



Common Council

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Agenda

Tuesday, March 3, 2015

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 3, 2015** 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.

Call to order.

1. Roll call.
2. Pledge of allegiance to the Flag.
3. Approval of the Minutes of the February 17, 2015 Common Council Meeting.
4. Approval of the Minutes of the February 19, 2015 Special Meeting of the Common Council.
5. Public comment upon matters not on the agenda or other announcements.
6. Recommendation from the Board of Park Commissioners is requesting approval for the donation from Cellcom for Summer Day Camp.
7. Recommendation from the Board of Park Commissioners to approve the donation from De Pere Optimist Club for Easter Egg Hunt.
8. Recommendation from the Board of Park Commissioners to approve donation from De Pere Optimist Club for the Summer Day Camp.
9. Recommendation from the Board of Park Commissioners to approve the Donation for Fence Addition at Legion Park.
10. Recommendation from the Board of Park Commissioners to approve the Donation for Big Rig Gig Event in May.
11. Recommendation from the Board of Park Commissioners to approve the Little Free Library donations by De Pere School District to Optimist & Legion Parks.
12. Recommendation from the Plan Commission for an extraterritorial CSM for 2 lot CSM in the Town of Lawrence. Surveyor: Vande Hei.
13. Recommendation from the Plan Commission to approve the CSM Application for an extraterritorial CSM for 2 lot CSM in the Town of Ledgeview. Surveyor: Mau.
14. Recommendation from the Plan Commission to approve the CSM Application for an extraterritorial CSM for 2 lot CSM in the Town of Rockland. Surveyor: Zeitler.
15. Ordinance #15-11, Amending Chapter 106 De Pere Municipal Code Regarding Special Events and Penalties (tabled at February 17, 2015 Common Council Meeting).
16. Resolution #15-20, Setting Fee for Special Event Permit (tabled at February 17, 2015 Common Council Meeting).

17. Introduction of Resolution #15-25, Regarding the Vacation of a Portion of a Public Thoroughfare (Northerly 1,708 square feet of George Street adjacent to ED-844) (refer to public hearing).
18. Voucher Approval.
19. Operator License Applications.
20. Future Agenda Items.
21. Adjournment.

Lawrence M. Delo
City Administrator

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

Agenda Sent To:

Alderspersons

Mayor

City Administrator

Department Heads

TV, Newspaper & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Michael Vande Hei, Vande Hei Surveying

David Chrouser, Mau & Associates

Steven Zeitler

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

MEETING DATE: March 3, 2015

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Defnet

SUBJECT: Approval of the Minutes of the February 17, 2015 Common Council Meeting.

ATTACHMENTS:

- 2-17-2015 Common Council Minutes (DOC)



Common Council

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Tuesday, February 17, 2015

7:30 PM

De Pere City Hall Council Chambers

1. Call to order. The Common Council Meeting was called to order on February 17, 2015 at 7:30 PM, De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

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

2. Pledge of allegiance to the Flag.
3. Approval of the Minutes of the February 3, 2015 Common Council Meeting.

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

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

Aldersperson Bauer thanked Notre Dame Elementary School for the cards they sent to the Council.

5. Recommendation from the License Committee on an Application for "Class C" Wine License submitted by Luna Coffee, LLC.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Kevin Bauer, Aldersperson
SECONDER:	Dean Raasch, Aldersperson
AYES:	Bauer, Boyd, Crevier, Donovan, Kneiszel, Lueck, Raasch, Rafferty

6. Recommendation from Finance/Personnel Committee to Enhance Wellness Program (i.e. purchasing exercise equipment and hiring exercise instructor

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

7. Recommendation from Finance/Personnel Committee to Switch to M3 Insurance for Risk/Liability Broker Services.

Attachment: 2-17-2015 Common Council Minutes (3161 : Approval of the Minutes of the February 17, 2015 Common Council Meeting.)

Aldersperson Rafferty asked why the City didn't go out for a bid for this service. Human Resources Director Shannon Metzler stated that this type of service costs the same statewide and that going with M3 is advantageous because the City already uses them as a benefit broker; M3 also provides services that we wouldn't be able to get with a different advisor.

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

8. Ordinance #15-08, Amending Chapter 150 De Pere Municipal Code Regarding Traffic Regulations.

Aldersperson Rafferty asked when a speed limit is changed, how is it determined when it is done under the discretion of the City or the DOT? Public Works Director Scott Thoresen explained that decisions are determined by who has the authority over the street or highway.

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

9. Ordinance #15-09, Moving Weights and Measures Regulations to Chapter 106 De Pere Municipal Code and Delegating Enforcement Authority to City Sanitarian.

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

10. Ordinance #15-10, Creating Section 106-4(b), De Pere Municipal Code Regarding Health Department Licensing under Department of Health Services and Department of Agriculture, Trade and Consumer Protection and Related Matters.

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

11. Ordinance #15-11, Amending Chapter 106 De Pere Municipal Code Regarding Special Events and Penalties.

Aldersperson Crevier moved, seconded by Aldersperson Rafferty to approve the ordinance. Aldersperson Bauer stated that he would like to table this to get some input from some of the local event coordinators that will be impacted by the ordinance change.

RESULT:	TABLED [6 TO 1]
MOVER:	Kevin Bauer, Alderperson
SECONDER:	James Boyd, Alderperson
AYES:	Bauer, Boyd, Donovan, Kneiszel, Raasch, Rafferty
NAYS:	Scott Crevier
ABSTAIN:	Larry Lueck

12. Resolution #15-19, Authorizing Certain Fees for Health Department Services.

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

13. Resolution #15-20, Setting Fee for Special Event Permit.

City Attorney Judy Schmidt-Lehman explained that because the ordinance was tabled, this fee schedule should be tabled as well.

RESULT:	TABLED [7 TO 0]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Jim Kneiszel, Alderperson
AYES:	Bauer, Boyd, Crevier, Donovan, Kneiszel, Raasch, Rafferty
ABSTAIN:	Larry Lueck

14. Resolution #15-21, Authorizing Memorandum of Agreement Between the City of De Pere and Downtown De Pere, Inc., d/b/a Definitely De Pere for Coordination Services Relating to Summer Celebration Music Series.

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

15. Resolution #15-22, Authorizing Agreement for Consulting Services Between the City of De Pere and Professional Service Industries, Inc. (2015 Construction Materials Testing and Soil Boring).

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

16. Resolution #15-23, Authorizing Agreement for Contractor Services Between the City of De Pere and Feaker & Sons, Inc. (West Business Park Swale).

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

17. Resolution #15-24, Authorizing Submission of Wisconsin Department of Natural Resources Urban Nonpoint Source & Storm Water Program Construction Grant Application.

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

18. Appointments to various boards and commissions by Mayor Walsh.

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

19. Voucher Approval.

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

20. Operator License Applications.

CITY OF DE PERE - FEBRUARY 17, 2015					
ITEM	NAME	ADDRESS	CITY	ST	ZIP
New Operator License Applications for the 2014-2016 Licensing Period					
1	ANDERSON, KRISTA A.	1269 VANDERBRAAK ST.	GREEN BAY	WI	54302
2	BARRY, JESSICA S.	1210 VALLEYVIEW	GREEN BAY	WI	54304
3	DALTON, SARA L.	117 FT. HOWARD AVE.	DE PERE	WI	54115
4	GRIMMETT, MARY W.	2281 SAMANTHA ST., #118	DE PERE	WI	54115
5	HARTMAN, JESSICA M.	4000 NATURE CT.	GREEN BAY	WI	54115
6	HALIBURTON, EVA M.	1344 DOBLON ST.	GREEN BAY	WI	54302
7	HORNE, TRACY L.	1365 MESA DR., #12	GREEN BAY	WI	54304
8	KENT, COLBIE E.	W3436 SHADY RD.	BLACK CREEK	WI	54106
9	PAHL, KAMI A.	605 JAMES ST.	DE PERE	WI	54115
10	SHEEHAN, DANIEL J.	1571 SILVERSTONE TR., #6	DE PERE	WI	54115

Alderperson Bauer moved, seconded by Alderperson Raasch to approve Operator License Applications #2-6 and 8 and to table Operator License Applications #1, 7, 9, and 10. Upon vote, motion carried unanimously.

21. Future agenda items. None.
22. Discuss Status of Redevelopment Agreement Between the City of De Pere, the Redevelopment Authority of the City of De Pere and Centre Ville, LLC (MAC Dental) (This item is for joint consideration by the Redevelopment Authority and Common Council).

Alderperson Raasch moved, seconded by Alderperson Kneiszel to enter into closed session at 7:49 p.m. Upon roll call vote, motion carried unanimously.

At 8:00 p.m., Redevelopment Authority members Penn, Komsi, and Vandeurzen were present and the RDA did not have a quorum. The meeting ensued with the understanding that those members present can participate but are unable to take action on anything.

23. Consideration of disposition of 102 N. Broadway (Creviere Commons site). (This item is for joint consideration by the Redevelopment Authority and Common Council).

At 8:58 p.m. discussion on Creviere Commons site began.

Alderson Bauer moved, seconded by Alderson Rafferty to open the meeting at 9:12 p.m. Upon roll call vote, motion carried unanimously.

24. Adjournment.

Alderson Donovan moved, seconded by Alderson Bauer to adjourn the meeting at 9:13 p.m. Upon vote, motion carried unanimously.

Respectfully submitted,

Shana Defnet, Clerk-Treasurer

City of De Pere, Wisconsin



Request For Common Council Action

MEETING DATE: March 3, 2015

DEPARTMENT: City Attorney

FROM: Judith Schmidt-Lehman

SUBJECT: Approval of the Minutes of the February 19, 2015 Special Meeting of the Common Council.

ATTACHMENTS:

- February 19, 2015 Special Meeting DRAFT Minutes (PDF)



Common Council

335 South Broadway

De Pere, WI 54115

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

Special Meeting

Draft Minutes

Thursday, February 19, 2015

4:30 PM

De Pere City Hall Council Chambers

Call to order

The Common Council meeting was called to order on February 19, 2015 at 4:30 PM at De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

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

2. Pledge of Allegiance
3. Public Comment upon matters not on Agenda or Other Announcements
None.
4. Discuss Projected Year End Results for 2014 Budget.
Upon unanimous consent of the Council, agenda items 4 through 10 were taken as one item for discussion.
Mayor Walsh provided background on the matters under discussion.
Administrator Delo indicated he is looking for direction on where the Council wants to go with strategic fiscal policies.
Finance Director Zegers provided the Council with the status of 2014 budget and on the projected 2015 budget. Administrator Delo provided information on the budget model, identified trends and discussed various potential strategies to address trends.
The direction given by consensus of the Council was for city staff to further evaluate all viable options and provide that information to the Council.
5. Discuss Status of 2015 Adopted City Budget.
6. Discuss Projected 2016-2025 Budget Model Trends.
7. Discuss Preliminary Proposed 2015-2017 State Budget Impacts.
8. Discuss Expenditure Policy Options.
9. Discuss Revenue Policy Options.
10. Discuss Overall Fiscal Policy Strategies.

11. Adjournment

Aldersperson Donovan moved, seconded by Aldersperson Kneiszel, to adjourn the meeting at 5:50 p.m. Upon vote, motion carried unanimously.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: March 3, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners is requesting approval for the donation from Cellcom for Summer Day Camp.

The Board of Park Commissioners is requesting the Common Councils approval in accepting a donation from Cellcom valued at \$500. The donation proposal includes the use of two cell phones and cell phone service for our Summer Day Camp program. The phones would be active from June 8, 2015 - August 14, 2015. Each camp location would have use of one phone. Cellcom would be recognized in camp information supplied to parents as well as an appreciation letter acknowledging their donation.

Thank you for your time and consideration.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: March 3, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to approve the donation from De Pere Optimist Club for Easter Egg Hunt.

The De Pere Optimist Club would like to donate \$500 to the Community Center for the Easter Egg Hunt, which is a special event open to children ages 2-9 and is scheduled for Saturday, April 4, 2015. Like past years, the De Pere Optimist Club has co-sponsored this event by providing staff and a monetary donation to help cover some of the costs of candy, prizes and craft supplies.

In past years, this event cost approximately \$600 - \$700 to run. We are anticipating costs to be in that same range for this year. The donation from the De Pere Optimist Club, in addition to the donation from the De Pere Area Men's Club, previously approved by the Director, would help cover most of the costs associated with this event.

Thank you for your time and consideration.

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

MEETING DATE: March 3, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to approve donation from De Pere Optimist Club for the Summer Day Camp.

Staff is requesting the Common Council's acceptance of a \$500 donation from the De Pere Optimist Club. The donation will be used to acquire t-shirts for our Summer Day Camp. The Optimist Club would be recognized as a sponsor of our t-shirts with their logo on the back of the shirts as well as acknowledged by a letter of thanks and appreciation.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: March 3, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to approve the Donation for Fence Addition at Legion Park.

The De Pere Parks, Recreation and Forestry Department has been approached by the Pink Flamingos to donate monies to modify the fence at Legion Park softball field. Their request is to extend the current fence upward an additional 4 feet along the first base side from the first base dugout to past first base. During games, and especially during the Pink Flamingo Tournament when the stands are crowded, balls overthrown to first base can sail over the current fence and injure spectators sitting in the higher levels of the bleachers and/or spectators standing behind the bleachers. The additional height for the fence will help stop many of the overthrown balls from leaving the playing area. The Department obtained quotes from fence companies and the recommended project quote is \$1295.00

I am recommending the Common Council accept the donation of \$1295.00 from the Pink Flaminogs to complete the fencing addition at Legion Park.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: March 3, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to approve the Donation for Big Rig Gig Event in May.

The De Pere Parks, Recreation and Forestry Department recently received a donation for \$300.00 JX Peterbilt/JX Enterprises to be used for the Big Rig Gig Event on May 15, 2015. The \$300 will be used for promotion of the free event and a radio spot during the Big Rig Gig. JX Peterbilt/JX Enterprises is located in De Pere and participated in the first Big Rig Gig event last year.

I am recommending the Common Council accept the donation of \$300.00 for the Big Rig Gig.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: March 3, 2015

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation from the Board of Park Commissioners to approve the Little Free Library donations by De Pere School District to Optimist & Legion Parks.

Staff is recommending the approval of the donations of two Little Free Libraries from the De Pere School District; one to be placed at Optimist Park and the other at Legion Park. Attached is a letter of request from Senior Program Coordinator, Lori Tonn along with a written letter from De Pere School District personnel.

Thank you for your time and consideration.

ATTACHMENTS:

- Little Library Memo (DOC)
- 20150209095202995 (PDF)
- Library (PDF)
- Optimist and Legion Park (PDF)



Memorandum

To: Board of Park Commissioners

From: Lori Tonn
Senior Program Coordinator

Re: Little Free Library

Date: February 2, 2015

Staff is recommending the approval of the donation of a Little Free Library to the Optimist and Legion Parks donated by De Pere School District. The Little Free Library is a small outdoor unit on a post that would be located alongside the walkway between the ball field and the bathrooms at Optimist and along the walkway between the shelter and the pool entrance. It will contain books for youth to adults to pick up and read and then bring back another book to share. It's an opportunity for the children and the city residents to share their favorite literature and promote literacy and love of reading in the community. This wonderful program has been popular in the City of Green Bay and at other communities as well as the current Little Library located by the De Pere Community Center.

The De Pere School District would be responsible for purchasing the materials, constructing the Little Free Library and supplying all the books for the unit. They would also take care of maintaining the unit. The City Park Department would be responsible for the initial installation of the unit on the park grounds.

Attached is a letter from *Steve Warner and/or Tracy Kindschuh* from the De Pere School District along with sample pictures of the Little Free Library at our current locations at the De Pere Community Center for your reference. Steve has been instrumental in starting up and over seeing our Super Summer Reader Program offered at both Legion and Optimist parks during the Summer Playground program for the past 3 years and has secured a grant to support this project financially.

Thank you for your time and consideration.

February 5, 2015

Dear Board of Park Commissioners:

There are several of us who are hoping to continue to promote literacy within the De Pere area for our students and families. As you may know, Steve Warner, one of my colleagues within the De Pere School District, has been doing the Super Summer Readers program at Legion Park for the last several years, and we expanded it last year at Optimist Park. Although attendance wasn't superb at Optimist, we know that it was the first year and the weather wasn't the greatest. Your parkees were excellent in helping us with the program. We are hoping that it will be better attended this coming summer!

While taking a class on poverty this fall, the instructor asked each of us in the class to come up with an action project to help positively impact children in poverty. My idea was to expand upon the Super Summer Readers program at Optimist, and see if we could have a Free Little Library built to ensure access to books for our kids every day of the week. As you probably know, the apartments right across the street from Optimist are low-income housing.

My first thought was to ask the landlord of the apartments across the street from Optimist Park about having the structure installed on his property. In talking to a few colleagues, however, they suggested possibly doing it at the park instead. Carolyn Jahns, wife of Rod Kowalczyk, was one of these colleagues. She said she is on the Beautification Committee in De Pere, and thought that perhaps they could even donate a small bench to go beside the Free Little Library. The project has morphed, and Nic Zeitler, a tech learning teacher at our high school, offered to build the structure with some of his students. We believe we will have a local company donate the supplies.

After talking to Steve Warner, he'd also like to have one built at Legion Park in conjunction with his program. He recently wrote a grant to try to get some supplies (books, a wagon, etc), and will find out about that within a few months. In addition, we are going to ask our PTO's from Altmayer and Dickinson (whose students will benefit from the Libraries), for money to register the libraries and make them official. Since then, a few 4th grade teachers from Altmayer are going to enlist their students as a service project to do a book drive this spring. As you can see, this project has really taken off!

We are really hoping to be able to get approval from your board to have these structures installed. In conjunction with the Super Summer Readers Program, we will be able to monitor the Little Libraries weekly during the summer, to be able to replenish books and check on their state. After the summer, it would seem feasible to be able to go once a month to check the condition and supply of books.

Thank you for your consideration! You can reach me at (920) 983-9174, ext. 3007 during normal business hours. My cell phone number is (920) 619-7548 in the evenings.

Sincerely,

Tracy Kindschuh
School Psychologist
Unified School District of De Pere

Here's what this first set of plans can help you build - a Little Library in the style of the Amish Cabin. Michael Kramer has put together some drawings and instructions for the basic structure. You can vary these any way you wish.

A five foot 4" x 4" post put 24" in the ground will do the trick. No need to use cement. Just pack it tightly and make sure it's steady.



Could this be Bookus Binder, Little Library patron and reader? Yes...and she is eager to see what you can build. Go for it! We hope these plans make it easier for you.

A little landscaping, some flowers or a bench can make your Little Free Library more inviting.



LITTLE FREE LIBRARY
TAKE A BOOK • PUT IT ON A SHOE

Little Free Library

Library Box - Builder's Kit Plans

www.littlefreelibrary.org

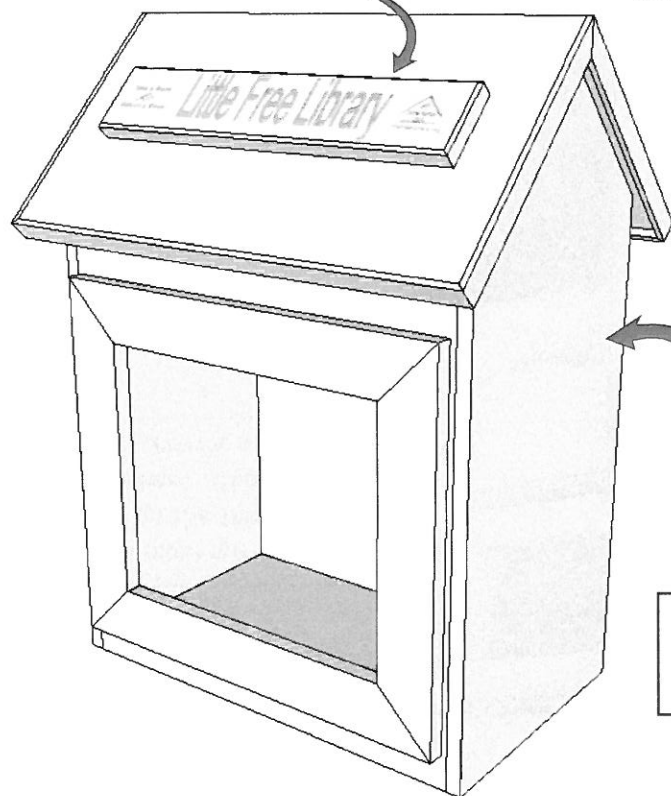
Plans by Michael Kramer

Be sure to leave room for your official Little Free Library sign. It identifies this structure with the registry number, lets people know you are part of an international movement, and tells patrons what to do: Take a book. Return a book.

LFL signs will be sent once your library is registered.

The apex of the roof will stay dry if you cover it with a piece of sheet metal.

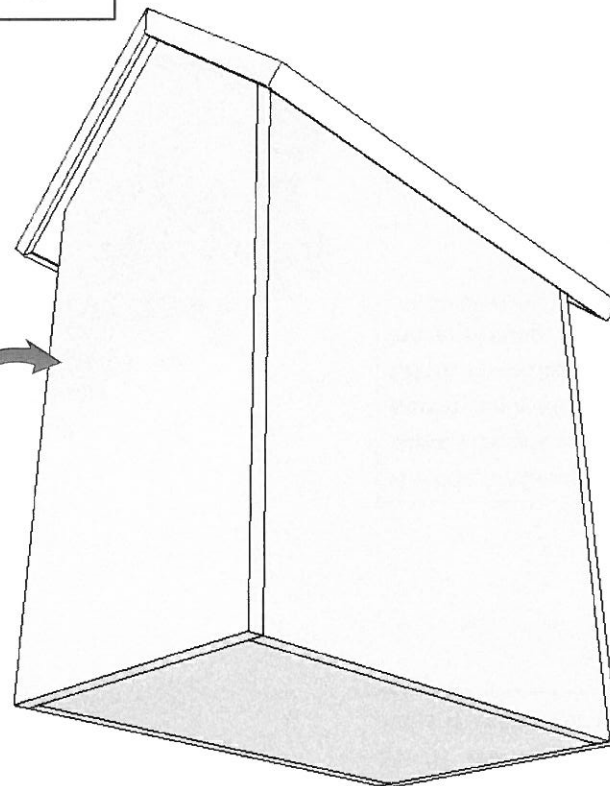
Keep in mind that rain and snow have a way of finding their way inside unless you have a substantial overhang here, tight seals in all joints, no holes in the roof and no holes that would let even a drop fall on the books. Double walls can make a big difference!



Perspective View - Front

Not to scale

A
02



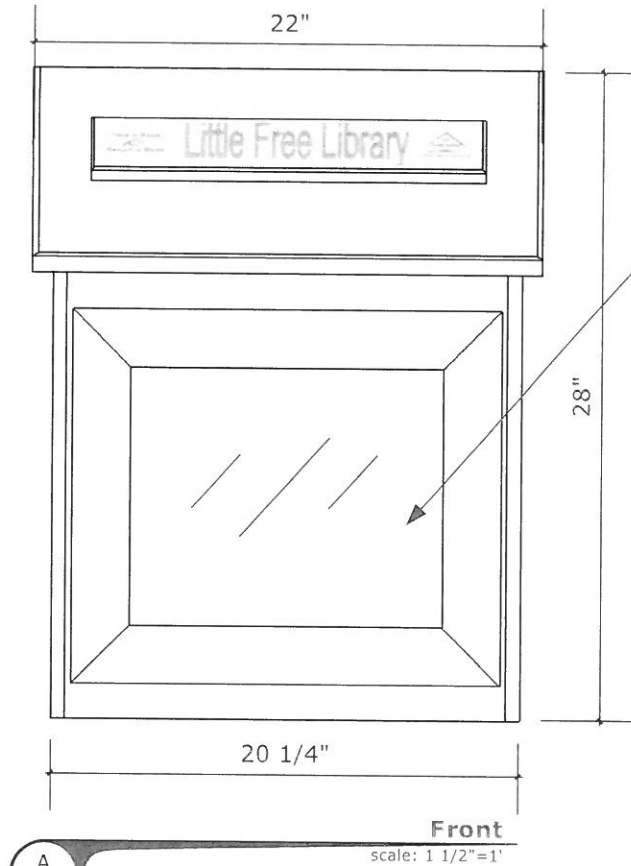
Perspective View - Back

Not to scale

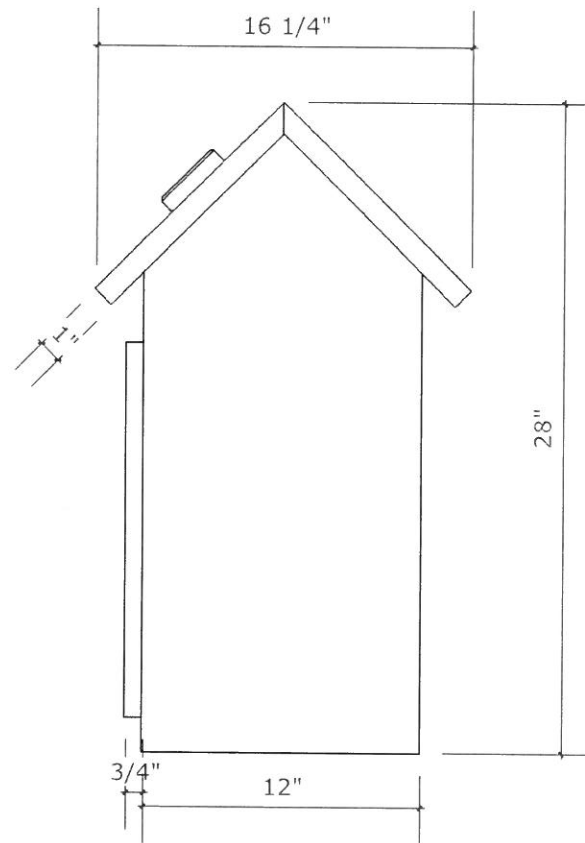
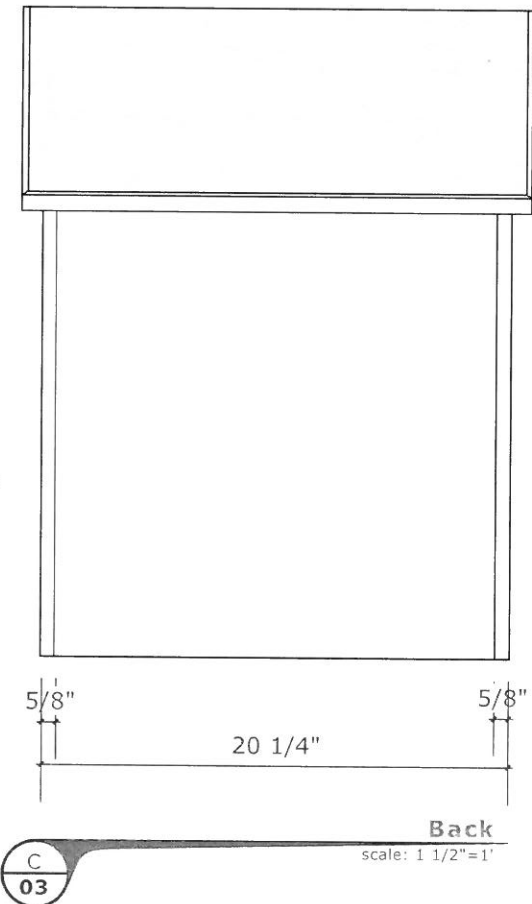
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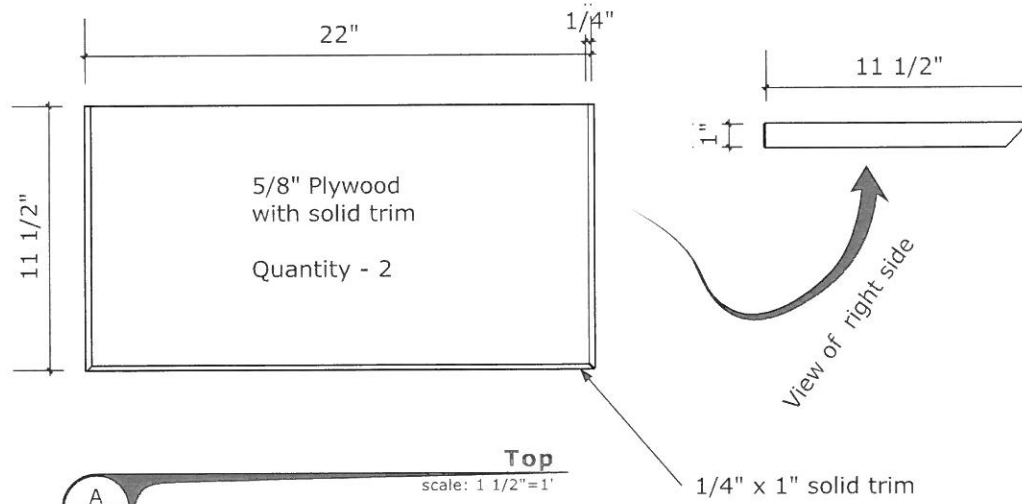
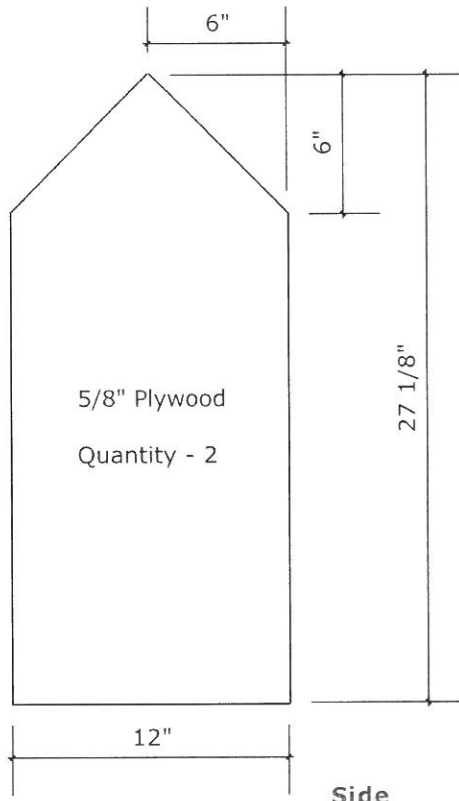
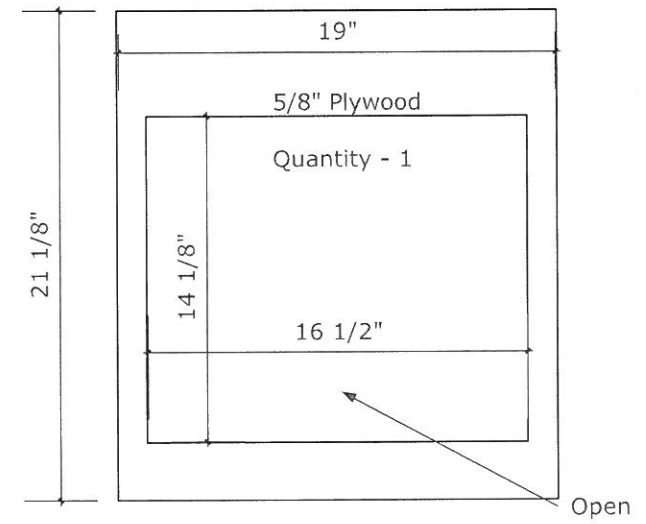
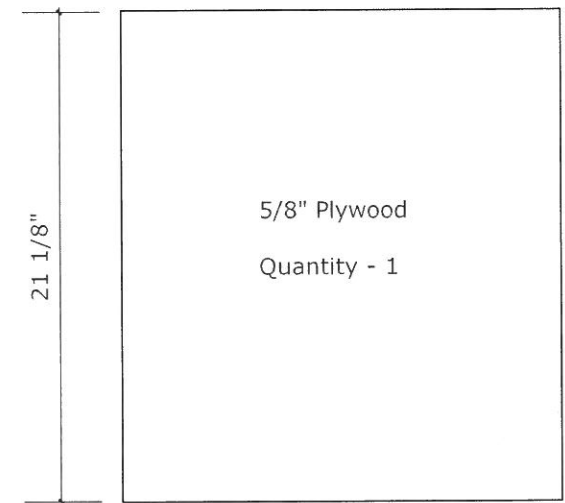
Want a window or some artwork here? Be creative or keep it simple.

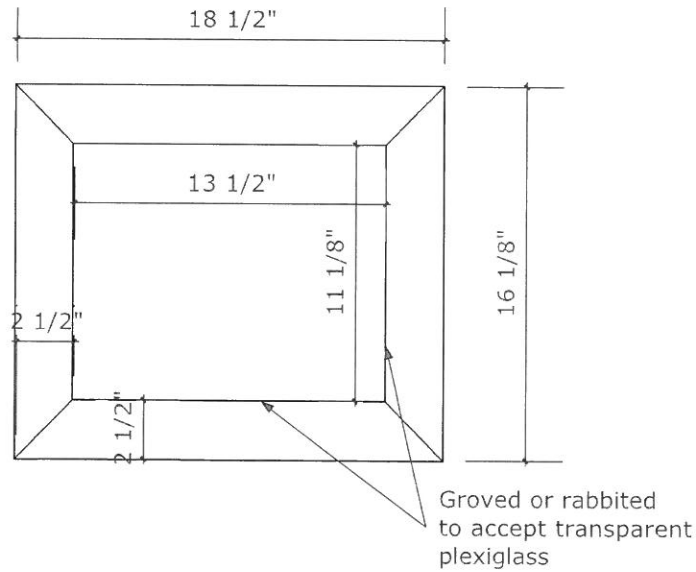


A
03

These dimensions are not set in stone. If you want to have two shelves rather than just one, you can do it!

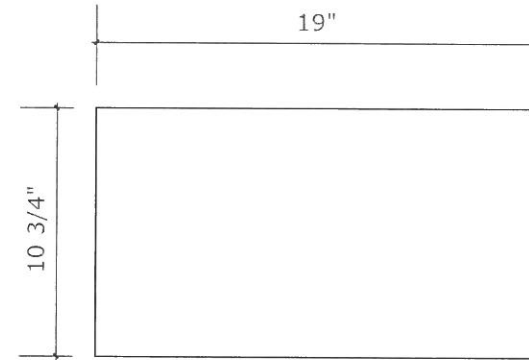
B
03C
03

A
04C
04B
04D
04



Door
scale: 1 1/2"=1'

A
05



Bottom
scale: 1 1/2"=1'

B
05

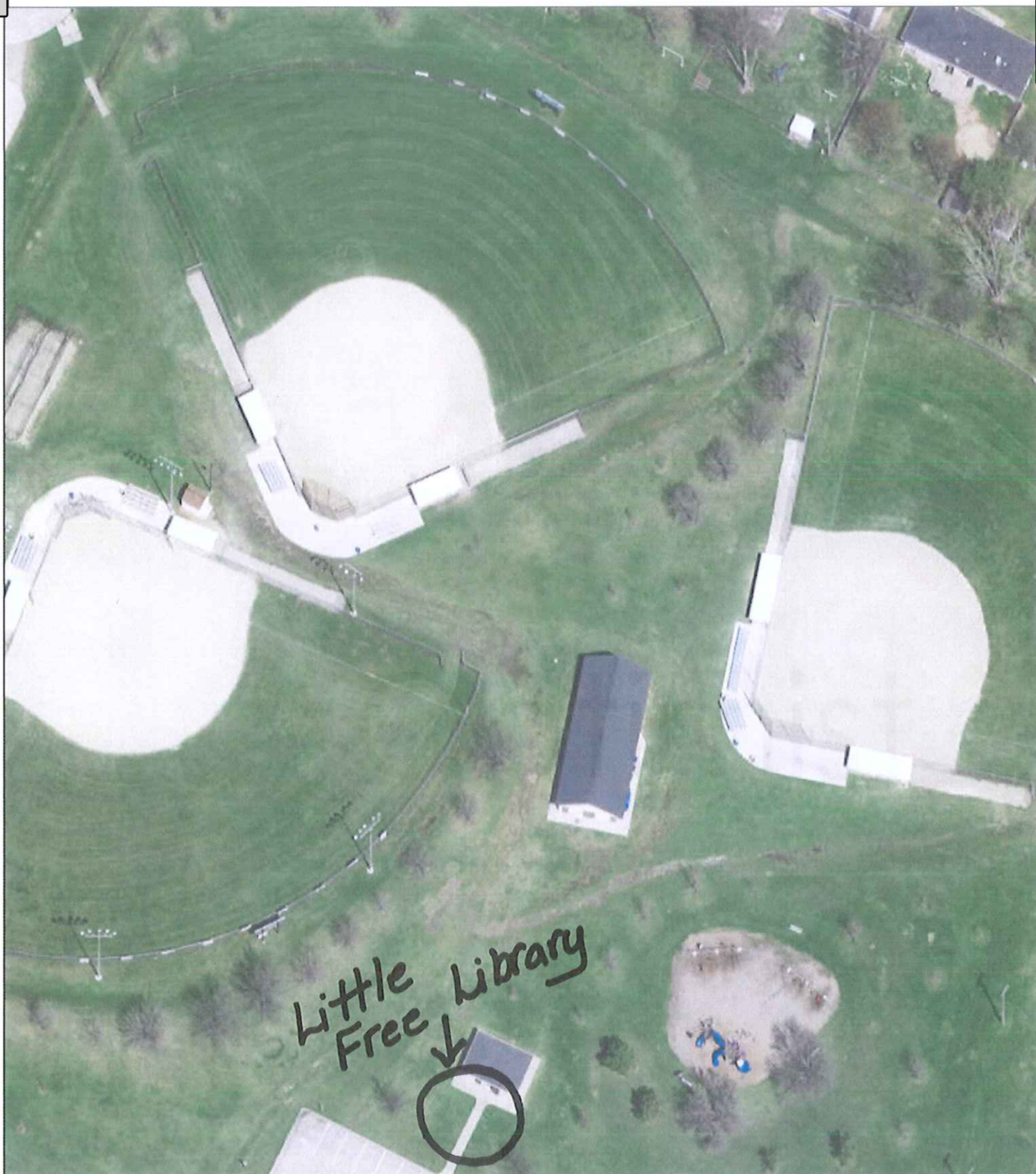
For technical assistance and tips, see the Neighborhood Library Builders Guild group on Facebook.

www.facebook.com/pages/Neighborhood-Library-Builders-Guild



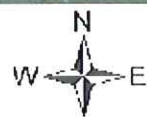
<Title>

OPTIMIST PARK



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

Map of De Pere, WI Provided By The De Pere Planning/GIS Department 2010



02/10/2015
Scale 1:720

<Title>

Legion Park



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

Map of De Pere, WI Provided By The De Pere Planning/GIS Department 2010



02/16/2015
Scale 1:720

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: March 3, 2015

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Recommendation from the Plan Commission for an extraterritorial CSM for 2 lot CSM in the Town of Lawrence. Surveyor: Vande Hei.

This item was approved by the Plan Commission at its February 23, 2015 meeting.

ATTACHMENTS:

- PC_Staff_Feb_ExtraCSM_Lawrence (PDF)
- CSM_L-40-2 (PDF)

Item #5: Review the CSM Application for an extraterritorial CSM for 2 lot CSM in the Town of Lawrence. Surveyor: Vande Hei.*

Mike Vande Hei has completed a CSM with two lots on the corner of Williams Grant Dr and STH S (Freedom Road). Lot 1 is 7.29 acres and Lot 2 is 8 acres. The CSM does note that access on CTH S will require a permit from the County.

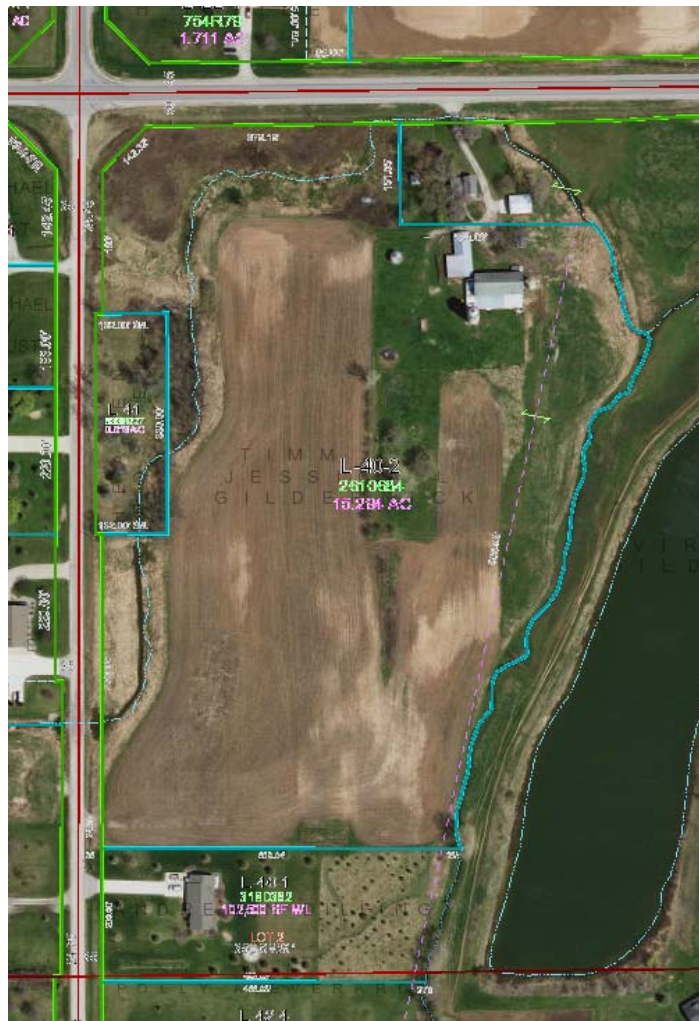


Figure 1. Location of proposed CSM.

Recommendation

Staff would recommend approval of the CSM, and that the CSM be forwarded to the Common Council for approval. The CSM needs the following corrections:

1. CSM must meet the requirements specified by Brown County Planning.
2. Certificate for City of De Pere should be Shana Defnet, City Clerk.

	CITY OF DE PERE APPLICATION FOR CSM REVIEW	Fee: \$ 330.00
		Receipt #: 99392
		Date: 1-26-15

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) Timm & Jessica Gildernick	Authorized Representative Michael D. Vande Hei	Title PLS	
Mailing Address 2696 Lost Dauphin Road	City De Pere	State WI	ZIP Code 54115
Email Address mvandehei001@new.rr.com	Phone Number (incl. area code)	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 Town of Lawrence, Southeast Corner of CTH S and Williams Grant DRIVE	Parcel No. L-40-2
---	----------------------

SECTION 4: CSM Information

Existing Zoning:	
Present Use of Parcel:	
Proposed Use of Lots:	

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

SECTION 5: Certification and Permission

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

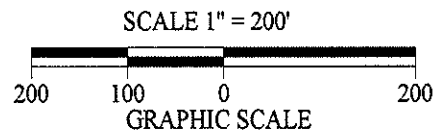
Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print) Michael D. Vande Hei	Title PLS	Phone Number 920-639-1564
Signature of Applicant 		Date Signed 1/23/2015

TO BE COMPLETED BY CITY STAFF

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

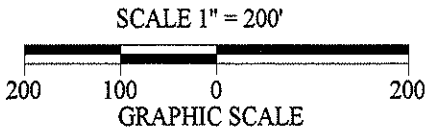
**PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4, SECTION 14,
TOWNSHIP 22 NORTH, RANGE 19 EAST, TOWN OF LAWRENCE,
BROWN COUNTY, WISCONSIN.**



VANDE HEI SURVEYING LLC 920-639-1564
 JOB NO. 11502
 PCS FILE: GILDERNICK
 PREL DATE: 1/23/2015

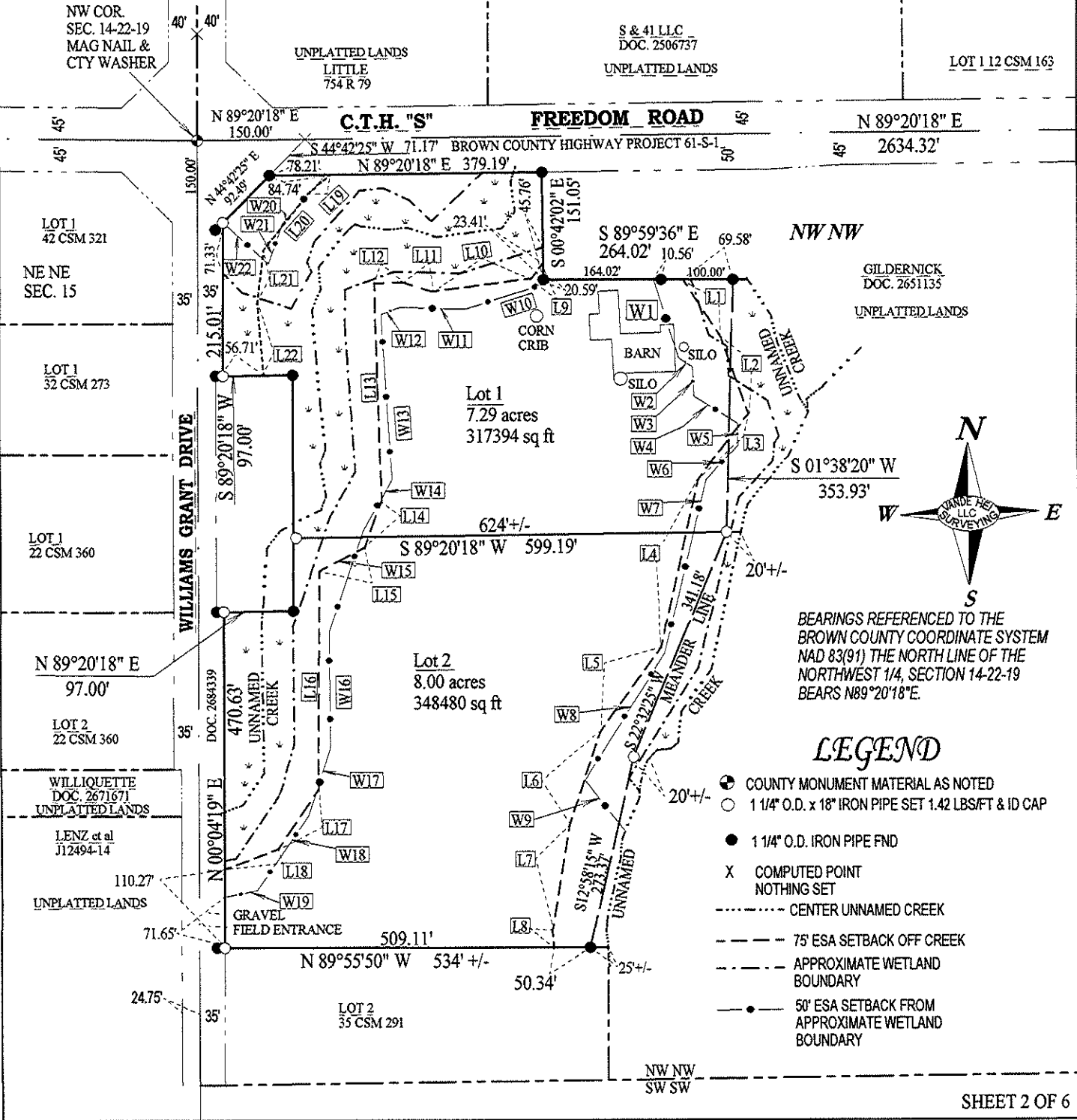
ESA AREAS

SEE SHEET 5 OF 6 FOR ESA NOTES AND RESTRICTIVE COVENANTS



75' ESA CREEK SETBACK		
Id	Bearing	Distance
L1	N 33°08'20" W	95.84'
L2	S 19°24'37" E	114.47'
L3	S 37°36'33" W	115.73'
L4	S 12°28'19" W	241.36'
L5	S 35°50'26" W	145.39'
L6	S 18°35'39" W	135.14'
L7	N 09°20'27" E	152.21'
L8	N 05°22'22" W	23.64'
L9	N 37°43'00" E	27.03'
L10	N 82°27'33" E	139.29'
L11	S 72°11'53" E	43.82'
L12	N 87°12'06" E	38.85'
L13	N 01°45'12" W	303.22'
L14	N 19°51'18" E	70.69'
L15	N 62°32'14" E	70.94'
L16	N 00°30'27" E	305.30'
L17	S 34°07'32" W	101.25'
L18	S 69°13'14" W	79.78'
L19	N 49°43'58" E	38.89'
L20	N 38°25'24" E	101.78'
L21	S 07°00'35" W	74.55'
L22	N 04°50'47" W	102.57'

50' ESA OFFSET WETLAND BOUND.		
Id	Bearing	Distance
W1	N 17°32'05" W	115.88'
W2	N 58°00'44" W	22.14'
W3	N 03°36'04" W	41.36'
W4	N 57°22'43" W	70.84'
W5	S 02°20'10" E	30.82'
W6	N 43°23'32" E	65.47'
W7	S 13°30'20" W	251.29'
W8	N 32°16'45" E	208.82'
W9	N 38°01'56" W	90.07'
W10	S 72°27'39" W	136.44'
W11	N 88°15'20" W	90.01'
W12	S 69°50'22" W	28.41'
W13	S 03°36'55" E	231.45'
W14	S 29°27'05" W	82.82'
W15	S 18°42'59" W	149.25'
W16	S 00°33'04" E	162.81'
W17	S 18°21'33" W	99.02'
W18	S 34°29'12" W	127.43'
W19	S 79°14'42" W	46.14'
W20	S 41°25'05" W	90.32'
W21	S 19°31'34" W	60.16'
W22	N 47°39'18" W	85.80'

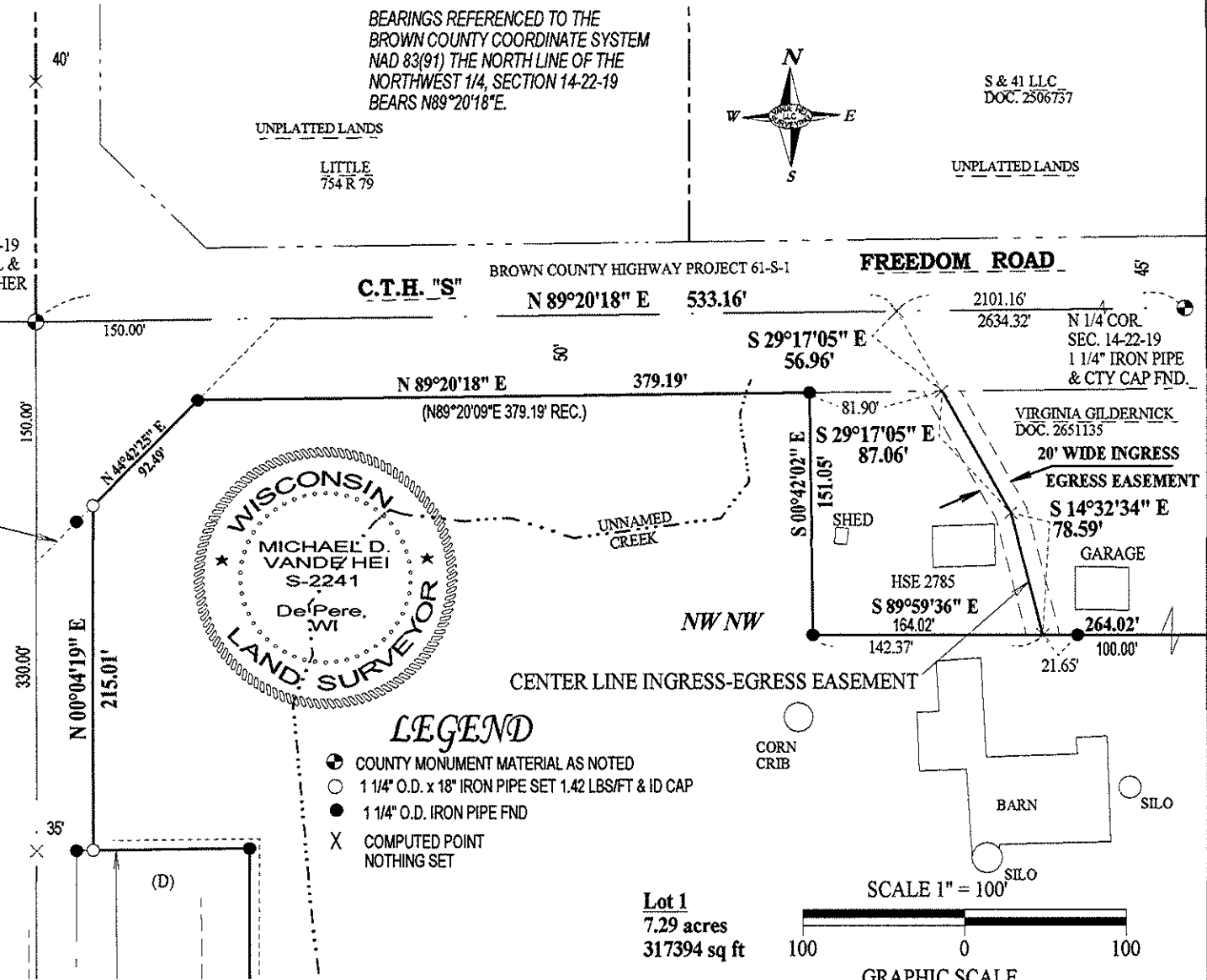


LEGEND

- COUNTY MONUMENT MATERIAL AS NOTED
- 1 1/4" O.D. x 18" IRON PIPE SET 1.42 LBS/FT & ID CAP
- 1 1/4" O.D. IRON PIPE FND
- COMPUTED POINT
- NOTHING SET
- CENTER UNNAMED CREEK
- 75' ESA SETBACK OFF CREEK
- APPROXIMATE WETLAND BOUNDARY
- 50' ESA SETBACK FROM APPROXIMATE WETLAND BOUNDARY

INGRESS - EGRESS EASEMENT FOR THE BENIFIT OF LOT 1

20 FOOT WIDE INGRESS-EGRESS EASEMENT LOCATED IN PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4, SECTION 14, TOWNSHIP 22 NORTH, RANGE 19 EAST, TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN DESCRIBED BELOW.



DESCRIPTION OF INGRESS-EGRESS EASEMENT ACROSS LANDS DESCRIBED IN DOCUMENT # 2651135

20 FOOT WIDE INGRESS-EGRESS EASEMENT LOCATED IN PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4, SECTION 14, TOWNSHIP 22 NORTH, RANGE 19 EAST, TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN THE CENTER LINE DESCRIBED AS FOLLOWS.

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 14; THENCE N89°20'18"E ALONG THE NORTH LINE OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF SAID SECTION 14, 533.16 FEET; THENCE S29°17'05"E, 56.96 FEET TO THE SOUTH LINE OF COUNTY TRUNK HIGHWAY "S" (FREEDOM ROAD); THENCE CONTINUING S29°17'05"E, 87.06 FEET; THENCE S14°32'34"E, 78.59 FEET TO THE POINT OF ENDING OF SAID CENTER LINE OF EASEMENT AND TO THE NORTH LINE OF LOT 1 AS DEPICTED HEREON.

OWNER'S CERTIFICATE FOR INGRESS-EGRESS EASEMENT:

AS OWNER, I CERTIFY THAT I CAUSED THE INGRESS-EGRESS DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, AND LAYED HEREON. I ALSO CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.10 OR S.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: TOWN OF LAWRENCE AND BROWN COUNTY PLANNING COMMISSION.

VIRGINIA GILDERNICK

STATE OF WISCONSIN

COUNTY

PERSONALLY CAME BEFORE ME THIS DAY OF 2015, THE ABOVE NAMED, VIRGINIA GILDERNICK, TO ME KNOWN TO BE THE SAME PERSON WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, WISCONSIN

MY COMMISSION EXPIRES

SURVEYOR'S CERTIFICATE:

I, MICHAEL D. VANDE HEI, PROFESSIONAL LAND SURVEYOR, HEREBY CERTIFY: THAT I HAVE SURVEYED, DIVIDED AND MAPPED PART OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4, SECTION 14, TOWNSHIP 22 NORTH, RANGE 19 EAST, TOWN OF LAWRENCE, BROWN COUNTY, WISCONSIN MORE FULLY DESCRIBED AS FOLLOWS.

COMMENCING AT THE NORTHWEST CORNER OF SAID SECTION 14; THENCE N89°20'18"E ALONG THE NORTH LINE OF THE NORTHWEST 1/4 OF THE NORTHWEST 1/4 OF A DISTANCE OF 150.00 FEET; THENCE S44°42'25"W, A DISTANCE OF 71.17 FEET TO THE SOUTH LINE OF COUNTY TRUNK HIGHWAY "S", (FREEDOM ROAD) AND TO THE POINT OF BEGINNING; THENCE N89°20'18"E ALONG SAID SOUTH LINE, A DISTANCE OF 379.19 FEET; THENCE S00°42'02"E, A DISTANCE OF 151.05 FEET; THENCE S89°59'36"E, A DISTANCE OF 264.02 FEET TO A MEANDER LINE FOR A UNNAMED CREEK, SAID POINT BEING N89°59'36"W 20 FEET MORE OR LESS FROM THE CENTER OF SAID CREEK; THENCE THE FOLLOWING THREE (3) COURSE ALONG SAID MEANDER LINE, THENCE S01°38'20"W, A DISTANCE OF 353.93 FEET; THENCE S22°32'25"W, A DISTANCE OF 341.18 FEET; THENCE S12°58'15"W, A DISTANCE OF 273.37 FEET TO THE END OF SAID COURSES AND TO A POINT ON THE NORTH LINE OF LOT 2. VOLUME 35 CERTIFIED SURVEY MAPS, PAGE 291 OF BROWN COUNTY RECORDS, SAID POINT BEING N89°55'50"W 25 FEET MORE OR LESS FROM THE CENTER OF SAID NO-NAME CREEK; THENCE 89°55'50"W ALONG SAID NORTH LINE, A DISTANCE OF 509.11 FEET TO THE EAST LINE OF WILLIAMS GRANT DRIVE; THENCE N00°04'19"E ALONG SAID EAST LINE, A DISTANCE OF 470.63 FEET TO A POINT ON THE SOUTH LINE OF LANDS DESCRIBED IN DOCUMENT NUMBER 1760910 OF BROWN COUNTY RECORDS; THENCE THE FOLLOWING THREE (3) COURSES ALONG SAID LANDS, THENCE N89°20'18"E, A DISTANCE OF 97.00 FEET; THENCE N00°04'19"E, A DISTANCE OF 330.00 FEET; THENCE S89°20'18"W, A DISTANCE OF 97.00 FEET TO THE END OF SAID COURSE AND TO THE SAID EAST LINE OF WILLIAMS GRANT DRIVE; THENCE N00°04'19"E ALONG SAID EAST LINE, A DISTANCE OF 215.01 FEET TO THE SOUTH LINE OF SAID COUNTY TRUNK HIGHWAY "S", (FREEDOM ROAD); THENCE N44°42'25"E ALONG SAID SOUTH LINE, A DISTANCE OF 92.49 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 15.29 ACRES MORE OR LESS INCLUDING ALL LANDS LYING BETWEEN THE MEANDER LINE AND THE CENTER OF THE UNNAMED CREEK.
THE ABOVE DESCRIBED PARCEL BEING LANDS DESCRIBED IN DOCUMENT NUMBER 2610684 OF BROWN COUNTY RECORDS. SAID PROPERTY SUBJECT TO ALL EXCEPTIONS, RESERVATIONS, RESTRICTIONS, CONDITIONS AND EASEMENTS CONTAINED IN PRIOR CONVEYANCES OF RECORD.

I, ALSO HEREBY CERTIFY THAT THE MAP SHOWN HEREON WAS SURVEYED UNDER MY DIRECT SUPERVISION AND THAT IT IS A TRUE REPRESENTATION THEREOF AND SHOWS THE SIZE AND LOCATION OF THE PROPERTY AND THE DIVISION OF THAT LAND, IT'S EXTERIOR BOUNDARIES, LOCATION OF ALL BOUNDARY FENCES, HIGHWAY CONVEYANCES, APPARENT EASEMENTS AND ENCROACHMENTS, IF ANY, TO THE BEST OF MY KNOWLEDGE AND BELIEF.

I FURTHER CERTIFY THAT I HAVE MADE SUCH SURVEY BY THE ORDER OF TIMM J. AND JESSICA L. GILDERNICK, OWNERS, AND I HAVE FULLY COMPLIED WITH SECTION 236.34 REVISED STATUTES OF WISCONSIN AND THE SUBDIVISION REGULATIONS OF BROWN COUNTY AND THE TOWN OF LAWRENCE.

MICHAEL D. VANDE HEI RLS 2241 DATE



OWNER'S CERTIFICATE:

AS OWNERS, WE CERTIFY THAT WE CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED AND MAPPED AS REPRESENTED HEREON. WE ALSO CERTIFY THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.10 OR S.236.12 TO BE SUBMITTED TO THE FOLLOWING FOR APPROVAL OR OBJECTION: BROWN COUNTY PLANNING COMMISSION AND THE TOWN OF LAWRENCE.

TIMM J. GILDERNICK JESSICA L. GILDERNICK

STATE OF WISCONSIN
COUNTY

PERSONALLY CAME BEFORE ME THIS DAY OF 2015,
THE ABOVE NAMED, TIMM J. GILDERNICK AND JESSICA L. GILDERNICK, TO ME KNOWN TO BE THE SAME PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT AND ACKNOWLEDGED THE SAME.

NOTARY PUBLIC, WISCONSIN
MY COMMISSION EXPIRES

RESTRICTIVE COVENANTS:

THE LAND ON ALL LOT LINES SHALL BE GRADED BY THE SUBDIVIDER AND MAINTAINED BY THE PROPERTY OWNER TO PROVIDE FOR ADEQUATE DRAINAGE OF SURFACE WATER.

THE PROPERTY OWNERS, AT THE TIME OF CONSTRUCTION, SHALL IMPLEMENT THE APPROPRIATE SOIL EROSION CONTROL METHOD OUTLINED IN "WISCONSIN CONSTRUCTION SITE BEST MANAGEMENT PRACTICE HANDBOOK" TO PREVENT SOIL EROSION. HOWEVER, IF AT THE TIME OF CONSTRUCTION THE TOWN HAS ADOPTED A SOIL EROSION CONTROL ORDINANCE IT SHALL GOVERN OVER THIS REQUIREMENT. THIS PROVISION APPLIES TO ANY GRADING, CONSTRUCTION OR INSTALLATION RELATED ACTIVITIES.

NOTES:

NO DEVELOPEMENT SHALL OCCUR ON LOTS 1 & 2 UNTIL SUCH TIME THAT PUBLIC SEWER AND WATER IS AVAILABLE OR THE CONSTRUCTION OF STRUCTURES WHICH RELY UPON ONSITE SEWAGE DISPOSAL SYSTEMS FOR SANITARY WASTE DISPOSAL SHALL BE PROHIBITED ON LOTS 1 & 2 UNTIL ALL STATE, COUNTY AND MUNICIPAL REGULATIONS HAVE BEEN MET AND A SANITARY PERMIT HAS BEEN ISSUED BY THE BROWN COUNTY ZONING ADMINISTRATOR'S OFFICE.

A BROWN COUNTY HIGHWAY DEPT. ACCESS PERMIT MUST BE OBTAINED PRIOR TO ANY CONSTRUCTION OF A NEW STREET/ROAD CONNECTION OR DRIVEWAY TO A COUNTY TRUNK HIGHWAY.

**ESA NOTES AND RESTRICTIVE COVENANTS:****NOTES:**

THE WETLANDS ARE APPROXIMATE ON LOTS 1 & 2 DUE TO THE LARGE SIZE OF THE LOTS AND/OR THE LOCATION OF THE WETLAND ESA. SHOULD ANY DEVELOPMENT ON LOTS 1 & 2 BE PROPOSED NEAR OR WITHIN THE APPROXIMATE WETLAND ESA, THE ACTUAL WETLAND AND ESA BOUNDARY SHALL BE PROPERLY DELINEATED BY A CERTIFIED WETLAND DELINEATOR HIRED BY THE AFFECTED LANDOWNER.

LOTS 1 & 2 INCLUDE WETLAND AREAS THAT MAY REQUIRE PERMITS FROM THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES, ARMY CORP OF ENGINEERS, BROWN COUNTY PLANNING COMMISSION, OR THE BROWN COUNTY ZONING ADMINISTRATOR'S OFFICE PRIOR TO ANY DEVELOPMENT ACTIVITY.

RESTRICTIVE COVENANTS:

LOTS 1 & 2 CONTAIN ENVIRONMENTALLY SENSITIVE AREA (ESA) AS DEFINED IN THE BROWN COUNTY SEWAGE PLAN. THE ESA INCLUDES (APPROXIMATE WETLANDS, ALL LAND WITHIN 50 FEET OF APPROXIMATE WETLANDS, FLOODWAY, ALL WITHIN 35 FEET OF THE FLOODWAY OR 75 FEET BEYOND THE ORDINARY HIGH WATER MARK - WHICHEVER IS GREATER, NAVIGABLE WATERWAYS, ALL LAND WITHIN 75 FEET OF THE ORDINARY HIGH WATER MARK OF NAVIGABLE WATERWAYS, NON-NAVIGABLE WATERWAYS, ALL LAND WITHIN 35 FEET OF THE TOP OF BANK OF NON-NAVIGABLE WATERWAYS, STEEP SLOPES 20% OR GREATER ASSOCIATED WITH ANY AFOREMENTIONED WATER OR NATURAL RESOURCE FEATURE AND A 20-FOOT SETBACK FROM TOP AND BOTTOM OF STEEP SLOPES). DEVELOPEMENT AND LAND DISTURBING ACTIVITIES ARE RESTRICTICED IN THE ESA UNLESS AMENDMENTS ARE APPROVED BY THE BROWN COUNTY PLANNING COMMISSION AND THE WISCONSIN DEPARTMENT OF NATURAL RESOURCES.

A SHORELAND PERMIT FROM THE BROWN COUNTY ZONING ADMINISTRATOR'S OFFICE IS REQUIRED FOR LOTS 1 AND 2 PRIOR TO ANY CONSTRUCTION, FILLING OR GRADING ACTIVITY WITHIN 300 FEET OF A STREAM.

CERTIFICATE OF THE BROWN COUNTY PLANNING COMMISSION:

APPROVED BY THE BROWN COUNTY PLANNING COMMISSION THIS

_____ DAY OF _____, 2015.

PETER SCHLEINZ
SENIOR PLANNER
BROWN COUNTY PLANNING COMMISSION



BROWN COUNTY TREASURER'S CERTIFICATE:

AS DULY ELECTED BROWN COUNTY TREASURER, I HEREBY CERTIFY THAT THE RECORDS IN OUR OFFICE SHOW NO UNREDEEMED TAXES AND NO UNPAID SPECIAL ASSESSMENTS AFFECTING ANY OF THE LANDS INCLUDED IN THIS CERTIFIED SURVEY MAP AS OF THE DATE LISTED BELOW.

PAUL D. ZELLER, BROWN COUNTY TREASURER _____ DATE _____

CERTIFICATION OF THE TOWN OF LAWRENCE:

APPROVED BY THE TOWN OF LAWRENCE THIS _____ DAY OF _____, 2015.

JENNIFER MESSERSCHMIDT
LAWRENCE TOWN CLERK

CERTIFICATION OF THE CITY OF DE PERE:

APPROVED BY THE CITY OF DE PERE THIS _____ DAY OF _____, 2015.

KENNETH PABISH
DIRECTOR OF PLANNING & ECONOMIC DEVELOPEMENT

Office of the Register of Deeds Brown County, Wisconsin	
Received for Record _____, 20 ____	
at _____ o'clock ____ M and recorded as	
Document # _____ in	
Volume _____ of _____ on page _____.	
Cathy Williquette Lindsay, Register of Deeds	

Attachment: CSM_L-40-2 (3136 : Recommendation Plan CSM L1)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: March 3, 2015

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Recommendation from the Plan Commission to approve the CSM Application for an extraterritorial CSM for 2 lot CSM in the Town of Ledgeview. Surveyor: Mau.

This item was approved by the Plan Commission at its February 23, 2015 meeting.

ATTACHMENTS:

- PC_Staff_Feb_ExtraCSM_Ledgeview (PDF)
- CSM_D-402-1 (PDF)

Item #6: Review the CSM Application for an extraterritorial CSM for 2 lot CSM in the Town of Ledgeview. Surveyor: Mau.*

David Chrouser has completed a CSM with two lots on CTH X (Heritage Road). Lot 1 is 1.50 acres and Lot 2 is 2.38 acres. The CSM also has a small dedication to the public along CTH X. The lots are being created for future residential use and the lots will require access permits from the County.

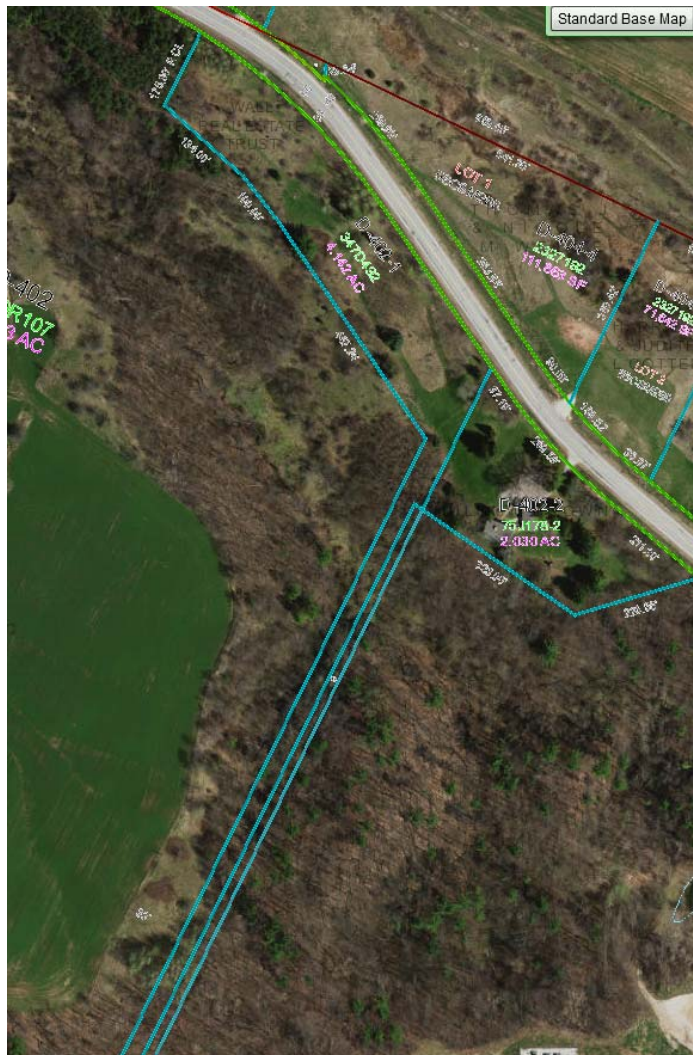


Figure 1. Location of proposed CSM.

Recommendation

Staff would recommend approval of the CSM, and that the CSM be forwarded to the Common Council for approval. The CSM needs the following corrections:

1. CSM must meet the requirements specified by Brown County Planning.
2. Certificate for City of De Pere should be Shana Defnet, City Clerk.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: March 3, 2015

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Recommendation from the Plan Commission to approve the CSM Application for an extraterritorial CSM for 2 lot CSM in the Town of Rockland. Surveyor: Zeitler.

This item was approved by the Plan Commission at its February 23, 2015 meeting.

ATTACHMENTS:

- PC_Staff_Feb_ExtraCSM_Rockland (PDF)
- CSM_R-279 (PDF)

Item #7: Review the CSM Application for an extraterritorial CSM for 2 lot CSM in the Town of Rockland. Surveyor: Zeitler.*

Steven Zeitler has completed a CSM with two lots on the corner of Wrightstown Road and Tetzlaff Road. Lot 1 is 14.65 acres and Lot 2 is 10.93 acres. The CSM also has a small dedication to the public along both roads. In the Town of Rockland, the City land subdivision ordinance requires that lots that are created are a minimum of 10 acres.



Figure 1. Location of proposed CSM.

Recommendation

Staff would recommend approval of the CSM, and that the CSM be forwarded to the Common Council for approval. The CSM needs the following corrections:

1. CSM must meet the requirements specified by Brown County Planning.
2. Certificate for City of De Pere should be Shana Defnet, City Clerk.

	CITY OF DE PERE APPLICATION FOR CSM REVIEW	Fee: 1350.00 \$ 300.00 Receipt #: <u>99316</u> Date: <u>1/22/15</u>
---	--	---

Please print or type using black ink for duplicating purposes.

A. Property Owner: Name: DICK BINIGH, Cynthia Greaves
Mailing Address: 1201 Wrightstown Road
Phone: 920-371-0907 Fax #: _____
E-Mail Address: _____
Signature: [Signature] Date: 1-20-15

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

Agent: Name: Steven E Zeitler
Mailing Address: 7410 Halden Valley Road
Phone: 863-8411 Fax #: _____
E-Mail Address: zeitler99@aol.com
Signature: [Signature] Date: 1/15/15

B. Property Information

Address/Location of Property: 1201-Wrightstown Road
De Pere Wis 54115-

Parcel #: R-279, R-279-2

NOTE: Please submit thirteen (13) copies of the CSM if property is located within the City or two (2) copies of the CSM if the property is located within the extraterritorial jurisdiction.

A CSM Review is requested as authorized by the De Pere Municipal Code, Chapter 46.

Signed: [Signature]
Applicant/Agent

Dated: 1/15/15



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CERTIFIED SURVEY MAP

PART OF THE SE 1/4 -SW 1/4, SECTION 19, T.22 N. - R. 20 E.,
TOWN OF ROCKLAND, BROWN COUNTY, WISCONSIN

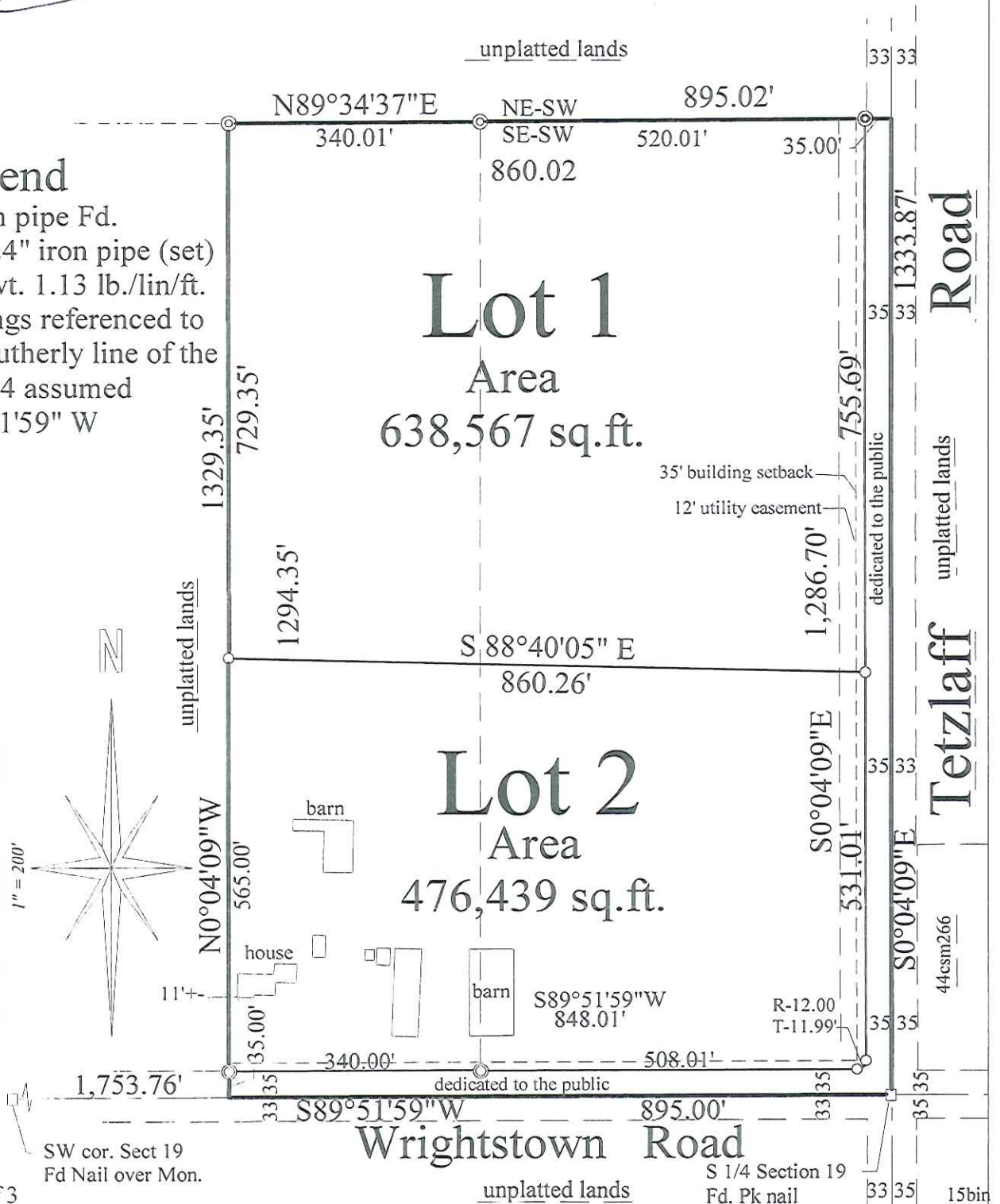
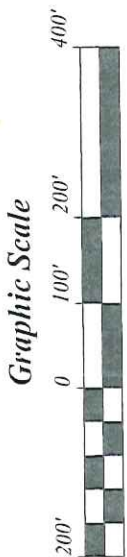
Surveyors Certificate:

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

Steven E. Zeitler 1/15/15
Steven E. Zeitler RLS # 1749
Date

Legend

- ⊙ 1" iron pipe Fd.
 - 1" X 24" iron pipe (set)
min. wt. 1.13 lb./lin.ft.
- Bearings referenced to
the southerly line of the
SW 1/4 assumed
S89°51'59" W



Attachment: CSM_R-279 (3138 : Recommendation from Plan CSM R)



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CERTIFIED SURVEY MAP

PART OF THE SE 1/4 -SW 1/4, SECTION 19, T.22 N. - R. 20 E.,
TOWN OF ROCKLAND, BROWN COUNTY, WISCONSIN

Description:

Part of the Southeast 1/4 of the Southwest 1/4 of Section 19, T.22 N.- R. 20 E.,
Town of Rockland, Brown County, Wisconsin described as;

Beginning at the South 1/4 corner of Section 19; thence along the southerly line of
the SW 1/4 South 89°51'59" West 895.00 feet; thence North 0°04'09" West
1,329.35 feet; thence North 89°34'37" East 895.02 feet; thence South 0°04'09" East
1,333.87 feet to the point of beginning.

RESTRICTIVE COVENANTS:

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

NOTE:

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



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CERTIFIED SURVEY MAP

PART OF THE SE 1/4 -SW 1/4, SECTION 19, T.22 N. - R. 20 E.,
TOWN OF ROCKLAND, BROWN COUNTY, WISCONSIN

OWNERS CERTIFICATE:

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

Richard J. Biniish

Cynthia L. Greaves

STATE OF WISCONSIN)

BROWN COUNTY)SS

Personally came before me this ____ day of _____, 2015 the above named owners, to me known to be the persons who executed the foregoing instrument and acknowledge the same.

Notary Public

Steven E. Zeitler

My commission expires 1/15/17

BROWN COUNTY TREASURER'S CERTIFICATE:

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

Paul D. Zeller

Date

Brown County Treasurer

TOWN OF ROCKLAND APPROVAL:

Approved by the Town of Rockland, Brown County
Wisconsin, on the ____ day of _____, 2015.

Jann Charette

Town Clerk

BROWN COUNTY PLAN COMMISSION APPROVAL:

Approved by the Brown County Planning Commission
this ____ day of _____, 2015.

for recording

Peter Schlein

Senior Planner

CITY OF DE PERE APPROVAL

Approved for the City of De Pere, Wisconsin on the
____ day of _____, 2015

Kenneth Pabich

Planning Director

sheet 3 of 3

Attachment: CSM_R-279 (3138 : Recommendation from Plan CSM R)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE:	March 3, 2015
DEPARTMENT:	Common Council
FROM:	Lisa Renier
SUBJECT:	Ordinance #15-11, Amending Chapter 106 De Pere Municipal Code Regarding Special Events and Penalties (tabled at February 17, 2015 Common Council Meeting).

Historically, the police department was the coordinator of special events, road closures, parades, runs or other events involving city right-of way or property other than a city park. The coordination and involvement originally may have worked when there were only a few events a year. However, today, with the popularity of running events, fundraiser's, regional marathons, and other special events in De Pere, there emerged a need to diversify the various components of special event planning to the departments and units of the city that could provide appropriate expert advice.

The process used to entail an application submitted to the police department, a review and usually some meetings, a request by police personnel to get additional information, requests for maps, insurance certificates, and answering questions for alcohol sales, food delivery, sanitary services, and fire, ambulance and security services. The process became almost a full-time job for police management staff in the spring and summer of each year.

A committee was formed consisting of (volunteer) key players that were tasked to look at the scope of the problem and to develop diversification solutions. Through a series of meetings the committee developed a new comprehensive Special Event ordinance, a pre-planning packet for event planners and coordinators, a contemporary application, and a good start on the development of an electronic version of the entire package, the committee's ultimate goal.

The new process for an event begins with an event planner's review of the new Special Event pre-planning packet that spells out the various components of the new ordinance, requirements by state law or identifies special situations or hazardous situations that may require additional planning and coordination with a specific city department or public safety staffing. After reviewing the pre-planning packet, an event planner will be more cognizant of city requirements and be fully prepared when submitting an application. Then, at least 60 days prior to the event, the event planner submits a comprehensive application to the City Clerk's office where the city clerk assesses the event using established criterion and ensures a proper deposit fee is submitted,

depending on the type of event. The application is forwarded to various city departments or units if those departments or units are required to approve an application part, or are involved in city coordination for the event. Once each department or unit approves its part, the application parts are returned to the city clerk, the clerk approves the application and the event planner is notified.

A schedule of fees for all special events is being proposed to help offset administrative costs associated with review of the application, coordination of services with event planner, assistance with additional city permits, etc. The fee schedule is in line with other Brown County jurisdictions.

The fees schedule (set by resolution) is proposed as follows:

Low Hazard and First Amendment expressive activities in a traditional public forum	\$25
Medium Hazard	\$50
High Hazard	\$250

The fee is collected at the time the application is submitted. The fee is considered a deposit at first as the fee may need to change after reviews by various departments, historic data, or other factors. Any changes will be communicated with the event planner. Also, any fee collected will be considered when the event planner is required to submit an application for an additional license or permit from the city. The highest dollar amount or the difference will be collected. For instance, if an event is originally charged a \$50 fee at application, but needs an additional permit to sell beer at say \$45, the event is not charged the additional fee for the beer sales. However, if the same event at \$50 needed to get a \$100 permit for something, the event would be charged an additional \$50 for the difference in the other permit fee.

The special event committee and the police department encourage the adoption of the ordinance and the fee schedule. Attached to this agenda item are the application and the ordinance. The pre-application packet is still a work in progress with some last minute changes still being completed. It should be available for the common council meeting.

If there are any questions please contact me at you convenience.

ATTACHMENTS:

- Ord15-11 (DOCX)
- Application - Special Events - Draft (DOC)
- SpecialEventPlanning Packet with Pictures 3 (PDF)

ORDINANCE #15-11

AMENDING CHAPTER 106 DE PERE MUNICIPAL CODE
REGARDING SPECIAL EVENTS AND PENALTIES

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN

AS FOLLOWS:

SECTION 1: Section 106-6(a), *Special Events*, is hereby created to read as follows:

- (a) *Special Events*. This section applies to any public event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, athletic event, show or other similar display which interferes with the usual flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the usual use of parks or other public grounds.
- (1) *Definitions*.
- A. *Low Hazard Event*. Special events involving no physical activity by participants, no severe exposure of spectators to hazards, and no alcoholic beverages. Low hazard events shall include, but not be limited to, indoor and outdoor meetings, small theatrical performances, estate sales and auctions.
 - B. *Medium Hazard Event*. Special events involving limited physical activity by participants, no severe exposure of spectators to hazards, and crowd sizes of less than 10,000 persons. Medium hazard events shall include, but not be limited to, dances, animal shows, political rallies, flea markets, and parades with no floats.
 - C. *High Hazard Event*. Special events involving major physical activity by participants, moderate to severe exposure of spectators to hazards, and/or crowd sizes of over 10,000 persons. High hazard events shall include, but not be limited to, events with more than 20 lbs of propane, and/or liquid petroleum (LP), and/or deep fat fryers, circuses and carnivals with rides, parades with floats, marathons or similar races, vehicle races and fireworks displays.
 - D. *Person*. Any person, firm, partnership, association, corporation, company, or organization of any kind.
- (2) *Permit Required*. No person, organization or entity shall conduct, manage, engage in, or participate in a special event unless a permit has been obtained from the City Clerk-Treasurer. The special event permit shall be in addition to any underlying permit requirement (i.e. parade permit; park use agreement); however only one permit fee shall be charged, which shall be the higher of the various permit fees.

(3) *Exceptions.* This section shall not apply to funeral processions or to neighborhood block parties in compliance with §22-8 of this Code. Any event sponsored by a governmental agency or entity shall be required to obtain all necessary permits required for the activity sponsored, but no permit fee shall be required.

(4) *Application.*

A. *Filing and Contents.* An application for a special event permit shall be filed with the Clerk-Treasurer not less than 60 days before the proposed date of the event on a form to be provided by the Clerk-Treasurer unless the permit request is for 1st Amendment expression purposes, in which case the application shall be filed within 7 calendar days of the event. The application shall set forth the following information:

1. The name, addresses, and contact information of the person seeking to conduct such event.
2. The name, addresses, and contact information of the event coordinator and the on-site contact.
3. The date when the event is to be conducted.
4. The hours such event will start and terminate, including set-up and take-down times.
5. The event location or route to be traveled, the starting point, and the termination point, if applicable.
6. The approximate number of persons who, and animals and vehicles which, will constitute such event; the type of animals; and description of the vehicles, if applicable.
7. A statement as to whether the event will occupy all or a portion of the width of any streets, including the names of the streets so affected.
8. Whether any alcoholic beverages and/or food will be served and/or consumed in conjunction with the event, the locations of such activities, and whether the necessary licenses have been obtained.
9. Any additional information which the Clerk-Treasurer finds reasonably necessary to a fair determination as to whether a permit should be issued.

B. *Late Applications.* The Clerk-Treasurer, where good cause is shown, may consider any application which is filed less than 60 days before the date such event is proposed to be conducted. Permit fees for processing late applications shall be doubled.

C. *Fees.*

1. A non-refundable application fee to cover the administrative costs of processing the permit shall be paid to the City by the applicant when the application is filed according to the schedule of fees adopted by resolution of the common council.

2. The application fee may be refunded by the Common Council for events sponsored by charitable organizations located in the City which have IRS section 501(c) (3) status.
 3. Fees for services provided by the City for the event will be assessed to the permit applicant and paid prior to the start of the event.
- D. *Insurance and Indemnification.* No proof of insurance or indemnification is required for low hazard events. For medium and high hazard events, the applicant shall furnish a certificate of insurance in an amount of Two Million Dollars per occurrence, Two Million Dollars aggregate, naming the City of De Pere as an additional insured. Higher insurance limits may be required for high hazard events as determined necessary by the City Attorney.
- (5) *Additional City Services.* If the special event will require more than the minimal use of any City equipment or services, the applicant shall pay the actual costs for the use of such equipment or services. This may include, but is not limited to, police services, fire/rescue services, barricades and the like. As a condition of the approval of any application, the applicant shall agree to pay, within 30 days of billing, the costs of any additional City services.

To ensure public safety for the event and the City, the City reserves the right to require special events to maintain minimum levels of dedicated fire/EMS services and police/security services throughout the duration of the event. Estimated minimum services will be determined prior to the event (see guidelines), but may reasonably increase or decrease as actual event conditions change to ensure public safety. Actual public safety services shall be determined in the sole discretion of the police/fire chief or their respective designee. Outside vendors may be retained for such services; however, City approval of such vendors and services shall be obtained prior to the event.

City of De Pere Fire Rescue Department Emergency Fire/Medical Resource Guidelines for Special Events

Emergency Fire/Medical Resources Matrix for Special Events is a guideline used to determine appropriate emergency medical resources for Special Events in the City of De Pere. The need for multiple or additional resources based on Special Risk Considerations will be determined by the Fire Chief or his/her designee and will be communicated to event organizer/sponsor. Costs associated with these resources are the responsibility of the event organizer/sponsor.

- Required resource. Multiple resources may be considered dependent on Special Risk Considerations.
- ✓ Recommended resource intended to ensure safety of participants.

Event Type	Anticipated Maximum Crowd Size	Knowledge of 911 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse	ALS 2 Ambulances	Firefighting Team(s) 4 Firefighters 1 Supervisor
Any Event Requiring a Special Event Permit	Less than 4,000	●	✓			
	4,000 to 10,000	●	✓	✓	✓	✓
	10,000 to 50,000	●	●	✓	●	●
	Over 50,000	●	●	✓	●	●

Special Risk Considerations which may affect the required fire/medical resources needed include but are not limited to:

- | | |
|---|--|
| ☐ Night vs. Daytime | ☐ Location/Geography/Multiple Locations |
| ☐ Alcohol availability/use | ☐ Weather/Time of Year |
| ☐ Length of Event | ☐ Problems encountered with Event in past |
| ☐ Type of Event | ☐ Fireworks/Pyrotechnics |
| ☐ Audience Demographics | ☐ General Admission/Reserved Seating |

* Special Events organizers can utilize private providers in lieu of City services. If a private provider is used, a medical plan must be submitted to and authorized by the Fire Department at the time of application.

City of De Pere Police Department Public Safety and Security Resource Guidelines for Special Events

Security Matrix for Special Events is a guideline used to determine appropriate resources for Special Events in the City of De Pere. The need for multiple or additional resources based on Special Risk Considerations will be determined by the Police Chief or his/her designee and will be communicated to event organizer/sponsor. Costs associated with these resources are the responsibility of the event organizer/sponsor.

- Required resource. Multiple resources may be considered dependent on Special Risk Considerations.
- ✓ Recommended resource intended to ensure safety of participants.

Event Type	Anticipated Maximum Crowd Size	4-9 Officers Plus 0-1 Supervisors	9-14 Officers Plus 1-2 Supervisors	14-21 Officers Plus 2-3 Supervisors	21-30 Officers Plus 3-6 Supervisors
Any Event Requiring a Special Event Permit	Less than 4,000	●	✓		
	4,000 to 10,000	N/A	●	✓	
	10,000 to 50,000	N/A	N/A	●	✓
	Over 50,000	N/A	N/A	N/A	●

Special Risk Considerations which may affect the required police resources needed include but are not limited to:

- | | |
|---|--|
| ☐ Night vs. Daytime | ☐ Location/Geography/Multiple Locations |
| ☐ Alcohol availability/use | ☐ Weather/Time of Year |
| ☐ Length of Event | ☐ Problems encountered with Event in past |
| ☐ Type of Event | ☐ Fireworks/Pyrotechnics |
| ☐ Audience Demographics | ☐ General Admission/Reserved Seating |

- (6) *Standards for Issuance.* The Clerk-Treasurer shall issue the permit when, from a consideration of the application, consultation with other City departments as necessary, and from such other information as may otherwise be obtained, it appears that:
- A. The applicant has complied with all of the application requirements of subsection (4).
 - B. The conduct of the event will not substantially interrupt the safe and orderly movement of other traffic in the vicinity of its location.
 - C. The conduct of the event will not require the diversion of so great a number of police officers as to prevent normal police protection to the City.
 - D. The concentration of persons, animals, and vehicles at the event will not unduly interfere with proper fire and police protection of or ambulance service to areas in the vicinity of the event.
 - E. The conduct of the event will not unduly interfere with the operation of hospitals, schools, or other public institutions.
 - F. The parade is scheduled to move from its point of origin to its point of termination expeditiously and without unreasonable delays en route.
 - G. The special event will not conflict or interfere with another special event for which a permit has already been granted.
 - H. There are a sufficient number of parking spaces within a reasonable distance to accommodate the number of vehicles expected.
 - I. Adequate sanitation or other necessary health facilities will be available at the event.
 - J. The conduct of the event is not reasonably likely to cause injury to persons or property.
 - K. The applicant has no history of non-compliance with any City or State regulation pertaining to the activities covered by this section.
- (7) *Action upon Application.* The Clerk-Treasurer shall provide written notice of the issuance or denial of the permit within 30 days of receipt of an application, unless the permit request is for 1st Amendment expression purposes within a public forum, in which case the written notification shall be provided within three (3) days of application. If the application is denied, the notice shall state the reasons for the denial.
- (8) *Appeal Procedure.* Any person aggrieved may appeal the denial of a special event permit as provided in §106-2(g) of this Code.
- (9) *Notice to City and Other Officials.* Immediately upon the issuance of a special event permit, the Clerk-Treasurer shall send a copy thereof to the Mayor, Common Council members, and city departments involved in the permitting process.
- (10) *Duties of Permittee.* A permittee hereunder shall comply with all permit directions and conditions and with all applicable laws and ordinances.

SECTION 2: All subsequent sections of §106-6 shall be renumbered accordingly.

SECTION 3: **Section 106-7, Penalties for non-compliance with this Chapter**, is hereby created to read as follows:

Any person who violates this chapter shall be subject to such forfeiture as determined by resolution of the common council. Each act of violation and each day upon which a violation occurs or continues constitutes a separate offense.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: This ordinance shall take effect on and after passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 3rd day of March, 2015.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____
Nays: _____
Publication Date: _____
Effective Date: _____

CITY OF DE PERE - Special Event Permit Application

Special Event: Any public event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, show or other similar display which interferes with the usual flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the usual use of parks or other public grounds. **Exceptions:** this permit shall not apply to funeral processions or to neighborhood block parties.

Part A - APPLICATION INSTRUCTIONS: File this completed application **not less than 60 days before the proposed date of the event** and the required fee with the Clerk-Treasurer, 335 S. Broadway, De Pere, WI 54115. Answer all questions completely. Use an additional sheet of paper if you cannot answer a question within the space provided.

Part B - TO BE COMPLETED BY APPLICANT

1.	Name of Company or Organization: Address of Company or Organization: Phone Number: Type of Event: Event Name: Event Date/Times:
2.	Contact information for the Event Coordinator : First: _____ Middle: _____ Last: _____ Phone Number: _____ Address: _____ Email: _____
3.	Contact information for the Onsite Event Contact (please list an alternative contact if the Event Coordinator will be onsite for the event) : First: _____ Middle: _____ Last: _____ Phone Number: _____ Address: _____ Email: _____
4.	Description of Event: Please explain the event location or route to be traveled, the starting point, and the termination point (Please provide a map of the route/event location with your application): If the event is taking place in city streets, please describe where: How much of the street will be used (all of the width, a portion of the width, sidewalks, etc.)? If there is a route, how is it being marked?
5.	Approximate Number of Persons attending the event (including volunteers, monitors, and spectators): What information are you using to estimate this number?
6.	Please explain your event plan for event attendee parking:

7.	Please explain the time at which units of the event will begin to assemble at any such assembly area or areas:
8.	Will there be fireworks? ☐ No ☐ Yes (if so, please contact the De Pere Fire Department at 339-2467)
9.	Will there be tents or booths? ☐ No ☐ Yes (if so, please contact the Building Inspection Department at 339-4052)
10.	Will alcohol be served? ☐ No ☐ Yes (if so, please contact the City of De Pere Clerk – Treasurer’s Office at 339-4050)
11.	Will food be served? ☐ No ☐ Yes Will there be amplified sound? ☐ No ☐ Yes (if you answer yes to either question, please contact the City of De Pere Health Department at 339-4054)
12.	Will garbage pick-up and clean-up be needed? ☐ No ☐ Yes Will barricading/fencing be needed? ☐ No ☐ Yes Will street sweeping be needed? ☐ No ☐ Yes (if you answer yes to any of these questions, please contact the Public Works Department at 339-339-4060)
13.	A certificate of insurance naming the City of De Pere as an additional insured is required for any event held in the City of De Pere. Have you acquired insurance for this event? ☐ No ☐ Yes (if so, please provide a copy to the Clerk’s office upon application for the Special Event Permit. If not, you must submit a certificate of insurance for the event as soon as possible.)
14.	Please provide us with any additional information that you feel is necessary in order for the City of De Pere to process this application:

Part C - TO BE COMPLETED AT THE CITY CLERK'S OFFICE

READ CAREFULLY BEFORE SIGNING. The undersigned states that each of the above questions has been truthfully answered to the best of my knowledge. I understand that any activity engaged in is limited to the time, date, location and inventory representations made on this application and by the provisions of Chapter 106 De Pere Municipal Code. I hereby designate the City Clerk-Treasurer for the City of De Pere as my agent for the purposes of accepting service in any civil action arising out of or in conjunction with the use of this permit.

Applicant Signature: _____ **Date:** _____

Part D - FOR CITY USE ONLY

Hazard Designation:_____ **Permit Fee:** _____ **Date collected:** _____ **Receipt #:** _____

Certificate of Insurance provided: _____ **Approved by the City Attorney:** _____

Low Hazard and First Amendment expressive activities in a traditional public forum	\$25
Medium Hazard	\$50
High Hazard	\$250

Low Hazard Event. Special events involving no physical activity by participants, no severe exposure of spectators to hazards, and no alcoholic beverages. Low hazard events shall include, but not be limited to, indoor and outdoor meetings, small theatrical performances, estate sales and auctions.

Medium Hazard Event. Special events involving limited physical activity by participants, no severe exposure of spectators to hazards, and crowd sizes of less than 10,000 persons. Medium hazard events shall include, but not be limited to, dances, animal shows, political rallies, flea markets, and parades with no floats.

High Hazard Event. Special events involving major physical activity by participants, moderate to severe exposure of spectators to hazards, and/or crowd sizes of over 10,000 persons. High hazard events shall include, but not be limited to, events with more than 20 lbs of propane, and/or liquid petroleum (LP), and/or deep fat fryers, circuses and carnivals with rides, parades with floats, marathons or similar races, vehicle races and fireworks displays.

Routing:

Parks Department

Public Works Department

Fire Department

Police Department

Building Inspection

Health Department

Legal Department



City of De Pere

Planning a Special Event?

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What is a Special Event?

The City of De Pere defines a "*Special Event*" as:

"Any public event, ceremony, demonstration, exhibition, march, pageant, parade, procession, race, show or other similar display which interferes with the usual flow or regulation of traffic upon the streets, sidewalks, or rights-of-way, or the usual use of parks or other public grounds."



Notes/Comments:

What is a Special Event?

If yes, a *Special Event Application Form* must be completed and submitted to the address below. If you are not sure if your event meets the definition of special event, complete and submit a permit application and we will assist you in making a determination.

Note: Blank form attached or download on website at:

www.de-pere.org

Click on "*Planning a Special Event?*"

The completed application must be received at least **60 days** prior to your event date(s). If the permit request is for 1st Amendment expression purposes, the application must be submitted at least **7 calendar days** prior to your event.

Applications submitted late may not be approved.

☐ Please Contact (all other permits):

**Clerk Treasurer Office
(920) 339-4050**

☐ Please Contact (Block Party Permits):

**Department of Public Works
(920) 339-4060**

or

**City of De Pere Police Department
920-339-4078**

Notes/Comments:

Will your event be held in a City of De Pere park?

If yes, have you reserved your facility and obtained your reservation agreement? Have you received the Park Rules and Regulations?

☐ Please Contact: _____

**De Pere Parks and Recreation Department
(920) 339-4065**



Notes/Comments:

Will your event be held on private property?

If your event will be held solely on **private property**, the event is likely not a "Special Event." However, other regulations may apply.

If your event is expected to have in excess of 49 people and will be held in a building or tent/canopy, the requirements of NFPA1, Chapter 2D must be met. For more information:

☐ Please Contact for special public assembly event requirements:

De Pere Fire Department
(920) 339-2467

OR

View the National Fire Protection
Association (NFPA) website at
www.nfpa.org.



Have you designated an Event Coordinator?

It is critical to designate **ONE** main contact to help coordinate city services (attend meetings and communicate needs with city departments as applicable) for your event. It is likely city officials will need to meet and/or speak to the Event Coordinator to help ensure needs of the event are met and that specific details about the event are discussed.

Please don't assume after completing and submitting an application permit for a Special Event that your obligation has ended and services will be provided without making appropriate contacts to applicable city departments.

Please Note: The Clerk-Treasurer will not approve the event until all applicable departments involved approve the application.

The contact person designated will generally be sent the approved permit unless otherwise requested.



Notes/Comments:

Will alcoholic beverages be served at your Special Event?

If yes, a separate Temporary Class “B”/”Class B” License will be required if you wish to sell beer or wine. Distilled alcoholic beverages cannot be sold or served at special events.

This Special license is only approved for:

1. Bona Fide Clubs that have been in existence for at least 6 months prior to the date of the application;
2. State, county, or local fair associations, or agricultural societies;
3. Church, lodge, or society that has been in existence for at least 6 months prior to the date of application;
4. Posts of Veteran’s Organizations.

Proof of status may be required.

This license application must be obtained from the Office of the City Clerk and must be completed and returned at least **14 days** before your event. It is recommended that you submit this application at the same time you submit your Special Event Application.

You are required to have a least one licensed bartender to sell alcohol at your event. The City Clerk will also be able to provide you information on how to obtain an Operator’s (Bartender) license.

Keep in mind alcohol is allowed in certain parks only with a permit from the Park Director. Contact the De Pere Parks and Recreation Department at 339-4065 for details.

Please Contact:

Clerk-Treasurer’s Office at 920-339-4050.

Will you be selling or serving food?

If yes, please contact the City of De Pere Health Department for rules, regulations and the necessary application form to sell and/or serve food.

☐ Please Contact:

**De Pere Health Department
335 S. Broadway
De Pere, WI 54115
(920) 339-4054**



Notes/Comments:

Will you be erecting a tent or other temporary structure?

If yes, please contact the De Pere Fire Department and also the De Pere Parks and Recreation Department.

NOTE: Any tents over **200 square feet**, and/or any canopy over **400 square feet** requires a building permit from the De Pere Building Inspection Department.

☐ Please Contact:

**De Pere Fire Department
(920) 339-2467**

☐ Please Contact:

**De Pere Parks and Recreation Department
(920) 339-4065**

☐ Please Contact:

**De Pere Building Inspection Department
(920) 339-4052**

PLEASE NOTE THAT TENT STAKES WILL NOT BE ALLOWED TO BE DRIVEN INTO ASPHALT (public roadway or parking lot).

DIGGERS HOTLINE may also need to be contacted for tent stakes at 800-242-8511.

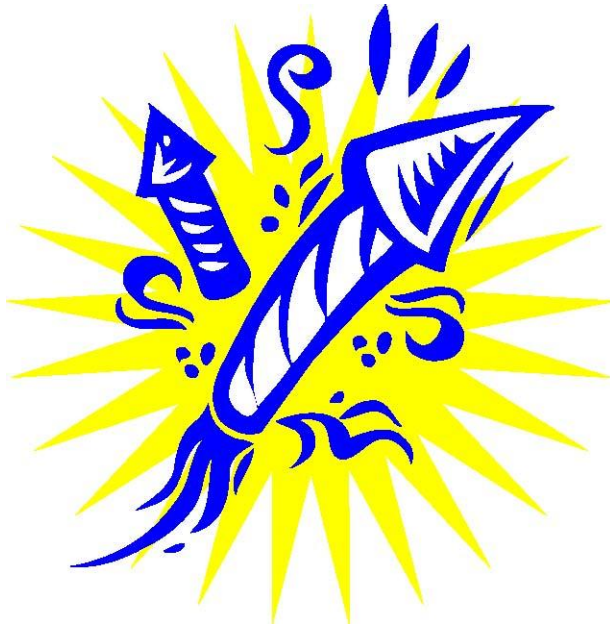
Notes/Comments:

Will any fireworks, open fire, or pyrotechnic devices be used?

If yes, please contact the De Pere Fire Department for the necessary permits and regulations.

☐ Please Contact:

**De Pere Fire Department
(920) 339-2467**



Will your event require ANY streets to be closed?

If yes, the Department of Public Works and the De Pere Police Department will need to review your request to ensure that all safety measures are met and the street closure(s) will not adversely affect traffic flow. **The City must authorize all street closures regardless of duration.**

A legible detailed map of your event **must** be attached to your Special Event Application form. Your map should indicate all the streets, including number of lanes to be used, all turns, and the direction of the route, if applicable.

☐ Please Contact:

**Department of Public Works
(920) 339-4060**

☐ Please Contact:

**De Pere Police Department
(920) 339-4078**



Will your event require special parking arrangements?

If yes, please indicate what type, when and where the parking arrangements will be needed. Also, please indicate if you anticipate event parking to overflow onto public streets.

☐ Please Contact:

**Department of Public Works
(920) 339-4060**



Will you require special power/utility requirements?

If yes, Public Works and/or Parks and Recreation (if applicable) will need to review your request to ensure adequate power and electrical facilities and distribution are available.

☐ Please Contact:

**Department of Public Works
(920) 339-4060**

☐ Please Contact:

**De Pere Parks and Recreation Department
(920) 339-4065**



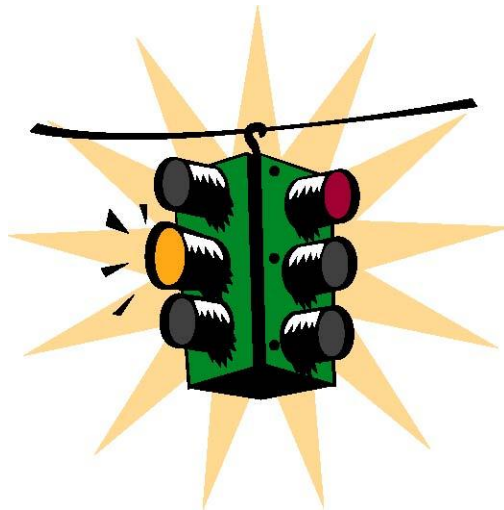
Will your event include pedi-cabs or other public vehicles?

If yes, a **Public Vehicle License** may be required for the vehicles used. Please contact the Clerk-Treasurer Office for a license application.

☐ Please Contact:

Clerk-Treasurer Office

(920) 339-4050



How to determine if the event needs fire, emergency medical and/or police services?

Emergency service resource matrices for Special Events are guidelines used to determine appropriate emergency fire, medical or policing resources for Special Events in the City of De Pere. The need for multiple or additional resources based on Special Risk Considerations will be determined by the Fire and Police Chief's or his/her designee's and will be communicated to the event organizer/sponsor. Costs associated with these resources are the responsibility of the event organizer/sponsor.

* Outside vendors may be retained for such services; however, City approval of such vendors and services shall be obtained prior to the event, and if medical services are provided by an outside source a medical plan must be approved by the fire chief.

- Required resource. Multiple resources may be considered dependent on Special Risk Considerations.
- ✓ Recommended resource intended to ensure safety of participants.

FIRE

Event Type	Anticipated Maximum Crowd Size	Knowledge of 911 Access and CPR	Basic First Aid Station(s)	First Aid Station(s) Including Nurse	ALS 2 Ambulances	Firefighting Team(s) 4 Firefighters 1 Supervisor
Any Event Requiring a Special Event Permit	Less than 4,000	●	✓			
	4,000 to 10,000	●	✓	✓	✓	✓
	10,000 to 50,000	●	●	✓	●	●
	Over 50,000	●	●	✓	●	●

POLICE

Event Type	Anticipated Maximum Crowd Size	4-9 Officers Plus 0-1 Supervisors	9-14 Officers Plus 1-2 Supervisors	14-21 Officers Plus 2-3 Supervisors	21-30 Officers Plus 3-6 Supervisors
Any Event Requiring a Special Event Permit	Less than 4,000	●	✓		
	4,000 to 10,000	N/A	●	✓	
	10,000 to 50,000	N/A	N/A	●	✓
	Over 50,000	N/A	N/A	N/A	●

Special Risk Considerations which may affect the required fire/medical or police resources needed include but are not limited to:

- | | |
|---|--|
| ☐ Night vs. Daytime | ☐ Location/Geography/Multiple Locations |
| ☐ Alcohol availability/use | ☐ Weather/Time of Year |
| ☐ Length of Event | ☐ Problems encountered with Event in past |
| ☐ Type of Event | ☐ Fireworks/Pyrotechnics |
| ☐ Audience Demographics | ☐ General Admission/Reserved Seating |

The contact information for the Fire and Police Departments is as follows:

Fire Department
400 Lewis Street
De Pere, WI 54115
920-339-4087

Police Department
325 S. Broadway Street
De Pere, WI 54115
920-339-4078

Will you need any other City Services?

If yes, will you require dumpsters, street sweeping, water disposal, or any other type of cleanup?

The De Pere Parks and Recreation Department can supply extra tables, benches, and garbage cans.

☐ Please Contact:

**Department of Public Works
(920) 339-4060**

☐ Please Contact:

**De Pere Parks and Recreation Department
(920) 339-4065**



Will you be providing Toilet Facilities?

If yes, please indicate the number of toilet you will be making available (please refer to guidance below).

If you will not be providing toilet facilities, please describe the facilities available on the premises.

Portable Toilet Guidance

People Attending	Number of Hours for Event									
	1	2	3	4	5	6	7	8	9	10
	Units Needed									
1-50	1	1	1	1	2	2	2	2	2	2
50-100	2	2	2	2	2	3	3	3	3	3
100-250	3	3	3	3	4	4	4	4	4	6
250-500	4	4	4	4	6	6	8	8	8	8
500-1000	4	5	6	7	7	8	8	8	9	9
2,000	6	10	12	13	14	14	14	15	15	15
3,000	9	14	17	19	20	21	21	21	21	22
4,000	12	19	23	25	28	28	28	30	30	30
5,000	15	23	32	32	34	36	36	36	36	36
6,000	17	28	34	38	40	42	42	42	42	42
7,000	20	32	40	44	46	48	50	50	50	50
8,000	23	38	46	50	54	57	57	57	57	57
10,000	30	46	57	63	66	69	69	72	72	72

Fees & Other Information

Sponsors of special events must comply with all applicable city ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations.

FEES for park facilities, permits, and other city services (fire/EMS, public works, police/security), if applicable, are **IN ADDITION** to the Special Event Application fee.

Per De Pere City Ordinance, vendors participating in your event may be required to obtain a Direct Seller's Permit. All other vendors/sellers should not interfere with your event.

Most special events DO require insurance. Prior to approval of your event, the Clerk-Treasurer will require a certificate of insurance to be provided with appropriate coverages, limits, and endorsements. For more information contact the Clerk-Treasurer at 339-4050.



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

MEETING DATE: March 3, 2015

DEPARTMENT: Common Council

FROM: Lisa Renier

SUBJECT: Resolution #15-20, Setting Fee for Special Event Permit (tabled at February 17, 2015 Common Council Meeting).

ATTACHMENTS:

- Reso15-20 (DOCX)

RESOLUTION #15-20

SETTING FEE FOR SPECIAL EVENT PERMIT

WHEREAS, pursuant to §106-6(a), De Pere Municipal Code, special event permits may be granted by the City Clerk-Treasurer; and

WHEREAS, the Common Council wishes to establish a fee for such special event permit.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council hereby imposes the following application fees:

Low Hazard and First Amendment expressive activities in a traditional public forum	\$25
Medium Hazard	\$50
High Hazard	\$250

Such fees shall not be refundable if the permit is not granted.

BE IT FURTHER RESOLVED THAT:

Such fees as are established hereunder shall be effective upon passage of Ordinance #15-11.

BE IF FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 3rd day of March, 2015.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes _____
Nays _____

Attachment: Reso15-20 (3142 : Resolution #15-20, Setting Fee for Special Event Permit)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: March 3, 2015

DEPARTMENT: Plan Commission

FROM: Ken Pabich

SUBJECT: Introduction of Resolution #15-25, Regarding the Vacation of a Portion of a Public Thoroughfare (Northerly 1,708 square feet of George Street adjacent to ED-844) (refer to public hearing).

ATTACHMENTS:

- Memo - George St Vacation (PDF)
- Reso15-25 (DOCX)
- Exhibit A - George St Vacation (PDF)
- PC_Staff_Feb_George St ROW (PDF)
- PC_SV_ED-844_George (PDF)

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
Members of the Common Council
From: Judith Schmidt-Lehman, City Attorney
RE: Resolution #15-25 (Street Vacation)
Date: February 24, 2015

The statutory process for the City to initiate a street vacation is a bit out of the ordinary. Since the City Council does not vacate street right-of-way often, I thought I would send along this memo to explain the process.

Under Wis. Stats. §66.1003, the City may initiate vacating street right-of-way. This is done by the Council introducing the vacation resolution at a Council meeting. The matter is then set for public hearing, with the same resolution coming back before the Council for action at that public hearing.

Therefore, the action to be taken at the March 3, 2014 meeting as to Resolution #15-25 is merely to refer the Resolution forward for a public hearing. It will then be placed on the Council agenda at the time of public hearing, at which time the merits of the vacation can be debated and acted upon.

If you have any questions regarding this process, please let me know.

JSL:jld

c: Lawrence Delo, City Administrator
Kenneth Pabich, Director of Planning & Economic Development

H:\dupont\Memos\2015\Mayor & CC-street vacation- 2-24-15-168-001-15.docx

RESOLUTION #15-25

REGARDING THE VACATION OF A PORTION OF A PUBLIC THOROUGHFARE
(Northerly 1,708 square feet of George Street adjacent to ED-844)

WHEREAS, the Common Council of the City of De Pere has initiated the vacation and discontinuance of a portion of public thoroughfare in accordance with the requirements of Wis. Stats. §66.1003(4)(a); and

WHEREAS, the public interest may require the vacation of said right-of-way; and

WHEREAS, the Plan Commission has reviewed and recommended approval of such vacation and discontinuance, with a public hearing on said vacation to be held in accordance with Wis. Stats. §66.1003(4)(b), on _____ (date) at 7:35 p.m.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

Section 1. The following described northerly 1,708 square feet of George Street right-of-way adjacent to ED-844, East Side of Fox River, City of De Pere, Brown County, Wisconsin more fully described as follows:

Commencing at the Southwest corner of Lot 7, Block 20, said Plat of De Pere;
thence S00°35'30"W, 398.51 feet on the east right of way of Broadway Street to the existing north right of way of George Street, the POINT OF BEGINNING;
thence S61°34'54"E, 13.01 feet on said north right of way;
thence S89°24'17"E, 102.61 feet on said north right of way;
thence S00°37'27"W, 16.30 feet; thence N89°24'17"W, 86.19 feet;
thence N69°00'00"W, 22.33 feet; thence N25°00'00"W, 16.17 feet to the POINT OF BEGINNING.

Said parcel contains .04 acres of land more or less.

be and the same is hereby wholly vacated and discontinued as a public thoroughfare. All utility easements are retained. Said public right-of-way to be vacated is set forth on the scale map attached hereto and incorporated by reference herein as Exhibit A.

Section 2. The City Clerk-Treasurer is hereby authorized and directed to file and record this resolution, with the map attached, in the Office of the Register of Deeds for Brown County and to amend the Official Map of the City in conformity with this resolution.

Introduced to the Common Council of the City of De Pere at its regular meeting held on the 3rd day of March, 2015.

Adopted by the Common Council of the City of De Pere, Wisconsin, this _____ day of _____, 2015.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes:_____

Nays:_____

LEGEND

- Set 1" x 18" Iron Pipe
weighing 1.13 lbs./lin. ft.
- () Recorded Bearing

SCALE: 1"=30'

0' 15' 30' 60'

Bearings are referenced to Brown
County coordinates. The east right
of way of Broadway St. being
S00°35'30"W.

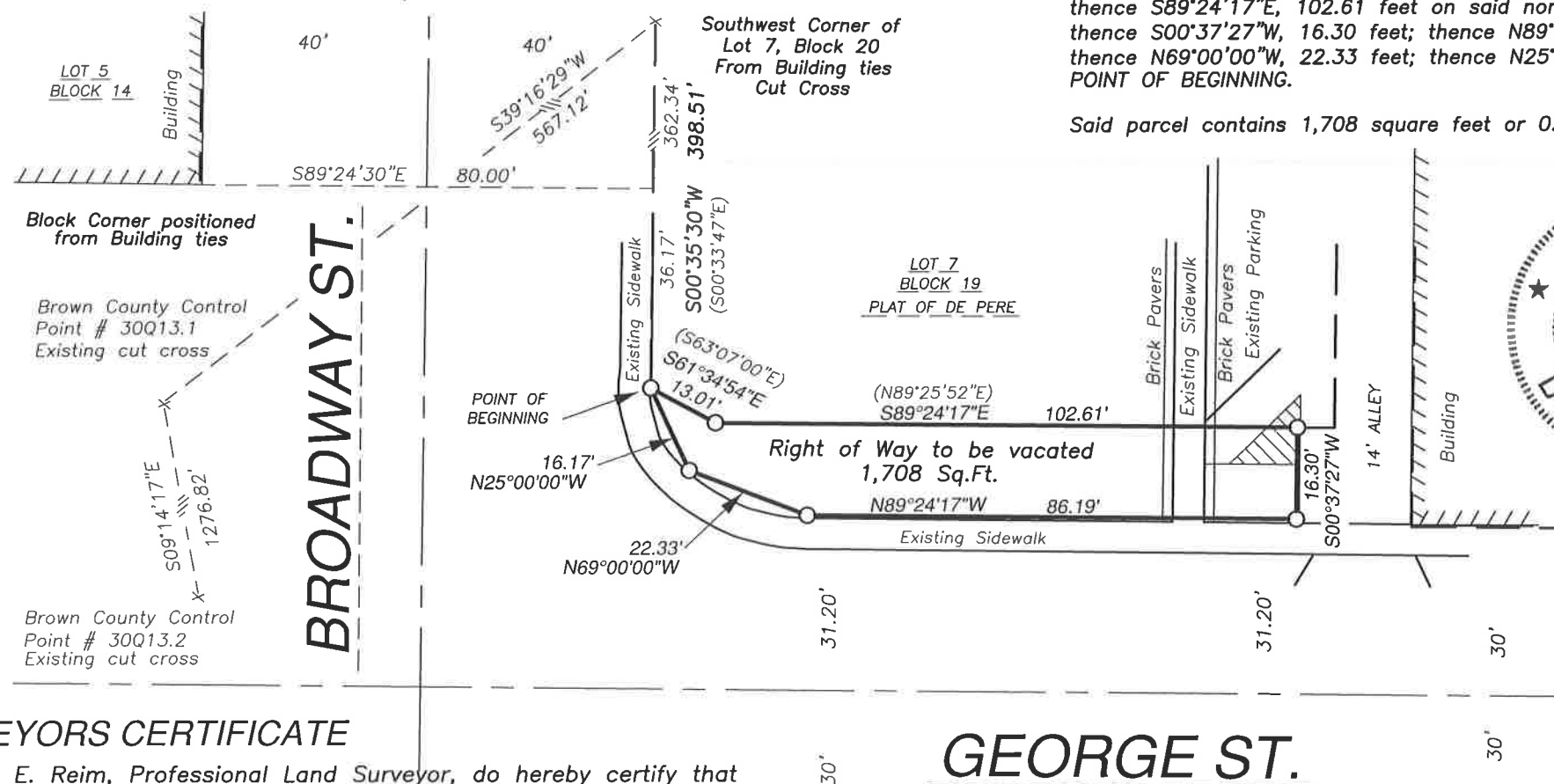
LEGAL DESCRIPTION

Part of George Street, being a part of Lot 7, Block 19, Plat of
De Pere, East Side Fox River, City of De Pere, Brown County, Wisconsin
described as follows:
Commencing at the Southwest corner of Lot 7, Block 20, said Plat of
De Pere;
thence S00°35'30"W, 398.51 feet on the east right of way of Broadway
Street to the existing north right of way of George Street, the POINT
OF BEGINNING;
thence S61°34'54"E, 13.01 feet on said north right of way;
thence S89°24'17"E, 102.61 feet on said north right of way;
thence S00°37'27"W, 16.30 feet; thence N89°24'17"W, 86.19 feet;
thence N69°00'00"W, 22.33 feet; thence N25°00'00"W, 16.17 feet to th
POINT OF BEGINNING.

Said parcel contains 1,708 square feet or 0.04 acres of land.

PLAT OF SURVEY

PART OF GEORGE STREET, BEING A PART LOT 7, BLOCK 19,
PLAT OF DE PERE, EAST SIDE FOX RIVER, CITY OF DE PERE,
BROWN COUNTY, WISCONSIN.



SURVEYORS CERTIFICATE

I, Dennis E. Reim, Professional Land Surveyor, do hereby certify that
I have surveyed the within described property on 02/17/15 to the
best of my knowledge and belief and the within map is a true
representation thereof.

Date: 02/20/2015

Dennis E. Reim, PLS #1590



ROBERT E. LEE & ASSOCIATES, INC
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD
HOBART, WI 54155
INTERNET: WWW.RELEEINC.COM
PHONE: (920) 662-964
FAX: (920) 662-9141

File name: R:\0404400\0404400RW

SHEET 1 OF 1

Packet Pg. 82

	CITY OF DE PERE APPLICATION FOR ROW VACATION	Fee: \$ 275.00
		Receipt #: NA
		Date: Feb 16, 2015

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) City of De Pere	Authorized Representative Ken Pabich	Title Director	
Mailing Address 335 S Broadway	City De Pere	State WI	ZIP Code 54115
Email Address kpabich@mail.de-pere.org	Phone Number (incl. area code) 920-339-4043	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: Right of Way Requested to be Vacated

Name of ROW:	Request to vacate a portion of George Street on the north side. Please see attached map.
Legal Description to be Vacated: (Please attach map)	

SECTION 4: Reason of Vacation

Reason for Requesting Vacation of ROW:	Vacate area is to be combined with the parcel to the north ED-844
--	---

SECTION 5: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative for this Application. I certify that the information contained in this form and attachments is true and accurate.

Name of Owner/Authorized Representative (please print) Ken Pabich	Title Director	Phone Number 920-339-4043
Signature of Applicant		Date Signed Feb 16, 2015

Attachment: PC_SV_ED-844_George (3163 : Introduction of Resolution #15-25, Regarding George St Vacation)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: March 3, 2015
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Defnet
SUBJECT: Voucher Approval.

ATTACHMENTS:

- 3-3-15 VOUCHERS (PDF)

2/25/2015 1:35 PM

A / P CHECK REGISTER

PAGE: 1

PACKET: 04700 MAR 2015 COUNCIL - 1 3-3-15

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
7009	ACROSS THE STREET PRODUCTIONS							
	I-12-2676	ACROSS THE STREET PRODUCTIONS	R	3/03/2015		693.00CR	074287	693.00
5446	ACTIVE NETWORK LLC							
	I-11063116	ACTIVE NETWORK LLC	R	3/03/2015		481.80CR	074288	481.80
0302	AIRGAS USA LLC							
	I-9036017846	AIRGAS USA LLC	R	3/03/2015		112.36CR	074289	112.36
5158	AMBROSIUS STUDIOS INC							
	I-6	AMBROSIUS STUDIOS INC	R	3/03/2015		85.00CR	074290	85.00
0496	ASTRO HYDRAULICS INC							
	I-46773	ASTRO HYDRAULICS INC	R	3/03/2015		51.30CR	074291	51.30
5604	AURORA BAYCARE MED CTR LLC							
	I-TT160	AURORA BAYCARE MED CTR LLC	R	3/03/2015		69.64CR	074292	
	I-TT168	AURORA BAYCARE MED CTR LLC	R	3/03/2015		547.28CR	074292	616.92
0020	BADGERLAND PRINTING INC							
	I-25147	BADGERLAND PRINTING INC	R	3/03/2015		107.00CR	074293	
	I-25159	BADGERLAND PRINTING INC	R	3/03/2015		15.00CR	074293	122.00
0023	BATTERIES PLUS LLC							
	I-501-452309	BATTERIES PLUS LLC	R	3/03/2015		269.90CR	074294	
	I-501-452374	BATTERIES PLUS LLC	R	3/03/2015		42.24CR	074294	312.14
0027	BAY TOWEL INC							
	I-1940012	BAY TOWEL INC	R	3/03/2015		41.62CR	074295	
	I-1940013	BAY TOWEL INC	R	3/03/2015		55.76CR	074295	
	I-1940014	BAY TOWEL INC	R	3/03/2015		21.54CR	074295	
	I-1941998	BAY TOWEL INC	R	3/03/2015		84.05CR	074295	
	I-1943384	BAY TOWEL INC	R	3/03/2015		56.50CR	074295	259.47
6849	BONGERS, ERIN							
	I-201502254362	BONGERS, ERIN	R	3/03/2015		4.24CR	074296	
	I-201502254363	BONGERS, ERIN	R	3/03/2015		109.05CR	074296	113.29
0649	BRAUER SUPPLY & EQUIPMENT							
	I-20150211	BRAUER SUPPLY & EQUIPMENT	R	3/03/2015		39.78CR	074297	39.78
0038	BROADWAY AUTOMOTIVE INC							
	I-303288P	BROADWAY AUTOMOTIVE INC	R	3/03/2015		88.07CR	074298	
	I-745940	BROADWAY AUTOMOTIVE INC	R	3/03/2015		352.64CR	074298	440.71

Attachment: 3-3-15 VOUCHERS (3162 : Voucher Approval.)

2/25/2015 1:35 PM

A / P CHECK REGISTER

PAGE: 2

PACKET: 04700 MAR 2015 COUNCIL - 1 3-3-15

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0039	BROOKS TRACTOR INC							
	I-D37365	BROOKS TRACTOR INC	R	3/03/2015		350.58CR	074299	
	I-D37438	BROOKS TRACTOR INC	R	3/03/2015		73.83CR	074299	424.41
0042	BROWN COUNTY HIGHWAY DEPARTMENT							
	I-330000	BROWN COUNTY HIGHWAY DEPARTMEN	R	3/03/2015		567.53CR	074300	567.53
0044	BROWN COUNTY REGISTER OF DEEDS							
	I-201502254365	BROWN COUNTY REGISTER OF DEEDS	R	3/03/2015		279.00CR	074301	279.00
2984	BROWN COUNTY TREASURER							
	I-2015	BROWN COUNTY TREASURER	R	3/03/2015		235.70CR	074302	
	I-2015-00000004	BROWN COUNTY TREASURER	R	3/03/2015		1,815.12CR	074302	2,050.82
0115	CARQUEST AUTO PARTS LLC							
	I-6339-200689	CARQUEST AUTO PARTS LLC	R	3/03/2015		28.40CR	074303	
	I-6339-200825	CARQUEST AUTO PARTS LLC	R	3/03/2015		174.93CR	074303	
	I-6339-200864	CARQUEST AUTO PARTS LLC	R	3/03/2015		6.43CR	074303	209.76
2708	CLEANING SOLUTION SERVICES INC							
	I-10119	CLEANING SOLUTION SERVICES INC	R	3/03/2015		87.11CR	074304	
	I-10130	CLEANING SOLUTION SERVICES INC	R	3/03/2015		1,375.00CR	074304	1,462.11
0217	COUNTRY VISIONS COOPERATIVE							
	C-201502254367	COUNTRY VISIONS COOPERATIVE	R	3/03/2015		2.83	074305	
	I-201502244352	COUNTRY VISIONS COOPERATIVE	R	3/03/2015		19.03CR	074305	
	I-201502254366	COUNTRY VISIONS COOPERATIVE	R	3/03/2015		6.23CR	074305	
	I-201502254368	COUNTRY VISIONS COOPERATIVE	R	3/03/2015		11.50CR	074305	
	I-201502254369	COUNTRY VISIONS COOPERATIVE	R	3/03/2015		4.72CR	074305	38.65
0061	CUMMINS NPOWER, LLC							
	I-802-9226	CUMMINS NPOWER, LLC	R	3/03/2015		16.32CR	074306	16.32
0085	EMERGENCY MEDICAL PRODUCTS INC							
	I-1712699	EMERGENCY MEDICAL PRODUCTS INC	R	3/03/2015		811.62CR	074307	
	I-1715475	EMERGENCY MEDICAL PRODUCTS INC	R	3/03/2015		70.73CR	074307	
	I-1715539	EMERGENCY MEDICAL PRODUCTS INC	R	3/03/2015		40.80CR	074307	923.15
0086	EMPLOYEE RESOURCE CENTER INC							
	I-115-1130-02	EMPLOYEE RESOURCE CENTER INC	R	3/03/2015		834.00CR	074308	834.00
0091	FASTENAL COMPANY							
	I-WIGRE305527	FASTENAL COMPANY	R	3/03/2015		98.26CR	074309	
	I-WIGRE305758	FASTENAL COMPANY	R	3/03/2015		29.70CR	074309	127.96

Attachment: 3-3-15 VOUCHERS (3162 : Voucher Approval.)

2/25/2015 1:35 PM

A / P CHECK REGISTER

PAGE: 3

PACKET: 04700 MAR 2015 COUNCIL - 1 3-3-15

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
0200	FIRST SUPPLY GREEN BAY LLC							
	C-3840091-00	FIRST SUPPLY GREEN BAY LLC	R	3/03/2015		294.29	074310	
	I-3015045-00	FIRST SUPPLY GREEN BAY LLC	R	3/03/2015		99.10CR	074310	
	I-3564239-00	FIRST SUPPLY GREEN BAY LLC	R	3/03/2015		294.29CR	074310	
	I-3840320-00	FIRST SUPPLY GREEN BAY LLC	R	3/03/2015		143.56CR	074310	242.66
2544	GLOBAL RECOGNITION INC							
	I-146695	GLOBAL RECOGNITION INC	R	3/03/2015		31.47CR	074311	31.47
5830	GRAEF INC							
	I-83606	GRAEF INC	R	3/03/2015		603.00CR	074312	603.00
0116	GRAINGER INC							
	I-9661522251	GRAINGER INC	R	3/03/2015		218.40CR	074313	218.40
0117	GRAYBAR ELECTRIC COMPANY INC							
	I-977192742	GRAYBAR ELECTRIC COMPANY INC	R	3/03/2015		55.43CR	074314	
	I-977240714	GRAYBAR ELECTRIC COMPANY INC	R	3/03/2015		85.25CR	074314	140.68
4902	HALRON LUBRICANTS INC							
	C-730763-00	HALRON LUBRICANTS INC	R	3/03/2015		20.00	074315	
	I-730206-00	HALRON LUBRICANTS INC	R	3/03/2015		599.15CR	074315	579.15
3521	HD SUPPLY WATERWORKS LTD							
	I-D418217	HD SUPPLY WATERWORKS LTD	R	3/03/2015		96,350.00CR	074316	
	I-D467076	HD SUPPLY WATERWORKS LTD	R	3/03/2015		225.60CR	074316	
	I-D515683	HD SUPPLY WATERWORKS LTD	R	3/03/2015		728.00CR	074316	
	I-D520325	HD SUPPLY WATERWORKS LTD	R	3/03/2015		2,092.96CR	074316	99,396.56
3294	DAN HERMANS							
	I-201502254370	DAN HERMANS	R	3/03/2015		17.38CR	074317	17.38
5674	HOME TEAM SPORTS & APPAREL INC							
	I-22272	HOME TEAM SPORTS & APPAREL INC	R	3/03/2015		439.55CR	074318	439.55
5484	HYDRO DESIGNS INC							
	I-34671-IN	HYDRO DESIGNS INC	R	3/03/2015		1,415.00CR	074319	
	I-34781-IN	HYDRO DESIGNS INC	R	3/03/2015		2,082.00CR	074319	3,497.00
1399	INDOFF INC							
	I-2581891	INDOFF INC	R	3/03/2015		118.30CR	074320	
	I-2583722	INDOFF INC	R	3/03/2015		105.13CR	074320	
	I-2584045	INDOFF INC	R	3/03/2015		91.16CR	074320	
	I-2584434	INDOFF INC	R	3/03/2015		383.40CR	074320	
	I-2585645	INDOFF INC	R	3/03/2015		186.98CR	074320	
	I-2585647	INDOFF INC	R	3/03/2015		89.98CR	074320	
	I-2586299	INDOFF INC	R	3/03/2015		26.84CR	074320	1,001.79

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VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
0567	INDUSTRIAL MARKETING CORP							
	I-39860	INDUSTRIAL MARKETING CORP	R	3/03/2015		128.68CR	074321	128.68
7114	JONES SIGN CO INC.							
	I-206198-D	JONES SIGN CO INC.	R	3/03/2015		1,296.00CR	074322	1,296.00
2602	JOSSART BROTHERS INC							
	I-3204	JOSSART BROTHERS INC	R	3/03/2015		2,074.60CR	074323	2,074.60
1276	JX ENTERPRISES INC							
	I-D-250430077	JX ENTERPRISES INC	R	3/03/2015		14.84CR	074324	
	I-D-250440048	JX ENTERPRISES INC	R	3/03/2015		9.54CR	074324	
	I-D-250440134	JX ENTERPRISES INC	R	3/03/2015		5.58CR	074324	
	I-D-250480088	JX ENTERPRISES INC	R	3/03/2015		13.10CR	074324	43.06
0149	KIMCO ENGRAVING INC							
	I-26808	KIMCO ENGRAVING INC	R	3/03/2015		126.00CR	074325	126.00
6871	LAMAR COMPANIES							
	I-105772349	LAMAR COMPANIES	R	3/03/2015		625.00CR	074326	625.00
0156	LAWSON PRODUCTS INC							
	I-9303039784	LAWSON PRODUCTS INC	R	3/03/2015		236.60CR	074327	236.60
2291	MASTER GRAPHICS							
	I-Q043395	MASTER GRAPHICS	R	3/03/2015		3,100.00CR	074328	3,100.00
0173	MENARDS INC							
	C-55786	MENARDS INC	R	3/03/2015		327.75	074329	
	C-55787	MENARDS INC	R	3/03/2015		12.73	074329	
	I-55599	MENARDS INC	R	3/03/2015		31.59CR	074329	
	I-56551	MENARDS INC	R	3/03/2015		42.90CR	074329	
	I-56592	MENARDS INC	R	3/03/2015		97.94CR	074329	
	I-56743	MENARDS INC	R	3/03/2015		62.97CR	074329	
	I-56997	MENARDS INC	R	3/03/2015		152.69CR	074329	
	I-57047	MENARDS INC	R	3/03/2015		61.81CR	074329	
	I-57104	MENARDS INC	R	3/03/2015		54.47CR	074329	
	I-57121	MENARDS INC	R	3/03/2015		4.92CR	074329	168.81
3143	ELLEN MOORE							
	I-201502254371	ELLEN MOORE	R	3/03/2015		10.17CR	074330	
	I-201502254372	ELLEN MOORE	R	3/03/2015		141.25CR	074330	151.42

Attachment: 3-3-15 VOUCHERS (3162 : Voucher Approval.)

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VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
4679	NEWSC							
	I-1040	NEWSC	R	3/03/2015		2,000.00CR	074331	2,000.00
0531	NORTHEAST AUTO PARTS INC							
	I-298386	NORTHEAST AUTO PARTS INC	R	3/03/2015		52.90CR	074332	
	I-298434	NORTHEAST AUTO PARTS INC	R	3/03/2015		37.52CR	074332	
	I-298522	NORTHEAST AUTO PARTS INC	R	3/03/2015		118.23CR	074332	
	I-298540	NORTHEAST AUTO PARTS INC	R	3/03/2015		18.12CR	074332	
	I-298554	NORTHEAST AUTO PARTS INC	R	3/03/2015		170.15CR	074332	396.92
3250	NORTHERN LAKE SERVICE							
	I-268014	NORTHERN LAKE SERVICE	R	3/03/2015		909.44CR	074333	
	I-270163	NORTHERN LAKE SERVICE	R	3/03/2015		560.00CR	074333	
	I-270336	NORTHERN LAKE SERVICE	R	3/03/2015		3,776.00CR	074333	5,245.44
0194	OLSON TRAILER & BODY LLC							
	I-11707	OLSON TRAILER & BODY LLC	R	3/03/2015		1,767.00CR	074334	
	I-70116	OLSON TRAILER & BODY LLC	R	3/03/2015		1,689.00CR	074334	3,456.00
5222	P J KORTENS & CO INC							
	I-10017131	P J KORTENS & CO INC	R	3/03/2015		2,214.73CR	074335	2,214.73
0499	PACK AND SHIP LLC							
	I-201502244353	PACK AND SHIP LLC	R	3/03/2015		290.05CR	074336	
	I-201502244354	PACK AND SHIP LLC	R	3/03/2015		246.84CR	074336	
	I-201502244355	PACK AND SHIP LLC	R	3/03/2015		453.32CR	074336	990.21
0197	PACKER CITY INTERNATIONAL INC							
	I-X101013307:01	PACKER CITY INTERNATIONAL INC	R	3/03/2015		243.54CR	074337	
	I-X101014171:01	PACKER CITY INTERNATIONAL INC	R	3/03/2015		209.26CR	074337	
	I-X101014856:01	PACKER CITY INTERNATIONAL INC	R	3/03/2015		344.42CR	074337	797.22
0199	PARKER COATINGS INC							
	I-271223	PARKER COATINGS INC	R	3/03/2015		128.00CR	074338	128.00
0208	POMP'S TIRE SERVICE INC							
	I-90021119	POMP'S TIRE SERVICE INC	R	3/03/2015		858.60CR	074339	
	I-90021438	POMP'S TIRE SERVICE INC	R	3/03/2015		334.59CR	074339	1,193.19
0227	REINDERS INC							
	I-1569061-00	REINDERS INC	R	3/03/2015		459.69CR	074340	
	I-1569113-00	REINDERS INC	R	3/03/2015		146.03CR	074340	
	I-1569504-00	REINDERS INC	R	3/03/2015		238.30CR	074340	
	I-1570171-00	REINDERS INC	R	3/03/2015		81.14CR	074340	925.16

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PACKET: 04700 MAR 2015 COUNCIL - 1 3-3-15

VENDOR SET: 01

BANK : AP ASSOCIATED

			CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
1	RINK, MELISSA							
	I-201502244356	BOWLING REFUND	R	3/03/2015		14.00CR	074341	14.00
0681	ROGAN'S SHOES							
	I-219723	ROGAN'S SHOES	R	3/03/2015		1,063.75CR	074342	1,063.75
7049	SUNBELT RENTALS INC.							
	I-50473310-001	SUNBELT RENTALS INC.	R	3/03/2015		24.00CR	074343	24.00
0262	TEMPERATURE SYSTEMS INC							
	I-2365695-00	TEMPERATURE SYSTEMS INC	R	3/03/2015		85.68CR	074344	
	I-2369622-00	TEMPERATURE SYSTEMS INC	R	3/03/2015		61.92CR	074344	147.60
4842	THOMSON REUTERS							
	I-831283026	THOMSON REUTERS	R	3/03/2015		398.66CR	074345	398.66
0268	TRUCK EQUIPMENT INC							
	I-624559-00	TRUCK EQUIPMENT INC	R	3/03/2015		575.00CR	074346	575.00
0417	TWEET GAROT MECHANICAL INC							
	I-15612	TWEET GAROT MECHANICAL INC	R	3/03/2015		6,600.00CR	074347	6,600.00
0272	UNIFORM SHOPPE INC							
	I-240301	UNIFORM SHOPPE INC	R	3/03/2015		85.90CR	074348	85.90
4035	GLEN VANNIEUWENHOVEN							
	I-201502244357	GLEN VANNIEUWENHOVEN	R	3/03/2015		26.00CR	074349	26.00
6093	WALT'S PETROLEUM SERVICE INC							
	I-70858	WALT'S PETROLEUM SERVICE INC	R	3/03/2015		529.61CR	074350	529.61
0238	WAUSAU EQUIPMENT CO INC							
	I-163531	WAUSAU EQUIPMENT CO INC	R	3/03/2015		616.75CR	074351	616.75
7117	WELL HOUSE							
	I-12892	WELL HOUSE	R	3/03/2015		5,000.00CR	074352	
	I-12893	WELL HOUSE	R	3/03/2015		10,000.00CR	074352	15,000.00
1	WELSING, JESSICA							
	I-201502244358	REFUND CLASS	R	3/03/2015		34.00CR	074353	34.00
0282	WESCO DISTRIBUTION INC							
	I-14138	WESCO DISTRIBUTION INC	R	3/03/2015		13.09CR	074354	13.09

Attachment: 3-3-15 VOUCHERS (3162 : Voucher Approval.)

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VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
6697	WI DEPT OF AGRICULTURE TRADE							
	I-W15-034	WI DEPT OF AGRICULTURE TRADE	R	3/03/2015		105.00CR	074355	105.00
2645	WI DEPT OF JUSTICE							
	I-201502254373	WI DEPT OF JUSTICE	R	3/03/2015		7.00CR	074356	7.00
0294	WI DEPT OF TRANSPORTATION BBS							
	I-6640383	WI DEPT OF TRANSPORTATION BBS	R	3/03/2015		8,925.05CR	074357	8,925.05
1437	WI MUNICIPAL JUDGES ASSOCIATION							
	I-201502244359	WI MUNICIPAL JUDGES ASSOCIATIO	R	3/03/2015		100.00CR	074358	100.00
1466	WI SUPREME COURT							
	I-201502244360	WI SUPREME COURT	R	3/03/2015		700.00CR	074359	700.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	73	0.00	176,691.57	176,691.57
HANDWRITTEN CHECKS:	0	0.00	0.00	0.00
PRE-WRITE CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
CORRECTIONS:	0	0.00	0.00	0.00
REGISTER TOTALS:	73	0.00	176,691.57	176,691.57

TOTAL ERRORS: 0 TOTAL WARNINGS: 0

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PACKET: 04700 MAR 2015 COUNCIL - 1 3-3-15

VENDOR SET: 01

BANK : AP ASSOCIATED

			CHECK	CHECK		CHECK	CHECK
VENDOR	NAME / I.D.	DESC	TYPE	DATE	DISCOUNT	AMOUNT	NO#

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	3/2015	43,928.50CR
201	3/2015	49,960.74CR
285	3/2015	1,296.00CR
405	3/2015	9,528.05CR
601	3/2015	66,866.32CR
650	3/2015	5,111.96CR
=====		
ALL		176,691.57CR

Attachment: 3-3-15 VOUCHERS (3162 : Voucher Approval.)

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

MEETING DATE: March 3, 2015
DEPARTMENT: City Clerk-Treasurer
FROM: Vicki Scray
SUBJECT: Operator License Applications.

ATTACHMENTS:

- 03-03-17 Operator Applications List (PDF)

CITY OF DE PERE - FEBRUARY 3, 2015

ITEM	NAME	ADDRESS	CITY	ST	ZIP
Previously Tabled Operator License Applications					
1	ANDERSON, KRISTA A.	1269 VANDERBRAAK ST.	GREEN BAY	WI	54302
2	HORNE, TRACY L.	1365 MESA DR., #12	GREEN BAY	WI	54304
3	PAHL, KAMI A.	605 JAMES ST.	DE PERE	WI	54115
4	SHEEHAN, DANIEL J.	1571 SILVERSTONE TR., #6	DE PERE	WI	54115
Temporary Operator License Applications					
1	ACHTEN, JAY G.	1190 DREWS DR.	DE PERE	WI	54115
2	DAY, DENNIS R.	1720 SUNNYSIDE LN.	DE PERE	WI	54115
New Operator License Applications for the 2014-2016 Licensing Period					
1	ADHIKARI, SHARADA	4024 E. BRAEBURN DR.	APPLETON	WI	54913
2	FRYE, TYLER R.	625 REID ST.	DE PERE	WI	54115
3	JACOBS, TIMOTHY L.	6724 HILLSIDE RD.	PICKETT	WI	54964
4	KRAMER, JANE A.	1487 NAVIGATOR WAY, #39	DE PERE	WI	54115
5	NEUAONE, JOSE M.	509 VROMAN	GREEN BAY	WI	54303
6	PANSIER, NICOLE A.	416 LANDE ST.	DE PERE	WI	54115
7	RIEBE, II DAVID J.	250 BRYAN ST.	GREEN BAY	WI	54301
8	WATTS, TONY N.	1011 S. SIXTH ST.	DE PERE	WI	54115