Common Council

Regular Meeting

Agenda

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

Tuesday, April 15, 2025 | **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 **Common Council** of the City of De Pere will be held on **April 15, 2025** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE**.

The Public or Members of the Common Council, 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 TV throughout the week and available on demand at https://deperewi.portal.civicclerk.com/.

THERE WILL BE A BRIEF SWEARING-IN CEREMONY FOR ELECTED OFFICIALS PRIOR TO COMMENCEMENT OF THE COUNCIL MEETING.

I. Call to Order

1. Roll Call
2. Pledge of Allegiance to the Flag.
3. Approval of the minutes of the April 2, 2025 Common Council meeting.
4. Public Hearing to Act on a Request for a Zoning Map Amendment at 2005 Commerce Drive.
   - A. Notice of Public Hearing.
   - B. Recommendation from Plan Commission.
   - C. Ordinance #25-04 Approving Zoning Map Amendment from BP-2 Business Park 2 District to PI-1, Neighborhood Public & Institutional District for 2005 Commerce Drive.

5. Public Hearing to Act on a Request for a Conditional Use for Fabrication and Production: High-Impact at 1776 W Matthew Drive.

   A. Notice of Public Hearing.

   B. Recommendation from Plan Commission.

   C. Resolution #25-38 Authorizing and Approving a Conditional Use of Fabrication and Production: High-Impact in a BP-2 District (1776 West Matthew Drive).

6. 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 Common Council. §6-3(f) DPMC

7. Recommendation from Finance-Personnel Committee to Use State FAP Funding for the Fire Department to Purchase Boat Engines and Associated Work from Dave's Sport and Marine in the amount of $39,846.38.

8. Recommendation from the Board of Public Works to Reject all Bids for Ninth Street Tower Cleaning and Overcoating Project.

9. Recommendation from the Board of Public Works on Award of Contract 25-02 Northeast Street Reconstruction and Utility Relay to Kruczek Construction, Inc. in the amount of $1,565,565.00.

10. Recommendation from the Board of Public Works on Award of Contract 25-05 Sidewalk and Curb Repairs to Highway Landscapers, Inc. in the amount of $474,280.00.

11. Recommendation from the Board of Public Works to Select Cost-Share Option as Sidewalk Alternative for Main Avenue between Seventh Street and Sixth Street.

12. Recommendation from the Board of Public Works for Temporary Repairs to Rockland Road.

13. Recommendation from the License Committee on an Application for Change of Agent for De Pere Cultural Foundation Inc., DBA Mulva Cultural Center, 221 S. Broadway.

14. Recommendation from the License Committee on an Application for a Class "A" Fermented Malt Beverage and "Class A" Intoxicating Liquor License for AANR LLC (DBA Broadway BP), 302 N Broadway. Agent: Devendra Tiwari, Abrams, WI.

15. Ordinance #25-05 Amending Chapter 150 De Pere Municipal Code Regarding Traffic and Vehicles.

16. Resolution #25-39 Authorizing Consultant Agreement with Tweet-Garot Mechanical, Inc. for Air Conditioning Replacement at Community Center.

17. Resolution #25-40 Authorizing Transfer of $8,672.01 from Unassigned Reserves for Water Heater Replacement at Community Center.

18. Resolution #25-41 Authorizing Third Extension of Lease Agreement with Brown County Ice Management, Inc.

19. Resolution #25-42 Approving Operation and Maintenance Assistance Agreement with Carrico Aquatics.

20. Resolution #25-43 Authorizing Sponsorship Agreement with Fox Communities Credit Union for Holiday Light Event at Voyageur Park (2025-2027).

21. Resolution #25-44 Approving ATM Site/Location Agreement with Convenient ATM Services, Inc.

22. Resolution #25-45 Authorizing Contractor Agreement with Faith Leak Detection Services LLC (2025 Hydrant Painting).

23. Resolution #25-46 Authorizing Installment Payments of Sidewalk Repair or Replacement Expenses in Excess of $1,000 Ordered under Wis. Stat. §66.0907.

24. Resolution #25-47 Ordering Installation of Sidewalks at Various Locations for 2026.

25. Resolution #25-48 Authorizing Agreement for Consulting Services with Avineon, Inc. (Geographic Information Systems Upgrade).

26. Resolution #25-49 Ratifying Contract with the De Pere Police Benevolent Association (2024-2026).

27. Resolution #25-50 Ratifying Contract with the De Pere Professional Firefighter's Association IAFF Local #141 (2024-2026).

28. Resolution #25-51 Authorizing Transfer of $23,000 from Unassigned Reserves to Fund Emergency Sewer Repairs at Fire Station 1.

29. Resolution #25-52 Appointing City Manager, Kimberly Flom, to Central Brown County Water Authority Board of Directors.

30. Appointments and Reappointments to Boards and Commissions by Mayor Boyd.

31. Elections by the Common Council.

    A. President of the Common Council.

    B. Alderperson Members of the Plan Commission.

II. Future Agenda Items

III. 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.

Agenda Sent To:

Alderpersons
City Manager
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
John Paalman, Faith Leak Detection
Nick Wilfert, Highway Landscapers
Wally Kruczek, Kruczek Construction
Carol Kedzior, Mulva Cultural Center
Devendra Tiwari, Broadway BP

City of De Pere, Wisconsin **I.3**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	City Clerk
FROM:	Carey Danen, City Clerk
SUBJECT:	Approval of the minutes of the April 2, 2025 Common Council meeting.
RECOMMENDED ACTION:	Approval

ATTACHMENTS:
4-2-25 Common Council Minutes draft

Common Council

Regular Meeting

Minutes

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

Wednesday, April 2, 2025 | **7:30 PM** | **Council Chambers/Virtual**

I. Call to Order

1. Roll Call

Present: Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Shana Defnet Ledvina, John Quigley, James Boyd, Amy Chandik Kundinger
Excused: Devin Perock

2. Pledge of Allegiance to the Flag.

3. Approval of the minutes of the March 18, 2025 Common Council meeting.

RESULT:	**APPROVED [8-0]**
MOVER:	Dan Carpenter
SECONDER:	Shana Defnet Ledvina
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Shana Ledvina, John Quigley, James Boyd, Amy Kundinger

4. 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 Common Council. §6-3(f) DPMC

None.

5. Welcome City Manager, Kim Flom.

6. Recommendation from the Board of Park Commissioners to Accept a $2,500 Donation from Greta Johnson for Replacement of Chairs in Upper- Level Meeting Rooms at Community Center.

RESULT:	**ACCEPTED [8-0]**
MOVER:	Shana Defnet Ledvina
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Shana Ledvina, John Quigley, James Boyd, Amy Kundinger

7. Recommendation from the Board of Park Commissioners to Accept a $2,500 Donation from Greta Johnson for Recreation Scholarship Fund.

RESULT:	**ACCEPTED [8-0]**
MOVER:	Shana Defnet Ledvina
SECONDER:	John Quigley
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Shana Ledvina, John Quigley, James Boyd, Amy Kundinger

8. Recommendation from the Board of Park Commissioners to Accept Durr Systems Inc.'s Donation of $1,500 for Individual Sponsorship of June 17 & July 22, 2025 Beer Garden Events.

Parks Director Marty Kosobucki reported that there will be a total of 11 beer garden events this summer; individual sponsorships have been sold for all but two of the dates. These two were left open in case of rain out.

RESULT:	**ACCEPTED [8-0]**
MOVER:	Amy Chandik Kundinger
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Shana Ledvina, John Quigley, James Boyd, Amy Kundinger

9. Recommendation from the Board of Park Commissioners to Accept Hockers Home Services' Donation of $1,500 as an Individual Sponsor for July 8 & 29, 2025 Beer Garden Events.

RESULT:	**ACCEPTED [8-0]**
MOVER:	James Boyd
SECONDER:	Jonathon Hansen
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Shana Ledvina, John Quigley, James Boyd, Amy Kundinger

10. Recommendation from the Board of Park Commissioners to Approve ATC Performing Transmission Line Work in Voyageur Park and Approve Signature of Permits Required for the Work.

Parks Director Marty Kosobucki reported that ATC plans to start the work by the end of April. They expect the work within Voyageur Park to last a week or two.

RESULT:	**APPROVED [8-0]**
MOVER:	Jonathon Hansen
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Shana Ledvina, John Quigley, James Boyd, Amy Kundinger

11. Recommendation from the Historic Preservation Commission to Approve Changing the Local Historic Designation Status from “Historic Site” to “Historic Structure” at 403 N Broadway ST (Parcel ED-752).

RESULT:	**APPROVED [8-0]**
MOVER:	Jonathon Hansen
SECONDER:	Shana Defnet Ledvina
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Shana Ledvina, John Quigley, James Boyd, Amy Kundinger

12. Recommendation from Plan Commission to Approve a 10-Lot Extraterritorial Preliminary Plat of Grande Ridge Estates Second Addition at 3400 BLK Heritage RD in Ledgeview (Part of Parcels D-450-1, D-450-2).

RESULT:	**APPROVED [8-0]**
MOVER:	John Quigley
SECONDER:	Dan Carpenter
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Shana Ledvina, John Quigley, James Boyd, Amy Kundinger

13. Recommendation from Plan Commission to Approve a 2-Lot CSM at 2257 American BL (Parcel WD-1371).

RESULT:	**APPROVED [8-0]**
MOVER:	James Boyd
SECONDER:	Dan Carpenter
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Shana Ledvina, John Quigley, James Boyd, Amy Kundinger

14. Resolution #25-37 Approving Termination and Mutual Release of Development Agreement with F.B.S. Investment Group L.L.C. and Authorizing Option to Purchase with Right of First Refusal at 2257 American BL (Parcel WD-1371).

RESULT:	**ADOPTED BY ROLL CALL VOTE [8-0]**
MOVER:	Dan Carpenter
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Shana Ledvina, John Quigley, James Boyd, Amy Kundinger

II. Future Agenda Items

None.

III. Adjournment

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

Respectfully submitted,
Carey Danen, City Clerk

City of De Pere, Wisconsin **I.4**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Development Services
FROM:	
SUBJECT:	Public Hearing to Act on a Request for a Zoning Map Amendment at 2005 Commerce Drive.
RECOMMENDED ACTION:	

ATTACHMENTS:
None

City of De Pere, Wisconsin **I.4.A**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	City Clerk
FROM:	
SUBJECT:	Notice of Public Hearing.
RECOMMENDED ACTION:	

ATTACHMENTS:
Public Hearing Notice

Publish: March 28, 2025, and April 4, 2025, in the Press-Times (Class 2 Notice)

NOTICE OF PUBLIC HEARING

Notice is hereby given, that on **Tuesday, April 15, 2025,** at 7:35 PM or as soon thereafter as can be heard, a public hearing will be held by the Common Council of the City of De Pere to act on the request for a zoning map amendment at the following property:

Parcel ED-3100, approximately 1,300.0 feet northeast from the Commerce DR and Rockland RD intersection, from BP-2 (Business Park 2 District) to PI-1 (Public & Institutional District).

The public may attend the meeting either in person in the Council Chambers (2nd Floor City Hall, 335 S Broadway ST, De Pere WI) or electronically. Electronic or telephonic access to the meeting is below: Computer/smart phone accessing https://www.gotomeet.me/DePere OR dial by phone: United States (Toll Free): 1-866 899-4679 United States: +1 (312) 757-3117 Access Code: 154-883-285.

A map of the proposed zoning map amendment is available by emailing Peter Schleinz at pschleinz@deperewi.gov.

Dated this 25th day of March, 2025.

BY ORDER OF THE COMMON COUNCIL

James G. Boyd
Mayor

Carey E. Danen
City Clerk

City of De Pere, Wisconsin **I.4.B**

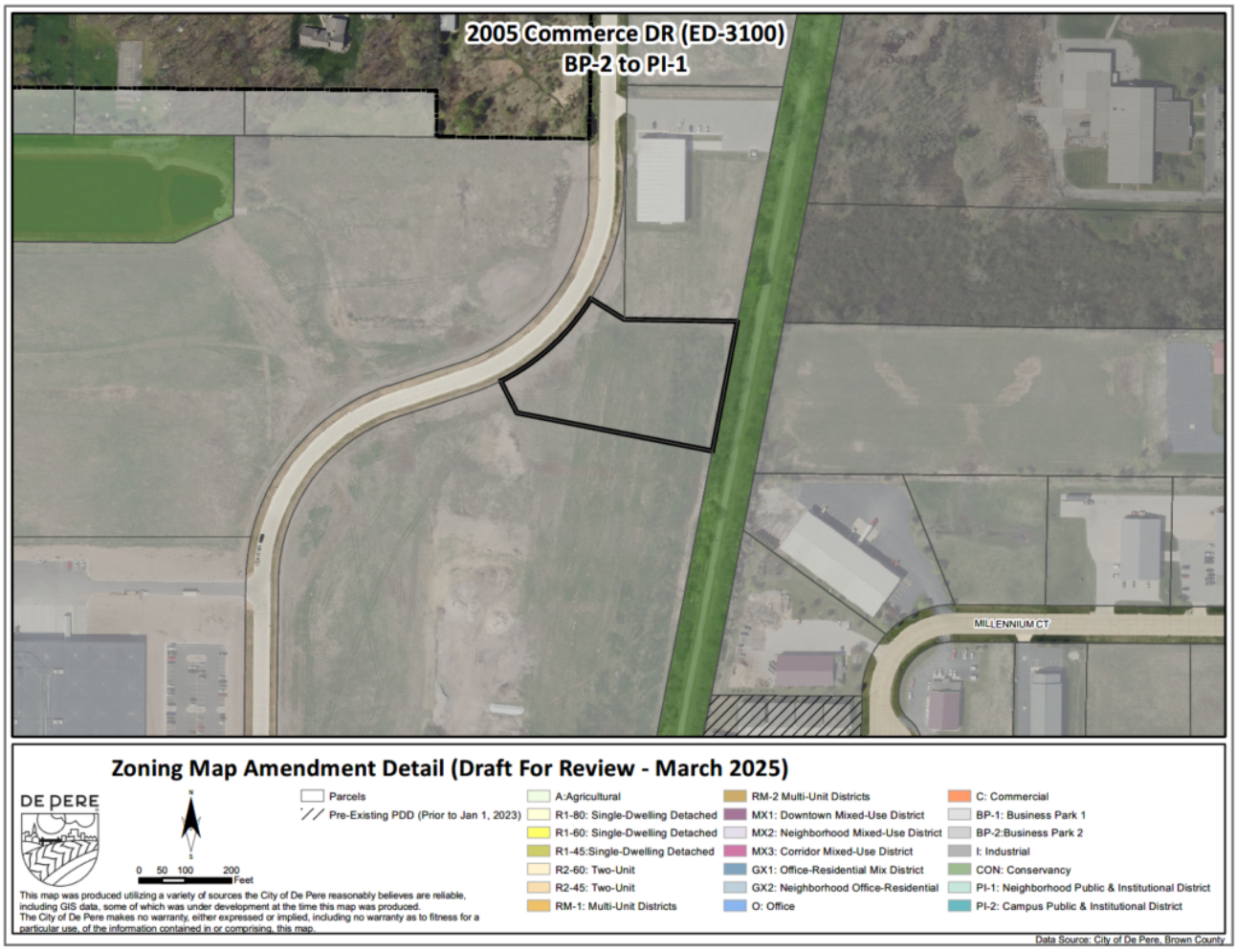
Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Development Services
FROM:	Peter Schleinz, City Planner/Zoning Administrator
SUBJECT:	Recommendation from Plan Commission.
RECOMMENDED ACTION:	On March 24, 2025, Plan Commission unanimously recommended approval by a vote of 6-0.

ATTACHMENTS:
PC Report, Zoning Map Amendment, Application - 10 Mar 2025, Legal Description

Item 6: Consideration and possible action for a zoning map amendment from BP-2 (Business Park 2 District) to PI-1 (Neighborhood Public & Institutional District) at 2005 Commerce DR (Parcel ED-3100).*

SITE MAP



REQUESTED ACTION: Zoning Map Amendment Request from BP-2 to PI-1 (File ZMA 25-03).

COMMON DESCRIPTION: 2005 Commerce DR, located northwest of the Commerce DR and Rockland RD intersection.

SURROUNDING LAND USES: Business Park (BP-2) to the north, east, and west.
Fox River State recreational Trail (CON) to the east.
City-owned Composting, Yard Waste Site (BP-2) to the south.

COMPREHENSIVE PLAN: Business Park.
NOTE: The site is north end of the existing composting, yard waste site.

APPLICANT / OWNERS: Authorized Representative and property owner
De Pere City of Compost Site
ATTN: Peter Schleinz & Chase Kuffel
335 S Broadway ST
De Pere, WI 54115-2593

LAND USE HISTORY: After a review of air photographs, the site has been undeveloped since 1938.

STAFF REVIEW: When reviewing a zoning map amendment request, staff considers the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns. The proposed rezoning complies with the Comprehensive Plan and surrounding land uses, including matching adjacent existing uses.

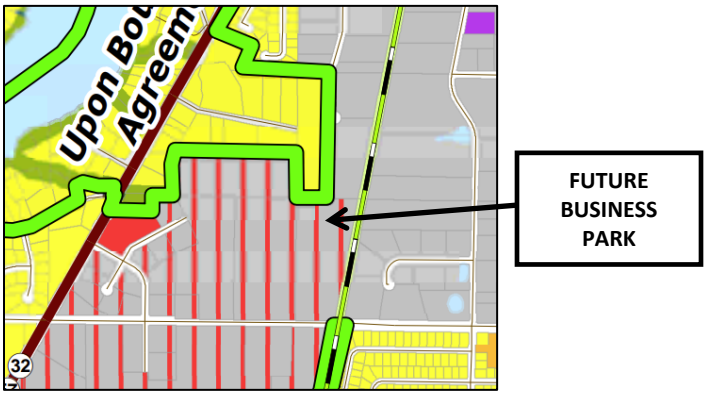
Existing Zoning District

When the new Zoning Map and Zoning Ordinance were adopted in January 2023, the subject property was placed into a BP-2 District because it was unknown if the existing composting, yard waste site would remain, and the BP-2 District prepared the site for potential future business park developments. Because the yard waste transfer use will remain, a PI-1 District is the best fit as a permitted use in the PI-1 District. The action will bring more of the business park into possible development when the site relocates and makes parcel ED-3101 available for development.

Surrounding Land Uses

The existing site zoning and surrounding land uses are referenced near the beginning of this report. The 2010 Comprehensive Plan Update identifies future land uses as Business Park. The site is at the north end of the existing composting, yard waste site.

CLIP FROM FUTURE LAND USE MAP



Desired Development Patterns

If the Zoning District changes from BP-2 to PI-1 then 24 permitted uses and 11 conditional uses will change to 11 permitted uses and one conditional use. The permitted uses are identified in Zoning Ordinance Article VII and summarized in Table 7-1.

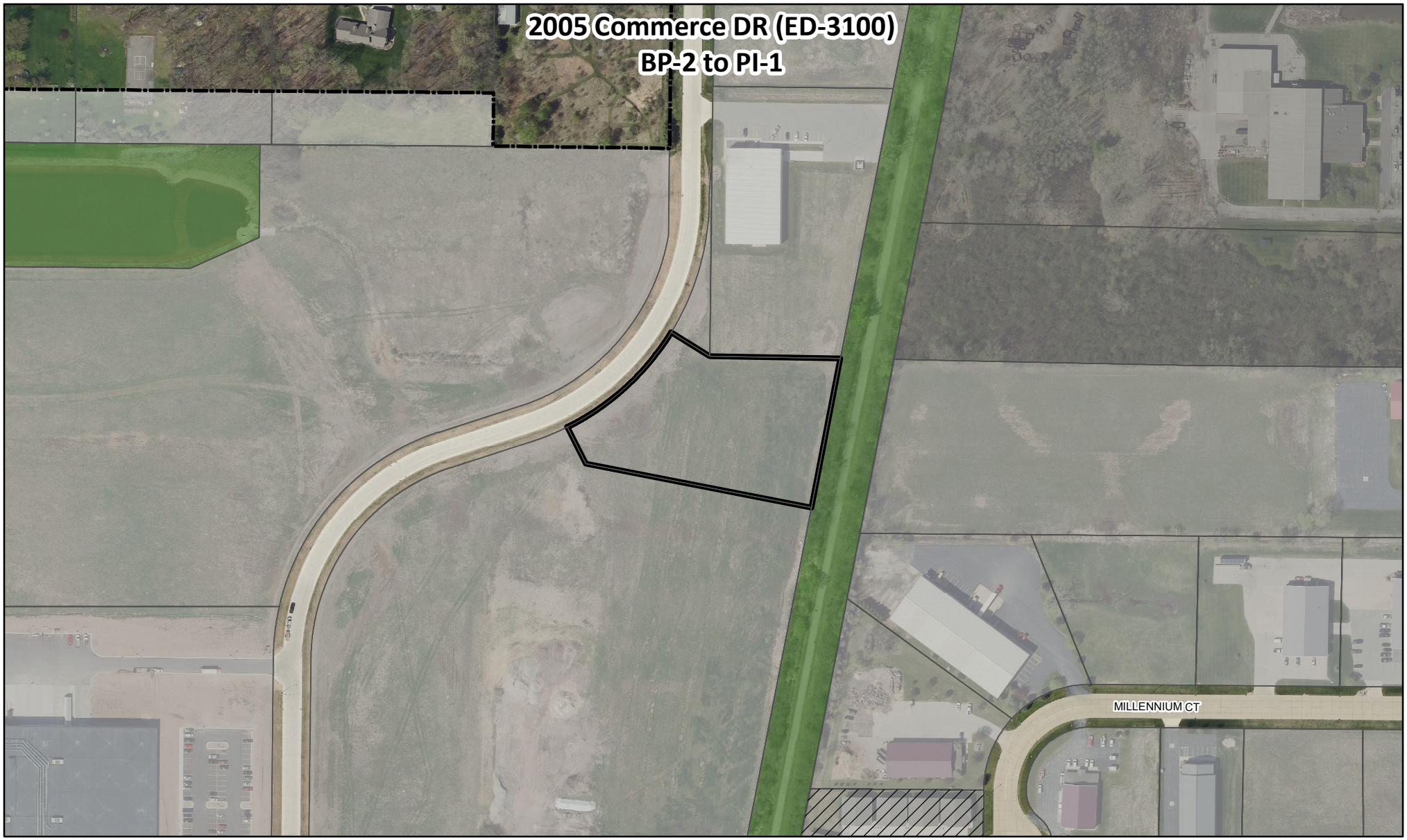
The site is proposed to be developed as the future yard waste transfer station. The City plans to open up two smaller facilities, one on each side of the river.

NEIGHBOR OUTREACH Staff notified all City property owners within 300 feet of the subject area about the application via mail. The City, being the property owner, reached out to nearby property owners via the above-referenced letter.

At the time this report was written, no public comment or concern was made to staff about the zoning map amendment. Any additional comments will be shared at the time of the Plan Commission meeting.

STAFF RECOMMENDATION: Staff recommends APPROVAL of the request for a zoning map amendment from BP-2 (Business Park 2 District) to PI-1 (Neighborhood Public & Institutional District) at 2005 Commerce DR. A zoning map amendment must comply with the following:

Compliance with all state and local laws and regulations, including compliance with all the provisions of Chapter 14, De Pere Municipal Code.



Zoning Map Amendment Detail (Draft For Review - March 2025)

DE PERE

N

S

0 50 100 200 Feet

Parcels

Pre-Existing PDD (Prior to Jan 1, 2023)

- A:Agricultural
- R1-80: Single-Dwelling Detached
- R1-60: Single-Dwelling Detached
- R1-45:Single-Dwelling Detached
- R2-60: Two-Unit
- R2-45: Two-Unit
- RM-1: Multi-Unit Districts
- RM-2 Multi-Unit Districts
- MX1: Downtown Mixed-Use District
- MX2: Neighborhood Mixed-Use District
- MX3: Corridor Mixed-Use District
- GX1: Office-Residential Mix District
- GX2: Neighborhood Office-Residential
- O: Office
- C: Commercial
- BP-1: Business Park 1
- BP-2:Business Park 2
- I: Industrial
- CON: Conservancy
- PI-1: Neighborhood Public & Institutional District
- PI-2: Campus Public & Institutional District

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.

Data Source: City of De Pere, Brown County

Planning/Zoning Application

Planning & Zoning Department

Submitted On:
Mar 10, 2025, 02:16PM EDT

Parcel Number: (Include ALL parcels)	ED-3100
Nearest property address to the project site:	**Street Address:** 2005 Commerce DR **City:** De Pere **State:** WI **Zip:** 54115
Check each project type that is being applied for:	Zoning Map Amendment (Rezoning)
Current De Pere Zoning Districts:	BP-2
Proposed De Pere Zoning Districts:	PI-1
Existing Site Land Uses:	Undeveloped/Vacant/Agricultural
Proposed Site Land Uses:	Public & Civic
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a preapplication meeting?	Yes
Property Owner:	**First Name:** De Pere City Of Compost Site **Last Name:** De Pere City Of Compost Site
Is the property owner's address the same as the nearest property address?	No
Property Owner's Address:	**Street Address:** 335 S Broadway ST **Property Owner's Address::** ATTN: Peter Schleinz **City:** De Pere **State:** WI **Zip:** 54115
Property Owner's Phone Number:	9203394043
Property Owner's Email Address:	pschleinz@deperewi.gov
Is someone processing the project for the property owner as their authorized representative?	Yes
Authorized Representative's	**First Name:** Peter

Name:	**Last Name:** Schleinz
Authorized Representative's Business Name:	City of De Pere
Authorized Representative's Phone Number:	9203394043
Authorized Representative's Email Address:	pschleinz@deperewi.gov
Please attach an EXHIBIT MAP with the zoning boundary.	Zoning Map Amendment.pdf
Please attach a WORD DOCUMENT with the boundary legal description.	Legal Description.docx
How do you plan on paying for your application?	City is the petitioner
Total Due:	$350.00
Signature Data	First Name: Peter Last Name: Schleinz Email Address: pschleinz@deperewi.gov Signed at: March 10, 2025 2:16pm America/New_York
User's Session Information	IP Address: 216.56.64.34 Referrer URL:

Legal Description

Parcel ED-3100

EAST SIDE INDUSTRIAL PARK FOURTH ADDITION LOT 38.

Deeded Acres: 2.428

City of De Pere, Wisconsin **I.4.C**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	City Attorney
FROM:	Angela Zills, Paralegal
SUBJECT:	Ordinance #25-04 Approving Zoning Map Amendment from BP-2 Business Park 2 District to PI-1, Neighborhood Public & Institutional District for 2005 Commerce Drive.
RECOMMENDED ACTION:	Motion to Approve ordinance to effectuate proposed zoning amendment.

Ordinance submitted in connection with the public hearing for Zoning Map amendment for 2005 Commerce Drive (Parcel ED-3100).

ATTACHMENTS:
Ord25-04

ORDINANCE #25-04
APPROVING ZONING MAP AMENDMENT FROM BP-2, BUSINESS PARK 2 DISTRICT TO PI-1, NEIGHBORHOOD PUBLIC & INSTITUTIONAL DISTRICT
(2005 Commerce Drive; Parcel ED-3100)

WHEREAS, the Common Council of the City of De Pere, having reviewed the recommendation of the City Plan Commission regarding the proposed change in zoning classification and Zoning Map amendment for the property described below, initiated pursuant to §14-122 of the De Pere Municipal Code (DPMC) and having scheduled a public hearing then to be decided by the Common Council; and

WHEREAS, the City Clerk, having published a Class 2 Notice of Public Hearing regarding such proposed zoning change and Zoning Map amendment and, pursuant thereto, a public hearing having been held on the 15th day of April, 2025 at 7:35 p.m. and the Common Council having heard all interested parties or their agents and attorneys;

NOW, THEREFORE, the Common Council of the City of De Pere, Wisconsin, does ordain as follows:

Section 1. That the following described property:

Parcel ED-3100:
EAST SIDE INDUSTRIAL PARK FOURTH ADDITION LOT 38

shall be and the same is hereby rezoned from the present zoning classification of BP-2, Business Park 2 District to PI-1, Neighborhood Public & Institutional District as set forth in and regulated by the provisions of Chapter 14, Article V Special Districts and the permitted uses identified on the Principal Use Table (DPMC Chapter 14, Article VII – Uses, Table 7.1) and the corresponding applicable sections thereunder, conditioned upon compliance with the provisions of Chapter 14, DPMC, and all state and local laws and regulations.

Section 2. The City Clerk is directed to amend the City of De Pere Zoning Map in conformity with the provisions of this ordinance.

Section 3. All other ordinances in conflict herewith are hereby repealed.

Section 4. This ordinance shall take effect upon its passage and publication according to law.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 3/24/2025
Publication Date: _____
Effective Date: _____

City of De Pere, Wisconsin **I.5**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Development Services
FROM:	Peter Schleinz, City Planner/Zoning Administrator
SUBJECT:	Public Hearing to Act on a Request for a Conditional Use for Fabrication and Production: High-Impact at 1776 W Matthew Drive.
RECOMMENDED ACTION:	

ATTACHMENTS:
None

City of De Pere, Wisconsin **I.5.A**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	City Clerk
FROM:	Carey Danen, City Clerk
SUBJECT:	Notice of Public Hearing.
RECOMMENDED ACTION:	

ATTACHMENTS:
Public Hearing Notice_Conditional Use_1776 W Matthew Dr_4-15-25 mtg_Class 2

Publish: March 28, 2025, and April 4, 2025, in the Press-Times (Class 2 Notice)

NOTICE OF PUBLIC HEARING

Notice is hereby given, that on **Tuesday, April 15, 2025,** at 7:35 PM or as soon thereafter as can be heard, a public hearing will be held by the Common Council of the City of De Pere to act on the request for a conditional use for High-Impact at the following property:

Parcel WD-364-D-505-7 at 1776 W Matthew DR, approximately 0.0 feet southwest from the W Matthew DR and Venture AV intersection.

The public may attend the meeting either in person in the Council Chambers (2nd Floor City Hall, 335 S Broadway ST, De Pere WI) or electronically. Electronic or telephonic access to the meeting is below: Computer/smart phone accessing https://www.gotomeet.me/DePere OR dial by phone: United States (Toll Free): 1-866 899-4679 United States: +1 (312) 757-3117 Access Code: 154-883-285.

A map of the proposed conditional use is available by emailing Peter Schleinz at pschleinz@deperewi.gov.

Dated this 25th day of March, 2025.

BY ORDER OF THE COMMON COUNCIL

James G. Boyd
Mayor

Carey E. Danen
City Clerk

City of De Pere, Wisconsin **I.5.B**

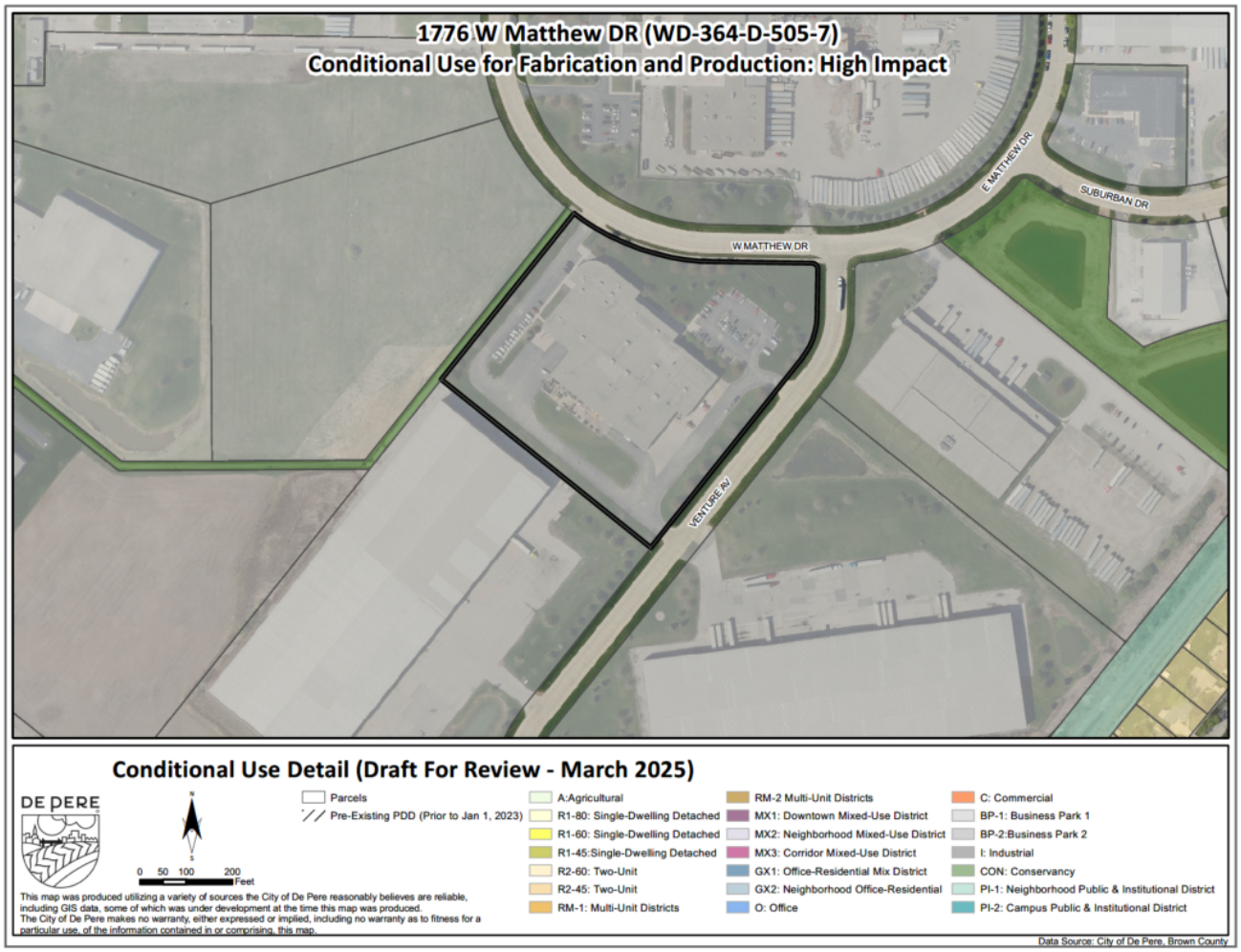
Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Development Services
FROM:	Peter Schleinz, City Planner/Zoning Administrator
SUBJECT:	Recommendation from Plan Commission.
RECOMMENDED ACTION:	On March 24, 2025, Plan Commission unanimously recommended approval by a vote of 6-0.

ATTACHMENTS:
PC Report, Conditional Use, Application - 10 Mar 2025

Item 7: Consideration and possible action for a conditional use of Fabrication and Production: High-Impact in a BP-2 (Business Park 2) District at 1776 W Matthew DR (Parcel WD-364-D-505-7).*

SITE MAP



REQUESTED ACTION: Conditional use request (File CU 25-01).

Proposed types of use include chemical blending for food plant activity, chemical sanitation, and food safety cleaning products, animal health, hygiene items, sanitizers, and disinfectants for the food manufacturing and animal health industries (health and hygiene needs of dairy farm animals and food manufacturing facilities).

COMMON DESCRIPTION: 1776 W Matthew DR, located southwest of the W Matthew DR and Venture AV intersection.

SURROUNDING LAND USES: Business Park (BP-2) to the north, south and east.
Business Park (BP-1) and Public walkway (CON) to the west.

COMPREHENSIVE PLAN: Business Park.

APPLICANT / OWNER:

Authorized Representative
Richard Fischer
Fischer and Associates LLC
W13654 Balsam Lake RD
Crivitz, WI 54115

Property Owner
Sperber Harry Family Revocable Trust
812 Picadilly CI
Sacramento, CA 59864-6123

LAND USE HISTORY: After a review of air photographs, the site developed in the early 2000's.

STAFF REVIEW: When reviewing a conditional use request, staff and Plan Commission consider the following:

- Review criteria and standards, from Zoning Ordinance 14-123(9), are required for all conditional use requests. The criteria are listed below with the petitioner's responses from the application form.

- Supplemental regulations, from Zoning Ordinance 14-74(1)(d)2, are included for the proposed fabrication and production: high-impact use. The criteria are listed below with the petitioner's responses from a separate document.

Conditional Use Review Criteria and Standards

1. That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety or general welfare;

   Petitioner's response: No detriment to the public health, safety, or general welfare. The operation of this facility will not negatively impact the surrounding properties because the operations is with the existing building without discharge or odors and the facility is being altered to meet current regulatory standards for operations and building codes.

2. That the uses, values and enjoyment of surrounding properties for purposes already permitted in the district will not be substantially impaired or diminished by the establishment, maintenance or operation of the proposed conditional use;

   Petitioner's response: Surrounding properties will not be substantially affected. The operation will not affect surrounding properties because the hour of operation will be similar to the pervious use and the exterior of the building and the site use will remain the same.

3. That establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the district;

   Petitioner's response: Normal improvement of surrounding properties will not be affected. The operation will not change the use of the or the arrangement of the site.

4. That adequate utilities, access roads, drainage and other necessary improvements have been or are being provided;

   Petitioner's response: Adequate utilities, roads, drainage, etc. will, or have been provided. The building will use the existing utilities that exist

to the site and the building.

5. That adequate measures have been or will be taken to provide ingress and egress that will minimize on- and off-site traffic congestion; and

   Petitioner's response: On-and offsite traffic congestion has been addressed. There will be no change to the traffic circulation. The existing parking and truck access will remain.

6. That the conditional use complies with all other applicable regulations of this zoning ordinance.

   Petitioner's response: This conditional use complies with regulations of zoning ordinances. The facility is existing and will be maintained to meet appropriate zoning ordinances.

Conditional Use Supplemental Regulations

a. Per Zoning Ordinance 14-74(1)(d)2, the establishment must be at least 1,000 feet away from residential districts, historic sites, historic districts, elementary and secondary schools, licensed nursery schools and day care centers, religious (non-secular) assembly uses, public and parks and parkways.

Staff Review Summary

The proposed BP-2 District property may allow a high-impact use if a conditional use is successfully approved.

- The specific proposal includes high-impact uses for chemical mixing, blending, and manufacturing that specializes in 'farm-to-fork' facility sanitation programs related to food safety.
- Products include leaning products, animal health solutions, hygiene items, sanitizers, and disinfectants for the food manufacturing and animal health industries.
- Products for animals include dairy, poultry, swine, and pet.

Specific conditions must be adhered to. If any conditions are violated, the city may revoke the conditional use and the use must cease. Thus, it is extremely important that the petitioner, and future property owners, is aware of all the conditions that are included with an approved conditional use, in addition to Zoning Ordinance regulations.

All conditions that the petitioner has agreed to are listed within the 'Staff Recommendation' section of this report.

NEIGHBOR OUTREACH

All property owners within 300 feet of the subject area have been notified of the application via mail. The authorized representative did not send any additional mailings to the property owners.

At the time this report was written, no public comment or concern was made to staff about the zoning map amendment. Any additional comments will be shared at the time of the Plan Commission meeting.

For additional context, this is a similar use to Cleaning Systems Inc, located at 1997 American Blvd. Cleaning Systems Inc is a chemical blending/

manufacturer of cleaning and protection chemical products for the transportation industry.

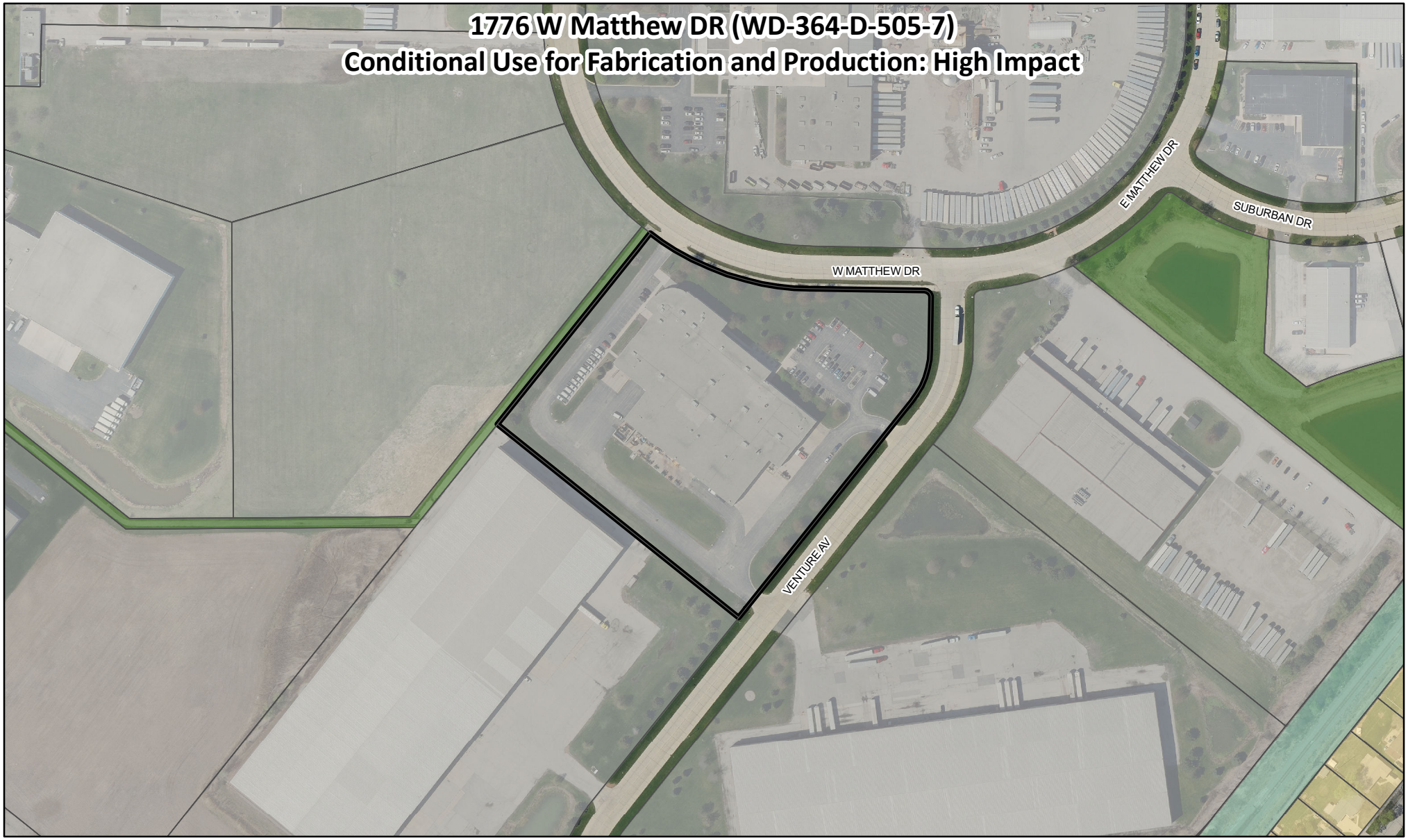
STAFF RECOMMENDATION: Staff recommends APPROVAL of the conditional use request for a high-impact use in a BP-2 Business Park 2) District at 1776 W Matthew DR, subject to the following:

1. Compliance with all state and local laws and regulations, including compliance with all the provisions of De Pere Municipal Code Chapter 14 (Zoning Ordinance).

2. Compliance with the following conditional use supplemental regulations and the attached petitioner's responses in this report:

    a. Per Zoning Ordinance 14-74(1)(d)2, the establishment must be at least 1,000 feet away from residential districts, historic sites, historic districts, elementary and secondary schools, licensed nursery schools and day care centers, religious (non-secular) assembly uses, public and parks and parkways.
    b. No detriment to the public health, safety, or general welfare. The operation of this facility will not negatively impact the surrounding properties because the operations is with the existing building without discharge or odors and the facility is being altered to meet current regulatory standards for operations and building codes.
    c. Surrounding properties will not be substantially affected. The operation will not affect surrounding properties because the hour of operation will be similar to the pervious use and the exterior of the building and the site use will remain the same.
    d. Normal improvement of surrounding properties will not be affected. The operation will not change the use of the or the arrangement of the site.
    e. Adequate utilities, roads, drainage, etc. will, or have been provided. The building will use the existing utilities that exist to the site and the building.
    f. On-and offsite traffic congestion has been addressed. There will be no change to the traffic circulation. The existing parking and truck access will remain.
    g. This conditional use complies with regulations of zoning ordinances. The facility is existing and will be maintained to meet appropriate zoning ordinances.

1776 W Matthew DR (WD-364-D-505-7)
Conditional Use for Fabrication and Production: High Impact



Conditional Use Detail (Draft For Review - March 2025)

DE PERE

N

S

0 50 100 200 Feet

Parcels

Pre-Existing PDD (Prior to Jan 1, 2023)

A:Agricultural
R1-80: Single-Dwelling Detached
R1-60: Single-Dwelling Detached
R1-45:Single-Dwelling Detached
R2-60: Two-Unit
R2-45: Two-Unit
RM-1: Multi-Unit Districts
RM-2 Multi-Unit Districts
MX1: Downtown Mixed-Use District
MX2: Neighborhood Mixed-Use District
MX3: Corridor Mixed-Use District
GX1: Office-Residential Mix District
GX2: Neighborhood Office-Residential
O: Office
C: Commercial
BP-1: Business Park 1
BP-2:Business Park 2
I: Industrial
CON: Conservancy
PI-1: Neighborhood Public & Institutional District
PI-2: Campus Public & Institutional District

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.

Data Source: City of De Pere, Brown County

Planning/Zoning Application

Planning & Zoning Department

Submitted On:
Feb 27, 2025, 11:12PM EST

Parcel Number: (Include ALL parcels)	~~WD-364-D505-7~~ WD-364-D-505-7
Nearest property address to the project site:	**Street Address:** ~~1768 Matthew Drive~~ 1776 W Matthew DR **City:** Depere **State:** WI **Zip:** 54115
Check each project type that is being applied for:	Conditional Use Site Plan
What is the conditional use for?	High-Impact Industrial
A Conditional Use request requires a detailed narrative (project description) and site plan graphics. For the detailed narrative, would you prefer to attach a PDF document or enter the information directly into this application form?	Attach a PDF
Please attach a DETAILED NARRATIVE that answers the following conditional use criteria and standards: 1. That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety or general welfare. 2. That the uses, values and enjoyment of surrounding properties for purposes already permitted in the district will be not be substantially impaired or diminished by the establishment, maintenance or operation of the proposed conditional use. 3. That establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the district. 4.	

That adequate utilities, access roads, drainage and other necessary improvements have been or are being provide. 5. That adequate measures have been or will be taken to provide ingress and egress that will minimize on- and off-site traffic congestion. 6. That the conditional use complies with all other applicable regulations of this zoning ordinance. Finally, provide details that will help with decisionmaking about the operation of the use. Include hours and days of operations, seasonal operation, shipment/delivery requirements and hours, parking requirements, drop-off zones, queuing lines, height oand width of existing and new structures (for wireless telecommunications, site plan details, etc.	Proactive solutions-Narrative submitted.pdf
Please attach a SITE PLAN GRAPHIC that details the Conditional Use location.	PROACTIVE DWGS FOR CUP 2-27-25.pdf
Current De Pere Zoning Districts:	BP-2
Existing Site Land Uses:	Business Park/Industrial
Proposed Site Land Uses:	Business Park/Industrial
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a preapplication meeting?	Yes
Property Owner:	**First Name:** Harry **Last Name:** Sperber
Is the property owner's address the same as the nearest property address?	No
Property Owner's Address:	**Street Address:** 812 Piccadilly Circle **City:** Sacramento **State:** CA **Zip:** 95864-6123

Property Owner's Phone Number:	800-279-7761
Property Owner's Email Address:	DougS@proactivesolutionsusa.com
Is someone processing the project for the property owner as their authorized representative?	Yes
Authorized Representative's Name:	**First Name:** Richard **Last Name:** Fisher
Authorized Representative's Business Name:	Fisher and Associates LLC
Authorized Representative's Phone Number:	9203760007
Authorized Representative's Email Address:	rfisher@fisherandassociatesllc.com
Please attach a PDF copy of the site plan.	25003-SP1-0 site plan.pdf
Would you like a basic checklist of information to include in the site plan?	Yes
How do you plan on paying for your application?	Online with a credit card
Total Due:	$700.00
Signature Data	First Name: Richard Last Name: Fisher Email Address: rfisher@fisherandassociatesllc.com Signed at: February 27, 2025 11:11pm America/New_York
User's Session Information	IP Address: 129.222.44.204 Referrer URL:

NOTE: LOCATIONS OF EXISTING PROPERTY LINES, BUILDINGS, VEGETATION, EASEMENTS, UTILITIES, ETC. HAVE BEEN DETERMINED USING INFORMATION SUPPLIED BY OTHERS AND FISHER & ASS. DOES NOT ASSUME RESPONSIBILITY FOR THEIR ACCURACY. FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS INDICATED ON THESE DRAWINGS PRIOR TO STARTING WORK.

ARCHITECTURAL SITE PLAN
1" = 40'-0"

NORTH

RELEASED FOR CUP APPROVAL 2/26/25
PRELIMINARY DESIGN 2/18/25

SMET CONSTRUCTION SERVICES
CONSTRUCTION SERVICES
OUR REPUTATION IS BUILDING
CORPORATE OFFICE
2080 PROFIT PLACE
DEPERE, WI 54115
(800) 275-1872
(920) 532-3828
FAX (920) 532-3851
E-MAIL BUILD• SMET.COM
WWW.SMET.COM
SMET CONSTRUCTION SERVICES CORP. • DESIGN/BUILD/FINANCE

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

REVISIONS:

FISHER & ASSOCIATES, LLC
Architects / Planners
W5854 BALSAM LAKE ROAD, ORIVITZ, WI
PHONE (715) 483-3486
rfisher@fisherandassociatesllc.com

PROJECT INFO:
PROPOSED BUILDING ALTERATIONS:
PROACTIVE SOLUTIONS USA, LLC
1768 MATTHEW DRIVE
DEPERE , WI

DRAWN BY: RJF	SALES: GREG
SMET NO.: -	SHEET: SP1.0
ARCHT. NO.: 25003	
DATE: 2/18/25	

City of De Pere, Wisconsin **I.5.C**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	City Attorney
FROM:	Angela Zills, Paralegal
SUBJECT:	Resolution #25-38 Authorizing and Approving a Conditional Use of Fabrication and Production: High-Impact in a BP-2 District (1776 West Matthew Drive).
RECOMMENDED ACTION:	Motion to Approve proposed conditional use.

Resolution for approval in connection with the Public Hearing on a Conditional Use for 1176 West Matthew Drive

ATTACHMENTS:
Reso25-38, Resolution Exhibit A - 10 Mar 2025

RESOLUTION #25-38

AUTHORIZING AND APPROVING A CONDITIONAL USE OF FABRICATION AND PRODUCTION: HIGH-IMPACT IN A BP-2 (BUSINESS PARK 2) DISTRICT
(Parcel WD-364-D-505-7; 1776 West Matthew Drive)

WHEREAS, the Common Council of the City of De Pere has reviewed the recommendation of the City Plan Commission regarding the granting of a conditional use as described below and has determined that the matter be scheduled for public hearing and decided by the Common Council; and

WHEREAS, the City Clerk has published a Notice of Public Hearing regarding the proposed conditional use and, pursuant thereto, a Public Hearing has been held at the City Hall Council Chambers on the 15th day of April, 2025 at 7:35 p.m., whereupon the Common Council heard all interested parties, their agents and attorneys;

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

1. The Common Council hereby finds and determines that an application for a Conditional Use has been made by a party in interest meeting the requirements of §14-123, De Pere Municipal Code (DPMC); and
2. The standards relating to the conditional use as set forth in DPMC §14-74(1)(d) and §14-123(9) have been or will be complied with; and
3. The Common Council does therefore pursuant to DPMC §14-123(8)authorize and grant a conditional use as provided at DPMC §14-74(1)(d), for purposes of permitting the use of fabrication and production: high-impact in a BP-2, Business Park 2 District located at 1776 West Matthew Drive, Parcel WD-364-D-505-7, as shown on the Principal Use Table (DPMC Chapter 14, Article VII – Uses, Table 7.1); and
4. This authorization is further subject to compliance with any other terms and conditions of the Plan Commission, including all of the following supplemental regulations as itemized in DPMC §14-74(1)(d)2:
    a. The establishment must be located at least 1,000 feet of the following: i. any land zoned residential; ii. any historic site or adopted historic district; iii. any public or private elementary or secondary school or licensed

nursery school or day cay center; iv. any religious (non-secular) assembly use; and iv. a public park or parkway.

b. No detriment to public health, safety or general welfare.
c. Surrounding properties will not be substantially affected.
d. Normal improvement of surrounding properties will not be affected.
e. Adequate utilities, roads, drainage, etc. will, or have been provided.
f. On-and offsite traffic congestion will, or has been addressed.

5. Additional, specific allowed conditional uses are detailed in the attached Exhibit A, which includes documents provided by the management staff of Proactive Solutions USA LLC.
6. Compliance with all requirements of Chapter 14, De Pere Municipal Code, as well as all state and local laws and regulations.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 03/24/2025

EXHIBIT A

PROACTIVE SOLUTIONS USA, LLC

ProActive Solutions USA, LLC (PAS) is a cutting-edge chemical manufacturing company specializing in farm-to-fork facility sanitation programs, taking immense pride in its role as a beacon of food safety. ProActive Solutions USA, LLC custom chemical solutions are second to none and ensure optimal ingredients for food manufacturing plants and production facilities. ProActive Solutions USA, LLC can elevate plant operations and efficiencies and is recognized as a proven and trusted partner in maintaining a sanitary environment.

ProActive Solutions USA, LLC utilizes its renowned chemical sanitation and food safety expertise to provide a wide range of cleaning products, animal health solutions, hygiene items, sanitizers, and disinfectants for the food manufacturing and animal health industries. We take pride in consistently delivering high-quality products and services that exceed the health and hygiene needs of dairy farm animals and food manufacturing facilities.

ProActive Solutions USA, LLC sets the industry standard in farm-to-fork sanitation excellence and proudly partners with Wisconsin food industry benchmarks such as Sargento Cheese, Jack Links, and Brakebush (to name a few) to provide quality products and service to assist them in their continued success.

ProActive Solutions USA, LLC currently operates two manufacturing facilities located in Green Bay, Wisconsin, and Savage, Minnesota. ProActive Solutions USA, LLC also maintains two product warehouses in Allentown, PA, and Nampa, ID, to support and supply customers.

ProActive Solutions USA, LLC positions itself above our competition in many ways. Our Midwest values, work ethic, and highly engaged Customer Service Support model ensure customer retention, attraction, and satisfaction. We deliver customized, solution-driven services such as Cleaning Chemicals, Processing Chemicals, Application Equipment, Technical Consulting, and Sanitation Supplies. ProActive Solutions USA, LLC has a transportation division that allows us to help our customers meet their sustainability initiatives (we pick up our empty containers for reconditioning & recycling). We have developed innovative cleaning chemistries designed to help food manufacturers reduce water usage, boost production, and lower utility costs. Many of our Wisconsin-based food manufacturers utilize these products to achieve their sustainability goals.

ProActive Solutions USA, LLC business model is comprised of 45% Food Plant activity, 30% Commodity activity, 22% Farm & Ag activity and 3% PPE activity.

ProActive Solutions USA, LLC has a 2 to 5% market share compared to national competitors in our food plant sanitation business, (Ecolab-MN based, Hydite Chemical – Milwaukee based, Zep – GA based, Zee – TN based, Kersia – Europe, ChemStation – Ohio based). PAS is considered a mid-size supplier in this market segment. We have had excellent YoY growth for the past 5 years due to our reputation as a high-value, competitive alternative to the large competitors. For our animal health and hygiene business, ProActive Solutions USA, LLC has less than 3% of the market share in the USA in dairy, poultry, swine, and pet. In Wisconsin, our market share is 4 to 6% in dairy farms and less than 3% in poultry, swine, and pets.

ProActive Solutions USA, LLC has done community outreach programs such as food collections and drives for the local homeless shelter, Fox Cities Down Syndrome Annual Walk, and Brown County Benevolent group as well. ProActive Solutions USA, LLC covers 60% of the cost of employee's health and dental benefits, has a 401k match $0.25 on the $1.00 up to 10% of their gross. We also provide the Health Reimbursement Account to help offset up to 50% of the medical insurance deductible. All our employees receive a $75,000 life insurance policy which includes Long Term Disability at no cost to them. We also provide EAP programs through both our medical and life insurance provider, which helps to cover common issues within our employee group. We have several appreciation meals throughout the year including an annual visit from the Gourmet Corn Yucatan Cuisine food truck – which is something our employees really love. We also have some fun giveaways throughout the year including opportunities to attend Packer games and other events around the city of Green Bay. ProActive Solutions USA, LLC USA employes approximately 60 full-time employees at both facilities with forty-four employees employed in WI.

As ProActive Solutions USA, LLC continues to grow, senior leadership is extremely sensitive to maintaining the values, work ethic, and Customer Service Support model that has made our customers and our team successful.

ProActive Solutions USA, LLC, is owned 100% by Douglas L. Storhoff. He has been in the chemical and sanitation industry for 40 plus years.

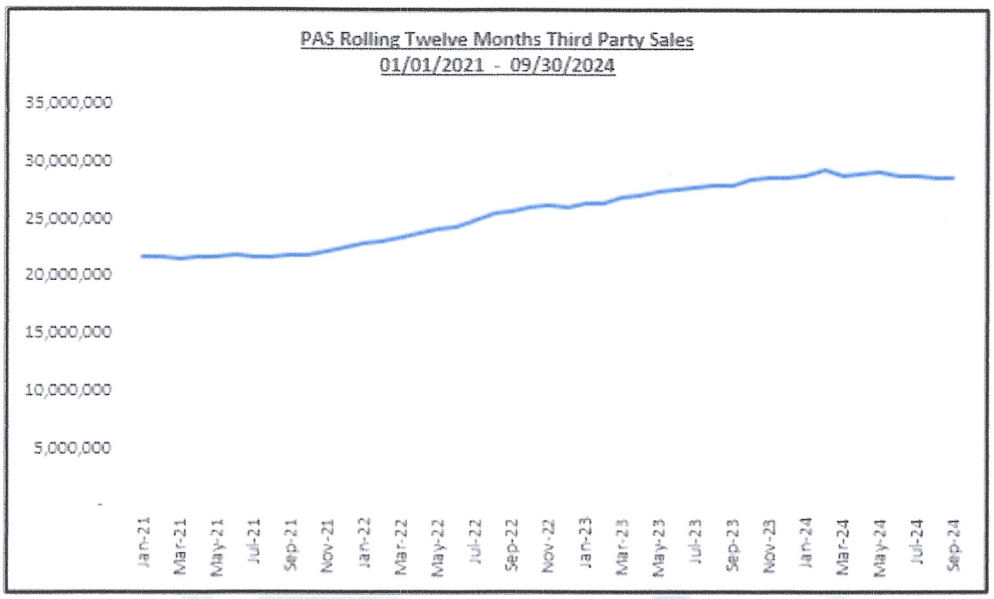
ProActive Solutions USA, LLC is looking to relocate it green bay operations to an existing building located at 1776 Matthew Dr, De Pere, WI 54115 This facility is approximately 100,000 square feet consisting of 80,000 square feet for operations, raw materials and finished goods storage. Office space will consist of 20,000 square feet of offices, conference rooms, cafeterias, and locker room for the employees.

ProActive Solutions USA, LLC currently occupies three buildings at 301 Bridge Street. The current Bridge Street site property consists of parcels totaling 1.718-acres, which are improved with three free-standing industrial buildings, including a one-story 9,204-square foot shop (Building 1), a one-story 15,287-square foot office/shop (Building 2), and a part one and two-story 42,242-square foot office/shop with partial basement (Building 3). Structural components for all three buildings consist of a poured concrete slab foundation, a masonry exterior, and a flat rubber membrane roof.

The new location will eliminate the need to transfer raw materials and finished goods items from one building to another to utilize the receiving/shipping bays. The new location will also create one centralized, organized location to store more raw materials (utilizing economies of scale on purchasing), and more centralized finished goods storage, which will facilitate large batch sizes. The new property will allow for the following improvements to our operations, which will benefit our associates, customers, vendors, and community:

- The new location will allow all our operations to be under one roof, compared to the current three separate buildings.
- The property will allow for larger mixing tanks, raw material tanks, finished product holding tanks, and automated process controls. This will reduce our associates' physical handling of chemicals, creating a safer work environment. The larger raw material tanks will also reduce our vendors' bulk tanker deliveries.
- The new location will allow our operations to convert to electric lift trucks instead of propane lift trucks, which will lower our carbon footprint.
- The new location will allow for a more linear process flow for our operations versus the current state. Raw materials and packaging will be on one floor at the front end of the process.
- The new location will allow our office team to be under one roof, creating an even better collaborative work environment.
- The new location will allow us to expand into new manufacturing markets (e.g., food-grade chemical packaging and manufacturing), which our customers have been asking us to do. This will also allow us to stay proactive in aligning with industry trends.
- The new location will allow us to host Food Safety Symposiums at our home office.
- The new location will allow us to increase our bulk chemical delivery capabilities, which reduces carbon footprint with container purchases.

ProActive Solutions USA, LLC net sales were $21,982,594 in 2020, $22,132,531 in 2021, $25,898,936 in 2022, $28,628,992 in 2023 and approximately $30,000,000 in 2024. Seventy-five percent of these sales were attributed to the Green Bay, Wisconsin facility.



ProActive Solutions USA, LLC manufacturing production in the Green Bay facility in 2020 was 13,031,504 pounds produced, in 2021 was 12,675,732 pounds produced, in 2022 was 12,948,512 pounds produced, in 2023 was 14,676,333 pounds produced and in 2024 was 16,104,267 pounds produced.

Promising industry growth is outlined in the following releases from Research and Markets - Market Research Reports (Reference *(Attachment B)* for reports)

- July 2024 analysis on growth and demand in Antiseptic & Disinfectants
- August 2024 analysis on the global growth in Pulp and Paper chemicals
- December 2023 analysis on the global growth in the PPE market for Food Processing industry
- March 2024 analysis on the global growth of PPE disposable protective clothing markets.

With the increased production opportunities afforded to ProActive Solutions USA, LLC in the new facility, we are confident we can add an additional ten family-sustaining professional positions in customer service, operations, transportation/logistics, sales reps, drivers, and human resources.

ProActive Solutions USA, LLC is a very integral supply chain partner to the Wisconsin Dairy Industry. We are a proud supplier member of the Wisconsin Cheese Makers Association, Midwest Food Processors Association and others. Our Wisconsin based dairy manufacturers such as Klondike Cheese, Henning's Cheese, Cedar Crest Ice Cream, Marathon Cheese, Sargento Cheese, Nasonville Dairy, Westby Cooperative, etc. depend on ProActive Solutions' high quality cleaning products and technical expertise to exceed their food safety goals. For the Wisconsin Dairy Farmer, our manufactured teat dips, cleaning products, and technical expertise help them achieve their milk quality goals. A healthy and sustained Wisconsin Dairy Industry is vital to a successful Wisconsin economy. The new property will ensure that our customers and future customers will receive continued cleaning and sanitation excellence that will help sustain the Wisconsin Dairy Industry.

PROACTIVE SOLUTIONS USA, LLC

ProActive Solutions USA, LLC strives to be the benchmark of excellence in the industries we serve. We do this by providing sustainable solutions to our customers, vendors and associates. We have an obligation to be stewards for food safety, employee safety and environmental sustainability.

Sincerely,

The Management Staff of ProActive Solutions USA, LLC

City of DePere
335 S. Broadway
De Pere, WI 54115

February 28, 2025

Attention: Peter Schleinz

RE: Conditional use permit to allow Proactive Solutions Inc. to operate an industrial use in business park zoning.

Proactive Solutions Inc. is planning to relocate its current downtown Green Bay operations to an existing 88,800 s.f. manufacturing facility located 1768 Matthew Dr, De Pere, WI 54115

The current owner is:
Sperber Harry Family Revocable Trust
812 Piccadilly Circle
Sacramento, CA95864-6123
Attn: Harry Sperber

The zoning for the property is Business Park -2 which is 1,050 feet from residential. The proposed use is industrial high impact because the use is a Hazardous H-4 building that requires a conditional use in this zoning district.

Proactive Solutions is a well-established chemical manufacturer currently located in the City of Green Bay. See the included letter for more information about the business.
We are proposing a change of use from a repair garage to an H-4 manufacturing facility.
The facility will have primary business hours of from 7 AM until 5 PM, for office, shipping and receiving operations. There may be second or third shifts for production and maintenance, but shipping and receiving will not occur during those times.
The maximum anticipated number of employees is approximately 40 per shift. There are approximately 80 parking spaces on the site.
The facility blends primarily liquid chemicals, and packages them for wholesale sale. The process does not generate noise or odors outside of the building because the process is primarily a closed pipe system.
The existing exterior parking, paving, landscaping and lighting will remain.
The loading dock areas are within the building or facing south away from the residential area. The existing exterior bulk tank loading area will remain with the paving being replaced to provide a new containment loading pad. Vehicles and equipment with backup alarms using only low frequency back-up alarms that meet OSHA safety standards.
The existing outdoor storage area on the south side of the building is currently not fenced but a fence will be installed if the area is needed for storage. There will be 2 exterior bulk tanks that are approximately 8'-0" diameter and 14'-0" tall as double-walled tanks located within the existing 10' tall dumpster enclosure area.

This facility will have all of the operations within the building. The interior will be altered to provide separate spaces for bulk tank materials, mixing and packaging materials, and warehousing. Each area will have liquid tight floors and containment as part of the operation protocols as regulated by the FDA, EPA, DOT, Homeland Security, other federal and state regulatory agencies, and the International Building Code requirements.

FISHER & ASSOCIATES, LLC
Architects/Planners W13654 Balsam Lake Road Crivitz WI 54114 Phone: 920-376-0007

This facility has an existing building-wide sprinkler system. The domestic water line is metered off that sprinkler line. The facility is designed to use approximately ---- gallons per day. The sanitary line usage will be for sanitary facilities and for equipment cleaning and rinsing of containers. All processed water will be tested and neutralized prior to discharge. The sanitary district will monitor and receive regular reports on discharge as we do at our current facility.

The operation of this facility will not negatively impact the surrounding properties because the building was designed for maneuvering with semi-truck access around the building for good access to multiple sides of the building so that all truck maneuvering can occur on the site.

Key Points:

1. No detriment to the public health, safety, or general welfare.

The operation of this facility will not negatively impact the surrounding properties because the operations is with the existing building without discharge or odors and the facility is being altered to meet current regulatory standards for operations and building codes

2. Surrounding properties will not be substantially affected

The operation will not affect surrounding properties because the hour of operation will be similar to the pervious use and the exterior of the building and the site use will remain the same

3. Normal improvement of surrounding properties will not be affected

The operation will not change the use of the or the arrangement of the site

4. Adequate utilities, roads, drainage, etc. will, or have been provided

The building will use the existing utilities that exist to the site and the building

5. On-and offsite traffic congestion has been addressed

There will be no change to the traffic circulation. The existing parking and truck access will remain

6. This conditional use complies with regulations of zoning ordinances

The facility is existing and will be maintained to meet appropriate zoning ordinances

Please feel free to contact Proactive solutions or myself with any questions that you may have.

Sincerely,

Richard J. Fisher, A.I.A.
Senior Project Architect

FISHER & ASSOCIATES, LLC
Architects/Planners W13654 Balsam Lake Road Crivitz WI 54114 Phone: 920-376-0007

1. That the establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety or general welfare;
2. That the uses, values and enjoyment of surrounding properties for purposes already permitted in the district will be not be substantially impaired or diminished by the establishment, maintenance or operation of the proposed conditional use;
3. That establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the district;
4. That adequate utilities, access roads, drainage and other necessary improvements have been or are being provided;

5. That adequate measures have been or will be taken to provide ingress and egress that will minimize on- and off-site traffic congestion; and
6. That the conditional use complies with all other applicable regulations of this zoning ordinance.

The details that were included with the conditional use application covered elements likeidentifying what the following would be proposed to be:

- Limited hours of operation
- Restricted noise levels (provide for day and for night)
- Restricted light levels
- Making sure loading docks and related flashing safety lights are out of view to adjacent residential
- Outdoor storage areas in rear only and properly screened
- Vehicles and equipment with backup alarms using only low frequency back-up alarms that meet OSHA safety standards.
- Ensure location is 1,000 feet from residential zones, historic sites and districts, public and private elementary schools/secondary schools/nursery schools/daycare centers, religious/non-secular assembly uses, public park/parkways,
- Include an inventory of the surrounding areas and population. It will be needed by the zoning administrator for review with the Plan Commission.

.1500 GAL / HOUR

Ansay & ASSOCIATES
Insurance & Benefit Solutions

ProActive Solutions USA LLC
Narrative

Operations

ProActive Solutions USA, LLC is a chemical company that manufactures and blends cleaning chemicals, sanitizers, disinfectants and animal health products for the Dairy Farmers, Hog Industry, Poultry Industry and Food Industries. They are taking raw chemicals or materials and blending those into specialty cleaning compounds. None of their production involves using reactors, pressurized vessels or steam for heat. They create products for cleaning, sanitizing or disinfecting. They'll help set up and monitor the sanitation programs at food plants, beverage plants, pharmaceutical plants and dairy farms. Their main location is in Green Bay, WI with a branch location in Savage, MN. They ship their own products throughout the Midwest via their Pro Transportation fleet. Raw chemicals are shipped into their warehouses and stored under GMP practices. The Green Bay facility is ISO Certified. Their operations are heavily regulated by the FDA, EPA, DOT, Homeland Security, Customer and Vendor audits. Their annual revenues exceed $31 million in sales. They have approximately 55 employees.

The ProActive Solutions USA, LLC business breaks down into four categories including:

1.) Food Plant (45%) - Dairy, Meat, Poultry, Beverage, Pharmaceutical industries.
2.) Commodities (30) – Industrial Commodities and Food ingredients that they sell.
3.) Ag Business (22%) – Cleaners, Sanitizers, Disinfectants sold to the Ag Industry.
4.) Maintenance and Shipping Supplies (3%) – PPE, Solvents, Janitorial, etc. sold.

Their diversified company handles a wide variety of needs in the food industry from "farm to fork."

Opportunity

This is a long-standing client of Ansay and Associates who has made huge strides in safety initiatives in the last 2 years to improve processes. We have 100% support from Owner/ CFO that makes safety the number one priority. This has allowed us to make major improvements in both safety and quality assurance. They have hired (Within the

last year) a new VP of Quality Assurance who is working in conjunction with their safety director to conduct GMP Assessments (Daily) to ensure safe practices are now part of every aspect of every task/building/shift.

They are looking for other options from carriers that they can partner with for a mutual long-term successful relationship. Service, safety, support and communication all key elements in this decision-making process.

Ownership

Doug Storhoff 100% Ownership

ProActive Solutions USA, LLC is the parent company and was formed in 2012 after the owner, Doug Storhoff purchased Chaska Chemical Company in Savage, MN. Doug had purchased Pro Chemical in 2002. He has spent his entire career of 40 plus years in the chemical industry. They also have a transportation division, Pro Transport LLC, that they use to coordinate shipments for their customer base and vendor pickups.

Ansay & ASSOCIATES
Insurance & Benefit Solutions

ProActive Solutions USA LLC
Narrative

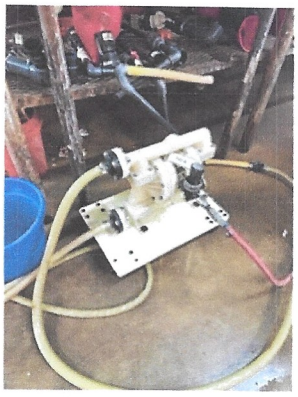
Safety

ProActive Solutions, USA is a chemical company manufacturer and blender of cleaning chemicals, sanitizers, disinfectants and animal health products for the Dairy Farmer, Hog Industry, Poultry Industry and the Food Industries. They are taking raw chemicals and blending those into specialty cleaning compounds.

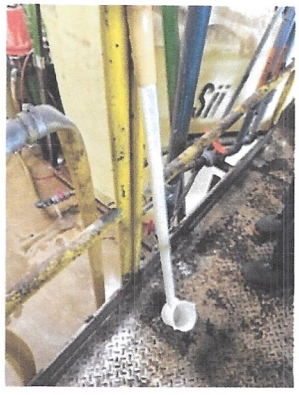
The product (chemicals) are stored and inventoried in sections of the warehouse. Batch tickets are produced for each order and reviewed for stock prior to pulling product. Once the ticket is reviewed and the appropriate solutions/ mixes are determined forklifts are utilized to pull the product. Pumps are utilized to access the solutions from the containers. These pumps are set to pull solutions from the original container into new containers. Staff are donned with PPE during this process. Once the mixture is complete, a Sample Batch is taken by using a cup (Picture Below) to collect sample. The sample is run through a computer to QA the product. If the solution passes it is ready to be moved, via forklift, to shipping/receiving area of warehouse.

All containers are rinsed prior to and after use during mixture via water pump. See pic below. This process is a very wet environment but kept controlled well both before and after process with floor squeegee mop. All excess water is pushed to floor drain to mitigate STF hazards. Cords are pushed to side away for bins out of work area while rinsing to eliminate STF hazards.

Ansay & ASSOCIATES
Insurance & Benefit Solutions



Water Pump



Sample stick/cup

Totes for orders – Each batch ticket defines type of tote for order. See photos below for tote types.
All totes are washed/rinsed prior to filling order. Full rinse x 3.

Ansay & ASSOCIATES
Insurance & Benefit Solutions

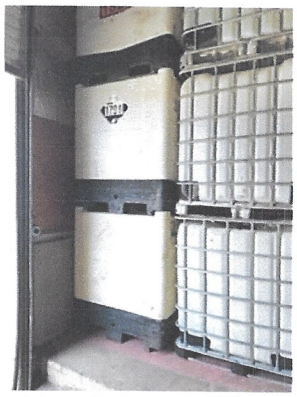
275 Crate Tote Gray Metal
Red Bottom – Sulfuric Acid

330 APR Blue or Black Bottom

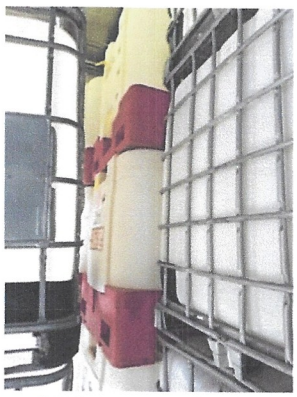
Tote Scale

Ansay & ASSOCIATES
Insurance & Benefit Solutions

***NOTE: NEVER stack anything that is not identical.



330 APT Black Bottom Cage



220 APT Red Bottom Cage

Left side 330 Metal Cage

Right side 275 Metal Cage

Powder Drum 100/300/500

5 Gal Powder

Ansay & ASSOCIATES
Insurance & Benefit Solutions

ProActive Solutions USA LLC
Narrative

Lines are controlled by hooks to ensure STF exposures are reduced on the work floor surface.

Floor Squeegee used to control water in rinse area

Ansay & ASSOCIATES
Insurance & Benefit Solutions

Safety

Safety is a high priority for ProActive. Given the nature of their business, ProActive Solutions has a robust safety program including lockout/tag-out, hazardous material handling, general safety, personal protective equipment (PPE), evacuation and emergency plans, etc.

In 2023 ProActvie Solutions implemented a GMP (Good Manufacturing Processes) program that has been added to their quality assurance process. This GMP is conducted daily. The GMP is an internal safety audit of every building – at any given time during production. The report/ findings are written up, same day, and the corrective action is executed within 24/48 hours. This process has greatly improved everyday safety. Please see attached copy of GMP Assessment dated 10-4-2023.
**NOTE: Daily photos of areas of opportunity are submitted in the daily GMP report.

In the last year 2023, ProActive Solutions and Ansay Loss Control has also teamed up to review and develop New Hire Safety Orientation training, Job Safety Analysis (JSA'S) and reviews of past injuries all to better understand exposures and controls. We have 100% support from the executive team on safety initiatives and will continue to work on goals in 2023-24.

Due to the chemicals being stored and mixed at ProActive Solutions, they are audited by Homeland Security. They have an internal process (Chemical-Terrorism Vulnerability Information CVI)
Attached is their Aduit and CFATS Audit requirements.

Website

http://proactivesolutionsusa.com/

PROPOSED BUILDING ALTERATIONS :

PROACTIVE SOLUTIONS® USA, LLC

1768 MATTHEW DRIVE
DEPERE , WI

SHEET INDEX

ARCHITECTURAL

TS - TITLE SHEET
G1.1 - GENERAL INFORMATION
SP1.0 - OVERALL SITE PLAN
A1.0 - EXISTING FLOOR PLAN
A1.01 - EXISTING SECOND FLOOR PLAN
A1.1 - GRADE LEVEL FLOOR PLAN
A1.2 - SECOND FLOOR PLAN

BUILDING CODE ANALYSIS

OCCUPANCY: H-4 PRIMARY USE BUT ALSO F-1, S-1, AND B
TYPE OF CONSTRUCTION: IIB (NON-PROTECTED METAL FRAME)
FULLY SPRINKLED PER NFPA 13

THE OFFICE AND SECOND FLOOR ARE SEPATATED FROM THE H-4 USE BY A 3 HOUR FIRE BARRIER PER THE ORIGINAL CONSTRUCTION
THERE IS ALSO FIRE RATED SEPARATION SEPARATING THE BULK STORAGE AREA AND THE FLAMMABLE COMBUSTIBLE STORAGE ROOM

EXISTING BUILDING AREA

FIRST FLOOR LEVEL	80,243 S.F.
SECOND FLOOR OFFICE	21,485 S.F.

PROJECT AREA

CHANGE OF USE / ALTERATION AREA 54,420 S.F.

PROJECT INFORMATION

PROJECT: PROACTIVE SOLUTIONS LLC

ADDRESS: 1768 MATTHEW DRIVE
CITY OF DE PERE, WI 54115

OWNER: SPERBER HARRY FAMILY REVOCABLE TRUST
812 PICCADILLY CIRCLE
SACRAMENTO, CA95864-6123

CONTACT: DOUG STORHOFF
DOUGS@PROACTIVESOLUTIONSUSA.COM
800-274-7161

TENANT: PROACTIVE SOLUTIONS
501 BRIDGE STREET
GREEN BAY, WI 54303

CONTACT: DOUG STORHOFF
DOUGS@PROACTIVESOLUTIONSUSA.COM
800-274-7161

DESIGNERS OF RECORD:

ARCHITECT: FISHER & ASSOCIATES LLC
ARCHITECTS/PLANNERS
W3654 BALSAM LAKE RD.
ORVITZ, WISCONSIN 54614
P.(920) 376-0007

CONTACT: RICHARD J. FISHER AIA

-
-
-
-
RELEASED FOR CUP 2/27/25

RELEASED FOR CUP APPROVAL 2/28/25
PRELIMINARY DESIGN 2/18/25

SMET CONSTRUCTION SERVICES CORP. • DESIGN/BUILD/FINANCE
OUR REPUTATION IS BUILDING
WWW.SMET.COM
E-MAIL BUILD• SMET.COM
FAX (920) 532-3601
(920) 532-3828
(800) 275-1872
CORPORATE OFFICE
2280 PROFIT PLACE
DEPERE, WI 54115

COPYRIGHT NOTICE:
THIS DRAWING IS THE PROPERTY OF C.S. SMET CONSTRUCTION CORP. AND IS SUPPLIED FOR THE SOLE PURPOSE OF COMMUNICATING OUR OFFER FOR YOUR EVALUATION AND OUR USE IN THE EVENT YOU ACCEPT OUR OFFER. IN PART, IS NOT PERMITTED WITHOUT THE EXPRESS WRITTEN CONSENT OF C.S. SMET CONSTRUCTION CORP. WE RESERVE THE RIGHT TO COPYRIGHT ANY PUBLIC DISCLOSURE. THEIR RETURN, IN WHOLE. UPON NOTICE YOUR ACCEPTANCE OF POSSESSION OF THIS DRAWING SHALL CONSTITUTE YOUR AGREEMENT AND ACCEPTANCE OF THIS CONDITION.

REVISIONS:

FISHER & ASSOCIATES, LLC
Architects / Planners
W3654 BALSAM LAKE RD. ORVITZ, WISCONSIN 54614
PH.(920) 376-0007 FAX (920) 376-0481
rfisher@fisherandassociatesllc.com

PROJECT TITLE:
PROPOSED BUILDING ALTERATIONS :
PROACTIVE SOLUTIONS® USA, LLC
1768 MATTHEW DRIVE
DEPERE , WI

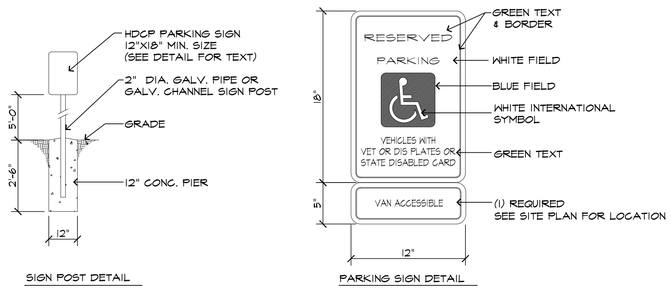
DRAWN BY: RJF	SHEETS: GREG
SHEET NO.:	SHEET: TS
JOB NO.: 5003	
DATE: 2/18/25	

ARCHITECTURAL ABBREVIATIONS

A	A.B.	ANCHOR BOLT
	ACFLR.	ACCESS FLOOR
	ACOUS.	ACOUSTIC
	ADA	AMERICANS WITH DISABILITIES ACT
	ADD.	ADDENDUM
	ADDL.	ADDITIONAL
	ADJ.	ADJUSTABLE
	ADJT.	ADJACENT
	ADMIN.	ADMINISTRATION
	A.F.F.	ABOVE FINISHED FLOOR
	AHU	AIR HANDLING UNIT
	ALT.	ALTERNATE
	ALUM.	ALUMINUM
	AMEND.	AMENDMENT
	ANNUN.	ANNUNCIATOR
	AP	ACCESS PANEL
	APPROX.	APPROXIMATE
	ARCH.	ARCHITECTURAL
	ATC	ACOUSTIC TILE CEILING
	AUTO.	AUTOMATIC
B	BUL.BD.	BULLETIN BOARD
	BD.	BOARD
	BG.	BUMPER GUARD
	BIT.	BITUMINOUS
	BKT.	BRACKET
	BLDG.	BUILDING
	BLKG.	BLOCKING
	BM.	BEAM
	BOT.	BOTTOM
	BRG.	BEARING
	BSMT.	BASEMENT
	BUL.	BULLETIN
C	CAB.	CABINET
	CCTV	CLOSED CIRCUIT TELEVISION
	CD	COILING DOOR
	CEIL.	CEILING
	CG	CORNER GUARD
	CH	COAT HOOK
	C.J.	CONSTRUCTION JOINT
	CLG.	CEILING
	CLR.	CLEAR
	CM	CONSTRUCTION MANAGER
	CMU	CONCRETE MASONRY UNITS
	CO	CLEAN-OUT
	COL	COLUMN
	COMB.	COMBINATION
	CONC.	CONCRETE
	CONF.	CONFERENCE
	CONN.	CONNECTION
	CONST.	CONSTRUCTION
	CONT.	CONTINUOUS
	CONTR.	CONTRACTOR
	COORD.	COORDINATE
	CORR.	CORRIDOR
	CPT.	CARPET
	CT	CERAMIC TILE
	CTR.	CENTER
	CTSK.	COUNTERSINK
	CUH	CABINET UNIT HEATER
	CW	COLD WATER
	CYL.	CYLINDER
D	DEMO.	DEMOLITION
	DEPR.	DEPRESSION
	DEPT.	DEPARTMENT
	DTLS.	DETAILS
	DF	DRINKING FOUNTAIN
	DIA.	DIAMETER
	DIAG.	DIAGONAL
	DIFF.	DIFFUSER
	DIM.	DIMENSION
	DISP.	DISPENSER
	DIST.	DISTRIBUTION
	DIV.	DIVISION
	DN.	DOWN
	DP.	DEEP
	DR.	DOOR
	DRV.	DRIVE
	DS	DOWNSPOUT
	DW	DISHWASHER
	DWG.	DRAWING
	DWLS.	DOWELS
E	E	ELECTRIC
	EA	EXHAUST-AIR
	EA.	EACH
	EC	ELECTRICAL CABINET
	EF	EXHAUST FAN
	EL	ELEVATOR
	ELEC.	ELECTRICAL
	ELEV.	ELEVATION
	EMERG.	EMERGENCY
	ENCL.	ENCLOSURE
	ENTR.	ENTRANCE
	EO	ELECTRICAL OUTLET
	EP	ELECTRIC PANEL
	EQ.	EQUAL
	EQUIP.	EQUIPMENT
	EWC	ELECTRIC WATER COOLER
	EX.	EXISTING
	EXC.	EXCAVATE
	EXH.	EXHAUST
	EXIST.	EXISTING
	EXP.	EXPANSION
	EXT.	EXTERIOR
F	FA	FIRE ALARM
	FB	FIRE BLANKET
	FD	FIRE DAMPER
	FD	FLOOR DRAIN
	FDN.	FOUNDATION
	FE	FIRE EXTINGUISHER
	FEC	FIRE EXTINGUISHER CABINET
	FH	FIRE HOSE
	FHC	FIRE HOSE CABINET
	FIN.	FINISH
	FIXT.	FIXTURE
	FLR.	FLOOR
	FLASH.	FLASHING
	FLEX.	FLEXIBLE
	FLG.	FLANGE
	FLUOR.	FLUORESCENT
	FM	FACTORY MUTUAL
	FP	FIREPROOF
	FRMG.	FRAMING
	FS	FLOOR SINK
	FT.	FOOT/FEET
	FTG.	FOOTING
	FTN.	FOUNTAIN
	FUT.	FUTURE
G	G	GAS
	GA.	GAUGE
	GALV.	GALVANIZED
	GB	GRAB BAR
	GBC	GENERAL BUILDING CONTRACTOR
	GEN.	GENERAL
	GENER.	GENERATOR
	GL	GLASS
	GR	GRADE
	GYP.	GYPSUM
H	H.	HIGH
	HB	HOSE BIBB
	HD	HAND DRYER
	HDCP.	HANDICAP
	HDR.	HEADER
	HDWD.	HARDWOOD
	HDWR.	HARDWARE
	HGT.	HEIGHT
	HM	HOLLOW METAL
	HORIZ.	HORIZONTAL
	HTR.	HEATER
	HVAC	HEATING VENTILATING AIR-CONDITIONING
	HW	HOT WATER
I	I.D.	INSIDE DIAMETER
	IN.	INCH
	INSUL.	INSULATION
	INT.	INTERIOR
	ISO.	ISOLATION
J	JAN.	JANITOR
	JB	JUNCTION BOX
	JST.	JOIST
	JT.	JOINT
K	KO	KNOCK OUT
	KSE	KNEE SPACE
	KW	KILOWATT
L	L	LAVATORY
	LAM.	LAMINATE
	LAV.	LAVATORY
	LB	POUND
	LIN.	LINEAR
	LKR.	LOCKER
	LL	LEAD LINED
	LLH	LONG LEG HORIZONTAL
	LLV	LONG LEG VERTICAL
	LP	LIGHT POLE
	LVR.	LOUVER
M	MAN.	MANUAL
	MATL.	MATERIAL
	MAX.	MAXIMUM
	MECH.	MECHANICAL
	MEMB.	MEMBRANE
	MTL.	METAL
	MEZZ.	MEZZANINE
	MFG.	MANUFACTURING
	MFR.	MANUFACTURER
	MH	MANHOLE
	MIN.	MINIMUM
	MIR.	MIRROR
	MISC.	MISCELLANEOUS
	M.O.	MASONRY OPENING
	MTD.	MOUNTED
N	N/A	NOT APPLICABLE
	NEC	NATIONAL ELECTRIC CODE
	NIC	NOT IN CONTRACT
	NO.	NUMBER
	NOM.	NOMINAL
	NRC	NOISE REDUCTION COEFFICIENT
	NTS	NOT TO SCALE
O	O.C.	ON CENTER
	OD	OUTSIDE DIAMETER
	OFF.	OFFICE
	OH	OVERHEAD
	OPER.	OPERATOR
	OPNG.	OPENING
	OPP.	OPPOSITE
	ORD	OVERFLOW ROOF DRAIN
P	PART.	PARTITION
	PB	PASS BOX
	PC	PRECAST
	PD	PENCIL DRAWER
	PH	PANIC HARDWARE
	PL	PLATE
	PLAM.	PLASTIC LAMINATE
	PLAS.	PLASTIC
	PLAST.	PLASTER
	PLMB.	PLUMBING
	PLYWD.	PLYWOOD
	PNL.	PANEL
	PR.	PAIR
	PRELIM.	PRELIMINARY
	PRV	POWER ROOF VENTILATOR
	PTN.	PARTITION
	PVC	POLYVINYL CHLORIDE
Q	QT	QUARRY TILE
R	R	RADIUS
	RAR	RISER
	RRA	RETURN-AIR
	RD	ROOF DRAIN
	REBAR	REINFORCING ROD
	REC.	RECESSED
	REF.	REFERENCE
	REFRIG.	REFRIGERATOR
	REINF.	REINFORCING
	REQD.	REQUIRED
	RET.	RETAINING
	REV.	REVISION
	RFH	ROOF HATCH
	RM.	ROOM
	RO	ROUGH OPENING
	R&S	ROD AND SHELF
S	S	SINK
	SCHED.	SCHEDULE
	SD	SMOKE DAMPER
	SECT.	SECTION
	SF	SQUARE FOOT/FEET
	SH	SHELF
	SHR.	SHOWER
	SHT.	SHEET
	SHTG.	SHEATHING
	SIM.	SIMILAR
	SPEC.	SPECIFICATION
	SQ.	SQUARE
	SS	STAINLESS STEEL
	SSD	STORM SEWER
	ST.	STAINLESS
	STR.	STREET
	STD.	STANDARD
	STL.	STEEL
	STOR.	STORAGE
	STRUCT.	STRUCTURAL
	SW	SOFTWOOD
	SUPV.	SUPERVISOR
	SUSP.	SUSPENDED
	SW.	SWITCH
T	T	TOILET
	T	TREAD
	TAN.	TANGENT
	TC	TIME CLOCK
	TEL.	TELEPHONE
	TEMP.	TEMPERED
	TEMP.	TEMPERATURE
	TERR.	TERRAZZO
	T&G	TONGUE AND GROOVE
	THRES.	THRESHOLD
	TLT	TOILET
	TRANS.	TRANSFORMER
	TS	TUBE STEEL
	TV	TELEVISION
	TYP.	TYPICAL
U	UC	UNDERCUT
	UCR	UNDERCOUNTER REFRIGERATOR
	UL	UNDERWRITERS LABORATORIES
	UNFIN.	UNFINISHED
	UNO	UNLESS NOTED OTHERWISE
	UR	URINAL
	UTIL.	UTILITY
V	V	VENT
	VCT.	VINYL COMPOSITION TILE
	VENT.	VENTILATION
	VERT.	VERTICAL
	VEST.	VESTIBULE
	VNL.	VINYL
	VTR.	VENT THROUGH ROOF
	VWC	VINYL WALL COVERING
W	W.	WIDE
	W/	WITH
	W/O	WITHOUT
	WC	WATER CLOSET
	WD	WOOD
	WDW.	WINDOW
	WF	WIDE FLANGE
	WGT.	WEIGHT
	WH	WATER HEATER
	WHCR.	WHEELCHAIR
	WP	WATERPROOF
	WS	WEATHERSTRIP
	WSCT.	WAINSCOT
	WWF.	WELDED WIRE MESH
X	XFMR.	TRANSFORMER
Y	YD.	YARD
	<	ANGLE
	@	AT
	℄	CENTER LINE
	⌐	CHANNEL

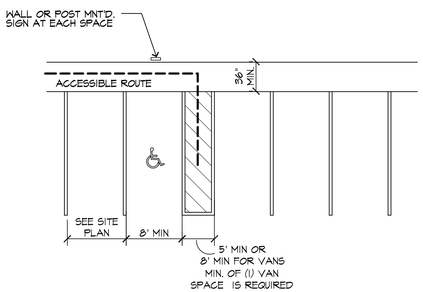
INTERNATIONAL SYMBOL OF ACCESSIBILITY

IT SHALL BE THE RESPONSIBILITY OF THE OWNER TO INSTALL (WHERE SHOWN HEREON), BARRIER FREE PARKING SIGNS IN CONFORMITY TO WISCONSIN ADMINISTRATIVE CODE: TRANS #200.07



HANDICAPPED PARKING SIGN DETAILS

NOT TO SCALE

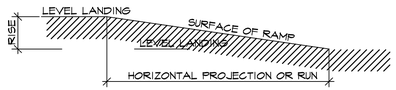


HANDICAPPED PARKING SPACES

THE MAXIMUM SLOPE AT PARKING SPACES IS 1:50 (4.6.2)

405.1 GENERAL.
ANY PART OF AN ACCESSIBLE ROUTE WITH A SLOPE GREATER THAN 1:20 SHALL BE CONSIDERED A RAMP AND SHALL COMPLY WITH 405.

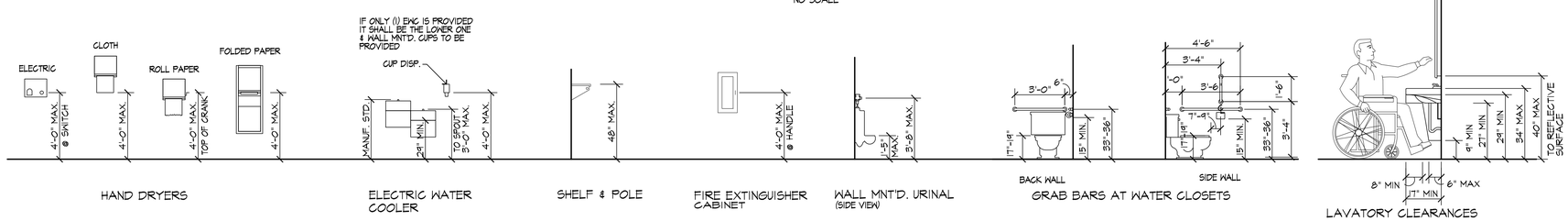
SLOPE AND RISE.
THE LEAST POSSIBLE SLOPE SHALL BE USED FOR ANY RAMP. THE MAXIMUM SLOPE OF A RAMP IN NEW CONSTRUCTION SHALL BE 1:12. THE MAXIMUM RISE FOR ANY RUN SHALL BE 30 IN.(760MM) (SEE FIG. 16). CURB RAMPS AND RAMPS TO BE CONSTRUCTED ON EXISTING SITES OR IN EXISTING BUILDINGS OF FACILITIES MUST HAVE SLOPES AND RISES AS ALLOWED IN 405.2 IF SPACE LIMITATIONS PROHIBIT THE USE OF A 1:12 SLOPE OR LESS.



SLOPE	MAXIMUM RISE IN.	MAXIMUM HORIZONTAL PROJECTION FT.
1:12 TO 1:16	30	30
1:16 TO 1:20	30	40

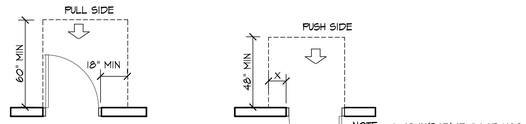
SINGLE RAMP RUN

NO SCALE

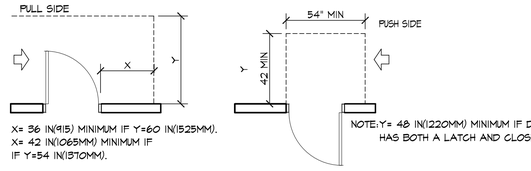


TOILET & BUILDING ACCESSORY MOUNTING HEIGHTS & CLEARANCES

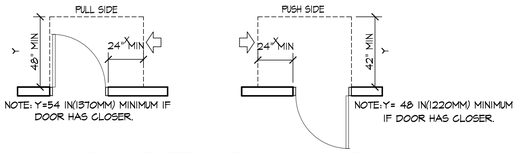
NOT TO SCALE



FRONT APPROACHES- SWINGING DOORS



HINGE SIDE APPROACHES- SWINGING DOORS

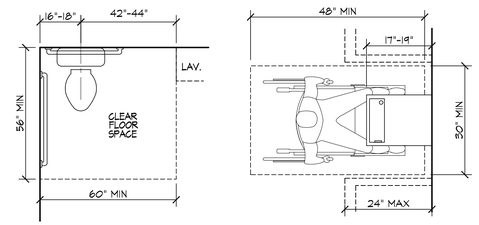


LATCH SIDE APPROACHES- SWINGING DOORS

NOTE: ALL DOORS IN ALCOVES SHALL COMPLY WITH THE CLEARANCE FOR FRONT APPROACHES

MANEUVERING CLEARANCES AT DOORS

NO SCALE



RELEASED FOR DUP APPROVAL 2/28/25
PRELIMINARY DESIGN 2/18/25

SMET CONSTRUCTION SERVICES CORP. • DESIGN/BUILD/FINANCE
SMET CONSTRUCTION SERVICES
OUR REPUTATION IS BUILDING
WWW.SMET.COM
CORPORATE OFFICE
2080 PROFIT PLACE
DEPERE, WI 54115
(800) 275-1872
(920) 532-3808
FAX (920) 532-3851
E-MAIL BUILD@SMET.COM

COPYRIGHT NOTICE:
THIS DRAWING IS THE PROPERTY OF C.S. SMET CONSTRUCTION CORP. AND IS SUPPLIED FOR THE SOLE PURPOSE OF COMMUNICATING OUR OFFER FOR YOUR EVALUATION AND OUR CONTRACT FOR YOUR PURCHASE AND IN PART IS NOT PERMITTED WITHOUT THE EXPRESS WRITTEN CONSENT OF C.S. SMET CONSTRUCTION CORP. WHICH RESERVES ITS RIGHT, AT OUR SOLE DISCRETION, TO REQUEST THEIR RETURN, IN WHOLE, UPON NOTICE. YOUR ACCEPTANCE OF POSSESSION OF THIS DRAWING SHALL BE DEEMED TO BE YOUR AGREEMENT AND ACCEPTANCE OF THIS CONDITION.

REVISIONS:

FISHER & ASSOCIATES, LLC
Architects / Planners
W3654 BALSAM LAKE ROAD, CRIVITZ, WI
Ph.(920) 532-4841
rfisher@fisherandassociatesllc.com

PROJECT INFO:
PROPOSED BUILDING ALTERATIONS:
PROACTIVE SOLUTIONS USA, LLC
1768 MATTHEW DRIVE
DEPERE , WI

DRAWN BY: RJF	SALES: GREG
SMET NO.: -	SHEET
ARCHT. NO.: 25003	G1.1
DATE: 2/18/25	

NOTE: LOCATIONS OF EXISTING PROPERTY LINES, BUILDINGS, VEGETATION, EASEMENTS, UTILITIES, ETC. HAVE BEEN DETERMINED USING INFORMATION SUPPLIED BY OTHERS AND FISHER & ASS. DOES NOT ASSUME RESPONSIBILITY FOR THEIR ACCURACY. FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS INDICATED ON THESE DRAWINGS PRIOR TO STARTING WORK.

ARCHITECTURAL SITE PLAN
1" = 40'-0"

NORTH

RELEASED FOR CUP APPROVAL 2/26/25
PRELIMINARY DESIGN 2/18/25

SMET CONSTRUCTION SERVICES
CONSTRUCTION SERVICES
OUR REPUTATION IS BUILDING
CORPORATE OFFICE
2080 PROFIT PLACE
DEPERE, WI 54115
(800) 275-1872
(920) 532-3828
FAX (920) 532-3851
E-MAIL BUILD@SMET.COM
WWW.SMET.COM
SMET CONSTRUCTION SERVICES CORP. • DESIGN/BUILD/FINANCE

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

REVISIONS:

FISHER & ASSOCIATES, LLC
Architects / Planners
W5854 BALSAM LAKE ROAD, ORIVITZ, WI
PHONE (715) 349-5466
rfisher@fisherandassociatesllc.com

PROJECT INFO:
PROPOSED BUILDING ALTERATIONS:
PROACTIVE SOLUTIONS USA, LLC
1768 MATTHEW DRIVE
DEPERE , WI

DRAWN BY: RJF	SALES: GREG
SMET NO.: -	SHEET: SP1.0
ARCHT. NO.: 25003	
DATE: 2/18/25	

EXISTING FLOOR PLAN
1" = 20'-0"

NORTH

RELEASED FOR DLP APPROVAL 2/26/25
PRELIMINARY DESIGN 2/18/25

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

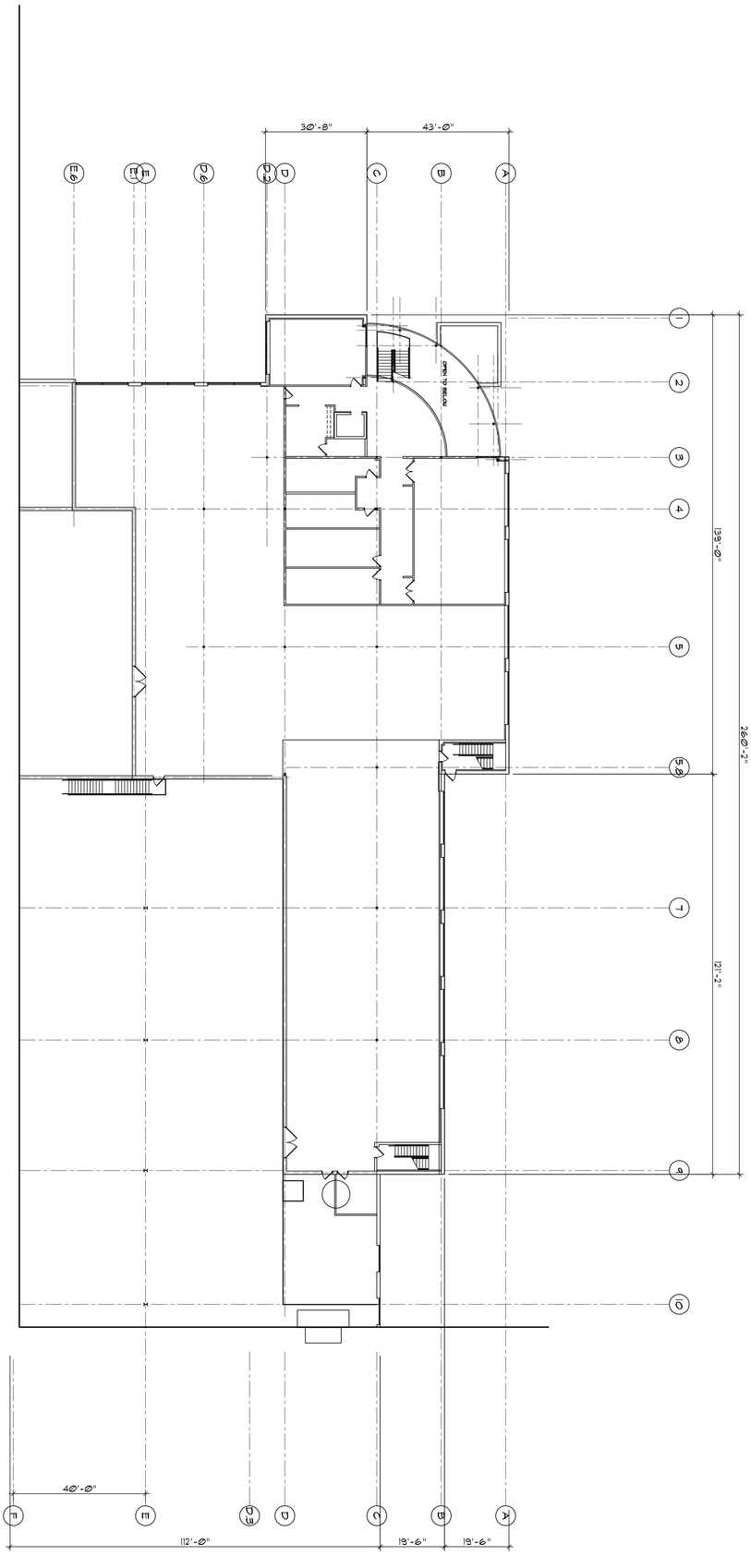
REVISIONS:

SMET CONSTRUCTION SERVICES
CONSTRUCTION SERVICES
OUR REPUTATION IS BUILDING
CORPORATE OFFICE
2080 PROFIT PLACE
DEPERE, WI 54115
(800) 275-1872
(920) 532-3828
FAX (920) 532-3851
E-MAIL BUILD@SMET.COM
WWW.SMET.COM
SMET CONSTRUCTION SERVICES CORP. • DESIGN/BUILD/FINANCE

FISHER & ASSOCIATES, LLC
Architects / Planners
N8454 PAUSAM LAKE ROAD, CRIVITZ, WI
Ph (920) 552-4444
rfisher@fisherandassociatesllc.com

PROJECT INFO:
PROPOSED BUILDING ALTERATIONS :
PROACTIVE SOLUTIONS USA, LLC
1768 MATTHEW DRIVE
DEPERE , WI

DRAWN BY:	SALES:
RJF	GREG
SMET NO.:	SHEET
-	
ARCHT. NO.:	A1.0
25003	
DATE:	
2/18/25	



EXISTING MEZZANINE FLOOR PLAN

1" = 20'-0"

NORTH

RELEASED FOR CUP APPROVAL 2/28/25
PRELIMINARY DESIGN 2/18/25

DATE: 2/18/25	ARCHT. NO.: 25003	SMET NO.: *	DRAWN BY: RJF
A1.01			SALES: GREG

PROJECT INFO:

PROPOSED BUILDING ALTERATIONS :

PROACTIVE SOLUTIONS USA, LLC

1768 MATTHEW DRIVE
DEPERE , WI

FISHER & ASSOCIATES, LLC
Architects / Planners
N13654 BALSAM LAKE ROAD, CRIVITZ, WI
Ph.(920) 532-4199
rfisher@fisherandassociatesllc.com

REVISIONS:

COPYRIGHT NOTICE:

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

SMET CONSTRUCTION SERVICES

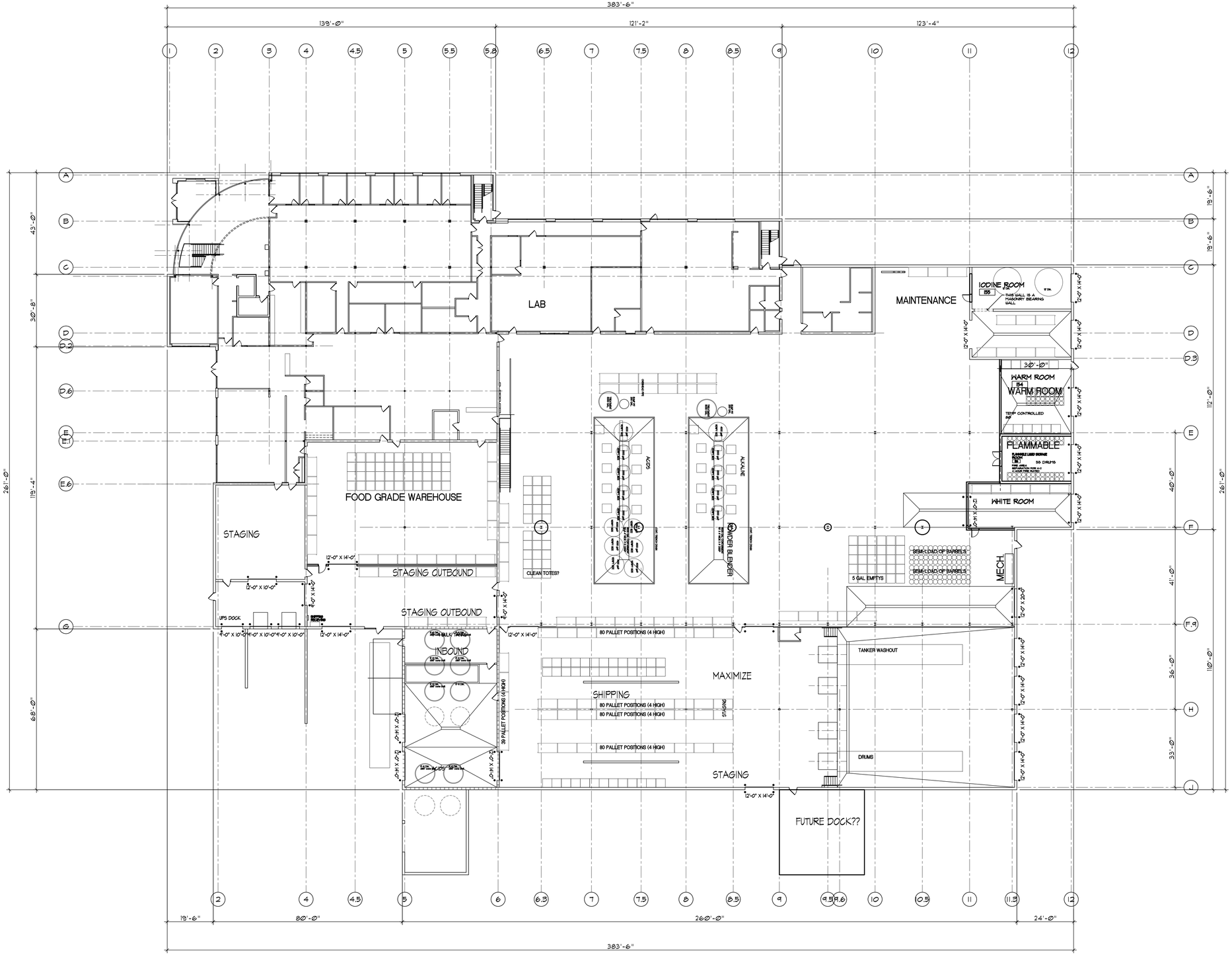
OUR REPUTATION IS BUILDING

CORPORATE OFFICE
2080 PROFIT PLACE
DEPERE, WI 54115

(800) 275-1872
(920) 532-3828
FAX (920) 532-3831
E-MAIL BUILD@SMET.COM

WWW.SMET.COM

SMET CONSTRUCTION SERVICES CORP. • DESIGN/BUILD/FINANCE



FLOOR PLAN
1" = 20'-0"

NORTH

RELEASED FOR CUP APPROVAL 2/28/25
PRELIMINARY DESIGN 2/18/25

SMET CONSTRUCTION SERVICES
CONSTRUCTION SERVICES
OUR REPUTATION IS BUILDING
CORPORATE OFFICE
2080 PROFIT PLACE
DEPERE, WI 54115
(800) 275-1872
(920) 532-3828
FAX (920) 532-3851
E-MAIL BUILD@SMET.COM
WWW.SMET.COM
SMET CONSTRUCTION SERVICES 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 CONSIDERING AND MAKING OUR OFFER FOR YOUR EVALUATION AND CONSIDERATION. REPRODUCTION IN WHOLE, EXPRESS WRITTEN CONSENT OF C.S. SMET CONSTRUCTION CORP. WE RESERVE THE RIGHT, AT OUR SOLE DISCRETION, TO REQUEST THE RETURN OF THIS PLAN AT ANY TIME PRIOR TO YOUR ACCEPTANCE OF POSSESSION OF THIS PROPOSAL SIGNIFIES YOUR UNDERSTANDING AND ACCEPTANCE OF THIS CONDITION.

REVISIONS:

FISHER & ASSOCIATES, LLC.
Architects / Planners
W6854 BALSAM LAKE ROAD, GRANTSBURG, WI
Ph:(920) 532-4894
rfisher@fisherandassociatesllc.com

PROJECT INFO:
PROPOSED BUILDING ALTERATIONS:
PROACTIVE SOLUTIONS USA, LLC
1768 MATTHEW DRIVE
DEPERE, WI

DRAWN BY: RJF	SALES: GREG
SMET NO.: -	SHEET: A1.1
ARCHT. NO.: 25003	
DATE: 2/18/25	

SECOND FLOOR PLAN
1" = 20'-0"

NORTH

RELEASED FOR DLP APPROVAL 2/26/25
PRELIMINARY DESIGN 2/18/25

COPYRIGHT NOTICE:
THIS DRAWING IS THE PROPERTY OF C.S. SMET CONSTRUCTION CORP. AND IS SUPPLIED FOR THE SOLE PURPOSE OF COMMUNICATING OUR OFFER FOR YOUR EVALUATION AND CONSIDERATION. REPRODUCTION IN WHOLE, OR IN PART, OR DISCLOSURE TO OTHERS EXPRESS WRITTEN CONSENT OF C.S. SMET CONSTRUCTION CORP. WE RESERVE THE RIGHT, AT OUR SOLE DISCRETION, TO REQUEST THE RETURN IN WHOLE OR IN PART OF THIS YOUR ACCEPTANCE OF POSSESSION OF THIS PROPOSAL SIGNIFIES YOUR UNDERSTANDING AND ACCEPTANCE OF THIS CONDITION.

REVISIONS:

FISHER & ASSOCIATES, LLC
Architects / Planners
W3454 PAUSAM LAKE ROAD, GRAFTON, WI
Ph/(920) 502-4444
rfisher@fisherandassociatesllc.com

PROJECT INFO:
PROPOSED BUILDING ALTERATIONS :
PROACTIVE SOLUTIONS USA, LLC
1768 MATTHEW DRIVE
DEPERE , WI

DRAWN BY:	SALES:
RJF	GREG
SMET NO.:	SHEET
-	A1.2
ARCHT. NO.:	
25003	
DATE:	
2/18/25	

SMET CONSTRUCTION SERVICES CORP. • DESIGN/BUILD/FINANCE
WWW.SMET.COM
E-MAIL BUILD@SMET.COM
FAX (920) 532-3851
(920) 532-3828
(800) 275-1872
CORPORATE OFFICE
2090 PROFIT PLACE
DEPERE, WI 54115
SMET CONSTRUCTION SERVICES
OUR REPUTATION IS BUILDING

City of De Pere, Wisconsin **I.7**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Fire
FROM:	Lea Taylor, Executive Assistant
SUBJECT:	Recommendation from Finance-Personnel Committee to Use State FAP Funding for the Fire Department to Purchase Boat Engines and Associated Work from Dave's Sport and Marine in the amount of $39,846.38.
RECOMMENDED ACTION:	Approval

Unanimously approved at the April 8, 2025 Finance-Personnel Committee meeting.

ATTACHMENTS:
20250402131034497

Memo

To: Honorable Mayor James Boyd

Members of the Common Council

From: Fire Chief Jack Mlnarik

Date: April 8, 2025

Re: Consideration to Use State FAP Funding to Purchase Boat Engines

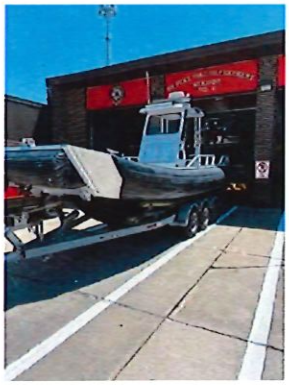
---

On behalf of De Pere Fire Recuse, I respectfully request your consideration to apply funds received through the Wisconsin Emergency Medical Services Funding Assistance Program (FAP). The program was created in 1989 and passed as part of Act 102 with the intent to provide supplemental funding to qualified EMS providers for equipment and training.

Our department typically receives approximately $9,000 annually from this program however, this year the state has provided a larger amount of $156,673. Our organization is currently well equipped and trained with no priority medical equipment needs at this time.

In August of 2023, the Council approved a joint request to accept ownership of a retired federal boat through the federal government surplus equipment program. The boat was brought to De Pere and work began on repair and refurbishment.

The boat was placed in service for the 2024 season and staff training and operation was implemented. The boat is in good working condition; however, the collar and motors are working but nearing end of life. Collar replacement is scheduled for this year leaving the engines as the final major component to replace.



We have obtained several estimates to replace engines, associated gages and rigging, along with basic electronics. The attached estimates are as follows:

1) Dave's Sport and Marine (Yamaha)	$39,846.38
2) Mr. Outboard (Mercury)	$40,991.99
3) Bayside Outdoors (Suzuki)	$45,571.00

We are requesting to purchase the engines and associated work from Dave's Sport and Marine in the amount of $39,846.38. When the engines are upgraded, the asset should have a 30-year lifespan and toady's replacement value would be in excess of $300,000.

Thank you to all our city staff who put so much time and effort into the refurbishment thus far.

Thank you for your consideration. If you have any questions, please do not hesitate to ask.

DAVE'S SPORT & MARINE

N244 State Hwy 55
Kaukauna, WI 54130
Phone : 920-766-4410
Fax : 920-766-4587
www.davessportmarine.com

TO DE PERE FIRE

DATE .....

PHONE .....

COUNTY .....

E-MAIL .....

		PRICE	AMOUNT
2025	YAMAHA F150XSA		$15,020.44
	SER#		
2025	YAMAHA LF150XSA		$15,606.94
	SER#		
	CONTROLS, CABLES, DISPLAY, ETC.		$6,219.00
	LABOR 20 @150.00		$3,000.00
	TITLE AND LICENCE FEES		
	SUB-TOTAL		$39,846.38
	TAX	0.00%	$0.00
	TOTAL		$39,846.38
	PAYMENTS		
	AMOUNT DUE		$39,846.38

Mr. OUTBOARD'S WATERSPORTS MARINE

QUOTE

Date: 3/13/2025 **Sales Init:** JJ

Cust First: City of DePere **Cust Last:** Fire Rescue Department

Phone: 920-445-4802 contact Fire Chief Alan Matzke

Boat Make/Model: 2000 Safeboat 23'

Eng. Make/Model: New Mercury 2025 150XL & 150CXL

PRODUCT:

PART #	DESCRIPTION	QTY	PRICE	LABOR	TOTAL
	SS Prop; SS Prop CXL	2	$1,300.00		$2,600.00
	Engine Harness	1	$675.00	1.00	$865.00
	Lowrance Eagle 9w/triple shot	1	$749.99	2.40	$1,205.99
1150F23ED	Mercury 150XL	1	$10,890.00	13.00	$13,360.00
1150F24ED	Mercury 150CXL	1	$11,230.00		$11,230.00
	Mercury SmartCraft Gauge Kit	1	$1,087.00	3.10	$1,676.00
	SeaStar Hydraulic Steering	1	$2,067.00	8.00	$3,587.00
	Fuel lines	40	$4.00	1.00	$350.00
	Key Switches	2	$343.00	1.00	$876.00
	Mercury Binnical Control /twins	1	$988.00	7.00	$2,318.00
	Miscellaneous Supplies	1	$250.00		$250.00
	SEA STAR TIE BAR	1	$730.00	1.50	$1,015.00
	J-BOX	1	$73.00		$73.00
	HUB KIT	2	$227.00		$454.00
	POWER TRIM CABLE	1	$33.00	1.00	$223.00
	SHIFT/THROTTLE	4	$80.00	1.00	$510.00
	Dealer service fee	1	$399.00		$399.00
	SUB TOTAL		$33,391.99		$40,991.99

TOTAL: **$40,991.99**

Notes:

Fire department is looking for repower quote: Remove old engines/controls/cables/steering/ gauges. Install (2) New Mercury motors, install throttle/shift, install key switchs, install Mercury smarft craft gauges both motors, new fuel lines, install new seastar hydrualic steering system. remove old graph at helm / flush mount install new Lowrance graph at helm/ Water test

From: Charlie Fleck <charlie@baysideoutdoorsgb.com>
To: Alan Matzke <amatzke@deperewi.gov>

Good morning

Below is the quote for the repower and new electronic steering system installation as requested.

Twin Suzuki DF150APX5 outboards.....MSRP $18,339 X2=$36,678 after discount X2=$29,800.

Dual Station Suzuki SPC 2.0 SMG4 Rigging Kit / Dual SS props & necessary comp. .....$5773.

U-flex single station /dual ram Hydraulic/Electronic complete steering system.....$6118.

Garmin 93SV w/Navionics + U.S. Inland Mapping.....$1150.

Miscellaneous hardware.....$250.00

Estimated labor to un-install and re-rig all components .....16hrs @ $155. =$2480

Total without tax .....$45,571.

* Prices are subject to fluctuation up or down depending on current rebates and tariffs.

Please let me know if you have any questions.

Thank you

Charlie Fleck

President

(P) 920.661.9500

(F) 920.661.9506

1613 W. Deerfield Ave

Green Bay WI 54313

www.baysideoutdoorsgb.com

www.lynxlakeresort.com

City of De Pere, Wisconsin **I.8**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Public Works
FROM:	Scott Thoresen, Public Works Director
SUBJECT:	Recommendation from the Board of Public Works to Reject all Bids for Ninth Street Tower Cleaning and Overcoating Project.
RECOMMENDED ACTION:	Staff recommends rejecting all proposals for lack of sufficient funds allocated in the 2025 budget

The Board of Public Works at the April 7, 2025 meeting approved rejecting bids for Ninth Street Tower Cleaning and Overcoating Project and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:
2025 0407 CI_BOPW Memo_Ninth Street Tower Cleaning Overcoating, 2025 Ninth St Tower Cleaning & Overcoating RFP

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric Zygarlicke, Water Department Supervisor
Date: April 07, 2025

RE: Consideration and Possible Action of the Ninth Street Tower Cleaning and Overcoating Project*

The Ninth Street Tower, located at 315 N. 9th Street, is a 250,000–gallon, double-ellipse, elevated storage tank, constructed in 1960. This tower had its last 5-year DNR inspection in 2023 and last painted in 2013. The cleaning and painting will assist in extending the exterior life of this structure by helping to protect it from environmental forces.

The department solicited eleven (11) companies for proposals (see attached request for proposal) and has received the following quote for performing the cleaning and overcoating:

Slack Painting, LLC. of Brandon, MN	= $135,000.00
USG Water Solutions, of Sussex, WI	= $173,035.00
Water Tower Clean and Coat, Inc. of Lodi, WI	= $224,000.00
Badger Specialty Coatings & Construction, of Janesville, WI	= No Bid
Classic Protective Coatings, of Menomonie, WI	= No Bid
Complete Restoration, LLC. of Henderson, KY	= No Bid
James Orr Coating Inspection, LLC, of Madison WI	= No Bid
Lane Tank Company, Inc., of Menomonie, WI	= No Bid
MIDOC Diving & Marine, of Rapid City, SD	= No Bid
Pittsburg Tank & Tower Group, of Henderson, KY	= No Bid
St. Germain Sandblasting, of Negaunee, MI	= No Bid

The department reviewed the proposals that were submitted. The department recommends rejecting all proposals for lack of sufficient funds allocated in our 2025 budget which was $50,000.

In order to complete this project and remain under budget, the department is re-drafting a new revised request for proposal for this tank that would require the cleaning and the repair of only delaminated coating areas not to exceed more than 250 square feet.

CITY OF DE PERE

Public Works Department

925 S. Sixth Street, De Pere, WI 54115 | 920-339-4060 | www.de-pere.org

February 12, 2025

RE: Request for Proposals
2025 Ninth Street Tower Cleaning & Overcoating

The City of De Pere is requesting a proposal from your firm to perform exterior cleaning and overcoating of the City's Ninth Street Water Tower.

Ninth Street Tower

The Ninth Street Tower, located at 315 N. 9th Street, is a 250,000–gallon, double-ellipse, elevated storage tank, constructed in 1960, was painted inside and out in 2013 and was drained and inspected April 2023. (See picture below) The overflow height of the tower is 147'-11"-feet (75 elev.). The diameter of the tank is 40-feet.

Scope of Work:

1. Review existing drawings and as-built documents for the tower and any other pertinent information regarding the reservoir to complete the scope of work for the project.

2. The cleaning and overcoat painting shall meet all requirements of the Wisconsin Department of Natural Resources (WDNR), State Statues, Municipal codes, or other code requirements which includes obtaining any necessary approvals or permits by contractor.

3. Prepare all reports for the Wisconsin Department of Natural Resources (WDNR) as required. The contractor shall prepare and submit all necessary WDNR forms and reports to the WDNR. The Notice To Proceed (NTP) will be granted having received State approval for the project.

4. Aggressive power wash of entire tower to include all support legs and tank base.

5. For overcoating of Series 700:

    a. Surface Prep: All existing paint systems must be dry and clean prior to overcoating. This can usually be accomplished by power washing with 140F biodegradable detergent/water solution (1 to 2 oz. detergent per gallon of water) at 1000 to 2000 PSI at the rotating nozzle using 3 to 5 g.p.m. delivery. It may be necessary to use some means of additional mechanical agitation during power-washing to help facilitate the removal of chalk or non-water-soluble contaminants. Rinse with clean tap water. If mildew is present, allow the surface to dry following the above power washing procedures. Wet mildewed surfaces with a bleach solution consisting of 3 parts warm water and 1 part household bleach. Allow the bleach solution to remain on the surface until dry. It will evaporate over a short period of time. Rinse with clean tap water. If applicable, rusty areas should be power tool cleaned (SP11 is the preferred method), and spot primed (Federal and local laws pertaining to the removal of lead-containing coatings will need to be considered). Edges of existing coating should be feathered to form a smooth transition prior to spot priming
    b. Apply 1 coat of Series 700 @ 2-3 mils DFT

6. The overcoat painting will be warranted to be free of defects for a period of five (5) years. The five (5) year warranty shall include all parts and labor to address any defects.

7. The proposal should reflect the necessary effort to perform the above-mentioned work and any additional efforts the contractor feel are necessary to complete the exterior cleaning and overcoating of the tower.

Hours of Work:

No work shall be performed prior to 7:00 a.m. and shall be completed by 4:00 p.m. Normal working days shall be Monday through Friday. No work will be allowed for any reason on Saturday, Sunday, or Holidays unless weather issues throughout the work requires Saturday work. Work on weekends or holidays must be approved by the City.

Payment:

Payment shall be made when the following conditions have been met:

1) The City has inspected and has determined that all the specifications and conditions have been met to the City's satisfaction for the exterior cleaning and overcoating of the tower.

2) A detailed invoice is submitted to City for the specifics showing which items have been completed.

Schedule:

The exterior cleaning and overcoating of the tower shall be completed by October 1, 2025.

Indemnification:

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify, and hold harmless the Water Utility of each municipality, its officials, agents and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the Water Utility of each municipality, its officials, agents, employees and volunteers arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in any way result therefore, except that arising out of the sole legal cause of the Water Utility of each municipality, its officials, agents, or employees, the Contractor shall, at its own expense appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the municipality, its officials, agents, and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same. The contractor expressly understands and agrees that any performance bond or insurance protection required by the contract, or otherwise provided by contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Water Utility of each municipality as herein provided.

Insurance Requirements:

The firm shall be required to provide the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work as stated below:

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

2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than $1,000,000 per person/per accident.

3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.

4. Professional liability insurance covering damage resulting from errors and omissions of the Consultant. The limit of liability shall be $1,000,000 or the total engineers and/or surveyor's fee on the project, whichever is greater.

Property Protection:

The contractor shall take precautions to prevent damage to property and any underground lines and shall restore the site to the conditions existing prior to the start of the project, including the restoration of any damage to, or tracks left in grassy areas caused by large equipment. Topsoil, seed, and mulch landscape restoration will be required.

Additional Information:

- Sample consultant agreement is attached.

All proposals should include the following information:

1) Previous Experience: Past Work on projects of similar or greater magnitude.

2) References: The proposals shall include the Contractor's experience. At a minimum, three (3) similar projects shall be included as references.

3) Cost: Firm shall submit prices on proposal sheets provided with this proposal to complete all the work mentioned above.

4) Schedule: Firm shall submit the number of days to complete the cleaning and overcoat painting of the double-ellipse, elevated storage tank (tower), and the anticipated start date on the proposal sheet provided with this proposal to complete all work mentioned above.

Sealed proposals marked **"Ninth Street Tower Cleaning & Painting"** on envelope are to be delivered or mailed to:

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

All sealed proposals shall be received no later than 2:00 p.m. on Thursday, March 13, 2025.

The City of De Pere reserves the right to reject any or all proposals, to waive any informality in bidding and to accept any proposal which the City Council deems most favorable to the best interest of City.

If you have any questions regarding this proposal, please contact Eric Zygarlicke at (920) 339-4063 or ezygarlicke@deperewi.gov.

Questions may also be emailed to sthoresen@deperewi.gov

Sincerely,

DEPARTMENT OF PUBLIC WORKS

Scott Thoresen, P.E.
Director of Public Works

City of De Pere Water Utility
2025 Ninth Street Tower Cleaning & Overcoating Proposal

The following proposal is submitted to: City of De Pere Water Utility, in accordance with the written proposal to furnish all labor, materials, tools, equipment, warranty, and incidentals necessary for the completion of the tower cleaning and overcoating to meet all Wisconsin Department of Natural Resources (WDNR), Wisconsin Statutes, and other code requirements as specified in this proposal.

The undersigned FIRM agrees, if this proposal is accepted, to enter into an agreement with the City of De Pere to perform and furnish all the work as specified in this proposal. The undersigned firm will meet and adhere to the City of De Pere's requirements as indicated in the proposal.

Based on the details provided in this proposal, the undersigned firm agrees they are able to meet the City of De Pere's requirements and that the price for the tower cleaning and overcoating to meet said requirements are as follows:

Lump Sum Price for Ninth Street Tower Cleaning & Overcoating: $_____

_____
Name of Firm

_____
Address of Firm

_____
Telephone Number

The undersigned bidder, being duly sworn, does depose and say that he is an authorized

representative of:_____
and that the said bidder has examined and carefully prepared his bid from the Proposal Requirements, and has checked the same in detail before submitting said proposal or bid; and that said bidder or his agents, officer, or employees have not, either directly or indirectly, entered into any agreement, participated in an collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal or bid.

_____ _____
Signature of Bidder Date

_____ _____
Print or Type Name of Bidder Title

Estimated Start Date: _____

Estimated Work Days to Complete: _____

City of De Pere, Wisconsin **I.9**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Public Works
FROM:	Scott Thoresen, Public Works Director
SUBJECT:	Recommendation from the Board of Public Works on Award of Contract 25-02 Northeast Street Reconstruction and Utility Relay to Kruczek Construction, Inc. in the amount of $1,565,565.00.
RECOMMENDED ACTION:	Staff recommends accepting the bid from Kruczek Construction, Inc. in the amount of $1,565,565.00

The Board of Public Works at the April 7, 2025 meeting approved award of Contract 25-02 Northeast Street Reconstruction and Utility Relay to Kruczek Construction, Inc. in the amount of $1,565,565.00 and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:
2025 0407 CI_BOPW_Award_25-02, 2025 0327 CE_Project 25-02_Bid Tab

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: April 7, 2025

RE: **Consideration and possible action on award of Contract 25-02 Northeast Street Reconstruction and Utility Relay***

The Engineering Department received bids on Project 25-02 Northeast Street Reconstruction and Utility Relay on March 27, 2025. This project involves the utility relay and road reconstruction of the following streets:

- Randall Avenue from N. Broadway Street to Glenwood Avenue.
- Oakdale Avenue from Ridgeway Boulevard to the northern terminus.
- Talbot Avenue from Ridgeway Boulevard to Glenwood Avenue.
- Alley reconstruction from Charles Street to George Street between S. Ontario Street and S. Winnebago Street.

The bids received were as follows:

Contractor	Base Bid
Kruczek Construction, Inc.	$1,565,565.00
Jossart Brothers, Inc.	$1,620,605.50
Advance Construction, Inc.	$1,834,265.65
Dorner, Inc.	$1,854,748.00

The allocated amount from the capital improvement budget is $2,016,000 as follows:

- Street Management General Obligation Debt: $1,016,000
- Sanitary Utility Fund: $150,000
- Water Utility Fund: $450,000
- Storm Water Utility Fund: $400,000

Staff's recommendation is to accept the bid from Kruczek Construction, Inc. in the amount of $1,565,565.00.

Attachments:
2025 0327 CE Project 25-02 Bid Tabulation (PDF)

Project 25-02
Northeast Street Reconstruction and Utility Relay

				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4	
				Kruczek Construction Inc.		Jossart Brothers, Inc.		Advance Construction Inc.		Dorner Inc.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SANITARY SEWER											
SS-01	Remove and Relay 8" PVC Sanitary Sewer (Granular Backfill)	LF	45	$127.00	$5,715.00	$173.00	$7,785.00	$171.50	$7,717.50	$161.00	$7,245.00
SS-02	Remove and Relay 8" PVC Sanitary Sewer (Natural Backfill)	LF	45	$72.50	$3,262.50	$110.00	$4,950.00	$237.00	$10,665.00	$87.00	$3,915.00
SS-03	Provide 8" PVC Sanitary Sewer (Granular Backfill)	LF	150	$101.25	$15,187.50	$175.00	$26,250.00	$159.00	$23,850.00	$129.00	$19,350.00
SS-04	Remove and Relay 6" or 4" PVC Sanitary Lateral	LF	250	$105.25	$26,312.50	$115.00	$28,750.00	$218.00	$54,500.00	$149.00	$37,250.00
SS-05	Provide 4" PVC Sanitary Lateral	LF	30	$88.50	$2,655.00	$115.00	$3,450.00	$145.00	$4,350.00	$137.00	$4,110.00
SS-06	Provide 8"x6" PVC Sanitary Sewer Wye	EA	2	$925.00	$1,850.00	$150.00	$300.00	$598.00	$1,196.00	$244.00	$488.00
SS-07	Provide 6" or 4" Saddle to Existing Sanitary Sewer	EA	2	$890.00	$1,780.00	$200.00	$400.00	$582.00	$1,164.00	$1,447.00	$2,894.00
SS-08	Provide 6" or 4" Watertight Connection to Sanitary Sewer Manhole for Lateral Relay	EA	4	$800.00	$3,200.00	$300.00	$1,200.00	$500.00	$2,000.00	$1,299.00	$5,196.00
SS-09	Pipe Burst Sanitary Sewer Lateral	LF	350	$10.00	$3,500.00	$10.50	$3,675.00	$10.00	$3,500.00	$10.80	$3,780.00
SS-10	Provide Pipe Burst Connections	EA	5	$4,900.00	$24,500.00	$4,950.00	$24,750.00	$4,800.00	$24,000.00	$5,166.00	$25,830.00
SS-11	Provide Extra Pipe Burst Excavation	EA	1	$510.00	$510.00	$525.00	$525.00	$500.00	$500.00	$538.00	$538.00
SS-12	Provide Additional Pipe Riser/Cleanout in Basement	LF	1	$200.00	$200.00	$210.00	$210.00	$200.00	$200.00	$215.00	$215.00
SS-13	Provide Pipe Burst Pre-Televising	EA	5	$153.00	$765.00	$165.00	$825.00	$150.00	$750.00	$161.00	$805.00
SS-14	Provide Pipe Burst Post Televising	EA	5	$153.00	$765.00	$165.00	$825.00	$150.00	$750.00	$161.00	$805.00
SS-15	Provide Sump Pump Basin	EA	1	$400.00	$400.00	$420.00	$420.00	$400.00	$400.00	$431.00	$431.00
SS-16	Provide Sanitary Sewer Lateral Tracer Wire Box	EA	6	$80.00	$480.00	$100.00	$600.00	$60.00	$360.00	$65.00	$390.00
SS-17	Provide 4' Diameter Sanitary Sewer Manhole (Granular Backfill)	VF	30	$550.00	$16,500.00	$580.00	$17,400.00	$640.00	$19,200.00	$828.00	$24,840.00
SS-18	Provide 4' Diameter Sanitary Sewer Manhole in Easement	LS	1	$8,000.00	$8,000.00	$8,000.00	$8,000.00	$7,954.00	$7,954.00	$8,107.00	$8,107.00
SS-19	Core Drill Sanitary Manhole	EA	1	$1,130.00	$1,130.00	$1,500.00	$1,500.00	$1,000.00	$1,000.00	$2,052.00	$2,052.00
SS-20	Connect to Existing Sanitary Sewer Main	EA	3	$900.00	$2,700.00	$1,000.00	$3,000.00	$590.00	$1,770.00	$2,906.00	$8,718.00
SS-21	Connect to Existing Sanitary PVC Lateral at Main	EA	6	$830.00	$4,980.00	$500.00	$3,000.00	$634.00	$3,804.00	$1,224.00	$7,344.00
SS-22	Dig Down Spot Repair Sanitary Sewer (15-Foot)	EA	1	$4,900.00	$4,900.00	$4,000.00	$4,000.00	$4,320.00	$4,320.00	$4,327.00	$4,327.00
SS-23	Poured In Place Bench	EA	1	$550.00	$550.00	$1,200.00	$1,200.00	$500.00	$500.00	$660.00	$660.00
SS-24	Dig Down and Verify Sanitary Sewer	EA	1	$600.00	$600.00	$750.00	$750.00	$750.00	$750.00	$1,453.00	$1,453.00
SS-25	Abandoned/Remove Sanitary Sewer and Appurtenances	LS	1	$7,200.00	$7,200.00	$1,500.00	$1,500.00	$2,000.00	$2,000.00	$2,671.00	$2,671.00
STORM SEWER											
ST-01	Remove and Replace 24" RCP (Class III), or PP Storm Sewer (Granular Backfill)	LF	30	$159.00	$4,770.00	$135.00	$4,050.00	$213.00	$6,390.00	$143.00	$4,290.00
ST-02	Remove and Replace 18" RCP (Class III), or PP Storm Sewer (Granular Backfill)	LF	200	$80.00	$16,000.00	$120.00	$24,000.00	$119.00	$23,800.00	$91.00	$18,200.00
ST-03	Remove and Replace 12" RCP (Class III), PP or PVC Storm Sewer (Granular Backfill)	LF	15	$138.00	$2,070.00	$76.00	$1,140.00	$240.00	$3,600.00	$134.00	$2,010.00
ST-04	Provide 12" RCP (Class III), PP or PVC Storm Sewer (Granular Backfill)	LF	950	$68.00	$64,600.00	$76.00	$72,200.00	$88.00	$83,600.00	$80.00	$76,000.00
ST-05	Provide 8" PVC Storm Sewer (Granular Backfill)	LF	770	$63.50	$48,895.00	$70.00	$53,900.00	$69.00	$53,130.00	$63.00	$48,510.00
ST-06	Provide 6" PVC Storm Sewer Lateral	LF	1050	$52.50	$55,125.00	$62.00	$65,100.00	$59.50	$62,475.00	$58.00	$60,900.00
ST-07	Provide 4" PVC Storm Sewer Lateral	LF	80	$51.75	$4,140.00	$60.00	$4,800.00	$56.50	$4,520.00	$57.00	$4,560.00
ST-08	Provide 24"x6" Storm Branch or Inserta Tee	EA	6	$300.00	$1,800.00	$300.00	$1,800.00	$277.00	$1,662.00	$664.00	$3,984.00
ST-09	Provide 15"x6" Storm Branch or Inserta Tee	EA	4	$300.00	$1,200.00	$300.00	$1,200.00	$277.00	$1,108.00	$584.00	$2,336.00
ST-10	Provide 12"x6" Storm Branch or Inserta Tee	EA	8	$300.00	$2,400.00	$300.00	$2,400.00	$277.00	$2,216.00	$584.00	$4,672.00
ST-11	Provide 8"x6" Storm Branch or Inserta Tee	EA	10	$115.00	$1,150.00	$150.00	$1,500.00	$108.00	$1,080.00	$237.00	$2,370.00
ST-12	Provide Storm Sewer Lateral Tracer Wire Box	EA	26	$80.00	$2,080.00	$100.00	$2,600.00	$55.00	$1,430.00	$65.00	$1,690.00
ST-13	Provide 60" Diameter Storm Manhole	VF	5	$920.00	$4,600.00	$1,290.00	$6,450.00	$1,283.00	$6,415.00	$1,393.00	$6,965.00

Project 25-02
Northeast Street Reconstruction and Utility Relay

				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4	
				Kruczek Construction Inc.		Jossart Brothers, Inc.		Advance Construction Inc.		Dorner Inc.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
ST-14	Provide 48" Diameter Storm Manhole	VF	70	$758.00	$53,060.00	$830.00	$58,100.00	$791.00	$55,370.00	$896.00	$62,720.00
ST-15	Remove and Replace 60" Storm Manhole	VF	7	$1,080.00	$7,560.00	$1,000.00	$7,000.00	$6,689.00	$46,823.00	$1,025.00	$7,175.00
ST-16	Remove and Replace Type A Catch Basin	EA	1	$3,460.00	$3,460.00	$3,500.00	$3,500.00	$3,162.00	$3,162.00	$3,742.00	$3,742.00
ST-17	Provide Type B Catch Basin	EA	10	$3,115.00	$31,150.00	$3,350.00	$33,500.00	$3,826.00	$38,260.00	$4,062.00	$40,620.00
ST-18	Provide Type B Inlet	EA	7	$3,450.00	$24,150.00	$3,350.00	$23,450.00	$3,326.00	$23,282.00	$3,889.00	$27,223.00
ST-19	Remove and Replace Type B Inlet	EA	1	$3,650.00	$3,650.00	$3,500.00	$3,500.00	$3,626.00	$3,626.00	$3,964.00	$3,964.00
ST-20	Connect to Existing Storm Sewer Pipe	EA	12	$1,000.00	$12,000.00	$1,000.00	$12,000.00	$532.00	$6,384.00	$1,498.00	$17,976.00
ST-21	Connect to Existing 6" Storm Sewer Lateral	EA	1	$250.00	$250.00	$250.00	$250.00	$134.00	$134.00	$386.00	$386.00
ST-22	Connect to Existing 4" Storm Sewer Lateral	EA	4	$225.00	$900.00	$250.00	$1,000.00	$63.00	$252.00	$341.00	$1,364.00
ST-23	Provide Concrete Collar	EA	2	$450.00	$900.00	$1,000.00	$2,000.00	$500.00	$1,000.00	$1,328.00	$2,656.00
ST-24	Abandon/Remove Existing Storm Sewer Appurtenances	LS	1	$7,900.00	$7,900.00	$6,800.00	$6,800.00	$5,000.00	$5,000.00	$13,168.00	$13,168.00
WATER MAIN											
W-01	Provide 8" PVC Water Main- Open Cut	LF	2000	$98.00	$196,000.00	$102.00	$204,000.00	$109.00	$218,000.00	$112.00	$224,000.00
W-02	Provide 6" PVC Water Main- Open Cut	LF	20	$195.00	$3,900.00	$100.00	$2,000.00	$200.00	$4,000.00	$181.00	$3,620.00
W-03	Provide 1" HDPE Water Service Open Cut	LF	1050	$98.00	$102,900.00	$84.00	$88,200.00	$116.00	$121,800.00	$94.00	$98,700.00
W-04	Provide 1" Corporation and Curb Stop	EA	36	$575.00	$20,700.00	$550.00	$19,800.00	$785.00	$28,260.00	$826.00	$29,736.00
W-05	Provide 2" Corporation with Plug/Saddle with 2" Galvanized Pipe	EA	3	$1,100.00	$3,300.00	$750.00	$2,250.00	$1,123.00	$3,369.00	$1,626.00	$4,878.00
W-06	Provide Valve Cover for Curb Stop in Concrete	EA	1	$100.00	$100.00	$100.00	$100.00	$155.00	$155.00	$140.00	$140.00
W-07	Provide 8" Gate Valve	EA	5	$2,925.00	$14,625.00	$2,950.00	$14,750.00	$2,605.00	$13,025.00	$3,075.00	$15,375.00
W-08	Provide 6" Gate Valve	EA	5	$2,030.00	$10,150.00	$2,050.00	$10,250.00	$1,818.00	$9,090.00	$2,178.00	$10,890.00
W-09	Provide Connection to Existing Water Main	EA	6	$1,500.00	$9,000.00	$2,500.00	$15,000.00	$2,500.00	$15,000.00	$3,473.00	$20,838.00
W-10	Provide Hydrant (7.5' Depth Bury)	EA	2	$6,700.00	$13,400.00	$6,000.00	$12,000.00	$6,161.00	$12,322.00	$7,236.00	$14,472.00
W-11	Provide Hydrant (7.0' Depth Bury)	EA	1	$6,600.00	$6,600.00	$5,950.00	$5,950.00	$6,061.00	$6,061.00	$7,126.00	$7,126.00
W-12	Provide 6" PVC Hydrant Lead	LF	35	$100.00	$3,500.00	$90.00	$3,150.00	$99.00	$3,465.00	$109.00	$3,815.00
W-13	Provide Water Main Offset	EA	1	$4,000.00	$4,000.00	$3,000.00	$3,000.00	$4,000.00	$4,000.00	$4,625.00	$4,625.00
W-14	Dig down and Verify Water Main	EA	1	$450.00	$450.00	$500.00	$500.00	$750.00	$750.00	$1,057.00	$1,057.00
W-15	Abandon/Remove Water Main and Appurtenances	LS	1	$20,000.00	$20,000.00	$15,000.00	$15,000.00	$4,000.00	$4,000.00	$10,130.00	$10,130.00
STREET AND DRAINAGE											
SD-01	Provide Clearing and Grubbing	In-DIA	45	$80.00	$3,600.00	$85.00	$3,825.00	$80.00	$3,600.00	$86.10	$3,874.50
SD-02	Provide Grubbing	In-DIA	30	$30.00	$900.00	$40.00	$1,200.00	$30.00	$900.00	$32.30	$969.00
SD-03	Unclassified Excavation (Randall, Oakdale, and Talbot Avenue)	CY	6500	$12.50	$81,250.00	$13.00	$84,500.00	$21.23	$137,995.00	$19.80	$128,700.00
SD-04	Unclassified Excavation (Alley)	CY	225	$29.75	$6,693.75	$30.60	$6,885.00	$46.00	$10,350.00	$43.00	$9,675.00
SD-05	Provide 1 1/4" Crushed Aggregate Base Course or Pulverized Asphalt	CY	4400	$27.00	$118,800.00	$27.30	$120,120.00	$29.80	$131,120.00	$29.80	$131,120.00
SD-06	Provide Asphaltic Concrete Pavement Type 4 LT 58-28 S, 1 3/4" Upper Layer (Randall, Oakdale, and Talbot Avenue)	TON	950	$77.00	$73,150.00	$79.16	$75,202.00	$73.50	$69,825.00	$82.70	$78,565.00
SD-07	Provide Asphaltic Concrete Pavement Type 3 LT 58-28 S, 2 1/4" Lower Layer (Randall, Oakdale, and Talbot Avenue)	TON	1200	$79.00	$94,800.00	$80.39	$96,468.00	$78.50	$94,200.00	$84.00	$100,800.00
SD-08	Provide Asphaltic Concrete Pavement Type 4 LT 58-28 S, 1 3/4" Upper Layer (Alley)	TON	50	$87.00	$4,350.00	$88.53	$4,426.50	$134.10	$6,705.00	$92.50	$4,625.00
SD-09	Provide Asphaltic Concrete Pavement Type 3 LT 58-28 S, 2 1/4" Lower Layer (Alley)	TON	60	$112.00	$6,720.00	$113.30	$6,798.00	$168.00	$10,080.00	$118.40	$7,104.00
SD-10	Provide Large Asphalt Patch	SY	20	$79.00	$1,580.00	$78.80	$1,576.00	$71.00	$1,420.00	$82.30	$1,646.00

Project 25-02
Northeast Street Reconstruction and Utility Relay

				BIDDER NO. 1		BIDDER NO. 2		BIDDER NO. 3		BIDDER NO. 4	
				Kruczek Construction Inc.		Jossart Brothers, Inc.		Advance Construction Inc.		Dorner Inc.	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SD-11	Provide Small Asphalt Patch	SY	10	$78.00	$780.00	$78.80	$788.00	$81.00	$810.00	$82.30	$823.00
SD-12	Remove and Replace 24" Concrete Curb and Gutter (Slip Form)	LF	5465	$17.15	$93,724.75	$16.90	$92,358.50	$19.37	$105,857.05	$20.90	$114,218.50
SD-13	Remove and Replace 24" Concrete Curb and Gutter (Hand Excavate and Form at Trees)	LF	200	$37.00	$7,400.00	$44.00	$8,800.00	$40.00	$8,000.00	$49.30	$9,860.00
SD-14	Remove and Replace 24" Concrete Curb and Gutter	LF	225	$39.50	$8,887.50	$44.00	$9,900.00	$40.00	$9,000.00	$53.00	$11,925.00
SD-15	Remove and Replace 8" Concrete Pavement with Integral Curb	SY	240	$94.35	$22,644.00	$107.00	$25,680.00	$102.00	$24,480.00	$114.90	$27,576.00
SD-16	Remove and Replace 8" Concrete Sidewalk, Ramp, and Driveway	SY	70	$101.25	$7,087.50	$102.30	$7,161.00	$106.00	$7,420.00	$138.30	$9,681.00
SD-17	Remove and Replace 6" Concrete Sidewalk, Ramp, and Driveway	SY	480	$61.50	$29,520.00	$63.00	$30,240.00	$70.47	$33,825.60	$91.80	$44,064.00
SD-18	Remove and Replace 4" Concrete Sidewalk	SY	750	$57.50	$43,125.00	$59.00	$44,250.00	$66.55	$49,912.50	$79.60	$59,700.00
SD-19	Provide #4 Reinforcement Bars for Curb and Sidewalk	LF	2600	$1.50	$3,900.00	$1.55	$4,030.00	$1.50	$3,900.00	$1.60	$4,160.00
SD-20	Drilled Tie Bars (Existing Sidewalk, Driveway, and Curb and Gutter)	EA	280	$4.00	$1,120.00	$4.15	$1,162.00	$4.00	$1,120.00	$4.00	$1,120.00
SD-21	Drilled Dowel Bars	EA	100	$14.25	$1,425.00	$14.50	$1,450.00	$14.00	$1,400.00	$15.00	$1,500.00
SD-22	Drilled Tie Bars (Concrete Pavement)	EA	35	$9.00	$315.00	$9.30	$325.50	$9.00	$315.00	$10.00	$350.00
SD-23	Provide Detectable Warning Field (Natural)	EA	25	$300.00	$7,500.00	$310.00	$7,750.00	$300.00	$7,500.00	$323.00	$8,075.00
SD-24	Landscaping Topsoil, Seed, Fertilizer and Mulch	SY	3100	$8.00	$24,800.00	$9.25	$28,675.00	$7.95	$24,645.00	$10.20	$31,620.00
SPECIAL CONSTRUCTION											
SC-01	Pipe Foundation Stabilization	CY	20	$1.00	$20.00	$25.00	$500.00	$30.00	$600.00	$29.00	$580.00
SC-02	Inlet Protection Type D	EA	26	$100.00	$2,600.00	$90.00	$2,340.00	$85.00	$2,210.00	$113.00	$2,938.00
SC-03	Erosion Control Revegetation Mat	SY	40	$2.55	$102.00	$3.50	$140.00	$3.00	$120.00	$16.00	$640.00
SC-04	Adjust Inlet Less Than 1-Foot	EA	2	$700.00	$1,400.00	$700.00	$1,400.00	$700.00	$1,400.00	$542.00	$1,084.00
SC-05	Adjust Manhole	EA	5	$650.00	$3,250.00	$600.00	$3,000.00	$700.00	$3,500.00	$542.00	$2,710.00
SC-06	Adjust Manhole New Casting	EA	4	$1,300.00	$5,200.00	$1,200.00	$4,800.00	$1,221.00	$4,884.00	$1,143.00	$4,572.00
SC-07	Adjust Manhole Plus 1 Foot	EA	1	$793.00	$793.00	$2,000.00	$2,000.00	$1,000.00	$1,000.00	$1,214.00	$1,214.00
SC-08	Polystyrene Insulation Board	LF	50	$20.00	$1,000.00	$8.00	$400.00	$10.00	$500.00	$8.00	$400.00
SC-09	Traffic Control Alley	LS	1	$500.00	$500.00	$1,000.00	$1,000.00	$3,355.00	$3,355.00	$920.00	$920.00
SC-10	Traffic Control Randall, Oakdale, and Talbot Avenue	LS	1	$2,550.00	$2,550.00	$4,000.00	$4,000.00	$13,550.00	$13,550.00	$3,821.00	$3,821.00
SC-11	Traffic Control Ridgeway Boulevard	LS	1	$4,000.00	$4,000.00	$4,000.00	$4,000.00	$3,550.00	$3,550.00	$3,821.00	$3,821.00
			TOTAL AMOUNT BID:		**$1,565,565.00**		**$1,620,605.50**		**$1,834,265.65**		**$1,854,748.00**

City of De Pere, Wisconsin **I.10**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Public Works
FROM:	Scott Thoresen, Public Works Director
SUBJECT:	Recommendation from the Board of Public Works on Award of Contract 25-05 Sidewalk and Curb Repairs to Highway Landscapers, Inc. in the amount of $474,280.00.
RECOMMENDED ACTION:	Staff recommends accepting the bid from Highway Landscapers, Inc. in the amount of $474,280.00

The Board of Public Works at the April 7, 2025 meeting approved award of Contract 25-05 Sidewalk and Curb Repairs to Highway Landscapers, Inc. in the amount of $474,280.00 and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:
2025 0407 CI_BOPW_Award_25-05, 2025 0327 CE_Project 25-05_Bid Tab

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric Rakers, P.E., City Engineer
Date: April 7, 2025

RE: **Consideration and possible action on award of Contract 25-05 Sidewalk and Curb Repairs***

The Engineering Division received bids on Project 25-05 Sidewalk and Curb Repairs on March 27, 2025. This work is for the replacement of defective sidewalk and curb and gutter throughout the City. The bids received are as follows:

Contractor	Amount
Highway Landscapers, Inc.	$474,280.00
Al Dix Concrete, Inc.	$481,320.00

The budgeted amount form the capital improvement fund is $550,000 from the following:

- Special Charges for Sidewalk Repairs: $280,000
- General Obligation Debt: $115,000
- Parks Department: $155,000

Staff's recommendation is to accept the bid from Highway Landscapers, Inc. in the amount of $474,280.00.

Attachments
2025 0327 Project 25-05 Bid Tab (PDF)

DE PERE

Project 25-05
Sidewalk and Curb Repair

				BIDDER NO. 1		BIDDER NO. 2	
				Highway Landscapers, Inc.		Al Dix Concrete Inc	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
STREET AND DRAINAGE CONSTRUCTION-SIDEWALK REPAIR AREA							
SD-01	Provide 3/4" Crushed Aggregate Base Course	TON	20	$35.00	$700.00	$20.00	$400.00
SD-02	Remove and Replace 8" Concrete Sidewalk and Driveway	SY	50	$125.00	$6,250.00	$135.00	$6,750.00
SD-03	Remove and Replace 6" Concrete Sidewalk, Ramp, and Driveway	SY	200	$125.00	$25,000.00	$126.00	$25,200.00
SD-04	Remove and Replace 4" Concrete Sidewalk	SY	1500	$116.00	$174,000.00	$117.00	$175,500.00
SD-05	Drilled Tie Bars	EA	1500	$10.00	$15,000.00	$10.00	$15,000.00
SD-06	Provide #4 Reinforcement Bars for Curb and Sidewalk	LF	100	$5.00	$500.00	$2.00	$200.00
SD-07	Provide Detectable Warning Field (Natural Patina)	EA	10	$500.00	$5,000.00	$500.00	$5,000.00
STREET AND DRAINAGE CONSTRUCTION-VARIOUS LOCATIONS							
SD-08	Provide 3/4" Crushed Aggregate Base Course	TON	100	$25.00	$2,500.00	$20.00	$2,000.00
SD-09	Remove and Replace 24" Concrete Curb and Gutter	LF	200	$125.00	$25,000.00	$100.00	$20,000.00
SD-10	Remove and Replace 8" Concrete Sidewalk and Driveway	SY	10	$200.00	$2,000.00	$135.00	$1,350.00
SD-11	Remove and Replace 6" Concrete Sidewalk, Ramp, and Driveway	SY	250	$125.00	$31,250.00	$126.00	$31,500.00
SD-12	Remove and Replace 4" Concrete Sidewalk	SY	250	$116.00	$29,000.00	$117.00	$29,250.00
SD-13	Remove and Replace 6" Stamped Colored Concrete Sidewalk (DOT Red)	SY	10	$250.00	$2,500.00	$250.00	$2,500.00
SD-14	Remove and Replace 4" Stamped Colored Concrete Sidewalk (DOT Red)	SY	10	$200.00	$2,000.00	$225.00	$2,250.00
SD-15	Provide 6" Concrete Sidewalk (Parks Playground -No Excavation)	SY	150	$95.00	$14,250.00	$99.00	$14,850.00
SD-16	Provide 6" Concrete Sidewalk	SY	20	$108.00	$2,160.00	$126.00	$2,520.00
SD-17	Provide 4" Concrete Sidewalk	SY	100	$98.00	$9,800.00	$117.00	$11,700.00
SD-18	Drilled Tie Bars	EA	250	$10.00	$2,500.00	$10.00	$2,500.00
SD-19	Provide #4 Reinforcement Bars for Curb and Sidewalk	LF	200	$5.00	$1,000.00	$2.00	$400.00
SD-20	Provide Detectable Warning Field (Natural Patina)	EA	10	$500.00	$5,000.00	$500.00	$5,000.00
SD-21	Adjust Manhole	EA	5	$950.00	$4,750.00	$750.00	$3,750.00
VOYAGEUR PARK							
SD-22	Provide 3/4" Crushed Aggregate Base Course	TON	300	$25.00	$7,500.00	$20.00	$6,000.00
SD-23	Remove Asphalt and Install 6" Concrete Sidewalk	SY	550	$110.00	$60,500.00	$126.00	$69,300.00
SD-24	Remove and Replace 6" Concrete Sidewalk	SY	260	$120.00	$31,200.00	$126.00	$32,760.00
SD-25	Provide 6" Concrete Sidewalk	SY	90	$108.00	$9,720.00	$126.00	$11,340.00
SD-26	Drilled Tie Bars	EA	150	$10.00	$1,500.00	$10.00	$1,500.00

Project 25-05
Sidewalk and Curb Repair

				BIDDER NO. 1		BIDDER NO. 2	
				Highway Landscapers, Inc.		Al Dix Concrete Inc	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SD-27	Provide #4 Reinforcement Bars for Curb and Sidewalk	LF	800	$2.75	$2,200.00	$2.00	$1,600.00
SD-28	Landscape Restoration (Topsoil, Fertilizer, Seed and Mulch)	SY	100	$15.00	$1,500.00	$12.00	$1,200.00
			TOTAL AMOUNT BID:		**$474,280.00**		**$481,320.00**

City of De Pere, Wisconsin **I.11**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Public Works
FROM:	Scott Thoresen, Public Works Director
SUBJECT:	Recommendation from the Board of Public Works to Select Cost-Share Option as Sidewalk Alternative for Main Avenue between Seventh Street and Sixth Street.
RECOMMENDED ACTION:	Motion to approve Option 2 as recommended by BOPW.

The Board of Public Works at the April 7, 2025 approved alternative 2 for sidewalk installation on Main Avenue between Seventh Street and Sixth Street in the amount of $150,000 and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:
Consider Sidewalk Alternatives on Main Avenue 4-1-2025, Memo Sidewalk Closure 3-13-2023, Main Avenue Sidewalk Closure 3-7-2023, BOPW Minutes 3-13-2023, Council Minutes 3-21-2023, Sidewalk Reroute No Cost Share 4-1-2025, Sidewalk Reroute Cost Share 4-1-2025, Sidewalk Reroute Cost Share Plan Detail 4-1-2025, Cost Estimates for Sidewalk Reroute 4-1-2025

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Board of Public Works Members
From: Scott J. Thoresen, Director of Public Works
Date: April 2, 2025
RE: Consideration and Possible Action for Sidewalk Alternatives for Main Avenue Between Seventh Street and Sixth Street*

As you are aware, the Wisconsin Department of Transportation (DOT) is planning on reconstructing the pavement on Main Avenue from Third Street to Eighth Street in 2028. As part of the project the sidewalk along Main Avenue between Seventh Street and Sixth Street will be removed. The sidewalk removal adjacent to Main Avenue was a decision the BOPW and Council made in March of 2023(See attached staff memo and meeting minutes) since there was a viable alternative sidewalk route located above the existing retaining wall. The DOT would fund the replacement of this alternative sidewalk route with no cost share to the City. (See attached DOT sidewalk re-route proposal)

In addition, the DOT has recently provided the City with an alternative to improve the sidewalk crossing over the railroad as shown in the attached. This alternative the City would be required to fund approximately $150,000 for the improvements.

Attached are the cost estimates for both alternatives and who would be responsible for the costs of these alternatives.

The intent of the discussion is to determine what alternative the BOPW would like to see constructed.

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric Rakers, P.E., City Engineer
Date: March 13, 2023

RE: **Consideration and possible action on closure of the 600 block of Main Avenue Sidewalk***

The purpose for this item is two-fold, one to consider sidewalk closure on sidewalk along Main Avenue during winter months, and two to consider a permanent closure of this sidewalk.

Background

The City of De Pere Public Works Department and Parks Department currently are responsible for snow removal on the city streets and certain sidewalks with minimal terraces in the City. One specific sidewalk that the City is responsible for snow removal and maintenance repair is the sidewalk on the south side of Main Avenue from Seventh Street to and through Bicentennial Park.

Discussion

The City currently maintains a section of sidewalk on the south side of Main Avenue from Seventh Street to Bicentennial Park. This section of sidewalk has a retaining wall on one side and the travel lane immediately adjacent on the opposite side for a large portion. The sidewalk along the south side of Main Avenue poses several hazards for both pedestrians and maintenance.

- There is no terrace to provide separation between vehicles and pedestrians. Additionally, there is a large retaining wall on the other side of the sidewalk for a large portion.
- The sidewalk is on the south side of the road so that the retaining wall creates a shadow in the winter during snow melt which results in sidewalk icing.
- Without any terrace, snow plowed from the street is placed directly on the sidewalk.
- During snow removal on the sidewalk, the snow gets pushed back into the street. This is especially challenging during large snow events. Periodically, the snow along this sections needs to be removed resulting in extra staff time and closure of the single eastbound lane for the snow removal equipment.
- It is difficult for the snow removal equipment to fit on the sidewalk. The sidewalk is five feet wide. The snow removal equipment varies from 4’-3” to 4’-8” wide. The

equipment is operated a few inches off the retaining wall to avoid scraping which leaves no room for driver error without being in the street.

For this section of sidewalk, there is a viable alternative that is more pedestrian friendly and easier to maintain. A map has been attached to show the route. On Main Ave at Seventh Street to the railroad bridge, there is a sidewalk located above the retaining wall. This section is away from the travel lane and maintained by the residents. The sidewalk continues along the Main Avenue Annex and crosses the railroad tracks at Reid Street pedestrian crossing which has train signals. The pedestrian crossing is currently maintained by the City.

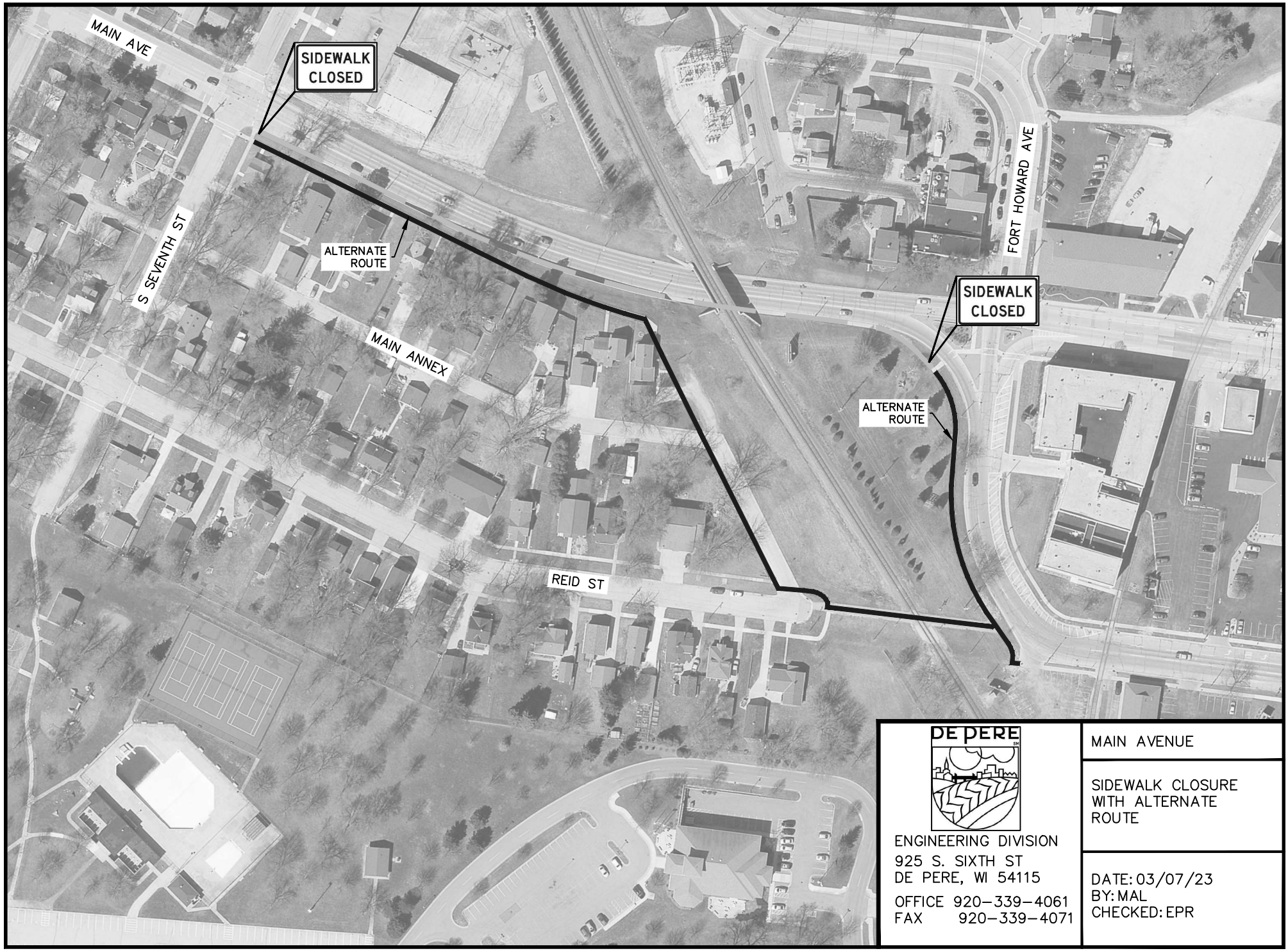
With the viable alternative identified above, staff would also like to pursue eliminating several slabs of concrete to permanently close the sidewalk this summer. Currently the City maintains the section of sidewalk located along Main Avenue for permanent repair and replacement. Whenever concrete work is performed in this section, one lane of westbound traffic needs to be closed to shift eastbound traffic north and into one of the westbound lanes.

Finally, WisDOT is designing the Main Avenue pavement rehabilitation project from Eighth Street to Third Street. WisDOT is considering the removal of this section of sidewalk.

Recommendation

Staff recommends that southerly sidewalk on Main Avenue, immediately adjacent to the street, from Seventh Street to the curb ramp at Bicentennial Park be closed permanently. Sidewalk closed signs would be installed now with several slabs of concrete removed during the summer.

If the Board is not comfortable with a full closure, staff recommends closure during the winter with sidewalk closed signs placed during the winter months.



DE PERE

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

MAIN AVENUE

SIDEWALK CLOSURE WITH ALTERNATE ROUTE

DATE: 03/07/23
BY: MAL
CHECKED: EPR

Board of Public Works

Regular Meeting

Final Minutes

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

Monday, March 13, 2023 | **7:30 PM** | **Council Chambers and Virtual**

I. Call to Order

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

Attendee Name	Title	Status	Arrived
James Boyd	Mayor	Present	
Dan Carpenter	Alderperson	Present	
Jonathon Hansen	Alderperson	Present	
Shana Defnet Ledvina	Alderperson	Present	
Dean Raasch	Alderperson	Present	

Scott Thoresen, Public Works Director
Eric Rakers, City Engineer
Betty Sellenheim, Recording Secretary
Jeremy Muraski, Police Chief (Remote)
Dave Rasmussen, MSA Professional Services (Remote)
Alderperson John Quigley (Remote)

II. 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 Board of Public Works. Section 6-3(f) DPMC

None

III. Items

1. Approval of the February 13, 2023 Board of Public Works Meeting Minutes

Alderperson Carpenter moved to approve the February 13, 2023 Board of Public Works Meeting Minutes, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

2. Consideration and Possible Action on Request to Allow Overnight Parking on City Streets*

Scott Thoresen, Public Works Director, outlined the request and past discussions amongst staff and elected officials on allowing overnight parking on City streets. Mr. Thoresen outlined four possible options including: status quo/no changes, odd/even parking, no overnight restrictions, and seasonal restrictions.

Alderperson Ledvina asked if consideration was made for a permit process for residents to be exempt from parking restrictions if they received a permit after proving a hardship. Jeremy Muraski, Police Chief, replied that current mechanisms are not in place to adequately track a permit system. Mayor Boyd added that a permit system is a potential future part of the follow-up of the recent parking study. Alderperson Hansen added from

a discussion he had with staff, that a possible TID district could assist with funding some of the technological parts of the permit system. Alderperson Raasch stated his concerns about relaxed parking restrictions impacting services such as leaf collection, garbage collection, street sweeping, etc. Mr. Thoresen stated that he does anticipate these services being impacted if the parking restrictions were relaxed, primarily due to cars not being moved for multiple days. Mr. Thoresen added that these immobile vehicles would be reported on a complaint basis to the Police Department for investigation and enforcement. Chief Muraski added that his department has received an increased number of complaints about recreational vehicles and trailers parked on the street and thought that would become an increased issue if restrictions were eliminated. Alderperson Ledvina stated in her time as an elected official, she has received one call regarding parking on City streets and it was a complaint regarding vehicles parked on the street overnight. Alderperson Carpenter added that the only parking calls he receives are against parking on the City streets. Alderperson Carpenter added that understood that hardship cases may exist. Alderperson Carpenter was not in favor of relaxing restrictions entirely, but would consider seasonal restrictions. Mayor Boyd asked for clarification on exemptions. Chief Muraski outlined the exemptions allowed per current City Ordinance. Alderperson Raasch stated he receives a couple complaint calls each year regarding parking, generally around the campus. Alderperson Raasch was not in favor of relaxing restrictions entirely, but would consider seasonal restrictions. Alderperson Quigley shared in favor of having a change to the ordinance and stated that multiple municipalities in the area offer some level of overnight parking and still maintain services. Alderperson Hansen asked if alternate side parking would cause enforcement issues. Chief Muraski stated it should not be an issue once officers and the public learn the new restrictions. Alderperson Hansen spoke in favor of a hybrid option of seasonal-alternate restrictions or a permit system.

Alderperson Carpenter moved to keep overnight parking at status quo, seconded by Alderperson Raasch.

Alderperson Ledvina requested information in regards to how many residents utilized the relaxes restrictions during COVID times. Chief Muraski stated that there was an increase in on-street parking, but could not tell if it was because it was temporarily allowed or if it was because more residents were home with businesses and schools being closed.

Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

3. Consideration and possible action on Community Development Block Grant Citizen Participation Plan and Resolution for Street Improvement Projects*

Scott Thoresen, Public Works Director, explained the Citizen Participation Plan and resolution as required by the Community Development Block Grant.
Dave Rasmussen, MSA Professional Services, further outlined the grant process, next steps, and requirements.

Alderperson Carpenter moved to approve the Community Development Block Grant Citizen Participation Plan and Resolution, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

4. Consideration and possible action on Community Development Block Grant Application Resolution for Street Improvement Projects*

Scott Thoresen, Public Works Director, explained the Community Development Block Grant Application Resolution.

Mayor Boyd moved to approve the Community Development Block Grant Application Resolution for Street Improvements, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

5. Consideration and possible action on 2022 Draft Annual Report for the Wisconsin Department of Natural Resources MS4 General Permit*

Eric Rakers, City Engineer, summarized the key aspects of the MS4 stormwater report and City achievements. Mr. Rakers highlighted work completed in 2022 for stormwater management and resources provided by NEWSC (Northeast Wisconsin Stormwater Consortium), along with anticipated work for 2023.
Alderperson Carpenter asked what the numbers correlate to for monitoring on the stormwater inventory. Mr. Rakers explained that each facility has a form and those numbers correlate back to the form completed for the inspection on each facility. Alderperson Carpenter asked how staff is mitigating or educating residents on their responsibilities and what can and cannot happen at facilities. Mr. Rakers explained the process that is followed when staff finds issues or concerns including leaves, grass clippings, and brush that has been deposited in or around a facility. Mayor Boyd asked if these concerns are highlighted through the website or social media. Mr. Rakers stated the NEWSC sends monthly topics that are relevant at that time of year and these are posted for public education. Mr. Rakers and Mayor Boyd both agreed that topics such as grass clippings, brush, and yard waste disposal could be highlighted more.

Alderperson Raasch moved to approve the 2022 annual report for submission to the Wisconsin Department of Natural Resources, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

6. Consideration and possible action on Award of Contract 23-02 Ridgeway and East River Drive Pavement Rehabilitation*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Alderperson Raasch asked if staff is observing a change in pricing as multiple bidders were under budget. Mr. Rakers explained that staff did adjust the budget to accommodate increased pricing, but stated that prices were down compared to last year on portions of the alley work. Alderperson Hansen asked if staff considers adding more alley work, if projects are under budget. Mr. Rakers stated he would want to know prices from the street resurfacing project (23-07), but stated if funds were available, it could be discussed.

Mayor Boyd moved to approve award of Contract 23-02 Ridgeway and East River Drive Pavement Rehabilitation to Kruczek Construction in the amount of $1,305,000, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

7. Consideration and possible action on Award of Contract 23-03 Sewer Lining*

Eric Rakers, City Engineer, explained the project, project limits, and funding. Mr. Rakers explained how the storm sewer section cannot be altered and will need to be funded, but sanitary sewer sections can be eliminated if funds are not available.

Mayor Boyd moved to approve award of Contract 23-03 Sewer Lining to Insituform Technologies in the amount of $693,336.30, seconded by Alderperson Ledvina.

Alderperson Raasch asked if the bid should be awarded in its entirety. Mr. Rakers explained that the bid can be either awarded or rejected and that on projects with unit price bids, sections can be eliminated after the fact.

Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

8. Consideration and possible action on Award of Contract 23-04 Kingston Preserve Utility and Street Construction*

Eric Rakers, City Engineer, explained the project, project limits, and funding.

Mayor Boyd moved to approve award of Contract 23-04 Kingston Preserve Utility and Street Construction in the amount of $1,261,000 contingent upon final plat approval, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

9. Consideration and possible action on Special Charge Rates for 2023 Sidewalk Repair Orders and Gap Sidewalk Orders

Eric Rakers, City Engineer, explained the sidewalk repair area for 2023 and outlined the charge rates for new and replacement sidewalk. Mr. Rakers added that in recent years, the Board has allowed a five year payback option for charges over $1,000.

Alderperson Raasch moved to approve the special charge rates for 2023 sidewalk repair orders and gap sidewalk orders and allow a 5-year payback option for special charges exceeding $1,000, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

10. Consider and Possible Action Regarding Engineering Technical Services Regarding Sprint Decommission on Matthew Water Tower*

Scott Thoresen, Public Works Director, explained the request to approve the agreement with Dixon Engineering for technical services regarding Sprint Decommission on Matthew Water Tower.

Mayor Boyd moved to approve engineering services agreement with Dixon Engineering for the Sprint decommission on the Matthew water tower, seconded by Alderperson Raasch. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	James Boyd, Mayor
SECONDER:	Dean Raasch, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

11. Consideration and possible action on Closure of the 600 Block of Main Avenue Sidewalk*

Eric Rakers, City Engineer, explained staff's request to close sidewalk in the 600 block of Main Avenue and challenges faced, especially in winter months for clearing snow. Mr. Rakers included that this sidewalk section is being considered for removal during the Main Ave reconstruction with the DOT in the upcoming future.
Alderperson Raasch shared his personal experiences utilizing this sidewalk. Alderperson Carpenter shared his personal experiences utilizing this sidewalk and added that it is in need of repairs. Alderperson Raasch asked for clarification on the section of sidewalk designated for closure. Mr. Rakers explained the yellow section on the map included with the packet is the section slated for closure.

Alderperson Carpenter moved to approve permanent closure of the 600 block of Main Avenue sidewalk, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

12. Consideration and possible action on funding requested for storm sewer improvements on Wilcox Court*

Eric Rakers, City Engineer, explained the request that was received during the Public Information Meeting in January to include storm sewer on Wilcox Court. Mr. Rakers explained how this request impacts Wilcox Court as part of Project 23-01 and required funding for this additional work on that project.
Mayor Boyd asked if residents have been notified of special assessments. Mr. Rakers stated notifications had not been sent out to residents, but he had spoken to one resident on the phone prior to the storm request and told them there was not assessment at that time. Alderperson Hansen stated that Alderperson Gantz has mentioned drainage complaints in this area and spoke in favor of this additional work. Alderperson Carpenter asked if this area would be targeted for sump pump installation as part of the ARPA funding efforts. Mr. Rakers stated that sump pump discussions would be returning to the Board in April. Alderperson Ledvina asked why storm main and laterals were not originally budgeted for this area. Mr. Rakers stated that staff does not automatically add storm main and laterals, but will if drainage issues are known; since staff was not aware of the drainage concerns initially, they were not included. Alderperson Ledvina suggested it be automatically considered in older neighborhoods moving forward. Scott Thoresen, Public Works Director, provided additional information regarding the future of storm main and lateral installations, sump pumps, and needing to increase storm water utility fees.

Alderperson Hansen moved to approve installation of storm sewer main and/or laterals on both sides of Wilcox Court and approve funding from the storm water utility, seconded by Mayor Boyd.

Alderperson Hansen asked if the addition of storm main and laterals would impact the overall cost of the project. Mr. Rakers stated that it could increase some costs, but the road is scheduled for resurface and shouldn't be drastic.

Upon vote, the motion passed unanimously.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	James Boyd, Mayor
AYES:	Boyd, Carpenter, Hansen, Defnet Ledvina, Raasch

IV. Future Agenda Items

Alderperson Hansen requested staff consider repairs for Merrill Street eastbound between S. Huron Street and S. Superior Street

V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:42 PM, seconded by Alderperson Hansen. Upon vote, the motion passed unanimously.

Respectfully submitted,
Betty Sellenheim

Common Council

Regular Meeting

Final Minutes

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

Tuesday, March 21, 2023 | **7:30 PM** | **Council Chambers and Virtual**

1. Call to Order. The meeting was called to order at 7:30 PM by Mayor James Boyd.

Attendee Name	Title	Status	Arrived
Dan Carpenter	Alderperson	Present	
Pamela Gantz	Alderperson	Present	
Jonathon Hansen	Alderperson	Present	
Amy Chandik Kundinger	Alderperson	Present	
Shana Defnet Ledvina	Alderperson	Present	
Devin Perock	Alderperson	Present	
John Quigley	Alderperson	Present	
Dean Raasch	Alderperson	Present	
James Boyd	Mayor	Present	

2. Pledge of Allegiance to the Flag.

3. Approval of the minutes of the March 7, 2023 Common Council meeting.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

4. 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 Common Council. §6-3(f) DPMC.

   Resident Dan Buckley reported that there is a problem with loose dogs on the East River Trail. He stated that he has notified the Police Department as well. Mayor Boyd suggested that he contact Parks Director Marty Kosobucki to discuss the issue.

5. Recommendation from Finance & Personnel Committee to Accept Donation of Flagpole & Monument from VFW Post 2113 for Fire Stations 1 & 2.

   Alderperson Carpenter moved, seconded by Alderperson Raasch to open the meeting. Upon vote, motion carried unanimously. Fire Chief Al Matzke explained that members of the VFW post inquired about making a donation to the Fire Department, and staff recommended a flagpole for the east side station. Commander Patrick Moran and Quartermaster Randy Hanson from VFW Post 2113 addressed the Council. They noticed that the fire bell outside the east side station doesn't have a plaque to identify the purpose of the monument; they would like to add one to make it a living tribute to former, current, and future firefighters and rescue personnel. They have also proposed an identical monument for the west side station. Chief Matzke is requesting to use $2,030 from the

Fire Department donation fund; the remainder has been raised by the VFW post or donated by vendors. He reported that the bell symbolizes the alarm used to call firefighters into service, and resembles the bell tower on top of the original fire station near the Union Hotel. Alderperson Carpenter moved, seconded by Alderperson Raasch to close the meeting. Upon vote, motion carried unanimously. Alderperson Carpenter moved, seconded by Alderperson Raasch to approve the donation and request for funds, contingent upon review by Development Services staff to ensure that the project meets zoning and site plan requirements.

RESULT:	**APPROVED AS AMENDED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

6. Recommendation from the Finance/Personnel Committee to Accept a $250 Sponsorship from the Kress Inn and Bemis Conference Center in Support of De Pere TV.

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Amy Chandik Kundinger, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

7. Recommendation from the Sustainability Commission to approve Clean Air Initiative.

Alderperson Quigley explained that this proposal is not meant to include an enforceable penalty, but is instead an educational initiative. Discussion followed regarding complaints about idling at area schools during drop off and pickup, as well as the merits and drawbacks of an idling ban versus an educational program. The Sustainability Commission plans to start the education program with area schools and expand from there; they are asking for the Council's blessing before they would utilize staff time to develop the program.

RESULT:	**APPROVED [7 TO 0]**
MOVER:	John Quigley, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley
ABSTAIN:	Dean Raasch

8. Recommendation from the Sustainability Commission to approve operating 2023 Farmers Market Sustainability Booth.

Public Works Director Scott Thoresen confirmed that anyone can volunteer to help staff the booth at the Farmers Market.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	John Quigley, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

9. Recommendation from the Board of Public Works on Award of Contract 23-02 Ridgeway and East River Drive Pavement Rehabilitation to Kruczek Construction, Inc. in the amount of $1,305,000.

RESULT:	**APPROVED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Jonathon Hansen, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

10. Recommendation from the Board of Public Works on Award of Contract 23-03 Sewer Lining to Insituform Technologies USA, LLC in the amount of $693,336.30.

RESULT:	**APPROVED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

11. Recommendation from the Board of Public Works on Award of Contract 23-04 Kingston Preserve Utility and Street Construction to Kruczek Construction, Inc. in the amount of $1,261,000.

RESULT:	**APPROVED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

12. Recommendation from the Board of Public Works to retain existing Overnight Parking restrictions on City Streets.

Alderperson Raasch moved, seconded by Alderperson Carpenter to approve the Board's recommendation to keep the current restrictions in place for now. Alderperson Quigley then moved, seconded by Alderperson Hansen to amend the original motion to include the implementation of a special privilege permit once the needed technology is in place. Council members then discussed various options and whether to wait until the results of the parking study are received and the acquisition of license plate reader equipment is complete. Upon vote, the motion to amend failed with Alderperson Quigley voting aye.

RESULT:	**APPROVED [7 TO 1]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Raasch
NAYS:	John Quigley

13. Recommendation from the Board of Public Works to Permanently Close the 600 Block of Main Avenue Sidewalk.

Alderperson Raasch explained that this section of sidewalk runs under the train viaduct and that the Board of Public Works determined it is unsafe for pedestrians. He noted that there is a sidewalk on top of the hill by the houses that connects back to Reid Street or Fort Howard Avenue.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Dan Carpenter, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

14. Recommendation from the Board of Public Works to install storm sewer main and laterals on Wilcox Court and approve funding $370,000 from the storm water utility fund balance.

RESULT:	**APPROVED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

15. Consideration and possible action regarding pool maintenance.

Parks Director Marty Kosobucki stated that all pool operations and capital are directed from the referendum fund, so he believes that this money will be returned there as well.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

16. Recommendation and Approval to Confirm Appointment of Pamela Manley to Position of Finance Director/Treasurer.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

17. Resolution #23-25 Adopting a Citizen Participation Plan for Community Development Block Grant Program-Public Facilities.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

18. Resolution #23-26 Approving Annual Report Under Municipal Separate Storm Sewer System (MS4) Permit and its Submission to the Wisconsin Department of Natural Resources (DNR).

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	Shana Defnet Ledvina, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

19. Resolution #23-27 Approving Agreement for Consulting Services Between the City of De Pere and Dixon Engineering, Inc. (Sprint Decommission on Matthew Water Tower).

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Dean Raasch, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

20. Resolution #23-28 Authorizing Services Agreement with Flock Group Inc. (Automated License Plate Reader Cameras and Data Storage).

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Dean Raasch, Alderperson
SECONDER:	John Quigley, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

21. Resolution #23-29 Approving Grant Agreement for Division of Public Health DPH Consolidated Contract #57841 and Grant Agreement Modifications to DPH Contracts #47645-6, 52825, 52825-2 and 52825-3.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Jonathon Hansen, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

22. Resolution #23-30 Ratifying Health Department Grant Application and Acceptance of Award (Wisconsin Institute for Healthy Aging).

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Dan Carpenter, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

23. Resolution #23-31 Authorizing a Representative to Declare Official Intent for Reimbursement for Federal Tax Law Purposes.

RESULT:	**ADOPTED BY ROLL CALL VOTE [UNANIMOUS]**
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Pamela Gantz, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

24. Voucher approval.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Shana Defnet Ledvina, Alderperson
SECONDER:	Devin Perock, Alderperson
AYES:	Carpenter, Gantz, Hansen, Kundinger, Ledvina, Perock, Quigley, Raasch

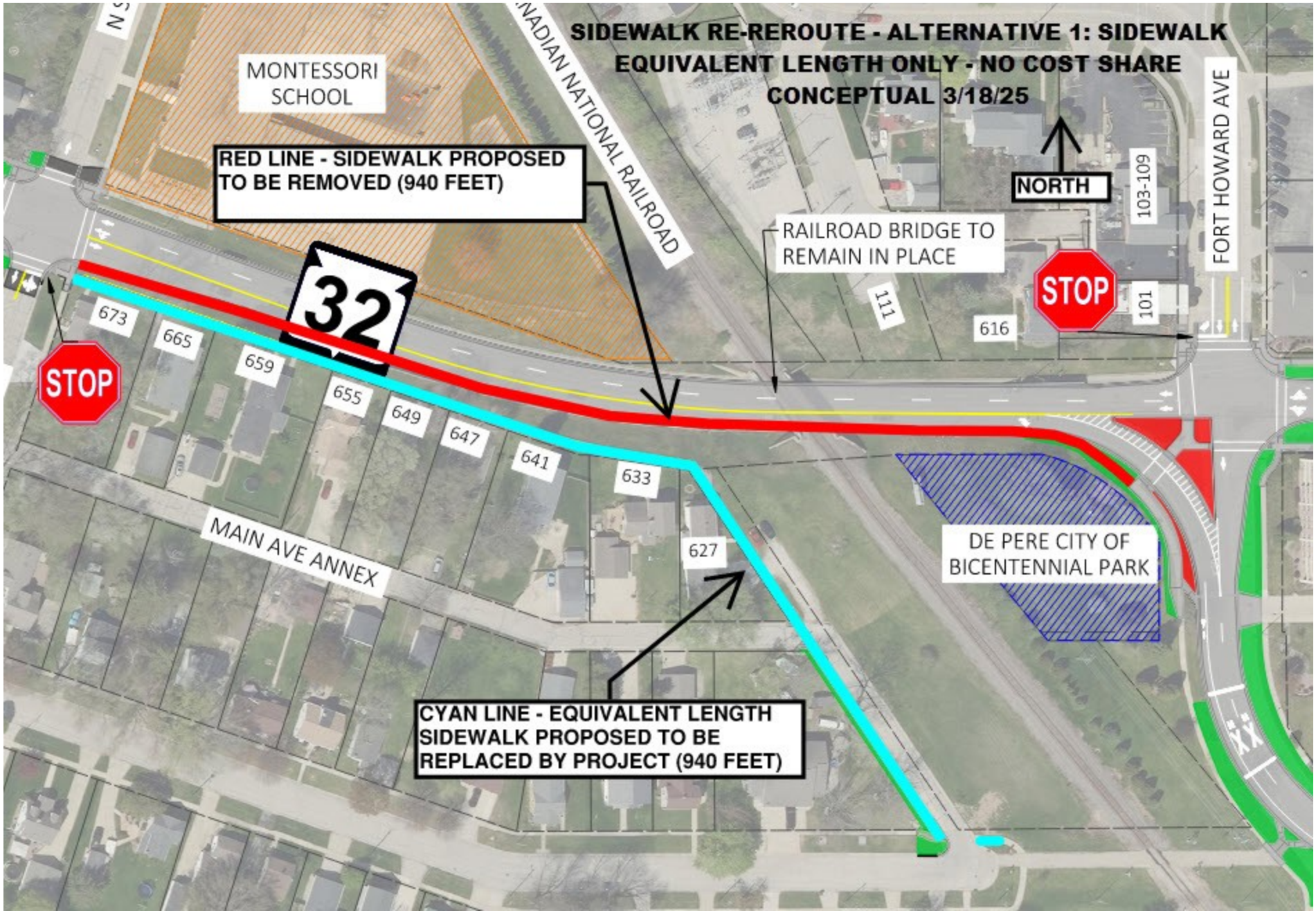
25. Future agenda items.

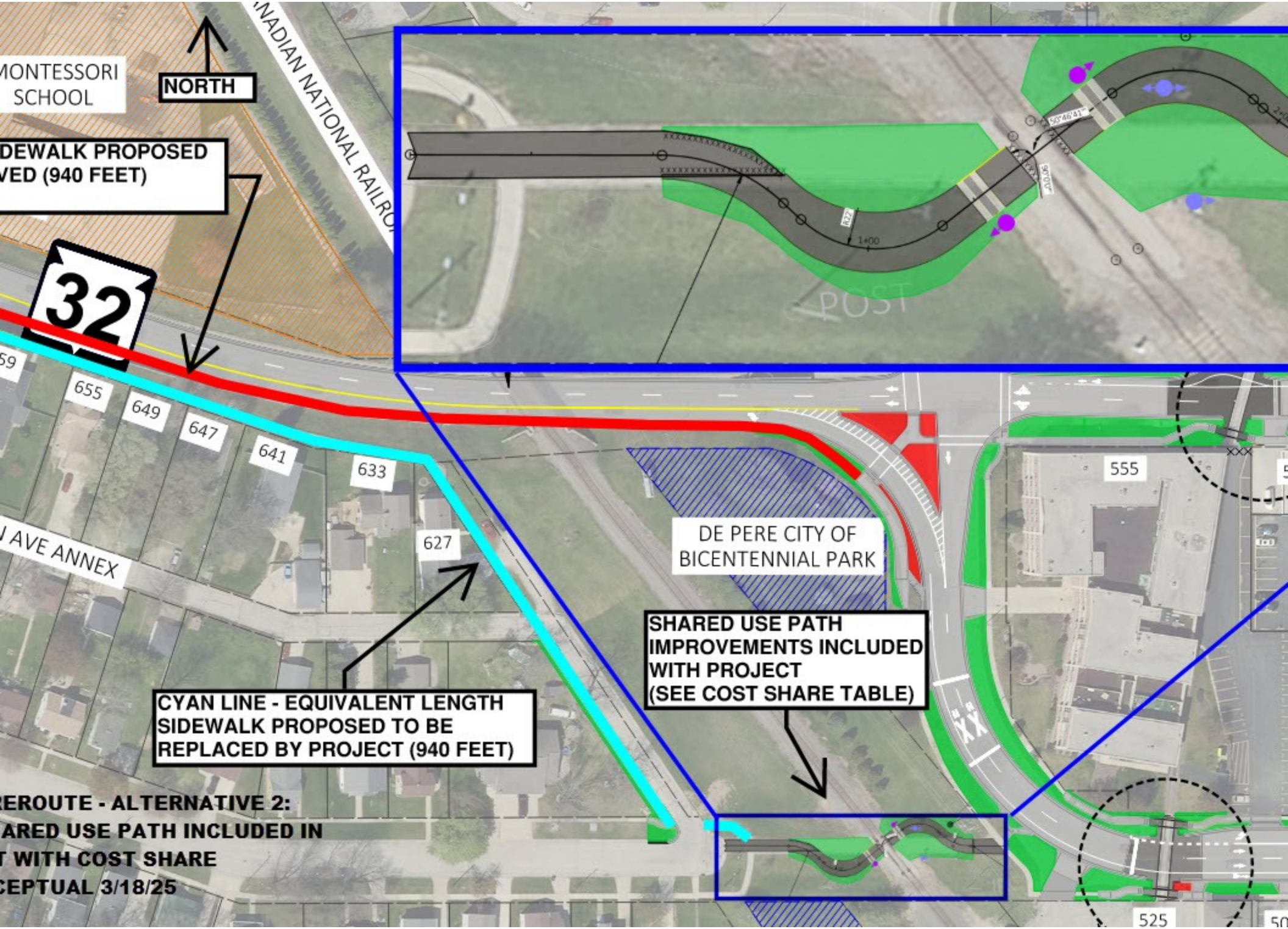
None.

26. Adjournment.

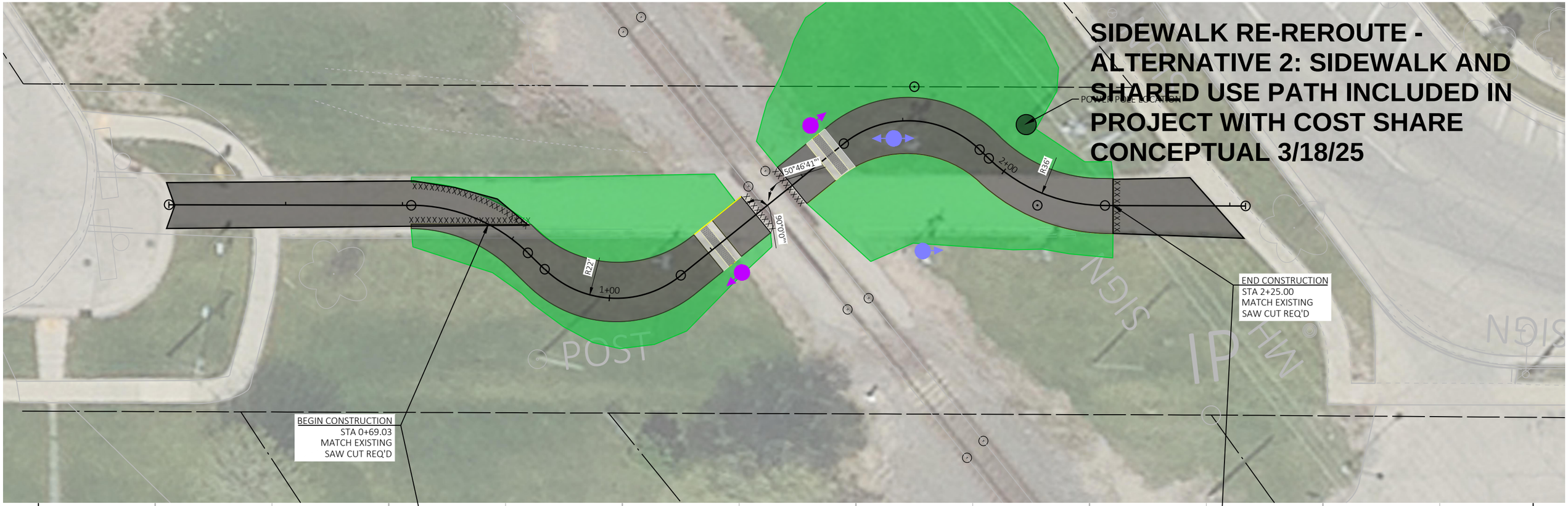
Alderperson Quigley moved, seconded by Alderperson Kundinger to adjourn the meeting at 8:18 PM. Upon vote, motion carried unanimously.

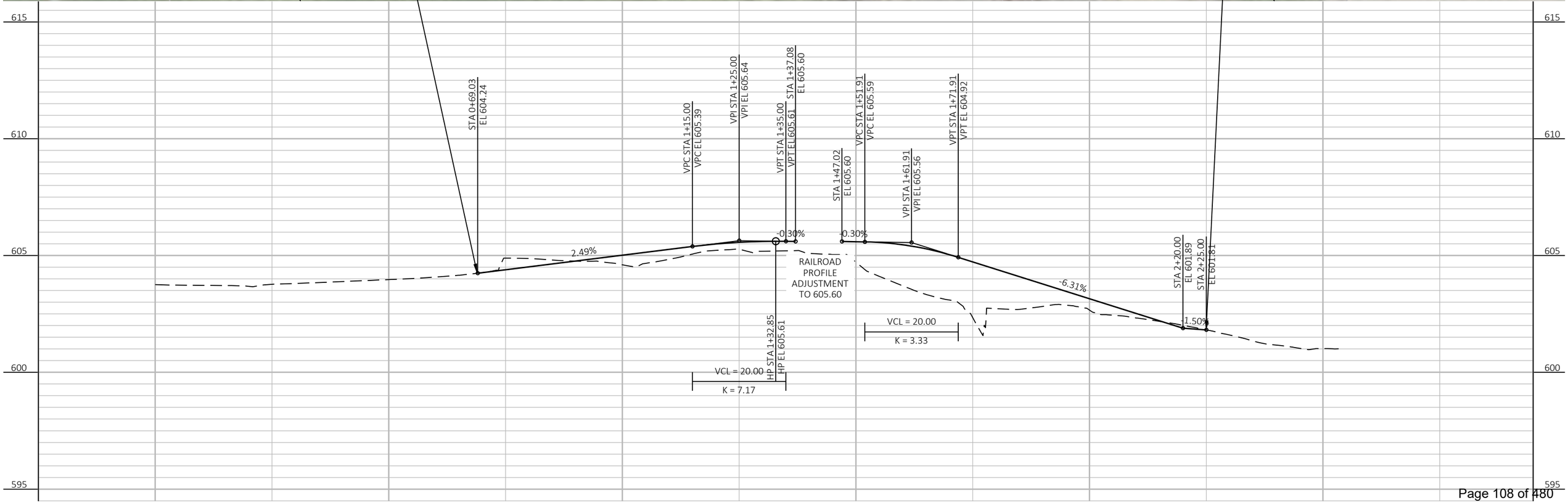
Respectfully submitted,
Carey Danen, City Clerk


SIDEWALK RE-REROUTE - ALTERNATIVE 1: SIDEWALK EQUIVALENT LENGTH ONLY - NO COST SHARE
CONCEPTUAL 3/18/25
MONTESSORI SCHOOL
CANADIAN NATIONAL RAILROAD
RED LINE - SIDEWALK PROPOSED TO BE REMOVED (940 FEET)
NORTH
RAILROAD BRIDGE TO REMAIN IN PLACE
FORT HOWARD AVE
103-109
101
111
616
STOP
STOP
32
673
665
659
655
649
647
641
633
627
MAIN AVE ANNEX
DE PERE CITY OF BICENTENNIAL PARK
CYAN LINE - EQUIVALENT LENGTH SIDEWALK PROPOSED TO BE REPLACED BY PROJECT (940 FEET)


MONTESSORI SCHOOL
NORTH
DEWALK PROPOSED
VED (940 FEET)
32
655
649
647
641
633
627
J AVE ANNEX
DE PERE CITY OF BICENTENNIAL PARK
555
525
CYAN LINE - EQUIVALENT LENGTH SIDEWALK PROPOSED TO BE REPLACED BY PROJECT (940 FEET)
SHARED USE PATH IMPROVEMENTS INCLUDED WITH PROJECT (SEE COST SHARE TABLE)
EROUTE - ALTERNATIVE 2:
ARED USE PATH INCLUDED IN
T WITH COST SHARE
CEPTUAL 3/18/25

SIDEWALK RE-REROUTE - ALTERNATIVE 2: SIDEWALK AND SHARED USE PATH INCLUDED IN PROJECT WITH COST SHARE CONCEPTUAL 3/18/25





Project ID 4190-17-00, STH 32, C De Pere, Main Ave. and Reid St., 3rd - 8th St. - Estimate of Current Costs Based on Known Scope Assumptions

	ALTERATIVE 1 - SIDEWALK EQUIVALENT LENGTH ONLY - NO COST SHARE					ALTERNATIVE 2: SIDEWALK AND SHARED USE PATH INCLUDED IN PROJECT WITH COST SHARE					
Item	**Total Project Amount**	**WisDOT Amount**	**De Pere Amount**	**RR Amount**	**Funding Split Comments**	**Total Project Amount**	**WisDOT Amount**	**De Pere Amount**	**RR Amount**	**Funding Split Comments**	**Comments/Design Assumptions**
Sidewalk Replacement	$280,000.00	$280,000.00	$0.00	$0.00	100% WisDOT costs for 940 FT equivalent length to sidewalk removed on south side of Main Ave.	$280,000.00	$280,000.00	$0.00	$0.00	100% WisDOT costs for 940 FT equivalent length to sidewalk removed on south side of Main Ave.	No changes
Path Alignment & Profile Change	*	$0.00	*	*	If required, 100% local costs determined separate of project. Any applicable RR cost share determined by any current agreements and applicable laws and regulations in place.	$40,000.00	$20,000.00	$20,000.00	$0.00	50/50 Cost Share WisDOT/Local	Path placed on original alignment, designed for minimum standards with exception of 90 deg crossing. Cost assumes max track raise of approx. 6 inches to 605.6'. Track raise requires entire path profile to be adjusted but keeping path on the orginal alignment/ROW
RR Fence	*	$0.00	*	*		$60,000.00	$30,000.00	$30,000.00	$0.00	50/50 Cost Share WisDOT/Local	Need for fencing to be discussed and determined separate of SW Re-Route
SW Re-route/Shared Use Path New Crossing Surface	*	$0.00	*	*		$180,000.00	$0.00	$0.00	$180,000.00	Assuming 100% RR (requires crossing centerline to be in existing location)	Current Alt 2 concept has crossing centerline in existing location
SW Re-route/Shared Use Path New Crossing Signals	*	$0.00	*	*		$200,000.00	$100,000.00	$100,000.00	$0.00	50/50 Cost Share WisDOT/Local	Costs for signals stays same and includes moving the track circuits and replacing the two RR signals in the new location while salvaging the bungalow in the existing location
Re-route Path Lighting	*	$0.00	*	*		$0.00	$0.00	$0.00	$0.00	If lighting needed, would be 50/50 Cost Share WisDOT/Local, and follow other applicable WisDOT lighting funding policy	Lighting initially not identified for path. Any lighting determined in future will need to be discussed further
Other Low Cost Signing, Marking, and Safety Improvements	*	$0.00	*	*		TBD	**	**	**	**Any issues required to be addressed prior to project 100% local. Issues that can be addresed with project may be eligible for 50/50 Cost Share WisDOT/Local.	Includes other necessary RR crossing signing, marking and other safety requirements, such as clearing vision triangles required to meet crossing requirements prior to or within project
Total	**$280,000.00**	**$280,000.00**	*	*		**$760,000.00**	**$430,000.00**	**$150,000.00**	**$180,000.00**		
						Overall % Breakdown	**57%**	**20%**	**24%**		

*Cost not determined by project estimates or included in project. Costs could rangle from low-cost (under $25K) (example: signing/marking upgrades, clearing vision triangles, etc.) to high-cost (over $200K) (example: upgraded/new RR signal equipment, fence, etc.)

City of De Pere, Wisconsin **I.12**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Public Works
FROM:	Scott Thoresen, Public Works Director
SUBJECT:	Recommendation from the Board of Public Works for Temporary Repairs to Rockland Road.
RECOMMENDED ACTION:	Staff recommends posting "Rough Road" signs and filling potholes with gravel until Rockland Road from Old Plank Road to Greenleaf Road is closed for GV-16 construction

The Board of Public Works at the April 7, 2025 meeting approved posting "Rough Road" signs and filling potholes with gravel until Rockland Road from Old Plank Road to Greenleaf Road is closed for GV-16 construction and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:
2025 0407 CI_BOPW_Rockland_Inquiry

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: April 7, 2025

RE: **Consideration and possible action on requested repairs to Rockland Road***

Alderperson Hansen issued a SeeClickFix complaint regarding the deteriorating condition of Rockland Road between Old Plank Road and Greenleaf Road (STH 57-32). Figure 1 below shows the alligator cracking occurring on this stretch of roadway.

Figure 1 – Rockland Road looking west towards Old Plank Road

Background

Rockland Road between Old Plank Road and Greenleaf Road originally was constructed as a gravel roadway serving the abutting agricultural land uses. This segment of Rockland Road is present on the earliest available aerial imagery dating back to 1938. In the early 2000's the Old Plank Settlement subdivisions to the north of Rockland Road developed, and the City began receiving complaints from residents regarding the dust generated from this existing gravel roadway. The gravel roadway was also susceptible to a rougher ride and potholes.

In 2017, the City pulverized this segment of Rockland Road and placed a two-inch layer of asphalt over the top to improve the rideability and eliminate dust. The City opted for a two-inch asphalt surface instead of a four-inch asphalt surface as a short-term, cost saving measure because Rockland Road had the potential to be completely reconstructed as part of the anticipated southern bridge corridor.

Discussion

The two-inch asphalt surface on Rockland Road was meant to be a short-term solution until the southern bridge was ultimately constructed. This segment of Rockland Road is part of Project GV-16, which includes the bridge construction between Lost Dauphin Road (CTH-D) and Greenleaf Road. Construction on GV-16 is anticipated to begin in 2027 and conclude in 2030. While this roadway sees minimal traffic, it does regularly see heavy farming equipment which accelerated the deterioration of the road surface, especially at the centerline. The entirety of Rockland Road between Old Plank Road and Greenleaf Road has deteriorated to this failed condition.

Public Work Staff have identified the following options to address the failing road surface on Rockland Road:

1. Do nothing. Rockland Road is anticipated to be reconstructed as part of the southern bridge corridor starting in 2027. Potholes will be filled with gravel and staff will post "Rough Road" signs.
2. Close this segment of Rockland Road. This segment of Rockland Road does not provide access to any parcel. Residents would then use Old Plank Road to access Greenleaf Road.
3. Pulverize the asphalt surface back to a gravel roadway. The anticipated cost for this work in 2025 is estimated to be $10,000, which the City would need to borrow for. Additional pothole filling work would be required up until GV-16 work starts. This maintenance work would be absorbed by the City's operational budget. Staff also anticipate an increase in dust complaints at this location until construction wraps up for GV-16 in 2030.

Resurfacing of this segment of Rockland Road was deemed to be cost prohibitive due to the GV-16 work starting in 2027. Resurfacing is estimated to cost over $40,000 for an anticipated lifespan of two years. Staff also determined that the roadway surface is too far gone for asphaltic pothole patching. With the extent of the alligator cracking present, the needed repair is more suited for asphalt surfacing or patching.

Recommendation

Staff recommends posting “Rough Road” signs and filling potholes with gravel until Rockland Road from Old Plank Road to Greenleaf Road is closed for GV-16 construction.

City of De Pere, Wisconsin **I.13**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	City Clerk
FROM:	Carey Danen, City Clerk
SUBJECT:	Recommendation from the License Committee on an Application for Change of Agent for De Pere Cultural Foundation Inc., DBA Mulva Cultural Center, 221 S. Broadway.
RECOMMENDED ACTION:	Motion to approve. Police background check completed.

ATTACHMENTS:
Appointment of Agent_Mulva Center, Individual Questionnaire_Mulva Center

City of De Pere, Wisconsin **I.14**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	City Clerk
FROM:	Carey Danen, City Clerk
SUBJECT:	Recommendation from the License Committee on an Application for a Class "A" Fermented Malt Beverage and "Class A" Intoxicating Liquor License for AANR LLC (DBA Broadway BP), 302 N Broadway. Agent: Devendra Tiwari, Abrams, WI.
RECOMMENDED ACTION:	Motion to approve contingent upon receipt of successful Police Department background check.

ATTACHMENTS:
Alcohol Beverage License Application_Broadway BP, Appointment of Agent_Broadway BP, Individual Questionnaire_Broadway BP_1, Individual Questionnaire_Broadway BP_2

Form **AB-200**

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	De Pere
License Period	2024-2025

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer . . . . . $ _____
- ☐ Class "B" Beer . . . . . $ _____
- ☒ "Class A" Liquor . . . . . $ _____
- ☐ "Class B" Liquor . . . . . $ _____
- ☐ "Class A" Liquor (cider only) $ _____
- ☐ Reserve "Class B" Liquor $ _____
- ☐ "Class C" Liquor (wine only) $ _____

Fees	
License Fees	$
Background Check Fee	$
Publication Fee	$ 30 —
Total Fees	$

R# 200180

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship): AANR LLC
2. Business Trade Name or DBA: Broadway BP
3. FEIN: 33-3892127
4. Wisconsin Seller's Permit Number: 456-1031979954-02
5. Entity Type *(check one)*: ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization
6. State of Organization: WI
7. Date of Organization: 03/15/2025
8. Wisconsin DFI Registration Number: A1157316
9. Premises Address: 302 N Broadway
10. City: Depere
11. State: WI
12. Zip Code: 54115
13. County: Brown
14. Governing Municipality: ☒ City ☐ Town ☐ Village of: _____
15. Aldermanic District
16. Premises Phone: 920-336-4275
17. Premises Email: AANRLLC@gmail.com
18. Website
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.
    Gas station with convenience store inside.
20. Mailing Address (if different from premises address)
21. City
22. State
23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

   If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? . . . . . ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
~~Devendra~~ TIWARI	DEVENDRA	MR	312-6475036
HAMAL	RAJ KUMAR	MR	920-809 0064

Part D: Attestation

One of the following must sign and attest to this application:

• sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than $1,000 if convicted.

Last Name	First Name	M.I.
TIWARI	DEVENDRA	M

Title	Email	Phone
Owner	Devtiwari22@Hotmail.com	3126475036

Signature	Date
Devan	03/20/2025

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
3/20/25			

Signature of Clerk/Deputy Clerk	Date Provisional License Issued (if applicable)

City of De Pere, Wisconsin **I.15**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Public Works
FROM:	Scott Thoresen, Public Works Director
SUBJECT:	Ordinance #25-05 Amending Chapter 150 De Pere Municipal Code Regarding Traffic and Vehicles.
RECOMMENDED ACTION:	Staff is requesting approval of the Golf Cart Ordinance 150-26 with implementation of the ordinance taking affect May 2025

The Board of Public Works at the April 7, 2025 meeting approved the Golf Cart Ordinance 150-26 and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:
Ord25-05, 2025 0407 CI_BOPW Memo_Golf Cart Ordinance 150-26, Chapter_150_Updates

ORDINANCE #25-05

AMENDING CHAPTER 150 DE PERE MUNICIPAL CODE REGARDING TRAFFIC AND VEHICLES

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

Section 1: **Section 150-6. - Operation of vehicles on sidewalks.***,* is hereby amended by adding under subsection (a) *Prohibited operation generally.,* the phrase "and golf carts operated by city employees or their designees while on city business as described in Section 150-26(c)" following the phrase "subsection (b) of this section," and before the phrase "and, provided that the operator when approaching any pedestrian, shall yield the right-of-way to such pedestrian."

Section 2: **Section 150-26. - Operation of golf carts by city employees in the scope of employment.***,* is hereby created as follows:

Section 150-26. - Operation of golf carts by city employees in the scope of employment.

(a) *Authority.* This section is created pursuant to city authority under Wis. Stats. § 349.18(1) and § 349.18(1m).

(b) *Defined.* The term "golf cart" means a vehicle designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding 25 miles per hour.

(c) *Operation of golf carts allowed for city employees or their designees*. Only city employees or their designees whiles on city business may operate a golf cart on public streets and sidewalks within the city limits. Golf carts operated pursuant to this section shall be clearly marked for safety with a reflective triangle, reflective letter, lights or other clear marking for adequate visibility. The authority designated in this section to city employees on city business, or their designee, does not extend to the public.

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

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

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

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric Zygarlicke, Water Department Supervisor
Date: April 07, 2025

RE: Consideration and Possible Action of the Golf Cart Ordinance 150-26

As we started to format our own leak detection operations employing Water Department staff instead of hiring an outside contractor, we began to investigate how utilizing a golf cart for those tasks might work for us. In 2024, water staff primarily used their assigned water utility truck to get to the desired location to start the leak detection. This would entail them carrying the needed equipment with them as they walked the various neighborhoods and mostly driving to each item in an industrial area, getting in and out of the vehicle many times, to do the work. This was not an efficient process.

The feasibility and legality of using a golf cart in our leak detection operations was first discussed with the Director of Public Works and the De Pere Police Chief in an email on March 23, 2023. As we progressed, we also received valuable feedback from the City Engineer and guidance for the construction of the new ordinance from the City's Legal Team.

Ferguson Waterworks, whom we have used in the past for leak detection services, utilizes a golf cart for those operations. They have found that incorporating a golf cart into their operations aids in the ease of travel as they navigate through the municipal's distribution systems. A golf cart would be more ergonomically efficient for staff involved and the cart would also shut off at each stop as designed, which is key for these operations, as the quieter the surroundings, the more accurate the acoustic mic equipment functions.

Utilizing various other vehicles from other City departments was also evaluated and discussed. This equipment included the Street Department's Tool Cat, the Engineering Department's 4-wheeler, and the Fire Department's side-by-side. The big takeaway is that we found that those items are not designed to get in and out frequently, or for that equipment to be repeatedly turned off and restarted as we move throughout the City.

As a light vehicle, using a golf cart for our leak detection operations will specifically enable us to utilize the sidewalks more often, while limiting any damage to grass or landscaping while doing so. Because many of the curb stops on the service lines are located near sidewalks, we can efficiently listen to them without exiting the vehicle. This will be the same when evaluating the main valves and hydrants for leaks on each route too.

Please see the City's Golf Cart ordinance draft from our Legal Team. The new ordinance contains a general definition, the applicability of the new code and operational requirements.

We are requesting approval of the Golf Cart Ordinance 150-26 along with a minor change to 150-06.

Sec. 150-4. Disorderly conduct with a motor vehicle.

(a) The term "disorderly conduct with a motor vehicle" means engaging in violent, unreasonably loud or otherwise disorderly conduct, including, but not limited to, unnecessary, deliberate or intentional spinning of wheels, squealing of tires, revving of engine, blowing the horn, causing the engine to backfire, or causing the vehicle, while commencing to move or in motion, to raise one or more wheels off the ground. This section shall not apply to fire trucks or fire equipment.

(b) No person shall, within the city, by or through the use of any motor vehicle, including, but not limited to, an automobile, truck, motorcycle, minibike or snowmobile, cause or provoke disorderly conduct with a motor vehicle.

(Code 1974, § 43.04; Code 2001, § 150-4; Ord. No. 02-32, § 1, 10-15-2002; Ord. No. 19-29, § 1, 12-17-2019)

Sec. 150-5. Use of school bus warning lights required.

(a) *Duty of school bus operators.* The operator of any school bus shall use the school bus flashing red warning lights when pupils or other authorized passengers are to be loaded or unloaded in any residential or business district in the city at a location or intersection at which there are no traffic control signals. Such flashing red warning lights shall be activated at least 100 feet prior to stopping for the purposes of loading and unloading and shall continue to be activated until such persons cross the street or highway before being loaded or after being unloaded.

(b) *Other vehicles to stop.* The operator of a vehicle which approaches from the front or rear of any school bus which is stopped on a street or highway and is displaying flashing red warning lights shall stop the vehicle not less than 20 feet from the bus and shall remain stopped until the bus resumes motion or the operator extinguishes the flashing red warning lights. This subsection shall not apply to operators of vehicles proceeding in the opposite direction on a divided street or highway.

(Code 1974, § 43.05; Code 2001, § 150-5)

Sec. 150-6. Operation of vehicles on sidewalks.

(a) *Prohibited operation generally.* No person shall operate any vehicle on any sidewalk in the city except play vehicles and bicycles as defined in subsection (b) of this section and golf carts operated by city employees or their designees while on city business as described in section 150-26(c), and, provided that the operator when approaching any pedestrian, shall yield the right-of-way to such pedestrian.

(b) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Bicycle means, as set forth in Wis. Stats. § 340.01(5), every device propelled by feet acting upon pedals and having wheels, any two of which are not less than 14 inches in diameter.

Miniature motorized vehicle means any battery-operated vehicle capable of self-propelled speeds no greater than five miles per hour designed and intended for use by individuals weighing not more than 90 pounds. Miniature motorized vehicles shall be considered play vehicles for the purposes of subsections (a) and (c) of this section.

Motor vehicle means, as set forth in Wis. Stats. § 340.01(35), a vehicle, including a combination of two or more vehicles or an articulated vehicle, which is self-propelled, except a vehicle operated exclusively on a rail. The term "motor vehicle" includes, without limitation, a commercial motor vehicle or a vehicle which is propelled by electric power obtained from overhead trolley wires but not operated on rails. A snowmobile, an all-terrain

(Code 2001, § 150-132; Ord. No. 19-29, § 1, 12-17-2019)

Formatted: Section

Sec. 150-26. Operation of Golf Carts by City Employees in the Scope of Employment.

(a) *Authority.* This section is created pursuant to city authority under Wis. Stats. § 349.18(1) and § 349.18(1m).

(b) *Definition:*

Golf cart means a vehicle designed and manufactured for operation on a golf course for sporting or recreational purposes and that is not capable of exceeding 25 miles per hour.

(c) *Operation of golf carts allowed for city employees or their designees.* Only city employees or their designees while on city business may operate a golf cart on public streets and sidewalks within the city limits. Golf carts operated pursuant to this section shall be clearly marked for safety with a reflective triangle, reflecting letter, lights or other clear marking for adequate visibility. The authority designated to city employees or their designees on city business in this section does not extend to the public.

Formatted: Block 1

City of De Pere, Wisconsin **I.16**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Parks, Recreation & Forestry
FROM:	Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT:	Resolution #25-39 Authorizing Consultant Agreement with Tweet-Garot Mechanical, Inc. for Air Conditioning Replacement at Community Center.
RECOMMENDED ACTION:	Staff recommends approval of the Tweet Garot Proposal.

The Board of Park Commissioners, at the March 27, 2025 meeting, approved the bid from Tweet Garot, in the amount of $8,500 for the air conditioning design, bid specification development, and construction oversight at the Community Center. The motion passed with a 5-0 vote, with Elizabeth McMaster abstaining.

ATTACHMENTS:
Reso25-39, Tweet-Garot(CC Air Conditioning Replacement)3-28-25, Exhibit A-Tweet Garot, Exhibit B-Tweet Garot, Memo.Park Board.Design approval

RESOLUTION #25-39

AUTHORIZING AGREEMENT FOR CONSULTING SERVICES
BETWEEN THE CITY OF DE PERE AND TWEET-GAROT MECHANICAL, INC.
(Community Center Air Conditioning Replacement - Design and Construction Management)

WHEREAS, the City is in need of contracting with a firm to provide design and construction management services for the replacement of the air conditioning system located at the Community Center; and

WHEREAS, Tweet-Garot Mechanical, Inc. has available and offers to provide qualified personnel, equipment and professional assistance necessary to accomplish such services within the required timeframe; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

> The City Manager and City Clerk are authorized and directed to execute the Agreement for Consulting Services Between the City of De Pere and Tweet-Garot Mechanical, Inc., as is attached hereto and incorporated herein, subject to such changes as deemed necessary by the City Attorney.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 03/27/2025

AGREEMENT FOR CONSULTING SERVICES BETWEEN
THE CITY OF DE PERE AND TWEET-GAROT MECHANICAL, INC.
(Design and Construction Management – De Pere Community Center Air Conditioning Replacement)

THIS AGREEMENT made and entered into on this ____ day of _____, 2025, by and between the City of De Pere, Wisconsin ("City") and Tweet-Garot Mechanical, Inc., a Wisconsin corporation ("Consultant").

WITNESSETH

WHEREAS, City is in need of design services for the replacement of the air conditioning unit located at the Community Center City Hall, as well as construction management services for installation of the equipment; and

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

NOW THEREFORE, City and Consultant agree as follows:

I. DESCRIPTION OF PROJECT

The project is as described in City's Request for Proposals (Exhibit A) and Consultant's Proposal thereto dated February 25, 2025, (Exhibit B), both of which are attached hereto and incorporated herein by reference. If a conflict exists between Exhibits A and B, the terms of Exhibit A shall prevail. If there is a conflict between Exhibit A and this Agreement, the terms of this Agreement shall prevail. No standard terms or conditions of Consultant's Proposal are incorporated into this Agreement unless such term is specifically written into the Agreement.

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

II. SCOPE OF CONSULTING SERVICES

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

III. SCOPE OF CITY SERVICES

City shall provide Consultant with necessary information, including but not limited to the current building plans, to assist in designing the proper replacement. The City will prepare

the bid documents and bid the project, insert technical specifications into the bid documents and provide other necessary components to the bid documents. The City will pay for all permitting fees and plan review fees associated with the project.

IV. AUTHORIZATION, PROGRESS AND COMPLETION

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

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

V. OWNERSHIP AND FORM OF DOCUMENTS

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

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

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

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

VI. AUDITOR ACCESS

Consultant shall, upon request of City or its auditors, provide access to and furnish the auditors with copies of requested records, reports and any other documentation in its possession or custody pertaining to financial transactions, records or other financial information held by Consultant in conjunction with or related to Consultant's obligations under this Agreement.

VII. CONFIDENTIALITY OF INFORMATION

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

VIII. TIME FOR COMPLETION

The parties hereto agree that time is of the essence in completion of the project. Should Consultant encounter any circumstances, which, in the Consultant's opinion, will delay their response time, Consultant shall so inform the City in writing as soon as the delay in response time is known.

IX. COMPENSATION

The City agrees to pay, and the Consultant agrees to accept, compensation as identified in Exhibit B, to be paid in a lump sum at the conclusion of each Project Phase (Design Phase and Construction Phase). Payment to the Consultant is due upon receipt of invoice by the City. Compensation for special services shall be as agreed upon by the City and Consultant and set forth in the written authorization for special services.

X. RESPONSIBILITY OF CONSULTANT

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

XI. NON-DISCRIMINATION

The Consultant agrees that, in performing under this Agreement with the City, it will not discriminate against any employee, applicant for employment or any other person or member

of the public on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, arrest record, conviction record, military service, use or non-use of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, or any other basis provided under Wis. Stats. §111.321.

XII. INSURANCE

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

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than $1,000,000; with additional umbrella liability insurance coverage to a total of not less than $5,000,000.

2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than $1,000,000.

3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.

B. Consultant shall also maintain professional liability insurance covering damages to City resulting from errors and omissions of the Consultant. The limit of liability under said policy shall be $1,000,000 or the total consultant's fee on the project, whichever is greater.

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

XIII. ALLOCATION OF RISKS

To the fullest extent permitted by law, the Consultant shall indemnify and hold harmless the City, City's officers, directors, partners, and employees from and against any and all costs,

losses, and damages (including, but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of Consultant or Consultant's officers, directors, partners, employees, and Consultant's Consultants in the performance and furnishing of Consultant's services under this Agreement.

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

XIV. SUBCONTRACTS

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

XV. ASSIGNMENT

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

XVI. INTEGRATION

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

XVII. JURISDICTION

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

XVIII. SUSPENSION OF WORK

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

XIX. TERMINATION OF WORK

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

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

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

XX. MEDIATION

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

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

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

XXI. NOTICES

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

If to City:

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

With a copy to:

City of De Pere
Attention: City Manager
335 South Broadway Street
De Pere, WI 54115

If to Consultant:

Tweet-Garot Mechanical, Inc.
Attention: Daniel A. Rehbein, P.E.
325 Reid Street
De Pere, WI 54115

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

TWEET-GAROT MECHANICAL, INC.
By:

_____
Print Name: _____
Title: _____

_____
Print Name: _____
Title: _____

CITY OF DE PERE
By:

_____
Kimberly T. Flom, City Manager

_____
Carey E. Danen, City Clerk

J:\Law\Agreements\2025\Consultant\Tweet Garot (CC Air Conditioning Replacement)3-28-25.docx

Request for Proposals for
De Pere Community Center Air Conditioning Replacement Design and Construction Management

The City of De Pere would like to invite your firm to submit a proposal for the design and construction oversight in replacing the Air Conditioning system at the De Pere Community Center.

Your proposal must be submitted to our office at the Municipal Service Center, 925 South Sixth Street, De Pere, WI 54115 by Friday, February 28, 2025, at 10:00 A.M. Proposals can be submitted either by paper copy or via email to Marty Kosobucki at mkosobucki@deperewi.gov.

BACKGROUND INFORMATION:

The Air Conditioning unit at the De Pere Community Center is approximately 25 years old and at the end of its reasonable life. The City would like to hire a consultant to analyze the current Air Conditioning system, recommend its replacement, design its replacement, provide technical specifications suitable for bidding, and eventually provide construction oversight during the installation.

The Community Center is a very active building and reducing or eliminating any "downtime" is crucial in the design of the replacement. The De Pere Community Center is located at 600 Grant Street in De Pere.

SCOPE OF SERVICES:

The scope of services for this project is to include the following:

- Research the current system and analyze options for replacement.
- Complete a design of the replacement of the Community Center's Air Conditioning unit.
    - Design shall be compliant with all local and state regulations.
    - State approved plans if required.
- Provide detailed plans and specifications for the replacement of the Air Conditioning System.
- Provide technical specifications suitable to be inserted into a bid packet which will be coordinated and sent out by the City of De Pere.
- Provide bid items and cost estimate.
- Provide construction oversight services for the installation of the air conditioning system to be installed.
    - Should include initial site visit with contractor, part time site visits during critical times of construction, final inspection, and review of payment requests from contractor.

- Provide Construction Administration services to include review of pay applications and handling disputes with contractor.

MEETINGS:

The consultant should include:

- Design Phase
  - Kickoff meeting with City staff, including review of the project site.
  - Final design meeting.
- Construction Management
  - Initial site visit and project kick off meeting with contractor.
  - Periodic site visits during installation.
  - Final meeting and inspection of the Air Conditioning Unit for the Community Center.

The Proposed Fee Schedules are included with this document. If there are any specific work items which the Consultant believes are not identified in any unit price item, but is required to provide a functionally completed project, then the identified specific work items shall be included in the appropriate unit price item.

The City will bid the replacement project. Additionally, the City will insert the technical specifications into the bid document for the project. The City will provide the other components to the bid documents, such as notice to bidders, instructions to bidders, agreement, and general conditions.

SCHEDULING:

The proposals will be taken to the Board of Park Commissioners on March 20, 2025, and Common Council on April 2, 2025. We anticipate the design to be completed by May 9th, with bidding of the project to be completed in June 2025 at the earliest, and installation to be completed by October 1, 2025.

INSURANCE:

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

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

PAYMENT:

The City's Consultant Agreement provides for compensation under the contract to be made in a lump sum upon completion of the contract. This project will be paid in two (2) lump sum payments by Project Phase (Design Phase and Construction Phase). Any proposal that seeks an alternative compensation provision shall be included in a specific description of the preferred compensation method for City consideration.

FEE:

The fee schedules have been included for use on your proposal.

DELIVERY:

The deliverables for this project include the following:

1. Provide project plans for Air conditioning system replacement in AutoCAD and .pdf for insertion into the bid documents. The City will bid the project on-line with 11"x17" .pdf plan set.
2. Provide technical specifications in a word document for bidding of the air conditioning unit.
3. Provide bid items, quantities, summary of work, and an engineer's estimate. The estimate is to be provided in an excel document. Provide the remaining items in a word document.
4. Provide all required permits and regulatory approvals for construction of the upgrade to the new air conditioning system
5. Provide a timeline of events to include (but not limited to) kick off meeting, design phase, final design, completion of items for bid document, permit applications as needed, state approval (if needed), bid award, and construction/installation.

The City will prepare the bid documents and bid the Air Conditioning system project. The plans will be inserted into a City plan set. The City will provide the cover sheet. Additionally, the City will insert the technical specifications into the bid document. The City will provide the other components to the bid documents, such as notice to bidders, instructions to bidders, agreement, and general conditions. The consultant shall be involved once the contractor has been selected to oversee construction management of the project.

ADDITIONAL INFORMATION:

The City will provide a copy of the current building plans to help design the proper replacement.

The City will pay for permitting fees associated with the project.

A sample Consultant Agreement is attached. Terms and Conditions of a proposer's Standard Agreement for Service shall not be included into Consultant Agreement absent specific language thereof in the Consultant agreement itself.

For questions, please contact Marty Kosobucki at mkosobucki@deperewi.gov or Tom Blohowiak at tblohowiak@deperewi.gov or call 920-339-4065.

Proposed Fee Schedule

Company Name:_____

Company Address:_____

Company Address:_____

Company Representative:_____

Signature:_____

De Pere Community Center Air Conditioning Replacement Design Phase (bid items)	Fee
Design Community Center Air Conditioning Replacement	**$**
Project Meetings (Two)	**$**
Total Design Fee	**$**

De Pere Community Center Air Conditioning Replacement Construction Phase (bid items)	Fee		
Description	**Unit**	**Unit price**	**Amount**
Attend Preconstruction Meeting	LS	**$**	**$**
Review Shop Drawings	LS	**$**	**$**
Perform Construction Administration	HR	**$**	**$**
Perform Construction Oversight	HR	**$**	**$**
Total Construction Fee			**$**

February 25, 2025

Marty Kosobucki
CITY OF DE PERE
925 S. Sixth Street, De Pere, WI 54115

Engineering Services for: De Pere Community Center – Air Conditioning Replacement Design and Construction Management
Proposal #: DAR02252025.1

VIA email to: mkosobucki@deperewi.gov

Dear Marty,

Thank you for allowing Tweet/Garot Mechanical to propose to provide **engineering services** to complete the design for the replacement of the air conditioning unit at the De Pere Community Center.

The scope of the Engineering services for drawing preparation and construction administration will include the following services.

DESIGN PHASE:

- Initial project kick-off meeting
- Site visit to verify existing conditions
- Review potential air conditioning replacement alternatives, including direct air-cooled condensing unit (and cooling coil replacement), conversion to a chilled water system, or potentially change to a packaged heating and air conditioning unit (rooftop style unit, on grade)
- Meet with client to review alternatives and decide on a design approach.
- Preparation of drawings to show the scope of the proposed work, including demolition drawings and construction drawings
- Schedules listing any new equipment required
- Appropriate details to show ducting and piping arrangements
- Ductwork application matrices (on the plan sheets) to identify material expectations
- Specifications on the plan sheets to define other materials and equipment as required
- 1 final design review meeting
- Provide plan submittal for HVAC if required
- Estimate of the probable cost of construction

CONSTRUCTION ADMINISTRATION PHASE:

- Respond to any questions during the bidding and construction process (2)
- Review of project equipment and material submittals (2)
- Preconstruction meeting at site with the selected contractor (2)
- Periodic site visits during construction to review work progress and conformance with the contract documents (2 total) (4)
- Final site visit to confirm the installed system is in general conformance with the bidding documents (2)
- Review of TAB reports for project close-out (if required)

This proposal is for engineering services only and excludes furnishing and installation of materials, labor and service.

Bidding documents will be developed following accepted industry design standards. Our deliverable will be drawings in Revit and PDF format for bidding and for plan review (11"x17" size).

Specific Exclusions include the following: Electrical engineering, structural and civil engineering.

We propose to provide the engineering services, as described above, for the lump sum price of **$8,500.** Refer to attached Proposed Fee Schedule for fee breakdown as requested by the City of De Pere.

This proposal reflects pricing as of this date and is valid for 60 days.

Please note requested clarifications/revisions to the RFP documents:

Requested revision #1 – RFP on page 3 under **PAYMENT**. Request striking entire paragraph and replacing with the following standard Tweet/Garot payment terms:

> "Projects will be progress billed as a percentage of work completed.
>
> Our standard payment terms are net 30 days. Interest will be charged on past due accounts at 1.5% per month. If payment is made by credit card, a 1.5% processing fee will be charged."

Requested revision #2 – Sample Agreement for Contractor Services, on page 1 under COMPENSATION. Request striking entire paragraph and replacing with the following standard Tweet/Garot payment terms:

> "Projects will be progress billed as a percentage of work completed.
>
> Our standard payment terms are net 30 days. Interest will be charged on past due accounts at 1.5% per month. If payment is made by credit card, a 1.5% processing fee will be charged."

Clarification #1 – RFP on page 3 under **DELIVERY**, items 4 reads: "Provide all required permits and regulatory approvals for construction of the upgrade to the new air conditioning system." On the next page under **ADDITONAL INFORMATION** it states: "The City will pay for permitting fees associated with the project." For the purpose of this proposal, we are assuming all permitting and plan review fees for this project are EXCLUDED and will be paid for by the City.

Acceptance of any proposal will be based upon receipt of a signed copy of this proposal or a written purchase order. All purchases are subject to Tweet/Garot Contract Terms and Conditions (see attached). Work will not commence prior to receipt of written authorization as stated above.

Thank you for the opportunity to submit this proposal. Please call **(920) 347-6186** or e-mail **dan.rehbein@tweetgarot.com** with any questions.

Sincerely,

TWEET/GAROT MECHANICAL, INC. – De Pere

Daniel A. Rehbein, PE, LEEP AP

Manager – Building Engineering Group

cc: Frank Ujazdowski – T/G

Acceptance of Proposal:

By: _____

P.O. No. _____

Date: _____

Proposed Fee Schedule

Company Name: Tweet/Garot Mechanical, Inc.

Company Address: 325 Reid Street, De Pere, WI 54115

Company Address:

Company Representative: Daniel A. Rehbein, P.E.

Signature:

De Pere Community Center Air Conditioning Replacement Design Phase (bid items)	Fee
Design Community Center Air Conditioning Replacement	$ 6500.00
Project Meetings (Two)	$ 500.00
Total Design Fee	$ **7000.00**

De Pere Community Center Air Conditioning Replacement Construction Phase (bid items)	Fee		
Description	**Unit**	**Unit price**	**Amount**
Attend Preconstruction Meeting	LS	$ 250.00	$ 250.00
Review Shop Drawings	LS	$ 250.00	$ 250.00
Perform Construction Administration	HR	$ 125.00	$ 500.00
Perform Construction Oversight	HR	$ 125.00	$ 500.00
Total Construction Fee			$ **1500.00**

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: March 20, 2025

RE: Approval of design consultant for Community Center AC Design

Summary: We are seeking approval of a design consultant to create design specifications and provide construction oversight for the replacement of the Air Conditioning at the Community Center.

Background: The department has $140,000 approved to address the replacement of the aging air conditioning unit at the Community Center. As part of this process, we are requesting a design consultant assist the City in developing specifications for replacement. We sent request for quotes out to 12 different consultants and received one bid back. After reviewing the bid, staff feels the bid meets our needs.

Staff Recommendation: Approve design bid from Tweet Garot in the amount of $8,500 to address the design and bid specifications development and construction oversight.

City of De Pere, Wisconsin **I.17**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Parks, Recreation & Forestry
FROM:	Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT:	Resolution #25-40 Authorizing Transfer of $8,672.01 from Unassigned Reserves for Water Heater Replacement at Community Center.
RECOMMENDED ACTION:	Motion to Approve transfer of funds from Unassigned Reserves.

At the April 8, 2025, Finance/Personnel Committee meeting, it was approved unanimously to utilize funds from Unassigned Reserves to replace the Community Center water heater in the amount of $8,672.01.

ATTACHMENTS:
Reso25-40, Memo.CC Water Heater Emergency Repair

RESOLUTION #25-40

AUTHORIZING TRANSFER OF $8,672.01 FROM UNASSIGNED RESERVES
FOR EMERGENCY WATER HEATER REPLACEMENT AT COMMUNITY CENTER

WHEREAS, on February 12, 2025, staff discovered that the water heater at the Community Center unexpectedly failed beyond repair; and

WHEREAS, quotes were obtained and an emergency replacement was authorized by the City Manager at a cost of $8,672.01; and

WHEREAS, a formal budget amendment is required to allocate funds expended from Unassigned Reserves for this work; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council hereby approves the transfer of funds from City's Unassigned Reserves account in the amount of $8,672.01 and authorizes the allocation to Account 100-55140-240 (Community Center-Repairs & Maintenance).

BE IT FURTHER RESOLVED:

That all city officials, officers and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 04/08/2025

CITY OF DE PERE
MEMO

To: Finance/Personnel Committee
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: April 8, 2025

RE: Funding for Replacement of Water Heater at Community Center

Staff is requesting authorization of unassigned reserves to fund the replacement of the water heater back in February of 2025.

On February 12, 2025, staff uncovered our water heater at the Community Center failed and was beyond repair. Our maintenance staff quickly consulted our HVAC consultant and obtained quotes. Once we obtained quotes, we consulted with the City Manager who authorized staff to move forward with the repairs and bring expenses forward once completed. The repairs have been completed, and total cost of repair was $8,672.01.

City of De Pere, Wisconsin **I.18**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Parks, Recreation & Forestry
FROM:	Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT:	Resolution #25-41 Authorizing Third Extension of Lease Agreement with Brown County Ice Management, Inc.
RECOMMENDED ACTION:	Staff recommends approval of the Board of Park Commissioners' recommendation of an additional one-year extension to the Lease Agreement with Brown County Ice Management.

The Board of Park Commissioners, at the March 27, 2025, meeting, approved an additional one-year extension to the lease agreement with Brown County Ice Management to operate the De Pere Ice Arena. The motion passed with a vote of 5-0, with Elizabeth McMasters abstaining.

ATTACHMENTS:
Reso25-41, Third Extension of Lease w-Brown County Ice Management Inc.3-19-25-155-001-12, Extension of Lease w-Brown County Ice Management, Inc.2-7-24-155-001-12, Brown County Ice Management 4th Amendment 2023, 2018 3rd Amendment - BC Ice Mgmt, 2014 2nd Amendment - BC Ice Mgmt, 2013 Amendment - BC Ice Mgmt, 2012 Lease Agreement - BC Ice Mgmt, Cover Memo.Lease Amendment.BCIM

RESOLUTION #25-41

AUTHORIZING THIRD EXTENSION OF LEASE AGREEMENT BETWEEN THE CITY OF DE PERE AND BROWN COUNTY ICE MANAGEMENT, INC.

WHEREAS, the City and Brown County Ice Management, Inc. are parties to a Lease Agreement, dated April 5, 2012, with amendments thereto dated April 17, 2013, December 29, 2014, and November 27, 2018, with extensions thereto dated June 1, 2023, and March 19, 2024 (collectively referred to as the "Lease Agreement"), providing for Lessee's use of city-owned property and improvements at the De Pere Ice Arena, located at 1450 Fort Howard Avenue; and

WHEREAS, the parties wish to extend such Lease Agreement for an additional year to allow for review of a facilities condition assessment report, pursuant to the terms and conditions more fully set forth in the attached Third Extension of Lease Agreement Between the City of De Pere and Brown County Ice Management, Inc.; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

> The City Manager and City Clerk are authorized and directed to execute the attached Third Extension of Lease Agreement Between the City of De Pere and Brown County Ice Management, Inc.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 03/27/2025

THIRD EXTENSION OF LEASE AGREEMENT BETWEEN THE CITY OF DE PERE AND BROWN COUNTY ICE MANAGEMENT, INC.

THIS THIRD EXTENSION OF LEASE AGREEMENT ("Extension") is entered and effective this 1st day of June, 2025, by and between the City of De Pere ("City") and Brown County Ice Management, Inc., a Wisconsin not-for-profit corporation ("Lessee"), collectively referred to as "the Parties."

WHEREAS, the City and Lessee are parties to a Lease Agreement dated April 5, 2012, with amendments thereto dated April 17, 2013, December 29, 2014, and November 27, 2018, and an extensions thereto dated June 1, 2023, and March 19, 2024 (collectively referred to as "the Lease Agreement"), providing for Lessee's use of city-owned property and improvements at the De Pere Ice Arena located at 1450 Fort Howard Avenue; and

WHEREAS, the Parties mutually agree to extend the Lease Agreement for an additional one year term, as more fully set forth below.

NOW THEREFORE, the Parties hereby agree to renew and extend the Lease Agreement as follows:

1. Paragraph 2.01 of the Lease Agreement shall be extended for a term of 12 months, June 1, 2025, through May 31, 2026.

2. Subsection (a) of Paragraph 5.07.1 of the Lease Agreement shall be deleted and recreated as follows:

   (a) Effective June 1, 2025, the surcharge shall be $40.00/hour.

3. All other terms, provisions, conditions, requirements and obligations of the Lease Agreement shall remain in full force and effect and are incorporated herein by reference.

Dated this ____ day of _____, 2025.

[Signatures on following page]

BROWN COUNTY ICE MANAGEMENT, INC.
By:

Don Chilson, Manager
Registered Agent

CITY OF DE PERE
By:

Kimberly T. Flom, City Manager

Carey E. Danen, City Clerk

J:\Law\Leases\2025\Third Extension of Lease w-Brown County Ice Management, Inc.3-19-25-155-001-12.docx

SECOND EXTENSION OF LEASE AGREEMENT BETWEEN THE CITY OF DE PERE AND BROWN COUNTY ICE MANAGEMENT, INC.

THIS SECOND EXTENSION OF LEASE AGREEMENT ("Extension") is entered and effective this 1st day of June, 2024, by and between the City of De Pere ("City") and Brown County Ice Management, Inc., a Wisconsin not-for-profit corporation ("Lessee"), collectively referred to as "the Parties."

WHEREAS, the City and Lessee are parties to a Lease Agreement dated April 5, 2012, with amendments thereto dated April 17, 2013, December 29, 2014, and November 27, 2018, and an extension thereto dated June 1, 2023 (collectively referred to as "the Lease Agreement"), providing for Lessee's use of city-owned property and improvements at the De Pere Ice Arena located at 1450 Fort Howard Avenue; and

WHEREAS, the Parties mutually agree to extend the Lease Agreement for an additional one year term, as more fully set forth below.

NOW THEREFORE, the Parties hereby agree to renew and extend the Lease Agreement as follows:

1. Paragraph 2.01 of the Lease Agreement shall be extended for a term of 12 months, June 1, 2024, through May 31, 2025.

2. Subsection (a) of Paragraph 5.07.1 of the Lease Agreement shall be deleted and recreated as follows:

   (a) Effective June 1, 2024, the surcharge shall be $35.00/hour.

3. All other terms, provisions, conditions, requirements and obligations of the Lease Agreement shall remain in full force and effect and are incorporated herein by reference.

Dated this ____ day of _____, 2024.

[Signatures on following page]

BROWN COUNTY ICE MANAGEMENT, INC.
By:

Don Chilson, Manager
Registered Agent

CITY OF DE PERE
By:

James G. Boyd, Mayor

Carey E. Danen, City Clerk

J:\Law\Leases\2024\Extension of Lease w-Brown County Ice Management, Inc.2-19-24-155-001-12.docx

EXTENSION OF LEASE AGREEMENT BETWEEN THE CITY OF DE PERE AND BROWN COUNTY ICE MANAGEMENT, INC.

THIS EXTENSION OF LEASE AGREEMENT ("Extension") is entered into this 1st day of June, 2023, by and between the City of De Pere ("City") and Brown County Ice Management, Inc., a Wisconsin not-for-profit corporation ("Lessee"), collectively referred to as "the Parties."

WHEREAS, the City and Lessee are parties to a Lease Agreement dated April 5, 2012, with amendments thereto dated April 17, 2013, December 29, 2014, and November 27, 2018 (collectively referred to as "the Lease Agreement"), providing for Lessee's use of city-owned property and improvements at the De Pere Ice Arena located at 1450 Fort Howard Avenue; and

WHEREAS, the Parties mutually agree to extend the Lease Agreement for an additional one year term, as more fully set forth below.

NOW THEREFORE, the Parties hereby agree to renew and extend the Lease Agreement as follows:

1. Paragraph 2.01 of the Lease Agreement shall be extended for a term of 12 months, June 1, 2023, through May 31, 2024. Thereafter, upon mutual consent of the Parties, the Lease may be extended for one (1) additional one-year term.

2. All other terms, provisions, conditions, requirements and obligations of the Lease Agreement shall remain in full force and effect and are incorporated herein by reference.

Dated this 9 day of June, 2023.

BROWN COUNTY ICE MANAGEMENT, INC.
By:

Don Chilson, Manager

CITY OF DE PERE
By:

James G. Boyd, Mayor

Carey E. Danen, City Clerk

J:\Law\Leases\2023\Extension of Lease w-Brown County Ice Management, Inc.5-22-23-155-001-12.docx

THIRD AMENDMENT TO LEASE AGREEMENT BETWEEN THE CITY OF DE PERE AND BROWN COUNTY ICE MANAGEMENT, INC.

THIS AMENDMENT is entered into this 27th day of November, 2018, by and between the City of De Pere, a Wisconsin municipal corporation ("City") and Brown County Ice Management, Inc., a not-for-profit Wisconsin corporation ("Lessee").

WHEREAS, the City and Lessee are parties to a Lease Agreement dated April 5, 2012 and amended as of April 17, 2013 and December 29, 2014 (collectively referred to as the "Lease Agreement"), which provides for use of City owned property and improvements located at 1450 Fort Howard Avenue, known as the De Pere Ice Recreation Center; and

WHEREAS, City and Lessee wish to amend the Lease Agreement along the terms and conditions more fully set forth below.

NOW THEREFORE, in consideration of the foregoing and mutual covenants and promises contained herein and other good and valuable consideration, the receipt of which is acknowledged, the parties hereto agree as follows:

1. Paragraph 5.07.1 is created to read:

5.07.01 Lessee shall impose a surcharge on all ice rentals as follows:

(a) The surcharge, which shall be implemented over a three year period, shall consist of:
   (1) A $20.00 per hour surcharge shall be effective upon execution of this Amendment;
   (2) Effective September 1, 2019, the surcharge shall increase to $25.00/hour;
   (3) Effective September 1, 2020, the surcharge shall increase to $30.00/hour.

(b) The surcharge shall apply to all ice rentals with the exception of the following:
   (1) Open skate events sponsored by Lessee and required by ¶5.05 of this Lease;
   (2) An event/program that has received a waiver of the surcharge from the City Board of Park Commissioners.

(c) The surcharge shall have not affect the Management Fee required under ¶2.02 and defined under ¶1.10.

(d) Lessee shall submit to City a monthly statement of rented ice hours to the Director of Parks, Recreation and Forestry ("Director"). The monthly statement shall be sent to the Director no later than 10 days after the end of each month. City shall invoice Lessee the amount of surcharge due. Lessee shall pay such invoice within 10 days of its receipt.

(e) The surcharge dollars collected shall be used by City to reimburse its unassigned reserve account for repairs to the Ice Arena chiller system in 2018.

(f) Upon final reimbursement of such chiller system repair costs, the surplus amounts collected shall be directed to the City designated capital fund dedicated to repairs at the Ice Arena ("the Ice Arena Fund").

2. Paragraph 2.01 of the Lease Agreement is amended to provide that the lease term shall expire on May 31, 2023. The remaining provisions of paragraph 2.01 pertaining to lease renewals and terminations of the lease remain unchanged.

3. All other terms, conditions, requirements, and obligations found in the Lease Agreement are incorporated herein by reference and remain unaffected by this Amendment.

BROWN COUNTY ICE MANAGEMENT, INC.

By: Don Chilson

Print Name: Don Chilson

Title: Manager Brown County Ice Mangement

Print Name: _____

Title: _____

CITY OF DE PERE

By: Michael J. Walsh

Michael J. Walsh, Mayor

Shana D. Ledvina

Shana D. Ledvina, Clerk-Treasurer

J:\Law\Leases\2018\3rd Amendment to Lease-Brown Cty Ice Mgmt11-18-155-001-12.docx

SECOND AMENDMENT TO LEASE AGREEMENT BETWEEN THE CITY OF DE PERE AND BROWN COUNTY ICE MANAGEMENT, INC.

THIS AMENDMENT is entered into this 29th day of December, 2014, by and between the City of De Pere, a Wisconsin municipal corporation ("City") and Brown County Ice Management, Inc., a not-for-profit Wisconsin corporation ("Lessee").

WHEREAS, the City and Lessee are parties to a Lease Agreement ("Original Agreement"), dated April 5, 2012 and amended as of April 17, 2013 (collectively referred to as the "Lease Agreement"), which provides for use of City owned property and improvements located at 1450 Fort Howard Avenue, known as the De Pere Ice Recreation Center; and

WHEREAS, City and Lessee wish to amend the Lease Agreement along the terms and conditions more fully set forth below.

NOW THEREFORE, in consideration of the foregoing and mutual covenants and promises contained herein and other good and valuable consideration, the receipt of which is acknowledged, the parties hereto agree as follows:

1. Paragraph 2.01 of the Original Agreement is amended to provide that the lease term shall expire on May 31, 2020. The remaining provisions of paragraph 2.01 pertaining to lease renewals and terminations of the lease remain unchanged.

2. Paragraph 6.05 of the Original Agreement (City rekeying of locks by June 2, 2012) is deleted.

3. All other terms, conditions, requirements, and obligations found in the Lease Agreement are incorporated herein by reference and remain unaffected by this Amendment.

BROWN COUNTY ICE MANAGEMENT, INC.
By: _____
Print Name: Phil DeLeers
Title: President

By: _____
Print Name: Richard Nell
Title: Treasure

CITY OF DE PERE
By: _____
Michael J. Walsh, Mayor

_____
Shana L. Defnet, Clerk-Treasurer

H:\jdupont\Leases\2014\2nd Amendment to Lease - Brown Cty Ice Mgmt-12-14-155-001-12.docx

AMENDMENT TO LEASE AGREEMENT BETWEEN THE CITY OF DE PERE AND BROWN COUNTY ICE MANAGEMENT, INC.

THIS AMENDMENT is entered into this 17th day of April, 2013, by and between the City of De Pere, a Wisconsin municipal corporation ("City") and Brown County Ice Management, Inc., a not-for-profit Wisconsin corporation ("Lessee").

WHEREAS, the City and Lessee are parties to a Lease Agreement, dated April 5, 2012, which provides for use of City owned property and improvements located at 1450 Fort Howard Avenue, known as the De Pere Ice Recreation Center; and

WHEREAS, City and Lessee wish to amend such Lease along the terms and conditions more fully set forth below.

NOW THEREFORE, in consideration of the foregoing and mutual covenants and promises contained herein and other good and valuable consideration, the receipt of which is acknowledged, the parties hereto agree as follows:

1. The second sentence of paragraph 2.02 of the Lease shall be amended to read as follows:

   Such payment shall be made by June 30 for the preceding fiscal year.

2. All other terms, conditions, requirements, and obligations found in the April 5, 2012 Lease Agreement are incorporated herein by reference and remain unaffected by this Amendment.

BROWN COUNTY ICE MANAGEMENT, INC.
By:
Dan Chelson, Manager
Name:
Title:

Name:
Title:

CITY OF DE PERE
By:
Michael J. Walsh
Michael J. Walsh, Mayor

Shana L. Defnet
Shana L. Defnet, Clerk-Treasurer

H:\jdupont\Leases\2013\Amendment to Lease - Brown Cty Ice Mgmt-3-13-155-001-12.docx

LEASE AGREEEMENT BETWEEN THE CITY OF DE PERE AND BROWN COUNTY ICE MANAGEMENT, INC.
(De Pere Ice Recreation Center)

This Lease Agreement ("Agreement") is made by and between the City of De Pere, a Wisconsin municipal corporation ("City") and Brown County Ice Management, Inc., a not-for-profit Wisconsin corporation ("Lessee").

WHEREAS, the City owns certain property and improvements located at 1450 Fort Howard Avenue, De Pere, Wisconsin, known as the De Pere Ice Recreation Center; and

WHEREAS, the City desires to lease the premises to Lessee in the manner and upon the terms, conditions, obligations and understandings set forth below; and

WHEREAS, the Common Council of the City has found that it is in the best interest of the City and in the furtherance of the health, welfare and safety of the community and its residents and guests to maintain this park land in such a manner as proposed by the Agreement.

NOW THEREFORE, in consideration of the promises and other obligations set forth herein, together with other good and valuable consideration, the receipt of which is hereby acknowledged, it is mutually agreed and promised, by and between the City and Lessee as follows:

LEASE PROVISIONS

1. DEFINITIONS

1.01 **Board of Park Commissioners** means the City Board of Park Commissioners operating under Wis. Stats. §27.06.

1.02 **City** means the City of De Pere, a Wisconsin municipal corporation whose principal place of business is 335 South Broadway Street, De Pere, Wisconsin 54115. The term City is interchangeable with De Pere Common Council.

1.03 **Designated Capital Improvement Fund** means a designated reserve fund established by City for Major Capital Improvements at the De Pere Ice Recreation Center.

1.04 **Existing Locker Room Lease** means Exhibit A.

1.05 **Exterior Alterations** means, but is not limited to, each and every act which significantly changes the physical appearance or nature of the land, buildings, structures or improvements thereon, such as, but not limited to any modification to the size and shape of a structure or building and/or construction of a new structure as a building.

1.06 **Ice Facility** means the De Pere Ice Recreation Center located at 1450 Fort Howard Avenue, De Pere, Wisconsin 54115.

1.07 **Lease Term** means 5 years commencing on June 2, 2012. The Lease may be extended for additional five (5) year term upon mutual written agreement.

1.08 **Leased Property** means the Ice Facility together with a four foot perimeter around the building and including entry walks in to the Ice Facility. A map of the Leased Property is attached as Exhibit B.

1.09 **Lessee** means Brown County Ice Management, Inc. a Wisconsin not-for-profit corporation whose principal place of business is 1640 Fernando Drive, De Pere, Wisconsin 54115.

1.10 **Management Fee** means money paid by Lessee on a yearly basis to the City for use of the Ice Facility. The Management Fee formula for payment to the City is:

(a) 50% of Net Income up to $100,000 (i.e. Net Income = $50,000, City fee is $25,000; Net Income = $100,000, City fee is $50,000); plus

(b) 20% of Net income between $100,001 - $150,000[i.e. Net Income = $150,000, then ($100,000 x 50%) + ($50,000 x 20%) = $60,000].

Net Income realized over $150,000 per year shall not be subject to cost share with City.

1.11 **Major Capital Improvements** means Ice Facility improvements, repairs or capital items costing $10,000 or more.

1.12 **Minor Capital Improvements** means Ice Facility improvements, repairs, or capital items costing less than $10,000.

1.13 **Net Income** means gross income less employee wages and benefits, operation and maintenance expenses, insurance payments, and Minor Capital Improvement expenses. Net Income does not include concession proceeds.

1.14 **Parking Lot** means the improved parking lot off of Fort Howard Avenue adjacent to the Ice Facility.

1.15 **Recreational Activity** means indoor activity undertaken for the purpose of exercise, relaxation, or pleasure, including, practice or instruction of any such activity.

1.16 **Board of Advisors** means Lessee's advisory panel made up of one member from the following groups or people:

(a) City of De Pere staff representative

(b) Board of Park Commissioners representative

(c) St. Norbert College Hockey

(d) WIAA De Pere Voyageurs Hockey Team
(e) Core Users of the Ice Facility as determined by the previous year rental hours
(f) Rink Management

1.17 **Core Users** means any user group renting 100 hours or more in a year of ice time at the Ice Facility. The parties agree that the 100 hour threshold for Core User determination shall be reevaluated after a period of two (2) years of this Agreement.

2. TERM OF LEASE

2.01 The term of this Lease is five (5) years, commencing on June 2, 2012 and ending on May 31, 2017. Thereafter, the agreement may renew in five (5) year increments upon mutual written agreement by both parties. Any party may terminate the Lease by giving a minimum 12 month notice of termination prior to any renewal period.

2.02 Lessee shall pay City a Management Fee on a yearly basis as and for rent of the Ice Facility. Such payment shall be made by January 31 for the preceding year. The management fee shall be deposited into the Designated Capital Improvement Fund for the purpose of future maintenance and improvements to the Ice Facility. Should the situation arise where the agreement is terminated before its schedule expiration date or the lease has reached its expiration date of June 2, the Lessee shall pay the Management Fee within 30 days of when the lease terminates.

3. USE OF PROPERTY AND BUILIDINGS

3.01 Lessee has the exclusive right to occupy the Ice Facility for the purposes of operating and maintaining the Ice Facility.

3.02 Except as otherwise specifically identified below, Lessee is solely responsible for all costs arising from and/or pertaining to the maintenance and operation of the Ice Facility.

3.03 Lessee shall use the Ice Facility in a manner consistent with this Agreement, City and State laws, ordinances and regulations, and all other City public park land policies, written or by custom. If the Lessee seeks to use the Ice Facility for anything other than the usual and customary operation of the Ice Facility, Lessee shall obtain prior written consent of the Board of Park Commissioners. Usual and customary operation includes all activities that utilize the ice surface, such as shows, tournaments and other ice related events.

3.04 The Lessee may sublease parts of the building (ie. Pro shop, private food vendor, etc.) to any group who has representation on the Board of Advisors. The Lessee may also sublease parts of the Ice Facility building to any other person, group or entity with prior written authorization from the Board of Park Commissioners.

3.05 The sale and consumption of alcohol beverages are permitted on the Leased Property with proper licensure from the City. No alcohol beverages will be sold or consumed during events which are mainly youth orientated. No carry in alcohol beverages shall be permitted.

4. MAINTENANCE, REPAIRS AND RESTORATION

4.01 The Lessee shall, throughout the term of the Agreement, be responsible to keep the Ice Facility in good condition and repair. All Minor Capital Improvements and repair, construction, reconstruction and maintenance shall be paid for solely by Lessee without any expense to the City.

4.02 The Lessee shall have a documented maintenance plan for HVAC, refrigeration system, dehumidification system and ice resurfacer.

4.03 The Lessee shall keep record of maintenance of all HVAC, refrigeration system, dehumidification system and ice resurfacer.

4.04 Major Capital Improvements which are required due to the negligence of Lessee, Lessee's employees or agents to adequately maintain Ice Facility equipment shall not be the responsibility of the City.

4.05 Major Capital Improvements and repair of construction, reconstruction, and maintenance other than those covered under paragraph 4.04, shall be paid for solely by City without any expense therefore to Lessee. All such Major Capital Improvements are subject to approval by the De Pere Common Council.

4.06 The Lessee shall make no Exterior Alterations, additions, repairs, permanent decorations, restoration or other improvements or modifications of whatsoever kind or nature except as approved in writing by the De Pere Common Council. All Exterior Alterations or modifications approved by City shall comply with the City's site plan review and building permit process.

4.07 Lessee may make interior alterations to the site without prior permission from the Board of Park Commissioners. Examples of interior modifications include, but not limited to, items such as replacement of carpet and/or flooring, painting of walls, replacing of bathroom fixtures, new décor or other alterations that will enhance the use of the Ice Facility.

4.08 Any construction or modifications by Lessee permitted by the City and/or Board of Park Commissioners shall be solely in furtherance of the use of the Ice Facility for the purpose of this Agreement and shall become the property of the City upon completion.

5. LESSEE'S RESPONSBILITIES

5.01 The Lessee shall develop, operate and maintain the Ice Facility and operations related thereto primarily as a family ice facility. In doing so, Lessee shall undertake scheduling sports functions, establishing rules and procedures as necessary for use of the facility, including selling advertising which is appropriate for a family orientated facility, and where appropriate, subleasing space for related retail or service use. Lessee shall also clean and maintain facility in accordance with all health and safety regulations and to a degree the users of the Ice Facility find acceptable.

5.02 Such operation shall be performed in a fiscally responsible manner. To that end, Lessee shall yearly, or more frequently upon request, provide City full and complete access to its accounts, ledgers, budgets, and all other financial documentation pertaining to the Ice Facility. Failure to operate the Ice Facility in a fiscally responsible manner could be considered a default hereunder.

5.03 Lessee shall provide quarterly and year-end financial reports to the City using General Accepted Accounting Principles (GAAP).

5.04 Lessee shall provide reasonable public access at reasonable hours for public skating opportunities.

5.05 Lessee shall provide City at no cost, a two (2) hour block of time on an annual basis for hosting a City-wide special event. The parties agree to meet on a yearly basis to discuss a mutually agreeable time to schedule the special event. The parties shall strive to schedule the event on a date and time which is reasonably expected to draw a large segment of the De Pere population to the event.

5.06 The Lessee shall provide a concession area within the Ice Facility which complies with all City and State regulations. Revenue generated by the concessions shall not be included in the calculation of the Management Fee. If the City desires additional concession services, Lessee has the right of first refusal to provide those additional services.

5.07 Lessee shall set its own schedules, ice rental rates, concession prices and user fees. Ice rental rates shall not be increased on a yearly basis greater than three (3) percent to members of the Board of Advisors without prior approval from the Board of Park Commissioners.

5.08 Lessee shall assemble and have in place within 60 days of commencement of this Lease, a Board of Advisors in accordance with paragraph 1.17 of this Lease, which shall be advisory in nature to the Lessee with regard to operations and policy development.

5.09 Lessee shall be responsible for maintaining the exterior of Leased Property including but not limited to grass cutting, weed control, landscape bed maintenance, and snow removal.

5.10 Lessee will not, directly or indirectly, create or allow to remain and will promptly discharge at its expense any lien, encumbrance, execution, attachment, or claim upon the Leased Property.

5.11 The Lessee shall be solely responsible for and shall timely pay any and all monthly and periodic expenses necessary or desired to maintain utility services including, but not limited to; electrical, water, wastewater, storm sewer, gas, telephone, cable, internet, water and wastewater charges.

5.12 The Lessee shall, on a yearly basis, provide to the Director of Parks, Recreation and Forestry, a five (5) year capital improvement projection covering the Ice Facility. Such capital improvement projections shall be submitted by June 1 of each year of this Lease.

5.13 The Lessee shall develop and maintain a website exclusive to the Ice Facility.

5.14 The Lessee shall provide a location inside the Ice Facility's main skating area for members of the Board of Advisors to display banners or other indicia of program sponsors. Lessee may require that expenses related to creating individual display areas are the responsibility of the Board of Advisor members. Design and appearance of the display must be approved by the Lessee. Revenues obtained from sponsorships shall be retained by the Board of Advisory member group which obtains the sponsor. Any sponsorship banner having an agreement of longer than one year shall need approval from the Board of Park Commissioners.

5.15 The Lessee shall ensure that every effort is made to provide teams from the De Pere Youth Hockey Association are provided the ability to host a minimum of 15 home games for each sponsored team, so as long as they continue to remain as a core user and member of the Board of Advisors.

5.16 The Lessee shall not remove or displace any "core" user with the purpose to redirect them to the Cornerstone Ice Center, unless their rental fee remains the same as their De Pere Ice Facility rate.

5.17 The Lessee shall have a documented training program for on-site supervisors, concessionaires, and Ice resurfacing operators.

6. CITY'S RESPONSIBILITIES

6.01 City shall deposit all monies paid through the Management Fee into the Designated Capital Improvement Fund. This fund shall not be used by the City for any other purpose during the term of this Agreement.

6.02 The City shall keep and maintain, including snow removal, the Parking Lot and all other City property adjacent to the Leased Premises.

6.03 The City will be responsible for all utility costs attributable to the Parking Lot.

6.04 The City will maintain, trim and be responsible for lawn cutting and maintenance in all areas of the park property except for the Leased Premises.

6.05 The City shall re-key all doors in the Ice Facility on June 2, 2012.

7. EXISTING OBLIGATIONS

7.01 Ice Facility Locker Rooms. Lessee acknowledges that the existing Ice Facility currently is encumbered by a Lease Agreement dated December 11, 1995 by and between the City and St. Norbert College and Green Bay Deacons Hockey Team (f/k/a De Pere Deacons). A copy of said Lease is attached hereto and incorporated by reference as Exhibit A. City hereby assigns said Leases to Lessee for the term of this Lease and Lessee consents to such assignment all terms, conditions, provisions, obligations, requirements and restrictions contained therein.

8. INSURANCE

8.01 The Lessee shall provide proof of such adequate coverage to the City and the City shall be named as an additional thereon for all liability policies. Adequate coverage shall, at a minimum, include:

(a) General Liability
  (1) Coverage Form must be the most recent version of the Commercial General "Occurrence" policy, including:
    a. Premises and Operations
    b. Products and Completed Operations
    c. Advertising and Personal Injury
    d. Explosion, Collapse and Underground Hazard Coverage
    e. Contractual Insurance
    f. Broad Form Property Damage

name Lessee as an Additional Insured on its general liability policy for any and all City sponsored events at the Ice Facility.

9. FINANCIAL GAIN

9.01 The Lessee may undertake reasonable and project related financial gain activities from time to time at the Ice Facility provided that any and all proceeds therefrom shall be used exclusively by Lessee for the further enhancement of its mission.

9.02 Such financial gain activities include, but are not limited to, free will donations, rental payments by approved assignees or sub-tenants, concession sales and user fees.

9.03 The Lessee shall semi-annually submit to the Board of Park Commissioners in summary form, information as to ice usage and financial data directly pertaining to and/or arising from Ice Facility and/or this Agreement. This report shall be in addition to the quarterly report required under paragraph 5.03.

9.04 The Lessee shall have the ability to solicit donations in return for naming rights and displaying of advertising/banners under the below conditions:

(a) A minimum of 75% of revenue obtained shall be directed to improvements at the Ice Facility.
(b) Sponsoring agency must be appropriate for families.
(c) Any naming rights to the Ice Facility must obtain approval from the Board of Park Commissioners and De Pere Common Council.
(d) A summary must be provided in the year-end report of all donations received, advertising/banner provided, and amount of funding allocated to the Ice Facility, and which improvement it was allocated to.
(e) Any agreement with a donor cannot exceed the end of the Lease Agreement without authorization from the Board of Park Commissioners and De Pere Common Council. The end of the Lease Agreement shall be considered the end of a five (5) year agreement.

10. EASEMENTS

10.01 This Agreement is subject to all easements of record.
10.02 The City shall grant utility easements as necessary to the successors in interest to Lessee. Lessee unit, body and court lawfully exercising authority over the Ice Facility, its operation, and use.

11. COMPLIANCE WITH LAWS

11.01 The Lessee shall at all times, fully comply with and obey each and every applicable rule, regulation, law, ordinance, statue and order or any government.

12. MISCELLANEOUS

12.01 This Agreement shall be binding upon the parties hereto and their respective successors in interest.

12.02 This Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin.

12.03 This Agreement shall not be assigned nor conveyed, nor any of Lessee's obligations transferred by Lessee to any person without prior written approval from the City.

13. DEFAULT

13.01 Events of Default and Remedies. If Lessee:

(a) shall neglect or fail to pay any Management Fee within 30 days after such payment has become due and payable; or
(b) defaults in the performance of any term, provision, covenant, or condition on its part to be performed hereunder; or
(c) fails to operate the Ice Facility in a fiscally responsible manner; or
(d) materially breaches or breaks any of the covenants, obligations, terms, conditions or promises contained herein or shall willfully or maliciously do injury to any City property, operations or purposes the City shall have the right, in its sole discretion and operation, to forthwith terminate and void this Agreement and all rights of the Lessee hereunder without notice, unless Lessee shall have cured or caused to be cured such default or with respect to any obligation to operate, maintain, replace, or repair, shall have commenced and be diligently pursuing such cure within thirty (30) days after written demand, the City may exercise any one or more of the following remedies;

(1) City may terminate this Lease and exclude Lessee from possession of the Leased Property;
(2) City may use its efforts to lease the Leased Property at current market rental rates to another developer, holding Lessee liable for all rentals and other payments due up to the effective date of the new leasing and the excess, if any, of the rent and other amounts payable by Lessee under this Lease over the rents and other amounts which are payable under the new lease;

(3) City may declare all rentals, payments, amounts, and fees due hereunder to become due and immediately owing an to accelerate payment thereof;
(4) City may apply to any court of competent jurisdiction for appointment of a receiver or a trustee for one or more of the properties of lessee under this Lease or upon the Leased Property for the purpose of permitting the Leased Property to be operated and maintained for the purpose of paying the rental amounts and fees due under the Lease.

13.02 The rights and remedies in favor or the City hereunder shall be cumulative and non-exclusive of any other remedy to which the City may be entitled. As a result of any event of default hereunder, Lessee shall pay, as additional rent, all costs and expenses incurred by or on behalf of the City, including, without limitation, attorney fees and expenses therefore.

14. ENTIRE AGREEMENT

14.01 This Agreement constitutes the entire Agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed as of the 5th day of April, 2012.

BROWN COUNTY ICE MANAGEMENT, INC.
By:

Name: JEFFREY S. RYTHER
Title: Secretary

Name: ALAN C. HICKS
Title: VICE PRESIDENT

CITY OF DE PERE
By:

Michael J. Walsh, Mayor

Charlene M. Peterson, Clerk-Treasurer

H:\jdupont\Leases\2012\Brown County Ice Mgmt Lease-final-3-12-155-001-12.docx

LEASE AGREEMENT

THIS LEASE AGREEMENT is made and entered into this _____ day of _____, 1995 by and between the City of De Pere, a Wisconsin municipal corporation ("Lessor") and St. Norbert College, Inc. a Wisconsin corporation, and De Pere Deacons Hockey Team. St. Norbert College, Inc. and De Pere Deacons Hockey Team shall be collectively referred to as "Lessee" where the responsibility and liability for compliance with the terms and conditions of this lease are joint and several. Where the responsibility and liability of St. Norbert College, Inc. or the De Pere Deacons Hockey Team are independent of the other tenant, the party shall be referred to as "co-tenant".

RECITALS

WHEREAS, Lessor owns and operates the De Pere Ice Recreation Center (hereinafter "Center"); and

WHEREAS, Lessee is a significant user of the Center; and

WHEREAS, over the years, the use of the public locker facility supplied by Lessor and used by Lessee has been inconvenient for both Lessor and Lessee; and

WHEREAS, Lessee has approached Lessor requesting permission to construct a locker facility for Lessee's sole use adjacent and connected to the Center; and

WHEREAS, Lessor sees public benefit to permitting the construction of a private facility by Lessee to be used in conjunction with the Center and is therefore amenable to permit such construction under the terms and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, Lessor does hereby lease to Lessee and Lessee hereby agrees to occupy the premises described hereunder under the following terms and conditions:

I. PREMISES. The leased premises shall consist of 5,200 square feet of property immediately adjacent to the east wall of the Center, which Center is located at 1450 Ft. Howard Avenue. Such property is illustrated and designated "Premises" on Exhibit 1 attached hereto and is hereinafter referred to as the "Premises".

II. TERM. This lease shall commence June 30, 1995 and shall run for twenty (20) years, subject to the terms and conditions of this Agreement. The lease shall automatically renew for consecutive ten (10) year terms subject to a one (1) year written notice of intent to terminate the Agreement given at any time during any lease period other than the initial period.

III. RENT. Lessee shall pay rent to Lessor in the sum of One ($1.00) Dollar per year. Said amount shall be due and payable on or before June 20 of each year during the term of the lease. However, Lessee shall have the right to prepay the entire amount for the term.

IV. EXCLUSIVE USE/RIGHT OF ENTRY. Lessee shall have the exclusive right to utilize and improve the Premises for Lessee's private use in accordance with the terms and conditions of this Agreement. Lessor shall have the right to enter the Premises at any time to ensure that Lessee's use is in compliance with the covenants of this Agreement.

V. LEASEHOLD IMPROVEMENTS. It is the underlying intent of this Agreement to permit Lessee to construct upon real property owned by Lessor (Premises) locker room and storage facilities for the exclusive use of Lessee ("Improvements").

(a) Construction Specifications. To ensure compatibility of the Improvements with the Center, no Improvements shall be constructed unless the plans are first approved by Lessor's Department of Public Works and Ice Facilities Management Committee. Such approval will not be unreasonably withheld, but may be subject to conditions. Construction shall be in substantial compliance with Exhibits 1, 2, and 3 annexed hereto.

(b) Responsibility for Construction Specifications Compliance. Lessee shall be entirely responsible to see to it that all construction is in accordance with all state, local, and federal regulations pertaining to the type of construction contemplated by this Agreement. Lessee shall coordinate construction activities with Lessor so as to minimize disruption of Center operations and the construction schedule shall be subject to the approval of the Center Manager.

(c) Hold Harmless. Lessee shall save and hold harmless Lessor for any and all causes of action, administrative proceedings, claims, suits, or other claims or proceedings of any nature whatsoever as a result or consequence of any of the following:

1. Bodily injury or property loss or damage to any officer, agent, employee or invitee of the City, officer, agent, employee or invitee of Lessee, or third party, occasioned as a result of construction activities contemplated hereunder or in any manner as a result of Lessee's exercise of the rights and/or obligations under this Lease Agreement, including, specifically, the use and operation of the Improvements;

2. Any violation of any state, federal, or local building code or any other regulation whatsoever pertaining to construction requirements for the Improvements; or

3. Any claim or allegation that Lessor or Lessee have acted in violation of any state or federal law pertaining to contracting procedures and compensation.

This hold harmless agreement is meant to apply to the fullest extent of the law and is to include the cost of attorney fees and any other cost reasonably incurred in the defense of any such claim, action, proceeding, etc.

VI. OWNERSHIP/MAINTENANCE RESPONSIBILITIES IN REGARD TO IMPROVEMENTS. (a) During the term of the lease and any renewals thereof, ownership of the Improvements shall be that of Lessee.

1. Personal Property and Fixtures. Lessee may place personal property and fixtures within the leased premises in any manner so as to reasonably accommodate the purpose or use of the Premises and Improvements thereon as a locker room or storage facility.

2. Right to Sublet. Each co-tenant shall have the right to sublet the Premises and use of the Improvements back to Lessor or to third parties upon the approval of Lessor.

3. General Liability Insurance Required. Lessee shall maintain a policy of General Liability Insurance in an amount not less than One Million Dollars per occurrence which shall be at all times during the term of this lease applicable to the Premises.

4. Improvements and Personal Property/Insurance. Lessee shall be solely responsible for and shall maintain adequate property insurance on the Improvements and all fixtures and personal property therein.

(b) Utilities. The construction specifications for the Improvements shall require separate meters to be installed for all utilities servicing the Improvements. Lessee shall be and remain responsible for any and all costs of the provision of water, electricity, sanitary sewer, storm sewer (if any), natural gas, or any other utilities whatsoever required and utilized by Lessee as a consequence of use of the Improvements.

(c) St. Norbert Game Credit. It is recognized that due to the construction of the improvements, Lessee will not require the use of the Center's locker facilities. It is further acknowledged that the absence of Lessee from the locker room facilities before and after St. Norbert hockey games will enable Lessor to rent additional ice time before and after such games. In consideration of the foregoing, Lessor shall credit Lessee 25% of the total cost of ice rental for St. Norbert home hockey games scheduled in four hour blocks between the hours of 6:00 p.m. and 11:00 p.m.

(d) Maintenance. Lessee shall be responsible for any and all costs required to keep the leased premises in full compliance with all relevant state, federal, and local codes applicable to the Premises. Each co-tenant shall be responsible for normal daily maintenance as necessary to keep the Premises and Improvements under their exclusive control in good repair (including interior painting) and in a clean, sanitary, and safe condition, free and clear of refuse or debris in the portion of the Premises and Improvements under their exclusive control. Lessee shall promptly and in a workerlike manner perform all other repairs or maintenance of all components of the Improvements, including, without limitation, electrical, heating, plumbing, or structural systems (including exterior painting, roofing, siding, etc.). Lessee's duty to

repair the Premises shall apply regardless of the source of damage. Lessee may contract with Lessor for the provision of maintenance services under this paragraph and Lessee shall coordinate any major maintenance/repair activities with the Manager of the Center. Lessor shall have the authority to make repairs or provide maintenance as required in this Section and to tax the reasonable cost thereof as rent to Lessee, such costs to be due thirty (30) days after delivery of the invoice of the actual cost of repair or maintenance, where, in the reasonable discretion of the Manager of the Center:

1. The repair or maintenance activity is of such a nature that property damage to the Center or significant damage to the Improvements or their contents is reasonably likely or occurring, or that the condition to be repaired or maintained creates a reasonable possibility of harm to people utilizing the Center or Improvements; or
2. The Improvements have fallen below the requirements of this paragraph, in which case the Manager shall provide Lessee with notice of the required repair or maintenance, granting Lessee a reasonable time under the circumstances to make such repair or perform such maintenance activity before proceeding to perform such repair or maintenance.

VII. DAMAGE OR DESTRUCTION OF PROPERTY. Lessee shall hold Lessor harmless from any and all damage or destruction of the Improvements or personal property or fixtures located therein unless such damage can be shown to be the result of the intentional conduct of the officers or agents of Lessor. Lessee shall have the affirmative duty not to suffer or permit any conduct which would result in damage to or waste of the Improvements.

VIII. RESTRICTIONS ON USE. (a) Hours of Use. Access to the Premises will be limited to Center operating hours except that Lessee may have access to the Premises at hours other than operating hours of the Center for the limited purpose of returning equipment or providing maintenance. Each co-tenant shall be responsible to see to it that in the event the Premises are entered by a co-tenant or its members, officers, agents, or invitees during hours other than normal operational hours of the Center, such officers or agents of Lessee shall not enter or remain on the property of the Center.

(b) Use of the Premises. The Premises and Improvements thereon shall be subject to the exclusive use and control of Lessee. Each co-tenant shall maintain separate areas within the Premises subject to the exclusive use of one of the co-tenants. While the principal purpose of this lease is to provide Lessee with private locker room and storage facilities, it is understood that Lessee may use the Premises and Improvements thereon for academic activities, clinics, camp events, etc.

(c) Conduct on Premises. Each co-tenant shall impose and enforce rules substantially similar to those of the Center for all users of the Premises. In the event that activities on the Premises interfere with the public use of the Center, the Center's Manager and/or his designee may take any action reasonably necessary to provide for the orderly public use of the Center, including requiring all users of the Premises to leave the Premises and/or Center. Repeated violation of this Section shall constitute default of this Agreement.

IX. SIGNS. Lessee shall not place or erect any signs on the inside or outside of the Premises without the prior consent of Lessor. The size, text, design, and location of any sign shall be subject to pre-approval by Lessor.

X. ASSIGNMENT. Except as expressly provided herein, Lessee may not assign or otherwise transfer any right or privilege conferred by this agreement. Lessee shall not encumber any portion of the Improvements without the written permission of Lessor.

XI. CONTINUED USE OF CENTER. Nothing in this Agreement shall require Lessor to continue to utilize the Center as an Ice Recreation Facility if it is determined by the Common Council of Lessor that such use is contrary to the public interest.

XII. BREACH OF LEASE. (a) Breach and Right to Cure. In the event that Lessee fails to perform under the terms or conditions of this lease, Lessor shall give sixty (60) days written notice of the event of default, during which time Lessee shall cure the default. Good faith efforts by Lessee shall constitute compliance. Lessor may terminate this Agreement if Lessee fails to cure a second written notice to Lessee. The second written notice shall require only fifteen (15) days to cure default.

(b) Violation of Certain Lease Terms. Notwithstanding the foregoing paragraph, each of the co-tenants is to be responsible for compliance with Section VI, paragraph (b), in regard to maintenance of that portion of the Premises and Improvements under their control and for compliance with any and all rules established under and requirements provided in Section VIII of this Agreement. If either co-tenant repeatedly violates the above mentioned contractual provisions, Lessor may provide that co-tenant with written notice of the failure/violation

and in such notice may provide that any other such failure or violation within sixty (60) days of such notice will result in termination of this lease.

XIII. EFFECT OF TERMINATION. (a) Termination of one co-tenant. In the event that this Agreement is terminated in regard to one co-tenant as provided in Section XII, paragraph (b), above, or by mutual agreement, the other co-tenant may request to continue the lease under its current terms. In such case, the lease shall continue upon satisfactory proof to Lessor that all provisions of this Agreement, including, specifically, insurance coverages, are complied with. The lease shall thereupon continue until it is breached as provided in Section XII or until notice is given as provided in Section II.

(b) Termination During Initial Term Due to Change in Use. If the public interest requires Lessor to discontinue use of the Center as an ice recreation facility as provided in Section XI of this Agreement, Lessor shall pay Lessee the fair market value of the Improvements. The fair market value shall be determined by taking the mean value determined by three (3) appraisers licensed in the State of Wisconsin, one of whom will be chosen by Lessee, one of whom will be chosen by Lessor, and last of which one will be selected by joint agreement of the parties. Each party shall bear the cost of the appraisal of the appraiser of their choice and the cost of the third appraiser shall be split. The appraisal shall take into consideration depreciation and the useful life of the Improvements, but shall not consider the value of the Premises. Payment of the amount so determined will be made to Lessee within ninety (90) days of either the determination of the amount or the vacation of the Premises by Lessee. A portion of such payment may be

withheld to bring the Improvements into compliance with Section VI, paragraph (d), of this Agreement.

(c) Disposition of Personal Property and Fixtures. Upon termination of this lease for whatever reason, Lessee may remove all fixtures and personal property placed within the Improvements (except those fixtures necessary for utility or sanitary services).

(d) Ownership of Improvements Upon Termination of Lease. Upon termination of this lease, Lessor shall have the option of accepting ownership of the Improvements or requiring their removal at Lessee's cost. In the event that Lessor determines to take ownership of the Improvements, Lessor may require Lessee to take any and all steps necessary to bring the Improvements into compliance with Section VI, paragraph (b), of this Agreement at Lessee's cost or may make such repairs and/or required maintenance at Lessee's cost.

XIV. JOINT AND SEVERAL RESPONSIBILITY OF LESSEE. Except as otherwise specifically provided by this lease, the parties shall be jointly and severally liable for performance of, and compliance with, any and all provisions of this Agreement. Such joint and several liability shall exist in favor of Lessor to compel compliance with the terms of this Agreement by either or both co-tenants in regard to all provisions of this Agreement, regardless of exclusivity of use, unless this Agreement specifically states that responsibility for a specific provision is the responsibility of each co-tenant. Payment by Lessor of any credit or refund of any overpayment to one of the co-tenants shall be deemed payment to both co-tenants.

XV. MISCELLANEOUS. (a) Effect of Waiver. A waiver of any term or condition of this lease by either party shall not be constituted as a waiver of any subsequent breach or covenant or condition, and the

consent or approval by either party to an act of the other requiring consent or approval shall not be deemed to waive or render unnecessary the other's consent or approval to or of any similar subsequent act.

(b) Law Applicable. This Agreement shall be construed in accordance with the laws of the State of Wisconsin.

XVI. NOTICES. Notices, where required in this Agreement, shall be given to the following addressees and shall be deemed received upon date mailed by certified mail:

If to Lessee:

With a Copy to:

If to City:

Ice Recreation Facility Manager
1450 Ft. Howard Avenue
P. O. Box 181
De Pere, WI 54115

With a Copy to:

City Attorney
335 South Broadway
De Pere, WI 54115

XVII. ENTIRE AGREEMENT. This Agreement is meant and intended to be the entire agreement between the parties.

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

_____

Nancy J. Nusbaum, Mayor

_____

David G. Minten, Clerk-Treasurer

ST. NORBERT COLLEGE, INC.

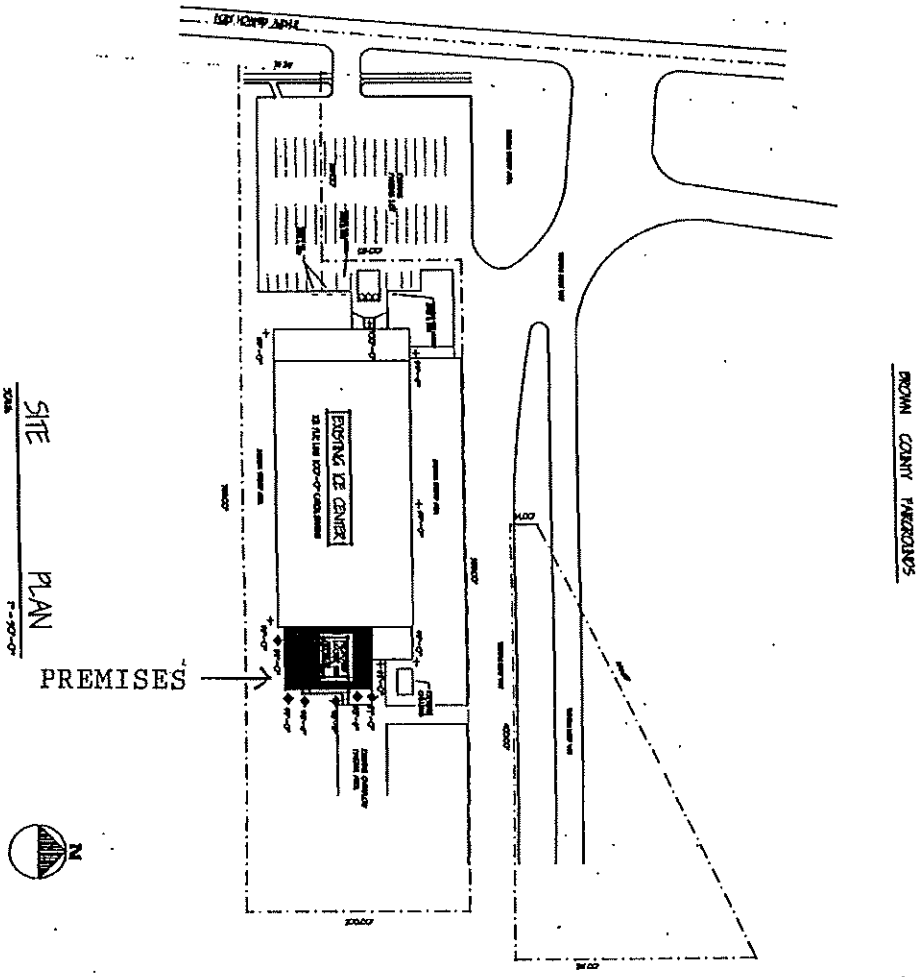
_____

_____

DE PERE DEACONS HOCKEY TEAM

_____

_____

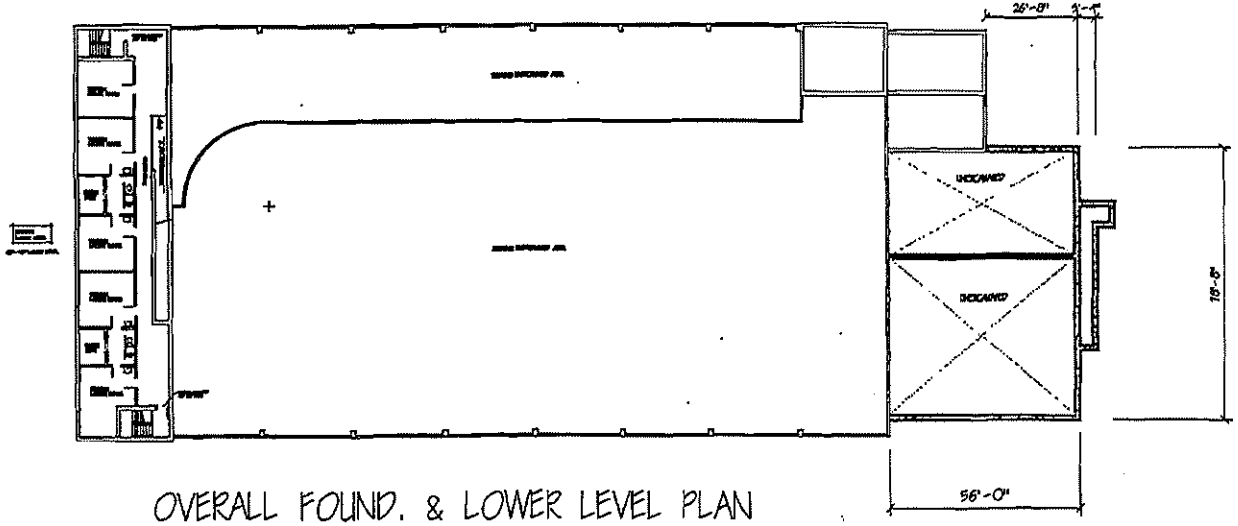


PROPOSED LOCKER ROOM ADDITION FOR THE
DE PERE ICE CENTER
DE PERE, WISCONSIN

EXHIBIT 1

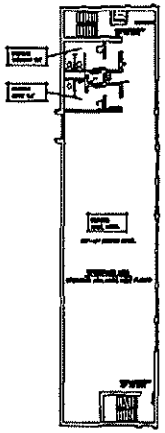
EXHIBIT 2

GENERAL NOTES



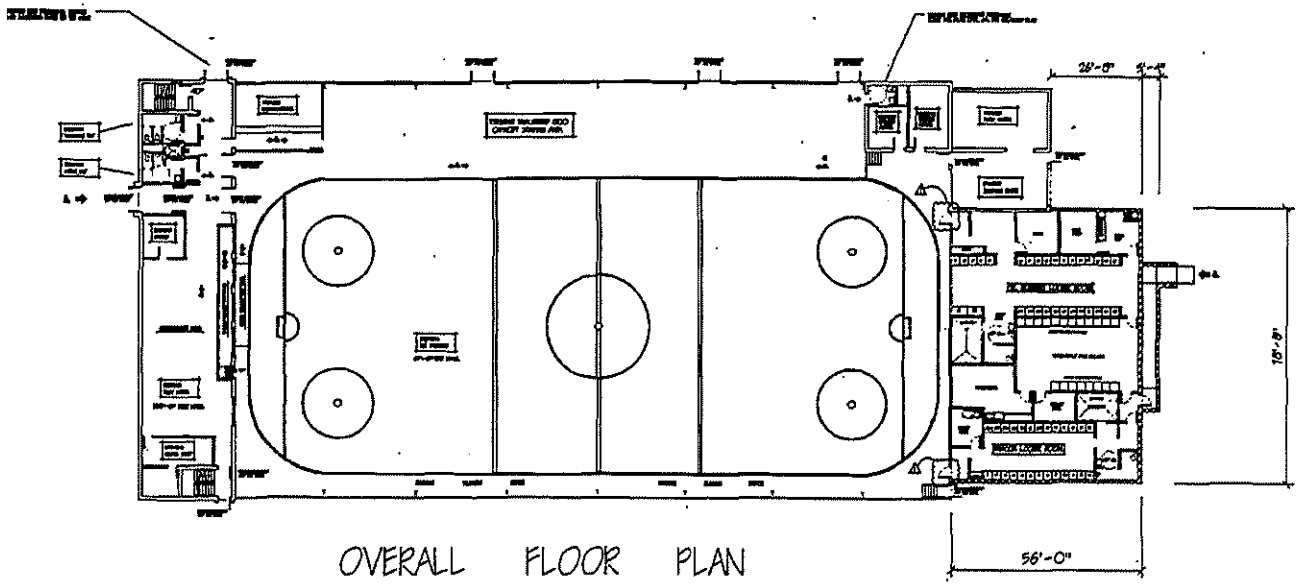
OVERALL FOUND. & LOWER LEVEL PLAN

SCALE: 1/16" = 1'-0"



MEZZ. LEVEL PLAN

SCALE: 1/16" = 1'-0"



OVERALL FLOOR PLAN

SCALE: 1/16" = 1'-0"

PROPOSED LOCKER ROOM ADDITION FOR THE DE PERE ICE CENTER
DE PERE, WISCONSIN

date: JUNE 22, 1999
job:
drawn by: KSS
rev.: 1) 8-6-99

A 2

EXHIBIT 3

NEW ACCESSIBLE MAINTENANCE TOILET. FLOOR TO BE BUILT UP WITH EXIST. WALLS at 2'1.6"o. @ 16" o.c. AND 2x12 FLOOR JOISTS @ 16" o.c. W/ 3/4" PLYWOOD DECKING AND 5/8" SUBFLOOR W/ IMPERVIOUS FINISH MATERIAL. PROVIDE FLOOR EXPANSION COVER AT DOOR TO ROOM. FLOOR LEVELS TO ALIGN. CEILING TO BE FURRED DOWN AT ALL WALLS TO BE PAINTED.

EXISTING UNALTERED 40" EXIT DOORS

REMOVE EXISTING BLOCK AS SHOWN FOR NEW DOOR. PROVIDE TWO 3 1/2" x 3 1/2" x 1/4" ANGLES FOR HEAD LINTEL W/ 8" BRG. EACH END

EXISTING EQUIP. ROOM

EXISTING UNALTERED 36" EXIT DOOR

EXISTING UNALTERED 40" EXIT DOOR

EXISTING ZAMBONI ROOM

LOCKER ROOM A

LOCKER ROOM B

ICE RINK

EXISTING UNALTERED 40" EXIT DOOR

GENERAL NOTES

1) ALL CONSTRUCTION TO CONFORM WITH THE WISCONSIN STATE BUILDING CODE
2) 1ST SUBMITTAL FOR GENERAL CONSTRUCTION ONLY. HVAC AND PLUMBING SUBMITTALS TO BE SEPARATE.
3) ALL DOORS TO BE 3'-0" x 7'-0".
4) ALL DOORS TO BE HOLLOW METAL (18 GA. FACE SHEET) EXTERIOR DOORS AND DOORS TO RINK TO BE INSULATED (w/ U FACTOR OF .24 OR LESS)
5) ALL FRAMES TO BE 16 ga. x 5 3/4"
6) PROVIDE EXIT LIGHTS AND FIRE EXTINGUISHERS AS SHOWN
7) FLOOR IN NEW ACCESSIBLE TOILET TO BE AN IMPERVIOUS MATERIAL (SHEET GOODS OR CERAMIC TILE)
8) FLOOR IN SHOWERS TO BE EPOXY PAINT
9) FLOOR IN REMAINING AREAS WILL BE FROM SEALED CONCRETE, PAINTED CONCRETE, CARPET OR ELASTIC MAT.
10) ALL WALLS TO BE PAINTED
11) LIGHTING IN OPEN STRUCTURE AREAS TO BE 4' FLOURESCENT WRAP A ROUND FIXTURES. LIGHTING IN WET AREAS TO BE SEALED FIXTURES RATED FOR WHERE AREAS.
ALL FIXTURES AND EQUIPMENT TO BE ENERGY EFFICIENT.

PARTIAL FLOOR PLAN

SCALE: 1/8" = 1'-0"

N

PROPOSED LOCKER ROOM ADDITION FOR THE DE PERE ICE CENTER
DE PERE, WISCONSIN

JUNE 22, 1999
JOB
E.S.S.
REV. D 6-6-99

A 3

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: March 20, 2025

RE: Brown County Ice Management – Lease Amendment

Summary: After obtaining input from City Administration and Ice Arena stake holders, staff is recommending a one-year extension to the lease agreement with Brown County Ice Management to operate the De Pere Ice Arena. By providing a one-year extension it allows the City some time to navigate through the topic and issue of the Ice Arena and the condition report that was submitted by our consultant.

I have included the past agreement and amendments that have been passed over the years. I would ask the Park Board to entertain the conversation of the surcharge at its current level prior to moving forward with approving the lease extension.

Staff Recommendation: Recommend to City Council a one-year extension to the current lease with Brown County Ice Management.

City of De Pere, Wisconsin **I.19**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Parks, Recreation & Forestry
FROM:	Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT:	Resolution #25-42 Approving Operation and Maintenance Assistance Agreement with Carrico Aquatics.
RECOMMENDED ACTION:	Staff recommends approval

The Board of Park Commissioners, at the March 27, 2025 meeting, approved the Summer Water Management Agreement with Carrico Aquatics for both VFW and Legion Pools. The motion passed unanimously with a 6-0 vote.

ATTACHMENTS:
Reso25-42, Park Board Memo - Carrico Contract Approval 2025, Summer Water Maintenance Agreement - Carrico Aquatics

RESOLUTION #25-42

APPROVING OPERATION AND MAINTENANCE ASSISTANCE AGREEMENT
WITH CARRICO AQUATIC RESOURCES, INC.
(2025 and 2026 Water Management Assistance Program)

WHEREAS, the City of De Pere is in need of management assistance and consultation for chemical administration and maintenance services during the 2025 and 2026 swimming seasons for Legion Pool and the VFW Aquatic Facility; and

WHEREAS, Carrico Aquatic Resources, Inc. has available and offers to provide qualified personnel and equipment necessary to accomplish said services during the required timeframe; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The City Manager is authorized and directed to execute the attached Operation and Maintenance Assistance Agreement with Carrico Aquatic Resources, Inc., as is attached hereto.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 03/27/2025

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Chelsea Moberg
Date: March 12, 2025
RE: Pool Chemical Contract Approval – Carrico Aquatic Resources

Staff recommends approval of the included contract for the supply of pool chemicals by Carrico Aquatic Resources. Fees were increased in line with supply chain cost increases since the last contract was approved in 2021. The approved 2025 budget accounts for all increases as noted in the contract.

This agreement has been reviewed and approved by our legal counsel.

Thank you for your consideration.

CARRICO AQUATIC RESOURCES, INC

Providing Safe Clean Sparkling Blue Water

720 N. Parkway • Jefferson, WI 53549

Office: 920-541-3600
Fax: 920-541-3602
www.carricoaquatics.com

November 18, 2024

Eric Allen
City of De Pere
925 S. Sixth Street
De Pere, Wisconsin 54115

RE: Summer Water Management Assistance Program Renewal

Dear Eric,

Thank you for giving Carrico Aquatic Resources, Inc. the opportunity to provide you with water management services and we look forward to doing so again.

As always, Carrico Aquatic Resources, Inc. utilizes expert knowledge from professional engineers, certified aquatic operator instructors, chemical engineers, microbiologists and seasoned pool operators to solve pool and spa challenges and to ensure efficient operation in compliance with federal and state regulations.

Please review the enclosed information that outlines the terms of the water management program for your aquatic facility. To move forward, we will need the enclosed documents filled out and a purchase order number provided, if applicable.

If you have any questions, please contact me at 800.832.7147.

Thank you,

Matt Carrico
President
Carrico Aquatic Resources, Inc.

CARRICO AQUATIC RESOURCES, INC

Providing Safe Clean Sparkling Blue Water

720 N. Parkway • Jefferson, WI 53549

Office: 920-541-3600
Fax: 920-541-3602
www.carricoaquatics.com

OPERATION AND MAINTENANCE ASSISTANCE AGREEMENT

This Operation and Maintenance Assistance Agreement (the "Agreement") effective as of the date of Carrico's signature (Effective Date) is between the City of De Pere (the "Owner"), whose address is 600 Grant Street, De Pere, Wisconsin 54115 and Carrico Aquatic Resources, Inc. ("Carrico"), a Wisconsin company whose address is 720 N. Parkway, Jefferson, Wisconsin 53549.

RECITALS

Whereas, Owner is the Owner of an aquatic facility as described in Exhibit A of this Agreement (the "Facilities"); and

Whereas, Owner desires to engage Carrico to assist Owner to operate and maintain the Facilities and Carrico desires to accept such engagement, all upon the terms and conditions hereafter set forth; and

Whereas, Owner is authorized by law to enter into this Agreement;

Now, therefore, in the consideration of the premises and the mutual covenants herein contained, the parties agree as follows:

ASSUMPTIONS

In our proposal we have assumed the following:

- Scope of services as outlined in the next section is the primary basis of Carrico's proposal.
- As contractor to Owner, Carrico will provide management assistance and consultation for Owner to achieve optimum performance and to maintain related equipment for system integrity within budgeted resources.
- Carrico will interpret all meters and gauge readings as designated by code and provide Owner with recommendations and evaluation.
- Carrico in consultation with Owner, has the authority to close the Facilities to swimmers should unsafe conditions exist and keep Facilities closed until corrective actions have been successful.
- Carrico believes in continuing education of its employees, which translates into Owner receiving the advantages of the latest proven technology programs to provide the safest pools, to reduce liability and increase life expectancy of equipment and structure.
- Carrico does not formulate policy nor assume any ownership of the system, unless otherwise stated. The Owner is responsible for all capital outlay items unless otherwise stated.
- Terms of this Agreement will be self-perpetuating unless either party, for whatever reason, wishes to terminate and follows the termination procedures set forth herein.

ARTICLE I: SCOPE OF SERVICES

Carrico agrees to provide the following:

1.1 Water treatment equipment needed to maintain pool chemical levels per Wisconsin state code (subject to change) for Legion Pool
1.2 Chemicals needed to maintain the pool(s) as required per Wisconsin state code for Legion and VFW Pools
1.3 Operator training on actual water treatment systems and equipment
1.4 Delivery of chemicals F.O.B. from closest point
1.5 Fourteen (14) point water analysis every 4-6 weeks
1.6 Recommendations for changes in water chemistry parameters and/or operations
1.7 Routine visits to check equipment and chemical inventory and to review pool logs. "Routine" for the purposes of this agreement shall mean every 4-6 weeks.
1.8 Remote monitoring of Controllers (if applicable)
1.9 Phone conferences for troubleshooting

ARTICLE II: OWNERS' RESPONSIBILITIES

2.1 Operate facilities according to State of Wisconsin's Department of Health Swimming Pool Code, in a safe and healthy manner, consistent with education and training provided by Carrico.
2.2 Designate in writing, the employees to be trained by Carrico. Designated individuals will be available for training on the agreed upon date and time. Additional training for individuals not in attendance or for new employees will be billed outside of this Agreement, at the rate of one hundred twenty-five and no/100 dollars ($125.00) per hour.
2.3 Routine maintenance; cleaning and filling chemical feed equipment, when needed; vacuuming pool(s); backwashing filter(s).
2.4 Notifying Carrico a minimum of fourteen (14) days in advance of the need for additional chemical inventory. Carrico provides delivery of chemicals F.O.B. from closest location.
2.5 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or for other reasons beyond control of Carrico are not covered in this Agreement. These chemicals will be billed outside of this Agreement at then current price.
2.6 Owner assumes and shall bear the entire risk of loss, theft, damage, destruction, storage, handling and feeding of the equipment and chemicals provided from any cause whatsoever, except losses resulting from the defective design or manufacture of the equipment or chemicals and except losses from the time, place and manner of the performance of maintenance that is Carrico's responsibility under this Agreement. Owner shall at Owner's expense keep the equipment and chemicals insured against theft, damage, spills and/or destruction. Said insurance shall provide a provision naming Carrico as an additional insured for Carrico's interest in such equipment and chemicals.

ARTICLE III: CARRICO AQUATIC RESOURCES, INC. RESPONSIBILITIES

3.1 Provide equipment, chemicals and services as described in Article I.
3.2 Provide sanitizer and balancing chemicals needed to maintain the pool water chemistry within State of Wisconsin's Department of Public Health Guidelines.
3.3 Provide technical assistance in the installation said equipment and provide operator training and manuals at time agreed upon by both parties.
3.4 Routine visits to the Facilities to check equipment and water chemistry.

ARTICLE IV: COMPENSATION

VFW Pool

4.1 Owner's guaranteed yearly investment for chemicals, operator training and routine visits at VFW Pool is twenty-six thousand and no/100 dollars ($26,000.00).

4.2 Owner shall pay Carrico six thousand five hundred and no/100 dollars ($6,500.00) due on the first day of May, June, July and August for the 2025 and 2026 pool seasons.

Legion Pool

4.3 Owner's guaranteed yearly investment for equipment, chemicals, operator training and routine visits at Legion Pool is eighteen thousand five hundred and no/100 dollars ($18,500.00).

4.4 Owner shall pay Carrico four thousand six hundred twenty-five and no/100 dollars ($4,625.00) due on the first day of May, June, July and August for the 2025 and 2026 pool seasons.

4.5 There will be a one time charge per season of four hundred and no/100 dollars ($400.00) to cover all deliveries to both pools.

ARTICLE V: TERM

5.1 Terms of this Agreement are a guaranteed yearly investment for 2025-2026.

5.2 This is a two year minimum Agreement and will be self-perpetuating unless either party for whatever reason, wishes to terminate.

ARTICLE VI: TERMINATION

6.1 Either party wishing to terminate this Agreement, must do so in writing no later than thirty (30) days from the anniversary of the original signing of the Agreement, of any given year.

6.2 If Owner terminates Agreement within the first year or between anniversary dates in subsequent years, a five hundred and no/100 dollar ($500.00) fee, per pool and/or spa as designated in Exhibit A, will be assessed for removal of equipment and/or chemicals.

6.3 Owner agrees to allow Carrico access to Facilities within thirty (30) days of termination of Agreement to remove Carrico's equipment and/or chemicals.

6.4 Owner may terminate this Agreement without penalty if Carrico fails to:

- Supply chemicals as outlined in this Agreement in a timely manner;
- Perform routine visits to named Facilities
- Provide routine water analysis report.

6.5 If the Owner terminates this Agreement pursuant to Section 6.4, the Owner agrees to give one written notice to Carrico of Owner's reason for potential termination and agrees to allow Carrico three weeks to correct any deficiencies before giving a final written notice of termination without penalty for removal of equipment and/or chemicals.

ARTICLE VII: MISCELLANEOUS

7.1 Any equipment which is provided by Carrico during the term of this Agreement and which is not deemed part of the Facilities shall remain the property of Carrico upon termination of this Agreement. Carrico shall not make any capital replacement of the Facilities equipment or any component hereof without the written approval of the Owner unless there is an emergency. If there is an emergency, Carrico shall provide the Owner with verbal notice of the capital replacement as soon as possible.

7.2 This Agreement represents the entire Agreement of the parties and may only be modified or amended in writing and signed by both parties.

7.3 Written notices required to be given under this Agreement shall be deemed given when mailed by registered mail to Carrico, attention: President, and to Owner, attention to Owner contact in signature block below, at the address set forth for each in the opening paragraph of this Agreement.

7.4 This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.

7.5 Neither party shall assign, in whole or in part, any of the rights, obligations, or benefits of this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld.

7.6 Service Calls that are the result of the Owner or the Owner's Operator created by neglect for routine housekeeping responsibilities are billable at a rate of one hundred twenty-five and no/100 dollars ($125.00) per hour while on-site. Routine housekeeping is defined as, but not limited to the following: maintaining correct water level, backwashing filter(s), keeping chemical feed equipment supplied with chemicals, performing daily preventive maintenance on chemical feed equipment, vacuuming pool(s), cleaning hair/lint basket(s), and skimmer baskets, removing oily buildup at waterline, daily testing of chemical levels and logging said results, as required by code, recording all gauge readings and cleaning sensors and restandardization of controller(s), adding of chemicals per Carrico directions.

7.7 Service Calls resulting from equipment failure, not related to routine housekeeping as defined in 7.6, are the expenses of Carrico.

7.8 Chemicals needed to rebalance pool after emergency draining and refilling due to Acts of God, vandalism, glass breakage, or other reasons beyond control of Carrico are not covered in this Agreement. These chemicals will be billed outside of this Agreement at then current price.

7.9 All chemicals used will be only those approved by and purchased from Carrico.

ARTICLE VIII: AUTHORIZATION

	CARRICO AQUATIC RESOURCES, INC.	**CITY OF DE PERE - OWNER**
Signature		
Print Name	Matt Carrico	
Title	President	
Date		

Purchase Order _____

Exhibit A

“Facilities” as referred to in this document consist of the following:

Legion:
- 309,000 gallon main pool

VFW:
309,442 gallon leisure pool
15,265 gallon wading pool
6,842 gallon slide complex

City of De Pere, Wisconsin **I.20**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Parks, Recreation & Forestry
FROM:	Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT:	Resolution #25-43 Authorizing Sponsorship Agreement with Fox Communities Credit Union for Holiday Light Event at Voyageur Park (2025-2027).
RECOMMENDED ACTION:	Staff recommends approval.

The Board of Park Commissioners, at the March 27, 2025 meeting, approved a 3-year agreement with Fox Community Credit Union to continue sponsorship of the Holiday Light Event at Voyageur Park. The motion passed unanimously with a 6-0 vote.

ATTACHMENTS:
Reso25-43, FCCU Holiday Lighting Sponsorship Agreement.Renewal 2025, Exhibit A, FCCU Holiday Lighting Sponsorship Agreement, Cover memo.Holiday LIght Show sponsorship

RESOLUTION #25-43

AUTHORIZING SPONSORSHIP AGREEMENT WITH FOX COMMUNITIES CREDIT UNION FOR HOLIDAY LIGHT EVENT AT VOYAGEUR PARK

WHEREAS, Fox Communities Credit Union ("FCCU") is committed to serving local communities to ensure that residents have access to fun and affordable events through its charitable contribution initiatives and has provided financial sponsorship of the annual holiday light event at Voyageur Park since 2021; and

WHEREAS, FCCU has pledged to continue its sponsorship of this event for an additional three years, through the 2027 holiday season (2025-2027); and

WHEREAS, in exchange for the generous continued financial sponsorship by FCCU, the City shall be responsible for facilitating, promoting and maintaining the event, including removing and storing the lights and decorations, as well as paying all utility costs related to the event; and

WHEREAS, the City shall also reserve one date each year for FCCU to staff the entrance of the event for the purpose of soliciting donations, and allow the posting of the Fox Communities Fox Cares Foundation logo and hyperlink a minimum of two days during the event, pursuant to the terms and conditions of the Sponsorship Agreement attached hereto; and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

The City Manager and City Clerk are authorized and directed to execute the Sponsorship Agreement for Holiday Light Event at Voyageur Park, as is attached hereto, subject to such changes and revisions as deemed necessary by the City Attorney.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 03/27/2025

SPONSORSHIP AGREEMENT FOR
HOLIDAY LIGHT EVENT AT VOYAGEUR PARK

WHEREAS, the City of De Pere Board of Park Commissioners, on March 18, 2021, approved a Holiday Light Event at Voyageur Park to begin in December 2021, ("Event") and continue on an annual basis; and

WHEREAS, a map depicting the location of the Event is attached and incorporated as Exhibit A; and

WHEREAS, Fox Communities Credit Union ("Sponsor") generously agreed to be the main sponsor of the Event for the first four years, and is now requesting to sponsor for an additional three years; and

NOW THEREFORE, upon the mutual covenants and obligations contained herein, and such other consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The City of De Pere ("City") pledges to host an annual drive through holiday light experience at Voyageur Park in substantial conformity with the map shown in Exhibit A
2. Sponsor pledges to donate $15,000.00 to the City for the Event, with the following schedule of payments:

   Year 1: $5,000.00 prior to August 1, 2025

   Year 2: $5,000.00 prior to August 1, 2026

   Year 3: $5,000.00 prior to August 1, 2027
3. Upon receipt of each payment noted above, the City shall forward to Sponsor written acknowledgement of such donation so as to satisfy state and federal government requirements for charitable contributions.

4. City shall be responsible for running, promoting, and maintaining the Event, including providing an on-site supervisor, installing, removing and storing all lights and decorations, troubleshooting any electrical issues, and paying all utility costs related to the Event.
5. The title of the Event shall be "De Pere Holiday Light Festival Sponsored by Fox Communities Credit Union" during the sponsorship term of 2025-2027.
6. Sponsor shall approve any marketing or advertising related to the Event in which Sponsor's name or logo is used.
7. City may solicit organizations to staff the front entrance of the Event for the purpose of raising donations/funds for a local charity. One date of the annual Event shall be reserved for Sponsor to provide staff at the front entrance for soliciting donations.
8. City shall allow for the posting of the Fox Communities Fox Cares Foundation logo and hyperlink to their website to allow for potential donations, at a minimum of two days during the event.
9. If the Event does not come to fruition by the first full week of December each year throughout the sponsorship term, the City shall return that year's portion of the donated funds to Sponsor.

Dated this _____ day of _____, 2025.

FOX COMMUNITIES CREDIT UNION
By:

_____
TITLE

_____
TITLE

CITY OF DE PERE
By:

_____
Kimberly T. Flom, City Manager

_____
Carey E. Danen, City Clerk

J:\Law\Agreements\2025\FCCU Holiday Lighting Sponsorship Agreement.docx

Exhibit A

1:1,200

0 0.01 0.02 0.04 mi

0 0.01 0.03 0.06 km

Brown County WI

User Created DIME Map

This is a custom map created by a user of the De Pere Interactive Mapping Engine (DIME)

SPONSORSHIP AGREEMENT FOR
HOLIDAY LIGHT EVENT AT VOYAGEUR PARK

WHEREAS, the City of De Pere Board of Park Commissioners, on March 18, 2021, approved a Holiday Light Event at Voyageur Park to begin in December, 2021, ("Event") and continue on an annual basis; and

WHEREAS, a map depicting the location of the Event is attached and incorporated as Exhibit A; and

WHEREAS, Fox Communities Credit Union ("Sponsor") has generously agreed to be the main sponsor of the Event for the first four years; and

NOW THEREFORE, upon the mutual covenants and obligations contained herein, and such other consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The City of De Pere ("City") pledges to host an annual drive through holiday light experience at Voyageur Park in substantial conformity with the map shown in Exhibit A beginning on December 10, 2021.
2. Sponsor pledges to donate $12,500.00 to the City for the Event, with the following schedule of payments:

   Year 1: $5,000.00 prior to August 1, 2021

   Year 2: $2,500.00 prior to August 1, 2022

   Year 3: $2,500.00 prior to August 1, 2023

   Year 4: $2,500.00 prior to August 1, 2024
3. Upon receipt of each payment noted above, the City shall forward to Sponsor written acknowledgement of such donation so as to satisfy state and federal government requirements for charitable contributions.

4. City shall be responsible for running, promoting, and maintaining the Event, including providing an on-site supervisor, installing, removing and storing all lights and decorations, troubleshooting any electrical issues, and paying all utility costs related to the Event.
5. The title of the Event shall be "De Pere Holiday Light Festival Sponsored by Fox Communities Credit Union" during the sponsorship term of 2021-2024.
6. In 2021, the Event will primarily consist of lights and decorations in and around the turnaround area, depicted in orange on Exhibit A. In 2022 and beyond, the Event may include lights and decorations on and around the trees leading up to the turnaround area, depicted by purple circles and red/white triangles on Exhibit A.
7. Sponsor shall approve any marketing or advertising related to the Event in which Sponsor's name or logo is used.
8. City shall solicit organizations to staff the front entrance of the Event for the purpose of raising donations/funds for a local charity. One date of the annual Event shall be reserved for Sponsor to provide staff for the front entrance.
9. If the Event does not come to fruition by the first full week of December each year throughout the sponsorship term, the City shall return that year's portion of the donated funds to Sponsor.

Dated this 4th day of August 2021.

FOX COMMUNITIES CREDIT UNION
By:

TITLE

TITLE

CITY OF DE PERE
By:

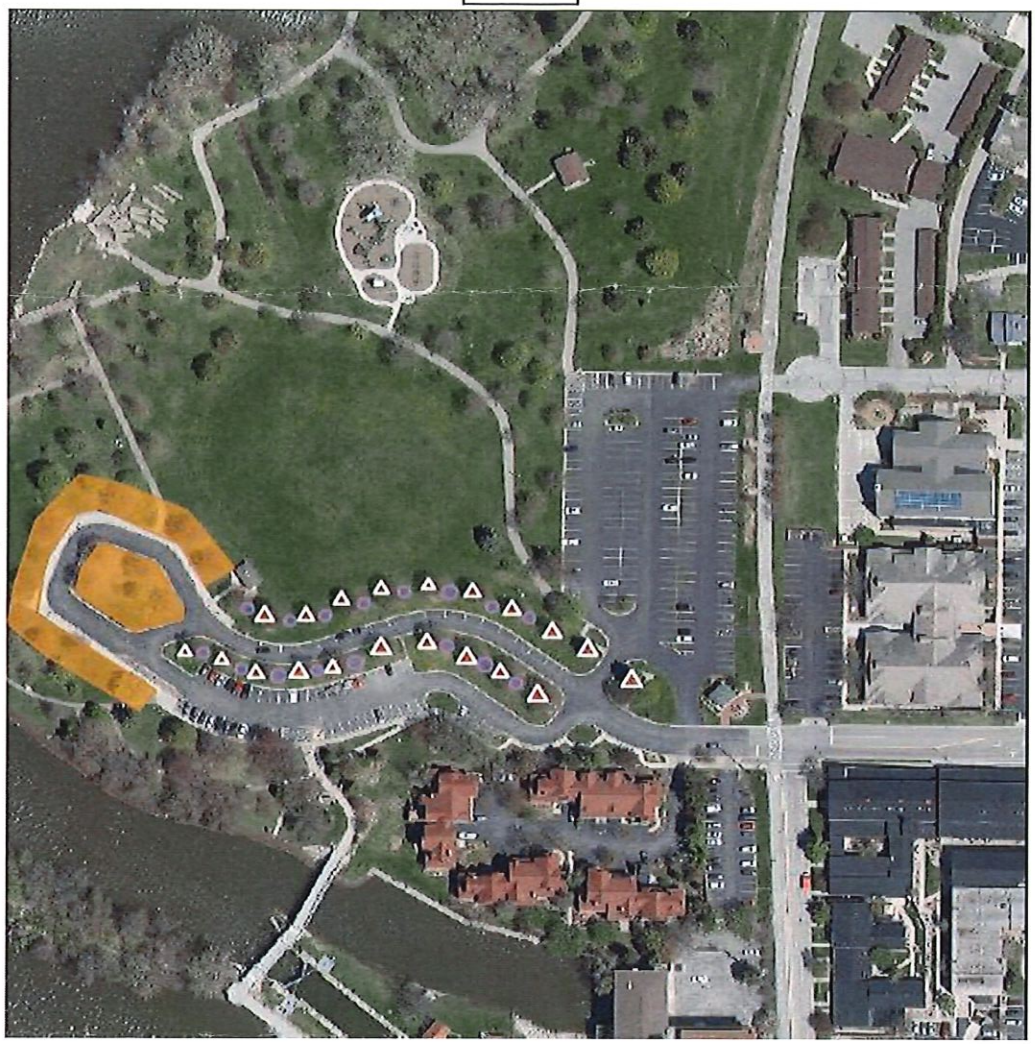
James G. Boyd, Mayor

Carey E. Daneri, City Clerk

J:\Law\Agreements\2021\FCCU Holiday Lighting Sponsorship Agreement.docx

Holiday Light Festival – Voyageur Park

North



West

East

South

Orange Shaded Area – Area to be lit with holiday lighting by the City of De Pere. This shall be the focus in Year 1 of the event.

Purple Shaded Circles – These will be individual sponsor trees. The number of them will be determined by the number of sponsorships received from the community and businesses. We will start placing trees closest to the City lighted portion and work to the east.

Red Triangles – these will be City lit trees along the median and access road. Beginning in Year 2, we will begin lighting these trees (working from west to east) with the resources we have available to us, with the plan to have it fully lit by Year 3 or 4.

Exhibit A

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: March 20, 20225

RE: Extension to Holiday Light Show Sponsorship Agreement

December of 2024 marked the final year and completion of the original agreement with Fox Communities Credit Union to sponsor the Holiday Light Show. After talking with FCCU representative Andy Wilson, I am pleased to report that FCCU is interested in re-upping the agreement for an additional three years with a few minor changes. Changes include;

- Three year extension at $5,000/year.
- Providing the opportunity to FCCU to post a sign/board displaying information on the Fox Cares Foundation and how to donate.

Staff Recommendation: Staff would recommend the proposed extension and forward to City Council.

City of De Pere, Wisconsin **I.21**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Parks, Recreation & Forestry
FROM:	Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT:	Resolution #25-44 Approving ATM Site/Location Agreement with Convenient ATM Services, Inc.
RECOMMENDED ACTION:	Staff recommends approval of the agreement with Convenient ATM Services

The Board of Park Commissioners, at the March 27, 2025 meeting, approved the agreement with Convenient ATM Services to provide a seasonal ATM at the Nelson Family Pavilion. The motion passed unanimously with a 6-0 vote.

ATTACHMENTS:
Reso25-44, ATM Site-Location Agreement, Cover Memo.Seasonal ATM, ATM Site Agreement Agreement (revised 3-25)

RESOLUTION #25-44

APPROVING ATM SITE/LOCATION AGREEMENT WITH
CONVENIENT ATM SERVICES, INC.

WHEREAS, in an effort to support required cash payments at its Beer Garden events, as well as for other special events and programming planned in Voyageur Park over the summer season, the City wishes to provide a seasonal automated teller machine (ATM) for the convenience of its patrons for the months of May through September; and

WHEREAS, Convenient ATM Services, Inc., has available equipment and staffing to provide a seasonal ATM in Voyageur Park pursuant to the terms and conditions of the ATM Site/Location Agreement as is attached hereto; and

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

NOW THEREFORE, IT IS HEREBY RESOLVED THAT:

> The City Manager is authorized and directed to execute the ATM Site/Location Agreement with Convenient ATM Services, Inc. as is attached hereto, subject to such changes as deemed necessary by the City Attorney.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____

ATM SITE / LOCATION AGREEMENT

This ATM Site / Location Agreement ("Agreement") is made and entered into by and between Convenient ATM Services, Inc. ("Operator") and the City of De Pere (the "Vendor") identified at the signature block.

1. Background; Purpose & Term. The Vendor owns a commercial location identified below (the "Location") and the Vendor desires to have an Automated Teller Machine ("ATM") installed at the Vendor's Location for the purpose of dispensing cash for the time period of May 1st through October 1st, 2025. The Agreement begins on May 1st and shall terminate as of October 2nd, 2025. Either party to this Agreement may terminate the Agreement for convenience by giving the other party thirty (30) days' written notice, or immediately upon written notice of a material breach hereof. Operator owns the ATM and associated communication equipment (collectively referred to as the "Equipment") that it wishes to place at the Vendor's Location. The Vendor and Operator, in consideration of the mutual promises herein expressed, hereby agree to the terms and conditions of this Agreement.

2. Placement. The placement of the Equipment will be in a mutually agreed upon area within the Vendor's Location in order to optimize visibility and accessibility. All Equipment is the sole and exclusive property of the Operator, and title to the Equipment will at all times remain with the Operator. Vendor agrees to provide full public access to Equipment during Vendor's typical business hours. Vendor shall not be responsible for vandalism, graffiti or other damage to the ATM caused by a third-party or weather conditions. Vendor will allow access to Operator for installation, servicing, repair, and maintenance of the Equipment and agrees to promptly notify Operator of the need for service and repair on the Equipment. Operator shall post a phone number on the ATM for Vendor to call Operator for necessary service and repair of the Equipment. Operator will be responsible for all ATM user questions and concerns, operating expenses, errors or defects, cellular wireless unit, and maintenance cost of Equipment other than the supply of electricity to operate the Equipment, which is to be provided by Vendor at its expense.

3. Exclusivity. Operator is hereby granted the right to operate an ATM at the Location during the term of this Agreement. Vendor shall promptly remove, and shall keep the Location clear, both inside and out, of any and all ATMs other than the Equipment that is the subject of this Agreement.

4. Cash Loading. The Operator will be responsible for cash loading of the Equipment.

5. Network Rules and Regulations. Vendor understands and agrees that the Equipment (and the ATM transactions originating from the Equipment) is subject to strict operating rules and regulations of each ATM network, and Vendor agrees to comply with such network rules and regulations. Vendor agrees to provide a safe and secure environment for the Equipment and customers utilizing the Equipment.

6. General Good Faith Obligations. Each of Operator and Vendor agree that it will use its good faith efforts to comply with all applicable local, state, and federal laws, ordinances, rules, and regulations concerning the placement and operation of the Equipment.

7. Supply of Utilities. Vendor agrees, at its expense, to provide and maintain operational power outlet (110 volts) for operation of the Equipment.

Initial

8. Mutual Indemnification. Each party to this Agreement shall indemnify, release, defend and hold harmless the other party, to include respective directors, officers, representatives, agents, employees, contractors, guests, volunteers, divisions, affiliates and invitees from and against any and all liabilities, claims, demands, costs, and expenses for personal injury or damage to property of third parties (including, but not limited to reasonable attorneys' fees and litigation costs) (collectively, "Claims) to the extent that such Claims arise from: (i) negligence or other fault of the indemnifying party or its representatives, agents, employees, contractors, suppliers, customers, guests or invitees, or (ii) failure of the indemnifying party to fully perform all of its obligations under this Agreement.

9. Entire Agreement. This Agreement contains the entire and exclusive understanding and agreement between the parties with respect to matters referred to herein and supersedes any and all prior or contemporaneous agreements, understandings, communications and representations, whether oral or written, with regard to this Agreement's subject matter. This Agreement may not be amended except in writing signed by both parties hereto.

10. Miscellaneous Information:

The Vendor's Location for placement of the Equipment is:

City of De Pere, Nelson Family Pavilion in Voyageur Park, 100 William ST, De Pere, WI 54115
(Business Name) (Street Address) (City, State, Zip)

11. Warranty of Authority. VENDOR AND OPERATOR EACH WARRANT THEY HAVE THE RIGHT AND AUTHORITY TO ENTER INTO THIS AGREEMENT AND THE PERSON SIGNING BELOW ON BEHALF OF VENDOR AND OPERATOR ARE DULY AUTHORIZED SIGNATORIES.

Operator:	**Vendor:**
Entity Name: Convenient ATM Services, Inc.	Person/Entity Name: City of De Pere
Address: P.O. Box 223	Address: 335 South Broadway Street
New London, WI 54961	De Pere, WI 54115
By: _____	By: _____
Printed Name: Richard E. Flocker III	Printed Name: Kimberly T. Flom
Title: Owner/Operator	Title: City Manager
Date: _____	Date: _____
Phone: 920-359-0794	Phone: _____

CITY OF DE PERE
MEMO

To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: March 20, 2025

RE: Seasonal ATM Agreement

Staff is requesting the approval of an agreement that allows for a seasonal ATM machine at the Nelson Pavilion in Voyageur Park. The machine would be located at the facility from the months of May – September. We have looked around quite a bit and only found one company that is interested in seasonal ATM machines. The ATM machine is a much-needed resource for our weekly Beer Gardens and will come in handy/useful for various special events and programs that are planned over the season.

At this point we are not able to provide a cashless system because of the type of internet services we currently have at the Nelson Pavilion. We are hoping to have Fiber installed for 2026, which would allow us a variety of options to offer cashless payment options. Until then, a seasonal ATM is a convenient tool for event goers.

Staff Recommendation: Approve agreement for seasonal ATM and forward to City Council for consideration and approval. Prior to Council have legal office review.

ATM SITE / LOCATION AGREEMENT

City proposed revisions to Agreement

Page 1

1. Background; Purpose & Term. The Vendor owns a commercial location identified below (the "Location") and the Vendor desires to have an Automated Teller Machine ("ATM") installed at the Vendor's Location for the purpose of dispensing cash for the time period of May 1st through October 1st, 2025. The Agreement begins on May 1st and shall terminate as of October 2nd, 2025. Either party to this Agreement may terminate the Agreement for convenience by giving the other party thirty (30) days written notice, or immediately upon written notice of a material breach hereof. Operator owns the ATM and associated communication equipment (collectively referred to as the "Equipment") that it wishes to place at the Vendor's Location. The Vendor and Operator, in consideration of the mutual promises herein expressed, hereby agree to the terms and conditions of this Agreement.

2. Placement. The placement of the Equipment will be in a mutually agreed upon area within the Vendor's Location in order to optimize visibility and accessibility. All Equipment is the sole and exclusive property of the Operator, and title to the Equipment will at all times remain with the Operator. Vendor agrees to provide full public access to Equipment during Vendor's typical business hours. Vendor shall not be responsible for vandalism, graffiti or other damage to the ATM caused by a third-party or weather conditions. Vendor will allow access to Operator for installation, servicing, repair, and maintenance of the Equipment and agrees to promptly notify Operator of the need for service and repair on the Equipment. Operator shall post a phone number on the ATM for Vendor to call Operator for necessary service and repair of the Equipment. Operator will be responsible for all ATM user questions and concerns, operating expenses, errors or defects, cellular wireless unit, and maintenance cost of Equipment other than the supply of electricity to operate the Equipment, which is to be provided by Vendor at its expense.

8. Mutual Indemnification. Each party to this Agreement shall indemnify, release, defend and hold harmless the other party, to include respective directors, officers, representatives, agents, employees, contractors, guests, volunteers, divisions, affiliates and invitees from and against any and all liabilities, claims, demands, costs, and expenses for personal injury or damage to property of third parties (including but not limited to reasonable attorneys' fees and litigation costs) (collectively, "Claims") to the extent that such Claims arise from: (i) negligence or other fault of the indemnifying party or its representatives, agents, employees, contractors, suppliers, customers, guests or invitees, or (ii) failure of the indemnifying party to fully perform all of its obligations under this Agreement.

9. Entire Agreement. This Agreement contains the entire and exclusive understanding and agreement between the parties with respect to the matters referred to herein and supersedes any and all prior or contemporaneous agreements, understandings, communications and representations, whether oral or written, with regard to this Agreement's subject matter. This Agreement may not be amended except in a writing signed by both parties hereto.

11. Warranty of Authority. VENDOR AND OPERATOR EACH WARRANT THEY HAVE THE RIGHT AND AUTHORITY TO ENTER INTO THIS AGREEMENT AND THE PERSONS SIGNING BELOW ON BEHALF OF VENDOR AND OPERATOR ARE DULY AUTHORIZED SIGNATORIES.

City of De Pere, Wisconsin **I.22**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Public Works
FROM:	Scott Thoresen, Public Works Director
SUBJECT:	Resolution #25-45 Authorizing Contractor Agreement with Faith Leak Detection Services LLC (2025 Hydrant Painting).
RECOMMENDED ACTION:	Staff recommends awarding the hydrant painting to Faith Leak Detection Services

The Board of Public Works at the April 7, 2025 meeting approved proposal for hydrant painting and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:
Reso25-45, Faith Leak Detection Services LLC(Hydrant Painting)4-9-25, Exhibit A -2025 Hydrant Painting Proposal, Exhibit B-Faith Leak Detection Services Proposal, Region 1 (Northeast) Hydrants 2025, Consider Hydrant Painting Proposals 3-31-2025

RESOLUTION #25-45

AUTHORIZING AGREEMENT FOR CONTRACTOR SERVICES BETWEEN
THE CITY OF DE PERE AND FAITH LEAK DETECTION SERVICES LLC
(2025 Hydrant Painting)

WHEREAS, the City is in need of hydrant painting services; and

WHEREAS, Faith Leak Detection Services LLC has available and offers to provide personnel and equipment necessary to perform the hydrant painting services within the required time; and

WHEREAS, the Board of Public Works has reviewed this matter and recommends thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The City Manager and City Clerk are hereby authorized and directed to execute the Agreement for Contractor Services Between the City of De Pere and Faith Leak Detection Services LLC (2025 Hydrant Painting) as is attached hereto.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 04/07/2025

AGREEMENT FOR CONTRACTOR SERVICES BETWEEN THE CITY OF DE PERE AND FAITH LEAK DETECTION SERVICES LLC (2025 Hydrant Painting)

THIS AGREEMENT made and entered into this _____ day of April, 2025, by and between the City of De Pere, Wisconsin, a municipal corporation ("City"), and Faith Leak Detection Services LLC, a Wisconsin limited liability company ("Contractor").

I. SCOPE OF CONTRACTING SERVICES

Contractor agrees to perform painting services for City's existing hydrants as described in the City's Request for Proposals, dated March 6, 2025, attached and incorporated as Exhibit A. No standard terms or conditions of Contractor's Proposal are incorporated into this Agreement unless such term is specifically written into the Agreement. Any change to the scope of services as identified therein shall be defined in writing and authorized by both parties prior to performing such work. Such writing shall include the scope of work to be done, schedule for commencing and completing the work and the basis for compensation for such work.

II. COMPENSATION

Contractor shall be paid as provided in Contractor's proposal attached and incorporated herein as Exhibit B, paid in a lump sum upon completion of the project. Payment shall be made once the Water Utility has inspected and determined that all the specifications and conditions have been met and a detailed invoice has been submitted showing which of City's hydrants have been completed.

III. INSURANCE

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

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

2. Automobile Liability

   (A) Coverages must include the following extensions:
   Comprehensive Form

(1) All Owned Autos
(2) All Hired Autos
(3) All Non-Owned Autos
(4) Mobile Equipment
(5) Specialized Equipment
(6) Contractual Liability
(7) Uninsured Motorists to Limit of Policy
(8) Additional Insured Endorsement naming City of De Pere, its employees, agents and assigns

(B) Limits of Liability:
Combined Single Limit/Bodily Injury and Property Damage:
$1,000,000 per person/per accident

Uninsured/Underinsured Motorists:
Limits equal to above combined single limit

3. Worker's Compensation and Employers' Liability Insurance
Limits of Liability: Statutory

The Contractor shall provide City with a certificate of insurance outlining the required coverage and naming the City as an additional insured thereunder for purposes of the Contract.

IV. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the City, its officers, agents and employees from and against all claims, damage, losses, and expenses including reasonable attorney's fees arising out of or resulting from the performance of the work specified in this Contract, provided that any such claim damage, loss or expense is caused in whole or in part by any negligent or intentional act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

V. LEGAL RELATIONS AND PUBLIC RESPONSIBILITY

1. LAWS TO BE OBSERVED. The Contractor shall at all times observe and comply with all federal, state, and local laws, regulations and ordinances which are in effect or which may be placed in effect during the contract period and which in any manner affect the conduct of the work. The Contractor shall indemnify and save harmless the City and its officers, agents and employees against any claim or liability arising from or based on the violation of any such law, ordinance, or regulation, whether by Contractor or its employees, subcontractors, or agents.

2. CONTRACTOR RECORDS. Contractor acknowledges that, as a contractor of a Wisconsin Municipality, Wis. Stats. §19.36(3) applies to it and records produced by it pursuant to this contract are subject to the public records law to the extent that they would otherwise be if maintained by the City of De Pere. Contractor agrees that, within 10 business days of a written request of the City of De Pere, it shall forward such records as are requested by the City of De Pere. Such records shall be in the format requested by City of De Pere provided that such records are kept and maintained in that format.

3. PERMITS AND LICENSING. The Contractor shall procure all permits and licenses necessary and incidental to the work required hereunder.

4. WORK SAFETY AND HEALTH. The Contractor shall comply with all federal, state and local laws governing work safety and health and shall provide all safeguards, safety devices and protective equipment, and take any other needed actions as the Contractor or the City Engineer may determine reasonably necessary, to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.

5. RESPONSIBILITY FOR DAMAGE CLAIMS. The Contractor and its surety shall indemnify and save harmless the City and all of its officers, officials, agents and employees from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of the said Contractor; or on account of or in consequence of any neglect in safeguarding the work, or through use of unacceptable materials in constructing the work; or because of any act or omission, neglect or misconduct of said Contractor; or because of any claims or amount recovered for any infringement of patent, trademark or copyright; or from any claims or amounts arising or recovered under the worker's compensation law; or any other law, ordinance, order or decree; and so much of the money due the said Contractor under and by virtue of this contract as shall be considered necessary by the Board of Public Works for such purposes, may be retained for the use of the City; or, in case no money or insufficient money is retained, the Contractor's surety shall be held.

   The City shall not be liable to the Contractor for damages or delays resulting from work by third parties or by injunctions or other restraining orders obtained by third parties.

   It shall be the Contractor's responsibility to see that all of the contract operations incidental to the completion of this contract are covered by public liability and property damage liability insurance in order that the general public or any representative of the contracting authority may have recourse against a responsible party for injuries or damages sustained as a result of said contract operations. This requirement shall apply with equal force, whether the work is performed by the

Contractor, or by a Subcontractor or by anyone directly or indirectly employed by either of them.

6. CONTRACTOR'S RESPONSIBILITY FOR WORK. Until acceptance of the Work by the Public Works Director, the Contractor shall have the charge and care thereof and shall take every precaution against injury or damage to any part thereof by the action of the elements, or from any other cause, whether arising from the execution or non-execution of the Work. The Contractor shall rebuild, repair, restore and make good all injuries or damages to any portion of the Work occasioned by any of the above causes before acceptance and shall bear the expense thereof, except damage to the Work due to unforeseeable causes beyond control of and without the fault or negligence of the Contractor, including but not restricted to acts of God, of public adversaries or of governmental authorities. In case of suspension of work from any cause whatever, the Contractor prior to suspension shall take such precautions as may be necessary to prevent damage to the project, provide for normal drainage and shall erect any necessary temporary barricades, signs or other facilities, at the Contractor's expense, as directed by the Engineer.

7. PERSONAL LIABILITY OF PUBLIC OFFICIALS. In carrying out any of the provisions of this contract or in exercising any power or authority granted to them thereby, there shall be no personal liability upon the City, its officers, officials, agents and employees, it being understood that in such matters they act as agents and representatives of the City. Any right of action by the Contractor against the City, or its agents or employees, is hereby expressly waived.

VI. GUARANTEE OF MATERIALS AND WORKMANSHIP

The Contractor shall guarantee all materials furnished and all work performed under the Contract against all defects in materials and workmanship for a period of one year following the date of acceptance of the Work, which date shall be understood to be the date of which final payment of all monies due the Contractor under the contract is authorized by the Director of Public Works. Should any defect appear during the guarantee period, the Contractor shall make the required repairs or replacement upon receipt of written notification from the Director of Public Works to do so.

VII. MEDIATION

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

The City and Contractor shall attempt to resolve claims, disputes and other matters in question between them by mediation in accordance with the Rules of the American Arbitration Association currently in effect unless the parties agree otherwise. A request for mediation shall be filed in writing with the other party to this Agreement and, if applicable, the American Arbitration Association. The request may be made concurrently with the filing of a civil action, but mediation shall proceed in advance of legal proceedings, which may be stayed pending mediation for a period of 60 days from the date of filing unless a longer period is agreed to by the parties or required by a court order.

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

VIII. NOTICES

Any notification required or needed under the contract shall be sent to the following:

If to City:	If to Contractor:
City of De Pere	Faith Leak Detection Services
Attention: City Manager	Attention: John Paalman, Services Director
925 South Sixth Street	P.O. Box 13245
De Pere, WI 54115	Green Bay, WI 54307

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

FAITH LEAK DETECTION SERVICES LLC
By:

_____
Printed Name: _____
Title: _____

CITY OF DE PERE
By:

_____
Kimberly T. Flom, City Manager

_____
Carey E. Danen, City Clerk

Approved as to Form:

_____
Joanne Bungert, City Attorney

CITY OF DE PERE

Public Works Department

925 S. Sixth Street, De Pere, WI 54115 | 920-339-4060 | www.de-pere.org

March 6, 2025

RE: Request for Proposals
Hydrant Painting

The City of De Pere would like to invite your firm to submit a proposal for hydrant painting.

GENERAL INFORMATION

The **City of De Pere** is requesting a proposal from your firm to paint existing hydrants in the City. The work under this proposal includes providing labor, materials, and services associated with preparing, priming and painting approximately 350 hydrants in the northeast section of the City of De Pere. (See attached map) All work must conform to the accepted practices for sandblasting and painting of hydrants and the proposal should reflect the necessary effort to perform this work and any additional efforts the firm feels are necessary to complete the project. Subcontracting is not permitted.

SCOPE OF WORK:

1. **Workmanship**

   All work shall be done in a workmanlike manner so that the finished surfaces will be free from **rust, bare spots, runs, drips, ridges, waves, laps, and unnecessary brush marks.** All coats shall be applied in such a manner as to produce an even film of uniform thickness, completely coating all corners and crevices, including the undersides of nozzles and flanges.

   All hydrant caps should be tightened down prior to blasting, preventing any damage or painting of the nozzle threads

2. **Atmospheric Conditions**

   As specified, all paints shall be applied only to surfaces that are thoroughly dry and only under such combination of humidity and temperatures of the atmosphere and

surfaces to be painted as will cause evaporation rather than condensation. In no case, shall any paint be applied to moist or frosty surfaces.

3. Contractor Responsibilities

The contractor shall be responsible for all permits, blasting, painting, and disposal of debris associated with blasting, meeting all federal, state and local regulations and standards that are in any way applicable.

The contractor shall supervise and direct the work using his/her best skill and attention, and shall be solely responsible for all means, methods, techniques, sequences, and procedures and for coordinating all portions of the work.

The contractor shall employ competent forepersons and laborers. Workers shall be an expert in their respective branches of work shall be employed where special skill is required.

The contractor shall provide qualified supervision of each crew at all times while working under this contract. The foreperson shall be required to work with and supervise the crews at all times under work of this contract in order to supply sufficient supervision to maintain order and control of the work.

Contractor shall comply with all OSHA requirements.

All blasting and painting work will be done in containment.

The contractor shall provide protection to any sidewalk, driveway, surrounding paved areas, turf and/or landscaping, adjacent structures, and trees so sandblasting and spray primer/paint materials does not discolor or damage said sidewalk, driveway, surrounding paved areas, turf and/or landscaping, adjacent structures, and trees so. Any paint that adheres to adjacent surfaces must be cleaned off, especially sidewalks.

The contractor shall safely remove all chains connecting the hydrant barrel to the caps prior to sandblasting. The removed chains shall be re-installed once the painting is completed. Any damaged chains will be replaced at the contractor's expense.

The contractor shall safely remove all hydrant marker/flags prior to sandblasting. The removed hydrant marker/flags shall be re-installed once the painting is completed. Any damaged hydrant marker/flags will be replaced at the contractor's expense.

The contractor is responsible for two (2) additional attempts to sandblast, prime and paint any hydrants that are passed due to a hazard preventing contractor from completing the work during normal progress (i.e. car parked too close). The contractor shall notify the Water Supervisor before the end of each day regarding hydrants that have been passed over due to hazards.

The contractor is responsible to provide at all times, adequate traffic/pedestrian control per the Manual of Uniform Traffic Control Devices requirements. This shall include, but is not limited to, Public Works and/or Police Department notification of road closures, installation of signs, barricades, fencing, etc. protecting all hazards.

The contractor will provide the Water Utility 48 hours' notice prior to commencing any work. This notice will provide the dates and locations of the work being done, in order for the Water Utility to provide notification that may be necessary and to conduct an inspection upon completion of the work.

The contractor will notify Water Utility of any accidents, injuries, or complaints by the general public to allow the Water Utility to follow up on these matters.

All other damages that occur will be the responsibility of the contractor to repair or replace.

4. Surface Preparation

Commercial Blast Cleaning - Blast all surfaces to be coated using a **non-silica** type blasting media (or equal). Blasting must be done to the complete above-ground portion of the hydrant to assure removal of all rust and debris in accordance with SSPC-SP 6 (NACE 3), which is an abrasive blast with angular abrasive to remove all visible mill scale, rust, coating, oxides, corrosion products, and other foreign matter. Minimum surface profile is (1mil).

All metal/cast surfaces shall receive an abrasive blast that will remove paint, and rust from each hydrant that includes barrel, caps, and chains.

All blasting and painting work will be done in containment.

Contractor is responsible for cleanup of excess sandblast material from the sidewalk, driveway, surrounding paved areas, turf and/or landscaping. All blasting material from sandblast operations shall be removed from the site the same day it is placed. Under no circumstances will debris be left on the terrace areas over the weekend unless otherwise approved by the Water Utility.

All primer coating shall be immediately applied after sandblasting.

5. Complete Primer Coating

Hydrants shall have all exposed above ground surfaces spray applied with Devran 224 QC Low Temperature Cure Epoxy Primer (or equal) applied to a minimum 5 mil dry film thickness immediately after sandblasting. Drying time between coats shall be as recommended by the paint manufacturer.

All primer painting work will be done in containment.

6. Hydrant Painting

All painting work will be done in containment.

Attached with the proposal is "Waterous Hydrant Color Selector" chart.

Hydrants shall have all exposed above ground finish surfaces spray applied with the following color requirements:

- City Hydrant – M4106 Hydrant Yellow
- Private Hydrant – M4104 Hydrant Red

Hydrant paint shall be applied to a minimum 5 mil dry film thickness no less than 24 hours after primer application on each hydrant.

Hydrant caps shall be painted with the following color requirements:

- Hydrant Cap – "Blue" – M4137 Hydrant National Blue
- Hydrant Cap – "Green" – M4221 Direct Green
- Hydrant Cap – "Orange" – M4171 Naperville Orange
- Hydrant Cap – "Red" – M4219 Red Fed Spec 1664

Contractor shall submit paint color samples for caps to the Water Utility for approval prior to painting the caps. Paint materials shall be the same as the hydrant except for the color. Hydrant caps shall be painted in workmanlike manner so that the finished surfaces will be free from bare spots, runs, drips, ridges, waves, laps, and unnecessary brush marks. Hydrant cap paint shall be applied to a minimum 5 mil dry film thickness.

7. Hours of Work

No work shall be performed prior to 7:00 a.m. and shall be completed by 5:00 p.m. Normal working days shall be Monday through Friday. No work will be allowed for any reason on Saturday, Sunday, or Holidays unless weather issues throughout the work requires Saturday work. Work on weekends or holidays must be approved by the Water Utility.

8. Warranty

All work shall be warranted for a period of two (2) years from the date of final completion.

9. Payment

Payment shall be made when the following conditions have been met:

1) The Water Utility has inspected and has determined that all the specifications and conditions have been met to the Water Utility's satisfaction.

2) A detailed invoice is submitted to the individual Water Utility for the specific municipality showing which hydrants have been completed.

SCHEDULE:

All hydrant painting shall be completed by October 3, 2025. The contractor shall submit in writing to the Water Utility a proposed schedule of when hydrant painting work will start and when it will be completed. The contractor shall adhere to the proposed work schedule unless otherwise agreed upon with the Water Utility.

INSURANCE REQUIREMENTS:

The firm shall be required to provide the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work as stated below:

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

2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than $1,000,000 per person/per accident.

3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.

4. Professional liability insurance covering damages resulting from errors and omissions of the Consultant. The limit of liability shall be $1,000,000 or the total engineers and/or surveyor's fee on the project, whichever is greater.

Indemnification:

To the fullest extent permitted by law, the Contractor hereby agrees to defend, indemnify, and hold harmless the Water Utility, its officials, agents and employees against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in any way accrue against the Water Utility, its officials, agents, employees and volunteers arising in whole or in part or in consequence of the performance of this work by the Contractor, its employees, or subcontractors, or which may in any way result therefore, except that arising out of the sole legal cause of the Water Utility, its officials, agents, or employees, the Contractor shall, at its own expense appear, defend, and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connection therewith, and, if any judgment shall be rendered against the municipality, its officials, agents, and employees, in any such action, the Contractor shall, at its own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by the contract, or otherwise provided by contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Water Utility as herein provided.

ADDITIONAL INFORMATION:

- Sample consultant agreement is attached.
- Hydrant map is attached
- Waterous hydrant color selector chart is attached.

FEE:

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

Should there be any items outside the scope of services listed in the proposal your firm feels should be included, we encourage the firm to include alternate fees for such work.

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

PAYMENT:

The City's Consultant Agreement provides for compensation under the contract to be made in a lump sum upon completion of the contract. Any proposal that seeks an alternative compensation provision shall be included in a specific description of the preferred compensation method for City consideration.

PROPOSAL SUBMITTALS:

Company proposal should include the following information in the order listed:

1. Previous Experience: Past Work on projects of similar or greater magnitude.

2. References: The proposals shall include the Contractor's experience. At a minimum, three (3) similar projects shall be included as references.

3. Cost: Firm shall submit prices on proposal sheets provided with this proposal to complete all work mentioned above.

4. Schedule: Firm shall submit the number of days to complete the inspections and the anticipated start date on proposal sheet provided with this proposal to complete all work mentioned above.

Proposals shall be submitted via e-mail to sthoresen@deperewi.gov

Proposals shall be marked **"2025 Hydrant Painting"** and received no later than 10:00 A.M. on March 28, 2025.

The City of De Pere reserves the right to reject any or all proposals, to waive any informality in bidding and to accept any proposal which the City Council deems most favorable to the best interest of City.

Questions may also be emailed to sthoresen@deperewi.gov

Sincerely,

DEPARTMENT OF PUBLIC WORKS

Scott Thoresen, P.E.
Director of Public Works

City of De Pere Water Utility

2025 Hydrant Painting Proposal

The following proposal is submitted to: City of De Pere Water Utility, in accordance with the written proposal to furnish all labor, materials, tools, equipment and incidentals necessary to sandblast, prime, and paint fire hydrants and caps as specified.

The undersigned FIRM agrees, if this proposal is accepted, to enter into an agreement with the City of De Pere to perform and furnish all work as specified in this proposal. The undersigned firm will meet and adhere to the City of De Pere's requirements as indicated in the proposal.

Based on the details provided in this proposal, the undersigned firm agrees they are able to meet the City of De Pere's requirements and that the prices per hydrant to meet said requirements are as follows:

Price per Hydrant: $ _____

Brand of Paint: _____

Product Name: _____

Product Series : _____

Brand of Primer: _____

Product Name: _____

Product Series: _____

_____
Name of Firm

_____
Address of Firm

_____
Telephone Number

The undersigned bidder, being duly sworn, does depose and say that he is an authorized

representative of:_____
and that the said bidder has examined and carefully prepared his bid from the Proposal Requirements, and has checked the same in detail before submitting said proposal or bid; and that
said bidder or his agents, officer, or employees have not, either directly or indirectly, entered into any agreement, participated in an collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal or bid.

_____ _____
Signature of Bidder Date

_____ _____
Print or Type Name of Bidder Title

Estimated Start Date: _____

Estimated Completion Date: _____

2025 De Pere Hydrant Painting Proposal

City of De Pere
Attn: Scott Thoresen

Below is the information requested for the 2025 Hydrant Painting Proposal.

1. Previous Experience. Here is a sample of awarded bids comparable to this proposal scope.
    a. City of Onalaska – 400 hydrants
    b. City of Appleton – 200 hydrants
    c. Village of Weston – 250 hydrants
    d. City of West Bend – 200 hydrants
    e. City of Fond du Lac – 400 hydrants
2. References. Here is contact information for reference, as well as crew experience (Item a).
    a. Crew Experience. At a minimum the foreman and two crewmen will be on-site having a combined 20+ years' experience. The Services Director providing oversight has 27 years' experience.
    b. Onalaska Public Works, 252 Mason St, Onalaska, WI 54650
    John Wiatt, Assistant Director
    Contact: 608-780-8848 or jwiatt@onalaskawi.gov
    c. City of Appleton Water Distribution, 100 N Appleton St, Appleton, WI 54911
    Erick Cardew, Safety Training Coordinator & Supervisor, Operations
    Contact: 920-419-6214, 920-832-5580, or erick.cardew@appleton.org
    d. Village of Weston, Wisconsin, 4747 Camp Phillips Rd, Weston, WI 54476
    Josh Swenson, Utility Superintendent
    Contact: 715-359-7784 or jswenson@westonwi.gov
    e. City of West Bend Water Utility, 251 Municipal Dr, West Bend, WI 53095
    Travis Thull, Water Utility Manager
    Contact: 262-483-4186(c), 262-335-5040(o), or thullt@ci.west-bend.wi.us
    f. City of Fond du Lac Water Utility, 160 S Macy St, Fond du Lac, WI 54935
    Chad Churchill, Water Utility Engineer
    Contact: 920-322-3484 or cchurchill@fdl.wi.gov
3. Cost. Details are provided on the attached hydrant painting proposal form.
4. Schedule. The timeline is noted on the hydrant painting proposal form.

If you have questions, or need additional information, please contact me directly.

John Paalman
Services Director
C: 920-200-2959
faithleakdetection@gmail.com

City of De Pere Water Utility

2025 Hydrant Painting Proposal

The following proposal is submitted to: City of De Pere Water Utility, in accordance with the written proposal to furnish all labor, materials, tools, equipment and incidentals necessary to sandblast, prime, and paint fire hydrants and caps as specified.

The undersigned FIRM agrees, if this proposal is accepted, to enter into an agreement with the City of De Pere to perform and furnish all work as specified in this proposal. The undersigned firm will meet and adhere to the City of De Pere's requirements as indicated in the proposal.

Based on the details provided in this proposal, the undersigned firm agrees they are able to meet the City of De Pere's requirements and that the prices per hydrant to meet said requirements are as follows:

Price per Hydrant:	$ 113.50
Brand of Paint:	Devoe
Product Name:	379 UVA
Product Series :	Urethane
Brand of Primer:	Devran
Product Name:	224 HS
Product Series:	Epoxy

Faith Leak Detection Services
Name of Firm

PO Box 13245, Green Bay, WI 54307
Address of Firm

920-200-2959
Telephone Number

The undersigned bidder, being duly sworn, does depose and say that he is an authorized representative of: Faith Leak Detection Services and that the said bidder has examined and carefully prepared his bid from the Proposal Requirements, and has checked the same in detail before submitting said proposal or bid; and that said bidder or his agents, officer, or employees have not, either directly or indirectly, entered into any agreement, participated in an collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal or bid.

Signature of Bidder — March 27, 2025 (Date)

John Paalman — Print or Type Name of Bidder

Services Director — Title

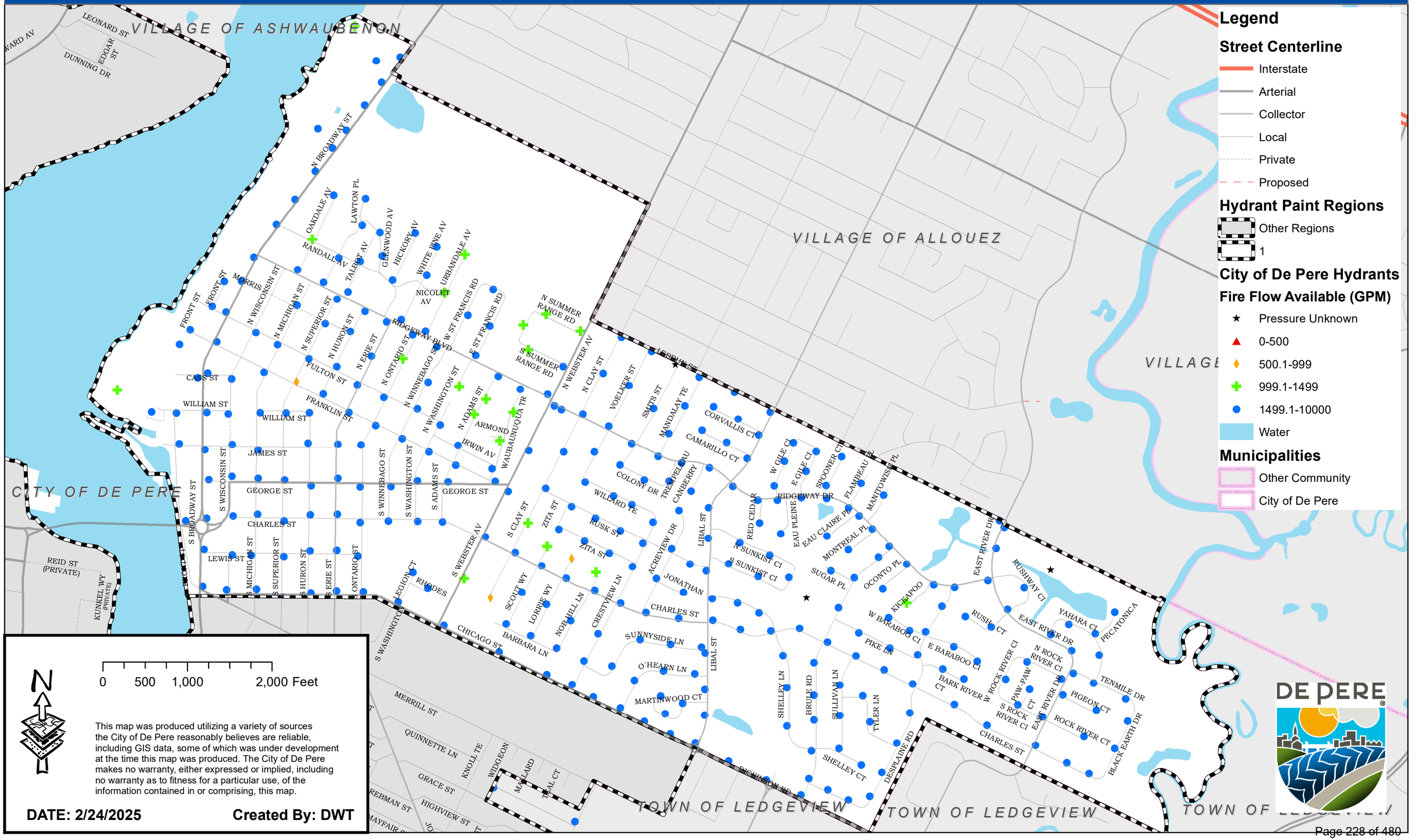
Estimated Start Date: Late June – Early July

Estimated Days to Complete: 30 business days

Estimated Completion Date: Mid-August

NOTE: These dates are subject to spring rainfall which may impact the schedule.

Hydrant Painting - Region 1 (Northeast)



CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Board of Public Works Members
From: Scott J. Thoresen, Director of Public Works
Date: March 31, 2025
RE: Consider and Possible Action Regarding Proposals for Hydrant Painting*

The city hired in the past contractors to paint the fire hydrants citywide. This was last done over the course of three (3) years from 2014 – 2016. It is the intent to repaint all the fire hydrants over the course of the next four (4) years. This year's painting will be done in the northeast portion of the city (See attached map) which includes an estimated amount of 350 hydrants.

Staff solicited proposals (see attached) from three (3) contractors and received the following quotes:

Faith Leak Detection Services	= $113.50 per hydrant
Ferguson Waterworks	= $152.50 per hydrant
Great Lakes Protective Coatings, Inc.	= No Bid

The 2025 water utility budget has $50,000 allocated for hydrant painting.

Staff recommends awarding the hydrant painting to Faith Leak Detection Services

City of De Pere, Wisconsin **I.23**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Public Works
FROM:	Scott Thoresen, Public Works Director
SUBJECT:	Resolution #25-46 Authorizing Installment Payments of Sidewalk Repair or Replacement Expenses in Excess of $1,000 Ordered under Wis. Stat. §66.0907.
RECOMMENDED ACTION:	Staff recommends approval of the sidewalk installation and replacement rates for 2025 with a 5-year payback period for special charges exceeding $1,000.

The Board of Public Works at the April 7, 2025 meeting approved installment payments of sidewalk Sidewalk Repair or Replacement Expenses in Excess of $1,000 and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:
Reso25-46, 2025 0407 CI_BOPW_2025_Sidewalk_Special_Charge_Rate, CE_Project_25-05_Yearly-Program, 2025 Estimated Sidewalk & Sidewalk Replacement Costs

RESOLUTION #25-46

AUTHORIZING INSTALLMENT PAYMENTS OF SIDEWALK REPAIR OR REPLACEMENT EXPENSES IN EXCESS OF $1,000 ORDERED UNDER WIS. STATS. §66.0907

WHEREAS, pursuant to Wis. Stats. §66.0907, the Board of Public Works is authorized to issue orders to property owners for the repair or replacement of unsafe, defective, or insufficient sidewalk within city right-of-way adjacent to said property; and

WHEREAS, Wis. Stats. §66.0907(f) authorizes the Council, by Resolution, to provide that expenses incurred in City repair or replacement of such sidewalk be paid in annual installments as a special charge against the property until all installments have been paid; and

WHEREAS, the Board of Public Works has reviewed this matter and recommends the Council allow for payment of such 2024 sidewalk repair or replacement expenses in up to five (5) annual installments, together with interest at the rate of 4.36% (which represents the interest rate at which the city last issued bonded, plus 1%) for costs in excess of $1,000.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

> The Common Council authorizes payment of expenses incurred by the City for 2025 sidewalk repair or replacement pursuant to Order of the Board of Public Works under Wis. Stats. §66.0907 in up to five (5) annual installments for costs in excess of $1,000, together with interest thereon at the rate of 4.36%.

BE IT FURTHER RESOLVED THAT:

> The City Clerk, pursuant to Wis. Stats. §66.0907(f), shall charge against the parcel each year until all installments have been entered and collected like other taxes upon real estate.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 04/07/2025

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: April 7, 2025

RE: **Consideration and Possible Action on Special Charge Rates for 2025 Sidewalk Repair Orders and Gap Sidewalk Orders***

The purpose for this item is to establish the special charge rate and consider a payback period for sidewalk replacement and new sidewalk installation completed under the 2025 Sidewalk Replacement Program.

Background

Each year staff inspects 1/8 of the City for required repairs to sidewalks. This year, the repair area is on the west side of the Fox River, west of the Canadian National Railroad tracks, and north of Grant Street. Work will be completed under Project 25-05 Sidewalk and Curb Repairs. Sidewalks are inspected per the attached guidelines for "Defective Sidewalk and Acceptable Repairs" (*CE_Project_25-05_Yearly-Program.pdf*).

Once the repair work is completed under Project 25-05, the repairs are billed back to the abutting property owner via special charge. Prior to 2019, property owners had one year to pay back these special charges before the charge was applied to their property taxes. In recent years, sidewalk replacement costs have continued to increase and beginning in 2020, the Board established a 5 year payback option for invoices over $1,000.

2025 Sidewalk Installation and Replacement Costs

The costs to provide or replace sidewalks are charged back to abutting property owners, except for those needed to repair sidewalks damaged due to city terrace trees or utility work. The repairs are charged back to the property owner as a special charge pursuant to Wisconsin State Statute 66.0627. Staff annually calculates the estimated special charge rates for new sidewalk installations (gap sidewalk orders) and sidewalk replacements (sidewalk repair orders) based off the unit prices provided with the given year's project.

Included with this memo is the "2025 Estimated Sidewalk & Sidewalk Replacement Costs" calculations which break down how the per square foot prices are generated. The costs listed above are comprised of five parts:

1. The replacement/installation cost of the concrete based off the bid unit prices. This amount comprises nearly 3/4 of the special charge cost.
2. Any stone required to complete the work. This is used more for new sidewalk installations as existing sidewalks have stone bases already. This is an estimated quantity.
3. The cost for metal reinforcement to provide additional strength. This is an estimated quantity.
4. A 5% contingency factor based off the sum of items 1 thru 3 above. This cost is used to cover any overages for the stone and reinforcement. Any portion of this contingency that is not needed is removed for the final invoices.
5. A 20% engineering and administrative fee based off the sum of items 1 through 4 above. This is City policy for any invoice or charge.

A comparison of the 2025 estimated costs to the final sidewalk installation and replacement costs since 2018 is shown on Table 1. The estimated costs for 2025 sidewalk installations and replacements are as follows:

Table 1 – Sidewalk Special Charge Rates by Year

Year	Provide 4" Sidewalk (SF)	Provide 6" Sidewalk (SF)	Replace 4" Sidewalk (SF)	Replace 6" Sidewalk (SF)
2025 (*Estimated)*	*$14.72*	*$16.13*	*$17.41*	*$18.67*
2024	$11.20	None Completed	$13.06	$15.19
2023	$12.06	None Completed	$12.76	$14.09
2022	$8.80	None Completed	$10.93	$11.27
2021	None Completed	None Completed	$10.67	$11.34
2020	None Completed	None Completed	$10.63	$11.57
2019	None Completed	None Completed	$11.41	$11.68
2018	$7.95	None Completed	$7.70	$8.13

Like 2019, 2023, and 2024, this year's estimated special charge rates saw a large increase due to the jump in cost for concrete.

The City allows homeowners to complete their own sidewalk repairs or installation to avoid special charge for sidewalk replacement or installation. Repair methods such as mud jacking, crack filling, or sidewalk grinding are permitted. The cost for panel replacements completed by the City is shown on Table 2:

Table 2 - Estimated 2025 Sidewalk Panel Replacement Costs

Number of Panels (5'x5')	2025 4-inch Replacement Estimated Cost	2025 6-inch Replacement Estimated Cost
1 - (25 SF)	$435.25	$466.75
2 - (50 SF)	$870.50	$933.50
3 - (75 SF)	$1,305.75	$1,400.25
4 - (100 SF)	$1,741.00	$1,867.00
5 – (125 SF)	$2,176.25	$2,333.75

The 2025 sidewalk repair area has already been reviewed and the impending 2025 Sidewalk Repair Orders are included with today's agenda for consideration and approval.

Lastly, a payback option was introduced in 2019 for special charges exceeding $1,000. Since 2019, a 5-year payback period has been used.

Recommendation

Staff recommends approval of the following sidewalk installation and replacement rates for 2025 with a 5-year payback period for special charges exceeding $1,000.

- Provide New 4" Concrete Sidewalk: $14.72 per square foot
- Provide New 6" Concrete Sidewalk: $16.13 per square foot
- Remove and Replace 4" Concrete Sidewalk: $17.41 per square foot
- Remove and Replace 6" Concrete Sidewalk: $18.67 per square foot

Attachments for this item include:

- CE_Project_25-05_yearly-Program
- 2025 Estimated Sidewalk and Sidewalk Replacement Costs

SIDEWALK REPAIR AND REPLACEMENT PROGRAM

YEAR	DESCRIPTION OF AREA
2025	West side of Fox River, west of RR tracks, north of Grant Street
2026	West side of Fox River, west of RR tracks, Grant to Scheuring
2027	East side of Fox River, north of Charles, west of Webster
2028	East side of Fox River, north of Charles, east of Webster
2029	West side of Fox River, east of RR tracks, north of Scheuring
2030	West side of Fox River, south of Scheuring Road
2031	East side of Fox River, south of Charles Street, west of Jordan/Ontario
2032	East side of Fox River, south of Charles, east of Jordan/Ontario

GUIDELINES

DEFECTIVE SIDEWALK AND ACCEPTABLE REPAIRS		
CRITERIA	DEFECT	REPAIRS*
Vertical Displacement	3/4" high or greater for 12" of joint	---Replace ---Mudjack ---Grinding up to 2” vertical
Horizontal Displacement	Greater than 1/2" for crack 3' or longer	---Replace ---Level crack may be cleaned and filled with concrete epoxy
Profile Variance	Over 4" per slab	---Replace ---Mudjack
Inverse Slope	Trapped water	---Replace ---Mudjack
Surface Imperfections	---50% or more of slab spalled ---Missing piece 3"x3" or greater ---Over 10' of cracks per slab	---Replace ---Missing piece up to 12" x 12" may be cleaned and filled with concrete epoxy

*Ramping of Vertical Displacement or Concrete Overlay of sidewalk are NOT acceptable repairs.

CITY OF DE PERE

Public Works - Engineering Department

925 S. Sixth Street, De Pere, WI 54115 | 920-339-4061 | www.de-pere.org

2025

ESTIMATED COSTS FOR NEW & REPLACEMENT SIDEWALK

NEW 4-INCH SIDEWALK

Provide 4-inch Concrete Sidewalk	$10.89	
Provide ¾-inch Crushed Aggregate Base Course	0.70	
Drilled Tie Bars	0.10	
Subtotal (Per Square Foot)	$11.69	
5% Contingency	0.58	
20% Engineering & Administration	2.45	
Total (Per Square Foot)	**$14.72**	**($73.60 / LF)**

NEW 6-INCH SIDEWALK

Provide 6-inch Concrete Sidewalk	$12.00	
Provide ¾-inch Crushed Aggregate Base Course	0.70	
Drilled Tie Bars	0.10	
Subtotal (Per Square Foot)	$12.80	
5% Contingency	0.64	
20% Engineering & Administration	2.69	
Total (Per Square Foot)	**$16.13**	**($80.65 / LF)**

REPLACEMENT 4-INCH SIDEWALK

Remove and Replace 4-inch Concrete Sidewalk	$12.89	
Provide ¾-inch Crushed Aggregate Base Course	0.08	
Drilled Tie Bars	0.85	
Subtotal (Per Square Foot)	$13.82	
5% Contingency	0.69	
20% Engineering & Administration	2.90	
Total (Per Square Foot)	**$17.41**	**($87.05 / LF)**

REPLACEMENT 6-INCH SIDEWALK

Provide 6-inch Concrete Sidewalk	$13.89	
Provide ¾-inch Crushed Aggregate Base Course	0.08	
Drilled Tie Bars	0.85	
Subtotal (Per Square Foot)	$14.82	
5% Contingency	0.74	
20% Engineering & Administration	3.11	
Total (Per Square Foot)	**$18.67**	**($93.35 / LF)**

City of De Pere, Wisconsin **I.24**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Engineering
FROM:	Eric Rakers, City Engineer
SUBJECT:	Resolution #25-47 Ordering Installation of Sidewalks at Various Locations for 2026.
RECOMMENDED ACTION:	The Board of Public Works recommends a Motion to Approve its recommendation to order sidewalk installation for the 2026 construction season at 2101 Lawrence Drive (WD-D0045-1) and 1762-1764 Garroman Drive (WD-1956) and approve a 5-year payback period for each property receiving a special charge for sidewalk installation.

The Board of Public Works at the April 7, 2025 meeting approved 2026 gap sidewalk orders and special charges with a 5 year payback option for sidewalk installation in excess of $1,000 and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

ATTACHMENTS:
Reso25-47, 2025 0407 CI_BOPW_2026_Gap_Sidewalk, 2106_Lawrence_Order, 1762-1764_Garroman_Order, CI-BOPW_Updating Sidewalk Policy_2016-9-12

RESOLUTION #25-47

ORDERING INSTALLATION OF SIDEWALKS
AT VARIOUS LOCATIONS FOR 2026

WHEREAS, the Board of Public Works reviews the installation of sidewalks adjacent to undeveloped and other lots on a yearly basis; and

WHEREAS, on April 7, 2025, the Board of Public Works reviewed the need for sidewalk installation in City right-of-way adjacent to certain lots within the City; and

WHEREAS, the Board of Public Works recommends ordering in such sidewalk along the terms and conditions as set forth below:

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council of the City of De Pere hereby orders the owners of the below described properties to comply with and install sidewalks in the public right-of-way adjacent to the below listed premises in accordance with the Standards and Specifications for the Construction of Sidewalks adopted by the City Council, a copy of which shall be served upon each property owner listed herein; and FURTHER that such sidewalks be installed on or before the dates identified below:

Owner/Owner Address	Parcel #	Sidewalk Address	Constructed On or Before
Sarah E. Diederich James R. Diederich 2101 Lawrence Drive De Pere, WI 54115	WD-D0045-1	2101 Lawrence Drive	June 30, 2026
FR McCarley Trust 2536 Kilrush Road De Pere, WI 54115	WD-1956	1762-1764 Garroman Drive	June 30, 2026

BE IT FURTHER RESOLVED THAT:

The Common Council authorizes the payment of expenses incurred by the City for sidewalk installation pursuant to Order of the Board of Public Works under Wis. Stats. §66.0907 in up to five (5) annual installments for costs in excess of $1,000, together with interest thereon at the rate of 4.36% (the interest rate at which the City last bonded, plus 1%).

BE IT FURTHER RESOLVED THAT:

Should the owner of such properties subject to this order fail or neglect to install such sidewalk in accordance with the Standards referenced above, the City shall cause such work to be done at the expense of the owner. If the City does such work and the owner fails to pay the City for the work so performed within thirty (30) days of invoice thereof, the City shall place the costs of such installation as a special charge against the tax roll for such property under Wis. Stats. §66.0627.

A copy of this order shall be served upon each property owner identified herein as provided in Wis. Stats. §66.0907(3).

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 04/07/2025

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: April 7, 2025

RE: Consideration and Possible Action on 2026 Gap Sidewalk Orders and Special Charges*

The purpose of this item is to review gap sidewalk and issue orders for installation by June 30, 2026, and special charges if not completed by that date. This is an all-inclusive action and will not come back to the Board because the order and special charge is included in this action.

Background

Annually, the Engineering Staff reviews vacant parcels for the installation of sidewalks. On September 12, 2016, the Board of Public Works approved the following policy regarding sidewalk installation:

> *"Concrete sidewalks shall be constructed in the right-of-way as set forth herein where the following conditions exist:*
>
> 1. *Along the streets adjacent to a lot on which a building is constructed;*
> 2. *At least 80% of the lots are developed or 80% of the frontage is on lots that are developed, per side of the street; or*
> 3. *On all streets in subdivisions after it has been ten (10) or more years since the acceptance of the first building permit for the subdivision phase."*

Discussion

Based on this guidance, the following parcels were identified to have sidewalk installed in 2025:

Parcel ID	Location	Guidance	Exhibit
WD-D0045-1	2101 Lawrence Drive	90% of Frontage is Built	B-1
WD-1956	1762-1764 Garroman Drive	86% of Frontage is Built	B-2

Exhibits for each location, including sidewalk installation justification are included for consideration.

Property owners are notified of the special charge after the Board Meeting when the Order is approved. Due to the large sidewalk installation requirements, there are significant charges anticipated due to this sidewalk order. As presented earlier to the Board, the estimated sidewalk cost for new 4-inch sidewalk is $73.60 per linear foot. The costs for 2026 construction are currently unknown. The actual costs for

any special charges will be based on 2026 prices. The table below provides the estimated charge for each parcel that would be required to install sidewalks using 2025 pricing:

Parcel ID	Location	Frontage (FT)	Estimated Charge
WD-D0045-1	2101 Lawrence Drive	175.21	$12,895.46
WD-1956	1762-1764 Garroman Drive	230	$16,928.00

Under the sidewalk program, the Board has approved a 5-year payback period for special charges more than $1,000. The 2025 interest rate on the 5-year payback option is 4.36%.

Recommendation

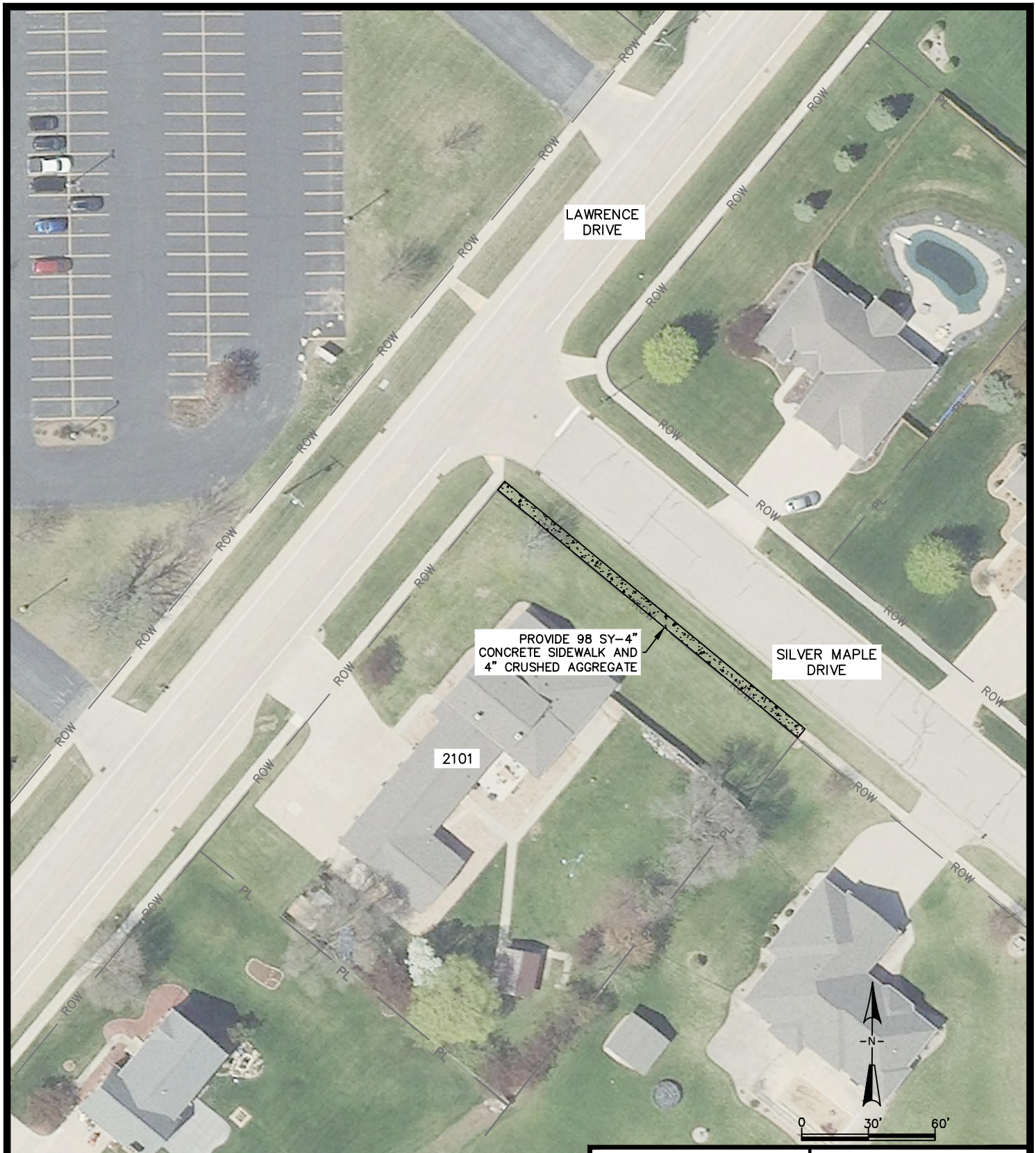
Staff recommends that the Board of Public Works order sidewalk installation at the following properties for the 2026 construction season:

Parcel ID	Location
WD-D0045-1	2101 Lawrence Drive
WD-1956	1762-1764 Garroman Drive

For sidewalk not constructed by June 30, 2026, the City will construct and charge property owners at the rate established in 2026 for new 4-inch concrete sidewalk. Staff recommends a 5-year payback period for each property receiving a special charge for sidewalk installation.

Attachments

1. 2025 Estimated Sidewalk and Sidewalk Replacement Costs
2. Exhibit B-1 – 2101 Lawrence Drive Sidewalk Gap
3. Exhibit B-2 – 1762-1764 Garroman Drive Sidewalk Gap
4. CI-BOPW_Updating Sidewalk Policy_2016-9-12



DE PERE

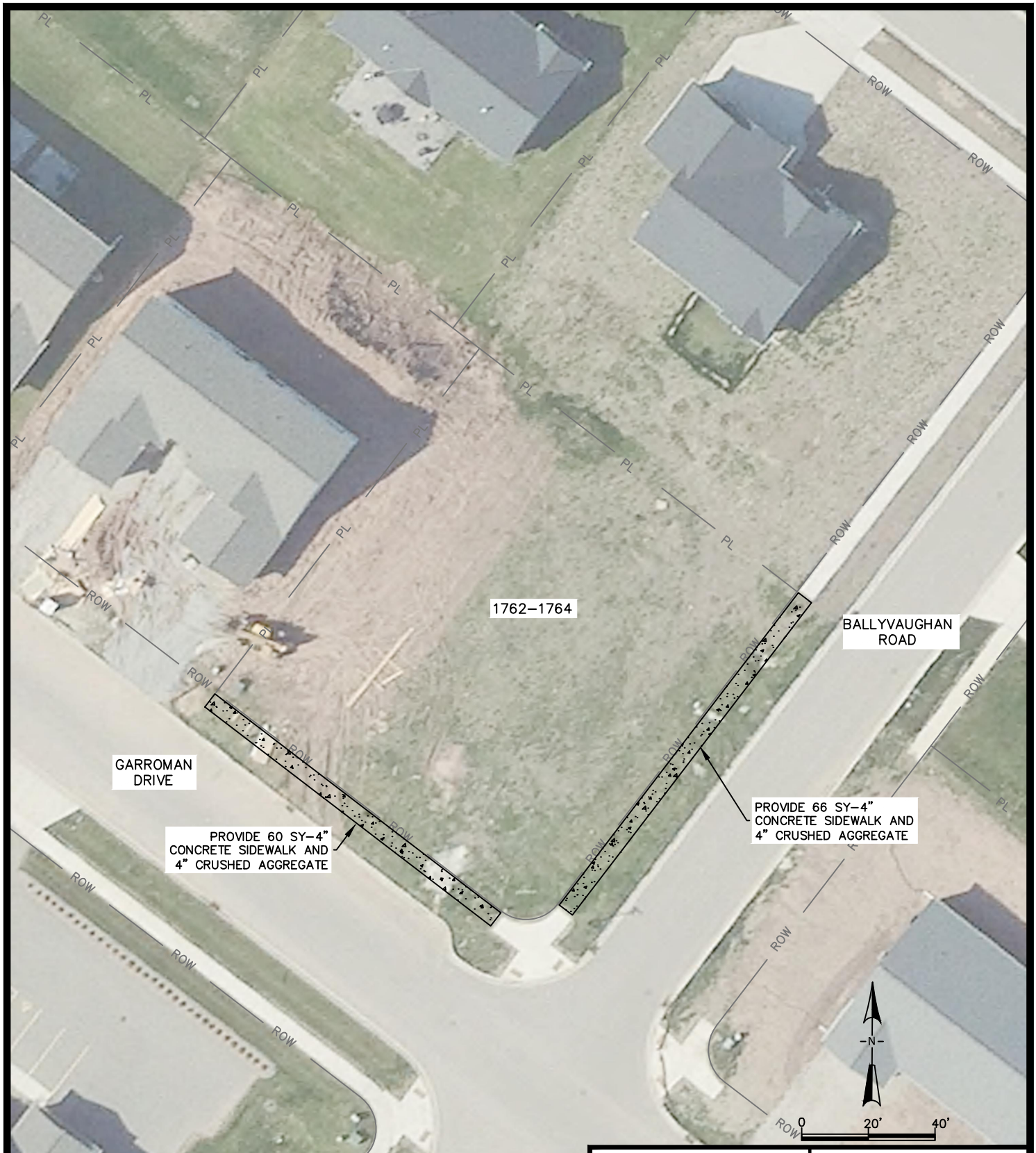
ENGINEERING DIVISION
925 S. SIXTH ST
DE PERE, WI 54115
OFFICE 920-339-4061
FAX 920-339-4071

B-1

WEST SIDE

PROJECT: 26-05
SIDEWALK AND CURB REPAIRS

DATE: 11/2024
BY: MJT
CHECKED: CKK



DE PERE

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

B–2

WEST SIDE

PROJECT: 26–05
SIDEWALK AND CURB REPAIRS

DATE: 11/2024
BY: MJT
CHECKED: CKK

City of De Pere
Public Works Department Memo

To: Honorable Mayor Walsh
Members of the Board of Public Works
From: Chase K. Kuffel, Assistant City Engineer
Date: September 7, 2016
Subject: Consider New Policy for the Installation of New Sidewalks Along New Streets or New Subdivisions*

A request was made to staff to review and provide options for implementing a new policy for ordering in sidewalk.

Background and Discussion
The City's current policy for the construction of sidewalks is governed by city ordinance 22-5 through the provisions of Wisconsin State Statutes 62.16 and 66.0907. City ordinance states:

22-5(d) "*Sidewalks required constructed.* Sidewalks shall be constructed according to the specifications set forth in subsection (b) of this section. The board of public works shall, at least annually, review those areas where sidewalks have not been constructed to determine the need for such construction for the safety of all citizens and recommend to the common council the installation of sidewalks in such areas. In reviewing the need for such construction of sidewalks, the board and common council shall consider the following factors: thoroughfares, connector streets, connection with public facilities such as schools and parks, pedestrian and vehicular safety and topographic consideration. Upon such recommendation the common council my require installation pursuant to Wis. Stats. § 66.0907.

22-5(e) *Determination of need.* In addition to the requirements set forth in subsection (d) of this section, the board of public works shall review all subdivision plats and certified survey maps requiring dedication of property for street purposes to determine whether or not sidewalks shall be required to be constructed upon streets set forth thereon. The board of public works shall make that determination based upon the criteria established above. If the board of public works determines that sidewalks are so required, they shall submit that finding to the common council and final approval of the plat of map may be subject to the imposition of a restrictive covenant thereon requiring installation of sidewalks prior to issuance of any occupancy permit. If such covenant is not required, nothing in this section shall prohibit a review of said areas contained on such a plat of map pursuant to subsection (d) of this section at a later date."

In a given year, public works staff identifies several areas that should be considered for sidewalk installation. In 2016, staff identified the following locations:

Location	Purpose
2322 Samantha Drive	Gap
Tenmile Drive	Gap, Park has been developed
402-404 Moonglow Drive	Gap
850 S. Melcorn Circle	Gap
680 Black Earth Drive	Gap
2113 Yahara Circle	Gap

These locations are typically identified through complaints and requests received by public works staff. Staff then presents these locations to the board of public works for consideration of new sidewalk installations. As directed by city ordinance 22-5(d), the board considers the construction of new sidewalks at proposed properties based on the following factors:

- Thoroughfares
- Connector streets,
- Connection with public facilities such as schools and parks
- Pedestrian and vehicular safety
- Topographic consideration

The board has the authority to recommend or deny the construction of new sidewalk on a property by property basis. Recommendations can be made to construct sidewalk by the end of the current year's construction season, or grant extensions for specific properties, requiring that their sidewalk be installed by the end of a future construction year. The Board's recommendation is then brought forth to Common Council where a resolution is created based on the full recommendation of the board or parts thereof.

This year, it was requested of public works staff to create a policy to better identify vacant parcels in developed residential or commercial areas that should have sidewalk constructed in benefit of public safety and welfare. Based off this request, staff identified two issues that need to be addressed:

1. Constructing sidewalks on properties, abutting streets with urban or rural cross-sections, annexed into the City of De Pere.
2. Constructing sidewalks on new subdivisions and streets and allowing the developing authority ample time to fill vacant parcels.

Staff reviewed and identified the policies of other Wisconsin communities for the construction of new sidewalk on vacant properties. Staff identified three different classifications for sidewalks that do not currently exist:

1. **Existing, Improved Streets**: Areas where streets have been fully improved with curb and gutter but lack sidewalk. Pursuant to Wisconsin State Statute 66.0907(3)(a):

   "*Authority of council*. The council may by ordinance or resolution determine where sidewalks shall be constructed and establish the width, and determine the material and prescribe the method of construction of standard sidewalks. The standard may be different for different streets. The council may order by ordinance or resolution sidewalks to be laid as provided in this subsection."

2. **Existing, Unimproved Streets**: Areas where existing streets have not been improved with curb and gutter. It is currently the City policy that in areas where existing streets have not been improved with curb and gutter, at the time of installation of the curb and gutter, sidewalk shall also be installed on both sides on those streets.
3. **New Subdivisions and Streets**: For new development, the requirement of whether sidewalk is required is placed on the subdivision plat. Sidewalk construction is required as part of the final occupancy conditions for a developed parcel. However, some parcels remain undeveloped which results in gaps in the sidewalk system. Municipalities around the State have incorporated different policies to address this situation. Measures from other municipalities are shown in Table 1 to address missing walks.

Table 1

New Subdivisions and Streets	
Municipality	Missing sidewalk installation shall occur on each street:
City of Chilton	Once 70% of the lots abutting on such street are occupied. Sidewalk shall be installed on both sides.
City of Janesville	Once 80% or more of the parcels, per side of the street, within a block are developed.
Village of North Fond du Lac	Once at least 75% of the lots within the subdivision have been improved **OR** Once it has been five (5) or more years since the acceptance of the first building permit for the subdivision phase.
City of Plymouth	Once 50% of the lots within a given block being built upon are ready for occupancy **OR** Abutting lots in newly-annexed developed districts of the City that abut on a public street upon which sidewalks are not already constructed shall be required to have sidewalks constructed thereon within one (1) year after annexation
City of Two Rivers	Once at least 75% of the lots are developed or 75% of the frontage is developed. Sidewalk shall be installed on both sides of a public street.

A full copy of each municipality's sidewalk ordinance or code is attached in the appendix.

Based on the conditions shown in Table 1, staff applied the given ordinances for the new subdivisions and streets to three test areas in the City where the newer subdivisions exist. Staff utilized aerial imagery from 2014, 2010, and 2005 to determine the impacts over roughly equal intervals to these areas. The three test areas are as follows:

Northeast De Pere:
The properties bounded by Desplane Road to the west, and the City border to the north, east, and south.

Southeast De Pere:
The properties bounded by Rockland Road to the north, City limits to the east and south, and the Fox River Trail to the west.

Southwest De Pere:
The properties south of Red Maple Road bounded by the Fox River to the east, and the City limits to the south and west, including Honeysuckle Circle, Wild Rose Drive, Silver Maple Drive and Red Maple Drive.

The following tables show the impacts by year if the policies from these outside municipalities were to be adopted and enforced. Each test area had its total number of parcels counted by test year, as well as the number of parcels affected by each ordinance. Please note that the tables below only take into consideration those parcels that require sidewalks through restrictive covenants and do not take into consideration how long a parcel has been occupied without sidewalk.

Northeast De Pere			
	2014	**2010**	**2005**
Total Parcels	**126**	**126**	**126**
Total Parcels without Sidewalk	**12**	**26**	**56**
City of Chilton (70% of both sides of a street)	**10**	**4**	**6**
City of Janesville (80% of the parcels, per side of the street, within a block)	**0**	**0**	**0**
City of Plymouth (50% of the lots within an given block)	**12**	**22**	**22**
City of Two Rivers (both sides of a street within a block have at least 75% of the lots developed or 75% of the frontage developed)	**By Lot: 10** By Frontage: 5	By Lot: 4 **By Frontage: 7**	**By Lot: 2** **By Frontage: 2**

Example 1: If the City of Chilton's policy that sidewalk shall be installed on both sides of a street once 70% of the lots are occupied were to be adopted, 10 of the 126 parcels in this area would be affected in De Pere's northeastern test area in 2014.

Example 2: If the City of Two Rivers policy that sidewalk shall be installed on both sides of a street when either 75% of the lots are developed or 75% of the frontage is developed were to be adopted, 2 of the 126 parcels in this area would be affected due to lots being developed, and 2 of 126 parcels in this area would be affected due to frontage being developed in De Pere's northeastern test area in 2005.

Southeast De Pere			
	2014	**2010**	**2005**
Total Parcels	**242**	**156**	**Undeveloped**
Total Parcels without Sidewalk	**51**	**70**	**---**
City of Chilton (70% of both sides of a street)	**10**	**12**	**---**
City of Janesville (80% of the parcels, per side of the street, within a block)	**11**	**2**	**---**
City of Plymouth (50% of the lots within an given block)	**36**	**24**	**---**
City of Two Rivers (both sides of a street within a block have at least 75% of the lots developed or 75% of the frontage developed)	**By Lot: 10** **By Frontage: 10**	By Lot: 2 **By Frontage: 3**	**---**

The areas of southeast De Pere that were considered had yet to develop in 2005.

Southwest De Pere			
	2014	**2010**	**2005**
Total Parcels	**490**	**437**	**429**
Total Parcels without Sidewalk	**53**	**51**	**130**
City of Chilton (70% of both sides of a street)	**9**	**12**	**9**
City of Janesville (80% of the parcels, per side of the street, within a block)	**9**	**10**	**8**
City of Plymouth (50% of the lots within an given block)	**37**	**24**	**30**
City of Two Rivers (both sides of a street within a block have at least 75% of the lots developed or 75% of the frontage developed)	**By Lot: 9** By Frontage: 8	**By Lot: 12** By Frontage: 8	**By Lot: 9** By Frontage: 6

Based off the pricing from Project 16-05 – Sidewalk, Curb and Concrete Pavement Repair, new 4-inch concrete sidewalk is priced at $42.00 per square yard and new 6-inch concrete sidewalk is priced at $47.50 per square yard. Considering an assumed frontage of 100 feet, 80 feet of which is 4-inch concrete and 20 feet of which 6-inch concrete, and a City standard sidewalk width of 5 feet, the cost per parcel to install new sidewalk is approximately $2,500. This cost would be 100% assessable to the parcel owner.

Recommendation

Staff recommends that the City adopt a sidewalk policy for the installation of new sidewalks that are required as part of the subdivision plat review or per the City Sidewalk Requirement Map in new subdivisions and streets based off of the following:

"Concrete sidewalks shall be constructed in the right-of-way as set forth herein where the following conditions exist:

1. Along the streets or adjacent to a lot on which a building is constructed
2. At least 80% of the lots are developed or 80% of the frontage is on lots that are developed, per side of the street.
3. On all streets in subdivisions after it have been ten (10) or more years since the acceptance of the first building permit for the subdivision phase.

Sidewalks abutting newly annexed parcels will be installed once the street is improved with concrete curb and gutter along unimproved streets or one (1) year after annexation for improved streets."

This policy will allow ample time for developing authorities to fill vacant parcels – 10 year or 80% occupancy, whichever comes first - before the City installs sidewalks to fill the gaps.

The following maps show the impacts on the three regions that were studied for this policy, based off 2014 aerials, if the City were to adopt the abovementioned recommendation. The parcels highlighted in blue or red currently do not have sidewalks and the parcels. However, the parcels highlighted in red would meet the requirements to have sidewalk ordered in. The roads highlighted in green do not require sidewalks, and the roads highlighted in pink have a rural cross-section. Northeast De Pere would have zero parcels, southeast De Pere would have 11 parcels, and southwest De Pere would have nine parcels that would require sidewalk to be installed without considering how old the subdivisions are.

City of De Pere, Wisconsin **I.25**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Development Services
FROM:	Kristen Vincent
SUBJECT:	Resolution #25-48 Authorizing Agreement for Consulting Services with Avineon, Inc. (Geographic Information Systems Upgrade).
RECOMMENDED ACTION:	Motion to Approve award of a Consultant Agreement to Avineon, Inc.

At its meeting on April 8, 2025, the Finance/Personnel Committee voted unanimously to approve the award of this project to Avineon, Inc.

ATTACHMENTS:
Reso25-48, Avineon, Inc.(ESRI Utility Network Migration and Upgrade)2025-04-02, Exhibit A-RFP for GIS Consulting Services - Release 020525, Exhibit B-Avineon,Inc., Memo - RFP - GIS Utility Network Migration - Finance and Personnal Committee - 040825, Proposals - RFP - GIS Services - Top 3 for FP Agenda - 040825

RESOLUTION #25-48

AUTHORIZING AGREEMENT FOR CONSULTING SERVICES
BETWEEN THE CITY OF DE PERE AND AVINEON, INC.
(Esri Utility Network Migration, Portal Install and ArcGIS Enterprise Upgrade)

WHEREAS, the City is in need of contracting with a qualified professional Geographic Information Systems (GIS) firm to provide services related to an ArcGIS Enterprise upgrade, Portal for ArcGIS implementation and Esri Utility Network migration; and

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

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

> The City Manager and City Clerk are authorized and directed to execute the Agreement for Consulting Services Between the City of De Pere and Avineon, Inc., as is attached hereto and incorporated herein.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 04/08/2025

AGREEMENT FOR SERVICES BETWEEN THE
CITY OF DE PERE AND AVINEON, INC.
(Esri Utility Network Migration, Portal Install and ArcGIS Enterprise Upgrade)

THIS AGREEMENT made and entered into this____day of_____, 2025, by and between the City of De Pere, a Wisconsin municipal corporation ("City"), and Avineon, Inc., a Delaware corporation authorized to do business in Wisconsin ("Consultant").

WITNESSETH

WHEREAS, the City is in need of a qualified professional Geographic Information Systems (GIS) services firm to provide assistance with an ArcGIS Enterprise upgrade, Portal for ArcGIS implementation and Esri Utility Network migration; and

WHEREAS, the Consultant has available and offers to provide qualified personnel and facilities necessary to accomplish the work within the required timeframe.

NOW THEREFORE, City and Consultant agree as follows:

I. DESCRIPTION OF PROJECT

The project is as described in the February 5, 2025, City Request for Proposals (Exhibit A) and Consultant's Proposal thereto dated March 7, 2025, and revised on March 8, 2025 (Exhibit B), both of which are attached hereto and incorporated by reference. If a conflict exists between Exhibit A and Exhibit B, the terms of Exhibit A shall prevail. If there is a conflict between the terms and conditions of Exhibit A and this Agreement, the terms of this Agreement shall prevail. No standard terms or conditions of Consultant's Proposal are incorporated into this Agreement unless such term is specifically written into the Agreement.

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

II. SCOPE OF CONSULTING SERVICES

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

III. SCOPE OF CITY SERVICES

City agrees to provide the Consultant items such as existing plans, standard specifications, and other information concerning the project that may be applicable in the design of the project, as are available.

IV. AUTHORIZATION, PROGRESS, AND COMPLETION

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

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

V. OWNERSHIP AND FORM OF DOCUMENTS

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

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

Consultant retains all rights to methodology, knowledge and data existing prior to the start of the Agreement and used in the performance of the Agreement by Consultant ("Consultant Property"). No rights to Consultant Property are passed hereunder except that Consultant hereby grants City a non-exclusive perpetual license to use any Consultant Property incorporated into any drawings, specifications and other documents submitted to City by Consultant during the course of this Agreement.

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

maintained in that format. City shall reimburse Consultant for its reasonable costs incurred in complying with this paragraph.

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

VI. AUDITOR ACCESS

Consultant shall, upon request of City or its auditors, provide access to and furnish the auditors with copies of requested records, reports and any other documentation in its possession or custody pertaining to financial transactions, records or other financial information held by Consultant in conjunction with or related to Consultant's obligations under this Agreement.

VII. CONFIDENTIALITY OF INFORMATION

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

VIII. TIME FOR COMPLETION

The parties hereto agree that time is of the essence in completion of the project. Should Consultant encounter any circumstances, which, in the Consultant's opinion, will delay their response time, Consultant shall so inform the City as soon as the delay in response time is known.

IX. COMPENSATION

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

X. RESPONSIBILITY OF CONSULTANT

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

performing similar services on projects of like size and complexity.

XI. NON-DISCRIMINATION

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

XII. INSURANCE

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

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than $1,000,000; with additional umbrella liability insurance coverage for a total of not less than $5,000,000.

2. Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired cars. The combined single limit for bodily injury and property damage shall be not less than $1,000,000.

3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.

B. Consultant shall also maintain professional liability insurance covering damages to City resulting from errors and omissions of the Consultant. The limit of liability under said policy shall be $1,000,000 or the total consultant's fee on the project, whichever is greater.

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

shall be delivered to the City prior to execution of the agreement for final approval.

XIII. ALLOCATION OF RISKS

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

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

Notwithstanding anything else contained in this Agreement, or at law, or otherwise: (a) the total liability of Consultant to City in contract, tort, or otherwise under this Agreement shall be limited in the aggregate to one hundred percent (100%) of the value of this Agreement and (b) neither party shall in any way be liable to any person, firm, or entity for any special, indirect, or consequential damages or losses, including loss of profit or production.

XIV. SUBCONTRACTS

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

XV. ASSIGNMENT

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

XVI. INTEGRATION

This Agreement represents the entire understanding of the City and Consultant as to those matters contained herein. No prior oral or written understanding shall be of any force or

effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing signed by both parties.

XVII. JURISDICTION

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

XVIII. SUSPENSION OF WORK

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

XIX. TERMINATION OF WORK

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

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

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

XX. MEDIATION

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

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

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

XXI. NOTICES

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

If to City:
City of De Pere
Attn: City Manager
335 South Broadway Street
De Pere, WI 54115

If to Consultant:
Avineon, Inc.
Attn: Sean Stegmaier, Controller
8401 Greensboro Drive, Suite 510
McLean, Virginia 22102

XXII. EMPLOYEE NON-SOLICITATION

Until one year after termination of this Agreement, neither party shall hire or solicit to hire any employees or ex-employees of the other party who are or were directly or indirectly associated with this Agreement, unless the other party provides its prior written consent.

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

AVINEON, INC	CITY OF DE PERE, WISCONSIN
By: _____	By: _____
Printed Name: _____	Kimberly T. Flom, City Manager
Title: _____	
By: _____	By: _____
Printed Name: _____	Carey E. Danen, City Clerk
Title: _____	

J:\Law\Agreements\2025\Consultant\Avineon, Inc.(Esri Utility Network Migration and Upgrade)2025-04-02.docx

REQUEST FOR PROPOSALS: ESRI UTILITY NETWORK MIGRATION, PORTAL INSTALL, AND ARCGIS ENTERPRISE UPGRADE

City of De Pere, Wisconsin

Development Services Department - GIS Division

Issued: February 5, 2025

Proposals Due: March 7, 2025 by 5:00 P.M. CST

A. INTRODUCTION AND SUMMARY

Through this Request for Proposals (RFP), the City of De Pere (City) Development Services Department – GIS Division is seeking proposals from qualified professional Geographic Information Systems (GIS) services firms to provide assistance with an ArcGIS Enterprise upgrade, Portal for ArcGIS implementation, and Esri Utility Network migration.

The City has a robust GIS dataset with 30 feature datasets totaling over 600 feature classes that include a mix of production, reference, and archival data. The number of web services managed in ArcGIS Service Manager totals 85 (close to 50 are active services). There are also numerous hosted feature layers that reside solely in ArcGIS Online. The City has had an Esri Small Government Enterprise Agreement since 2018. There are currently 2 primary GIS editors (12 total ArcGIS Desktop users) and more than 50 ArcGIS online users with varying roles. The current GIS infrastructure is running on SQL Server 2022.

Submissions must be received by the Development Services Department – GIS Division at City Hall, 335 S. Broadway, De Pere, WI 54115 no later than 5:00 p.m. on March 7, 2025.

The City will award a contract to one (1) full-service firm to upgrade ArcGIS Enterprise from 10.9.1 to 11.3, implement Portal for ArcGIS, and perform an Esri Utility Network migration. The initial contract may be extended at the option of the City.

B. COMMUNITY OVERVIEW

The approximately 25,000 people who call the City of De Pere, Wisconsin home know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The excellent schools, a dynamic downtown, successful business parks, and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents. The residences, businesses, and commercial areas are connected with a transportation and green space network that accommodates cars, bikes, and pedestrians. The beautiful Fox River is the focal point of the City Center, and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.

The City of De Pere is 12.77 square miles with sanitary sewer, storm sewer, and water serviced throughout. Future growth within this service area is also anticipated. The GIS Division models this extensive network with the current feature counts displayed in Appendix A.

C. SCOPE OF WORK

This RFP is to solicit for a qualified consultant who is expected to provide a wide range of GIS services to the City. The scope of work to be performed under this contract by the consultant is expected to include:

Phase 1: Esri ArcGIS Enterprise Upgrade
As part of this task, the consultant will work closely with the City to upgrade our ArcGIS Enterprise software from version 10.9.1 to 11.3.

Phase 1 tasks include:

1. Conduct a pre-upgrade meeting with the City's GIS Division and IT Department to understand the background of the City's GIS infrastructure and upgrade history.
2. Conduct the upgrade with timely communication throughout the process.
3. Ensure all existing data, applications, processes, etc. are functioning properly with City staff providing final approval that all systems are working properly.

Phase 1 deliverables include:

1. A document in PDF format describing the steps taken to perform the upgrade.
2. An action plan in PDF format detailing recommendations for a future upgrade schedule, in line with a City this size and consultant and Esri recommendations.

Phase 2: Esri Portal Installation
As part of this task, the consultant will work closely with the City to install Esri's ArcGIS Enterprise Portal ("Portal") based on the needs of the City, determine an editing/update workflow for City data, including utility data (Sanitary Sewer, Storm Sewer, and Water), and provide training on that workflow.

Phase 2 tasks include:

1. Conduct pre-installation meetings with the City to understand the needs of, and uses for, Portal with a focus on City utility data as it relates to Esri's Utility Network data model.
2. Conduct pre-installation meetings with the City to understand the overall needs of, and uses for, Portal with a focus on non-utility City GIS data.
3. Install Esri's Portal for ArcGIS, and ensure it is working properly.
4. Provide recommendations for a versioning & editing workflow to meet the City's needs for City utility data in the Utility Network, which may include automation workflows.
5. Provide recommendations for a versioning & editing workflow to meet the City's needs for non-utility City GIS data, which may include automation workflows.
6. Assist in the implementation of chosen recommendation(s).
7. Connect Portal to ArcGIS Online if deemed appropriate based on the City's needs.
8. Migrate all City web services from the ArcMap service runtime to the ArcGIS Pro service runtime for use in the Portal environment.

9. Conduct a minimum of three (3) training sessions with City staff on the versioning/editing/service workflows, including introducing users to ArcGIS Pro.

Phase 2 deliverables include:

1. A fully implemented Portal environment with all City web services compatible with ArcGIS Pro.
2. A detailed report in PDF format documenting the outcomes of the pre-installation meetings/focus group sessions with the various City stakeholder groups.
3. Recommendations in PDF format detailing the City's options for versioning and editing within the Portal environment.
4. A document in PDF format describing the steps taken to perform the Portal installation and service migration.
5. A detailed training guide in PDF format detailing how to perform the City's common tasks in ArcGIS Pro, specific to each department/stakeholder group.

Phase 3: Esri Utility Network Migration

With this task, the consultant will work closely with the City to migrate the City's Sanitary Sewer, Storm Sewer, and Water utility data to the Esri Utility Network, perform data cleanup, and provide user training.

Phase 3 tasks include:

1. Conduct pre-migration meetings with the City to understand the overall needs of implementing the Utility Network.
2. Provide recommendations for Utility Network features to implement with final determination to be made by the City. Special notes:
    a. Including integration with Central Brown County Water Authority dataset. (Water)
    b. Integration with EH Wachs valve turning device. (Water)
3. Conduct a data readiness analysis on all City Sanitary Sewer, Storm Sewer, and Water GIS data.
4. Assist the City in performing data cleanup in preparation for Utility Network migration.
5. Conduct the actual migration into the Utility Network.
6. Conduct a minimum of three (3) training sessions with City staff on the Utility Network structure, editing, and capabilities.

Phase 3 deliverables include:

1. The City's Sanitary Sewer, Storm Sewer, and Water GIS data fully implemented into the Utility Network on our server(s) with new web services created.
2. A detailed report in PDF format documenting the outcomes of the pre-installation meetings/focus group sessions with the various City stakeholder groups.
3. Recommendations in PDF format detailing the City's options for implementation and chosen features/customizations.

4. A document in PDF format describing the steps taken to perform the Utility Network migration.
5. A detailed training guide in PDF format detailing how to perform the City's common tasks in the Utility Network framework, specific to each department/stakeholder group.

Phase 4: Continuing Support
The consultant will provide support to the City for six (6) months post-implementation for matters involving Tasks 1-3.

Throughout the entire project, the consultant shall be in regular communication with the City, including, at minimum, weekly project meetings with appropriate City parties, determined by the current phase of the project.

D. SUBMITTAL QUESTIONS

All questions shall be submitted in written form to the contact information provided below by 5:00 p.m. Central Time on Friday, February 14, 2025. Answers will be provided via the City website as part of an addenda to the RFP as they become available. Multiple addenda may be released.

E. MINIMUM QUALIFICATIONS

The firm must meet the following minimum qualifications in order to be considered. Submissions that do not meet these requirements will not be reviewed.

1. The firm must be a current Esri Business Partner having completed Enterprise upgrades, Portal implementations, and Utility Network migrations under that status.
2. The firm must assign staff to the project that have prior experience completing the tasks listed in *C. Scope of Work*.
3. A minimum of one (1) staff member on the project must be a certified GISP (GIS Professional).

F. SUBMISSION REQUIREMENTS

The City wishes to evaluate each proposal under the same uniform review standards. Proposals for this project should be organized in the following order and contain all of the following information: Respondent shall submit one (1) electronic copy in PDF format through the City's online portal or email to the contact listed below. In order to be considered, proposals must be received no later than 5:00 p.m., Central Time, Friday, March 7, 2025 and delivered to:

Kristen Vincent
GIS Manager
kvincent@deperewi.gov
or
[De Pere, WI] RFP Application (seamlessdocs.com)

Proposals should include all of the following:

1. **Qualifications and Experience***:* This section shall include the firm's name, area of expertise, a brief history of the firm, size, number of office locations, and business address of the office responsible for the contract. The name, address, and telephone number of the contact person responsible for their submittal shall be included. In addition, the following shall be included:
    a) Proof of ESRI Partner Status, including dates that status has been held.
    b) General description of firm's history providing GIS services.
    c) Summary of experience in ArcGIS Enterprise version upgrades, including number of years performing upgrades and number of upgrades completed in the last three (3) years.
    d) Summary of experience in Portal for ArcGIS implementations, including conducting user trainings, number of years performing implementations, and number of implementations completed in the last three (3) years.
    e) Summary of experience in Utility Network migrations from the ArcMap/geometric network environment, including conducting user trainings, number of years performing migrations, and number of migrations completed in the last three (3) years.
2. **Technical Approach**: Description of the firm's technical approach to complete the GIS tasks required as described in the scope of work.
    a) Provide your understanding of this project and requirements as depicted in this document and identify key issues from the consultant's perspective.
    b) Provide a description of how your firm will manage and implement all phases of this project, including the firm's approach and methodology to planning, organization, and management. Include how this approach is expected to achieve good results for this project.
    c) Address all scope of work issues and indicate how the consulting firm will go about assisting and coordinating the project with the City.
3. **Project Staff:** Description of the following:
    a) Brief biographical summaries of related experiences for staff members working on the project including their experience with similar ArcGIS Enterprise upgrades, implementing Portal for ArcGIS, and Utility Network migrations from geometric networks.
    b) Organizational chart.
    c) Resumes for key project personnel assigned to this project. Indicate the project manager who will be responsible for ensuring the project success.
4. **Budget:** Description of the following:
    a) Rates for Phase 1

b) Rates for Phase 2 broken down as follows:
    1. Implementing Portal for the Utility Network
    2. Implementing Portal for all other GIS data
c) Rates for Phase 3 broken down as follows:
    1. Sanitary Sewer data migration and implementation
    2. Stormwater data migration and implementation
    3. Water data migration and implementation
d) Rates for Task 4

5. **Municipal Experience and Knowledge***:* Demonstrate knowledge of GIS and utility GIS data as it relates to municipal government systems and goals.
6. **References:** Project summary of relevant GIS experience and contact information for three (3) recent (completed within the past three years) client references with name, email address, and phone number for each.

G. SELECTION PROCESS

The following describes the anticipated general review process.

1. Proposal review.
2. Interviews (if necessary).
3. Staff recommendation to the Finance and Personnel Committee.
4. Common Council approval of the selected consulting services firm.
5. Finalize/execute service contract.

H. SELECTION CRITERIA

The selection process will involve the following primary steps. Applicants should carefully examine the entire RFP, any addenda, and all related materials and data referenced in the RFP. Applicants should become fully aware of the nature of the work and the conditions while performing the work. Each of the following review criteria will be taken into consideration by the review committee in the evaluation of the proposals. The proposal evaluation will be weighted as shown below:

Selection Criteria	**Points**
Project Understanding and Approach	30
Interviews and References	20
Pricing	20
Qualifications and Experience	20
Quality and Completeness of Submission	10
Total	**100**

The selection team will recommend a GIS consulting services proposal and firm to the Common Council based on the Selection Criteria.

The Common Council reserves the right to reject any and all proposals and select a GIS consulting services firm of their choosing. When a selection decision is made, the City expects to enter negotiations with the selected firm to complete a service contract. Upon approval and execution of a service contract, all other competing firms will be notified of the selection in writing. The City is committed to a cooperative working relationship with the selected GIS consulting services firm.

I. TENTATIVE TIMELINE

The following is the conceptual timeline for the process (subject to change):

Release of Request for GIS Consulting Services	February 5, 2025
Written questions submitted to kvincent@deperewi.gov	February 14, 2025, 5:00 p.m.
Reponses to questions available	February 21, 2025
Submission deadline	March 7, 2025, 5:00 p.m.
Follow Up Information and Interviews	Week of March 24, 2025
Presentation of Proposals to Finance/Personnel Committee	April 8, 2025
Recommendation to Common Council	April 15, 2025
Anticipated project start	Week of April 28, 2025

J. De Pere Resource Links & Attachment

City of De Pere:
https://www.de-pere.org/

DIME – De Pere Interactive Mapping Engine: This resource can be used to visualize scope of sanitary sewer and stormwater data, services to be transferred to the ArcGIS Pro runtime, and City service area.
https://www.deperewi.gov/maps

A sample consultant agreement is attached for reference.

K. STATEMENT OF RIGHTS AND UNDERSTANDING

The City reserves, and may, in its sole discretion, exercise any and all of the following rights and options with respect to this RFP:

1. To accept, reject, or negotiate modifications to, any and all proposals;
2. Submission of a proposal does not bind the City to any action or any applicant;
3. To issue clarifications and propose addenda;
4. To modify any timeline;
5. To negotiate with one or more applicants;
6. To select any submission as the basis for negotiations and to negotiate with applicants for amendments or modifications to their submission;
7. To conduct investigations with respect to the qualifications of each applicant;

8. All materials submitted in response to this RFP become the property of the City;
9. Any proposal/response submitted in conjunction with this request will become public record;
10. The City is not responsible for costs associated with preparing proposals, or for cost incurred before a formal notice to proceed is issued if a contract is awarded;
11. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP. This RFP has been prepared by the City and does not purport to be all-inclusive or to contain all of the information a prospective applicant may desire. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP.

APPENDIX A:

Current feature counts (though continuously updating) of primary utility data are shown below. Please note: This list is not all inclusive, but rather, contains the major features of the City's utility data to demonstrate scope.

1. Sanitary Sewer Features
    a. Abandoned Gravity Mains – 67 total features
    b. Abandoned Manholes – 57 total features
    c. Fittings – 555 total features
    d. Force Mains – 29 total features
    e. Gravity Mains – 2,736 total features
    f. Lateral Lines – 406 total features
    g. Lateral Points – 399 total features
    h. Manholes – 2,592 total features
2. Storm Sewer Features
    a. Abandoned Gravity Mains – 108 total features
    b. Abandoned Manholes – 7 total features
    c. Catch Basins – 4,156 total features
    d. Discharge Points – 568 total features
    e. Fittings – 1,005 total features
    f. Force Mains – 1 total feature
    g. Gravity Mains – 7,531 total features
    h. Lateral Lines – 440 total features
    i. Lateral Points – 429 total features
    j. Manholes – 2,636 total features
3. Water System Features
    a. Abandoned Lateral Points / Curb Stops – 7 total features
    b. Abandoned Pressurized Mains – 1,079 total features
    c. Abandoned System Valves – 262 total features
    d. Fittings – 4,440 total features
    e. Hydrants – 1,399 total features
    f. Lateral Lines – 1,934 total features
    g. Lateral Points / Curb Stops – 7,832 total features
    h. Pressurized Mains – 6,479 total features
    i. System Valves – 2,318 total features
    j. Water main breaks (active and inactive) – 762 total features

Response to De Pere, Wisconsin for Esri Utility Network Migration, Portal Install, and ArcGIS Enterprise Upgrade

Avineon, Inc.
8401 Greensboro Drive, Suite 510, McLean, Virginia 22102
(703) 671-1900
www.avineon.com

Revised March 28, 2025

Exhibit B

RESTRICTION ON DISCLOSURE AND USE OF DATA

This proposal includes confidential and proprietary data that may not be duplicated, used, or disclosed in whole or in part for any purpose other than evaluation of this proposal without the prior written permission of Avineon, Inc.

March 7, 2025

Ms. Kristen Vincent
GIS Manager
City of De Pere
335 South Broadway
De Pere, Wisconsin 54115
kvincent@deperewi.gov

Re: Esri Utility Network Migration, Portal Install, and ArcGIS Enterprise Upgrade

Dear Ms. Vincent:

Avineon, Inc. (Avineon) is pleased to provide our proposal to the City of De Pere (City or De Pere) to assist in your Esri Utility Network migration, Portal installation, and ArcGIS Enterprise upgrade. This proposal will provide the City with a team of expertly qualified professionals who have the skills required to support your needs.

Avineon was founded in 1992 and has over 33 years of experience providing innovative and high-quality GIS managed services, spatial intelligence, digital modernization, and engineering support solutions to our customers in the public and utility sector. We are a Gold-level Esri partner with extensive experience in managing ArcGIS Enterprise upgrades and Portal implementations for municipal customers. Additionally, we hold the Esri Utility Network Management specialty and employ Esri Certified Utility Network Professionals.

Thank you for the opportunity to submit this proposal to the City. If you have any questions or require further information, please contact Mr. Tyler Prahl (tprahl@avineon.com) or me at your earliest convenience.

Sincerely,

Joel Campbell
Senior Vice President
Avineon, Inc.
jcampbell@avineon.com

Exhibit B

Contents

1. Qualifications and Experience 1
Overview 1
Firm's Name 1
Area of Expertise 1
Brief History of the Firm 1
Size 1
Number of Office Locations 2
Business Address of the Office Responsible for the Contract 2
Contact Person Responsible for the Submittal 2
1.a Esri Partner Status 3
1.b Firm's History Providing GIS Services 4
1.c Experience in ArcGIS Enterprise Version Upgrades 5
1.d Experience in Portal for ArcGIS Implementations 5
1.e Experience in Utility Network Migrations 6
2. Technical Approach 7
2.a Understanding of This Project and Requirements 7
2.b Approach and Methodology 7
2.b.1 Project Work Breakdown 8
2.b.2 Project Initiation, Kickoff, and Planning 9
2.c Scope of Work Issues and Coordination with the City 10
2.c.1 Phase 1: ArcGIS Upgrade 10
2.c.2 Phase 2: Esri Portal Installation 11
2.c.3 Phase 3: Utility Network Migration 16
2.c.4 Phase 4: Post Implementation Support 21
2.c.5 Phase 5: GIS Content Governance Standard Procedures (OPTIONAL) 22
3. Project Staff 24
3.a Summary of Staff Experience 24
3.b Organizational Chart 25
3.c Resumes for Key Personnel 25
4. Budget 32
4.a Rates for Phase 1 32
4.b Rates for Phase 2 32
4.c Rates for Phase 3 32
4.d Rates for Phase 4 32
4.e Rates for Phase 5 (Optional) 32
5. Municipal Experience and Knowledge 33
6. References 37
A. Questions and Answers A-1

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

1. Qualifications and Experience

Overview

Firm's Name

Avineon, Inc.

Area of Expertise

Avineon specializes in delivering spatial intelligence, digital modernization, and engineering support services. We have over 33 years of successful experience in government, utility, and commercial programs, with one hundred percent customer satisfaction ratings.

Avineon's spatial intelligence solutions include strategic planning, software development, landbase and facilities data capture and improvement, data conflation, database development, and data maintenance. In addition, Avineon provides complete solutions to our customers from design to implementation. We also offer managed GIS support services to dozens of municipal customers and have supported numerous ArcGIS Enterprise upgrades, Portal installations, and Utility Network migrations.

Brief History of the Firm

Avineon was founded as a Delaware corporation by its current CEO, Karlu Rambhala, in 1992. The company has offered GIS services since its inception and has spent over three decades developing the GIS domain expertise necessary to successfully support De Pere's professional GIS consulting needs. We have a 100 percent successful record of performance at some of the nation's premier local government agencies and utilities. A more detailed history of Avineon's experience in providing GIS services is presented in *Section 1.b* below.

Size

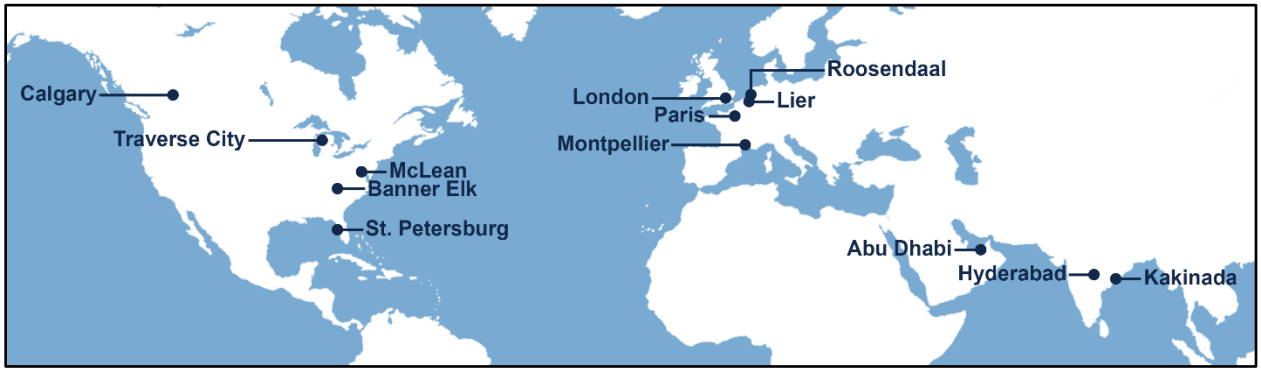
The resources of Avineon's production and management staff are among the most widely respected in the GIS industry. We currently employ a full-time staff of more than 1,100 professional, technical, and support personnel, over 600 of whom are dedicated to performing geospatial information services. We also have several Utility Network certified employees, two of whom are located in the United States and are planned resources for this effort.

This large group of seasoned personnel gives Avineon the ability to take on GIS projects of substantial size and responsibility and expand as needed to meet the City's requirements. From small customizations to manage your workflows to large scale data improvement or migration projects, Avineon is the knowledgeable and affordable choice. We have ***100% of the expertise necessary to support De Pere's Esri Utility Network migration, Portal install, and ArcGIS Enterprise upgrade*** in house without the need for subcontractor support.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Number of Office Locations

Avineon's headquarters are in McLean, Virginia and we have offices in Saint Petersburg, Florida; Traverse City, Michigan; Banner Elk, North Carolina; Canada; Belgium; France; the Netherlands; the United Kingdom; India; and the Middle East. This project will be managed and staffed from our offices in Saint Petersburg, Florida and Traverse City, Michigan.



Avineon is a global GIS solutions provider with large business capabilities and small business agility.

Business Address of the Office Responsible for the Contract

This project will be managed and staffed from our offices in the United States. Street addresses and phone numbers for Avineon's U.S. facilities are provided below.

Headquarters	Saint Petersburg, Florida
Avineon, Inc. 8401 Greensboro Drive, Suite 510 McLean, Virginia 22102 Phone: 703-671-1900	Avineon, Inc. 400 Carillon Parkway, Suite 200 St. Petersburg, Florida 77316 Phone: 703-671-1900
Traverse City, Michigan	**Banner Elk, North Carolina**
Avineon, Inc. 310 W. Front Office Street, Suite 225 Traverse City, Michigan 49684 Phone: 703-671-1900	Avineon, Inc. 397 Shawneehaw Avenue Banner Elk, North Carolina 28604 Phone: 703-671-1900

Contact Person Responsible for the Submittal

Mr. Tyler Prahl
Business Development Manager
tprahl@avineon.com
Telephone: 727-551-4242

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

1.a Esri Partner Status

Avineon is an ***Esri Gold Partner*** and has been an Esri partner for more than 23 years, which also makes us a ***Cornerstone Partner***. Avineon holds the ***Utility Network Management Specialty*** as a vendor and currently has ***five Utility Network certified staff resources*** on our team. Avineon also holds the ***Parcel Management Specialty*** from Esri. We have been engaged in utility GIS and parcel management throughout our corporate history. Our parcel experience includes digitizing, conflation, updates to land records, planimetric features, and supporting customers in implementing ArcGIS Pro and Parcel Fabric. Additionally, Avineon received the ***State and Local Government Specialty*** for our expertise and substantial experience in working with local, state, county, and city governments.

Proof of our partner status may be obtained by searching Avineon at https://www.esri.com/en-us/about/partners/find-partner or visiting https://www.esri.com/partners/avineon-inc-a2T70000000TNKzEAO. A screenshot of the Avineon business partner status from that page is presented below.

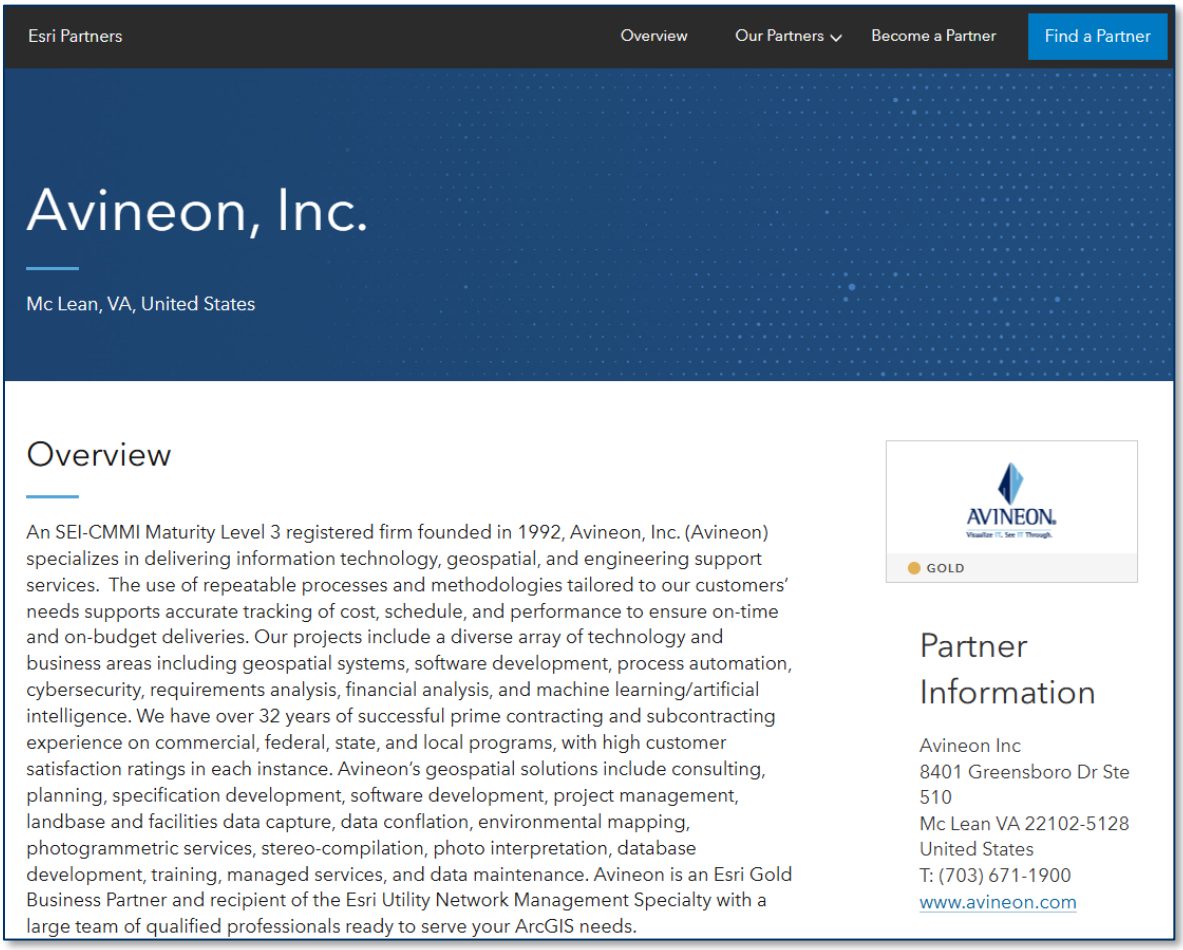


Exhibit B

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

1.b Firm's History Providing GIS Services

Avineon has delivered GIS projects since the 1990's when many customers still maintained paper maps. An early example of Avineon's utility GIS experience was Columbia Gas (now NiSource) to provide comprehensive GIS implementation and data conversion services. The project involved the digital mapping of a multi-state service territory with over 21,000 maps covering a geographic area of 6,900 square miles with 30 thousand miles of pipeline. We have continued this relationship to the present day as we recently supported NiSource on a multi-state conflation project to align the company's entire GIS network dataset to a commercial landbase with regular updates. This longstanding relationship is evidence of Avineon's commitment to customer satisfaction and has been reproduced at other customers over the years including Richmond, Virginia; Traverse City, Michigan; San Jose Water Company, California; San Franciso Public Utility Commission, California; Morganton, North Carolina; Mammoth Community Water District, California; Medina County, Ohio; Columbus, Ohio; and Stevens Point Public Utility, Wisconsin.

In 1998, seeing a lack of consistency and quality from other offshore vendors, Avineon opened our own facility in Hyderabad, India, enabling us to incorporate internal best practices and offer reliable, lower-cost services to our North American and European customers without the use of subcontractors. Avineon is unique among our U.S.-based competitors in having direct control over the allocation of our offshore team. Since 1998, Avineon's India office has successfully delivered projects to over 300 clients in the Asia Pacific region and added a second location in Kakinada, India.

Shortly after opening in India, Avineon began European operations with an office in the United Kingdom to offer local support to our customers there. In the two decades since, we have expanded to include offices in France, Belgium, and the Netherlands staffed by more than 100 GIS professionals.

Over the years, Avineon has also grown through acquisition. In 2002, Avineon purchased the assets of AGRA Baymont, Inc., a GIS data services provider for over 20 years at the time, to establish our Florida office. In 2018, we opened our Michigan office by acquiring InfoGeographics, Inc. In 2020, we purchased Tensing International B.V. in the Netherlands, adding over 60 high-caliber GIS consultants and developers with expertise in ArcGIS and Safe Software FME. In March 2022, Avineon acquired Highland Mapping, Inc. to open offices in North Carolina with over 70 GIS managed services customers. Finally, in 2024, Avineon acquired the assets of North Point Geographic Solutions, LLC, a Minnesota based-GIS services company that expanded our presence in the Midwest U.S. In all cases, Avineon retained virtually all of the acquired companies' personnel.

The acquisition of Highland Mapping and founding of Avineon's GIS managed services practice may be of particular interest to De Pere. With our hands-on administration of over 70 managed services clients either on their own premises, in the cloud, or in a hybrid atmosphere, we provide piece of mind that their systems will be running when they need it most. We have also assisted many of them with ArcGIS Enterprise upgrades, Portal installations, and, most recently, Utility Network migrations.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

1.c Experience in ArcGIS Enterprise Version Upgrades

Avineon has supported version upgrades and implementation of Esri's server technology since the initial release of ArcGIS Server at version level 9.0 in 2004. ***In the last three years, Avineon has performed more than 180 upgrades for our clients.***

Avineon provides a service offering that we call *Managed Services*. These customers, many of whom utilize ArcGIS Enterprise, receive one ArcGIS upgrade annually through this program. Today, we have 72 clients active in Avineon's *Managed Services* program.

1.d Experience in Portal for ArcGIS Implementations

In the last three years, Avineon has implemented and upgraded 88 Portal configurations for our clients.

Avineon has supported Portal implementation alongside ArcGIS Server since the initial release in 2015. As with many of the ArcGIS offerings, it has evolved since the first version and our team has grown with it. As the core content management component for publishing, sharing, and viewing content, the role of Portal has become critically important for many organizations.

Avineon's approach to implementing Portal begins with understanding each client's needs and aligning them with the most relevant configuration and trainings. In addition to implementing Portal user and group management, Avineon recommends and regularly configures the Esri Enterprise Web GIS Disaster Recovery (WebGISDR) tool to export the components of your ArcGIS Enterprise organization to a backup file that can later be used to restore your organization in the event of hardware failure or data loss. The file includes your portal items and settings; hosted web layers; federated and hosting server settings; and, if using ArcGIS Data Store, your hosted feature layer data and hosted scene layer caches.

Each implementation is complemented by an architecture diagram and multi-page *Administrator Guide* containing the specific deployment configurations, security, and standards that is created during the configuration. Avineon provides in depth administrator training sessions which can be recorded for reference.

Additionally, Avineon offers GIS governance consulting for Portal administration and content management. Our consultants have presented several conference workshops to help customers better understand the importance of Implementing a governance framework for maintaining consistency, security, and compliance in geodata creation and distribution. It defines the standards and processes for managing the Esri Enterprise Portal and ensuring that content is used securely and authoritatively. Additionally, it governs the behaviors related to content requests, creation, modification, and access.

Without proper governance, Enterprise content can quickly become inconsistent and disorganized, leading to duplicate and outdated information across different silos. This lack of standardization undermines trust and, in many cases, results in content being shared inappropriately, creating potential security risks.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Based on this experience, Avineon has proposed an optional task to support the development of GIS content governance to complement the Portal implementation. More details are provided in *Sections 2* and *4*.

1.e Experience in Utility Network Migrations

In the last three years, Avineon has implemented 10 Utility Network migrations for our clients.

Avineon has been working with Esri to support product changes that help make the jump to the Utility Network and ArcGIS Pro easier for editors, integrators, users, and system maintenance. Our team is on top of emerging trends. After participating in the *Early Adopter* program, we recently implemented the newly released Migration Toolset for the ArcGIS Utility Network for several clients. Using the toolset, our team jumpstarts Utility Network migration projects with an immediate transformation of existing data into a simplified Utility Network model. Demonstrating this tangible version of the Utility Network builds early foundational understanding of Utility Network concepts that are rooted in real data. Stakeholders are more engaged in the design process and can make modeling decisions more quickly and confidently. Additionally, the Migration Toolset enhances the data quality assessments which identify critical targets for source data cleanup and automations to bulk clean and transform during the full migration.

In addition to Utility Network migrations, in the past three years, Avineon has helped more than 30 clients transition from ArcMap to ArcGIS Pro. In many cases, the clients are not ready for a full-scale transformation to Utility Network but want to leverage the modern toolsets within ArcGIS Pro. Migrations from ArcMap to Pro require significant technical considerations as well as process changes. Our proven methodology ensures that ArcGIS Pro is configured to support existing data but also move toward better data governance and streamlined workflows by leveraging modern configurations with *Attribute Rules*, *Editing Templates*, and *Arcade*. Our approach ensures our customers receive appropriate training, have time to practice new skills, understand the benefits of the new system, and are supported through their adoption journey.

In our experience, the governance, change management, and training aspects of Utility Network migrations are the most challenging piece for clients. Therefore, we have adapted our approach to building and delivering training plans so that we can adjust as needed to be certain that each editor or user gets the specific attention they need for their journey to Pro and the Utility Network.

In the past three years, Avineon has delivered over 72 unique custom training projects for our clients.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

2. Technical Approach

2.a Understanding of This Project and Requirements

Our team is highly experienced in executing projects of a similar nature and size and we have established a proven methodology for success. The transformation to Enterprise and Utility Network intertwines modernization across technology, data, and people. Our approach focuses on all three components during each phase, and we will run Phase 1 and 2 for Enterprise \ Portal in parallel with Phase 3: Utility Network Data Migration.

We also understand that adopting the Utility Network and Esri Enterprise and Portal are more than a technological upgrade, it is a cultural transformation that requires employees to adopt new mindsets about data usage, collaboration, and decision-making.

Below are key issues based on our past experience that we will address during each phase:

- **Misunderstanding the End State:** If technology does not align with end-users' workflows, it becomes a barrier, causing inefficiencies, manual workarounds, underused features, and poor ROI—undermining modernization goals. *Avineon will ensure the design phases accurately capture the technical requirements for the architecture and data as well as the business processes and use cases.*
- **Learning Curve:** Stakeholders need time to understand new concepts and gain hands-on experience. Without this, they may make poor design decisions, resulting in a subpar product and increased resistance to adoption. *Avineon will provide a comprehensive training and support plan that begins at project kickoff and provides hands-on training and practice well before go-live.*
- **Migrating Poor Data:** The Utility Network requires high-quality data for effective subnetwork tracing, connectivity, and associations. Migrating poor data will result in a low-quality dataset and hinder project success. *Avineon will provide early feedback and recommendations to improve data quality at the source, through bulk processes during migration and through ongoing post implementation steps.*
- **Governance:** The implementation of an upgraded platform with Portal as well as entirely new workflows for data management requires new standards and processes or the system will become at-risk. *Avineon will provide best practice governance recommendations during each phase and through the Administration trainings so that the City is ready to sustain the system after go-live.*

Our approach to successful implementation is detailed in the following sections.

2.b Approach and Methodology

Avineon’s key elements for success include our proactive approach, clear and consistent communication and focus on quality. Our project approach breaks down the large phases into a series of achievable milestones, designed to build “wins” into each step of the project. Our goal is that stakeholders experience a compounding effect of understanding, confidence, and momentum so that the end technology and data transformation meet the City’s goals.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

2.b.1 Project Work Breakdown

The Enterprise upgrade, Portal installation, and Utility Network migration are heavily intertwined. Phases will run in parallel to ensure cohesive design, deployment, and training.

- **Planning:** Avineon will conduct remote design meetings within each phase to review the City's organizational goals, systems, data, and use cases. These design sessions will build upon one another and guide the design of the data, processes, and systems envisioned for a successful Portal and Utility Network implementation. Results will then be used to determine how the City's ***people*** can leverage ***technologies*** and follow ***processes*** that enable the City to reach its goals.
- **Phases 1 and 2:** Avineon proposes that Phases 1 and 2 for the upgrade and Portal deployment be planned at the same time and (if possible) completed as a single phase. Avineon will conduct an architecture review with the City to consider advantages and risks of performing both phases at one time. A single deployment would minimize downtime of the production system and streamline the deployment; however, the City will have the opportunity to review both options and determine the best approach.
- **Phase 3: Utility Network Migration:** Water, sanitary sewer, and stormwater workstreams will run in parallel with the Enterprise tasks. Each utility will follow the same timeline with shared milestones (data validation, design, modeling, migration, training and go-live). Avineon will engage the specific utility SMEs during each component.
- **Project Management:** Our detailed project management approach is outlined below. Key milestones are summarized in the following timeline graphic. Avineon anticipates the project can be completed in eight to nine months. The baseline schedule will be agreed upon with the City prior to the kickoff.

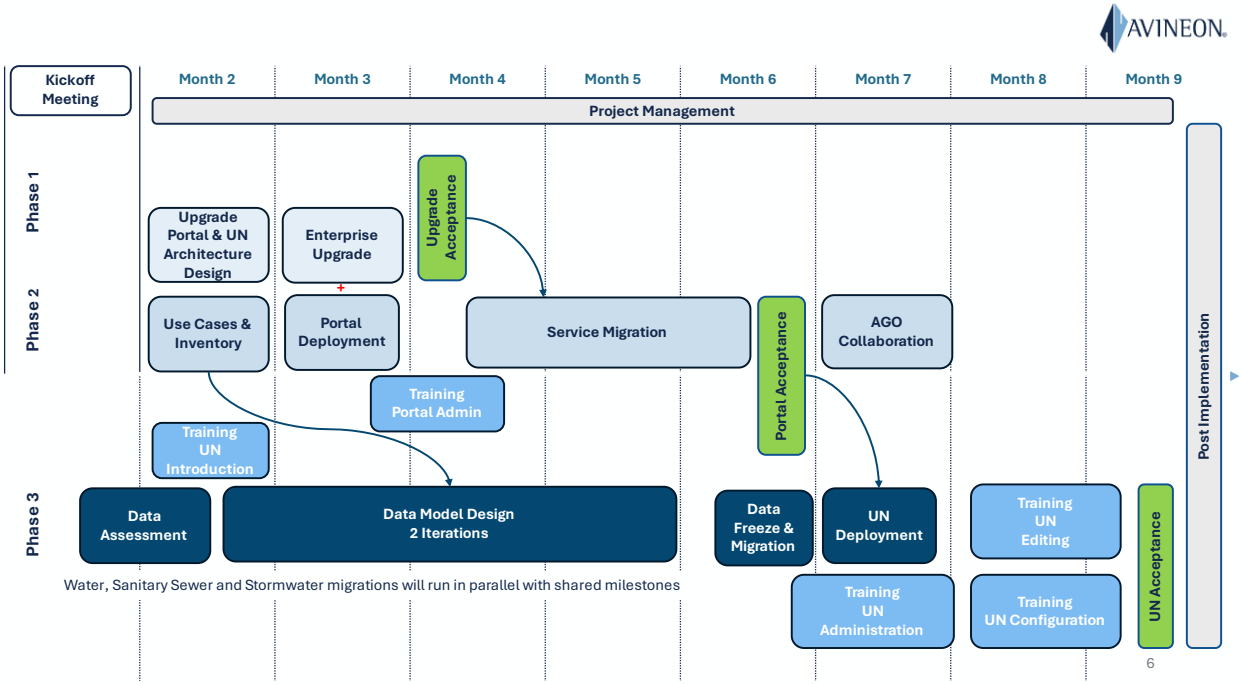


Exhibit B

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

2.b.2 Project Initiation, Kickoff, and Planning

During the initiation phase, Avineon will focus on building a strong partnership with the City. Our project manager will work with the City's project manager to develop a consistent communication plan and baseline project schedule to ensure expectations are understood and communicated.

2.b.2.1 Initiation Tasks

- Perform **Project Initiation** including financial setup, creation of the project artifacts, project and stakeholder registry, and onboarding of the Avineon project team.
- Development of the **Project Baseline** which identifies the detailed work breakdown assigning tasks, dates, and resources.
- **Information Gathering:** The City should be prepared to provide a copy of its data and/or any relevant documents prior to kickoff (if possible). Avineon will prepare for the kickoff by reviewing the materials and identifying any early opportunities, questions, or risks.
- **Project Kickoff:** Avineon will create an agenda and conduct the project kickoff remotely with key City stakeholders to ensure alignment on the goals, timing, scope, and expectations. Avineon will provide a recording, minutes, and action items following the kickoff.
- The Avineon Project Manager will establish a **Communications Cadence and Status Reporting Guidelines** to agree upon the format and cadence for communication frequency, channels, and stakeholders. This plan also addresses the reporting mechanisms, templates, and tracking requirements.
- Avineon will work with the City's project manager to define the **Scope Management Plan** to detail the agreed upon steps and timelines for:
- Submission, review, and approval of deliverables
- Invoicing guidelines and definition of milestone and percentage complete
- Defining how scope changes will be reviewed and managed to avoid the risk of scope creep (i.e., uncontrolled growth of the project scope)
- Outlines communication of change and documentation and notification of impact to scope, schedule, and budget

2.b.2.2 Ongoing Project Management Tasks

Throughout the project phases, the Avineon project manager will be responsible for managing the scope, schedule, and budget through the following tasks:

- Manage the day-to-day activities, tasks, and resources necessary to complete each project phase.
- Monthly Project Reporting, summarizing key milestone achievements for the last 30 days and providing a high-level preview for the next 30 and 60 days.
- Support executive presentations and briefings as needed to summarize key achievements and any risks or decisions.
- Coordinate and lead meetings including team meetings, discovery assessments, stakeholder meetings, and planning workshops. Coordinate with the City to schedule and conduct these activities.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

- Provide financial management for all activities, solutions, and work products to the City throughout the project life cycle.
- Coordinate milestone invoicing and deliverable tracking and acceptance.

2.c Scope of Work Issues and Coordination with the City

2.c.1 Phase 1: ArcGIS Upgrade

Avineon understands the City would like to upgrade the existing Enterprise production deployment and then add Enterprise Portal and Utility Network capability. We highly recommend the City adopt Esri Enterprise version 11.3 and follow Esri guidelines.

Avineon proposes that Phases 1 and 2 for the Upgrade and Portal deployment be planned together and then run as a single phase. If the City is amenable to this option, the Architecture Design sessions will be combined. During the architecture review with the City Avineon will outline advantages and risks of performing both phases at one time. A single deployment would minimize downtime of the production system and streamline the deployment; however, the City will have the opportunity to review both options and determine the best approach.

Avineon will use our proven approach and well-defined upgrade checklist to ensure a smooth process with minimal downtime.

2.c.1.1 Upgrade Planning

For the upgrade, the City will provide an inventory of active services and dependent applications for testing and validation post-upgrade. Avineon will conduct a pre-upgrade meeting with the City's GIS Division and IT Department.

- Understand the background of the City's GIS infrastructure and upgrade history.
- Considerations for current capacity, performance
- Option to combine the Architecture for the Phase 2: Portal and Utility Network within the Enterprise
- Recommendations for future application of patches or upgrades
- Draft the upgrade checklist including specific steps and responsibilities for the upgrade:
- List of key contacts for support during the window
- Remote access and permission validation
- Software downloads
- Pre-installation IT tasks including backup of servers, databases
- Validation of licensing, SSL certificates
- Service accounts, permissions, and security check
- Installation order of operations
- Testing responsibilities, contacts, and timing to validate services and dependent applications

2.c.1.2 Perform Upgrade

If the upgrade is performed separately from Phase 2, Avineon expects to complete the upgrade using remote access during regular business hours and anticipates the upgrade portion can be completed within 2 days assuming all pre-requisites are in place.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Avineon will work through the Upgrade Checklist in coordination with the City and our team will conduct the upgrade with timely communication throughout the process.

Following the upgrade and within the time window agreed upon, the City will follow the checklist and inventory to validate and ensure all existing data, applications, processes, etc. are functioning properly with City

The City will provide approval immediately so that the system may be re-engaged for use.

2.c.1.3 Phase 1 Deliverables

- Upgrade Checklist document in PDF format describing the steps taken to perform the upgrade as well as a shared online upgrade checklist that can be managed throughout the process.
- An action plan in PDF format detailing recommendations for a future upgrade schedule, in line with a city of De Pere's size and Avineon/Esri recommendations.
- Upgrade of one production system to 11.3.

2.c.2 Phase 2: Esri Portal Installation

2.c.2.1 Enterprise Design and Planning

Avineon will plan the deployment of Portal, Data Store, and Utility Network within the newly upgraded Enterprise environment to align with Esri best practices:

Logical reference architecture for Network Management System | ArcGIS Architecture Center

Avineon will hold architecture design meetings with the City IT staff. These sessions may be combined with Phase 1 planning, if possible, to provide a cohesive design and plan. The combined team will Review the use of Portal for Utility GIS data including:

- System and licensing requirements
- Performance and configuration for Utility Network branch versioning and service-based editing
- Support for future Utility Network phases:
- Access for utility related integration and data collection use cases
- Capability to host a Utility Network test/training database for each utility.
- Discuss third party applications, automated jobs, and any known downstream version dependencies.
- Review requirements for Portal with a focus on non-Utility GIS data and content.
- Identify use cases for County data collaboration
- Identify use cases for ArcGIS online sharing or use of a Portal-to-Portal collaboration
- Consider "soft go live" opportunities, if possible, to allow for graduated testing and acceptance.

Avineon will provide options for the server deployment. To ensure a robust implementation of an enterprise deployment tailored for a production Utility Network, it is recommended to configure an additional ArcGIS Server dedicated specifically to Utility Network feature services alongside the ArcGIS Enterprise base deployment. ArcGIS Utility Network Server is licensed as ArcGIS GIS Server and configured as the Utility Network server meant for publishing Utility Network feature services.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

2.c.2.2 Enterprise Design Diagram

Avineon will document the production design specifications and draft a visual diagram (Visio or similar) to present to and share with the City team. This diagram focuses on the Esri Enterprise software. The diagram will address:

- DNS/SSL specifications
- Networking/port/firewall specifications
- Esri Server specifications (FQDN, Name, IP, OS, CPU, DISK) with associated software assignments
- File server, backup location and / or automation server requirements (if applicable)

A sample architecture diagram with dedicated Utility Network server tier is presented on the following page.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

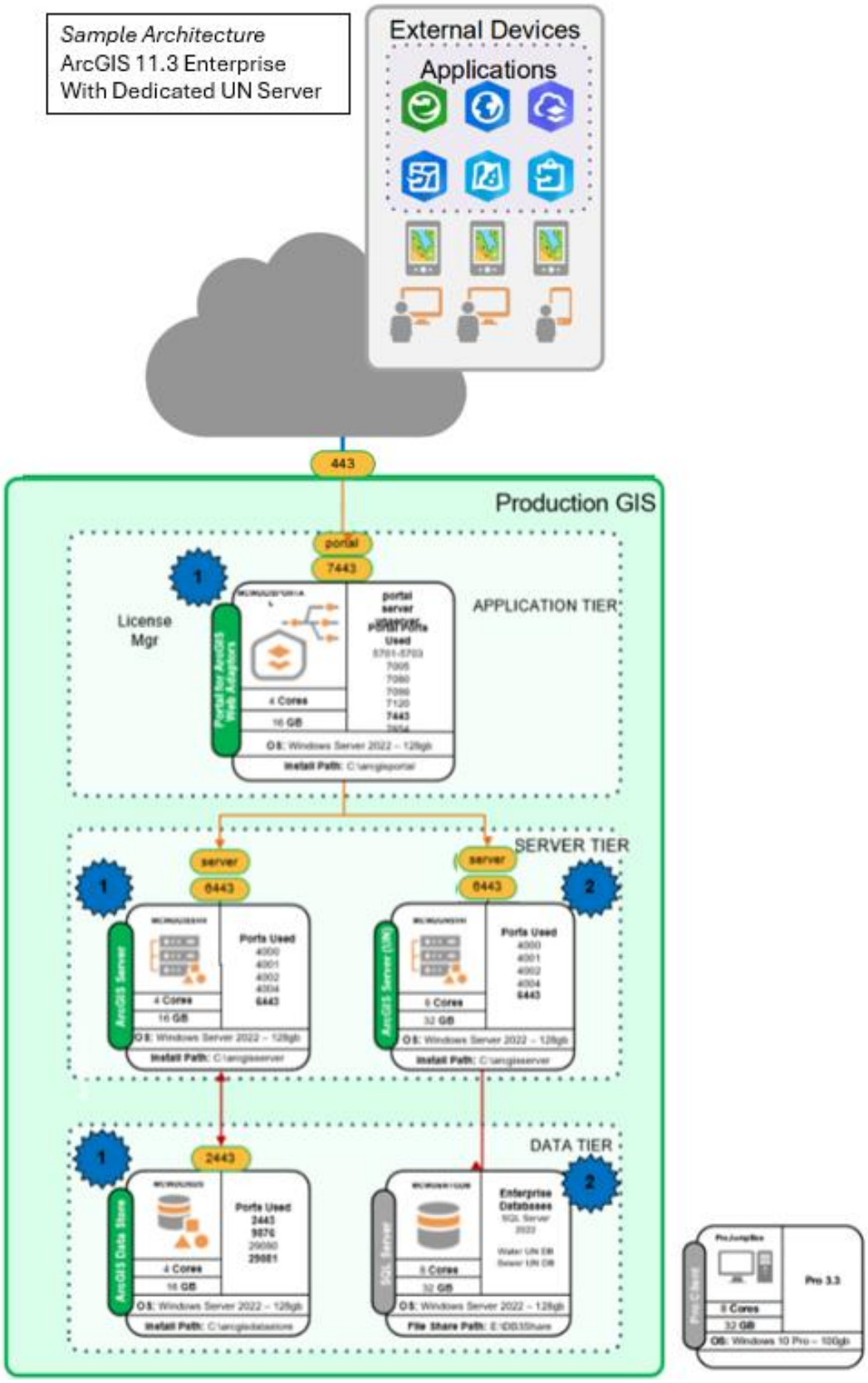

Sample Architecture
ArcGIS 11.3 Enterprise
With Dedicated UN Server
External Devices
Applications
443
Production GIS
portal
7443
APPLICATION TIER
License
Mgr
SERVER TIER
server
6443
DATA TIER
2443
Pro 3.3

Exhibit B

2.c.2.3 Enterprise Deployment Checklist

Avineon will draft the upgrade checklist including specific steps and responsibilities for the Enterprise Portal deployment:

- List of key contacts for support during the window
- Method of direct access and administrator level credentials to perform the installation and configuration.
- Pre-Installation tasks to be performed by the City
- Installation and configuration to be performed by Avineon
- Post-Installation test steps, assignments, and dates
- Process for approval of the environment

The City will ensure the ArcGIS Enterprise Portal implementation meets all required criteria prior to deployment. The City is responsible for ensuring that any downstream dependencies are not impacted by the Portal and Utility Network deployment.

2.c.2.4 Enterprise Portal Installation

The City will be responsible for the following prior to the installation:

- Ensure all servers are deployed according to the system requirements.
- Perform any server backups prior to the upgrade.
- Establish networking protocols within the server environment and validate communication between public and private networks.
- Provide the SSL certificate and domain name (e.g., maps.organization.com).
- Ensure all relevant accounts are created prior to the installation.
- Ensure all software and licenses are available. Access to MyEsri.com to download the appropriate software installations and license files.
- Schedule all stakeholders so they are available for training and testing to occur immediately after the installation.
- Credentials and administrative access to the system.
- IT support contact with availability during the deployment window.

2.c.2.5 Enterprise Portal Deployment

Avineon will install and configure one new Esri Enterprise environment:

- Ensure all software and access is present for installation.
- Coordinate with IT for operating system backups.
- Perform Portal backup using the Esri Web GIS Disaster Recovery (WebGISDR) utility and copy content directories.
- Installation and configurations:
  - Portal
  - Portal Web Adapter
  - Data Store
- If not previously installed, install ArcGIS Pro on the database server.
- Configure automated Portal Backup using the WebGISDR utility.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

The following components will already have been upgraded as detailed in Phase 1:

- ArcGIS Server
- ArcGIS Server Web Adapter
- SQL Database

Avineon will perform one round of functional testing to Esri software that has been deployed as designed.

- Ensure the automated Portal Backup is running as designed.
- Ensure *Identity* and *User Authentication* are working as planned (administrator and one test user).
- Ensure a view only test service can be published and shared to a test group.
- Ensure an edit test service can be published and data updated in the relational Data Store.

2.c.2.6 Training and Testing

To achieve successful deployment, the identified GIS administrator should be trained in managing ArcGIS Enterprise environment. Avineon has extensive experience providing customized training to our customers and will customize the training necessary to support implementation for the City.

2.c.2.7 Portal Administrator Guide

Avineon will draft a high-level *Administrator Guide* that includes the architecture design and list configuration, credentials, and URLS for the installed components. This document is designed as a quick reference for the newly installed components of the system and will not include comprehensive “how to” use the system document or provide recommendations on best practices, content management, etc. Refer to the Esri help center for additional information if needed.

2.c.2.8 Conduct Administrator Training

Avineon will provide up to two hours of screenshare knowledge transfer. The City will ensure the designated GIS administrator is available as part of the pre-installation checklist. The training will address:

- Architecture and configuration of the ArcGIS Enterprise production and test environments
- Publishing services to the test environment

2.c.2.9 User Acceptance Testing

- This task focuses on ensuring that the Enterprise deployment is configured and approved.
- User acceptance testing will be conducted within 10 business days after the upgrade to ensure the systems are working appropriately.
- The City is responsible for testing all items outside of the Enterprise such as desktop workflows, access and integrations work correctly post-upgrade.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

- The City will confirm a small number of power users and set of tests to verify the system. Testers should include key power users in Portal that can easily confirm various workflows with data, services, maps, and applications.
- The City will perform testing within the designated window and provide one round of feedback that summarizes all critical issues for discussion and prioritization.
- Avineon and the City will mutually agree on any critical bug fixes and resolve those prior to scheduling the live conversion.
- The City will approve the user acceptance testing revisions and sign off (critical issues only) within the agreed timeframe.

2.c.2.10 Phase 2 Deliverables

- Architecture design and system specifications for one production environment
- Pre-Upgrade and pre-installation checklist
- Deployment of one ArcGIS Enterprise production environment
- Draft *Administrator Guide*
- Conduct up to two hours of remote ArcGIS Enterprise training.
- Support as the City performs testing (five days).
- Resolve any critical and mutually agreed upon issues.

2.c.3 Phase 3: Utility Network Migration

2.c.3.1 Source Data Assessment

The first task is a comprehensive review of existing data with a focus on quality and completeness. The data review will help direct the focus of the discovery workshops.

The City will provide Avineon with all relevant data records, both GIS and tabular data, to include the following GIS layers and information:

- Utility geodatabases and ArcMap document(s)
- Relevant feature classes falling outside of the utility data
- Sample field workflow data and documents (e.g., inspections)
- List of use cases for each utility
- Stakeholders and roles of organization staff impacted by the Utility Network migration

Avineon will use the newly release Esri Migration Toolset to analyze the current datasets and convert to a streamlined Utility Network model. The toolset will quantify the errors in the source data. Example checks include:

- Duplicate or coincident features
- Null or blank attributes (e.g., diameter, material, etc.)
- Connectivity: overshoots, undershoots
- Lines that are not split at intersections or that do not have associated endpoint features

2.c.3.2 Data Readiness Assessment and Recommendations

The outcome of this task is the *Data Readiness Assessment* which will list a summary of errors and the critical targets for source data cleanup and automations to bulk clean and transform during the full migration.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Avineon will provide a remote presentation of the results of the source data validation:

- A first look at a potential feature class mapping for the source data feature classes to the target Utility Network feature classes.
- Highlight key recommendations for appropriate source data clean up and approach to the migration:
  - Identify where the data is best corrected:
    - In your current environment on the source data
    - During the migration process (programmatically)
    - After the move to the Utility Network with ArcGIS Pro tools
  - Proposed automations that can be utilized to address errors in the data transformation process.

If requested, Avineon will provide estimates to perform data cleanup as a manual process in either ArcMap or ArcGIS Pro.

2.c.3.3 Training: Introduction to Utility Network

Avineon will provide one remote training session designed to introduce the City's core project team to the Utility Network data model in the context of the City's data. Avineon will use the preliminary transformation to the simplified Utility Network model from the source data assessment task. Demonstrating this tangible version of the Utility Network builds early foundational understanding of Utility Network concepts that are rooted in real data.

This session will cover an overview of Utility Network core data components and terminology so that the City can better understand the future state prior to the design sessions.

2.c.3.4 Design Sessions

By the start of this task, the stakeholders will have a foundational understanding of the Utility Network concepts and future stat which will keep them more engaged and provide better modeling decisions.

Avineon proposes the remote Design sessions below and will work with the City point of contact to draft the agenda and invite appropriate stakeholders. These sessions will be designed to define requirements that impact the current project to migrate to version 1 of the Utility Network. These sessions may be conducted onsite if the City prefers. The budget indicates the cost estimate to add the onsite travel.

- Editing Workflow Requirements (one per utility)
  - Workflows for data editing, maintenance of utility GIS data including data automations, ID generation, editing rules, and editing templates
  - Digitization and symbology requirements
  - Configuration of ArcGIS Pro for field and layer visibility
  - Identify risks and process or skill gaps that can be addressed throughout the project using our communication and training plans to staff transition confidently.
- Downstream Dependencies (one per utility)
  - Operational drivers for utility including capital projects, maintenance plans, and asset management
  - Field operations

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

- Meter data management
- Customer information system

After these sessions, Avineon will provide meeting recordings. To the extent that any requirements identified are outside of this scope of work, Avineon will work with the City to provide options for a future Phase 2 Utility Network deployment.

2.c.3.5 Digitizing Standards

Digitizing standards are important to define prior to the migration of the data into the Utility Network. Standards define how the City will manage assets and provide white space for clarity in reading maps. Standards help determine where stacked lines and devices are offset to provide visualization of all features.

Specifying digitizing standards ahead of migration can lead to data cleanup automation within the migration process and/or a modified rule base and feature templates to support quality in the final editing process.

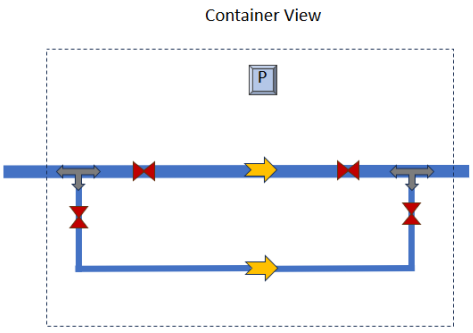
A digitizing standards meeting will take place to determine how the City would like to digitize in 2D with offsets on vertical coincidence. Avineon will review any existing standards and document the future Utility Network digitizing standards in the existing format or Avineon's standard template.

2.c.3.6 Data Model: Iteration 1

Avineon will propose a draft version of the Utility Network Data Model for each utility. Our first iteration will be based on the Esri Essentials Utility Network model as well as our own experience in Utility Network design. Avineon assumes this project is the foundational version of the Utility Network and will contain the following configuration (per utility).

- Define asset groups, asset types, and attribution.
- Up to three simple attribute rules such as ID Generation, Copy Feature to support abandonment of assets, etc.
- One Containment Association per utility such as Water Pressure Reducing Station or Sewer Lift Station and associated Pre-Set template (if applicable)
- Up to two group editing templates such as Hydrant-Lateral for Water.
- One subnetwork tier per utility (System Tier – e.g., Distribution); this may be a subset of the network as it requires clean data.

Example Containment Association for Water

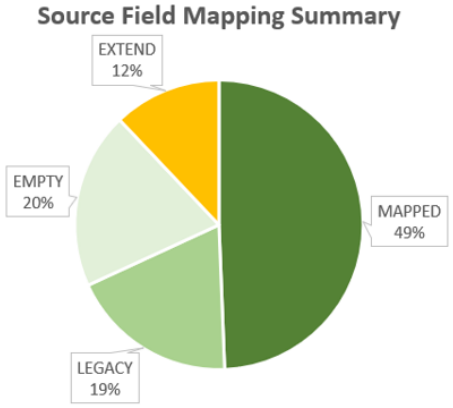


Avineon will create a logical mapping of the feature classes, fields, and domains. The intent of this first Iteration is to define 75%-80% of the model. Avineon will perform the following data modeling tasks:

- Prepare data modeling spreadsheets (source data/Utility Network model).
- Capture the initial data transformations in the data model spreadsheets.
- Configure the Utility Network model in FME workbench.
- Develop the initial Utility Network file geodatabase (FGDB).

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

- Conduct a recorded review meeting and deliver Iteration 1 draft to the City:
  - Data modeling spreadsheets
  - FGDB (and asset package if applicable)
  - Pro project with basic symbology (will not include editing configurations)
  - Proposed Pro project configuration for layer and field visibility and aliases



The City will review the proposed mappings and provide feedback within 10 business days to inform Iteration 2. The review may take up to one full day of City resource time to complete.

2.c.3.7 Data Model: Iteration 2

Iteration 2 is designed to solidify 90-95% of the detailed data model and editing design. After this iteration, the data model will not undergo significant changes.

- Conduct follow-on data modeling workshops (if needed) for refinement.
- Configure one subnetwork tier per utility; this may be a subset of the network as it requires clean data.
- Identify final Pro project configuration for layer and field visibility and alias, symbology
- Conduct a review meeting and deliver Iteration 2 draft to the City:
- Data modeling spreadsheets
- FGDB (and asset package if applicable)
- Pro project configured with layer and field configurations
- Data modeling spreadsheets
- FGDB (and asset package if applicable)
- Pro project configured with attribute rules, layer and field configurations, editing templates, and up to two *Group Templates* per utility

2.c.3.8 Go-Live Transition Period

Avineon proposes a soft transition to the Utility Network. The transition phase provides more time for training and streamline the testing and approval process. Practicing skills, maintaining data and validating the workflows concurrently will build higher confidence and better overall adoption at the end of the project.

Avineon will draft the Go-Live Checklist in coordination with the City. This document is intended to outline the steps, dates and responsibilities covering the critical path and “soft go live” timeline to move from the approved data model through training and testing to go-live. The final schedule will consider the impacts for downtime, resource demands and availability:

- Finalization of the model
- Freeze the data from edits in the current system
- Three week freeze to accomplish the following:
  - Week 1: Perform the full migration
  - Week 2: Deploy to production
  - Week 3: Perform *Editing Fundamental Training*

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

After the training, the City will handle all future edits in the newly implemented system. This begins the user acceptance testing phase.

- The City will practice workflows using real edits, which will help validate processes and identify any necessary configuration changes for advanced training.
- By managing ongoing data needs during training and testing, we avoid a large backlog of edits after go-live.
- The City can immediately view and resolve errors in the Utility Network, allowing them to establish standard operating procedures (SOPs) for quality management.
- Staggering the second round of advanced training allows time to fully absorb editing skills before tackling more advanced topics.
- UAT feedback can be incorporated into the advanced training, such as creating new group templates or making configuration changes. The team will learn to apply these changes on their own.

After testing, the system will be live, eliminating the need for another round of migration or sign-off.

2.c.3.9 Training and Testing

As defined in the *Go-Live Checklist*, Avineon will provide a series of training sessions. These sessions will be performed in the City's Utility Network and with examples from the City's specific configuration and data. In addition to the training, Avineon will support the City's staff as they learn new skills by holding weekly office hours. This engagement process will be conducted during the soft go-live and help streamline the user acceptance testing.

Avineon will create an *End User Guide* for the training sessions that highlight key steps with an example for each utility. Each training session will be two to three hours and will cover instructor lead learning as well as hands on practice using the guide. The training sessions will be run jointly for all utilities.

User acceptance testing will be performed during the same time span. Avineon anticipates that the transition and go live phase will span six consecutive weeks. Should the City require additional time, a change order may be agreed upon.

Training Sessions and Timeline

- Training 1
  - Overview of Service Editing and Branch Versioning
  - ArcGIS Pro Setup and Configuration
- Training 2
  - Editing Fundamentals
  - Data Quality and Error Resolution
  - *City is editing latest data – Remove Data Freeze
- UAT and Skill Practice
  - Office Hour/Review Feedback
- UAT and Skill Practice
  - Office Hour / Review Feedback
- Training 3
  - Advanced Concepts

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

  - Incorporate Configuration Changes
- Training 4
  - Subnetworks and Tracing

2.c.3.10 User Acceptance Testing: Utility Network Configurations

- The *Editing Guide* will outline the specific workflows to be tested.
- The City will confirm one or two power users as user acceptance team members. These should be key editors/administrators who have attended training.
- A set of tabular test cases will be delivered and tracked in spreadsheet form.
- Avineon will conduct a user testing kick-off to ensure the testers understand the testing, acceptance process, and how to report feedback.
- The City will perform testing in the production environment and provide one round of feedback that summarizes all critical issues for discussion and prioritization.
- Avineon will provide two remote office hours (one each week) to provide testing support.
- Avineon and the City will mutually agree on any critical bug fixes related to the data processing, attribute rules, and editing workflows. Avineon does not expect to perform data model or transformation changes as part of the testing. Avineon expects to resolve any issues within five business days.
- The City will approve the user acceptance testing revisions and sign off (critical issues only) within the agreed upon timeframe.

2.c.3.11 Utility Network Administrator Guide and Training

Avineon will provide a remote (up to two hour) session on the configuration of Utility Network in the Esri Enterprise environment using the *Utility Network Administrator Guide*.

2.c.3.12 Phase 3 Deliverables

- Digitizing Standards Document
- Two Iterations of Data Model (Spreadsheets, File Geodatabase, and Pro Project)
- Go-Live Checklist
- End User Guide with workflows for the configurations (one guide comprehensive of all utilities)
- Four end user training sessions (remote) up to three hours each
- Test Cases (Tabular), Two Office Hour Sessions
- One *Utility Network Administrator Guide* and training (up to two hours)

2.c.4 Phase 4: Post Implementation Support

Avineon will provide post-implementation warranty support during the six-month period following go-live or the last data deliverable, whichever is later. Support requests will be initiated by the City using the Avineon support ticket system.

The deliverables will perform in accordance with the applicable acceptance criteria, documentation, and other specifications set forth at the time of the City's acceptance of such deliverable and for one month following such acceptance (the "Warranty Period"). Avineon will correct, repair, and/or replace, at no cost any defect, malfunction, or nonconformity that prevents such deliverable or software from conforming and performing as so warranted and that occurs during such Warranty Period, provided that Avineon's sole obligation under this warranty

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

shall be to carry out such remedial services. The foregoing warranty is exclusive and in lieu of all other warranties or conditions express or implied, including but not limited to implied warranties of fitness for a particular purpose, implied warranties of merchantability, implied warranties of merchantable quality, and any other warranties arising by statute or otherwise in law from a course of dealing or use of trade.

2.c.5 Phase 5: GIS Content Governance Standard Procedures (OPTIONAL)

Implementing a governance framework is crucial for maintaining consistency, security, and compliance in geodata creation and distribution. It defines the standards and processes for managing the Esri Enterprise Portal and ensuring that content is used securely and authoritatively. Additionally, it governs the behaviors related to content requests, creation, modification, and access. Without proper governance, Enterprise content can quickly become inconsistent and disorganized, leading to duplicate and outdated information across different silos. This lack of standardization undermines trust and, in many cases, results in content being shared inappropriately, creating potential security risks.

If selected, this task should be conducted in parallel with the design and implementation tasks. By completing this task, the City will ensure that the use of the Enterprise Portal meets the following standards:

- Documented and enforceable standards and behaviors.
- Users are added and removed appropriately.
- Data is easily searched and identified as authoritative by end users.
- Content is trusted and is shared between departments.
- Change requests follow an established change process.
- Process to successfully promote content from development to production, and to identify and archive content as it is no longer used.
- Self-service and productivity are encouraged across the GIS footprint.

This task would be performed prior to the service migration for the Portal to guide the organization, publishing and sharing of migrated services, applications, and hosted data within the Enterprise Portal.

- It does not include standards, processes or management for data or processes outside of the Portal such as (but not limited to) SDE Enterprise databases, automations, integrations, file or imagery storage.
- It does not cover processes for monitoring, disaster recovery or further administration of the underlying technology or software.
- The City is responsible for implementing the recommended SOPs and training the appropriate stakeholders.

2.c.5.1 Enterprise Content Management Standard Operating Procedures (SOP)

Avineon will draft the SOP document to specify processes and assigned responsibilities:

- Standards for content naming, metadata, tagging and categorization so that content is consistent and easily understood and searched

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

- Assignment of roles and responsibilities
- Definition of content security and privilege so that different levels of users may be engaged at the appropriate level across departments and organizations
- Tiered privilege for users and groups with defined onboarding processes
- Request and approval process to support content generation, updates and promotion to production
- Audit and archiving processes

The City will provide a point of contact to provide input and make key decisions during the development of the SOPs.

2.c.5.2 Implementation of Standards and Template

Avineon will implement the following standards within the Portal so that the City may have a template “recipe” of the best practice:

- Creation of headless administrator content owner account
- Creation of project or department group
- Assignment of up to ten named users with assigned roles and permissions to illustrate best practices
- Publication of one example template including one feature class of hosted data, published service, web map, and simple configured map application to illustrate the standards for naming, categorization, tagging and metadata

2.c.5.3 Review and Approval

Avineon will present the SOP document to the City in a remote meeting and incorporate any feedback to the processes directly in the document during the review meeting.

After the meeting, Avineon will provide the document for the City to review. The City will either provide a single round of comments or provide signature approving the document within 10 business days. Avineon will resolve any comments within 5 business days and then the City will approve the final SOP with document signature.

2.c.5.4 Phase 5 Deliverables (Optional)

- Enterprise Content Management SOP review meeting and document
- Publication of one example template

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

3. Project Staff

3.a Summary of Staff Experience

As a strategic service partner, Avineon's technical team is specialized and organized around practice areas for ArcGIS Enterprise and utility GIS. Within these teams, key staff develop deep expertise in the subject areas.

The table below provides a representative sample of the Avineon staff available from our U.S. offices. We anticipate that the City's Esri Utility Network migration, Portal installation, and ArcGIS Enterprise upgrade would be performed entirely from our domestic offices. Your stakeholders can draw on the collective decades of experience offered by our staff, ensuring that you can apply industry best practices to your operations.

Name	Qualifications	Areas of Expertise
Kent Rothrock (26 years experience)	MA Geography; BS Recreation Management	Director of Technical Services, strategic planning, workflow consulting, governance, data management, database design, SQL Server management, automation, and integrations
Laura Wilson, PMP (26 years experience)	BS Geology; Project Management Professional (PMP); AWS Certified Cloud Practitioner; AWS Partner Certification (Cloud Economics); Azure AI Fundamentals	Director of PMO, project and program management, workflow consulting, governance, change management, application development, and integrations
Anil Jayavarapu, PMP (25 years experience)	MS Civil Engineering; PMP; Certified Process Professional (CPP); SAFe Agilist; Esri Utility Network Professional Certification	Utility Network Program Lead, strategic planning, workflow consulting, utility data modeling, governance, program management, and integrations
Brandon Saunders (18 years experience)	MA Geography; BS Geography; GIS Certificate	ArcGIS Enterprise design and deployment, automations, integrations, web applications, and administrator training
Taylor Koss (Nine years experience)	BS Geography, Florida State University; BS Environmental Studies, Florida State University; FAA Commercial UAV Pilot Certificate	Project management, use case mapping, Utility Network training, GIS analyst and data cleanup
Brooks Kelley (30 years experience)	MA Geography and GIS; BS Computer and Information Science; BA Geography; ***Certified GIS Professional (GISP)***; FME Certified Professional	GIS enterprise system planning, design, development, deployment, and implementation of GIS systems and applications; Utility Network migrations with FME

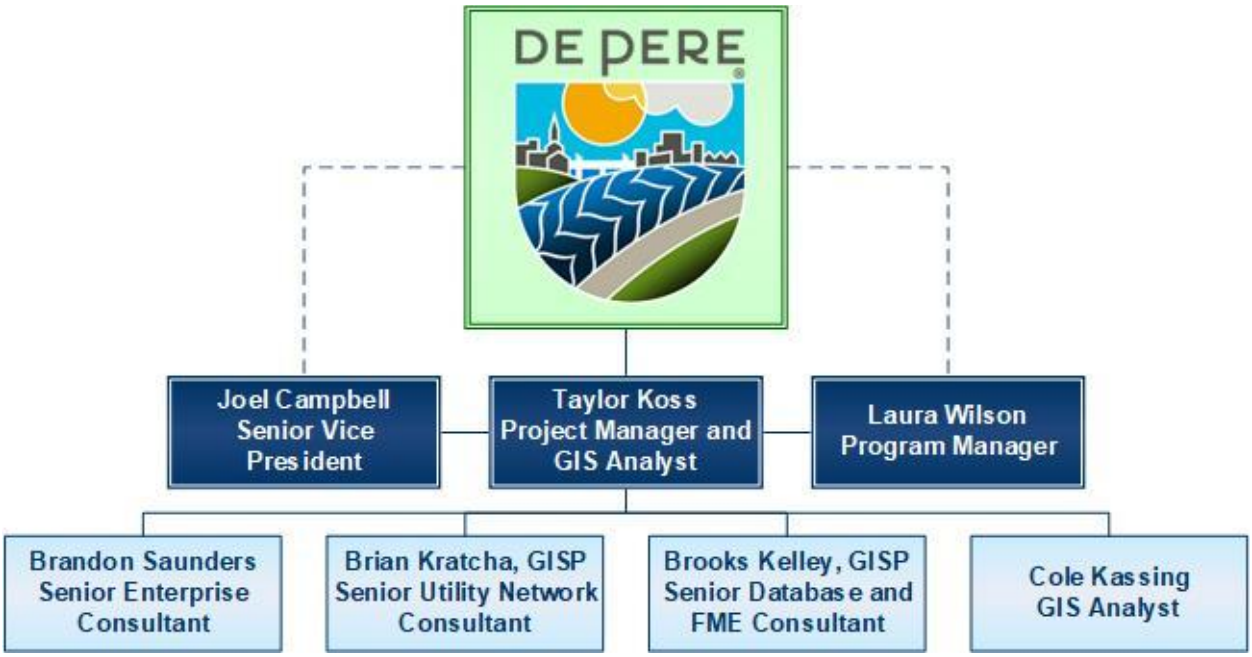
Exhibit B

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Name	Qualifications	Areas of Expertise
Cole Kassing (Nine years experience)	BS Geographic Information Systems, Southern Illinois University	Data collection, quality assessment, data cleanup and AGO configurations and performing training and testing
Brian Kratcha (23 years experience)	BS Geography; Esri Utility Network Professional Certification; Esri ArcGIS Desktop Associate; ***Certified GIS Professional (GISP)***	Utility Network technical lead, data modeling, Utility Network migrations, data quality assessments, Utility Network training and administration

3.b Organizational Chart

Avineon takes great care when organizing a project team and strives to assemble a team that fully meets the specific demands of each undertaking. Our proposed team for the De Pere Esri Utility Network migration, Portal installation, and ArcGIS Enterprise upgrade is depicted in the diagram below. ***Brian Kratcha and Brooks Kelley are certified GISPs (GIS Professionals)*** as required by the RFP.



3.c Resumes for Key Personnel

Resumes for Avineon's key personnel are enclosed on the following pages.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Laura Wilson, PMP
Program Manager

EXPERIENCE

Ms. Laura Wilson is a certified Project Management Professional (PMP) with over 25 years of technical experience in GIS including 10 years as a developer and 15 years leading projects and portfolios for successful GIS implementations and enterprise digital transformations. Her extensive consulting and project management experience includes GIS strategy development, Enterprise and cloud implementation and migrations, database design and modeling, data transformation, custom application development, and system integrations.

SELECTED PROJECTS

- Project Management Office Director and Delivery Manager, Avineon – Responsible for overseeing and aligning project management activities with organizational goals. Established and implemented project management best practices and standards to ensure consistency, efficiency, and quality across the project delivery team.
- Program Manager, Mammoth Community Water District (MCWD): Utility Network migration for water and sanitary sewer, enterprise deployment and training.
- Program Manager, City of Torrance, California: Digital transformation for GIS with Enterprise and data governance.
- Program Manager, Medina County, Ohio: Utility Network migration for water and sanitary sewer, Enterprise upgrade and training.
- Program Manager, North Carolina State University: Water distribution migration to ArcGIS Pro.
- Program Manager, Pitt County, North Carolina: Enterprise implementation and migration.
- Technical Architect and Senior Project Manager, SUEZ North America – AWS Migration executed in six months to successfully re-host Enterprise GIS platform (1,000 users) from Esri cloud managed services to SUEZ-owned AWS.
- Technical Architect and Senior Project Manager, NC State University Office of the University Architect, Utility GIS Strategy and Implementation – Discovery and collection of functional requirements to move all utilities to Enterprise GIS (water, stormwater, sewer, electric, natural gas, and fiber). Developed strategic plan outlining prioritized rollout, recommendations for asset ID strategy with Assetworks (AIM).
- Technical Architect and Senior Project Manager, McCarran Airport (Las Vegas), Enterprise Cloud Migration
- Technical Architect and Senior Project Manager, Lower Neches Valley Authority – Cloud AWS Enterprise and SCADA integration

EDUCATION, CERTIFICATIONS, AND TRAINING

- Bachelor of Science Geology, University of North Carolina Chapel Hill
- Project Management Professional (PMP) Certification, 2014: PMP #1699600
- Microsoft Azure Accreditation: AI Fundamentals
- AWS Partner Accreditations: Technical & Cloud Economics

TECHNICAL SKILLS

- Esri Enterprise Systems Cloud and System Architecture
- Application Development and Database Design

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Taylor Koss
Project Manager and GIS Analyst

EXPERIENCE

Mr. Taylor Koss is a Project Manager with nine years of experience in the field. His strong technical background allows him to wear multiple hats within a project. Mr. Koss is adept at managing project scope, schedule and budget and all day-to-day aspects of projects including internal resource management, financial management and client communications. He specializes in Utility Network, Enterprise Implementations and Land Records (Parcel Topology / Parcel Fabric). His diverse experience includes performing utility data cleanup with ArcGIS software, running QA/QC on geospatial data, editing/correcting geospatial attributes to support Utility Network, and reviewing a variety of source documents.

SELECTED PROJECTS

- Project Manager, City of Lawrenceville, Georgia: Electric Utility Network migration with Enterprise deployment and training.
- Project Manager, Newnan Utilities, Georgia: Utility Network Migration for water and sanitary sewer with Enterprise deployment and training.
- Project Manager, Various ArcGIS Enterprise Upgrade and Migration Projects: Loxahatchee River District (FL), Midland County (MI), Bloomfield Township (MI), City of Superior/Douglas County (MN), Burke County (NC), Caldwell County (NC), Union County (NC), City of Harrisonburg (VA), and Southeastern Wisconsin Regional Planning Commission (WI).
- GIS Analyst, Eversource – Consolidate GIS Electric Utility data symbology and stored displays. Update and create Symbology Dashboard in ArcGIS Online. Find and Document all current state and future state GIS use cases and dependencies using Model Manager. Train users on ArcFM and ESRI for editing/versioning data.
- GIS Analyst, Dominion Energy Virginia – Setup ArcGIS Accelerators on ArcGIS Enterprise. Deployed Model Manager and Metrics as well as created Dashboards to display GIS Use Cases and Dependencies.
- GIS Technician, Los Angeles Department of Water and Power (LADWP) – Supported LADWP's priority clean-up project. Performed gas data cleanup using Esri ArcGIS and Smallworld software. Ran QA/QC on geospatial data. Edited and corrected geospatial attributes of utility networks. Reviewed and analyzed construction, engineering, and historical documentation. Created Online Web Maps, Web Applications, and Dashboards using ArcGIS Online. Used ArcGIS to create and manage Utility Networks.
- GIS Technician, City of Alameda – Provided services related to Alameda's parcel clean-up project. Performed gas data cleanup using Esri ArcGIS and Smallworld software. Ran QA/QC on geospatial data. Reviewed and analyzed construction, engineering, and historical documentation. Created Online Web Maps, Web Applications, and Dashboards using ArcGIS Online. Used ArcGIS to create and manage Utility Networks.

EDUCATION, CERTIFICATIONS, AND TRAINING

- Bachelor of Science in Geography, Florida State University, December 2014
- Bachelor of Science in Environmental Studies, Florida State University, December 2014
- FAA Commercial UAV Pilot Certificate, January 2017

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Brandon Saunders
Senior Enterprise Consultant

EXPERIENCE

Mr. Brandon Saunders is an experienced Senior GIS Consultant responsible for implementing, upgrading, and migrating ArcGIS Enterprise environments, automations, and workflow consultation for local government for more than 18 years. He is also experienced in workflow consultation for various state, county, and municipal governments. In his previous roles, he was responsible for maintaining parcel data and related land records information, road centerline data collection and maintenance, development of ArcGIS Online organizational sites, and maintenance of enterprise-level database environment.

SELECTED PROJECTS

- Senior Enterprise Consultant, City of Morganton, North Carolina: Utility Network design and Enterprise implementation.
- Senior Enterprise Consultant, University of North Carolina, Chapel Hill: Utility Network design/implementation and managed services
- Senior Enterprise Consultant, Various ArcGIS Enterprise Upgrade and Migration Projects: City of Stevens Point Utilities (WI), Franklin County (NC), Burke County (NC), Caldwell County (NC), Union County (NC), Davidson County (NC), City of Hickory (NC), and Randolph County (NC).
- GIS Specialist, Davidson County Building Inspections Department – ArcGIS Workforce/Navigator project. Pulled daily inspections out of work order database, processed the inspections, and emailed a daily route to the correct inspector.
- GIS Specialist, Highland Mapping – Deployed and configured AWS instances with ArcGIS Server for custom web applications for Martin County, Duplin County, Stokes County, Bladen County, Hertford County, and Swain County.
- GIS Specialist, Watauga County – Upgraded and migrated ArcGIS Server from 10.1 to 10.8.1.
- GIS Specialist, Highland Mapping – Developed automated jobs for custom database integration and data sharing between agencies and networks for Alamance County, Moore County, Davidson County, Watauga County, Duplin County, Bladen County, and Town of Boone.

EDUCATION, CERTIFICATIONS, AND TRAINING

- Master of Arts in Geography, Appalachian State University, 2010
- Bachelor of Science in Geography, Appalachian State University, 2007
- GIS Certificate, Appalachian State University, 2007

TECHNICAL SKILLS

- SQL Server and ArcSDE implementation
- ArcGIS Pro and ArcGIS Server

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Brian Kratcha, GISP
Senior Utility Network Consultant

EXPERIENCE

Mr. Brian Kratcha has over 23 years of experience in geospatial applications. He began his career working for various municipal and state agencies and utilities before becoming a consultant some 18 years ago. He has advanced knowledge of the Esri platform including specialty in Utility Network conversion projects for electric, stormwater, water, and sanitary sewer utilities.

SELECTED PROJECTS

- Senior Utility Network Consultant, City of Morganton, North Carolina: Utility Network for electric: design, migration, and training.
- Senior Utility Network Consultant, University of North Carolina, Chapel Hill: Utility Network for electric: design, migration, and training.
- Senior Utility Network Consultant, City of Columbus, Ohio: Utility Network for electric: design, migration, and training.
- Senior Utility Network Consultant, Town of Boone, North Carolina: Utility Network for water: design, migration, and training.
- Senior Utility Network Consultant, Stevens Point Public Utility (Wisconsin): Utility Network for water (pilot).
- Senior GIS Consultant, POWER Engineers – Worked on multiple Utility Network conversion projects for electric, stormwater, and irrigation utilities including work for Connexus, Turlock Irrigation District, and CenterPoint Energy. Configured FME workbenches for Utility Network conversions. Created Python scripts for GIS data validation.
- Senior Geographic Information Systems Analyst, Power System Engineering (PSE) – Created and led the GIS practice area. Worked with more than 150 clients to develop new or improve existing GIS applications for electric, fiber, and gas utilities. Architected, installed, and managed ArcGIS Enterprise/ArcGIS Online for PSE clients and internal staff.
- IS Data Service Professional/Geo Editor, Wisconsin Department of Transportation – Used LCM and Oracle Developer to maintain state-wide road centerlines for WISLR Program.
- GIS Coordinator, City of Marshfield – Built parcel, street centerline, address, sanitary sewer, and zoning data layers. Administered MS SQL Server. Supervised GIS intern and trained city personnel and the city's Common Council on GIS. Designed sanitary sewer and parcel data models.
- CAD/GIS Operator and Engineering Aide, City of Beloit – Developed and maintained citywide GIS using ArcGIS, ArcSDE, and AutoCAD. Administered Cityworks Database and evaluated software, hardware, and GPS equipment. Mapped city assets including storm, sanitary, and water utility systems using GPS equipment, sewer televising equipment, and as-built drawings. Created map books for the sanitary and storm water maintenance staff.

EDUCATION, CERTIFICATIONS, AND TRAINING

- Bachelor of Science in Geography, University of Wisconsin-Platteville, 2001
- Esri ArcGIS Desktop Associate 19-001
- Esri ArcGIS Utility Network Specialty 20-001
- Safe Software FME Academy – (13) Badges

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Brooks E. Kelley, GISP
Senior Database and FME Consultant

EXPERIENCE

Mr. Brooks Kelley is a Certified Geographic Information System Professional (GISP) and FME Certified Professional with over 25 years of experience in the GIS industry. He specializes in spatial data modeling and enterprise-level design. He is responsible for GIS enterprise system planning, design, development, deployment, and implementation of GIS systems and applications for our clients, both public and commercial.

SELECTED PROJECTS

- Senior Database and FME Consultant, Mammoth Community Water District (MCWD): Utility Network migration for water and sanitary sewer, enterprise deployment, and training.
- Senior Database and FME Consultant, Medina County, Ohio: Utility Network migration for water and sanitary sewer, Enterprise upgrade, and training.
- Senior Database and FME Consultant, San Jose Water (California): FME workbench migrations.
- Senior Database and FME Consultant, Eastern Band of Cherokee Indians (North Carolina): Redline field application.
- Data Modeling Team Lead, EPCOR – Designed standardized Utility Network geodatabases for municipal water, wastewater, and recycled water systems across three states. Also, developed the migration mapping strategy for the new Utility Network-based model.
- Migration Lead, The National Gas Company of Trinidad and Tobago – Worked with Esri Consulting Services to develop a new Utility Network model for the NGC's transmission gas system. Also, developed the migration mapping strategy to move their existing data into the new Utility Network-based model and oversaw the migration and QA/QC of this data.
- Data Modeling Team Lead, Eversource - Implement a consolidated core GIS (Esri ArcGIS and ArcFM) platform for electric distribution and landbase across four operating regions using Esri's geometric network and a read-only lab environment using Esri's Utility Network. Previously, each region used diverse GIS platforms based on ArcFM and Smallworld.
- Senior Database Specialist/Programmer, Eastern Municipal Water District – Conducted needs assessment, specification development, and implementation for a Standby Tax Assessment Reporting System (STARS). Replaced two existing systems by leveraging GIS and other enterprise systems to increase the efficiency and accuracy of the county's standby tax assessment and collection processes.
- Technical Lead, U.S. General Services Administration - Designed and implemented repeatable processes using Safe Software's FME Desktop and FME Server to ingest, standardize, QC, and validate federally-owned facilities source AutoCAD plan files before loading them into IBM's TRIRIGA facilities management platform.

EDUCATION, CERTIFICATIONS, AND TRAINING

- Master of Arts in Geography and GIS, West Virginia University
- Bachelor of Science in Computer and Information Science, University of Maryland
- Bachelor of Arts in Geography, West Virginia University
- Certified GIS Professional (GISP)
- FME Certified Professional

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Cole Kassing
GIS Analyst

EXPERIENCE

Mr. Cole Kassing is a GIS Analyst with Avineon. Specializing in geographic information systems, global positioning systems, and custom cartography, Mr. Kassing utilizes his education in GIS from Southern Illinois University to assist clients across many sectors, including federal, state, and local governments as well as utility companies, non-profit organizations, and planning and environmental firms.

SELECTED PROJECTS

- GIS Analyst, City of Morganton, North Carolina: Utility Network for electric: design, migration, and training.
- GIS Analyst, Mammoth Community Water District (California): Utility Network migration for water and sanitary sewer, enterprise deployment, and training.
- GIS Analyst, Medina County, Ohio: Utility Network migration for water and sanitary sewer, Enterprise upgrade, and training
- GIS Analyst, Stevens Point Public Utility (Wisconsin): Water data quality and editing
- GIS Analyst, City of Fountain Inn Natural Gas – GPS collection of over 300 miles of natural gas pipelines, 1,000 valves, and other infrastructure. Created ArcGIS Collector apps for field collection and viewing of system infrastructure, creating 12 specific Survey 123 apps for field inspections and reporting. Developed ArcGIS Online web maps and dashboards for analysis and viewing of natural gas system.
- GIS Analyst, City of Fountain Inn Public Works – Management of sanitary sewer database with over 60 miles of pipeline and 1,500 manholes. Managed City zoning and City limits datasets. GPS collection of sanitary sewer infrastructure and City-owned walking trails.
- GIS Analyst, City of Spartanburg Streets and Storm Water – GPS collection of over 5,000 storm water system features and data points. Storm Water yearly billing database management. Mapped and maintained finished work order reports.
- GIS Analyst, City of Mauldin Public Works – GPS collection and management of over 2,500 storm water data points and 15 miles of pipeline. Database management of sanitary sewer system with over 2,500 manholes and 96 miles of pipeline.
- Utility Network Migration and Data Reviewer Analysis – Working for several different clients to parse their data through the data reviewer process identifying data features that need to be modified in order to be migrated to the Utility Network platform. Currently working with water, sewer, and stormwater datasets.
- Field Maps Application Design, Testing, and Training – Working with several customers to develop ArcGIS Online Field Maps Mobile Applications to collect data in the field. Mobile applications include environmental health, utility feature collection, and feature inspection. Also involved in the testing of these applications and training of staff for usage in the field.
- Lead Application Tester - Central Hudson Gas & Electric – Tested a new work management application used by an electric company to monitor outages and assets during storms.

EDUCATION, CERTIFICATIONS, AND TRAINING

- Bachelor of Science in Geographic Information Systems, Southern Illinois University, 2013

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

4. Budget

4.a Rates for Phase 1

Avineon's firm fixed price for completion of Phase 1 is $7,500.00.

4.b Rates for Phase 2

Avineon will perform these tasks jointly. Line-item pricing has been provided as requested in the RFP but Avineon's prices assume both tasks will be completed together.

Task	Budget
Implementing Portal for the Utility Network	$8,500.00
Implementing Portal for All Other GIS Data	$6,000.00

4.c Rates for Phase 3

Avineon will perform these tasks jointly. Line-item pricing has been provided as requested in the RFP but Avineon's prices assume all three tasks will be completed together.

Task	Budget
Sanitary Sewer Data Migration and Implementation	$25,000.00
Stormwater Data Migration and Implementation	$17,000.00
Water Data Migration and Implementation	$60,000.00

The above prices assume Phase 3 tasks will be performed remotely. At the City's option, select meetings will be conducted onsite in De Pere for an additional fee of $2,500.00. The exact timing and duration of onsite tasks will be agreed upon during project initiation.

4.d Rates for Phase 4

Post implementation support will be billed in monthly intervals of $1,000.00 each for six months for a total fixed price of $6,000.00.

4.e Rates for Phase 5 (Optional)

Avineon's firm fixed price for the optional *GIS Content Governance Standard Procedures* is $7,500.00.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

5. Municipal Experience and Knowledge

Avineon has partnered with over 140 state and local government clients, including nearly 50 municipalities and over 80 counties throughout the U.S. alone, not to mention our experience with municipal governments throughout Europe. The table below provides a sampling of the depth of relevant experience available through Avineon. As demonstrated in the table, Avineon has experience with clients from a variety of government and industry sectors around the world. Such broad experience is invaluable in establishing a proven process for understanding and analyzing the needs of individual clients such as the City of De Pere.

Customer	Scope of Work
Mammoth Community Water District (MCWD) Mammoth Lakes, California	Avineon worked with MCWD to perform data assessment, planning, and implementation for migration to the Esri Utility Network for water and sewer. Avineon has completed the design tasks for data assessment, data quality review, stakeholder interviews, and use cases. Avineon has processed the initial migration and is preparing the adoption and production implementation schedule and resource requirements.
City of Alameda, California	Avineon developed a ***Five-Year GIS Strategic Plan*** to optimize data management, staffing, department collaboration, and GIS use for decision-making. This included interviews with 17 departments, risk and gap assessments, and recommended projects. Additional Alameda projects supported by Avineon include: • Multi-tier ArcGIS 10.9 Enterprise design and deployment in Azure • Platinum managed services for Enterprise environment • Ad hoc GIS services • Fiber network mapping into Esri's Communications Data Management Model for Utility Network • NG911 addressing • Web viewer configurations (citywide, parks, community development, public safety, planning-building-transportation)
Medina County, Ohio	Utility Network migration for water and sanitary sewer. ArcGIS Enterprise upgrade and training.
Pitt County, North Carolina	ArcGIS Enterprise implementation and migration.
City of Lawrenceville, Georgia	Electric Utility Network migration with ArcGIS Enterprise deployment and training.
Newnan Utilities, Georgia	Utility Network migration for water and sanitary sewer with ArcGIS Enterprise deployment and training.
City of Morganton, North Carolina	Utility Network for electric: design, migration, and training.
University of North Carolina, Chapel Hill	Utility Network for electric: design, migration, and training.
Town of Boone, North Carolina	Utility Network for water: design, migration, and training.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Customer	Scope of Work
North Carolina State University Raleigh, North Carolina	Developed a five-year GIS strategic plan to help the University modernize and increase adoption in its GIS investment. Interviewed 18 departments and assessed GIS data, applications, standards, workflows, and staff skills. The strategic plan outlines 15 key projects with an estimated timeline and budgetary estimates. Since adoption of the plan, Avineon key personnel have led engagements for: • Gathering requirements for migration of CAD to GIS for utilities (water, sewer, stormwater, chilled water, steam, gas, electric, and fiber) • Migration of water distribution from CAD to GIS (ArcMap) with editor training • Migration of water distribution from ArcMap to Pro including editor training
City of Torrance, California	Performed a GIS data and technology assessment and developed a *Geodata Migration and Governance Plan*. The plan outlines critical risks to systems, data, and staffing that hinder the modernization to ArcGIS Pro and Enterprise 11.3. Avineon also developed an *Implementation Roadmap* that prioritizes opportunities for the next 12 months. Each initiative includes design, deployment, and training in ArcGIS Pro as well as implementation of the new governance and change management standards and behaviors. Avineon is currently executing the following roadmap items: • Designed and installed Enterprise 11.3 for test and production. • Migration of waste management operations from paper to GIS. • Development of code enforcement integration with Accela and dashboard for city manager.
City of Columbus, Ohio	Avineon conducted a data assessment, planning, and implementation to migrate electric utility data and workflows to the Esri Utility Network and ArcGIS Pro. This included data review, quality assessment, stakeholder interviews, gap analysis, and mapping of current electric data to the Utility Network model. The primary migration was completed to estimate the schedule, resources, and training needed for Utility Network production implementation. In the second phase, Avineon is assisting the City with integrating a new outage management system, which includes identifying risks, dependencies, and opportunities for improvement.
City of Dothan, Alabama	Avineon developed a *GIS Data Governance Assessment and Plan* to identify risks, opportunities, and governance recommendations for the City's goal of a modern, well-managed GIS. The plan outlined a prioritized roadmap to establish ArcGIS Enterprise, restructure master data, implement standards and procedures, and train City staff for the migration to ArcGIS Pro.
Stevens Point Public Utilities, Wisconsin	ArcGIS Enterprise cloud migration, Enterprise managed services, enterprise data management support, web and mobile mapping support, and Utility Network Planning and Migration
City of Superior, Douglas County, Wisconsin	ArcGIS Enterprise and Portal support and application development support

Exhibit B

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Customer	Scope of Work
Emmet County, Michigan	ArcGIS Parcel Fabric migration and support, ArcGIS Pro training, and Enterprise managed services
REGIS (Grand Rapids, Michigan)	ArcGIS Enterprise and Portal administration support, ArcGIS Pro training
Southeast Wisconsin Regional Planning Commission (SEWRPC)	ArcGIS Enterprise administration support and application development support
City of Columbus, Ohio	Utility Network for electric: design, migration, and training.
Eastern Municipal Water District, California	Design and implementation of Standby Tax Assessment Reporting System (STARS) for tax assessment and collection processes
City of Pasadena, California Water and Power	Ongoing support for GIS operations. Evaluation of ArcFM to ArcGIS Utility Network, data mapping from geometric network to utility network data model, and related analysis.
Muskegon County, Michigan	GIS program full implementation from inception for a medium sized county government encompassing ArcGIS Enterprise/Geocortex implementation with web and mobile applications.
Michigan Area Council of Governments	Delivered guidance, implementation, and ongoing support for an enterprise ArcGIS/Geocortex based GIS system to server internal and external needs.
Antrim County Road Commission, Michigan	GIS program full implementation from inception with planning, system/data design, and ArcGIS Enterprise implementation with web and mobile applications.
Interlochen Center for the Arts, Michigan	GIS program full implementation from inception for facilities management operations with envisioned extended use for students, faculty, visitors, concert attendees, etc.
Michigan Stormwater, Asset Management, and Wastewater (SAW) Grant Projects (38)	Statewide grant program support targeted for better asset management of sanitary and stormwater utilities with 38 Michigan local government clients. Built a repeatable program supporting NASSCO compliant geodatabase, data development, field applications, and asset management application tools.
Michigan Enhanced 911 Grant Projects (5)	Statewide grant program support targeted for more accurate and complete addressed road centerline and address points with five Michigan county clients. Built a repeatable program based around NENA NG911 standards which included geodatabase design, data development, and addressing tools.
Southeast Michigan Council of Governments	Multiple efforts for guidance and services centered around upgrades and improvements for an ArcGIS Enterprise based database encompassing the seven largest counties in Michigan.
The Regional Municipality of York, Canada	ArcGIS Enterprise/Geocortex Essentials application development support and FME integrations for multiple web mapping applications maintained by York Region, including a community information application (C-Info) that was developed and deployed from inception.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Customer	Scope of Work
City of Concord, California	Specification and application development for four applications related to capital improvements and private/commercial developments projects in the City (two public facing, two internal facing) using Web AppBuilder for ArcGIS and Story Maps.
National Guard, Camp Grayling, Michigan	Designed and implemented an ArcGIS Enterprise based geodatabase server and data repository for the Michigan National Guard along with focused services to support Camp Grayling, one of the primary training facilities in the Midwest.
City of Traverse City, Michigan	Provided guidance and technical services to implement ArcGIS Enterprise and help build and enhance the GIS Program along with training and ad-hoc support.

Our mission is to enable municipal clients to take advantage of the wealth of geospatial capabilities available today, make more informed decisions, and develop new ways of doing business that leverage geospatial technology while planning for the future.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

6. References

Profiles of similar projects previously performed by Avineon are presented below. We encourage the City to contact our references for confirmation of Avineon's qualifications and commitment to customer satisfaction.

	Project Profile
Client:	North Carolina State University
Project Title:	GIS Strategic Plan
Contact:	David Wynne GIS Project Manager, Campus Planning and Strategic Investment Administrative Services Building III 2601 Wolf Village Way, Suite 300 Raleigh, North Carolina 27607 919-513-1253 dswynne@ncsu.edu
Period:	2015, Ongoing project work through 2025
Brief Description:	In 2025, Avineon completed the water distribution utility migration from ArcGIS to Pro which included a data quality assessment and recommendations, configuration of Pro attribute rules, and configuration of ArcGIS Data Reviewer. Avineon conducted multiple hands-on training sessions for editing workflows. Avineon developed a ***Five-Year GIS Strategic Plan*** to help the University modernize and increase adoption in its investment in GIS. Our team interviewed 18 departments and assessed GIS data, applications, standards, workflows, and staff skills. The strategic plan outlines 15 key projects with an estimated timeline and budgetary estimates. Since the adoption of the plan, Avineon key personnel have led engagements for: • Gathering functional requirements for migration of CAD to GIS for utilities (water, sewer, stormwater, chilled water, steam, gas, electric, and fiber) • Migration of water distribution from CAD to GIS (ArcMap) with editor training • Migration of water distribution editing from ArcMap to Pro including editor training

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

	Project Profile
Client:	City of Torrance, California
Project Title:	ArcGIS Enterprise Implementation with Geodata Governance and Migration Plan
Contact:	Agustin (Augie) Preciado IT Manager – Application and Analytics - CIT Department 3031 Torrance Boulevard Torrance, California 90503 310-618-2861 APreciado@TorranceCA.Gov
Period:	2024 – Ongoing
Brief Description:	Beginning in 2024 and continuing into 2025, Avineon performed a GIS data and technology assessment and implementation designed to meet the City's objectives to modernize GIS and reduce legacy technical debt. After reviewing the current GIS administration processes, enterprise data, replication, and maintenance, Avineon developed a ***Geodata Migration and Governance Plan*** with implementation roadmap. The plan summarizes critical risks to systems, data, and staffing that hindered the modernization to ArcGIS Pro and Enterprise 11.3. The roadmap prioritizes opportunities for the next 12 months. Each initiative includes design, deployment, and training as well as implementation of the new governance and change management standards and behaviors. Avineon is currently executing the following roadmap items: • Designed and installed Enterprise 11.3 for test and production • Migration of waste management operations from paper to GIS • Design and development of code enforcement integration to Accela • Planning stage for Parcel Fabric, utility migration to Pro, Portal implementation and governance, and migration of all GIS services

	Project Profile
Client:	Medina County Sanitary Engineers (Ohio)
Project Title:	Utility Network Water and Sewer Migration
Contact:	Kyle Waun GIS Manager 791 West Smith Road Medina, Ohio 44256 330-723-9586 kwaun@ohmedinaco.org
Period:	2024
Brief Description:	Medina County Sanitary Engineers (MCSE) selected Avineon to migrate legacy water and sewer source data from Esri geometric network models to Esri Utility Network Foundations data models for use in ArcGIS Pro. Avineon performed an ArcGIS Enterprise upgrade from v10.8.1 to v11.3 to enable new advancements in the platform and enable the hosting of Utility Network data in the Enterprise installation. In addition to deploying the Utility Network water and sewer asset packages to ArcGIS Enterprise 11.3, Avineon published related services to Portal for ArcGIS and assisted with web map and app reconfiguration. Key tasks included: • Source data quality assessments, presentation of results, and data quality issues reconciliation • Utility Network data modeling and discovery sessions/workshops • Initial water/sewer data conversions into Utility Network data models • Training (ArcGIS Pro and Utility Network data models review and configuration and editing) • Testing (functional, integration, and user acceptance) • Utility Network data model revisions (as applicable) • Final water/sewer data conversions into Utility Network data models • Deliver Utility Network FGDBs and asset packages for water and sewer

Project Profile	
Client:	Mammoth Community Water District
Project Title:	Utility Network Migration
Contact:	Justin Mulbay GIS Manager 1315 Meridian Blvd Mammoth Lakes, California 93546 760-934-2596, ext. 286 jmulbay@mcwd.dst.ca.us
Period:	2024 – 2025
Brief Description:	Avineon lead the migration of legacy water and sewer source data (Esri geometric network models) to Esri Utility Network and performed a digital transformation to move production editing to ArcGIS Enterprise 11.x with ArcGIS Pro. This project supported the organizational goals to adopt a modern GIS framework and establish standards and best practices and provided in-depth custom training to ready the team to fully sustain production utility management and maintenance within ArcGIS Enterprise and Utility Network.

Project Profile	
Client:	Town of Boone, North Carolina
Project Title:	Utility Network Planning and Implementation
Contact:	Chris Miller GIS Coordinator 828-268-6216 chris.miller@townofboone.net
Period:	2024
Brief Description:	The Town of Boone, North Carolina has approximately 14,000 residents and serves Appalachian State University. The Town desired to move from 10.8.1 ArcMap to 10.9.1 with ArcGIS Pro and the Utility Network. Avineon worked with the Town to review the existing data and design an appropriate water Utility Network data model. Avineon utilized Esri's Data Reviewer to perform a data quality assessment and identify data gaps and suggested clean-up activities such as snapping of laterals, setting default

	material and size, and generally ensuring the connectivity and standards for the Utility Network data model would be achieved prior to the migration. Avineon performed a test migration to the new Utility Network model and then worked with the Town to refine the model and the migration workflow to increase the quality of the resulting Utility Network. Avineon developed the ArcGIS Pro project and attribute rules for managing editing workflows and maintaining data quality and provided hands on editor training and end user documentation. Avineon also provides enterprise managed services for the Town of Boone ArcGIS Enterprise environment. This includes ensuring the environment has adequate backups, optimizing performance, installing key patches, and an annual version upgrade.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Addendum A: Questions and Answers

On March 18, 2025, subsequent to submission of Avineon's proposal, the City submitted a series of questions to Avineon via electronic mail, to which Avineon replied on March 19, 2025. The City's questions (in **bold**) and Avineon's responses (in normal text) are reproduced below and hereby incorporated into Avineon's proposal.

1. **Is data migration included in your proposal?**
   a. **Migrating our web services**

      Yes. Avineon plans to migrate and republish the existing services in a new Pro project.

   b. **Migrating all data from our Enterprise database into Portal (utility and non-utility data)**

      Yes. Avineon will update the existing SDE database to enable Pro to publish to the new Portal. Portal will be the default data connection for users.

   c. **Integration with WACHs valve turner**

      Yes. Avineon assumes this will be a service published in Portal and that no other customization is required.

   d. **Central Brown County Water Authority data integration (a stand-alone water dataset)**

      Yes. This is included in our plan for design and deployment.

   e. **Connection to ArcGIS Online, if deemed appropriate**

      Yes. This is included in our plan for design and deployment.

   f. **If not, can you please provide updated pricing to include those services?**

      Not applicable. Data migration is included in Avineon's proposal as indicated above.

2. **Also, can you please identify if any of your references are similar in size to De Pere (25,000 population)?**

   Avineon selected these references intentionally based on the contextual circumstances and technology similarities; the overall project experiences are very similar to the proposed approach for De Pere, despite the spectrum of organization size and population served.

   - NCSU's campus operates similarly to a town/city of 30k population
   - City of Torrance, California - population 140k
   - Medina County Sanitary Engineers, Ohio - population 184k
   - Mammoth Community Water District, California - population 8k
   - Town of Boone, North Carolina - population 20k

3. **Will the City be responsible for all data cleanup tasks?**

   No, not entirely. Avineon will work with the City to review and understand options for the data cleanup tasks following the data assessment. In many cases, bulk cleanup can be performed during the migration process using tools Avineon has developed. Additionally, in many cases, data cleansing tasks are used as part of the training plan and activities. This

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

helps to continue building City user confidence in the new solution. If there are needs for additional data cleanup and the City does not have capacity, additional cleanup support from Avineon could be discussed.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

CITY OF DE PERE
MEMO

To: James Boyd, Mayor
Finance and Personnel Committee Members
From: Kristen Vincent, GIS Manager
Date: March 28, 2025

RE: **Consideration and Possible Action to Award a Contract for GIS Consulting Services to Avineon, Inc.**

Summary
On February 5, 2025, the Development Services Department – GIS Division released for distribution a Request for Proposals (RFP) for qualified GIS services firms to assist the City with an ArcGIS Enterprise upgrade, Portal for ArcGIS Implementation, and Esri Utility Network migration. The purpose is to upgrade to a new required data model, phase out soon-to-be unsupported software, and streamline operations. Services provided will include:

- Task 1: Esri ArcGIS Enterprise Upgrade
- Task 2: Esri Portal Installation
- Task 3: Esri Utility Network Migration
- Task 4: Continuing Support for 6 Months

City staff received a total of 10 RFP responses from the following agencies:

- Argis Solutions, Inc.
- Avineon, Inc.*
- Cloudpoint Geospatial, Inc.
- DCSE, Inc.*
- ENTRUST Solutions Group
- Mi-Tech Services, Inc.
- Michael Baker International
- Pro-West & Associates
- SAM
- Timmons Group

A review team consisting of the GIS Manager and GIS Analyst completed an initial review of the proposals to identify the top 3 firms, underlined above with proposals included. A second review team consisting of the Interim City Attorney, Development Services Director, IT Director, and GIS Manager completed a review of those 3 firms. Reference checks and follow-up questions were also conducted with the top 2 firms, noted with an (*) above. Based on the content of the proposal and the ability to accomplish the desired tasks, the committee selected the proposal from **Avineon, Inc.** to move forward as the GIS consultant.

Timeline and Budget
Avineon, Inc. will provide GIS consulting services to the City of De Pere for an estimated 15 months. The proposal includes the costs of each task for a total of $140,000, which includes accepting the optional services described in the proposal and is $25,000 below the 2025 budgeted allocation.

Staff Recommendation
Recommend approval of the proposal from Avineon, Inc. for GIS services as outlined in the RFP and forward the recommendation to the Common Council for approval.

Response to De Pere, Wisconsin for

Esri Utility Network Migration, Portal Install, and ArcGIS Enterprise Upgrade

Avineon, Inc.
8401 Greensboro Drive, Suite 510, McLean, Virginia 22102
(703) 671-1900
www.avineon.com

Revised March 28, 2025

RESTRICTION ON DISCLOSURE AND USE OF DATA

This proposal includes confidential and proprietary data that may not be duplicated, used, or disclosed in whole or in part for any purpose other than evaluation of this proposal without the prior written permission of Avineon, Inc.

March 7, 2025

Ms. Kristen Vincent
GIS Manager
City of De Pere
335 South Broadway
De Pere, Wisconsin 54115
kvincent@deperewi.gov

Re: Esri Utility Network Migration, Portal Install, and ArcGIS Enterprise Upgrade

Dear Ms. Vincent:

Avineon, Inc. (Avineon) is pleased to provide our proposal to the City of De Pere (City or De Pere) to assist in your Esri Utility Network migration, Portal installation, and ArcGIS Enterprise upgrade. This proposal will provide the City with a team of expertly qualified professionals who have the skills required to support your needs.

Avineon was founded in 1992 and has over 33 years of experience providing innovative and high-quality GIS managed services, spatial intelligence, digital modernization, and engineering support solutions to our customers in the public and utility sector. We are a Gold-level Esri partner with extensive experience in managing ArcGIS Enterprise upgrades and Portal implementations for municipal customers. Additionally, we hold the Esri Utility Network Management specialty and employ Esri Certified Utility Network Professionals.

Thank you for the opportunity to submit this proposal to the City. If you have any questions or require further information, please contact Mr. Tyler Prahl (tprahl@avineon.com) or me at your earliest convenience.

Sincerely,

Joel Campbell
Senior Vice President
Avineon, Inc.
jcampbell@avineon.com

Contents

1. Qualifications and Experience 1
Overview 1
Firm's Name 1
Area of Expertise 1
Brief History of the Firm 1
Size 1
Number of Office Locations 2
Business Address of the Office Responsible for the Contract 2
Contact Person Responsible for the Submittal 2
1.a Esri Partner Status 3
1.b Firm's History Providing GIS Services 4
1.c Experience in ArcGIS Enterprise Version Upgrades 5
1.d Experience in Portal for ArcGIS Implementations 5
1.e Experience in Utility Network Migrations 6
2. Technical Approach 7
2.a Understanding of This Project and Requirements 7
2.b Approach and Methodology 7
2.b.1 Project Work Breakdown 8
2.b.2 Project Initiation, Kickoff, and Planning 9
2.c Scope of Work Issues and Coordination with the City 10
2.c.1 Phase 1: ArcGIS Upgrade 10
2.c.2 Phase 2: Esri Portal Installation 11
2.c.3 Phase 3: Utility Network Migration 16
2.c.4 Phase 4: Post Implementation Support 21
2.c.5 Phase 5: GIS Content Governance Standard Procedures (OPTIONAL) 22
3. Project Staff 24
3.a Summary of Staff Experience 24
3.b Organizational Chart 25
3.c Resumes for Key Personnel 25
4. Budget 32
4.a Rates for Phase 1 32
4.b Rates for Phase 2 32
4.c Rates for Phase 3 32
4.d Rates for Phase 4 32
4.e Rates for Phase 5 (Optional) 32
5. Municipal Experience and Knowledge 33
6. References 37
A. Questions and Answers A-1

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

1. Qualifications and Experience

Overview

Firm's Name

Avineon, Inc.

Area of Expertise

Avineon specializes in delivering spatial intelligence, digital modernization, and engineering support services. We have over 33 years of successful experience in government, utility, and commercial programs, with one hundred percent customer satisfaction ratings.

Avineon's spatial intelligence solutions include strategic planning, software development, landbase and facilities data capture and improvement, data conflation, database development, and data maintenance. In addition, Avineon provides complete solutions to our customers from design to implementation. We also offer managed GIS support services to dozens of municipal customers and have supported numerous ArcGIS Enterprise upgrades, Portal installations, and Utility Network migrations.

Brief History of the Firm

Avineon was founded as a Delaware corporation by its current CEO, Karlu Rambhala, in 1992. The company has offered GIS services since its inception and has spent over three decades developing the GIS domain expertise necessary to successfully support De Pere's professional GIS consulting needs. We have a 100 percent successful record of performance at some of the nation's premier local government agencies and utilities. A more detailed history of Avineon's experience in providing GIS services is presented in *Section 1.b* below.

Size

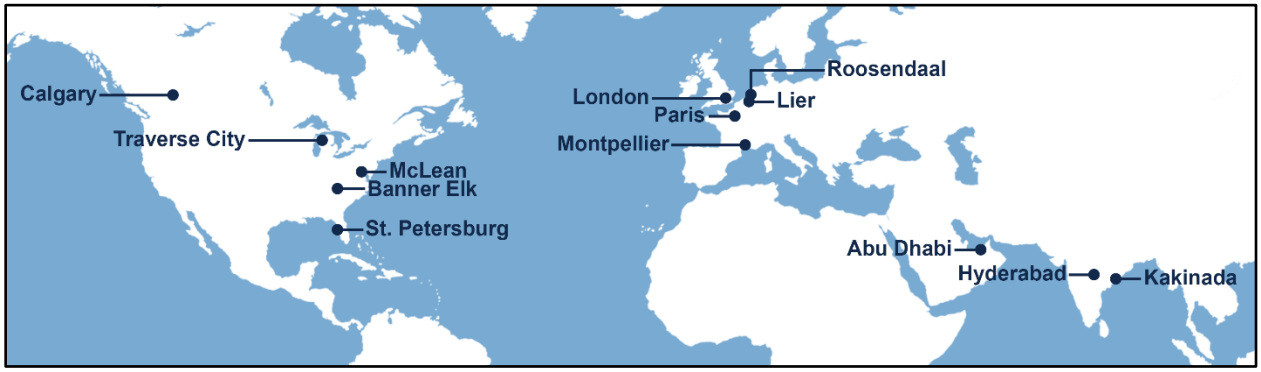
The resources of Avineon's production and management staff are among the most widely respected in the GIS industry. We currently employ a full-time staff of more than 1,100 professional, technical, and support personnel, over 600 of whom are dedicated to performing geospatial information services. We also have several Utility Network certified employees, two of whom are located in the United States and are planned resources for this effort.

This large group of seasoned personnel gives Avineon the ability to take on GIS projects of substantial size and responsibility and expand as needed to meet the City's requirements. From small customizations to manage your workflows to large scale data improvement or migration projects, Avineon is the knowledgeable and affordable choice. We have ***100% of the expertise necessary to support De Pere's Esri Utility Network migration, Portal install, and ArcGIS Enterprise upgrade*** in house without the need for subcontractor support.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Number of Office Locations

Avineon's headquarters are in McLean, Virginia and we have offices in Saint Petersburg, Florida; Traverse City, Michigan; Banner Elk, North Carolina; Canada; Belgium; France; the Netherlands; the United Kingdom; India; and the Middle East. This project will be managed and staffed from our offices in Saint Petersburg, Florida and Traverse City, Michigan.



Avineon is a global GIS solutions provider with large business capabilities and small business agility.

Business Address of the Office Responsible for the Contract

This project will be managed and staffed from our offices in the United States. Street addresses and phone numbers for Avineon's U.S. facilities are provided below.

Headquarters	Saint Petersburg, Florida
Avineon, Inc. 8401 Greensboro Drive, Suite 510 McLean, Virginia 22102 Phone: 703-671-1900	Avineon, Inc. 400 Carillon Parkway, Suite 200 St. Petersburg, Florida 77316 Phone: 703-671-1900
Traverse City, Michigan	**Banner Elk, North Carolina**
Avineon, Inc. 310 W. Front Office Street, Suite 225 Traverse City, Michigan 49684 Phone: 703-671-1900	Avineon, Inc. 397 Shawneehaw Avenue Banner Elk, North Carolina 28604 Phone: 703-671-1900

Contact Person Responsible for the Submittal

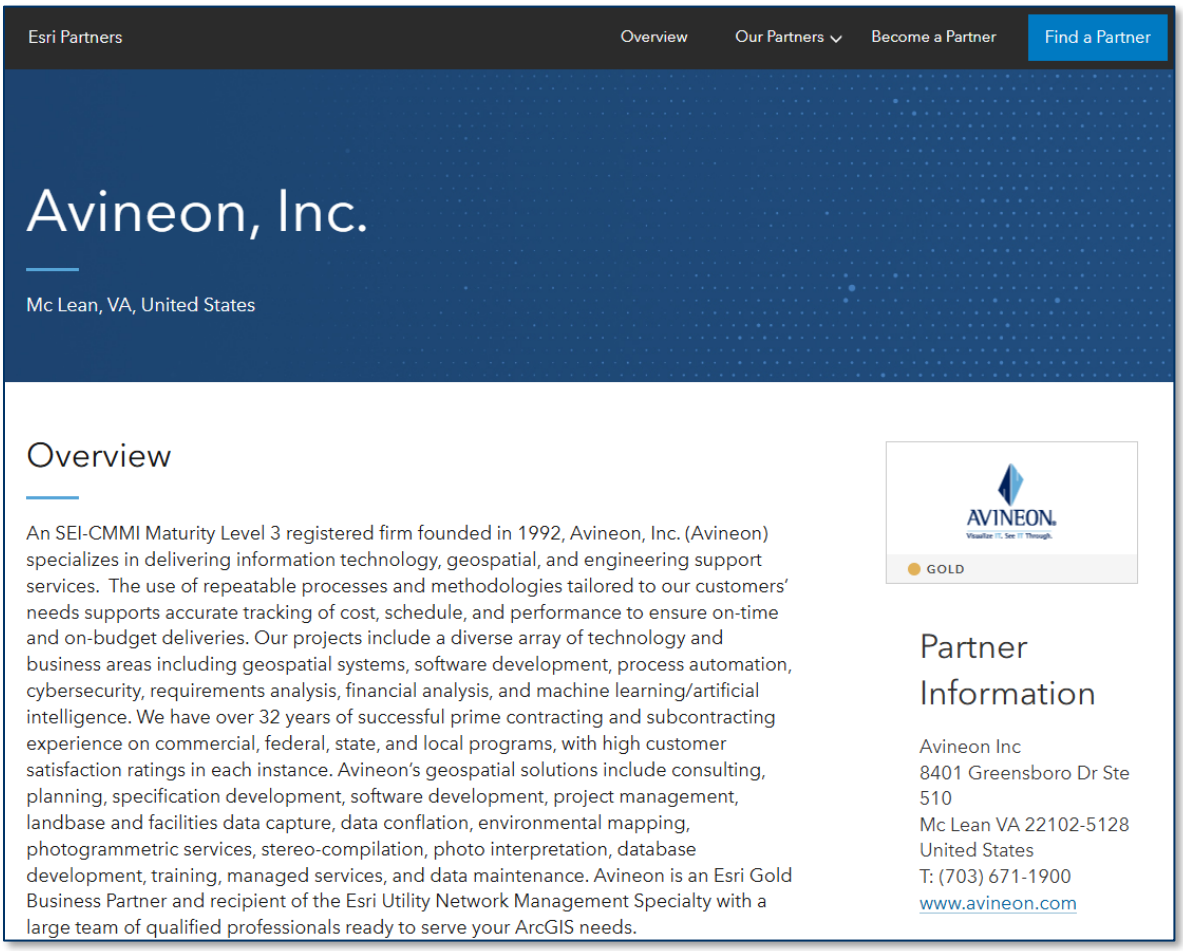
Mr. Tyler Prahl
Business Development Manager
tprahl@avineon.com
Telephone: 727-551-4242

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

1.a Esri Partner Status

Avineon is an ***Esri Gold Partner*** and has been an Esri partner for more than 23 years, which also makes us a ***Cornerstone Partner***. Avineon holds the ***Utility Network Management Specialty*** as a vendor and currently has ***five Utility Network certified staff resources*** on our team. Avineon also holds the ***Parcel Management Specialty*** from Esri. We have been engaged in utility GIS and parcel management throughout our corporate history. Our parcel experience includes digitizing, conflation, updates to land records, planimetric features, and supporting customers in implementing ArcGIS Pro and Parcel Fabric. Additionally, Avineon received the ***State and Local Government Specialty*** for our expertise and substantial experience in working with local, state, county, and city governments.

Proof of our partner status may be obtained by searching Avineon at https://www.esri.com/en-us/about/partners/find-partner or visiting https://www.esri.com/partners/avineon-inc-a2T70000000TNKzEAO. A screenshot of the Avineon business partner status from that page is presented below.



Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

1.b Firm's History Providing GIS Services

Avineon has delivered GIS projects since the 1990's when many customers still maintained paper maps. An early example of Avineon's utility GIS experience was Columbia Gas (now NiSource) to provide comprehensive GIS implementation and data conversion services. The project involved the digital mapping of a multi-state service territory with over 21,000 maps covering a geographic area of 6,900 square miles with 30 thousand miles of pipeline. We have continued this relationship to the present day as we recently supported NiSource on a multi-state conflation project to align the company's entire GIS network dataset to a commercial landbase with regular updates. This longstanding relationship is evidence of Avineon's commitment to customer satisfaction and has been reproduced at other customers over the years including Richmond, Virginia; Traverse City, Michigan; San Jose Water Company, California; San Franciso Public Utility Commission, California; Morganton, North Carolina; Mammoth Community Water District, California; Medina County, Ohio; Columbus, Ohio; and Stevens Point Public Utility, Wisconsin.

In 1998, seeing a lack of consistency and quality from other offshore vendors, Avineon opened our own facility in Hyderabad, India, enabling us to incorporate internal best practices and offer reliable, lower-cost services to our North American and European customers without the use of subcontractors. Avineon is unique among our U.S.-based competitors in having direct control over the allocation of our offshore team. Since 1998, Avineon's India office has successfully delivered projects to over 300 clients in the Asia Pacific region and added a second location in Kakinada, India.

Shortly after opening in India, Avineon began European operations with an office in the United Kingdom to offer local support to our customers there. In the two decades since, we have expanded to include offices in France, Belgium, and the Netherlands staffed by more than 100 GIS professionals.

Over the years, Avineon has also grown through acquisition. In 2002, Avineon purchased the assets of AGRA Baymont, Inc., a GIS data services provider for over 20 years at the time, to establish our Florida office. In 2018, we opened our Michigan office by acquiring InfoGeographics, Inc. In 2020, we purchased Tensing International B.V. in the Netherlands, adding over 60 high-caliber GIS consultants and developers with expertise in ArcGIS and Safe Software FME. In March 2022, Avineon acquired Highland Mapping, Inc. to open offices in North Carolina with over 70 GIS managed services customers. Finally, in 2024, Avineon acquired the assets of North Point Geographic Solutions, LLC, a Minnesota based-GIS services company that expanded our presence in the Midwest U.S. In all cases, Avineon retained virtually all of the acquired companies' personnel.

The acquisition of Highland Mapping and founding of Avineon's GIS managed services practice may be of particular interest to De Pere. With our hands-on administration of over 70 managed services clients either on their own premises, in the cloud, or in a hybrid atmosphere, we provide piece of mind that their systems will be running when they need it most. We have also assisted many of them with ArcGIS Enterprise upgrades, Portal installations, and, most recently, Utility Network migrations.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

1.c Experience in ArcGIS Enterprise Version Upgrades

Avineon has supported version upgrades and implementation of Esri's server technology since the initial release of ArcGIS Server at version level 9.0 in 2004. ***In the last three years, Avineon has performed more than 180 upgrades for our clients.***

Avineon provides a service offering that we call *Managed Services*. These customers, many of whom utilize ArcGIS Enterprise, receive one ArcGIS upgrade annually through this program. Today, we have 72 clients active in Avineon's *Managed Services* program.

1.d Experience in Portal for ArcGIS Implementations

In the last three years, Avineon has implemented and upgraded 88 Portal configurations for our clients.

Avineon has supported Portal implementation alongside ArcGIS Server since the initial release in 2015. As with many of the ArcGIS offerings, it has evolved since the first version and our team has grown with it. As the core content management component for publishing, sharing, and viewing content, the role of Portal has become critically important for many organizations.

Avineon's approach to implementing Portal begins with understanding each client's needs and aligning them with the most relevant configuration and trainings. In addition to implementing Portal user and group management, Avineon recommends and regularly configures the Esri Enterprise Web GIS Disaster Recovery (WebGISDR) tool to export the components of your ArcGIS Enterprise organization to a backup file that can later be used to restore your organization in the event of hardware failure or data loss. The file includes your portal items and settings; hosted web layers; federated and hosting server settings; and, if using ArcGIS Data Store, your hosted feature layer data and hosted scene layer caches.

Each implementation is complemented by an architecture diagram and multi-page *Administrator Guide* containing the specific deployment configurations, security, and standards that is created during the configuration. Avineon provides in depth administrator training sessions which can be recorded for reference.

Additionally, Avineon offers GIS governance consulting for Portal administration and content management. Our consultants have presented several conference workshops to help customers better understand the importance of Implementing a governance framework for maintaining consistency, security, and compliance in geodata creation and distribution. It defines the standards and processes for managing the Esri Enterprise Portal and ensuring that content is used securely and authoritatively. Additionally, it governs the behaviors related to content requests, creation, modification, and access.

Without proper governance, Enterprise content can quickly become inconsistent and disorganized, leading to duplicate and outdated information across different silos. This lack of standardization undermines trust and, in many cases, results in content being shared inappropriately, creating potential security risks.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Based on this experience, Avineon has proposed an optional task to support the development of GIS content governance to complement the Portal implementation. More details are provided in *Sections 2* and *4*.

1.e Experience in Utility Network Migrations

In the last three years, Avineon has implemented 10 Utility Network migrations for our clients.

Avineon has been working with Esri to support product changes that help make the jump to the Utility Network and ArcGIS Pro easier for editors, integrators, users, and system maintenance. Our team is on top of emerging trends. After participating in the *Early Adopter* program, we recently implemented the newly released Migration Toolset for the ArcGIS Utility Network for several clients. Using the toolset, our team jumpstarts Utility Network migration projects with an immediate transformation of existing data into a simplified Utility Network model. Demonstrating this tangible version of the Utility Network builds early foundational understanding of Utility Network concepts that are rooted in real data. Stakeholders are more engaged in the design process and can make modeling decisions more quickly and confidently. Additionally, the Migration Toolset enhances the data quality assessments which identify critical targets for source data cleanup and automations to bulk clean and transform during the full migration.

In addition to Utility Network migrations, in the past three years, Avineon has helped more than 30 clients transition from ArcMap to ArcGIS Pro. In many cases, the clients are not ready for a full-scale transformation to Utility Network but want to leverage the modern toolsets within ArcGIS Pro. Migrations from ArcMap to Pro require significant technical considerations as well as process changes. Our proven methodology ensures that ArcGIS Pro is configured to support existing data but also move toward better data governance and streamlined workflows by leveraging modern configurations with *Attribute Rules*, *Editing Templates*, and *Arcade*. Our approach ensures our customers receive appropriate training, have time to practice new skills, understand the benefits of the new system, and are supported through their adoption journey.

In our experience, the governance, change management, and training aspects of Utility Network migrations are the most challenging piece for clients. Therefore, we have adapted our approach to building and delivering training plans so that we can adjust as needed to be certain that each editor or user gets the specific attention they need for their journey to Pro and the Utility Network.

In the past three years, Avineon has delivered over 72 unique custom training projects for our clients.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

2. Technical Approach

2.a Understanding of This Project and Requirements

Our team is highly experienced in executing projects of a similar nature and size and we have established a proven methodology for success. The transformation to Enterprise and Utility Network intertwines modernization across technology, data, and people. Our approach focuses on all three components during each phase, and we will run Phase 1 and 2 for Enterprise \ Portal in parallel with Phase 3: Utility Network Data Migration.

We also understand that adopting the Utility Network and Esri Enterprise and Portal are more than a technological upgrade, it is a cultural transformation that requires employees to adopt new mindsets about data usage, collaboration, and decision-making.

Below are key issues based on our past experience that we will address during each phase:

- **Misunderstanding the End State:** If technology does not align with end-users' workflows, it becomes a barrier, causing inefficiencies, manual workarounds, underused features, and poor ROI—undermining modernization goals. *Avineon will ensure the design phases accurately capture the technical requirements for the architecture and data as well as the business processes and use cases.*
- **Learning Curve:** Stakeholders need time to understand new concepts and gain hands-on experience. Without this, they may make poor design decisions, resulting in a subpar product and increased resistance to adoption. *Avineon will provide a comprehensive training and support plan that begins at project kickoff and provides hands-on training and practice well before go-live.*
- **Migrating Poor Data:** The Utility Network requires high-quality data for effective subnetwork tracing, connectivity, and associations. Migrating poor data will result in a low-quality dataset and hinder project success. *Avineon will provide early feedback and recommendations to improve data quality at the source, through bulk processes during migration and through ongoing post implementation steps.*
- **Governance:** The implementation of an upgraded platform with Portal as well as entirely new workflows for data management requires new standards and processes or the system will become at-risk. *Avineon will provide best practice governance recommendations during each phase and through the Administration trainings so that the City is ready to sustain the system after go-live.*

Our approach to successful implementation is detailed in the following sections.

2.b Approach and Methodology

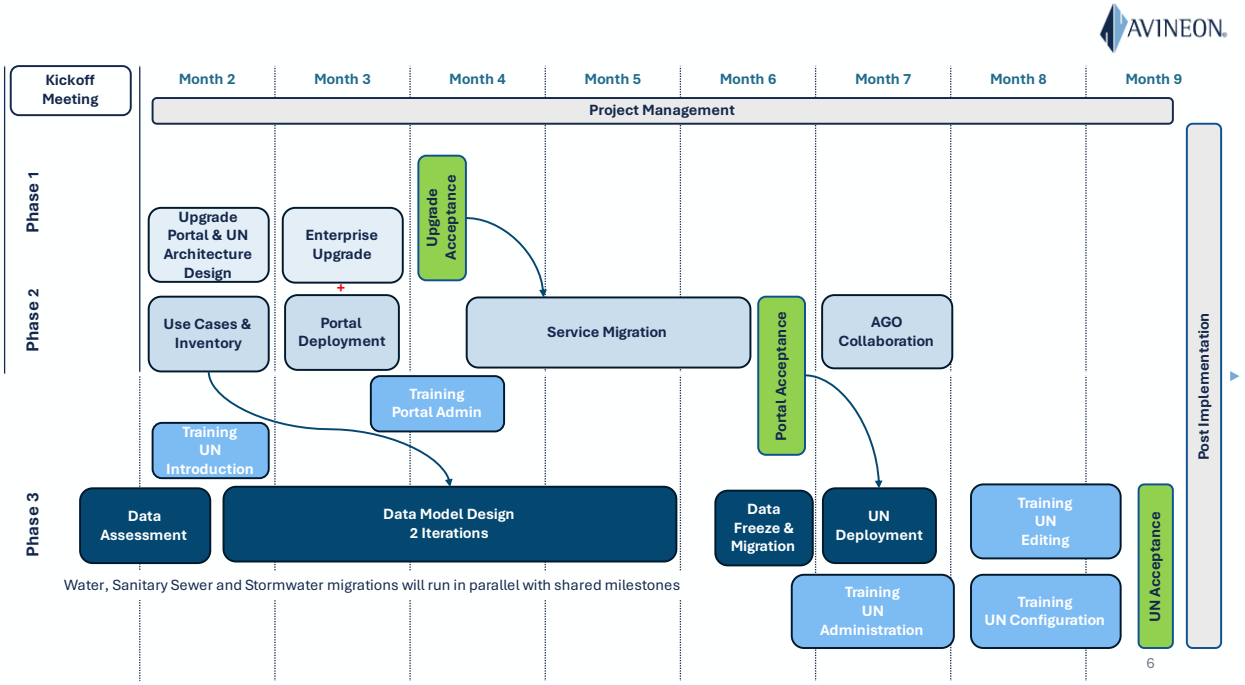
Avineon’s key elements for success include our proactive approach, clear and consistent communication and focus on quality. Our project approach breaks down the large phases into a series of achievable milestones, designed to build “wins” into each step of the project. Our goal is that stakeholders experience a compounding effect of understanding, confidence, and momentum so that the end technology and data transformation meet the City’s goals.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

2.b.1 Project Work Breakdown

The Enterprise upgrade, Portal installation, and Utility Network migration are heavily intertwined. Phases will run in parallel to ensure cohesive design, deployment, and training.

- **Planning:** Avineon will conduct remote design meetings within each phase to review the City's organizational goals, systems, data, and use cases. These design sessions will build upon one another and guide the design of the data, processes, and systems envisioned for a successful Portal and Utility Network implementation. Results will then be used to determine how the City's ***people*** can leverage ***technologies*** and follow ***processes*** that enable the City to reach its goals.
- **Phases 1 and 2:** Avineon proposes that Phases 1 and 2 for the upgrade and Portal deployment be planned at the same time and (if possible) completed as a single phase. Avineon will conduct an architecture review with the City to consider advantages and risks of performing both phases at one time. A single deployment would minimize downtime of the production system and streamline the deployment; however, the City will have the opportunity to review both options and determine the best approach.
- **Phase 3: Utility Network Migration:** Water, sanitary sewer, and stormwater workstreams will run in parallel with the Enterprise tasks. Each utility will follow the same timeline with shared milestones (data validation, design, modeling, migration, training and go-live). Avineon will engage the specific utility SMEs during each component.
- **Project Management:** Our detailed project management approach is outlined below. Key milestones are summarized in the following timeline graphic. Avineon anticipates the project can be completed in eight to nine months. The baseline schedule will be agreed upon with the City prior to the kickoff.



Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

2.b.2 Project Initiation, Kickoff, and Planning

During the initiation phase, Avineon will focus on building a strong partnership with the City. Our project manager will work with the City's project manager to develop a consistent communication plan and baseline project schedule to ensure expectations are understood and communicated.

2.b.2.1 Initiation Tasks

- Perform **Project Initiation** including financial setup, creation of the project artifacts, project and stakeholder registry, and onboarding of the Avineon project team.
- Development of the **Project Baseline** which identifies the detailed work breakdown assigning tasks, dates, and resources.
- **Information Gathering:** The City should be prepared to provide a copy of its data and/or any relevant documents prior to kickoff (if possible). Avineon will prepare for the kickoff by reviewing the materials and identifying any early opportunities, questions, or risks.
- **Project Kickoff:** Avineon will create an agenda and conduct the project kickoff remotely with key City stakeholders to ensure alignment on the goals, timing, scope, and expectations. Avineon will provide a recording, minutes, and action items following the kickoff.
- The Avineon Project Manager will establish a **Communications Cadence and Status Reporting Guidelines** to agree upon the format and cadence for communication frequency, channels, and stakeholders. This plan also addresses the reporting mechanisms, templates, and tracking requirements.
- Avineon will work with the City's project manager to define the **Scope Management Plan** to detail the agreed upon steps and timelines for:
- Submission, review, and approval of deliverables
- Invoicing guidelines and definition of milestone and percentage complete
- Defining how scope changes will be reviewed and managed to avoid the risk of scope creep (i.e., uncontrolled growth of the project scope)
- Outlines communication of change and documentation and notification of impact to scope, schedule, and budget

2.b.2.2 Ongoing Project Management Tasks

Throughout the project phases, the Avineon project manager will be responsible for managing the scope, schedule, and budget through the following tasks:

- Manage the day-to-day activities, tasks, and resources necessary to complete each project phase.
- Monthly Project Reporting, summarizing key milestone achievements for the last 30 days and providing a high-level preview for the next 30 and 60 days.
- Support executive presentations and briefings as needed to summarize key achievements and any risks or decisions.
- Coordinate and lead meetings including team meetings, discovery assessments, stakeholder meetings, and planning workshops. Coordinate with the City to schedule and conduct these activities.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

- Provide financial management for all activities, solutions, and work products to the City throughout the project life cycle.
- Coordinate milestone invoicing and deliverable tracking and acceptance.

2.c Scope of Work Issues and Coordination with the City

2.c.1 Phase 1: ArcGIS Upgrade

Avineon understands the City would like to upgrade the existing Enterprise production deployment and then add Enterprise Portal and Utility Network capability. We highly recommend the City adopt Esri Enterprise version 11.3 and follow Esri guidelines.

Avineon proposes that Phases 1 and 2 for the Upgrade and Portal deployment be planned together and then run as a single phase. If the City is amenable to this option, the Architecture Design sessions will be combined. During the architecture review with the City Avineon will outline advantages and risks of performing both phases at one time. A single deployment would minimize downtime of the production system and streamline the deployment; however, the City will have the opportunity to review both options and determine the best approach.

Avineon will use our proven approach and well-defined upgrade checklist to ensure a smooth process with minimal downtime.

2.c.1.1 Upgrade Planning

For the upgrade, the City will provide an inventory of active services and dependent applications for testing and validation post-upgrade. Avineon will conduct a pre-upgrade meeting with the City's GIS Division and IT Department.

- Understand the background of the City's GIS infrastructure and upgrade history.
- Considerations for current capacity, performance
- Option to combine the Architecture for the Phase 2: Portal and Utility Network within the Enterprise
- Recommendations for future application of patches or upgrades
- Draft the upgrade checklist including specific steps and responsibilities for the upgrade:
- List of key contacts for support during the window
- Remote access and permission validation
- Software downloads
- Pre-installation IT tasks including backup of servers, databases
- Validation of licensing, SSL certificates
- Service accounts, permissions, and security check
- Installation order of operations
- Testing responsibilities, contacts, and timing to validate services and dependent applications

2.c.1.2 Perform Upgrade

If the upgrade is performed separately from Phase 2, Avineon expects to complete the upgrade using remote access during regular business hours and anticipates the upgrade portion can be completed within 2 days assuming all pre-requisites are in place.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Avineon will work through the Upgrade Checklist in coordination with the City and our team will conduct the upgrade with timely communication throughout the process.

Following the upgrade and within the time window agreed upon, the City will follow the checklist and inventory to validate and ensure all existing data, applications, processes, etc. are functioning properly with City

The City will provide approval immediately so that the system may be re-engaged for use.

2.c.1.3 Phase 1 Deliverables

- Upgrade Checklist document in PDF format describing the steps taken to perform the upgrade as well as a shared online upgrade checklist that can be managed throughout the process.
- An action plan in PDF format detailing recommendations for a future upgrade schedule, in line with a city of De Pere's size and Avineon/Esri recommendations.
- Upgrade of one production system to 11.3.

2.c.2 Phase 2: Esri Portal Installation

2.c.2.1 Enterprise Design and Planning

Avineon will plan the deployment of Portal, Data Store, and Utility Network within the newly upgraded Enterprise environment to align with Esri best practices:

Logical reference architecture for Network Management System | ArcGIS Architecture Center

Avineon will hold architecture design meetings with the City IT staff. These sessions may be combined with Phase 1 planning, if possible, to provide a cohesive design and plan. The combined team will Review the use of Portal for Utility GIS data including:

- System and licensing requirements
- Performance and configuration for Utility Network branch versioning and service-based editing
- Support for future Utility Network phases:
- Access for utility related integration and data collection use cases
- Capability to host a Utility Network test/training database for each utility.
- Discuss third party applications, automated jobs, and any known downstream version dependencies.
- Review requirements for Portal with a focus on non-Utility GIS data and content.
- Identify use cases for County data collaboration
- Identify use cases for ArcGIS online sharing or use of a Portal-to-Portal collaboration
- Consider "soft go live" opportunities, if possible, to allow for graduated testing and acceptance.

Avineon will provide options for the server deployment. To ensure a robust implementation of an enterprise deployment tailored for a production Utility Network, it is recommended to configure an additional ArcGIS Server dedicated specifically to Utility Network feature services alongside the ArcGIS Enterprise base deployment. ArcGIS Utility Network Server is licensed as ArcGIS GIS Server and configured as the Utility Network server meant for publishing Utility Network feature services.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

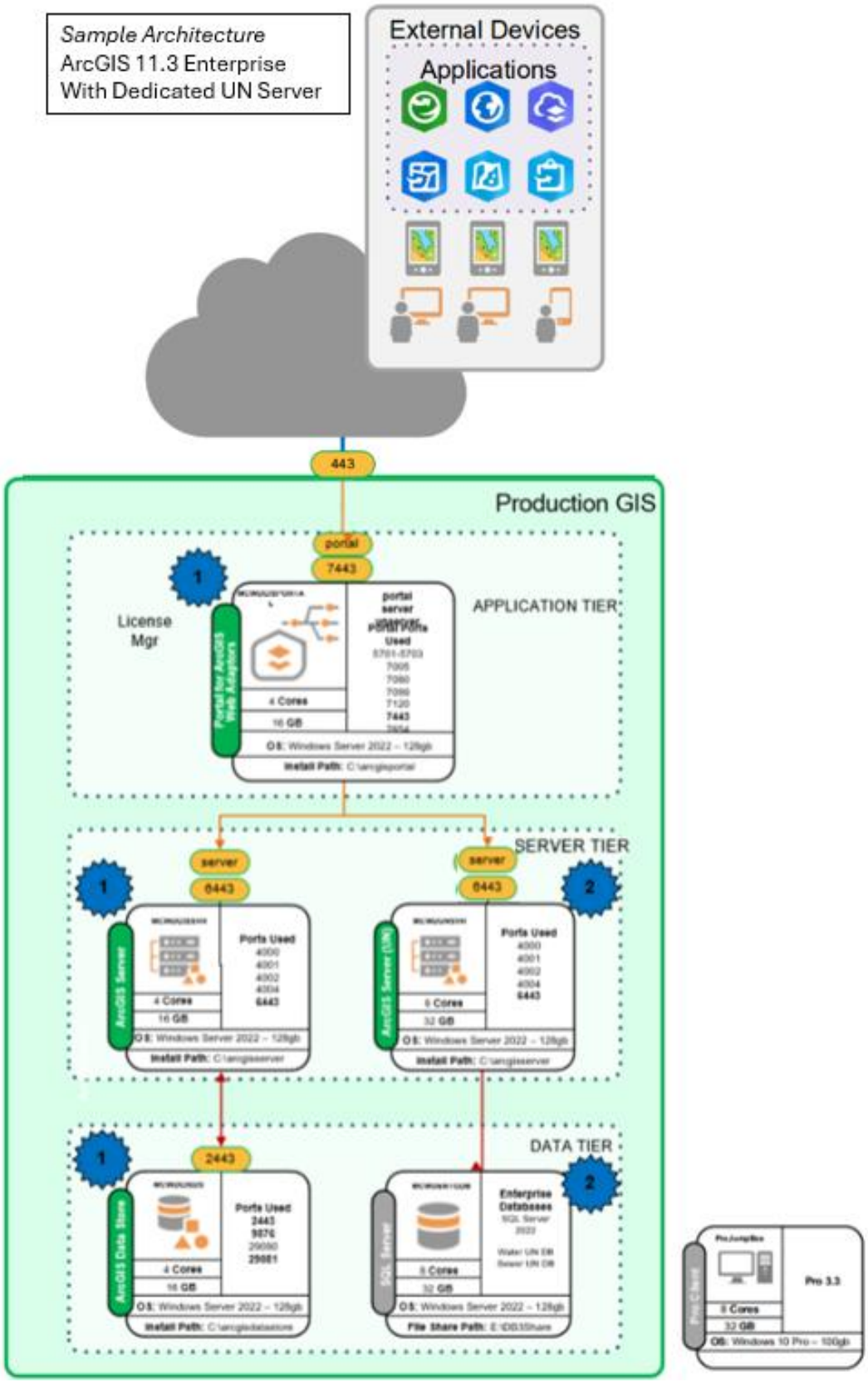
2.c.2.2 Enterprise Design Diagram

Avineon will document the production design specifications and draft a visual diagram (Visio or similar) to present to and share with the City team. This diagram focuses on the Esri Enterprise software. The diagram will address:

- DNS/SSL specifications
- Networking/port/firewall specifications
- Esri Server specifications (FQDN, Name, IP, OS, CPU, DISK) with associated software assignments
- File server, backup location and / or automation server requirements (if applicable)

A sample architecture diagram with dedicated Utility Network server tier is presented on the following page.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.



Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

2.c.2.3 Enterprise Deployment Checklist

Avineon will draft the upgrade checklist including specific steps and responsibilities for the Enterprise Portal deployment:

- List of key contacts for support during the window
- Method of direct access and administrator level credentials to perform the installation and configuration.
- Pre-Installation tasks to be performed by the City
- Installation and configuration to be performed by Avineon
- Post-Installation test steps, assignments, and dates
- Process for approval of the environment

The City will ensure the ArcGIS Enterprise Portal implementation meets all required criteria prior to deployment. The City is responsible for ensuring that any downstream dependencies are not impacted by the Portal and Utility Network deployment.

2.c.2.4 Enterprise Portal Installation

The City will be responsible for the following prior to the installation:

- Ensure all servers are deployed according to the system requirements.
- Perform any server backups prior to the upgrade.
- Establish networking protocols within the server environment and validate communication between public and private networks.
- Provide the SSL certificate and domain name (e.g., maps.organization.com).
- Ensure all relevant accounts are created prior to the installation.
- Ensure all software and licenses are available. Access to MyEsri.com to download the appropriate software installations and license files.
- Schedule all stakeholders so they are available for training and testing to occur immediately after the installation.
- Credentials and administrative access to the system.
- IT support contact with availability during the deployment window.

2.c.2.5 Enterprise Portal Deployment

Avineon will install and configure one new Esri Enterprise environment:

- Ensure all software and access is present for installation.
- Coordinate with IT for operating system backups.
- Perform Portal backup using the Esri Web GIS Disaster Recovery (WebGISDR) utility and copy content directories.
- Installation and configurations:
  - Portal
  - Portal Web Adapter
  - Data Store
- If not previously installed, install ArcGIS Pro on the database server.
- Configure automated Portal Backup using the WebGISDR utility.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

The following components will already have been upgraded as detailed in Phase 1:

- ArcGIS Server
- ArcGIS Server Web Adapter
- SQL Database

Avineon will perform one round of functional testing to Esri software that has been deployed as designed.

- Ensure the automated Portal Backup is running as designed.
- Ensure *Identity* and *User Authentication* are working as planned (administrator and one test user).
- Ensure a view only test service can be published and shared to a test group.
- Ensure an edit test service can be published and data updated in the relational Data Store.

2.c.2.6 Training and Testing

To achieve successful deployment, the identified GIS administrator should be trained in managing ArcGIS Enterprise environment. Avineon has extensive experience providing customized training to our customers and will customize the training necessary to support implementation for the City.

2.c.2.7 Portal Administrator Guide

Avineon will draft a high-level *Administrator Guide* that includes the architecture design and list configuration, credentials, and URLS for the installed components. This document is designed as a quick reference for the newly installed components of the system and will not include comprehensive “how to” use the system document or provide recommendations on best practices, content management, etc. Refer to the Esri help center for additional information if needed.

2.c.2.8 Conduct Administrator Training

Avineon will provide up to two hours of screenshare knowledge transfer. The City will ensure the designated GIS administrator is available as part of the pre-installation checklist. The training will address:

- Architecture and configuration of the ArcGIS Enterprise production and test environments
- Publishing services to the test environment

2.c.2.9 User Acceptance Testing

- This task focuses on ensuring that the Enterprise deployment is configured and approved.
- User acceptance testing will be conducted within 10 business days after the upgrade to ensure the systems are working appropriately.
- The City is responsible for testing all items outside of the Enterprise such as desktop workflows, access and integrations work correctly post-upgrade.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

- The City will confirm a small number of power users and set of tests to verify the system. Testers should include key power users in Portal that can easily confirm various workflows with data, services, maps, and applications.
- The City will perform testing within the designated window and provide one round of feedback that summarizes all critical issues for discussion and prioritization.
- Avineon and the City will mutually agree on any critical bug fixes and resolve those prior to scheduling the live conversion.
- The City will approve the user acceptance testing revisions and sign off (critical issues only) within the agreed timeframe.

2.c.2.10 Phase 2 Deliverables

- Architecture design and system specifications for one production environment
- Pre-Upgrade and pre-installation checklist
- Deployment of one ArcGIS Enterprise production environment
- Draft *Administrator Guide*
- Conduct up to two hours of remote ArcGIS Enterprise training.
- Support as the City performs testing (five days).
- Resolve any critical and mutually agreed upon issues.

2.c.3 Phase 3: Utility Network Migration

2.c.3.1 Source Data Assessment

The first task is a comprehensive review of existing data with a focus on quality and completeness. The data review will help direct the focus of the discovery workshops.

The City will provide Avineon with all relevant data records, both GIS and tabular data, to include the following GIS layers and information:

- Utility geodatabases and ArcMap document(s)
- Relevant feature classes falling outside of the utility data
- Sample field workflow data and documents (e.g., inspections)
- List of use cases for each utility
- Stakeholders and roles of organization staff impacted by the Utility Network migration

Avineon will use the newly release Esri Migration Toolset to analyze the current datasets and convert to a streamlined Utility Network model. The toolset will quantify the errors in the source data. Example checks include:

- Duplicate or coincident features
- Null or blank attributes (e.g., diameter, material, etc.)
- Connectivity: overshoots, undershoots
- Lines that are not split at intersections or that do not have associated endpoint features

2.c.3.2 Data Readiness Assessment and Recommendations

The outcome of this task is the *Data Readiness Assessment* which will list a summary of errors and the critical targets for source data cleanup and automations to bulk clean and transform during the full migration.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Avineon will provide a remote presentation of the results of the source data validation:

- A first look at a potential feature class mapping for the source data feature classes to the target Utility Network feature classes.
- Highlight key recommendations for appropriate source data clean up and approach to the migration:
  - Identify where the data is best corrected:
    - In your current environment on the source data
    - During the migration process (programmatically)
    - After the move to the Utility Network with ArcGIS Pro tools
  - Proposed automations that can be utilized to address errors in the data transformation process.

If requested, Avineon will provide estimates to perform data cleanup as a manual process in either ArcMap or ArcGIS Pro.

2.c.3.3 Training: Introduction to Utility Network

Avineon will provide one remote training session designed to introduce the City's core project team to the Utility Network data model in the context of the City's data. Avineon will use the preliminary transformation to the simplified Utility Network model from the source data assessment task. Demonstrating this tangible version of the Utility Network builds early foundational understanding of Utility Network concepts that are rooted in real data.

This session will cover an overview of Utility Network core data components and terminology so that the City can better understand the future state prior to the design sessions.

2.c.3.4 Design Sessions

By the start of this task, the stakeholders will have a foundational understanding of the Utility Network concepts and future stat which will keep them more engaged and provide better modeling decisions.

Avineon proposes the remote Design sessions below and will work with the City point of contact to draft the agenda and invite appropriate stakeholders. These sessions will be designed to define requirements that impact the current project to migrate to version 1 of the Utility Network. These sessions may be conducted onsite if the City prefers. The budget indicates the cost estimate to add the onsite travel.

- Editing Workflow Requirements (one per utility)
  - Workflows for data editing, maintenance of utility GIS data including data automations, ID generation, editing rules, and editing templates
  - Digitization and symbology requirements
  - Configuration of ArcGIS Pro for field and layer visibility
  - Identify risks and process or skill gaps that can be addressed throughout the project using our communication and training plans to staff transition confidently.
- Downstream Dependencies (one per utility)
  - Operational drivers for utility including capital projects, maintenance plans, and asset management
  - Field operations

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

- Meter data management
- Customer information system

After these sessions, Avineon will provide meeting recordings. To the extent that any requirements identified are outside of this scope of work, Avineon will work with the City to provide options for a future Phase 2 Utility Network deployment.

2.c.3.5 Digitizing Standards

Digitizing standards are important to define prior to the migration of the data into the Utility Network. Standards define how the City will manage assets and provide white space for clarity in reading maps. Standards help determine where stacked lines and devices are offset to provide visualization of all features.

Specifying digitizing standards ahead of migration can lead to data cleanup automation within the migration process and/or a modified rule base and feature templates to support quality in the final editing process.

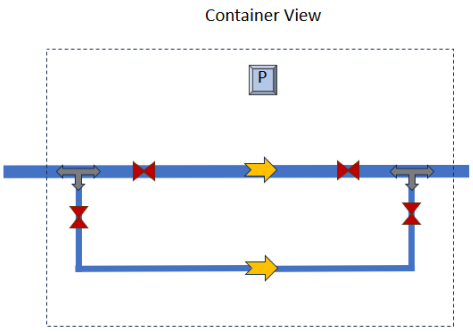
A digitizing standards meeting will take place to determine how the City would like to digitize in 2D with offsets on vertical coincidence. Avineon will review any existing standards and document the future Utility Network digitizing standards in the existing format or Avineon's standard template.

2.c.3.6 Data Model: Iteration 1

Avineon will propose a draft version of the Utility Network Data Model for each utility. Our first iteration will be based on the Esri Essentials Utility Network model as well as our own experience in Utility Network design. Avineon assumes this project is the foundational version of the Utility Network and will contain the following configuration (per utility).

- Define asset groups, asset types, and attribution.
- Up to three simple attribute rules such as ID Generation, Copy Feature to support abandonment of assets, etc.
- One Containment Association per utility such as Water Pressure Reducing Station or Sewer Lift Station and associated Pre-Set template (if applicable)
- Up to two group editing templates such as Hydrant-Lateral for Water.
- One subnetwork tier per utility (System Tier – e.g., Distribution); this may be a subset of the network as it requires clean data.

Example Containment Association for Water

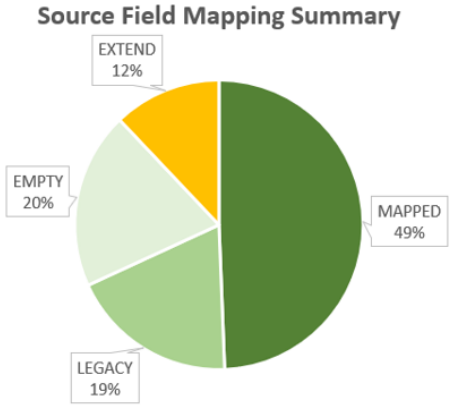


Avineon will create a logical mapping of the feature classes, fields, and domains. The intent of this first Iteration is to define 75%-80% of the model. Avineon will perform the following data modeling tasks:

- Prepare data modeling spreadsheets (source data/Utility Network model).
- Capture the initial data transformations in the data model spreadsheets.
- Configure the Utility Network model in FME workbench.
- Develop the initial Utility Network file geodatabase (FGDB).

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

- Conduct a recorded review meeting and deliver Iteration 1 draft to the City:
  - Data modeling spreadsheets
  - FGDB (and asset package if applicable)
  - Pro project with basic symbology (will not include editing configurations)
  - Proposed Pro project configuration for layer and field visibility and aliases



The City will review the proposed mappings and provide feedback within 10 business days to inform Iteration 2. The review may take up to one full day of City resource time to complete.

2.c.3.7 Data Model: Iteration 2

Iteration 2 is designed to solidify 90-95% of the detailed data model and editing design. After this iteration, the data model will not undergo significant changes.

- Conduct follow-on data modeling workshops (if needed) for refinement.
- Configure one subnetwork tier per utility; this may be a subset of the network as it requires clean data.
- Identify final Pro project configuration for layer and field visibility and alias, symbology
- Conduct a review meeting and deliver Iteration 2 draft to the City:
- Data modeling spreadsheets
- FGDB (and asset package if applicable)
- Pro project configured with layer and field configurations
- Data modeling spreadsheets
- FGDB (and asset package if applicable)
- Pro project configured with attribute rules, layer and field configurations, editing templates, and up to two *Group Templates* per utility

2.c.3.8 Go-Live Transition Period

Avineon proposes a soft transition to the Utility Network. The transition phase provides more time for training and streamline the testing and approval process. Practicing skills, maintaining data and validating the workflows concurrently will build higher confidence and better overall adoption at the end of the project.

Avineon will draft the Go-Live Checklist in coordination with the City. This document is intended to outline the steps, dates and responsibilities covering the critical path and “soft go live” timeline to move from the approved data model through training and testing to go-live. The final schedule will consider the impacts for downtime, resource demands and availability:

- Finalization of the model
- Freeze the data from edits in the current system
- Three week freeze to accomplish the following:
  - Week 1: Perform the full migration
  - Week 2: Deploy to production
  - Week 3: Perform *Editing Fundamental Training*

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

After the training, the City will handle all future edits in the newly implemented system. This begins the user acceptance testing phase.

- The City will practice workflows using real edits, which will help validate processes and identify any necessary configuration changes for advanced training.
- By managing ongoing data needs during training and testing, we avoid a large backlog of edits after go-live.
- The City can immediately view and resolve errors in the Utility Network, allowing them to establish standard operating procedures (SOPs) for quality management.
- Staggering the second round of advanced training allows time to fully absorb editing skills before tackling more advanced topics.
- UAT feedback can be incorporated into the advanced training, such as creating new group templates or making configuration changes. The team will learn to apply these changes on their own.

After testing, the system will be live, eliminating the need for another round of migration or sign-off.

2.c.3.9 Training and Testing

As defined in the *Go-Live Checklist*, Avineon will provide a series of training sessions. These sessions will be performed in the City's Utility Network and with examples from the City's specific configuration and data. In addition to the training, Avineon will support the City's staff as they learn new skills by holding weekly office hours. This engagement process will be conducted during the soft go-live and help streamline the user acceptance testing.

Avineon will create an *End User Guide* for the training sessions that highlight key steps with an example for each utility. Each training session will be two to three hours and will cover instructor lead learning as well as hands on practice using the guide. The training sessions will be run jointly for all utilities.

User acceptance testing will be performed during the same time span. Avineon anticipates that the transition and go live phase will span six consecutive weeks. Should the City require additional time, a change order may be agreed upon.

Training Sessions and Timeline

- Training 1
  - Overview of Service Editing and Branch Versioning
  - ArcGIS Pro Setup and Configuration
- Training 2
  - Editing Fundamentals
  - Data Quality and Error Resolution
  - *City is editing latest data – Remove Data Freeze
- UAT and Skill Practice
  - Office Hour/Review Feedback
- UAT and Skill Practice
  - Office Hour / Review Feedback
- Training 3
  - Advanced Concepts

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

  - Incorporate Configuration Changes
- Training 4
  - Subnetworks and Tracing

2.c.3.10 User Acceptance Testing: Utility Network Configurations

- The *Editing Guide* will outline the specific workflows to be tested.
- The City will confirm one or two power users as user acceptance team members. These should be key editors/administrators who have attended training.
- A set of tabular test cases will be delivered and tracked in spreadsheet form.
- Avineon will conduct a user testing kick-off to ensure the testers understand the testing, acceptance process, and how to report feedback.
- The City will perform testing in the production environment and provide one round of feedback that summarizes all critical issues for discussion and prioritization.
- Avineon will provide two remote office hours (one each week) to provide testing support.
- Avineon and the City will mutually agree on any critical bug fixes related to the data processing, attribute rules, and editing workflows. Avineon does not expect to perform data model or transformation changes as part of the testing. Avineon expects to resolve any issues within five business days.
- The City will approve the user acceptance testing revisions and sign off (critical issues only) within the agreed upon timeframe.

2.c.3.11 Utility Network Administrator Guide and Training

Avineon will provide a remote (up to two hour) session on the configuration of Utility Network in the Esri Enterprise environment using the *Utility Network Administrator Guide*.

2.c.3.12 Phase 3 Deliverables

- Digitizing Standards Document
- Two Iterations of Data Model (Spreadsheets, File Geodatabase, and Pro Project)
- Go-Live Checklist
- End User Guide with workflows for the configurations (one guide comprehensive of all utilities)
- Four end user training sessions (remote) up to three hours each
- Test Cases (Tabular), Two Office Hour Sessions
- One *Utility Network Administrator Guide* and training (up to two hours)

2.c.4 Phase 4: Post Implementation Support

Avineon will provide post-implementation warranty support during the six-month period following go-live or the last data deliverable, whichever is later. Support requests will be initiated by the City using the Avineon support ticket system.

The deliverables will perform in accordance with the applicable acceptance criteria, documentation, and other specifications set forth at the time of the City's acceptance of such deliverable and for one month following such acceptance (the "Warranty Period"). Avineon will correct, repair, and/or replace, at no cost any defect, malfunction, or nonconformity that prevents such deliverable or software from conforming and performing as so warranted and that occurs during such Warranty Period, provided that Avineon's sole obligation under this warranty

shall be to carry out such remedial services. The foregoing warranty is exclusive and in lieu of all other warranties or conditions express or implied, including but not limited to implied warranties of fitness for a particular purpose, implied warranties of merchantability, implied warranties of merchantable quality, and any other warranties arising by statute or otherwise in law from a course of dealing or use of trade.

2.c.5 Phase 5: GIS Content Governance Standard Procedures (OPTIONAL)

Implementing a governance framework is crucial for maintaining consistency, security, and compliance in geodata creation and distribution. It defines the standards and processes for managing the Esri Enterprise Portal and ensuring that content is used securely and authoritatively. Additionally, it governs the behaviors related to content requests, creation, modification, and access. Without proper governance, Enterprise content can quickly become inconsistent and disorganized, leading to duplicate and outdated information across different silos. This lack of standardization undermines trust and, in many cases, results in content being shared inappropriately, creating potential security risks.

If selected, this task should be conducted in parallel with the design and implementation tasks. By completing this task, the City will ensure that the use of the Enterprise Portal meets the following standards:

- Documented and enforceable standards and behaviors.
- Users are added and removed appropriately.
- Data is easily searched and identified as authoritative by end users.
- Content is trusted and is shared between departments.
- Change requests follow an established change process.
- Process to successfully promote content from development to production, and to identify and archive content as it is no longer used.
- Self-service and productivity are encouraged across the GIS footprint.

This task would be performed prior to the service migration for the Portal to guide the organization, publishing and sharing of migrated services, applications, and hosted data within the Enterprise Portal.

- It does not include standards, processes or management for data or processes outside of the Portal such as (but not limited to) SDE Enterprise databases, automations, integrations, file or imagery storage.
- It does not cover processes for monitoring, disaster recovery or further administration of the underlying technology or software.
- The City is responsible for implementing the recommended SOPs and training the appropriate stakeholders.

2.c.5.1 Enterprise Content Management Standard Operating Procedures (SOP)

Avineon will draft the SOP document to specify processes and assigned responsibilities:

- Standards for content naming, metadata, tagging and categorization so that content is consistent and easily understood and searched

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

- Assignment of roles and responsibilities
- Definition of content security and privilege so that different levels of users may be engaged at the appropriate level across departments and organizations
- Tiered privilege for users and groups with defined onboarding processes
- Request and approval process to support content generation, updates and promotion to production
- Audit and archiving processes

The City will provide a point of contact to provide input and make key decisions during the development of the SOPs.

2.c.5.2 Implementation of Standards and Template

Avineon will implement the following standards within the Portal so that the City may have a template “recipe” of the best practice:

- Creation of headless administrator content owner account
- Creation of project or department group
- Assignment of up to ten named users with assigned roles and permissions to illustrate best practices
- Publication of one example template including one feature class of hosted data, published service, web map, and simple configured map application to illustrate the standards for naming, categorization, tagging and metadata

2.c.5.3 Review and Approval

Avineon will present the SOP document to the City in a remote meeting and incorporate any feedback to the processes directly in the document during the review meeting.

After the meeting, Avineon will provide the document for the City to review. The City will either provide a single round of comments or provide signature approving the document within 10 business days. Avineon will resolve any comments within 5 business days and then the City will approve the final SOP with document signature.

2.c.5.4 Phase 5 Deliverables (Optional)

- Enterprise Content Management SOP review meeting and document
- Publication of one example template

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

3. Project Staff

3.a Summary of Staff Experience

As a strategic service partner, Avineon's technical team is specialized and organized around practice areas for ArcGIS Enterprise and utility GIS. Within these teams, key staff develop deep expertise in the subject areas.

The table below provides a representative sample of the Avineon staff available from our U.S. offices. We anticipate that the City's Esri Utility Network migration, Portal installation, and ArcGIS Enterprise upgrade would be performed entirely from our domestic offices. Your stakeholders can draw on the collective decades of experience offered by our staff, ensuring that you can apply industry best practices to your operations.

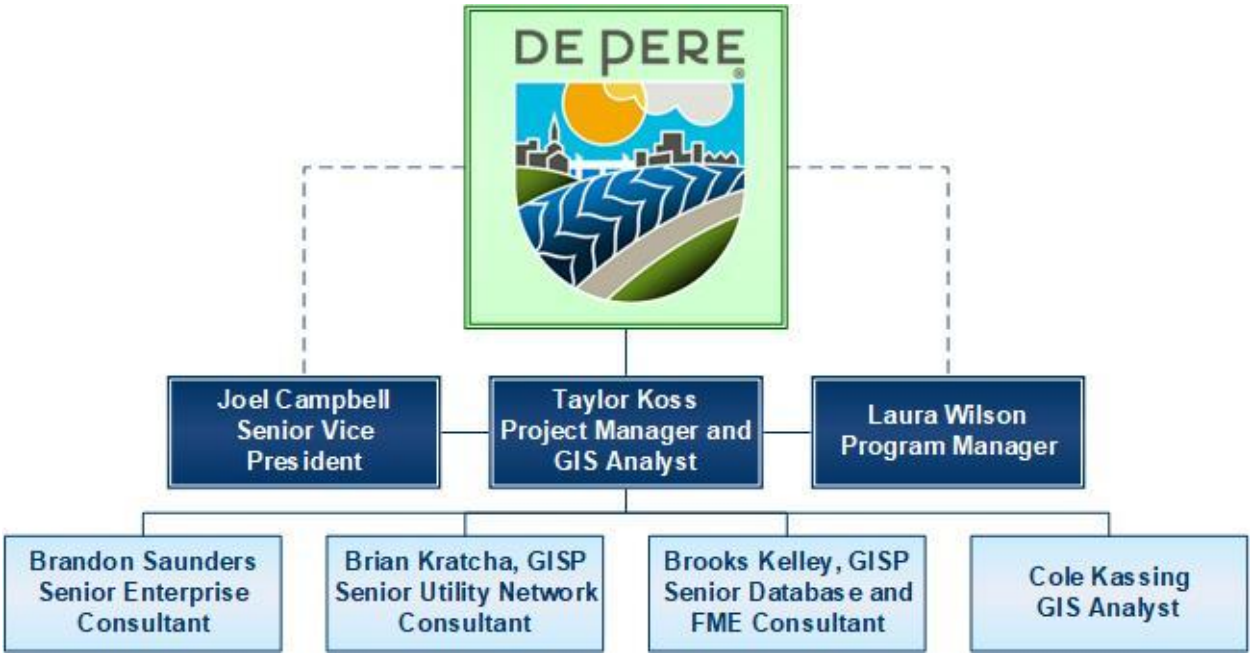
Name	Qualifications	Areas of Expertise
Kent Rothrock (26 years experience)	MA Geography; BS Recreation Management	Director of Technical Services, strategic planning, workflow consulting, governance, data management, database design, SQL Server management, automation, and integrations
Laura Wilson, PMP (26 years experience)	BS Geology; Project Management Professional (PMP); AWS Certified Cloud Practitioner; AWS Partner Certification (Cloud Economics); Azure AI Fundamentals	Director of PMO, project and program management, workflow consulting, governance, change management, application development, and integrations
Anil Jayavarapu, PMP (25 years experience)	MS Civil Engineering; PMP; Certified Process Professional (CPP); SAFe Agilist; Esri Utility Network Professional Certification	Utility Network Program Lead, strategic planning, workflow consulting, utility data modeling, governance, program management, and integrations
Brandon Saunders (18 years experience)	MA Geography; BS Geography; GIS Certificate	ArcGIS Enterprise design and deployment, automations, integrations, web applications, and administrator training
Taylor Koss (Nine years experience)	BS Geography, Florida State University; BS Environmental Studies, Florida State University; FAA Commercial UAV Pilot Certificate	Project management, use case mapping, Utility Network training, GIS analyst and data cleanup
Brooks Kelley (30 years experience)	MA Geography and GIS; BS Computer and Information Science; BA Geography; ***Certified GIS Professional (GISP)***; FME Certified Professional	GIS enterprise system planning, design, development, deployment, and implementation of GIS systems and applications; Utility Network migrations with FME

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Name	Qualifications	Areas of Expertise
Cole Kassing (Nine years experience)	BS Geographic Information Systems, Southern Illinois University	Data collection, quality assessment, data cleanup and AGO configurations and performing training and testing
Brian Kratcha (23 years experience)	BS Geography; Esri Utility Network Professional Certification; Esri ArcGIS Desktop Associate; ***Certified GIS Professional (GISP)***	Utility Network technical lead, data modeling, Utility Network migrations, data quality assessments, Utility Network training and administration

3.b Organizational Chart

Avineon takes great care when organizing a project team and strives to assemble a team that fully meets the specific demands of each undertaking. Our proposed team for the De Pere Esri Utility Network migration, Portal installation, and ArcGIS Enterprise upgrade is depicted in the diagram below. ***Brian Kratcha and Brooks Kelley are certified GISPs (GIS Professionals)*** as required by the RFP.



3.c Resumes for Key Personnel

Resumes for Avineon's key personnel are enclosed on the following pages.

Laura Wilson, PMP
Program Manager

EXPERIENCE

Ms. Laura Wilson is a certified Project Management Professional (PMP) with over 25 years of technical experience in GIS including 10 years as a developer and 15 years leading projects and portfolios for successful GIS implementations and enterprise digital transformations. Her extensive consulting and project management experience includes GIS strategy development, Enterprise and cloud implementation and migrations, database design and modeling, data transformation, custom application development, and system integrations.

SELECTED PROJECTS

- Project Management Office Director and Delivery Manager, Avineon – Responsible for overseeing and aligning project management activities with organizational goals. Established and implemented project management best practices and standards to ensure consistency, efficiency, and quality across the project delivery team.
- Program Manager, Mammoth Community Water District (MCWD): Utility Network migration for water and sanitary sewer, enterprise deployment and training.
- Program Manager, City of Torrance, California: Digital transformation for GIS with Enterprise and data governance.
- Program Manager, Medina County, Ohio: Utility Network migration for water and sanitary sewer, Enterprise upgrade and training.
- Program Manager, North Carolina State University: Water distribution migration to ArcGIS Pro.
- Program Manager, Pitt County, North Carolina: Enterprise implementation and migration.
- Technical Architect and Senior Project Manager, SUEZ North America – AWS Migration executed in six months to successfully re-host Enterprise GIS platform (1,000 users) from Esri cloud managed services to SUEZ-owned AWS.
- Technical Architect and Senior Project Manager, NC State University Office of the University Architect, Utility GIS Strategy and Implementation – Discovery and collection of functional requirements to move all utilities to Enterprise GIS (water, stormwater, sewer, electric, natural gas, and fiber). Developed strategic plan outlining prioritized rollout, recommendations for asset ID strategy with Assetworks (AIM).
- Technical Architect and Senior Project Manager, McCarran Airport (Las Vegas), Enterprise Cloud Migration
- Technical Architect and Senior Project Manager, Lower Neches Valley Authority – Cloud AWS Enterprise and SCADA integration

EDUCATION, CERTIFICATIONS, AND TRAINING

- Bachelor of Science Geology, University of North Carolina Chapel Hill
- Project Management Professional (PMP) Certification, 2014: PMP #1699600
- Microsoft Azure Accreditation: AI Fundamentals
- AWS Partner Accreditations: Technical & Cloud Economics

TECHNICAL SKILLS

- Esri Enterprise Systems Cloud and System Architecture
- Application Development and Database Design

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Taylor Koss
Project Manager and GIS Analyst

EXPERIENCE

Mr. Taylor Koss is a Project Manager with nine years of experience in the field. His strong technical background allows him to wear multiple hats within a project. Mr. Koss is adept at managing project scope, schedule and budget and all day-to-day aspects of projects including internal resource management, financial management and client communications. He specializes in Utility Network, Enterprise Implementations and Land Records (Parcel Topology / Parcel Fabric). His diverse experience includes performing utility data cleanup with ArcGIS software, running QA/QC on geospatial data, editing/correcting geospatial attributes to support Utility Network, and reviewing a variety of source documents.

SELECTED PROJECTS

- Project Manager, City of Lawrenceville, Georgia: Electric Utility Network migration with Enterprise deployment and training.
- Project Manager, Newnan Utilities, Georgia: Utility Network Migration for water and sanitary sewer with Enterprise deployment and training.
- Project Manager, Various ArcGIS Enterprise Upgrade and Migration Projects: Loxahatchee River District (FL), Midland County (MI), Bloomfield Township (MI), City of Superior/Douglas County (MN), Burke County (NC), Caldwell County (NC), Union County (NC), City of Harrisonburg (VA), and Southeastern Wisconsin Regional Planning Commission (WI).
- GIS Analyst, Eversource – Consolidate GIS Electric Utility data symbology and stored displays. Update and create Symbology Dashboard in ArcGIS Online. Find and Document all current state and future state GIS use cases and dependencies using Model Manager. Train users on ArcFM and ESRI for editing/versioning data.
- GIS Analyst, Dominion Energy Virginia – Setup ArcGIS Accelerators on ArcGIS Enterprise. Deployed Model Manager and Metrics as well as created Dashboards to display GIS Use Cases and Dependencies.
- GIS Technician, Los Angeles Department of Water and Power (LADWP) – Supported LADWP's priority clean-up project. Performed gas data cleanup using Esri ArcGIS and Smallworld software. Ran QA/QC on geospatial data. Edited and corrected geospatial attributes of utility networks. Reviewed and analyzed construction, engineering, and historical documentation. Created Online Web Maps, Web Applications, and Dashboards using ArcGIS Online. Used ArcGIS to create and manage Utility Networks.
- GIS Technician, City of Alameda – Provided services related to Alameda's parcel clean-up project. Performed gas data cleanup using Esri ArcGIS and Smallworld software. Ran QA/QC on geospatial data. Reviewed and analyzed construction, engineering, and historical documentation. Created Online Web Maps, Web Applications, and Dashboards using ArcGIS Online. Used ArcGIS to create and manage Utility Networks.

EDUCATION, CERTIFICATIONS, AND TRAINING

- Bachelor of Science in Geography, Florida State University, December 2014
- Bachelor of Science in Environmental Studies, Florida State University, December 2014
- FAA Commercial UAV Pilot Certificate, January 2017

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Brandon Saunders
Senior Enterprise Consultant

EXPERIENCE

Mr. Brandon Saunders is an experienced Senior GIS Consultant responsible for implementing, upgrading, and migrating ArcGIS Enterprise environments, automations, and workflow consultation for local government for more than 18 years. He is also experienced in workflow consultation for various state, county, and municipal governments. In his previous roles, he was responsible for maintaining parcel data and related land records information, road centerline data collection and maintenance, development of ArcGIS Online organizational sites, and maintenance of enterprise-level database environment.

SELECTED PROJECTS

- Senior Enterprise Consultant, City of Morganton, North Carolina: Utility Network design and Enterprise implementation.
- Senior Enterprise Consultant, University of North Carolina, Chapel Hill: Utility Network design/implementation and managed services
- Senior Enterprise Consultant, Various ArcGIS Enterprise Upgrade and Migration Projects: City of Stevens Point Utilities (WI), Franklin County (NC), Burke County (NC), Caldwell County (NC), Union County (NC), Davidson County (NC), City of Hickory (NC), and Randolph County (NC).
- GIS Specialist, Davidson County Building Inspections Department – ArcGIS Workforce/Navigator project. Pulled daily inspections out of work order database, processed the inspections, and emailed a daily route to the correct inspector.
- GIS Specialist, Highland Mapping – Deployed and configured AWS instances with ArcGIS Server for custom web applications for Martin County, Duplin County, Stokes County, Bladen County, Hertford County, and Swain County.
- GIS Specialist, Watauga County – Upgraded and migrated ArcGIS Server from 10.1 to 10.8.1.
- GIS Specialist, Highland Mapping – Developed automated jobs for custom database integration and data sharing between agencies and networks for Alamance County, Moore County, Davidson County, Watauga County, Duplin County, Bladen County, and Town of Boone.

EDUCATION, CERTIFICATIONS, AND TRAINING

- Master of Arts in Geography, Appalachian State University, 2010
- Bachelor of Science in Geography, Appalachian State University, 2007
- GIS Certificate, Appalachian State University, 2007

TECHNICAL SKILLS

- SQL Server and ArcSDE implementation
- ArcGIS Pro and ArcGIS Server

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Brian Kratcha, GISP
Senior Utility Network Consultant

EXPERIENCE

Mr. Brian Kratcha has over 23 years of experience in geospatial applications. He began his career working for various municipal and state agencies and utilities before becoming a consultant some 18 years ago. He has advanced knowledge of the Esri platform including specialty in Utility Network conversion projects for electric, stormwater, water, and sanitary sewer utilities.

SELECTED PROJECTS

- Senior Utility Network Consultant, City of Morganton, North Carolina: Utility Network for electric: design, migration, and training.
- Senior Utility Network Consultant, University of North Carolina, Chapel Hill: Utility Network for electric: design, migration, and training.
- Senior Utility Network Consultant, City of Columbus, Ohio: Utility Network for electric: design, migration, and training.
- Senior Utility Network Consultant, Town of Boone, North Carolina: Utility Network for water: design, migration, and training.
- Senior Utility Network Consultant, Stevens Point Public Utility (Wisconsin): Utility Network for water (pilot).
- Senior GIS Consultant, POWER Engineers – Worked on multiple Utility Network conversion projects for electric, stormwater, and irrigation utilities including work for Connexus, Turlock Irrigation District, and CenterPoint Energy. Configured FME workbenches for Utility Network conversions. Created Python scripts for GIS data validation.
- Senior Geographic Information Systems Analyst, Power System Engineering (PSE) – Created and led the GIS practice area. Worked with more than 150 clients to develop new or improve existing GIS applications for electric, fiber, and gas utilities. Architected, installed, and managed ArcGIS Enterprise/ArcGIS Online for PSE clients and internal staff.
- IS Data Service Professional/Geo Editor, Wisconsin Department of Transportation – Used LCM and Oracle Developer to maintain state-wide road centerlines for WISLR Program.
- GIS Coordinator, City of Marshfield – Built parcel, street centerline, address, sanitary sewer, and zoning data layers. Administered MS SQL Server. Supervised GIS intern and trained city personnel and the city's Common Council on GIS. Designed sanitary sewer and parcel data models.
- CAD/GIS Operator and Engineering Aide, City of Beloit – Developed and maintained citywide GIS using ArcGIS, ArcSDE, and AutoCAD. Administered Cityworks Database and evaluated software, hardware, and GPS equipment. Mapped city assets including storm, sanitary, and water utility systems using GPS equipment, sewer televising equipment, and as-built drawings. Created map books for the sanitary and storm water maintenance staff.

EDUCATION, CERTIFICATIONS, AND TRAINING

- Bachelor of Science in Geography, University of Wisconsin-Platteville, 2001
- Esri ArcGIS Desktop Associate 19-001
- Esri ArcGIS Utility Network Specialty 20-001
- Safe Software FME Academy – (13) Badges

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Brooks E. Kelley, GISP
Senior Database and FME Consultant

EXPERIENCE

Mr. Brooks Kelley is a Certified Geographic Information System Professional (GISP) and FME Certified Professional with over 25 years of experience in the GIS industry. He specializes in spatial data modeling and enterprise-level design. He is responsible for GIS enterprise system planning, design, development, deployment, and implementation of GIS systems and applications for our clients, both public and commercial.

SELECTED PROJECTS

- Senior Database and FME Consultant, Mammoth Community Water District (MCWD): Utility Network migration for water and sanitary sewer, enterprise deployment, and training.
- Senior Database and FME Consultant, Medina County, Ohio: Utility Network migration for water and sanitary sewer, Enterprise upgrade, and training.
- Senior Database and FME Consultant, San Jose Water (California): FME workbench migrations.
- Senior Database and FME Consultant, Eastern Band of Cherokee Indians (North Carolina): Redline field application.
- Data Modeling Team Lead, EPCOR – Designed standardized Utility Network geodatabases for municipal water, wastewater, and recycled water systems across three states. Also, developed the migration mapping strategy for the new Utility Network-based model.
- Migration Lead, The National Gas Company of Trinidad and Tobago – Worked with Esri Consulting Services to develop a new Utility Network model for the NGC's transmission gas system. Also, developed the migration mapping strategy to move their existing data into the new Utility Network-based model and oversaw the migration and QA/QC of this data.
- Data Modeling Team Lead, Eversource - Implement a consolidated core GIS (Esri ArcGIS and ArcFM) platform for electric distribution and landbase across four operating regions using Esri's geometric network and a read-only lab environment using Esri's Utility Network. Previously, each region used diverse GIS platforms based on ArcFM and Smallworld.
- Senior Database Specialist/Programmer, Eastern Municipal Water District – Conducted needs assessment, specification development, and implementation for a Standby Tax Assessment Reporting System (STARS). Replaced two existing systems by leveraging GIS and other enterprise systems to increase the efficiency and accuracy of the county's standby tax assessment and collection processes.
- Technical Lead, U.S. General Services Administration - Designed and implemented repeatable processes using Safe Software's FME Desktop and FME Server to ingest, standardize, QC, and validate federally-owned facilities source AutoCAD plan files before loading them into IBM's TRIRIGA facilities management platform.

EDUCATION, CERTIFICATIONS, AND TRAINING

- Master of Arts in Geography and GIS, West Virginia University
- Bachelor of Science in Computer and Information Science, University of Maryland
- Bachelor of Arts in Geography, West Virginia University
- Certified GIS Professional (GISP)
- FME Certified Professional

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Cole Kassing
GIS Analyst

EXPERIENCE

Mr. Cole Kassing is a GIS Analyst with Avineon. Specializing in geographic information systems, global positioning systems, and custom cartography, Mr. Kassing utilizes his education in GIS from Southern Illinois University to assist clients across many sectors, including federal, state, and local governments as well as utility companies, non-profit organizations, and planning and environmental firms.

SELECTED PROJECTS

- GIS Analyst, City of Morganton, North Carolina: Utility Network for electric: design, migration, and training.
- GIS Analyst, Mammoth Community Water District (California): Utility Network migration for water and sanitary sewer, enterprise deployment, and training.
- GIS Analyst, Medina County, Ohio: Utility Network migration for water and sanitary sewer, Enterprise upgrade, and training
- GIS Analyst, Stevens Point Public Utility (Wisconsin): Water data quality and editing
- GIS Analyst, City of Fountain Inn Natural Gas – GPS collection of over 300 miles of natural gas pipelines, 1,000 valves, and other infrastructure. Created ArcGIS Collector apps for field collection and viewing of system infrastructure, creating 12 specific Survey 123 apps for field inspections and reporting. Developed ArcGIS Online web maps and dashboards for analysis and viewing of natural gas system.
- GIS Analyst, City of Fountain Inn Public Works – Management of sanitary sewer database with over 60 miles of pipeline and 1,500 manholes. Managed City zoning and City limits datasets. GPS collection of sanitary sewer infrastructure and City-owned walking trails.
- GIS Analyst, City of Spartanburg Streets and Storm Water – GPS collection of over 5,000 storm water system features and data points. Storm Water yearly billing database management. Mapped and maintained finished work order reports.
- GIS Analyst, City of Mauldin Public Works – GPS collection and management of over 2,500 storm water data points and 15 miles of pipeline. Database management of sanitary sewer system with over 2,500 manholes and 96 miles of pipeline.
- Utility Network Migration and Data Reviewer Analysis – Working for several different clients to parse their data through the data reviewer process identifying data features that need to be modified in order to be migrated to the Utility Network platform. Currently working with water, sewer, and stormwater datasets.
- Field Maps Application Design, Testing, and Training – Working with several customers to develop ArcGIS Online Field Maps Mobile Applications to collect data in the field. Mobile applications include environmental health, utility feature collection, and feature inspection. Also involved in the testing of these applications and training of staff for usage in the field.
- Lead Application Tester - Central Hudson Gas & Electric – Tested a new work management application used by an electric company to monitor outages and assets during storms.

EDUCATION, CERTIFICATIONS, AND TRAINING

- Bachelor of Science in Geographic Information Systems, Southern Illinois University, 2013

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

4. Budget

4.a Rates for Phase 1

Avineon's firm fixed price for completion of Phase 1 is $7,500.00.

4.b Rates for Phase 2

Avineon will perform these tasks jointly. Line-item pricing has been provided as requested in the RFP but Avineon's prices assume both tasks will be completed together.

Task	Budget
Implementing Portal for the Utility Network	$8,500.00
Implementing Portal for All Other GIS Data	$6,000.00

4.c Rates for Phase 3

Avineon will perform these tasks jointly. Line-item pricing has been provided as requested in the RFP but Avineon's prices assume all three tasks will be completed together.

Task	Budget
Sanitary Sewer Data Migration and Implementation	$25,000.00
Stormwater Data Migration and Implementation	$17,000.00
Water Data Migration and Implementation	$60,000.00

The above prices assume Phase 3 tasks will be performed remotely. At the City's option, select meetings will be conducted onsite in De Pere for an additional fee of $2,500.00. The exact timing and duration of onsite tasks will be agreed upon during project initiation.

4.d Rates for Phase 4

Post implementation support will be billed in monthly intervals of $1,000.00 each for six months for a total fixed price of $6,000.00.

4.e Rates for Phase 5 (Optional)

Avineon's firm fixed price for the optional *GIS Content Governance Standard Procedures* is $7,500.00.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

5. Municipal Experience and Knowledge

Avineon has partnered with over 140 state and local government clients, including nearly 50 municipalities and over 80 counties throughout the U.S. alone, not to mention our experience with municipal governments throughout Europe. The table below provides a sampling of the depth of relevant experience available through Avineon. As demonstrated in the table, Avineon has experience with clients from a variety of government and industry sectors around the world. Such broad experience is invaluable in establishing a proven process for understanding and analyzing the needs of individual clients such as the City of De Pere.

Customer	Scope of Work
Mammoth Community Water District (MCWD) Mammoth Lakes, California	Avineon worked with MCWD to perform data assessment, planning, and implementation for migration to the Esri Utility Network for water and sewer. Avineon has completed the design tasks for data assessment, data quality review, stakeholder interviews, and use cases. Avineon has processed the initial migration and is preparing the adoption and production implementation schedule and resource requirements.
City of Alameda, California	Avineon developed a ***Five-Year GIS Strategic Plan*** to optimize data management, staffing, department collaboration, and GIS use for decision-making. This included interviews with 17 departments, risk and gap assessments, and recommended projects. Additional Alameda projects supported by Avineon include: • Multi-tier ArcGIS 10.9 Enterprise design and deployment in Azure • Platinum managed services for Enterprise environment • Ad hoc GIS services • Fiber network mapping into Esri's Communications Data Management Model for Utility Network • NG911 addressing • Web viewer configurations (citywide, parks, community development, public safety, planning-building-transportation)
Medina County, Ohio	Utility Network migration for water and sanitary sewer. ArcGIS Enterprise upgrade and training.
Pitt County, North Carolina	ArcGIS Enterprise implementation and migration.
City of Lawrenceville, Georgia	Electric Utility Network migration with ArcGIS Enterprise deployment and training.
Newnan Utilities, Georgia	Utility Network migration for water and sanitary sewer with ArcGIS Enterprise deployment and training.
City of Morganton, North Carolina	Utility Network for electric: design, migration, and training.
University of North Carolina, Chapel Hill	Utility Network for electric: design, migration, and training.
Town of Boone, North Carolina	Utility Network for water: design, migration, and training.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Customer	Scope of Work
North Carolina State University Raleigh, North Carolina	Developed a five-year GIS strategic plan to help the University modernize and increase adoption in its GIS investment. Interviewed 18 departments and assessed GIS data, applications, standards, workflows, and staff skills. The strategic plan outlines 15 key projects with an estimated timeline and budgetary estimates. Since adoption of the plan, Avineon key personnel have led engagements for: • Gathering requirements for migration of CAD to GIS for utilities (water, sewer, stormwater, chilled water, steam, gas, electric, and fiber) • Migration of water distribution from CAD to GIS (ArcMap) with editor training • Migration of water distribution from ArcMap to Pro including editor training
City of Torrance, California	Performed a GIS data and technology assessment and developed a *Geodata Migration and Governance Plan*. The plan outlines critical risks to systems, data, and staffing that hinder the modernization to ArcGIS Pro and Enterprise 11.3. Avineon also developed an *Implementation Roadmap* that prioritizes opportunities for the next 12 months. Each initiative includes design, deployment, and training in ArcGIS Pro as well as implementation of the new governance and change management standards and behaviors. Avineon is currently executing the following roadmap items: • Designed and installed Enterprise 11.3 for test and production. • Migration of waste management operations from paper to GIS. • Development of code enforcement integration with Accela and dashboard for city manager.
City of Columbus, Ohio	Avineon conducted a data assessment, planning, and implementation to migrate electric utility data and workflows to the Esri Utility Network and ArcGIS Pro. This included data review, quality assessment, stakeholder interviews, gap analysis, and mapping of current electric data to the Utility Network model. The primary migration was completed to estimate the schedule, resources, and training needed for Utility Network production implementation. In the second phase, Avineon is assisting the City with integrating a new outage management system, which includes identifying risks, dependencies, and opportunities for improvement.
City of Dothan, Alabama	Avineon developed a *GIS Data Governance Assessment and Plan* to identify risks, opportunities, and governance recommendations for the City's goal of a modern, well-managed GIS. The plan outlined a prioritized roadmap to establish ArcGIS Enterprise, restructure master data, implement standards and procedures, and train City staff for the migration to ArcGIS Pro.
Stevens Point Public Utilities, Wisconsin	ArcGIS Enterprise cloud migration, Enterprise managed services, enterprise data management support, web and mobile mapping support, and Utility Network Planning and Migration
City of Superior, Douglas County, Wisconsin	ArcGIS Enterprise and Portal support and application development support

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Customer	Scope of Work
Emmet County, Michigan	ArcGIS Parcel Fabric migration and support, ArcGIS Pro training, and Enterprise managed services
REGIS (Grand Rapids, Michigan)	ArcGIS Enterprise and Portal administration support, ArcGIS Pro training
Southeast Wisconsin Regional Planning Commission (SEWRPC)	ArcGIS Enterprise administration support and application development support
City of Columbus, Ohio	Utility Network for electric: design, migration, and training.
Eastern Municipal Water District, California	Design and implementation of Standby Tax Assessment Reporting System (STARS) for tax assessment and collection processes
City of Pasadena, California Water and Power	Ongoing support for GIS operations. Evaluation of ArcFM to ArcGIS Utility Network, data mapping from geometric network to utility network data model, and related analysis.
Muskegon County, Michigan	GIS program full implementation from inception for a medium sized county government encompassing ArcGIS Enterprise/Geocortex implementation with web and mobile applications.
Michigan Area Council of Governments	Delivered guidance, implementation, and ongoing support for an enterprise ArcGIS/Geocortex based GIS system to server internal and external needs.
Antrim County Road Commission, Michigan	GIS program full implementation from inception with planning, system/data design, and ArcGIS Enterprise implementation with web and mobile applications.
Interlochen Center for the Arts, Michigan	GIS program full implementation from inception for facilities management operations with envisioned extended use for students, faculty, visitors, concert attendees, etc.
Michigan Stormwater, Asset Management, and Wastewater (SAW) Grant Projects (38)	Statewide grant program support targeted for better asset management of sanitary and stormwater utilities with 38 Michigan local government clients. Built a repeatable program supporting NASSCO compliant geodatabase, data development, field applications, and asset management application tools.
Michigan Enhanced 911 Grant Projects (5)	Statewide grant program support targeted for more accurate and complete addressed road centerline and address points with five Michigan county clients. Built a repeatable program based around NENA NG911 standards which included geodatabase design, data development, and addressing tools.
Southeast Michigan Council of Governments	Multiple efforts for guidance and services centered around upgrades and improvements for an ArcGIS Enterprise based database encompassing the seven largest counties in Michigan.
The Regional Municipality of York, Canada	ArcGIS Enterprise/Geocortex Essentials application development support and FME integrations for multiple web mapping applications maintained by York Region, including a community information application (C-Info) that was developed and deployed from inception.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Customer	Scope of Work
City of Concord, California	Specification and application development for four applications related to capital improvements and private/commercial developments projects in the City (two public facing, two internal facing) using Web AppBuilder for ArcGIS and Story Maps.
National Guard, Camp Grayling, Michigan	Designed and implemented an ArcGIS Enterprise based geodatabase server and data repository for the Michigan National Guard along with focused services to support Camp Grayling, one of the primary training facilities in the Midwest.
City of Traverse City, Michigan	Provided guidance and technical services to implement ArcGIS Enterprise and help build and enhance the GIS Program along with training and ad-hoc support.

Our mission is to enable municipal clients to take advantage of the wealth of geospatial capabilities available today, make more informed decisions, and develop new ways of doing business that leverage geospatial technology while planning for the future.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

6. References

Profiles of similar projects previously performed by Avineon are presented below. We encourage the City to contact our references for confirmation of Avineon's qualifications and commitment to customer satisfaction.

	Project Profile
Client:	North Carolina State University
Project Title:	GIS Strategic Plan
Contact:	David Wynne GIS Project Manager, Campus Planning and Strategic Investment Administrative Services Building III 2601 Wolf Village Way, Suite 300 Raleigh, North Carolina 27607 919-513-1253 dswynne@ncsu.edu
Period:	2015, Ongoing project work through 2025
Brief Description:	In 2025, Avineon completed the water distribution utility migration from ArcGIS to Pro which included a data quality assessment and recommendations, configuration of Pro attribute rules, and configuration of ArcGIS Data Reviewer. Avineon conducted multiple hands-on training sessions for editing workflows. Avineon developed a ***Five-Year GIS Strategic Plan*** to help the University modernize and increase adoption in its investment in GIS. Our team interviewed 18 departments and assessed GIS data, applications, standards, workflows, and staff skills. The strategic plan outlines 15 key projects with an estimated timeline and budgetary estimates. Since the adoption of the plan, Avineon key personnel have led engagements for: • Gathering functional requirements for migration of CAD to GIS for utilities (water, sewer, stormwater, chilled water, steam, gas, electric, and fiber) • Migration of water distribution from CAD to GIS (ArcMap) with editor training • Migration of water distribution editing from ArcMap to Pro including editor training

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

	Project Profile
Client:	City of Torrance, California
Project Title:	ArcGIS Enterprise Implementation with Geodata Governance and Migration Plan
Contact:	Agustin (Augie) Preciado IT Manager – Application and Analytics - CIT Department 3031 Torrance Boulevard Torrance, California 90503 310-618-2861 APreciado@TorranceCA.Gov
Period:	2024 – Ongoing
Brief Description:	Beginning in 2024 and continuing into 2025, Avineon performed a GIS data and technology assessment and implementation designed to meet the City's objectives to modernize GIS and reduce legacy technical debt. After reviewing the current GIS administration processes, enterprise data, replication, and maintenance, Avineon developed a ***Geodata Migration and Governance Plan*** with implementation roadmap. The plan summarizes critical risks to systems, data, and staffing that hindered the modernization to ArcGIS Pro and Enterprise 11.3. The roadmap prioritizes opportunities for the next 12 months. Each initiative includes design, deployment, and training as well as implementation of the new governance and change management standards and behaviors. Avineon is currently executing the following roadmap items: • Designed and installed Enterprise 11.3 for test and production • Migration of waste management operations from paper to GIS • Design and development of code enforcement integration to Accela • Planning stage for Parcel Fabric, utility migration to Pro, Portal implementation and governance, and migration of all GIS services

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

	Project Profile
Client:	Medina County Sanitary Engineers (Ohio)
Project Title:	Utility Network Water and Sewer Migration
Contact:	Kyle Waun GIS Manager 791 West Smith Road Medina, Ohio 44256 330-723-9586 kwaun@ohmedinaco.org
Period:	2024
Brief Description:	Medina County Sanitary Engineers (MCSE) selected Avineon to migrate legacy water and sewer source data from Esri geometric network models to Esri Utility Network Foundations data models for use in ArcGIS Pro. Avineon performed an ArcGIS Enterprise upgrade from v10.8.1 to v11.3 to enable new advancements in the platform and enable the hosting of Utility Network data in the Enterprise installation. In addition to deploying the Utility Network water and sewer asset packages to ArcGIS Enterprise 11.3, Avineon published related services to Portal for ArcGIS and assisted with web map and app reconfiguration. Key tasks included: • Source data quality assessments, presentation of results, and data quality issues reconciliation • Utility Network data modeling and discovery sessions/workshops • Initial water/sewer data conversions into Utility Network data models • Training (ArcGIS Pro and Utility Network data models review and configuration and editing) • Testing (functional, integration, and user acceptance) • Utility Network data model revisions (as applicable) • Final water/sewer data conversions into Utility Network data models • Deliver Utility Network FGDBs and asset packages for water and sewer

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

Project Profile	
Client:	Mammoth Community Water District
Project Title:	Utility Network Migration
Contact:	Justin Mulbay GIS Manager 1315 Meridian Blvd Mammoth Lakes, California 93546 760-934-2596, ext. 286 jmulbay@mcwd.dst.ca.us
Period:	2024 – 2025
Brief Description:	Avineon lead the migration of legacy water and sewer source data (Esri geometric network models) to Esri Utility Network and performed a digital transformation to move production editing to ArcGIS Enterprise 11.x with ArcGIS Pro. This project supported the organizational goals to adopt a modern GIS framework and establish standards and best practices and provided in-depth custom training to ready the team to fully sustain production utility management and maintenance within ArcGIS Enterprise and Utility Network.

Project Profile	
Client:	Town of Boone, North Carolina
Project Title:	Utility Network Planning and Implementation
Contact:	Chris Miller GIS Coordinator 828-268-6216 chris.miller@townofboone.net
Period:	2024
Brief Description:	The Town of Boone, North Carolina has approximately 14,000 residents and serves Appalachian State University. The Town desired to move from 10.8.1 ArcMap to 10.9.1 with ArcGIS Pro and the Utility Network. Avineon worked with the Town to review the existing data and design an appropriate water Utility Network data model. Avineon utilized Esri's Data Reviewer to perform a data quality assessment and identify data gaps and suggested clean-up activities such as snapping of laterals, setting default

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

	material and size, and generally ensuring the connectivity and standards for the Utility Network data model would be achieved prior to the migration. Avineon performed a test migration to the new Utility Network model and then worked with the Town to refine the model and the migration workflow to increase the quality of the resulting Utility Network. Avineon developed the ArcGIS Pro project and attribute rules for managing editing workflows and maintaining data quality and provided hands on editor training and end user documentation. Avineon also provides enterprise managed services for the Town of Boone ArcGIS Enterprise environment. This includes ensuring the environment has adequate backups, optimizing performance, installing key patches, and an annual version upgrade.

Addendum A: Questions and Answers

On March 18, 2025, subsequent to submission of Avineon's proposal, the City submitted a series of questions to Avineon via electronic mail, to which Avineon replied on March 19, 2025. The City's questions (in **bold**) and Avineon's responses (in normal text) are reproduced below and hereby incorporated into Avineon's proposal.

1. **Is data migration included in your proposal?**
   a. **Migrating our web services**

      Yes. Avineon plans to migrate and republish the existing services in a new Pro project.

   b. **Migrating all data from our Enterprise database into Portal (utility and non-utility data)**

      Yes. Avineon will update the existing SDE database to enable Pro to publish to the new Portal. Portal will be the default data connection for users.

   c. **Integration with WACHs valve turner**

      Yes. Avineon assumes this will be a service published in Portal and that no other customization is required.

   d. **Central Brown County Water Authority data integration (a stand-alone water dataset)**

      Yes. This is included in our plan for design and deployment.

   e. **Connection to ArcGIS Online, if deemed appropriate**

      Yes. This is included in our plan for design and deployment.

   f. **If not, can you please provide updated pricing to include those services?**

      Not applicable. Data migration is included in Avineon's proposal as indicated above.

2. **Also, can you please identify if any of your references are similar in size to De Pere (25,000 population)?**

   Avineon selected these references intentionally based on the contextual circumstances and technology similarities; the overall project experiences are very similar to the proposed approach for De Pere, despite the spectrum of organization size and population served.

   - NCSU's campus operates similarly to a town/city of 30k population
   - City of Torrance, California - population 140k
   - Medina County Sanitary Engineers, Ohio - population 184k
   - Mammoth Community Water District, California - population 8k
   - Town of Boone, North Carolina - population 20k

3. **Will the City be responsible for all data cleanup tasks?**

   No, not entirely. Avineon will work with the City to review and understand options for the data cleanup tasks following the data assessment. In many cases, bulk cleanup can be performed during the migration process using tools Avineon has developed. Additionally, in many cases, data cleansing tasks are used as part of the training plan and activities. This

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

helps to continue building City user confidence in the new solution. If there are needs for additional data cleanup and the City does not have capacity, additional cleanup support from Avineon could be discussed.

Use or disclosure of data contained on this page is subject to the restriction on the cover page of this proposal.

REQUEST FOR PROPOSAL FOR CONSULTING SERVICES FOR

Esri Utility Network Migration, Portal Install and ArcGIS Enterprise Upgrade

Response File

March 7, 2025

PROPOSAL for the
CITY OF DE PERE, WI

Submitted by:
DCSE Inc.
23461 S. Pointe Drive, Suite 300
Laguna Hills, CA 92653

CONTENTS

Contents 1
Cover Letter 1
1. Qualifications and Experience 2
1.1 ESRI Partner Status 2
1.2 General Description of Firm's History Providing GIS Services 3
1.3 Summary of Experience 3
1.3.1 ArcGIS Enterprise (including Portal) 3
1.3.2 Utility Network 4
2. Technical Approach 6
2.1 Project Understanding 6
2.2 Methods of Approach 8
2.2.1 Project Kick-off 8
2.2.2 Phase 1 Method of Approach 9
2.2.3 Phase 2 Method of Approach 9
2.2.4 Phase 3 Method of Approach 11
2.2.5 Phase 4: Continuing Support 14
2.3 Project Management Approach 14
2.3.1 Agile Methodology 14
2.3.2 Collaboration with the City of De Pere 14
2.3.3 Key Project Management Deliverables 15
3. Project Staff 17
3.1 Brief Biographical Summaries 17
3.2 Organizational Chart 20
4. Budget 21
5. Municipal Experience and Knowledge 23
6. References 24
APPENDIX A – Resumes 25

COVER LETTER

Ms. Kristen Vincent - GIS Manager
The City of De Pere
Development Services Department - GIS Division
335 S Broadway St
De Pere, WI 54115

RE: ***Response to Request for Proposals: Esri Utility Network Migration, Portal Installation, and ArcGIS Enterprise Upgrade***

Dear Ms. Vincent,

DCSE is pleased to submit this proposal in response to the City of De Pere's RFP for Esri Utility Network Migration, Portal Installation, and ArcGIS Enterprise Upgrade. With our proven expertise in GIS consulting, ArcGIS Enterprise upgrades, Portal for ArcGIS implementations, and Utility Network migrations, we are confident in our ability to successfully execute this project and deliver a seamless transition to the City's upgraded GIS infrastructure.

As an Esri Business Partner with extensive experience working with municipalities, we understand the complexities of migrating legacy systems to the Utility Network while maintaining data integrity and optimizing workflows. Our team of certified GIS professionals, including Esri-certified specialists and GISP professionals, will work closely with the City to ensure that the transition is efficient, minimizes downtime, and enhances overall system capabilities. Our approach includes:

- A phased implementation covering ArcGIS Enterprise upgrade, Portal installation, and Utility Network migration.
- Comprehensive training to equip City staff with the skills needed to manage the new system.
- Ongoing support for six (6) months post-implementation to address any technical challenges.

We are excited about the opportunity to collaborate with the City of De Pere and contribute to the advancement of its GIS infrastructure. We welcome the chance to discuss our proposal further and answer any questions you may have. Please feel free to contact us at your convenience.

We also confirm that we have received all addenda, including the questions and answers posted on 2/19. We look forward to the possibility of working with the City of De Pere on this important project.

Very truly yours,

Masoud Hoseyni, Ph.D.
President
mhoseyni@dcse.com
Direct: (949) 465-3407 Cell: (310) 383-8959

1. QUALIFICATIONS AND EXPERIENCE

1.1 ESRI PARTNER STATUS

DCSE is an **Esri Gold Business Partner**. We have been in partnership with Esri for over 27 years. Several awards have marked our partnership with Esri:

- Esri IMGIS Conference 2022 Award for Utility Network Implementation.
- Esri 2006 Foundation Partner of the Year.
- Esri featured our MapLibrary product at their 22nd and 23rd User Conferences (UC) for hosting Map Gallery content and awarded it the People's Choice Award.
- Esri User Conference 1992 - Winner of the Most Analytical Solution Using Dynamic Segmentation Toolbox.

Our Esri specialties at DCSE include:

- ArcGIS Utility Network Management Specialty.
- ArcGIS System Ready Specialty.
- ArcGIS Marketplace Provider Award.

More information about our partnership with Esri can be found at Esri's official partner page.

Figure 1-1 below shows DCSE's award history and the type of awards respectively.

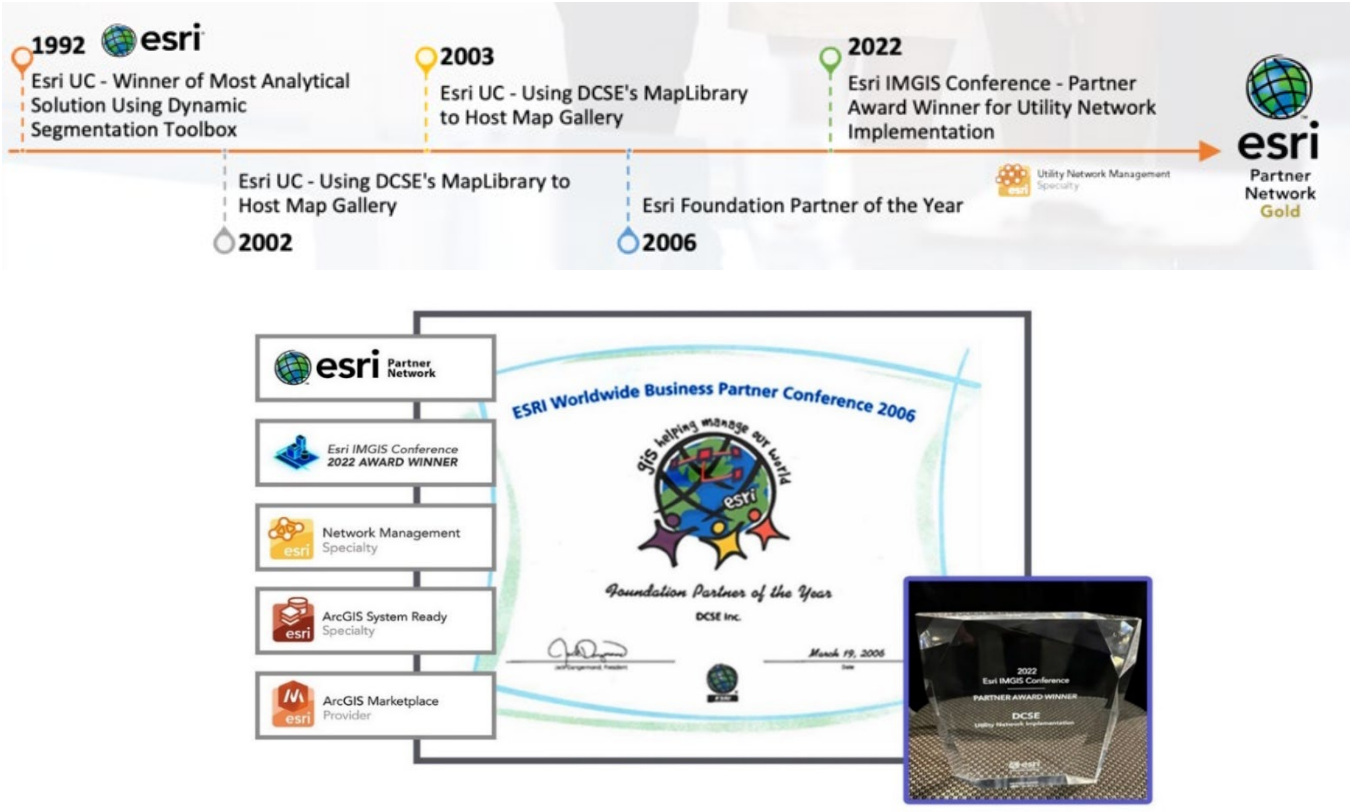


Figure 1-1 DCSE's Awards at a Glance

1.2 GENERAL DESCRIPTION OF FIRM'S HISTORY PROVIDING GIS SERVICES

We have provided comprehensive GIS solutions for over 300 cities, municipalities, and water & wastewater authorities for more than three decades, covering data conversion, Utility Network migration, enterprise GIS implementation, data development, application development, and integration with enterprise systems such as asset management, SCADA, and hydraulic modeling. Our services also include field data collection, web mapping, and GIS and remote sensing-based water and groundwater management solutions to forecast demands, allocate water budgets, and support emergency planning. Additionally, we offer training, technical support, and resource planning, enabling agencies to efficiently manage and optimize their GIS systems.

Table 1-1 Company Information

DCSE, Inc. Corporate & Contact Information	
Legal Name	DCSE, Inc.
Type of Organization	C-Corporation
State of Incorporation	California
Number of Years in Business	35
Number of Employees	30
D&B Duns #	78-173-8661
Corporate Office Address	23461 S. Pointe Drive, Suite 300 Laguna Hills, CA 92653
Business Office Address	23461 S. Pointe Drive, Suite 300 Laguna Hills, CA 92653
Phone / Fax	(949) 465-3400 / (949) 586-8141
Contact Person	Masoud Hoseyni, President
Contact	mhoseyni@dcse.com (949) 465-3407

1.3 SUMMARY OF EXPERIENCE

1.3.1 ArcGIS Enterprise (including Portal)

Over the past decades, we have successfully implemented **ArcGIS Enterprise** solutions for more than 100 agencies, ensuring seamless integration, security, and performance optimization. Our work includes configuring **ArcGIS Portal** with secure access, user roles, and content-sharing capabilities to enhance collaboration. We have also deployed and configured **Web Adaptors** for both ArcGIS Portal and ArcGIS Server, enabling secure communication and integration with enterprise authentication systems. Our team has performed numerous **ArcGIS Server** installations and upgrades, optimizing service performance and reliability for critical GIS applications. Additionally, we have extensive experience in configuring and managing **ArcGIS Data Store**, ensuring efficient storage and accessibility of hosted feature layers, relational data, and large-scale spatial analytics. We follow industry best practices, including pre-upgrade assessments, compatibility testing, and post-upgrade validation, to ensure smooth transitions between versions.

In the last three (3) years alone, DCSE has completed over 15 ArcGIS Enterprise implementations and/or upgrades, supporting clients in migrating to the latest Esri technology while optimizing their GIS

environments. Our team is proficient in both on-premises and cloud-hosted deployments, ensuring that organizations leverage the full capabilities of ArcGIS Enterprise.

Table 1-2 below highlights a selection of relevant projects completed by DCSE in recent years.

Table 1-2 Select ArcGIS & Portal Experience

Project	ArcGIS Enterprise	ArcGIS Portal	ArcGIS Server	Training & Support
LAWA (Los Angeles World Airports) - Upgrade from 11.1 to 11.3 version of ArcGIS Enterprise environment	✓	✓	✓	✓
Irvine Ranch Water District - Implementation of 10.9 ArcGIS Enterprise	✓	✓	✓	✓
San Bernardino Municipal Water Department - Implementation of 11.1 ArcGIS Enterprise across multiple servers with live monitoring using ArcGIS Monitor. Upgrade to 11.3 in progress.	✓	✓	✓	✓
Moulton Niguel Water District - ArcGIS Enterprise Upgrade to 10.9.1	✓	✓	✓	✓
Contra Costa Water District - Implementation of 10.8 ArcGIS Enterprise	✓	✓	✓	✓
Santa Clarita Valley Water Agency - Hosting ArcGIS Server Feature Services on a DMZ server with advanced firewall and security configurations			✓	✓
City of Simi Valley Water System - Upgrading ArcGIS Enterprise to 10.5	✓	✓	✓	✓
City of Providence - Upgrading ArcGIS Enterprise to 11.3	✓	✓	✓	✓

1.3.2 Utility Network

As an **Esri Network Management Specialty Partner**, DCSE has extensive experience in Utility Network migration from Geometric Network and GIS integration for water, wastewater, and storm agencies, with **Esri-certified** experts leading the migration process.

The matrix shown in Table 1-3 provides a summary of the relevant Utility Network projects completed by DCSE in recent years, along with ongoing efforts. For most agencies, we have set up separate production and development environments, both in the Cloud or on-premises.

Table 1-3 – Select UN Experience

Project	Data & Integration Assessment	Data Migration	System Integrations	Training & Support
Irvine Ranch Water District (Utility Network: Water Pilot Complete – Full Migration in Progress for Water & Wastewater)	✓	✓	✓	✓
San Bernardino Municipal Water Department (Utility Network: Water & Sewer)	✓	✓	✓	✓
Santa Clarita Valley Water Agency (Utility Network: Water – Vertical Assets)	✓	✓	✓	✓
City of Long Beach (Utility Network: Recycled Water)	✓	✓	✓	✓
Elsinore Valley Municipal Water District (Utility Network: Wastewater – Pilot Complete)	✓	✓	✓	✓
Soquel Creek Water District (Utility Network: Water – Pilot Complete)	✓	✓	✓	✓
Providence Water (Utility Network: Water)	✓	✓	✓	✓
Greenville Water (Utility Network: Water Pilot Complete – Full Migration in Progress)	✓	✓		✓
Golden State Water Company (Utility Network: Water – Full Migration in Progress)	✓	✓	✓	✓
Moulton Niguel Water District (Utility Network: Recycled Water – Full Migration in Progress)	✓	✓		✓
City of Salem (Utility Network: Water, Sewer, Irrigation & Storm)	✓			
City of Thousand Oaks (Utility Network: Water)	✓			

DCSE also offers several solutions to streamline Utility Network integration for your agency:

- GeoMerge Add-in for ArcGIS Pro (available on Esri's Marketplace) synchronizes data across spatial and non-spatial databases.
- Public Notification Tool connects Utility Networks to customer information systems, enabling network tracing and automated notification letters.
- Vertical Asset Integration – Expertise in asset hierarchy and extending Utility Network Asset Packages for CMMS data.
- 3D Utility Network Capabilities – Uses schematics, AI-powered drones, and sensors to create 3D models and digital twins, enhancing system visualization and decision-making.

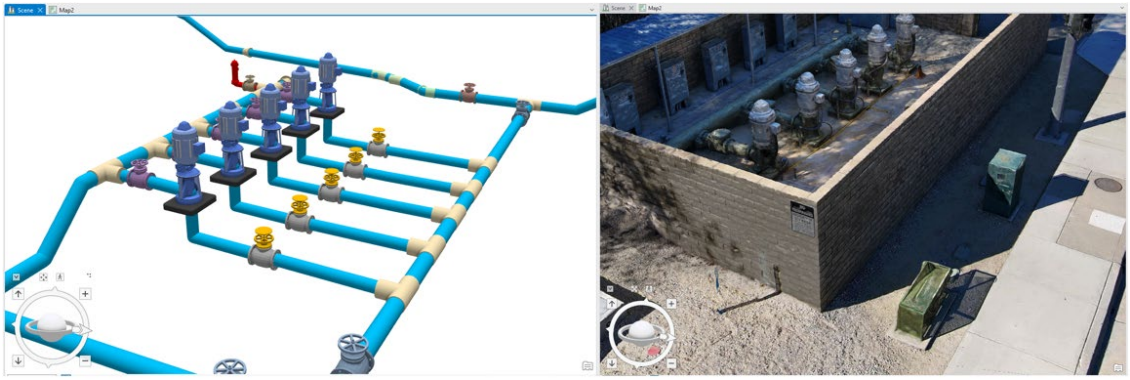


Figure 1-2 Utility Network in 3D

In addition to our substantial work with our clients, we have hosted multiple webinars on Utility Network on the following topics: migration, functionality, applications, and maintenance. The links below will give you access to a few of our webinar sessions on Utility Network.

- Utility Network Functionalities
- Utility Network Capabilities for Water Systems: Study & Demo [Pt. 1]
- Utility Network Capabilities for Water Systems: Study & Demo [Pt. 2]
- Utility Network in ArcGIS Pro Editing, QC, Containment, Network Diagrams
- Utility Network on the Web Experience Builder
- Utility Network in 3D & Interactive Slice
- Public Notification and Utility Network Isolation
- GeoMerge for ArcGIS Pro - Utility Network Data with Enterprise Systems

Also, we encourage you to view the following videos showcasing some of our recent sample works related to Utility Network, Asset Hierarchy, and 3D (digital twin) incorporation in UN systems.

GEAR Overview **Treatment Plant 3D UN** **Recycled System 3D UN**

2. TECHNICAL APPROACH

2.1 PROJECT UNDERSTANDING

The City of De Pere maintains a robust GIS system, comprising 30 feature datasets with over 600 feature classes. The current ArcGIS Enterprise environment is version 10.9.1, operating on SQL Server 2022, and includes 85 ArcGIS services, with nearly 50 active services. Additionally, there are numerous hosted feature layers in ArcGIS Online, supporting a broad range of municipal operations. The City has had an Esri Small Government Enterprise Agreement since 2018, which has provided a foundation for GIS advancements.

This project will upgrade ArcGIS Enterprise to version 11.3, establish Portal for ArcGIS for streamlined data management, and migrate the City's utility data (Sanitary Sewer, Storm Sewer, and Water) to the Esri Utility Network. The migration will enhance operational efficiency, improve data accuracy, and support future growth.

Key considerations for this project include:

- Ensuring compatibility with existing GIS infrastructure while upgrading to ArcGIS Enterprise 11.3.
- Seamlessly implementing Portal for ArcGIS to optimize web-based GIS functionalities and enable efficient data management.
- Migrating the Utility Network with minimal disruption to City operations, ensuring accuracy in data modeling and compliance with industry standards.
- Training staff to use the upgraded system effectively, leveraging ArcGIS Pro for data editing and analysis.
- Providing post-implementation support to resolve any technical issues and optimize performance.

We recognize that the City requires a **full-service GIS consultant** capable of executing these tasks while maintaining clear communication, efficient project management, and adherence to Esri best practices. Our team is prepared to collaborate with the **GIS Division and IT Department** to ensure a smooth transition and long-term success of this initiative. The key issues that need to be addressed in this project include:

- **ArcGIS Enterprise Software Version -** Selection of the targeted ArcGIS Enterprise and Portal: The key question to address is whether ArcGIS Enterprise 11.3 is the best upgrade option or if it would be more beneficial to wait for ArcGIS Enterprise 11.5, which is expected to be released soon.
- **Choice of ArcGIS Enterprise upgrade Tools** - Esri has different approaches to deployment of ArcGIS Enterprise including single and multi-machine deployment. The options for upgrade will be different depending on how 10.9.1 was deployed. This needs to be verified.
- **Upgrade or Install a New Environment** - Should a parallel environment be set up with the desired ArcGIS Enterprise version or should the existing environment be upgraded? Setting up the parallel environment will require migration of data, feature services, and applications to the new environment.
- **Upgrade of Annotations** – Annotations, such as feature linked annotation, need to be upgraded if used in the current 10.9.1 environment. All annotation classes need to be updated to function properly in ArcGIS Enterprise 11.3. Additionally, the link between infrastructure feature classes and related annotation classes must be re-established, as ArcGIS Enterprise 11.3 now relates feature-linked annotations using Global IDs instead of Object IDs. Since the Utility Network (UN) migration reorganizes data into different feature classes, these relationships must also be reconfigured to ensure proper linkage between annotation classes and infrastructure features.
- **Tracing in Geometric Network** – If tracing is currently used then the upgrade to ArcGIS 11.3 (or other future versions) needs to be delayed until Utility Network dataset is available since geometric network is not supported in ArcGIS 11.3 or ArcGIS Pro.
- **Choice of Utility Network Data Model -** There are currently three approaches available to migrating water, sewer, and storm. These include UN Foundation (Expanded), UN Essentials data models as well as the use of Minimum Deployment (UN Migration Tools). The capability of each of these options should be discussed and understood to select the best approach for each facility type. For example, the UN Migration Tools require configuration in the following areas:

    - Rule Based Editing
    - Emergency Valve Isolation Tracing

  - Directional Devices
  - Industry Specific Symbology and Editing Templates
  - Pressure Zone Subnetworks
  - Industry Specific Attribute Rules

On the other hand, UN Foundation Expanded data model includes all of the above capabilities.

- **Merging Updated Data while Utility Network data is being worked on** - The City is continuing to edit the GIS data while the Utility Network Project is on-going. When and how would the change data be merged with the Utility Network data be converted.
- **Utility Network Architecture Environment** - Esri's recommended architecture for Utility Networks differs from traditional Geometric Network data management and publishing. This will require the City to adjust to the existing environment, including adding new servers, to follow the best management practices of the Utility Network data maintenance.
- **Wachs Valve Data Integration** – Wachs valve exercising machines collect data related to exercising of valves. The key data includes, date of exercising, number turns, direction of turn, and the maximum torque applied. The torque profile can also be collected indicating at which point the valve is loosened and turned. How and what to store in the Utility Network data structure needs to be addressed prior to integration and data modeling.

2.2 METHODS OF APPROACH

This project includes four phases as outlined in the RFP.

- Phase 1: Esri ArcGIS Enterprise Upgrade
- Phase 2: Esri Portal Installation
- Phase 3: Esri Utility Network Migration
- Phase 4: Continuing Support

Each project phase and its scope of work are outlined in the RFP. This section details DCSE's approach for each phase and the corresponding tasks.

2.2.1 Project Kick-off

DCSE will initiate the project with a kickoff meeting to align project goals, introduce team members, and establish collaboration with the City's team. We will familiarize the project team with our method of managing the project and share information with respect to accessing our Project Teams site. This task will focus on all three phases of the project. We will briefly discuss the best practices for setting up ArcGIS Server and ArcGIS Portal in support of Utility Network. We will also discuss Esri's Network Management Release policy since it impacts the versions of ArcGIS Pro, ArcGIS Server, and ArcGIS Enterprise to use. We will discuss starting Phase 3 of the project in parallel with Phases 1 and 2.

The deliverables of this task will include the following:

- Project kick-off Meeting Minutes containing the following discussions:
  - Project Teams site access and contact information.
  - ArcGIS Pro, Server, and Enterprise version selection based on Esri's Network Management Release recommendations.

- Best practices for Utility Network architecture, including decisions on installing, upgrading, or a hybrid approach
- Review of the overall project schedule and feasibility of Starting Phase 3 in parallel to Phase 1 and 2.
- Recommendations for upgrading the existing system or installing parallel software and migrating data

2.2.2 Phase 1 Method of Approach

The goal of this phase is to upgrade the existing ArcGIS Server to version 11.3.

2.2.2.1. Task 1.1 – Discovery Meeting

DCSE will conduct a pre-upgrade discovery meeting with the City's GIS Division and IT Department to understand the background of the City's GIS infrastructure and upgrade history. This meeting will confirm the installation and/or upgrade plan. The deliverables of this task will include the following:

- Upgrade and Installation Plan including the existing (prior to upgrade) and future (post upgrade and installation) plan. This will include ArcGIS Server, Portal for ArcGIS, and ArcGIS Pro among other items.

2.2.2.2. Task 1.2 – Conduct the Upgrade

This task will cover the upgrade of the ArcGIS Server (and installation of new software requirements) with timely communication throughout the process and ensuring all existing data, applications, processes are working and tested. A structured upgrade plan will be followed to minimize downtime and ensure a seamless transition. Post-upgrade validation will be conducted to verify system stability and performance.

2.2.2.3. Task 1.3 – City Acceptance Testing and Approval

DCSE will guide City staff in testing the environment, identifying issues, and reporting findings. The DCSE team will provide support throughout the process, addressing any issues until City acceptance is achieved. A structured testing plan will ensure all functionalities are validated and any necessary adjustments are made efficiently.

The deliverables of this task will include the following:

- A document outlining issues identified and resolved during User Acceptance Testing (UAT).
- A document in PDF format describing the steps taken to perform the upgrade.
- An action plan in PDF format detailing recommendations for a future upgrade schedule, in line with a City this size and consultant and Esri recommendations.

2.2.3 Phase 2 Method of Approach

As part of this task, DCSE will work closely with the City to install Esri's ArcGIS Enterprise Portal ("Portal") based on the needs of the City, determine an editing/update workflow for City data, including utility data (Sanitary Sewer, Storm Sewer, and Water), and provide training on that workflow. Our understanding is that the workflows identified in the RFP in this task are related to post Utility Network upgrade.

2.2.3.1. Task 2.1 – Discovery Meeting

Conduct pre-installation meetings with the City to understand the needs of, and uses for, Portal with a focus on City utility data as it relates to Esri's Utility Network data model.

2.2.3.2. Task 2.2 - Pre-Installation Meeting

Conduct pre-installation meetings with the City to understand the overall needs of, and uses for, Portal with a focus on non-utility City GIS data. The deliverables of this task include:

- A detailed report in PDF format documenting the outcomes of the pre-installation meetings/focus group sessions with various City stakeholder groups.

2.2.3.3. Task 2.3 – Installation

Install Esri's Portal for ArcGIS, and ensure it is working properly. The deliverables of this task include:

- A document in PDF format describing the steps taken to perform the Portal installation and service migration.

2.2.3.4. Task 2.4 – Workflows and Versioning Recommendations for Utility Network

DCSE will provide recommendations for a versioning and editing workflow tailored to the City's utility data needs in the Utility Network, including potential automation workflows for efficiency and data integrity. The deliverables of this task include:

- Recommendations in PDF format outlining versioning and editing options within the Utility Network environment.

2.2.3.5. Task 2.5 – Workflows and Versioning Recommendations for Non-Utility Data

DCSE will provide recommendations for a versioning and editing workflow to support the City's non-utility GIS data, including potential automation workflows for efficiency and data integrity. The deliverables of this task include:

- Recommendations in PDF format detailing the City's options for versioning and editing within the Portal environment.

2.2.3.6. Task 2.6 – Assist in Implementation of the Chosen Recommendations from Tasks 2.4 and 2.5

Assist in the implementation of chosen recommendation(s).

2.2.3.7. Task 2.7 – Connect Portal to ArcGIS Online

If deemed beneficial by City stakeholders, DCSE will assist in integrating Portal with ArcGIS Online to enhance data sharing while avoiding redundancies.

2.2.3.8. Task 2.8 – Migrate all web services to ArcGIS Pro

The objective in this task is to migrate all City web services from the ArcMap service runtime to the ArcGIS Pro service runtime for use in the Portal environment. This process will involve reviewing existing services, ensuring compatibility, and optimizing performance in the ArcGIS Pro environment.

- A fully implemented Portal environment with all City web services compatible with ArcGIS Pro.

2.2.3.9. Task 2.9 - Provide Training

Conduct a minimum of three (3) training sessions with City staff on the versioning/editing/service workflows, including introducing users to ArcGIS Pro. All training sessions will be recorded and accompanied by PowerPoint slides for reference. The deliverables of this include:

- A detailed training guide in PDF format detailing how to perform the City's common tasks in ArcGIS Pro, specific to each department/stakeholder group.
- Training Recordings and slides
- Hands-on exercises for staff to practice the new skills

2.2.4 Phase 3 Method of Approach

DCSE adopts a holistic approach to Utility Network migration, prioritizing data, users, workflows, and integrations. We understand that enterprise GIS is a continually evolving system, and we ensure that all integrations and business systems remain functional throughout the migration process. Our method emphasizes quality control and adherence to industry standards for Utility Network migration projects, as depicted in Figure 2-1.

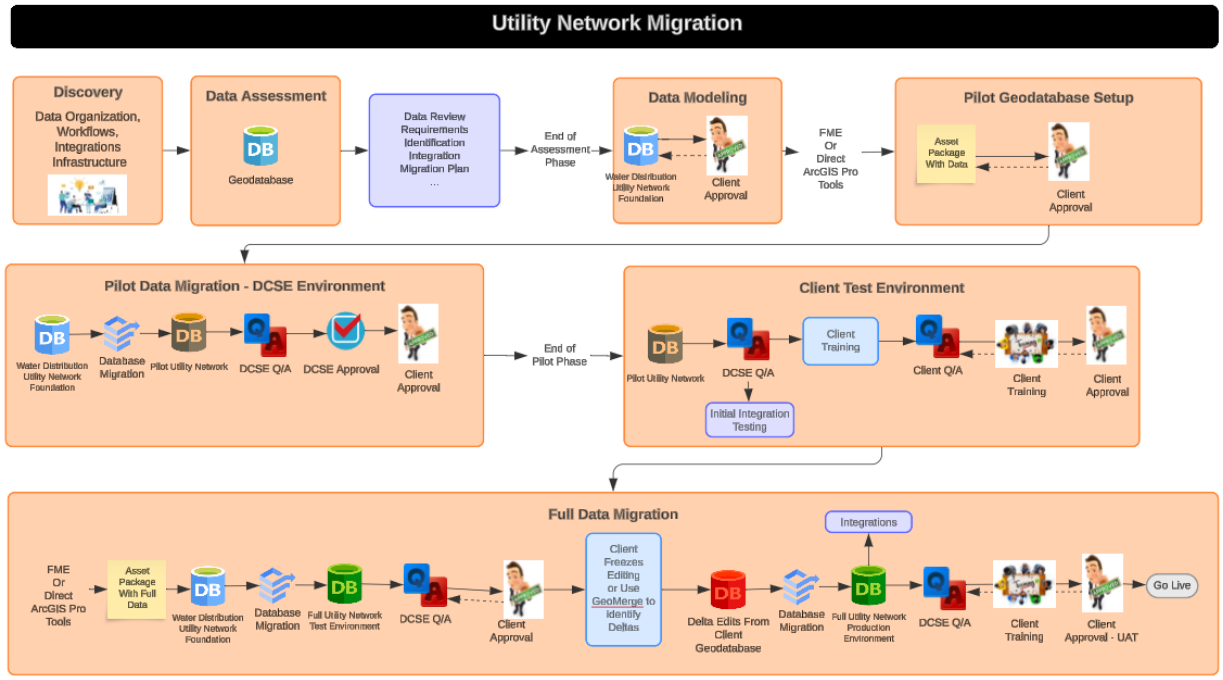


Figure 2-1 Typical UN Migration Workplan

2.2.4.1. Task 3.1 - Conduct Pre-migration Meetings with the City

DCSE will meet with City stakeholders to define key requirements, identify potential challenges, and outline initial steps for Utility Network implementation. Discussions will focus on data readiness, versioning, network rules, integration with existing systems, and the high-level migration strategy. The deliverable for this task will include:

- Meeting agenda and notes summarizing key discussions and initial findings.
- High-level migration plan outlining major steps and dependencies.

2.2.4.2. Task 3.2 - Provide Recommendations for Utility Network Features to Implement

DCSE will assess the City's data and operational needs to determine the most suitable Utility Network asset package for implementation. We will evaluate the UN Foundation Expanded and UN Foundation Essentials data models, considering their alignment with the City's infrastructure, integration requirements, and long-term GIS strategy. Additionally, we will assess whether the Minimum Deployment (UN Migration Tools) is the right approach for efficiently transitioning from the existing dataset to the Utility Network model, especially for the storm drain system. Currently, we believe the UN Foundation Expanded models are the ideal choice for the City's sewer and water systems, while the Minimum Deployment (UN Migration Tools) approach is best suited for the storm drain system.

Our analysis will focus on data compatibility, connectivity rules, and functional capabilities to ensure the selected asset package supports seamless integration with the Central Brown County Water Authority dataset and EH Wachs valve-turning devices. Based on this assessment, we will provide recommendations tailored to the City's needs, refining them with City input before finalizing the implementation strategy.

2.2.4.3. Task 3.3 - Data Readiness Assessment

A comprehensive data assessment will be conducted to evaluate the integrity, accuracy, and usability of the Sanitary Sewer, Storm Sewer, and Water datasets. This will involve running a series of validation checks using ArcGIS Data Reviewer, Python scripts, SQL queries, and network connectivity tools in ArcGIS Desktop and ArcGIS Pro.

The assessment will focus on detecting errors that could impact Utility Network functionality, such as topology violations, missing attributes, connectivity issues, and inconsistent asset classifications. Any discrepancies found will be flagged and documented in a report that outlines required data cleanup efforts before migration. To ensure a high level of data quality, the following validation checks will be performed:

- **Geometry Checks:** Identify invalid geometries such as self-intersecting lines, duplicate vertices, or slivers that could disrupt network connectivity.
- **Spatial Coincidence Checks:** Ensure assets are correctly aligned, such as pipes snapping to manholes and valves being placed at proper junctions.
- **Network Connectivity Checks:** Validate that all assets are properly connected within the network and that there are no gaps or disconnected features.
- **Unique ID Checks:** Confirm that all assets have unique identifiers, and that duplicate IDs are identified.
- **Domain Consistency Checks:** Ensure attributes conform to predefined domains to maintain data standardization and avoid invalid values.
- **Attribute Completeness Checks:** Verify that all essential attributes, such as lifecycle status, subtype, ownership, and integration fields, are populated.

For the Sanitary Sewer and Storm Sewer systems, additional checks will be performed:

- **Flow Direction Validation:** Confirm that sewer and stormwater pipes have correctly assigned flow direction based on gravity and pump configurations.
- **Invert Elevation Consistency**: Ensure that upstream inverts are higher than downstream inverts, preventing erroneous reverse flows.

- **Structures classifications**: Split manholes. Elevated manholes. Drop manholes. Junction structures.

2.2.4.4. Task 3.4 - Data Cleanup

Using the results of the City's data assessment, DCSE will collaborate with City staff to develop and implement targeted data adjustment approaches for Utility Network migration. Our focus will be on resolving connectivity, geometry, and domain-related issues that do not require an as-built review.

DCSE will correct misaligned features, ensure proper snapping for connectivity, and adjust geometric inconsistencies to align with Utility Network requirements. Where attributes are already populated, we will refine domain assignments as needed, while the City will be responsible for addressing any attribute gaps. After data adjustments, DCSE will send the updated dataset back into the City's environment so that future edits during the project duration are made on the adjusted data, minimizing efforts to reconcile delta data into the final Utility Network.

2.2.4.5. Task 3.5 - Conduct Migration

2.2.4.5.1. Data Model Design

The City's existing GIS data structure will be analyzed and mapped to Esri's Utility Network model to ensure accurate representation of Sanitary Sewer, Storm Sewer, and Water networks. This includes configuring asset packages, domains, subtypes, connectivity rules, and attribute validations to support network functionality and future integrations.

- Asset Packages & Domains: For Water and Sewer, the Esri Utility Network Foundation Expanded Water and Sewer Asset Packages will likely serve as the foundation unless the discovery phase identifies a more suitable option. These packages will be customized with adjusted domains to accommodate City-specific asset classifications and domain requirements. For Storm, the Minimum Deployment (UN Migration tools) will likely be the method for migration unless the discovery phase identifies a more suitable option.
- Data Mapping & Migration Strategy: Existing GIS data will be mapped to the Utility Network using ArcGIS Data Loading Tools, with each field carefully analyzed to ensure it is correctly assigned to the appropriate schema element.
- Integration Considerations: The schema will retain crucial application-specific fields necessary for integration with asset management, work order, and hydraulic modeling systems, ensuring seamless interoperability.

By the end of this phase, the schema will be configured, validated, and documented, ensuring it meets both Esri best practices and the City's operational needs. The deliverables for this sub-task is the following:

- Data Schema Report detailing domains, subtypes, and data mapping strategy.

2.2.4.5.1. Full UN Migration for Water, Sewer, and Storm

This task involves a sequence of approval and testing processes leading to the operational deployment of the Utility Network. It begins with the City approving the full Utility Network data in a test environment, followed by User Acceptance Testing (UAT) to verify the City's data, projection setup, and the editing and maintenance configurations and tools for the Utility Network. The necessary

infrastructure for the GIS system and potential third-party integrations will then be used to establish the production environment, either on-premises or cloud-based. The deliverable for this task will be the following:

- Final & Full Utility Networks in Production Environment for Water, Sewer, and Storm

2.2.4.6. Task 3.6 – Training and Documentation

DCSE will provide five (5) training sessions on the Utility Network structure, editing, and capabilities. Documentation will be provided for each session, covering key concepts and including hands-on tutorials and assignments.

2.2.5 Phase 4: Continuing Support

The objective for this phase is to ensure that City staff receive ongoing support and guidance following the completion of Phases 1-3. This will include structured post-implementation sessions to address any questions, troubleshoot issues, and refine workflows. After the initial support period, assistance will transition to an as-needed basis for the remainder of the six-month support term.

2.2.5.1. Planned Support Structure

Month 1-2: Structured Support Period (16 hours total)

- Twice-weekly check-in meetings (1 hour each, 16 total) to address issues, questions, and help as City staff work with the new system.

Month 3-6: As-Needed Support Period (10 hours total)

- Technical assistance for workflow clarifications and troubleshooting.
- Typically, we will aim to schedule support sessions within three (3) business days of a request.

Any additional support hours needed, whether within or beyond the six-month support period, can be negotiated separately outside the scope of this project.

2.3 PROJECT MANAGEMENT APPROACH

At DCSE, we follow an Agile project management methodology, ensuring that all project phases are delivered efficiently, transparently, and collaboratively. Our Microsoft Teams-based workflow enables seamless communication between our team and the City of De Pere's project stakeholders, ensuring alignment at every step.

2.3.1 Agile Methodology

Our project is managed using an Agile framework, which includes:

- Sprint-based execution to ensure incremental progress and adaptability.
- Internal daily standups with DCSE project team.
- Weekly check-ins with the City staff to address potential roadblocks.
- Visual planning tools to track project progress and report key action items.
- Continuous feedback loops to ensure quality control and alignment with the City's objectives.

2.3.2 Collaboration with the City of De Pere

- We will leverage Microsoft Teams for centralized communication and documentation. A sample project Site in Microsoft Teams is shown in Figure 2-2.

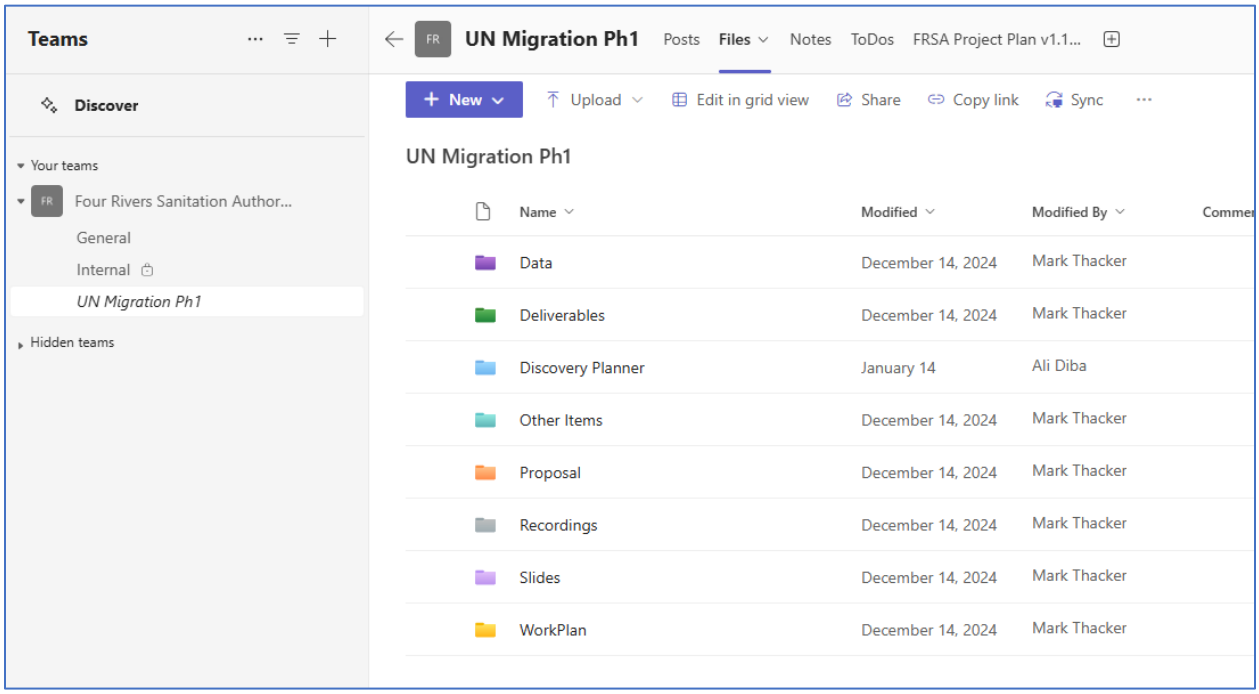


Figure 2-2 – UN Project Managed and Shared with the City Staff in Microsoft Teams

- The City's GIS and IT teams will be involved in sprint planning to ensure priorities are met.
- Live dashboards and visual reports will be shared at each scrum meeting for complete transparency.
- The client-side project manager will receive real-time updates on tasks, risks, and milestones.

2.3.3 Key Project Management Deliverables

- Project Roadmap: A high-level timeline outlining major phases and milestones.
- Sprint Plans & Reports including detailed tracking of tasks, blockers, and progress.
- Monthly Status Reports: Sent to stakeholders for review and feedback. Sample report is shown in Figure 2-3.
- Final Project Review: A comprehensive post-implementation assessment.

Our Agile-driven approach ensures a structured, transparent, and adaptable execution, delivering value at every stage of the project

DCSE
23461 S. Pointe Drive, Suite 300
Laguna Hills, CA 92653
949-465-3400

PROJECT STATUS REPORT

PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
October 28th, 2024	Clear Water: GIS Consulting Services – Utility Network Conversion	Ali Diba / Haritha Vendra

STATUS SUMMARY

TASK	PROGRESS	ANTICIPATED WORK NEXT REPORTING PERIOD	SHOWSTOPPERS
1 - System Evaluation & Recommendations			
1.1 - Project Initiation & Kick off Meeting	**100% Completed**	**NA**	
1.2 - Assessment Workshops	**100% Completed**	**NA**	
1.3 - Documentation & Reports	**92% Completed**	**Waiting on review and feedback from CW. DCSE will incorporate the comments and finalize the subtask.**	
2 - Utility Network Conversion Transition Plan			
2.1 - Infrastructure Upgrade Plan	**80% Completed**	**Waiting on review and feedback from CW. DCSE will incorporate the comments and finalize the subtask.**	
2.2 - Existing Data Review	**100% Completed**		
2.3 - Utility Network Asset Package Update	**80% Completed**		
2.4 - Integrations and Data Dependencies Plan	**50% Completed**		
2.5 – Sprint Plan	**100% Completed**	**Provide CW with the Sprint Plan draft documentation.**	
2.6 – Pilot Migration & Testing	**100% Completed**		
3 - Full System Implementation			
3.1 - Data Clean up, Migration, and Utility Network Configurations	**30% Completed**		**In Progress**
3.2 - ArcGIS Environment Set Up – Production Environment			
3.3 - Deployment of Utility Network – Production environment			

TASK	PROGRESS	ANTICIPATED WORK NEXT REPORTING PERIOD	SHOWSTOPPERS
3.4 - Integrations & Data Dependencies For Production Environment			
3.5 - Training & Documentation	**35% Completed**		**Started documentation and training for Admin activities. GIS Editor – 5 training sessions completed**
3.6 - System monitoring and Support post UN go-live			

SCHEDULE

Schedule has remained unchanged since last update. CW is considering upgrading to Cityworks 23.x and while we are trying to minimize schedule changes, it depends on the assumptions we made on the optional task. We will update this document if needed based on our discussions with CW on the Cityworks 23.x upgrade assumptions.

Figure 2-3 – Sample Monthly Project Status Report

3. PROJECT STAFF

Below is a concise overview of our staff's qualifications and areas of expertise. For a more comprehensive understanding of each team member's experience and specific contributions to various projects, please refer to **Appendix A - Resumes.**

3.1 BRIEF BIOGRAPHICAL SUMMARIES

ALI DIBA, PH. D, P.E. [Principal-in-Charge]

Dr. Ali Diba has over 30 years of experience managing GIS-based enterprise solutions for water and wastewater utilities. At DCSE, he has led multiple Utility Network implementations, overseeing project execution, coordinating with stakeholders, and ensuring that deployments align with utility operations and business objectives. Dr. Diba has managed large-scale transitions to Esri's Utility Network, including data migration, network configuration, and integration with enterprise asset management systems such as Maximo, Cityworks, and Oracle CC&B. He has also supervised efforts to extend Utility Network models to include vertical assets like pump stations and treatment plants, improving asset visibility and operational efficiency. Notable projects under his leadership include:

- **San Bernardino Municipal Water Department** – Oversaw Utility Network migration for water and sewer.
- **Santa Clarita Valley Water Agency** – Oversaw the development of the GIS Enabled Asset Registry (GEAR) to manage vertical assets within Utility Network for water. As well as the development of an Enterprise Data Warehouse using Microsoft Azure Synapse, integrating operational, SCADA, Customer Information, AMI/AMR, Water Quality, and Water Resources data.
- **Irvine Ranch Water District** – Overseeing Utility Network migration for water and sewer.
- **Providence Water** – Overseeing implementation of Utility Network for water along with integrations (including Cityworks)
- **Elsinore Valley Municipal Water District** – Oversaw EVMWD's Maximo & CIS GIS integration.

Dr. Diba will oversee all aspects of this project, ensuring it is completed on schedule and meets quality expectations.

HARITHA VENDRA, P.E., GISP, M.S. [Project Manager / UN Specialist]

Ms. Haritha Vendra brings over 20 years of experience in GIS, specializing in Utility Network migrations and GIS project management for water and wastewater systems. She holds an **Esri Utility Network Specialty** certification as well as a **Geographic Information Systems Professional (GISP)** certification and has played a key role in multiple transitions to Utility Network. Her expertise also includes GIS database administration, version management, and performance optimization, with a strong background in Oracle and MS-SQL Server. Notable projects include:

- **San Bernardino Municipal Water Department** – Technical Lead in implementation of Utility Network for water and sewer and coordinating integrations.
- **City of Long Beach** – Technical Lead in implementation of Utility Network for recycled- water.

- **Providence Water** – Technical Lead in implementation of Utility Network for water and coordinating integrations (including Cityworks)
- **Irvine Ranch Water District** – Technical Lead in implementation of Utility Network for water and sewer and coordinating integrations.
- **City of Los Angeles (Bureau of Sanitation)** - Enterprise GIS Upgrade

Ms. Vendra will oversee the Utility Network technical implementation for this project, ensuring smooth deployment and seamless integration with existing systems.

MAX KETABI, M.S. [Assistant Project Manager / UN Specialist]

Mr. Max Ketabi is a GIS professional with a decade of experience in GIS planning, land development, photogrammetry, and geospatial analysis. He holds an **Esri Utility Network Specialty Certification** and has played a key role in multiple transitions to Utility Network. Notable projects include:

- **Greenville Water** – Technical Lead in implementation of Utility Network for water.
- **Golden State Water Company** – Technical Lead in implementation of Utility Network for water.
- **West County Wastewater** – Project Manager for GIS data development for the sewer system.
- **Moulton Niguel Water District** – Technical Lead in implementation of Utility Network for recycled water.
- **San Bernardino Municipal Water Department** – 3D-Modeling Task Lead for the implementation of Utility Network for water and sewer.

Mr. Ketabi will oversee the work of other GIS analysts for this project and assist with data assessments and team coordination.

AZAAD HAMIDI [ArcGIS Enterprise Specialist]

Mr. Hamidi, an ArcGIS Enterprise Specialist, is a lead technical support specialist at DCSE, providing daily client support, troubleshooting, documentation, and upgrade assistance for GIS solutions. His expertise includes GIS troubleshooting, ArcGIS Enterprise implementation and upgrades, web application debugging, SSRS reporting, MS SQL development, stored procedures, and Windows application maintenance for GIS environments. Notable projects include:

- **Los Angeles World Airports** - Upgrade from 11.1 to 11.3 version of ArcGIS Enterprise environment
- **Contra Costa Water District** - Implementation of 10.8 Enterprise environment
- **San Bernardino Municipal Water Department** - implementation of 11.1 and 11.3 ArcGIS Enterprise across multiple servers with live monitoring using ArcGIS Monitor
- **Irvine Ranch Water District** - Implementation of 10.9 ArcGIS Enterprise
- **Santa Clarita Valley Water Agency** - Hosting ArcGIS Server Feature Services on a DMZ server with advanced firewall and security configurations

For this project, Mr. Hamidi will implement ArcGIS Enterprise upgrades and handle installations.

LATHA PALAKUR, M.S. [Senior GIS Analyst]

Ms. Latha Palakur brings over 20 years of GIS experience, with a focus on geodatabase design, scripting/automation, application development, and Utility Network. She is well-versed in ArcGIS Desktop applications, ArcGIS Pro, Server, Online, Portal technologies, Python, and AutoCAD. She is also instrumental in product documentation, testing, and training. Notable projects include:

- **San Bernardino Municipal Water Department** – Support & Documentation for implementation of Utility Network for water and sewer.
- **Providence Water** – Support & Documentation for implementation of Utility Network for water.
- **Elsinore Valley Municipal Water District** – Support & Documentation for implementation of Utility Network for sewer.
- **El Toro Water District** – Support & Documentation for Enterprise Geodatabase Development and Data Conversion/Digitization for water and sewer.

Ms. Palakur will be responsible for Utility Network schema design, data mapping, training and documentation.

CHRIS JOHNSON B.S. [GIS Developer / Integrations]

Mr. Johnson, with over a decade of software development experience, specializes in custom solutions for municipalities, focusing on GIS web applications, system integrations, and automation. Proficient in Python, HTML/JavaScript, SQL Server, and PostgreSQL, he has extensive experience configuring dashboards and integrating Esri products with third-party systems. His expertise also includes cloud computing and asset management tools. Notable projects include:

- **San Gabriel Valley Water Company** – Implementer of ESRI Lead Service Line Inventory Solution and third-party integrations.
- **Irvine Ranch Water District** – Automation support for data publishing and MMPKs (Mobile Map Packages) creation.
- **San Bernardino Municipal Water Department** – Automation support for the implementation of Utility Network for water and sewer.

For this project, Mr. Johnson will provide integration support and identify opportunities to automate data migration, schema updates, and repetitive workflows.

MARK THACKER, B.A. [Project Communications]

Mr. Thacker is a seasoned project manager with a strong background in Agile project management and leadership across multicultural and cross-functional teams. His expertise spans large-scale project delivery, transformation of ERP products to SAAS models, and the development of teams focused on continuous improvement. With experience in the USA, UK, Hong Kong, India, and Australia, he specializes in strategy, stakeholder engagement, risk management, and delivering results through strong leadership and a client-focused approach.

Mr. Thacker will support project planning, resource management, risk mitigation, and stakeholder communication.

MASOUD HOSEYNI PH.D. [Project Administration/Finance]

Dr. Hoseyni has extensive experience in project administration, financial oversight, and resource management for large-scale technology initiatives. As President of DCSE, he has managed teams of engineers and software developers, overseeing budgeting, contract management, and operational support for GIS, database management, and software engineering projects. His expertise ensures efficient project coordination, financial planning, and compliance throughout the engagement.

Dr. Hoseyni will be responsible for overseeing budgeting, contract management, and invoicing, ensuring financial efficiency and compliance.

3.2 ORGANIZATIONAL CHART

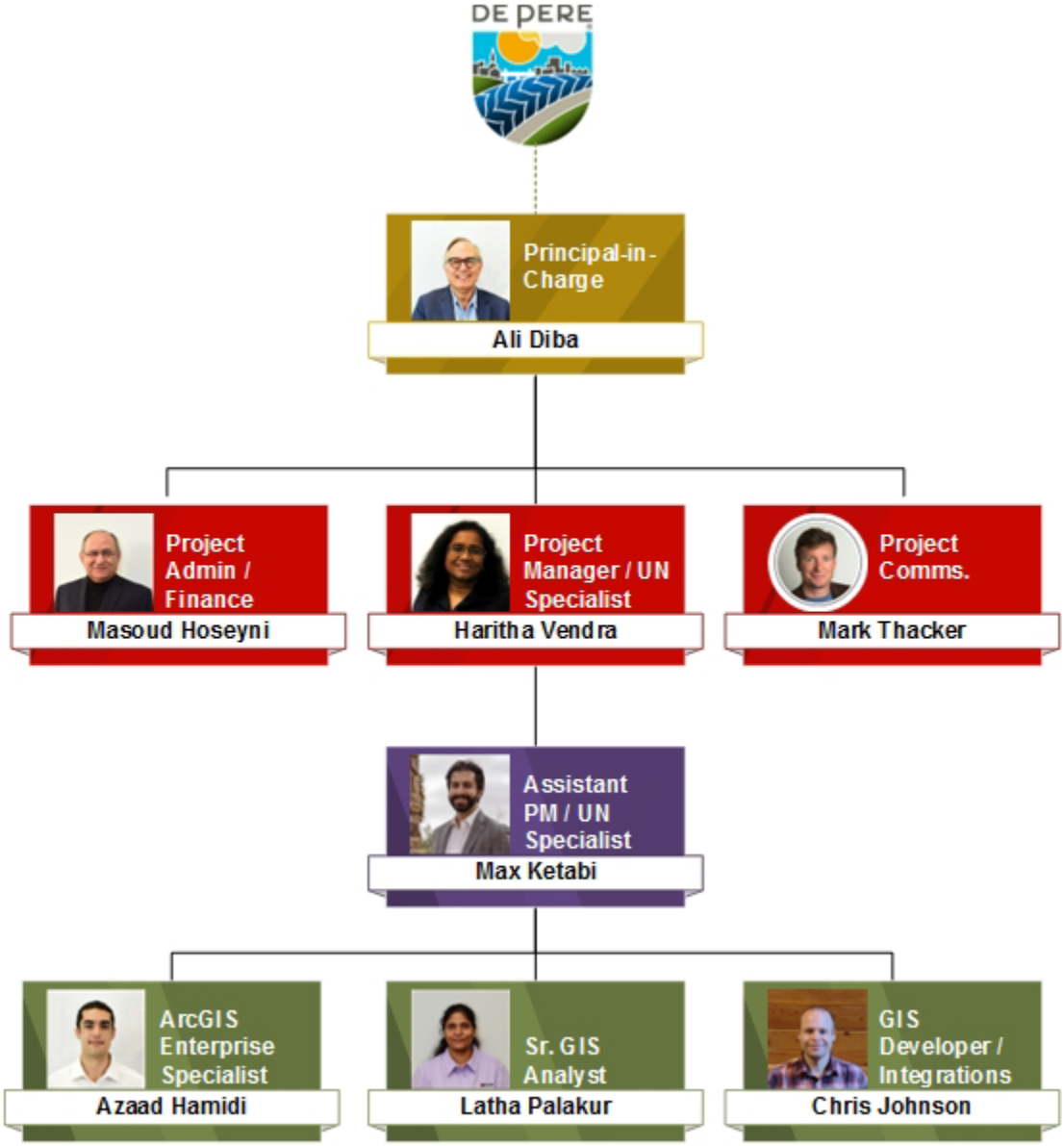


Figure 3-1 Project Organizational Chart

4. BUDGET

Below is our proposed budget and timeline for the various project phases.

Table 4-1 – Cost Breakdown per Phase

RFP Indicator	*Phase*	*Labor Cost*
	Project Kick-off	**$2,460**
a	**Phase 1 - Esri ArcGIS Enterprise Upgrade**	**$19,400**
b	**Phase 2 - Esri Portal Installation**	**$16,600**
1	*Implementing Portal for the Utility Network*	**$8,300**
2	*Implementing Portal for all other GIS data*	**$8,300**
c	**Phase 3 - Esri Utility Network Migration ***	**$71,560**
1	*Sanitary Sewer data migration and implementation*	**$29,900**
2	*Stormwater data migration and implementation*	**$15,200**
3	*Water data migration and implementation*	**$26,460**
d	**Phase 4 - Continuing Support ****	**$5,000**
Total		**$115,020**

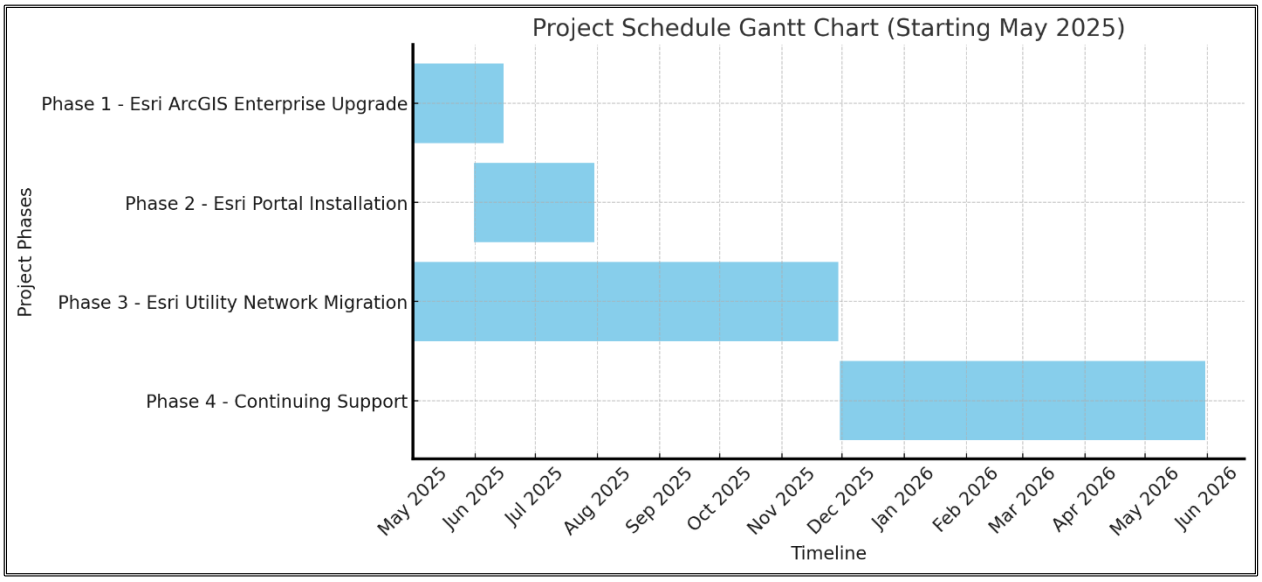
** It is assumed that Esri's UN Foundation Expanded model will be used for Water and Sewer, while the Esri's Minimum Deployment (UN Migration Tools) will be used for Storm.*

*** Total of 26 hours assumed. Any additional support hours needed, whether within or beyond the six-month support period, can be negotiated separately outside the scope of this project.*

Table 4-2 - Detailed Cost Breakdown

Task #	Task Name	Principal In Charge	PM	Assistant PM	Project Admin/Comms	Sr. GIS Analyst	GIS Developer/ Enterprise Specialist	GIS Analyst	Total Labor Hours	Labor Cost
		$240	$200	$180	$180	$160	$160	$120		
	Project Kick-off	**2**	**2**	**2**	**5**	**0**	**2**	**0**	**13**	**$2,460**
1	**Phase 1 - Esri ArcGIS Enterprise Upgrade**	**20**	**26**	**10**	**12**	**8**	**26**	**0**	**102**	**$19,400**
1.1	Discovery Meeting	8	8	8	8	8	0	0	40	$7,680
1.2	Conduct the Upgrade	8	8	1	0	0	16	0	33	$6,260
1.3	City Acceptance Testing and Approval	4	10	1	4	0	10	0	29	$5,460
2	**Phase 2 - Esri Portal Installation**	**10**	**30**	**4**	**10**	**7**	**21**	**10**	**92**	**$16,600**
2.1	Discovery Meeting	4	4	2	4	0	0	0	14	$2,840
2.2	Pre-Installation Meeting	4	4	0	4	0	4	0	16	$3,120
2.3	Installation	0	4	0	0	0	4	0	8	$1,440
2.4	Workflows and Versioning Recommendations for Utility Network	1	4	0	0	0	2	0	7	$1,360
2.5	Workflows and Versioning Recommendations for Non-Utility Data	1	4	0	0	0	0	0	5	$1,040
2.6	Assist in Implementation of the Chosen Recommendations	0	2	0	2	2	0	0	6	$1,080
2.7	Connect Portal to ArcGIS Online	0	2	0	0	2	4	0	8	$1,360
2.8	Migrate all web services to ArcGIS Pro	0	1	1	0	3	2	10	17	$2,380
2.9	Provide Training	0	5	1	0	0	5	0	11	$1,980
3	**Phase 3 - Esri Utility Network Migration**	**15**	**72**	**66**	**0**	**90**	**10**	**214**	**467**	**$71,560**
3.1	Conduct pre-migration meetings with the City	4	8	2	0	0	0	0	14	$2,920
3.2	Provide recommendations for Utility Network features to implement	4	8	8	0	0	0	0	20	$4,000
3.3	Data Readiness Assessment	1	3	3	0	10	0	20	37	$5,380
3.4	Data Cleanup	1	3	3	0	0	0	24	31	$4,260
3.5	Conduct Migration	4	40	40	0	80	10	160	334	$49,760
3.6	Training and Documentation	1	10	10	0	0	0	10	31	$5,240
4	**Phase 4 - Continuing Support**	**0**	**16**	**10**	**0**	**0**	**0**	**0**	**26**	**$5,000**
	Total	***47***	***146***	***92***	***27***	***105***	***59***	***224***	***700***	***$115,020***

Table 4-3 - Schedule (Assuming Phase 3 starts alongside Phase 1&2)



5. MUNICIPAL EXPERIENCE AND KNOWLEDGE

DCSE has over three decades of experience providing GIS solutions for more than 300 cities, municipalities, and water authorities, with a deep understanding of municipal government systems and goals. Most of our clients are public agencies like yours, giving us direct insight into the unique challenges municipalities face in managing GIS and utility infrastructure. We have worked with agencies across the U.S., including the City of Los Angeles, Honolulu, Central Arizona Water Conservation District, City of Providence, Golden State Water, Long Beach Utilities, and Pasadena, among many others.

By partnering with numerous agencies, we understand the critical need for accurate utility data, seamless system integrations, and efficient workflows. Our expertise in GIS data conversion, geodatabase migration, enterprise deployments, and cloud-based GIS solutions ensures that municipalities have scalable, future-ready GIS environments tailored to their operational needs. We focus on cost-effective, innovative solutions that align with municipal goals, helping cities improve data management, streamline workflows, and optimize resource allocation for water and wastewater systems.

Summary of our key qualifications for this project:

- Developed Utility Networks for over a dozen agencies, with ongoing projects.
- Integrated with 20+ enterprise system vendors, including CMMS, SCADA, permitting, and utility billing, automating data synchronization.
- Esri Gold Partner, beta-testing Utility Network technologies, as well as ArcGIS Enterprise and ArcGIS Pro new functionalities.
- Expert in Utility Network deployment, migrating GIS data to enterprise systems and configuring access based on privileges.
- Multiple Professional Engineers and Esri-certified Utility Network experts in the team.

6. REFERENCES

Below is a selection of project references along with their contact information.

Table 6-1 – Utility Network Projects

Utility Network Project	Project	Contact
San Bernardino Municipal Water Department	*Description:* Utility Network Implementation for Water, Sewer, and Recycled + Enterprise Implementation Hardware/Software: ArcGIS Utility Network Management Release 11.1 *Completion Date: 12/2024*	**Name:** Julie Abinto, *GIS Coordinator* **Address:** 1350 South E Street, San Bernardino, CA 92408 **Email:** julie.abinto@sbmwd.org **Phone:** (909) 522-3408
City of Long Beach Water Department	*Description:* Utility Network Migration of Recycled Water *Hardware/Software:* ArcGIS Utility Network Management Release 11.3 *Completion Date: 5/2024*	**Name:** Jeff Evans, *Business Systems Specialist* **Address**: 1800 E Wardlow Rd, Long Beach, CA 90807 **Email:** Jeff.Evans@lbwater.org **Phone:** (562) 570-2359
Elsinore Valley Municipal Water District	*Description:* Utility Network Sewer Pilot Project *Hardware/Software:* ArcGIS Utility Network Management Release 11.1 *Completion Date: 6/21*	**Name:** Anthony Vazquez, *GIS Specialist II* **Address:** 31315 Chaney Street, Lake Elsinore, CA 92530 **Email:** avazquez@evmwd.net **Phone:** 951-674-3146 X8261
Irvine Ranch Water District	*Description:* Utility Network Implementation for Water, Sewer, and Recycled + Enterprise Implementation *Hardware/Software:* ArcGIS Utility Network Management Release 11.3 *Completion Date: Pilot Complete – Full Migration in Progress*	**Name:** Josephine Shih, *GIS Supervisor* **Address:** 15600 Sand Canyon Ave., Irvine, CA 92618 **Email:** shih@irwd.com **Phone:** (949) 453-5564

APPENDIX A – RESUMES

ALI DIBA PH.D., P.E.

P: 949.465.3400 || E: *alidiba@dcse.com*

Principal-In-Charge

PROJECT EXPERIENCE OVERVIEW

- Dr. Diba has worked with over 50 agencies, both public and private in the California region in addressing all aspects of data management and systems integration in the GIS environment.
- Fluent in Esri technology, including Utility Network, ArcGIS Enterprise, ArcGIS mobile applications, and Map SDKs.
- Experienced agile technology implementer.

EDUCATION

- **Ph.D., Water Resources System Engineering -** *University of California Los Angeles, 1997*
- **Engineering Degree (Water Resources Systems Engineering)** - *University of California - Los Angeles, June 1995*
- **M.S., Water Resources System Engineering** - *University of California Los Angeles, 1995*
- **B.S.,Structural Engineering** - *University of California - Los Angeles, June 1979*

SUMMARY

Dr. Diba offers extensive experience in managing the development of decision support and GIS-enabled asset management-related systems. Substantial experience in managing Geographic Information System (GIS) applications with extensive experience in implementing Esri's Utility Network architecture. Designed and implemented several Geographic Information Systems to access large-scale Utility Network databases in a service-oriented architecture environment.

Lead architect for graphical database interfaces using .NET, Python, JavaScript, and Esri technologies for web applications. Designed integrated applications delivering intelligent mapping with backend database support. Experienced with Java, C#, and databases like MS SQL, Oracle, Postgres, and SQLite. Extensive knowledge of AMS and CMMS systems, including Maximo, Infor, Lucity, Hansen, and CityWorks. Recently architected an AI/ML framework for predictive maintenance solutions.

SELECTED PROJECTS

- **Santa Clarita Valley Water Agency – *Development of an Asset Registry for Linear and Vertical Assets using ArcGIS Utility Network***

  Acted as the principal architect to develop an asset register for managing linear and vertical assets by extending the Utility Network to manage vertical assets. The system developed was called GEAR which stood for GIS Enabled Asset Registry and included interfaces for both GIS and Engineering/Operations staff to manage the assets in the system.

- **San Bernardino Municipal Water District – *Water & Sewer Utility Network Migration***

  Dr. Diba served as the Executive Lead for the San Bernardino Municipal Water District's Utility Network implementation. In this role, he provided strategic oversight and direction for the Utility Network development, ensuring alignment with organizational goals and stakeholder objectives. His responsibilities included executive-level project planning, resource allocation, and high-level coordination with district leadership to secure critical support and approvals.

- **Central Arizona Water Conservation District – *GIS Modernization: Custom Web App Builder Widget Development***

  Acted as project manager for this project, which involved the development of widgets that provided functions by user role and could enable internal employees outside of IT to build their own maps and queries. The Web App Builder Widgets provide functionality that upgraded their existing viewers to template-based, web-enabled configurable mapping applications integrated seamlessly across all departments within the District.

- **Metropolitan Water District of Southern California - *Enterprise GIS***
  Helped to deploy the Metropolitan Water District (MWD) of Southern California enterprise GIS system. MWD, one of the world's largest water agencies, needed a user-friendly, Web-based enterprise GIS solution that allowed all employees to access spatial data easily and more efficiently. They selected DCSE's and Spatial Wave's (DCSE's sister company) *Mapplet.NET*, *Mapplet Light* and *MapLibrary* software. As a result, there has been increased productivity across the organization by using on-demand GIS query, visualization, and mapping capabilities that quickly and efficiently generate high-stakes water resources management information

- **City of Los Angeles, Bureau of Sanitation *(Multiple Projects)***
  - ***SANSTAR:*** Project manager and implementer of the LA Bureau of Sanitation SANSTAR 311 ticket management system. The system includes a mobile solution developed by DCSE that processes 3500 tickets a day, using more than 100 trucks and drivers.
  - ***GIS Technology Assessment Study***: Project manager and major contributing author of the LA Bureau of Sanitation GIS Technology Assessment Study. This report produced a plan and budget to implement GIS throughout the organization.
- **Elsinore Valley Municipal Water District – *Maximo/CIS***
  Project manager and major contributing author of the EVMWD's integrated Maximo and CIS system for performing customer requests and asset management in an integrated and GIS enabled mobile solution.
- **South Coast Water District - *Enterprise GIS Deployment & Integration***
  Principal-in-Charge of the Enterprise GIS Deployment for South Coast Water District which involved integrations between GIS, CMMS, Document Management, Field GIS and Field Hardware.
- **Eastern Municipal Water District - *EGIS & Field***
  Project manager and major contributing author of the EVMWD's integrated Maximo and CIS system for performing customer requests and asset management in an integrated and GIS-enabled mobile solution.
- **Orange County Water District - *WRMS Modernization***
  Principal-in-Charge of the WRMS Oracle Modernization project for OCWD. WRMS Modernization included development of many spatially enabled user interfaces for input, export, and reporting of hydro geologic and water quality information related to OCWD's service area. This application uses state-of-the-art technology by integrating GIS and tabular data stored in WRMS.

HARITHA VENDRA P.E., GISP, M.S.

P: 949.465.3400 || E: *hvendra@dcse.com*

Project Manager/Utility Network Specialist

REGISTRATIONS & CERTIFICATIONS

- **Registered Civil Engineer** – ***California #C 85404***
- **Certified Geographic Information Systems Professional - *GISP Certificate #90290***
- **ArcGIS Utility Network Specialty 20-001**

EDUCATION

- **M.S., Civil Engineering – Water Resources** *University of Texas, Arlington – 2001*
- **B.S., Civil Engineering** *- Osmania University (Hyderabad, India) – 1996*

AFFILIATIONS

- **American Water Works Association** (AWWA) – CA-NV Section

SUMMARY

Ms. Vendra has over 22 years of experience in Geographic Information Systems, with a strong focus on the latest Utility Network technology for Water, Wastewater, and Storm Drain systems. She holds an ArcGIS Utility Network Specialty certificate. She is highly skilled in using GIS and CAD software for design and analysis and has worked with over 60 municipal agencies on data conversion, migration, and workflow designs. Additionally, she has presented several papers at conferences on Utility Network & Enterprise GIS Development.

EXPERIENCE SUMMARY

- **San Bernardino Municipal Water District – Water & Sewer Utility Network**

  Ms. Vendra was the lead on Utility Network development for San Bernardino Municipal Water District. Her responsibilities consisted of data migration, Utility Network configuration, 3D coordinate assignment, and project management and coordination.

- **Long Beach Utilities – *Recycled Water Utility Network***

  Ms. Vendra led Utility Network development for Long Beach Utilities, overseeing data migration, schema updates, network configuration, deployment to an enterprise cloud environment, and staff training.

- **Irvine Ranch Water District – *GIS Conversion & Utility Network***

  DCSE converted Irvine Ranch Water District's GIS for basemap, potable water, wastewater, and recycled water from legacy formats to a Geodatabase. Ms. Vendra led data analysis, migration planning, Geodatabase design, editing tool specifications, and assisted with GIS SDE setup. Following a successful Utility Network pilot, she now leads the district-wide Utility Network migration for IRWD's potable water, recycled water, and wastewater systems. Ms. Vendra oversees key tasks for successful migration, including data cleansing, network topology configuration, asset alignment, and quality control implementation.

- **Elsinore Valley Municipal Water District – *Sewer Utility Network***

  Ms. Vendra led Utility Network development for Elsinore Valley Municipal Water District, handling data migration, configuration, 3D data development, and topology error correction. She also deployed the network on ArcGIS Enterprise and set up web apps for network tracing.

- **Santa Clarita Valley Water Agency – *Utility Network Migration for Vertical Assets***

  Ms. Vendra is currently leading the Utility Network migration for vertical assets at Santa Clarita Valley Water Agency, managing tasks such as data cleansing, network topology configuration, asset alignment, and quality control implementation.

MAX KETABI MGIS

P: 949.465.3400 || E: *mketabi@dcse.com*

Utility Network Specialist

EDUCATION

- **Master's Degree, Geographic Information Systems (MGIS) -** *Penn State University - 2023*
- **Graduate Certificate, Geospatial Intelligence Analytics (GEOINT) -** *Penn State University - 2018*
- **Certificate, Geographic Information Systems -** *California State University, Fullerton - 2015*
- **B.A., Political Science -** *California State University, Fullerton, 2015*

CERTIFICATIONS & REGISTRATIONS

- **ArcGIS Utility Network Associate 2024**
- **FAA Part 107, U.S. Commercial Drone Pilot**
- **United States Geospatial Intelligence Foundation (USGIF) GEOINT Collegiate Certificate**

SUMMARY

Mr. Ketabi is an experienced Geographic Information Systems (GIS) professional and FAA-certified drone pilot with a strong background in utility GIS, environmental planning, land development, photogrammetry, and GIS project management. Below are a few sample GIS projects that he has managed and/or participated in.

SELECTED PROJECT EXPERIENCE

- **Greenville Water -** ***Utility Network Implementation***

  Mr. Ketabi is managing the technical implementation of the Utility Network migration for the agency's water system, which serves over 200,000 customers. His responsibilities include overseeing schema design, data assessment, data cleaning, trace configurations, and quality control measures, as well as supervising the work of DCSE junior analysts.

- **San Bernardino Municipal Water District -** ***Utility Network & 3D Modeling***

  DCSE successfully completed work on the Utility Network for San Bernardino Municipal Water Department's water and sewer systems. Mr. Ketabi assisted the project team with data readiness assessment, quality control, and 3D modeling of four stations within the network.

- **Santa Clarita Valley Water Agency –** ***Utility Network Migration for Linear and Vertical Assets & 3D Modeling***

  Mr. Ketabi is currently leading the linear effort for the Utility Network migration at Santa Clarita Valley Water Agency, overseeing key tasks such as data cleaning, network topology configuration, asset alignment, and implementing quality control measures. He has also produced multiple models to support the vertical system migration, contributing to the Utility Network migration for both linear and vertical assets.

- **City of Glendora –** ***GIS Support for Integrated Water Master Plan & Water Rate Study***

  For this project, DCSE was subcontracted to adjust model pipes, nodes, and related attributes, plus geocode and plot meters, laterals, and pipe breaks from various sources. Mr. Ketabi managed the project, overseeing DCSE's junior GIS analysts to ensure accurate GIS data delivery.

- **West Valley Water District –** ***Fire Flow Test Application Configuration via Field Maps***

  Led by Mr. Ketabi, DCSE managed a project to integrate Fire Flow Testing into ArcGIS Field Maps, automating data collection and enhancing hydrant schema integrity. Phases included Discovery, Design, Development, and Testing, introducing features for viewing previous tests, symbolizing tested hydrants, and auto-calculating head pressure. This streamlined process improved efficiency and decision-making in fire flow testing.

LATHA PALAKUR M.S.

P: 949.465.3400 || E: *lpalakur@dcse.com*

■ Senior GIS Specialist

EDUCATION

- **M.S., Computer Applications -** *University of Madras 1996*
- **B.S., Computer Science** *- University of Madras 1993*

TECHNICAL SKILLS

- **ArcGIS**
- **Desktop ArcObjects**
- **ArcGIS Enterprise**
- **AGOL**
- **SQL, PL/SQL**
- **Java**
- **Perl**
- **Javascript**
- **SDE and AutoCAD**
- **SAP Crystal Reports**
- **C, C++**
- **Visio**
- **VB, VBScript**
- **ASP**
- **MS Access**
- **Python**
- **Oracle**

SUMMARY

Ms. Palakur has over 20 years of experience in GIS – specifically with Geodatabase Design, Scripting, Application Development, Geometric & Utility Networks. She is skilled with ArcGIS technologies, Python, and AutoCAD, and has substantial expertise in database application development with Oracle and MS SQL Server. Ms. Palakur also plays an essential role in product documentation, testing, and training.

SELECTED PROJECTS

- **San Bernadino Municipal Water Department – *Utility Network Migration***

  Ms. Palakur supported the Utility Network development for San Bernardino Municipal Water District (water and sewer). Her tasks included quality control, data mapping, Utility Network configuration, error identification, and assisting with project coordination.

- **Elsinore Valley Municipal Water District – *Utility Network Migration***

  Ms. Palakur supported the EVMWD Sewer pilot Utility Network development, contributing to the Geodatabase data model based on the Sewer Utility Network Foundation and extending it to meet the District's database requirements.

- **City of Costa Mesa – *Storm GIS Updates***

  DCSE completed migrating the City's existing Storm GIS into an LGIM format geodatabase. Additionally, the existing GIS was checked against as-builts, updating missing data such as pipe attributes and appurtenance elevations. This GIS data was linked to the Storm model data and updated with modeling results for various scenario years.

- **City of Chino – *Storm Drain GIS Data Development***

  DCSE supported the City's Master Plan project with Storm Drain GIS Data Development. Ms. Palakur handled Geodatabase design, ensuring compliance with Esri LGIM format, and facilitated model linking, field assessments, as-built linking, and CMMS integration. She also oversaw the offshore GIS team's operations and conducted quality control for the Storm Drain GIS data and map deliverables.

- **Long Beach Utilities – *Recycled Water Utility Network***

  Ms. Palakur supported the Long Beach Utilities Recycled Water Utility Network development, contributing to the Geodatabase data model based on the ESRI Water Utility Network Foundation and extending it to meet the utility's specific database requirements. She also assisted with data clean-up, quality control, training, and documentation.

AZAAD HAMIDI

P: 949.465.3400 || E: *ahamidi@dcse.com*

ArcGIS Enterprise Specialist

EDUCATION

- **B.S., Computer Science –** *California State University, San Marcos, 2020*

TECHINCAL SKILLS

- ***Languages***
  - Python
  - Visual Basic
  - C++
  - C#
  - Java (JDK)
  - Javascript
  - SQL
- ***Operating Systems***
  - Windows Server 2012R2, 2016, 2019
  - MS Dos
  - UNIX
  - MacIntosh
- ***Databases***
  - Windows Server 2012R2, 2016, 2019
  - MS Dos
  - UNIX
- ***Application Software***
  - SQL Server Management Studio
  - MS Visual Studio
  - MS Office Suite
- ***GIS***
  - ArcGIS Pro Map Creation & Management
  - Implementation of Portal for ArcGIS
  - Publishing Feature Services & Web Maps to Portal

SUMMARY

As one of DCSE/Spatial Wave's main technical support specialists, Mr. Hamidi provides assistance, troubleshooting, documentation and upgrade assistance to users of DCSE and Spatial Wave's software suite. Experience includes providing GIS-related troubleshooting, implementation and upgrade of ArcGIS Enterprise and other GIS environments, the debugging and testing of web applications, SSRS, developing reports, MS SQL development, writing Stored Procedure and the development and maintenance of Windows Applications related to GIS.

PROJECTS EXPERIENCE

- **ArcGIS Enterprise *(Multiple Clients & Projects)***

  Implementation and upgrading of ArcGIS Enterprise for multiple projects:
  - ✓ **Los Angeles World Airports (LAWA):** Upgrade from 11.1 to 11.3 version of ArcGIS Enterprise environment
  - ✓ **Contra Costa Water District (CCWD):** Implementation of 10.8 Enterprise environment
  - ✓ **San Bernardino Municipal Water Department (SBMWD):** Implementation of 11.3 ArcGIS Enterprise across multiple servers with live monitoring using ArcGIS Monitor
  - ✓ **Irvine Ranch Water District (IRWD):** Implementation of 10.9 ArcGIS Enterprise
  - ✓ **Santa Clarita Valley Water Agency (SCVWA):** Hosting ArcGIS Server Feature Services on a DMZ server with advanced firewall and security configurations
- **Technical Support Specialist: Spatial Wave *(Multiple Clients & Projects)***
  - ✓ Evaluating client needs, developing configurations supporting business processes
  - ✓ IT Support for technical issues involving Spatial Wave's core product business applications and systems and multiple clients' technological environments
  - ✓ Remote monitoring and management system alerts and notifications, responding accordingly through service tickets
  - ✓ System documentation maintenance and review
  - ✓ Testing and troubleshooting final system setups
  - ✓ Providing training and end-user support during and after client product suite implementation processes
  - ✓ Remotely analyzing and resolving issues relating to product suite
- **Field Mapplet *(Multiple Clients & Projects)***

  Worked as lead testing and implementation of DCSE/Spatial Wave's Field Mapplet product, an GIS-enabled mobile computing solution that integrates with an organization's tabular, document and GIS databased environments.
- **City of Los Angeles, Department of Sanitation—*SANSTAR***

  Mr. Hamidi was key in testing and reporting of a comprehensive data management system that effectively tracked and managed the waste management programs and activities of Sanitation Department of the City of Los Angeles, improving the overall effectiveness of the City's mobility-related plans to streamline the City's 311 reports and requests.
- **Maximo Linear Asset Synchronization**

  Mr. Hamidi worked as lead implementation and custom configuration of Spatial Wave automated synchronization tool GeoMerge, to establish Linear Asset Synchronization between Maximo and GIS-enabled solutions and GIS database environments.

MASOUD HOSEYNI PH.D.

P: 949.465.3400 || E: *mhoseyni@dcse.com*

Project Administrator/Finance

PROJECT EXPERIENCE OVERVIEW

- Actively involved in projects assisting utility companies, municipalities and industrial plants to comply with local/federal regulations.
- Managed multiple projects involving development of Enterprise GIS and Database Management Systems for many utilities and municipalities.

EDUCATION

- **Ph.D., Mechanical Engineering –** *University of California, Los Angeles, 1991*
- **Degree of Engineers, Chemical Engineering–** *University of California, Los Angeles, 1982*
- **M.S., Chemical Engineering -** *University of California, Los Angeles, 1981*
- **B.S., Chemical Engineering-** *AMUT, 1977*

SUMMARY

Dr. Hoseyni has extensive experience in managing development of large-scale database applications providing data content to inter/intranet applications. He has substantial experience in management of Geographic Information (GIS) applications in the Microsoft Windows and the Unix environment. Dr. Hoseyni, in his capacity as president, has been managing a team of engineers and software developers at DCSE providing database management, GIS, and software engineering expertise.

SELECTED PROJECTS

- **City of Los Angeles, Bureau of Sanitation (*Multiple Projects*)**

  Served as program manager for the development of a comprehensive data management system to effectively track/manage the waste management programs and activities of SRCRD for the City and assisted in achieving a citywide 70% recycling rate. Dr. Hoseyni was also the project manager in developing an implementation plan for enterprise GIS for the Bureau of Sanitation.

- **Santa Clara Valley Water District - Water *Resources Information System (WRIS)***

  Project manager for the implementation/deployment of a new WRIS system for District business needs. Major components include well permit processing/registration, water production facility registration, managing water production and revenue collection, storing and maintaining well-related data, groundwater level and quality data tracking, and groundwater modeling. The system has also integrated with District's SCADA, LIMS, PeopleSoft and GIS applications.

- **Irvine Ranch Water District- *MWDOC's South County Reliability Study, IRWD Conveyance Alternative*:**

  As project manager, the main objective of this study was to determine IRWD's excess water source and transmittal capacity, which may be utilized to transmit water to South County without any adverse impact on its own distribution system. It also assessed the excess capacity as a function of time over the next 10-15 years, considering IRWD's service area growth and/or land use changes.

- **Con Edison of New York – *System Emission Monitoring & Reporting Code***

  Dr. Hoseyni was the chief designer and project manager for the implementation of a Web-based system for Con Edison to acquire, monitor, analyze and report the NOx and Sox emission from their electric generating units. SEMARC has been in operation since 1995 and has undergone 3 major upgrades during this time.

- **Valencia Water Company (Now part of SCVWA)– *Water Budget-based Tire Rate Implementation***

  Served as architect of Water Budget-based Tired rate System for the Company. The web-based system calculated daily water budget for each customer and provides a dashboard for the VWC's staff to manage the system and respond to customer requests such as variance requests. The system won the full support of the CPUC and has been in operation for over two years.

MARK THACKER

P: 949.465.3400 || E: *mthacker@dcse.com*

Project Communications

EDUCATION

- **B,A, Business Studies, Business Administration & Management –** *University of West London,1990*

AWARDS

- **CES Innovation Award**
- **KickStarter Award**
- **Maximizing Leadership Skills**
- **Lean Startup Methodology**

EXPERTISE

- **Business Technology Consulting**
- **Leadership & Team Management**
- **Financial Management**
- **Project Planning**
- **Risk Management**
- **Resource Management**
- **QA & Quality Management**
- **Software Development**

SUMMARY

Mr. Thacker's extensive industry experience is a testament to his proficiency in delivering exceptional results across various domains, underscored by his strong emphasis on effective project management practices & proven leadership capabilities in multicultural & cross-functional team environments. Notable experience includes:

- ✓ Large-scale project delivery based on Agile methodologies (Scrum/Kanban), emphasizing iterative development & close collaboration with stakeholders.
- ✓ Successful delivery of transformative initiatives, such as transitioning ERP products from traditional models to SAAS Models.
- ✓ Building & leading cross-functional teams, fostering a culture of continuous learning and development.
- ✓ Global Project experience working with teams in USA, UK, Hong Kong, India & Australia

PROJECTS EXPERIENCE

- **DCSE/Spatial Wave *(Multiple Clients & Projects)***

  As a Senior Consultant at DCSE & President of Spatial Wave, Mr. Thacker brings a wealth of expertise in strategic development, leveraging data-driven insights, & analysis to drive project delivery. His multifaceted roles & responsibilities encompass the following:

  Project Leadership and Management: Mr. Thacker excels in overseeing critical project implementations, guiding projects from inception to completion. He embraces Agile methodologies, fosters collaboration among team members, & prioritizes effective communication channels to ensure project success.

  Stakeholder Engagement: Recognizing the importance of stakeholder involvement, Mr. Thacker adopts a Client-Centric Approach to actively engage stakeholders throughout the project lifecycle.

  Risk Management: Mr. Thacker implements proven strategies to safeguard project outcomes, developing comprehensive contingency plans, & diligently monitoring project progress to address emerging issues promptly.

  Result-Oriented Leadership: At the helm of project delivery efforts, Mr. Thacker demonstrates result-oriented leadership. His decisive actions, strategic insights, & commitment to client success inspire confidence & drive teams towards achieving tangible outcomes within a culture of accountability & empowerment.

CHRIS JOHNSON

P: 949.465.3400 || E: *cjohnson@dcse.com*

GIS Developer/Integrations

EDUCATION

- **B.S., Finance –** *University of Illinois, Urbana-Champaign, 2003*

CERTIFICATIONS

- **ESRI ArcGIS Desktop Associate 10.1**
- **ESRI Web Application Developer Associate 10.1**

TECHNICAL SKILLS

- **Programming Languages** (*Adobe Flex, Python, Html/JavaScript, Objective-C, C#, Visual Basic)*
- **ESRI ArcGIS Desktop, ArcGIS Pro, Scene**
- **Esri Model Builder**
- **ArcGIS Enterprise, Portal for ArcGIS, ArcGIS Server, ArcGIS Online**
- **ArcGIS Dashboards, Web App Builder**

SUMMARY

Mr. Johnson is a GIS developer with 10 years of experience of working with multiple utility companies. At DCSE and Spatial Wave, Mr. Johnson provides web development services, enterprise integrations, GIS automations, QA, reporting and data analysis for multiple clients.

PROJECTS EXPERIENCE

- **San Bernardino Municipal Water District – Water & Sewer Utility Network**

  Mr. Johnson played a key role in post-migration support, using tools like GeoMerge to synchronize delta data into the Utility Network. He developed automation workflows to streamline data updates and created web applications to enhance data access and visualization. His coordination with cross-functional teams ensured that these tools aligned with operational needs and integrated smoothly into the Utility Network.

- **San Gabriel Valley Water Company – *Lead Service Line Inventory Solution***

  Mr. Johnson assisted San Gabriel Valley Water Company (SGVWC) with implementing the ESRI Lead Service Line Inventory solution and integrated this solution with DCSE/Spatial Wave's Field Mapplet, a GIS-enabled and mobile-based workflow and asset management solution.

  He wrote scripts to synchronize Lead Service Line Inventory data between Field Mapplet and ArcGIS Online. Scripts run on a scheduled task to bring data from Field Mapplet to ArcGIS Online. Mr. Johnson wrote scripts to assist in preparing client data for use with the Lead Service Solution. He also modified the ESRI solution web applications and dashboards to meet SGVWC 's needs.

- **Irvine Ranch Water District – *Automation***

  Mr. Johnson created a python script to publish enterprise Sewer, Water and Reclaimed Water GIS data to ArcGIS Online for Irvine Ranch Water District (IRWD). The script pre-processes the data first to modify certain attributes before publishing. Then, it publishes the layers as Feature Services, Raster Tile Layers and Vector Tiles.

  After the data was published, he created multiple web maps and web applications in ArcGIS Online for use internally by the District, or by the public. He created a separate python script to automate the process of creating Tile layers and publishing them to ArcGIS Portal, where they are incorporated into Web Maps. These web maps are used by Spatial Wave/DCSE's GIS system viewing solution Mapplet.

  Mr. Johnson created a tool to automate the process of creating MMPKs (Mobile Map Packages) from GIS Data which are used by Field Mapplet. All of these scripts above run on a schedule task, create detailed log files and sending an email after completion.

TIMMONS GROUP

ENGINEERING | DESIGN | TECHNOLOGY

Esri Utility Network Migration, Portal Install, and ArcGIS Enterprise Upgrade

PREPARED FOR

City of De Pere, WI
Development Services Department
GIS Division
335 S. Broadway
De Pere, WI 54115

SUBMITTED BY

Ally Kennedy, Principal
7053 Celebration Park Ave, Suite 300
Richmond, VA 23225
804.433.2998
ally.kennedy@timmons.com

timmonsgis.com

TIMMONS GROUP
GEOSPATIAL SOLUTIONS

7053 Celebration Park Ave
Suite 300
Richmond, VA 23225

P 804.200.6500
F 804.560.1016
www.timmonsgis.com

March 5, 2025

City of De Pere, WI
Development Services Department – GIS Division
City Hall
335 S. Broadway
De Pere, WI 54115
kvincent@deperewi.gov

RE: **Esri Utility Network Migration, Portal Install, and ArcGIS Enterprise Upgrade**

To Kristen Vincent and the Selection Team:

The City is seeking qualified professional Geographical Information Systems (GIS) services firms to provide assistance with an ArcGIS Enterprise upgrade, Portal for ArcGIS implementation, and Esri Utility Network migration.

Timmons Group has more than 30 years of geospatial-based technology solutions consulting experience for industry and government. Our staff includes more than 200 GIS professionals with a broad range of subject-matter experts across all areas of IT and GIS technologies.

Our team provides unmatched value to our clients – this case is no exception.

- We are an engineering company that knows Utilities and GIS, we are not a GIS company that knows GIS (first) and Utilities (second).
- Timmons Group has provided GIS services to utilities for more than 30 years.
- Our passion is for “wet utilities” (water/sewer/wastewater/combined).
- We are 1 of 23 companies in the United States certified by Esri in the Utility Network (UN) (Network Management Specialty Partner).
- We are 1 of 18 companies in the United States certified by Esri in ArcGIS Cloud Services.
- Our Project Manager (Drew Puzycki) and our UN Lead (Isabel Seigler) have each been certified by Esri in the ArcGIS Utility Network, encompassing 2 of 55 Utility Network certified staff in the United States.
- We have implemented Trimble Cityworks AMS and PLL for more than 150 clients across North America.
- We have integrated dozens of systems with our UN data models, including Trimble Cityworks, Lucity, InfoWater, WaterGEMS, Neptune, Munis, Cogsdale, WEX, Wincam, GraniteNet, Billmaster, SpryCIS, WACHS, 811, Esri and custom SQL and Python scripts.
- Our clients are winning UN awards for our work with them.
- In 2023, we won the Integrations award for our UN implementations at the IMGIS conference. This is a celebrated win for Indio Water Authority and Timmons Group.

We appreciate your consideration and hope to work with you on this important project. If you have any questions, please contact me at 804.433.2998 or at ally.kennedy@timmons.com.

Sincerely,

Ally Kennedy

Ally Kennedy | Principal

Table of Contents

SECTION 1 Qualifications and Experience 1
Who We Are 1
Contact Information 2
Esri Partner Status 2
History Providing GIS Services 4
Experience in ArcGIS Enterprise Version Upgrades 4
Experience in Portal for ArcGIS Implementations 6
Experience in Utility Network Migrations From the ArcMap/Geometric Network Environment 7
SECTION 2 Technical Approach 10
Phase 0: Project Initiation and Management 10
Phase 1: Esri ArcGIS Enterprise Upgrade 11
Phase 2: Esri Portal Installation 11
Phase 3: Esri Utility Network Migration 16
Phase 4: Continuing Support 21
Project Understanding 21
Keys to Success 21
Approach and Methodology to Planning, Organization, and Management 22
Scope of Work Issues 24
Project Schedule 25
SECTION 3 Project Staff 29
Biographical Summaries 29
Organizational Chart 31
Resumes 32
SECTION 4 Budget 44
SECTION 5 Municipal Experience and Knowledge 45
Utility Clients 46
Utility Network Clients 50
SECTION 6 References 53

SECTION 1 Qualifications and Experience

WHO WE ARE

Headquarters Location:
7053 Celebration Park Ave
Suite 300
Richmond, VA 23225

TIMMONS GROUP

Our Utility Network Services

UN Migration
Data Readiness Assessment
Data Cleanup
UN Implementation / Migrations
Systems Integration
Training
ArcGIS Enterprise

Our Team

- 200+ IT, GIS Staff, & Industry Leaders
- UN Certified Staff
- GIS Analysts & Developers
- Utility SMEs
- Asset Management SMEs
- Data Analysts, Architects, and Engineers

Utility Network Advantages

- Modern Architecture
- Increased data / network integrity and fidelity
- Advanced tracing capabilities
- Enhanced modeling
- Diagramming
- Increased collaboration capabilities
- Security
- Integrations
- AcrGIS Pro editing

Recent UN Customers

- EPCOR, AZ
- Indio Water Authority, CA
- Rogers Water Utility, AR
- Pennichuck Water Works, NH
- St. Johns County Utility, FL
- Orange Water and Sewer Authority (OWASA), NC
- Salt Lake City Public Utilities, UT
- Lynchburg, VA
- City of St Charles, IL
- City of Gresham, OR
- City of Sacramento, CA
- Mission Springs Water District (MSWD), CA
- City of Colombus, OH
- MetroConnects, VA
- Alexandria, VA
- Eastern Municipal Water District (EMWD), CA

WHO WE ARE

Timmons Group was established in 1953 and has 20 office locations. Currently, we have more than 1,000 staff members, 200 of which are technology professionals focused on GIS services for Utilities and Asset Management. We have a dedicated team of 15 staff that are focused on Utility Network migrations and integrations.

We are an engineering company that knows Utilities and GIS, not a GIS company that knows GIS and Utilities. We have well-defined, proven processes for UN Migration Planning, Data Readiness, Implementation, and Systems Integration.

We are a system integrator, so our Utility Network implementations are not standalone implementations; we integrate other systems with the Utility Network, including:

- Cityworks (Asset Management)
- Lucity/Central Square (Asset Management)
- InfoWater (Hydraulic Modeling Software)
- WaterGEMS (Hydraulic Modeling Software)
- Neptune Water Meter software
- Munis (Utility Billing)
- Cogsdale (Utility Billing)
- WEX (Fleet Management)
- Wincam (Sewer Inspection Software)
- GraniteNet (Sewer Inspection Software)
- Billmaster (CIS)
- Esri Field Maps
- Esri Dashboards and Web Maps
- SpryCIS
- WACHS (Value Maintenance)
- 811 (call before you dig)
- Python Scripts
- SQL Stored Procedures

2023 Infrastructure Management & GIS Conference
Utility Network Implementation Award

ArcGIS Cloud Services Specialty

State and Local Government Specialty

Network Management Specialty

FME Certified Professional

ArcGIS Utility Network Specialty

esri Certified ArcGIS Utility Network Associate 2024

Enterprise Administration Certified

CONTACT INFORMATION

TIMMONS GROUP
GEOSPATIAL SOLUTIONS

Ally Kennedy
Principal

7053 Celebration Park Ave
Suite 300
Richmond, VA 23225

ally.kennedy@timmons.com

804.433.2998

ESRI PARTNER STATUS

Timmons Group has been providing GIS services using the Esri Platform since 1989. We have been an Esri Business Partner for more than 30 years and are currently an Esri **Gold Partner**. We have more than 200 IT/GIS staff, so our bench is deep enough to be able to respond to the County's request for services quickly.

Our Specialty designations, as well as the numerous staff certifications in Esri software, further prove our understanding of and commitment to **industry standards and best practices around schema, domains, and relationships**.

We serve as a Beta-test site for many of Esri's software releases, which enables us to understand the upcoming Esri GIS platform changes and their impact on our clients. Our Gold Partnership and Network Management, ArcGIS Hub, and ArcGIS System Ready designations mean we are up to date on the latest Esri technology and updates and that Esri has evaluated our company and confirmed that we follow best practices when deploying and configuring Esri technology.

esri Partner Network Gold

State and Local Government Specialty

ArcGIS Hub Specialty

Network Management Specialty

ArcGIS Cloud Services Specialty

ArcGIS Utility Network SPECIALTY

Web Application Developer Certified

Enterprise Administration Certified

Enterprise System Design Certified

ArcGIS Online Administration SPECIALTY

ArcGIS Desktop Certified

Enterprise Geodata Management Certified

Timmons Group has recently received the following awards from Esri:

2023 Utility Network Implementation Award

2023 Infrastructure Management & GIS Conference
Utility Network Implementation Award

Timmons Group received a Utility Network Implementation Award at the 2023 Esri Infrastructure Management & GIS Conference (IMGIS) in October 2023. The award was presented in recognition of Timmons Group's successful implementations of Esri's ArcGIS Utility Network technology and integrations with other enterprise software. Timmons Group is one of 15 global Esri partners that received an achievement award at the conference and only one of two engineering firms to be recognized.

2021 Fostering Engagement Award

Esri Partner Conference 2021 Award Winner
Fostering Engagement

Timmons Group received the Fostering Engagement Award at the 2021 Esri Partner Conference. The award is for compelling use of Esri technology to drive user engagement, a feat made possible by the firm's accomplishments throughout our applications of GIS technology. Timmons Group's technology practice has always used Esri's technology to facilitate user engagement. The pandemic fundamentally changed how many companies and organizations work. In 2020, our engineering practices used Esri's technologies to engage with the community on proposed engineering projects. Instead of using presentations and public meetings, we are now using ArcGIS Hub, StoryMaps, and Survey123 to engage with citizens in a richer way. While the firm has been using StoryMaps for our GIS applications for years, StoryMaps became an especially important tool through the pandemic as they provided a platform for government agency project information usually disseminated at public meetings.

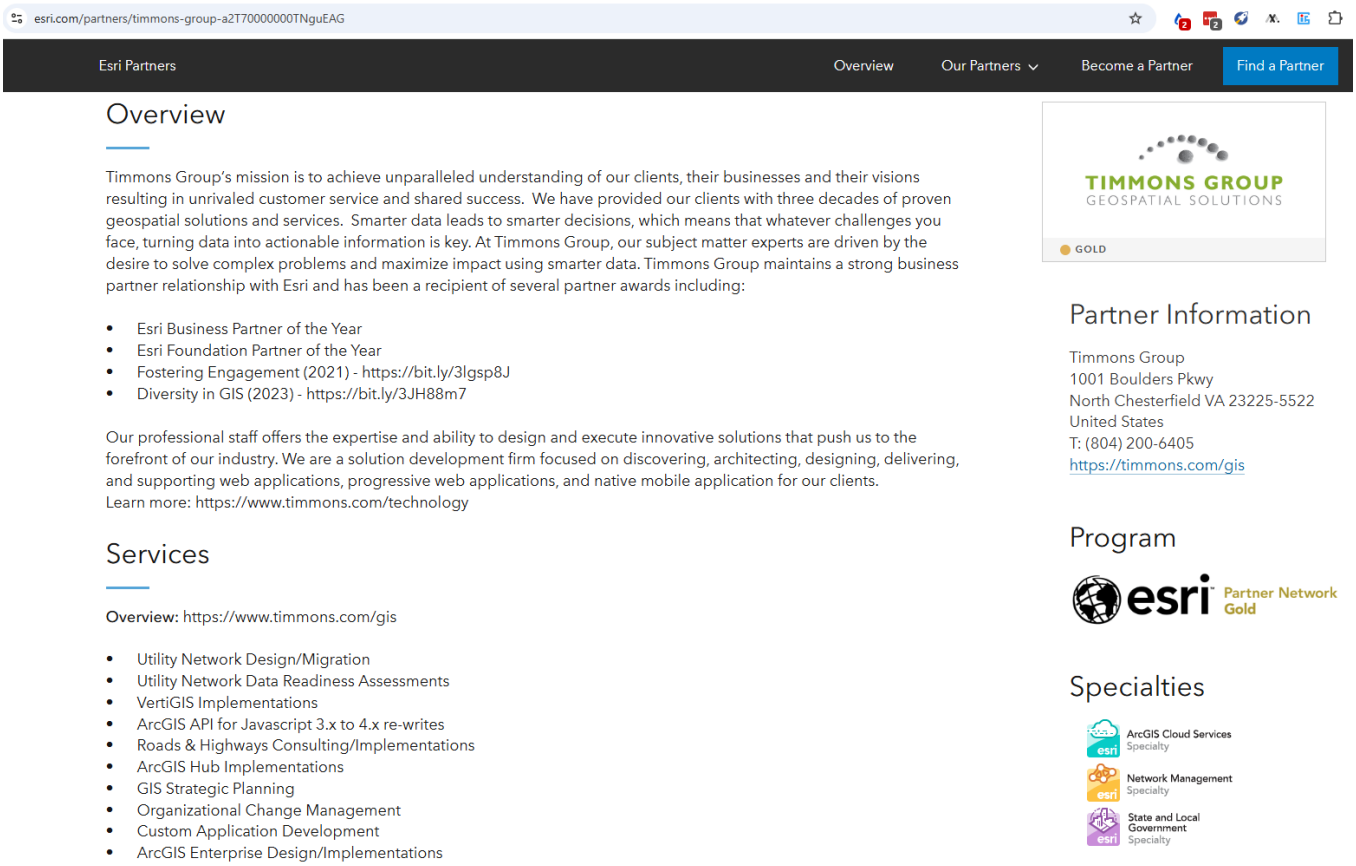
2023 GIS for Diversity Award

Esri Partner Conference 2023 Award Winner
GIS for Diversity

Timmons Group received a GIS for Diversity Award at the 2023 Esri Partner Conference (EPC) in March 2023. This award was presented as recognition of Timmons Group's investment in leveraging Esri ArcGIS technology to support diversity, equity, inclusion, and belonging for client's projects. Since 1989, Timmons Group has used Esri ArcGIS technology in support of clients' business objectives. In addition to the firm's investment in taking measurable action to advance diversity and inclusion in the workplace, Timmons Group implements DEI-centric projects with clients, including those that address underserved communities through improvements in multimodal transportation, broadband access, and utility bill forgiveness.

Proof of Status

Timmons Group has been an Esri Partner since 1991. Our Esri Partnership page is located here: https://www.esri.com/partners/timmons-group-a2T70000000TNguEAG. For your convenience, a screenshot of the page is below.



HISTORY PROVIDING GIS SERVICES

Timmons Group is a well-established 1000+ person professional consulting firm providing information technology and engineering consulting services to state, local, tribal, federal, and private clients throughout the US since 1953. Its geospatial and information technology services include: requirements definition, strategic planning, implementation planning, infrastructure design, database design, data model development, application development, data conversion, field data collection, web development, system integration, and implementation.

Timmons Group is a national leader in innovative technology products and services. Inspired by its clients' visions, its client service teams solve technology challenges in imaginative and cost-effective ways. Its extensive experience providing GIS application solutions for a variety of clients enables Timmons Group to offer clients an excellent mix of experience and proven processes for the design and development of projects to support anticipated business solutions, increased systems integration, and increased service reliance.

The Geospatial Services Division employs a broad range of subject-matter experts across all areas of information technology and geospatial technologies. Timmons Group offers more than 200 GIS professionals – from GIS technicians to our database managers, programmers, systems engineers, consultants, and project managers, its award-winning team has the unique ability to understand each client's vision and create a solution tailored to each client's mission-critical business requirements.

EXPERIENCE IN ARCGIS ENTERPRISE VERSION UPGRADES

Summary of Experience

ArcGIS Enterprise

Timmons Group has performed dozens of ArcGIS Enterprise implementations and, as an Esri Gold-Level Business Partner, we are expert in the wide range of Esri GIS products. In addition, Timmons Group routinely performs migrations between software platforms. Our relationship with Esri means that we are aware of Esri's direction for future product development, so we can make certain that our clients are implementing products and solutions that meet their current needs and position them for the future. We have been implementing ArcGIS Server for 20 years and we have implemented ArcGIS Enterprise since 2016. In the past three years, we have upgraded ArcGIS Enterprise for the following:

Client	Project Name
EPCOR	Utility Network Migration, ArcGIS Enterprise Upgrade and Cityworks Reconfiguration
Indio Water Authority	Utility Network Migration, ArcGIS Enterprise Upgrade and Cityworks Reconfiguration
Rogers Water Utility	Utility Network Migration, ArcGIS Enterprise Upgrade and Cityworks Implementation
Pennichuck Water Works	Utility Network Migration, ArcGIS Enterprise Upgrade and Cityworks Reconfiguration
St. Johns County Utility	Utility Network Migration, ArcGIS Enterprise Upgrade and Cityworks Reconfiguration
City of Lynchburg, VA	Utility Network Migration and ArcGIS Enterprise Upgrade
Orange Water and Sewer Authority (OWASA)	Utility Network Migration, ArcGIS Enterprise Upgrade (previously implemented by Timmons Group) and Cityworks Reconfiguration
Albemarle County Service Authority (ACSA)	Utility Network Migration, ArcGIS Enterprise Upgrade and Cityworks Reconfiguration

Salt Lake City Public Utilities	Utility Network Migration, ArcGIS Enterprise Upgrade and Cityworks Reconfiguration
City of St Charles, IL	Utility Network Migration and ArcGIS Enterprise Upgrade
Prince George, Canada	Utility Network Migration and ArcGIS Enterprise Upgrade
City of Gresham, OR	Utility Network Migration and ArcGIS Enterprise Upgrade
City of Sacramento, CA	Utility Network Migration and ArcGIS Enterprise Upgrade
City of Colombus, OH	Utility Network Migration, ArcGIS Enterprise Upgrade and Cityworks Reconfiguration
MetroConnects	Utility Network Migration, ArcGIS Enterprise Upgrade and Cityworks Reconfiguration
City of Alexandria, VA	Utility Network Migration, ArcGIS Enterprise Upgrade and Cityworks Reconfiguration
City of Twin Falls, ID	Utility Network Migration, ArcGIS Enterprise Upgrade and Cityworks Reconfiguration
Town of Greece, NY	Utility Network Migration, ArcGIS Enterprise Upgrade and Cityworks Reconfiguration
Eastern Municipal Water District (EMWD)	Utility Network Migration and ArcGIS Enterprise Upgrade
Forsyth County, GA	Utility Network Migration, ArcGIS Enterprise Upgrade and Cityworks Reconfiguration
Disneyland	ArcGIS Enterprise Upgrade (previously implemented by Timmons Group)
Anchorage Water and Wastewater Utility (AWWU)	Utility Network Migration and ArcGIS Enterprise Upgrade
Arizona Independent Redistricting Commission (IRC)	ArcGIS Enterprise Upgrade
California Department of Transportation (Caltrans)	ArcGIS Enterprise Upgrade
Chesterfield County, VA	ArcGIS Enterprise Upgrade
City of Fredericksburg, VA	ArcGIS Enterprise Upgrade
City of Los Angeles PW BSL	ArcGIS Enterprise Upgrade
City of Mobile, AL	ArcGIS Enterprise Upgrade
City of Rogers, AR	ArcGIS Enterprise Upgrade
City of Forest Grove, OR	ArcGIS Enterprise Upgrade
Forsyth County, GA	ArcGIS Enterprise Upgrade
City of Fremont, NE	ArcGIS Enterprise Upgrade
Gerald Ford International Airport	ArcGIS Enterprise Upgrade
Gwinnett County, GA	ArcGIS Enterprise Upgrade
City of Hallandale Beach, FL	ArcGIS Enterprise Upgrade
City of Killeen, TX	ArcGIS Enterprise Upgrade
City of Minot, ND	ArcGIS Enterprise Upgrade
Mid-Region Council of Governments (MRCOG)	ArcGIS Enterprise Upgrade

North Carolina State University	ArcGIS Enterprise Upgrade
Orange County, VA	ArcGIS Enterprise Upgrade
Philadelphia Gas Works	ArcGIS Enterprise Upgrade
Port of Tampa Bay	ArcGIS Enterprise Upgrade
Skagit Public Utility District	ArcGIS Enterprise Upgrade
Town of Smithtown, NY	ArcGIS Enterprise Upgrade
Spotsylvania County, VA	ArcGIS Enterprise Upgrade
Virginia State Board of Elections	ArcGIS Enterprise Upgrade

EXPERIENCE IN PORTAL FOR ARCGIS IMPLEMENTATIONS

We have been implementing ArcGIS Server for 20 years and we have implemented ArcGIS Enterprise since 2016. In the past three years, we have implemented ArcGIS Enterprise for the following:

Client	Project Name
Mission Springs Water District (MSWD)	Utility Network Migration, ArcGIS Enterprise Implementation, Cityworks Implementation, Cloud Design/Implementation, and Managed Services
Disneyland	Utility Network Migration, ArcGIS Enterprise Implementation, Cloud Design/Implementation, and Managed Services
Philadelphia Gas Works	ArcGIS Enterprise Implementation, Cloud Design/Implementation, and Managed Services
Port of Tampa Bay	ArcGIS Enterprise Implementation, Cloud Design/Implementation, and Managed Services
City of Mobile, AL	ArcGIS Enterprise Implementation, Cloud Design/Implementation, and Managed Services
Arizona Voter Redistricting	ArcGIS Enterprise Implementation
California Department of Transportation	ArcGIS Enterprise Implementation
City of Rogers, AR	ArcGIS Enterprise Implementation
City of Fremont, NE	ArcGIS Enterprise Implementation
Gerald Internation Airport	ArcGIS Enterprise Implementation
City of Minot, ND	ArcGIS Enterprise Implementation
Orange County, VA	ArcGIS Enterprise Implementation
Orange Water and Sewer Authority (OWASA)	ArcGIS Enterprise Implementation

EXPERIENCE IN UTILITY NETWORK MIGRATIONS FROM THE ARCMAP/GEOMETRIC NETWORK ENVIRONMENT

Summary of Experience

Esri has been providing advanced capabilities to utilities through its Geometric Network (GN) software for many years. The primary feature used by most clients has been topological, or occasionally upstream/downstream tracing. However, Esri has recently introduced the Utility Network (UN), which significantly enhances network capabilities. Timmons Group recognizes several benefits of implementing UN, including enhanced analysis, diagramming, containment, and collaboration capabilities. The modern architecture of UN also supports increased collaboration and streamlined data security. Administering UN is made possible through Esri's latest ArcGIS Pro software and ArcGIS Portal. Additionally, UN enforces a high level of data integrity and can be integrated with other business systems via feature services. Timmons Group offers a range of services related to the Utility Network, including migration planning, organizational change management, data readiness assessments, data cleanup, UN implementations and migrations, systems integration (including Cityworks), training, ArcGIS Enterprise designs/implementations and upgrades, cloud migrations, and managed services.

Migrations Performed

Timmons Group Utility Network Projects							
Client	Utilities	Services					
		Data Readiness	UN Planning	Data Cleanup	ArcGIS Enterprise	UN Imp.	Systems Integration
EPCOR	Water Sewer Reuse	✓	✓		✓	✓	Cityworks
Indio Water Authority	Water	✓			✓	✓	Cityworks InfoWater Neptune KPI Cayenta
Anchorage Water and Wastewater Utility (AWWU)	Water Sewer	✓	✓		✓		
Rogers Water Utility	Water Sewer	✓		✓	✓	✓	Cityworks
Alderwood Water and Wastewater District (AWWD)	Water Sewer	✓			✓	✓	Cityworks
Pennichuck Water Works	Water	✓			✓	✓	Cityworks MUNIS WEX
St. Johns County Utility	Water Sewer Reuse	✓	✓	✓	✓	✓	Cityworks InfoWater Field Maps Cogsdale
City of Lynchburg, VA	Water Combined Sewer Storm Sewer	✓			✓	✓	Lucity

Timmons Group Utility Network Projects							
Client	Utilities	Services					
		Data Readiness	UN Planning	Data Cleanup	ArcGIS Enterprise	UN Imp.	Systems Integration
Orange Water and Sewer Authority (OWASA)	Water Sewer Reclaim	✓	✓		✓	✓	Cityworks WEX WinCam
Disneyland	Water, Sewer, Storm, Electric, Comp.Air, Gas, Steam, Chilled	✓	✓	✓	✓	✓	
Salt Lake City Public Utilities	Water Sewer Storm				✓	✓	Cityworks
Albemarle County Service Authority (ACSA)	Water Sewer	✓	✓		✓		Cityworks BillMaster WaterGEMS InfoWater GraniteNet
Prince George, Canada	Water	✓	✓		✓	✓	Cityworks
City of St Charles, IL	Water Sewer Storm Electric	✓			✓	✓	
City of Gresham, OR	Sewer Storm	✓			✓	✓	Lucity
City of Sacramento, CA	Water Combined Sewer/Storm Sewer	✓	✓	✓	✓		Cityworks Customer Care & Billing GraniteNet DigSmart, Maintenance Connection
Mission Springs Water District (MSWD)	Water Sewer	✓			✓	✓	Cityworks GraniteNet
City of Colombus, OH	Water Combined Sewer/Storm Electric	✓			✓	✓	Cityworks
MetroConnects	Sewer	✓			✓	✓	Cityworks
Alexandria, VA	Sewer Storm Combined Sewer/Storm	✓			✓	✓	Cityworks GraniteNet

Timmons Group Utility Network Projects							
Client	Utilities	Services					
		Data Readiness	UN Planning	Data Cleanup	ArcGIS Enterprise	UN Imp.	Systems Integration
Eastern Municipal Water District (EMWD)	Water Sewer Recycled Water				✓	✓	Maximo Hydromapper Cayenta
Twin Falls, ID	Water	✓	✓		✓		Cityworks
Town of Greece, NY	Sewer Storm	✓			✓	✓	Cityworks
Forsyth County, GA	Water Sewer	✓			✓	✓	Cityworks
24 Clients	**>50**	**19**	**9**	**4**	**24**	**20**	**37**

SECTION 2 Technical Approach

PHASE 0: PROJECT INITIATION AND MANAGEMENT

Project Initiation sets the stage for downstream activities and tasks. This is the time to better define the overall goal of the project and what stakeholders hope to gain from the effort. During initiation, it is important to define who will be working on the project and their respective roles, as well as who will make business decisions and establish priorities for what ends up in the application. Project initiation tasks are typically not time-intensive but are especially important to the success of the project. By having clearly defined roles, the project team can minimize inefficiencies and streamline the requirements-gathering and decision-making process.

On notice to proceed, we will convene at an internal Timmons Group team meeting to make certain that the entire project team understands the overall goals of the City's project and what the project schedule is. Our Project Manager will be in contact with the City Project Manager to discuss the kick-off meeting agenda and project schedule. Timmons Group will draft a kick-off meeting agenda for the City to review and edit. Our Project Manager will also provide a detailed project plan to include phases, tasks, task dependencies, and task durations before the kick-off meeting.

Kick-off Meeting

The Project Manager will organize the kick-off meeting, which will include participation from key project stakeholders and client staff. This meeting will focus on team introductions, scope review, schedule overview, and next steps. The following will be created, modified, and then finalized:

Project Repository – Timmons Group will set up a project repository within Teamwork.com to store project deliverables, status reports, project management documents, and other project files.

Project Schedule – After the kick-off meeting, we will make any necessary adjustments to the project plan. This may include the identification of new tasks, modifications to dependencies, or changed task durations.

Project Management Plan – This project will involve significant interaction with the City so it will be important to have an effective communication plan that clearly lays out the roles, responsibilities, and methods for sharing information throughout the project.

Training Plan – A key deliverable of this project will be the documentation and training efforts needed to support successful knowledge transfer that will enable the City staff to administer and maintain new processes and technology on their own at the end of the project. We will develop an initial, high-level approach to explain how a detailed training plan and training materials will be developed to make certain that the City personnel are trained and ready to adopt the responsibilities of operating, administering, and maintaining the new system.

Status Report Template – We will develop a status report template after the kick-off meeting to make certain that the City will receive comprehensive project updates with relevant information in a format that best meets your needs.

Ongoing Project Management

After the initial kick-off meeting, there will be regular Project Management tasks conducted throughout the project including proactively updating the Project Management Plan and hosting weekly status calls.

PHASE 0 DELIVERABLES

1. Kick-off Deck (.pptx)
2. Project Management Plan (.docx and .pdf)
3. Weekly Status meeting and accompanying reports (.docx)
4. Project collaboration site (teamwork.com)
5. Training Plan (.docx and .pdf)

PHASE 1: ESRI ARCGIS ENTERPRISE UPGRADE

Task 1.1: GIS Infrastructure Discovery

We start with a Discovery to build shared understanding of detailed requirements and desired outcomes. The steps that follow Discovery are flexible based on what we learn and what the City needs. The purpose of Discovery is to document every relevant component of the current GIS so that all capabilities and functionality are accounted for in the upgrade.

Timmons Group will work with the City to review the current system architecture. This will include the servers currently in place and the various software configurations in place for these servers. The goal is to make certain that Timmons Group, to the best extent possible, captures the current system configuration and dependencies of the City's GIS prior to finalizing the technical design and implementing a new GIS infrastructure.

If there is a dependency that prevents the existing ArcGIS Server from being used with the ArcGIS Enterprise deployment (with Portal), then a new deployment will be done, rather than upgrading the existing ArcGIS Enterprise components. Regardless, the deployment of the Portal component will be tied to the upgrade or new deployment of the ArcGIS Server. For this reason, we have grouped the deliverables for Phases 1 and 2 together below.

Task 1.2: Non-Utility Discovery

Non-Utility GIS Workflows

Our workflow discovery process begins with a request for any SOPs or documentation of GIS workflows, integrations, scripts, and pain points. We then proceed into stakeholder workshops to find out how the users, editors, and administrators interact with the GIS and ways to maintain and improve those processes. This can include editing, reporting, and QAQC workflows. The goal is to identify pain points that could be improved or streamlined to increase efficiency and reduce clicks.

Data Model Overview

Timmons Group will do a high-level overview of the non-utility datasets to highlight any that might need more attention during migration. For example, annotation and dimension datasets require specific upgrade processes to be used properly in ArcGIS Pro. The outcome of this step these items included in the ArcGIS Enterprise upgrade/deployment step-by-step process document.

PHASE 2: ESRI PORTAL INSTALLATION

Timmons Group will deploy ArcGIS Enterprise 11.3. We will discuss with City IT personnel to make certain that the ArcGIS Enterprise infrastructure design is approved during the Technical Design Task. The solution will take into account the needs of the downstream Utility Network as well as non-utility dataset.

The City will be responsible for acquiring any needed licenses.

Task 2.1: Technical Design

Step 1: Design Architecture

Timmons Group will create a system architecture design document with the City to make certain that system specifications will adequately meet the performance and security needs.

Step 2: Design Software Components

A mature and robust enterprise GIS comprises many different software solutions. In this step of the project, the goal is to take the documented software solutions from earlier phases of the project and align them with the proposed design. If needed for connection between ArcGIS Online and Portal, Distributed Collaboration will be part of the design.

Task 2.2: Build Infrastructure

This is a City task. If the physical infrastructure needs to be built still, Timmons Group will be available for consultation should the City have questions.

Task 2.3: Software Installation and Configuration

Step 1: Configure ArcGIS Portal

Summary

As the heart of the new environment, ArcGIS Portal will be deployed in a base and distributed configuration. Our team will build the necessary ArcGIS Portal instance(s) required for the new environment. We will target the GIS platform 11.3. Proper deployment of the ArcGIS Portal product will benefit the City by aligning the system with the baseline of the ArcGIS platform, aligning to the ArcGIS product roadmap, and supporting future integrations.

Security

Security will be implemented per the technical design created in the earlier task. Depending on the final design and other City IT resources we may leverage the following components to properly authenticate and authorize ArcGIS Portal users. If available from the City, Enterprise logins via HTTPS/SAML will use the City's Federated Identity Management platform. A typical security pattern is summarized below:

Summary System Security	
Security Control	**Description**
Authentication	Single Sign-On (SSO) via SAML integration with Enterprise Identity Management System
User Store	Enterprise Identity Management System
Role Store	Built-in
User Provisioning	Enterprise Identity Management System
GIS Services Access	Federated security to GIS Portal groups
GIS Portal Access	Portal for ArcGIS: Domain Accounts and RBAC via group membership

Federation

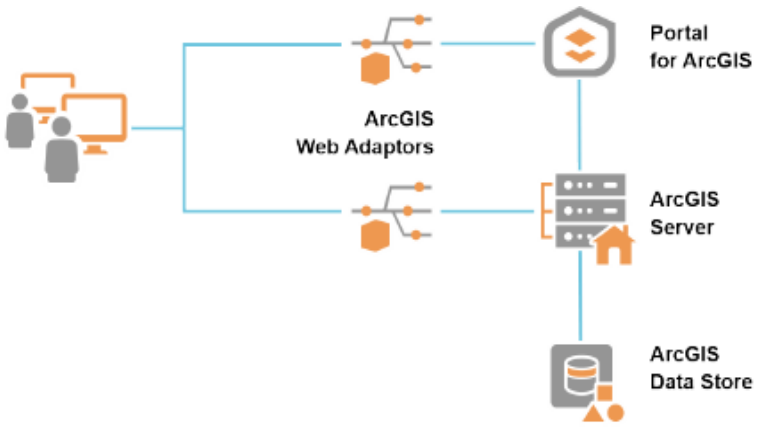
ArcGIS Server instances will be federated with Portal. With federated ArcGIS Servers, the portal's security store controls all access to the ArcGIS Server instance. This provides a convenient sign-on experience but also impacts how access and administration of the federated server(s) are controlled.

Deployment

ArcGIS Enterprise workflows and functionality are enabled by four software components. This configuration is the base ArcGIS Enterprise deployment. Each component performs critical functions that support the requirements of the ArcGIS Enterprise deployment. Components are individually installed and configured to function together. This base deployment is the foundation for the ArcGIS Enterprise implementation. Where possible, our team will leverage automation to configure the ArcGIS Enterprise components. Also, we recommend the use of DNS CNAMES (aliases) for ArcGIS Enterprise deployments as well as database server connection strings. This will aid the organization in the future by making future ArcGIS Enterprise upgrades easier by avoiding the use of hostnames or FQDN's in the configuration of Enterprise. Additionally, the DNS CNAMES for the database server connection strings eliminate the need for repairing data source connections in the event the DBMS changes or is migrated to another server.

Critical steps to successfully deploy the ArcGIS Enterprise solution include, but are not limited to, the following:

- Component Communication
- HTTPS Encryption, Domain Certificates
- Component installation (Portal, Server, Data Store, Web Adaptor(s))
- Licensing
- Data and Content Store for required Relational and Spatiotemporal Data Stores
- Configuration Store, and Component Directories configuration and location
- Server Federation and Hosting Server(s)
- Data Registration
- Identity Stores and System Authenticaiton and Authentication Methods
- Membership Levels, User Privileges, Roles
- Backup/Restore processes and considerations for software updates
- Creation of Portal Groups and member assignment



If we need to transfer items from ArcGIS Online to the Portal, we will do that during this Task. Leveraging tools such as ArcGIS Online Assistant and/or custom scripts developed in Python using the ArcGIS API for python will assist us in this process.

Step 2: Configure ArcGIS Server

Our team will build the necessary ArcGIS Server instances for the new environment. We will target the GIS platform 11.3.

Step 3: Configure RDBMS

Timmons Group will install and configure the RDBMS per the technical design specifications.

Step 4: Data Migration & Service Upgrades

If needed, Timmons Group will work with the City to determine the best data migration strategy. If an in-place upgrade is selected, data migration is unlikely to be necessary.

Once the discovery phase is complete and the future state architecture is determined we can detail a data migration plan. This task will include but may not be limited to the following:

- Determine which data sources need to be migrated and where they need to be migrated to in the future state architecture
- Backup enterprise geodatabases and restore to future state environment
- Automate SQL processes when applicable
- Configure DNS CNAMEs for any new RDBMS deployments. Use as source for any new data source connections within the Enterprise GIS software

- Establish Traditional or Branch Versions within enterprise geodatabase as needed
- Set requisite geodatabase privileges where applicable
- Establish DBMS logins and align to existing GDB users, as appropriate

Regardless of Data Migration, the services will need to be upgraded to ArcGIS Pro Runtime. This can be done with a command line utility from the ArcGIS Server machine.

Task 2.4: Testing, Final Documentation, and Training

Step 1: System Testing

Proper system testing is required to make certain that the proposed solution meets all expectations and performance criteria established by the City.

Step 2: Final System Documentation

Our process involves documenting system configurations as we build/configure, so this task is focused on finalizing the system documentation that is created throughout the project.

Step 3: Training / Knowledge Transfer

City staff will have shadowed our technical staff throughout the system design, build, configuration, and testing. Therefore, by the end of the project, the City's staff will have a solid understanding of the final system configurations. This training task is considered a "refresher course" and a review of the final system documentation.

Task 2.5: Legacy System Deprecation/Cleanup

Timmons Group will provide support in assisting the City in deprecating legacy servers, applications and data. Timmons Group will work with the City during the Design phase to fully itemize what components of the current state deployment will need to be deprecated as well as formalize a plan to document when and how legacy servers, applications and data will be deprecated. This phase will likely include but not be limited to the following:

- Determine what data sources on systems can be permanently removed
- Removal of data sources no longer needed
- Removal of legacy software components no longer needed
- Removal of legacy applications no longer needed

Once the non-utility editors have transitioned to ArcGIS Pro for editing, the geodatabase could be upgraded to the current version. This should not be done until that point, so that editing can continue in ArcMap even with ArcGIS Enterprise 11.3 in place.

Task 2.6: Editing and Versioning Recommendations

Timmons Group will create recommendations for utility and non-utility GIS editors to streamline editing workflows. This will likely involve the discussions around branch versioning, attribute rules, contingent values, and group editing templates. These will all be created in collaboration with the City's GIS editors. The outcomes of these recommendations, after discussion with City staff, will be documented in the department-specific User Workflow Guides that are delivered with Training.

At this time, it is not expected that Timmons Group will be implementing these recommendations as part of this project.

Task 2.7: ArcGIS Pro and Portal Training

Timmons Group will conduct training on ArcGIS Pro and Portal for the GIS editors. This will cover introductory topics, aimed at users who are comfortable with ArcMap, including topics like branch versioning, new editing tools and workflows, how to interact with Portal items from ArcGIS Pro. There will be two 2-hour training sessions for editors. Additionally, one 2-hour session will be provided for GIS administrators. This will cover items like the consequences and outcomes of

different versioning methods, Portal administration, publishing services and their properties, and how to configure and maintain advanced editing tools.

Timmons Group will provide, alongside training, User Workflow Guides. This will cover topics relevant for ArcMap to ArcGIS Pro migration, excluding Utility Network. (UN editors will receive a different workflow guide in Phase 3.) There will be 3 Workflow Guides intended for the following stakeholder groups:

1. GIS: for Administration and Editing
2. IT: for Maintenance and Administration
3. Planning, Economic Development, and Public Works: for Accessing data in the Portal via ArcGIS Pro

The graphic below shows a Table of Contents from a recent User Workflow Guide we delivered.

1 Overview
2 Creating Maps
2.1 Creating a New Project
2.2 Import a Map from Portal
2.3 Create a map from an existing map (Recommended method)
2.4 Generating a New Map within a Pre-existing Project
2.5 Adding Data to a Map
2.6 Customizing maps
3 Review Attribute Rule Configurations & Contingent Attribute Values
3.1 Calculation Attribute Rules
3.2 Validation Attribute Rules
4 Manage Versions
4.1 Create New Version
4.2 Reconcile and Post a Version
4.3 Delete a Version
4.4 View Historical Versions
5 Create Features
5.1 Create New Feature from Existing Feature Template
5.2 Copy and Paste Features
5.3 Editing Templates
6 Edit Features
6.1 Edit Attributes
6.2 Edit Geometry

6.3 Flip a line
7 Delete Features
8 CAD
8.1 Add CAD Data to Map
8.2 Create Features using Copy and Paste
9 Publishing Feature Services
10 Turning off Services
10.1 Stop Services
10.2 Restart Services
11 Overwrite Services
12 Delete Services
13 Creating or Modifying Attribute Rules
13.1 Restarting Service after Attribute Rules or Data Model changes are complete
13.2 Common Issues
Appendix A – Attribute Rules
Ready to Use Rules
Appendix B – Source File

PHASE 1 & 2 DELIVERABLES

1. Summary notes from Discovery meetings (.pdf)
2. Step-by-step documentation of the Upgrade and/or Portal installation and service migration (.pdf)
3. ArcGIS Enterprise recommendations for upgrade cadence and frequency (.docx and .pdf)
4. GIS Architecture Diagram (.svg)
5. A fully implemented Portal environment with all City web services compatible with ArcGIS Pro.
6. ArcGIS Pro and Portal User Workflow Guide, including recommendations for versioning and editing (.docx and .pdf)
7. Department-specific User Workflow Guides (.docx and .pdf)
8. PowerPoints from each training session (.pptx)
9. Recordings from each training sessions (.mp4)

PHASE 3: ESRI UTILITY NETWORK MIGRATION

Task 3.1: Discovery

The purpose of Discovery is to document every relevant component of the current GIS so that all functionality is accounted for in the migration. The GIS software, including extensions and add-ins, will be documented along with the licensing currently available to the City. Our team will explore integrations to make certain that their current functionality and how they tie into the GIS is fully understood; this includes EH Wachs and the Central Brown County Water Authority dataset.

The outcome of Discovery is a Business Requirements Excel file that lists out the high-level needs of the City with respect to the UN implementation.

GIS Workflows

Our process begins with a request for any SOPs or documentation of GIS workflows, integrations, scripts, and architecture diagrams. It then proceeds into stakeholder workshops to find out how the users, editors, and administrators interact with the GIS and ways to maintain and improve those processes.

Timmons Group will review existing GIS Data Workflows. This means any standardized or documented workflows that editors use consistently. This can include editing, reporting, and QAQC workflows. The goal is to identify pain points that could be improved or streamlined to increase efficiency and reduce clicks.

Data Model Discovery

The data model design task starts with workshops with the City GIS editors, users, and subject matter experts. The agenda will include the collection of specific requirements for editing following the deployment of the revised data model. The primary purpose of the data model workshops will be to review the existing data model to make certain that only useful items and data are migrated into the UN.

Migration Plan

Following the Discovery sessions, Timmons Group will finalize the pathway to the Utility Network. There are 3 primary options: the Essentials pathway, the Expanded pathway, and the Migration Toolset. At this point, Timmons Group and the City will collaboratively decide which pathway will lead to the desired destination.

Task 3.2: UN Data Readiness Assessment

Timmons Group will deliver a database readiness assessment report prior to UN migration, testing, and deployment. The database readiness assessment will detail, at a minimum, data quality issues that will need to be resolved prior to migration for subnetwork functionality (tracing) and will also include data recommendations that may not prevent migration but would optimize data workflow and performance within the UN.

The discovery phase determines business needs and project goals that will inform how the data is migrated. This list of business needs will be used to generate the data quality checks that are run on the data to generate the database readiness assessment report. These checks will be run using Esri's Data Reviewer extension. The output of this task will be a geodatabase containing features that have problems as categorized below:

- Cutback checks
- Domain checks
- Duplicate geometry
- Invalid geometry
- Multiple lines
- Path closes on self
- Valency checks
- Connectivity checks
- Orphan features
- Unique IDs
- Others as discussed during discovery meetings

We will create a document, the Data Cleanup Plan, which contains a brief description of what correction should be done to resolve each error type. It also details which of these corrections Timmons Group can automate as part of the data migration process. Any items that are not automatable, City staff will be responsible for correcting.

The readiness report will include:

- Excel Report quantifying the data quality
- .rbj files or file geodatabase (if no Data Reviewer license) to guide data editors to data that needs correction
- Data Cleanup Plan (Word document) explaining each check type and "severity" rankings to guide the City's prioritization of data correction
- Data Reviewer training, if necessary

Task 3.3: Data Model Design & Editing Tools

The goal of this task is to architect UN data models that meet the City's needs, as well as prepare editing tools to increase efficiency in GIS workflows. As mentioned in Task 1, the steps here will be impacted be the decision point reached at the end of Discovery. Individual steps to follow the Expanded pathway will not be the same as ones using the Migration Toolset pathway; regardless, the City will arrive at Utility Networks that meet the business needs and honor the desired functionality.

Database Design

Timmons Group will make certain that the enterprise geodatabases are set up with the appropriate schema (database admins, data owners, etc.) to make certain that the UN has the appropriate security protections. It is recommended that the geodatabase owner is "sde" (not "dbo") and that the data owner is a different user.

Data Model Design

Data modeling starts with template Utility Network data models from Esri that Timmons Group has customized for smoother integrations. We will take the source data model review from the Discovery phase and use it to build a Migration Matrix; this shows how every feature class, field, and domain value in the source data will migrate to the Utility Networks, as well as how those Utility Networks are further customized for the City's needs.

Data Model Design will include creating service territory polygons for each Network. This will also involve configuring the:

- Structure and utility domains
- Tiers and subnetworks
- Network rules
- Subtypes (asset groups)
- Domains
- Associations
- Attachments, as necessary
- Terminals, as necessary

Timmons Group will provide the data model development materials to the City for feedback and review iteratively, first as a migration mapping Excel and then as a geodatabase.

Quality Assurance

Timmons Group uses Peer Review QA; this approach means a different Analyst than the one who created the customized data model will review it, ensuring that the proper fields, domains, and other UN properties have been properly applied as discussed and documented. This approach is also used for QA of the Data Migration output.

Editing Tools

Timmons Group will configure the UN to ensure the highest possible data quality using Attribute Rules, Contingent Values (CVs), and complex editing templates. Our team will configure Calculation and Validation Attribute Rules to ensure data quality; these will be the tools that the existing Attribute Assistant functionality will be migrated to, as well as where the unique IDs are generated. We will present a list of common rules and work with the City to expand it to meet business needs.

Group editing templates will be configured per the needs discussed during the workshops. Any edit templates currently configured with the Water Geometric Network Editing and Analysis add-in will be migrated to these group editing templates. This often involves items like hydrant and meter/service connection editing templates to streamline editing. These templates will be designed and documented at this stage but not built until the UN is deployed in the DEV environment.

We recommend holding off on UN Diagrams until after the UN is in use and everyone in the City is comfortable with it.

Data Model Documentation

Following the customization of the UN data models, data dictionaries will be provided. They will show the final asset groups, domain values, domain assignments, fields, and network rules. Attribute rules and CVs will be provided to the City as CSV files (as well as implemented within the database).

Task 3.4: Data Migration

As noted in Task 3, the individual steps of the Data Migration can change based on which pathway is chosen at the end of Discovery. The paragraphs below summarize the Expanded and Essentials pathways.

Data Migration

Timmons Group will use Safe Software's FME product to migrate the data from the current database(s) to the customized UN databases. Most of the migration logic will have been documented in the previous phase as part of the data model customization process. As changes must occur to that logic, the City will be consulted and informed. The migration process can enhance and enrich the data mid-migration; for example, if a feature needs an attribute created based on a feature that intersects it, that can be added by the tools.

Quality Assurance

Timmons Group creates FME workbenches to review the number of features entering the ETL process and number exiting. The output of this is a Conversion Report Excel file that documents the outcome and is provided to the City.

Geodatabase Versioning

Following migration approval, Timmons Group will move the draft migrations from file geodatabase into the DEV enterprise geodatabases in the City's environment and enable global IDs, editor tracking, branch versioning, and replica tracking.

Migration Documentation

Timmons Group will share the FME Workbenches that are created to migrate the data with the City, as well as updated Migration Matrices and Data Dictionaries.

Named Trace Configurations

Following deployment of the UNs to the DEV environment, Timmons Group will configure up to three Named Trace Configurations per utility. These make it quick and easy to re-run traces that are used often. Additionally, Named Trace Configurations are required for users who want to run Trace operations in web applications or on mobile devices using Field Maps. Timmons Group staff will provide guidance from our past clients and discuss with City staff the types and properties of the saved Traces.

Task 3.5: Integrations

Timmons Group's approach to Integrations is to start exploring them during the Discovery phase of the project, to make certain that we understand the current functionality, expected future functionality, and the requirements to keep the solutions in alignment. We will create a Reconfiguration Plan during Discovery that will outline the expected path and workflows to support the integrations.

Central Brown County Water Authority dataset

Timmons Group will migrate the Central Brown County Water Authority dataset into the UNs and make certain that the ownedby and maintby attributes are set appropriately, for the City's reference. It is not anticipated that this will cause any substantial change to the structure or functionality of the UNs. This will be done at the same time as the rest of the data migration processes but is acknowledged as a requirement in this Task.

EH Wachs

Timmons Group will make certain that a service is published for EH Wachs' integration with the water UN and/or ArcGIS Online. During the data modeling phase, any data model requirements of this integration will be explored and documented to make certain that it is compatible.

Task 3.6: Training, Testing, and Go-Live

Timmons Group Testing

Testing will be conducted on the DEV environment. Timmons Group will conduct system testing and functional testing prior to user acceptance testing (UAT) to make certain that the system is ready for use. Should changes be required to the data as the result of a failed test, the City will make those changes and Timmons Group will retest. Should changes be required to the infrastructure, data model, or the editing tools as the result of a failed test, the Timmons Group team will make those changes and re-test.

Once Timmons Group has passed the agreed-on test scripts, the City will receive training to prepare staff members to conduct their testing.

Training

Once the migration is deployed to the DEV environment and tested by Timmons Group, we will provide training focused on desktop (ArcGIS Pro) editing, UN-compatible web applications, and UN administration. These focused training sessions will align with the User Workflow Guide that Timmons Group will provide. Following these trainings, the City team will be empowered to use the Test Scripts to make certain that full functionality of the implementation in the DEV environment so that the solution can be approved for Go-Live.

City Testing

The City will conduct testing following the test scripts that Timmons Group provided. It is likely that the City will have additional tests to perform, particularly regarding integrations/other software that uses the GIS. Timmons Group will amend the data model, migration workflow, and editing tools based on the City's feedback. Once the City passes the tests, Go-live approval should proceed.

Go-Live

Following successful UAT on DEV, an editing freeze will occur in the current production environment. The data will be extracted from the current production database and used in the final iteration of the migration tool. We will then load the UN data to the production environment, with all editing tools in place. Feature services will be published and editing maps re-sourced to the production environment. UAT scripts will be followed to make certain that functionality is still present and stable in this final environment. Cityworks will be reconfigured in Production to make certain that all functionality continues as expected. This Go-Live process and regression testing is expected to take between 3-5 days. Timmons Group will work through the weekends to minimize downtime. Following successful Go-Live, the existing servers and databases that are no longer used can be decommissioned.

PHASE 3 DELIVERABLES

1. The City's Sanitary Sewer, Storm Sewer, and Water GIS data fully implemented into the Utility Network on City server(s) with new web services created.

1. Discovery Session notes (.pdf)
2. Business Requirements (.xlsx)
3. Migration Plan (.docx and .pdf)
4. Reconfiguration Plan (.docx and .pdf)
5. Migration Matrix: one per utility (.xlsx)
6. Attribute Rules worksheet (.xlsx)
7. Group Editing Templates worksheet (.xlsx)
8. Data Dictionary, one per utility (.pdf, .xlsx, .html)
9. FME Migration Workbench, one per utility (.fmw)

10. Conversion Reports, one per utility (.xlsx)
11. Implementation Plan: a document that lists the steps taken to perform the Utility Network migration. (.xlsx and .pdf)
12. Template Editing map (.mapx)
13. Publishing map (.mapx)
14. Training Agenda (.docx)
15. User Workflow Guide: a guide for editors and admins to use, edit, and maintain the UN and associated workflow tools. Includes documentation of chosen customization and features (.docx and .pdf)
16. PowerPoints from each training session (.pptx)
17. Recordings from each training sessions (.mp4)
18. Test Scripts (.xlsx)

PHASE 4: CONTINUING SUPPORT

Timmons Group will provide support to the City for six months post go-live for matters involving Tasks 0-3, above. Teamwork.com will be used to track open tickets. It is expected that the weekly status calls will taper off to bimonthly or monthly at this point.

PROJECT UNDERSTANDING

Timmons Group understands that the primary goals of this project are to:

1. Establish a full base deployment of ArcGIS Enterprise (including Portal), with an emphasis on supporting Utility Network
2. Move all GIS editors to ArcGIS Pro and deprecate ArcMap usage
3. Implement Utility Network for Sanitary Sewer, Storm Sewer, and Water datasets
4. Empower City users to maintain and administer the solutions

KEYS TO SUCCESS

A key component of any successful project is collaboration. While Timmons Group can provide Subject Matter Experts in GIS, UN, IT infrastructure, and even utilities, it is only through collaboration with the City's own SME and data owners that a project thrives. We will require City staff's time for discovery sessions, review of current data model, feedback on our migration plans, review of deliverables, to name a few. We have successfully implemented UNs at localities that did not participate very much in the process, but those are much less tailored to their individual business needs.

Timmons Group builds in plenty of time for City staff's review and feedback, with the understanding that the day-to-day also must be completed. We do not expect full-time support from any City staff for this project.

APPROACH AND METHODOLOGY TO PLANNING, ORGANIZATION, AND MANAGEMENT

Management Approach

Timmons Group provides the following Project Management services throughout the duration of each project:

- Perform Business meeting(s) (in person or conference calls)
- Develop, in cooperation with the client Project Manager, a detailed Project Plan and Schedule
- Proactively manage and update Project Plan and Schedule, as required, throughout the duration of the Project. Project Plan and Schedule modifications will be facilitated on common agreement between the client and the team Project Manager
- Coordinate project events with the client Project Manager and team members
- Author, edit, review, and distribute project documentation and technical reports, as required
- Facilitate in-process review meetings with the client Project Manager and end-users as scheduled, and appropriate, throughout the duration of the project
- Perform miscellaneous project administration (e.g., internal project updates), and
- Anticipate problem areas then propose and facilitate solutions

Project Plan

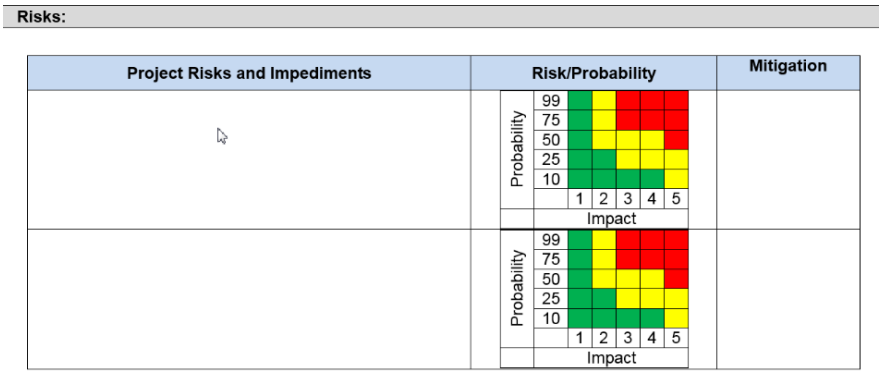
Each project is defined and managed by a Project Plan. Our Project Plan is based on a proven template and includes the project scope, schedule, deliverables, and fee. The project plan is based on the requested scope of work and our team's proposed response, refined through negotiations with the client. The Project Plan is a living document that can evolve, though mutual agreement of the client and Timmons Group, as the project progresses.

Issue/Action Item Management

During the project, the Project Manager will maintain a detailed issue/ action item tracking log. This will include issue details, issue status, issue assignments, and issue resolution details. Action items will be tracked in a similar fashion. The client Project Manager is encouraged to contribute issue/action items to the list. This list will be presented to the client Project Manager on a periodic basis, as agreed to by the client and team Project Manager, using the Project Progress Report (see below). This is normally done as part of a regularly scheduled project status report work process.

Risk Management

Risk Management is a fundamental project management element for Timmons Group projects. It is critical to ensure a level of contingency preparation should a risk become a reality. During the risk management process, likely risks associated with the implementation of the project are identified, along with their project impact and mitigation strategies.



Change Management

During the project, changes to the project plan may be required. Our change management process is designed to address these changes head-on, document them, and ensure they are reflected in an updated set of tasks. In some cases, the proposed change will affect schedule, costs, and scope. Should this occur, the Change Management Process will be used to manage expectations and clearly convey and document the impacts of such decisions on project scope, deliverable, schedule, and cost.

Project Communication Tools

We have a proven project communications process and plan that keeps your staff fully informed of the project progress. The project team uses a variety of project management tools throughout the project lifecycle, including:

- Microsoft Project – for schedule management
- Web-based Project Portal – for client communications and project document storage
- Secure FTP project folder or Dropbox folder – for data and program transfers
- Secure test environments – for software and data review and acceptance
- BitBucket / GIT – for application code management
- Pivotal Tracker – for application and data issue/bug tracking

Project Communications Processes

Shown below is a summary table of our project communications/reporting methods followed by details of each method.

Reporting Method/ Responsibility	Focus	Participants
Project Kick-off Meeting **Responsibility: Project Manager**	Establish the necessary Project Management protocols to be adhered to by team members. The Meeting will focus on: Team introductions Deliverables Overview Roles and Responsibilities Project Schedule and Milestones	Project Manager and Key Stakeholders
Project Website **Responsibility: Project Manager**	This website will provide a repository for project documents, project status, and issue tracking. Project staff assigned to this project will have the ability to access, post, and edit on the site.	Project Manager
Weekly Project Team Coordination **Responsibility: Project Manager**	Weekly report of work in progress including completed tasks; planned tasks; and anticipated conflicts. Our Project Manager will review these reports and meet with the project team members to determine and schedule the required actions.	Project Manager
Weekly Status Reports **Responsibility: Project Manager**	Each report will detail significant progress made during the previous time period; activities planned for the current time period; and project issues that require resolution	Project Manager and occasional technical staff as needed
Monthly Milestone Meetings **Responsibility: Project Manager**	Overall project direction, performance, and progress.	Project Manager and Key Stakeholders
Project Change Control Process **Responsibility: Project Manager**	A change management process that provides a structured, planned approach to identifying, approving, and implementing changes affecting schedule, costs, and scope	Project Manager

Project Kick-off Meeting

On notice to proceed, we convene a project kick-off meeting. This meeting is orchestrated by the Project Manager and includes participation from Key project stakeholders and client staff. The meeting focuses on:

- Team introductions
- Deliverables Overview
- Roles and Responsibilities
- Project Schedule and Milestones

Weekly Project Coordination Meetings

Project team members provide our Project Manager with weekly status reports detailing the work in progress, including completed tasks; planned tasks; and anticipated conflicts. Our Project Manager reviews these reports and meets with the project team members to determine and schedule the required actions. Discussion topics are logged and made available to all team members.

PROJECT STATUS REPORT	
Project Name	<<project name here>>
Report Date	<<report date>>
Report Period	<<report period>>
Submitted To	<<client project manager>>
Submitted By	<<TG project manager>>
Other	<<other notes>>

Summary of accomplishments since last report
▪ <<item>> ▪ <<item>> ▪ <<item>> ▪ <<item>>

Summary of items to accomplish next
▪ <<item>> ▪ <<item>> ▪ <<item>> ▪ <<item>>

Outstanding issues, action items, other comments
▪ <<item>> ▪ <<item>> ▪ <<item>> ▪ <<item>>

Project Schedule Coordination

Project scheduling and task management is proactively monitored using Microsoft Project software. Project schedules, tasks, deliverables, and milestones are continuously monitored and adjusted as required. An updated project schedule are made available to all interested parties.

Project Progress Report

Our Project Manager provides the client's Project Manager with a written weekly or bi-weekly status report, the frequency of which depends on the client's needs. Each report details significant progress made during the previous month; activities planned for the current month; and project issues requiring resolution.

SCOPE OF WORK ISSUES

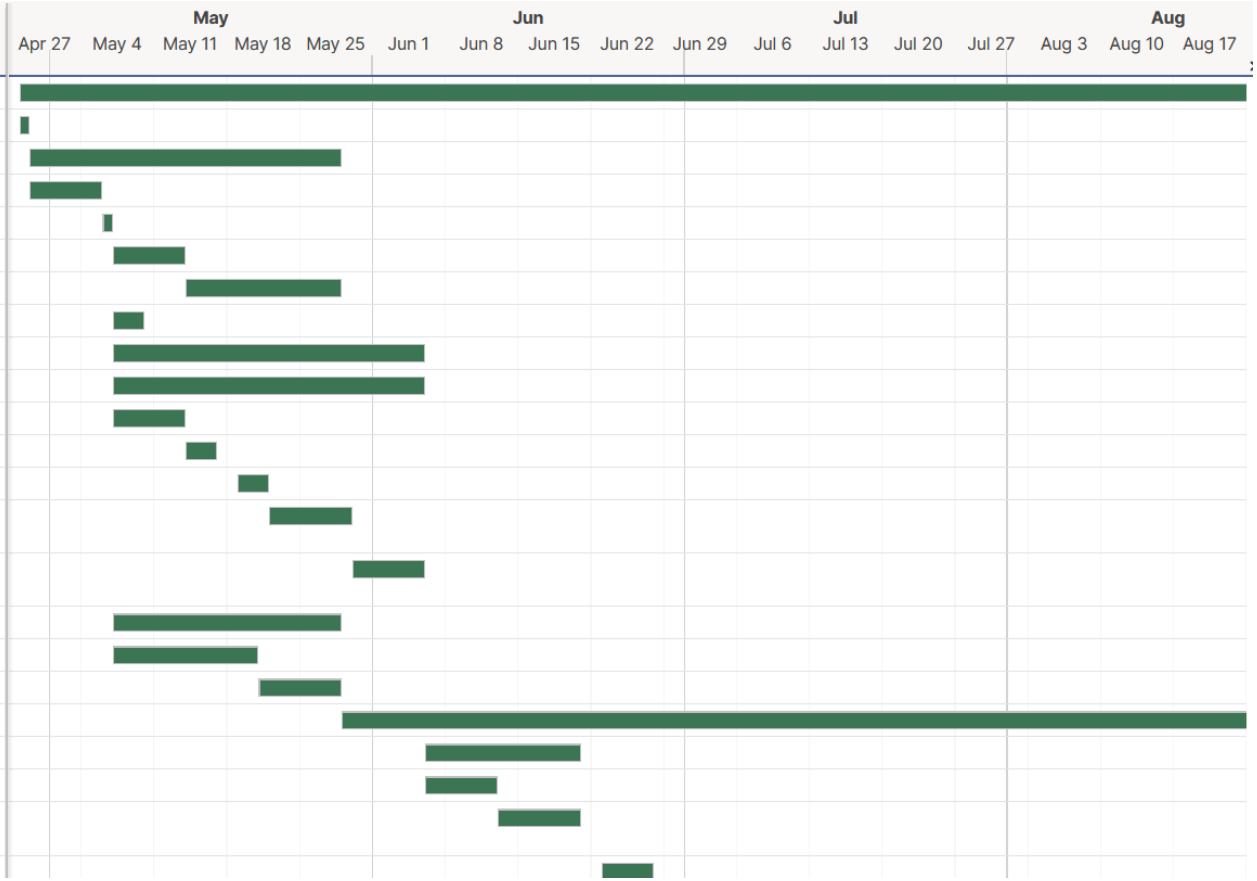
The Technical Approach above has been organized in the way that Timmons Group see as most effective and efficient. All component of the scope from the RFP will be supported, though Phase 1 and 2 will likely be executed as one task.

Our approach to coordination is laid out in both Phase 0 and the Approach And Methodology To Planning, Organization, And Management section.

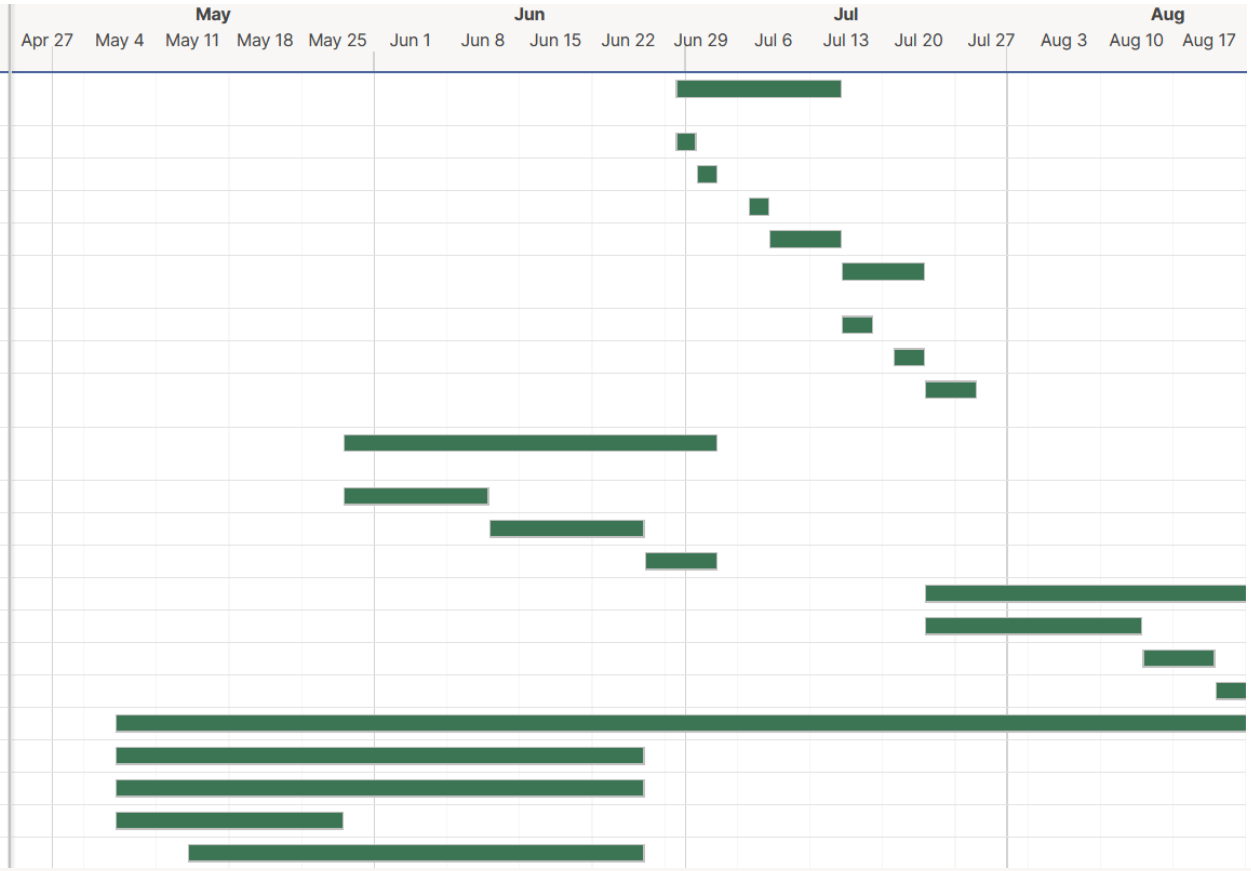
PROJECT SCHEDULE

The proposed timeline is laid out in a Smartsheet linked here and below as static images.

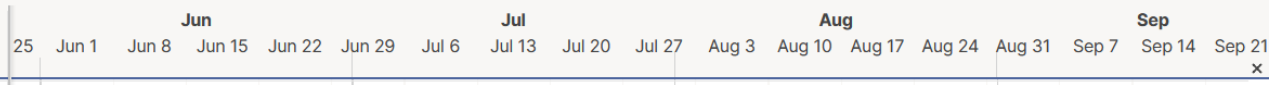
	Task Name	Start	Finish
1	**AGE and Utility Network Implementation**	04/28/25	04/21/26
2	Notice to Proceed	04/28/25	04/28/25
3	**Phase 0 - Project Initiation**	04/29/25	05/28/25
4	Kickoff preparation	04/29/25	05/05/25
5	Kickoff Meeting	05/06/25	05/06/25
6	Timmons Group Project Management Plan	05/07/25	05/13/25
7	Client reviews Project Management Plan	05/14/25	05/28/25
8	Training Plan	05/07/25	05/09/25
9	**Phase 1 - ArcGIS Enterprise Upgrade to 11.3**	05/07/25	06/05/25
10	**Task 1: GIS Infrastructure Discovery**	05/07/25	06/05/25
11	Architecture Review and Validation	05/07/25	05/13/25
12	Catalog Existing Data and Services	05/14/25	05/16/25
13	Catalog GDBs & AGS Services	05/19/25	05/21/25
14	Collect and document security requirements	05/22/25	05/29/25
15	Collect and document system integration requirements	05/30/25	06/05/25
16	**Task 2: Non-Utility Discovery**	05/07/25	05/28/25
17	Non-Utility GIS Workflows	05/07/25	05/20/25
18	Data Model Overview	05/21/25	05/28/25
19	**Phase 2 - Esri Portal Installation**	05/29/25	08/27/25
20	**Task 1: Technical Design**	06/06/25	06/20/25
21	Step 1: Design (or Verify) Architecture	06/06/25	06/12/25
22	Step 2: Design (or Verify) Software Components	06/13/25	06/20/25
23	**Task 2: Build Infrastructure (City task)**	06/23/25	06/27/25



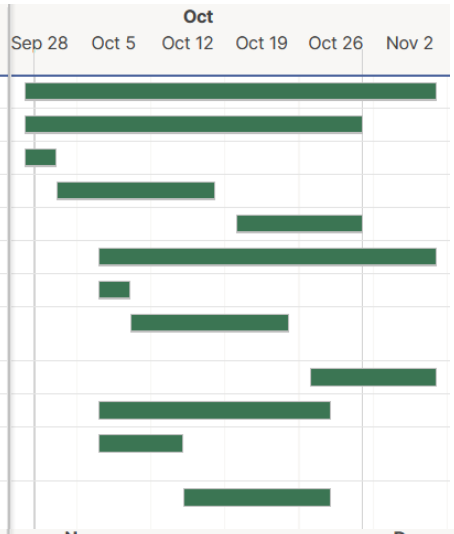
	Task Name	Start	Finish
24	**Task 3: Software Installation and Configuration**	06/30/25	07/15/25
25	Step 1: Configure ArcGIS Portal	06/30/25	07/01/25
26	Step 2: Configure ArcGIS Server	07/02/25	07/03/25
27	Step 3: Configure RDBMS	07/07/25	07/08/25
28	Step 4: Data Migration & Service Upgrades	07/09/25	07/15/25
29	**Task 4: Testing, Final Documentation and Training**	07/16/25	07/23/25
30	Step 1: System Testing	07/16/25	07/18/25
31	Step 2: Final System Documentation	07/21/25	07/23/25
32	**Task 5: Legacy System Deprecation/ Cleanup**	07/24/25	07/28/25
33	**Task 6: Editing and Versioning Recommendations**	05/29/25	07/03/25
34	Create Recommendations	05/29/25	06/11/25
35	City reviews recommendations	06/12/25	06/26/25
36	Adjustments to recommendations	06/27/25	07/03/25
37	**Task 7: ArcGIS Pro and Portal Training**	07/24/25	08/27/25
38	Department-specific User Workflow Guides	07/24/25	08/13/25
39	Detailed Training Agenda	08/14/25	08/20/25
40	Training	08/21/25	08/27/25
41	**Phase 3 - Esri Utility Network Migration**	05/07/25	04/21/26
42	**Task 1 - Discovery**	05/07/25	06/26/25
43	Discovery Sessions	05/07/25	06/26/25
44	Business Needs & GIS Workflows	05/07/25	05/28/25
45	Data Model Discovery	05/14/25	06/26/25

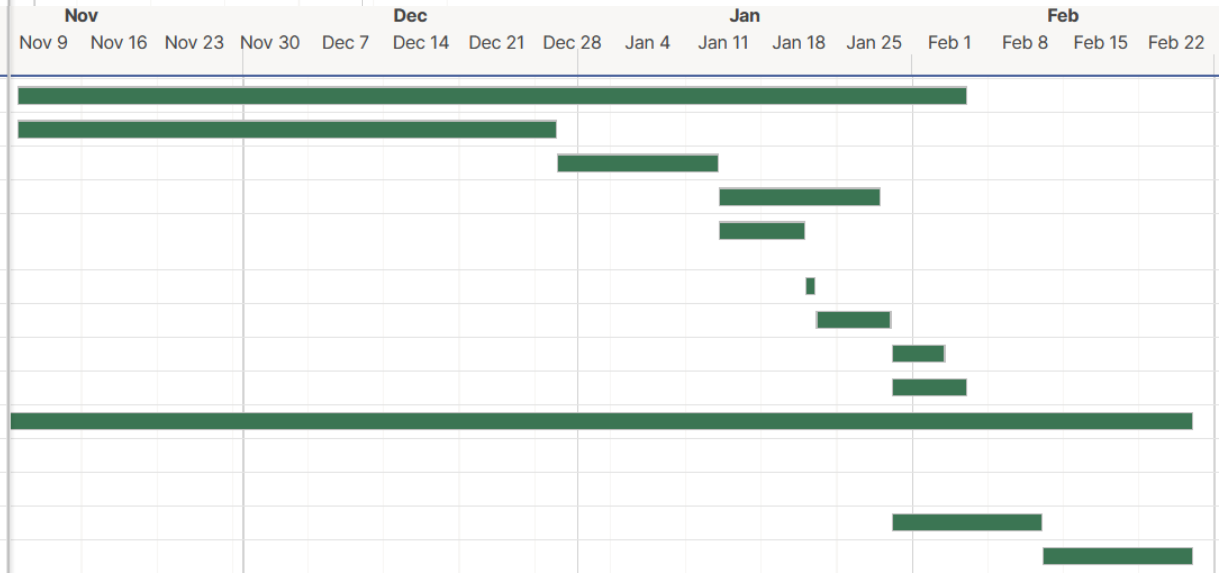


	Task Name	Start	Finish
49	**Task 2 - UN Readiness Assessment**	05/29/25	07/03/25
50	Build Data Reviewer Checks	05/29/25	06/11/25
51	City provides DR Checks feedback	06/12/25	06/26/25
52	Run and provide Data Reviewer Checks	06/27/25	07/03/25
53	**Task 3 - Data Model Design & Editing Tools**	06/27/25	11/07/25
54	Create Data Model	06/27/25	10/01/25
55	Create Data Migration Matrix	06/27/25	08/01/25
56	Client reviews Data Migration Matrix	08/04/25	08/15/25
57	Construct Data Models	08/18/25	09/08/25
58	Client Feedback on data models	09/09/25	09/22/25
59	Final UN Data Model	09/23/25	09/29/25
60	Customize Editing Map	09/30/25	10/01/25

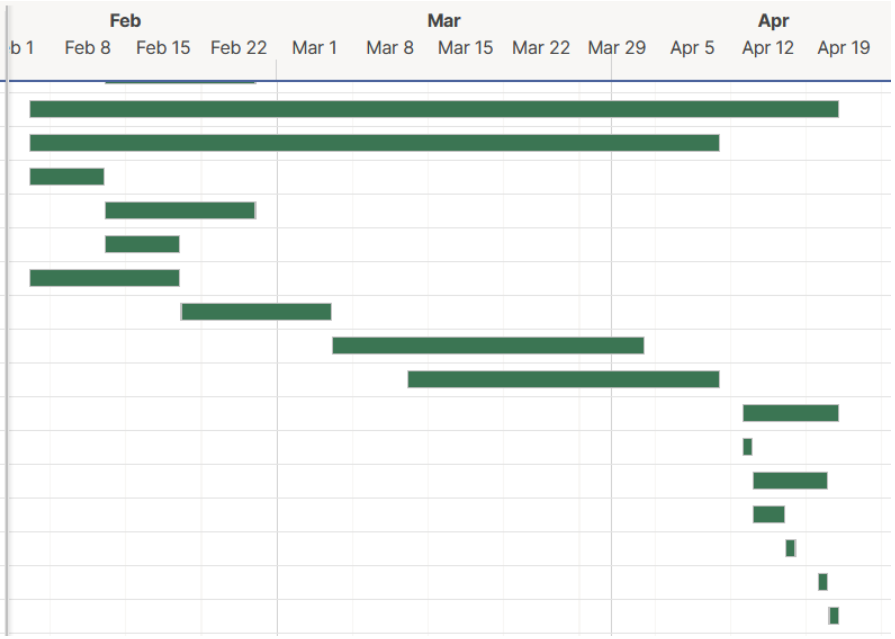


	Task Name	Start	Finish
61	Editing Tools	09/30/25	11/07/25
62	Attribute Rules	09/30/25	10/31/25
63	Attribute Rule Design	09/30/25	10/02/25
64	Attribute Rule Design Client Feedback	10/03/25	10/17/25
65	Final Attribute Rule Design	10/20/25	10/31/25
66	Contingent Values	10/07/25	11/07/25
67	Contingent Values Design	10/07/25	10/09/25
68	Contingent Values Design Client Feedback	10/10/25	10/24/25
69	Final Contingent Values Design	10/27/25	11/07/25
70	Editing Templates	10/07/25	10/28/25
71	Editing Template Design/ Documentation	10/07/25	10/14/25
72	Editing Template Design Client Feedback	10/15/25	10/28/25
73	**Task 4 - Data Migration**	11/10/25	02/05/26
74	ETL Design	11/10/25	12/29/25
75	Client Reviews ETL Output	12/30/25	01/13/26
76	Client customizes Editing Map	01/14/26	01/28/26
77	Timmons Group Review and Refine ETL Processes	01/14/26	01/21/26
78	Implementation Plan	01/22/26	01/22/26
79	Deploy to Dev Environment	01/23/26	01/29/26
80	Final Editing Template Design	01/30/26	02/03/26
81	Configure Named Trace Configurations	01/30/26	02/05/26
82	**Task 5 - Integrations**	05/29/25	02/26/26
83	Develop Reconfiguration plan	05/29/25	07/03/25
84	Client reviews Reconfiguration plan	07/07/25	07/18/25
85	EH Wachs Integration	01/30/26	02/12/26
86	Wachs testing and adjustments	02/13/26	02/26/26





	Task Name	Start	Finish
87	**Task 6 - Testing, Training, and Go-Live**	02/06/26	04/21/26
88	Training and Testing	02/06/26	04/10/26
89	Write Test procedures	02/06/26	02/12/26
90	Client reviews test procedures	02/13/26	02/26/26
91	Timmons Group Testing & adjustments	02/13/26	02/19/26
92	Editor Workflow Guide	02/06/26	02/19/26
93	Training	02/20/26	03/05/26
94	End User testing	03/06/26	04/03/26
95	Adjustment per testing outcomes	03/13/26	04/10/26
96	Go-Live	04/13/26	04/21/26
97	Go-live decision	04/13/26	04/13/26
98	Editing Freeze	04/14/26	04/20/26
99	Final ETL process	04/14/26	04/16/26
100	Cityworks reconfiguration	04/17/26	04/17/26
101	Smoke Testing	04/20/26	04/20/26
102	Go live	04/21/26	04/21/26



SECTION 3 Project Staff

BIOGRAPHICAL SUMMARIES

Drew Purzycki, GISP

PROJECT MANAGER

Drew is a Senior Technical Analyst with 7 years of experience in spatial analysis, enterprise database management, and GIS applications. With a strong background in Esri's Utility Network, he specializes in data modeling, migration, and integration, leveraging tools such as Python, FME, and ArcGIS Pro to optimize GIS workflows. Drew has led and contributed to numerous large-scale Utility Network implementations and migrations for municipalities and organizations across the country.

Ally Kennedy, GISP

PRINCIPAL IN CHARGE

Ally is the Leader of Timmons Group's Geospatial Utilities Team. She has experience in Esri GIS schema development, scripting, QA/QC practices, and data conversion including using ETL tools to populate geodatabases. Her expertise includes leading Timmons Group's Utility Network projects, managing and consulting on numerous utility mapping, addressing, Next Generation 911, and tax parcel projects; writing Arcade script to configure Attribute Rules and pop-ups; managing multiple GIS professionals; overseeing local government data maintenance projects; and presenting at GIS conferences.

Isabel (Izzy) Seigler

UN SPECIALIST

Isabel is a Technical Analyst III in Timmons Group's Geospatial Utilities Group. Isabel performs tasks related to mapping, data development, data analysis, and data quality control based on defined parameters. She is experienced with a variety of utility editing workflows, specifically for Utility Network.

Bryan Chase

UN SPECIALIST

Bryan is a Technical Analyst II in Timmons Group's Geospatial Utilities Group. Bryan performs tasks related to data modeling, data migration, and training end users. He has both supported and led Utility Network projects.

Matt Moore

ARCGIS ENTERPRISE LEAD

Matt performs tasks related to systems management/administration, web administration, database administration and development, and applications development. Matt has worked on many systems architecture design, development, and implementation projects for federal, state, and local governments throughout the US. He is well versed in implementing Enterprise systems and has worked on projects using both custom and COTS applications.

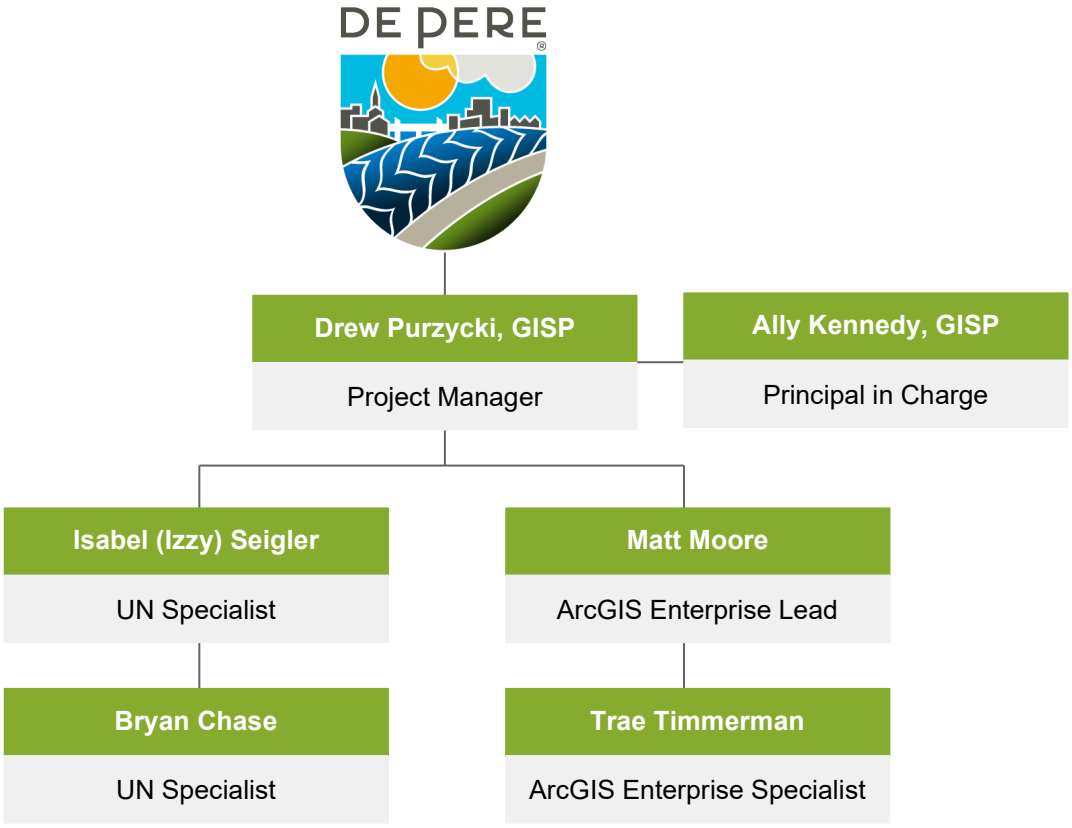
Matt is an expert on System Architecture and Esri Capacity Planning. He has DOT experience designing and implementing Enterprise Systems with all of our on-call DOT clients including, Nevada, Caltrans, Georgia, Iowa, and Wyoming. He understands R&H and GIS architecture and how DOTs implement these systems effectively to ensure performance and up time. Matt is often requested by name by clients for whom he has previously solved problems. His ability to tackle a problem with little foreknowledge and rapidly reach a satisfactory resolution is unparalleled.

Trae Timmerman

ARCGIS ENTERPRISE SPECIALIST

Trae is a spatially minded, team oriented, professional with a strong grasp of foundational and advanced concepts which apply to geospatial technologies and related enterprise system administration and implementation.

ORGANIZATIONAL CHART



RESUMES

Drew Purzycki, GISP

PROJECT MANAGER

Drew is a Senior Technical Analyst with 7 years of experience in spatial analysis, enterprise database management, and GIS applications. With a strong background in Esri's Utility Network, he specializes in data modeling, migration, and integration, leveraging tools such as Python, FME, and ArcGIS Pro to optimize GIS workflows. Drew has led and contributed to numerous large-scale Utility Network implementations and migrations for municipalities and organizations across the country.

KEY SKILLS:

- Holds ArcGIS Utility Network Certification (https://tinyurl.com/mr2p7p2n)
- ArcGIS 10.x / Pro
- Make (previously Integromat)
- Python / PyScripter IDE
- ArcGIS Server Manager
- ModelBuilder
- Survey123
- ArcGIS Online suite

YEARS OF EXPERIENCE: 7

EDUCATION:

Bachelor of Arts in Geography, Millersville University, 2016

CERTIFICATIONS:

Esri ArcGIS Utility Network Specialty

Geographic Information System Professional

ArcGIS Pro Associate

SELECT PROJECT EXPERIENCE:

Utility Network Migration, Salt Lake City, UT. UN Specialist and Technical Lead. Timmons Group was selected to migrate Salt Lake City's water, storm, and sewer data into the Esri Utility Network, modernizing their workflows to allow ArcGIS Pro editing, and integrating with other systems throughout the City that are in varying stages of upgrade. As a technical lead, Drew led the data model customization, migration, deployment, and training for the UN.

Utility Network Implementation, Prince George, BC, Canada. Project Manager and Utility Network Lead. Prince George is aware of the need to migrate out of ArcMap to ArcGIS Pro and potentially to the Utility Network. The successful outcome of this project will be a scope and budget for a UN migration plan as well as the deployment of a Data Readiness assessment so they can begin correcting their data. Drew ensured that the quick project timeline stayed on track through weekly status calls and thorough back and forth communication with the city. Drew also managed the development of the subsequent migration and implementation of the Water UN after Prince George decided to continue working with Timmons Group to execute the implementation plan.

Utility Network Implementation, Walt Disney Parks and Resorts US, Disneyland, CA. Project Manager and Utility Network Lead. Timmons Group was selected to support the Disneyland Resorts (DLR) Utilities department in a multi-phased GIS Utility Network implementation. Timmons Group was tasked in Phase 3 to refine the existing data model, develop a Utility Network Migration Plan, Migrate CAD/PDF as-built data into the GIS environment, and design integrations with additional systems outside of GIS, as well as identifying and developing numerous Web and Mobile applications for use by the DLR team. Drew led the development and implementation of the various applications built in Portal, such as the Data Error Dashboard, offline mobile maps, and the new Disney Portal hub built in Experience Builder.

GIS Data Model Migration, City of Columbus, OH. UN Specialist. Timmons Group is migrating the City of Columbus's water, storm, sewer, combined sewer-storm, and electric to the Utility Network to ensure ongoing capabilities, particularly around tracing workflows. This project involves data readiness assessment, data modeling, data migration, reconfiguration of Cityworks for the UN, and deployment of multiple Experience Builder applications to replace existing WAB tracing applications. It will cumulate in training and testing, before Go-Live. As the UN Lead for wet utilities, Drew is leading data modeling workshops, customizing the data model, and writing the migration workbenches for wet utilities. He will also lead user and admin trainings.

Utility Network Migration Services, City of Lynchburg, VA. Utility Network Lead. Timmons Group was selected to migrate the City's Water, Sanitary Sewer, and Stormwater GIS to the Esri Utility Network model. Our team worked with the City to architect a new data model, based on the Utility Network model, that meets the City's business needs. Timmons Group then built an automated ETL process that migrated each dataset to the new data model. Following data conversion, manual data clean-up occurs on an as-needed basis. Timmons Group migrated the finalized data and integrations to the agreed-on environment for testing and training prior to final go-live. Drew designed the data models and migrations for the new Combined Sewer-Storm UN, as well as the Water UN, prior to implementing both solutions for the city. Drew also created Combined Sewer-Storm UN tracing configurations to be able to trace both networks individually and across combined assets.

Sewer/Storm UN Migration, City of Alexandria, VA. Utility Network Lead. The City of Alexandria GIS Program requires assistance in migrating to the Esri Utility Network (UN). The goal is to migrate Sanitary Sewer and Stormwater from the geometric network to the Utility Network and ArcGIS Pro. Additionally, the City would benefit from an ArcGIS Enterprise Upgrade to 11.1 and migration off of VertiGIS applications. Drew created a Combined Sanitary-Stormwater UN to be custom-fit to the city's Sanitary assets, as well as a separate Stormwater UN data model. Drew also wrote an Integrations Reconfiguration Plan to document the various applications that would be affected by the migration to the UN, and the necessary actions to take to reconfigure each one.

Customer Data Integration & Visualization, Renewable Water Resources, Greeneville, SC. Senior Technical Analyst. ReWa has asked Timmons Group to help determine income appropriate sewer rates for lower income areas within their community. Timmons Group created a common data model for the migration of all billing data, based on the largest data model. This data model was enhanced to hold fields necessary for geo-enrichment and Timmons Group provided a data dictionary. All billing data was then migrated into the new data model using FME. All features were then geocoded to give them spatial geometry and then enriched with income-related census data. Timmons Group created summaries for each Sewer Basin, provided by ReWa. FME or Python tools were created to automate the outcomes of the geocoded and enriched dataset. Timmons Group built a VertiGIS dashboard to visualize the basins with summary data created with the Sewer Basin features. All tools created for this project have been documented and training was provided for ReWa staff to ensure their ability to run, update, and maintain the FME workbench(es), any Python scripts, and the VertiGIS dashboard. The data model, migrated data, and the VertiGIS dashboard were pushed to the production environment from the test and development environments. Drew used FME Form to join the various billing exports together into a standardized schema to then analyze against census data. The outputs were then statistically summarized by ReWa's WRRF Basins, Subdistricts, and census tracts.

Utility Network Migration, St Johns County, FL. Utility Network Specialist. Timmons Group is working with St. Johns County to migrate their water, sewer, and reuse data to the Utility Network. This started with designing a Utility Network (UN) data model tailored to SJC's needs and developing tools to enhance GIS workflow efficiency. From there, data migration tasks occurred, where Timmons Group created detailed migration plan and data dictionaries, using Safe Software's FME to migrate data to the new UN database while maintaining data integrity and incorporating necessary customizations. In the next task, advisory support was offered for Cityworks reconfiguration, rebuilding maps and applications for ArcGIS Online and Portal for ArcGIS and repairing or rewriting existing automated processes while deploying new ones as needed. Training sessions, supported by Workflow Guide documents, will prepare SJC staff for their testing and eventual system operation. On successful UAT, final migration and deployment of the UN data to the production environment will occur. Drew customized the data models, built the FME migration workbenches, trained the client, and deployed the UN.

Cityworks & GIS Implementation, Alderwood Water and Wastewater District (AWWD), Snohomish County, WA. Senior Technical Analyst. Timmons Group assisted AWWD with the implementation of an Asset Management/Computerized Maintenance and Management System (CMMS) and a Right of Way Permit System to improve the organization's overall performance. The project involved the implementation of Cityworks' AMS and PLL products as well as the delivery of as-needed GIS services. Drew was responsible for the creation of the migration matrices and data models for AWWD's water, sewer, and vertical assets. He also built the FME workbenches to migrate each utility's data to the UN and implemented the solutions into AWWD's environment.

Ally Kennedy, GISP

PRINCIPAL IN CHARGE

Ally is the Leader of Timmons Group's Geospatial Utilities Team. She has experience in Esri GIS schema development, scripting, QA/QC practices, and data conversion including using ETL tools to populate geodatabases. Her expertise includes leading Timmons Group's Utility Network projects, managing and consulting on numerous utility mapping, addressing, Next Generation 911, and tax parcel projects; writing Arcade script to configure Attribute Rules and pop-ups; managing multiple GIS professionals; overseeing local government data maintenance projects; and presenting at GIS conferences.

KEY SKILLS:

- Leads Timmons Group's Utility Network projects – holds ArcGIS Utility Network Certification (https://tinyurl.com/mr245atd)
- Certified as an FME Professional
- Writes Arcade script to configure Attribute Rules
- Manages multiple GIS professionals

SELECT PROJECT EXPERIENCE:

Utility Network Migration, Salt Lake City, UT. Utility Network Lead. Timmons Group was selected to migrate the Salt Lake City GIS utility data into the Esri Utility Network, modernizing their workflows to allow ArcGIS Pro editing, and integrating with other systems throughout the City that are in varying stages of upgrade. Given the complexity of their environment, and other IT projects running in parallel to this GIS utility data Utility Network Migration effort, Timmons Group is facilitating with multiple departments within the City. Ally's role on this project was as technical lead. She led onsite discovery workshops, coordinated team members work, and lead the customization and deployment of the UN.

Cityworks Services and Utility Network Implementation, Rogers Water Utilities, Rogers, AR. Project Manager. As prerequisites of a Cityworks AMS and PLL implementation, this project created a utility network data model from the existing CAD data, exported to a file geodatabase. This included customization of the data model, migration of the CAD-extracted data, and training of the end users. Ally oversaw the Utility Network lead and carried out Project Management tasks.

Utility Network Data Migration, Pennichuck Water Works (PWW), NH. Utility Network Lead. Timmons Group was selected to migrate PWW's water network data from Esri's Geometric Network data model into the new Utility Network data model to enable new data management and analysis capabilities and keep its Esri implementation current. The Utility Network implementation must support existing business workflows and applications, including work tracking with Cityworks CMMS and reading customer information from Munis. Ally's role on this project was as technical lead; she coordinated team members' work, lead discovery sessions, and guided Utility Network deployment.

Utility Network Migration Services, City of Lynchburg, VA. Utility Network Lead. Timmons Group was selected to migrate the City's Water, Sanitary Sewer, and Stormwater GIS to the Esri Utility Network model. Our team worked with the City to architect a new data model, based on the Utility Network model, that meets the City's business needs. Timmons Group then built an automated ETL process that migrated each dataset to the new data model. Following data conversion, manual data clean-up occurred on an as-needed basis. Timmons Group migrated the finalized data and integrations to the agreed-on environment for testing and training prior to final go-live. Ally met with the client to discuss business and data needs. She guided other Utility Network specialists on the team through the data readiness assessment and data modeling and migration processes, providing insight and guidance as necessary and meeting with the client for weekly status meetings.

YEARS OF EXPERIENCE: 10

EDUCATION:

Bachelor of Arts, Biology, Minor in Spanish, University of North Carolina, 2015

CERTIFICATIONS:

Certified ArcGIS Desktop Associate

Esri ArcGIS Utility Network Certified

FME Certified Professional

Geospatial Information Systems Professional (GISP)

TECHNICAL SKILLS:

ArcGIS Desktop

ArcGIS Pro

ArcGIS Online

ArcPy

Portal for ArcGIS

FME Desktop & Server

ArcGIS Utility Network

ArcGIS Data Reviewer

Utility Network Data Readiness and Migration Strategic Plan, Orange Water and Sewer Authority (OWASA), Carrboro, NC. Utility Network Lead and Project Manager. Timmons Group examined OWASA's current architecture and documented GIS integrations with other business systems. This included stakeholder meetings and interviews to ensure we had a full understanding of the system. We then made recommendations for changes to the ArcGIS Enterprise deployment for it to support the Utility Network performantly. Our team assisted with the software implementation of these recommendations and reviewed and documented current GIS editing workflows and procedures. These were considered when making recommendations for the Utility Network Migration Plan. Further, Timmons Group conducted a GIS Data Readiness Assessment to guide OWASA's editors through data corrections prior to the Utility Network migration. Finally, we created the Utility Network Migration Plan document that included the documentation of the current state as well as recommendations for the migration project, including budget, schedule, and integration considerations. Ally met with the stakeholders to review the current state of the GIS and made recommendations for the Utility Network future-state. She managed the system architect on the project as well as the schedule, scope, and budget.

Utility Network Migration Preparation, St. Johns County (SJC), FL. Utility Network Lead. SJC requires an advanced GIS geodatabase within the Operations, Engineering, and Administration divisions, and uses the Esri ArcGIS Enterprise geodatabase for storing, editing, providing, and managing geospatial layers, attributes, and records, along with advanced automated-update and quality-control features. This enterprise system and its business function applications are part of the digital transformation of both SJC Utilities and the utility industry. Improvements and business solutions within the system and applications continue to be developed. SJC Utilities recognizes the business case to continue to maintain these systems for both efficient performance and new functionality for business cases that encourage mobility, collaboration, information automation, and intelligent analytics. Timmons Groups provided a Data Readiness and Assessment Report, conducted Data Preparation and Cleanup, configured ArcGIS Pro Functionality, implemented Data Review rules, automated GIS feature editing, and developed a Utility Network Migration Plan. Ally's role on this project was as technical lead. This included guide Data Assessment configuration, answering technicians' questions as the data was corrected, and writing the Utility Network Migration Plan.

Utility Network Migration Plan, EPCOR, Phoenix, AZ. Utility Network Lead. Timmons Group (prime vendor) and Avineon (subcontractor) developed an implementation plan, costs, and project schedule for a later project to migrate from Esri's Local Government Information Model and ArcMap to Esri's Utility Network and ArcGIS Pro. The Timmons Group team reviewed EPCOR's existing GIS organizational, system architecture, and process management documents, including standard operating procedures for GIS and asset management activities. The application of tier groups, subnetworks, network categories, network attributes, and associations were reviewed, and recommendations were made for the future data model to result in the best possible out-of-the box functionality across desktop, web, and mobile applications. The team documented EPCOR's current state and evaluated and defined its future state. This culminated in a Migration Plan, including scope, schedule, and budget for a Utility Network implementation project. Ally met with the stakeholders to review the current state of the GIS and created the future state recommendations for the database, migration methods, and UN-specific data needs.

Utility Network Implementation and Cityworks AMS Reconfiguration, Indio Water Authority, Indio, CA. Utility Network Lead and Project Manager. Timmons Group migrated Indio's Water Distribution geodatabase from Geometric Network to the Esri Utility Network. In addition, we were tasked with reconfiguring Indio Water's Cityworks AMS solution to use Utility Network, including modifying Cityworks business processes to further create a more effective and efficient workflow. This project included customization and implementation of the UN, as well as updating integrations, and training Indio's GIS staff. Ally met with stakeholders to review specific data model and business needs, customized the data model, created the FME workspaces migration, updated scripts to keep the integrations functional, deployed the Utility Network to the enterprise environments, trained the client, and managed the invoicing, schedule, and status meetings.

Utility Network RoadMap, City of Sacramento, CA. Project Manager. Timmons Group is assisting City staff with the development and planning of a RoadMap to guide its Information Technology (IT), Department of Utilities (DOU), and their contractors for planning, budgeting, and scheduling of the migration from the existing Local Government Information Model (LGIM) data model to a fully functioning Utility Network to minimize system disruptions and downtime to users. Ally served as the project manager, organizing resources, discovery sessions, and status calls. She also was the senior UN lead, reviewing recommendations and deliverables.

Isabel (Izzy) Seigler

UTILITY NETWORK SPECIALIST

Isabel is a Technical Analyst III in Timmons Group's Geospatial Utilities Group. Isabel performs tasks related to mapping, data development, data analysis, and data quality control based on defined parameters. She is experienced with a variety of utility editing workflows, specifically for Utility Network.

KEY SKILLS:

- Holds ArcGIS Utility Network Certification (https://tinyurl.com/3wm9vufc)
- Utility Network Data Modeling
- Utility Network Data Readiness / ArcGIS Data Reviewer
- Data Literacy (R Studio)
- Environmental Science

YEARS OF EXPERIENCE: 3

EDUCATION:

Virginia Commonwealth University, Environmental Studies, 2021

CERTIFICATIONS:

ArcGIS Utility Network Associate

TECHNICAL SKILLS:

ArcGIS 10.x / Pro

Data Reviewer

SELECT PROJECT EXPERIENCE:

Utility Network Migration, City of Gresham, OR. Utility Network Data Readiness. The City of Gresham is aware of the need to move ArcGIS Pro and the Utility Network. The goal of the project is to move all stormwater and wastewater processes to these new solutions. Timmons Group is providing data readiness assessment, data modeling, utility network migration, training, testing, and implementation to the City. Isabel created Data Reviewer Rules during the data clean up phase. She created the data model, ETL migrations and editing tools for Sewer and stormwater utilities. She deployed the Utility Network to their test environment and is in the process of testing functionality before the final go-live.

Utility Network Data Migration, Pennichuck Water Works (PWW), NH. Analyst. Timmons Group was selected to migrate PWW's water network data from Esri's Geometric Network data model into the new Utility Network data model to enable new data management and analysis capabilities and keep its Esri implementation current. The Utility Network implementation must support existing business workflows and applications, including work tracking with Cityworks CMMS and reading customer information from Munis. Isabel created Data Reviewer Rules during the Assessment phase that found errors in the data that need to be cleaned before migrating to the Utility Network. She created the ETL migration and deployed the Utility Network.

ArcGIS Pro & Utility Network Implementation, EPCOR, Phoenix, AZ. Analyst. Timmons Group (prime vendor) and Avineon (subcontractor) implemented Utility Network for EPCOR's water, wastewater, and reuse water GIS data. Our team met with the EPCOR team and gathered project requirements and business needs to further inform the customization of the Utility Network data models, migration processes, and workflow tools. Timmons Group also provided recommendations and advice to guide the procurement and installation of servers and software for the Utility Network environment. The Utility Network was customized, populated, and implemented for 8 Networks and within four environments (Dev, Test, UAT, and Prod). Finally, EPCOR's staff was trained on using and managing the UN. Isabel created the FME workspaces for the water and non-potable migration, deployed the Utility Network to the testing environments, and made updates to the data model and FME workspaces per testing outcomes.

Utility Network Feasibility Study, Albemarle County Service Authority, (ACSA), Albemarle County, VA. GIS Analyst. ACSA is aware of the need to move off of ArcMap and to ArcGIS Pro and the Utility Network. The goal of this project is to create a scope, schedule, and budget for the UN implementation project from an assessment of the current state. This includes GIS network architecture, editing workflows, integrations, data model, and data quality. Isabel created Data Reviewer checks as part of the data readiness assessment phase.

Utility Network Migration Services, City of Lynchburg, VA. Analyst. Timmons Group was selected to migrate the City's Water, Sanitary Sewer, and Stormwater GIS to the Esri Utility Network model. Our team worked with the City to architect a new data model, based on the Utility Network model, that meets the City's business needs. Timmons Group then built an automated ETL process that migrated each dataset to the new data model. Following data conversion, manual data clean-up occurs on an as-needed basis. Timmons Group migrated the finalized data and integrations to the agreed-on

environment for testing and training prior to final go-live. Isabel created Data Reviewer checks as part of the data readiness assessment phase.

Utility Network Data Readiness and Migration Strategic Plan, Orange Water and Sewer Authority (OWASA), Carrboro, NC. Analyst. Timmons Group examined OWASA's current architecture and documented GIS integrations with other business systems. This included stakeholder meetings and interviews to ensure we had a full understanding of the system. We then made recommendations for changes to the ArcGIS Enterprise deployment for it to support the Utility Network performantly. Our team assisted with the software implementation of these recommendations and reviewed and documented current GIS editing workflows and procedures. These were considered when making recommendations for the Utility Network Migration Plan. Further, Timmons Group conducted a GIS Data Readiness Assessment to guide OWASA's editors through data corrections prior to the Utility Network migration. Finally, we created the Utility Network Migration Plan document that included the documentation of the current state as well as recommendations for the migration project, including budget, schedule, and integration considerations. Isabel created Data Reviewer checks as part of the data readiness assessment phase.

Utility Network Migration and Cityworks Reconfiguration, Forsyth County, GA. Analyst. Timmons Group started our Utility Network engagement with Forsyth County, GA with a Data Readiness Assessment in late 2024. This allowed their editors to begin data corrections while the Utility Network Implementation project was just kicking off in early 2025. Timmons Group led discovery workshops with GIS utility stakeholders, including Cityworks users, to document business needs, current workflows, and to discuss the current data model. Following discovery, the Utility Network data models were customized to fit the County's needs and FME workbenches were built to migrate data from the source data into them. Cityworks was reconfigured to use the new data model and feature services. Following the data modeling, migration, and configuration of editing tools, test procedures will be written, and County staff will receive ArcGIS Pro and UN training. Cityworks will also be tested to ensure that all functionality and work order history is preserved, prior to Go-Live in early 2026. Isabel is the lead Analyst on this project. She created data reviewer checks and led discovery sessions during the data readiness phase. And she will be creating the Utility Network data model, ETL migrations, and editing tools. She will deploy the test environment and conduct the final Go-Live implementation.

Utility Network Migration Preparation, St. Johns County (SJC), FL. Analyst. SJC requires an advanced GIS geodatabase within the Operations, Engineering, and Administration divisions, and uses the Esri ArcGIS Enterprise geodatabase for storing, editing, providing, and managing geospatial layers, attributes, and records, along with advanced automated-update and quality-control features. This enterprise system and its business function applications are part of the digital transformation of both SJC Utilities and the utility industry. Improvements and business solutions within the system and applications continue to be developed. SJC Utilities recognizes the business case to continue to maintain these systems for both efficient performance and new functionality for business cases that encourage mobility, collaboration, information automation, and intelligent analytics. Timmons Groups is providing a Data Readiness and Assessment Report, conducting Data Preparation and Cleanup, configuring ArcGIS Pro Functionality, implementing Data Review rules, automating GIS feature editing, and developing a Utility Network Migration Plan. Isabel created Data Reviewer checks as part of the data readiness assessment phase and helped support GIS Technicians in the Data Cleanup process. She also created Attribute Rules on necessary feature classes so that the functionality of the data in ArcMap would be the same in ArcGIS Pro.

Utility Network Migration, City of Twin Falls, ID. Lead Analyst. Timmons Group is migrating the City of Twin Falls' water to the Utility Network to ensure ongoing capabilities, particularly around tracing workflows. This project involves discovery, data readiness assessment, architecture advisory support, and editing tools. This will prepare the city for the data modeling and migration process for the Utility Network. Isabel is the lead Analyst on this project. She created data reviewer checks and led discovery sessions during the data readiness phase. She has created editing tools to streamline editing in the utility Network. And she will be creating the Utility Network data model, ETL migrations, and editing tools. She will deploy the test environment and conduct the final Go-Live implementation.

Utility Network RoadMap, City of Sacramento, CA. UN Data Readiness Specialist. Timmons Group is assisting City staff with the development and planning of a RoadMap to guide its Information Technology (IT), Department of Utilities (DOU), and their contractors for planning, budgeting, and scheduling of the migration from the existing Local Government Information Model (LGIM) data model to a fully functioning Utility Network to minimize system disruptions and downtime to users. Isabel configured the Data Reviewer checks for the City staff to correct their data in preparation for the UN.

Bryan Chase

UTILITY NETWORK SPECIALIST

Bryan is a Technical Analyst II in Timmons Group's Geospatial Utilities Group. Bryan performs tasks related to data modeling, data migration, and training end users. He has both supported and led Utility Network projects.

KEY SKILLS:

- ArcGIS 10.8/ ArcGIS Pro
- Survey123
- ArcGIS Online suite

YEARS OF EXPERIENCE: 2

EDUCATION:

Bachelor of Science, Environmental Studies, Randolph-Macon College, 2021

Associates of Science, J. Sargeant Reynolds Community College, 2019

TECHNICAL SKILLS:

ArcGIS 10.8/ ArcGIS Pro

Survey123

ArcGIS Online suite

SELECT PROJECT EXPERIENCE:

GIS Utility Network Migration, Salt Lake City, UT. GIS Specialist. Timmons Group was selected to migrate the Salt Lake City GIS utility data into the Esri Utility Network, modernizing their workflows to allow ArcGIS Pro editing, and integrating with other systems throughout the City that are in varying stages of upgrade. Given the complexity of their environment, and other IT projects running in parallel to this GIS utility data Utility Network Migration effort, Timmons Group is facilitating with multiple departments within the City. Bryan's role was to create the ETL in ArcGIS Data Interoperability Workbench, which transforms the data from the old format to the Utility Networks. Bryan was also responsible for customizing the data models within Utility Network environments, while identifying and fixing errors in their data, to prepare for the unique needs of the client and their data.

Utility Network Migration Services, City of St. Charles, IL. Technical Analyst II, Lead. St. Charles was aware of the need to move their water, storm, and sewer data to ArcGIS Pro and the Utility Network. The goal of the first phase of projects was to move all water processes to these new solutions. Timmons Group also completed the data readiness assessment and data modeling tasks to thoroughly assess these databases. Bryan was responsible for customizing the data models within Utility Network environments to prepare for the unique needs of the client and their data, and created the data model migration matrixes, editing templates, and ETL that detailed how data would be transferred and transformed into the various Utility Network datasets and feature classes. Bryan also oversaw the St. Charles Water Utility Network migration as the lead analyst and successfully oversaw the migration from local database to the live production Water Utility Network Enterprise Geodatabase.

UN Implementation, Orange Water and Sewer Authority (OWASA), Orange County, NC. Technical Analyst. Timmons Group was selected to migrate OWASA's existing data from Esri's geometric network to Esri's current data model, the Utility Network (UN). Our team met with the OWASA team and gathered project requirements and business needs to further inform the customization of the Utility Network data models, migration processes, and workflow tools. Timmons Group also trained OWASA's staff on using and managing the UN. Bryan was responsible for creating the migration matrix to be used for OWASA data migration, customizing the Asset Packages used to migrate their utilities data to the ArcGIS Utility Network. Bryan also created documents to better aid the client in making data modeling decisions to customize the functionality of their UN further and reduce errors in their data.

ArcGIS Pro & Utility Network Implementation, EPCOR, Pheonix, AZ. GIS Technician. Timmons Group (prime vendor) and Avineon (subcontractor) implemented Utility Network for EPCOR's water, wastewater, and reuse water GIS data. Our team met with the EPCOR team and gathered project requirements and business needs to further inform the customization of the Utility Network data models, migration processes, and workflow tools. Timmons Group also provided recommendations and advice to guide the procurement and installation of servers and software for the Utility Network environment. The Utility Network was customized, populated, and implemented for 8 Networks and within four environments (Dev, Test, UAT, and Prod). Finally, EPCOR's staff was trained on using and managing the UN. Bryan aided in the creation and editing of the UN Training Script to be delivered to the client at the end of the project, to aid in training client in the use and capabilities of the ArcGIS Utility Network.

Utility Network Implementation, Walt Disney Parks and Resorts US, Disneyland, CA. GIS Technician. Timmons Group was selected to support the Disneyland Resorts (DLR) Utilities department in a multi-phased GIS Utility Network implementation Timmons Group was tasked in Phase 3 to refine the existing data model, develop a Utility Network Migration Plan, Migrate CAD/PDF as-built data into the GIS environment, and design integrations with additional systems outside of GIS, as well as identifying and developing numerous Web and Mobile applications for use by the DLR team. Bryan digitized utility information from CAD and PDF files as well as lead data cleanup efforts on a holistic scale.

Utility Network Implementation Consulting Services, City of Prince George, BC. GIS Specialist. Prince George is aware of the need to migrate out of ArcMap to ArcGIS Pro and potentially to the Utility Network. The successful outcome of this project will be a scope and budget for a UN migration plan as well as the deployment of a Data Readiness assessment so they can begin correcting their data. In addition, Timmons Group will create the UN data model and Data Migration Matrix. Bryan is responsible for analyzing current state of the Prince George data model to prepare for migration, meeting with various client stakeholders who will interact with the data, and noting their needs and uses to keep in mind during the migration process.

Engineering GIS Support, City of Fayetteville, NC. GIS Technician. Timmons Group is providing assistance with QA/QC of the City's asset database, general mapping and data needs, uploading of the geodatabase to SDE, and other GIS support services as needed. Bryan performs a QA/QC review of the surveyed data in the ROW database. He looks for adherence to the approved schema/domain, accuracy in survey values, and prepares recommendations for the team to fix any issues based on the County's needs.

Utility Network RoadMap, City of Sacramento, CA. Technical Analyst II. Timmons Group is assisting City staff with the development and planning of a RoadMap to guide its Information Technology (IT), Department of Utilities (DOU), and their contractors for planning, budgeting, and scheduling of the migration from the existing Local Government Information Model (LGIM) data model to a fully functioning Utility Network to minimize system disruptions and downtime to users. Bryan aided in customizing the solutions that will aid in the City's migration to the ArcGIS Utility Network.

GIS Support, Henrico County, VA. Technical Analyst II, Lead. Henrico's Stormwater division needed to update its GIS from both a data model and data perspective. This included the digitization of more than 150 plans. Timmons Group updated the Henrico Stormwater GIS data model to accommodate new business needs. We then digitized 155 plans that needed to be added to the GIS from past projects. In addition, some historical data that was known to be in error was corrected. Henrico Stormwater now has an updated data model that contains a more complete view of the stormwater projects within their area of interest. Bryan's work consisted of analyzing Henrico County's old data models, identifying gaps and improvements that could be made, and after consulting with various Henrico stakeholders, cross-environment implementation of those models. Bryan also created a new *standards of digitization* guide to enable current and future digitizing techs working on the project to digitize the engineering plans into the County's GIS system to a high level of accuracy, with multiple QA/QC procedures in place, both at Timmons Group and Henrico County.

CWDG Grant Tracking, National Association of State Foresters (NASF), Washington, DC. GIS Technician. Timmons Group was selected to work with the NASF after the USFS received Bipartisan Infrastructure Law (BIL) funding to implement the National Cohesive Wildland Fire Strategy locally through the Community Wildfire Defense Grant (CWDG) program, necessitating the creation of capabilities for robust progress tracking. Grants under this program will support hazardous fuels reduction projects by communities, local governments, and NGOs. Our project focuses on tracking these activities, mapping project locations, funding recipients, investments, and aligning them with core priorities. It aims to provide situational awareness, support grant administration decision-making, integrate data with NextGen Fuels effort, facilitate a combined view of local, state, and federal activities, and enable visualization of the national fuels management picture. Key tasks include defining data elements/models, digitizing paper submissions, hosting tracking database, developing reporting dashboards, and providing ongoing support and maintenance. Bryan created the data model used as the base of the CWDG GDB environment that is used in the Grant Tracking Dashboard. This required an analysis of the grant applications, the data they contained, and how to best join that data to current federal spatial assets for cartographic needs in the dashboard.

Matt Moore

ARCGIS ENTERPRISE LEAD

Matt performs tasks related to systems management/administration, web administration, database administration and development, and applications development. Matt has worked on many systems architecture design, development, and implementation projects for federal, state, and local governments throughout the US. He is well versed in implementing Enterprise systems and has worked on projects using both custom and COTS applications.

Matt is an expert on System Architecture and Esri Capacity Planning. He has DOT experience designing and implementing Enterprise Systems with all of our on-call DOT clients including, Nevada, Caltrans, Georgia, Iowa, and Wyoming. He understands R&H and GIS architecture and how DOTs implement these systems effectively to ensure performance and up time. Matt is often requested by name by clients for whom he has previously solved problems. His ability to tackle a problem with little foreknowledge and rapidly reach a satisfactory resolution is unparalleled.

KEY SKILLS:

- Consults clients on managed services and cloud service offerings
- Consults on numerous custom application development projects
- Consults on R&H architecture, security, and enterprise deployment patterns
- Delivers consulting services via project discoveries and needs assessments
- Provides GIS industry best practices for local, state, and federal governments, and NGOs.
- Provides consulting and recommendations on using technology to solve business process / workflow challenges
- Plans and manages integration of GIS with other information technology systems
- Implements technical solutions and designs for enterprise GIS systems
- Deploys and manages server infrastructure in Cloud environments
- Develops scripts as needed to automate GIS workflows
- Manages Relational Database Management Systems (SQL Server/Postgres/PaaS offerings)
- Manages Active Directory as needed for Cloud environments
- Builds and manages web servers in Apache and Microsoft IIS

SELECT PROJECT EXPERIENCE:

Utility Network Data Readiness and Migration Strategic Plan, Orange Water and Sewer Authority (OWASA), Carrboro, NC. Systems Architect. Timmons Group examined OWASA's current architecture and documented GIS integrations with other business systems. This included stakeholder meetings and interviews to ensure we had a full understanding of the system. We then made recommendations for changes to the ArcGIS Enterprise deployment for it to support the Utility Network performantly. Our team assisted with the software implementation of these recommendations and reviewed and documented current GIS editing workflows and procedures. These were considered when making recommendations for the Utility Network Migration Plan. Further, Timmons Group conducted a GIS Data Readiness Assessment to guide OWASA's editors through data corrections prior to the Utility Network migration. Finally, we created the Utility Network Migration Plan document that included the documentation of the current state as well as recommendations for the migration project, including budget, schedule, and integration considerations. As part of the overall UN migration plan, Matt documented the future state architecture to support the Utility Network deployment. This documentation included network diagrams, solution design, and a step-by-step implementation plan that included all the necessary tasks from building servers to supporting the solution to final data migration efforts.

YEARS OF EXPERIENCE: 20

EDUCATION:

Bachelor of Science, Geography, Information Technology focus, Old Dominion University, 2004

CERTIFICATIONS:

AWS Certified Cloud Practitioner

Esri Certified Enterprise System Design Associate

Esri Enterprise Geodata Management Professional

TECHNICAL SKILLS:

Esri Enterprise System Design, AWS Services, ArcGIS Online, Python, SQL Server / Oracle, IIS 10x, 8.x, 7.x, 6.x, Apache Tomcat 2.2, 2.4, PHP, HTML, JSON, SSL & PKI Deployment, XML, Action Script, Deployment of .NET and JavaScript web applications

Schema Consolidation and Utility Network Migration Planning, Anchorage Water and Wastewater Utility (**AWWU), Anchorage, AK.** Systems Architect. As a subcontractor to NSGIS, Timmons Group completed geodatabase schema consolidation planning and UN Migration Planning to assist AWWU in migrating various components of its Esri GIS to newer generations. Timmons Group examined the multiple GIS data schemas in use at AWWU, identified the duplication and redundancies, and created a roadmap for consolidating or removing unnecessary ones. Timmons Group presented a report estimating the effort necessary to make the changes to the database, as well as to dependent applications. As part of the overall UN migration plan, Matt spent time documenting future state architecture to support the Utility Network deployment. This documentation included network diagrams, solution design, and a step-by-step implementation plan that included all the necessary tasks from building servers to supporting the solution to final data migration efforts.

Utility Network Migration Plan, EPCOR, Phoenix, AZ. Systems Architect. Timmons Group (prime vendor) and Avineon (subcontractor) developed an implementation plan, costs, and project schedule for a later project to migrate from Esri's Local Government Information Model and ArcMap to Esri's Utility Network and ArcGIS Pro. The Timmons Group team reviewed EPCOR's existing GIS organizational, system architecture, and process management documents, including standard operating procedures for GIS and asset management activities. This background information helped the team engage with EPCOR staff and laid the foundation for topics addressed in the discovery workshops. The team facilitated these workshops and assisted EPCOR staff with reviewing and applying modeling concepts for the chosen domain networks (water, wastewater, and natural gas) with associated asset groups and types. The application of tier groups, subnetworks, network categories, network attributes, and associations were reviewed and configured in the data model to result in the best possible out-of-the box functionality across desktop, web, and mobile applications. The team documented EPCOR's current state and evaluated and defined its future state. As part of the overall UN migration plan, Matt documented the future state architecture to support the Utility Network deployment. This documentation included network diagrams, solution design, and a step-by-step implementation plan that included all the necessary tasks from building servers to supporting the solution to final data migration efforts.

ArcGIS Pro & UN Implementation, EPCOR, Phoenix, AZ. System Architect. EPCOR contracted with Timmons Group (prime vendor) and Avineon (subcontractor) to implement the UN for their water, wastewater, and reuse water GIS data. Our team met with the EPCOR team and gathered project requirements and business needs to inform the customization of the UN data models, migration processes, and workflow tools. Timmons Group also provided recommendations and advice to guide the procurement and installation of servers and software for the UN environment. Matt performed a complete review of the current state GIS Enterprise documenting servers, configuration, and primary workflows for the organization. Following the current state review, a GIS System Design document was delivered that outlined and diagramed future state recommendations for the enterprise GIS to support the addition of the UN.

Utility Network Implementation and Cityworks AMS Reconfiguration, Indio Water Authority, Indio, CA. Systems Architect. Indio Water has selected Timmons Group for the migration of its Water Distribution geodatabase from Geometric Network to the Esri Utility Network model. Moving to the Utility Network platform will position Indio Water to effectively manage its water distribution assets into the future. Matt worked directly with Indio Water upgrading its ArcGIS Enterprise deployment to version 10.9.1. This effort included proper documentation of the existing deployment, developing an upgrade plan, and performing all steps documented in the upgrade plan. This upgrade was focused on supporting the deployment of the latest version of the Utility Network.

UN Migration Plan, AWWU, Anchorage, AK. Systems Architect. As a subcontractor to NSGIS, Timmons Group completed Geodatabase Schema Consolidation Planning and UN Migration Planning to assist the Anchorage Water and Wastewater Utility (AWWU) in migrating various components of its Esri GIS to newer generations. Timmons Group examined the multiple GIS data schemas in use at AWWU, identified the duplication and redundancies, and created a roadmap for consolidating or removing unnecessary ones. A report estimating the necessary effort to make the changes to the database, as well as to dependent applications was prepared and presented by Timmons Group to AWWU. Matt performed a complete review of the current state GIS Enterprise documenting servers, configuration, and primary workflows for the organization. Following the current state review, a GIS System Design document was delivered that outlined and diagramed future state recommendations for the enterprise GIS to support the addition of the UN.

Trae Timmerman

ARCGIS ENTERPRISE SPECIALIST

Trae is a spatially minded, team oriented, professional with a strong grasp of foundational and advanced concepts which apply to geospatial technologies and related enterprise system administration and implementation.

SELECT PROJECT EXPERIENCE:

Utility Network Implementation, Orange Water and Sewer Authority (OWASA), Orange County, NC. System Architect. Timmons Group was selected to migrate OWASA's existing data from Esri's geometric network to Esri's current data model, the Utility Network. Previous efforts, including a Utility Network migration plan, the design/build of ArcGIS Enterprise, and a Utility Network data readiness assessment, had already been completed. This project builds on those efforts. Additionally, Timmons Group reconfigured Cityworks so that it would continue to function with the new Utility Network data model. As a System Architect, Trae developed and executed a detailed implementation plan for the ArcGIS Enterprise upgrade and provided architectural recommendations to support the Utility Network implementation.

Utility Network RoadMap, City of Sacramento, CA. System Architect. Timmons Group is assisting City staff with the development and planning of a RoadMap to guide its Information Technology (IT), Department of Utilities (DOU), and their contractors for planning, budgeting, and scheduling of the migration from the existing Local Government Information Model (LGIM) data model to a fully functioning Utility Network to minimize system disruptions and downtime to users. As a System Architect, Trae provided architectural recommendations to support the Utility Network implementation.

Managed Services, Philadelphia Gas Works, Philadelphia, PA. Cloud Engineer. Timmons Group is providing managed services for PGW's cloud environment, including ensuring business continuity for PGW GIS staff, providing defined support downtime to ensure that critical components receive timely updates, and clearly defining roles and responsibilities of both PGW and Timmons Group in supporting and maintaining the hardware and software required by PGW's GIS ArcGIS Enterprise. As a Cloud Engineer, Trae provided on-call support for multi-tier, highly available ArcGIS Enterprise deployment and supporting infrastructure hosted in AWS.

GIS Cloud Managed Services, City of Mobile, AL. System Architect and Cloud Engineer. Timmons Group managed and supported the city's existing GIS cloud-hosted site on Amazon Web Services (AWS). The project was divided into two phases: Upgrades/Onboarding and Maintenance. In Phase One, the team conducted a discovery process, developed a technical design and upgraded migration plan, upgraded ArcGIS Enterprise, and carried out testing, final documentation, and onboarding. Additionally, a Well-Architected Framework Review was performed. In Phase Two Maintenance, our team will continue to work hands-on with the City to plan and execute ongoing operations and maintenance of the new GIS environment. Our team will continue to leverage the online project portal for centralized documentation, task tracking, and management and support constant communication across multiple discussion threads when needed. As a System Architect in Phase 1, Trae conducted a discovery process, developed a technical design and upgraded migration plan, upgraded ArcGIS Enterprise, and carried out testing, final documentation, and onboarding. As a Cloud Engineer in Phase 2, Trae provided on-call support for multi-tier, highly available ArcGIS Enterprise deployment and supporting infrastructure hosted in AWS.

YEARS OF EXPERIENCE: 7

EDUCATION:

Bachelor of Science, Environmental Spatial Analysis, University of North Carolina, Oakwood, GA

CERTIFICATIONS:

Esri Enterprise System Design Professional

Esri Enterprise Geodata Management Professional

AWS Certifies Solutions Architect – Associate

Esri Enterprise Administration Professional

TECHNICAL SKILLS:

Windows and Active Directory, Debian and RedHat based Enterprise Linux

Network Architecture and Network/Application Load Balancers

AWS and Azure

ArcGIS Enterprise (Windows, Linux, Kubernetes)

Enterprise GIS Refresh, Orange County, VA. System Architect. Orange County previously did a CIP Plan project with Timmons Group and received a Scope, Schedule, and Budget to refresh/upgrade their GIS. This project implemented those recommendations. This involved deploying ArcGIS Enterprise 11.1+, implementing and enhancing workflow improvements like Attribute Rules and branch versioning, integrating a copy of the telecom data into the enterprise gdb, and some staff training. Orange County can now move forward, taking advantage of recent Esri innovations. This will give them more efficient editing workflows, one single source of truth for FiberLync data, and an increased functionality of their parcel data. As a System Architect, Trae developed and executed a detailed implementation plan for the ArcGIS Enterprise migration and upgrade.

GIS Database Migration, Gwinnet County, GA. Systems Analyst / Administrator. Gwinnett County has recognized a critical need to enhance its GIS capabilities through a comprehensive GIS Database Migration Plan. Timmons Group will perform thorough discovery and assessment of existing architecture to captures the current system configuration and dependencies of the County's GIS prior to finalizing the GIS Database Migration Plan. Timmons Group will take all the information collected during the discovery phase and develop a comprehensive project and migration plan to migrate existing databases, users, roles, and protocols from Oracle 19c to Server 2022. The project deliverable will be a comprehensive GIS database migration plan (document) which will position the county to migrate confidently while minimizing risk and maximizing efficiency. As a System Architect, Trae developed and executed a detailed DBMS migration plan used to migrate enterprise geodatabases from Oracle 19c to SQL Server 2022.

Road and Highways LRS Operations and Maintenance Support, Henrico County Department of Public Works, VA. System Architect. Timmons Group is supporting DPW's Roads and Highways LRS implementation. Tasks include updating LRS documentation and training DPW staff so that they can properly correct data anomalies and load new data into the production LRS. We are also providing as-needed, ad hoc services. As System Architect, Trae provided on-call enterprise GIS support and troubleshooting.

ArcGIS, UN, Cityworks Complete Deployment, Mission Springs Water District (MSWD), CA. System Architect and Cloud Engineer. The MSWD project aims to modernize the district's GIS infrastructure and asset management capabilities. The project involves configuring a turn-key cloud-hosted ArcGIS Enterprise environment, migrating MSWD's GIS data into the Esri Utility Network, and implementing Trimble Cityworks AMS. The project also includes migrating existing CMMS/EAM system functions and providing comprehensive staff training. The project is divided into two phases. Phase 1 focuses on deploying the cloud environment and asset management software (Cityworks) to support the new MSWD treatment plant. Phase 2 will deliver the remaining scoped services. As a System Architect, Trae conducted a discovery process, developed a technical design, and an implementation plan. As a Cloud Engineer, Trae deployed AWS Infrastructure using CloudFormation, and installed and configured ArcGIS Enterprise using PowerShell DSC deployment automation.

Enterprise GIS Support Services, Alaska Department of Transportation and Public Facilities (AKDOT&PF), Juneau, AK. System Architect. Timmons Group is helping to maintain ADOT&PF's Roads & Highways route network, developing as-needed custom GIS maps and visualization applications, performing geodatabase integration and troubleshooting, and providing as-needed technical support and GIS documentation. As System Architect, Trae provided on-call enterprise GIS support and troubleshooting, and he provided guidance on architecture and database administration best practices.

GIS Services 3-Year On-Call Support, Iowa Department of Transportation, Ames, IA. System Architect. Timmons Group is providing enterprise GIS support services, including project management and administration, Esri GIS/FME/VertiGIS technical support services, system and application support, including maintaining system performance, monitoring system health, diagnosing and resolving technical issues, and implementing software upgrades and patches. Staff support includes guidance and training on GIS software tools, workflows, and best practices. As System Architect, Trae provided on-call enterprise GIS support and troubleshooting and helped to devise future state architectural design for multi-tier, highly available ArcGIS Enterprise deployments.

SECTION 4 Budget

Our prices below assume concurrent migration and implementation of all three Utility Networks.

Phase	Rate
Phase 1: Esri ArcGIS Enterprise Upgrade	$12,800
Phase 2: Esri Portal Installation	
1. Implementing Portal for the Utility Network	$2,560
2. Implementing Portal for all other GIS data	$12,440
Phase 3: Esri Utility Network Migration	
1. Sanitary Sewer data migration and implementation	$41,160
2. Stormwater data migration and implementation	$41,160
3. Water data migration and implementation	$54,880
Phase 4: Continuing Support	$0
Total	$165,000

SECTION 5 Municipal Experience and Knowledge

Timmons Group has worked with hundreds of municipalities and utility authorities across the US. Timmons Group has extensive experience in GIS and utility GIS data as it relates to municipal utilities. Our team specializes in enterprise data management, solutions development, enterprise asset management, permitting solutions, and cloud implementations tailored to the needs of municipal utilities. We have deep expertise in the ArcGIS Utility Network, helping municipalities modernize their GIS infrastructure to improve network modeling, data accuracy, and operational efficiency. Our GIS strategic planning services ensure that utilities have a clear roadmap for leveraging geospatial technology to enhance decision-making and service delivery.

Beyond GIS, we provide seamless integration with enterprise business systems commonly used by municipal utilities, including Cityworks EAM, Cityworks PLL, InfoWater, WaterGEMS, Neptune, Munis, Cogsdale, WEX, WinCan, GraniteNet, Billmaster, SpryCIS, WACHS, and 811. These integrations enable utilities to streamline workflows, enhance asset management, optimize field operations, and improve customer service. The map below shows a subset of our municipal/utility clients, and the purple dots represent Utility Network clients.

UTILITY CLIENTS

Project Names	Client Name	Size of Utility	Type of Utility
GPS Data Conflation	Fairfax County Water Authority	2,000,000	Water
GIS Field Asset QC Program	Mount Pleasant Waterworks	90,000	Water
Drawing and GIS	Loudoun Water	325,000	Water
Master GIS Contract; GIS Managed Services & Cloud Migration	Philadelphia Gas Works	500,000	Gas
GIS Ad-Hoc Services; UN Implementation & Cityworks AMS Re-Configuration	Indio Water Authority	25,500	Water
ArcGIS Pro & Utility Network; Utility Network Plan	EPCOR	2,000,000	Water, Sewer, Reuse
GIS Field Inventory Pilot	Southside Electric Cooperative, Inc.	48,000	Electric
Fiber Project; Joint Use Design Additional Services	Shenandoah Valley Electric Cooperative	100,000	Electric
GIS RoadMap	Associated Electric Cooperative, Inc.	935,000	Electric
UN Data Readiness and AGE; UN Implementation	Orange Water and Sewer Authority	83,000	Water, Sewer
Utility Network Data Migration; Cityworks AMS & PLL	Pennichuck Water Works	29,000	Water
Utility Network Migration Services; UN Post Go-Live Training	City of Lynchburg, VA	79,000	Water, Combines, Sewer/Storm/Sewer
GIS Master Contract; Workflow/Data Quality Tools; Data Migration; Ad-Hoc Consulting Services; Update GIS Data Quality & Standards; On-Call Services; Editing Practices; UN Migration Preparation; Cityworks Support	St. Johns County, FL	306,000	Water, Sewer, Reuse

Dominion Joint Use Design Services; Padmount Transformer Inspection; Survey Point Location; Shoreline GIS Database Pilot; GIS System Project; Transformer Inspection	Dominion Energy	4,500,000	Energy
Utility Data Editing; Utility Network RoadMap	City of Sacramento	528,000	Water, Combined, Sewer/Storm
System Admin Services	City of Fredericksburg, VA	28,000	Water, Sewer
Schema Consolidation & UN Migration; GIS Utility Services Term Contract	Anchorage Water and Wastewater Utility	240,000	Water, Sewer
GIS Architecture & Facilities; ArcGIS Enterprise Server & Data; UN Implementation	Walt Disney Parks and Resorts U.S.	46,000	Water, Sewer, Storm, Electric, Compressed Air, Natural Gas, Steam, Chilled
ArcGIS Pro Migration	Henrico County, VA	334,000	Water, Wastewater
ArcGIS Pro UN Migration	City of Alexandria, VA	155,000	Sewer and Storm
GIS Utility Network Migration	Salt Lake City, UT	204,000	Water, Wastewater
UN Migration Services	City of St. Charles, IL	32,000	Water, Sewer, Storm, Electric
UN Migration	City of Gresham, OR	111,000	Sewer, Storm
UN Feasibility Study; Cityworks Support	Albemarle County Service Authority	21,400	Water, Sewer
Cityworks Application Dev; Customer Data Integration & Visualization	Renewable Water Resources, SC	175,000	Water
GIS Data Model Migration	City of Columbus, OH	907,000	Water, Combined, Sewer/Storm, Storm, Electric
UN Implementation; Cityworks Upgrade; SPD Legacy Permit Data Migration; Parker & Taylors Data Migration; Cityworks Support	MetroConnects	100,000	Sewer

Water UN Migration	City of Twin Falls, ID	54,300	Water
Cityworks AMS Upgrade; Gas Improvement Process; Cityworks AMS	City of Richmond, VA	229,000	Water, Sewer, Stormwater
Strategic Consulting for Transportation; Strategic Consulting EAM; EAM System Architecture; AM & Business Consulting; GraniteNet & Cityworks Integration; As-Built Conversion	Fairfax County, VA	1,138,000	Sewer
Cityworks PLL Implementation; Cityworks Support & Maintenance; Cityworks/Portal Support & Maintenance; Cityworks/MUNIS Integration; Cityworks/MUNIS Integration AMS; Cityworks/MUNIS Integration Equipment; Cityworks/Munis Integration Materials; Cityworks/Munis Integration Utility	City of Auburn, AL	80,000	Water, Sewer
Cityworks Cayenta Integration; Cityworks/Cayenta Meter Change Type	Macon Water Authority	155,000	Water
GIS & Cityworks Upgrade; Cityworks Northstar Integration	Skagit Public Utility District (PUD)	70,000	Water
Cityworks AMS Utilities; Cityworks Server AMS Support	City of Petersburg, VA	33,000	Water, Wastewater
Cityworks/GIS Support and Maintenance; SW AMS/GIS Consulting; CW Fleetmind Integration; Cityworks Environmental Services; Cityworks Upgrade/Support; Bike & Pedestrian Plan Cityworks	City of Fayetteville, NC	208,000	Water, Sewer
Cityworks AMS Implementation; Support & Maintenance	Bartow County, GA	112,816	Water, Sewer
Cityworks AMS/PLL; Cityworks Maintenance; Cityworks & Portal Support	City of Winston-Salem, NC	251,000	Water, Sewer, Stormwater
Plant Maintenance Cityworks AMS; PM Support CIS; Cityworks Support; Plant Maintenance Configuration of Cityworks/AM; New Dev Asset Tracking/Support; Cityworks Data Audit/Support; Cityworks Backflow Prevention	Spotsylvania County, VA	146,000	Water, Sewer, Stormwater
Cityworks Server Upgrade; WO Labor Customization; Cityworks Support; Cityworks Upgrade 15.6.x; Cityworks 15.8 Upgrade	City of Harrisonburg, VA	51,000	Water, Sewer, and Stormwater

Cityworks AMS	City of Asheville, NC	93,000	Water, Sewer, Stormwater
Esri GIS & CW Assistance	Town of Holly Springs, NC	45,000	Water, Reclaim, Stormwater

UTILITY NETWORK CLIENTS

Timmons Group Utility Network Projects							
Client	Utilities	Services					
		Data Readiness	UN Planning	Data Cleanup	ArcGIS Enterprise	UN Imp.	Systems Integration
EPCOR	Water Sewer Reuse	✓	✓		✓	✓	Cityworks
Indio Water Authority	Water	✓			✓	✓	Cityworks InfoWater Neptune KPI Cayenta
Anchorage Water and Wastewater Utility (AWWU)	Water Sewer	✓	✓		✓		
Rogers Water Utility	Water Sewer	✓		✓	✓	✓	Cityworks
Alderwood Water and Wastewater District (AWWD)	Water Sewer	✓			✓	✓	Cityworks
Pennichuck Water Works	Water	✓			✓	✓	Cityworks MUNIS WEX
St. Johns County Utility	Water Sewer Reuse	✓	✓	✓	✓	✓	Cityworks InfoWater Field Maps Cogsdale
City of Lynchburg, VA	Water Combined Sewer Storm Sewer	✓			✓	✓	Lucity
Orange Water and Sewer Authority (OWASA)	Water Sewer Reclaim	✓	✓		✓	✓	Cityworks WEX WinCam
Disneyland	Water, Sewer, Storm, Electric, Comp.Air, Gas, Steam, Chilled	✓	✓	✓	✓	✓	
Salt Lake City Public Utilities	Water Sewer Storm				✓	✓	Cityworks

Timmons Group Utility Network Projects							
Client	Utilities	Services					
		Data Readiness	UN Planning	Data Cleanup	ArcGIS Enterprise	UN Imp.	Systems Integration
Albemarle County Service Authority (ACSA)	Water Sewer	✓	✓		✓		Cityworks BillMaster WaterGEMS InfoWater GraniteNet
Prince George, Canada	Water	✓	✓		✓	✓	Cityworks
City of St Charles, IL	Water Sewer Storm Electric	✓			✓	✓	
City of Gresham, OR	Sewer Storm	✓			✓	✓	Lucity
City of Sacramento, CA	Water Combined Sewer/Storm Sewer	✓	✓	✓	✓		Cityworks Customer Care & Billing GraniteNet DigSmart, Maintenance Connection
Mission Springs Water District (MSWD)	Water Sewer	✓			✓	✓	Cityworks GraniteNet
City of Colombus, OH	Water Combined Sewer/Storm Electric	✓			✓	✓	Cityworks
MetroConnects	Sewer	✓			✓	✓	Cityworks
Alexandria, VA	Sewer Storm Combined Sewer/Storm	✓			✓	✓	Cityworks GraniteNet
Eastern Municipal Water District (EMWD)	Water Sewer Recycled Water				✓	✓	Maximo Hydromapper Cayenta
Twin Falls, ID	Water	✓	✓		✓		Cityworks
Town of Greece, NY	Sewer Storm	✓			✓	✓	Cityworks
Forsyth County, GA	Water Sewer	✓			✓	✓	Cityworks

Timmons Group Utility Network Projects							
Client	Utilities	Services					
		Data Readiness	UN Planning	Data Cleanup	ArcGIS Enterprise	UN Imp.	Systems Integration
24 Clients	>50	19	9	4	24	20	37

SECTION 6 References

GIS Utility Network Migration

SALT LAKE CITY, UT

Salt Lake City aimed to modernize its GIS utility data by transitioning to the Esri Utility Network, enhancing workflows, enabling ArcGIS Pro editing, and integrating with various city systems undergoing upgrades. Timmons Group conducted a comprehensive readiness assessment, developed a new data model, and migrated existing utility data into an Esri UN-compliant format. Additionally, the team integrated critical systems with the new network and provided in-depth training to ensure city staff could efficiently manage and maintain the data using ArcGIS Pro. This migration not only modernized SLC's GIS infrastructure but also improved data accessibility, streamlined operations, and enhanced system interoperability across departments.

Client Reference & Contact

Salt Lake City, UT
Tamara Wambeam
GIS and IT Administrator
801.483.6746
tamara.wambeam@slcgov.com

Dates of Service

4/2023 – 2/2025

Utility Network Migration

GRESHAM, OR

The City's GIS Team maintains geospatial datasets for stormwater and wastewater utility assets that are used by City staff, including operations, engineers, and planners, to conduct analyses for hazardous spills into catch basins, perform upstream tracing for illegal discharges, and maintain data integrity These data had been maintained using a geometric network, but as this technology will no longer be supported after March 2026, the City selected Timmons Group to migrate its stormwater and wastewater GIS data to Esri's ArcGIS Pro and Utility Network, allowing it to seamlessly continue supporting stakeholders' business needs. In preparation for the migration, Timmons Group is performing a GIS data readiness assessment to resolve errors and enable data migration to the Utility Network. Our team is also creating a Utility Network data model that meets the City's business needs and workflows and we will migrate the City's stormwater and wastewater utility GIS data to the new model in the City's enterprise geodatabase. We are preparing geospatial editing tools and templates for the City's data editors and training data editors on the new workflows.

Client Reference & Contact

Gresham, OR
Sara Hopkins, MS, GISP
GIS Manager
503.618.2319
sara.hopkins@greshamoregon.gov

Dates of Service

12/2023 – Ongoing

Utility Network Migration Services

CITY OF ST. CHARLES, IL

St. Charles is aware of the need to move to ArcGIS Pro and the Utility Network. The goal of the project is to move all water processes to these novel solutions. Timmons Group will also prepare Storm and Sewer data for this migration by undertaking the data readiness assessment and data modeling tasks for these utilities. St Charles will have transitioned to the Utility Network for their Water data and be positioned to do the same for sewer and storm. Bryan's role was to create the migration data model matrix that details how data will be transferred and transformed into the various Utility Networks.

Client Reference & Contact

City of St. Charles, IL
Eric Creighton
GIS Coordinator
630.762.7079
ecrighton@stcharlesil.gov

Dates of Service

10/2023 – 2/2025

City of De Pere, Wisconsin **I.26**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Human Resources
FROM:	Shannon Metzler, Human Resources Director
SUBJECT:	Resolution #25-49 Ratifying Contract with the De Pere Police Benevolent Association (2024-2026).
RECOMMENDED ACTION:	Motion to Approve Ratifying Resolution and to implement amendments into a successor Collective Bargaining Agreement.

The Finance/Personnel Committee, at its most recent meeting on April 8, 2025, voted unanimously to approve the Tentative Agreement with the Police Union.

ATTACHMENTS:
Reso25-49, City of De Pere Police 2024-2026 Tentative Agreement - March 14 2025(42418046.1)

RESOLUTION #25-49

RATIFYING CONTRACT WITH THE DE PERE POLICE BENEVOLENT ASSOCIATION

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

The Common Council of the City of De Pere hereby ratifies the amendments to the 2021-2023 labor agreement by and between the City and the De Pere Police Benevolent Association, which amendments shall be incorporated in and made a part of the labor agreement to be in effect between the parties for the years 2024-2026; the City Manager and City Clerk are authorized and directed to execute such amended labor agreement and to implement the amendments contained in said agreement as soon as practicable and consistent with established procedures.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 04/08/2025

City of De Pere and
De Pere Police Benevolent Association
TENTATIVE AGREEMENT

March 14, 2025

1. **Duration.** Amend the agreement to reflect a three-year term from January 1, 2024, to December 31, 2026, and amend the other dates as necessary in the agreement to reflect this term.

2. **Article 32 (Employment Separation).**

   A. Add language identifying the requirement that employees work the final day of employment, as follows.

   Resignation. To resign in good standing, an employee shall submit his/her resignation in writing to the Chief of Police two (2) weeks in advance of the effective date of his/her resignation. The final two weeks of all notices shall be exclusive of any accrued paid time off taken unless for unavoidable circumstances, or if approval is obtained from the Chief after the resignation or retirement notice is received. Employees resigning or retiring from their position may not extend their final date of employment using unused paid time off (i.e. vacation, floating holiday, sick). The employee's last day of employment shall be defined as the last day the employee is physically at work unless there are extenuating circumstances as approved by the Human Resources Director. Employees who submit an irrevocable written notice at least 90 days before the employee's identified date of resignation or ~~their anticipated date of~~ retirement shall be awarded an additional three vacation days at the employee's current rate of pay to be paid out with the employee's last paycheck.

3. **Article 12 Salaries; Wage Schedule.**

   a. **Update Table**. Revise language so that hourly rate is also reflected in addition to the monthly rate in the wage schedules.

   b. **Wage increases.** Across the board wage increases effective the first full payroll after the specified date all as set forth below.

   2024 – 5.0% as of January 1, 2024
   2025 – 3.0% as of January 1, 2025
   2026 – 2.0% as of January 1, 2026 and 1.0% as of July 1, 2026

4. **Article 8 (Hours of Work).**

A. Add language concerning light duty and scheduling consistent with the City's process for light duty, as follows:

Temporary light duty assignments may be made available to employees who, because of injury, illness, or other medical condition, are temporarily unable to perform their regular assignments, but who are capable of performing alternative duty assignments.

Light duty may be granted upon proper submission of medical documentation of the employee's injury or illness by a licensed medical provider. The medical documentation should include the nature of the injury or illness and the duties the employee is not capable of performing. Temporary light duty is strictly temporary and normally will not exceed 60 days in duration; light-duty for matters related to pregnancy may last beyond the usual 60 day duration limitation in order to comply with the Pregnant Workers Fairness Act.

The availability of light duty assignments is exclusively determined by the Chief or their designee and is not intended to constitute a long-term assignment. The Chief or their designee reserves the right, as its sole discretion, to determine when light duty assignments are available, who is assigned, and how long any assignment will be available.

Employees with work-related injuries or illnesses will be given preference to light duty assignments over employees with non-work-related injuries or illnesses. No specific positions or assignments within the department are established for use as a temporary light duty assignment nor will any existing position be designated or utilized exclusively for employees on temporary light duty.

Light duty assignments will generally be assigned to day shift hours on a Monday-Friday schedule. Employees working light duty will maintain the regular 38.5-hour work week for salary purposes. Transition from a 6/3 rotation shift to the light duty schedule will be calculated to result in no net gain or loss of hours for employees. Non-shift personnel will maintain their regular 40-hour work week for salary purposes and will maintain their usual Monday-Friday schedule.

Employees with work-related injuries or illnesses will be allowed to work on holidays at the holiday pay rate if they were originally scheduled to work on their regular rotation on that holiday. Employees with non-work-related injuries or illnesses will not be allowed to work light duty on holidays when city hall is closed and shall use benefit time off.

If the employee returns to a temporary light duty assignment, the employee must make sure that he or she does not go beyond either the duties of the job or the physician's restrictions. If the employee's restrictions change at any time, he or she must notify his or her supervisor at once and give the supervisor a copy of the new medical release.

5. **Article 12 (Salaries).**

A. Delete the following language on page 11 under Wage Schedule as this language is no longer followed by the parties:

~~*Should the canine unit be kenneled or require boarding at a location other than the handler's residence, the aforementioned stipend shall be prorated for such time the canine unit is in the care of the handler.*~~

6. **Article 18 (Wisconsin Retirement System).**

A. Delete the following language on Page 15 concerning WRS contributions as it is no longer needed.

The City will pay the employer's share to the Social Security Fund, Retirement Fund, and the life insurance premiums according to the laws of the State and the United States. ~~and, in addition, will pay the employee's contribution to the Wisconsin Retirement Fund up to the following maximum amounts:~~

~~January 1, 2014 $115 biweekly~~
~~July 1, 2014 $90 biweekly~~
~~October 1, 2014 $65 biweekly~~
~~January 1, 2015 No further contribution~~

7. **Article 27 (Alcohol and Controlled Substance Testing).** Update schedule of current drugs applicable to policy on Pages 14-15 of Exhibit B to CBA, as follows:

Exhibit B

B. Testing for Controlled Substances

The Employer has established its anti-drug program through this Policy and strictly prohibits the unlawful manufacture, distribution, dispensing, possession or unauthorized use of a controlled substance in the workplace. Further, any abnormal conduct that may create a reasonable suspicion that an employee is under the influence of a controlled substance is addressed in the Reasonable Suspicion Testing section described previously in this Policy.

For purposes of this Policy, the employer shall test for the following concentrations of alcohol or controlled substances, which shall be considered a positive test when using an EMT immunoassay drug screening test:

Alcohol	0.04%
Amphetamines	500 ng/ml
Barbiturates	200 ng/ml
Cocaine	150 ng/ml
Opiates	300 ng/ml
THC	100 ng/ml
PCP	25 ng/ml
Benzodiazepines	200 ng/ml
Methadone	300 ng/ml

Concentrations of alcohol or controlled substances at or above the following levels shall be considered a positive test result when performing a confirmatory GC/MS test on a urine specimen tested positive using a technological different initial screening method.

Alcohol	0.04%
Marijuana Metabolite*	15
Cocaine Metabolite**	~~150~~ 100
Opiates	
Morphine***	300
Codeine	300
Phencyclidine	25
Amphetamines:	
Amphetamine	~~500~~ 250
Methamphetamine	500

*Delta-9 tetrhydrocannabinol -9- carboxylic acid
**Benzolyecgonine
***25 ng/ml if immunoassay-specific for free morphine

The drug screen panel is subject to modification as required by the Federal Regulations referenced above.

8. **Article 35 (Grievance Procedure).** Modify Step 2 to state as follows:

(Step 2) If the grievance is not satisfactorily resolved at Step 1, the written grievance may be appealed and submitted to the Human Resources Director for the Finance Committee within five (5) calendar days of receipt of the Chief's decision.

9. **Memorandums of Understanding.** Extend the Canine Officer Schedule Memorandum of Understanding and incorporate the Community Policing MOU and the Association Meeting MOU as provided in each MOU.

10. **Housekeeping.** Update mutually agreed upon format and language changes of the contract for consistency purposes, including, but not limited to: capitalization, header format, hyphens, underscoring, numbering, update titles/names, etc., and remove any references to outdated information (that is, maintain relevant/most up-to-date information). For example, update, delete, or change position titles for Traffic Officer, Community Resource Officer to Community Police Officer and School Liaison Officer to School Resource Officer, and update names for signatures on the contract.

11. **Withdrawal with Prejudice of Pending Prohibited Practice Claim.** Immediately following ratification, the Union shall withdraw, with prejudice, the prohibited practice claim dated August 7, 2024 and any related claims and the Union covenants and commits to not filing any separate claims related to allegations in that claim.

City of De Pere, Wisconsin **I.27**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Human Resources
FROM:	Shannon Metzler, Human Resources Director
SUBJECT:	Resolution #25-50 Ratifying Contract with the De Pere Professional Firefighter's Association IAFF Local #141 (2024-2026).
RECOMMENDED ACTION:	Motion to Approve ratifying resolution for amendments to the 2024-2026 labor contract and implement amendments into a successor Collective Bargaining Agreement.

On April 8, 2025, the Finance/Personnel Committee unanimously approved the Tentative Agreement with the De Pere Professional Firefighters Association, IAFF Local #141, and moved to forward the item to the Common Council with a ratifying resolution.

ATTACHMENTS:
Reso25-50, City of De Pere Fire 2024-2026 Tentative Agreement - March 14 2025(42418169.1)

RESOLUTION #25-50

RATIFYING CONTRACT WITH THE DE PERE PROFESSIONAL
FIREFIGHTERS ASSOCIATION, IAFF LOCAL #141

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

That the Common Council of the City of De Pere hereby ratifies the amendments to the 2021-2023 labor agreement by and between the City and the De Pere Professional Firefighters Association, IAFF Local 141, which amendments shall be incorporated in and made a part of the labor agreement to be in effect between the parties for the years 2024 through 2026; the City Manager and City Clerk are authorized and directed to execute such amended labor agreement and to implement the amendments contained in said agreement as soon as practicable and consistent with established procedures.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 04/08/2025

City of De Pere and
De Pere Professional Firefighters' Association,
International Association of Firefighters (IAFF) Local #141
TENTATIVE AGREEMENT

March 14, 2025

1. **Duration.** Amend the agreement to reflect a three-year term from January 1, 2024, to December 31, 2026, and amend the other dates as necessary in the agreement to reflect this term.

2. **Article 12 Salaries.**

    a. **Wage increases.** Across the board wage increases effective the first full payroll after the specified date all as set forth below.

    2024 – 5.0% as of January 1, 2024
    2025 – 3.0% as of January 1, 2025
    2026 – 2.0% as of January 1, 2026 and 1.0% as of July 1, 2026

City of De Pere, Wisconsin **I.28**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Public Works
FROM:	
SUBJECT:	Resolution #25-51 Authorizing Transfer of $23,000 from Unassigned Reserves to Fund Emergency Sewer Repairs at Fire Station 1.
RECOMMENDED ACTION:	Motion to Approve fund transfer.

At the April 8, 2025, Finance/Personnel Committee Meeting, it was approved unanimously to utilize unassigned reserves to fund emergency sewer repairs for Fire Station 1.

ATTACHMENTS:
Reso25-51, Memo for Personnel Committee for drain repair Station 1

RESOLUTION #25-51

AUTHORIZING TRANSFER OF $23,000 FROM UNASSIGNED
RESERVES TO FUND EMERGENCY SEWER REPAIRS AT FIRE STATION 1

WHEREAS, the City's Fire Station 1 experienced a sewer drain back up in the truck garage, which required emergency repair; and

WHEREAS, the City Manager authorized emergency repairs to remedy the immediate necessary issues, with additional non-emergent repairs being slated for the 2026 budgeting process; and

WHEREAS, a formal budget amendment is necessary to allocate funds expended from Unassigned Reserves for this work in the amount of $23,000; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council hereby approves the transfer of funds from City's Unassigned Reserves account in the amount of $23,000 and authorizes the allocation to Account 100-52200-350 (Fire Department-Buildings & Grounds).

BE IT FURTHER RESOLVED:

That all city officials, officers and employees are authorized and directed to take such steps as are lawful and necessary in furtherance thereof.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 04/08/2025

CITY OF DE PERE
MEMO

To: Honorable Mayor Boyd
Members of the Finance/Personnel Committee
From: Thomas Blohowiak, Maintenance Supervisor
Date: April 8, 2025
RE: Consideration and possible action on authorization to fund Emergency repairs for the Fire Station 1 sewer back -up *

The Station 1 Fire Department had a sewer drain back up in the truck garage. Staff called in Roto Rooter to try and clean the drainpipes. They tried jetting out the drainpipes from the garage drain and could not get 12 feet down the pipe. It was discovered the pipe was plugged in this area causing the backup. In order to fix the situation a section of the sewer drainpipe was removed and replaced as well as a section of sewer drainpipe was lined. To make these repairs a portion of the basement wall and concrete floor had to be removed. Some of the flooring that was removed also had asbestos glue under the tiles, so this had to be abated. The estimate of the final costs for these repairs will be approximately $18,000. Since the repairs were not expected or budgeted for it was considered an emergency repair. The City Manager and Finance Director were consulted on this. Staff is recommending the emergency repairs be paid through unassigned reserves.

In addition, it was discovered through the repair process that the entire existing cast iron sewer drainpipes are in poor condition and need to be addressed. Staff will be budgeting for repairs in 2026 for the remaining sewer drainpipe. It is estimated the cost of these repairs will be approximately $65,000.

City of De Pere, Wisconsin **I.29**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	City Attorney
FROM:	Angela Zills, Paralegal
SUBJECT:	Resolution #25-52 Appointing City Manager, Kimberly Flom, to Central Brown County Water Authority Board of Directors.
RECOMMENDED ACTION:	Motion to Approve.

With the retirement of Larry Delo, it is necessary to reappoint a new Director to serve on behalf of the City for the Central Brown County Water Authority Board of Directors. Since the City Manager has most recently served in this role, it is recommended that City Manager, Kim Flom, serve as his replacement. The resolution which approved the CBCWA agreement back in 1998, requires that future directors be appointed by resolution adopted by a majority vote of the Common Council members.

ATTACHMENTS:
Reso25-52, 98-81

RESOLUTION #25-52

APPOINTING CITY MANAGER, KIMBERLY FLOM, AS CITY'S DIRECTOR ON
THE BOARD OF DIRECTORS OF THE CENTRAL BROWN COUNTY WATER AUTHORITY

WHEREAS, the City is a member community in the Central Brown County Water Authority (CBCWA), jointly with the Villages of Allouez, Bellevue, Denmark and Howard and the Towns of Lawrence and Ledgeview, initially created by Resolution #98-81 and the approval of an intergovernmental agreement, with subsequent amendments authorized by corresponding resolutions; and

WHEREAS, City's participation is contingent upon the appointment of a Director to serve on the Board of Directors of the CBCWA, and requires the City Clerk to provide written notice of the subsequent appointment and removal of the City's Director as necessary; and

WHEREAS, the City Manager position has most recently served as City's Director with the CBCWA.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

City Manager, Kimberly Flom, is hereby authorized and directed to serve as the City's Director for the Central Brown County Water Authority and participate on the City's behalf.

BE IT FURTHER RESOLVED THAT:

The City Clerk is hereby directed to send a certified copy of this Resolution to the General Manager of the Central Brown County Water Authority to satisfy the notification requirement.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of April, 2025.

APPROVED:

_____
James G. Boyd, Mayor

ATTEST:

_____
Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

RESOLUTION #98-81

RESOLUTION AUTHORIZING THE CREATION OF THE CENTRAL BROWN COUNTY WATER AUTHORITY

WHEREAS, the City of De Pere in its efforts to secure and maintain a long term supply of potable water for its residents has, along with the Village of Allouez, the Village of Ashwaubenon, the Town of Bellevue, the Town of Hobart, the Village of Howard, the Town of Lawrence, the Town of Ledgeview, the Oneida Tribe of Indians of Wisconsin, the Town of Scott, and the Town of Suamico, participated in studies and investigations to identify the most reliable and cost effective means of long term water supply and distribution to the all the participating communities; and

WHEREAS, the City of De Pere jointly with these other communities determined that the most reliable and cost effective means of water supply and distribution is the joint development, financing, construction, operation, maintenance, and administration of a water supply and distribution system capable, on a long term basis, of either: (i) obtaining lake water, transporting such water to processing facilities, treating such water as required for the uses intended therefor, and distributing such water to the communities for resale to their residents, or (ii) receiving treated water purchased from the City of Green Bay and distributing such water to the communities for resale to their residents; and

WHEREAS, the City of De Pere jointly with these other communities established the Central Brown County Water Commission to pursue the planning of a Joint Lake Water System; and

WHEREAS, these communities now desire to reconstitute the Central Brown County Water Commission into a joint local water authority authorized under a new statute, §66.0735 Stats., in order to further take the steps necessary to jointly develop, finance, construct, operate, maintain and administer a Joint Lake Water System; and

WHEREAS, Wisconsin Statute §66.0735, (1997 Wisconsin Act 184), authorizes local governmental units to enter into an agreement with other local governmental units and with federally

recognized Indian tribes and bands in the State of Wisconsin to form a joint local water authority which may act jointly in developing coordinated water production, treatment, storage, transmission and distribution and in exercising any power or duty required or authorized by law; and

WHEREAS, the City of De Pere desires to join in an agreement with Village of Allouez, the Village of Ashwaubenon, the Town of Bellevue, the Town of Hobart, the Village of Howard, the Town of Lawrence, the Town of Ledgeview, the Oneida Tribe of Indians of Wisconsin, the Town of Scott, and the Town of Suamico to create and establish the Central Brown County Water Authority for the purpose of planning and directing the development, financing, construction, operation, maintenance, and administration of a joint water supply system; and

WHEREAS, after a public hearing and full consideration of planning, fiscal, and other intergovernmental issues affecting this matter, the City of De Pere has determined that it is in the best interests of its own citizens and of the general public welfare that the City of De Pere enter into this Agreement creating the Central Brown County Water Authority;

BE IT HEREBY RESOLVED, that the City of De Pere shall enter into an intergovernmental agreement with the Village of Allouez, the Village of Ashwaubenon, the Town of Bellevue, the Town of Hobart, the Village of Howard, the Town of Lawrence, the Town of Ledgeview, the Oneida Tribe of Indians of Wisconsin, the Town of Scott, and the Town of Suamico to create and establish the Central Brown County Water Authority for the purpose of planning and directing the development, financing, construction, operation, maintenance, and administration of a joint water supply system; and

BE IT FURTHER RESOLVED, that the City of De Pere agrees to the terms and conditions contained in the Agreement Establishing the Central Brown County Water Authority which is

attached to this Resolution as Exhibit A, and authorizes the Mayor and Clerk-Treasurer to duly sign and execute the Agreement.

BE IT FURTHER RESOLVED, that the City of De Pere's approval of this Agreement is contingent upon the Agreement being similarly approved and executed by the Village of Allouez, the Village of Ashwaubenon, the Town of Bellevue, the Town of Hobart, the Village of Howard, the Town of Lawrence, the Town of Ledgeview, the Oneida Tribe of Indians of Wisconsin, the Town of Scott, and the Town of Suamico, and if such contingency is not met, the City of De Pere's approval pursuant to this resolution shall be null and void.

BE IT FURTHER RESOLVED, that the City of De Pere appoints the Director of Public Works to initially serve as its Director on the Board of Directors of the Central Brown County Water Authority, and appoints the City Administrator to initially serve as its Alternate Director to act for the Director in the Director's absence.

BE IT FURTHER RESOLVED, that future Directors and Alternate Directors shall be appointed to the Board of Directors by Common Council resolution adopted by a majority vote of all Common Council members present.

BE IT FURTHER RESOLVED, that the Clerk-Treasurer shall provide the Central Brown County Water Authority with written notice of the subsequent appointment and removal of the City of De Pere's Director and/or Alternate Director.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 17th day of November, 1998.

APPROVED: NOV 18 1998

Michael J. Walsh

Michael J. Walsh, Mayor

ATTEST: NOV 18 1998

David G. Minten

David G. Minten, Clerk-Treasurer

Ayes: 8

Nays: 0

City of De Pere, Wisconsin **I.30**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	Administration
FROM:	James Boyd, Mayor
SUBJECT:	Appointments and Reappointments to Boards and Commissions by Mayor Boyd.
RECOMMENDED ACTION:	Approval

ATTACHMENTS:
Alderperson Committee Assignments 2025

ALDERPERSON COMMITTEE ASSIGNMENTS - 2025

HISTORIC PRESERVATION: Jonathon Hansen

BOARD OF HEALTH: Pamela Gantz, Devin Perock

PARK BOARD: Mike Eserkaln, Amy Kundinger, Shana Ledvina

SUSTAINABILITY COMMISSION: John Quigley

LICENSE COMMITTEE: Pamela Gantz, Dan Carpenter, Devin Perock

PUBLIC WORKS: Shana Ledvina, Mike Eserkaln, Dan Carpenter, Jonathon Hansen

FINANCE COMMITTEE: Amy Kundinger, Devin Perock, John Quigley, Pamela Gantz

CITY PLAN COMMISSION:

COUNCIL PRESIDENT:

Devin Perock - Finance Committee, License Committee, Board of Health,
Shana Ledvina - Park Board, Public Works
Pamela Gantz - License Committee, Finance Committee, Board of Health
Mike Eserkaln - Park Board, Public Works
John Quigley - Finance Committee, Sustainability Commission
Dan Carpenter - License Committee, Public Works
Jonathon Hansen - Historic Preservation, Public Works
Amy Kundinger - Park Board, Finance Committee

City of De Pere, Wisconsin **I.31**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	City Clerk
FROM:	
SUBJECT:	Elections by the Common Council.
RECOMMENDED ACTION:	

ATTACHMENTS:
None

City of De Pere, Wisconsin **I.31.A**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	City Clerk
FROM:	
SUBJECT:	President of the Common Council.
RECOMMENDED ACTION:	

ATTACHMENTS:
None

City of De Pere, Wisconsin **I.31.B**

Request for Common Council Action

MEETING DATE:	April 15, 2025
DEPARTMENT:	City Clerk
FROM:	
SUBJECT:	Alderperson Members of the Plan Commission.
RECOMMENDED ACTION:	

ATTACHMENTS:
None