Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, February 13, 2024 | **7:30 PM** | **Council Chambers and Virtual**

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Finance/Personnel Committee** of the City of De Pere will be held on **February 13, 2024** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

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

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

OR

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

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

Call to Order

1. Roll Call
2. Approval of minutes from January 9, 2024 Regular Meeting of the Finance Personnel Committee
3. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance and Personnel Committee. §6-3(f) DPMC
4. Fire Department Overtime and LifeQuest Services Billing Reports for January, 2024.
5. Consideration and Possible Action on the January 2024 Police Overtime Report.
6. Consideration and Possible Action on a 2024 Budget Amendment to add Police Leases.*
7. Consideration and Possible Action on a revised purchase/sale and development agreement terms with FBS Investment Group LLC for an expanded manufacturing facility at 2257 American Blvd (WD-1371).*
8. Consideration and Possible Action on a revised purchase/sale and development agreement terms with GMS, INC for approximately 42,000 square foot (0.96 acre) portion of Parcel WD-1138 for an expansion to Badgerland Supply located adjacent at 1414 BUILDERS CT.*
9. Consideration and Possible Action on sale and development agreement terms with Smet Construction Services Corp for Parcel WD-D0076 on Venture AV in the West Business Park.*

10. Consideration and Possible Action on a revised development agreement with MASK LLC and FLEX LLC (Belmark) for an expanded manufacturing facility located at 600 Heritage Rd (ED-F0096).*
11. Consideration and Possible Action on Resolution for De Pere Common Council Authorization or Delegation of Payment of Vouchers or Invoices. *
12. Consideration and Possible Action on a request from Definitely De Pere to waive Invoice #202307 related to the Tour De Pere special event for $1,881.00.*
13. Consideration and Possible Action on the City of De Pere Investments and Cash Detail Report for Dec. 2023.
14. Future agenda items.
15. Adjournment

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

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

Agenda Sent To:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 13, 2024**
DEPARTMENT:	**City Attorney**
FROM:	**Amy Darnick**
SUBJECT:	**Approval of minutes from January 9, 2024 Regular Meeting of the Finance Personnel Committee**

ATTACHMENTS:

- January 9, 2024- DRAFT (PDF)

Finance/Personnel Committee

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

Regular Meeting

Draft Minutes

Tuesday, January 9, 2024 **7:30 PM** **GoToMeeting**

1. Call to Order

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

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

Also present is City Administrator Lawrence Delo, City Attorney Anthony Wachewicz, Fire Chief Al Matzke, Finance Director/Treasurer Pamela Manley, Police Chief Jeremy Muraski, Joe Nicks.

2. Approval of minutes from December 12, 2023 Regular Meeting of the Finance Personnel Committee.

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

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

None

4. Fire Department Overtime and LifeQuest Services Billing Reports for December, 2023.

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

5. Consideration and Possible Action on the December 2023 Police Overtime Report.

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

6. Consideration and Possible Action on Repeal and Recreation of DPMC Chapter 146 regarding Noise Ordinance Revisions and Updates. *

Attorney Anthony Wachewicz was present to speak. We were able to work on the updates that were discussed and suggested, which is why it was referred back to staff last April. Staff were then able to work on this ordinance update and make sure the zoning classifications will sync with our new zoning code ordinance.

Now we bring this back to the committee and Council to review the changes that we have made. One will be to address the syncing of the zoning classifications. We met with staff from Development Services, Police Department, Health Department and Law Department and discussed some of the issues we are encountering in respect to this ordinance. All the departments hear about the enforcement challenge having to do with this ordinance; whether it is the cause of the noise, what is generating it, where is it coming from, what level is it, what time of day/night and what enforcement tools we have.

This most recent draft of the noise ordinance has previous revisions and changes that occurred in 2015, 2017, as well as some issues brought up in 2019. This draft includes new tables, as well as language changes to reflect the zoning district classifications.

The second part to items that were discussed was deleting section 146-6, which is the general public health ordinance. Also deleting 146-11 & 146-12, one is the human behavior/noise made by humans and 146-12 is the quiet zones. This comes down to an enforcement issue. The new tables and decibel levels that have been established by the consultant's report and have been incorporated now creates a more objective standard that comes down to training and enforcement. Avant did state that part of the intent in revising the ordinance was to simplify the ordinance for enforcement purposes.

We were bringing this back to get moving again and to receive committee input. Staff had discussion on the common wall issue, which is another enforcement related issue. A lot of the issues come up with existing properties. We can address this issue with building code for new properties going forward. New tables and sections talk about noise levels within a property.

Mayor Boyd asked for the Alderpersons input and if they had any questions. Alderperson Quigley was very appreciative of all of the work that has gone into the noise ordinance and thanked the City staff for their time. Alderperson Quigley is interested in possibly getting a demonstration of the decibel that is being suggested for the sound recommendations. Attorney Wachewicz thinks that is feasible for the Alderpersons to get a demonstration. One thing the staff talked about was the need for more training and staff becoming familiar with the decibel meters and using them properly.

Mayor Boyd asked about our current equipment and if we will be getting any new equipment for decibel testing. Attorney Wachewicz responded that we do have our own decibel meter and he believes we would be able to possibly use the State of Wisconsin's equipment as well.

Mayor Boyd made a motion to open the meeting for public discussion. Seconded by Alderperson Kundinger. Joe Nicks was present and wanted to talk about the noise ordinance. He stated this ordinance started a couple of years ago and was apparent that there were complaints over those years and the perception from some people that the ordinance needed some improvements to deal with those complaints. He thinks that noise is continuing to be a problem in De Pere and requires some strengthening of the noise ordinance. He thought Avant did a good job and made some good recommendations. He thinks if we go ahead with how this is drafted, we will continue to have noise complaints in De Pere and he thinks it will be difficult to enforce.

Mayor Boyd thanks Joe Nicks for speaking at the meeting. Mayor Boyd states that he has had zero complaints regarding noise levels, besides the one from Mr. Nicks, so it is hard for him to judge what is good or bad for noise levels. He does state that is hard to identify and enforce, and is hoping this will help us gain more tools in being able to enforce the levels.

Alderperson Quigley hopes with the new ordinance that this will be able to be enforceable, unlike the ordinance back in the 1970's. He wants to make sure we have a balanced interest of business and residents. There is a substantial growth in De Pere since 1974, which can also lead to more noise in our area.

Alderpson Kundinger stated that she likes the benchmarks and updating the standards for 2024. She also has not had any other complaints brought to her in her area.

City Administrator Larry Delo stated that a lot of community members in recent years that have complained about noise, have complained about a humming noise they state they hear coming from a business park. Often they aren't able to identify specifics though. There have also been complaints about noises downtown and some businesses complaining about other businesses noises. He thinks there have been less than a dozen of these complaints.

Recommended to move to Common Council.

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

7. Consideration and Possible Action of Various Changes to the City Issued Credit Cards.*

Pamela Manley, Finance Director/Treasurer was present and gave the committee a list of the changes that we are looking to make. We are trying to use our credit cards more to make it easier for staff to purchase things when needed. We are mainly just looking to increase a few limits and add a couple of credit cards.

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

8. Consideration and Possible Action to Approve Forte for Merchant Services Using the Service Fee Model.*

Finance Director/Treasurer, Pamela Manley was present to talk about this. This stemmed from an increase of credit card fees. We looked into options for charging the fees back to the customers. We checked with our current vendor and their fee was a lot higher than what we wanted to pass along. We looked at Forte, who we use for our Seamless docs and our new Recreation software to see what their fees were. We are trying to condense the number of merchant services we are using. Director Manley recommends we use Forte for the other ones we have located at City Hall, Police Department, Health Department, MSC and the Community Center. The fee that we passed along to the

customer is 2.8% with a minimum of $2. We should be able to save the City a lot of money in fees.

Alderperson Quigley commented that it is unfortunate that we do have to assess a fee but made mention that in our regular lives that we are getting charged a credit card fee for using cards in quite a few places. He did acknowledge that it is good we are assessing the fee to the user and not the whole community population.

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

9. Consideration and Possible Action on the City of De Pere Investments and Cash Detail Report for November 2023.

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

10. Future agenda items.

Alderperson Quigley would like to discuss virtual meetings in the future. We will move this to a future Finance committee meeting.

11. Adjournment

There was a motion to adjourn by Mayor Boyd, seconded by Alderperson Quigley. 8:14pm adjournment.

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

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

Agenda Sent To:
Alderpersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Ronald Manning
Joe Nicks

Respectfully submitted,
Amy Darnick

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 13, 2024**
DEPARTMENT:	**Fire Department**
FROM:	**Lea Taylor**
SUBJECT:	**Fire Department Overtime and LifeQuest Services Billing Reports for January, 2024.**

ATTACHMENTS:

- Fire Department Overtime Report (PDF)

DE PERE FIRE RESCUE

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2022

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	69.00	40.50	53.00	22.50	51.00	37.75	15.00	39.00	33.00	15.00	27.00	12.00	414.75
EMS TRAINING	74.25	247.00	115.75	99.00	28.50	42.25	58.50	111.50	143.25	135.00	68.75	157.50	1,281.25
FIRE TRAINING	13.50	49.50	21.00	5.25	3.00	1.50	0.00	8.25	11.25	7.50	13.50	22.50	156.75
RESCUE CALLS	19.50	21.25	20.00	10.00	7.75	13.25	7.00	25.50	11.25	9.25	14.25	9.25	168.25
FIRE CALLS	8.75	6.25	9.50	1.75	0.00	0.00	0.75	1.75	0.00	0.00	0.00	5.50	34.25
MEETINGS	10.75	3.00	36.75	5.75	6.00	1.50	0.00	0.00	3.00	0.00	3.50	4.50	74.75
STAFFING REP.	39.75	509.25	220.50	234.75	216.25	375.75	447.00	716.25	124.50	56.25	411.00	294.00	3,645.25
MAINTENANCE	3.00	0.00	0.75	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	2.25	9.00
PUB. ED.	0.00	0.00	0.00	0.00	0.00	11.75	3.00	0.00	3.50	19.50	12.00	0.00	49.75
SPECIAL EVENTS	0.00	3.00	14.25	0.00	15.00	48.75	0.00	42.75	5.25	27.00	4.50	0.00	160.50
# FIRE RUNS	36	18	24	27	30	36	40	44	28	65	31	21	400
# EMS RUNS	216	189	226	209	228	209	220	241	225	196	232	277	2,668
DISPATCH ERRORS	5	2	6	3	2	6	3	4	2	8	5	7	53
TOTAL HRS.	238.50	879.75	491.50	379.00	330.50	532.50	531.25	945.00	335.00	269.50	554.50	507.50	5,994.50

Special Events included in Overtime
Total Overtime Budget $115,000, Expenditures through January 2, 2024, $125,055, 109%

*Period: 12/24/22-01/20/23
**Period: 01/21/23-03/03/23
***Period: 03/04/23-03/31/23
+Period: 04/01/23-04/28/23
++Period: 04/29/23-05/26/23
+++Period: 05/27/23-6/23/23
^Period: 06/24/23-07/21/23
^^Period: 07/22/23-09/01/23
^^^Period: 09/02/23-09/29/23
#Period: 09/30/23-10/27/23
##Period: 10/28/23-11/24/23
###Period: 11/25/23-12/22/23

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2023

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	53.50												53.50
EMS TRAINING	235.00												235.00
FIRE TRAINING	15.00												15.00
RESCUE CALLS	27.75												27.75
FIRE CALLS	28.50												28.50
MEETINGS	3.00												3.00
STAFFING REP.	399.00												399.00
MAINTENANCE	0.00												0.00
PUB. ED.	0.00												0.00
SPECIAL EVENTS	0.00												0.00
# FIRE RUNS	31												31
# EMS RUNS	223												223
DISPATCH ERRORS	7												7
TOTAL HRS.	761.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	761.75

Special Events included in Overtime
Total Overtime Budget $115,000, Expenditures through February 2, 2024, $5,276, 5%

*Period: 12/23/23-02/02/24
**Period:
***Period:
+Period:
++Period:
+++Period:
^Period:
^^Period:
^^^Period:
#Period:
##Period:
###Period:

DE PERE FIRE RESCUE

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2022

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	66.75	29.75	15.00	36.00	24.00	20.50	46.75	18.00	12.00	6.00	30.00	9.00	313.75
EMS TRAINING	162.75	193.00	146.50	120.25	52.25	5.25	5.25	67.75	189.50	299.25	54.00	139.50	1,435.25
FIRE TRAINING	50.00	7.75	59.25	70.00	78.75	47.25	13.50	8.50	42.75	19.50	35.75	12.00	445.00
RESCUE CALLS	11.25	12.75	18.25	14.00	1.25	9.00	5.25	9.75	6.75	4.00	21.00	6.00	119.25
FIRE CALLS	0.00	2.00	4.50	0.00	17.50	0.00	9.00	0.00	3.75	2.25	0.00	0.75	39.75
MEETINGS	5.00	21.50	15.75	3.00	29.00	6.75	8.50	58.25	24.00	6.75	0.00	24.00	202.50
STAFFING REP.	232.50	139.75	387.50	180.00	89.75	336.00	1,032.75	589.75	404.25	566.25	400.25	127.50	4,486.25
MAINTENANCE	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50
PUB. ED.	0.00	5.50	0.00	0.00	0.00	27.25	0.00	0.00	45.00	5.50	6.00	0.00	89.25
SPECIAL EVENTS	11.00	17.00	10.25	24.50	14.25	41.25	6.00	51.00	9.75	12.00	0.00	11.00	208.00
# FIRE RUNS	35	31	35	22	38	32	43	25	31	31	34	31	388
# EMS RUNS	252	199	252	205	241	234	233	213	223	214	232	219	2,717
DISPATCH ERRORS	3	1	1	1	4	2	2	2	4	3	2	5	30
TOTAL HRS.	539.25	429.00	657.50	447.75	306.75	493.25	1,127.00	803.00	737.75	921.50	547.00	329.75	7,339.50

Special Events included in Overtime
Total Overtime Budget $110,000, Expenditures through January 3, 2023, $172,643

*Period: 12/24/21-01/21/22
**Period: 01/22/22-02/18/22
***Period: 02/18/22-04/01/22
+Period: 04/02/22-04/29/22
++Period: 04/30/22-05/27/22
+++Period: 05/28/22-06/24/22
^Period: 06/25/22-07/22/22
^^Period: 07/23/22-09/02/22
^^^Period: 09/03/22-09/30/22
#Period: 10/01/22-10/28/22
##Period: 10/29/22-11/25/22
###Period: 11/26/22-12/23/22

OVERTIME BREAKDOWN BY REASON FOR THE YEAR 2023

REASON	Jan.*	Feb.**	Mar. ***	Apr.+	May++	June+++	July^	Aug.^^	Sept.^^^	Oct.#	Nov.##	Dec.###	TOTAL
DUTY CREW	69.00	40.50	53.00	22.50	51.00	37.75	15.00	39.00	33.00	15.00	27.00	12.00	414.75
EMS TRAINING	74.25	247.00	115.75	99.00	28.50	42.25	58.50	111.50	143.25	135.00	68.75	157.50	1,281.25
FIRE TRAINING	13.50	49.50	21.00	5.25	3.00	1.50	0.00	8.25	11.25	7.50	13.50	22.50	156.75
RESCUE CALLS	19.50	21.25	20.00	10.00	7.75	13.25	7.00	25.50	11.25	9.25	14.25	9.25	168.25
FIRE CALLS	8.75	6.25	9.50	1.75	0.00	0.00	0.75	1.75	0.00	0.00	0.00	5.50	34.25
MEETINGS	10.75	3.00	36.75	5.75	6.00	1.50	0.00	0.00	3.00	0.00	3.50	4.50	74.75
STAFFING REP.	39.75	509.25	220.50	234.75	216.25	375.75	447.00	716.25	124.50	56.25	411.00	294.00	3,645.25
MAINTENANCE	3.00	0.00	0.75	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	2.25	9.00
PUB. ED.	0.00	0.00	0.00	0.00	0.00	11.75	3.00	0.00	3.50	19.50	12.00	0.00	49.75
SPECIAL EVENTS	0.00	3.00	14.25	0.00	15.00	48.75	0.00	42.75	5.25	27.00	4.50	0.00	160.50
# FIRE RUNS	36	18	24	27	30	36	40	44	28	65	31	21	400
# EMS RUNS	216	189	226	209	228	209	220	241	225	196	232	277	2,668
DISPATCH ERRORS	5	2	6	3	2	6	3	4	2	8	5	7	53
TOTAL HRS.	238.50	879.75	491.50	379.00	330.50	532.50	531.25	945.00	335.00	269.50	554.50	507.50	5,994.50

Special Events included in Overtime
Total Overtime Budget $115,000, Expenditures through January 2, 2024, $125,055, 109%

*Period: 12/24/22-01/20/23
**Period: 01/21/23-03/03/23
***Period: 03/04/23-03/31/23
+Period: 04/01/23-04/28/23
++Period: 04/29/23-05/26/23
+++Period: 05/27/23-6/23/23
^Period: 06/24/23-07/21/23
^^Period: 07/22/23-09/01/23
^^^Period: 09/02/23-09/29/23
#Period: 09/30/23-10/27/23
##Period: 10/28/23-11/24/23
###Period: 11/25/23-12/22/23

DE PERE FIRE RESCUE
OVERTIME CAUSED BY SICK LEAVE
JANUARY, 2024

DATE	HOURS OF SICK LEAVE	OVERTIME PAID
12/25/23	24	36
12/29/23	24	36
12/31/23	24	36
01/20/24	24	36
01/22/24	5	7.5
01/27/24	24	36
TOTAL	**125**	**187.5**

*Overtime generated when staffing levels fall below minimum as a result of sick leave.

Pay Periods: 12/23/23-02/02/24

DE PERE FIRE RESCUE
STRUCTURAL FIRE "STILL" ALARMS FOR JANUARY, 2024

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
1/4/2024	845 Prosper Street	Sprinkler activation, no fire, unintentional	E111	Investigate	N/A
1/4/2024	930 Main Avenue	Overheated motor	C102, BC111, E111, E121	Investigate	Ashwaubenon, Cty Rescue, Hobart & Lawrence
1/5/2024	592 Suburban Drive	Possible structure fire	BC111, E111, E121, L111	Dispatched & canceled en route	Dispatched & canceled en route
1/7/2024	1007 Coral Street	Building fire	BC111, E111, E121, L111, A112	Extinguishment by fire service personnel, salvage & overhaul, BLS	Ashwaubenon, Cty Rescue, GB, Lawrence & Ledgeview
1/11/2024	1043 Marvelle Lane (Village of Ashwaubenon)	Smoke scare, odor of smoke	BC111, L111	Standby	N/A
1/11/2024	151 Marsh Street	Smoke detector activation, no fire, unintentional	A121, E121	Investigate	N/A
1/11/2024	151 Marsh Street	Smoke detector activation, no fire, unintentional	A121, E121	Investigate	N/A
1/11/2024	525 N. 10th Street	Smoke detector activation, no fire, unintentional	E121	Investigate, fire out on arrival	N/A
1/13/2024	1625 Ridgeway Drive	Carbon monoxide detector activation, no CO	E111	Investigate	N/A
1/13/2024	281 East River Drive (Town of Ledgeview)	Cooking fire, confined to container	BC111, L111	Standby	N/A
1/15/2024	2920 Ramada Way (Village of Ashwaubenon)	Heat from short circuit wiring/defective worn	BC111, L111	Investigate	N/A
1/15/2024	430 Grant Street	Smoke detector activation, no fire, unintentional	BC111, E111, E121	Investigate	N/A
1/16/2024	2020 Terry Lane	Carbon monoxide detector activation, due to malfunction	E121	Investigate	N/A
1/16/2024	2449 Lawrence Drive	Carbon monoxide detector activation, no CO	E111	Investigate	N/A

Date	Incident Location	Reported Situation	Units Dispatched	Disposition	Mutual Aid Received
1/16/2024	2122 S. Broadway Street	Alarm system sounded, due to malfunction	E111	Investigate	N/A
1/16/2024	151 Marsh Street	Smoke detector activation, no fire, unintentional	E121	Investigate	N/A
1/17/2024	2121 American Blvd.	Sprinkler activation, no fire, unintentional	BC111, E121	Investigate	N/A
1/17/2024	525 N. 10th Street	Alarm system sounded, due to malfunction	E121	Restore fire alarm system	N/A
1/18/2024	830 Libal Street	Smoke detector activation, due to malfunction	E111	Investigate	N/A
1/18/2024	200 S. Ninth Street	Smoke detector activation, due to malfunction	E121	Investigate	N/A
1/18/2024	1365 Mesa Drive (Village of Ashwaubenon)	Tree on fire near building	BC111, L111	Dispatched & canceled en route	N/A
1/19/2024	337 Main Avenue	Carbon monoxide incident	E121	Refer to proper authority	N/A
1/19/2024	NB I-41/Main Avenue (Town of Lawrence)	Motor vehicle accident with injuries	BC111, A111, A121, E111	Extricate, ALS	N/A
1/19/2024	1810 N. Sunkist Circle	Smoke detector activation, due to malfunction	E111	Investigate	N/A
1/19/2024	2384 Hopf Lane	Carbon monoxide detector activation, due to malfunction	E121	Shut down system, ventilate	N/A
1/19/2024	218 N. 8th Street	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A
1/21/2024	2021 Swanstone Circle (Town of Ledgeview)	Cooking fire, confined to container	L111	Investigate, fire out on arrival	N/A
1/23/2024	SB I-41 & Main Avenue	Passenger vehicle fire	BC111, E111	Extinguishment by fire service personnel	N/A
1/23/2024	436 College Avenue	Smoke or odor removal	BC111, E121	Ventilate	N/A
1/27/2024	1700 Chicago Street	Alarm system activation, no fire, unintentional	BC111, E111	Investigate	N/A
1/28/2024	100 Marsh Street	Smoke scare, odor of smoke	BC111, E111	Investigate	N/A
1/29/2024	935 S. Broadway Street	Carbon monoxide detector activation, due to malfunction	E111	Investigate	N/A

LIFEQUEST MEDICAL BILLING - 2024
MONTHLY REPORT

	JAN.	FEB.	MARCH	APRIL	MAY	JUNE
CHARGES	396,835					
PAYMENTS	74,030					
CREDIT ADJUSTMENTS	74,140					

	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
CHARGES						
PAYMENTS						
CREDIT ADJUSTMENTS						

Payments to LifeQuest	
January	5,801
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
Total Paid	

**See attached details

City Of De Pere

Income and Expenditures

January 2024

All Phases

Charges		Billing	Collection	Total
Billing Charges / Collection Placements		$354,223.00	$42,611.81	$396,834.81
Other	+	$0.00	$0.00	$0.00
Subtotal of Charges		**$354,223.00**	**$42,611.81**	**$396,834.81**
Account Transfers		**$32,577.27**	**$10,034.54**	**$42,611.81**
Credit Summary				
Total Credits		**$129,560.55**	**$26,522.63**	**$156,083.18**
Less Adjustments	-	$72,619.80	$1,520.02	$74,139.82
Less Delinquent Closed Accounts Reconciliation	-	$0.00	$10,279.35	$10,279.35
Less Overpayments	-	$(2,065.61)	$(300.00)	$(2,365.61)
Gross Payments Received		**$59,006.36**	**$15,023.26**	**$74,029.62**
Plus Overpayment Returns	+	$(50.00)	$(300.00)	$(350.00)
Net Payments Received		**$58,956.36**	**$14,723.26**	**$73,679.62**
Less Payments Kept By Service	-	$0.00	$0.00	$0.00
Total Deposits Reconciliation		**$58,956.36**	**$14,723.26**	**$73,679.62**
Summary of Disbursement				
Total Deposits & Payments Kept By		$58,956.36	$14,723.26	$73,679.62
Plus Overpayment Refunds	+	$(2,015.61)	$0.00	$(2,015.61)
Gross Revenue		**$56,940.75**	**$14,723.26**	**$71,664.01**
LifeQuest Fee		$2,562.33	$3,239.12	$5,801.45
Plus Probate Fees	+	$0.00	$0.00	$0.00
Other / Fees		-	-	$0.00
Total Due LifeQuest **Check #** **EFT**		**$2,562.33**	**$3,239.12**	**$5,801.45**
Service Revenue		$54,378.42	$11,484.14	$65,862.56
Less Payments Kept By Service	-	$0.00	$0.00	$0.00
Less Service Payable	-	$0.00	$0.00	$0.00
Less Probate Fees	-	$0.00	$0.00	$0.00
Other / Fees		$0.00	$0.00	$0.00
Total Due Service **Check #** **EFT**		**$54,378.42**	**$11,484.14**	**$65,862.56**

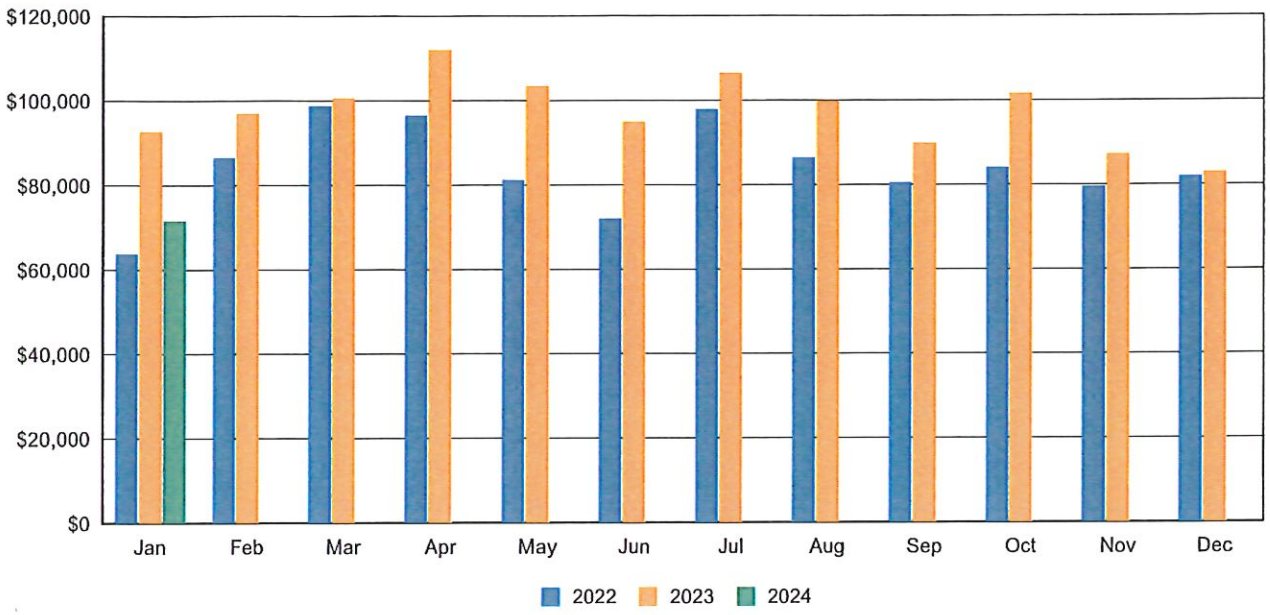
Messages:

Total deposits differ from bank statement by $9107.46 due to prior month DDs now being posted (8/15 431.67 Humana, 8/31 437.13 uhc 8/31 1316.44 uhc 8/31 355.86 icare 10/5 59.45 icare 10/17 2652.00 va 10/20 2944 va 10/23 62.47 uhc 10/23 549.16 anthem 10/23 249.01 echo 11/21 876.53 echo 12/15 567.73 Childrens) $350 NSF posted and current month DDs not being posted (1/12 UHC 437.13 HWHO 259.66 COMPCARE 138 VA 974) JAL 2.1.24

All Phases Gross Revenue

City of De Pere

January 2022 to January 2024



	2022	2023	2024
January	$63,841	$92,717	$71,664
February	$86,624	$96,954	$0
March	$98,825	$100,571	$0
April	$96,607	$112,135	$0
May	$81,259	$103,493	$0
June	$72,087	$94,967	$0
July	$97,965	$106,510	$0
August	$86,527	$99,867	$0
September	$80,584	$89,866	$0
October	$84,134	$101,640	$0
November	$79,587	$87,295	$0
December	$81,992	$82,961	$0
Total Gross Revenue	**$1,010,034**	**$1,168,976**	**$71,664**

City Of De Pere

Billing Summary

January 2024

Phase 1

Charges			
Billing Charges		$354,223.00	
Other	+	$0.00	
Subtotal of Charges			**$354,223.00**

Account Transfers	
Billing to Collections Transfer Total	**$32,577.27**

Credit Summary			
Total Credits		$129,560.55	
Less Adjustments	-	$72,619.80	
Less Overpayments	-	$(2,065.61)	
Gross Payments Received			**$59,006.36**
Plus Overpayment Returns	-	$(50.00)	
Net Payments Received			**$58,956.36**
Less Payments Kept By Service	-	$0.00	
Total Deposits Reconciliation			**$58,956.36**

Summary of Disbursement			
Total Deposits & Payments Kept By		$58,956.36	
Plus Overpayment Refunds	+	$(2,015.61)	
Gross Revenue			**$56,940.75**
LifeQuest Fee		$2,562.33	
Plus Probate Fees	+	$0.00	
Total Due LifeQuest **Check #** **EFT**			**$2,562.33**
Service Revenue		$54,378.42	
Less Payment Kept By Service	-	$0.00	
Less Service Payable	-	$0.00	
Less Probate Fees	-	$0.00	
Other / Fees	-	$0.00	
Total Due Service **Check #** **EFT**			**$54,378.42**

Messages:

Legend:

Charges - Other: Includes insurance interest, transaction fees, probate fees

Credit Summary - Less Overpayments: Includes recoupments, refunds, returns, service payables

Credit Summary - Plus Overpayment Returns: Includes NSF/bank returned type payments

Date : 02/01/2024
Time : 09:40:20

Receivables Distribution Report

Receivables Cash

All Companies **All Directories**

Charges	Feb 2023	Mar 2023	Apr 2023	May 2023	Jun 2023	Jul 2023	Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Totals
Feb 2023	7272	39910	22361	7898	1780	2124	75	50	398	25	0	25 $	81917
185421	3.9	21.5	12.1	4.3	1	1.1	0	0	0.2	0	0	0 %	44.2
Mar 2023		5502	53158	28598	5913	5421	2442	1087	266	0	-416	-936 $	101035
229026		2.4	23.2	12.5	2.6	2.4	1.1	0.5	0.1	0	-0.2	-0.4 %	44.1
Apr 2023			8057	42743	21882	6678	3942	800	50	910	80	1746 $	86889
205275			3.9	20.8	10.7	3.3	1.9	0.4	0	0.4	0	0.9 %	42.3
May 2023				10264	45017	25029	11385	3497	1348	1622	180	180 $	98522
227479				4.5	19.8	11	5	1.5	0.6	0.7	0.1	0.1 %	43.3
Jun 2023					5639	46018	15607	3620	5248	3994	77	859 $	81062
202474					2.8	22.7	7.7	1.8	2.6	2	0	0.4 %	40
Jul 2023						13823	57300	20376	4901	3340	1821	267 $	101829
228843						6	25	8.9	2.1	1.5	0.8	0.1 %	44.5
Aug 2023							2748	49490	26849	8279	1834	6072 $	95273
228205							1.2	21.7	11.8	3.6	0.8	2.7 %	41.7
Sep 2023								5698	48883	17017	3808	7277 $	82684
210778								2.7	23.2	8.1	1.8	3.5 %	39.2
Oct 2023									5909	42716	18777	11437 $	78840
196584									3	21.7	9.6	5.8 %	40.1
Nov 2023										2773	45475	13023 $	61272
232856										1.2	19.5	5.6 %	26.3
Dec 2023											0	16190 $	16190
254085											0	6.4 %	6.4
Jan 2024												0 $	0
187859												0 %	0

Averages	1st Mo	2nd Mo	3rd Mo	4th Mo	5th Mo	6th Mo	7th Mo	8th Mo	9th Mo	10th Mo	11th Mo	12th Mo
Extended	2.6	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>	<NA>
Weighted	2.6	20.3	9.8	3.3	1.9	1.2	0.2	0.2	0.1	0.2	-0.2	0

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 13, 2024**
DEPARTMENT:	**Police**
FROM:	**Jeremy Muraski**
SUBJECT:	**Consideration and Possible Action on the January 2024 Police Overtime Report.**

The January 2024 Overtime Report for the police department is attached.

Total net overtime for January 2024 was down from January of 2023 with a total of 317.5 hours compared to 361 hours a year ago. Officer training overtime was the largest contributor with 114 hours. Staffing level overtime was also as low as it has been for a while with only 32.0 hours. We are currently one officer below our approved staffing level of 38 sworn officers. A new hiring process will begin in March.

Staffing overtime may become a larger factor later this year as we have three officers who are anticipated to be out on FMLA leave at different points this spring and summer.

ATTACHMENTS:

- December 2023 PD OT Report (PDF)
- Trend Chart 01 2024 (PDF)
- 01 2024 PD OT Report (PDF)

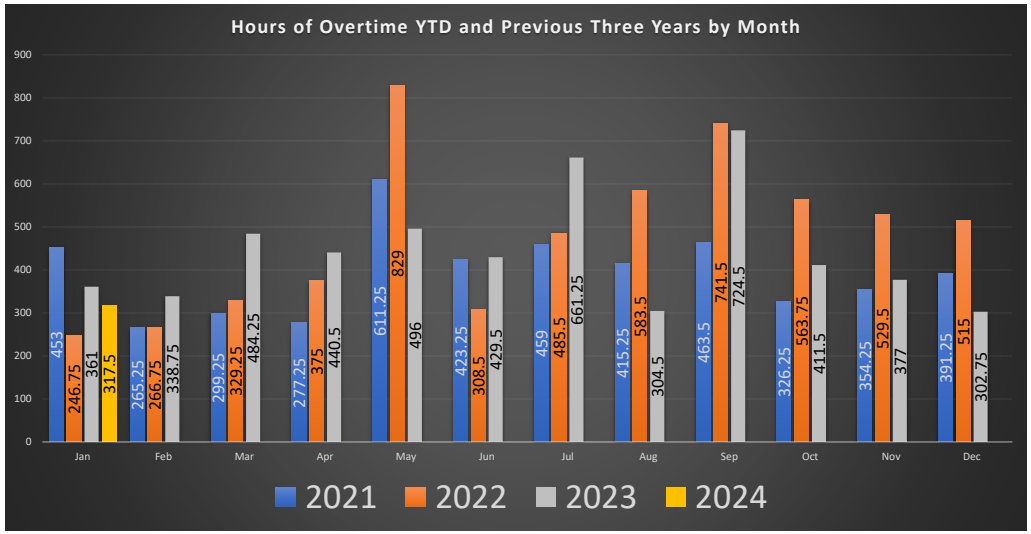
DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2023

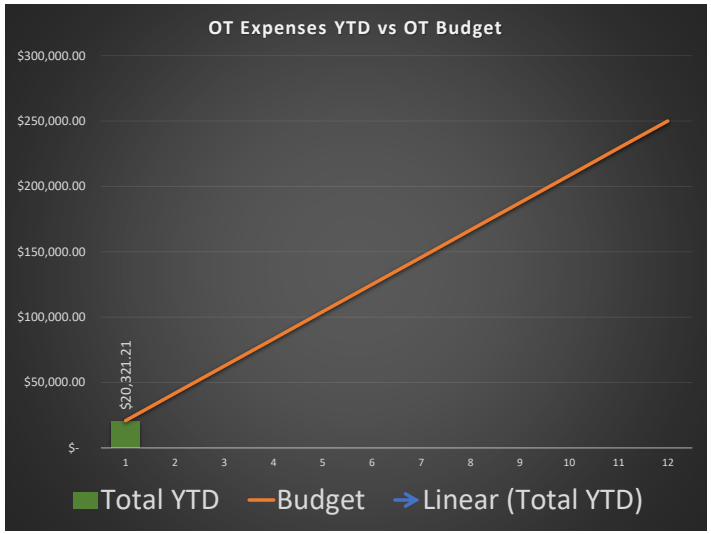
REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	11.00	15.75	8.00	39.00	18.50	22.50	19.50	6.75	32.00	21.25	20.00	33.50	247.75
OFFICER WORKED ON HOLIDAY	68.00	8.00	4.00	34.00	101.75	18.25	66.75	13.25	137.00	13.00	52.00	113.00	629.00
OFFICER FOR COURT	18.00	29.50	15.00	20.00	20.75	15.00	8.00	10.00	14.00	20.00	11.00	8.00	189.25
OFFICER TRAINING	53.50	98.50	91.75	151.00	174.00	144.25	56.75	42.75	181.25	54.00	76.75	47.50	1172.00
OFFICER RELIEF FOR FUNERAL	0.00												0.00
OFFICER ATTEND MEETING	30.00	8.25	5.25			1.25	2.00	1.00	2.50	8.00	0.75	6.50	65.50
STAFFING LEVEL	152.00	81.75	263.00	127.75	97.00	168.75	428.50	175.25	314.75	228.00	110.50	71.00	2218.25
INVESTIGATION	16.00	67.50	76.25	31.75	46.50	39.50	34.00	36.00	36.50	49.50	27.00	23.25	483.75
HONOR GUARD FOR FUNERAL	0.00	20.00		30.00	31.50				6.50				88.00
SCHOOL LIAISON REIMBURSED	41.50	29.00	29.25	21.50	21.50	22.50		11.50	78.50	33.25	12.00	38.00	338.50
COMMUNITY RELATIONS	0.00												0.00
SPECIAL ASSIGNMENT	0.00						20.00						20.00
SPECIAL ASSIGNMENT REIMBURSED	0.00	14.00	5.25		187.50	34.50		46.50		23.50	25.25	8.00	344.50
MISCELLANEOUS	12.50	9.50	21.00	7.00	6.00	20.00	25.75	19.50		17.75	79.00		218.00
MISCELLANEOUS REIMBUSED	20.25	37.50	24.25	31.75	46.25	32.50	16.00	58.75	84.25	39.25	38.25	62.00	491.00
GROSS OFFICER OVERTIME	422.75	419.25	543.00	493.75	751.25	519.00	677.25	421.25	887.25	507.50	452.50	410.75	6505.50
SUBTOTAL REIMBURSED OVERTIME	(61.75)	(80.50)	(58.75)	(53.25)	(255.25)	(89.50)	(16.00)	(116.75)	(162.75)	(96.00)	(75.50)	(108.00)	(1174.00)
NET OFFICER OVERTIME	**361.00**	**338.75**	**484.25**	**440.50**	**496.00**	**429.50**	**661.25**	**304.50**	**724.50**	**411.50**	**377.00**	**302.75**	5331.50

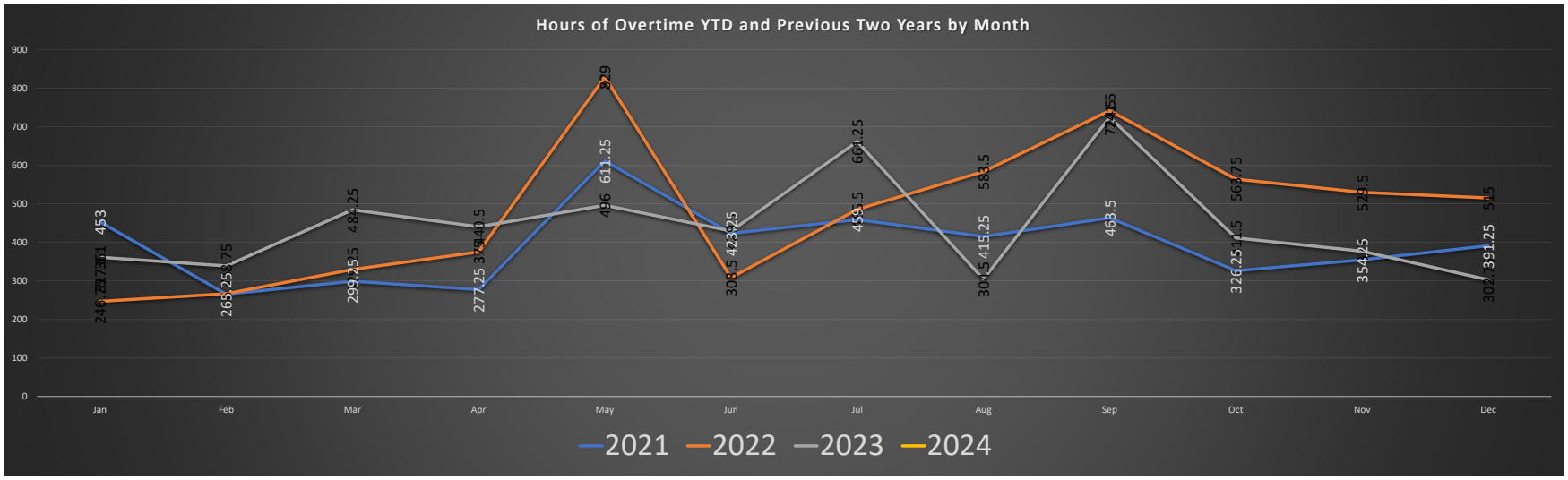
TOTAL OVERTIME BUDGET: $ 181,000.00
EXPENDITURES THROUGH 12/31/2023 $ 280,489.05
PERCENT OF TOTAL BUDGET: 154.97%

2023 PD Overtime Trends Report

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Yearly Hours	Total Yearly Expendi	Total OT Budget
2021	453	265.25	299.25	277.25	611.25	423.25	459	415.25	463.5	326.25	354.25	391.25	4738.75	$ 202,559.08	$ 175,000.00
2022	246.75	266.75	329.25	375	829	308.5	485.5	583.5	741.5	563.75	529.5	515	5774	$ 195,590.66	$ 175,000.00
2023	361	338.75	484.25	440.5	496	429.5	661.25	304.5	724.5	411.5	377	302.75	5331.5	$ 237,194.00	$ 181,000.00
2024	317.5												317.5		$ 250,000.00
Total YTD	$ 20,321.21												$ 20,321.21		
% of Budget	8.1%												8.1%		
Budget	$ 20,833.33	$ 41,666.66	$ 62,499.99	$ 83,333.32	$ 104,166.65	$ 124,999.98	$ 145,833.31	$ 166,666.64	$ 187,499.97	$ 208,333.30	$ 229,166.63	$ 249,999.96			







DE PERE POLICE DEPARTMENT
OVERTIME BY REASON
2024

REASON	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OFFICER SICK RELIEF	34.50												34.50
OFFICER WORKED ON HOLIDAY	58.00												58.00
OFFICER FOR COURT	8.00												8.00
OFFICER TRAINING	114.00												114.00
OFFICER RELIEF FOR FUNERAL													0.00
OFFICER ATTEND MEETING	1.00												1.00
STAFFING LEVEL	32.00												32.00
INVESTIGATION	65.50												65.50
HONOR GUARD FOR FUNERAL													0.00
SCHOOL LIAISON REIMBURSED	28.75												28.75
COMMUNITY RELATIONS													0.00
SPECIAL ASSIGNMENT													0.00
SPECIAL ASSIGNMENT REIMBURSED													0.00
MISCELLANEOUS	4.50												4.50
MISCELLANEOUS REIMBUSED	60.25												60.25
GROSS OFFICER OVERTIME	406.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	406.50
SUBTOTAL REIMBURSED OVERTIME	(89.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(89.00)
NET OFFICER OVERTIME	**317.50**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	317.50

TOTAL OVERTIME BUDGET: $ 250,000.00
EXPENDITURES THROUGH 1/31/2024 $ 20,320.21
PERCENT OF TOTAL BUDGET: 8.13%

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 13, 2024**
DEPARTMENT:	**Finance Department**
FROM:	**Pamela Manley**
SUBJECT:	**Consideration and Possible Action on a 2024 Budget Amendment to add Police Leases.***

ATTACHMENTS:

- Capital Projects Budget Amendment Memo-2.13.24 (PDF)
- Capital Projects Budget Amendment-2.13.24 (PDF)

CITY OF DE PERE
MEMO

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Pam Manley, Finance Director
Date: February 13, 2024

RE: **Capital Projects Budget-Police Leases**

In reviewing the 2024 Capital Projects Budget it was realized that Year 2 of the Police Department's Admin vehicle lease ($29,092.98) and Year 3 of their SUV's lease ($81,153.52) were not included.

PD Admin Vehicles (2)

Lease Payment Number	Type	Lease Payment Date	Total Asset Costs	Underwriting Fee	Lease Payment
	Lease	2/24/2023	$80,082.00		
	Fee	2/24/2023		$545.00	
1	Payment	2/24/2023			$29,092.98
2	Payment	2/24/2024			$29,092.98
3	Payment	2/24/2025			$29,092.98

PD SUV's (4)

Lease Payment Number	Type	Lease Payment Date	Total Asset Costs	Underwriting Fee	Lease Payment
	Lease	11/22/2022	$225,744.50		
	Fee	11/22/2022		$545.00	
1	Payment	11/22/2022			$81,153.52
2	Payment	11/22/2023			$81,153.52
3	Payment	11/22/2024			$81,153.52

These leases were executed in 2022 and 2023 and were just missed in the 2024 Capital Projects Budget. I'm requesting to add these items to the Capital Projects Budget as part of our 10yr note borrowing this spring. The total addition is $110,247.

Attached is the updated Capital Projects Budget with the requested additions highlighted in yellow. Please reach out to Chief Muraski or me with any questions you may have.

City of De Pere, Wisconsin														
Projects	**Cost**	**Street Property Tax**	**10 Year Note**	**15 Year Bond**	**Bonds - TID**	**SA**	**Donations and Grants**	**Special Rev Fund**	**Storm Water Fund**	**Waste Water Fund**	**Water Utility**	**General Fund**	**Other**	**Deleted**
General Government														
City Attorney - Office Chairs for Assistant City Attorney and Administrative Assistant	1,200											1,200		
Cable Access - Council Chambers Video Upgrade	30,000							30,000						
Elections - Replace Ballot Tabulator Machine	10,000											10,000		
IT - Replace Data Center Network Switches	10,000											10,000		
IT - Replace Phones and Phone System Infrastructure	60,000								9,000	9,000	9,000	33,000		
Sustainability Programming - Community Sustainabilty Initiatives	10,000													10,000
Finance - Consultant for RFP for ERP Replacement Software	60,000											60,000		
City Hall - Annual Maintenance	10,000											10,000		
City Hall - Replace 2nd floor City Hall Carpeting	100,000		100,000											
City Hall - Install HVAC Return Air Transfer Grates and Ductwork	10,800		10,800											
GIS - Drone Technology & FAA Registration	2,250								1,125			1,125		
GIS - SQL Server	8,970								4,485			4,485		
GIS - Replace GIS Desktop Computer	3,400											3,400		
GIS - Enterprise Licensing Agreement (ELA) Software Maintenance	30,141								10,047	10,047	10,047			
Total General Government	**346,761**	**0**	**110,800**	**0**	**0**	**0**	**0**	**30,000**	**24,657**	**19,047**	**19,047**	**133,210**	**0**	**10,000**
Public Safety														
Police - Replace Garage Furnace	6,000		6,000											
Police - Replace Rooftop HVAC Unit	14,000		14,000											
Police - Replace Patrol Officer Vehicles (4 SUV Hybrids)	174,401		174,401											
Police - Replace Administrative Vehicle	90,000		57,000											33,000
Police - Replace Rear Entry, Stairwell and Basement Flooring	20,000		20,000											
Police - Replace External Ballistic Rifle Vest Plates	24,500											24,500		
Police - Replace Honor Guard Uniforms	18,000											18,000		
Police - Replace Motorcycle	15,000		15,000											
Police - Replace K-9 Patrol Squad	62,000		62,000											
Police - Truck & Accessories for Community Service Officers	48,300		48,300											
Police - Year 3 Vehicle Lease Payment (4 Ford SUV Explorers)	81,154		81,154											
Police - Year 2 Vehicle Lease Payment (2 Administrative Vehicles)	29,093		29,093											
Fire - Replace PPE	50,000		50,000											
Fire - Portable and Mobile Radios	26,000		26,000											
Fire - Replace 2017 Ambulance	175,000		175,000											
Fire - Replace Moble Data Terminals and Docking Stations (3)	11,000											11,000		
Fire - Replace Station #2 Furnace	57,500		57,500											
Fire - Replace Station #1 Roof Section 1	46,160													46,160
Fire - Purchase Rescue Boat	90,000													90,000
Fire - Station #2 Storage Building	150,000		150,000											
Building Inspection - Replace Truck	40,000		40,000											
Total Public Safety	**1,228,108**	**0**	**1,005,448**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**53,500**	**0**	**169,160**
Public Works														
Administration - Purchase Mail Folder/Inserter Machine	12,000								3,000	3,000	3,000	3,000		
Administration - Office Chairs (2)	1,200								300	300	300	300		
Engineering - Engineering Tech Staff Workstation Upgrades	65,000								16,250	16,250	16,250	16,250		
Engineering - Replace GPS Survey Equipment	40,000								10,000	10,000	10,000	10,000		
Engineering - Office for New Staff Engineer	20,000								5,000	5,000	5,000	5,000		
Engineering - Vehicle for New Staff Engineer	40,000		10,000						10,000	10,000	10,000			
Engineering - Replace Surface Pro Computer	2,000								500	500	500	500		
MSC - Install New Undercarriage Wash System	45,000		24,750						6,750	6,750	6,750			
MSC - Replace Equipment Pressure Washer	25,000		13,750						3,750	3,750	3,750			
MSC - Replace Backup Generator Transfer Switch	10,000								1,500	1,500	1,500	5,500		
MSC - Replace Building Alarm System	25,000								3,750	3,750	3,750	13,750		
Building Maintenance - Trailer for Scissors Lift	17,000		17,000											

City of De Pere, Wisconsin															
Projects	**Cost**	**Street Property Tax**	**10 Year Note**	**15 Year Bond**	**Bonds - TID**	**SA**	**Donations and Grants**	**Special Rev Fund**	**Storm Water Fund**	**Waste Water Fund**	**Water Utility**	**General Fund**	**Other**	**Deleted**
Building Maintenance - Replace Truck #64	260,753		260,753											
Fleet Maintenance - New Tools and Toolbox for New Lead Mechanic	32,000								16,000	4,800	4,800	6,400		
Fleet Maintenance - Upgrade and Replace Radio System	100,000								50,000	15,000	15,000	20,000		
Fleet Maintenance - Replace Equipment Exhaust Fans	7,000								3,500	1,050	1,050	1,400		
Fleet Maintenance - Replace Air Condition Refrigerant Equipment	8,000								4,000	1,200	1,200	1,600		
Fleet Maintenance - Replace 2001 Forklift	50,000		35,000							7,500	7,500			
Fleet Maintenance - New Arrow Boards (2)	8,000								4,000	1,200	1,200	1,600		
Fleet Maintenance - Purchase and Install Automated Vehicle Locating (AVL) Hardware	15,000								7,500	2,250	2,250	3,000		
Fleet Maintenance - Replace Heavy Duty Scanner	3,500								1,750	525	525	700		
Fleet Maintenance - Replace Bench Grinder	2,500								1,250	375	375	500		
Fleet Maintenance - Replace Misc Tools	1,700								850	255	255	340		
Snow & Ice - Replace Salt Brine Equipment	150,000		150,000											
Snow & Ice - Replace Truck #51	80,000		80,000											
Street Maintenance - Mastic Patcher	125,000		125,000											
Traffic Signs & Markings - Replace Traffic Control Devices	12,000											12,000		
Street Lighting - Replace Decorative and Regular Street Light Poles and Fixtures	50,000		50,000											
Traffic Lights - Repair of Traffic Signal Controls at Merrill and Broadway	40,000		40,000											
Brush Collection - Replace Brush Chipper #111	100,000		100,000											
Garbage/Refuse Collection - Replace Garbage Truck #88	350,000		350,000											
Recycling - Mission Square Parking Lot Dumpster Enclosure	70,000		70,000											
Water - Merrill Street Tower Inspection	5,000										5,000			
Water - Matthew Tower Inspection	5,000										5,000			
Water - 9th Street Reservoir Inspection	5,000										5,000			
Water - 9th Street Reservoir Repairs	40,000										40,000			
Water - Scheuring Road Reservoir Clean and Overcoat	30,000										30,000			
Water - Leak Detection Equipment	25,000										25,000			
Planning - Southbridge Interchange Segment 4	80,960		80,960											
Planning - Southbridge Interchange Segment 5	216,300		216,300											
Planning - TID 7 Parking Utility Creation	45,000				45,000									
Planning - TID 7 Development Rebate	300,000				300,000									
Planning - TID 7 Façade Grant Program	60,000				60,000									
Planning - TID 9 Parking Utility Creation	45,000				45,000									
Planning - TID 9 Development Rebate	300,000				300,000									
Planning - TID 9 Façade Grant Program	60,000				60,000									
Planning - TID 10 Whitebox Designs	50,000				50,000									
Planning - TID 10 Development Rebate	200,000				200,000									
Planning - TID 11 Southbridge Interchange Segment 2	50,000				50,000									
Planning - TID 11 Southbridge Interchange Segment 3	194,000				194,000									
Planning - TID 11 West Industrial Park Railroad Spur Inspection & Maintenance	15,000				15,000									
Planning - TID 11 Development Rebate	350,000				350,000									
Planning - TID 12 American Boulevard Extension	1,879,700				1,879,700									
Planning - TID 12 American Boulevard Extension (Garroman Drive)	204,000				204,000									
Planning - TID 12 Southbridge Interchange Segment 2	150,000				150,000									
Planning - TID 12 West Industrial Park Railroad Spur Inspection & Maintenance	22,500				22,500									
Planning - TID 12 Development Rebate	300,000				300,000									
Planning - TID 13 Development Rebate	300,000				300,000									
Planning - TID 14 Development Rebate	300,000				300,000									
Planning - TID 15 Development Rebate	500,000				500,000									
Planning - TID 17 Southbridge Interchange Segment 3	206,000				206,000									
Planning - TID 17 Southbridge Interchange Segment 4	121,440				121,440									
Planning - TID 17 Development Rebate	500,000				500,000									
Planning - New TID Parking Utility Creation	80,000				80,000									
Total Public Works	**8,407,553**	**0**	**1,623,513**	**0**	**6,232,640**	**0**	**0**	**0**	**149,650**	**94,955**	**204,955**	**101,840**	**0**	**0**

City of De Pere, Wisconsin														
Projects	**Cost**	**Street Property Tax**	**10 Year Note**	**15 Year Bond**	**Bonds - TID**	**SA**	**Donations and Grants**	**Special Rev Fund**	**Storm Water Fund**	**Waste Water Fund**	**Water Utility**	**General Fund**	**Other**	**Deleted**
Parks & Recreation														
Community Center - Facility Improvements/Upgrades & Repairs	15,000											15,000		
Community Center - Replace Return Air Fan for Air Handler Unit	12,000		12,000											
Community Center - Replace Concrete Tables & Seating on Patios	25,000		12,500				12,500							
Community Center - Dumpster Enclosure	30,000		30,000											
Community Center - Replace Lighting with LED Lighting	30,000		30,000											
Park and Rec Administration - De Pere Ice Arena Condition Analysis	20,000													20,000
Parks & Public Lands - Nelson Family Pavillion Construction	1,636,989												1,636,989	
Parks & Public Lands - ADA Sidewalk & Hard Surface Replacement Program	25,000		25,000											
Parks & Public Lands - Crackfilling and Sealcoating Program	30,000											30,000		
Parks & Public Lands - Optimist Park Upgrades	60,000		60,000											
Parks & Public Lands - VFW Park Basketball Court Resurfacing	30,000		30,000											
Parks & Public Lands - Kiwanis Park Water Line Installation	30,000		30,000											
Parks & Public Lands - Legion Open Shelter Roof Replacement	10,000													10,000
Parks & Public Lands - Braisher Park Shelter Roof Replacement	10,000													10,000
Parks & Public Lands - Kelly Danen Park Playground Fence Installation	5,000		5,000											
Parks & Public Lands - VFW Park Octagon Building Repair	10,000													10,000
Parks & Public Lands - Riverwalk Updates and Repairs	50,000												50,000	
Parks & Public Lands - Optimist Scoreboard Replacement	11,250		11,250											
Parks & Public Lands - Kelly Danen Scoreboard Replacement (2)	22,500		22,500											
Parks & Public Lands - VFW Scoreboard Replacement	11,250		11,250											
Parks & Public Lands - Willems Park Playground Replacement	80,000		80,000											
Parks & Public Lands - Rainbow Park Playground Replacement	135,000													135,000
Parks & Public Lands - Knox Box Installation	3,500											3,500		
Parks & Public Lands - Sand Volleyball Pit Renovation	6,900													6,900
Parks & Public Lands - De Pere Ice Arena Ceiling Insulation Replacement	50,000													50,000
Parks & Public Lands - Wilson Park Phase I Development	150,000													150,000
Parks & Public Lands - LED Light Replacement Program	15,000		15,000											
Parks & Public Lands - Jim Martin Park Parking Lot Extension	105,000													105,000
Parks & Public Lands - Kayak/Canoe Launch at Voyageur	50,000		25,563				20,437					4,000		
Boat Ramps - Perkofski Boat Launch Dock Extension	21,000		10,000				7,500						3,500	
Parks Equip/Veh Maintenance - Utility Vehicle Replacement (Additional Funding)	60,000		35,000											25,000
Parks Equip/Veh Maintenance - Stump Grinder Replacement	120,000		85,000											35,000
Parks Equip/Veh Maintenance - Dump Truck #18 Replacement	95,000		95,000											
Parks Equip/Veh Maintenance - Van #34 Replacement	60,000		60,000											
Parks Equip/Veh Maintenance - Single Unit Trailer Replacement	5,000		5,000											
Parks Equip/Veh Maintenance - John Deere Tractor Loader Frame Replacement	8,000		8,000											
Swimming Pools - Replace Pool Vacuum	13,600											13,600		
Total Parks & Recreation	**3,051,989**	**0**	**698,063**	**0**	**0**	**0**	**40,437**	**0**	**0**	**0**	**0**	**66,100**	**1,690,489**	**556,900**
Street Management														
Crackfilling/Patching - Various	260,000		260,000											
Resurfacing-Various	941,276	941,276												
Sidewalks	237,400		115,000			122,400								
Concrete Street Rehabilitation	470,000		470,000											
Pulverize and Pave	350,000		350,000											
2024 Lawrence Drive Reconstruction Design	3,048,950		726,210				2,322,740							
Main Avenue and Reid Street Pavement Replacement Design	500,000		125,000										375,000	
Broadway Pavement Resurface	78,200		19,550										58,650	
Alley Reconstruction	190,000		190,000											
Total Street Management	**6,075,826**	**941,276**	**2,255,760**	**0**	**0**	**122,400**	**2,322,740**	**0**	**0**	**0**	**0**	**0**	**433,650**	**0**
Sanitary Sewer														
Televising/ Repair	710,000									710,000				

City of De Pere, Wisconsin														
Projects	**Cost**	**Street Property Tax**	**10 Year Note**	**15 Year Bond**	**Bonds - TID**	**SA**	**Donations and Grants**	**Special Rev Fund**	**Storm Water Fund**	**Waste Water Fund**	**Water Utility**	**General Fund**	**Other**	**Deleted**
Sewer Lining and Repair	266,000									266,000				
Sewer Lining Easements and Alleys	160,000									160,000				
Manhole Rehabilitation and Pipe Joint Repair	90,000									90,000				
Replace Sewer Camera Equipment	85,000									85,000				
Total Sanitary Sewer	**1,311,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,311,000**	**0**	**0**	**0**	**0**
Utility and Street Extensions														
Waterview Heights 6th Addition														
Total Utility and Street Extensions	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Water Utility														
Water Main Relay - Misc	1,230,000										1,230,000			
Total Water Utility	**1,230,000**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,230,000**	**0**	**0**	**0**
Storm Water Utility														
Storm Sewer Televising	60,000								60,000					
Storm Sewer Repair & Replacement	955,000								955,000					
Swale Restoration	75,000								75,000					
Box Culvert Repairs	195,600								195,600					
Total Storm Water Utility	**1,285,600**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1,285,600**	**0**	**0**	**0**	**0**	**0**
TOTALS - CAPITAL PROJECTS	**$ 22,936,837**	**$ 941,276**	**$ 5,693,584**	**$ 0**	**$ 6,232,640**	**$ 122,400**	**$ 2,363,177**	**$ 30,000**	**$ 1,459,907**	**$ 1,425,002**	**$ 1,454,002**	**$ 354,650**	**$ 2,124,139**	**$ 736,060**

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 13, 2024**
DEPARTMENT:	**Plan Commission**
FROM:	**Daniel Lindstrom**
SUBJECT:	**Consideration and Possible Action on a revised purchase/sale and development agreement terms with FBS Investment Group LLC for an expanded manufacturing facility at 2257 American Blvd (WD-1371).***

ATTACHMENTS:

- Bayside Agreement Amendment FP Memo Revision - 02132024 (PDF)
- Site Plan - APPROVED - 22 Jan 2024 - Bayside Select Pages (PDF)

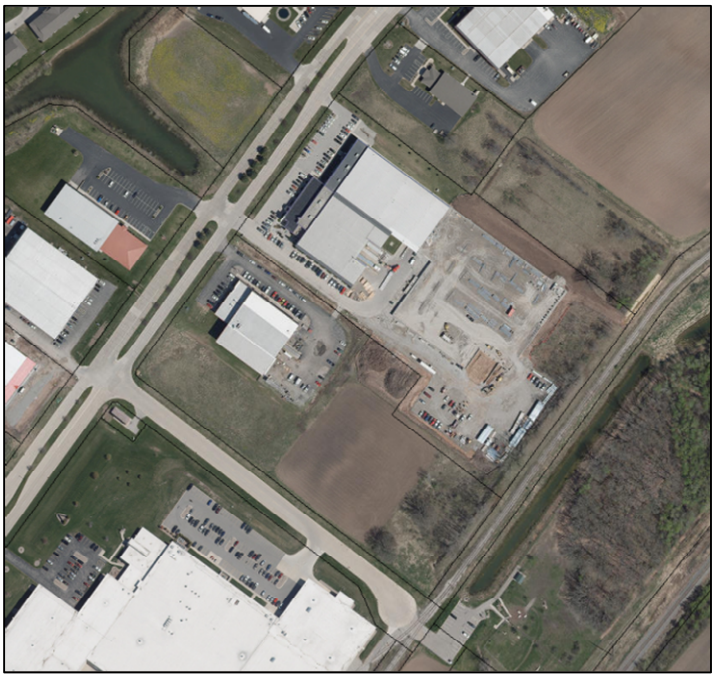
CITY OF DE PERE
MEMO

To: Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: February 13, 2024

RE: **Consideration and possible action on a revised purchase/sale agreement terms with FBS Investment Group LLC for an expanded manufacturing facility.**

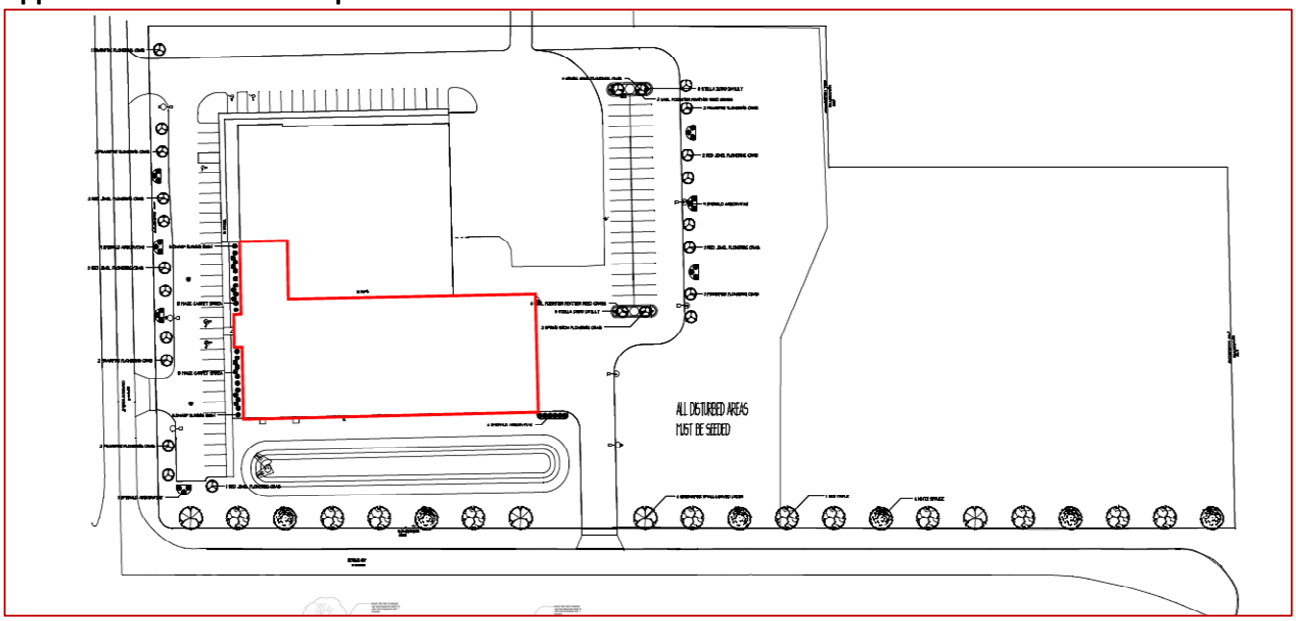
FBS Investment Group LLC (Bayside Machine), represented by Rob Salesky, worked with the City in 2019 and 2020 to acquire 3.979 acres to accommodate an expansion of the existing Bayside Machine location at 2257 American Boulevard. Part of the parent parcel WD-1138-1 was under option with the adjacent owners of Infinity Machine; therefore, the City worked with both parties to create a CSM that divided the 12-acre parcel into three separate developable parcels for each company to expand. Infinity Machine completed an expansion in early 2021; however, Bayside Machine was unable to complete its planned expansion due to COVID closures, material delays, steel price increases, and employment challenges. The expansion plan required the acquisition of City property and subsequent land combination to create one parcel. The City had to amend the TID No. 12 Boundary to facilitate the land combination. The City completed the TID Amendment in February 2020, approved the site plan in April 2020, and the City transferred the land via a land grant in March 2020. The agreement did include a PILOT agreement provision for any guaranteed assessed value shortfalls after January 1, 2021.

Since the start of the pandemic, Bayside Machine incrementally expanded in a leased building in Ashwaubenon. The leased location allowed Bayside Machine to incrementally expand its operation and acquire over $1 million of new machinery without incurring inflated construction costs. Development Services staff have been in communication with Bayside Machine over the past few years to gauge the possibility of expanding and fulfill the terms of the agreement, return the 3.9 acres of land to the City, or return the cash grant and purchase the land. Bayside expressed the desire to bring both operations back to a single location. The City has an interest in developing the site as soon as possible; therefore, the City and Developer proposed to amend the existing agreement to facilitate an expansion.



Under the existing agreement, the City was to pay Bayside Machine two PAYGO payments totaling $65,393. Since the project has a three-year completion delay (2021 vs 2024 assessment) – the TID is not able to fully support that level of payments in addition to the land grant. The City has not enforced the PILOT payment requirement in the hopes of helping to kick start the project. The City could continue with a PAYGO grant payment if the proposed project expands to include a larger building. Therefore, Bayside Machine proposed to expand the existing agreement to now include a 30,689-square-foot warehouse and office addition and requested an amendment to the development agreement.

Approved Site Plan and Proposed Revision



	Developer Agreement Revisions		
Description	**Existing Agreement**	**Proposed Revision (Jan 2022 – not completed)**	**Proposed Revision (Sept 2022-2024)**
Site Plan Approval	March 23, 2020	Prior to Recording Agreement	January 24, 2024
Commencement of Construction	First Half 2020	October 1, 2022	October 1, 2024
Substantial Completion	January 1, 2021	January 1, 2024	July 1, 2025
Pre-Construction Value	$1,657,200 (2019)	$1,861,400 (2021 – additional land)	$1,983,300 (2024)
Guaranteed Value	$3,703,775	$5,500,000	$3,703,775
Building Expansion	**Approximately 25,000 sq ft**	**Approximately 75,000 sq ft**	**Approximately 30,689 sq ft**
Property to remain taxable for the life of TID No. 12	Yes	Yes (unchanged)	Yes (unchanged)
Pilot Payment	Yes	Yes	Yes (unchanged)
Site Assembly Grant	$139,265	$0 (to pay City $139,265)	$0 (to pay City $139,265)
PAYGO Grant	$65,393 over two years	$299,265 in total property tax rebates at a 90/10 (developer/City) ratio until incentives reach $299,265	$205,000 in total property tax rebates at a 90/10 (developer/City) ratio until incentives reach $205,000

PROPOSED REVISED TERMS

General Information

Purposed Use:	Office and manufacturing
Current Value:	$1,933,600
Anticipated New Increment Value:	$2,115,000 (rounded – 6,080 sq ft x $125 and 24,609 x $55 sq ft)
Anticipated Total Value:	$3,976,400
Newly Generated Annual Increment Revenue:	$32,462 (rounded -$2,115,000 x 0.015348387 current mill rate)
Total Generated Annual Increment Revenue:	$61,030 (rounded)
Property Sale Value	$139,265 (35,000 per acre x 3.9 acres)

Developer Obligations:

1. **Proposed Development:** The developer shall construct a minimum 30,000-square-foot single-story building.

2. **Timelines:**
    a. Secure site plan approvals by February 1, 2024.
    b. Commence construction by April 1, 2025.
    c. Complete Construction by December 31, 2025.
    d. Final assessed value by January 1, 2026.

3. **Repayment of the Site Assembly Grant:** The Developer shall repay the City $139,265 for the previous Site Assembly Grant in exchange for the PAYGO agreement listed in the City Obligations below.

4. **Assessed Value and Tax Revenue:** Developer guarantees a minimum annual tax increment revenue value of $32,462. The City and/or State of Wisconsin shall assess the development project in accordance with the real estate valuation requirements for similar mixed commercial under Wis. Stats, §70.32. The Total Project Grant is premised upon the completed development project having an equated assessed value equal to the guaranteed value for real property tax purposes of not less than $3,976,4000; however, in no case shall the total annual tax value be less than $61,030. The Developer will make a Payment In Lieu Of Tax to City (the "Deficit Payment") equal to the difference in taxes to be collected due to the shortfall in the annual tax increment revenue.

City Obligations:

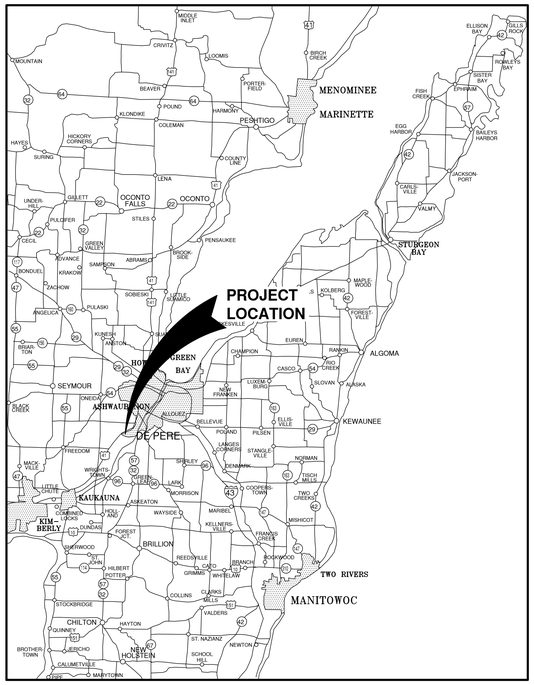
1. **Sale of Property:** Completed

2. **Developer Project Cost PAYGO**. The City is to rebate a calculated portion of the annual increment back to Bayside Machine in the form of a PAYGO Agreement. The calculation shall be the value of 90% of the annual increment received up to a net present value of $205,000 (approximately 7 years). The calculated annual rebate will be approximately $29,285. The agreement can be in the form of a Municipal Revenue Obligation or other format deemed appropriate by the City Attorney. The total NPV of the incentive shall equal $205,000 and any shortfall in a given year shall be made up in the remaining years until the district closes. Annual Rebate payment shall be made to the Developer by November 1st of each year.

Recommendation:
If the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting. Please contact me with any questions regarding this item.

SITE DEVELOPMENT FOR
BAYSIDE MACHINE CORPORATION
2257 AMERICAN BOULEVARD
CITY OF DE PERE, BROWN COUNTY, WISCONSIN

ATTENTION!
DOWNLOADED PLANS ARE NOT SCALEABLE, NEITHER THE OWNER OR THE ENGINEER SHALL BE HELD RESPONSIBLE FOR THE SCALE OR PRINT QUALITY OF DOWNLOADED PLANS. ONLY PRINTED PLANS FROM BLUE PRINT SERVICE CO., INC. SHALL BE CONSIDERED TO BE SCALEABLE PLANS.


PROJECT LOCATION
MENOMINEE
MARINETTE
STURGEON BAY
ALGOMA
KEWAUNEE
TWO RIVERS
MANITOWOC
GREEN BAY
DE PERE
ASHWAUBENON
KAUKAUNA
KIMBERLY
BRILLION
NEW HOLSTEIN
CHILTON
OCONTO
OCONTO FALLS
PESHTIGO
SEYMOUR
SOBIESKI
PULASKI
LENA
LUXEMBURG
CASCO
SLOVAN
KAUKAUNA
WRIGHTSTOWN
LITTLE CHUTE
FREEDOM
SHIRLEY
DENMARK
MORRISON
COMBINED LOCKS
KAUKAUNA
WAYSIDE
KELLNERSVILLE
FRANCIS CREEK
REEDSVILLE
CASCO
BRANCH
BROOKWOOD
COLLINS
CLARKS MILLS
VALDERS
HAYTON
STOCKBRIDGE
GUNNISON
BRUSHTON
CALUMETVILLE
MARYTOWN
NEWTON
ST. NAZIANZ
SCHOOL HILL
BROTHERTOWN
ELLISON BAY
GILLS ROCK
HORSELEYS BAY
SISTER BAY
EPHRAIM
FISH CREEK
EGG HARBOR
SAILEYS HARBOR
JACKSON-PORT
CARLSVILLE
VALMY
FORESTVILLE
MAPLE WOOD
ROSIERE
EUREN
CHAMPION
RAMSON
RIO CREEK
LUXEMBURG
ELLIS VILLE
BELLEVUE
POUND
PILSEN
LANGES CORNERS
STANGLAVILLE
NORMAN
TRICH MILLS
COOPERSTOWN
TWO CREEKS
MISHICOT
MAPLE
HARMONY
PORTER FIELD
BIRCH CREEK
LOOMIS
CRIVITZ
MIDDLE INLET
MOUNTAIN
BEAVER
KLONDIKE
POUND
COLEMAN
HOCKOMY CORNERS
SUSING
COUNTY LINE
GILLETT
OCONTO FALLS
STILES
PULCIFER
CECIL
GREEN VALLEY
SAMPSON
KRAKOW
ABRAMS
BROOK-SIDE
PENSAUKEE
UNDER-HILL
ZACHOW
ANGELICA
KUSSEN
BRIAN TON
ONEIDA
BLACK CREEK
ALLOUEZ
FREEDOM
WRIGHTS-TOWN
LITTLE CHUTE
KAUKAUNA
COMBINED LOCKS
KIM-BERLY
FOREST CITY
EMERSON
HILBERT
POTTER
STOCKBRIDGE
CHILTON
GUNNISON
BRUSHTON
BRUSH-TON
CALUMETVILLE
MARYTOWN
BROTHER-TOWN
NEW HOLSTEIN
SCHOOL HILL
ST. NAZIANZ
NEWTON
41
43
57
64
32
29
96
96
96

UTILITY INFORMATION:

UTILITIES PRESENT:
CITY OF DE PERE DEPARTMENT OF PUBLIC WORKS, CENTRAL BROWN COUNTY WATER AUTHORITY, GREEN BAY METROPOLITAN SEWER DISTRICT, WISCONSIN PUBLIC SERVICE CORPORATION, AT & T, TIME WARNER CABLE AND NET LEC.

UTILITIES SHOWN ON THIS MAP ARE BASED ON LOCATES FROM:

DIGGER'S HOTLINE TICKETS NUMBERED 20191520238 AND 20191520240, BOTH DATED 04-22-2019, VISIBLE OBSERVATION AND RECORD UTILITY PLAN DOCUMENTS. UTILITY LINE LOCATIONS SHOULD BE VERIFIED PRIOR TO ANY DIGGING. THIS SITE MAY CONTAIN BURIED UTILITIES NOT IDENTIFIED ON THIS MAP.

DIGGERS HOTLINE = 1-800-242-8511

WATER/SANITARY/STORM SEWER:
DEPARTMENT OF PUBLIC WORKS
CITY OF DE PERE
925 SIXTH ST.
DE PERE, WI 54155

(920) 339-8076

WATER:
CENTRAL BROWN CO.
WATER AUTHORITY
3100 EATON RD
BELLEVUE, WI 54311

(920) 884-1077

SANITARY SEWER:
GBMSD
2231 N. QUINCY ST.
GREEN BAY, WI 54302

(920)432-4893

GAS & ELECTRIC:
WISCONSIN PUBLIC SERVICE CORP.
700 N. ADAMS ST.
GREEN BAY, WI 54307

(800) 797-7434

TELECOMMUNICATIONS:
AT & T / SBC
205 S. JEFFERSON ST.
GREEN BAY, WI 54301

(920) 433-4147

TELECOMMUNICATIONS:
TIME WARNER CABLE
2580 W. MASON ST.
GREEN BAY, WI 54303

(920) 944-1581

TELECOMMUNICATIONS:
NET LEC / NSIGHT / CELLCOM
C/O MI TECH SERVICES
1700 INDUSTRIAL DR.
GREEN BAY, WI 54302

(920) 288-8908

DIGGERS HOTLINE Dial 811 or (800) 242-8511 www.DiggersHotline.com

TO OBTAIN LOCATION OF PARTICIPANTS UNDERGROUND FACILITIES BEFORE YOU DIG IN WISCONSIN

WIS. STATUTE 182.0175 (1974) REQUIRES MIN. OF 3 WORK DAYS NOTICE BEFORE YOU EXCAVATE.

EX INL 1
F/L:633.42"
D=5.00'
INV:629.72" (18" S)

EX SAN NSI-075
RIM:634.40
D=27.80'
INV:606.60 (24" SW)
INV:606.60 (24"NE)

INV=629.76'

S52°34'49"E
575.13'

INV=630.78'

INV=631.06'

INV:632.18'

INV:632.21'

20' BUILDING SETBACK

S36°50'58"W
120.00'

SAWCUT REQ'D ALONG PAVEMENT EDGE

REMOVE EX. TREE

EX. BUILDING

LIGHT POLE TO BE RELOCATED PER SHEET C-2

S52°35'25"E
338.44'

20' BUILDING SETBACK

EX. BIT.

EX. CONC.

12' UTILITY EASEMENT

N35°10'58"E
415.07'

SAWCUT REQ'D ALONG PAVEMENT EDGE

REMOVE EX. STOOP

EX. GRAVEL

REMOVE EX. FENCE

S36°50'58"W
717.30'

AMERICAN BOULEVARD

PROVIDE CURB OPENING PER CITY STANDARDS

EX MH ST 2
RIM:635.52
D=5.15'
INV:630.37 (15" SE)
INV:630.37 (18" NW)

30' BUILDING SETBACK

EX MH ST 3
RIM:636.30
D=4.95'
INV:631.35 (12" SW)
INV:631.35 (30" SE)

30' BUILDING SETBACK

EX INL 102
F/L:635.44'
D=4.68'
INV:630.76' (18" SW)
INV:630.76' (18" NE)

EX MH ST 5
RIM:636.31
D=5.82'
INV:630.49 (36" NW)
INV:630.49 (36" SE)

INV:630.

N52°35'25"W
400.32'

N52°35'27"W
501.50'

EX INL 3
RIM:634.39
D=4.00'
INV:630.39 (12" SW)
INV:630.39 (15" NW)

EX INL 5
RIM:635.38
D=4.00'
INV:631.38 (12" SW)
INV:631.38 (12" NE)

BIOTECH WAY

EX. CONC.

EX INL 4
F/L:634.38'
D=5.00'
INV:632.00' (12" NE)

EX INL 6
RIM:635.47
D=5.00'
INV:631.98 (15" SW)
INV:631.96 (12" NE)

PROVIDE CURB OPENING PER CITY STANDARDS

EX INL 103
F/L:635.48'
D=4.00'
INV:631.48" (12" SW)
INV:631.48" (18" NE)

EX SAN NSI-076
RIM:634.71
D=27.40'
INV:608.51 (8" SE)
INV:621.76 (8" NW)
INV:607.31 (24" SW)
INV:607.31 (24"NE)

INV:632.42 (15")

EX SAN BT1
RIM:637.48
D=16.30'
INV:621.18 (8" SE)
INV:621.18 (8"NW)

NORTH

0' 30' 60'

SCALE IN FEET

OWNER INFORMATION:

BAYSIDE MACHINE CORPORATION
2257 AMERICAN BLVD
DE PERE, WI 54115

(920) 330-9972

CONTACT: ROB SALESKY

BENCHMARK	BENCHMARK ESTABLISHED BY: ROBERT E. LEE & ASSOCIATES, INC. FIELD VERIFY BENCHMARKS FOR ACCURACY.	
NO.	DESCRIPTION	EL.
1	WEST LIGHT POLE BOLT	638.23
2	HYDRANT FLAGBOLT	636.64
3	HYDRANT FLAGBOLT	638.39
4	EAST LIGHTPOLE BOLT	637.52

LEGEND

- FIRE HYDRANT
- WATER VALVE/CURB STOP
- WATER MANHOLE
- REDUCER/INCREASER
- SANITARY MANHOLE
- AIR RELIEF MANHOLE
- STORM MANHOLE
- OPEN STORM MANHOLE
- STORM INLET
- STORM INLET MANHOLE
- TANK COVER
- SOIL BORING
- POST
- IRON PIPE/ROD
- PK NAIL
- POWER POLE
- POWER POLE W/GUY WIRE
- LIGHT POLE
- TRAFFIC SIGNAL POLE
- ELECTRIC MANHOLE
- ELECTRIC METER
- TELEPHONE MANHOLE
- TELEPHONE PEDESTAL
- CABLE TV MANHOLE
- CABLE TV PEDESTAL
- GAS VALVE
- GAS METER
- MAILBOX
- SIGN
- BOLLARD
- DECIDUOUS TREE
- CONIFEROUS TREE
- BUSH
- RIP RAP
- CULVERT
- CONCRETE
- WETLANDS
- HANDICAP PARKING
- EDGE OF ASPHALT
- EDGE OF GRAVEL
- CURB & GUTTER
- TREE/BRUSH LINE
- CONTOUR LINE
- RETAINING WALL
- GUARD RAIL
- FENCE
- SANITARY SEWER (SIZE NOTED)
- FORCEMAIN (SIZE NOTED)
- STORM SEWER (SIZE NOTED)
- WATERMAIN (SIZE NOTED)
- GAS LINE
- OVERHEAD TELEPHONE LINE
- UNDERGROUND TELEPHONE LINE
- OVERHEAD ELECTRIC LINE
- UNDERGROUND ELECTRIC LINE
- OVERHEAD CABLE TV LINE
- CABLE TV LINE
- FIBER OPTIC LINE
- R/W LINE
- PROPERTY LINE
- EASEMENT LINE
- BUILDING SETBACK LINE
- SECTION LINE

NO.	DATE	APPROV.	REVISION
1	8-16-2022	AJB	REVISED CITY SUBMITTAL
2	11-3-2023	AJB	REVISED CITY SUBMITTAL

DRAWN EMK - LLP
CHECKED BBB
DESIGNED AJB

SITE DEVELOPMENT FOR
BAYSIDE MACHINE CORPORATION - 2257 AMERICAN BLVD
CITY OF DE PERE
BROWN COUNTY, WISCONSIN

EXISTING SITE CONDITIONS

DATE 11/2023
FILE 5986001T
JOB NO. 5986001

Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD HOBART, WI 54155
920-662-9641 www.releeinc.com

SHEET NO. C-1

File: B:\5900\5986\5986001\DWG\5986001.dwg
Rev. Date: Nov 03, 2023 - 8:15am
LAYOUT: C-1 (24" x 36")

REMOVE PORTION OF EXISTING CHAIN LINK FENCE

6' VINYL FENCE (TYP.)

S52°34'49"E 575.13'

30' BUILDING SETBACK

EX. ASPHALT

18" STANDARD CURB AND GUTTER

9.0' TYP.

24.0'

105.5'

18.5' 18.5'

EX. ASPHALT

105.5'

S52°35'25"E 338.44'

20' BUILDING SETBACK

N36°05'36"E 415.03'

12' UTILITY EASEMENT

30' BUILDING SETBACK

EX. BUILDING
25,000 S.F.

SAWCUT REQ'D ALONG PAVEMENT EDGE

OUTDOOR STORAGE AND REFUSE/RECYCLING STORAGE AREAS

SAWCUT REQ'D ALONG PAVEMENT EDGE

3' CURB HEAD TAPER

18" STANDARD CURB AND GUTTER ALONG TRANSFORMER

3' CURB HEAD TAPER

18" STANDARD CURB AND GUTTER

AMERICAN BOULEVARD

LANDSCAPE TO MATCH EX. LANDSCAPING

PR. BUILDING
30,689 S.F.

R24.0'

24.0'

R24.0'

22.5'

20.0'

R10.0'

37.0'

2.0' 5.0'

R10.0'

18.5'

SIDEWALK WITH INTEGRAL CURB (TYP.)

R15.0'

FENCE AND ROLLING GATE PER GENERAL CONTRACTOR

S36°10'58"W 306.71'

EX. RAILROAD

20' BUILDING SETBACK

8" CONCRETE DRIVEWAY APRON AND SIDEWALK

9.0' TYP.

24.0'

R3.0'

DRY DETENTION POND
(SEE SHEET 4 FOR DETAILS)

100.0'

30' BUILDING SETBACK

30' BUILDING SETBACK

12' UTILITY EASEMENT

30.0'

N52°35'26"W 901.82'

CMP

CMP

PROVIDE CURB OPENING PER CITY STANDARDS, SEE NOTE 4 THIS SHEET.

5.0'

40.0'

0.5

PROVIDE CURB OPENING PER CITY STANDARDS, SEE NOTE 4 THIS SHEET

8" CONCRETE DRIVEWAY APRON AND SIDEWALK

BIOTECH WAY

NOTES

1. ALL DISTURBED AREAS SHALL BE TOPSOILED TO A DEPTH OF 6 INCHES, SEEDED AND MULCHED. AREA TO BE RAKED FREE OF STONES AND CLUMPS.
2. ALL PAVEMENT MARKINGS TO BE 4" PAVEMENT MARKINGS.
3. CONCRETE WORK IN THE RIGHT-OF-WAY NEEDS TO BE COMPLETED BY A LICENSED CONCRETE WORKER. CONCRETE WORKERS LICENSES CAN BE OBTAINED THROUGH DE PERE PUBLIC WORKS AT (920) 339-4061.
4. CURB CUTS ARE TO BE MADE WITH A HYDRAULIC MOUNTED CURB CUT MACHINE. BREAKING OFF THE CURB HEAD AT THE FLOW LINE WILL NOT BE PERMITTED AND WILL RESULT IN FULL CURB AND GUTTER REPLACEMENT

LEGEND

- CONCRETE PAVEMENT
- ASPHALT PAVEMENT (LIGHT) (25,330 S.F.)
- ASPHALT PAVEMENT (HEAVY) (16,936 S.F.)
- LANDSCAPE AREA
- GREEN SPACE
- TRAFFIC FLOW ARROW
- HANDICAPPED PARKING
- (12) INDICATES NUMBER OF PARKING STALLS
- LIGHT POLE (SEE LIGHTING PLAN)

1 RSERVED PARKING

PARKING DATA

TOTAL PARKING STALLS PROVIDED = 91 (56 EXISTING)

HANDICAP ACCESSIBLE PARKING STALLS = 5

TOTAL PARKING STALLS REQUIRED:

$$\frac{1\ \text{STALL}}{1.5\ \text{EMPLOYEES}} + \frac{1\ \text{STALL}}{400\ \text{SF OFFICE SPACE}} + \frac{1\ \text{STALL}}{\text{VISITOR}}$$

$$\frac{1\ \text{STALL}}{1.5\ \text{EMPLOYEES}} \times 40\ \text{EMPLOYEES} + \frac{1\ \text{STALL}}{400\ \text{SF OFFICE SPACE}} \times 10{,}250\ \text{SF}$$

27 + 27 = 54

ZONING

BP-2

PARCEL NO.

WD-1371

ADDRESS

2257 AMERICAN BLVD
DE PERE, WI 54115

SITE DATA

TOTAL AREA = 8.02 ACRES, 349,138 S.F.

BUILDING AREA = 1.29 ACRES, 55,689 S.F. (16.1%)

SIDEWALK/PARKING LOT AREA = 1.79 ACRES, 78,289 S.F. (22.3%)

GREEN SPACE = 4.94 ACRES, 215,160 S.F. (61.6%)

NORTH

0' 30' 60'

SCALE IN FEET

NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION
1	8-16-2022	AJB	REVISED CITY SUBMITTAL								
2	11-5-2022	AJB	STAFF COMMENTS								

DRAWN LLP
CHECKED ABB
DESIGNED AJB

SITE DEVELOPMENT FOR
BAYSIDE MACHINE CORPORATION - 2257 AMERICAN BLVD
CITY OF DE PERE
BROWN COUNTY, WISCONSIN

SITE PLAN

DATE 01/2020
FILE 5986001D
JOB NO. 5986001

Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD HOBART, WI 54155
920-662-9641 www.releeinc.com

SHEET NO. C-2

File: C:\Users\JMBEP~1\AppData\Local\Temp\AcPublish_14312\5986001D.dwg
Plot Date: Dec 22, 2022 - 3:33pm
Layout: C-2 SITE

EX SAN NSI-075
RIM:634.40
D=27.80'
INV:606.60 (24" SW)
INV:606.60 (24"NE)

EX INLET 1
F/L:633.42'
D=5.00'
INV:629.72' (18" S)

INV=629.76'

INV=632.21'

INV=632.18'

14" x 23" APRON ENDWALL
WITH RIP RAP
E.O.P. INV:631.10 (14" x 23" S)

S52°34'49"E 575.13'

INV=630.78'

INV=631.06'

50'-14" x 23" ELLIPTICAL ST. SEWER @ 0.10%

ST INL 3 (TYPE B)
F/L:634.10
D=2.95'
INV:631.15 (14" x 23" N)
INV:631.15 (14" x 23" SW)

S52°35'25"W 120.00'

EX. ASPHALT

186'-14" x 23" ELLIPTICAL ST. SEWER @ 0.10%

S52°35'25"E 338.44'

EX. BUILDING
25,000 S.F.

INSULATE STORM SEWER

ST INLET 1 (TYPE A)
RIM:635.00
D=3.53'
INV:631.47' (12" SW)

N36°10'58"E 415.07'

EX. BIT.

EX. CONC.

PROPOSED ADDITION TO BE SERVED
WITH SANITARY SEWER THROUGH
EXISTING BUILDING

PR. BUILDING
30,689 S.F.

S36°10'58"W 306.71'

ST MH INL 4
F/L:634.80
D=3.47'
INV:631.33 (14" x 23" NE)
INV:631.33 (14" x 23" SW)

55'-14" x 23" ELLIPTICAL ST. SEWER @ 0.11%

ST MH INL 5
RIM:634.85
D=3.46'
INV:631.39 (14" x 23" NE)
INV:631.88' (14" x 23" SW)

78'-14" x 23" ELLIPTICAL ST. SEWER @ 0.10%

AMERICAN BOULEVARD

ST INL 2 (TYPE A)
RIM:634.90
D=3.71'
INV:631.19 (12" NE)
INV:631.19' (12" S)

106'-12" ST. SEWER @ 0.26%

74'-12" ST. SEWER @ 0.26%

12" APRON ENDWALL
WITH RIP RAP
E.O.P. INV:631.00 (12" N)

30'-6" ST. SEWER @
1.04% MIN. (TYP.)

INV:633.00 (TYP.)

ENDWALLS TO BE TIED
TO ADJACENT PIPE
(TYP.)

70'-15" ST. SEWER @ 0.25%

45° BEND

19'-15" ST. SEWER @ 0.25%

6" DAYLIGHT WITH RIP RAP (TYP.)

15" APRON ENDWALL
WITH RIP RAP
E.O.P. INV:630.59 (15" W)

15" APRON ENDWALL
WITH RIP RAP
E.O.P. INV:632.10 (15" SW)

14" x 23" APRON ENDWALL
WITH RIP RAP
E.O.P. INV:631.80 (14" x 23" NE)

50'-15" RCP ST. SEWER @ 1.00%

96'-6"
WATER
SERVICE

EX MH ST 3
RIM:636.30
D=4.95'
INV:631.35 (12" SW)
INV:631.35 (30" SE)

CONNECT TO EXISTING 6" WATER SERVICE

CORE DRILL AND PROVIDE WATER
TIGHT CONNECTION TO EX. MANHOLE

CORE DRILL AND PROVIDE
WATER TIGHT CONNECTION
TO EX MH ST 3

N52°35'25"W 901.82'

EX INL 102
F/L:635.44'
D=4.68'
INV:630.76' (18" SW)
INV:630.76" (18" NE)

EX MH ST 6
RIM:636.85
D=6.69'
INV:630.16 (36" NW)
INV:630.67 (18" NE)
INV:630.16 (36" E)

EX MH ST 2
RIM:635.52
D=5.15'
INV:630.37 (15" SE)
INV:630.37 (18" NW)
INV: 630.37 (12" NE)

EX INL 3
F/L:634.39'
D=4.00'
INV:630.39' (12" SW)
INV:630.39' (15" NW)

EX INL 4
F/L:634.38'
D=5.00'
INV:632.00' (12" NE)

EX INL 5
F/L:635.38'
D=4.00'
INV:631.38' (12" SW)
INV:631.38' (12" NE)

EX INL 6
F/L:635.47'
D=5.00'
INV:631.98' (15" SW)
INV:631.96' (12" NE)

BIOTECH WAY

EX INL 103
F/L:635.48'
D=4.00'
INV:631.48' (12" SW)
INV:631.48' (18" NE)

EX SAN BT2
RIM:635.25
D=11.83'
INV:623.42 (8"NW)

EX SAN BT1
RIM:637.48
D=16.39'
INV:621.18 (8" SE)
INV:621.18 (8"NW)

EX SAN NSI-076
RIM:634.71
D=27.40'
INV:608.51 (8" SE)
INV:621.76 (8" NW)
INV:607.31 (24" SW)
INV:607.31 (24"NE)

LEGEND

- PROPOSED SANITARY SEWER
- EXISTING SANITARY SEWER (SIZE NOTED)
- PROPOSED STORM SEWER
- EXISTING STORM SEWER (SIZE NOTED)
- PROPOSED WATERMAIN
- EXISTING WATERMAIN (SIZE NOTED)

PROPOSED	EXISTING	
		FIRE HYDRANT
		WATER VALVE/CURB STOP
		WATER MANHOLE
		REDUCER/INCREASER
		SANITARY MANHOLE
		LIFT STATION
		TRACER WIRE SIGNAL CONNECTION BOX
		CLEANOUT
		STORM MANHOLE
		STORM CATCH BASIN
		STORM INLET
		STORM INLET MANHOLE
		YARD DRAIN
		STANDPIPE
		ROOF DOWNSPOUT

NOTE

1. A MINIMUM OF 6.5 FEET OF COVER SHALL BE MAINTAINED OVER ALL WATERMAIN.
2. SANITARY SEWER, WATERMAIN AND STORM SEWER SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN AND ADMINISTRATIVE CODE CHAPTERS COMM 81-87.
3. FIELD VERIFY LOCATION OF EXISTING UTILITIES. IF EXISTING LOCATIONS DIFFER FROM WHAT IS INDICATED ON THE PLANS, **CONTACT ENGINEER,** PRIOR TO CONTINUED WORK.
4. ALL SANITARY SEWER, STORM SEWER AND WATER SERVICES / MAINS SHALL BE PROVIDED WITH TRACER WIRE OR OTHER METHOD TO BE LOCATED.
5. AN EXCAVATION PERMIT IS REQUIRED FOR ANY WORK IN THE PUBLIC RIGHT-OF-WAY. CONTRACTOR SHALL CONTACT DE PERE PUBLIC WORKS AT (920) 339-4061 TWO WEEKS IN ADVANCE OF WORK TO OBTAIN PERMITS

NORTH

0' 30' 60'

SCALE IN FEET

NO.	DATE	APPROV.	REVISION
1	8-18-2022	AJB	REVISED CITY SUBMITTAL
2	11/5/2022	AJB	STAFF COMMENTS

DRAWN: LLP
CHECKED: BBB
DESIGNED: AJB

SITE DEVELOPMENT FOR
BAYSIDE MACHINE CORPORATION-2257 AMERICAN BLVD
CITY OF DE PERE
BROWN COUNTY, WISCONSIN

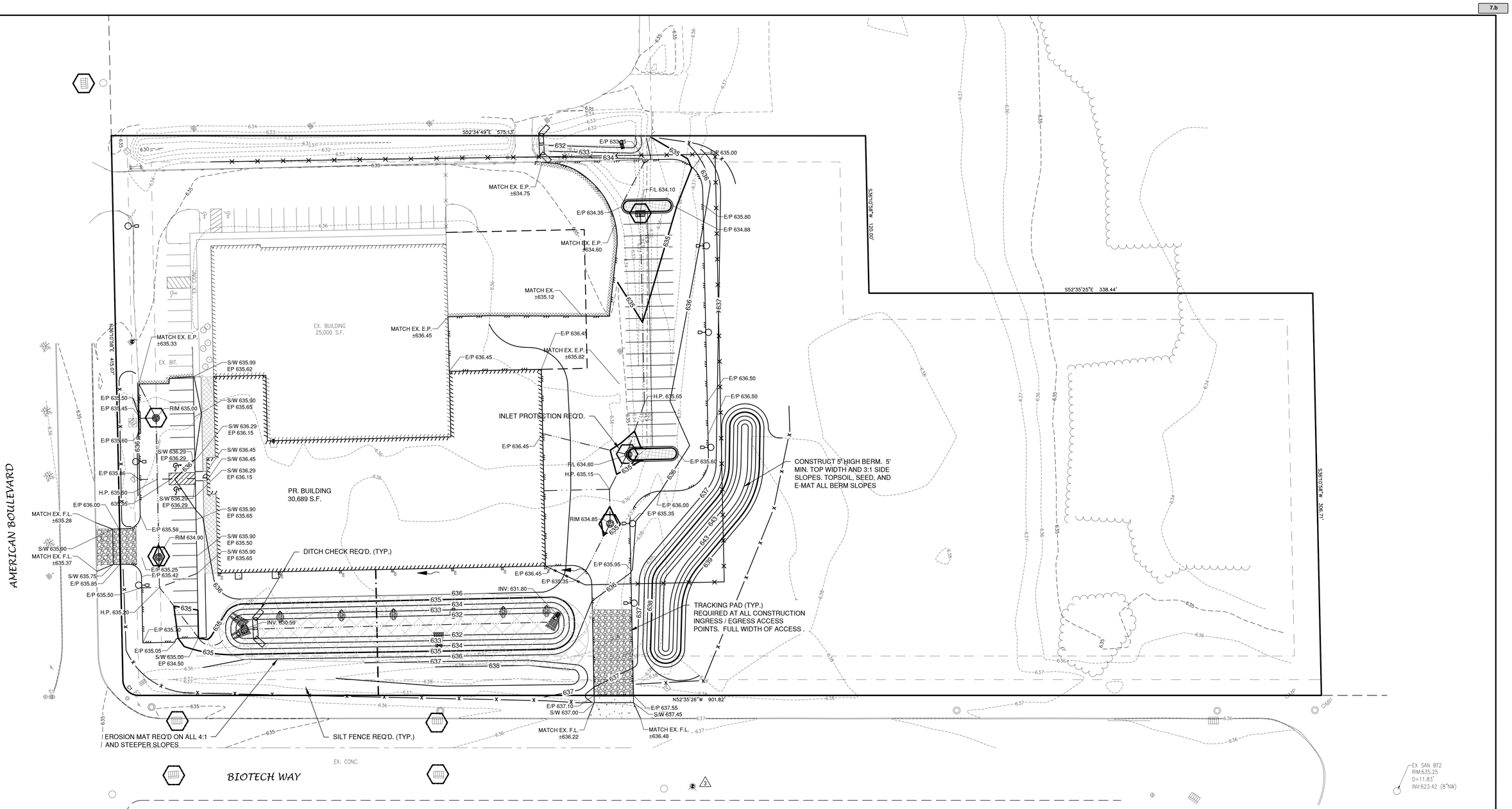
UTILITY PLAN

DATE 01.2020
FILE 5986001D
JOB NO. 5986001

Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD HOBART, WI 54155
920-662-9641 www.releeinc.com

SHEET NO. C-3

File: G:\Users\JMB\T~1\AppData\Local\Temp\AcPublish_14312\5986001D.dwg
Plot Date: Nov 22, 2022 - 3:32pm
Layout: C-3 UTILITY



LEGEND

T/C 999.99	TOP OF CURB ELEVATION
F/L 888.88	FLOW LINE ELEVATION
S/W 666.66	TOP OF SIDEWALK ELEVATION
E/P 555.55	EDGE OF PAVEMENT ELEVATION
R/W 444.44	TOP OF RETAINING WALL ELEVATION
333.33	GROUND ELEVATION

- DRAINAGE SWALE
- DRAINAGE DIVIDE
- FLOW ARROW
- SILT FENCE (PER WDNR TECHNICAL STANDARD 1056)
- DITCH CHECK (PER WDNR TECHNICAL STANDARD 1062)
- TRACKING PAD (PER WDNR TECHNICAL STANDARD 1057)
- EROSION MAT (PER WDNR TECHNICAL STANDARD 1053)
- INLET PROTECTION (PER WDNR TECHNICAL STANDARD 1060)

EROSION CONTROL

ALL EROSION CONTROL PRACTICES INDICATED ON THIS PLAN ARE APPROXIMATE LOCATIONS ONLY. THE ACTUAL SITE MAY REQUIRE MORE OR LESS EROSION CONTROL DEPENDING ON THE CURRENT CONDITION OF THE SITE.

1. SILT FENCE IS REQUIRED DOWNSLOPE OF ANY DISTURBED LAND THAT MAY CARRY SEDIMENTS OFF SITE.
2. A TRACKING PAD IS REQUIRED AT ANY INGRESS/EGRESS LOCATION, WHERE SEDIMENT MAY BE TRACKED OFF-SITE.
3. PROPER INLET PROTECTION SHALL BE USED DEPENDING ON THE INLET TYPE.
4. ALL NECESSARY SITE DEWATERING SHALL BE PERFORMED IN ACCORDANCE WITH WDNR TECHNICAL STANDARD 1061.

CONSTRUCTION SEQUENCE

1. INSTALL EROSION CONTROL BMP'S SUCH AS SILT FENCE, INLET PROTECTION, AND TRACKING CONTROL PADS PRIOR TO ANY SITE DISTURBANCE.
2. PLACE FILL MATERIAL, COMPACT, AND GRADE AS NECESSARY FOR BUILDING AND PARKING LOT. EXCAVATE FOR BUILDING FOUNDATION AND BEGIN BUILDING CONSTRUCTION.
3. EXCAVATE DRY DETENTION POND AREAS AND INSTALL ALL NECESSARY SITE UTILITIES.
4. PLACE GRAVEL BASE COURSE AND CONSTRUCT PARKING LOT.
5. COMPLETE REMAINING BUILDING AND PAVE PARKING LOT.
6. TOPSOIL, SEED, AND MULCH OR E-MAT TO STABILIZE ALL REMAINING DISTURBED AREAS AS SOON AS FINAL GRADING IS COMPLETED.
7. ONCE SITE VEGETATION HAS REACHED 70%, ALL EROSION CONTROL BMP'S MAY BE REMOVED.

NORTH

0' 30' 60'

SCALE IN FEET

NO.	DATE	APPROV.	REVISION
1	11-5-2022	AJB	STAFF COMMENTS

DRAWN LLP | CHECKED BBB | DESIGNED AJB

SITE DEVELOPMENT FOR
BAYSIDE MACHINE CORPORATION - 2257 AMERICAN BLVD
CITY OF DE PERE
BROWN COUNTY, WISCONSIN

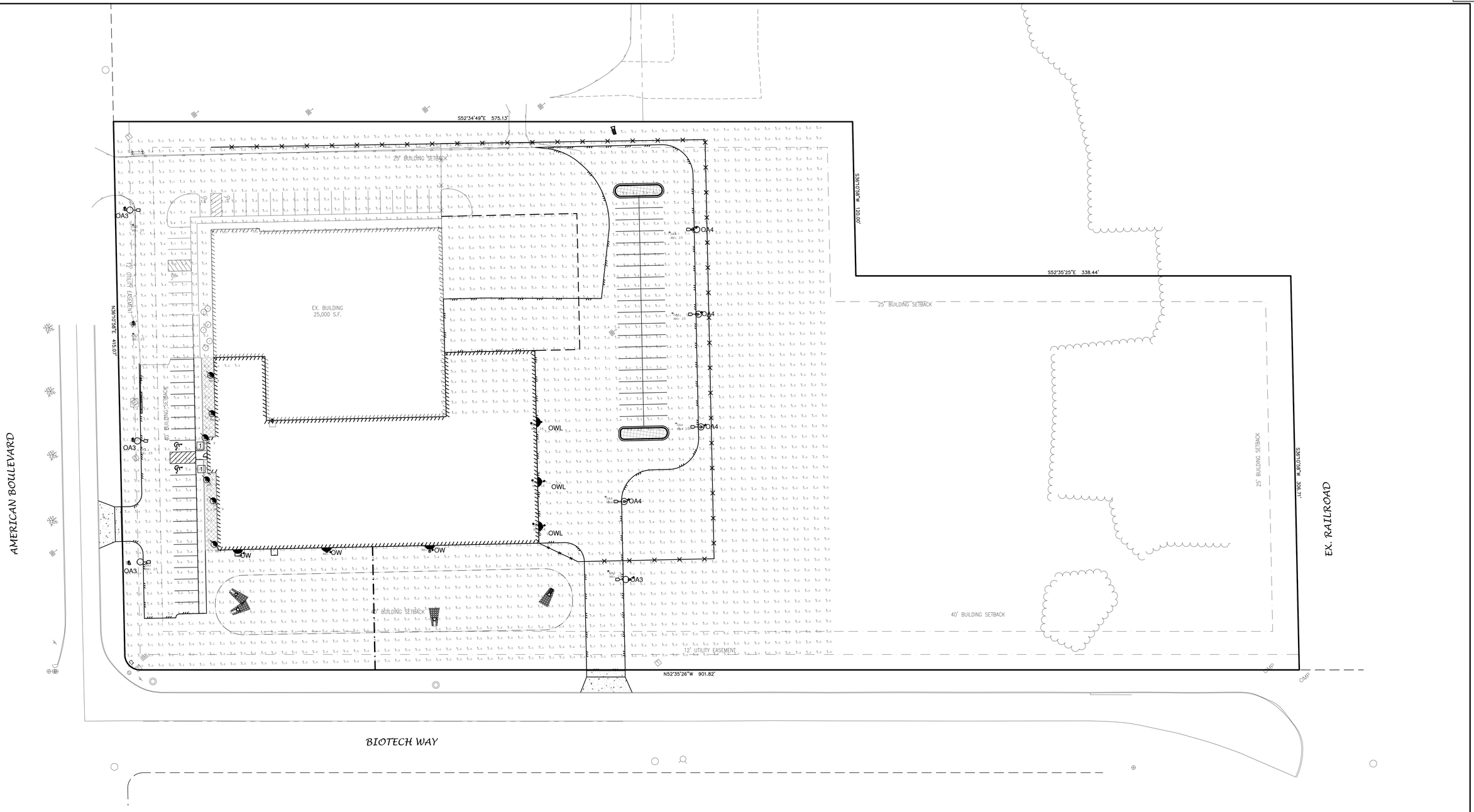
GRADING AND EROSION CONTROL PLAN

DATE 01/2020 | FILE 59860001D | JOB NO. 5986001

Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD HOBART, WI 54155
920-662-9641 www.releeinc.com

SHEET NO. C-4

File: C:\Users\LMBEC~1\AppData\Local\Temp\AcPublish_14312\59860010.dwg
Plot Date: Dec 22, 2023 - 3:13pm
LAYOUT: C-4 GRADING



TYP	SYMBOL	DESCRIPTION	LUMENS	QTY
OA3	OA3	LSI INDUSTRIES, MRS-LED-24L-SIL-3-40-70CRI-IL	16496	5
OA4	OA4	LSI INDUSTRIES, MRS-LED-24L-SIL-FT-40-70CRI	23640	4
OD		LSI INDUSTRIES, LCD6-LED-25L-40-FL-TR6R-SF-HA	2492	6
OW	OW	LSI INDUSTRIES, WLS-LED-03L-40	3132	3
OWL	OWL	LSI INDUSTRIES, XWS-LED-08L-SIL-FT-40-70CRI	7687	3

NOTE: LIGHTING CONTRACTOR TO VERIFY ALL LIGHTING FIXTURES MEET DARK SKY REQUIREMENTS AND CITY OF DE PERE ZONING CODE.

LIGHTING PLAN BY VISUAL IMPACT LIGHTING.

LEGEND

- WALL PACK (FOR TYPE DESIGNATION SEE TABLE TO LEFT)
- DOWNLIGHT (FOR TYPE DESIGNATION SEE TABLE TO LEFT)
- LIGHT POLE (FOR TYPE DESIGNATION SEE TABLE TO LEFT)

NORTH

0' 30' 60'

SCALE IN FEET

NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION	NO.	DATE	APPROV.	REVISION

DRAWN: LLP
CHECKED: BBB
DESIGNED: AJB

SITE DEVELOPMENT FOR
BAYSIDE MACHINE CORPORATION - 2257 AMERICAN BLVD
CITY OF DE PERE
BROWN COUNTY, WISCONSIN

LIGHTING PLAN

DATE: 01.2020
FILE: 5986001D
JOB NO.: 5986001

Robert E. Lee & Associates, Inc.
ENGINEERING, SURVEYING, ENVIRONMENTAL SERVICES
1250 CENTENNIAL CENTRE BOULEVARD HOBART, WI 54155
920-662-9641 www.releeinc.com

SHEET NO. C-11

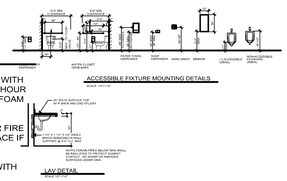
File: R:\JOBS\5986\5986001\DWG\5986001D.dwg
Plot Date: Dec 23, 2019 - 9:36am
Layout: Lighting

FLOOR PLAN GENERAL NOTES:

1. ALL DIMENSIONS ARE TO FINISH SURFACES
2. INTERIOR PARTITIONS TO BE 362S125-30 METAL STUDS @ 16" O.C. W/ 1/2" GYPSUM BOARD BOTH SIDES W/ F.G. SOUND BATT UNLESS NOTED OTHERWISE. NOMINAL DIMENSIONED WIDTH 5"
3. BOX IN ALL PEMB COLUMNS WITH BYPSUM BOARD IN OFFICE AREA.
4. PROVIDE FIRE ALARM SYSTEM WITH SMOKE DETECTION IN EXISTING AND NEW MANUFACTURING / WAREHOUSE AREA (ALL BUILDING AREAS SOUTH OF FIREWALL). SEE APPROVED PETITION FOR VARIANCE - TRANSACTION ID #3292134.

FLOOR PLAN WORK NOTES:

1. VERIFY EXISTING 8" CMU WALL IS FILLED WITH CORE FILL FOAM INSULATION TO MEET 2 HOUR FIRE RATING REQUIREMENTS. PROVIDE FOAM CORE FILL IF NECESSARY.
2. VERIFY EXISTING DOORS ARE 1 1/2 HOUR FIRE RATED WITH LATCH AND CLOSER. REPLACE IF NECESSARY.
3. REMOVE WINDOW AND INFILL OPENING WITH METAL STUDS AND GYPSUM BOARD.
4. PROVIDE FURRING AND GYPSUM BOARD OVER EXISTING CMU WALL.
5. 1 HOUR STUD WALL - SEE DETAIL 1/A1.2
6. PASS THRU WINDOW - MAXIMUM SILL HEIGHT 34" AFF
7. FUTURE ELEVATOR FOR FUTURE SECOND FLOOR OFFICE BUILD-OUT. VERIFY SHAFT DIMENSIONS WITH ACTUAL ELEVATOR TO BE USED.
8. REMOVE SECTION OF WALL FOR NEW HALLWAY CONTINUATION.



GENERAL SPECIFICATION

These plans and specifications have been prepared for Fox Cities Builders, Seymour, Wisconsin (hereafter referred to as the contractor). The Architect will be responsible only to the contractor for work incorporated into the drawings and specifications. Civil, Plumbing, Heating-Ventilating and Electrical plans and specifications will be furnished by others. All contractors shall be responsible for complying to provisions of the Federal Occupational Safety & Health Act.

GENERAL CONDITIONS: All contractual agreements and responsibilities, including all insurance requirements and State of Wisconsin Regulations, are to be negotiated between Owner and the Contractors, both of whom will be responsible for furnishing all required insurances, including Unemployment & Workmen's Compensation requirements. Contractors shall be responsible for safety and accident prevention. There shall be no deviation from these plans and specifications without the written consent of the Architect. The Architect is not a party to any negotiations between Owner and his Contractors.

MECHANICAL TRADES: Plumbing, Heating-Ventilating and Electrical Work contracts are not a part of these plans. All work of these trades shall be done in strict accordance to all Local and State of Wisconsin Codes and Ordinances. Plumbing and Heating-Ventilating plans shall be submitted to the State of Wisconsin for approval. Electrical Contractor shall provide all required "EXIT" lights.

SITE WORK: Strip existing topsoil and store on the site as directed by the Owner. The site shall be graded to provide drainage away from the building.

EXCAVATION AND BACKFILLING: Excavate to required depths to receive footings as indicated on the drawings. Excavations shall be cut cleanly. Backfill around exterior of building with earth free from waste and debris. All backfill below slabs on grade to be granular material and compacted to 95% modified proctor. Maximum lift is 8 inches. Foundations are designed for 2000 PSF soil bearing capacity. The Contractor shall verify the adequacy of bearing soils and employ the services of a soils engineer if necessary. Architect shall be notified of presence of any questionable soils.

CONCRETE WORK: Concrete footings and slab shall be constructed to meet all requirements of the "Guide Specifications for Ready Mix Concrete". Strength to be minimum 3,000 PSI for walls and footings, and 4,000 PSI for floor slabs. Exterior flatwork shall be air entrained. Slump shall not exceed 4". Provide all required form work, as indicated on plans, and remove all forms after concrete has properly set. This contractor shall set all anchor bolts, as shown or required of proper size and length. Set by template. Furnish and place all reinforcing steel and welded wire mesh as called for. Reinforcing steel shall be intermediate grade, deformed, new billet steel meeting ASTM A-15. Bend bars a minimum 24" around corners and lap splices at least 20 bar diameters. Where not otherwise shown, the thickness of concrete over the reinforcement shall be:
1. Where concrete is deposited against the ground without the use of forms, not less than 3 inches.
2. Where concrete is deposited against forms and exposed to weather or soil, not less than 1-1/2 inches.

MASONRY: A. All masonry work shall be performed by skilled workmen in a competent manner. Joints shall be clean, straight, plumb, level and uniform. Chipped, cracked and broken units shall not be used.
All masonry shall be laid in running bond.
B. Reinforcing shall be used every second course of all masonry block walls. Provide three courses of brick for bearing. Dur-O-Wal shall be standard weight as required by the State of Wisconsin Dept. of COMM. Lap all reinforcements 6 inches.
C. 4" masonry shall be tied to backup material with 22 U.S. gage stainless steel anchors, 7/8" wide spaced 16" O.C. vertically and 32" O.C. horizontally.
D. Control joints shall be provided and spaced as follows unless specified otherwise on the plans:
Load-bearing walls: joint to corner - 30': joint to joint - 60' (0 to 20% wall openings)
joint to corner - 20': joint to joint - 40' (more than 20% wall openings)
Non-bearing walls: joint to corner - 25': joint to joint - 50' (0 to 20% wall openings)
Joint to corner - 20': joint to joint - 30' (more than 20% wall openings)
Joints in fire rated walls shall be filled with materials with same fire rating.
E. All concrete masonry units shall conform to ASTM C-90-70. Units shall be from a source approved by the State of Wisconsin and shall bear the mark of the manufacturer.

PRECAST CONCRETE: Precast concrete floor planks shall be 8". A 3" concrete topping will be installed. Plank must be designed for 85 PSF live load.

PRE-ENGINEERED METAL BUILDING: The building shall be supplied by a supplier yet to be determined (hereafter referred to as the manufacturer). The metal building, as shown, shall be manufactured by the manufacturer, and shall meet all of the loading requirements as outlined by the State of Wisconsin, Department of Safety & Professional Development, Safety & Buildings Division, for buildings of this type. The metal building and all applicable accessories shall be completely furnished and installed to manufacturers specifications, and as outlined in the Agreement between the Owner and Contractor. The building shall be of bay sizes shown on the plans.

LUMBER: Lumber for framing shall be #2 SPF or better unless otherwise noted. All wood in contact with concrete shall be pressure treated. Fire treated wood shall be used where noted,

COLD FORMED METAL FRAMING: Provide metal framing, which includes channel shaped steel studs and accessories. Steel studs shall be of size and gauge shown on the plans.

STRUCTURAL STEEL: All structural steel required, in addition to that furnished with the metal building, shall be A-36. Design shall conform to the latest AISC specification.

INSULATION: PEMB roof shall be fiberglass liner system as indicated on the drawings. Wall and entryway roof insulation shall be polyisocyanurate foam insulation in thickness indicated on the plan. All foam insulation shall be separated from the habitable space by a minimum 30 minute thermal barrier (½" gypsum board). Foundation perimeter insulation shall be extruded polystyrene foam in the thickness shown on the plans. All exposed insulation shall have a flame spread rating of 25 or less.

DOORS: All exit doors shall be hollow metal or wood with hollow metal frames; size and swing as shown on plan. Exterior doors shall be insulated. All exit doors shall have hardware that can be opened from the inside by pushing against a single bar or by turning a single lever.

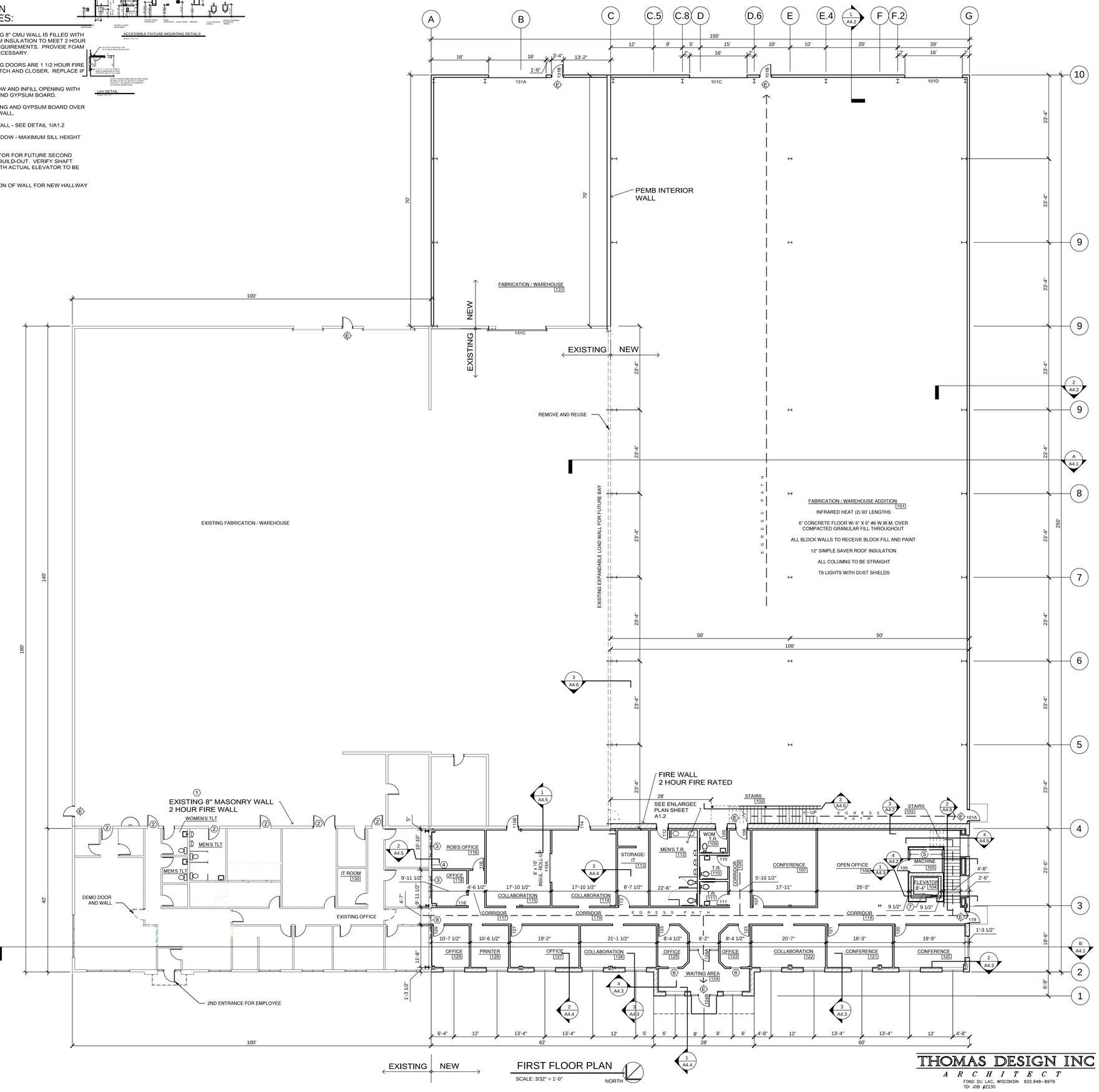
ALUMINUM DOORS & WINDOWS: Exterior units shall be 1", low-e, medium solar tint, double glaze, in thermally broken anodized aluminum frame - Kawneer 451T or equal. Glazing in door / sidelight assemblies shall be tempered. Interior units shall be have ¼" tempered glass.

OVERHEAD DOORS: Overhead doors shall be nominal 1 ¾" thick with polyurethane foam core.

BARRIER-FREE GENERAL REQUIREMENTS: Handicap accessible toilet rooms are shall conform to the following:
1. Floors shall be sealed concrete or ceramic tile. Provide a 6" ceramic tile base around the toilet rooms. The walls and ceilings shall be painted with light colored enamel. The doors shall be equipped with a closer.
2. Grab bars shall support 250 pounds minimum, shall have a smooth finish and an outside diameter of between 1" and 1-1/2", with 1-1/2" clearance between the bar and wall. Mount 36" above finish floor as shown on the floor plan.
3. Lavatory shall be mounted to allow 29" clear space below with a maximum rim height of 34".
4. Mirrors and towel dispensers shall be mounted not more than 40" above finish floor.
5. Sex Designation - letters not less than 1" high or symbols shall be used to designate men and women.
6. Water closets shall have a seat height of 17 to 19 inches.
7. Each toilet room shall be provided with mechanical exhaust ventilation of at least 3 cfm per square foot of floor area or 75 cfm per fixture (water closets and urinals).

FIRE EXTINGUISHERS: Furnish and install fire extinguishers per IFC 906 and NFPA 10.

EXIT LIGHTS: Provide an approved type illuminated sign bearing the work "EXIT" in 5" high letters above all doors shown thus Ⓔ . Light shall have emergency battery backup capable of 90 minutes of continued illumination.



THOMAS DESIGN INC
ARCHITECT
FOND DU LAC, WISCONSIN 920.948-8979
TDI JOB #2230

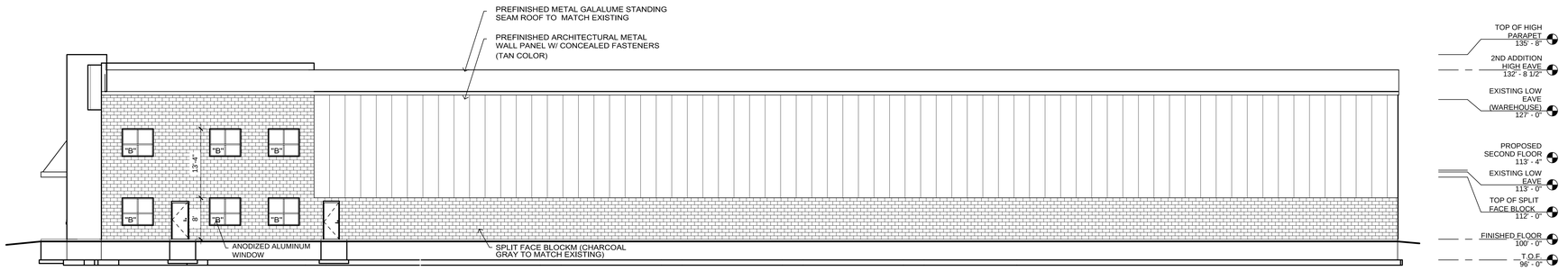
Fox Cities Builders
EXPERIENCE THE BEST
FOX CITIES BUILDERS, LLC.
N7315 CTY RD. Y - SUITE B
SEYMOUR, WISCONSIN 54165
PHONE (920) 833-9545
FAX (920) 833-9546

PLAN SET STAGE:
☐ PRELIMINARY PLAN SET - NOT FOR CONSTRUCTION
☐ PLAN BID COPY
☒ FINAL PLAN SET - APPROVED FOR CONSTRUCTION

REVISIONS:
NOV 15, 2022
APRIL 7, 2023

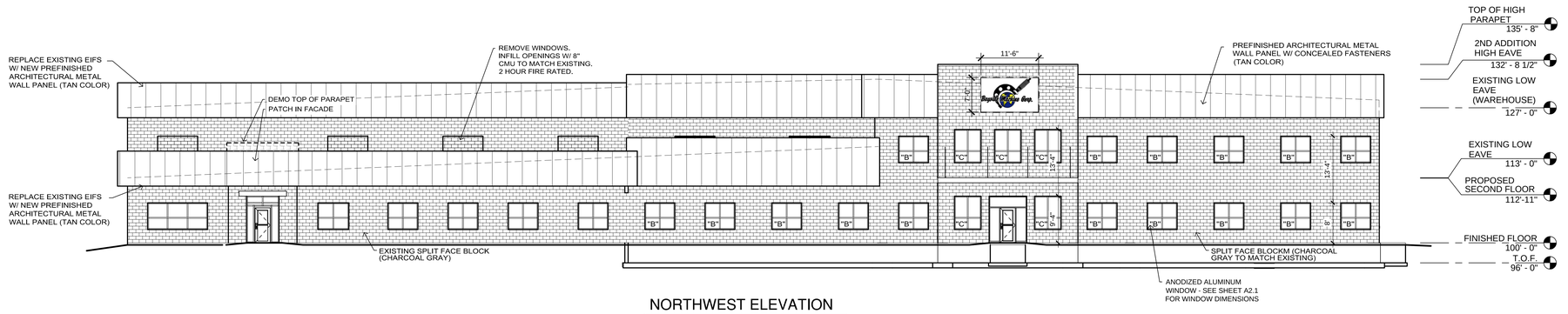
PROPOSED BUILDING ADDITION FOR:
19-1012 BAYSIDE MACHINE CORP.
2257 AMERICAN BOULEVARD, DE PERE, WI
SALES REP: JEREMY NOLL (920) 595-0345
DATE: DECEMBER 12, 2022

A1.1



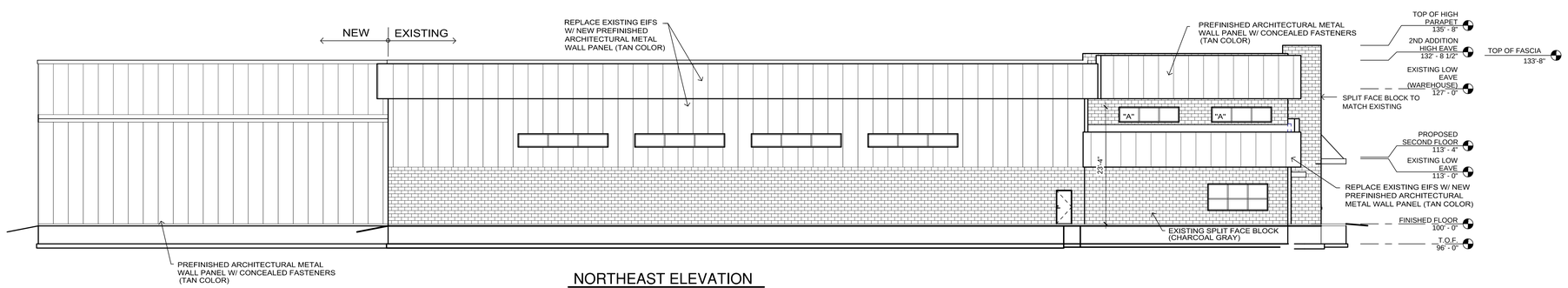
SOUTHWEST ELEVATION

SCALE: 3/32" = 1'-0"



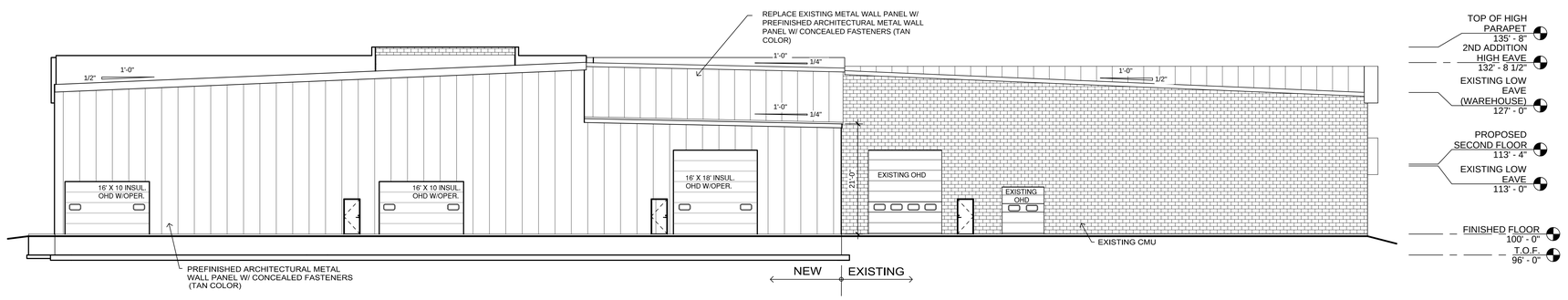
NORTHWEST ELEVATION

SCALE: 3/32" = 1'-0"



NORTHEAST ELEVATION

SCALE: 3/32" = 1'-0"



SOUTHEAST ELEVATION

SCALE: 3/32" = 1'-0"

THOMAS DESIGN INC
ARCHITECT
FOND DU LAC, WISCONSIN 920.948-8979
TDI JOB #2230

Fox Cities Builders
EXPERIENCE THE BEST
FOX CITIES BUILDERS, LLC.
N7315 CTY RD Y - SUITE B
SEYMOUR, WISCONSIN 54165
PHONE (920) 833-9545
FAX (920) 833-9546

PLAN SET STAGE:
- ☐ PRELIMINARY PLAN SET NOT FOR CONSTRUCTION
- ☐ PLAN BID COPY
- ☒ FINAL PLAN SET APPROVED FOR CONSTRUCTION

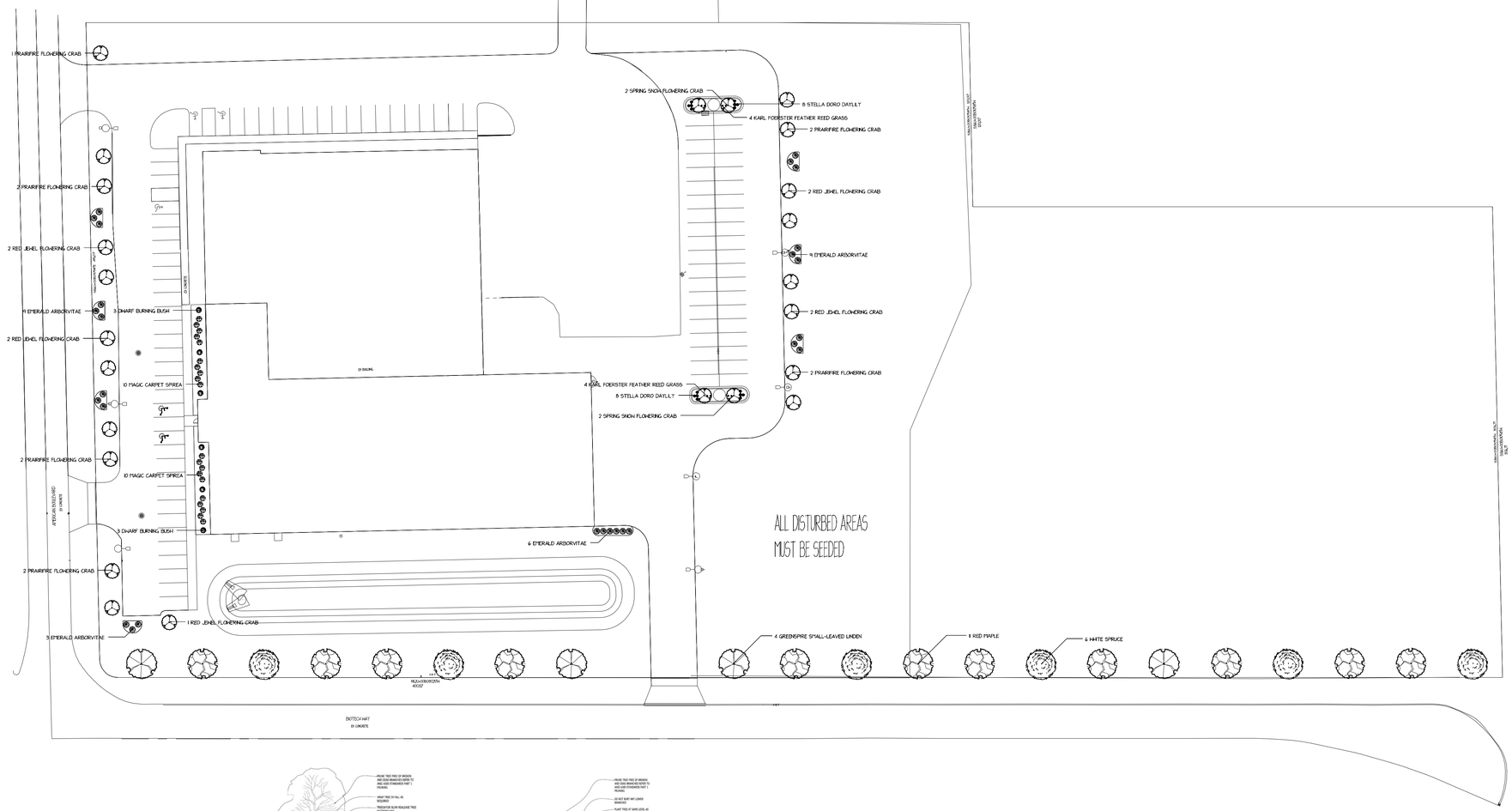
REVISIONS:
NOV 15, 2022
APRIL 7, 2023

PROPOSED BUILDING ADDITION FOR:
19-1012 BAYSIDE MACHINE CORP.
2257 AMERICAN BOULEVARD, DE PERE, WI
SALES REP: JEREMY NOLL (920) 595-0345
DATE: DECEMBER 12, 2022

A3.1

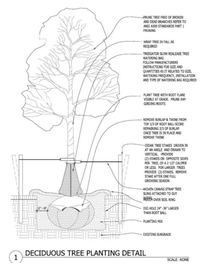
Key	Qty	Botanical Name	Common Name	Size/Condition	Remarks
Trees					
Ar	11	Acer rubrum	RED MAPLE	2"-2 1/2" b&b	
MRJ	9	Malus x 'Red Jewel'	RED JEWEL FLOWERING CRAB	1 1/2"-2" b&b	
MSS	4	Malus x 'Spring Snow'	SPRING SNOW FLOWERING CRAB	2"-2 1/2" b&b	
Mal	11	Malus x 'Prairifire'	PRAIRIFIRE FLOWERING CRAB	1 1/2"-2" b&b	
Pg	6	Picea glauca	WHITE SPRUCE	5'-6' b&b	
TcG	4	Tilia cordata 'Greenspire'	GREENSPIRE SMALL-LEAVED LINDEN	2"-2 1/2" b&b	
ToS	27	Thuja occidentalis 'Smaragd'	EMERALD ARBORVITAE	4'-5' b&b	
Shrubs					
EoC	6	Euonymus alatus 'Compactus'	DWARF BURNING BUSH	18"-24" potted	
SJM	20	Spiraea japonica 'Magic Carpet'	MAGIC CARPET SPIREA	12"-15" potted	
Ornamental Grasses					
CaK	8	Calamagrostis x acutiflora 'Karl Foerster'	KARL FOERSTER FEATHER REED GRASS	1 gal	
Perennials and Annuals					
HSd	16	Hemerocallis 'Stella dOro'	STELLA DORO DAYLILY	1 gal	

BEDS TO HAVE:
- WEED ENDER LANDSCAPE FABRIC
- 1 1/2 " MISSISSIPPI RIVER STONE
- BLACK VINYL EDGING

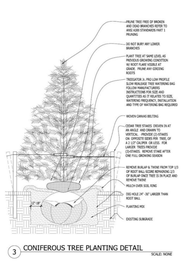


ALL DISTURBED AREAS
MUST BE SEEDED

ALL TREED TO HAVE
3' RING OF HARDWOOD MULCH



1 DECIDUOUS TREE PLANTING DETAIL
SCALE: NONE



3 CONIFEROUS TREE PLANTING DETAIL
SCALE: NONE

PROPERTY OF
AME LANDSCAPING

BAYSIDE MACHINE CORP

No.	Date	Description
1	1/18/24	PLANT DETAIL CHANGE

REVISIONS

2257 AMERICAN BLVD.
DE PERE, WI 54115

LANDSCAPE PLAN

A.M.E. LANDSCAPING
LANDSCAPE MAINTENANCE, INSTALLATION & DESIGN
GREEN BAY, WI
(920) 217-9860

SCALE	1" = 40'
DRAWN BY	MIGUEL REYES
CHECKED BY	
DATE	12 / 18 / 2023
DATE OF PRINT	

PROJECT NO.

SHEET NO.

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 13, 2024**
DEPARTMENT:	**Plan Commission**
FROM:	**Daniel Lindstrom**
SUBJECT:	**Consideration and Possible Action on a revised purchase/sale and development agreement terms with GMS, INC for approximately 42,000 square foot (0.96 acre) portion of Parcel WD-1138 for an expansion to Badgerland Supply located adjacent at 1414 BUILDERS CT.***

ATTACHMENTS:

- Badgerland Supply Term Sheet Memo Updated 02132024 (PDF)
- Sketch WD-1138_revised (PDF)
- Sale Map - Air Photo (JPG)
- Badgerland Supply Conceptual Site Plan (PDF)

CITY OF DE PERE
MEMO

To: Mayor James Boyd
Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: February 13, 2024

RE: **Consideration and possible action on a revised purchase/sale agreement terms with GMS, INC for approximately 42,000 square foot (0.96 acre) portion of Parcel WD-1138 for an expansion to Badgerland Supply located adjacent at 1414 BUILDERS CT.***

Badgerland Supply is part of the Gypsum Management & Supply Inc (GMS, Inc) family of companies that provide commercial and residential building supply needs for local contractors in North America. GMS, Inc. owns and operates over 400 locations across the country, with Badgerland Supply, located at 1414 Builders CT being the local subsidiary of the Green Bay Market. Badgerland Supply was part of the first wave of development in the southern portion of the West Business Park after the completion of American Blvd south of Red Maple Road. Badgerland expressed interest in acquiring approximately 1.5 acres of parcel WD-1138 to expand its footprint and store more materials in the interior of a new 80'x200' building. However, the City recently negotiated a purchase option for parcel WD-1138 with Infinity Machine. Staff worked with both Badgerland and Infinity Machine for a solution that would allow Badgerland Supply to expand on approximately a 0.96-acre part of parcel WD-1138 and Infinity Machine to retain a sale option for the remaining portion of parcel WD-1138 (approximately 8.02 acres).

Since the review of the initial term sheet last fall, the City determined that the proposed expansion would require the relocation of a shallow storm sewer and would be of significant cost and time to relocate the storm sewer. Therefore, staff presented GSM with the potential to relocate the building to a reduced setback to be presented to the Plan Commission in February. In exchange for the reduced setback, GMS would increase the design aesthetics/building materials to ensure the west-facing façade is visually appealing to the future user of the remaining part of parcel WD-1138 (Infinity Machine and Engineering). Therefore, the City and GMS propose a development incentive to account for the increased paving and building material costs.

GMS INC SITE INFORMATION SUMMARY (Badgerland Supply):

Address(es):	1414 Builders CT & 0 Builders Ct
Parcel IDs:	WD-1138 & WD-L176-1
TID(s):	TID No. 12 will be amended in 2024 to include the sale portion.
Acres:	0.96 Acres
Proposed Use:	Expanded storage
Future Land Use:	Business Park
Zoning:	Business Park 2 (BP-2)
Proposed Zoning:	Unchanged
Current Total Assessed Value (full value):	$0
Potential Addition Building Value (full):	$800,000 *(16,000 sq ft x $50 per square foot)*
Guaranteed Annual Revenue	$12,300 (rounded -$800,000 x 0.015348387 current mill rate)

Example Site Plan



SITE PLAN - PROPOSED
1 /C1.0 SCALE = 1" = 30'-0"

PROPOSED TERMS - General Information

Parties:	City of De Pere & Gypsum Management & Supply Inc
Proposed Use:	Warehouse
Anticipated New Increment Value:	$800,000
Anticipated Total Value:	$2,504,900
Newly Generated Annual Increment Revenue:	$12,300 (rounded -$800,000 x 0.015348387 current mill rate)
Total Generated Annual Increment Revenue:	$38,450 (rounded)
Property Sale Value	$38,400 (40,000 per acre x 0.96 acres)

Developer Obligations:

1. **Proposed Development:** The developer shall construct a minimum 16,0000-square foot single-story building.

2. **Timelines:**
   a. Secure site plan approvals by May 1, 2024.
   b. Commence construction by June 1, 2024.
   c. Complete Construction by December 31, 2024.
   d. Final assessed value by January 1, 2025.

3. **Assessed Value and Tax Revenue:** Developer guarantees a minimum annual tax increment revenue value of $12,300. The City and/or State of Wisconsin shall assess the development project in accordance with the real estate valuation requirements for similar mixed commercial under Wis. Stats, §70.32. The Total Project Grant is premised upon the completed development project having an equated assessed value equal to the guaranteed value for real property tax purposes of not less than $800,000; however, in no case shall the total annual tax value be less than $38,450. The Developer will make a Payment In Lieu Of Tax to City (the "Deficit Payment") equal to the difference in taxes to be collected due to the shortfall in the annual tax increment revenue.

City Obligations:

1. **Prepare Quit Claim Deed (QCD).** The City shall prepare a QCD for the sale of the property (attached).

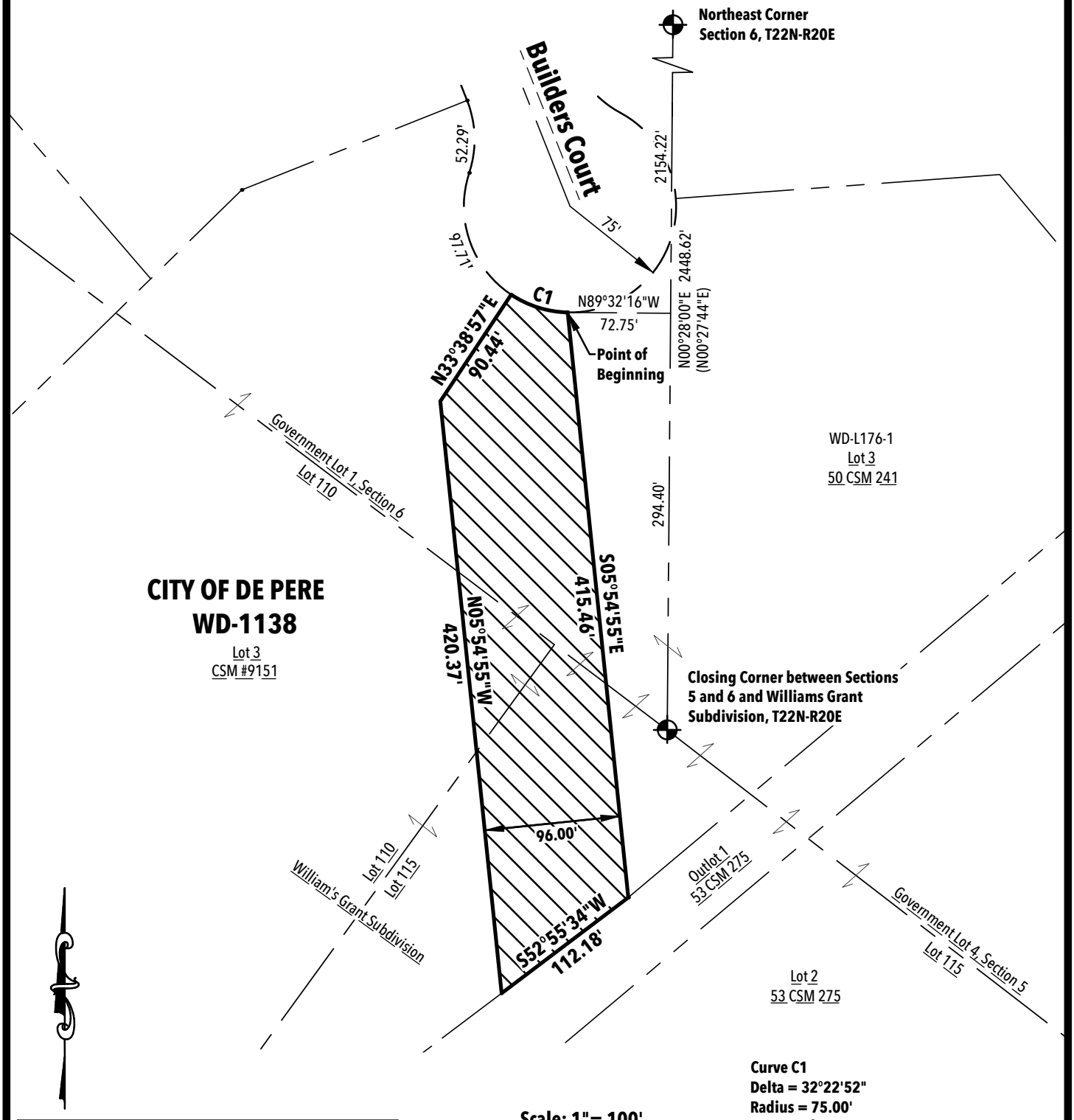
2. **TID No. 12 Amendment.** The City shall work with the Joint Review Board to amend TID No. 12 to include the subject parcel as whole parcels are required to be within the TID. The amendment is intended to be completed no later than September 30, 2024; however, approval of the TID amendment is subject to the Joint Review Board's discretion and a condition precedent required prior to the execution of a development agreement between the parties.

3. **Site Assembly Grant.** The City shall provide the Developer with a Site Assembly Grant of $38,400 at the close of the purchase of the subject property.

4. **Developer Project Cost Reimbursement Grant.** The City shall provide a $40,000 Project Cost Reimbursement Grant to reimburse Project Costs incurred by the Developer. Such project grant shall be payable after the Certificate of Occupancy is issued and the Development Services Director has reviewed and verified final project costs, which such review may not be unreasonably withheld or delayed. However, at no point shall the project grant be issued prior to September 1st of the subject year unless the Developer notifies the City by October 1st of the preceding year that they expect to complete the project between January 1st and August 31st of the subject year.

Recommendation:
Staff recommends approval of the term sheet and if the Finance and Personnel Committee approves the proposed terms, the City will draft a Sale and Development Agreement that will be reviewed by the Common Council at a future meeting.

EXHIBIT 'A'



Legend

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

Scale: 1"= 100'

0' 50' 100' 200'

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

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

DE PERE RUNS DEEPER

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

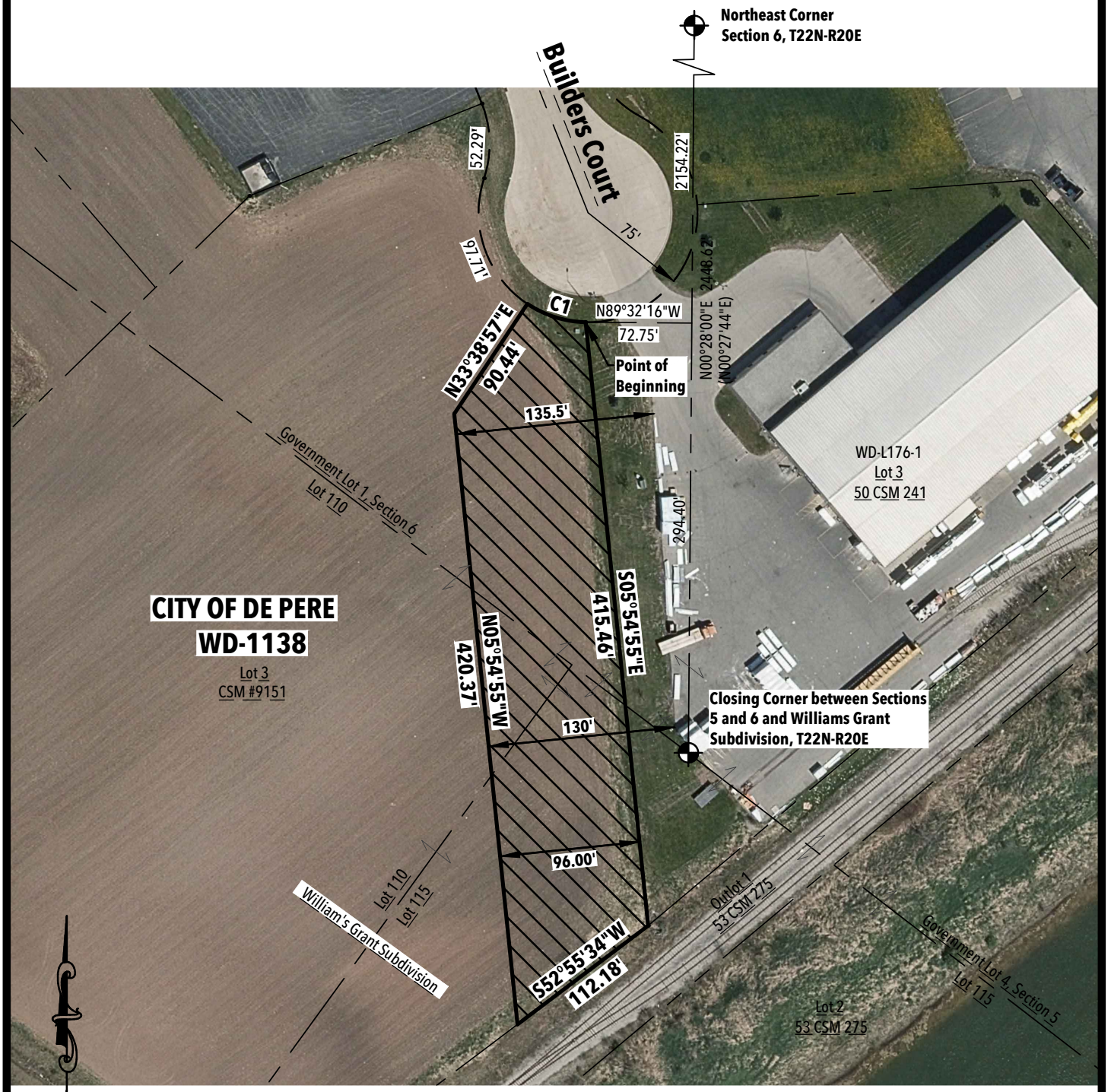
Office (920) 339-4053

Date: 9/06/2023

REL Job #:404486

Exhibit
Sheet 1 of 1

EXHIBIT 'A'



Legend

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

Scale: 1"= 100'

0' 50' 100' 200'

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

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

DE PERE RUNS DEEPER

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

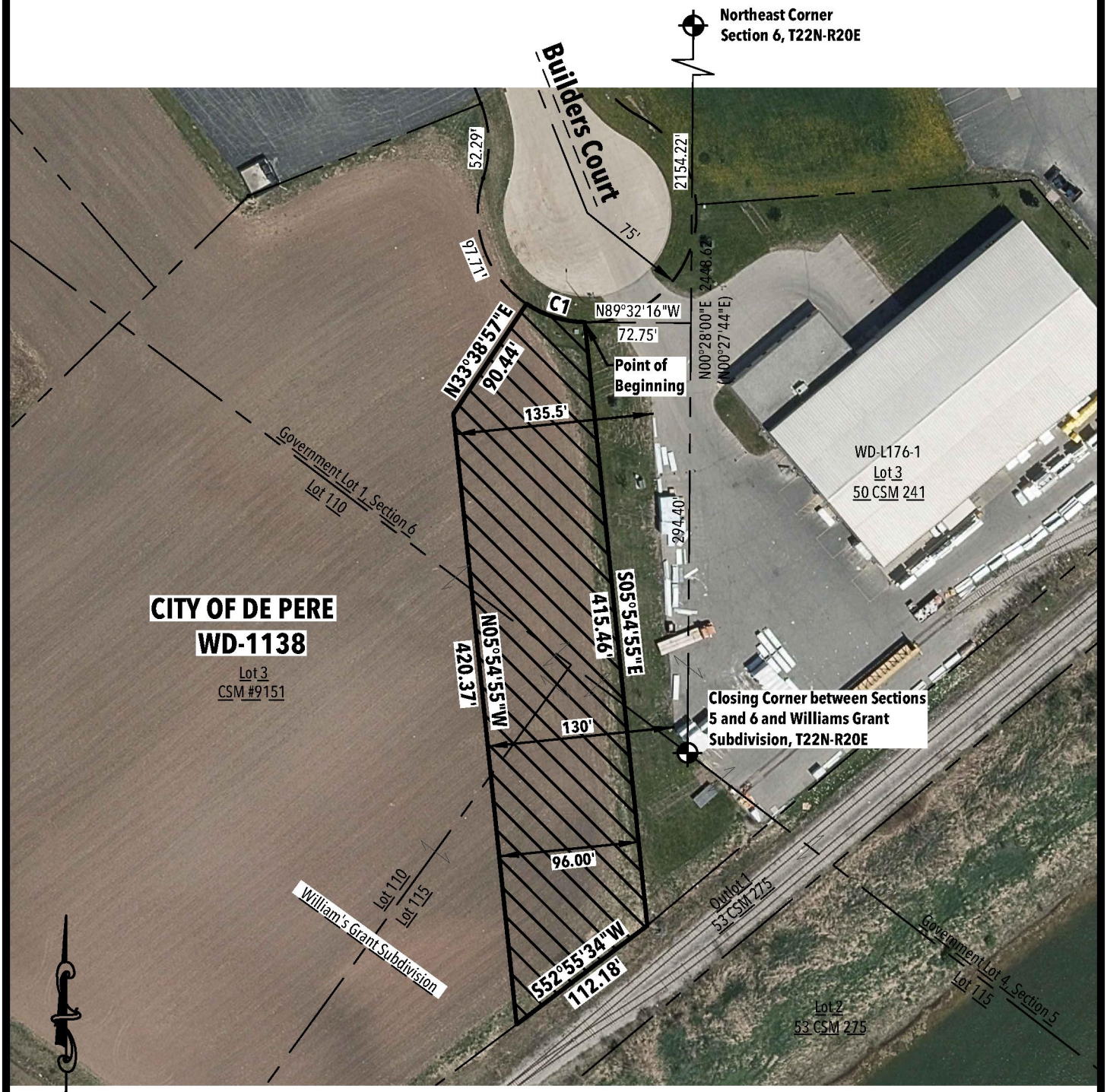
Office (920) 339-4053

Date: 9/06/2023

REL Job #:404486

Exhibit
Sheet 1 of 1

EXHIBIT 'A'



Legend

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

Scale: 1"= 100'

0' 50' 100' 200'

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

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

DE PERE RUNS DEEPER

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

Office (920) 339-4053

Date: 9/06/2023

REL Job #:404486

Exhibit
Sheet 1 of 1



SITE PLAN - PROPOSED

1 /C1.0 SCALE = 1" = 30'-0"

NORTH

SITE CALCULATIONS & INFORMATION

TOTAL LOT AREA =	____ SQ. FT. (APROX.)/ ____ ACRES
BUILDING AREA (EXISTING) =	____ SQ. FT.
BUILDING AREA (PROPOSED) =	____ SQ. FT.
ASPHALT AREA (EXISTING) =	____ SQ. FT.
ASPHALT AREA (PROPOSED) =	____ SQ. FT.
CONCRETE AREA (EXISTING) =	____ SQ. FT.
CONCRETE AREA (PROPOSED) =	____ SQ. FT.
SIDEWALK (LINEAR FT.)	____ FT.
GRAVEL AREA =	____ SQ. FT.
TOTAL IMPERVIOUS SURFACE =	____ SQ. FT.
GREENSPACE AREA =	____ SQ. FT. (APROX.)/ ____%
TOTAL PARKING STALL COUNT =	____ STALLS
ADA STALLS (REQUIRED, ____)	PROVIDED, ____

BAYLAND

BAYLAND BUILDINGS
P.O. BOX 13571 GREEN BAY, WI 54307
(920) 498-9300 FAX (920) 498-3033
www.baylandbuildings.com
DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING FOR:

23-3299

CITY, WISCONSIN; COUNTY OF:

SCALE VERIFICATION
THIS BAR MEASURES 1" ON ORIGINAL.
ADJUST SCALE ACCORDINGLY

NOTICE OF COPYRIGHT
THESE PLANS ARE COPYRIGHTED AND ARE SUBJECT TO COPYRIGHT PROTECTION AS AN "ARCHITECTURAL WORK" UNDER SEC. 102 OF THE COPYRIGHT ACT, 17 U.S.O. AS AMENDED DECEMBER 1990 AND KNOWN AS ARCHITECTURAL WORKS COPYRIGHT PROTECTION ACT OF 1990. THE PROTECTION INCLUDES BUT IS NOT LIMITED TO THE OVERALL FORM AS WELL AS THE ARRANGEMENT AND COMPOSITION OF SPACES AND ELEMENTS OF THE DESIGN. UNDER SUCH PROTECTION, UNAUTHORIZED USE OF THESE PLANS, WORK OR BUILDING REPRESENTED, CAN LEGALLY RESULT IN THE CESSATION OF CONSTRUCTION OR BUILDINGS BEING SEIZED AND/OR MONETARY COMPENSATION TO BAYLAND BUILDINGS, INC.

JOB NUMBER: 23-3299

PROJECT EXECUTIVE: TIM AMBROSIUS

DRAWN BY: AGS

DATE: 01/26/2024

REVISIONS:

ISSUED FOR:	CHECKED BY:	DATE:
[ ] PRELIMINARY		
[X] BID SET		
[ ] DESIGN REVIEW		
[ ] CHECKSET		
[ ] CONSTRUCTION		

SITE PLAN

C1.0

1/31/2024 8:29:56 AM

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 13, 2024**
DEPARTMENT:	**Economic Development**
FROM:	**Daniel Lindstrom**
SUBJECT:	**Consideration and Possible Action on sale and development agreement terms with Smet Construction Services Corp for Parcel WD-D0076 on Venture AV in the West Business Park.***

ATTACHMENTS:

- SMET Term Sheet Memo - WD-D0076 (PDF)
- Smet Site Plan - Conceptual (PDF)
- Smet Building Plans - Conceptual (PDF)
- WD-D0076 Sale Map Large Scale (PDF)
- WD-D0076 Site Map Detail (JPG)
- EDL_Exterior Render-01 (JPG)

CITY OF DE PERE MEMO

To: Mayor James Boyd
Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: February 13, 2024

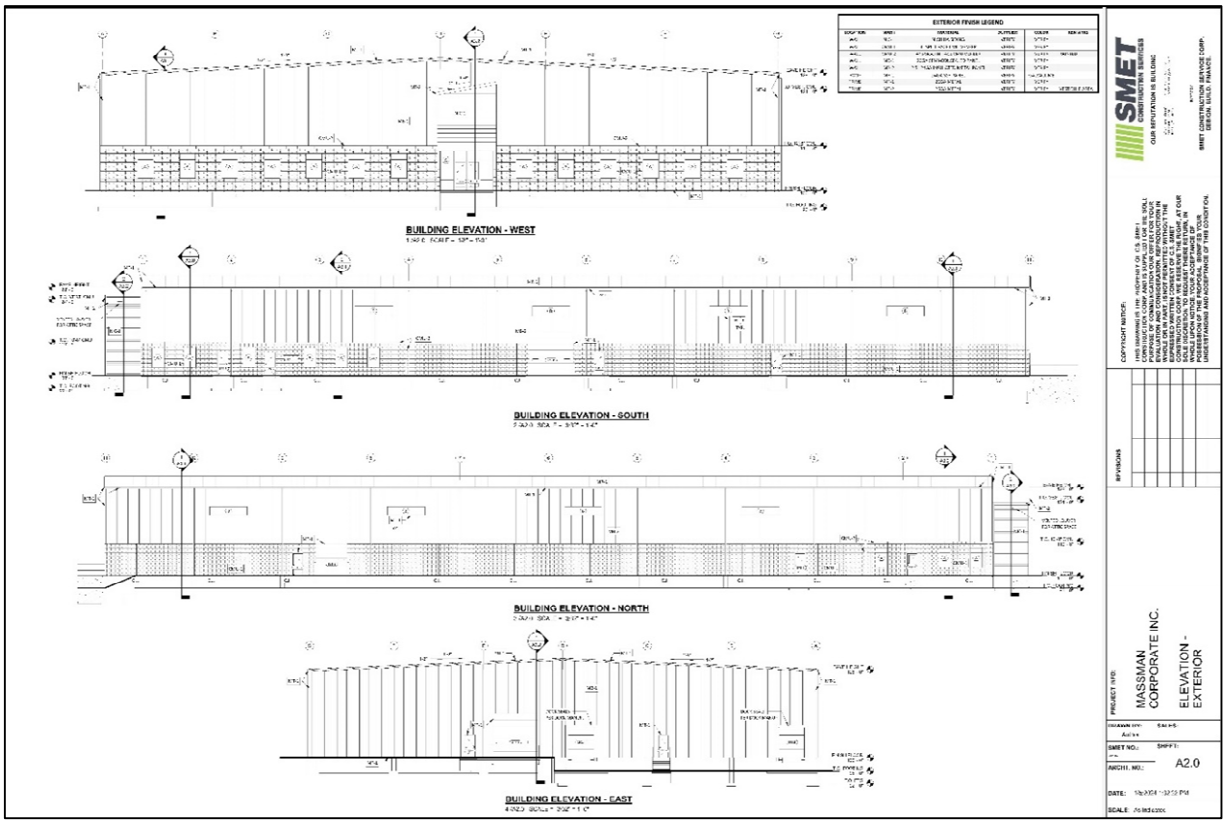
RE: **Consideration and Possible Action on Sale and Development Agreement Terms with Smet Properties, LLC for Parcel WD-D0076 on Venture AV in the West Business Park***

Summary
Last February, the Development Services Department responded to a site selection request from Smet Construction Services Corp (Smet) regarding a site inquiry for approximately 5 acres of land for a local company looking to expand its operation that is unable to expand at its current location. EDL, a shrink wrap line production company currently located in Ashwaubenon, conducted due diligence comparing a De Pere site on American BLVD and a site located out-of-state. Because of interest rates and the uncertainty of the economy, EDL and Smet chose to delay construction until the first quarter of 2024 to evaluate all options under a 270-day planning option. During the discussions, the City presented Smet with a 5.33-acre site located along Venture AV that had since become available after a different option party declined to construct a facility on that site. After additional review, EDL and Smet prefer the newly proposed location on Venture AV.

Therefore, Smet proposed to construct, own, and lease the development of a one-story, 45,555 SF manufacturing building of which 8,792 SF within the structure is office and restrooms for their approximately 90 employees. SMET also stated the development could expand in the near future and as such the rear of the building is being planned as an expansion wall. The proposed use would be completely contained within the building. Example site plans are attached to this memo.




SIGNAGE
SMET


EXTERIOR FINISH LEGEND
BUILDING ELEVATION - WEST
BUILDING ELEVATION - SOUTH
BUILDING ELEVATION - NORTH
BUILDING ELEVATION - EAST
SMET
COPYRIGHT NOTICE:
PROJECT INFO:
MASSMAN CORPORATE INC.
ELEVATION - EXTERIOR
REVISIONS
SHEET NO.:
A2.0
DATE:
SCALE:

Development Site Information Summary:

Address:	TBD
Parcel IDs:	WD-D0076
Acres:	5.33
Anticipates Sale Value:	$213,200 ($40,000 per acre)
Purpose Use:	Office/ manufacturing/warehouse
Future Land Use:	Business Park
Zoning:	Business Park 2 (BP-2)
Proposed Zoning:	Unchanged
Current Total Assessed Value (full value):	$0
Potential New Building Value (full):	$3,060,000 (rounded) - $3,059,000 Actual
Office	*$1,181,500 (8,792sq ft x $125 per square foot)*
Storage/Warehouse:	*$1,985,665 (36,103+660 sq ft x $55 per square foot)*
Guaranteed Annual Tax Payment:	$47,000 (rounded)
	$3,060,000 x 0.015348387 (2023 mill rate)

Potential City Incentives:

Approximately $460,000 in a cash and/or land grant or approximately 15.08% of the estimated assessed values. The percentage is slightly higher than in the recent past; however, the construction pricing inflation and elevated interest rates continue to challenge the expected market rate of return for the developer. Additionally, the site was originally planned for a rail user; however, after further analysis, the site would require too much additional fill to add a rail spur and therefore the highest and best use of the site is the proposed manufacturing use.

Developer Obligations- (Smet Properties, LLC):

1. **Proposed Development:** The developer shall construct a minimum 45,555-square-foot office and manufacturing facility.

2. **Timelines:**
   a. Secure site plan approvals by May 1, 2024.
   b. Commence construction by June 1, 2024.
   c. Complete construction by December 31, 2024.
   d. Final assessed value by January 1, 2025.

3. **Assessed Value and Tax Revenue:** Developer guarantees a minimum annual tax increment revenue value of $47,000. The City and/or State of Wisconsin shall assess the development project in accordance with the real estate valuation requirements for similar mixed commercial under Wis. Stats, §70.32. The total project grant is premised upon the completed development project having an equated assessed value equal to the guaranteed value for real property tax purposes of not less than $3,060,000; however, in no case shall the annual tax value be less than $47,000. The Developer will make a Payment In Lieu Of Tax to the City (the "Deficit Payment") equal to the difference in taxes to be collected due to the shortfall in the annual tax increment revenue.

City Obligations (City of De Pere):

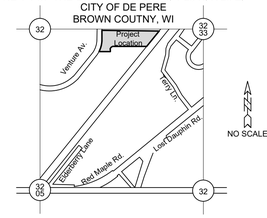
1. **Site Assembly Grant.** The City shall provide the Developer with a Site Assembly Grant of $213,200 at the close of the purchase of the subject property.

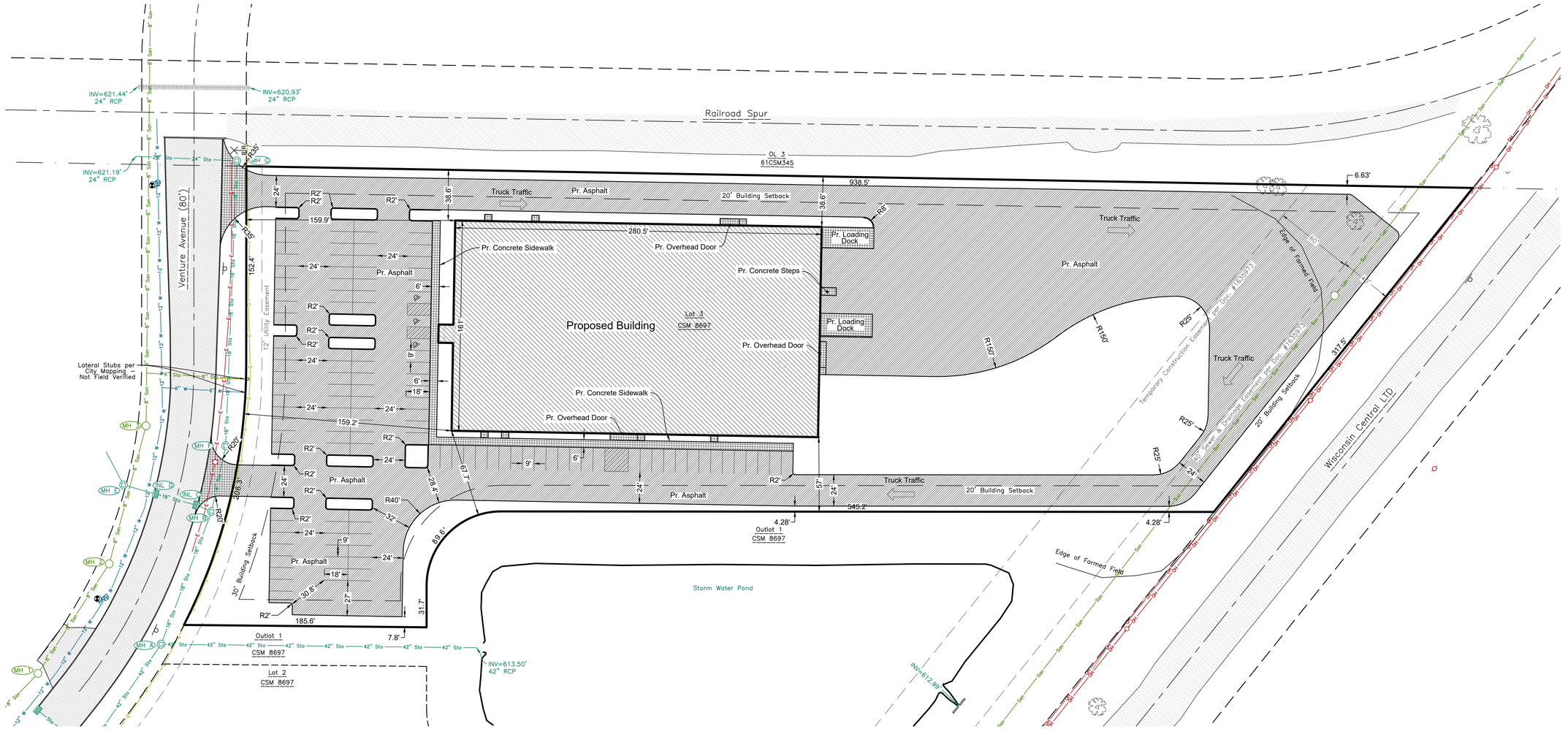
2. **Developer Project Cost Reimbursement Grant.** The City shall provide developer with a Project Cost Reimbursement Grant ("project grant") of $246,800 to reimburse project costs incurred by the Developer. Such project grant shall be payable after the Certificate of Occupancy is issued and the entire site plan has been completed and the Development Services Director has reviewed and verified final project costs, which such review may not be unreasonably withheld or delayed. However, at no point shall the project grant be issued prior to September 1st of the subject year unless the Developer notifies the City by October 1st of the preceding year that they expect to complete the project between January 1st and August 31st of the subject year.

Recommendation:
Staff recommends approval of the term sheet and if the Finance and Personnel Committee approves the proposed terms, the City will draft a Developer's Agreement that will be reviewed by the Common Council at a future meeting.

LOCATION MAP

NE 1/4 OF THE SW 1/4 GOV. LOT 1, T 23 N, R 20 E,
CITY OF DE PERE
BROWN COUTNY, WI





LEGEND

- Overhead Utility Lines
- Utility Guy Wire
- Sanitary Sewer (Pipe Size)
- Storm Sewer (Pipe Size)
- Underground Electric
- Underground Gas Line
- Water Main (Pipe Size)
- Treeline
- Railroad Tracks
- Culvert
- Index Contour - Existing
- Intermediate Contour - Existing
- Proposed Building
- Proposed Asphalt
- Proposed Concrete
- Proposed Gravel
- Sanitary MH / Tank / Base
- Clean Out / Curb Stop / Pull Box
- Storm Manhole
- Inlet
- Hydrant
- Utility Valve
- Utility Pole
- Light Pole / Signal
- Guy Wire
- +799.9 Ex Spot Elevation
- Railroad Signal
- Sign
- Post / Guard Post
- Deciduous Tree
- ¾" Rebar Found
- 2" Iron Pipe Found
- Government Corner
- Benchmark
- Asphalt Pavement
- Concrete Pavement
- Gravel

1" = 40'

40 0 40 80 120

SHEET INDEX:

Sheet	Page
Site Plan	C1.0
Topographic Survey	C1.1
Drainage and Grading Plan	C1.2
Erosion & Sediment Control Plan	C1.3
Construction Details	C2.1
Sewer & Water Details	C2.2
Erosion & Sediment Control Details	C2.3
Stormwater Pond Details	C2.4

SMET CONSTRUCTION SERVICES

OUR REPUTATION IS BUILDING

CORPORATE OFFICE
2280 PROFIT PLACE
DE PERE, WI 54115

PHONE: (920) 532-3828
EMAIL: BUILD@SMET.COM

SMET.COM

SMET CONSTRUCTION SERVICE CORP.
DESIGN. BUILD. FINANCE.

COPYRIGHT NOTICE:

THIS DRAWING IS THE PROPERTY OF C.S. SMET CONSTRUCTION CORP. AND IS SUPPLIED FOR THE SOLE PURPOSE OF COMMUNICATION OUR OFFER FOR YOUR EVALUATION AND CONSIDERATION. REPRODUCTION IN WHOLE OR IN PART, IS NOT PERMITTED WITHOUT THE EXPRESSED WRITTEN CONSENT OF C.S. SMET CONSTRUCTION CORP. WE RESERVE THE RIGHT, AT OUR SOLE DISCRETION TO REQUEST THERE RETURN, IN WHOLE UPON NOTICE. YOUR ACCEPTANCE OF POSSESSION OF THE PROPOSAL SIGNIFIES YOUR UNDERSTANDING AND ACCEPTANCE OF THIS CONDITION.

REVISIONS

PROJECT INFO:

MASSMAN CORPORATE INC.

SITE PLAN

DRAWN BY: Author	SALES:
SMET NO.: 22106	SHEET: C1.0
ARCHT. NO.:	
DATE:	
SCALE: 1" = 40'-0"	

1/18/2024 12:53 PM J:\Projects\8047onp\dwg\Civil 3D\8047Engr.dwg Printed by: kyle

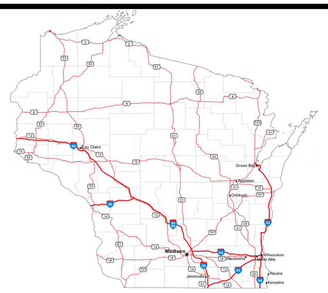
PROJECT FOR :

MASSMAN CORPORATE INC.

(AS SUCCESSOR BY MERGER TO EDL MASSMAN, LLC)

DEPERE, WISCONSIN

PROJECT LOCATION



NORTH

PROJECT DIRECTORY

CONTRACTOR: SMET CONSTRUCTION
CULLEN SMET
2080 PROFIT PLACE
DE PERE, WI 54115
(920) 532-3828

ARCHITECTURAL : ONPOINT ENGINEERING AND DESIGN
DEVIN OEHLDRICH, PE
1748 BRIDGE PORT CIR
DE PERE, WI 54115
(920) 676-1368

STRUCTURAL : ONPOINT ENGINEERING AND DESIGN
DEVIN OEHLDRICH, PE
1748 BRIDGE PORT CIR
DE PERE, WI 54115
(920) 676-1368

CIVIL : DAVEL ENGINEERING & ENVIORNMENTAL
JOHN DAVEL, PE
1164 POVINCE TERRACE
MENASHA, WI 54952
(920) 560-6563

MECHANICAL : DESIGN BUILD

ELECTRICAL : DESIGN BUILD

PLUMBING : DESIGN BUILD

FIRE PROTECTION : DESIGN BUILD

PROJECT INFORMATION

OWNER INFORMATION:
SMET PROPERTIES LLC
1428 FOX RIVER DRIVE
DE PERE, WISCONSIN 54115
CONTACT: SCOTT SMET
DIS NO:

PROJECT LOCATION:
ADDRESS
DE PERE, WI 54115
CITY OF DE PERE
BROWN COUNTY

BUILDING AREA:
FIRST FLOOR
OCCUPANCY F-2 AREAS 36,103 SQ FT
OCCUPANCY B AREAS 8,792 SQ FT
MEZZANINE
OCCUPANCY S-2 AREAS 660 SQ FT

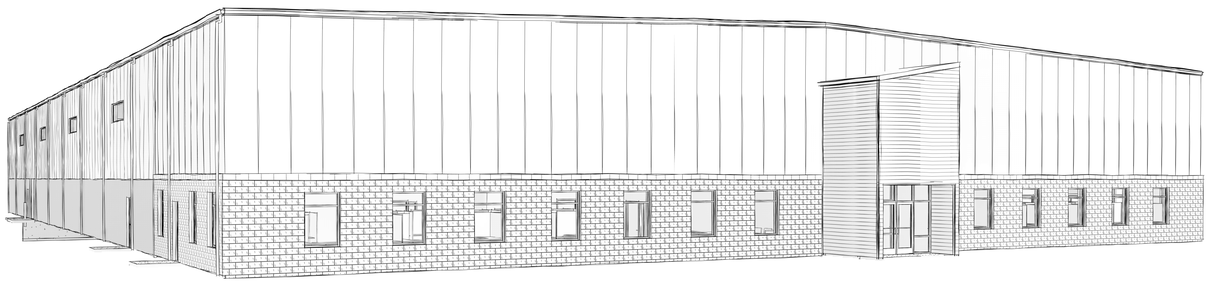
TOTAL BUILDING AREA: 45,555 SQ FT

SHEET INDEX

NUMBER	SHEET NAME / DESCRIPTION	LATEST SHEET REVISION DATE	ISSUED BY	NUMBER
1 TITLE				
T1.0	TITLE SHEET			
2 GENERAL				
G1.0	PLAN NOTES			
G1.1	PLAN NOTES			
G1.2	CODE DATA			
G1.3	CODE DATA			
3 CIVIL				
C1.0	SITE PLAN			
4 ARCHITECTURAL				
A0.1	WALL / ROOF TYPES			
A1.0	FLOOR PLAN - PROPOSED			
A1.1	FLOOR PLAN - ENLARGED PLANS			
A1.2	FLOOR PLAN - OFFICE AREA DIMENSION PLAN			
A1.3	ROOF PLAN - PROPOSED			
A2.0	ELEVATION - EXTERIOR			
A3.0	SECTIONS - BUILDING			
A3.1	SECTIONS - BUILDING			
A3.2	SECTIONS - BUILDING			
A6.0	SCHEDULES - DOOR / WINDOW			
A6.1	ROOM FINISH PLAN - OVERALL			
A6.2	ROOM FINISH PLAN - OFFICE AREA			
A6.3	REFLECTED CEILING PLAN - PROPOSED			
5 STRUCTURAL				
S0.1	STRUCTURAL DESIGN CRITERIA			
S1.0	FOUNDATION PLAN - OVERALL			
S1.1	SLAB PLAN - OVERALL			
S1.2	ANCHOR BOLT PLAN			
S1.3	ANCHOR BOLT DETAILS			
S2.0	FOUNDATION SCHEDULES & DETAILS			
S2.1	FOUNDATION DETAILS			
S2.2	FOUNDATION DETAILS			
S3.0	FRAMING PLANS - VESTIBULE / SHOP REST.			
S3.1	FRAMING PLAN - STANDALONE MEZZANINE			
S4.0	STRUCT. METAL STUD SCHEDULES & DETAILS			

PROJECT PERSPECTIVE (NTS)

- FOR CONCEPTUAL PROPOSES ONLY!
REFERENCE FLOOR PLANS, ELEVATIONS, SECTIONS, ETC. FOR MORE INFORMATION



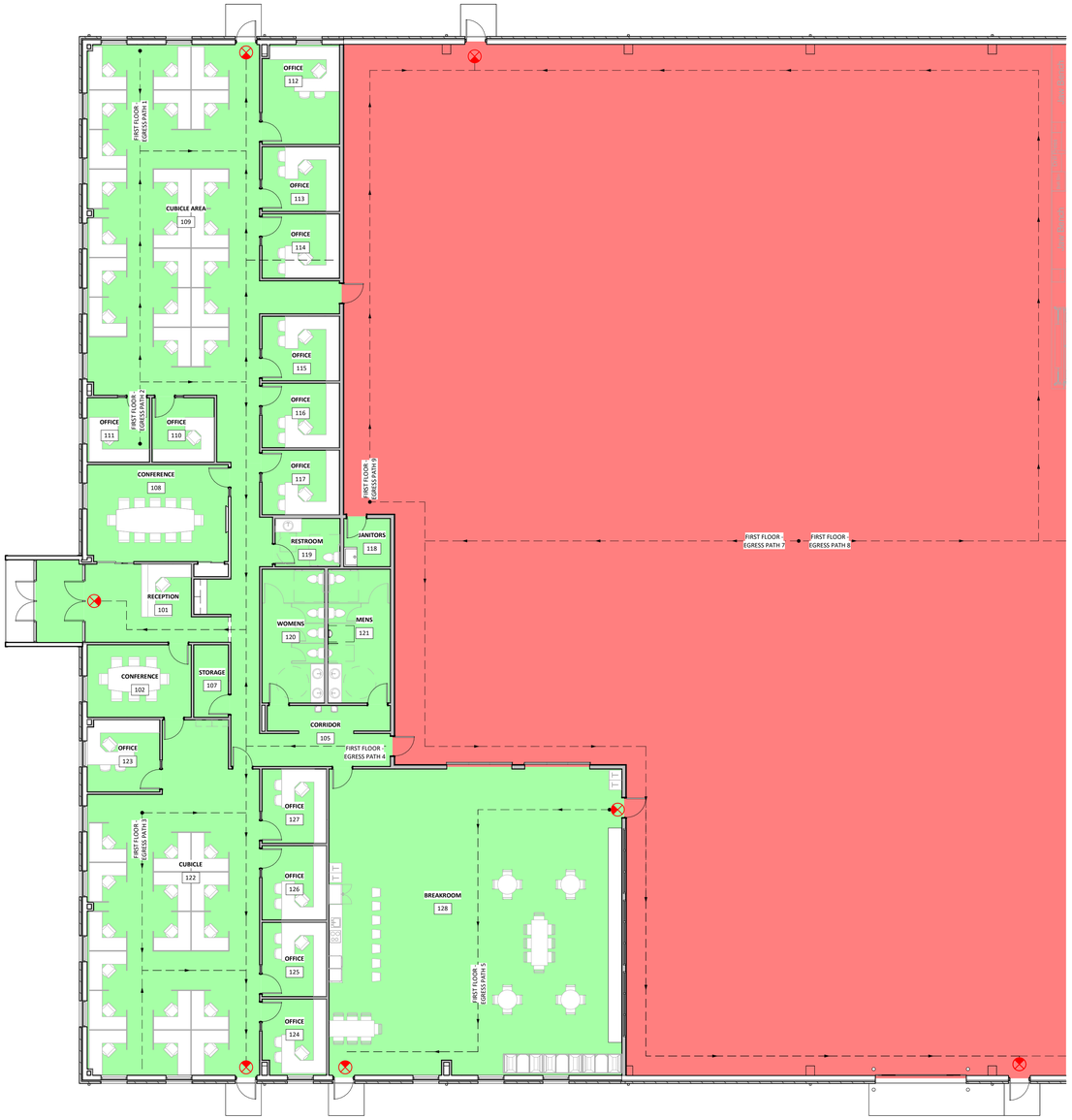
SMET CONSTRUCTION SERVICES
OUR REPUTATION IS BUILDING
CORPORATE OFFICE
2080 PROFIT PLACE
DEPERE, WI 54115
PHONE (920) 532-3828
EMAIL BID.LOG@SMET.COM
SMET.COM
SMET CONSTRUCTION SERVICE CORP.
DESIGN. BUILD. FINANCE.

COPYRIGHT NOTICE:
THIS DRAWING IS THE PROPERTY OF C.S. SMET CONSTRUCTION CORP. AND IS SUPPLIED FOR THE SOLE PURPOSE OF COMMUNICATION OUR OFFER FOR YOUR EVALUATION AND CONSIDERATION. REPRODUCTION IN WHOLE OR IN PART, IS NOT PERMITTED WITHOUT THE EXPRESSED WRITTEN CONSENT OF C.S. SMET CONSTRUCTION CORP. WE RESERVE THE RIGHT, AT OUR SOLE DISCRETION TO REQUEST THERE RETURN, IN WHOLE UPON NOTICE. YOUR ACCEPTANCE OF POSSESSION OF THE PROPOSAL SIGNIFIES YOUR UNDERSTANDING AND ACCEPTANCE OF THIS CONDITION.

REVISIONS

PROJECT INFO:
MASSMAN CORPORATE INC.
TITLE SHEET

DRAWN BY: LP / DO
SALES:
SMET NO.: 22106
SHEET: T1.0
ARCHT. NO.:
DATE: 1/5/2024 1:32:07 PM
SCALE:



CODE DATA - OFFICE

1 /G1.2 SCALE = 3/32" = 1'-0"

NORTH

OCCUPANCY CLASSIFICATION

- F-2, LOW-HAZARD FACTORY INDUSTRIAL
- B, BUSINESS

CODE DATA PLAN KEY

- EXIT
- ELEVATOR
- F.E. FIRE EXTINGUISHER
- 1-HR FIRE BARRIER/WALL
- 2-HR FIRE BARRIER/WALL
- 3-HR FIRE BARRIER/WALL

EGRESS PATH SCHEDULE

MARK	TRAVEL DISTANCE	CLEAR WIDTH	COMMENTS
FIRST FLOOR - EGRESS PATH 1	49'		
FIRST FLOOR - EGRESS PATH 2	90'		
FIRST FLOOR - EGRESS PATH 3	63'		
FIRST FLOOR - EGRESS PATH 4	70'		
FIRST FLOOR - EGRESS PATH 5	77'		
FIRST FLOOR - EGRESS PATH 6	170'		
FIRST FLOOR - EGRESS PATH 7	233'		
FIRST FLOOR - EGRESS PATH 8	208'		
FIRST FLOOR - EGRESS PATH 9	94'		
FIRST FLOOR - EGRESS PATH 10	159'		
FIRST FLOOR - EGRESS PATH 11	78'		
FIRST FLOOR - EGRESS PATH 12	91'		
FIRST FLOOR - EGRESS PATH 13	88'		
FIRST FLOOR - EGRESS PATH 14	103'		
FIRST FLOOR - EGRESS PATH 15	73'		

FIRST FLOOR OCCUPANCY B

ROOM NUMBER	ROOM NAME	AREA	FUNCTION OF SPACE	OCC. FACTOR	CAPACITY
100	VESTIBULE	95 SF	CIRCULATION	0 SF	
101	RECEPTION	220 SF	BUSINESS	100 SF	2
102	CONFERENCE	178 SF	TABLES AND CHAIRS	15 SF	12
105	CORRIDOR	430 SF	CIRCULATION	0 SF	
106	STORAGE	Not Placed	ACCESSORY STORAGE	300 SF	
107	STORAGE	59 SF	ACCESSORY STORAGE	300 SF	0
108	CONFERENCE	321 SF	TABLES AND CHAIRS	15 SF	21
109	CUBICLE AREA	1540 SF	BUSINESS	100 SF	15
110	OFFICE	95 SF	BUSINESS	100 SF	1
111	OFFICE	95 SF	BUSINESS	100 SF	1
112	OFFICE	180 SF	BUSINESS	100 SF	2
113	OFFICE	118 SF	BUSINESS	100 SF	1
114	OFFICE	118 SF	BUSINESS	100 SF	1
115	OFFICE	118 SF	BUSINESS	100 SF	1
116	OFFICE	118 SF	BUSINESS	100 SF	1
117	OFFICE	118 SF	BUSINESS	100 SF	1
118	JANITORS	53 SF	ACCESSORY STORAGE	300 SF	0
119	RESTROOM	74 SF	RESTROOM	0 SF	
120	WOMENS	197 SF	RESTROOM	0 SF	
121	MENS	197 SF	RESTROOM	0 SF	
122	CUBICLE	1264 SF	BUSINESS	100 SF	13
123	OFFICE	122 SF	BUSINESS	100 SF	1
124	OFFICE	113 SF	BUSINESS	100 SF	1
125	OFFICE	113 SF	BUSINESS	100 SF	1
126	OFFICE	113 SF	BUSINESS	100 SF	1
127	OFFICE	113 SF	BUSINESS	100 SF	1
128	LOCKER ROOM	Not Placed	LOCKER ROOM	50 SF	
128	BREAKROOM	2119 SF	TABLES AND CHAIRS	15 SF	141
130	PANTRY	Not Placed	ACCESSORY STORAGE	300 SF	
		8278 SF			220

GENERAL CODE DATA

EDL MASSMAN - DE PERE, WI
SCOPE OF WORK: NEW CONSTRUCTION
BUILDING USE: MANUFACTURING

BUILDING CODE
2015 INTERNATIONAL BUILDING CODE

BUILDING AREA:
FIRST FLOOR
OCCUPANCY F-2 AREAS 36,103 SQ FT
OCCUPANCY B AREAS 8,792 SQ FT
MEZZANINE
OCCUPANCY S-2 AREAS 660 SQ FT
TOTAL BUILDING AREA: 45,555 SQ FT

CHAPTER 3
OCCUPANCY GROUP: F-2, LOW HAZARD FACTORY INDUSTRIAL
OCCUPANCY GROUP: B, BUSINESS
OCCUPANCY GROUP: S-2, LOW HAZARD STORAGE

CHAPTER 5

	ACTUAL	ALLOWED
ALLOWABLE BUILDING HEIGHT:	36.5 FT	75 FT
ALLOWABLE STORIES:	1	4

ALLOWABLE AREA:
OCCUPANCY F-2 TABLE 506.2 = 92,000 SQ FT
506.3.3 AMOUNT INCREASE:
If = [F/P - 0.25]W/30
PERIMETER: 880 FT
FRONTAGE: 880 FT
WIDTH: 30 FT
If = [880/880 - 0.25]30/30 = 0.75
Aa = [At + (NS x If)]
Aa = [92,000 + (23,000 x 0.75)] = 109,250 SQ FT

ACTUAL	ALLOWED
45,555 SQ FT	109,250 SQ FT

ALLOWABLE AREA DETERMINED BY IBC 508.3 NONSEPARATED OCCUPANCIES

CHAPTER 6
CONSTRUCTION TYPE: IIB
TABLE 601:

BUILDING ELEMENTS	MIN HOURS
PRIMARY STRUCTURAL FRAME	0
BEARING WALLS	
EXTERIOR	0
INTERIOR	0
NONBEARING WALLS AND PARTITIONS	
EXTERIOR	0
INTERIOR	0
FLOOR CONSTRUCTION	0
ROOF CONSTRUCTION	0

CHAPTER 9
BUILDING IS PROTECTED BY AN AUTOMATIC FIRE SPRINKLER PER NFPA 13

CHAPTER 10
OCCUPANT LOAD
FIRST FLOOR OCCUPANCY B: 194 OCC
FIRST FLOOR OCCUPANCY F-2: 71 OCC
MEZZANINE S-2: 3 OCC
TOTAL OCCUPANT LOAD: 268 OCC
EXIT ACCESS:

	F-2, S-2	B
TABLE 1006.2.1 COMMON PATH OF EGRESS TRAVEL	100 FT	100 FT
TABLE 10017.2 EXIT ACCESS TRAVEL DISTANCE	400 FT	300 FT

CHAPTER 29

PLUMBING FIXTURES REQUIRED
OCCUPANCY B
194 / 2 = 97 MEN AND 97 WOMEN
97 / 1 PER 25 FIRST 50 THEN 1 PER 50 = 2.94 WATER CLOSETS FOR MEN
97 / 1 PER 25 FIRST 50 THEN 1 PER 50 = 2.94 WATER CLOSETS FOR WOMEN
97 / 1 PER 40 FIRST 80 THEN 1 PER 80 = 2.21 LAVATORIES FOR MEN
97 / 1 PER 40 FIRST 80 THEN 1 PER 80 = 2.21 LAVATORIES FOR WOMEN
197 / 100 = 1.97 DRINKING FOUNTAINS

OCCUPANCY F-2
71 / 2 = 36 MEN AND 36 WOMEN
36 / 100 = 0.36 WATER CLOSETS FOR MEN
36 / 100 = 0.36 WATER CLOSETS FOR WOMEN
36 / 100 = 0.36 LAVATORIES FOR MEN
36 / 100 = 0.36 LAVATORIES FOR WOMEN
71 / 1,000 = 0.07 DRINKING FOUNTAINS

OCCUPANCY S-2
3 / 2 = 2 MEN AND 2 WOMEN
2 / 100 = 0.02 WATER CLOSETS FOR MEN
2 / 100 = 0.02 WATER CLOSETS FOR WOMEN
2 / 100 = 0.02 LAVATORIES FOR MEN
2 / 100 = 0.02 LAVATORIES FOR WOMEN
3 / 1,000 = 0.01 DRINKING FOUNTAINS

TOTAL PLUMBING FIXTURES REQUIRED
3.32 (4) WATER CLOSETS FOR MEN
3.32 (4) WATER CLOSETS FOR WOMEN
2.59 (3) LAVATORIES FOR MEN
2.59 (3) LAVATORIES FOR WOMEN
2.05 (3) DRINKING FOUNTAINS

PLUMBING FIXTURE PROVIDED
(5) WATER CLOSETS FOR WOMEN
(3) LAVATORIES FOR WOMEN
(4) WATER CLOSETS FOR MEN
(3) LAVATORIES FOR MEN
(1) UNISEX WATER CLOSET
(1) UNISEX LAVATORIES
(2) HI/LOW DRINKING FOUNTAIN (BOTTLED WATER ALSO PROVIDED)
(1) SERVICE SINK

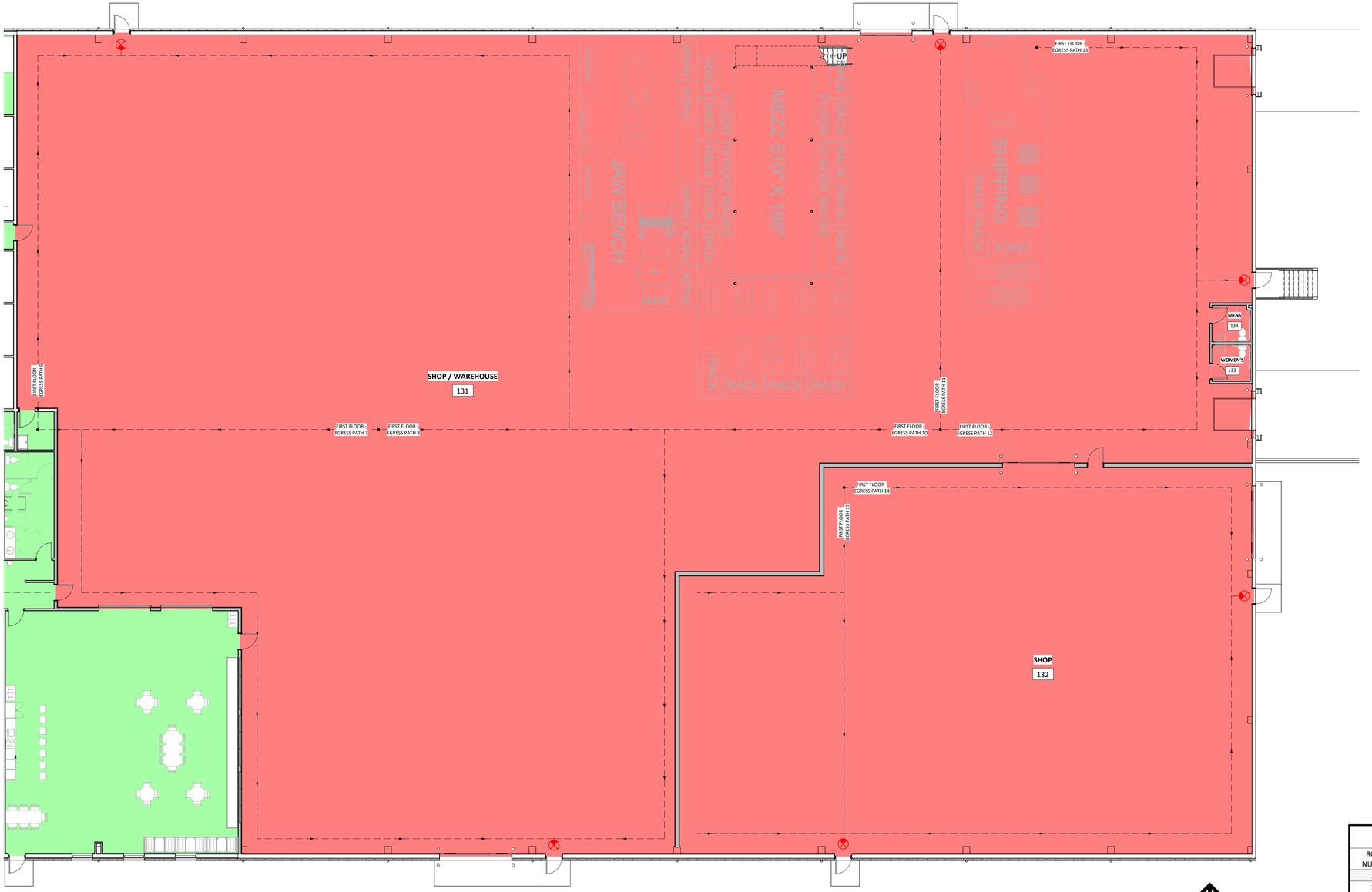
SMET CONSTRUCTION SERVICES
OUR REPUTATION IS BUILDING
CORPORATE OFFICE
2830 WEST AVE
DEPERE, WI 54115
PHONE: (920) 532.3828
EMAIL: BID-LOG@SMET.COM
SMET.COM
SMET CONSTRUCTION SERVICE CORP.
DESIGN. BUILD. FINANCE.

COPYRIGHT NOTICE:
THIS DRAWING IS THE PROPERTY OF C.S. SMET CONSTRUCTION CORP. AND IS SUPPLIED FOR THE SOLE PURPOSE OF COMMUNICATION OUR OFFER FOR YOUR EVALUATION AND CONSIDERATION. REPRODUCTION IN WHOLE OR IN PART, IS NOT PERMITTED WITHOUT THE EXPRESSED WRITTEN CONSENT OF C.S. SMET CONSTRUCTION CORP. WE RESERVE THE RIGHT, AT OUR SOLE DISCRETION TO REQUEST THERE RETURN, IN WHOLE UPON NOTICE. YOUR ACCEPTANCE OF POSSESSION OF THE PROPOSAL SIGNIFIES YOUR UNDERSTANDING AND ACCEPTANCE OF THIS CONDITION.

REVISIONS

PROJECT INFO:
MASSMAN CORPORATE INC.
CODE DATA

DRAWN BY: Author	SALES:
SMET NO.: 22106	SHEET: G1.2
ARCHT. NO.:	
DATE: 1/5/2024 1:32:11 PM	
SCALE: As indicated	



CODE DATA - SHOP

1 /G1.3 SCALE = 3/32" = 1'-0"

NORTH

CODE DATA PLAN KEY

- EXIT
- ELEVATOR
- F.E. FIRE EXTINGUISHER
- 1-HR FIRE BARRIER/WALL
- 2-HR FIRE BARRIER/WALL
- 3-HR FIRE BARRIER/WALL

OCCUPANCY CLASSIFICATION

- F-2, LOW-HAZARD FACTORY INDUSTRIAL
- B, BUSINESS

EGRESS PATH SCHEDULE

MARK	TRAVEL DISTANCE	CLEAR WIDTH	COMMENTS
FIRST FLOOR - EGRESS PATH 1	49'		
FIRST FLOOR - EGRESS PATH 2	90'		
FIRST FLOOR - EGRESS PATH 3	63'		
FIRST FLOOR - EGRESS PATH 4	70'		
FIRST FLOOR - EGRESS PATH 5	77'		
FIRST FLOOR - EGRESS PATH 6	170'		
FIRST FLOOR - EGRESS PATH 7	233'		
FIRST FLOOR - EGRESS PATH 8	208'		
FIRST FLOOR - EGRESS PATH 9	94'		
FIRST FLOOR - EGRESS PATH 10	159'		
FIRST FLOOR - EGRESS PATH 11	78'		
FIRST FLOOR - EGRESS PATH 12	91'		
FIRST FLOOR - EGRESS PATH 13	88'		
FIRST FLOOR - EGRESS PATH 14	103'		
FIRST FLOOR - EGRESS PATH 15	73'		

FIRST FLOOR OCCUPANCY F-2

ROOM NUMBER	ROOM NAME	AREA	FUNCTION OF SPACE	OCC. FACTOR	CAPACITY
131	SHOP / WAREHOUSE	27549 SF	WAREHOUSE	500 SF	55
132	SHOP	7718 SF	WAREHOUSE	500 SF	15
133	WOMEN'S	52 SF	RESTROOM	0 SF	
134	MENS	52 SF	RESTROOM	0 SF	
		35370 SF			71

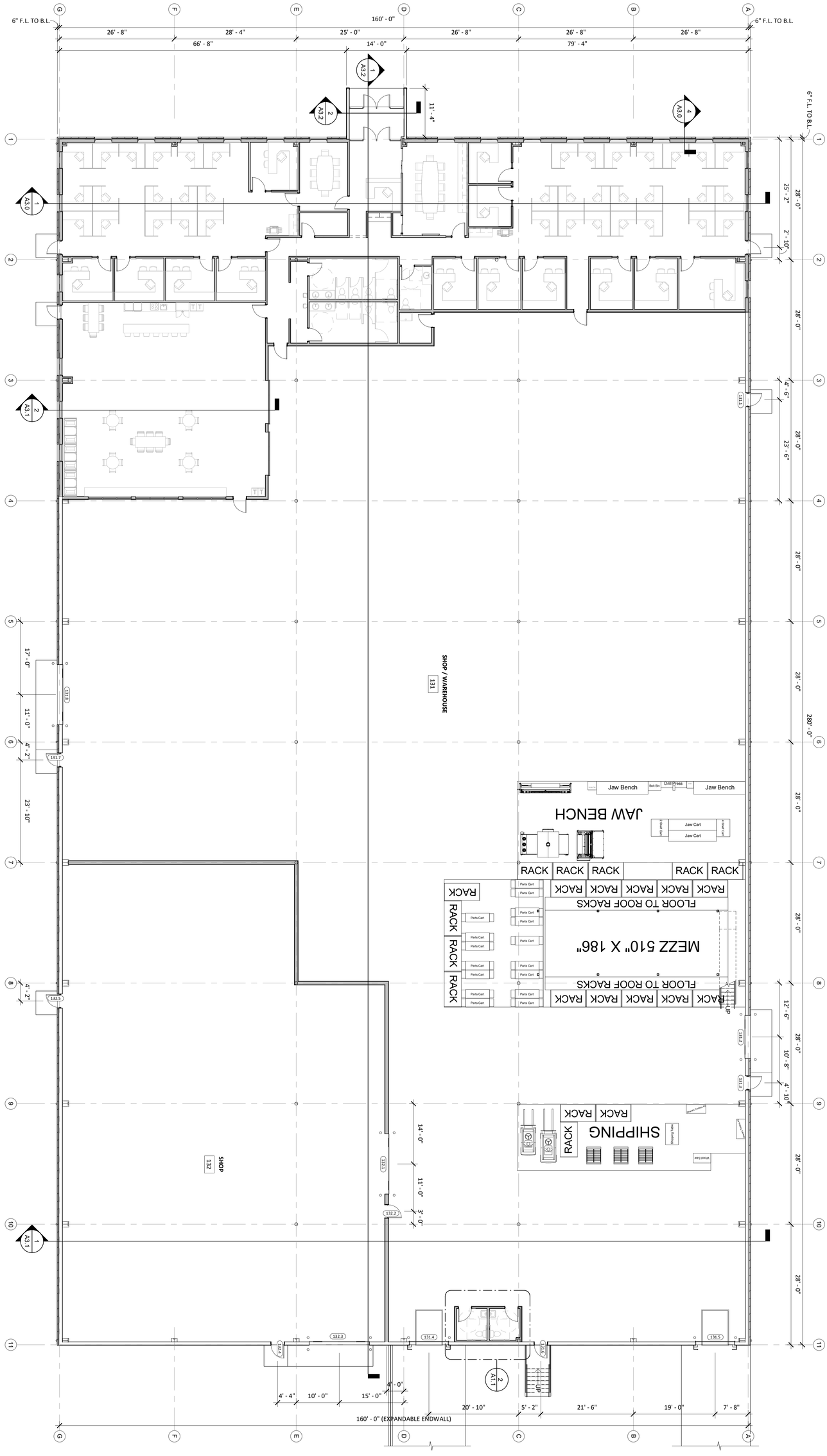
SMET CONSTRUCTION SERVICES
OUR REPUTATION IS BUILDING
CORPORATE OFFICE
2000 WEST FIRST AVE
DEPERE, WI 54115
PHONE: (920) 532-3828
EMAIL: BIDLOG@SMET.COM
SMET.COM
SMET CONSTRUCTION SERVICE CORP.
DESIGN. BUILD. FINANCE.

COPYRIGHT NOTICE:
THIS DRAWING IS THE PROPERTY OF C.S. SMET CONSTRUCTION CORP. AND IS SUPPLIED FOR THE SOLE PURPOSE OF COMMUNICATION OUR OFFER FOR YOUR EVALUATION AND CONSIDERATION. REPRODUCTION IN WHOLE OR IN PART, IS NOT PERMITTED WITHOUT THE EXPRESSED WRITTEN CONSENT OF C.S. SMET CONSTRUCTION CORP. WE RESERVE THE RIGHT, AT OUR SOLE DISCRETION TO REQUEST THERE RETURN, IN WHOLE UPON NOTICE. YOUR ACCEPTANCE OF POSSESSION OF THE PROPOSAL SIGNIFIES YOUR UNDERSTANDING AND ACCEPTANCE OF THIS CONDITION.

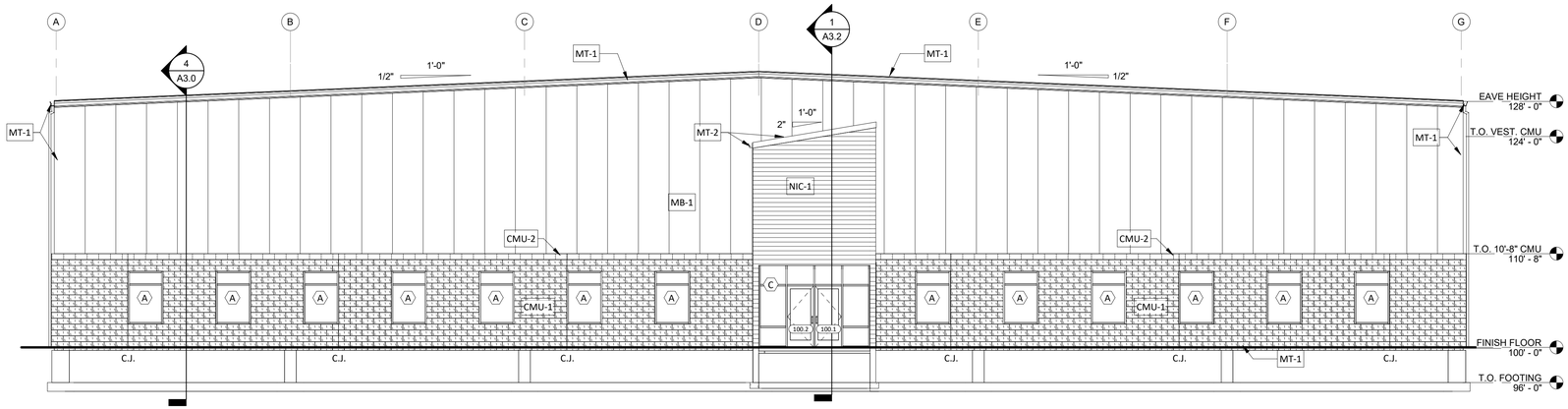
REVISIONS

PROJECT INFO:
MASSMAN CORPORATE INC.
CODE DATA

DRAWN BY: Author	SALES:
SMET NO.: 22106	SHEET: G1.3
ARCHT. NO.:	
DATE: 1/5/2024 1:32:13 PM	
SCALE: As indicated	

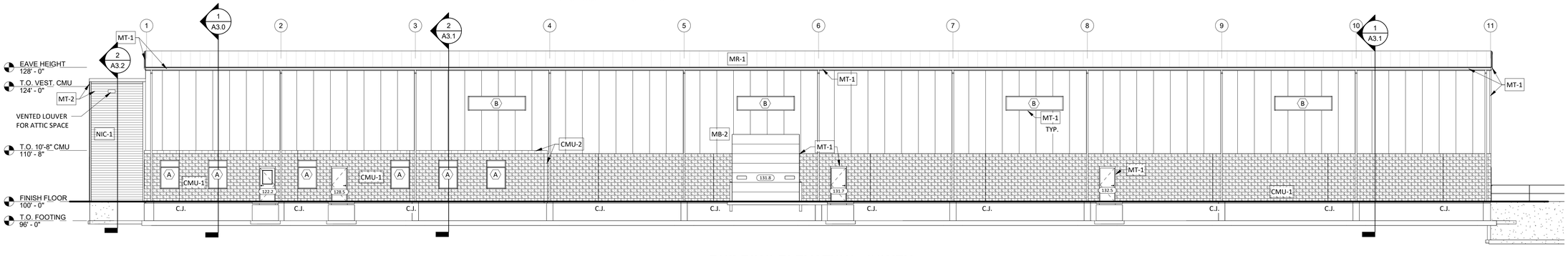

160' - 0"
6" F.L. TO B.L.
26' - 8"
28' - 4"
25' - 0"
26' - 8"
26' - 8"
26' - 8"
66' - 8"
14' - 0"
79' - 4"
11' - 4"
SHOP / WAREHOUSE
131
SHOP
132
JAW BENCH
Jaw Bench
Drill Press
Jaw Cart
RACK
FLOOR TO ROOF RACKS
MEZZ 510" X 186"
SHIPPING
Parts Cart
Pallet Jack
Rivet Gun
Hand Saw
Metal Shear
Grinder
Band Saw
Drill Press
Tool Box
Work Table
Shop Table
Tool Box
Rivet Gun
Hand Saw
Metal Shear
Grinder
Band Saw

EXTERIOR FINISH LEGEND					
LOCATION	MARK	MATERIAL	SUPPLIER	COLOR	REMARKS
WALL	NIC-1	NICHIHA SIDING	VERIFY	VERIFY	
WALL	CMU-1	4" SPLIT-FACE CMU VENEER	VERIFY	VERIFY	
WALL	CMU-2	4" SMOOTH-FACE CMU VENEER	VERIFY	VERIFY	PAINTED
WALL	MB-1	26GA SEMI-CONCEALED PANEL	VERIFY	VERIFY	
WALL	MB-2	2.5" 24GA INSULATED METAL PANEL	VERIFY	VERIFY	
ROOF	MR-1	24GA SSR PANEL	VERIFY	GALVALUME	
TRIMS	MT-1	26GA METAL	VERIFY	VERIFY	
TRIMS	MT-2	26GA METAL	VERIFY	VERIFY	VESTIBULE AREA



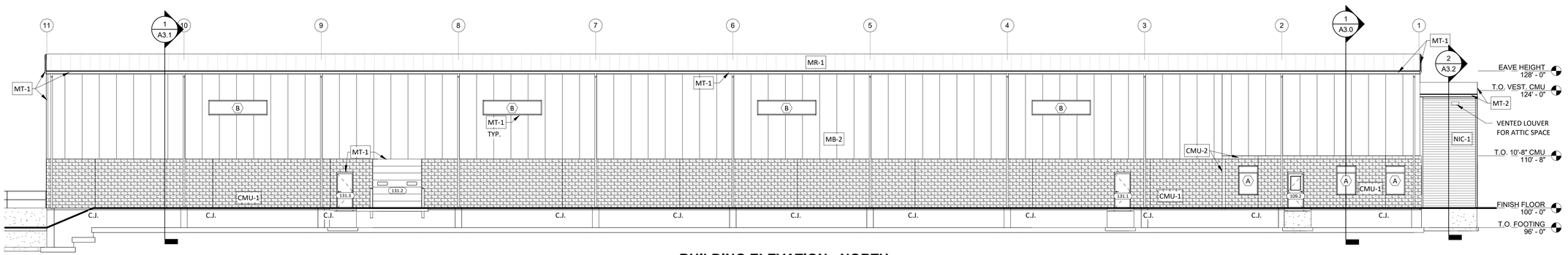
BUILDING ELEVATION - WEST

1 /A2.0 SCALE = 1/8" = 1'-0"



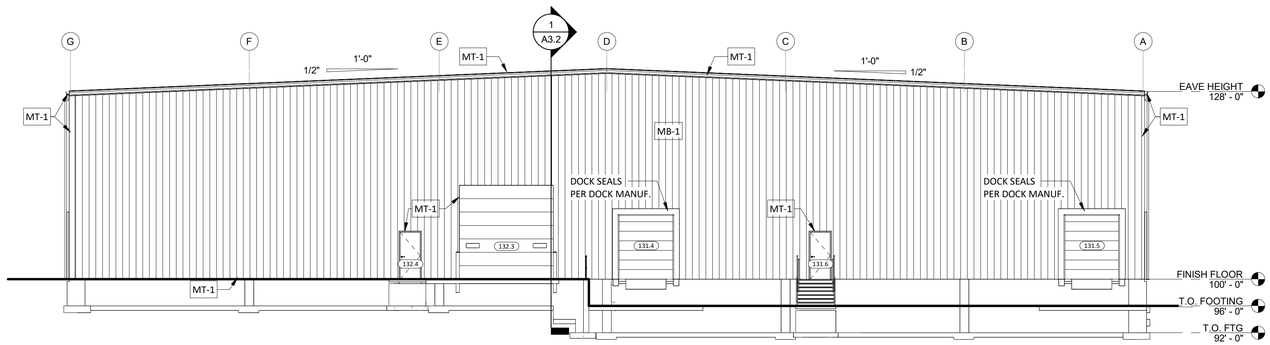
BUILDING ELEVATION - SOUTH

2 /A2.0 SCALE = 3/32" = 1'-0"



BUILDING ELEVATION - NORTH

3 /A2.0 SCALE = 3/32" = 1'-0"



BUILDING ELEVATION - EAST

4 /A2.0 SCALE = 3/32" = 1'-0"

SMET CONSTRUCTION SERVICES
OUR REPUTATION IS BUILDING
CORPORATE OFFICE
2000 WEST FIRST AVE
DEPERE, WI 54115
PHONE: (920) 532-3838
EMAIL: BID-LOG@SMET.COM
SMET.COM
SMET CONSTRUCTION SERVICE CORP.
DESIGN. BUILD. FINANCE.

COPYRIGHT NOTICE:
THIS DRAWING IS THE PROPERTY OF C.S. SMET CONSTRUCTION CORP. AND IS SUPPLIED FOR THE SOLE PURPOSE OF COMMUNICATION OUR OFFER FOR YOUR EVALUATION AND CONSIDERATION. REPRODUCTION IN WHOLE OR IN PART, IS NOT PERMITTED WITHOUT THE EXPRESSED WRITTEN CONSENT OF C.S. SMET CONSTRUCTION CORP. WE RESERVE THE RIGHT, AT OUR SOLE DISCRETION TO REQUEST THERE RETURN, IN WHOLE UPON NOTICE. YOUR ACCEPTANCE OF POSSESSION OF THE PROPOSAL SIGNIFIES YOUR UNDERSTANDING AND ACCEPTANCE OF THIS CONDITION.

REVISIONS

PROJECT INFO:
MASSMAN CORPORATE INC.
ELEVATION - EXTERIOR

DRAWN BY: Author	SALES:
SMET NO.: 22106	SHEET: A2.0
ARCHT. NO.:	
DATE: 1/5/2024 1:32:22 PM	
SCALE: As indicated	



DE PERE

WD-D0076 Location Map

City of De Pere

0 0.05 0.1 0.2 0.3 0.4 Miles

N

S

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

File Path: X:\GIS\Administration\Planning\Economic Development\3. Development Projects\Park_West Business\6. Current Development Projects\SMET\WD-D0076

Data Source



DE PERE

WD-D0076

City of De Pere

0 0.0175 0.035 0.07 0.105 0.14
Miles

N
S

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

File Path:

Data Source



IMAGE FOR ILLUSTRATION PURPOSES ONLY.
NOT TO BE USED IN CONSTRUCTION.

SMET

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 13, 2024**
DEPARTMENT:	**Plan Commission**
FROM:	**Amy Darnick**
SUBJECT:	**Consideration and Possible Action on a revised development agreement with MASK LLC and FLEX LLC (Belmark) for an expanded manufacturing facility located at 600 Heritage Rd (ED-F0096).***

ATTACHMENTS:

- Belmark Plant 1 and HQ Amendment FP Memo Revision - 02132024 (PDF)
- Belmark Concept Plan (PDF)
- TID #10- MASK, FLEX - Belmark Expansion 2015 (PDF)

CITY OF DE PERE
MEMO

To: Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: February 13, 2024

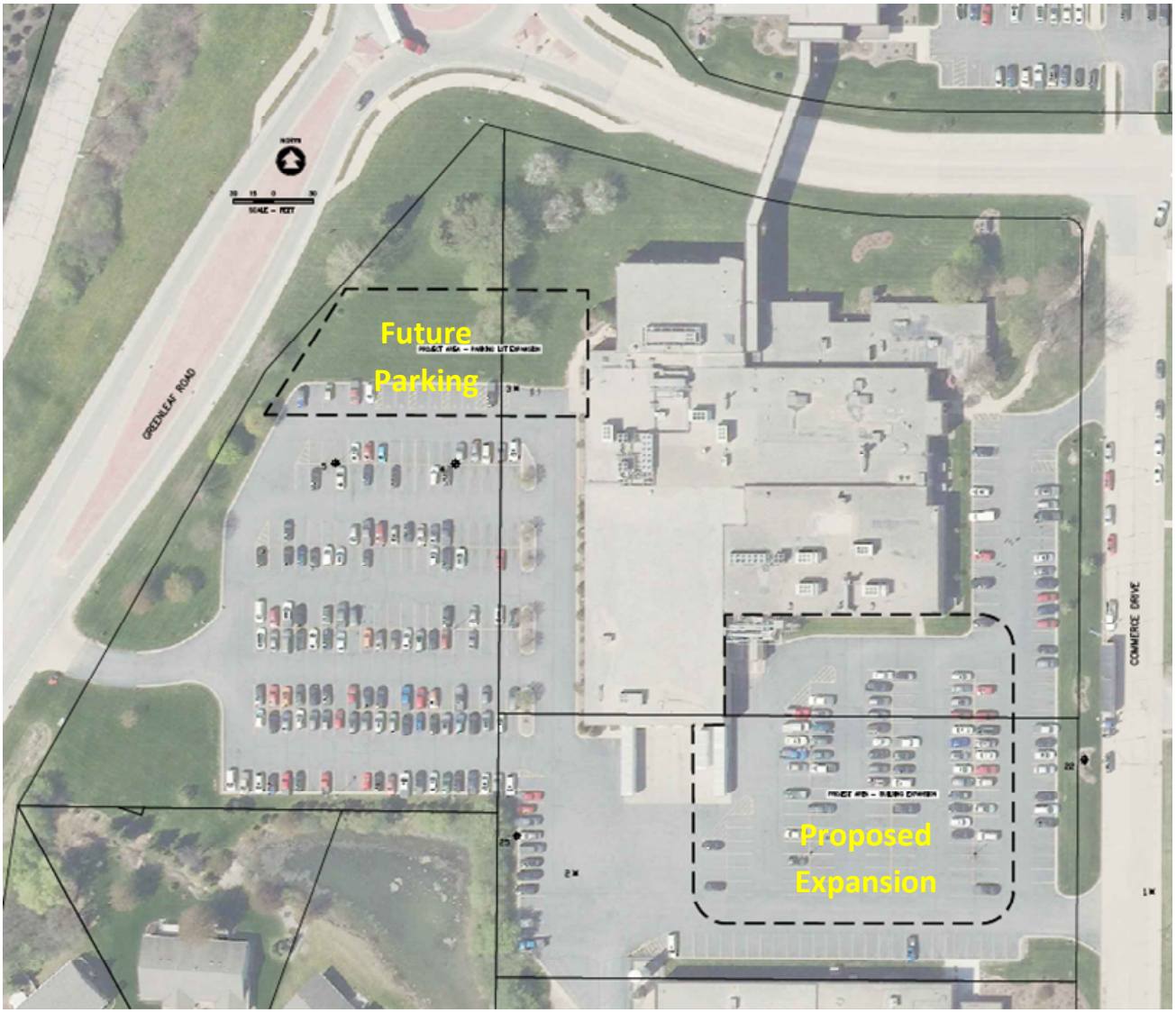
RE: **Consideration and possible action on a revised development agreement with MASK LLC and FLEX LLC (Belmark) for an expanded manufacturing facility located at 600 Heritage Rd (ED-F0096).***

In 2015, the City of De Pere and Belmark (Mask LLC and Flex LLC) entered into a development agreement for Belmark to construct a 30,000-square foot corporate headquarters and walkway to connect two of their facilities. The development agreement included four parcels, one of which was Plant 1 (ED-F0096). The agreement details the project specifically as the corporate headquarters and walkway. Belmark now is looking into the feasibility of adding to Plant 1 at 600 Heritage to increase capacity. The current facility, which produces pressure-sensitive labels, is operating at 100% capacity and the expansion would allow Belmark to increase the footprint in the De Pere area, add the necessary equipment, add inventory, and add employees to continue their growth. The request is to amend the existing agreement to add this project under the same terms and conditions with specific timelines and values.

The new construction would be approximately 20,000 sq. ft. and include the addition of six additional dock doors. In addition to the construction, Belmark will be adding to the existing parking lot to the west of their south offices adjacent to Plant 1 to accommodate the loss of surface parking adjacent to Commerce Drive. The attached exhibits show the location to the lot lines where the addition is located to the existing structure. The expansion will be used to increase space for raw material storage, use the existing space that currently holds materials to add equipment, and allow for the expansion of their shipping department. The plan is to also add an internal trim collection system and room to the interior of the building eliminating the existing system on the exterior of the building. This system will make the area more aesthetically appealing and reduce noise. In addition, the shipping area expansion will reduce truck traffic that currently gets moved from plant to plant because of the lack of space.

Belmark would like to start the design function in spring to expedite the construction for completion before the end of 2024. This would allow Belmark to move the necessary equipment and remodel parts of the interior of the existing space in early 2025. The construction would be a block that matches the design and colors of the existing campus. Belmark estimates the cost of the building to be approximately $4,400,000 and the trim collection system to be $1,200,000.

Belmark and the City are currently working toward addressing stormwater management on-site and additional discussions may be necessary for stormwater management.


Future
Parking
Proposed
Expansion
GREENLEAF ROAD
COMMERCE DRIVE

PROPOSED REVISED TERMS

General Information

Project 1: Corporate Headquarters and Walkway	No Proposed Changes
Project 2: Plant 1 Addition	
Purposed Expansion Use:	Warehousing
Base Value (ED-F0096 only):	$5,195,300
Anticipated New Increment Value (ED-F-0096 only):	$1,100,000 (20,000 x $55 sq ft)
Anticipated Total Value (ED-F0096 only):	$6,295,000
Newly Generated Annual Increment Revenue:	$15,300 (rounded -$1,100,000 x 0.013942416 net mill rate)
Total Generated Annual Increment Revenue:	$74,200 (rounded -$6,295,000 x 0.013942416 net mill rate)

Developer Obligations:

1. **Proposed Development:** The developer shall construct a minimum 20,000-square foot expansion.

2. **Timelines:**
    a. Secure site plan approvals by June 1, 2024.
    b. Commence construction by August 1, 2024.
    c. Complete Construction by December 31, 2024.
    d. Final assessed value by January 1, 2025.

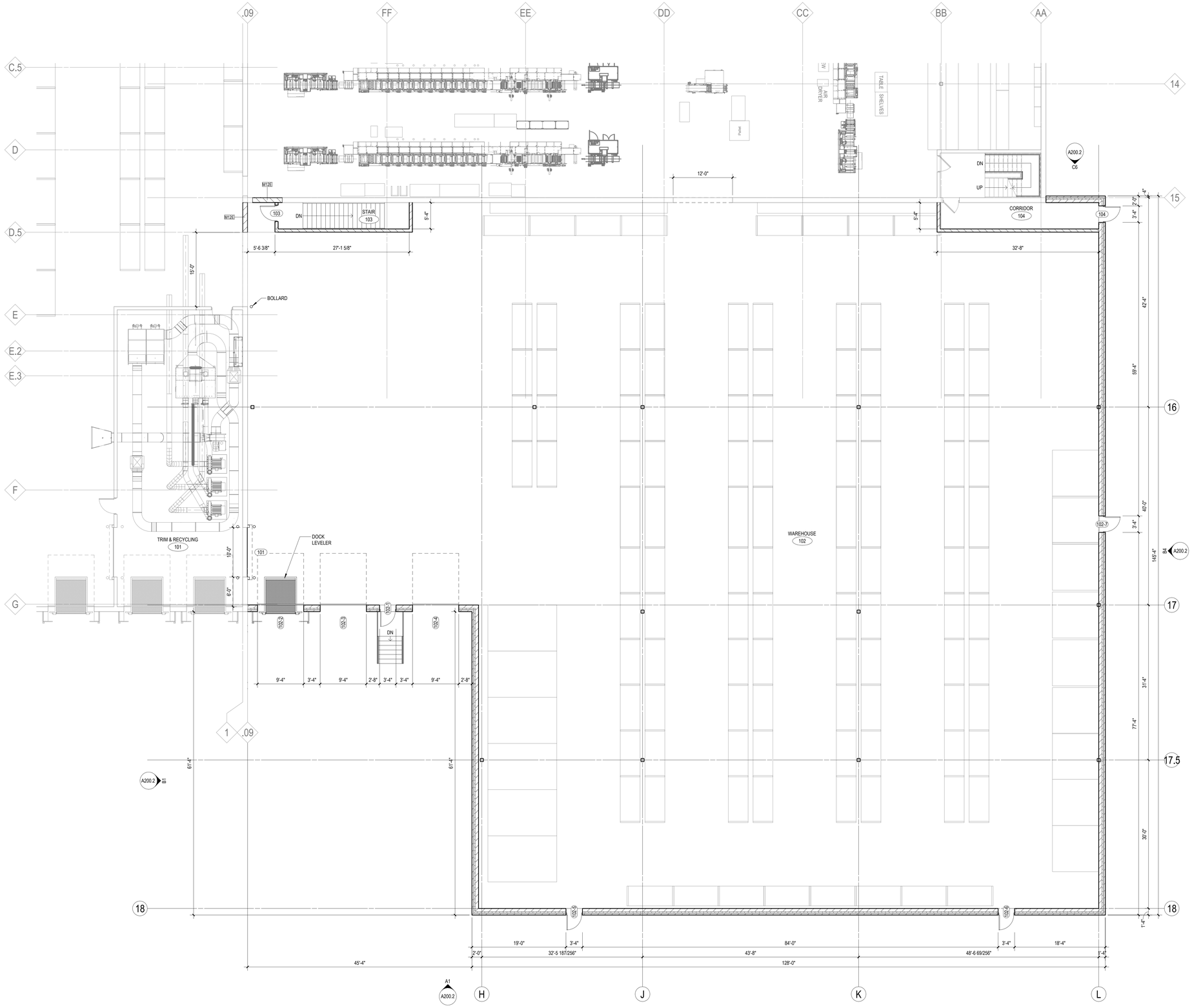
3. **Assessed Value and Tax Revenue:** For the plant expansion Project - Developer guarantees a minimum annual tax increment revenue value of $15,300. The City and/or State of Wisconsin shall assess the development project in accordance with the real estate valuation requirements for similar mixed commercial under Wis. Stats, §70.32. The Total Project Grant is premised upon the completed development project having an equated assessed value equal to the guaranteed value for real property tax purposes of not less than $6,295,000; however, in no case shall the total annual tax value be less than $74,200. The Developer will make a Payment In Lieu Of Tax to City (the "Deficit Payment") equal to the difference in taxes to be collected due to the shortfall in the annual tax increment revenue.

City Obligations:

1. **Developer Project Cost PAYGO** (From 2015 Agreement): City shall pay a Developer's incentive equal to 70% of the real property tax paid by the Developer on the Increment attributable to the Project, commencing with taxes assessed for 2025 (payable 2026) and continuing until the expiration of TID #10, which is anticipated to expire on August 7, 2032. The Developer's incentive shall be calculated for each parcel in the Project Site on an annual basis by subtracting the Base Assessed Value from the 2024 assessed value and multiplying the difference ("Increment") by the Net Tax Rate.

    STAFF NOTES: The anticipated minimum PAYGO payment is $10,735 or approximately $75,000 over the remaining life of the TID.

Recommendation:
If the Finance and Personnel Committee approves the proposed terms, the City will draft a revised Developer's Agreement that will be reviewed by the Common Council at a future meeting. Staff does request the ability to negotiate with the Developer any potential additional stormwater management terms before a final agreement is approved by the Common Council. Please contact me with any questions regarding this item.



N

A1 1ST FLR PLAN - PH2

1/8" = 1'-0" | A102.2

milwaukee | madison | green bay | denver | atlanta

E

PROJECT INFORMATION

Belmark Plant 1 Expansion

D

600 Heritage Road
De Pere, WI 54115

ISSUANCE AND REVISIONS

DATE	DESCRIPTION

C

KEY PLAN

B

SHEET INFORMATION

PROGRESS DOCUMENTS NOT FOR CONSTRUCTION

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and shall not be used for final bidding or construction-related purposes.

A

PROJECT MANAGER	PM
PROJECT NUMBER	923674

1ST FLR PLAN

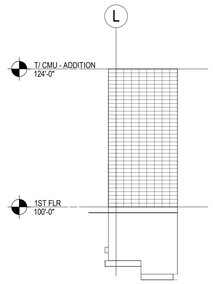
A102.2

© 2023 Eppstein Uhen Architects, Inc.

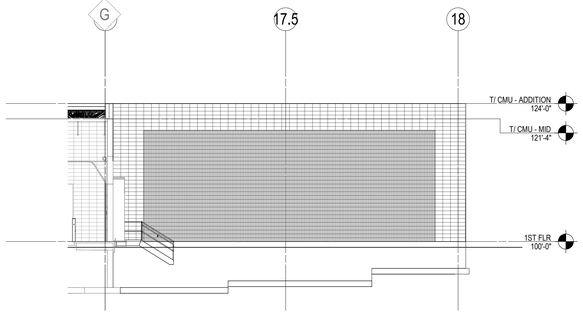
SHEET NOTES - EXTERIOR ELEVATIONS

A	SEE SHEET <AXXX> FOR EXTERIOR FRAME TYPES AND DIMENSIONS.
B	PROVIDE CONTINUOUS SEALANT AND BACKER ROD AT ALL PRECAST CONCRETE JOINTS.
C	ALL INSIDE AND OUTSIDE CORNERS OF PRECAST TRIM TO NOT BE MITERED.
D	EXTERIOR SIGNAGE ON BUILDING TO BE COORDINATED AND VERIFIED WITH ARCHITECT, OWNER AND SIGNAGE VENDOR.
E	ALL VERTICAL INSIDE CORNERS TO HAVE 1/2" MOVEMENT JOINT.
F	MJ = INDICATES MOVEMENT JOINT - 1/2" GAP.
G	PJ = INDICATES METAL PANEL JOINT - 1/2" GAP.

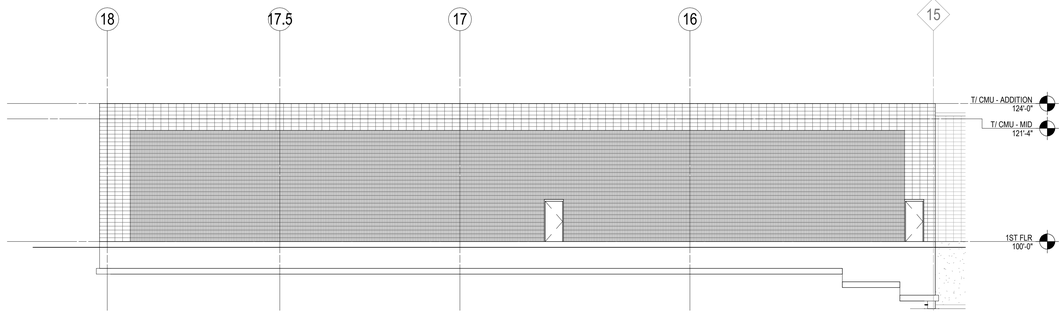
KEYNOTES PER SHEET



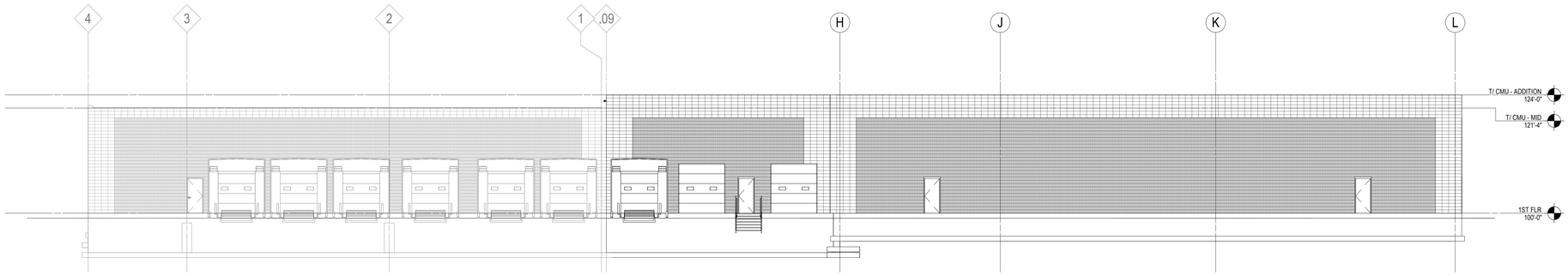
C6 PARTIAL NORTH - PH2
3/32" = 1'-0" | A200.2



B1 WEST - PH2
3/32" = 1'-0" | A200.2



B4 EAST - PH2
3/32" = 1'-0" | A200.2



A1 SOUTH - PH2
3/32" = 1'-0" | A200.2

eua
milwaukee | madison | green bay | denver | atlanta

PROJECT INFORMATION

Belmark Plant 1 Expansion

600 Heritage Road
De Pere, WI 54115

ISSUANCE AND REVISIONS

DATE	DESCRIPTION

KEY PLAN

SHEET INFORMATION

PROGRESS DOCUMENTS NOT FOR CONSTRUCTION

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and shall not be used for final bidding or construction-related purposes.

PROJECT MANAGER	PM
PROJECT NUMBER	923674

EXTERIOR ELEVATIONS

A200.2

© 2023 Eppstein Uhen Architects, Inc.

STANDARD ABBREVIATIONS

AC	ACRE	LT	LEFT
AGG	AGGREGATE	LVC	LENGTH OF VERTICAL CURVE
AH	AHEAD	MAINT	MAINTENANCE
ASPH	ASPHALT PAVEMENT	MAT'L	MATERIAL
AVG	AVERAGE	MAX	MAXIMUM
B-B	BACK TO BACK	MIN	MINIMUM
BEG	BEGIN	MH	MANHOLE
BIT	BITUMINOUS	MP	MILE POST
BK	BACK	NB	NORTHBOUND
B/L	BASE LINE	NO	NUMBER
BLDG	BUILDING	NOR	NORMAL
BM	BENCH MARK	OD	OUTSIDE DIAMETER
BOC	BACK OF CURB	OBLIT	OBLITERATE
BRG	BEARING	PAV'T	PAVEMENT
C-C	CENTER TO CENTER	PC	POINT OF CURVATURE
CY	CUBIC YARD	PCC	PORTLAND CEMENT CONCRETE OR POINT OF COMPOUND CURVATURE
C&G	CURB AND GUTTER		
CB	CATCH BASIN	PE	PRIVATE ENTRANCE
CE	COMMERCIAL ENTRANCE	PED	PEDESTAL
CHD	CHORD	PGL	PROFILE GRADE LINE
C/L	CENTER LINE	PI	POINT OF INTERSECTION
CL	CLASS (FOR CONC PIPE)	P/L	PROPERTY LINE
CMP	CORRUGATED METAL PIPE	PLE	PERMANENT LIMITED EASEMENT
CO	CLEAN OUT	PP	POWER POLE
CONC	CONCRETE	PRC	POINT OF REVERSE CURVATURE
CORR	CORRUGATED	PROP	PROPOSED
CP	CONTROL POINT	PSD	PASSING SIGHT DISTANCE
CR	CRUSHED	PSI	POUNDS PER SQUARE INCH
CS	CURB STOP	PT	POINT OF TANGENCY
CSW	CONCRETE SIDEWALK	PVC	POLYVINYL CHLORIDE OR POINT OF VERTICAL CURVATURE
CTH	COUNTY TRUNK HIGHWAY		
CULV	CULVERT	PVI	POINT OF VERTICAL INTERSECTION
D	DEPTH OR DELTA	PVT	POINT OF VERTICAL TANGENCY
DI	DUCTILE IRON	R	RADIUS
DIA	DIAMETER	RCP	REINFORCED CONCRETE PIPE
DIS	DISCHARGE	RD	ROAD
EA	EACH	REBAR	REINFORCEMENT ROD
EB	EASTBOUND	REM	REMOVE
EBS	EXCAVATION BELOW SUBGRADE	RECON	RECONSTRUCT
EG	EDGE OF GRAVEL	REQ'D	REQUIRED
ELEV	ELEVATION	R/L	REFERENCE LINE
ELEC	ELECTRIC	RP	RADIUS POINT
EMB	EMBANKMENT	RR	RAILROAD
EMAT	EROSION MAT	RT	RIGHT
ENT	ENTRANCE	R/W	RIGHT-OF-WAY
EOR	END OF RADIUS	SB	SOUTHBOUND
EP	EDGE OF PAVEMENT	SE	SUPERELEVATION
EXC	EXCAVATION	SF	SQUARE FEET
EX	EXISTING	SI	SLOPE INTERCEPT
EW	ENDWALL	STH	STATE TRUNK HIGHWAY
F-F	FACE TO FACE	SY	SQUARE YARD
FDN	FOUNDATION	SALV	SALVAGED
FE	FIELD ENTRANCE	SAN	SANITARY
FERT	FERTILIZER	SEC	SECTION
FG	FINISHED GRADE	SHLDR	SHOULDER
F/L	FLOW LINE	S/L	SURVEY LINE
FT	FOOT	SQ	SQUARE
FTG	FOOTING	STA	STATION
GRAV	GRAVEL	STD	STANDARD
GN	GRID NORTH	STO	STORM
GV	GAS VALVE	SW	SIDEWALK
HDPE	HIGH DENSITY POLYETHYLENE	TC	TOP OF CURB
HE	HIGHWAY EASEMENT	TEL	TELEPHONE
HMA	HOT MIX ASPHALT	TEMP	TEMPORARY
HP	HIGH POINT	TLE	TEMPORARY LIMITED EASEMENT
HT	HEIGHT	TV	TELEVISION
HYD	HYDRANT	TYP	TYPICAL
ID	INSIDE DIAMETER	UG	UNDERGROUND
IN	INCH	USH	U.S. HIGHWAY
INL	INLET	VAR	VARIES
INV	INVERT	VC	VERTICAL CURVE
IP	IRON PIPE	VERT	VERTICAL
JCT	JUNCTION	WB	WESTBOUND
LB	POUND	WM	WATER MAIN
LF	LINEAR FOOT	WV	WATER VALVE
LP	LIGHT POLE		

GENERAL NOTES

1. THE UTILITIES SHOWN IN PLAN AND PROFILE ARE INDICATED IN ACCORDANCE WITH AVAILABLE RECORDS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING EXACT LOCATIONS AND ELEVATIONS OF ALL UTILITIES, INCLUDING ANY PRIVATE UTILITIES, FROM THE OWNERS OF THE RESPECTIVE UTILITIES. ALL UTILITIES SHALL BE NOTIFIED 72 HRS. PRIOR TO EXCAVATION.
2. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PROPOSED SITE GRADES BY FIELD CHECKING TWO (2) BENCHMARKS AND A MINIMUM OF ONE (1) SITE FEATURE AS SHOWN ON THESE PLANS. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY MCMAHON OF ANY VERTICAL DISCREPANCY.
3. THE PROPERTY LINES, RIGHT-OF-WAY LINES AND OTHER PROPERTY INFORMATION ON THIS DRAWING WERE DEVELOPED OR OBTAINED AS PART OF THE COUNTY GEOGRAPHIC INFORMATION SYSTEM OR THROUGH THE COUNTY PROPERTY TAX MAPPING FUNCTION. McMAHON DOES NOT GUARANTEE THIS INFORMATION TO BE CORRECT, CURRENT OR COMPLETE. THE PROPERTY AND RIGHT-OF-WAY INFORMATION ARE INTENDED FOR USE AS A GENERAL REFERENCE AND ARE NOT INTENDED OR SUITABLE FOR SITE-SPECIFIC USES. ANY USE TO THE CONTRARY OF THE ABOVE STATED USES IS THE RESPONSIBILITY OF THE USER AND SUCH USE IS AT THE USER'S OWN RISK.
4. NO TREES OR SHRUBS ARE TO BE REMOVED WITHOUT PRIOR APPROVAL FROM THE OWNER.
5. A SAWED JOINT IS REQUIRED WHERE NEW HMA PAVEMENT MATCHES EXISTING ASPHALTIC CONCRETE SURFACE.
6. ALL CURB RADII SHOWN ON THE PLAN SHEETS ARE TO THE BACK OF CURB UNLESS OTHERWISE NOTED.
7. DIMENSIONS ARE TO THE BACK OF CURB UNLESS OTHERWISE NOTED.

THIS PLAN SET WAS CREATED WITH CIVIL3D 2023. MCMAHON'S "DISCLAIMER FOR TRANSFER OF ELECTRONIC FILES" FORM NEEDS TO BE SIGNED IF A COPY OF THE ELECTRONIC FILES ARE REQUESTED. MCMAHON MAKES NO REPRESENTATION REGARDING THE COMPATIBILITY OF THESE FILES WITH OTHER SOFTWARE, NOR DOES MCMAHON REPRESENT THAT THE FILES WILL CONVERT TO OTHER SOFTWARE WITHOUT ERROR.

STANDARD SYMBOLS (PLAN VIEW ONLY)

2" IRON PIPE FOUND	TELEPHONE CABLE – BURIED
1 1/4" REBAR FOUND	ELECTRIC CABLE – BURIED
1 1/4" x 30" IRON REBAR WEIGHING 4.30 LB/LF SET	UTILITIES – OVERHEAD
1" (1.315 OD) IRON PIPE FOUND	FIBER OPTIC CABLE – BURIED
1" IRON PIPE SET	GAS MAIN
3/4" IRON REBAR FOUND	CABLE TELEVISION – BURIED
3/4" IRON PIPE FOUND	DITCH LINE
3/4"x 24" IRON REBAR WEIGHING 1.5 LB/LF SET	STREET C/L OR R/L
MAG NAIL FOUND	PROPERTY LINE
MAG NAIL SET	RIGHT-OF-WAY LINE
MAG SPIKE FOUND	SECTION LINE
MAG SPIKE SET	EXISTING CONTOURS
CHISEL CROSS FOUND	PROPOSED CONTOURS
CHISEL CROSS SET	EXISTING FORCEMAIN SEWER
COUNTY MONUMENT	EXISTING SANITARY SEWER
CONCRETE MONUMENT FOUND	PROPOSED SANITARY SEWER
CONTROL POINT HORIZONTAL	EXISTING WATER MAIN
CONTROL POINT VERTICAL	PROPOSED WATER MAIN
SOIL BORING or MONITORING WELL	EXISTING STORM SEWER
POWER POLE	PROPOSED STORM SEWER
POWER POLE W/GUY WIRE	EXISTING CURB & GUTTER
TELEPHONE OR TELEVISION PEDESTAL	PROPOSED CURB & GUTTER
MAILBOX	PROPOSED REJECT CURB & GUTTER
SIGN	EXISTING CULVERT WITH END SECTIONS
RAILROAD CROSS BUCK	PROPOSED CULVERT WITH END SECTIONS
RAILROAD GATE ARM	BUILDING OUTLINE
RAILROAD TRACKS	FENCE LINE
LIGHT POLE	SAW CUT REQ'D
WOOD POLE	SILT FENCE
TRAFFIC SIGNAL	GUARD RAIL
TRAFFIC SIGNAL MAST ARM	DITCH CHECK
CONIFEROUS TREE	INLET PROTECTION
DECIDUOUS TREE	TRACKING PAD
TREE OR BRUSH LINE	TURBIDITY BARRIER OR SHEET PILING
BED ROCK (IN PROFILE VIEW)	SANDBAG COFFERDAM
HANDICAPPED PARKING STALL	SLOPE INTERCEPT
EXISTING SPOT ELEVATION	LIMITS OF DISTURBANCE
PROPOSED SPOT ELEVATION	EXISTING / PROPOSED
DRAINAGE HIGH POINT	ASPHALT PAVEMENT
DRAINAGE DIRECTION	CONCRETE SIDEWALK/DRIVEWAY
EXISTING MANHOLE	GRAVEL
PROPOSED MANHOLE	RIP-RAP (SIZE AS SPECIFIED)
EXISTING INLET	BRICK/PAVERS
PROPOSED INLET	EROSION MAT
EXISTING YARD DRAIN	TURF REINFORCEMENT MAT (TRM)
PROPOSED YARD DRAIN	EXISTING DELINEATED WETLANDS
EXISTING CLEAN OUT	PROPOSED ASPHALTIC DRIVEWAY
PROPOSED CLEAN OUT	
EXISTING DOWNSPOUT	
PROPOSED DOWNSPOUT	
EXISTING WATER VALVE	
PROPOSED WATER VALVE	
EXISTING CURB STOP	
PROPOSED CURB STOP	
EXISTING FIRE HYDRANT	
PROPOSED FIRE HYDRANT	
PROPOSED WATER FITTING	
PROPOSED WATER REDUCER	
PROPOSED ENDCAP	
GAS VALVE	

EROSION & SEDIMENT CONTROL PLAN

BEST MANAGEMENT PRACTICES:

THE CONTRACTOR IS RESPONSIBLE FOR FURNISHING, INSTALLING, MAINTAINING AND REMOVING BEST MANAGEMENT PRACTICES IN ACCORDANCE WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES (DNR) TECHNICAL STANDARDS. THESE STANDARDS MAY BE FOUND ON THE DNR WEBSITE AT http://www.dnr.wi.gov/runoff/stormwater/techstds.htm. RIP-RAP SHALL BE IN ACCORDANCE WITH SECTION 606, WS-DOT STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, LATEST EDITION, UNTIL TECHNICAL STANDARD 1065 IS COMPLETED BY THE DNR. THE MINIMUM BEST MANAGEMENT PRACTICES SPECIFIED FOR THIS PROJECT ARE AS FOLLOWS:

[ ] LAND APPLICATION OF POLYACRYLAMIDE (1050)	[ ] DE-WATERING (1061)
[ ] WATER APPLICATION OF POLYMERS (1051)	[ ] DITCH CHECK (1062)
[ ] NON-CHANNEL EROSION MAT (1052)	[ ] SEDIMENT TRAP (1063)
[ ] CHANNEL EROSION MAT (1053)	[ ] SEDIMENT BASIN (1064)
[ ] VEGETATIVE BUFFER (1054)	[ ] RIP-RAP (1065)
[ ] SEDIMENT BALE BARRIER (1055)	[ ] CONSTRUCTION DIVERSION (1066)
[X] SILT FENCE (1056)	[ ] GRADING PRACTICES (1067)
[X] TRACKING PAD & TIRE WASHING (1057)	[X] DUST CONTROL (1068)
[X] MULCHING (1058)	[ ] TURBIDITY BARRIER (1069)
[X] SEEDING (1059)	[ ] SILT CURTAIN (1070)
[X] STORM DRAIN INLET PROTECTION (1060)	[ ] MANUFACTURED PERIMETER PRODUCTS (1071)

THE CONTRACTOR SHALL COORDINATE CONSTRUCTION ACTIVITIES AND IMPLEMENT BEST MANAGEMENT PRACTICES TO PREVENT OR REDUCE ALL OF THE FOLLOWING:

A. DEPOSITION OR TRACKING OF SOIL ONTO STREETS BY VEHICLES.
B. DISCHARGE OF SEDIMENT INTO STORM WATER INLETS.
C. DISCHARGE OF SEDIMENT INTO ADJACENT STREAMS, RIVERS, LAKES AND WETLANDS.
D. DISCHARGE OF SEDIMENT FROM DITCHES AND STORM SEWERS THAT FLOW OFFSITE.
E. DISCHARGE OF SEDIMENT FROM DEWATERING ACTIVITIES.
F. DISCHARGE OF SEDIMENT FROM SOIL STOCKPILES EXISTING FOR 7 DAYS OR MORE.
G. DISCHARGE OF SEDIMENT FROM EROSIVE OUTLET FLOWS.
H. TRANSPORT OF CHEMICALS, CEMENT AND BUILDING MATERIALS BY RUNOFF.
I. TRANSPORT OF UNTREATED VEHICLE AND WHEEL WASH WATER BY RUNOFF.

THE CONTRACTOR SHALL IMPLEMENT THE FOLLOWING PREVENTATIVE MEASURES:

A. PRESERVE EXISTING VEGETATION WHENEVER POSSIBLE.
B. MINIMIZE SOIL COMPACTION AND PRESERVE TOPSOIL.
C. MINIMIZE LAND DISTURBANCES ON SLOPES OF 20% OR MORE.
D. MINIMIZE THE AMOUNT OF SOIL EXPOSED AT ANY ONE TIME.
E. DIVERT CLEAR WATER AWAY FROM EXPOSED SOILS.
F. TEMPORARILY STABILIZE EXPOSED SOILS THAT WILL NOT BE ACTIVE FOR 14 DAYS OR MORE. USE MULCHING, SEEDING, POLYACRYLAMIDE OR GRAVELING TO STABILIZE.
G. PERMANENTLY STABILIZE EXPOSED SOILS AS SOON AS POSSIBLE.
H. CONTRACTOR SHALL EDUCATE ITS EMPLOYEES AND SUBCONTRACTORS ABOUT PROPER SPILL PREVENTION AND RESPONSE PROCEDURES. IF A SPILL OCCURS, THE CONTRACTOR SHALL EVACUATE THE AREA AND IMMEDIATELY NOTIFY THE LOCAL MUNICIPALITY, FIRE DEPARTMENT OR 911 EMERGENCY SYSTEM. IF NO FIRE, EXPLOSION OR LIFE / HEALTH SAFETY HAZARD EXISTS, THE NEXT STEP IS TO CONTAIN THE SPILL AND PERFORM CLEANUP. USE DRY CLEANUP METHODS, NOT WET.

THE CONTRACTOR IS RESPONSIBLE FOR REPAIRING OR REPLACING BEST MANAGEMENT PRACTICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES BY THE END OF THE WORK DAY. THE CONTRACTOR IS RESPONSIBLE FOR REPLACING BEST MANAGEMENT PRACTICES TEMPORARILY REMOVED FOR CONSTRUCTION ACTIVITY AS SOON AS THOSE ACTIVITIES ARE COMPLETED. THE CONTRACTOR IS RESPONSIBLE FOR REMOVING AND DISPOSING OF TEMPORARY BEST MANAGEMENT PRACTICES AFTER CONSTRUCTION IS COMPLETE AND PERMANENT VEGETATION IS ESTABLISHED.

INSPECTION & MAINTENANCE:

THE CONTRACTOR IS RESPONSIBLE FOR INSPECTING BEST MANAGEMENT PRACTICES WEEKLY, AND WITHIN 24 HOURS FOLLOWING A RAINFALL OF 0.5 INCHES OR GREATER. WRITTEN DOCUMENTATION OF EACH INSPECTION SHALL BE KEPT AT THE CONSTRUCTION SITE AND SHALL INCLUDE THE FOLLOWING INFORMATION: DATE, TIME, AND LOCATION OF INSPECTION; NAME OF INDIVIDUAL WHO PERFORMED THE INSPECTION; AN ASSESSMENT OF THE CONDITION OF BEST MANAGEMENT PRACTICES; A DESCRIPTION OF ANY BEST MANAGEMENT PRACTICE IMPLEMENTATION AND MAINTENANCE PERFORMED; AND A DESCRIPTION OF THE PRESENT PHASE OF CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING, REPAIRING, OR REPLACING BEST MANAGEMENT PRACTICES AS NECESSARY WITHIN 24 HOURS OF AN INSPECTION OR NOTIFICATION. THE CONTRACTOR IS RESPONSIBLE FOR INSPECTING, MAINTAINING, REPAIRING, OR REPLACING BEST MANAGEMENT PRACTICES UNTIL ALL LAND DISTURBING CONSTRUCTION ACTIVITY IS COMPLETED AND A UNIFORM PERENNIAL VEGETATIVE COVER IS ESTABLISHED WITH A DENSITY OF AT LEAST 70%.

THE CONTRACTOR IS RESPONSIBLE FOR POSTING THE PERMIT IN A CONSPICUOUS LOCATION ON THE CONSTRUCTION SITE. THE CONTRACTOR IS RESPONSIBLE FOR KEEPING A COPY OF THE APPROVED REPORTS, PLANS, AMENDMENTS, INSPECTION REPORTS, AND PERMITS AT THE CONSTRUCTION SITE AT ALL TIMES UNTIL ALL LAND DISTURBING CONSTRUCTION ACTIVITY IS COMPLETED AND A UNIFORM PERENNIAL VEGETATIVE COVER IS ESTABLISHED WITH A DENSITY OF AT LEAST 70%. THE CONTRACTOR IS RESPONSIBLE FOR NOTIFYING THE OWNER WHEN THE VEGETATIVE DENSITY REACHES AT LEAST 70%. THE OWNER IS RESPONSIBLE FOR TERMINATING DNR PERMIT COVERAGE.

AMENDMENTS:

THE CONTRACTOR IS RESPONSIBLE FOR AMENDING THE EROSION & SEDIMENT CONTROL PLAN IF: THERE IS A CHANGE IN CONSTRUCTION, OPERATION OR MAINTENANCE AT THE SITE WHICH HAS THE REASONABLE POTENTIAL FOR THE DISCHARGE OF POLLUTANTS; THE ACTIONS REQUIRED BY THE PLAN FAIL TO REDUCE THE IMPACTS OF POLLUTANTS CARRIED BY CONSTRUCTION SITE RUNOFF; OR IF THE DNR NOTIFIES THE APPLICANT OF CHANGES NEEDED IN THE PLAN. THE DNR AND OWNER SHALL BE NOTIFIED 5 WORKING DAYS PRIOR TO MAKING CHANGES TO THE PLAN.

eua
milwaukee | madison | green bay | denver | atlanta

McMAHON ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

PROJECT INFORMATION

Belmark Plant 1 Expansion

600 Heritage Road
De Pere, WI 54115

ISSUANCE AND REVISIONS

DATE	DESCRIPTION

KEY PLAN

SHEET INFORMATION

PROGRESS DOCUMENTS NOT FOR CONSTRUCTION

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and shall not be used for final bidding or construction-related purposes.

PROJECT MANAGER RJW

PROJECT NUMBER B0039-09-24-00174

ABBREVIATIONS SYMBOLS & NOTES

C101

© 2023 Eppstein Uhen Architects, Inc.

cadfile: W:\PROJECTS\B0039\09240174\CADD\Civil3D\Plan Sheets\COVER NOTES DETAILS.dwg, c101 abbreviations symbols & notes, Plot Date: 1/30/2024 9:47 AM, xrefs: (x-exist topo belmark plant 1, x-all points belmark plant 1, x-exist shade belmark plant 1, parcels_co-brown_2022_09, x-exist topo belmark, x-dit points belmark, x-exist shade belmark)



VERTICAL BENCHMARK CONTROL		
POINT #	ELEVATION	DESCRIPTION
4	633.09	NORTH SIDE LIGHT POLE BASE
5	632.50	NORTH SIDE LIGHT POLE BASE
22	632.68	HYDRANT TAG BOLT
25	632.88	EAST SIDE LIGHT POLE BASE

HORIZONTAL CONTROL POINTS			
POINT #	NORTHING	EASTING	DESCRIPTION
1	535145.08	86211.24	MAG NAIL
2	535158.60	85776.51	MAG NAIL
3	535524.71	85732.13	MAG NAIL

NOTE:
PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PROPOSED SITE GRADES BY FIELD CHECKING TWO (2) BENCHMARKS AND A MINIMUM OF ONE (1) SITE FEATURE AS SHOWN ON THESE PLANS. THE CONTRACTOR SHALL ALSO VERIFY HORIZONTAL CONTROL BY FIELD CHECKING SEVERAL CONTROL POINTS AND SHALL IMMEDIATELY NOTIFY MCMAHON OF ANY DISCREPANCIES.

VERTICAL DATUM
ELEVATIONS ARE BASED ON VERTICAL CONTROL PREVIOUSLY PERFORMED BY OTHERS. DATUM REFERENCE UNKNOWN.

HORIZONTAL DATUM:
COORDINATES ARE REFERENCED TO THE WISCONSIN COUNTY COORDINATE SYSTEM AS PUBLISHED FOR BROWN COUNTY NAD83 (91)

eua
milwaukee | madison | green bay | denver | atlanta

McMAHON ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

PROJECT INFORMATION

Belmark Plant 1 Expansion

600 Heritage Road
De Pere, WI 54115

ISSUANCE AND REVISIONS

DATE	DESCRIPTION

KEY PLAN

SHEET INFORMATION

PROGRESS DOCUMENTS NOT FOR CONSTRUCTION
These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and shall not be used for final bidding or construction-related purposes.

PROJECT MANAGER RJW

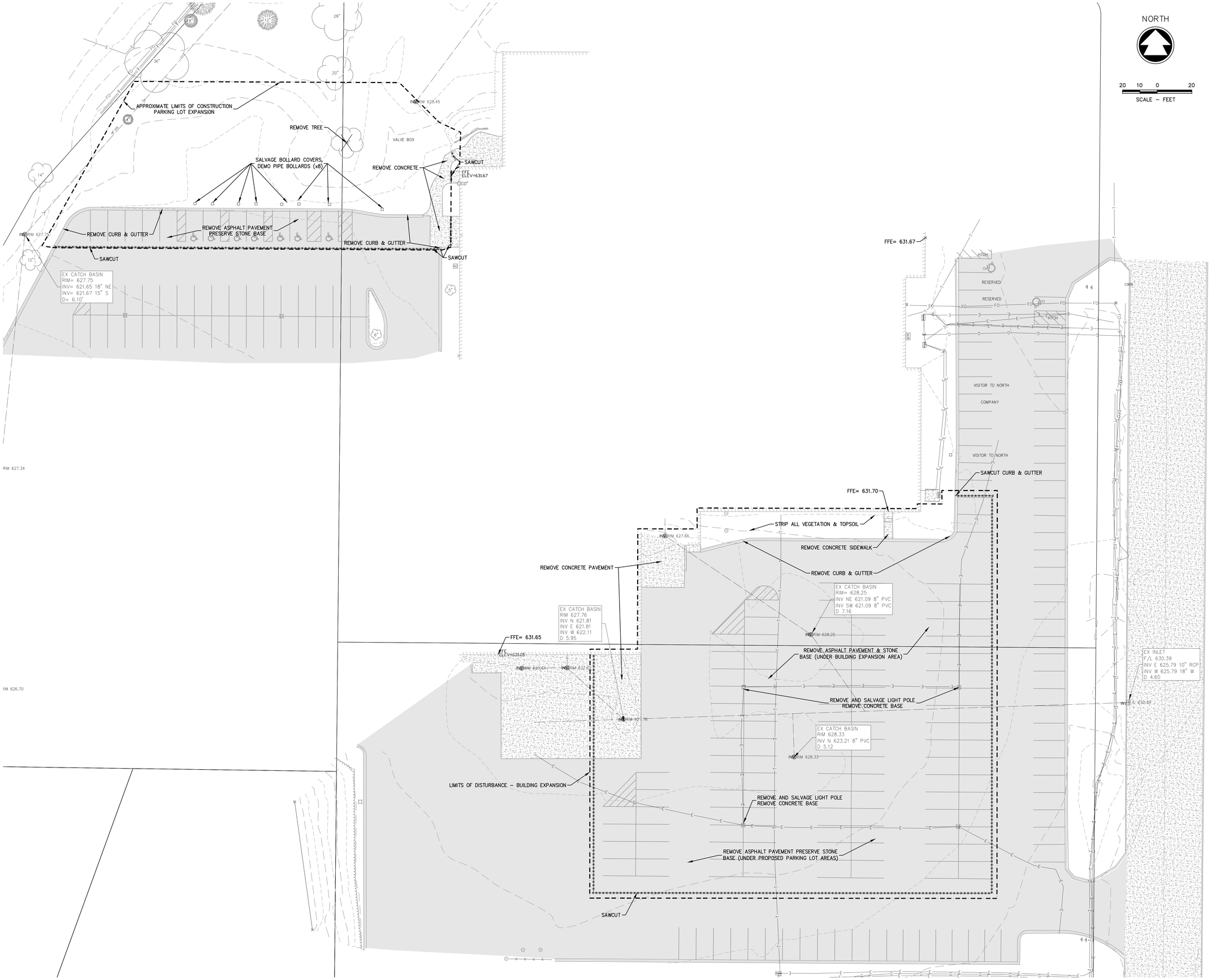
PROJECT NUMBER B0039-09-24-00174

SURVEY CONTROL

C102

© 2023 Eppstein Uhen Architects, Inc.

cadler, W:\PROJECTS\B0039\09240017#\CADD\Civil3D\Plan Sheets\SURVEY CONTROL.dwg, c102 survey control, Plot Date: 1/30/2024 9:48 AM, xrefsnone



cadler, W:\PROJECTS\B0039\09240174\CADD\Civil3D\Plan Sheets\Existing Conditions.dwg, c103 existing conditions & demolition plan, Plot Date: 1/30/2024 9:50 AM, xrefs: (x-exist topo belmark plant 1, x-all points belmark plant 1, x-exist shade belmark plant 1, parcels_co-brown_2022_09, x-exist topo belmark, x-all points belmark, x-exist shade belmark)

eua
milwaukee | madison | green bay | denver | atlanta

McMAHON ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

PROJECT INFORMATION

Belmark Plant 1
Expansion

600 Heritage Road
De Pere, WI 54115

ISSUANCE AND REVISIONS

DATE	DESCRIPTION

KEY PLAN

SHEET INFORMATION

PROGRESS DOCUMENTS NOT FOR CONSTRUCTION

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and shall not be used for final bidding or construction-related purposes.

PROJECT MANAGER	RJW
PROJECT NUMBER	B0039-09-24-00174

EXISTING CONDITIONS & DEMOLITION PLAN

C103

© 2023 Eppstein Uhen Architects, Inc.

SITE PLAN KEY NOTES: #

1. PROPOSED BUILDING ADDITION – REFER TO ARCHITECTURAL PLANS FOR ADDITIONAL INFORMATION.
2. ASPHALT PAVEMENT – LIGHT DUTY. REFER TO CONSTRUCTION DETAILS.
3. ASPHALT PAVEMENT – HEAVY DUTY. REFER TO CONSTRUCTION DETAILS.
4. 4" PAINT STRIPE (YELLOW) TYPICAL
5. STANDARD CONCRETE SIDEWALK. REFER TO CONSTRUCTION DETAILS
6. CONCRETE PAVEMENT. REFER TO CONSTRUCTION DETAILS.
7. STORM SEWER STRUCTURE. REFER TO UTILITY PLAN.
8. PROPOSED 8" WATER SERVICE LATERAL. REFER TO UTILITY PLAN.
9. CONCRETE STOOP. REFER TO ARCHITECTURAL PLANS FOR EXACT SIZE AND LOCATION.
10. MOUNTABLE CURB AND GUTTER. CURB PROFILE MUST MATCH EXISTING CURB.
11. LOADING DOCKS (OFF STREET LOADING SPACE). REFER TO ARCHITECTURAL PLANS FOR ADDITIONAL INFORMATION.

(#) – PARKING STALL COUNT

NORTH

10 5 0 10

SCALE – FEET

eua
milwaukee | madison | green bay | denver | atlanta

McMAHON ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

PROJECT INFORMATION

Belmark Plant 1 Expansion

600 Heritage Road
De Pere, WI 54115

ISSUANCE AND REVISIONS

DATE	DESCRIPTION

KEY PLAN

SHEET INFORMATION

PROGRESS DOCUMENTS NOT FOR CONSTRUCTION

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and shall not be used for final bidding or construction-related purposes.

PROJECT MANAGER	RJW
PROJECT NUMBER	B0039-09-24-00174

PROPOSED SITE & DIMENSIONS

C104

© 2023 Eppstein Uhen Architects, Inc.

coder, W:\PROJECTS\B0039\09240017 4\CADD\Civil3D\Plan Sheets\Proposed Site.dwg, c104 proposed site & dimensions, Plot Date: 1/30/2024 9:51 AM, xrefs:none

SITE PLAN KEY NOTES: #

1. ASPHALT PAVEMENT. REFER TO CONSTRUCTION DETAILS.
2. THICKENED EDGE CONCRETE SIDEWALK
3. MOUNTABLE CURB AND GUTTER. CURB PROFILE MUST MATCH EXISTING CURB.
4. 4" PAINT STRIPE (YELLOW) TYPICAL
5. HANDICAP ACCESSIBLE PARKING SYMBOL, YELLOW PAINT
6. NEW PIPE BOLLARD. DIAMETER AND HEIGHT OF PIPE BOLLARD TO MATCH EXISTING BOLLARDS. INSTALL SALVAGED POLY SLEEVE. OWNER TO PROVIDE NEW POLY SLEEVES AS NECESSARY.
7. STORM SEWER STRUCTURE. REFER TO UTILITY PLAN
8. ISLAND. LANDSCAPING BY OWNER'S CONTRACTOR

(#) – PARKING STALL COUNT

SCALE – FEET

NORTH

eua
milwaukee | madison | green bay | denver | atlanta

McMAHON ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

PROJECT INFORMATION

Belmark Plant 1 Expansion

600 Heritage Road
De Pere, WI 54115

ISSUANCE AND REVISIONS

DATE	DESCRIPTION

KEY PLAN

SHEET INFORMATION

PROGRESS DOCUMENTS NOT FOR CONSTRUCTION

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and shall not be used for final bidding or construction-related purposes.

PROJECT MANAGER RJW

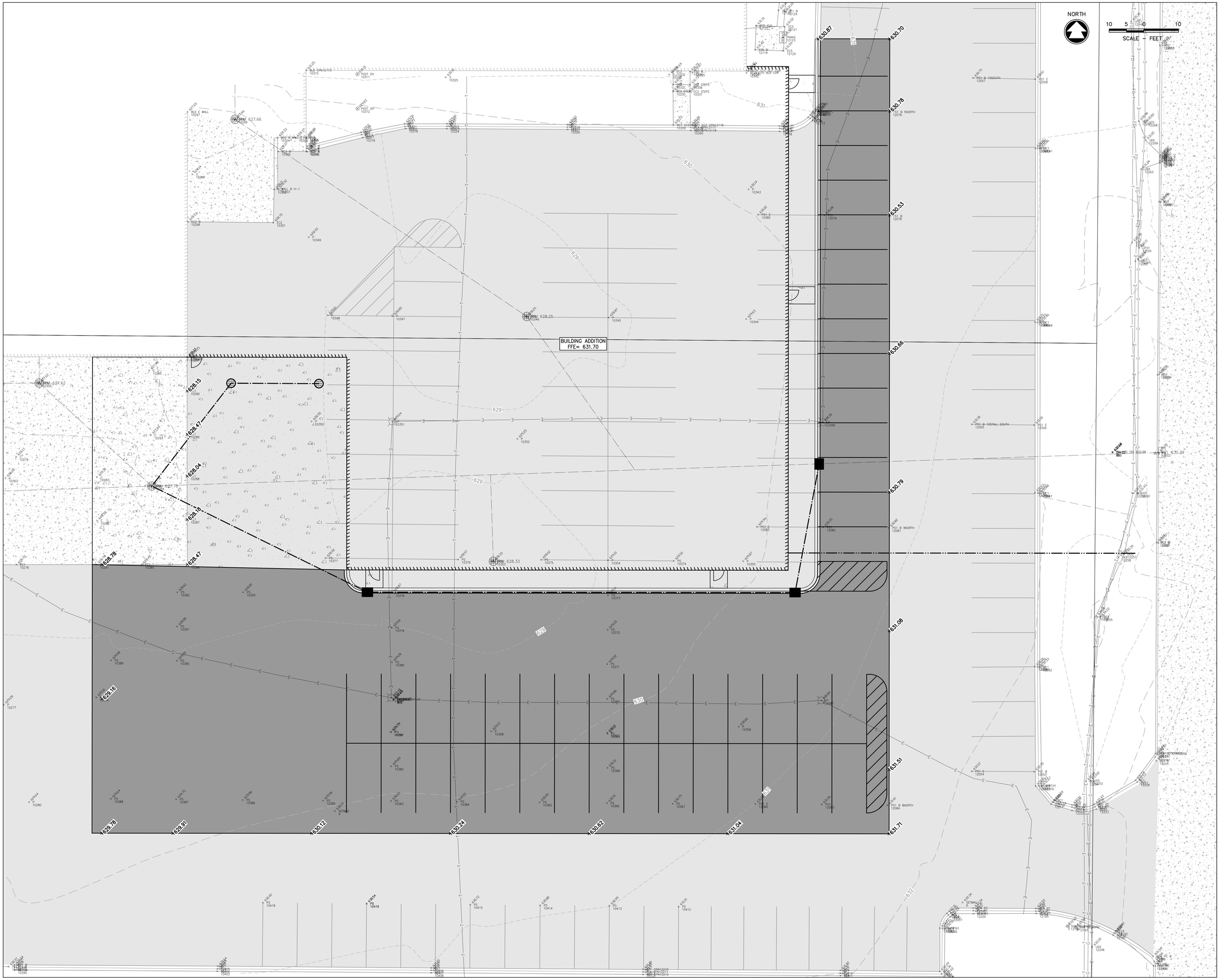
PROJECT NUMBER B0039-09-24-00174

PROPOSED SITE & DIMENSIONS

C105

© 2023 Eppstein Uhen Architects, Inc.

coaller, W:\PROJECTS\B0039\09240174\CAD\Civil3D\Plan Sheets\Proposed Site.dwg, c105 proposed site & dimensions, Plot Date: 1/30/2024 9:52 AM, xrefs:none



eua
milwaukee | madison | green bay | denver | atlanta

E

McMAHON
ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

PROJECT INFORMATION

Belmark Plant 1
Expansion

D

600 Heritage Road
De Pere, WI 54115

ISSUANCE AND REVISIONS

DATE	DESCRIPTION

C

KEY PLAN

B

SHEET INFORMATION

PROGRESS DOCUMENTS NOT FOR CONSTRUCTION

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and shall not be used for final bidding or construction-related purposes.

A

PROJECT MANAGER RJW

PROJECT NUMBER B0039-09-24-00174

GRADING PLAN

C106

© 2023 Eppstein Uhen Architects, Inc.

cadler, W:\PROJECTS\B0039\09240017A\CADD\Civil3D\Plan Sheets\Grading plan.dwg, c106 grading plan, Plot Date: 1/30/2024 9:53 AM, xrefs:none

1 2 3 4 5 6 7



E

D

C

B

A

eua
milwaukee | madison | green bay | denver | atlanta

McMAHON ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

PROJECT INFORMATION

Belmark Plant 1 Expansion

600 Heritage Road
De Pere, WI 54115

ISSUANCE AND REVISIONS

DATE	DESCRIPTION

KEY PLAN

SHEET INFORMATION

PROGRESS DOCUMENTS NOT FOR CONSTRUCTION

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and shall not be used for final bidding or construction-related purposes.

PROJECT MANAGER RJW

PROJECT NUMBER B0039-09-24-00174

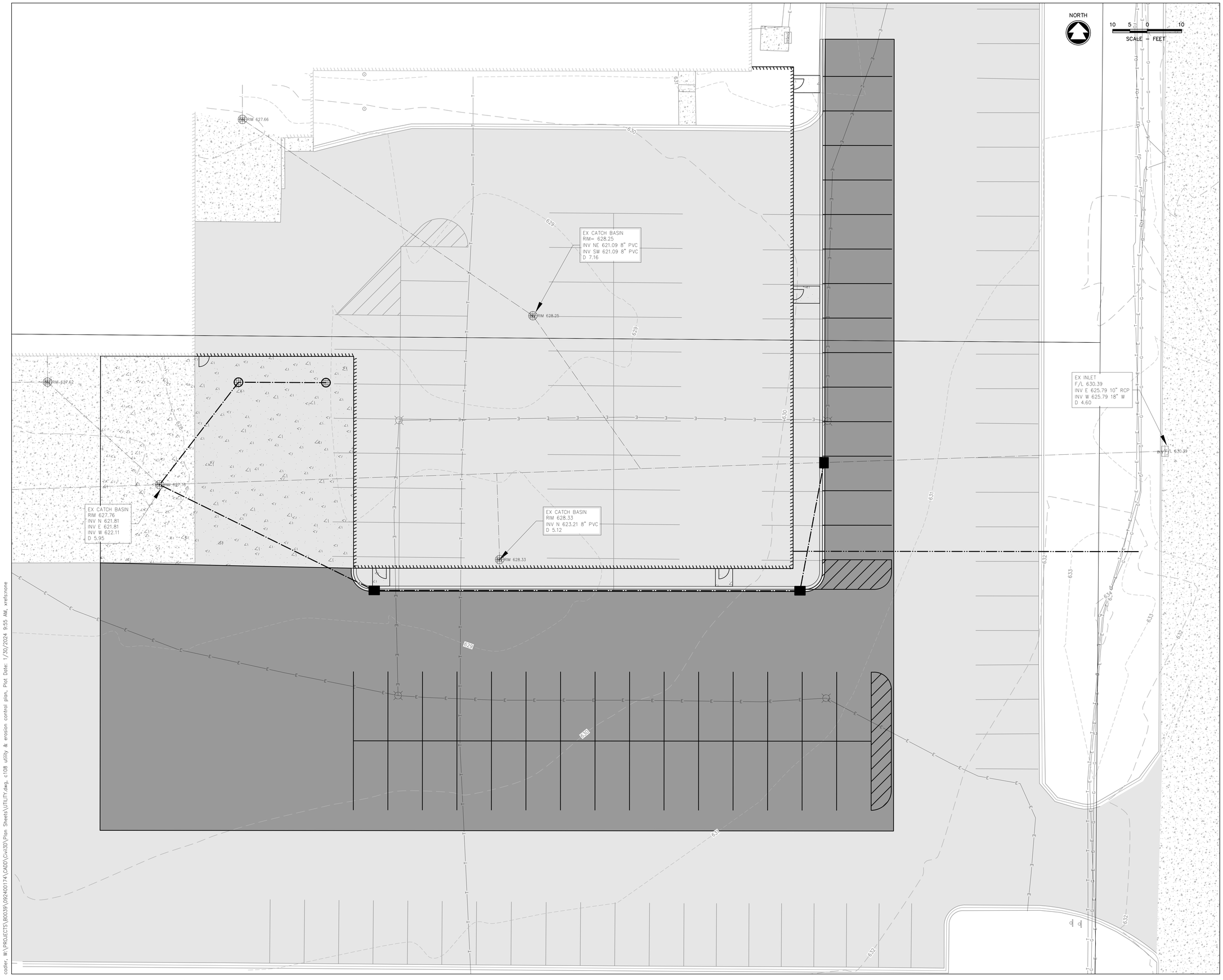
GRADING PLAN

C107

© 2023 Eppstein Uhen Architects, Inc.

coulter, W:\PROJECTS\B0039\09240174\CAD\Civil3D\Civil3D\Plan Sheets\Grading plan.dwg, c107 grading plan, Plot Date: 1/30/2024 9:54 AM, xrefs:none

1 2 3 4 5 6 7



eua
milwaukee | madison | green bay | denver | atlanta

McMAHON
ENGINEERS | ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

PROJECT INFORMATION

Belmark Plant 1
Expansion

600 Heritage Road
De Pere, WI 54115

ISSUANCE AND REVISIONS

DATE	DESCRIPTION

KEY PLAN

SHEET INFORMATION

PROGRESS DOCUMENTS NOT FOR CONSTRUCTION

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and shall not be used for final bidding or construction-related purposes.

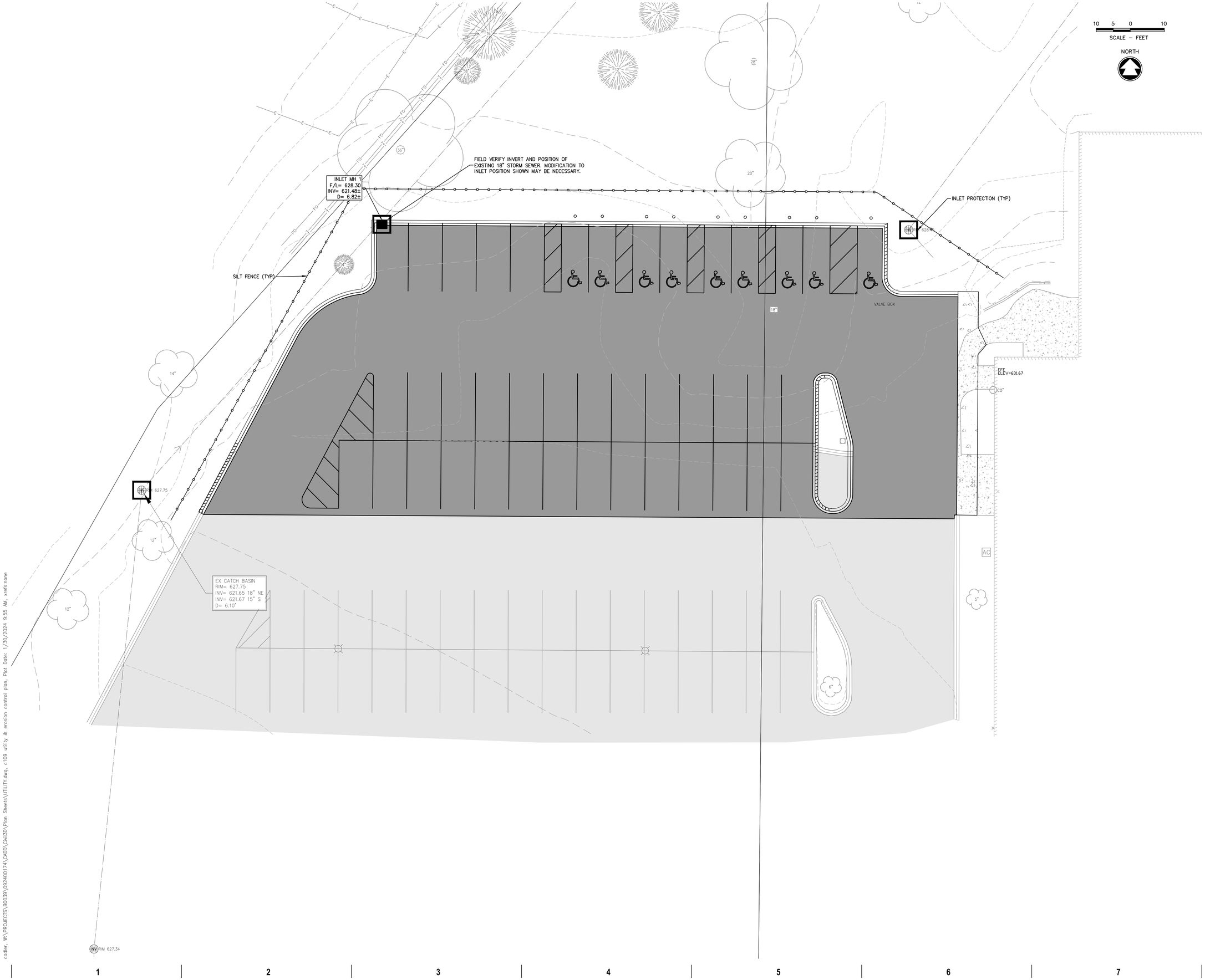
PROJECT MANAGER	RJW
PROJECT NUMBER	B0039-09-24-00174

UTILITY & EROSION CONTROL PLAN

C108

© 2023 Eppstein Uhen Architects, Inc.

odier, W:\PROJECTS\B0039\09240017A\CADD\civil3D\Plan Sheets\UTILITY.dwg, c108 utility & erosion control plan, Plot Date: 1/30/2024 9:55 AM, xrefsnone



eua
milwaukee | madison | green bay | denver | atlanta

McMAHON
ENGINEERS | ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

PROJECT INFORMATION

Belmark Plant 1
Expansion

600 Heritage Road
De Pere, WI 54115

ISSUANCE AND REVISIONS

DATE	DESCRIPTION

KEY PLAN

SHEET INFORMATION

PROGRESS DOCUMENTS NOT FOR CONSTRUCTION

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and shall not be used for final bidding or construction-related purposes.

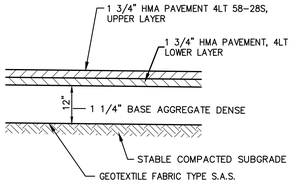
PROJECT MANAGER	RJW
PROJECT NUMBER	B0039-09-24-00174

UTILITY & EROSION CONTROL PLAN

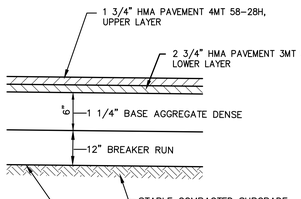
C109

© 2023 Eppstein Uhen Architects, Inc.

codter, W:\PROJECTS\B0039\09240017A\CADD\Civil3D\Plan Sheets\UTILITY.dwg, c109 utility & erosion control plan, Plot Date: 1/30/2024 9:55 AM, xrefs:none



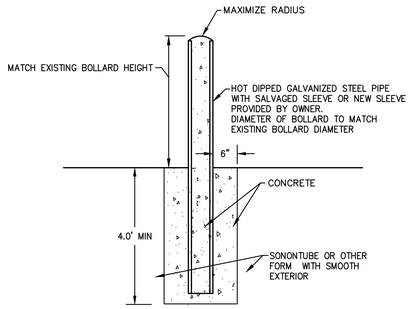
STANDARD DUTY PAVEMENT



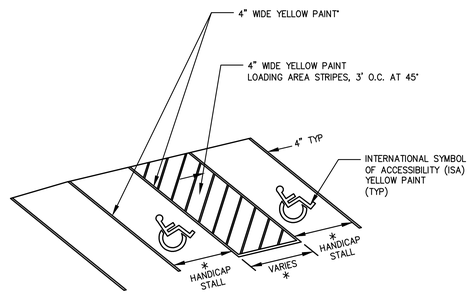
HEAVY DUTY PAVEMENT

NOTE: PAVEMENT SECTIONS SHOWN ARE BELMARK STANDARDS. NO GEOTECHNICAL OR ENGINEERING ANALYIS HAVE BEEN MADE TO DETERMINE THE PAVEMENT SECTIONS FOR THIS SITE.

PARKING LOT PAVEMENT DETAIL

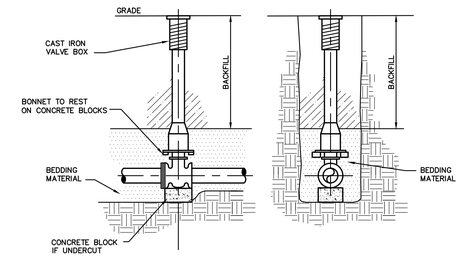


BOLLARD DETAIL



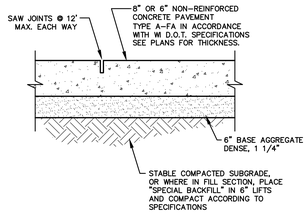
* REFER TO GRADING PLAN DETAILS

ADA PARKING LOT STRIPING

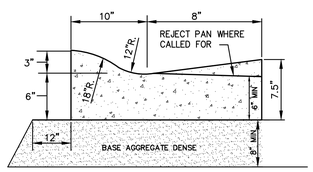


SIDE VIEW **FRONT VIEW**

STANDARD VALVE & VALVE BOX SETTING

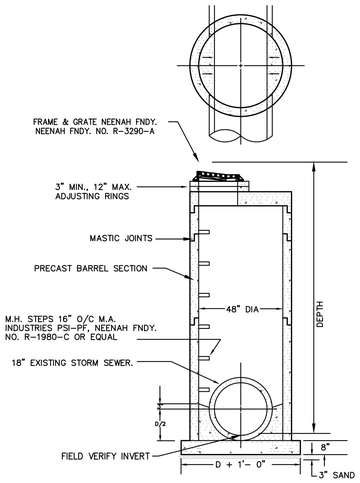


CONCRETE PAVEMENT DETAIL

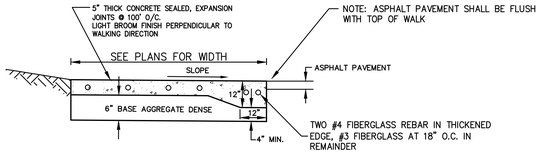


MOUNTABLE CURB AND GUTTER DETAIL (BELMARK STANDARD)

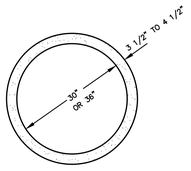
CONTRACTOR SHALL FIELD VERIFY AND MATCH EXISTING WIDTH AND PROFILE

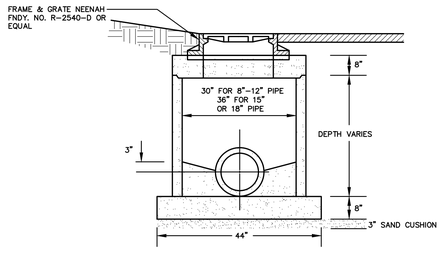


INLET M.H. DETAIL

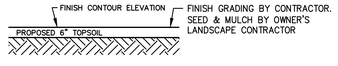


THICKENED EDGE CONCRETE SIDEWALK (CFS)

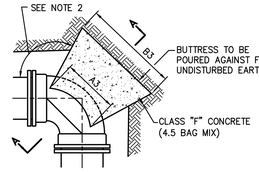




STORM SEWER PRECAST CATCH BASIN

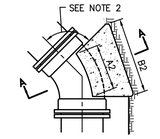


TYPICAL LANDSCAPED SECTION



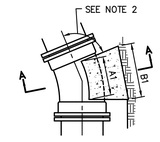
PLAN – 90° BEND

NOTES:
1. DIMENSIONS IN TABLE ARE BASED ON A WATER PRESSURE OF 150 P.S.I. AND ON EARTH RESISTANCE OF 2 TONS PER SQ. FT.
2. DIMENSION C1–3 SHOULD BE LARGE ENOUGH TO MAKE ANGLE EQUAL TO OR LARGER THAN 45°.
3. DIMENSION A1–3 SHOULD BE AS LARGE AS POSSIBLE WITHOUT INTERFERING WITH M.J. BOLTS.
4. SHAPE OF BACK OF BUTTRESS MAY VARY AS LONG AS POUR IS AGAINST FIRM UNDISTURBED EARTH.
5. ALL IRON PIPE AND FITTINGS SHALL BE WRAPPED IN POLYETHYLENE.

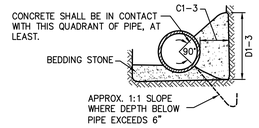


PLAN – 45° BEND

BUTTRESS DIMENSIONS						
PIPE SIZE	22-1/2° BENDS		45° BENDS		90° BENDS	
	B1	D1	B2	D2	B3	D3
6"	1'–0"	1'–0"	1'–0"	1'–0"	1'–4"	1'–2"
8"	1'–0"	1'–0"	1'–4"	1'–2"	1'–10"	1'–6"
12"	1'–4"	1'–4"	1'–10"	1'–10"	2'–0"	2'–3"
16"	1'–10"	1'–8"	2'–6"	2'–4"	3'–10"	2'–10"
20"	2'–4"	2'–0"	3'–3"	2'–10"	3'–0"	3'–4"
24"	2'–10"	2'–4"	4'–0"	3'–3"	6'–4"	3'–10"
30"	3'–6"	3'–0"	5'–4"	3'–10"	8'–0"	4'–8"

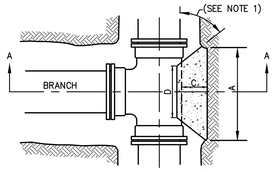


PLAN – 22-1/2° BEND



SECTION A–A

BLOCKING FOR BENDS



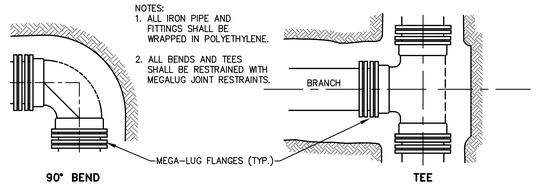
SECTION A–A

BUTTRESS DIMENSIONS				
B.D.	A	B	C	D
6"	1'–3"	1'–0"	SEE NOTE 1	SEE NOTE 2
8"	1'–6"	1'–4"		
12"	2'–3"	2'–0"		
16"	3'–2"	2'–6"		
20"	4'–0"	3'–0"		
24"	5'–3"	3'–4"		
30"	6'–6"	4'–3"		

B.D. = BRANCH DIAMETER

NOTES:
1. DIMENSION "C" SHOULD BE LARGE ENOUGH TO MAKE ANGLE EQUAL TO OR LARGER THAN 45°.
2. DIMENSION "D" EQUALS APPROX. I.D. OF PIPE LESS 2". AN EFFORT SHOULD BE MADE TO PREVENT THE CONCRETE FROM COVERING THE M.J. BOLTS.
3. WHERE BUTTRESSES ARE NOT POSSIBLE BECAUSE OF POOR SOIL CONDITIONS OR LACK OF ROOM, STRAPPING SHALL BE PERMITTED.
4. DIMENSIONS IN TABLE ARE BASED ON A WATER PRESSURE OF 150 P.S.I. AND ON EARTH RESISTANCE OF 2 TONS PER SQ. FT.
5. ALL IRON PIPE AND FITTINGS SHALL BE WRAPPED IN POLYETHYLENE.

BLOCKING FOR TEES



RESTRAINT FOR BENDS & TEES

eua
milwaukee | madison | green bay | denver | atlanta

McMAHON ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

PROJECT INFORMATION

Belmark Plant 1 Expansion

600 Heritage Road
De Pere, WI 54115

ISSUANCE AND REVISIONS

DATE	DESCRIPTION

KEY PLAN

SHEET INFORMATION

PROGRESS DOCUMENTS NOT FOR CONSTRUCTION

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and shall not be used for final bidding or construction-related purposes.

PROJECT MANAGER RJW

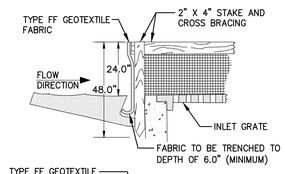
PROJECT NUMBER B0039-09-24-00174

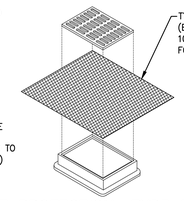
MISCELLANOUS DETAILS

C110

© 2023 Eppstein Uhen Architects, Inc.

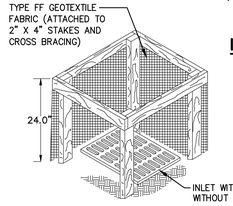
cadder, W:\PROJECTS\B0039\09240174\CADD\Civil3D\Plan Sheets\COVER NOTES DETAILS.dwg, c110 miscellanous details, Plot Date: 1/30/2024 9:55 AM, xrefs: (x-exist topo belmark plant 1, x-all points belmark plant 1, x-exist shade belmark plant 1, parcels_co-brown_2022_09, x-exist topo belmark, x-all points belmark, x-exist shade belmark)



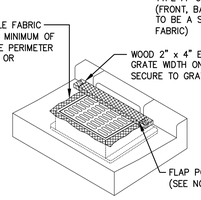


INLET PROTECTION, TYPE B

WITHOUT CURB BOX

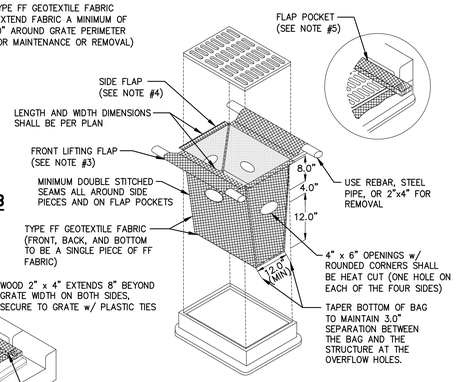


INLET PROTECTION, TYPE A



INLET PROTECTION, TYPE C

WITH CURB BOX



INLET PROTECTION, TYPE D

CAN BE INSTALLED IN INLETS WITH OR WITHOUT CURB BOXES

This drawing based on Wisconsin Department of Natural Resources Technical Standard No. 1060. Revision Date: 08/2014

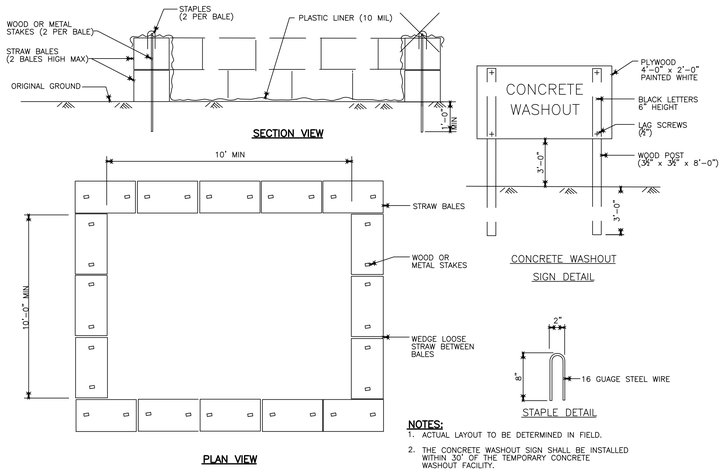
GENERAL NOTES

1. TAPER BOTTOM OF BAG TO MAINTAIN THREE INCHES OF CLEARANCE BETWEEN THE BAG AND THE STRUCTURE, MEASURED FROM THE BOTTOM OF THE OVERFLOW OPENINGS TO THE STRUCTURE WALL.
2. GEOTEXTILE FABRIC TYPE FF FOR FLAPS, TOP AND BOTTOM OF OUTSIDE OF FILTER BAG. FRONT, BACK, AND BOTTOM OF FILTER BAG BEING ONE PIECE.
3. FRONT LIFTING FLAP IS TO BE USED WHEN REMOVING AND MAINTAINING FILTER BAG.
4. SIDE FLAPS SHALL BE A MAXIMUM OF TWO INCHES LONG. FOLD THE FABRIC OVER AND REINFORCE WITH MULTIPLE STITCHES.
5. FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2" x 4". THE REBAR, STEEL PIPE, OR WOOD SHALL BE INSTALLED IN THE REAR FLAP AND SHALL NOT BLOCK THE TOP HALF OF THE CURB FACE OPENING.

MAINTENANCE NOTES

1. WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED IN THE FABRIC DOES NOT FALL INTO THE STRUCTURE. MATERIAL THAT HAS FALLEN INTO THE INLET SHALL BE IMMEDIATELY REMOVED.

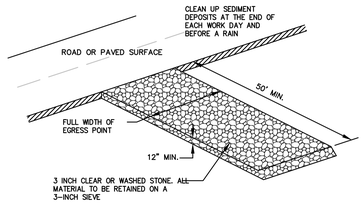
STORM DRAIN INLET PROTECTION



NOTES:
1. ACTUAL LAYOUT TO BE DETERMINED IN FIELD.
2. THE CONCRETE WASHOUT SIGN SHALL BE INSTALLED WITHIN 30' OF THE TEMPORARY CONCRETE WASHOUT FACILITY.

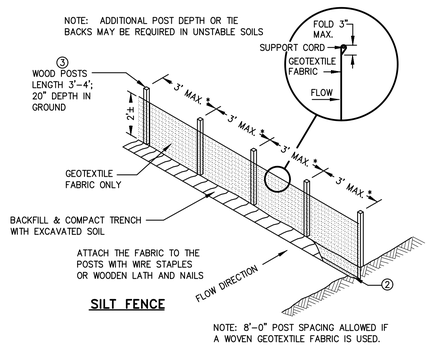
TEMPORARY CONCRETE WASHOUT FACILITY

NTS

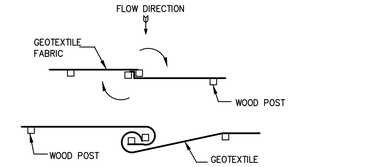


TRACKOUT CONTROL DETAIL

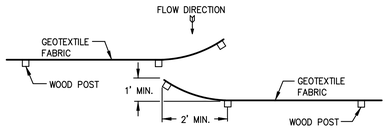
1. DIVERT FLOW AWAY FROM TRACKING PAD USING CULVERTS, SHALLOW TRENCH OR DIVERSION DAM.
2. ROCKS LODGED BETWEEN THE TIRES OF DUAL VEHICLES SHALL BE REMOVED PRIOR TO LEAVING THE SITE.
3. ON SITES WITH A HIGH WATER TABLE OR SATURATED SOILS, INSTALL A DOT TYPE R GEOTEXTILE FABRIC UNDER STONE TRACKING PAD.
4. MAINTAIN UNTIL SITE IS PAVED/STABILIZED
5. USING A FODS TRACKOUT SYSTEM INSTEAD OF THE STONE-BASED TRACKOUT CONTROL SYSTEM IS ACCEPTABLE.



SILT FENCE



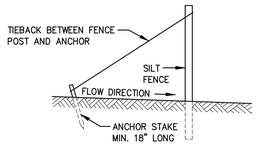
TWIST METHOD



HOOK METHOD

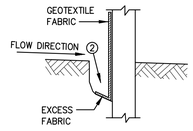
JOINING TWO LENGTHS OF SILT FENCE ⑤

This drawing based on Wisconsin Department of Transportation Standard Detail Drawing 8 E 9-6.



SILT FENCE TIE BACK

(WHEN ADDITIONAL SUPPORT REQUIRED)



TRENCH DETAIL

SILT FENCE DETAIL

GENERAL NOTES

① HORIZONTAL BRACE REQUIRED WITH 2" X 4" WOODEN FRAME OR EQUIVALENT AT TOP OF POSTS.

② TRENCH SHALL BE A MINIMUM OF 4" WIDE & 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC. FOLD MATERIAL TO FIT TRENCH AND BACKFILL & COMPACT TRENCH WITH EXCAVATED SOIL.

③ WOOD POSTS SHALL BE A MINIMUM SIZE OF 1 1/8" X 1 1/8" OF OAK OR HICKORY

④ SILT FENCE TO EXTEND ACROSS THE TOP OF THE PIPE.

⑤ CONSTRUCT SILT FENCE FROM A CONTINUOUS ROLL IF POSSIBLE BY CUTTING LENGTHS TO AVOID JOINTS. IF A JOINT IS NECESSARY USE ONE OF THE FOLLOWING TWO METHODS; A) OVERLAP THE END POSTS AND TWIST, OR ROTATE, AT LEAST 180 DEGREES, B) HOOK THE END OF EACH SILT FENCE LENGTH.

eu:a
milwaukee | madison | green bay | denver | atlanta

McMAHON ENGINEERS ARCHITECTS
McMAHON ASSOCIATES, INC.
1445 McMAHON DRIVE NEENAH, WI 54956
Mailing: P.O.BOX 1025 NEENAH, WI 54957-1025
PH 920.751.4200 FX 920.751.4284 MCMGRP.COM

PROJECT INFORMATION

Belmark Plant 1 Expansion

600 Heritage Road
De Pere, WI 54115

ISSUANCE AND REVISIONS

DATE	DESCRIPTION

KEY PLAN

SHEET INFORMATION

PROGRESS DOCUMENTS NOT FOR CONSTRUCTION

These documents reflect progress and intent and may be subject to change, including additional detail. These are not final construction documents and shall not be used for final bidding or construction-related purposes.

PROJECT MANAGER RJW

PROJECT NUMBER B0039-09-24-00174

MISCELLANOUS DETAILS

C111

© 2023 Eppstein Uhen Architects, Inc.

cadfer: W:\PROJECTS\B0039\09240174\CADD\Civil3D\Plan Sheets\COVER NOTES DETAILS.dwg, c111 miscellanous details, Plot Date: 1/30/2024 9:55 AM, xrefs: (x-exist topo belmark plant 1, x-all points belmark plant 1, x-exist shade belmark)
x-exist topo belmark, x-all points belmark, x-exist shade belmark)

AGREEMENT REGARDING HEADQUARTERS EXPANSION BETWEEN THE CITY OF DE PERE, MASK, LLC AND FLEX, LLC (600 Heritage Road)

THIS AGREEMENT, is made and entered into this 8th day of December, 2015, by and between the City of De Pere, Wisconsin, a municipal corporation ("City"), MASK, LLC, a Wisconsin Limited Liability Company ("MASK"), and FLEX, LLC, a Wisconsin Limited Liability Company ("FLEX") (MASK, LLC and FLEX, LLC are collectively referred to as "Developer").

RECITATIONS

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

WHEREAS, in 2012, the City created "Tax Incremental District No. 10, City of De Pere" (TID #10) as and for the benefit of industrial development within the district, which District is contemporaneously with this Agreement, being amended to include, among the development which is the subject of this Agreement, but other projects and properties as described in the Amended Boundary and Project Plan for TID #10; and

WHEREAS, City has determined that the 30,000 square foot corporate headquarters expansion, including construction of a skywalk over Heritage Road for Belmark Inc. is consistent with the Amended Boundary and Project Plan for TID #10; and

WHEREAS, Developer's ability to construct the corporate headquarter expansion and remodel in the City is contingent upon the City's providing financial assistance to Developer on the terms set forth in this Agreement.

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

I. DEFINITIONS

A. "Base Assessed Value" means the 2016 assessed value of each of the parcels comprising the Project Site.

B. "City" means the City of De Pere.

C. "Developer" means FLEX, LLC, MASK, LLC, individually and collectively.

D. "Increment" means the difference between the Base Assessed Value and the 2017 assessed value of the property parcels comprising the Project Site. Project completion date anticipated May 2017.

E. "Net Tax Rate" means the net tax rate for the east side of the City, including the City, Brown County, Northeast Wisconsin Technical College and the Unified School District of De Pere, but excluding the rate for the State of Wisconsin.

F. "Project" means the corporate headquarters expansion as described in paragraph II.A.

G. "Project Site" means Parcels ED-D-29-1, ED-F0094, ED-F0095, and ED-F0096, individually and collectively.

H. "Substantially Completed" means that a certificate of occupancy for the Project has been issued by the City Building Inspection Department.

II. DEVELOPER OBLIGATIONS

A. Developer shall expand and remodel its corporate headquarters located at 600 Heritage Road, De Pere, WI. The Project will consist of an approximate 30,000 square feet addition to the corporate headquarter building, being of first class quality construction

and amenities, and including parking and landscaping, together with an elevated "skywalk" structure over Heritage Road to link the corporate headquarters building with the production facility located on Parcel ED-F0094, all as shown on the concept drawing attached and incorporated as Exhibit 1. The Project is expected to result in:

1. Office expansion approximate value of $12.5 million;
2. Added employment per 5 year segment
    - Years 1-5= 52
    - Years 6-10= 51
    - Years 11-15- 61
    - Total over the 15 year period= 164.
3. Payroll (average per employee; not including fringes)
    - Current= $62,040
    - By year 10= $71,838 (assumption- approx. 3.0% annual increases)

B. The Project Site is legally described below:

1. Parcel ED-F0096 an approximate 3.970 acre parcel owned by MASK, legally described as:

    That part of the NW¼ Section 34 T23N R20E, being a part of 4 CSM 223 described as Lot 1 in 12 CSM 125 in Jacket 7451-27, except Parcel 3 of Transportation Plat 4085-43-21-4.01

2. Parcel ED-F0095 an approximate 2.00 acre parcel owned by MASK, legally described as:

    Part of the NW¼ Section 34 T23N R20E lying west of Railroad and south of Heritage Dr. and described as Lot 2 in 12 CSM 125

3. Parcel ED-F0094 an approximate 6.158 acre parcel owned by FLEX, legally described as:

    Lot 1 of 41 CSM 274 being part of NW¼ NW¼ Section 34 T23N R20E except Parcel 2 of Transportation Plat 4085-43-21-4.01

4. Parcel ED-D29-1 an approximate 2.468 acre parcel owned by MASK, legally described as:

   Lot 1 of 24 CSM 29 being part of Government Lot 1 Section 33 T23N R20E except J20497-52 except Parcel 4 of Transportation Plat 4085-43-21-4.01

C. The Project shall be Substantially Completed and subject to full real estate assessment as of May 1, 2017.

D. Developer shall obtain all necessary permits and approvals for the Project, including approvals and/or permits from Brown County for the elevated "skywalk" structure over Heritage Road (CTH X.)

III. CITY OBLIGATIONS

A. City shall pay a Developer's incentive equal to 70% of the real property tax paid by Developer on the Increment attributable to the Project, commencing with taxes assessed for 2017 and continuing until expiration of TID #10, which is anticipated to expire on December 31, 2031.

B. The Developer's incentive shall be calculated for each parcel in the Project Site on an annual basis by subtracting the Base Assessed Value from the 2017 assessed value and multiplying the difference ("Increment") by the Net Tax Rate.

C. City shall pay the Developer's incentive within 30 days following Developer's notice to City that the annual real estate bill for each parcel is paid in full. Real estate taxes do not include any lawful special assessment, special charge, personal property or other charges that may appear on the annual tax bill.

IV. MISCELLANEOUS PROVISIONS

A. This Agreement may be recorded with the Register of Deeds for Brown County.

B. This Agreement may be terminated only upon written consent of both parties.

C. In the event of alleged default on all or any part of this Agreement, prior to and as a condition of instituting legal proceedings, the non-defaulting Party shall give the defaulting Party specific written notice of such default, in the manner provided herein. The alleged defaulting Party shall have fifteen (15) business days for any payment default and thirty (30) days for any non-payment default to cure said default. If the defaulting Party does not cure said default during the applicable cure period, the non-defaulting Party may take any and all steps necessary to address such default, including but not limited to, instituting any necessary legal action.

D. Unless expressly provided otherwise herein, the rights and remedies of the Parties provided herein shall be cumulative and concurrent and shall include all other rights and remedies available at law or in equity, may be pursued singly, successively or together, at the sole and absolute discretion of either Party and may be exercised as often as occasion therefore shall arise. This is a guarantee of payment and not of collection.

E. The failure of any party to this Agreement to insist upon strict and prompt performance of the terms, covenants, agreements and conditions herein contained, or any of them, upon any other Party imposed, shall not constitute or be construed as a waiver or relinquishment of any Party's rights, to enforce any such term, covenant, agreement, or condition, but the same shall continue in full force and effect. No waiver by either party shall be valid or binding on such party unless it is in writing signed by such party and only to the extent therein set forth.

F. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin. If any provision of this Agreement or the application thereof to any persons or circumstances shall, to any extent, be invalid or unenforceable, then the

remainder of this Agreement or the application of such provision, or portion thereof, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. This Agreement sets forth the entire understanding between the Parties with respect to its subject matter, there being no terms, conditions, warranties, or representations with respect to its subject matter other than that contained herein. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto, their respective successors and assignees.

G. Developer may not assign this Agreement or any of its rights or obligations without the written consent of the City.

H. This Agreement sets forth all the promises, inducements, agreements, conditions and understandings between Developer and City, and there are not promises, agreements, conditions or understandings, either oral or written, express or implied, between them, with respect to the guarantee provided hereby other than as herein set forth. Except as herein provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the Parties hereto unless authorized in accordance with law and reduced in writing and signed by them.

I. Except as expressly provided otherwise in this Agreement, the provisions of this Agreement are for the exclusive benefit of the Parties hereto and not for the benefit of any other persons or parties, as third party beneficiaries or otherwise, and this Agreement shall be deemed to have conferred any rights, expressed or implied, upon any other person.

J. Time is of the essence for performance of the terms and conditions contained in this Agreement. However, upon written request of any party, an extension of an agreed-upon time period may be granted at the sole discretion of the granting party.

K. No official or employee of the City shall be personally liable to Developer or any successor in interest, in the event of any default or breach by the City, or for any amount that becomes due to Developer under this Agreement.

L. A notice, demand, or other communication under this Agreement shall be sufficiently given or delivered if it is deposited in the United States mail, registered or certified mail, postage pre-paid, return receipt requested, or delivered personally:

To Developer:	MASK, LLC c/o Karl A. Schmidt 600 Heritage Road De Pere, WI 54115
	FLEX, LLC c/o Karl A. Schmidt 600 Heritage Road De Pere, WI 54115
To City:	City of De Pere Attention: City Clerk-Treasurer 335 Broadway Street. De Pere, WI 54115

or such other address, within the United States, with respect to a party as that party may from time to time designate in writing and forward to the other as provided in this Section. A copy of any notice, demand, or other communication under this Agreement given by a party under this Agreement to any other party under this Section shall be given to each other party to this Agreement.

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

CITY OF DE PERE
By:

Michael J. Walsh, Mayor

Shana D. Ledvina, Clerk-Treasurer

State of Wisconsin)
: SS
Brown County)

This instrument was acknowledged before me on the 8th day of December, 2015, by Michael J. Walsh, Mayor and Shana D. Ledvina, Clerk-Treasurer of the City of De Pere.

Jennifer Dupont
Jennifer Dupont
Notary Public, State of Wisconsin
My commission expires on 5/15/16

JENNIFER DUPONT NOTARY PUBLIC STATE OF WISCONSIN

MASK, LLC
By:

Print Name: Karl A. Schmidt
Title: Mgmt. Member

Print Name: _____
Title: _____

State of Wisconsin)
: SS
Brown County)

This instrument was acknowledged before me on the 7th day of December, 2015, by Karl Schmidt and _____ of MASK, LLC.

Tammy Sue Flachac
Tammy Sue Flachac
Notary Public, State of Wisconsin
My commission expires on 3-6-16.

FLEX, LLC
By:

Print Name: Karl A. Schmidt
Title: Mgr. Member

Print Name:
Title:

State of Wisconsin)
: SS
Brown County)

This instrument was acknowledged before me on the 7th day of December, 2015, by Karl Schmidt and — of FLEX, LLC.

Tammy Sue Hachac
Tammy Sue Hachac
Notary Public, State of Wisconsin
My commission expires on 3-6-16.

Drafted by: Judith Schmidt-Lehman

Scenario 1 – *Link to Plant #3*

belmark, Inc.
Label Solutions to Business Problems®



EXHIBIT 1

Scenario 1 – *Link to Plant #3*

belmark inc.
Label Solutions to Business Problems®



EXHIBIT 1

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 13, 2024**
DEPARTMENT:	**City Attorney**
FROM:	**Anthony Wachewicz**
SUBJECT:	**Consideration and Possible Action on Resolution for De Pere Common Council Authorization or Delegation of Payment of Vouchers or Invoices. ***

This proposed Resolution would delegate the Council's voucher or invoice approval authority to the Finance Department and City Administrator/Comptroller so that all vouchers and invoices may be paid when due and without formal Council approval at each Council meeting. All payments will be reported or made electronically available to the Council for their knowledge and review. This request is also intended to address circumstances where a Council meeting may not be necessary or there is a scheduling conflict such as a holiday, election, etc., so that a meeting is not required solely to approve payment of vouchers and invoices.

ATTACHMENTS:

- Reso 24-XX Voucher payment Council delegation (PDF)

RESOLUTION #24-XX

DE PERE COMMON COUNCIL AUTHORIZATION OR DELEGATION OF PAYMENT OF VOUCHERS OR INVOICES

WHEREAS, the City of De Pere Common Council meets regularly on the first and third Tuesday of the month pursuant to De Pere Municipal Code Section 6-1; and

WHEREAS, the Common Council customarily and historically approves the payment of vouchers or invoices at each regular Council meeting after they have been reviewed and processed by a Department Head or their designee and/or the Finance Department; and

WHEREAS, it is requested that the Council grant and delegate its authority to the Finance Department or City Administrator/Comptrollers, or their designee(s), to issue or pay any necessary voucher or invoice that may come due without formal Council approval at its monthly Council meetings; and

WHEREAS, the issuance or payment of any voucher or invoice will be subsequently reported or available electronically to the Council for their review.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

> The Common Council grants or delegates the authority to the Finance Department or City Administrator/Comptroller, or their designee(s), to issue or pay any voucher or invoice that is due or requires payment without formal Council approval.

BE IT FURTHER RESOLVED THAT:

> The issuance or payment of any voucher or invoice as a result of said Council delegation shall be reported or available electronically to the Council for its knowledge and information.

BE IT FURTHER RESOLVED THAT:

The Finance Department, City Administrator/Comptroller or their designee(s) 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 _____day of _____, 2024.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 13, 2024**
DEPARTMENT:	**Finance Department**
FROM:	**Pamela Manley**
SUBJECT:	**Consideration and Possible Action on a request from Definitely De Pere to waive Invoice #202307 related to the Tour De Pere special event for $1,881.00.***

ATTACHMENTS:

- Fee Waiver PD Letter (PDF)
- Final Invoice (PDF)

DEFINITELY
DE PERE

February 9, 2024

RE: Request to waive DPW fees for downtown events

Dear Finance Committee:

On behalf of Definitely De Pere, I respectfully request that the fees charged for police services at Tour De Pere be waived. These services took place during the event on June 19, 2023. The total cost billed was $1,881 (with the 50% exempt discount).

Definitely De Pere partnered with the City of De Pere to become a host community of the largest competitive road cycling series in the U.S., an event that is recognized internationally. Tour De Pere drew 500 professional and amateur racers from more than 40 states and 15 countries. Thousand of spectators attended in its inaugural year.

We had budgeted for the event to break even, but due to unexpected costs related to road closures and detour outside of De Pere's jurisdiction we incurred an addition $7,000 in expenses. Our final profit/loss of the event was -$4,329.53. We are committed to making this an annual event, and have addressed a plan to correct the financial issues moving forward.

Thank you for your consideration and for helping us create vibrancy in downtown De Pere!
Sincerely,

Tina Quigley

Tina Quigley
Executive Director

117 N Wisconsin St, Ste 20 | De Pere WI 54115 | 920.403.0337

CITY OF DE PERE

335 S BROADWAY ST
DE PERE, WI 54115-2526
PHONE (920)339-4050

TINA QUIGLEY
DEFINITELY DE PERE
117 N WISCONSIN ST STE 20
DE PERE WI 54115

CUSTOMER#: SE-0031
INVOICE#: 202307204113
INVOICE DATE: 7/20/2023
DUE DATE : 8/19/2023
P.O. # :

========== CHARGE DETAIL ==========

ITEM DESCRIPTION	UNITS	TYPE	PRICE	AMOUNT
POLICE SERVICE TOUR DE PERE	0.00		0.00	3,420.00
ADMINISTRATIVE FEES TOUR DP	0.00		0.00	342.00
50% - -501c3 DISCOUNT	0.00		0.00	1,710.00-
50% - 501c3 Discount Admin fee	0.00		0.00	171.00-

TINA QUIGLEY SE-0031 INVOICE#: 202307204113
DEFINITELY DE PERE

TOTAL DUE : $ 1,881.00

PLEASE REMIT BOTTOM PORTION WITH YOUR PAYMENT

THANK YOU

City of De Pere, Wisconsin

Request For Finance/Personnel Committee Action

MEETING DATE:	**February 13, 2024**
DEPARTMENT:	**Finance Department**
FROM:	**Pamela Manley**
SUBJECT:	**Consideration and Possible Action on the City of De Pere Investments and Cash Detail Report for Dec. 2023.**

ATTACHMENTS:

- 2023.12 Cash and Investments Memo 2.13.24 (PDF)
- Dec. 2023 Cash and Inv. Report_2.13.24 (PDF)
- Dec. 2022 Cash and Inv. Report_2.13.24 (PDF)

CITY OF DE PERE
MEMO

To: Honorable Mayor and Members of the Finance Committee
Larry Delo, Administrator
From: Pam Manley, Finance Director
Date: February 13, 2024

RE: **Cash and Investments Report for December 31st, 2023**

I have attached a summary of the City's Cash and Investments for your information and review as of December 31st, 2023. I have also attached last year's monthly summary of the accounts from January 1 to December 31, 2022, so you can see comparable activity throughout the course of the year for all accounts. The City's investment return for the year was $1,708,927.10. In December the City collected nearly $23 million related to 2023 tax bills, resulting in a large increase to our cash accounts. $1 million was transferred from the LGIP to the General Account for operating and $144,680.62 was transferred to cover November ARPA-related expenses. The Associated Bank Trust and Charles Schwab Investments increased slightly due to market value and earned interest. The Money Market transferred $1 million to the General Account for operating expenses. Feel free to contact me should you have any questions on this.

DE PERE CASH AND INVESTMENTS SUMMARY

December 31, 2023

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	$ 22,217,107.75
HEALTH CHECKING	$ 1,461,028.52
DENTAL CHECKING	$ 87,103.22
SUBTOTAL	**$ 23,765,239.49**
TOTAL CASH	**$ 23,765,239.49**

INVESTMENTS

	BALANCE	INTERST AND APPRECIATION	RATE OF RETURN
LGIP	$ 17,410,621.92	$ 790,490.39	5.01%
ASSOCIATED BANK TRUST	$ 5,084,723.76	$ 214,503.91	4.40%
CHARLES SCHWAB INVESTMENTS	$ 6,412,770.14	$ 268,703.75	4.37%
MONEY MARKET	$ 1,073,669.92	$ 435,229.05	5.51%
	$ 29,981,785.74	**$ 1,708,927.10**	
TOTAL CASH AND INVESTMENTS	**$ 53,747,025.23**		

NOTE: The City budgeted $325,000 for general fund revenues in the 2023 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2023

	31-Jan-2023	28-Feb-2023	31-Mar-2023	30-Apr-2023	31-May-2023	30-Jun-2023
CHECKING ACCOUNTS						
CITY CHECKING	1,870,986.92	1,326,744.41	1,688,789.25	2,348,011.28	1,081,401.41	877,722.05
HEALTH CHECKING	1,755,720.84	1,709,250.66	1,582,427.99	1,540,734.47	1,564,055.37	1,493,879.79
DENTAL CHECKING	98,034.92	99,538.51	98,343.69	99,183.93	90,961.23	93,694.35
SUBTOTAL	$ 3,724,742.68	$ 3,135,533.58	$ 3,369,560.93	$ 3,987,929.68	$ 2,736,418.01	$ 2,465,296.19
TOTAL CASH	$ 3,724,742.68	$ 3,135,533.58	$ 3,369,560.93	$ 3,987,929.68	$ 2,736,418.01	$ 2,465,296.19
INVESTMENTS						
LGIP	13,692,384.53	13,740,090.86	13,803,274.90	13,209,784.55	13,396,221.04	13,459,518.13
ASSOCIATED BANK TRUST	4,906,570.44	4,873,387.33	4,941,856.39	4,951,046.34	4,947,506.81	4,935,764.03
CHARLES SCHWAB INVESTMENTS	6,196,864.06	6,164,016.10	6,208,110.42	6,256,136.34	6,248,519.28	6,241,934.54
MONEY MARKET	20,597,891.13	14,658,535.08	13,712,291.37	13,763,969.74	12,817,434.30	8,862,843.41
TOTAL INVESTMENTS	$ 45,393,710.16	$ 39,436,029.37	$ 38,665,533.08	$ 38,180,936.97	$ 37,409,681.43	$ 33,500,060.11
TOTAL CASH AND INVESTMENTS	$ 49,118,452.84	$ 42,571,562.95	$ 42,035,094.01	$ 42,168,866.65	$ 40,146,099.44	$ 35,965,356.30

	31-Jul-2023	31-Aug-2023	30-Sep-2023	31-Oct-2023	30-Nov-2023	31-Dec-2023
CHECKING ACCOUNTS						
CITY CHECKING	(405,973.19)	573,670.19	2,700,540.09	678,646.23	2,105,885.35	22,217,107.75
HEALTH CHECKING	1,469,062.21	1,550,112.01	1,597,771.65	1,497,590.13	1,454,800.95	1,461,028.52
DENTAL CHECKING	94,218.23	90,414.94	92,341.20	94,649.79	91,085.51	87,103.22
SUBTOTAL	$ 1,157,307.25	$ 2,214,197.14	$ 4,390,652.94	$ 2,270,886.15	$ 3,651,771.81	$ 23,765,239.49
TOTAL CASH	$ 1,157,307.25	$ 2,214,197.14	$ 4,390,652.94	$ 2,270,886.15	$ 3,651,771.81	$ 23,765,239.49
INVESTMENTS						
LGIP	18,467,847.24	9,825,140.33	18,467,847.24	22,265,487.00	18,472,177.10	17,410,621.92
ASSOCIATED BANK TRUST	4,943,910.06	4,963,993.01	4,966,963.40	4,982,495.53	5,038,343.27	5,084,723.76
CHARLES SCHWAB INVESTMENTS	6,266,819.25	6,281,947.66	6,291,271.13	6,322,570.93	6,361,357.81	6,412,770.14
MONEY MARKET	7,698,620.52	5,225,914.04	3,040,513.16	3,054,295.42	2,067,319.72	1,073,669.92
TOTAL INVESTMENTS	$ 37,377,197.07	$ 26,296,995.04	$ 32,766,594.93	$ 36,624,848.88	$ 31,939,197.90	$ 29,981,785.74
TOTAL CASH AND INVESTMENTS	$ 38,534,504.32	$ 28,511,192.18	$ 37,157,247.87	$ 38,895,735.03	$ 35,590,969.71	$ 53,747,025.23

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
December 31, 2022

	31-Jan-2022	28-Feb-2022	31-Mar-2022	30-Apr-2022	31-May-2022	30-Jun-2022
CHECKING ACCOUNTS						
CITY CHECKING	1,882,432.25	1,656,061.96	1,252,891.03	1,426,451.35	1,536,669.18	2,289,596.82
HEALTH CHECKING	2,055,650.69	1,940,553.16	1,916,059.42	1,899,131.96	1,909,738.45	1,932,450.88
DENTAL CHECKING	76,478.58	77,741.34	79,124.80	81,774.28	78,088.86	76,231.42
SUBTOTAL	$ 4,014,561.52	$ 3,674,356.46	$ 3,248,075.25	$ 3,407,357.59	$ 3,524,496.49	$ 4,298,279.12
TOTAL CASH	$ 4,014,561.52	$ 3,674,356.46	$ 3,248,075.25	$ 3,407,357.59	$ 3,524,496.49	$ 4,298,279.12
INVESTMENTS						
LGIP	8,036,518.10	7,437,020.05	8,496,842.98	8,866,665.54	9,013,513.87	10,327,894.63
ASSOCIATED BANK TRUST	5,035,698.64	5,015,530.03	4,940,436.94	4,910,138.71	4,939,133.74	4,912,204.19
CHARLES SCHWAB INVESTMENTS	6,330,928.23	6,300,725.14	6,239,753.59	6,207,989.76	6,213,759.36	6,188,228.26
MONEY MARKET	18,842,507.70	12,690,550.12	11,691,830.39	10,192,939.12	9,195,922.20	6,200,046.32
TOTAL INVESTMENTS	$ 38,245,652.67	$ 31,443,825.34	$ 31,368,863.90	$ 30,177,733.13	$ 29,362,329.17	$ 27,628,373.40
TOTAL CASH AND INVESTMENTS	$ 42,260,214.19	$ 35,118,181.80	$ 34,616,939.15	$ 33,585,090.72	$ 32,886,825.66	$ 31,926,652.52

	31-Jul-2022	31-Aug-2022	30-Sep-2022	31-Oct-2022	30-Nov-2022	31-Dec-2022
CHECKING ACCOUNTS						
CITY CHECKING	822,949.66	953,122.70	1,901,788.97	1,535,230.43	1,189,749.44	3,442,584.63
HEALTH CHECKING	1,954,331.82	1,981,651.18	1,992,335.23	1,986,103.44	1,848,566.32	1,862,453.90
DENTAL CHECKING	80,211.31	84,975.21	88,158.71	92,293.53	89,569.90	88,633.27
SUBTOTAL	$ 2,857,492.79	$ 3,019,749.09	$ 3,982,282.91	$ 3,613,627.40	$ 3,127,885.66	$ 5,393,671.80
TOTAL CASH	$ 2,857,492.79	$ 3,019,749.09	$ 3,982,282.91	$ 3,613,627.40	$ 3,127,885.66	$ 5,393,671.80
INVESTMENTS						
LGIP	15,457,457.14	10,513,113.79	17,600,772.37	16,761,594.21	15,716,845.36	13,278,638.76
ASSOCIATED BANK TRUST	4,931,903.14	4,881,928.96	4,826,928.96	4,814,746.43	4,862,723.22	4,870,219.85
CHARLES SCHWAB INVESTMENTS	6,204,320.19	6,167,572.91	6,110,761.69	6,097,149.08	6,116,259.49	6,144,066.39
MONEY MARKET	6,204,659.81	3,410,209.27	3,413,712.90	3,417,337.04	3,420,847.99	16,538,440.87
TOTAL INVESTMENTS	$ 32,798,340.28	$ 24,972,824.93	$ 31,952,175.92	$ 31,090,826.76	$ 30,116,676.06	$ 40,831,365.87
TOTAL CASH AND INVESTMENTS	$ 35,655,833.07	$ 27,992,574.02	$ 35,934,458.83	$ 34,704,454.16	$ 33,244,561.72	$ 46,225,037.67