



# Common Council

## Regular Meeting

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

### Agenda

Wednesday, November 4, 2020

7:30 PM

Pursuant to Wisconsin Statutes 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 **November 4, 2020** at **7:30 PM**.

**Due to the current public health emergency, the meeting will be held electronically and the public may attend this meeting electronically or telephonically by accessing either:**

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 WILL NOT BE HELD IN PERSON.**

*This meeting may also be rebroadcast on TV throughout the week and available on demand at <http://depercitywi.igm2.com/>.*

#### I. Call to Order

1. Roll Call
2. Approval of the minutes of the October 20, 2020 Common Council meeting.
3. Recommendation from Plan Commission to approve a Precise Implementation Plan (PIP) for a proposed new restroom and dump station on the Brown County Fairgrounds at 1500 Fort Howard AV (Parcels WD-57, WD-67, WD-70-1).
4. Ordinance #20-19 Establishing Salaries for Elected Officials for the City of De Pere (2022 and 2023) (Second Reading)
5. Resolution #20-113 Ratifying Mayoral Proclamations Issued From October 3, 2020 Through October 30, 2020.
6. Resolution #20-114 Suspending 2021 Common Collection Assessment.
7. Resolution #20-115 Terminating Suspension of Overnight Parking Restrictions.
8. Resolution #20-116 Authorizing \$21,250 Donation to Downtown De Pere Inc. (d/b/a Definitely De Pere) for "Buy Local Marketing Campaign."
9. Voucher approval.
10. COVID-19 update from Health Department.
11. Future agenda items.
12. Adjournment.

Carey Danen

City Clerk

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

Agenda Sent To:

Alderspersons  
City Administrator  
Mayor  
Department Heads  
TV, Newspapers & Radio Stations  
Kress Family Library  
De Pere Chamber of Commerce  
Matt Kriese, Brown County  
Kevin Chevalier, McMahon



**City of De Pere, Wisconsin**

**Request For Common Council Action**

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**MEETING DATE:** November 4, 2020

**DEPARTMENT:** City Clerk

**FROM:** Carey Danen

**SUBJECT:** Approval of the minutes of the October 20, 2020 Common Council meeting.

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**ATTACHMENTS:**

- 10-20-20 Common Council minutes draft (DOC)



# Common Council

## Regular Meeting

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

### Draft Minutes

Tuesday, October 20, 2020

7:30 PM

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

| Attendee Name         | Title        | Status  | Arrived |
|-----------------------|--------------|---------|---------|
| Dan Carpenter         | Aldersperson | Present |         |
| Mike Eserkaln         | Aldersperson | Present |         |
| Jonathon Hansen       | Aldersperson | Present |         |
| Amy Chandik Kundinger | Aldersperson | Present |         |
| Shana Defnet Ledvina  | Aldersperson | Present |         |
| Casey Nelson          | Aldersperson | Present |         |
| Dean Raasch           | Aldersperson | Present |         |
| Kelly Ruh             | Aldersperson | Present |         |
| James Boyd            | Mayor        | Present |         |

2. Approval of the minutes of the October 6, 2020 Common Council meeting.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Casey Nelson, Aldersperson  
**SECONDER:** Shana Defnet Ledvina, Aldersperson  
**AYES:** Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Nelson, Raasch, Ruh

3. Recommendation from Finance/Personnel Committee to approve 2021 Benefit Renewal and Plan Design Changes

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Casey Nelson, Aldersperson  
**SECONDER:** Kelly Ruh, Aldersperson  
**AYES:** Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Nelson, Raasch, Ruh

4. Recommendation from the License Committee on the Application for Change of Agent submitted by Kwik Trip #127.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Dan Carpenter, Aldersperson  
**SECONDER:** Mike Eserkaln, Aldersperson  
**AYES:** Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Nelson, Raasch, Ruh

5. Ordinance #20-18 Amending § 150-22(2) De Pere Municipal Code Regarding Overnight Parking.

Aldersperson Nelson asked Public Works board members to weigh in on their decision to recommend denial. Aldersperson Raasch explained that they felt it would cause more disruption to make the change.

Aldersperson Hansen stated that he was torn about the decision; he understands the additional work it would create for Street Department staff, but he thinks the current parking restrictions do create a hardship in some of the older areas of the city.

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| <b>RESULT:</b>   | <b>DEFEATED [7 TO 1]</b>                                     |
| <b>MOVER:</b>    | Dan Carpenter, Aldersperson                                  |
| <b>SECONDER:</b> | Dean Raasch, Aldersperson                                    |
| <b>AYES:</b>     | Carpenter, Eserkaln, Kundinger, Ledvina, Nelson, Raasch, Ruh |
| <b>NAYS:</b>     | Hansen                                                       |

6. Ordinance #20-19 Establishing Salaries for Elected Officials for the City of De Pere (2022 and 2023).

Aldersperson Hansen asked if it is possible to tie salary increases to some type of cost of living metric, or if the City must follow a flat percentage rate. City Attorney Judy Schmidt-Lehman replied that some other municipalities do tie it to a cost of living measurement. Either type of salary increase, if approved, is set out two years into the future so that alderspersons are not voting on their own salary increase.

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| <b>RESULT:</b>   | <b>SECOND READING REQUIRED [7 TO 1]</b>                      |
|                  | <b>Next: 11/4/2020 7:30 PM</b>                               |
| <b>MOVER:</b>    | Casey Nelson, Aldersperson                                   |
| <b>SECONDER:</b> | Shana Defnet Ledvina, Aldersperson                           |
| <b>AYES:</b>     | Carpenter, Eserkaln, Kundinger, Ledvina, Nelson, Raasch, Ruh |
| <b>NAYS:</b>     | Hansen                                                       |

7. Resolution #20-107 Authorizing Extension of Agreement for Contractor Services Between the City of De Pere and One Curb 'n Decor LLC (Nicolet Alley Snow Removal).

|                  |                                                                      |
|------------------|----------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                           |
| <b>MOVER:</b>    | Dean Raasch, Aldersperson                                            |
| <b>SECONDER:</b> | Amy Chandik Kundinger, Aldersperson                                  |
| <b>AYES:</b>     | Carpenter, Eserkaln, Hansen, Kundinger, Ledvina, Nelson, Raasch, Ruh |

8. Resolution #20-108 Authorizing Green Bay Electronics Record Program Software Sub-License and Service Agreement.

Aldersperson Carpenter asked what the estimated costs will be for the first year of the program, since fees are calculated based on call volume. Police Chief Derek Beiderwieden reported that he estimates the cost to be approximately \$18,000 per year for the first few years, and that the funds have been included as a line item in the 2021 budget.

|                  |                                                                    |
|------------------|--------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                         |
| <b>MOVER:</b>    | Jonathon Hansen, Alderperson                                       |
| <b>SECONDER:</b> | Amy Chandik Kunding, Alderperson                                   |
| <b>AYES:</b>     | Carpenter, Eserkaln, Hansen, Kunding, Ledvina, Nelson, Raasch, Ruh |

9. Resolution #20-109 Authorizing Agreement Regarding the Sale and Purchase of Property Between the City of De Pere, Song Industries, Inc. and Bowman Commercial Holdings, LLC [Parcel ED-344-102-5]

|                  |                                                                    |
|------------------|--------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                         |
| <b>MOVER:</b>    | Dan Carpenter, Alderperson                                         |
| <b>SECONDER:</b> | Dean Raasch, Alderperson                                           |
| <b>AYES:</b>     | Carpenter, Eserkaln, Hansen, Kunding, Ledvina, Nelson, Raasch, Ruh |

10. Resolution #20-110 Approving the Eighth Amendment to Central Brown County Water Authority Water Purchase and Sale Contract.

|                |                                                                    |
|----------------|--------------------------------------------------------------------|
| <b>RESULT:</b> | <b>ADOPTED [UNANIMOUS]</b>                                         |
| <b>MOVER:</b>  | Dan Carpenter, Casey Nelson                                        |
| <b>AYES:</b>   | Carpenter, Eserkaln, Hansen, Kunding, Ledvina, Nelson, Raasch, Ruh |

11. Resolution #20-111 Authorizing Memorandum of Understanding Regarding Continuity of Election Operation Plan - Brown County (2020 Presidential Election).

|                  |                                                                    |
|------------------|--------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                                         |
| <b>MOVER:</b>    | Shana Defnet Ledvina, Alderperson                                  |
| <b>SECONDER:</b> | Amy Chandik Kunding, Alderperson                                   |
| <b>AYES:</b>     | Carpenter, Eserkaln, Hansen, Kunding, Ledvina, Nelson, Raasch, Ruh |

12. Presentation of and Action on 2019 Preliminary Audit Management Letter and Financial Statements.

Scott Sternhagen with auditing firm Clifton Larson Allen reviewed the executive audit summary and fund balances. Finance Director-Treasurer Joe Zegers reported that the General Fund unassigned fund balance is just under 36%, which puts the City in good financial shape. He explained that the target is for the fund to be 25-35% of the subsequent year's budget. This contributed to the City's AA bond rating by Moody's, and to keeping the interest rates very low on the City's recent borrowing.

|                  |                                                                    |
|------------------|--------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                        |
| <b>MOVER:</b>    | Amy Chandik Kunding, Alderperson                                   |
| <b>SECONDER:</b> | Casey Nelson, Alderperson                                          |
| <b>AYES:</b>     | Carpenter, Eserkaln, Hansen, Kunding, Ledvina, Nelson, Raasch, Ruh |

13. Review and Discussion of Community Equity and Inclusion Survey Results (Request of Ald. Raasch).

City Administrator Larry Delo explained that City staff and the Mayor decided to take advantage of a no-cost survey being offered by Polco, in order to gain insight on this topic. He noted that they did decide to pay a \$119 fee for the disparity analysis. Alderperson Raasch expressed concern about using the survey and sharing it with the public when it is not scientifically based.

Alderperson Kunding asked if results from other cities could be used as comparables in evaluating survey feedback. Larry indicated that Polco may provide some kind of summary, but not specific data from other municipalities.

Alderperson Ruh expressed concern that the survey was only put on social media and the City's website. She stated that because there are certain demographics that do not typically use those modalities, they were probably excluded from responding and therefore the sample would be skewed.

Larry pointed out that the demographics of the survey respondents are similar to the City's population. He noted that the survey was not limited to De Pere residents only, because they wanted to collect peoples' impressions of our City. He noted that the results were quite positive. Alderperson Raasch agreed that the survey results are positive for the City, but is still concerned about interpretations.

Alderperson Nelson stated that while this might not be a highly scientific survey format, sometimes less structured observational studies are used to identify areas that might prompt further questions and research. Larry reported that the results will be put on the City's website and invited alderpersons work with staff if they want to do something based on the results.

14. Voucher approval.

Alderperson Carpenter requested information on the following payments: \$7,185.27 to the Public Service Commission of WI, and \$75,000 to Turriff Plumbing. City Administrator Larry Delo said that staff will provide information on the PSC payment in a separate communication, and that the payment to Turriff is for the cost of switching all plumbing fixtures in the City to non-contact. He pointed out that this expense will be reimbursed by the Routes to Recovery grant.

|                  |                                                                    |
|------------------|--------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                        |
| <b>MOVER:</b>    | Jonathon Hansen, Alderperson                                       |
| <b>SECONDER:</b> | Shana Defnet Ledvina, Alderperson                                  |
| <b>AYES:</b>     | Carpenter, Eserkaln, Hansen, Kunding, Ledvina, Nelson, Raasch, Ruh |

15. Future agenda items.

None.

16. Adjournment.

Alderperson Kunding moved, seconded by Alderperson Ledvina to adjourn the meeting at 8:26 PM. Upon vote, motion carried unanimously.

Respectfully submitted,  
Carey Danen, City Clerk



## City of De Pere, Wisconsin

### Request For Common Council Action

**MEETING DATE:** November 4, 2020

**DEPARTMENT:** Plan Commission

**FROM:** Peter Schleinz

**SUBJECT:** Recommendation from Plan Commission to approve a Precise Implementation Plan (PIP) for a proposed new restroom and dump station on the Brown County Fairgrounds at 1500 Fort Howard AV (Parcels WD-57, WD-67, WD-70-1).

On October 26, 2020 Plan Commission unanimously recommended approval of the Precise Implementation Plan (PIP), with conditions, by a vote of 7-0.

On October 28, the petitioner submitted an updated site plan. The following conditions remain:

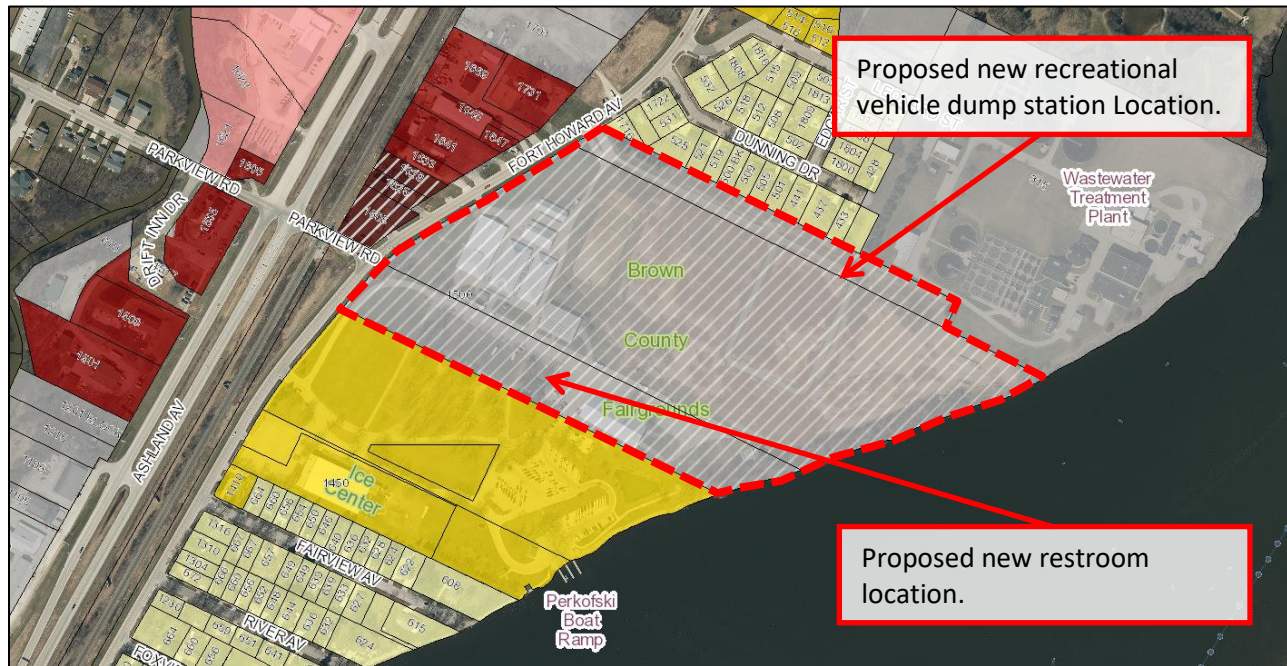
1. Requirements from Ordinance #20-13.
2. Must submit SWMP report and plan as indicated.
3. Provide copy of final recorded easement with GBMSD across Parcel WD-56 prior to work start.
4. It is strongly recommended that the three subject parcels be combined.

#### ATTACHMENTS:

- PC Report - PIP for Brown County Fairgrounds (DOCX)
- Application Form (PDF)
- Ordinance with Conditions from PDD for PIP - 19 Sep 2020 (PDF)
- Site Plan (PIP) - PRE-FINAL - 29 Oct 2020 (PDF)

**ITEM X:** Consideration and possible action regarding a Precise Implementation Plan (PIP) for a proposed new restroom and dump station on the Brown County Fairgrounds at 1500 Fort Howard AV (Parcels WD-57, WD-67, WD-70-1).\*

### SITE MAP



**REQUESTED ACTION:** Precise Implementation Plan (PIP)

*Required follow up to rezoning and General Development Plan approval from September 15, 2020.*

**COMMON DESCRIPTION:** 1500 Fort Howard DR, located east from the Fort Howard DR and Parkview RD intersection. Also along the West side of the Fox River.

**PARCEL NUMBER(S):** WD-57, WD-67, WD-70-1

**EXISTING ZONING:** I-3 PDD (General Industrial District with a Planned Development District overlay).

**SURROUNDING LAND USES:** Single family residential (R-1) and waste water treatment plant (I-3) to the north.  
City owned portion of fair grounds (R-2) to the south.  
Fox River to the east.  
Businesses (B-2 & B-3) and Ashland AV to the west.

**COMPREHENSIVE PLAN:** Parks and Recreation.

**APPLICANT / OWNER:** Matt Kriese, Brown County Parks Director  
Authorized representative  
PO BOX 236000  
Green Bay, WI 54305-3600

Brown County Park Fairgrounds  
Property owner  
PO BOX 236000  
Green Bay, WI 54305

**SITE HISTORY:**

The Brown County Fairground has been located at the subject location for over 100 years. The site encompasses 36 acres of Brown County-owned land with seven main buildings, a hard surface midway area, and a ¼ mile of Fox River frontage. The site is used for community celebrations, agricultural shows, the annual Brown County Fair, and other holiday events during the warmer months. During the winter, the large buildings are used for unheated storage. *(Above 'Site History' source: Brown County Fairgrounds Master Plan – March 2019).*

In 2005 a rezoning PDD, General Development Plan and PIP approved for the site. Proposed site plans for additions in 2020 did not match the 2005 documents. The petitioner worked with staff to prepare to submit an updated Rezoning-PDD with General Development Plan and a Precise Implementation.

On July 27, 2020, Brown County presented pre-application plans to Plan Commission in order to remove and rebuild a new larger restroom near the same location, as well as removing an existing recreational vehicle (RV) dump station (near the restroom) and rebuilding a new larger RV dump station near the northern border of the fairground properties.

On August 10, 2020, Brown County submitted a rezoning-PDD request and General Development Plan in order to update a year 2005 PDD/PIP for the fairground that has become outdated. At the same time, Brown County is updating their Fairground Master Plan to reflect the two new additions being in the proposed locations. The submittal was approved, with conditions, by Plan Commission on August 24, 2020 and, following a public hearing, by Common Council on September 15, 2020.

On September 21, 2020 the petitioner requested a PIP review with revised plans submitted for consideration on September 21, 2020, October 2, 2020, October 19, 2020 and October 21, 2020. The plan submittals were similar to the General Development Plan that was reviewed by Plan Commission in August.

**STAFF REVIEW:**

This submittal is the required final zoning review for the Planned Development District overlay for this property. The PIP functions as a site plan for Planned Development properties. Municipal Code Chapter 14, Article XI provides specific regulations for Planned Development Districts but other sections of the Zoning Code are also utilized when reviewing this application.

## **PIP REVIEW CONSIDERATIONS**

### **SUMMARY**

The applicant requests that a restroom and shoewer facility on the property be removed and replaced with a new, larger restroom and shower facility in the same area to accommodate the fairgrounds and the campsites on the property. The request also includes removing a recreational vehicle (RV) dump station near the restroom and building a new three lane RV dump station at the north end of the property to accommodate campsites and on property users; the dump station is not a regional facility. And finally, the overall site plan page identifies the locations of other existing and proposed uses on the site in the PIP, including:

- The proposed restroom and shower facility.
- The proposed three lane RV dump station.
- The existing 58 campsite locations.
- The horse corral and announcer platform.
- The five barns (sheep and poultry, cattle, judging, and two for horses).
- The north building and south building.
- The midway.
- The parking areas and drive lanes.

#### **Proposed Project Review Schedule**

The project review is anticipated to be completed on November 2, 2020; See the 'Review Process' section near the end of this report for a complete start-to-finish project review schedule. The project construction will be completed by 2021, likely by May 2021.

#### **Proposed PIP Site Plan**

Many review criteria relevant to the PIP were reviewed as part of the Rezoning and General Plan Process. However, the PIP is far more detailed and is similar in nature to a site plan for the purposes of Plan Commission review.

#### **Rezoning and General Development Plan**

The Common Council approved the Rezoning and General Plan on July 16, 2019 subject to the following conditions:

1. The use of an RV dump station is approved as a permitted use, with the following allowances:
  - a. Reducing transitional yard for RV dump station from 50' to 15';
  - b. Allowing a dustproof gravel base for drive lanes;
  - c. Potential combining of parcels as certain permits may not be obtainable if final Precise Implementation Plan site location straddles a property line.
2. The restroom is a permitted use, with the following allowances:
  - a. Eliminating transitional yard requirement for restroom;
  - b. Reducing side yard setback from 25' to 14' for restroom building;
  - c. Permitting the use of metal materials on all four facades of the restroom building.
3. All 58 existing campsite locations must be identified on the Precise Implementation Plan submittal for this project.
4. Brown County Fairground Master Plan must be updated to reflect new structure locations.
5. The driveway surfaces shall be paved as improvements are made.
6. Final Master Plan approvals should also be submitted to the City for approval/acceptance.
7. Any use that ceases for a period of 12 months requires a new General Development Plan and Precise Implementation Plan approval.
8. Compliance with all state and local laws and regulations, including compliance with all the provisions of Chapter 14, De Pere Municipal Code.

The PIP has been updated to reflect most of the Council approved conditions. Any remaining and new conditions have been included in the staff comment/condition section of this report.

**1. Code Use and Bulk Requirements**

The site plan complies with the following massing and setback requirements set by the I-3- District (Code Section 14-49):

- Land Use: Fair grounds (uses permitted via PDD overlay).
- Lot Size:  $3.2\text{ac} + 25.7\text{ac} + 7.0\text{ac} = 33.9$  acres (no minimum required).
- Front Yard Setback – west: ~650' (25' required).
- Interior Side Yard Setback – north & south: 15' & 18' (See note).
  - *Note: Ordinance #20-13, from the rezoning-PDD review, allows for the north setback to be 15' and the south setback to be 14'. Setbacks meet ordinance requirement.*
- Rear Yard Setback - east: ~700' (25' required)
- FAR: 0.06 (3.0 or less required)
- Building Height: ~27', and ~33' feet with cupola (35'-75' maximum)
- Landscaping: 10 trees are being removed as part of the construction project. There is not a landscape plan for tree replacement at this time. I-3 without a PDD overlay requires 1 tree per 10,000 SF.

**2. Traffic, Parking and Loading**

The PIP does not propose additional driveway connections to Fort Howard AV, parking lots, or loading areas. Due to the project scale and location, a traffic impact analysis was not required for the PIP. . However, the drive lane area near the new RV dump station includes the addition of three drive through lanes to accommodate access to the RV dump station. The addition does not extend into other existing drive lanes on the fairgrounds.

Due to the nature of the fairgrounds, existing parking is accommodated on grassy areas for the property with gravel drive lanes. Based on review and approval of the General Development Plan, future development of drive lanes,

and including the existing drive lanes, will require a hard surface and not gravel.

### 3. Architecture and Site Design Standards

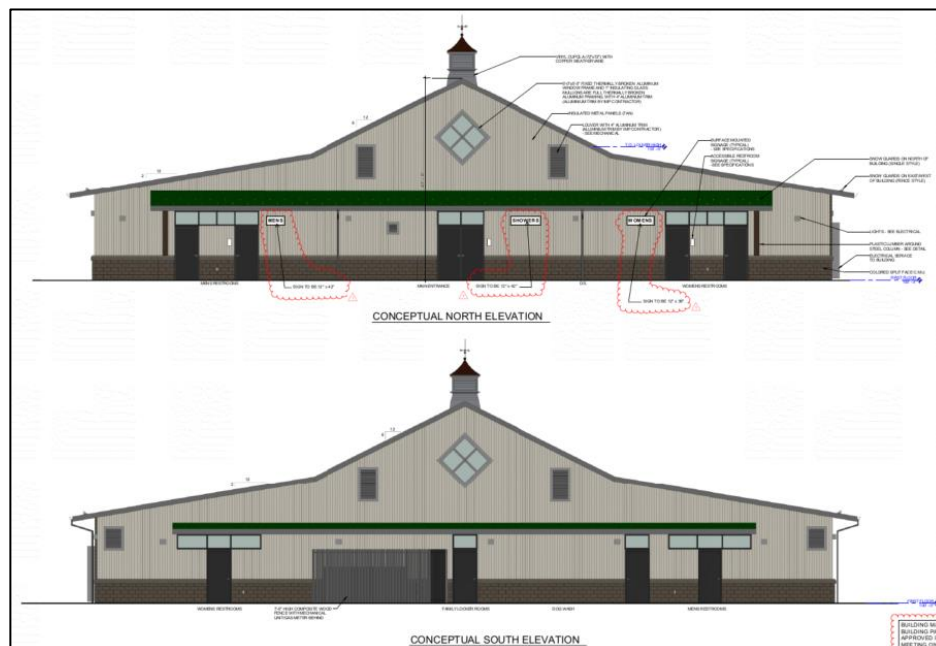


#### ***Building Design & Materials***

The restroom is located at the south central end of the property and the RV dump station lies at the northcentral end. Both will be difficult to see from Fort Howard Avenue, but will be visible from adjacent property.

*Note: The RV dump station does not include a building with façade materials.*

The design and material for the restroom was selected to blend in and compliment adjacent existing buildings on the fairgrounds with a rural feel. The use of metal on the restroom on all four sides was approved by Plan Commission on August 24, 2020 and by Common Council on September 15, 2020 as part of the General Development Plan. The use of the proposed masonry is a permitted material in the I-3 District.



Mechanical units are located on the rear (south) of the building and are appropriately screened using a brown poly-material fence enclosure.



### **Garbage Enclosure**

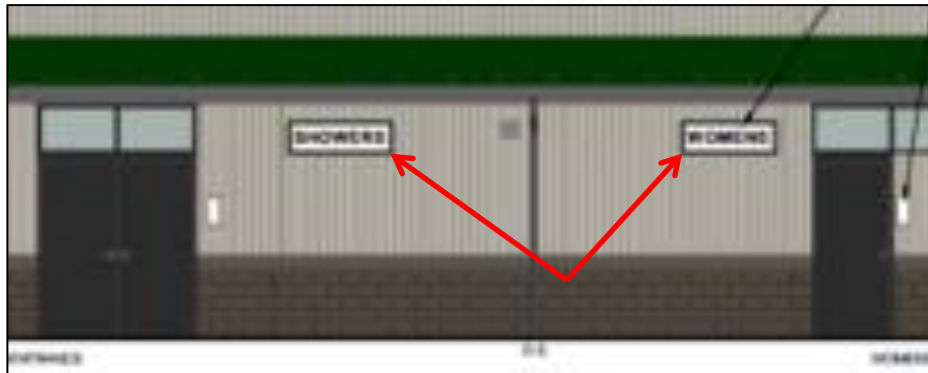
The PIP does not include the review of a garbage enclosure.

### **Exterior Lighting**

Exterior lighting has been reviewed for approval by the Engineering Department.

### **4. Signage**

There is no new signage proposed for the PIP, with the exception of directional signage on the restroom. Directional signage does not require Plan Commission approval for a permit; directional signage is reviewed by Inspection staff.



### **5. Pedestrian/Bicycle Circulation**

A sidewalk system that surrounds the restroom has been added with short connections to the north, east and southwest. Property-wide pedestrian interconnectivity is provided via an existing walking and drive lane system with no additions proposed.

### **6. Construction Time Schedule**

The project included early start permits that were obtained for site preparation and foundations in October, 2020. The remainder of the construction is expected to begin in November with completion expected in 2021.

**STAFF COMMENTS:** The following staff comments are conditions that need to be acknowledged or addressed via resubmittals, prior to final approval of the PIP.

#### **Engineering:**

1. Show tracking pad and erosion mat as indicated on the bathhouse erosion control plan sheet C105.
2. Erosion mat not shown on dump station erosion control plan sheet C110
3. Provide copy of easement with GBMSD across parcel WD-56 prior to work start.
4. Plan revisions must be clearly bubbled on next submission.
5. Clearly identify on the plans if the existing water lines are to be reused at the bathhouse.
6. Prior to obtaining occupancy permits:
  - a. If the water meter is to change in size, or a meter larger than 1-inch is needed, advance notice shall be provided to the water department. Large meters require special order.
  - b. Must submit SWMP report and plan as indicated.

**Fire: None.**

**Forestry: None.**

**Health: None.**

**Planning:**

1. It is strongly recommended that the three subject parcels be combined.

**Inspection: None.**

**REVIEW PROCESS:**

A Precise Implementation Plan project is part of a multiphase review process as follows:

- Plan Commission Pre Application Review.
  - *Completed July 2020.*
- Plan Commission Rezoning and General Plan Review.\*
  - *Approved August 24, 2020.*
- Class II Public Hearing Notice.
  - *Completed September 1, 2020 and September 8, 2020.*
- Common Council Public Hearing and Ordinance Review.
  - *Approved September 15, 2020.*
- Plan Commission Precise Implementation Plan (PIP) Review.\*
  - *Scheduled October 26, 2020.*
- Common Council Precise Implementation Plan (PIP) Review.
  - *Anticipated November 4, 2020 (Wednesday).*

\*Neighbor notification within 300' of project.

**STAFF**

**RECOMMENDATION:**

Staff recommends APPROVAL of the Precise Implementation Plan (PIP) for an new restroom and new RV dump station at 1500 Fort Howard AV educational institution at 100 S. Huron Street, submitted for the Brown County Fairgrounds, subject to compliance with the conditions and comments from the 'staff comments' section of this report and the conditions referenced in the 'Rezoning and General Development Plan' section (*Ordinance #20-13*) of this report.

|                                                                                   |                                                                                                                                                                  |                  |
|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|  | <p align="center"><b>CITY OF DE PERE</b></p> <p align="center"><b>APPLICATION FOR<br/>REZONING</b></p> <p align="center"><b>Planned Development District</b></p> | Fee: \$ 305.00   |
|                                                                                   |                                                                                                                                                                  | Receipt #: _____ |
|                                                                                   |                                                                                                                                                                  | Date: _____      |

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

**SECTION 1: Applicant / Permittee Information**

|                                                       |                                                |                                      |                   |
|-------------------------------------------------------|------------------------------------------------|--------------------------------------|-------------------|
| Applicant Name (Ind., Org. or Entity)<br>Brown County | Authorized Representative<br>Matt Kriese       | Title<br>Brown County Parks Director |                   |
| Mailing Address<br>P.O. Box 236000                    | City<br>Green Bay                              | State<br>WI                          | ZIP Code<br>54305 |
| Email Address<br>Matt.Kriese@browncountywi.gov        | Phone Number (incl. area code)<br>920-448-4465 | Fax Number (incl. area code)         |                   |

**SECTION 2: Landowner Information (complete these fields when project site owner is different than applicant)**

|                                                |                                                |                                      |                   |
|------------------------------------------------|------------------------------------------------|--------------------------------------|-------------------|
| Name (Ind. Org. or Entity)<br>Brown County     | Contact Person<br>Matt Kriese                  | Title<br>Brown County Parks Director |                   |
| Mailing Address<br>P.O. Box 23600              | City<br>Green Bay                              | State<br>WI                          | ZIP Code<br>54305 |
| Email Address<br>Matt.Kriese@browncountywi.gov | Phone Number (incl. area code)<br>920-448-4465 | Fax Number (incl. area code)         |                   |

**SECTION 3: Project or Site Location**

|                                                                                     |                                     |
|-------------------------------------------------------------------------------------|-------------------------------------|
| Project Address/Description<br><br>Brown County Fair Grounds - 1500 Ft. Howard Ave. | Parcel Number(s):<br><br>39-6005671 |
|-------------------------------------------------------------------------------------|-------------------------------------|

**SECTION 4: Proposed Rezoning Use**

|                                       |                                                 |                                      |                                    |
|---------------------------------------|-------------------------------------------------|--------------------------------------|------------------------------------|
| Existing Zoning:                      | I-3 (With Planned Development District Overlay) |                                      |                                    |
| Proposed Zoning:                      | Update PDD overlay                              |                                      |                                    |
| Adjacent Zoning: North<br>R-1 and I-3 | Adjacent Zoning: South<br>R-2                   | Adjacent Zoning: West<br>B-2 and B-3 | Adjacent Zoning: East<br>Fox River |
| Present Use of Parcel                 | Fair grounds, camping and special events        |                                      |                                    |
| Proposed Use of Parcel                | Use to remain as is.                            |                                      |                                    |

**SECTION 5: Certification and Permission**

**Certification:** I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Permit Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

**Permission:** I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

|                                                                       |                                      |                              |
|-----------------------------------------------------------------------|--------------------------------------|------------------------------|
| Name of Owner/Authorized Representative (please print)<br>Matt Kriese | Title<br>Brown County Parks Director | Phone Number<br>920-448-4465 |
| Signature of Applicant<br><i>Matt Kriese</i>                          |                                      | Date Signed<br>08/03/2020    |

Attached additional sheets if necessary.

## ORDINANCE #20-13

REZONING CERTAIN PROPERTY FROM I-3 PDD GENERAL INDUSTRIAL DISTRICT  
WITH A PLANNED DEVELOPMENT DISTRICT OVERLAY TO REVISED I-3 PDD  
(Parcels WD-57, WD-67 and WD-70-1; 1500 Fort Howard Avenue)

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 for the property described below 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, pursuant thereto, a public hearing having been held on the 15<sup>th</sup> day of September, 2020 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, do ordain as follows:

Section 1. That the following described property located at the Brown County Fairgrounds:

**Parcel WD-57**

Assessor's plat of West De Pere, that part of parcel D of subdivision of Lot 97, commencing at intersection east line of Highway 41 and south line, thence S64°E along south line 1428.5 feet, thence N26°E 100 feet, thence N64°W 1364 feet to west line of Highway 41, thence S 119 feet to the point of beginning

**Parcel WD-67**

Assessor's plat of West De Pere, parcel I of Lot 98

Ordinance #20-13  
Page 2 of 3

**Parcel WD-70-1**

Northerly 200 feet of Lot 4 of subdivision of Private Claim 26 West Side Fox River lying easterly of old Highway 41

shall be and the same are hereby rezoned from the present zoning classification of I-3 PDD, General Industrial District with a Planned Development District, to Revised I-3 PDD, as set forth in and regulated by the provisions of §14-49 and §14-59 De Pere Municipal Code, as follows:

1. The use of an RV dump station is approved as a permitted use, with the following allowances:
  - a. Reducing transitional yard for RV dump station from 50' to 15';
  - b. Allowing a dustproof gravel base for drive lanes;
  - c. Potential combining of parcels as certain permits may not be obtainable if final Precise Implementation Plan site location straddles a property line.
2. The restroom is a permitted use, with the following allowances:
  - a. Eliminating transitional yard requirement for restroom;
  - b. Reducing side yard setback from 25' to 14' for restroom building;
  - c. Permitting the use of metal materials on all four facades of the restroom building.
3. All 58 existing campsite locations must be identified on the Precise Implementation Plan submittal for this project.
4. Brown County Fairground Master Plan must be updated to reflect new structure locations.
5. The driveway surfaces shall be paved as improvements are made.
6. Final Master Plan approvals should also be submitted to the City for approval/acceptance.
7. Any use that ceases for a period of 12 months requires a new General Development Plan and Precise Implementation Plan approval.
8. Compliance with all state and local laws and regulations, including compliance with all the provisions of Chapter 14, De Pere Municipal Code.

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

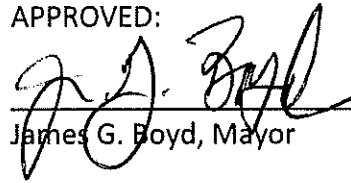
Section 3. All other ordinances in conflict herewith are hereby repealed.

Ordinance #20-13  
Page 3 of 3

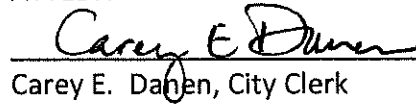
Section 4. This ordinance shall take effect upon its passage and publication according to law.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15<sup>th</sup> day of September, 2020.

APPROVED:

  
James G. Boyd, Mayor

ATTEST:

  
Carey E. Dahlen, City Clerk

Ayes: 8

Nays: 0

Board/Committee Approval: 8/24/2020

Publication Date: 9/18/2020

Effective Date: 9/19/2020

# CITY OF DE PERE

335 South Broadway, De Pere, WI 54115 | [www.de-pere.org](http://www.de-pere.org)



October 27, 2020

Matt Kriese  
Brown County Parks Director  
PO BOX 236000  
Green Bay, WI 54305-3600

RE: Precise Implementation Plan for a proposed new restroom and dump station for the Brown County Fairgrounds at 1500 Fort Howard AV  
(Parcels WD-57, WD-67, WD-70-1)

Dear Matt:

The City of De Pere Plan Commission reviewed your Precise Implementation Plan application on 10/26/20. The Plan Commission recommended **approval** of the request with the following conditions:

**Engineering:**

1. Show tracking pad and erosion mat as indicated on the bathhouse erosion control plan sheet C105.
2. Erosion mat not shown on dump station erosion control plan sheet C110
3. Provide a copy of easement with GBMSD across parcel WD-56 prior to work start.
4. Plan revisions must be clearly bubbled on next submission.
5. Clearly identify on the plans if the existing water lines are to be reused at the bathhouse.
6. Prior to obtaining occupancy permits:
  - a. If the water meter is to change in size, or a meter larger than 1-inch is needed, advance notice shall be provided to the water department. Large meters require special order.
  - a. Must submit SWMP report and plan as indicated.

Fire: None.

Forestry: None.

Health: None.

**Planning:**

1. It is strongly recommended that the three subject parcels be combined.

Inspection: None.

Please find attached the following items for the November 4<sup>th</sup> meeting:

1. Complete set of civil documents
  - a. These address items (1, 2, 4 and 5) of the attached City of De Pere letter
2. Easement with GBMSD (item3)
  - a. This is currently in the hands of the county attorneys for final review.
3. Item number 6a. Notice will be provided if the meter is larger than 1-inch

As previously discussed (item 6b), SWMP is presently being worked on and will be submitted and completed prior to occupancy.

Any questions let us know,

**Kevin Chevalier**  
Senior Architectural Designer

This request **WILL** require approval by the Common Council and will be placed on the 11/04/20 agenda at 7:30 p.m. Should you have any questions regarding the Plan Commission's actions, feel free to contact me at 339-4043 or [pschleinz@mail.de-pere.org](mailto:pschleinz@mail.de-pere.org).

Sincerely,

A handwritten signature in black ink that reads "Peter Schleinz". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Peter Schleinz  
Senior Planner | Zoning Administrator

cc: Daniel J. Lindstrom, AICP, Development Services Director  
Dennis Jensen, Senior Building Inspector

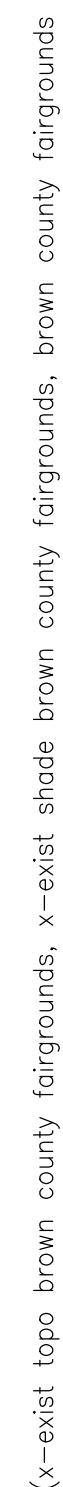
|         |                           |         |                                                            |
|---------|---------------------------|---------|------------------------------------------------------------|
| ACRE    | ACRE                      | LT      | LEFT                                                       |
| AGG     | AGGREGATE                 | LVC     | LENGTH OF VERTICAL CURVE                                   |
| AH      | AHEAD                     | MAINT   | MAINTENANCE                                                |
| ASPH    | ASPHALT PAVEMENT          | MATL    | MATERIAL                                                   |
| AVG     | AVERAGE                   | MAX     | MAXIMUM                                                    |
| B-B     | BACK TO BACK              | MIN     | MINIMUM                                                    |
| BEG     | BEGIN                     | MH      | MANHOLE                                                    |
| BIT     | BITUMINOUS                | MP      | MAN POST                                                   |
| BK      | BACK                      | NB      | NORTHBOUND                                                 |
| B/L     | BASE LINE                 | NO      | NUMBER                                                     |
| BULD    | BUILDING                  | NOR     | NORMAL                                                     |
| BM      | BENCH MARK                | OD      | OUTSIDE DIAMETER                                           |
| BQC     | BLOCK OF CURB             | OBUL    | OBULIATE                                                   |
| BRG     | BEARING                   | PAVT    | PAVEMENT                                                   |
| C-C     | CENTER TO CENTER          | PC      | POINT OF CURVATURE                                         |
| CY      | CUBIC YARD                | PCC     | PORTLAND CEMENT CONCRETE OR<br>POINT OF COMPOUND CURVATURE |
| CBG     | CURB AND GUTTER           |         |                                                            |
| CB      | CATCH BASIN               | PE      | PRIVATE ENTRANCE                                           |
| CHE     | COMMERCIAL ENTRANCE       | PEB     | PEDESTAL                                                   |
| CHD     | CHORD                     | PGL     | PROFILE GRADE LINE                                         |
| C/L     | CENTER LINE               | PI      | POINT OF INTERSECTION                                      |
| CSS     | CSS (FOR CONC PIPE)       | P/L     | PROPERTY LINE                                              |
| CMP     | CORRUGATED METAL PIPE     | PLE     | PERMANENT LIMITED EASEMENT                                 |
| CO      | CLEAN OUT                 | PP      | POWER POLE                                                 |
| CONC    | CONCRETE                  | PRP     | POINT OF REVERSE CURVATURE                                 |
| CORR    | CORRUGATED                | PROSP   | PROPOSED                                                   |
| CONTROL | CONTROL POINT             | PSD     | PASSING SIGHT DISTANCE                                     |
| CR      | CRUSHED                   | PSI     | POUNDS PER SQUARE INCH                                     |
| CS      | CURB STOP                 | PT      | POINT OF TANGENCY                                          |
| CSW     | CONCRETE SIDEWALK         | PVC     | POLYVINYL CHLORIDE OR<br>POINT OF VERTICAL CURVATURE       |
| CT      | COUNTY TRUNK HIGHWAY      |         |                                                            |
| CULV    | CULVERT                   | PVI     | POINT OF VERTICAL INTERSECTION                             |
| D       | DEPTH OR DELTA            | PVT     | POINT OF VERTICAL TANGENCY                                 |
| DI      | DUCTILE IRON              | R       | RADIUS                                                     |
| DIA     | DIAMETER                  | RCP     | REINFORCED CONCRETE PIPE                                   |
| DIS     | DISCHARGE                 | RD      | ROAD                                                       |
| EA      | EACH                      | REBAR   | REINFORCEMENT ROD                                          |
| EAB     | EASTBOUND                 | REM     | REMOVE                                                     |
| EBS     | EXCAVATION BELOW SUBGRADE | RECON   | RECONSTRUCT                                                |
| EG      | EDGE OF GRAVEL            | REQ'D   | REQUIRED                                                   |
| ELEV    | ELEVATION                 | REF     | REFERENCE LINE                                             |
| ELEC    | ELECTRIC                  | RP      | RADIUS POINT                                               |
| EMB     | EMBANKMENT                | RR      | RAILROAD                                                   |
| EMAT    | EROSION MAT               | RT      | RIGHT                                                      |
| ENTR    | ENTRANCE                  | R/W     | RIGHT-OF-WAY                                               |
| EOR     | END OF RADIUS             | SB      | SOUTHBOUND                                                 |
| EP      | EDGE OF PAVEMENT          | SE      | SUPERELEVATION                                             |
| EXC     | EXCAVATION                | SF      | SQUARE FEET                                                |
| EX      | EXISTING                  | SI      | SLOPE INTERCEPT                                            |
| EW      | ENDWALL                   | STH     | STATE TRUNK HIGHWAY                                        |
| F-F     | FACE TO FACE              | SY      | SQUARE YARD                                                |
| FDN     | FOUNDATION                | SALV    | SALVAGED                                                   |
| FERT    | FERTILIZER                | SAN     | SANITARY                                                   |
| FG      | FINISHED GRADE            | SEC     | SECTION                                                    |
| F/L     | FLOW LINE                 | SHDR    | SHOULDER                                                   |
| FT      | FOOT                      | S/L     | SURVEY LINE                                                |
| FTG     | FOOTING                   | SQ      | SQUARE                                                     |
| GRAV    | GRAVEL                    | STATION | STATION                                                    |
| GN      | GRID NORTH                | STD     | STANDARD                                                   |
| GV      | GRAS VALVE                | STO     | STORM                                                      |
| HDPE    | HIGH DENSITY POLYETHYLENE | SW      | SIDEWALK                                                   |
| H       | HIGHWAY EASEMENT          | TC      | TOP OF CURB                                                |
| HMA     | HOT MIX ASPHALT           | TEL     | TELEPHONE                                                  |
| HT      | HIGH POINT                | TEMP    | TEMPORARY                                                  |
| HP      | HEIGHT                    | TLE     | TEMPORARY LIMITED EASEMENT                                 |
| HYD     | HYDRANT                   | TV      | TELEVISION                                                 |
| ID      | INSIDE DIAMETER           | UP      | TYPICAL                                                    |
| IN      | INCH                      | USG     | UNDERGROUND                                                |
| INL     | INLET                     | USH     | U.S. HIGHWAY                                               |
| INV     | INVERT                    | VAR     | VARIES                                                     |
| IP      | IRON PIPE                 | VC      | VERTICAL CURVE                                             |
| JCT     | JUNCTION                  | VERT    | VERTICAL                                                   |
| LB      | POUND                     | WB      | WESTBOUND                                                  |
| LF      | LINEAR FOOT               | WM      | WATER MAIN                                                 |
| LP      | LIGHT POLE                | WV      | WATER VALVE                                                |

1. THE UTILITIES SHOWN IN PLAN AND PROFILE ARE INDICATED IN ACCORDANCE WITH AVAILABLE RECORDS; THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING EXACT LOCATIONS AND ELEVATIONS OF ALL UTILITIES, INCLUDING ANY PRIVATE UTILITIES, FROM THE OWNERS OF THE RESPECTIVE UTILITIES. ALL UTILITIES SHALL BE NOTIFIED 72 HRS. PRIOR TO EXCAVATION.
2. PRIOR TO CONSTRUCTION, THE CONTRACTOR SHALL VERIFY PROPOSED SITE GRADES BY FIELD CHECKING TWO (2) BENCHMARKS AND A MINIMUM OF ONE (1) SITE FEATURE AS SHOWN ON THESE PLANS. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY MCAHON OF ANY VERTICAL DISCREPANCY.
3. EXISTING STREET RIGHT-OF-WAY AND INTERSECTING PROPERTY LINES ARE ESTABLISHED FROM FIELD LOCATED SURVEY MONUMENTATION, PREVIOUS SURVEYS, PLATS AND CURRENT PROPERTY DEEDS.
4. NO TREES OR SHRUBS ARE TO BE REMOVED WITHOUT PRIOR APPROVAL FROM THE OWNER.
5. A SAWED JOINT IS REQUIRED WHERE NEW HMA PAVEMENT MATCHES EXISTING ASPHALTIC CONCRETE SURFACE.
6. ALL CURB RADII SHOWN ON THE PLAN SHEETS ARE TO THE BACK OF CURB UNLESS OTHERWISE NOTED.
7. DIMENSIONS ARE TO THE BACK OF CURB UNLESS OTHERWISE NOTED.



**OWNER INFORMATION:**  
BROWN COUNTY PARK DEPT.  
MATT KRIESE, DIRECTOR  
PO BOX 23600  
GREEN BAY WI 54305  
(920) 448-4464  
matt.kriese@browncountywi.gov

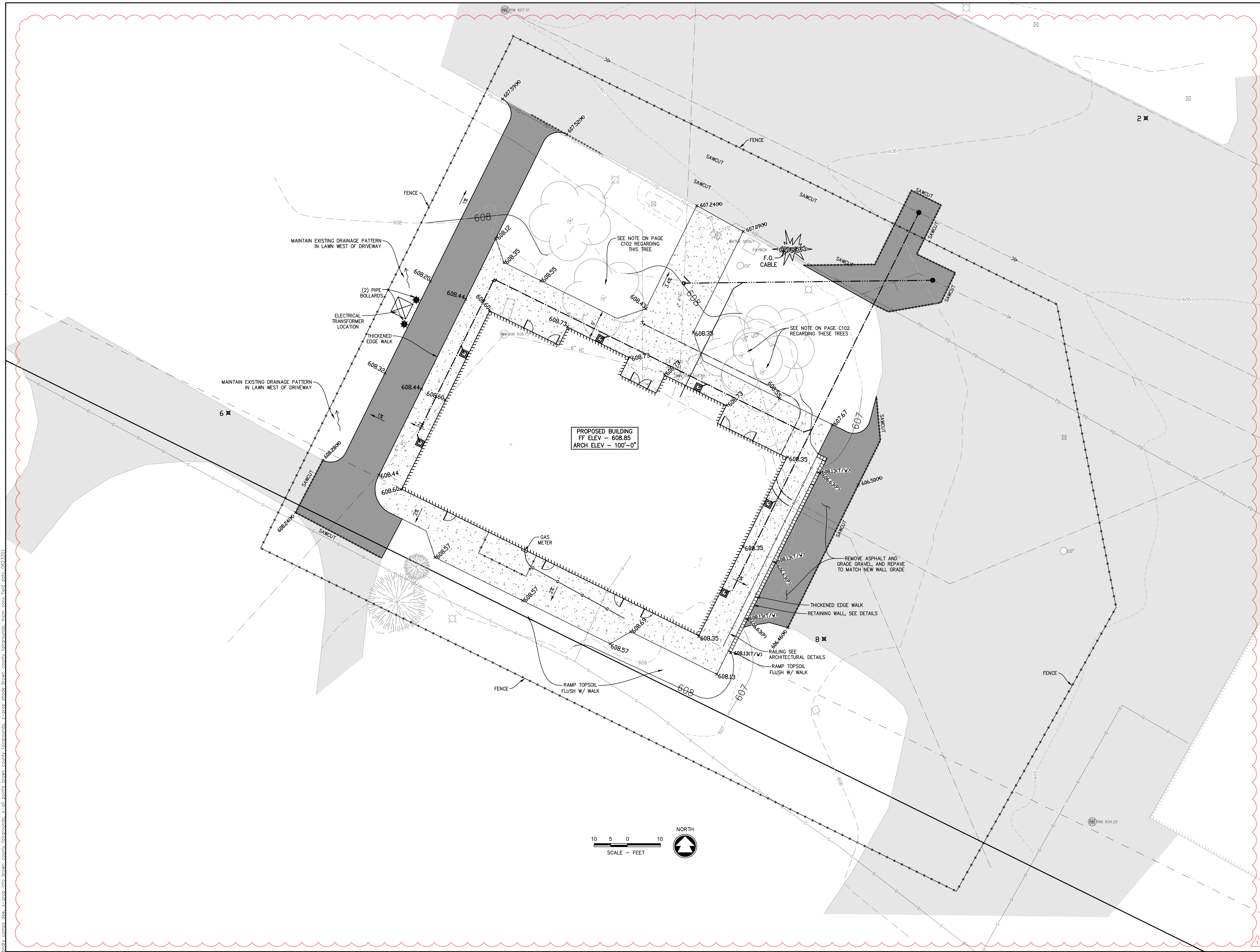




W:\PROJECTS\B0633\62000119\CADD\Civil3D\Plan Sheets\Proposed Site Plan.dwg, c103 proposed utility plan restroom, Plot Date: 10/27/2020 3:24 PM, xrefs:

| PLANT INFORMATION |                 |                 |                  |                  |     |
|-------------------|-----------------|-----------------|------------------|------------------|-----|
| KEY               | BOTANICAL NAME  | COMMON NAME     | SIZE AT PLANTING | SIZE AT MATURITY | QTY |
| A                 | QUERCUS BICOLOR | SWAMP WHITE OAK | 3" MIN.          | 60'x60'          | 3   |

- NOTES:
1. DEPTH AND EXACT ALIGNMENT OF EXISTING 12" SANITARY SEWER IN THE MIDWAY IS NOT KNOWN. CONTRACTOR SHALL EXCAVATE AND DETERMINE DATA IN ADVANCE OF ORDERING THE PRECAST MANHOLE STRUCTURE.
  2. PROPOSED DOWNSPOUTS ARE SIZED FOR 40 GPM EACH.
  3. CONTRACTOR SHALL EXCAVATE AND DETERMINE EXACT DEPTH OF EXISTING STORM LINE IN MIDWAY PRIOR TO ORDERING PRECAST STORM MANHOLE.
  4. RESTORE ALL DISTURBED TURF AREAS DISTURBED BY CONSTRUCTION WITH TOPSOIL, SEED AND MULCH. TOPSOIL SHALL BE MINIMUM 6" THICK.
  5. THE COUNTY WILL INSTALL THREE REPLACEMENT TREES ADJACENT TO THE NEW BUILDING TO REPLACE THE TREES REMOVED BY THE CONTRACTOR. THE TREES WILL BE A DIVERSE/HARDY SPECIES (SWAMP WHITE OAK OR SIMILAR). COORDINATE THE LOCATION WITH THE OWNER PRIOR TO TURF RESTORATION.
  6. SEE PLUMBING DRAWING FOR ADDITIONAL DETAIL ON WATER SERVICE PLUMBING IN N.E. CORNER OF BUILDING.
  7. TOTAL AREA OF DISTURBANCE FOR THIS AREA IS CALCULATED AT 0.40 ACRES.



EROSION & SEDIMENT CONTROL PLAN

BEST MANAGEMENT PRACTICES:

THE CONTRACTOR IS RESPONSIBLE FOR FURNISHING, INSTALLING, MAINTAINING AND REMOVING BEST MANAGEMENT PRACTICES IN ACCORDANCE WITH WISCONSIN DEPARTMENT OF NATURAL RESOURCES (DNR) TECHNICAL STANDARDS. THESE STANDARDS MAY BE FOUND ON THE DNR WEBSITE AT <http://www.dnr.wisconsin.gov/stormwater/technicalstandards.htm>. RIP-RAP SHALL BE IN ACCORDANCE WITH SECTION 606, WIS-DOT STANDARD SPECIFICATIONS FOR HIGHWAY AND STRUCTURE CONSTRUCTION, LATEST EDITION, UNTIL TECHNICAL STANDARD 1065 IS COMPLETED BY THE DNR. THE MINIMUM BEST MANAGEMENT PRACTICES SPECIFIED FOR THIS PROJECT ARE AS FOLLOWS:

- |                                                                         |                                                                 |
|-------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> LAND APPLICATION OF POLYACRYLAMIDE (1050)      | <input type="checkbox"/> DE-WATERING (1061)                     |
| <input type="checkbox"/> WATER APPLICATION OF POLYMERS (1051)           | <input type="checkbox"/> DITCH CHECK (1062)                     |
| <input checked="" type="checkbox"/> NON-CHANNEL EROSION MAT (1052)      | <input type="checkbox"/> SEDIMENT TRAP (1063)                   |
| <input type="checkbox"/> CHANNEL EROSION MAT (1053)                     | <input type="checkbox"/> SEDIMENT BASIN (1064)                  |
| <input type="checkbox"/> VEGETATIVE BUFFER (1054)                       | <input type="checkbox"/> RIP-RAP (1065)                         |
| <input type="checkbox"/> SEDIMENT BALE BARRIER (1055)                   | <input type="checkbox"/> CONSTRUCTION DIVERSION (1066)          |
| <input checked="" type="checkbox"/> SILT FENCE (1056)                   | <input checked="" type="checkbox"/> GRADING PRACTICES (1067)    |
| <input checked="" type="checkbox"/> TRACKING PAD & TIRE WASHING (1057)  | <input checked="" type="checkbox"/> DUST CONTROL (1068)         |
| <input checked="" type="checkbox"/> MULCHING (1058)                     | <input type="checkbox"/> TURBIDITY BARRIER (1069)               |
| <input checked="" type="checkbox"/> SEEDING (1059)                      | <input type="checkbox"/> SILT CURTAIN (1070)                    |
| <input checked="" type="checkbox"/> STORM DRAIN INLET PROTECTION (1060) | <input type="checkbox"/> MANUFACTURED PERIMETER PRODUCTS (1071) |

THE CONTRACTOR SHALL COORDINATE CONSTRUCTION ACTIVITIES AND IMPLEMENT BEST MANAGEMENT PRACTICES TO PREVENT OR REDUCE ALL OF THE FOLLOWING:

- DEPOSITION OR TRACKING OF SOIL ONTO STREETS BY VEHICLES.
- DISCHARGE OF SEDIMENT INTO STORM WATER INLETS.
- DISCHARGE OF SEDIMENT INTO ADJACENT STREAMS, RIVERS, LAKES AND WETLANDS.
- DISCHARGE OF SEDIMENT FROM DITCHES AND STORM SEWERS THAT FLOW OFFSITE.
- DISCHARGE OF SEDIMENT FROM DEWATERING ACTIVITIES.
- DISCHARGE OF SEDIMENT FROM SOIL STOCKPILES EXISTING FOR 7 DAYS OR MORE.
- DISCHARGE OF SEDIMENT FROM EROSION OUTLET FLOWS.
- TRANSPORT OF CHEMICALS, CEMENT AND BUILDING MATERIALS BY RUNOFF.
- TRANSPORT OF UNTREATED VEHICLE AND WHEEL WASH WATER BY RUNOFF.

THE CONTRACTOR SHALL IMPLEMENT THE FOLLOWING PREVENTATIVE MEASURES:

- PRESERVE EXISTING VEGETATION WHENEVER POSSIBLE.
- MINIMIZE SOIL COMPACTION AND PRESERVE TOPSOIL.
- MINIMIZE LAND DISTURBANCES ON SLOPES OF 20% OR MORE.
- MINIMIZE THE AMOUNT OF SOIL EXPOSED AT ANY ONE TIME.
- DIVERT CLEAR WATER AWAY FROM EXPOSED SOILS.
- TEMPORARILY STABILIZE EXPOSED SOILS THAT WILL NOT BE ACTIVE FOR 14 DAYS OR MORE. USE MULCHING, SEEDING, POLYACRYLAMIDE OR GRAVELING TO STABILIZE.
- PERMANENTLY STABILIZE EXPOSED SOILS AS SOON AS POSSIBLE.
- CONTRACTOR SHALL EDUCATE ITS EMPLOYEES AND SUBCONTRACTORS ABOUT PROPER SPILL PREVENTION AND RESPONSE. IF A SPILL OCCURS, THE CONTRACTOR SHALL EVACUATE THE AREA AND IMMEDIATELY NOTIFY THE LOCAL MUNICIPALITY, FIRE DEPARTMENT OR 911 EMERGENCY SYSTEM. IF NO FIRE, EXPLOSION OR LIFE / HEALTH SAFETY HAZARD EXISTS, THE NEXT STEP IS TO CONTAIN THE SPILL AND PERFORM CLEANUP. USE DRY CLEANUP METHODS, NOT WET.

THE CONTRACTOR IS RESPONSIBLE FOR REPAIRING OR REPLACING BEST MANAGEMENT PRACTICES DESTROYED AS A RESULT OF CONSTRUCTION ACTIVITIES BY THE END OF THE WORK DAY. THE CONTRACTOR IS RESPONSIBLE FOR REPLACING BEST MANAGEMENT PRACTICES TEMPORARILY REMOVED FOR CONSTRUCTION ACTIVITY AS SOON AS THOSE ACTIVITIES ARE COMPLETED. THE CONTRACTOR IS RESPONSIBLE FOR REMOVING AND DISPOSING OF TEMPORARY BEST MANAGEMENT PRACTICES AFTER CONSTRUCTION IS COMPLETE AND PERMANENT VEGETATION IS ESTABLISHED.

INSPECTION & MAINTENANCE:

THE CONTRACTOR IS RESPONSIBLE FOR INSPECTING BEST MANAGEMENT PRACTICES WEEKLY, AND WITHIN 24 HOURS FOLLOWING A RAINFALL OF 0.5 INCHES OR GREATER. WRITTEN DOCUMENTATION OF EACH INSPECTION SHALL BE KEPT AT THE CONSTRUCTION SITE AND SHALL INCLUDE THE FOLLOWING INFORMATION: DATE, TIME, AND LOCATION OF INSPECTION; NAME OF INDIVIDUAL WHO PERFORMED THE INSPECTION; AN ASSESSMENT OF THE CONDITION OF BEST MANAGEMENT PRACTICES; A DESCRIPTION OF ANY BEST MANAGEMENT PRACTICE IMPLEMENTATION AND MAINTENANCE PERFORMED; AND A DESCRIPTION OF THE PRESENT PHASE OF CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING, REPAIRING, OR REPLACING BEST MANAGEMENT PRACTICES AS NECESSARY WITHIN 24 HOURS OF AN INSPECTION OR NOTIFICATION. THE CONTRACTOR IS RESPONSIBLE FOR INSPECTING, MAINTAINING, REPAIRING, OR REPLACING BEST MANAGEMENT PRACTICES UNTIL ALL LAND DISTURBING CONSTRUCTION ACTIVITY IS COMPLETED AND A UNIFORM PERENNIAL VEGETATIVE COVER IS ESTABLISHED WITH A DENSITY OF AT LEAST 70%.

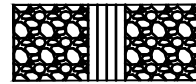
THE CONTRACTOR IS RESPONSIBLE FOR POSTING THE PERMIT IN A CONSPICUOUS LOCATION ON THE CONSTRUCTION SITE. THE CONTRACTOR IS RESPONSIBLE FOR KEEPING A COPY OF THE APPROVED REPORTS, PLANS, AMENDMENTS, INSPECTION REPORTS, AND PERMITS AT THE CONSTRUCTION SITE AT ALL TIMES UNTIL ALL LAND DISTURBING CONSTRUCTION ACTIVITY IS COMPLETED AND A UNIFORM PERENNIAL VEGETATIVE COVER IS ESTABLISHED WITH A DENSITY OF AT LEAST 70%. THE CONTRACTOR IS RESPONSIBLE FOR NOTIFYING THE OWNER WHEN THE VEGETATIVE DENSITY REACHES AT LEAST 70%. THE OWNER IS RESPONSIBLE FOR TERMINATING DNR PERMIT COVERAGE.

AMENDMENTS:

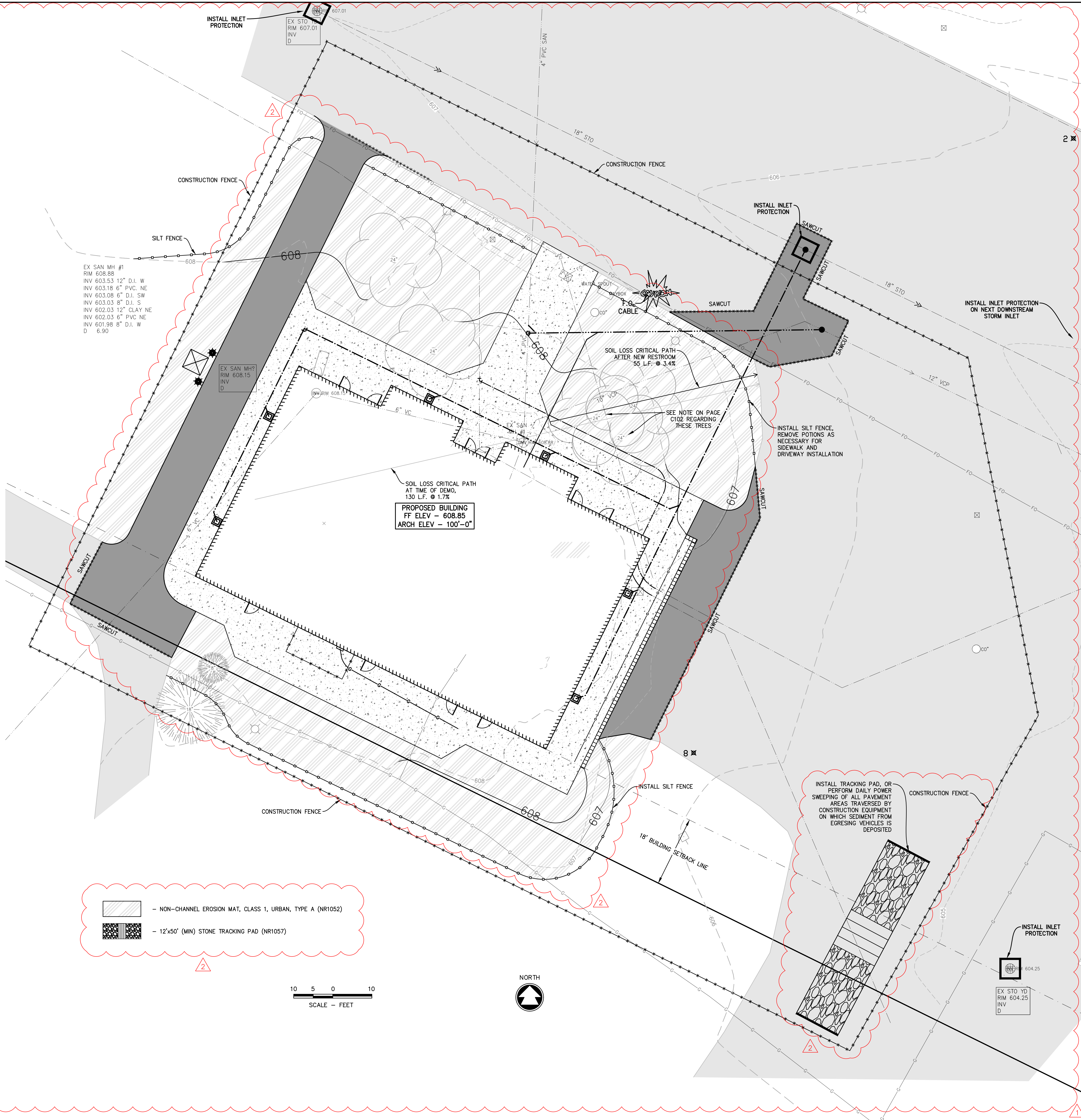
THE CONTRACTOR IS RESPONSIBLE FOR AMENDING THE EROSION & SEDIMENT CONTROL PLAN IF: THERE IS A CHANGE IN CONSTRUCTION, OPERATION OR MAINTENANCE AT THE SITE WHICH HAS THE REASONABLE POTENTIAL FOR THE DISCHARGE OF POLLUTANTS; THE ACTIONS REQUIRED BY THE PLAN FAIL TO REDUCE THE IMPACTS OF POLLUTANTS CARRIED BY CONSTRUCTION SITE RUNOFF; OR IF THE DNR NOTIFIES THE APPLICANT OF CHANGES NEEDED IN THE PLAN. THE DNR AND OWNER SHALL BE NOTIFIED 5 WORKING DAYS PRIOR TO MAKING CHANGES TO THE PLAN.

NOTES:

- NO STOCKPILES OF GRADING MATERIAL OR TOPSOIL SHALL BE PRESENT ON-SITE. MATERIALS TRUCKED IN SHALL BE INCORPORATED INTO THE WORK WITHOUT LONG TERM (7 DAYS) STORAGE.
- ALL SEEDED LAWN AREAS SHALL BE COVERED WITH NON-CHANNEL EROSION MAT UNTIL TURF IS ESTABLISHED, OR SOODED

- |                                                                                       |                                                            |
|---------------------------------------------------------------------------------------|------------------------------------------------------------|
|  | - NON-CHANNEL EROSION MAT, CLASS 1, URBAN, TYPE A (NR1052) |
|  | - 12'x50' (MIN) STONE TRACKING PAD (NR1057)                |

10 5 0 10  
SCALE - FEET



**McMAHON**  
ENGINEERS ARCHITECTS  
1445 MCMAHON DRIVE, NEENAH, WI 54956  
MAILING: P.O. BOX 1025, NEENAH, WI 54956-1025  
PH 920.751.4200, FX 920.751.4284, MCMGRP.COM

McMahon provides the following information as a reference only. It is not to be used for any purpose other than that for which it was prepared. The client and/or contractor shall be responsible for verifying the accuracy of the information provided. McMahon is not responsible for any errors or omissions in this document. The client and/or contractor shall be responsible for obtaining all necessary permits and approvals. The client and/or contractor shall be responsible for obtaining all necessary insurance. The client and/or contractor shall be responsible for obtaining all necessary bonding. The client and/or contractor shall be responsible for obtaining all necessary permits and approvals. The client and/or contractor shall be responsible for obtaining all necessary insurance. The client and/or contractor shall be responsible for obtaining all necessary bonding.

| NO. | DATE     | REVISION            |
|-----|----------|---------------------|
| 1   | 10/19/20 | NEW SHEET           |
| 2   | 10/27/20 | ISSUED FOR CB No. 2 |

BROWN COUNTY FAIR GROUNDS: RESTROOM FACILITY AND DUMP STATION  
BROWN COUNTY 1500 FT HOWARD AVE, DE PERE, WI 54115  
PROPOSED EROSION CONTROL PLAN RESTROOM

|           |               |
|-----------|---------------|
| DESIGNED  | DRAWN         |
| B06333    | 6-20-00119    |
| DATE      | JULY 15, 2020 |
| SHEET NO. | C105          |

efs:

Packet Pg. 25



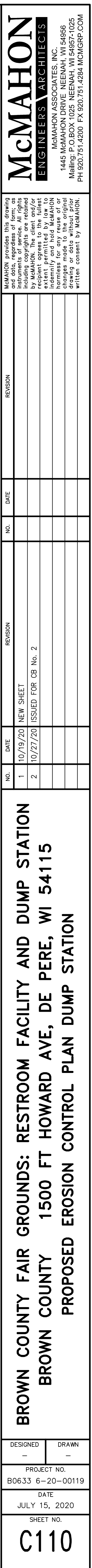


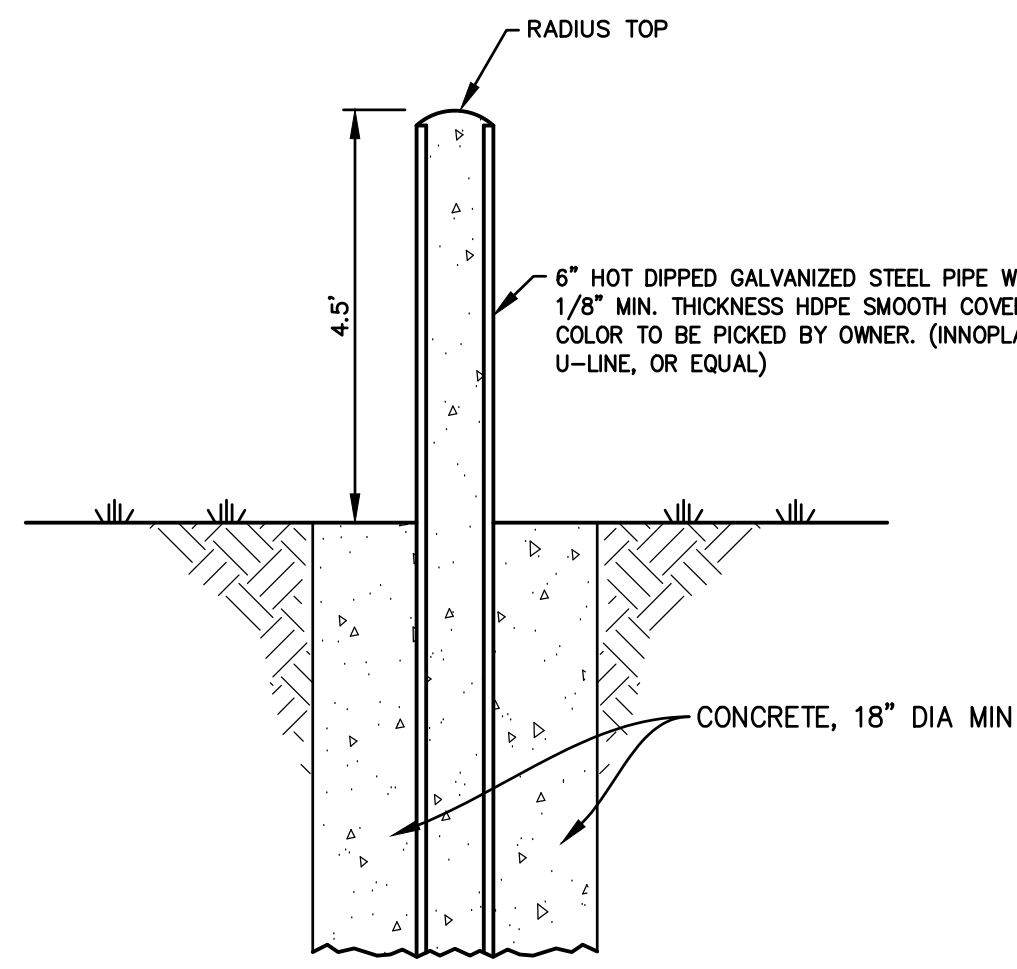


- 1

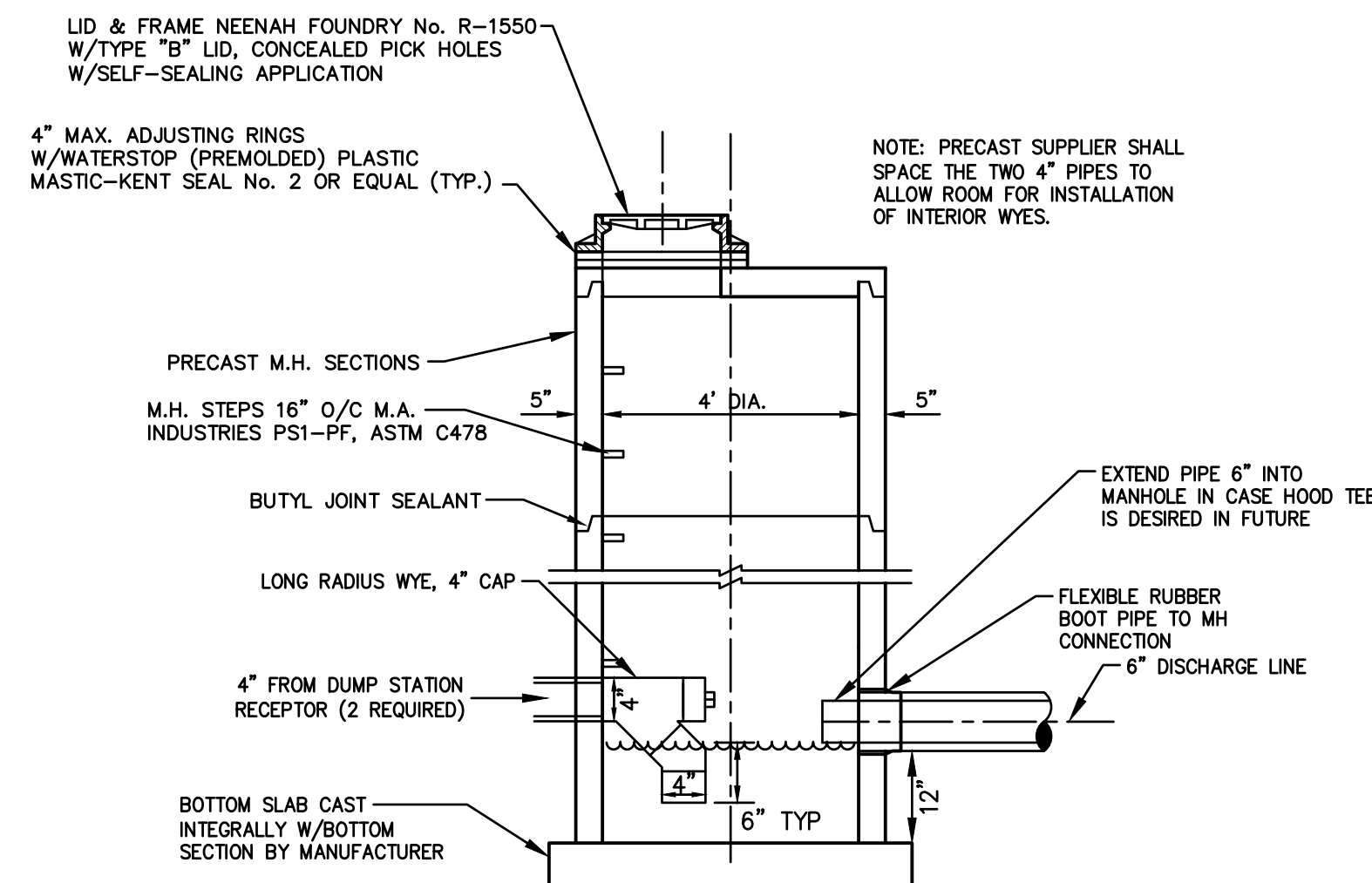
McMAHON provides this drawing and data, regardless of form; as well as the right to use the instruments of service. All rights including copyrights are retained by McMAHON. The client and/or recipient agrees to the fullest extent permitted by law to indemnify and hold McMAHON harmless for any reuse of or changes made to the original drawing or data without prior written consent by McMAHON.

|                                                                                                                                                                                                              |                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>BROWN COUNTY FAIR GROUNDS: RESTROOM FACILITY AND DUMP STATION</b><br><b>BROWN COUNTY 1500 FT HOWARD AVE, DE PERE, WI 54115</b><br><b>PROPOSED GRADING UTILITY &amp; EROSION CONTROL PLAN DUMP STATION</b> |                 |
| DESIGNED<br>R.W.J.                                                                                                                                                                                           | DRAWN<br>M.J.A. |
| PROJECT NO.<br>B0633 6-20--00119                                                                                                                                                                             |                 |
| DATE<br>JULY 15, 2020                                                                                                                                                                                        |                 |
| SHEET NO.<br><div style="border: 2px solid red; padding: 5px; display: inline-block; font-size: 2em; font-weight: bold;">C109</div>                                                                          |                 |

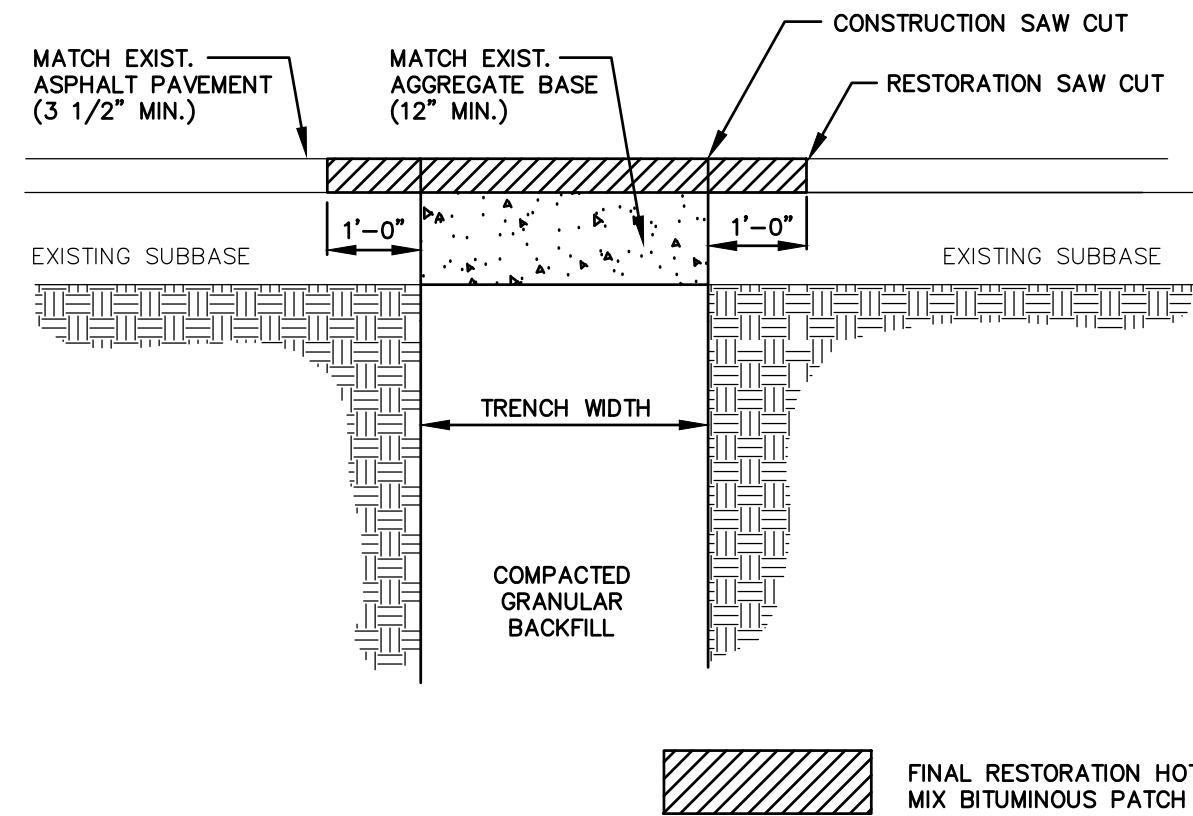




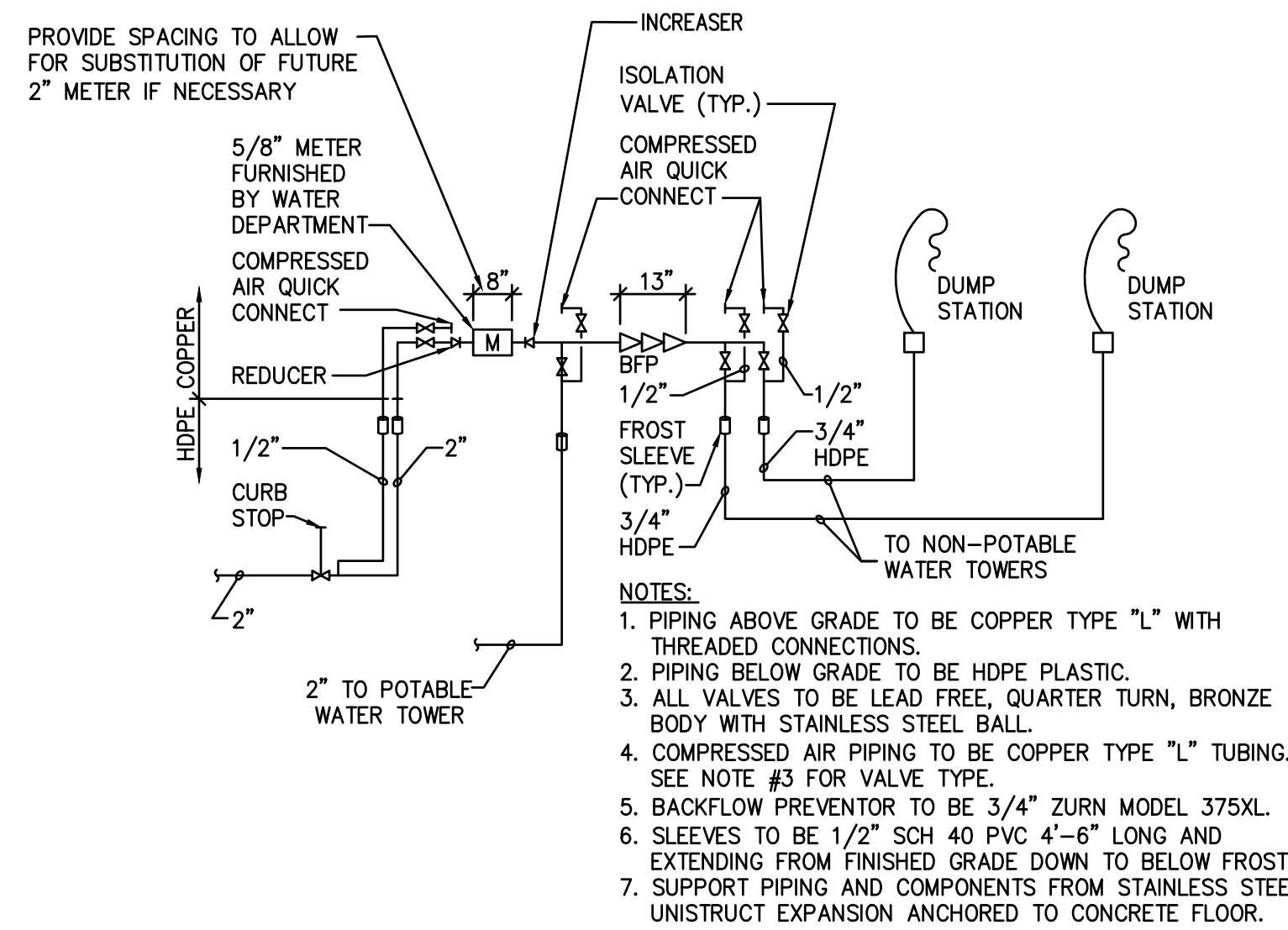
### BOLLARD DETAIL



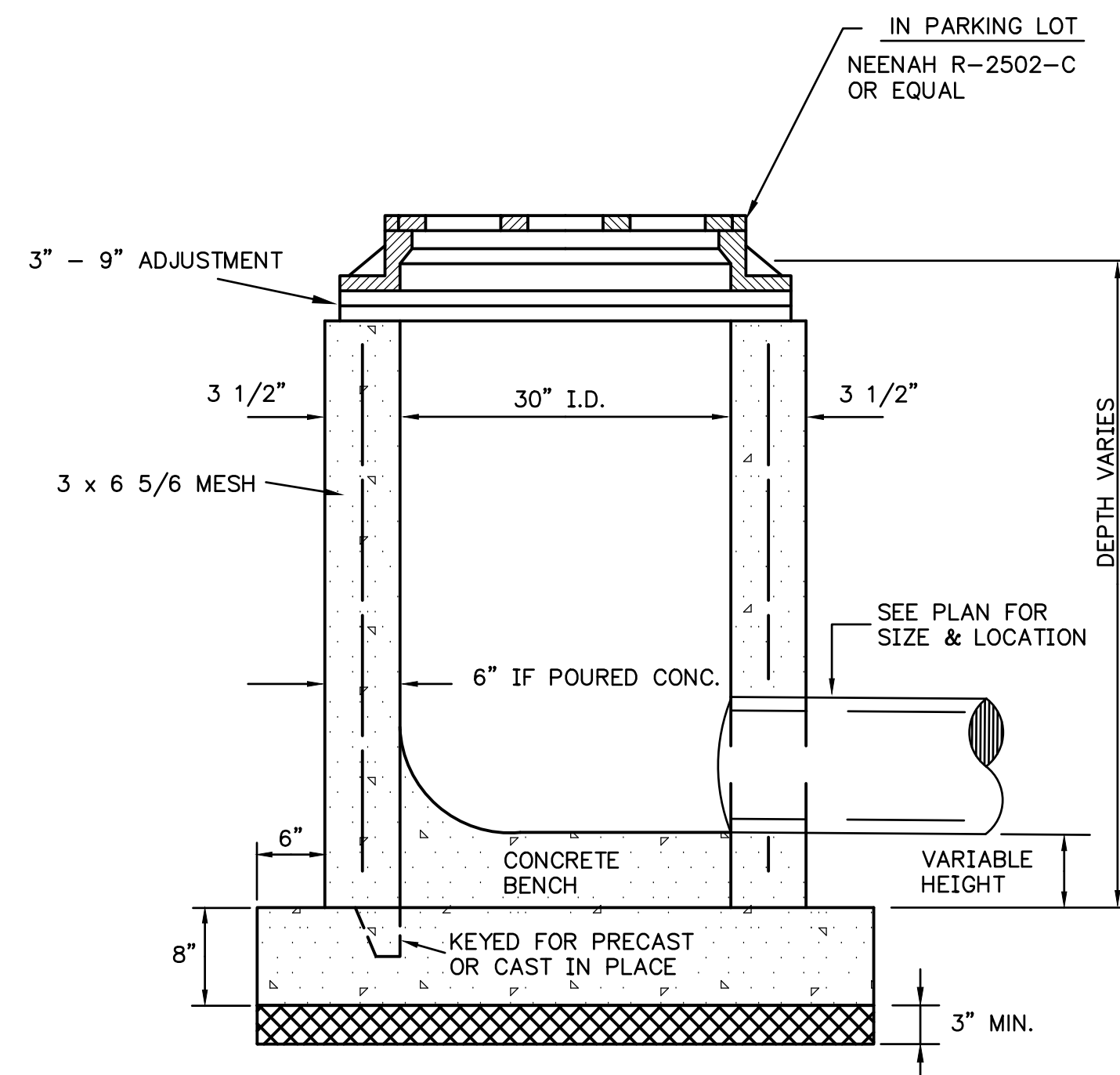
**PRECAST TRAPPED SANITARY MANHOLE**



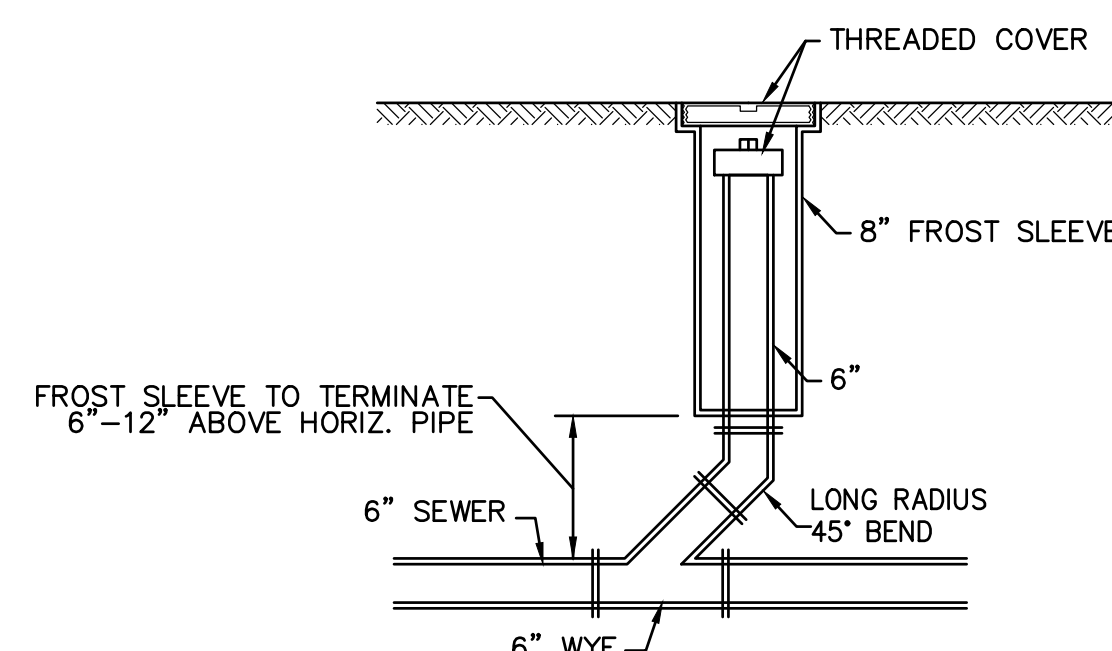
**BITUMINOUS PAVEMENT RESTORATION**  
**(DUNNING DRIVE)**



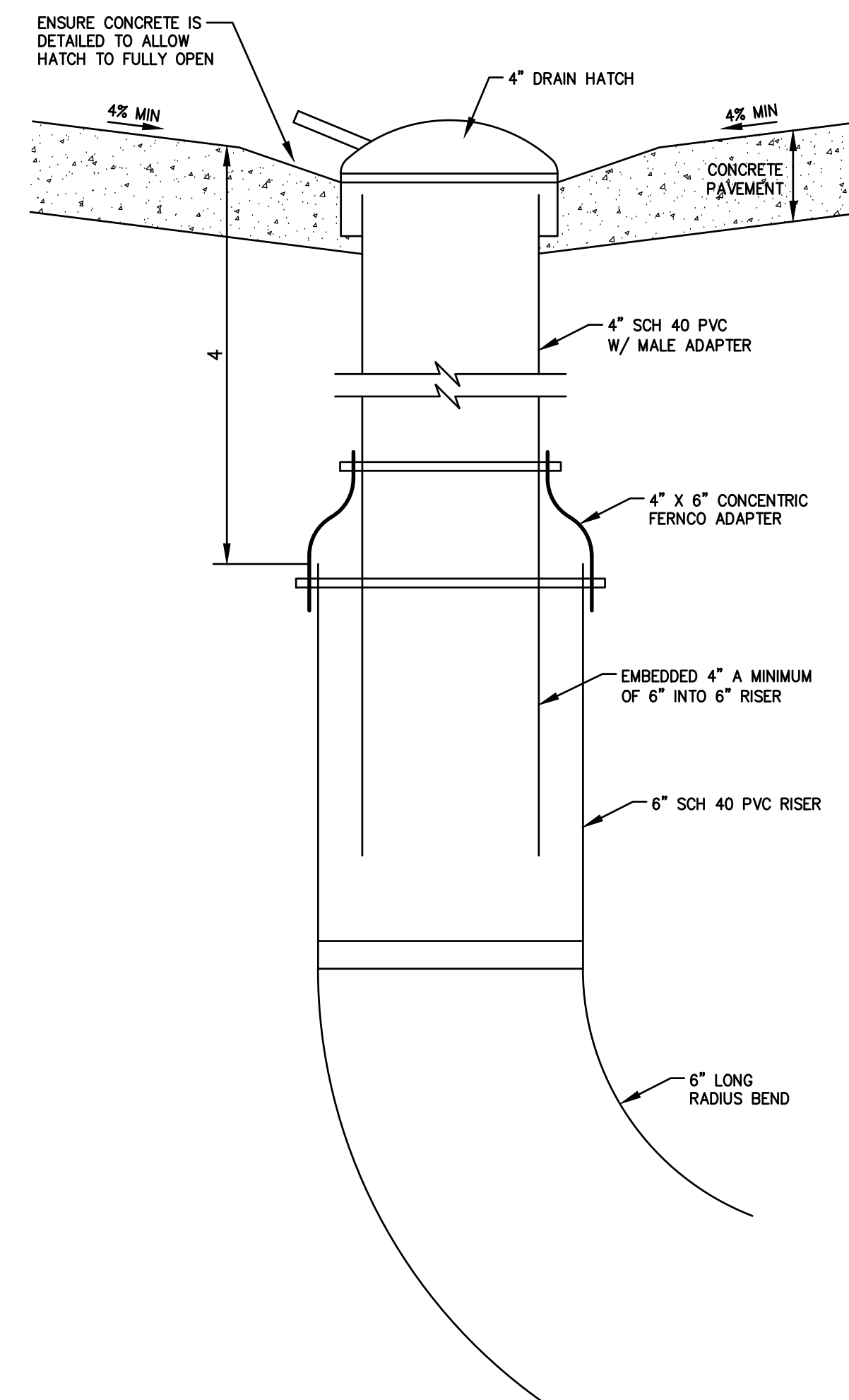
METER PIPING DETAIL  
N.T.S.



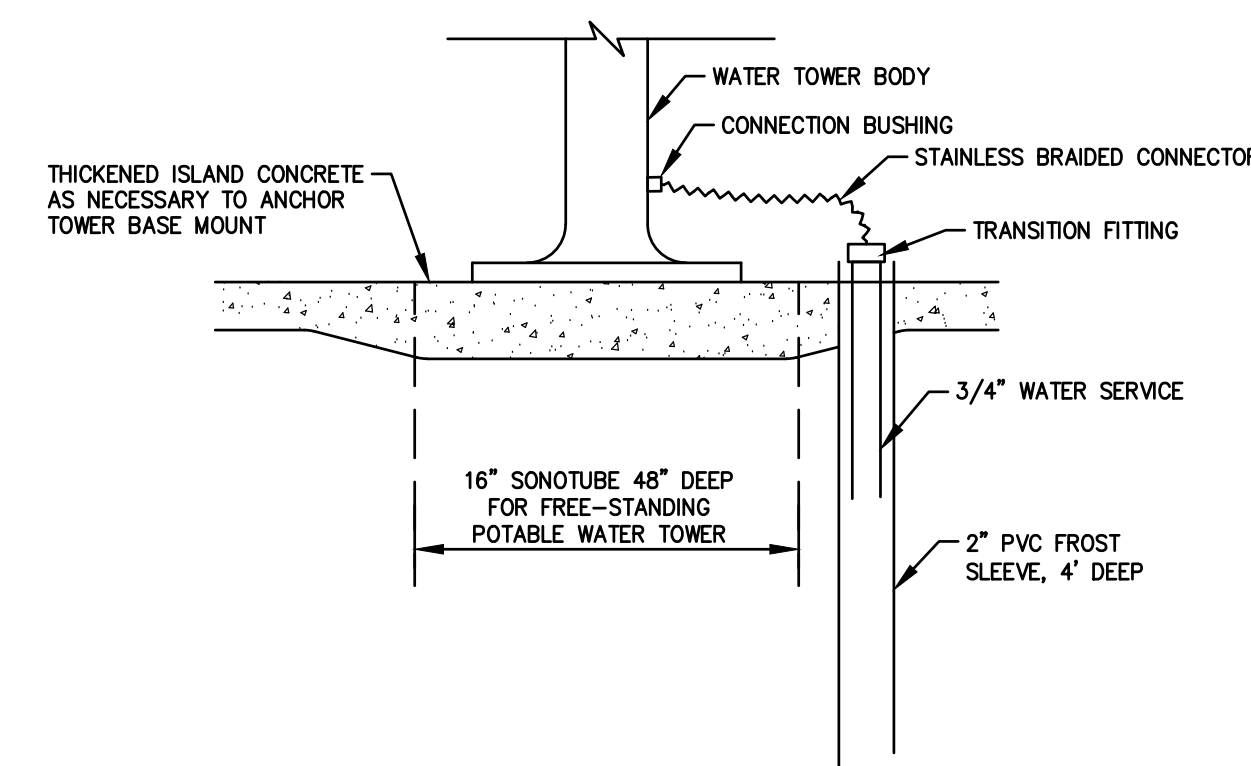
30" STORM INLET



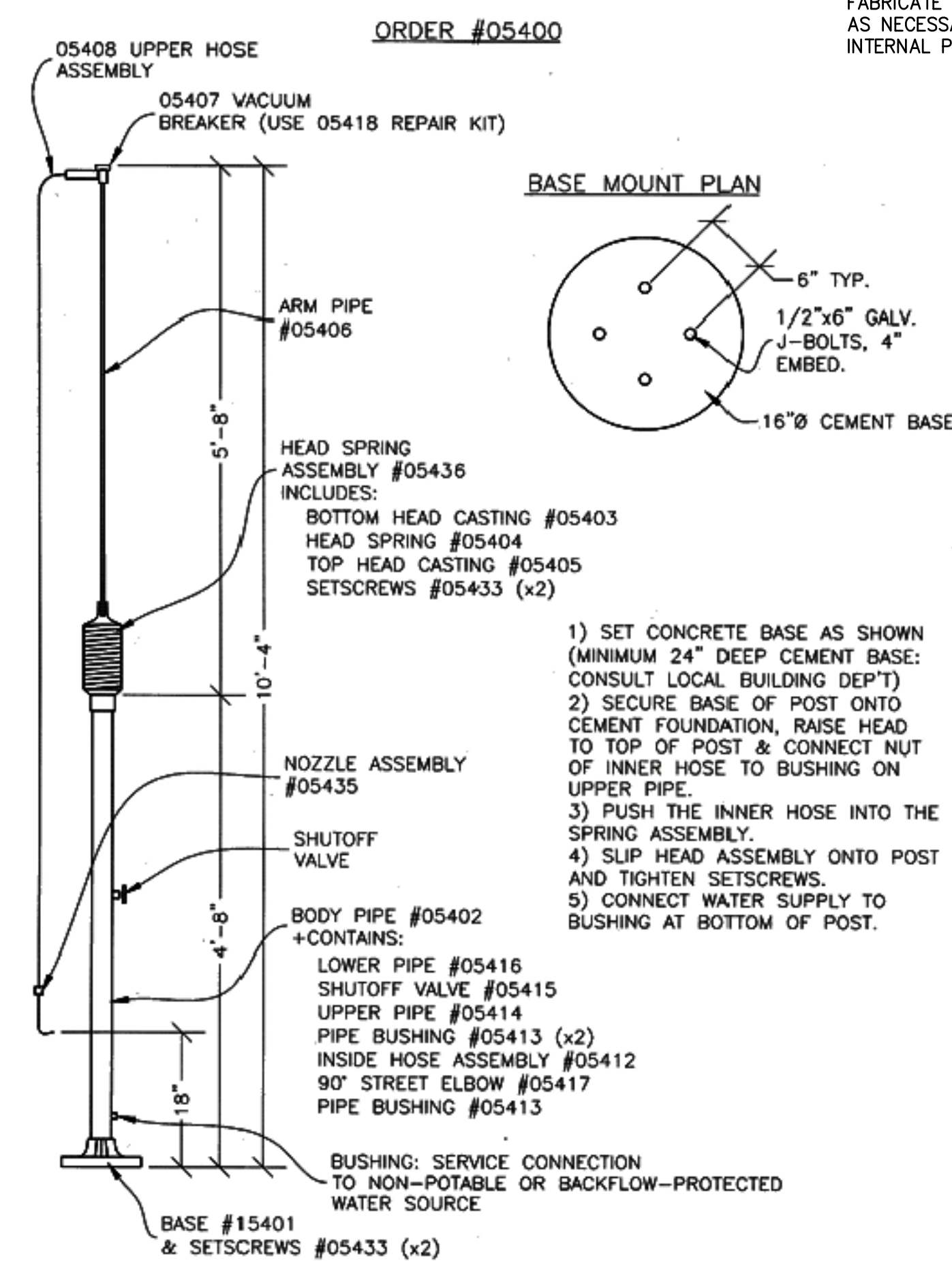
**FROST SLEEVE FOR SEWER CLEANOUT**



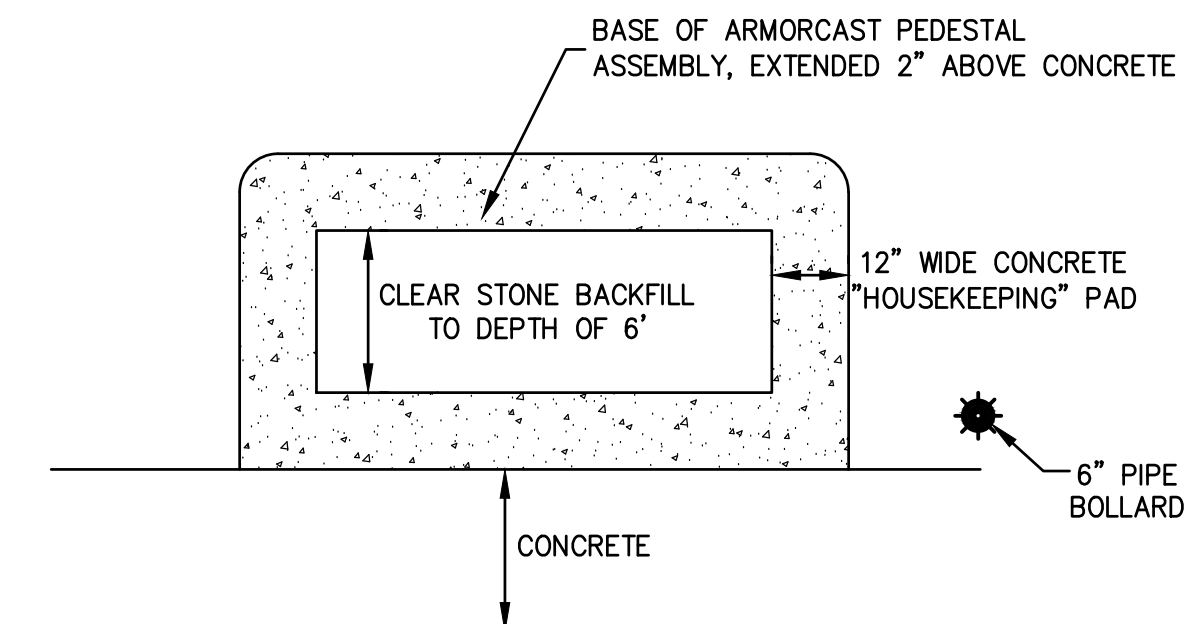
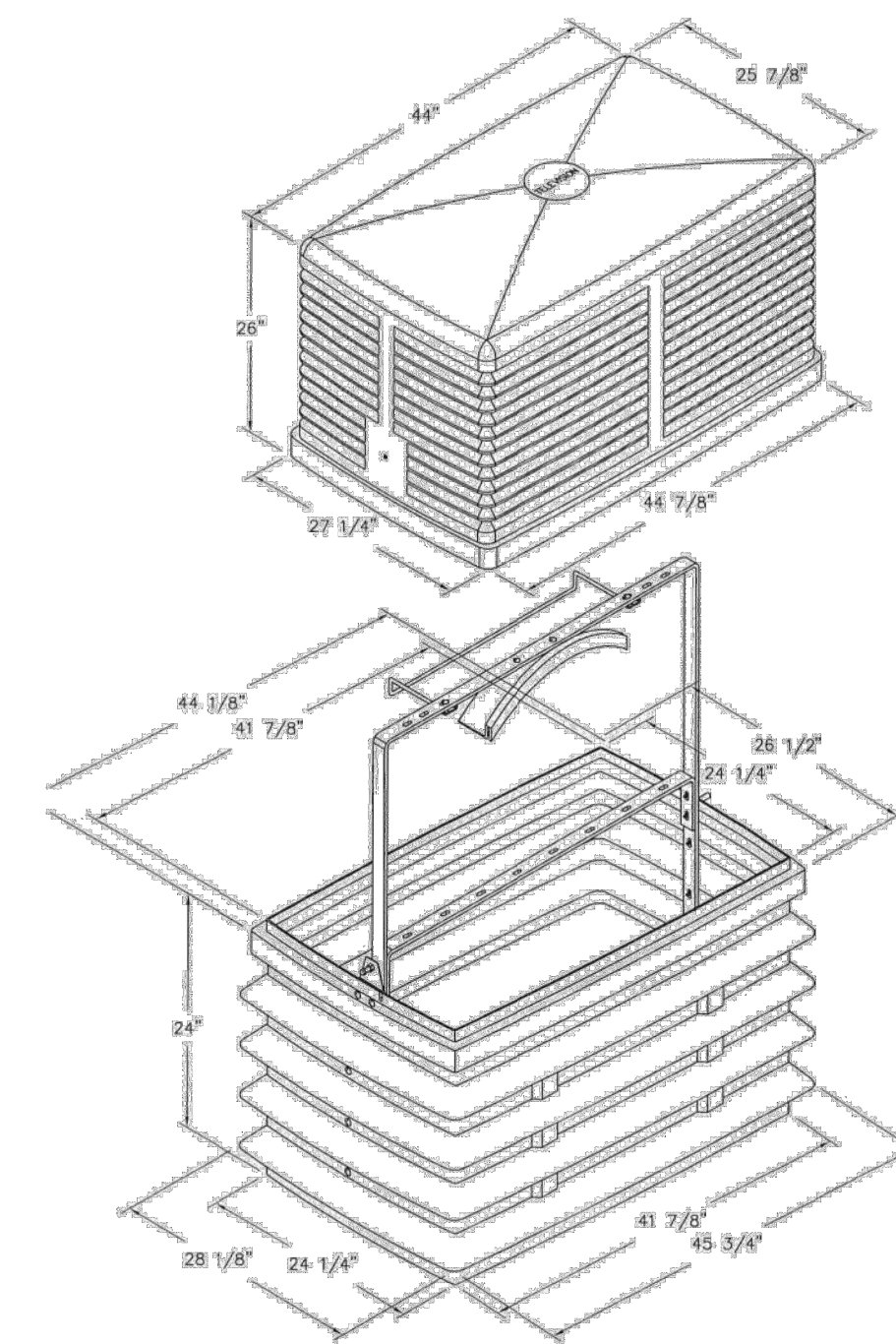
### RECEPTOR DETAIL



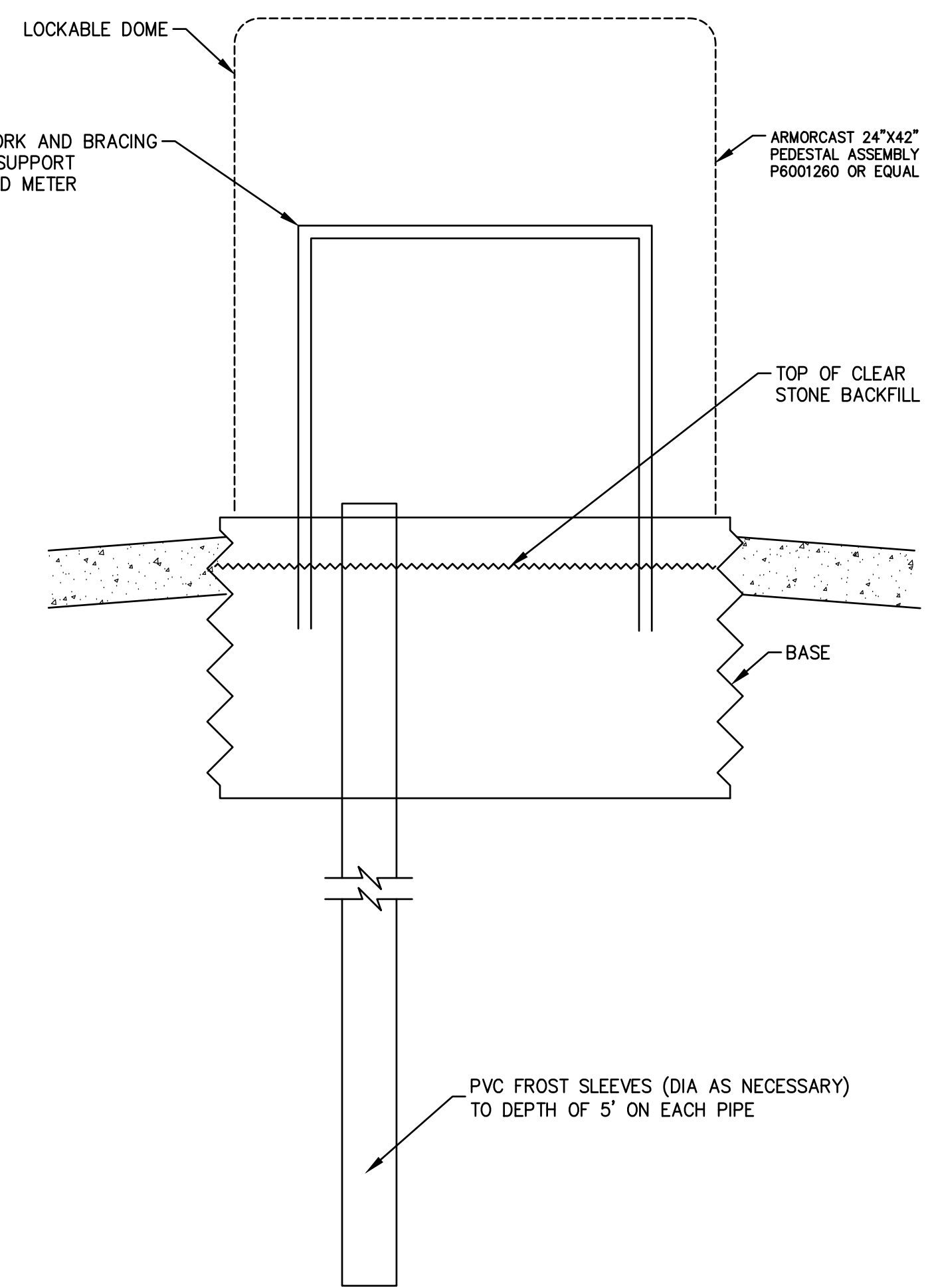
### WATER TOWER DETAIL



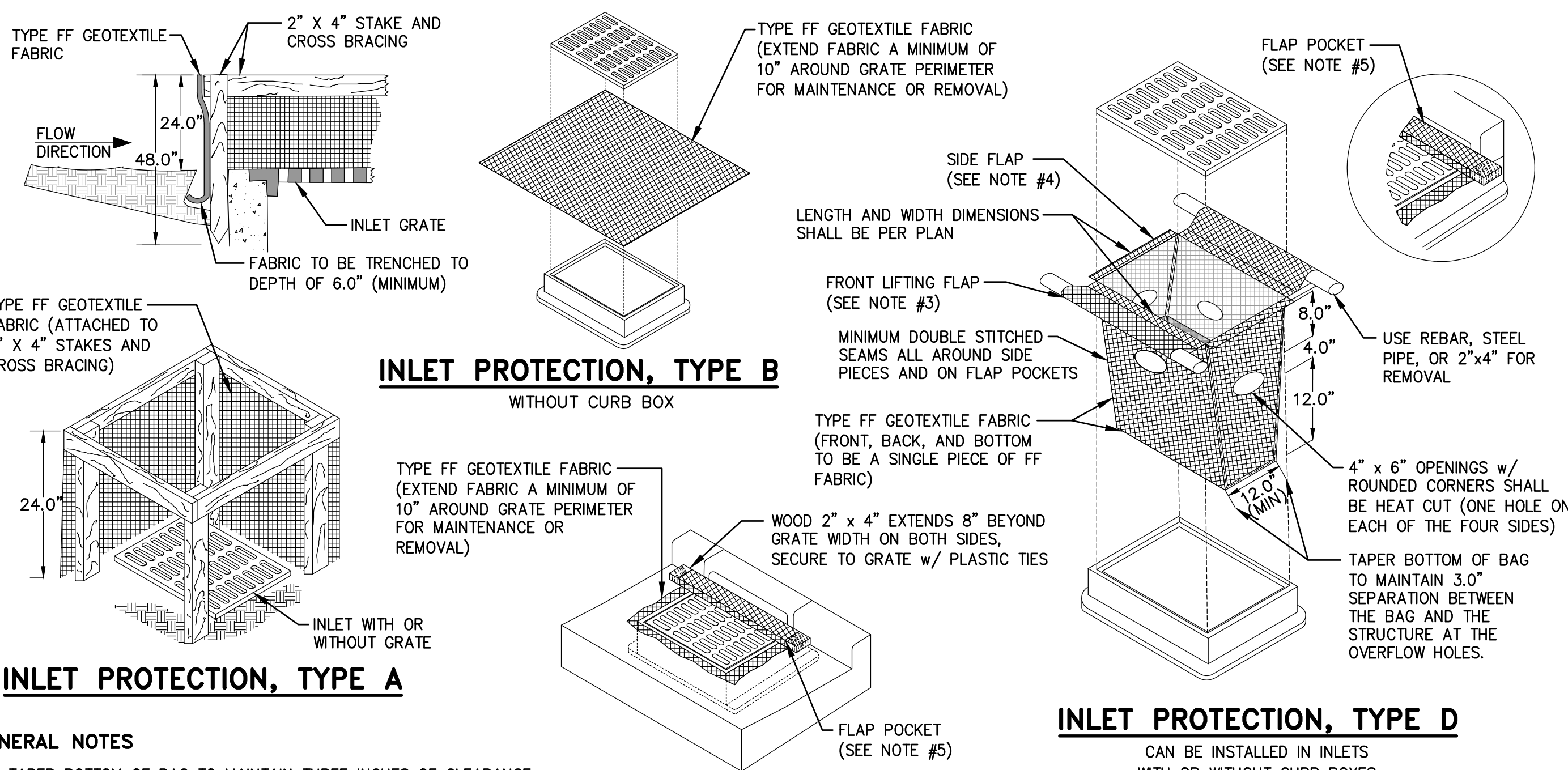
REMORT WATER TOWER



PEDESTAL PLAN VIEW



PEDESTAL PROFILE VIEW



**INLET PROTECTION, TYPE A**

**GENERAL NOTES**

1. TAPER BOTTOM OF BAG TO MAINTAIN THREE INCHES OF CLEARANCE BETWEEN THE BAG AND THE STRUCTURE, MEASURED FROM THE BOTTOM OF THE OVERFLOW OPENINGS TO THE STRUCTURE WALL.
2. GEOTEXTILE FABRIC TYPE FF FOR FLAPS, TOP AND BOTTOM OF OUTSIDE OF FILTER BAG, FRONT, BACK, AND BOTTOM OF FILTER BAG BEING ONE PIECE.
3. FRONT LIFTING FLAP IS TO BE USED WHEN REMOVING AND MAINTAINING FILTER BAG.
4. SIDE FLAPS SHALL BE A MAXIMUM OF TWO INCHES LONG. FOLD THE FABRIC OVER AND REINFORCE WITH MULTIPLE STITCHES.
5. FLAP POCKETS SHALL BE LARGE ENOUGH TO ACCEPT WOOD 2" x 4". THE REBAR, STEEL PIPE, OR WOOD SHALL BE INSTALLED IN THE REAR FLAP AND SHALL NOT BLOCK THE TOP HALF OF THE CURB FACE OPENING.

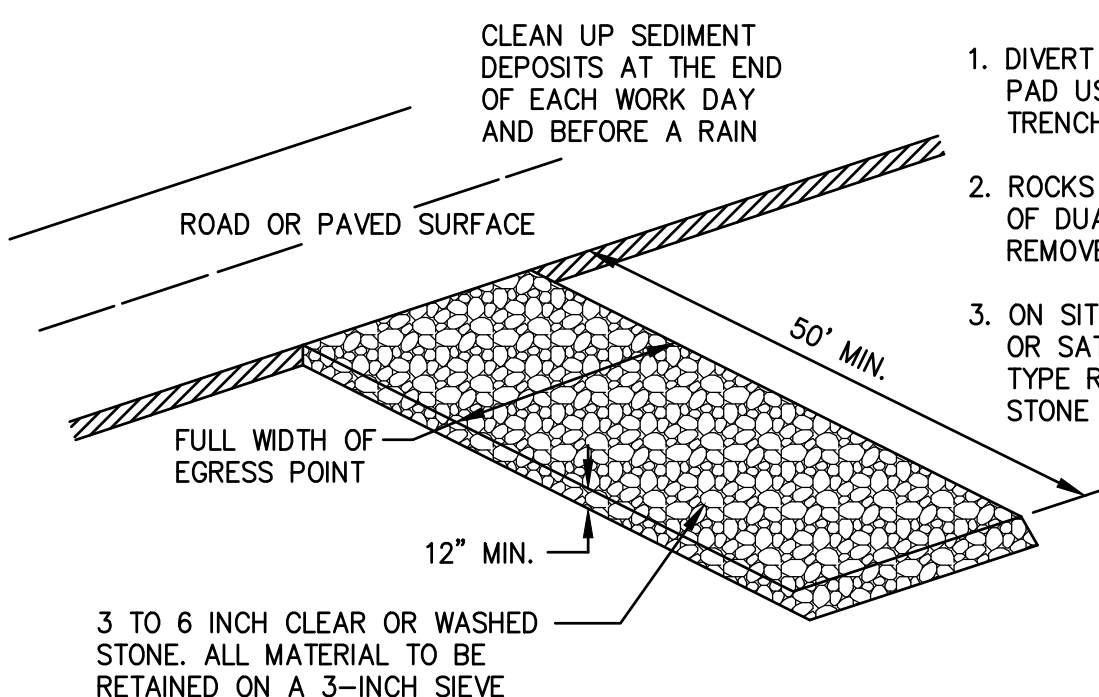
**INLET PROTECTION, TYPE C**

WITH CURB BOX

**MAINTENANCE NOTES**

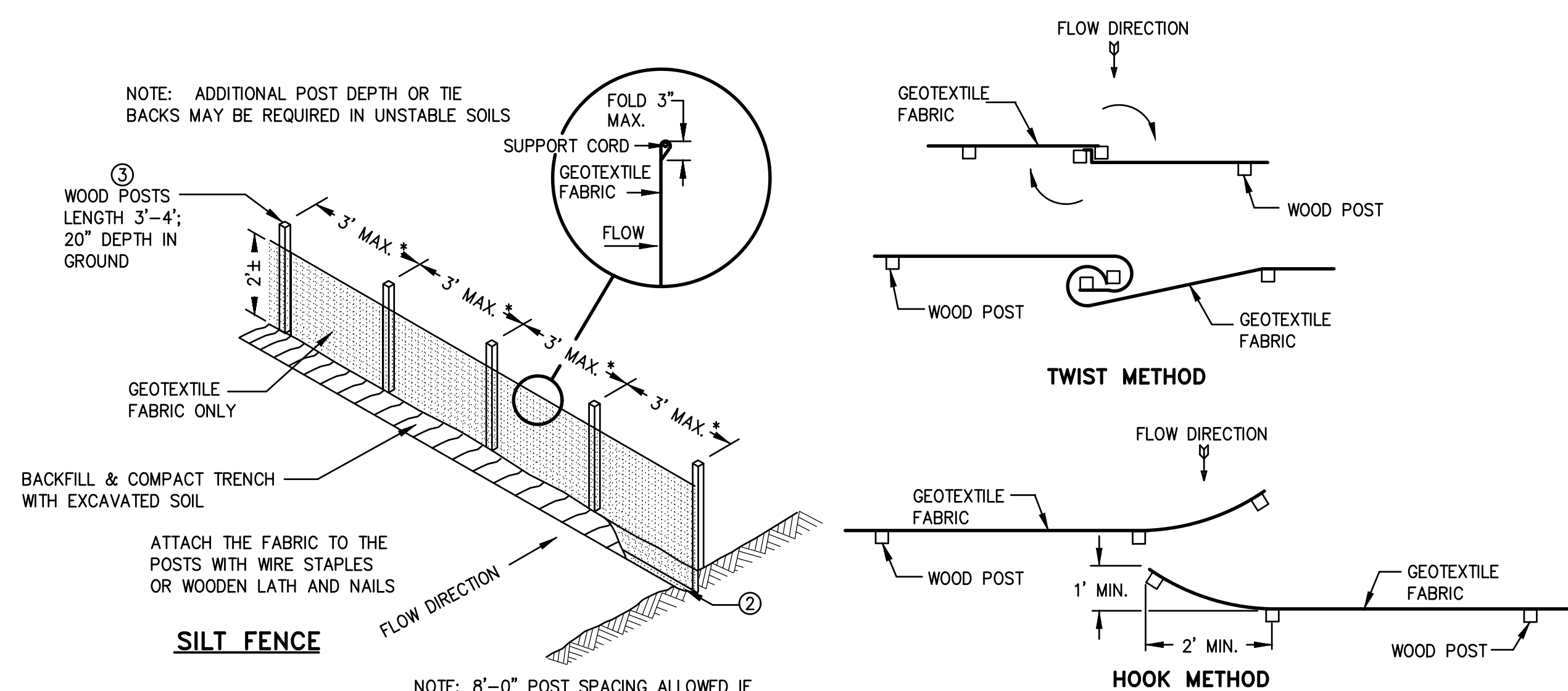
1. WHEN REMOVING OR MAINTAINING INLET PROTECTION, CARE SHALL BE TAKEN SO THAT THE SEDIMENT TRAPPED IN THE FABRIC DOES NOT FALL INTO THE STRUCTURE. MATERIAL THAT HAS FALLEN INTO THE INLET SHALL BE IMMEDIATELY REMOVED.

**STORM DRAIN INLET PROTECTION**



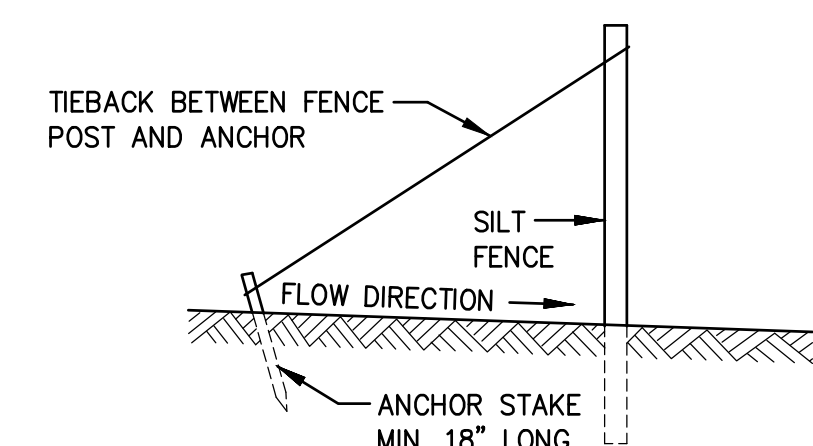
**TRACKING PAD DETAIL**

1. DIVERT FLOW AWAY FROM TRACKING PAD USING CULVERTS, SHALLOW TRENCH OR DIVERSION DAM.
2. ROCKS LODGED BETWEEN THE TIRES OF DUAL VEHICLES SHALL BE REMOVED PRIOR TO LEAVING THE SITE.
3. ON SITES WITH A HIGH WATER TABLE OR SATURATED SOILS, INSTALL A DOT TYPE R GEOTEXTILE FABRIC UNDER STONE TRACKING PAD.

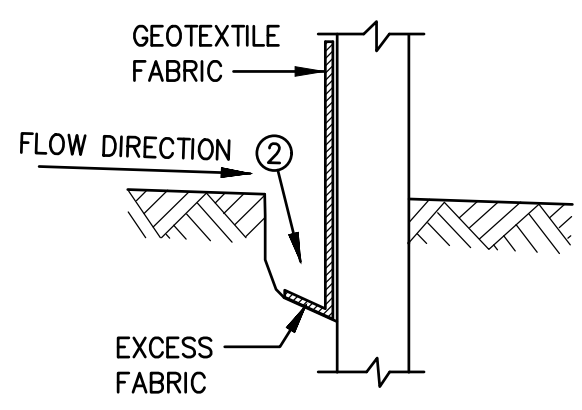


**SILT FENCE**

**JOINING TWO LENGTHS OF SILT FENCE**



**SILT FENCE TIE BACK**  
(WHEN ADDITIONAL SUPPORT REQUIRED)

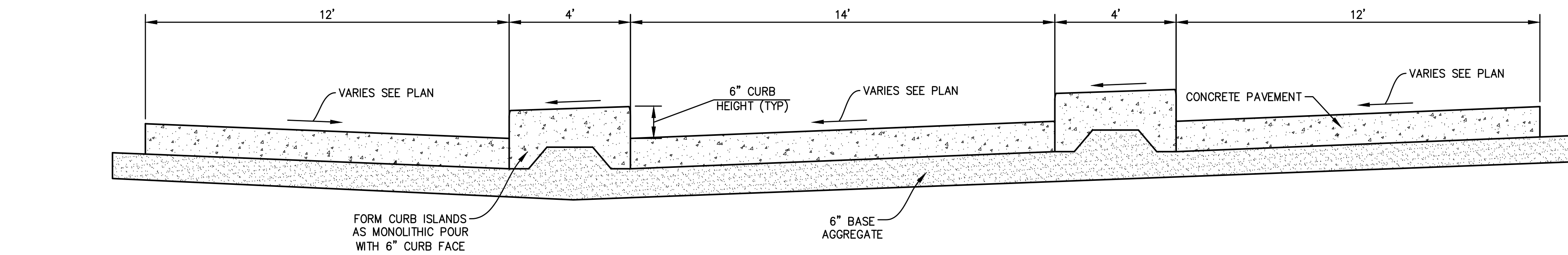


**TRENCH DETAIL**

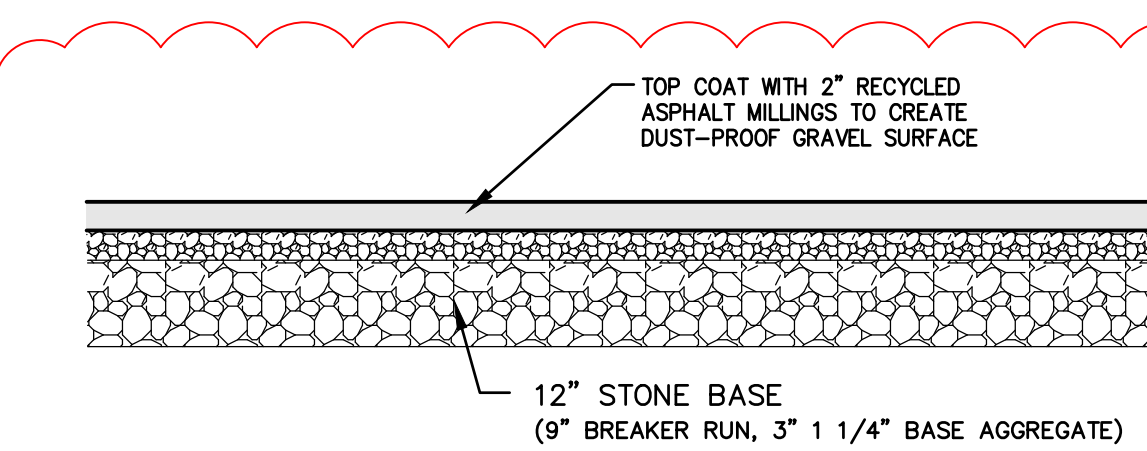
**SILT FENCE DETAIL**

**GENERAL NOTES**

- ① HORIZONTAL BRACE REQUIRED WITH 2" x 4" WOODEN FRAME OR EQUIVALENT AT TOP OF POSTS.
- ② TRENCH SHALL BE A MINIMUM OF 4" WIDE & 6" DEEP TO BURY AND ANCHOR THE GEOTEXTILE FABRIC. FOLD MATERIAL TO FIT TRENCH AND BACKFILL & COMPACT TRENCH WITH EXCAVATED SOIL.
- ③ WOOD POSTS SHALL BE A MINIMUM SIZE OF 1 1/8" x 1 1/8" OF OAK OR HICKORY.
- ④ SILT FENCE TO EXTEND ACROSS THE TOP OF THE PIPE.
- ⑤ CONSTRUCT SILT FENCE FROM A CONTINUOUS ROLL IF POSSIBLE BY CUTTING LENGTHS TO AVOID JOINTS. IF A JOINT IS NECESSARY USE ONE OF THE FOLLOWING TWO METHODS: A) OVERLAP THE END POSTS AND TWIST, OR ROTATE, AT LEAST 180 DEGREES; B) HOOK THE END OF EACH SILT FENCE LENGTH.



**DUMP STATION CONCRETE PAVEMENT**

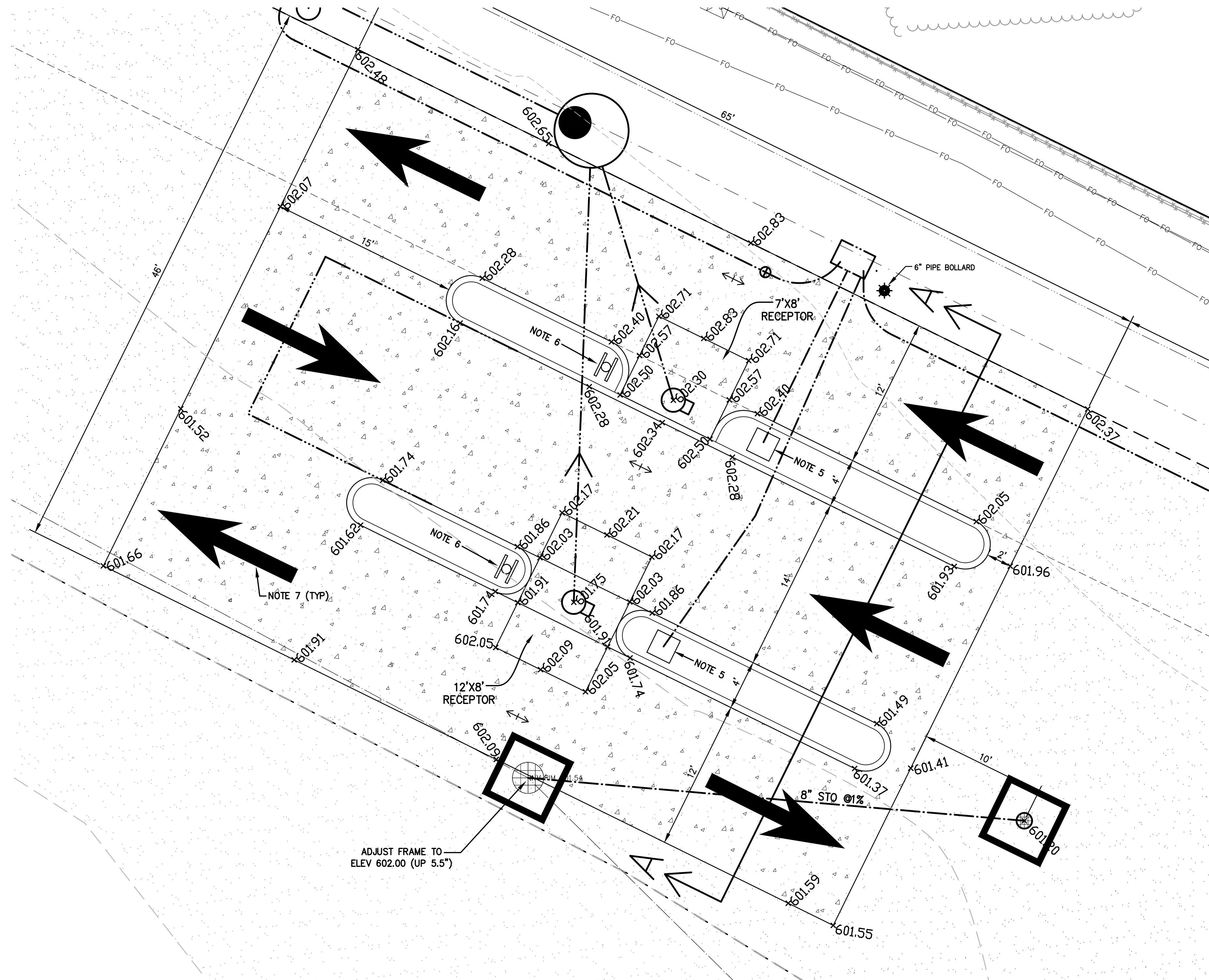


**GRAVEL DRIVE DETAIL**

**SECTION A-A**

**NOTES:**

1. BOXOUT AT EACH RECEPTOR SHALL FLOW TOWARDS 4" HATCH @4% MIN.
2. CONCRETE PAVEMENT SHALL BE SLOPED UNIFORMLY AWAY FROM THE RECEPTOR BOXOUT SO RAIN WATER IS DIRECTED AWAY FROM THE RECEPTOR PERIMETER.
3. CONCRETE PAVEMENT ON WHICH THE R.V. SITS SHALL PITCH TOWARD THE DRIVERS LEFT TO PROMOTE FULL TANK DRAIN-OUT.
4. THE SPOT GRADES SHOWN AT EACH HATCH (602.30 TO 601.75) ARE THE CONCRETE GRADES SLIGHTLY BEYOND THE HATCH. DISH OUT THE HATCH SLIGHTLY TO PROMOTE FULL DRAINAGE OF THE RECEPTOR PAVEMENT TO THE HATCH. ENSURE CONCRETE IS FORMED SO FOOT VALVE ON LID IS FULLY OPERATIONAL. HATCH SHALL BE TOWER COMPANY #05425 WITH FOOT LEVER AND LOCKABLE.
5. INSTALL ROMORT (OR APPROVED EQUAL) WATER TOWER KIT FOR NON-POTABLE USE. AFFIX PREPRINTED 12"x9" ALUMINUM SIGN TO TOWER LABELED "NON-POTABLE WATER".
6. INSTALL STREET SIGN POST WITH TWO PRE-PRINTED ALUMINUM SIGNS ("DISPOSAL" SIGNS PLUS 4 STEP INSTRUCTION SIGN) AT EACH RECEPTOR.
7. INSTALL SIX PAINTED ARROW PAVEMENT MESSAGE MARKING DIRECTION OF TRAVEL.



**DUMP STATION DETAIL**

SCALE: 1" = 5'

| NO. | DATE     | REVISION                                 |
|-----|----------|------------------------------------------|
| 1   | 10/19/20 | REVISED GRAVEL DETAIL & RENUMBERED SHEET |
| 2   | 10/27/20 | ISSUED FOR CB No. 2                      |

DOCUMENT NO.

UTILITY EASEMENT AGREEMENT

THIS UTILITY EASEMENT AGREEMENT ("Agreement") is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2020 by GREEN BAY METROPOLITAN SEWERAGE DISTRICT, a municipal corporation organized and existing under the laws of the State of Wisconsin ("Grantor"), and BROWN COUNTY, WISCONSIN, a municipal corporation organized and existing under the laws of the State of Wisconsin ("Grantee").

THIS SPACE RESERVED FOR RECORDING DATA

NAME AND RETURN ADDRESS

Laura Meronk  
100 W. Lawrence St.  
Appleton, WI 54911

Recitals

WHEREAS, Grantor is the fee holder of that certain land located in Brown County, Wisconsin, which land is more particularly described as Parcel A of Certified Survey Map Number 634 recorded in Volume 2, Page 569, Document Number 674000, Brown County Records and part of Parcel D, Assessors Subdivision of 1925 of Lot 97, Brown County Records, all being part of Private Claim 26, West Side of Fox River, City of De Pere, Brown County, Wisconsin (the "Property"); and

WD-56  
WD-56-1

Parcel Identification Number

WHEREAS, Grantee has requested that Grantor grant a non-exclusive easement for the installation, construction, maintenance, repair, replacement and removal of certain utility facilities over and across the cross-hatched easement area depicted on **Exhibit "A"** attached hereto and incorporated herein by reference ("Easement Area").

NOW, THEREFORE, in consideration of the covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Grant of Easement. Grantor hereby grants to Grantee a non-exclusive, perpetual right, privilege and easement over the Easement Area for the purpose of allowing Grantee the right, at its sole cost and expense, to install, construct, maintain, repair, replace and remove certain utility facilities consisting of sanitary sewer and water facilities (collectively, the Facilities") within the Easement Area. This grant also includes the right to enter upon such portions of the Property consisting of or contiguous to the Easement Area as may be reasonably necessary to install, construct, maintain, repair, replace and remove the Facilities; provided that such entrance upon such portions of the Property may not unreasonably interfere with the normal use or operation of the Property by Grantor in any material respect and provided that Grantee

shall make reasonable efforts to notify Grantor prior to entering the Property outside of the Easement Area.

2. Use of Easement Area. After any installation, construction, maintenance, repair, replacement or removal of the Facilities, Grantee shall promptly restore the Easement Area, and any impacted portions of the Property contiguous to the Easement Area, to the same condition in which they existed prior to such installation, construction, maintenance, repair, replacement or removal. All work performed by Grantee pursuant to this Agreement shall be performed promptly, in a safe and proper workmanlike manner and in compliance with all present and future federal, state and/or local laws, ordinances, rules and regulations applicable to or affecting the Facilities and/or the Easement Area. Grantee covenants and agrees that it shall not construct or install any above-ground improvements in connection with the Facilities without the prior written consent of Grantor. Grantee's obligations under this Section 2 shall survive the termination of this Agreement.

3. Grantor Reservation of Rights.

3.1 Grantee hereby acknowledges that Grantor has a pre-existing sanitary sewer lateral ("Grantor's Sanitary Sewer Lateral") which exists within a portion of the Easement Area. Notwithstanding anything set forth herein to the contrary, Grantee hereby covenants and agrees that Grantee's use of the Easement Area, pursuant to this Agreement, shall not interfere with Grantor's Sanitary Sewer Lateral in any manner and in the event that Grantee's Facilities, or the any installation, construction, maintenance, repair, replacement or removal of the Facilities, affect Grantor's Sanitary Sewer Lateral, then Grantee, at Grantee's sole cost, shall promptly undertake any action required, as determined by Grantor in Grantor's sole discretion, to remedy such issues affecting Grantor's Sanitary Sewer Lateral.

3.2 Grantor reserves the right to use the Easement Area for any purposes that will not unreasonably interfere with Grantee's enjoyment of the rights granted in this Agreement. Grantor's reserved rights in the Easement Area shall include, but not be limited to, the granting and use of other utility easements and the use of Grantor's Sanitary Sewer Lateral and any other improvements which may be installed by Grantor within the Easement Area.

4. Covenants Run with Land. All of the terms and conditions in this Agreement, including the benefits and burdens, shall run with the land and shall be binding upon, inure to the benefit of, and be enforceable by Grantor and Grantee and their respective successors and permitted assigns. Grantee shall have no right to assign its rights in this Agreement without the prior written consent of Grantor, which may be granted or withheld in Grantor's sole discretion. Grantee acknowledges that Grantor may assign its rights and obligations under this Agreement to any third party including, without limitation, the sale of Property on which portions of the Easement Area exists or by dedicating the Easement Area or portions thereof to any other governmental entity.

5. Indemnification. Grantee, on behalf of itself and its successors and assigns, agrees to defend, indemnify and hold harmless Grantor and its successors and assigns, from any and all liability, damages, causes of action, actions, claims, expenses and reasonable attorney's fees incurred by Grantor or its successors and assigns by reason of or arising out of any acts or omissions of Grantee in the use and enjoyment of the Easement Area and/or by reason of the

failure of Grantee to fulfill, perform and/or discharge any of its various commitments, obligations and liabilities in connection with the use, maintenance and repair of the Easement Area.

6. Miscellaneous.

6.1 Section headings herein are for convenience and reference only and in no way define or limit the scope or content of this Agreement or in any way affect its provisions.

6.2 No agreement or amendment shall be effective to add to, change, modify, waive or discharge this Agreement in whole or in part, unless such agreement is in writing and signed by Grantor and Grantee.

6.3 If any provisions, or portions thereof, of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application or such provision, or portion thereof, to any other persons or circumstances shall not be affected thereby and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

6.4 All notices to either party to this Agreement shall be delivered in person or sent by certified mail, postage prepaid, return receipt requested, to the other party at the addresses listed below. Either party may change its address for notice by providing written notice to the other party.

If to Grantor:

Green Bay Metropolitan Sewerage District  
Attn: Thomas W. Sigmund, Executive Director  
2231 N Quincy St.  
Green Bay, WI 54302

If to Grantee:

Brown County, Wisconsin  
Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6.5 This Agreement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin.

6.6 No delay or omission by any party in exercising any right or power arising out of any default under any of the terms or conditions of this Agreement shall be construed to be a waiver of the right or power. A waiver by a party of any of the obligations of the other party shall not be construed to be a waiver of any breach of any other terms or conditions of this Agreement.

6.7 Enforcement of this Agreement may be by proceedings at law or in equity against any person or persons violating or attempting to threaten to violate any term or condition

in this Agreement, either to restrain or prevent the violation or to obtain any other relief. If a suit is brought to enforce this Agreement, the prevailing party shall be entitled to recover its costs, including reasonable attorney fees, from the non-prevailing party.

[Signatures next page following.]

IN WITNES WHEREOF, the parties have caused his Agreement to be executed as of the date first written above.

**GRANTOR:**

GREEN BAY METROPOLITAN SEWERAGE DISTRICT

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF WISCONSIN                    )  
                                                  ) ss  
COUNTY OF \_\_\_\_\_ )

On this the \_\_\_\_ day of \_\_\_\_\_, 2020, before me personally appeared the above named \_\_\_\_\_, the \_\_\_\_\_ of Green Bay Metropolitan Sewerage District, who executed the foregoing and acknowledged the same.

\_\_\_\_\_  
\*

Notary Public, State of Wisconsin

My commission expires: \_\_\_\_\_

**GRANTEE:**

BROWN COUNTY, WISCONSIN

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

STATE OF WISCONSIN                    )  
                                                   ) ss  
 COUNTY OF \_\_\_\_\_ )

On this the \_\_\_\_ day of \_\_\_\_\_, 2020, before me personally appeared the above named  
 \_\_\_\_\_, the \_\_\_\_\_ of Brown County,  
 Wisconsin, who executed the foregoing and acknowledged the same.

\_\_\_\_\_  
 \*

Notary Public, State of Wisconsin

My commission expires: \_\_\_\_\_

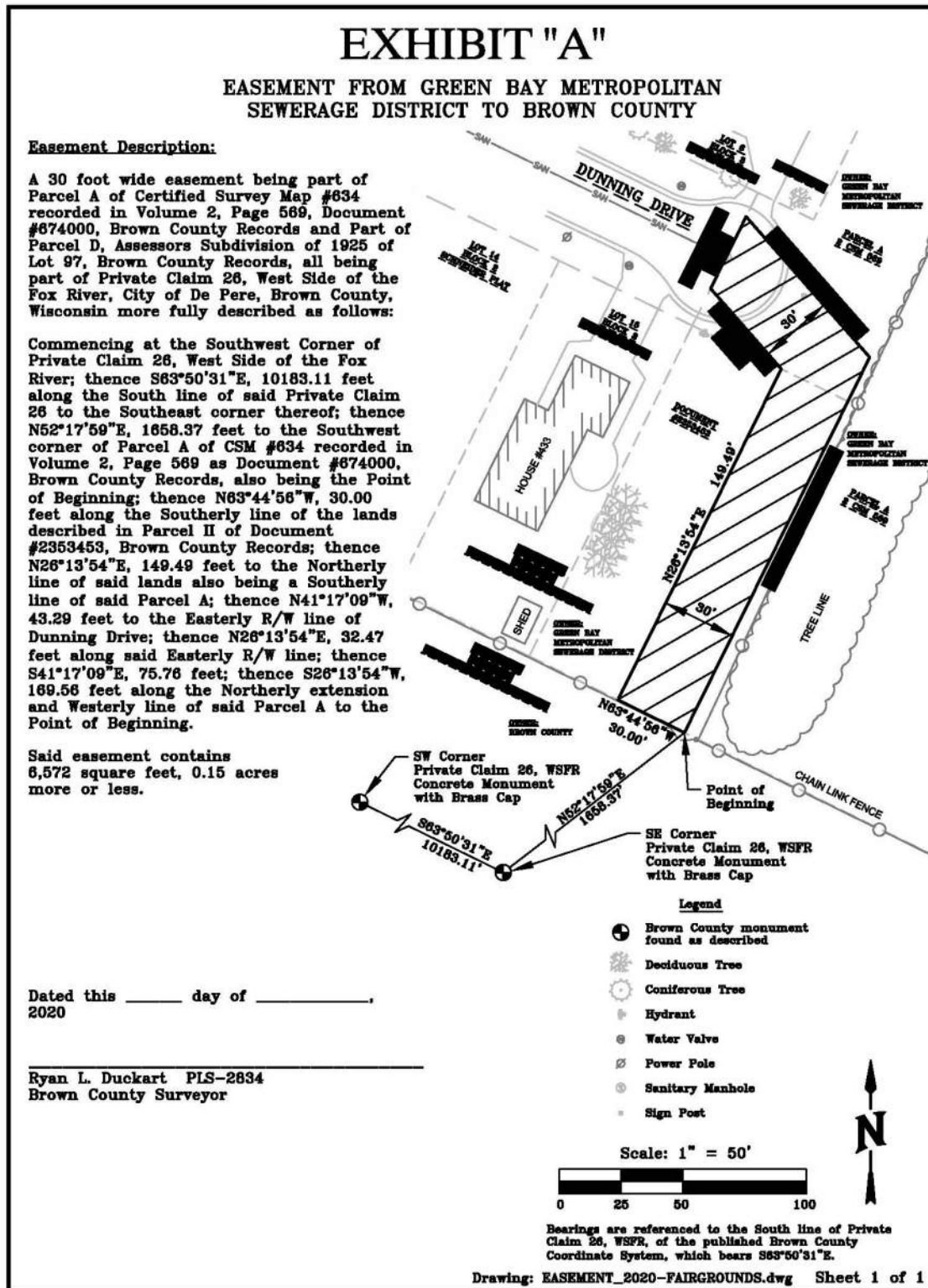
This instrument was drafted by:

Rebecca K. Hamrin  
 Godfrey & Kahn, S.C.  
 100 W. Lawrence Street  
 Appleton, WI 54911

[Brown County Signature Page]

# EXHIBIT A

## Easement Area





## City of De Pere, Wisconsin

### Request For Common Council Action

---

**MEETING DATE:** November 4, 2020

**DEPARTMENT:** Human Resources

**FROM:** Shannon Metzler

**SUBJECT:** Ordinance #20-19 Establishing Salaries for Elected Officials for the City of De Pere (2022 and 2023) (Second Reading)

---

#### ATTACHMENTS:

- Ord20-19-Second Reading (PDF)
- Mayor & CC - Ord 20-19 Setting Elected Salaries (PDF)
- Mayor Council Salaries for 2022 and 2023 II (PDF)
- Mayor Alderperson Comparables (PDF)
- Summary of Position Salaries (PDF)

ORDINANCE #20-19  
ESTABLISHING SALARIES FOR ELECTED OFFICIALS  
FOR THE CITY OF DE PERE  
(2022-2023)

Section 1. The annual salaries to be paid for the Officers enumerated below shall be as follows:

| <u>Office</u> | <u>Effective Date</u> | <u>Annual Salary</u> |
|---------------|-----------------------|----------------------|
| Mayor         | May 1, 2022           | \$26,126             |
| Mayor         | May 1, 2023           | \$26,649             |
| Aldersperson  | May 1, 2022           | \$7,489              |
| Aldersperson  | May 1, 2023           | \$7,639              |

Section 2. Any other regulation, ordinance, or rule set forth in the De Pere Municipal Code that conflicts with this ordinance is hereby repealed.

Section 3. This ordinance shall take effect upon its passage and publication according to law.

Adopted by the Common Council of the City of De Pere, this 4th day of November, 2020.

APPROVED:

\_\_\_\_\_  
James G. Boyd, Mayor

ATTEST:

\_\_\_\_\_  
Carey E. Danen, City Clerk

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Board/Committee Approval: 10/13/20

Publication Date: \_\_\_\_\_

Effective Date: \_\_\_\_\_

# CITY OF DE PERE MEMO



To: Mayor James G. Boyd  
Common Council Members

From: Judith Schmidt-Lehman, City Attorney

Date: October 20, 2020 (meeting date)

RE: Ordinance #20-19 Establishing Salaries for Elected Officials for the City of De Pere

The purpose of this memo is to explain state law requirements for setting alderperson and mayoral official salaries.

The process for setting local elected official salaries is found in Wis. Stats. §62.09(6), which provides:

**(6) COMPENSATION.**

(a) Salaries shall be paid the mayor or alderpersons only when ordered by a vote of three-fourths of all the members of the council.

(am)

1. In this paragraph, "compensation" means a salary, a per diem compensation for each day or part of a day necessarily devoted to the service of the city and the discharge of duties, or a combination of salary and per diem compensation.
2. Except as provided in subd. [3.](#), and subject to par. [\(a\)](#), the compensation for an elective city office shall be established before the earliest time for filing nomination papers for the office. After that time, no change may be made in the compensation for the office that applies to the term of office for which the deadline applies. The compensation established for an elective office remains in effect for ensuing terms unless changed.
3. In a newly incorporated city, the compensation for an elective office may be established during the first term of office.

This statute establishes a timeframe in which salaries can be adjusted in order to prohibit current elected officials from setting their own salary. The language, located in (6)(am)2 above, states that "... *compensation for an elective office shall be established before the earliest time for filing nomination papers for the office.*" Under a different statute [Wis. Stats. §8.10(2)(a)] nomination papers are filed " ...no sooner than December 1 preceding a spring election." For the City's purposes therefore, any compensation changes for the four (4) aldermanic seats

open in 2021 must be set before December 1, 2020; for the four (4) aldermanic seats open in 2022, that deadline is December 1, 2021. In order to maintain consistent compensation for all alderpersons serving together, compensation changes have historically been projected out the additional year. Current salaries remain in effect until changed.

Finally, the statute requires that ordinances changing salaries for elected officials be approved by a three-quarters vote of all of the members of the council as opposed to the general rule of passage by a majority of the council. In the case of an eight (8) member council, the  $\frac{3}{4}$  requirement equates to at least six (6) votes in favor of the ordinance for passage.

As with some other statutes, this one requires some navigation to see the whole picture. If you have any questions regarding this ordinance or the statutory requirements, please let me know.

JSL

## MEMO

## CITY OF DE PERE

To: Members of the Finance/Personnel Committee  
 From: Shannon Metzler, Human Resources Director  
 Re: Determine Salaries for Mayor and City Council for 2022 and 2023  
 Date: October 13, 2020

Note: At the October 13, 2020 Finance/Personnel Committee a recommendation was made to approve a 2% increase for Mayor and Council salaries for years 2022 and 2023.

Salaries for the positions of Mayor and Council are reviewed every other year and set forward for the next two term years. As 2021 is approaching, it is time to decide on salaries for 2022 and 2023.

Attached is a survey of Mayor/Alderspersons salaries from other communities. Also attached is a history of the salary increases in previous years.

For your information, listed below are the salaries approved for 2020 through 2021 showing what was approved by the City Council in previous years. Also for your information, the 2021 general market rate is around 2.1%-2.4%. A 2.0% increase was budgeted for our non-represented employees.

|         |             |          |
|---------|-------------|----------|
| Mayor   | May 1, 2020 | \$25,112 |
|         | May 1, 2021 | \$25,614 |
| Council | May 1, 2020 | \$7,198  |
|         | May 1, 2021 | \$7,342  |

If you have any questions before the meeting, please feel free to contact me at 339-4045.

Thank you.

### Mayor/Aldersperson Comparables

| Municipality | Population        | Position                                          | 2019-2020 Salary                                                                                                                                                                                                                                                                                                                                                                         | Full Time City Administrator                                           | Notes |
|--------------|-------------------|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-------|
| De Pere*     | 24,595            | Village President/Mayor<br>Trustee/Council Member | \$24,620<br>\$7,057                                                                                                                                                                                                                                                                                                                                                                      |                                                                        |       |
| Allouez      | 13,757            | Village President/Mayor<br>Trustee/Council Member | Village president \$10,000 annual salary, part time<br>6 Village trustees \$6,732 annual salary                                                                                                                                                                                                                                                                                          | Full Time Village Administrator                                        |       |
| Ashwaubenon  | Just under 18,000 | Village President/Mayor<br>Trustee/Council Member | \$30,000 annually; considered a full-time job<br>(6) - \$8,000 annually                                                                                                                                                                                                                                                                                                                  | Village Manager - position currently open; 2020 salary is \$128,408.54 |       |
| Menasha      | 17,468            | Village President/Mayor<br>Trustee/Council Member | Mayor \$64,00 (2019) \$65,500 (2020) first increase in many years<br><br>Council Members we have 8 Council Members (\$5190.00/each annual) and 1 acts as the President (\$5490.00 annual)                                                                                                                                                                                                | No we do not                                                           |       |
| WI Rapids    | 17,696            | Village President/Mayor<br>Trustee/Council Member | \$74,616 annual - full-time position<br>\$490/mth                                                                                                                                                                                                                                                                                                                                        | No                                                                     |       |
| Marshfield   | 19,478            | Village President/Mayor<br>Trustee/Council Member | He is part-time and makes \$22,500 per year plus an in-town expense account of \$150.00<br>\$382.50/month (\$4,590/year) reduced by \$100 per month for any month in which a member misses 2 or more required Council/Committee meetings (Board of Public Works or Finance, Budget, and Personnel). In addition, alderperson receive \$45.00 per special Common Council meeting attended | Yes, we have a full-time City Administrator                            |       |

### Mayor/Aldersperson Comparables

| Municipality       | Population | Position                | 2019-2020 Salary                                                       | Full Time City Administrator                                                       | Notes                                           |
|--------------------|------------|-------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------|
| Mequon             | 24,086     | Village President/Mayor | Part time Mayor; Annual stipend of \$9,600 (paid monthly \$800)        | Yes, we have a full-time City Administrator                                        |                                                 |
|                    |            | Trustee/Council Member  | Annual stipend of \$4,800 (paid monthly \$400)                         |                                                                                    |                                                 |
| Neenah             | 26,062     | Village President/Mayor | \$79,250                                                               | (Full Time Mayor- No City Admin)                                                   |                                                 |
|                    |            | Trustee/Council Member  | \$5,280                                                                | Part Time                                                                          |                                                 |
| Sun Prairie        | 35,895     | Village President/Mayor | PT Mayor \$21,245 and PT Council President \$10,712/year               | Yes, Full Time Administrator                                                       |                                                 |
|                    |            | Trustee/Council Member  | \$6963/year                                                            |                                                                                    |                                                 |
| West Bend          |            | Village President/Mayor | \$79,250 (Full-time)                                                   | No                                                                                 |                                                 |
|                    |            | Trustee/Council Member  | \$4,800 - \$5,280                                                      |                                                                                    | President receives add'l \$60/month             |
| Manitowoc          | 32,627     | Village President/Mayor | \$73,773 full-time                                                     | No city administrator                                                              | iPad                                            |
|                    |            | Trustee/Council Member  | \$260 per month plus new iPad each year serving                        |                                                                                    |                                                 |
| Germantown         | 20,590     | Village President/Mayor | Part Time Village President \$8000 per year with \$200 monthly stipend | Full Time Administrator 2020 Salary \$123,013 \$150.00 per month vehicle allowance |                                                 |
|                    |            | Trustee/Council Member  | Part time Trustees \$5,500 per year with \$100 monthly stipend         |                                                                                    |                                                 |
| City of Devlin     | 8,310      | Village President/Mayor | \$3,600                                                                | Part Time                                                                          |                                                 |
|                    |            | Trustee/Council Member  | \$2,400                                                                |                                                                                    | \$100 monthly car allowance                     |
| City of Merrill    | 9,085      | Village President/Mayor | \$12,600                                                               | Part Time                                                                          |                                                 |
|                    |            | Trustee/Council Member  | \$3,719                                                                |                                                                                    | Plus various per-meeting payments               |
| City of Pewaukee   | 14,917     | Village President/Mayor | \$10,500                                                               | Part Time                                                                          | \$1,350 auto allowance                          |
|                    |            | Trustee/Council Member  | \$6,500                                                                |                                                                                    | \$800 auto allowance                            |
| Kaukauna           | 16,246     | Village President/Mayor | \$82,957                                                               | Full Time                                                                          |                                                 |
|                    |            | Trustee/Council Member  | \$4,200                                                                | Part Time                                                                          |                                                 |
| City of Oconomowoc | 17,212     | Village President/Mayor | \$26,212                                                               | Part Time                                                                          | \$275/month car, \$40/month cell, WRS benefitis |
|                    |            | Trustee/Council Member  | \$6,436                                                                | Part Time                                                                          |                                                 |

### Mayor/Alderpersion Comparables

| Municipality                                                        | Population | Position                | 2019-2020 Salary | Full Time City Administrator               | Notes                                                                                                                                                                                                                     |
|---------------------------------------------------------------------|------------|-------------------------|------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City of Superior                                                    | 26,101     | Village President/Mayor | \$86,955         | Full Time (Full Time Mayor- No City Admin) |                                                                                                                                                                                                                           |
|                                                                     |            | Trustee/Council Member  | \$4,993          | Part Time                                  | \$1,938 annually for expenses                                                                                                                                                                                             |
| City of Fitchburg                                                   | 30,170     | Village President/Mayor | \$10,000         | Part Time                                  |                                                                                                                                                                                                                           |
|                                                                     |            | Trustee/Council Member  | \$5,000          | Part Time                                  |                                                                                                                                                                                                                           |
| City of West Bend                                                   | 31,590     | Village President/Mayor | \$7,618          | Part Time                                  | \$150/month expense allowance                                                                                                                                                                                             |
|                                                                     |            | Trustee/Council Member  | \$4,236          | Part Time                                  | \$30/month expense allowance                                                                                                                                                                                              |
| City of Franklin                                                    | 35,628     | Village President/Mayor | \$16,800         | Part Time                                  | \$400/month for mileage                                                                                                                                                                                                   |
|                                                                     |            | Trustee/Council Member  | \$7,200          | Part Time                                  | \$150 for mileage                                                                                                                                                                                                         |
| City of Brookfield                                                  | 38,972     | Village President/Mayor | \$110,835        | Yes (Full Time Mayor- No City Admin)       |                                                                                                                                                                                                                           |
|                                                                     |            | Trustee/Council Member  | \$9,911          |                                            | \$9911                                                                                                                                                                                                                    |
| City of La Crosse                                                   | 51,567     | Village President/Mayor | \$89,000         | Yes                                        |                                                                                                                                                                                                                           |
|                                                                     |            | Trustee/Council Member  | \$6,000          |                                            |                                                                                                                                                                                                                           |
| City of Kenosha                                                     | 100,164    | Village President/Mayor | \$88,392         | Yes                                        |                                                                                                                                                                                                                           |
|                                                                     |            | Trustee/Council Member  | \$6,000          |                                            | \$50/day travel + \$100/day for 6 hours or more meeting attendance or \$50 for half day or less + \$130/month tech stipend + \$50 for each day for attendance at any meeting of the Common Council or a committee thereof |
| Milwaukee                                                           | 592,025    | Village President/Mayor | \$147,335        | Yes                                        |                                                                                                                                                                                                                           |
|                                                                     |            | Trustee/Council Member  | \$82,749         |                                            |                                                                                                                                                                                                                           |
| *Rates listed for City of De Pere are the approved 2020-2021 rates. |            |                         |                  |                                            |                                                                                                                                                                                                                           |

### Summary of Position Salaries

|            | <u>Mayor</u> | <u>Alderspersons</u> |
|------------|--------------|----------------------|
| 2000       | \$18,658     | \$5,511              |
| % Increase | 0.00%        | 0.00%                |
| 2001       | \$18,658     | \$5,511              |
| % Increase | 3.00%        | 3.00%                |
| 2002       | \$19,218     | \$5,676              |
| % Increase | 3.00%        | 3.00%                |
| 2003       | \$19,795     | \$5,846              |
| % Increase | 1.50%        | 1.50%                |
| 2004       | \$20,092     | \$5,934              |
| % Increase | 1.50%        | 1.50%                |
| 2005       | \$20,393     | \$6,023              |
| % Increase | 1.50%        | 1.50%                |
| 2006       | \$20,699     | \$6,113              |
| % Increase | 1.50%        | 1.50%                |
| 2007       | \$21,009     | \$6,205              |
| % Increase | 1.50%        | 1.50%                |
| 2008       | \$21,324     | \$6,298              |
| % Increase | 1.50%        | 1.50%                |
| 2009       | \$21,644     | \$6,392              |
| % Increase | 1.50%        | 0.00%                |
| 2010       | \$21,969     | \$6,392              |
| % Increase | 1.50%        | 0.00%                |
| 2011       | \$22,299     | \$6,392              |
| % Increase | 0.00%        | 0.00%                |
| 2012       | \$22,299     | \$6,392              |
| % Increase | 0.00%        | 0.00%                |
| 2013       | \$22,299     | \$6,392              |
| % Increase | 0.00%        | 0.00%                |
| 2014       | 22,299       | 6,392                |
| % Increase | 2.00%        | 2.00%                |
| 2015       | 22,745       | 6,520                |
| % Increase | 2.00%        | 2.00%                |
| 2016       | 23,200       | 6,650                |
| % Increase | 2.00%        | 2.00%                |
| 2017       | 23,664       | 6,783                |
| % Increase | 2.00%        | 2.00%                |
| 2018       | \$24,137     | \$6,919              |
| % Increase | 2.00%        | 2.00%                |
| 2019       | \$24,620     | \$7,057              |
| % Increase | 2.00%        | 2.00%                |
| 2020       | \$25,112     | \$7,198              |
| % Increase | 2.00%        | 2.00%                |
| 2021       | \$25,614     | \$7,342              |
| % Increase | 2.00%        | 2.00%                |



City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** November 4, 2020

**DEPARTMENT:** City Attorney

**FROM:** Angela Zills

**SUBJECT:** Resolution #20-113 Ratifying Mayoral Proclamations Issued From October 3, 2020 Through October 30, 2020.

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**ATTACHMENTS:**

- Reso20-113 (PDF)
- 19th Mayoral Proclamation (PDF)

RESOLUTION #20-113  
RATIFYING MAYORAL PROCLAMATIONS ISSUED  
FROM OCTOBER 3, 2020 THORUGH OCTOBER 30, 2020

WHEREAS, on March 12, 2020, Governor Evers declared a health emergency in the State of Wisconsin in response to the COVID-19 Coronavirus (“COVID-19”); and

WHEREAS, on March 17, 2020, the Common Council of the City of De Pere adopted Resolution #20-34 declaring a state of emergency in the City of De Pere; and

WHEREAS, the emergency power granted to the governing body by Wis. Stat. §323.14(4)(a) includes the general authority to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the local unit of government in the emergency; and

WHEREAS, if, because of the emergency conditions, the governing body of the local unit of government is unable to meet promptly, Resolution #20-34 and Wis. Stat. §323.14(4)(b) grants the Mayor, or in the absence of the Mayor, the Council President, the authority to act by proclamation under Wis. Stats. §323.11 and §323.14(4)(a); and

WHEREAS, any proclamation of the Mayor issued under the authority of Resolution #20-34 and Wis. Stat. §323.14(4)(b) shall be subject to ratification, alteration, modification, or repeal by the Common Council as soon as the Common Council can meet; and

WHEREAS, on April 8, 2020, the Common Council of the City of De Pere ratified eight (8) Mayoral Proclamations issued between March 18, 2020 and April 3, 2020; and

WHEREAS, on May 5, 2020 the Common Council ratified the Ninth Mayoral Proclamation issued on April 28, 2020; and

Resolution #20-113  
Page 2 of 3

WHEREAS, on May 19, 2020, the Common Council of the City of De Pere ratified two (2) Mayoral Proclamations issued between May 1, 2020 and May 15, 2020; and

WHEREAS, on June 2, 2020, the Common Council of the City of De Pere ratified the Twelfth Mayoral Proclamation issued on May 22, 2020; and

WHEREAS, on June 16, 2020, the Common Council of the City of De Pere ratified three (3) Mayoral proclamations issued between May 30, 2020 and June 12, 2020; and

WHEREAS, on July 7, 2020, the Common Council of the City of De Pere ratified the Sixteenth Mayoral Proclamation issued on June 18, 2020; and

WHEREAS, on August 18, 2020, the Common Council of the City of De Pere ratified the Seventeenth Mayoral Proclamation issued on August 7, 2020; and

WHEREAS, on October 6, 2020, the Common Council of the City of De Pere ratified the Eighteenth Mayoral Proclamation issued on September 28, 2020.

WHEREAS, the Nineteenth Mayoral Proclamation was issued on October 27, 2020.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Nineteenth Mayoral Proclamation dated October 27, 2020, Approving Resolution #20-112 Prohibiting the Possession of Weapons at Polling Places, a copy of which is attached and incorporated herein by reference, is hereby confirmed and ratified by the Common Council of the City of De Pere.

Resolution #20-113  
Page 3 of 3

Adopted by the Common Council of the City of De Pere, Wisconsin, this 4<sup>th</sup> day of  
November, 2020.

APPROVED:

\_\_\_\_\_  
James G. Boyd, Mayor

ATTEST:

\_\_\_\_\_  
Carey E. Danen, City Clerk

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

CITY OF DE PERE  
NINETEENTH MAYORAL PROCLAMATION  
OCTOBER 27, 2020

WHEREAS, on March 17, 2020, the Common Council of the City of De Pere adopted Resolution #20-34 declaring a state of emergency in the City of De Pere as a result of COVID-19; and

WHEREAS, the emergency power granted to the governing body by Wis. Stat. §323.14(4)(a) includes the general authority to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the local unit of government in the emergency; and

WHEREAS, if, because of the emergency conditions, the governing body of the local unit of government is unable to meet promptly, Resolution #20-34 and Wis. Stat. §323.14(4)(b) grants the Mayor, or in the absence of the Mayor, the Council President, the authority to act under Wis. Stats. §323.11 and §323.14(4)(a); and

WHEREAS, any proclamation issued under Wis. Stat. § 323.14(4)(b) is subject to ratification, alteration, modification, or repeal by the governing body as soon as that body can meet, but the subsequent action taken by the governing body shall not affect the prior validity of the proclamation; and

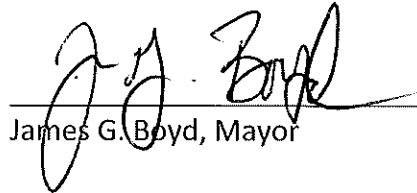
WHEREAS, the City of De Pere has authority to limit the possession of weapons in public buildings, including firearms, pursuant to Wis. Stat. §§ 941.235 and 943.13(1m); and

WHEREAS, the City of De Pere wishes to exercise that authority in order to promote the public safety and the orderly administration of elections.

NOW, THEREFORE, THE MAYOR DOES HEREBY PROCLAIM THAT:

1. Resolution #20-112 prohibiting the possession of weapons as polling places is hereby approved as attached.
2. Any ordinance, resolution, or City policy in conflict with the above proclamation shall be superseded by this proclamation.
3. The above proclamations shall remain in effect until ratified, altered, modified, or repealed by the Common Council at the next meeting.

PROCLAIMED this 27<sup>th</sup> day of October, 2020.



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James G. Boyd, Mayor

**RESOLUTION 20-112  
PROHIBITING THE POSSESSION OF  
WEAPONS AT POLLING PLACES**

WHEREAS, the City of De Pere has authority to limit the possession of weapons in public buildings, including firearms pursuant to Wis. Stat. §§ 941.235 and 943.13(1m); and

WHEREAS, the City of De Pere wishes to exercise that authority in order to promote public safety and the orderly administration of elections.

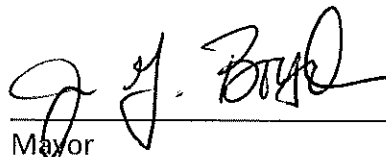
NOW, THEREFORE, BE IT RESOLVED THAT:

The possession of weapons, including firearms, whether concealed or open carry, is hereby prohibited at all polling locations within the City of De Pere during such time and in those areas as said locations are occupied and used for election purposes.

BE IT FURTHER RESOLVED THAT:

The City shall post appropriate signage at all entrances to polling places, which shall provide notice that weapons, including firearms, are prohibited inside and that no one shall enter or remain inside the building while carrying any weapon.

Dated this 27 day of October, 2020.



\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** November 4, 2020

**DEPARTMENT:** City Attorney

**FROM:** Judith Schmidt-Lehman

**SUBJECT:** Resolution #20-114 Suspending 2021 Common Collection Assessment.

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**ATTACHMENTS:**

- Reso20-114 (PDF)
- Mayor & CC Suspend 2021 Solid Waste Assessments 11-4-20 (PDF)

RESOLUTION #20-114  
SUSPENDING 2021 COMMON COLLECTION ASSESSMENT

WHEREAS, states of emergency have been declared in Wisconsin by the Governor Evers in response to the COVID-19 Coronavirus (“COVID-19”); and

WHEREAS, COVID-19 is a respiratory virus that the Center for Disease Control and the World Health Organization both identify as a threat to the public health which can result in serious illness or death, and which is easily spread from person to person; and

WHEREAS, the Common Council adopted Resolution #20-34 under Wis. Stats. §323.11, declaring a state of emergency in the City, finding necessary and expedient for the health, safety, welfare and protection of the residents and visitors in the City to temporarily declare, suspend or modify applicable city ordinances, resolutions or policies in order to meet the needs of the existing extraordinary conditions; and

WHEREAS, the persistent nature of COVID-19 over more than seven (7) months has brought significant economic distress to city businesses, citizens and visitors, particularly to those business owners and employees thereof in the City’s downtown business district such that the City has, among other things, funded programs for no-interest micro-loans and grants, streamlined processes for outdoor dining activities, reduced certain fees, and otherwise sought to retain business activity so vital to the City and its vibrant downtown; and

WHEREAS, pursuant to Section 82-12 De Pere Municipal Code, Common Collection Districts were created in the Downtown Districts for the purpose of constructing, storing and

Resolution #20-114

Page 2 of 2

collecting garbage and recyclable refuse, with funding therefore provided by yearly

assessments levied against the property owners in such Districts; and

WHEREAS, due to the COVID-19 pandemic, the Common Council wishes to fund the Common Collection Districts in 2021 through the general fund (estimated at \$16,000) and suspend Section 82-12(e) De Pere Municipal Code requirement that assessments be levied therefore in order to provide economic support to the businesses and property owners affected thereby.

NOW THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council hereby suspends the requirement in Section 82-12(e) De Pere Municipal Code, that the property owners comprising the Common Collection Districts be assessed the costs of such Collection Districts for 2021.

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 4<sup>th</sup> day of November, 2020.

APPROVED:

\_\_\_\_\_  
James G. Boyd, Mayor

ATTEST:

\_\_\_\_\_  
Carey E. Danen, City Clerk

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

# CITY OF DE PERE MEMO



To: Mayor and City Council

From: Lawrence M. Delo, City Administrator

Date: November 4, 2020

RE: Request to Suspend 2021 Common Collection Services Assessments (Downtown District Refuse/Recyclable Area Service)

The City Administration is recommending the City Council approve Resolution #20-114 to suspend the collection of special assessments applied to businesses utilizing City owned dumpsters for solid waste/recyclables in 2021 due to the economic impact of the COVID-19 pandemic. The City is scheduled to collect approximately \$16,000 in fees from the aforementioned special assessments in calendar year 2021. The proposed 2021 Executive Budget has been adjusted to account for the removal of those assessment fees without impacting municipal services, projects or programs that were previously presented to the City Council at the October 14<sup>th</sup> budget study session.



City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** November 4, 2020

**DEPARTMENT:** City Attorney

**FROM:** Judith Schmidt-Lehman

**SUBJECT:** Resolution #20-115 Terminating Suspension of Overnight Parking Restrictions.

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**ATTACHMENTS:**

- Reso20-115 (PDF)
- Recommendation to Reinstate Overnight Parking Restrictions memo 11-4-20 (PDF)
- Proclamation 3-20-2020-signed (PDF)

RESOLUTION #20-115  
TERMINATING SUSPENSION OF OVERNIGHT PARKING RESTRICTIONS

WHEREAS, on March 12, 2020, Governor Evers declared a health emergency in the State of Wisconsin in response to the COVID-19 Coronavirus (“COVID-19”); and

WHEREAS, on March 17, 2020, the Common Council of the City of De Pere adopted Resolution #20-34 declaring a state of emergency in the City of De Pere; and

WHEREAS, the emergency power granted to the governing body by Wis. Stat. §323.14(4)(a) includes the general authority to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the local unit of government in the emergency; and

WHEREAS, if, because of the emergency conditions, the governing body of the local unit of government is unable to meet promptly, Resolution #20-34 and Wis. Stat. §323.14(4)(b) grants the Mayor, or in the absence of the Mayor, the Council President, the authority to act by proclamation under Wis. Stats. §323.11 and §323.14(4)(a); and

WHEREAS, any proclamation of the Mayor issued under the authority of Resolution #20-34 and Wis. Stat. §323.14(4)(b) shall be subject to ratification, alteration, modification, or repeal by the Common Council as soon as the Common Council can meet; and

WHEREAS, Mayoral Proclamation #2, dated March 20, 2020, suspended De Pere Municipal Code Section 150-22(2) prohibiting overnight parking; and

WHEREAS, on April 8, 2020, the Common Council adopted Resolution #20-35, which ratified Mayoral Proclamation #2; and

Resolution #20-115  
Page 2 of 2

WHEREAS, Department of Public Works staff is concerned that continuing to allow overnight parking will result in negative impacts to snow plowing; and

WHEREAS, the Police Department has expressed a desire to mitigate citizen concerns and various criminal activities related to vehicles parked on city streets overnight.

NOW, THEREFORE, BE IT RESOLVED THAT:

Mayoral Proclamation #2, dated March 20, 2020, and ratified by the Common Council on April 8, 2020, by Resolution #20-35, is hereby repealed and enforcement of De Pere Municipal Code Section 150-22(2) prohibiting overnight parking will resume beginning on November 16, 2020.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 4th day of November, 2020.

APPROVED:

\_\_\_\_\_  
James G. Boyd, Mayor

ATTEST:

\_\_\_\_\_  
Carey E. Danen, City Clerk

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

# CITY OF DE PERE MEMO



To: Mayor and City Council

From: Lawrence M. Delo, City Administrator

Date: November 4, 2020

RE: Request to Reinstate Overnight Parking Restrictions

The City Administration is recommending the City Council approve Resolution #20-115 to reinstate overnight parking restrictions throughout the City effective November 16<sup>th</sup>. This recommendation is based on requests from the Department of Public Works to mitigate negative impacts to snow plowing efficiency by eliminating the need to plow around cars parked on streets and per a request from the Police Department to mitigate citizen concerns about vehicles parked on streets overnight and to mitigate various criminal activities such as vandalism in the downtown.

CITY OF DE PERE  
MAYORAL PROCLAMATION #2  
MARCH 20, 2020

WHEREAS, on March 17, 2020, the Common Council of the City of De Pere adopted Resolution #20-34 declaring a state of emergency in the City of De Pere; and

WHEREAS, the emergency power granted to the governing body by Wis. Stat. §323.14(4)(a) includes the general authority to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the local unit of government in the emergency; and

WHEREAS, if, because of the emergency conditions, the governing body of the local unit of government is unable to meet promptly, Resolution #20-34 and Wis. Stat. §323.14(4)(b) grants the Mayor, or in the absence of the Mayor, the Council President, the authority to act under Wis. Stats. §323.11 and §323.14(4)(a).

NOW, THEREFORE, THE MAYOR DOES HEREBY PROCLAIM THAT:

1. De Pere Municipal Code Section 150-22(2) prohibiting overnight parking is hereby suspended.
2. Any ordinance or resolution in conflict with the above proclamation shall be superseded by this proclamation.
3. The above proclamations shall remain in effect until the Declaration of Emergency is no longer in effect, or until ratified, altered, modified, or repealed by the Common Council at the next meeting.

PROCLAIMED this 20<sup>th</sup> day of March, 2020.

  
Michael J. Walsh, Mayor



## City of De Pere, Wisconsin

### Request For Common Council Action

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**MEETING DATE:** November 4, 2020

**DEPARTMENT:** Economic Development

**FROM:** Daniel Lindstrom

**SUBJECT:** Resolution #20-116 Authorizing \$21,250 Donation to Downtown De Pere Inc. (d/b/a Definitely De Pere) for "Buy Local Marketing Campaign."

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#### ATTACHMENTS:

- Recommendation to Fund Buy Local Marketing Campaign memo 11-4-20 (DOCX)
- Reso 20-116- Donation to Downtown De Pere Buy Local (PDF)
- Resolution 20-116 Attachment A (PDF)

# CITY OF DE PERE MEMO



To: Mayor and City Council

From: Lawrence M. Delo, City Administrator

Date: November 4, 2020

RE: Request to Approve Funding for "Buy Local" Marketing Campaign

The City Administration is recommending the City Council approve Resolution 20-116 to approve funding for the attached "Buy Local" marketing campaign proposed by Definitely De Pere to assist local businesses. Funding for the marketing initiative would be allocated from the City's former revolving loan program fund. This is the same fund that was utilized to provide pandemic loans to businesses earlier this year. Staff is currently working on additional business retention and attraction initiatives and will present those initiatives to the City's Personnel and Finance Committee in November.

RESOLUTION #20-116  
AUTHORIZING \$21,250 DONATION TO DOWNTOWN DE PERE INC.  
(d/b/a DEFINITELY DE PERE) FOR “BUY LOCAL” MARKETING CAMPAIGN

WHEREAS, on March 12, 2020, Governor Evers declared a Health Emergency exists in the State of Wisconsin and on March 17, 2020, the Common Council adopted Resolution #20-24 Declaring a State of Emergency in the City of De Pere in response to the COVID-19 pandemic; and

WHEREAS, the emergency powers granted to the Common Council under Wis. Stats. §323.14 include the general authority to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection and welfare of persons and property within the City in the emergency; and

WHEREAS, the COVID-19 pandemic continues to spread in the community, with infection rates currently reaching record numbers in the City and Brown County; and

WHEREAS, in order to protect the health and well-being of the residents, business owners, property owners, visitors and frequenters in the City of De Pere, the City must avail itself of all resources needed to respond to this emergency; and

WHEREAS, De Pere’s downtown businesses, which are vital to a live and vibrant commercial business district, have been instrumental in creating a thriving downtown known for its unique mix of locally grown commercial, office and hospitality businesses; and

WHEREAS, the city’s 240 downtown small businesses continue to be particularly hard hit by the COVID-19 pandemic; and

Resolution #20-116  
Page 2 of 3

WHEREAS, Definitely De Pere proposes to launch an aggressive “Buy Local” marketing campaign to encourage continued support of these vital downtown businesses particularly during this time of year when many businesses see needed additional foot traffic into their establishments; and

WHEREAS, the details of the components of the “Buy Local” campaign are found in the attached Addendum A from Definitely De Pere;

WHEREAS, Definitely De Pere has requested that the City donate the \$21,250 needed to get the marketing campaign underway as soon as possible; and

WHEREAS, the Common Council believes that it is necessary and expedient for the health, safety, protection and welfare of the persons and property within the City that the requested funds be donated to Downtown De Pere Inc., and further specifically finds that the public interest in maintaining a strong, vibrant and diverse downtown will be furthered and benefit by and through such donation.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council hereby authorizes and directs that donation in the amount of up to \$21,250 be donated to Downtown De Pere for the purposes described in Attachment A.

BE IT FURTHER RESOLVED THAT:

As authorized by Resolution #19-85, the funds for this donation shall be drawn from the designated Revolving Loan Fund established upon the closure of the Community Block Grant Funded Revolving Loan Fund Program.

Resolution #20-116  
Page 3 of 3

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 4<sup>th</sup> day of  
November, 2020.

APPROVED:

\_\_\_\_\_  
James G. Boyd, Mayor

ATTEST:

\_\_\_\_\_  
Carey E. Danen, City Clerk

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Committee Approval: not reviewed by committee

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## DEFINITELY DE PERE

# BUY LOCAL MARKETING CAMPAIGN

Promote economic growth by attracting people and dollars to downtown

### Overview

Definitely De Pere is requesting funds to develop a comprehensive marketing plan that focuses on retaining existing businesses during this unprecedented time. Marketing plays an important role in economic development and is more critical than ever. To help support our downtown businesses and promote local spending, we are creating a number of initiatives designed to connect customers to our retail shops and restaurants in order to strengthen downtown's economic assets.

Small businesses are struggling as customers turn to online shopping, and giant retailers are dominating the online experience. Based on a national survey, 75% of people will shop and browse online more this holiday season, 66% of people want to shop more local, and 70% of people will start their holiday shopping earlier. We conducted a survey to downtown business owners to gain feedback as we develop initiatives to best assist them with their critical needs due to the impact COVID-19 has had on their business. With this information, we are able to better understand the hardships they face and design these programs to directly support them.

Below are the initiatives that we are developing. We have identified budget needs to fully execute the plan and prepare for a November 9, 2020 launch date. Major elements of the campaign focus on increasing customer base and generating revenue during the the holiday season and beyond.

### Campaign Elements

**Downtown De Pere Website** | Attract customers through a new website that provides a fast, direct and practical way to shop and order online for delivery, curbside pickup, private appointments, etc.  
Cost: **\$6,000**

**Business Gift Cards** | A gift card purchase page on the website that will allow guests to purchase gift cards to individual businesses in one place. Cost: **\$3,000**

**Video Marketing** | Create a video marketing strategy to highlight downtown businesses to keep customers engaged. Videos will be distributed to local TV stations as PSAs and be viewable on all social media outlets. Cost: **\$6,000**

**Direct Mail Postcard** | Design a direct mailer that will be sent out to all De Pere households to promote the importance of buying local and to drive traffic to downtown businesses through the new website portal. Cost: **\$3,500**

**Additional Activities** | Create a holiday gift guide to highlight special gifts. Invest in digital advertising. Print collateral material including posters and flyers. Cost: **\$2,750**

**Total Buy Local Marketing Campaign Budget: \$21,250**

*Earlier this year City Council approved a \$50,000 allocation to Definitely De Pere to support businesses hit hardest by the pandemic. Definitely De Pere created an emergency COVID-19 small business relief grant program. The initial funding was allocated as a 1:1 match of private dollars raised. We successfully raised \$28,750 during what proved to be a challenging fundraising environment. We are respectfully requesting the remaining \$21,250 of the original \$50,000 allocation to support the Buy Local Marketing Campaign.*

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**City of De Pere, Wisconsin**

**Request For Common Council Action**

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**MEETING DATE:** November 4, 2020

**DEPARTMENT:** City Clerk

**FROM:** Carey Danen

**SUBJECT:** Voucher approval.

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**ATTACHMENTS:**

- 11-4-2020 VOUCHERS (PDF)

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| 7551   | AD GREENROOF LLC<br>I-1227                                                                              | AD GREENROOF LLC                                                                                                                                                                                                                    | R                               | 11/04/2020                                                                                     |          | 1,100.00CR                                                                       | 093764                                                             | 1,100.00                         |
| 8253   | ANDREW AHOLA<br>I-202010241123                                                                          | ANDREW AHOLA                                                                                                                                                                                                                        | R                               | 11/04/2020                                                                                     |          | 567.00CR                                                                         | 093765                                                             | 567.00                           |
| 0302   | AIRGAS USA LLC<br>I-9973788319                                                                          | AIRGAS USA LLC                                                                                                                                                                                                                      | R                               | 11/04/2020                                                                                     |          | 245.82CR                                                                         | 093766                                                             | 245.82                           |
| 0849   | AMBROSIUS CONCRETE SUPPLIES INC<br>I-412830                                                             | AMBROSIUS CONCRETE SUPPLIES IN                                                                                                                                                                                                      | R                               | 11/04/2020                                                                                     |          | 158.60CR                                                                         | 093767                                                             | 158.60                           |
| 7873   | AMERICAN CONSERVATION & BILLING SOLUTIONS<br>I-11740                                                    | AMERICAN CONSERVATION & BILLIN                                                                                                                                                                                                      | R                               | 11/04/2020                                                                                     |          | 1,042.00CR                                                                       | 093768                                                             | 1,042.00                         |
| 5096   | AMERILUX INTERNATIONAL LLC<br>I-100261                                                                  | AMERILUX INTERNATIONAL LLC                                                                                                                                                                                                          | R                               | 11/04/2020                                                                                     |          | 3,600.00CR                                                                       | 093769                                                             | 3,600.00                         |
| 8254   | LEVI ANSELL<br>I-202010241124                                                                           | LEVI ANSELL                                                                                                                                                                                                                         | R                               | 11/04/2020                                                                                     |          | 479.00CR                                                                         | 093770                                                             | 479.00                           |
| 1260   | BADGER CONCRETE LIFTING<br>I-20-19 (1) FINAL                                                            | BADGER CONCRETE LIFTING                                                                                                                                                                                                             | R                               | 11/04/2020                                                                                     |          | 2,900.00CR                                                                       | 093771                                                             | 2,900.00                         |
| 0020   | BADGERLAND PRINTING INC<br>I-35696<br>I-35723                                                           | BADGERLAND PRINTING INC<br>BADGERLAND PRINTING INC                                                                                                                                                                                  | R<br>R                          | 11/04/2020<br>11/04/2020                                                                       |          | 361.00CR<br>378.68CR                                                             | 093772<br>093772                                                   | <br>739.68                       |
| 8255   | BRANDON BAKER<br>I-202010241125                                                                         | BRANDON BAKER                                                                                                                                                                                                                       | R                               | 11/04/2020                                                                                     |          | 491.00CR                                                                         | 093773                                                             | 491.00                           |
| 6404   | BAY AREA TESTING & CONSULTING LLC<br>I-4332<br>I-4333<br>I-4334<br>I-4335<br>I-4336<br>I-4337<br>I-4338 | BAY AREA TESTING & CONSULTING<br>BAY AREA TESTING & CONSULTING<br>BAY AREA TESTING & CONSULTING<br>BAY AREA TESTING & CONSULTING<br>BAY AREA TESTING & CONSULTING<br>BAY AREA TESTING & CONSULTING<br>BAY AREA TESTING & CONSULTING | R<br>R<br>R<br>R<br>R<br>R<br>R | 11/04/2020<br>11/04/2020<br>11/04/2020<br>11/04/2020<br>11/04/2020<br>11/04/2020<br>11/04/2020 |          | 215.50CR<br>404.75CR<br>203.00CR<br>160.50CR<br>861.60CR<br>762.75CR<br>769.60CR | 093774<br>093774<br>093774<br>093774<br>093774<br>093774<br>093774 | <br><br><br><br><br><br>3,377.70 |
| 0027   | BAY TOWEL INC<br>I-4046020<br>I-4046021                                                                 | BAY TOWEL INC<br>BAY TOWEL INC                                                                                                                                                                                                      | R<br>R                          | 11/04/2020<br>11/04/2020                                                                       |          | 194.71CR<br>95.82CR                                                              | 093775<br>093775                                                   | <br>290.53                       |

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| 1315   | BELLIN HEALTH<br>I-MB5196                                       | BELLIN HEALTH                                                                                      | R             | 11/04/2020                             |          | 9.27CR                          | 093776                     | 9.27            |
| 1532   | BOBCAT PLUS INC<br>I-EG06735                                    | BOBCAT PLUS INC                                                                                    | R             | 11/04/2020                             |          | 11,900.00CR                     | 093777                     | 11,900.00       |
| 8256   | BEN BOBINSKI<br>I-202010241126                                  | BEN BOBINSKI                                                                                       | R             | 11/04/2020                             |          | 519.00CR                        | 093778                     | 519.00          |
| 8257   | NATHAN BORLEE<br>I-202010241127                                 | NATHAN BORLEE                                                                                      | R             | 11/04/2020                             |          | 499.00CR                        | 093779                     | 499.00          |
| 3008   | BOUND TREE MEDICAL LLC<br>I-83807517<br>I-83811027              | BOUND TREE MEDICAL LLC<br>BOUND TREE MEDICAL LLC                                                   | R<br>R        | 11/04/2020<br>11/04/2020               |          | 959.70CR<br>1,163.88CR          | 093780<br>093780           | <br>2,123.58    |
| 0042   | BROWN COUNTY HIGHWAY DEPARTMENT<br>I-330874                     | BROWN COUNTY HIGHWAY DEPARTMEN                                                                     | R             | 11/04/2020                             |          | 685.44CR                        | 093781                     | 685.44          |
| 0536   | CDW GOVERNMENT INC<br>I-2709516<br>I-2712765                    | CDW GOVERNMENT INC<br>CDW GOVERNMENT INC                                                           | R<br>R        | 11/04/2020<br>11/04/2020               |          | 6,354.92CR<br>37.59CR           | 093782<br>093782           | <br>6,392.51    |
| 2708   | CLEANING SOLUTION SERVICES INC<br>I-20892<br>I-20893<br>I-20895 | CLEANING SOLUTION SERVICES INC<br>CLEANING SOLUTION SERVICES INC<br>CLEANING SOLUTION SERVICES INC | R<br>R<br>R   | 11/04/2020<br>11/04/2020<br>11/04/2020 |          | 104.80CR<br>76.69CR<br>193.56CR | 093783<br>093783<br>093783 | <br><br>375.05  |
| 6414   | COMMUNICATIONS ENGINEERING CO<br>I-346745                       | COMMUNICATIONS ENGINEERING CO                                                                      | R             | 11/04/2020                             |          | 595.00CR                        | 093784                     | 595.00          |
| 8026   | COTTINGHAM & BUTLER INS SERV INC - CDC<br>I-194470              | COTTINGHAM & BUTLER INS SERV I                                                                     | R             | 11/04/2020                             |          | 250.00CR                        | 093785                     | 250.00          |
| 0217   | COUNTRY VISIONS COOPERATIVE<br>I-202010241128<br>I-202010241129 | COUNTRY VISIONS COOPERATIVE<br>COUNTRY VISIONS COOPERATIVE                                         | R<br>R        | 11/04/2020<br>11/04/2020               |          | 23.50CR<br>6.48CR               | 093786<br>093786           | <br>29.98       |
| 8258   | PETE DEWAR<br>I-202010241130                                    | PETE DEWAR                                                                                         | R             | 11/04/2020                             |          | 539.00CR                        | 093787                     | 539.00          |
| 8259   | TERRELL EDINGER<br>I-202010241131                               | TERRELL EDINGER                                                                                    | R             | 11/04/2020                             |          | 511.00CR                        | 093788                     | 511.00          |

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| 0085   | EMERGENCY MEDICAL PRODUCTS INC<br>I-2206215                | EMERGENCY MEDICAL PRODUCTS INC                                   | R             | 11/04/2020               |          | 287.78CR             | 093789           | 287.78          |
| 8260   | JORDEN FIFIELD<br>I-202010241132                           | JORDEN FIFIELD                                                   | R             | 11/04/2020               |          | 539.00CR             | 093790           | 539.00          |
| 0096   | FIRE APPARATUS & EQUIPMENT INC<br>I-20939                  | FIRE APPARATUS & EQUIPMENT INC                                   | R             | 11/04/2020               |          | 369.18CR             | 093791           | 369.18          |
| 7635   | GOLDEN WEST INDUSTRIAL SUPPLY<br>I-2105604                 | GOLDEN WEST INDUSTRIAL SUPPLY                                    | R             | 11/04/2020               |          | 268.77CR             | 093792           | 268.77          |
| 6923   | GORDON FLESCH COMPANY INC.<br>I-IN13088503<br>I-PR10003459 | GORDON FLESCH COMPANY INC.<br>GORDON FLESCH COMPANY INC.         | R<br>R        | 11/04/2020<br>11/04/2020 |          | 173.00CR<br>62.00CR  | 093793<br>093793 | 235.00          |
| 0116   | GRAINGER INC<br>I-9685710791                               | GRAINGER INC                                                     | R             | 11/04/2020               |          | 13.68CR              | 093794           | 13.68           |
| 0124   | GREEN BAY CITY TREASURER<br>I-137109                       | GREEN BAY CITY TREASURER                                         | R             | 11/04/2020               |          | 684.00CR             | 093795           | 684.00          |
| 2947   | MATTHEW GUTH<br>I-202010241133<br>I-202010241134           | MATTHEW GUTH<br>MATTHEW GUTH                                     | R<br>R        | 11/04/2020<br>11/04/2020 |          | 78.73CR<br>62.79CR   | 093796<br>093796 | 141.52          |
| 8261   | TANNER HACKL<br>I-202010241135                             | TANNER HACKL                                                     | R             | 11/04/2020               |          | 391.00CR             | 093797           | 391.00          |
| 6209   | RUSS HOLCOMB<br>I-202010241136                             | RUSS HOLCOMB                                                     | R             | 11/04/2020               |          | 38.80CR              | 093798           | 38.80           |
| 5535   | HOLUBAR CONST CO INC<br>I-4613                             | HOLUBAR CONST CO INC                                             | R             | 11/04/2020               |          | 4,675.00CR           | 093799           | 4,675.00        |
| 5674   | HOME TEAM SPORTS & APPAREL INC<br>I-39043                  | HOME TEAM SPORTS & APPAREL INC                                   | R             | 11/04/2020               |          | 332.91CR             | 093800           | 332.91          |
| 1252   | HURCKMAN MECHANICAL INDUSTRIES INC<br>I-W33308<br>I-W33309 | HURCKMAN MECHANICAL INDUSTRIES<br>HURCKMAN MECHANICAL INDUSTRIES | R<br>R        | 11/04/2020<br>11/04/2020 |          | 685.48CR<br>201.00CR | 093801<br>093801 | 886.48          |

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| 7069   | IEI GENERAL CONTRACTORS INC.<br>I-12716                                                                            | IEI GENERAL CONTRACTORS INC.                                                                                 | R             | 11/04/2020    |          | 8,724.00CR                                                                              | 093802                                                                       | 8,724.00                             |
| 1399   | INDOFF INC<br>I-3410425<br>I-3411299<br>I-3413009<br>I-3414181<br>I-3414425<br>I-3414958<br>I-3415404<br>I-3415783 | INDOFF INC<br>INDOFF INC<br>INDOFF INC<br>INDOFF INC<br>INDOFF INC<br>INDOFF INC<br>INDOFF INC<br>INDOFF INC | R             | 11/04/2020    |          | 151.43CR<br>70.79CR<br>41.08CR<br>354.90CR<br>87.78CR<br>5.35CR<br>119.67CR<br>288.84CR | 093803<br>093803<br>093803<br>093803<br>093803<br>093803<br>093803<br>093803 | <br><br><br><br><br><br><br>1,119.84 |
| 6809   | JACK'S MAINTENANCE SERVICE INC.<br>I-52775                                                                         | JACK'S MAINTENANCE SERVICE INC                                                                               | R             | 11/04/2020    |          | 420.00CR                                                                                | 093804                                                                       | 420.00                               |
| 8262   | JEREMY KRALOVETZ<br>I-202010241137                                                                                 | JEREMY KRALOVETZ                                                                                             | R             | 11/04/2020    |          | 559.00CR                                                                                | 093805                                                                       | 559.00                               |
| 0153   | LAFORCE INC<br>I-1144292<br>I-1144407                                                                              | LAFORCE INC<br>LAFORCE INC                                                                                   | R             | 11/04/2020    |          | 448.00CR<br>72.38CR                                                                     | 093806<br>093806                                                             | <br>520.38                           |
| 7082   | LEE RECREATION LLC<br>I-13089-20                                                                                   | LEE RECREATION LLC                                                                                           | R             | 11/04/2020    |          | 1,665.00CR                                                                              | 093807                                                                       | 1,665.00                             |
| 1443   | MARTIN SYSTEMS INC<br>I-201945                                                                                     | MARTIN SYSTEMS INC                                                                                           | R             | 11/04/2020    |          | 377.75CR                                                                                | 093808                                                                       | 377.75                               |
| 2713   | MAU & ASSOCIATES<br>I-27424                                                                                        | MAU & ASSOCIATES                                                                                             | R             | 11/04/2020    |          | 240.00CR                                                                                | 093809                                                                       | 240.00                               |
| 8264   | CHRIS MC KEEFRY<br>I-202010241139                                                                                  | CHRIS MC KEEFRY                                                                                              | R             | 11/04/2020    |          | 587.00CR                                                                                | 093810                                                                       | 587.00                               |
| 0173   | MENARDS INC<br>I-73359<br>I-73480B<br>I-73710<br>I-73784                                                           | MENARDS INC<br>MENARDS INC<br>MENARDS INC<br>MENARDS INC                                                     | R             | 11/04/2020    |          | 195.95CR<br>521.95CR<br>2.49CR<br>35.22CR                                               | 093811<br>093811<br>093811<br>093811                                         | <br><br><br>755.61                   |
| 1630   | BRIAN MITCHELL<br>I-2906                                                                                           | BRIAN MITCHELL                                                                                               | R             | 11/04/2020    |          | 37.50CR                                                                                 | 093812                                                                       | 37.50                                |

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| 8265   | JORDAN MORTENSON<br>I-202010241140       | JORDAN MORTENSON              | R             | 11/04/2020    |          | 567.00CR     | 093813       | 567.00          |
| 8266   | MOTOROLA SOLUTIONS INC<br>I-16124350     | MOTOROLA SOLUTIONS INC        | R             | 11/04/2020    |          | 165,011.00CR | 093814       | 165,011.00      |
| 1475   | MUNICODE<br>I-349904                     | MUNICODE                      | R             | 11/04/2020    |          | 1,495.84CR   | 093815       | 1,495.84        |
| 8267   | SIMON NAMMYCHAI<br>I-202010241141        | SIMON NAMMYCHAI               | R             | 11/04/2020    |          | 527.00CR     | 093816       | 527.00          |
| 8263   | NICK KREILING<br>I-202010241138          | NICK KREILING                 | R             | 11/04/2020    |          | 731.00CR     | 093817       | 731.00          |
| 8268   | JEFF NORDGAARD<br>I-202010241142         | JEFF NORDGAARD                | R             | 11/04/2020    |          | 451.00CR     | 093818       | 451.00          |
| 3250   | NORTHERN LAKE SERVICE<br>I-389032        | NORTHERN LAKE SERVICE         | R             | 11/04/2020    |          | 80.00CR      | 093819       | 80.00           |
| 0499   | PACK AND SHIP LLC<br>I-235359            | PACK AND SHIP LLC             | R             | 11/04/2020    |          | 15.38CR      | 093820       | 15.38           |
| 0395   | PRO ONE JANITORIAL INC<br>I-164973       | PRO ONE JANITORIAL INC        | R             | 11/04/2020    |          | 1,425.00CR   | 093821       | 1,425.00        |
| 0220   | QUILL CORP<br>I-11502974                 | QUILL CORP                    | R             | 11/04/2020    |          | 183.18CR     | 093822       | 183.18          |
| 8269   | DEREK RHODES<br>I-202010241144           | DEREK RHODES                  | R             | 11/04/2020    |          | 547.00CR     | 093823       | 547.00          |
| 0158   | ROBERT E LEE & ASSOCIATES INC<br>I-78320 | ROBERT E LEE & ASSOCIATES INC | R             | 11/04/2020    |          | 157.50CR     | 093824       | 157.50          |
| 7596   | ROCKEY FENCE LLC<br>I-2020072            | ROCKEY FENCE LLC              | R             | 11/04/2020    |          | 450.00CR     | 093825       | 450.00          |
| 5867   | COREY RODEWALD<br>I-202010241143         | COREY RODEWALD                | R             | 11/04/2020    |          | 37.22CR      | 093826       | 37.22           |

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| 8270   | RAY SCHNEIDER                      |                                |               |               |          |             |              |                 |
|        | I-202010241145                     | RAY SCHNEIDER                  | R             | 11/04/2020    |          | 499.00CR    | 093827       | 499.00          |
| 0267   | TRAFFIC & PARKING CONTROL INC      |                                |               |               |          |             |              |                 |
|        | I-I658196                          | TRAFFIC & PARKING CONTROL INC  | R             | 11/04/2020    |          | 785.00CR    | 093828       |                 |
|        | I-I678634                          | TRAFFIC & PARKING CONTROL INC  | R             | 11/04/2020    |          | 24,550.00CR | 093828       |                 |
|        | I-I680855                          | TRAFFIC & PARKING CONTROL INC  | R             | 11/04/2020    |          | 636.50CR    | 093828       |                 |
|        | I-I681035                          | TRAFFIC & PARKING CONTROL INC  | R             | 11/04/2020    |          | 28,504.43CR | 093828       |                 |
|        | I-I681097                          | TRAFFIC & PARKING CONTROL INC  | R             | 11/04/2020    |          | 113.95CR    | 093828       | 54,589.88       |
| 0272   | UNIFORM SHOPPE INC                 |                                |               |               |          |             |              |                 |
|        | I-303966                           | UNIFORM SHOPPE INC             | R             | 11/04/2020    |          | 16.00CR     | 093829       | 16.00           |
| 0277   | VAN'S FIRE & SAFETY INC            |                                |               |               |          |             |              |                 |
|        | I-4140384                          | VAN'S FIRE & SAFETY INC        | R             | 11/04/2020    |          | 216.00CR    | 093830       | 216.00          |
| 7210   | VANDEN PLAS PORTABLE SOLUTIONS LLC |                                |               |               |          |             |              |                 |
|        | I-2288                             | VANDEN PLAS PORTABLE SOLUTIONS | R             | 11/04/2020    |          | 133.00CR    | 093831       |                 |
|        | I-2360                             | VANDEN PLAS PORTABLE SOLUTIONS | R             | 11/04/2020    |          | 181.00CR    | 093831       |                 |
|        | I-2508                             | VANDEN PLAS PORTABLE SOLUTIONS | R             | 11/04/2020    |          | 346.00CR    | 093831       |                 |
|        | I-3279                             | VANDEN PLAS PORTABLE SOLUTIONS | R             | 11/04/2020    |          | 133.00CR    | 093831       | 793.00          |
| 8271   | JOE VANDENAVOND                    |                                |               |               |          |             |              |                 |
|        | I-202010241146                     | JOE VANDENAVOND                | R             | 11/04/2020    |          | 431.00CR    | 093832       | 431.00          |
| 2098   | TRAVIS VISSERS                     |                                |               |               |          |             |              |                 |
|        | I-202010241147                     | TRAVIS VISSERS                 | R             | 11/04/2020    |          | 419.00CR    | 093833       | 419.00          |
| 8272   | CHAD WATTERUD                      |                                |               |               |          |             |              |                 |
|        | I-202010241148                     | CHAD WATTERUD                  | R             | 11/04/2020    |          | 37.38CR     | 093834       | 37.38           |
| 7527   | WI DEPT OF JUSTICE                 |                                |               |               |          |             |              |                 |
|        | I-455TIME-0000009525               | WI DEPT OF JUSTICE             | R             | 11/04/2020    |          | 744.00CR    | 093835       | 744.00          |
| 6469   | WI DOCUMENT IMAGING                |                                |               |               |          |             |              |                 |
|        | I-115730                           | WI DOCUMENT IMAGING            | R             | 11/04/2020    |          | 1,200.23CR  | 093836       | 1,200.23        |

\* \* T O T A L S \* \*

NO#

DISCOUNTS

CHECK AMT

TOTAL APPLIED

REGULAR CHECKS:

73

0.00

293,912.97

293,912.97

HANDWRITTEN CHECKS:

0

0.00

0.00

0.00

PRE-WRITE CHECKS:

0

0.00

0.00

0.00

DRAFTS:

0

0.00

0.00

0.00

VOID CHECKS:

0

0.00

0.00

0.00

NON CHECKS:

0

0.00

0.00

0.00

CORRECTIONS:

0

0.00

0.00

0.00

REGISTER TOTALS:

73

0.00

293,912.97

293,912.97

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

10/28/2020 7:46 AM

A / P CHECK REGISTER

PAGE: 7

PACKET: 06412 NOV 2020 COUNCIL 11-4-20

VENDOR SET: 01

\*\*\*\* CHECK LISTING \*\*\*\*

BANK : AP ASSOCIATED

| VENDOR | NAME / I.D. | DESC | CHECK<br>TYPE | CHECK<br>DATE | DISCOUNT | AMOUNT | CHECK<br>NO# | CHECK<br>AMOUNT |
|--------|-------------|------|---------------|---------------|----------|--------|--------------|-----------------|
|--------|-------------|------|---------------|---------------|----------|--------|--------------|-----------------|

\*\* POSTING PERIOD RECAP \*\*

| FUND  | PERIOD  | AMOUNT       |
|-------|---------|--------------|
| 100   | 11/2020 | 214,514.94CR |
| 201   | 11/2020 | 555.65CR     |
| 291   | 11/2020 | 2,337.50CR   |
| 292   | 11/2020 | 2,337.50CR   |
| 405   | 11/2020 | 59,489.63CR  |
| 415   | 11/2020 | 11,900.00CR  |
| 601   | 11/2020 | 2,420.36CR   |
| 650   | 11/2020 | 357.39CR     |
| ===== |         |              |
| ALL   |         | 293,912.97CR |



City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** November 4, 2020

**DEPARTMENT:** City Clerk

**FROM:** Carey Danen

**SUBJECT:** COVID-19 update from Health Department.

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City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** November 4, 2020

**DEPARTMENT:** City Clerk

**FROM:** Carey Danen

**SUBJECT:** Future agenda items.

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