



Finance/Personnel Committee

Regular Meeting

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

Agenda

Tuesday, September 9, 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 **September 9, 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. Approval of the Minutes of the August 12, 2025 Regular Meeting of the Finance/Personnel Committee.
 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
 4. Consideration and Possible Action on Approval of the Paramedic Reimbursement Program.* (Held over from the August 12, 2025 meeting).
 5. Consideration and Possible Action on grant funds awarded to De Pere Health Department through the WI DPH Consolidated Contract #155015 and #15580 in the amount of \$28,856.*
 6. Consideration and Possible Action on the Consent to Sublease for Colocation at the City of De

Pere Tower Site located at 400 Lewis Street. *

7. Consideration and Possible Action on Redevelopment Agreement Terms with Ninth Street Development LLC for the Redevelopment of 114 S Ninth Street into a Multi-Tenant Commercial Development (Parcel WD-D0200-4).*
8. Consideration and Possible Action on 2025-2026 Auditing Services Agreement with CliftonLarsonAllen LLP.*
9. Cash and Investments Report.
10. 2026 Budget status discussion.
11. Future agenda items.
12. 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: September 9, 2025
DEPARTMENT: Administration
FROM: Amy Darnick, Administrative Assistant
SUBJECT: Approval of the Minutes of the August 12, 2025 Regular Meeting of the Finance/Personnel Committee.
RECOMMENDED ACTION: Motion to approve.

Minutes

ATTACHMENTS:
August 12, 2025- DRAFT



Finance/Personnel Committee

Regular Meeting

Minutes

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

Tuesday, August 12, 2025

7:30 PM

335 S. Broadway, De Pere, WI 54115

I. Call to Order

1. Roll Call

Present: James Boyd, Pamela Gantz, Amy Kundinger, Devin Perock

Absent:

Excused:

Also present: City Manager Kim Flom, City Attorney Joanne Bungert, Assistant City Attorney Eric Erdman, Police Chief Jeremy Muraski, City Clerk Carey Danen, Finance Director Pamela Manley, Administrative Assistant Amy Darnick and members of the community.

2. Approval of the Minutes of the July 8, 2025 Regular Meeting of the Finance/Personnel Committee.

RESULT:	Passed
MOVER:	Devin Perock
SECONDER:	Pamela Gantz
AYES:	James Boyd, Pamela Gantz, Devin Perock, Amy Kundinger
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 on Police Request to Spend \$10,000 from Unassigned Reserves due to Garage Fire.*

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

5. Consideration and Possible Action on Police Department Request for Over Hire.*

Chief Muraski was present to speak about this agenda item. In anticipation for 2 vacancies at the end of this year or early January 2026, the Police Department would like the option or ability to temporarily request an overhire. He would like to get the new officers in and partially trained before those vacancies

actually occur. It takes 16 weeks of field training once they are hired before they step in the door because of background checks, medical assessment etc. They would like this to happen in fall of 2025 or beginning of 2026.

Would like them (for budget reasons) to hire them before the end of the calendar year.

Aldersperson Kunding has a question about budgeting with the hiring consideration. Can we carry monies/rollover within the police department so it isn't a special request each time this happens? Finance Director Manley responded that is not how our budget is currently set up. If this gets approved tonight, we would wait to see if it gets filled, if they end up having an overtime, we'd see what the cost is for the total of this year. Then we'd bring back a resolution for budget amendment for the unassigned reserves to be used for the overtime in the beginning of 2026. Preparing for that backfill for when we have the vacancy.

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

6. Consideration and Possible Action on Approval of the Paramedic Reimbursement Program.*

Make a motion to hold this agenda item for a future meeting. Staff is working with EMS. Move this to the September 9, 2025 meeting

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz
AYES:	None
NAYS:	None

7. Consideration and Possible Action on Assessor Services Agreement.*

Carey Danen, City Clerk was present to speak on this item. We had a team of city staff that reviewed the 2 proposals. We asked in the RPF to provide 2 options (1- the Annual Interim Market update 2- The alternating blend). Considering the cost differences.

Approve Accurate for the 1-year extension. Then looking the blending for maintenance. Pros and cons of doing the blended or the evaluation every year. We have been doing the full one every year. The difference with the blended, the dollar amount wouldn't go up that second year, but would go up higher on the third year. This option is a stair step option instead of a slow/steady increase.

Aldersperson Gantz asked if we would ever hold a meeting with residents to see what they wanted. Also asked if we could do a survey.

City Manager Flom said that she would like the 1-year extension and have the bigger pool option. There are a lot of considerations on both sides. She thought that we could look into a survey, a very informal poll. She mentioned asking friends and neighbors to get their opinions as well.

Aldersperson Kunding mention that prices are going to continue to rise. We need to continue to show

the value for the investment. Wonderful public facilities/ amenities, school districts, etc. Living in this area, with the services that we get is a good point.

Mayor Boyd mentioned that the interest rates have been high for the last couple of years. Talk to neighbors and friends about input.

Aldersperson Gantz asked how the assessments done. Do they actually go to the property or is it done electronically? Clerk said they are going off of recent sales, they do go out to new construction. They are not going out to every property in the city. It would be a huge undertaking and very costly.

Shanda with Accurate Appraisal said that only about 20% of people will open their doors, so you couldn't get accurate data.

Forward appraisal was also present and said that they will try to get into a certain amount of homes within a certain amount of years. It helps with keeping your records updated.

Any property owner can request someone to come and appraise their home.

Someone can call the appraiser and ask to flag the property to have them come look at the following year.

Just because the appraiser amount goes up doesn't mean that the tax bill will go up. It varies for each property.

Some municipalities can work with their appraiser and give an estimate.

Staff is recommending to go with Accurate with the 1 year interim market update for \$76,800 and publishing an RFP for Assessment services in 2026.

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

8. Consideration and Possible Action on 2024-2025 Property Tax Bill Preparation Agreement with Brown County.*

Pam Manley was present to speak about the item. Looking to have the county print and send the bills.

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

9. Cash and Investments Report.

RESULT:	Passed
MOVER:	James Boyd
SECONDER:	Pamela Gantz

AYES:	James Boyd, Pamela Gantz, Devin Perock, Amy Kunding
NAYS:	None

10. 2026 Budget Status Discussion.

City Manager Kim Flom was present to speak on this agenda item.

This week, department directors submit their budget to review on Friday. Looking at where they are at, what they still need this year and what they are needing next year.

Preliminary numbers 1.68 %, .3% higher than last year for construction. A little higher than last year. We will then get a feel for what we can pull together for next year.

October 8 is our budget study session.

We are in a great financial place right now.

11. Future agenda items.

None

12. Consideration of request by Haisan T. Williams, owner of Buddy's Breakfast Burgers, LLC to appear before the Finance-Personnel Committee regarding the denial of his Mobile Food Establishment application.

Attorney Bungert was present. She talked about how the procedure requirements go. Both parties will be able to present evidence and testimony. The committee will be able to ask questions throughout the process. Then the committee will go into closed session to make a decision and then open the meeting back up. Haisan Williams is present.

Attorney Erdman, on behalf of the City will present first. He stated we are here today to talk about the application denial of the mobile food truck establishment that Mr. Williams appealed. Attorney Erdman called Chief Muraski to the stand to talk about the background check process with these types of applications. Police Chief Muraski explained the background process. When they receive an application from the Clerk's Office, they go to a number of resources. Chief reviewed the background history of the applicant. He mentioned that the charges were from a while ago, but recommended a denial of the application. In the case of a mobile vendor, it is hard to be able to follow up on a complaint, since they don't know where they will be doing business on any given day.

Mr. Williams was sworn in by City Clerk, Carey Danen. The conduct was 30 years removed. He believes that the charges he's had in the past have no bearing in relation to his operation of a food truck. He takes care of the finances, customer service, social media, marketing, cash handling, prepping food, etc each day for his food truck. He is trying to do things correctly by applying for the application, trying to add value to the community that they live in by providing food to the community. His goal is to run his business in the City of De Pere.

Aldersperson Kunding asked if he operates in Green Bay and Mr. Williams responded that he does. Aldersperson Gantz asked where else he holds a license. Mr. Williams responded that he operates in the City of Green Bay, Howard is pending, he has served in Oshkosh. Every place he operates, he checks to see what is required before operating in the town/city.

Mayor Boyd asked if they have a physical location for their business. Mr. Williams said they have a home base at La Catrina in De Pere.

Mr. Williams had numerous character witnesses; 2 were virtual and 2 in-person. All of his witnesses

talked very highly of him and his work ethic and how he is an upstanding citizen and wants to invest in his community.

Attorney Erdman's ending statements. These are difficult decisions. 2 different instances. He has turned it around and done a lot of good. Encouraging us to look at everything before making a decision. Mr. Williams does have the WI food license at a home location already, but is looking for a mobile food truck license.

Mr. Williams had an opportunity to give his closing remarks. He is looking for a place to have his food truck to be able to make a living.

Aldersperson Gantz asked if there was anything on his record within the last 10 years, but there are no criminal convictions.

Mayor Boyd moved, seconded by Aldersperson Gantz to enter into closed session at 9:12 PM. Upon vote, motion carried unanimously. Mayor Boyd moved, seconded by Aldersperson Gantz to return to open session at 9:41 PM. Upon vote, motion carried unanimously.

Mayor Boyd moved, seconded by Aldersperson Perock to approve the petitioner's appeal, contingent upon submission of evidence showing successful completion of probation for the applicable felony conviction.

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

PLEASE TAKE NOTICE that the Finance Personnel Committee may convene in closed session pursuant to Wis. Stat. §19.85(1)(a): Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Finance Personnel Committee may then reconvene thereafter in open session pursuant to Wis. Stat. §19.85(2) to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

13. Consideration and Possible Action on the Findings of Fact and Conclusions of Law to approve the appeal of Chad Zeske, agent for Holy Smokes, as to the denial of his Cigarette, Tobacco and Electronic Vaping Device Retail License Application.

Attorney Bungert was present to speak on this item. The Committee recommended approval of appeal to allow license regarding completion. License was issued. Adopting the written findings of the committee.

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

PLEASE TAKE NOTICE that the Finance Personnel Committee may convene in closed session pursuant to Wis. Stat. §19.85(1)(a): Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. The Finance Personnel Committee may then reconvene thereafter in open session pursuant to Wis. Stat. §19.85(2) to take action on any matter discussed in closed session or for such other purposes as are allowed by law.

14. Adjournment.

Mayor Boyd moved, seconded by Alderperson Gantz to adjourn the meeting at 9:44 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Amy Darnick



City of De Pere, Wisconsin

I.4

Request for Finance/Personnel Committee
Action

MEETING DATE: September 9, 2025
DEPARTMENT: Fire
FROM: Lea Taylor, Executive Assistant
SUBJECT: Consideration and Possible Action on Approval of the Paramedic Reimbursement Program.* (Held over from the August 12, 2025 meeting).
RECOMMENDED ACTION: Motion to hold to the October 14, 2025 meeting.

ATTACHMENTS:
20250806084257010

Memo



To: Honorable Mayor James Boyd
Members of the Finance & Personnel Committee

From: Brett Jansen, Fire Chief *BT*
Shannon Metzler, Human Resources Director

Date: August 12, 2025

Re: Approval of the Paramedic Reimbursement Program

De Pere Fire Rescue is committed to providing the highest level of fire and emergency medical service (EMS) to our community. A critical component of delivering this service is employing qualified, dedicated personnel through training and education. The fire service industry is currently experiencing a decline in the number of certified paramedic applicants, and we have been seeing the same result.

Students that come out of the fire training program have an emergency medical technician (EMT) basic certification. These students then put themselves through a paramedic program or get hired onto a department that sends them through the paramedic program. We have seen a trend of fewer qualified paramedics applying due either to being hired as an EMT or not having the ability to send themselves through paramedic school. Because of this situation, we are seeing other local departments decrease their EMS requirements from paramedic to EMT to attract more qualified candidates. These departments are then sending the EMT employee to paramedic school or offering to reimburse the tuition for the program upon completion. We are recommending we follow the same style reimbursement program to stay competitive in the job market.

Upon successful completion of the paramedic program, the City may reimburse the employee for tuition and textbooks, equipment expenses which may be around \$10,000. In return, the employee would sign a conditional offer of employment outlining program completion requirements and a repayment agreement if the employee resigns or is terminated within three years of reimbursement.

When an EMT is sent to paramedic school and paramedic training occurs during a duty shift, the members would be released from duty for the duration of the scheduled class hours and for commuting to and from the class, if it is not held in the City of De Pere. The release from duty will not reduce the member's pay. If the release to training caused a vacancy due to predetermined approved time off from other members on shift, the department will supplement the staffing with overtime staff per the Collective Bargaining Agreement (CBA), when needed.

The Paramedic class runs from fall to spring, Monday through Friday, in which the student will average about 30 hours a week total. The employee would only be attending school while on shift approximately 15 hours per week and then attending school off duty the remainder of the week. When the employee attends class on their assigned shift day, they would return to shift once the class session is over.

When members who are not on their assigned duty day, and attending the paramedic program, the employee would not be compensated for their time at class unless the member had prior approval from the Fire Chief.

De Pere Fire Rescue has received an EMS Funding Assistance Program (FAP) Grant from the Wisconsin Department of Health Services to help provide training and equipment to departments providing EMS. These funds will roll over each year but are not always guaranteed. We would request that funds from the FAP be used to reimburse new hire paramedic program tuition and books when the FAP funding is available. De Pere Fire Rescue would have the availability to reimburse the paramedic program cost for three to four new hires. Once the FAP funds are used up, De Pere Fire Rescue will assess and budget for future paramedic training reimbursement if needed.

The fire employee's union is in support of the recruitment and reimbursement program and the agreed upon contract language is in the attached Side Letter Agreement.

As part of the reimbursement program, the employee will enter into a reimbursement agreement with the City, which will govern the terms of the reimbursement, the amounts, required repayment upon early resignation/termination, and other relevant terms and conditions of the reimbursement program to align with the language of the Collective Bargaining Agreement. This agreement will be prepared and approved as to form by the City Attorney.

This approach will help ensure the continued reliability and effectiveness of our department while responding proactively to the challenges currently facing the fire service industry.

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

**SIDE LETTER OF AGREEMENT BETWEEN
THE CITY OF DE PERE AND
THE DE PERE PROFESSIONAL FIREFIGHTER'S ASSOCIATION
IAFF LOCAL 141
REGARDING
PARAMEDIC REIMBURSEMENT PROGRAM**

This Side Letter of Agreement ("Agreement") is made and entered into this ___ day of _____, 2025 by and between the City of De Pere ("City") and the De Pere Professional Firefighters Association IAFF Local #141 ("Bargaining Unit"), collectively referred to as the "Parties".

WHEREAS the Parties are the contracting entities to a Collective Bargaining Agreement (CBA) between them covering the years 2024 through and including 2026; and

WHEREAS the Parties desire to revise CBA Articles 5, 7 and 12 to provide for language to expand and further define reimbursement policies and rules for paramedic training and reimbursement for costs thereof; and

WHEREAS the Parties have agreed that the provisions of this Agreement shall supersede the applicable sections of Article 5 Probationary Period, Article 7 Employment and Promotion and Article 12 Salaries, section Initial Paramedic Training, of the CBA as set forth and agreed to herein.

NOW THEREFORE, it is hereby agreed as follows:

- 1) The following language shall be added immediately following the first sentence of the paragraph to amend Article 5 Probationary Period of the CBA:

"In the event such newly hired probationary employee is, at the time of probationary hire, enrolled in a paramedic program, the probation period will begin upon hiring but will be extended for an additional period concluding one (1) year following the successful completion of the National Registry certification, but in case shall such probationary period exceed more than two (2) years."

- 2) The following language shall be added to the end of the paragraph of Article 7 Employment and Promotion of the CBA:

"All employees hired after September 1, 2025, who hold an Emergency Medical Technician Basic (EMT-B) license, or are a current employee of the Department holding a current EMT-B license, will be required to maintain a paramedic certification through the duration of their employment, if such paramedic certification was obtained through the paramedic reimbursement program as defined in this Agreement."

- 3) The entire section titled Initial Paramedic Training shall be deleted in Article 12 Salaries of the CBA and replaced with the following:

“Initial Paramedic Training and Paramedic Reimbursement Program

Members who successfully complete initial paramedic certification requirements during their employment with the Department shall be reimbursed by the Department upon application by the member, for actual tuition costs and book expenses incurred, with such total reimbursement amount to not exceed the actual cost of the applicable paramedic certification program. To qualify for reimbursement the member shall enter into a reimbursement agreement with the Department and the City of De Pere, which will contain terms substantially similar to the provisions set forth in this section. Reimbursement will be contingent on the members successful completion of training and submission of certain required proof of tuition costs and expenses as determined by the department, which include but are not limited to receipts for tuition, books, clothing and/or equipment required for the paramedic certification program.

In further, members who receive reimbursement pursuant to this section shall be required to remain employed with the Department for a period of no less than three (3) years following the date of the reimbursement, (“Retention Period”). If the member resigns or is otherwise terminated prior to the end of the Retention Period, the employee shall be required to repay to the Department the total reimbursement amount on a prorated basis as follows:

- (i) If the member resigns or is terminated within the first year, they shall be required to repay 100% of the reimbursement amount.
- (ii) If the member resigns or is terminated within the second year, they shall be required to repay 66% of the reimbursement amount.
- (iii) If the member leaves or is terminated within the third year, they shall be required to repay 33% of the reimbursement amount.

The Department, may at its sole discretion, waive the repayment requirement under extenuating circumstances, including but not limited to layoff, injury or other situations approved by the Fire Chief.

Due to variables with budget funding and availability of grant funds, members who are enrolled in the paramedic reimbursement program may, at the sole discretion of the Fire Chief, receive compensation for time spent off-duty completing requirements for the program. Receiving no compensation for non-schedule workday hours shall not be precedent setting and specific only to members who are in the paramedic reimbursement program.”

- 4) This Agreement shall not establish precedent or practice and shall not be used in any grievance, arbitration, or bargaining context beyond enforcement of its specific terms.
- 5) This Agreement shall be effective upon ratification by the Bargaining Unit and approval by the City's Common Council and shall remain in effect until modified or rescinded by mutual written agreement of the Parties.

Dated this _____ day of _____, 2025

DE PERE PROFESSIONAL
FIREFIGHTERS ASSOCIATION

CITY OF DE PERE

Ryan Hintz, President

Kimberly T. Flom, City Manager

Dan Gatz, Executive Board Member
Clerk-Treasurer

Carey E. Danen, City Clerk



City of De Pere, Wisconsin

L5

**Request for Finance/Personnel Committee
Action**

MEETING DATE: September 9, 2025
DEPARTMENT: Health
FROM: Chrystal Woller, Health Director/Officer
SUBJECT: Consideration and Possible Action on grant funds awarded to De Pere Health Department through the WI DPH Consolidated Contract #155015 and #15580 in the amount of \$28,856.*
RECOMMENDED ACTION: Staff recommends approval

ATTACHMENTS:

Memo_155015 PHEP.Communicable disease contract, MP_-_De_Pere_HD_-_2025_DPH_Consolidated_Contr

CITY OF DE PERE

MEMO



To: Honorable Mayor James Boyd and Members of the Finance/Personnel Committee
From: Chrystal Woller BSN, RN, MBA, Health Director
Meeting Date: 9/9/2025

Re: Consideration and Possible Action on WI DPH Consolidated Contract #155015 (Public Health Emergency Preparedness) and #155800 (Communicable Disease Control & Prevention) in the amount of \$28,856.

The De Pere Health Department has received notification of the department's annual public health preparedness and communicable disease control and prevention award through WI Department of Health Services in the amount of \$28,856.

The Public Health Emergency Preparedness grant is federal passthrough funding and is intended to enhance Wisconsin's ability to rapidly mobilize, surge and respond to public health emergencies as defined by the Centers for Disease Control. The decrease in federal allocation to WI DHS, required a 28% decrease passthrough to all local health departments. However, there is an anticipated additional notice of award from the CDC to WI DHS to make this funding whole in the coming months. If this occurs, a new contract will be required for local health departments. For this reason, I request any subsequent signatures to this contract also be granted. The Communicable Disease Control and Prevention grant is state appropriated funding intended to support local health departments to conduct disease surveillance, case follow-up, staff development and training, public education and outreach, as well as other infection control measures. This grant amount essentially remained the same (increasing only by \$10).

The budget period for both proposed awards is July 1, 2025-June 30, 2026.

Wisconsin Department of Health Services Contract Centralization Legal Review

Agreement Number: **435100-G25-DPHCC25-17 M3**

Bureau of Procurement and Contracting (BPC) Review:

- This agreement requires **Standard** OLC review.
- This agreement uses a BPC template with Office of Legal Counsel (OLC) approved language and requires **Simple** OLC review.
- This agreement uses a BPC template with Office of Legal Counsel (OLC) approved language and does **not** require **Additional** OLC review.
- This agreement uses intergovernmental cooperative purchasing.

Description:

N/A

Office of Legal Counsel (OLC) Review and Approval:

- This agreement has been reviewed for form and approved by the Wisconsin Department of Health Services Office of Legal Counsel.

Name:

Title:

Date Signed



GRANT AGREEMENT MODIFICATION
between the
STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES
And
Depere Dph
for
2025 DPH LPHD Consolidated Contract

DHS Grant Agreement No.: 435100-G25-DPHCC25-17 M3
DPH Contract No.: 65397-3
Agreement Amount: \$28,856
Agreement Term Period: 10/1/2024 to 9/30/2026
GEARS Pre-Packet No: 909, 1039

DHS Division: Division of Public Health
DHS Grant Administrator: Anna Benton
DHS Email: DHSGACMail@dhs.wisconsin.gov

Grantee Grant Administrator: Ms Chrystal Woller
Grantee Address: 335 S BROADWAY, DE PERE, WI,
541152526
Grantee Email: cwoller@deperewi.gov

Modification Description: We are adding funding for the Public Health Emergency Preparedness (PHEP) Program (Profile 155015) and the Communicable Disease Prevention Program (Profile 155800). Please see attached scope(s) of work. Final reports are due 45 days from the end of the designated contract period for any included profiles.

This is a Modification of an existing Agreement, as specified above. This Modification of Agreement encompasses both Amendments and Addendums to an existing Grant Agreement. This Modification is entered into by and between the State of Wisconsin Department of Health Services (DHS) and the Grantee listed above. With the exception of the terms being modified by this Grant Agreement Modification, ALL OTHER TERMS AND CONDITIONS OF THE EXISTING AGREEMENT, INCLUDING FUNDING, REMAIN IN FULL FORCE AND EFFECT. This Modification, including any and all attachments herein and the existing agreement, collectively, are the complete agreement of the parties and supersede any prior agreements or representations. DHS and the Grantee acknowledge that they have read the Modification and understand and agree to be bound by the terms and conditions of the existing agreement as modified by this action. This Modification becomes null and void if the time between the earlier dated signature and the later dated signature exceeds sixty (60) days, unless waived by DHS.

State of Wisconsin
Department of Health Services

Authorized Representative

Name: _____

Title: _____

Signature: _____

Date: _____

Grantee

Entity Name: _____

Authorized Representative

Name: Chrystal Woller

Title: Health Officer/Health Department Director

Signature: _____

Date: _____

CIVIL RIGHTS COMPLIANCE ATTACHMENT

The Wisconsin Department of Health Services and Grantee agree to the below change to the agreement. The below enumerated agreement revision is hereby incorporated by reference into the agreement and is enforceable as if restated therein in its entirety.

Section 10 of the Agreement (“CIVIL RIGHTS COMPLIANCE”) is hereby amended by inserting the following:

In accordance with the provisions of Section 1557 of the Patient Protection and Affordable Care Act of 2010 (42 U.S.C. § 18116), Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), and regulations implementing these Acts, found at 45 C.F.R. Parts 80, 84, and 91 and 92, the Grantee shall not exclude, deny benefits to, or otherwise discriminate against any person on the basis of sex, race, color, national origin, disability, or age in admission to, participation in, in aid of, or in receipt of services and benefits under any of its programs and activities, and in staff and employee assignments to patients, whether carried out by the Grantee directly or through a Sub-contractor or any other entity with which the Grantee arranges to carry out its programs and activities.

In accordance with the provisions of Section 11 of the Food and Nutrition Act of 2008 (7 U.S.C. § 2020), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 701 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), and Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), and the regulations implementing these Acts, found at 7 C.F.R. Parts 15, 15a, and 15b, and Part 16, 28 C.F.R. Part 35, and 45 C.F.R. Part 91, the Grantee shall not discriminate based on race, color, national origin, sex, religious creed, disability, age, or political beliefs or engage in reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the United States Department of Agriculture.

HIGH-RISK IT REVIEW

Pursuant to Wis. Stat. 16.973(13), Contractor is required to submit, via the contracting agency, to the Department of Administration for approval any order or amendment that would change the scope of the contract and have the effect of increasing the contract price. The Department of Administration shall be authorized to review the original contract and the order or amendment to determine whether the work proposed in the order or amendment is within the scope of the original contract and whether the work proposed in the order or amendment is necessary. The Department of Administration may assist the contracting agency in negotiations regarding any change to the original contract price.

GEARS PAYMENT INFORMATION

DHS GEARS STAFF INTERNAL USE ONLY

GEARS PAYMENT INFORMATION

The information below is used by the DHS Bureau of Fiscal Services, GEARS Unit, to facilitate the processing and recording of payments made under this Agreement.

GEARS Contract year: 2026

Agency #:	Agency Name:	Agency Type:	GEARS Contract Start Date	GEARS Contract End Date	Program Total Contract:
472779	Depere Dph	60	7/1/2025	6/30/2026	\$28,856

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155015	BIOT FOCUS A PLANNING		-	\$25,276	\$25,276	N/A
155800	COMM DISEASE CTRL & PREV		-	\$3,580	\$3,580	N/A
					\$28,856	

GEARS FEDERAL AWARD INFORMATION

DHS Profile Number	155015
FAIN	NU90TU000048
Federal Award Date	6/30/2025
Sub-award period of Performance Start Date	7/1/2025
Sub-award period of Performance End Date	6/30/2026
Amount of Federal Funds obligated in the subaward	\$25,276
Total Amount of Federal Funds obligated	\$25,276
Federal Award Project Description	To enhance Wisconsin's ability to rapidly mobilize, surge, and respond to public health emergencies identified by CDC.
Federal Awarding Agency Name (Department)	Department of Health and Human Services - Centers for Disease Control and Prevention
DHS Awarding Official Name	Debra K. Standridge
DHS Awarding Official Contact Information	608-266-9622
Assistance Listings Number	93.069
Assistance Listings Name	Public Health Emergency Preparedness
Total made available under each Federal award at the time of disbursement	\$9,143,084
R&D?	No
Indirect Cost Rate	6.7%



Wisconsin Department of Health Services
Division of Public Health
for
Public Health Emergency Preparedness (PHEP) Program

I. SCOPE OF WORK (GRANT VIA GEARS)

A. OVERVIEW

Program:	Public Health Emergency Preparedness (PHEP) Program
Profile(s):	155015
Period of Performance:	July 1, 2025 to June 30, 2026
GEARS Contract Year:	2026

B. BACKGROUND AND/ OR CONTEXT

The mission of the Wisconsin Department of Health Services is to protect and promote the health and safety of the people of Wisconsin. The Public Health Emergency Preparedness (PHEP) Program aims to strengthen the capacity and capability of the public health system to prepare for, respond to, and recover from public health threats and emergencies. The intent of this funding is to create and maintain an excellent system of public health preparedness at the state and local levels with the continued purpose of strengthening and enhancing the capabilities of state and public health systems to mitigate the loss of life and reduce the threats to community health and safety utilizing the Centers for Disease Control and Prevention’s (CDC) Response Readiness Framework and the Public Health Emergency Preparedness and Response Capabilities. For more information about the PHEP Program, please visit the CDC’s website.

C. COMMUNICATIONS

It is the responsibility of the Grantee to provide this Scope of Work document to appropriate agency staff responsible for programmatic and financial reporting requirements.

The expectation is a minimum of **annual** communications between DHS and the Grantee. DHS reserves the right to request more frequent communications as deemed necessary. Communications may include but are not limited to:

- Email providing or requesting information.
- Programmatic or contractual meetings.
- Reporting including status updates and the submission of GEARS expense reports.



D. POINTS OF CONTACT

The Grantee is responsible for notifying DHS at DHSPHEP@dhs.wisconsin.gov if there are any changes in contact information within ten (10) business days.

1. TABLE 1: DPH CONTACT AND ROLE

Name and Contact Information	Role
Jaime Niedermeier, jaime.niedermeier@dhs.wisconsin.gov	Program Contact
Ramona Baldoni-Lake, Ramona.baldonilake@dhs.wisconsin.gov	Contract Manager
Jessica Kessler, Jessica.kessler@dhs.wisconsin.gov	Fiscal Contact
DHSPHEP@dhs.wisconsin.gov	Other (specify): Program Inquiries
	Choose an item.

E. GEARS EXPENSE REPORT(S) AND PAYMENT SCHEDULE

The funds will be reimbursed through the Grant Enrollment, Application and Reporting System (GEARS). GEARS expenses must be submitted as actual monthly expenses (either paid or incurred) and these expenses must align with the approved budget and terms and conditions of this Agreement/Contract.

- **GEARS Expense Report(s) and Payment Schedule:** Grantee must report costs incurred on the GEARS Expenditure Report Form ([f-00642](#)) and submit the GEARS Expenditure Report by the **15th** of the month via email to the GEARS Unit (dhs600RCars@dhs.wisconsin.gov).
- The GEARS Unit is responsible for issuing payment. The DHS program staff are responsible for ensuring claimed expenses are allowable and agree with approved budgets and scopes of work.
- Final GEARS Expense Reports are due no later than **45 days** from the end of the contract period on **8/15/2026**.

Failure to follow the GEARS Expense Report(s) and Payment Schedule could result in a dispute(s) whereby DHS can delay or deny payment(s). Reference the [GEARS Payment Processing Schedule](#) and further guidance on [How to Submit GEARS Expenditure Reports](#).

Direct any questions related to the technical aspects of expenditure report processing, monthly payment reports, and reimbursements can email DHSDESBFSGEARS@dhs.wisconsin.gov. Direct all other questions regarding expense reports to the DHS program area (DHSPHEP@dhs.wisconsin.gov).



F. REPORTING REQUIREMENTS

1. FINANCIAL REPORTING

Final grant expenditures must be reported to DHS through the Grantee's Budget Form via the [PCA Portal](#) by the end of the contract period (June 30, 2026).

Additional financial reporting must be provided by the Grantee upon request by DHS. This may include (but not limited to) expenses associated with salaries, supplies, travel, contractual, or other (including copies of receipts documenting the purchase of specific items and timesheets for salaries).

2. PROGRAMMATIC REPORTING

An annual contract deliverable reporting survey is required on or before the agreement period ends. Grantees are required to quantitatively and qualitatively document program deliverables and provide a written statement through the reports. Grantee will be provided report forms and deadlines from the DHS program area via the PCA Portal.

Direct all questions regarding reports to the DHS program area (DHSPHEP@dhs.wisconsin.gov). Failure to meet a reporting requirement(s) can result in a dispute(s) for noncompliance, default, and/or breach of the agreement terms and conditions.

G. UNALLOWABLE COSTS

General Restrictions

- Recipients may not use funds for research.
- Recipients may not use funds for clinical care except as allowed by law.
- Recipients may use funds only for reasonable program purposes including personnel, travel, supplies, and services.
- Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly identified in the budget.
- Reimbursement of pre-award costs generally is not allowed, unless the CDC provides written approval to the recipient.
- Other than for normal and recognized executive-legislative relationships, no funds may be used for:
 - Publicity or propaganda purposes, including preparing, distributing, or using any material designed to support or defeat the enactment of legislation before any legislative body.
 - Using the salary or expenses of any grant or contract recipient, or agent acting for such recipient, for any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or executive order proposed or pending before any legislative body.
- See [additional requirement \(AR\) 12](#) for detailed guidance on this prohibition and [additional guidance on lobbying for CDC recipients](#).



- The direct and primary recipient in a cooperative agreement program must perform a substantial role in carrying out project outcomes and not merely serve as a conduit for an award to another party or provider who is ineligible.
- In accordance with the United States Protecting Life in Global Health Assistance policy, all non-governmental organization (NGO) applicants acknowledge that foreign NGOs that receive funds provided through this award, either as a prime recipient or subrecipient, are strictly prohibited, regardless of the source of funds, from performing abortions as a method of family planning or engaging in any activity that promotes abortion as a method of family planning, or to provide financial support to any other foreign non-governmental organization that conducts such activities. See [AR 35](#) for applicability.
- Recipients may supplement but not supplant existing state or federal funds for activities described in the budget.
- Payment or reimbursement of backfilling costs for staff is not allowed.
- None of the funds awarded to these programs may be used to pay the salary of an individual at a rate in excess of executive level II or \$225,700 per year.
- Funds may not be used to purchase or support (feed) animals for labs, including mice.
- Funds may not be used to purchase a house or other living quarters for those under quarantine. Rental may be allowed with approval from CDC Office of Grants Services.
- Funds may not be used to purchase gift cards.

Supplanting

Recipients may supplement but not supplant existing state or federal funds for activities described in the budget. Federal law prohibits recipients of federal funds from replacing state, local, or agency funds with federal funds. For example, funds may not be used to cover positions and other expenditures already funded by other sources.

Personnel Costs

Recipients may (with prior approval) use funds for overtime for individuals directly associated (listed in personnel costs) with the award with prior approval from CDC Office of Grants Services.

Travel

Travel or conferences not specific to public health emergency preparedness are not allowed. All travel costs must be reimbursed following [State of Wisconsin travel guidelines](#).

Lobbying

Other than for normal and recognized executive-legislative relationships, PHEP funds may not be used for:

- Publicity or propaganda purposes, for the preparation, distribution, or use of any material designed to support or defeat the enactment of legislation before any legislative body.
- The salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations,



regulation, administrative action, or executive order proposed or pending before any legislative body.

See [AR 12](#) for detailed guidance on this prohibition and [additional guidance](#) on lobbying for CDC recipients.

Construction and Major Renovations

Recipients may not use funds for construction or major renovations. Generally, recipients may not use funds to purchase furniture or equipment. Any such proposed spending must be clearly justified in the budget.

Passenger Road Vehicles

- Funds cannot be used to purchase over-the-road passenger vehicles.
- Funds cannot be used to purchase vehicles to be used as means of transportation for carrying people or goods, such as passenger cars or trucks, and electrical or gas-driven motorized carts.
- Recipients can (with prior approval) use funds to lease vehicles to be used as means of transportation for carrying people or goods, for example, passenger cars or trucks and electrical or gas-driven motorized carts during times of need.
- Additionally, PHEP grant funds can (with prior approval) be used to make transportation agreements with commercial carriers for movement of materials, supplies, and equipment. There should be a written process for initiating transportation agreements (such as contracts, memoranda of understanding, formal written agreements, and/or other letters of agreement). Transportation agreements should include, at a minimum:
 - Type of vendor
 - Number and type of vehicles, including vehicle load capacity and configuration
 - Number and type of drivers, including certification of drivers
 - Number and type of support personnel
 - Vendor's response time
 - Vendor's ability to maintain cold chain, if necessary to the incident
 - This relationship may be demonstrated by a signed transportation agreement or documentation of transportation planning meeting with the designated vendor. All documentation should be available to the CDC project officer for review if requested.

Transportation of Medical Material

- Funds can (with prior approval) be used to procure leased or rental vehicles for movement of materials, supplies, and equipment.
- Recipients can (with prior approval) use funds to purchase material-handling equipment (MHE) such as industrial or warehouse-use trucks to move materials, such as forklifts, lift trucks, turret trucks, etc. Vehicles must be of a type not licensed to travel on public roads.
- Recipients may purchase basic (non-motorized) trailers with prior approval from CDC Office of Grants Services.



Procurement of Food and Clothing

- Funds may *not* be used to purchase clothing such as jeans, cargo pants, polo shirts, jumpsuits, sweatshirts, or T-shirts.
- Purchase of vests (or similar items) that may be used multiple times by numerous individuals and to be worn during exercises or responses may be allowed.
- Generally, funds may not be used to purchase food. However, under limited circumstances and with prior approval from OPEHC, funds may be allowed for the purchase of food following current state and federal government guidelines.

Note: In the event prior approval has been obtained to purchase food, recipients are required to maintain an agenda and a meal sign-in sheet at the local level for auditing purposes. See [45 CFR 75.432](#) for additional information.

Vaccines

- PHEP recipients can, with prior CDC approval, use funds to purchase caches of antibiotics for use by public health responders and their households to ensure the health and safety of the public health workforce during an emergency response, or an exercise to test response plans. Funds may not be used to supplant other funding intended to achieve this objective.
- PHEP recipients can, with prior CDC approval, use funds to purchase caches of vaccines for public health responders and their households to ensure the health and safety of the public health workforce.
- PHEP recipients can, with prior CDC approval, use funds to purchase caches of vaccines for select critical workforce groups to ensure their health and safety during an exercise testing response plans.
 - Recipients must document in their submitted exercise plans the use of vaccines for select critical workforce personnel before CDC will approve the vaccine purchase.
- Recipients may not use PHEP funds to supplant other funding intended to achieve these objectives.
- Recipients of PHEP-funded vaccines (within the context of the exercise) may include:
 - Persons who meet the criteria in the [CDC Advisory Committee on Immunization Practices \(CDC/ACIP\) recommendations](#) for who should receive vaccine; and
 - Persons who are not eligible to receive the vaccine through other entitlement programs such as Medicare, Medicaid, or the Vaccines for Children (VFC) program.
 - VFC-eligible children or Medicare beneficiaries may participate in the exercise; however, they should be vaccinated with vaccine purchased from the appropriate funding source.
- PHEP funds may not be used to purchase vaccines for seasonal influenza mass vaccination clinics or other routine vaccinations covered by Advisory Committee on Immunization Practices (ACIP) schedules.
- PHEP funds may not be used to purchase influenza vaccines for the general public.



Recipients may not use funds for clinical care except as allowed by law. Per the PHEP Notice of Funding Opportunity, clinical care is defined as "directly managing the medical care and treatment of individual patients." PHEP-funded staff may administer medical countermeasures (MCMs), such as antibiotics or vaccines, as a public health intervention in the context of an emergency response or an exercise to test response plans. CDC does not consider this clinical care since it is not specific to an emergency response or an exercise to test response plans.

Laboratory Supplies

Instruments, reagents, and supplies for the following are not generally purchased with PHEP funding:

- Instruments, reagents, and supplies for testing seasonal influenza;
- Instruments, reagents, and supplies for testing rabies;
- Instruments, reagents, and supplies for routine food testing (surveillance);
- Instruments, reagents, and supplies for testing vaccine preventable diseases (such as measles or mumps);
- Instruments, reagents, and supplies for routine testing of vector-borne illnesses (both clinical and vector surveillance);
- Routine drug screening of laboratory staff; and
- Influenza vaccines (for the general public).

Advertising and Public Relations, Supplies, Meetings, Promotional Items and Memorabilia

See: [Federal Regulation Codes under section 200.421](#): PART 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

- a) The term “advertising costs” means the costs of advertising media and corollary administrative costs. Advertising media includes magazines, newspapers, radio and television, direct mail, exhibits, electronic or computer transmittals, and the like.
- b) The only allowable advertising costs are those which are solely for:
 - (i) The recruitment of personnel required by the non-federal entity for performance of a federal award (See also §200.463 Recruiting costs).
 - (ii) The procurement of goods and services for the performance of a federal award.
 - (iii) The disposal of scrap or surplus materials acquired in the performance of a federal award except when non-federal entities are reimbursed for disposal costs at a predetermined amount.
 - (iv) Program outreach and other specific purposes necessary to meet the requirements of the federal award.
- c) The term “public relations” includes community relations and means those activities dedicated to maintaining the image of the non-federal entity or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public.
- d) The only allowable public relations costs are:
 - (i) Costs specifically required by the federal award.



- (ii) Costs of communicating with the public and press pertaining to specific activities or accomplishments which result from performance of the federal award (these costs are considered necessary as part of the outreach effort for the federal award).
 - (iii) Costs of conducting general liaison efforts with news media and government public relations officers, to the extent that such activities are limited to communication and liaison necessary to keep the public informed on matters of public concern, such as notices of funding opportunities, financial matters, etc.
- e) Unallowable advertising and public relations costs include the following:
- (i) All advertising and public relations costs other than as specified in paragraphs (b) and (d) of this section.
 - (ii) Costs of meetings, conventions, convocations, or other events related to other activities of the entity (see also §200.432 Conferences), including:
 - 1) Costs of displays, demonstrations, and exhibits.
 - 2) Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows and other special events.
 - 3) Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings.
 - (iii) Costs of promotional items and memorabilia, including models, gifts, and souvenirs.
 - (iv) Costs of advertising and public relations designed solely to promote the non-federal entity.

Direct all questions regarding eligible expenses to the DHS program area (DHSPHEP@dhs.wisconsin.gov).

H. BUDGET MANAGEMENT

Cost deviation or change from approved budget categories more than **25%**, or the addition of a new line item, will require submission of a new budget and will require revised budget approval from DHS prior to incurring costs. The DHS may proactively recommend a revision should spenddown tracking suggest the need to redistribute remaining funds.

Grantee must receive prior approval for any equipment purchases that exceed \$5,000 per the [DHS Allowable Cost Policy Manual \(Section 10a\)](#). Direct all questions regarding budget management or equipment purchases to the DHS program area (DHSPHEP@dhs.wisconsin.gov).

I. ADDITIONAL INFORMATION AND/OR REQUIREMENTS

Deadlines/Important Dates

- August 8, 2025 – Deadline to submit PHEP Budget Period 2 (BP2) Budget Template via PCA Portal
- May 15, 2026 – Deadline to submit requests for budget revision for PHEP BP2
- June 30, 2026 – Deadline to submit annual contract deliverables reporting survey for PHEP BP2
- August 15, 2026 – Deadline to submit final GEARS Expense Reports for PHEP BP2



J. PROJECT DELIVERABLES

The Wisconsin Department of Health Services (DHS) has established objectives and deliverables for completion by local and Tribal public health agencies (LTPHA's) during the budget period from July 1, 2024, to June 30, 2029, with a goal of ensuring Wisconsin local and Tribal public health agencies are response ready. These contract deliverables are described in Addendum A.

**Local and Tribal Public Health Emergency Preparedness Contract Objectives
Centers for Disease Control and Prevention (CDC) Cooperative Agreement
#CDC-RFA-TU24-0137
Budget Period: July 1, 2025 – June 30, 2026***

**Note: This document includes all contract deliverables for a five-year cooperative agreement period (7/1/2024 – 6/30/2029). Some deliverables are required annually, while others have the expected due date for each budget period. No changes have been made to the contract deliverables for Budget Period 2. Please send any questions regarding Contract Objectives to the DHS PHEP program at DHSPHEP@dhs.wisconsin.gov.*

The Wisconsin Department of Health Services (DHS) has established the following objectives and deliverables for completion by local and Tribal public health agencies (LTPHA's) during the budget period from July 1, 202, to June 30, 2029, with a goal of ensuring Wisconsin local and Tribal public health agencies are response ready.

These objectives are based on CDC's [2024 Readiness Response Framework](#) and are supported by the [Public Health Emergency Preparedness and Response Capabilities](#), which CDC released in 2018 and updated in 2019. In addition, these objectives are written, to align with [CDC's Public Health Emergency Preparedness PHEP Cooperative Agreement](#).

During this budget period, DHS anticipates that LTPHAs will continue to use a “whole community” approach [as defined by FEMA](#). A “whole community” approach is the idea that preparedness is a shared responsibility that must include the full range of preparedness stakeholders, including not just government, but also individuals and families (including those with access and functional needs), businesses, community organizations, schools, nonprofits, media outlets, and more.

Planning for a whole community should address health equity issues by considering individuals with access and functional needs. Per CDC's [Access and Functional Needs Toolkit](#) (March 2021), The term “access and functional needs” refers to individuals with and without disabilities, who may need additional assistance because of any condition (temporary or permanent) that may limit their ability to act in an emergency. Individuals with access and functional needs do not require any kind of diagnosis or specific evaluation. Populations with access and functional needs may include but are not limited to:

- Children and youth
- Individuals with chronic diseases or underlying conditions
- Individuals with cognitive impairment
- Individuals with developmental disabilities
- Individuals with hearing impairment
- Individuals experiencing homelessness or housing instability
- Individuals with language barriers and/or limited English proficiency
- Marginalized populations experiencing social, political, or economic exclusions, such as people living in poverty, people experiencing racism, or people who are undocumented
- Older population
- Individuals with limited access to transportation
- Individuals with limited access to the internet or Wi-Fi

- Underserved communities, such as rural or uninsured/underinsured communities
- Individuals with visual impairment
- People who are pregnant

Using PHEP Funds for Response

PHEP cooperative agreement funding is intended primarily to support preparedness activities that help ensure state and local public health departments are response ready. PHEP funds may, on a limited, case-by-case basis, be used to support response activities to the extent they are used for their primary purposes: to strengthen public health preparedness and enhance the capabilities of state, local, and Tribal governments to respond to public health threats. LTPHAs must receive prior approval from the Wisconsin PHEP program for any proposed response activities.

Joint PHEP/HPP/Emergency Management Activities

Objectives that align with program requirements as set forth by the CDC PHEP program and the Assistant Secretary for Preparedness and Response (ASPR) Hospital Preparedness Program (HPP) are indicated as a '(Joint PHEP/HPP Activity)'. The Wisconsin PHEP program recommends that LTPHAs coordinate with their regional Healthcare Emergency Readiness Coalition (HERC) and emergency management partners on these activities.

Required Reporting

Annual year-end reporting on all contract deliverables is due June 30th each year of the 5-year cooperative agreement. Required reporting will be accessed via the Partner Communications and Alerting (PCA) Portal once available. Additional information about year-end reporting will be communicated to local and Tribal preparedness staff throughout the budget periods via email communications and PHEP Q&A (Questions and Answers) webinars. Local and Tribal preparedness staff should [sign up](#) to receive Public Health Emergency Preparedness email communications if they have not already.

Budget Management

All LTPHAs will submit a proposed budget by completing and uploading the PHEP Budget Template to the Partner Communication and Alerting (PCA) Portal [Local Preparedness Budget Management page](#). All LTPHAs will report final expenditures by editing the agency’s original submitted Local and Tribal Preparedness Budget Form on the PCA Portal. To request access to the PCA Portal, please contact DHSPCAPortal@dhs.wisconsin.gov.

Deliverable Number	Due Date	Objective
Deliverable 1	By June 30, each year of the 5-year cooperative agreement	Submit the proposed budget on the PCA Portal
Deliverable 2	By August 15, each year of the 5-year cooperative agreement	Submit final expenditures on the PCA Portal

Document In Process

Strategy 1 – All-hazard activities

Strategy 1 encompasses the following Response Readiness Framework program priorities.

- **Develop a risk-based approach to all-hazards planning** to advance risk-based planning; address evolving threats; and support medical countermeasure distribution, dispensing, and administration and medical materiel management.
- **Modernize data collection and systems** to improve situational awareness and information sharing with health care systems and other partners.
- **Integrate health equity practices** to enhance preparedness, response, and recovery support for populations experiencing health disparities.

Risk-Based Approach to All Hazard Planning (AHA)

Public Health Response Readiness Framework – Priority 1. Prioritize a risk-based approach (AHA-A)

- Capability 1: Community Preparedness
- Capability 3: Emergency Operations Coordination
- Capability 13: Public Health Surveillance and Epidemiological Investigation

When submitting the risk assessment (RA) or Hazard Vulnerability Assessment (HVA), identify the top five risks based on public health consequences and report the following Risk Assessment Data Elements (RADE):

- Participants involved in the assessment,
- Identified risks,
- A ranking of the top five risks (new),
- Public health consequences of the risks describing the vulnerabilities associated with prioritized risks (new),
- Resources used to conduct the risk assessments, such as CDC’s Social Vulnerability Index, CDC PLACES, or HHS emPOWER data (new), and
- Identified expertise to provide consultation during a public health emergency associated with prioritized risks (new).

Deliverable Number	Due Date	Objective
Deliverable 3	January 31, 2025	Conduct a risk assessment (RA) or Hazard Vulnerability Assessment (HVA) and identify the top five risks based on public health consequences. If your most recent RA occurred in Budget Periods 2,3,4, or 5 of the previous NOFO performance period, submit that RA along with the risk assessment data elements (RADE) based on elements addressed at that time.

	Once in the 5-year performance period	Complete and submit a new RA/HVA once during the five-year performance period on the PCA Portal and include RADE
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Ensure baseline competency and integration with preparedness requirements - Priority 1.
 Prioritize a risk-based approach (AHA-G)

It is recommended by CDC that Public Health preparedness and recovery staff should strive to complete the coursework below based on their preparedness and response roles and positions.

- Public health preparedness and recovery staff, including exercise planning staff:
 - Independent Study (IS) 100: Introduction to the Incident Command System
 - IS 200: Basic Incident Command System for Initial Response (ICS 200)
 - IS 700: An Introduction to the National Incident Management System (NIMS)
 - ICS 706: NIMS Intrastate Mutual Aid
 - IS 800: National Response Framework, An Introduction
 - IS-2900.A: National Disaster Recovery Framework (NDRF) Overview
 - IS-120: an Introduction to Exercise
 - Homeland Security Exercise and Evaluation Program
 - Emergency Management Assistance Compact (EMAC) Pre-Event Preparation for Resource Providers
- Health Department supervisory positions:
 - ICS 200: Basic ICS for Initial Response
 - Independent Study (IS)-2200: Basic Emergency Operations Center Functions
- Staff with designated response roles:
 - ICS 300: Intermediate ICS for Expanding Incidents (In Person)
 - EMAC Just-in-Time Training for Deploying Personnel
 - Crisis and Emergency Risk Communication (RISK COMMUNICATION PLAN)
- Senior staff who support the management of large/complex responses (incidents across multiple locations or over a large area):
 - ICS 400: Advanced ICS (In Person)

Deliverable Number	Due Date	Objective
Deliverable 4	New staff: With in the first year of hire	At a minimum public health staff should have successfully completed: IS-100, IS-200, IS-700, IS-800
	Current staff: Maintain during the 5-year performance period	Ensure current staff are proficient with the most recent FEMA course version available for IS-100, IS-200, IS -700, IS-800

Data Modernization (DM)

Public Health Response Readiness Framework – Priority 6. Modernize data collection and systems (DM-A), (DM-B)

- Capability 3: Emergency Operations Coordination
- Capability 13: Public Health Surveillance and Epidemiological Investigation

Incorporate data systems and data source functionality and infrastructure in public health emergency response plans and testing of the functionality of those systems.

Deliverable Number	Due Date	Objective
Deliverable 5	June 30, 2026	Identify the resources and infrastructure necessary for data systems and sources to meet jurisdictional needs during an emergency response and include in emergency plans
Deliverable 6	June 30, 2027	Prioritize improving data systems and data sources that are the most essential for effective response.

Health Equity (HE)

Public Health Response Readiness Framework – Priority 8. Incorporate health equity practices (HE-A)

- Capability 1: Community Preparedness
- Capability 2: Community Recovery
- Capability 4: Emergency Public Information and Warning
- Capability 7: Mass Care

Ensure risk assessments include relevant input from partners to ensure they reflect health equity. Consider disproportionately impacted populations or community’s projected to be adversely impacted by the public health consequence of risks. Include populations with limited English proficiency and consider how social determinants of health may affect health outcomes during an emergency.

Deliverable Number	Due Date	Objective
Deliverable 7	Over the 5-year performance period	Identify impacted communities and implement actions to understand how public health emergency response plans and exercises can be developed or updated to address unique preparedness, response, and recovery needs of the communities

Strategy 2 – Whole Community Readiness

Strategy 2 encompasses the following Response Readiness Framework program priorities:

- **Enhance partnerships** with federal and non-governmental organizations to effectively support community preparedness efforts
- **Strengthen risk communication activities** to improve proficiency in disseminating critical public health information and warnings and address misinformation or disinformation
- **Prioritize community recovery efforts** to support health department reconstitution and incorporate lessons learned from public health emergency responses
- **Integrate health equity practices** to enhance preparedness, response, and recovery support for communities experiencing differences in health status due to structural barriers

Partnerships (PAR)

Public Health Response Readiness Framework – Priority 2. Enhance Partnerships (PAR-A)

- Capability 2: Community Recovery
- Capability 6: Information Sharing

Include critical response and recovery partners in required plans and exercises.

Deliverable Number	Due Date	Objective
Deliverable 8	Over the 5-year performance period	Continually assess your ability to address the unique needs or community members throughout exercises
		Maintain response affiliations with private industry partners including, but not limited to, large employers, pharmacies, academia, and others
		Maintain involvement in regional HERC
	By June 30 th each year of the 5-year performance period	Ensure that your organization has at least three staff with profiles and emergency call ranking on the PCA Portal and review accuracy <i>It is strongly encouraged to include your local health officer or Tribal health director as one of these contacts.</i>
Annually during the 5-year performance period		At minimum one representative from your organization will have attended or watched the recording of all coordination calls with Voluntary Organizations Active in Disaster (VOAD) partners that occurred during the budget period
Annually during the 5-year performance period		Maintain jurisdictional Wisconsin Emergency Assistance Volunteer Registry (WEAVR) administrator contact information

Risk Communications (RSK) Public Health Response Readiness Framework – Priority 7.
Strengthen risk communications activities (RSK-A)

- Capability 1 Community Preparedness
- Capability 2 Community Recovery
- Capability 8 Medical Countermeasure Dispensing and Administration
- Capability 9 Medical Materiel Management and Distribution

Timely communication of situational awareness and risk information.

Deliverable Number	Due Date	Objective
Deliverable 9	Over the 5-year performance period	Incorporate lessons learned from exercises and responses into risk communications and information dissemination plans.
		Incorporate strategies to monitor and combat misinformation and disinformation into risk communication and information dissemination plans.
Deliverable 10	Review Annually	Maintain the capacity and capability to manage, distribute, dispense, and administer medical countermeasures according to the Administration for Strategic Preparedness and Response/ Strategic National Stockpile requirements and guidelines. Update mass dispensing and mass vaccination clinic sites in the POD DVC Management Tool on the PCA Portal.
	Once annually over the 5-year performance period	Annually conduct at least one alerting drill (or utilize WEAVR during a real-world event) to alert register volunteers

Exercise Objective:

All LTPHAs will participate in at least one Homeland Security Exercise and Evaluation Program (HSEEP) consistent exercise in each budget period throughout BP1-5. Use of Incident Command System (ICS) to manage a real event may be used in lieu of an exercise as long as an HSEEP consistent After Action Report (AAR)/Improvement Plan (IP) is completed. *Note: This AAR/IP may focus on any one or multiple of the 15 public health emergency preparedness and response capabilities. LTPHAs can participate with their regional HERC in the development of an AAR.*

- All LTPHAs that receive state-supplied vaccine to conduct a school-located mass vaccination exercise during any budget period in BP1-5 must complete an HSEEP consistent AAR/IP of the exercise using the Immunization Program Functional Exercise AAR/IP template. This AAR/IP will satisfy deliverable 11.

For LTPHAs that receive state-supplied vaccine to conduct a school-located mass vaccination exercise during any budget period in BP1-5: Deliverable 11: By April 30, post HSEEP consistent AAR/IP to the PCA Portal [After Action Reports](#) page. LTPHAs that participated with their regional HERC in the development of an AAR/IP should ensure that their agency is listed as a participating organization in the document and that either the regional HERC Coordinator or a representative from one LTPHA in the region has posted the AAR/IP to the After Action Reports page.

For LTPHAs submitting other AARs: Deliverable 11: By June 30, post HSEEP consistent AAR/IP to the PCA Portal [After Action Reports](#) page. LTPHAs that participated with their regional HERC in the development of an AAR/IP should ensure that their agency is listed as a participating organization in the document and that either the regional HERC Coordinator or a representative from one LTPHA in the region has posted the AAR/IP to the After Action Reports page.

Deliverable Number	Due Date	Objective
Deliverable 11	Once annually over the 5-year performance period	Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercise

Reporting requirement:

Deliverable Number	Due Date	Objective
Deliverable 12	By April 30 th (if school-based vaccination exercise) or by June 30 th (all other exercises) each year of the 5-year performance period	Exercise after action reports and improvement plans (AAR/IP) uploaded to PCA Portal

Risk Communications (RSK) Public Health Response Readiness Framework – Priority 7. Strengthen risk communications activities (RSK-B)

- Capability 4: Emergency Public Information & Warning
- Capability 6: Information Sharing

Identify and implement communication surveillance, media relations, and digital communication strategies in exercises.

Deliverable Number	Due Date	Objective
Deliverable 13	Each budget period over the 5-year performance period	Exercise risk communication plans and principles to ensure risk communication and staff activities simulate actions that will be taken during an emergency.

Risk Communications (RSK) Public Health Response Readiness Framework – Priority 7.
 Strengthen risk communications activities (RSK-C)

- Capability 4: Emergency Public Information & Warning
- Capability 6: Information Sharing

Identify and implement specific crisis and emergency risk communication activities that meet the diverse needs of communities of focus

Deliverable Number	Due Date	Objective
Deliverable 14	Review each budget period and update as needed	Use lessons learned from, mpox, and other recent responses or exercises to identify and address gaps in risk communication activities that support communities of focus.
		Collaborate with partners that represent prioritized populations to develop culturally, linguistically, and accessible appropriate risk messages for populations with access needs, functional needs, and health disparities.

Recovery (REC)

Public Health Response Readiness Framework – Priority 10. Prioritize community recovery efforts (REC-A)

- Capability 1: Community Preparedness
- Capability 2: Community Recovery

Incorporate recovery operations into public health preparedness plans

Deliverable Number	Due Date	Objective
Deliverable 15	By June 30 th each year of the 5-year performance period	Identify community partners who aid in recovery and engage in discussions regarding their potential roles and their resources.
		Identify roles and responsibilities for staff designated to support recovery operations.
Deliverable 16	By June 30 th each year of the 5-year performance period	Establish methods for determining community recovery priorities and communicating the status of recovery operations with relevant partners, interested groups, and the public.

Health Equity (HE)

Public Health Response Readiness Framework – Priority 8. Incorporate health equity practices (HE-B)

- Capability 1: Community Preparedness

Engage partners to incorporate health equity principles into preparedness plans and exercises

Deliverable Number	Due Date	Objective
Deliverable 17	Review each budget period and update as needed	Engage community or nontraditional partners, such as faith-based organizations and private industry each year to support communities of focus identified in the RADE health equity section.

Strategy 3 – Improve Capacity

Strategy 3 encompasses the following Response Readiness Framework program priorities:

- **Build workforce capacity to meet jurisdictional surge management needs and support staff recruitment, retention, resilience, and mental health**

Workforce (WKF)

Public Health Response Readiness Framework – Priority 5. Build workforce capacity (WKF-B)

- Capability 1 Community Preparedness
- Capability 14 Responder Safety and Health
- Capability 7: Mass Care

Provide guidance, direction, and training to maintain a ready responder workforce across the entire health department

Deliverable Number	Due Date	Objective
Deliverable 18	Review each budget period and update as needed	Include health department preparedness staff and surge staff outside the preparedness program who fill key incident command roles in preparedness training and periodic exercises. Primary response staff must participate in exercises on a rotational basis as determined by the health department.

PHEP 5-year Grant Deliverable Overview

Deliverable Number	Due Date	Objective
Deliverable 1	By June 30, each year of the 5-year cooperative agreement	Submit the proposed budget on the PCA Portal
Deliverable 2	By August 15, each year of the 5-year cooperative agreement	Submit final expenditures on the PCA Portal
Deliverable 3	January 31, 2025	Conduct a risk assessment (RA) or Hazard Vulnerability Assessment (HVA) and identify the top five risks based on public health consequences. If your most recent RA occurred in Budget Periods 2,3,4, or 5 of the previous NOFO performance period, submit that RA along with the risk assessment data elements (RADE) based on elements addressed at that time.
	Once in the 5-year performance period	Complete and submit a new RA/HVA once during the five-year performance period on the PCA Portal and include RADE
Deliverable 4	New staff: With in the first year of hire	At a minimum public health staff should have successfully completed: IS-100, IS-200, IS-700, IS-800
	Current staff: Maintain during the 5-year performance period	Ensure current staff are proficient with the most recent FEMA course version available for IS-100, IS-200, IS -700, IS-800
Deliverable 5	June 30, 2026	Identify the resources and infrastructure necessary for data systems and sources to meet jurisdictional needs during an emergency response and include in emergency plans
Deliverable 6	June 30, 2027	Prioritize improving data systems and data sources that are the most essential for effective response.
Deliverable 7 *Benchmark Activity	Over the 5-year performance period	Identify impacted communities and implement actions to understand how public health emergency response plans and exercises can be developed or updated to address unique preparedness, response, and recovery needs of the communities
Deliverable 8	Over the 5-year performance period	Continually assess your ability to address the unique needs or community members throughout exercises
		Maintain response affiliations with private industry partners including, but not limited to,

*Benchmark Activity		large employers, pharmacies, academia, and others
		Maintain involvement in regional HERC
	By June 30 th each year of the 5-year performance period	Ensure that your organization has at least three staff with profiles and emergency call ranking on the PCA Portal and review accuracy <i>It is strongly encouraged to include your local health officer or Tribal health director as one of these contacts.</i>
	Annually during the 5-year performance period	At minimum one representative from your organization will have attended or watched the recording of all coordination calls with Voluntary Organizations Active in Disaster (VOAD) partners that occurred during the budget period
	Annually during the 5-year performance period	Maintain jurisdictional Wisconsin Emergency Assistance Volunteer Registry (WEAVR) administrator contact information
Deliverable 9	Over the 5-year performance period	Incorporate lessons learned from exercises and responses into risk communications and information dissemination plans.
		Incorporate strategies to monitor and combat misinformation and disinformation into risk communication and information dissemination plans.
Deliverable 10	Review Annually	Maintain the capacity and capability to manage, distribute, dispense, and administer medical countermeasures according to the Administration for Strategic Preparedness and Response/ Strategic National Stockpile requirements and guidelines. Update mass dispensing and mass vaccination clinic sites in the POD_DVC Management Tool on the PCA Portal.
	Once annually over the 5-year performance period	Annually conduct at least one alerting drill (or utilize WEAVR during a real-world event) to alert register volunteers
Deliverable 11	Once annually over the 5-year performance period	Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercise
Deliverable 12	By April 30 th (if school-based vaccination exercise) or by June 30 th (all other exercises) each year of the 5-year performance period	Exercise after action reports and improvement plans (AAR/IP) uploaded to PCA Portal
Deliverable 13	Each budget period over the 5-year performance period	Exercise RISK COMMUNICATION PLAN plans and principles to ensure risk communication and staff activities simulate actions that will be taken during an emergency.
*Benchmark Activity		

<p>Deliverable 14</p>	<p>Review each budget period and update as needed</p>	<p>Use lessons learned from COVID-19, mpox, and other recent responses to identify and address gaps in RISK COMMUNICATION PLAN activities that support communities of focus.</p> <p>Collaborate with partners that represent prioritized populations to develop culturally, linguistically, and accessible appropriate risk messages for populations with access needs, functional needs, and health disparities.</p>
<p>Deliverable 15</p>	<p>By June 30th each year of the 5-year performance period</p>	<p>Identify community partners who aid in recovery and engage in discussions regarding their potential roles and their resources.</p> <ul style="list-style-type: none"> ◦ Identify roles and responsibilities for staff designated to support recovery operations.
<p>Deliverable 16</p>	<p>By June 30th each year of the 5-year performance period</p>	<p>Establish methods for determining community recovery priorities and communicating the status of recovery operations with relevant partners, interested groups, and the public.</p>
<p>Deliverable 17</p>	<p>Review each budget period and update as needed</p>	<p>Engage community or nontraditional partners, such as faith-based organizations and private industry each year to support communities of focus identified in the RADE health equity section.</p>
<p>Deliverable 18</p>	<p>Review each budget period and update as needed</p>	<p>Include health department preparedness staff and surge staff outside the preparedness program who fill key incident command roles in preparedness training and periodic exercises. Primary response staff must participate in exercises on a rotational basis as determined by the health department.</p>

**Scope of Work
Communicable Disease Control and Prevention (LPHD and Tribal HD)
Funding Period July 1, 2025-June 30, 2026**

Overview

The Communicable Diseases Funding passed in the 2025-2026 Biennial [Budget](#) allocated \$500,000 in GPR per year as a continuing appropriation to local and tribal health agencies for communicable disease control and prevention .

The budget language as passed states:

“252.185 Communicable disease control and prevention.

(1) From the appropriation under s. 20.435 (1)(cf), the department shall distribute moneys to local health departments to use for disease surveillance, contact tracing, staff development and training, improving communication among health care professionals, public education and outreach, and other infection control measures as required under this chapter. The department shall consider the following factors to establish an equitable allocation formula for the distribution of moneys under this section:

- (a) Base allocation, including at least some base amount for each local health department.*
- (b) General population.*
- (c) Target populations.*
- (d) Risk factors.*
- (e) Geographic area, including consideration of the size of the service area or the density of population, or both.*

(2) By January 1, 2019, and biennially thereafter, each local health department shall submit to the division of the department that addresses public health issues a financial statement of its use of funds under this section.”

Eligible Uses

The scope of eligible uses for this additional funding is relatively broad and reflects all responsibilities under chapter 252. Funding may be used for new projects as well as to offset increasing budgetary pressures resulting from ongoing disease surveillance and investigations at the local level. Examples of possible uses include but are not limited to:

- Reduce burden of communicable diseases (CD),
- Ensure or increase capacity to respond to CD events,
- Training to increase competencies around CD issues,
- Purchase additional equipment to allow for easier access when following up on CD reports (such as smartphones or tablets),
- More extensive/complete follow-up on communicable disease outbreaks/reports, or
- Increasing communicable disease awareness in the community along with practical prevention opportunities.

Prohibited uses include:

- Meals for trainings or conferences;
- Uses not intended for infectious disease prevention or follow up.

Reporting Requirement

The local agency is expected to submit its financial statement to the Director of the Bureau of Communicable Diseases of its use of funds for this fiscal year **no later than July 31, 2026**. Local and Tribal Health Agencies for Communicable Disease Funds are to submit their Financial Reports through a designated on-line form. Here is the link to the designated form for the 2025-2026 contract period. You will be asked to provide your contact information; a brief narrative describing how your agency or department used the allocated funds during the funding period; what the desired outcomes were for this funding; how you measured success or progress toward the desired outcomes and the indicators that were measured; indicate whether your agency or department engaged with any partners with the funding, who those partners were and their capacity; if your agency or department learned any lessons regarding how the funding was used and if you want to share those lessons; was there any additional information that you would like to share about the communicable disease funding.

Survey Link

<https://survey.alchemer.com/s3/8295534/2025-2026-Financial-Reporting-for-LTHDs-for-Communicable-Disease-Funds>

DEPARTMENT OF HEALTH SERVICES
Division of Enterprise Services
F-01788 (03/2022)

STATE OF WISCONSIN

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using Federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: www.sam.gov.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

SIGNATURE – Official Authorized to Sign Application		Date Signed
For (Name of Vendor)	Unique Entity Identifier (UEI), if applicable	

Department of Health Services

Division of Enterprise Services

F-03400 (07/2025)

State of Wisconsin

Attestation of Filing Assurance of Compliance (Form HHS 690)

As a condition of receiving new or continued federal funding from the U.S. Department of Health and Human Services (HHS), on or after April 16, 2025, domestic recipients, subrecipients, and contractors must file an Assurance of Compliance ([Form HHS 690](#)) with the HHS Office for Civil Rights (OCR).

This filing requirement aligns with Executive Order (E.O.) 14173 "Ending Illegal Discrimination and Restoring Merit-Based Opportunity," which affirms, amongst other things, that contractual counterparties or grant recipients of federal funds must certify that it does not operate programs that violate any applicable Federal anti-discrimination laws.

In alignment with HHS policy, DHS, as the recipient of HHS funds, must ensure that all subrecipients and contractors receiving federal HHS funds through DHS attest that they have submitted Form HHS 690 to OCR.

HHS reserves the right to terminate financial assistance awards and claw back all funds if the recipients, during the term of this award, operate any program in violation of Federal anti-discriminatory laws or engages in prohibited boycott. Per the [HHS Grants Policy Statement](#), domestic recipients, subrecipients, and contractors are subject to these conditions.

By signing below, you certify that your organization has submitted Form HHS 690 to the HHS Office of Civil Rights.

Signature — Official Authorized to Sign Application:

_____ Date signed: _____

For (Name of Subrecipient or Contractor) (printed):

_____ Date signed: _____

Certificate Of Completion

Envelope Id: 9BCEF6DE-941D-4CE8-9D83-4225E2ADC1C6
 Subject: MP - De Pere HD - 2025 DPH Consolidated Contract - 435100-G25-DPHCC25-17 M3
 Source Envelope:
 Document Pages: 32
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

Envelope Originator:
 Yvette Smith
 1 West Wilson St.
 Madison, WI 53703
 yvettea.smith@dhs.wisconsin.gov
 IP Address: 136.226.84.186

Record Tracking

Status: Original
 8/20/2025 2:17:21 PM
 Security Appliance Status: Connected
 Storage Appliance Status: Connected

Holder: Yvette Smith
 yvettea.smith@dhs.wisconsin.gov
 Pool: StateLocal
 Pool: DHS

Location: DocuSign
 Location: Docusign

Signer Events

Chrystal Woller
 cwoller@deperewi.gov
 Health Officer/Health Department Director
 Security Level: Email, Account Authentication
 (None)

Signature**Timestamp**

Sent: 8/20/2025 2:19:51 PM
 Viewed: 8/20/2025 3:45:18 PM

Electronic Record and Signature Disclosure:
 Accepted: 8/20/2025 3:45:18 PM
 ID: e756d2f1-fcf7-4020-8578-24b9540f36e4

Anna Benton
 anna.benton@dhs.wisconsin.gov
 Security Level: Email, Account Authentication
 (None)

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

DHS DPH Contract Routing
 dhsdphcontractrouting@dhs.wisconsin.gov
 Security Level: Email, Account Authentication
 (None)

COPIED

Sent: 8/20/2025 2:19:50 PM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

Carbon Copy Events	Status	Timestamp
DPH Contracts DHSDPHContracts@dhs.wisconsin.gov DPH Contracts Shared Account Wisconsin Department of Health Services Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/20/2025 2:19:50 PM
GEARS Contracts DHSCARContracts@dhs.wisconsin.gov Wisconsin Department of Health Services Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/20/2025 2:19:50 PM
Kelly Burke kburke@mail.de-pere.org Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/20/2025 2:19:51 PM Viewed: 8/20/2025 2:45:37 PM
Sara Lornson slornson@deperewi.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 8/20/2025 2:19:51 PM Viewed: 8/20/2025 2:23:35 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/20/2025 2:19:50 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Wisconsin Department of Health Services (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Wisconsin Department of Health Services:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: DHSCentral@dhs.wisconsin.gov

To advise Wisconsin Department of Health Services of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at DHSCentral@dhs.wisconsin.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Wisconsin Department of Health Services

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to DHSCentral@dhs.wisconsin.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Wisconsin Department of Health Services

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to DHSCContractCentral@dhs.wisconsin.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Wisconsin Department of Health Services as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Wisconsin Department of Health Services during the course of your relationship with Wisconsin Department of Health Services.



City of De Pere, Wisconsin

I.6

**Request for Finance/Personnel Committee
Action**

MEETING DATE: September 9, 2025
DEPARTMENT: City Attorney
FROM: Joanne Bungert, City Attorney
SUBJECT: Consideration and Possible Action on the Consent to Sublease for Colocation at the City of De Pere Tower Site located at 400 Lewis Street. *
RECOMMENDED ACTION: Motion to approve

ATTACHMENTS:
781331_DEPERE DT_TMO Consent_REV 090325



September 3, 2025

City of De Pere
ATTN: Scott Thoreson
335 South Broadway
De Pere, WI 54115

UScellular Site: DEPERE DT/ 781331
Site Address: 400 Lewis St
De Pere, WI 54115

Re: Rooftop Space Option Lease between City of De Pere and USCOC LLC (Green Bay) doing business as United States Cellular Wireless Communications ("UScellular") dated June 17, 2004 (the "Lease")

Dear Sir or Madam,

We would like to express our appreciation for the real estate relationship that we share with you. Additionally, we would like to inform you that T-Mobile US, Inc. ("T-Mobile"), United States Cellular Corporation ("USCC"), and Telephone and Data Systems, Inc. entered into a Securities Purchase Agreement, dated as of May 24, 2024 (the "Transaction") whereby T-Mobile has agreed to acquire USCC's wireless operations and select spectrum assets (the "Wireless Operations"). Upon the closing of the Transaction, T-Mobile will become the ultimate owner of the Wireless Operations, but UScellular will continue to be the owner of DEPERE DT/ 781331 and counterparty to the Lease with all corresponding obligations thereunder.

UScellular is committed to working with others in the wireless industry to make maximum use of existing infrastructure, and thereby, help reduce the need for additional tower construction. Pursuant to Section 24 of the Lease, we are requesting that you provide your consent for T-Mobile's colocation at the tower site DEPERE DT/ 781331 by signing this letter. Said consent is contingent upon the City's review of any redacted sublease with T-Mobile once it is available

This letter shall remain in full force and effect without regard to when the closing of the Transaction occurs; *provided, however*, that if the closing of the Transaction does not occur, then the consent that you have provided hereunder will be terminated and of no further force and effect.

We would appreciate if you would sign on the following page and return this letter via either the enclosed self-addressed envelope or email to Kathy.Eilertsen@arrayinc.com as soon as possible, and in any event, prior to **September 12, 2025**. Please do not hesitate to contact me at the same email address



should you have any questions. This letter may be executed in counterparts, each of which shall be an original, but all of which together shall constitute one and the same instrument.

Sincerely,

Kathleen Eilertsen

Kathleen Eilertsen
Real Estate Specialist
Kathy.Eilertsen@arrayinc.com

ACKNOWLEDGED AND CONSENTED TO this__ day of _____, 2025 by:

City of De Pere

By: _____
Name: _____
Title: _____



City of De Pere, Wisconsin

I.7

**Request for Finance/Personnel Committee
Action**

MEETING DATE: September 9, 2025
DEPARTMENT: Development Services
FROM: Daniel Lindstrom, Development Services Director
SUBJECT: Consideration and Possible Action on Redevelopment Agreement Terms with Ninth Street Development LLC for the Redevelopment of 114 S Ninth Street into a Multi-Tenant Commercial Development (Parcel WD-D0200-4).*

RECOMMENDED ACTION: Staff recommends approval.

Consideration and Possible Action on Redevelopment Agreement Terms with Ninth Street Development LLC for the Redevelopment of 114 S Ninth Street into a Multi-Tenant Commercial Development (Parcel WD-D0200-4).*

ATTACHMENTS:

Ninth Street Development Term Sheet Review 09042025, Ninth Street Development Upapproved Site Plan - Select Pages

CITY OF DE PERE MEMO



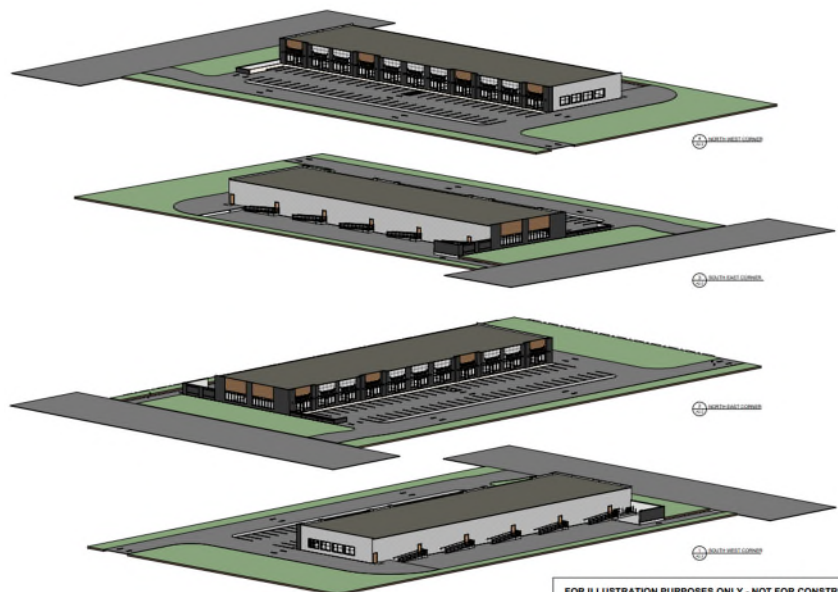
To: Mayor James Boyd
Finance and Personnel Committee
From: Daniel Lindstrom, Development Services Director
Date: September 9, 2025

Re: **Consideration and Possible Action Redevelopment Agreement Terms with Ninth Street Development LLC for the Redevelopment of 114 S Ninth Street into a Multi-Tenant Commercial Development (Parcel WD-D0200-4).***

This memorandum reviews the request for Tax Increment Financing (TIF) assistance for the proposed Ninth Street Development LLC project, located at 114 S. Ninth Street. The development consists of a 20,250 square foot multi-tenant commercial building intended for retail, medical, office use, and other uses typical of those found in grocery-anchored shopping centers. When Tax Incremental District (TID) No. 13 was established in 2018, the property had a base assessed value of \$816,000. The proposed development is projected to increase the assessed value to approximately \$4,500,000 upon completion.

Ninth Street Development LLC is led by its principal member-manager, Quantum Development LLC. Quantum also serves as the member-manager of T&S Land Development LLC, owner of the Festival Marketplace located at 1001 N. Main Avenue. Mark Schweighart, owner of Quantum Development LLC, will oversee construction supervision and building management for the project. Site plans and construction drawings have been submitted by DeLeers Construction to the City of De Pere for review and permitting. The total construction budget is estimated at \$3,683,848, covering site work, building construction, and associated soft costs. Upon completion, the development is expected to achieve a guaranteed assessed value of approximately \$4,500,000 based on the income based assessment approach. To support leasing efforts, Ninth Street Development has entered into an exclusive listing agreement with Tom Fisk of NAI Pfefferle. A draft concept plan is attached for reference. For this review, staff analyzed the project based on:

- The financial pro forma of each project.
- The impact of the project on the TID 13 cash flow.



FOR ILLUSTRATION PURPOSES ONLY - NOT FOR CONSTRUCTION

1. Project Summary

Project Assessed Value Summary

The proposed redevelopment project is estimated to create approximately \$3,707,000 of new assessed value increment to TID No. 13 on the west side.

Developer Sources and Uses of Funds

City staff reviewed 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 \$3,776,775 in permanent financing, representing 79% of construction costs, while requesting \$350,000 in TIF assistance. The incentive request initial included an upfront cash grant following the certificate of occupancy. The Developer will contribute the remaining equity.

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 IIR 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. 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.

2. General Developer Terms and Obligations:

Parcel ID: WD-D0200-4

Parties: Ninth Street Development LLC and City of De Pere

Purpose: Create new commercial and retail spaces in the Main Ave commercial corridor.

Market Evaluation Summary: The Developer identified an initial funding gap of \$350,000 due to changes in the City's zoning code. These changes required the building to be positioned closer to the street to promote a more pedestrian-friendly environment and relocated the stormwater biofilter to the rear of the parcel. As a result, the site had to be redesigned and reconfigured.

To address this gap, the Developer initially requested \$350,000 in assistance, structured as an upfront cash grant. However, after further discussions, the Developer decided to pivot to a Municipal Revenue Obligation (MRO) instead.

The City calculated that the proposed redevelopment project, with the requested TIF assistance, would yield a leveraged internal rate of return (IRR) of 12–13% and a stabilized return on equity (ROE) of 8–9%. While these figures align with market averages, they fall on the lower end of expected returns, which supports the case for Tax Incremental District (TID) assistance.

A "stress test" was conducted to evaluate the impact of removing the upfront incentive and public infrastructure support, while increasing borrowing and equity to close the funding gap. Under this scenario, the project would generate an estimated IRR of 10–11% and a stabilized ROE of 6.1%. These findings suggest that the project realistically

requires financial assistance to remain attractive to investors and to ensure its successful advancement.

Vacancy:	11-units, 9% Stabilized (cumulative 11-12 months of a unit vacant)
Lease Rates Inflation:	3% annually
Expense Rate Inflation:	3% annually
Mortgage Information:	Private mortgage at \$331,137
Parking Allocation/Placement:	Surface parking
Sale Value Cap Rate:	8%
Property Appreciation Rate:	3%
Annual Tax Rate Appreciation:	-2%

Developer Obligations

1. Timelines:

- a. Secure zoning and site plan approvals by October 31, 2025.
- b. Commence construction of the building by December 1, 2025.
- c. Complete Construction by the following dates by December 31, 2026
- d. Final assessed value by January 1, 2027.

2. Site Plan: An approved 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. 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) of \$55,000. 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 \$4,500,000 by January 1, 2027. However, under no circumstances shall the annual tax value be lower than the \$55,000. 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.

General City Obligations:

1. **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 \$350,000 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. 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 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%.

Exhibit B: Elevations



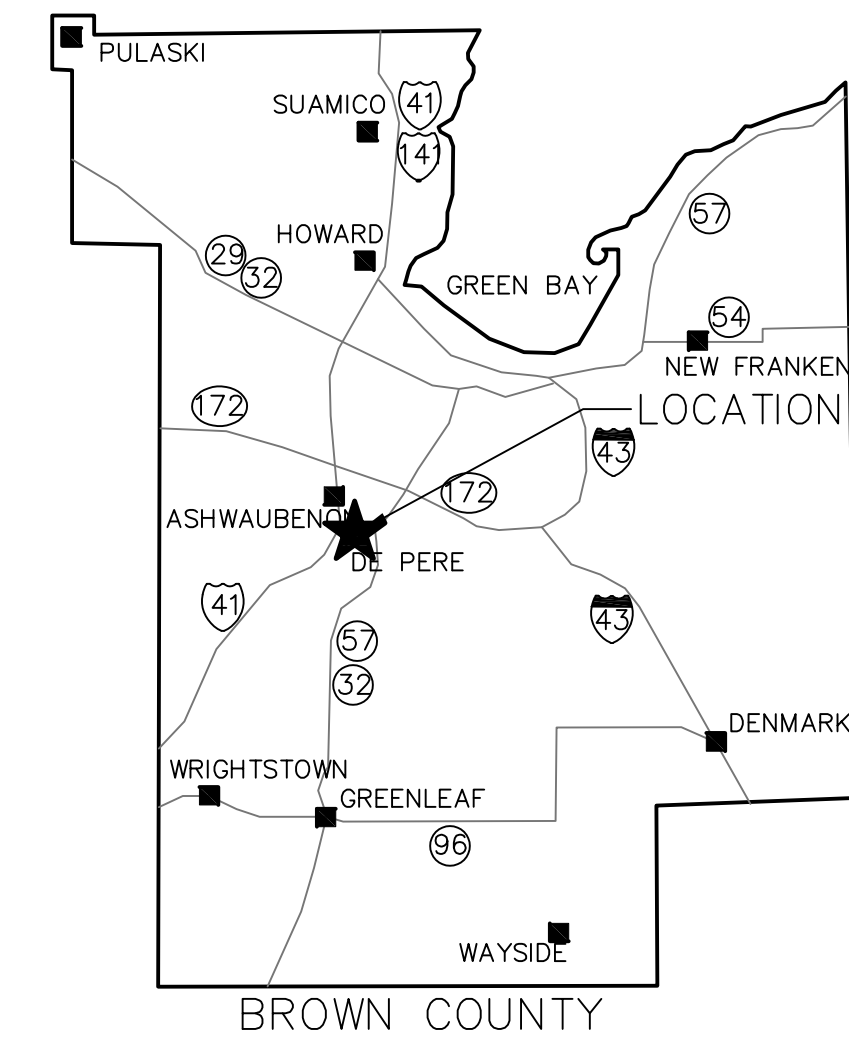
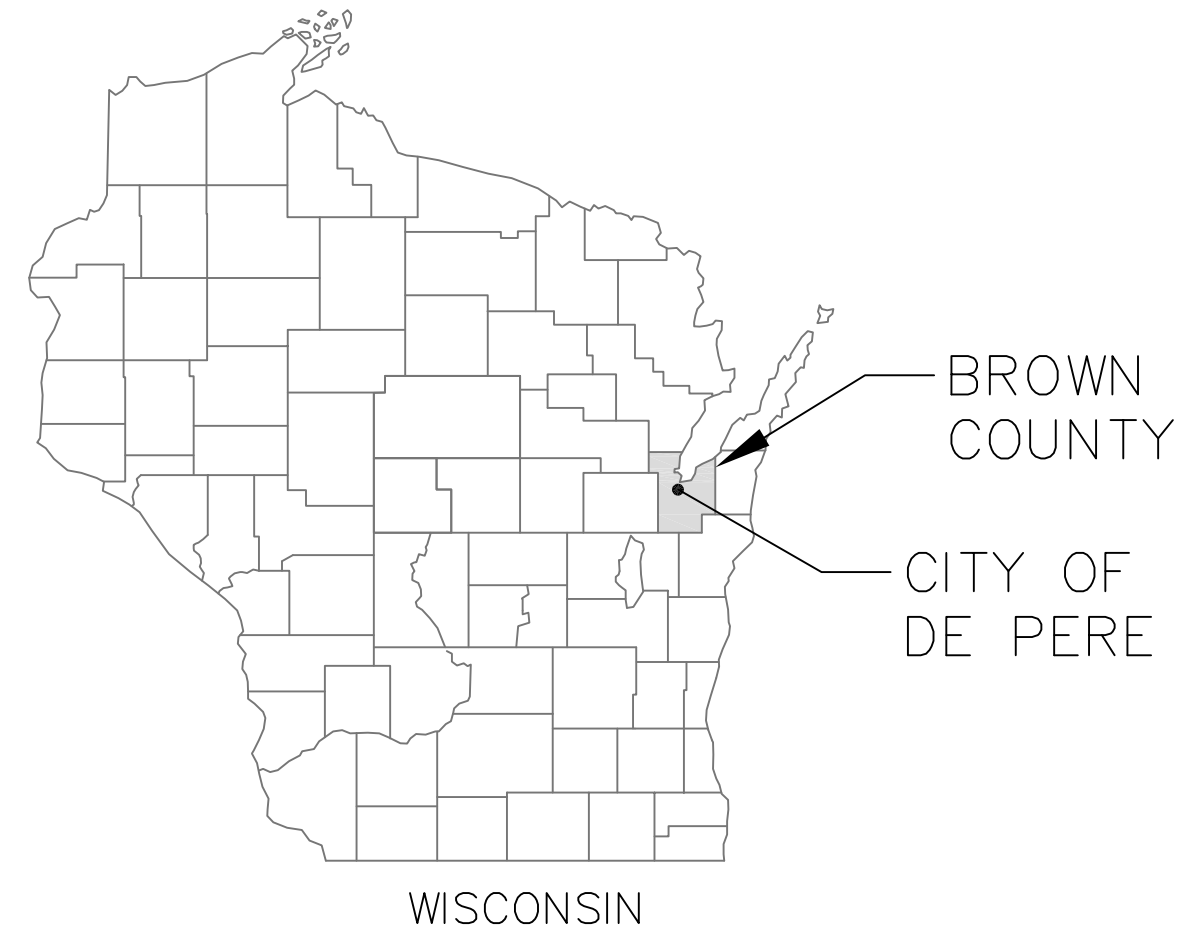
FOR ILLUSTRATION PURPOSES ONLY - NOT FOR CONSTRUCTION

Ninth Street Development

New Commercial Building

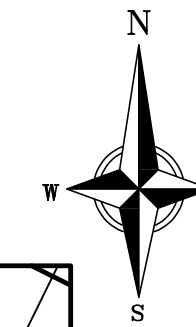
114 S. Ninth Street

City of De Pere, Wisconsin



THE LOCATION OF EXISTING UTILITIES, BOTH UNDERGROUND AND OVERHEAD ARE APPROXIMATE ONLY AND HAVE NOT BEEN INDEPENDENTLY VERIFIED BY THE OWNER OR ITS REPRESENTATIVE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL EXISTING UTILITIES WHETHER SHOWN ON THESE PLANS OR NOT, BEFORE COMMENCING WORK, AND SHALL BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE CAUSED BY THE CONTRACTOR'S FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UTILITIES.

CALL DIGGER'S HOTLINE
1-800-242-8511



PROJECT INFORMATION

OWNER:
NINTH STREET DEVELOPMENT, LLC

DEVELOPER:
NINTH STREET DEVELOPMENT, LLC

PROJECT NAME:
NINTH STREET DEVELOPMENT

PROJECT DESCRIPTION:
COMMERCIAL DEVELOPMENT WITH STORMWATER BMP

PROJECT LOCATION:
114 S. NINTH ST. CITY OF DE PERE, WI

PARCEL NUMBER(S):
WD-D0200-4

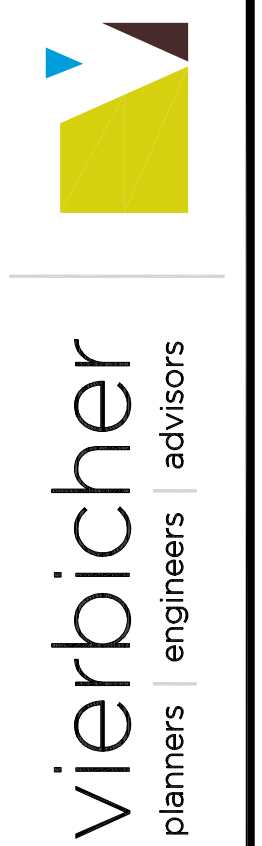
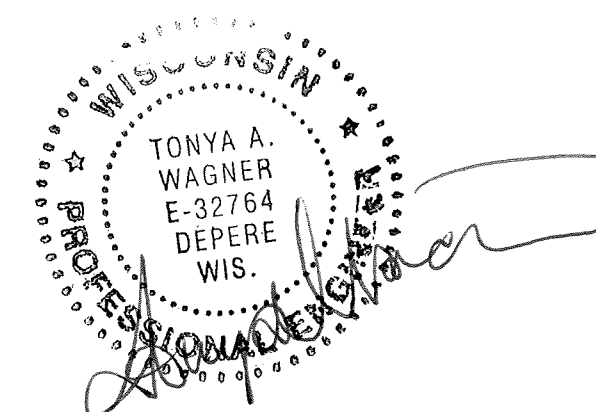
CONTACT INFORMATION

OWNER/DEVELOPER:
NINTH STREET DEVELOPMENT
P.O. BOX 1040
EDMOND, OK 73083

ARCHITECT:
DELEERS CONSTRUCTION, INC.
DREW WILLMANN
1860 MID VALLEY DRIVE
DE PERE, WI 54115
920-347-5830

ENGINEER:
VIERBICHER
TONYA WAGNER, PE
400 SECURITY BLVD
GREEN BAY, WI 54313
PH: 920-434-9670
DIR: 920-241-0009
EMAIL: twag@vierbicher.com

SHEET NO.	DESCRIPTION
G001	TITLE SHEET
1 OF 1	SITE SURVEY
C100	NOTES
C200	EXISTING CONDITIONS & SITE DEMOLITION
C300	SITE PLAN
C400	EROSION CONTROL PLAN
C500	GRADING AND EROSION CONTROL PLAN
C501	ENLARGED GRADING PLAN
C502	BIOFILTER PLAN & PROFILE
C600	UTILITY PLAN
C700-701	CONSTRUCTION DETAILS



Title Sheet
Ninth Street Development
114 South Ninth Street
De Pere, WI 54115

REVISIONS	NO.	DATE	REMARKS

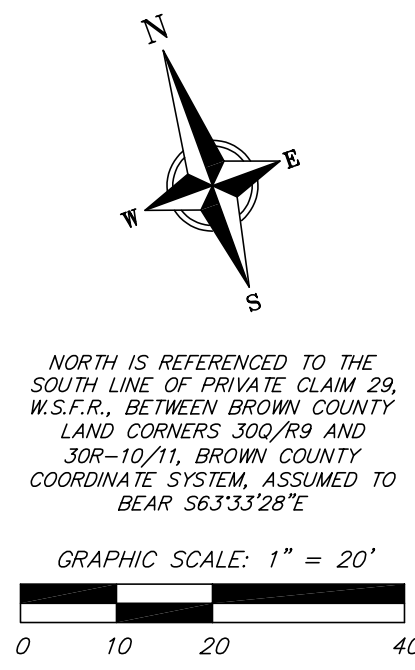
DATE: 7/23/2025
DRAFTER: TWAG
CHECKED: TWAG
PROJECT NO.: 240730

G001

ISSUED DATE: 07/24/2025

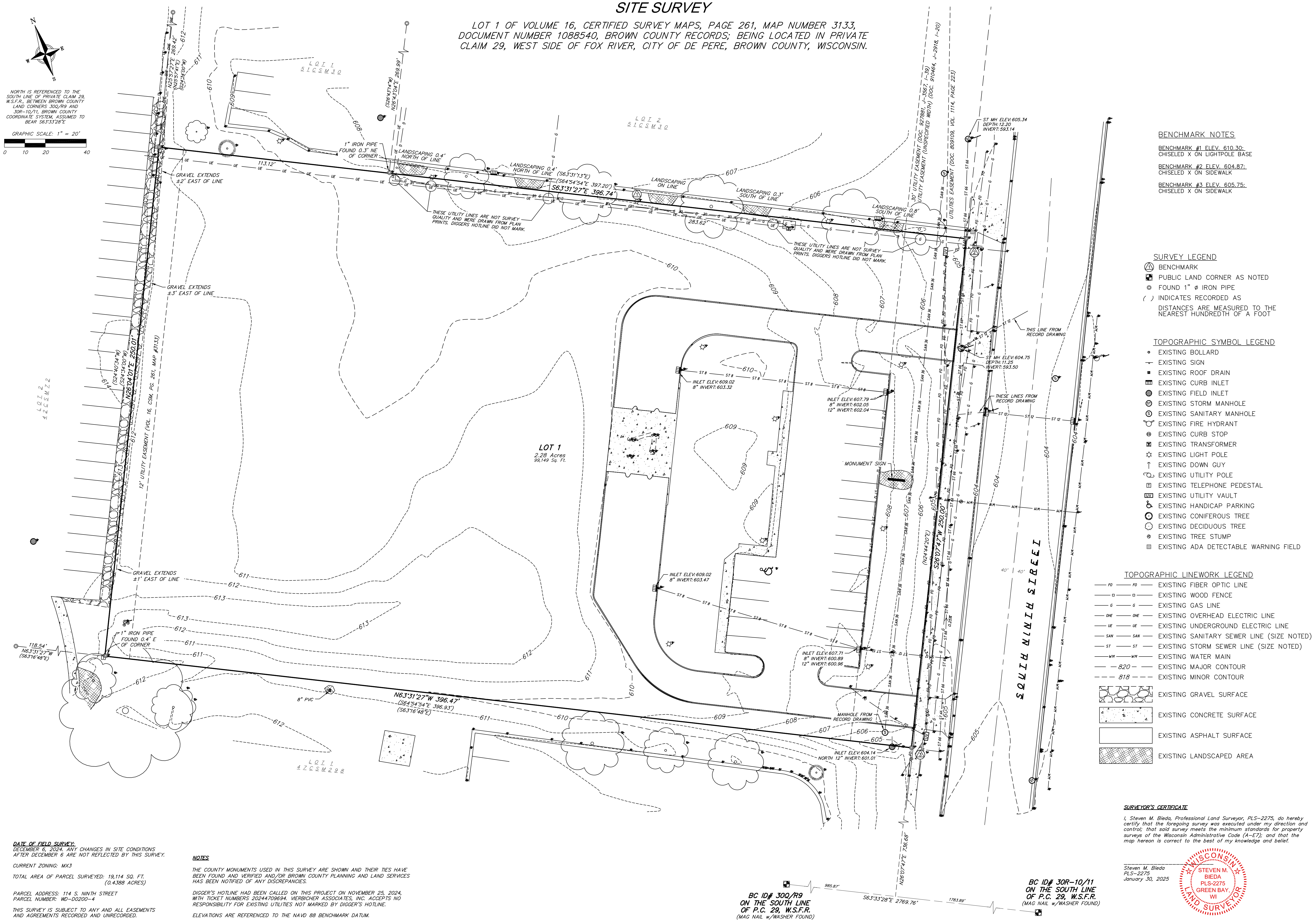
SITE SURVEY

LOT 1 OF VOLUME 16, CERTIFIED SURVEY MAPS, PAGE 261, MAP NUMBER 3133, DOCUMENT NUMBER 1088540, BROWN COUNTY RECORDS; BEING LOCATED IN PRIVATE CLAIM 29, WEST SIDE OF FOX RIVER, CITY OF DE PERE, BROWN COUNTY, WISCONSIN.



NORTH IS REFERENCED TO THE SOUTH LINE OF PRIVATE CLAIM 29, W.S.F.R., BETWEEN BROWN COUNTY LAND CORNERS 300/R9 AND 30R-10/11, BROWN COUNTY COORDINATE SYSTEM, ASSUMED TO BEAR S63°33'28"E

GRAPHIC SCALE: 1" = 20'



BENCHMARK NOTES

- BENCHMARK #1 ELEV. 610.30: CHISELED X ON LIGHTPOLE BASE
- BENCHMARK #2 ELEV. 604.87: CHISELED X ON SIDEWALK
- BENCHMARK #3 ELEV. 605.75: CHISELED X ON SIDEWALK

SURVEY LEGEND

- BENCHMARK
- PUBLIC LAND CORNER AS NOTED
- FOUND 1" Ø IRON PIPE
- INDICATES RECORDED AS
- DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT

TOPOGRAPHIC SYMBOL LEGEND

- EXISTING BOLLARD
- EXISTING SIGN
- EXISTING ROOF DRAIN
- EXISTING CURB INLET
- EXISTING FIELD INLET
- EXISTING STORM MANHOLE
- EXISTING SANITARY MANHOLE
- EXISTING FIRE HYDRANT
- EXISTING CURB STOP
- EXISTING TRANSFORMER
- EXISTING LIGHT POLE
- EXISTING DOWN GUY
- EXISTING UTILITY POLE
- EXISTING TELEPHONE PEDESTAL
- EXISTING UTILITY VAULT
- EXISTING HANDICAP PARKING
- EXISTING CONIFEROUS TREE
- EXISTING DECIDUOUS TREE
- EXISTING TREE STUMP
- EXISTING ADA DETECTABLE WARNING FIELD

TOPOGRAPHIC LINEWORK LEGEND

- FO — FO — EXISTING FIBER OPTIC LINE
- W — W — EXISTING WOOD FENCE
- G — G — EXISTING GAS LINE
- OHE — OHE — EXISTING OVERHEAD ELECTRIC LINE
- UE — UE — EXISTING UNDERGROUND ELECTRIC LINE
- SAN — SAN — EXISTING SANITARY SEWER LINE (SIZE NOTED)
- ST — ST — EXISTING STORM SEWER LINE (SIZE NOTED)
- WM — WM — EXISTING WATER MAIN
- 820 — 820 — EXISTING MAJOR CONTOUR
- 818 — 818 — EXISTING MINOR CONTOUR

- EXISTING GRAVEL SURFACE
- EXISTING CONCRETE SURFACE
- EXISTING ASPHALT SURFACE
- EXISTING LANDSCAPED AREA

SURVEYOR'S CERTIFICATE

I, Steven M. Bieda, Professional Land Surveyor, PLS-2275, do hereby certify that the foregoing survey was executed under my direction and control; that said survey meets the minimum standards for property surveys of the Wisconsin Administrative Code (A-E7); and that the map hereon is correct to the best of my knowledge and belief.

Steven M. Bieda
PLS-2275
January 30, 2025



DATE OF FIELD SURVEY: DECEMBER 6, 2024. ANY CHANGES IN SITE CONDITIONS AFTER DECEMBER 6 ARE NOT REFLECTED BY THIS SURVEY.

CURRENT ZONING: MX3
TOTAL AREA OF PARCEL SURVEYED: 19,114 SQ. FT. (0.4388 ACRES)

PARCEL ADDRESS: 114 S. NINTH STREET
PARCEL NUMBER: WD-00200-4

THIS SURVEY IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS RECORDED AND UNRECORDED.

NOTES

THE COUNTY MONUMENTS USED IN THIS SURVEY ARE SHOWN AND THEIR TIES HAVE BEEN FOUND AND VERIFIED AND/OR BROWN COUNTY PLANNING AND LAND SERVICES HAS BEEN NOTIFIED OF ANY DISCREPANCIES.

DIGGER'S HOTLINE HAD BEEN CALLED ON THIS PROJECT ON NOVEMBER 25, 2024, WITH TICKET NUMBERS 20244709894. VIERBICHER ASSOCIATES, INC. ACCEPTS NO RESPONSIBILITY FOR EXISTING UTILITIES NOT MARKED BY DIGGER'S HOTLINE.

ELEVATIONS ARE REFERENCED TO THE NAVD 88 BENCHMARK DATUM.

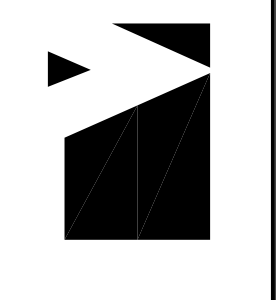
BC ID# 300/R9
ON THE SOUTH LINE
OF P.C. 29, W.S.F.R.
(MAG NAIL w/WASHER FOUND)

BC ID# 30R-10/11
ON THE SOUTH LINE
OF P.C. 29, W.S.F.R.
(MAG NAIL w/WASHER FOUND)

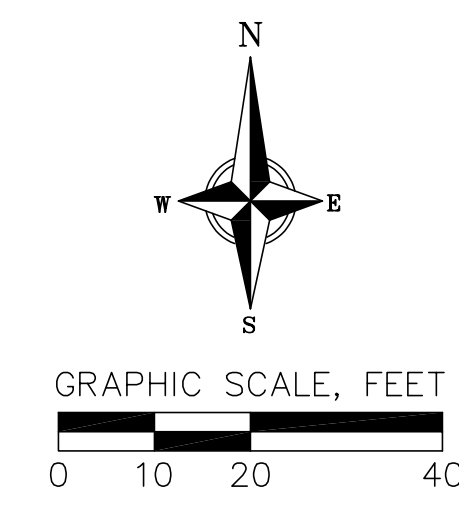
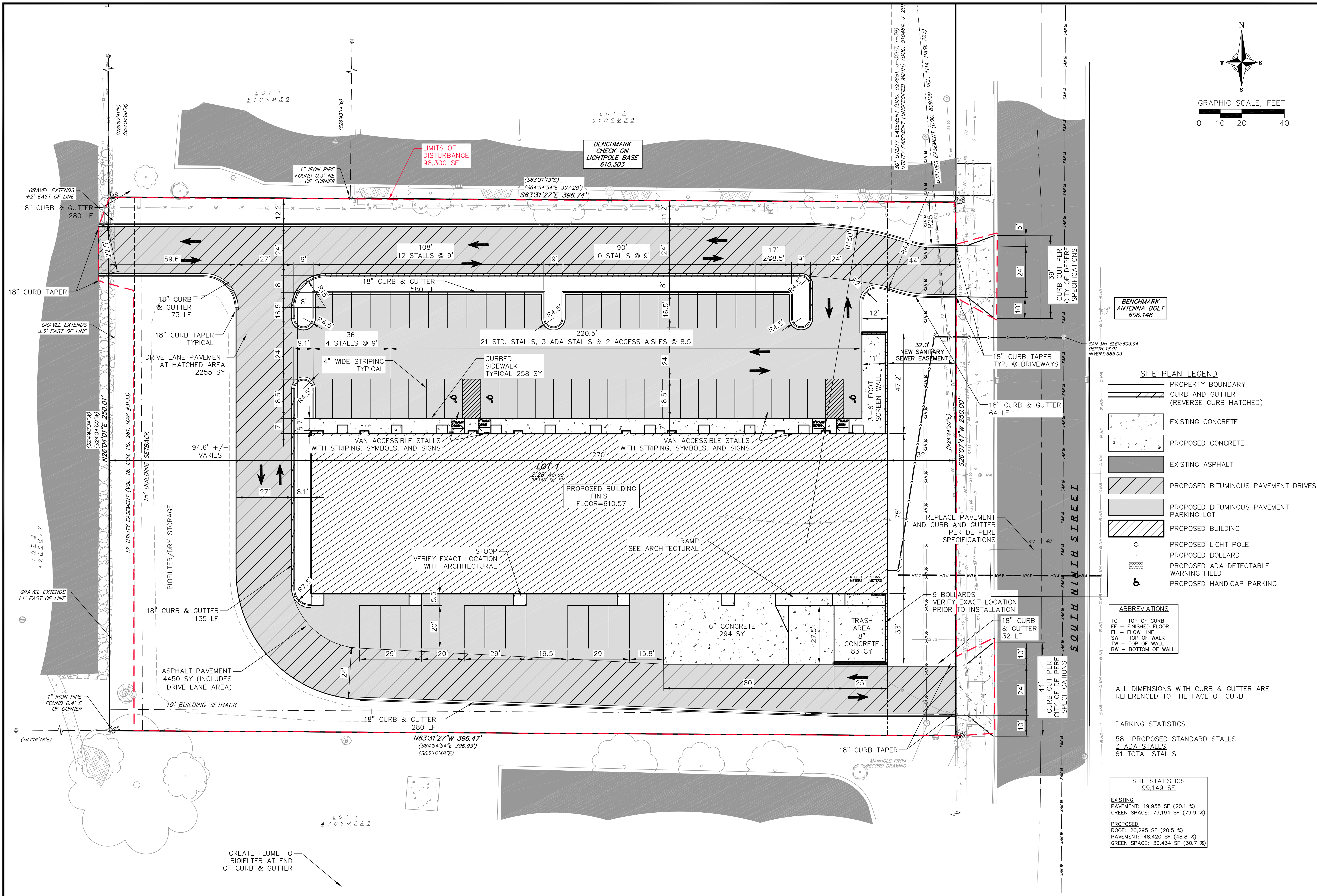
SURVEYED BY:
Vierbichter Associates, Inc.
400 Security Blvd, Ste 1
Green Bay, WI 54313
(920) 434-9670

SURVEYED FOR:
DeLeers Construction
1860 Mid Valley Drive
De Pere, WI 54115
DWG # S-3965

Job #: 240730
Date: 01/13/2025
Rev: MM/DD/YYYY
Drafted By: BB/JW
Checked By: MAND



vierbichter
planners | engineers | advisors



- SITE PLAN LEGEND**
- PROPERTY BOUNDARY
 - CURB AND GUTTER (REVERSE CURB HATCHED)
 - EXISTING CONCRETE
 - PROPOSED CONCRETE
 - EXISTING ASPHALT
 - PROPOSED BITUMINOUS PAVEMENT DRIVES
 - PROPOSED BITUMINOUS PAVEMENT PARKING LOT
 - PROPOSED BUILDING
 - PROPOSED LIGHT POLE
 - PROPOSED BOLLARD
 - PROPOSED ADA DETECTABLE WARNING FIELD
 - PROPOSED HANDICAP PARKING
- ABBREVIATIONS**
- TC - TOP OF CURB
 - FF - FINISHED FLOOR
 - FL - FLOW LINE
 - SW - TOP OF WALK
 - TW - TOP OF WALL
 - BW - BOTTOM OF WALL

PARKING STATISTICS

58 PROPOSED STANDARD STALLS
3 ADA STALLS
61 TOTAL STALLS

SITE STATISTICS
99,149 SF

EXISTING
PAVEMENT: 19,955 SF (20.1 %)
GREEN SPACE: 79,194 SF (79.9 %)

PROPOSED
ROOF: 20,295 SF (20.5 %)
PAVEMENT: 48,420 SF (48.8 %)
GREEN SPACE: 30,434 SF (30.7 %)

ALL DIMENSIONS WITH CURB & GUTTER ARE REFERENCED TO THE FACE OF CURB

REVISIONS	NO.	DATE	REMARKS

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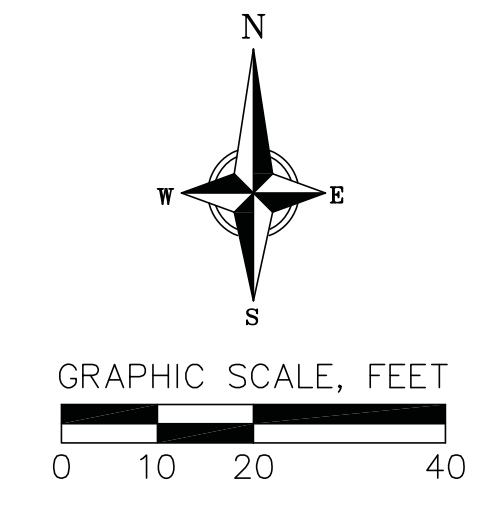
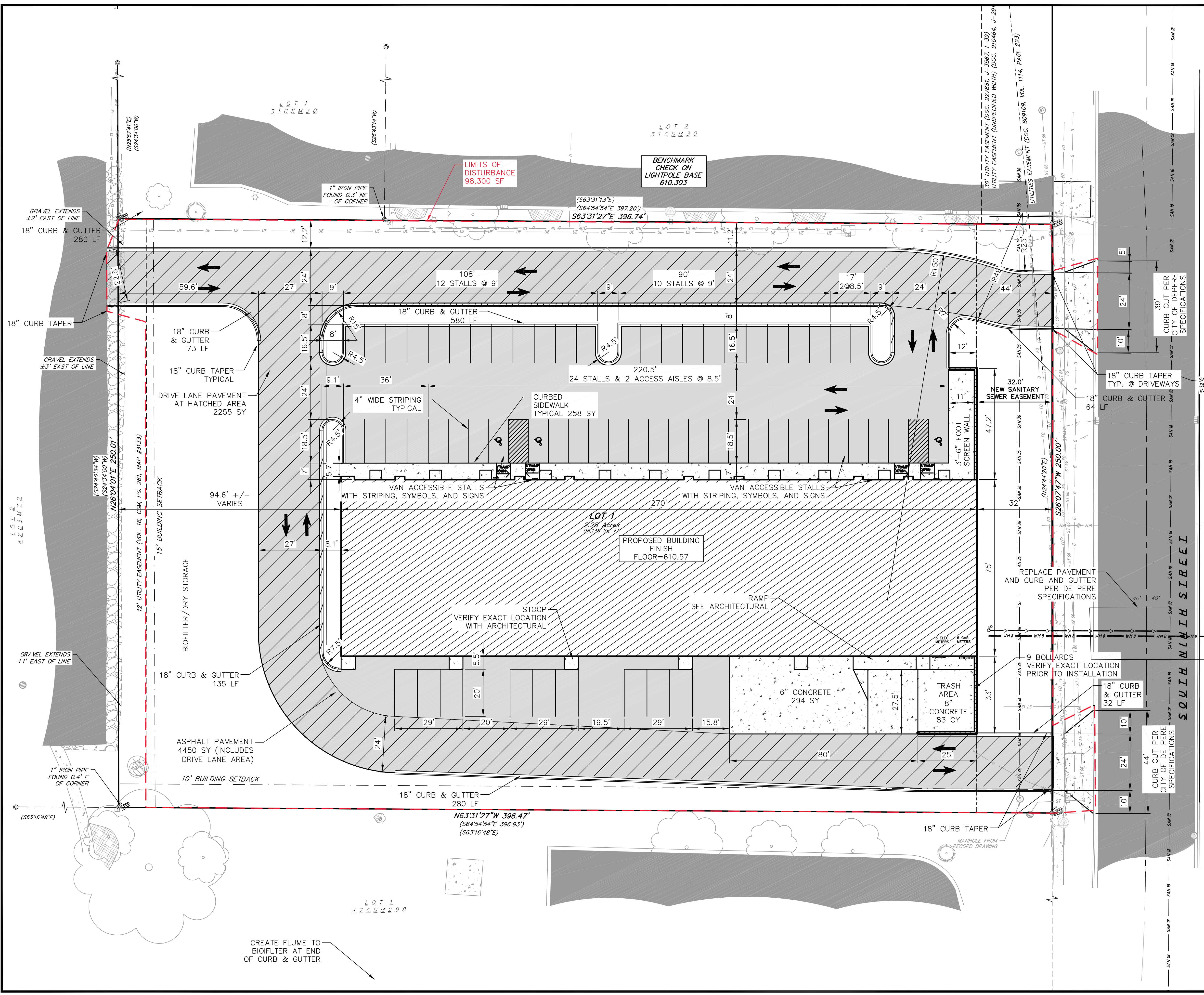
Site Plan
Ninth Street Development
114 South Ninth Street
De Pere, WI 54115

NO.	DATE	REVISIONS	REMARKS

DATE: 7/23/2025
DRAWN BY: TWAG
CHECKED BY: TWAG
PROJECT NO.: 240730

C300

03 Jul 2025 - 8:31a G:\DeLeers\240730 114 S. Ninth St DePere, Brown Co.\CADD\240730 Base Eng.dwg by: twag



NOTICE: THIS SHEET ISSUED FOR REFERENCE ONLY. REFER TO COMPLETE CIVIL PACKAGE ISSUED SEPARATELY FOR FULL SCOPE OF SITE WORK.

BENCHMARK ANTENNA BOLT 606.146

- SITE PLAN LEGEND**
- PROPERTY BOUNDARY
 - CURB AND GUTTER (REVERSE CURB HATCHED)
 - EXISTING CONCRETE
 - PROPOSED CONCRETE
 - EXISTING ASPHALT
 - PROPOSED BITUMINOUS PAVEMENT DRIVES
 - PROPOSED BITUMINOUS PAVEMENT PARKING LOT
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PARKING STATISTICS

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61 TOTAL STALLS

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PROPOSED
ROOF: 20,295 SF (20.5%)
PAVEMENT: 47,387 SF (47.8%)
GREEN SPACE: 31,467 SF (31.7%)

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planners | engineers | advisors

Site Plan
Ninth Street Development
114 South Ninth Street
De Pere, WI 54115

REVISIONS	NO.	DATE	REMARKS

DATE: 7/10/2025
DRAFTER: TWAG
CHECKED: TWAG

PROJECT NO.: 240730

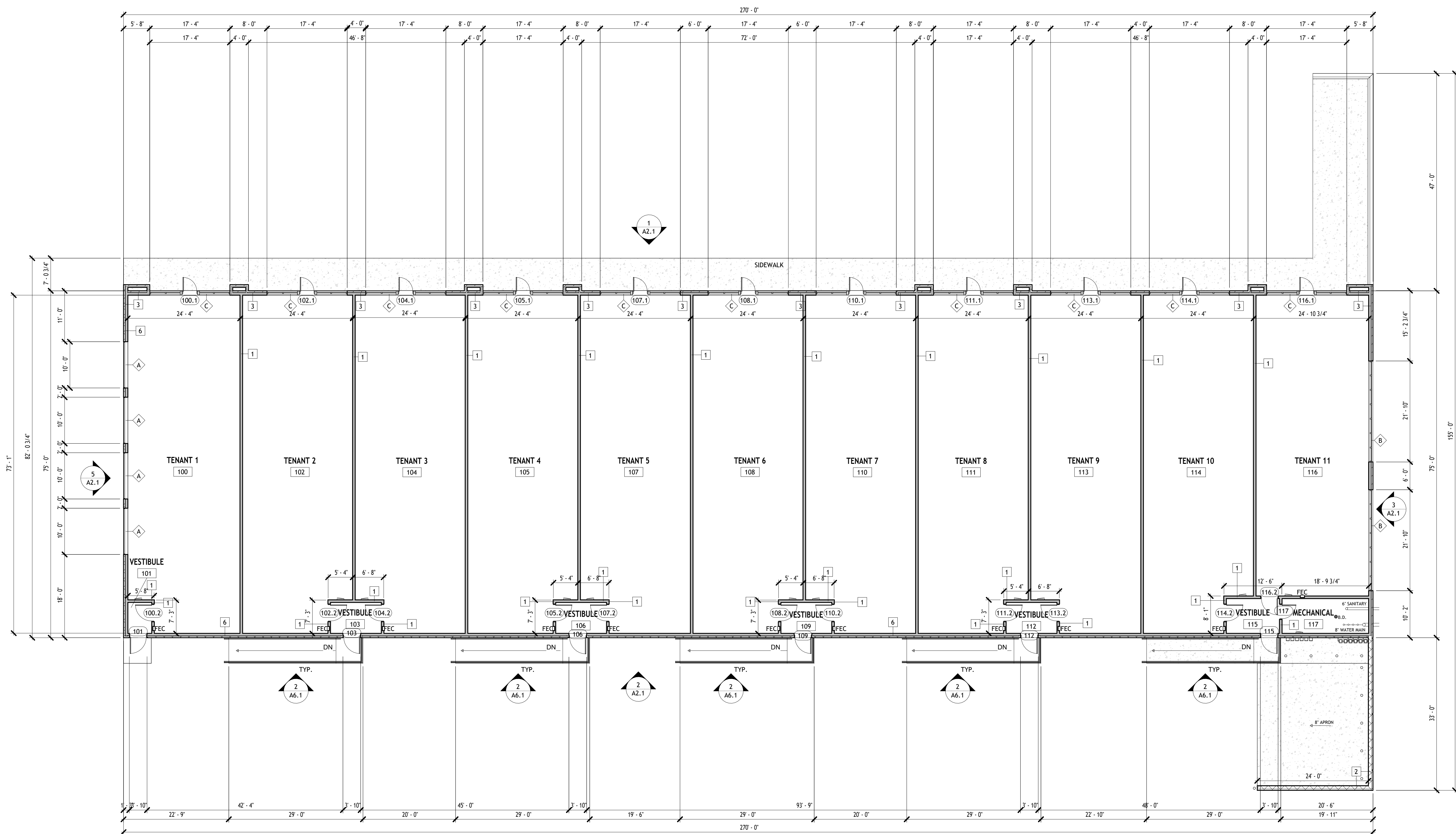
C300

PLAN KEYED NOTES

- 1 PROVIDE 200 AMP PANEL.
- 2 PROVIDE ANODIZED ALUMINUM TUBULAR GUARDRAILS AND/OR HANDRAILS. SEE DETAILS FOR MORE.
- 3 PROVIDE 12 BANK ELECTRIC METER DOUBLESTACK PANELS.
- 4 PROVIDE 11 GAS METERS.
- 5 PROVIDE 2'-0" TALL CONCRETE CURB. FIELD VERIFY SIZE.
- 6 PROVIDE 6x6 POST PER STRUCTURAL. COVERED WITH STOREFRONT ALUMINUM ON EACH SIDE OF DOOR.
- 7 PROVIDE NEW RAMP WITH 1:12 SLOPE. ALLOW FOR AT LEAST 5'-0" BETWEEN GUARDRAILS. SEE G1.1 FOR ADA SPECIFICATIONS AND MOUNTING HEIGHTS.
- 8 PROVIDE WALL SCONES CENTERED ON WALL.
- 9 PROVIDE BOLLARDS.

GENERAL CONSTRUCTION NOTES

EXTERIOR WALLS ARE DIMENSIONED TO FACE OF SHEATHING. INTERIOR WALLS ARE DIMENSIONED STUD TO STUD UNLESS NOTED OTHERWISE.
 ALL INTERIOR PARTITIONS ARE TYPE 1 UNLESS NOTED OTHERWISE. SEE WALL TYPES.
 SEE BUILDING SECTIONS AND WALL SECTIONS FOR EXTERIOR WALL CONSTRUCTION.
 DO NOT SCALE THE DRAWINGS. WRITTEN DIMENSIONS OR NOTES SHALL DETERMINE. IF THERE ARE MISSING DIMENSIONS OR DISCREPANCIES, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT THE ARCHITECT PRIOR TO FABRICATION OR CONSTRUCTION.
 PROVIDE BACKING/BLOCKING AS REQUIRED FOR OWNER'S EQUIPMENT AS REQUIRED. COORDINATE LOCATION WITH OWNER.
 ANY FURNITURE SHOWN ON PLAN IS FOR INFORMATIONAL PURPOSES ONLY. FINAL SELECTION OF CUBICLES, DESKS, TABLES, SEATING, ETC. TO BE COMPLETED BY OWNER/ FURNITURE SUPPLIER.
 COORDINATE LOCATION OF FLOOR DRAINS WITH DESIGN-BUILD PLUMBING CONTRACTOR.



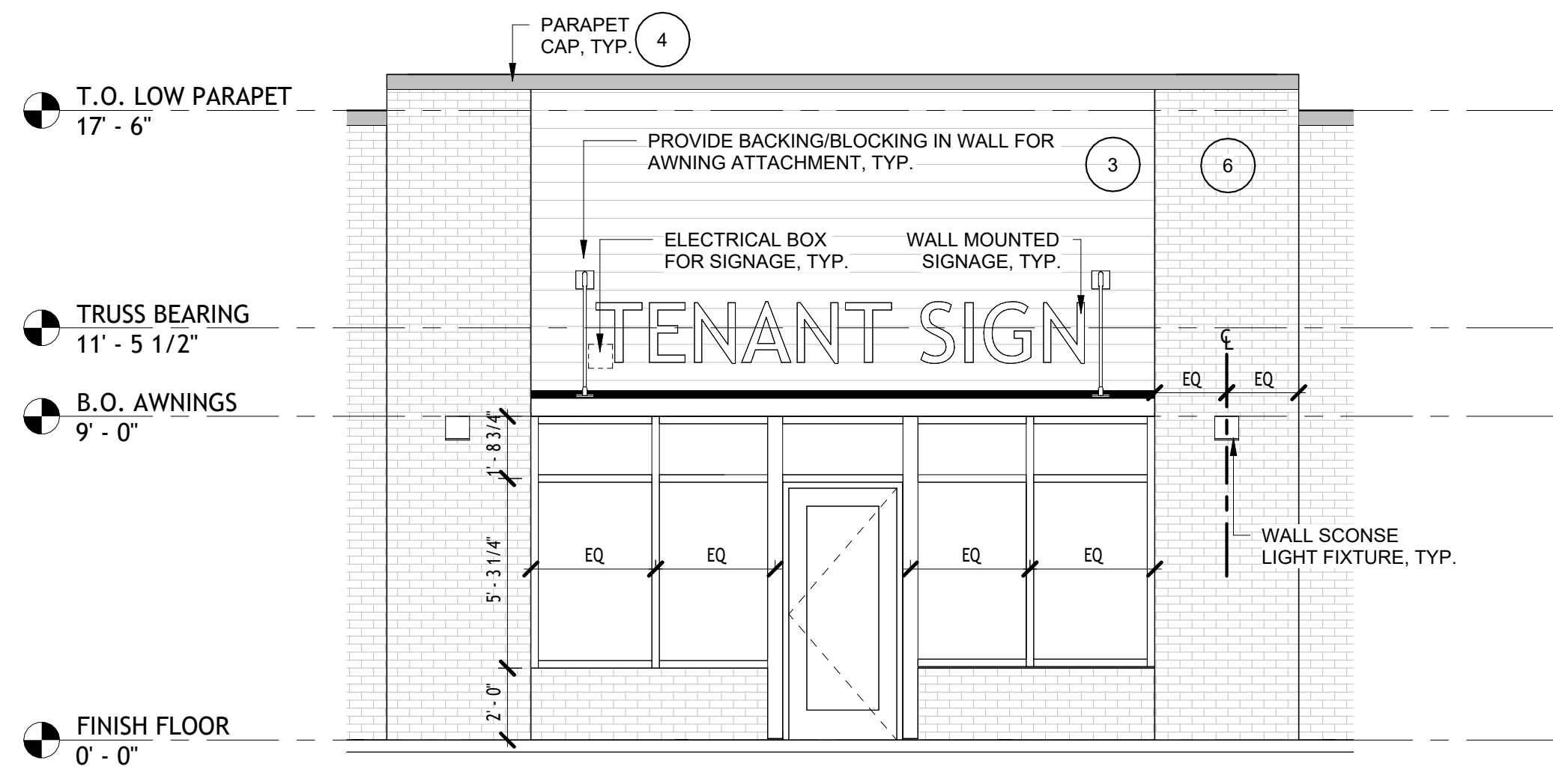
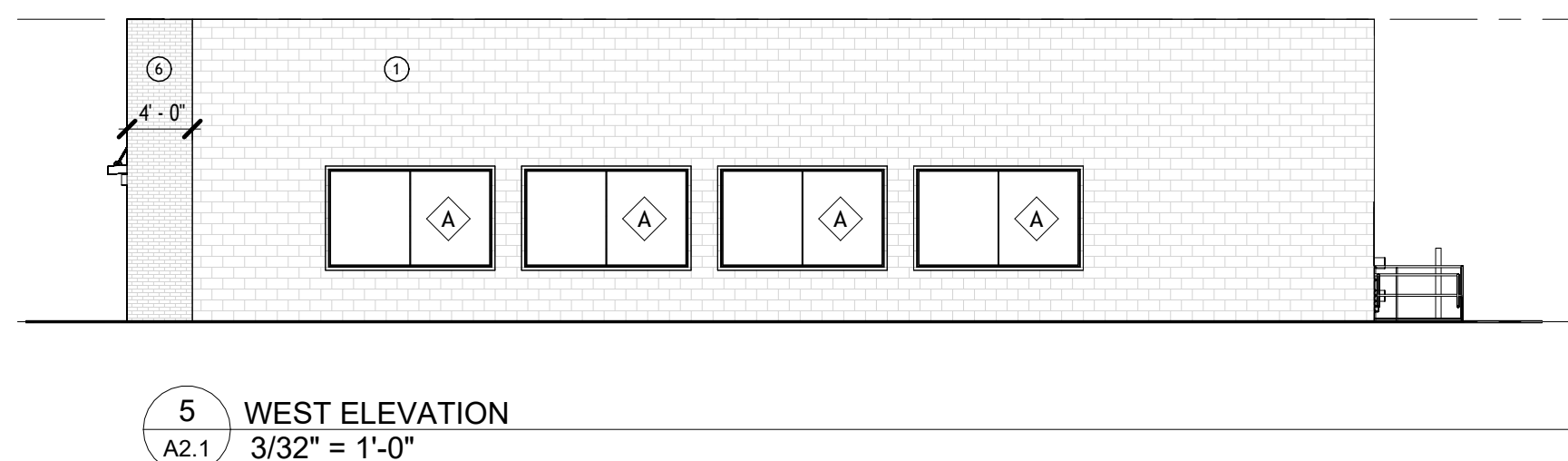
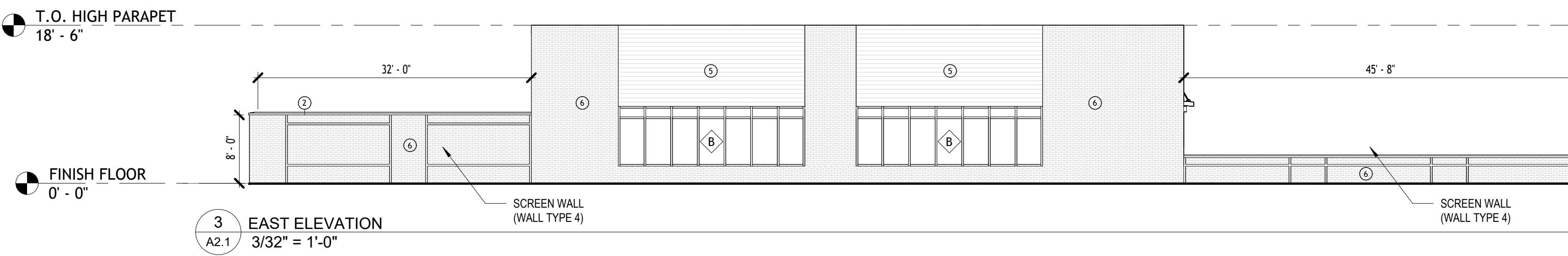
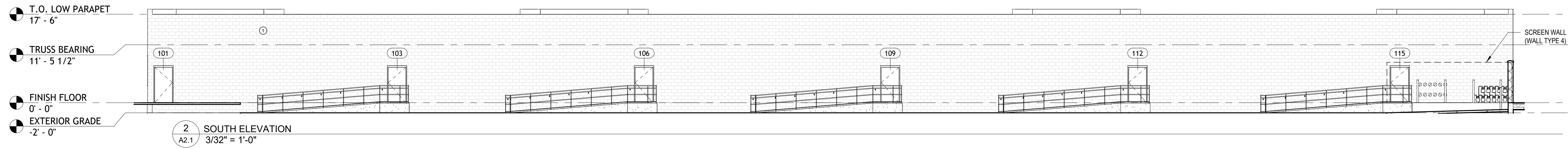
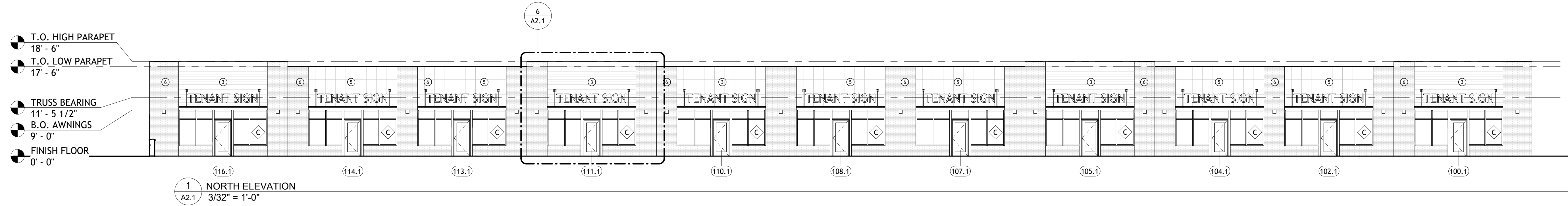
TRUE PLAN

1 FIRST FLOOR PLAN
 A1.3 3/32" = 1'-0"

9th ST DEVELOPMENT
 114 SOUTH 9TH STREET
 DE PERE, WI 54115



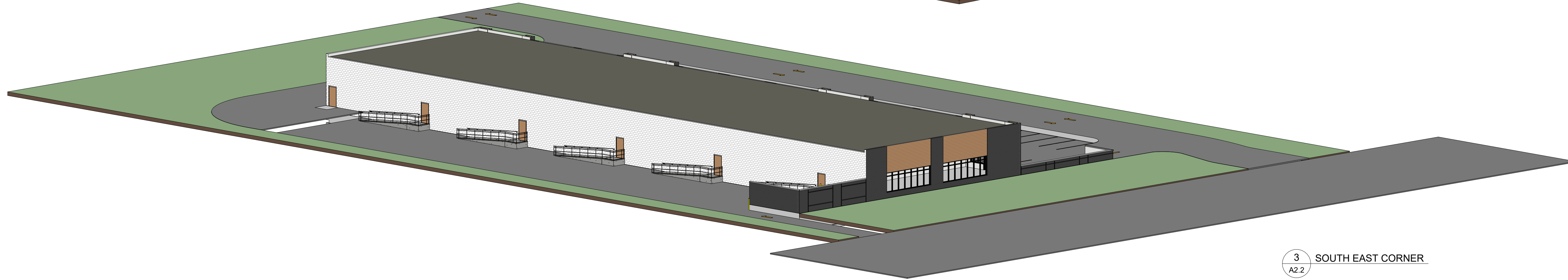
PRE-CONTRACT UPDATES:	DREW WILLMANN + MIKE CASHMAN
B.D.A.:	
DESIGNER:	
DRAWN BY:	
DESIGN NO.:	
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CONSTRUCTION SET REVISIONS	



EXTERIOR FINISHES		
SYMBOL	DESCRIPTION	COLOR
1	SPLIT-FACE CMU	AS SELECTED
2	ROCKED FACE STONE SILL	AS SELECTED
3	LP SMART SIDE 8" LAP SIDING	AS SELECTED
4	PRE-FINISHED METAL COPING	AS SELECTED
5	CONCEALED METAL FASTENER PANELS	WHITE
6	DARK BRICK	AS SELECTED



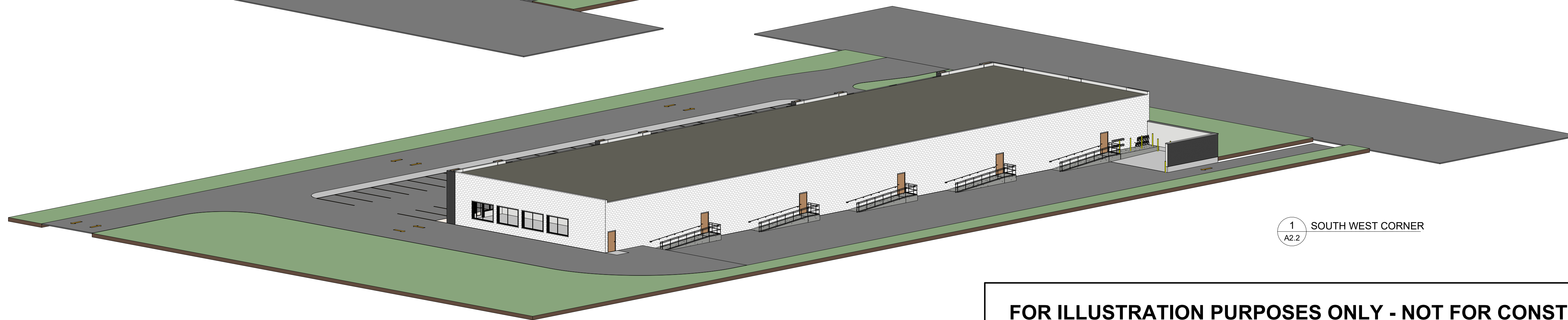
4 NORTH WEST CORNER
A2.2



3 SOUTH EAST CORNER
A2.2



2 NORTH EAST CORNER
A2.2



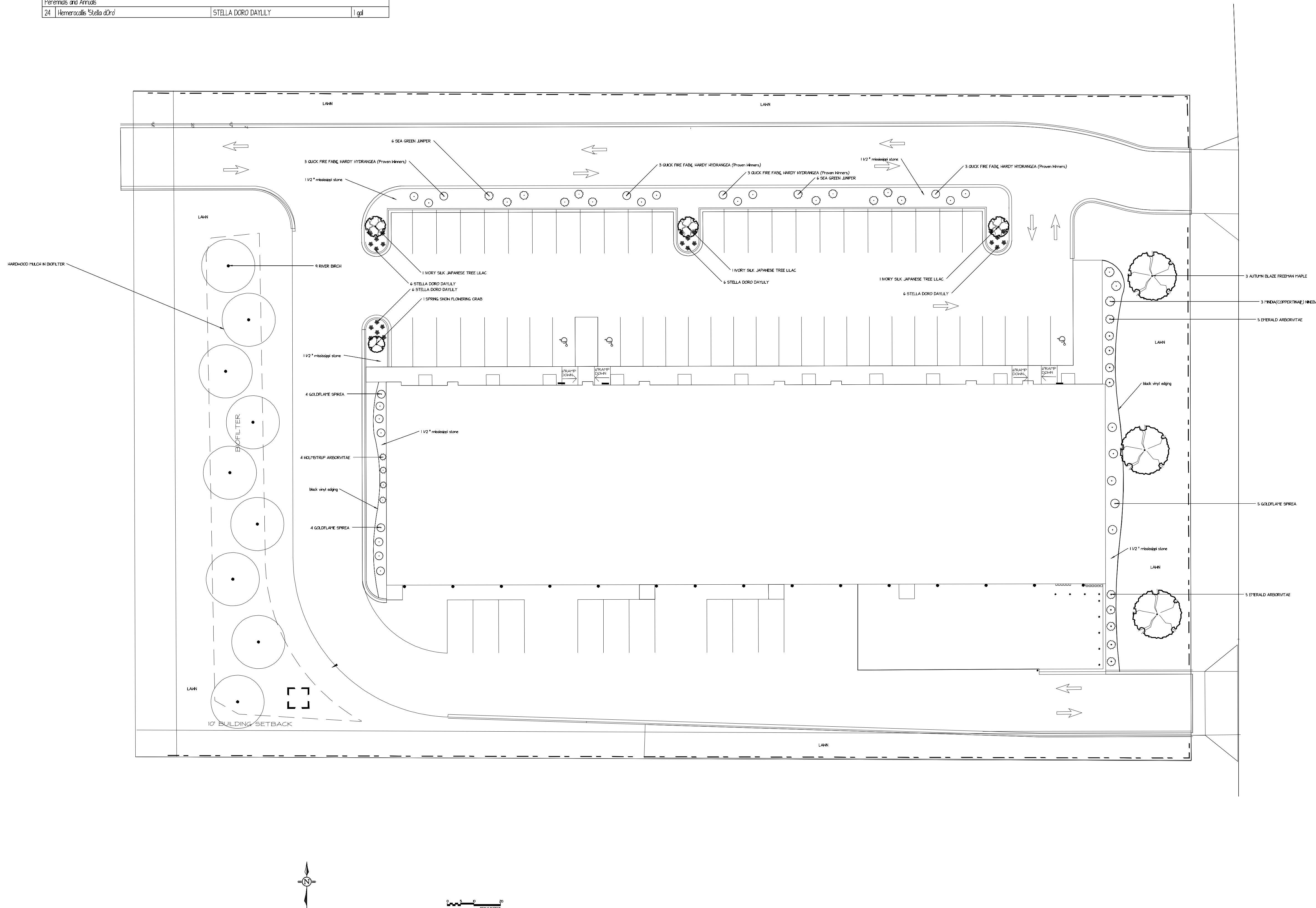
1 SOUTH WEST CORNER
A2.2

FOR ILLUSTRATION PURPOSES ONLY - NOT FOR CONSTRUCTION

Qty	Botanical Name	Common Name	Size/Condition
Trees			
3	<i>Acer x freemanii</i> 'Jefferson'	AUTUMN BLAZE FREEMAN MAPLE	2 1/2'-3' bb
4	<i>Betula nigra</i>	RIVER BIRCH	5' bb
1	Malis x Spring Snow	SPRING SNOW FLOWERING CRAB	2'-2 1/2' bb
3	<i>Syringa reticulata</i> Ivory Silk	IVORY SILK JAPANESE TREE LLAC	2'-2 1/2' bb
10	<i>Thuja occidentalis</i> 'Smaragd'	EMERALD ARBORVITAE	4'-5' bb
Shrubs			
12	<i>Hydrangea paniculata</i> 'SMH-PF1' pp#3258, dbf (Proven Winners)	QUICK FIRE FAB, HARDY HYDRANGEA (Proven Winners)	Nine
2	<i>Juniperus chinensis</i> 'Sea Green'	SEA GREEN JUNIPER	24"-36" potted
3	<i>Physocarpus opulifolius</i> 'Minka' (Copperleaf)	'MINKA' (COPPERTINE) NINEBARK	8"-24" potted
8	<i>Spiraea japonica</i> 'Goldflame'	GOLDFLAME SPIREA	8"-24" potted
4	<i>Thuja occidentalis</i> 'Holmstrup'	HOLMSTRUP ARBORVITAE	3'-4' potted
Perennials and Annuals			
24	<i>Heemerocallis</i> 'Stella dora'	STELLA DORO DAYLILY	1 gal

NOTES

PLANTING BEDS TO BE 1 1/2" MISSISSIPPI STONE OVER FABRIC WEED BARRIER
 PLANTING BEDS TO BE EDGED WITH COMMERCIAL GRADE BLACK VINYL EDGING
 LAWN AREAS TO BE SEEDED WITH HERITAGE LAWN SEED WITH STRAW MULCH
 INSTALL HARDWOOD MULCH IN BIOFILTER



NINTH STREET
DEVELOPMENT

No.	Date	Description

LOCATION
 114 SOUTH NINTH STREET
 DEPERE 54115

SCALE	1" = 20'	PROJECT NO.	
DRAWN BY		SHEET NO.	
CHECKED BY			
DATE			
DATE OF PRINT			



City of De Pere, Wisconsin

I.8

**Request for Finance/Personnel Committee
Action**

MEETING DATE: September 9, 2025
DEPARTMENT: Finance
FROM: Pamela Manley, Finance Director
SUBJECT: Consideration and Possible Action on 2025-2026 Auditing Services Agreement with CliftonLarsonAllen LLP.*
RECOMMENDED ACTION: Staff recommends approval.

The current agreement the City has with CliftonLarsonAllen LLP (CLA) was for audit years ending December 31, 2020 through December 31, 2024. After consulting with City Manager Flom and City Attorney Bungert, I reached out to CLA to request a two-year extension while we continue to work on getting new ERP software.

Attached is a summary of services and their proposed fee. CLA has separated out several of the services we have used in the past to get a more transparent view of their fees. These fees are in line if not slightly less than what we have been paying the past couple of years.

ATTACHMENTS:
CLA Audit Services-City of De Pere 2 year Extension



August 15, 2025

Pamela Manley
City of De Pere
335 S. Broadway
De Pere, WI 54115

Dear Pam:

Thank you for allowing us the opportunity to extend our relationship with the City for your auditing services. We are excited about this opportunity to continue to provide services to your City. Below is a summary of the services and the proposed fee. If you have any questions about our offerings, please do not hesitate to contact me at 920-455-4132 or email at scott.sternhagen@CLAconnect.com.

Fees for professional services

Our fees are based on the timely delivery of the services provided, and the experience of personnel assigned to the engagement. We propose our fees will not exceed the following two years ended:

Services	2025	2026
Perform an Audit of the Financial Statements for the City	\$34,000	\$35,100
Compilation for TID Districts (\$800 per District)	9,600	9,600
Tax 16 Opinion	1,800	1,900
Assistance with the Public Service Commission Report	2,500	2,500
Assistance with the State Municipal Financial Report form C	2,000	2,000
Department of Health Services Provider Compliance Examination	2,200	2,200
Technology and Client Support Fee (5%)*	2,605	2,665
Total	\$ 54,705	\$ 55,965
Federal Single Audit (if applicable)	\$7,500	\$7,500

**Like most firms, we are investing heavily in technology to enhance the client experience, protect our data environment, and deliver quality services. We believe our clients deserve clarity around fees, and we will continue to be transparent with our fee structure.*

These fees include professional fees and expenses.

Our fees do not anticipate unusual or unforeseen circumstances. Before the scope of our work is changed for any unanticipated circumstances or events, we will inform you of the change and related change in fee.

CLA has a very open fee philosophy with our clients, and will work with you to establish a mutually acceptable fee arrangement for any future or special project engagements. We reiterate our strong interest in continuing to provide you the quality of service and support that will help you achieve your goals. If at any time you have a question concerning our services or fees, please call it to our attention so that we can discuss it.

Sincerely,

CliftonLarsonAllen LLP

A handwritten signature in black ink, appearing to read "Scott Sternhagen". The signature is written in a cursive, flowing style.

Scott Sternhagen, CPA, Principal



City of De Pere, Wisconsin

I.9

**Request for Finance/Personnel Committee
Action**

MEETING DATE: September 9, 2025
DEPARTMENT: Finance
FROM: Pamela Manley, Finance Director
SUBJECT: Cash and Investments Report.
**RECOMMENDED
ACTION:**

I have attached a summary of the City's Cash and Investments for your information and review as of July 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 July was \$720,214.81. In July, deposits totaling \$5,096,708.32 were made into the LGIP account from the State for connecting highway and transportation aids, 2% fire dues, shared revenue, 1st dollar credit, computer aids, and video service provider aid. Both the Associated Bank Trust and Charles Schwab Investments increased due to dividends and interest. Feel free to contact me should you have any questions about this.

ATTACHMENTS:
Yearly Summary-Dec. 2024, Yearly Summary-July 2025, Investment Summary-July 2025

**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

**DE PERE CASH AND INVESTMENT YEARLY SUMMARY
JULY 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	8,078,173.90	5,309,622.47	2,137,719.43
REAL & PPT TAX CHECKING	27,032,373.51	12,616,784.81	1,000.00	1,000.00	1,000.00	1,000.00
HEALTH CHECKING	474,815.36	536,579.01	422,196.54	365,583.23	397,111.37	180,410.37
DENTAL CHECKING	87,718.73	83,340.12	85,387.36	84,083.67	87,018.03	91,711.87
TOTAL CASH	\$ 36,349,942.70	\$ 20,157,655.53	\$ 9,811,063.29	\$ 8,528,840.80	\$ 5,794,751.87	\$ 2,410,841.67
INVESTMENTS						
LGIP	11,684,103.57	11,390,123.60	12,812,453.30	13,286,611.84	15,263,762.16	15,280,455.03
ASSOCIATED BANK TRUST	5,342,673.83	5,377,179.54	5,399,549.84	5,433,406.27	5,433,495.49	5,465,004.19
CHARLES SCHWAB INVESTMENTS	6,707,443.35	6,739,321.78	6,768,723.53	6,806,423.44	6,802,158.53	6,853,862.45
MONEY MARKET	3,923,499.08	3,936,621.86	12,972,700.64	13,019,189.17	13,067,399.46	13,114,213.03
TOTAL INVESTMENTS	\$ 27,657,719.83	\$ 27,443,246.78	\$ 37,953,427.31	\$ 38,545,630.72	\$ 40,566,815.64	\$ 40,713,534.70
TOTAL CASH AND INVESTMENTS	\$ 64,007,662.53	\$ 47,600,902.31	\$ 47,764,490.60	\$ 47,074,471.52	\$ 46,361,567.51	\$ 43,124,376.37

	31-Jul-2025	31-Aug-2025	30-Sep-2025	31-Oct-2025	30-Nov-2025	31-Dec-2025
CHECKING ACCOUNTS						
CITY CHECKING	1,030,579.89	-	-	-	-	-
REAL & PPT TAX CHECKING	1,000.00	-	-	-	-	-
HEALTH CHECKING	201,715.26	-	-	-	-	-
DENTAL CHECKING	92,823.92	-	-	-	-	-
TOTAL CASH	\$ 1,326,119.07	\$ -	\$ -	\$ -	\$ -	\$ -
INVESTMENTS						
LGIP	20,437,619.26	-	-	-	-	-
ASSOCIATED BANK TRUST	5,468,873.73	-	-	-	-	-
CHARLES SCHWAB INVESTMENTS	6,870,468.23	-	-	-	-	-
MONEY MARKET	12,162,306.27	-	-	-	-	-
TOTAL INVESTMENTS	\$ 44,939,267.49	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CASH AND INVESTMENTS	\$ 46,265,386.56	\$ -	\$ -	\$ -	\$ -	\$ -

DE PERE CASH AND INVESTMENTS SUMMARY

July 31, 2025

CASH ACCOUNTS

CHECKING ACCOUNTS	BALANCE
CITY CHECKING	\$ 1,030,579.89
PROPERTY TAX CHECKING	\$ 1,000.00
HEALTH CHECKING	\$ 201,715.26
DENTAL CHECKING	\$ 92,823.92
TOTAL CASH	\$ 1,326,119.07

INVESTMENTS

	JAN 1 BALANCE	BALANCE	INTERST AND APPRECIATION	ANNUALIZED RATE OF RETURN
LGIP	11,214,276.91	\$ 20,437,619.26	\$ 339,243.84	4.38%
ASSOCIATED BANK TRUST	5,319,990.57	\$ 5,468,873.73	\$ 148,883.16	4.80%
CHARLES SCHWAB INVESTMENTS	6,686,473.66	\$ 6,870,468.23	\$ 183,994.57	4.72%
MONEY MARKET	3,909,023.89	\$ 12,162,306.27	\$ 48,093.24	4.44%
TOTAL INVESTMENTS	\$ 27,129,765.03	\$ 44,939,267.49	\$ 720,214.81	
TOTAL CASH AND INVESTMENTS		\$ 46,265,386.56		

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