



Common Council

Regular Meeting

Agenda

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

Tuesday, February 3, 2026

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 **February 3, 2026** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET, DE PERE.**

Electronic Meeting Access:
<https://www.gotomeet.me/DePere>

Telephonic Meeting Access:
1 (866) 899-4679 -or- 1 (312) 757-3117
Access Code: 154-883-285

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of the Agenda
5. Public Comments
Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Common Council. §6-3(f) DPMC
6. Consent Agenda
 - A. Approval of the minutes of the January 20, 2026 Common Council meeting.
 - B. Recommendation from Plan Commission to approve a 3-lot certified survey map at 206 N Wisconsin ST, 224 N Wisconsin ST, and 550 William ST (Parcels ED-886, ED-875, ED-875-1).
 - C. Recommendation from Plan Commission to approve a 2-lot extraterritorial certified survey map at 4600 BLK Heritage Heights in Ledgeview (Parcel D-446-1).
7. New Business
 - A. Recommendation from the Board of Park Commissioners to approve donation from De Pere Baseball in the amount of \$5,000 to purchase robotic mowers to be used at Kelly Danen and Southwest Park baseball fields.

- B. Recommendation from the Board of Park Commissioners to approve Amerilux as the main sponsor for the 2026 Beer Gardens.
 - C. Recommendation from the License Committee on an application for a Class "B" Fermented Malt Beverage/"Class B" Intoxicating Liquor License for Colombian Flavors LLC (DBA Colombian Flavors), 365 Main Av Suite D. Agent: Luz E. Barajas, De Pere WI.
 - D. Recommendation from the License Committee on an application for a Class "B" Fermented Malt Beverage/"Class C" Wine License for Natures Plant Nook (DBA Big Cheddar Bounce), 2125 American Boulevard. Agent: Trisha Merckx, De Pere WI.
 - E. Consideration and possible action on approval of Election Day Emergency Response Plan and alternate polling site.
- 8. Resolutions
 - A. Resolution #26-05 Approving Sanitary Sewer Easement (Parcel No. ED-91; 815 Fox River Drive).
 - 9. Informational
 - A. Report and update on the acquisition of WD-387-1 (Main Avenue) for \$110,000.00 utilizing TID 9 as the funding source.
 - 10. Future Agenda Items
 - 11. Adjournment

Any person wishing to attend this meeting who, because of disability, requires special accommodations should contact the Clerk's office at 920-339-4050 by noon on the previous day so that arrangements can be made.

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.

This meeting may also be rebroadcast on TV throughout the week and is available on demand at <https://deperewi.portal.civicclerk.com/>.



City of De Pere, Wisconsin

6.A

Request for Common Council Action

MEETING DATE: February 3, 2026
DEPARTMENT: City Clerk
FROM: Carey Danen, City Clerk
SUBJECT: Approval of the minutes of the January 20, 2026 Common Council meeting.
RECOMMENDED ACTION: Motion to approve.

ATTACHMENTS:
1-20-26 Common Council minutes_draft



Common Council

Regular Meeting

Draft Minutes

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

Tuesday, January 20, 2026

7:30 PM

Council Chambers/Virtual

1. Call to Order

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

2. Roll Call

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

3. Pledge of Allegiance

4. Approval of the Agenda

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

5. Public Hearings

A. Public Hearing on a request for a zoning map amendment from BP-2 (Business Park 2 District with a Planned Development District Overlay) to BP-1 (Business Park 1 District with a Planned Development District Overlay) for multiple parcels at Millenium Court and Enterprise Drive.

i. Notice of public hearing.

The clerk reported that the notice was published in the Press Times on January 2nd and January 9th, 2026.

ii. Recommendation from Plan Commission.

Development Services Director Dan Lindstrom reported that this request is a cleanup action to better match existing uses. Mayor Boyd declared the public hearing open; no one wished to speak so he declared the hearing closed.

6. Presentations/Awards/Recognition

A. Presentation by NEW Water on the new pedestrian trail on the west side of the Fox River.

Executive Director Nathan Qualls and Public Affairs & Education Manager Tricia Garrison from NEW Water addressed the Council. They explained that NEW Water is the brand of the Green Bay Metropolitan Sewerage District, which provides wastewater conveyance and treatment

services for 15 municipalities including De Pere. The De Pere treatment plant is located between the fairgrounds and Ashwaubomay Park; Brown County’s planned public trail will run between the riverbank and the treatment facility property. Qualls explained that the trail poses some challenges for NEW Water, both in protecting their infrastructure and educating the public about their facility. Their main concern is the safety and security of the public and the facility. He then shared NEW Water’s public education plan. Discussion followed, and Qualls and Garrison answered questions from Council members.

7. Public Comments

Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Common Council. §6-3(f) DPMC

None.

8. Consent Agenda

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

- A. Approval of the minutes of the January 6, 2026 Common Council meeting.
- B. Recommendation from the Board of Public Works to approve Project 4190-17-21 Transportation Plat and proposed Temporary Limited Easement exhibits prepared by Corre, Inc.
- C. Recommendation from Plan Commission to approve a 3-lot certified survey map at 700 BLK Millennium CT (Parcels ED-2311, ED-2313-1, ED-2314, ED-2315).

9. New Business

- A. Recommendation from the License Committee on a request by Alycia Spangler to appear before the License Committee regarding the denial of her operator license application.

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

- B. Consideration and Possible Action on approval of City purchase of WD-387-1 (Main Avenue) for \$110,000.00.

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

- C. Recommendation from Finance/Personnel Committee to approve the changes to the De Pere Home Improvement Loan Program.

Development Services Director Dan Lindstrom reported that staff has created an internal map of homes that would qualify for a loan; this is a tool the Health Department can use when talking to homeowners. Staff will also be publicizing the program.

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

10. Resolutions

A. Resolution #26-03 Approving State/Municipal Maintenance Agreement (Southbridge Connector Interchange - Interstate Highway 41).

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

B. Resolution #26-04 Approving Grant Agreement for Division of Public Health 2026 DPH Local Public Health Consolidated Contract in the amount of \$12,082.00 for Maternal Child Health and Lead Programming.

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

11. Ordinances

A. Ordinance #26-02 Approving Zoning Map Amendment from BP-2, Business Park District 2 District to BP-1, Business Park 1 District (700 Block Millenium Court) and from BP-2 PDD, Business Park 2 District with a Planned Development District overlay to BP-1 PDD, Business Park 1 District with a Planned Development District overlay (701 Millenium Court) (Parcel Nos. ED-2305 through ED-2309, ED-2311 through ED-2313, ED-2313-1, ED-2314 through ED-2315, ED-3074 through ED-3089 and ED-3115 through ED-3140).

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

B. Ordinance #26-03 Amending Chapter 2 — Aldermanic Districts and Elections of the De Pere Municipal Code resulting from Territory added to City.

RESULT:	ADOPTED BY ROLL CALL VOTE [UNANIMOUS]
MOVER:	Devin Perock
SECONDER:	Dan Carpenter

AYES:	Dan Carpenter, Mike Eserkain, Pamela Gantz, Jonathon Hansen, Amy Kunding, Shana Ledvina, Casey Nelson, Devin Perock, James Boyd
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C. Ordinance #26-04 Adopting Section 10-12, De Pere Municipal Code, Creating The De Pere Youth Commission.

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

12. Future Agenda Items

None.

13. Adjournment

Mayor Boyd moved, seconded by Alderperson Kunding to adjourn the meeting at 8:00PM. Upon vote, motion carried unanimously.

Respectfully submitted,
Carey Danen, City Clerk



City of De Pere, Wisconsin

6.B

Request for Common Council Action

MEETING DATE: February 3, 2026
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Recommendation from Plan Commission to approve a 3-lot certified survey map at 206 N Wisconsin ST, 224 N Wisconsin ST, and 550 William ST (Parcels ED-886, ED-875, ED-875-1).
RECOMMENDED ACTION: Motion to approve.

On January 26, 2026, Plan Commission unanimously recommended approval by a vote of 6-0.

ATTACHMENTS:
PC Report, Preliminary CSM - 22 Dec 2025

Consideration and possible action for a 3-lot certified survey map at 206 N Wisconsin ST, 224 N Wisconsin ST, and 550 William ST (Parcels ED-886, ED-875, ED-875-1).*

SITE MAP



- REQUESTED ACTION:** Certified Survey Map Approval (File CSM 26-01).
- COMMON DESCRIPTION:** 206 N Wisconsin ST, 224 N Wisconsin ST, and 550 William ST , northeast from the N Wisconsin ST and James ST intersection.
- ZONING:** MX1 (Downtown Mixed-Use District).
- SURROUNDING LAND USES:** Mixed uses to the north (MX1, MX2), south, MX2, and east MX2. Residential R2-45) to the west.
- COMPREHENSIVE PLAN:** Commercial.
- APPLICANT / OWNERS:**
- | | |
|---|---|
| <p><u>Authorized Representative</u>
City of De Pere
335 S Broadway ST
De Pere, WI 54115</p> | <p><u>Property Owners</u>
Parcel ED-886:
Associated De Pere Bank
433 Main ST
Green Bay, WI 54301-5114</p> <p>Parcel ED-875:
City of De Pere
335 S Broadway ST
De Pere, WI 54115</p> <p>Parcel ED-875:
William Street Investment Partners LLC
102 N Broadway ST, STE 101
De Pere, WI 54115</p> |
|---|---|

LAND USE HISTORY:

After a review of air photographs, the area began redeveloping from a closed retail store to mixed uses in 2024 and 2025.

STAFF REVIEW:

When reviewing a Certified Survey Map, staff considers State Statutes 236, Section 46-8 of the De Pere Platting and Division of Land Code, the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns.

- The proposed CSM includes the adjustment of the interior lot lines for three existing parcels. No new lots are proposed.
- Lot 1 is a developing mixed use building that includes residential use on the upper floors.
- Lot 2 is a developing city-owned parking ramp.
- Lot 3 is an existing bank with a drive thru.
- Although not shown in the DRAFT, a utility easement may be added to the east end of the CSM for one or all of the lots for Common Council review.

All conditions of approval are listed at the end of the report. The conditions are technical and can be overseen by staff.

The Certified Survey Map meets the criteria of State Statutes 236 and Section 46-8 of the De Pere Platting and Division of Land Code. The proposed land division provides development opportunities and does not impact the Comprehensive Plan negatively. The proposed lot sizes, street frontages, and setbacks meet City requirements.

STAFF RECOMMENDATION:

Staff recommends APPROVAL of the certified survey map, subject to:

1. Meeting all other state and local regulations, including the City of De Pere and Brown County Planning Commission.
2. Subject to additional comments that may be received from review agencies after the Plan Commission meeting.



Planning/Zoning Application


Submitted On:

Jan 21, 2026, 01:24PM EST

Planning & Zoning Department

Parcel Number: (Include ALL parcels)	ED-886, ED-875, ED-875-1
Nearest property address to the project site:	Street Address: 206 N Wisconsin ST, 224 N Wisconsin ST, 550 William ST City: De Pere State: WI Zip: 54115
Check each project type that is being applied for:	CSM
Current De Pere Zoning Districts:	MX1
Existing Site Land Uses:	Residential Commercial
Proposed Site Land Uses:	Residential Commercial
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a pre-consultation meeting?	Yes
Property Owner:	First Name: City of De Pere Last Name: Etc.
Is the property owner's address the same as the nearest property address?	No
Property Owner's Address:	Street Address: 335 S Broadway ST City: De Pere State: WI Zip: 54115
Property Owner's Phone Number:	9203394043
Property Owner's Email Address:	pschleinz@deperewi.gov
Is someone processing the project for the property owner as their authorized representative?	Yes
Authorized Representative's Name:	First Name: Peter Last Name: Schleinz
Authorized Representative's Business Name:	City of De Pere
Authorized Representative's Address:	Street Address: 335 S Broadway ST City: De Pere

	State: WI Zip: 54115
Authorized Representative's Phone Number:	9203394043
Authorized Representative's Email Address:	pschleinz@deperewi.gov
Number of lots in the CSM:	3
Number of outlots in the CSM:	0
Please attach 1 PDF copy of the CSM.	Draft CSM_12-22-25.pdf
How do you plan on paying for your application?	City is the petitioner
Total Due:	\$375.00

Signature Data	First Name: Peter Last Name: Schleinz Email Address: pschleinz@deperewi.gov
	
Signed at: January 21, 2026 1:24pm America/New_York	

User's Session Information	IP Address: 216.56.64.34 Referrer URL:
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CERTIFIED SURVEY MAP

ALL OF LOTS 1 & 2, CERTIFIED SURVEY MAP NUMBER 9802, DOCUMENT NUMBER 3075335, SAID MAP LOCATED IN ALL OF LOTS 1, 2, 3, 10, 11, AND 12, AND PART OF LOTS 4 AND 9, AND PART OF A VACATED ALLEY AND PART OF VACATED WILLIAM STREET, ALL IN BLOCK 24, ORIGINAL PLAT OF DE PERE, VOLUME 1, PLATS, PAGE 23 AND ALL OF LOT 1, VOLUME 17 OF CERTIFIED SURVEY MAPS, PAGE 81, MAP NUMBER 3206, DOCUMENT NUMBER 1101810, SAID MAP LOCATED IN ALL OF LOTS 5, 6, 7 AND 8 AND PART OF LOTS 4 AND 9, AND PART OF A VACATED ALLEY, ALL IN BLOCK 24, ORIGINAL PLAT OF DE PERE, VOLUME 1, PLATS, PAGE 23, ALL LOCATED IN PART OF PRIVATE CLAIM 32, EAST SIDE OF THE FOX RIVER, CITY OF DE PERE, BROWN COUNTY, WISCONSIN

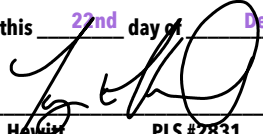
SURVEYOR'S CERTIFICATE:

I, Troy E. Hewitt, Professional Land Surveyor, do hereby certify that by the order and under the direction of the owners listed hereon, I have surveyed, mapped and divided all of Lots 1 & 2, Certified Survey Map Number 9802, Document Number 3075335, said map located in all of Lots 1, 2, 3, 10, 11, and 12, and part of Lots 4 and 9, and part of a vacated alley and part of vacated William Street, all in Block 24, Original Plat of De Pere, Volume 1, Plats, Page 23 and all of Lot 1, Volume 17 of Certified Survey Maps, Page 81, Map Number 3206, Document Number 1101810, said map located in all of Lots 5, 6, 7 and 8 and part of Lots 4 and 9, and part of a vacated alley, all in Block 24, Original Plat of De Pere, Volume 1, Plats, Page 23, all located in part of Private Claim 32, East Side of the Fox River, City of De Pere, Brown County, Wisconsin.

Said parcel contains 92,260 Square Feet (2.118 Acres) of land more or less. Subject to any and all easements and restrictions of record.

That the within map is a true and correct representation of the exterior boundaries of the land surveyed and the division of that land and that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the City of De Pere in the surveying, mapping and dividing of the same.

Dated this 22nd day of December, 2025.


Troy E. Hewitt PLS #2831
ROBERT E. LEE & ASSOCIATES, INC.
Original: 12/22/2025



RESTRICTIVE COVENANTS:

1. The land on all side and rear lot lines of all lots not included in the drainage easement shall be graded by the lot owner and maintained by the abutting property owners to provide for adequate drainage of surface water.
2. Each lot owner shall grade the property abutting a street to conform to the adopted sidewalk grade elevation and maintain said elevation for future sidewalks.
3. No poles, pedestals or buried cable are to be placed so as to disturb any survey stake or obstruct vision along any lot lines or street lines, a disturbance of survey stake by anyone is a violation of Section 236.32 of the Wisconsin statutes.

EROSION CONTROL NOTE:

The property owners, at the time of construction, shall implement the appropriate soil erosion control methods outlined in the Wisconsin Construction Site Erosion and Sediment Control Technical Standards (available from the Wisconsin Department of Natural Resources) to prevent soil erosion. However, if at the time of construction the City has an adopted soil erosion control ordinance, it shall govern over this requirement. This provision applies to any grading, construction, or installation-related activities.

GENERAL NOTE:

The City is providing storm water management for these lots via a regional storm water management pond designed to treat to current WDNR standards for storm water quality. City storm sewers are designed for five-year rainfall intensity events. Private storm sewers connecting to City storm sewers shall be designed for a five-year rainfall event to match the City allocated flow. On-site, private, detention facilities may be required for higher flow volumes.

CERTIFIED SURVEY MAP

ALL OF LOTS 1 & 2, CERTIFIED SURVEY MAP NUMBER 9802, DOCUMENT NUMBER 3075335, SAID MAP LOCATED IN ALL OF LOTS 1, 2, 3, 10, 11, AND 12, AND PART OF LOTS 4 AND 9, AND PART OF A VACATED ALLEY AND PART OF VACATED WILLIAM STREET, ALL IN BLOCK 24, ORIGINAL PLAT OF DE PERE, VOLUME 1, PLATS, PAGE 23 AND ALL OF LOT 1, VOLUME 17 OF CERTIFIED SURVEY MAPS, PAGE 81, MAP NUMBER 3206, DOCUMENT NUMBER 1101810, SAID MAP LOCATED IN ALL OF LOTS 5, 6, 7 AND 8 AND PART OF LOTS 4 AND 9, AND PART OF A VACATED ALLEY, ALL IN BLOCK 24, ORIGINAL PLAT OF DE PERE, VOLUME 1, PLATS, PAGE 23, ALL LOCATED IN PART OF PRIVATE CLAIM 32, EAST SIDE OF THE FOX RIVER, CITY OF DE PERE, BROWN COUNTY, WISCONSIN

OWNER'S CERTIFICATE:

As owners, we do hereby certify that we caused the land described on this Certified Survey Map to be surveyed, mapped, divided and granted (easement rights) as represented on this map. We also do further certify that this Certified Survey Map is required by s-236.34 to be submitted to the following for approval or objection: CITY OF DE PERE

William Street Investment Partners, LLC Date

Print name and title

STATE OF WISCONSIN)
_____) COUNTY) SS

Personally came before me this _____ day of _____, 2026, the above named to me known to be the same person who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin

(print name)_____

My commission expires:_____

CORPORATE MORTGAGEE CERTIFICATE

_____, a corporation duly organized and existing under and by virtue of the laws of Wisconsin, mortgagee of the above described land, does hereby consent to the surveyed, mapped, divided and granted (easement rights) of the land described on this Certified Survey Map and does hereby consent to the above certificate of William Street Investment Partners, LLC, Owner.

IN WITNESS WHEREOF, _____ (Corporate Name) has caused these presents to be signed by _____ (Print Name) it's _____ (Print Title) and countersigned by _____ (Print Name) it's _____ (Print Title) at _____, Wisconsin, and its corporate seal to be hereunto affixed this _____ day of _____, 2026.

In the presence of _____ (Corporate Name):

Date Date

Print Title: _____ Print Title: _____

STATE OF WISCONSIN)
_____) COUNTY) SS

Personally came before me this _____ day of _____, 2026, the above named officers of said corporation to me known to be the persons who executed the foregoing instrument and to me known to be such officers of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.

Notary Public,

_____, Wisconsin

My commission expires:_____



CERTIFIED SURVEY MAP

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OWNER'S CERTIFICATE:

As owners, we do hereby certify that we caused the land described on this Certified Survey Map to be surveyed, mapped and divided as represented on this map. We also do further certify that this Certified Survey Map is required by s-236.34 to be submitted to the following for approval or objection: CITY OF DE PERE

James Boyd, City of De Pere Mayor

Date

Carey E. Danen, City of De Pere Clerk

Date

STATE OF WISCONSIN)

COUNTY) SS

Personally came before me this _____ day of _____, 2026, the above named to me known to be the same persons who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin

(print name) _____

My commission expires: _____

UTILITY EASEMENT PROVISIONS:

An easement for electric, natural gas, communications, sanitary sewer, water main and storm sewer service is hereby granted by

City of De Pere, Grantor, William Street Investment Partners, LLC, Grantor and Associated Bank, N.A., Grantor to

Wisconsin Public Service Corporation, a Wisconsin Corporation, Time Warner Cable, AT&T, City of De Pere and other public utilities, grantees,

their respective successors and assigns, to construct, install, operate, repair, maintain and replace from time to time, facilities used in connection with overhead and underground transmission and distribution of electricity and electric energy, natural gas, sanitary sewer, storm sewer, water, telephone and cable tv facilities for such purposes as the same is now or may hereafter be used, all in, over, under, across, along and upon the property shown within those areas on the plat designated as "utility easement" and the property designated on the plat for streets and alleys, whether public or private, together with the right to install service connections upon, across, within and beneath the surface of each lot to serve improvements, thereon, or on adjacent lots; also the right to trim or cut down trees, brush and roots as may be reasonably required incidental to the rights herein given, and the right to enter upon the subdivided property for all such purposes. The grantees agree to restore or cause to have restored, the property, as nearly as is reasonably possible, to the condition existing prior to such entry by the grantees or their agents. This restoration, however, does not apply to the initial installation of said underground and/or above ground electric facilities, natural gas facilities, sanitary sewer and storm sewer facilities, water facilities, or telephone and cable tv facilities or to any trees, brush or roots which may be removed at any time pursuant to the rights herein granted. Structures (excluding asphalt and pavement material) shall not be placed over grantees' facilities or in, upon or over the property within the lines marked "utility easement" without the prior written consent of grantees. After installation of any such facilities, the grade of the subdivided property shall not be altered by more than six inches without written consent of grantees. This utility easement provision does not prevent or prohibit others from utilizing or crossing the utility easement as the utility easement(s) are non-exclusive.

The grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.



REL Robert E. Lee
& Associates, Inc.

1250 Centennial Centre Blvd | Hobart, WI | 920-662-9641 | releinc.com

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SHEET 4 OF 6

CERTIFIED SURVEY MAP

ALL OF LOTS 1 & 2, CERTIFIED SURVEY MAP NUMBER 9802, DOCUMENT NUMBER 3075335, SAID MAP LOCATED IN ALL OF LOTS 1, 2, 3, 10, 11, AND 12, AND PART OF LOTS 4 AND 9, AND PART OF A VACATED ALLEY AND PART OF VACATED WILLIAM STREET, ALL IN BLOCK 24, ORIGINAL PLAT OF DE PERE, VOLUME 1, PLATS, PAGE 23 AND ALL OF LOT 1, VOLUME 17 OF CERTIFIED SURVEY MAPS, PAGE 81, MAP NUMBER 3206, DOCUMENT NUMBER 1101810, SAID MAP LOCATED IN ALL OF LOTS 5, 6, 7 AND 8 AND PART OF LOTS 4 AND 9, AND PART OF A VACATED ALLEY, ALL IN BLOCK 24, ORIGINAL PLAT OF DE PERE, VOLUME 1, PLATS, PAGE 23, ALL LOCATED IN PART OF PRIVATE CLAIM 32, EAST SIDE OF THE FOX RIVER, CITY OF DE PERE, BROWN COUNTY, WISCONSIN

CITY OF DE PERE APPROVAL CERTIFICATE

Approved by the City of De Pere Plan Commission on this _____ day of _____, 2026.

Carey E. Danen, City of Clerk

Date

BROWN COUNTY TREASURER'S CERTIFICATE:

As duly elected Brown County Treasurer, I hereby certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in this Certified Survey Map as of the date listed below.

Raymond Suennen
Brown County Treasurer

Date

CITY OF DE PERE TREASURER'S CERTIFICATE:

As duly appointed City of De Pere Treasurer, I hereby certify that the records in our office show no unredeemed taxes and no unpaid or special assessments affecting any of the lands included in this Certified Survey Map as of the date listed below.

Pamela R. Manley
City of De Pere Finance Director/Treasurer

Date



Request for Common Council Action

MEETING DATE: February 3, 2026
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Recommendation from Plan Commission to approve a 2-lot extraterritorial certified survey map at 4600 BLK Heritage Heights in Ledgeview (Parcel D-446-1).
RECOMMENDED ACTION: Motion to approve.

On January 26, 2026, Plan Commission unanimously recommended approval by a vote of 6-0.

ATTACHMENTS:
PC Report, Preliminary CSM - 14 Jan 2026

Consideration and possible action for a 2-lot extraterritorial certified survey map at 4600 BLK Heritage Heights in Ledgeview (Parcel D-446-1).*

SITE MAP



- REQUESTED ACTION:** Certified Survey Map Approval (File ECSM 26-01).
- COMMON DESCRIPTION:** 4600 BLK Heritage Heights, north from the Heritage Heights and Hyland CT intersection.
- ZONING:** R-R: Rural Residential in Ledgeview.
- SURROUNDING LAND USES:** Residential and developing residential to the north, south, and east. Undeveloped to the west.
- COMPREHENSIVE PLAN:** Single-Family Residential in Ledgeview.
- APPLICANT / OWNERS:**
- | <u>Authorized Representative</u> | <u>Property Owner</u> |
|----------------------------------|---------------------------------|
| Randy Oettinger, PLS | Wouters David A Survivors Trust |
| Vierbicher | 4600 Heritage Heights |
| 400 Security BL, STE 1 | De Pere, WI 54115 |
| Green Bay, WI 54313 | |
- LAND USE HISTORY:** After a review of air photographs, the site has been agriculturally used with natural areas since 1938.
- STAFF REVIEW:** When reviewing a Certified Survey Map, staff considers State Statutes 236, Section 46-8 of the De Pere Platting and Division of Land Code,

the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns.

- Lots 1-2 have proposed residential uses.
- The Ledgeview minimum acreage and frontage requirements are 1.4 acres and 150 feet. The De Pere minimum acreage and frontage requirements are 0.2 acres and 75 feet.

All conditions of approval are listed at the end of the report. The conditions are technical and can be overseen by staff.

The Certified Survey Map meets the criteria of State Statutes 236 and Section 46-8 of the De Pere Platting and Division of Land Code. The proposed land division provides development opportunities and does not impact the Comprehensive Plan negatively. The proposed lot sizes, street frontages, and setbacks meet City requirements.

STAFF RECOMMENDATION: Staff recommends APPROVAL of the certified survey map, subject to:

1. Meeting all other state and local regulations, including the Town of Ledgeview, City of De Pere, and Brown County Planning Commission.
2. Revise the City of De Pere certificate to reference a date of approval from the Common Council and add a date line for the Clerk's signature.




Planning/Zoning Application

Submitted On:
Jan 14, 2026, 09:41AM EST

Planning & Zoning Department

Parcel Number: (Include ALL parcels)	D-446-1
Nearest property address to the project site:	Street Address: 4600 Blk Heritage Heights City: De Pere State: WI Zip: 54115-8359
Check each project type that is being applied for:	CSM
Current De Pere Zoning Districts:	Not in De Pere
Existing Site Land Uses:	Undeveloped/Vacant/Agricultural
Proposed Site Land Uses:	Residential
Does the project comply with the Comprehensive Plan?	Yes
Has City Staff been contacted for a pre-consultation meeting?	No
Property Owner:	First Name: Dave Last Name: Wouters
Is the property owner's address the same as the nearest property address?	Yes
Property Owner's Phone Number:	920 246-2934
Property Owner's Email Address:	rocknw@netnet.net
Is someone processing the project for the property owner as their authorized representative?	Yes
Authorized Representative's Name:	First Name: Randy Last Name: Oettinger
Authorized Representative's Business Name:	Vierbicher
Authorized Representative's Address:	Street Address: 400 Security Blvd Ste 1 City: Green Bay State: WI Zip: 54313
Authorized Representative's Phone Number:	920 329-5601

Authorized Representative's Email Address:	roet@vierbicher.com
Number of lots in the CSM:	2
Number of outlots in the CSM:	0
Extraterritorial Zoning Districts:	Town of Ledgeview
Please attach 1 PDF copy of the CSM.	L-12586.pdf
How do you plan on paying for your application?	Mail a check
Total Due:	\$375.00

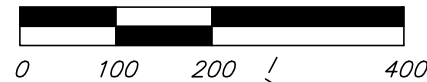
Signature Data	<p>First Name: Randy Last Name: Oettinger Email Address: roet@vierbicher.com</p>  <p>Signed at: January 14, 2026 9:41am America/New_York</p>
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User's Session Information	<p>IP Address: 74.87.124.242 Referrer URL:</p>
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CERTIFIED SURVEY MAP

Part of Lot 3 of Volume 29, Certified Survey Maps, Page 239 (Document No. 1361910-Map 4590),
Brown County Records and part of Lots 6 and 7 of Howe's Subdivision, Private Claim 38, East Side of
the Fox River, Town of Ledgeview, Brown County, Wisconsin.

GRAPHIC SCALE: 1" = 200'



Note:
- Bearings referenced to the North line of Private Claim 38, E.S.F.R., which bears S64°23'30"E.
- The County Monuments used in this survey are shown and their ties have been found and verified and/or Brown County Planning and Land Services has been notified of any discrepancies.

Angle Point on South Line
PC 37, E.S.F.R.
(Fd. Mag Nail W/Washer)

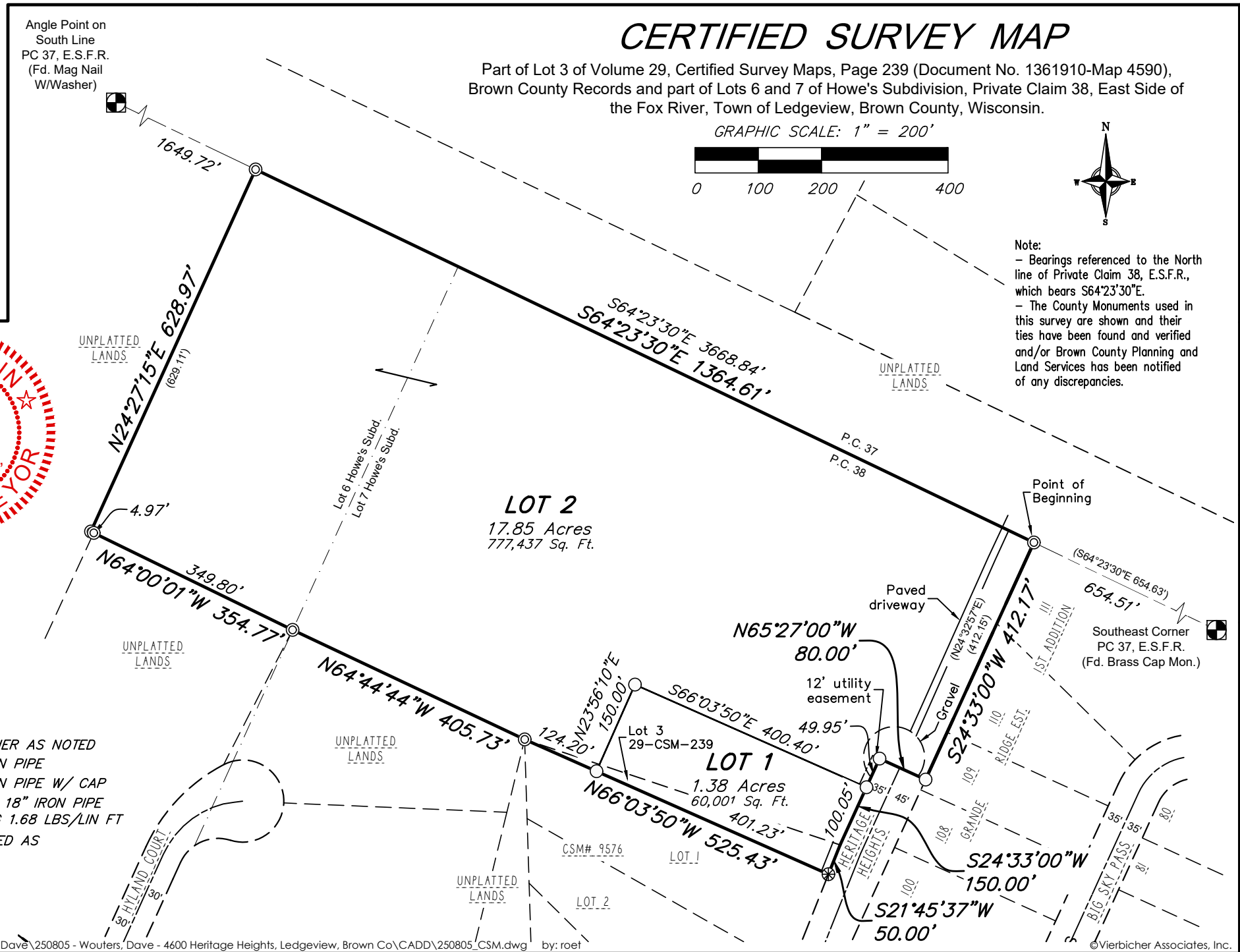


Steven M. Bieda
PLS-2275
January 12, 2026

SURVEY LEGEND

- PUBLIC LAND CORNER AS NOTED
- FOUND 1" DIA. IRON PIPE
- FOUND 1" DIA. IRON PIPE W/ CAP
- SET 1.32" (O.D.) X 18" IRON PIPE WITH CAP WEIGHING 1.68 LBS/LIN FT
- () INDICATES RECORDED AS

TAX PARCEL: D-446-1
FIELDWORK COMPLETED:



SHEET 1 OF 4

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

SURVEYED FOR:
DAVE WOUTERS
4600 HERITAGE HEIGHTS
DRAWING #L-12586

Job #: 250805
Date: 01/12/2026
Rev:
Drafted By: ROET
Checked By:

vierbicher
planners | engineers | advisors

©Vierbicher Associates, Inc.

13-Jan-2026 - 6:47 a.m. G:\Wouters, Dave\250805 - Wouters, Dave - 4600 Heritage Heights, Ledgeview, Brown Co\CADD\250805_CSM.dwg by:roef

CERTIFIED SURVEY MAP No. _____

Part of Lot 3 of Volume 29, Certified Survey Maps, Page 239 (Document No. 1361910-Map 4590), Brown County Records and part of Lots 6 and 7 of Howe's Subdivision, Private Claim 38, East Side of the Fox River, Town of Ledgeview, Brown County, Wisconsin.

OWNER'S CERTIFICATE

David A. Wouters Survivors Trust, as owner(s), we hereby certify that we caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on the map hereon. We further certify that this Certified Survey Map is required by S236.10 or S236.12 to be submitted to the the Town of Ledgeview for approval. Witness the hand and seal of said owner this _____ day of _____, 20____.

David A. Wouters Survivors Trust

By: _____
Authorized Signatory

Print Name

State of Wisconsin)
)ss.

County of Brown
Personally came before me this _____ day of _____, 20____, the above named _____, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Notary Public, State of Wisconsin

My Commission expires: _____

CERTIFICATE OF THE TOWN OF LEDGEVIEW

Approved for the Town of Ledgeview this _____ day of _____, 20____.

Jennifer Brioch
Town Clerk

CERTIFICATE OF THE CITY OF DE PERE

Approved for the City of De Pere this _____ day of _____, 20____.

Carey Danen
City Clerk



Steven M. Bieda
PLS-2275
January 12, 2026

NOTES

The property owners, at the time of construction, shall implement the appropriate soil erosion control methods outlined in the Wisconsin Construction Site Erosion and Sediment Control Technical Standards (available from the Wisconsin Department of Natural Resources) to prevent soil erosion. However, if at the time of construction the Town has adopted a soil erosion control ordinance, it shall govern over this requirement. This provision applies to any grading, construction, or installation-related activities.

Future sidewalks will be installed along Bower Creek Road in the public ROW when Bower Creek Road is urbanized.

RESTRICTIVE COVENANTS

The land on all side and rear lot lines of all lots shall be graded by the lot owner and maintained by the abutting property owners to provide for adequate drainage of surface water.

Each lot owner shall grade the property to conform to the adopted sidewalk grade elevation and maintain said elevation for future sidewalks.

vierbicher
planners | engineers | advisors



Job #: 250805
Date: 01/12/2026
Rev:
Drafted By: ROET
Checked By:

SURVEYED FOR:
DAVE WOUTERS
4600 HERITAGE HEIGHTS
DRAWING #-12586

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

SHEET
3 OF 4



Request for Common Council Action

MEETING DATE: February 3, 2026
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Recommendation from the Board of Park Commissioners to approve donation from De Pere Baseball in the amount of \$5,000 to purchase robotic mowers to be used at Kelly Danen and Southwest Park baseball fields.

RECOMMENDED ACTION: Staff recommends approval.

The Board of Park Commissioners, at the January 16, 2026, meeting, approved the donation proposal from De Pere Baseball, in the amount of \$5,000, to purchase robotic mowers to be used at Kelly Danen and Southwest Park baseball fields. The motion was approved unanimously, with a 4-0 vote.

ATTACHMENTS:
De Pere Baseball Donation.Robotic Mower

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: August 21, 2025

RE: Consideration and possible action to approve a donation proposal from De Pere Baseball, in the amount of \$5,000, to purchase robotic mowers to be used at Kelly Danen and Southwest Park baseball fields.

Summary: De Pere Baseball is proposing to donate \$5,000 toward the purchase of robotic mowers. The City currently has \$10,000 budgeted in 2026 to implement additional robotic mowers. In 2025, we piloted a program to run a robotic mower. After operating the robotic mower for a year, we believe there are definite benefits of the robotic mower in certain applications. The \$5,000 mower can be leveraged with our current budget to implement additional mowers. In consideration of their donation, De Pere Baseball is asking that the robotic mowers be placed at Kelly Danen athletic fields first and then Southwest Park (Gandrud Field). These two locations are rather ideal for maximum benefit and security. All the fields are fully fenced in which provides for added security. The mowers would run from 11pm – 9 am in the morning, Monday – Friday. A sign would be posted at each of the diamonds indicated the fields are off limits until 9 am in the morning. While we do not have stats on usage before 9 am, we feel the usage is very low.

Depending on pricing we will be able to purchase 2, possibly 3 units. This would put our robotic fleet to 3-4 units.

Staff Recommendation: Accept De Pere Baseball donation of \$5,000 and confirm placement of robotic mowers at Kelly Danen as a first priority, and Southwest Park (Gandrud Field) as a second priority.



Request for Common Council Action

MEETING DATE: February 3, 2026
DEPARTMENT: Parks, Recreation & Forestry
FROM: Marty Kosobucki, Parks, Recreation and Forestry Director
SUBJECT: Recommendation from the Board of Park Commissioners to approve Amerilux as the main sponsor for the 2026 Beer Gardens.
RECOMMENDED ACTION: Staff recommends approval.

The Board of Park Commissioners, at the January 16, 2026, meeting, moved to approve Amerilux as the main sponsor for the 2026 Beer Gardens. The motion was approved unanimously, with a 4-0 vote.

ATTACHMENTS:
Beer Garden Main Sponsor Approval

CITY OF DE PERE MEMO



To: Board of Park Commissioners
From: Marty Kosobucki
Director of Parks, Recreation and Forestry
Date: January 15, 2026

RE: Approval of main sponsor for 2026 De Pere Beer Gardens

Summary: We are starting to plan and prepare for the 2026 Beer Gardens. Amerilux would like to, once again, be the main sponsor of the event. We only list and sell one “main” sponsor of the event; however, we solicit individual event sponsors. The amount for the main sponsorship includes a \$5,500 donation to the event to make it possible.

Staff Recommendation: Approve Amerilux as the main sponsor for the 2026 De Pere Beer Gardens.



Request for Common Council Action

MEETING DATE: February 3, 2026
DEPARTMENT: City Clerk
FROM: Carey Danen, City Clerk
SUBJECT: Recommendation from the License Committee on an application for a Class "B" Fermented Malt Beverage/"Class B" Intoxicating Liquor License for Colombian Flavors LLC (DBA Colombian Flavors), 365 Main Av Suite D. Agent: Luz E. Barajas, De Pere WI.
RECOMMENDED ACTION: Motion to approve.

The Porch Bar is closing and surrendering their liquor license to the City. Colombian Flavors restaurant had been sharing their kitchen space, and is now applying for the license to serve alcohol beverages in addition to food. The background check for the agent has been reviewed and approved by the Police Department.

ATTACHMENTS:
Colombian Flavors_application, Colombian Flavors_agent

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

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

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

Fees	
License Fees	\$
Background Check Fee	\$
Publication Fee	\$ 30- R# 206394
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) Colombian Flavors LLC.		
2. Business Trade Name or DBA Colombian Flavors LLC.		
3. FEIN 61-2101305	4. Wisconsin Seller's Permit Number 456-1031488954-02	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
6. State of Organization wi	7. Date of Organization 05/31/2023	8. Wisconsin DFI Registration Number N/A
9. Premises Address 365 Main Avenue SuiteD, De Pere WI 54115		
10. City Depere	11. State WI	12. Zip Code 54115
13. County Brown	14. Governing Municipality: <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <u>De pere</u>	15. Aldermanic District
16. Premises Phone	17. Premises Email colombianflavors07@gmail.com	18. Website N/A
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <small>The premises consist of a single-story commercial restaurant building. The licensed area includes the main dining room with customer seating, a bar area with bar counter and seating, public restrooms, and a commercial kitchen used for food preparation only. An outdoor patio area adjacent to the building is included as part of the licensed premises and is used for customer seating and consumption of alcohol beverages. Alcohol beverages will be sold and consumed only in the dining room, bar area, and outdoor patio. No alcohol sales or consumption will occur in the kitchen or storage areas. Alcohol beverages will be stored in secured refrigeration units and storage shelves located behind the bar and in a designated storage area within the premises. Mustard and alcohol related records will be maintained in a designated office area within the premises.</small>		
20. Mailing Address (if different from premises address) Same as premises address		
21. City De Pere	22. State WI	23. Zip Code 54115

Part B: Questions

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

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

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . Yes No beverages.
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

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

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

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

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

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

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

Part C: Individual Information

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

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

Last Name	First Name	Title	Phone
Barajas	luz	Member / Manager	(920) 264-8824

Part D: Attestation

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

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

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

Last Name Barajas		First Name Luz		M.I. E
Title Member/Manager		Email colombianflavors07@gmail.com		Phone (920) 264-8824
Signature <i>Luz Barajas</i>			Date 01/08/20	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 1/9/20	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk			Date Provisional License Issued (if applicable)



Request for Common Council Action

MEETING DATE: February 3, 2026
DEPARTMENT: City Clerk
FROM: Carey Danen, City Clerk
SUBJECT: Recommendation from the License Committee on an application for a Class "B" Fermented Malt Beverage/"Class C" Wine License for Natures Plant Nook (DBA Big Cheddar Bounce), 2125 American Boulevard. Agent: Trisha Merckx, De Pere WI.
RECOMMENDED ACTION: Motion to approve.

The Police Department conducts background checks twice a month for all applications received during the previous two weeks. Due to the timing of the application submission, results for this agent have not been received as of the agenda publication deadline. If approved, the Clerk's office will not issue the license until the background check results have been confirmed.

ATTACHMENTS:
Big Cheddar Bounce_application, Big Cheddar Bounce_agent

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	
License Period	

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

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

Fees	
License Fees	We will invoice you separately.
Background Check Fee	
Publication Fee	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) <i>Natures Plant Nook</i>			
2. Business Trade Name or DBA <i>Big Cheddar Bounce</i>			
3. FEIN <i>99-3615508</i>		4. Wisconsin Seller's Permit Number <i>456-1031782594-02</i>	
5. Entity Type (check one) <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization			
6. State of Organization <i>Wisconsin</i>		7. Date of Organization <i>11/120/26</i>	8. Wisconsin DFI Registration Number
9. Premises Address <i>2125 American Boulevard</i>			
10. City <i>De Pere</i>		11. State <i>WI</i>	12. Zip Code <i>54115</i>
13. County <i>Brown</i>	14. Governing Municipality: <input type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: _____		15. Aldermanic District
16. Premises Phone <i>920 228 6228</i>	17. Premises Email <i>Bigcheddarbounce@gmail.com</i>	18. Website <i>Bigcheddarbounce.com</i>	
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <i>Warehouse type building w/ a mezzanine, 2 bathrooms, 2 storage rooms and one office with a locked door and locked file cabinet where records are stored.</i>			
20. Mailing Address (if different from premises address)			
21. City		22. State	23. Zip Code

Part B: Questions

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

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

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? <input type="checkbox"/> Yes <input type="checkbox"/> No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . . Yes No
 beverages.
 If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

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

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

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

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

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

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

Part C: Individual Information

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

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

Last Name	First Name	Title	Phone
Merckx	Trisha	Owner	920 676 5113
Merckx	Marcus	Owner	920 264 3071

Part D: Attestation

One of the following must sign and attest to this application:
 • sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

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

Last Name Merckx	First Name Trisha	MA
Title Owner	Email Big cheddar bounce@gmail.com	Phone (920) 228-6228
Signature 		Date 1/20/2026

Part E: For Clerk Use Only

Date Application Was Filed With Clerk	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	



Request for Common Council Action

MEETING DATE: February 3, 2026
DEPARTMENT: City Clerk
FROM: Carey Danen, City Clerk
SUBJECT: Consideration and possible action on approval of Election Day Emergency Response Plan and alternate polling site.
RECOMMENDED ACTION: Motion to approve.

The Clerk's Office has drafted an emergency response plan to prepare for and respond to a variety of scenarios that could impact voting on Election Day. One component of the plan is to designate an alternate polling location in the event one of our regular sites becomes unusable; this designation requires Common Council approval. Staff proposes Fire Station #1 at 400 Lewis Street as the emergency polling place.

The plan includes the following details:

- Sections that outline what could constitute an emergency and the associated contingency plans for those events.
- A set of protocols explaining how to transfer to an alternate polling location, including how ballots and voting equipment will be secured and transported.
- A chain of command outline detailing the tasks assigned to election officials and city staff from various departments.
- A plan to ensure that impacted voters are notified.

The full plan is considered sensitive in nature, and as such has been included in the agenda packet as a confidential attachment.

ATTACHMENTS:
Election Day Emergency Response Plan_draft



City of De Pere, Wisconsin

8.A

Request for Common Council Action

MEETING DATE: February 3, 2026
DEPARTMENT: Development Services
FROM: Peter Schleinz, City Planner/Zoning Administrator
SUBJECT: Resolution #26-05 Approving Sanitary Sewer Easement (Parcel No. ED-91; 815 Fox River Drive).
RECOMMENDED ACTION: Motion to approve.

On January 26, 2026, Plan Commission unanimously recommended approval by a vote of 6-0.

ATTACHMENTS:

Reso26-05, Easement-815 Fox River Drive-PTF Properties, LLC, Exhibit A - 26 Jan 2026, PC Report, Application and supporting documents

RESOLUTION #26-05

APPROVING SANITARY SEWER EASEMENT
(Parcel No. ED-91; 815 Fox River Drive)

WHEREAS, the City is in the process of completing repairs to the underground sanitary sewer facilities in the Fox River Drive area, and is in need of an easement from the property owner of 815 Fox River Drive to connect the City's access to easements already in place in neighboring properties; and

WHEREAS, City staff has negotiated an easement located within the boundary of a vacated alleyway (former right-of-way) on the property with the property owner, PTF Properties, LLC, pursuant to the terms and conditions of the Sanitary Sewer Easement attached hereto; and

WHEREAS, this matter has been reviewed by the Plan Commission which recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council authorizes City staff to obtain a Sanitary Sewer Easement from the private property owner, PTF Properties, LLC, of 815 Fox River Drive, as is attached hereto, in order to complete storm sewer construction/repairs necessary and to record the same with the Brown County Register of Deeds Office.

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 3rd day of February, 2026.

APPROVED:

James G. Boyd, Mayor

ATTEST:

Carey E. Danen, City Clerk

Ayes: _____

Nays: _____

Board/Committee/Commission Approval: 01/26/2026

EXHIBIT 'A'

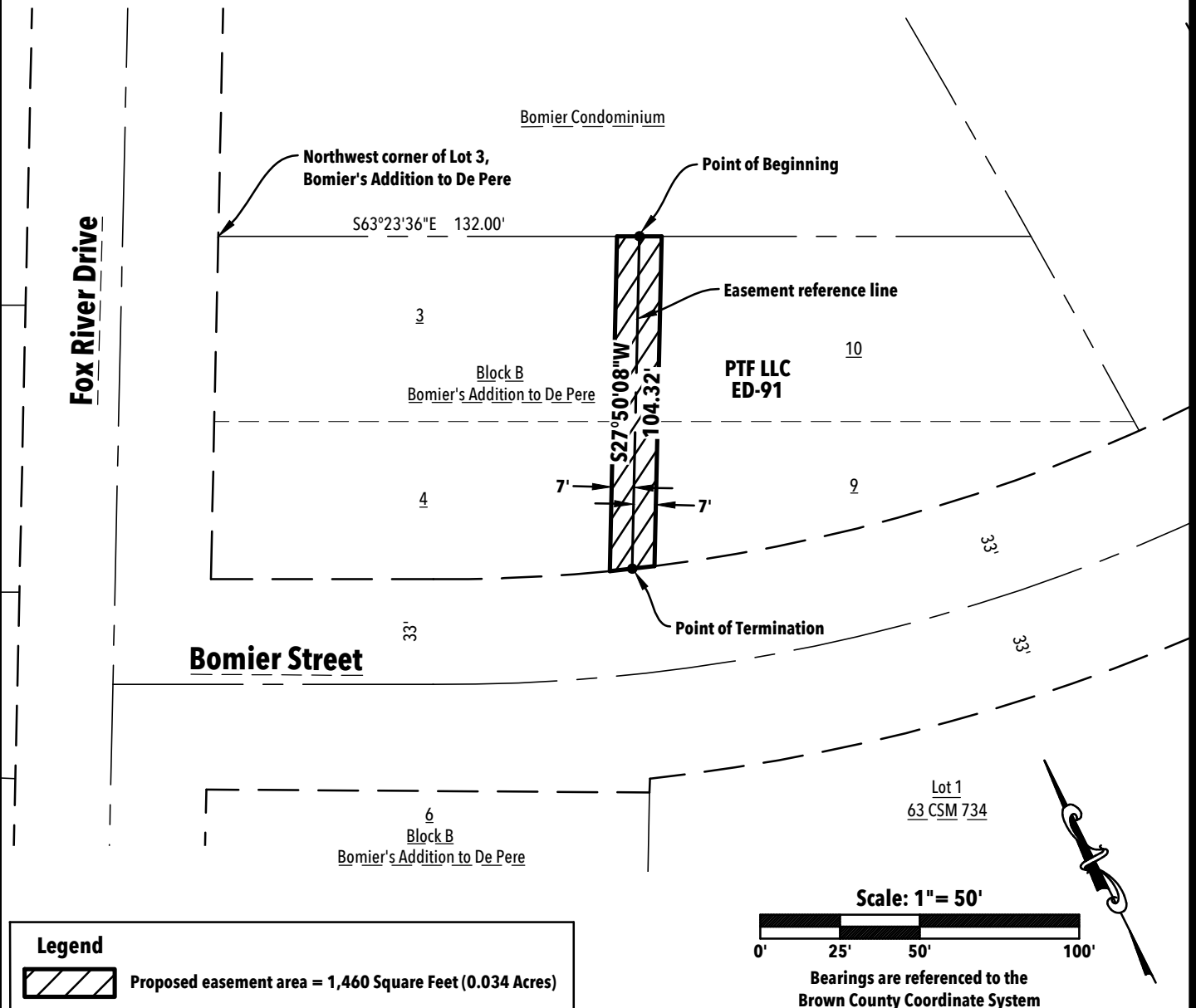
AN EASEMENT AREA DESCRIBED AS FOLLOWS:

All that part of the Grantor's property being part of the alley in Block B of Bomier's Addition to De Pere vacated per Jacket 1763, Image 11, Document Number 877859, located in part of Private Claim 35, East Side of Fox River, City of De Pere, Brown County, Wisconsin, lying 7.00 feet on each side (14.00 feet total width) of the easement reference line described below:

Commencing at the northwest corner of Lot 3, Block B, Bomier's Addition to De Pere; thence $S63^{\circ}23'36''E$, 132.00 feet on the north line of said Lot 3 and continuing on it's easterly extension to the centerline of said vacated alley and said easement reference line, the POINT OF BEGINNING; thence $S27^{\circ}50'08''W$, 104.32 feet to the north right of way of Bomier Street, the Point of Termination.

The sidelines of said 14.00 foot wide easement extend and shorten to intersect with the north right of way of Bomier Street and the south line of Bomier Condominium, Volume 4, Page 227, Document Number 2195803.

Said described land (permanent easement) contains 1,460 sq. ft. or 0.034 acres more or less.



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



CITY OF DE PERE
Public Works: Engineering Division
925 S. Sixth St.
De Pere, Wisconsin 54115
Office (920) 339-4060

Date: 1/23/2026
REL Job #: 404508
Exhibit Sheet 1 of 1

Consideration and possible action for a new 14-foot-wide sanitary easement at 815 Fox River DR (Parcel ED-91).*

SITE MAP



REQUESTED ACTION: New 14-foot-wide sanitary easement for City of De Pere. (File E 26-01)

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

ZONING: RM-1 (Multi-Unit [3-6 units] District).

SURROUNDING LAND USES: 2-unit residential condominium (R2-60 PDD) to the north.
Residential (R2-60) to the south (R2-60).
Fox River State Recreational Trail (CON) to the east.
Residential R1-60) and Bomier Boat Launch (PI-1) to the west.

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

APPLICANT/OWNER:

<u>Applicant</u> City of De Pere 335 S Broadway ST De Pere, WI 54115-2593	<u>Property Owners</u> PFT LLC ATTN: Tim Kneeland 1400 Fox River DR De Pere, WI 54115
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LAND USE HISTORY: The site was developed for residential use prior to the 1938 air photographs.

STAFF REVIEW: Summary

The request is for a new sanitary easement to be placed on an existing underground sanitary line for the City of De Pere.

Details

The City of De Pere, with support from the property owner, is requesting a new 14-foot-wide sanitary easement at 815 Fox River DR, which is privately owned. The location is within the boundary of a vacated alley (former right-of-way) on the property.

STAFF RECOMMENDATION: Staff recommends APPROVAL of a new 14-foot-wide sanitary easement at the 815 Fox River DR and then forwarding the recommendation to the Common Council for a final decision. The final easement language will be subject to the final approval of the City Attorney's office.



Planning/Zoning Application


Planning & Zoning Department

Submitted On:

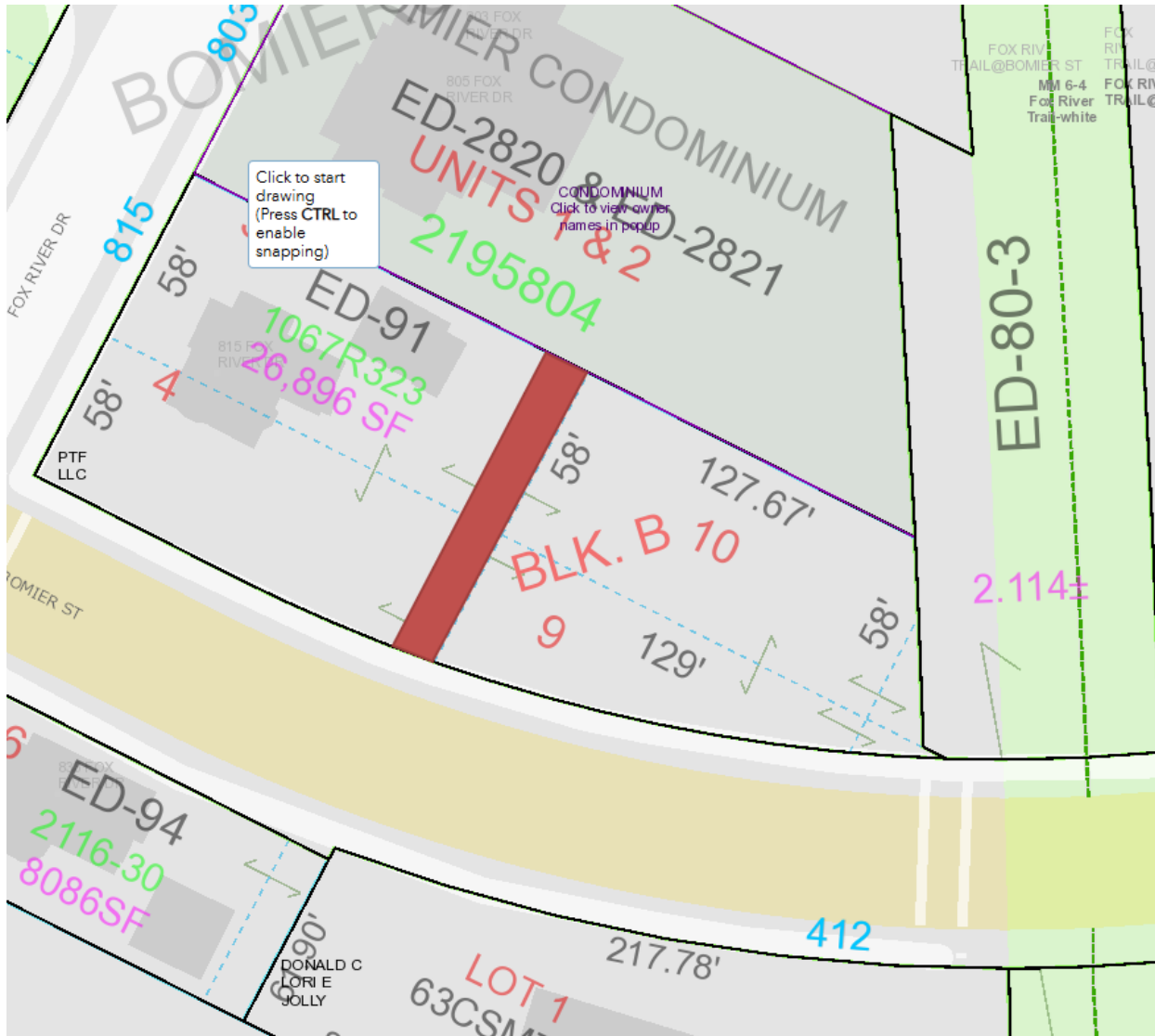
Jan 6, 2026, 06:09PM EST

Parcel Number: (Include ALL parcels)	ED-91
Nearest property address to the project site:	Street Address: 815 Fox River DR City: De Pere State: WI Zip: 54115
Check each project type that is being applied for:	Easement
Current 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 pre-consultation meeting?	Yes
Property Owner:	First Name: PTF LLC Last Name: ATTN: Tim 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
Property Owner's Phone Number:	9206195662
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: Peter Last Name: Schleinz
Authorized Representative's Business Name:	City of De Pere

Authorized Representative's Address:	Street Address: 335 S Broadway ST City: De Pere State: WI Zip: 54115
Authorized Representative's Phone Number:	9203394043
Authorized Representative's Email Address:	pschleinz@deperewi.gov
Is this project creating a new easement or releasing an existing easement?	New Easement
Please attach an EXHIBIT MAP with the easement boundary.	815 Fox River DR Easement.rtf
Please attach a WORD DOCUMENT with the boundary legal description and a description about why the easement change is needed.	815 Fox River DR Easement.rtf
How do you plan on paying for your application?	City is the petitioner
Total Due:	\$375.00

Signature Data	<p>First Name: Peter Last Name: Schleinz Email Address: pschleinz@deperewi.gov</p> <div style="text-align: center; margin-top: 100px;">  </div> <p>Signed at: January 6, 2026 6:09pm America/New_York</p>
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User's Session Information	IP Address: 216.56.64.34 Referrer URL:
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Parcel ED-91: 14-foot wide storm Sanitary Easement within a vacated alley (VAC IN J1763-11).



City of De Pere, Wisconsin

9.A

Request for Common Council Action

MEETING DATE: February 3, 2026
DEPARTMENT: City Attorney
FROM:
SUBJECT: Report and update on the acquisition of WD-387-1 (Main Avenue) for \$110,000.00 utilizing TID 9 as the funding source.
RECOMMENDED ACTION: Informational only.

The Common Council previously approved the purchase of parcel WD-387-1 (Main Avenue) at its January 20, 2026, meeting. The purchase amount of \$110,000.00 was also approved; however, a funding source was not identified. Accordingly, staff is presenting this informational update that the closing of this acquisition was completed on January 30, 2026, and the designated funding source was TID #9.

ATTACHMENTS:
None