



Common Council

Regular Meeting

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

Agenda

Tuesday, December 16, 2025

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Common Council** of the City of De Pere will be held on **December 16, 2025** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

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

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

OR

You can also dial in using your phone.
United States (Toll Free): [1 866 899 4679](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. Pledge of Allegiance.
 3. Approval of the minutes of the December 2, 2025 Common Council meeting.
 4. Public Hearing on a request for a zoning map amendment from R2-60 (Two-Unit District) to RM-1 (Multi-Unit [3-6 Units] District) at 815 Fox River Drive.
 - A. Notice of public hearing.
 - B. Recommendation from Plan Commission.
 - C. Ordinance #25-20 Approving Zoning Map Amendment from R2-60 Two-Unit District to RM-1 Multi-Unit (3-6 Units) Residential District (815 Fox River Drive; Parcel ED-91).
 5. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Common Council. §6-3(f)

DPMC

6. Consideration and possible action on the following Community Service Grant applications:
 - A. St. Norbert College Campus Safety: Stop the Bleed - SNC Initiative
 - B. Sleep in Heavenly Peace, Inc. WI - De Pere Chapter: No Kid Sleeps on the Floor in Our Town!
 - C. Lovin the Skin I'm In: The Second Annual Trauma Summit - Supporting Black Youth with Trauma Exposure
 - D. De Pere VFW Post 2113: Bicentennial Park Flagpole Monument Rebuild
7. Recommendation from the Board of Public Works on City Engineer parking and traffic recommendations.
8. Recommendation from the Board of Public Works on 2026 private, full-length sanitary sewer lateral reimbursement rates.
9. Consideration and possible action on updates to the Tax Refund Intercept Program (TRIP) agreements with the Wisconsin Department of Revenue.
10. Presentation on De Pere Ice Arena condition and future direction.
11. Resolution #25-128 Regarding Fees for 2026 Services.
12. Resolution #25-129 Designating Public Depositories and Authorizing Withdrawal or Disbursement of City Monies.
13. Resolution #25-130 Approving State Debt Collection Agreement with the State of Wisconsin Department of Revenue.
14. Resolution #25-131 Approving Grant Agreement Modification with the State of Wisconsin Department of Health Services for Local Public Health Department Division of Public Health Contract #61880.
15. Resolution #25-132 Authorizing Lease with Amerilux Holdings at 1201 Enterprise Drive (Temporary Office Relocation for Municipal Service Center).
16. Resolution #25-133 Authorizing Miron Construction Co., Inc. to Award Parking Access and Revenue Control Systems (PARCS) Contract 11.12 to Amano McGann, Inc. in the amount of \$108,844.00 and to Award Caulking Contract 07.90 to Caulking Plus, Inc. in the amount of \$52,667.00, related to the Construction of a Public Parking Ramp on Parcel ED-875, 230 North Wisconsin, De Pere, Wisconsin.
17. Appointment of election officials for the 2026-2027 election cycle.
18. Appointment to the Board of Health by Mayor Boyd: Julie Massey - term to expire December 2026.

19. Consideration and possible action on the Acquisition of Parcel WD-387-1.

The Council may convene in closed session pursuant to Section 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Council will thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to take action on items discussed in closed session, if appropriate, and to consider the remainder of the agenda.

II. Future Agenda Items

III. Adjournment

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

Agenda Sent To:

Alderspersons

City Manager

Mayor

Department Heads

TV, Newspapers & Radio Stations

Kress Family Library

De Pere Chamber of Commerce

Definitely De Pere



City of De Pere, Wisconsin

I.3

Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: City Clerk
FROM: Carey Danen, City Clerk
SUBJECT: Approval of the minutes of the December 2, 2025 Common Council meeting.
RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:
12-2-25 Common Council minutes_draft



Common Council

Regular Meeting

Draft Minutes

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

Tuesday, December 2, 2025

7:30 PM

Council Chambers/Virtual

I. Call to Order

1. Roll call.

Present: Dan Carpenter, Mike Eserkaln (remote), Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Casey Nelson (remote), Devin Perock, James Boyd

2. Pledge of Allegiance.

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

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter
SECONDER:	Shana Ledvina
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Casey Nelson, Devin Perock, James Boyd

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

None.

5. Recommendation from the License Committee on an application for a Class "A" Fermented Malt Beverage/"Class A" Intoxicating Liquor License for Bhawani Mart LLC (DBA De Pere Minimart), 821 George St. Agent: Karuna Kunwar, Green Bay WI.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Dan Carpenter
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Casey Nelson, Devin Perock, James Boyd

6. Recommendation from the Finance-Personnel Committee to create a Youth Commission.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	James Boyd
SECONDER:	Amy Kundinger
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kundinger, Shana Ledvina, Casey Nelson, Devin Perock, James Boyd

7. Ordinance #25-18 Repealing and Recreating Ordinance #25-16 and Annexing Territory to the City of De Pere, Wisconsin (Parcel L-481).

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
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MOVER:	James Boyd
SECONDER:	Shana Ledvina
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock, James Boyd

8. Ordinance #25-19 Repealing and Recreating Ordinance #25-17 and Annexing Territory to the City of De Pere, Wisconsin (Vanpay and Radue Homes, Inc.; Parcels R-29-1; R-39; R-110 and R-114).

Aldersperson Hansen noted that there is a typographical error in section 4.2 of the ordinance. City Attorney Joanne Bungert confirmed that the correction has been made for the final version that will be signed upon adoption.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Jonathon Hansen
SECONDER:	Pamela Gantz
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock, James Boyd

9. Resolution #25-127 Establishing Wards

City Attorney Joanne Bungert explained that while the new territories are contiguous to existing wards, the legislative districts are different, thus requiring the creation of new wards. This situation results in an exception to the usual population requirement for establishing a new ward.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Dan Carpenter
SECONDER:	Devin Perock
AYES:	Dan Carpenter, Mike Eserkaln, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock, James Boyd

II. Future Agenda Items

None.

III. Adjournment

Mayor Boyd moved, seconded by Aldersperson Carpenter to adjourn the meeting at 7:41 PM. Upon vote, motion carried unanimously.

Respectfully submitted,
 Carey Danen, City Clerk



City of De Pere, Wisconsin

I.4

Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Public Hearing on a request for a zoning map amendment from R2-60 (Two-Unit District) to RM-1 (Multi-Unit [3-6 Units] District) at 815 Fox River Drive.

RECOMMENDED ACTION:

ATTACHMENTS:
None



City of De Pere, Wisconsin

I.4.A

Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: City Clerk
FROM: Carey Danen, City Clerk
SUBJECT: Notice of public hearing.
RECOMMENDED ACTION:

ATTACHMENTS:

Public Hearing Notice_Zoning Map Amendment_Fox River Dr and Bomier_12-16-25
mtg_Class 2

Publish: November 28, 2025, and December 5, 2025, in the Press-Times (Class 2 Notice)

NOTICE OF PUBLIC HEARING

Notice is hereby given, that on **Tuesday, December 16, 2025**, at 7:35 PM or as soon thereafter as can be heard, a public hearing will be held by the Common Council of the City of De Pere to act on the request for a zoning map amendment at the following property:

Parcel ED-91, approximately 0.0 feet northeast from the Fox River DR and Bomier ST intersection, from R2-60 (Two-Unit District) to RM-1 (Multi-Unit [3-6 Units] District).

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

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

Dated this 25th day of November, 2025.

BY ORDER OF THE COMMON COUNCIL

James G. Boyd
Mayor

Carey E. Danen
City Clerk



City of De Pere, Wisconsin

I.4.B

Request for Common Council Action

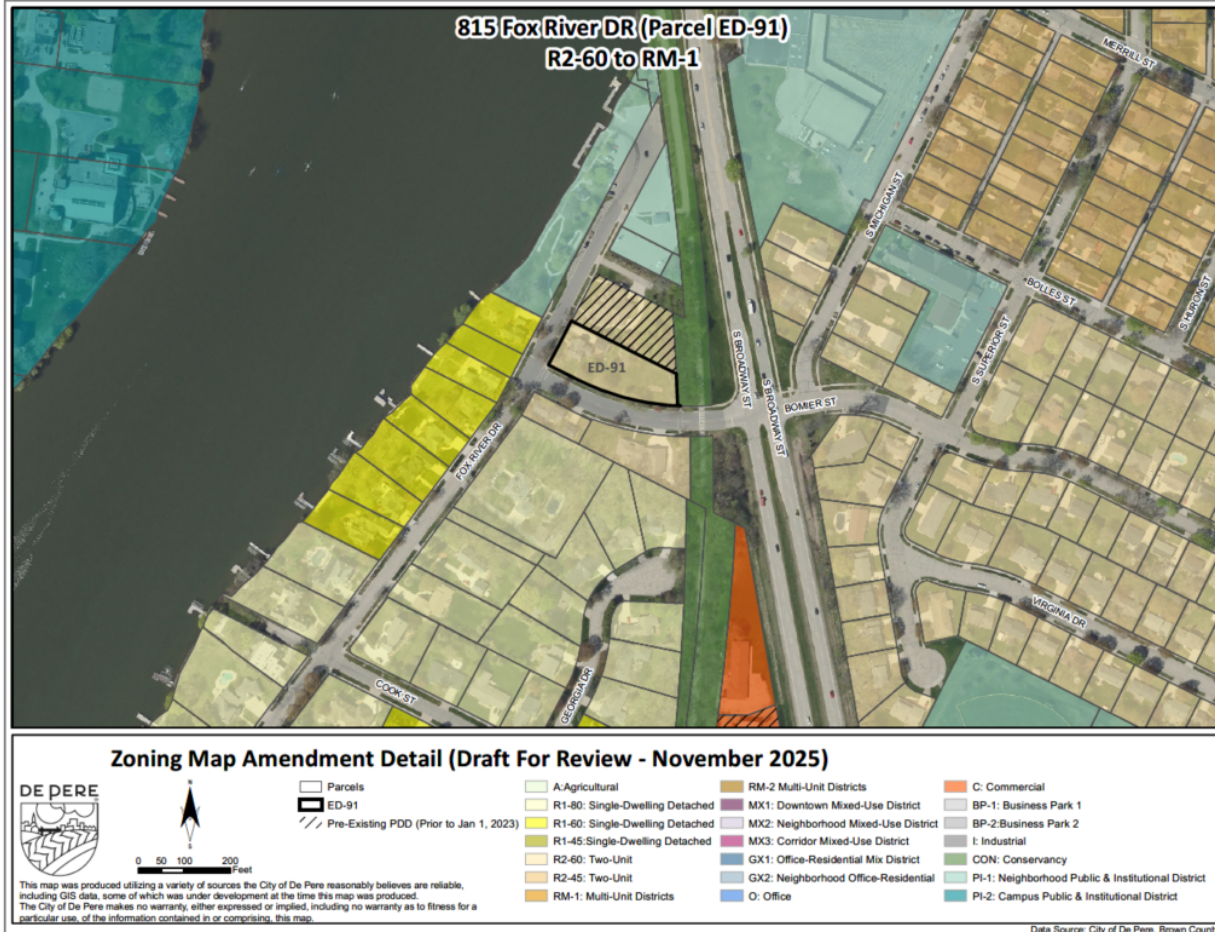
MEETING DATE: December 16, 2025
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Recommendation from Plan Commission.
RECOMMENDED ACTION:

On November 24, 2025, Plan Commission unanimously recommended approval by a vote of 5-0.

ATTACHMENTS:
PC Report, Application and supporting documents - 09 Oct 2025, Zoning Map Amendment

Consideration and possible action for a zoning map amendment from R2-60 (Two-Unit District) to RM-1 (Multi-Unit [3-6 Units] District) at 815 Fox River DR (Parcel ED-91).*

SITE MAP



REQUESTED ACTION: Zoning Map Amendment Request from R2-60 to RM-1 (File ZMA 25-09).

COMMON DESCRIPTION: 815 Fox River DR, located northeast from Fox River DR and Bomier ST.

SURROUNDING LAND USES: Residential condominium (R2-60 PDD) to the north.
Bomier ST Boat Launch (PI-1) to the northwest.
Residential (R2-60) to the south.
Fox River State Recreational Trail (CON) to the east.
Residential (R1-60) to the west.

COMPREHENSIVE PLAN: Neighborhood Residential (Including Multi-Family).

APPLICANT / OWNERS:	<u>Authorized Representative</u>	<u>Property Owners</u>
	Timothy Kneeland	PTF LLC
	PTF LLC	1400 Fox River DR
	1400 Fox River DR	De Pere, WI 54115
	De Pere, WI 54115	

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

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

Existing Zoning District

The existing zoning district is R2-60, which allows for both one-unit and two-unit residential buildings in the Residential Household Living subcategory. The proposed zoning map amendment references a change to RM-1, which allows for 1-6 unit residential buildings in the Residential: Household Living subcategory. The petitioner is considering a 3-unit residential development, which complies with the proposed RM-1 District.

Surrounding Land Uses

The existing site zoning and surrounding land uses are referenced near the beginning of this report. The 2010 Comprehensive Plan Update identifies future land use as Neighborhood Residential (Including Multi-Family).

CLIP FROM FUTURE LAND USE MAP



Desired Development Patterns

The City desired development pattern is shown in the Comprehensive Plan as future Neighborhood Residential (Including Multi-Family). The permitted uses and conditional uses for the RM-1 District is in Zoning Ordinance Article VII and summarized in Table 7-1.

The petitioner proposed a three-unit residential development, which complies with the proposed RM-1 District. Multi-unit developments need a site plan. An example layout is included within the packet.

NEIGHBOR OUTREACH: The publishing of a Class II public notice and public hearing is required for a zoning map amendment. Property owners within 300 feet of the proposed zoning map amendment were notified by mail and a sign was placed on the site prior to the Plan Commission meeting. One property owner at 1324 Fox River DR inquired about the notice sign on the property. One property owner at 805 Fox River Drive is opposed to the rezoning and would prefer to retain two units instead of the proposed three units. No other public inquiries were made at the time this report was written. The public hearing is tentatively scheduled for the December 16, 2025, Common Council meeting.

STAFF RECOMMENDATION: Staff recommends APPROVAL of the request for a zoning map amendment from R2-60 (Two-Unit District) to RM-1 (Multi-Unit [3-6 Units] District) at 815 Fox

River DR. A zoning map amendment must comply with the following:

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



Planning/Zoning Application


Submitted On:

Oct 9, 2025, 12:35PM EDT

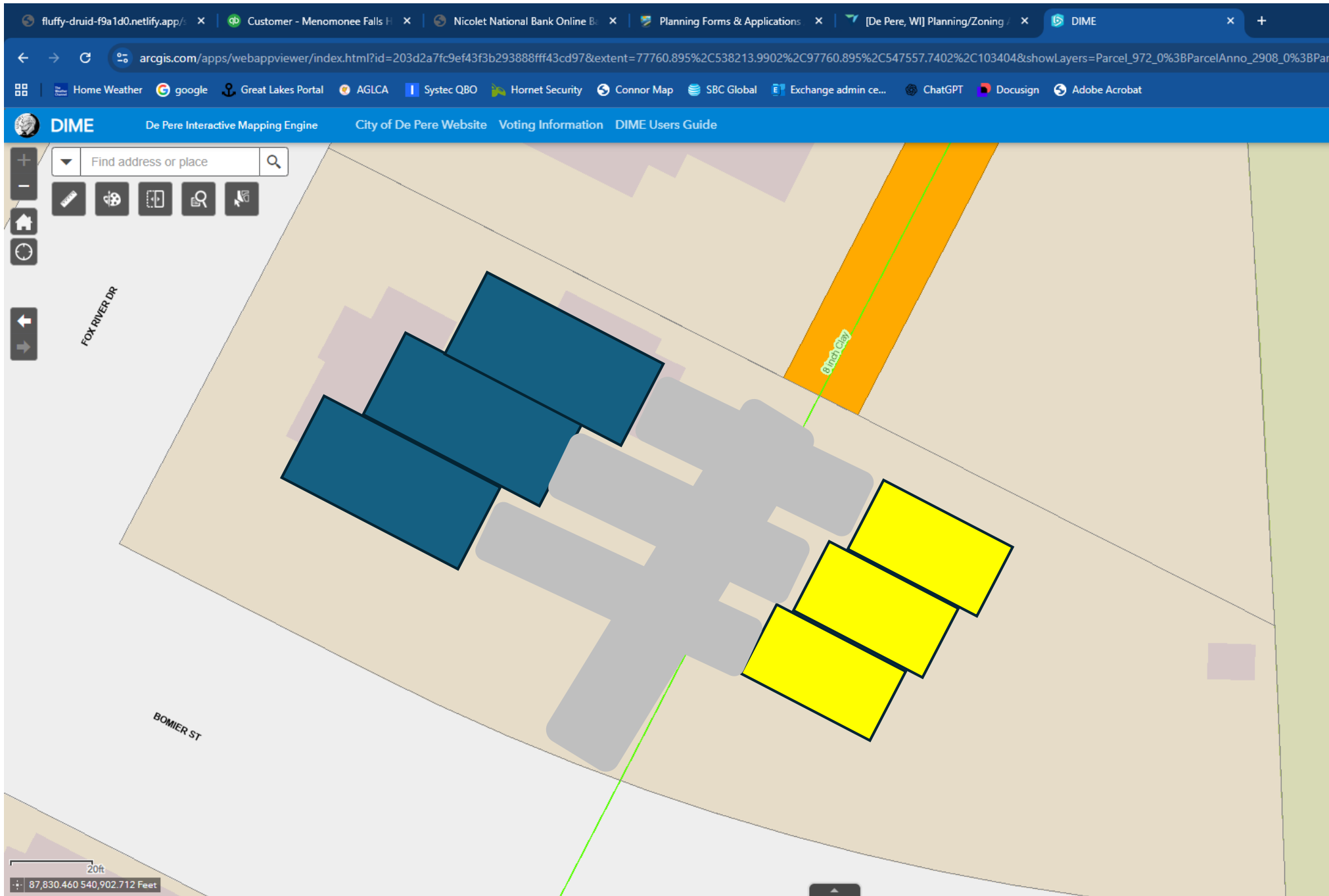
Planning & Zoning Department

Parcel Number: (Include ALL parcels)	ED-91
Nearest property address to the project site:	Street Address: 815 Fox River Drive City: De Pere State: WI Zip: 54115-2435
Check each project type that is being applied for:	Zoning Map Amendment (Rezoning)
Current De Pere Zoning Districts:	R2-60
Proposed De Pere Zoning Districts:	RM-1
Existing Site Land Uses:	Residential
Proposed Site Land Uses:	Residential
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a preapplication meeting?	Yes
Property Owner:	First Name: PTF Properties, LLC Last Name: Kneeland
Is the property owner's address the same as the nearest property address?	No
Property Owner's Address:	Street Address: 1400 FOX RIVER DR City: De Pere State: WI Zip: 54115-2435
Property Owner's Phone Number:	920-619-5662
Property Owner's Email Address:	timothykneeland@gmail.com
Is someone processing the project for the property owner as their authorized representative?	Yes
Authorized Representative's Name:	First Name: Timothy Last Name: Kneeland
Authorized Representative's Business Name:	PTF Properties, LLC
Authorized Representative's Phone Number:	9206195662

Authorized Representative's Email Address:	timothykneeland@gmail.com
Please attach an EXHIBIT MAP with the zoning boundary.	815 Diagram.docx
Please attach a WORD DOCUMENT with the boundary legal description.	815 Fox River Dr. Legal Description.docx
How do you plan on paying for your application?	Online with a credit card
Total Due:	\$350.00

Signature Data	<p>First Name: Tim Last Name: Kneeland Email Address: timothykneeland@gmail.com</p>  <p>Signed at: October 9, 2025 12:16pm America/New_York</p>
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User's Session Information	<p>IP Address: 174.103.202.169 Referrer URL:</p>
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Blue = 3 Homes

Grey = Driveway

Yellow = 3 stall garage (appx 22 x 40 each)

815 Fox River Dr.

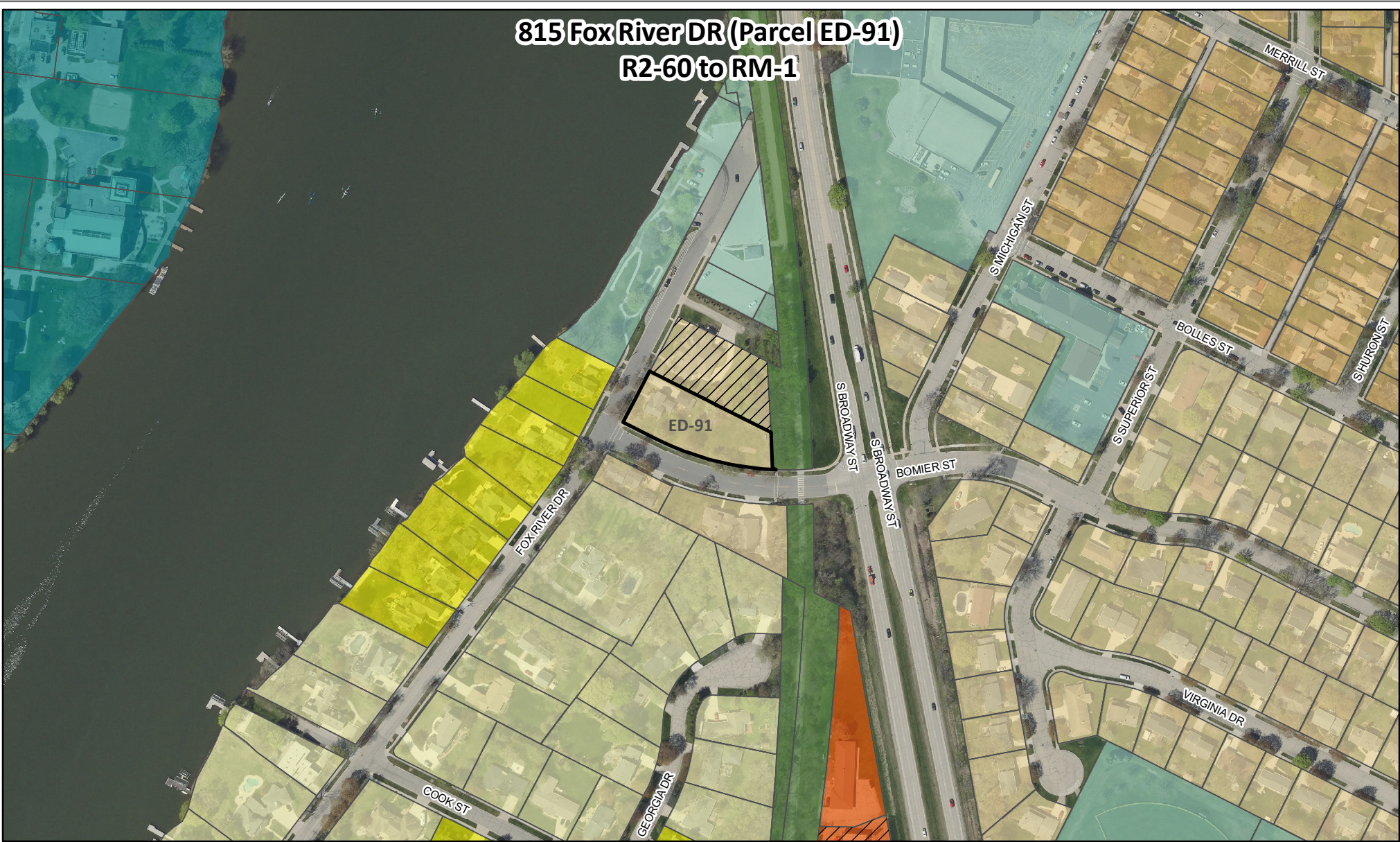
De Pere, WI 54115

ED-91

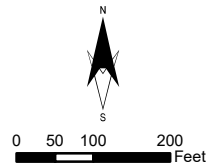
**BOMIER'S ADDN TO DEPERE LOTS 3, 4, 9 & 10 EX HWY & VAC ALLEY LYG
ADJ BLK B & 1/2 VAC ST ADJ ELY & EX RR R-O-W**

Deeded Acres: 0.617

815 Fox River DR (Parcel ED-91) R2-60 to RM-1



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



- Parcels
- ED-91
- Pre-Existing PDD (Prior to Jan 1, 2023)

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> A: Agricultural R1-80: Single-Dwelling Detached R1-60: Single-Dwelling Detached R1-45: Single-Dwelling Detached R2-60: Two-Unit R2-45: Two-Unit RM-1: Multi-Unit Districts | <ul style="list-style-type: none"> RM-2 Multi-Unit Districts MX1: Downtown Mixed-Use District MX2: Neighborhood Mixed-Use District MX3: Corridor Mixed-Use District GX1: Office-Residential Mix District GX2: Neighborhood Office-Residential O: Office | <ul style="list-style-type: none"> C: Commercial BP-1: Business Park 1 BP-2: Business Park 2 I: Industrial CON: Conservancy PI-1: Neighborhood Public & Institutional District PI-2: Campus Public & Institutional District |
|---|---|---|

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



City of De Pere, Wisconsin

I.4.C

Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: City Attorney
FROM: Angela Zills, Paralegal
SUBJECT: Ordinance #25-20 Approving Zoning Map Amendment from R2-60 Two-Unit District to RM-1 Multi-Unit (3-6 Units) Residential District (815 Fox River Drive; Parcel ED-91).
RECOMMENDED ACTION: Motion to Approve.

Corresponding Ordinance resulting from the Plan Commission Recommendation.

ATTACHMENTS:
Ord25-20

ORDINANCE #25-20
APPROVING ZONING MAP AMENDMENT FROM R2-60 TWO-UNIT DISTRICT
TO RM-1 MULTI-UNIT (3-6 UNITS) RESIDENTIAL DISTRICT
(815 Fox River Drive; Parcel ED-91)

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

WHEREAS, the City Clerk, having published a Class 2 Notice of Public Hearing regarding such proposed zoning change and Zoning Map amendment and, pursuant thereto, a public hearing having been held on the 16th day of December, 2025 at 7:35 p.m. and the Common Council having heard all interested parties or their agents and attorneys;

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

Section 1. That the following described property:

Parcel ED-91:

Lots Three (3), Four (4), Nine (9) and Ten (10), Block B, according to the recorded Plat of Bomier's Addition to De Pere, and vacated alley, and one-half vacated street adjacent Easterly, in the City of De Pere, East side of Fox River, Brown County, Wisconsin, excepting therefrom any part for railroad right-of-way.

shall be and the same is hereby rezoned from the present zoning classification of R2-60 Two-Unit District to RM-1, Multi-Unit (3-6 units) Residential District as set forth in and regulated by the provisions of Chapter 14, Article II Residential Districts and the permitted uses identified on the Principal Use Table (DPMC Chapter 14, Article VII – Uses, Table 7.1) and pursuant to Section

14-26 of the De Pere Zoning Code, conditioned upon compliance with the provisions of Chapter 14, DPMC, and all state and local laws and regulations.

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

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

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 16th day of December, 2025.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____
Nays: _____
Board/Committee Approval: 11/24/2025
Publication Date: _____
Effective Date: _____



City of De Pere, Wisconsin

I.6

Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: City Clerk
FROM: Carey Danen, City Clerk
SUBJECT: Consideration and possible action on the following Community Service Grant applications:
RECOMMENDED ACTION: Motion to approve.

The City accepts applications for the Community Service Grant program twice a year, in June and December. The 2026 budget includes \$2,000 for program awards; please note that the maximum amount that can be awarded to an applicant is \$600. There is \$1,000 remaining in the grant fund for this year.

ATTACHMENTS:
None



City of De Pere, Wisconsin

I.6.A

Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: City Clerk
FROM: Carey Danen, City Clerk
SUBJECT: St. Norbert College Campus Safety: Stop the Bleed - SNC Initiative
RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:
Stop the Bleed - SNC Initiative



Community Service Grant Application

De Pere, WI

Submitted On:

Oct 6, 2025, 03:04PM CDT

Are you applying as an individual or as a group?	Group
Applicant Name	Todd Danen
Group Name	St. Norbert Campus Safety Team
Phone Number	9204031346
Email	todd.danen1@snc.edu
Full Address	Street Address: St. Norbert College City: De Pere State: WI Zip: 54115
Project Title	Stop the Bleed – SNC Initiative
Project Location	St. Norbert College Campus Safety
Project Description: Provide a brief outline of your project, describing your goals/objectives and your timeline for completion.	Every second counts when it comes to stopping life-threatening bleeding from a traumatic injury. As the Director of Campus Safety, my goal is to ensure that every member of the Campus Safety Team, as well as SNC Maintenance personnel, carries a tourniquet on their person—allowing them to respond within seconds and save lives.
Measurable Objectives: How will your goals and objectives be achieved? What benefits will citizens of the City of De Pere gain from this project?	<p>Measurable Objectives</p> <p>Goal: Enhance immediate lifesaving response capabilities on the St. Norbert College campus and surrounding community by equipping Campus Safety and Maintenance personnel with individual tourniquets and proper training.</p> <p>Objectives:</p> <p>Equipment Readiness: Provide each of the 10 Campus Safety Officers and 6 Maintenance staff members with a personal tourniquet and holder by Jan 1 2026.</p> <p>Maintain 100% compliance with carrying tourniquets while on duty.</p> <p>Training & Certification: Conduct “Stop the Bleed” training for all personnel within 60 days of project funding.</p>

Ensure each trained individual demonstrates proficiency in applying a tourniquet under one minute.

Response Capability:

Decrease response time to bleeding emergencies on campus by an estimated 2–3 minutes, prior to EMS arrival.

Itemization of Anticipated Expenses:
Provide cost estimates associated with the project (award amount not to exceed \$600 even if total project costs are higher). Describe all materials that will need to be purchased for the project.

10 Tourniquet holders \$20 Each
12 Tourniquets - \$30 Each

By checking this box I acknowledge that, if selected, my project will adhere to the program as outlined above. No grant funds shall be spent in a fashion outside the scope of the project. No grant funds may be used for alcohol, drugs, or any behavior or activity which is contrary to local ordinances, state statutes, or federal law.

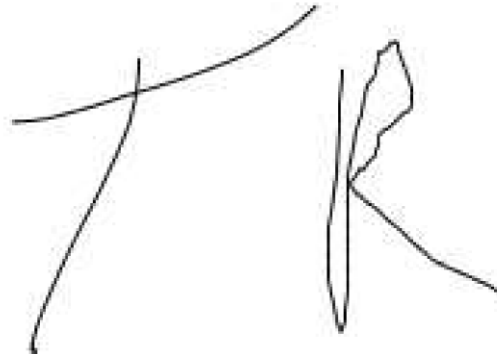
I agree

Submission Date

10/06/2025

Signature Data

First Name: Todd
Last Name: Danen
Email Address: todd.danen1@snc.edu



Signed at: October 6, 2025 3:03pm America/Chicago

User's Session Information

IP Address: 138.74.15.185
Referrer URL:



City of De Pere, Wisconsin

I.6.B

Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: City Clerk
FROM: Carey Danen, City Clerk
SUBJECT: Sleep in Heavenly Peace, Inc. WI - De Pere Chapter: No Kid
Sleeps on the Floor in Our Town!
RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:

Sleep in Heavenly Peace, Sleep in Heavenly Peace_brochure




Community Service Grant Application

De Pere, WI

Submitted On:

Nov 5, 2025, 09:43AM CST

Are you applying as an individual or as a group?	Group
Applicant Name	Barbara hall
Group Name	Sleep in Heavenly Peace, Inc. WI-De Pere Chapter
Phone Number	2104225325
Email	grants@shpbeds.org
Full Address	Street Address: 669 W. Quinn Road, Bldg 42 City: Pocatello State: ID Zip: 83202
Project Title	No Kid Sleeps on the Floor in Our Town! WI-De Pere
Project Location	TBD
Project Description: Provide a brief outline of your project, describing your goals/objectives and your timeline for completion.	<p>The Sleep in Heavenly Peace, Inc. (SHP), WI-De Pere chapter utilizes community volunteers to build and deliver twin-size beds (that can be bunked) to kids aged 3-17 who are sleeping on the floor or in other situations without the luxury of a bed. Volunteers deliver these beds, fully furnished (frames, new mattresses, sheets, pillows, and blankets) to children in need; they partner with local organizations, churches, businesses, and community members to build them! Chapter leadership and their core team show volunteers how to take a pile of wood and construct twin bed frame components with drills, sanders, and saws. SHP's simple design is easy to follow and takes no woodworking experience to learn. During SHP community "Build Days," volunteers learn about the organization and the need in "their town" and take pride as they transform piles of lumber into twin bed frames. Following each build day, volunteers deliver the beds to local families that applied and qualified for one. SHP Build and Delivery Days facilitate community engagement by providing a fun and practical opportunity to volunteer their time. This is an ongoing project.</p>
Measurable Objectives: How will your goals and objectives be achieved? What benefits will citizens of the City of De Pere gain from this project?	<p>Our goals are to deliver beds to children in need. Smiles are the mark of success as one more child is off the floor and sleeping in their own bed. The long-term goal is to gain information from the recipients for research. A survey is sent to recipient homes asking about bed usage and information on any physical, behavioral, and emotional changes for the child (i.e., school work). Providing a child with a bed is a specific intervention with the potential to make a lasting difference in their lives and community. The chapter has delivered 3022 beds to children in the De Pere area.</p>
Itemization of Anticipated Expenses: Provide cost estimates associated	<p>Project Proposal Budget for 5 beds Lumber/Hardware/Materials 795.00</p>

<p>with the project (award amount not to exceed \$600 even if total project costs are higher). Describe all materials that will need to be purchased for the project.</p>	<p>Mattresses 500.00 Sheets, Pillows/ Blankets 205.00 Total Material cost 1500.00 Project Consumables 15.00 10% Op Program Support 150.00 Total Budget 1665.00</p>
<p>If you have any photos/sketches or other documentation that you would like to include with your application, please upload them now.</p>	<p>SHP Tri-Fold Brochure_21Nov2019_Compressed.pdf</p>
<p>By checking this box I acknowledge that, if selected, my project will adhere to the program as outlined above. No grant funds shall be spent in a fashion outside the scope of the project. No grant funds may be used for alcohol, drugs, or any behavior or activity which is contrary to local ordinances, state statutes, or federal law.</p>	<p>I agree</p>
<p>Submission Date</p>	<p>11/05/2025</p>
<p>Signature Data</p>	<p>First Name: Barbara Last Name: Hall Email Address: grants@shpbeds.org</p> <div style="text-align: center; margin-top: 100px;">  </div> <p>Signed at: November 5, 2025 9:36am America/Chicago</p>
<p>User's Session Information</p>	<p>IP Address: 72.179.163.219 Referrer URL:</p>



SHP is a registered 501(c)(3) non-profit serving children in need. And the best part? As a volunteer-driven organization, 100% of donations go toward building children's beds.

Because every child deserves a safe place to sleep.

SHP continues to grow with multiple locations throughout the country to serve your community. Visit our website to find the nearest chapter where you can get involved.

We can even come to your city!

Visit our website or call us to find out how you can donate, volunteer, or tell us about a child sleeping on the floor. We want to make every town our town because...

NO KID SLEEPS ON THE FLOOR IN OUR TOWN!

COME SHARE THIS EXPERIENCE WITH US. WE PROMISE THE SAME JOY WILL COME TO YOU.

 **DONATE**
Donate to a family in need.

 **VOLUNTEER**
Help us build and deliver beds!

 **SPONSOR**
Help us continue our mission.



NO KITS HERE

Our bunk beds are built from scratch and built to last a lifetime.



NO EXPERIENCE NEEDED

The builds follow SHP's simple and easy-to-follow bunk bed design and require no previous woodworking experience.



READY TO SLEEP

Each bed is delivered and assembled to an appreciative home, complete with mattresses, pillows and bedding.



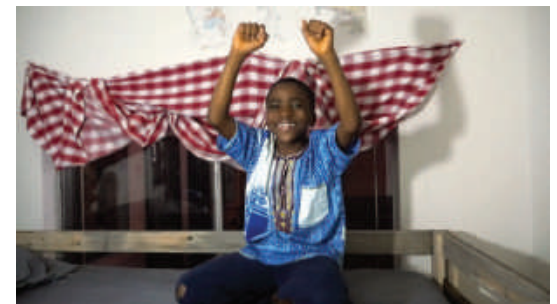
SHP and their partner organization schedules an event called a "Build Day" where volunteers build bunk beds:

- Inexperienced volunteers are trained and supervised by experienced ones from SHP
- All power/hand tools are supplied by SHP who will be on site for the Build Day
- Volunteers learn valuable trade skills
- Build Days let employees network and build relationships
- Volunteers provide necessary and critical support to the local community

With your kind donations and just a few volunteers...



...together we can give some children new beds so they can **Sleep in Heavenly Peace.**



WHO IS SHP?

Founded in Kimberly, Idaho in 2012, Sleep in Heavenly Peace (SHP) is THE ONLY charity providing hand-made bunk beds to children who don't have beds of their own. Not only do we deliver these beds to kiddos in need, but we partner with organizations, churches, businesses and individuals like you to build them at events called Build Days!

With so many great charities providing clothing, meals and toys, little help goes to something as permanent as providing suitable beds and bedding. SHP is a group of volunteers dedicated to finding those young children living without the luxury of sleeping on a bed or even laying their heads on a pillow. Through the wonderful efforts of volunteers and generous donations, bunk beds are built, assembled and delivered to those children who are otherwise sleeping on couches, blankets or even floors. At SHP, we have a mission:

NO KID SLEEPS ON THE FLOOR IN OUR TOWN!

HOW CAN I HELP?

Every bed we build is handcrafted and constructed by volunteers willing to donate their time to help children in their community, funded by the generous donations of many. The joy that comes from delivering our beds to a child that otherwise doesn't have one is a life-changing adventure that our volunteers and sponsors can experience firsthand. Visit our website or give us a call and find out how you can donate, volunteer or host a Build Day!



CONTACT INFORMATION

SLEEP IN HEAVENLY PEACE

- 📍 PO Box 116 / Kimberly ID 88341
- 📞 1-844-432-BEDS
- 📱 @SHPbeds
- 🌐 SHPbeds.org

Visit SHPbeds.org for information about a SHP Chapter near you!



**NO KID SLEEPS
ON THE FLOOR
IN OUR TOWN!**

SHP
SLEEP IN HEAVENLY PEACE



City of De Pere, Wisconsin

I.6.C

Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: City Clerk
FROM: Carey Danen, City Clerk
SUBJECT: Lovin the Skin I'm In: The Second Annual Trauma Summit -
Supporting Black Youth with Trauma Exposure
RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:
Lovin the Skin I'm In, Lovin the Skin I'm In_photos



Community Service Grant Application

De Pere, WI

Submitted On:

Nov 5, 2025, 04:10PM CST

Are you applying as an individual or as a group?	Group
Applicant Name	Rhonda Chandler
Group Name	Lovin The Skin I'm In
Phone Number	920-403-0427
Email	lovinmyskined@gmail.com
Full Address	Street Address: 2301 Riverside Dr City: Green Bay State: WI Zip: 54301
Project Title	The 2nd Annual Trauma Summit, The Culturally Responsive Conversations Continues– Supporting Black Youth with Trauma Exposure
Project Location	Richard Mauthe Center 2418 Leon Bond Dr, Green Bay, WI 54311
Project Description: Provide a brief outline of your project, describing your goals/objectives and your timeline for completion.	<p>The Trauma in Youth of Color Summit is a one-day conference designed to educate, empower, and equip parents, educators, mental health professionals, and community members to better support youth of color who have experienced racial or systemic trauma. Hosted by Lovin the Skin I'm In (LTSII), the Summit creates a safe, informed space for dialogue, learning, and healing through expert-led workshops, keynote presentations, and community networking.</p> <p>Goals and Objectives:</p> <p>Increase awareness of how racial trauma impacts the mental health and development of youth of color.</p> <p>Provide practical tools and resources for parents, educators, and professionals to create more trauma-informed and culturally responsive environments.</p> <p>Foster community collaboration among agencies, schools, and families to build stronger support systems for youth.</p> <p>Empower youth and families of color to share their voices and experiences in spaces of learning and leadership.</p> <p>Timeline for Completion:</p>

	<p>September–December2025: Planning and coordination with speakers, venue selection, and partner outreach.</p> <p>November -December 2025: Marketing and community outreach; open registration for attendees.</p> <p>November-December 2025: Finalize program materials, coordinate volunteers, and secure sponsors.</p> <p>January 2026: Host the Trauma in Youth of Color Summit in the Green Bay area.</p> <p>February 2026: Conduct follow-up surveys and evaluation to measure impact and inform future programming.</p> <p>Anticipated Outcome: By year’s end, the Summit will engage over 100 community members, increasing awareness of racial trauma and equipping participants with strategies to promote healing, belonging, and resilience among youth of color in Northeast Wisconsin.</p>
<p>Measurable Objectives: How will your goals and objectives be achieved? What benefits will citizens of the City of De Pere gain from this project?</p>	<p>This project will directly benefit De Pere residents by building a more inclusive, informed, and connected community. Educators, parents, and professionals will gain tools to better support youth experiencing racial or systemic trauma—improving mental health outcomes and fostering safer, more equitable spaces in schools and neighborhoods. The Summit will also elevate De Pere’s leadership in addressing racism as a public health issue, strengthen community partnerships, and contribute to a citywide culture of empathy, belonging, and empowerment for all residents.</p>
<p>Itemization of Anticipated Expenses: Provide cost estimates associated with the project (award amount not to exceed \$600 even if total project costs are higher). Describe all materials that will need to be purchased for the project.</p>	<p>Venue \$600 Speakers-\$1500 Food \$1500-\$1800 Materials/Supplies \$500</p>
<p>If you have any photos/sketches or other documentation that you would like to include with your application, please upload them now.</p>	<p>IMG_6770.jpg IMG_6768.jpg IMG_6773.jpg IMG_6766.jpg IMG_6787.jpg</p>

By checking this box I acknowledge that, if selected, my project will adhere to the program as outlined above. No grant funds shall be spent in a fashion outside the scope of the project. No grant funds may be used for alcohol, drugs, or any behavior or activity which is contrary to local ordinances, state statutes, or federal law.

I agree

Submission Date

11/05/2025

Signature Data

First Name: Rhonda
Last Name: Chandler
Email Address: lovinmyskined@gmail.com

Rhonda Chandler

Signed at: November 5, 2025 4:09pm America/Chicago

User's Session Information

IP Address: 174.103.204.57
Referrer URL:







City of De Pere, Wisconsin

I.6.D

Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: City Clerk
FROM: Carey Danen, City Clerk
SUBJECT: De Pere VFW Post 2113: Bicentennial Park Flagpole Monument Rebuild
RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:

De Pere VFW Post 2113, De Pere VFW Post 2113_existing park display, De Pere VFW Post 2113_refreshing park plan, De Pere VFW Post 2113_new plaques quote



Community Service Grant Application

De Pere, WI

Submitted On:

Nov 29, 2025, 02:04PM CST

Are you applying as an individual or as a group?	Group
Applicant Name	Randy Hansen
Group Name	De Pere VFW Post 2113
Phone Number	920-639-6996
Email	rdhansen@mindspring.com
Full Address	<p>Street Address: De Pere VFW Post 2113 P.O. Box 5604 City: De Pere State: WI Zip: 54115-5604</p>
Project Title	Bicentennial Park flagpole monument rebuild
Project Location	Bicentennial Park, De Pere, WI
Project Description: Provide a brief outline of your project, describing your goals/objectives and your timeline for completion.	<p>The existing flagpole monument was built and dedicated in May 1976. The original construction was completed with concrete and stones - this area has suffered gravely due to frost heaving, cracks in the concrete have expanded due to ice, and the ground immediately around the monument has suffered burrowing animal damage over the 50 years since its original construction and dedication. This damage makes the existing flagpole monument area non-recoverable. The project is to have the City of De Pere Parks Department remove the existing monument, then Lizer Landscaping rebuild the flagpole monument with modern pavers and blocks and provide improved ground drainage under the monument (cost \$16,376.04); then have Creative Signs recreate the existing dedication plaque and year numbers with long-lasting bronze plaques (cost \$7,240.00). The timeline is: Step #1 - April 2026 - De Pere Parks Department remove existing display; Step #2 - May 2026 - Lizer landscaping rebuild the monument area; Step #3 - June 2026 (or upon completion of step #2) - install the new bronze plaques; Step #4 - July 4, 2026 - redication of the flagpole monument area on the same date that America celebrates (nationwide) our 250th Birthday as a nation.</p>
Measurable Objectives: How will your goals and objectives be achieved? What benefits will citizens of the City of De Pere gain from this project?	<p>Note: this project has been approved by the City of De Pere Board of Parks Commissioners at their November 20, 2025 meeting as recorded in their meeting minutes and in the November 28, 2025 edition of the Press Times (page 8).</p> <p>The goals will be achieved through city-wide appeals for donations. The City of De Pere will benefit from this project by improving Bicentennial Park in time for America's 250th nation-wide birthday celebration.</p>

Itemization of Anticipated Expenses:
Provide cost estimates associated with the project (award amount not to exceed \$600 even if total project costs are higher). Describe all materials that will need to be purchased for the project.

Lizer Landscaping rebuild the flagpole monument with modern pavers and blocks and provide improved ground drainage under the monument (cost \$16,376.04); and
Creative Signs recreate the existing dedication plaque and year number plaques with long-lasting bronze plaques (cost \$7,240.00)

If you have any photos/sketches or other documentation that you would like to include with your application, please upload them now.

1 - VFW Post 2113 - Bicentennial Park - existing park display (2).pdf
2 - VFW Post 2113 - Bicentennial Park - refreshing park plan.pdf
3 - VFW Post 2113 - Bicentennial Park - new plaques plan.pdf

By checking this box I acknowledge that, if selected, my project will adhere to the program as outlined above. No grant funds shall be spent in a fashion outside the scope of the project. No grant funds may be used for alcohol, drugs, or any behavior or activity which is contrary to local ordinances, state statutes, or federal law.

I agree

Submission Date 11/29/2025

Signature Data

First Name: Randy
Last Name: Hansen
Email Address: rdhansen@mindspring.com

Randy Hansen

Signed at: November 29, 2025 2:03pm America/Chicago

User's Session Information IP Address: 67.44.160.55
Referrer URL:







Re: Re: De Pere VFW Post 2113's potential De Pere Bicentennial Park project

From: Randy Hill Jr <randy@lizer.net>
To: R - D <rdhansen@mindspring.com>, Brad Augustian <brad@lizer.net>
Cc: VFW Post 2113 - Pat & Linda Moran <pmoran3147@gmail.com>
Subject: Re: Re: De Pere VFW Post 2113's potential De Pere Bicentennial Park project
Date: Oct 6, 2025 10:49 AM
Attachments: [image.png](#) [image.png](#) [image.png](#) [image.png](#) [image.png](#) [image.png](#) [Outlook-i5wvkfh3](#) [Outlook-3i1hpxds.png](#) [Bicentennial Estimate 10-6.pdf](#)
[Bicentennial Park 3D 10-6.pdf](#) [Bicentennial Park Overview 10-6.pdf](#)

Hi Randy,

Here are the updated viewports for the project without the plantings. Please let me know if there are any other changes needed.

We appreciate your time and service and would like to offer 10% off the Total Project Estimate for the project. The total after would be \$16,376.04.

Thank you,

Kindly review us at <https://hibu.us/e4ci>

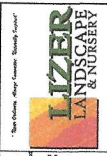
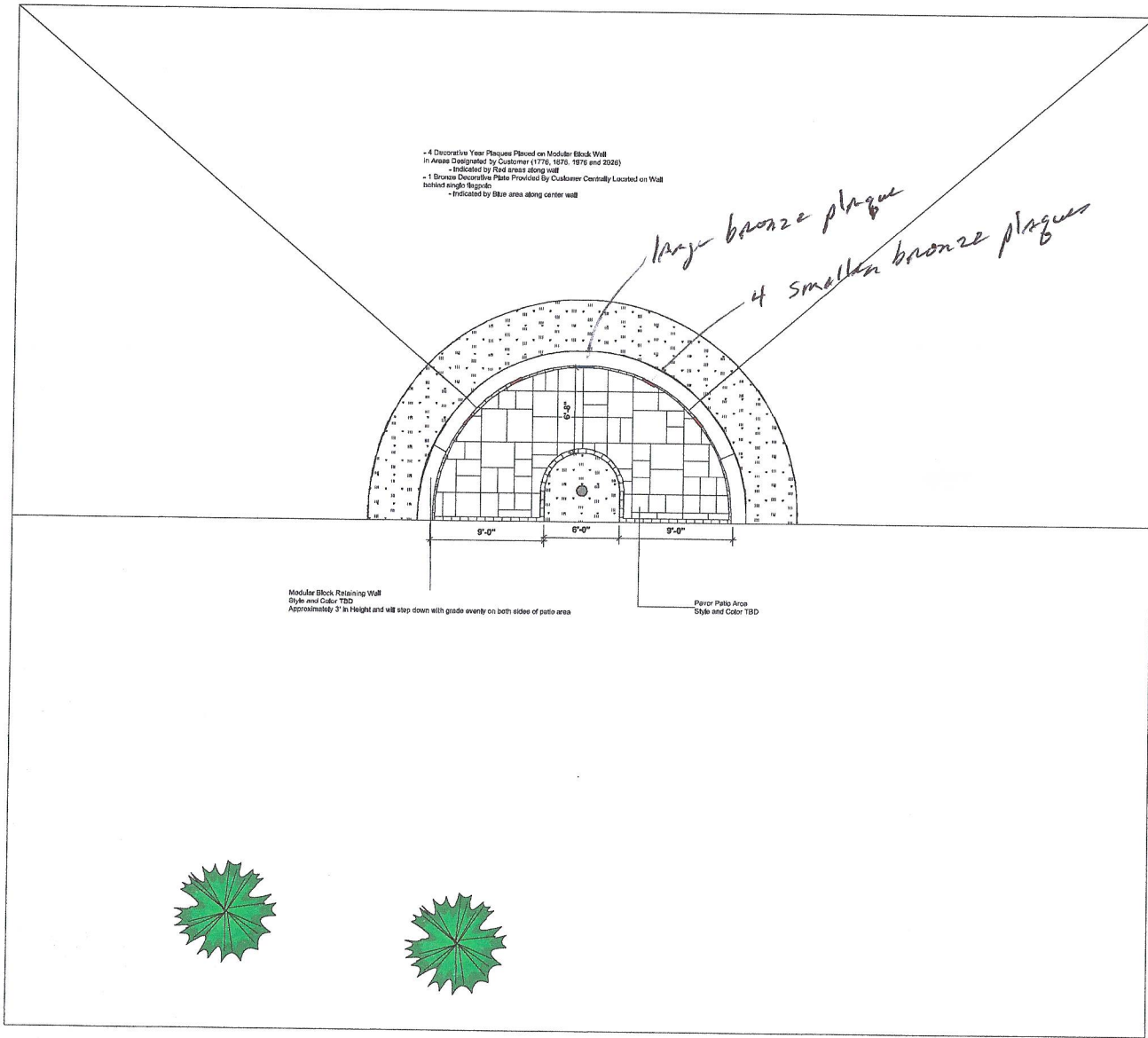
Randy Hill

Cell (920)471-6352



Lizer Landscape and Nursery
2034 Bellevue St
Green Bay, WI 54311
Office: (920)468-1813

*+ \$3,500
of Lizer does the
removal/disposal
of the old stone
area.*



Lizer Landscape & Nursery
 2034 Bellevue Street
 Green Bay, WI
 54903-1010

Project: Bicentennial Park
 Drawing: Landscape Concept
 Date: 8/26/2025

Rev. No.	Date	Description

Project Name: Bicentennial Park
 Drawing Title: Landscape Concept

Category	Item	Quantity	Unit
Planting			

Scale: 1/8" = 1'
 Sheet: 1 of 2



2034 BELLEVUE STREET
 GREEN BAY, WISCONSIN, 54311-5620
 920-468-1813
<http://www.lizerlandscape.com>

PROJECT NUMBER:

HILL2025-RANDY HANSEN44440

Bicentennial Project

PROJECT BID DATE: September 2, 2025
PLAN DATE: September 2, 2025
LAST REVISION: October 6, 2025
PROJECT DESIGNER: Hill
ESTIMATOR INITIALS: RMH
REVIEWED BY:
CLIENT: Randy Hansen
 Bicentennial Park De Pere
PROJECT ADDRESS: 615 Main Avenue
 De Pere, WI
PRIMARY PHONE NUMBER: 920-639-6996

MAILING ADDRESS:

PURCHASE ORDER NUMBER:

RANDY HANSEN44440

LANDSCAPE SERVICES SPREADSHEET

LAWN INSTALLATION SPECIFICATIONS

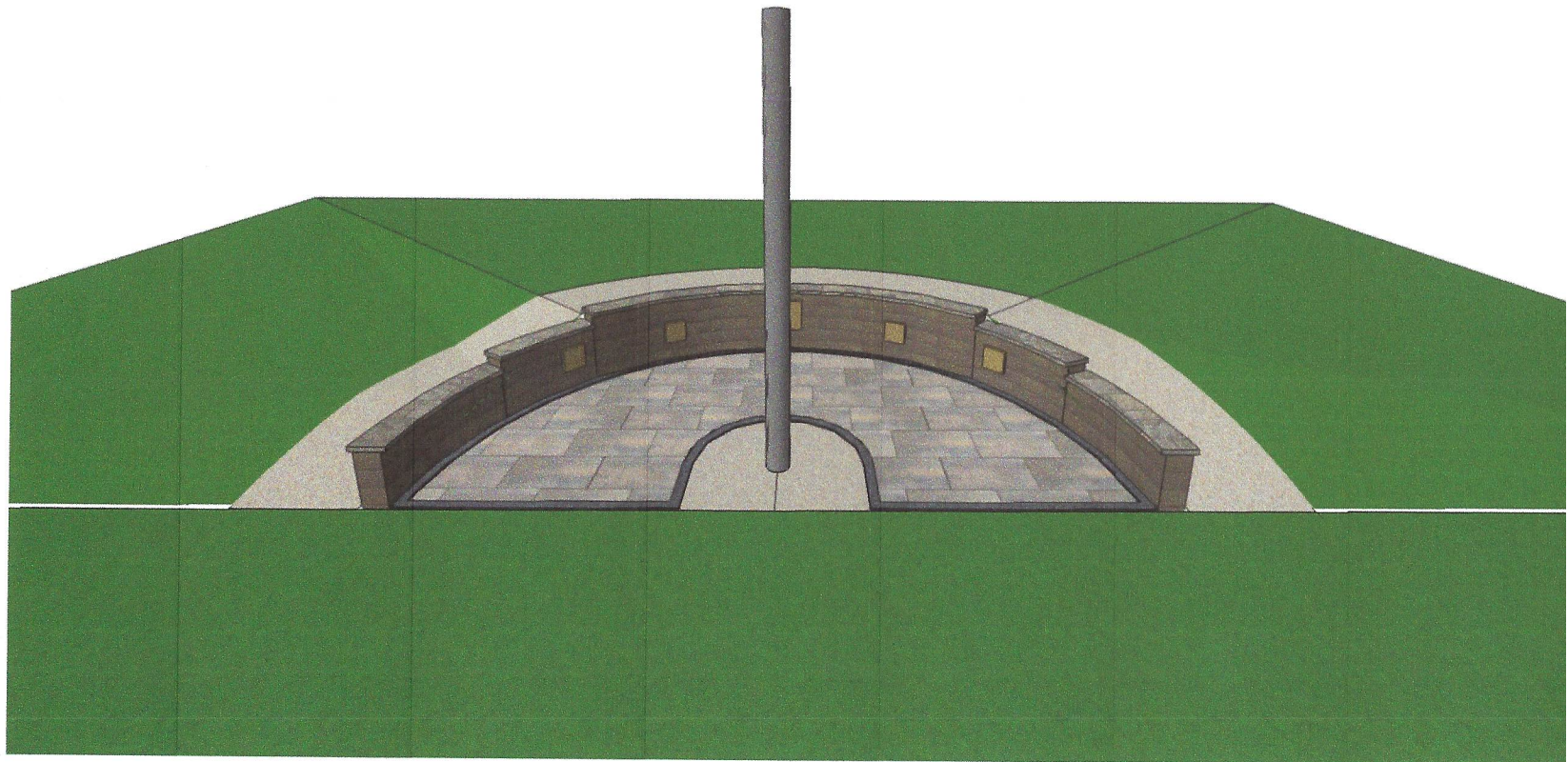
KEY	SQ.FT.	LBS.	TYPE	PRODUCT INSTALLATION SPECIFICATION	SURFACE AREA INSTALLATION
POPR	2000.0	20	MSD-	Landscaper 40 - Poa pretensis Blend @ a rate of 10# per 1000 sq. ft.	2,001 -4,000 square feet

EDGING SPECIFICATIONS

	LN.FT.	QTY.	SQ. FT.	TYPE OF EDGING	PRODUCT SPECIFICATION
BLACK	70	4	N/A	1" Beaded Poly Edging (20")	Valley View - Ace of Diamond

MULCH SPECIFICATIONS

INCHES	TONS	CU.YD.	SQ. FT.	TYPE OF MULCH	SURFACE AREA TREATMENT
2-3	4.50	3.0	300	American Heritage Stone - 1"-1/2"	2-3 Inch Average Depth
	ROLLS		SURFACE		
STAPLES	NEEDED	TOTAL SQ.FT.	SQ.FT.	GEO/TEXTILES	
		330.0	300	Typar Fabric Weed Barrier (6'x 300' roll)	Reinders



Quote No. 106097

October 16, 2025

Page 1 of 2



Accounts VFW Post 2113

Reference Flag Pole Plaques- Bicentennial Park

Bill to

VFW Post 2113
 Randy Hansen
 De Pere Community Center 600 Grant St, De
 Pere, WI
 600 Grant St
 De Pere, WI 54115
 US
 T: 920-639-6996 (Randy)
 Email: rdhansen@mindspring.com

Ship to

VFW Post 2113
 Randy Hansen
 De Pere Community Center 600 Grant
 St, De Pere, WI
 600 Grant St
 De Pere, WI 54115
 US
 T: 920-639-6996 (Randy)
 Email: rdhansen@mindspring.com

Valid Until	11/15/2025	Revision Date	10/16/2025	Lead Time	2 - 3 weeks	SR	Bailey Schulte
F.O.B.	N/A	Revision No		Ship Method	Install	PM	Bailey Schulte
Terms	Down Payment Required						

No.	Item	Description	Qty	UOM	Unit Price	Extension
1.	Bronze Plaques	1) Large 18" Plaque:\$ 2165 4) Small 12" Plaques:\$4025	1	Set	6,190.00	6,190.00
2.	Installation - Exterior	Installation of plaques	1	Each	1,050.00	1,050.00

The Quote amount may NOT include sales tax, permits, obtainment fees, parking, warning lights, engineering, primary wiring, or final electrical connection unless specifically stated. Engineering cost if required to be paid by customer. Unforeseen/difficult digging conditions will be billed to customer. If pre wiring is required additional charges may apply. All signs are wired at 120 volts unless otherwise specified in writing.

Subtotal 7,240.00

Payment Terms: 75% down payment is required, balance due upon completion. 1.5% interest on all balances over 30 days. Client agrees to reimburse Creative Sign Co. for the reasonable attorney's fees, costs, and necessary disbursements incurred by Creative Sign Co. to collect any amount client fails to pay to Creative Sign Co. Credit Cards are accepted and a 3% convenience fee will be charged for all credit card transactions.

Sign project will be placed into production after receipt of all the following: 1) Signed proposal acceptance, 2) signed drawing approval, 3) down payment, and 4) permit approval, if required. Approximately one week after receipt of these requirements, an estimated completion date will be communicated to the Client. No project will be started until down payment has been received, unless prior arrangements have been made. All material is guaranteed to be as specified. Two year warranty on all parts and labor on new signs excluding lamps on electric signs. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications will be executed only upon written change order(s), and will become an extra charge, to be paid by the Client, over and above the proposal amount. All agreements contingent upon strikes, accidents or delays beyond our control. Final price of sign may increase due to site conditions, sizing requirements, and attachment method based on the field survey size taken prior to production upon sale of signage. Failure to tender final payment on due date may void guarantee. Our workers are fully covered by Worker's Compensation Insurance. All attorney and court fees to be paid by buyer if this is disputed in a court of law.

This proposal does not become effective until signed and dated by Creative Sign Co. and may be withdrawn if not accepted within thirty (30) days. The prices, specifications, terms, and conditions contained herein are

continued on next page

Quote No. 106097

October 16, 2025

Page 2 of 2



Accounts VFW Post 2113

Reference Flag Pole Plaques- Bicentennial Park

satisfactory and are hereby accepted. Creative Sign Co. is authorized to do the work as specified. Payment will be made in accordance with the terms above.

Sales Tax (0 %)	0.00
Total (USD)	7,240.00

Quote Valid Until: November 15, 2025

By signing below, I approve and authorize this quote and acknowledge that I have read and agree to the attached terms and conditions.

Submitted by _____ Date _____ Approved by _____ Date _____

 Print Name _____



Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: Engineering
FROM: Eric Rakers, City Engineer
SUBJECT: Recommendation from the Board of Public Works on City Engineer parking and traffic recommendations.
RECOMMENDED ACTION: Motion to approve.

The Board of Public Works voted unanimously at its December 8, 2026 meeting to recommend approval.
Upon approval by the Common Council, the Law Department will bring forward a formal ordinance incorporating these changes at a future meeting.

ATTACHMENTS:
2025 1208-CI-BOPW-PTTeam-Recommendations (1)

CITY OF DE PERE

Public Works Department



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

City Engineer Parking and Traffic Recommendations November 5, 2025, Meeting

Parking and Parking Lot Items:

- Consider parking restrictions on Scheuring Road at Patriot Way.
 - There is currently a “No Parking” area from Patriot Way to 90’ east.
 - Based on staff observations, the issue is related to parent drop-off and pickup in the No Parking area. Parents are allowed to stop in a No Parking zone if they remain in their vehicle.
 - If approved by the Board, staff will need to obtain approval from Brown County.

Recommendation:

- Staff recommends changing the “No Parking” to “No Standing, Stopping or Parking Between Signs”. This prohibits vehicles from stopping in this area.

No Parking

Delete:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>Scheuring Road</i>	<i>S</i>	<i>Patriot Way</i>	<i>90/E</i>

No Standing, Stopping or Parking Between Signs

Insert:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>Scheuring Road</i>	<i>S</i>	<i>Patriot Way</i>	<i>90/E</i>

- Consider parking restrictions on Martin Street at hammerhead.
 - The hammerhead was constructed this year for vehicles to turnaround, particularly city trucks which use to back out of Martin Street.
 - Cars are parking in the hammerhead.

Recommendation:

- Staff recommends “No Parking” in the hammerhead as follows:

No Parking

Insert:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>Martin Street</i>	<i>E&W</i>	<i>S/End</i>	<i>30/N</i>

3. Consider parking restrictions on Washington Street at hammerhead.
 - The hammerhead was constructed this year for vehicles to turnaround, particularly city trucks which use to back out of Washinton Street.
 - Cars are parking in the hammerhead.

Recommendation:

- Staff recommends restricting parking in the hammerhead as follows:

No Parking

Insert:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>Washington Street</i>	<i>E&W</i>	<i>S/End (at Braisher Park)</i>	<i>30/N</i>

Pedestrian and Bicycle Items

4. Update ordinance for bike lanes added to American Boulevard in 2022.
 - Bike lanes were constructed on American Boulevard in 2022, however the ordinance was not updated.

Recommendation:

- Staff recommends updating the ordinance to match the constructed lane.

Bicycle Lane

Insert:

<i>Street</i>	<i>Side of Street</i>	<i>From Curbline</i>	<i>To Curbline</i>
<i>American Boulevard</i>	<i>E</i>	<i>Garroman Drive</i>	<i>2770/N</i>
<i>American Boulevard</i>	<i>W</i>	<i>Garroman Drive</i>	<i>2970/N</i>

Signs – Other

5. Review signage for wrong way drivers on American Boulevard. A resident observed several wrong way drivers going northbound in the southbound lanes.
 - Staff believes that if there is an issue, it is due to driveways that do not have a median/boulevard cut. People visiting businesses may be exiting onto American Boulevard nor realizing it is a boulevard and turning northbound into the southbound traffic.
 - Staff reviewed the number of driveways that enter from the west and do not have a median cut. Currently, 2140 American, 2150 American, 2200 American, and 2222 American Boulevard have driveways that do not have median openings. 2150 American has a sign in the median at the driveway indicating one way.

Recommendation:

- Staff recommends installing one-way signs in the median at the three driveways without a sign and median cut.



Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: Engineering
FROM: Eric Rakers, City Engineer
SUBJECT: Recommendation from the Board of Public Works on 2026 private, full-length sanitary sewer lateral reimbursement rates.
RECOMMENDED ACTION: Motion to approve.

The Board of Public Works voted unanimously at its December 8, 2026 meeting to recommend approval.

ATTACHMENTS:
2025 1208 CI_BOPW_2026 Full Length Lateral Reimbursement Rates, 2025 1208 Full Lateral Replacement Policy, 2024 0812 CI_BOPW_Lateral_Replacement, 2026 Full Length Lateral Replacement_Schedule B, 2026 Full Length Lateral Replacement_Schedule C

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: December 8, 2025

RE: **Consideration and possible action on 2026 Private, Full-Length Sanitary Sewer Lateral Reimbursement Rates***

The purpose of this item is to review the average costs for lateral relays and discuss updated reimbursement costs for lateral rehabilitation for private led projects.

Background

At the August 12, 2024 Board of Public Works Meeting, the Board reviewed the status of the full lateral replacement program, the associated costs, and potential expansion of the program for not only city led projects, where you utilities are being replaced, but for private projects where residents need to rehabilitate their sewer lateral not associated with a city project. In 2024, the cost to replace a sanitary sewer lateral via the open cut method was approximately \$3,000 to remove and replace a sanitary sewer lateral from the sewer main to the right-of-way line. Alternatively, the cost to pipe burst a 60-foot sanitary sewer lateral all the way to the home was approximately \$3,950. The cost of \$3,000 for open-cut construction was used at the maximum amount the city will fund for private led sanitary lateral rehabilitation. Part of the justification of this was that each property owner on a city-led project was receiving this benefit it the past for open cut construction. This benefit is a 50/50 match in costs between the resident and the City for those who chose to either line or pipe burst their sanitary sewer lateral from the main to their home. The City completes hard surface restoration at these private repair locations at no additional cost to the property owner.

Following the completion of the 2025 construction season, Engineering staff completed a review of pipe bursting costs as part of our utility relay and reconstruction projects to determine if the reimbursement rate remained commensurate to the rate established in 2024. To complete this review, a 3-year rolling average cost was established, similar to how storm sewer assessments are calculated on an annual basis. To start, only the 2024 and 2025 construction costs are being used as these are the only years the City has completed this work. Over the past two years, the cost to replace a sanitary sewer lateral from the sewer main to the right-of-way line increased to approximately \$3,300. The cost basis for sanitary lateral relay through open cut construction was the basis for the maximum funding amount on private led rehabilitation costs. The cost to pipe burst a 60-foot sanitary sewer lateral increased to \$4,850.

	Open Cut	Pipe Burst
Length	30 feet	60 feet
2024	\$3,000	\$3,950
2025	\$3,300	\$4,850

The increased cost for pipe bursting is mainly attributed to the increased cost of making the final connections in the home and at the sanitary sewer main. A summary of these costs are included with this memo as part of schedules B and C.

Recommendation

Due to the increased costs the City is seeing in its publicly bid projects, staff is recommending increasing the maximum reimbursement amount for private, full-length sanitary sewer lateral replacements from \$3,000 to \$3,300. The maximum \$3,300 reimbursement (50% up to a total cost of \$6,600) reflects the current price the City is paying for open-cut construction on City led projects. This amount would continue to reflect the benefit City residents see as part of our utility relay and reconstruction projects.

The updated policy with the changes shown in red is attached.

Attachments

- 2025 1208 Full Lateral Replacement Policy
- 2024 0812 CI_BOPW _Lateral_Replacement
- 2026 Full Length Lateral Replacement Schedule B
- 2026 Full Length Lateral Replacement Schedule C



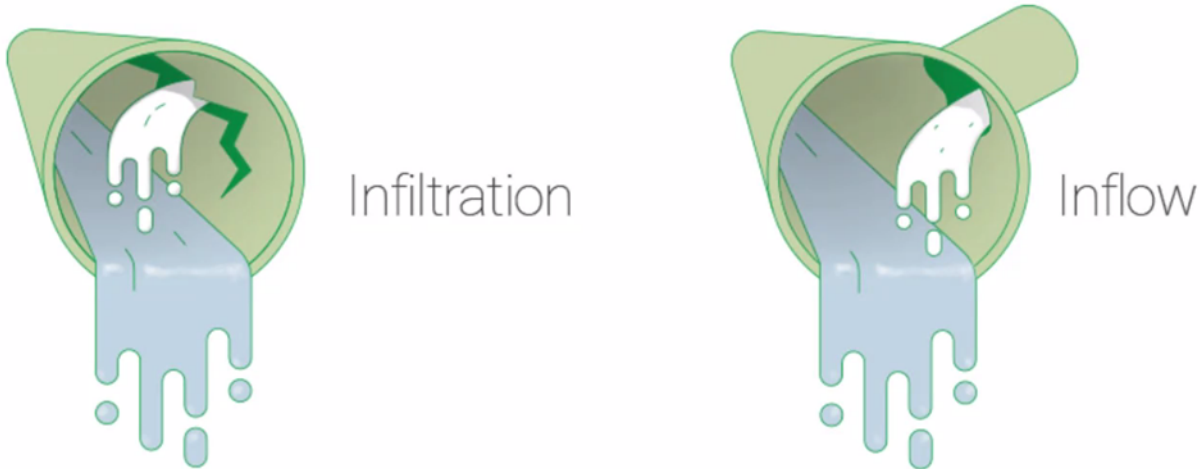
FULL LATERAL REPLACEMENT POLICY

Updated 12-8-2025

DEFINITIONS

Inflow and Infiltration (I&I)

Inflow is water that enters the sanitary sewer system only during or immediately after rainfall from direct connections. Points of entry may include connections with roof and area drains, storm drain connections, and holes in manhole covers. Infiltration is the water that enters the sanitary sewer system from the surrounding soil. Common points of entry include broken pipes and defective joints in pipes or manhole walls. A cross between infiltration and inflow is the connection of foundation drains to sanitary laterals. The highest inflow occurs because of storm events or snow melt that contribute to excessive sanitary sewer flows. The highest infiltration flows are observed following storm events as water seeps into the system through its defects.



Lateral means the extension from the public sewer or other place of disposal beginning outside the building wall (Chapter 70 of the De Pere Municipal Code). Laterals are owned by the property owner. Nothing in this policy should be construed as changing ownership of or responsibility for the lateral from the private property owners to the City.

Sanitary sewer means a sewer that carries liquid- and water-carried wastes from residences, commercial buildings, industrial plants, and institutions, together with small quantities of groundwaters, surface waters, and storm waters that are not admitted intentionally (Chapter 70 of the De Pere Municipal Code). For this policy, the term **main** means sanitary sewer also.

BACKGROUND

The City of De Pere has significant inflow and infiltration (I&I) into the sanitary sewer system. De Pere operates and maintains a sanitary sewer system which includes over 100 miles of gravity sewers and two lift stations. Studies estimate that there are approximately the same number of miles of private sewer and laterals. The City maintains the public sewer through cleaning, televising, reconstructing, lining, and sealing leaks. Private laterals are the responsibility of the private property owners and often not maintained. A significant amount of clear water is estimated to come from private laterals. For instance, as the City seals leaks around the main, the water table will increase until a point where a leak occurs on the private laterals.

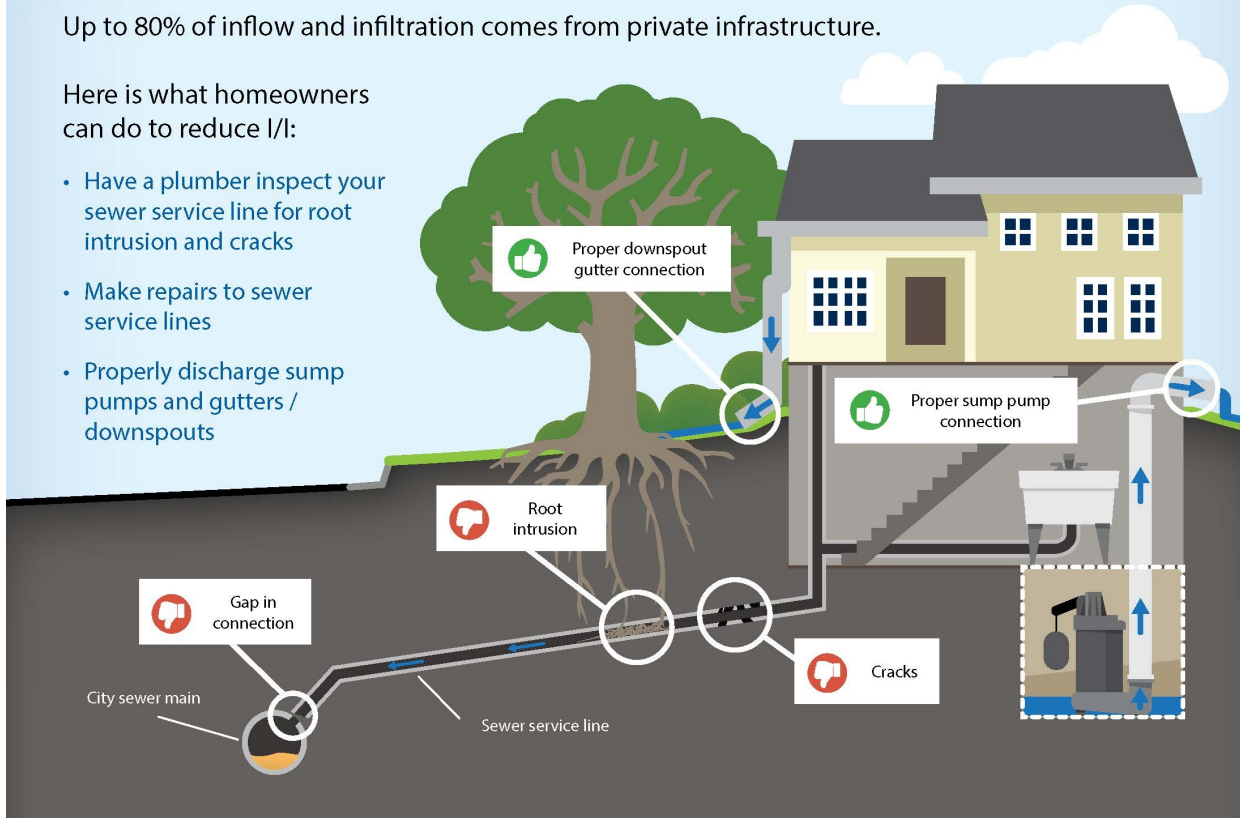
There are multiple opportunities for I&I on the private side of the sewer system. The diagram below shows multiple I&I locations including foundation drains, roof drain connections, and leaking laterals.

You can reduce inflow and infiltration

Up to 80% of inflow and infiltration comes from private infrastructure.

Here is what homeowners can do to reduce I/I:

- Have a plumber inspect your sewer service line for root intrusion and cracks
- Make repairs to sewer service lines
- Properly discharge sump pumps and gutters / downspouts



The City has taken steps to eliminate I&I from the private systems. The City has created the Foundation Drain Disconnection Program (FDDP) to provide a financial incentive for property owners to disconnect foundation drains from sanitary laterals. The FDDP was updated in 2024 to mandate sump pump installation.

The City purchased smoke testing equipment and began smoke testing the sanitary sewer system in 2024. The goal is to eliminate illicit connections such as roof drains.

One of the remaining sources of infiltration is leaking sanitary laterals. At the March 11, 2024 meeting, the Board of Public Works approved a voluntary trial program offering full length lateral replacement via a method called pipe bursting as part of City projects where sanitary laterals are being replaced to the right of way with the project.

In the past, the City has been replacing clay, concrete, ductile iron, and cast-iron sanitary sewer laterals from the sanitary sewer main, to the property line (right-of-way line) in conjunction with water service relay work. This is done by excavating down to the existing sanitary sewer lateral and physically replacing the pipe. This is considered the open cut method, as the contractor is required to open the road and dig down to the pipe needing replacement.

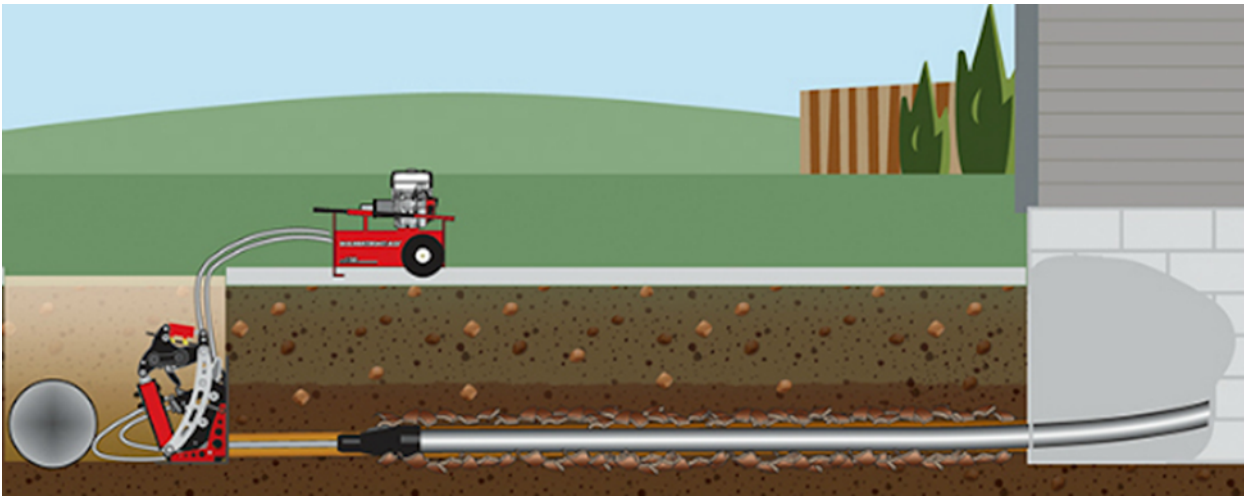
In 2024, the City led a voluntary trial program with City projects offering full lateral replacement from the main to the basement via pipe bursting. This was for utility relay projects where the sanitary laterals were scheduled to be relayed. This was fully funded by the City. The benefit to the City is that the lateral is completely replaced with plastic to minimize infiltration. The benefit to the property owner is a new lateral.

DISCUSSION

The purpose of this policy is to implement a full lateral replacement program to address I&I. The goal is to provide an incentive for property owners with clay, concrete, ductile iron, or cast-iron laterals to repair their entire lateral with trenchless technologies versus completing just spot repairs.

There are two trenchless technologies included for reimbursement with the program; pipe bursting or lateral lining.

Pipe bursting is a technique of breaking the existing lateral while pulling a new pipe through the existing lateral. There are two excavations required, one in the basement floor and the other at the sanitary sewer main. Once completed, there is a new plastic pipe from the sewer main into the basement.



Sewer lateral lining involves injecting an epoxy resin into liner that is inserted into the damaged pipe. The liner is cured with heat or light to make it hard. While the pipe diameter is reduced slightly, the capacity of the lateral is not reduced due to the smooth interior of lined lateral.



The program will be divided into two parts as follows:

- Lateral replacement as part of a City project where partial lateral relay is planned through open-cut construction.
- Private lateral relay for property owners considering a sanitary lateral replacement outside of a City project.

City Led Projects

For City projects, the program will be on a voluntary basis. Funding will be 100% like the 2024 trial program. The City will bid pipe bursting with the City project. Work will be completed by the City contractor. Funding will be for the pipe bursting, connecting the sanitary lateral at the main, and concrete restoration in the basement. In addition to this, the City will install a sump basin if it is found through pre-televising that the foundation drain is directly connected to the sanitary lateral. The property owner will be responsible for the sump pump and pump piping costs. The property owner will be eligible for partial funding of the sump pump and piping costs through the Foundation Drain Disconnection Program. Restoration of the concrete floor will be completed by the City. The cost to restore finished basements (walls, floors, finishes, etc) along with other items such as backflow preventers, basement piping and plumbing are not eligible for reimbursement.

If a property owner opts to participate in the full-length lateral replacement program as part of a City led project, and the Contractor determines that it is infeasible to complete the pipe bursting into the basement as part of the project, the homeowner will then be given the option to pipe burst their sanitary lateral to the home foundation and excavate outside of the dwelling. It will be the homeowner's responsibility to replace any landscaping removed to accommodate pipe bursting from outside of the home. This option will not be provided to those property owners that are able to pipe burst into the basement.

Private Lateral Replacements

There are many situations where private laterals require repair outside of a City project. The pilot program only included full lateral replacement associated with a City project. The program will be expanded to include lateral relay outside of City project along with expanding the options for trenchless construction techniques. The City will provide an incentive up to 50% for full lateral replacement through pipe bursting or sewer lining. Laterals relayed outside of a City project, will be led by the property owner. The property owner will be responsible to hire a contractor to complete the work. Property owners will be eligible for up to a 50% reimbursement, up to \$3,300 (\$6,600 project cost). Eligible expenses will include the cost to pipe burst or line, replace the concrete floor in the basement, landscape restoration and permits. The cost to restore finished basements (walls, floors, finishes, etc) along with other items such as backflow preventers, basement piping and plumbing are not eligible for reimbursement.

In addition to pipe bursting, the project would add the option of sanitary lateral lining. Lining in sanitary sewer laterals is similar to sanitary sewer main lining completed by the City. Under this situation, the sewer is cleaned, a pipe liner is inserted into the pipe and cured. Like pipe bursting, sanitary sewer lateral lining would be eligible for 50% reimbursement by the City and the entire lateral, from the sanitary sewer main out in the road to the basement would need to be lined.

To further encourage residents to participate, the City may consider completing any hard surface repairs (roadway, curb or sidewalk) as part of its annual capital improvement program at no cost to the homeowner. These hard surface restoration costs would then be funded using the same funds allocated to complete full-length sanitary sewer replacements.

The program for private lateral replacements would be run like the Foundation Drain Disconnection Program (FDDP) with the property owner hiring a contractor to complete the work and then submitting eligible expenses for the City to reimburse. For a program like this, staff will need to work closely with the property owner to review preconstruction and post-construction televising to verify the work has been completed properly.

Other Considerations

Properties will be eligible for lateral relay or lining with City participation once. City staff will maintain a list of properties with partial and full lateral relays starting with full lateral relays completed as part of the City's 2024 construction projects.

Existing full length PVC laterals will not be eligible. For partial lateral relays that were completed by the City prior to 2025, the City will participate in the private lateral relay from the right of way to the house, like the policy identified above.

Starting in 2025, for City projects with sanitary lateral relay work, a property owner will only be eligible for the full lateral relay using pipe bursting at the time of the project. If the property owner chooses not to participate in pipe bursting and the City relays the sanitary lateral to the right of way as part of the project, this property will not be eligible for City participation in the future. For these properties, the City will have already paid to have half the lateral relayed as part of the City project, which equates to the 50% funding that the City provides in the Private Lateral Relay portion of this policy.

POLICY

City Led Projects.

- 100% funding of eligible expenses. Eligible expenses include the cost for pipe bursting/lining. Repairing the concrete floor. The cost to restore finished basements (walls, floors, finishes, etc) along with other items such as backflow preventers, basement piping and plumbing are not eligible for reimbursement.
- Sump basin installation will be completed by the City if it is found through pre-televising that the foundation drain is directly connected to the sanitary lateral. The property owner will be responsible for the sump pump and pump piping costs. Sump pump and pump piping costs are eligible for partial funding through the Foundation Drain Disconnection Program.
- All property owners will be notified of the program and given the option to voluntarily participate.
- Costs for this part of the program will be included with the capital costs for the projects.

Private Lateral Replacement.

- The entire length of the lateral is replaced by the property owner with a City approved method, which at this time is pipe bursting or lining.
- Property owners will need to contact the City and obtain permits prior to commencing the work.
- 50% funding of eligible expenses up with a maximum reimbursement of **\$3,300 (\$6,600 project)**. Eligible expenses include the cost for pipe bursting/lining. Repairing the concrete floor. The cost to restore finished basements (walls, floors, finishes, etc) along with other items such as backflow preventers, basement piping and plumbing are not eligible for reimbursement. **The updated maximum reimbursement amount of \$3,300 will be for work occurring after January 1, 2026.**
- A Street Excavation Permit is required but will be treated as an emergency repair with no charge.
- Backfilling within City right of way shall be completed under the supervision of City staff.

- The City will complete asphaltic concrete pavement restoration at no cost to the property owner.
- Post construction televising will be required.
- The City will set aside a set amount of funds for the private led lateral replacement. Once the funds are exhausted for the year, property owners will need to wait until the next year to be reimbursed. Invoices will be submitted within six months of completing the work.

Other Items

Eligibility is as follows:

- Starting in 2025, for City led projects, a property owner will only be eligible for the full lateral relay using pipe bursting at the time of the project. If the City relays the sanitary lateral to the right of way as part of the project and the property owner does not participate in pipe bursting, this property will not be eligible for City participation in the future.
- For partial lateral relays that were completed by the City with a City project prior to 2025, the City will participate in the private lateral relay from the right of way to the house.
- A property is only eligible for the 50% cost share once.
- Existing clay, concrete, cast iron, or ductile iron laterals are eligible.

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Members of the Board of Public Works
From: Eric P. Rakers, P.E., City Engineer
Date: August 12, 2024

RE: Discussion on Full Sanitary Lateral Replacement Program

Staff has been investigating options for incorporating full lateral relay in the City to address inflow and infiltration in the City sanitary sewer system. Earlier this year, the Board and Council approved a test program for full lateral relay through pipe bursting on Project 24-01, Utility Relay and Street Resurfacing and Project 24-02, Ridgeway Drive Rehabilitation. This program is a voluntary program with the City paying 100% of the lateral relay, via pipe bursting, from the sewer main into the house.

The purpose for this item is to continue the discussion regarding a potential full lateral relay pilot program using a technique called pipe bursting and take possible action on the program.

Background

The City of De Pere has significant inflow and infiltration (I&I) into the sanitary sewer system. De Pere operates and maintains a sanitary sewer system which includes over 100 miles of gravity sewers and two lift stations. Studies estimate that there are approximately the same number of miles of private sewer and laterals. The City maintains the public sewer through cleaning, televising, reconstructing, lining, and sealing leaks. Private laterals are the responsibility of the private property owners and often not maintained. A significant amount of clear water is estimated to come from private laterals. For instance, as the City seals leaks around the main, the water table will increase until a point where a leak occurs on the private laterals.

At the March 11, 2024 meeting, the Board approved a voluntary test program offering full lateral replacement through pipe bursting as part of City projects where sanitary laterals are being replaced to the right of way as part of the project.

In the past, the City has been replacing clay and concrete sanitary sewer laterals from the sanitary sewer main, to the property line (right-of-way line) in conjunction with water service relay work. This is done by excavating down to the existing sanitary sewer lateral and physically replacing the pipe. This is considered the open cut method, as the contractor is required to open the road and dig down to the pipe needing replacement. Under the voluntary program, the resident provides access to the basement, and the City replaces the pipe through pipe bursting from the main to the foundation. It costs less per foot than open cut construction, but a little more to the City because of the length of replacement. The

benefit to the City is that the lateral is completely replaced with plastic to minimize infiltration. The benefit to the property owner is a new lateral.

For a road with 60-foot right-of-way, the cost to replace a sanitary sewer lateral in 2024 via this open cut method is \$3,004 as shown on Table 1.

Table 1 - Sanitary Sewer Lateral Cost for Replacement via the Open Cut Method

Item Description	Unit	Quantity	Unit Price	Total
Remove and Replace 4" or 6" PVC Sanitary Sewer Lateral	LF	30	\$88.00	\$2,640.00
Provide 4" or 6" Saddle	EA	1	\$364.00	\$364.00
			Total	\$3,004.00

Most of the cost for open cut replacement of a sanitary lateral is in the actual pipe and excavation costs. This cost is anticipated to get as high as \$8,460.00 for properties with longer sanitary sewer lines like homes located at cul-de-sacs or near the upstream, dead end of a sanitary sewer mainline.

As part of the bid for Project 24-01 Sewer and Water Relay and Street Resurfacing, Engineering Staff solicited unit prices for the replacement of sanitary laterals utilizing pipe bursting. For a similar property located on a road with 60-foot right-of-way, the cost for sanitary lateral replacement using the pipe burst method ranges from \$3,900 to \$4,700. In this instance the home is usually set back from the right-of-way line another 25-feet and another 5-feet of pipe length is assumed to enter the basement to relay the full-length of the sanitary sewer lateral. A breakdown of the anticipated pipe bursting costs is shown on Table 2.

Table 2 - Sanitary Sewer Lateral Cost for Replacement via Pipe Bursting

Item Description	Unit	Quantity	Unit Price	Total
Pipe Burst 6" or 4" HDPE Sanitary Lateral	LF	60	\$10.00	\$600.00
Provide Pipe Burst Connections (Home and Sanitary Sewer Main)	EA	1	\$3,060.00	\$3,060.00
Pipe Burst Pipe Acceptance and Televising	EA	1	\$278.00	\$278.00
			Total	\$3,938.00

In the ideal situation shown in Table 2, the cost to pipe burst a sanitary sewer lateral is approximately \$1,000 more per property when compared to open cutting the road to replace the sanitary sewer lateral. There is some variability in this cost as every home on a street is set back a little differently from their neighbor. However, pipe bursting sees its largest savings when long sanitary sewer laterals, like those for homes on the head of cul-de-sacs, are replaced. An extra 60 feet of pipe length only results in a \$600 increase when pipe bursting methods are employed. If the contractor were to open cut this distance, the cost would increase by over \$5,000.

There are 53 homes under Project 24-01 and another 31 under Project 24-02 that are scheduled for sanitary sewer lateral replacement in the right of way. Of these 84 total properties, 46 have volunteered to participate in the full-length sanitary sewer lateral relay program: 36 of 53 (67.92%)

homes on Project 24-01 and 10 of 31 (32.25%) properties on Project 24-02. A summary of the properties volunteering to complete a full-length sanitary sewer lateral relay is as follows:

Parcel	Address	Project	Parcel	Address	Project
ED-1423-12	711 Bomier St	24-01	ED-371-G-21	822 Virginia	24-01
ED-1423-16	807 Bomier St	24-01	ED-371-G-22	826 Virginia Dr	24-01
ED-1423-17	813 Bomier	24-01	ED-371-G-23	904-906 S Erie St	24-01
ED-1423-18	819-821 Bomier Street	24-01	ED-371-G-26	824 S Superior Street	24-01
ED-1423-22	814 Bomier St	24-01	ED-371-G-28	834-836 S Superior Street	24-01
ED-1423-23	808 Bomier St	24-01	ED-371-G-5	727 Virginia Dr	24-01
ED-1423-26	722 Bomier St	24-01	ED-371-G-6	801 Virginia Dr	24-01
ED-1423-27	716 Bomier Street	24-01	ED-371-G-7	807 Virginia Dr	24-01
ED-1423-28	710 Bomier St	24-01	ED-371-G-8	815 Virginia Dr	24-01
ED-1423-8	715 S Superior St	24-01	ED-371-G-9	819 Virginia Dr	24-01
ED-1424	700 S Superior St	24-01	WD-104	506 Butler	24-01
ED-1471	1002 S Erie Street	24-01	WD-859-1	545 Butler	24-01
ED-1471-2	830 Cook Street	24-01	WD-860	403 S. Sixth St	24-01
ED-1471-2-D	800 Cook Street	24-01	ED-35-2	840-842 Smits	24-02
ED-371-G-1	815-817 S. Superior St	24-01	ED-35-3	816-818 Smits St	24-02
ED-371-G-10	825 Virginia Drive	24-01	ED-35-8	850-852 Smits	24-02
ED-371-G-13	901-903 S Superior St	24-01	ED-582-74	817-819 Smits	24-02
ED-371-G-14	714 Virginia Dr	24-01	ED-582-77	829-831 Smits	24-02
ED-371-G-17	802 Virginia	24-01	ED-582-83	853 Smits St	24-02
ED-371-G-18	806 Virginia Dr	24-01	ED-714-N-15	1712 Ridgeway	24-02
ED-371-G-19	814 Virginia Drive	24-01	ED-714-N-4	809 Smits	24-02
ED-371-G-2	709 Virginia Dr	24-01	ED-714-N-7	808-810 Smits St	24-02
ED-371-G-20	818 Virginia	24-01	ED-582-74	817-819 Smits	24-02

Discussion

The goal of the program is to provide an incentive for property owners to repair their entire lateral with pipe bursting as part of City projects where sanitary lateral repairs are being completed. Staff would like to continue offering this voluntary option in 2025 for City projects and expand the project for lateral repairs completed privately outside of a City project.

For City projects, the program would be on a voluntary basis. Funding would be 100% like 2024.

There are many situations where private laterals require repair outside of a City project. Several property owners recently have taken the initiative to complete full lateral relay through pipe bursting. Expanding the program for lateral repairs around the City would provide an incentive for property owners to consider full lateral repairs. A 50% funding match would be offered by the City for full lateral repairs not associated with a City project. The lateral repair will need to be from the main to the basement.

In addition to pipe bursting, the project would add the option of sanitary lateral lining. Lining in sanitary sewer laterals is similar to sanitary sewer main lining completed by the City. Under this situation, the

sewer is cleaned, a pipe liner is inserted into the pipe, and cured. Similar to pipe bursting, sanitary sewer lateral lining would be eligible for 50% reimbursement by the City and the entire lateral, from the sanitary sewer main out in the road to the basement would need to be lined. To further encourage residents to participate, the City may consider completing any hard surface repairs (roadway, curb or sidewalk) as part of its annual capital improvement program at no cost to the homeowner. These hard surface restoration costs would then be funded using the same funds allocated to complete full-length sanitary sewer replacements.

The program on the private lateral would be run like the Foundation Drain Disconnection Program (FDDP) with the property owner hiring a contractor to complete the work and then submitting eligible expenses for the City to reimburse. For a program like this, staff will need to work closely with the property owner to review preconstruction and post-construction televising to verify the work has been completed properly.

For full lateral replacement as part of a project, additional funding will be included with the project. For replacement outside of a project, staff would recommend starting with \$100,000 match funds in 2025. If funds are used in a given calendar year, a waiting list will be established for the following year. This is similar to how the FDDP is being run.

Staff is requesting input from the Board to continue the program. If the Board is interested, a draft policy will be created and brought back for action with the intent that the program would become effective January 1, 2025.

Schedule B
2026 Full-Length Sanitary Sewer Lateral Replacement Cost Evaluation
Summary Based on 2024-2025 Utility Relay and Reconstruction Projects
City of De Pere
October 22, 2025

Lateral Cost

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total
24-01	SS-11	Pipe Burst 6" or 4" HDPE Sanitary Lateral	LF	1,823.5	\$10.00	\$ 18,235.00
25-01	SS-09	Pipe Burst Sanitary Sewer Lateral	LF	987.5	\$10.30	\$ 10,171.25
25-02	SS-09	Pipe Burst Sanitary Sewer Lateral	LF	586.0	\$10.00	\$ 5,860.00
				Total	3,397.0	\$ 34,266.25
				Total Cost Per Foot		\$ 10.09
				Average Lateral Length (FT)		62.91
				Average Lateral Cost Per Resident		\$ 634.56

Lateral Connections

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total
24-01	SS-12	Provide Pipe Burst Connections (Home and Sanitary Sewer Main)	EA	28	\$3,060.00	\$ 85,680.00
25-01	SS-10	Provide Pipe Burst Connections	EA	17	\$4,850.00	\$ 82,450.00
25-02	SS-10	Provide Pipe Burst Connections	EA	9	\$4,900.00	\$ 44,100.00
				Total	54	\$ 212,230.00
				Average Cost Per Connection		\$ 3,930.19

Schedule B
2026 Full-Length Sanitary Sewer Lateral Replacement Cost Evaluation
Summary Based on 2024-2025 Utility Relay and Reconstruction Projects
City of De Pere
October 22, 2025

Pre and Post-Televising

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total
24-01	SS-14	Pipe Burst Pipe Acceptance and Televising	EA	28	\$278.00	\$ 7,784.00
25-01	SS-13	Provide Pipe Burst Pre Televising	EA	17	\$155.00	\$ 2,635.00
25-01	SS-14	Provide Pipe Burst Post Televising	EA	17	\$155.00	\$ 2,635.00
25-02	SS-13	Provide Pipe Burst Pre Televising	EA	9	\$153.00	\$ 1,377.00
25-02	SS-14	Provide Pipe Burst Post Televising	EA	9	\$153.00	\$ 1,377.00
Total				54		\$ 15,808.00
Average Cost Per Televising and Acceptance						\$ 292.74

Schedule B
2026 Full-Length Sanitary Sewer Lateral Replacement Cost Evaluation
Summary Based on 2024-2025 Utility Relay and Reconstruction Projects
City of De Pere
October 22, 2025

Open Cut Comparison - Lateral Cost

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total
24-01	SS-01	Remove and Relay 6" or 4" PVC Sanitary Lateral	LF	30.0	\$88.00	\$ 2,640.00
25-01	SS-03	Remove and Relay 6" or 4" PVC Sanitary Sewer Lateral	LF	30.0	\$89.00	\$ 2,670.00
25-02	SS-04	Remove and Relay 6" or 4" PVC Sanitary Lateral	LF	30.0	\$105.25	\$ 3,157.50
				Total	90.0	\$ 8,467.50
				Total Cost Per Foot		\$ 94.08
				Average Lateral Cost Per Resident		\$ 2,822.50

Open Cut Comparison - Lateral Connections

Project	Bid Item	Bid Item Description	Unit	Quantity	Cost	Total
24-01	SS-02	Provide 6" or 4" Saddle to Existing Sanitary Sewer	EA	1	\$364.00	\$ 364.00
25-01	SS-07	Provide 6" or 4" Saddle to Existing Sanitary Sewer	EA	1	\$200.00	\$ 200.00
25-02	SS-07	Provide 6" or 4" Saddle to Existing Sanitary Sewer	EA	1	\$890.00	\$ 890.00
				Total	3	\$ 1,454.00
				Average Cost Per Connection		\$ 484.67



Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: Finance
FROM: Pamela Manley, Finance Director
SUBJECT: Consideration and possible action on updates to the Tax Refund Intercept Program (TRIP) agreements with the Wisconsin Department of Revenue.
RECOMMENDED ACTION: Motion to approve.

Municipal Court uses the TRIP program to aid in the collection of fines owed to the court. Changes and updates to the TRIP publication and agreement include:

- Updated publications for plain language
- Debts can be no older than 20 years from the origination/assessment date
- Circuit and Municipal courts must now use Publication 238, Refund Interception Guide for State Agencies
- Circuit and Municipal courts must update the timing of their Notice of Intent to Certify Debt to a minimum of 30 days before certification of the debt to TRIP
- Debts will be returned that have no setoff activity for 10 years
- Agreement renewal is now required every 5 years

ATTACHMENTS:

TRIP Publication 218 Renewal, TRIP Publication 238 State Renewal

Wisconsin Department of

Revenue

Refund Interception Guide for Counties and Municipalities

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General Information

The Tax Refund Interception Program (TRIP) assists local government agencies in Wisconsin with debt collection. TRIP enrolled agencies have the Department of Revenue (DOR) intercept, or setoff, taxpayer refunds against qualifying debts, as defined by state law (sec. 71.93, Wis. Stats.). The debtor pays a service fee per refund setoff. This guide explains the program requirements.

Debts certified to us for setoff must be:

- Owed to a county or municipality
- At least \$20
- Less than 20 years old from the origination/assessment date

Debts certified to us must contain the following information:

- Legal name
- Identification number
 - Social Security number (SSN),
 - Driver license number (DLN), or
 - Federal employer identification number (FEIN)

Qualified Debts

Debts that may be certified for collection include:

- Fines, fees, and forfeitures of at least \$20 owed to a county or municipality
- Criminal restitution, if:
 - the debt is owed to the county or municipality; or
 - a circuit court was ordered to collect on behalf of the victim. Civil restitution cannot be certified.
- Parking citations where the debtor failed to appear in court by the date indicated on the citation. If a court date is not assigned, you may certify for collection if the citation is unpaid after 28 days.
- Debts reduced to a judgment
- Debts related to property taxes
- Debts where the debtor was notified of owed amounts and allowed opportunity to discuss the debt details with you
- Debts less than 20 years old from the origination/assessment date

Due Process

You must send a due process notice to the debtor at least 5 days before certifying a debt for refund setoff to us. This notice tells the debtor that the debt will be certified for refund setoff. It also provides opportunity for the debtor to contact you to make payment arrangements, prove prior payment, or discuss details of the debt. See page 8 for a sample letter.

The following information must be included in the notice:

- Your agency's intention to certify the debt to DOR for refund setoff
- Billing amount and assessment date
- Debtor rights
- Agency contact information

Common Questions

1. Will DOR provide the debtor's identification number?

No. This is information you must submit. There are private businesses that perform SSN and FEIN searches for government agencies for a fee.

2. What happens if the debtor disputes the debt?

The due process notice to the debtor gives them the ability to dispute the amount due. It is up to each agency to establish procedures to handle disputes. An investigation may reveal that the debtor never owed or no longer owes the debt. Update your debt balances according to investigation results.

3. What if the debtor has filed for bankruptcy protection?

Consult your legal advisor. Your right to a refund may be limited. If the debtor notified you that they filed for protection under the bankruptcy code, you may choose to close the debt until the case is settled. If your debt survives bankruptcy, the debt can be recertified for refund setoff.

When we are notified of a bankruptcy case, we will not offset refunds to debts certified by counties or municipalities while the bankruptcy court case is pending. The refund will be sent to the individual.

4. If there is more than one debt, how will DOR offset the refund?

We offset refunds in the following hierarchy:

- 1) Debts owed to Wisconsin Department of Revenue
- 2) Debts certified by state law (sec. 71.93(3), Wis. Stats.) for child support enforcement
- 3) Debts certified by state agencies under state law (sec. 71.93(8), Wis. Stats.) for collection
- 4) Debts certified by local agencies under state law (sec. 71.93(8)(b)2, Wis. Stats.) for collection
- 5) Debts certified by state agencies under state law (sec. 71.93(3), Wis. Stats.) for refund setoff
- 6) Debts certified by local agencies under state law (sec. 71.935, Wis. Stats.) for refund setoff
- 7) Debts owed to federal governments under state law (sec. 73.03(52m), Wis. Stats.)
- 8) Debts owed to tribal government under state law (sec. 73.03(52n), Wis. Stats.)
- 9) Debts owed to other states under state law (sec. 73.03(52m), Wis. Stats.)

Within this hierarchy, debts are offset in the order received. For example, if a debtor owes multiple debts, the debt with the oldest received date is offset first.

5. Why can't I submit debts or leave debts certified that are over 20 years old?

Generally, debts older than 20 years are not enforceable per section 893.40, Wis. Stats. along with other statutes and case law. You can't submit new debts with an assessment date over 20 years old and any debts currently certified to DOR must be changed to \$0 when they reach 20 years old.

6. Is there a cost to my agency for this program?

No. The debtor is charged a \$5 fee for each setoff from their refund. For example, if a refund is offset to three debts, the fee total is \$5 per debt totaling \$15.



7. What if the debtor pays the agency?

If the debtor pays your agency, you must update the debt balance with us as soon as possible to reflect the new balance. If you do not update the debt balance and we process a setoff, you are responsible for refunding the overpayment to the debtor. You are also responsible for refunding any collection fees.

8. How is the debtor notified of the setoff?

We mail a setoff notice to the debtor along with their refund information. The notice includes the name and contact information for each agency receiving funds. Be prepared for phone calls. We process refunds and mail setoff notices to debtors daily, but only notify TRIP agencies once per week. A debtor could receive a setoff notice before we notify you of the setoff. Use My Tax Account to view the Debt Summary to verify the setoff.

Processing Instructions

Program Enrollment

1. Complete the Agency Agreement and Agency Information form. See page 9.
2. Complete the Authorization for Direct Deposit (DOA-6456). Email DORAgencyCollections@wisconsin.gov to get the current form. We remit funds to the agency weekly using electronic funds transfer.

3. Send completed forms to Agency Collections. You can send them via email, fax, or mail.

Email: DORAgencyCollections@wisconsin.gov

Fax: (608) 261-6226

Wisconsin Department of Revenue

Compliance Bureau

PO BOX 8910

Madison, WI 53708

At least one agency representative must obtain a My Tax Account user ID and password to access our system. Each My Tax Account user needs their own username and must also request authorization from us to access the agency account. If you plan to submit debts via sFTP, you will also need a WAMS user ID (in addition to your My Tax Account username) to access our secure portal. Find registration information for these IDs on our [website](#).

Certifying Debts

By sending debts, you are certifying that the debt is legally enforceable, and the debtor received their due process rights. Section 893.40, Wis. Stats. along with other statutes and case law, provide that most debts older than 20 years are not legally enforceable.

Debts are sent to us electronically. How you send debts depends on the volume you intend to certify and your technical resources. We provide the following options for sending debts:

- My Tax Account debt entry – The most common debt submission option.
- My Tax Account file upload – For files with fewer than 250 rows of data per file. Using the DOR XML schema, you create a file to upload. Testing with us is required for schema approval.
- DOR approved sFTP portal file upload – Using the DOR XML schema, you create a file to upload. sFTP is recommended when submitting large files. Testing with us is required for schema approval.

Debts are certified with an identifier (SSN, FEIN, or driver license number) and the debtor's name. We process the submission through our tax system and notify you if the debt is accepted or rejected based on the following:

- We accept a debt when the identifier and name match an individual in our tax system
- We accept a debt if there is no history in our tax system of the identifier and name
- We will reject a debt if the identifier and the name do not match an individual in our tax system

We provide a reason for each rejected debt. Accepted debts are assigned a debt number. Use that debt number when sending an update or checking a debt summary.

Maintain Debts

You are expected to keep debt balances current. The following are appropriate debt adjustments:

- Adjusting debt balances up for interest once per month
- Adjusting debt balances to reflect a payment you received from the debtor

Weekly Distributions

We process refund setoffs against certified debts daily. You receive proceeds weekly by Electronic Funds Transfer (EFT) and a Posting Notification, which is a report available every Wednesday containing the debtor's name, the debt number, and amount applied. Proceeds are deposited to your account three business days later. Timing might change when there is a holiday.

If the debt balance is not updated and we process a setoff, it is your responsibility to refund the overpayment to the debtor, including the collection fee.

Setoff Recalls

Occasionally we may contact you to return setoff proceeds. Reasons include fraud, data entry error, and taxpayer error. We will reestablish the debt in our system. Recall requests are emailed. Recalled proceeds are due 30 days from the request date.

Debtor Inquiries

The agency must provide a contact name and telephone number to handle debtor inquiries. You may choose to provide a generic contact name (e.g., Court Collections) in lieu of an employee's name to protect their privacy. Our setoff notice to debtors includes the provided contact information. The agency is responsible for ensuring that debtor correspondence and telephone inquiries are handled in a timely manner.



Agency Responsibilities

Agencies are responsible for the following:

- Check your account regularly (at least once per week) for new posting notifications, closed debt files, agency summary reports (on demand) and other system updates.
- Keep debtor balances current.
- Withdraw any debts from the program that reach 20 years old.
- Respond to debtor inquiries.
- Refund any overpayments to debtors, including the collection fee.
- Review and keep posting notifications to reconcile payments received. Regularly print or download the reports and keep them for your records. Do not rely on us to be a permanent source of your agency's information.
- Maintain confidentiality of all information obtained from or provided by us.

Appeal Rights

You must notify the debtor in writing of your certification of the debt to us for refund interception by no later than five days after certification. This notification should include the basis of the debt and the debtor's right to appeal, if any. We do not handle appeals arising from this notification. Appeals must be handled at the agency level. Any legal action contesting the interception will be brought against the agency, not DOR.

Data Retention

Reports are available from us for only a specified length of time. Do not rely on us to be a permanent source of your agency's information. You must regularly print or download records to your computer's hard drive for permanent storage and record keeping.

We will purge debts from our system if there was no setoff activity for 10 years.



Debtor Notification (sample)

Below is an example of a letter that could be used to notify debtors of certification:

Date

Name

Address

NOTICE OF INTENT TO CERTIFY DEBT

State law authorizes the Wisconsin Department of Revenue (DOR) to intercept and apply taxpayer refunds and other refundable credits against debts owed to local government agencies. Our records show that your balance (shown below) is eligible for this refund setoff program:

Debt Source
Date Issued
Amount
Legal Costs
Subtotal
Less Payment
Total Due

If your debt is not paid in full by the time you file your Wisconsin individual income tax return, all or part of your refund may be offset to pay your balance. The debt will remain certified to DOR until it is paid in full.

Any objection to this notice must be made in writing and must provide the reasons for your objection. Send your written correspondence to the address below:

Agency Name
Address

Sincerely,



Wisconsin Department of Revenue County and Municipality Agreement for Tax Refund Interception

This agreement between the _____ (agency name, hereafter referred to as "agency") and the Wisconsin Department of Revenue (hereafter referred to as "department") is to effect the setoff of tax refunds and refundable credits when such refunds or credits exceed the debtor's Wisconsin tax liability or any other liability owed the department, against debts owed to the agency as provided in state law (sec. 71.93 Wis. Stats.).

The agency and the department agree that:

1. Any debt certified to the department must be owed to the county or municipality, be greater than \$20, and legally enforceable. Generally, debts older than 20 years are not enforceable per section 893.40, Wis. Stats.
2. The agency will send notice of certification to the debtor, including the debtor's rights, no later than five days after such certification.
3. Debts will be sent in an electronic format specified by the department.
4. The agency's debtor information is compared to the department's records. The agency will be notified if a debt is accepted or rejected. Accepted debts are assigned a debt number to be used as a reference for balance updates or adjustments.
5. The agency is responsible for maintaining accurate debts and debt balances with the department. The agency may update debt balances to reflect monthly interest accrual, payments received and/or credits made by the agency.
6. If the debt balance is not updated by the agency and the department processes a setoff, it is the agency's responsibility to refund the overpayment to the debtor, including the collection fee.
7. The agency is notified of setoff through a weekly report (Posting Notification). Setoff proceeds are electronically transferred to the agency's bank account three business days later via an ACH transaction.
8. If an overpayment or refundable credit is determined to be in error or is otherwise adjusted after posting to an agency debt, the department will reverse the credit and manually recall the setoff proceeds from the agency. The department will reestablish the debt to maintain the agency's debt priority. It is the agency's responsibility to return the funds within 30 days of the recall request.
9. The agency must provide the department with a contact person for debtor inquiries. This information is provided to the debtor for debt related questions.
10. The agency is responsible and liable for, and must handle, any claims or lawsuits made against the department arising from an alleged wrongful or improper setoff.
11. The department will return any debts that have no setoff activity for 10 years.

- 12. The agency agrees to maintain the confidentiality of all accounts, correspondence, documents, and any other related information, which may be obtained from or provided by the department, to the same extent as information is protected from disclosure by the state pursuant to state law (sec. 71.78, Wis. Stats.) and other Wisconsin laws. Any unauthorized use or disclosure of such information, or inadequate procedures for safeguarding the confidentiality of such information, constitutes grounds for immediate termination of this agreement.
- 13. If the agency uses a third party to manage the setoff program, a confidentiality agreement must be signed by the third party and approved by the department. The third party will have access to the agency's account after a signed agreement is approved by the department. The third party may not use information obtained from the department, either directly or through the agency, for any purpose other than administration of the department's setoff program.
- 14. The DOR secretary is the final authority in the resolution of any interagency disputes regarding certification of debts.

This agreement is effective upon the signing below of the agency and department's representatives. Amendments mutually agreed to by authorized representatives of the agency and the department shall become effective when signed and dated as an addendum to this agreement. The terms of the agreement may be renegotiated upon 60 days' notice by either party. Renewal of this agreement is required every five years.

Agency Name _____

Wisconsin Department of Revenue:

Name _____

Name _____

Signature _____

Signature _____

Title _____

Title _____

Dated _____

Dated _____

Agency Information for Renewal of Agreement

Submit completed forms to:

Email: DORAgencyCollections@wisconsin.gov

Fax: (608) 261-6226

Section 1: Agency Information - This is the contact information for debtor inquiries.

The agency name, contact name, and phone number will be made public to the debtor. Feel free to use a generic contact name (e.g., Court Collections).

Agency Name _____

Agency FEIN _____

Contact Name for Debtor Inquiries _____

Debtor Contact Phone Number --

Debtor Contact Fax Number --

Section 2: Agency Contact - This is the contact information for the government agency for internal DOR use only.

Contact Name _____

Phone Number --

Fax Number --

Email Address _____

Section 3: Agency Contact Information for Recall – This is the contact information used in the event DOR recalls setoff funds.

Occasionally DOR may contact you to return setoff proceeds. Reasons for recall include fraud, data entry error, and/or taxpayer error on tax return.

Contact Name _____

Email Address _____

Phone Number --

Agency Information Instructions

Section 1 - Agency Contact Information for Debtor Inquiries

Provide: Agency name, federal identification number (FEIN), contact name for debtor inquiries (feel free to use a generic contact name, e.g., Court Collections), phone and fax numbers for debtor inquiries.

Section 2 - Agency Address for Internal DOR Use Only

Provide: Contact name for the agency, phone, and fax numbers, mailing address and email address.

Section 3 - Agency Contact Information for Recall (for DOR use only)

Provide: Contact name for the agency, phone number, fax number, mailing address and email address. Recalls go directly to the agency; this cannot be third-party information.

Applicable Law and Rules

This document provides statements or interpretations of the following laws and regulations enacted as of June 21, 2023:

Refund Offset: Local governments - sec. [71.935](#), Wis. Stats.

Other statutes referenced in the guides:

Non-disclosure/confidentiality: 71.78, Wis. Stats.

Internal Revenue Service - sec. [73.03 \(52\)](#), Wis. Stats.

Tribes - sec. [73.03 \(52n\)](#), Wis. Stats.

Tax obligations of other states - sec. [73.03 \(52m\)](#), Wis. Stats.

Laws enacted and in effect after this date, new administrative rules, and court decisions may change the interpretations in this publication. Guidance issued prior to this date that is contrary to the information in this document is superseded by this document, according to sec. [73.16\(2\)\(a\)](#), Wis. Stats.

Wisconsin Department of

Revenue

Refund Interception Guide for State Agencies

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General Information

The Tax Refund Interception Program (TRIP) assists state government agencies, and circuit or municipal courts in Wisconsin with debt collection. TRIP enrolled agencies have the Department of Revenue (DOR) intercept, or setoff, taxpayer refunds against qualifying debts, as defined by state law (secs. 71.93 and 565.30(5), Wis. Stats.). The debtor pays a service fee per refund setoff. This guide explains the program requirements.

Debts certified to us for setoff must be:

- Owed to a state agency or qualifying court
- At least \$20
- Less than 20 years old from the origination/assessment date

Debts certified to us must contain the following information:

- Legal name
- Identification number
 - Social Security number (SSN),
 - Driver license number (DLN), or
 - Federal employer identification number (FEIN)

Qualified Debts

Debts that may be certified for collection include:

- Fines, fees, and forfeitures of at least \$20 owed to a state agency, circuit or municipal court
- Criminal restitution, if:
 - the debt is owed to the county or municipality; or
 - a state agency or circuit court was ordered to collect on behalf of the victim. Civil restitution cannot be certified.
- Debts reduced to a judgment
- Debts related to property taxes
- Debts where the debtor was notified of owed amounts and allowed opportunity to discuss the debt details with you
- Debts less than 20 years old from the origination/assessment date

Due Process

You must send a due process notice to the debtor at least 30 days before certifying a debt for refund setoff to us. This notice tells the debtor that the debt will be certified for refund setoff. It also provides opportunity for the debtor to contact you to make payment arrangements, prove prior payment, or discuss details of the debt. See page 8 for a sample letter.

The following information must be included in the notice:

- Your agency's intention to certify the debt to DOR for refund setoff
- Billing amount and assessment date
- Debtor rights
- Agency contact information



Common Questions

1. Will DOR provide the debtor's identification number?

No. This is information you must submit. There are private businesses that perform SSN and FEIN searches for government agencies for a fee.

2. What happens if the debtor disputes the debt?

The due process notice to the debtor gives them the ability to dispute the amount due. It is up to each agency to establish procedures to handle disputes. An investigation may reveal that the debtor never owed or no longer owes the debt. Update your debt balances according to investigation results.

3. What if the debtor has filed for bankruptcy protection?

Consult your legal advisor. Your right to a refund may be limited. If the debtor notified you that they filed for protection under the bankruptcy code, you may choose to close the debt until the case is settled. If your debt survives bankruptcy, the debt can be recertified for refund setoff.

When we are notified of a bankruptcy case, we will not offset refunds to debts certified by counties or municipalities while the bankruptcy court case is pending. The refund will be sent to the individual.

4. If there is more than one debt, how will DOR offset the refund?

We offset refunds in the following hierarchy:

- 1) Debts owed to Wisconsin Department of Revenue
- 2) Debts certified by state law (sec. 71.93(3), Wis. Stats.) for child support enforcement
- 3) Debts certified by state agencies under state law (sec. 71.93(8), Wis. Stats.) for collection
- 4) Debts certified by local agencies under state law (sec. 71.93(8)(b)2, Wis. Stats.) for collection
- 5) Debts certified by state agencies under state law (sec. 71.93(3), Wis. Stats.) for refund setoff
- 6) Debts certified by local agencies under state law (sec. 71.935, Wis. Stats.) for refund setoff
- 7) Debts owed to federal governments under state law (sec. 73.03(52m), Wis. Stats.)
- 8) Debts owed to tribal government under state law (sec. 73.03(52n), Wis. Stats.)
- 9) Debts owed to other states under state law (sec. 73.03(52m), Wis. Stats.)

Within this hierarchy, debts are offset in the order received. For example, if a debtor owes multiple debts, the debt with the oldest received date is offset first.

5. Why can't I submit debts or leave debts certified that are over 20 years old?

Generally, debts older than 20 years are not enforceable per section 893.40, Wis. Stats. along with other statutes and case law. You can't submit new debts with an assessment date over 20 years old and any debts currently certified to DOR must be changed to \$0 when they reach 20 years old.

6. Is there a cost to my agency for this program?

No. The debtor is charged a \$5 fee for each setoff from their refund. For example, if a refund is offset to three debts, the fee total is \$5 per debt totaling \$15.



7. What if the debtor pays the agency?

If the debtor pays your agency, you must update the debt balance with us as soon as possible to reflect the new balance. If you do not update the debt balance and we process a setoff, you are responsible for refunding the overpayment to the debtor. You are also responsible for refunding any collection fees.

8. How is the debtor notified of the setoff?

We mail a setoff notice to the debtor along with their refund information. The notice includes the name and contact information for each agency receiving funds. Be prepared for phone calls. We process refunds and mail setoff notices to debtors daily, but only notify TRIP agencies once per week. A debtor could receive a setoff notice before we notify you of the setoff. Use My Tax Account to view the Debt Summary to verify the setoff.

Processing Instructions

Program Enrollment

1. Complete the Agency Agreement and Agency Information form. See page 9.
2. Complete the Authorization for Direct Deposit (DOA-6456). Email DORAgencyCollections@wisconsin.gov to get the current form. We remit funds to the agency weekly using electronic funds transfer.
3. Send completed forms to Agency Collections. You can send them via email, fax, or mail.
Email: DORAgencyCollections@wisconsin.gov
Fax: (608) 261-6226
Wisconsin Department of Revenue
Compliance Bureau
PO BOX 8910
Madison, WI 53708

At least one agency representative must obtain a My Tax Account user ID and password to access our system. Each My Tax Account user needs their own username and must also request authorization from us to access the agency account. If you plan to submit debts via sFTP, you will also need a WAMS user ID (in addition to your My Tax Account username) to access our secure portal. Find registration information for these IDs on our [website](#).

Certifying Debts

By sending debts, you are certifying that the debt is legally enforceable, and the debtor received their due process rights. Section 893.40, Wis. Stats. along with other statutes and case law, provide that most debts older than 20 years are not legally enforceable.

Debts are sent to us electronically. How you send debts depends on the volume you intend to certify and your technical resources. We provide the following options for sending debts:

- My Tax Account debt entry – The most common debt submission option.
- My Tax Account file upload – For files with fewer than 250 rows of data per file. Using the DOR XML schema, you create a file to upload. Testing with us is required for schema approval.
- DOR approved sFTP portal file upload – Using the DOR XML schema, you create a file to upload. sFTP is recommended when submitting large files. Testing with us is required for schema approval.

Debts are certified with an identifier (SSN, FEIN, or driver license number) and the debtor's name. We process the submission through our tax system and notify you if the debt is accepted or rejected based on the following:

- We accept a debt when the identifier and name match an individual in our tax system
- We accept a debt if there is no history in our tax system of the identifier and name
- We will reject a debt if the identifier and the name do not match an individual in our tax system

We provide a reason for each rejected debt. Accepted debts are assigned a debt number. Use that debt number when sending an update or checking a debt summary.

Maintain Debts

You are expected to keep debt balances current. The following are appropriate debt adjustments:

- Adjusting debt balances up for interest once per month
- Adjusting debt balances to reflect a payment you received from the debtor

Weekly Distributions

We process refund setoffs against certified debts daily. You receive proceeds weekly by Electronic Funds Transfer (EFT) and a Posting Notification, which is a report available every Wednesday containing the debtor's name, the debt number, and amount applied. Proceeds are deposited to your account three business days later. Timing might change when there is a holiday.

If the debt balance is not updated and we process a setoff, it is your responsibility to refund the overpayment to the debtor, including the collection fee.

Setoff Recalls

Occasionally we may contact you to return setoff proceeds. Reasons include fraud, data entry error, and taxpayer error. We will reestablish the debt in our system. Recall requests are emailed. Recalled proceeds are due 30 days from the request date.

Debtor Inquiries

The agency must provide a contact name and telephone number to handle debtor inquiries. You may choose to provide a generic contact name (e.g., Court Collections) in lieu of an employee's name to protect their privacy. Our setoff notice to debtors includes the provided contact information. The agency is responsible for ensuring that debtor correspondence and telephone inquiries are handled in a timely manner.



Agency Responsibilities

Agencies are responsible for the following:

- Check your account regularly (at least once per week) for new posting notifications, closed debt files, agency summary reports (on demand) and other system updates
- Keep debtor balances current
- Withdraw any debts from the program that reach 20 years old
- Respond to debtor inquiries
- Refund any overpayments to debtors, including the collection fee
- Review and keep posting notifications to reconcile payments received. Regularly print or download the reports and keep them for your records. Do not rely on us to be a permanent source of your agency's information.
- Maintain confidentiality of all information obtained from or provided by us

Appeal Rights

You must notify the debtor in writing of your certification of the debt to us for refund interception at least 30 days before certification. This notification should include the basis of the debt and the debtor's right to appeal, if any. We do not handle appeals arising from this notification. Appeals must be handled at the agency level. Any legal action contesting the interception will be brought against the agency, not DOR.

Data Retention

Reports are available from us for only a specified length of time. Do not rely on us to be a permanent source of your agency's information. You must regularly print or download records to your computer's hard drive for permanent storage and record keeping.

We will purge debts from our system if there was no setoff activity for 10 years.

Debtor Notification (sample)

Below is an example of a letter that could be used to notify debtors of certification:

Date

Name

Address

NOTICE OF INTENT TO CERTIFY DEBT

State law authorizes the Wisconsin Department of Revenue (DOR) to intercept and apply taxpayer refunds and other refundable credits against debts owed to other state agencies or circuit and municipal courts. Our records show that your balance (shown below) is eligible for this refund setoff program:

Debt Source
Date Issued
Amount
Legal Costs
Subtotal
Less Payment
Total Due

If your debt is not paid in full by the time you file your Wisconsin individual income tax return, all or part of your refund may be offset to pay your balance. The debt will remain certified to DOR until it is paid in full.

Any objection to this notice must be made in writing and must provide the reasons for your objection. Send your written correspondence to the address below:

Agency Name
Address

Sincerely,



Wisconsin Department of Revenue State Agency Agreement for Tax Refund Interception

This agreement between the _____ (agency name, hereafter referred to as "agency") and the Wisconsin Department of Revenue (hereafter referred to as "department") is to effect the setoff of lottery prizes, and of tax refunds and refundable credits when such refunds or credits exceed the debtor's Wisconsin tax liability or any other liability owed the department, against debts owed to the agency as provided in state law (secs. 71.93 and 565.30(5), Wis. Stats.).

The agency and the department agree that:

1. Any debt certified to the department must be owed to the state agency or qualifying court, be greater than \$20, and legally enforceable. Generally, debts older than 20 years are not enforceable per section 893.40, Wis. Stats.
2. The agency will send notice of certification to the debtor, including the debtor's rights, at least 30 days prior to such certification.
3. Debts will be sent in an electronic format specified by the department.
4. The agency's debtor information is compared to the department's records. The agency will be notified if a debt is accepted or rejected. Accepted debts are assigned a debt number to be used as a reference for balance updates or adjustments.
5. The agency is responsible for maintaining accurate debts and debt balances with the department. The agency may update debt balances to reflect monthly interest accrual, payments received and/or credits made by the agency.
6. If the debt balance is not updated by the agency and the department processes a setoff, it is the agency's responsibility to refund the overpayment to the debtor, including the collection fee.
7. The agency is notified of setoff through a weekly report (Posting Notification). Setoff proceeds are electronically transferred to the agency's bank account three business days later via an ACH transaction.
8. If an overpayment or refundable credit is determined to be in error or is otherwise adjusted after posting to an agency debt, the department will reverse the credit and manually recall the setoff proceeds from the agency. The department will reestablish the debt to maintain the agency's debt priority. It is the agency's responsibility to return the funds within 30 days of the recall request.
9. The agency must provide the department with a contact person for debtor inquiries. This information is provided to the debtor for debt related questions.
10. The agency is responsible and liable for, and must handle, any claims or lawsuits made against the department arising from an alleged wrongful or improper setoff.
11. The department will return any debts that have no setoff activity for 10 years.

- 12. The agency agrees to maintain the confidentiality of all accounts, correspondence, documents, and any other related information, which may be obtained from or provided by the department, to the same extent as information is protected from disclosure by the state pursuant to state law (sec. 71.78, Wis. Stats.) and other Wisconsin laws. Any unauthorized use or disclosure of such information, or inadequate procedures for safeguarding the confidentiality of such information, constitutes grounds for immediate termination of this agreement.
- 13. If the agency uses a third party to manage the setoff program, a confidentiality agreement must be signed by the third party and approved by the department. The third party will have access to the agency's account after a signed agreement is approved by the department. The third party may not use information obtained from the department, either directly or through the agency, for any purpose other than administration of the department's setoff program.
- 14. The DOR secretary is the final authority in the resolution of any interagency disputes regarding certification of debts.

This agreement is effective upon the signing below of the agency and department's representatives. Amendments mutually agreed to by authorized representatives of the agency and the department shall become effective when signed and dated as an addendum to this agreement. The terms of the agreement may be renegotiated upon 60 days' notice by either party. Renewal of this agreement is required every five years.

Agency Name _____
 Name _____
 Signature _____
 Title _____
 Dated _____

Wisconsin Department of Revenue:
 Name _____
 Signature _____
 Title _____
 Dated _____

Agency Information for Renewal of Agreement

Submit completed forms to:

Email: DORAgencyCollections@wisconsin.gov

Fax: (608) 261-6226

Section 1: Agency Information - This is the contact information for debtor inquiries.

The agency name, contact name, and phone number will be made public to the debtor. Feel free to use a generic contact name (e.g., Court Collections).

Agency Name _____

Agency FEIN _____

Contact Name for Debtor Inquiries _____

Debtor Contact Phone Number - -

Debtor Contact Fax Number - -

Section 2: Agency Contact - This is the contact information for the government agency for internal DOR use only.

Contact Name _____

Phone Number - -

Fax Number - -

Email Address _____

Section 3: Agency Contact Information for Recall – This is the contact information used in the event DOR recalls setoff funds.

Occasionally DOR may contact you to return setoff proceeds. Reasons for recall include fraud, data entry error, and/or taxpayer error on tax return.

Contact Name _____

Email Address _____

Phone Number _____ - _____ - _____

Agency Information Instructions

Section 1 - Agency Contact Information for Debtor Inquiries

Provide: Agency name, federal identification number (FEIN), contact name for debtor inquiries (feel free to use a generic contact name, e.g., Court Collections), phone and fax numbers for debtor inquiries.

Section 2 - Agency Address for Internal DOR Use Only

Provide: Contact name for the agency, phone, and fax numbers, mailing address and email address.

Section 3 - Agency Contact Information for Recall (for DOR use only)

Provide: Contact name for the agency, phone number, fax number, mailing address and email address. Recalls go directly to the agency; this cannot be third-party information.

Applicable Law and Rules

This document provides statements or interpretations of the following laws and regulations enacted as of June 20, 2023:

Refund Offset: State agencies – sec. [71.93](#), Wis. Stats. (secs.: 71.93(1)(a)2, 71.93(1)(a)3, 71.93(1)(a)4, 71.93(1)(a)5, or 71.93(1)(a)6, Wis. Stats.).

Vendor Setoff: Vendor setoff – secs. [71.93\(b\)](#) and [71.935](#), Wis. Stats., authorizes the Department of Revenue to certify debts to the Department of Administration so that they may reduce a disbursement to the debtor by the amount of the debt.

Lottery Setoff: Lottery prizes – sec. [565.30 \(5\)](#), Wis. Stats., authorized the Department of Revenue to intercept lottery prize winnings greater than \$600 to be applied against the amount the taxpayer owes to state agencies.

Laws enacted and in effect after this date, new administrative rules, and court decisions may change the interpretations in this publication. Guidance issued prior to this date that is contrary to the information in this document is superseded by this document, pursuant to sec. [73.16\(2\)\(a\)](#), Wis. Stats.



Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: City Attorney
FROM: Angela Zills, Paralegal
SUBJECT: Resolution #25-128 Regarding Fees for 2026 Services.
RECOMMENDED ACTION: Motion to Approve.

Annual Resolution for fee increases effective in 2026.

ATTACHMENTS:

Reso25-128, FEE SCHEDULE PROPOSAL-PUBLIC WORKS-2026, HD Fee Schedule for 2026-2027_Proposed, FD Fees, Copy of 2026 Proposed Police Fees, Building Inspection Fee Schedule 2026, Park and Forestry 2026 Fee Schedule, Clerk's Office Fee Schedule 2026_updated, 2026 Fees - Recreation Aquatics and Community Center, Proposed Ambulance Service Rate Change_Fire Dept

RESOLUTION #25-128

REGARDING FEES FOR 2026 SERVICES

WHEREAS, the Common Council wishes to establish revised fees for services rendered by its various departments; and

WHEREAS, the City’s Health Department also performs a variety of services for which fees are charged pursuant to state statutes and city ordinances and need to be adjusted accordingly on an annual basis.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council imposes the attached changes and additions to fees for such services as indicated for each department as described on the various fee schedules attached hereto.

BE IT FURTHER RESOLVED THAT:

Fees established for licenses issued by various departments shall be effective for the license year commencing after adoption of this resolution.

BE IT FURTHER RESOLVED THAT:

Such non-license fees established hereunder shall be effective January 1, 2026.

BE IF FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 16th day of December, 2025.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: ____
Nays: ____

PUBLIC WORKS FEES

PERMIT	2025 FEE	2026 PROPOSED FEE
Excavation Permit		
Small Utility Project Permit	\$87.00	\$90.00
Medium Utility Project Permit	\$165.00	\$170.00
Large Utility Project Permit	\$240.00	\$245.00
Very Large Utility Project Permit	Actual Cost	Actual Cost
Excavation in ROW Outside of Street Area	\$87.00	\$90.00
Boring within Street ROW-Servicing One Property & Sewer is Located Behind Curb	\$87.00	\$90.00
Boring within Street ROW	\$585.00	\$600.00
Road/Street Open-Cut Excavation within Street Pavement Area	\$1,180.00	\$1,200.00
Concrete Workers License	\$65.00	\$70.00
Special Brush Pick-up Minimum	\$60.00	\$65.00
Special Rubbish Pick-up Minimum	\$60.00	\$65.00
Small Garbage Container	\$105.00	\$110.00
Large Garbage Container	\$115.00	\$120.00
Small Recycle Container	\$105.00	\$110.00
Large Recycle Container	\$115.00	\$120.00
Salt per Ton	Not being sold	Not being sold
Salt Brine per Gallon	\$0.27	\$0.28
Overflow Tags	\$3.00	\$3.00
**Sidewalk Snow Removal Fee	\$1.13/LF	\$1.18/LF
**Sidewalk Compact Snow Removal Fee	\$1.79/LF	\$1.83/LF
Private Well Permit (5 year permit)		
New	\$1,300.00	\$1,300.00
Renewal	\$650.00	\$650.00

Water Development Charges

Post Construction runoff

** Rates approved by Board of Public Works annually on or before November 1st

Health Department Fee Schedule 2026-27_ Proposed

City of De Pere Health Department Fee Schedule

**2026-2027 License Year (DATCP)
(7/1/26-6/31/27)**

Type of Licensing	2025-2026 Fees	2026-2027 Fees	# facilities in De Pere	Projected revenue	Notes
<i>Division of Food and Recreational Safety (DFRS)</i>					
<i>RETAIL FOOD- SERVING MEALS (restaurants, catering, mobiles)</i>					
Retail Food -Serving Meals, Prepackaged	\$ 147.00	\$ 150.00	1	\$ 150.00	
Retail Food-Serving Meals, Prepackaged w/ Tavern	\$ 286.00	\$ 292.00	4	\$ 1,168.00	
Retail Food- Serving Meals, Simple	\$ 522.00	\$ 532.00	2	\$ 1,064.00	
Retail Food- Serving Meals, Simple w/ Tavern	\$ 660.00	\$ 673.00	1	\$ 673.00	
Retail Food -Serving Meals, Moderate	\$ 675.00	\$ 688.00	39	\$ 26,832.00	
Retail Food -Serving Meals, Moderate w/ Tavern	\$ 814.00	\$ 830.00	9	\$ 7,470.00	
Retail Food- Serving Meals, Complex	\$ 833.00	\$ 849.00	9	\$ 7,641.00	
Retail Food - Serving Meals, Complex w/ Tavern	\$ 971.00	\$ 990.00	14	\$ 13,860.00	
Additional kitchen area	\$ 96.00	\$ 98.00	0	\$ -	
Tavern	\$ 139.00	\$ 141.00	4	\$ 564.00	
Additional bar area-tavern	\$ 39.00	\$ 40.00	0	\$ -	
<i>LODGING</i>					*The state is increasing their fee schedule significantly. Agents pay a reimbursement (13% in 2026) to the state on the new fees; needed to adjust local fees accordingly.
Hotel / Motel 5-30 Rooms	\$ 355.00	\$ 376.00	1	\$ 376.00	
Hotel / Motel 31-99 Rooms	\$ 506.00	\$ 531.00	3	\$ 1,593.00	
Hotel / Motel 100-249 Rooms	\$ 626.00	\$ 636.00	0	\$ -	
Hotel / Motel 250-499 Rooms	\$ 733.00	\$ 818.00	0	\$ -	
Hotel / Motel 500-749		\$ 848.00	0	\$ -	

Health Department Fee Schedule 2026-27_ Proposed

Hotel / Motel 750-1000		\$ 961.00	0	\$ -	
Hotel / Motel 1000+		\$ 1,074.00	0	\$ -	
Bed & Breakfast	\$ 165.00	\$ 168.00	0	\$ -	
Tourist Rooming House (1)	\$ 135.00	\$ 160.00	43	\$ 6,880.00	
Tourist Rooming House (2-4)		\$ 240.00	0	\$ -	
Tourist Rooming House (5-9)		\$ 340.00	0	\$ -	
Tourist Rooming House (10-19)		\$ 390.00	0	\$ -	
Tourist Rooming House (20-39)		\$ 490.00	0	\$ -	
Tourist Rooming House (40-99)		\$ 590.00	0	\$ -	
Tourist Rooming House (100-299)		\$ 690.00	0	\$ -	
Tourist Rooming House (300-599)		\$ 790.00	0	\$ -	
Tourist Rooming House (600+)		\$ 890.00	0	\$ -	
Specialty Lodging (i.e. Yurt, Treehouse, EcoLodge)					
One unit		\$ 160.00	0	\$ -	
Two-Four Units		\$ 240.00	0	\$ -	
SWIMMING POOLS					
Simple Pool	\$ 245.00	\$ 250.00	5	\$ 1,250.00	
Simple Pool w/ Features	\$ 405.00	\$ 413.00	0	\$ -	
Moderate Pool	\$ 366.00	\$ 373.00	4	\$ 1,492.00	
Moderate Pool w/ Features	\$ 529.00	\$ 539.00	4	\$ 2,156.00	
Complex Pool	\$ 459.00	\$ 468.00	0	\$ -	
Complex Pool w/ Features	\$ 620.00	\$ 632.00	1	\$ 632.00	
Annual Indoor pool sampling fee	\$ 106.00	\$ 106.00	9	\$ 954.00	
Annual Outdoor pool sampling fee	\$ 88.00	\$ 88.00	5	\$ 440.00	
CAMPGROUNDS/SPECIAL EVENT CAMPGROUNDS					
1-25 Sites	\$ 226.00	\$ 230.00	0	\$ -	
26-50 Sites	\$ 277.00	\$ 282.00	0	\$ -	
51-99 Sites	\$ 316.00	\$ 322.00	0	\$ -	
100-199 Sites	\$ 364.00	\$ 371.00	0	\$ -	
Over 200 Sites	\$ 408.00	\$ 416.00	0	\$ -	
REC ED					
Simple	\$ 600.00	\$ 612.00	1	\$ 612.00	
Simple w/ Hospitality	\$ 660.00	\$ 673.00	0	\$ -	
Moderate	\$ 653.00	\$ 665.00	0	\$ -	
Moderate w/ Hospitality	\$ 777.00	\$ 792.00	0	\$ -	

Health Department Fee Schedule 2026-27_ Proposed

Complex	\$ 697.00	\$ 711.00	0	\$ -	
Complex w/ Hospitality	\$ 875.00	\$ 892.00	0	\$ -	
TATTOO / BODY PIERCING					
Tattoo Establishment	\$ 225.00	\$ 229.00	8	\$ 1,832.00	
Body-Piercing Establishment	\$ 225.00	\$ 229.00	0	\$ -	
Combined Tattoo & Body Piercing Establish	\$ 331.00	\$ 337.00	1	\$ 337.00	
Temporary Tattoo Establishment	\$ 147.00	\$ 150.00	0	\$ -	
Temporary Body Piercing Establishment	\$ 147.00	\$ 150.00	0	\$ -	
Temporary Combined Tattoo/Body -Piercing	\$ 212.00	\$ 216.00	0	\$ -	
SCHOOLS					
Production Kitchen	\$ 308.00	\$ 314.00	11	\$ 3,454.00	
Satellite kitchen	\$ 217.00	\$ 221.00	3	\$ 663.00	
RETAIL FOOD - NOT SERVING MEALS (includes mobiles)					
Retail Food- Not Serving Meals, Prepackaged (TCS)	\$ 150.00	\$ 153.00	8	\$ 1,224.00	
Retail Food- Not Serving Meals, Simple (final product non-TCS)	\$ 233.00	\$ 247.00	16	\$ 3,952.00	
Retail Food- Not Serving Meals, Simple (TCS Food)	\$ 501.00	\$ 511.00	10	\$ 5,110.00	
Retail Food- Not Serving Meals, Moderate	\$ 735.00	\$ 749.00	15	\$ 11,235.00	
Retail Food- Not Serving Meals, Complex	\$ 1,357.00	\$ 1,384.00	4	\$ 5,536.00	
TRANSIENT RETAIL FOOD ESTABLISHMENT					
<i>Non-TCS Food**</i>	\$ 98.00	\$ 100.00	0	\$ -	
<i>TCS Food</i>	\$ 197.00	\$ 201.00	9	\$ 1,809.00	
<i>Prepackaged TCS Food only**</i>	\$ 58.00	\$ 59.00	1	\$ 59.00	
Micromarket	\$ 45.00	\$ 45.00	18	\$ 810.00	can't increase above state fee*
Micromarket 2+	\$ 67.00	\$ 67.00	4	\$ 268.00	can't increase above state fee*
FEES FOR DATCP					
Inspection Fee	\$ 51.00	\$ 52.00	0	\$ -	
Operating without a License/Permit	\$ 190.00	\$ 400.00	0	\$ -	*Increased to mirror border jurisdiction

RESCUE SERVICE FEES

PROCEDURE	CURRENT RATES (2022)		PROPOSED 2026 RATES		PROPOSED WORDING CHANGE
	Resident	Non-Resident	Resident	Non-Resident	
BLS Base Rate	\$850	\$850	\$1,150	\$1,150	
ALS Base Rate	\$1,050	\$1,050	\$1,300	\$1,300	
ALS2 Base Rate	\$1,250	\$1,250	\$1,500	\$1,500	
BLS on Scene Care (No transport)	\$300		\$500		
ALS on Scene Care (No transport)	\$700		\$850		
Mileage (per loaded mile)	\$20		\$22		
Extrication (this includes Jaws of Life, disentanglement of persons from tools or equipment (including airbags), water/ice rescues and other services where people are removed from places or pieces of equipment through the use of rescue measures.	\$500		\$500		Technical Rescue: This includes vehicle and industrial extrication, water/ice rescues, rope (high/low angle) rescues, and confined space rescues or any other incidents requiring the use of specialized equipment and techniques,
12-Lead Monitoring	\$100		\$100		
CPAP	\$60		\$60		
Disposable Bag/Mask	\$30		\$30		
EKG Disposables	\$55		\$55		
Intraosseous Line	\$250		\$250		
Intubation	\$75		\$75		
IV Start Kits	\$65		\$65		
Oxygen	\$75		\$75		
Pacing Pads	\$100		\$100		
Spinal Immobilization	\$25		\$25		
Ambulance Standby	\$150		\$150 (per hour)		Rate per hour for EMS standby at special events. Includes two personnel and response vehicle (ambulance or UTV).
EMS Standby - Non Ambulance	\$50		\$50		Rate per hour for EMS standby at special events. Includes two personnel NO response vehicle.
Hazardous Materials Clean-Up	\$150		\$150		Hazardous Materials clean up. For minor spills or releases resulting from motor vehicle or industrial accidents.
Fire engine standby with crew of four	Current FEMA rate + personnel cost \$280		Current FEMA rate + personnel cost \$280		Fire engine standby with crew of four.

POLICE DEPARTMENT FEES

	2016-2022	2023-2025	2026
Fee Type	Old Fee	Current Fee	Proposed Fee
Pawnbroker/Secondhand Article/Jewelry Dealer Daily Reporting Failure	\$20.00	\$25.00	\$25.00
Sexually Oriented Adult Establishment Employee Registration	\$15.00	\$20.00	\$20.00
Parade (See City Special Events Permits)	no fee established		
Processing Fees			
- Fingerprint	\$6.00	\$15.00	\$20.00
- Quick Background Checks (employees of local businesses)	\$1.00	\$2.00	\$2.00
- Report Copying	\$.25/page	\$.25/page	\$.25/page
- CD Copy	\$5.00	\$5.00	\$5.00

BUILDING DEPARTMENT FEES

Fee Type	2026
Residential Building Permit - New/Add	\$.12/sq ft
Commercial Tenant Build-out Permit	\$.22/sq ft
Warehouses - New/Add Building Permit	\$.12/sq ft
Comm/Ind/Institutional/Multi Fam - New/Add	\$.22/sq ft
Comm/Ind/Institutional/Multi Fam - Alt/Rep/Rem	\$12/\$1,000
Residential - Alt/Rep/Rem	\$10/\$1,000
1-2 Family Dwelling Plan Review - New/Add	\$175.00
Residential Alteration Plan Review Fee	\$75.00
Fire Alarm System	\$100.00
Fire Suppression Sprinkler System - New/Add/Alt	\$380 + \$80/riser or
Flood Plain Development Fee	\$175.00
Flood Plain Zoning Letter	\$95.00
Soil Erosion Control Fee <20,000 sq ft	\$150.00
Soil Erosion Control Fee >20,000 sq ft	\$250.00
State UDC Permit Seal	\$50.00
Residing/soffits	\$75.00
Accessory Building (<200 sq ft)	\$75.00
Deck/Gazebo	\$75.00
Accessory Building (>200 sq ft)	\$100.00
Swimming Pool/Hot Tub/Spa	\$75.00
Pool Abandonment	\$30.00
Canopy (installed over gas station dispensers)	\$275.00
Awnings/Canopies to Exterior of Buildings	\$75.00
Moving Building (<600 sq ft)	\$100.00
Moving Building (>600 sq ft)	\$300.00
Window/Door Replacement	\$75.00
Working Without a Permit	\$75.00
Wrecking Permit (<600 sq ft)	\$75.00
Wrecking Permit (>600 sq ft)	\$160.00
Early Start (footings & foundation)	\$175.00
Fence	\$75.00
Reinspection Fee	\$75.00
Renew Lapsed Permit	\$75.00
Grade Permit	\$90.00
Curb Cut	\$40.00
Docks	\$75.00
Fox River Bank Stabilization/Rip Rap	\$75.00
Bleachers/Assembly Seating	\$125.00
Residential Driveway	\$75.00
Comm/Ind/Multi Driveway/Parking Lot	\$150.00
Sign Contractor Annual License	\$130.00
Sign Permit	\$100.00
Sign Variance	\$175.00
Payment in Lieu of Dedication - Single Family	\$300.00
Payment in Lieu of Dedication - Two Family	\$600.00
Payment in Lieu of Dedication - Multi Family	\$130.00/bedroom
Change of Use/Occupancy/Special Inspections	\$75.00
Tent Permit	\$75.00
Municipal Service Fee - First violation	\$75.00
Municipal Service Fee - Second Violation	\$150.00
Municipal Service Fee- Third Violation	\$300.00

HVAC PERMIT FEES

Fee Type	2026
Residential - New/Add	\$.10/sq ft
Comm/Ind/Inst/Multi Fam - New/Add	\$.14/sq ft
Warehouses - HVAC/MUA/AH/VAV/RTU	\$75.00/unit
1-2 Family - Alt/Repair/Remodel	\$7/\$1,000
Multi/Comm/Ind/Inst - Alt/Rep/Rem	\$8/\$1,000
Furnace/Boiler Replacement	\$75.00
Air Conditioner	\$75.00
Fireplace	\$75.00
Wood Burning Unit/Space Heater	\$75.00
Geo Thermal	\$75.00
Re-inspection fee	\$75.00
RTU/MUA/AH	\$75.00
Kitchen Hood	\$100.00
Spray Booth	\$100.00
VAV Unit	\$75.00
Unit Heater	\$75.00
Infrared Heater	\$75.00

ELECTRIC PERMIT FEES

Fee Type	2026
Residential - New/Add	\$.10/sq ft
Warehouses - New/Add	\$.12/sq ft
Comm/Ind/Inst - New/Add	\$.14/sq st
Alt/Repair/Remodel (1-30 fixtures)	\$50.00
Alt/Repair/Remodel (31-60 fixtures)	\$75.00
Alt/Repair/Remodel (61-90 fixtures)	\$100.00
Alt/Repair/Remodel (>90 fixtures)	\$125 +\$.50/ea. opening >90)
Single Family Service Change	\$75.00
Two Family Service Change	\$75.00
Service Change (all others)	\$100.00
Gas Station Pump Control Panel	\$75.00
Gas Station Canopy Lights	\$75.00
Gas Station Dispensers	\$75.00
Illuminated Signs	\$75.00
Temporary Electrical Service	\$75.00
Accessory Building	\$75.00
Re-inspection Fee	\$75.00
Cell Tower	\$100.00
Active Sub-Slab Ventilation System	\$75.00
Generator/Standby Sytem	\$100.00
Photovoltaic System	\$100.00
Vehicle Charging Station	\$100.00

PLUMBING PERMIT FEES

Fee Type	2026
Residential - New/Add/Alt	\$12/fixture
Buildings Requiring State Approval (16+ fixtures)	\$175 + \$12/fixture
Lawn Sprinkler Systems	\$75.00
Replacement Water Heater	\$75.00
Cap sanitary sewer	\$75.00
Sewer Lateral Connection	\$125.00
Re-inspection fee	\$75.00

**De Pere Park, Recreation & Forestry
Park and Facilities Rental Fees**

2026 Fees

Park Shelters			
	Resident	Non-Resident	
Outdoor/Indoor Shelters (Friday, Saturday, Sunday and Holidays)	\$155.00	\$175.00	
Outdoor/Indoor Shelters (Monday - Thursday)	\$75.00	\$95.00	

Nelson Family Pavilion			
	Resident and De Pere non-profits	Non-Resident and for profit organizations	
Monday - Thursday	\$255.00	\$410.00	
Friday - Sunday and Holidays	\$410.00	\$560.00	
Bowl Area	\$255.00	\$255.00	
Security Deposit	\$250.00	\$250.00	

Park and Facility Rental Fees			
	City Sponsored Youth Groups	Non-Revenue Generating Organizations and De Pere Service Groups	All Other Groups
Softball / Baseball Fields (per field) <small>Note: Special field marking is not provided. Chalk and machine are provided on-site in locations. If field must be marked, additional charges will be applied based on time and materials.</small>	Rental Fees Waived	\$9.00 per hour or \$82.00 per day (lights included)	\$20.00 per hour or \$145.00 per day (Lights - additional \$30.00/day) Long term rentals (5 or more dates) \$17.00 per hour
Soccer / Football Fields (per field) <small>Note: Special field marking is not provided. If field must be marked, additional charges will be applied based on time and materials.</small>	Rental Fees Waived	\$9.00 per hour or \$82.00 per day (lights included)	\$20.00 per hour or \$160.00 per day (Lights - additional \$30.00/day) Long term rentals (5 or more dates) \$17.00 per hour
Tennis Courts (battery of 2 - 3 courts)		\$48.00	\$144.00
Boat Launches (ramps open to public)		\$77.00	\$155.00
Parks (only Fairgrounds, Legion, VFW and Voyageur)		\$225.00 per day; shelters extra charge	\$430.00 per day; shelters extra charge
Swimming Pools (contact department for availability and rates)			

Spring / Fall Tree Planting	
	Fee
Spring / Fall Tree Planting	\$100.00

Permits	
	Fee
Canine Goose Patrol	no fee established
Possession of Intoxicating Liquor in Park	no fee established
Park Private Vendor Permit	\$645.00
Plant removal and Maintenance	no fee established
Permit to Trim Trees	no fee established
Permit to Prevent Access of Air and Water to Roots of Tree, Plant or Shrub in Public Highway or Place	no fee established
Attachment to Trees	to be established
Planting Trees on Streets	no fee established
Boat Launch - Annual Permit (established by separate resolution)	\$60.00
Boat Launch - Additional Vehicle (established by separate resolution)	\$6.00 per vehicle
Boat Launch - Daily Permit (established by separate resolution)	\$6.00
Voyageur Park - Overnight Boat Docking	\$17.00
Revocable Occupancy Permit for encroachment/obstructions upon park property	\$33.00

Banner Placement	
Over Third and Reid Street Deposit	\$100.00

CLERK'S OFFICE FEES

TYPE OF LICENSE/PERMIT SOLD AT CITY HALL	CURRENT FEE (2025)	PROPOSED FEE FOR 2026
AUTO SALVAGE YARD	\$100.00	no change
CHANGE OF AGENT (ON LIQUOR LICENSE)	\$10.00	no change
CHICKEN PERMIT (\$10.00 total for 4 chickens)	\$8.00	\$10.00
CIGARETTE	\$100.00	at max
CLASS A BEER (when held with LIQUOR license)	\$290.00	\$305.00
CLASS A BEER Without LIQUOR	\$660.00	no change
CLASS A LIQUOR	\$290.00	\$305.00
CLASS A OR B PROVISIONAL LIQUOR LICENSE	\$15.00	at max
CLASS B BEER	\$100.00	at max
CLASS B LIQUOR	\$500.00	at max
CLASS C WINE	\$100.00	at max
DIRECT SELLER - ONE MONTH	\$125.00	\$130.00
DIRECT SELLER - ONE YEAR	\$525.00	\$545.00
JUNK COLLECTOR/DEALER LICENSE	\$125.00	\$130.00
LATE FEE (FOR PET LICENSES)	\$6.00	\$10.00
LETTERS OF SPECIALS	\$55.00	no change
MAP (PREMADE 8.5" X 11" OR 11" X 17")	-	\$5.00
MAP (CUSTOM 8.5" X 11" OR 11" X 17")	-	\$5.00 + \$51.89/hr
MAP (> 11" X 17")	-	\$5.00/foot + \$51.89/hr if greater than 15 min time
MOBILE HOME OFF MOBILE HOME PARK (INSPECTION FEE)	\$125.00	no change
MOBILE HOME PARK	\$50.00	no change
MOBILE HOME MONTHLY PARKING FEE	determined by Assessor, based on west side mil rate	determined by Assessor, based on west side mil rate
NEUTERED/SPAYED CAT	\$8.00	\$10.00
NEUTERED/SPAYED DOG (County/City Split)	\$8.00	\$10.00
NEUTERED/SPAYED PUPPY (County/City Split)	\$8.00	\$10.00
NSF FEE	\$35.00	no change
OPERATOR LICENSE	\$65.00	no change
OPERATOR LICENSE WITH PROVISIONAL	\$80.00	no change
OPERATOR LICENSE - TEMPORARY	\$21.00	no change
OPERATOR LICENSE - LAST 6 MONTHS OF LICENSING PERIOD	\$35.00	no change
PASSPORT FEE (SET BY STATE DEPT)	\$35.00	no change
PAWN BROKER/SECONDHAND ARTICLE/JEWELRY DEALER	\$60.00	\$65.00
PROCESSING FEE FOR BACKGROUND CHECKS	\$35.00	no change
PUBLIC DANCE	\$2/dance; \$10/annually	no change
PUBLICATION FEE	\$30.00	at max
ROOM TAX	no fee established/necessary	no fee established/necessary
SECONDHAND ARTICLE DEALER MALL/FLEA MARKET	\$65.00	no change
SEXUALLY ORIENTED ADULT ESTABLISHMENT	\$250.00	no change
SEXUALLY ORIENTED ADULT ESTABLISHMENT LATE FEE	\$100.00	no change
SEXUALLY ORIENTED ADULT ESTABLISHMENT RENEWAL	\$250.00	no change
SHOWS AND AMUSEMENT, CARNIVAL	\$20.00	no change
SOLICITOR	\$125.00	\$130.00
SOLICITOR (REPLACEMENT CARD)	\$10.00	no change
SPECIAL EVENT (LOW HAZARD/1ST AMENDMENT)	\$25.00	\$35.00

CLERK'S OFFICE FEES

TYPE OF LICENSE/PERMIT SOLD AT CITY HALL	CURRENT FEE (2025)	PROPOSED FEE FOR 2026
SPECIAL EVENT (LOW HAZARD /1ST AMENDMENT) - NON-PROFIT	-	\$20.00
SPECIAL EVENT (LOW HAZARD /1ST AMENDMENT) - LATE FEE <60 DAYS	-	\$15.00
SPECIAL EVENT (LOW HAZARD/1ST AMENDMENT) - LATE FEE <30 DAYS	-	\$20.00
SPECIAL EVENT (LOW HAZARD/1ST AMENDMENT) - FIRST-TIME EVENT FEE	-	\$0.00
SPECIAL EVENT (LOW HAZARD/1ST AMENDMENT) - LOCATION CHANGE FEE	-	\$5.00
SPECIAL EVENT (MEDIUM HAZARD)	\$50.00	\$65.00
SPECIAL EVENT (MEDIUM HAZARD) - NON-PROFIT	-	\$35.00
SPECIAL EVENT (MEDIUM HAZARD) - LATE FEE <60 DAYS	-	\$25.00
SPECIAL EVENT (MEDIUM HAZARD) - LATE FEE <30 DAYS	-	\$35.00
SPECIAL EVENT (MEDIUM HAZARD) - FIRST-TIME EVENT FEE	-	\$50.00
SPECIAL EVENT (MEDIUM HAZARD) - LOCATION CHANGE FEE	-	\$15.00
SPECIAL EVENT (HIGH HAZARD)	\$250.00	\$310.00
SPECIAL EVENT (HIGH HAZARD) - NON-PROFIT	-	\$155.00
SPECIAL EVENT (HIGH HAZARD) - LATE FEE <60 DAYS	-	\$115.00
SPECIAL EVENT (HIGH HAZARD) - LATE FEE <30 DAYS	-	\$175.00
SPECIAL EVENT (HIGH HAZARD) - FIRST-TIME EVENT FEE	-	\$100.00
SPECIAL EVENT (HIGH HAZARD) - LOCATION CHANGE FEE	-	\$60.00
SPECIAL EVENT (SPECIAL HAZARD)	\$500.00	\$625.00
SPECIAL EVENT (SPECIAL HAZARD) - NON-PROFIT	-	\$310.00
SPECIAL EVENT (SPECIAL HAZARD) - LATE FEE <60 DAYS	-	\$210.00
SPECIAL EVENT (SPECIAL HAZARD) - LATE FEE <30 DAYS	-	\$310.00
SPECIAL EVENT (SPECIAL HAZARD) - FIRST-TIME EVENT FEE	-	\$150.00
SPECIAL EVENT (SPECIAL HAZARD) - LOCATION CHANGE FEE	-	\$155.00
TAXI	\$50 1st vehicle; \$10 thereafter	no change
TAXI - More than 7 person capacity	\$100.00	no change
TEMPORARY CLASS B (PICNIC) BEER/WINE	\$10.00	at max
UNNEUTERED/UNSPAYED CAT	\$16.00	\$20.00
UNNEUTERED/UNSPAYED DOG (County-City Split)	\$16.00	\$20.00
UNNEUTERED/UNSPAYED PUPPY	\$8.00	\$10.00

FEES CURRENTLY SET BY ORDINANCE:

FOOD TRUCK LICENSE - NON CITY BASED BUSINESS	Ord 15-27
FOOD TRUCK LICENSE - CITY BASED BUSINESS	Ord 15-27
FOOD TRUCK LICENSE - NON CITY BASED BUSINESS RENEWAL	Ord 15-27
FOOD TRUCK LICENSE - CITY BASED BUSINESS RENEWAL	Ord 15-27

De Pere Park, Recreation & Forestry
Recreation Programs
2026 Fees

Recreation - YOUTH PROGRAMS

	Resident	Non-Resident	Resident & Non-Resident
Program Cancellation Fee		\$9.50 per class/registrant	
Cookies and Cocoa Bingo	\$7.00	\$7.00	
Oodles of Art	\$52.00	\$72.00	
Candy Making Workshop	\$16.50	\$33.00	
Art In the Park	\$13.50	\$27.00	
Teddy Bear Picnic	\$13.50	\$27.00	
Preschoolers in the Park	\$11.00	\$22.00	
Badges and Bobbers	\$6.00	\$6.00	
Oodles of Art - Workshop	\$13.50	\$27.00	
Cookie Decorating Workshop	\$13.50	\$27.00	
Holiday Workshops	\$13.50	\$27.00	
Mini Camps	\$30.00	\$50.00	
Learning Tree Adventures	\$174.00	\$194.00	
Kamp Kinder Adventure	\$70.00	\$90.00	
Sports'tacular (6 weeks)	\$31.00	\$51.00	
Sports'tacular (8 weeks)	\$38.00	\$58.00	
YEL Camp - Chess	\$152.00	\$172.00	
YEL Camp - Lego	\$152.00	\$172.00	
YEL Camp - Extreme Engineers	\$152.00	\$169.00	
Art Expressions	\$50.00	\$70.00	
Art Expression Holiday Workshop	\$14.50	\$29.00	
Art Explosion	\$52.00	\$72.00	
Tea Parties	\$14.50	\$29.00	
Preschool Dance Parties	\$15.50	\$31.00	
Firefighter Friends	\$9.00	\$18.00	
Tumblebees (8 weeks)	\$32.00	\$52.00	
Tumblebees (12 weeks)	\$46.00	\$66.00	
Tiny Tumblers (8 weeks)	\$37.00	\$57.00	
Tiny Tumblers (12 weeks)	\$62.00	\$82.00	
Little Yogis	\$36.00	\$56.00	
Dance with Ribbons Camp	\$20.50	\$40.50	
Twirl Team	\$188.00	\$208.00	
Summer Pom Clinic	\$35.00	\$55.00	
Pom & Dance	\$171.00	\$191.00	
Intro to Dance	\$42.00	\$62.00	
Youth Dance	\$193.00	\$213.00	
ABC, 123 Dance with Me	\$34.00	\$54.00	
Summer Dance Pre-Ballet (3-4 yrs)	\$37.00	\$57.00	
Summer Dance Tap/Ballet/Hip Hop/Jazz	\$45.00	\$65.00	
Little Ninjas (12 weeks)	\$59.00	\$79.00	
Little Ninjas (11 weeks)	\$55.00	\$75.00	
Tennis Lessons - Youth	\$90.00	\$110.00	
Youth Flag Football League	\$56.00	\$76.00	
Youth Flag Football Late Fee			\$13.50
Pee Wee Flag Football	\$35.00	\$55.00	
Flag Football Summer Clinic	\$35.00	\$55.00	

Recreation Programs

Recreation - KIDZ ZONE

	Resident	Non-Resident	Resident & Non-Resident
Registration Fee			\$43.00
Cancellation Fee 2 week notice			(retain fee for 2 weeks)
Early Release Days Per Participant			\$21.00
All Fees for Kidz Zone are per participant/per week			
Full Time (4-5 days/wk) Before School			\$50.00
Full Time (4-5 days/wk) After School			\$61.00
Full Time (4-5 days/wk) Before & After School			\$101.00
Part-Time (3 days/wk or less) Before School			\$36.00
Part-Time (3 days/wk or less) After School			\$43.00
Part-Time (3 days/wk or less) Before & After School			\$74.00
Kid's Day Camps	\$40.00	\$60.00	

Recreation - SUMMER CAMP

	Resident	Non-Resident	Resident & Non-Resident
Registration Fee Per Participant			\$43.00
Cancellation Fee for one week/Per Participant (with 2 week notice)			\$45.00
Cancellation Fee for all additional weeks/Per Participant (with 2 week notice)			\$74.00
Weekly Camp Fee	\$178.00	\$198.00	
Half Day/4th of July Week	\$146.00	\$166.00	

Recreation - SUMMER PLAYGROUNDS

	Resident	Non-Resident	Resident & Non-Resident
Playground Program			\$23.00
Kids Night Out - Rule the Pool			\$5.00
Summer Carnival			\$0.25
Movie in the Park			Free
Park Playground Bingo			\$1.00

Recreation - FAMILY PROGRAMS

	Resident	Non-Resident	Senior Citizen Resident
Parent Child Dance/Per Person	\$17.50	\$17.50	
Puzzle Mania/Per Team	\$27.00	\$27.00	
Tae Kwon Do (12 weeks)	\$75.00	\$95.00	\$56.00
Tae Kwon Do (11 weeks)	\$69.00	\$89.00	\$52.00
Introduction to Tae Kwon Do (12 weeks)	\$69.00	\$89.00	
Introduction to Tae Kwon Do (11 weeks)	\$64.00	\$84.00	
Women's Self Defense	\$14.50	\$29.00	

Recreation - ADULT/SENIOR PROGRAMS

	Resident	Non-Resident	Senior Citizen Resident
Watercolor Group	\$34.00	\$34.00	\$34.00
Watercolor Group after June 30	\$24.50	\$24.50	\$24.50
Crafters Corner	\$34.00	\$34.00	\$34.00
Stained Glass (6 weeks)	\$61.00	\$81.00	\$46.00
Stained Glass (8 weeks)	\$81.00	\$101.00	\$61.00
Studio Oil Paint	\$92.00	\$112.00	\$69.00
Painter's Paradise	\$22.50	\$22.50	\$22.50
Tennis	\$90.00	\$110.00	\$68.00
Yoga (7 weeks)	\$52.00	\$72.00	\$39.00
Yoga (6 weeks)	\$46.00	\$66.00	\$35.00
Gentle Chair Yoga	\$46.00	\$66.00	\$35.00
Restorative Yoga (7 weeks)	\$52.00	\$72.00	\$39.00
Restorative Yoga (6 weeks)	\$46.00	\$66.00	\$35.00
Yin Restorative Yoga (7 weeks)	\$52.00	\$72.00	\$39.00
Yin Restorative Yoga (7 weeks)	\$46.00	\$66.00	\$35.00
Yin Yoga (7 weeks)	\$52.00	\$72.00	\$39.00
Yin Yoga (6 weeks)	\$46.00	\$66.00	\$35.00

Recreation Programs

Core Strength (7 weeks)	\$46.00	\$66.00	\$35.00
Core Strength (6 weeks)	\$41.00	\$61.00	\$31.00
Strength & Cardio (7 weeks)	\$38.00	\$58.00	\$29.00
Strength & Cardio (6 weeks)	\$33.00	\$53.00	\$25.00
Zumba (45 min.) (7 weeks)	\$38.00	\$58.00	\$29.00
Zumba (45 min.) (6 weeks)	\$33.00	\$53.00	\$25.00
Zumba (60 min.) (7 weeks)	\$43.00	\$63.00	\$32.00
Zumba (60 min.) (6 weeks)	\$38.00	\$58.00	\$29.00
Cardio Gold Mix (7 weeks)	\$38.00	\$58.00	\$29.00
Cardio Gold Mix (6 weeks)	\$33.00	\$52.00	\$25.00
Cardio Gold Strength Training (7 weeks)	\$37.00	\$57.00	\$28.00
Cardio Gold Strength Training (6 weeks)	\$32.00	\$52.00	\$24.00
Sound Bowl Meditation	\$23.00	\$23.00	
Mindful Body Movement (Meditative Fusion)	\$56.00	\$76.00	\$42.00
Tai Chi (7 weeks)	\$38.00	\$58.00	\$29.00
Tai Chi (6 weeks)	\$33.00	\$53.00	\$25.00
Wing Chun (7 weeks)	\$54.00	\$74.00	\$40.00
Wing Chun (6 weeks)	\$47.00	\$67.00	\$35.00
Drop-in Fees for Fitness Classes (1 hr.)	\$12.00	\$12.00	\$12.00
Drop-in Fees for Fitness Classes (45 min.)	\$10.00	\$10.00	\$10.00
Drop-in Fees for Fitness Classes (30 min.)	\$8.00	\$8.00	\$8.00
Luncheons/Bingos	\$9.00	\$9.00	
Music Shows	\$8.00	\$8.00	
Senior Picnic	\$6.00	\$6.00	
Friday Bingo	\$6.00	\$6.00	
Cribbage Tournament/Team	\$31.00	\$31.00	

Recreation - ADULT LEAGUES

	Resident	Non-Resident	Team Fee
Softball - Summer	\$38.00	\$58.00	\$287.00
Softball - Summer Co-Ed shortened season	\$25.00	\$45.00	\$167.00
Softball - Fall	\$25.00	\$45.00	\$167.00
Basketball - Officiated	\$45.00	\$65.00	\$584.00
Basketball - Self Officiated	\$45.00	\$65.00	\$70.00
	Resident	Non-Resident	Senior Citizen Resident
Pickleball - League	\$17.00	\$34.00	\$13.00
Indoor Pickleball	\$54.00	\$74.00	\$41.00
Intro to Pickleball Class	?	?	?

De Pere Park, Recreation & Forestry
Swimming Pools

2026 Fees

Summer Pools

Daily Admission

	Legion	VFW	Both Pools
Infant (0-2 years old)	\$2.00	\$3.00	NA
Single (3-59 years old)	\$5.00	\$7.00	NA
Senior (60+ years old)	\$4.00	\$5.00	NA
Lap Swim	NA	NA	\$4.00

Season Pool Passes

Legion Only Season Pool Passes	Pre-Season Swim Passes		In-Season Swim Passes	
	Resident	Non-Resident	Resident	Non-Resident
Infant (0-2 years old)	\$0.00	\$0.00	\$0.00	\$0.00
Individual (3-59 years old)	\$25.00	\$52.00	\$40.00	\$67.00
Senior (60+ years old)	\$20.00	\$41.00	\$35.00	\$56.00

Legion & VFW Season Pool Passes	Pre-Season Swim Passes		In-Season Swim Passes	
	Resident	Non-Resident	Resident	Non-Resident
Infant (0-2 years old)	\$0.00	\$0.00	\$0.00	\$0.00
Individual (3-59 years old)	\$30.00	\$63.00	\$45.00	\$78.00
Senior (60+ years old)	\$25.00	\$52.00	\$40.00	\$67.00
Replacement Key Tag Fee	\$7 each			

Inseason resident rates are increased by \$15. Non-Res fees are +110% the resident rate. Senior rates are 75% the individual rate. All rates are based on the resident ind preseason rates initially & updated from there

Pool Facility Rental Fees

Base Facility Rental Fee Per Hour				
Number of Attendees	Legion Main Pool	Legion Tot Pool	VFW Main Pool	VFW Tot Pool
1-60	\$135.00	\$60.00	\$205.00	\$85.00
61-136	\$170.00	NA	\$240.00	NA
137-236	\$205.00	NA	\$275.00	NA
237-336	NA	NA	\$310.00	NA

Additional Rental Service Fees Per Hour (unless otherwise noted)

Services	Legion Pool		VFW Pool	
	Concessions (60 or less attendees)	\$35.00	Tot pool fee waived with rental of main pool.	\$35.00
Concessions (61+ attendees)	\$70.00	\$70.00		
Water Slides	NA	\$35.00		
Inflatables (per rental, not per hour)	\$60.00	NA		
Party Room Rental	NA	\$35.00		
Additional Staff (each)	\$35.00	\$35.00		

Party Room & Packages

Attendees	Legion Pool	VFW Pool	Party Room VFW Only
	Party Package	Party Package	
1-12	\$60.00	\$84.00	+\$35/hour
13-20	\$100.00	\$140.00	+\$35/hour
Additional guests	\$5 ea	\$7 ea	NA

Aquatics - Programs

Youth Swim Lessons	Resident	Non-Resident
Summer Group Swim Lessons	\$48.00	\$68.00
Private Swim Lessons - 4 pack	\$102.00	\$122.00
Private Swim Lessons - 8 pack	\$194.00	\$214.00
Additional Private Lesson Fee	\$30.00	\$30.00
SH Parent Child (7 weeks)	\$45.00	\$65.00
SH Parent Child (6 weeks)	\$41.00	\$61.00
Competitive Swim Class	\$191.00	\$207.00

Adult Fitness	Resident	Non-Resident	Senior Resident
Masters Swim Program	\$51.00	\$71.00	\$39.00
Summer Water Aerobics (4 weeks)	\$59.00	\$79.00	\$45.00
Summer Water Aerobics (3 weeks)	\$44.00	\$64.00	\$34.00
SH Water Fitness (7 weeks)	\$50.00	\$70.00	\$38.00
SH Water Fitness (6 weeks)	\$44.00	\$64.00	\$34.00
Aqua Zumba (5 weeks)	\$38.00	\$58.00	\$34.00
Aqua Yoga (5 weeks)	\$38.00	\$58.00	\$34.00

Additional Programs	Resident	Non-Resident
Spring Board Diving Workshop	\$17.00	\$34.00
Aqua Rock Climbing Workshop	\$17.00	\$34.00
Triathlon - Swimming Workshop	\$17.00	\$34.00
Lifeguard Certification	\$180.00	\$200.00
Lifeguard Recertification	\$80.00	\$100.00
CPR Certifications	\$80.00	\$100.00

**De Pere Park, Recreation & Forestry
De Pere Community Center**

2026 Fees

Room Reservations

	Resident	Non-Resident	Resident & Non-Resident
Large Activity Rooms with Kitchens/Four Hour Rental	\$200.00	\$250.00	
Meeting Rooms/Four Hour Rental	\$100.00	\$150.00	
Meeting Rooms/Additional Hours			\$30.00/hr
Large Activity Rooms/Additional Hours			\$55.00/hr
Set up/Take Down/Clean Up Fee Per Hour			\$87.00
Additional Cleaning Fee Per Hour			\$77.00
Call-In Fee Assistance Per Time			\$77.00
On-Site Call-In Fee Per Time			\$153.00; \$77/hr. after 2 hours
Reservation Cancellation Fee Per Time			\$46.00
Reservation Room Change Fee Per Time			\$25.00
Damage to City Property			Cost + Labor
Security Deposit		\$250 Small Rm./\$500 Large Rm./Any rental beyond 9pm +\$200	
Game Room Security Deposit			\$155.00
Security Deposit for Non-Profit or Youth Organizations Flat Rate			\$155.00
Birthday Parties (\$100 minimum)			n/a

Storage Bins/Cabinets/Audio-Visual Equipment

	Resident	Non-Resident	Resident & Non-Resident
Storage Bins 6 month minimum			\$97.00
Storage Bins Per Year			\$194.00
Cabinets Per Month			\$16.50
TV, VCR, DVD Player (Per Unit)			\$20.00
35mm Slide Projector (Per Unit)			\$18.00
Overhead Projector (Per Unit)			\$18.00
Cordless Microphone (Per Unit)			\$21.00
Conference Phone (Per Unit)			\$18.00
LCD Projector/Digital Presenter (Per Unit)			\$41.00
HDMI Cable Security Deposit			\$102.00

Contracted Rental Agreements

Brown County Per Month	N/A		
Freezer/Year	N/A		

Insufficent Funds Fee			
Falsely Contested CC Charge Fee			

Memo



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

From: Fire Chief Brett Jansen *BT*

Date: December 9, 2025

Re: Approval of the Proposed Ambulance Service Rate Change

De Pere Fire Rescue is seeking approval to update the Emergency Medical Service Ambulance billing rate for January 1, 2026. The last update to the billing rate was in 2022 and our current billing company EMSMC is recommending that we update our rates to match the other municipalities around us.

I worked with EMSMC, to review our rates and research what similar services were charging for service. Together, EMSMC and we formed equitable recommendations for your approval based on our findings.

I have attached the comparison work sheet and the recommendations for the increase in ambulance service fees.

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

City of De Pere Fire Department Rate Survey

Service	Ashwaubenon Public Safety	City of Kiel Fire Department	City of Manitowoc Fire Department	Grand Chute Fire Department	Green Bay Metro Fire Department	City of Kaukauna Fire Department	City of De Pere Fire Department	Average	Recommended Rate
BLS Transport	\$ 1,000	\$ 1,400	\$ 1,250	\$ 1,200	\$ 1,300	\$ 850	\$ 850	\$ 1,167	\$ 1,150
ALS Transport	\$ 1,100	\$ 1,500	\$ 1,400	\$ 1,300	\$ 1,400	\$ 1,150	\$ 1,050	\$ 1,308	\$ 1,300
ALS2 Transport	\$ 1,300	\$ 1,800	\$ 1,600	\$ 1,500	\$ 1,700	\$ 1,650	\$ 1,250	\$ 1,592	\$ 1,500
BLS Treat No Transport	\$ 350	\$ 500	\$ 500	\$ 300	\$ 600	\$ 275	\$ 300	\$ 421	\$ 500
ALS Treat No Transport	\$ 600	\$ 1,100	\$ 1,000	\$ 900	\$ 1,000	\$ 500	\$ 700	\$ 850	\$ 850
Loaded Mileage	\$ 22	\$ 22	\$ 23	\$ 23	\$ 22	\$ 21	\$ 20	\$ 22	\$ 22

Recommendations include bundled prices

EMS MC

Authorization of Recommended Rates / Date

Printed Name / Title



Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: Finance
FROM: Pamela Manley, Finance Director
SUBJECT: Resolution #25-129 Designating Public Depositories and Authorizing Withdrawal or Disbursement of City Monies.
RECOMMENDED ACTION: Motion to Approve.

Due to the change last year from City Administrator to City Manager form of government, I have requested an updated resolution to include the current position titles for the authorized signers for the city. No changes have been made to the depositories as we continue to utilize the same banks.

Please reach out to me prior to the meeting with any questions you may have

ATTACHMENTS:
Reso25-129

RESOLUTION #25-129

**DESIGNATING PUBLIC DEPOSITORIES AND AUTHORIZING
WITHDRAWAL OR DISBURSEMENT OF CITY MONIES**

WHEREAS, Chapter 34 of the Wisconsin Statutes provides for the designation of public depositories for public monies handled by the Finance Director for the City of De Pere and its Finance Department; and

WHEREAS, withdrawal or disbursement of City funds shall be made by authorization pursuant to Wisconsin Statutes § 66.0607.

NOW THEREFORE, IT IS HEREBY RESOLVED THAT:

The following financial institutions are hereby designated as public depositories for public monies coming into the office of the Finance Director of the City of De Pere, Brown County, Wisconsin:

Associated Bank Green Bay
200 North Adams Street
Green Bay, WI 54301

State of Wisconsin
Local Government Investment Pool (LGIP)
101 East Wilson Street; 5th Floor
P.O. Box 7871
Madison, WI 53707-7871

Charles Schwab
1871 North Casaloma Drive
Appleton, WI 54913

BE IT FURTHER RESOLVED THAT:

Withdrawal or disbursement from any of the above-named depositories shall be made as provided in Wisconsin Statutes § 66.0607, and in accordance therewith; all checks shall be signed by the Finance Director, countersigned by the City Manager, or in lieu thereof, a stamp of their personal signatures may be affixed, which has been adopted by them; the

above depositories shall be fully warranted and protected in making payment on any order check bearing such signature, notwithstanding that the same may have been placed without the authority of the designated person or persons.

BE IT FURTHER RESOLVED THAT:

A certified copy of this Resolution shall be delivered to each of the above-named depositories and said depositories may rely on this Resolution until superseded by a subsequent lawful Resolution.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this _____ day of December, 2025.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____



Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: Finance
FROM: Pamela Manley, Finance Director
SUBJECT: Resolution #25-130 Approving State Debt Collection Agreement with the State of Wisconsin Department of Revenue.
RECOMMENDED ACTION: Motion to approve.

The Finance Department uses the State Debt Collection (SDC) program to collect on unpaid debts owed to the City. Changes and updates to the SDC agreement include:

- Debts must be beyond any appeal periods, and all disputes must be resolved prior to referral of debt to the department
- Debts can be no older than 20 years from the origination/assessment date
- Clarification of situations when debts do not qualify for submission to SDC
- Added a requirement to debt referral notices (warning letter) to include language related to Accord and Satisfaction claims: "Any communications concerning the validity or dispute of this debt, including an instrument tendered as full satisfaction of a debt must be sent to [designated person with your agency, office or place]"
- Added confidentiality and disclosure requirements for the use of a third-party billing service with the program
- Clarification that other Wisconsin state agencies are required to participate in SDC by statute
- Details on how we assess interest on debts and that debtors can view their account balances and make online payments using the department's My Tax Account online service
- Updated procedure for addressing SDC debt when the debtor filed for bankruptcy

ATTACHMENTS:
Reso25-130, SDC Agreement V2024

RESOLUTION #25-130

APPROVING STATE DEBT COLLECTION AGREEMENT WITH THE
STATE OF WISCONSIN DEPARTMENT OF REVENUE

WHEREAS, Wis. Stats. § 71.93(8) allows the Wisconsin Department of Revenue (WDOR) to enter into intergovernmental agreements for collection of debt owed to municipalities; and

WHEREAS, the City and the WDOR are parties to a State Debt Collection Agreement to assist with the collection of delinquent invoices, previously approved by the Common Council under Resolution #23-76; and

WHEREAS, the WDOR has recently updated the agreements for its State Debt Collection Initiative, pursuant to the terms and conditions of the attached updated Agency Agreement for State Debt Collection; and

WHEREAS, due to timing constraints for returning the signed agreement to the State, this item is being brought forward directly to the Common Council for approval.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The City Manager is hereby authorized and directed to enter into the attached State Debt Collection Agreement.

BE IT FURTHER RESOLVED:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 16th day of December, 2025.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Wisconsin Department of

Revenue

State Debt Collection Agreement

Updated January 2024

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AGENCY AGREEMENT FOR STATE DEBT COLLECTION

This agreement between the _____, (hereafter referred to as “agency”) and the Wisconsin Department of Revenue (hereafter referred to as “department”) sets forth the requirements and expectations relating to state debt collection (SDC) services.

STATUTORY AUTHORITY

The department is authorized by state law ([sec. 71.93\(8\)](#), Wis. Stats.) to enter into a written agreement to collect any amount owed to the agency.

DUTIES OF THE AGENCY

1. Debts sent to the department for collection must be:
 - Greater than \$50
 - At least 90 days past due
 - Reduced to a judgment or the debtor was provided with reasonable notice and an opportunity to be heard regarding the validity of the debt
 - Beyond any appeal periods, and all disputes must be resolved prior to referral of debt to the department
 - No older than 20 years from the origination/assessment date
2. Debts do not qualify for submission if any of the following apply:
 - The agency is negotiating a payment plan
 - The debtor has an active payment plan in good standing
 - For Restitution debts, the debtor has an active payment plan in good standing with the original debt holder
 - The debtor has filed for bankruptcy
 - The debtor is deceased
 - The debtor objected to the basis of the debt and the agency is responding to the objection
 - The debt origination/assessment date is older than 20 years
3. The agency shall not certify the same debt to the Tax Refund Intercept Program (TRIP) and to the SDC concurrently. Debts certified to SDC intercept tax overpayments under sec. [71.93\(3\)\(a\)](#), Wis. Stats.

4. The agency acknowledges that debtors may attempt to discharge their debts by accord and satisfaction without paying the debt in full according to state law (see sec. [403.311](#), Wis. Stats.) To prevent such claims, the agency must:

Include a conspicuous statement to each debtor under state law (sec. [403.311\(3\)](#), Wis. Stats.), directing accord and satisfaction payments directly to your agency for acceptance or rejection, prior to referring the debt to the department. The agency agrees that the department shall not be liable for any damages or claims arising out of its handling of any accord and satisfaction claims.

5. At least 30 days prior to referral of the debt to the department, the agency shall send notice to the debtor of the agency's intention to refer the debt to the department for collection. The notice must include:

- Applicable state law (sec. [71.93 \(8\)](#), Wis. Stats.), which allows debt referral to the department for collections
- The nature and amount of the debt
- Identify the agency to whom the debt is owed
- Advise the debtor that collection costs will be assessed once the debt is referred to the department
- Include potential collection actions the department can take on behalf of the agency
- Language related to Accord and Satisfaction claims "Any communications concerning the validity or dispute of this debt, including an instrument tendered as full satisfaction of a debt must be sent to [designated person with your agency, office or place]"

6. The agency shall provide the following information in an electronic format using the department's online application or by file exchange using the department's prescribed file layout:

- New debts submitted to the department must contain the following information:
 - Legal name
 - Valid Social Security Number (SSN), Federal Employer Identification Number (FEIN) or WI issued Driver's License Number (DLN)
 - Unique personal identification number that is not the SSN (e.g., customer number)
 - Unique debt identification number (e.g., invoice number)
 - Original date the debt was assessed
 - A short debt description and a more detailed debt description used to aid in the collection process

- A debt may only be updated or recalled by the agency for the following reasons:
 - The debt was submitted in error. The agency agrees to contact the department prior to recalling a debt to discuss the action. The department will cease collection actions in progress.
 - Changing an estimated assessment to the actual amount due
 - Correcting a debt balance due to error on initial submission
 - Changing the debt balance for other administrative adjustment
- 7. Once a debt is referred to the department for collection, the agency shall discontinue billing statements, demand letters, and active collection efforts. The agency will direct all debtor calls or requests regarding collection of the debt to the department.
- 8. Once a debt is referred to the department for collection, the agency shall forward any payments received to the department for processing. The department collection fee must be paid even if the debtor sends full payment of the debt to the agency.
- 9. If the debt is compromised or settled by the agency, the agency shall contact the department to determine the amount owed to the department for the collection fee. The agency is responsible for the full collection fee, based on the original amount certified, when entering into a compromise or settlement agreement.
- 10. Correspondence and telephone inquiries received that relate to the validity of the debt shall be forwarded to the agency for a timely response. The agency must have resources available to assist debtors and department collectors with debt-related issues.
- 11. Once a debt is collected in full by the department, the debt is returned to the agency as satisfied. The agency shall not submit any changes to the department after the debt is satisfied. If the agency determines the debtor owed a lesser amount or the debt should have been adjusted, the agency shall refund the debtor the amount of overpayment received plus the department collection fee calculated at 15% of the amount overpaid, if appropriate. The department will not refund any paid collection to the debtor when a debt is satisfied.
- 12. A debt certified by the agency using the wrong SSN or DLN will be reversed by the department and returned to the agency. Any payments and refund setoffs that occur because of erroneous identification information will be reversed by the department. The agency shall be responsible for reimbursement of collection fees or unrecoverable amounts due to submitting a debt with incorrect identification information.
- 13. The agency shall be responsible and liable for any claims or lawsuits made against the department arising from collection of a debt that is alleged to be incorrect or not owed by the debtor.
- 14. The agency agrees to maintain the confidentiality of all accounts, correspondence, documents, and any other related information, which may be obtained from or furnished by the department in accordance with all applicable state and federal laws.

15. If a third party is used by the agency to manage the debts referred to the department, the third party must sign a Vendor Confidentiality and Non-Disclosure Agreement with the department and will be bound by the same confidentiality requirements.

Any unauthorized use or disclosure of such information, or inadequate procedures for safeguarding the confidentiality of such information, constitutes grounds for immediate termination of this agreement.

16. The agency shall review reports transmitted, reconcile accounts, and notify the department within 60 days of any discrepancies.

17. The agency shall have technical staff available to maintain electronic file layouts, electronic reports, and other requirements as needed. Agency and department contact information will be periodically updated.

DUTIES OF THE DEPARTMENT

1. The department shall take all reasonable and cost-effective actions to collect referred debts. Collection efforts may include, but are not limited to:

- Identify assets available for satisfaction of debts
- Send demand letters
- Subpoena records
- Setoff refunds
- Negotiate and monitor payment plans
- Levy assets
- Certify wages

2. State agencies are required to send debts through SDC. Only the Secretary of the Department of Revenue may waive the referral of certain types of debts.

3. The department shall collect debts and assess interest in the same manner that it collects taxes and assesses interest according to state law (secs. [71.82\(2\)](#), [71.91](#), [71.92](#), and [73.03 \(20\)](#), Wis. Stats.)

4. The department shall add a collection fee to each debt referred for collection. The collection fee is reviewed periodically and may be adjusted up or down. The department will provide 30 days' notice to the agency prior to any fee adjustment.

5. The department shall apply payments made on delinquencies first to fees, then penalties and interest, with the balance applied to the principal. The department shall notify the agency and disburse payments monthly.

6. The department shall collect against debtors who owe multiple debts to various government entities. Proceeds collected shall be applied according to state law (sec. [71.93\(3\)](#), Wis. Stats.)

7. The department shall send periodic Statements of Account to the debtor.

8. If the agency requests interest on the debt, interest shall be posted monthly. Debtors may view account balances and make online payments using the department's My Tax Account online service.
9. The department may temporarily suspend collection action on an agency account if the debtor raises concerns regarding the validity of the debt that needs to be addressed by the agency. The debtor shall be advised that they must contact the agency within 30 days and that the department may resume collection action after 30 days unless the agency contacts the department to request additional time or recalls the debt.
10. If a payment, refund, or refundable credit is determined to be in error or is otherwise adjusted after posting to an agency debt, the department may reverse the credit and reduce the next monthly distribution by the adjusted amount.
11. The department may close out any debt with a balance that falls below \$20.00 and return the debt to the agency.
12. The department shall pursue debt collection until the debt is collected in full or the department has determined the debt to be uncollectible.
13. The department may pursue collection against the spouse of the debtor in accordance with Wisconsin marital property laws. When considering collection actions against a spouse, the department may take the following actions:
 - a. Contact the agency. When the department identifies that a debtor is married and the debt may have been incurred during the marriage, the department may contact the agency for additional information regarding the nature of the debt.
 - b. Contact the spouse. Prior to taking any collection action against a spouse, the department will send a notice providing an opportunity for the spouse to be heard regarding the ability to collect from the spouse.
14. The department shall suspend collection action on debts if the debtor files bankruptcy. It is the agency's responsibility to manage all bankruptcy matters. The agency must contact the department if they wish to recall a debt when bankruptcy has been filed.
 - a. If the bankruptcy is discharged, the department will contact the agency to review the debt for potential write off. If the debt survives bankruptcy, the agency must notify the department within 30 days to resume collection activity and provide the citation to the bankruptcy section (code/statutes) along with all relevant facts as to why the debt was not discharged.
 - b. If the bankruptcy is dismissed, the department will resume collection activity.
15. The department shall send the following files:
 - a. Debt Response File: The department shall respond to all new debt submissions with a response to notify the agency whether the debt was accepted or rejected.

- b. Transaction File: The department shall notify the agency monthly of credits posted to interest and principal and disburse payments through an ACH credit or state accounting system general ledger transfer.
- c. Return Debt File: The department shall return debts to the agency monthly for the following reasons:
 - o The debt is satisfied
 - o The debt is uncollectible
 - o The debtor is deceased
 - o The debt balance is less than \$20
 - o The debtor's name and ID do not match DOR records
 - o The agency recalled the debt
- d. Performance Analysis Report: The department shall report on its collection performance upon agency request.

- 16. The department shall have collectors available to assist debtors and the agency with debt-related issues.
- 17. The department shall resolve any debtor disputes pertaining to improper collection by the department.
- 18. The department shall have technical staff available to create and maintain electronic file layouts, electronic reports, and other requirements as needed. Agency and department contact information will be periodically updated.
- 19. The Secretary of the department shall be the final authority in the resolution of any interagency disputes regarding referral of debts.

LEGAL REQUIREMENTS

This agreement is effective upon the signing below of the representatives of the department and agency. Amendments mutually agreed to by the authorized representatives of the agency and the department shall become effective when signed and dated as an ADDENDUM to this agreement. If allowed by state law, the agreement may be terminated upon a 60-day notice by either party.

Wisconsin Department of Revenue

Agency Name _____

Print Name

Print Name

Signature

Signature

Date

Date

Applicable Laws and Rules

This document provides statements or interpretations of the following laws and regulations enacted as of January 30, 2024:

- SDC Program - sec. 71.93(8), Wis. Stats. (The 2009 Wisconsin Act 28 authorizes the State Debt Collection (SDC) program <https://docs.legis.wisconsin.gov/2009/related/acts/28/1808>)
- Hierarchy of payments - sec. 71.93(3), Wis. Stats., Refund Offset to SDC debt - sec. 71.93, Wis. Stats. (sections: 71.93(1)(a)2, 71.93(1)(a)3, 71.93(1)(a)4, 71.93(1)(a)5, or 71.93(1)(a)6, Wis. Stats.) Vendor Setoff: Vendor setoff - sec 71.93(b) and 71.935, [Wis. Stats.](#), authorizes the Department of Revenue to certify debts to the Department of Administration so that they may reduce a disbursement to the debtor by the amount of the debt.
- Lottery Setoff: Lottery prizes - sec. 565.30 (5), Wis. Stats., authorized the Department of Revenue to intercept lottery prize winnings greater than \$600 to be applied against the amount the taxpayer owes to state agencies.

Other statutes referenced in the guide:

Discharge of debts by accord and satisfaction - sec. 403.311, Wis. Stats Collection of debts and interest in same manner as tax - secs. 71.82(2), 71.91, 71.92, and 73.03 (20), Wis. Stats.) Provided is a List of statutes related to our [collection authorities](#).

Laws enacted and in effect after this date, new administrative rules, and court decisions may change the interpretations in this document. Guidance issued prior to this date, that is contrary to the information in this document is superseded by this document, according to sec. 73.16(2), Wis. Stats.



Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: Health
FROM: Chrystal Woller, Health Director/Officer
SUBJECT: Resolution #25-131 Approving Grant Agreement Modification with the State of Wisconsin Department of Health Services for Local Public Health Department Division of Public Health Contract #61880.
RECOMMENDED ACTION: Staff recommends approval

The original grant contract was reviewed and approved by Council in November 2023.

ATTACHMENTS:

Reso25-131, Memo_grant modification PHI, 155820 _ _ De _ Pere _ HD _
_ LPHD _ Public _ Health _ Infr

RESOLUTION #25-131

APPROVING GRANT AGREEMENT MODIFICATION BETWEEN THE STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES FOR LOCAL PUBLIC HEALTH DEPARTMENT
DIVISION OF PUBLIC HEALTH CONTRACT #61880

WHEREAS, the Health Department and the State of Wisconsin Department of Health Services are parties to Division of Public Health (DPH) Contract #61880 to support foundational capabilities and core infrastructure improvements in the local public health workforce with sufficient human and financial resources to ensure robust public health systems throughout Wisconsin approved by Resolution #23-125; and

WHEREAS, since the state's accounting system is able to manage expenses for only two years at a time, it is necessary to separate the original contract and create a new one for a two-year term, with an expiration date of November 30, 2027; and

WHEREAS, this modification will de-obligate funds already approved and re-obligate them to the new agreement; however, staff is now requesting authority to accept any future modifications to this agreement without further approval, provided the terms and conditions are substantially similar.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The City Manager is hereby authorized and directed to execute the Grant Agreement between the State of Wisconsin Department of Health Services and City of De Pere Health Department for DPH Contract #61880-1 as is attached hereto, including any amendments thereto or renewals thereof, provided the terms and conditions are substantially similar, with each subsequent renewal or amendment subject to such changes as deemed necessary by the City Attorney.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 16th day of

December, 2025.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Board/Committee Approval (of original Contract): 11/14/2023

CITY OF DE PERE

MEMO



Meeting Date: 12/16/2025
Department: Health
From: Chrystal Woller BSN, RN, MBA

Re: Consideration and Possible Action on the Modification to the WI DPH Public Health Infrastructure Grant #61880-1 Profile ID# 155820.

Due to the limitations of the state's grant contracting software, WI Department of Public Health needs to modify ALL local health department (LHD) public health infrastructure grant agreements to a new two-year time frame.

Please know that the scope of work, total award amount, performance period, and GEARS profile number (155820) will all stay the same as was approved by Council in November 2023.

This contract modification is due to the fact that the state's grant accounting system (GEARS) could not manage expenses for the full grant period of five years, only 2 years at a time. For this reason, the state created a contract expiring in 2025 and created a new contract with a new expiration date of 2027 (the last two years of the contract). This modification will proactively de-obligate funds and re-obligate that portion to a new GEARS contract. The new GEARS contract will still be profile 155820, but GEARS Contract Year 2027 (versus the current 2025). This is the contract that is attached here.

In anticipation of any future modifications that may be needed, I request approval for any subsequent renewals or amendments provided the terms and conditions are substantially similar, with each subsequent renewal or amendment subject to such changes as deemed necessary upon review by the City Attorney.

Wisconsin Department of Health Services Contract Centralization Legal Review

Agreement Number: **61880-1**

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
LPHD Public Health Infrastructure Grant

DPH Contract No.: 61880-1
Agreement Amount: \$105,800
Agreement Term Period: 12/1/2022 to 11/30/2027
GEARS Pre-Packet No: 2104 and 2106

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: Reducing profile 155820 to spend on the current contract period of 12/1/2022-11/30/2025 and moving the remaining funds to the contract period of 12/1/2025-11/30/2027. 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: 2025

Agency #:	Agency Name:	Agency Type:	GEARS Contract Start Date	GEARS Contract End Date	Program Total Contract:
472779	Depere Dph	60	12/1/2022	11/30/2025	\$83,658

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155820	PH INFRASTRUCTURE - LHD		\$105,800	\$-22,142	\$83,658	N/A
					\$83,658	

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: 2027

Agency #:	Agency Name:	Agency Type:	GEARS Contract Start Date	GEARS Contract End Date	Program Total Contract:
472779	Depere Dph	60	12/1/2025	11/30/2027	\$22,142

Profile ID#	Profile Name	Profile Note	Profile Current Amount	Profile Change Amount	Profile Total Amount	Funding Controls
155820	PH INFRASTRUCTURE - LHD		-	\$22,142	\$22,142	N/A
					\$22,142	

GEARS FEDERAL AWARD INFORMATION

DHS Profile Number	155820
FAIN	NE11OE000050
Federal Award Date	9/25/2025
Sub-award period of Performance Start Date	12/1/2022
Sub-award period of Performance End Date	11/30/2027
Amount of Federal Funds obligated in the subaward	\$0
Total Amount of Federal Funds obligated	\$105,800
Federal Award Project Description	Strengthening Wisconsin's Governmental Public Health Infrastructure, Workforce, and Data Systems
Federal Awarding Agency Name (Department)	Department of Health and Human Services
DHS Awarding Official Name	Debra K. Standridge
DHS Awarding Official Contact Information	608-266-9622
Assistance Listings Number	93.967
Assistance Listings Name	CDC's Collaboration with Academia to Strengthen Public Health
Total made available under each Federal award at the time of disbursement	\$65,619,645
R&D?	No
Indirect Cost Rate	6.7%

PROJECT PROCESS

08/30/2023

Strengthening Wisconsin's Governmental Public Health Infrastructure, Workforce, and Data Systems Funding: Local Health Department Scope of Work

Funding Summary

The COVID-19 pandemic emphasized the critical importance of a robust public health system. The pandemic also accentuated long-standing weaknesses and created new challenges to the U.S. public health infrastructure. Moreover, COVID-19 affected nearly every aspect of healthcare and public health, laying bare disparities and gaps in some conditions and worsening others. Public health partners need the capacity to regain their footing in these areas and then accelerate their efforts.

CDC's [Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems \(PHI\) funding](#) is meant to help address these needs by providing support for core infrastructure improvements in the public health workforce (A1), capacity to implement the Foundational Capabilities (A2), and data infrastructure (A3). Investments in these three strategy areas will have sustained effects that position recipient agencies to better meet ongoing and future public health needs of the communities they serve. The Wisconsin Division of Public Health (DPH) has received PHI Grant funding from the CDC and is passing through 40% of A1 Workforce funding to local and Tribal health department (LTHD) partners.

Wisconsin DPH Vision for PHI Grant

DPH's long-term goal is for our statewide governmental public health system to be equipped with the financial and human resources needed to provide all Foundational Capabilities¹ to every community in Wisconsin. Realizing this vision will be dependent on articulating both the anticipated positive human and economic impacts to investing in public health, and the exact type of investments required to realize those impacts across the State.

The Foundational Capabilities are the basic set of core functions that underlie the successful execution of governmental public health programs. They align with the Ten Essential Services and with accreditation; and they include the administrative, organizational, and operational skills and resources required to identify public health needs, design and evaluate programs to meet them, and manage the resources and diverse community partnerships required to implement those programs. Health departments that are equipped to provide the Foundational Capabilities will be more capable of meeting the unique population health needs of all people in Wisconsin.

DPH plans to achieve this goal include: (1) refining our definition of core public health services more concretely in FPHS terms; (2) quantifying the resources and staff

¹ "Foundational Capabilities" is a term developed by the Foundational Public Health Services model to describe the cross-cutting skills and functions required for successful operation of governmental public health agencies and the programs they implement. Please see [this overview of the FPHS model](#) for more information.

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required to implement them through a robust assessment of the governmental public health system; and (3) addressing identified gaps through strategic positions and actions that provide needed training, skills development, and application opportunities at both the State and local levels.

Available Funding

From Wisconsin's PHI award, the Department of Health Services (DHS) is allocating 40% of A1 (Workforce) funding to Wisconsin local and Tribal health departments, including \$16.8 million to local health departments (LHDs) and \$344,152 to Tribal health departments.

Local Health Departments: The State used a distribution formula for local health departments that includes 25% of the allocation as a base of \$50,189 per jurisdiction, 25% based on jurisdiction population, and 50% based on the Census Bureau's [Community Resilience Estimate](#) (CRE) score of individuals with three or more risk factors within the population. This adjustment serves to help direct additional resources towards areas with greater need. A spreadsheet of allocations by jurisdiction has been distributed via email and is available on the [COVID-19 Resources PHHS SharePoint site](#).

Tribal Health Departments: Since there is no CRE data available for Tribes, developing plans for allocating the designated funds will be a collaborative process with Tribal partners. A separate Scope of Work will be made for Tribes, following that collaborative process. The remainder of this Scope of Work will therefore focus on LHDs.

Each jurisdiction is allowed to partner with other jurisdictions and redirect any portion of their funding to a different LHD if both/all parties desire to do so. In such circumstances, all involved jurisdictions should connect with the PHI Grant Manager prior to submitting their work plan or signing their contract and should ensure that the arrangement was approved by the PHI Grant Manager or designated contact and is reflected in all pertinent workplans. Should a jurisdiction wish to redirect any portion of their funding to a different entity after signing their contract, they will be able to do so but will be responsible executing and reporting to DPH on that subcontracting.

Over and above the A1 funding detailed above, all LTHDs that submitted a costing and capacity assessment by the September 8, 2023 deadline as set by WALHDAB and Rede Group will see an additional \$2,400 allocation to help offset that effort.

Funding Periods

Allocated funding is available for expenses incurred from December 1, 2022 through November 30, 2027. The funding will be made available through a single five-year agreement but split across two funding periods. The first funding period will be for December 1, 2022 through November 30, 2025. After this first funding period,

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remaining funds will be de-obligated from the first funding profile in the Grant Enrollment, Application, and Reporting System (GEARS) and re-obligated to a second funding profile; this second funding period will run through November 30, 2027. The PHI Grant Manager and Specialists will be in touch during year three as we navigate the transition and confirm details for the final funding period.

Funding Purpose

The key expected outcomes of this funding include: (1) the hiring, retention, and training of diverse staff with improved wages and protections, ideally in positions that directly support the Foundational Capabilities; and (2) the increased capacity of public health agencies to implement the Foundational Capabilities.

Optional Redirecting of Funds

In May 2023, LHDs were provided the opportunity to submit memoranda of understanding (MOUs) to the PHI Grant Manager indicating the intention to have DPH redirect PHI Grant funds to another LHD for the first funding period (12/1/2022 - 11/30/2025). LHDs will still have the opportunity to contract out with PHI Grant funds if they did not submit MOUs, but will need to direct those funds themselves rather than having DPH do so. As the transition to the second funding period approaches (Fall 2025), LHDs will have the opportunity to redirect all or a portion of their remaining PHI Grant funds; they will not, however, be able to decrease any previously redirected amounts (i.e., taking back a portion DPH had already redirected to another agency).

Allowable Expenses

In preparation for this grant opportunity, DPH received significant input from health officers and other public health partners across Wisconsin that informed the development of DPH's proposal. Options provided below for LHD consideration are aligned with the DPH's PHI A1. Workforce and A2. Foundational Capability strategies and are designed to be mutually reinforcing.

Although LHDs are encouraged to pick from these options where feasible, DPH intends to be as flexible as possible with the allocated funds to ensure maximum utility and impact. As such, LHDs that feel a desired activity cannot fit within the options outlined below may either: (1) visit the full spectrum of activity options provided by the CDC in the Notice of Funding Opportunity (NOFO) [Appendix 1: Sample Activities](#), or (2) create their own activity, so long as it clearly aligns with the stated Funding Purpose. In these cases, when providing the requested workplan, the LHD should choose "other CDC-provided activity" or "other LHD created activity" and then follow the prompts to provide an overview of the activity and, where applicable, how it aligns with the Funding Purpose.

NOTE: "Public health staff" as referenced throughout this document refers to any staff employed by or contracted with a local health department. Furthermore, activities included in eventual work plans could be delegated to or carried out by any type of public health staff, be they existing staff or new/contracted staff funded by PHI Grant

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dollars. Please note, however, that all recipients will be asked to report on the number and type of positions supported by PHI Grant dollars in any way (including sub-contracts); please incorporate this reporting need into the development of staff-planning.

Recruit and hire new public health staff

- Expand and improve recruitment efforts
- Improve hiring systems, practices, and support structures (e.g., create new or revise existing job descriptions, revise job pay scales, offer hiring incentives, establish or expand internships, fellowships, and related programs, including but not limited to the [Area Health Education Centers \(AHEC\) Community Health Internship Program](#))
- Implement policies and practices that increase the diversity of applicant pools and the hiring, training, and retention of a diverse workforce

Retain public health staff

- Implement practices and policies that improve workplace culture and work-life balance for staff (e.g., hybrid work opportunities, retention incentives, sabbatical programs, promotional opportunities, leadership tracks, changing job classifications, etc.)
- Support existing staff time spent on Foundational Capabilities work (see objective, "Support the implementation of Foundational Capability work")
- Create/expand availability of leadership development opportunities
- Provide supplemental support to temporary staff (e.g., AmeriCorps members, etc.)
- Improve or establish retention practices

Support and sustain the public health workforce

- Expand employee well-being programs
- Strengthen employee engagement programs and methods
- Support staff participation in activities like strategic planning
- Expand staff involvement in professional networks

Train new and existing public health staff

- Support staff time to participate in DPH PHI Workforce Assessment; note that this is an individual-level staff assessment that will be implemented in mid- to late summer of 2023, and is separate from the agency-level costing and capacity assessment
- Cover staff time to participate in training related to Foundational Capabilities, including the development of leadership skills (e.g., covering the cost of a training course or offering tuition reimbursement, etc.)
- Support time and training costs for staff seeking to build deeper skill sets in strategic areas connected to the Foundational Capabilities, (e.g., data visualization, performance management/quality improvement, communications, partnership development, health equity/social determinants of health, etc.)

Strengthen workforce planning, systems, processes, and policies

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- Create or revise workforce development plan/strategies
- Create or modify staff positions or position descriptions to focus on key crosscutting workforce issues and/or Foundational Capabilities
- Support infrastructure needed to facilitate policy, systems, and environmental change work (e.g., human resource and other information systems, online recruitment and hiring portal, workforce training system, etc.)
- Support staff time to participate in the agency-level Costing and Capacity Assessment (above and beyond the amount afforded through the \$2,400 as described above), as well as other state and national assessments

Support the implementation of Foundational Capability work, focusing on areas of need or current gaps:

- Support time for staff to participate in accreditation or reaccreditation activities
- Support time for staff to strengthen or develop community partnerships
- Use evidence-based methods of garnering and integrating community voice, particularly in community health assessment and improvement plan processes
- Support efforts to align and/or integrate State Health Assessment and Improvement Plan priorities with local efforts, including the Community Health Assessment and Improvement Plan where relevant
- Support time for staff to implement community health improvement plan priorities
- Support time for staff to implement other work that is directly connected to implementing the Foundational Capabilities, and/or the capacity of the agency to implement the Foundational Capabilities in the long-term; grantees are encouraged to be innovative in identifying mechanisms to promote the development of these foundational skills within their workforce and agency as a whole
- Support the infusion of diversity, equity, and inclusion in programs, policies, or approaches; may include staff time required to review and revise these efforts, staff time required to implement these approaches, the implementation of a training program or paying for a consultant to provide related training, or other innovative approaches designed to infuse DEI within public health practice, as suggested by the FPHS model

Other objectives:

- Objective set by LHD that supports grant implementation
- Other LHD created activity that supports Funding Purpose
- Other CDC-provided activity (please specify from NOFO)

NOTE: In recognition of equity as a central component of the FPHS model and the State Health Assessment and Improvement Plan (SHA/SHIP), DPH also encourages jurisdictions to identify mechanisms to incorporate equity, the social determinants of health, and alignment with the SHA/SHIP within their PHI Grant activities where

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possible. DPH is available upon request to support jurisdictions in intentionally considering how to incorporate such an approach.

Important Notes Regarding Allowable Expenses

Per the NOFO, "recipients may use funds only for reasonable program purposes, including personnel, travel, supplies and services." Some costs associated with recruitment and hiring are allowable, including supplies and equipment needed to perform their jobs, personal protective equipment, data management, and other necessary supplies. The parameters related to allowable costs that might be implicated in proposed activities are outlined in [45 CFR part 75](#).

Additionally, please note that payments under this award will be subject to the provisions of:

- the [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(2 CFR part 200\)](#), including the cost principles and restrictions on general provisions for selected items of cost.
- CDC General Terms and Conditions for Non-research awards at <https://www.cdc.gov/grants/federal-regulations-policies/index.html>

Payments from the PHI Funds may be used only to cover costs incurred by the LHD between December 1, 2022 and November 30, 2025 for this first funding period, and through November 30, 2027 overall.

Unallowable Expenses

Per the NOFO, funds may not be used for any of the following:

- Funds may not be used for research ([detailed definition here](#)).
- Funds may not be used for clinical care except as allowed by law.
- Generally, funds may not be used to purchase furniture or equipment ([detailed definition here](#)). Any such proposed spending must be discussed with DPH for review by CDC.

Additionally, funds may not be duplicative and supplanting grantee funds by replacing or releasing available local grantee funds for alternative uses is not allowed.

Reporting Requirements

Recipient LHDs will be required to submit the following reports by the dates specified below.

- Just as is required in current version of the DPH Consolidated Contract, the PHI Grant program requires that LHDs complete a quarterly reconciliation process to ensure that they are tracking their remaining balances and previously submitted expenses. In lieu of a detailed financial report, the PHI Grant Management Team

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will request a copy of the result of this reconciliation each quarter. This will allow us to ensure alignment and that LHDs are monitoring spenddown regularly.

- **Activity Selection and Project Workplan**

Within 60 days of initial contract receipt, the grantee will submit a response to the [LTHD Workplan Development Survey here](#). This response will constitute the workplan, which need not be lengthy but should provide a sufficient overview of intended plans and any anticipated needs for the 5-year duration of the contract. DPH will seek to use this information to ensure alignment with the NOFO and DPH workplans and to identify potential statewide needs for technical assistance (TA), consultation, or support. Please note that we are aware that plans are likely to change multiple times over the course of these two funding periods. Revisions to activities and workplans are acceptable and expected.

- **Progress Reports**

Required project reporting will occur semiannually through completion of a form provided by DPH. The template will ask for the following information:

- **Project Update:** This will be a short narrative description of progress made on workplan objectives/activities and staff (new or existing) supported by grant funds. This will include the requirement to attribute expenses submitted during the previous period to the objectives/activities in the workplan.
- **Needed Technical Assistance (TA):** Any request for support, consultation, and/or technical assistance to mitigate challenges and/or develop activities and concepts in support of grant objectives.
- **Annual Updates:** In every other semiannual report, jurisdictions will be asked to share examples of impacts, and will also be asked to identify any major changes in their intended use of funds for the upcoming year.

Reporting deadlines through the full five-year agreement:

- Year 1 Report A – *not required based on timing of release of funds*
- Year 1 Report B – due on 12/29/2023
- Year 2 Report A – due on 06/28/2024
- Year 2 Report B – due on 12/30/2024
- Year 3 Report A – due on 06/27/2025
- Year 3 Report B – due on 12/30/2025
- Year 4 Report A – due on 06/26/2026
- Year 4 Report B – due on 12/30/2026
- Year 5 Report A – due on 06/29/2027
- Year 5 Report B – due on 12/30/2027

- **Monthly GEARS Expenditure Reporting**

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- Just as is required in current version of the DPH Consolidated Contract, the PHI Grant program requires that LHDs submit monthly expenditure reports by the end of the month following the reporting period. See detailed instructions for submitting expenditure reports on [this page](#). Please note that reports should be submitted via email to DHS600CARS@dhs.wisconsin.gov and we ask that you copy DHSDPHPHIGrant@wi.gov on each submission.

Contacts

If you have any questions regarding this funding including allowable uses of funding, requests for purchasing of equipment, GEARS reporting requirements, or other questions, please send them to the shared PHI Grant Management Team inbox, DHSDPHPHIGrant@wi.gov.

Resources

[Quality Training Standards | Training Development | CDC](#) – All trainings should strive to adhere to CDC's Quality Training Standards and, when appropriate, to be made available through [CDC TRAIN](#).

Required Disclosures

Violations

Consistent with 45 CFR 75.113 LHDs must disclose, in a timely manner in writing to DHS and the US HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at addresses available from DHS.

Disclose, in a timely manner in writing to the prime recipient (pass through entity, WI DHS) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the CDC and to the HHS OIG at the following addresses:

CDC, Office of Grants Services
Judith Davis, Grants Management Specialist
Centers for Disease Control and Prevention
Office of Financial Services
2939 Flowers Rd
Atlanta, GA 30341
Email: xxg6@cdc.gov (Include "Mandatory Grant Disclosures" in subject line)

-- AND --

U.S. Department of Health and Human Services

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Office of the Inspector General
ATTN: Mandatory Grant Disclosures, Intake Coordinator
330 Independence Avenue, SW
Cohen Building, Room 5527
Washington, DC 20201
Fax: (202)-205-0604 (Include "Mandatory Grant Disclosures" in subject line)

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: 8854EF66-302F-43A9-9AD1-2A5536255BF7
 Subject: 155820 - De Pere HD - LPHD Public Health Infrastructure Grant - 61880-1
 Source Envelope:
 Document Pages: 16
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Sent

 Envelope Originator:
 Yvette Smith
 201 East Washington Avenue
 Madison, WI 53703
 yvettea.smith@dhs.wisconsin.gov
 IP Address: 165.225.59.90

Record Tracking

Status: Original 11/19/2025 12:25:33 PM	Holder: Yvette Smith yvettea.smith@dhs.wisconsin.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: DHS	Location: Docusign

Signer Events

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

Signature

Timestamp

Sent: 11/19/2025 12:31:18 PM
 Viewed: 11/19/2025 1:27:25 PM

Electronic Record and Signature Disclosure:
 Accepted: 11/19/2025 1:27:25 PM
 ID: f5643bef-48ad-4458-b867-e70a1cb1fbfb

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: 11/19/2025 12:31:17 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: 11/19/2025 12:31:17 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: 11/19/2025 12:31:17 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: 11/19/2025 12:31:18 PM
Sara Lornson slornson@deperewi.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 11/19/2025 12:31:19 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/19/2025 12:31:17 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: DHSCoordinate@dhhs.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 DHSCoordinate@dhhs.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 DHSCoordinate@dhhs.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.



Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: Public Works
FROM: Scott Thoresen, Public Works Director
SUBJECT: Resolution #25-132 Authorizing Lease with Amerilux Holdings at 1201 Enterprise Drive (Temporary Office Relocation for Municipal Service Center).
RECOMMENDED ACTION: Staff recommends approving the lease agreement pending final reviews and approval by the City Attorney.

The Board of Public Works voted unanimously at its December 8, 2025 meeting to recommend approval, pending legal review of the lease agreement.

ATTACHMENTS:
Reso25-132, 1201 Enterprise Drive suite A Lease Agreement - City of De Pere (clean 12-2-25), Consider Lease Agreement for 1201 Enterprise Drive - 12-4-2025, 1201 Enterprise Drive Map

RESOLUTION #25-132

AUTHORIZING LEASE WITH AMERILUX HOLDINGS AT 1201 ENTERPRISE DRIVE
(Temporary Office Relocation for Municipal Service Center)

WHEREAS, the City is in need of relocating office space for the Municipal Service Center during expansion construction scheduled to commence in 2026; and

WHEREAS, a facility was located at 1201 Enterprise Drive, consisting of office space of 4,260 feet, which will accommodate operational needs during construction, on a month-to-month basis estimated to be approximately 15 months, for a monthly rate of \$4,500, funded as part of the expansion project borrowing; and

WHEREAS, staff has negotiated the lease terms with the property owner, Amerilux Holdings, pursuant to the terms and conditions of the Lease attached hereto; and

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

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council hereby authorizes the City Manager to enter into such Lease with Amerilux Holdings as is attached hereto and described above, subject to such changes as deemed necessary by the City Attorney.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 16th day of December, 2025.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Board/Committee Approval: 12/08/2025

LEASE

THIS LEASE AGREEMENT, made as of the ___ day of _____, 2025, by and between AMERILUX HOLDINGS, LLC, a Wisconsin limited liability company (hereinafter referred to as "Landlord") and City of De Pere, a Wisconsin municipal corporation, (hereinafter referred to as "Tenant").

WITNESSETH:

ARTICLE ONE PREMISES AND TERM

Section 1.01: Land & Building. The real property and building located at 1201 Enterprise Drive, City of De Pere, County of Brown, State of Wisconsin. All of the aforesaid property hereinabove mentioned is sometimes hereinafter referred to as the “demised premises.” Tenant can utilize approximately 20% of sign space on the road, at tenant expense. Tenant has the option to add signage to south east side of their suite and a small sign by the driveway area pending approval of the municipality at the tenant’s expense.

Section 1.02: Leased Premises. The leased premises shall include the portion of the building described as Suite A, consisting of approximately 4,260 square feet of office space.

Section 1.03: Term. The term of this Lease (the "Term") shall be month-to-month commencing on January 1, 2026. This lease shall automatically renew each month unless terminated by either party with at least 28 days written notice, in accordance with Wisconsin law. Rent shall be due on the first day of each month.

Section 1.04: Demise of Premises. The Landlord hereby demise[s] unto the Tenant the Premises, as-is, for the purpose of Tenant's proposed remodeling at its sole cost and expense. Tenant acknowledges and agrees that all improvements, modifications, and renovations shall be undertaken in compliance with all applicable laws, codes, and regulations, and that Tenant shall be solely responsible for obtaining any necessary permits and approvals. Upon completion of such remodeling, the Tenant shall maintain the Premises in good condition and repair, reasonable wear and tear excepted.

Section 1.05: Use of Leased Premises. The Tenant shall use the leased premises solely for general office purposes and related lawful business activities. No other use shall be permitted without the prior written consent of the Landlord. Tenant shall not use the premises for any illegal, hazardous, or disruptive activities, nor permit any nuisance or waste. Tenant shall comply with all applicable laws, ordinances, regulations, and zoning requirements. The Tenant shall not make any alterations or improvements to the premises without the Landlord’s prior written approval.

Section 1.06: Subletting and Assignment. Tenant shall not, (a) assign or encumber this Lease or any interest under it; (b) sublet the demised premises or any part thereof; (c) allow any

transfer of Tenant's interest herein or any lien upon Tenant's interest by operation of law or otherwise; or (d) permit the use or occupancy of the demised premises or any part thereof by anyone other than Tenant.

ARTICLE TWO
RENT

Section 2.01: Rent. In consideration of the leasing aforesaid, from and after the commencement date of the Term, Tenant hereby covenants and agrees to pay monthly all amount owed. The base rent will be Four Thousand Five Hundred Dollars (\$4,500.00) per month. All rents shall be payable in advance in equal successive monthly installments on the first day of each calendar month during the Term.

Section 2.02: Manner of Payment. All rent and other charges to be paid by Tenant to Landlord under the terms of this Lease shall be paid at such place as Landlord may from time to time designate, and in lieu of such designation, then at the place designated in Article Nine of this Lease for the giving of notices to Landlord.

Section 2.03: Late Charge & Failure to Pay. If rent due hereunder is not paid by the fifth (5th) day after it is due, Tenant shall pay upon demand, as additional rent, a late charge equal to 5% of the amount required to be paid.

ARTICLE THREE
TAXES

Section 3.01: Real Estate Taxes. Landlord shall pay all taxes, charges, and assessments, general and special, ordinary and extraordinary, of every nature and kind.

ARTICLE FOUR
UTILITIES

Section 4.01: Utility Payments. Tenant shall pay utility charges for the Leased Premises (suite A), including gas, electricity, heat, water, and sewer. Tenant shall pay for any other service ordered by Tenant or which serve the Leased Premises at Tenant's request.

Section 4.02: Landlord's Responsibility for Services. Landlord is responsible for obtaining and paying all expenses for the following services to the Leased Premises:

1. *Snow and ice removal*
2. *Dumpster service and trash removal*
3. *Lawn and Landscaping services*

ARTICLE FIVE
INSURANCE AND INDEMNITY

Section 5.01: Premises Coverage and Responsibility. At all times during the Lease Term, Tenant shall, at its expense, provide the following insurance coverages:

5.01.1: Liability Insurance. Commercial general liability insurance against claims for personal injury, death, or property damage occurring in connection with the use and occupancy of the Leased Premises, or arising out of their improvement, repair, or alternation, and including contractual liability coverage for the indemnification obligations of Tenant contained in this Lease. The limits of such insurance shall not be less than Two Million Dollars (\$2,000,000) combined single limit for personal injury and property damage.

5.01.2: Property Insurance. Fire and extended coverage insurance on the Leased Premises, against loss or damage by fire and other risks embraced by the so-called “Special Form” in amounts at all times sufficient to prevent Landlord from becoming a coinsurer under the terms of the applicable policies, but in any event, not less than one hundred percent (100%) of the then Full Insurable Value of the Leased Premises. The term “Full Insurable Value” means actual replacement value of the Leased Premises.

Section 5.02: Tenant Coverage. At all times after taking possession of the Leased Premises, Tenant shall, at its expense, provide the following insurance coverages:

5.02.1: Personal Property. Fire and extended coverage insurance (contents broad form) on Tenant’s personal property located in the Leased Premises and all leasehold improvements, alterations, and additions made by Tenant to the Leased Premises in amounts reasonably deemed adequate by Tenant to fully insure such items.

5.02.2: Contractual Liability. Coverage to insure the performance by Tenant of the indemnity agreements as to liability for injury to or death of persons injured or damage to property as set forth in this Lease.

5.02.3: Worker’s Compensation. Statutory Worker’s Compensation coverage with employer liability limits of not less than required by the State of Wisconsin.

Section 5.03: Landlord Coverage. Landlord shall keep in full force during the Term hereof, fire and extended coverage insurance on the building against loss or damage by fire and other risks in an amount not less than one hundred percent (100%) of the then Full Insurable Value of the Leased Premises. Landlord shall also provide Commercial general liability insurance against claims for personal injury, death, or property damage occurring in connection with the use and occupancy of the Leased Premises, or arising out of their improvement, repair,

or alternation, and including contractual liability coverage for the indemnification obligations of Tenant contained in this Lease. The limits of such insurance shall not be less than Two Million Dollars (\$2,000,000) combined single limit for personal injury and property damage.

Section 5.04: General Policy Provisions. The following items apply to coverage relating to the Premises:

5.04.1: Named Insured. All insurance policies shall name the Landlord as an additional insured.

5.04.2: Reserved.

5.04.3: Duality of Insurance. Insurance required hereunder shall be in companies qualified to do business in the State of Wisconsin and fully regulated by the Office of the Commissioner of Insurance in Wisconsin. No policy shall be cancelable or subject to reduction of coverage or other modification except after 30 days prior written notice to landlord.

5.04.4: Loss Adjustments. Any recovery resulting from an insurable loss is subject to the rights of the Landlord, as an additional insured, and Landlord's Mortgagee, if any.

5.04.5: Primary Insurance. All policies shall be written as primary.

Section 5.05: Failure of Tenant to Insure or Pay Premiums. If Tenant fails to pay promptly furnish any insurance coverage required to be procured by Tenant, Landlord, at its sole option, shall have the right to obtain the same and pay the premium, which will become immediately due as additional rent by Tenant.

Section 5.06: Waiver of Subrogation. Neither party shall be liable to the other (including subrogation claims of each party's respective insurers) and hereby expressly releases the other for any liability, business interruption, or any loss or damage to the Leased Premises or its contents.

Section 5.07: Non-Liability of Tenant. Tenant shall not be responsible for personal injury to Landlord, its agents, or employees resulting from personal injury to the extent that such personal injury is caused by the negligence or intentional acts of Landlord, its agents, or employees. Landlord agrees to indemnify and hold harmless Tenant with respect to such injuries.

Section 5.08: Non-Liability of Landlord. Landlord shall not be responsible for personal injury to Tenant, its agents, or employees, resulting from personal injury to the extent that such personal injury is caused by the negligence or intentional acts of Tenant, its agents, or employees. Tenant agrees to indemnify and hold harmless Landlord with respect to such injuries.

Section 5.09: Hold Harmless and Indemnity. Except for injury to persons or damage to property caused by or resulting from Landlord's negligence or willful misconduct, Tenant hereby agrees to indemnify and hold Landlord harmless against and from any and all claims by or on behalf of any person arising from any breach or default on the part of Tenant in the performance of any covenant or agreement on the part of Tenant to be performed, pursuant to this Lease, or arising from any act or negligence or willful misconduct of Tenant, its agents, contractors, servants, employees, guests, invitees licensees or customers during the Term of this Lease in or about the demised premises, and from and against all judgments, reasonable costs and expenses and liabilities incurred in or about any such claim or action or proceeding brought thereon.

Except for injury to persons or damage to property caused by or resulting from Tenant's negligence or willful misconduct, Landlord hereby agrees to indemnify and hold Tenant harmless against and from any and all claims by or on behalf of any person arising from any breach or default on the part of Landlord in the performance of any covenant or agreement on the part of Landlord to be performed, pursuant to this Lease, or arising from any act or negligence or willful misconduct of Landlord, its agents, contractors, servants, employees, guests, invitees licensees or customers during the Term of this Lease in or about the demised premises, and from and against all judgments, costs, expenses and liabilities incurred in or about any such claim or action or proceeding brought thereon.

Section 5.10: Municipal Status. Nothing contained in this Agreement is intended to be a waiver or estoppel of the Tenant to rely upon the limitations, defenses, and immunities contained within Wisconsin law, including but not limited to those contained in Wis. Stat. §§ 893.80, 895.52, and 345.06. To the extent that indemnification is available and enforceable, Tenant or its insurers will not be liable in indemnity or contribution for an amount greater than the limits of liability for claims established by Wisconsin law.

ARTICLE SIX
REPAIRS AND MAINTENANCE;
COMPLIANCE WITH LAWS; DAMAGE

Section 6.01: Tenant's Obligation. Tenant shall, at its own cost and expense, throughout the demised Term, keep and maintain the demised premises in good condition and repair, excepting ordinary wear and tear, damage by fire, elements, or casualty, or any damage not due to the negligence or willful misconduct of Tenant. Tenant may make such repairs and routine maintenance as from time to time may be necessary and shall not defer any repairs or maintenance in anticipation of the expiration of the Term. Tenant shall also use all reasonable precaution to prevent waste, damage or injury to said demised premises. Any replacements due to Tenant's failure to comply with its obligations hereunder or that are caused by Tenant's negligence or willful misconduct shall be completed promptly and with equipment at least equal to the original equipment provided by Landlord.

Section 6.02: Landlord's Right of Entry. Tenant shall permit Landlord and its authorized representatives to enter the demised premises at all reasonable times during usual business hours for the purpose of exhibiting or inspecting the same, provided that, except in an emergency, Landlord gives reasonable notice to Tenant and conducts such entry in a manner that minimizes disruption to Tenant's normal course of business.

Section 6.03: Tenant's Compliance with Applicable Laws. Tenant shall, at its own cost and expense, comply promptly and conform with all present and future laws, ordinances, rules, requirements and regulations of the federal, state, county and city governments and of any and all other governmental authorities or agencies affecting the demised premises or its use, and Tenant shall, at its own cost and expense, make all additions, alterations or changes to the demised premises or any portion thereof as may be required by any governmental authority or agency and shall comply promptly with all present and future orders, rules, rulings, regulations and directives of any governmental authority or agency.

Section 6.04: Reserved.

Section 6.05: Landlord's Obligations. The roof and structural portions of the Building shall be maintained and repaired by Landlord. Structural portions of the Building include foundation, roof, windows, common areas, exterior walls of buildings, and all exterior areas. Landlord shall make all mechanical repairs or replacement to Leased Premises as necessary. Mechanical repairs or replacement shall be defined as repairs to or replacement of plumbing, heating, lighting, electrical, ventilating, and air conditioning equipment.

Section 6.06: Limitations on Landlord's Obligations. Landlord shall not be obligated to make any such repairs if the necessity results from the act, neglect, or misuse by Tenant, Tenant's agents, employees, or invitees, in which event, Tenant shall be responsible at its sole cost, excepting ordinary wear and tear.

Section 6.07: Alterations. Tenant may, at its own expense, and with Landlord's prior written consent, make alterations, additions, or improvements to the Leased Premises. Alterations shall be performed in good workmanlike manner, free from any claim or construction liens. Any alterations made, other than trade fixtures, shall become property of the Landlord and not be removed upon termination of the lease.

ARTICLE SEVEN **ESTOPPEL CERTIFICATE AND SUBORDINATION**

Section 7.01: Tenant shall, without charge, at any time and from time to time hereafter, within sixty (60) days after written request of Landlord, certify by written instrument duly executed and acknowledged to Landlord or to any mortgagee or purchaser, or proposed mortgagee or proposed purchaser, or any other person, firm or corporation specified in such request: (a) as to whether this Lease has been supplemented or amended, and if so, identifying such supplement or amendment; (b) as to the validity and force and effect of this Lease; (c) as to the existence of any default hereunder; (d) as to the existence of any offsets, counterclaims or

defenses hereto; (e) as to the commencement and expiration dates of the Term of this Lease; and (f) as to any other matters as may reasonably be so requested. Any such certificate may be relied upon by the party requesting it and any other person, firm or corporation to whom the same may be exhibited or delivered, and the contents of such certificate shall be binding on Tenant.

ARTICLE EIGHT **CASUALTY DAMAGE & CONDEMNATION**

Section 8.01: Partial Damage. If less than fifty percent (50%) of the Leased Premises are damaged or destroyed in part by fire or other casualty during the Term of the Lease, then this Lease shall continue in full force and effect without any abatement in rent and Landlord shall promptly commence and diligently pursue the restoration of the damaged areas to good and tenantable condition, and shall use all available insurance proceeds therefore; provided, however, Landlord shall not be obligated to expend for such repairs an amount in excess of such insurance proceeds. Landlord shall restore the Leased Premises to substantially the same condition as before, however, except for damage or destruction caused by or resulting from Landlord's negligence or willful misconduct, Landlord shall not be responsible for any personal property of Tenant or Tenant's agents, employees, contractors, licensees, or invitees.

Section 8.02: Option to Terminate. If more than fifty percent (50%) in area of the Leased Premises have been damaged or destroyed, or the destruction occurs within the last three (3) months of the Lease, either party has the right to terminate this Lease upon written notice within ninety (90) days after such occurrence.

Section 8.03: Eminent Domain. In the event the Leased Premises is taken by any public authority under the power of eminent domain, then this Lease, at the option of the Tenant, shall either terminate on the date of possession of the Leased Premises by such public authority or in accordance with the lease termination procedure in Section 1.03 of this Agreement. If applicable, rent and all other of Tenant's expenses shall be prorated based on the date of possession of the Leased Premises by such public authority.

ARTICLE NINE **NOTICE**

Section 9.01: Whenever in this Lease it shall be required or permitted that notice be given to either party hereto by the other, such notice shall be given by certified mail, return receipt requested, and shall be deemed given when it shall have been personally delivered or deposited or personally delivered, in the United States mails with sufficient postage prepaid thereon to carry it to its addressed destination. All notices shall be directed as follows, unless the parties shall otherwise direct, in writing:

LANDLORD: AmeriLux Holdings
1300 Enterprise Drive
De Pere, WI 54115

TENANT: City of De Pere
City Clerk
335 South Broadway
De Pere, WI 54115

Section 9.02: If Landlord ever decides to sell property, Tenant will be notified with the option to enter an offer to purchase.

ARTICLE TEN DEFAULT

Section 10.01: Events of Default. The following occurrences shall constitute an Event of Default:

- Tenant fails to pay rent when due.
- Tenant makes a general assignment for benefit of creditor.
- Tenant is adjudged bankrupt or insolvent under the laws of any state.
- Tenant breaches any terms provided herein.
- Tenant abandons Leased Premises for more than 30 days. Tenant will not be considered to abandon premises if reason is outside Tenant's control or Tenant receives pre-approval from Landlord.
- Landlord violates or fails to comply with any provision of this Lease.

Section 10.02: Right to Cure. If Tenant fails to comply with or defaults in the performance of any provision of the Lease, Landlord shall have the right (but not the obligation) to cure such default for the account of Tenant, upon thirty (30) days prior written notice to Tenant. Landlord may cure on behalf of Tenant and Tenant shall repay any payment or expenditure with the next monthly rent payment. Landlord's failure to exercise this right to cure default shall not be deemed a breach of the Lease nor a waiver or release of any of Tenant's obligation under the lease.

Section 10.03: Landlord's Remedies. In the event of any default not cured within thirty (30) days, the Landlord shall have the following rights:

- Cancellation and Termination of Lease, with not less than five (5) days notice. Tenant's liability will be in effect through the date of cancellation or termination of the Lease.
- Landlord may elect, but not be obligated to, make payment or enter premises to correct any default as defined herein. Any payment or other correction will be billed to Tenant and be payable with the next month's rent payment.

Section 10.04: Reserved.

Section 10.05: Reserved.

ARTICLE ELEVEN
MISCELLANEOUS

Section 11.01: Waiver of Covenant. One or more waivers of any covenant or condition by a party to this lease agreement shall not be construed as a waiver of a subsequent breach of the same covenant or condition by the other party. The consent or approval by Landlord to or of any act by Tenant requiring Landlord's consent or approval shall not be deemed to render unnecessary Landlord's consent or approval to or of any subsequent similar act by Tenant. No breach of a covenant or condition of this lease agreement by a party to this lease agreement shall be deemed to have been waived by the other party, unless such waiver be in writing signed by such other party, as applicable.

Section 11.02: No Offset to Rent. The covenant to pay rent is hereby declared to be an independent covenant on the part of Tenant to be kept and performed, and no offset thereto shall be permitted or allowed.

Section 11.03: Quiet Enjoyment. As long as Tenant is not in default, Tenant may peacefully and quietly hold and enjoy the Leased Premises for the Term hereof without interference by Landlord or any of its agents.

Section 11.04: Surrender. On the last day of the Term, or on earlier Termination of this Lease, Tenant shall peacefully and quietly surrender and deliver the Leased Premises to Landlord free of any subtenancies, broom clean, and in good condition, and in accordance with this Lease, excepting ordinary wear and tear. Tenant shall surrender all keys to the Leased Premises and shall inform Landlord of combinations of any locks, safes, vaults, if any, on the Leased Premises. Tenant shall indemnify Landlord against all loss or liability resulting from delay by Tenant in Surrender.

Section 11.05: Severability. This Lease shall be governed by, and construed in accordance with, the laws of the state in which the demised premises are situated. If any provision of this Lease or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Lease shall not be affected thereby and each provision of the Lease shall be valid and enforceable to the fullest extent permitted by the law.

Section 11.06: Interest. Any amount due from Tenant to Landlord hereunder which is not paid when due shall bear interest at an annual rate equal to the greater of (i) the Wall Street Journal Prime rate plus five percent (5%) per annum or (ii) twelve percent (12%). The interest rate shall never exceed the maximum interest permitted to be charged by law.

ARTICLE TWELVE
SECURITY DEPOSIT

Section 12.01: No security deposit shall be required with this lease agreement.

IN WITNESS WHEREOF, Landlord and Tenant have signed this instrument to be effective the day and year of the Term defined herein.

LANDLORD:
AMERILUX HOLDINGS, LLC

BY: _____

Its: _____

TENANT:
City of De Pere

By: _____

Its: _____

CITY OF DE PERE MEMO



To: Honorable Mayor Boyd
Board of Public Works Members
From: Scott J. Thoresen, Director of Public Works
Date: December 4, 2025
RE: Consider and Possible Action Regarding Lease Agreement for 1201 Enterprise Drive*

The MSC expansion project is currently being designed by SEH. The expansion project is scheduled to have bids opened on 2/26/2026 with anticipated construction to start in early April 2026 depending on the weather. As part of this project, the entire front office is being remodeled due to the office area expansion therefore we need to have a temporary office for the MSC for the duration of the construction project. Staff researched numerous places within the City to lease office space. The best option to meet the MSC operational needs for office space is located at 1201 Enterprise Drive. (See attached map) The City Attorney has put together a draft lease agreement for the office space. (See attached). The lease agreement is for 4,260 square feet of office space. The term of the agreement is to begin 1/1/2026 and will be a month-to-month lease. The intent is to start the lease effective 1/1/2026 is to allow adequate time for staff to prepare and move the current office operations to this location before construction is to commence. It is anticipated the City will need to lease this space for approximately fifteen (15) months. The monthly lease payment will be \$4,500 per month. The funding for the lease payments would be included as part of the \$25 million in borrowing for the expansion project.

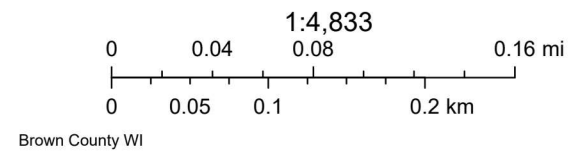
Staff recommends approving the lease agreement pending final reviews and approval by the City Attorney.

Internal DIME



12/4/2025

- | | | | |
|---------------|---------------|-----------|----------------------------|
| 2023 Aerial | City Boundary | 5 | Parks & Public Spaces |
| Red: Band_1 | HwyCL_Web | BUILDINGS | Road Casement |
| Green: Band_2 | 1 | Ponds | Neighboring Municipalities |
| Blue: Band_3 | 4 | LEDG | |





Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: Development Services
FROM:
SUBJECT: Resolution #25-133 Authorizing Miron Construction Co., Inc. to Award Parking Access and Revenue Control Systems (PARCS) Contract 11.12 to Amano McGann, Inc. in the amount of \$108,844.00 and to Award Caulking Contract 07.90 to Caulking Plus, Inc. in the amount of \$52,667.00, related to the Construction of a Public Parking Ramp on Parcel ED-875, 230 North Wisconsin, De Pere, Wisconsin.

RECOMMENDED ACTION: Motion to Approve.

Staff recommends authorizing Miron Construction as Construction Manager at Risk to Award the PARCS Contract to Amano McGann, Inc. and the Caulking Contract to Caulking Plus Inc.

ATTACHMENTS:
Reso25-133, PARCS (Amano McGann), Caulking (Caulking Plus)

RESOLUTION #25-133

AUTHORIZING MIRON CONSTRUCTION CO., INC. TO AWARD PARKING ACCESS AND REVENUE CONTROL SYSTEMS CONTRACT 11.12 TO AMANO MCGANN, INC. IN THE AMOUNT OF \$108,844.00 AND TO AWARD CAULKING CONTRACT 07.90 TO CAULKING PLUS, INC. IN THE AMOUNT OF \$52,667.00 (Public Parking Ramp - Parcel No. ED-875; 230 North Wisconsin Street)

WHEREAS, Miron Construction Co., Inc. (Miron) was authorized, pursuant to Resolution #25-77, to perform design specific architecture and engineering as well as Construction Manager at Risk (CMaR) services for the design and construction of a public parking garage on City-owned Parcel No. ED-875 at 230 North Wisconsin Street; and

WHEREAS, as part of its responsibilities as CMaR, Miron has commenced the online electronic bidding process on behalf of the City for various contracts related to the actual construction of the City's public parking ramp and received various qualifying bids; and

WHEREAS, following a due diligence review of qualifying bids, Miron recommends awarding the following contracts to the lowest qualified bidders, pursuant to the terms and conditions of the contracts bid packages with accompanying bid forms and bid bonds, as attached hereto:

Contract #	Description	Award To	Amount of Award
11.12	Parking Access and Revenue Control Systems	Amano McGann, Inc.	\$108,844.00
07.90	Caulking	Caulking Plus, Inc.	\$ 52,667.00

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

Miron Construction Inc., as CmaR, is authorized and directed to execute any and all contract documents on behalf of the City of De Pere as required by the various contract numbers listed above and to award said contracts to each of the qualified contractors as indicated.

BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 16th day of December, 2025.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

SECTION 00 41 00 - BID FORM

To: Miron Construction Co., Inc.
 1471 McMahon Drive
 P.O. Box 509
 Neenah, WI 54956
 Attention: Nick Mueller
 Email Address: nick.mueller@miron-construction.com
 Phone Number: 920.956.6679

Project: De Pere Parking Facility
 City of De Pere
 De Pere, WI / Bid Package #3
 Miron Project # 250840

Bid Date and Time: 11/18/2025 @ 2:00pm CST

Bid Submitted By:

Company Name: Amano McGann, Inc
 Address: 2740 Arthur Street Roseville, MN 55113
 Telephone Number: 312-399-5175
 Contact Person: Billy Kerpiniotis
 Email Address: billy.kerpiniotis@amanomcgann.com

Base Bid Summary:

In compliance with the Advertisement for Bids, the undersigned hereby proposes to furnish and perform all work necessary for the completion of the listed Contract for the City of De Pere Parking Structure, in strict accordance with the Specifications and the Drawings mentioned therein, as prepared by the Architect, Graef, 275 West Wisconsin Ave, Suite 300, Milwaukee, WI 53203 dated 9/16/2025. Our bid is for the following:

Contract #	Description
<u>Contract 11.12</u>	<u>Parking Access and Revenue Control Systems (PARCS)</u>
_____	_____
_____	_____
_____	_____

Base Bid (In words and figures): Ninty Thousand three hundred sixty Dollars
 \$ 90,360.00

Addition to Base Bid if 100% Performance and Payment Bond is Required: ADD \$ 995.00

Addenda:

The following Addenda are acknowledged and modifications noted therein have been incorporated into the Bid.

Addendum # _____	Dated _____	Addendum # _____	Dated _____
Addendum # _____	Dated _____	Addendum # _____	Dated _____

SECTION 00 41 00 - BID FORM

Mandatory Alternates:

The following items may be added or deducted from the Base Bid. Alternates will be considered add alternates if not noted otherwise. Alternates left blank will be considered no change in cost to this bid proposal.

Alt. No.	Description	Amount	Add/Deduct
1.	Payment Card Only - Pay on Foot Station	\$18,484.00	
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Voluntary Alternates:

Contractors are encouraged to suggest voluntary alternates or value engineering ideas. These items may be considered in the evaluation of bids. Provide description and cost impacts in space provided. Attach additional information as required to properly evaluate their inclusion into the project. Include anticipated impacts to other trades work in an attached narrative, if applicable.

Alt. No.	Description	Amount	Add/Deduct
1.	N/A		
2.			
3.			

Insurance Requirements:

Contractor has read and agrees to conform with the insurance requirements for the Project as required per Specification Section 00 73 16 – Insurance Requirements.

Yes, the Insurance Requirements are met and are included in the base bid value.

Unit Prices:

Unit prices shall include all costs for materials, labor, installation, equipment, taxes, overhead, and profit. Significant changes to the Contractor’s scope may be negotiated on an individual basis.

Unit Price	Description	Add	Deduct
1.	Removal and replacement of unsuitable soil with engineered fill. (\$/CY).	N/A	N/A
2.			
3.			
4.			

SECTION 00 41 00 - BID FORM

Labor Rates:

Provide labor rates below for each applicable trade. Rates should be inclusive of all base wages, fringes, benefits, per diems, travel costs, and markups.

Trade	ST Rate (\$/hr)	OT Rate (\$/hr)
Foreman	N/A	N/A
Journeyman	N/A	N/A
Apprentice	N/A	N/A

Trade	ST Rate (\$/hr)	OT Rate (\$/hr)
Foreman	N/A	N/A
Journeyman	N/A	N/A
Apprentice	N/A	N/A

Trade	ST Rate (\$/hr)	OT Rate (\$/hr)
Foreman	N/A	N/A
Journeyman	N/A	N/A
Apprentice	N/A	N/A

Schedule of Work:

Time is of the essence. Contractor agrees to commence and complete the work in a timely fashion as indicated on the master project schedule. Within five (5) working days of award, Contractor shall provide Miron a complete list of long lead items, submittal schedule, fabrication durations and installation durations for incorporation into the detailed project schedule.


Key Project Personnel:

For contracts in excess of \$100,000, Contractor shall identify the names of their key personnel who will be assigned to the project.

Project Manager: Stormy Seibt

Lead Foreman: Paul Duerwachter

Bid Form Signatures:

Authorized Signature: 

Printed/Typed Name: Billy Kerpiniotis

Title: Senior Sales Executive

Date: 11-17-2025

--- END OF BID FORM ---

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Amano McGann, Inc.
2740 Arthur Street
Roseville, MN 55113

SURETY:

(Name, legal status and principal place of business)

The Ohio Casualty Insurance Company
62 Maple Avenue
Keene, New Hampshire 03431

OWNER:

(Name, legal status and address)

City of De Pere
250 N. Wisconsin St.
De Pere, WI 54115

Mailing Address for Notices

The Ohio Casualty Insurance Company

Attention: Surety Claims Department
1001 4th Avenue, Suite 1700
Seattle, WA 98154

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification. Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: Five Percent of the Amount Bid (5% Amount Bid)

PROJECT:

(Name, location or address, and Project number, if any)


City of De Pere Parking Structure Parking Equipment

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.


If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 18th day of November, 2025



(Witness) Cynthia Dufner



(Witness) Maria Vadarlis

Amano McGann, Inc.

(Principal)

(Seal)



(Title) Vice President - Contract

The Ohio Casualty Insurance Company

(Surety)

(Seal)



(Title) William L. Minderjahn - Attorney-in-Fact



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8198081-327002

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, William L. Minderjahn; Brandon Edwards

all of the city of Montgomeryville state of PA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 30th day of November, 2018.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss
County of MONTGOMERY

On this 30th day of November, 2018 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



COMMONWEALTH OF PENNSYLVANIA
Notarial Seal
Teresa Pastella, Notary Public
Upper Merion Twp., Montgomery County
My Commission Expires March 28, 2021
Member, Pennsylvania Association of Notaries

By: Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 18th day of November, 2025.



By: Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

To confirm the validity of this Power of Attorney call 1-610-832-8240 between 9:00 am and 4:30 pm EST on any business day.



THE OHIO CASUALTY INSURANCE COMPANY
FINANCIAL STATEMENT – DECEMBER 31, 2024

Assets	Liabilities
Cash and Bank Deposits..... \$110,704,223.00	Unearned Premiums..... \$1,582,543,501.00
*Bonds – U.S Government..... \$518,129,663.00	Reserve for Claims and Claims Expense..... \$4,714,731,503.00
*Other Bonds..... \$28,407,780.00	Funds Held Under Reinsurance Treaties..... \$0.00
*Stocks..... \$179,959,936.00	Reserve for Dividends to Policyholders \$152,644.00
Real Estate..... \$0.00	Additional Statutory Reserve \$0.00
Agents' Balances or Uncollected Premiums.... \$867,331,015.00	Reserve for Commissions, Taxes and Other Liabilities \$253,250,570.00
Accrued Interest and Rents..... \$53,636,183.00	
Other Admitted Assets..... \$2,546,903,108.00	
Total Admitted Assets \$9,437,236,269.00	Total..... \$6,550,678,218.00
	Special Surplus Funds..... \$27,864,494.00
	Capital Stock..... \$4,500,000.00
	Paid in Surplus..... \$738,183,897.00
	Unassigned Surplus..... \$2,116,009,660.00
	Surplus to Policyholders \$2,886,558,051.00
	Total Liabilities and Surplus..... 9,437,236,269.00

* Bonds are stated at amortized or investment value; Stocks at Association Market Values.
The foregoing financial information is taken from The Ohio Casualty Insurance Company's financial statement filed with the New Hampshire Department of Insurance.

I, TIM MIKOLAJEWSKI, Assistant Secretary of The Ohio Casualty Insurance Company, do hereby certify that the foregoing is a true, and correct statement of the Assets and Liabilities of said Corporation, as of December 31, 2024, to the best of my knowledge and belief.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Corporation at Seattle, Washington, this 8th day of March, 2025.



Timothy A. Mikolajewski

Timothy A. Mikolajewski, Assistant Secretary

SECTION 00 41 00 - BID FORM

To: Miron Construction Co., Inc.
 1471 McMahon Drive
 P.O. Box 509
 Neenah, WI 54956
 Attention: Nick Mueller
 Email Address: nick.mueller@miron-construction.com
 Phone Number: 920.956.6679

Project: De Pere Parking Facility
 City of De Pere
 De Pere, WI / Bid Package #3
 Miron Project # 250840

Bid Date and Time: 11/18/2025 @ 2:00pm CST

Bid Submitted By:

Company Name: Caulking Plus Inc.
 Address: N 8619 County Road A Berlin, WI 54923
 Telephone Number: (920)361-0320 (920)740-9852
 Contact Person: Matt Simon
 Email Address: caulkingplus@hotmail.com

Base Bid Summary:

In compliance with the Advertisement for Bids, the undersigned hereby proposes to furnish and perform all work necessary for the completion of the listed Contract for the City of De Pere Parking Structure, in strict accordance with the Specifications and the Drawings mentioned therein, as prepared by the Architect, Graef, 275 West Wisconsin Ave, Suite 300, Milwaukee, WI 53203 dated 9/16/2025. Our bid is for the following:

Contract #	Description
<u>07.90 Caulking</u>	<u>see attached scope sheet</u>

Base Bid (In words and figures): fifty two thousand six hundred sixty seven Dollars
 \$ 52,667

Addition to Base Bid if 100% Performance and Payment Bond is Required: ADD \$ 1,317

Addenda:

The following Addenda are acknowledged and modifications noted therein have been incorporated into the Bid.

Addendum #	<u>1</u>	Dated	<u>9-30-25</u>	Addendum #	_____	Dated	_____
Addendum #	<u>2</u>	Dated	<u>10-7-25</u>	Addendum #	_____	Dated	_____

SECTION 00 41 00 - BID FORM

Mandatory Alternates:

The following items may be added or deducted from the Base Bid. Alternates will be considered add alternates if not noted otherwise. Alternates left blank will be considered no change in cost to this bid proposal.

Alt. No.	Description	Amount	Add/Deduct
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Voluntary Alternates:

Contractors are encouraged to suggest voluntary alternates or value engineering ideas. These items may be considered in the evaluation of bids. Provide description and cost impacts in space provided. Attach additional information as required to properly evaluate their inclusion into the project. Include anticipated impacts to other trades work in an attached narrative, if applicable.

Alt. No.	Description	Amount	Add/Deduct
1.			
2.			
3.			

Insurance Requirements:

Contractor has read and agrees to conform with the insurance requirements for the Project as required per Specification Section 00 73 16 – Insurance Requirements.

Yes, the Insurance Requirements are met and are included in the base bid value.

Unit Prices:

Unit prices shall include all costs for materials, labor, installation, equipment, taxes, overhead, and profit. Significant changes to the Contractor’s scope may be negotiated on an individual basis.

Unit Price	Description	Add	Deduct
1.	Removal and replacement of unsuitable soil with engineered fill. (\$/CY).		
2.			
3.			
4.			

SECTION 00 41 00 - BID FORM

Labor Rates:

Provide labor rates below for each applicable trade. Rates should be inclusive of all base wages, fringes, benefits, per diems, travel costs, and markups.

Trade <i>Caulker, cleaner, tuckpointer</i>	ST Rate (\$/hr)	OT Rate (\$/hr)
Foreman	\$102	\$153
Journeyman	\$98	\$147
Apprentice		

Trade	ST Rate (\$/hr)	OT Rate (\$/hr)
Foreman		
Journeyman		
Apprentice		

Trade	ST Rate (\$/hr)	OT Rate (\$/hr)
Foreman		
Journeyman		
Apprentice		

Schedule of Work:

Time is of the essence. Contractor agrees to commence and complete the work in a timely fashion as indicated on the master project schedule. Within five (5) working days of award, Contractor shall provide Miron a complete list of long lead items, submittal schedule, fabrication durations and installation durations for incorporation into the detailed project schedule.

Key Project Personnel:

For contracts in excess of \$100,000, Contractor shall identify the names of their key personnel who will be assigned to the project.

Project Manager: _____

Lead Foreman: _____

Bid Form Signatures:

Authorized Signature: *Matt Simon*

Printed/Typed Name: Matt Simon

Title: President

Date: 11/18/25

--- END OF BID FORM ---

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Bid Bond

CONTRACTOR:

(Name, legal status and address)

Caulking Plus Inc

N8619 County Road A
Berlin, WI 54923-9463

OWNER:

(Name, legal status and address)

City of DePere
925 S 6th St
De Pere, WI 54115-1108

SURETY:

(Name, legal status and principal place of business)

West Bend Insurance Company
1900 S 18th Ave
West Bend, WI 53095-8796

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: \$

Five Percent of the Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Caulking of DePere Parking Facility

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Init.

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User Notes:

(1496601206)



Bond No. 2662249

POWER OF ATTORNEY

Know all men by these Presents, that West Bend Insurance Company (formerly known as West Bend Mutual Insurance Company prior to 1/1/2024), a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

SUSAN LOCKWOOD

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: Thirty Million Dollars (\$30,000,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Insurance Company by unanimous consent resolution effective the 1st day of January 2024.

Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.

Any reference to West Bend Mutual Insurance Company in any Bond and all continuations thereof shall be considered a reference to West Bend Insurance Company.

In witness whereof, West Bend Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 1st day of January 2024.

Attest Christopher C. Zwygart
Christopher C. Zwygart
Secretary



Robert J. Jacques
Robert J. Jacques
President

State of Wisconsin
County of Washington

On the 1st day of January 2024, before me personally came Robert Jacques, to me known being by duly sworn, did depose and say that he is the President of West Bend Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that is was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.



Julie Benedum
Julie Benedum
Lead Corporate Attorney
Notary Public, Washington Co., WI
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 18th day of November, 2025



Christopher C. Zwygart
Christopher C. Zwygart
Secretary

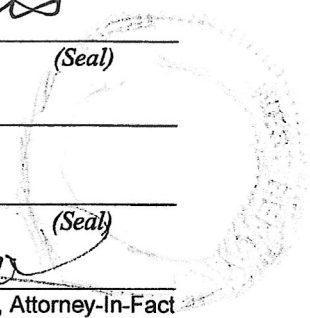
Signed and sealed this 18 day of November , 2025

Ann Sun
(Witness)

Philly Roomer
(Witness)

Caulking Plus Inc Matt Sims
(Contractor as Principal) (Seal)
President
(Title)

West Bend Insurance Company
(Surety) (Seal)
Susan Lockwood
(Title) SUSAN LOCKWOOD , Attorney-In-Fact



Init.



Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: City Clerk
FROM: Carey Danen, City Clerk
SUBJECT: Appointment of election officials for the 2026-2027 election cycle.
RECOMMENDED ACTION: Motion to approve.

Recommendation to the Honorable Mayor Boyd and members of the Common Council as submitted by the Clerk of the City of De Pere:

Pursuant to Section 7.30(4) of Wisconsin State Statute, attached is a list of election officials recommended for appointment for the 2026-2027 election cycle.

ATTACHMENTS:

Democratic Party Nominations_redacted, Republican Party nominations_redacted

James Boyd
Mayor, City of De Pere
335 S. Broadway
De Pere, WI 54115

City of De Pere

NOV 20 2025

Clerk's Office

Carey Danen
Clerk, City of De Pere
335 S. Broadway
De Pere, WI 54115

October 29, 2025

Dear Mayor Boyd and Clerk Danen:

On behalf of the Democratic Party of Brown County, and pursuant to Wis. Stat. §§ 7.30 and 7.52, enclosed please find the Democratic nominees for the position of Election Inspector at polling places and the municipality's alternate absentee canvass site, or "central count," if in use. As required by Wis. Stat. § 7.30(4)(b), we certify that we or our designee has contacted each nominee who appears on the enclosed list and that each nominee has agreed to serve as an election official. We further certify that, as of the date each nominee was contacted and to the best of our ability to verify, they were an eligible elector of Brown County. In addition, we have marked nominees who are eligible electors of City of De Pere and are accordingly eligible to serve at central count pursuant to Wis. Stat. § 7.52(1)(b).

Best regards,

Christy Welch

Christy Welch (Nov 6, 2025 12:38:34 CST)

(sign)

Christy Welch

Chair

Democratic Party of Brown County

E.M.

Elizabeth Murphy (Oct 31, 2025 12:24:10 CDT)

(sign)

Liz Murphy

Secretary

Democratic Party of Brown County











Brown County Central Count and Poll Worker Letters

Final Audit Report

2025-11-06

Created:	2025-10-31
By:	Kendra Lee (kendra.lee@wisdems.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEjIme4Z1A-jDt-6I_7jBhMzW4EmQ4S8t

"Brown County Central Count and Poll Worker Letters" History

-  Document created by Kendra Lee (kendra.lee@wisdems.org)
2025-10-31 - 1:50:52 AM GMT
-  Document emailed to chair@browncountydems.com for signature
2025-10-31 - 1:51:58 AM GMT
-  Document emailed to epmurphy33@gmail.com for signature
2025-10-31 - 1:51:58 AM GMT
-  Email viewed by epmurphy33@gmail.com
2025-10-31 - 5:22:56 PM GMT
-  Signer epmurphy33@gmail.com entered name at signing as Elizabeth Murphy
2025-10-31 - 5:24:08 PM GMT
-  Document e-signed by Elizabeth Murphy (epmurphy33@gmail.com)
Signature Date: 2025-10-31 - 5:24:10 PM GMT - Time Source: server
-  Email viewed by chair@browncountydems.com
2025-11-06 - 6:37:38 PM GMT
-  Signer chair@browncountydems.com entered name at signing as Christy Welch
2025-11-06 - 6:38:32 PM GMT
-  Document e-signed by Christy Welch (chair@browncountydems.com)
Signature Date: 2025-11-06 - 6:38:34 PM GMT - Time Source: server
-  Agreement completed.
2025-11-06 - 6:38:34 PM GMT

First Name	Last Name	Street Address	Mailing City	ZIP Code	Email Address	Phone Number	Nomination Municipality	Notes	Nominate as SVD
Dean	DeBroux		De Pere	54115			CITY OF DE PERE		
Kathy	DeBroux		De Pere	54115			CITY OF DE PERE		
Nathan	Frailey		De Pere	54115			CITY OF DE PERE		
Michael	Lyga		De Pere	54115			CITY OF DE PERE	Central Count Experience	
Mark	Schahczenski		De Pere	54115			CITY OF DE PERE		
Cathleen	Smith		De Pere	54115			CITY OF DE PERE		
Jessica	Smits		De Pere	54115			CITY OF DE PERE		
Katherine	Swille		De Pere	54115			CITY OF DE PERE		
Anne	Tobias-Becker		De Pere	54115			CITY OF DE PERE	Central Count Interested	
Aimee	Villwock		De Pere	54115			CITY OF DE PERE		
Kevin	Welch		De Pere	54115			CITY OF DE PERE		Yes
Cheryl	Larson		De Pere	54115			CITY OF DE PERE	Municipality Request: City of De Pere	Yes

City of De Pere
NOV 26 2025
Clerk's Office



Republican Election Inspectors Nomination List

Dear Carey Danen,

Pursuant to Wis. Stat. §7.30, and for the purposes of nominating Republican Election inspectors in Brown County.

I, Robin K. Saldana, Secretary, of the Republican Party of Brown County hereby nominate the named individuals below. (SEE Attached)

Certification

I, hereby, certify that each nominee whose name appears on this list has been contacted individually and each nominee on this list has agreed to serve as an election inspector.



Doug Reich, Chairman

11/21/25

Date



Robin K Saldana, Secretary

11/22/25

Date

Please do not hesitate to contact me with any questions or if you need any additional information.

Robin K Saldana
920-430-2005 (Office)
secretary@bcrepublicans.net

Birthplace of the Republican Party
Paid for by the Republican Party of Wisconsin

**REPUBLICAN PARTY OF BROWN COUNTY
2026-2027 FIRST NOMINEE LIST OF POLL WORKERS**

MUNICIPAL	NAME	ADDRESS	POSTAL CITY	ZIP	PHONE	EMAIL
	FIRST NOMINEES					
DePere	Carr, Dennis		DePere	54115		
DePere	Gause, Julie		DePere	54115		
DePere	Gegare, James		DePere	54115		
DePere	Gianreco, Robeet		DePere	54115		
DePere	Goehre, Cathy	<i>Town of Ledgesview</i>	DePere	54115		
DePere	Brennan, Patricia	<i>Declined</i>	DePere	54115		
DePere	Arnold, Holly		DePere	54115		
DePere	Brink, Ronda		DePere	54115		
DePere	Dehn, Verchelle		DePere	54115		
DePere	Denis, Barb		DePere	54115		
DePere	Just, Linda		DePere	54115		
DePere			DePere	54115		
DePere	Marcelle, Sally		DePere	54115		
DePere	Mullin, Sue		DePere	54115		
DePere	Netzel, Susan		DePere	54115		
DePere	Rhodes, Dale		DePere	54115		
DePere	Bochte, Susan		DePere	54115		



Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: Administration
FROM: James Boyd, Mayor
SUBJECT: Appointment to the Board of Health by Mayor Boyd: Julie Massey - term to expire December 2026.
RECOMMENDED ACTION: Motion to approve.

Julie Massey moved to De Pere, WI with her family in the summer of 1998, and they have been delighted to call this wonderful city their home ever since! Julie, who started in ministry positions early in her career, worked in higher education for nearly three decades. At St. Norbert College, she served in various roles (campus minister, director of mission and ministry, associate vice president for mission and student affairs, interim vice president for mission and student affairs, and the president's chief of staff) before retiring from full-time work in the summer of 2024. Massey served as interim vice president at the onset of the COVID-19 pandemic and learned how critical public health efforts are to community well-being. An SNC alum, Massey earned an M.Div. from Loyola University Chicago and an Ed.D. from Boston College. She works part-time as a consultant with the Network for Vocation in Undergraduate Education. Julie and her husband Shawn are the parents of three adult daughters and grandparents to two-year-old Penelope!

ATTACHMENTS:
None



Request for Common Council Action

MEETING DATE: December 16, 2025
DEPARTMENT: Development Services
FROM: Quasan Shaw, Community & Economic Development Specialist
SUBJECT: Consideration and possible action on the Acquisition of Parcel WD-387-1.
RECOMMENDED ACTION: Approve staff to engage in negotiations to acquire parcel if it becomes available.

ATTACHMENTS:
None