



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, May 13, 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 **Finance/Personnel Committee** of the City of De Pere will be held on **May 13, 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 Finance/Personnel Committee, which may count toward an official quorum, may attend the meeting either in person in the Council Chambers or telephonically or electronically via video conferencing or other appropriate technological means. Telephonic or electronic access to the meeting is provided below:

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

OR

You can also dial in using your phone.
United States (Toll Free): [1 866 899 4679](tel:18668994679)
United States: [+1 \(312\) 757-3117](tel:+13127573117)
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/>.

- I. Call to Order
 1. Roll Call
 2. Election of the Vice Chair of the Finance/Personnel Committee.
 3. Approval of the Minutes of the April 8, 2025 Regular Meeting of the Finance/Personnel Committee.
 4. Public Comment on Matters not on the Agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Finance and Personnel Committee. §6-3(f) DPMC
 5. Informational Update on the First Floor Remodel Project.
 6. Consideration and Possible Action on Award of Contract 25-16 Interstate Highway 41 City Sign Replacement.*
 7. Consideration and Possible Action on the Purchase of a New Chipper for the Parks

Department with Funding to be Included in the 2025 Borrowing Schedule. *

8. Consideration and Possible Action for Proposed Development Agreement Terms with Phoenix of De Pere, LLC for a 168-unit Multifamily Development located on the North Side of Employers Blvd (WD-364-D-502-2, WD-364-D-502, and portion of WD-D0031).*
9. Consideration and Possible Action for Proposed Purchase/Sale Agreement Option Terms with Ehlinger Properties LLC for a 4.3 acre portion of Parcel WD-L492-B-5 for Future Business Relocation and Expansion.*
10. Consideration and Possible Action for Environmental Services for 100 Block S. Broadway St. BRRTS Site Investigation.*
11. Investment Summary.
12. Future agenda items.
13. 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:

Alderspersons
City Administrator
Mayor
Department Heads
TV, Newspapers & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Mark Hank, Pages and Pours
David Lepp, De Pere Deacons
Terrie DuBois, St. Norbert College



City of De Pere, Wisconsin

I.2

Request for Finance/Personnel Committee Action

MEETING DATE: May 13, 2025
DEPARTMENT: Administration
FROM:
SUBJECT: Election of the Vice Chair of the Finance/Personnel Committee.
RECOMMENDED ACTION: Section 6-4(c) of the De Pere Municipal Code requires the Committee to annually elect a vice chair.

ATTACHMENTS:
None



City of De Pere, Wisconsin

I.3

Request for Finance/Personnel Committee Action

MEETING DATE: May 13, 2025
DEPARTMENT: Administration
FROM: Amy Darnick, Administrative Assistant
SUBJECT: Approval of the Minutes of the April 8, 2025 Regular Meeting of the Finance/Personnel Committee.
RECOMMENDED ACTION: Motion to approve.

Minutes

ATTACHMENTS:
April 8, 2025 - DRAFT



Finance/Personnel Committee

Regular Meeting

Minutes

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

Tuesday, April 8, 2025

7:30 PM

335 S. Broadway, De Pere, WI 54115

I. Call to Order

1. Roll Call

Present: James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunderinger

Absent:

Excused:

Alderperson Gantz is remote

Also present:

Dan Lindstrom

Pamela Manley

Jack Mlnarik

Tom Blohowiak

Shannon Metzler

Scott Thoresen

Kristen Vincent

Amy Darnick

2. Approval of the Minutes of the March 11, 2025 Regular Meeting of the Finance/Personnel Committee.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunderinger
NAYS:	None

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

None

4. Consideration and Possible Action to Approve replacement of the Community Center water heater in the amount of \$8,672.01 from Unassigned Reserves.*

RESULT:	Passed
MOVER:	John Quigley
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunderinger
NAYS:	None

5. Consideration and Possible Action on authorization to fund Emergency repairs for the Fire Station 1 sewer back-up.*

Maintenance Supervisor Tom Blohowiak was present to speak on this agenda item.

A couple of weeks ago we had a water backup at the truck garage at Fire station 1. Got Roto-Rooter to come in and try to clean the line. The line was blocked tight. Checked another line in the basement, and ended breaking up some concrete. We found a lot of things damaged in cast iron pipe, a lot of build up. They are recommending lining it.

Asking for funds to cover the initial troubleshooting, concrete floor, plumbing to put it all back together, lining the pipe from the basement up to the truck garage. Roughly \$23,000 from unassigned reserves. This drain is for the truck garage. There may be an additional fund request in the future for the pipe that goes through the entire basement. Just trying to get the water flowing right now. Some cast iron was off.

City Manager Flom clarified that in the memo out to the committee it said \$18,000, but the estimate is now \$23,000.

Alderpersion Gantz asked how old the lines are and do we anticipate any other issues going forward. Supervisor Blohowiak said that the building was built in 1971. Cast iron is when the building was built. Last year we lined a section toward the police dept and City Hall. We have had a lot of backup in the last couple of years. Hopefully the lining helps. There is about 300 feet that hasn't been lined yet.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunderinger
NAYS:	None

6. Consideration and Possible Action to use State FAP funding to purchase boat engines for Fire Department.*

Item chief Jack Mlnarik was present to speak on this agenda item.

This is the boat from California that they brought back. They have been doing repairs, with the engines being the last thing to repair. This state funding is normally \$9,000, but this year they received \$156,000. This is a great time to use this money to work on these repairs so they don't have to use the \$60,000 out of capital next year.

The boat after all of these upgrades will be worth roughly \$300,000 with only putting around \$40,000 of the City's money into it. One they get the engines and have the boats all set, they will have a boat on the lower part of the dam and the upper side.

RESULT:	Passed
MOVER:	Pamela Gantz
SECONDER:	John Quigley
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunderinger
NAYS:	None

7. Consideration and Possible Action on Approval of Tentative Agreement for changes to Collective Bargaining Agreement with De Pere Police Benevolent Association (1/1/2024-12/31/2026).*

Human Resources Director Shannon Metzler is present to speak on this agenda item.

We talked in February about having an agreement with the Fire Union for 2022 & 2023, but that we'd be going to Interest arbitration with Police & Fire for 2024 and beyond. We've been trying to get agreed-upon wage increases for 2024, 2025 & 2026. Filed for interest arbitration last Fall, and were supposed to have a hearing in April. We have been working on preparing for the hearing since January. We were able to reach an agreement with Police & Fire for 2024-2026 contracts. On the Fire side we are just agreeing to the wage increases. Going through interest arbitration is a long process. They take one or the other offer and not meld them together. You take a risk bringing the contract forward with arbitration, so it is always better to agree outside of that.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Amy Kunderinger
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunderinger
NAYS:	None

8. Consideration and Possible Action on Approval of Tentative Agreement for changes to Collective Bargaining Agreement with De Pere Professional Firefighter's Association IAFF Local #141 (1/1/2024-12/31/2026).*

Human Resources Director Shannon Metzler is present to speak on this agenda item.

We talked in February about having an agreement with the Fire Union for 2022 & 2023, but that we'd be going to Interest arbitration with Police & Fire for 2024 and beyond. We've been trying to get agreed-upon wage increases for 2024, 2025 & 2026. Filed for interest arbitration last Fall, and were supposed to have a hearing in April. We have been working on preparing for the hearing since January. We were able to reach an agreement with Police & Fire for 2024-2026 contracts. On the Fire side we are just agreeing to the wage increases. Going through interest arbitration is a long process. They take one or the other offer and not meld them together. You take a risk bringing the contract forward with arbitration, so it is always better to agree outside of that.

RESULT:	Passed
MOVER:	Pamela Gantz
SECONDER:	John Quigley
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunderinger
NAYS:	None

9. Cash and Investments Report for February 28, 2025.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Amy Kunderinger
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunderinger
NAYS:	None

10. Consideration and Possible Action on Award of contract to Avineon, Inc. for GIS Consulting Services.*

GIS Manager Kristen Vincent is present to speak on this item.

GIS infrastructure is in need of some updates and enhancements. The City's GIS Desktop software is fading out. We have to change how we model the City's facility data. In need of streamlining some of our operations. We have a target dealing of March 2026 to complete all of this before the software reaches its end of life. Since we knew this was coming, we put it in the 2025 budget. In February 2025, we put out an RFP for GIS services. Received 10 bids back. Landed on Avineon as the provider we'd like to go with and staff recommends. We would also be \$25,000 under what we budgeted for.

Aldersperson Quigley asked how long we've had this current system.

Manager Vincent said we've had this software for at least a decade. She believes it will set the City up for the long run.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Amy Kundering
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kundering
NAYS:	None

11. Consideration and Possible Action on the Termination of TID No. 16 in the City of De Pere.*

Development Services Director Dan Lindstrom was present to speak on this agenda item.

In February, there was a request with the overage of TID 6 to pay some outstanding debt we had at the City. One of those was TID 16, administrative expenses that have been incurred over time. We relinquished our CDI grant back to the State. Created overlay TID 18. TID 16 now sits as an unusable TID. Staff recommends terminating TID 16 so we don't have the \$150 administrative expense every year.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Amy Kundering
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kundering
NAYS:	None

12. Consideration and Possible Action on the extension of TID No. 8 in the City of De Pere for One-Year for the purpose of funding the City of De Pere Affordable Housing Programs.*

Development Services Director Dan Lindstrom was present for this item as well.

TID 8 is off of Lawrence Drive. It has been overlaid by TID 15. The TID law requires that in the last 5 years of the TID life, you are required to conduct an audit. We completed the 2023 audit. You are required to terminate the TID once you identify that you have the appropriate funds to terminate the TID. We are able to terminate a year sooner than we would normally be able to, possibly even two years. We would like to keep it open one more year to help seed fund the Affordable Housing Program again. We would then terminate the TID the following year so we can have that return back to the tax rolls. Staff is recommending the Affordable Housing extension to help seed fund that program.

Mayor Boyd asked if Director Lindstrom could identify a usage for any of that. Lindstrom said that Rock the Block will happen again in 2026, housing stock improvement program, upper story activation program, and a pool for Affordable Housing purposes.

Alderperson Gantz wanted to say thanks for helping extend the affordable housing program. Looking forward to more affordable housing.

RESULT:	Passed
MOVER:	Pamela Gantz
SECONDER:	James Boyd
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunderinger
NAYS:	None

13. Consideration and Possible Action on the Termination of TID No. 8 in the City of De Pere.*

Development Services Director Dan Lindstrom was present to speak on this agenda item.

The state acknowledges that the City submitting the termination resolution to them, there is a requirement that you have to submit the final audit within the 12 months. The state does recognize that our audit will not be complete before that. We can lag the resolution back a few months to give us more time for when the final audit will be complete or we can state that we won't complete it in time, and will complete it when we can. We were in the same boat as TID 6. We have options. It has to happen after the affordable housing resolution.

The understanding is that the resolution may come later.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Devin Perock
AYES:	James Boyd, Pamela Gantz, John Quigley, Devin Perock, Amy Kunderinger
NAYS:	None

14. Status Update on Downtown Redevelopment Projects.

Development Services Director Dan Lindstrom was present to give a verbal presentation/update.

6 different things going on downtown.

1. Main Ave reconstruction is a large one that is happening for the City. In 2026, the alley behind the 300 block is in the preliminary planning stages. Street reconstruction in 2028.

2. 360 Main Ave- parking lot. Staff recommending an RFP for private development in the future.

3. Irwin school- We had an update with developer. There are potential buyers for the site. Buyers fell through. We will be meeting with the developer and developer rep to see what our next steps are. We can pull the lever to get the land back.

4. Front street- Tilestone and Saltbox being relocated this week. Front street will be sitting available. Submitted a sight assessment grant through the WEDC. If awarded, that would allow the city to complete phase 2 environment assessment and pay for the demolition of the building. Our goal is to sit down with the developer and look at plans for the future.

5. Shopko development- City staff met with the developers about the Hotel, and the first initial building. The goal is to break ground at the end of spring/early summer, for openings in 2026. We also have a parking ramp that is on that same timeline. Preliminary design plans are in the works right now. Hoping to see plans at the Finance meeting in May and then hold a Community meeting about esthetics. Right now we are working on functionality. Finalize the theory of operations for the parking ramp and the downtown parking. Bringing our downtown parking up to speed. Trying to find an appropriate means or team to house under a single entity.

6. Downtown Master plan update- All of the downtown businesses have their own plan for downtown, but we'd like to create one vision. Working through an RFP. Coming summer, Master plan consulting.

15. Future agenda items.

None

16. Adjournment.

Mayor Boyd made a motion to adjourn. Alderperson Perock seconded it. Upon vote, the motion carried unanimously. The meeting was adjourned at 8:10 PM.

Respectfully submitted,
Amy Darnick

CITY OF DE PERE MEMO



To: Mayor Boyd, Finance and Personnel Committee
From: The First Floor Remodel Team and The City of De Pere Security Team
Date: May 13, 2025

RE: **Informational Update: First Floor Remodel Project Update**

Summary:

This memo provides an informational update on the First Floor Remodel project. The 2025 budget included a scope and estimated cost for a first-floor remodel to accommodate additional team members. The city anticipated the project cost to be around \$300,000, which was included in the capital budget.

As the project progressed, the team identified additional needs and a security vulnerability related to the service area. Recent meetings of the City of De Pere Security Team and the First Floor Remodel Team provided a crucial opportunity to thoroughly review and discuss the upcoming remodeling plans for City Hall's first floor. Our focus has been particularly on the high-traffic public service areas, including the City Clerk's Office, Development Services, Building Inspection, and the Municipal Court Clerk.

A summary of the initial needs and changes since the initial budget includes:

Original Scope Needs

- Reconfigure existing cubical space by reducing walkway widths to create two additional cubicles.
- Reconfigure a single large office and part of the file room into four smaller offices.
- Move staff from noisy offices into the aforementioned new spaces.
- Purge and relocate necessary files into a new location with new storage racks.
- Reconfigure and/or close multiple doorways to secure the new storage room.
- Reconfigure existing storage cabinets located throughout the 1st floor space into a common storage area for better space utilization.

Change Scope Needs

- Additional Staff Member: The newly created Assistant Finance Director position will require an office, altering the initial remodel plan. The scope has expanded to include an additional office, slightly reducing the size of the conference room.
- Nursing Mother's Room/Break Room: Following recommendations from the EEOC and the City's Workplace Behavior and Personnel Management Consultant, staff recommended including a secure nursing room. This reservable space will primarily serve nursing mothers but will also be

available for private phone calls or mandated breaks. Adding this room requires removing potential storage and installing new utilities on a common wall to minimize impact on the building's mechanical systems (water, sewer, HVAC, and electric).

- ADA Audit Result: The audit recommended replacing casework to meet ADA standards (reduced height, improved sink accessibility, etc.). Per recommendations from the previous City Manager and Common Council, ADA compliance items should be addressed when applicable. Additionally, the inclusion of the nursing/break room removed 110 square feet of storage. To optimize space, staff proposed relocating the breakroom wall to reallocate underutilized areas.
- Enhanced Security: Integrating enhanced security measures as part of the remodel is a logical step since a contractor will already be on-site. Our objective is to maintain a welcoming and inviting space while ensuring a level of separation aligned with industry trends to protect employees in the event of an emergency or hostile actor. Proposed security improvements include reconfiguring walls, relocating a staff entry door, adding bulletproof walls and glass, and removing an accessible opening. Moving forward, security analysis will be a key component of future facilities improvements, with recognition that different facilities and situations may require unique security solutions. A detailed security analysis is included at the end of this memo.

The Architect submitted a cost estimate of \$665,070, not including furniture, fixtures, and equipment – e.g., cubicles. Thus, the amount could include an additional \$70,000 to \$100,000 depending on the quantity of existing cubicles staff can reuse and piece together. Staff asked for a breakdown of the cost based on the requested revisions/additions. The breakdown provided was based solely on cost per square foot basis and that is not an accurate estimate of each option. Therefore, the staff decided to bid the job under an “à la carte” to understand the true impact of each design option.

Addressing these needs not only increases the initial scope but will also increase the project's price. Our current CIP plan includes some projects that will not be completed this year, and we therefore anticipate having the capacity to cover the cost increase. To keep the council informed and avoid surprises when bid amounts are received/reviewed, we are providing this informational update to answer questions. While increasing the initial cost, this investment can avoid greater expenses by utilizing contractor mobilization and/or, in the tragic instance, the event that occurs. We believe this is an important investment in staff safety and the continuity of public services.

We will advertise for bids for the first-floor remodel and enhanced security options and will present them in the coming months.

Thank you for your time and consideration,

Members of the First Floor Remodeling Team and City of De Pere Security Team

Enhanced Security Background and Research

A significant vulnerability identified during our security assessments relates to the current layout, where the public has immediate, unobstructed access to workspaces and offices behind the main service counters. This lack of physical separation presents a tangible risk to the safety and security of City employees.

We reached out to neighboring communities for comparable information, and here is a summary of their responses:

- Allouez: Secured doors to employee office areas. Lobby open to the public with an open service window. Visitors are escorted by staff to conference rooms or offices after check-in. Currently evaluating security for the service window, including consideration of bullet-resistant glass.
- Ashwaubenon: Fairly open separation between public and employee areas, similar to De Pere. Currently completing a facility condition assessment and space utilization study.
- Bellevue (new city hall under construction): Staff areas and open conference rooms are secured. Reception and municipal court windows/walls are hardened with filled block walls for safety. New common areas are open to the public for work or meetings with staff.
- Howard: Village Hall and Public Works feature publicly accessible lobbies, but employee areas are fully enclosed with walls and glass. The glass is not bulletproof.
- Ledgeview: Window service area opening off the lobby without glass. Employee office areas secured by locked doors. Currently evaluating the front window for improved safety and security.
- Suamico: Village Hall has no barriers at the front counter, with a saloon-style service door to administrative areas. The new Fire Station includes a publicly accessible lobby with a glass service window and secured doors to employee areas.
- Wrightstown: All staff are located behind protective glass and secure access doors, except for the Village Administrator.

These examples illustrate a clear trend toward enclosed service windows and fully separated public and employee spaces. We are confident these security measures can be seamlessly integrated in a way that enhances both aesthetics and functionality. Our goal is to effectively protect employees while maintaining positive customer service. Scheduled meetings and office appointments will continue as usual, ensuring a similar customer experience for most interactions. The key benefit is enhanced protection during unexpected incidents, providing a critical safety buffer in the initial moments and allowing time for police or fire response if needed

The logo for De Pere, WI, is a circular emblem. At the top, the words "DE PERE" are written in a bold, sans-serif font, with a registered trademark symbol (®) to the right. Below the text is a stylized illustration of a city skyline with various buildings. A large yellow sun is positioned in the upper left of the scene, and a grey cloud is in the upper right. The foreground features a blue river with white, wavy lines representing water, flowing from the left towards the city. The river is bordered by green hills on both sides.

GENERAL FINISH NOTES

- ## INTERIOR FINISH LEGEND

BASE:

1. BASE SHALL BE 4" ROLL GOODS, NOT SECTIONS OR PIECE GOODS

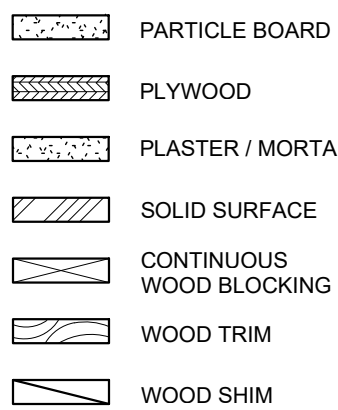
WALLS:

1. REFER TO THE PAINT SCHEDULE IN THE SPECIFICATIONS FOR THE SPECIFIC PAINT SYSTEM LOCATIONS.
2. WHERE ACCENT PAINTS ARE INDICATED ON THE DRAWINGS, COLOR IS TO EXTEND TO THE LENGTH AND ENDS ON THE INSIDE CORNER WHERE INDICATED.
3. ALL METAL GRILLES, PANELS OR PAINTABLE PROTRUSIONS SHALL BE PAINTED TO MATCH SURFACE ON WHICH THEY OCCUR, UNLESS OTHERWISE NOTED ON FINISH PLAN OR ELEVATIONS, NOT OUTLET COVERS AND PLATES.
4. WHERE SOFFIT ACCENT PAINT IS IDENTIFIED, COLOR IS TO COVER FACE AND UNDERSIDE OF SOFFIT.



1. VERIFY ALL DIMENSIONS RELATING NEW CONSTRUCTION TO EXISTING STRUCTURE.
2. UNLESS NOTED OTHERWISE, DIMENSIONS ON PLANS LOCATING INTERIOR PARTITIONS ARE TO FACE OF CONCRETE BLOCK, OR FACE OF OUTER LAYER OF GYPSUM BOARD.
3. GENERAL TRADE SHALL PATCH HOLES IN SLABS, PARTITIONS, AND CEILINGS CAUSED BY ANY TRADE AS FOLLOWS:
- A. AT REMOVED DUCTWORK, CONDUIT, AND PIPING
 - B. AT NEW DUCTWORK, CONDUIT AND PIPING IN EXISTING PARTITIONS
 - C. AT ADDED OR REMOVED PARTITION MOUNTED ITEMS
4. WHERE EXPOSED TO VIEW, PATCHED SURFACES SHALL MATCH ADJACENT FINISHES. WORK SHALL MAINTAIN EXISTING SEPARATION RATINGS.
5. GENERAL TRADE SHALL REMOVE ACOUSTICAL TILE AND GYPSUM BOARD WHERE REQUIRED FOR MECHANICAL OR ELECTRICAL TRADES. REINSTALL ACOUSTICAL TILE AND PATCH GYPSUM BOARD WHEN WORK ABOVE CEILING HAS BEEN COMPLETED.
6. UNLESS DIMENSIONED OTHERWISE, LOCATE DOOR FRAMES 4" FROM PARTITION PERPENDICULAR TO HINGE PLANE ON DOOR FRAME.
7. FOR FLOOR TRANSITION DETAILS, SEE 
8. PROVIDE BLOCKING FOR ALL PARTITION MOUNTED ITEMS INCLUDING THOSE SHOWN ON THESE DRAWINGS TO BE PROVIDED UNDER SEPARATE CONTRACT. SEE 
9. CORNER GUARDS INDICATED THIS (CG) ON FLOOR PLANS, ARE TO BE SURFACE MOUNTED FROM TOP OF BASE TO CEILING.
10. FOR MOUNTING HEIGHTS AND LOCATIONS OF DEVICES PROVIDED BY OTHER TRADES, SEE 
11. UNLESS OTHERWISE NOTED, EXTEND ROOM FINISHES AT CASEWORK AS FOLLOWS:
- A. EXTEND FLOOR FINISH UNDER CASEWORK (EXCEPT AT CARPET AND INTEGRAL BASES).
 - B. IT IS THE INTENT THAT ALL SURFACES CONCEALED BY CASEWORK BE FINISHED IN THE SAME MANNER AS THE ROOM. ONCE CASEWORK IS IN PLACE, INSTALL ADDITIONAL BASE MATERIAL TO BASE UNIT. MATERIAL SHALL MATCH ROOM BASE UNLESS NOTED OTHERWISE ON CASEWORK ELEVATIONS.
12. PROVIDE SELF LEVELING UNDERLAYMENT WHERE RESILIENT FLOORING IS SCHEDULED. PREPARE EXISTING FLOORING AS REQUIRED FOR SELF LEVELER.
13. WHERE MECHANICAL EQUIPMENT DOES NOT ALLOW STUDS TO EXTEND TO STRUCTURE, PROVIDE STRUCTURAL METAL STUD BOX HEADER BENEATH ALL EQUIPMENT. BOX HEADER SHALL BE CONSTRUCTED OF 12" STRUCTURAL STEEL CHANNEL WITH 16" STUDS. PROVIDE 16" MINIMUM DIMENSION STUDS AS THE WALL BE CONSTRUCTED (IE, 56" OPENINGS BETWEEN 8" AND 12" SHALL UTILIZE 46" THICKNESS STUDS. OPENINGS LESS THAN 8" OR 12" SHALL UTILIZE 36" THICKNESS STUDS).
14. UNLESS NOTED OTHERWISE, CASEWORK IS PLASTIC LAMINATE. FOR CASEWORK LEGEND SEE 
15. DOOR ELEVATIONS SHOWN IN ROOM ELEVATIONS ARE SYMBOLIC REPRESENTATIONS ONLY AND DO NOT REFLECT SCHEDULED DOOR ELEVATIONS. SEE DOOR SCHEDULE FOR ACTUAL DOOR PANEL ELEVATION.

MATERIALS

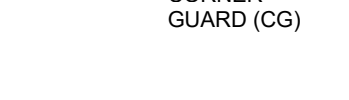


SHEET INDEX

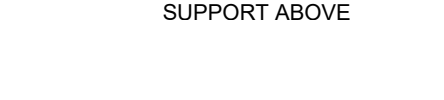
GENERAL	
G001	GENERAL INFORMATION
ARCHITECTURAL	
AD101	FIRST FLOOR DEMOLITION PLAN
A101	FIRST FLOOR PLAN
A501	DETAILS AND SCHEDULES
PLUMBING	
P101	DEMO AND NEW WORK
MECHANICAL	
M101	FIRST FLOOR PLAN
ELECTRICAL	
E101	FIRST FLOOR PLANS
E501	ELECTRICAL DETAILS AND SCHEDULES

SYMBOLS

NEW WORK PLAN

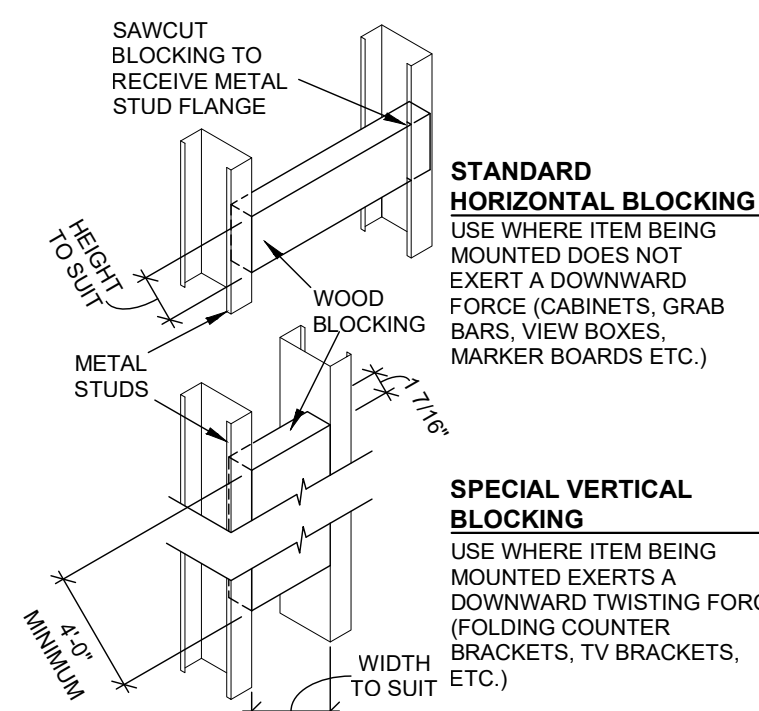


DEMOLITION PLAN

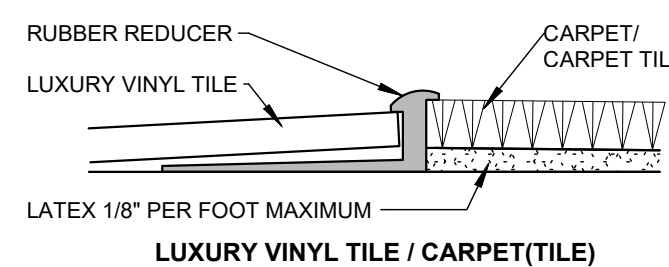


NEW ROOM FINISH SCHEDULE

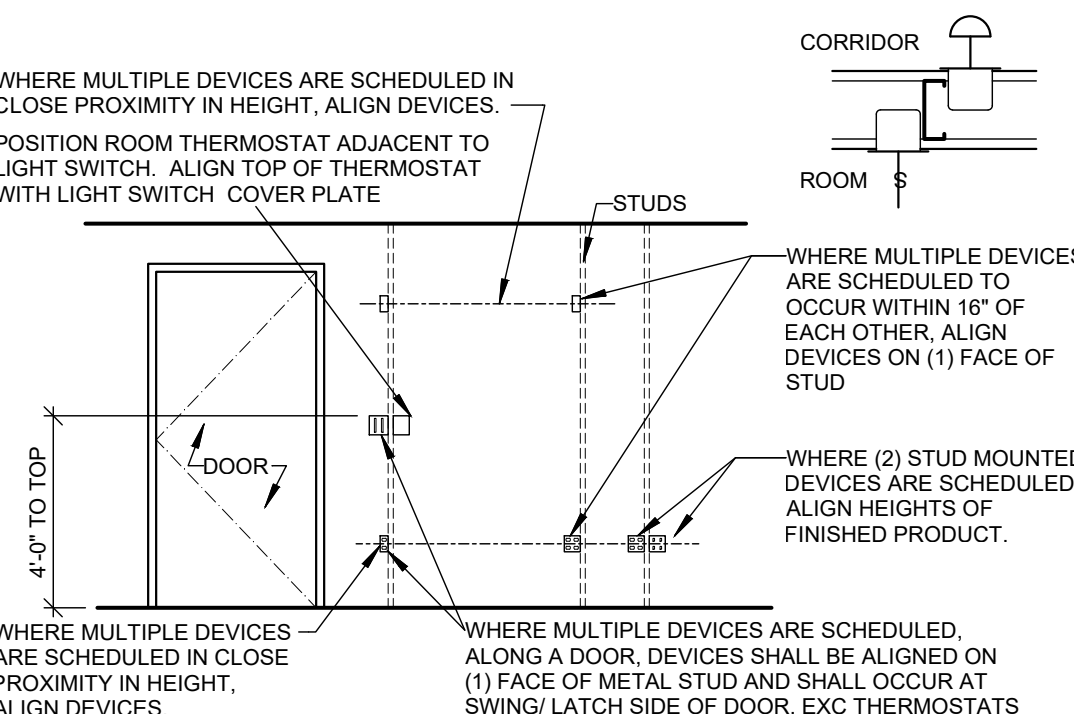
ROOM NUMBER	ROOM NAME	FLOOR MATERIAL	FLOOR TYPE	BASE MATERIAL	BASE TYPE	WALL MATERIAL	WALL FINISH	WALL FINISH TYPE	CEILING MATERIAL	CEILING TYPE	REMARKS	REVISION
1003	SECRETARY	EXISTING CARPET TILE	PATCH TO MATCH	4" RUBBER	PATCH TO MATCH	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT AT NEW WALLS	PT1	ACOUSTICAL CEILING TILE	PATCH TO MATCH		
1007	WAITING	EXISTING CARPET TILE	PATCH TO MATCH	4" RUBBER	PATCH TO MATCH	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT AT NEW WALLS	PT1, PT2	ACOUSTICAL CEILING TILE	PATCH TO MATCH	SEE SHEET A101 FOR ACCENT PAINT LOCATION	
1008A	RECEPTION	CARPET TILE	CP1	4" RUBBER	RB1	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT AT NEW WALLS	PT1	ACOUSTICAL CEILING TILE	ACT1		
1008B	WORK AREA	EXISTING CARPET TILE	PATCH TO MATCH	4" RUBBER	PATCH TO MATCH	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT AT NEW WALLS	PT1	ACOUSTICAL CEILING TILE	PATCH TO MATCH		
1008C	PASSAGE	CARPET TILE	CP1	4" RUBBER	RB1	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT	PT1	ACOUSTICAL CEILING TILE	ACT1		
1011A	PAYROLL	CARPET TILE	CP1	4" RUBBER	RB1	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT	PT1	ACOUSTICAL CEILING TILE	ACT1		
1011B	CONFERENCE	CARPET TILE	CP1	4" RUBBER	RB1	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT	PT1, PT3	ACOUSTICAL CEILING TILE	ACT1	SEE SHEET A101 FOR ACCENT PAINT LOCATION	
1011C	OFFICE	CARPET TILE	CP1	4" RUBBER	RB1	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT	PT1	ACOUSTICAL CEILING TILE	ACT1		
1012A	GIS ANALYST	CARPET TILE	CP1	4" RUBBER	RB1	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT	PT1	ACOUSTICAL CEILING TILE	ACT1		
1012B	GIS ADMIN	CARPET TILE	CP1	4" RUBBER	RB1	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT	PT1	ACOUSTICAL CEILING TILE	ACT1		
1012C	SENIOR PLANNER	CARPET TILE	CP1	4" RUBBER	RB1	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT	PT1	ACOUSTICAL CEILING TILE	ACT1		
1012D	CEDS	CARPET TILE	CP1	4" RUBBER	RB1	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT	PT1	ACOUSTICAL CEILING TILE	ACT1		
1015	CORRIDOR	EXISTING CARPET TILE	PATCH TO MATCH	4" RUBBER	PATCH TO MATCH	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT AT NEW WALLS	PT1	ACOUSTICAL CEILING TILE	PATCH TO MATCH		
1016	BREAK AREA	LUXURY VINYL TILE	LV1	4" RUBBER	RB1	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT	PT1, PT2	ACOUSTICAL CEILING TILE	ACT1	SEE SHEET A101 FOR ACCENT PAINT LOCATION	
1016A	STORAGE	LUXURY VINYL TILE	LV1	4" RUBBER	RB1	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT	PT1	ACOUSTICAL CEILING TILE	ACT1		
1017	MOTHERS	EXISTING CARPET TILE	PATCH TO MATCH	4" RUBBER	PATCH TO MATCH	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT	PT1	ACOUSTICAL CEILING TILE	ACT1		
1018	CORRIDOR	EXISTING CARPET TILE	PATCH TO MATCH	4" RUBBER	PATCH TO MATCH	PATCH EXISTING/ GYPSUM BOARD AT NEW	PAINT AT NEW WALLS	PT1	ACOUSTICAL CEILING TILE	PATCH TO MATCH		



C15 BLOCKING ISOMETRIC - WOOD
G001 1" = 1'-0"



A12 LVT TO CARPET
G001 1' = 1'-0"



A15 DEVICE MOUNTING SCHEDULE
G001 1/4" = 1'-0"



335 SOUTH BROADWAY, DE PERE, WI 54115

CITY HALL FIRST FLOOR
REMODEL

FIRST FLOOR DEMOLITION PLAN

Sheet Title:

Revisions:		
No.	Date:	Description:
01	04/25/25	OWNER REVIEW SET

OWNER REVIEW SET

GRAPHIC SCALE	UNLESS NOTED OTHERWISE
PROJECT NUMBER	25CDEP01.00
DATE ISSUED	25 APRIL, 2025
SHEET NUMBER	AD101

EXISTING FINISH SCHEDULE											
ROOM NUMBER	ROOM NAME	FLOOR MATERIAL	BASE MATERIAL	WAINSCOT MATERIAL	WAINSCOT HEIGHT	WALL MATERIAL	WALL FINISH	CEILING MATERIAL	CEILING TYPE	REMARKS	REVISION
1003	SECRETARY	CARPET TILE	4" VINYL	-	-	GYPSUM BOARD	PAINT	ACOUSTICAL CEILING TILE	2X2 LAY-IN		
1007	WAITING	CARPET TILE	4" VINYL	-	-	GYPSUM BOARD	PAINT WALLCOVERING	ACOUSTICAL CEILING TILE	2X2 LAY-IN		
1008	WORK AREA	CARPET TILE	4" VINYL	-	-	GYPSUM BOARD	PAINT	ACOUSTICAL CEILING TILE	2X2 LAY-IN		
1011	FILES/STORAGE	VINYL COMPOSITION TILE	4" VINYL	-	-	GYPSUM BOARD	PAINT WALLCOVERING	ACOUSTICAL CEILING TILE	2X2 LAY-IN		
1012	CITY ASSESSOR	CARPET TILE	4" VINYL	-	-	GYPSUM BOARD	PAINT	ACOUSTICAL CEILING TILE	2X2 LAY-IN		
1015	CORRIDOR	CARPET TILE	4" VINYL	-	-	GYPSUM BOARD	PAINT	ACOUSTICAL CEILING TILE	2X2 LAY-IN		
1016	BREAK AREA	VINYL COMPOSITION TILE	4" VINYL	-	-	GYPSUM BOARD	PAINT	ACOUSTICAL CEILING TILE	2X2 LAY-IN		
1016A	COPY ROOM	CARPET TILE	4" VINYL	-	-	GYPSUM BOARD	PAINT	ACOUSTICAL CEILING TILE	2X2 LAY-IN		
1017	PAYROLL OFFICE	CARPET TILE	4" VINYL	-	-	GYPSUM BOARD	PAINT	ACOUSTICAL CEILING TILE	2X2 LAY-IN		
1017A	WATER OFFICE	CARPET TILE	4" VINYL	-	-	GYPSUM BOARD	PAINT	ACOUSTICAL CEILING TILE	2X2 LAY-IN		
1018	CORRIDOR	CARPET TILE	4" VINYL	-	-	GYPSUM BOARD	PAINT	ACOUSTICAL CEILING TILE	2X2 LAY-IN		

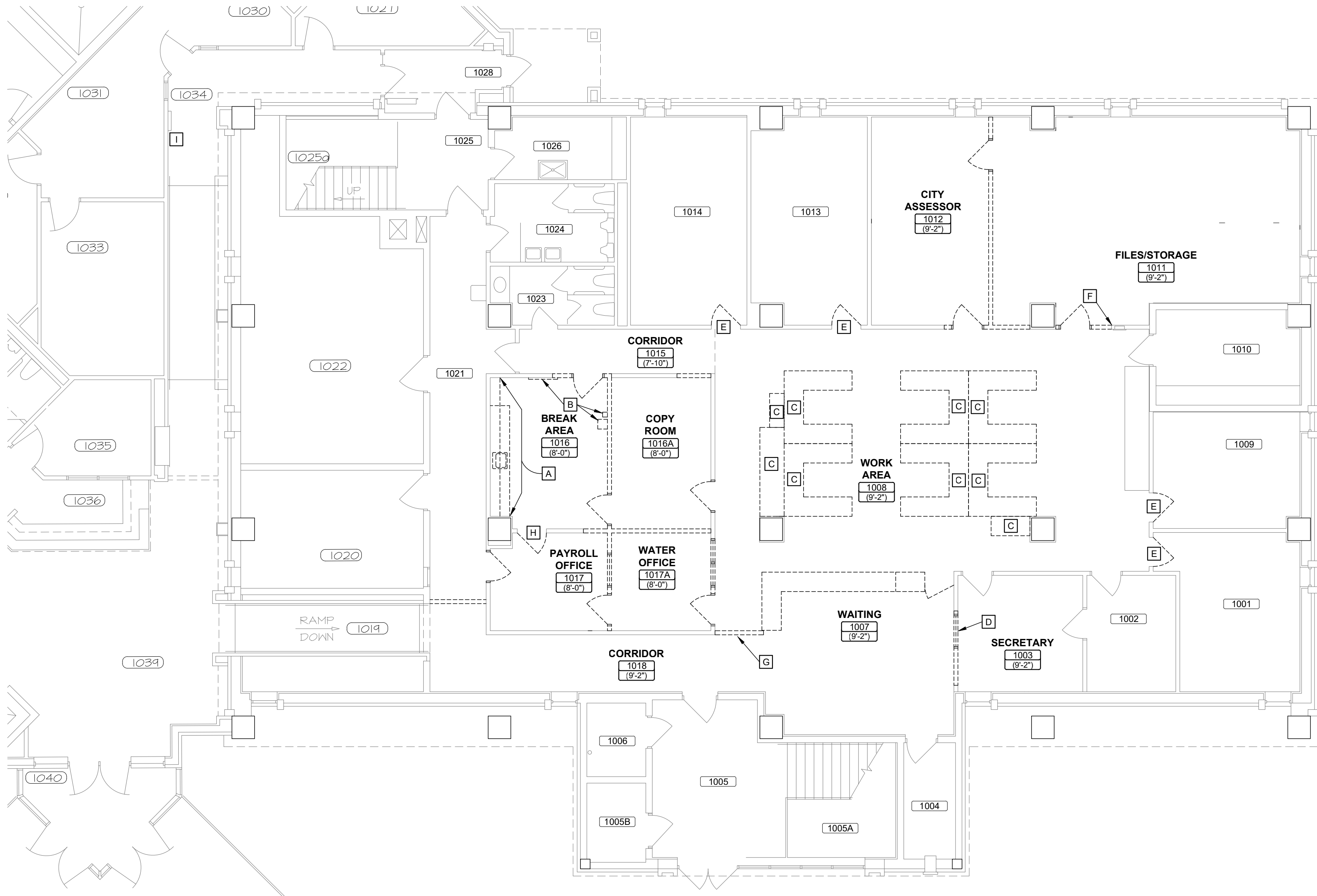
DEMOLITION NOTES

GENERAL DEMOLITION NOTES:

- REMOVE ALL PARTITIONS, DOORS, FRAMES, PLUMBING FIXTURES, EQUIPMENT, AND CASEWORK IN THEIR ENTIRETY SHOWN DASHED ON THIS PLAN. COORDINATE WITH OWNER ITEMS TO BE SALVAGED.
- REMOVE ALL SUSPENDED ACOUSTICAL TILE AND PLASTER CEILINGS FROM ROOMS WITH NEW CEILINGS SCHEDULED (SEE REFLECTED CEILING PLAN FOR LOCATIONS OF NEW CEILINGS). REMOVE CEILING GRID, HANGER WIRES, FURRING CHANNELS, ETC., ALL AS REQUIRED FOR FULL ACCESS TO STRUCTURE ABOVE AND TO CONFIRM CONTINUITY OF ALL PARTITIONS TO REMAIN.
- WHERE EXISTING CONSTRUCTION IS SCHEDULED TO REMAIN, REPAIR/ PATCH OPENINGS (I.E. AFTER REMOVAL OF ADJACENT WALLS, OUTLETS, GASES, LIGHTING FIXTURES, HANDRAILS, GUARDRAILS, WALL PROTECTION, ETC.) IN WALLS, CEILINGS, AND FLOORS THAT ARE NOT SCHEDULED TO RECEIVE NEW FINISHES. PROVIDE SMOOTH AND INVISIBLE TRANSITIONS. MAINTAIN EXISTING CODE AND FIRE RATING REQUIREMENTS.
- WHERE EXISTING PARTITIONS ARE SHOWN TO REMAIN, THE EXISTING PARTITION GYPSUM BOARD/PLASTER HEIGHT MAY NOT EXTEND TO NEW SOFFIT/CEILING HEIGHT. EXTEND GYPSUM BOARD/PLASTER AS REQUIRED TO ACCOMMODATE NEW SOFFIT/CEILING HEIGHT.
- REMOVE OR PREP EXISTING FINISHES WHERE NEW FINISHES ARE SCHEDULED IN THE NEW FINISH SCHEDULE.
- UNLESS NOTED OTHERWISE, EXISTING PARTITIONS ARE CONSTRUCTED OF METAL STUDS WITH GYPSUM BOARD ON BOTH SIDES.

DEMOLITION KEYED NOTES

- [A] REMOVE CASEWORK AND PLUMBING FIXTURES IN THEIR ENTIRETY. TURN OVER PLUMBING FIXTURES TO OWNER. SALVAGE DISHWASHER AND FRIDGE FOR REUSE.
- [B] REMOVE PAPER TOWEL DISPENSER, TACK BOARD AND CAN CRUSHER. TURN OVER TO OWNER.
- [C] MOVABLE WORK STATIONS. STATIONS TO BE RELOCATED IN NEW WORK AREA LAYOUT.
- [D] REMOVE LITE AND SMALL COUNTERTOP AND TURN OVER TO OWNER.
- [E] DEMO DOOR SLAB ONLY - TURN OVER TO OWNER. FRAME TO REMAIN. SALVAGE HARDWARE TO BE REINSTALLED ON NEW DOOR SLABS.
- [F] DEMO WALL AS CLOSE AS POSSIBLE TO EXISTING ELECTRICAL PANEL WHILE LEAVING ENOUGH WALL TO REMAIN TO SUPPORT THE ELECTRICAL PANEL.
- [G] REMOVE PAMPHLET RACK AND SALVAGE FOR REUSE - COORDINATE NEW MOUNTING LOCATION WITH OWNER.
- [H] DEMO DOOR SLAB ONLY - TURN OVER TO OWNER. FRAME TO REMAIN.
- [I] SALVAGE LITE AND COUNTER - SEE NEW WORK PLAN NOTE [1]



A12 FIRST FLOOR DEMOLITION PLAN
AD10 1/8" = 1'-0"

CONTRACT WORK INCLUDES ALL CEILING MOUNTED ITEMS OR DEVICES SHOWN ON THIS PLAN AND AS SHOWN ON THE PLANS OF OTHER TRADES. THIS DRAWING DOES NOT RELIEVE CONTRACTOR'S RESPONSIBILITY TO INDIVIDUALLY COORDINATE THEIR WORK WITH OTHER TRADES.

REFLECTED CEILING PLAN LEGEND

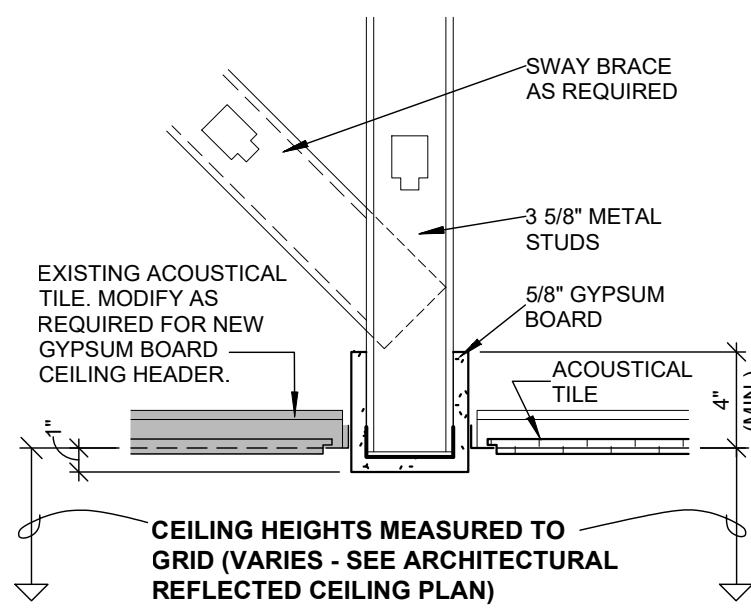
SYMBOLS KEY

ARCHITECTURAL

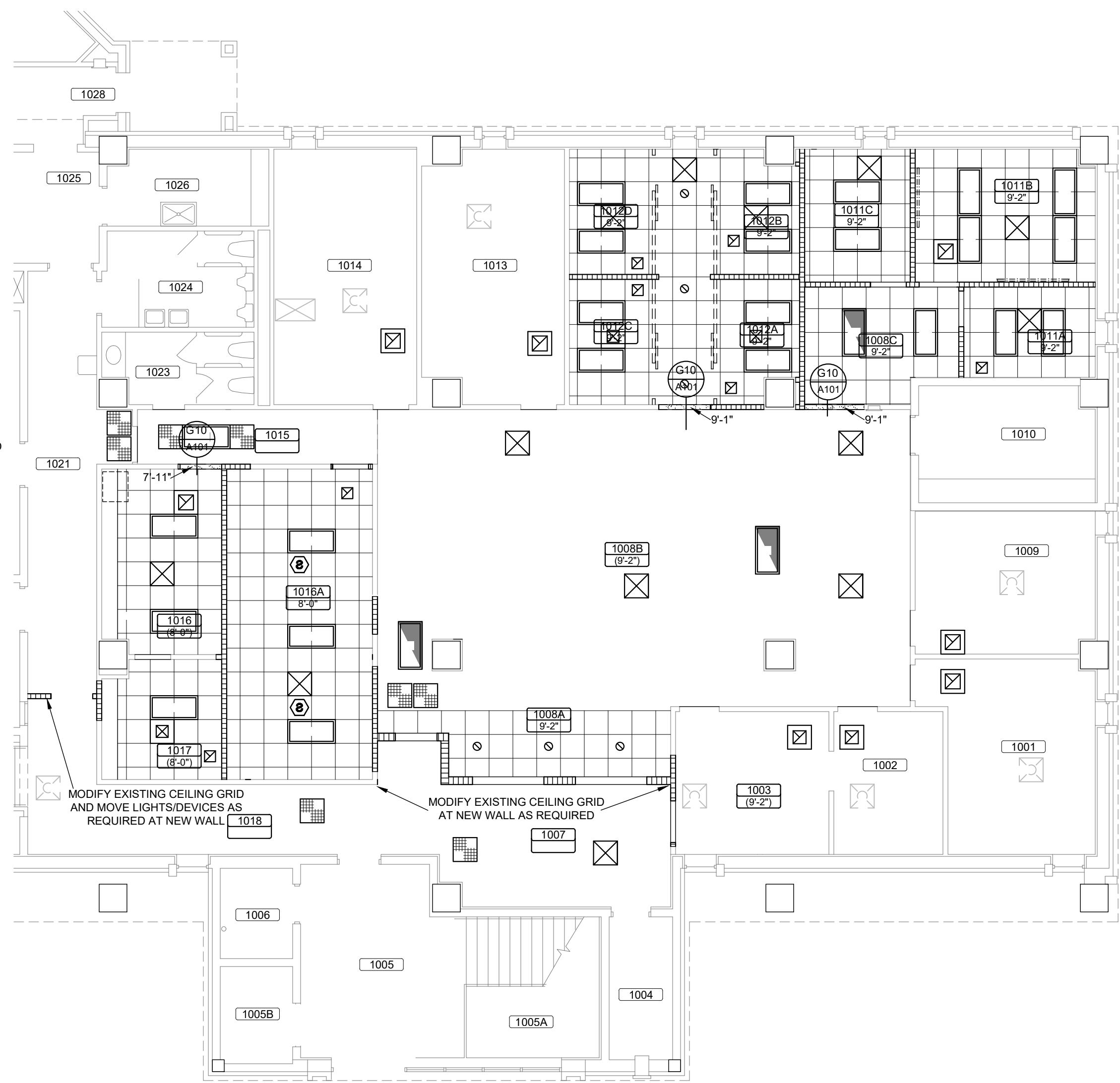
AP	ACCESS PANEL
	GYPSUM BOARD CEILING
HVAC	
*	PAINTED METAL PANEL
⊠	SUPPLY DIFFUSER
⊞	SUPPLY DIFFUSER
⊞	RETURN GRILLE
⊞	RETURN GRILLE
⊞	RETURN GRILLE
⊞	SLOT DIFFUSER
⊞	EXHAUST GRILLE
⊞	EXHAUST GRILLE
⊞	OCCUPANCY SENSOR

ELECTRICAL

	RECESSED DOWN LIGHT, SURFACE / PENDANT
	2x4 LIGHT FIXTURE - RECESSED / SURFACE
	2x2 LIGHT FIXTURE - RECESSED / SURFACE
	1x4 LIGHT FIXTURE - RECESSED / SURFACE
	EMERGENCY BATTERY PACK
	EXIT SIGN - WARNING - SINGLE FACED
	EXIT SIGN - DOUBLE FACED
	OCCUPANCY SENSOR
	CEILING MOUNTED HORN/STROBE
	CEILING MOUNTED STROBE ONLY
	SMOKE DETECTOR
	THERMAL DETECTOR



G10 CEILING HEADER
A101 1 1/2" = 1'-0"



G13 REFLECTED CEILING PLAN
A101 1/8" = 1'-0"

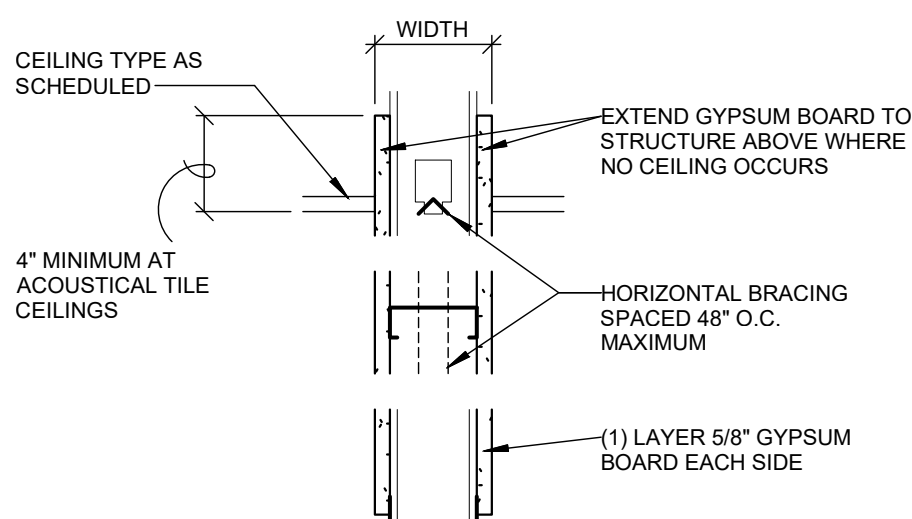
NEW WORK PLAN NOTES

GENERAL NOTES:

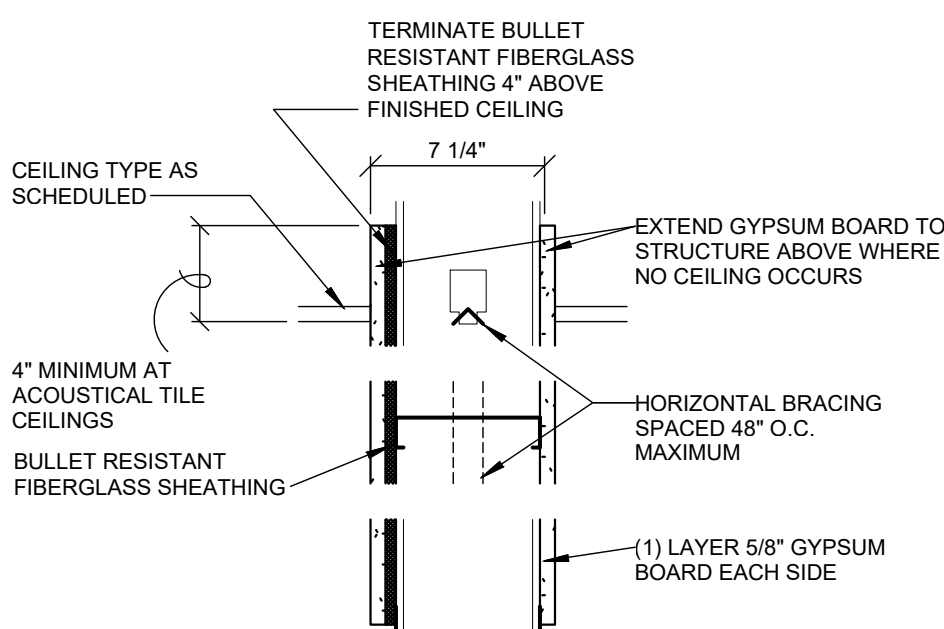
- SEE ARCHITECTURAL DEMOLITION PLAN FOR NEW WORK INCLUDING BUT NOT LIMITED TO:
 - WALL PATCHING AT: CEILINGS THAT CHANGE HEIGHT, REMOVED AND INFILLED DOOR FRAMES.
 - PATCHING OR PREP WORK OF EXISTING FINISHES AS REQUIRED FOR NEW ROOM FINISHES.
- SEE MECHANICAL TRADES DRAWINGS FOR LOCATIONS OF NEW CUT N DEVICES INTO EXISTING PARTITIONS THAT WILL RESULT IN PATCHING OF EXISTING WALLS, FLOORS, AND CEILINGS.
- SEE MECHANICAL TRADE DRAWINGS FOR AREAS OUTSIDE OF THE MAIN ARCHITECTURAL SCOPE OF WORK AREA THAT MAY REQUIRE TEMPORARY REMOVAL AND REINSTALLATION OF CEILINGS AND SUPPORT OF CEILING MOUNTED EQUIPMENT FOR MECHANICAL TRADE WORK.
- TRADES SHALL CAREFULLY COORDINATE WALL MOUNTED DEVICE COVERS/PLATES TO FIT WITH SCHEDULED CASEWORK AS INDICATED ON THESE DRAWINGS. COORDINATE HEIGHTS OF DEVICES TO CLEAR COUNTERTOP BACKPLASHES, CASEWORK, AND WALL PROTECTION SHEETING AND CERAMIC WALL TILE WAINSCOTS.
 - SEE ACCESSORY SCHEDULE FOR CLEARANCE REQUIREMENTS OF ELECTRICAL DEVICES WHERE ALCOHOL AND HAND WASH DISPENSERS ARE BEING PROVIDED. CAREFULLY COORDINATE INSTALLATION OF ELECTRICAL DEVICES TO LEAVE SPACE TO INSTALL THESE WALL MOUNTED DISPENSERS.
- WHERE EXISTING DOOR BORROWED LITE FRAMES ARE SCHEDULED TO REMAIN IN NEW WORK AREAS, FRAMES SHALL BE REPAINTED PER SCHEDULED FRAME COLOR AS LISTED IN THE INTERIOR FINISH SCHEDULE.

NEW WORK PLAN KEYED NOTES

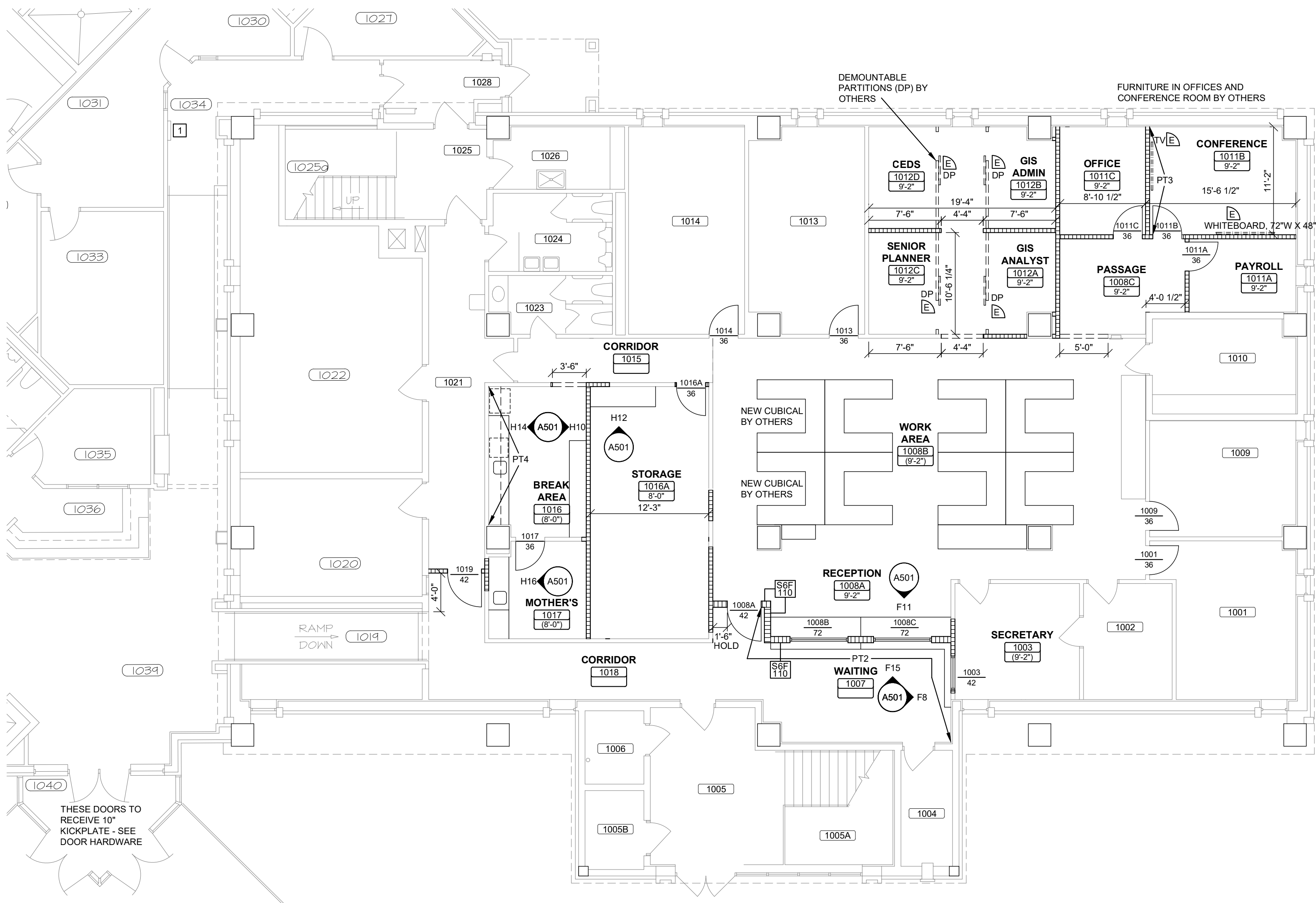
- 1 MODIFY WALL AS NEEDED TO LOWER THE LITE AND COUNTER TO 34" ABOVE FINISHED FLOOR. MODIFY THE COUNTER SO THAT IT PROTRUDES A MAXIMUM OF 4" FROM THE WALL. PATCH FINISHES TO MATCH EXISTING FINISHES.



TYPE	WIDTH	WALL STRUCTURE	RATING/TEST	STC
S3-110	4 7/8"	3 5/8" METAL STUDS	N/A	N/A



TYPE	WIDTH	WALL STRUCTURE	RATING/TEST	STC
S6F110	7 1/4"	6" METAL STUDS	N/A	N/A

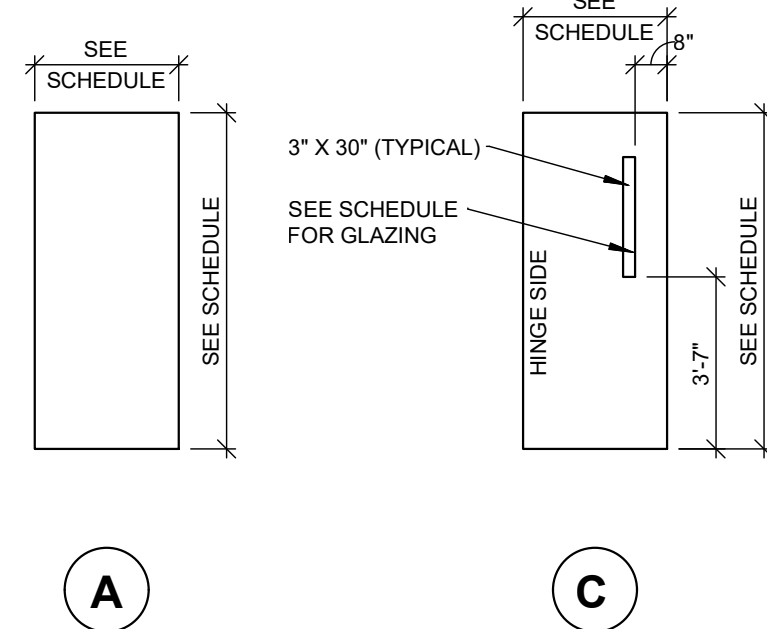
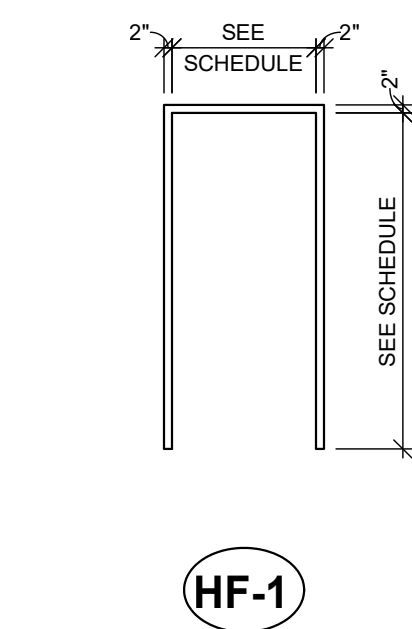
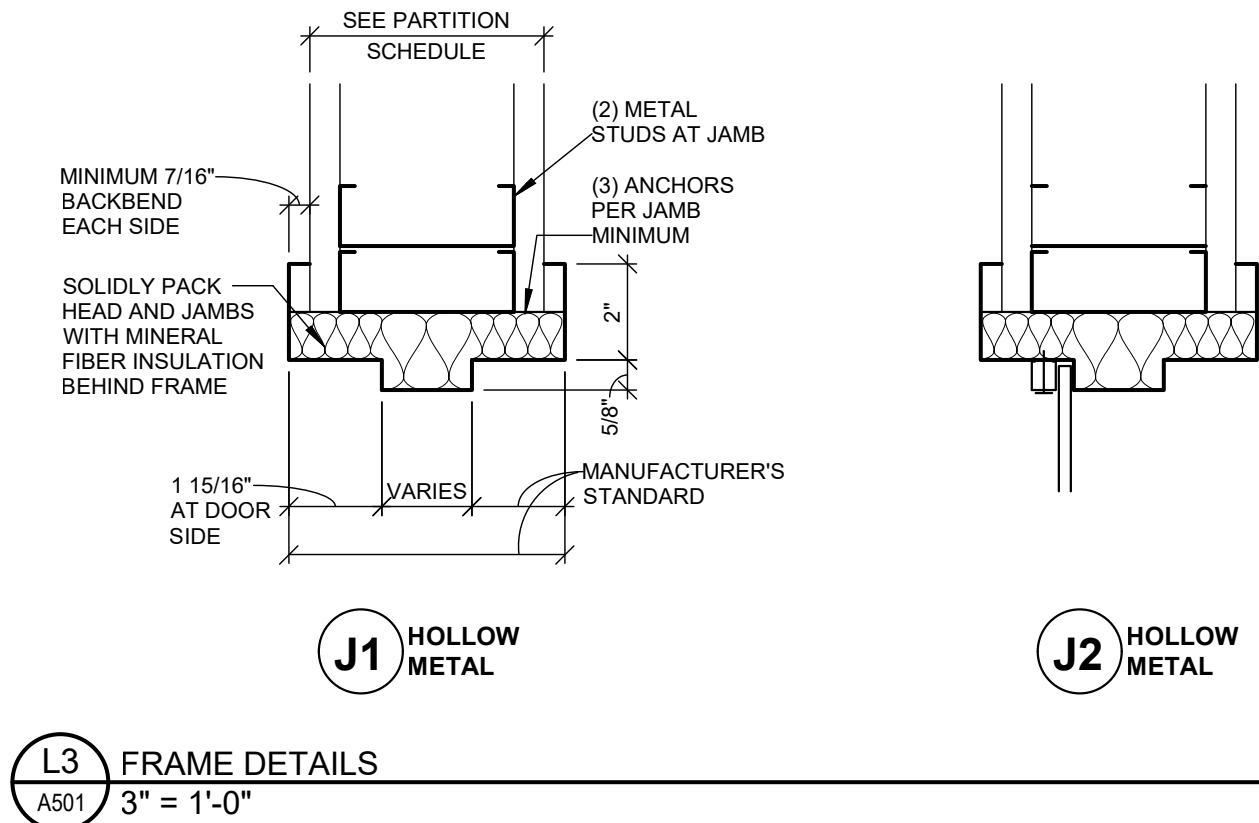


A13 FIRST FLOOR NEW WORK PLAN
A101 1/8" = 1'-0"

Revisions:		
No.	Date:	Description:
01	04/25/25	OWNER REVIEW SET

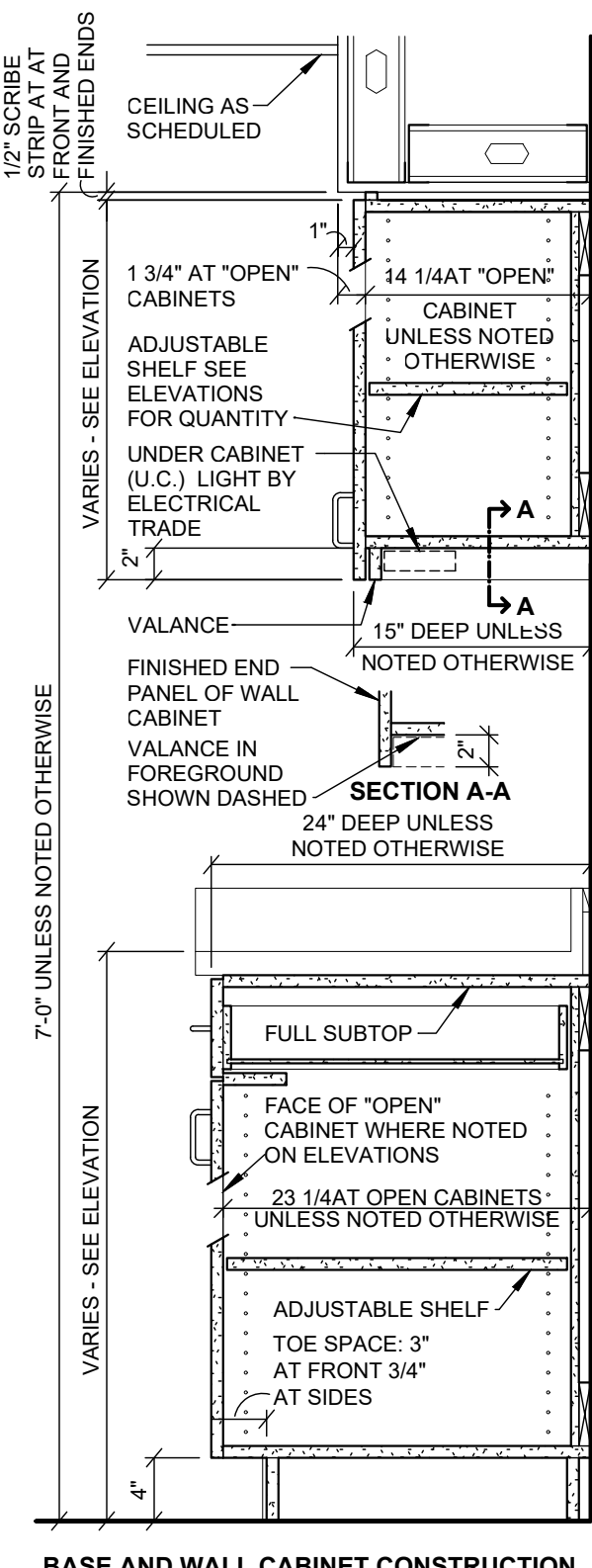
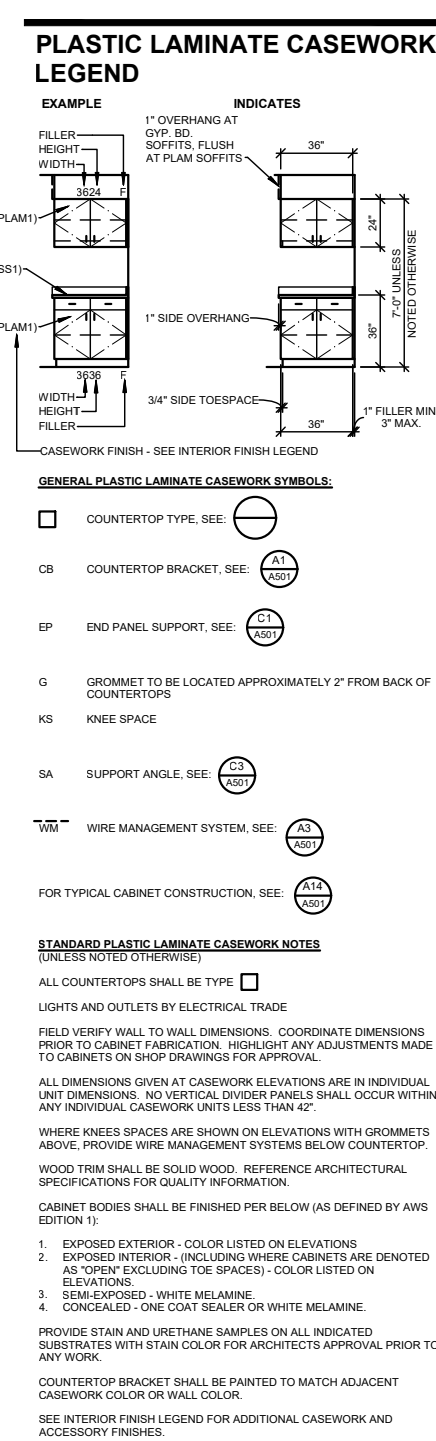
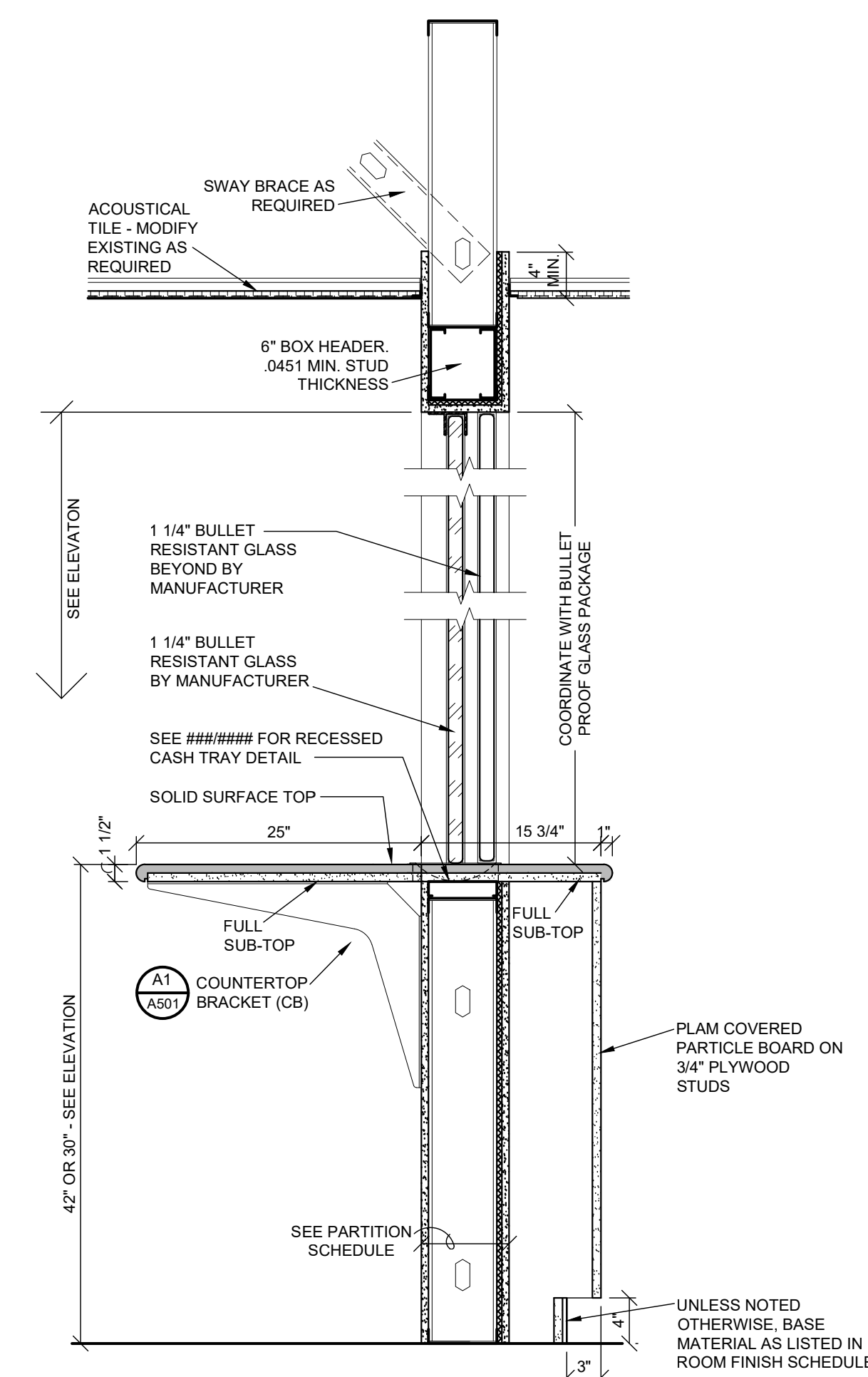
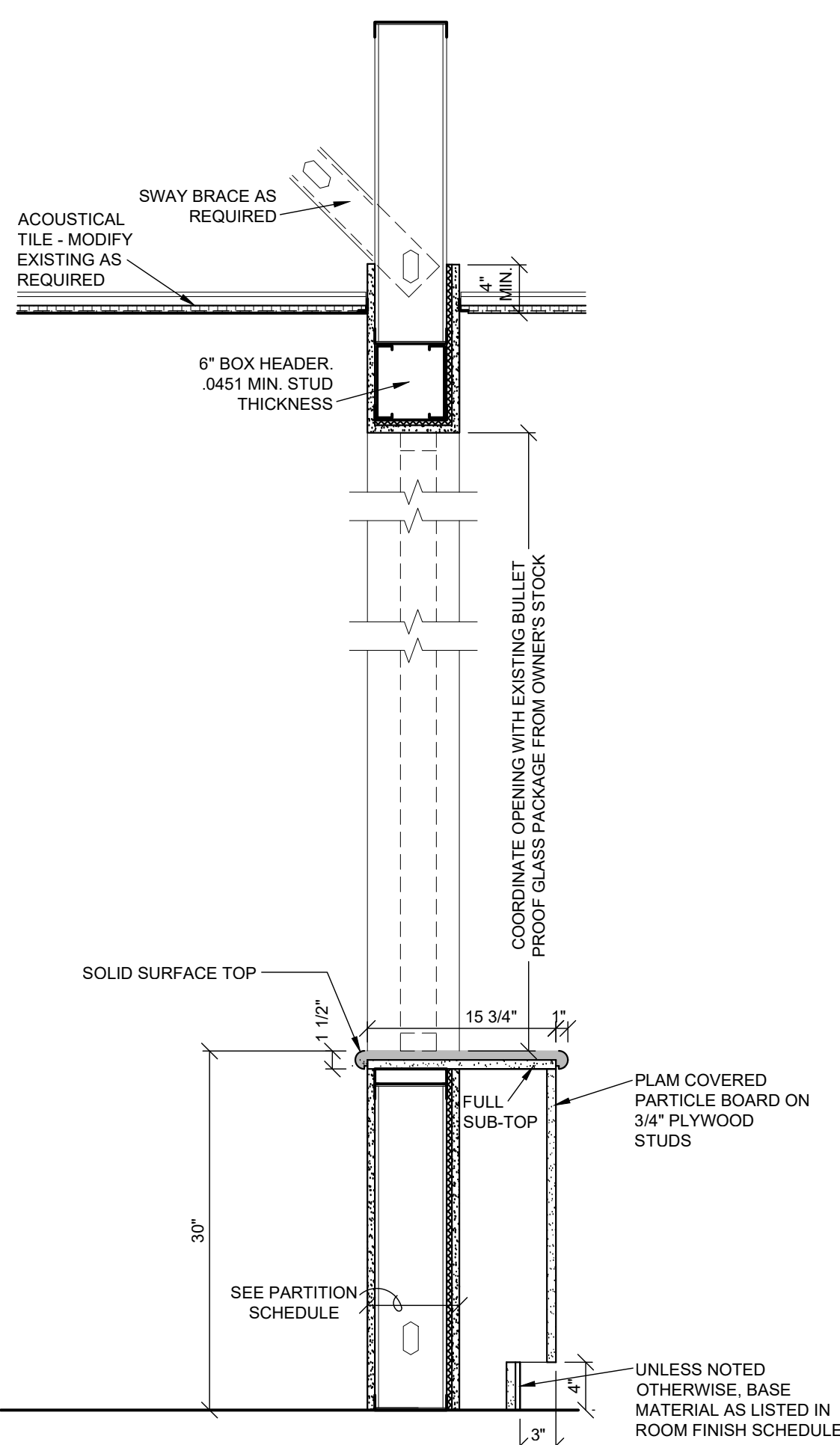
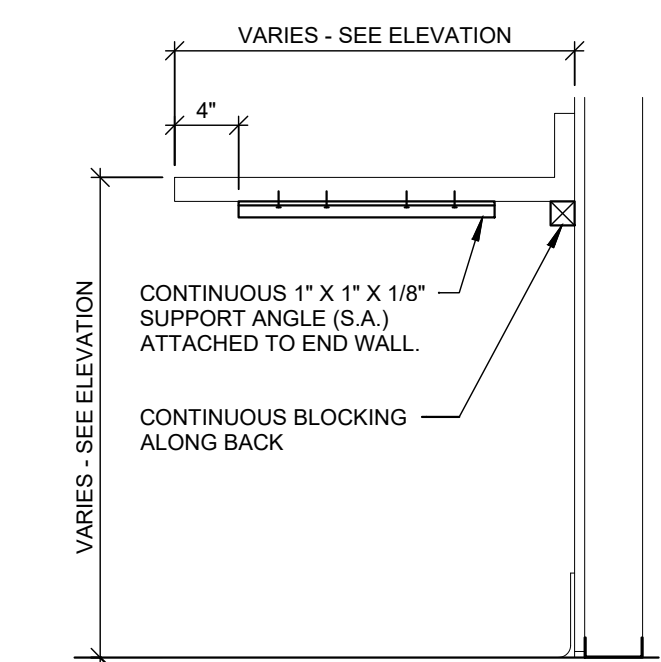
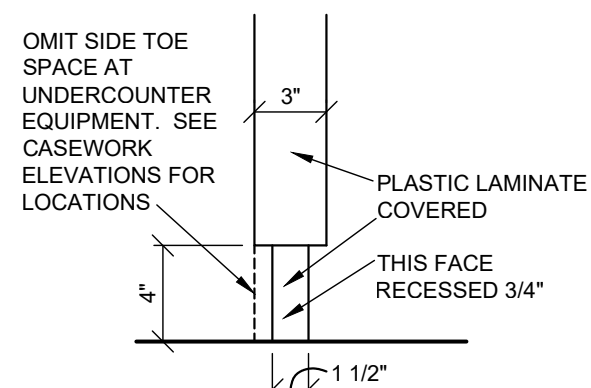
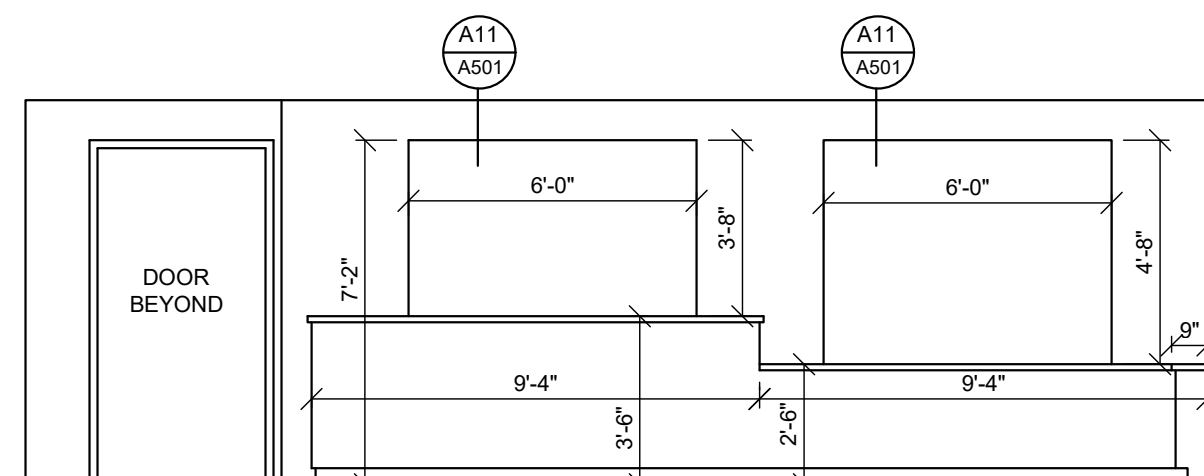
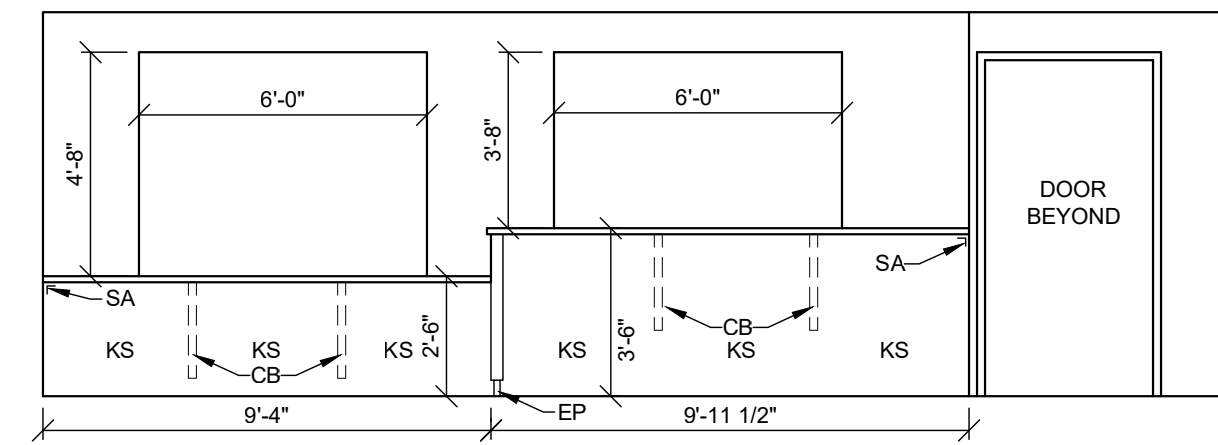
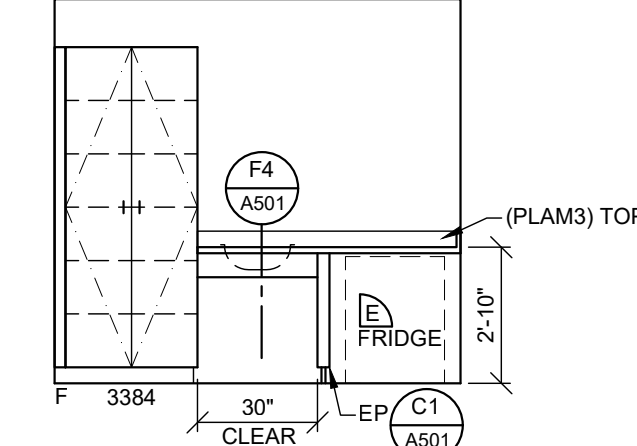
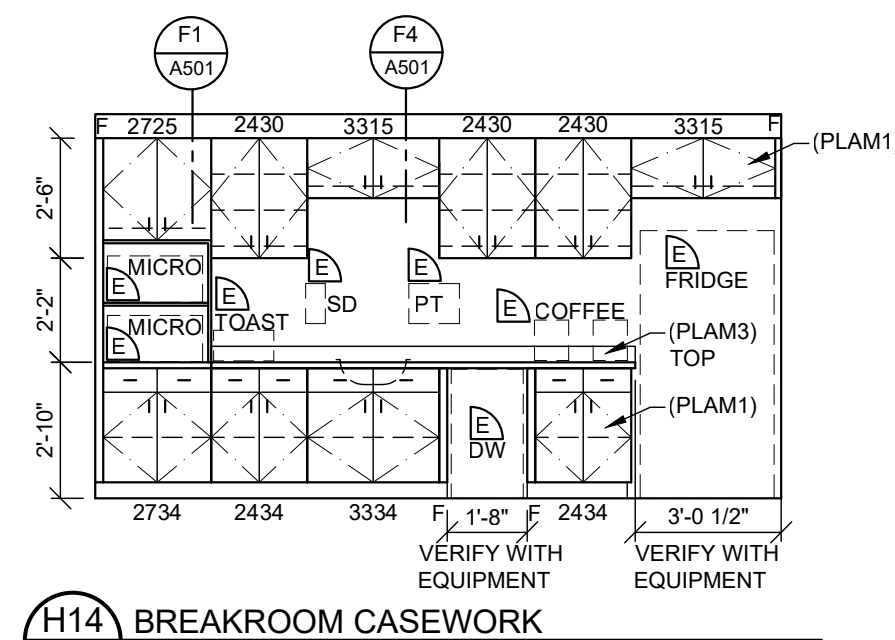
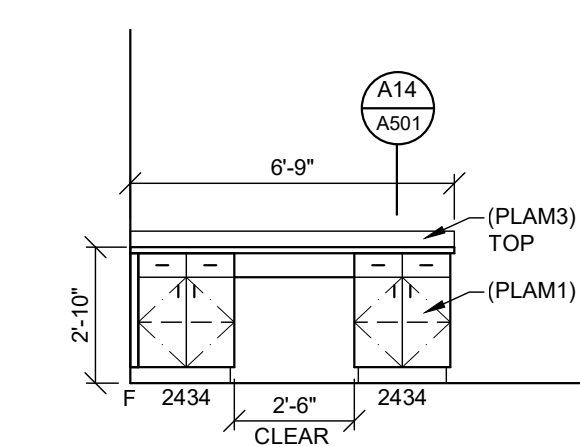
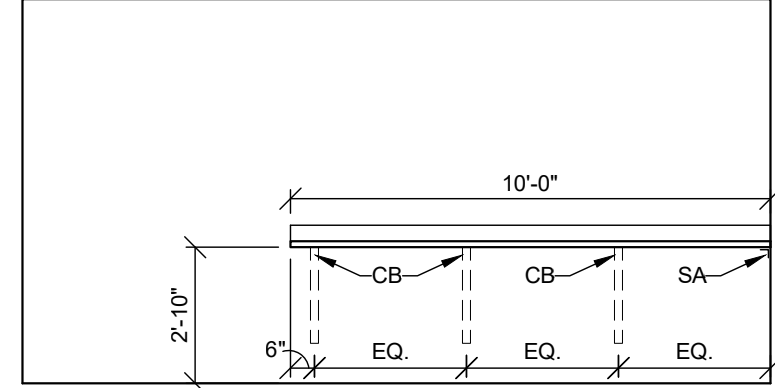
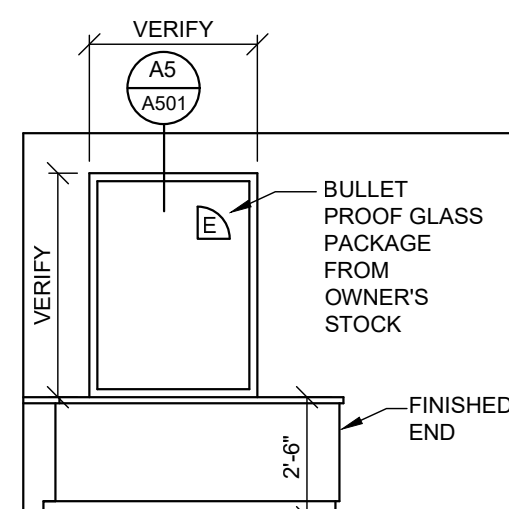
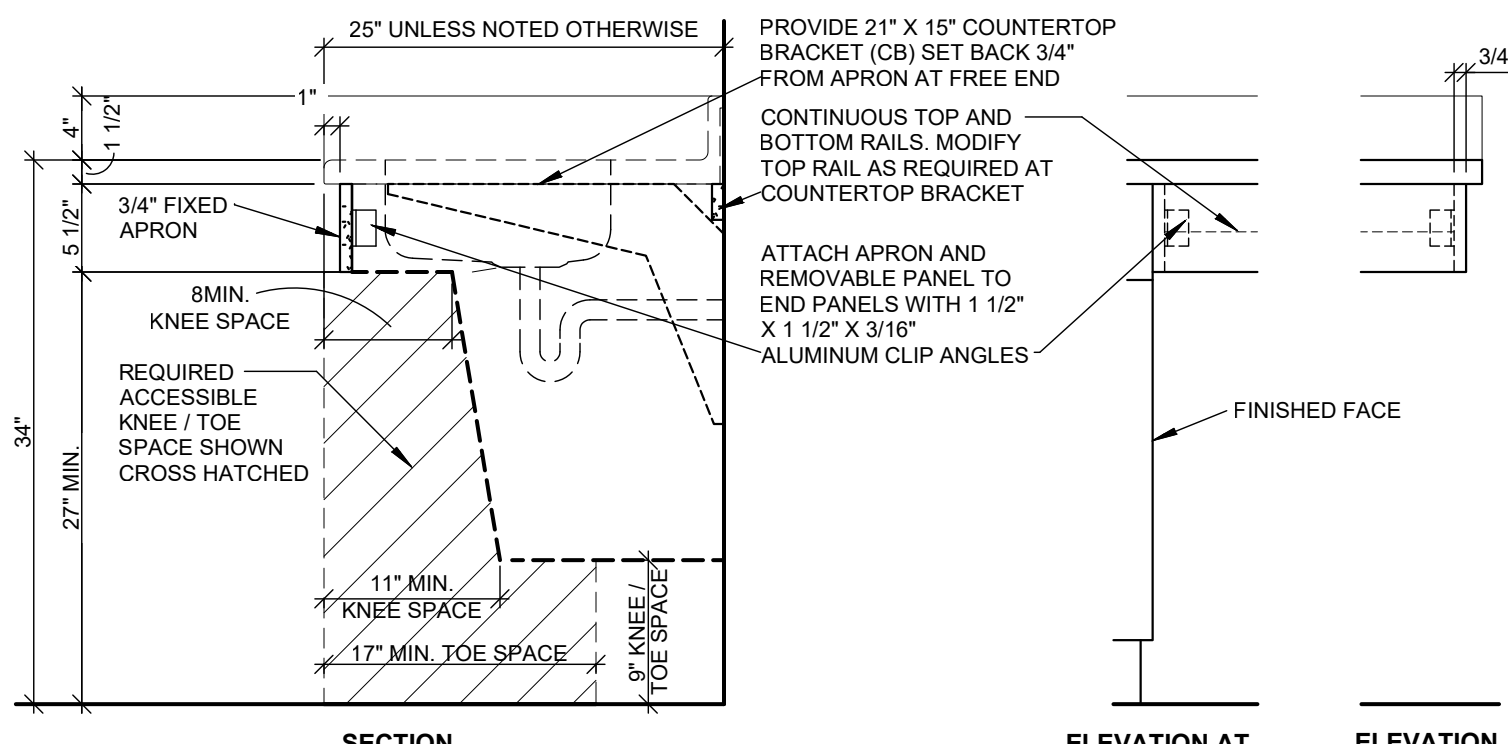
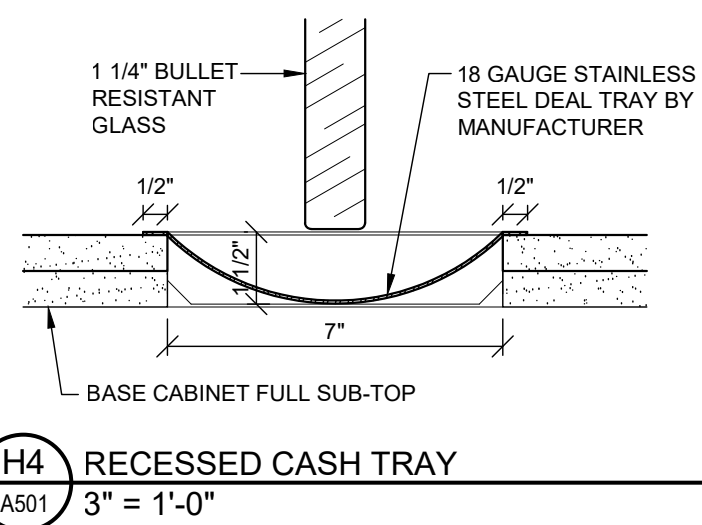
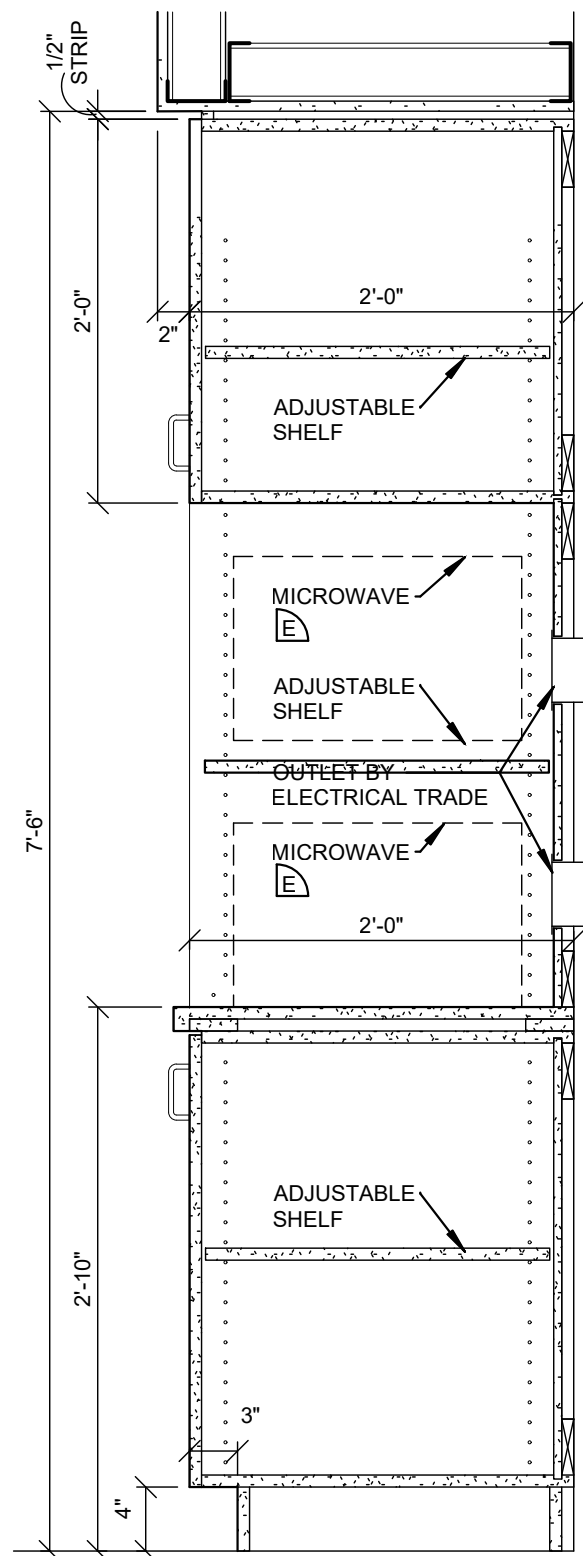
OWNER REVIEW SET

GRAPHIC SCALE	UNLESS NOTED OTHERWISE
PROJECT NUMBER	25CDEP01.00
DATE ISSUED	25 APRIL, 2025
SHEET NUMBER	A101



DOOR SCHEDULE

DOOR NUMBER	DOOR ELEVATION	DOOR MATERIAL	DOOR CORE	WIDTH	DOOR HEIGHT	DOOR GLAZING	FRAME ELEVATION	FRAME MATERIAL	FRAME GLAZING	HEAD	JAMB	SILL	LABEL	HARDWARE	REMARKS	REVISION
1001	C	WOOD	SOLID	36	7'-0"	1/4" TEMPERED	-	-	-	-	-	-			FRAME TO REMAIN, REUSE DOOR HARDWARE	
1003	-	-	-	42	-	-	-	-	-	-	-	-			OWNER'S STOCK	
1008A	A	WOOD	SOLID	42	7'-0"	-	HF-1	HOLLOW METAL	-	-	J1	J1			BULLET-PROOF DOOR- SEE GLASS PACKAGE	
1008B	-	-	-	72	-	-	-	-	-	-	-	-			BULLET-PROOF GLASS PACKAGE - BY OTHERS	
1008C	-	-	-	72	-	-	-	-	-	-	-	-			BULLET-PROOF GLASS PACKAGE - BY OTHERS	
1009	C	WOOD	SOLID	36	7'-0"	1/4" TEMPERED	-	-	-	-	-	-			FRAME TO REMAIN, REUSE DOOR HARDWARE	
1011A	C	WOOD	SOLID	36	7'-0"	1/4" TEMPERED	HF-1	HOLLOW METAL	-	-	J1	J1				
1011B	C	WOOD	SOLID	36	7'-0"	1/4" TEMPERED	HF-1	HOLLOW METAL	-	-	J1	J1				
1011C	C	WOOD	SOLID	36	7'-0"	1/4" TEMPERED	HF-1	HOLLOW METAL	-	-	J1	J1				
1013	C	WOOD	SOLID	36	7'-0"	1/4" TEMPERED	-	-	-	-	-	-			FRAME TO REMAIN, REUSE DOOR HARDWARE	
1014	C	WOOD	SOLID	36	7'-0"	1/4" TEMPERED	-	-	-	-	-	-			FRAME TO REMAIN, REUSE DOOR HARDWARE	
1016A	C	WOOD	SOLID	36	7'-0"	1/4" TEMPERED	HF-1	HOLLOW METAL	-	-	J1	J1				
1017	A	WOOD	SOLID	36	7'-0"	-	-	-	-	-	-	-			FRAME TO REMAIN	
1019	A	WOOD	SOLID	42	7'-0"	-	HF-1	HOLLOW METAL	-	-	J1	J1				

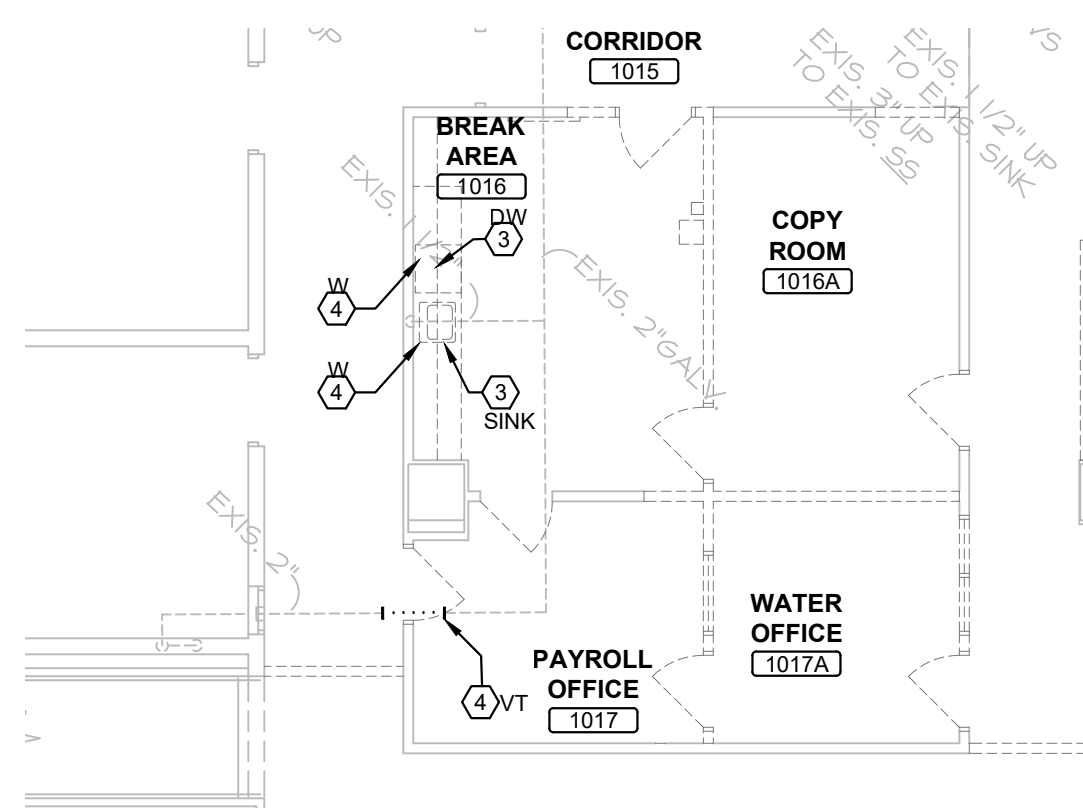


- GENERAL CASEWORK NOTES UNLESS NOTED OTHERWISE:**
- CABINETS SHALL BE FABRICATED WITH 3/4" MATERIAL, EXCEPT AS FOLLOWS:
 - SHELVES OVER 28" SHALL BE 1".
 - CABINET BACKS SHALL BE 1/2" OR 1/4" MDF DADOED INTO TOP, BOTTOM, AND SIDES
 - DRAWER SLIDES, BACK, SUBFRONT, AND BOTTOM SHALL BE 1/2"
 - DRAWER BOTTOMS SHALL BE 1/2" OR 1/4" MDF DADOED INTO SIDES AND BACK.
 - PROVIDE GYPSUM BOARD SOFFIT ABOVE ALL WALL/FULL HEIGHT CABINETS. SOFFIT SHALL BE CONSTRUCTED WITH 5/8" METAL STUDS WITH 5/8" GYPSUM BOARD.
 - VALANCE AT WALL CABINETS SHALL BE ACROSS FRONT OF CABINETS AND AT FINISHED ENDS ONLY. VALANCE AT FINISHED ENDS SHALL BE CONSTRUCTED AS PART OF FINISHED END PANEL OF WALL CABINET. DO NOT PROVIDE VALANCE BETWEEN EACH WALL CABINET.
 - BASE MATERIAL AT TOE SPACE SHALL BE AS LISTED IN NEW ROOM FINISH SCHEDULE.
 - SEE CASEWORK SCHEDULE ON INTERIORS SHEETS FOR COUNTERTOP MATERIAL AND SEE COUNTERTOP PROFILES DETAILED AT:
 - ALL BASE CABINETS WITH SINKS SHALL BE FABRICATED USING MOISTURE RESISTANT PARTICLE BOARD.
 - BASE / FULL HEIGHT CABINETS WHICH OCCUR ON EITHER SIDE OF CABINETS CONTAINING SINKS SHALL BE FABRICATED USING MOISTURE RESISTANT PARTICLE BOARD.

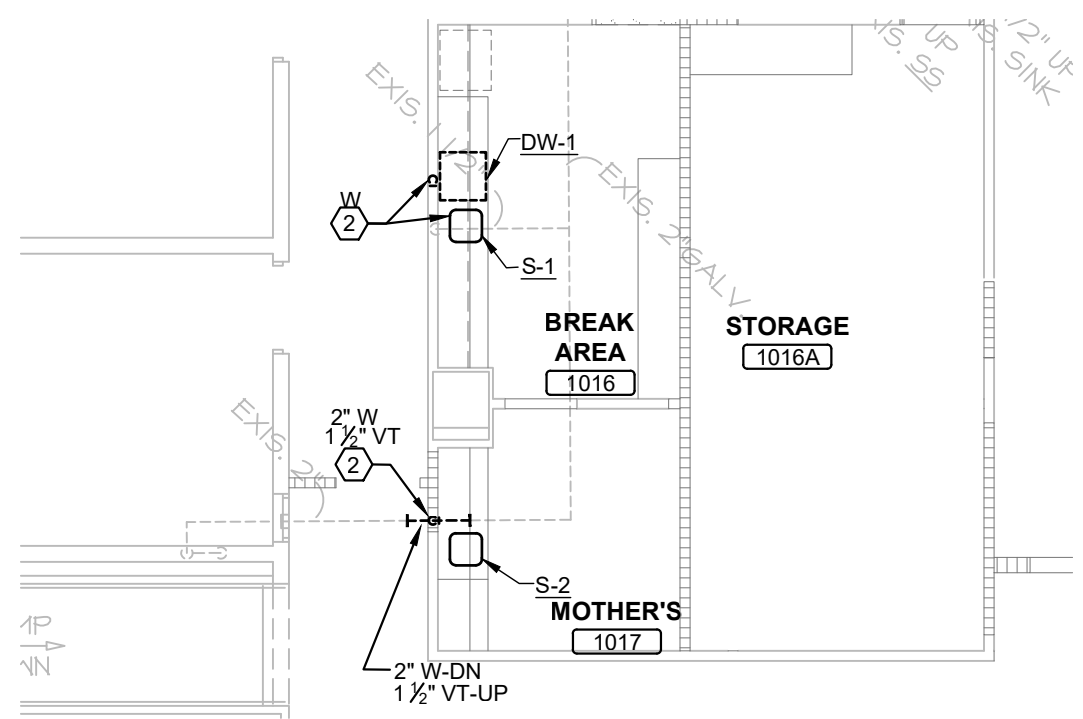
CITY HALL FIRST FLOOR REMODEL

No.	Date:	Description:
01	04/25/25	OWNER REVIEW SET

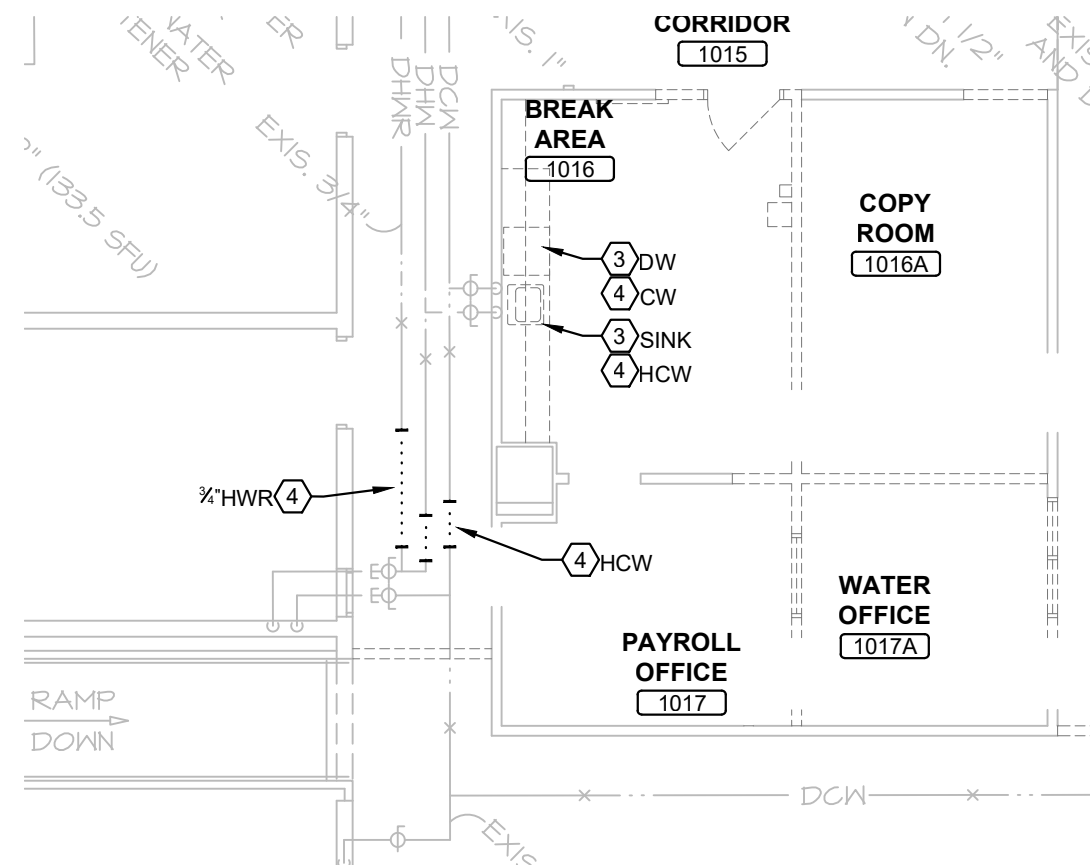
GRAPHIC SCALE	UNLESS NOTED OTHERWISE
PROJECT NUMBER	25CDEP01.00
DATE ISSUED	25 APRIL, 2025
SHEET NUMBER	A501



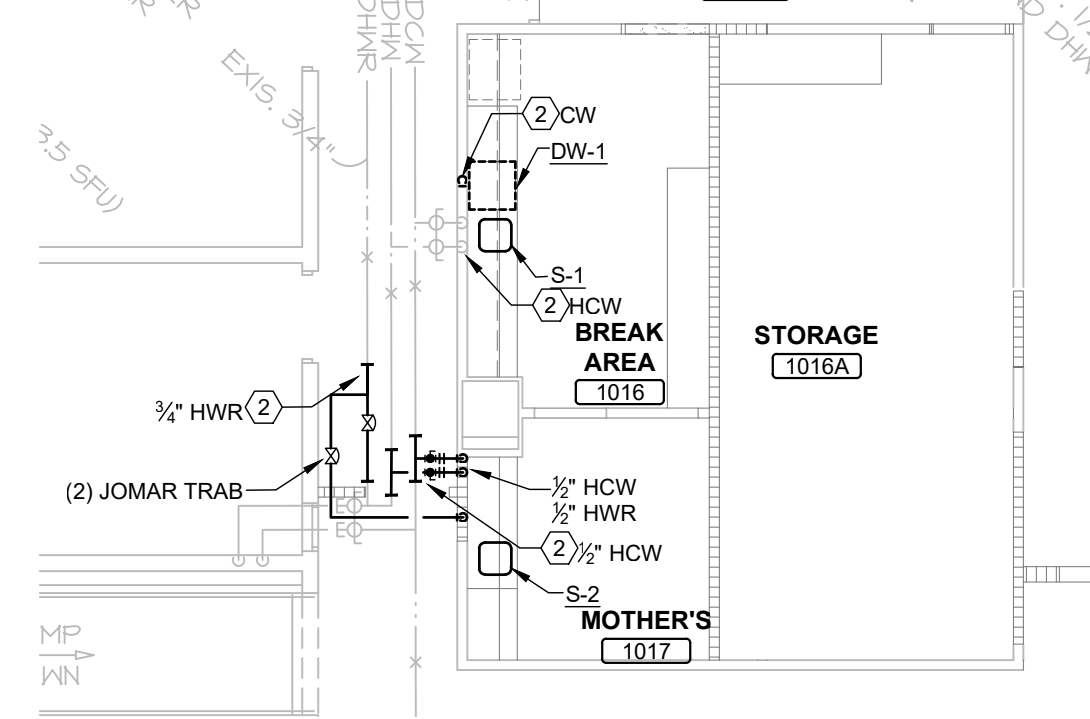
  FIRST FLOOR SANITARY AND VENT - DEMO
1/8" = 1'-0"



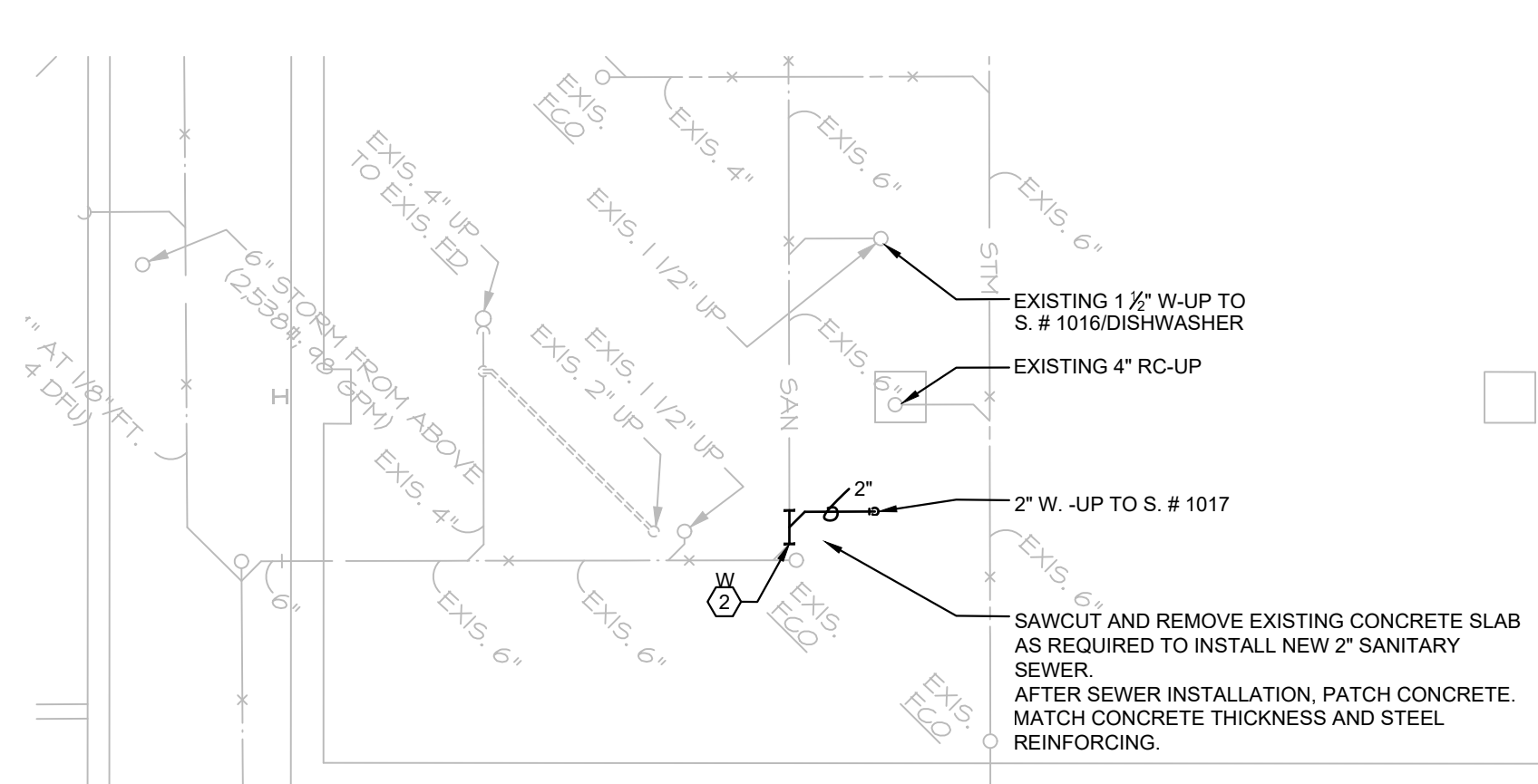
  **FIRST FLOOR SANITARY AND VENT - NEW WORK**
1/8" = 1'-0"



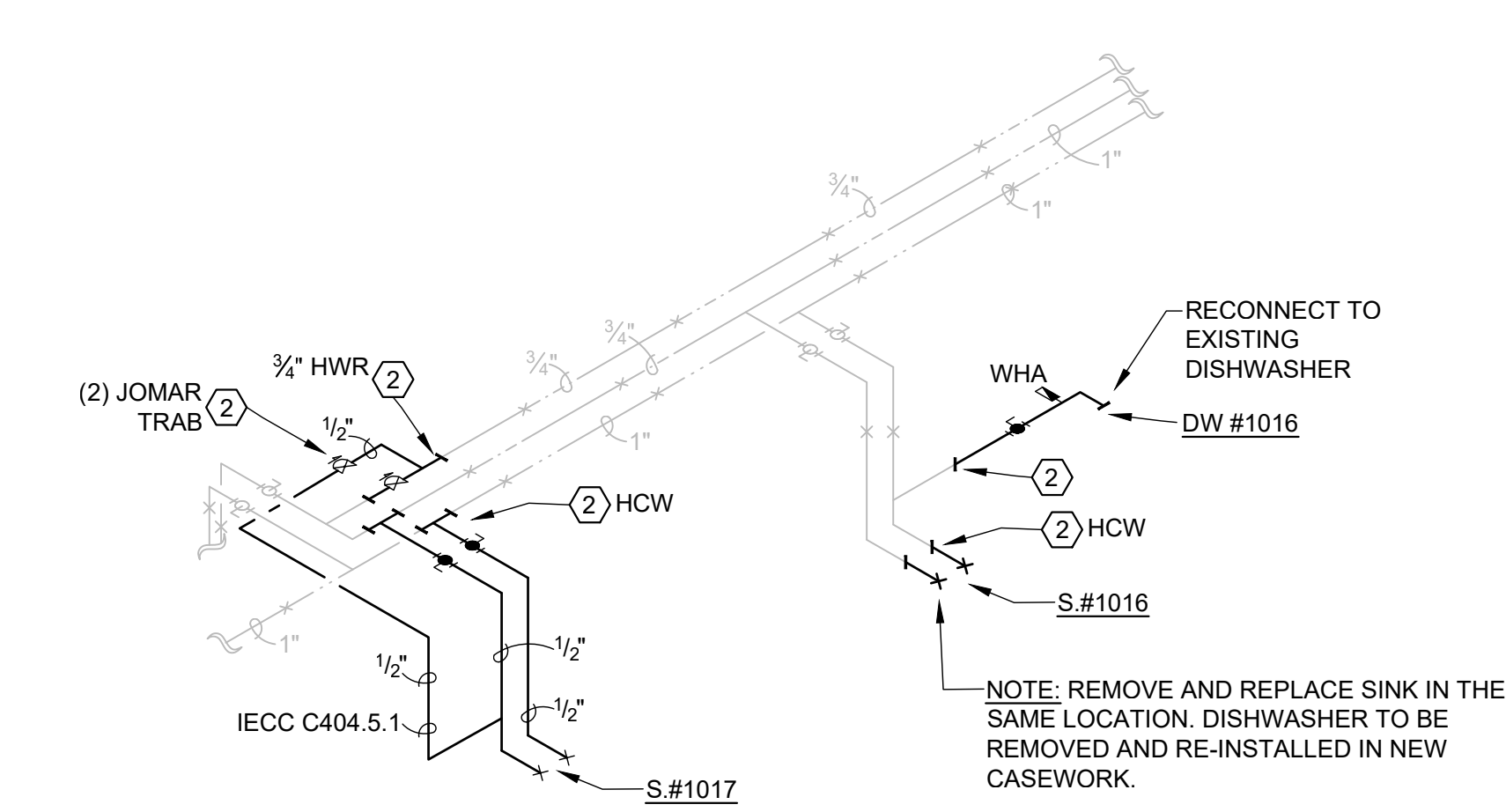
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1/8" = 1'-0"



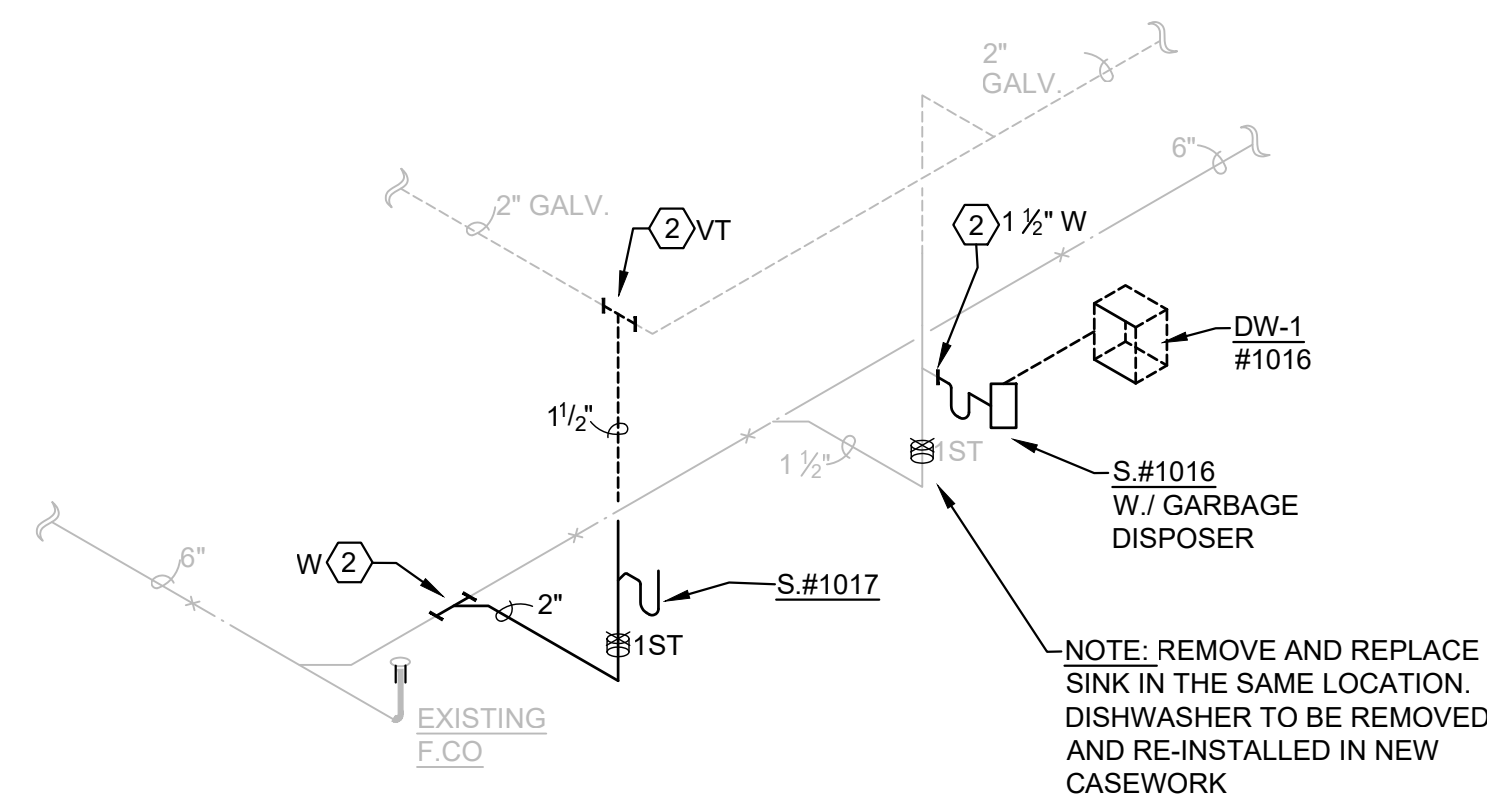
  **FIRST FLOOR WATER - NEW WORK**
1/8" = 1'-0"



FOUNDATION PLAN SANTIARY AND VENT - NEW WORK
1/8" = 1'-0"



 WATER ISOMETRIC
 P101 NO SCALE



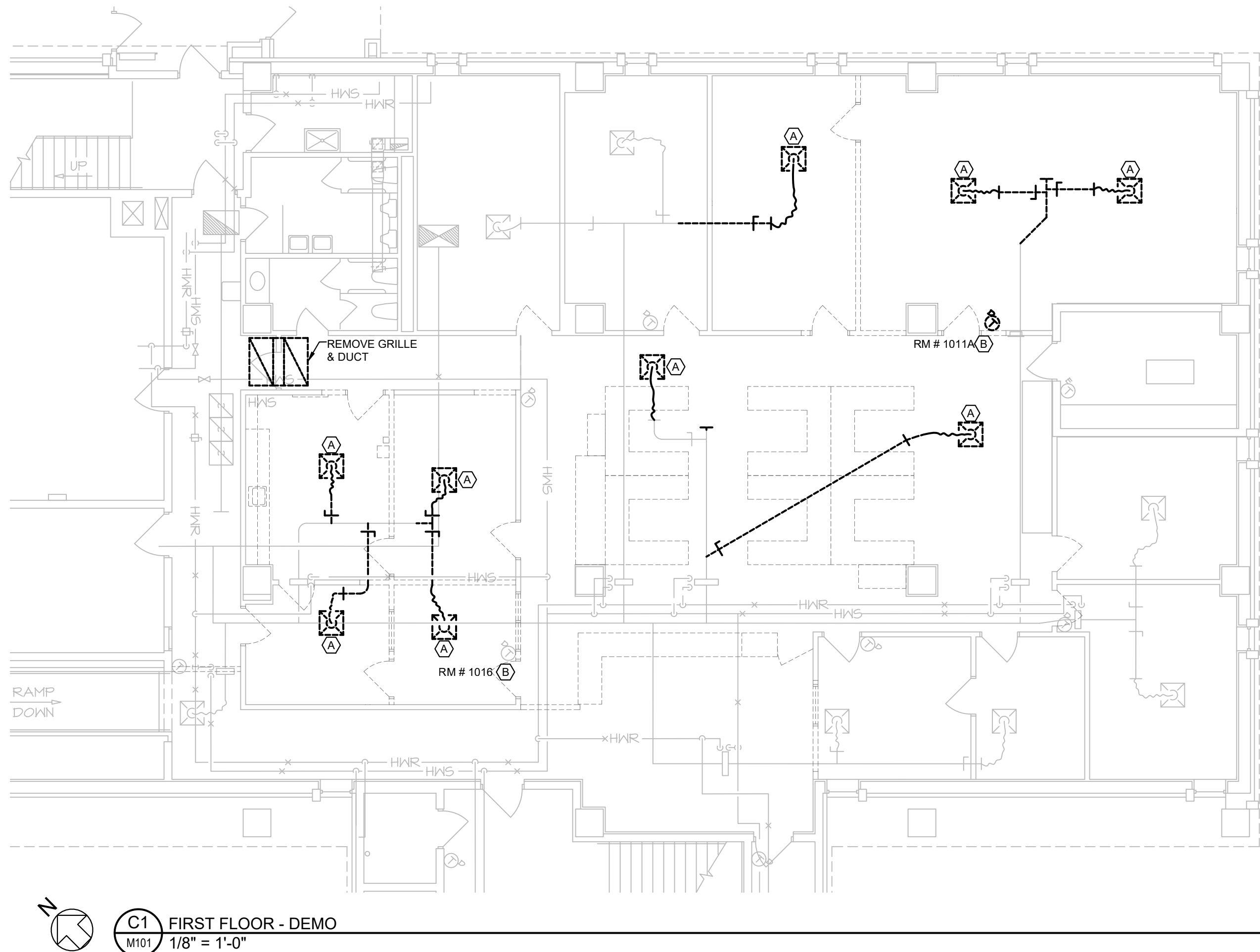
F7 SANITARY ISOMETRIC
P101 NO SCALE

- ## PLAN KEYED NOTES

- ① PLUMBING FIXTURE OR EQUIPMENT TO REMAIN -NO CHANGE.
- ② MAKE NEW CONNECTION TO EXISTING PIPING.
- ③ REMOVE PLUMBING FIXTURE OR EQUIPMENT. TEMPORARILY CAP SERVICE PIPING AT WALL.
- ④ FUTURE POINT OF CONNECTION

SYMBOLS/ ABBREVIATIONS

SYMBOL	DESCRIPTION
----	SANITARY PIPING - BELOW GROUND (BG) [SAN.]
----	SEWAGE PIPING - ABOVE GROUND (AG) [SAN.]
----	SANITARY VENT PIPING - BELOW GROUND (BG) [VT.]
----	SANITARY VENT PIPING - ABOVE GROUND (AG) [VT.]
----	STORM WATER DRAINAGE PIPING
----	BELOW GROUND (BG) [ST.]
----	STORM AND CLEARWATER DRAINAGE PIPING
----	ABOVE GROUND (AG) [ST.]
----	STORM VENT PIPING - BELOW GROUND (BG) [ST.VT.]
----	STORM VENT PIPING - ABOVE GROUND (AG) [ST.VT.]
----	COLD WATER MAIN OR DISTRIBUTION PIPING
----	ABOVE GROUND (AG) [CW]
----	SANITARY DISTRIBUTION PIPING [HW] [110°-120°F]
----	HOT WATER RECIRCULATION PIPING [HWR]
----	EXISTING PIPING TO BE REMOVED OR ABANDONED
----	SEE PLAN FOR NOTES
----	ARROW INDICATES DIRECTION OF FLOW IN DISTRIBUTION OR DRAINAGE PIPING
----	ANY OF THE ABOVE PIPING SYMBOLS INDICATED WITH 'X' IMPLIES PIPING IS EXISTING. SEE PLAN FOR NOTES.
----	SAME AS ABOVE - EXCEPT PIPING IS BELOW GROUND (BG)
----	ANY OF THE ABOVE PIPING IS BELOW GROUND (BG)
----	DROP AT 45° - IN PIPING
----	CLEANOUT
----	GATE VALVE
----	CHECK VALVE
----	BALL VALVE
----	HOT WATER RETURN BALANCING VALVE ASSEMBLY CIRCUIT SETTER
----	STRAINER
----	UNION
100	ROOM NUMBER
A1 P101	DETAIL OR DIAGRAM NUMBER
10.0	SHEET DETAIL OR DIAGRAM IS DRAWN ON
10.0	DRAINAGE FIXTURE UNIT TOTALS (DFU)
10.0	WATER SUPPLY FIXTURE UNIT TOTALS (WSFU)
10.0	FLOOR CLEANOUT
10.0	WATER HAMMER ARRESTOR
10.0	TYPICAL FIXTURE STOP
10.0	THERMOMETER
10.0	CORE DRILL
10.0	KEYED PLAN NOTE
10.0	EXISTING
AP	ACCESS PANEL
CO	CLEANOUT
CO	DISHWASHER
EW	ELECTRIC WATER COOLER
EW	FLOOR CLEANOUT
FD	FLOOR DRAIN [ALL FLOOR DRAINS TO HAVE REMOVABLE STRAINERS]
HCW	HOT AND COLD WATER
JAV	JANITORS CURB
JAV	LAVATORY
NC	LOOP VENT
NC	NO CHANGE
PT	PLUMBING TRADE
RC	ROOF CONDUCTOR
RD	ROOF DRAIN
RAN	SANITARY SEWER
RS	SOIL STACK
ST	STORM OR CLEARWATER PIPING
ST.VT	STORM VENT
ST	STORM VENT
VS	VENT
VS	VENT STACK
W.CO	WALL CLEANOUT
W	WASTE PIPING
WHA	WATER HAMMER ARRESTOR
WS	WASTE STACK
WSP	WATERPROOF
WC	WATER CLOSET
X'	DISTANCE FROM UNFINISHED FLOOR TO C OF PIPE OR BOTTOM OF EQUIPMENT



BOOSTER COIL SCHEDULE

COIL NUMBER	ROOM	CFM	SIZE	FACE AREA	LEAVING AIR TEMP.	ENTERING AIR TEMP.	MBTU	GPM	REMARKS
BC-001	1008B	375	12x9	0.75	100	55	8.1	0.6	
NOTES (APPLIES TO ALL BOOSTER COILS)									
1. 1 FPS MINIMUM WATER VELOCITY.									
2. 500 FPM COIL AIR VELOCITY. (MAX)									
3. 2" AIR PRESSURE DROP. (MAX)									
4. ALL COILS SHALL BE 1 OR 2 ROW, 144 FINS PER FOOT, WITH 180° EWT AND 25°F WATER TEMPERATURE DROP.									
5. CHECK ALL COILS AT 72°F DISCHARGE AIR WITH 120°F WATER.									
6. REFER TO DETAIL C4/M501P FOR COIL PIPING AND INSTALLATION.									
7. REFER TO PLAN FOR QUANTITY OF COILS.									

GRILLE SCHEDULE

CEILING SUPPLY DIFFUSER					
KEY	GRILLE SIZE	CFM	GR. DUCT CONNECTION	BRANCH/ FLEX DUCT SIZE	MISC.
A	12 X 12	0 - 100	6in.	6in.	
B	24 X 24	0 - 100	6in.	6in.	
C	24 X 24	100 - 250	8in.	8in.	
D	24 X 24	250 - 400	10in.	10in.	
E	24 X 24	400 - 600	12in.	12in.	
F	24 X 24	600 - 950	14in.	14in.	

CEILING EXHIRET GRILLES					
KEY	GRILLE SIZE	CFM	GR. DUCT CONNECTION	BRANCH/ FLEX DUCT SIZE	FREE AREA
G	6 X 6	0 - 100	6in.	6in.	.17
H	8 X 8	100 - 190	8in.	8in.	.36
I	10 X 10	190 - 280	10in.	10in.	.48
J	12 X 12	280 - 450	12in.	12in.	.75
K	18 X 18	450 - 900	18 X 18	SEE PLAN	1.73
L	24 X 24	900 - 1600	22 X 22	SEE PLAN	3.15
M	24 X 24	0 - 1700	EGG CRATE	SEE PLAN	

NOTE: SEE FLOOR PLANS FOR ADDITIONAL GRILLE SIZES AND TYPES.

SEE SPECIFICATION FOR GRILLE PANEL SIZE/CONSTRUCTION. PLENUM GRILLES SHALL BE DUCTED TO CORRIDOR WITH LINED DUCTWORK OR FLEXIBLE DUCTWORK.

A DOUBLE LETTER PREFIX (IE AA-) AT A GRILLE DESIGNATION FOR A-M GRILLES INDICATES A DRYWALL/PLASTER CEILING TYPE.

PLAN KEYED NOTES (NEW WORK)

(THIS SHEET ONLY)

- ① NEW CONNECTION TO EXISTING PIPING AND/OR DUCTWORK.
- ② BALANCE GRILLE OR BRANCH DAMPER TO CFM INDICATED.
- ③ RELOCATED THERMOSTAT REQUIRUE LOW VOLTAGE WIRING AND EXTEND TO EXISTING REHEAT VALVE.
- ④ NEW THERMOSTAT. EXISTING CONTROL SYSTEMS ARE LOW VOLTAGE DC. EXTEND POWER FROM EXISTING SYSTEM.
- ⑤ PROVIDE 96x24 TRANSFER DUCT OPENING, ABOVE CEILING.

- CUT EXISTING WALLS FOR NEW WORK. PATCHING OF WALL BY GENERAL CONTRACTOR.

PROVIDE ADDITIONAL OFFSETS IN NEW WORK AS REQUIRED FOR EXISTING CONDITIONS AND COORDINATED INSTALLATIONS.

WHERE PIPING AND/OR DUCTWORK IS INSTALLED WITHIN 7" OF FINISHED CEILING, CLOSELY COORDINATE SYSTEMS FOR INSTALLATION BETWEEN AND AROUND LIGHT FIXTURES AND CEILING MOUNTED ITEMS (I.E. SPRINKLERS, SPEAKERS, ETC.)

AT 90 DEGREE RETURN DUCT OR EXHAUST DUCT SQUARE ELBOWS. PROVIDE 1" DRIVING WEDGE ACCESS DOOR FOR DUCT CLEANING). PROVIDE CURVE ELBOWS UNLESS OTHERWISE DETAILED OR AS APPROVED BY A/E, WHERE SPACE CONSTRAINTS DO NOT ALLOW ROUNDED ELBOWS.

- PLENUM GRILLES: PROVIDE SHEET METAL THROUGH WALL AND STUD A MINIMUM OF 1" BEYOND GYPSUM BOARD. CONNECT TO GRILLE WITH FLEXIBLE DUCT. FOR GRILLES REQUIRING PORTIONED SPACES, PROVIDE 6" OF FLEXIBLE DUCT ABOVE CEILING, ABOVE KINKED BOW AT GRILLE CONNECTIONS.

PLAN KEYED NOTES (DEMOLITION)

(THIS SHEET ONLY)

- ① REMOVE GRILLE & DUCT BACK TO BRANCH MAIN AND CAP EXTEND NEW DUCTWORK AS INDICATED ON NEW WORK PLAN.
- ② RELOCATE THERMOSTAT TO ROOM # INDICATED

- REMOVE ALL DUCTWORK, PIPING AND EQUIPMENT SHOWN DASHED OR AS NOTED. CAP ALL DUCTWORK AND PIPING WHERE NEW CONNECTIONS ARE NOT MADE AT SAME LOCATION.

GENERAL CONTRACTOR SHALL PATCH WALL OPENINGS REMAINING AFTER DEMOLITION TO MATCH ADJACENT SURFACES.

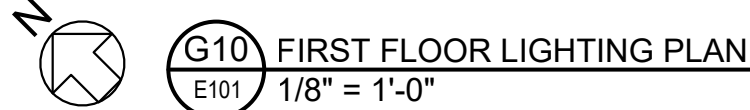
- REMOVE CONTROLS, THERMOSTATS, AND TUBING FOR ALL DEMOLISHED DEVICES.

1. EXISTING LIGHT FIXTURE(S) AND LIGHT SWITCHES) SHOWN ON A LIGHT LINE WEIGHT TO REMAIN IN SERVICE.
2. EXISTING POWER DEVICE(S)(CONNECTORS) SUCH AS RECEPTACLE(S) PUSH BUTTONS, BLANK BOXES, SPMS AND MOTORS) SHOWN ON A LIGHT LINE WEIGHT TO REMAIN IN SERVICE.
3. DEVICES SHOWN ON NEW CASEWORK AT LOW HEIGHT ARE INTENDED TO BE MOUNTED WITHIN THE KNEE SPACE OF THE NEW CASEWORK. COORDINATE WITH CASEWORK SUPPLIER/INSTALLER. REFERENCE THE ARCHITECTURAL CASEWORK DETAILS ON SHEET AS01.
4. AT ALL TV LOCATIONS, ES CALL COORDINATE WITH GC AND OWNER TO DETERMINE EXACT LOCATION OF PROPOSED ELECTRIC DEVICES. THE INTENT IS THE DEVICE SHALL BE LOCATED BEHIND THE TV. SELECTED BY OWNER, AND AVOID CONFLICTS WITH EXISTING OR PROPOSED CASEWORK.
5. THE USE OF "X-0" INDICATES THE DISTANCE FROM FINISHED FLOOR (AFF.) TO THE BOTTOM OF ELECTRICAL EQUIPMENT.
6. EXISTING LOW VOLTAGE DEVICE(S) SUCH AS VOICEDATA OUTLETS(S), BLANK BOXES(S), AND FIRE ALARM DEVICES(S), SHOWN ON A LIGHT LINE WEIGHT TO REMAIN IN SERVICE.

PROVIDE DATA DROPPED AT LOCATION FOR ALL WIRELESS ACCESS POINTS ON ONE ON ONE FLOOR PLAN. PROVIDE 15FT. OF COILED CABLE ABOVE FINISHED CEILING.

(THIS SHEET ONLY)

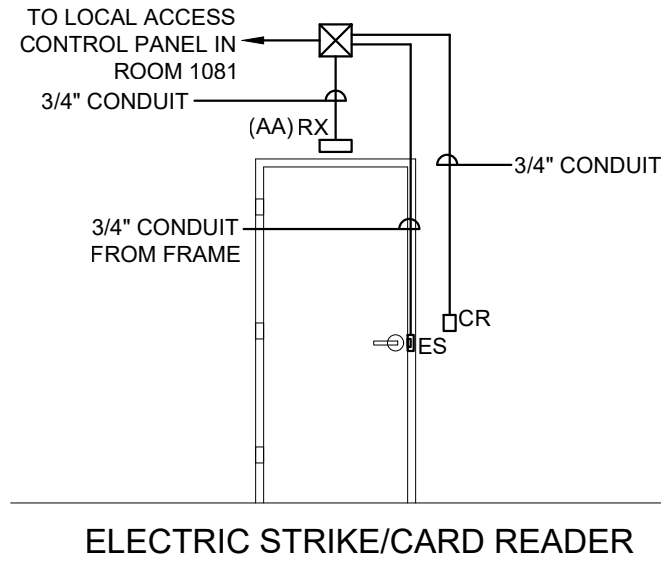
1. UTILIZE EXISTING CIRCUIT SALVAGED FROM DEMOLITION TO FEED NEW FIXTURE(S). PROVIDE CONDUIT AND WIRING AS REQUIRED.
2. UTILIZE EXISTING EMERGENCY LIFE SAFETY POWER EGRESS CIRCUIT TO FEED NEW FIRE ALARM DETECTOR, CONDUIT, WIRING AND PROGRAMMING AS REQUIRED. EXISTING F.A.C.P.'S LOCATED IN BASEMENT ROOM 0040.
3. CUT NEW BACK BOX INTO EXISTING WALL. FISH WALL CAVITY WITH FIBROPLAST CONDUIT TO FEED NEW RECEPTACLE/OUTLETS/ SWITCHES.
4. UTILIZE EXISTING CIRCUIT SALVAGED FROM DEMOLITION TO FEED NEW DEVICE(S). PROVIDE CONDUIT AND WIRING AS REQUIRED.
5. UTILIZE EXISTING SPARE 20A/1P BREAKER IN PANEL INDICATED TO FEED NEW RECEPTACLE(S).
6. EXTEND EXISTING POWER CIRCUIT TO FEED RELOCATED POWER POLE. PROVIDE CONDUIT AND WIRING AS REQUIRED.
7. REINSTALL EXISTING DEVICE(S) SALVAGED FROM DEMOLITION. PROVIDE CONDUIT AND WIRING AS REQUIRED.
8. PROVIDE A NEW SIMPLEX FIRE ALARM HORN DETECTOR, CONDUIT, WIRING AND PROGRAMMING AS REQUIRED. EXISTING F.A.C.P.'S LOCATED IN BASEMENT ROOM 0040.
9. EXISTING DATA RACK TO BE UTILIZED TO TERMINATE ALL NEW DATA OUTLETS(DROP/S).
10. EXISTING PANEL TO BE UTILIZED FOR ALL NEW LOADS.
11. EXTEND EXISTING LIGHTING CIRCUIT TO FEED NEW OR RELOCATED LIGHT FIXTURE(S). PROVIDE CONDUIT AND WIRING AS REQUIRED.
12. UTILIZE EXISTING EMERGENCY LIFE SAFETY POWER EGRESS CIRCUIT IN THE AREA TO FEED NEW RELOCATED FIXTURE(S). PROVIDE CONDUIT AND WIRING AS REQUIRED.



1. ALL ELECTRICAL EQUIPMENT/FIXTURES AND DEVICES SHOWN BOLD AND DASHED ON THE DEMOLITION PLAN ARE INTENDED TO BE REMOVED AND ARE REQUIRED TO BE REMOVED. ALL ELECTRICAL ITEMS REMOVED AND NOT RELOCATED REMAIN THE RESPONSIBILITY OF THE GC. THE GC SHALL BE RESPONSIBLE FOR THE DISPOSAL OF ANY MATERIAL. THE OWNER DOES NOT WANT TO REUSE OR RETAIN.
2. THE DRAWINGS ARE NOT INTENDED TO INDICATE THE SCOPE OF WORK TO BE REMOVED. IF ANY BOXES, CONDUIT, OR WORK THAT MUST BE REMOVED, THE CONTRACTOR SHALL VISIT THE SITE TO DETERMINE THE SCOPE. DEMOLITION NECESSARY TO REMOVE THE ELECTRICAL WORK, REFER TO SPECS FOR ADDITIONAL REQUIREMENTS.
3. GC SHALL REMOVE AND REPLACE ALL CEILING TILES AS REQUIRED TO EXPOSE THE EXISTING CEILING. ALL BOXES, CONDUIT, OR CONSTRUCTION, DAMAGED TILES SHALL BE REPLACED BY THE GC WITH IDENTICAL MATERIAL.
4. EC TO RE-SUPPORT EXISTING CONDUITS TO REMAIN PER N.E.C. AS REQUIRED. EC TO REPAIR EXISTING CONDUIT CASING TO REMAIN PER TIA/EIA STANDARDS AS REQUIRED.
5. DISCONNECT AND REMOVE ANY BOXES, CONDUIT, OR RACEWAY DETERMINED TO BE ABANDONED THAT IS EXPOSED BY DEMOLITION.
6. HANGER CLAMP RUN IS EXPOSED. ALL ASSOCIATED SUPPORTS, HANDS, CONDITS, ETC. SHALL ALSO BE REMOVED, WHERE EXPOSED. ALL CONDUIT IN CONCRETE SHALL BE CUT OFF WITH CONCRETE, PULL OUT WIRE AND PUG THE OPENING AS REQUIRED.
7. WHERE ELECTRICAL DEVICES (IE. LIGHTS, RECEPTABLES, SWITCHES, ETC.) ARE BEING REMOVED, ALL ASSOCIATED WIRE AND CONDUIT BACK TO THE PANELBOARD OR FEEDER JUNCTION BOX SHALL BE REMOVED. ALL WIRE TO REMAIN IN WALL WHEN NOT TO BE REMOVED WITH NEW DEVICES, BUT SHALL BE REMOVED ABOVE CEILING SHALL BE REPAIRED TO REMAIN.

(THIS SHEET ONLY)

- | | |
|---|---|
| A | DISCONNECT AND REMOVE EXISTING LIGHT FIXTURE(S). SALVAGE EXISTING CIRCUIT(S) FOR REUSE. REFERENCE THE LIGHTING PLAN. |
| B | DISCONNECT/REMOVE AND SALVAGE EXISTING LIGHT FIXTURE(S) AND CIRCUIT FOR REUSE. REFERENCE THE LIGHTING PLAN. |
| C | DISCONNECT AND REMOVE EXISTING DEVICE(S). SALVAGE EXISTING CIRCUIT(S) FOR REUSE. REFERENCE THE LIGHTING AND POWER/SYSTEMS PLANS. |
| D | DISCONNECT/REMOVE AND SALVAGE EXISTING FIRE ALARM DEVICE(S) FOR REUSE. SALVAGE EXISTING CONDUIT AND WIRING FOR EXTENSION TO NEW LOCATION. REFERENCE THE POWER/SYSTEMS PLAN. |
| E | DISCONNECT/REMOVE AND SALVAGE EXISTING POWER POLE(S) FOR REUSE. SALVAGE EXISTING CIRCUIT(S). CONDUIT AND WIRING FOR REUSE. REFERENCE THE POWER/SYSTEMS PLAN. |
| F | EXISTING PANEL TO REMAIN. |



DOOR - SECURITY GENERAL NOTES

- EC TO PROVIDE 3/4" CONDUIT FROM DOOR FRAME TO CEILING SPACE OF SECURED SIDE OF DOOR. EC TO PROVIDE LOW VOLTAGE WIRING AS REQUIRED.
- MANUFACTURER TO PROVIDE ALL DEVICES NECESSARY FOR A COMPLETE INSTALLATION. REFERENCE SPECIFICATION 08 71 00.
- EC TO COORDINATE ELECTRICAL REQUIREMENTS WITH DOOR HARDWARE SUPPLIER.
- REFERENCE SPECIFICATIONS 28 13 00.

KS CARD READER DOOR CONTROL
E501 NO SCALE

DOOR - SECURITY LEGEND

CR = CARD READER / KEYPAD (a)
DEL = DELAYED EGRESS ELECTRIC LOCK (b)
DML = DELAYED EGRESS MAGNETIC LOCK (b)
DO = DOOR OPERATOR (b)
EH = ELECTRIC HINGE / POWER TRANSFER HINGE (b)
EL = ELECTRIC LOCK (b)
ELR = ELECTRIC LATCH RETRACTION (b)
ES = ELECTRIC STRIKE
L = LATCH (b)
MS = MOTION SENSOR (c)
PB = PUSH BAR (b,c)
PH = PANIC HARDWARE/BAR (b,c)
PS = POWER SUPPLY (b)
PT = PUSH TO EXIT (b,c)
RX = RETURN TO EXIT (c)
(AA) = (AS APPLICABLE)

NOTES:
(a) SEE DEVICE HEIGHT LEGEND FOR MOUNTING HEIGHT.
(b) FURNISHED WITH DOOR HARDWARE.
(c) DEVICES ON EGRESS SIDE OF DOOR.

LIGHT FIXTURE SCHEDULE

TYPE	BASIS OF DESIGN MANUFACTURER CATALOG NUMBER	FIXTURE ACCEPTABLE MANUFACTURERS (FIXTURE SERIES)	FIXTURE DESCRIPTION	TYPE	DELIVERED LUMENS	COLOR TEMPERATURE	POWER SOURCE		DESIGNED INPUT WATTS	VOLTAGE	MNTG HEIGHT	FIXTURE DEPTH	NOTES
							QTY	DRIVER TYPE	MIN DIM %				
A4	LITHONIA LIGHTING CAT# CPY-2X4-4000LM-80CRI-35K-SWL-MIN10-ZT-MVOLT	COLUMBIA LIGHTING (CBT24) DAYBRITE (EXP 2X4) METALUX (AEPF LED) MAXLITE (MLFP)	2x4 RECESSED FLAT PANEL FIXTURE, GRID/LAY-IN INSTALLATION, WHITE FROSTED ACRYLIC LENS WITH SMOOTH PATTERN, 80 CRI	L	4200 lm MIN	3500K	1	DIM	10	40	120	1.34"	1,2
G2	GOTHAM LIGHTING CAT# EVO6-35/20-AR-LSS-MD-MVOLT-GZ10-TRW	ATLANTIC LIGHTING (LED6) LIGHTOLIER (P8R) PORTFOLIO (LID6) PRESCOLITE (LC6SL)	6" APERTURE RECESSED DOWN LIGHT, 0-10V DIMMING DRIVER, 80 CRI, MEDIUM BEAM SPREAD (50-55°), SELF WHITE FLANGE, SEMI-SPECULAR CLEAR ALZAK REFLECTOR	L	1800 lm MIN 2000 lm MAX	3500K	1	DIM	10	22	120	8"	1,2
EX	LITHONIA LIGHTING CAT# LE-S-8-1-R	CHLORIDE (S6) DUAL-LITE (SE) LIGHT ALARMS (TX) SURE-LIGHTS (CX)	SINGLE/DOUBLE FACE EXIT SIGN- SEE FLOOR PLAN, RED LETTERS, CAST ALUMINUM, BLACK HOUSING AND FACE, CEILING OR WALL MOUNTED-SEE FLOOR PLAN	L	-	-	1	STD	-	3	120	-	1,4
Z			SALVAGED FIXTURES										3

ABBREVIATIONS:

ALO - ACTUAL LUMEN OUT
B.O.F. - AFF/AFG TO BOTTOM OF FIXTURE
C.O.F. - AFF/AFG TO CENTER OF FIXTURE
DIM - 0-10V DIMMING DRIVER
DMX - DMX DRIVER
ELV - ELECTRONIC LOW VOLTAGE DIMMER

EX - EXISTING
F - FLUORESCENT
H - HID
I - INCANDESCENT
L - LED
MAX - MAXIMUM

MIN - MINIMUM
P.A.F. - PAINT AFTER FABRICATION
U.O.N. - UNLESS OTHERWISE NOTED
STD - STANDARD LED DRIVER (NON-DIMMING)
UNV - UNIVERSAL VOLTAGE 120-277V
V - VARIES - SEE FLOOR PLANS

- NOTES:
- THE LISTED ACCEPTABLE MANUFACTURERS ARE APPROVED AS EQUALS TO THE BASIS OF DESIGN FOR THIS PROJECT AND MUST COMPLY WITH SPECIFICATIONS INDICATED IN FIXTURE DESCRIPTION AS WELL AS MATCH PERFORMANCE AND APPEARANCE TO THE BASIS OF DESIGN SELECTED FIXTURE. PRODUCTS NOT EQUAL IN AESTHETICS, LIGHT DISTRIBUTION, CONSTRUCTION QUALITY AND PERFORMANCE TO THE BASIS OF DESIGN WILL NOT BE ACCEPTED.
 - PROVIDE DIMMER SWITCH TO CONTROL LED FIXTURES TO MINIMUM 10% BEFORE SHUT OFF, DIMMER MUST BE COMPATIBLE WITH SELECTED MANUFACTURER'S FIXTURE.
 - CLEAN LUMINAIRE HOUSING, LENS AND LAMP COMPARTMENT PRIOR TO REINSTALLING FIXTURE.
 - PROVIDE MOUNTING ACCESSORIES APPROPRIATE FOR EACH INSTALLATION, MOUNT EXIT SIGN CENTERED WITHIN 24" ABOVE THE DOOR FRAME.

SPECIAL PURPOSE CONNECTION SCHEDULE

TAG	DESCRIPTION	VOLTS	PHASE	LOAD			ROOM / LOCATION	RECEPTACLE				DATA	CIRCUIT	BREAKER		WIRE			CONDUIT SIZE	NOTES
				WATTS	FLA	MCA		STD	GFI	TWIST LOCK	HEIGHT			AMPS/POLES	TYPE	NO.	SIZE	GND		
DW	DISH WASHER (RELOCATED)	-	-	-	-	-	1016	-	-	-	-	-	EXISTING	EXISTING	-	-	-	-	-	1
ABBREVIATIONS:				SP - SPARE BREAKER TM - THERMAL MAGNETIC SS - SOLID STATE KW - KILOWATT FLA - FULL LOAD AMPS MCA - MAIN CIRCUIT AMPS																
STD - STANDARD GFI - GROUND FAULT INTERRUPTER ST - SHUNT-TRIP GND - GROUND																				
NOTES:				1. EXTEND EXISTING CONDUIT AND CONDUCTORS TO NEW LOCATION.																

ABBREVIATIONS

A AMPERE(S)
AC AIR CONDITIONING UNIT
ADA AMERICANS WITH DISABILITIES ACT
AFC ABOVE FINISHED CEILING
AFF ABOVE FINISHED FLOOR
AFG ABOVE FINISHED GRADE
AHU AIR HANDLING UNIT
AIC ANTICIPATED INTERRUPTING CURRENT
ALT ALTERNATE
ATS AUTOMATIC TRANSFER SWITCH
AWG AMERICAN WIRE GAUGE
BKR BREAKER
BW BLANKET WARMER
C CONDUIT
CATV CABLE ANTENNA TELEVISION
CB CIRCUIT BREAKER
COFF COFFEE MACHINE
CKT CIRCUIT
CM CONSTRUCTION MANAGER
CT CURRENT TRANSFORMER
DIST DISTRIBUTION
DOOR DOOR OPERATOR
EC ELECTRICAL CONTRACTOR
ECB ENCLOSED CIRCUIT BREAKER
EM EMERGENCY
EMT ELECTRICAL METALLIC TUBING
ETR EXISTING TO REMAIN
EWC ELECTRIC WATER COOLER
FA FIRE ALARM
FAAP FIRE ALARM ANNUNCIATOR PANEL
FACP FIRE ALARM CONTROL PANEL
FDR FEEDER
FLA FULL LOAD AMPS
FPC FIRE PROTECTION CONTRACTOR
FSC FOOD SERVICE CONTRACTOR
GC GENERAL CONTRACTOR
GEN GENERATOR
GFI,GF GROUND FAULT INTERRUPTER
GND GROUND
ICE ICE MACHINE
ICE HIGH INTENSITY DISCHARGE
HP HORSE POWER
HVAC HEATING, VENTILATING, A/C CONTRACTOR
HWR HEAVY WALL RIGID CONDUIT
IMC INTERMEDIATE METALLIC CONDUIT
J-BOX JUNCTION BOX
KEC KITCHEN EQUIPMENT CONTRACTOR
KV KILOVOLTS
KVA KILOVOLT-AMPERE(S)
KW KILOWATT(S)
LCP LIGHTING CONTROL PANEL
MCA MINIMUM CIRCUIT AMPS
MCB MAIN CIRCUIT BREAKER
MCC MOTOR CONTROL CENTER
MCM THOUSAND CIRCULAR MIL(S)
MDP MAIN DISTRIBUTION PANEL
MGAP MEDICAL GAS ALARM PANEL
MLO MAIN LUG ONLY
MTS MANUAL TRANSFER SWITCH
MW MICROWAVE
NAC NOTIFICATION APPLIANCE CONTROL
N.E.C. NATIONAL ELECTRIC CODE
NIC NOT IN CONTRACT
NL NIGHT LIGHT
NTS NOT TO SCALE
OH OVERHEAD
PLOC PLUMBING CONTRACTOR
PNL PANEL
PRESS PRESSURE MONITOR
PRI PRIMARY
PTZ PAN, TILT, ZOOM
PVC POLYVINYL CHLORIDE
(R) ROOF
REC RECEPTACLE
REF REFRIGERATOR
RT RAIN TIGHT
SCP SUMP PUMP CONTROL PANEL
SEC SECONDARY
SHPS SECURITY HARDWARE POWER SUPPLY
SPC SPECIAL PURPOSE CONNECTION
SPD SURGE PROTECTION DEVICE
SWBD SWITCHBOARD
TC TERMINAL CONTROLLER
TCC TEMPERATURE CONTROL CONTRACTOR
TOP TEMPERATURE CONTROL PANEL
TOPS TEMPERATURE CONTROL POWER SUPPLY
TELE TELEPHONE
TR TOASTER
TV TELEVISION
TYP TYPICAL
UC UNDERCABINET
UG UNDERGROUND
UH UNIT HEATER
U.O.U. UNLESS NOTED OTHERWISE
UPS UNINTERRUPTED POWER SYSTEM
V VOLT(S)
VFD VARIABLE FREQUENCY DRIVE
W WATT(S)
WP WEATHERPROOF
XFMR TRANSFORMER

NOTE:
* THIS COMPRISES A COMPLETE LIST OF ITEMS. NOT ALL ABBREVIATIONS MAY NECESSARILY BE REPRESENTED ON THIS PROJECT.

AUTOMATIC LIGHTING CONTROLS SCHEDULE

DEVICE SYMBOL	DEVICE TYPE	BASIS OF DESIGN MANUFACTURER (CATALOG NUMBER)	ACCEPTABLE MANUFACTURER (MODEL SERIES)	LIGHTING DEVICE DESCRIPTION	VOLTAGE	NOTES
ND \$	WALL MOTION/ DIMMING SWITCH	ACUITY (SENSOR SWITCH) (WSX-PDT-0-SA-XX)	WATTSTOPPER HUBBELL LEVITON COOPER (GREENGATE)	DUAL TECHNOLOGY OCCUPANCY SENSOR SWITCH, 0-10V DIMMING WALL MOUNTED, 5 MIN. TO 30 MIN. TIME DELAYS, VACANCY FUNCTION.	120/277 VAC	1,2,5
OS	CEILING OCCUPANCY SENSOR	ACUITY (SENSOR SWITCH) (CM-PDT-0)	WATTSTOPPER HUBBELL LEVITON COOPER (GREENGATE)	DUAL TECHNOLOGY OCCUPANCY SENSOR, CEILING MOUNTED, SMALL MOTION 360° COVERAGE AREA, HIGH DENSITY VACANCY FUNCTION.	24 VDC	1,2,3,4,5
NOTES:						
1. ACCEPTABLE MANUFACTURERS MUST COMPLY WITH SPECIFICATIONS INDICATED IN LIGHTING CONTROLS DESCRIPTION. PRODUCTS NOT EQUAL IN QUALITY, TECHNOLOGY AND PERFORMANCE WILL NOT BE ACCEPTED.						
2. PROVIDE POWER PACK(S) AND TRANSFORMER(S) AS REQUIRED.						
3. WIRE ALL SENSORS AHEAD OF ANY SWITCHES WITHIN THE SPACE TO PROVIDE MANDATORY "OFF". ADJUST THE TIME, SENSITIVITY AND/OR DIRECTIONAL SETTINGS OF THE UNIT TO OWNER'S SATISFACTION.						
4. LOCATIONS OF OCCUPANCY SENSORS SHOWN ARE DIAGRAMMATIC. ACTUAL LOCATION SHALL BE DETERMINED IN THE FIELD (BY E.C.) BASED ON FURNITURE LAYOUT AND AS RECOMMENDED BY THE MANUFACTURER. PROVIDE A SPARE 5 FT. OF CONDUCTORS AT EACH SENSOR LOCATION FOR FIELD ADJUSTMENT IN FUTURE.						
5. THE VACANCY FUNCTION SHALL BE UTILIZED FOR ALL OFFICES, CONFERENCE ROOMS, BOARD ROOMS, CONSULT ROOMS AND NON-PATIENT AREAS.						

DEVICE MOUNTING HEIGHT LEGEND

DESCRIPTION	MOUNTING HEIGHT
LIGHT SWITCH	45 5/8" CENTERED AFF.
OCCUPANCY SENSOR WALL SWITCH	45 5/8" CENTERED AFF.
FIRE ALARM AUDIOVISUAL DEVICES	80" AFF TO BOTTOM OF LENS
FIRE ALARM VISUAL DEVICES	80" AFF TO BOTTOM OF LENS
DATAVOICE OUTLET - STANDARD HEIGHT	18" CENTERED AFF.
CARD READER	45 5/8" CENTERED AFF.

LEGEND NOTES:

- THE ABOVE LIST OF MOUNTING HEIGHTS SHALL BE USED FOR INSTALLATION OF DEVICES UNLESS NOTED OTHERWISE ON THE DRAWINGS.
- EXACT MOUNTING HEIGHTS OF DEVICES MAY BE SLIGHTLY ADJUSTED IN THE FIELD TO ACCOMMODATE BLOCK COURSES AND UNIFORMITY OF THE WALL.
- THE ABOVE ITEMS COMPRISE A COMPLETE LIST AND NOT ALL ITEMS MAY BE APPLICABLE TO THIS PROJECT.

ELECTRICAL SYMBOLS LEGEND

SYMBOL	DESCRIPTION (MOUNTING)
LIGHTING FIXTURES	
	RECESSED DOWN LIGHT FIXTURE (ROUND, SQUARE) (1)
	RECESSED CEILING FIXTURE - 2X4, 2X2, 1X4 (1)
	EXIT SIGN - SINGLE FACE (CEILING, WALL)
AUTOMATIC LIGHTING CONTROLS	
	360 DEGREE OCCUPANCY SENSOR, CEILING (2)
RACEWAYS	
	UNDERGROUND/UNDER SLAB CONDUIT
	ABOVE GRADE/CONCEALED ABOVE CEILING CONDUIT
	SURFACE MOUNTED CONDUIT
	HOME RUN OF CIRCUIT
	CONTINUATION OF CIRCUIT (OR CONNECTION TO EQUIPMENT)
WIRING DEVICES	
	SWITCH - 1, 2 POLE; 3, 4 WAY
	DUPLEX RECEPT. (NORMAL, EMERG) - STANDARD HEIGHT(3)
	SPECIAL PURPOSE CONNECTION (4)
SECURITY EQUIPMENT	
	REQUEST TO EXIT
	ELECTRIC STRIKE
	CARD READER
	DOOR POSITION SWITCH
FIRE ALARM AND DETECTOR DEVICES	
	STROBE ONLY (5)
	HORN/STROBE (5)
	SMOKE DETECTOR
	HEAT/THERMAL DETECTOR

NOTES:

- FIXTURE TYPE: SEE LIGHT FIXTURE SCHEDULE (LOCATION AROUND SYMBOL MAY VARY)
- CIRCUIT NUMBER: SEE PLAN FOR PANEL BEING USED (LOCATION AROUND SYMBOL MAY VARY)
- XX - INDICATES AUTOMATIC LIGHTING CONTROL DEVICE TYPE. REFERENCE SCHEDULE ON THIS SHEET.
- RECEPTACLE CIRCUIT NUMBER: SEE PLAN FOR PANEL BEING USED (LOCATION AROUND SYMBOL MAY VARY)
- DEVICE HEIGHT (ONLY USED FOR SPECIAL HEIGHT REQUIREMENTS)
- SPECIAL PURPOSE CONNECTION DESIGNATION TAG. SEE SCHEDULE ON THIS SHEET.
- INDICATES SEQUENTIAL NUMBER
- INDICATES ABBREVIATED DESCRIPTION
- (##) DESIGNATION INDICATES CANDELA OF VISUAL ALARM.

* THIS COMPRISES A COMPLETE LIST OF ITEMS. NOT ALL SYMBOLS MAY NECESSARILY BE REPRESENTED ON THIS PROJECT.

Revisions:	
No.	Date: Description:
01	04/25/25 OWNER REVIEW SET
OWNER REVIEW SET	
GRAPHIC SCALE UNLESS NOTED OTHERWISE	
PROJECT NUMBER	25CDEP01.00
DATE ISSUED	25 APRIL, 2025
SHEET NUMBER	E501

CONTRACT WORK INCLUDES ALL CEILING MOUNTED ITEMS OR DEVICES SHOWN ON THIS PLAN AND AS SHOWN ON THE PLANS OF OTHER TRADES. THIS DRAWING DOES NOT RELIEVE CONTRACTOR'S RESPONSIBILITY TO INDIVIDUALLY COORDINATE THEIR WORK WITH OTHER TRADES.

REFLECTED CEILING PLAN LEGEND

SYMBOLS KEY

ARCHITECTURAL

AP ACCESS PANEL
GYPSUM BOARD CEILING

FIRE PROTECTION

PENDENT SPRINKLER HEAD
PENDENT SPRINKLER HEAD
PENDENT SPRINKLER HEAD
PENDENT SPRINKLER HEAD
UPRIGHT SPRINKLER HEAD
UPRIGHT SPRINKLER HEAD
UPRIGHT SPRINKLER HEAD

HVAC

PAINTED METAL PANEL
SUPPLY DIFFUSER
SUPPLY DIFFUSER
RETURN GRILLE
RETURN GRILLE
RETURN GRILLE
SLOT DIFFUSER
EXHAUST GRILLE
EXHAUST GRILLE
OCCUPANCY SENSOR

ELECTRICAL

RECESSED DOWN LIGHT, SURFACE / PENDANT
2x4 LIGHT FIXTURE - RECESSED / SURFACE
2x2 LIGHT FIXTURE - RECESSED / SURFACE
1x4 LIGHT FIXTURE - RECESSED / SURFACE
TRACK LIGHTING
EMERGENCY BATTERY PACK
EXIT SIGN/WARNING - SINGLE FACED
EXIT SIGN - DOUBLE FACED
OCCUPANCY SENSOR
LIGHT SENSOR
CEILING MOUNTED RECEPTACLE
CEILING MOUNTED SPECIAL PURPOSE CONNECTION
CEILING MOUNTED DATA/VOICE OUTLET
DUPLEX RECEPT / TELEVISION OUTLET COMBINATION
WIRELESS DATA ACCESS POINT
RECESSED CEILING SPEAKER
CEILING MOUNTED SPEAKER/STROBE
CEILING MOUNTED HORN/STROBE
CEILING MOUNTED CHIME/STROBE
CEILING MOUNTED STROBE ONLY
SMOKE DETECTOR
SMOKE DETECTOR FOR ELEVATOR CONTROL
THERMAL DETECTOR
PAGING SPEAKER RECESSED
SOUND SPEAKER RECESSED
PAGING SPEAKER SURFACE
CEILING MOUNTED MIC JACK
ANTENNA
MOTION DETECTOR
CEILING MOUNTED SECURITY CAMERA
CEILING MOUNTED SECURITY CAMERA (DOME TYPE)
CORRIDOR DOME LIGHT
CORRIDOR ZONE LIGHT
CORRIDOR DOME LIGHT, FULL FEATURE
REMOTE LOCATOR RECEIVER
REMOTE TES SWITCH W/ INDICATOR

NEW WORK PLAN NOTES

GENERAL NOTES:

- SEE ARCHITECTURAL DEMOLITION PLAN FOR NEW WORK INCLUDING BUT NOT LIMITED TO:
 - WALL PATCHING AT: CEILINGS THAT CHANGE HEIGHT, REMOVED AND INFILLED DOORS/FRAMES.
 - PATCHING OR PREP WORK OF EXISTING FINISHES AS REQUIRED FOR NEW ROOM FINISHES.
- SEE MECHANICAL TRADES DRAWINGS FOR LOCATIONS OF NEW OUT IN DEVICES INTO EXISTING PARTITIONS THAT WILL RESULT IN PATCHING OF EXISTING WALLS, FLOORS, AND CEILINGS.
- SEE MECHANICAL TRADE DRAWINGS FOR AREAS OUTSIDE OF THE MAIN ARCHITECTURAL SCOPE OF WORK AREA THAT MAY REQUIRE TEMPORARY REMOVAL AND REINSTALLATION OF CEILINGS AND SUPPORT OF CEILING MOUNTED EQUIPMENT FOR MECHANICAL TRADE WORK.
- TRADES SHALL CAREFULLY COORDINATE WALL MOUNTED DEVICE COVERPLATES TO FIT WITH SCHEDULED CASEWORK AS INDICATED ON THESE DRAWINGS. COORDINATE HEIGHTS OF DEVICES TO CLEAR COUNTERTOP BACKSPASHES, CASEWORK, AND WALL PROTECTION SHEETING AND CERAMIC WALL TILE WAINSCOTS.
 - SEE ACCESSORY SCHEDULE FOR CLEARANCE REQUIREMENTS OF ELECTRICAL DEVICES WHERE ALCOHOL AND HAND WASH DISPENSERS ARE BEING PROVIDED. CAREFULLY COORDINATE INSTALLATION OF ELECTRICAL DEVICES TO LEAVE SPACE TO INSTALL THESE WALL MOUNTED DISPENSERS.
- WHERE EXISTING DOORS/ BORROWED LITE FRAMES ARE SCHEDULED TO REMAIN IN NEW WORK AREAS, FRAMES SHALL BE REPAINTED PER SCHEDULED FRAME COLOR AS LISTED IN THE INTERIOR FINISH SCHEDULE.



CONSTRUCTION		
BUILDING		2,229 SF
General	\$205.00 SF	
Plumbing	\$10.00 SF	
Mechanical	\$20.00 SF	
Electrical	\$40.00 SF	
	\$275.00 SF	
Total Security Solutions (bullet proof reception area)	\$20,425.00	
CONSTRUCTION SUB-TOTAL		\$633,400
CONTINGENCY (5%)		\$31,670
CONSTRUCTION TOTAL		\$665,070
PROJECT ESTIMATE		
		\$665,070
*DOES NOT INCLUDE SOFT COSTS		
**DOES NOT INCLUDE FIXTURES, FURNISHING & EQUIPMENT		

FUNCTION-ROOM AREA	PROPOSED			COMMENTS
	QUANT.	RNSF	TOTAL	
OFFICES			510	
GIS Admin. / Remote	1	82	82	
GIS Analyst	1	82	82	
CEDS	1	82	82	
Senior Planner / Remote	1	82	82	
Assistant Financial Director	1	107	107	
Payroll	1	75	75	
SUPPORT ACTIVITY			1,516	
Breakroom	1	172	172	
Mother's Room	1	110	110	
Conference Room	1	180	180	
Storage Room	1	352	352	
Passage 1	1	95	95	
Passage/Print	1	137	137	
Front Desk / Reception	1	470	470	
ROOM NET			2,026	
NET/GROSS FACTOR			1.10	
DEPT. GROSS			2,229	



Proposal Number: 18960Project: De Pere (WI) City Hall - 1st Floor RemodelDate: 4/22/2025 Expires: 60 days

PROJECT PROPOSAL: De Pere (WI) City Hall - 1st Floor Remodel

Customer: Berners-Schober Associates**Street:** 310 Pine Street**City:** Green Bay**State:** WI**Zip:** 54301**Country:** United States**Ship to Company:** Berners-Schober Associates**Ship to Street:** 310 Pine Street**Ship to City:** Green Bay**Ship to State:** WI**Ship to Zip:** 54301**Country:** United States

OUR PROVEN PROCESS



OUR GUIDING PRINCIPLES

Customer Experience – We deliver an outstanding customer experience on every project.

Customization – We solve security problems and provide innovative, customized solutions.

Speed – We deliver bulletproof barrier systems in as little as four weeks using state of the art equipment and highly-trained craftsmen.

Todd Ross
Sr. Account Manager
P: 517 223 7807 x 214
E: tross@tssbulletproof.com

Proposal Number: 18960
 Project: De Pere (WI) City Hall - 1st Floor Remodel
 Date: 4/22/2025 Expires: 60 days



SUMMARY: SCOPE OF WORK

During our initial conversations, we have determined that the main objectives of this project are:

DE PERE, WI - CITY HALL FIRST FLOOR REMODEL, Tested and Rated To UL 752 Level 3 Standards.

BULLET RESISTANT BAFFLE TRANSACTION WINDOWS

Quantity/Unit Size:

(1) 6' 0" x 3' 8" Breakout Pricing: \$ 11,659.00

(1) 6' 0" X 4' 8"

Features: Tested and Rated To UL 752 Level 3 Standards - 1 1/4" LP1250 BR Laminated Polycarbonate Acrylic Glazing Fabricated Into Bullet Resistant Transaction Windows Using Clear Satin or Dark Bronze Anodized Aluminum TSS-BL 1.75 Bullet Resistant Framing System. Each Elevation Includes (1) Baffle Transaction Section, (1) Stainless Steel Recessed Deal Tray with Level 3 Bullet Trap (16" x 10" x 1 3/4"), and All Exposed Glazing Edges/Glazing Joints Polished "Water Clear".

Note: Countertop Furnished By Others.

BULLET RESISTANT WOOD CORE DOOR

Quantity/Unit Size:

Breakout Pricing: \$ 5,485.00

(1) 3/0 x 7/0 x 1 3/4" Flush Panel Wood Core Door Finished In A Staingrade or Paintable Flat Cut Maple Veneer (Prepped For Onsite Finishing) Using Clear Satin or Dark Bronze Anodized Aluminum TSS-BL 1.75 Bullet Resistant Framing System.

Door Hardware Includes: Select SL-11 Heavy Duty Continuous Hinge, LSDA Heavy Duty Door Closer with Drop Plate, and Schlage ND-80 Keyed Lever Lockset with Storeroom Function.

Factory Prep Only: All Additional Door Hardware (All Additional Door Hardware Furnished By Others).

BULLET RESISTANT BB-3 FIBERGLASS OPAQUE ARMOR

Quantity/Unit Size:

(10) 4' 0" x 8' 0" x 1/2" Sheets.

Breakout Pricing: \$ 6,731.00

(9) 4" x 96" x 1/2" Batten Strips.

Project Includes:

Submittal Drawings, Product Samples, Test Reports, Data and Product Sheets, Crate and Freight.

Total Due does NOT include Sales Tax, if applicable.

Note: This Quote Shall Remain In Effect for (60) Days, Total Security Solutions Reserves The Right To Review and Update All Pricing Associated with this Quote to Reflect Current Market Conditions Prior To NTP, LOI, and Total Security Solutions Fabrication Process.

Proposal Number: 18960Project: De Pere (WI) City Hall - 1st Floor RemodelDate: 4/22/2025 Expires: 60 days

PROPOSAL SUMMARY

Acknowledgment of acceptance on Customer Acceptance Form means that prices, specification and conditions listed are satisfactory and hereby accepted. Options and alternatives accepted or declined will be added or removed from scope as indicated. Payment terms are fixed as provided in the quote. In the event of conflicts or discrepancies among the contract documents, interpretations will give priority to the Total Security Solutions Approval Drawings over the proposal, or any other document included with the agreement. This quote shall remain in effect for 60 days from date created. Customer is responsible for payment of state taxes.

Subtotal: \$20,425.00
Tax:
Total Due: \$20,425.00
Payment Terms: 50% Down/Bal. Due Prior to Ship

QUALIFICATIONS AND EXCLUSIONS

- Structural calculations not included.
- Testing for ballistics only. A fully tested assembly unit is not rated for air or water leakage, wind debris, forced entry, fire suppression and/or thermally broken characteristics.
- Standard anodized selections limited to clear satin and dark bronze. Other options may be requested at an extra charge.
- Proposal does not include installation unless noted. Customer responsible for their own material take-offs.
- Warranty is from 1-year of ship date or installation (if noted). For all orders where TSS furnishes material only, warranty covers cost of replacement material only.
- 30% restocking fee for TSS approved returns. No returns on custom made items (i.e. doors, windows and/or systems).
- Total Security Solutions will not pay for liquidated damages for failure to meet customer's delivery or construction schedules.
- In the event of conflicts or discrepancies among specifications and plans, Total Security Solutions' proposal document serves as the defining document.
- Paint, anodized & veneers finishes not included in the above scope are subject to price review and/or change order.

Proposal Number: 18960Project: De Pere (WI) City Hall - 1st Floor RemodelDate: 4/22/2025 Expires: 60 days

CUSTOMER ACCEPTANCE FORM

Signature of purchaser below represents Purchaser personally (a) has read, understands, and agrees with the terms herein, (b) is holding him or herself out to be authorized to bind his or her company or organization to the terms herein, (c) and that his or her company or organization is of sound financial standing so has to accommodate specifically the payment terms herein expressed.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Date: _____

Material Need by Date: _____ *** SUBJECT TO TSS APPROVAL**

Contact Phone: _____

Contact Email: _____

Purchase Order Number: _____

SUM: \$20,425.00 *** DOES NOT INCLUDE SALES TAX UNLESS SPECIFIED**

Tax Exempt: Yes / No **(if yes, attach copy of Tax Exempt Certificate)**

Payment Terms: 50% Down/Bal. Due Prior to Ship

AP Name: _____

AP Phone: _____

AP Email: _____

****DOES TSS NEED TO BILL THROUGH A PORTAL? IF SO, PLEASE PROVIDE RELATED INFORMATION:**

Bill to Name: Berners-Schober Associates _____

Bill to Address: 310 Pine Street _____

Bill to City: Green Bay _____

Bill to State: WI _____

Bill to Zip: 54301 _____

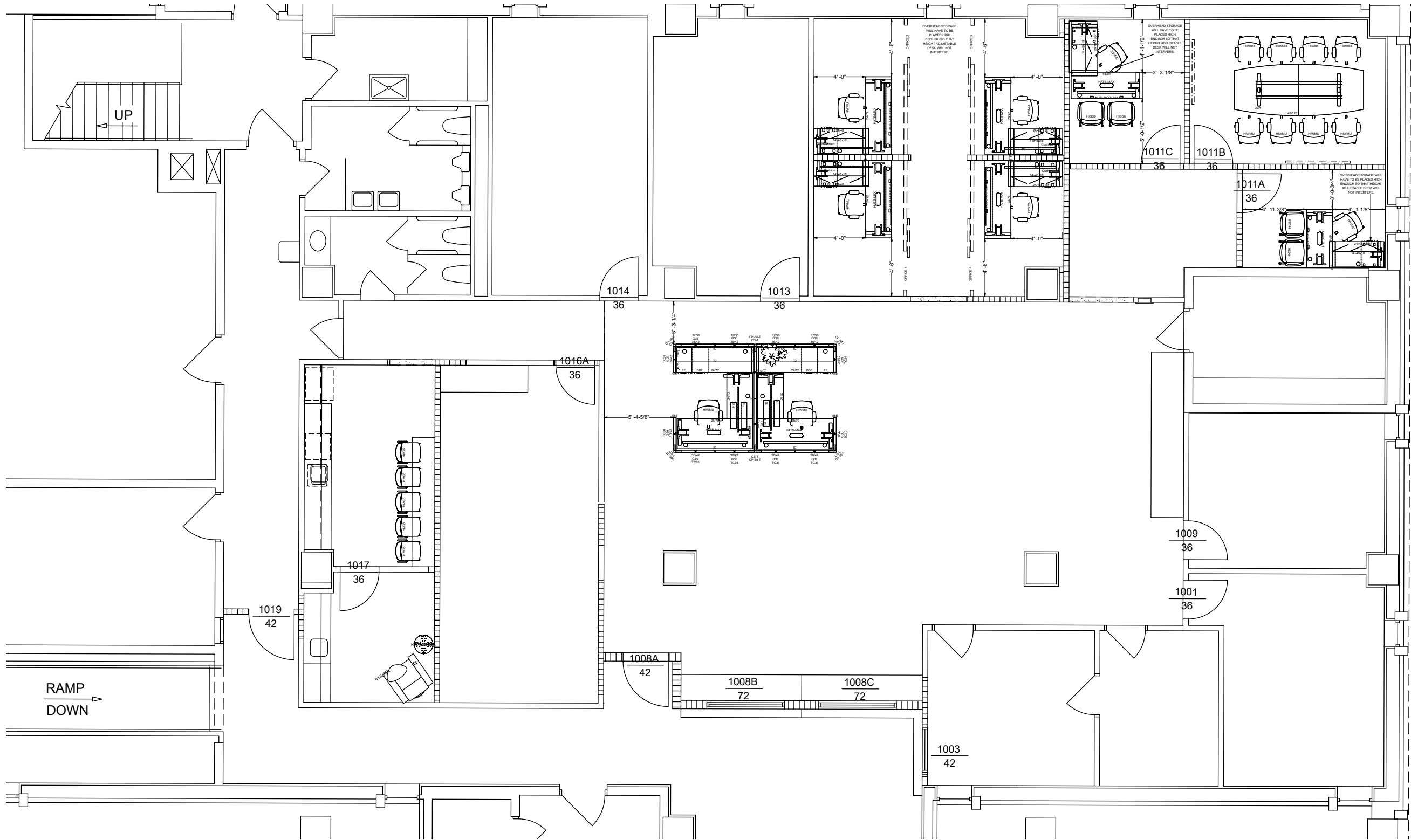
Bill to Country: United States _____

Proposal Number: 18960Project: De Pere (WI) City Hall - 1st Floor RemodelDate: 4/22/2025 Expires: 60 days

SALES TERMS AND CONDITIONS

Terms contrary or inconsistent with those stated herein which may appear on a purchaser's purchase order will not be binding. Typographical and clerical errors are subject to correction. All orders are subject to final acceptance by the seller.

1. **PRICES:** Market fluctuations and price discrepancies make it necessary for us to reserve the right to adjust prices without notice. All prices are in U.S. Dollars and must be paid in U.S. Dollars.
2. **ORDERS:** Orders, Contracts are considered FINAL upon receipt of a signed proposal, or full payment.
3. **CANCELLATIONS:** Any Order canceled after receipt of a deposit and no work has been performed will be subject to a \$500.00 administrative fee. For all other Orders canceled, the customer will be responsible for the work performed up to the date of cancellation including all special-order material.
4. **PAYMENT:** Net 30 Days for established Credit Accounts from the date of invoice. For first time customers or where the purchaser has not established adequate credit, shipments will be made on a prepaid basis only. Advance deposits may be required on special order or unusually large purchases. TSS reserves the right to withhold deliveries on delinquent accounts and to curtail further purchases without prior notice. If Total Security Solutions, Inc. proceeds with collection of amounts past due by Customer by law or through an attorney or under the advice thereof, the undersigned agrees to pay all of Total Security Solutions' costs of collection.
5. **CREDIT CARDS:** We accept Visa, MasterCard, Discover and American Express. A convenience fee of 4% is applied to credit card payments and is due at time of payment.
6. **CHECKS:** Projects paid by check must clear the bank prior to shipment. Returned checks will be assessed a service charge of \$35.00 and payment must be made via wire transfer or cashier's check within 7 seven days or be placed in collection.
7. **QUOTATIONS:** All quotes are valid for 60 days from date of quotation unless otherwise stated. TSS reserves the right to correct any typographical errors in pricing, descriptions, and terms. For International Quotes, prices do not include Duties, Customs, Broker or Banking Fees.
8. **INTERNATIONAL ORDERS:** TSS will gladly accept any order outside of the U.S.A. and Canada. The only accepted form of payment for an international order is Wire Transfer. Please place your Order, and, we will email you the Order Amount Total including all Fees and Wire Transfer information. Your order will be shipped as soon as the funds are received.
9. **TAXES:** Unless otherwise noted, taxes are an additional cost. If you are tax exempt please submit a tax exempt certificate to TSS to ensure your account is setup as such. All applicable taxes will be charged for points of delivery if a tax exemption form is not on file. No refunds will be issued should sales tax be assessed and collected due to not having a form on file. If taxes were not collected and tax liability is later determined by a governmental taxing agency, the purchaser agrees to reimburse all taxes paid plus applicable penalties and interest.
10. **SHIPPING:** All orders are subject to Freight Charges. All orders are FOB Shipping Point except as agreed in writing. TSS does our best to get you the best Freight Rate available and ship to the closest location to the customer. Freight charges will be prepaid or added to invoices for open accounts. Separate freight charges may apply if your order contains items shipping from multiple locations. Additional charges may be assessed for other special charges not communicated prior to shipping (i.e. lift-gate, 24hr notice, re-consignment fees, etc.) TSS retains a security interest in each shipment of product until that shipment is paid in full.
11. **SHIPPING CLAIMS:** The customer is responsible for inspection of received goods on the date of delivery. Claims for short shipment or damaged goods must be noted on the Bill of Lading at the time of delivery. If goods are damaged pictures must be taken of all damaged material, including crate and sent to TSS. TSS should be contacted immediately. TSS assumes no responsibility for delays in shipping. Claims for inaccurate order filing or concealed damage must be made in writing within 5 days of material receipt.
12. **SPECIAL ORDERS:** Items that are non-stocked, custom ordered and/or fabricated just for you are non-cancellable and non-returnable for any reason. Items ordered in unusually large quantities are also non-cancellable and non-returnable.
13. **RETURNED GOODS:** Returns or exchanges are relative to product condition and warranty. Approval for returning any item must have a Return Merchandise Authorization number (RMA Number) prior to return. Returns must be in new and unused condition in original packaging. Discontinued, shop and weather worn, and unboxed items are excluded and will not be eligible for credit. Returns must be shipped prepaid. Returns are subject to a restocking fee of 30% depending upon the item and reason for return. Credits for returned goods will be issued less applicable handling and restocking charges. No returns after 30 days. Important – Items shipped without an RMA number will not be considered for credit.
14. **CLEANING:** The customer is responsible to clean glazing products with the correct cleansers. It is the customers' responsibility to review and understand the cleaning directions completely prior to first unsupervised cleaning. It is the customer's responsibility to share the cleaning information with the correct channels to mitigate any damages. The customers will utilize the provided cleaning materials from TSS, and/or approved alternates from cleaning directions ONLY.
15. **MANUFACTURERS WARRANTY:** TSS commits to being an advocate for the customer on all warranty issues. Our staff will work to resolve warranty issues in a timely and satisfactory manner. Purchaser shall not be entitled to recover from TSS any consequential damages, liquidated damages to property, damages for loss of use, loss of time, loss of profits or income, or any other incidental damages.
16. **HOLD-TO DIMENSIONS:** In the event that hold-to dimensions are approved by the customer and utilized for manufacturing, TSS takes no liability on the sizing of the finished product vs the actual opening sizes. Unless fabricated sizes differ from approved drawings.



FLOORPLAN: OVERALL FLOORPLAN
SCALE: 1/8" = 1'-0"

SHEET	1	OF	7
sales	HEIDI K.	designer	ALIA G.
project #	205-135		
sheet title	FURNITURE PLAN		
date	04/28/2025	revision	

OVERALL FLOORPLAN
CITY OF DE PERE
DE PERE, WI 54115

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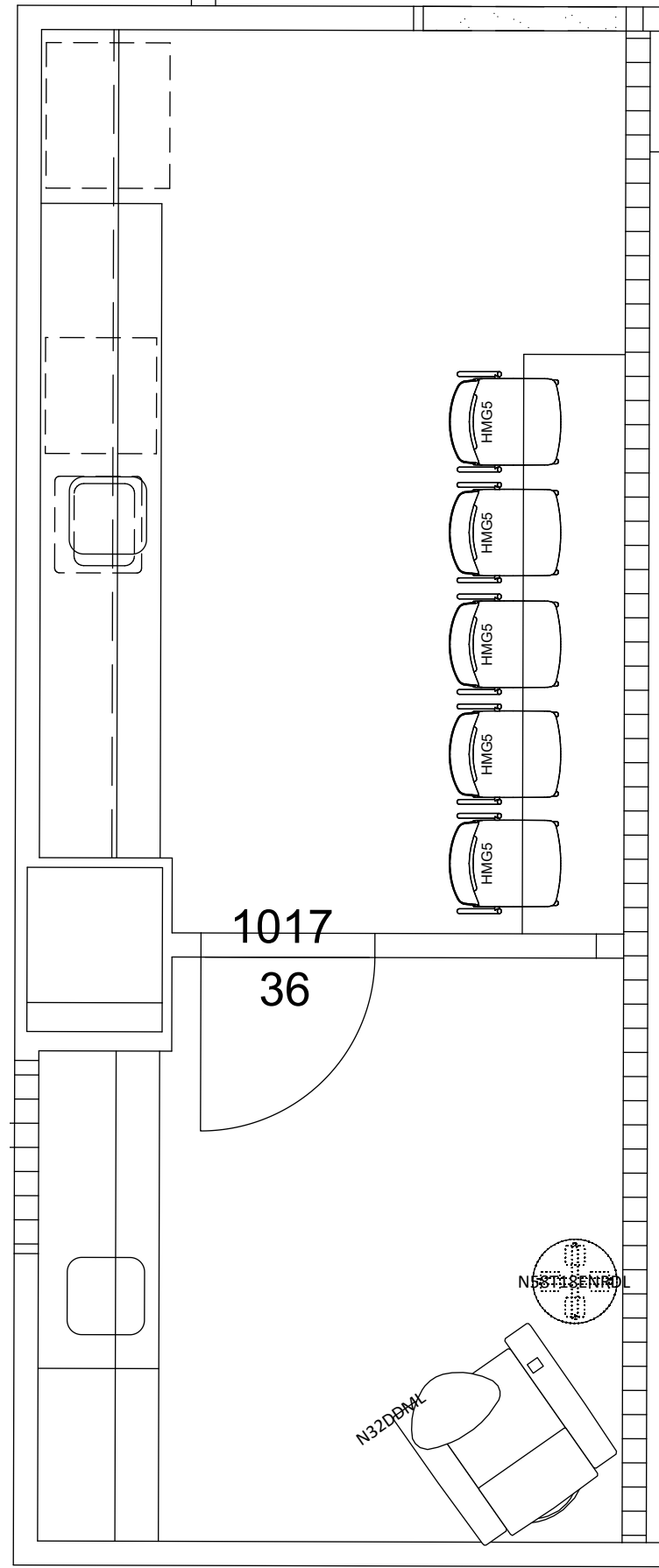
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WRITTEN DIMENSIONS SUPERSEDE SCALE IN ALL CASES. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AT THE JOB SITE AND NOTIFY EBI OF ANY DISCREPANCIES PRIOR TO STARTING WORK.



FLOORPLAN: BREAK ROOM & MOTHERS ROOM
SCALE: 1/4" = 1'-0"



RENDERINGS: BREAK ROOM & MOTHERS ROOM
SCALE: NTS

SHEET	2	OF	7
sales	HEIDI K.	designer	ALIA G.
project #	205-135		
sheet title	FURNITURE PLAN		
date	04/28/2025	revision	

BREAK ROOM & MOTHERS ROOM
CITY OF DE PERE
DE PERE, WI 54115

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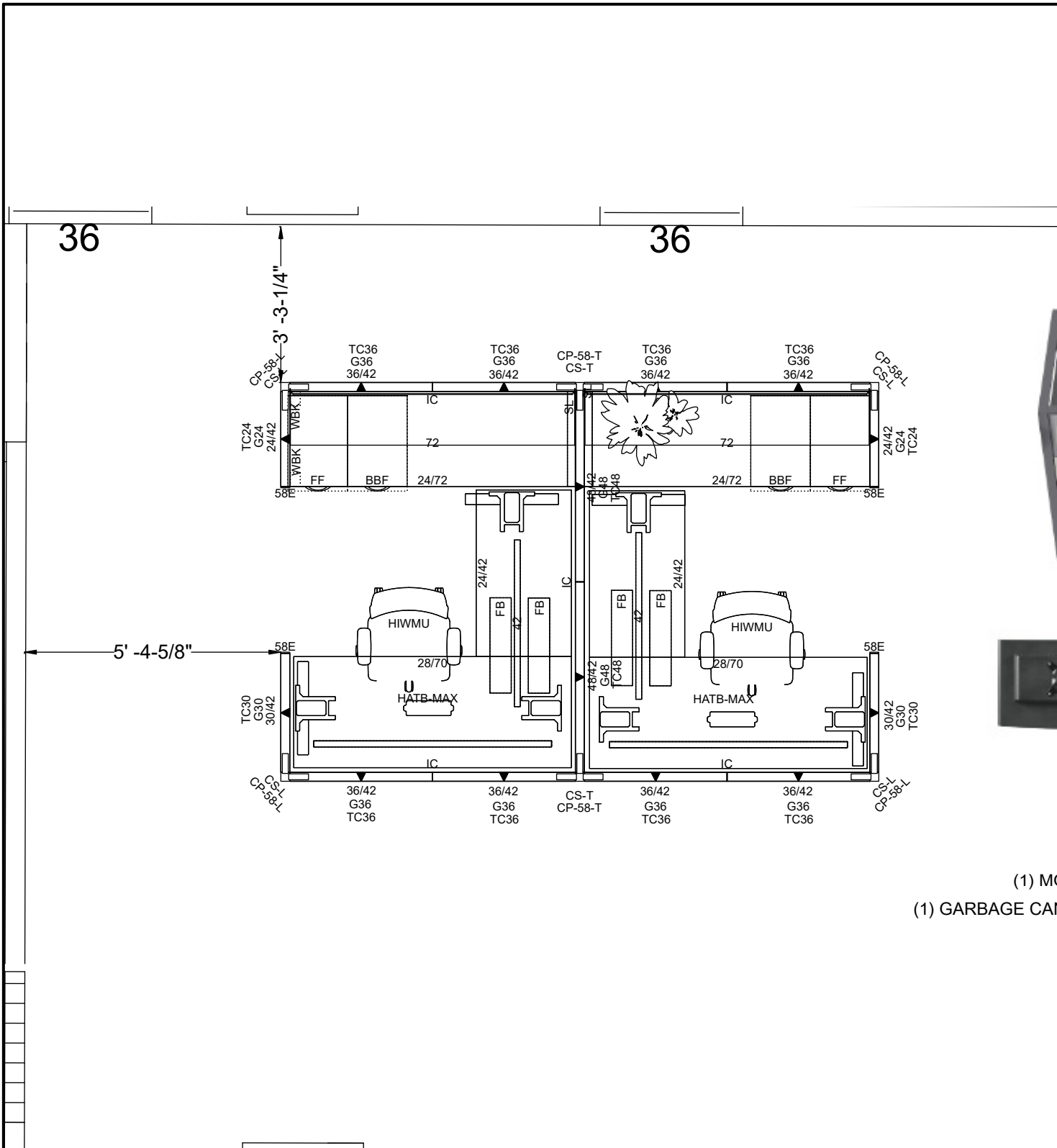
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FLOORPLAN: WORKSTATIONS
SCALE: 1/4" = 1'-0"



(1) MONITOR ARM PER WORKSTATION
(1) GARBAGE CAN INCLUDED PER WORKSTATION - NOT PICTURED

RENDERINGS: WORKSTATIONS
SCALE: NTS

SHEET	OF
3	7
sales	designer
HEIDI K.	ALIA G.
project #	
205-135	
sheet title	
FURNITURE PLAN	
date	revision
04/28/2025	

WORKSTATIONS
CITY OF DE PERE
DE PERE, WI 54115

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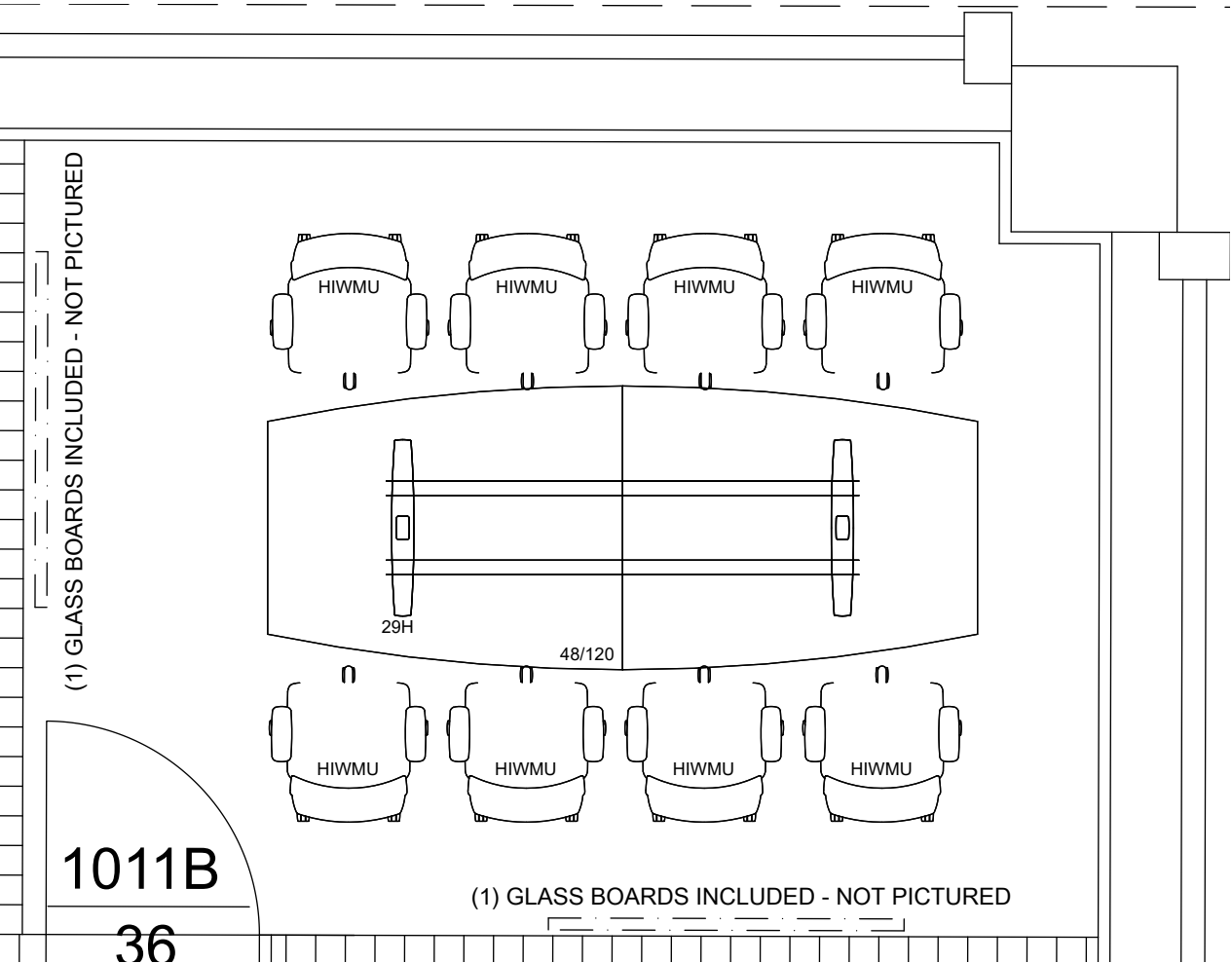
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FLOORPLAN: CONFERENCE ROOM
SCALE: 1/4" = 1'-0"



RENDERINGS: CONFERENCE ROOM
SCALE: NTS

SHEET	4	OF	7
sales	HEIDI K.	designer	ALIA G.
project #	205-135		
sheet title	FURNITURE PLAN		
date	04/28/2025	revision	

CONFERENCE ROOM
CITY OF DE PERE
DE PERE, WI 54115

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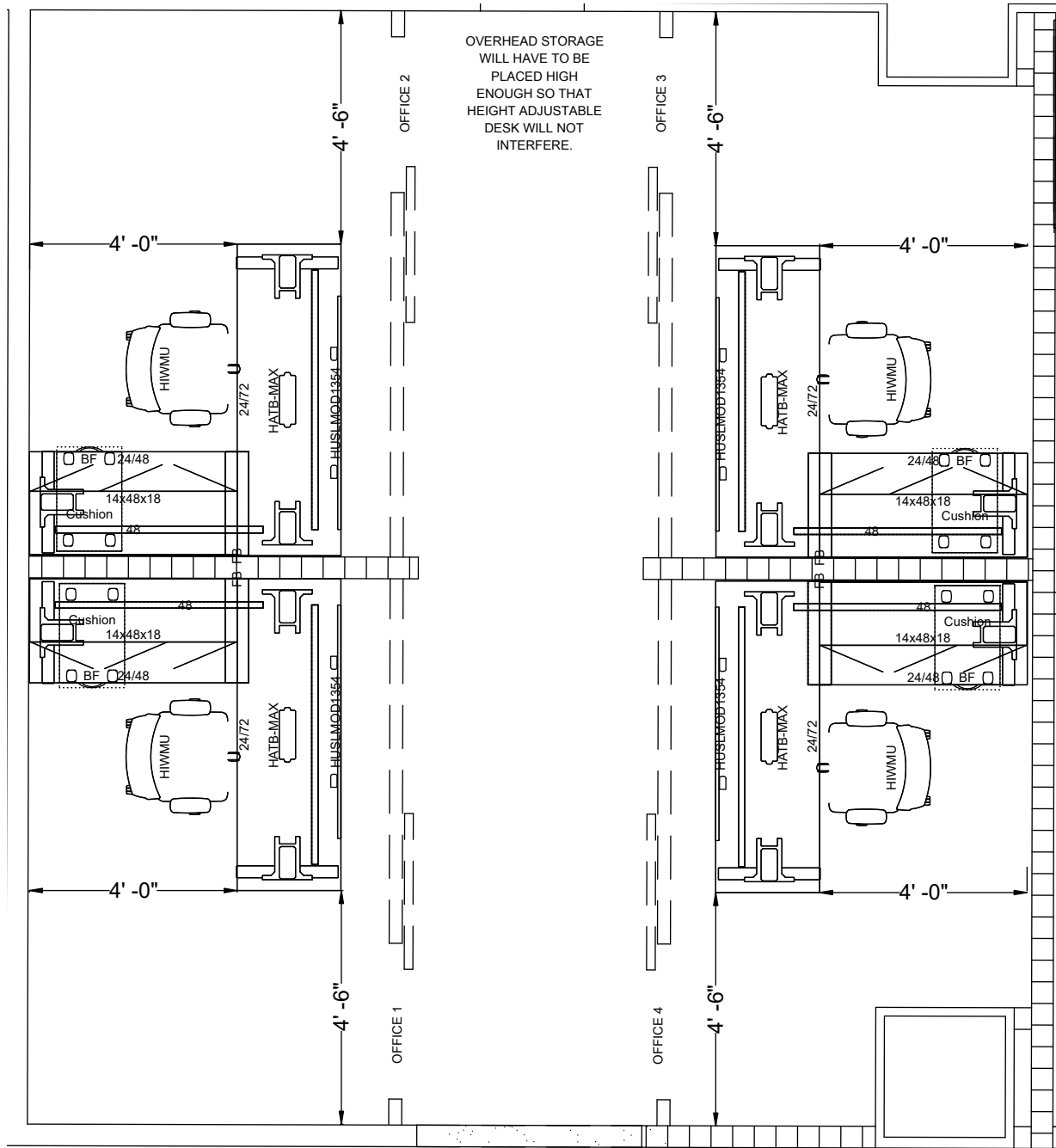
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FLOORPLAN: PRIVATE OFFICES 1,2,3, & 4
SCALE: 1/4" = 1'-0"



- (1) MONITOR ARM PER DESK
- (1) GARBAGE CAN INCLUDED PER DESK - NOT PICTURED

RENDERINGS: PRIVATE OFFICES 1,2,3, & 4
SCALE: NTS

SHEET	OF
5	7
sales	designer
HEIDI K.	ALIA G.
project #	
205-135	
sheet title	
FURNITURE PLAN	
date	revision
04/28/2025	

PRIVATE OFFICES 1,2,3 & 4
CITY OF DE PERE
DE PERE, WI 54115

EMMONS
BUSINESS
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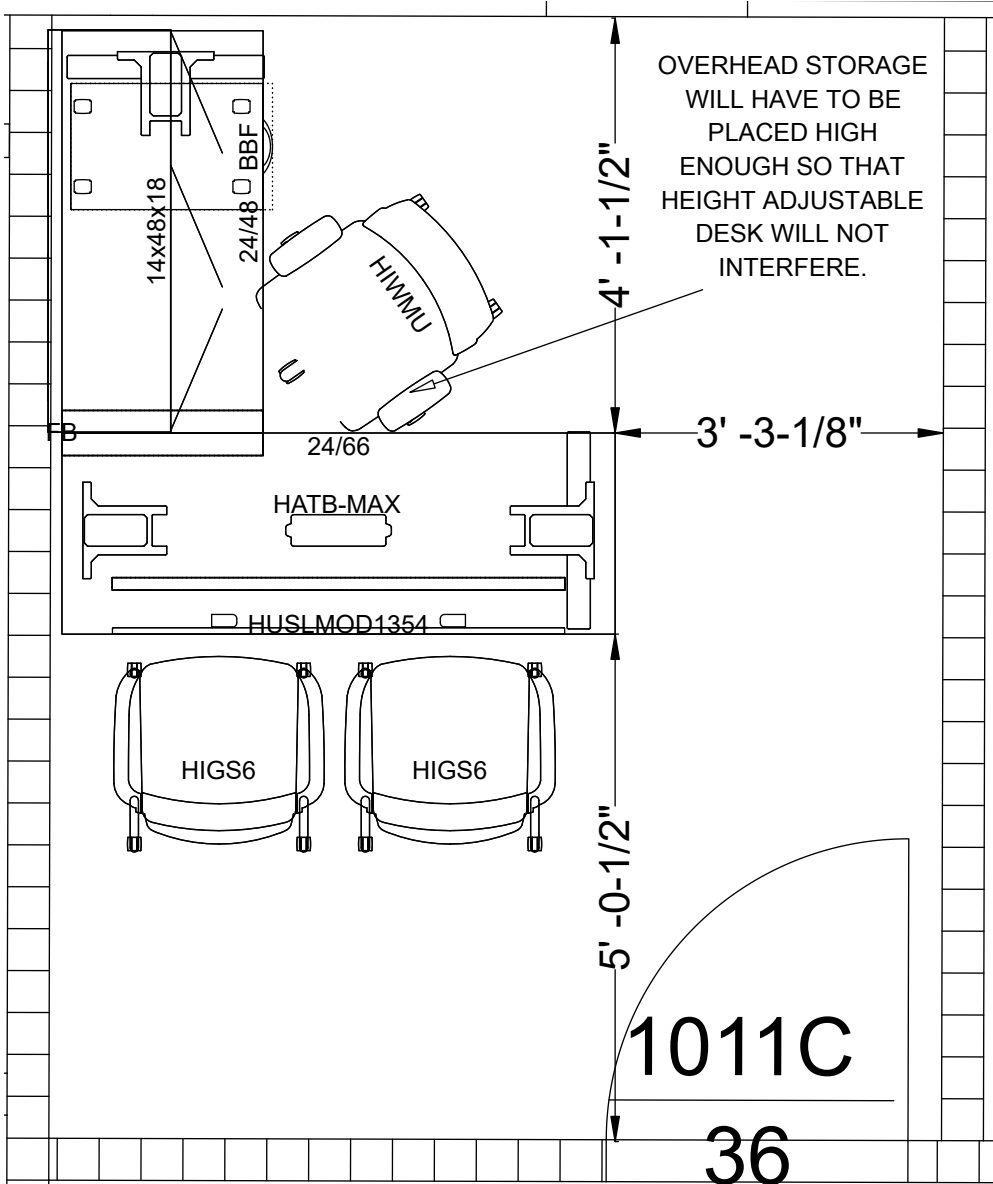
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WRITTEN DIMENSIONS SUPERSEDE SCALE IN ALL CASES. CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND CONDITIONS AT THE JOB SITE AND NOTIFY EBI OF ANY DISCREPANCIES PRIOR TO STARTING WORK.



FLOORPLAN: PRIVATE OFFICE 1011C
SCALE: 1/4" = 1'-0"



(1) MONITOR ARM PER DESK

RENDERINGS: PRIVATE OFFICE 1011C
SCALE: NTS



(1) GARBAGE CAN INCLUDED - NOT PICTURED

SHEET	6	OF	7
sales	HEIDI K.	designer	ALIA G.
project #	205-135		
sheet title	FURNITURE PLAN		
date	04/28/2025	revision	

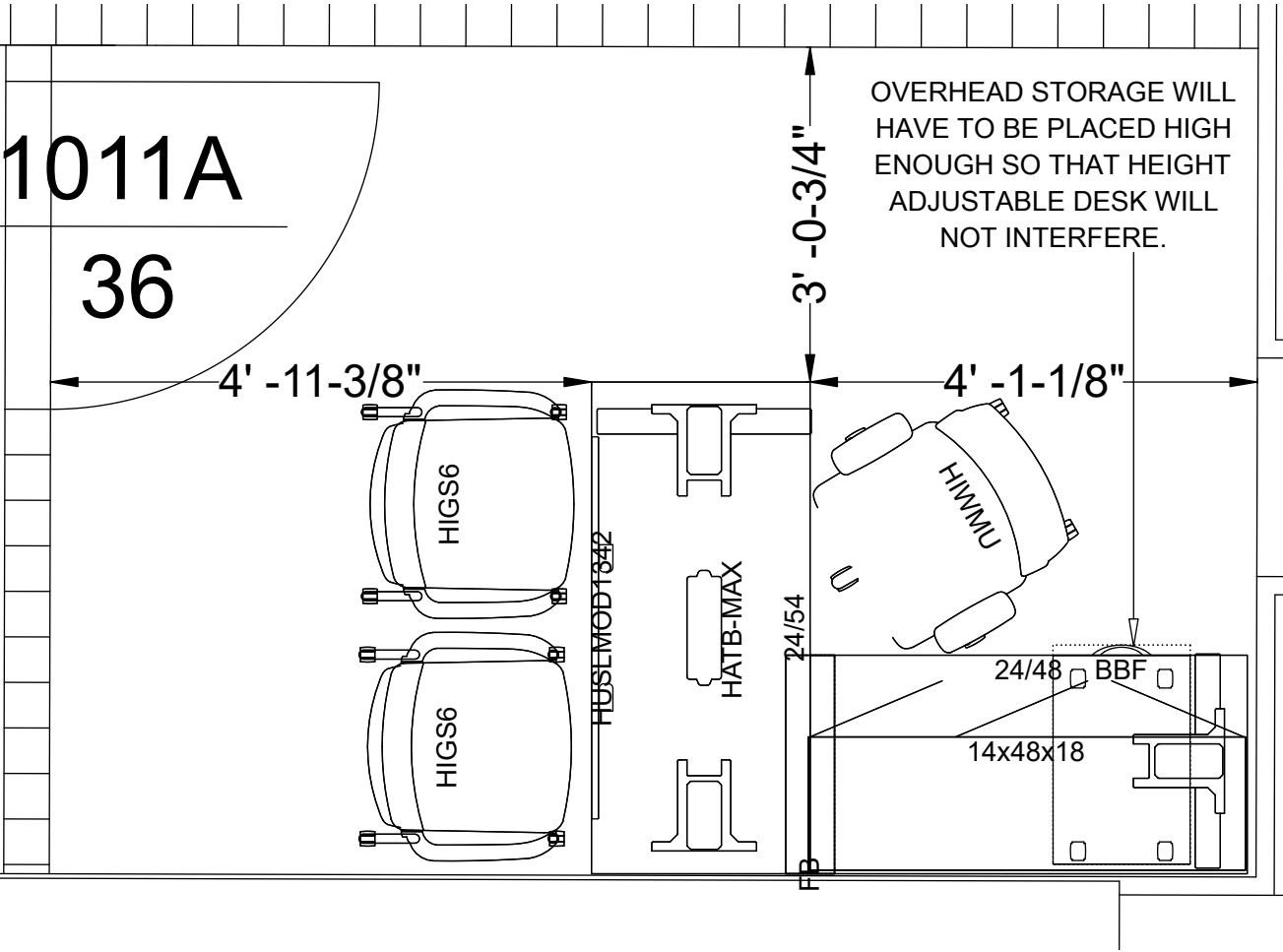
PRIVATE OFFICE 1011C
CITY OF DE PERE
DE PERE, WI 54115

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 Est. 1940 www.ebiweb.com

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FLOORPLAN: PRIVATE OFFICE 1011A
SCALE: 1/4" = 1'-0"



(1) GARBAGE CAN INCLUDED - NOT PICTURED



(1) MONITOR ARM PER DESK

RENDERINGS: PRIVATE OFFICE 1011A
SCALE: NTS

SHEET	7	OF	7
sales	HEIDI K.	designer	ALIA G.
project #	205-135		
sheet title	FURNITURE PLAN		
date	04/28/2025	revision	

PRIVATE OFFICE 1011A
CITY OF DE PERE
DE PERE, WI 54115

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City of De Pere, Wisconsin

I.6

Request for Finance/Personnel Committee Action

MEETING DATE:	May 13, 2025
DEPARTMENT:	Engineering
FROM:	Eric Rakers, City Engineer
SUBJECT:	Consideration and Possible Action on Award of Contract 25-16 Interstate Highway 41 City Sign Replacement.*
RECOMMENDED ACTION:	Staff recommends awarding Contract 25-16 Interstate Highway 41 City Sign Replacement to Elevate 97 in the amount of \$101,555.60

ATTACHMENTS:

2025 0513 CE_Project 25-16 Award Memo, S014502 DePere I-41 Sign_Drawing, 2025 0501
CE_Project 25-16_Bid Tab

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Finance and Personnel Committee

From: Eric Rakers, P.E., City Engineer
Daniel Lindstrom, AICP, Development Services Director

Date: May 13, 2025

RE: **Consideration and possible action on award of Contract 25-16 Interstate Highway 41 City Sign Replacement***

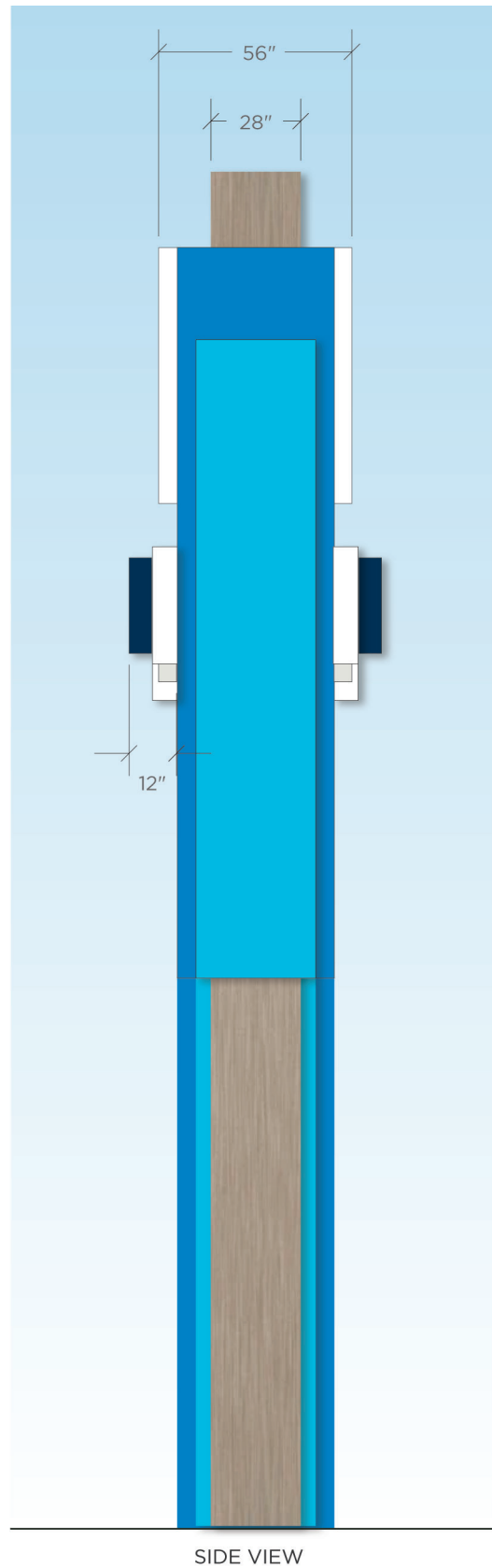
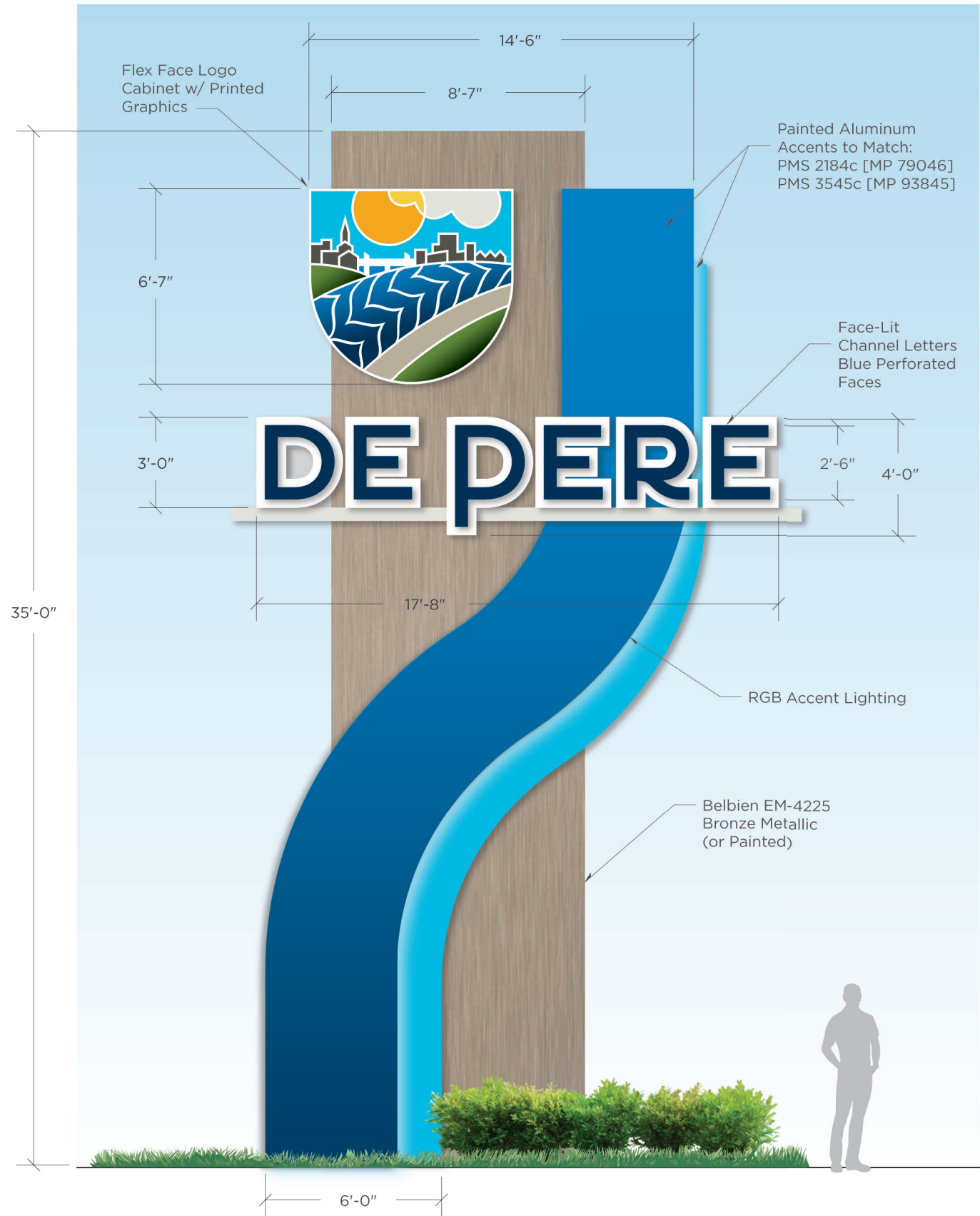
On November 21, 2024, the Common Council recommended moving forward with the selected design to the BID process. This project will replace the existing City sign located along I-41. The lighting on the existing sign did not work, and it was burdensome to repair the sign. Moreover, the lighting is located inside the sign and not accessible to be repaired by City staff.

The City contracted with Elevate 97 to complete the design plan evaluation for a new sign. The City evaluated (1) repairing the existing sign, (2) refurbishing the existing sign with a new face, or (3) a complete sign replacement utilized the existing base if possible. The cost estimate for replacing it with a new sign under the current branding standards was estimated to be only \$37,000 more. Therefore, the Finance and Personnel Committee and the Common Council recommended replacing it with a new sign. The approval was on the same night as the 2025 Budget approval; therefore, it was not included in the budget book. However, during the review, the staff identified that the intent was to bid for funding for \$115,000, which would need to be included in the 2025 bonding under TID #15.

The Engineering Department received bids for Project 25-16 Interstate Highway 41 City Sign Replacement on May 1, 2025. This project involves the fabrication and construction of a new sign and demolishing the existing sign. The bids received are as follows:

Bidder	Total Bid
Elevate 97	\$101,555.60
Jones Sign	\$118,250.94
Creative Sign	\$197,300.00

Staff recommends awarding Contract 25-16 Interstate Highway 41 City Sign Replacement to Elevate 97 in the amount of \$101,555.60, an amount below the original estimate.



OPTION A

New Pylon Sign Design
-Reuse Existing Foundation & Main Support Pole

elevate97

800-514-1119 | ELEVATE97.COM

CLIENT: CITY OF DEPERE
ADDRESS: HWY 41 Pylon Location
DATE: August 1, 2024
SCALE: 1/4" = 1'-0"
AE: Tom Knigge
DESIGNER: RE

PAGE - 1

DESIGN #: 13240
JOB # -

REVISION # 6
REVISED DATE: 12/23/24

☐ CONCEPTUAL ☒ FINAL

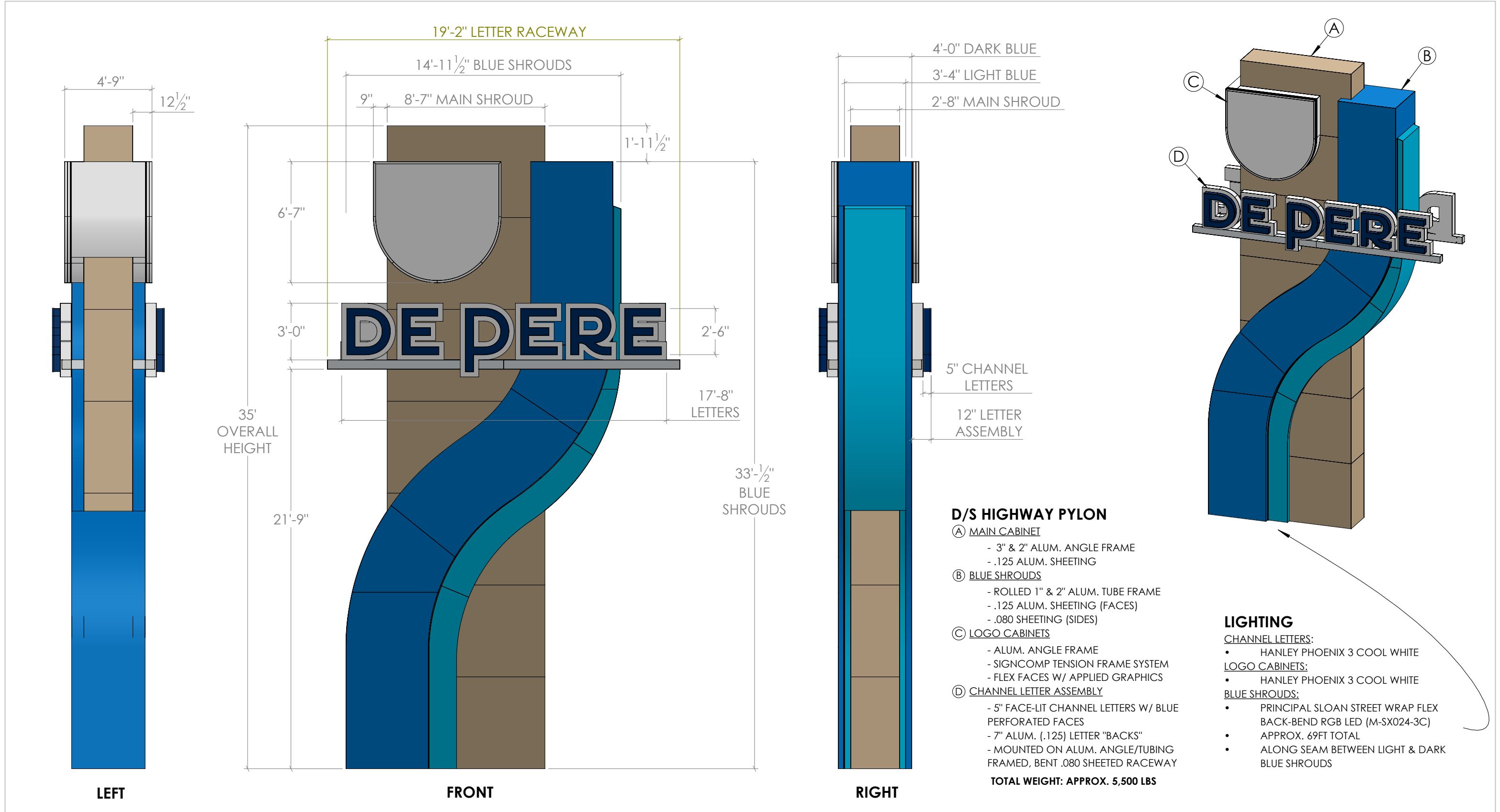
- ☐ FIELD SURVEY / MEASUREMENTS REQUIRED
- ☐ ELECTRONIC FILE OF LOGO REQUIRED
- ☐ COLORS TO BE DETERMINED

WWW.ELEVATE97.COM | ALL CONCEPTS ARE PROPERTY OF ELEVATE97 | © 2022 ELEVATE97

WITH APPROVAL OF THIS DESIGN I HEREBY GIVE ELEVATE 97 PERMISSION TO BEGIN PRODUCTION ON THE SIGNAGE ILLUSTRATED. I AGREE THAT ALL SPECIFICATIONS, SPELLING, COLORS AND ELEVATIONS LISTED ARE CORRECT AND APPROVED. ANY CHANGES MADE AFTER PRODUCTION HAS STARTED WILL RESULT IN ADDITIONAL CHARGES

CLIENT APPROVAL -

DATE -



 (800) 514-1119 elevate97.com	JOB ORDER #: S014502 DRAWING: HWY 41 PYLON CLIENT: CITY OF DEPERE ADDRESS: DEPERE, WI DATE: 12/12/2024 SCALE: 1:60 A.C.: GARY S. PM: JAAN O. DESIGNER: BEN L. REVISED BY: - REVISION #: - DATE: 12/19/2024	NOTES: IF IN DOUBT, ASK REMOVE ALL SHARP EDGES AND BURRS VISIBLE WELDS TO BE GROUND & DRESSED TOLERANCES UNLESS STATED OTHERWISE TO BE AT $\pm 1/32"$	© COPYRIGHT 2024 BY ELEVATE97 THIS DESIGN IS ORIGINAL AND PROTECTED UNDER THE COPYRIGHT LAWS OF THE UNITED STATES, TITLE 17 UNITED STATES CODE. YOU AGREE NOT TO COPY PHOTOGRAPH OR MODIFY, DIRECTLY OR INDIRECTLY, AND ANY OF THE MATERIALS HELD BY YOU, NOR WILL ANY THIRD PARTY DO ANY OF THE FOREGOING WITHOUT WRITTEN CONSENT OF ELEVATE97 UNLESS PURCHASED BY PAYMENT. ANY VIOLATION SHALL CONSTITUTE A CHARGE OF INCURRED CONCEPTUAL/PRODUCTION EXPENSES.
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MAIN SHROUDS

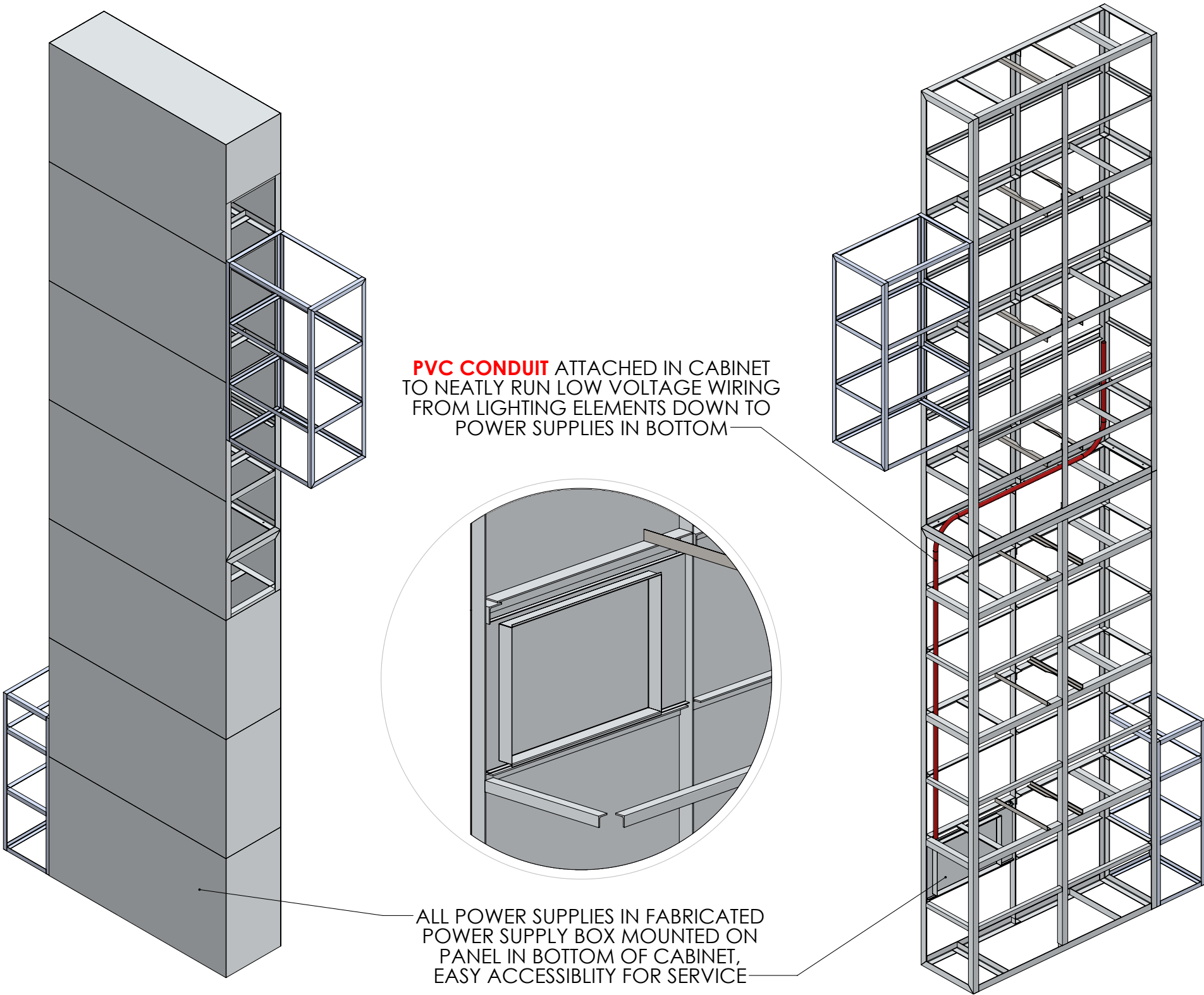
- TWO CABINETS, BOLTED TOGETHER THEN SHEETED
- SPACER FRAMES FOR MOUNTING CURVED SHROUDS

FRAMING

- 3" x 3" x .25" WALL ALUM ANGLE
- 2" x 2" x .25" WALL ALUM ANGLE
- 2" x 2" x .187" WALL STEEL ANGLE

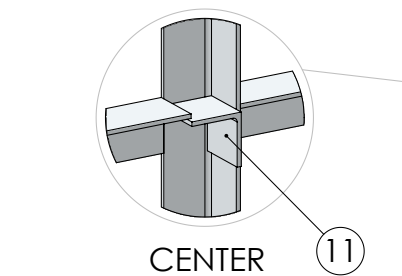
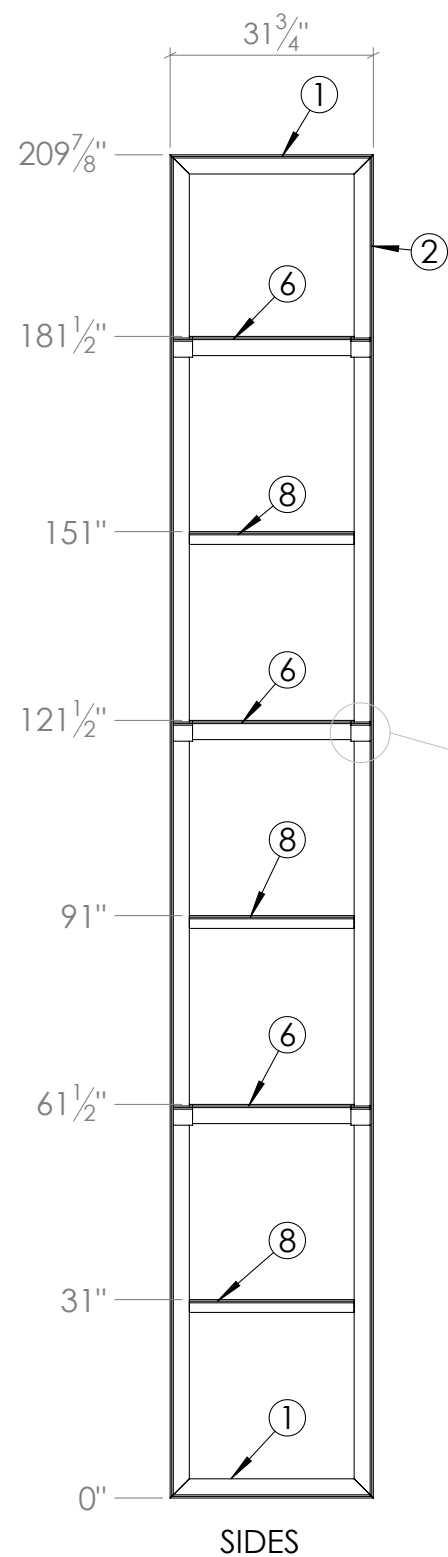
SHEETING

- FACES: .125 ALUM
- SIDES: .125 ALUM, REMOVABLE PANELS ATTACHED WITH COUNTERSUNK FASTENERS

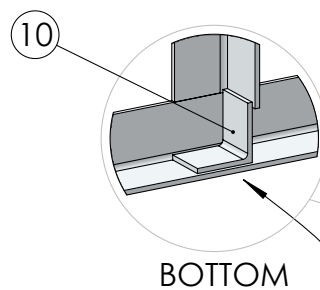
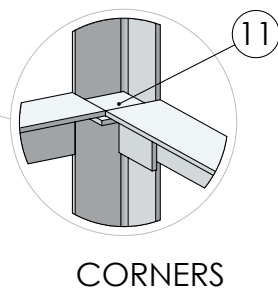


PVC CONDUIT ATTACHED IN CABINET TO NEATLY RUN LOW VOLTAGE WIRING FROM LIGHTING ELEMENTS DOWN TO POWER SUPPLIES IN BOTTOM

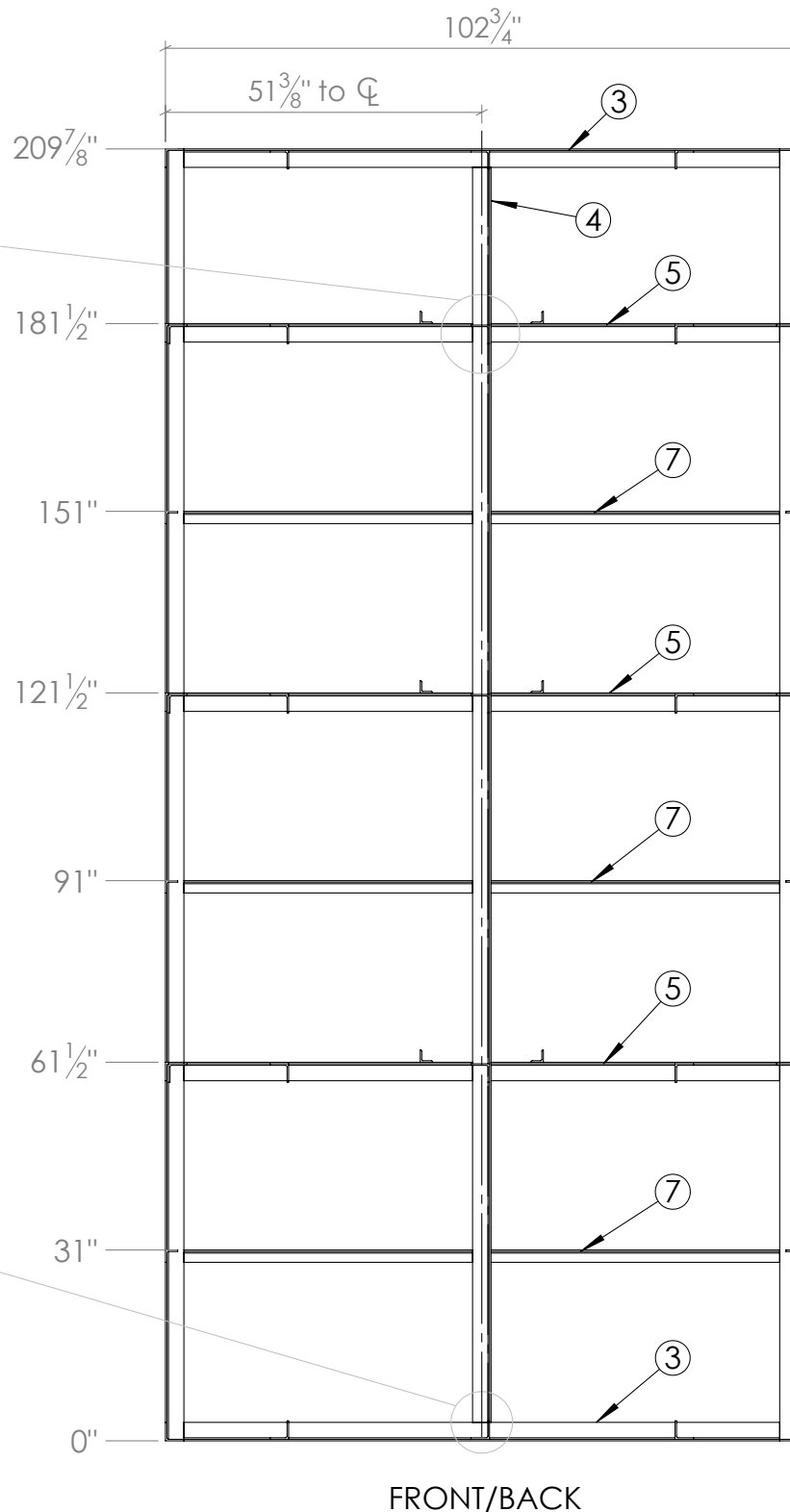
ALL POWER SUPPLIES IN FABRICATED POWER SUPPLY BOX MOUNTED ON PANEL IN BOTTOM OF CABINET, EASY ACCESSIBILITY FOR SERVICE



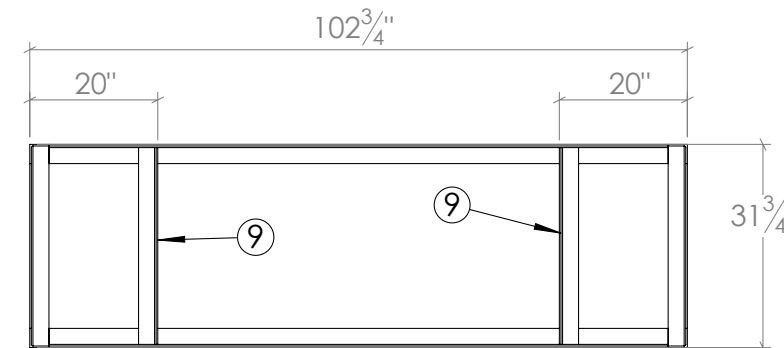
ADD 3" ANGLE PIECES TO REINFORCE ALL 3" ANGLE JUNCTIONS.



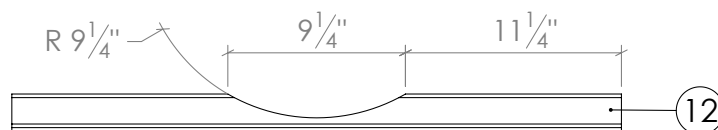
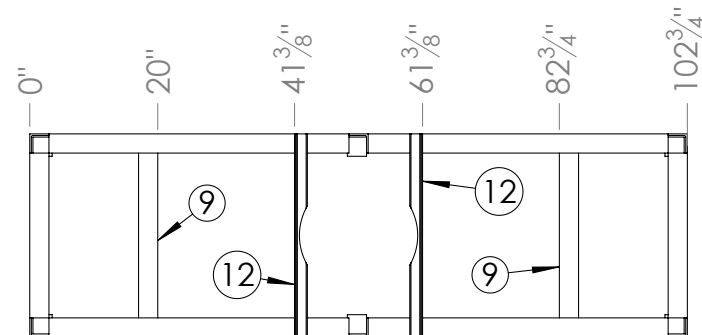
BE SURE BOTTOM REINFORCEMENT DOESNT STICK PAST INSIDE OF ANGLE TO ALLOW CLEARANCE FOR POLE



TOP/BOTTOM

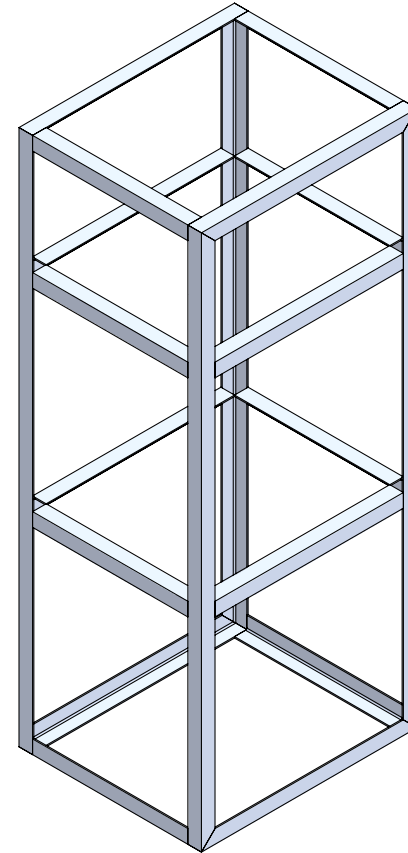
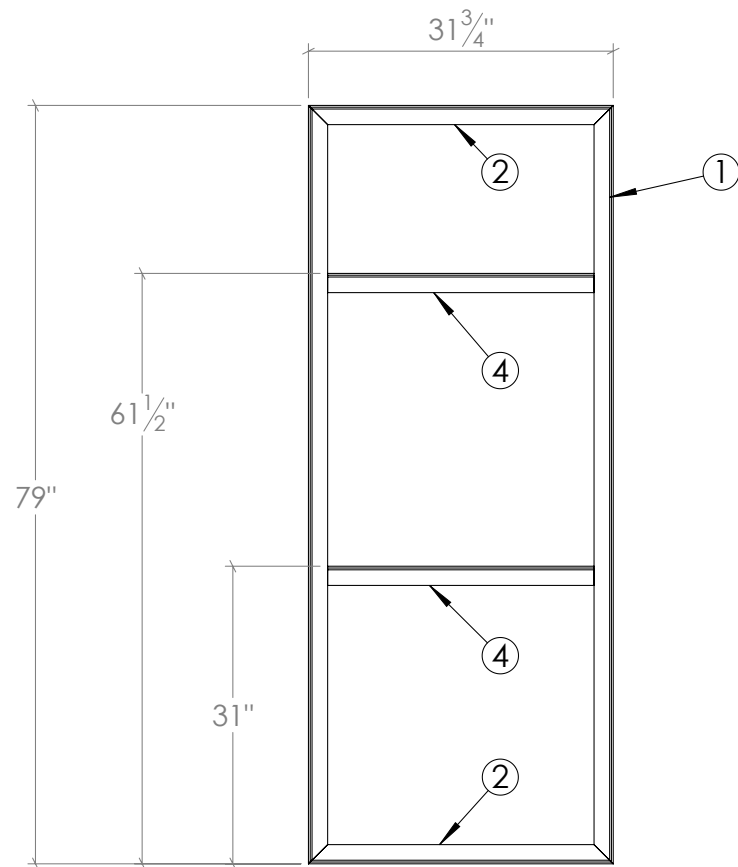
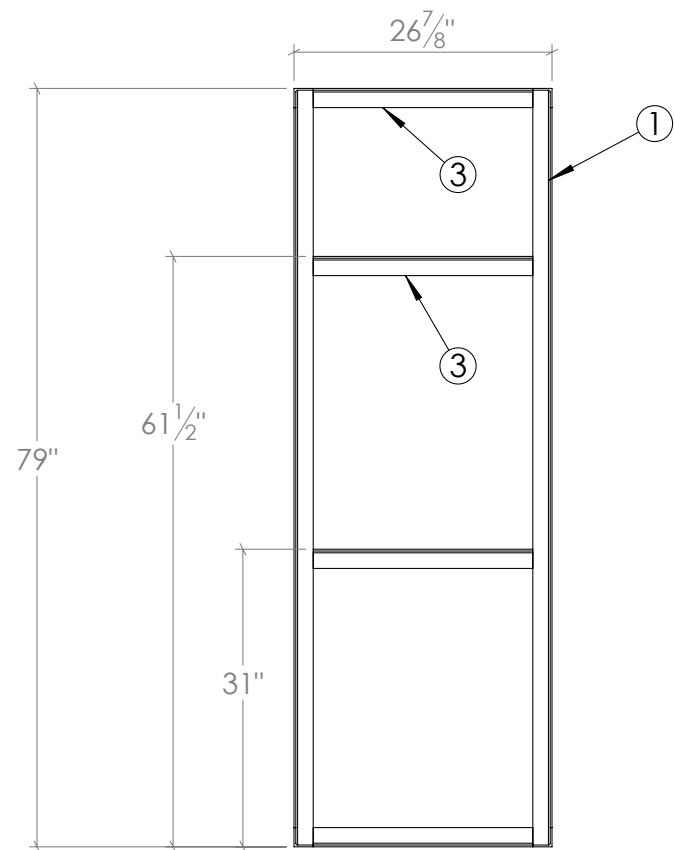
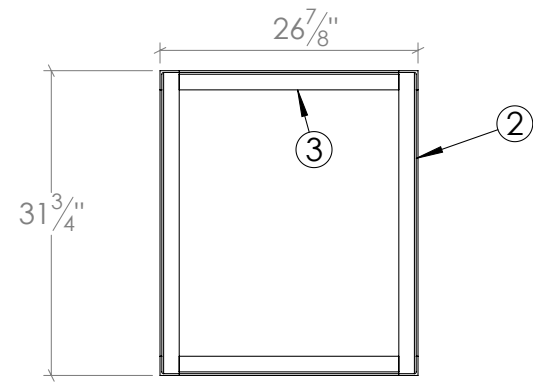


3" ANGLE "LEVELS"

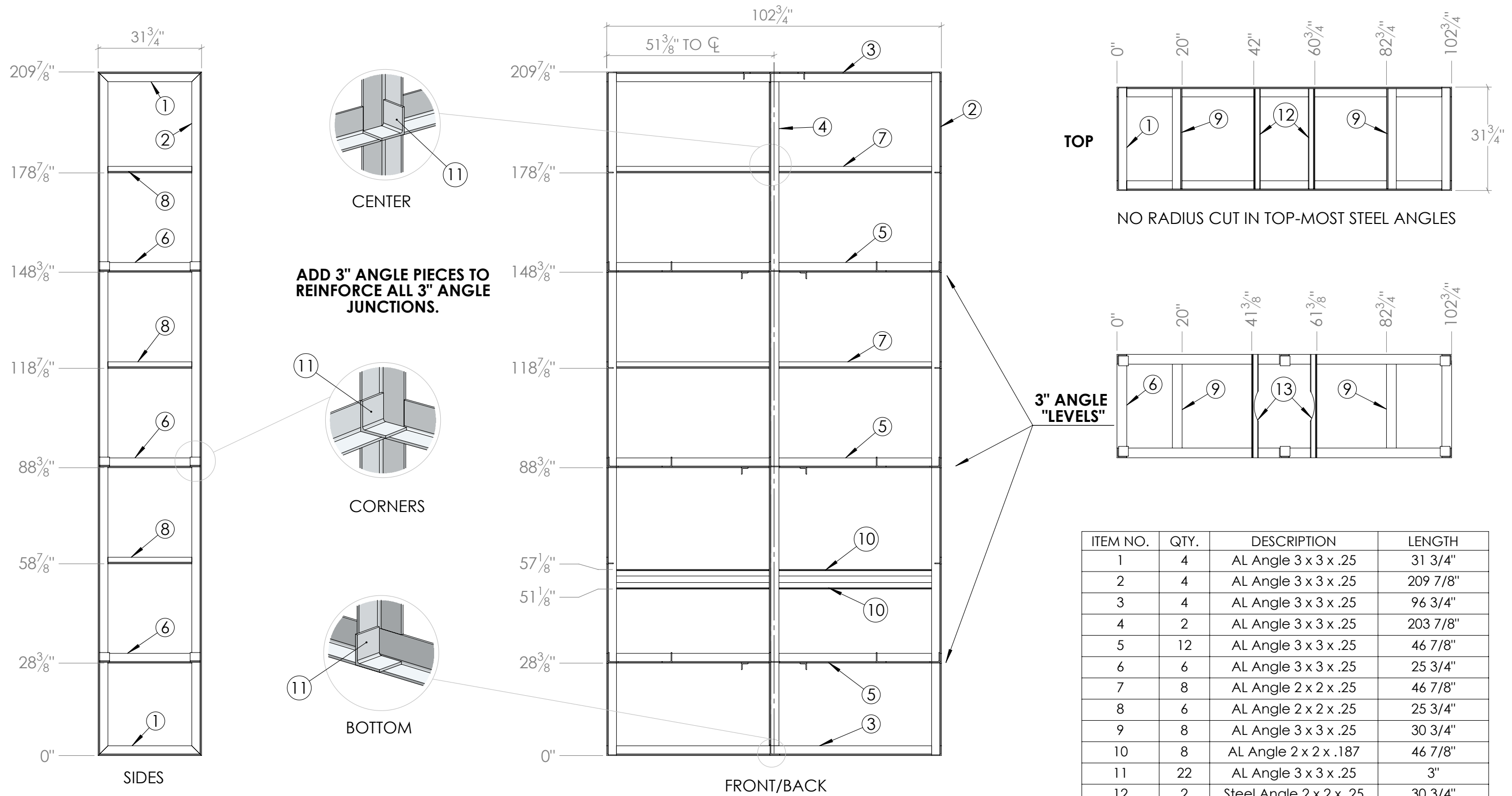


RADIUS CUT IN ALL STEEL ANGLES

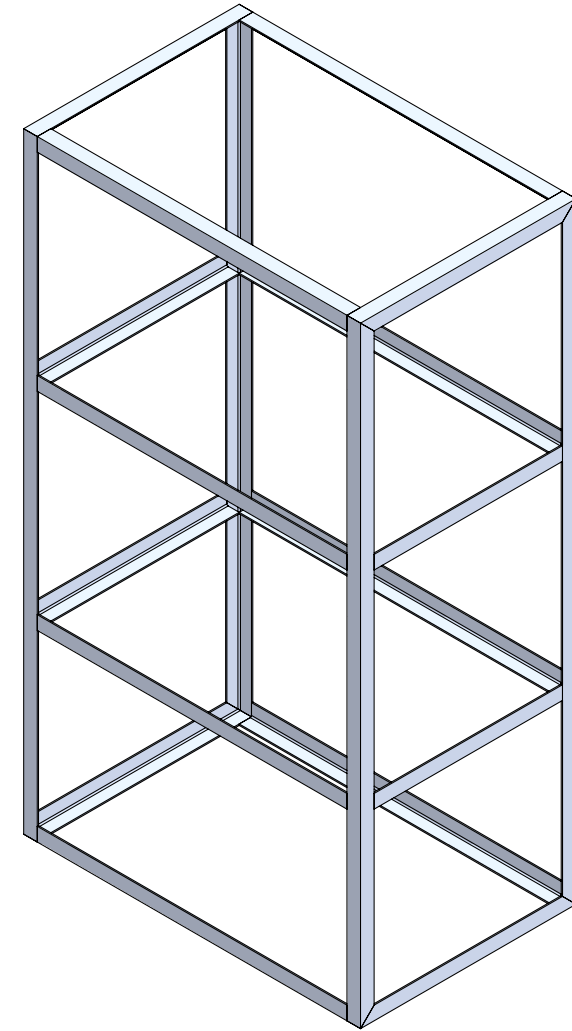
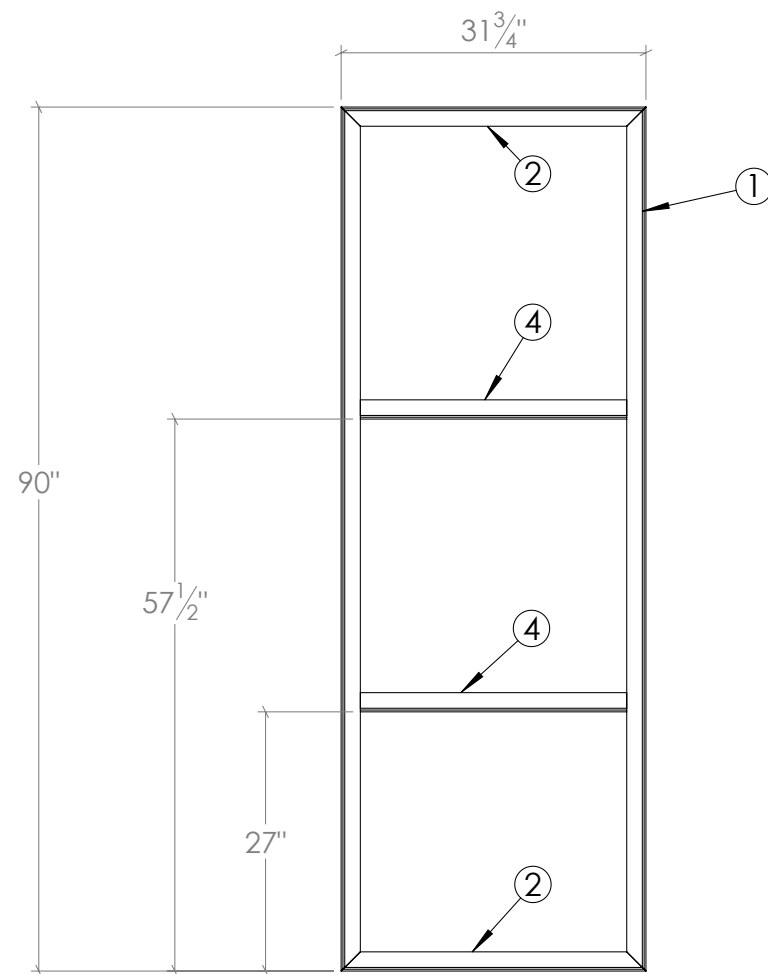
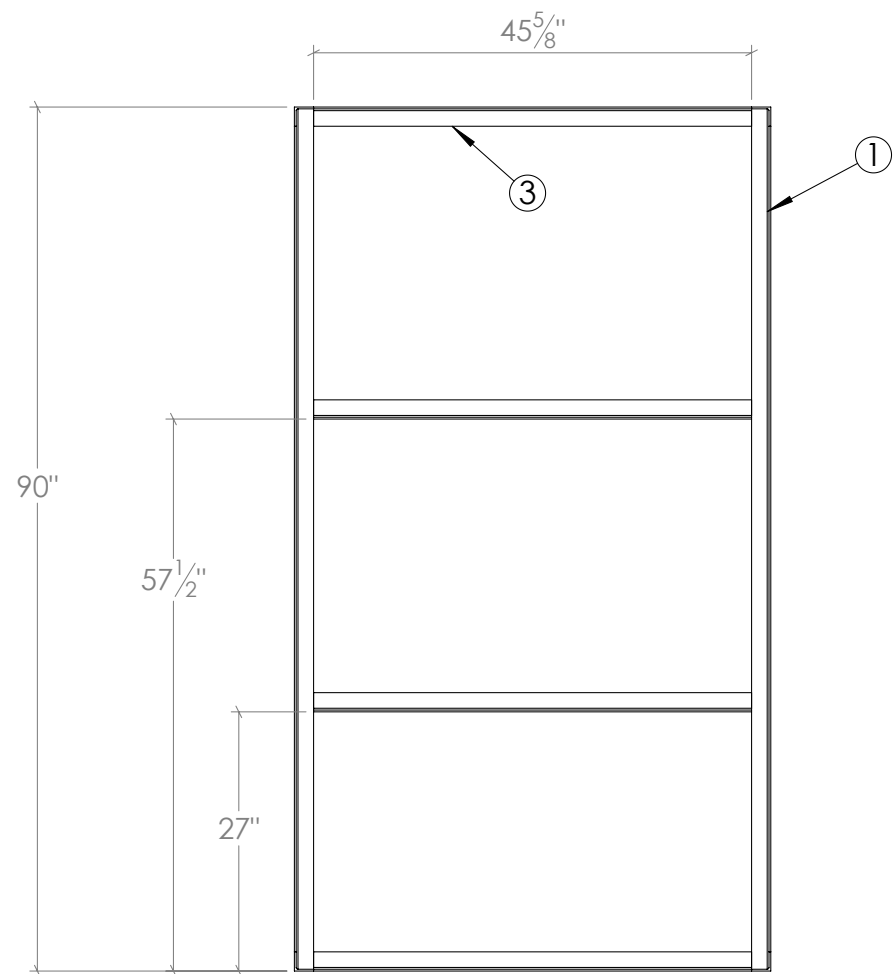
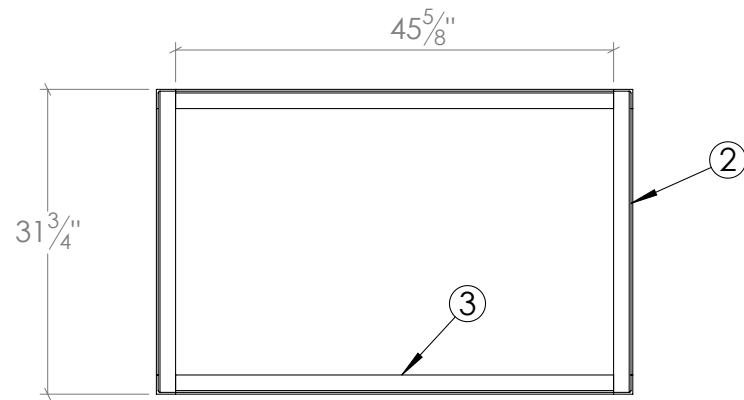
ITEM NO.	QTY.	DESCRIPTION	LENGTH
1	4	AL Angle 3 x 3 x .25	31 3/4"
2	4	AL Angle 3 x 3 x .25	209 7/8"
3	4	AL Angle 3 x 3 x .25	96 3/4"
4	2	AL Angle 3 x 3 x .25	203 7/8"
5	12	AL Angle 3 x 3 x .25	46 7/8"
6	6	AL Angle 3 x 3 x .25	25 3/4"
7	12	AL Angle 2 x 2 x .25	46 7/8"
8	6	AL Angle 2 x 2 x .25	25 3/4"
9	10	AL Angle 3 x 3 x .25	30 3/4"
10	2	AL Angle 3 x 3 x .25	2 1/4"
11	20	AL Angle 3 x 3 x .25	3"
12	6	Steel Angle 2 x 2 x .25	31 3/4"



ITEM NO.	QTY.	DESCRIPTION	LENGTH
1	4	AL Angle 2 x 2 x .1875	79"
2	4	AL Angle 2 x 2 x .1875	31 3/4"
3	8	AL Angle 2 x 2 x .1875	22 7/8"
4	4	AL Angle 2 x 2 x .1875	27 3/4"

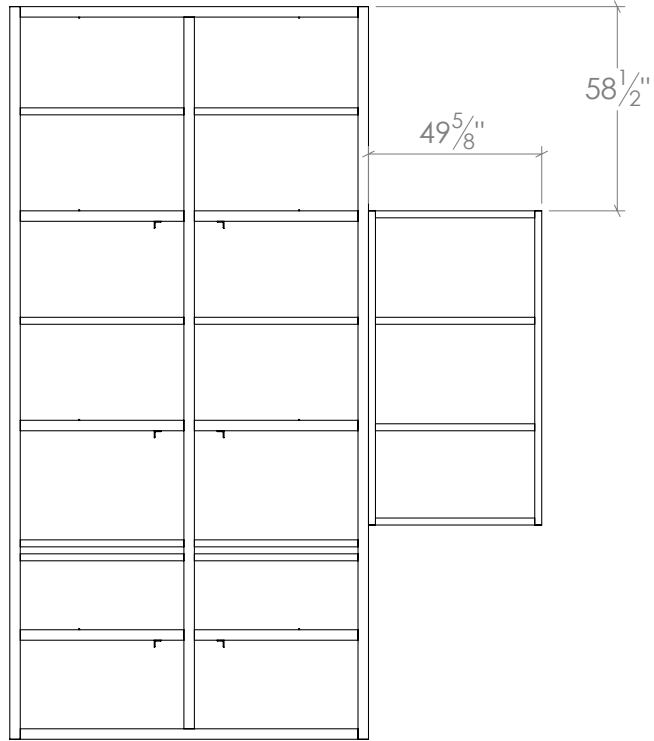


ITEM NO.	QTY.	DESCRIPTION	LENGTH
1	4	AL Angle 3 x 3 x .25	31 3/4"
2	4	AL Angle 3 x 3 x .25	209 7/8"
3	4	AL Angle 3 x 3 x .25	96 3/4"
4	2	AL Angle 3 x 3 x .25	203 7/8"
5	12	AL Angle 3 x 3 x .25	46 7/8"
6	6	AL Angle 3 x 3 x .25	25 3/4"
7	8	AL Angle 2 x 2 x .25	46 7/8"
8	6	AL Angle 2 x 2 x .25	25 3/4"
9	8	AL Angle 3 x 3 x .25	30 3/4"
10	8	AL Angle 2 x 2 x .187	46 7/8"
11	22	AL Angle 3 x 3 x .25	3"
12	2	Steel Angle 2 x 2 x .25	30 3/4"
13	6	Steel Angle 2 x 2 x .25	31 3/4"

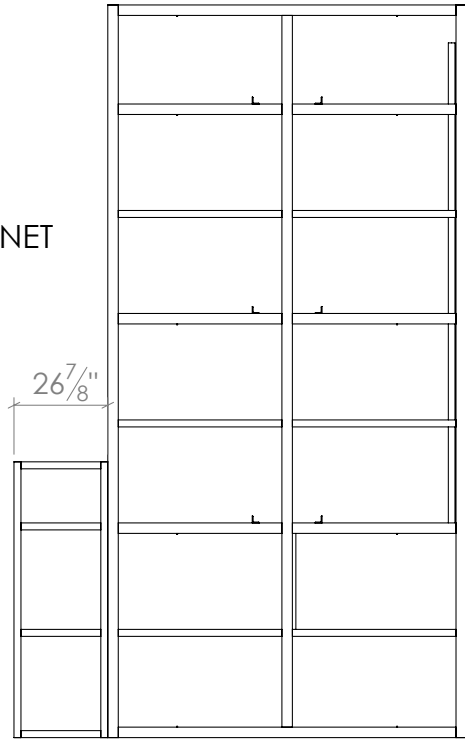


ITEM NO.	QTY.	DESCRIPTION	LENGTH
1	4	AL Angle 2 x 2 x .1875	90"
2	4	AL Angle 2 x 2 x .1875	31 3/4"
3	8	AL Angle 2 x 2 x .1875	45 5/8"
4	4	AL Angle 2 x 2 x .1875	27 3/4"

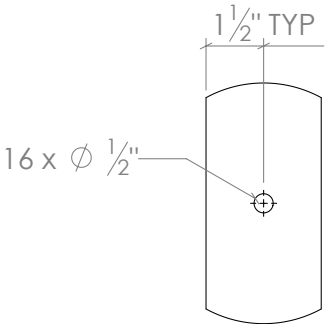
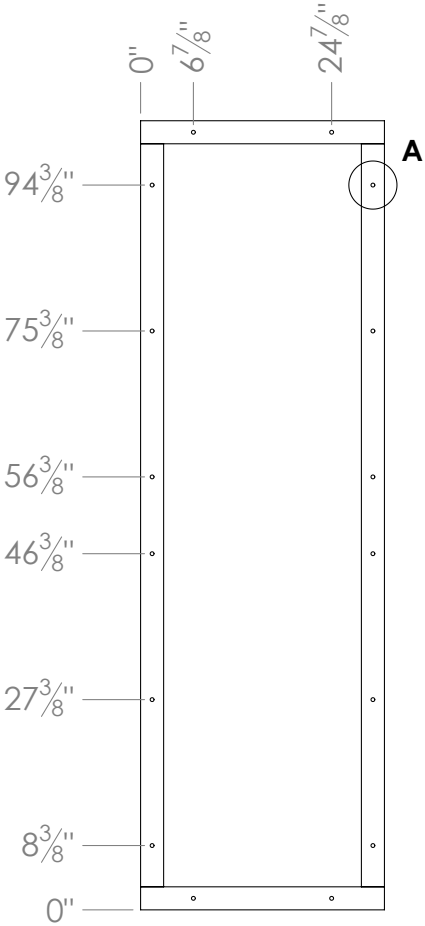
TOP CABINET



BOTTOM CABINET

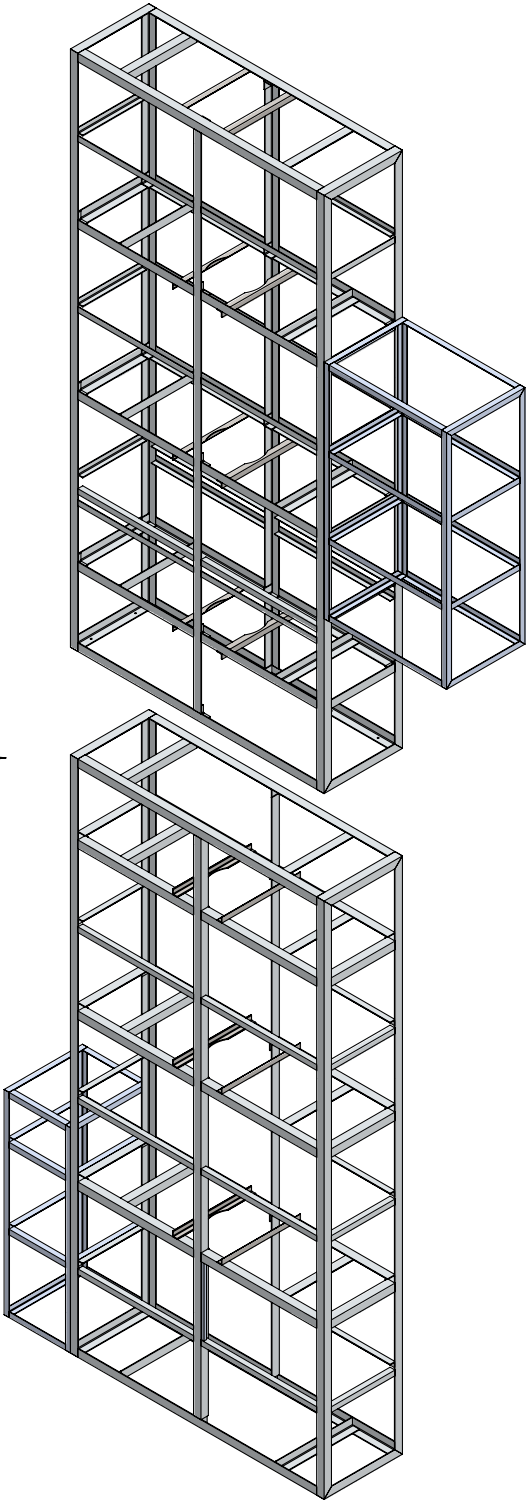


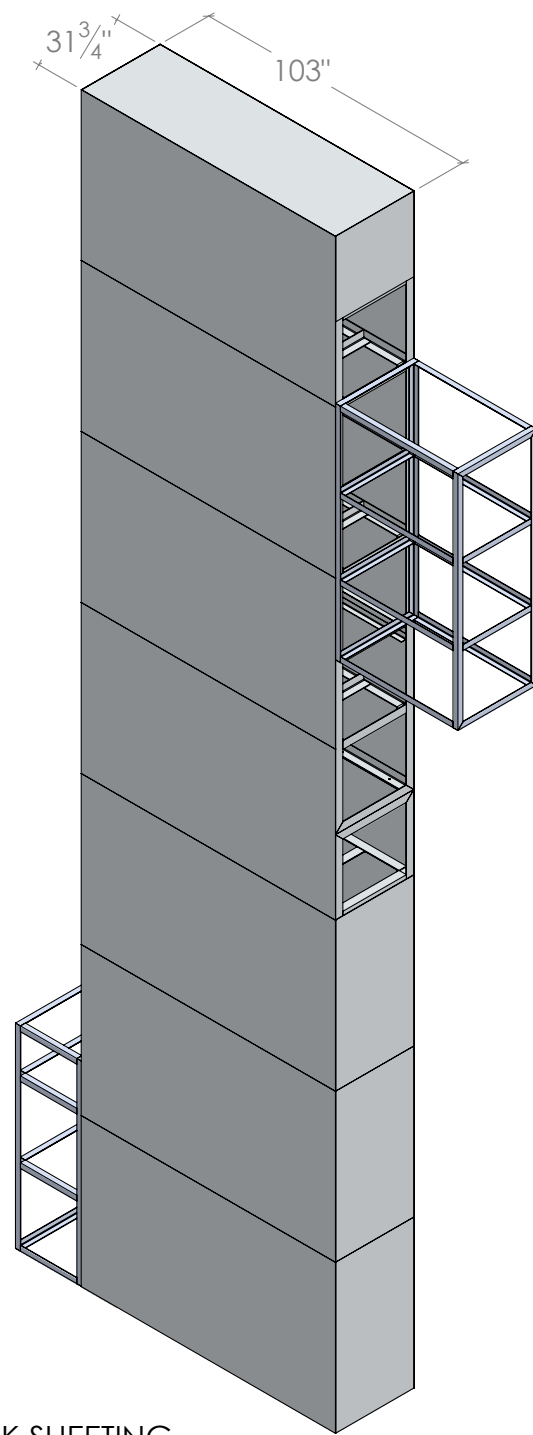
SPACER FRAMES WELDED
OR BOLTED TO MAIN
CABINET FRAMES



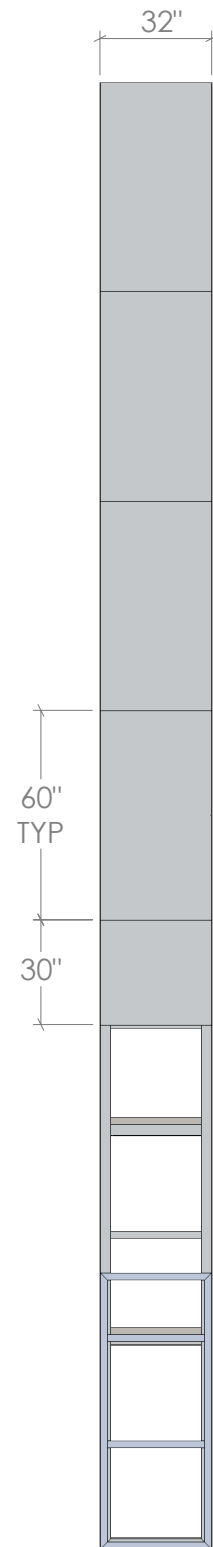
DETAIL A

1/2" HOLES IN TOP OF BOTTOM FRAME &
BOTTOM OF TOP FRAME
CABINETS BOLTED TOGETHER WITH 1/2"
WASHERS, BOLTS & NUTS
SHEETED WITH .125 ALUM.

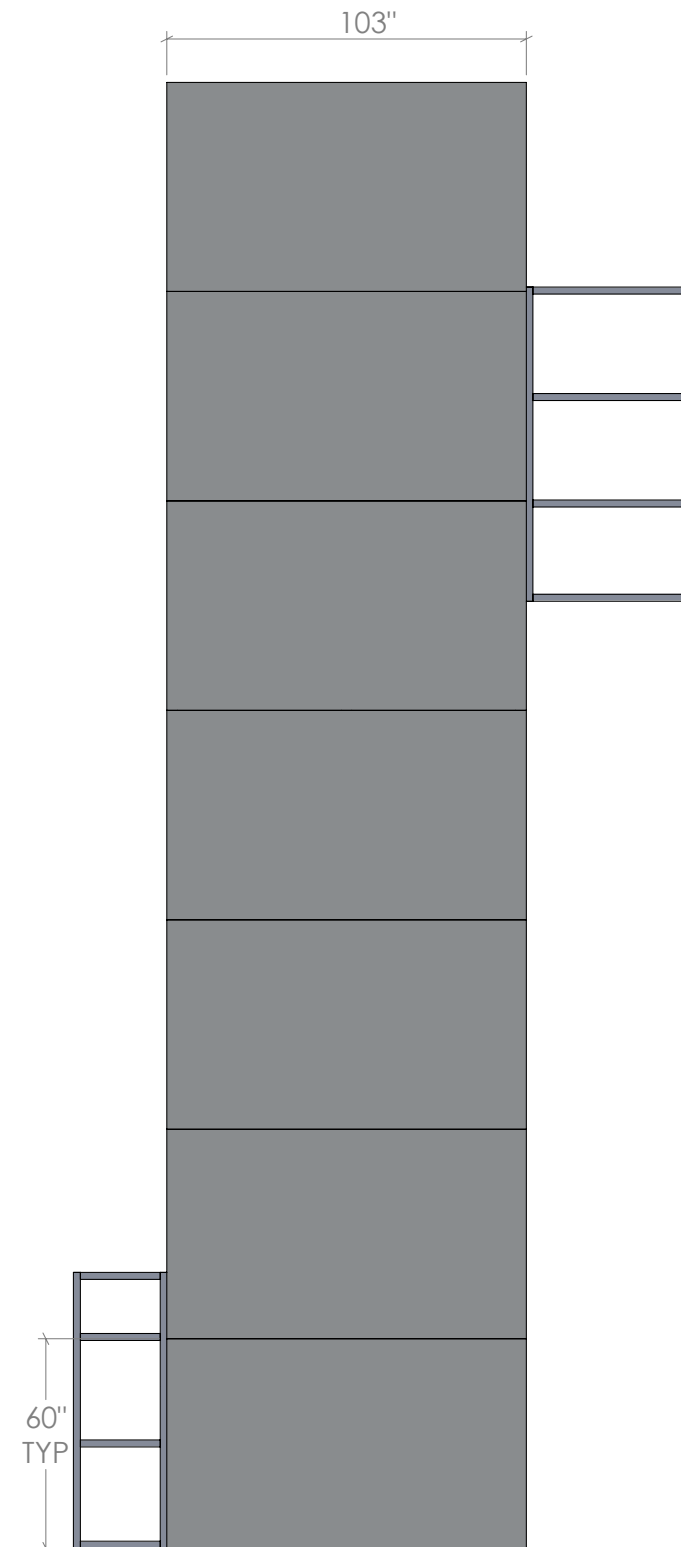




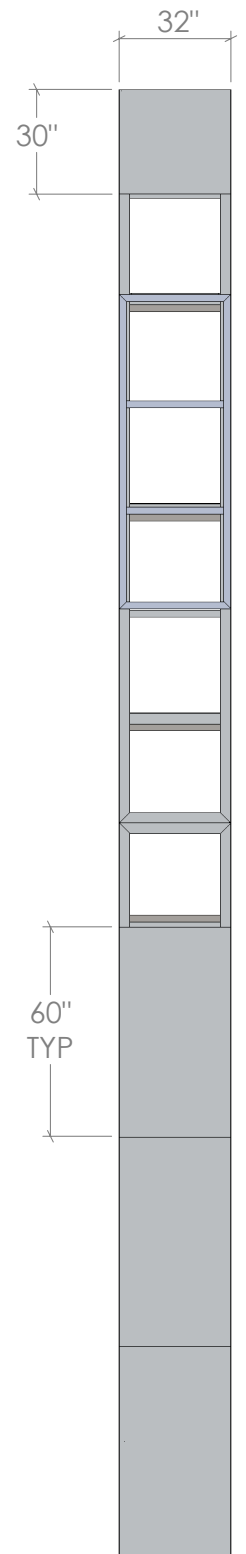
FRONT/BACK SHEETING
GLUED IN PLACE
SIDES NOT FULLY SHEETED
SIDES & TOP REMOVABLE,
ATTACHED WITH
COUNTERSUNK FASTENERS



LEFT SIDE



FRONT/BACK



RIGHT SIDE

- 1" TUBING IN FACE FRAME
- CORNERS ROLLED TO MATCH ROUTED FACES

2" x 1" TUBE BEHIND SHEET SEAMS

CURVED SHROUDS

FRAMING

- 1" SQ x .125 WALL TUBE
- 2" x 1" x .125 WALL TUBE
- 2" x 2" x .187 WALL ANGLE

SHEETING

- FACES: ROUTED .125 ALUM
- SIDES: .080 ALUM

ALL SHEETING GLUED IN PLACE
MAY BE BEST TO FABRICATE THESE CURVED SHROUDS BEFORE SHEETING MAIN CABINET TO ENSURE FRAMING MEMBERS LINE UP.

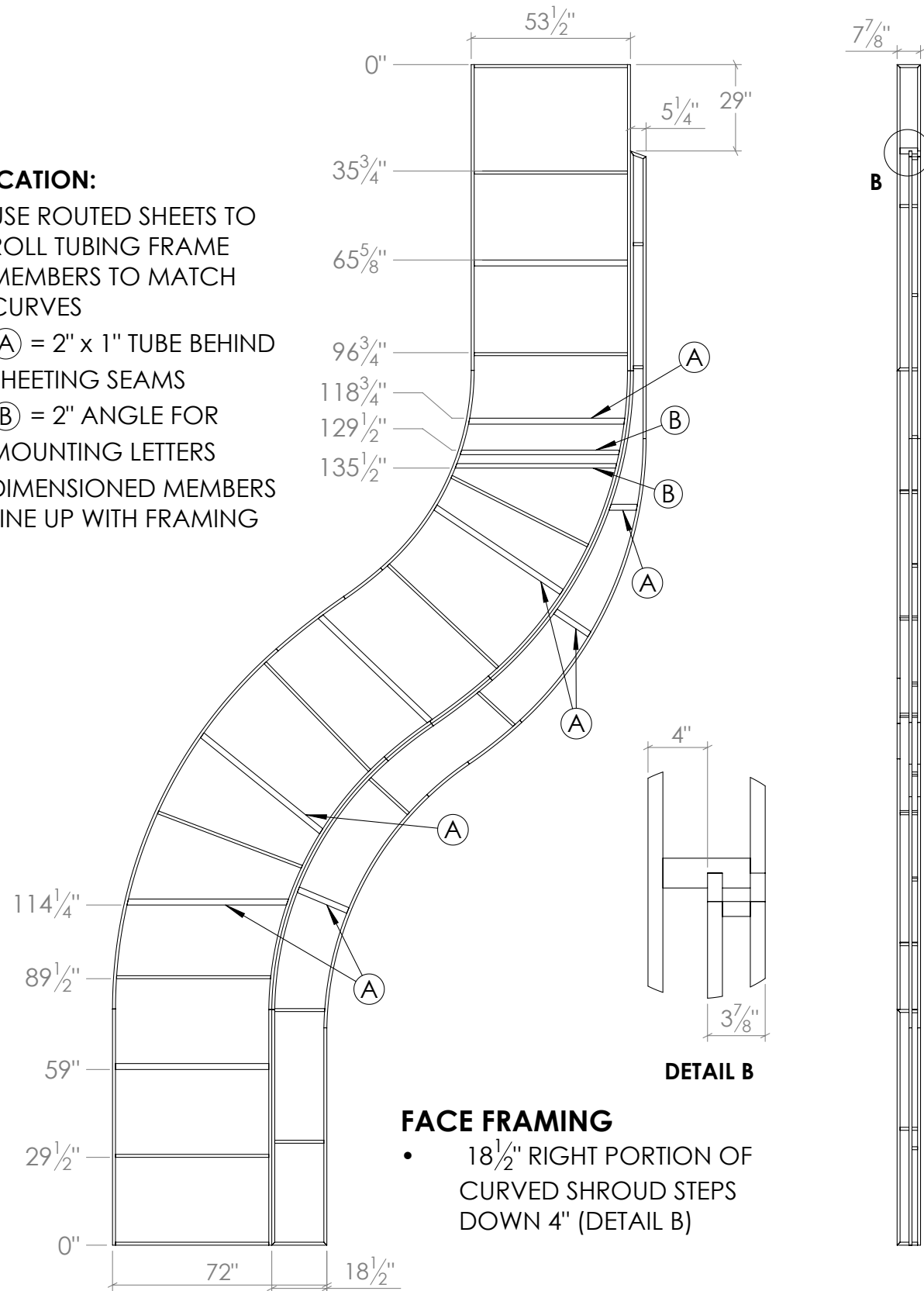
1" TUBE JACK STRUTS
WHEREVER FACE & BACK
FRAMING MEMBERS CROSS

2" ANGLE IN BACK OF FRAME
LINES UP WITH FRAMING IN
MAIN SHROUD

FABRICATE ONE SHROUD MIRRORED

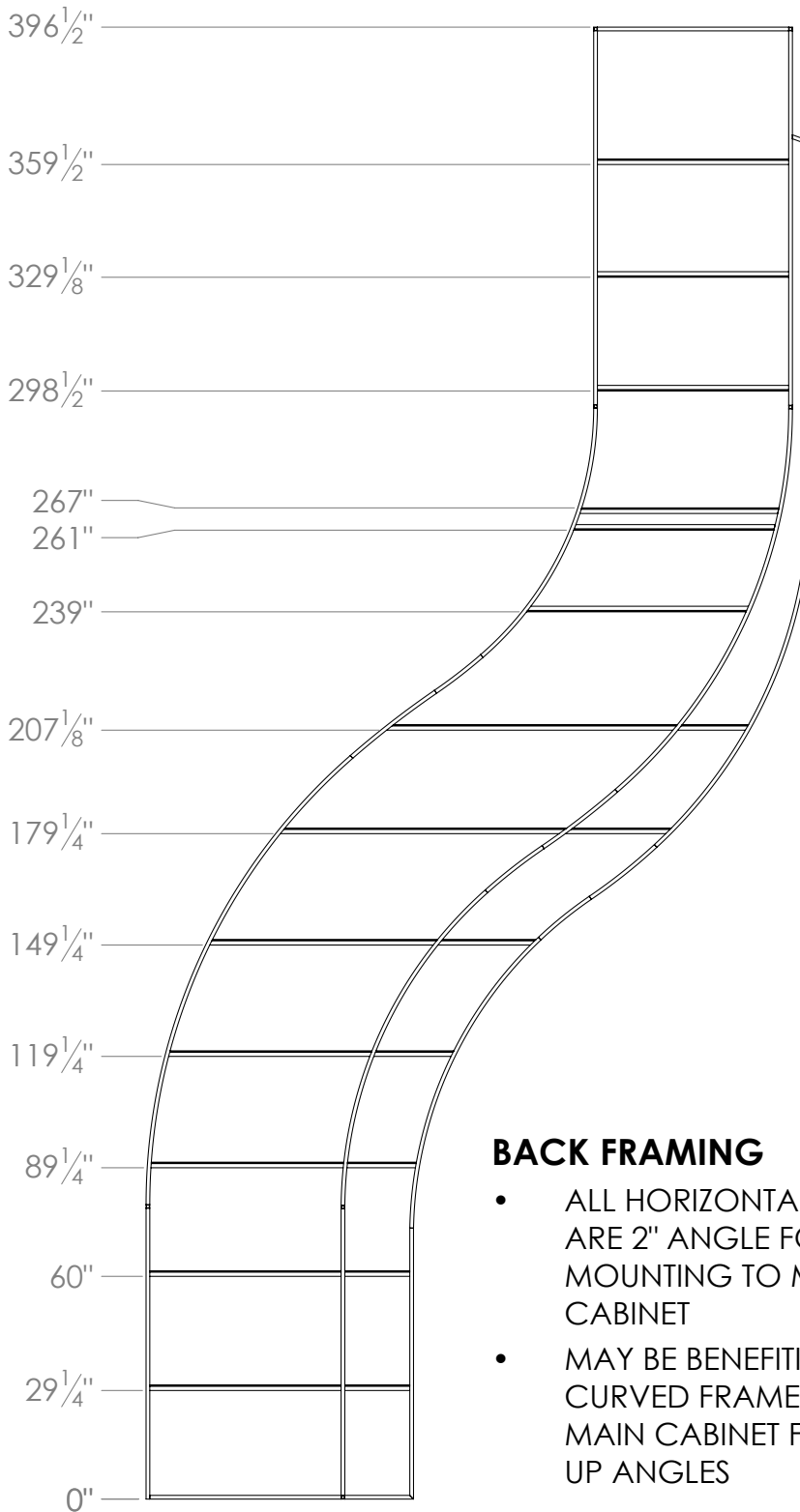
FABRICATION:

- USE ROUTED SHEETS TO ROLL TUBING FRAME MEMBERS TO MATCH CURVES
- (A) = 2" x 1" TUBE BEHIND SHEETING SEAMS
- (B) = 2" ANGLE FOR MOUNTING LETTERS
- DIMENSIONED MEMBERS LINE UP WITH FRAMING



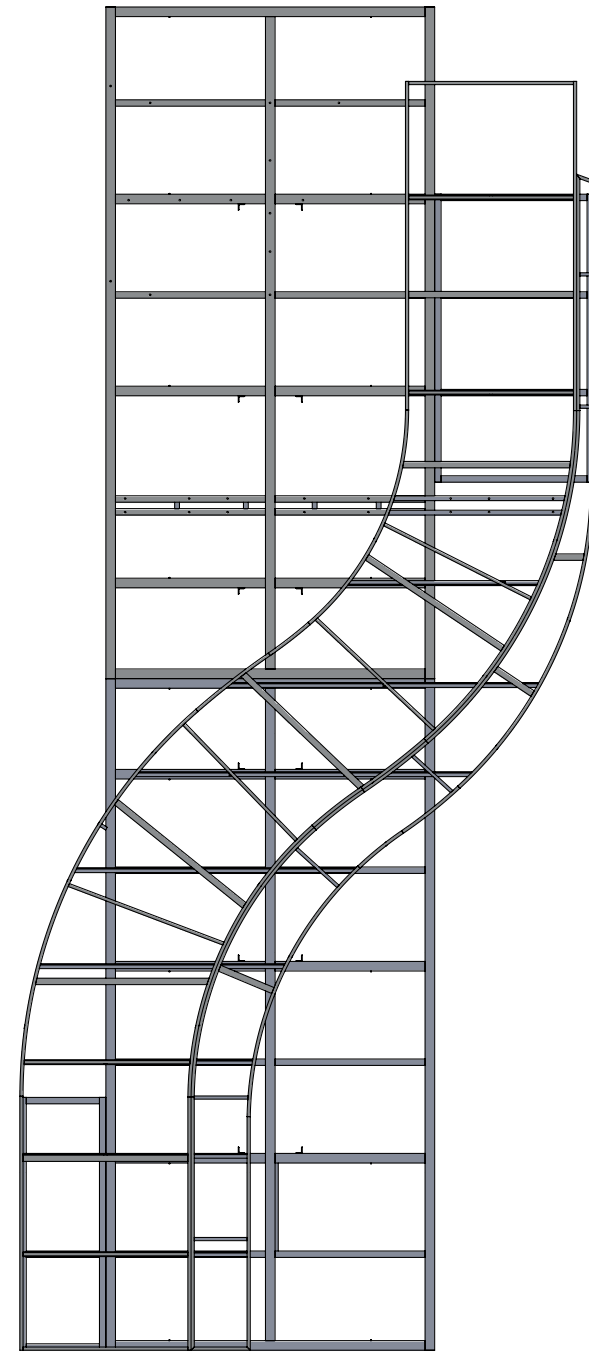
FACE FRAMING

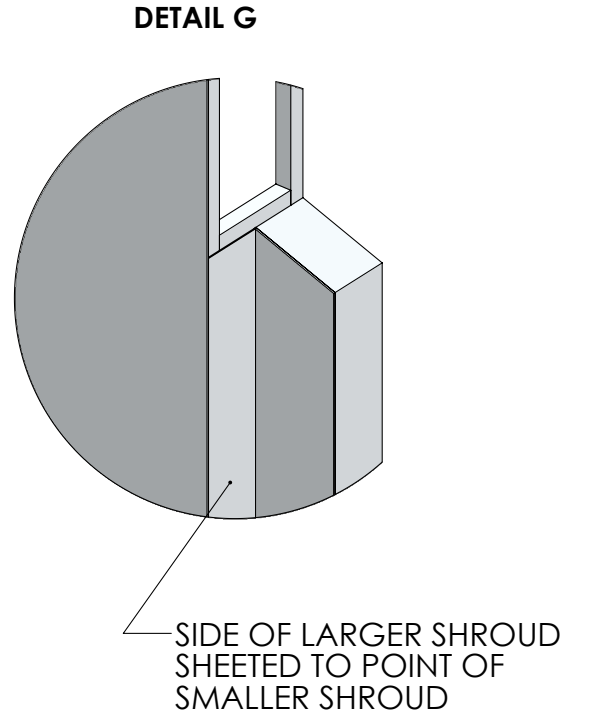
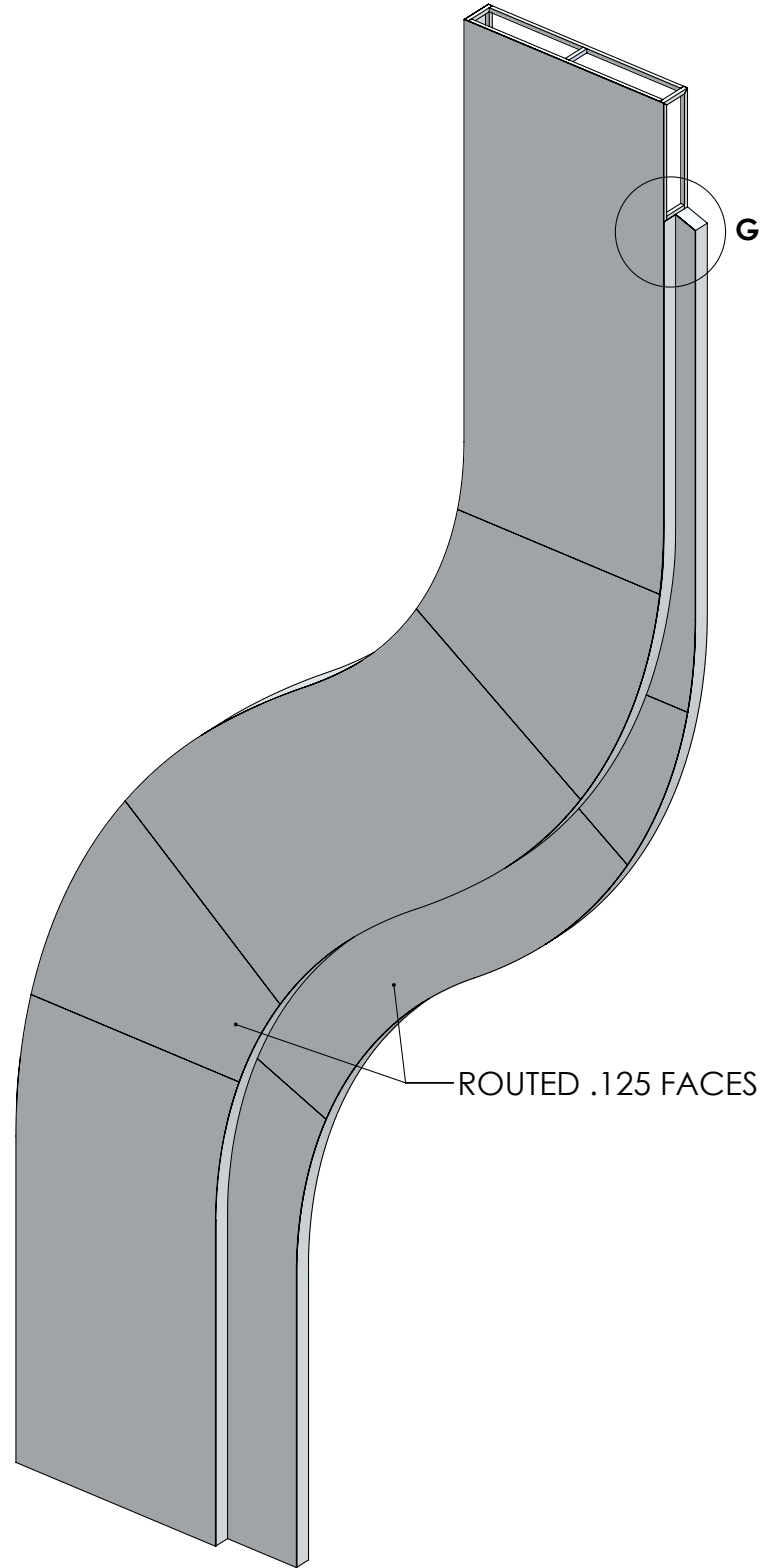
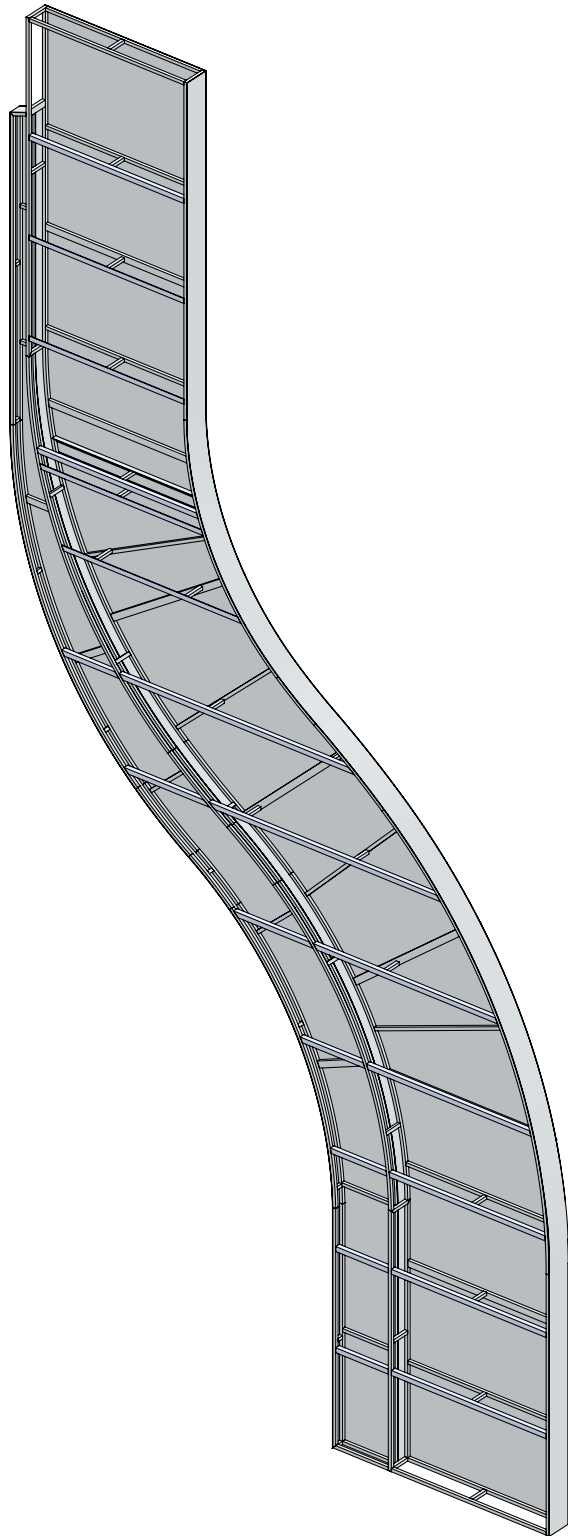
- 18 1/2" RIGHT PORTION OF CURVED SHROUD STEPS DOWN 4" (DETAIL B)



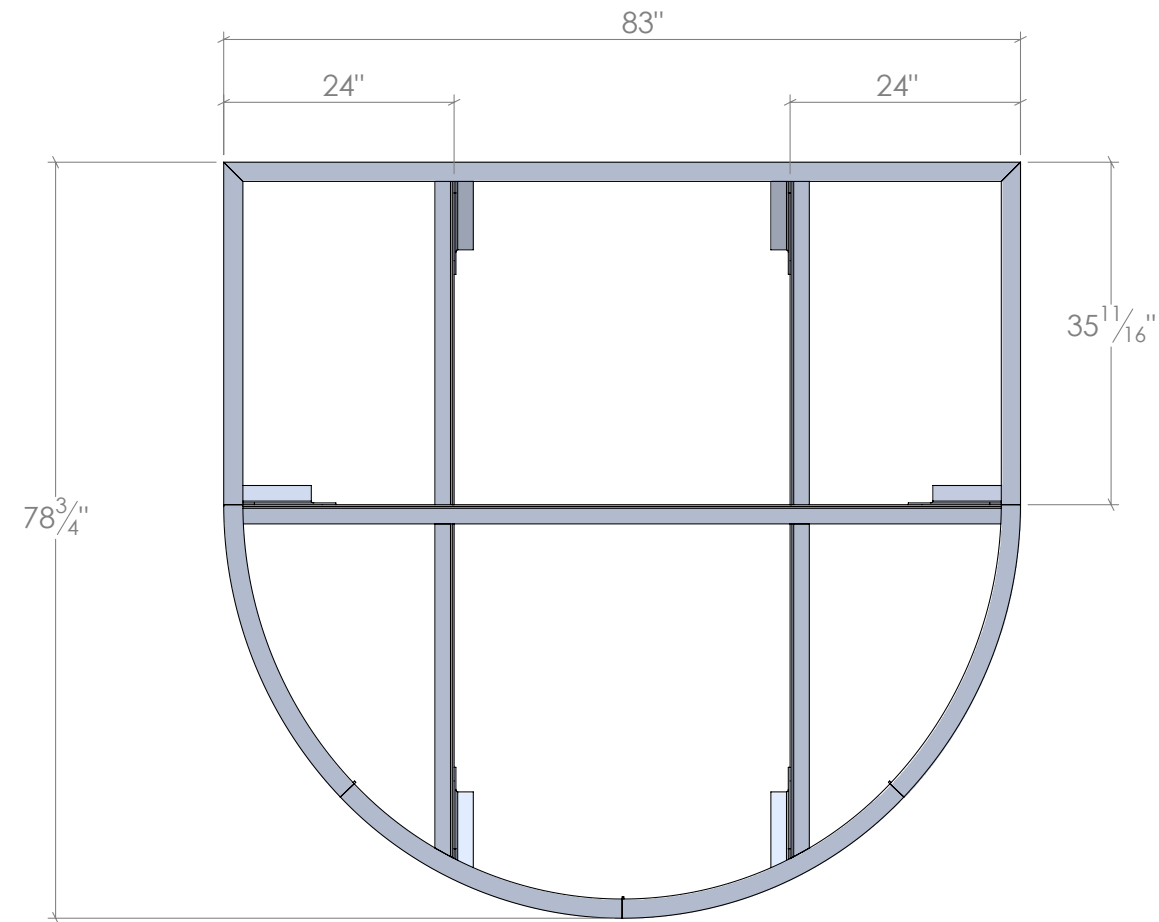
BACK FRAMING

- ALL HORIZONTAL MEMBERS ARE 2" ANGLE FOR MOUNTING TO MAIN CABINET
- MAY BE BENEFITIAL TO LAY CURVED FRAME ON TOP OF MAIN CABINET FRAME & LINE UP ANGLES

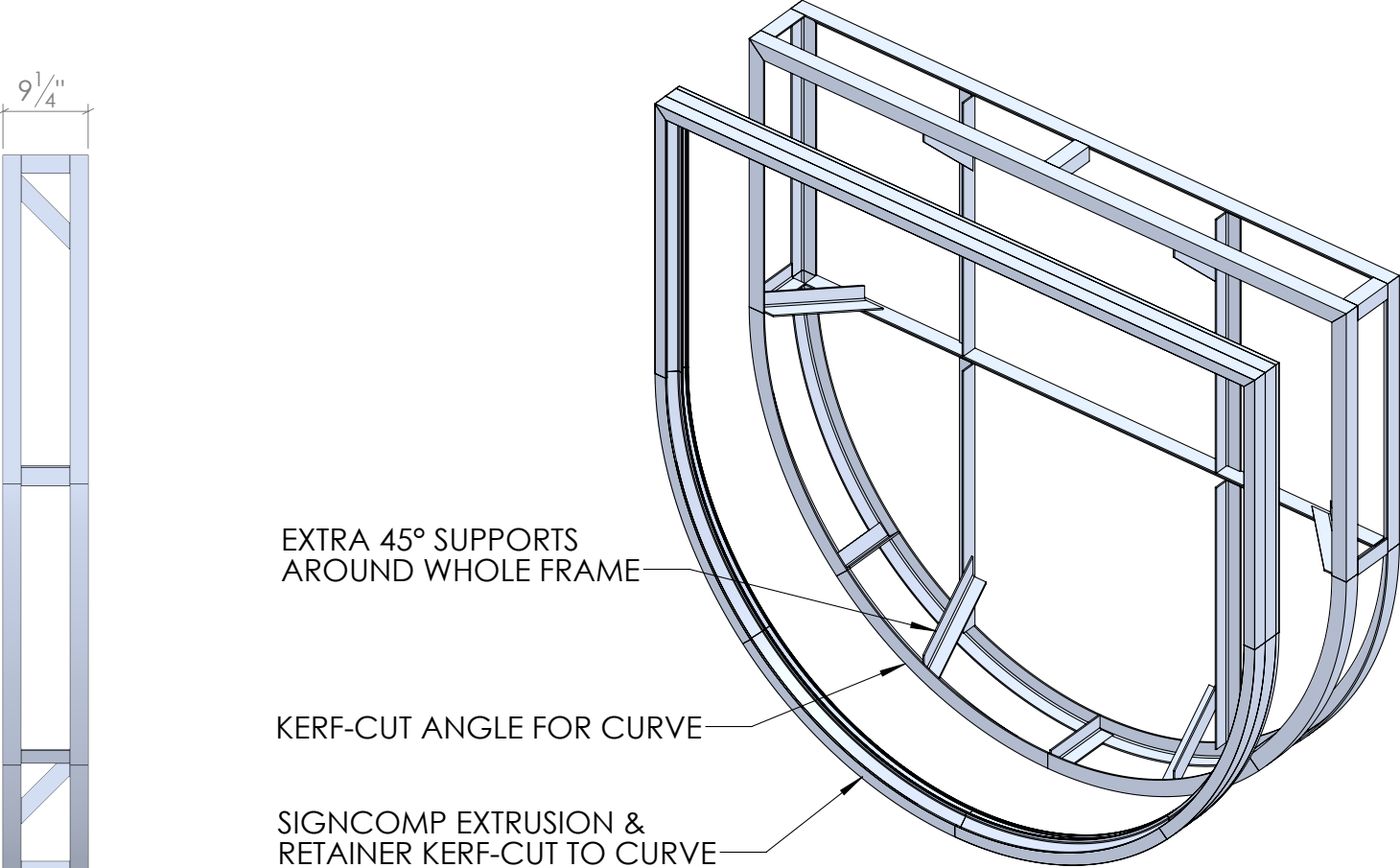




ROUTED .125 FACES



2" x 2" x .187" WALL ANGLE FRAME

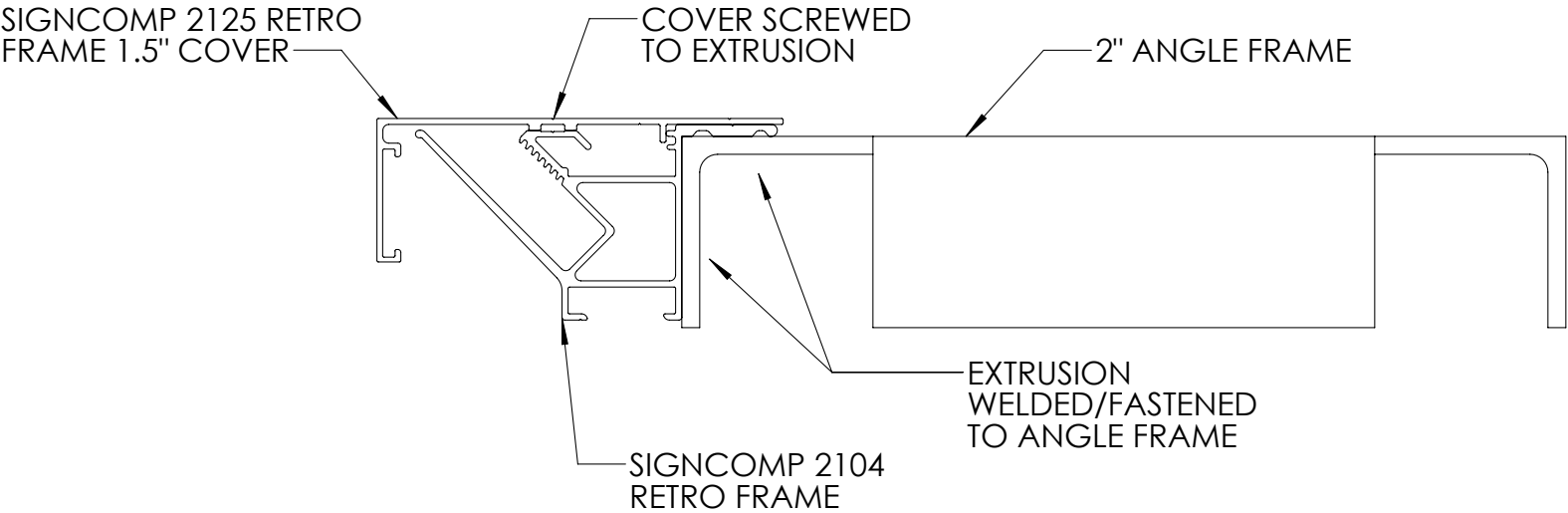


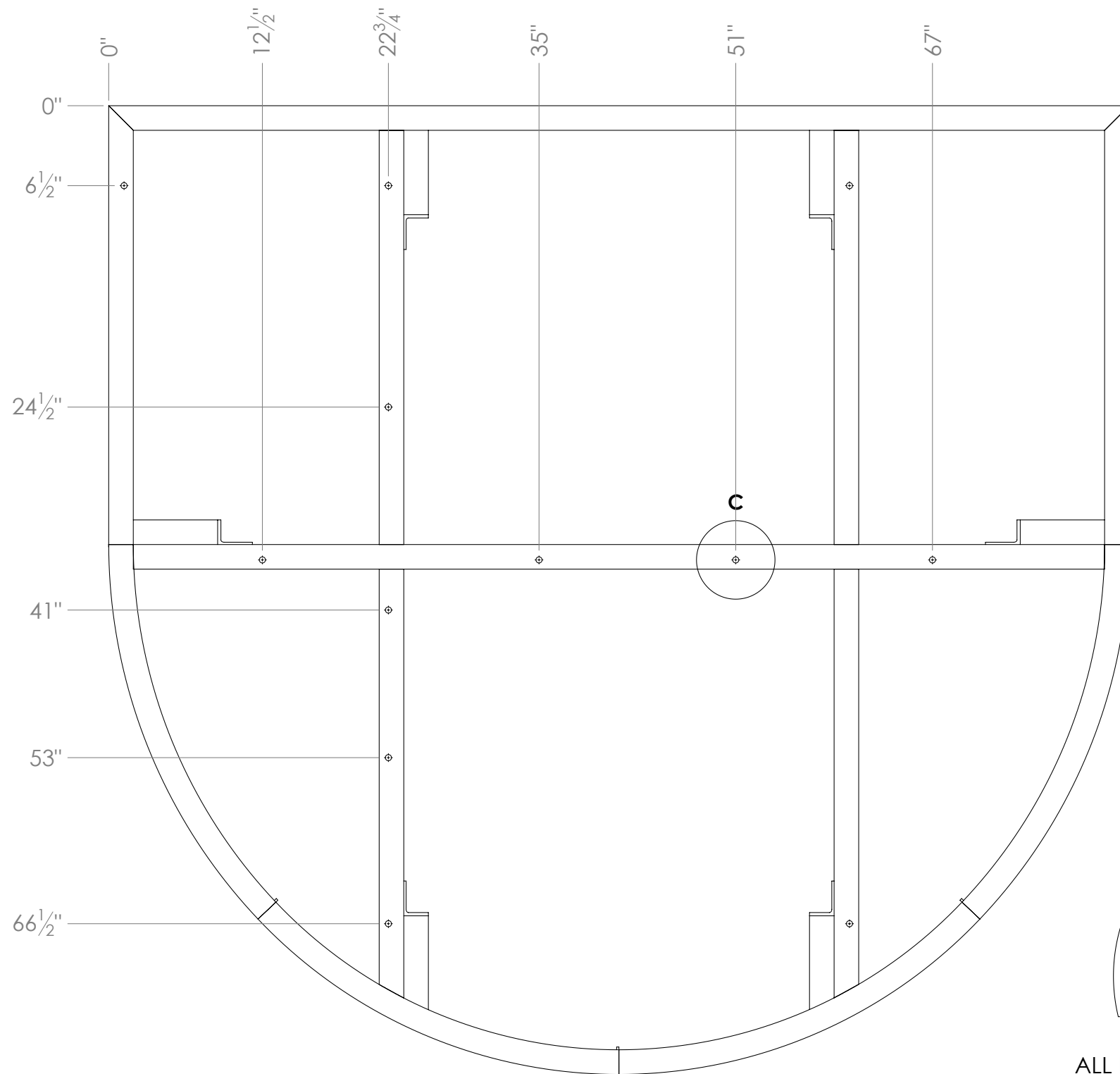
LOGO CABINET

- BACK-LIT 12" CABINET, FLEX FACE WITH APPLIED GRAPHICS
 - **TWO CABINETS TOTAL**
- FRAMING
- 2" x 2" x .187 WALL ANGLE
 - SIGNCOMP 2104 RETRO FRAME
 - SIGNCOMP 2125 RETRO FRAME COVER

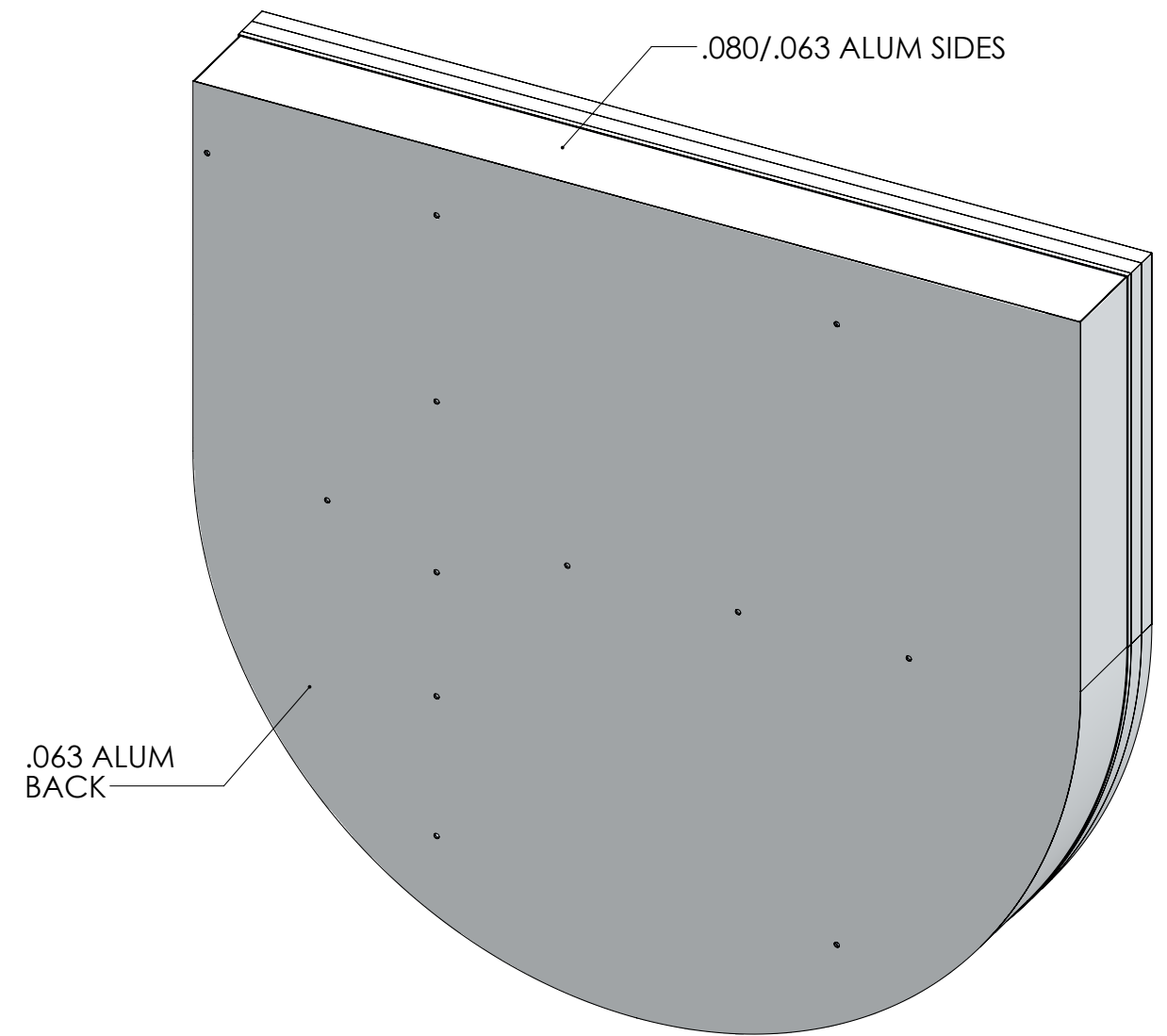
SHEETING

- FACE: FLEX FACE WITH APPLIED GRAPHICS
- SIDES: .080 ALUM
- BACK: .063 ALUM

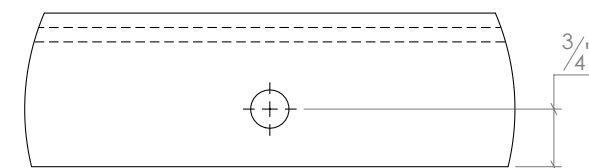




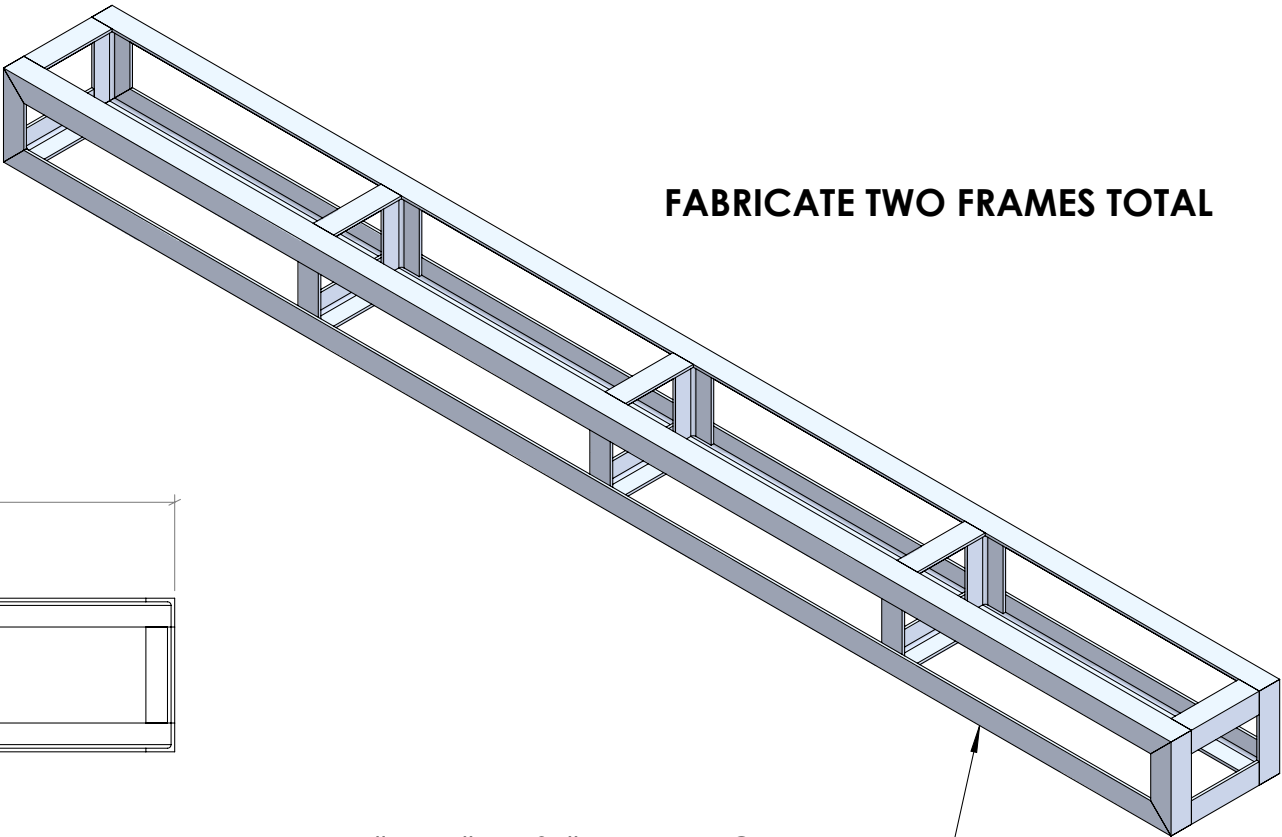
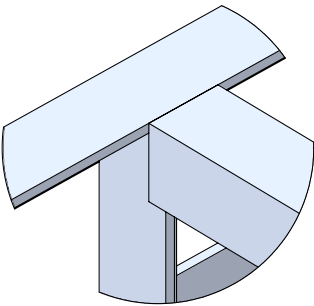
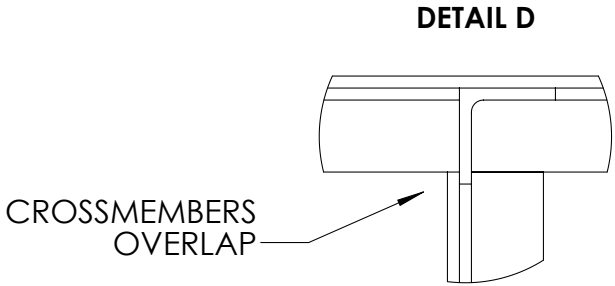
MOUNTING HOLES BACK VIEW -- MIRROR HOLE LOCATIONS IN OTHER CABINET



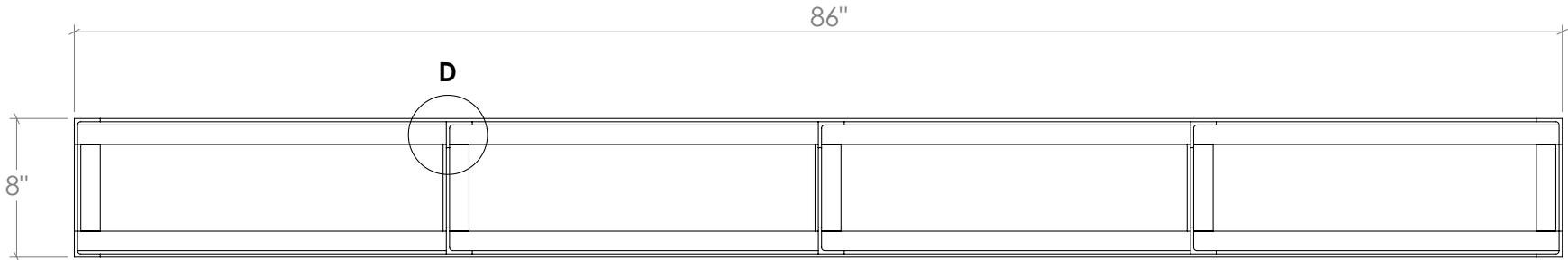
DETAIL C



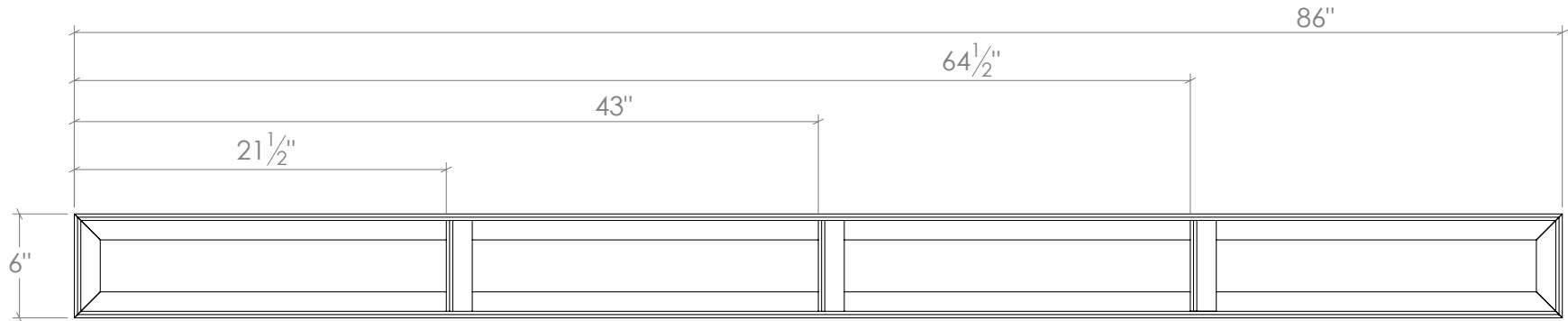
ALL HOLES $\frac{3}{4}$ " FROM OPEN SIDE OF ANGLE



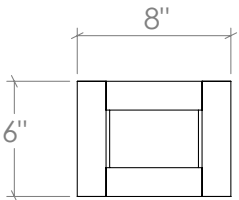
1.5" x 1.5" x .187" WALL ANGLE FRAME



TOP/BOTTOM

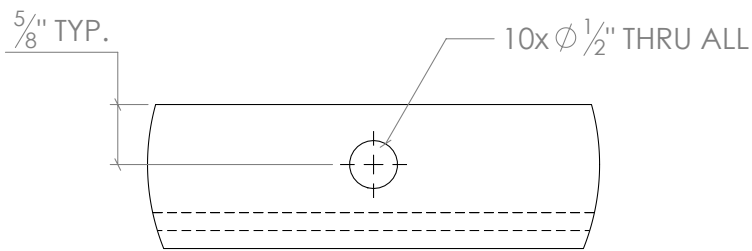
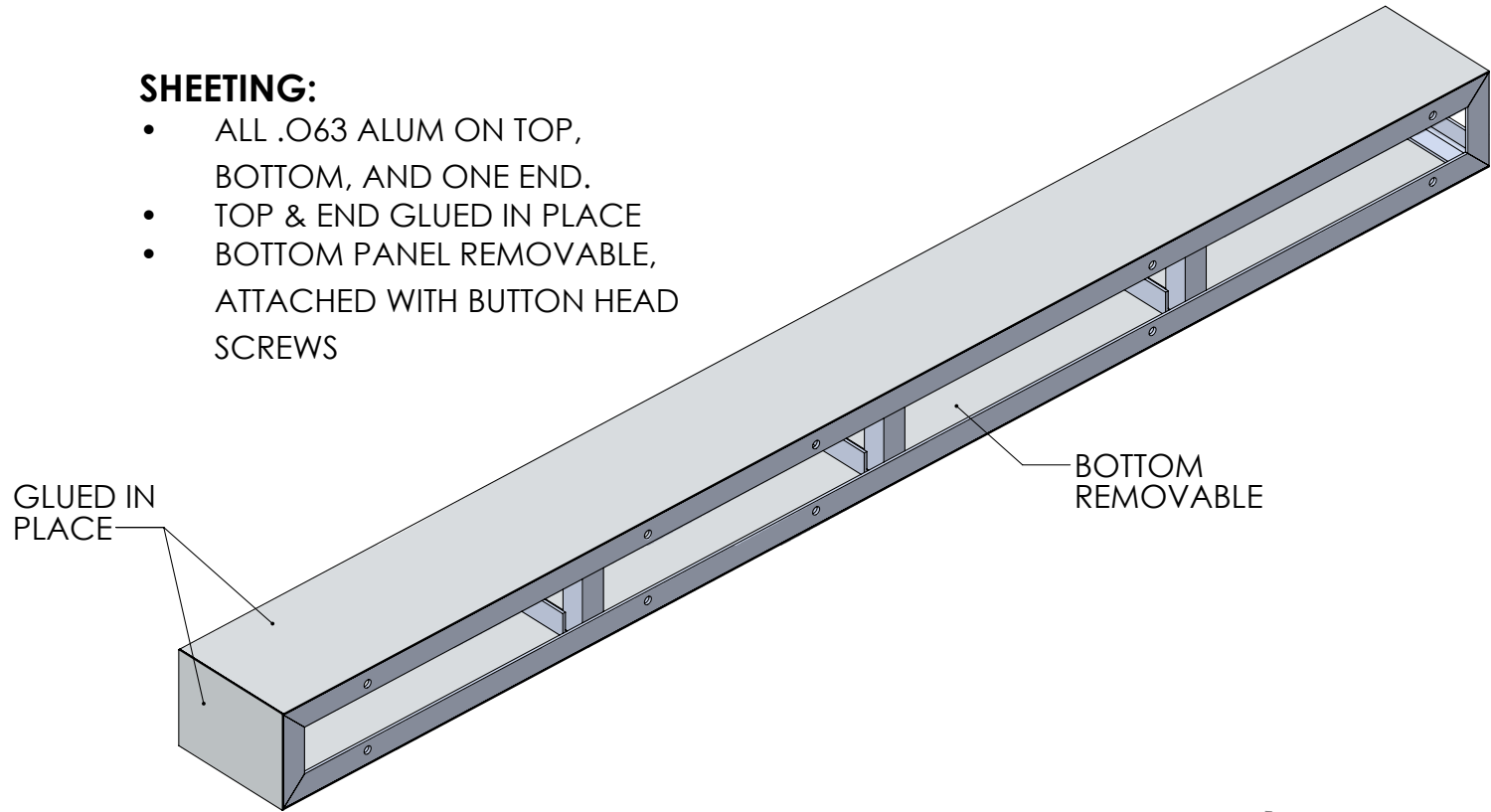


FRONT/BACK

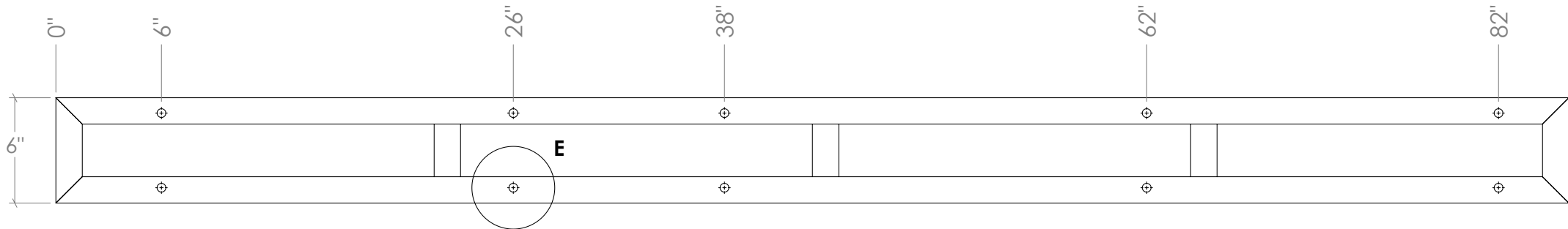


SIDES

- SHEETING:**
- ALL .063 ALUM ON TOP, BOTTOM, AND ONE END.
 - TOP & END GLUED IN PLACE
 - BOTTOM PANEL REMOVABLE, ATTACHED WITH BUTTON HEAD SCREWS



DETAIL E
HOLES 5/8" TYP. FROM INSIDE ANGLE



HOLES IN BOTH SIDES OF FRAME



JOB ORDER #: S014502		DRAWING: LETTER MOUNT	
CLIENT: CITY OF DEPERE		SHEET 15 OF 21	
ADDRESS: DEPERE, WI			
DATE: 12/12/2024			
SCALE: 1:10			
A.C.: GARY S.			
DESIGNER: BEN L.		PM: JAAN O.	
REVISED BY: -		DATE: 12/19/2024	
REVISION #: -			

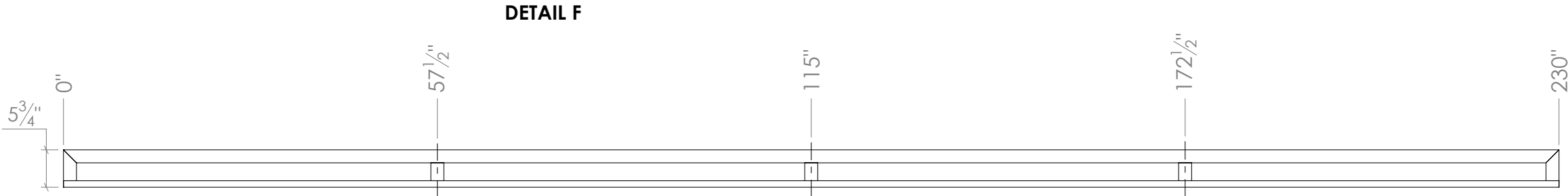
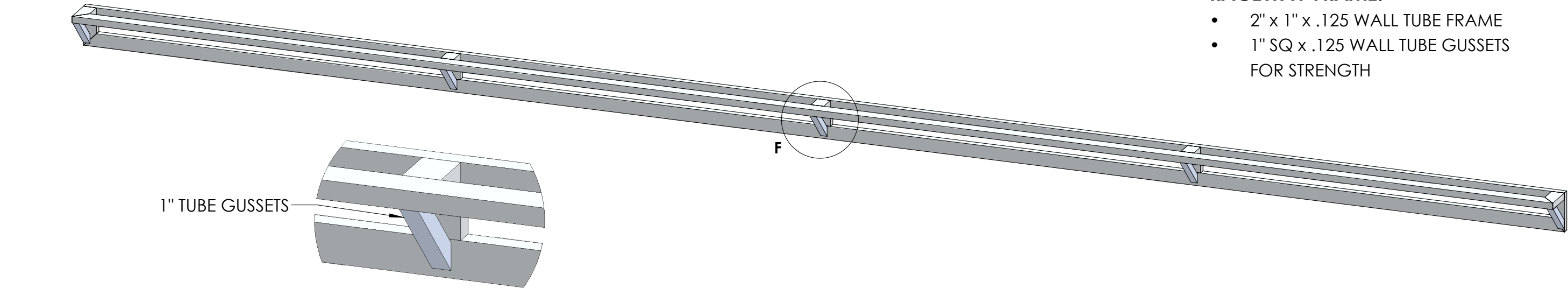
NOTES: IF IN DOUBT, ASK

REMOVE ALL SHARP EDGES AND BURRS
VISIBLE WELDS TO BE GROUND & DRESSED
TOLERANCES UNLESS STATED OTHERWISE
TO BE AT ± 1/32"

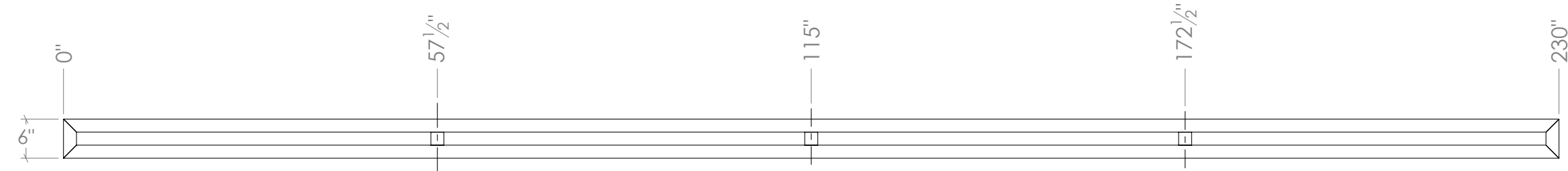
© COPYRIGHT 2024 BY ELEVATE97

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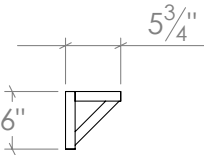
- RACEWAY FRAME:**
- 2" x 1" x .125 WALL TUBE FRAME
 - 1" SQ x .125 WALL TUBE GUSSETS FOR STRENGTH



TOP VIEW



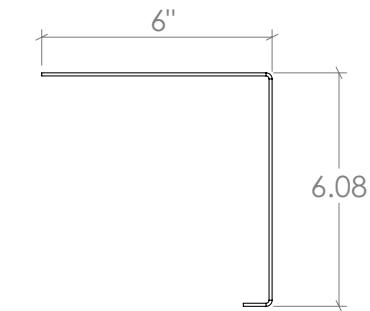
BACK VIEW



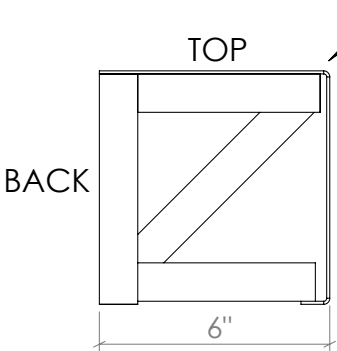
SIDE VIEW

RACEWAY SHEETING:

- BENT .080 ALUM SHEETING SHROUD & END CAPS
- 1" SQ TUBE SUPPORT STRUTS

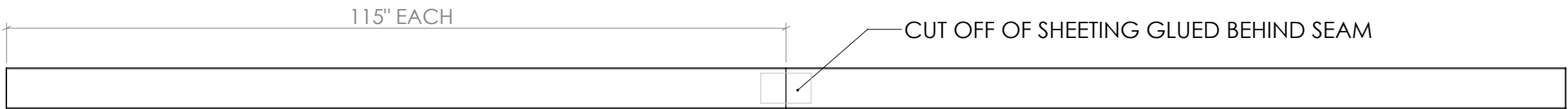
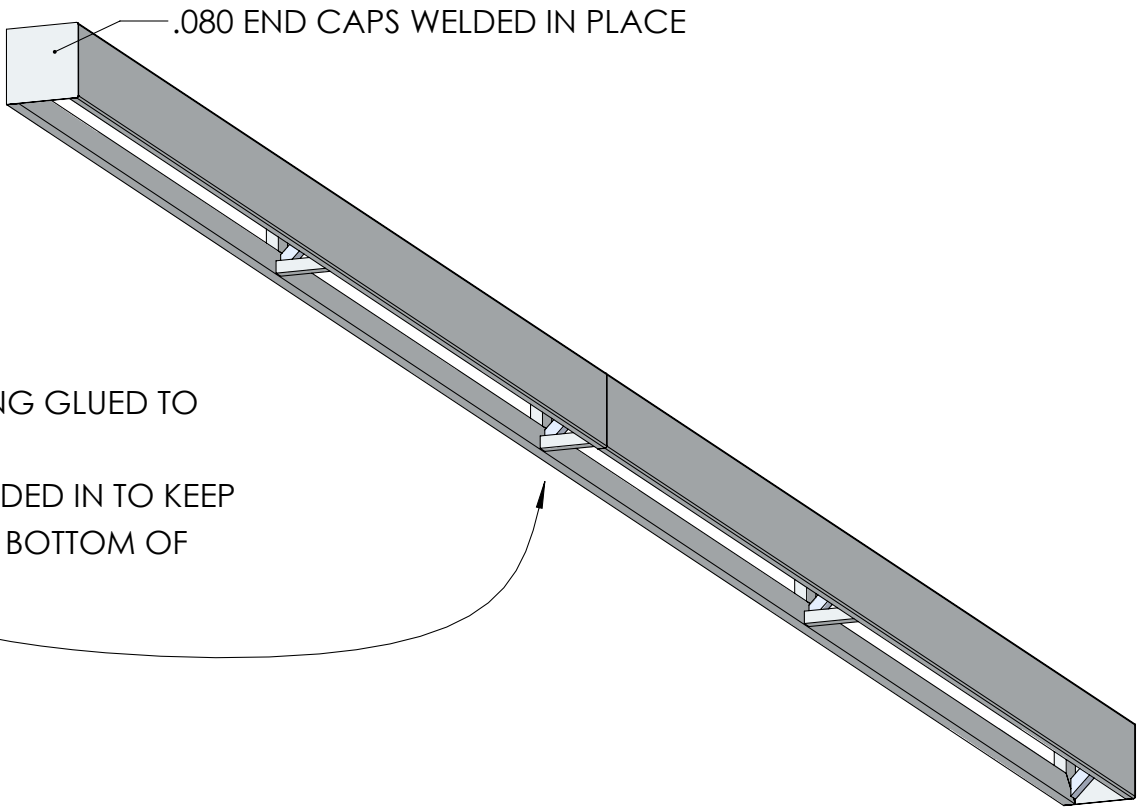


BENT .080 PROFILE

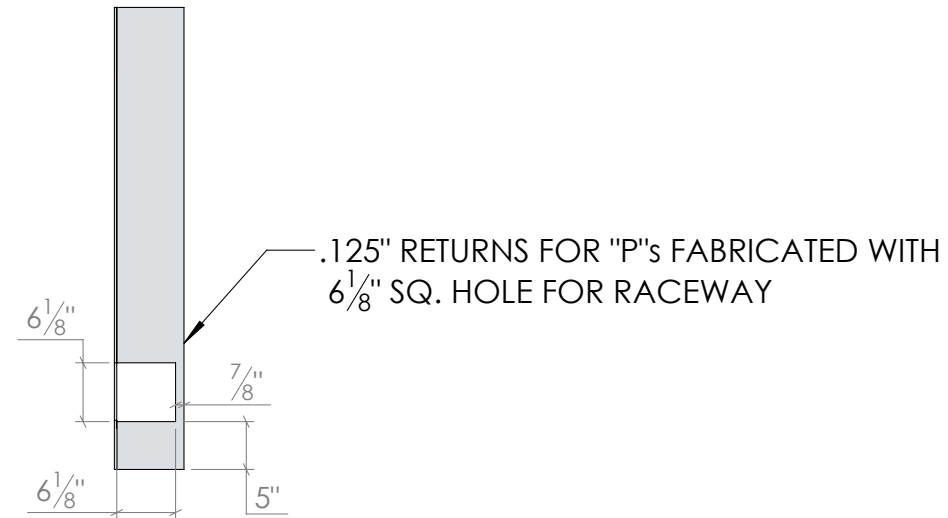
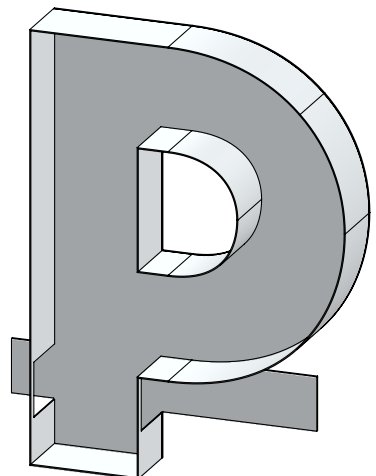
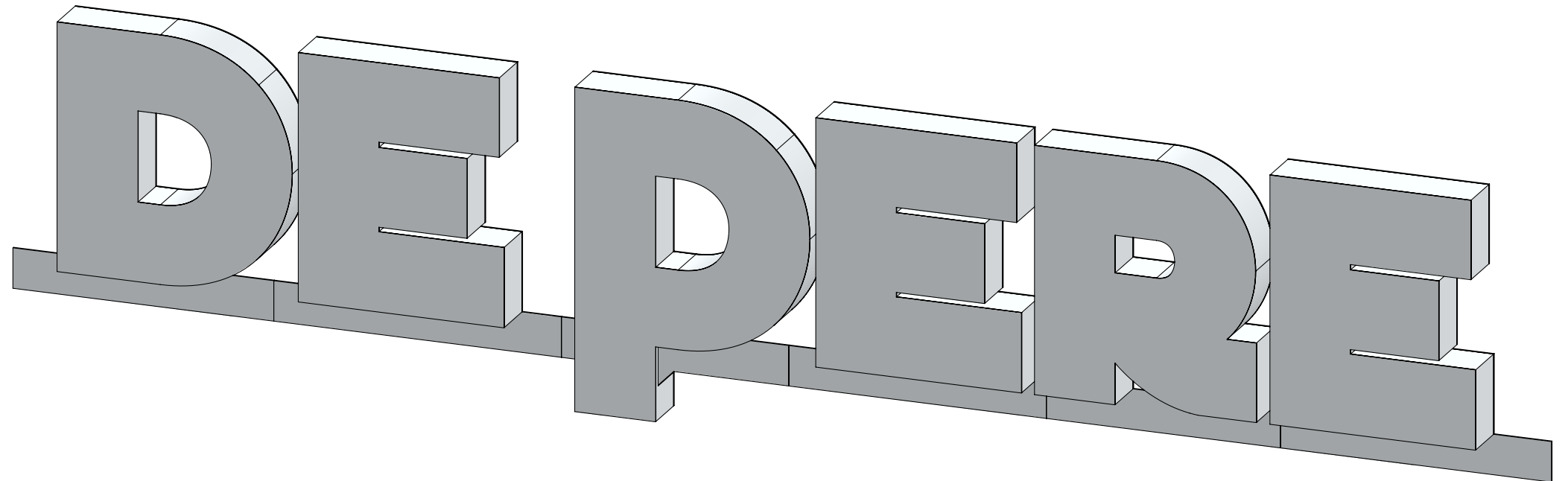
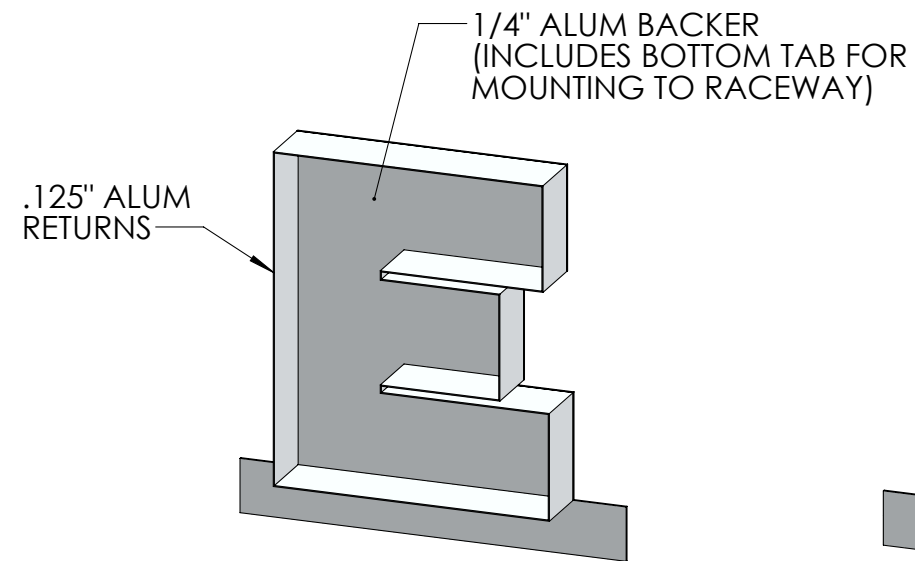


SIDE VIEW

- TOP OF SHEETING GLUED TO TOP OF FRAME
- 1" SQ TUBE WELDED IN TO KEEP 6" DISTANCE IN BOTTOM OF RACEWAY



FRONT VIEW

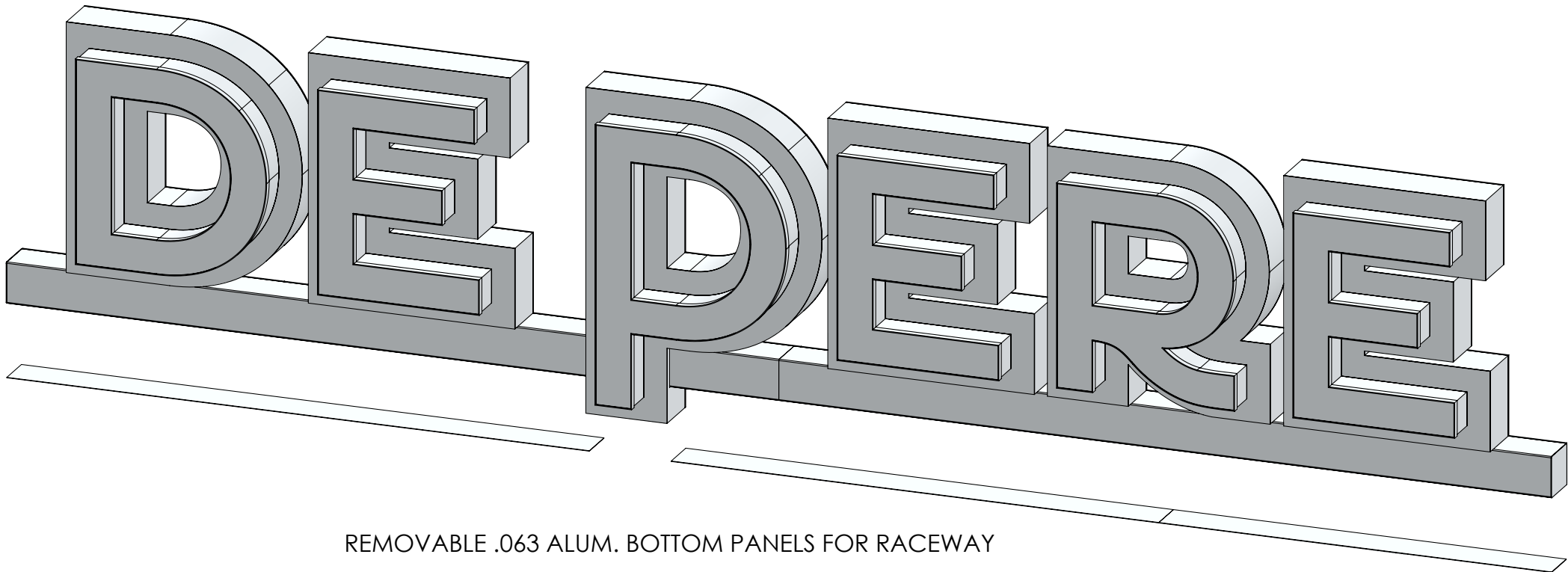
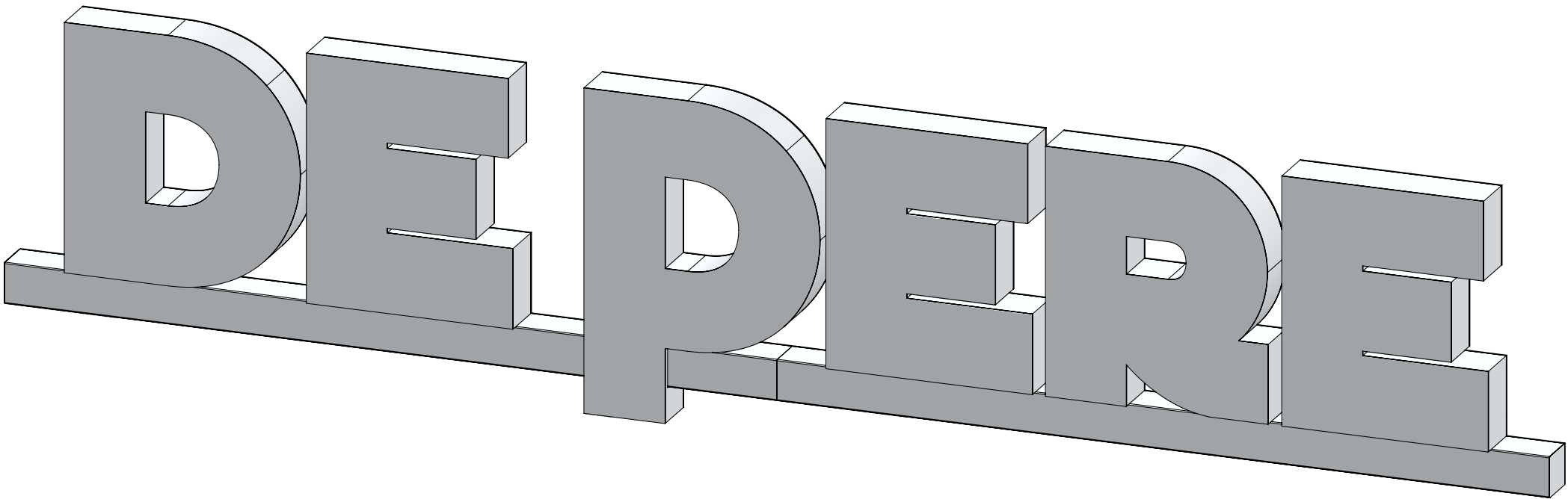


FABRICATED BACKER LETTERS: (2 SETS)

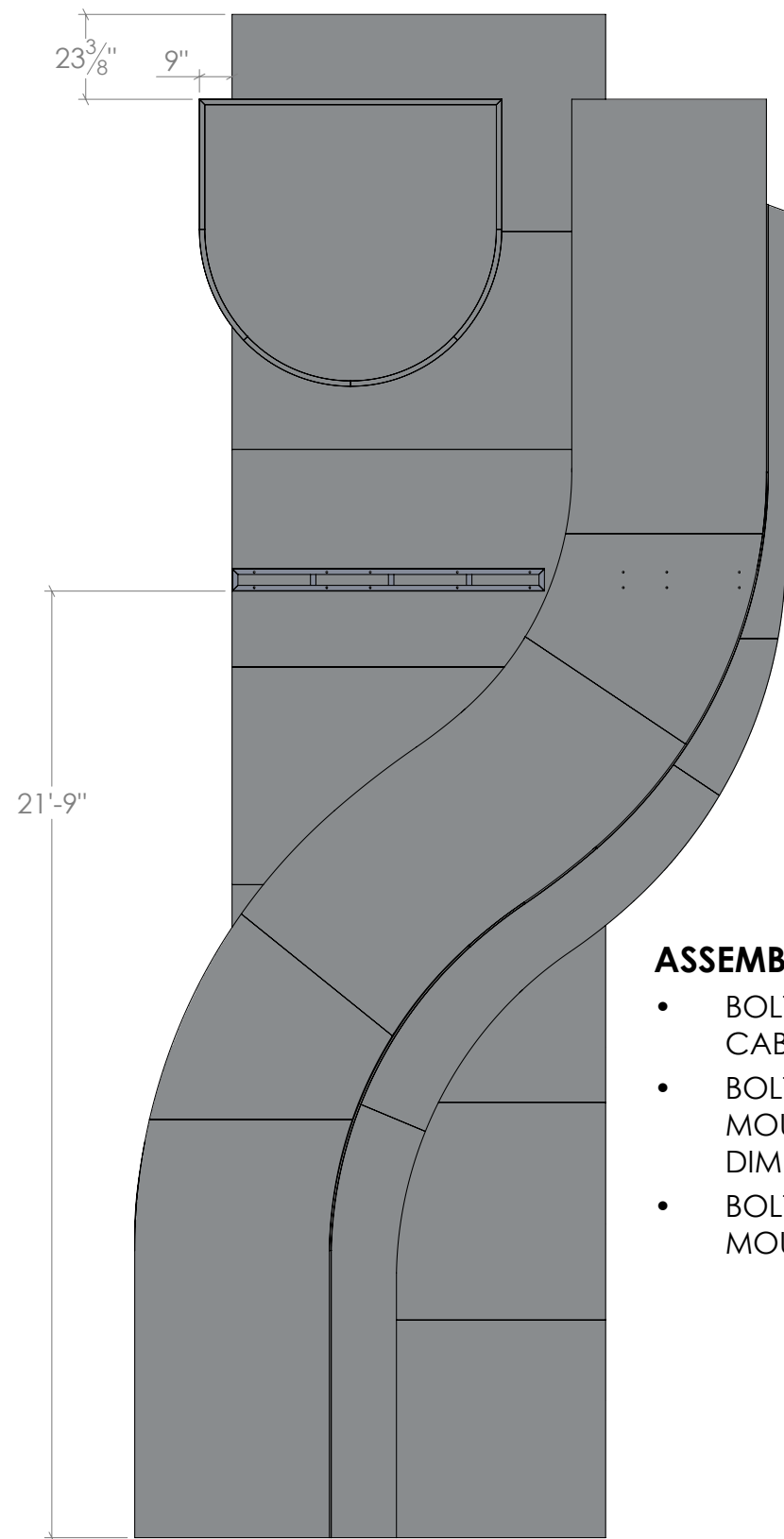
- INDIVIDUALLY ROUTED 1/4" ALUM. LETTER BACKS INCLUDE MOUNTING TAB & HOLES.
- FORMED .125" ALUM RETURNS
- ROUTED .125" ALUM FACES
- LETTERS FULLY WELDED, BUT LEFT AS INDIVIDUAL LETTERS FOR PAINT

CHANNEL LETTER ASSEMBLIES (x2)

- FABRICATED BACKER LETTERS ATTACHED TO RACEWAY WITH PIPE SCREWS FROM INSIDE RACEWAY THRU BOTTOM OF LETTERS. (WILL BE ATTACHED MORE SECURELY WITH BOLTS WHEN MOUNTING TO CABINETS, DETAILED ON NEXT PAGE)
- 5" CHANNEL LETTERS MOUNTED CENTERED ON FRONT OF BACKER LETTERS.

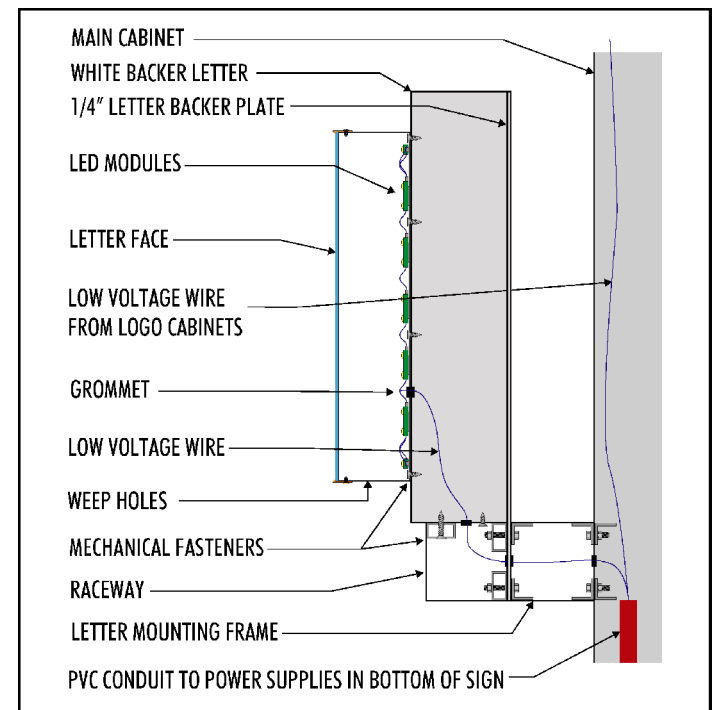
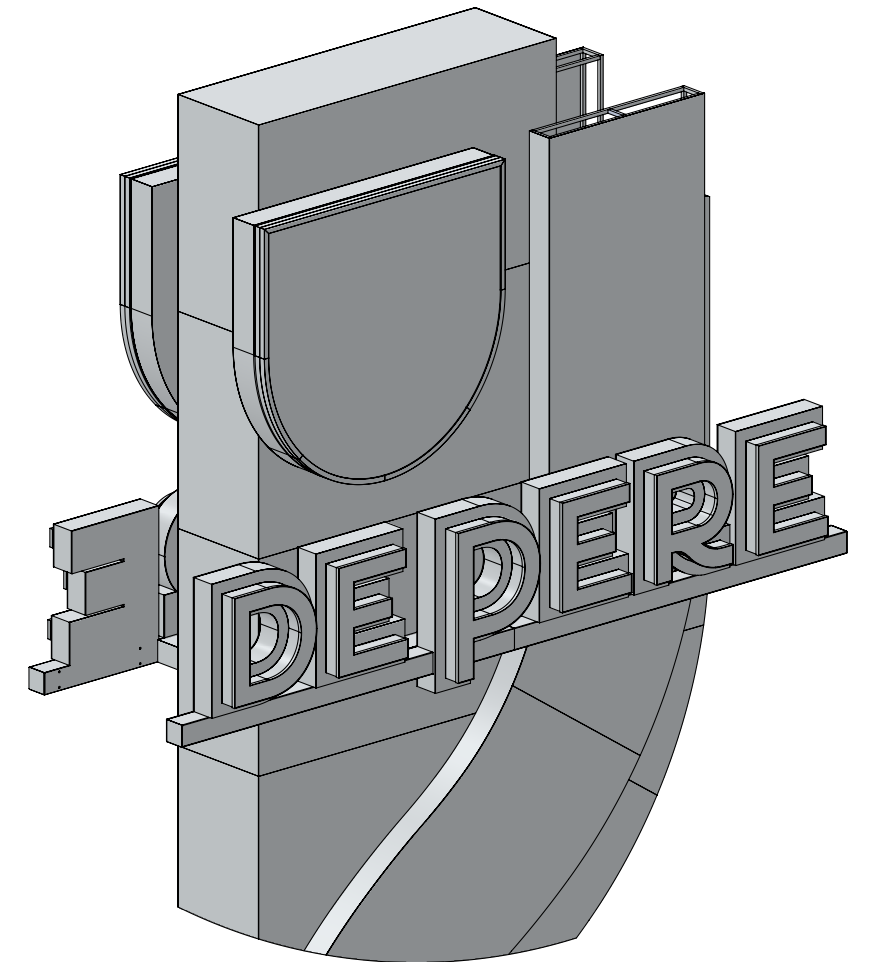
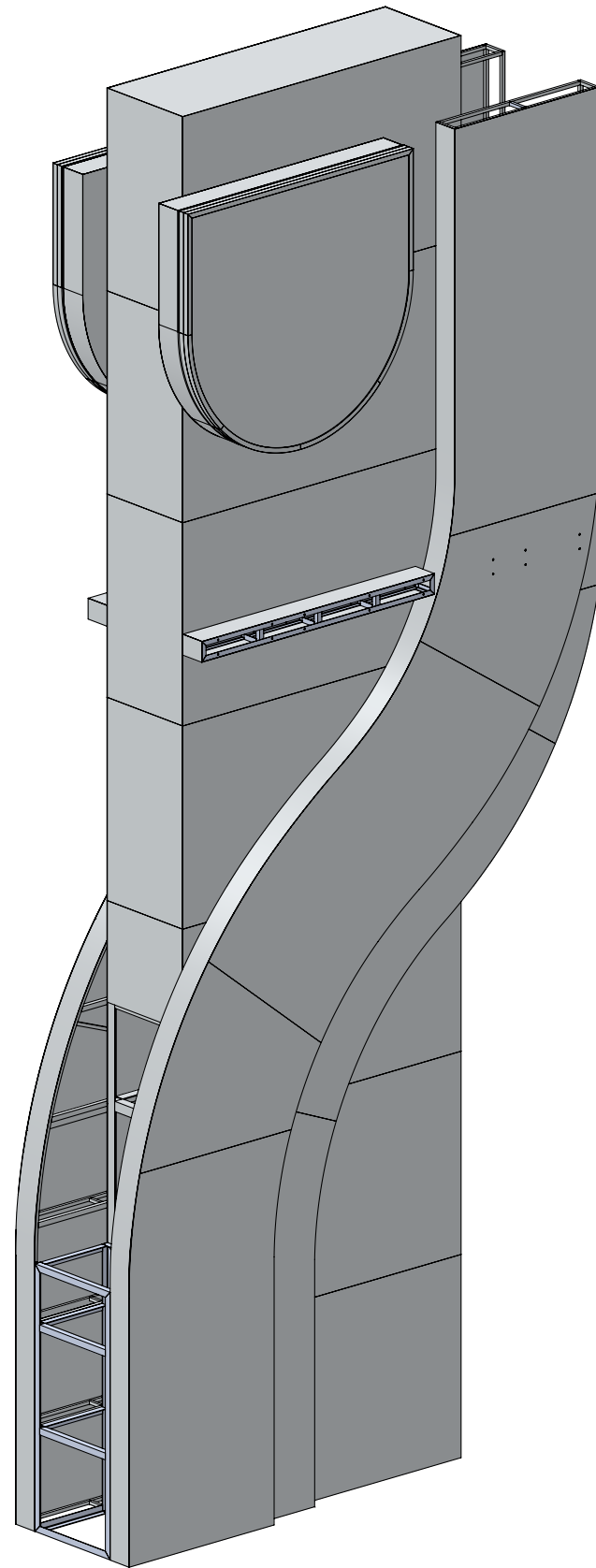


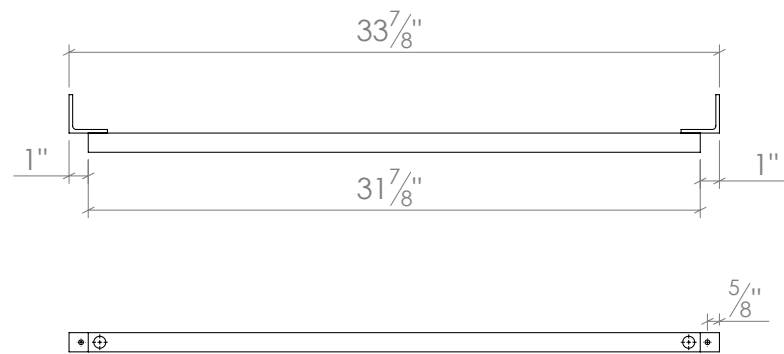
REMOVABLE .063 ALUM. BOTTOM PANELS FOR RACEWAY



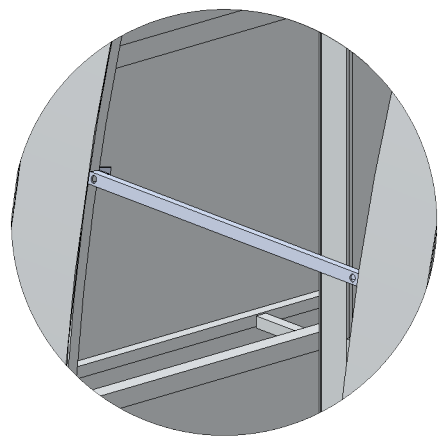
ASSEMBLY

- BOLT CURVED SHROUDS TO MAIN CABINET
- BOLT LOGO CABINETS AND LETTER MOUNT FRAMES TO MAIN CABINET TO DIMENSIONS SHOWN
- BOLT LETTER ASSEMBLIES TO LETTER MOUNTS/SHROUDS





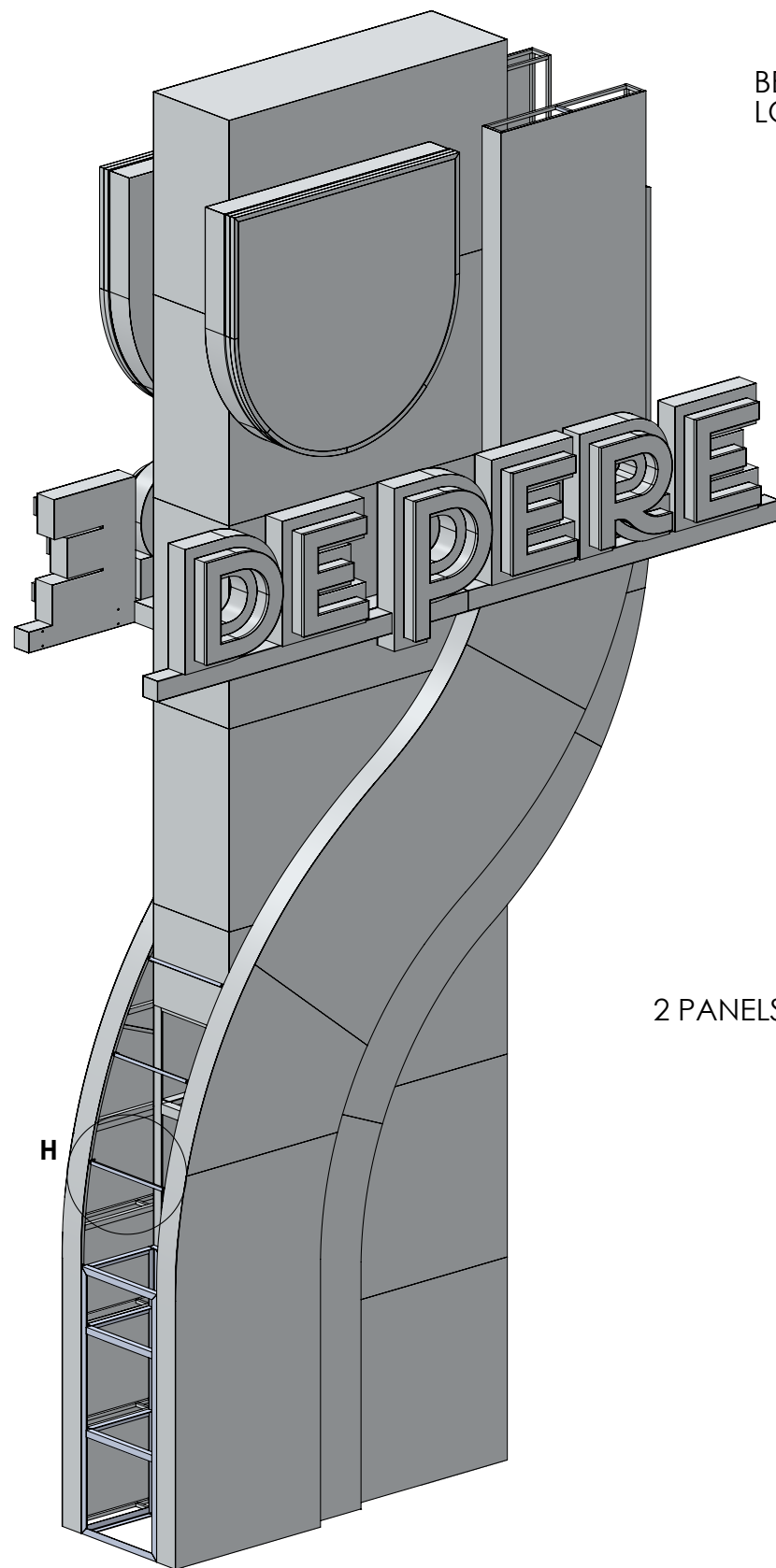
SPANNER (x6)



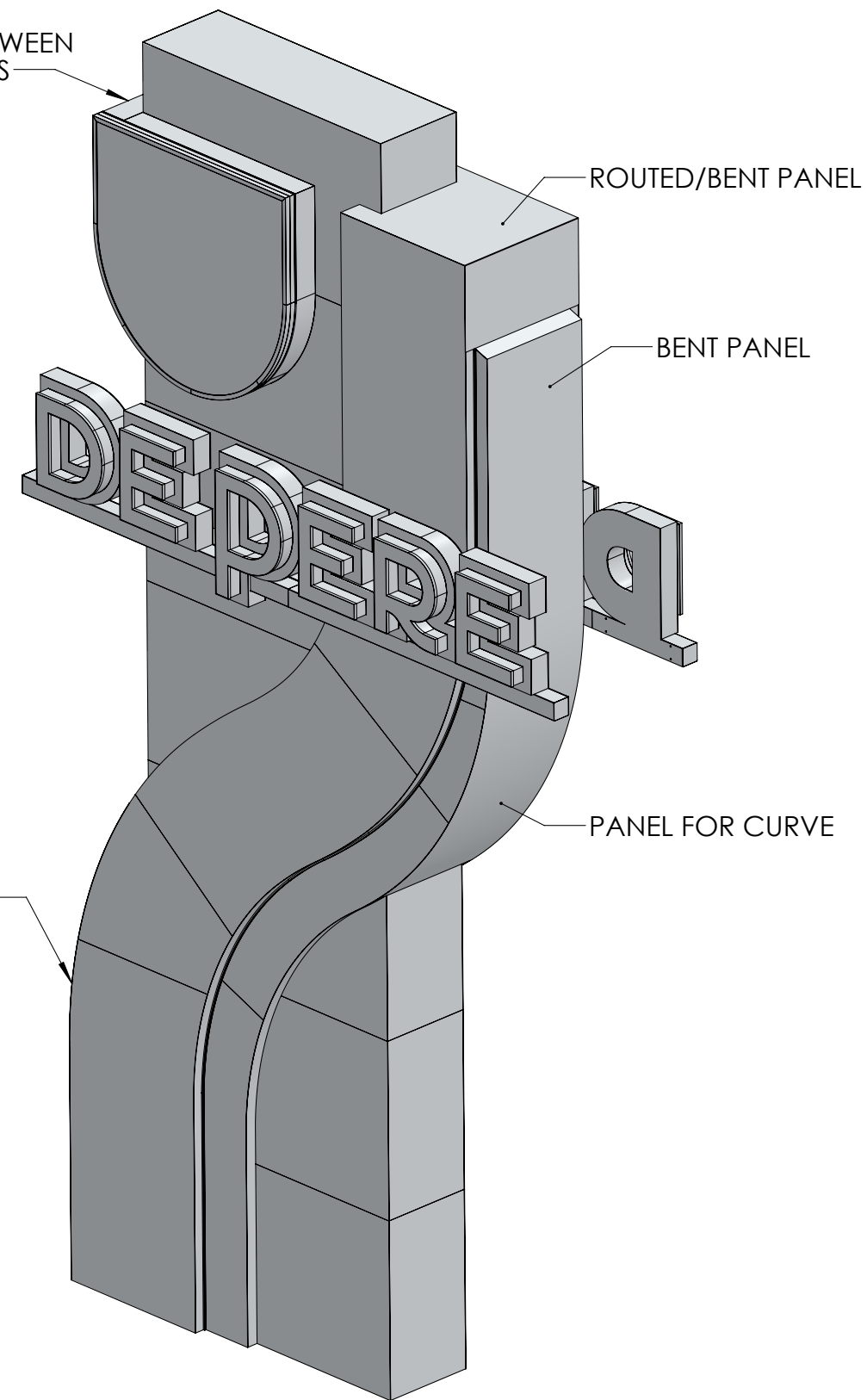
DETAIL H

SPANNER FOR SIDE FILLER PANELS

- BETWEEN CURVED SHROUDS (TOP AND BOTTOM) ATTACH SPANNER PARTS WHERE NECESSARY TO SUPPORT CENTER OF SIDE SHEETING PANELS
- ATTACH SIDE PANELS WITH BUTTON HEAD SCREWS



BENT PANEL BETWEEN
LOGO CABINETS





Project 25-16
Interstate Highway 41 City Sign Replacement

				BIDDER NO.1		BIDDER NO. 2		BIDDER NO. 3	
				Elevate		Jones Sign		Creative Sign	
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID	UNIT PRICE	AMOUNT BID
SC-01	Existing Sign Demolition and Removal	LS	1	\$5,500.00	\$5,500.00	\$4,869.89	\$4,869.89	\$2,800.00	\$2,800.00
SC-02	Main Shroud Bottom Cabinet Fabrication and Framing (Sheet 3 of 21)	LS	1	\$7,500.00	\$7,500.00	\$7,031.01	\$7,031.01	\$17,000.00	\$17,000.00
SC-03	Main Shroud Top Cabinet Fabrication and Framing (Sheet 5 of 21)	LS	1	\$6,737.00	\$6,737.00	\$7,193.08	\$7,193.08	\$17,000.00	\$17,000.00
SC-04	Lower Spacer Frame Cabinet Fabrication and Framing (Sheet 4 of 21)	LS	1	\$2,210.74	\$2,210.74	\$1,162.20	\$1,162.20	\$2,000.00	\$2,000.00
SC-05	Top Spacer Frame Cabinet Fabrication and Framing (Sheet 6 of 21)	LS	1	\$2,210.74	\$2,210.74	\$1,253.16	\$1,253.16	\$2,000.00	\$2,000.00
SC-06	Final Cabinet Assembly and Sheeting (Sheets 7 & 8 of 21)	LS	1	\$7,737.59	\$7,737.59	\$16,791.23	\$16,791.23	\$19,000.00	\$19,000.00
SC-07	Curved Shrouds Fabrication, Framing and Sheeting (Sheets 9 through 11 of 21)	EA	2	\$11,617.00	\$23,234.00	\$14,758.96	\$29,517.92	\$23,000.00	\$46,000.00
SC-08	Logo Cabinet Fabrication, Framing, and Sheeting (Sheets 12 & 13 of 21)	EA	2	\$5,526.85	\$11,053.70	\$5,128.91	\$10,257.82	\$9,000.00	\$18,000.00
SC-09	Letter Mount Fabrication, Framing, and Sheeting (Sheets 14 & 15 of 21)	EA	2	\$4,421.48	\$8,842.96	\$1,412.12	\$2,824.24	\$6,000.00	\$12,000.00
SC-10	Letter Raceway Fabrication and Framing (Sheets 16 & 17 of 21)	EA	2	\$2,210.74	\$4,421.48	\$1,542.79	\$3,085.58	\$8,000.00	\$16,000.00
SC-11	Backer Letters Fabrication and Assembly (Sheet 18 of 21)	EA	2	\$2,763.42	\$5,526.84	\$4,373.32	\$8,746.64	\$5,500.00	\$11,000.00
SC-12	Channel Letter Fabrication and Assembly Sheet (Sheet 19 of 21)	EA	2	\$3,316.11	\$6,632.22	\$2,229.36	\$4,458.72	\$4,000.00	\$8,000.00
SC-13	Final Sign Assembly and Spanner Installation (Sheets 20 & 21 of 21)	LS	1	\$3,316.11	\$3,316.11	\$12,655.32	\$12,655.32	\$14,000.00	\$14,000.00
SC-14	Install Sign Electrical and Lighting (Sheets 1, 2, & 20 of 21)	LS	1	\$6,632.22	\$6,632.22	\$8,404.13	\$8,404.13	\$12,500.00	\$12,500.00
TOTAL AMOUNT BID:				\$101,555.60		\$118,250.94		\$197,300.00	



City of De Pere, Wisconsin

I.7

Request for Finance/Personnel Committee Action

MEETING DATE: May 13, 2025
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Consideration and Possible Action on the Purchase of a New Chipper for the Parks Department with Funding to be Included in the 2025 Borrowing Schedule. *
RECOMMENDED ACTION: Staff recommends approving the purchase of the Bandit Chipper in the amount of \$98,201.20 with the funding to be included with the 2025 borrowing schedule.

ATTACHMENTS:
Finance Committee - Memo.Chipper replacement

CITY OF DE PERE MEMO



To: Finance Committee
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: May 13, 2025
RE: Chipper replacement

Summary: Requesting the City to purchase a new chipper in the amount of \$98,201.20, and to be funded by adding to the 2025 borrowing scheduled for July.

Background:

Due to ongoing issues with our chipper and the inability of the manufacturer to fix the machine, we are requesting to purchase a new chipper while continuing to work with the vendor to have our chipper fixed. Our current chipper is a Morbark, purchased from LF George in 2019. Starting in 2020 we began having problems with error codes that would essentially shut down the machine. We have a variety of records that show the machine has been in for repairs on at least 10 different occasions since its purchase, of which have mostly been related to the same issue. To date, the machine has not been fixed and LF George is continuing to troubleshoot how to repair the machine.

We are requesting the purchase of a new machine because we are not able to be efficient in our operations when our chipper is constantly in need of repair. We are able to use the Street Department's chippers in emergency situations, however, concerns we have include: they are configured differently causing inefficiency in our work; do not have a winch; and are used frequently by the Street Department.

Staff investigated a variety of chippers on the market today. The options they found that fit our needs were:

- Vermeer (\$107,682.67)
- Bandit (\$98,201.20)
- Morbark (\$88,190.00)

After investigating the different options, staff is recommending the Bandit. Although the Morbark would be the lowest cost, concerns raised with the machine are: it's a brand-new series chipper with a completely revamped configuration; we could not find anyone that has used the machine for longer than one week; and service of the machine would be at two different locations. With the service history of our past chipper and the above concerns, we feel Bandit is the better option.

We are also recommending that we continue to work with LF George to get our current chipper fixed. Unfortunately, in its current condition, the projected value of our chipper is minimal. Once the chipper is repaired and we are confident in the fix, we can consider options at that time. (ie. Sell, use as back up, etc...)



City of De Pere, Wisconsin

I.8

Request for Finance/Personnel Committee Action

MEETING DATE:	May 13, 2025
DEPARTMENT:	Development Services
FROM:	Daniel Lindstrom, Development Services Director
SUBJECT:	Consideration and Possible Action for Proposed Development Agreement Terms with Phoenix of De Pere, LLC for a 168-unit Multifamily Development located on the North Side of Employers Blvd (WD-364-D-502-2, WD-364-D-502, and portion of WD-D0031).*
RECOMMENDED ACTION:	Staff recommends approval of the development subject to the terms included in the review memo attached to this agenda item.

ATTACHMENTS:

Preserve MF Residential Review Memo - Project 2 May 2025, Phoenix of De Pere Concept Plan, Phoenix of De Pere Concept Plan Phase Map, Phoenix 42-Elevations

CITY OF DE PERE MEMO



To: Mayor James Boyd
Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: May 13, 2025
Re: **Consideration and Possible Action for a Proposed Development Agreement Terms with Phoenix of De Pere, LLC for a 168-unit Multifamily Development located on the North Side of Employers Blvd (WD-364-D-502-2, WD-364-D-502, and portion of WD-D0031).***

This letter reviews the request for Tax Increment Financing (TIF) assistance for the Phoenix of De Pere, LLC project, located north of Employers Blvd on land previously owned by Humana and now owned by Preserve Development LLC. This marks the second iteration of a multi-family development proposed for this site. In August 2024, the Finance and Personnel Committee reviewed an application for a multi-family project that incorporated market-rate rental units, affordable/workforce housing units, condominiums, and townhomes. However, after receiving project bids, it became clear that the development was not financially feasible—even with TIF assistance. Additionally, integrating multi-family units and condominiums within the same building posed significant challenges for the developer. As a result, they now request assistance for a 168-unit multi-family development, with the potential for an additional 168 units in the future.

The redevelopment project consists of four phases, but this analysis and TIF request only evaluate the first two phases:

- Phase One: Two buildings, each containing 42 multi-family rental units, with at least 20% of units meeting WHEDA's definition of affordable housing for individuals and families under the 80% AMI threshold.
- Phase Two: Two additional buildings, each containing 42 units similar to Phase One, and a pool with a clubhouse is included at the conclusion of the fourth building.
- Phase Three: Two additional buildings, each containing 42 units similar to Phase One. (not part of this review)
- Phase Four: Two additional buildings, each containing 42 units similar to Phase One. (not part of this review)

A draft concept plan is attached for reference. For this review, staff analyzed Phase One based on:

- The financial pro forma of each project.
- The impact of Phase One on the TID's cash flow.



1. Project Summary

The following tables summarize the entire development project as proposed and as also illustrated in the attachments to this review letter.

Project Assessed Value Summary

According to the per-unit analysis, after the demolition, land purchases, and land dedications, the proposed redevelopment project is estimated to create approximately \$25,590,000 of new assessed value to TID No. 15 on the west side.

Project Summary and Assessed Value Impact

Description	Anticipated Approximate Construction (with inflationary factor)	Assumed Existing Value (Assumed \$800,000 Base Value)	Anticipated Future Building Value (Income Approach - factored NOI / 6.75% cap) *	Anticipated Future Increment Value
Phase 1 - Building 1 (January 1, 2027)	\$6,525,000	\$100,000	\$6,497,500	\$6,397,500
Phase 1 - Building 2 (January 1, 2027)	\$6,525,000	\$100,000	\$6,497,500	\$6,397,500
Phase 2 - Building 3 (January 1, 2028)	\$7,250,000	\$100,000	\$6,497,500	\$6,397,500
Phase 2 - Building 4 (January 1, 2029)	\$8,700,000	\$100,000	\$6,497,500	\$6,397,500
Total	\$29,000,000	\$400,000	\$25,990,000	\$25,590,000

Future Project - Not Part of this Analysis (for context only)

Phase 3 - Building 5 (January 1, 2031)	\$9,570,000	\$100,000		
Phase 3 - Building 6 (January 1, 2032)	\$10,150,000	\$100,000		
Phase 4 - Building 7 (January 1, 2033)	\$10,730,000	\$100,000		
Phase 4 - Building 8 (January 1, 2034)	\$11,600,000	\$100,000		
Total	\$42,050,000	\$400,000		

* Assessor states 6% to 6.25% is a likely target but staff listed 6.75% as a conservative value

** Garroman Drive Apts with attached garages at \$155,000 unit

Developer Sources and Uses of Funds – Multifamily

City staff has prepared a detailed analysis of the total development project's sources and uses of funds. The Developer and City staff have revised the proposed development pro forma to include approximately \$24,000,000 in permanent financing, representing 79% of loan-to-appraised value or 82.2% of construction costs, while requesting \$2,140,000 in TIF assistance. This request includes \$1,540,000 for a new road, \$600,000 in an upfront cash grant following the certificate of occupancy, and a \$1,300,000 Pay-As-You-Go (PAYGO) Municipal Revenue Obligation (MRO). The Developer will contribute the remaining \$2,860,000 in equity.

Staff notes that the Developer has requested an upfront cash grant to assist with the construction of public infrastructure. However, similar to other development projects in business park TIDs, the City should construct the infrastructure and not charge back the costs to the owner. This approach results in lower incentive costs and tax savings for the Developer due to the 2017 TCJA.

This proposed lending and financing structure aligns with mixed-use market-rate and affordable/workforce apartment projects. Typically, developers secure 65%–75% permanent financing of appraised value. When reviewing funding sources, it is crucial to ensure the project borrows as much as possible from lenders and investors, so they contribute reasonably given the expected market rate of return. If those sources are maximized but insufficient to cover project costs, a funding gap may exist—potentially filled by alternative sources such as TIF. However, if rising project costs, interest rates, or other factors prevent banks from fully financing the development despite the Developer maximizing lending, then a gap may be addressed via an upfront TIF cash grant or annual PAYGO TIF payment(s).

Following discussions with the Developer, the requested assistance is \$600,000 in an upfront cash grant, \$1,540,000 in infrastructure assistance, and \$1,300,000 in municipal revenue obligation to cash flow the project and the TID.

The total NPV supported by public funding and infrastructure is approximately 26.6% of the project's increment value. Typically, TIF assistance ranges between 12%–25% for similar development projects, depending on the project's parameters. The total NPV of public funding, including infrastructure, is 63% of the total increment generated over the life of the TID. However, when factoring in borrowing costs, the total public funding reaches approximately 98.3% of total generated income. This level of assistance is higher than typical greenfield developments but similar to the previously reviewed Shopko redevelopment.

The City should consider the broader community benefits, including the provision of units meeting WHEDA 80% income rent limits and a variety of housing ownership types and price points. Additionally, the road construction under this initial phase will establish critical infrastructure for Buildings 5-8 and the future townhome development at the cul-de-sac bulb.

2. Residential Growth

The first phase of the development will introduce 168 residential units to the community, featuring on-site parking and various amenities, such as a fitness center, pool, and other residential services. Future phases will expand the project with additional townhome units and four similar multi-family buildings, bringing the cumulative total to up to 336 rental units, with additional townhomes developed at a later stage. Given the scope of the later phases, separate funding and independent development agreements may be required.

3. Market Evaluation

City staff examined several market factors to determine if the entire proposed redevelopment project holds an appropriate amount of private equity so that any project incentives do not over-incentivize the Developer. These market factors include the projected stabilized and projected annual average Return on Equity (ROE), Return on Cost (ROC – also known as Yield on Cost, or Development Yield), and the Internal Rate of Return (IRR).

Initial Stabilized Year Return on Equity (ROE)

The initial stabilized year ROE is a simple tool used to assess short-term data and determine whether the projected income from a development justifies the associated risk to a developer. However, it has limitations, as it does not account for a multi-year investment period. Similar redevelopment projects typically aim for an 8%–12% initial year ROE within the first year of fully stabilized income. The annual average ROE is calculated by taking the project's net operating income over the investment period, subtracting total debt service payments, and dividing by initial investments, spread across the total number of years in the investment period. Historically, the annual average return on equity for real estate investments, including real estate mutual funds, has ranged from 10%–13% over the past few years. As part of this review, the Developer submitted a ten-year cash flow analysis, incorporating rent expense assumptions.

Return on Cost (ROC)/ Yield on Cost/Development Yield

Yield on cost, also known as return on cost, is a real estate metric that measures the profitability of a development or investment project. It is calculated by dividing the project's net operating income (NOI) by its total development or acquisition cost. The metric helps investors assess whether a project's income potential justifies its cost. A higher yield on cost indicates a more favorable return, while a lower yield may suggest the need for cost adjustments or higher projected revenue. Unlike IRR and capitalization rate (cap rate), which is based on market value, yield on cost is based on the actual cost of development, making it a useful tool for evaluating feasibility before a project is completed. For the purposes of this review, the targeted return on cost ranges between 6.5 and 8.0%.

Internal Rate of Return (IRR)

Levered IRR represents the total value of all cash flows from a project, where the initial equity investment is expressed as a negative number, combined with the income generated through operations, the sale value at the end of the investment period, minus the remaining loan balance and any assumed losses in sales proceeds due to transaction costs. If the project generates sufficient cash flow upon sale to provide investors with a competitive rate of return, investment capital should be available.

Individual leveraged IRR reports can fluctuate significantly year to year, as they are based on reported sales data. When analyzing the past 20 years of real estate investment trust (REIT) annual average data and comparing it to recent trends, the expected range is approximately 10-12%. However, when evaluating investment projects in midwestern suburban markets, an anticipated levered IRR for a mixed-use project typically falls within the 12-15% range.

In short, higher rental income leads to a higher IRR, making market-rate projects more profitable to investors than unassisted affordable/workforce housing. Additionally, the levered IRR review process accounts for the project's value at the end of the investment period, since net sale proceeds also flow to investors. This analysis includes an assumed loss in sales proceeds due to real estate transaction costs.

Unlevered IRR (also called project IRR) measures the investment’s return without considering debt financing. It evaluates the overall project’s profitability, looking at total cash flows before subtracting debt-related expenses. This gives a pure measure of the asset’s performance, independent of how it’s financed. The City does not typically evaluate unlevered IRR since we review a project against a financing structure before we provide incentives.

4. Tax Increment District Infrastructure

The infrastructure costs include but are not limited to the construction of 1,400 linear feet of new street construction, a regional stormwater, and a water line relocation at an estimated cost of \$1,560,000.

5. General Developer Terms and Obligations:

Parcel ID: WD-364-D-502-2, WD-364-D-502, and portion of WD-D0031

Parties: Phoenix of De Pere, LLC and City of De Pere

Purpose: Create new public infrastructure and develop several new residential projects over the remaining life of the TID.

Phase 1 Proposed Development: Construction of four (4), 42-unit market rate and workforce housing apartments. The concept plan is included as Exhibits A and B. The conceptual development summary is as follows:

Market Evaluation Summary: The Developer and City identified an initial funding gap of \$2,860,000 to \$4,000,000, depending on the required rate of return for bank financing. To address this, the Developer is requesting \$3,460,000 in assistance, structured as follows: \$600,000 in an upfront cash grant, \$1,560,000 for public infrastructure, and a second mortgage backed by a \$1,300,000 Municipal Revenue Obligation (MRO). Given the public benefits—including the creation of much-needed housing, an increased tax base, and the redevelopment of underutilized land—the use of TIF to bridge the funding gap can be justified.

The City calculated that the proposed redevelopment project, with the requested TIF assistance, would achieve a 12.26% leveraged IRR and a stabilized ROE of 11%, which aligns with market averages but are on the lower for expected rates of return but it want the TID is able to support.

A “stress test” was conducted to assess the impact of removing the upfront incentive and public infrastructure, while increasing borrowing and equity to close the gap. This scenario resulted in an estimated 8.5% IRR and a stabilized ROE of 6.1%. Further removal of the PAYGO MRO reduced the projected rate of return to 7.0% IRR and 3.9% ROE, respectively.

These findings indicate that the project realistically requires financing assistance to remain attractive to investors and ensure the development can move forward.

Staff notes that the current proforma shows the one and two-bedroom units below the WHEDA limits for those at or below the 80% threshold, and the three-bedroom units are only \$62 a month more than the

WHEDA threshold. However, the market can change, thus the need to ensure the workforce reservation in exchange for removing Look Back provisions in an income-generating property.

Assumptions: Residential Apartment

1: Two, 42-unit Apartment Buildings (Phase 1) – January 1, 2027

2: Two, 42-unit Apartment Buildings (Phase 2) – Estimated January 1, 2029

Vacancy: 90% Y1/50% Y2/20% Y3/5.5% Stabilized

Lease Rates Inflation: 2% annually

Expense Rate Inflation: 2% annually

Mortgage Information: Apartment 25 Year private mortgage at 6.99%

Parking Allocation/Placement: Surface and garage parking

Sale Value Cap Rate: 7%

Property Appreciation Rate: 2%

Annual Tax Rate Appreciation: -2%

Annual Tax Payment: See attached Exhibit C

Annual MRO Payment: See attached Exhibit D

Developer Obligations

1. Timelines:

- a. Secure zoning and site plan approvals by August 31, 2025.
- b. Commence construction of building 1 by December 1, 2025.
- c. Complete Construction by the following dates:
 - i. Building 1: December 31, 2026
 - ii. Building 2: December 31, 2026
 - iii. Building 3: December 31, 2028
 - iv. Building 4: December 31, 2028
- d. Final assessed value by January 1, 2027.
 - i. Building 1: January 1, 2027
 - ii. Building 2: January 1, 2027
 - iii. Building 3: January 1, 2029
 - iv. Building 4: January 1, 2029

2. Site Plan: A conceptual or conditionally approved site plan shall be included with the development agreement. Site plans shall include areas identified as Dedicated to the Public (stormwater, road rights-of-way).

3. Certified Survey Map (CSM)/Plat: The Developer, at its own expense, shall prepare a CSM identifying areas to be Dedicated to the Public (DTTP) including roadways and stormwater,

proposed parcel(s), and future parcel lines necessary for TID Boundary Amendment.

4. **Assessed Value and Tax Revenue:** Since the City is borrowing funds for the Cash Grant and Infrastructure, the project must include a Guaranteed Minimum Annual Tax Increment Revenue Payment (tax payment) as outlined above. The City will assess the Development Project in accordance with the real estate valuation requirements for similar mixed commercial properties under Wis. Stats §70.32. The Total Project Grant is based on the completed Redevelopment Project achieving an Assessed Value equal to the Guaranteed Value for real property tax purposes, which shall be no less than \$25,850,000 by 2030. However, under no circumstances shall the annual tax value be lower than the schedule in Exhibit C attached.

The Developer and/or unit owners must make a Payment In Lieu of Tax to the City (the “Deficit Payment”), equal to the difference in taxes that should have been collected due to any shortfall in annual tax increment revenue. Additionally, the Developer must provide the City Assessor, upon request, with any financial information or documentation—including, but not limited to, income and expense statements—regarding the Subject Property.

5. **Parking:** Minimum parking for residential uses shall be provided by the Developer consistent with the rates in the zoning code.
6. **Development Incentive – PAYGO:** Secure second/separate mortgage or other financing to be backed with a Municipal Revenue Obligation as defined in the City Obligations section of this term sheet. The amount of the privately funded TIF Note shall be in the amount of \$1,300,000 for a period of 15 years based on the Exhibit D attached. Due to partial project valuation in 2028 and 2029 revenue years, the MRO shall be structures as principal only until full value revenue in 2030.
7. **Sidewalks/Trails:** Public sidewalks shall be the responsibility of the City and sidewalks and trails located on private property shall be the responsibility of the Developer.
8. **Water Infrastructure Analysis:** The developer shall conduct an infrastructure analysis and create a plan for waterline relocation for future phases. Analysis and plan shall be submitted to the Engineering Division for review and cost estimating.
9. **Employers Blvd Dedication:** Submit as-built drawings or other documented specifications of the approximately 600’ of Employers Blvd for review by the City Engineering Division. If deemed acceptable by the City Engineering Division, Developer shall dedicate ROW and infrastructure to the City.
10. **Workforce Housing:** Developer agrees that during the life of the District, twenty percent (20%) of the available residential units in each building (8 units) shall be made available to households with incomes not exceeding eighty percent (80%) of Brown County median income, adjusted for household size (“Qualified Households”). Further details of the requirements that could be included are illustrated in exhibits E-H Exhibit E attached.

General City Obligations:

1. **Street and Stormwater Infrastructure:** Upon receipt of lands illustrated in the concept plan, work with the Developer to design and construct the new street, stormwater, and water line relocation in accordance with the terms listed in this review letter at a cost of approximately \$1,560,000 attributable to the Tax Increment District. Construction shall be completed before the certificate of occupancy of the first rental apartment and condominium building.
2. **Amend TID No. 15:** City shall amend TID No. 15 to include a newly defined parcel line based on the Developers CSM.
3. **Incentives:** provide incentives to each project based on the terms outlined in each specific site and the general terms below:
 - a. **Developer Project Cost Reimbursement Grant.** City shall provide the Developer a grant of \$600,000 to reimburse Project Costs incurred by the Developer. Such grant shall be payable after the Certificate of Occupancy is issued and the Development Services Director has reviewed and verified the final project costs, which such review shall not be unreasonably withheld or delayed. However, at no point shall an individual project grant be issued prior to September 1 of the subject year unless the Developer notifies the City by October of the preceding year that they expect to complete the applicable Project Phase between January 1 and July 31 of the subject year. The development agreement shall stipulate the total initial development costs and the Development Services Director shall review the total costs to ensure the total project costs are substantially similar to the estimated costs. Substantially similar shall be defined as $\pm$ five percent of the estimated project costs. The City and the Developer may request to renegotiate the project cost reimbursement grant for final project costs that are greater than or less than five percent of the estimated project costs.
 - b. **Annual or "PAYGO" Project Grant Municipal Revenue Obligation (MRO):** City and Developer shall enter into an MRO with a principal value of \$1,300,000.
 - i. The MRO shall be issued on November 1st following the date the City has received revenue from the fully assessed and complete development.
 - ii. The MRO shall bear interest at a fixed annual rate equal to the 10-year treasury note at the time of agreement.
 - iii. First payment on the MRO shall be issued on the same date as the issuance of the MRO.
 - iv. Subsequent annual payment of the MRO shall be on or before November 1. On each of the payment dates, the City shall pay to the Developer the PAYGO Project Grant up to the scheduled payment as shown on the MRO.
 - v. The City reserves the right to make advance payments on the MRO upon mutual consent of the developer.
 - vi. Debt payments on the Project Cost Reimbursement Grant take priority over the PAYGO Project Grant; therefore, If the City is unable to make a full scheduled MRO payment due to the value of the building, mill rate changes, or any other unforeseen changes presented by the Developer, State, etc., the unpaid

principal may be carried forward at the interest rate identified above; however, the unpaid interest shall not be carried forward.

- vii. The MRO may be assigned to any lender providing financing to the project upon notice of such assignment. The Developer may elect for the City to pay directly to such lender the scheduled payment amounts under the MRO.
 - viii. The TID shall not terminate until the aggregate principle in the amount of \$1,300,000 plus annual interest at the rate required by the Agreement has been paid or the district must be terminated by law, whichever occurs first.
 - ix. Should the cumulative total of the Development Incentive not reach the \$1,300,000 threshold, then the City would not be responsible for the remaining balance since the Developer did not incur the necessary tax expense due to decreasing mill rates or other factors impacting the operating expenses.
- c. Projects receiving assistance will be subject to a “look back” provision. The look back mandates a developer to provide the City or its financial advisor with evidence of its annualized cumulative internal rate of return on the investment (IRR) at specified periods of time (5-years) and (10 years) after project completion. The IRR shall be calculated with equity, revenues, and expenses in accordance with generally accepted accounting principles. If look-back provisions are included the typical standards should apply.
- i. When the Developer owns the subject property and rents space to tenants, supporting documentation shall include without limitation certified records of project costs and revenues including lease agreements and sales on a per square foot basis. If the records indicate that the Developer received a metric rate of return larger than originally proposed to the City at the time of development agreement, the Developer and the City at the time of the development agreement, the Developer and the City shall amend the future PAYGO agreements necessary to return the metric to the capped target below.
 - ii. When the subject property is a for-sale development and the IRR cannot be completed, the Developer shall provide financial data after the project is completed to include a calculation of profit on total development costs and revenue. If the records indicate that the Developer has received a metric rate of return than originally proposed to the City at the time of the development agreement, the Developer and the City shall amend the future PAYGO agreements necessary to return the metric to the capped target below.
 - iii. The amount of assistance provided to a developer will be limited to the amount necessary to provide the developer a reasonable rate of return on investment; however, in no case shall the internal rate of return exceed 20%.
 - iv. The look-back provision will be removed if the developer elects to enter into an workforce housing agreement with the City organization ensuring workforce units for a set period of time.

Exhibit A: Site



Exhibit B: Phase and Infrastructure Map

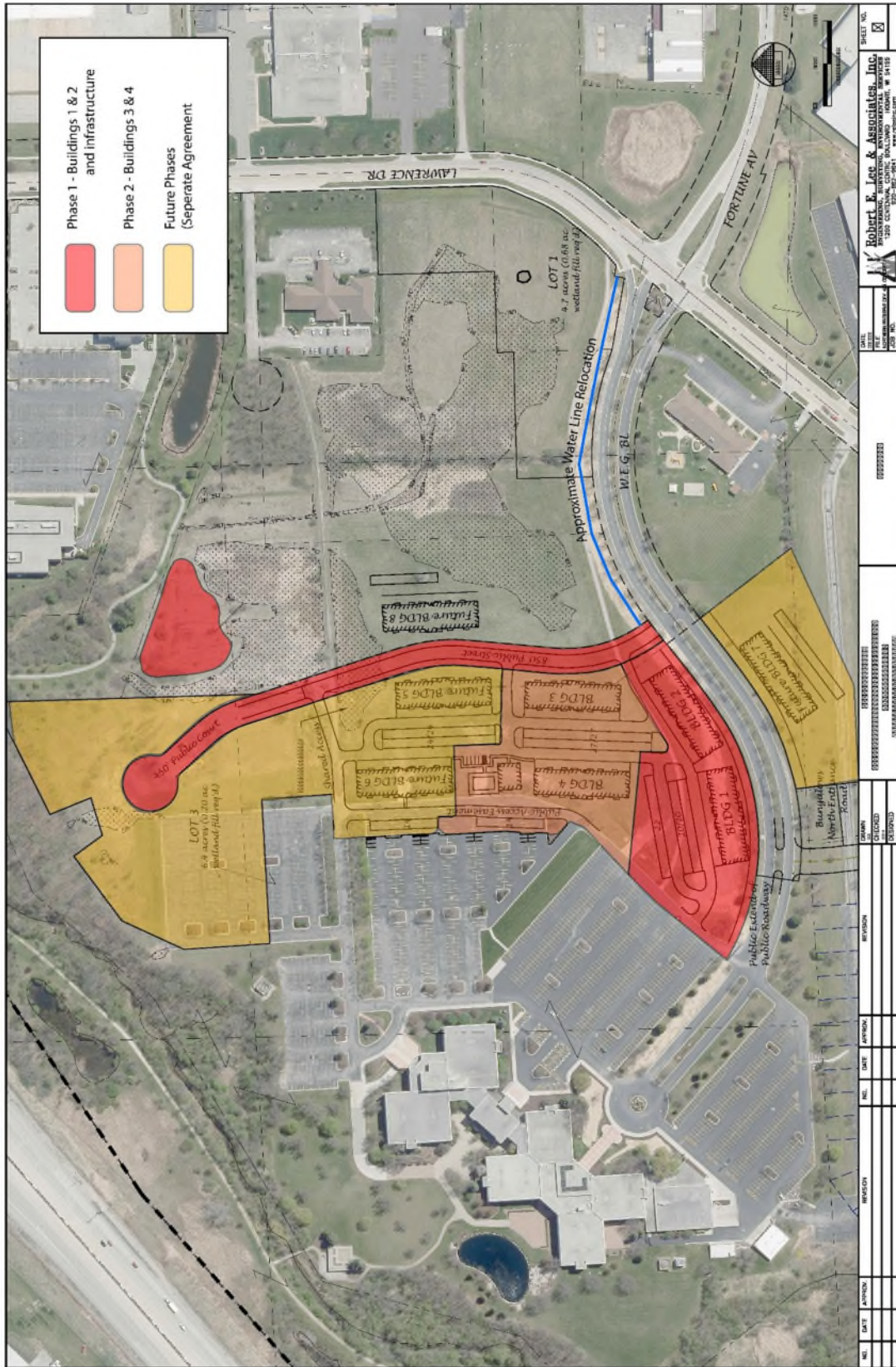


Exhibit C - Minimum Tax Payment Schedule Summary

Minimum Tax Payment Schedule Summary			
TID Revenue Year	Phoenix of De Pere, LLC Buildings 1-4		
	Base Value Tax Revenue (Assumed \$800,000 Land Value)	Minimum Increment Value Tax Revenue	Minimum Total Tax Payment
2022	\$0	\$0	
2023	\$0	\$0	
2024	\$0	\$0	
2025	\$0	\$0	
2026	\$0	\$0	
2027	\$5,670	\$46,161	\$51,830
2028	\$5,556	\$181,633	\$187,189
2029	\$5,445	\$225,893	\$231,338
2030	\$5,336	\$355,927	\$361,263
2031	\$5,229	\$355,889	\$361,119
2032	\$5,125	\$355,849	\$360,974
2033	\$5,022	\$355,808	\$360,830
2034	\$4,922	\$355,764	\$360,686
2035	\$4,823	\$355,718	\$360,541
2036	\$4,727	\$355,670	\$360,397
2037	\$4,632	\$355,621	\$360,253
2038	\$4,540	\$355,569	\$360,109
2039	\$4,449	\$355,516	\$359,965
2040	\$4,360	\$355,461	\$359,821
2041	\$4,273	\$355,404	\$359,677
Total			

Prinicpal only partial year payments

First year of full assessed value

Assumptions:

Based Assessed Value (calculated as a percent of parent parcel, assumes split)	\$	400,000
Assumed Annual Mill Rate Change Over the Life of the TID		-2.00%
Assessed Value	\$	25,990,000
Assessed Increment Value	\$	25,590,000
Property Appreciation Rate		2.00%

Exhibit D- PAYGO Municipal Revenue Obligation (MRO) DRAFT

Final to be prepared with MRO execution after Certificate of Occupancy with first building(s)

PAYGO Municipal Revenue Obligation (MRO)				DRAFT		
Parcel ID:		Multiple				
Owner/Developer:		Phoenix of De Pere, LLC				
Created/Revised:		5/6/2025				
Principal: (rounded to \$5,000) \$1,300,000 Interest Rate*:4.30% Term (Years):14 # of Principal Payments:14 Date of Issue:11/1/2027						
Year	Principal Payment #	Unpaid Principal	Principal Payment	Interest Payment	Total Payment	Apply Surplus to Principal
2020	0	\$0	\$0	\$0	\$0	\$0
2021	0	\$0	\$0	\$0	\$0	\$0
2022	0	\$0	\$0	\$0	\$0	\$0
2023	0	\$0	\$0	\$0	\$0	\$0
2024	0	\$0	\$0	\$0	\$0	\$0
2025	0	\$0	\$0	\$0	\$0	\$0
2026	0	\$0	\$0	\$0	\$0	\$0
2027	1	\$0	\$0	\$0	\$0	\$0
2028	1	\$1,300,000	\$69,619	\$0	\$69,619	\$0
2029	2	\$1,230,381	\$72,613	\$0	\$72,613	\$0
2030	3	\$1,157,767	\$75,735	\$49,784	\$125,519	\$0
2031	4	\$1,082,032	\$78,992	\$46,527	\$125,519	\$0
2032	5	\$1,003,040	\$82,389	\$43,131	\$125,519	\$0
2033	6	\$920,651	\$85,932	\$39,588	\$125,519	\$0
2034	7	\$834,719	\$89,627	\$35,893	\$125,519	\$0
2035	8	\$745,093	\$93,480	\$32,039	\$125,519	\$0
2036	9	\$651,612	\$97,500	\$28,019	\$125,519	\$0
2037	10	\$554,112	\$101,693	\$23,827	\$125,519	\$0
2038	11	\$452,420	\$106,065	\$19,454	\$125,519	\$0
2039	12	\$346,354	\$110,626	\$14,893	\$125,519	\$0
2040	13	\$235,728	\$115,383	\$10,136	\$125,519	\$0
2041	14	\$120,345	\$120,345	\$5,175	\$125,519	\$0
Total			\$1,300,000	\$348,467	\$1,648,467	\$0

DE PERE



Principal only partial year payments

First year of full assessed value

Exhibit E- EXAMPLE Workforce/Affordable Housing Requirements

Subject to Final Development Agreement Revisions

Workforce Housing Obligation.

1. Income and Rent Level. Developer, for a period of 15 years after full occupancy of all buildings (anticipated 2030), shall rent or reserve for rent at least 20% of the units in each building dedicated to workforce housing. Of those 20% of units, no fewer than four (4) units shall be for one-bedroom units, no fewer than three (3) units shall be for two-bedroom units, and no fewer than one (1) unit shall be for three-bedroom units except as provided in subsection (TBD), rent levels shall not exceed those rent levels considered affordable for a household earning at or below 80% of the area median income, adjusted for family size, as determined by the most recent fiscal year data published by the Department of Housing and Urban Development ("HUD") or Wisconsin Housing and Economic Development Authority ("WHEDA"). Each individual building is subject to these standards as they received certificate of occupancy; however, The minimum 15-year period established hereunder shall commence after the certificate of occupancy of the fourth building but shall be no later than January 1, 2030.
2. Students.
No unit reserved under this section may be occupied by a single tenant that is a full-time student or, if occupied by multiple tenants, by more than one tenant that is a full-time student. For purposes of this section, a "full-time student" is a student enrolled in a postsecondary education program with a class schedule of 12 or more semester or quarter hours, but does not include any person 24 years of age or older or a person meeting the criteria under 26 USC Sec 42(i)(3)(D) or 24 CFR 5.612.
3. Permissible Income and Rent Level Increase.
Provided a unit is initially rented to tenants in conformity with subsections (TBD) and (TBD) any such unit may continue to be occupied by a qualified tenant or tenants whose earnings have increased up to 100% of the Adjusted Area Median Income with rent levels increased accordingly. Upon receipt of information that a tenant has earned greater than 100% of the Area Median Income based on family size, Developer shall provide 120 days written notice to the tenant(s) with a copy to the City, that the threshold has been exceeded and that; (i) that upon earning greater than 100% of Adjusted Area Median Income, rent will be increased to full market rent; or (ii) the tenant, upon earning greater than 100% of Adjusted Median Income, the tenant will be required to vacate the Workforce Housing Unit. Under the previous scenarios, the next available comparable unit in that building shall be made available for workforce housing to comply the ratio requirements in Section 1.
4. Certification.
Beginning January 31, 2030, no later than January 31 of each year thereafter for the duration of this Workforce Housing Obligation, Developer shall provide the City with completed owner and renter certifications in the forms provided in Exhibits "F" and "G" respectively, for the prior calendar year, demonstrating that Developer has complied with the obligations under this

Exhibit E- EXAMPLE Workforce/Affordable Housing Requirements

Subject to Final Development Agreement Revisions

section. The City shall have the right to conduct an independent audit of Developer's records to verify compliance with Developer's Workforce Housing Obligation and Developer shall promptly provide any and all information reasonably necessary for the City to conduct such audit. The City shall be responsible for the cost of any independent audit unless the audit uncovers a violation of this Agreement not previously disclosed by Developer prior to the City's determination to conduct such audit in which instance the cost of the audit shall be paid by Developer. If such costs are not paid within thirty (30) days of the City providing an invoice for such costs, the City may collect payment as a special charge against the Property under Wis. Stats. §66.0627.

5. Violation of Workforce Housing Obligation.

For each unit required to be reserved for Workforce Housing that is rented in violation of this Agreement, Developer shall pay the City the difference between the difference of the market rate advertised rent and the maximum allowable rent based on family size for each month such unit is rented in violation of Developer's Workforce Housing obligation. It is agreed that the payment required under this subsection is not a penalty but instead represents damages to the City relating to its cost in providing that portion of the financing this Agreement as it relates to the Workforce Housing Obligation and the withdrawal of the City's "Lookback Provision". If such charges are not paid within thirty (30) days of the City providing an invoice for such costs, the City may collect payment as a special charge against the Property under Wis. Stats. §66.0627. Charges will be placed in the City's Housing Affordability Fund

Exhibit F- Workforce Housing Compliance Certificate

WITNESSETH, that on this _____ day of _____ of _____, the undersigned, having borrowed or accepted certain funds or other incentives from the CITY OF DE PERE, WISCONSIN (the "CITY") for the purpose of acquiring and constructing a multi-family housing development (the "Project") qualifying in whole or in part as "Workforce Housing" within the meaning of a Development Agreement dated _____, 2024 between _ Phoenix of De Pere, LLC and the City of De Pere. The Developer does hereby certify that (i) during the preceding year the Project was continually in compliance with the Development Agreement and the Workforce Housing Obligation as demonstrated on the attached compliance report, (or if the Project was not continually in compliance, each unit that was rented contrary to the Workforce Housing obligation and the dates each such unit was rented contrary to the Workforce Housing Obligation is correctly identified on the attached non-compliance report) (ii) on the last day of the preceding year _____ of the units in the Project were actually occupied by Low or Moderate Income Tenants earning 80% of the area median income, and (iii) that the representations set forth herein are true and correct to the best of the undersigned's knowledge and belief.

By: _____

Exhibit G- EXAMPLE Income Computation and Certification

TO THE APPLICANT: You have applied to rent an apartment which the owner has agreed to rent only to qualified low and moderate income persons. To see if you qualify, you must provide the following information in a sworn certificate. The information will be kept confidential by the owner and the owner's employees, except as necessary to prove to government officials, that you qualify. A separate Income Computation and Certification must be completed for each household (includes all persons who will live in the apartment). You should read each item carefully, and provide the information requested truthfully and fully, because making false statements under oath may subject you to criminal penalties.

1. Provide the following information for each member of your household:

Name (Last, First, MI)	Relationship to Head of Household/Applicant	D.O.B	Place of Employment

2. Students

Will all your household members be full-time students during five months of this calendar year at school or schools (other than a correspondence school) with regular faculty, curriculum, and students? YES ☐ NO ☐

3. Household Income Verification

The owner must obtain from you a detailed breakdown of your household income as reported in your most recent federal tax return to determine eligibility.

Total Gross Household Income \$ _____
(Please attach a copy of the summary page of your most recent tax return)

4. Certifications

I/We, the undersigned, being first duly sworn, certify that the information and statements provided above are true and complete to the best of my/our knowledge and belief, and I/we consent to release such information for the purposes described above. I/We understand that providing false information or making false statements under oath may subject me/us to criminal penalties.

Head of Household

Name (Print)

Signature

Date

Co-Head of Household

Name (Print)

Signature

Date

Subscribed and sworn to before me under oath this ____ day of _____, 20__

Notary Public, State of Wisconsin

My Commission: _____

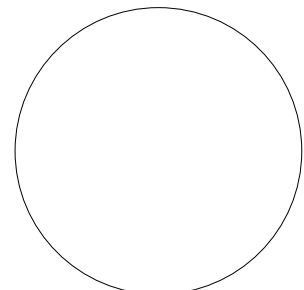


Exhibit H- Current Estimated Maximum Family Income Limits at 80% of HUD Estimated 2024

County Median Income

WISCONSIN MULTIFAMILY LENDING
Estimated Maximum Family Income Limits at 80% of HUD Estimated 2024 County Median Income
Effective April 1, 2024

FAMILY SIZE: COUNTY:	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE
Brown	54,900	62,750	70,600	78,400	84,700	90,950	97,250	103,500	109,750
Calumet	58,250	66,600	74,900	83,200	89,900	96,550	103,200	109,850	116,500
Chippewa	55,650	63,600	71,550	79,500	85,900	92,250	98,600	104,950	111,300
Columbia	55,800	63,800	71,750	79,700	86,100	92,500	98,850	105,250	111,600
Dane	68,500	78,250	88,050	97,800	105,650	113,450	121,300	129,100	136,900
Dodge	51,350	58,700	66,050	73,350	79,250	85,100	91,000	96,850	102,700
Door	51,700	59,100	66,500	73,850	79,800	85,700	91,600	97,500	103,400
Douglas	53,350	60,950	68,550	76,150	82,250	88,350	94,450	100,550	106,600
Dunn	52,850	60,400	67,950	75,500	81,550	87,600	93,650	99,700	105,700
Eau Claire	55,650	63,600	71,550	79,500	85,900	92,250	98,600	104,950	111,300
Fond du Lac	53,600	61,250	68,900	76,550	82,700	88,800	94,950	101,050	107,150
Grant	49,500	56,550	63,600	70,650	76,350	82,000	87,650	93,300	98,900
Green	54,900	62,750	70,600	78,400	84,700	90,950	97,250	103,500	109,750
Iowa	59,000	67,400	75,850	84,250	91,000	97,750	104,500	111,250	117,950
Jefferson	56,250	64,250	72,300	80,300	86,750	93,150	99,600	106,000	112,400
Kenosha	54,800	62,600	70,450	78,250	84,550	90,800	97,050	103,300	109,550
Kewaunee	54,900	62,750	70,600	78,400	84,700	90,950	97,250	103,500	109,750
La Crosse	55,100	63,000	70,850	78,700	85,000	91,300	97,600	103,900	110,200
Lafayette	49,000	56,000	63,000	70,000	75,600	81,200	86,800	92,400	98,000
Lincoln	50,750	58,000	65,250	72,500	78,300	84,100	89,900	95,700	101,500
Manitowoc	48,550	55,450	62,400	69,300	74,850	80,400	85,950	91,500	97,000
Marathon	53,100	60,700	68,300	75,850	81,950	88,000	94,100	100,150	106,200
Milwaukee	57,200	65,400	73,550	81,700	88,250	94,800	101,350	107,850	114,400
Monroe	48,550	55,450	62,400	69,300	74,850	80,400	85,950	91,500	97,000
Oconto	52,350	59,800	67,300	74,800	80,750	86,750	92,750	98,750	104,700
Oneida	49,950	57,100	64,250	71,350	77,100	82,800	88,500	94,200	99,900
Outagamie	58,250	66,600	74,900	83,200	89,900	96,550	103,200	109,850	116,500
Ozaukee	57,200	65,400	73,550	81,700	88,250	94,800	101,350	107,850	114,400
Pepin	49,850	57,000	64,100	71,200	76,900	82,600	88,300	94,000	99,700
Pierce	68,500	78,250	88,050	97,800	105,650	113,450	121,300	129,100	136,900
Polk	51,550	58,900	66,250	73,600	79,500	85,400	91,300	97,200	103,050
Portage	55,550	63,450	71,400	79,300	85,650	92,000	98,350	104,700	111,000
Racine	54,500	62,300	70,100	77,850	84,100	90,350	96,550	102,800	109,000
St. Croix	68,500	78,250	88,050	97,800	105,650	113,450	121,300	129,100	136,900
Sauk	53,600	61,250	68,900	76,550	82,700	88,800	94,950	101,050	107,150
Sheboygan	48,650	55,600	62,550	69,450	75,050	80,600	86,150	91,700	97,250
Trempealeau	51,050	58,350	65,650	72,900	78,750	84,600	90,400	96,250	102,050
Vernon	49,500	56,550	63,600	70,650	76,350	82,000	87,650	93,300	98,900
Walworth	56,700	64,800	72,900	80,950	87,450	93,950	100,400	106,900	113,350
Washington	57,200	65,400	73,550	81,700	88,250	94,800	101,350	107,850	114,400
Waukesha	57,200	65,400	73,550	81,700	88,250	94,800	101,350	107,850	114,400
Waupaca	50,150	57,300	64,450	71,600	77,350	83,100	88,800	94,550	100,250
Winnebago	55,400	63,350	71,250	79,200	85,550	91,900	98,200	104,550	110,900
Wood	48,550	55,450	62,400	69,300	74,850	80,400	85,950	91,500	97,000

Income limits for the counties listed below are based on the 2024 Median Family Income for the Nonmetropolitan portions of the state.

Adams Ashland Barron Bayfield Buffalo Burnett Clark Crawford Florence Forest Green Lake
Iron Jackson Juneau Langlade Marinette Marquette Menominee Price
Richland Rock Rusk Sawyer Shawano Taylor Vilas Washburn Waushara

FAMILY SIZE:	ONE	TWO	THREE	FOUR	FIVE	SIX	SEVEN	EIGHT	NINE
Income:	48,550	55,450	62,400	69,300	74,850	80,400	85,950	91,500	97,000

WHEDA - 04/04/24

Exhibit H- Current Estimated Maximum Family Income Limits at 80% of HUD Estimated 2024

County Median Income

WISCONSIN MULTIFAMILY LENDING							
Estimated Maximum Rent Limits at 80% of HUD Estimated 2024 County Median Income							
Effective April 1, 2024							
BEDROOM SIZE:	EFF.	ONE	TWO	THREE	FOUR	FIVE	SIX
COUNTY:							
Brown	1372	1470	1765	2038	2273	2509	2743
Calumet	1456	1560	1872	2163	2413	2663	2912
Chippewa	1391	1490	1788	2067	2306	2544	2782
Columbia	1395	1495	1793	2072	2312	2551	2790
Dane	1712	1834	2201	2543	2836	3130	3422
Dodge	1283	1375	1651	1907	2127	2348	2567
Door	1292	1385	1662	1920	2142	2363	2585
Douglas	1333	1428	1713	1980	2208	2437	2665
Dunn	1321	1415	1698	1963	2190	2416	2642
Eau Claire	1391	1490	1788	2067	2306	2544	2782
Fond du Lac	1340	1435	1722	1990	2220	2450	2678
Grant	1237	1325	1590	1837	2050	2261	2472
Green	1372	1470	1765	2038	2273	2509	2743
Iowa	1475	1580	1896	2190	2443	2696	2948
Jefferson	1406	1506	1807	2088	2328	2570	2810
Kenosha	1370	1467	1761	2035	2270	2504	2738
Kewaunee	1372	1470	1765	2038	2273	2509	2743
La Crosse	1377	1476	1771	2046	2282	2518	2755
Lafayette	1225	1312	1575	1820	2030	2240	2450
Lincoln	1268	1359	1631	1885	2102	2320	2537
Manitowoc	1213	1300	1560	1801	2010	2218	2425
Marathon	1327	1422	1707	1972	2200	2428	2655
Milwaukee	1430	1532	1838	2124	2370	2615	2860
Monroe	1213	1300	1560	1801	2010	2218	2425
Oconto	1308	1401	1682	1944	2168	2393	2617
Oneida	1248	1338	1606	1855	2070	2283	2497
Outagamie	1456	1560	1872	2163	2413	2663	2912
Ozaukee	1430	1532	1838	2124	2370	2615	2860
Pepin	1246	1335	1602	1851	2065	2278	2492
Pierce	1712	1834	2201	2543	2836	3130	3422
Polk	1288	1380	1656	1913	2135	2356	2576
Portage	1388	1487	1785	2061	2300	2538	2775
Racine	1362	1460	1752	2024	2258	2491	2725
St. Croix	1712	1834	2201	2543	2836	3130	3422
Sauk	1340	1435	1722	1990	2220	2450	2678
Sheboygan	1216	1303	1563	1806	2015	2223	2431
Trempealeau	1276	1367	1641	1895	2115	2333	2551
Vernon	1237	1325	1590	1837	2050	2261	2472
Walworth	1417	1518	1822	2105	2348	2591	2833
Washington	1430	1532	1838	2124	2370	2615	2860
Waukesha	1430	1532	1838	2124	2370	2615	2860
Waupaca	1253	1343	1611	1861	2077	2291	2506
Winnebago	1385	1484	1781	2059	2297	2534	2772
Wood	1213	1300	1560	1801	2010	2218	2425

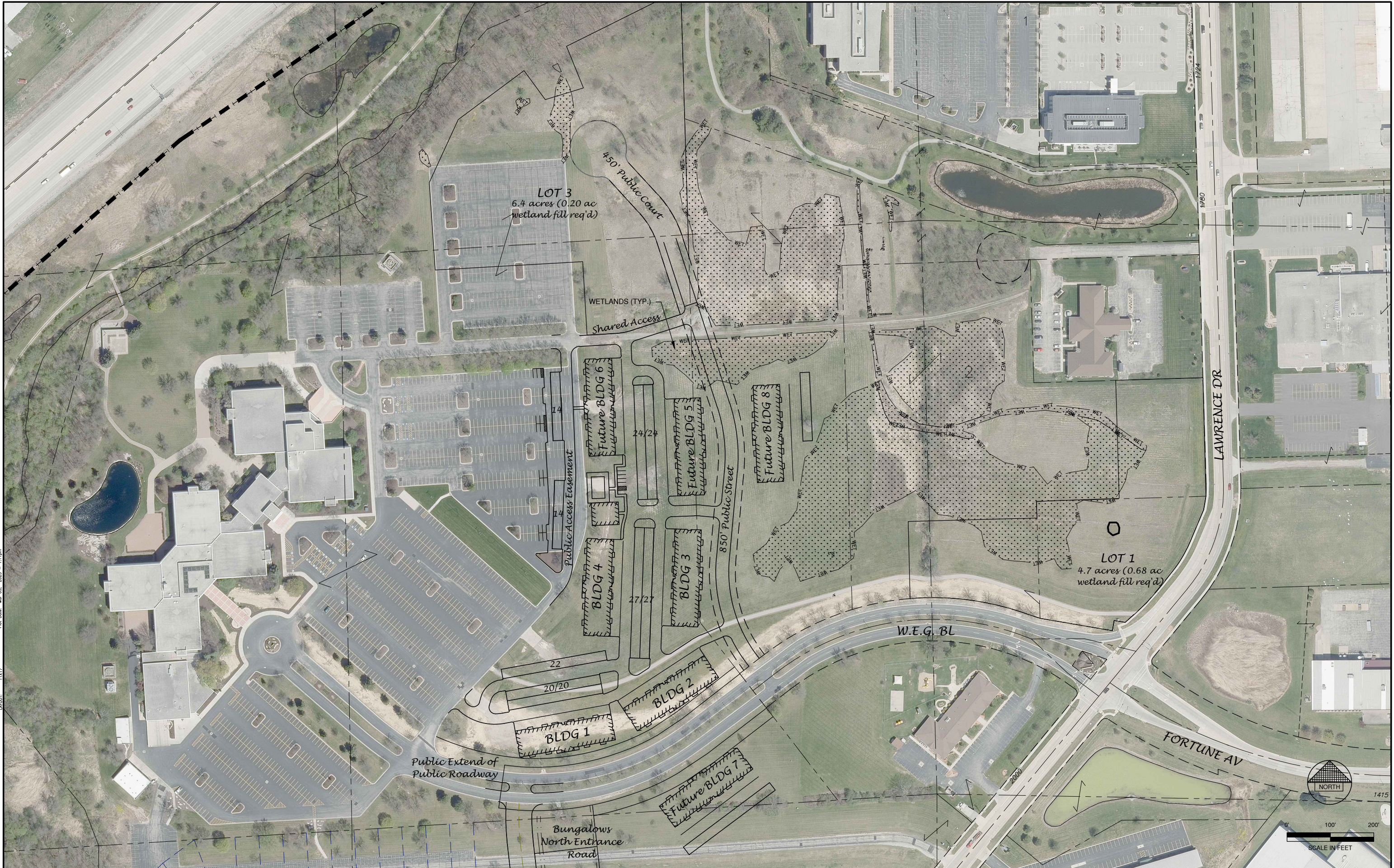
Rent limits for the counties listed below are based on the 2024 Median Family Income for the Nonmetropolitan portions of the state.

Adams Ashland Barron Bayfield Buffalo Burnett Clark Crawford Florence Forest Green Lake
 Iron Jackson Juneau Langlade Marinette Marquette Menominee Price
 Richland Rock Rusk Sawyer Shawano Taylor Vilas Washburn Waushara

BEDROOM SIZE:	EFF.	ONE	TWO	THREE	FOUR	FIVE	SIX
Rents:	1213	1300	1560	1801	2010	2218	2425

File: R:\6200\6241\6241001\NORTHERN PRESERVE DEV_42a_concept 1.dwg
Plot Date: Mar 03, 2023 - 11:11 pm

LAWYER: 11X17



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

DRAWN LLP
CHECKED ---
DESIGNED JGS

SITE LAYOUT OF
NORTHERN PRESERVE DEVELOPMENT AREA
CITY OF DE PERE
BROWN COUNTY, WISCONSIN

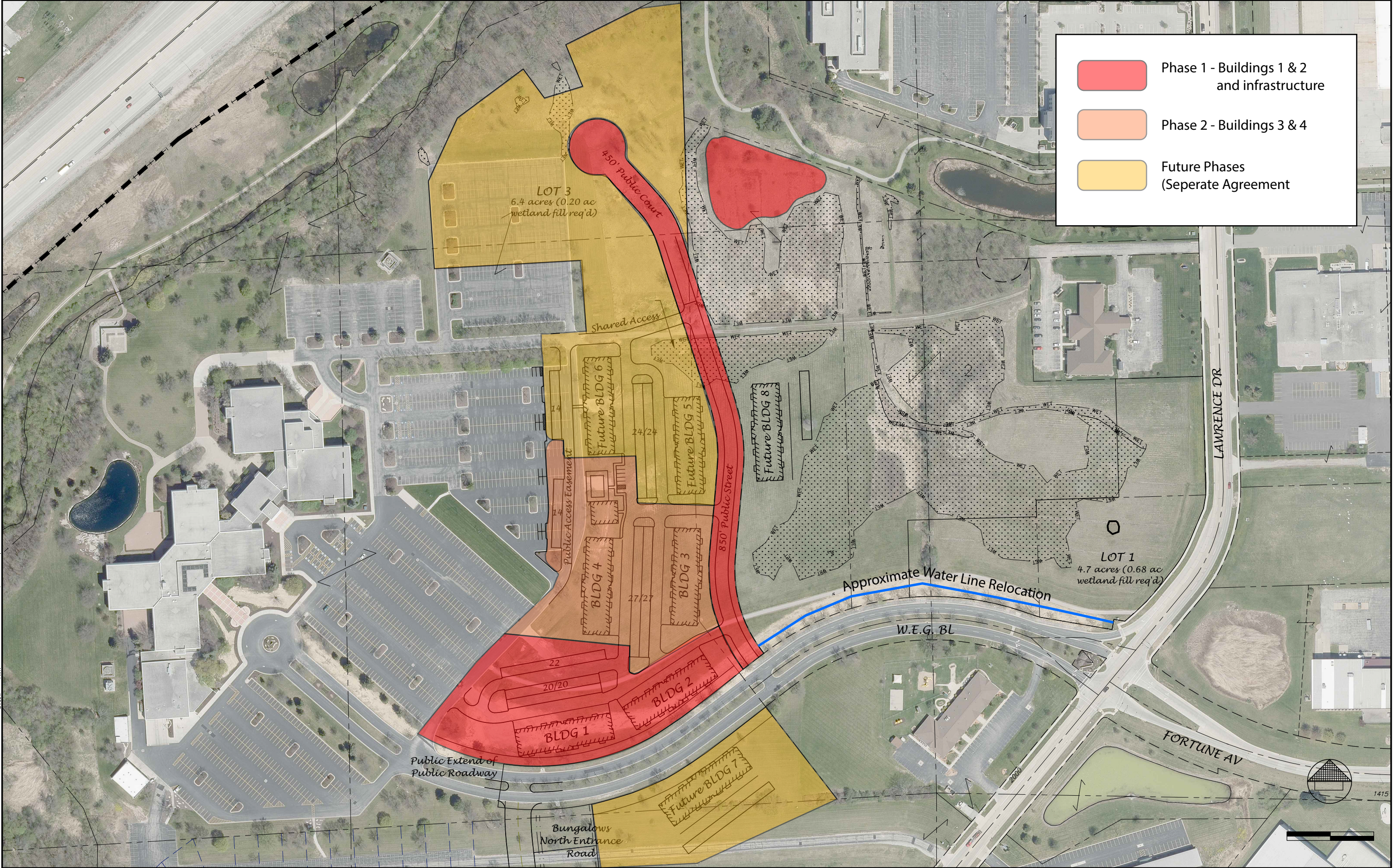
SITE MAP

DATE 07/2022
FILE NORTHERN PRESERVE DEV_42a_concept 1.dwg
JOB NO. 6241001



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

SHEET NO. 1



Phase 1 - Buildings 1 & 2
and infrastructure

Phase 2 - Buildings 3 & 4

Future Phases
(Seperate Agreement)

Proposed 42 Unit Apartment

DRIVEWAY ELEVATION
SCALE: 1/8" = 1'-0"



DRIVEWAY ELEVATION
NO SCALE

Phoenix of DePere
Duquaine Development 42
DePere, Wisconsin

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GREEN BAY, WISCONSIN

MAILING: 1592 RUSTIC WAY
GREEN BAY, WISCONSIN 54313

Telephone: (920) 737-9769

REVISION	DATE
X	XX

DATE
2/21/2025

PROJECT NO.
1961401

SHEET
A
1.1

Proposed 42 Unit Apartment

STREET FRONT ELEVATION
SCALE: 1/8" = 1'-0"



BUILDING MATERIAL AREA DATA		
MATERIAL	SURFACE AREA	PERCENTAGE OF SURFACE AREA
BRICK	808	12.2
STONE	1,252	18.8
BANDING	127	2
EYEBROW ROOF	74	1.5
VERTICAL ACCENT SIDING	2,016	30
HORIZONTAL SIDING	2,368	35.5
TOTAL	6,645	100



- 9-1 BUILDING FACADE MATERIALS
MAJOR FACADE:

 - 70% OF STREET FACADE TO BE MAJOR FACADE MATERIAL (4" MASONRY AND FIBER CEMENT SIDING)
 - 60% OF STREET FACADE TO BE ONE MATERIAL
 - SIDES OF BUILDINGS TO HAVE MATERIALS WRAP
 - 3" OR THICKER DEPTH BRICK, STONE, CMU
 - CEMENT BOARD SIDING, PANELS OR SHINGLES
- 9-2 CHANGES IN SURFACE MATERIALS:

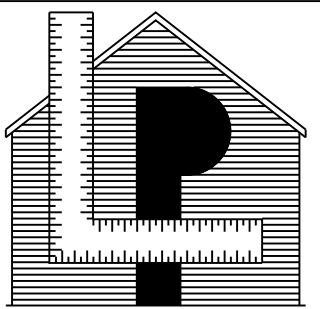
 - MATERIALS ON SURFACE MUST WRAP BACK ON BUMP OUTS
 - WINDOWS MUST BE RECESSED A MIN. 2"
 - LINTELS EXPRESSED (CHANGE OF MATERIAL)
- 9-3 BUILDING FACADE DETAIL 4
ACCENT:

 - CONCRETE SILLS, BANDING
 - FIBER CEMENT TRIM, BANDING
 - VINYL DETAILS LIMITED TO WINDOW TRIM
- 9-4 BUILDING DESIGN ELEMENTS:

 - INTEGRATED DESIGN - BALCONIES INTEGRATED TO AVOID TACKED ON APPEARANCE
 - UNDERSIDE OF BALCONY ENCLOSED
 - COVERAGE MAXIMUM OF 35% TO PUBLIC RIGHT OF WAY
- 9-5 UTILITIES:

 - UTILITY VENTS COLOR MATCHED TO SURFACE
 - SERVICE ENTRANCES MUST BE SCREENED OR AWAY FROM STREET VIEW.

Phoenix of DePere
Duquaine Development 42
DePere, Wisconsin



LaPlant
Architecture, LLC

OFFICE: 926 WILLARD DRIVE
GREEN BAY, WISCONSIN
MAILING: 1592 RUSTIC WAY
GREEN BAY, WISCONSIN 54313
Telephone: (920) 737-9769

REVISION	DATE
X	XX

DATE
2/21/2025
PROJECT NO.
1961401

SHEET
A
1.2

PRELIMINARY - NOT FOR CONSTRUCTION

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laplanarchitecture@yahoo.com



City of De Pere, Wisconsin

I.9

Request for Finance/Personnel Committee Action

MEETING DATE:	May 13, 2025
DEPARTMENT:	Development Services
FROM:	Quasan Shaw, Community & Economic Development Specialist
SUBJECT:	Consideration and Possible Action for Proposed Purchase/Sale Agreement Option Terms with Ehlinger Properties LLC for a 4.3 acre portion of Parcel WD-L492-B-5 for Future Business Relocation and Expansion.*
RECOMMENDED ACTION:	Approval of the Planning Option per the terms listed in the review memo attached to this agenda

ATTACHMENTS:

Quality Insulators FP Memo 05132025, American Blvd Site

CITY OF DE PERE MEMO



To: Mayor James Boyd
Finance and Personnel Committee
From: Quasan Shaw, Economic Development Planner
Date: May 13, 2025

RE: **Consideration and Possible Action for a proposed purchase/sale agreement option terms with Ehlinger Properties LLC for a 4.3 acre portion of Parcel WD-L492-B-5 for future business relocation and expansion***

Quality Insulators is an existing business in the Village of Ashwaubenon that continues to grow in its business. It has grown to the point that it is outgrowing its current facility in Ashwaubenon due to no suitable land to meet their expansion needs. To meet their customers needs & give their staff the resources they need to continue to grow, Quality Insulators requests a 30-month option to build a new facility in De Pere to conduct their operations. The preliminary design features approximately 8,000 sq ft of office space and 32,000 sq ft of workshop space. A facility of this size and features will support its current needs and continued growth.

Quality Insulators worked with City staff to identify the American Blvd site as the ideal location for its new business. Schematic plans are included for your reference, prepared by Bayland Builders, a design build firm located in Green Bay.

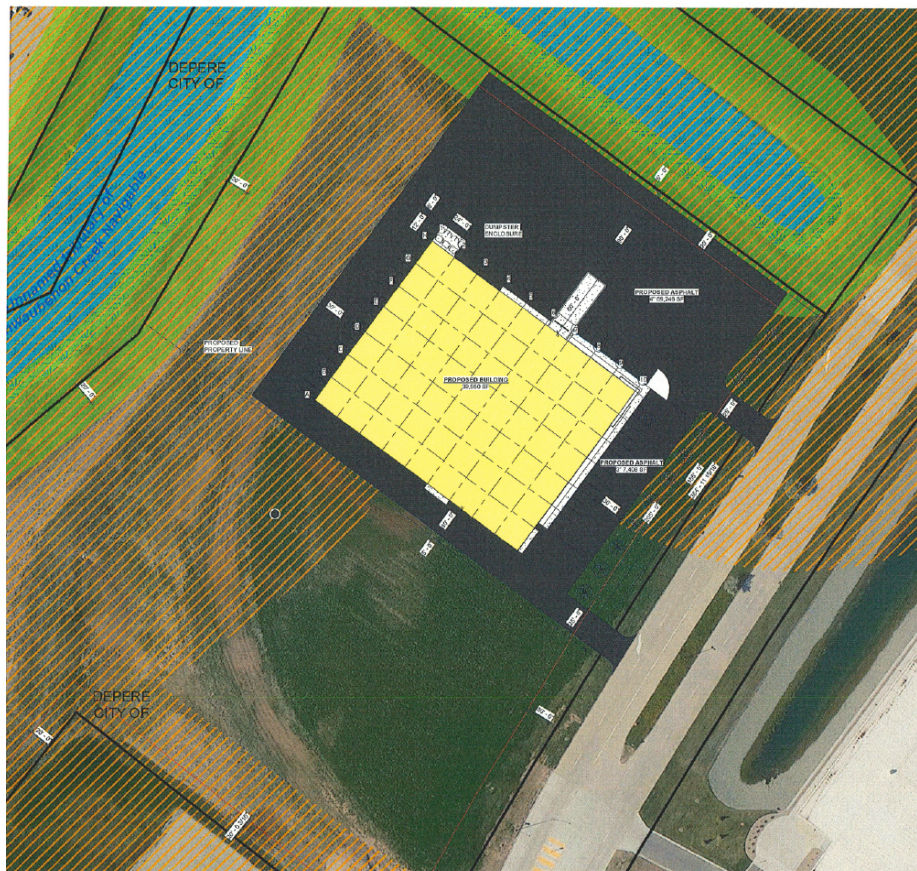
Therefore, Quality Insulators is requesting a 30-month option to purchase American Blvd (Part of Parcel# WD-L492-B-5). As reflected in the preliminary site plan, Quality Insulators believes its needs can be met with an appropriate 4.3-acre site, leaving approximately 5.8 acres in the parcel for future development. Anticipated future building value and land once completed is approximately \$3,120,000.



SITE SUMMARY:

Address(es):	American Blvd
Parcel IDs:	WD-L492-B-5
TID(s):	12
Acres:	Approximately 4.3 Acres
Proposed Use:	Relocated office and shop space
Future Land Use:	Business Park
Zoning:	Business Park 2 (BP-2)
Proposed Zoning:	Unchanged
Current Total Assessed Value (full value):	\$0
Potential Addition Building Value (full):	\$3,120,000
Shop/Warehouse:	\$2,080,000 (rounded 32,000 sq ft x \$65 per square foot)
Office:	\$1,040,000 (rounded 8,000 sq ft x \$130 per square foot)

Example Site Plan



SITE PLAN - PROPOSED
S:\CT1.0 SCALE = 1" = 40'-0"

PROPOSED TERMS

General Information

Purpose Use:	Office, Shop, and Fabrication
Anticipated New Assessed Value:	\$3,120,000
Acres:	4.3
Sale Value Per Acre:	\$40,000
Sale Price:	\$172,000

Option to Purchase Specifics:

1. **Option Fee:** In consideration of, and contingent upon, the annual payment of \$2,150 (\$500 x 4.3) commencing the date of this Agreement, due and payable on or before the anniversary thereof for the following two (2) years, City grants Developer a thirty (30) month option to purchase the approximate 4.3-acre parcel
2. **Option Period.** The thirty (30) month option period shall run from the date of this Agreement. Developer shall have an exclusive option to purchase the Option Parcel and City shall not convey any right, title, or interest to the Option Parcel without the written consent or waiver of Developer. It is specifically understood that any rights to the Option Parcel are contingent upon Developer's compliance with this section and the timely payment of the above referenced option fee.
3. **Failure to Pay Annual Option Fee.** If Developer fails to make timely payment of the option fee, City shall be released of all obligations in regard to Developer and the Option Parcel and may market and convey the Option Parcel without any notice or consent of Developer.
4. **Exercise of Option.** If Developer wishes to exercise its option to purchase, it shall provide written notice of the same to City within the option period. Upon service of written notice to City, the parties shall set a mutually agreeable date for closing not more than sixty (60) days from the date of receipt of such notice. The purchase price for the Option Parcel shall be \$40,000 per acre plus any fraction thereof. All option fees paid shall be credited to Developer upon purchase of the Option Parcel. Said purchase price shall cover all municipal improvements located adjacent to the site, including concrete paving, curb and gutter, lighting, natural gas, storm sewer, sanitary sewer and municipal water. No assessment will be made to the Option Parcel for these public improvements. This paragraph shall not limit the City's ability to assess the Option Parcel for future public improvements. Sale Price is \$172,000.
5. **Site Plan.** Developer shall submit a site plan, including all fencing, landscaping, lighting, signage, off-street parking, off-street loading, building design, facade materials, improvement layout (site drainage, utilities, erosion control, etc.), accessory building or structures, and any other information related to the construction and appearance of the site and building and any accessory buildings or structures thereon which may be reasonably required by City. Said plan shall be submitted to City for approval not more than twelve (12) months after the date of closing on the Option Parcel and prior to any construction. Approval and review of such plan shall be based on the Zoning Code requirements of the subject parcel and may be subject to additional reasonable conditions imposed at the discretion of the City.

- 6. Developer to Substantially Improve.** Developer shall substantially develop the building and improvements on the Option Parcel in accordance with the plan submitted to the City within twelve (12) months of site plan approval. Substantial development as used in this agreement shall be the actual and substantial construction of permanent structures in compliance with all plans required by this agreement. In addition, Developer must give meaningful and satisfactory assurance to City that the completion of the construction in compliance with the approved plan shall be accomplished within a reasonable time, taking into consideration the normal industry standards for the type and complexity of construction involved. Determination of substantial development is to be at the discretion of City.
- 7. Failure to Submit Site Plan or Substantially Develop.** If, in the reasonable discretion of City, Developer has not complied with the provisions of Section above, City may, by certified mail, inform Developer of such failure. If after sixty (60) days of mailing of such notice, Developer has still not submitted a satisfactory plan or substantially developed the property in compliance with the site plan, City may repurchase the property for the price actually paid for the property less any real property taxes due or liens or judgments of record. If repurchase is made under this section, all improvements to the real property shall become that of the City and Developer shall remain liable and hold the City harmless for any lien, claim, or judgment which may arise against the subject parcel as a result or consequence of Developer's ownership or construction efforts thereon. If Developer is delayed from achieving substantial development as required in this agreement and as referred to in this paragraph due to circumstances beyond the reasonable control of Developer, including, but not limited to, strikes, Acts of God, or force majeure, the rescission and repurchase provision of this paragraph shall be postponed by the period of such delay. This provision is intended to be in addition to all other remedies available to the City at law.
- 8. Repurchase Closing.** Closing for repurchase as contemplated in Section above, shall occur not less than sixty (60) days from the date of termination notice referred to in either Section IV, paragraph C, above, unless another time is specifically agreed upon by the parties. At such closing, Developer shall, at its own expense, extend the title insurance previously supplied by the City, naming the City as owner and shall remove any and all encumbrances not present on the title at the time of the original closing. Title shall be conveyed by warranty deed to the City and Developer shall pay all closing costs and filing fees.

If the Finance and Personnel Committee approves the proposed terms, the City will draft a purchase/sale agreement option terms with Ehlinger Properties LLC that will be reviewed by the Common Council at a future meeting.



Planning Option Subject Area

City of De Pere

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

File Path:

Data Source: City of De Pere, Google Earth

Page 92 of 104



City of De Pere, Wisconsin

I.10

Request for Finance/Personnel Committee Action

MEETING DATE: May 13, 2025
DEPARTMENT: Development Services
FROM: Quasan Shaw, Community & Economic Development Specialist
SUBJECT: Consideration and Possible Action for Environmental Services for 100 Block S. Broadway St. BRRTS Site Investigation.*
RECOMMENDED ACTION: Staff recommends approval of the environmental services scope of work as required by WDNR at a cost of \$2,500 funded from the Brownfield Fund, and that the recommendation be forwarded to Council.

ATTACHMENTS:

FP Memo 05132025 Cedar Cross Section Scope, De Pere Environmental Services Agreement_rev_Cross Section Diagrams 2025

CITY OF DE PERE MEMO



To: Finance/Personnel Committee
From: Quasan Shaw, Economic Development Planner
Date: May 13, 2025

RE: Consideration and Possible Action for environmental services for 100 Block S. Broadway St.
BRRTS Site Investigation*

Background:

Cedar Corporation (Cedar) is providing the committee with this proposal for environmental services for the City of De Pere (City) site located at 100 Block South Broadway (Site). This proposal is presented to address additional requests by the Wisconsin Department of Natural Resources (DNR) to provide cross-section diagrams for the site. This scope of work is in addition to the previously approved Phase 2 environmental assessment, additional soil borings, groundwater monitoring wells, and sampling work that has been completed at the project site.

Proposed Scope of Work:

Cedar is recommending the following scope of work to satisfy the DNR's site investigation requirements based on the data collected, to date. Cedar will complete two (2) cross-section diagrams requested by the DNR.

Uses of Funds Cost Summary:

The total cost for environmental services is \$2,500.00. Funding for the environmental services will be assigned to TID No. 7.

Recommendation:

Staff recommends approval of the environmental services scope of work, and that the recommendation be forwarded to Council.

Project No. _____

Date: April 28, 2025

**Confirmation of Client Request for Services
between Cedar Corporation (ENGINEER)
and City of De Pere Development Services (CLIENT)**

Authorization to Perform Professional Engineering Services

ENGINEER is hereby authorized to proceed with the project listed below. The services are to be completed in a timely manner mutually agreeable with the CLIENT and ENGINEER.

Project: Environmental Services for South Broadway Street BRRS Site Investigation

Scope of Work: ENGINEER will complete two (2) cross-section diagrams requested by Wisconsin Department of Natural Resources (WDNR). The cross-sections will generally be in a north/south, and east/west orientation and will detail the subsurface features. The cross-sections will be amended to a revised Site Investigation Report and submitted to the WDNR for review.

Method of Compensation: Work will be completed on a Lump Sum basis for \$2,500.00.

Payments are due and payable thirty (30) days from the date of the ENGINEER's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate of one percent (1%) per month from invoice date.

Timetable: Work will be completed within three weeks of signed agreement.

THIS AGREEMENT is hereby approved and executed this ____ day of _____, 2025.

CITY OF DE PERE DEVELOPMENT SERVICES

CEDAR CORPORATION

By: _____

By:  _____

Name: _____

Name: Matthew Taylor, PG

Title: _____

Title: Professional Geologist

By: _____

By:  _____

Name: _____

Name: Dan O'Connell, PG, CPG

Title: _____

Title: Environmental Services Director

Attachment A - Standard Conditions

PART I - DESCRIPTION OF SERVICES

- 1.1 CEDAR CORPORATION** agrees to provide professional services for the PROJECT as more completely described in this Agreement.
- 1.2 CEDAR CORPORATION** agrees to provide all professional services within a reasonable period of time following the date of authorization to proceed by OWNER. If a special time schedule must be met for a PROJECT, it shall be specifically set forth in this Agreement.

PART II - CLIENT'S RESPONSIBILITIES

Client, at its expense, shall do the following in a timely manner so as not to delay the services,

- 2.1 INFORMATION/REPORTS.** Furnish Cedar Corporation with all reports, studies, site characterizations, regulatory orders, and similar information in its possession relating to the Project. Unless otherwise specified in Part I, Cedar Corporation may rely upon Client-furnished information without independent verification in performing the Service.
- 2.2 REPRESENTATIVE.** Designate a representative for the project who shall have the authority to transmit instructions, receive information, interpret and define Client's policies, and make decisions with respect to the services.
- 2.3 GIVE NOTICE.** Give prompt written notice to Cedar Corporation whenever Client observes or otherwise becomes aware of any defect in the Project or other event which may substantially affect performance of services under this Agreement.

PART III - BILLING, AND PAYMENT

- 3.1** Cedar Corporation will periodically bill the client with net payment due in 30 days. Unless Client provides Cedar Corporation with a written objection to the bill within 15 days of receipt, Client shall be deemed to accept the bill as submitted.
- 3.2** Where Client disputes some portion of the charges contained

in Cedar Corporation's bill for services, he shall make payment of that portion of the bill which is undisputed. In no case may Client elect to withhold payment to Cedar Corporation of the entire amount due.

- 3.3** If Client fails to make any payment due Cedar Corporation for services and expenses after receipt of Cedar Corporation's bill therefore, the amounts due Cedar Corporation shall bear interest from invoice date at the rate set forth in this agreement, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of Cedar Corporation. In addition Cedar Corporation may, after giving ten (10) days written notice to Client, suspend services under this agreement until paid in full all amounts due under this agreement. In the event Client does not pay, or does not pay timely, Cedar Corporation shall be entitled to collect from Client all amounts due plus expenses, including but not limited to attorney fees, incurred by Cedar Corporation in connection with collection efforts, in addition, the reasonable value of Cedar Corporation's time spent in connection with collection efforts, computed at Cedar Corporation's prevailing fee schedule.

PART IV - STANDARD TERMS AND CONDITIONS

- 4.1 STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. Professional services are not subject to, and Cedar Corporation cannot provide any warranty or guarantee, either express or implied. Any such warranties or guarantees contained in any purchase orders, Client action, requisitions or notices to proceed issued by Client are specifically objected to by Cedar Corporation.
- 4.2 CHANGE OF SCOPE.** The Scope of Services set forth in this Agreement and in any addenda to the Agreement is based on

facts known at the time of execution of this Agreement, including, if applicable, information supplied by Client. For some projects involving conceptual or process development services, scope may not be fully definable during initial phases. As the project progresses, facts discovered may indicate that scope must be redefined.

- 4.3 SAFETY.** Cedar Corporation has established and maintains corporate programs and procedures for the safety of its employees. Unless specifically included as a service to be provided under this Agreement, Cedar Corporation specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Cedar Corporation employees.
- 4.4 DELAYS.** If events beyond the control of Client or Cedar Corporation, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of god or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement or in any Addenda to this Agreement, then such schedule shall be amended to the extent necessary to compensate for such delay. In the event such delay exceeds 60 days, Cedar Corporation shall be entitled to an equitable adjustment in compensation.

- 4.5 TERMINATION.** Either party may terminate this Agreement at the end of the term hereof, or any extension thereof, upon 30 days written notice to the other party as provided at PART I above.

Also, this Agreement may be terminated by either party if the other party fails to fulfill its obligations under this Agreement through no fault of the terminating party. No such termination may be effected unless the other party is given not less than ten calendar day's written notice of intent to terminate and an opportunity for correcting the default and for consultation with the terminating party before termination. If Cedar Corporation terminates as a

result of Client default or the Client terminates for cause, Cedar Corporation shall be paid for services performed to the termination date including reimbursable expenses due. Upon receipt of the terminating action, Cedar Corporation shall promptly discontinue all services unless the notice directs otherwise, and upon receipt of final compensation make available to Client all appropriate documents prepared under the Agreement whether completed or in process.

- 4.6 OPINIONS OF PROBABLE CONSTRUCTION COST.** Any opinion of probable construction costs prepared by Cedar Corporation is supplied for the general guidance of the Client only. Since Cedar Corporation has no control over competitive bidding or market conditions, Cedar Corporation cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.
- 4.7 RELATIONSHIP WITH CONTRACTORS.** Cedar Corporation shall serve as Client's professional representative for the services, and may make recommendations to Client concerning action relating to Client's contractors. However, Cedar Corporation specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.

- 4.8 CONSTRUCTION REVIEW.** For projects involving construction, Client acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required, and that performance of construction-related services by the design professional for the municipal project permits errors or omissions to be identified and corrected at comparatively low cost. Client agrees to hold Cedar Corporation harmless from any claims resulting from performance of municipal services by persons other than Cedar Corporation.

- 4.9 INSURANCE.** Cedar Corporation will maintain insurance coverage

for Professional Liability, Comprehensive General, Automobile, Workers Compensation, and Employer's Liability in amounts in accordance with applicable legal requirements as well as Cedar Corporation's business requirements. Certificates evidencing such coverage will be provided to Client upon request.

4.10 ALLOCATION OF RISKS. To the fullest extent permitted by law, Cedar Corporation shall indemnify and hold harmless, Client, Client'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 Cedar Corporation or Cedar Corporation's officers, directors, partners, employees, and Cedar Corporation's consultants in the performance and furnishing of Cedar Corporation's services under this Agreement.

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

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

negligent entities and individuals.

4.11 HAZARDOUS MATERIAL.

Hazardous materials may exist at a site where there is no reason to believe they could or should be present. Cedar Corporation and Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the Project scope of work. Cedar Corporation agrees to notify Client as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. Client acknowledges and agrees that it retains title to all hazardous material existing on the site and shall report to the appropriate federal, state or local public agencies, as required, any conditions at the site may present a potential danger to the public health, safety or the environment. Client shall execute any manifests or forms in connection with transporting or storage and disposal of hazardous materials resulting from the site or work on the site or shall authorize Cedar Corporation to execute such documents as Client's agent. Client waives any claim against Cedar Corporation and agrees to defend, indemnify, and save Cedar Corporation harmless from any claim or liability for injury or loss arising from Cedar Corporation's discovery of unanticipated hazardous materials or suspected hazardous materials.

4.12 ACCESS. Client shall provide Cedar Corporation safe access to any premises necessary for Cedar Corporation to provide the services.

4.13 REUSE OF PROJECT DELIVERABLES. Reuse of any documents or other deliverables, including electronic media, pertaining to the project by Client for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by Cedar Corporation for the specific purpose intended, shall be at the Client's risk. Further, all title blocks and the engineer's seal, if applicable, shall be removed if and when Client provides deliverables in

electronic media to another entity. Client agrees that relevant analyses, findings and reports provided in electronic media shall also be provided in "hard copy" and that the hard copy shall govern in the case of a discrepancy between the two versions, and shall be held as the official set of drawings, as signed and sealed. Client shall be afforded a period of thirty (30) days in which to check the hard copy against the electronic media. In the event that any error or inconsistency is discovered within such thirty (30) day period it shall be corrected at no additional cost to Client. Following the expiration of this thirty (30) day period, Client shall bear all responsibility for the care, custody and control of the electronic media. In addition, Client represents that it shall retain the necessary mechanisms to read the electronic media, which Client acknowledges to be of only limited duration. Client agrees to defend, indemnify, and hold harmless Cedar Corporation from all claims, damages, and expenses (including reasonable litigation costs), arising out of such reuse or alteration by Client or others acting through Client. Cedar Corporation agrees that all plans, engineering designs, electronic and computer data and imagery relating to Client's projects are the property of the Client and shall be presented to Client at no additional cost upon written request.

4.14 AMENDMENT. This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.

4.15 ASSIGNMENT. Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operation of law, the rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

4.16 DISPUTE RESOLUTION. Parties shall attempt to settle disputes arising under this agreement by discussion between the parties senior representatives of management. If any dispute cannot be resolved in this

manner within a reasonable length of time, parties agree to attempt non-binding mediation or any other method of alternative dispute resolution prior to filing any legal proceedings. In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs, including attorneys' fees from the other party.

4.17 NO WAIVER. No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.

4.18 NO THIRD-PARTY BENEFICIARY. Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Client's municipal project contractors.

4.19 SEVERABILITY. The various terms, provisions and covenants contained in this Agreement or any addenda shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

4.20 AUTHORITY. The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

4.21 OTHER. Cedar Corporation reserves the right to enter into agreements with other design professionals for portions of the work included under this Agreement. Where this subagreement would represent a major portion of the design work, Cedar Corporation shall receive approval of Client for this subagreement.



City of De Pere, Wisconsin

I.11

Request for Finance/Personnel Committee Action

MEETING DATE: May 13, 2025
DEPARTMENT: Finance
FROM: Pamela Manley, Finance Director
SUBJECT: Investment Summary.
RECOMMENDED ACTION: Informational Item Only

I have attached a summary of the City's Cash and Investments for your information and review as of March 31st, 2025. I have also attached last year's monthly summary of the accounts, so you can see comparable activity throughout the course of the year for all accounts. The City's investment return through March was \$323,321.29. In March the City received deposits in the LGIP account for the EMS FAP grant, \$136,549.42, and lottery credit deposits, \$1,241.768. The Associated Bank Trust and Charles Schwab Investments both saw increases due to dividend/interest payments that were received. Feel free to contact me should you have any questions about this.

ATTACHMENTS:

Investment Summary-Mar. 2025, Yearly Summary-Mar. 2025, Yearly Summary-Dec. 2024

DE PERE CASH AND INVESTMENTS SUMMARY

March 31, 2025

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 9,302,479.39
PROPERTY TAX CHECKING	\$ 1,000.00
HEALTH CHECKING	\$ 422,196.54
DENTAL CHECKING	\$ 85,387.36
TOTAL CASH	\$ 9,811,063.29

INVESTMENTS

	JAN 1 BALANCE	BALANCE	INTERST AND APPRECIATION	ANNUALIZED RATE OF RETURN
LGIP	11,214,276.91	\$ 12,812,453.30	\$ 125,433.37	4.39%
ASSOCIATED BANK TRUST	5,319,990.57	\$ 5,399,549.84	\$ 79,559.27	5.98%
CHARLES SCHWAB INVESTMENTS	6,686,473.66	\$ 6,768,723.53	\$ 82,249.87	4.92%
MONEY MARKET	3,909,023.89	\$ 12,972,700.64	\$ 36,078.78	4.45%
TOTAL INVESTMENTS	27,129,765.03	\$ 37,953,427.31	\$ 323,321.29	
TOTAL CASH AND INVESTMENTS		\$ 47,764,490.60		

NOTE: The City budgeted \$2,000,000 for general fund revenues in the 2025 Adopted Budget.

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
MARCH 31, 2025

	31-Jan-2025	28-Feb-2025	31-Mar-2025	30-Apr-2025	31-May-2025	30-Jun-2025
CHECKING ACCOUNTS						
CITY CHECKING	8,755,035.10	6,920,951.59	9,302,479.39	-	-	-
REAL & PPT TAX CHECKING	27,032,373.51	12,616,784.81	1,000.00	-	-	-
HEALTH CHECKING	474,815.36	536,579.01	422,196.54	-	-	-
DENTAL CHECKING	87,718.73	83,340.12	85,387.36	-	-	-
TOTAL CASH	\$ 36,349,942.70	\$ 20,157,655.53	\$ 9,811,063.29	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	11,684,103.57	11,390,123.60	12,812,453.30	-	-	-
ASSOCIATED BANK TRUST	5,342,673.83	5,377,179.54	5,399,549.84	-	-	-
CHARLES SCHWAB INVESTMENTS	6,707,443.35	6,739,321.78	6,768,723.53	-	-	-
MONEY MARKET	3,923,499.08	3,936,621.86	12,972,700.64	-	-	-
TOTAL INVESTMENTS	\$ 27,657,719.83	\$ 27,443,246.78	\$ 37,953,427.31	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 64,007,662.53	\$ 47,600,902.31	\$ 47,764,490.60	\$ -	\$ -	\$ -

	31-Jul-2025	31-Aug-2025	30-Sep-2025	31-Oct-2025	30-Nov-2025	31-Dec-2025
CHECKING ACCOUNTS						
CITY CHECKING	-	-	-	-	-	-
REAL & PPT TAX CHECKING	-	-	-	-	-	-
HEALTH CHECKING	-	-	-	-	-	-
DENTAL CHECKING	-	-	-	-	-	-
TOTAL CASH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	-	-	-	-	-	-
ASSOCIATED BANK TRUST	-	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	-	-	-	-	-	-
MONEY MARKET	-	-	-	-	-	-
TOTAL INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

DE PERE CASH AND INVESTMENT YEARLY SUMMARY
DECEMBER 31, 2024

	31-Jan-2024	29-Feb-2024	31-Mar-2024	30-Apr-2024	31-May-2024	30-Jun-2024
CHECKING ACCOUNTS						
CITY CHECKING	8,658,164.85	6,546,435.65	4,338,133.91	3,966,560.48	1,415,991.35	2,392,194.50
REAL & PPT TAX CHECKING	15,641,771.63	6,514,236.72	1,000.00	1,000.00	1,000.00	1,000.00
HEALTH CHECKING	1,418,730.29	1,410,173.44	1,378,539.11	1,293,115.07	1,284,101.22	750,258.10
DENTAL CHECKING	86,128.58	87,106.05	86,124.74	87,017.04	89,457.87	89,789.67
TOTAL CASH	\$ 25,804,795.35	\$ 14,557,951.86	\$ 5,803,797.76	\$ 5,347,692.59	\$ 2,790,550.44	\$ 3,233,242.27
INVESTMENTS						
LGIP	17,866,153.79	17,658,776.95	18,936,797.56	19,341,730.48	20,398,737.41	20,438,939.67
ASSOCIATED BANK TRUST	5,132,918.84	5,127,445.37	5,145,143.67	5,140,481.49	5,170,236.11	5,193,827.26
CHARLES SCHWAB INVESTMENTS	6,446,202.84	6,430,877.60	6,439,451.41	6,448,746.66	6,472,755.90	6,498,760.90
MONEY MARKET	1,078,564.79	1,083,162.54	7,619,525.82	7,653,126.65	7,687,904.44	7,721,680.79
TOTAL INVESTMENTS	\$ 30,523,840.26	\$ 30,300,262.46	\$ 38,140,918.46	\$ 38,584,085.28	\$ 39,729,633.86	\$ 39,853,208.62
TOTAL CASH AND INVESTMENTS	\$ 56,328,635.61	\$ 44,858,214.32	\$ 43,944,716.22	\$ 43,931,777.87	\$ 42,520,184.30	\$ 43,086,450.89

	31-Jul-2024	31-Aug-2024	30-Sep-2024	31-Oct-2024	30-Nov-2024	31-Dec-2024
CHECKING ACCOUNTS						
CITY CHECKING	6,088,631.77	727,881.28	7,802,828.00	3,708,330.68	1,972,185.65	2,073,383.90
REAL & PPT TAX CHECKING	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	16,203,476.44
HEALTH CHECKING	1,011,765.80	956,627.05	918,795.55	857,501.63	824,097.82	701,634.09
DENTAL CHECKING	80,528.88	82,770.58	83,519.61	87,013.58	88,453.72	90,200.19
TOTAL CASH	\$ 7,181,926.45	\$ 1,768,278.91	\$ 8,806,143.16	\$ 4,653,845.89	\$ 2,885,737.19	\$ 19,068,694.62
INVESTMENTS						
LGIP	20,971,586.74	17,522,703.29	14,947,368.10	14,967,477.54	14,919,096.80	11,214,276.91
ASSOCIATED BANK TRUST	5,241,542.35	5,282,497.12	5,320,173.83	5,295,505.14	5,312,234.41	5,319,990.57
CHARLES SCHWAB INVESTMENTS	6,560,741.25	6,617,696.47	6,659,345.09	6,656,922.28	6,665,667.33	6,686,473.66
MONEY MARKET	7,756,736.36	7,791,951.07	7,824,800.74	7,857,010.73	7,887,021.96	3,909,023.89
TOTAL INVESTMENTS	\$ 40,530,606.70	\$ 37,214,847.95	\$ 34,751,687.76	\$ 34,776,915.69	\$ 34,784,020.50	\$ 27,129,765.03
TOTAL CASH AND INVESTMENTS	\$ 47,712,533.15	\$ 38,983,126.86	\$ 43,557,830.92	\$ 39,430,761.58	\$ 37,669,757.69	\$ 46,198,459.65