

Inspection means to observe or check that electrical equipment is in compliance with the standards set forth in this code; may be static or dynamic, visual or with meters.

Journeyman electrician means the person installing, altering or repairing electrical wiring and equipment as covered by the state electrical code.

Master electrician means the person planning or superintending and the installing, altering or repairing of electric wiring and equipment as covered by the state electrical code.

Multifamily dwelling means an apartment building rowhouse, town house, condominium home, as defined in s. 101.71 (6), that does not exceed 60 feet in height or 6 stories and that consists of 3 or more attached dwelling units, as defined in s. 101.61 (1), the initial construction of which is begun on or after January 1, 1993. See Wis. Stats. §§ 101.71(6) and 101.61(1).

~~Plant electrician means a journeyman or master electrician who is regularly employed by a person, firm or corporation and whose electrical work for such employer is limited exclusively to the plant or shop of his or her employer.~~

One and two-family dwelling means any building that contain one or two dwelling units the construction of which commenced on or after December 1, 1978.

Person includes all partnerships, associations, corporations and bodies politic. ~~or corporate.~~

State electrical wiring code means Wis. Admin. Code §SPS 316 the rules promulgated under s. 101.82 (1) for electrical wiring.

Shall means mandatory. See NFPA 70 :as defined in the National Electrical Code, 110-1 definition of "Mandatory."

~~(Code 1974, § 17.03; Ord. No. 13-17, § 15, 8-20-2013)~~

~~Cross reference—Definitions, § 1-3.~~

Sec. 62-4. - Inspections. In addition to the requirements of the adopted codes, the following regulations are imposed:

(a) *Generally.* Upon the completion of the wiring of any building or before any wiring is to be ~~hidden from view concealed~~, it shall be the duty of the person, firm, or corporation doing the wiring to notify the ~~electrical~~ inspector, ~~and he or she who~~ who shall inspect the installation. If, upon inspection, the ~~electrical~~ inspector determines ~~that~~ such installation is fully in compliance with this chapter and does

not constitute a hazard to life or property, ~~he or she shall approve~~ the installation shall be approved and ~~authorize~~ concealment of such wiring or connection for electrical service authorized. If the ~~electrical~~ inspector determines ~~that~~ the installation is incomplete or not strictly in accordance with this chapter, ~~he or she shall~~ the inspector shall issue orders to the person installing the wiring to remove all hazards and make the necessary changes or additions within ten days.

(b) *Types required.*

(1) Rough inspections. All wiring systems covered under this ~~code~~chapter, which are to be concealed ~~covered or hidden~~ within the building, shall be inspected before concealment.

(2) Service inspections. When a wiring system is to become energized, it shall first be approved by the ~~electrical~~ inspector.

(3) Final inspections. Prior to occupancy, a general inspection of all equipment and systems shall be required.

~~(Code 1974, § 17.04; Ord. No. 13-17, § 13, 8-20-2013)~~

Sec. 62-5. - Right of access to buildings.

The ~~electrical~~ inspector or ~~his or her~~ designee authorized in writing shall have the right, during reasonable hours, to enter any public or private building and all premises in the discharge of official duties or for the purpose of making any inspection or test of the electrical wires or appliances contained therein. The inspector shall be given prompt access to any premises upon notification to the owner or person in charge.

~~(Code 1974, § 17.05; Ord. No. 13-17, § 15, 8-20-2013)~~

Sec. 62-6. - Authority to discontinue electrical operations.

The inspector may cause to be turned off all electric current to any equipment which ~~he or she finds to be is found to be~~ in an unsafe condition, ~~and~~ may cut or discontinue electrical service in emergencies and where such electrical current is dangerous to life or property or may interfere with the work of the fire/rescue department. No person shall reconnect any equipment thus cut off until written permission is given by the inspector.

~~(Code 1974, § 17.06; Ord. No. 13-17, § 13, 8-20-2013)~~

Sec. 62-7. - Electrical inspector; duties and authority.

(a) *Designated.* The senior building inspector shall be the electrical inspector.

(b) *Duties.* The ~~electrical~~ inspector shall perform all appropriate inspections as defined in this chapter and keep complete records of all permits issued, inspections made, and other official work performed under this chapter.

(c) *Deputy inspector.* To efficiently carry out the duties of the office, the inspector may designate, in writing, inspection his or her duties and authority to a person possessing sufficient qualifications as are necessary to perform the duties of electrical inspector under this chapter.

~~(Code 1974, § 17.07; Ord. No. 13-17, § 15, 8-20-2013)~~

Sec. 62-8. - Issuance of permit.

(a) *City not liable.* This chapter shall not be construed to relieve from, or lessen the responsibility of, any party owning, operating, controlling or installing any electrical equipment for damages to anyone injured or any property damaged or destroyed by any defect therein, nor shall the city be held as assuming any such liability by reason of the inspection authorized in this chapter or certificate of inspection issued as provided in this chapter.

(b) *Violations and errors not excused by issuance.* The issuance of a permit or the approval of plans and specifications shall not be deemed or construed to be permission for, or approval of, any violation of any provision of this chapter. No permit presuming to give authority to violate or to fail to comply with the provisions of this chapter shall be valid except insofar as the work or use which it authorizes is lawful. If, subsequent to the issuance of a permit, errors are discovered in the application, plans, specifications or execution of the work, the electrical inspector or an authorized agent may require the correction of such errors and may rescind the permit and prevent electrical operations from being further carried on thereunder when in violation of this chapter or of any other city ordinance.

~~(Code 1974, § 17.08)~~

Sec. 62-9. - Licensing.

~~All persons performing electrical work in the city shall possess a state master electrician license. S. 101.862 License and registration required. As provided under Wis. Stats. § 101.862~~

~~(1)(a) No person may engage in the business of installing, repairing, or maintain electrical wiring unless the person is licensed as an electrical contractor by the department;:~~

~~(2)(b) No person may install, repair, or maintain electrical wiring unless the person is licensed as an electrician by the department or unless the person is enrolled as a registered electrician by the department;: and~~

~~(3)(c) No person who is not a master electrician may install, repair, or maintain electrical wiring unless a master electrician is at all times responsible for the person's work.~~

~~(Code 1974, § 17.09; Ord. No. 13-05, § 1, 1-15-2013)~~

~~**Sec. 62-10. - New single family construction.**~~

~~All new single family residential construction and alterations to all service equipment must be done by a licensed master electrician.~~

~~(Code 1974, § 17.10; Ord. No. 13-05, § 2, 1-15-2013)~~

~~**Sec. 62-11 10. - Homeowners. License or registration required Homeowner exemption to license requirement:**~~

~~s. 101.862 (4) (a). A residential property owner who installs, repairs, or maintains electrical wiring on premises that the property owner owns and occupies as a residence, unless a license or registration issued by the department is required by local ordinance.~~

As allowed under Wis. Stats. §101.862(4)(a), a homeowner may install wiring in the owner's own home, provided that:

- (1) The work is done on a single-family dwelling;
- (2) The person occupies the dwelling at the time the work is being done; and
- (3) The signature on the permit shall be that of the owner who shall do the work- and the homeowner signs a municipal electrical homeowner's acknowledgement form.

~~(Code 1974, § 17.11; Ord. No. 13-05, § 3, 1-15-2013)~~

Sec. 62-~~12.11~~ - Exemptions.

The following shall be exempt from provisions of this electrical code:

- (1) ~~Traffic signal equipment.~~ Installation in ships, watercraft other than floating buildings, railway rolling stock, aircraft, or automotive vehicles other than mobile homes and recreational vehicles.
- (2) ~~Railroad equipment.~~ Installations for generation, transformation, or distribution of power used exclusively by railways for signaling and communication purposes.
- (3) ~~Telephone equipment.~~ Installations of communication equipment under exclusive control of communication utilities, located outdoors or in building spaces used exclusively for such installations.
- (4) ~~Cable TV equipment.~~ Installations in manufactured homes, other than electrical wiring alterations in existing manufactured homes.
- (5) ~~Radio and signal equipment.~~ Installations under the exclusive control of an electric utility, or an electric cooperative where such installations meet any of the following ~~situations~~situations:
 - a. Consist of service drops or service laterals, and associated metering.
 - b. Are located in legally established easements or right-of-way's designated by public service commissions, utility commissions, or other regulatory agencies having jurisdiction for such installations.
 - c. Are on property owned or leased by the electric utility for the purpose of communications, metering, generation, control, transformation, storage, or distribution of electric energy.
- (6) ~~Burglar and fire alarms not required by Wisconsin Administrative Code and operating at 24 volts or less.~~ Installations for the purpose of street or area lighting owned and under exclusive control of electrical utilities or municipalities where located outdoors on property owned or leased by the utility; on or along public highways, streets, roads, or similar public thoroughfares; or outdoors on private property by established rights such as easements shall comply with this chapter or ~~ch.~~Wis. Admin Code § PSC 114.
- (7) ~~Manufacturing machinery and specific processing equipment as defined in Wis. Stats. § 70.11(27).~~

~~(Code 1974, § 17.12)~~

~~Sec. 62-13. — Additional construction requirements.~~

~~(a) Wiring shall be installed in raceways approved by the city for all service entrance conductors or service lateral conductors to connect electrical service to a building.~~

~~(b) If a new service is installed in an existing building, the final construction shall provide not less than:~~

~~(1) Two appliance circuits serving the kitchen receptacles.~~

~~(2) One appliance circuit serving the laundry room.~~

~~(3) One circuit for the heating equipment.~~

~~(c) All exposed wiring that does not comply with the current code shall be removed and replaced with wiring approved by the electrical inspector.~~

~~(Code 1974, § 17.13)~~

Sec. 62-~~14~~12. - Electrical permit fees.

(a) *Permits required.* The ~~electrical~~ inspector shall issue permits for all electrical installations upon filing of a proper application, which shall be made on forms furnished by the ~~electrical~~ inspector, and upon payment of the proper fee. The application shall prescribe the nature of work, as well as such other information as may be required for inspection. Permits may only be issued to those persons possessing a valid license under this chapter, with the sole exception that a permit may be issued to a property owner pursuant to section 62-~~10~~1. Work shall not begin prior to issuance of a permit.

(b) *Fees.* At the time the application for an electrical permit is filed, the applicant shall pay such fee for such services as are determined by resolution of the common council, such fees may include inspection fees, late fees and fees for expedited process.

(c) *Square footage calculation.* For all fees based upon building square footage, the square footage calculation shall include all floor levels, basements, attached garages and all spaces enclosed under a roof. All fees so calculated shall be rounded to the nearest dollar.

(d) *Permits may be refused.* The electrical inspector, or other person authorized to issue permits pursuant to this chapter, may refuse to issue permits to any person who has refused or neglected to pay for previous permits after due notice. Permits may also be refused to any person who has refused or neglected to correct any violations of this chapter after due notice.

Sec. 58-11. - Penalty for violation of chapter.

Any person who shall violate any provision of this chapter or any order, rule or regulation issued under this chapter, shall be subject to such forfeiture as determined by resolution of the council or as provided under Section 1-11 of this Code. Each act of violation and every day upon which a violation occurs or continues constitutes a separate offense.

~~(Code 1974, § 17.15; Ord. No. 99-33, § 2, 12-21-1999; Ord. No. 02-20, §§ 4, 5, 7-16-2002; Ord. No. 06-33, § 8, 11-8-2006; Ord. No. 13-05, § 4, 1-15-2013)~~

~~Editor's note — Ord. No. 13-05, § 4, adopted Jan. 15, 2013, repealed the former § 62-14 which pertained to license fees and derived from the Code of 1974, § 17.14; Ord. No. 06-33, § 7, adopted 11-8-2006. In addition, § 4 of Ord. No. 13-05 redesignated § 62-15 as § 62-14.~~

~~Sec. 58-11. — Penalty for violation of chapter.~~

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City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Resolution #19-25 Authorizing Agreement for Consulting Services Between the City of De Pere and Cedar Corporation (2019 Consulting Services).

The Board of Public Works, at the March 11, 2019 meeting, approved accepting the quote from Cedar Corporation for consulting services in 2019 and moved to send it to Common Council for approval. The above motion passed unanimously with a 5-0 vote.

ATTACHMENTS:

- Reso19-25 (DOCX)
- Exhibit 1-Consultant Agreement-Cedar Corporation(2019 Consulting Services)3-19-189-003-19 (PDF)
- Exhibit A-CE_RFP_Consulting_Services_2-13-2019 (PDF)
- Exhibit B-Cedar_L - 2019 Consulting Services Proposal w attachments (PDF)
- CI_BOPW_2019_Consulting_Services_3-11-2019 (DOC)
- REL_Merged Proposal_030119 (PDF)

RESOLUTION #19-25

AUTHORIZING AGREEMENT FOR CONSULTING SERVICES
BETWEEN THE CITY OF DE PERE AND CEDAR CORPORATION
(2019 Consulting Services)

WHEREAS, the City is in need of limited consulting services on an as needed basis for its 2019 construction projects for services that exceed City staff availability or expertise; and

WHEREAS, Cedar Corporation has available and offers to provide qualified personnel, equipment and professional assistance necessary to accomplish such services within the required timeframe; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Deputy City Clerk are authorized and directed to execute the Agreement for Consulting Services Between the City of De Pere and Cedar Corporation, as is attached hereto and incorporated herein as Exhibit 1.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 19th day of March, 2019.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Carey E. Danen, Deputy City Clerk

Ayes: _____

Nays: _____

**AGREEMENT FOR CONSULTING SERVICES BETWEEN
THE CITY OF DE PERE AND CEDAR CORPORATION
(2019 Consulting Services)**

THIS AGREEMENT, made and entered into on this ____ day of _____, 2019, by and between the City of De Pere, Wisconsin (“City”) and Cedar Corporation, a Wisconsin corporation (“Consultant”).

WITNESSETH

WHEREAS, City is in need of limited consulting services on an as needed basis for its 2019 construction projects for services that exceed City staff availability or expertise; and

WHEREAS, Consultant has available and offers to provide qualified personnel, equipment and professional assistance necessary to accomplish such services within the required timeframe.

NOW THEREFORE, City and Consultant agree as follows:

I. DESCRIPTION OF PROJECTS

The project is as described in City’s Request for Proposals (Exhibit A) and Consultant’s Proposal thereto dated February 28, 2019 (Exhibit B), both of which are attached hereto and incorporated herein by reference. If a conflict exists between Exhibits A and B, the terms of Exhibit A shall prevail. If there is a conflict between Exhibit A and this Agreement, the terms of this Agreement shall prevail.

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

II. SCOPE OF CONSULTING SERVICES

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

III. SCOPE OF CITY SERVICES

City shall provide Consultant with necessary information pertaining to each project in order to assist Consultant and will pay for all applicable permitting fees.

IV. AUTHORIZATION, PROGRESS AND COMPLETION

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

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

V. OWNERSHIP AND FORM OF DOCUMENTS

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

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

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

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

VI. CONFIDENTIALITY OF INFORMATION

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

VII. TIME FOR COMPLETION

The parties hereto agree that services may be requested throughout the year and that Consultant's work hereunder shall be completed pursuant to City's requirements for each various project/request. Should Consultant encounter any circumstances, which, in the Consultant's opinion, will delay their response time, Consultant shall so inform the City in writing as soon as the delay in response time is known.

VIII. COMPENSATION

The City agrees to pay, and the Consultant agrees to accept, compensation as identified in Exhibit B, to be paid in a lump sum, with monthly invoicing based on the percentage of completion of work. Payment to the Consultant is due upon receipt of invoice by the City. Compensation for special services shall be as agreed upon by the City and Consultant and set forth in the written authorization for special services.

IX. RESPONSIBILITY OF CONSULTANT

The Consultant is employed to render a professional service only, and any payments made to the Consultant are compensation solely for such services rendered and recommendations made in carrying out the work. The Consultant shall follow the practice of its profession to make findings, opinions, factual presentations, and professional advice and recommendations, consistent with the standard of care expected of professionals in the industry performing similar services on projects of like sizes and complexity.

X. NON-DISCRIMINATION

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

XI. INSURANCE

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

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

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

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

XII. ALLOCATION OF RISKS

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

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

XIII. SUBCONTRACTS

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

XIV. ASSIGNMENT

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

XV. INTEGRATION

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

XVI. JURISDICTION

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

XVII. SUSPENSION OF WORK

The City may suspend, in writing, all or a portion of the work under this Agreement in the event unforeseen circumstances beyond the control of the City make normal progress in the performance of the work impossible. The Consultant may request that the work be suspended by notifying the City, in writing, of circumstances which are interfering with normal progress of the work. The time for completion of the work shall be extended by the number of days the work is suspended. In the event that the period of suspension exceeds 90 days, the terms of this Agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project in accordance with Article XVIII.

XVIII. TERMINATION OF WORK

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

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

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

XIX. MEDIATION

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

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

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

XX. NOTICES

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

If to City:

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

With a copy to:

City of De Pere
Attention: Director of Parks, Recreation &
Forestry
925 South Sixth Street
De Pere, WI 54115

If to Consultant:

Cedar Corporation
Attention: Thad Majkowski, P.E., Director
1695 Bellevue Street
Green Bay, WI 54311

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

CEDAR CORPORATION

CITY OF DE PERE

By:

By:

Print Name: Thad Majkowski, P.E.
Title: Director

Michael J. Walsh, Mayor

Print Name: _____
Title: _____

Carey E. Danen, Deputy City Clerk

J:\Law\Agreements\2019\Consultant Agreement-Cedar Corporation (2019 Consulting Services)3-19-189-003-19.docx

Attachment: Exhibit 1-Consultant Agreement-Cedar Corporation(2019 Consulting Services)3-19-189-003-19 (8011 : Resolution #19-25

**Request for Proposals
For
2019 Consulting Services**

The City of De Pere would like to invite your firm to submit a proposal to provide consulting services for the 2019 calendar year.

Your proposal must be submitted to our office by Friday, March 1, 2019 at 3 P.M. Proposals can be submitted via e-mail to Eric Rakers at erakers@mail.de-pere.org.

GENERAL INFORMATION:

The City of De Pere is currently designing and bidding out project pursuant to the 2019 capital improvement program. The program includes projects in the following categories: new street construction, street reconstruction, street milling and overlay, sanitary sewer improvements, water system improvements, storm sewer improvements, concrete replacement (curb & gutter, sidewalk, driveway, and street), concrete street construction and reconstruction, and new pond construction. The purpose for this Request for Proposal (RFP) is to obtain rates for services with the assistance in the design, permitting, and/or administration of these projects.

SCOPE OF SERVICES:

Consulting services shall include, but are not limited to:

1. Completion and submittal of permits, including correspondence with permitting authority on the City's behalf.
2. Shop drawing review.
3. Review and recommendation for City design where required.
4. Analysis of uncommon issues encountered by Engineering Staff.
5. Legal surveys, descriptions, easement preparation, etc.

Site visits may be needed depending on issues encountered by engineering staff. The majority of correspondence and review will be completed via e-mail and by phone, primarily through Eric Rakers, City Engineer or Chase Kuffel, Assistant City Engineer depending on the project.

This is the first time the City has requested assistance such as this. The estimated assistance will be sporadic and project dependent.

SCHEDULING:

The City will request services throughout the year. Generally, the City will give notice via email.

INSURANCE:

Your company shall effect and maintain insurance to protect from claims under workmen's compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of the company's employees; and from claims for damages because of injury to or destruction of tangible property including loss of use resulting there from; and from claims arising out of the performance of professional services caused by any errors, omissions or negligent acts for which the company is legally liable.

The company shall indemnify and save harmless the City of De Pere and their representatives from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any person, persons or property resulting from the negligent acts of the company or of any of their sub consultants in prosecuting the work.

FEE:

The proposed fee schedule shall be submitted on the attached form.

A company fee schedule shall be attached for additional services offered that are not shown on the attached form.

DELIVERY:

Consulting services will be completed via phone and email with engineering staff. Permitting shall be delivered via email, in pdf format. Hard copies will not need to be provided.

ADDITIONAL INFORMATION:

The City will provide all information requested to assist consulting services and will pay for permitting fees associated with the project.

A sample consultant agreement is attached.

Proposed Fee Schedule

Company Name: _____

Company Address: _____

Company Address: _____

Company Representative: _____

Signature: _____

Fee (Total): _____

Item	Fee	Unit
Senior Engineer		Per Hour
Engineer		Per Hour
Registered Land Surveyor		Per Hour
Senior Technician		Per Hour
Technician		Per Hour
Clerical		Per Hour
Mileage		Per Mile

February 28, 2019

Eric Rakers, P.E., City Engineer
City of De Pere
925 South Sixth Street
De Pere, WI 54115-1199

c: erakers@mail.de-pere.org

RE: Letter Proposal – Engineering Services
City of De Pere – 2019 Consulting Services

Dear Eric:

Cedar Corporation (Cedar) appreciates the opportunity to submit our proposal to assist the City of De Pere (City) with 2019 Consulting Services for miscellaneous tasks throughout the 2019 calendar year.

Cedar has been in business since 1975. We have assisted many municipalities with the completion of various engineering tasks for permitting, shop drawing reviews, design, uncommon issues encountered by staff and legal surveys, descriptions and easement preparation. Cedar has the staff and resources to complete the City's projects during 2019.

PROJECT UNDERSTANDING

Based on a review of the Request for Proposal (RFP) issued on February 13, 2019, and our meeting with you on February 22, 2019, we have the following project understanding.

The City of De Pere would like assistance in completing various engineering tasks during the 2019 calendar year. These tasks are listed above and will be requested on an as needed basis based on the workload levels of your staff.

SCOPE OF SERVICES

Based on our project understanding as described above and per the Scope of Services and City's Responsibilities provided in the RFP, we offer the following Scope of Services:

- Completion and submittal of permits, including correspondence with the permitting authority on the City's behalf.
- Shop drawing review.
- Review and recommendation for City design where required.
- Analysis of uncommon issues encountered by Engineering staff.
- Legal surveys, descriptions, easement preparation, etc.

Site visits may be needed depending on issues encountered by engineering staff.

The main method of correspondence and review will be completed via email with the Project Team.

DELIVERY

Consulting services will be completed via phone and email with engineering staff. Permitting shall be delivered via email, in pdf format. Hard copies will not need to be provided.

Our deliverables will be provided in the following formats:

1. Construction plans and details will be in AutoCAD Civil 3D .dwg format.
Electronic submittals will be in .pdf format.
(The City will online bid the Project with the 11" x 17" .pdf plan set.)
2. Technical specifications for bidding in Microsoft Word format.
3. Bid items, quantities, engineer's estimates in Microsoft Word and/or Excel format.

INSURANCE

Cedar will provide a certificate of insurance per the RFP requirements at the time of contract execution.

FEE

Cedar proposes to complete the work scope as identified on the Proposal Fee Schedule in the RFP and attached to this proposal.

ADDITIONAL INFORMATION

The City will provide all information requested to assist consulting services and will pay for permitting fees associated with the Project.

CONTRACT

The consultant agreement for professional services will be prepared by the City utilizing the agreement utilized on previous Cedar Project for review and execution by Cedar.

In closing, Cedar looks forward to the opportunity to provide services to the City of De Pere. Do not hesitate to call if you have questions or would require additional information regarding our proposal.

Sincerely,

CEDAR CORPORATION

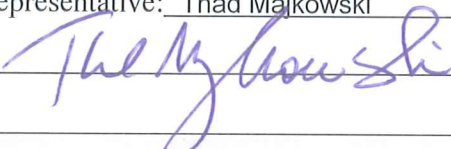


Thad M. Majkowski, P.E.
Director

TMM/cap

Attachment: Proposal Fee Schedule

cc: Chase Kuffel, P.E., Assistant City Engineer, City of De Pere (ckuffel@mail.de-pere.org)

Proposed Fee ScheduleCompany Name: Cedar CorporationCompany Address: 1695 Bellevue StreetCompany Address: Green Bay, WI 54311Company Representative: Thad MajkowskiSignature: 

Item	Fee	Unit
Senior Engineer	\$ 110	Per Hour
Engineer	\$ 88	Per Hour
Registered Land Surveyor	\$ 95	Per Hour
Senior Technician	\$ 85	Per Hour
Technician	\$ 75	Per Hour
Clerical	\$ 65	Per Hour
Mileage	\$.58	Per Mile

2019 Schedule of Hourly Rates

<u>TITLE</u>	<u>RATE</u>
Principal	\$175.00
Director	\$165.00
Senior Project Manager	\$155.00
Lead Project Manager / Lead Senior Planner	\$145.00
Senior Architect	\$140.00
Lead Engineer	\$135.00
Project Manager III	\$130.00
Senior Construction Manager	\$128.00
Project Manager II	\$120.00
Landscape Architect / Technician V	\$110.00
Project Engineer III / Project Manager I	\$110.00
Senior Planner	\$105.00
Project Engineer II / Environmental Specialist III	\$102.00
Architect / Technician IV / Technical Specialist	\$ 95.00
Professional Land Surveyor II / Project Engineer I	\$ 95.00
Construction Manager	\$ 95.00
Environmental Specialist II	\$ 91.00
Professional Land Surveyor I	\$ 90.00
Staff Engineer II	\$ 88.00
Technician III	\$ 85.00
Environmental Specialist I	\$ 81.00
Staff Engineer I	\$ 80.00
Planner II / Technician II	\$ 75.00
Planner I / Administrative Assistant II	\$ 70.00
Technician I	\$ 69.00
Administrative Assistant I	\$ 65.00
Intern-Coop	\$ 62.00

Reimbursable Expenses (in addition to compensation for professional services if not included in contract):

Vehicle Mileage	\$0.58/mile ¹
GPS/Robotic Survey Equipment	\$30/hour

¹ Mileage reimbursement is subject to adjustment during the calendar year based on the IRS standard mileage rate

Field supplies are charged to the project at cost. Review fees required by approving authorities shall be paid directly by the Owner.

THIS RATE SCHEDULE, APPENDED TO ANY CONTRACT, IS SUBJECT TO ANNUAL ADJUSTMENT.

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Eric Rakers, P.E., City Engineer
Date: March 11, 2019
Subject: Consider Quote for 2019 Consulting Services*

The Engineering Department received proposals for consulting services that will be completed in conjunction with the City's 2019 construction projects. Staff anticipates using consulting services to assist with permitting, creating of Certified Survey Maps to establish easements for existing and proposed utilities, or engineering issues that arise that exceed staff's availability or expertise. The proposals received are as follows:

Item	Unit	Cedar Corporation	Robert E. Lee & Associates, Inc.
Senior Engineer	Per Hour	\$110	\$127
Engineer	Per Hour	\$88	\$94 / \$105
Registered Land Surveyor	Per Hour	\$95	\$83 / \$90 / \$98
Senior Technician	Per Hour	\$85	\$112
Technician	Per Hour	\$75	\$75
Clerical	Per Hour	\$65	\$59
Mileage	Per Mile	\$0.58	\$0.58 – employee \$0.73 – company

The actual amount for the proposal will vary based on the amount of consulting services required, which is dependent on what unanticipated work arises.

Staff also requested a third proposal from Mead and Hunt. However, a week prior to the proposal deadline, Mead and Hunt informed staff that they do not have a Registered Land Surveyor on staff.

Funding will be from the various capital projects accounts and the engineering budget.

The staff recommendation is to accept the quote from Cedar Corporation for Consulting Services to be used during the 2019 year.

Attachments:

Cedar_L – 2019 Consulting Services Proposal w attachments (PDF)
REL_Merged Proposal_030119 (PDF)



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

1250 Centennial Centre Boulevard • Hobart, WI 54155 • 920-662-9641 • www.releeinc.com

March 1, 2019

Mr. Eric Rakers, P.E., City Engineer
CITY OF DE PERE
925 South Sixth Street
De Pere, WI 54115

RE: Proposal for 2019 Consulting Services

Dear Mr. Rakers:

Thank you for the opportunity to provide information regarding Robert E. Lee & Associates' (REL), and our associated rates for 2019 consulting services to be provided to the City of De Pere. We value the relationship we have developed with De Pere and look forward to continuing work with the City.

REL was established in 1956, and is a full-service consulting firm specializing civil and environmental engineering, surveying, and natural resource services. Currently, REL has approximately 60 employees at our office located in the Village of Hobart. A major focus of our business is servicing the public sector, and we pride ourselves on the many lasting relationships we have developed with municipalities like the City of De Pere. Our mission is "Quality-First" with a dedication to long-term relationships created through listening to our client's needs and providing a high-quality and timely product.

We provide design and construction engineering services for many communities throughout the state. We regularly complete major construction projects, as well as assist in day-to-day activities based on a municipality's need. Staff assists with capital improvement planning, project estimating, reviewing site and storm water plans, permitting, providing survey, environmental and ecological assistance, and delivering technical support to staff of each community. We work to create and maintain a personal partnership between our client and an REL project manager.

Our team for the City of De Pere will include many familiar faces. Jared Schmidt, P.E., V.P. will lead overall work for REL. Depending on the project needs, a number of REL staff would work with you, but Jared would be your overall contact and project facilitator. For surveying purposes, Jim Westerman, P.L.S., leads our survey team and would provide survey oversight. REL's survey department completes topographic surveys, provides construction staking and creates documents such as plats, CSMs, easements, or any type of legal descriptions.

March 1, 2019
 Mr. Eric Rakers, P.E., City Engineer
 CITY OF DE PERE
 Page 2

REL's civil engineering department is experienced in the design and development of facilities including water distribution systems, sanitary and storm sewer systems, storm water management facilities, roadways, site development, permitting, bid documents, and construction administration and observation services. For storm water management, site design needs, and flood plain management, Patrick Kuehl, P.E. and Aaron Breitenfeldt, P.E. would complete the project for the City. Both are adept in engineering design and their specialty is designing storm water management facilities for projects large and small. Both are very familiar with state and local permits and their associated requirements and deadlines. Utility and street construction or reconstruction projects would likely be led by Lee Novak, P.E. and/or Paul Welter. Lee and Paul each have over 30 years of experience in municipal engineering. Ryan Trzinski, P.E. and Brandon Robaidek, E.I.T. would also be available to assist in any of the engineering design and permitting needs De Pere may have.

At any time during a project, unknown challenges may arise. Robert E. Lee & Associates has unique expert personnel available to tackle these issues and provide comprehensive solutions. We have experts in environmental and ecological specialties available to assist our project managers. Bruce Meissner, P.G., V.P. is knowledgeable in hazardous materials issues and the WDNR databases available to help identify potentially contaminated sites. Our in-house ecological division, NES Ecological Services, includes a WDNR Professionally Assured Wetland Delineator (James Havel), ecologists, biologists, and specialists that are readily available to answer natural resource questions. By having an Assured Delineator on staff, ecological projects can progress through the approval process by eliminating the up to 60-day WDNR concurrence review timeline. Our NES group also specializes in design, implementation, and maintenance of the native communities constructed around storm water features.

Our more than 60 years of corporate experience coupled with our talented staff has helped promote an efficient project executing style. This project execution is reinforced by our thorough communication standard, and our ability to listen to the needs of our clients and the community. We look forward to working with the City on your upcoming municipal needs.

If you would like further company information or detailed staff resumes, we would be happy to provide them. Should you have any questions or need additional information, please feel free to contact our office. A copy of the proposed fee schedule along with a more detailed summary of REL's 2019 labor rates have been attached.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.



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

JGS/NJM

ENC.

CC: Chase Kuffel, P.E., Assistant City Engineer

Proposed Fee ScheduleCompany Name: Robert E. Lee & Associates, Inc.Company Address: 1250 Centennial Centre BoulevardCompany Address: Hobart, WI 54155Company Representative: Jared G. Schmidt, P.E., V.P., Civil/Municipal Engineering ManagerSignature: 

Item	Fee	Unit
Senior Engineer <i>(See Engineer III)</i>	\$127	Per Hour
Engineer <i>(See Engineer I/II)</i>	\$94/\$105	Per Hour
Registered Land Surveyor <i>(See Surveyor Professional I/II/III)</i>	\$83/\$90/\$98	Per Hour
Senior Technician <i>(See Engineering Tech III)</i>	\$112	Per Hour
Technician <i>(See Engineering Tech I)</i>	\$75	Per Hour
Clerical <i>(See Clerical II)</i>	\$59	Per Hour
Mileage	.58 employee .73 company	Per Mile

* A listing of additional staffing levels that may be utilized by the City are attached. REL would propose to conduct work based on our 2019 labor and equipment rates for personnel working on any given project.

2019 Labor Rates

<u>Staff Type</u>	<u>Billing Rate</u>
CAD TECHNICIAN I	\$ 70.00
CAD TECHNICIAN II	\$ 82.00
CAD TECHNICIAN INTERN	\$ 40.00
CIVIL ENGINEERING MANAGER	\$ 157.00
CLERICAL I	\$ 50.00
CLERICAL II	\$ 59.00
CLERICAL MANAGER	\$ 83.00
DESIGNER I	\$ 104.00
DESIGNER II	\$ 111.00
ENGINEER I	\$ 94.00
ENGINEER II	\$ 105.00
ENGINEER III	\$ 127.00
ENGINEER IV	\$ 142.00
ENGINEERING ASSISTANT	\$ 59.00
ENGINEERING DIRECTOR	\$ 164.00
ENGINEERING TECHNICIAN I	\$ 75.00
ENGINEERING TECHNICIAN II	\$ 89.00
ENGINEERING TECHNICIAN III	\$ 112.00
ENVIRONMENTAL COMPLIANCE MANAGER	\$ 139.00
ENVIRONMENTAL SCIENTIST I	\$ 85.00
ENVIRONMENTAL SCIENTIST II	\$ 97.00
ENVIRONMENTAL SCIENTIST III	\$ 107.00
ENVIRONMENTAL SERVICES MANAGER	\$ 157.00
ENVIRONMENTAL TECHNICIAN I	\$ 65.00
ENVIRONMENTAL TECHNICIAN II	\$ 75.00
ENVIRONMENTAL TECHNICIAN III	\$ 90.00
GEOLOGIST IV	\$ 128.00
GIS SPECIALIST I	\$ 79.00
GIS SPECIALIST II	\$ 90.00
NATURAL RESOURCES SCIENTIST I	\$ 63.00
NATURAL RESOURCES SCIENTIST II	\$ 78.00
NATURAL RESOURCES SCIENTIST III	\$ 92.00
NATURAL RESOURCES SCIENTIST IV	\$ 114.00
NATURAL RESOURCES TECHNICIAN I	\$ 37.00
NATURAL RESOURCES TECHNICIAN II	\$ 42.00
NATURAL RESOURCES TECHNICIAN III	\$ 62.00
NES DIVISION MANAGER	\$ 114.00
SENIOR CONSULTANT	\$ 150.00
SURVEY INTERN	\$ 50.00
SURVEY MANAGER	\$ 119.00
SURVEYOR TECHNICIAN I	\$ 67.00
SURVEYOR TECHNICIAN II	\$ 77.00
SURVEYOR TECHNICIAN III	\$ 88.00
SURVEYOR PROFESSIONAL I	\$ 83.00
SURVEYOR PROFESSIONAL II	\$ 90.00
SURVEYOR PROFESSIONAL III	\$ 98.00
TRANSPORTATION MANAGER	\$ 157.00

**Labor rates are reviewed and adjusted January 1 of each year.*

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

MEETING DATE: March 19, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Resolution #19-26 Approving Agreement for Consulting Services Between The City of De Pere and Dixon Engineering, Inc. (AT&T Wireless Antenna Installation - Matthew Street Water Tower).

The Board of Public Works, at the March 11, 2019 meeting, approved engineering technical services regarding the installation of AT&T's wireless antennae facilities on the Matthew water tower and moved to send it to Common Council for approval. The motion passed unanimously with a 5-0 vote.

The City received a request from AT&T regarding installation of wireless antennae facilities on the City's Matthew Street water tower. As part of this request, the City will need to hire Dixon Engineering to perform engineering technical services for the City to make sure there is no impact to the City's water tower with the work being proposed by AT&T. Staff has received payment from AT&T for funding the engineering services (See attached engineering agreement) to be performed by Dixon Engineering.

Staff recommends approving the engineering services agreement with Dixon Engineering for the AT&T's wireless upgrade on the Matthew Street water tower.

ATTACHMENTS:

- Reso19-26 (DOCX)
- Exhibit 1 Dixon - Matthew Tower - AT&T- 3-6-19 (PDF)

RESOLUTION #19-26

APPROVING AGREEMENT FOR CONSULTING SERVICES BETWEEN
THE CITY OF DE PERE AND DIXON ENGINEERING, INC.
(AT&T Wireless Antenna Installation – Matthew Street Water Tower)

WHEREAS, the City is in need of engineering technical services regarding AT&T wireless antenna facilities installation on the Matthew Street water tower; and

WHEREAS, Dixon Engineering, Inc. has available and offers to provide personnel and equipment necessary to accomplish the engineering technical services within the required timeframe.

WHEREAS, the Board of Public Works has reviewed such proposal and recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and City Clerk are authorized and directed to execute the Proposal/Contract Agreement for consulting services between the City of De Pere and Dixon Engineering, Inc. as is attached hereto as Exhibit 1, provided that AT&T has paid to the City Treasurer the sum due and owing under such contract prior to execution thereof.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 19th day of March, 2019.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Carey E. Danen, Deputy City Clerk

Ayes: _____

Nays: _____



DIXON

**ENGINEERING & INSPECTION SERVICES
FOR THE COATING INDUSTRY**

5307 South 92nd Street
Suite 125
Hales Corners, WI 53130
Telephone: (414) 529-1859
Fax: (414) 529-3120

Proposal/Contract Agreement for Antennas

*City of De Pere, Wisconsin / (WI6360)
500,000 Spheroid - Matthew Drive Tank 49-05-11-03*

The agreement is between Dixon Engineering, Inc. (DIXON) and **City of De Pere, Wisconsin** (OWNER) to contract with DIXON for technical services for **AT&T** (CONTRACTOR). This agreement inclusive together with any expressly incorporated appendix or Schedule, constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. This agreement includes pages 1 through 4 and Schedules A, B, and C.

1.01 Payment

DIXON shall provide, or cause to be provided, services detailed in Scope of Services and OWNER agrees to pay DIXON as compensation for their services the (not to exceed/lump sum) fee of **Six Thousand Nine Hundred Fifty** dollars **\$6,950**. Terms of charges and payments per details in Schedule B. (Prices quoted are subject to change 90 days after proposal date, if not contracted.)

2.01 SCOPE OF SERVICES

Initial Site Walk Through, Design Review, Attend a Precon Meeting, and Installation Inspections

3.01 SIGNATURES

Joseph T. Hoban, P.E.

February 1, 2019

PROPOSED by DIXON (Not a contract until approved by an officer)

PROPOSAL DATE

CONTRACT APPROVED by OWNER

POSITION

DATE

CO SIGNATURE (if required)

POSITION

DATE

CONTRACT APPROVED by DIXON OFFICER

EFFECTIVE CONTRACT DATE

4.01 ADDITIONAL SERVICES

- A. If additional services are **Requested and authorized** by the OWNER which are not within the proposed Scope of Services or because of changes in the Project, these additional services will be on a time and material basis per fee schedule of attached SCHEDULE C.
- B. **Delay by the Contractor** in completing the work, which is the responsibility of the Contractor and which extends the amount of time required for DIXON to complete their work, will be charged as an Additional Service.
- C. **Failure by the Contractor to notify** DIXON of the necessity to change inspection dates more than twenty-four (24) hours in advance and which results in unnecessary travel and/or expense to DIXON shall cause this travel and expense to be charged as Additional Service.
- D. **Failure by the Contractor to Meet Specifications** and/or to complete work prior to requesting an inspection is considered a failed inspection. Services provided by DIXON during or for a failed inspection include travel, inspector, and project manager time will be charged as an Additional Service.

5.01 Termination

- A. The obligation to provide further services under this Agreement may be terminated:
 - 1. For cause,
 - a. By either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Agreement will not terminate as a result of substantial failure under paragraph 5.01.A.1.a if the party receiving such notice begins, within seven (7) days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than thirty (30) days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such thirty (30) day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, sixty (60) days after the date of receipt of the notice.
 - b. By DIXON upon seven days written notice:
 - 1) If Owner fails to pay invoices by 60 days.
 - 2) Upon seven(7) days written notice if the DIXON's services for the Project are delayed or suspended for more than ninety (90) days for reasons beyond DIXON's control.
 - 3) If DIXON believes that Engineer is being requested by Owner to furnish or perform services contrary to engineer's responsibilities as a licensed professional.
 - 4) DIXON shall have no liability to Owner on account of such termination.
 - 2. For Convenience,

a. By OWNER effective upon the receipt of notice by DIXON.

B. The terminating party may set the effective date of termination at a time up to thirty (30) days later to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

6.01 Controlling Law

A. This Agreement is to be governed by the law of the state in which the Project is located.

7.01 Successors, Assigns, and Beneficiaries

A. OWNER and DIXON and their successors are hereby bound to successors and legal representatives of the other to the extent permitted by law in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither OWNER nor DIXON may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement.

8.01 General Considerations

A. The **Standard of Care** for all professional engineering and related services performed or furnished by DIXON under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. DIXON makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with DIXON's services. DIXON and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. DIXON shall **Not** at any time **Supervise**, direct, or have control over any of the **Contractor's** work, nor shall DIXON have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer does not guarantee the performance of any contractor and does **Not Assume Responsibility** for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

- D. Engineer shall **Not be Responsible For the acts or Omissions of any Contractor**, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of the construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.
- E. The **General Conditions** for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (No. C-700, 2007 Edition) or equally protective document provided by Owner.
- F. All **Design Documents** prepared or furnished by DIXON are instruments of service, and DIXON retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.
- G. DIXON agrees to defend, **Indemnify**, and hold harmless the Owner, its officers, agents, and employees, from and against legal liability for all claims, losses, damages, or expenses to the extent such claims, losses, damages, or expenses are directly caused by Engineer's negligent or intentional acts, errors, or omissions. Limits of liability for negligence is based on the comparative negligence principle.
- H. The parties acknowledge that DIXON's scope of services does not include any services related to a **Hazardous Environmental Condition** (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). DIXON acknowledges that some hazardous metals may be encountered in coatings.

8.02 Severability

- A. If any clause or paragraph or sentence is found to be in opposition to any law in the state of the Project, that clause or paragraph or sentence may be severed from the Agreement with no effect on remaining clauses.

8.03 Headings

- A. Article and paragraph headings are inserted for convenience only and do not constitute parts of these General Conditions. Words in the first sentence are in bold to act as secondary headings and should not be interpreted any different than a numbered heading.

SCHEDULE A

*City of De Pere, Wisconsin / (WI6360)
500,000 Spheroid - Matthew Drive Tank 49-05-11-03*

- I. Initial Site Inspection – Site Walk:
 - a. Site visit by two Dixon employees to completely map current tank conditions. This includes as-built sketches, existing antenna equipment, site conditions, steel thicknesses, and photos. Information to be used for the review of design drawings and structural analysis.
- II. Design Drawings and Structural Calculations Review:
 - a. Staff Engineer to review designs created by others. No calculations or Professional Engineering seal are included. Initial Site Inspection – Site Walk is a prerequisite to Design Drawings and Structural Calculations Review.
- III. Site Work for:
 - a. Attend and participate in a Preconstruction Meeting.
 - b. Perform Installation inspections as the project progresses and a final post inspection to compare with design criteria. These inspections include letter report and photographs.

SCHEDULE B

*City of De Pere, Wisconsin / (WI6360)
500,000 Spheroid - Matthew Drive Tank 49-05-11-03*

I. PAYMENT

- a. When service is rendered Owner shall pay DIXON the following line item prices:
 - i. Schedule A, Item I, Initial Site Inspection-Site Walk, the lump sum of **\$1,300.**
 - ii. Schedule A, Item II, Design Drawings and Structural Calculations Review, the lump sum of **\$1,450.** (Site Walk prerequisite \$1,300)
- b. Owner shall pay DIXON the following line items times the number of units used:
 - i. Schedule A, Item III
 1. **(1)** Preconstruction Meeting **\$1,050** per meeting
 2. **(3)** Installation Inspections **\$1,050** per inspection

II. INVOICES

- a. Invoices will be compiled monthly.
- b. All DIXON services that are outstanding more than thirty (30) days from date of issue shall be assessed (DIXON's favor) one and a half percent (1.5%) per month interest starting from 30 days after date of issue.

Schedule C
Employee Billable Rates and Terms
Antennas and Northern Wisconsin

<u>Labor Class</u>	<u>Per Hour</u>	<u>Overtime Rate*</u>
Principal	\$250.00	
Project Manager	\$150.00	\$275.00
Registered Professional Engineer	\$155.00	\$277.50
Structural Engineer	\$150.00	\$240.00
CWI Welding RPR	\$165.00	\$275.00
Certified NACE RPR	\$130.00-\$145.00	\$195.00-\$217.50
NACE Level 2 or DIXON Level 3 RPR	\$105.00-\$135.00	\$157.50-\$202.50
NACE Level 1 or DIXON Level 2 RPR	\$90.00-\$115.00	\$135.00-\$162.00
Resident Project Representative – Level 1	\$85.00-\$95.00	\$127.50-\$142.50
Contract Support Staff	\$110.00-\$135.00	\$165.00-\$202.50
<u>Expenses</u>	<u>Metropolitan</u>	<u>Out-State</u>
Mileage	\$0.70/mile + tolls	\$0.60/mile
Lodging	\$120.00 per diem	\$110.00 per diem
Meals	\$35.00 per diem	\$30.00 per diem

FEES EFFECTIVE THROUGH: December 31, 2019 (Revised: 09/20/2018)

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

MEETING DATE: March 19, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Resolution #19-27 Authorizing State/Municipal Agreement for Main Avenue & Eighth Street Signal Retrofit Project.

The Board of Public Works, at the March 11, 2019 meeting, approved the state municipal agreement with WisDOT for the Main Avenue and Eighth Street signal retrofit and moved to send it to Common Council for approval. The motion passed unanimously with a 5-0 vote.

ATTACHMENTS:

- Reso19-27 (DOCX)
- 3700-30-26 Main Avenue & 8th Street (DOCX)
- CI-BOPW-WisDOT_SMA_Signals-2019-3-11 (DOC)

RESOLUTION #19-27

AUTHORIZING STATE/MUNICIPAL AGREEMENT FOR
MAIN AVENUE & EIGHTH STREET SIGNAL RETROFIT PROJECT

WHEREAS, the City has obtained grant aid from the Wisconsin Department of Transportation (WisDOT) for partial funding for replacement of the traffic signals at Main Avenue and Eighth Street; and

WHEREAS, since this project will be completed by WisDOT, a State/Municipal Agreement is required; and

WHEREAS, the Board of Public Works has reviewed this matter and recommends that the City enter into the State/Municipal Agreement.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor is hereby authorized and directed to enter into the attached State/Municipal Financial Agreement for a State-LET Highway Project, subject to such changes as deemed necessary by the City Attorney.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 19th day of March, 2019.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Carey E. Danen, Deputy City Clerk

Ayes:_____

Nays:_____

Attachment: Reso19-27 (8013 : Reso #19-27 Authorizing State/Municipal Agreement for Main Avenue & 8th Signal Retrofit.)

	Original STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE- LET HIGHWAY PROJECT	Date:	February 20, 2019
		I.D.:	3700-30-26
		Road Name:	City of DePere Main Ave & 8 th Street
		Limits:	Signal Retrofit
		County:	Brown
		Project Length:	0.01 MI

The signatory City of DePere hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: The existing signal is outdated and obsolete.

Proposed Improvement - Nature of work: Update the existing traffic signals with a new signal cabinet, conduit, pull boxes, bases, add overhead for WB/EB detection camera and new above ground at the Main Avenue & 8th Street intersection.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality:

TABLE 1

PHASE	ESTIMATED COST				
	Total Estimated Cost	Federal / State Funds	%	Municipal Funds	%
Preliminary Engineering:					
Plan Development	14,000	12,600	90	1,400	10
Construction :					
Signal Items	193,000	173,700	90	19,300	10
TOTAL COST DISTRIBUTION:	207,000	186,300	90	20,700	10

This request is subject to the terms and conditions that follow (pages [2] – [3]) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of the City of De Pere (please sign in blue ink)		
Name	Title	Date
Signed for and in behalf of the State (please sign in blue ink)		
Name	Title	Date

TERMS AND CONDITIONS:

1. The initiation and accomplishment of the improvement will be subject to the applicable Federal and State regulations.
2. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds Federal/State financing commitments or are ineligible for Federal/State financing. Local participation shall be limited to the items and percentages set forth in table 1 that shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
3. Funding of each project Phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or State transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering is split 90% WisDOT and 10% Local up to a maximum total of \$14,000.
4. Work necessary to complete the improvement to be financed entirely by the Municipality or other Utility or Facility Owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
5. As the work progresses, the Municipality will be billed for work completed which is not chargeable to Federal/State funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
6. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State

in behalf of the project.

7. The Municipality shall at its own cost and expense:

- (a) Maintain all portions of the project that lie within its jurisdiction for such maintenance through statutory requirements, in a manner satisfactory to the State and shall make ample provision for such maintenance each year.
- (b) Use the WisDOT Utility Accommodation Policy unless the Municipality adopts a policy which has equal or more restrictive controls.

9. Basis for local participation:

Design: Costs for Design are 90% WisDOT and 10% Local up to maximum of \$14,000. Any overages shall be funded by the City.

Construction: Costs for Construction are 90% WisDOT and 10% Local up to maximum of \$193,000. Any overages shall be funded by the City.

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works

From: Eric Rakers, P.E., City Engineer

Date: March 11, 2019

Subject: Consider Approval for the State Municipal Agreement with WisDOT for the Main Avenue and Eighth Street Signal Retrofit*

The De Pere 2018 Traffic Signal Inspection Report recommended replacing the signals at the Main and Eighth Street intersection. The installation date at the signal is not known, although the majority of the components are old, with several signal bases being deteriorated. Additionally, we have had several signals damaged due to truck turning movements, including the signal on the northwest corner being knocked down this year, and signals being damaged in 2017 and 16. A traffic signal fell over in 2016 due to deterioration. The City budgeted \$360,000 for the project in 2019.

In late 2018, the City applied for a grant from the Wisconsin Department of Transportation (WisDOT) for partial funding of the signal replacement. The City was successful in obtaining the grant. A summary of the grant is included below.

PHASE	ESTIMATED COST				
	Total Estimated Cost	Federal / State Funds	%	Municipal Funds	%
Preliminary Engineering:					
Plan Development	14,000	12,600	90	1,400	10
Construction :					
Signal Items	193,000	173,700	90	19,300	10
TOTAL COST DISTRIBUTION:	207,000	186,300	90	20,700	10

This project will be managed by WisDOT and constructed by a WisDOT contractor. This work is scheduled to occur in 2020. In order to proceed with WisDOT funding, the City needs to enter into a State Municipal Agreement (SMA). A copy of the SMA is attached.

Staff recommends the BOPW approve the SMA and forward to the Council for approval.



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Resolution #19-28 Approving Annual Report Under Municipal Separate Storm Sewer System (MS4) Permit and its Submission to the Wisconsin Department of Natural Resources (DNR).

The Board of Public Works, at the March 11, 2019 meeting, approved the draft 2018 Annual Report for the Wisconsin Department of Natural Resources MS4 general permit and moved to send it to Common Council for approval. The motion passed unanimously with a 5-0 vote.

ATTACHMENTS:

- Reso19-28 (DOCX)
- WDNR 3400-224R (PDF)
- CI-BOPW-2018_MS4_Annual_Report-2019-3-11 (DOCX)
- CE-MS4 Report Supplemental (DOC)
- Outfall Exhibit (PDF)
- PA_ST_2018_Pond_Inspection_Records (PDF)
- INSPECTION CHECKLIST POND (PDF)
- CE-2018 Map Updates (PDF)
- NEWSC 2018 SWMP PlanReport (2.10.19) (PDF)

RESOLUTION #19-28

APPROVING ANNUAL REPORT UNDER MUNICIPAL SEPARATE
STORM SEWER SYSTEM (MS4) PERMIT AND ITS SUBMISSION TO THE
WISCONSIN DEPARTMENT OF NATURAL RESOURCES (DNR)

WHEREAS, the DNR has issued an MS4 Permit (Permit No. WI-S050075-2) to the City which regulates the water quality exiting the City's storm water system; and

WHEREAS, as an MS4 Permit Holder, the City is required to submit an annual report to the DNR by March 31st of each year; and

WHEREAS, the attached Annual Report Under Municipal Separate Storm Sewer System (MS4) Permit No. WI-S050075-2 has been reviewed and recommended for approval by the Board of Public Works.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council approves the City Annual Report under MS4 Permit No. WI-S050075-2 to be submitted to the DNR on or before March 31, 2019.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 19th day of March, 2019.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Carey E. Danen, Deputy City Clerk

Ayes:_____

Nays:_____

Attachment: Reso19-28 (8014 : Resolution #19-28 Approving Annual Report for the WDNR MS4 General Permit.)

State of Wisconsin
 Department of Natural Resources
 PO Box 7921, Madison WI 53707-7921
 dnr.wi.gov

Annual Report Under Municipal Separate Storm Sewer System (MS4) Permit

Form 3400-224 (R 10/18)

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Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted separately from this report to the Department.

Part I. Municipal Contact Information

This form covers the activities during calendar year 2018

Name of Municipality City of De Pere	Facility ID No. (FIN) 31088	☐ Check to update mailing address information	
Mailing Address	City	State	ZIP Code
Primary Municipal Contact Person (Authorized Representative for MS4 Permit) ☐ Check to update contact information			
Name Eric Rakers	Title City Engineer		
Mailing Address 925 South Sixth Street	City De Pere	State WI	ZIP Code 54311
Phone Number (include area code) (920) 339-4060	Email erakers@mail.de-pere.org		

[+] Additional Contact Information (optional)

Individual with responsibility for (check all that apply):

- ☐ I&E Program
 ☐ IDDE Program
 ☐ IDDE Response Procedure
 ☐ Municipal-wide Water Quality
☐ Ordinances
☐ Pollution Prevention Program
☐ Post-Construction Program
☐ Winter Roadway Maintenance

First & Last Name	Title		
Mailing Address	City	State	ZIP Code
Phone Number (include area code)	Email		

- Does the municipality rely on another entity to satisfy any of the permit requirements? ☒ Yes ☐ No
 - ☒ Public Education and Outreach - Northeast Storm Water Consortium
 - ☒ Public Involvement and Participation - Northeast Storm Water Consortium
 - ☐ Illicit Discharge Detection and Elimination - _____
 - ☐ Construction Site Pollutant Control - _____
 - ☐ Post-Construction Storm Water Management - _____
 - ☐ Pollution Prevention - _____
- Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)? ☐ Yes ☒ No ☐ Unsure

Attachment: WDNR 3400-224R (8014 : Resolution #19-28 Approving Annual Report for the WDNR MS4 General Permit.)

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Part II. Storm Water Program Evaluation – Minimum Control Measures

1. Public Education and Outreach

- a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the [+] to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topics	Mechanism	Quantity (optional)	Estimated People Reached (optional)	Regional Effort?
Detection and elimination of illicit discharges Select all applicable audiences targeted for this topic. ☐ Agricultural ☐ Businesses ☐ Contractors ☐ Developers ☐ General Public ☐ Industries ☐ Public Employees ☐ Residential ☐ Restaurants ☐ School Groups ☐ Other:				☐ Yes ☐ No
Management of materials that may cause storm water pollution from automobiles, pet waste, household hazardous waste and household practices Select all applicable audiences targeted for this topic. ☐ Agricultural ☐ Businesses ☐ Contractors ☐ Developers ☒ General Public ☐ Industries ☐ Public Employees ☐ Residential ☐ Restaurants ☐ School Groups ☐ Other:	Social media posts	1-9		☐ Yes ☐ No
	Active distribution of print media (mailings, newsletters, etc.)	1-9		☐ Yes ☐ No
	Passive print media (brochures at front desk, posters, etc.)	1-9		☐ Yes ☐ No
Beneficial onsite reuse of leaves and grass clippings/proper use of lawn and garden fertilizers and pesticides Select all applicable audiences targeted for this topic. ☐ Agricultural ☐ Businesses ☐ Contractors ☐ Developers ☒ General Public ☐ Industries ☐ Public Employees ☐ Residential ☐ Restaurants ☐ School Groups ☐ Other:	Social media posts	1-9		☐ Yes ☒ No
Management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways Select all applicable audiences targeted for this topic. ☐ Agricultural ☐ Businesses ☐ Contractors ☐ Developers ☐ General Public ☐ Industries ☐ Public Employees ☐ Residential ☐ Restaurants ☐ School Groups ☐ Other:				☐ Yes ☐ No

City of De Pere

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Topics	Mechanism	Quantity (optional)	Estimated People Reached (optional)	Regional Effort?
Infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks Select all applicable audiences targeted for this topic. ☐ Agricultural ☐ Businesses ☐ Contractors ☐ Developers ☐ General Public ☐ Industries ☐ Public Employees ☐ Residential ☐ Restaurants ☐ School Groups ☐ Other:				☐ Yes ☐ No
Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices Select all applicable audiences targeted for this topic. ☐ Agricultural ☐ Businesses ☐ Contractors ☐ Developers ☐ General Public ☐ Industries ☐ Public Employees ☐ Residential ☐ Restaurants ☐ School Groups ☐ Other:				☐ Yes ☐ No
Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention Select all applicable audiences targeted for this topic. ☐ Agricultural ☐ Businesses ☐ Contractors ☐ Developers ☐ General Public ☐ Industries ☐ Public Employees ☐ Residential ☐ Restaurants ☐ School Groups ☐ Other:				☐ Yes ☐ No
Promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development Select all applicable audiences targeted for this topic. ☐ Agricultural ☐ Businesses ☐ Contractors ☐ Developers ☐ General Public ☐ Industries ☐ Public Employees ☐ Residential ☐ Restaurants ☐ School Groups ☐ Other:				☐ Yes ☐ No
Other				☐ Yes ☐ No

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- b. Brief Public Education and Outreach program information for inclusion in the Annual Report. If your response exceeds 200 characters, attach supplemental information on the attachments page.

2. Public Involvement and Participation

- a. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected officials

Staff presented the Annual Report to the Board of Public Works on March 12th, 2018.

Staff presented a report regarding two storm water management ponds in the City requiring upgrades to the Board of Public Works on August 13, 2018.

Other municipal officials

Appropriate staff (such as operators, Department heads, and those that interact with the public)

The City formed an MS4 Team in 2018 consisting of representatives from Engineering, Parks, Inspection, and the Street Department. A meeting was held on September 28, 2018.

City and Assistant City Engineering attended Fox-Wolf Conference.

- b. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Mechanism that best describes how the topic message was conveyed to your population. Use the [+] to add multiple Mechanisms. For Quantity, choose the range for the number of Mechanisms chosen (i.e., number of workshops, events).

Topics	Mechanism	Quantity (optional)	Estimated People Reached (optional)	Regional Effort?
Storm Water Management Plan and/or updates Select all applicable participants targeted for this topic. ☐ Agricultural ☐ Businesses ☐ Contractors ☐ Developers ☐ General Public ☐ Industries ☐ Public Employees ☐ Residential ☐ Restaurants ☐ School Groups ☐ Other:				☐ Yes ☐ No
Storm water related ordinance and/or updates Select all applicable participants targeted for this topic. ☐ Agricultural ☐ Businesses ☐ Contractors ☐ Developers ☐ General Public ☐ Industries ☐ Public Employees ☐ Residential ☐ Restaurants ☐ School Groups ☐ Other:				☐ Yes ☐ No
MS4 Annual Report Select all applicable participants targeted for this topic.	Website			☐ Yes ☐ No

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Topics	Mechanism	Quantity (optional)	Estimated People Reached (optional)	Regional Effort?
☐ Agricultural ☐ Contractors ☒ General Public ☐ Public Employees ☐ Residential ☐ School Groups ☐ Other:	☐ Businesses ☐ Developers ☐ Industries ☐ Restaurants			
Volunteer Opportunities Select all applicable participants targeted for this topic.				☐ Yes ☐ No
☐ Agricultural ☐ Contractors ☐ General Public ☐ Public Employees ☐ Residential ☐ School Groups ☐ Other:	☐ Businesses ☐ Developers ☐ Industries ☐ Restaurants			
Other				☐ Yes ☐ No

- c. Brief Public Involvement and Participation program information for inclusion in the Annual Report. If your response exceeds 200 characters, attach supplemental information on the attachments page.
 Attached is the NEWSC SWMP Report. The City is an active member in NEWSC with the City Engineering serving as the Vice Chair.

3. Illicit Discharge Detection and Elimination

a. How many total outfalls does the municipality have?	108	☐ Unsure
b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?	0	☐ Unsure
c. From the municipality's routine screening, how many were confirmed illicit discharges?	0	☐ Unsure
d. How many illicit discharge complaints did the municipality receive?	1	☐ Unsure
e. From the complaints received, how many were confirmed illicit discharges?	0	☐ Unsure
f. How many of the identified illicit discharges did the municipality eliminate in the reporting year?		☐ Unsure
g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year.		
☒ Verbal Warning	1	
☒ Written Warning (including email)	8	

Attachment: WDNR 3400-224R (8014 : Resolution #19-28 Approving Annual Report for the WDNR MS4 General Permit.)

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- ☐ Notice of Violation _____
- ☐ Civil Penalty/Citation _____
- ☒ No Enforcement Action Taken _____

Additional information: _____

- h. Brief Illicit Discharge Detection and Elimination program information for inclusion in the Annual Report. If your response exceeds 200 characters, attach supplemental information on the attachments page.
The Illicit Discharge and Detection and Elimination Manual is available on the City website. Staff did not perform IDDE inspections of outfalls in 2018. Staff did inspect swales and ponds for grass clippings and sent out several notices.

4. Construction Site Pollutant Control

- a. How many total construction sites were active at any point in the reporting year? _____ ☐ Unsure
- b. How many construction sites did the municipality issue permits for in the reporting year? _____ ☐ Unsure
- c. Do the above numbers include sites <1 acre? ☐ Yes ☐ No ☐ Unsure

- d. How many erosion control inspections did the municipality complete in the reporting year? 2,573 ☐ Unsure

- e. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

- ☒ Verbal Warning _____
- ☒ Written Warning (including email) _____
- ☒ Notice of Violation _____
- ☒ Stop Work Order _____
- ☒ Civil Penalty/Citation _____
- ☐ Forfeiture of Deposit _____
- ☐ No Authority _____
- ☐ Other – Describe _____ # _____

Additional information: _____

- f. Brief Construction Site Pollutant Control program information for inclusion in the Annual Report. If your response exceeds 200 characters, attach supplemental information on the attachments page.
Information included in supplemental information.

5. Post-Construction Storm Water Management

- a. How many new construction sites with new structural storm water management practices have received local approvals? 1 ☐ Unsure
- b. How many privately owned storm water facility inspections were completed in the reporting year? 55 ☐ Unsure

- c. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

- ☒ Verbal Warning _____
- ☒ Written Warning (including email) _____
- ☐ Notice of Violation _____

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- ☐ Civil Penalty/Citation _____
☐ Forfeiture of Deposit _____
☐ Complete Maintenance _____
☒ Bill Responsible Party _____
☐ No Authority _____ # _____
☐ Other – Describe _____

Additional information: Inspections were completed at the end of 2018. Notices of work will be sent in 2019.

- d. Brief Post-Construction Storm Water Management program information for inclusion in the Annual Report. If your response exceeds 200 characters, attach supplemental information on the attachments page.
The majority of private site developments discharge to regional ponds.

6. Pollution Prevention

Storm Water Management Facility Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water facilities. 84 ☐ Unsure
- b. How many new municipally owned storm water facilities were installed in the reporting year? 1 ☐ Unsure
- c. How many municipally owned storm water devices were inspected in the reporting year? 84 ☐ Unsure
- d. What elements are looked at during inspections? See attached inspection checklist
- e. How many of these facilities required maintenance? 19 ☐ Unsure

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- f. How many inspections of municipal properties been conducted in the reporting year? 9 ☐ Unsure
- g. Have amendments to the SWPPPs been made? ☐ Yes ☒ No ☐ Unsure
- h. If yes, describe what changes have been made: _____

Collection Services (street sweeping, catch basin sumps, leaf collection) ☐ Not Applicable

Street Sweeping/Cleaning Program

- i. Did the municipality conduct street sweeping/cleaning during the reporting year? ☒ Yes ☐ No ☐ Unsure
- j. If known, how many tons of material were collected? _____ ☐ Unsure
- k. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- l. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
- ☒ Yes
- ☐ No- Explain _____
- ☐ Not Applicable

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Catch Basin Sump Cleaning Program ☐ Not Applicable

- m. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No ☐ Unsure
- n. How many catch basin sumps were cleaned in the reporting year? _____ ☒ Unsure
- o. If known, how many tons of material were collected? _____ ☐ Unsure
- p. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- q. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
- ☒ Yes
- ☐ No-Explain _____
- ☐ Not Applicable
- ☐ Unsure

Leaf Collection Program ☐ Not Applicable

- r. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- s. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- t. Where are the residents directed to store the leaves for collection?
- ☒ Pile on terrace ☐ Pile in street ☐ Bags on terrace ☐ Unsure
- ☐ Other – Describe _____
- u. What is the frequency of collection? Approximately once a week in the fall.
- v. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

- w. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? 106 ☐ Unsure
- x. Provide amount of de-icing products used by month last winter season. Select the product used below and enter the quantity used each month.

Solids (tons)

Product	Oct	Nov	Dec	Jan	Feb	Mar*
Salt	0	3	273	164	232	104

Liquids (gallons)

Product	Oct	Nov	Dec	Jan	Feb	Mar*
Brine	0	2,000	16,475	4,580	7,910	735

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y. Was salt applying machinery calibrated in the reporting year? ☐ Yes ☒ No ☐ Unsure

z. Have municipal personnel attended salt reduction strategy training in the reporting year? ☐ Yes ☒ No ☐ Unsure

If yes, describe what training was provided: _____

When: _____

How many attended: _____

Internal (Staff) Education & Communication

aa. Have training or education on SWPPPs for municipal facilities been held for municipal or other personnel? ☐ Yes ☒ No ☐ Unsure

If yes, describe what training was provided: _____

When: _____

How many attended: _____

ab. Brief Pollution Prevention program information for inclusion in the Annual Report. If your response exceeds 200 characters, attach supplemental information on the attachments page.
The City continues to use salt brine and road salt. Salt brine is placed prior to snow and ice events. Equipment was calibrated in 2016 for maximum placement of 200 pounds per lane mile. Staff monitors road temperature to manage salt use.

7. Storm Sewer System Map

a. Did the municipality update their storm sewer map this year? ☒ Yes ☐ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

☒ Storm water treatment facilities

☒ Storm pipes

☐ Vegetated swales

☐ Outfalls

☐ Other _____

b. Brief Storm Sewer Map information for inclusion in the Annual Report. If your response exceeds 200 characters, attach supplemental information on the attachments page.

A map and summary sheet is attached with the 2018 updates.

Part III. Final Evaluation

1. **Fiscal Analysis** Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Program Element	Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
Public Education and Outreach	\$18,827.00	\$18,655.00	\$19,555.00	Storm water utility
Public Involvement and Participation	\$18,827.00	\$18,655.00	\$19,555.00	Storm water utility
Illicit Discharge Detection and Elimination	\$10,185.00	\$10,057.00	\$10,728.00	Storm water utility

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Program Element	Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
Construction Site Pollutant Control	\$62,356.00	\$96,110.00	\$64,705.00	Storm water utility
Post-Construction Storm Water Management	\$110,575.00	\$110,215.00	\$104,643.85	Storm water utility
Pollution Prevention	\$1,107,281.00	\$1,411,992.00	\$2,156,951.00	Storm water utility TID
Storm Water Quality Management	\$105,038.00	\$79,694.00	\$75,584.00	Storm water utility
Storm Sewer System Map	\$15,483.00	\$15,355.00	\$15,288.00	Storm water utility
Other:				Select Fund Sources

Please provide a justification for any zeros ("0") entered in the Fiscal Analysis.

2. Water Quality

- a. Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☐ No ☒ Unsure

If so, explain:

- b. Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☐ No ☒ Unsure

If so, explain:

- c. Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

- d. Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

3. Additional Information

Based on the municipality's storm water program evaluation in Part II, describe any proposed changes to the municipality's storm water program. If your response exceeds 200 characters, attach supplemental information on the attachments page.

The City will be updating the SWPP for the MSC in 2019.

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Part IV. Request for Assistance on Understanding Permit Programs (optional)

Would municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs? Please select from the options below.

- | | |
|--|--|
| ☐ Public Education and Outreach | ☐ Public Involvement |
| ☐ Illicit Discharge Detection and Elimination | ☐ Construction Site Pollutant Control |
| ☐ Post-Construction Storm Water Management | ☐ Pollution Prevention |
| ☐ Storm Water Quality Management | ☐ Water Quality Concerns |
| ☐ Storm Sewer System Map | ☐ Compliance Schedule Items Due |
| | ☐ MS4 Program Evaluation |

Certification

I hereby certify that I am an authorized representative of the municipality covered under City of De Pere's MS4 Permit for which this annual report is being submitted and that the information contained in this document and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Authorized Representative Printed Name	Authorized Representative Printed Title
Eric Rakers	City Engineer
Email	Phone Number
erakers@mail.de-pere.org	

Signature of Authorized Representative

Date Signed (mm/dd/yyyy)

City of De Pere

Public Works Department

Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works

From: Eric Rakers, P.E., City Engineer

Date: March 11, 2019

Subject: Consider Draft 2018 Annual Report for the Wisconsin Department of Natural Resources MS4 General Permit*

The City has been issued a Wisconsin Pollutant Discharge Elimination System Number WE-S050075-02 permit to discharge storm water from the Wisconsin Department of Natural Resources (WDNR). The City is required to complete an annual report as part of the permit. There are five different components to the permit that the City is responsible to complete each year. These items include:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention

The Engineering Department has completed the Annual Report under MS4 General Permit for the 2018 calendar year and it is attached for your review. The Report identifies activities that the City has completed in 2018 to meet our MS4 General Permit for storm water discharge. Highlights from the 2018 Report include:

- Membership in the Northeast Stormwater Consortium (NEWSC) which helps the City meet the requirements for Public Outreach and Education and Public Involvement and Participation.
- Constructed a new pond on North Lawrence Drive.
- Cleaned and televised 47,000 linear feet of storm sewer.
- Fall leaf collection.
- Spring and fall brush collection.
- Street sweeping.
- Inspected all storm water management ponds in the City.
- Completed the City's long term plan to meet the total maximum daily load (TMDL) allocations to the Lower Fox River, Ashwaubenon Creek, and East River watersheds.

Staff recommends the Board of Public Works approve the draft Report for submittal to the WDNR.



Memorandum

City of De Pere MS4 Annual Permit - Supplemental Information

Below is a summary of activities completed for the various requirements of the MS4 permit.

Public Education and Outreach

- Included the article “*Ice and Snow Control*” from NEWSC in the City’s winter newsletter.
- Posted the article “*Leave your Leaves*” from NEWSC on the City website in October.
- Posted the article “*Ice and Snow Control*” from NEWSC on the City website in October.
- Placed posters at Legion Park and Kelly Danen Park
- Staff actively participates in NEWSC with the City Engineer serving as the Vice Chair.

Public Involvement and Participation

- Presented MS4 Permit Annual Report to the Board of Public Works and Council in March.
- Presented discussion regarding pond maintenance to the Board of Public Works in August.
- Staff attended the Storm Water Pond Vegetation Management & Maintenance Field Day training by NEWSC.
- Staff participated in the WDNR webinar regarding construction tracking updates.
- Staff participated in the WDNR webinar on the Urban Nonpoint Source Grant Program.
- Staff attended the Fox Wolf 2018 Conference.
- Storm Water Pollution Prevention video was shown to Street and Park Department staff.
- Formed an MS4 Team in 2018 which includes staff from Engineering, Parks, Street, and Inspection. First meeting was held in September.

Illicit Discharge Detection and Elimination

- Staff completed reviews of many of the outfalls as part of the pond and swale inspections. No formal field screenings were completed in 2018 per the City plan.
- Modifications were made to the major and minor outfall mapping in 2018. These modifications included listing large outfalls at the location of pond discharge

versus the outlet of the pond. This increased the overall number of major outfalls. Maps have been included.

- Staff sent out several letters regarding the illegal dumping of grass clippings and yard debris in swales.

Construction Site Pollutant Control

- Staff completed inspections on private and public construction sites. Engineering assisted the inspection for erosion control practices on private sites. Maintenance of erosion control practices improved significantly as the year progressed. Staff utilized verbal and written warnings for several projects.

Post Construction Storm Water Management

- Staff completed inspections on private storm water management systems. Eight facilities were identified as requiring maintenance. Letters will be sent out in the April of 2019.
- The list of private storm water maintenance activities is attached.

Pollution Prevention

- Staff completed inspections on public storm water management systems.
- Bank erosion was repaired on the storm water management pond in Basin FE290.
- The list of additional public pond maintenance activities is attached.
- The City collected 991 tons of material during leaf collection and 295 tons of material from street sweeping and catch basin cleaning. Street sweepings and catch basin materials were not separated for a tonnage calculation.

CITY OF DE PERE OUTFALLS

Outfall # Subbasin # Pipe Size (Inches) Type of Outfall
ASHWAUBENON CREEK BASIN

AC010-1	AC010	18	Major
AC070-1	AC070	36	Major
AC100-1	AC100	18	Major
AC041-2	AC160	21	Major
AC030-1	AC030	36	Major
AC050-3	AC050	66	Major
AC055-1	AC055	42	Major
AC060-1	AC060	36	Major
AC090-1	AC090	54	Major
AC100-4	AC100	36	Major
AC100-3	AC100	48	Major
AC100-2	AC100	36	Major
AC100-5	AC100	36	Major
AC100-6	AC100	36	Major
AC100-7	AC100	36	Major
AC055-1	AC055	42	Major
AC050-1	AC050	18	Minor
AC050-2	AC050	24	Minor
AC050-3	AC050	66	Minor
AC055-2	AC055	24	Minor
AC030-2	AC030	15	Minor
AC055-3	AC055	24	Minor
AC055-4	AC055	24	Minor
AC180-1	AC180	21	Minor
AC041-1	AC41	21	Minor
AC041-2	AC41	21	Minor
AC041-3	AC41	21	Minor
AC041-4	AC41	21	Minor
AC110-1	AC110	8	Minor
AC110-2	AC110	10	Minor
AC120-1	AC120	15	Minor
AC130-1	AC130	12	Minor
AC140-1	AC140	8	Minor
AC140-2	AC140	8	Minor
AC140-3	AC140	12	Minor
AC150-1	AC150	10	Minor
AC170-1	AC170	12	Minor

EAST RIVER BASIN

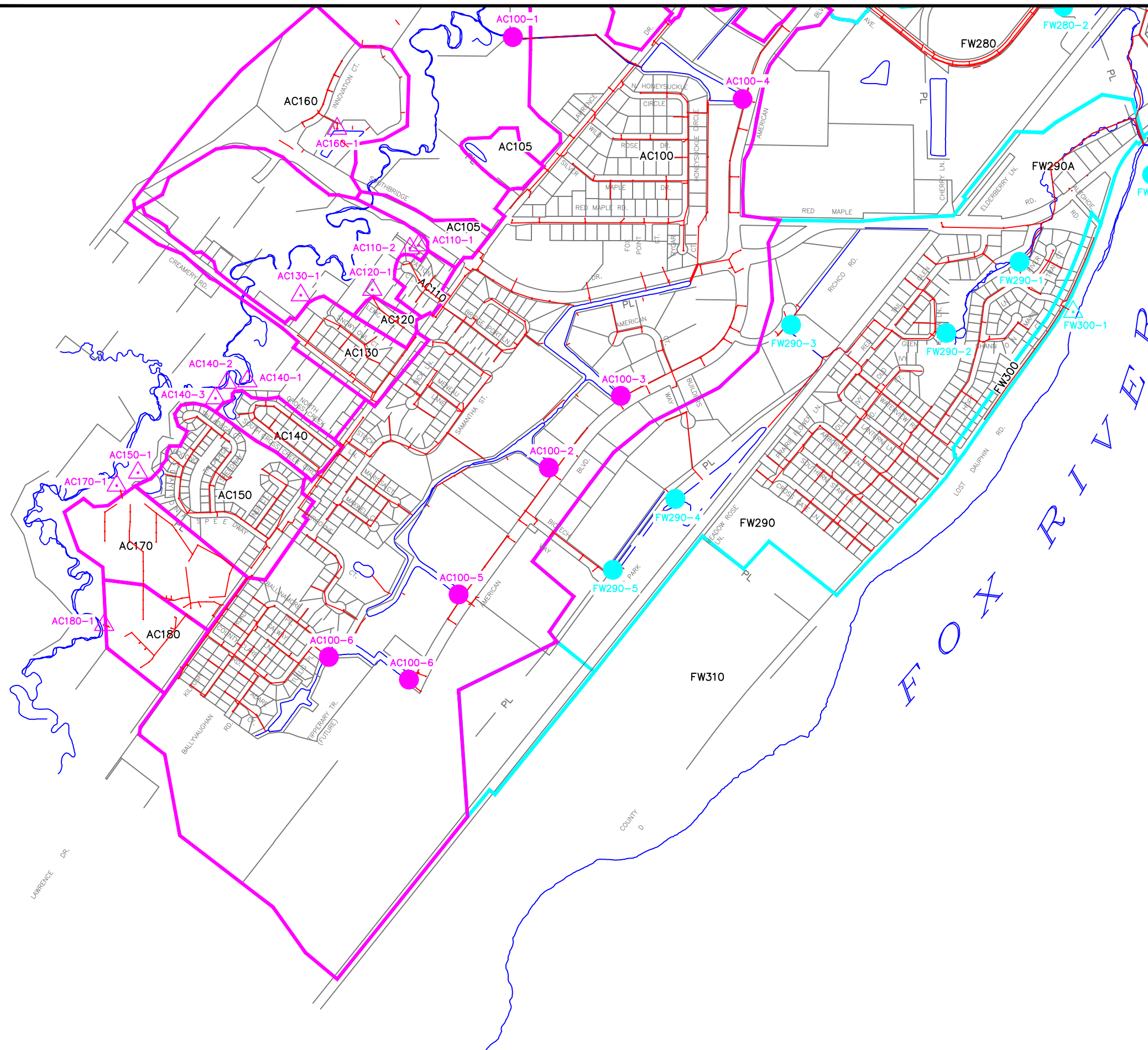
ER010-1	ER010	42	Major
ER010-2	ER010	42	Major
ER030-1	ER030	60	Major
ER080-1	ER080	24	Major
ER040-1	ER040	34X53	Major
ER050-1	ER050	42	Major
ER110-1	ER110	42	Major
ER120-1	ER120	42	Major
ER120-2	ER120	36	Major
ER130-1	ER130	42	Major
ER130-2	ER130	36	Major
ER040-2	ER040	30	Minor
ER030-2	ER030	21	Minor
ER060-1	ER060	21	Minor

Outfall # Subbasin # Pipe Size (Inches) Type of Outfall
FOX RIVER WEST BASIN

FW060-1	FW060	18	Major
FW070-1	FW070	60X87	Major
FW090-1	FW090	18	Major
FW100-1	FW100	30	Major
FW100-2	FW100	42	Major
FW180-1	FW180	60	Major
FW200-1	FW200	72	Major
FW280-1	FW280	72	Major
FW290A-1	FW290A	72	Major
FW200-2	FW200	42	Major
FW200-3	FW200	36	Major
FW200-4	FW200	30	Major
FW280-2	FW280	42	Major
FW290-1	FW290	52	Major
FW290-2	FW290	54	Major
FW290-3	FW290	42	Major
FW290-4	FW290	42	Major
FW290-5	FW290	36	Major
FW020-1	FW020	12	Minor
FW155-1	FW155	8	Minor
FW160-1	FW160	8	Minor
FW010-1	FW010	24	Minor
FW040A-1	FW040A	15	Minor
FW040A-2	FW040A	18	Minor
FW120-1	FW120	16	Minor
FW130-1	FW130	16	Minor
FW140-1	FW140	12	Minor
FW150-1	FW150	12	Minor
FW170-1	FW170	12	Minor
FW190A-1	FW190A	8	Minor
FW210-1	FW210	12	Minor
FW230-1	FW230	21	Minor
FW270-1	FW270	24	Minor
FW300-1	FW300	18	Minor

FOX RIVER EAST BASIN

FE030-1	FE030	72	Major
FE050-1	FE050	65x40	Major
FE070-1	FE070	36	Major
FE110-1	FE110	38x60	Major
FE130A-1	FE130A	24x38	Major
FE130A-2	FE130A	24x38	Major
FE150-1	FE150	30	Major
FE150-2	FE150	42	Major
FE160-1	FE160	42	Major
FE190-1	FE190	24	Major
FE240-1	FE240	24	Major
FE270-1	FE270	60	Major
FE270-2	FE270	48	Major
FE280-2	FE280	48	Major
FE280-3	FE280	42	Major
FE260-1	FE260	36	Major
FE260-2	FE260	42	Major
FE280-1	FE280	12	Minor
FE010-1	FE010	30	Minor
FE070-2	FE070	24	Minor
FE140-1	FE140	24	Minor
FE210-1	FE210	24	Minor
FE230-1	FE230	21	Minor



LEGEND

- | | |
|---|------------------------|
|  | FOX RIVER WEST BASIN |
|  | ASHWAUBEON CREEK BASIN |
|  | MAJOR OUTFALL |
|  | MINOR OUTFALL |



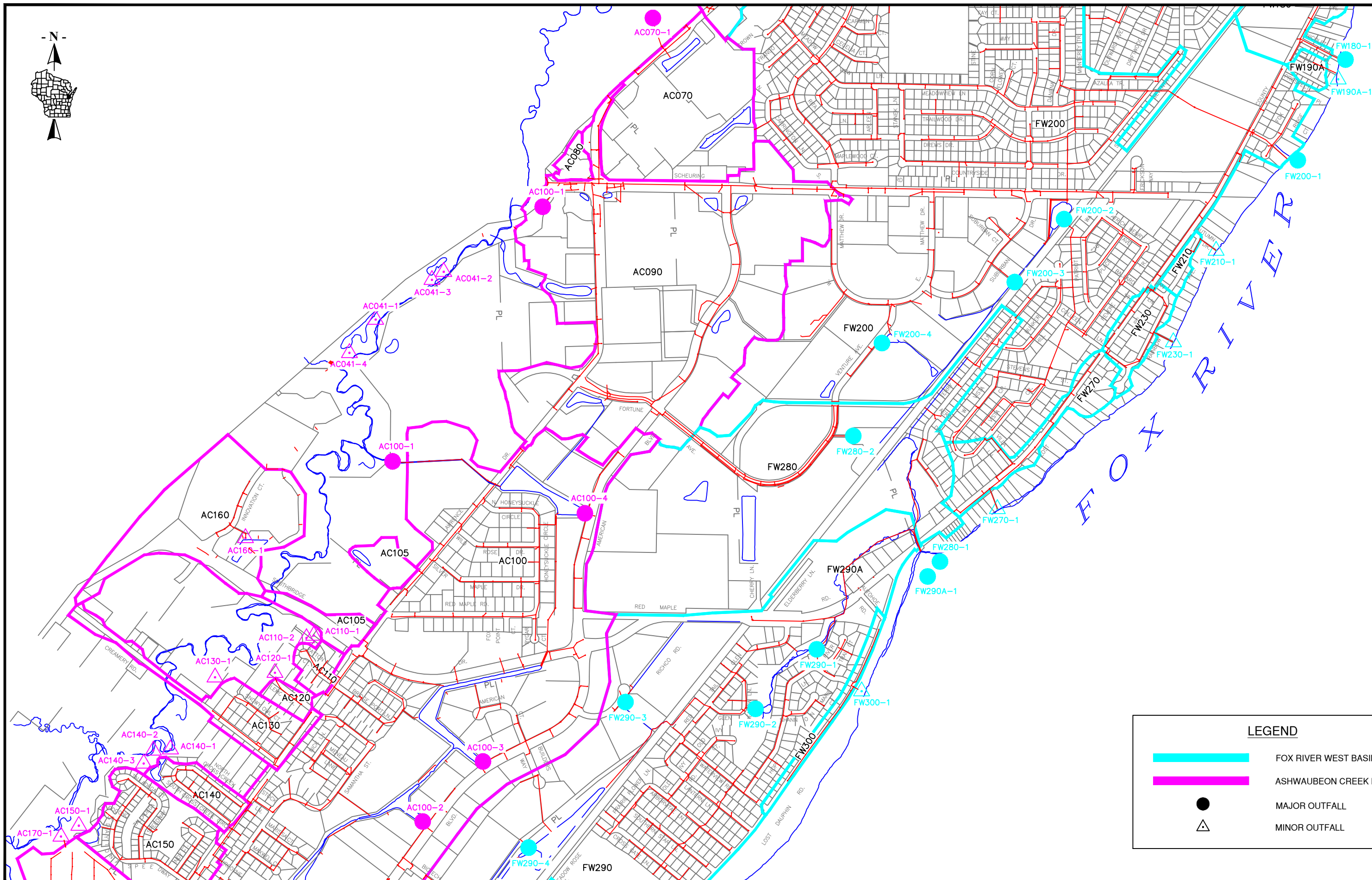
CITY OF DE PERE

ENGINEERING DIVISION 925 S. SIXTH ST DE PERE WI 54115
OFFICE 920-339-4061 FAX 920-339-4071

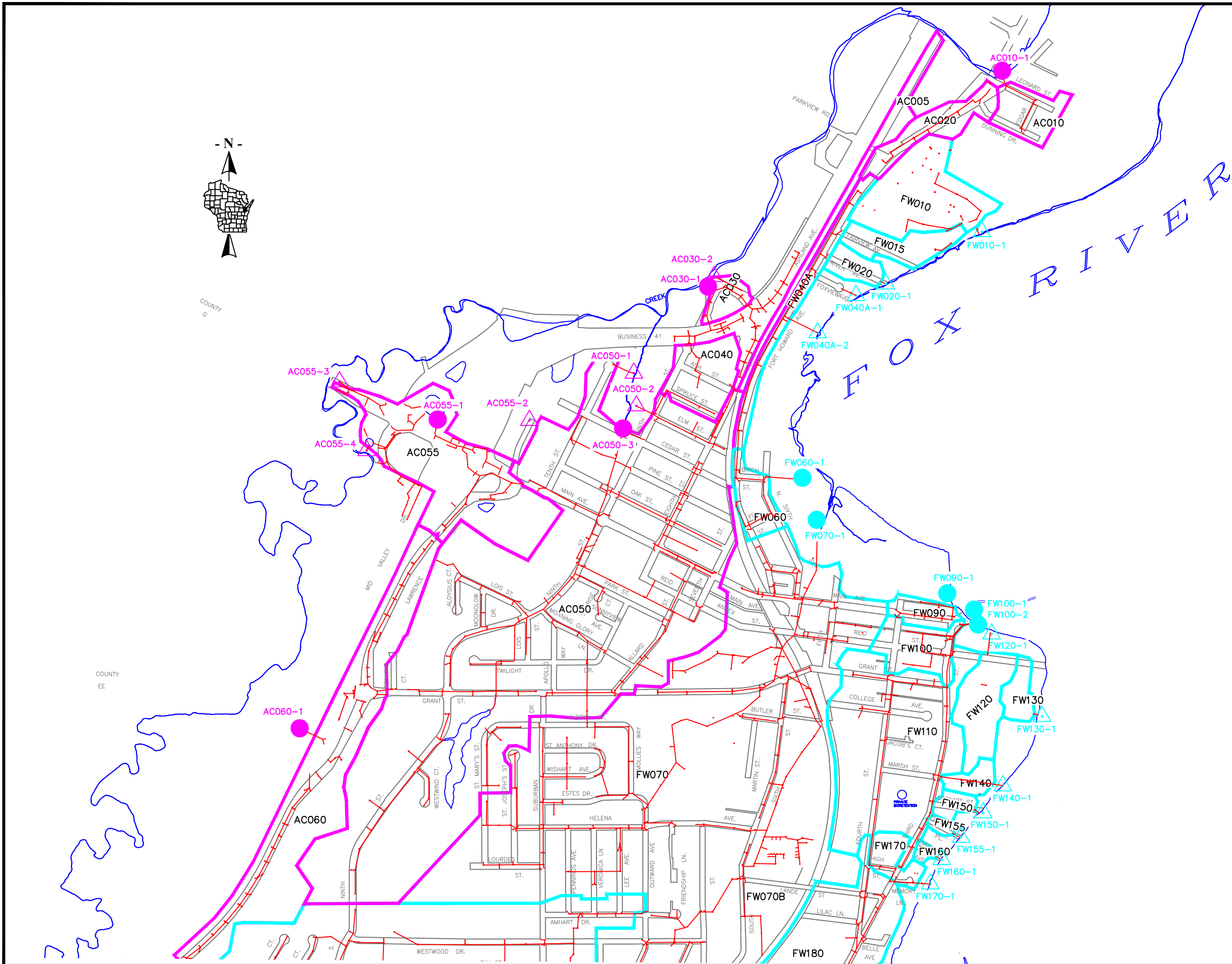
CITY OF DE PERE
MAJOR & MINOR OUTFALLS SW REGION

REVISIONS / ISSUES			
NO.	DATE	BY	REMARKS
1	03-2019	MAL	MAJOR AND MINOR OUTFALLS UPDATED

Packet Pg. 1



Attachment: Outfall Exhibit (8014 : Resolution #19-28 Approving Annual Report for the WDNR MS4 General Permit.)



COUNTY
G

COUNTY
EE

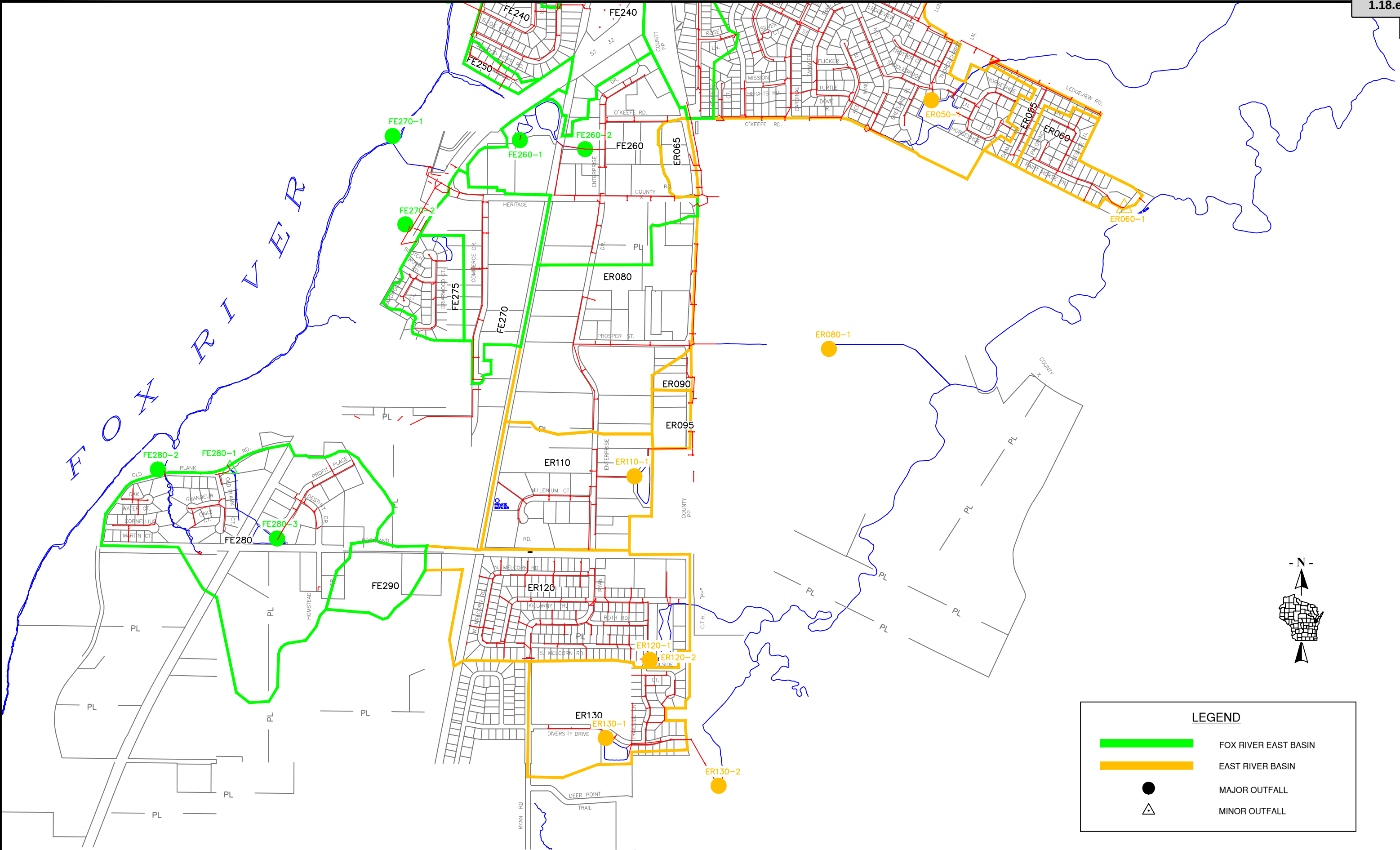
FOX RIVER WEST BASIN

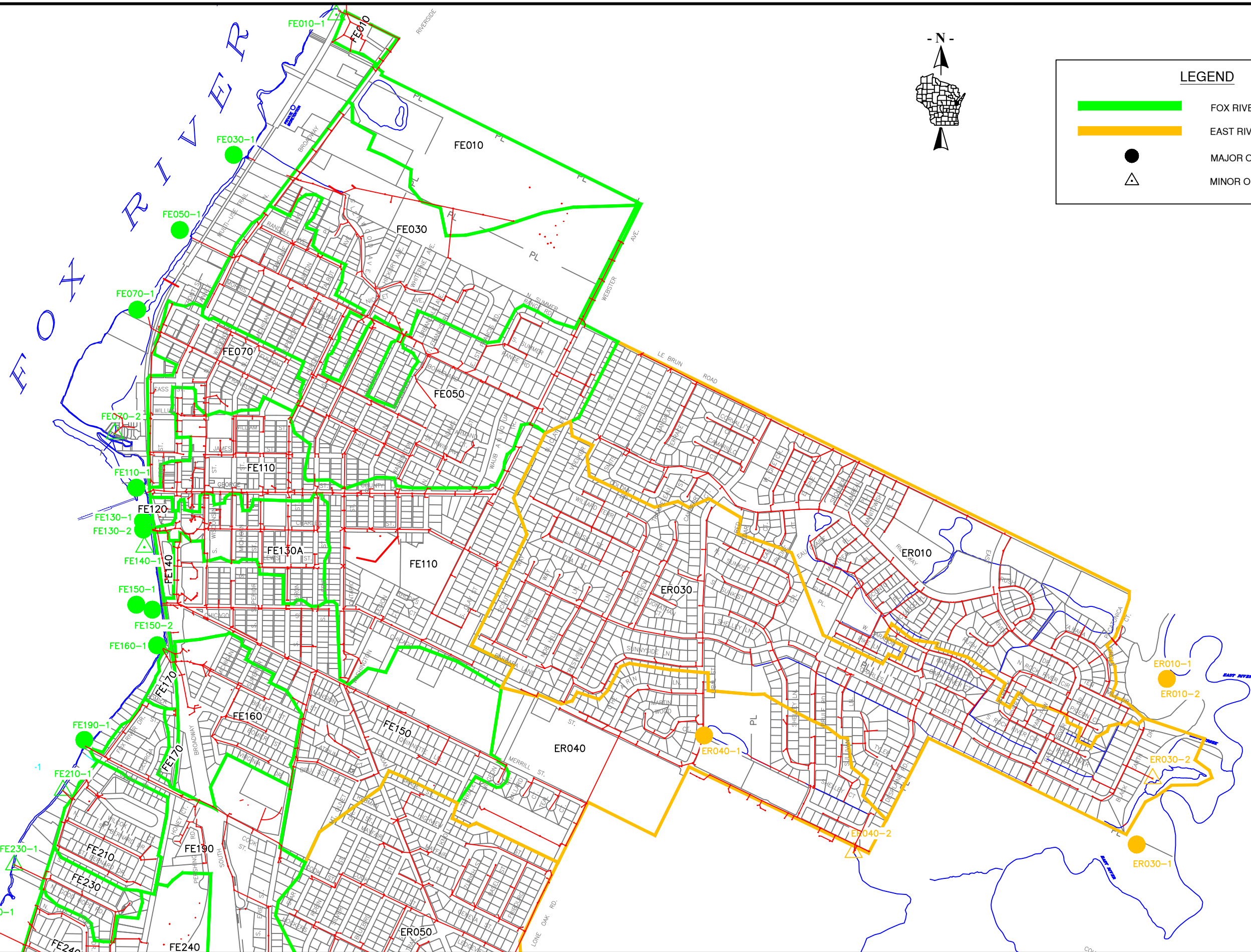
ASHWAUBEON CREEK BASIN

MAJOR OUTFALL

MINOR OUTFALL

REVISIONS / ISSUES			
NO.	DATE	BY	REMARKS
1	03-2019	MAL	MAJOR AND MINOR OUTFALLS UPDATED





LEGEND

FOX RIVER EAST BASIN

EAST RIVER BASIN

MAJOR OUTFALL

MINOR OUTFALL



CITY OF DE PERE

ENGINEERING DIVISION 925 S. SIXTH ST DE PERE WI 54115
OFFICE 920-339-4061 FAX 920-339-4071

CITY OF DE PERE
MAJOR & MINOR OUTFALLS NE REGION

REVISIONS / ISSUES			
NO.	DATE	BY	REMARKS
1	03-2019	MAL	MAJOR AND MINOR OUTFALLS UPDATED

Private Stormwater BMP's						
Basin	Name or Location	Type	Date of Last Inspection	Notes	Action Taken	Date
AC050B	765 Lawrence Dr (Pool Works Inc)	Pond	7/31/2018	Pond no longer matches site plan. Reconstructed without permission.	New site plan under review.	4/25/2018
AC070A	1400 Block Lawrence Dr (Menards Parking)	Pond	8/21/2018	Trash/Debris Accumulation		
AC080A	1610-1620 Lawrence Dr (Scheuring)	Pond	8/6/2018	Invasive Vegetation (phragmites)		
AC090A	2001 Lawrence (Coin Wrap)	Pond	7/30/2018	Invasive Vegetation (phragmites), inflow pipe separated from endwall		
ER040A	1881 Chicago St. (Aurora)	Dry Detention	8/23/2018	Invasive Vegetation (phragmites)		
AC090A	2001 Lawrence (Coin Wrap)	Swale/Ravine	7/30/2018	Invasive Vegetation (phragmites), inflow pipe separated from endwall		
FW070A	450 College Ave (Joliet Square Apartments)	Swale/Ravine	8/6/2018	Erosion present, invasive vegetation present		
FW280B	500 Fortune Ave (East vertical)	Pond	8/9/2018	Invasive vegetation, inflow pipe separated from endwall,		

Public Stormwater BMP's						
Basin	Name or Location	Type	Date of Last Inspection	Notes	Action Taken	Date
AC050B	Westwind Ct	Pond	8/6/2018	Vegetative obstruction of inflow, erosion, some invasive vegetation, debris accumulation due to erosion, trash debris accumulation		
AC055A	Exit 163 (Mid-Valley Rd-Hwy 41)	Pond	7/31/2018	Vegetation present, erosion, inflow and outflow pipe exposed and separated, invasive vegetation present, algae cover		
AC060A	SW Lawrence - Grant	Pond	7/31/2018	Vegetation accumulation near inflow, some invasive vegetation present (phragmites), visible pollution and debris/trash accumulation		
AC060A	NW Lawrence - Grant Dry	Dry Detention	8/1/2018	Invasive Vegetation (phragmites)		
AC090A	Scheuring - American Blvd	Pond	8/1/2018	Trash/Debris Accumulation		
AC090A	Exit 161 Roundabout (Hwy 41 - Scheuring)	Pond	8/7/2018	Vegetation accumulation at outfall, invasive vegetation present (phragmites)		
AC090A	1420 Fortune Ave (Harper Co.)	Dry Detention	7/30/2018	Invasive Vegetation (phragmites)		
AC090A	1717 Lawrence Dr (Shopko Northwest)	Pond	8/21/2018	Invasive Vegetation (phragmites) and trash accumulation		
AC100A	Ashwaubenon Creek (Preserve behind Humana-Hwy 41)	Pond	8/1/2018	Vegetation present, erosion, inflow and outflow pipe exposed and separated, riprap and fabric displaced, invasive vegetation present, sediment accumulation due to erosion, algae cover, animal burrows present, boggy areas, vegetation obstructing outfall, difficult access due to brush		
AC100A	Hemlock Creek (Preserve behind Humana - Hwy 41)	Pond	8/1/2018	Vegetation present, erosion, inflow and outflow pipe exposed and separated, riprap and fabric displaced, invasive vegetation present, sediment accumulation due to erosion, algae cover, animal burrows present, boggy areas, vegetation obstructing outfall, difficult access due to brush		
AC100B	2077B Lawrence Dr (Honeysuckle)	Pond	7/30/2018	Erosion and Sediment Accumulation		
AC100E	American Blvd South (Tullig)	Pond	9/25/2018	Invasive Vegetation (phragmites), grass clippings		
ER050A	Shetland Pl - Saddlebrook Ln (Rotary Park)	Pond	8/14/2018	Vegetation obstruction, inflow pipe exposed and separated from endwall, invasive vegetation present, visible pollution and muddiness, some algae cover, trash/debris pickup needed, grass clippings present.		

Public Stormwater BMP's Continued...

Basin	Name or Location	Type	Date of Last Inspection	Notes	Action Taken	Date
FE280A	Oak Water Ct	Swale/Ravine	8/14/2018	Vegetation Accumulation, erosion occurring, removal of debris/trash needed, water backlog	Hired contractor to repair Erosion	Dec-18
FE280B	Greenleaf-Rockland Rd	Pond	11/5/2018	Endwall separated from pipe, some phragmites present		
FE290A	Commerce Pond (16-09 Pond and Drainage Construction)	Pond	11/5/2018	Erosion Present		
FW010A	Perkofsky Boat Landing/Brown County Fair Grounds	Pond	8/3/2018	Vegetation/Sediment Accumulation and Obstruction, Displaced Rip Rap or Fabric, Visible Pollution or Muddiness, Bare Soils/Erosive Gullies, Invasive Vegetation Present (Phragmites)		
FW200B	Scheuring Rd - Suburban Dr	Pond	8/6/2018	Vegetation Obstruction, Displaced Rip Rap or Fabric, Invasive Vegetation Present, Animal Burrows, Trash/Debris Present, Poor Access		
FW280A	Red Maple - Lost Dauphin	Swale/Ravine	11/9/2018	Bank Erosion		



POND OPERATION & MAINTENANCE INSPECTION CHECKLIST Inspection of all listed items shall take place at least quarterly (unless noted otherwise) and after rainfall events resulting in 2" of rainfall or more. A copy of this document shall be completed during each inspection. The party responsible for performing inspections and maintenance shall keep all completed checklists and make them available to Municipal, County, and State Officials upon request.	SITE NAME:	
	PERSON INSPECTING:	
	INSPECTION DATE AND TIME:	
	INSPECTION TIME:	
	RAINFALL WITHIN PAST 2-3 DAYS:	
Reason for Inspection (Circle One): Complaint / Storm Event / Scheduled / Other		
Ownership (Circle One) Public Private		
LEGEND: PROBLEM NOTICED N/A = Not Applicable M = Monitor (potential for future problem) NP = Not a Problem WN = Work Needed		
ITEM INSPECTED	PROBLEM NOTICED	COMMENTS
INFLOW ASSESSMENT		
Obstruction: Vegetation/Debris/Sediment		
Erosion/Undercutting		
Displacement of Fabric/ Rip Rap		
Pipe Condition/Exposure		
Other:		
FOREBAY ASSESSMENT		
Sediment/ Debris Accumulation		
Side Slope Erosion		
Invasive Vegetation		
Other:		
VEGETATED SHELF / MAIN TREATMENT AREA ASSESSMENT		
Visible Pollution / Muddiness		
Sediment / Debris Accumulation		
Plants are Dead, Diseased, or Dying		
Bare Soil/Erosive Gullies		
Algae Cover (estimate %)		
Invasive Vegetation (estimate %)		
Other:		



925 S. Sixth Street ♦ De Pere, WI 54115 ♦ Phone (920) 339 - 4060

EMBANKMENT ASSESSMENT		
Erosion and/or Loss of Dam Material		
Shrubs/Trees Present		
Animal Burrows		
Soft Spots or Boggy Areas		
Slides		
Other:		
OUTLET DEVICE ASSESSMENT		
Obstruction: Vegetation/Debris/Sediment		
Erosion/Undercutting		
Joint Failure/ Loss of Joint Material		
Leaking Device		
Other:		
MISCELLANEOUS		
Trash/Debris		
Access		
Vandalism		
Fence Condition (if applicable)		
Fish/ Wildlife Observations		
Signage (if applicable)		
Other		

Attach color digital photographs of the site and structural BMPs including a caption describing each photo.

COMMENTS:

OVERALL CONDITION OF FACILITY:

In accordance with approved design plans? Y / N

Maintenance required as detailed above? Y / N

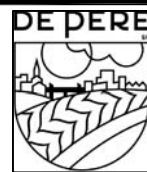
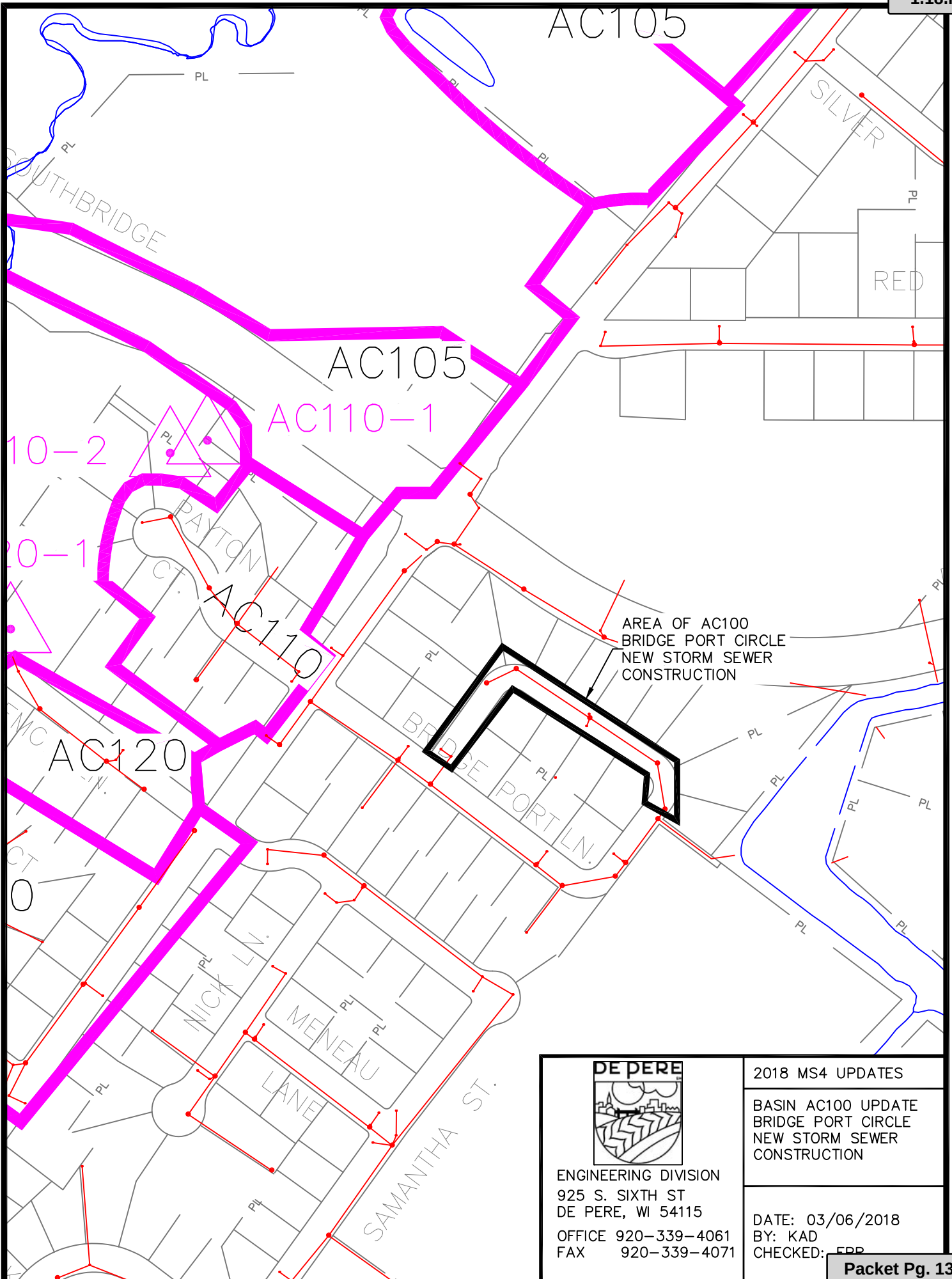
Dates by which maintenance should be completed: ____/____/____

Signature of Person Inspecting: _____

UPDATE MASTERSHEET under x:\Storm\Inspections & Calcs by Basin\Stormwater Inspection Mastersheet

CITY OF DE PERE
2018 Map Updates
2018 MS4 Annual Report
Last Update - March 7, 2019

Basin	Type of Change	2018 Map Change
AC100	Storm Sewer	Added storm sewer from new street construction (Bridge Port Circle)
AC050	Basin Change	Part of this basin was rerouted to new Basin 051
AC050	Basin Change	Move part of basin AC060 to Basin 050 due to site development (Pool Works)
AC050	Basin Change	Move part of basin to new basin AC052
AC051	New Pond	New basin created north of Lawrence Drive. A small regional pond was constructed to treat storm water from new development. Part of basin FE050 was rerouted to the new basin for treatment.
AC052	Basin Change	New basin created north of Lawrence Drive. Basin does not drain through MS4. Part of basin FE050 moved to the new basin.
AC055	New Pond	Part of this basin was rerouted to new Basin 051
AC060	Basin Change	Move part of basin AC060 to Basin AC050 due to site development (Pool Works)
FE110	Storm Sewer	Storm sewer updated on Charles Street due to street reconstruction.
FE130	Storm Sewer	Storm sewer updated on Charles Street due to street reconstruction.
	Storm Sewer	Added storm sewer on Legion Court for sump pump discharges.
FE150	Storm Sewer	Add storm sewer on Bruss Street
FE160	Basin Change	Move part of Basin FE160 to FE180. Area in from Basin FE190 that drains to Optimist Pond in Basin FE180.
FE190	Basin Change	Move part of Basin FE190 to FE180. Area in from Basin FE190 that drains to Optimist Pond in Basin FE180.
FE260	Basin Change	Pond designed to treat the expansion of 1891 Commerce. Area removed from FE270 and added to FE290
FE270	Basin Change	Area from FE270 directed to FE260 with Belmark Expansion
	Basin Change	Area from FE270 directed to FE290 with pond construction north of the future Profit Place extension. This occurred as part of the site plan expansion of 1891 Commerce and the pond construction.
FE290	Basin Change	Area removed from FE270 and added to FE290.
	Basin Change	Move part of FE280 to FE290. Part of basin FE 290 was reallocated as part of the pond constructed north of future Profit Place extension.
FW070	Storm Sewer	Added storm sewer on St Josephs
FW200	Basin Change	Move part of FW270 to FW200. Modify basin due to correction in mapping and addition of storm sewer on Vista.
	Basin Change	Area moved to FW280 due to mapping correction
FW270	Basin Change	Move part of FW270 to FW200. Modify basin due to correction in mapping and addition of storm sewer on Vista.
FW290	Basin Change	Move part of FW290 to FW310. Part of basin FW290 will be redirected to the new pond in basin FW310.
FW290	Basin Change	Move part of FW290 to AC100 due to mapping correction.
FW290	Basin Change	Move part of AC100 to FW290 due to site development.
FW300	Basin Change	Additional area in basin to be treated. 2015 model did not include the entire basin.

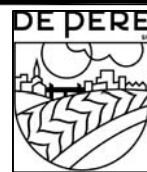
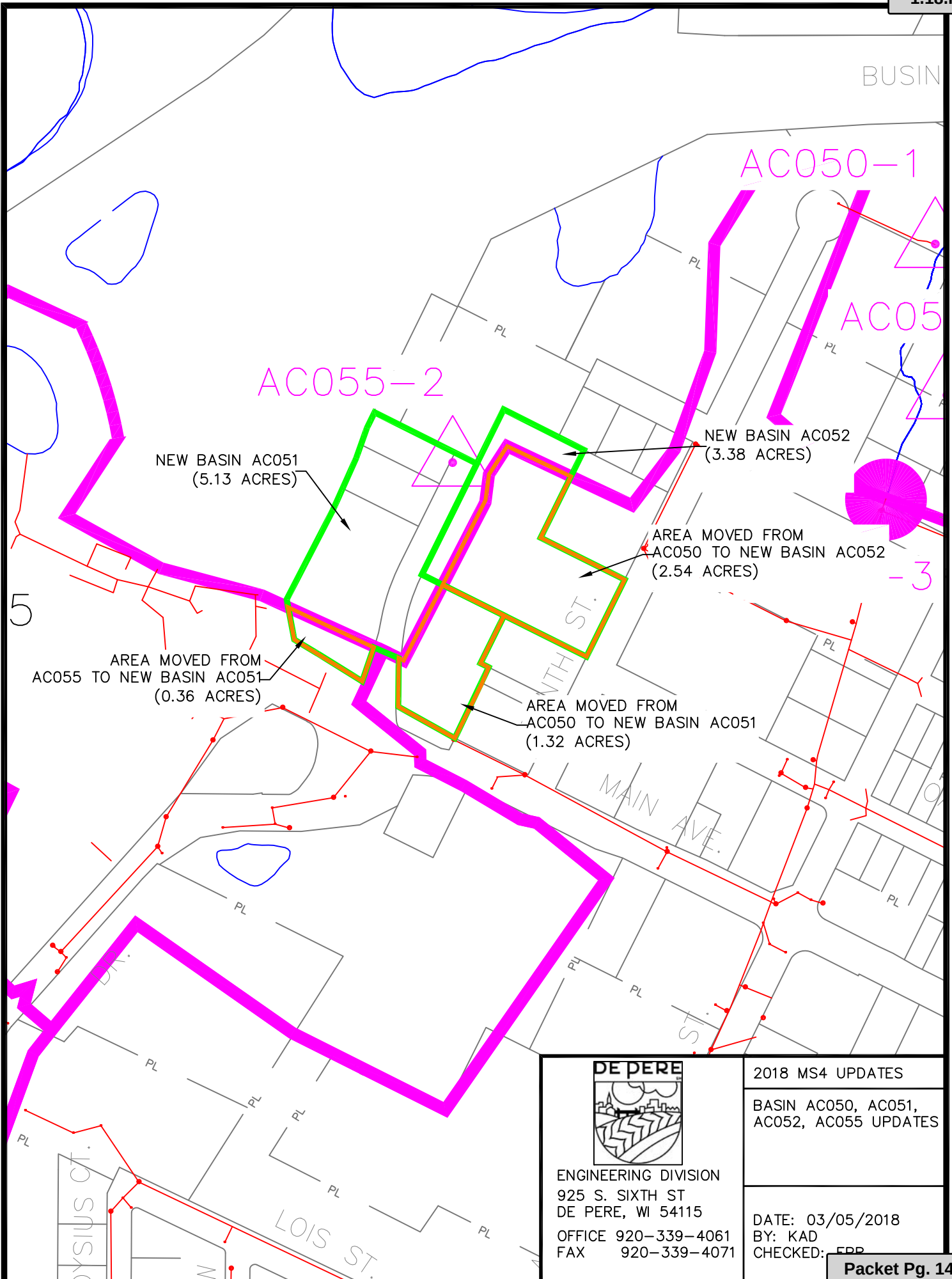


ENGINEERING DIVISION
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OFFICE 920-339-4061
FAX 920-339-4071

2018 MS4 UPDATES

BASIN AC100 UPDATE
BRIDGE PORT CIRCLE
NEW STORM SEWER
CONSTRUCTION

DATE: 03/06/2018
BY: KAD
CHECKED: FDB

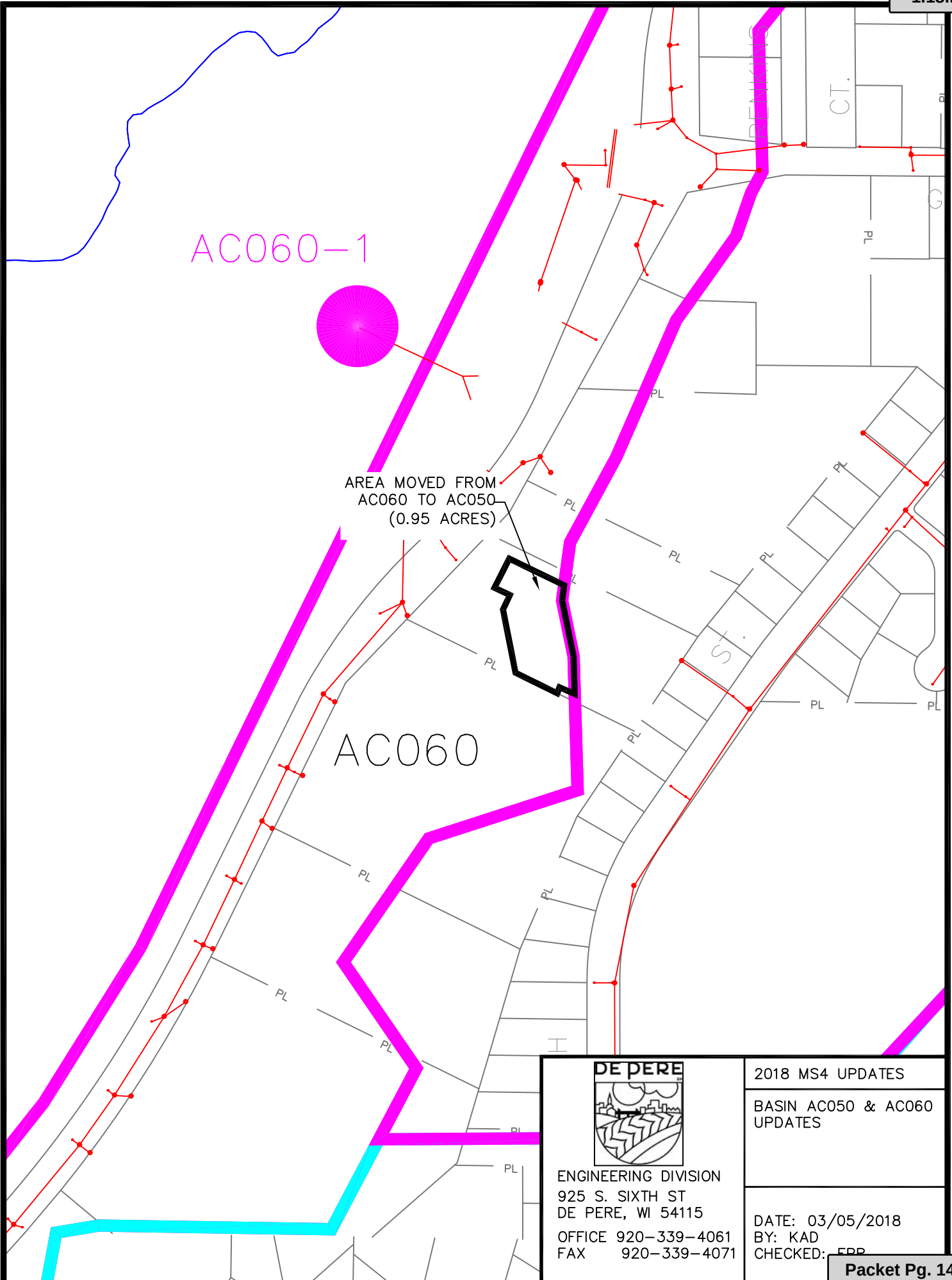


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2018 MS4 UPDATES

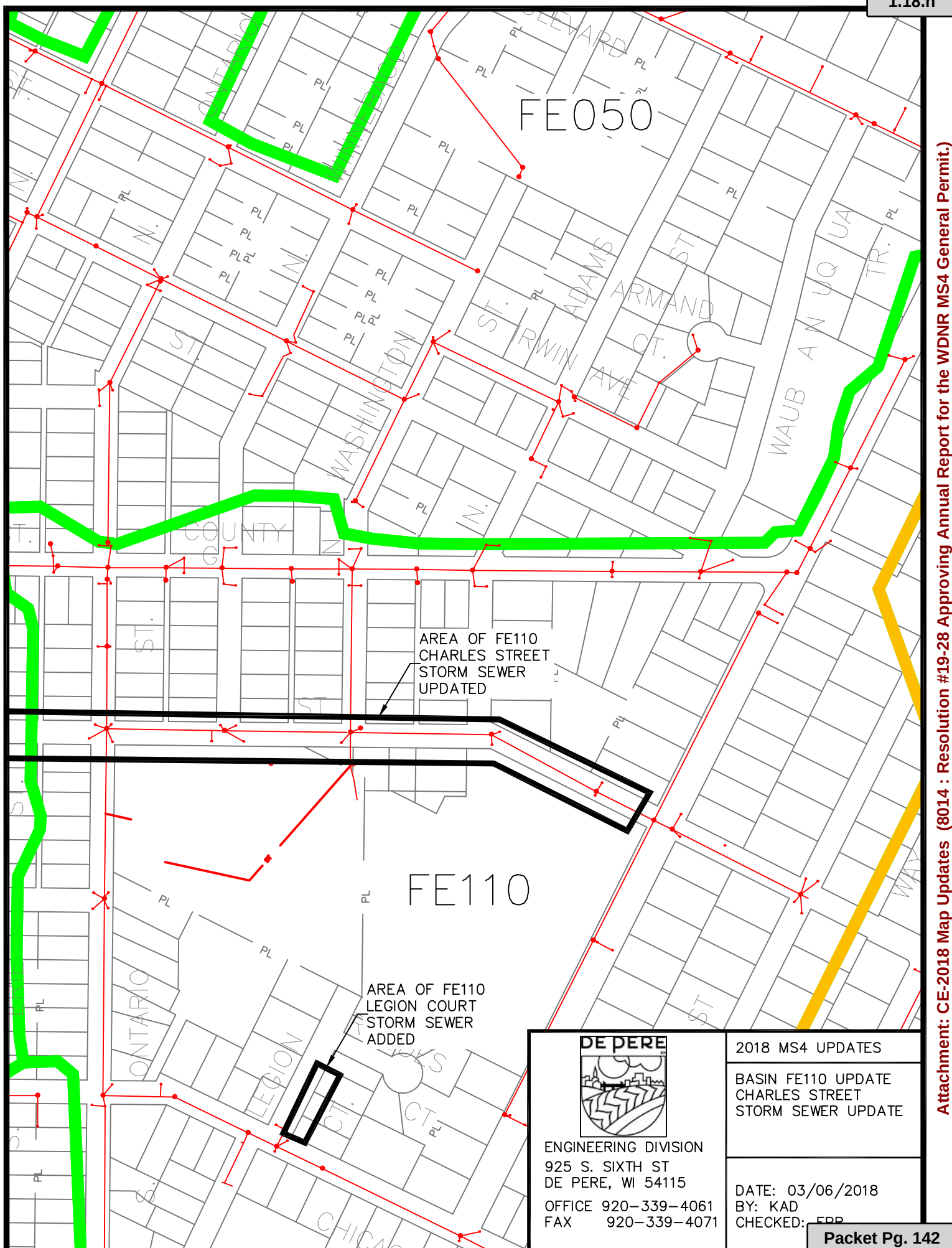
BASIN AC050, AC051,
 AC052, AC055 UPDATES

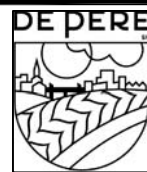
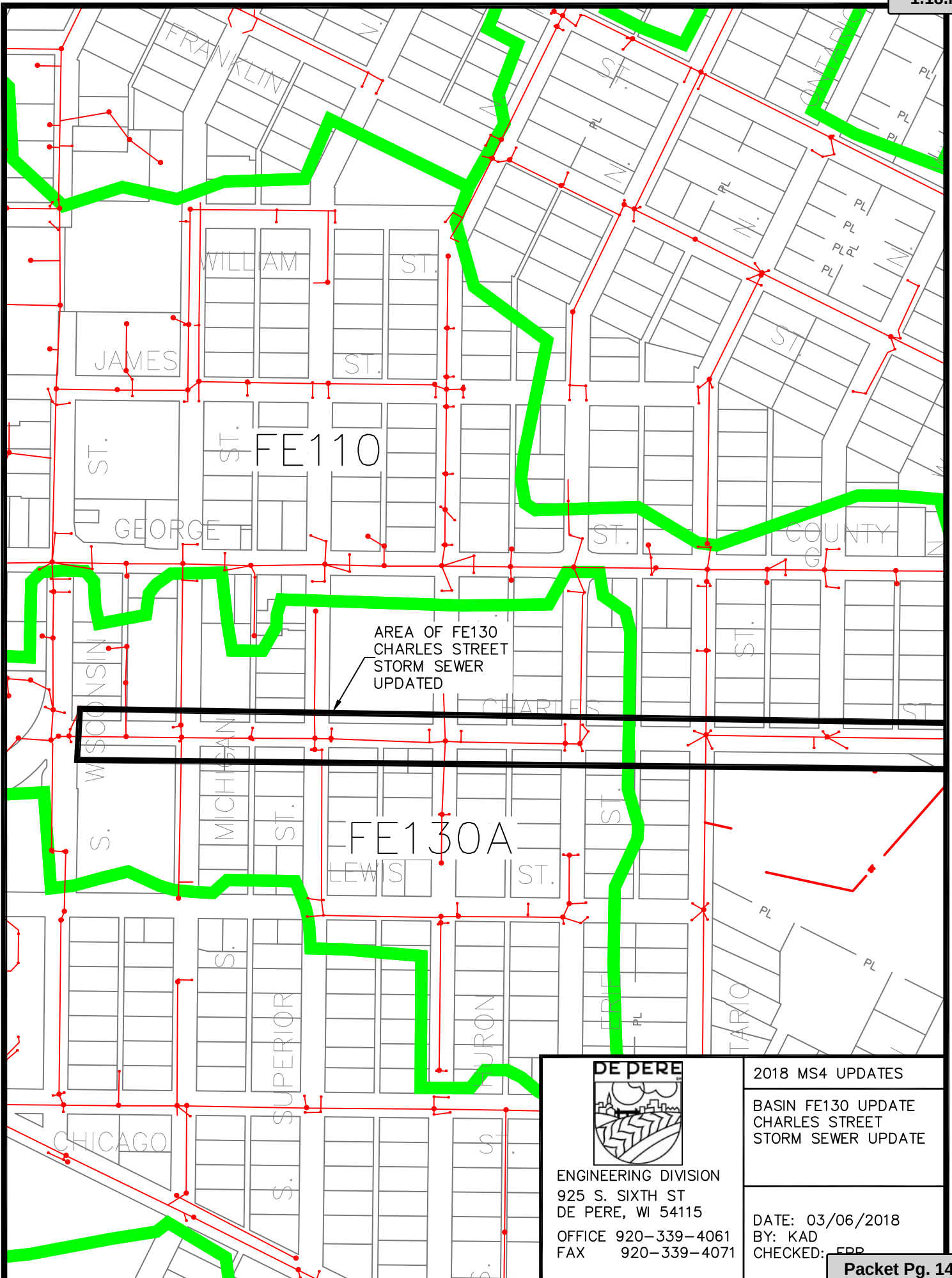
DATE: 03/05/2018
 BY: KAD
 CHECKED: FDB



Attachment: CE-2018 Map Updates (8014 : Resolution #19-28 Approving Annual Report for the WDNR MS4 General Permit.)

 ENGINEERING DIVISION 925 S. SIXTH ST DE PERE, WI 54115 OFFICE 920-339-4061 FAX 920-339-4071	2018 MS4 UPDATES
	BASIN AC050 & AC060 UPDATES
	DATE: 03/05/2018 BY: KAD CHECKED: <u>FDP</u>



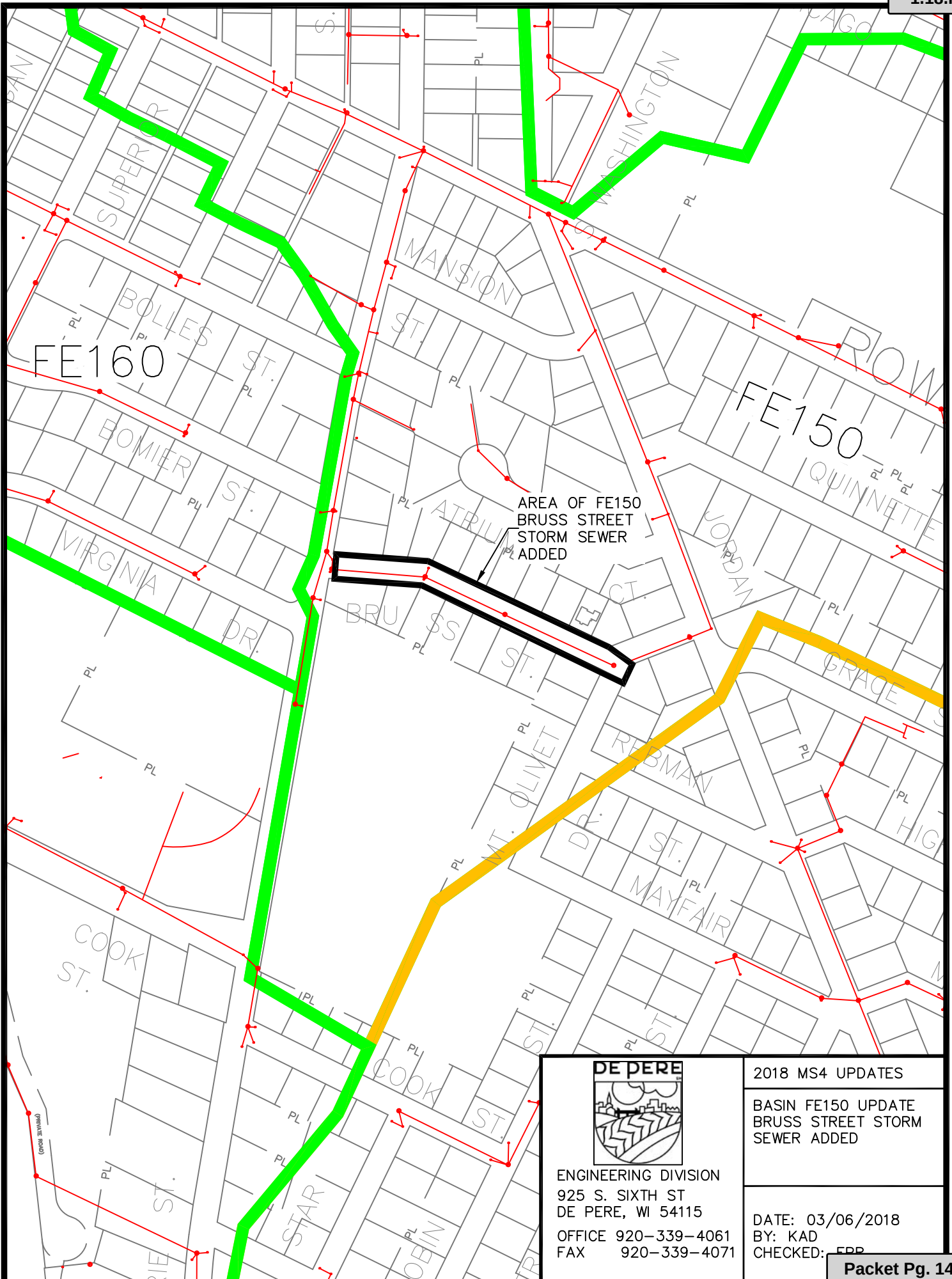


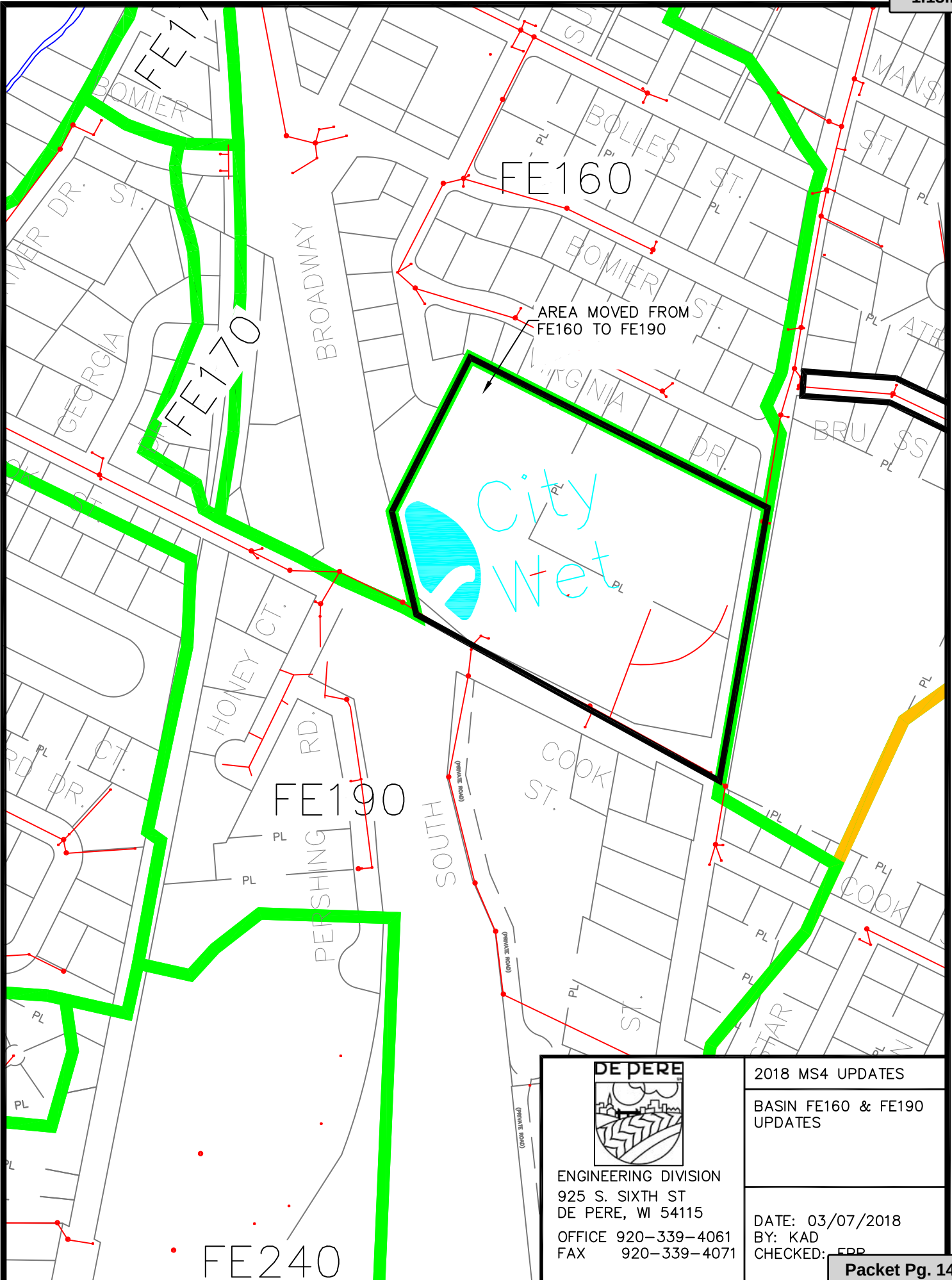
ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115
OFFICE 920-339-4061
FAX 920-339-4071

2018 MS4 UPDATES

BASIN FE130 UPDATE
CHARLES STREET
STORM SEWER UPDATE

DATE: 03/06/2018
BY: KAD
CHECKED: FDB





Attachment: CE-2018 Map Updates (8014 : Resolution #19-28 Approving Annual Report for the WDNR MS4 General Permit.)

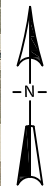
 ENGINEERING DIVISION 925 S. SIXTH ST DE PERE, WI 54115 OFFICE 920-339-4061 FAX 920-339-4071	2018 MS4 UPDATES
	BASIN FE160 & FE190 UPDATES
	DATE: 03/07/2018 BY: KAD CHECKED: FDR

AREA ADDED TO FE260
IMPERVIOUS
AREA 1.23 ACRES

FE260

FE270

AREA ADDED TO FE260
IMPERVIOUS
AREA 1.76 ACRES



IMPERVIOUS
AREA



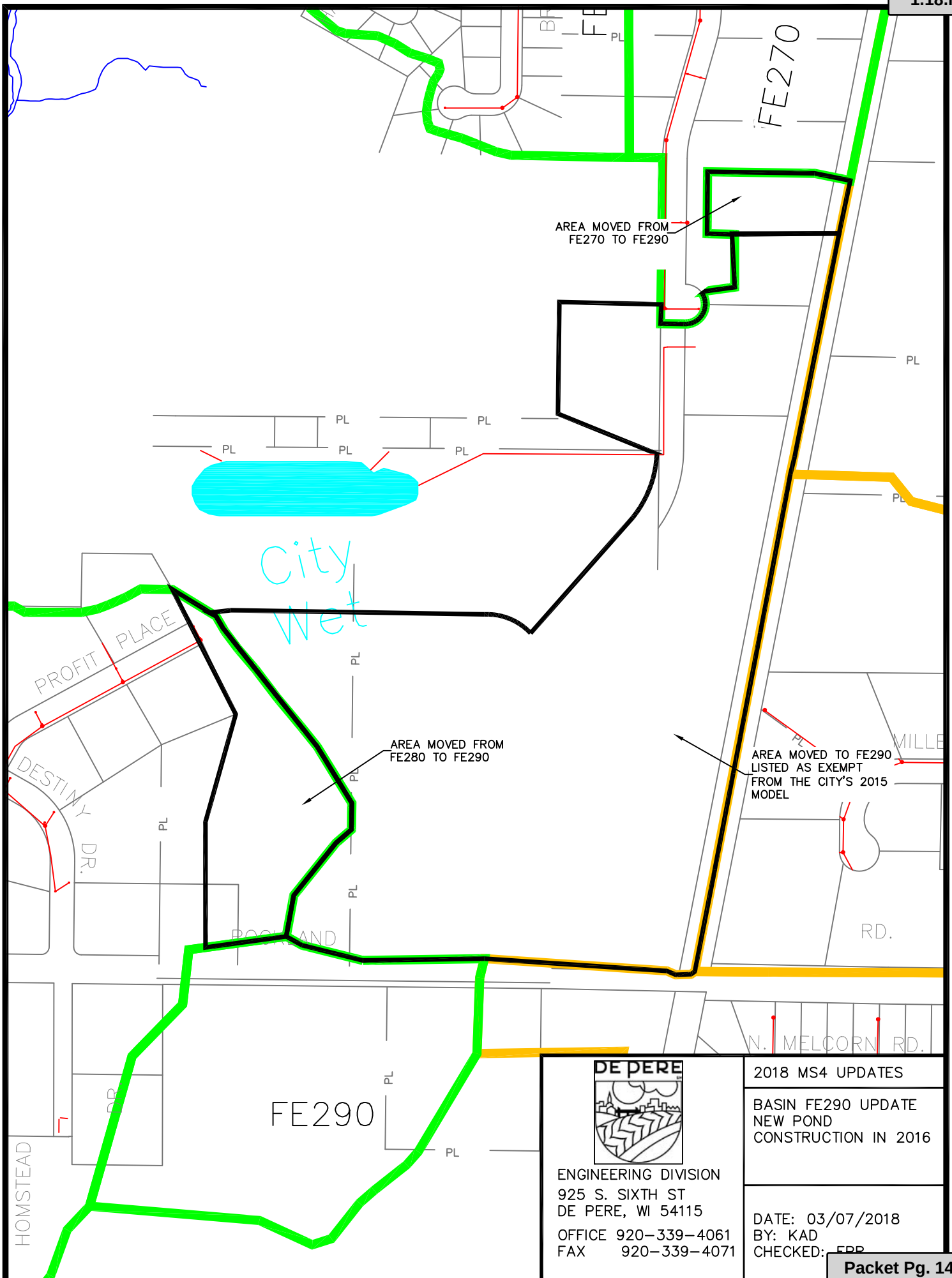
ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115
OFFICE 920-339-4061
FAX 920-339-4071

BASIN FE260

REVISED DRAINAGE AREA

DATE: 11/15/2018
BY: KAD
CHECKED: FDB

Packet Pg. 146

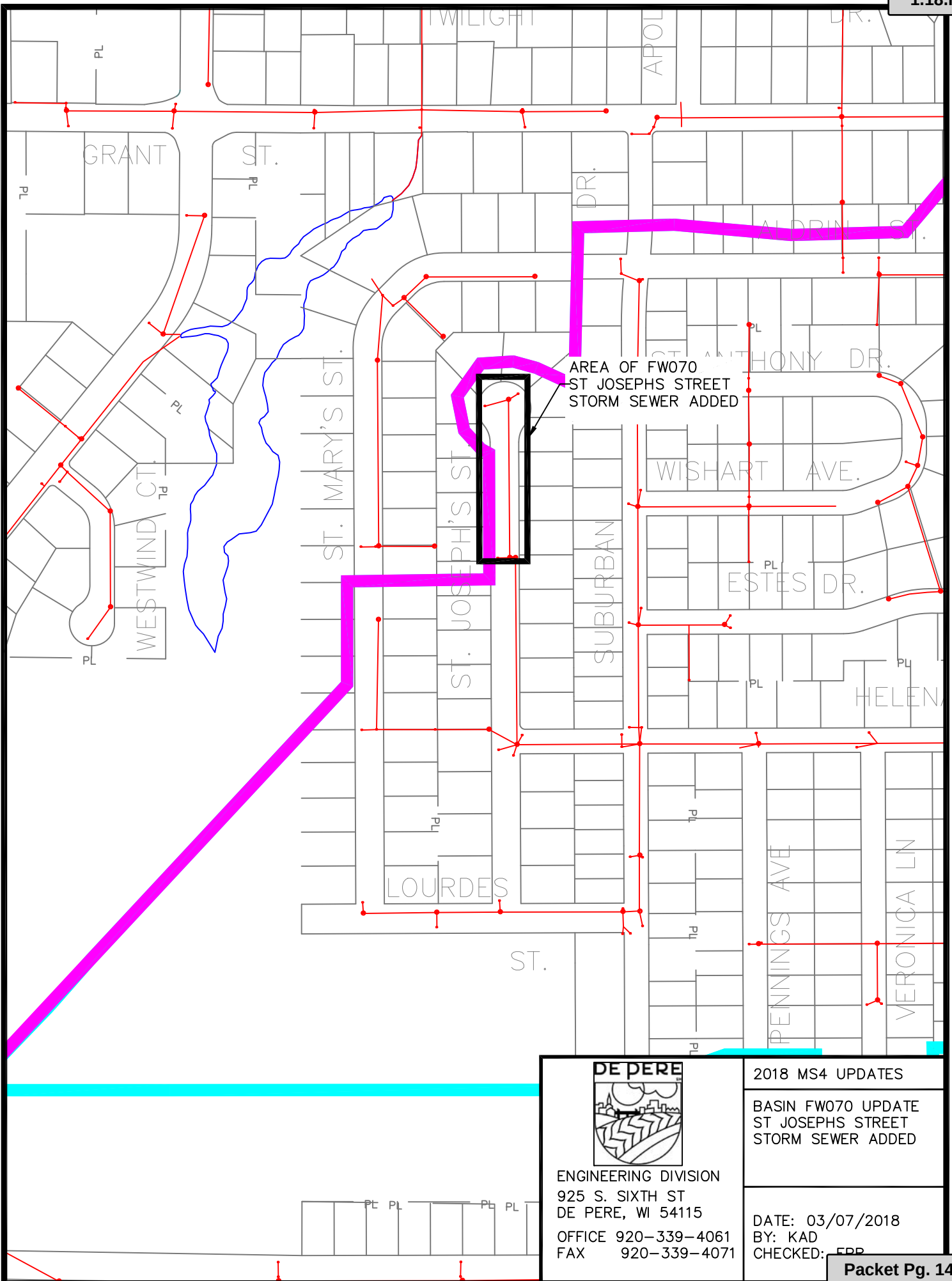


ENGINEERING DIVISION
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OFFICE 920-339-4061
FAX 920-339-4071

2018 MS4 UPDATES

BASIN FE290 UPDATE
NEW POND
CONSTRUCTION IN 2016

DATE: 03/07/2018
BY: KAD
CHECKED: FDB

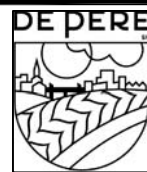
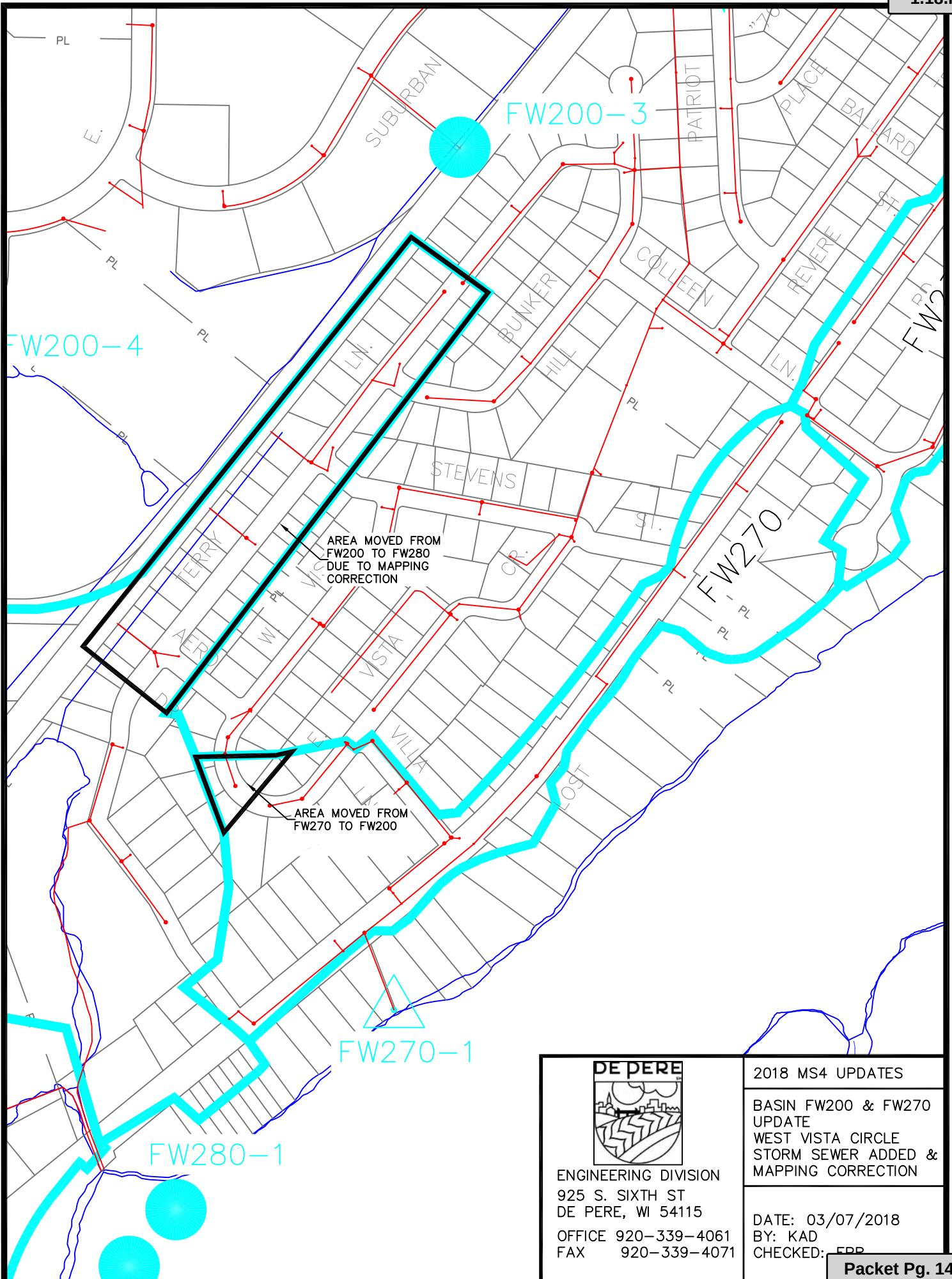


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FAX 920-339-4071

2018 MS4 UPDATES

BASIN FW070 UPDATE
ST JOSEPHS STREET
STORM SEWER ADDED

DATE: 03/07/2018
BY: KAD
CHECKED: FDP



ENGINEERING DIVISION
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OFFICE 920-339-4061
FAX 920-339-4071

2018 MS4 UPDATES

BASIN FW200 & FW270
UPDATE
WEST VISTA CIRCLE
STORM SEWER ADDED &
MAPPING CORRECTION

DATE: 03/07/2018
BY: KAD
CHECKED: FDB

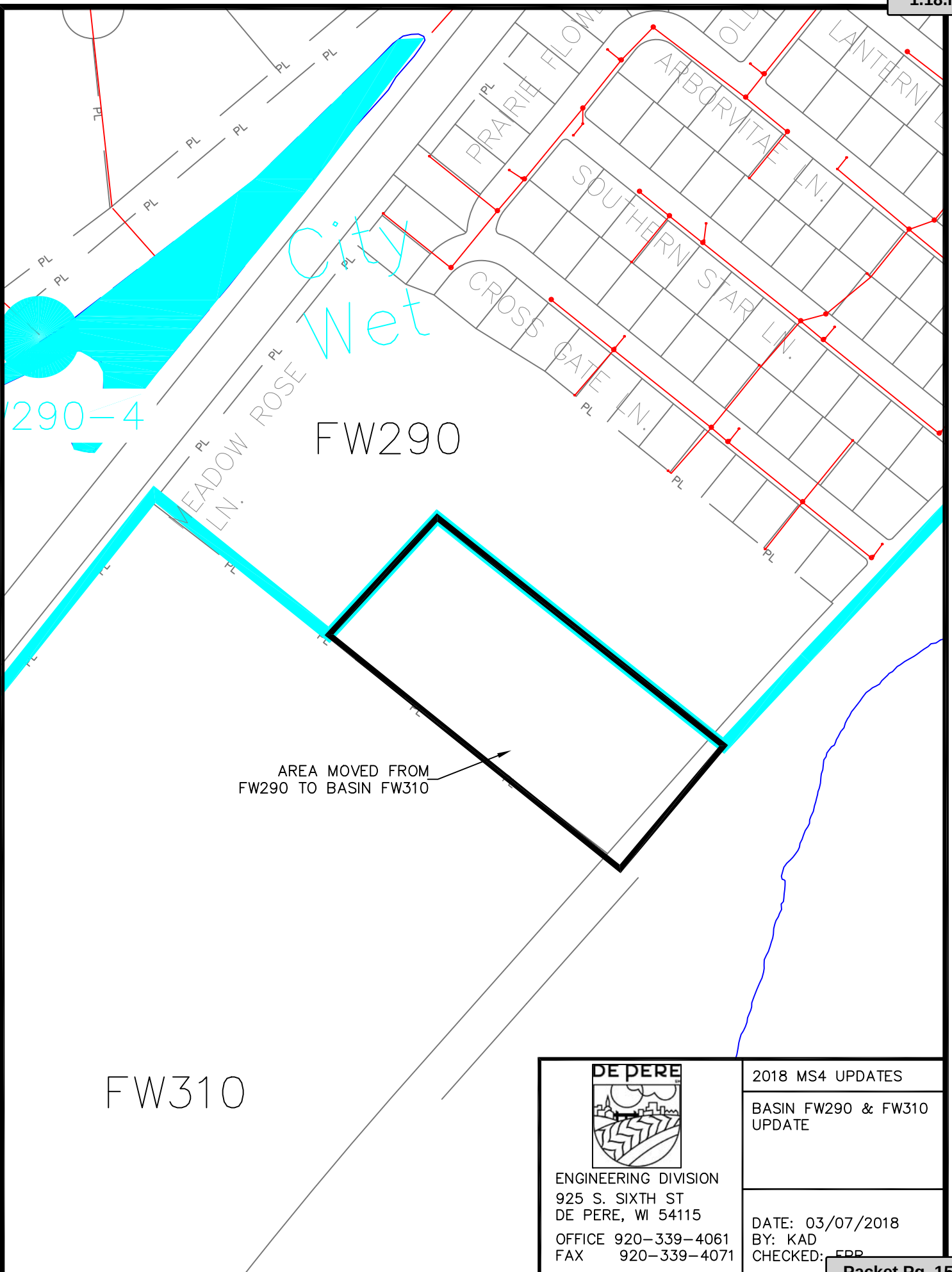
City Wet

FW290-4

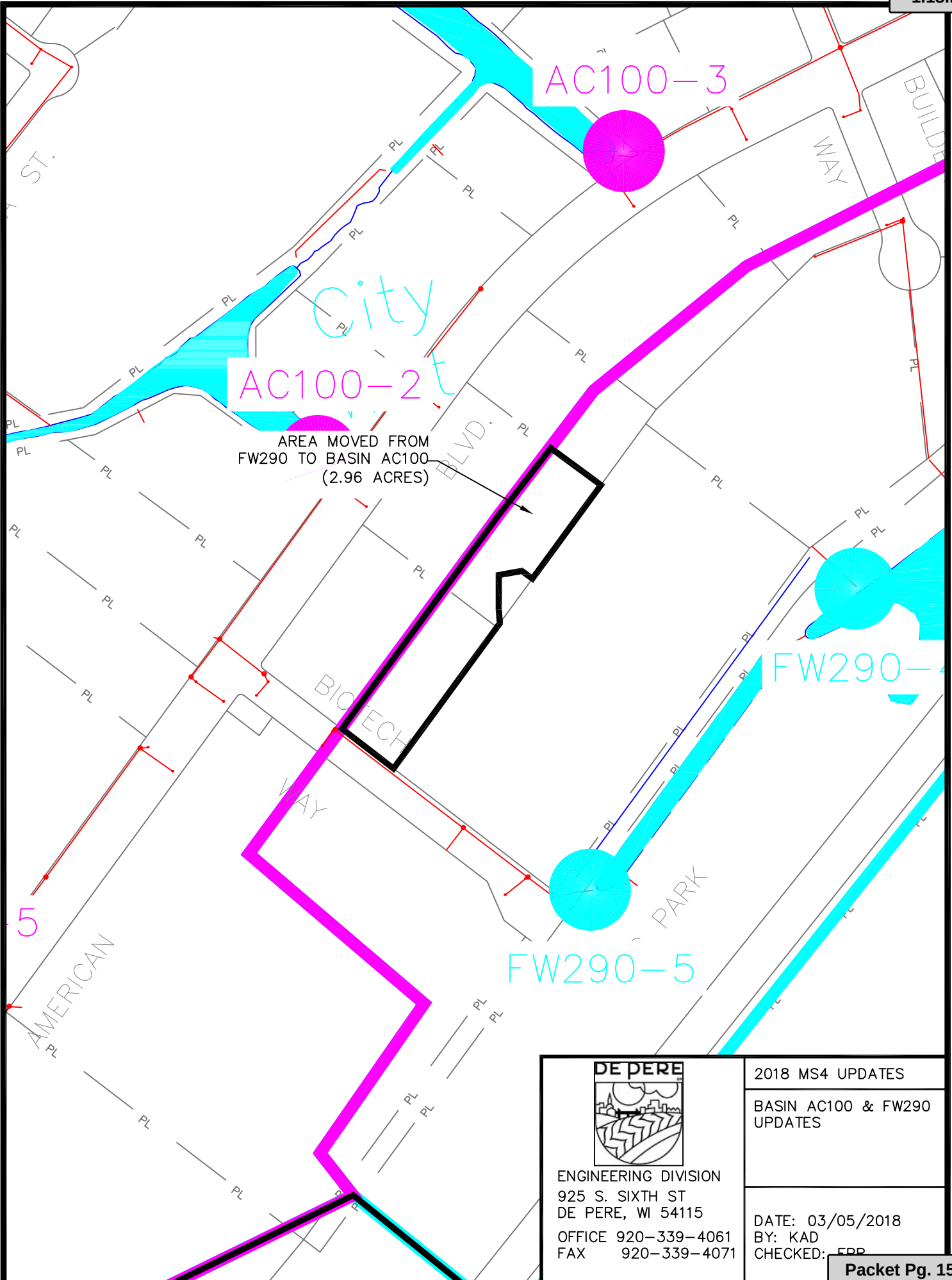
FW290

AREA MOVED FROM
FW290 TO BASIN FW310

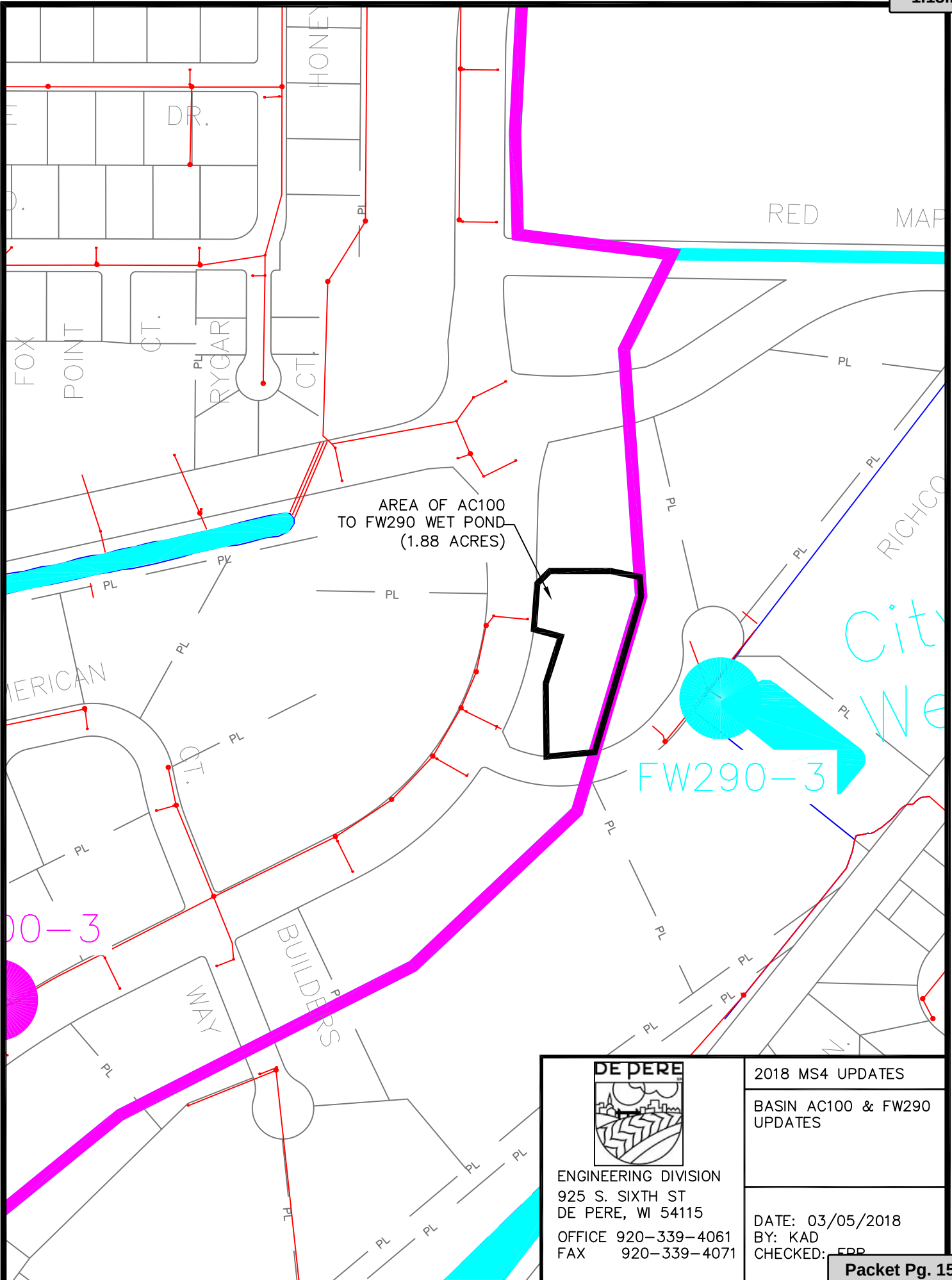
FW310



 ENGINEERING DIVISION 925 S. SIXTH ST DE PERE, WI 54115 OFFICE 920-339-4061 FAX 920-339-4071	2018 MS4 UPDATES
	BASIN FW290 & FW310 UPDATE
	DATE: 03/07/2018 BY: KAD CHECKED: FDB

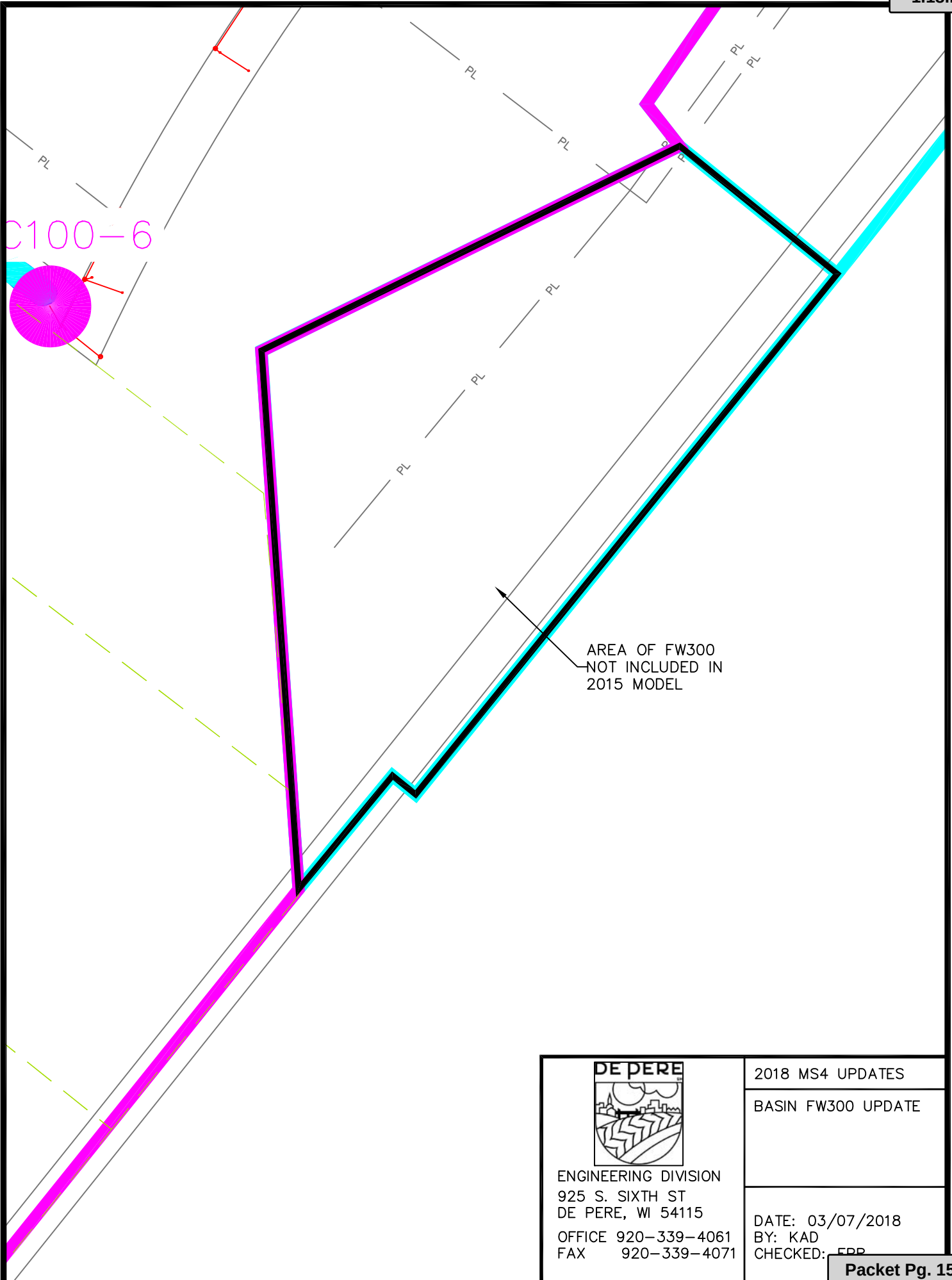


 ENGINEERING DIVISION 925 S. SIXTH ST DE PERE, WI 54115 OFFICE 920-339-4061 FAX 920-339-4071	2018 MS4 UPDATES
	BASIN AC100 & FW290 UPDATES
	DATE: 03/05/2018 BY: KAD CHECKED: FDB



Attachment: CE-2018 Map Updates (8014 : Resolution #19-28 Approving Annual Report for the WDNR MS4 General Permit.)

 ENGINEERING DIVISION 925 S. SIXTH ST DE PERE, WI 54115 OFFICE 920-339-4061 FAX 920-339-4071	2018 MS4 UPDATES
	BASIN AC100 & FW290 UPDATES
	DATE: 03/05/2018 BY: KAD CHECKED: FDB



Attachment: CE-2018 Map Updates (8014 : Resolution #19-28 Approving Annual Report for the WDNR MS4 General Permit.)

 ENGINEERING DIVISION 925 S. SIXTH ST DE PERE, WI 54115 OFFICE 920-339-4061 FAX 920-339-4071	2018 MS4 UPDATES
	BASIN FW300 UPDATE
	DATE: 03/07/2018 BY: KAD CHECKED: FDP

Packet Pg. 1



Northeast Wisconsin Stormwater Consortium

NEWSC SWMP Report

January 01, 2018 To December 31, 2018

This program consists of the following 8 Minimum Control Measure(s).

1. Public Education and Outreach
2. Public Involvement and Participation
3. Construction Site Pollutant Control
4. Post Construction Stormwater Control
5. Pollution Prevention
6. Storm Water Quality Management
7. Annual Report
8. NEWSC Management

1 Public Education and Outreach

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

To satisfy this minimum control measure, the permittee shall implement a public education and outreach program to increase the awareness of storm water pollution impacts on waters of the state to encourage changes in public behavior to reduce such impacts. The program shall establish measurable goals and, at a minimum, include the following elements:

1. Promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.
2. Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.
3. Promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.
4. Promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.
5. Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.
6. Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.
7. Identify businesses and activities that may pose a storm water contamination concern, and where appropriate, educate specific audiences on methods of storm water pollution prevention.
8. Promote environmentally sensitive land development designs by developers and designers.

Note: Additional information on green infrastructure and low impact development may be found on the USEPA's Internet site at:

<http://water.epa.gov/infrastructure/greeninfrastructure/index.cfm>

<http://water.epa.gov/polwaste/green/index.cfm>

Best Management Practices

1.1 Promote Illicit Discharge Detection and Elimination (IDDE)

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required Yes

Description

Conduct public education and outreach efforts to promote and inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices to promote detection and elimination of illicit discharges and water quality impacts associated with such discharges from municipal separate storm sewer systems.

Justification

Public awareness of illicit discharges and their prospective impacts along with education on how to report potential illicit discharges substantially increases the opportunity to quickly identify and eliminate them.

Goals

1.1.1 IDDE Education Materials

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Prepare materials to inform and educate various public and municipal employee audiences on the definition and forms of illicit discharges, their detection and appropriate reporting or response procedures.

Provide a copy of or reference to the described materials, including subsequent updates or revisions each reporting period.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	RenewOurWaters Materials

Description

The RenewOurWaters posters and articles are available to NEWSC members on the website and upon request.

The materials address stormwater related topics by providing the forms of illicit discharges, their detection, and appropriate reporting or response procedures. These materials can be inserted into newsletters or used as separate mailers.

NEWSC has been busy performing a review of all current educational materials. Some of the materials were updated in 2018. Additional updates will occur in 2019.

Renew Our Waters educational materials can be downloaded at: www.renewourwaters.org

File Attachment	<u>Car-Wash-Fundraisers-pamphlet.pdf</u>
File Attachment	<u>Household-Hazardous-Waste-with-extended-margins.pdf</u>
File Attachment	<u>Pool-Spa-Discharge-with-extended-margins.pdf</u>
File Attachment	<u>Power-Washing-at-home-extended-margins.pdf</u>
File Attachment	<u>Dumpster-Management-bilingual-pamphlet1.pdf</u>

File Attachment [Garden-Centers.pdf](#)
File Attachment [Power-washing-for-the-professional-washer.pdf](#)
File Attachment [11x17-restaurant-management.pdf](#)
File Attachment [Carpet Cleaning \(Professional\).pdf](#)
File Attachment [Concrete Washout.pdf](#)
File Attachment [Illicit Discharge \(Door Hanger\).pdf](#)
File Attachment [Restaurant Management \(Good Cleaning Practices\).pdf](#)
File Attachment [Parking Lot Maintenance.pdf](#)
File Attachment [Parking Lot Maintenance \(Winter\).pdf](#)
File Attachment [2018 Carpet Cleaning.pdf](#)
File Attachment [Responsible Construction \(Brochure\).pdf](#)

1.2 Public Pollution Prevention Education

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required Yes

Description

Inform and educate the public about the proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices.

Justification

Informing the public of the potential pollution impacts of their activities together with the information they need to make educated decisions on alternative behaviors or actions will improve responsible actions.

Goals

1.2.1 Public Pollution Prevention Materials

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Prepare or acquire informational materials to inform and educate the public about the proper management of materials that may cause storm water pollution from sources they control, including:

- Automobiles
- Pet Waste
- Household Hazardous Waste
- Household Practices
- Lawn Care

Provide a copy of or reference to the described educational materials, which may include various forms or printed materials or electronic media files including subsequent updates or revisions each reporting period.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	RenewOurWaters Posters

Description

The RenewOurWaters materials, including posters, flyers and articles are available to NEWSC members upon request and on NEWSC.org. The materials address stormwater related topics and can be inserted into newsletters or used as separate mailers.

Renew Our Waters materials can be viewed and downloaded from www.renewourwaters.org

File Attachment [Kids-can-help-too-with-extended-margins.pdf](#)

File Attachment [Ice-and-Snow-Control-extended-margins.pdf](#)

File Attachment [Pet-Waste-with-extendend-margins.pdf](#)

File Attachment [Car.pdf](#)

File Attachment [Parking-Lot-BMP.pdf](#)
 File Attachment [Chlorinated Discharge \(Pools & Spas\).pdf](#)
 File Attachment [Grass Swale - A Waterway in Your Front Yard.pdf](#)
 File Attachment [Household Hazardous Waste.pdf](#)
 File Attachment [Power Washing \(Home\).pdf](#)
 File Attachment [Restore Your Shore.pdf](#)
 File Attachment [The Pefect Landscape.pdf](#)
 File Attachment [The Perfect Lawn.pdf](#)
 File Attachment [11by17raindrop poster.pdf](#)
 File Attachment [2018 Carpet Cleaning.pdf](#)
 File Attachment [2018 Leave Your Leaves on Land.pdf](#)
 File Attachment [2018 Rain Barrels Handout.pdf](#)

1.2.2 Public Pollution Prevention Education Plan

Responsible Staff / Position: Chad VandenLangenberg
 Program Coordinator - NEWSC & LFR

Description

Summarize planned public outreach efforts to inform and educate the public on actions they can take to reduce or eliminate pollution of storm water each reporting period.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	2018 NEWSC Workplans

Description

The 2018 NEWSC Workplans summarize the expected efforts of the consortium for the year. Workplans were developed and approved by the Committees and Leadership Council in Q4 (2017) and then modified/adjusted throughout 2018.

File Attachment [2018 Bldg & Dev Committee.pdf](#)
 File Attachment [2018 GPC Workplan.pdf](#)
 File Attachment [2018 SQMC Workplan.pdf](#)
 File Attachment [2018 MC Workplan.pdf](#)
 File Attachment [2018 SQMC Workplan.pdf](#)

1.2.3 Winter Parking Lot Maintenance Education for private facilities

Responsible Staff / Position: Chad VandenLangenberg
 Program Coordinator - NEWSC & LFR

Description

Provide education to facility managers and private snow and ice removal companies on proper salt usage and winter parking lot maintenance. Provide education through print media and workshops.

Planned: 2015 2016 2017

Complete: 2015 2016 2017

Activity Date	Name	Description
None		

1.3 Leaf Management and Lawn Care

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required Yes

Description

Provide information and education to promote beneficial onsite reuse of leaves and grass clippings and proper use of lawn and garden fertilizers and pesticides.

Goals

1.3.1 Leaf Management and Lawn Care Education Materials

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Prepare or acquire informational materials to inform and educate the public about leaf management and lawn care actions they can take to reduce storm water pollution from sources they control, including techniques for beneficial reuse of leaves and grass clippings and proper use of fertilizers and pesticides.

Provide a copy of or reference to the described educational materials, which may include various forms or printed materials or electronic media files including subsequent updates or revisions each reporting period.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	RenewOurWaters Posters

Description

The RenewOurWaters posters and articles are available to NEWSC members on the website and upon request. These materials can be inserted into newsletters or used as separate mailers.

File Attachment [The Pefect Landscape.pdf](#)

File Attachment [The Perfect Lawn.pdf](#)

File Attachment [2018 Leave Your Leaves on Land.pdf](#)

1.4 Streambank and Shoreline Management

Responsible Staff / Position:

Required Yes

Description

Conduct public education and outreach efforts to promote the management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways.

Goals

1.4.1 Streambank and Shoreline Management Education Materials

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Prepare or acquire informational materials to inform and educate the public about streambank and shoreline management actions they can take to minimize erosion and restore and enhance the ecological value of waterways.

Provide a copy of or reference to the described educational materials, which may include various forms or printed materials or electronic media files including subsequent updates or revisions each reporting period.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	RenewOurWaters Educational Material

Description

The RenewOurWaters flyers and newsletter articles are available to NEWSC members upon request and on NEWSC.org.

File Attachment [Restore-Your-Shore-extended-margins.pdf](#)

1.5 Residential Property Infiltration

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required Yes

Description

Promote infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.

Goals

1.5.1 Residential Property Infiltration Education Materials

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Prepare or acquire informational materials to inform and educate residential property owners on actions they can take to promote greater infiltration of residential storm water runoff from rooftop downspouts, driveways and sidewalks.

Provide a copy of or reference to the described educational materials, which may include various forms or printed materials or electronic media files including subsequent updates or revisions each reporting period.

Planned: 2016 2017 2018

Complete: 2016 2017 2018

Activity Date	Name
12/31/2018	RenewOurWaters Educational Material

Description

The Renew Our Waters materials are available to NEWSC members upon request and on NEWSC.org. The flyers and newsletter articles address stormwater related topics.

File Attachment [The-Pefect-Landscape-with-extended-margins.pdf](#)

File Attachment [A-Waterway-in-Your-Front-Yard-Ditch.pdf](#)

File Attachment [2018 Rain Barrels Handout.pdf](#)

1.6 Construction Site Erosion Control and Post Construction Education

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required Yes

Description

Inform and where appropriate educate those responsible for the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.

Goals

1.6.3 Erosion Control Inspections Trainings

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

NEWSC provides training opportunities for municipal and business employees that perform erosion control inspections or duties.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	Erosion/Sediment Control Training Workshops

Description

The WI Department of Safety and Professional Services has certified this NEWSC training. Course Identification #14038. The course is certified for 4.5 hours of credit for Commercial Building Inspector Certification, Dwelling Contractor Qualifier Certification or UDC-Construction Inspector Certification.

Additional details on NEWSC sponsored trainings can be found in Section 3.

File Attachment [DSPS Course #14038.pdf](#)

1.6.4 Municipal Employee Training on ESC and Post Construction BMPs

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Conduct or support education outreach or training efforts for municipal employees involved in the design, installation, and maintenance of construction site erosion control practices and storm water management facilities on how to design, install and maintain the practices.

Provide a summary of efforts or activities as described completed each reporting period, including the type of outreach or training workshop, an overview of the information presented, date of the workshop and approximate number and type of participants.

Details regarding NEWSC sponsored trainings can be found in Section 4.

Planned: 2017 2018

Complete: 2017 2018

Activity Date **Name**

12/31/2018 2018 Stormwater BMP Training

Description

The Northeast Wisconsin Stormwater Consortium provided training opportunities for Stormwater BMP's in 2018. Trainings included a Stormwater Pond Vegetation Management and Maintenance Field Day as well as a Filtration Systems Workshop.

1.7 Conduct Public Education and Outreach Activities

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required Yes

Description

Conduct the activities described in the stormwater Public Education and Outreach program for the specific topics and identified target audiences using the identified mechanisms or activities below. Note that these activities will use the specific materials developed as specified above and will follow specific plans for identified goals or for general storm water information and education.

Specific storm water management education elements required by permit to be addressed in the MS4's public education and outreach efforts include:

- Promotion of detection and elimination of illicit discharges and associated water quality impacts
- Proper management of materials that may cause storm water pollution from sources including automobiles, pet waste, household hazardous waste and household practices
- Beneficial reuse of leaves and grass clippings; proper use of lawn and garden fertilizers and pesticides
- Management of streambanks and shorelines by riparian landowners to minimize erosion and restore and enhance the ecological value of waterways
- Promotion of residential efforts to infiltrate storm water runoff from rooftops downspouts, driveways and sidewalks
- Proper design, installation and maintenance practices for those responsible for design, installation and maintenance of construction site erosion control practices and storm water management facilities.
- Education on methods of storm water pollution prevention for those businesses and activities that may pose a storm water contamination concern.
- Efforts to promote environmentally sensitive land development designs by developers and designers, including green infrastructure and low impact development.

Annual Reporting Items

Many of the goals of the plan are common to several of the plan elements. Those goals are documented in this section.

Goals

1.7.1 Overall Storm Water Information and Education Program

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Provide a copy of or reference to an overall plan or strategy for storm water management program information and education outreach efforts, including the topic-specific plans identified within the permit for the current reporting period.

NEWSC has an overall Outreach & Education plan that is available upon request. This plan is scheduled to be updated in 2019.

In addition, each NEWSC committee develops a yearly workplan. These workplans can be found in Section 8.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name	Description
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None

1.7.2 Stormwater Education Website

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Develop and maintain relevant stormwater education information on the MS4's public website, including information on general stormwater management topics and information specific to stormwater management issues within the MS4.

Provide a short description of information published on the website as described above through each reporting period and a link to the current website URL. Summarize the audiences targeted and estimated number of unique stormwater website page hits each reporting period.

Planned: 2017 2018

Complete: 2017 2018

Activity Date	Name
12/31/2018	RenewOurWaters.org

Description

The RenewOurWaters.org website is updated regularly with general stormwater management topics and information specific to stormwater.

The target audience is the general public.

1.7.5 Print Media Publications

Responsible Staff / Position: Kelly Reyer
Outreach Coordinator

Description

Provide seasonally relevant stormwater education information in print format for publication in local periodicals and other printed materials intended for broad distribution.

Provide a copy of each printed article published in local periodical or distributed publications, describing the period of publication and general distribution. Identify the stormwater theme and target audience for each article as well as the estimated quantity of residents reached with each newsletter.

Planned: 2015 2016 2017 2018

Complete: 2015 2016 2017 2018

Activity Date	Name
01/10/2018	Appleton Post Crescent Eagle Days 2018

Description

On January 10, 2018, the Appleton Post Crescent published an article about the upcoming Eagle Days series. The article mentioned the January 20th "Preserving Our Watersheds" talk to be given by FWWA/NEWSC's Kelly Reyer at the Neenah Public Library.

<https://www.postcrescent.com/story/news/local/neenah-menasha/2018/01/09/local-scene-jan/109251116/>

04/22/2018 2018 USA-Today Network Promotes Citizen Science Opportunities in Wisconsin

Description

The USA-Today Network in Wisconsin ran a story about citizen science efforts and programs throughout the state. The story was on the front page of Ganett Media newspapers.

The article featured volunteer programs offered with the Fox-Wolf Watershed Alliance.

<https://www.postcrescent.com/story/news/2018/04/20/earth-day-and-beyond-get-involved-citizen-science...>

10/10/2018 2018 Oshkosh Herald Mini Cleanup

Description

The October 10th edition of the Oshkosh Herald featured an article and image from FWWA's mini cleanup at took place at Asylum Point Park in Oshkosh. There is no link, but an image is attached.

File Attachment [Oshkosh Herald 2018.jpg](#)

1.7.6 Public Service Broadcasts

Responsible Staff / Position:

Kelly Reyer
Outreach Coordinator

Description

Provide seasonally relevant public service announcements (PSA) for local broadcast media use focused on high priority stormwater education topics identified in the storm water management plan.

Provide a copy of the PSA text, approximate number of times aired and general time frame for broadcast each reporting period to document activity in support of this goal. Identify the stormwater message or theme and target audience for each PSA.

Planned: 2017 2018

Complete: 2017 2018

Activity Date

Name

04/26/2018 Good Day Wisconsin features FWWA on segment about Rain Barrels

Description

Justin Steinbrinck with Fox 11's Good Day Wisconsin interviewed FWWA's Kelly Reyer and Chad Vanden Langenberg along with the City of Appleton's Pete N. regarding building a rain barrel, rain barrel uses, and stormwater runoff pollution. There was a second segment about the upcoming Fox-Wolf Watershed Cleanup.

<http://fox11online.com/good-day-wi/environmentally-friendly-spring-cleaning-in-the-fox-valley>

File Attachment [Fox 11.jpg](#)

05/08/2018 Channel 5 promotes the Cleanup

Description

Channel 5 WFRV interviewed Kelly Reyer and Cleanup volunteers Jeane and Robbi at Asylum Point in Oshkosh. The interview helped to promote the rescheduled Fox-Wolf Watershed Cleanup on May 12th.

<http://www.wearegreenbay.com/local-5-live/local-5-live-on-location/fox-wolf-watershed-cleanup-2018/1167008844>

05/12/2018 Channel 5 Interviews volunteers at Leicht Memorial Park cleaning up

Description

Channel 5 catches up with Site Leader Kendall and volunteers cleaning up at Leicht Memorial Park as part of the 2018 Fox-Wolf Watershed Cleanup.

<https://www.wearegreenbay.com/news/local-news/community-members-gather-to-cleanup-leicht-memorial-pa...>

08/04/2018 NBC-26 Cares Promotes the Fox-Wolf Watershed Cleanup

Description

NBC-26's Stacey Engelbretsen interviews FWWA's Kelly Reyer and Cleanup volunteer, Darcie Ewert, to promote the 2018 Fox-Wolf Watershed Cleanup.

<https://www.nbc26.com/news/nbc26-cares/fox-wolf-watershed-cleanup-2018-expected-to-draw-1000-volunte...>

09/12/2018 Good Day Wisconsin, Fox-11, Features Street Sweeping

Description

On Wednesday, September 12, 2018, FWWA/NEWSC's Kelly Reyer spoke on Fox-11 News' Good Day Wisconsin show about stormwater runoff and how municipal street sweeping aids in reducing stormwater pollution from entering storm drains and local waters.

<https://fox11online.com/good-day-wi/a-day-in-the-life-of-a-local-street-sweeper>

1.7.7 Social Media Outreach

Responsible Staff / Position:

Kelly Reyer
Outreach Coordinator

Description

Use social media tools or platforms to inform the public of volunteer opportunities, stormwater news, sources of information, education opportunities and other timely storm water management information relevant to residents of the community. Common social media outlets or platforms for use by the MS4 may include:

- Facebook
- Twitter
- YouTube
- Flickr

Provide a summary of or reference to social media outreach efforts made each reporting period, including the social media platform used, the message distributed and the approximate number of people reached.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date

Name

11/30/2018 2018 NEWSC YouTube Video

Description

In November of 2018, NEWSC's Chad VandenLangenberg interviewed Chris P. from the Town of Greenville, discussing a recent stormwater conveyance project. The video was posted on Youtube, shared on social media pages, included in e-mails to NEWSC members, included in a blog post about NEWSC updates, and played for the students of Greenville Middle School during the December 2018 school presentations.

Video link: <https://www.youtube.com/watch?v=UdfUVJv4O8c>

12/31/2018 Fox-Wolf Watershed Alliance Facebook Page 2018

Description

Attached documents include all Facebook outreach on FWWA's/NEWSC's Facebook page in 2018

File Attachment [Permittracker Social Media 2018 \(Jan-June\).docx](#)

File Attachment [Permittracker Social Media 2018 \(July-Dec\).docx](#)

1.7.8 Storm Water Education Exhibits

Responsible Staff / Position: Kelly Reyer
Outreach Coordinator

Description

Host stormwater education exhibits at community events for opportunity to provide stormwater program information and to receive public feedback.

Document activity toward achieving this goal each reporting period with a description and date of the event, narrative summary of the information provided including the stormwater theme, the estimated number of public contacts made and identification or copy, including the quantity, of materials distributed.

Stormwater Education Exhibiting Materials are also made available to NEWSC Members for their use.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
06/10/2018	2018 Walleye Weekend

Description

Kelly Reyer exhibited at the 2018 Walleye Weekend event at Lakeside Park in Fond du Lac. Exhibiting took place inside the Conservation Station, a tent for conservation organizations and education. The large, double-sided, Renew Our Waters sign was set up outside the tent in a public area. The exhibit included the Watershed Pledge and pet waste bag holders, reusable bottles, and reusable bags with "I Took the Watershed Pledge" on them. Renew Our Waters yard signs were also available and several were taken. Several children did a mini cleanup of the park. There were approximately 500-600 reached over the two days our exhibit was up.

Link: <https://www.fdl.com/details/event/40th-Annual-Walleye-Weekend-Free-Family-Festival/june-8-2018/>

File Attachment [WW1.jpg](#)

File Attachment [WW2.jpg](#)

File Attachment [WW5.jpg](#)

07/21/2018 2018 Conservation Carnival at Oshkosh Zoo

Description

FWWA/NEWSC exhibited at the Oshkosh Zoological Society's annual Conservation Carnival Event. Eight Renew Our Waters best management practices (for residents) flyers were available along with a paper watershed pledge, digital watershed pledge, volunteer sign-up opportunities, and Renew Our Waters yards signs were available. There were approximately 200 residents who approached the booth throughout the event.

File Attachment [IMG_20180729_102522607.jpg](#)

File Attachment [IMG_20180729_102711851_HDR.jpg](#)

File Attachment [IMG_20180729_110537614.jpg](#)

08/03/2018 2018 Community Cares Event in Two Rivers

Description

FWWA/NEWSC set up an exhibit alongside the Two River Public Works Department on Friday, August 3, 2018 at the Community Cares public event. Renew Our Waters flyers were available, the paper and digital Watershed Pledge was available, and the wheel of pollution and double-sided raindrop BMP banner was set up. Approximately 60-75 people approached the booth throughout the event.

File Attachment [Two Rivers.PNG](#)

File Attachment [Two Rivers.PNG](#)

File Attachment [Chad 2018.JPG](#)

08/09/2018 2018 Sunset on the Farm in Outagamie County

Description

FWWA/NEWSC set up an exhibit in a conservation organization tent set up at the 2nd Annual Sunset on the Farm Event at Brickstead Dairy in Outagamie County. The event is put on by the Lower Fox River Demonstration Farm Network and focuses on agricultural best management practices while making the event fun and family-friendly. Our table included the digital watershed pledge, volunteer event sign up, eight Renew Our Waters flyers, the wheel of pollution, the double-sided raindrop banner, and a coloring activity that had kids coming up with their own stormdrain mural designs. Approximately 200 people were reached through this event.

File Attachment [IMG_20180809_144248880.jpg](#)

File Attachment [IMG_20180809_162009403.jpg](#)

File Attachment [IMG_20180809_174006712.jpg](#)

08/23/2018 2018 Clean Water Makes Better Beer

Description

NEWSC education was provided at FWWA's inaugural Clean Water Makes Better Beer event at Fox River Brewing Company in Oshkosh. The booth at the event included a watershed banner, Renew Our Waters flyers, and the double-sided raindrop banner. Approximately 150-200 people approached the booth.

File Attachment [CWMBB.jpg](#)

File Attachment [Clean Water Makes Great Beer w sun.png](#)

10/11/2018 2018 Public Works Open House in Manitowoc

Description

FWWA/NEWSC set up an exhibiting table at Manitowoc's Public Works Open House/Safety Night on October 11, 2018. Our table included two Renew Our Waters flyers, the digital Watershed Pledge, the double-sided raindrop (BMPs) banner, and Renew Our Waters yard signs. Approximately 40-50 people approached the booth.

File Attachment [IMG_20181011_150650937_HDR.jpg](#)

1.7.9 FWWA: "The Source" Blog Posts

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

NEWSC staff and members have the ability to post informative articles on the Fox-Wolf Watershed website blog called "The Source".

Planned: 2016 2017 2018

Complete: 2016 2017 2018

Activity Date	Name
12/31/2018	2018 Blog Posts

Description

The attached document outlines blog posts that occurred in 2018.

Individual posts can be viewed and read at the following website:
[www.http://fwwa.org/the-source/](http://fwwa.org/the-source/)

File Attachment *The Source Posts, 2018.pdf*

1.7.10 Collaborative Education Efforts

Responsible Staff / Position: Chad VandenLangenberg
 Program Coordinator - NEWSC & LFR

Description

Collaborate with other entities to meet stormwater education and outreach goals, including local and regional non-profit/ environmental/ community groups and other local units of government.

Summarize collaboration efforts each reporting period, including the name and description of each group, and collaborative efforts completed including a summary of educational materials or information provided, date conducted and estimated number of participants for each activity.

Planned: 2016 2017 2018

Complete: 2016 2017 2018

Activity Date	Name
12/31/2018	Clean WI - Toxic PAH Campaign

Description

NEWSC Staff participated in a number of meetings centered on bringing public education on Polycyclic Aromatic Hydrocarbons (PAH's) to Northeast Wisconsin. The campaign has been initiated by Clean Wisconsin. Meetings have included staff from Clean Wisconsin, Lakeshore Natural Resources Partnership and NEWSC. Public educational events will be held in 2019. Planning meetings took place on the following dates in 2018: 8/6, 8/22, 11/8, 11/15, 11/21 and 12/19.

File Attachment *FACTSHEET-- FWWA.pdf*

12/31/2018	Wisconsin Stormwater Collaboratives Meeting
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Description

NEWSC Staff was instrumental in setting up a meeting of individuals involved in stormwater collaboratives throughout Wisconsin. A meeting of the collaboratives was held in Wausau on September 26th, 2018.

NEWSC was represented at this meeting by: Dani Santry, Jessica Schultz, Kelly Reyer & Chad VandenLangenberg

File Attachment *Collaborative Meeting (Fall, 2018).pdf*

12/31/2018	Clean Bay Backers Educational Event
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Description

NEWSC staff were involved in planning and participating in the Clean Bay Backers educational event and tour for elected leaders in the Green Bay area. The event was held on October 5th, 2018.

Event Planning Meetings Occurred on: 5/4, 5/29, 6/14, 7/3, 7/30, 9/5, 9/14

Kelly Reyer & Chad VandenLangenberg provided an informative presentation on NEWSC.
 Nick VandeHey & Sean Gehin provided an informative presentation on Stormwater Ponds.

Media:

WFRV Channel 5: <https://www.wearegreenbay.com/news/local-news/bringing-back-the-bay-keeping-our-water->

clean/15010682...

WBAY Channel 2: <https://www.wbay.com/content/news/Clean-Bay-Backers-take-leaders-on-a-tour-of-bays-water-issues-4953...>

WLUK Fox-11: <https://fox11online.com/news/local/environmental-tour-focuses-on-storm-water-quality>

File Attachment [CBB_Flyer.pdf](#)
 File Attachment [Clean Bay Backers PR 2018.pdf](#)
 File Attachment [NEWSC I E.pdf](#)
 File Attachment [NEWSC Information Flyer.pdf](#)
 File Attachment [Tour_Results.pdf](#)
 File Attachment [Speaker Contact list.docx](#)

1.7.11 Storm Water Education Presentations

Responsible Staff / Position: Kelly Reyer
 Outreach Coordinator

Description

Host, support or conduct presentations on stormwater education topics for local organizations, including community groups, business groups, schools, non-profit and professional organizations.

Identify each presentation conducted each reporting period, including the date, name of the group or organization, audience description, topic presented and stormwater theme, approximate number of participants in the discussion and any materials distributed. Include a copy of the presentation document when available.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
01/03/2018	2018 Jackson Elementary School in Manitowoc

Description

On January 3, 2018, FWWA/NEWSC's Chad VandenLangenberg and Kelly Reyer presented watershed and stormwater runoff education, along with demonstration of the Enviroscope model to (3) classes of 6th graders at Jackson Elementary School in Manitowoc. The approximate reach was 70 students.

File Attachment [Manitowoc.jpg](#)

File Attachment [IMG_0421.JPG](#)

01/20/2018	2018 Eagle Viewing Days in Neenah
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Description

On January 20, 2018 FWWA/NEWSC's Kelly Reyer presented to an audience at the Neenah Public Library as part of the 2018 Eagle Viewing Days event. A PowerPoint presentation on watersheds, fresh water resources, and stormwater runoff pollution was provided for the audience. A demonstration using the Enviroscope model was provided after the presentation. The digital watershed pledge was available for attendees. Younger attendees were able to draw their own storm drain mural ideas.

<http://www.postcrescent.com/story/news/local/neenah-menasha/2018/01/09/local-scene-jan/109251116/>

03/03/2018	2018 AAUW Tech Saavy Event in Menasha
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Description

On Saturday March 3, 2018, FWWA/NEWSC's Kelly Reyer presented to youth attendees and their parents at the AAUW Tech Saavy event. A PowerPoint presentation was provided covering watersheds, fresh water resources, and stormwater runoff. The enviroscope model was demonstrated after each presentation. The attendees were able

to come up with their own storm drain mural designs. The approximate reach was 30 people.

File Attachment [AAUW.jpg](#)

File Attachment [AAUW2.jpg](#)

File Attachment [AAUW3.jpg](#)

03/22/2018 2018 Lunch & Learn at Mercury Marine

Description

On March 22, 2018 (World Water Day), FWWA/NEWSC's Kelly Reyer presented to employees at Mercury Marine in Fond du Lac as part of their Lunch n' Learn event. The presentation featured information about watersheds, stormwater runoff, and the how rain barrels help reduce runoff. A rain barrel was assembled and then raffled off to one of the Mercury Marine employees. The digital watershed pledge was available and along with three Renew Our Waters flyers. Additionally, several rain barrel kits were sold. Approximately 15 people were reached.

File Attachment [Merc 2018.png](#)

04/10/2018 2018 Master Gardener Presentation in Oshkosh

Description

On April 10, 2018, FWWA/NEWSC's Kelly Reyer, Chad VandenLangenberg, and others presented to the Winnebago County Master Gardeners Club at their monthly meeting at the Caughlin Center in Oshkosh. The presentation covered our watershed, efforts by FWWA and NEWSC, stormwater runoff, MS4s, TMDL, and more. There were lots of great questions, and the approximate reach was 70 people.

04/12/2018 2018 Kaleidoscope Academy in Appleton

Description

On April 12, 2018, FWWA/NEWSC's Kelly Reyer presented watershed and stormwater runoff education, along with demonstration of the Enviroscope model to (4) classes of 6th graders at Kaleidoscope Academy in Appleton. The approximate reach was 128 students.

04/13/2018 2018 Kaleidoscope Academy in Appleton

Description

On April 13, 2018, FWWA/NEWSC's Kelly Reyer presented watershed and stormwater runoff education, along with demonstration of the Enviroscope model to (4) classes of 6th graders at Kaleidoscope Academy in Appleton. The approximate reach was 128 students.

05/02/2018 2018 Winnebago County Field Days

Description

On May 2, 2018, FWWA/NEWSC's Kelly Reyer presented watershed and stormwater runoff education, including the runoff races activity to fourth graders from the Village of Winneconne. The approximate reach was 200 students.

File Attachment [IMG_20180503_134111655.jpg](#)

File Attachment [IMG_20180503_134119883.jpg](#)

File Attachment [IMG_20180503_134125266.jpg](#)

05/24/2018 2018 Foxview Elementary School in De Pere

Description

From May 21st through May 24th in 2018, FWWA/NEWSC's Kelly Reyer presented to all 6th graders at Foxview Elementary School in De Pere, which accounts for all of the public school 6th graders in the City of De Pere. The students were provided a presentation on watersheds, freshwater, and stormwater runoff, and used the Enviroscope Model to further their education. Approximately 300 students were reached over the four days.

File Attachment [Foxview Email.pdf](#)

08/02/2018 2018 Elementary Age Students at Oshkosh Boys & Girls Club

Description

On August 1st and 2nd 2018, FWWA/NEWSC's Kelly Reyer presented to students age 7-12 at the Boys and Girls Club in Oshkosh. The students were provided a presentation on watersheds, fresh water, and stormwater pollution, and used the Enviroscope Model to further their education on nonpoint runoff. Approximately 150 kids were reached over the two days of presenting.

File Attachment [BGC 2018.jpg](#)

08/06/2018 2018 Oshkosh Boys & Girls Club

Description

On August 6th & 8th 2018, FWWA/NEWSC's Kelly Reyer presented to high school ages kids at the Oshkosh Boys & Girls Club. The kids were provided a presentation about watersheds, freshwater, and stormwater runoff pollution. The Enviroscope Stormwater model was used to further their education. Approximately 15 students were reached with the presentations.

08/07/2018 2018 Vacation Bible School in Appleton

Description

On August 7, 2018, FWWA/NEWSC's Kelly Reyer presented to approximately 60 K-8 grade students and parents at Vacation Bible School in Appleton. Her presentation included discussion and use of the Enviroscope Watershed Model.

File Attachment [VBS 2018 water model norah.jpg](#)

08/29/2018 2018 Stormwater & Water Conservation Presentation in Fond du Lac

Description

On August 29, 2018, FWWA/NEWSC's Chad VandenLangenberg and Kelly Reyer, along with Nick Waldschmidt from the City of Fond du Lac, presented to a group as part of a public learning night event at the Fond du Lac. Our 1.5 hour presentation covered watershed education, pollution issues from stormwater runoff, and tips and practices for saving or conserving water on their properties. Nine people were reached through the presentation.

09/19/2018 2018 Outagamie County Conservation Field Days

Description

On September 18th and 19th 2018, FWWA's Kelly Reyer, Chad VandenLangenberg, and Chris Acy, presented to 5th and 6th graders from schools in Appleton, Black Creek, and Hortonvill. The students learned about the Fox-Wolf River Basin and stormwater runoff pollution. They then played Runoff Races, learning how hard surfaces create more runoff and more pollution is able to be carried away by stormwater and snowmelt. We reached approximately 400 students over the two days.

File Attachment [IMG_20180918_131846783_HDR.jpg](#)File Attachment [IMG_20180918_131848739_HDR.jpg](#)

10/25/2018 2018 Lunch n' Learn Presentation at Silver Star Brands in Oshkosh

Description

On October 25, 2018 FWWA/NEWSC's Kelly Reyer presented to employees at Silver Star Brands in Oshkosh during their Lunch n' Learn event. The presentation covered watersheds, fresh water, stormwater runoff pollution, and things residents can do to keep our waterways clean. The digital Watershed Pledge was available, and all the attendees took Renew Our Waters yard signs. There were six people present at the meeting.

File Attachment [SSB Lunch n Learn.docx](#)

11/20/2018 St. Bernard Catholic School in Green Bay

Description

On November 20, 2018 FWWA/NEWSC's Kelly Reyer presented to (2) 5th grade classes at St. Bernard Catholic School in Green Bay. The students learned about the Fox-Wolf River Basin, fresh water, and stormwater runoff pollution. Approximately 55 students were reached between the two classes.

File Attachment [St. Bernard Email.docx](#)

12/05/2018 2018 Greenville Middle School Presentations

Description

On December 4th and 5th FWWA/NEWSC's Kelly Reyer presented to (4) 6th grade classes at Greenville Middle School in Greenville. The students learned about our watershed, fresh water, and stormwater runoff pollution through a presentation and hands-on use of the Enviroscope Model. Approximately 94 students were reached over the two days of presentation.

12/20/2018

2018 Greenville Middle School Classes

Description

On December 10, 2018 FWWA/NEWSC's Kelly Reyer and Chad VandenLangenberg presented to (3) 6th grade classes at Greenville Middle School. The students were provided a presentation about our watershed, fresh water, and stormwater runoff pollution. Afterwards, they got a hands-on lesson using the Enviroscope Model. Approximately 72 students were reached during this presentation.

File Attachment [Chad.jpg](#)

12/20/2018

2018 Doty Elementary School in Green Bay

Description

On December 20th, FWWA/NEWSC's Kelly Reyer presented to (2) 5th grade classes at Doty Elementary School in Green Bay. The students received a presentation about the Fox-Wolf River Basin, fresh water resources, and stormwater runoff pollution. The presentation was followed with a demonstration using the Enviroscope Model and the new stormwater plinko game. Approximately 44 students were reached during the presentations.

2 Public Involvement and Participation

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

The permittee shall maintain its program to notify the public of activities required by this permit and to encourage input and participation from the public regarding these activities. This program shall have measurable goals for public involvement and participation and comply with applicable state and local public notice requirements.

Best Management Practices

2.2 Public Involvement

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required Yes

Description

Provide opportunities for public input and participation in development of programs and policies developed to maintain compliance with MS4 permit requirements. Give consideration to public input received for incorporation with stormwater management programs and practices.

Goals

2.2.2 Public Participation Opportunities

Responsible Staff / Position: Kelly Reyer
Outreach Coordinator

Description

Provide or support opportunities for public involvement in stormwater management plan development and program implementation. Such activities might include storm drain marking, waterway cleanup, clean sweep programs, household hazardous waste drop offs, rain garden workshops and rain barrel programs.

Provide a summary of public involvement activities offered each reporting period, including a description of the activity, the number of people involved and the results of the activity.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
05/12/2018	2018 Fox-Wolf Watershed Cleanup

Description

NEWSC partnered with the Fox-Wolf Watershed Alliance and other sponsors to hold the 2018 Fox-Wolf Watershed Cleanup on Saturday, May 12, 2018. The event had to be rescheduled due to the blizzard in April. Cleanup sites were organized for the entire stretch of the Lower Fox River, around Lake Winnebago, Lake Winneconne, Lake Butte des Morts, and on the Wolf and Embarrass rivers in New London. In total, our 626 volunteers removed 480 bags of trash, 14 tires, 15 electronics, 2,606 chunks of styrofoam, 201 balloons, and 1,338 balloons were removed from our watershed. Many other strange items were found as well. The event drew collaboration from the UW-Oshkosh's SEAC, Office of Sustainability, and Wildlife Conservation Club, Friends of High Cliff, Badger Laboratories team, Graymont employees, the Neenah High School Fishing Team, DNR, USFW, and 10 or more scout groups. The event attracted numerous sponsors, and the story was broadcasted on 91.1 the Avenue radio station, NBC-26, WFRV Channel 5, and the Appleton Post Crescent. Facebook Event Photos

NBC-26 Cares Cleanup Promotion:

<https://www.nbc26.com/news/nbc26-cares/fox-wolf-watershed-cleanup-2018-expected-to-draw-1000-volunteers>

Fox-11 Good Day Wisconsin April 26, 2018:

<http://fox11online.com/good-day-wi/environmentally-friendly-spring-cleaning-in-the-fox-valley>

May 8, 2018: Channel 5 Covering the Cleanup:

<http://www.wearegreenbay.com/local-5-live/local-5-live-on-location/fox-wolf-watershed-cleanup-2018/1167008844>

May 12, 2018: Channel 5 Caught up with Cleanup volunteers at Leicht Memorial Park in Green Bay:

<https://www.wearegreenbay.com/news/local-news/community-members-gather-to-cleanup-leicht-memorial-pa...>

File Attachment [Event Flyer 2018.png](#)

File Attachment [Trash Totals.png](#)

File Attachment [teal logo.png](#)

09/29/2018

2018 Fox-Wolf Watershed Mini Cleanup in Oshkosh

Description

On September 29, 2018, Fox-Wolf Watershed Alliance hosted its first ever mini watershed cleanup. This cleanup was coordinated at Asylum Point in Oshkosh, and featured 25 volunteers of all ages. Volunteers were provided with education on stormwater runoff, were given drinks and snacks, and were provided tools for cleaning up. In total, the volunteers cleaned up 31 bags of trash, 81 straws, 189 plastic bags, 186 chunks of Styrofoam, 4 electronics, 1 balloon, and 1 tire.

A story on the mini cleanup was featured in the October 10th Oshkosh Herald newspaper.

Here is a link to the Facebook photo

album: https://www.facebook.com/pg/foxwolfriver/photos/?tab=album&album_id=1590315247740938

File Attachment [Oshkosh Herald 2018.jpg](#)File Attachment [Trash Totals.png](#)File Attachment [1.jpg](#)**2.2.4 Storm Drain Marking Program****Responsible Staff / Position:**

Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Provide assistance to various local groups with storm drain marking or stenciling, upon request.

Summarize volunteer storm drain marking or stenciling activities assisted each reporting period, including the number of storm drains marked or stenciled.

Planned: 2018

Complete: 2018

Activity Date**Name**

12/31/2018

NEWSC Stormdrain Stencils

Description

NEWSC purchased new stormdrain stencils in two sizes in 2018. Stencils are available for purchase and use by the NEWSC Membership.

3 Construction Site Pollutant Control

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

The permittee shall continue to implement and enforce its program to reduce the discharge of sediment and construction materials from construction sites.

Best Management Practices

3.1 Erosion and Sediment Control Regulatory Mechanism

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required Yes

Description

Adopt and maintain an ordinance or other regulatory mechanism to require erosion and sediment control at construction sites and establish sanctions to ensure compliance. At a minimum, the ordinance or other regulatory mechanism shall establish or include:

1. Applicability and jurisdiction.
(1) Pursuant to the authority provided to the permittee under Wisconsin statutes, it shall apply to all construction sites with one acre or more of land disturbance, and to sites of less than one acre if they are part of a larger common plan of development or sale under the jurisdiction of the permittee.
2. Requirements for design and implementation of erosion and sediment control practices consistent with the criteria of those approved by the Department.
3. Construction site performance standards equivalent to those in ss. NR 151.11(6m) and 151.23(4m), Wis. Adm. Code. If the current ordinance does not contain construction site performance standards equivalent to those in ss. NR 151.11(6m) and 151.23(4m), Wis. Adm. Code, the permittee shall create or amend the ordinance to meet this requirement within 24 months of the date of notification of coverage under this permit.
4. Erosion and sediment control plan requirements for landowners of construction sites equivalent to those contained in s. NR 216.46, Wis. Adm. Code.
5. Inspection and enforcement authority.
6. Requirements for construction site operators to manage waste such as discarded building materials, concrete truck washout, chemicals, litter and sanitary waste at the construction site so as to reduce adverse impacts to waters of the state.

Goals

3.1.1 ESC Regulatory Mechanism

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Develop, adopt and implement a regulatory mechanism to establish requirements for erosion and sediment controls and waste controls from construction activity as described. Also develop and maintain policy guidance outlining procedures for application of various sanctions or penalties authorized within the regulatory mechanism.

Provide a copy of or link to the adopted IDDE regulatory mechanism and accompanying policy guidance. Confirm that the copy provided or link referenced is current each reporting period.

Planned: 2017 2018

Complete: 2017 2018

Activity Date	Name
12/31/2018	NEWSC Model Construction Site Erosion Control Zoning Ordinance

Description

NEWSC Model ordinance updated in 2015 is available to members.

File Attachment [NEWSC Model Construction Site Erosion Control Zoning Ordinance.pdf](#)

12/31/2018

Construction Site Erosion Control Ordinance Chart

Description

File Attachment [Construction Site Erosion Control Ordinance chart.pdf](#)

3.4 Administer Construction Site ESC Program

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required Yes

Description

Administer the construction site pollutant control program including the process for obtaining local approval, managing and responding to complaints, and tracking regulated construction sites.

Goals

3.4.4 Administer Erosion & Sediment Control Workshops

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	2018

Description

NEWSC held workshops in Green Bay (3/13/18) and Oshkosh (3/14/18) in 2018.

The Green Bay workshop had 33 attendees (including speakers).

The Oshkosh workshop had 22 attendees (including speakers).

File Attachment [Erosion Control Training Registration Flyer.pdf](#)

4 Post Construction Stormwater Control

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Develop, adopt and implement a Post Construction Stormwater Control Ordinance.

Best Management Practices

4.1 Post Construction Model Ordinance

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required Yes

Description

NEWSC completed a Post Construction Model Ordinance in 2015 which is available to its members.

Goals

4.1.1 Post Construction Model Ordinance

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

The attached Post Construction Model Ordinance is available to all NEWSC Members

Planned: 2017 2018

Complete: 2017 2018

Activity Date	Name
12/31/2018	Post Construction Model Ordinance

Description

Post Constructon Model Ordinance

File Attachment [NEWSC POST CONSTRUCTION MODEL ORDINANCE.pdf](#)

4.2 Post Construction Stormwater Control Reference Guide

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required Yes

Description

NEWSC Building & Development Committee has been working on a Post Construction Stormwater Control Ordinance - Reference Guide that will match up with the written ordinance to aid with interpretation and implementation.

Specific Components and Notes

Goals

4.2.1 Post Construction Model Ordinance Reference Guide

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

NEWSC will provide a Post Construction Model Ordinance Reference Guide to complement the ordinance.

The reference guide is being developed by the Building and Development Committee. The committee's activities are detailed in section 8.

Currently, the reference guide is 99% complete.

Planned: 2017 2018

Complete: 2017 2018

Activity Date	Name	Description
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None		
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4.2 Staff Training

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required No

Description

Include measurable goals to educate appropriate municipal and other personnel involved in implementing this program.

Goals

4.2.1 Post Construction BMP Training

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

NEWSC will offer training to municipal staff on the operations, inspection and maintenance programs for a variety of post construction best management practices. The Municipal committee will aim to provide one training per year beginning in 2016.

Activity Date	Name	Description
None		

5 Pollution Prevention

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

The permittee shall continue to implement its pollution prevention program.

Best Management Practices

5.10 Staff Training and Education

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required Yes

Description

Include measurable goals to educate appropriate municipal and other personnel involved in implementing this program.

Goals

5.10.1 Operations Staff Training

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Provide pollution prevention training for operations staff each year.

Provide a description of completed training each reporting period, including the date of the training, subjects covered, copy of or reference to materials provide and number of participants.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	Training Videos

Description

The following Pollution Prevention Training Videos are made available to NEWSC Members:

Excal Visual "Storm Warnings" - Stormwater Pollution Prevention
<https://www.excalvisual.com/storm-warning-extended-preview>

Excal Visual "Rain Check" - Stormwater Pollution Prevention for MS4s
<https://www.excalvisual.com/swrc-extended-preview>

Excal Visual "Ground Control - Stormwater Pollution Prevention for Construction Sites"
<https://www.excalvisual.com/sw-ground-control-extended-pre>

5.10.4 Municipal Facility SWPPP Training

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Provide annual training for implementation and maintenance of SWPPP requirements for all municipal sites. Note and include any unique training requirements included in individual facility SWPPPs for employees responsible for operation of those facilities.

Provide a description of completed training each reporting period, including the date of the training, subjects covered, copy of or reference to materials provide and number of participants.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date **Name**

12/31/2018 Pollution Prevention Posters

Description

The pollution prevention posters are available to NEWSC members upon request as well as on newsc.org.

File Attachment [Pollution Prevention Solid Waste Operations.pdf](#)
 File Attachment [Pollution Prevention Soil Waste Operations.pdf](#)
 File Attachment [Pollution Prevention Land Disturbances.pdf](#)
 File Attachment [Pollution Prevention Land Disturbances 2.pdf](#)
 File Attachment [Pollution Prevention Streets and Drainage Maintenance.pdf](#)
 File Attachment [Pollution Prevention Streets and Drainage Maintenance 2.pdf](#)
 File Attachment [Pollution Prevent Parks and Ground Maintenance.pdf](#)
 File Attachment [Pollution Prevention Parks and Ground Maintenance 2.pdf](#)
 File Attachment [Pollution Prevention Materials Storage and Spill Cleanup.pdf](#)
 File Attachment [Pollution Prevention Fleet Maintenance.pdf](#)

6 Storm Water Quality Management

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

The permittee shall continue to implement its municipal storm water quality management program. This program shall maintain compliance with the developed urban area performance standards of s. NR 151. 13(2)(b)1., Wis Adm. Code, for those areas of the municipality that were not subject to the post-construction performance standards of ss. NR 151.12 or 151.24, or ss. NR 151. 122 through 151.126 or ss. 151.242 through 141.246, Wis. Adm. Code.

Best Management Practices

6.1 TMDL

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required No

Description

Keep members updated on any changes in required TMDL reduction. Communicate with other community organizations for information by sitting on local committees and contacting the Wisconsin DNR.

Goals

6.1.1 TMDL Communication

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Keep members updated on any required changes in Total Maximum Daily Load reduction. Communicate with other community organizations for information.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	TMDL Ag. Committee Meetings

Description

NEWSC Staff participated in the Lower Fox River TMDL Ag. Committee Meetings on:
December 11, 2018
August 14, 2018
April 10, 2018
February 13, 2018

12/31/2018	TMDL Outreach Roundtable
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Description

NEWSC Staff participated in the Lower Fox River TMDL Outreach Roundtable Meetings on:
January 10, 2018

7 Annual Report

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

The permittee shall submit an annual report for each calendar year to the Department by March 31st of the following year. The permittee shall invite the municipal governing body, interest groups and the general public to review and comment on the annual report.

Best Management Practices

7.1 Annual Reports and Financial Information

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required Yes

Description

Annual report requirements shall include:

1. The status of implementing the permit requirements, status of meeting measurable program goals and compliance with permit schedules.
2. A fiscal analysis which includes the annual expenditures and budget for the reporting year, and the budget for the next year.
3. A summary of the number and nature of inspections and enforcement actions conducted to ensure compliance with the required ordinances.
4. Identification of any known water quality improvements or degradation in the receiving water to which the permittee's MS4 discharges. Where degradation is identified, identify why and what actions are being taken to improve the water quality of the receiving water.
5. An evaluation of program compliance, the appropriateness of identified best management practices, and progress towards achieving identified measurable goals. Any program changes made as a result of this evaluation shall be identified and described in the annual report. For any identified deficiencies towards achieving the requirements under section 2 of this permit or lack of progress towards meeting a measureable goal, the permittee shall initiate program changes to improve their effectiveness.
6. If applicable, notice that the permittee is relying on another municipality to satisfy any of the permit requirements and a description of the arrangement where a permit requirement is being met in this manner.

Goals

7.1.1 Submit Annual Report

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

A duly authorized representative of the permittee shall sign and certify the annual report and include a statement or resolution that the permittee's governing body or delegated representatives have reviewed or been apprised of the content of the annual report. Submit a signed copy of the annual report and other required reports to the appropriate Department regional storm water contact or to the Wisconsin DNR, Storm Water Program – WT/3, P.O. Box 7921, Madison, WI 53707-7921.

Provide a copy of or reference to the submitted reports as described above each reporting period.

Planned: 2015 2016 2017 2018 2019 2020 2021

Complete: 2015 2016 2017 2018

Activity Date	Name	Description
None		

8 NEWSC Management

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Management of NEWSC activities: meetings, communication, etc.

Best Management Practices

8.1 Meetings

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required No

Goals

8.1.1 Committee Meetings

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	2018 Leadership Council

Description

2018 Leadership Council Members Included:

Chair: Danielle Santry

Vice Chair: Eric Rakers

Secretary/Treasurer: Heath Kummerow

Municipal Committee Chair: Jeff Mazanec

General Public Committee Chair: Sue Olson

Building & Development Committee Chair: Brent Jalonen

Stormwater Quality Management Committee Chair: George Dearborn

Member at Large (Rules & Regs Specialist): Nick VandeHey

Member at Large: Hanna Moscho

Member at Large: Karen Heyrman

Meetings were held on: 1/23, 4/17, 7/17 and 10/16 with a special budget meeting held on 10/29.

File Attachment [LC Mtg Agenda \(1-23-18\).pdf](#)

File Attachment [NEWSC LC Mtg Min \(1-23-18\).pdf](#)

File Attachment [LC Mtg Agenda \(4-17-18\).pdf](#)

File Attachment [NEWSC LC Mtg Min \(4-17-18\) Approved.pdf](#)

File Attachment [LC Mtg Agenda \(7-17-18\).pdf](#)

File Attachment [NEWSC LC Mtg Min \(7-17-18\) Approved.pdf](#)

File Attachment [LC Mtg Agenda \(10-16-18\).pdf](#)

File Attachment [NEWSC LC Mtg Min \(10-16-18\) Approved.pdf](#)

File Attachment [2018 LC Workplan.pdf](#)

12/31/2018	2018 Municipal Committee
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Description

Committee Chair: Jeff Mazanec

Committee Members: Karen Heyrman, John Neumeier, Bob Schmeickel, Matt Smits & Scott Ahl

Meetings: 1/23, 3/28, 6/5, 9/11 & 11/6

The committee was also involved in the following:

- 4/4: Stormwater BMP Field Day Conference Call
- 5/1, 5/24, 8/24: Filtration Systems Workshop Planning Meetings
- 7/25: Stormwater Pond Vegetation Management & Maintenance Field Day
- 12/6: Filtration Systems Workshop

*This committee did not keep regular agendas or meeting minutes. Meeting items and notes were generally emailed between the members.

File Attachment [Meeting Agenda \(6-5-18\) \(Mtg Notes\).pdf](#)

File Attachment [Agenda.pdf](#)

File Attachment [2018 MC Workplan.pdf](#)

12/31/2018 2018 General Public Committee

Description

Committee Chair: Sue Olson

Committee Members: Dani Santry, Andy Maracini, George Dearborn, Brian Wayner, Sam Tobias

Committee Meetings: 1/4 (Conf. Call), 2/14, 6/7, 10/1, 12/11

File Attachment [GP Mtg Agenda \(2-14-18\).pdf](#)

File Attachment [Mtg Minutes \(2.14.18\).pdf](#)

File Attachment [GP Mtg Agenda \(6-7-18\).pdf](#)

File Attachment [GP Mtg Minutes \(6-7-18\).pdf](#)

File Attachment [GP Mtg Agenda \(10-1-18\).pdf](#)

File Attachment [GP Mtg Minutes \(10-1-18\).pdf](#)

File Attachment [GP Mtg Agenda \(12-11-18\).pdf](#)

File Attachment [GP Mtg Minutes \(12-11-18\).pdf](#)

File Attachment [2018 GPC Workplan.pdf](#)

12/31/2018 2018 Building & Development Committee

Description

Committee Chair: Brent Jalonen

Committee Members: Nick Waldschmidt, Pat Kuehl, Hanna Moscho, Brad Hartjes, Jeff Mazanec

Committee Meetings: 1/23, 2/19, 9/17 & 11/12

*This committee did not keep agenda's or minutes. Meeting agendas and meeting notes were emailed between the members.

File Attachment [2018 Bldg & Dev Committee.pdf](#)

12/31/2018 2018 Stormwater Quality Management Committee

Description

Committee Chair: George Dearborn

Committee Members: Jim Bachhuber, Paul Willis, Eric Thompson, Andy Maracini, Adam Enderby, Mike Kaster, Tony Brown, Nick VandeHey

Committee Meetings: 2/6, 4/17, 10/16, 12/11

*This committee did not keep regular agendas or meeting minutes. Meeting items and notes were generally emailed between the members.

File Attachment [Meeting Agenda \(email\).pdf](#)

File Attachment [SQMC Mtg Agenda \(10-16-18\).pdf](#)

File Attachment [12.11.18 Meeting Notes.pdf](#)

File Attachment [2018 SQMC Workplan.pdf](#)

8.1.2 Full Membership Meetings

Responsible Staff / Position:

Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

NEWSC Full Membership meets twice a year to stay updated on NEWSC happenings and vote on the NEWSC Leadership Council. A representative from each NEWSC community is expected to report to biannual full membership meetings.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	2018

Description

NEWSC Full Member meetings were held on May 14th and November 12th.

File Attachment [FM Mtg 5-14-18 - Agenda.pdf](#)

File Attachment [May 14, 2018 FM Meeting Minutes.pdf](#)

File Attachment [FM Mtg, 11.12.18 - Agenda \(FM Copy\).pdf](#)

File Attachment [November 12, 2018 FM Meeting Minutes.pdf](#)

8.1.3 Workgroup Meetings

Responsible Staff / Position:

Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

NEWSC created a number of workgroups in 2017 to aid in development of the 2017 River Planning Grant deliverables

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	Building & Development Erosion Control Workgroup

Description

This NEWSC workgroup met on an as-needed basis to achieve the following goals:

- 1.) Update existing "Responsible Construction" flyer
- 2.) Update, Print & Distribute Erosion & Sediment Control - Field Guide
- 3.) Research the possibility of a smartphone "Field Guide" App
- 4.) Plan, Coordinate and Host E/C training in 2018
- 5.) Creation of a database for sending training invitations

Workgroup Members: Brent Jalonen, Nick Waldschmidt, Patrick Kuehl, Hanna Moscho, Nick VandeHey, Kris Lyons, Michael DeBauche

Workgroup meetings occurred on: 1/10 (Conf. Call), 1/18, 2/12, 2/19, 3/8

E/C Workshops were held on 3/13 (Green Bay) & 3/14 (Oshkosh)

**No agendas or meeting minutes were kept.

12/31/2018 Website Redevelopment Workgroup

Description

NEWSC created a workgroup to begin the process of website redevelopment: Renew Our Waters Website

Workgroup members included: Sue Olson, Dani Dantry, Andy Maracini & George Dearborn

The workgroup met on the following dates: September 7, 2018

8.1.4 FWWA Watershed Conference Planning Committee

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

The Fox Wolf Watershed Alliance hosts an annual watershed conference. Many of the NEWSC members help plan and coordinate this conference and participate in conference planning meetings throughout the year.

In 2017, Planning Committee meetings were held on: January 18; February 7; May 3; June 28, July 26; August 10; September 18; November 20 & December 21, 2017

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	2018 Meetings

Description

The Conference Planning Committee met in early 2018 for conference planning purposes for the 2018 Conference (March, 2018) and in late 2018 for conference planning purposes for the 2019 Conference (March, 2019).
Planning Committee Members: Bob Givens, Dani Santry, Jared Schmidt, Jeff Mazanec, Jeremy Freund, Jim Bachhuber, Sue Olson

Committee Meetings: 8/28, 9/25, 11/14

File Attachment [2018 Short Program.pdf](#)

File Attachment [2018 Program Final.pdf](#)

8.2 Member Communication

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required No

Goals

8.2.1 NEWSC.org

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

The NEWSC Program Coordinator will update and populate the website as necessary with upcoming events, news, and information relating to the consortium's committee's and meetings.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	2018

Description

The NEWSC.org website was partially redeveloped in 2018. The website is currently functional, but is still in the process of being redeveloped and populated.

8.2.2 Email and Updates

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	2018

Description

Email & other updates (Communications): NEWSC Coordinator maintained email communications with member municipalities throughout the year, providing information and updates on a variety of topics and trainings.

8.2.3 Newsletter**Responsible Staff / Position:**

Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Create & Distribute NEWSC Newsletter to membership

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date**Name**

12/31/2018

2018 NEWSC Newsletters

Description

NEWSC Newsletters were created and distributed to the NEWSC Membership (via email)

Spring - May 25th

Summer - September 28th

Winter - February 19th

File Attachment [Winter, 2018.pdf](#)

File Attachment [Summer, 2018.pdf](#)

File Attachment [Spring, 2018.pdf](#)

8.3 Grant Application

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Required No

Goals

8.3.1 2015

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

Planned: 2014 2015 2016

Complete: 2014 2015 2016

Activity Date	Name	Description
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None

8.3.2 2016 - 2018

Responsible Staff / Position: Chad VandenLangenberg
Program Coordinator - NEWSC & LFR

Description

2015 - 2018 River Planning Grants

River Planning Grant #28316 was applied for in 2015 and awarded in 2016.

River Planning Grant #29217 was applied for in 2016 and awarded in 2017.

Planned: 2014 2015 2016 2017 2018

Complete: 2014 2015 2016 2017 2018

Activity Date	Name
12/31/2018	2017 DNR Grant #RP29217

Description

DNR River Planning Grant includes a number of deliverables. See grant document for more details. Grant was awarded in March, 2017.

This grant became final at the end of 2018. All deliverables of the grant have been met. The grant budget will be finalized in early 2019 and an overall grant report submitted to the WDNR in 2019 as well.

File Attachment [2017 RP Grant3.pdf](#)

File Attachment [RP29217 Agreement.pdf](#)

12/31/2018

2016 DNR Grant #RP28316

Description

WDNR River Planning Grant was awarded in Feb. of 2016 with grant deliverables being actively worked in 2017.

The deliverables of this grant have been achieved and the grant was finalized at the end of 2018. The grant budget will be finalized in early 2019 and an overall final report will be submitted to the WDNR in 2019.

File Attachment *FINAL DNR Surface Water Grant Application 8700-284-2.pdf*

Attachment: NEWSC 2018 SWMP PlanReport (2.10.19) (8014 : Resolution #19-28 Approving Annual Report for the WDNR MS4 General Permit.)



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: City Clerk-Treasurer

FROM: Carey Danen

SUBJECT: Voucher Approval.

ATTACHMENTS:

- 3-19-19 VOUCHERS (PDF)

3/13/2019 10:26 AM

A / P CHECK REGISTER

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PACKET: 06056 MAR 2019 COUNCIL - 2 3-19-19

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

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0302	AIRGAS USA LLC							
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	I-9085995585	AIRGAS USA LLC	R	3/19/2019		437.25CR	088166	
	I-9959781749	AIRGAS USA LLC	R	3/19/2019		102.71CR	088166	
	I-9959781750	AIRGAS USA LLC	R	3/19/2019		200.66CR	088166	759.98
7507	DEBORAH ARMBRUSTER							
	I-201903129174	DEBORAH ARMBRUSTER	R	3/19/2019		193.14CR	088167	193.14
7779	BADGER OFFICE CITY							
	I-811599-0	BADGER OFFICE CITY	R	3/19/2019		168.26CR	088168	168.26
0020	BADGERLAND PRINTING INC							
	I-32958	BADGERLAND PRINTING INC	R	3/19/2019		215.00CR	088169	
	I-32971	BADGERLAND PRINTING INC	R	3/19/2019		174.65CR	088169	389.65
0023	BATTERIES PLUS LLC							
	I-P11912806	BATTERIES PLUS LLC	R	3/19/2019		26.85CR	088170	26.85
0027	BAY TOWEL INC							
	I-2793977	BAY TOWEL INC	R	3/19/2019		102.94CR	088171	
	I-2796567	BAY TOWEL INC	R	3/19/2019		163.22CR	088171	
	I-2798359	BAY TOWEL INC	R	3/19/2019		104.80CR	088171	
	I-2802754	BAY TOWEL INC	R	3/19/2019		110.37CR	088171	
	I-2805333	BAY TOWEL INC	R	3/19/2019		93.72CR	088171	575.05
4784	BEACON ATHLETICS							
	I-500190-IN	BEACON ATHLETICS	R	3/19/2019		764.20CR	088172	764.20
6849	BONGERS, ERIN							
	I-201903129175	BONGERS, ERIN	R	3/19/2019		50.75CR	088173	50.75
0649	BRAUER SUPPLY & EQUIPMENT							
	I-2019148	BRAUER SUPPLY & EQUIPMENT	R	3/19/2019		6,111.79CR	088174	6,111.79
0038	BROADWAY AUTOMOTIVE INC							
	I-445327P	BROADWAY AUTOMOTIVE INC	R	3/19/2019		23.91CR	088175	
	I-932605P	BROADWAY AUTOMOTIVE INC	R	3/19/2019		386.51CR	088175	
	I-934470P	BROADWAY AUTOMOTIVE INC	R	3/19/2019		75.42CR	088175	485.84
0039	BROOKS TRACTOR INC							
	C-D68898	BROOKS TRACTOR INC	R	3/19/2019		312.72	088176	
	I-D70337	BROOKS TRACTOR INC	R	3/19/2019		446.91CR	088176	
	I-D70643	BROOKS TRACTOR INC	R	3/19/2019		593.28CR	088176	727.47

Attachment: 3-19-19 VOUCHERS (8030 : Voucher Approval.)

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PACKET: 06056 MAR 2019 COUNCIL - 2 3-19-19

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0795	BROWN COUNTY FIRE CHIEFS ASSOC							
	I-201903129176	BROWN COUNTY FIRE CHIEFS ASSOC	R	3/19/2019		15.00CR	088177	15.00
2944	BROWN COUNTY JAIL							
	I-201903129177	BROWN COUNTY JAIL	R	3/19/2019		480.00CR	088178	480.00
5855	BROWN COUNTY MABAS 112							
	I-201903129190	BROWN COUNTY MABAS 112	R	3/19/2019		100.00CR	088179	100.00
7866	CALLBACK STAFFING SOLUTIONS LLC							
	I-11673	CALLBACK STAFFING SOLUTIONS LL	R	3/19/2019		4,000.00CR	088180	4,000.00
0536	CDW GOVERNMENT INC							
	I-RCM4206	CDW GOVERNMENT INC	R	3/19/2019		229.65CR	088181	
	I-RDZ7846	CDW GOVERNMENT INC	R	3/19/2019		182.58CR	088181	
	I-RFH2228	CDW GOVERNMENT INC	R	3/19/2019		1,760.36CR	088181	
	I-RGB2731	CDW GOVERNMENT INC	R	3/19/2019		683.48CR	088181	
	I-RGJ9508	CDW GOVERNMENT INC	R	3/19/2019		1,700.00CR	088181	
	I-RGT3302	CDW GOVERNMENT INC	R	3/19/2019		402.54CR	088181	
	I-RHD0210	CDW GOVERNMENT INC	R	3/19/2019		5,425.43CR	088181	10,384.04
2708	CLEANING SOLUTION SERVICES INC							
	I-18817	CLEANING SOLUTION SERVICES INC	R	3/19/2019		1,354.06CR	088182	
	I-18818	CLEANING SOLUTION SERVICES INC	R	3/19/2019		1,657.49CR	088182	
	I-18820	CLEANING SOLUTION SERVICES INC	R	3/19/2019		1,349.21CR	088182	
	I-18853	CLEANING SOLUTION SERVICES INC	R	3/19/2019		105.66CR	088182	
	I-18854	CLEANING SOLUTION SERVICES INC	R	3/19/2019		294.18CR	088182	4,760.60
7337	COMPASS MINERALS AMERICA							
	I-413808	COMPASS MINERALS AMERICA	R	3/19/2019		13,695.06CR	088183	
	I-413833	COMPASS MINERALS AMERICA	R	3/19/2019		17,186.71CR	088183	
	I-420256	COMPASS MINERALS AMERICA	R	3/19/2019		16,275.52CR	088183	47,157.29
7855	CORE DISTINCTION GROUP INC							
	I-1059	CORE DISTINCTION GROUP INC	R	3/19/2019		3,750.00CR	088184	3,750.00
0217	COUNTRY VISIONS COOPERATIVE							
	I-3955	COUNTRY VISIONS COOPERATIVE	R	3/19/2019		23.01CR	088185	
	I-399	COUNTRY VISIONS COOPERATIVE	R	3/19/2019		16.83CR	088185	
	I-401	COUNTRY VISIONS COOPERATIVE	R	3/19/2019		10.00CR	088185	49.84
0061	CUMMINS NPOWER, LLC							
	I-F4-26863	CUMMINS NPOWER, LLC	R	3/19/2019		245.00CR	088186	
	I-F4-27469	CUMMINS NPOWER, LLC	R	3/19/2019		810.77CR	088186	1,055.77

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VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

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3590	LAWRENCE DELO I-201903129180	LAWRENCE DELO	R	3/19/2019		101.40CR	088187	101.40
0075	DIGGERS HOTLINE INC I-190 1 36402	DIGGERS HOTLINE INC	R	3/19/2019		17.60CR	088188	17.60
0085	EMERGENCY MEDICAL PRODUCTS INC I-2051826 I-2051984	EMERGENCY MEDICAL PRODUCTS INC EMERGENCY MEDICAL PRODUCTS INC	R R	3/19/2019 3/19/2019		875.55CR 70.94CR	088189 088189	 946.49
0086	ERC INC I-ERC-0219-0309	ERC INC	R	3/19/2019		426.00CR	088190	426.00
0091	FASTENAL COMPANY I-WIGRE376070	FASTENAL COMPANY	R	3/19/2019		20.00CR	088191	20.00
0096	FIRE APPARATUS & EQUIPMENT INC I-19325	FIRE APPARATUS & EQUIPMENT INC	R	3/19/2019		175.34CR	088192	175.34
0200	FIRST SUPPLY LLC I-11566878-00 I-11577504-00	FIRST SUPPLY LLC FIRST SUPPLY LLC	R R	3/19/2019 3/19/2019		326.92CR 225.91CR	088193 088193	 552.83
0105	FOX SPECIALITY COMPANY I-40403	FOX SPECIALITY COMPANY	R	3/19/2019		144.23CR	088194	144.23
0107	FOX VALLEY TECHNICAL COLLEGE I-TPB0000506047	FOX VALLEY TECHNICAL COLLEGE	R	3/19/2019		99.00CR	088195	99.00
6472	GIESE, BENJAMIN S I-201903129181 I-201903129182 I-201903129183 I-201903129184	GIESE, BENJAMIN S GIESE, BENJAMIN S GIESE, BENJAMIN S GIESE, BENJAMIN S	R R R R	3/19/2019 3/19/2019 3/19/2019 3/19/2019		9.48CR 241.95CR 125.60CR 10.55CR	088196 088196 088196 088196	 387.58
7553	GLENN'S 24 HR TOWING INC I-82787	GLENN'S 24 HR TOWING INC	R	3/19/2019		225.00CR	088197	225.00
5349	GLIME, RYAN I-201903129185	GLIME, RYAN	R	3/19/2019		20.07CR	088198	20.07
0116	GRAINGER INC I-9089970520 I-9093522606	GRAINGER INC GRAINGER INC	R R	3/19/2019 3/19/2019		31.94CR 116.14CR	088199 088199	 148.08

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VENDOR SET: 01

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0666	GRAY'S INC							
	I-35174	GRAY'S INC	R	3/19/2019		3,525.00CR	088200	
	I-35216	GRAY'S INC	R	3/19/2019		215.00CR	088200	3,740.00
0124	GREEN BAY CITY TREASURER							
	I-117291	GREEN BAY CITY TREASURER	R	3/19/2019		316.50CR	088201	
	I-117292	GREEN BAY CITY TREASURER	R	3/19/2019		316.50CR	088201	633.00
4902	HALRON LUBRICANTS INC							
	C-1046742-00	HALRON LUBRICANTS INC	R	3/19/2019		40.00	088202	
	C-1055408-00	HALRON LUBRICANTS INC	R	3/19/2019		20.00	088202	
	I-1054858-00	HALRON LUBRICANTS INC	R	3/19/2019		534.01CR	088202	
	I-1054858-01	HALRON LUBRICANTS INC	R	3/19/2019		293.64CR	088202	
	I-1056054-00	HALRON LUBRICANTS INC	R	3/19/2019		115.00CR	088202	882.65
5484	HYDROCORP INC							
	I-51341-IN	HYDROCORP INC	R	3/19/2019		2,876.00CR	088203	
	I-51536-IN	HYDROCORP INC	R	3/19/2019		2,309.00CR	088203	5,185.00
7896	I/O SOLUTIONS INC							
	I-C44540A	I/O SOLUTIONS INC	R	3/19/2019		762.00CR	088204	762.00
1399	INDOFF INC							
	I-3211451	INDOFF INC	R	3/19/2019		63.11CR	088205	
	I-3213230	INDOFF INC	R	3/19/2019		9.79CR	088205	
	I-3214667	INDOFF INC	R	3/19/2019		164.75CR	088205	
	I-3215665	INDOFF INC	R	3/19/2019		41.99CR	088205	
	I-3216882	INDOFF INC	R	3/19/2019		113.85CR	088205	
	I-3217358	INDOFF INC	R	3/19/2019		98.85CR	088205	
	I-3218753	INDOFF INC	R	3/19/2019		26.23CR	088205	
	I-3220030	INDOFF INC	R	3/19/2019		143.73CR	088205	662.30
7545	INSIGHT PUBLICATIONS LLC							
	I-2019-15291	INSIGHT PUBLICATIONS LLC	R	3/19/2019		395.00CR	088206	395.00
2602	JOSSART BROTHERS INC							
	I-18-01 (8)	JOSSART BROTHERS INC	R	3/19/2019		44,843.26CR	088207	
	I-934	JOSSART BROTHERS INC	R	3/19/2019		1,695.80CR	088207	
	I-935	JOSSART BROTHERS INC	R	3/19/2019		2,459.00CR	088207	48,998.06
1276	JX ENTERPRISES INC							
	C-1472735P	JX ENTERPRISES INC	R	3/19/2019		63.99	088208	
	I-1472438P	JX ENTERPRISES INC	R	3/19/2019		104.43CR	088208	
	I-1472439P	JX ENTERPRISES INC	R	3/19/2019		7.62CR	088208	
	I-1472522P	JX ENTERPRISES INC	R	3/19/2019		341.99CR	088208	
	I-1473000P	JX ENTERPRISES INC	R	3/19/2019		286.99CR	088208	
	I-1473374P	JX ENTERPRISES INC	R	3/19/2019		157.32CR	088208	
	I-1473697P	JX ENTERPRISES INC	R	3/19/2019		9.53CR	088208	843.89

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VENDOR SET: 01

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BANK : AP ASSOCIATED

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3140	KUNDINGER FLUID POWER INC							
	I-50529831	KUNDINGER FLUID POWER INC	R	3/19/2019		88.71CR	088209	
	I-50530165	KUNDINGER FLUID POWER INC	R	3/19/2019		172.31CR	088209	261.02
0779	VICKIE LAMBERT							
	I-201903129187	VICKIE LAMBERT	R	3/19/2019		10.00CR	088210	10.00
0154	LAMERS BUS LINES INC							
	I-201903129188	LAMERS BUS LINES INC	R	3/19/2019		256.50CR	088211	256.50
2044	LIGHTHOUSE TITLE - GREEN BAY TITLE							
	I-WB19-03260612	LIGHTHOUSE TITLE - GREEN BAY T	R	3/19/2019		60.00CR	088212	60.00
7444	SARA LORNSON							
	I-201903129189	SARA LORNSON	R	3/19/2019		146.16CR	088213	146.16
5675	MAGNA-MATIC							
	I-59675	MAGNA-MATIC	R	3/19/2019		71.68CR	088214	71.68
0165	MARTELL CONSTRUCTION INC							
	I-1092	MARTELL CONSTRUCTION INC	R	3/19/2019		312.50CR	088215	312.50
0173	MENARDS INC							
	I-43766	MENARDS INC	R	3/19/2019		77.92CR	088216	
	I-43915	MENARDS INC	R	3/19/2019		31.31CR	088216	
	I-44138	MENARDS INC	R	3/19/2019		26.12CR	088216	
	I-44314	MENARDS INC	R	3/19/2019		41.85CR	088216	
	I-44353	MENARDS INC	R	3/19/2019		27.25CR	088216	
	I-44477	MENARDS INC	R	3/19/2019		127.26CR	088216	331.71
1630	BRIAN MITCHELL							
	I-2381	BRIAN MITCHELL	R	3/19/2019		543.20CR	088217	543.20
2872	MR OUTBOARD'S WATERSPORTS							
	I-10592	MR OUTBOARD'S WATERSPORTS	R	3/19/2019		133.77CR	088218	133.77
6958	NATHAN MRSTIK							
	I-201903129191	NATHAN MRSTIK	R	3/19/2019		67.57CR	088219	67.57
0076	NASSCO INC							
	I-S2442827.001	NASSCO INC	R	3/19/2019		99.64CR	088220	99.64

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PACKET: 06056 MAR 2019 COUNCIL - 2 3-19-19

VENDOR SET: 01

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BANK : AP ASSOCIATED

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3191	NCI							
	I-AT12258	NCI	R	3/19/2019		74.85CR	088221	74.85
7129	NELSON TACTICAL							
	I-16690	NELSON TACTICAL	R	3/19/2019		202.73CR	088222	202.73
0531	NORTHEAST AUTO PARTS INC							
	I-337556	NORTHEAST AUTO PARTS INC	R	3/19/2019		27.85CR	088223	
	I-337571	NORTHEAST AUTO PARTS INC	R	3/19/2019		99.28CR	088223	
	I-337576	NORTHEAST AUTO PARTS INC	R	3/19/2019		68.14CR	088223	
	I-337577	NORTHEAST AUTO PARTS INC	R	3/19/2019		13.24CR	088223	
	I-337705	NORTHEAST AUTO PARTS INC	R	3/19/2019		45.12CR	088223	
	I-337722	NORTHEAST AUTO PARTS INC	R	3/19/2019		56.82CR	088223	
	I-337753	NORTHEAST AUTO PARTS INC	R	3/19/2019		13.47CR	088223	
	I-337785	NORTHEAST AUTO PARTS INC	R	3/19/2019		39.48CR	088223	
	I-337824	NORTHEAST AUTO PARTS INC	R	3/19/2019		137.99CR	088223	
	I-337857	NORTHEAST AUTO PARTS INC	R	3/19/2019		20.54CR	088223	
	I-337865	NORTHEAST AUTO PARTS INC	R	3/19/2019		23.98CR	088223	545.91
5433	NORTHEAST WI TECH COLLEGE							
	I-SFT0000117499	NORTHEAST WI TECH COLLEGE	R	3/19/2019		1,040.90CR	088224	1,040.90
0187	NSIGHT TELS SERVICES							
	I-201903129192	NSIGHT TELS SERVICES	R	3/19/2019		64.40CR	088225	64.40
0197	PACKER CITY INTERNATIONAL INC							
	I-X101101764:01	PACKER CITY INTERNATIONAL INC	R	3/19/2019		25.77CR	088226	
	I-X101102279:01	PACKER CITY INTERNATIONAL INC	R	3/19/2019		8.95CR	088226	
	I-X101102462:01	PACKER CITY INTERNATIONAL INC	R	3/19/2019		34.36CR	088226	69.08
1331	PACKER FASTENER & SUPPLY INC							
	I-426332	PACKER FASTENER & SUPPLY INC	R	3/19/2019		86.91CR	088227	
	I-427379	PACKER FASTENER & SUPPLY INC	R	3/19/2019		102.67CR	088227	
	I-428306	PACKER FASTENER & SUPPLY INC	R	3/19/2019		262.76CR	088227	452.34
0584	PATRICK ZELZER AND ASSOCIATES							
	I-ZEL-2019000537	PATRICK ZELZER AND ASSOCIATES	R	3/19/2019		75.00CR	088228	75.00
1826	PAULSON HARDWARE INC							
	I-2728	PAULSON HARDWARE INC	R	3/19/2019		1,032.00CR	088229	1,032.00
0525	PETROLEUM EQUIP SERVICE OF WI INC							
	I-142228	PETROLEUM EQUIP SERVICE OF WI	R	3/19/2019		402.69CR	088230	402.69

Attachment: 3-19-19 VOUCHERS (8030 : Voucher Approval.)

3/13/2019 10:26 AM

A / P CHECK REGISTER

PAGE: 7

PACKET: 06056 MAR 2019 COUNCIL - 2 3-19-19

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0208	POMP'S TIRE SERVICE INC							
	C-90054831	POMP'S TIRE SERVICE INC	R	3/19/2019		32.00	088231	
	C-90054837	POMP'S TIRE SERVICE INC	R	3/19/2019		30.50	088231	
	I-90048602	POMP'S TIRE SERVICE INC	R	3/19/2019		30.50CR	088231	
	I-90050380	POMP'S TIRE SERVICE INC	R	3/19/2019		32.00CR	088231	
	I-90054475	POMP'S TIRE SERVICE INC	R	3/19/2019		734.20CR	088231	
	I-90054832	POMP'S TIRE SERVICE INC	R	3/19/2019		32.00CR	088231	
	I-90054838	POMP'S TIRE SERVICE INC	R	3/19/2019		30.50CR	088231	
	I-90054841	POMP'S TIRE SERVICE INC	R	3/19/2019		497.50CR	088231	1,294.20
1246	PREVEA HEALTH							
	I-121029	PREVEA HEALTH	R	3/19/2019		174.85CR	088232	174.85
0218	PROMOTIONAL DESIGNS INC							
	I-26267-1	PROMOTIONAL DESIGNS INC	R	3/19/2019		52.00CR	088233	52.00
0220	QUILL CORP							
	I-5470688	QUILL CORP	R	3/19/2019		27.38CR	088234	27.38
6948	RAY'S TIRE							
	I-1005024	RAY'S TIRE	R	3/19/2019		1,110.80CR	088235	1,110.80
0227	REINDERS INC							
	I-1769952-00	REINDERS INC	R	3/19/2019		428.10CR	088236	
	I-1772068-00	REINDERS INC	R	3/19/2019		353.54CR	088236	
	I-1772247-00	REINDERS INC	R	3/19/2019		76.86CR	088236	
	I-1772247-01	REINDERS INC	R	3/19/2019		6.52CR	088236	
	I-1772247-02	REINDERS INC	R	3/19/2019		16.52CR	088236	
	I-1772491-00	REINDERS INC	R	3/19/2019		321.81CR	088236	
	I-1773232-00	REINDERS INC	R	3/19/2019		480.13CR	088236	1,683.48
0681	ROGAN'S SHOES							
	I-246640	ROGAN'S SHOES	R	3/19/2019		1,461.25CR	088237	1,461.25
6161	SAINT NORBERT COLLEGE							
	I-201903129186	SAINT NORBERT COLLEGE	R	3/19/2019		82.00CR	088238	82.00
3234	SHERWIN WILLIAMS							
	I-1883-0	SHERWIN WILLIAMS	R	3/19/2019		84.00CR	088239	84.00
4094	STATE BAR OF WISCONSIN							
	I-5055564	STATE BAR OF WISCONSIN	R	3/19/2019		73.40CR	088240	
	I-5056140	STATE BAR OF WISCONSIN	R	3/19/2019		72.35CR	088240	145.75

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PAGE: 8

PACKET: 06056 MAR 2019 COUNCIL - 2 3-19-19

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0268	TRUCK EQUIPMENT INC							
	I-834736-00	TRUCK EQUIPMENT INC	R	3/19/2019		2,561.71CR	088241	
	I-836215-00	TRUCK EQUIPMENT INC	R	3/19/2019		255.16CR	088241	
	I-836311-00	TRUCK EQUIPMENT INC	R	3/19/2019		176.64CR	088241	
	I-837084-00	TRUCK EQUIPMENT INC	R	3/19/2019		97.52CR	088241	3,091.03
7830	TUNDRA APPAREL AND PROMOTIONS							
	I-1289	TUNDRA APPAREL AND PROMOTIONS	R	3/19/2019		347.00CR	088242	347.00
0417	TWEET GAROT MECHANICAL INC							
	I-71657	TWEET GAROT MECHANICAL INC	R	3/19/2019		915.00CR	088243	
	I-71818	TWEET GAROT MECHANICAL INC	R	3/19/2019		562.00CR	088243	
	I-71819	TWEET GAROT MECHANICAL INC	R	3/19/2019		345.00CR	088243	1,822.00
0272	UNIFORM SHOPPE INC							
	I-285725	UNIFORM SHOPPE INC	R	3/19/2019		130.90CR	088244	
	I-285726	UNIFORM SHOPPE INC	R	3/19/2019		25.00CR	088244	155.90
7210	VANDEN PLAS SANITATION INC.							
	I-37892	VANDEN PLAS SANITATION INC.	R	3/19/2019		129.60CR	088245	129.60
3707	VIKING ELECTRIC SUPPLY							
	I-S002185846.001	VIKING ELECTRIC SUPPLY	R	3/19/2019		277.06CR	088246	277.06
7861	KRISTEN VINCENT							
	I-201903129193	KRISTEN VINCENT	R	3/19/2019		105.48CR	088247	105.48
3724	VISU-SEWER CLEAN & SEAL INC							
	I-18-03 (4) FINAL	VISU-SEWER CLEAN & SEAL INC	R	3/19/2019		6,447.99CR	088248	6,447.99
0238	WAUSAU EQUIPMENT CO INC							
	I-6494428	WAUSAU EQUIPMENT CO INC	R	3/19/2019		540.57CR	088249	540.57
3374	WEST BEND MUTUAL INS CO							
	I-201903129194	WEST BEND MUTUAL INS CO	R	3/19/2019		20.00CR	088250	20.00
2645	WI DEPT OF JUSTICE							
	I-201903129195	WI DEPT OF JUSTICE	R	3/19/2019		21.00CR	088251	21.00
4550	WI EMS ASSOCIATION							
	I-4824	WI EMS ASSOCIATION	R	3/19/2019		300.00CR	088252	300.00

Attachment: 3-19-19 VOUCHERS (8030 : Voucher Approval.)

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A / P CHECK REGISTER

PAGE: 9

PACKET: 06056 MAR 2019 COUNCIL - 2 3-19-19

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
7350	WI MEDIA I-2312111	WI MEDIA	R	3/19/2019		1,242.21CR	088253	1,242.21
0548	WI RURAL WATER ASSOC I-S3376	WI RURAL WATER ASSOC	R	3/19/2019		585.00CR	088254	585.00
3070	WILLIAMS CUSTOM CANVAS I-3071	WILLIAMS CUSTOM CANVAS	R	3/19/2019		300.00CR	088255	300.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	90	0.00	175,125.24	175,125.24
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	90	0.00	175,125.24	175,125.24

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

Attachment: 3-19-19 VOUCHERS (8030 : Voucher Approval.)

3/13/2019 10:26 AM

A / P CHECK REGISTER

PAGE: 10

PACKET: 06056 MAR 2019 COUNCIL - 2 3-19-19

VENDOR SET: 01

**** CHECK LISTING ****

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	3/2019	94,750.81CR
201	3/2019	3,794.75CR
208	3/2019	17.60CR
260	3/2019	1,875.00CR
285	3/2019	1,875.00CR
405	3/2019	52,818.58CR
601	3/2019	14,756.09CR
650	3/2019	5,237.41CR
=====		
ALL		175,125.24CR

Attachment: 3-19-19 VOUCHERS (8030 : Voucher Approval.)



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: City Clerk-Treasurer

FROM: Carey Danen

SUBJECT: Operator License Applications.

ATTACHMENTS:

- 3-19-19 (PDF)

CITY OF DE PERE
License Committee - March 19, 2019

Previously Tabled Operator License Applications	
1	EHLINGER, JON P.
2	PHILLIPS, JENNIFER L.

Temporary Operator License Applications	
1	ACHTEN, JAY G.
2	BAETEN, SCOTT J.
3	HOEY, ANGIE L.

New Operator License Applications	
1	BAUMANN, STACI J.
2	GANTENBEIN, JANE E.
3	HOFFMAN, MAX R.
4	HOVE, DANELLE R.
5	KOOLS, JASON P.
6	PLATZ, OLIVIA M.
7	VANDER BLOOMEN, MICHAEL D.
8	VAN DYKE, JACOB M.
9	ZIMMERMAN, JILLIAN R.



City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: March 19, 2019

DEPARTMENT: City Clerk-Treasurer

FROM: Carey Danen

SUBJECT: Resolution #19-29 Authorizing Tax Refund (DORO - 741 Morning Glory Lane).

ATTACHMENTS:

- Reso19-29 (DOCX)
- Mayor F-P -Doro Tax claim (PDF)
- Exhibit A-Dan Doro letter (PDF)
- Dan Doro Assessment Spreadsheet (PDF)
- 741 Morning Glory Letter from Assessor (DOC)

RESOLUTION #19-29

AUTHORIZING TAX REFUND
(DORO – 741 Morning Glory Lane)

WHEREAS, Daniel E. Doro submitted a claim dated January 23, 2019 for a tax refund pursuant to §74.35 Wis. Stats for Tax Parcel WD-726-M-20, a copy of which is attached hereto and incorporated by reference as Exhibit A; and

WHEREAS, a review of such claim has determined that the Claimant was erroneously assessed for real property which did not exist and that such erroneous calculation may constitute palpable error under §74.33 Wis. Stats.; and

WHEREAS, the Common Council, acknowledging the palpable error in assessment of property that did not exist, wishes to reimburse the Claimant for 2017 and 2018 tax overpayments of \$602.12 and \$848.09, respectively.

WHEREAS, pursuant to §74.35(4) Wis. Stats., interest at the rate of 0.8% per month shall accrue on the timely filed 2018 claim, from the date of filing the claim (January 24, 2019) to the date payment is made.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE COMMON COUNCIL OF THE CITY OF DE PERE THAT:

1. The claim of Daniel E. Doro for property tax refunds in the amount of \$602.12 and \$848.09 for erroneous property taxes paid in the years 2017 and 2018 respectively are hereby allowed, including interest on the 2018 claim as provided above.
2. The City of De Pere shall make payment to Daniel E. Doro as indicated herein.
3. The Deputy City Clerk is authorized and directed to comply with §74.41 Wis. Stats. to charge other appropriate taxing jurisdictions in Brown County for their fair share of the 2018 refund.

Resolution #19-29
Page 2

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 19th day of March, 2019.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Carey E. Danen, Deputy City Clerk

Ayes: _____

Nays: _____

Attachment: Reso19-29 (8029 : Resolution #19-29 Authorizing Tax Refund (DORO-741 Morning Glory Lane))

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
 Members of the Finance/Personnel Committee
 Members of the Common Council
 From: Judith Schmidt-Lehman, City Attorney
 RE: Dan Doro Claim for Tax Overpayment
 Date: February 12, 2019 (meeting date)

City Clerk-Treasurer Shana Ledvina received the attached claim for alleged tax overpayment dated January 23, 2019 from Dan Doro covering Tax Parcel WD-725-M-20 (741 Morning Glory Lane). This memo will outline state law concerning claims for unlawful taxes.

State law lists criteria covering circumstances when tax refunds are allowed (an “unlawful tax”) and requirements for taxpayers to follow when claiming a repayment is due (“recovery of unlawful tax”). Specifically, under Wis. Stats. § 74.33(1), an “unlawful tax” means a general property tax resulting from one or more specific “palpable errors”:

- (a) a clerical error has been made in the description of the property or in the computation of the tax.
- (b) the assessment included real property improvements which did not exist on the date under s. 70.10 for making the assessment.
- (c) the property is exempt by law from taxation, except [where the tax may be appealed as manufacturing property or if the alleged error is solely that the valuation is excessive].
- (d) the property is not located in the taxation district for which the tax roll was prepared.
- (e) a double assessment has been made.
- (f) an arithmetic, transpositional or similar error has occurred.

If a “palpable error” has occurred, a taxpayer may file a claim to recover the “unlawful tax” against the jurisdiction which collected the tax. The claim must be filed by January 1 of the year the tax is due [Wis. Stats. § 74.33(5)(a)] and it must:

- (a) be in writing.
- (b) state the basis of the error.
- (c) state the amount of the claim as accurately as possible.
- (d) be signed by the claimant.
- (e) be personally served upon the city clerk.¹

Mr. Doro alleges that the square footage of his residence was improperly calculated resulting in an assessment for a structure larger than its true physical size. The information from Accurate Appraisal confirms that the square footage is larger than the physical structure resulting in a reduction in assessed value from \$181,300 to \$140,000. Mr. Doro only recently discovered the error, although it appears that

¹ When speaking with Mr. Doro over the phone, I indicated to him he should send the Clerk–Treasurer a letter detailing his claim. The correct process is to have the claim personally served.

this discrepancy existed with the 2017 full valuation as well. State law holds every property owner responsible to pay attention to the information on their tax bill on a yearly basis in order to detect errors promptly so that preventable errors are corrected and don't continue on for years.

Mr. Doro's claim for 2018 appears to meet the requirements for him to recover the taxes "unlawfully" collected by the city. The square footage error falls within the category of "palpable error" as contemplated by Wis. Stats. §74.33(1)(a) and the written claim presented meets the requirements of Wis. Stats. § 74.33(5)(a). Therefore, the claim as it relates to 2018 taxes should be allowed in the amount of \$848.09 as shown on the attached spreadsheet. Interest at the rate of .08% per month,² should be included as well.

As noted above, Wis. Stats. §74.33(5)(a) requires claims for unlawful taxes be filed by January 31 of the year due. State law does not provide a right to recover claims involving years in addition to the year the tax is due. Prior city councils have however allowed improperly filed claims for tax refund to proceed on a limited basis. Specifically, several refund claims based upon inaccurate size calculations in 2005, 2006, 2007 and 2016 were allowed by the council; but in no case were refunds paid for more than two years. This treatment is not statutorily sanctioned and the city would not be in a position to charge back any taxes refunded to any of the other taxing jurisdictions under these circumstances.

Should the Finance/Personnel Committee wish to recommend reimbursement of two years' worth of unlawful taxes for Mr. Doro, the amount of overpayment for 2017 is also shown on the attached spreadsheet. Since the 2017 overpayment was not part of a valid claim under state law, interest would not be required.

If you have any questions regarding this matter prior to the February 12, 2019 meeting, please call me at 339-4042.

JSL:amz
Attachment

J:\Law\Memos\2019\Mayor F-P-Doro Tax Claim2-8-19-141-004-16.docx

² Wis. Stats. §74.35

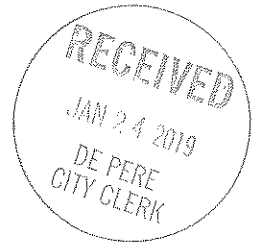
January 23, 2019

De Pere City Clerk

Shana Delvina

335 So. Broadway St.

De Pere, Wi. 54115



RE: Assessment value of the property located at 741 Morning Glory Lane, De Pere

Parcel # WD 726-M-20

Shana:

I am writing this letter to you after talking with the City Attorney Judy Smit-Lamer. I listed the above-mentioned property for sale with a realtor approximately 4-5 months ago. At that time when the realtor was doing a fair market analysis to establish a sale price, he noticed that on the assessment card it showed the first-floor square footage was listed as approximately 1,800 sq. ft. When he made me aware of this, I assured him it was closer to 1,200 sq. ft. and not 1,800 sq. ft. When I stopped at De Pere City hall to discuss this matter, I was informed I needed to contact Accurate Appraisal as they did the assessment. When I contacted Accurate Appraisal, they told me I had to talk to a guy named Bill as he did the appraisal. After waiting 1-2 weeks and not hearing from Bill I called back and was now told he was on vacation and would have to wait until he returned and they would have him call me. After waiting another 1-2 weeks and not hearing from Bill I called once again I was told he was busy. After calling a 4th time and I'm sure showing my frustration I told if Bill wasn't available, I needed to talk to someone as my house was listed for sale and not knowing if the property taxes were correct that it could potentially hold up the sale. The next day Bill called me back and I explained the situation and his first question was: did I contest the taxed value years ago when it was reassessed and I told him I was never sent any literature showing the sq. ft. that I was getting assessed on or I would of and he said he would check in to it further. He called back and admitted there was an error in the square footage but had no idea how it happened. He then went on further to explain that the first-floor sq. ft. should probably been assessed at around \$70-\$80 per sq. ft. and the approximately 600 sq. ft in the basement should have been figured at around \$10 per sq. ft. but because I didn't contest it at the time it was reassessed that basically it was a personal problem but that he would figure out what the correct assessment should have been and get it corrected. After waiting a couple weeks and not hearing anything I stopped back down to De Pere City hall to see if there was anyone there that I could talk to and was told that there was a person that did help with the assessments and that they would see if they could get them to

call me. After waiting another several weeks and not hearing anything my property taxes were due so I "paid them in protest", and contacted the Brown County Treasures office and asked if there was anything, they could do to help me get this resolved. I was told to call a Tom Lesley in property listings to see what he suggested. I called Tom and explained all the hoops I was going through and said I didn't want to hire an attorney in order to get some answers but I was at a dead end and didn't know who else to call. Tom advised me to call the De Pere City attorney and see if she could help in any way. When I called Judy and explained the entire situation, she suggested that I write a letter to the De Pere City Clerk and explain everything, so here I am.

As a tax payer (Paying taxes on 4 properties in De Pere), I assume you understand my frustration. I understand that mistakes happen but I don't think every tax payer should have to go to city hall every time there's a reassessment.

I have not been told what the correct assessment should have been but I assume it's substantial and feel it's only fair that there's some type of adjustment.

I don't think I'm expecting too much regarding this situation but unless I hear from someone and get this resolved soon, I will be turning this over to my attorney and possibly writing a letter to the Mayor and the newspaper editor that everyone in De Pere should contest their property assessment.

A FRUSTRATED TAX PAYER!!!!

Dan Doro


920-421-5060

2017 Assessment	Municipal Tax Rate	NWTC Rate	West DP SD	Brown County	School Credit	First Dollar	
\$158,500.00	\$1,064.63	\$139.38	\$1,660.03	\$772.98	\$311.70	\$67.80	\$3,257.52
2017 Assessment	Municipal Tax Rate	NWTC Rate	West DP SD	Brown County	School Credit	First Dollar	
\$129,800.00	\$871.85	\$114.15	\$1,359.45	\$633.02	\$255.26	\$67.80	\$2,655.40
Difference	\$192.77	\$25.24	\$300.59	\$139.97	\$56.44	\$0.00	\$602.12

2018 Assessment	Municipal Tax Rate	NWTC Rate	West DP SD	Brown County	School Credit	First Dollar	
\$181,300.00	\$1,282.48	\$152.24	\$1,779.67	\$836.31	\$327.73	\$67.40	\$3,655.58
2018 Assessment	Municipal Tax Rate	NWTC Rate	West DP SD	Brown County	School Credit	First Dollar	
\$140,000.00	\$990.33	\$117.56	\$1,374.26	\$645.80	\$253.07	\$67.40	\$2,807.49
Difference	\$292.15	\$34.68	\$405.41	\$190.51	\$74.66	\$0.00	\$848.09



To Whom it May Concern–

It was brought to our attention that we unknowingly had the incorrect square footage on property 741 Morning Glory Lane in the City of De Pere, parcel number WD-726-M-20. While completing the 2019 fieldwork on this property we did adjust the square foot down to 1,232. The 2018 assessed value was \$181,300 and in my professional opinion if we would have had the correct square footage the value would have been \$140,000 for 2018 and \$129,800 for 2017.

The property did receive a 2018 assessment value notice, indicating the value of \$181,300 and didn't contest or contact the assessor in that allotted time before the board of review. Due to this I am unaware if the Department of Revenue will accept this as a palpable error under 74.35 or not, however the City does attempt to do so, please let me know and I will move forward with the paperwork on our end.

Thanks,
Addie Ebert
City of De Pere Assessor
Assessor 2 and 3

Attachment: 741 Morning Glory Letter from Assessor (8029 : Resolution #19-29 Authorizing Tax Refund (DORO-741 Morning Glory Lane))