



Common Council

335 South Broadway

Regular Meeting

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

Revised Agenda

Tuesday, February 18, 2014

7:30 PM

De Pere City Hall Council Chambers

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a Regular Meeting of the **Common Council** of the City of De Pere will be held on **February 18, 2014** 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 4, 2014 Common Council Meeting.
4. Public comment upon matters not on the agenda or other announcements.
5. Recommendation from the Finance/Personnel Committee to Approve Funding Additional Single Leaf Loader
6. Recommendation from the Finance/Personnel Committee to Fund the Purchase of New Garbage & Recycling Trucks.
7. Recommendation from the Finance/Personnel Committee to accept the phone survey proposal from the St. Norbert College Strategic Research Institute to complete a Community Survey.
8. Recommendation for replacing Zamboni at De Pere Ice Arena
9. Recommendation from the Finance/Personnel Committee to approve Police Department reorganization request (AMENDED ITEM).
10. Ordinance #14-02, Amending Chapter 150 De Pere Municipal Code Regarding Traffic Regulations.
11. Resolution #14-09, Authorizing Annual Notification to Wisconsin Department of Administration Requesting Direct Distribution of Lottery Tax Credit, School Tax Credit and any other Tax Credits to the City of De Pere.
12. Resolution #14-10, Authorizing Lease Agreement with Wisconsin Document Imaging.
13. Resolution #14-11, Authorizing Facade Improvement Grant to Ronald G. Manning and Mary Alexis Pfitzenreuter Joint Revocable Trust (345 Main Avenue).
14. Resolution #14-12, Authorizing Agreement for Consulting Services Between the City of De Pere and Midwest Engineering Services, Inc. (2014 Construction Materials Testing and Soil Boring).
15. Resolution #14-13, Authorizing Agreement for Consulting Services Between the City of De Pere and GRAEF - USA, Inc. (2014 Storm Water Management Improvements).

16. Resolution #14-14, Amending Sections 2.2, 6.4 and 10.2 of the City of De Pere Employee Policy Manual.
17. Resolution #14-15, Authorizing Agreement with MailCom Consulting LLC for Water Bill Mailing Services.
18. Summary of Compensation Appeals
19. Voucher Approval.
20. Operator License Applications.
21. Future agenda items.
22. Consideration of Amendments to Sale and Purchase Agreement Between the City and Cleo Klubertanz.

Competitive Business

PLEASE TAKE NOTICE, that pursuant to Wis. Stats. §19.85(1)(e), the Council may convene in closed session for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

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

23. Adjournment.

Lawrence M. Delo
City Administrator

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

Agenda Sent To:

Alderspersons
Mayor
City Administrator
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Chris Tremblay – Humana
Denis Roznowski
Mike Lefebvre
Mike Greil
Aurora Medical Group Inc.

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

MEETING DATE: February 18, 2014

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Defnet

SUBJECT: Approval of the Minutes of the February 4, 2014 Common Council Meeting.

ATTACHMENTS:

- 2-04-2014 Common Council Meeting (DOC)



Common Council

335 South Broadway

De Pere, WI 54115

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

Regular Meeting

Draft Minutes

Tuesday, February 4, 2014

7:30 PM

De Pere City Hall Council Chambers

1. Call to order.

The Common Council Meeting was called to order on February 4, 2014 at 7:30 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	
Bob Heuvelmans	Aldersperson	Present	
Jim Kneiszel	Aldersperson	Present	
Larry Lueck	Aldersperson	Present	
Lisa Rafferty	Aldersperson	Present	

2. Pledge of allegiance to the Flag. The Council said the Pledge of Allegiance.

3. Approval of the Minutes of the January 21, 2014 Common Council Meeting.

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

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

5. Resolution #14-07, Accepting Transfer of Property from the Redevelopment Authority.

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

6. Resolution #14-08, Authorizing Acceptance of Urban Wildlife Damage Abatement and Control Grant.

Aldersperson Crevier asked if the grant would cover all of the City's costs. Parks Director Marty Kosobucki stated that the City's cost will be anywhere from \$1000 - \$1500.

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

7. Review Sex Offender Ordinances (Requested by Aldersperson Heuvelmans)
Aldersperson Heuvelmans explained his request to discuss the repeal of the sex offender ordinance in the City of De Pere. He asked if it were possible to notify residents of sex offenders in their neighborhood by mail.

Aldersperson Crevier explained why he initially requested that the ordinance be repealed. City Attorney Judy Schmidt-Lehman reviewed the history of the sex offender ordinance in the City of De Pere. Police Captain Dale Hagen discussed the impact of the lack of sex offender ordinance on the City; he stated that nothing negative has come of it.

Aldersperson Rafferty quoted an article from the American Journal of Public Health that identifies and dispels four assumptions that communities use to put laws like this in place. Discussion followed. The Council requested that the Department of Corrections come to a future Council meeting with updated data on local sex offenders.

8. Voucher Approval.

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

9. Operator License Applications.

CITY OF DE PERE -FEBRUARY 4, 2014					
ITEM	NAME	ADDRESS	CITY	ST	54
Previously Tabled Operator License Applications					
1	DRURY, DREW D.	630 TRUMPETER TRL.	DE PERE	WI	54
2	MANN, BRADLEE J.	210 FERNARDO DR.	DE PERE	WI	54
3	THIERS, JENNICA D.	474 N. GOOD HOPE RD.	DE PERE	WI	54
Operator License Applications for the 2012-2014 Licensing Period					
1	HENSE II, THOMAS F.	621 COOK ST.	DE PERE	WI	54
2	HOFFMAN, TODD M.	N4494 HWY. 42	KEWAUNEE	WI	54
3	KENNEDY, DERIK R.	843 ASH ST., APT. A	DE PERE	WI	54
4	VANDER LEEST, ADRIANA M.	1123 CLAYTON PL.	GREEN BAY	WI	54
5	VIEAU, LOIS A.	1218 GRANT ST.	DE PERE	WI	54

Aldersperson Bauer moved, seconded by Aldersperson Boyd to approve Previously Tabled Operator License #1 and to table Previously Tabled Operator Licenses #2 and 3. Upon vote, motion carried unanimously.

Aldersperson Bauer moved, seconded by Aldersperson Boyd to table Operator License Application #3 and to approve Operator License Applications # 1, 2, 4, and 5. Upon vote, motion carried unanimously.

RESULT:	ADOPTED [UNANIMOUS]
AYES:	Bauer, Boyd, Crevier, Donovan, Heuvelmans, Kneiszel, Lueck, Rafferty

10. Future agenda items. None.

11. Adjournment. Aldersperson Crevier moved, seconded by Aldersperson Bauer to adjourn the meeting at 8:27 p.m.

Respectfully submitted,

Shana Defnet, Clerk-Treasurer

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: February 18, 2014

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Recommendation from the Finance/Personnel Committee to
Approve Funding Additional Single Leaf Loader

The Board of Public Works and the Finance/Personnel Committee are recommending a budget amendment to increase the Storm Water Utility Leaf Collection account # 650-53320-810 an additional \$20,000 for funding of two single leaf loaders. The additional funding would come from excess monies in account #650-53300-810 of the Storm Water Utility Street Cleaning account.

ATTACHMENTS:

- HPIM2005 (JPG)
- HPIM2004 (JPG)
- HPIM2002 (JPG)



09/28/2011 02:01 PM



09/28/2011 02:00 PM



Attachment: HPIM2002 (1848 : Recommendation from the

09/28/2011 01:59 PM

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: February 18, 2014

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Recommendation from the Finance/Personnel Committee to Fund the Purchase of New Garbage & Recycling Trucks.

The Finance/Personnel Committee recommended not borrowing for the purchase of the garbage truck for the amount of \$97,378 but instead utilize the fund balance in the capital equipment fund which has a balance of \$399,416.

ATTACHMENTS:

- Funding to Purchase Recycling and Garbage Trucks (PDF)

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE: February 11, 2014

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Authorization for Funding to Purchase New Garbage & Recycling Trucks

The City has budgeted for in 2014 for the purchase of new compressed natural gas garbage and recycling trucks for a combined total of \$560,000.

The garbage truck was budgeted under account 100-53620-810 for the 1st year payment of \$92,315 as shown on pages 172 and 173 of the adopted 2014 budget. The City intended to borrow the remaining of \$187,685 (\$280,000-\$92,315=\$187,685)

The recycling truck was budgeted under account 100-53650-810 for \$280,000 as shown on page 182 of the adopted 2014 budget.

Staff created equipment proposal E 14-02 and advertised for bids on December 19, 2013 and December 26, 2013. Sealed bids were opened on January 3, 2014. The City received the following bids for Proposal E 14-02:

Body Only: Bridgeport Manufacturing Inc.	= \$ 293,288.00 for two (2) bodies
Chassis Only: JX Peterbilt	= \$ 306,405.00 for two (2) chasses

As part of the bidding process we also requested trade in values for our existing 2008 garbage & recycling trucks. Bridgeport Manufacturing Inc. offered \$107,700 and JX Peterbilt offered \$120,500. Also the staff received a request from the City of Green Bay to purchase both trucks for \$130,000.

Staff recommends the following:

- Award Body Only to Bridgeport Manufacturing Inc. in the amount of \$293,288.
- Award Chassis Only to JX Peterbilt in the amount of \$306,405.00.
- Sell our 2008 garbage and recycling trucks to City of Green Bay in the amount of \$130,000.00.

The total cost to the City for the above recommendations is \$469,693.00. Now that the bids have been opened, the balance that would need to be borrowed would be \$97,378 $((\$469,693) - (\$280,000 + \$92,315) = \$97,378)$.

Staff is also recommending not borrowing for the \$97,378 but instead utilize the fund balance in the capital equipment fund which has a balance of \$399,416.

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

MEETING DATE: February 18, 2014

DEPARTMENT: Finance/Personnel Committee

FROM: Lawrence Delo

SUBJECT: Recommendation from the Finance/Personnel Committee to accept the phone survey proposal from the St. Norbert College Strategic Research Institute to complete a Community Survey.

ATTACHMENTS:

- Survey Memo 01-23-14 (DOCX)
- Letter from St. Norbert College Explaining Cellphone Application (DOCX)
- City of De Pere Community Survey Proposal 2014 (PDF)
- The National Citizen Survey (PDF)
- 2004 Survey Questions (PDF)
- 2008 Survey Questions (PDF)

MEMORANDUM

TO: Personnel & Finance Committee

FROM: Larry Delo, City Administrator

DATE: January 23, 2014

SUBJECT: Community Survey Proposal

I have attached proposals from the St. Norbert College Strategic Research Institute (SRI) and a price guide from ICMA and the National Research Center (NRC) to complete a community survey on municipal services and issues in 2014. I have also attached copies of the previous phone survey questionnaires utilized by the City in 2004 and 2008 for your convenience.

The SNC proposal includes an option to complete the survey either by phone or mail. The phone survey would provide responses from 400 interviews matching community demographics. This is the same format that was utilized by SRI to complete the 2004 and 2008 community surveys. Proposed cost is \$14,350.

The SRI mail survey would be randomly sent to 1,500 households with the goal of receiving 400 responses (which may require a telephone follow-up call process). The proposed cost for this survey format is \$19,486.

The NRC survey can be a web or mail format and provides a pricing guide that allows the municipality to select the service options that best meet the needs of the community. The cost to complete the NRC mail survey with approximately the same service options that were included in the SRI 2004, 2008 and proposed 2014 surveys would be \$20,930. This includes:

- \$10,900 for mail survey to 1,200 households (also available on-line if ordered by March 31st)
- \$1,580 to add 400 households for a total of 1,600 household mailings
- \$625 for demographic comparisons
- \$625 for geographic area information
- \$3,000 for two open ended questions
- \$2,800 for in-person presentation
- \$1,400 for comparison to prior survey results

The 2014 Budget includes \$14,350 to complete a community survey. The Administration is recommending the City proceed with the St. Norbert College Strategic Research Institute phone survey proposal for \$14,350.



100 Grant Street. De Pere, WI 54115

Larry Delo, City Administrator
City of De Pere
335 Broadway
De Pere, WI 54115

Larry,

Thank you for the feedback from your committee meeting regarding the inclusion of cell phones in the sample for the De Pere City Service survey.

We can include cell phones but it takes more resources and I would need to look at increasing the cost of the project.

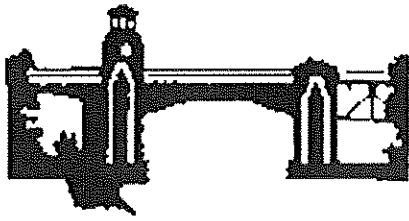
As you know, cell phone numbers are not tied to geography in the same way that landlines numbers are and as a result it is much more difficult to identify respondents with cell phones in a small geographical area like a city. We can get a sample of cell phone numbers that would be primarily in the Brown County geography or within Northeastern Wisconsin, but then we would need to screen down to ask if they live in the City of De Pere. I am not sure exactly what the incidence of De Pere City residents would be in a sample like this, but it would probably be quite low. This would add at least another \$1,500 - 2,000 to the cost since it would take several calls to identify those who are De Pere City residents.

If we just go with just landlines, I do not believe this would skew the data and results. We do use cell phones for all of our statewide surveys and compare the results of landline and cell phone responses. Our experience in comparing these results from landline and cell phone responses is that there is rarely any statistically significant difference. We do also weight the data so that the completed sample will be a good match to the actual demographic characteristics of the community.

The bottom line is, we can add cell phones to the sample. However, this will increase the cost and I am not convinced that it will make much of a difference in the results.

Please let me know if you or others have additional questions.

Dave
David G. Wegge, Ph.D.
Executive Director
Strategic Research Institute
St. Norbert College
100 Grant Street
De Pere, WI 54115
920-403-3960



City of De Pere

City of De Pere Community Survey Proposal 2014

Includes

- Quality of Life
- Evaluating City Services
- Fees and Taxes
- Information Dissemination
- Economic Enhancements

Prepared by:



ST. NORBERT COLLEGE
Strategic
Research
Institute

Research Objective

The Primary Research Objective is to develop and conduct a survey that will gauge community sentiment on such issues as:

- Quality of Life
- Evaluating city services
- Fees and taxes
- Information dissemination
- Economic enhancement of downtown De Pere
- Demographic characteristics

Telephone Research Strategy

The St. Norbert College Strategic Research Institute (SRI) will field a telephone survey using a random sample of the residents of the City of De Pere. The interview length will be approximately ten minutes. The questionnaire will be designed to collect information sufficient to meeting the research objectives identified above as well as demographic information such as age, gender, location, length of residence, etc.

The SRI will conduct all telephone interviewing. Interviewing will be monitored to ensure procedures and quality control standards are being met. A total of 400 interviews will be completed which will provide a margin of error of +/-5% at the 95% confidence level.

All materials, questionnaires, sampling, staffing, and all other duties associated with fielding a telephone based survey will be performed by the SRI.

Mail Research Strategy

The St. Norbert College Strategic Research Institute (SRI) will field a mail survey using a random sample of households in the City of De Pere. The questionnaire length will be approximately 4-6 pages. The questionnaire will be designed to collect information sufficient to meeting the research objectives identified above as well as demographic information such as age, gender, location, length of residence, etc. There will also be an online survey option that citizens could use instead of the mail survey option. We would anticipate sending survey materials to a random sample of 1500 households in De Pere.

The SRI mailing survey strategy utilizes three separate mailings to each household in the sample:

Mailing 1: A Prenotification Letter from the City of De Pere, Mayor, City Administrator, etc.

Mailing 2: The survey packet including a cover letter from Dr. Wegge, a professionally designed questionnaire booklet and a postage paid return envelope.

Mailing 3: A Thank You/ Reminder postcard.

If the goal of 400 completed interviews has not been reached, then we may implement a telephone follow-up call process.

Questionnaire Design

This proposal is designed with the SRI conducting all aspects of the project. The goal will be to have approximately 400 completed surveys. This level of completions will provide a margin of error of +/-5% at the 95% confidence level.

All materials, questionnaires, sampling, staffing, and all other duties associated with fielding a mail survey will be performed by the SRI.

The questionnaire will be developed in close collaboration with the City of De Pere. The questionnaire from the previous De Pere community survey will provide a starting point for the design of the 2014 questionnaire. It will be important to retain some of the exact questions in this study to allow for longitudinal tracking of the data.

The questionnaire content will be driven by the information needs of the City of De Pere. The SRI will control the final question wording, location of the questions in the questionnaire and any other methodological decisions to insure that the research will meet the methodological standards of the research industry. The SRI will establish overall coding procedures for any open-ended questions that might be included. The questionnaire will be a professionally designed booklet questionnaire.

All research conducted by the SRI will conform to the Code of Ethics of the American Association for Public Opinion Research (AAPOR) and the mission statement of St. Norbert College. All staff and interviewers must sign a confidentiality pledge before working on any SRI project. Additionally, before starting an interview, a confidentiality statement is read to respondents informing them that all information gathered is kept completely confidential and will be only used for data linking purposes so aggregate analyses can be performed.

Estimated Timeline	<u>Activity</u>	<u>Completed By</u>
	Contract Awarded	TBD
	Questionnaire Development	2 weeks
	Data Collection	4 - 6 weeks
	Analysis & Interpretation	2 weeks
	Final Report	2 weeks

Deliverables	The final deliverable will be 2 copies of the PowerPoint Deck interpretive summary report in PDF format in both printed copy and electronic formats.
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Research Team Qualifications***David Wegge, PhD, Professor of Political Science
Executive Director***

Dr. Wegge has been a faculty member at St. Norbert College since 1979. He received his B.A. degree from the University of Minnesota-Duluth and his Ph.D. from the University of Wisconsin-Milwaukee. He teaches courses on research methodology, statistics, and executive leadership. Dr. Wegge is also the Director of the Leadership Studies program at St. Norbert College. Wegge was the founder of the St. Norbert College Survey Center and served as its director for fifteen years from 1983-1998. In 2009, St. Norbert College outsourced the Survey Center to his consulting company, Wegge Strategic Research, Inc. Wegge's research has been used by The Wall Street Journal, London Financial Times, The Economist, The New York Times, MacNeil-Lehrer News Hour, Newsweek, USA Today, CBS News, ABC News, and CNN.

***Craig Stencel, MS, Director of Operations and Senior Project
Manager***

Mr. Stencel received his Master of Science degree from Michigan Technological University in Industrial Archaeology. He has extensive experience with historical documentation, census records, and public opinion field research methods. Mr. Stencel's project experiences include census data evaluation, face-to-face interviewing, analysis of life ways, educational surveys, assessment surveys, health studies, customer satisfaction studies, quality of life surveys, referendums and longitudinal projects. He has also worked with assessment committees and service organizations such as United Way as well as a number of governmental and business entities. Additionally, he was a statistics teaching assistant for 3 years at St. Norbert College. He has extensive experience in designing and administering questionnaires; face-to-face and mail surveys; analyzing data sets; managing research projects and report writing.

Mary Strebel, BS, Director of the Field Staff and Research Analyst

Ms. Strebel received her Bachelor of Science degree in Economics with an emphasis on Urban and Regional Studies from the University of Wisconsin at Green Bay. She has a wide range of experience designing and administering community-planning surveys. Her project experience includes the collection, evaluation and analysis of survey data for several communities in Wisconsin, including the Towns of Pierce and Liberty Grove and the City of Kewaunee. She is proficient in interpreting survey results and creating written reports.

References

Ken Pabich, Director
Community Development
City of De Pere
920-339-4043

Fred Monique, Vice President
Economic Development
Green Bay Area Chamber of Commerce
920-496-2118

David Pamperin, President
Greater Green Bay Community Foundation
920-432-5577

Sample Client List

Greater Green Bay Community Foundation
Green Bay Area Chamber of Commerce
City of De Pere
Denmark Community School District
Howard-Suamico School District
Green Bay School District
DOT – City of La Crosse - SEH
City of Janesville
Waunakee School District
L.I.F.E Studies (Brown County, Fox Cities, Oshkosh)

Contract Terms

The SRI generally requires 50% payment at the start of the project, 25% once the final questionnaire is agreed upon and 25% at the completion of the project. These terms can be altered to meet the needs of the client.

Investment

Total Telephone Strategy Investment = \$ 14,350

Total Mail Strategy Investment = \$ 19,486

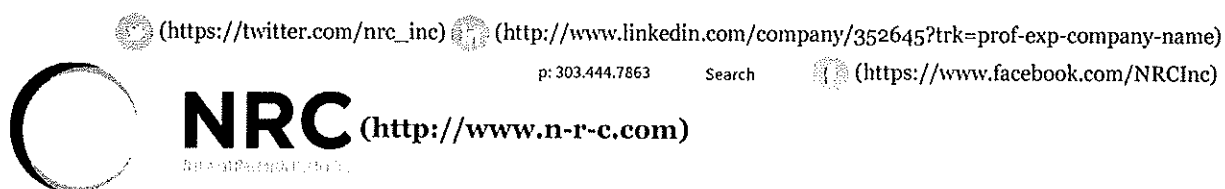
For Further Information Contact

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920-403-3960 Office
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Strategic
Research
Institute

100 Chen St. De Pere, WI 54424
(920) 242-0163 (office)

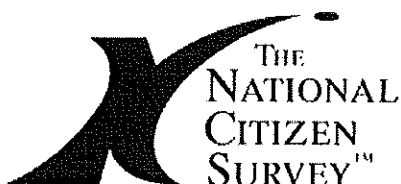


THE NATIONAL CITIZEN SURVEY

WHAT WE DO ([HTTP://WWW.N-R-C.COM/WHAT-WE-DO/](http://www.n-r-c.com/what-we-do/))

WHO WE ARE ([HTTP://WWW.N-R-C.COM/WHO-WE-ARE/](http://www.n-r-c.com/who-we-are/))

WHAT'S NEXT FOR YOUR COMMUNITY



The NCS™ gathers resident opinion across a range of community issues. Communities using The NCS have reported that the tool improved service delivery, strengthened communications with community stakeholders and helped leaders identify clear priorities for use in strategic planning and budget setting. The NCS is the only citizen survey endorsed by the International City/County Management Association and the National League of Cities.

([HTTP://WWW.N-R-C.COM/WP-CONTENT/UPLOADS/2013/08/DIVIDER-LINE.PNG](http://www.n-r-c.com/wp-content/uploads/2013/08/divider-line.png))

NEW! *SHOULD WE CONDUCT OUR SURVEY ONLINE?* ([HTTP://WWW.N-R-C.COM/WP-CONTENT/UPLOADS/2013/08/NCS-WEB-OPTION-2014-FINAL.PDF](http://www.n-r-c.com/wp-content/uploads/2013/08/NCS-WEB-OPTION-2014-FINAL.PDF))

(<http://www.n-r-c.com/wp-content/uploads/2013/08/divider-line.png>)

ABOUT ([HTTP://WWW.N-R-C.COM/WP-CONTENT/UPLOADS/2013/08/ABOUT-THE-NCS-20141.PDF](http://www.n-r-c.com/wp-content/uploads/2013/08/about-the-ncs-20141.pdf))

FAQ ([/FAQ/](#))

PRICING ([HTTP://WWW.N-R-C.COM/WP-](http://www.n-r-c.com/wp-content/uploads/2013/09/the-ncs-pricing-2014-final.pdf)

[CONTENT/UPLOADS/2013/09/THE-NCS-PRICING-2014-FINAL.PDF](http://www.n-r-c.com/wp-content/uploads/2013/09/the-ncs-pricing-2014-final.pdf))

TIMELINE ([HTTP://WWW.N-](http://www.n-r-c.com/wp-content/uploads/2014/01/the-ncs-sample-timeline-2014.pdf)

[R-C.COM/WP-CONTENT/UPLOADS/2014/01/THE-NCS-SAMPLE-TIMELINE-2014.PDF](http://www.n-r-c.com/wp-content/uploads/2014/01/the-ncs-sample-timeline-2014.pdf))

SAMPLE

([HTTP://WWW.N-R-C.COM/WP-CONTENT/UPLOADS/2014/01/SAMPLE-COMMUNITY-LIVABILITY-REPORT.PDF](http://www.n-r-c.com/wp-content/uploads/2014/01/sample-community-livability-report.pdf))

(<http://www.n-r-c.com/wp-content/uploads/2013/08/divider-line.png>)

ENROLL NOW! (HTTP://WWW.N-R-C.COM/WHAT-WE-DO/SURVEY-PRODUCTS/THE-NATIONAL-CITIZEN-SURVEY/NCS-ENROLLMENT/)

(HTTP://WWW.N-R-C.COM/WP-CONTENT/UPLOADS/2013/08/DIVIDER-LINE.PNG)

ICMA VOICE OF THE PEOPLE AWARDS

The Voice of the People Awards are announced each year by ICMA and NRC for the jurisdictions with the highest rated services (the Award for Excellence) and the services showing greatest improvement (The Transformation Award) according to The National Citizen Survey™. The awards recognize excellence in local government while enhancing the utility of citizen survey results.



To learn more about Voice of the People and see a list of past award winners, click here (<http://www.n-r-c.com/category/vop>).

2955 Valmont Road, Suite 300
Boulder, Colorado 80301



phone 303.444.7863
fax 303.444.1145

([https://www.nrc.com/company/352645?](https://www.nrc.com/company/352645?trk=prof-exp-company-name)

trk=prof-

exp-

company-

name)

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The National Citizen Survey™ Pricing for 2014

The NCS™ Basic Service includes:

- Full report of results, plus multiple layers of reporting to meet the needs of different stakeholders
- Responses weighted to reflect characteristics of your entire community
- “Next Steps” webinar to review your results
- Benchmarking against more than 500 citizen survey results
- FREE until March 31! Conduct your survey in both English and Spanish
- Tracking of response rates by geographic area



National Research Center, Inc.
2955 Valmont Road Suite 300
Boulder, CO 80301
303-444-7863
www.n-r-c.com/thenrcs
nrcs@n-r-c.com

First step: Choose your Basic Service collection method:

	Price*	Notes
Primarily by mail (most common choice) FREE If you sign up by March 31, 2014, the mailed survey will also be available online! (Usually \$900)	\$10,900	Includes a sample size of 1,200 households
Web only, with mail invitations (using a scientific sample)	\$9,000	Includes a sample size of 1,800 households
Web only, all residents are eligible, you promote participation (non-scientific)	\$5,700	Opt in; no mailed or other individual invitations to participate

Second step: Choose your add-on options

	Price*	Notes
Larger sample size!	Varies	See below for example sample sizes
Reminder postcard (4th mailing)	Varies	See below for example sample sizes
Demographic Subgroup Comparison Report	\$625	Compare results by population demographics
Geographic Subgroup Comparison Report	\$625	Compare results by geographic area
Follow-up web survey (non-scientific)	\$400	Following the scientific data collection, the survey will be available online and open to the entire community. These results will not be part of the scientific sample and will be provided as separate stand-alone tables.
Custom Benchmark Comparisons	\$800	Benchmark results against communities meeting specific criteria
One open-ended question	\$1,500	Includes one open-ended question added to survey. Responses will be categorized and reported in a table under separate cover, accompanied by a complete list of verbatim responses.
In-person presentation*	\$2,800	Assumes location within 50 miles of int'l airport
Next steps workshop*	\$3,650	Assumes location within 50 miles of int'l airport
Compare prior results	\$1,400	Compare current results to those of a previous (non-NCS) survey

Example sample sizes

	Regular mailing (3 contacts)	Reminder postcard (4th contact)
+0	--	\$650
+400 (1,600 total)	\$1,580	\$830
+800 (2,000 total)	\$3,150	\$1,000
+1,200 (2,400 total)	\$4,730	\$1,170
+1,800 (3,000 total)	\$7,100	\$1,430

Don't see what you need? Contact us today for additional options!

*Please note that all prices are subject to change.

What's NEXT for The National Citizen Survey™

The National Citizen Survey™ just keeps getting better. The tool you've trusted for more than a decade to deliver resident opinion on the issues that matter most has a different look, improved functionality, and a host of new features designed to help you discover what's **next** for your community.

The NCS™ measures eight aspects of community livability:

Community Engagement	Education & Enrichment	Recreation & Wellness	Economy	Built Environment	Natural Environment	Safety	Mobility
----------------------	------------------------	-----------------------	---------	-------------------	---------------------	--------	----------

The NCS™ was among the first scientific surveys to gather resident opinion on a range of community issues, and has been used by more than 300 communities in 45 states. Communities using The NCS have reported that the tool improved service delivery, strengthened communications with community stakeholders and identified clear priorities for use in strategic planning and budget setting. The NCS is the only citizen survey tool endorsed by the International City/County Management Association (ICMA) and the National League of Cities (NLC).

LIMITED TIME OFFER! FREE Spanish-language translation of the survey instrument

LIMITED TIME OFFER! FREE tracking of response rates by geographic area

LIMITED TIME OFFER! FREE option for residents to complete their survey online

LIMITED TIME OFFER! FREE "Next Steps" webinar to review your results

The NCS Next begins with a customizable survey of questions relevant to your community. The survey measures public opinion in eight key areas of community livability. In each domain, residents report their perceptions about the quality of their community and related services, as well as their own engagement within the community. Now, you can get the quality you expect from NRC along with the following:

NEW!

Streamlined process Customizing your experience with The NCS has never been easier with convenient prompts and helpful consultation.

NEW!

Add-ons at a reduced price

- Custom benchmark comparisons
 - Demographic and Geographic Subgroup Comparisons
- Non-scientific web data collection option

NEW!

Enhanced options

- Customized sample size
- Additional postcard mailings

NEW!

Collect ALL of your data online!

The NCS now offers two ways to switch from mail-based data collection to web-only:

- Scientific: Randomly selected households will receive mailed invitations with instructions to complete the survey online
- Opt-in: All residents are eligible to participate - once participation is high enough, you'll receive The NCS regular reporting, including benchmark comparisons



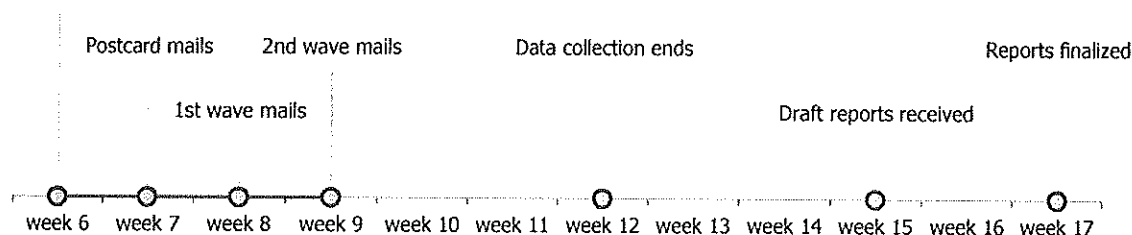
NRC
National Research Center, Inc.

National Research Center, Inc.
2955 Valmont Road Suite 300
Boulder, CO 80301
303-444-7863

Learn More about The NCS!
www.n-r-c.com/thencs
Email ncs@n-r-c.com
Twitter @nrc_inc

Timeline for The National Citizen Survey™

Finalize survey materials



Item	Date
Preparing for the Survey	
⊙ The NCS survey process is initiated upon receipt of your enrollment form and first payment	week 1
← NRC emails you information to customize The NCS	week 1
→ Due to NRC: Selection of add-on options	week 3
→ Due to NRC: Drafts of the optional custom questions to be included in the survey	week 3
→ Due to NRC: Zip code information and GIS boundary data	week 4
→ Due to NRC: Additional payment for add-on options	week 5
⊙ NRC finalizes the survey instrument and mailing materials and sends .pdf samples for your records	week 6
⊙ NRC generates the sample of households in your community	weeks 5-6
⊙ NRC prints materials and prepares mailings	week 6
→ Due to NRC: Selection of custom benchmark profile(s) (If custom benchmark add-on selected)	week 6
Conducting the survey	
⊙ Survey materials are mailed	weeks 7 to 9
⊙ Prenotification postcards sent	week 7
⊙ 1st wave of surveys sent	week 8
⊙ 2nd wave of surveys sent	week 9
⊙ Data collection: surveys received and processed for your community	weeks 8-12
During this time, you will receive postcards that were undeliverable due to bad addresses, or vacant housing units.	
⊙ This is normal. Please count all the postcards, as we will subtract the number of returned postcards from the total number mailed to estimate the number of "eligible" households in calculating the final response rate.	
→ Due to NRC: Final count of returned postcards	week 12
⊙ Survey analysis and report writing	weeks 12-14
During this time, NRC will process the surveys, perform the data analysis, and produce a draft report for your community. The report of results will contain a description of the methodology, information on understanding the results, and graphs and tables of your results, as well as a description of NRC's database of normative data from across the U.S. and actual comparisons to your results, where appropriate.	
← NRC emails draft report (in PDF format) to you along with invoice for balance due on The NCS Basic Service and any additional add-on options	week 15
→ Due to NRC: community feedback on the draft report (most final reports are identical to the draft reports, except being labeled as final instead of draft)	week 16
← NRC emails final report and data file to you	week 17

Legend

← Indicates when items from NRC are due to you → Indicates when items from you are due to NRC ⊙ Indicates information items

The National Citizen Survey™

Carlton, IA

Community Livability Report

2014

Contents

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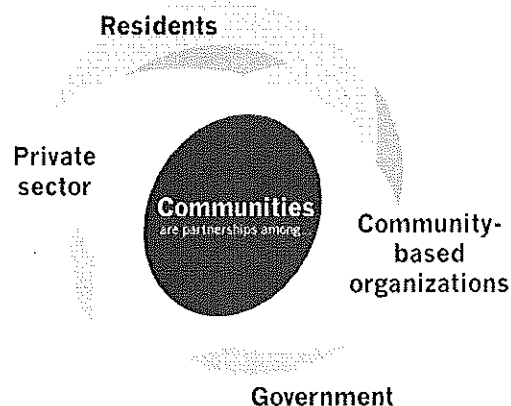
International City/County Management Association
777 North Capitol Street NE, Suite 500
Washington, DC 20002
www.icma.org • 202-289-ICMA

About

The National Citizen Survey™ (The NCS) report is about the “livability” of Carlton. The phrase “livable community” is used here to evoke a place that is not simply habitable but that is desirable. It is not only where people do live, but where they want to live.

Great communities are partnerships of the government, private sector, community-based organizations and residents, all geographically connected. The NCS captures residents’ opinions within the three pillars of a community (Community Characteristics, Governance and Participation) and across eight central facets of community (Safety, Mobility, Natural Environment, Built Environment, Economy, Recreation and Wellness, Education and Enrichment and Community Engagement).

The *Community Livability Report* provides the opinions of a representative sample of 1,200 residents of the City of Carlton. The margin of error around any reported percentage is 5% for the entire sample (382 completed surveys). The methods used to garner these opinions can be found in the *Technical Appendices* provided under separate cover.

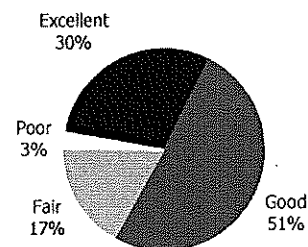


Quality of Life in Carlton

Most residents rated the quality of life in Carlton as “excellent” or “good,” which was similar to ratings in other communities across the U.S.

Shown below are the eight facets of community. The color of each community facet summarizes how residents rated it across the three sections of the survey that represent the pillars of a community – Community Characteristics, Governance and Participation. When most ratings across the three pillars were higher than the benchmark, the color for that facet is the darkest shade; when most ratings were lower than the benchmark, the color is the lightest shade. A mix of ratings (higher and lower than the benchmark) results in a color between the extremes.

Overall Quality of Life

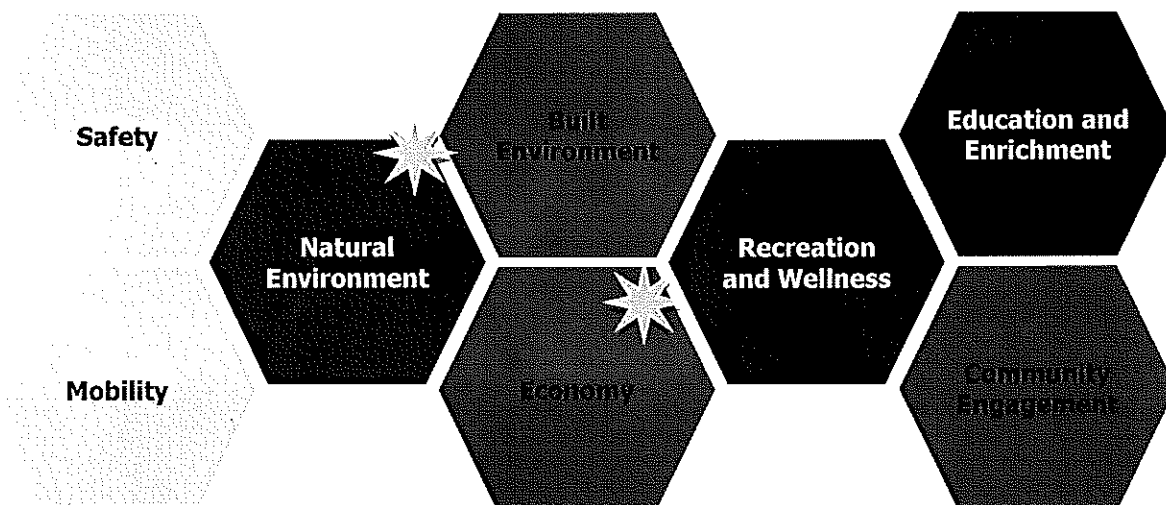


In addition to a summary of ratings, the image below includes one or more stars to indicate which community facets were the most important to residents' overall quality of life. Residents identified these facets of community life, Natural Environment and Economy, as the most central to what makes Carlton their home. It is noteworthy that Carlton residents gave favorable ratings to most aspects of livability, especially in the areas of Safety and Recreation and Wellness. This overview of the key aspects of community quality provides a quick summary of where residents see exceptionally strong performance and where performance offers the greatest opportunity for improvement. Linking quality to importance offers community members and leaders a view into the characteristics of the community that matter most and that seem to be working best.

Details that support these findings are contained in the remainder of this Livability Report, starting with the ratings for Community Characteristics, Governance and Participation and ending with results for Carlton's unique questions.

Legend

- Higher than national benchmark
- Similar to national benchmark
- Lower than national benchmark
- Benchmark comparison not available
- ★ Most important to quality of life



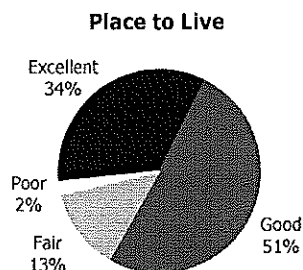
Community Characteristics

What makes a community livable, attractive and a place where people want to be?

Overall quality of community life represents the natural ambience, services and amenities that make for an attractive community. How residents rate their overall quality of life is an indicator of the overall health of a community. In the case of Carlton, 80% of residents rated their overall quality of life as “excellent” or “good” while only 3% of respondents felt they had a “poor” quality of life. Respondents’ ratings of quality of life in Carlton were similar to ratings in other communities across the nation (see Appendix B of the *Technical Appendices* provided under separate cover).

In addition to rating their overall quality of life, respondents rated several aspects of community quality including Carlton as a place to live, raise children and retire, as well as their neighborhood as a place to live, the overall image or reputation of Carlton and its overall appearance. Carlton as a place to live was rated the most positively with 85% of respondents rating this aspect of the community as “excellent” or “good;” these ratings were similar to other communities in the U.S. While slightly fewer respondents in Carlton rated the overall image or reputation of Carlton and the overall appearance of Carlton positively (about 70% “excellent” or “good”), these aspects of the community were higher in Carlton than in other communities across the nation.

Delving deeper into Community Quality, survey respondents rated over 40 features of the community within the eight dimensions of Community Livability. Carlton performed strongly in the areas of the Natural Environment and Education and Enrichment. For example, aspects of the Natural Environment (including the overall natural environment, air quality and cleanliness) were rated as “excellent” or “good” by at least 7 in 10 respondents and all three aspects received ratings higher than the national benchmark.

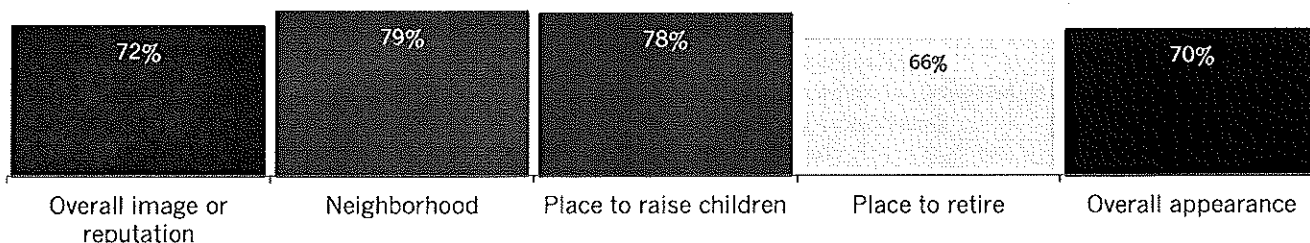


Challenges for Carlton may lie in the areas of Safety and the Built Environment. About two-thirds of respondents rated the overall feeling of safety in Carlton as “excellent” or “good,” which was lower than the national benchmark. While the majority of respondents felt “very” or “somewhat” safe in their neighborhood (78%), these ratings were lower in Carlton than in other communities in the U.S.

Percent rating positively (e.g., excellent/good)

Comparison to national benchmark

■ Higher ■ Similar ■ Lower ■ Not available



The National Citizen Survey™

Figure 1: Aspects of Community Characteristics

Percent rating positively
(e.g., excellent/good,
very/somewhat safe)

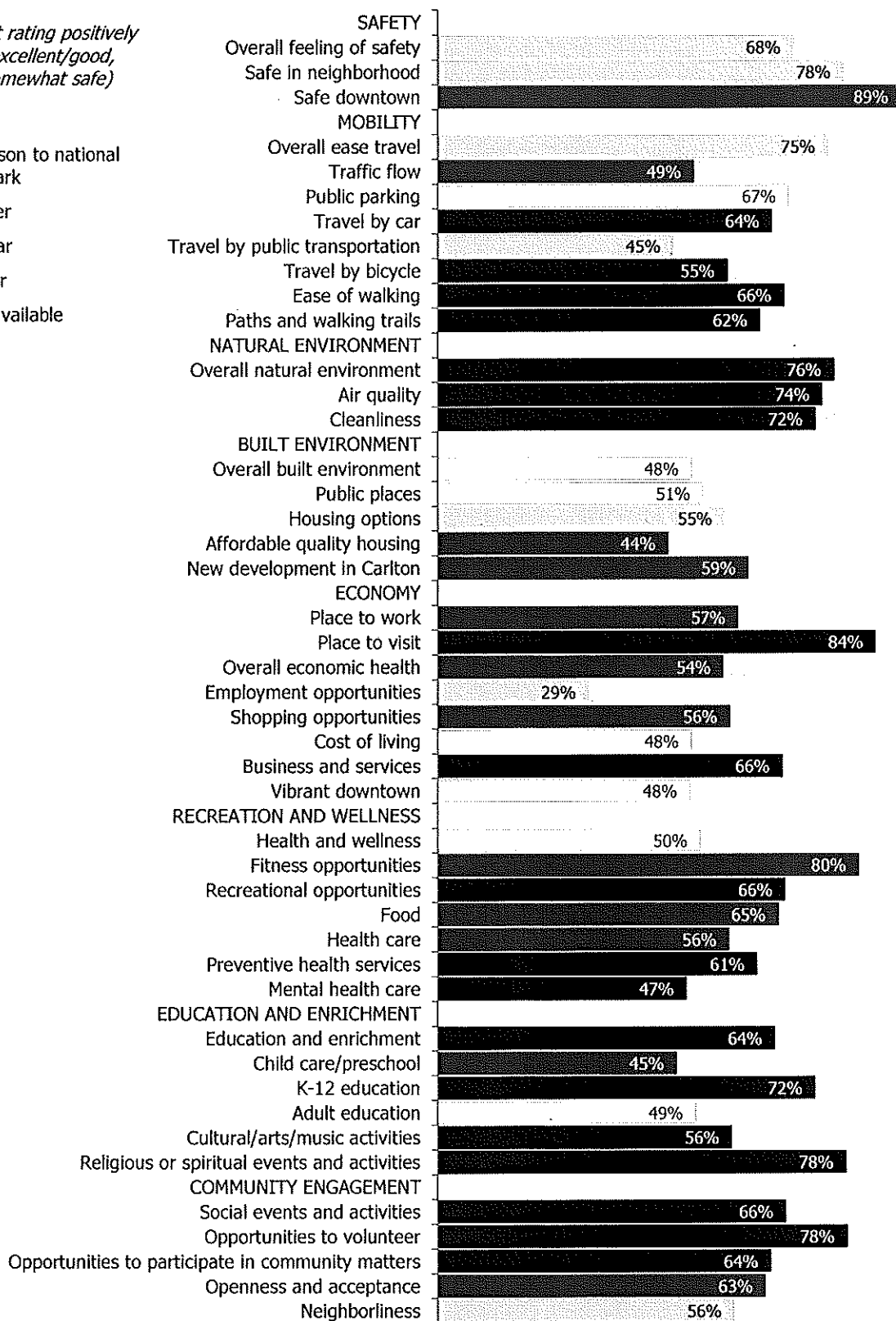
Comparison to national
benchmark

■ Higher

■ Similar

■ Lower

■ Not available



Governance

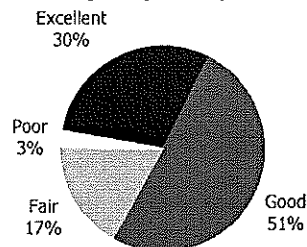
How well does the government of Carlton meet the needs and expectations of its residents?

The overall quality of services provided by Carlton as well as the manner in which these services are provided are key components of how residents rate their quality of life. About 8 in 10 survey respondents rated the overall quality of services provided by Carlton as “excellent” or “good” (about half as many felt this way about the services provided by the federal government). Ratings for the services provided by Carlton were higher than the benchmark when compared to other communities in the U.S.

Survey respondents also rated various aspects of Carlton’s leadership and governance. Overall, about half of respondents felt the City did an “excellent” or “good” job of welcoming citizen involvement, acting in the best interest of Carlton and treating all residents fairly. While about 60% of respondents were pleased with the overall direction of Carlton, fewer (51%) had confidence in the government of Carlton. About 8 in 10 survey respondents felt City employees provided “excellent” or “good” customer service, a rating that was higher in Carlton when compared to its national peers.

Respondents evaluated over 30 individual services and amenities available in Carlton. Carlton performed well in the areas of Safety, Natural Environment and Recreation and Wellness. Of the seven Safety services rated, six were rated higher the national benchmark: fire, ambulance/EMS, police, fire prevention, crime prevention and emergency preparedness. Ratings for services related to the Natural Environment fared similarly well and all four Recreation and Wellness services were rated higher in Carlton when compared to other communities across the nation.

Overall Quality of City Services

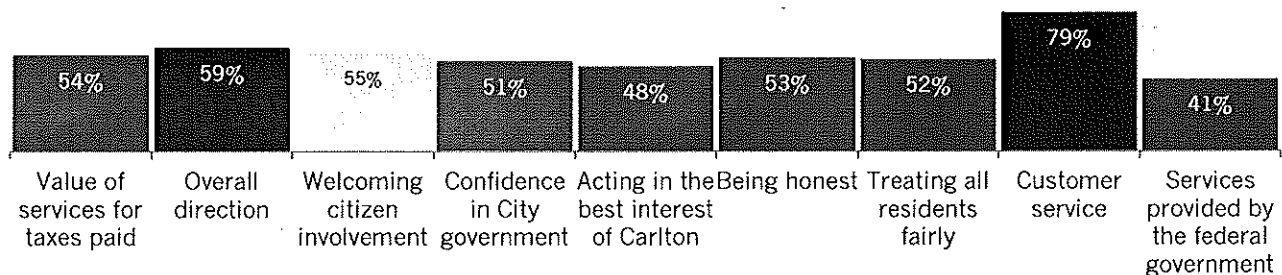


Carlton may face some challenges in the areas of Mobility and the Built Environment. Overall, ratings for Mobility and Built Environment tended to be rated lower when compared to other services provided by the City; between half to three-quarters of respondents rated these services as “excellent” or “good.”

Percent rating positively (e.g., excellent/good)

Comparison to national benchmark

■ Higher ■ Similar ■ Lower ■ Not available



The National Citizen Survey™

Figure 2: Aspects of Governance

Percent rating positively
(e.g., excellent/good)

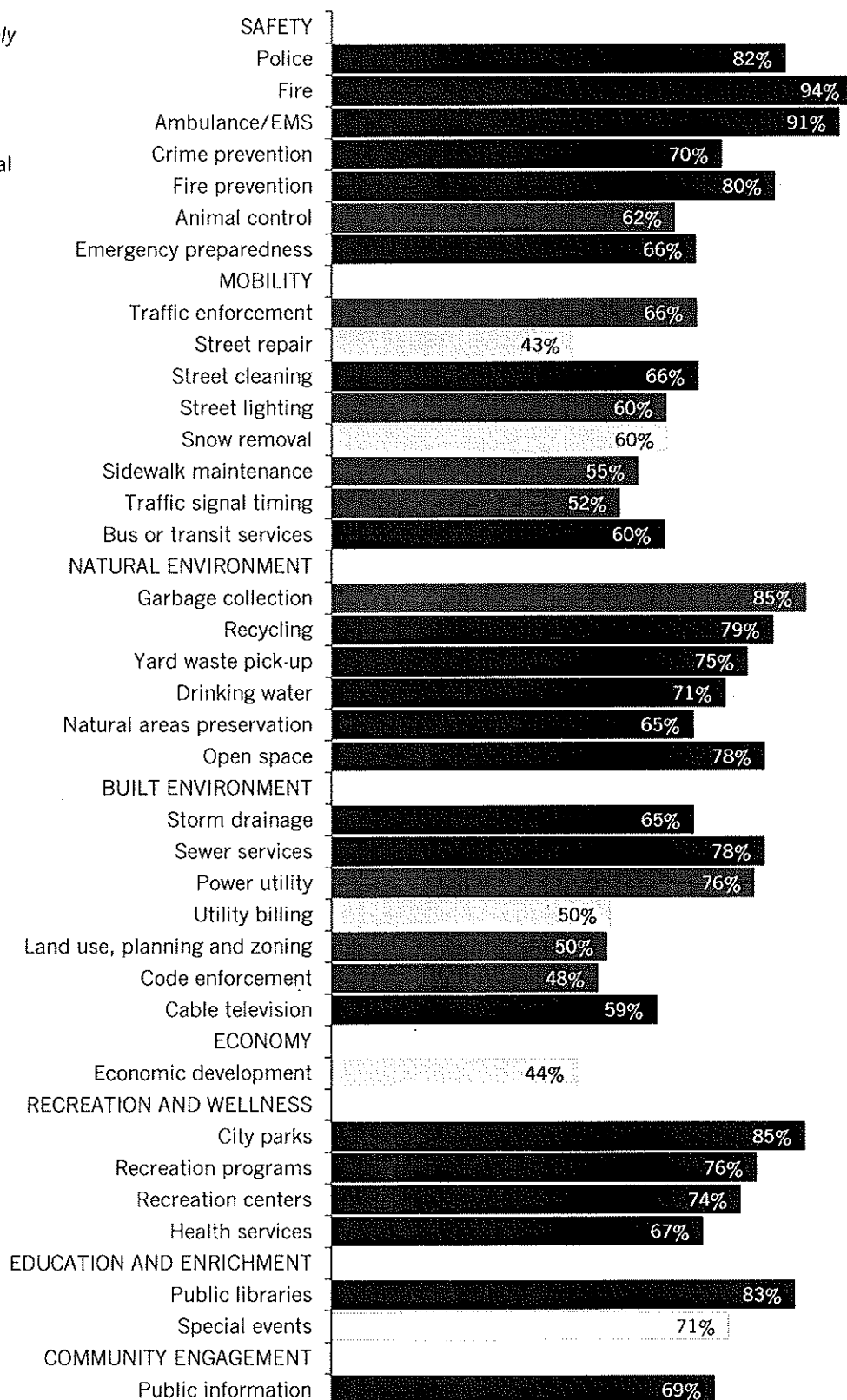
Comparison to national
benchmark

■ Higher

■ Similar

□ Lower

□ Not available



Participation

Are the residents of Carlton connected to the community and each other?

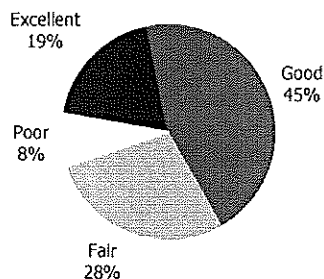
The sense of community in Carlton was similar to other communities across the nation with about two-thirds of survey respondents rating it as “excellent” or “good.” About three-quarters of respondents were “very” or “somewhat” likely to recommend living in Carlton to someone who asks (similar to the national benchmark) and to remain in Carlton for the next five years (higher than the national benchmark). Also, about half of respondents had reached out to the City for help or information, a proportion that was lower in Carlton than in its national peers.

The survey included over 30 activities and behaviors that respondents indicated how often they participated in or performed each, if at all. Overall, for the 18 activities for which benchmark comparisons were available, Carlton residents tended to participate in these various activities at rates similar to or lower than residents in other communities across the country.

In the area of Community Engagement, about one-quarter of respondents had attended or watched a local public meeting, a proportion that was higher in Carlton than in other communities. However, fewer respondents in Carlton than in other U.S. communities had participated in other Community Engagement activities such as volunteering, talking with neighbors or voting in local elections.

While the proportion of residents who had visited a City park was similar to that of other communities (about 30%), compared to the national benchmark fewer residents in Carlton took advantage of other Recreation and

Sense of Community



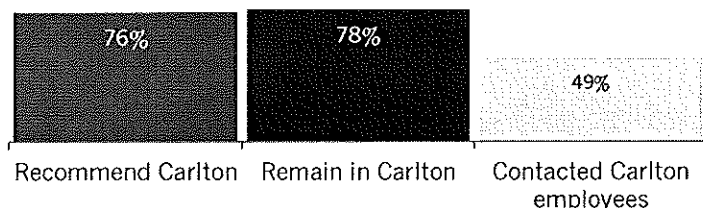
Wellness activities such as using recreation centers (15% of respondents) or public libraries (21%). The percent of Carlton residents who reported themselves as being in “excellent” or “very good” health (69%) was similar to the national benchmark.

Survey respondents exhibited lower than average engagement in the area of the Natural Environment. Less than 6 in 10 respondents “sometimes” or “always” recycled at home, a rate that was lower in Carlton than in other communities across the nation. About one-third of respondents had conserved water or made their homes more energy efficient in the past 12 months; benchmark comparisons for these two activities were not available.

Percent rating positively
(e.g., very/somewhat likely,
yes)

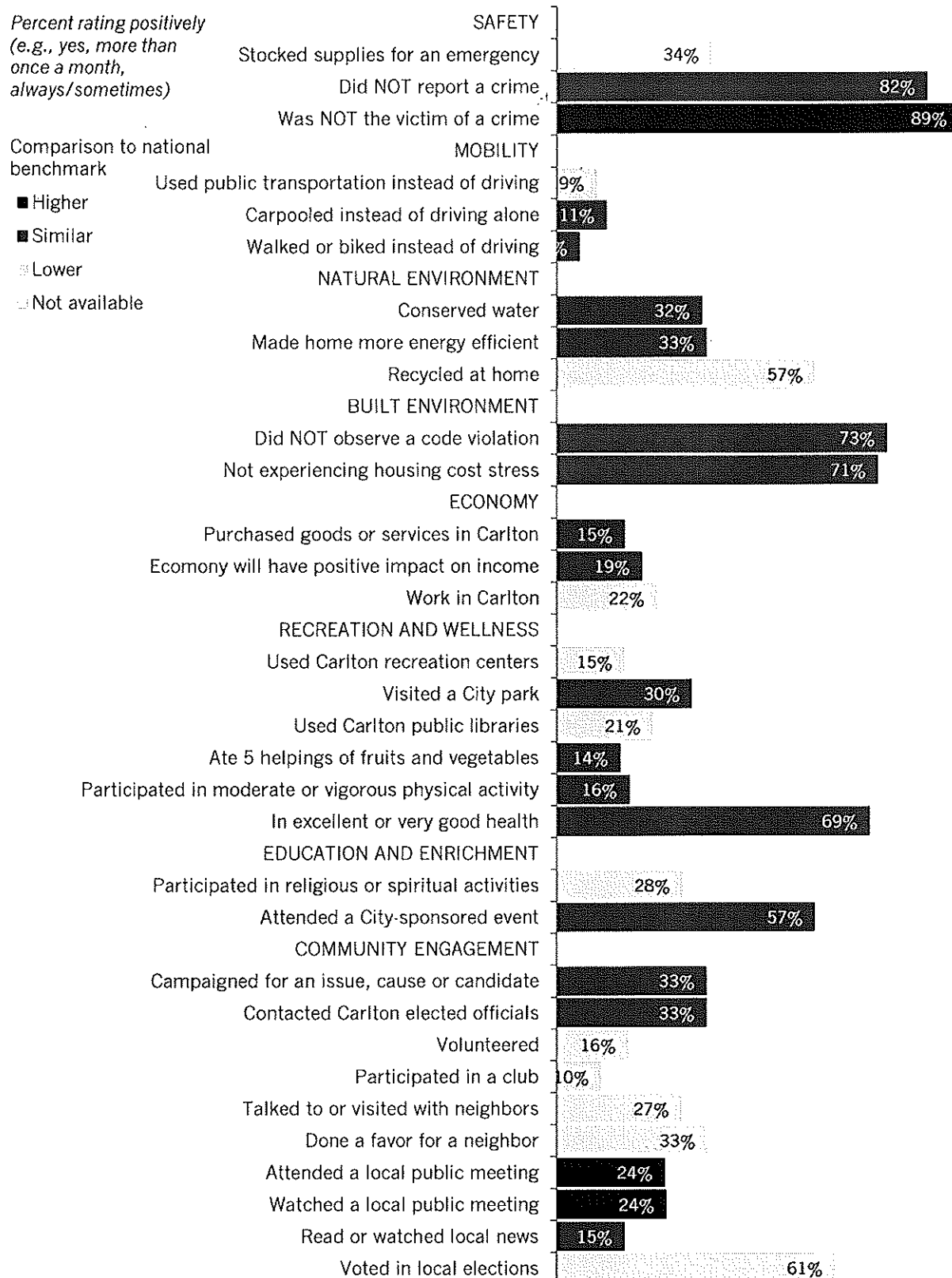
Comparison to national
benchmark

- Higher
- Similar
- Lower
- Not available



The National Citizen Survey™

Figure 3: Aspects of Participation

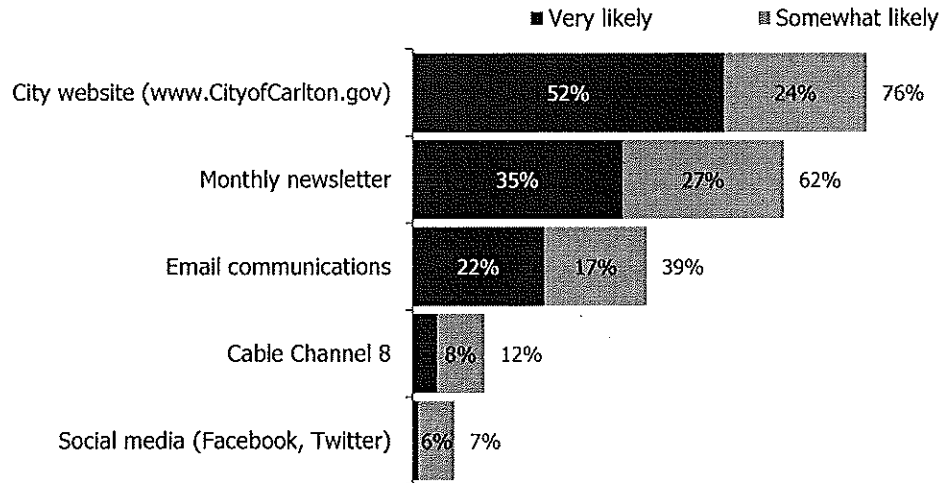


Special Topics

The City of Carlton included a question of special interest on The NCS. The City was interested in knowing which information sources residents would be the most likely to use. Overall, residents expressed strong preferences for the City's website and monthly newsletter, while few would use social media to find information about the City.

Figure 4: Question 13a

How likely or unlikely are you to use each of the following sources to find information about the City, its services, programs and events?



Conclusions

The Natural Environment is an asset of Carlton.

The overall natural environment, air quality and cleanliness of Carlton were rated as “excellent” or “good” by at least 7 in 10 respondents and all three aspects received ratings higher than the national benchmark. Between 65% and 85% of respondents rated recycling, open space, yard waste pick-up, drinking water and preservation of natural areas as “excellent” or “good” and all were higher than the national benchmark. However, less than 6 in 10 respondents “sometimes” or “always” recycled at home, a rate that was lower in Carlton than in other communities across the nation, and only one-third of respondents had conserved water or made their homes more energy efficient in the past 12 months.

Despite excellent Safety services and low crime victimization, residents do not feel safe.

Of the seven Safety services rated, six were rated higher the national benchmark: fire, ambulance/EMS, police, fire prevention, crime prevention and emergency preparedness. About 1 in 10 respondents had been the victim of a crime (which was lower in Carlton when compared to other communities) and 82% had reported a crime to police (which was similar in Carlton when compared to other communities). While the majority of respondents felt “very” or “somewhat” safe in their neighborhood (78%), this rating was lower in Carlton than in other communities in the U.S. The overall feeling of safety was rated as “excellent” or “good” by 68% of respondents and was lower than the national benchmark.

Residents appreciate Carlton’s great Community Engagement opportunities.

Social events and activities, opportunities to volunteer and opportunities to participate in community matters received ratings higher than the national benchmark, as did the City’s public information services. While higher proportions of residents in Carlton reported having attended or watched a local public meeting when compared to other communities across the country, fewer had volunteered, participated in a club, or voted in local elections. Both the sense of community and the openness and acceptance of people of diverse backgrounds were rated similar to the national benchmark. Compared to other communities in the U.S., Carlton residents were less likely to have talked or visited with neighbors or done a favor for a neighbor; this may account for the neighborliness of Carlton as being rated lower in Carlton than in other communities.

March 4, 2004

DE PERE CITIZENS' QUALITY OF LIFE SURVEY QUESTIONS

Hello, my name is _____ and I'm calling from the St. Norbert College Survey Center. We are conducting a public opinion survey among residents of De Pere. The purpose of the survey is to determine how people feel about various issues concerning the Quality of Life in De Pere. This survey will only take a short time and the responses are completely confidential.

Random Selection of Respondent, Resident of the City of De Pere and Age 18 or over.

Before we begin, I would like to assure you that this interview is completely voluntary, strictly confidential, and that we really appreciate your help.

Q1. Overall, how would you rate the City of De Pere as a place to live?

Excellent1
 Good.....2
 Fair3
 Poor4
 Not Sure8
 Refused/NA.....9

Q2. During the past five years, how would you say the City of De Pere has changed?

The City has become a better place to live1
 The City has stayed the same.....2
 The City has become a worse place to live.....3
 Not Sure8
 Refused/NA.....9

Next, let's talk about City services and facilities.

Q3. Please indicate how satisfied you are with the following City services & facilities: Are you very satisfied, satisfied, dissatisfied, or very dissatisfied. Let's begin with...

Services	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	Don't know	Refused
Q3a. Street condition	1	2	3	4	8	9
Q3b. Snow removal	1	2	3	4	8	9
Q3c. Street sweeping	1	2	3	4	8	9
Q3d. Amount of street lighting	1	2	3	4	8	9
Q3e. Management of traffic	1	2	3	4	8	9

Physical condition of parks	1	2	3	4	8	9
Services and facilities for senior citizens	1	2	3	4	8	9
Quality of drinking water	1	2	3	4	8	9
Garbage collection	1	2	3	4	8	9
Police Department services	1	2	3	4	8	9
Emergency Medical services	1	2	3	4	8	9
Fire Department services	1	2	3	4	8	9
Recycling collection	1	2	3	4	8	9
Swimming pools	1	2	3	4	8	9
Public Health services	1	2	3	4	8	9
Recreational / Leisure Programs	1	2	3	4	8	9
Public Bus transportation	1	2	3	4	8	9
Building Inspection services	1	2	3	4	8	9
Playground equipment in parks	1	2	3	4	8	9
Courteousness of people who work in City offices	1	2	3	4	8	9
Competence of people who work in City offices	1	2	3	4	8	9
Availability of athletic fields (i.e. ball, soccer)	1	2	3	4	8	9
Availability of downtown parking	1	2	3	4	8	9

How important do you think it is for the City of De Pere to make the following changes in the services it provides: Do you think it is Very important, Somewhat important, or Not important. Let's begin with...

Services	Very Important	Somewhat Important	Not Important	Don't know	Refused
Q4a. Educate the public more about fire safety	1	2	3	8	9
Q4b. Expand community policing efforts	1	2	3	8	9
Q4c. Expand business parks	1	2	3	8	9
Q4d. Expand the police school liaison program	1	2	3	8	9
Q4e. Expand City Hall office hours	1	2	3	8	9
Q4f. Provide greater access to government services over the Internet	1	2	3	8	9
Q4g. Publish Common Council Meeting agendas in the De Pere Journal prior to meetings	1	2	3	8	9

Which of the following statements BEST describes how you think fees for the City services should be charged?

- The City should charge user fees for more services which might result in lower or stable property taxes1
- The City should charge user fees as it currently does which might result in keeping property taxes at the current level or may cause property taxes to increase2
- The City should charge user fees for fewer services which might result in higher property taxes3
- Not Sure8
- Refused/NA.....9

In the past twelve months, have you made a complaint to the City of De Pere?

- Yes, and I was satisfied with the way my complaint was handled1
- Yes, and I was dissatisfied with the way my complaint was handled ..2
- No, I have not made a complaint3
- Not Sure8
- Refused/NA.....9

- Q7. Which of the following best describes your views regarding the quality of information provided by the City about its policies and services.

Very satisfied1
 Somewhat satisfied2
 Somewhat dissatisfied.....3
 Very dissatisfied.....4
 Not Sure8
 Refused/NA.....9

- Q8. How helpful are each of the following when you need information or need to have a problem resolved by the City: Is it Very helpful, Somewhat helpful, or Not helpful. Let's begin with... (Read 1-4)

Personnel/Programs	Very helpful	Somewhat helpful	Not helpful	Have not used	Don't know	Refused
Q8a. The Mayor	1	2	3	4	8	9
Q8b. The City Council	1	2	3	4	8	9
Q8c. City administrative personnel (Assessor, City Clerk, City Attorney, City Administrator, etc.)	1	2	3	4	8	9
Q8d. Building Inspection Department	1	2	3	4	8	9
Q8e. Police personnel	1	2	3	4	8	9
Q8f. Fire personnel	1	2	3	4	8	9
Q8g. Public Health personnel	1	2	3	4	8	9
Q8h. Public Works personnel involved with Utilities, snow removal, and engineering	1	2	3	4	8	9
Q8i. Parks/Recreation personnel	1	2	3	4	8	9
Q8j. Planning and Economic Development Personnel	1	2	3	4	8	9
Q8k. Neighborhood meetings on topics such as public works, city redevelopment, and inspections	1	2	3	4	8	9

Q9. Within the past year, have you attended a public meeting related to a City of De Pere issue?

Yes1
 No.....2
 Not Sure8
 Refused/NA.....9

Q10. How much of your information about what happens in De Pere do you get from the following sources: Would you say Very much, Some, Very little, or None. Let's begin with... (Read 1-4)

Sources	Very much	Some	Very little	None	Don't know	Refused
Q10a. De Pere Journal	1	2	3	4	8	9
Q10b. Green Bay News-Chronicle	1	2	3	4	8	9
Q10c. Green Bay Press Gazette	1	2	3	4	8	9
Q10d. Green Bay TV Stations	1	2	3	4	8	9
Q10e. Local radio stations	1	2	3	4	8	9
Q10f. Channel 4 Council Meeting Broadcasts	1	2	3	4	8	9
Q10g. By Attending City Meetings	1	2	3	4	8	9

Q11. How often do you require the following Friday special collection services: Would you say Four or fewer times a year, five to eight times a year, eight to 12 times a year, or 13 or more. How about...

Types of Collection	Four or fewer times a year	Five to eight times a year	Nine to 12 times a year	13 or more	Don't know	Refused
Q11a. Brush collection	1	2	3	4	8	9
Q11b. Large / Bulky items collection	1	2	3	4	8	9
Q11c. Appliances/metals collection	1	2	3	4	8	9

- Q12. Currently the City only collects brush, appliances and bulky trash at locations where residents call-in for the service. Do you believe residents should be required to call-in their request for Friday Special Collection or should the service be provided throughout the entire community without requiring a call-in from residents?

Call-in their request.....1
 Services provided without call-in2
 Not Sure8
 Refused/NA.....9

- Q13. Should the City of De Pere publish and distribute a City calendar similar to the calendar produced prior to 2004 at a cost of approximately \$13,500?

Yes1
 No.....2
 Not Sure8
 Refused/NA.....9

- Q14. Are there any types of additional businesses you would like to see locate in De Pere?
-

Now a few questions about yourself.

- Q15. How long have you lived in De Pere?

Less than 1 year1
 1 to 5 years2
 6 to 10 years3 GOTO Q17
 11 to 15 years4 GOTO Q17
 16 to 20 years5 GOTO Q17
 More than 20 years.....6 GOTO Q17
 Not Sure8 GOTO Q17
 Refused/NA.....9 GOTO Q17

- Q16. If you moved to the City of De Pere within the past five years, from where did you move?

City of Green Bay1
 Elsewhere in Brown County2
 Fox Valley (Appleton, Neenah, Menasha)3
 Elsewhere in Wisconsin.....4
 Another State, please specify5
 Not Sure8
 Refused/NA.....9

Q17. Apart from its proximity to your place of employment, what was your primary reason for selecting De Pere as your place of residence? (Read choices 1-5 only)

- Quality of Life.....1
 Quality of Schools.....2
 Rate of taxes.....3
 Recreational facilities.....4
 Born/lived here whole life/family lives here5
 Other, please specify.....6
 Not Sure8
 Refused/NA.....9

Q18. How likely would you be to use a City web site as a source to:

Uses	Very likely	Somewhat likely	Not likely	Don't know	Refused
Q18a. View or download information	1	2	3	8	9
Q18b. Submit requests for information	1	2	3	8	9
Q18c. Submit requests for services	1	2	3	8	9
Q18d. Pay for products and services via credit / debit cards	1	2	3	8	9

Q19. What age range do you fall into? (Read List)

- 18 to 241
 25 to 342
 35 to 443
 45 to 544
 55 to 645
 65 and over.....6
 Not Sure8
 Refused/NA.....9

Q20. What ward do you live in? (used to identify City of De Pere Ward you live in 1 - 15) (If they do not know, check street list for Ward number, probe if more specifics are needed) (If not on list code as 99)

Ward Number _____

Q21. What is the most important issue for the City of De Pere to address over the next five years?

Q22. If you could make one improvement in the City of De Pere, what would you do?

Q23. Since 1990 De Pere's population has grown from 16,500 citizens to approximately 22,000 citizens. The City's living area is approximately 11.6 square miles. What do you think would be the ideal size of the City's population?

No Growth	1
22,000 to 25,000	2
25,001 to 30,000	3
More than 30,000	4
Not Sure	8
Refused/NA.....	9

[Verification of phone #]:

"Is your phone number ____ - ____ - ____"

Thank you for participating in this survey for the City of De Pere Quality of Life Study. Your participation is important to helping us better understand the needs of the people of your community. We appreciate your time and your continued interest in this important study.

Q24. Respondent Gender (DO NOT ASK)

Male	1
Female.....	2

March 25, 2008

CITY OF DE PERE MUNICIPAL SERVICES SURVEY

Hello, my name is _____ and I'm calling from the St. Norbert College Survey Center. We are conducting a public opinion survey among residents of De Pere. The purpose of the survey is to determine how people feel about various issues concerning municipal services and the quality of life in De Pere. This survey will only take a short time and the responses are completely confidential.

Random Selection of Respondent, Resident of the City of De Pere and Age 18 or over.

Before we begin, I would like to assure you that this interview is completely voluntary, strictly confidential, and that we really appreciate your help.

Q1. Overall, how would you rate the City of De Pere as a place to live? (Read 1-4)

Excellent1
 Good.....2
 Fair3
 Poor.....4
 Not Sure8
 Refused/NA.....9

Q2. During the past five years, how would you say the City of De Pere has changed? (Read 1-3)

The City has become a better place to live1
 The City has stayed the same.....2
 The City has become a worse place to live.....3
 Not Sure8
 Refused/NA.....9

Next, let's talk about city services

Q3. Please indicate how important each of the following city services is to you: very important, somewhat important, not too important, not at all important. Let's begin with... [Randomize]

Services	Very Important	Somewhat Important	Not too Important	Not at all Important	Don't know	RF
Q3a. Condition of city streets	1	2	3	4	8	9
Q3b. Snow plowing	1	2	3	4	8	9
Q3c. Garbage collection	1	2	3	4	8	9
Q3d. Recycling collection	1	2	3	4	8	9
Q3e. Traffic management	1	2	3	4	8	9
Q3f. Condition of city buildings	1	2	3	4	8	9

Q3g. Wastewater sewer services	1	2	3	4	8	9
Q3h. Water supply/ quality	1	2	3	4	8	9
Q3i. Storm water control	1	2	3	4	8	9
Q3j. Building code enforcement	1	2	3	4	8	9
Q3k. Internet access to city services	1	2	3	4	8	9
Q3l. Promoting economic development	1	2	3	4	8	9
Q3m. Well trained workforce	1	2	3	4	8	9
Q3n. Provide public health services	1	2	3	4	8	9
Q3o. Emergency medical response	1	2	3	4	8	9
Q3p. Fire protection	1	2	3	4	8	9
Q3q. Traffic enforcement	1	2	3	4	8	9
Q3r. Crime resolution	1	2	3	4	8	9
Q3s. Community policing	1	2	3	4	8	9
Q3t. Adult recreational services	1	2	3	4	8	9
Q3u. Youth recreational services	1	2	3	4	8	9
Q3v. Senior citizen recreational services	1	2	3	4	8	9
Q3w. Maintenance of existing parks	1	2	3	4	8	9
Q3x. Development of new parks	1	2	3	4	8	9
Q3y. Development of an indoor aquatic facility	1	2	3	4	8	9
Q3z. Development of more athletic facilities	1	2	3	4	8	9
Q3aa. Improve access/ use of Fox River	1	2	3	4	8	9

Q4. Which of the following statements BEST describes how you think fees for the City services should be charged? (Read 1-3)

The City should charge user fees for more services
which might result in lower or stable property taxes1
The City should charge user fees as it currently does
which might result in keeping property taxes at the
current level or may cause property taxes to increase2
The City should charge user fees for fewer services
which might result in higher property taxes3
Not Sure8
Refused/NA.....9

- Q5. Would you be willing to pay higher property taxes to maintain existing municipal services you think are important?

Yes1
 No.....2
 Not Sure8
 Refused/NA.....9

- Q6. Would you pay higher property taxes to increase existing municipal services or add new ones you think are important?

Yes1
 No.....2
 Not Sure8
 Refused/NA.....9

- Q7. Should the city reduce or eliminate less important services to...

Reduce taxes1
 Stabilize taxes2
 Introduce new services.....3
 Increase more important services.....4
 Not Sure8
 Refused/NA.....9

- Q8. Which of the following best describes your views regarding the quality of information provided by the City about its policies and services. (Read 1-4)

Very satisfied1
 Somewhat satisfied2
 Somewhat dissatisfied.....3
 Very dissatisfied.....4
 Not Sure8
 Refused/NA.....9

- Q9. Are there any types of additional businesses you would like to see locate in De Pere?

Next, are a few questions regarding cable television

Q10. Do you subscribe to Time/Warner Cable TV?

Yes1
 No.....2 **GOTO Q13**
 Not Sure8 **GOTO Q13**
 Refused/NA.....9 **GOTO Q13**

Q11. Do you watch programming on Channel 4 (City of De Pere Channel)?

Yes1
 No.....2
 Not Sure8
 Refused/NA.....9

Q12. What additional or different type of information should the city provide on channel 4?
 (Currently: City council meetings, bulletins and special information)

Finally, just a few questions about yourself

Q13. How long have you lived in De Pere? (Read 1-6)

Less than 1 year1
 1 to 5 years2
 6 to 10 years3
 11 to 15 years4
 16 to 20 years5
 More than 20 years.....6
 Not Sure8
 Refused/NA.....9

Q14. Apart from its proximity to your place of employment, what was your primary reason for selecting De Pere as your place of residence? (Read choices 1-5 only)

Quality of Life.....1
 Quality of Schools.....2
 Rate of taxes.....3
 Recreational facilities.....4
 Born/lived here whole life/family lives here5
 Other, please specify6
 Not Sure8
 Refused/NA.....9

Q15. Would you be very likely, somewhat likely or not likely to use a city web site as a source to:

Uses	Very likely	Somewhat likely	Not likely	Don't know	Refused
Q15a. View or download information	1	2	3	8	9
Q15b. Submit requests for information	1	2	3	8	9
Q15c. Submit requests for services	1	2	3	8	9
Q15d. Pay for products and services via credit / debit cards	1	2	3	8	9

Q16. What age range do you fall into? (Read List)

18 to 24	1
25 to 34	2
35 to 44	3
45 to 54	4
55 to 64	5
65 and over.....	6
Not Sure	8
Refused/NA.....	9

Q17. What ward do you live in? (used to identify City of De Pere Ward you live in 1 - 15) (If they do not know, check street list for Ward number, probe if more specifics are needed) (If not on list code as 99)

Ward Number _____

Q18. What is the most important issue for the City of De Pere to address over the next five years?

Q19. If you could make one improvement in the City of De Pere, what would you do?

[Verification of phone #]:

“Is your phone number ____ - ____ - ____ “

Thank you for participating in this survey. Your participation is important to helping us better understand the needs of the people of your community.

Q20. Respondent Gender (DO NOT ASK)

Male1
Female.....2

City of De Pere, Wisconsin



Request For Common Council Action

MEETING DATE: February 18, 2014

DEPARTMENT: Parks, Recreation & Forestry

FROM: Marty Kosobucki

SUBJECT: Recommendation for replacing Zamboni at De Pere Ice Arena

Issue: Deteriorating condition and options for replacement of the ice resurfacer at the De Pere Ice Arena.

Summary: Due to a recent event causing players to fall ill, some of the users in addition to the management company have expressed concern over the continued use of the Zamboni (ice resurfacer) at the De Pere Ice Arena. On December 13, 2013 most of the Notre Dame Varsity Hockey team fell ill due to Nitrous Dioxide poisoning. As a result, the De Pere Ice Arena was shut down for the safety of the Ice Arena Users. The investigation uncovered unsafe levels of Nitrous Dioxide in the facility, which was the result of the Ice Arena's propane powered Zamboni not operating appropriately. Brown County Ice Management (BCIM) immediately contracted out maintenance on the Zamboni as well as purchased a state of the art monitoring system for the Ice Arena. Although maintenance was performed on the Zamboni, BCIM staff confirmed that Nitrous Dioxide unsafe levels continued in the facility. As a result, BCIM has brought in their back-up Zamboni from Cornerstone to use in the interim. The Zamboni was identified in the Feasibility Study a few years back as being a need to replace.

Zamboni history - The Zamboni is property of the City of De Pere. Unfortunately, we do not have accurate records on its age and hours, however BCIM staff have estimated the unit to be a 1980's and be somewhere around 25-30 years old. In discussing this with some of the users, they feel the estimated age is accurate. Considering its age and history, we do not feel it is wise to invest additional funds to repair the Zamboni. The Zamboni was identified in the Feasibility Study as a need for replacement.

Agreement - The agreement with BCIM identifies capital expenditures over \$10,000 are the responsibility of the City of De Pere.

Options for replacement - Considering the issue at hand, we feel the best option to replace the Zamboni is with an electric powered Zamboni. This type of machine does not omit any gases into the facility. Don Chilson from BCIM has investigated several options for new and used electric powered Zamboni's and has found a used 2003 model for the price of \$84,900. A new electric Zamboni is estimated to run around \$175,000.

This item was not placed on the Finance Agenda for February 11 due to a communication issue within my department. I do apologize for the inconvenience.

City of De Pere, Wisconsin



Request For Finance/Personnel Committee Action

MEETING DATE: February 18, 2014

DEPARTMENT: Police

FROM: Derek Beiderwieden

SUBJECT: Recommendation from the Finance/Personnel Committee to approve Police Department reorganization request (AMENDED ITEM).

The De Pere Police Department is currently structured into three divisions each headed by a captain, lieutenant or a counterpart business manager. Each division has a number of personnel assigned depending on the division function. We will concentrate on the Field Services and Support Services divisions. The third Administrative division is not scheduled for any changes in this concept.

Recently, an internal review of the police department was conducted by Human Resources. During that review I was made aware of a few challenges some department personnel were having with management and other staff. Further internal analysis of the operations of the department caused us to look at management of personnel on various shifts and in various functions. The police department is requesting to make a change in the structure by implementing the proposal outlined below. The changes will make a positive difference on how the department operates.

Background

When I became chief in 2002, there were three captains each in charge of a division (Administrative, Patrol and Support). I proposed some administrative changes in 2004 that were approved by council, which eliminated one captain position and the administrative secretary and created a business manager (handling such things as records, paying bills, and supervising the secretary staff). It also left two captains one each in charge of a division (Patrol and Support). In 2010, with the approval of the council, I proposed to reorganize the command staff in two phases. First phase was to create two lieutenant positions that would job share the management of the patrol division. I promoted one person to a lieutenant position. Second phase was to promote a second lieutenant when a sergeant retired. We were able to promote just the one lieutenant but have not filled the second position. This arrangement continues today. However, we continue to have challenges in communication, proper information sharing, supervision, and a management presence that is consistent each day and throughout the day on various shifts. The duties of the management staff have also changed over time as administrative work loads continue to increase as the face-to-face shift contact decreases. It also appears we have pulled away a little from our roots of community policing that has brought great pride to our department in the past.

Proposal Overview

The proposed restructure integrates well into our team policing philosophy. I have already made decisions and changes to address some of the concerns staff, and I, had about the department supervision and management of employees. Among other things, we changed some of the responsibilities and accountabilities of the sergeants (first line supervisors), and changed some processes, especially report submissions and reviews. However, some of the biggest concerns staff and I had were the lack of management presence on various shifts, a confusion by some personnel about the chain of command, a lack of full accountability by all employees, inconsistent rule and procedure enforcement, unbalanced workloads, unfulfilled communications and accountability and other high importance issues.

Reorganization request

I am proposing to eliminate the current captain and lieutenant positions and create three manager positions of equal rank called commanders. There would be one commander in charge of the support division and two commanders in the patrol division, one in charge of operations on the west side and one in charge of the operations on the east side. The department chain of command and general structure, except for the addition of a manager, would not change and the look of the department would not be much different than it is today. All three commanders and the business manager would report directly to the chief. (See accompanying organization chart).

The commander of the support services would continue to perform some administrative duties as is done today and will continue to perform management functions with the detective sergeants, school liaison officers, crossing guards and the community service officers. This manager would process in-custody cases, fingerprints, department interns, citizen academy applications and background checks, equipment and enforcement grants, asset forfeiture, CrimeStoppers etc. This would be primarily a day position.

The commanders of the west and east side districts will continue to perform some administrative duties including vehicle maintenance, ride-a-longs, neighborhood watch, schedules, daily media relations, department training, special events team projects, etc., but will divide the duties between the two managers. They will manage the personnel assigned to patrol including sergeants and officers. To decrease costs and to enable the changes we will be eliminating the community resource officer position (crime prevention and neighborhood watch) and applying those duties to the district commanders and staff. These commander positions would vary hours of work to meet needs in the divisions/districts but mostly late day, afternoon, or evening shifts.

The positioning of the commanders will allow the road sergeants to concentrate on supervising officer activity and to be able to respond to more calls for service and have a presence in neighborhoods more than today. There would be a better integration into the community and, the neighborhood watch programs would be accomplished by patrol instead of a specialty officer. Crime prevention would be part of everything we do and there would be increased communication and accountability to and from neighborhoods, to and from the chief and to and from commanders, sergeants and staff.

Costs

There would be an additional very modest cost to implement this proposal that is offset by the elimination of the community resource officer and depends on what the council decides where the commander position would fall in the organization chart. A preliminary

recommendation is to slot the commander position in the “P” position in the City compensation matrix. Healthcare, retirement, social security and other benefit costs are negligible since it is assumed an internal employee will be promoted to the commander position and that promoted employee is already receiving those benefits. The salary and related benefits costs would increase about \$30,000 due to the increase in salary for the newly promoted commander and the slotting in the “P” category of the remaining command staff.

Union

I discussed this proposal with the union leadership and have presented this to the general union membership at a mandatory meeting held on January 22, 2014. The union leadership was in support of the proposal. Some individual union members have expressed support for the change, and to date none have expressed concern. I also discussed this with the officer involved in the elimination of the community resource officer position and he understood the proposal.

Summary

I submit to you this important proposal that is a better use of limited resources while it increases operational effectiveness all at a reasonable cost. The proposal can be accomplished within the next three to four months as promotional processes take place and new roles assumed. At the end of the promotional processes, we will eliminate the community resource officer position and integrate it back into patrol. The road patrol staff will remain with the same number of sworn staff as it is today so there will be no impact to police response. Also, the same number of personnel will remain in the department organization except for a change in the rank.

Please support this change. I am available for questions on Monday or Tuesday February 10 or 11, 2014. Please contact me at your convenience.

ATTACHMENTS:

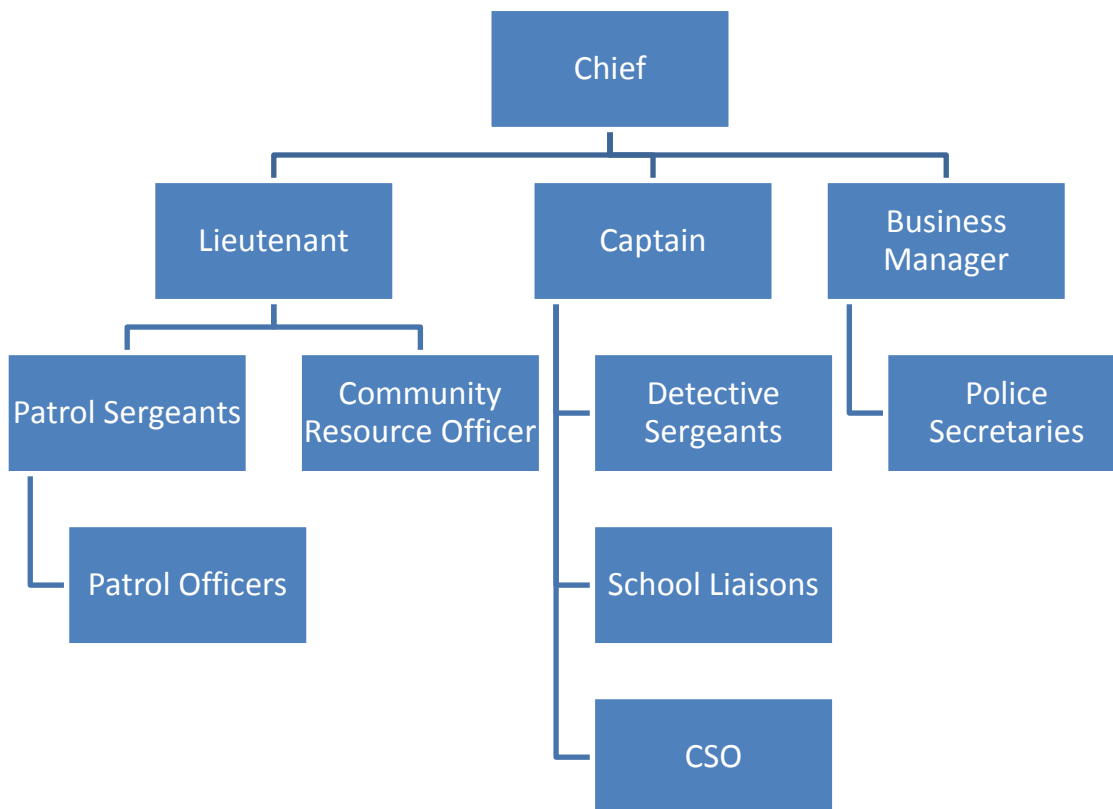
- Organization at a Glance (DOCX)
- Re-org supplement (DOCX)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Michael Donovan, Alderperson
SECONDER:	Lisa Rafferty, Alderperson
AYES:	Michael Donovan, Lisa Rafferty, Michael J. Walsh
EXCUSED:	Scott Crevier, Larry Lueck

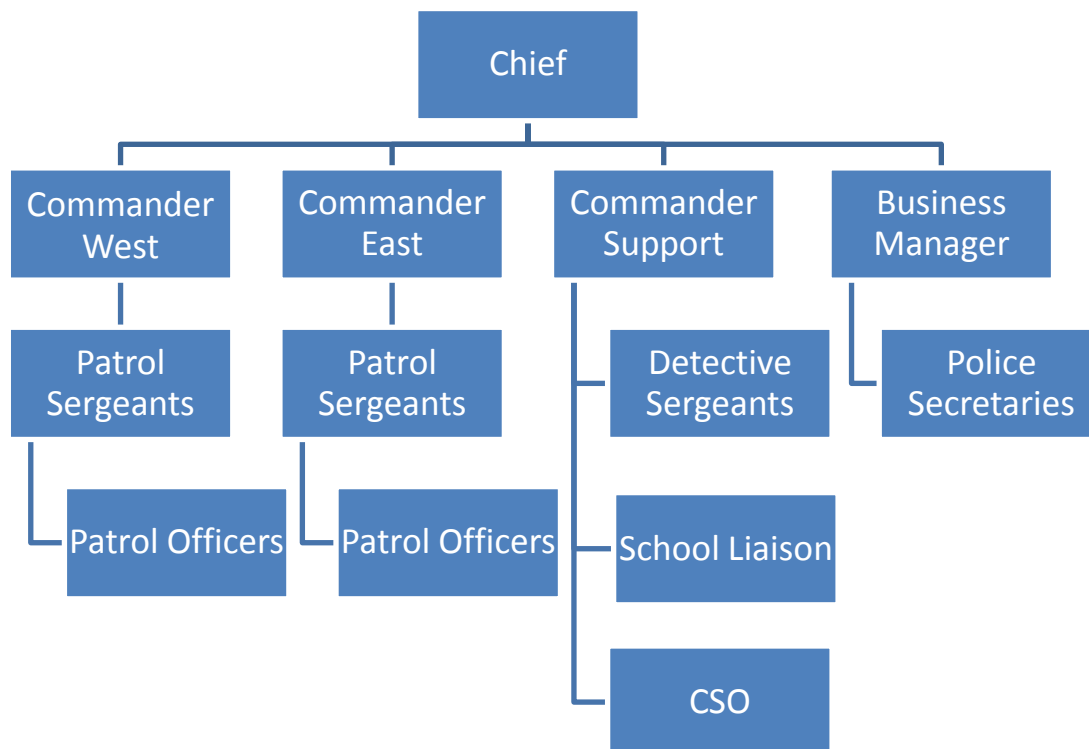
HISTORY:

02/11/14 Finance/Personnel Committee ADOPTED

Current Organization



Proposed Organization



CITY OF DE PERE
POLICE DEPARTMENT

MEMORANDUM

To: Common Council

From: Derek A. Beiderwieden, Chief of Police

Date: February 12, 2014

Subject: Reorganization Clarification and Adjustment

As a supplement to the original memo submitted to the Finance and Personnel Committee, I wanted to take a moment to clarify and adjust the reorganization request coming before the common council.

First, the reason this is before the council after the start of the budget year is for a couple reasons. We first started to examine department structure and how management roles have changed back in August 2013. The budget calendar had already started rolling for 2014. We delved into the intricacies of the structure and determined in November/December, late in the budget calendar, we needed to make a change to the organization. We were also facing a potential change as we waited for the public safety study presentation which would have had a major impact on the department had the direction been changed to integrate with the fire department. There was no intent to circumvent any budget processes. Sometimes good ideas come at times that are different than the budget calendar. I strongly believe this is a good idea.

Second, I am proposing to change the word commander to captain, as it was when I started. There has been an internal discussion about the name of the manager position, and although it doesn't really matter what the position is called, I think the term captain will reflect the position better. Thus, the memo I originally wrote eliminating the captain and lieutenant positions would only be eliminating the lieutenant position and changing it to captain.

Lastly, as indicated, the community resource officer position is being transitioned to the patrol division. The purpose of the transition is twofold. First, it allows and assists in the costs associated with the proposed changes. But, secondly, and more importantly, the department has a community policing philosophy that is better served by having all officers involved in crime prevention and neighborhood watch rather than just one person. The changes really allow better community integration with the citizenry that has not been fully accomplished today. Giving credit where credit is due however, the current officer in the position has increased the number of neighborhood watches and the participants. We would just like more community integration. Contemporary articles on this concept suggest integrating neighborhood watches with patrol rather than with a specific person. It allows us to get away from the "it's not my job."

We may also want to look at a performance measure of the changes for a year or two to gauge effectiveness. If you have any questions about this information, please contact me at 339-4075 at your convenience.

Serving with P.R.I.D.E.

Attachment: Re-org supplement (1749 : Police Department Reorganization Request)

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

MEETING DATE: February 18, 2014

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Ordinance #14-02, Amending Chapter 150 De Pere Municipal Code Regarding Traffic Regulations.

ATTACHMENTS:

- Ord14-02 (DOCX)

ORDINANCE #14-02

AMENDING CHAPTER 150 DE PERE MUNICIPAL CODE
REGARDING TRAFFIC REGULATIONS

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

Section 1: §150-23, Schedule G (Parking) is hereby amended as follows:**DELETION**

NO PARKING			
<i>Street</i>	<i>Side of street</i>	<i>From curbline or ft./dir. of curbline</i>	<i>To curbline or ft./dir. of start</i>
Main	N	Fifth	Sixth

ADDITION

NO PARKING			
<i>Street</i>	<i>Side of street</i>	<i>From curbline or ft./dir. of curbline</i>	<i>To curbline or ft./dir. of start</i>
Main	N	Sixth	255/E

Section 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.Section 3: This ordinance shall take effect on and after its publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of
February, 2014.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

Publication Date: _____

Effective Date: _____

Attachment: Ord14-02 (1855 : Ordinance #14-02, Parking in the 500 Block of N. Main Avenue)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: February 18, 2014

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Defnet

SUBJECT: Resolution #14-09, Authorizing Annual Notification to Wisconsin Department of Administration Requesting Direct Distribution of Lottery Tax Credit, School Tax Credit and any other Tax Credits to the City of De Pere.

ATTACHMENTS:

- Reso14-09 (DOCX)

RESOLUTION #14-09

AUTHORIZING ANNUAL NOTIFICATION TO WISCONSIN DEPARTMENT
OF ADMINISTRATION REQUESTING DIRECT DISTRIBUTION OF
LOTTERY TAX CREDIT, SCHOOL TAX CREDIT AND ANY OTHER
TAX CREDITS TO THE CITY OF DE PERE

WHEREAS, in 2008, state law modified the distribution of lottery tax and school tax credits by first distributing the credits to Counties, which in turn, distributed the credits to cities and other municipalities within that county; and

WHEREAS, under that 2008 state law, if a municipality receives \$3,000,000 (three-million) or more annually in such tax credit payments, the municipality may notify the Department of Administration to directly distribute those tax credits to the municipality if approved by a majority of the Common Council; and

WHEREAS, since 2008, the Council has yearly authorized the Clerk-Treasurer to so notify the Department of Administration on a yearly basis; and

WHEREAS, the Council believes it to be more effective and efficient to authorize the Clerk-Treasurer, on a yearly basis, so notify the Department of Administration to disburse such tax credits directly to the City in each year the City reaches the monetary credit payment threshold as set out in Wis. Stats. §79.10(7m) (cm) 1.a.

NOW THEREFORE BE IT HEREBY RESOLVED THAT:

The City Clerk-Treasurer is authorized and directed to, on a yearly basis; notify the State Department of Administration to disburse lottery tax credits, school tax credits and other such credits, directly to the City in each year the City reaches the monetary credit payment threshold as set out in Wis. Stats. §79.10(7m) (cm) 1.a.

BE IT FURTHER RESOLVED THAT:

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

Resolution #14-09
Page 2 of 2

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of
February, 2014.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

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

MEETING DATE: February 18, 2014

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Defnet

SUBJECT: Resolution #14-10, Authorizing Lease Agreement with Wisconsin Document Imaging.

ATTACHMENTS:

- Reso14-10 (DOCX)
- Wisconsin Document Imaging Quote for Copier (PDF)
- Ricoh MP6002SP - quote from WI Imaging (DOCX)

RESOLUTION #14-10

AUTHORIZING LEASE AGREEMENT WITH
WISCONSIN DOCUMENT IMAGING

WHEREAS, City Hall 1st Floor, is in need of new a photocopier; and

WHEREAS, Wisconsin Document Imaging has available and offers to provide the photocopier equipment in accordance with the terms and conditions set forth in the Dealer Lease Agreement, attached and incorporated as Exhibit A; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor is hereby authorized and directed to execute such Dealer Lease Agreement as is attached as Exhibit A.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of February, 2014.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

Attachment: Reso14-10 (1841 : Resolution #14-10 First Floor Copier Lease with Wisconsin Document Imaging)

Shana Defnet

From: Mike Sevcik <mikes@wis-imaging.com>
Sent: Thursday, January 23, 2014 9:06 AM
To: Shana Defnet
Subject: Ricoh MP6002SP proposal

Hi Shana, I just spoke to my manager about the proposal I did for you on the Ricoh MP6002SP. I was able to get a lower lease price for you to be more competitive, the maintenance agreement would stay the same at .0039, that was the best he could do on that. I was able to lower your 36 month lease to \$244.00 per month or a 48 month lease to \$197.50 per month.

The fax options would stay the same at \$12.00 for the 36 month and \$10.00 for the 48 month. I hope this helps you. If you have any questions let me know, and I will touch base on Monday as you asked.
Thank you



Mike Sevcik
Digital Imaging Specialist

Copiers, printers, fax, shredders, document management

Wisconsin Document Imaging
Phone 920-593-1814
Fax 920-593-1830
Email mikes@wis-imaging.com

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1850 Velp Ave.
Green Bay, WI 54303

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

January 6, 2014

CITY OF DEPERE – SHANA DEFNET

RICOH 6002SP COPIER PROPOSAL

MACHINE FEATURES

Network printing, scanning, with scan to email and full color scanning

60 Pages per minute/ Console copier

Easy to use display panel, same as your current machine

User can identify sender name when scanning to email

Beltless automatic document feeder (150 sheets single pass duplex)

3000 sheet multi position stapling finisher with automatic hole punching

4300 Sheet standard paper supply from four sources

1 GB RAM Memory with an 250 GB hard disk drive

Intel Celeron M 1.0 GHz processor

1200X1200 DPI quality

30 Second warm up from a cold start

Automatic duplex and combining

Lease:

36 Months no payments in advance

\$255.00 per month

Pricing is based on Ricoh's non-profit municipality discount

48 month \$207.-

No charge for delivery or training.

Options:

Professional network installation

\$136.00 per hour

33.6 fax modem (allows faxing hard copy and from the computers)

\$12.00 per month

48 month \$10.00

MAINTENANCE AGREEMENT:

Billed at \$.0039 per page, includes all service calls, parts, labor and preventive maintenance. Includes all supplies of toner, developer, drums and staples. Everything you need, except paper. Invoiced in arrears, quarterly based on actual volume.

The Ricoh's have a built in free feature called @ Remote. It will email our service dept. your meter readings so we don't have to bother you for them. It allows us to remotely do firmware upgrades so you always have the latest version. It also will email our dispatchers if any service codes come up on your copier and we will contact you to confirm it and arrange a service call.

Sincerely,

Mike Sevcik

Mike Sevcik

Digital Imaging Specialist

Wisconsin Document Imaging





1850 Velp Ave.
Green Bay, WI 54303

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

February 14, 2014 CITY OF DEPERE –SHANA DEFNET

RICOH 6002SP COPIER PROPOSAL

MACHINE FEATURES

Network printing, scanning, with scan to email and full color scanning

60 Pages per minute/ Console copier

Easy to use display panel, same as the color machine

User can identify sender name when scanning to email

Beltless automatic document feeder (150 sheets single pass duplex)

3000 sheet multi position stapling finisher with automatic hole punching

4300 Sheet standard paper supply from four sources

1 GB RAM Memory with an 250 GB hard disk drive

Intel Celeron M 1.0 GHz processor

1200X1200 DPI quality

30 Second warm up from a cold start

Automatic duplex and combining

Lease:

36 Months	no payments in advance	\$244.00 per month
48 Months		\$197.50 per month

No charge for delivery or training.

Options:

Professional network installation \$136.00 per hour

33.6 fax modem (allows faxing hard copy and from the computers) 36 month: \$12.00, 48 month \$10.00

MAINTENANCE AGREEMENT:

Billed at \$.0039 per page, includes all service calls, parts, labor and preventive maintenance. Includes all supplies of toner, developer, drums and staples. Everything you need, except paper. Invoiced in arrears, quarterly based on actual volume.

The Ricoh's have a built in free feature called @ Remote. It will email our service dept. your meter readings so we don't have to bother you for them. It allows us to remotely do firmware upgrades so you always have the latest version. It also will email our dispatchers if any service codes come up on your copier and we will contact you to confirm it and arrange a service call.

Sincerely,

Mike Sevcik
Digital Imaging Specialist
Wisconsin Document Imaging



City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: February 18, 2014

DEPARTMENT: Redevelopment Authority

FROM: Ken Pabich

SUBJECT: Resolution #14-11, Authorizing Facade Improvement Grant to Ronald G. Manning and Mary Alexis Pfitzenreuter Joint Revocable Trust (345 Main Avenue).

ATTACHMENTS:

- Reso14-11 (DOCX)

RESOLUTION #14-11

AUTHORIZING FACADE IMPROVEMENT GRANT
TO RONALD G. MANNING AND MARY ALEXIS PFUTZENREUTER
JOINT REVOCABLE TRUST
(345 Main Avenue)

WHEREAS, the Common Council and the City Redevelopment Authority have established a Facade Improvement Grant Program for West Side Redevelopment District in Tax Incremental Financing District (TID) #5 to encourage the renovation and revitalization of the business environment in such area; and

WHEREAS, Ronald G. Manning and Mary Alexis Pfutzenreuter Joint Revocable Trust, owners of the property at 345 Main Avenue (said property being within TID #5 and the West Side Redevelopment District), have replaced the second story windows which maintains the historic façade of the building; and

WHEREAS, Ronald G. Manning and Mary Alexis Pfutzenreuter Joint Revocable Trust has applied for a grant from the Facade Improvement Grant Program in the amount of \$1,980.72 (\$7,922.88 total spent) under the terms of such Program, said application having been reviewed and recommended for approval by the Redevelopment Authority and the Finance/Personnel Committee; and

WHEREAS, Ronald G. Manning and Mary Alexis Pfutzenreuter Joint Revocable Trust is hereby thanked for their contribution toward preservation and aesthetic enhancements on Main Avenue and to the West Side Redevelopment District by such improvements.

Attachment: Reso14-11 (1787 : Resolution #14-11 Facade Grant 345 Main Ave.)

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Clerk-Treasurer is authorized to issue a grant payment to Ronald G. Manning and Mary Alexis Pfutzenreuter Joint Revocable Trust in the amount of \$1,980.72 for improvements to the upper level of 345 Main Avenue, all made in accordance with the Facade Improvement Grant Program for TID #5.

BE IT FURTHER RESOLVED THAT:

The Common Council of the City of De Pere extends its thanks to the Ronald G. Manning and Mary Alexis Pfutzenreuter Joint Revocable Trust for their investment in, and commitment to, the City of De Pere and its business and historic districts.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of February, 2014.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes:_____

Nays:_____

Attachment: Reso14-11 (1787 : Resolution #14-11 Facade Grant 345 Main Ave.)

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: February 18, 2014

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Resolution #14-12, Authorizing Agreement for Consulting Services
Between the City of De Pere and Midwest Engineering Services, Inc.
(2014 Construction Materials Testing and Soil Boring).

ATTACHMENTS:

- Reso14-12 (DOCX)
- Midwest Engineering Services (materials testing & soil boring) 2-14-189-004-13 (DOCX)
- Exhibit A - MES (PDF)
- Exhibit B - MES (PDF)

RESOLUTION #14-12

AUTHORIZING AGREEMENT FOR CONSULTING SERVICES BETWEEN
THE CITY OF DE PERE AND MIDWEST ENGINEERING SERVICES, INC.
(2014 Construction Materials Testing and Soil Boring)

WHEREAS, the City is in need of construction materials testing and soil boring services for its 2014 construction projects; and

WHEREAS, Midwest Engineering Services, Inc. has available and offers to provide personnel and equipment necessary to accomplish the testing services within the required time; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Clerk-Treasurer are authorized and directed to execute the Agreement for Consulting Services Between the City of De Pere and Midwest Engineering Services, Inc. (2014 Construction Materials Testing and Soil Boring) as is attached hereto as Exhibit 1.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of February, 2014.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____
Nays: _____

Attachment: Reso14-12 (1852 : Resolution #14-12, 2014 Materials Testing and Soil Borings)

**AGREEMENT FOR CONSULTING SERVICES BETWEEN THE
CITY OF DE PERE AND MIDWEST ENGINEERING SERVICES, INC.
(2014 Construction Materials Testing and Soil Boring)**

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

WITNESSETH

WHEREAS, the City is in need of construction materials testing and soil boring services for its 2014 construction projects; and

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

NOW THEREFORE, City and Consultant agree as follows:

I. DESCRIPTION OF PROJECT

The project is as described in the City Request for Proposals dated January 3, 2014 (Exhibit A) and Consultants Proposal thereto dated January 6, 2014 (Exhibit B), both of which are attached hereto and incorporated by reference. If a conflict exists between Exhibit A and Exhibit B, the terms of Exhibit A shall prevail. If there is a conflict between the terms and conditions of Exhibit A and this Agreement, the terms of this Agreement shall prevail. If, during the course of performing the work, City and Consultant agree that it is necessary to make changes in the project as described in the exhibits, such changes will be incorporated into this Agreement only by written amendment, signed by the parties.

II. SCOPE OF CONSULTING SERVICES

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

III. SCOPE OF CITY SERVICES

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

IV. AUTHORIZATION, PROGRESS, AND COMPLETION

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

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

V. OWNERSHIP AND FORM OF DOCUMENTS

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

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

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

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

VI. CONFIDENTIALITY OF INFORMATION

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

VII. TIME FOR COMPLETION

The parties hereto agree that time is of the essence in completion of the testing services and that Consultant shall respond to City's request for services as described in Exhibit A. Should Consultant encounter any circumstances, which, in the Consultant's opinion, will delay

their response time, Consultant shall so inform the City as soon as the delay in response time is known.

VIII. COMPENSATION

The City agrees to pay, and the Consultant agrees to accept, compensation as identified in Exhibit B, to be invoiced on a monthly basis. Payment to the Consultant is due upon receipt of invoice by the City. If payment is not made within 30 days, interest on the unpaid balance will accrue beginning with the 31st day at the rate of 1.0 percent per month or the maximum interest rate permitted by law, whichever is less. Such interest will become due and payable at the time said overdue payment is made.

Charges for reimbursable costs determined in writing between the parties.

IX. RESPONSIBILITY OF CONSULTANT

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

X. NON-DISCRIMINATION

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

XI. INSURANCE

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

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

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

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

XII. ALLOCATION OF RISKS

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

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

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

XIII. SUBCONTRACTS

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

XIV. ASSIGNMENT

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

XV. INTEGRATION

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

XVI. JURISDICTION

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

XVII. SUSPENSION OF WORK

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

XVIII. TERMINATION OF WORK

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

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

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

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

XIX. MEDIATION

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

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

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

XIX. NOTICES

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

If to City:

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

With a copy to:

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

If to Consultant:

Midwest Engineering Services, Inc.
Attention: G. Mike Greil
2740-F Packerland Drive
Green Bay, WI 54313

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

MIDWEST ENGINEERING SERVICES, INC.
By:

CITY OF DE PERE
By:

Print Name:
Title:

Michael J. Walsh, Mayor

Print Name:
Title:

Shana L. Defnet, Clerk-Treasurer

H:\jdupont\Agreements\2014\Midwest Engineering Services (materials testing & soil boring) 2-14-189-004-13.docx



City of De Pere

925 South Sixth Street
De Pere, WI 54115-1199
Phone: 920-339-4072 ext. 2239
Cell: 920-639-1019

Karen M. Heyrman, P.E.
Assistant City Engineer
kheyрман@mail.de-pere.org
www.de-pere.org

January 3, 2014

Mr. G. Mike Greil
Midwest Engineering Services, Inc.
mgreil@midwesteng.com

RE: Soil Testing Services – 2014 Construction
City of De Pere

Dear Mr. Greil:

The City of De Pere is requesting a proposal from your firm to complete geotechnical services for the 2014 construction on City projects. Attached with this letter is a Request for Proposal that contains information on the scope of work. If you are interested in this work, please complete and return the attached fee schedule with your firm's rates, additional rate information that may not be listed, and a cover letter describing your firm's services.

If you have any questions, please call me at (920) 339-4072 ext. 2239.

Sincerely,

DEPARTMENT OF PUBLIC WORKS

Karen M. Heyrman

Karen M. Heyrman, P.E.
Assistant City Engineer

KMH

cc: Eric Rakers, City Engineer

Attachment: Exhibit A - MES (1852 : Resolution #14-12, 2014 Materials Testing and Soil Borings)

Exhibit A

Request for Proposals For Geotechnical Services

The City of De Pere would like to invite your firm to submit a proposal for the 2014 construction materials consulting.

Your proposal must be submitted to our office by January 22nd 2014, at 3:00 p.m.

GENERAL INFORMATION:

The City of De Pere is preparing for the 2014 capital improvement program. The program includes projects in the following categories: new street construction, street reconstruction, street milling and overlay, sanitary sewer improvements, water system improvements, storm sewer improvements, concrete replacement (curb & gutter, sidewalk, driveway, street), and concrete street construction/reconstruction. The purpose for this Request for Proposal (RFP) is to obtain services to provide construction materials and soils testing services and soil boring services for these projects.

The City reserves the right to award the construction materials & soil testing services and the soil boring services to separate firms.

SCOPE OF SERVICES:

Construction materials and soils testing services shall include, but are not limited to:

1. Earthwork Testing
2. Subgrade Compaction
3. Trench Compaction
4. Crushed Aggregate Base Course Testing (Material and Compaction)
5. Asphaltic Concrete Pavement Testing (Samples and Compaction)
6. Concrete Testing
7. Soil Borings
8. Field Observation Related to Soil and/or Construction Conditions

SCHEDULING:

The City will request services throughout the year. Generally, the City will give a 24 hour notice prior to needing service; however the City reserves the right for shorter notices.

INSURANCE:

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

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

PROPERTY PROTECTION:

The company shall take precautions to prevent damage to property and any underground lines and shall restore the site to the condition existing prior to entry, including backfilling of borings and patching slabs and pavements for soil boring activities.

FEE:

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

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

DELIVERY:

E-mail, in pdf format, copies of test results specific for each project to the City Engineer, Assistant City Engineer, and the project inspector(s). Hard copies will not need to be provided. Report all failed test results by telephone to the project inspector within 24 hours of any failed test.

Provide four (4) hard copies for each soil boring report to the City.

ADDITIONAL INFORMATION:

A sample consultant agreement is attached.

INVOICING:

Invoices will be accepted monthly and should include a breakdown of charges for each project.

Proposed Fee Schedule

Company Name: _____

Company Address: _____

Company Address: _____

Company Representative: _____

Signature: _____

Item	Fee	Unit
Engineering Services		
Project Manager		Per hour
Project Engineer		Per hour
Staff Engineer		Per hour
Field Technician		
Senior Technician		Per hour
Technician		Per hour
Clerical		Per hour
Mileage		Per mile
Laboratory Testing Services		
Standard Proctor		Per each
Modified Proctor		Per each
Concrete Compression Test (Cylinder by Company)		Per each
Concrete Compression Test (Cylinder by City)		Per each
Handling of Backup Cylinders		Per each
Aggregate Sieve Analysis		Per each
Atterberg Limits		Per each
Permeability, Granular Soils		Per each
Permeability, Cohesive Soils		Per each
Field Technician Services		
Sample Pickup		Per each
Support Vehicle		Per mile
Nuclear Density Gauge		Per ½ day
Nuclear Density Gauge		Per day
Soil Boring		
Mobilization		Per each
Soil Boring		Per vertical foot
Report		Per each
Information		
Personnel engaged in sampling and testing of material certified under WisDOT highway technician certification program, or a nationally recognized certification agency, for the specific tasks they are performing?	_____ Yes	_____ No
Laboratory facility used in sampling and testing of materials qualified by the WisDOT laboratory qualification program, AASHTO accreditation program, or other nationally recognized agency, for the specific tests they are performing?	_____ Yes	_____ No



midwest engineering services, inc.
geotechnical • environmental • materials engineers

2740-F Packerland Drive
 Green Bay, WI 54313
 920-592-9540
 www.midwesteng.com

January 6, 2014

Ms. Karen Heyrman, P.E.
 City of De Pere – Assistant City Engineer
 925 South Sixth Street
 De Pere, WI 54115-1199

Subject: Proposal for Construction Materials and Soil Testing Services
 2014 Annual Construction Testing Contract
 City of De Pere
 MES Proposal No. 14-4003

Dear Ms. Heyrman,

In accordance with your request, Midwest Engineering Services, Inc. (MES) is pleased to submit this proposal for providing construction materials and soil testing services for the above referenced project. The purpose of the services provided by this proposal will be to determine whether the construction observed and materials tested are in compliance with the project specifications within the scope of our work. A brief description of our understanding of the project, scope of work to be provided, proposed method of performance and associated fees is included herein.

MES' fees will be determined by the actual time expended by our personnel for this project and the amount of field and laboratory testing performed, and therefore directly dependent on the actual construction period, and the extent of our involvement.

Project Description

It is understood that the City of De Pere plans to select a firm to perform construction testing services during the 2014 Capital Improvement Program. The program includes projects in the following categories: new street construction, street reconstruction, street milling and overlay, sanitary sewer improvements, water system improvements, storm sewer improvements, concrete replacement (curb & gutter, sidewalk, driveway, street), and concrete street construction/reconstruction within the City of De Pere.

Scope of Work

Midwest Engineering Services, Inc. (MES) proposes to provide the following construction monitoring and testing quality control program to document whether the construction observed and the materials tested are in conformance with the project's contract documents.

Earthwork Testing

Provide an engineering technician on a part time basis during the grading phase of the project to:

- Perform field density testing by nuclear gauge method to assess degree of compaction during placement of engineered fill, backfill, and base materials.
- Prior to the commencement of these activities, at the request of the City of De Pere, the proposed fill and subbase materials will be sampled to determine their suitability for use on the project.
- When fill materials have been selected, Moisture Density Relationship Testing will be performed for each soil type.

Reinforced Concrete Testing

Provide an engineering technician (ACI certified concrete technician) during placement of structural concrete for foundations, walls, columns, and slabs to:

- Perform field quality control tests and cast cylinder specimens during the placement of concrete as required per project specifications.
- Pick up and deliver concrete test specimens to our laboratory for curing and compressive strength testing.

Asphalt Testing

Provide an engineering technician on a part time basis during pavement construction to:

- Check placement of aggregate base and perform field density testing.
- Monitor placement of asphaltic concrete in regards to thickness, temperature and compaction.
- At the request of the City of De Pere, review asphalt mix designs and sample materials for material compliance testing.

Soil Borings

Provide a drill crew and truck-mounted drill rig to perform subsurface explanations, as required by City personnel. The amount of drilling and boring locations will be determined by City personnel on a job-to-job basis.

Other Services

In addition to the construction testing services described above, MES can also provide field and laboratory testing and consultation services in numerous other construction areas. MES has experienced materials technicians and engineers, to provide laboratory testing and on-site observation and documentation services. In expanding the construction testing and consultation services to include these other areas, we can offer greater assurance that the work is executed in compliance with the project specifications by means of interdisciplinary communications and efficient problem solving.

Method of Performance

MES will provide experienced technicians and/or engineers whose principal duty will be to document through testing and visual observations, whether the quality of the construction materials tested are in conformance with the project's construction documents, within the limits of our authorized scope of services. These individuals will be trained in all aspects of the field testing they perform and will have proven their testing capabilities on previous projects.

A project engineer will also be assigned to the project to provide engineering review, management and consultation services as required during the project. Their responsibility is to ensure the quality and integrity of our field and lab services, and provide assistance as required. The initial project set-up and staffing will be the responsibility of our project manager. Technical Consultants will also be available for the project to provide consultation and engineering as required during the project. Results of the field tests will be verbally issued to the contractor at the end of each day. Final reports will be typewritten and issued monthly, or as directed by the client, during the duration of the project.

Fees

Midwest Engineering Services, Inc. proposes to provide the above referenced services on a unit charge basis in accordance with the Proposed Fee Schedule, MES' Standard Fee Schedules and pursuant to the General Conditions, which are enclosed herein and considered part of this agreement. MES' fees will be determined by the actual time expended by our personnel for this project and the amount of field and laboratory testing performed, and therefore directly dependent on the actual construction period, extent of our involvement, and the testing requirements outlined in the project specifications. If necessary, approval for any additional work and related costs beyond the estimated total will be obtained from the client prior to its performance. We request that the field services be scheduled at least 24 hours in advance.

Closing

MES will proceed with the work on the basis of your written authorization, please acknowledge receipt and acceptance of the agreement by signing, and return one copy for our files. MES will not be able to submit any written reports until we have received an executed copy of this proposal. If there are any questions regarding this agreement or other matters, please do not hesitate to call. Midwest Engineering looks forward to working with you on this project.

We sincerely appreciate this opportunity to offer our services. If you have any questions concerning this proposal or if additional information is needed, please contact us at any time. We are looking forward to working with you on this project.

Respectfully submitted,

MIDWEST ENGINEERING SERVICES, INC.



G. Mike Greil
Branch Manager



Patrick Bray
Project Engineer

Accepted by: CITY OF DE PERE

Name: _____

Title: _____

Date: _____

Enclosures: Proposed Fee Schedule (City of De Pere Form);
MES' Standard Fee Schedules;
General Testing and Geotechnical General Conditions

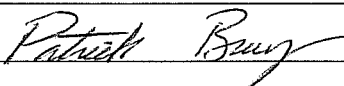
Proposed Fee Schedule

Company Name: Midwest Engineering Services, Inc.

Company Address: 2740-F Packerland Drive

Company Address: Green Bay, Wisconsin, 54313

Company Representative: Patrick Bray

Signature: 

Item	Fee	Unit
Engineering Services		
Project Manager	\$60.00	Per hour
Project Engineer	\$70.00	Per hour
Staff Engineer	\$60.00	Per hour
Field Technician		
Senior Technician	\$31.00	Per hour
Technician	\$31.00	Per hour
Clerical	\$25.00	Per hour
Mileage	\$0.35	Per mile
Laboratory Testing Services		
Standard Proctor	\$125.00	Per each
Modified Proctor	\$135.00	Per each
Concrete Compression Test (Cylinder by Company)	\$9.00	Per each
Concrete Compression Test (Cylinder by City)	\$10.00	Per each
Handling of Backup Cylinders	\$8.00	Per each
Aggregate Sieve Analysis	\$65.00	Per each
Atterberg Limits	\$50.00	Per each
Permeability, Granular Soils	\$230.00	Per each
Permeability, Cohesive Soils	\$280.00	Per each
Field Technician Services		
Sample Pickup	\$65.00	Per each
Support Vehicle	\$0.35	Per mile
Nuclear Density Gauge	\$20.00	Per ½ day
Nuclear Density Gauge	\$40.00	Per day
Soil Boring		
Mobilization	\$175.00	Per each
Soil Boring	\$12.00	Per vertical foot
Report	\$800.00	Per each
Information		
Personnel engaged in sampling and testing of material certified under WisDOT highway technician certification program, or a nationally recognized certification agency, for the specific tasks they are performing?	<u> X </u> Yes	<u> </u> No
Laboratory facility used in sampling and testing of materials qualified by the WisDOT laboratory qualification program, AASHTO accreditation program, or other nationally recognized agency, for the specific tests they are performing?	<u> </u> Yes	<u> X </u> No

MIDWEST ENGINEERING SERVICES, INC.
CONSTRUCTION TESTING AND ENGINEERING STANDARD FEE SCHEDULE

ENGINEERING SERVICES

Engineering services for on-site monitoring and evaluation, construction materials testing, job site meetings, report preparation and review, and consultation.

Project Engineer	\$70.00/Hour	Staff Engineer	\$60.00/Hour
Project Manager	\$60.00/Hour	Clerical	\$25.00/Hour

FIELD TESTING SERVICES

Technical services for on-site monitoring and testing of materials for earthwork, foundations, concrete, masonry, structural steel, fireproofing, roofing, and pavement construction.

Sample Pick Up	\$65.00/Each	Nuclear Density Gauge	\$40.00/Day
Senior Engineering Technician	\$31.00/Hour	Nuclear Density Gauge	\$20.00/Half Day
Engineering Technician	\$31.00/Hour	Support Vehicle	\$0.35/Per Mile
Structural Technician	\$70.00/Hour	Concrete Cylinder Molds	\$30.00/box(20)
Soil Boring Equipment	\$175.00/Hour		

LABORATORY TESTING SERVICES

Concrete Compression Test		Density with Moisture Content	\$25.00/Each
Cylinder Cast by MES	\$9.00/Each	Organic Content (Loss on Ignition)	\$25.00/Each
Cylinder Cast by City	\$10.00/Each	Percent Finer No. 200	\$30.00/Each
Spare Cylinders	\$8.00/Each	Grain size - Mechanical	\$50.00/Each
Concrete Core Compression Test	\$30.00/Each	Grain size - Hydrometer	\$75.00/Each
Aggregate Sieve Analysis	\$65.00/Each	Atterberg Limits	\$50.00/Each
Mortar Cube Compression Test	\$9.50/Each	Standard Proctor	\$125.00/Each
Grout Cylinder Compression Test	\$15.00/Each	Modified Proctor	\$135.00/Each
CMU Compression Test	\$30.00/Each	California Bearing Ratio	\$150.00/Each
Asphalt Core Density	\$25.00/Each	Permeability, Granular Soil	\$200.00/Each
MTSG Test	\$50.00/Each	Permeability, Cohesive Soil	\$250.00/Each
Asphalt Extraction/Gradation	\$150.00/Each	Sample Prep/Remolding	\$35.00/Each
Marshall Density Test	\$135.00/Each	Permeability, Granular Soils	\$230.00/Each
Moisture Content	\$5.00/Each	Permeability, Cohesive Soils	\$280.00/Each

REMARKS - Personnel charges will be based on a portal-to-portal basis; a minimum charge of 3 hours will apply for all Field Testing Services. One (1) day advance scheduling is requested for all field testing services; same-day scheduling will be subject to a premium rate of 1.3 times the standard rate. Where a support vehicle is not needed, a transportation charge of \$0.50 per mile will be added for travel to and from the site, and other job related travel. Project Engineer for contract administration, scheduling, report review and consultation will be charged to all reports at a minimum rate of one half hour per report. An overtime multiplier of 1.5 will be used for services performed on Saturday, Sunday or holidays; for work scheduled outside the hours of 7:30 a.m. to 5:00 p.m.; or for more than eight (8) hours per day.

The above prices include up to four (4) copies of the report distributed as requested. Payment for invoices will be due within 15 days of receipt of invoice. Interest will be added at a rate of 1 1/2% per month of delinquency. Proposal estimates and verbal quotations will remain valid for 60 days, at which time they may be subject to change or withdrawal.

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Attachment: Exhibit B - MES (1852 : Resolution #14-12, 2014 Materials Testing and Soil Borings)

MIDWEST ENGINEERING SERVICES, INC.

GEOTECHNICAL SERVICES STANDARD FEE SCHEDULE

ENGINEERING SERVICES

Engineering & Technical services for site reconnaissance, boring locations, field supervision, water level measurements & sampling, engineering evaluation, analysis & consultation.

Project Engineer	\$70.00 Per Hour	Staff Engineer	\$60.00 Per Hour
Project Manager	\$60.00 Per Hour	Clerical	\$25.00 Per Hour

FIELD SERVICES

Mobilization of Drilling Equip.	\$175.00 Per Day	Boring Layout	\$50.00 Per Hour
Support Vehicle	\$50.00 Per Day	Standby & Problem Access Time	\$125.00 Per Hour
All-terrain Drill Rig	\$750.00 Per Day	Betonite Backfill	\$2.00 Per Foot

Soil Drilling with Split-spoon (ASTM D-1586) or Shelby Tube (ASTM D-1587) sampling at 5-foot intervals:

Depth Range	Unit Charges Per Foot 3 1/4", 4 1/4" I.D. Auger		Unit Charges Per Foot 6 1/4" I.D. Auger		Extra SS or ST Samples
	Easy Drilling*	Hard Drilling**	Easy Drilling*	Hard Drilling**	
0 - 25 ft.	\$12.00	\$13.00	\$14.00	\$16.00	\$10.00
25 - 50	\$13.00	\$15.00	\$16.00	\$18.00	\$14.00
50 - 75	\$15.00	\$18.00	\$19.00	\$21.00	\$18.00
75 - 100	\$17.00	\$20.00	\$24.00	\$27.00	\$22.00

* N-count of 40 blows or less, or Qu or Qp less than 4 tsf

** N-count greater than 40 blows, or Qu or Qp greater than 4 tsf

Drilling with 12-1/4" I.D. Auger will be quoted upon request.

Auger Drilling without sampling	\$9.00 Per Foot	Shelby Tubes, 2" diameter	\$25.00 Each
Rock Coring with Diamond Bit	\$55.00 Per Foot	3" diameter	\$30.00 Each
Rock Boring with 3" Roller Bit	\$50.00 Per Foot	Drilling mud as needed	\$2.50 Per Foot
Rock Coring & Boring Set-up Charge	\$250.00 Per Hole	Pavement Cold-Patch at boreholes	\$25.00 Per Hole

LABORATORY TESTING

Visual Engineering Classification	\$4.00 Per Test	Unconfined compression tests,	
Hand Penetrometer Test	\$4.00 Per Test	remac	\$5.00 Per Test
Moisture Content Test	\$4.00 Per Test	without stress-strain curve	\$25.00 Per Test
Organic Content Test	\$30.00 Per Test	with stress-strain curve	\$40.00 Per Test
Density Determination with Moisture Content	\$25.00 Per Test	California Bearing Ratio (CBR)	\$175.00 Per Test
Atterberg Limits Determination	\$50.00 Per Test	Consolidation Test, Maximum 16 tsf	Upon Request
Grain Size Analysis, Mechanical	\$65.00 Per Test	Additional Unload-Reload Points	Upon Request
Grain Size Analysis, Mechanical & Hydrometer	\$75.00 Per Test	Permeability, Rigid Wall	\$230.00 Per Test
Moisture Density Relationship		Permeability, Flexible Wall	\$280.00 Per Test
Standard Method, ASTM D-698	\$125.00 Per Test	Preparation of Shelby Tube Sample	\$15.00 Per Tube
Modified Method, ASTM D-1557	\$135.00 Per Test	Sample preparation/remolding	\$30.00 Each

REMARKS

Charges for monitoring well installation, analytical testing services, and special equipment or sampling techniques not included herein, will be quoted upon request. Rental equipment & commercial transportation charges will be billed at cost plus 15%. A per diem charge of \$150.00/day will be billed as applicable. Invoices will be submitted monthly, with payment due within 30 days of invoice date. Interest will be added at a rate of 1½% per month of delinquency. Proposal estimates & verbal quotations will remain valid for 60 days, at which time they may be subject to change or withdrawal.

Geo-08

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: February 18, 2014

DEPARTMENT: Public Works

FROM: Scott Thoresen

SUBJECT: Resolution #14-13, Authorizing Agreement for Consulting Services Between the City of De Pere and GRAEF - USA, Inc. (2014 Storm Water Management Improvements).

ATTACHMENTS:

- Reso14-13 (DOCX)
- GRAEF (storm water pond design) 2-14-189-001-14 (DOCX)
- Exhibit A - Graef (PDF)
- Exhibit B - Graef (PDF)

RESOLUTION #14-13

AUTHORIZING AGREEMENT FOR CONSULTING SERVICES BETWEEN
THE CITY OF DE PERE AND GRAEF – USA INC.
(2014 Storm Water Management Improvements)

WHEREAS, the City is in need of storm water pond design, repair and WDNR grant submission services; and

WHEREAS, GRAEF – USA Inc. has available and offers to provide personnel and equipment necessary to accomplish those services within the required time.

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor and Clerk-Treasurer are authorized and directed to execute the Agreement for Consulting Services Between the City of De Pere and GRAEF – USA Inc. (2014 Storm Water Pond Design) as is attached hereto as Exhibit 1.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of February, 2014.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

Attachment: Reso14-13 (1856 : Resolution #14-13, Design of Storm Water Management Improvements - 2014)

**AGREEMENT FOR CONSULTING SERVICES BETWEEN THE
CITY OF DE PERE AND GRAEF – USA INC.
(2014 Storm Water Management Improvements)**

THIS AGREEMENT made and entered into this _____ day of _____, 2014, by and between the City of De Pere, Wisconsin, (“City”), and GRAEF – USA Inc., a Wisconsin corporation (“Consultant”).

WITNESSETH

WHEREAS, the City is in need of storm water pond design, repair and WDNR grant submission services; and

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

NOW THEREFORE, City and Consultant agree as follows:

I. DESCRIPTION OF PROJECT

The project is as described in the City Request for Proposals dated January 17, 2014 (Exhibit A) and Consultants Proposal thereto dated January 31, 2014 (Exhibit B), both of which are attached hereto and incorporated by reference. If a conflict exists between Exhibit A and Exhibit B, the terms of Exhibit A shall prevail. If there is a conflict between the terms and conditions of Exhibit A and this Agreement, the terms of this Agreement shall prevail. If, during the course of performing the work, City and Consultant agree that it is necessary to make changes in the project as described in the exhibits, such changes will be incorporated into this Agreement only by written amendment, signed by the parties.

II. SCOPE OF CONSULTING SERVICES

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

III. SCOPE OF CITY SERVICES

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

IV. AUTHORIZATION, PROGRESS, AND COMPLETION

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

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

V. OWNERSHIP AND FORM OF DOCUMENTS

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

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

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

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

VI. CONFIDENTIALITY OF INFORMATION

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

VII. TIME FOR COMPLETION

The parties hereto agree that time is of the essence in completion of the project and that Consultant's work hereunder should be completed as per schedule shown in Exhibit A. Should Consultant encounter any circumstances, which, in the Consultant's opinion, will delay their

response time, Consultant shall so inform the City as soon as the delay in response time is known.

VIII. COMPENSATION

The City agrees to pay, and the Consultant agrees to accept, compensation as identified in Exhibit B. Payment to the Consultant is due upon receipt of invoice by the City. If payment is not made within 30 days, interest on the unpaid balance will accrue beginning with the 31st day at the rate of 1.0 percent per month or the maximum interest rate permitted by law, whichever is less. Such interest will become due and payable at the time said overdue payment is made.

Charges for reimbursable costs determined in writing between the parties.

IX. RESPONSIBILITY OF CONSULTANT

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

X. NON-DISCRIMINATION

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

XI. INSURANCE

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

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

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

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

XII. ALLOCATION OF RISKS

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

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

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

XIII. SUBCONTRACTS

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

XIV. ASSIGNMENT

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

XV. INTEGRATION

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

XVI. JURISDICTION

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

XVII. SUSPENSION OF WORK

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

XVIII. TERMINATION OF WORK

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

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

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

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

XIX. MEDIATION

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

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

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

XIX. NOTICES

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

If to City:

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

With a copy to:

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

If to Consultant:

GRAEF – USA Inc.
 Attention: Michael J. Lefebvre, P.E.
 1150 Springhurst Drive, Suite 201
 Green Bay, WI 54304

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

GRAEF – USA INC.
 By:

CITY OF DE PERE
 By:

 Print Name:
 Title:

 Michael J. Walsh, Mayor

 Print Name:
 Title:

 Shana L. Defnet, Clerk-Treasurer

H:\jdupont\Agreements\2014\GRAEF (storm water pond design) 2-14-189-001-14.docx



City of De Pere

925 South Sixth Street
De Pere, WI 54115-1199
Phone: 920-339-8304
Fax: 920-339-4071

Eric P. Rakers, P.E.
City Engineer
erakers@mail.de-pere.org
www.de-pere.org

January 17, 2014

Mr. Mike Lefebvre
GRAEF USA
1150 Springhurst Drive, Suite 201
Green Bay, Wisconsin 54304

RE: Storm Water Pond Design - 2014
City of De Pere

Dear Mr. Lefebvre:

The City of De Pere is requesting a proposal from your firm to complete storm water system repairs, a storm water pond design, a conceptual pond layout, and grant application preparation. Attached is a detailed request for proposal providing the scope of services required. The intent of the request for proposal is to provide you with detailed information to aide in the preparation of your proposal. The City is only requiring a cover letter and fee sheet for submittal.

If you have any questions, please call me at (920) 339-8304.

Sincerely,

DEPARTMENT OF PUBLIC WORKS

Eric P. Rakers, P.E.
City Engineer

EPR/pjd

C: Scott Thoresen, Director of Public Works

Attachment: Exhibit A - Graef (1856 : Resolution #14-13, Design of Storm Water Management Improvements - 2014)

Exhibit A

Request for Proposals For Storm Water Management Improvements - 2014

The City of De Pere would like to invite your firm to submit a proposal for storm water management upgrades for 2014. Upgrades on the system are as follows:

- Basin AC100B – Repair drainage swale erosion.
- Basin ER060A – Repair and modify an existing pond due to failure.
- Basin FE190A – Conceptual pond layout for future construction.
- Basin FE280B – Construction of a new pond for new development.
- WDNR Grant Application for Storm Water.

Your proposal must be submitted to our office by January 31st, at 3:00 p.m.

GENERAL INFORMATION:

As identified above, the City is proposing a combination of improvements to the storm water management system including future planning, new facility construction, and existing facility repairs. A detailed discussion of each is as follows:

Basin AC100B – Repair Drainage Swale System

The outflow is located in a field, west of Lawrence Drive, approximately 2400 feet north of Southbridge Road. This drainage basin discharges to Ashwaubenon Creek. The outfall includes flow from drainage basin AC100B (108.6 Acres) and AC100D (285.2 Acres). Approximately 75% of the basin is developed. The basins are serviced by a series of long, linear ponds. The discharge is a 24" diameter pipe for normal flow events. There is an overflow discharge system. When the discharge was built, a deep swale was constructed. There was minimal riprap installed without geotextile fabric. The swale has eroded several feet of bank at the deepest cut. There is the potential for significant erosion if the swale is not stabilized.

Basin ER060A – Repair and Modify an Existing Pond Due to Failure

The pond is located off of Paint Horse Trail on the east side. The drainage basin is 28.8 acres of residential development. The pond treats to 52% TSS. The original plans included a 10" and 21" outfall. Neither of these has been located. The pond failure is related to a channel formed on the east side of the pond to the East River. This could have been the location of where the pipes were installed. The channel failure has been created from discharges from the pond and water backing annually due to the East River flooding. Additionally, it does not appear that an emergency spillway was constructed. The pond is located in the flood fringe area of the East River.

Basin FE190A – Conceptual Pond Layout for Future Construction

The City is creating a master plan for Optimist Park at the northeast corner of Broadway and Cook. As part of the planning process, the City is considering a storm water pond at the park. The drainage basin that would be served by a pond is approximately 50 acres with the majority of area being multifamily or single family development.

Basin FE280B – Construction of a New Pond for New Development

New development is occurring in the east side business park. The City is proposing to construct a regional pond for the future development. The service area is approximately 93 acres. The pond is to be designed to attain at least 80% TSS removal and reduce peak runoff per NR 151 requirements and Section 28 of the City Ordinance and City Storm Water Reference Guide. The Guide can be found on the City's website by typing in "stormwater" under the search feature. The Guide

consists of Chapter 28 of the City's Ordinance and the "2007 NEWSC Stormwater Reference Guide for the: Post-Construction Stormwater Management Ordinance".

WDNR Grant Application for Storm Water

The City will be applying to the Urban Nonpoint Source & Storm Water Management Grant Program. If the City is successful in obtaining the grant, the City will be updating the City ordinance for storm water, the storm water user's guide, and the City storm water model. Also, the City is interested in additional planning and modeling to address the TMDL limits placed on drainage basins in the lower Fox River.

SCOPE OF SERVICES AND CITY RESPONSILIBITIES:

The scope of services and City responsibilities for this project is broken down based on the task as follows:

Basin AC100B – Repair Drainage Swale System

- Scope of Services
 - o Modeling of system to determine flows and velocities.
 - o Calculation of shear stress on channel walls.
 - o Design of swale stabilization.
 - o Create the required plans and details.
 - o Provide the technical specifications.
 - o Provide bid items and quantities.
- City Responsibilities
 - o Provide drainage basin information.
 - o Provide topographic survey.
 - o Prepare bidding documents.
 - o Bid the improvements
- Other Items
 - o Permitting is not included for this task.
 - o Wetland identification is not required for this task.

Basin ER060A – Repair and Modify an Existing Pond Due to Failure

- Scope of Services
 - o Verify existing pond design.
 - o Review options for pond modifications to treat to 80% TSS.
 - o Design modifications to the pond to meet WDNR best management practices.
 - o Create required plans and details.
 - o Provide technical specifications.
 - o Provide bid items and quantities.
 - o Create and submit a Chapter 30 Permit.
 - o Provide a wetland delineation.
- City Responsibilities
 - o Provide topographic survey.
 - o Prepare bidding documents.

- o Bid the improvements.
 - o Permitting Fees
- Other Items
 - o The pond is located in the flood fringe therefore impacts to the 100-year flood are not anticipated. As such, a flood study review is not included.

Basin FE190A – Conceptual Pond Layout for Future Construction

- Scope of Services
 - o Provide conceptual pond design based on the existing drainage basin and land use.
 - o The design will include pond size, shape, and inlet and outlet elevations to evaluate grading impacts.
 - o Provide grading limit based on two foot contours.
 - o Provide a plan layout of the conceptual pond.
- City Responsibilities
 - o Provide contours.
 - o Provide aerial photography.
 - o Provide existing system information.
 - o Provide input on potential pond locations on the site.
- Other Items
 - o This project is not a final design.
 - o No quantity calculations are required.

Basin FE280B – Construction of a New Pond for New Development

- Scope of Services
 - o Design the pond.
 - o Create required plans and details.
 - o Provide technical specifications.
 - o Provide bid items and quantities.
 - o Create and submit a WRAPP Permit (the permit will include storm sewer constructed to the pond).
 - o Submit a permit to fill a wetland (less than 10,000 square feet).
- City Responsibilities
 - o Provide topographic survey.
 - o Prepare bidding documents.
 - o Bid the improvements.
 - o Provide wetland delineation (already completed).
 - o Permitting fees.

WDNR Grant Application for Storm Water

- Scope of Services
 - o Prepare grant application.
 - o Provide input on tasks that can be completed as part of the grant.
 - o Provide language that will improve the City's score on the grant.
- City Responsibilities

- o Provide input on past tasks completed by the City.
- o Provide signatures.

In addition to the detailed scope of services, include three meetings for the project. Meetings will consist of the following:

1. Kickoff meeting with a visit to the four sites.
2. Design review meeting.
3. Property owner meeting for pond repair in Basin ER060A.

The majority of correspondence and review will be completed via e-mail.

SCHEDULING:

The proposal will be taken to the Board of Public Works on February 10th and the Council on February 19th for approval. Work is to begin on the project immediately upon approval by the Council and signatures on the agreement. Interim deadlines include the grant application to the WDNR on April 15th, 2014, the conceptual pond in Basin FE190A by May 5th, 2014, and construction advertising for the other three repair/construction projects on May 8th, 2014.

INSURANCE:

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

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

FEE:

A fee schedule has been included for use on your proposal.

DELIVERY:

The deliverables for the project as identified which may include the following:

1. Plans in AutoCAD and .pdf for insertion on the bid documents. The City will bid the project on-line with the 11"x17" .pdf. plan set.
2. Provide technical specifications for bidding.
3. Provide bid items, quantities, and an engineer's estimate. The bid items are to be provided in a Word document. The estimate is to be provided in an Excel document.
4. Provide hard copy documentation and electronic files for the pre and post pond construction %TSS removal for both basins.
5. Provide hard copy documentation and electronic files for the hydrology and storm water routing in the drainage basins that is used to size the pond.
6. Provide hard copy documentation and electronic files for the pond design, include pre and post discharges for 2, 10, and 100-year storm events, and the outlet structure design.
7. Provide regulatory approvals.

The City will bid the project. The plans will be inserted into a City plan set. The City will provide the cover sheet. Additionally, the City will insert the technical specifications into the bid document. The City will provide the other components to the bid documents, such as notice to bidders, instructions to bidders, agreement, and general conditions.

A sample consultant agreement is attached.

Proposed Fee Schedule

Company Name:_____

Company Address:_____

Company Address:_____

Company Representative:_____

Signature:_____

Fee (Total):_____

Fee Breakdown:

Basin AC100B – Repair Drainage Swale System:_____

Basin ER060A – Repair and Modify an Existing Pond Due to Failure:_____

Basin FE190A – Conceptual Pond Layout for Future Construction:_____

Basin FE280B – Construction of a New Pond for New Development:_____

WDNR Grant Application for Storm Water):_____

Meetings (Three Total):_____



collaborate / formulate / innovate

1150 Springhurst Drive, Suite 201
Green Bay, WI 54304-5950
920 / 592 9440
920 / 592 9445 fax
www.graef-usa.com

January 31, 2014

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

SUBJECT: Engineering Proposal
Storm Water Pond Design - 2014

Dear Eric:

In response to your Request for Proposal dated January 17, 2014, we are hereby submitting our engineering proposal for the above project. As per your instructions, we have included the Proposal Fee Schedule as a part of this submittal.

If we are selected for the project, the engineering design and permitting tasks will be managed and, for the most part, completed by **Kendra A. Hansen, P.E., LEED AP** with support as needed by technical staff located in our Green Bay office. Assistance with the grant application preparation will be provided by our Grant Specialist, **Ronald P. Van Straten**.

It is our understanding that the project will commence on or about March 1, 2014 and will be completed by a number of interim dates from mid-April to early May.

We appreciate the opportunity to submit a proposal on this project and look forward to working with you. If you have any further questions, feel free to give us a call.

Sincerely,

A handwritten signature in black ink, appearing to read "MJL", followed by a horizontal line.

Michael J. Lefebvre, P.E.
Vice President

MJL: mjl
G:\GB\Mkt\Proposals\MUN\De Pere, City\2014 Storm Water Ponds\RFP Submittal Letter.docx

Enclosures

Exhibit B

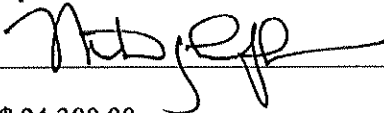
Proposed Fee Schedule
Storm Water Pond Design-2014
City of De Pere
January 31, 2014

Company Name: Graef-USA Inc. (dba GRAEF)

Company Address: 1150 Springhurst Drive, Suite 201

Company Address: Green Bay, Wisconsin 54304

Company Representative: Michael J. Lefebvre, P.E.

Signature: 

Fee Total: \$ 24,300.00

Fee Breakdown:

Basin AC100B-Repair Drainage Swale System:	\$ 3,000.00
Basin ER060A-Repair and Modify an Existing Pond Due to Failure:	\$ 7,900.00
Basin FE190A-Conceptual Pond Layout for Future Construction:	\$ 1,350.00
Basin FE280B-Construction of a New Pond for New Development:	\$ 6,600.00
WDNR Grant Application for Storm Water:	\$ 4,250.00
Meetings (Three Meetings):	\$ 1,200.00

City of De Pere, Wisconsin

Request For Common Council Action

MEETING DATE: February 18, 2014

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Resolution #14-14, Amending Sections 2.2, 6.4 and 10.2 of the City of De Pere Employee Policy Manual.

Summer Hours

The City Policy Manual sets forth summer hours for City Hall, the Community Center and the MSC. In the interest of considering citizen preference, the City solicited citizen feedback through a survey in the newsletter directing them to an online survey. There were 4 responses to the survey. A summary of the policy manual and the first and second choice preference, based most selected, are listed below.

Location	Policy Manual Summer Hours	Survey Results 1 st Preference	Survey Results 2 nd Preference
City Hall	Monday - Thursday: 7:30 a.m. - 5:00 p.m. Friday: 7:30 a.m. - 11:30 a.m.	Monday - Thursday: 7:00 a.m. - 4:30 p.m. Friday: 7:00 a.m. - 11:00 a.m.	Monday - Thursday: 7:30 a.m. - 5:00 p.m. Friday: 7:30 a.m. - 11:30 a.m.
Community Center	Monday - Thursday: 7:30 a.m. - 5:00 p.m. Friday: 7:30 a.m. - 11:30 a.m.	Monday - Thursday: 7:30 a.m. - 4:30 p.m. Friday: 7:30 a.m. - 1:30 p.m.	Leave the hours as they exist today (Monday - Friday, 8:00 a.m. - 4:30 p.m.)
MSC	Monday - Thursday: 7:00 a.m. - 4:30 p.m. Friday: 7:00 a.m. - 11:00 a.m.	Monday - Thursday: 7:00 a.m. - 4:30 p.m. Friday: 7:00 a.m. - 11:00 a.m.	Tie between: Monday - Thursday: 7:30 a.m. - 5:00 p.m. Friday: 7:30 a.m. - 11:30 a.m. and Leave the hours as they exist today (Monday - Friday, 7:30 a.m. - 4:00 p.m.)

We recommend a change to Community Center summer hours from what was approved in the Policy Manual. The Brown County meal program runs until Friday afternoon. Therefore, we recommend the Community Center summer hours are Monday-Thursday 7:30 a.m. to 4:30 p.m. & Friday 7:30 a.m. to 1:30 p.m. Also, we recommend that the summer hours for the MSC building are the same as City, hall which is Monday-Thursday 7:30 a.m. to 5 p.m. and Friday 7:30 a.m. to 11:30 a.m.

Compensatory Time

In lieu of overtime pay and with supervisory approval, non-exempt employees may earn compensatory time (comp time) to take at a later date. Compensatory time is earned at the rate of one and one-half hours for every hour worked above 40 hours. The policy manual stated that compensatory time may be accumulated to a cap of 80 total hours earned between December 1 and November 30 of the following year. Unfortunately, our payroll system is not able to cap compensatory time on an annual basis. Therefore, compensatory time for non-exempt employees will continue to be earned on a rolling basis. This means that when 80 hours are earned, an employee could use some hours and have the ability to earn up to 80 hours again.

ATTACHMENTS:

- Reso14-14 (DOCX)
- Current policies (PDF)
- 2014 Admin Time II (DOCX)
- 2013 out of state travel and discontinuance of additional steps II (DOC)

RESOLUTION #14-14

AMENDING SECTIONS 2.2, 6.4 AND 10.2 OF THE CITY OF DE PERE EMPLOYEE POLICY MANUAL

WHEREAS, the Finance/Personnel Committee has reviewed the current policies covering summer hours, accrual of compensatory time, exempt employee administrative time and out-of-state travel requests within the City's Employee Policy Manual; and

WHEREAS, the Committee has reviewed the recommendation of the Human Resources Director to streamline the processes as more fully set forth below and recommends approval thereof.

NOW THEREFORE BE IT HEREBY RESOLVED THAT:

The Common Council hereby approves amending Sections 2.2 a., 6.4 and 10.2 f. of the City of De Pere Employee Policy Manual as follows:

Section 2.2 a. Work Schedule, Business Hours

Delete current 3rd and 4th sentences of the 1st paragraph and replace with the following:

Summer hours for City Hall and Municipal Service Center are 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Fridays, except for established holidays. Community Center summer hours are 7:30 a.m. to 4:30 p.m. Monday through Thursday and 7:30 a.m. to 1:30 p.m. on Fridays, except for established holidays.

Section 6.4 Compensatory Time

1. Change the current title of Section to **Compensatory/Administrative Time**.
2. Add the following to the beginning of the 1st paragraph:
 - a. Compensatory Time.
3. Deleted the word "earned" in the 3rd sentence of the 1st paragraph.

4. Add the following to the beginning of the 2nd paragraph:

b. Administrative Time.

5. Delete current 3rd sentence of the 2nd paragraph and replace with the following:

The policy may be reviewed and, if unusual conditions occur during the year, those factors may be considered.

Section 10.2 f. Employee Travel

Delete current sentence and replace with:

Information regarding planned out-of-state conferences/travel will be conveyed to Finance/Personnel Committee members in January of each year.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of February, 2014.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____

Nays: _____

2.2 Work Schedule

- a. Business Hours. The goal of this policy is to provide the best customer service to meet the expectations of the public in an effective manner while maintaining flexibility for employees. Office hours for City Hall and the Community Center are 8 a.m. to 4:30 p.m. and 7:30 a.m. to 4 p.m. for the Municipal Service Center Monday through Friday, except for established holidays. Summer hours for City Hall and the Community Center are 7:30 a.m. to 5:00 p.m. Monday through Thursday and 7:30 a.m. to 11:30 a.m. on Fridays, except for established holidays. MSC summer hours are 7 a.m. to 4:30 p.m. Monday-Thursday and 7 a.m. to 11 a.m. on Fridays. Summer schedules for part-time employees will be decided by the department head. Summer hours are from Memorial Day through Labor Day. Department Heads and Supervisors will determine and advise field employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week.

The City has the authority to determine the methods, means, processes and personnel by which the departments operations are to be conducted. This includes reserving the right to assign work in whatever manner deemed necessary to maintain an efficient workforce. When a department head or supervisor decides that employees will need to work outside the scheduled work hours, then the department head or supervisor should attempt to give notice, to the extent practical, prior to completion of the employee's work shift on the day preceding the change.

For work that is scheduled in advance and is part of the employee's normally scheduled hours (i.e. coming in for meetings), employees should record minimally 1 hour of time if they have to report to work after their regular shift. Exempt employee reporting back for scheduled or unscheduled work outside their regular work hours should record a minimum of one hour on their time sheet. Time spent at work outside normal work hours for purposes of catching up on work shall be recorded as actual time spent. For non-scheduled work see Section 6.6 Call Back Time.

- b. Water Schedule. For employees in the Water Department, each week the department head or supervisor may schedule an employee to work on Saturday and Sunday. These weekend assignments are rotated among qualified employees in the Division.

The Director of Public Works or designee may assign personnel from the Water Division or other qualified employees to be available for responses on a standby basis for hours outside of the normal workday including weekends and holidays. Employees will be compensated at \$1.75 per hour when on standby. An employee assigned to standby shall respond to answering service within 15 minutes of the call and be able to report to the worksite within 30 minutes of

6.4 Compensatory Time

In lieu of overtime pay and with supervisory approval, non-exempt employees may earn compensatory time (comp time) to take at a later date. Compensatory time is earned at the rate of one and one-half hours for every hour worked above 40 hours. The Compensatory time may be accumulated up to 80 hours earned between December 1 and November 30 of the following year. Any compensatory time not taken by November 30 shall be paid to the employee that year and cannot be carried forward to a succeeding year. Employees shall request to accrue and use compensatory time which may be granted by the employee's supervisor based upon operational needs and applicable law. The City reserves its right to pay out compensatory time at any time during the year.

In recognition of work performed for exempt employees over and above the normally scheduled hours of work, the Finance/Personnel Committee may provide for such employees to receive administrative time. The Committee may provide a set number of hours for an employee or a position based upon the duties, workload or other factors decided by the Committee. The policy is reviewed annually and, if there are unusual conditions that occur during the year, then those factors may be considered. The maximum number of hours the Committee may grant to a position or employee is 40 hours per year. No payment shall be made for accrued but unused administrative time upon dismissal of employment for exempt employees. Administrative time must be used by December 31st each year. Unused administrative time does not carry forward.

6.5 Longevity Pay

Regular full-time employees receiving wages for hours actually worked or who are using approved leave such as vacations, holidays, sick leave, emergency leave, jury duty, FMLA or military leave, or who are on workers' compensation leave, shall receive additional compensation as Longevity Pay, beginning the first month after qualification of such Longevity Pay as follows:

1. After completion of five years of continuous service – \$20.00 per month.
2. After completion of ten years of continuous service – \$30.00 per month.
3. After completion of 15 years of continuous service – \$35.00 per month.
4. After completion of 20 years of continuous service – \$40.00 per month.

An employee must work for the City or receive accrued paid leave for no less than 80 hours during the calendar month to be eligible to receive Longevity Pay for that month.

The Longevity Pay program will be discontinued for employees hired after January 1, 2014, or for new employees not yet qualified as of January 1, 2014. As of January 1, 2014 those employees receiving longevity pay will be frozen at their current rate and will not continue to progress with years of service.

10. EXPENSES AND REIMBURSEMENTS

Last revised: 12/17/2013

10.1 Mileage/Travel Reimbursement

Employees must use a City vehicle, if available, for official City business-related travel unless otherwise directed by the employee's supervisor. Gasoline, repairs and other expenses attributable to business-related use of the City's vehicles are reimbursable and paid receipts must be submitted. Tolls, parking and garage charges are also reimbursable. Reimbursement for business-related use of an employee's personal vehicle shall be limited to the mileage reimbursement as permitted by the Internal Revenue Code as of January 1 each year. Reimbursement of travel and other necessary expenses incurred by employees for official City business must be authorized by the employee's supervisor and submitted to Accounts Payable, with copies of all bills and receipts.

10.2 Employee Travel

Employees may request payment or reimbursement for the following expenses when the employee, as part of his or her assigned responsibilities, is authorized to attend a conference, meeting, seminar or educational programs:

- a. Lodging. Hotel or motel reservations are expected to be made well in advance to ensure that lodging is secured at modest rates. Employees are expected to stay at mid-priced and economy hotels and motels unless a conference or seminar discount is available at the higher priced facilities. Receipts for lodging are required. Personal telephone calls, Internet access (unless needed for work purposes), movie rentals, and other similar charges will not be reimbursed. City employees are exempt from paying sales tax in Wisconsin on lodging. It is the employee's responsibility to present the tax-exempt certificate when required.

Reimbursement of lodging shall be limited to the maximum number of nights required to conduct the assigned City business. If a conference, for example, opens on Sunday evening and closes Thursday at noon, reimbursement for Sunday through Wednesday night is reimbursed. If the traveler chooses to arrive earlier or stay later, then the additional lodging and other expenses related to this decision are personal expenses and will not be reimbursed.

If a spouse or other family member travels on an official trip, then reimbursement shall be limited to the single rate for the room occupied. In the absence of accounting on the travel expense report, the City will determine the single room rate and deduct the difference between the rates on the bill for lodging submitted as a receipt.

- b. Transportation Expenses. An employee will be reimbursed mileage for authorized personal vehicle use to and from the event based upon the distance from the employee's normal work location to the event location or the employee's home to the event location, whichever is closer. Coach airfare will be reimbursed

if the cost of airfare is less than the mileage expenses as calculated pursuant to Section 10.1 Mileage Reimbursement.

- c. Employees are encouraged to use City credit cards to pre-pay expenses to the extent possible. Travel advances for general expenses are generally not permitted except in unusual circumstances and with prior approval from the Human Resources Director. All travel expenses shall be submitted within 30 days of the event.
- d. Lodging within 50 miles of employee's primary work location will not be eligible for reimbursement unless previously approved by the department head or City Administrator. Expenses associated with valet services or tips are not eligible for reimbursement, except tips for meals up to 20% of the meal expense.
- e. Toll-Free Number. The City offers a toll-free number for employees to call in the event they are out of town, to avoid long distance telephone charges. Employees may call 1-800-646-3550 to be directly connected with City Hall.
- f. All out-of-state conferences/travel must be pre-approved by the Finance/Personnel Committee.

10.3 Meal Expenses

Meal reimbursement rates for employees on City business are based on IRS per Diem rates.

The United States General Services Administration (GSA) website breaks down the IRS per diem reimbursement rate by city and state. When travel is within the state of Wisconsin, the approved "Madison" rate will be used, less incidentals.

<u>In-State Rate</u>	
Breakfast:	\$ 9
Lunch:	\$13
Dinner:	\$29

If traveling outside of Wisconsin, then please see appropriate rate for the area of travel.

The General Services Administration reimbursement (IRS) rates can be found at www.gsa.gov/perdiem or by contacting the Human Resources Department.

10.4 Tuition Reimbursement

The City recognizes that skills and knowledge are critical to the success of the organization. An educational incentive plan is available to regular full-time and part-time employees who wish to improve their professional and educational level.

The tuition reimbursement program may contribute to the cost of tuition (or certification) and may provide for incentive pay based on the number of credits achieved. It is

MEMO

CITY OF DE PERE

To: Members of Common Council
From: Shannon Metzler, Human Resources Director
Date: February 12, 2014
Re: Changes to the Policy Manual

The compensatory time policy was adopted in 1990. It applies to management exempt employees, whose attendance is required at meetings of the Council, committee meetings, etc., and/or who work hours in excess of a 40-hour workweek as required by their job responsibilities. It provides a set number of hours be granted to a position based upon the duties of the position. The policy is reviewed annually and, if there are unusual conditions that occur during the year that is also considered. The maximum number of hours granted to a position is 40 hours per year. There is no carryover nor is unused time paid out.

The administration of the policy requires an annual review of individual management supervisory timesheets; and a discretionary determination of the time to be allotted to each employee based upon the duties of the position. Please note, the term compensatory time is now referred in the policy manual as administrative time to differentiate hourly employee's compensatory time versus this time.

This policy comes for approval each year. If there are not any changes to the amount of leave time, I'd recommend not taking it forward each year. The amount of time will continue be evaluated each year. If changes are being recommended, we would then take the policy forward for approval.

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

Thank you.

Attachment

MemoCity of De Pere

To: Members of the Common Council
From: Shannon Metzler, Human Resources Director
RE: Changes to the Policy Manual
Date: February 7, 2014

As you may be aware, any requests for out-of-state training are approved in the department budget, and before the training takes place, a separate request is taken before the Finance/Personnel Committee for approval.

As we continue working to streamline processes and procedures, the City Administrator and I recommend eliminating the approval process again before the training takes place and the yearly summary being that you approve the dollar value in the budget already. If any out of state training is requested that is not specifically budgeted for, we would then take that request forward for approval prior to the training.

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

Thank you.

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

MEETING DATE: February 18, 2014

DEPARTMENT: Finance Department

FROM: Joe Zegers

SUBJECT: Resolution #14-15, Authorizing Agreement with MailCom Consulting LLC for Water Bill Mailing Services.

ATTACHMENTS:

- Reso14-15 (DOCX)
- Malicom Consulting LLC (PDF)

RESOLUTION #14-15

AUTHORIZING AGREEMENT WITH MAILCOM CONSULTING LLC
FOR WATER BILL MAILING SERVICES

WHEREAS, recent changes in state law concerning privacy of utility customer usage data has resulted in the water utility removing customer name information from quarterly post card billings; and

WHEREAS, the water utility is interested in outsourcing bill printing and mailing services to utilize envelopes with only customer name and address information on them; and

WHEREAS, MailCom Consulting LLC has proposed to do such printing and mailing for the water utility; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The proposal of MailCom Consulting LLC be approved, together with any Agreement therefore as determined necessary by the City Attorney and Finance Director.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of February, 2014.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana L. Defnet, Clerk-Treasurer

Ayes: _____
Nays: _____

MailCom Consulting LLC

(262) 542-7511
FAX (262) 408-5621

N27W23953 Paul Road, Suite 104
Pewaukee, WI 53072-6241
January 24, 2014

Karen Hornick
City of DePere
333 S Broadway St
De Pere WI 54115

Re: Proposal for Water Bill Mailing Services

Dear Karen,

It was a pleasure to talk with you yesterday regarding how we can help you with the outsourcing of your quarterly water bills. Below is a quick summary of the services we can provide and the cost. At the bottom is a list of references of clients we currently provide this same service. Please contact them to learn how they feel about our service.

Sincerely,



Kent Moore

Project Summary

Implementation:	Use record layout and test file to create test samples Provide proofs of envelope and bill stock Provide samples of bills for final approval
Materials Provided:	8 1/2 x 11 bill stock with perforation and backer printing #10 Window Envelope printed in black
Services Provided:	Create PDF of all bills for approval and archival purposes Laser print, fold and insert bills in #10 Window envelope Mail First Class Mail Insert multiple bills in 9 x 12 window envelope. Provide insert printing if needed on occasional basis
Cost:	\$250 One-Time Setup Cost \$0.55 per bill
References:	Jeff Tschudy, Wauwatosa, 414-479-8966 Katie Dern, Sheboygan Falls, 920-467-7906 Kristin Victory, Greendale, 414-423-2100 Debi Heisner, Mineral Point, 608-987-2361

City of De Pere, Wisconsin

**Request For Finance/Personnel Committee Action**

MEETING DATE: February 18, 2014

DEPARTMENT: Human Resources

FROM: Shannon Metzler

SUBJECT: Summary of Compensation Appeals

As part of the compensation study, all employees had the opportunity to file for an appeal if they felt their position was not appropriately classified. The consultant reviewed 31 positions. Of those, 16 positions were increased in pay, one position was decreased, and two appeals were put on hold due to an upcoming departmental reorganization.

Since the time the positions were studied, we had a retirement and changed the requirements for the position. We are now requiring our Maintenance Technician to be a certified Electrician. Therefore, the pay rate was increased accordingly. We also have determined we are going to hire our own Sanitarian and have determined the rate of pay for that position.

The City Council had asked that each year we provide the number of times we had to hire employees above step 1 of the new compensation scale. I will plan to do a report on that each year. Please let me know if there is any additional information you would like to see in that report. Thank you.

If you have any questions regarding this report please feel free to contact me at 339-4045.

Thank you.

HISTORY:

02/11/14

Finance/Personnel Committee

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

MEETING DATE: February 18, 2014
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Defnet
SUBJECT: Voucher Approval.

ATTACHMENTS:

- 2-18-14 VOUCHERS (PDF)

2/10/2014 1:47 PM

A / P CHECK REGISTER

PAGE: 1

PACKET: 04270 FEB 2014 COUNCIL - 2 2-18-14

VENDOR SET: 01

BANK : AP ASSOCIATED

			CHECK TYPE	CHECK DATE	DISCOUNT	CHECK AMOUNT	CHECK NO#	CHECK AMOUNT
6419	AA SECURITY AND MONITORING CO							
	I-3154	AA SECURITY AND MONITORING CO	R	2/18/2014		420.00CR	070598	420.00
1681	ADVANCE CONSTRUCTION INC							
	I-13-18 (2)	ADVANCE CONSTRUCTION INC	R	2/18/2014		32,601.88CR	070599	32,601.88
2982	ALL CITY COMMUNICATIONS							
	I-4699567-020114	ALL CITY COMMUNICATIONS	R	2/18/2014		282.40CR	070600	282.40
0007	AMBROSIUS SALES & SERVICE							
	I-78923	AMBROSIUS SALES & SERVICE	R	2/18/2014		12.36CR	070601	12.36
2878	ARING EQUIPMENT CO INC							
	I-308779	ARING EQUIPMENT CO INC	R	2/18/2014		1,166.72CR	070602	1,166.72
0020	BADGERLAND PRINTING INC							
	I-23040	BADGERLAND PRINTING INC	R	2/18/2014		44.00CR	070603	
	I-23101	BADGERLAND PRINTING INC	R	2/18/2014		361.00CR	070603	405.00
0023	BATTERIES PLUS LLC							
	I-501-235759-01	BATTERIES PLUS LLC	R	2/18/2014		118.42CR	070604	118.42
0027	BAY TOWEL INC							
	I-1755354	BAY TOWEL INC	R	2/18/2014		36.40CR	070605	
	I-1755355	BAY TOWEL INC	R	2/18/2014		57.92CR	070605	
	I-1757222	BAY TOWEL INC	R	2/18/2014		122.83CR	070605	
	I-1758567	BAY TOWEL INC	R	2/18/2014		50.42CR	070605	267.57
0032	BEST BUY BUSINESS ADVANTAGE ACCOUNT							
	I-1527094	BEST BUY BUSINESS ADVANTAGE AC	R	2/18/2014		6,312.25CR	070606	6,312.25
0038	BROADWAY AUTOMOTIVE INC							
	C-CM689482P	BROADWAY AUTOMOTIVE INC	R	2/18/2014		37.59	070607	
	I-390260P	BROADWAY AUTOMOTIVE INC	R	2/18/2014		72.17CR	070607	
	I-689482P	BROADWAY AUTOMOTIVE INC	R	2/18/2014		37.59CR	070607	
	I-698230	BROADWAY AUTOMOTIVE INC	R	2/18/2014		232.80CR	070607	304.97
0795	BROWN COUNTY FIRE CHIEFS ASSOC							
	I-201402103030	BROWN COUNTY FIRE CHIEFS ASSOC	R	2/18/2014		15.00CR	070608	15.00
0042	BROWN COUNTY HIGHWAY DEPARTMENT							
	I-201402103031	BROWN COUNTY HIGHWAY DEPARTMEN	R	2/18/2014		1,987.69CR	070609	
	I-201402103050	BROWN COUNTY HIGHWAY DEPARTMEN	R	2/18/2014		3,300.00CR	070609	5,287.69

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PACKET: 04270 FEB 2014 COUNCIL - 2 2-18-14

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
2944	BROWN COUNTY JAIL							
	I-201402103032	BROWN COUNTY JAIL	R	2/18/2014		240.00CR	070610	240.00
5855	BROWN COUNTY MABAS 112							
	I-201402103033	BROWN COUNTY MABAS 112	R	2/18/2014		100.00CR	070611	100.00
0046	BROWN COUNTY PORT SOLID WASTE DEPT							
	I-24060	BROWN COUNTY PORT SOLID WASTE	R	2/18/2014		14,444.22CR	070612	14,444.22
0044	BROWN COUNTY REGISTER OF DEEDS							
	I-201402103034	BROWN COUNTY REGISTER OF DEEDS	R	2/18/2014		93.00CR	070613	93.00
6724	CARAHSOFT TECHNOLOGY CORP							
	I-IN158663	CARAHSOFT TECHNOLOGY CORP	R	2/18/2014		950.00CR	070614	950.00
0115	CARQUEST AUTO PARTS LLC							
	I-6339-181016	CARQUEST AUTO PARTS LLC	R	2/18/2014		38.38CR	070615	
	I-6339-181141	CARQUEST AUTO PARTS LLC	R	2/18/2014		35.92CR	070615	74.30
1962	CASPERS TRUCK EQUIPMENT INC							
	I-71060	CASPERS TRUCK EQUIPMENT INC	R	2/18/2014		337.69CR	070616	337.69
0536	CDW GOVERNMENT INC							
	I-JD14536	CDW GOVERNMENT INC	R	2/18/2014		341.75CR	070617	
	I-JN27596	CDW GOVERNMENT INC	R	2/18/2014		336.48CR	070617	
	I-JN95496	CDW GOVERNMENT INC	R	2/18/2014		742.00CR	070617	1,420.23
2708	CLEANING SOLUTION SERVICES INC							
	I-05-8589	CLEANING SOLUTION SERVICES INC	R	2/18/2014		1,261.85CR	070618	
	I-05-8613	CLEANING SOLUTION SERVICES INC	R	2/18/2014		120.01CR	070618	
	I-05-8778	CLEANING SOLUTION SERVICES INC	R	2/18/2014		78.83CR	070618	
	I-05-8808	CLEANING SOLUTION SERVICES INC	R	2/18/2014		30.51CR	070618	
	I-05-8809	CLEANING SOLUTION SERVICES INC	R	2/18/2014		145.31CR	070618	1,636.51
5629	CONSOLIDATED UTILITY SERVICES INC							
	I-1213DEPER	CONSOLIDATED UTILITY SERVICES	R	2/18/2014		76.00CR	070619	76.00
0217	COUNTRY VISIONS COOPERATIVE							
	I-201402103035	COUNTRY VISIONS COOPERATIVE	R	2/18/2014		32.52CR	070620	
	I-201402103036	COUNTRY VISIONS COOPERATIVE	R	2/18/2014		14.80CR	070620	47.32
0069	DE PERE GREENHOUSE INC							
	I-11913	DE PERE GREENHOUSE INC	R	2/18/2014		50.00CR	070621	50.00

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PACKET: 04270 FEB 2014 COUNCIL - 2 2-18-14

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
5348	DECATUR ELECTRONICS INC							
	I-IN00008892	DECATUR ELECTRONICS INC	R	2/18/2014		3,189.55CR	070622	3,189.55
5634	EGOV STRATEGIES							
	I-20121524	EGOV STRATEGIES	R	2/18/2014		2,056.88CR	070623	2,056.88
0086	EMPLOYEE RESOURCE CENTER INC							
	I-114-080	EMPLOYEE RESOURCE CENTER INC	R	2/18/2014		337.50CR	070624	337.50
3452	ESRI INC							
	I-92770628	ESRI INC	R	2/18/2014		13,100.00CR	070625	13,100.00
0331	FERGUSON WATERWORKS #1476 INC							
	I-144647	FERGUSON WATERWORKS #1476 INC	R	2/18/2014		773.28CR	070626	
	I-144653	FERGUSON WATERWORKS #1476 INC	R	2/18/2014		140.45CR	070626	913.73
2627	FESTIVAL FOODS INC							
	I-201402103037	FESTIVAL FOODS INC	R	2/18/2014		71.83CR	070627	71.83
0200	FIRST SUPPLY GREEN BAY LLC							
	I-2314300-00	FIRST SUPPLY GREEN BAY LLC	R	2/18/2014		7.79CR	070628	7.79
0107	FOX VALLEY TECHNICAL COLLEGE							
	I-TPB0000208060	FOX VALLEY TECHNICAL COLLEGE	R	2/18/2014		269.00CR	070629	269.00
0562	GALL'S INC							
	I-1490405	GALL'S INC	R	2/18/2014		36.00CR	070630	
	I-1512807	GALL'S INC	R	2/18/2014		67.91CR	070630	
	I-1528653	GALL'S INC	R	2/18/2014		76.60CR	070630	180.51
1891	GANNETT WI MEDIA							
	I-7797509	GANNETT WI MEDIA	R	2/18/2014		1,085.44CR	070631	
	I-7797804	GANNETT WI MEDIA	R	2/18/2014		108.00CR	070631	1,193.44
0116	GRAINGER INC							
	I-9345579594	GRAINGER INC	R	2/18/2014		11.30CR	070632	
	I-9346055529	GRAINGER INC	R	2/18/2014		138.24CR	070632	
	I-9349563636	GRAINGER INC	R	2/18/2014		28.95CR	070632	
	I-9351328035	GRAINGER INC	R	2/18/2014		85.60CR	070632	
	I-9355362105	GRAINGER INC	R	2/18/2014		379.80CR	070632	
	I-9355362121	GRAINGER INC	R	2/18/2014		50.40CR	070632	694.29

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PACKET: 04270 FEB 2014 COUNCIL - 2 2-18-14

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
6099	GROSSKOPF, JAN							
	I-201402103038	GROSSKOPF, JAN	R	2/18/2014		163.02CR	070633	163.02
6896	HALLAM, JOHN							
	I-201402103039	HALLAM, JOHN	R	2/18/2014		11.95CR	070634	11.95
3521	HD SUPPLY WATERWORKS LTD							
	I-B889833	HD SUPPLY WATERWORKS LTD	R	2/18/2014		298.00CR	070635	298.00
3727	MARY JANE HERBER							
	I-201402103040	MARY JANE HERBER	R	2/18/2014		605.47CR	070636	605.47
1423	HUMAN KINETICS							
	I-35672463	HUMAN KINETICS	R	2/18/2014		259.90CR	070637	259.90
5484	HYDRO DESIGNS INC							
	I-31232-IN	HYDRO DESIGNS INC	R	2/18/2014		2,876.00CR	070638	2,876.00
1399	INDOFF INC							
	I-2401705	INDOFF INC	R	2/18/2014		29.27CR	070639	
	I-2401760	INDOFF INC	R	2/18/2014		275.14CR	070639	
	I-2401767	INDOFF INC	R	2/18/2014		116.44CR	070639	
	I-2403214	INDOFF INC	R	2/18/2014		143.99CR	070639	
	I-2404412	INDOFF INC	R	2/18/2014		139.75CR	070639	
	I-2405743	INDOFF INC	R	2/18/2014		21.62CR	070639	
	I-2407751	INDOFF INC	R	2/18/2014		229.00CR	070639	955.21
0141	JEFFERSON FIRE & SAFETY INC							
	I-203444	JEFFERSON FIRE & SAFETY INC	R	2/18/2014		2,729.56CR	070640	2,729.56
1276	JX ENTERPRISES INC							
	I-D-240180002	JX ENTERPRISES INC	R	2/18/2014		13.65CR	070641	
	I-D-240230050	JX ENTERPRISES INC	R	2/18/2014		1,023.93CR	070641	
	I-D-240240162	JX ENTERPRISES INC	R	2/18/2014		14.42CR	070641	
	I-D-240270011	JX ENTERPRISES INC	R	2/18/2014		137.53CR	070641	
	I-D-240270046	JX ENTERPRISES INC	R	2/18/2014		4.86CR	070641	
	I-D-240280084	JX ENTERPRISES INC	R	2/18/2014		38.80CR	070641	
	I-D-240300065	JX ENTERPRISES INC	R	2/18/2014		166.23CR	070641	
	I-D-240300068	JX ENTERPRISES INC	R	2/18/2014		196.09CR	070641	
	I-D-240300090	JX ENTERPRISES INC	R	2/18/2014		338.44CR	070641	
	I-D-240300128	JX ENTERPRISES INC	R	2/18/2014		22.10CR	070641	
	I-D-240310050	JX ENTERPRISES INC	R	2/18/2014		124.52CR	070641	2,080.57

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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
4994	KLEUSKENS, JOHN							
	I-201402103041	KLEUSKENS, JOHN	R	2/18/2014		13.00CR	070642	13.00
3140	KUNDINGER FLUID POWER INC							
	I-50270197	KUNDINGER FLUID POWER INC	R	2/18/2014		502.62CR	070643	502.62
0156	LAWSON PRODUCTS INC							
	I-9302196056	LAWSON PRODUCTS INC	R	2/18/2014		423.62CR	070644	423.62
0173	MENARDS INC							
	I-33232	MENARDS INC	R	2/18/2014		11.92CR	070645	
	I-34499	MENARDS INC	R	2/18/2014		77.47CR	070645	
	I-34965	MENARDS INC	R	2/18/2014		147.21CR	070645	
	I-35043	MENARDS INC	R	2/18/2014		17.98CR	070645	254.58
6560	MUELLER ELECTRIC							
	I-1406	MUELLER ELECTRIC	R	2/18/2014		205.00CR	070646	205.00
0531	NORTHEAST AUTO PARTS INC							
	I-285433	NORTHEAST AUTO PARTS INC	R	2/18/2014		32.98CR	070647	
	I-286746	NORTHEAST AUTO PARTS INC	R	2/18/2014		29.64CR	070647	
	I-286830	NORTHEAST AUTO PARTS INC	R	2/18/2014		347.86CR	070647	
	I-286832	NORTHEAST AUTO PARTS INC	R	2/18/2014		35.52CR	070647	
	I-286941	NORTHEAST AUTO PARTS INC	R	2/18/2014		13.95CR	070647	
	I-286982	NORTHEAST AUTO PARTS INC	R	2/18/2014		30.38CR	070647	
	I-286998	NORTHEAST AUTO PARTS INC	R	2/18/2014		60.76CR	070647	
	I-287099	NORTHEAST AUTO PARTS INC	R	2/18/2014		57.49CR	070647	608.58
5433	NORTHEAST WI TECH COLLEGE							
	I-SFT0000087658	NORTHEAST WI TECH COLLEGE	R	2/18/2014		173.16CR	070648	173.16
0187	NSIGHT TELS SERVICES							
	I-201402103042	NSIGHT TELS SERVICES	R	2/18/2014		69.40CR	070649	69.40
0194	OLSON TRAILER & BODY LLC							
	I-C09927	OLSON TRAILER & BODY LLC	R	2/18/2014		230.03CR	070650	230.03
3703	ORIENTAL TRADING CO INC							
	I-661658769-01	ORIENTAL TRADING CO INC	R	2/18/2014		159.74CR	070651	159.74
0197	PACKER CITY INTERNATIONAL INC							
	I-1-240220098	PACKER CITY INTERNATIONAL INC	R	2/18/2014		113.86CR	070652	
	I-1-240300029	PACKER CITY INTERNATIONAL INC	R	2/18/2014		477.55CR	070652	
	I-1-240300030	PACKER CITY INTERNATIONAL INC	R	2/18/2014		42.95CR	070652	
	I-1-240310125	PACKER CITY INTERNATIONAL INC	R	2/18/2014		1,759.11CR	070652	
	I-1-240340059	PACKER CITY INTERNATIONAL INC	R	2/18/2014		6.43CR	070652	
	I-1-240340098	PACKER CITY INTERNATIONAL INC	R	2/18/2014		23.91CR	070652	
	I-1-240350083	PACKER CITY INTERNATIONAL INC	R	2/18/2014		170.60CR	070652	2,594.41

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PACKET: 04270 FEB 2014 COUNCIL - 2 2-18-14

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
6126	PM SUPPLY - WRIGHT INDUSTRIAL							
	I-43013	PM SUPPLY - WRIGHT INDUSTRIAL	R	2/18/2014		49.38CR	070653	
	I-43024	PM SUPPLY - WRIGHT INDUSTRIAL	R	2/18/2014		55.30CR	070653	104.68
0208	POMP'S TIRE SERVICE INC							
	I-1010015685	POMP'S TIRE SERVICE INC	R	2/18/2014		1,459.04CR	070654	
	I-90013187	POMP'S TIRE SERVICE INC	R	2/18/2014		463.60CR	070654	1,922.64
1246	PREVEA WORKMED INC							
	I-88288	PREVEA WORKMED INC	R	2/18/2014		403.50CR	070655	
	I-88534	PREVEA WORKMED INC	R	2/18/2014		172.00CR	070655	575.50
5973	RAE-COR DISTRIBUTING INC							
	I-51211	RAE-COR DISTRIBUTING INC	R	2/18/2014		554.12CR	070656	554.12
4776	RENIER, LISA							
	I-201402103043	RENIER, LISA	R	2/18/2014		12.60CR	070657	12.60
0158	ROBERT E LEE & ASSOCIATES INC							
	I-67378	ROBERT E LEE & ASSOCIATES INC	R	2/18/2014		945.00CR	070658	945.00
3268	SEILER INSTRUMENT & MFG CO INC							
	I-INV-304338	SEILER INSTRUMENT & MFG CO INC	R	2/18/2014		256.95CR	070659	
	I-INV-304665	SEILER INSTRUMENT & MFG CO INC	R	2/18/2014		92.45CR	070659	349.40
0406	SIMPLEXGRINNELL INC							
	I-69749409	SIMPLEXGRINNELL INC	R	2/18/2014		446.00CR	070660	446.00
1	SMITS, KATE							
	I-201402103044	REFUND RESERVATION	R	2/18/2014		40.00CR	070661	40.00
0252	SOUTHSIDE TIRE CO INC							
	I-3031715	SOUTHSIDE TIRE CO INC	R	2/18/2014		62.98CR	070662	62.98
4094	STATE BAR OF WISCONSIN							
	I-497840	STATE BAR OF WISCONSIN	R	2/18/2014		72.35CR	070663	72.35
0255	STELLPLUG LAW SC							
	I-406-01M (215)	STELLPLUG LAW SC	R	2/18/2014		1,456.66CR	070664	1,456.66
0258	SUPERIOR CHEMICAL CORP							
	I-49867	SUPERIOR CHEMICAL CORP	R	2/18/2014		403.03CR	070665	403.03

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PACKET: 04270 FEB 2014 COUNCIL - 2 2-18-14

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
6897	CRAIG THIEM							
	I-201402103045	CRAIG THIEM	R	2/18/2014		13.00CR	070666	13.00
0268	TRUCK EQUIPMENT INC							
	I-10114	TRUCK EQUIPMENT INC	R	2/18/2014		37.68CR	070667	37.68
6900	TURRIFF PLUMBING INC.							
	I-7229	TURRIFF PLUMBING INC.	R	2/18/2014		1,445.00CR	070668	1,445.00
0272	UNIFORM SHOPPE INC							
	I-228110	UNIFORM SHOPPE INC	R	2/18/2014		29.90CR	070669	
	I-228171	UNIFORM SHOPPE INC	R	2/18/2014		195.80CR	070669	
	I-228291	UNIFORM SHOPPE INC	R	2/18/2014		165.40CR	070669	
	I-228499	UNIFORM SHOPPE INC	R	2/18/2014		119.90CR	070669	
	I-228513	UNIFORM SHOPPE INC	R	2/18/2014		218.85CR	070669	
	I-228514	UNIFORM SHOPPE INC	R	2/18/2014		112.75CR	070669	
	I-228627	UNIFORM SHOPPE INC	R	2/18/2014		151.40CR	070669	
	I-228660	UNIFORM SHOPPE INC	R	2/18/2014		80.90CR	070669	
	I-228710	UNIFORM SHOPPE INC	R	2/18/2014		188.80CR	070669	
	I-228728	UNIFORM SHOPPE INC	R	2/18/2014		124.50CR	070669	1,388.20
6898	UW GREEN BAY							
	I-201402103046	UW GREEN BAY	R	2/18/2014		308.73CR	070670	
	I-201402103047	UW GREEN BAY	R	2/18/2014		154.37CR	070670	463.10
6899	VANDEN BUSH, KEVIN							
	I-201402103048	VANDEN BUSH, KEVIN	R	2/18/2014		12.45CR	070671	12.45
5596	WCM C/O DEB BRUNETT, TREASURER							
	I-201402103049	WCM C/O DEB BRUNETT, TREASURE	R	2/18/2014		270.00CR	070672	270.00
0287	WI DEPT OF ADMINISTRATION							
	I-64991	WI DEPT OF ADMINISTRATION	R	2/18/2014		135.00CR	070673	135.00
0291	WI DEPT OF JUSTICE TIME MADISON							
	I-201402103051	WI DEPT OF JUSTICE TIME MADI	R	2/18/2014		329.00CR	070674	329.00
2402	WINTER EQUIPMENT COMPANY INC							
	I-IV21027	WINTER EQUIPMENT COMPANY INC	R	2/18/2014		392.62CR	070675	392.62

* * T O T A L S * *

	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	78	0.00	115,322.88	115,322.88
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: 78 0.00 115,322.88 115,322.88

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PACKET: 04270 FEB 2014 COUNCIL - 2 2-18-14

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
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** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT
100	2/2014	56,506.82CR
201	2/2014	4,719.06CR
208	2/2014	76.00CR
209	2/2014	270.00CR
210	2/2014	945.00CR
405	2/2014	32,601.88CR
455	2/2014	60.00CR
601	2/2014	12,684.36CR
650	2/2014	7,459.76CR
=====		
ALL		115,322.88CR

Attachment: 2-18-14 VOUCHERS (1842 : Voucher Approval.)

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

MEETING DATE: February 18, 2014
DEPARTMENT: City Clerk-Treasurer
FROM: Vicki Scray
SUBJECT: Operator License Applications.

ATTACHMENTS:

- 02-18-14 (PDF)

CITY OF DE PERE -FEBRUARY 18, 2014					
ITEM	NAME	ADDRESS	CITY	ST	54115
Previously Tabled Operator License Applications					
1	KENNEDY, DERIK R.	843 ASH ST., APT. A	DE PERE	WI	54115
2	MANN, BRADLEE J.	210 FERNARDO DR.	DE PERE	WI	54115
3	THIERS, JENNICA D.	474 N. GOOD HOPE RD.	DE PERE	WI	54115
Operator License Applications for the 2012-2014 Licensing Period					
1	CORRIGAN, NICOLE L.	733 OAK ST.	DE PERE	WI	54115
2	HOGAN, ANDREW K.	1482 REDSTONE TRL., UNIT 1	GREEN BAY	WI	54313
3	KIEWEG, CHELSEA D.	4143 PENSATUCKEE BAY SHORE RD.	OCONTO	WI	54153
4	KASTER, NICHOLAS C.	408 N. ST. BERNARD DR.	DE PERE	WI	54115
5	LINSEN, ANDREA M.	1982 GEMINI ST., APT. 5	GREEN BAY	WI	54311
6	MALONEY, SHANDA M.	1991 SWAN RD., #912	DE PERE	WI	54115
7	SANDOVAL, CHRISTIAN A.	500 MAIN AVE., APT. 203	DE PERE	WI	54115
8	TRUTTMANN, BRENT R.	N5260 CTY RD. E	DE PERE	WI	54115

Attachment: 02-18-14 (1863 : Operator License Applications.)

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

MEETING DATE: February 18, 2014

DEPARTMENT: Planning

FROM: Ken Pabich

SUBJECT: Consideration of Amendments to Sale and Purchase Agreement
Between the City and Cleo Klubertanz.
