



Common Council

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Agenda

Tuesday, November 1, 2016

7:30 PM

De Pere City Hall Council Chambers

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 1, 2016** at **7:30 PM** in the **De Pere City Hall Council Chambers**, 335 S. Broadway Street, De Pere, WI 54115.

This meeting can be viewed LIVE on TW Cable Channel 4; AT&T U-verse Channel 99; www.depere.tv. This meeting is also rebroadcast on TV throughout the week and available on demand at www.depere.tv.

Call to order.

1. Roll call.
2. Pledge of allegiance to the Flag.
3. Approval of the Minutes of the October 18, 2016 Common Council Meeting.
4. Public comment upon matters not on the agenda or other announcements.
5. Recommendation from the License Committee on an Application for a Class "B" Beer and "Class B" Liquor License for Virgola Green Bay, LLC (DBA Virgola), 115 N. Broadway St. Submitted by Virgola Green Bay, LLC, Agent: Jonathan J. Korte, 3701 Delahaut St, Green Bay, WI.
6. Recommendation from the License Committee on a Renewal Application for a Class "B" Fermented Malt Beverage License for De Pere Deacons Hockey Team, Inc (DBA De Pere Deacons Hockey Team), 1450 Fort Howard Av. Submitted by De Pere Deacons Hockey Team, Inc, Agent: David E. Lepp, 1403 Quinnette Ln, De Pere, WI.
7. Consideration of Ordinance Changes to Historic Preservation Ordinance (referred back to staff).
 - A. Ordinance #16-23A, Amending Various Provisions of Chapter 38 De Pere Municipal Code Regarding Historic Preservation in Compliance with 2015 Wisconsin Act 176.
 - B. Ordinance #16-23B, Amending Various Provisions of Chapter 38 De Pere Municipal Code Regarding Historic Preservation for Continued Certified Local Government Status.
 - C. Ordinance #16-23B2.0, Amending Various Provisions of Chapter 38 De Pere Municipal Code Regarding Historic Preservation In Compliance With 2015 Wisconsin Act 176 and for Continued Certified Local Government Status.
8. Resolution #16-110, Adopting Operating Plan for City of De Pere Business Improvement District #1 (Business Improvement District 2017 Operating Plan - Year Three).
9. Voucher Approval.
10. Operator License Applications.
11. Future agenda items.

12. Adjournment.

Lawrence M. Delo
City Administrator

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

Agenda Sent To:

Alderspersons
Mayor
City Administrator
Department Heads
TV, Newspaper & Radio Stations
Kress Family Library
De Pere Chamber of Commerce
Jonathan Korte
David Lepp
Tina Quigley

City of De Pere, Wisconsin**Request For Common Council Action**

MEETING DATE: November 1, 2016

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Approval of the Minutes of the October 18, 2016 Common Council Meeting.

ATTACHMENTS:

- 10-18-2016 Common Council Minutes (DOC)



Common Council

Regular Meeting

335 South Broadway
De Pere, WI 54115
<http://www.de-pere.org>

Draft Minutes

Tuesday, October 18, 2016

7:30 PM

De Pere City Hall Council Chambers

1. Call to order: The Common Council Meeting was called to order on October 18, 2016 at 7:30 PM De Pere City Hall Council Chambers, 335 S. Broadway Street, De Pere, WI.

Attendee Name	Title	Status
Michael J. Walsh	Mayor	Present
James Boyd	Alderman	Present
Dan Carpenter	Alderman	Present
Scott Crevier	Alderman	Present
Michael Donovan	Alderman	Present
Ryan Jennings	Alderman	Excused
Larry Lueck	Alderman	Present
Dean Raasch	Alderman	Excused
Lisa Rafferty	Alderman	Present

2. Pledge of allegiance to the Flag.
3. Approval of the Minutes of the October 4, 2016 Common Council Meeting

RESULT: ADOPTED [UNANIMOUS]
MOVER: Larry Lueck, Alderman
SECONDER: Lisa Rafferty, Alderman
AYES: Boyd, Carpenter, Crevier, Donovan, Lueck, Rafferty
EXCUSED: Ryan Jennings, Dean Raasch

4. Public comment upon matters not on the agenda or other announcements. None.
5. Recommendation from the Finance Committee to approve changes to the Community Service Grant Distributions.

RESULT: ADOPTED [5 TO 1]
MOVER: Lisa Rafferty, Alderman
SECONDER: Scott Crevier, Alderman
AYES: Boyd, Carpenter, Crevier, Lueck, Rafferty
NAYS: Michael Donovan
EXCUSED: Ryan Jennings, Dean Raasch

6. Consideration of Ordinance Changes to Historic Preservation Ordinance (second reading).

Mayor Walsh referenced the recommendation from the Historic Preservation Commission (HPC) to refer the ordinances back to staff for changes. Alderman Donovan moved, seconded by Alderman Boyd to refer the ordinances back to staff. Alderman Lueck moved, seconded by Alderman Boyd to open the meeting. Upon vote, motion carried unanimously. Mayor Walsh read the recommendation from the HPC so that anyone wishing to speak would understand what had occurred at the HPC meeting the night before.

Attachment: 10-18-2016 Common Council Minutes (5255 : Approval of the Minutes of the October 18, 2016 Common Council Meeting.)

Tina Metzler came forward and asked what exactly was being approved with these ordinance changes. City Economic and Planning Director Kim Flom explained that the changes are required to maintain Certified Local Government (CLG) status with the state, which allows the HPC to apply for federally funded grants for projects. Tina Metzler asked about the level of control this grants the HPC when it comes to regulating changes made to historic homes. City Attorney Judy Schmidt-Lehman explained that only a property with a local historic designation would have to submit changes for approval to the HPC. There are no locally designated historic homes or neighborhoods in the City of De Pere.

Mary Baeten came forward and shared her concern that because her neighborhood is designated at the state and federal level, this will make it easier for the HPC to decide to designate their neighborhood locally. City Attorney Judy Schmidt-Lehman explained that there is a relatively comprehensive process with a number of layers in the ordinance that must be followed before a local district can be designated. City Economic Development and Planning Director Kim Flom explained that the revisions discussed at the HPC meeting would add an extra step in the process so that they would not have the final say in any local historic designations.

David Duquette came forward and asked about the letters received by residents with the proposed changes and why those changes were made. City Economic Development and Planning Director Kim Flom explained that it wasn't the desire of the HPC to make these ordinance changes, but as a CLG there were requirements changed by the state that the City had to make at the local level.

Aldersperson Donovan moved, seconded by Aldersperson Boyd to close the meeting. Upon vote, motion carried unanimously.

Upon vote on the motion to refer back to staff, motion carried unanimously.

A. Ordinance #16-23A, Amending Various Provisions of Chapter 38 De Pere Municipal Code Regarding Historic Preservation in Compliance with 2015 Wisconsin Act 176.

B. Ordinance #16-23B, Amending Various Provisions of Chapter 38 De Pere Municipal Code Regarding Historic Preservation for Continued Certified Local Government Status.

7. Ordinance #16-24 Amending §150-15 De Pere Municipal Code Regarding Heavy Traffic Route

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Dan Carpenter, Aldersperson
SECONDER:	Larry Lueck, Aldersperson
AYES:	Boyd, Carpenter, Crevier, Donovan, Lueck, Rafferty
EXCUSED:	Ryan Jennings, Dean Raasch

8. Resolution #16-109 Authorizing Tax Refund (Terhar)

City Attorney Judy Schmidt-Lehman explained that the recommendation from Finance Committee was to reimburse Robert Terhar for 2014 and 2015 in the amount of \$104.78 and \$103.85, respectively. Aldersperson Carpenter asked if this amount is just the City portion of property taxes; City Attorney Judy Schmidt-Lehman explained that we would be reimbursing the amount of all taxing jurisdictions.

Aldersperson Boyd moved, seconded by Aldersperson Carpenter to open the meeting. Upon vote, motion carried unanimously.

Robert Terhar came forward and explained the error that occurred and resulted in his property being assessed for one acre, when his property is actually approximately .08 acres. He explained that he is requesting a reimbursement of overpaid taxes from 2005-2015.

Alderson Donovan moved, seconded by Alderson Rafferty to close the meeting. Upon vote, motion carried unanimously.

Discussion followed regarding the City's ability to charge back the portion of the reimbursement from the other taxing jurisdictions, City Attorney Judy Schmidt-Lehman explained that with the claim being untimely, we are unable to charge back their portion.

RESULT:	ADOPTED [5 TO 1]
MOVER:	James Boyd, Alderson
SECONDER:	Lisa Rafferty, Alderson
AYES:	Boyd, Carpenter, Donovan, Lueck, Rafferty
NAYS:	Scott Crevier
EXCUSED:	Ryan Jennings, Dean Raasch

9. Consideration of Awarding Police Roof Replacement Contract to Walsdorf Roofing Company Inc. in the amount of \$62,800.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Larry Lueck, Alderson
SECONDER:	Lisa Rafferty, Alderson
AYES:	Boyd, Carpenter, Crevier, Donovan, Lueck, Rafferty
EXCUSED:	Ryan Jennings, Dean Raasch

10. Recommendation from the Finance Committee to approve transfer of funds from Unassigned Reserves to deliver HVAC services to the Video Production Office (VPO) located on the back wall of the City of De Pere Council Chamber.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderson
SECONDER:	Dan Carpenter, Alderson
AYES:	Boyd, Carpenter, Crevier, Donovan, Lueck, Rafferty
EXCUSED:	Ryan Jennings, Dean Raasch

11. Voucher Approval.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Scott Crevier, Alderson
SECONDER:	Michael Donovan, Alderson
AYES:	Boyd, Carpenter, Crevier, Donovan, Lueck, Rafferty
EXCUSED:	Ryan Jennings, Dean Raasch

12. Operator License Applications.

CITY OF DE PERE - October 18, 2016					
ITEM	NAME	ADDRESS	CITY	ST	ZIP
Previously Tabled Operator Licenses					
1	DE CLEENE, STEVEN L.	1334 SCHEURING RD #1	DE PERE	WI	54115
2	EARNEY, REGAN J.	948 GREEN RIDGE DR	DE PERE	WI	54115
3	FRYE, TYLER R.	625 REID ST	DE PERE	WI	54115
4	POLEY, BENJAMIN P.	220 FT HOWARD AV	DE PERE	WI	54115
5	STIEGLITZ-VAN VONDEREN, SADIE B.	525 S. HURON RD	GREEN BAY	WI	54311
6	TINGLE, JENNIFER L.	240 1/2 FRANK ST	OCONTO	WI	54153
New Operator License Applications for the 2016-2018 Licensing Period					
1	BEAHAN, KATHLEEN	1607 SUBURBAN DR	DE PERE	WI	54115
2	BRICK, TIMOTHY J.	1846 NEAL CT	GREEN BAY	WI	54302
3	CAREW, BRETT C.	1517 MORNING MIST WAY	DE PERE	WI	54115
4	JACOBSON, DOUGLAS L.	415 GEORGE ST	DE PERE	WI	54115
5	KELLY, DYLAN T.	450 S. ST BERNARD DR	DE PERE	WI	54115
6	LEURQUIN, KYLE J.	346 SHARLA ST	WRIGHTSTOWN	WI	54180
7	LORENZ, JILL A.	515 PETERS ST	GREEN BAY	WI	54302
8	MARTINEAU, SHERRY L.	735 REID ST	DE PERE	WI	54115
9	METZLER, MARY K.	115 E. MISSION RD	GREEN BAY	WI	54301
10	MEYER, JODI A.	1785 GRANT ST #12	DE PERE	WI	54115
11	REIF, CARLY F.	2970 MOSSY OAK CI	GREEN BAY	WI	54311
12	SCHWARTZ, CHOYA R.	3146 SHAWANO AV	GREEN BAY	WI	54313
13	SMITH, NICOLAS R.	835 SMITS ST	DE PERE	WI	54115
14	SOLWAY, MICHAEL L.	1276 KELLOGG ST	GREEN BAY	WI	54303
15	STANEK, WHITNEY J.	450 COLLEGE AV #3	DE PERE	WI	54115
16	TOWNSEND, APRIL L.	900 FOURTH ST	DE PERE	WI	54115
17	VAN ROSSUM, JESSICA A.	2828 POPLAR ST	WRIGHTSTOWN	WI	54180
18	VOGELS, LINDSAY K.	1585 TIFFANY CT	DE PERE	WI	54115

Alderson Boyd moved, seconded by Alderson Carpenter to approve Previously Tabled Operator License Applications #1-4 and to table Previously Tabled Operator License Applications #5-6. Upon vote, motion carried unanimously.

Alderson Boyd moved, seconded by Alderson Carpenter to approve Operator License Applications #1-9, 11, and 14-18. Upon vote, motion carried unanimously.

Alderson Boyd moved, seconded by Alderson Carpenter to table Operator License Applications #10, 12, and 13. Upon vote, motion carried unanimously.

13. Future agenda items. None.

14. Adjournment.

Alderson Rafferty moved, seconded by Alderson Boyd to adjourn the meeting at 8:07 p.m. Upon vote, motion carried unanimously.

Respectfully submitted,

Shana Ledvina, Clerk-Treasurer

City of De Pere, Wisconsin**Request For Common Council Action**

MEETING DATE: November 1, 2016

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Recommendation from the License Committee on an Application for a Class "B" Beer and "Class B" Liquor License for Virgola Green Bay, LLC (DBA Virgola), 115 N. Broadway St. Submitted by Virgola Green Bay, LLC, Agent: Jonathan J. Korte, 3701 Delahaut St, Green Bay, WI.

ATTACHMENTS:

- Virgola_11-1-16 (PDF)

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning November 20 16 ;
ending June 30 20 17TO THE GOVERNING BODY of the: ☐ Town of
☐ Village of } De Pere
☒ City ofCounty of Brown Aldermanic Dist. No. _____ (if required by ordinance)

1. The named
- ☐
- INDIVIDUAL
- ☐
- PARTNERSHIP
- ☒
- LIMITED LIABILITY COMPANY
-
- ☐
- CORPORATION/NONPROFIT ORGANIZATION

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name):
- Virgola Green Bay, LLC

Korte Jonathan Joseph

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member	<u>Jonathan Korte</u>	<u>3701 Delahautst</u>	<u>Green Bay WI 54301</u>

Vice President/Member _____

Secretary/Member _____

Treasurer/Member _____

Agent Jonathan Korte

Directors/Managers _____

3. Trade Name
- Virgola
- Business Phone Number
- 920-819-7918

4. Address of Premises
- 115 N. Broadway
- Post Office & Zip Code
- 54115

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period?
- ☒
- Yes
- ☐
- No

6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant?
- ☐
- Yes
- ☒
- No

7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business?
- ☐
- Yes
- ☒
- No

8. (a) Corporate/limited liability company applicants only: Insert state
- WI
- and date
- 9-16
- of registration.

- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company?
- ☐
- Yes
- ☒
- No

- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin?
- ☐
- Yes
- ☒
- No

(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
- open room and back room for sales / basement for storage

10. Legal description (omit if street address is given above): _____

11. (a) Was this premises licensed for the sale of liquor or beer during the past license year?
- ☐
- Yes
- ☒
- No

- (b) If yes, under what name was license issued? _____

12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864]
- ☒
- Yes
- ☐
- No

13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776].
- ☒
- Yes
- ☐
- No

14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs?
- ☒
- Yes
- ☐
- No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 14th day of October, 2016[Signature]
(Clerk/Notary Public)

My commission expires _____

[Signature]
(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Applicant's WI Seller's Permit No. / FEIN Number: <u>456-10292298881-4123562</u>	
LICENSE REQUESTED	
TYPE	FEE
☐ Class A beer	\$
☒ Class B beer	\$
☐ Class C wine	\$
☐ Class A liquor	\$
☐ Class A liquor (cider only)	\$ N/A
☒ Class B liquor	\$
☐ Reserve Class B liquor	\$
☐ Class B (wine only) winery	\$
Publication fee	\$ <u>30.00 - 11/06/12</u>
TOTAL FEE	\$

City of De Pere, Wisconsin**Request For Common Council Action**

MEETING DATE: November 1, 2016

DEPARTMENT: City Clerk-Treasurer

FROM: Shana Ledvina

SUBJECT: Recommendation from the License Committee on a Renewal Application for a Class "B" Fermented Malt Beverage License for De Pere Deacons Hockey Team, Inc (DBA De Pere Deacons Hockey Team), 1450 Fort Howard Av. Submitted by De Pere Deacons Hockey Team, Inc, Agent: David E. Lepp, 1403 Quinnette Ln, De Pere, WI.

ATTACHMENTS:

- Deacons Hockey_11-1-16 (PDF)

456.1027857834.02

RENEWAL ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk. Read instructions on reverse side.

For the license period beginning: Dec. 15 2016 ending: April 30 2017
(MM DD YYYY) (MM DD YYYY)TO THE GOVERNING BODY of the: ☐ Town of
☐ Village of } DePue, WI
☒ City of }County of Brown Aldermanic Dist. No. _____ (if required by ordinance)CHECK ONE ☐ Individual ☐ Partnership ☐ Limited Liability Company
☐ Corporation/Nonprofit Organization

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name(s) (Last, First and Middle Name) Home Address Post Office & Zip Code
▶ DEPUE DEACONS HOCKEY TEAM, INC

B. Full Name of Corporation/Nonprofit Organization/Limited Liability Company ▶

Address of Corporation/Limited Liability Company (if different from licensed premises) ▶

All Officer(s) Director(s) and Agent of Corporation and Members/Managers and Agent of Limited Liability Company:

Title	Name (Inc. Middle Name)	Home Address	Post Office & Zip Code
President/Member	<u>DAVID EDWARD LEPP</u>	<u>1403 QUINNETTE LN</u>	<u>DePue, 54115</u>
Vice President/Member	<u>MIKE L SOLWAY</u>	<u>1276 Kellough ST</u>	<u>GB 54303</u>
Secretary/Member	<u>GREG F NUTHALS</u>	<u>1064 NINTH ST</u>	<u>GB 54303</u>
Treasurer/Member			
Agent ▶	<u>DAVID E LEPP</u>		
Directors/Managers	<u>SEE ABOVE</u>		

C. 1. Trade Name ▶ DEPUE DEACONS HOCKEY TEAM, INC Business Phone Number 920.660.09332. Address of Premises ▶ 1450 FT. HOWARD AVE Post Office & Zip Code ▶ DEPUE 541153. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes4. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.) 2ND FLOOR LOBBY ON WEST SIDE OF BUILDING5. Legal description (omit if street address is given above): 1ST FLOOR EAST OF BUILDING, IN Bleacher Area.6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, corporation licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? If yes, complete reverse side ☐ Yes ☒ Nob. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? If yes, explain fully on reverse side ☐ Yes ☒ No7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? If yes, explain. ☐ Yes ☒ No8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? If not, explain. ☒ Yes ☐ No9. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign)

SUBSCRIBED AND SWORN TO BEFORE ME

this 24th day of October
Kelly L Barker
(Clerk/Notary Public)
My commission expires 7-17-2016

David E Lepp
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner/Individual)
Mike L Solway
(Officer of Corporation/Member/Manager of Limited Liability Company /Partner)
Greg F Nuthals
(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>10-18-16</u>	Date reported to council/board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

City of De Pere, Wisconsin**Request For Common Council Action**

MEETING DATE: November 1, 2016

DEPARTMENT: Common Council

FROM: Lisa Renier

SUBJECT: Consideration of Ordinance Changes to Historic Preservation Ordinance (referred back to staff).

ATTACHMENTS:

- Mayor CC-Hist Pres 16-23B.2.011-1-16 (PDF)
- Ord16-23A (DOCX)
- Historic Preservation Ordinance-Redlined Compliance with WI Act 176 (PDF)
- Ord16-23B (DOCX)
- Historic Preservation Ordinance-Redlined Continued CLG Status (PDF)
- Ord16-23B.2.0 (DOCX)
- Ord16-23B 2 0 Redlined (DOCX)
- 04 Oct 2016 - Common Council - Historic Preservation Ordinance Revision (DOCX)
- Wisconsin Historical Society - CLG Status - Wisconsin requirements and benefits (PDF)
- Chair Fleck-HPC Members 2015 WI ACT 176 Analysis -9-19-16-119-100-02 (PDF)
- Property Owner Letter - HPC Ordinance (DOCX)

CITY OF DE PERE

MEMO

To: Michael J. Walsh, Mayor
Members of the Common Council
From: Judith Schmidt-Lehman, City Attorney
RE: Proposed Amendments to Historic Preservation Ordinance
(Chapter 38 De Pere Municipal Code)
Date: November 1, 2016

As you will recall, the Council has been considering several proposed changes to the city's Historic Preservation Ordinance. Those changes were reflected in two proposed ordinances; Ordinance 16-23A, concerning procedural additions required by 2015 Wisconsin Act 176 and Ordinance 16-23B, concerning additions to the commission's local structure/site designation authority required by the State Historical Society (Historical Society) in order for the City to retain its Certified Local Government (CLG) status for grant eligibility purposes.

At the October 18, 2016 Council meeting, this matter was referred back to staff to investigate alternative language changes to the commission local structure/site historic designation authority (Ordinance 23-16B) such that the commission would become a recommending body to the Council and whether such changes would be acceptable to the Historical Society. These proposed changes, along with the procedural changes required by 2015 Wisconsin Act 176, are incorporated into Ordinance 23-16B.2.0 on the agenda. You will note that each identified area of language change is accompanied by a "note" indicating the source for the proposed change, so that you can identify which changes are for CLG status reasons and which are required by state law changes.

Ordinance 23-16B.2.0 has been sent to the Historical Society for its review and comment and we have since been advised that the proposed changes regarding CLG status are acceptable.

If you have any questions or concerns regarding this, please call me at 339-4042 or Kim Flom at 339-4043.

ORDINANCE #16-23A

AMENDING VARIOUS PROVISIONS OF CHAPTER 38 DE PERE MUNICIPAL CODE REGARDING HISTORIC PRESERVATION IN COMPLIANCE WITH 2015 WISCONSIN ACT 176

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN
AS FOLLOWS:

Section 1: Sec. 38-5(a), *Powers and duties of commission; Designation*, is hereby
amended by inserting the following as the fourth sentence of such paragraph:

All owners of an historic site or an historic structure for which historic designation is proposed shall be provided with notice of the proposed designation prior to commission action on the designation.

Section 2. Sec. 38-6, *Procedures*, is hereby amended as follows:

1. By adding the following to the end of the second sentence in paragraph (a)(1): “of the proposed designation and of the time and place of the public hearing by First Class Mail.”;
2. By changing the fourth sentence in paragraph (a)(2) to read: “After designation or rescission has been made, official notification shall be sent to the property owners, and to the city clerk, building inspection department, plan commission and the city assessor.”; and
3. By adding the following as paragraph (a)(3): “The Common Council may overturn the decision of the Commission by a majority vote of the Council, as provided in Section 38-9 of this Chapter.”

Section 3. Sec. 38-9, *Appeal of Commission Decision*, is hereby created to read:

Sec. 38-9. – Appeal of Commission Decision.

An owner of property affected by a decision of the Commission may appeal the decision to the Common Council. Such appeal shall be made in writing, and filed with the City Clerk, not later than 24 days after receipt of the Commission decision at issue. The Council may overturn the decision of the Commission by majority vote of the council.

With all subsequent sections re-numbered accordingly.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. This ordinance shall take effect upon its passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of October, 2016.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Board/Committee Approval: 09/19/16

Publication Date: _____

Effective Date: _____

Redlined – Compliance With 2015 Wisconsin Act 176

Chapter 38 - HISTORIC PRESERVATION[1]

Sec. 38-1. - Purpose and intent of chapter.

It is hereby declared a matter of public policy that the protection, enhancement, perpetuation and use of improvements or sites of special character or special architectural or historic interest or value is a public necessity and is required in the interest of the health, prosperity, safety, and welfare of the people. The purpose of this section is to:

- (1) Effect and accomplish the protection, enhancement, and perpetuation of such improvements, sites, and districts which represent or reflect elements of the city's cultural, social, economic, political, and architectural history.
- (2) Safeguard the city's historic and cultural heritage as embodied and reflected in such historic structures, sites, and districts.
- (3) Foster civic pride in the notable accomplishments of the past.
- (4) Stabilize and improve property values.
- (5) Protect and enhance the city's attractions to residents, tourists, and visitors, and serve as a support and stimulus to business and industry.
- (6) Improve and enhance the visual and aesthetic character of the city.
- (7) Educate the public regarding the need and desirability of a city historic preservation program and its enhancement of the quality of life.

Sec. 38-2. - Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Certificate of appropriateness means the certificate issued by the commission approving alteration, rehabilitation, construction, reconstruction, or demolition of an historic structure, historic site, or any improvement in an historic district.

City means City of De Pere, Wisconsin.

Commission means the historic preservation commission created under this chapter.

Historic district means an area designated by the common council, on recommendation of the commission, that contains two or more historic improvements or sites.

Historic site means any parcel of land of historic significance due to a substantial value in tracing the history or prehistory of humans, or upon which an historic event has occurred, and which has been designated as an historic site under this section, or an improvement parcel, or part thereof, on which is

situated an historic structure and any abutting improvement parcel, or part thereof, used as and constituting part of the premises on which the historic structure is situated.

Historic structure means any improvement which has a special character or special historic interest or value as part of the development, heritage, or cultural characteristics of the city, state, or nation, and which has been designated as an historic structure pursuant to the provisions of this chapter.

Improvement means any building, structure, place, work of art, or other object constituting a physical betterment of real property, or any part of such betterment, including streets, alleys, sidewalks, curbs, lighting fixtures, signs, and the like.

Improvement parcel means the unit of property which includes a physical betterment constituting an improvement and the land embracing the site thereof, and is treated as a single entity for the purpose of levying real estate taxes, provided, however, that the term "improvement parcel" shall also include any unimproved area of land which is treated as a single entity for such tax purposes.

Sec. 38-3. - Historic preservation commission; composition.

An historic preservation commission is hereby created, consisting of seven members. Of the membership, if available in the community, one shall be a registered architect; one shall be an historian; one shall be a licensed real estate broker; one shall be a council member; and three shall be citizen members, one of which must reside within an historic district. Each member shall have, to the highest extent practicable, a known interest in historic preservation. The mayor shall appoint the commissioners subject to confirmation by the common council. Of the initial members so appointed, two shall serve a term of one year, two shall serve a term of two years, and three shall serve a term of three years. Thereafter, the term for each member shall be three years.

(Code 1974, § 11.03; Ord. No. 02-01, § 1, 1-2-2002)

Sec. 38-4. - Historic structure, historic site and historic district designation criteria.

(a) For purposes of this chapter, an historic structure, historic site, or historic district designation may be placed on any site, natural or improved, including any building, improvement, or structure located thereon, or any area of particular historic, architectural, archeological, or cultural significance to the city, such as historic structures, sites, or districts which:

- (1) Exemplify or reflect the broad cultural, political, economic, or social history of the nature, state, or community;
- (2) Are identified with historic personages or with important events in national, state, or local history;
- (3) Embody the distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship;

(4) Are representative of the notable work of a master builder, designer, or architect who influenced his or her age; or

(5) Have yielded, or may be likely to yield, information important to prehistory or history.

(b) The commission may adopt specific operating guidelines for historic structure, historic site, and historic district designation providing such are in conformance with the provisions of this chapter.

Sec. 38-5. - Powers and duties of commission.

(a) Designation. Upon request of the property owner, the commission shall have the power, subject to section 38-6, infra, to designate historic structures and historic sites. The commission shall have the power to recommend designation of historic districts within the city limits. Any designation of an historic site or historic structure shall be with approval of the property owner(s). All owners of an historic site or an historic structure for which historic designation is proposed shall be provided with notice of the proposed designation prior to commission action on the designation. Such designations shall be made based on section 38-4, supra. Historic districts shall be approved by the common council. Once designated, such historic structures, sites, and districts shall be subject to all the provisions of this chapter.

(b) Regulation of construction, reconstruction, alteration, and demolition.

(1) No owner or person in charge of an historic structure, historic site, or structure within an historic district shall reconstruct, alter, or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or properties, or cause or permit any such work to be performed upon such property, or demolish such property unless a certificate of appropriateness has been granted by the historic preservation commission. Unless such certificate has been granted by the commission, the building inspector shall not issue a permit for any such work.

(2) Upon filing of any application for a certificate of appropriateness with the commission, the commission shall approve the application unless:

a. In the case of a designated historic structure or historic site, the proposed work would detrimentally change, destroy, or adversely affect any exterior architectural feature of the improvement or site upon which said work is to be done;

b. In the case of the construction of a new improvement upon an historic site or within an historic district, the exterior of such improvement would adversely affect or not harmonize with the external appearance of other neighboring improvements on such site or within the district;

c. In the case of any property located in an historic district, the proposed construction, reconstruction, exterior alteration, or demolition does not conform to the purpose and

intent of this chapter and to the objectives and design criteria of the historic preservation plan for said district;

d. The building or structure is of such architectural or historical significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city and state;

e. The building or structure is of such old and unusual or uncommon design, texture, and/or material that it could not be reproduced without great difficulty and/or expense;

f. Except as provided herein, in the case of a request for the demolition of a deteriorated building or structure, any hardship or difficulty claimed by the owner is self-created or is the result of any failure to maintain the property in good repair. Upon the request for a demolition permit for a structure determined to be unfit for human habitation, occupancy, or use by any authorized public official or agency, the commission may defer the granting of approval for a period of up to six months from the time of such application, during which time the commission and the property owner shall undertake serious and continuing discussions for the purpose of finding a method to save such property. During such period, the property owner and the commission shall cooperate in attempting to avoid demolition of the property. At the end of this six-month period, if no mutually agreeable method of saving the subject property bearing a reasonable prospect of eventual success is under way, or if no formal application for funds from any governmental unit or nonprofit organization to preserve the subject property is pending, the building inspector may issue the permit to demolish the subject property without the approval of the commission. If such mutually agreeable method for saving the subject property is not successful or no such funds to preserve the subject property have been obtained and available for disbursement within a period of two months following the end of such six-month period, the building inspector may issue the permit to demolish the subject property without the approval of the commission.

(3) In addition, in determining whether to issue a certificate of appropriateness, the commission shall consider and may give decisive weight to any or all of the following standards:

a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

c. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

- d. Most properties change over time. Those changes that have acquired historic significance in their own right shall be retained and preserved.
- e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- h. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- i. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- j. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

(4) If the commission determines that the application for a certificate of appropriateness and the proposed changes are consistent with the character and features of the property or district and with the above guidelines, it shall issue the certificate of appropriateness. Upon the issuance of such certificate, the building permit shall then be issued by the building inspector. The commission shall make this decision within 45 days of the filing of the application. Failure of the commission to act upon a request for a certificate of appropriateness within 45 days shall result in the issuance of such certificate.

(5) Agencies of the city and all public utility and transportation companies undertaking projects affecting historic structures, historic sites, or historic districts shall be required to obtain a certificate of appropriateness prior to initiating any changes in the character of street paving, sidewalks, utility installations, lighting, walls, fences, structures, and buildings on property, easements, or streets owned or franchised by the city.

(6) The issuance of a certificate of appropriateness shall not relieve the applicant from obtaining other permits and approvals required by the city. A building permit or other municipal

permit shall be invalid if it is obtained without the presentation of the certificate of appropriateness required for the proposed work. Insofar as they are applicable to an historic structure, historic site, or improvement in an historic district designated under this section, any provision of the plumbing code, electrical code, or building or housing of the city shall apply unless waived by the appropriate state or city officials. The commission may support or propose such waivers before the appropriate state or city appeals body.

(7) Compliance with certificates of appropriateness shall be started within 12 months after the issuance of the certificate, and the work shall conform to the provisions of the certificate. The city may inspect the work during and after construction in order to assure compliance. Failure to comply with a certificate of appropriateness or failure to obtain a certificate of appropriateness shall be a violation of this section. In addition to other penalties and remedies, the city shall issue a stop work order, and all work shall cease on the designated property. No additional work shall be undertaken as long as such stop work order shall continue in effect.

(8) Ordinary maintenance and repairs may be undertaken without a certificate of appropriateness provided the work involves repairs to existing features of an historic structure or site, or the replacement of elements of a structure with pieces identical in appearance, and provided that the work does not change the exterior appearance of the structure or site and does not require the issuance of a building permit.

(c) Appeals. Should the commission deny a certificate of appropriateness due to the failure of the proposal to conform to the guidelines, the applicant may appeal such decision to the common council within 30 days. In addition, if the commission denies a certificate of appropriateness, the commission shall, with the cooperation of the applicant, work with the applicant in an attempt to obtain a certificate of appropriateness within the guidelines of this chapter.

(d) Recognition of historic structures, sites, and districts. At such time as an historic structure, site, or district has been properly designated, the commission may cause to be prepared and erected on such property, at city expense, a suitable plaque declaring that such property is an historic structure, site, or district. Such plaque shall be so placed as to be easily visible to passing pedestrians. The plaque shall state the accepted name of the historic property, the date of its construction, and other information deemed proper by the commission.

(e) Other duties. In addition to those duties already specified in this section, the commission shall:

- (1) Work for the continuing education of the citizens about the historical heritage of the city and the historic properties designated under the provisions of this chapter.
- (2) Cooperate with the state historic preservation officer and the state historic preservation review board in attempting to include such properties hereunder designated as landmarks or landmark sites, or historic districts in the National Register of Historic Places and the State Register of Historic Places.

- (3) As it deems advisable, receive and solicit funds for the purpose of historic preservation in the city. Such funds shall be placed in a special city account for such purpose.

Sec. 38-6. - Procedures.

(a) Designation of historic structures and historic sites.

(1) The commission may, after notice and public hearing, designate historic structures and historic sites or rescind such designation or recommendation after application of the criteria in section 38-4, above. At least ten days prior to such hearing, the commission shall notify the owners of record, as listed in the office of the city assessor, who are owners of property in whole or in part situated within 100 feet of the boundaries of the property affected of the proposed designation and of the time and place of the public hearing. These owners shall have the right to confer with the commission prior to final action by the commission on the designation. Notice of such hearing shall also be published as a Class 1 Notice under the Wisconsin Statutes. The commission shall also notify the following: department of public works, redevelopment authority, parks department, fire and police departments, health department, building inspection department, and plan commission. Each such department may respond to the commission with its comments on the proposed designation or rescission.

(2) The commission shall then conduct such public hearing and, in addition to the notified persons, may hear expert witnesses and shall have the power to subpoena such witnesses and records as it deems necessary. The commission may conduct an independent investigation into the proposed designation or rescission. Within ten days after the close of the public hearing, the commission may designate the property as either an historic structure or historic site, or rescind the designation. After the designation or rescission has been made, official notification shall be sent to the property owner or owners, and, ~~Notification shall also be given~~ to the city clerk, building inspection department, plan commission, and the city assessor. The commission shall cause the designation or rescission to be recorded, at city expense, in the county register of deeds office.

(3) The Common Council may overturn the decision of the Commission by a majority vote of the Council, as provided in Section 38-9 of this Chapter.

(b) Designation of historic districts.

(1) For preservation purposes, the historic preservation commission shall select geographically defined areas within the city to be designated as historic districts and shall, with the assistance of the city planning department, prepare an historic preservation plan in ordinance form for each area. An historic district may be designated for any geographic area of particular historic, architectural or cultural significance to the city, which:

- a. Exemplifies or reflects the broad cultural, political, economic, or social history of the nation, state, or community;
- b. Is identified with historic personages or with important events in national, state, or local history;
- c. Embodies the distinguishing characteristics of architectural types or specimens inherently valuable for the study of a period or periods, styles, methods, or construction, or of indigenous materials or craftsmanship;
- d. Is representative of the notable works of master builders, designers, or architects who influenced their age; or
- e. Has yielded, or may be likely to yield, information important to history or prehistory.

(2) Each historic preservation plan prepared for or by the historic preservation commission shall include a cultural and architectural analysis supporting the historic significance of the area, the specific guidelines for development, and a statement of preservation objectives.

(3) Guideline criteria to be considered in the development of historic district plans are as follows:

- a. Regulation of construction, reconstruction, alteration, and demolition shall conform to the criteria and standards in subsections 38-5(b)(1)—(3).
- b. All new structures shall be constructed to a height visually compatible with the building and environment with which they are visually related.
- c. The gross volume of any new structure shall be visually compatible with the buildings and environment with which it is visually related.
- d. In the street elevation of a building, the proportion between the width and height in the facade should be visually compatible with the building and environment with which it is visually related.
- e. The proportions and relationships between doors and windows in the street facade should be visually compatible with the buildings and environment with which it is visually related.
- f. The rhythm of solids to voids, created by openings in the facade, should be visually compatible with the buildings and environment with which they are visually related.
- g. The existing rhythm created by existing building masses and spaces between them should be preserved.
- h. The materials used in the final facade should be visually compatible with the buildings and environment with which they are visually related.

- i. The texture inherent in the facade should be visually compatible with the buildings and environment with which it is visually related.
- j. Colors and patterns used on the facade (especially trim) should be visually compatible with the buildings and environment with which they are visually related.
- k. The design of the roof should be visually compatible with the buildings and environment with which it is visually related.
- l. The landscape plan should be sensitive to the individual building, its occupants and their needs. Further, the landscape treatment should be visually compatible with the buildings and environment with which it is visually related.
- m. The street facade should blend with other buildings via directional expression. When adjacent buildings have a dominant horizontal or vertical expression, this expression should be carried over and reflected.
- n. Architectural elements should be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent characteristics of the area.

(4) Review and adoption procedure.

- a. Historic preservation commission. The historic preservation commission shall hold a public hearing when considering the plan for an historic district. Notice of the time, place, and purpose of such hearing shall be given by publication as a Class 1 Notice under the Wisconsin Statutes in the official city paper. Notice of the time, place, and purpose of the public hearing shall also be sent by the city clerk to the council member of the aldermanic district or districts in which the historic district is located, and the owners of record, as listed in the Office of the city assessor, who are owners of the property within the proposed historic district or are situated in whole or in part within 100 feet of the boundaries of the proposed historic district. Said notice is to be sent at least ten days prior to the date of the public hearing. Following the public hearing, the historic preservation commission shall vote to recommend, reject, or withhold action on the plan. This recommendation shall be forwarded to the city plan commission and the common council.
- b. The city plan commission. The plan commission shall review the historic district plan and make a recommendation to the common council. The plan commission shall make its recommendation on the historic district plan within 45 days.
- c. The common council. The common council, upon receipt of the recommendation from the historic preservation commission and plan commission, shall hold a public hearing, with notice to be given as noted in subsection a., above, and shall, following the public hearing, either designate or reject the historic district. Designation of the historic

district shall constitute adoption of the plan in ordinance form prepared for that district and direct the implementation of said plan.

Sec. 38-7. - Interim control.

No building permit shall be issued by the building inspector for alteration, construction, demolition, or removal of a nominated historic structure, historic site, or any property or structure within a nominated historic district from the date of the meeting of the historic preservation commission at which a nomination form is first presented until the final disposition of the nomination by the historic preservation commission or the common council unless such alteration, removal, or demolition is authorized by formal resolution of the common council as necessary for public health, welfare, or safety. In no event shall the delay be for more than 180 days.

Sec. 38-8. - Conformance with regulations.

(a) Every person in charge of an historic structure, historic site, or improvement in an historic district shall maintain same or cause or permit it to be maintained in a condition consistent with the provisions of this ordinance. The common council may appoint the building inspector or any other individual or group of individuals to enforce this chapter. During the period of the certificate, the duties of the inspection officer may include periodic inspection at intervals provided by the common council of designated historic structures, historic sites, and historic districts.

(b) Every person in charge of an improvement on an historic site or in an historic district shall keep in good repair all of the exterior portions of such improvement and all interior portions thereof which, if not so maintained, may cause, or tend to cause, the exterior portions of such improvement to fall into a state of disrepair, including, but not limited to:

- (1) The deterioration of exterior walls or other vertical supports;
- (2) The deterioration of roofs or other horizontal members;
- (3) The deterioration of external chimneys;
- (4) The deterioration or crumbling of exterior plasters or mortar;
- (5) The ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors;
- (6) The peeling of paint, rotting, holes, and other forms of decay;
- (7) The deterioration of surrounding environment; e.g., fences, gates, sidewalks, steps, signs, accessory structures, and landscaping;
- (8) The deterioration of any features so as to create or permit the creation of any hazardous or unsafe condition or conditions; or

(9) All interior portions thereof which may cause the exterior to deteriorate or become damaged or otherwise to fall into a state of disrepair.

(c) The purpose of this section is to prevent the demolition of a building or structure by neglecting it and permitting damage to it by weather or vandalism.

(d) The building inspector shall give the commission notice of properties which, in his/her opinion, are unfit for human habitation, occupancy, or use prior to issuance of any raze orders under state statutes or municipal ordinances.

(e) Insofar as they are applicable to an historic structure, historic site, or improvement in an historic district designated under this section, any provision of the Plumbing Code, the Minimum Housing and Property Maintenance Code, Building Code, Heating, Ventilating and Air Conditioning Code, and Outdoor Signs and Outdoor Advertising Structures regulations of the general ordinances may be varied or waived, on application, by the appropriate board having such jurisdiction over such chapter or, in the absence of such board, by the building inspector, provided such variance or waiver does not endanger public health or safety.

Sec. 38-9. – Appeal of Commission Decision.

An owner of property affected by a decision of the commission may appeal the decision to the Common Council. Such appeal shall be made in writing, and filed with the City Clerk, not later than 24 days after receipt of the Commission decision at issue. The Council may overturn the decision of the Commission by majority vote of the council.

Sec. 38-~~9~~10. - Penalties for violations.

Any person or persons violating any provision of this section may be fined no less than \$200.00 for each separate violation. Each and every day during which a violation continues shall be deemed to be a separate offense. Notice of violations shall be issued by the building inspector.

Sec. 38-~~11~~10. - Emergency conditions.

In any case where the building inspector determines that there are emergency conditions dangerous to life, health, or property affecting an historic structure, site, or a property in an historic district, the city may order the remedying of these conditions without the approval of the commission. The city shall promptly notify the commission of the action being taken. When the emergency conditions do not require demolition, the city shall make every effort to carry out the intent of this chapter and to use the design guidelines of the commission when remedying the emergency conditions.

Sec. 38-~~12~~14. - Separability.

If any provision of this chapter or the application thereof to any person or circumstance is held invalid, the remainder of this chapter and the application of such provision to other persons or circumstances shall not be affected thereby.

ORDINANCE #16-23B

AMENDING VARIOUS PROVISIONS OF CHAPTER 38 DE PERE
MUNICIPAL CODE REGARDING HISTORIC PRESERVATION FOR
CONTINUED CERTIFIED LOCAL GOVERNMENT STATUS

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN
AS FOLLOWS:

Section 1: Sec. 38-5(a), *Powers and duties of commission; Designation*, is hereby
amended as follows:

1. By changing the first sentence to read: "The commission shall have the authority to initiate, subject to section 38-6, designation of historic sites and historic structures."
2. By deleting the third sentence of paragraph (a).

Section 2. Sec. 38-6, *Procedures*, is hereby amended as follows:

1. By deleting the phrase "...and with property owner approval..." from the first sentence of paragraph (a)(1).
2. By deleting the phrase "...with approval of the property owner(s)..." from the third sentence of paragraph (a)(2).

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 18th day of
October, 2016.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Board/Committee Approval: 09/19/16

Publication Date: _____

Effective Date: _____

Redlined – Continued Certified Local Government Status

Chapter 38 - HISTORIC PRESERVATION[1]

Sec. 38-1. - Purpose and intent of chapter.

It is hereby declared a matter of public policy that the protection, enhancement, perpetuation and use of improvements or sites of special character or special architectural or historic interest or value is a public necessity and is required in the interest of the health, prosperity, safety, and welfare of the people. The purpose of this section is to:

- (1) Effect and accomplish the protection, enhancement, and perpetuation of such improvements, sites, and districts which represent or reflect elements of the city's cultural, social, economic, political, and architectural history.
- (2) Safeguard the city's historic and cultural heritage as embodied and reflected in such historic structures, sites, and districts.
- (3) Foster civic pride in the notable accomplishments of the past.
- (4) Stabilize and improve property values.
- (5) Protect and enhance the city's attractions to residents, tourists, and visitors, and serve as a support and stimulus to business and industry.
- (6) Improve and enhance the visual and aesthetic character of the city.
- (7) Educate the public regarding the need and desirability of a city historic preservation program and its enhancement of the quality of life.

Sec. 38-2. - Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Certificate of appropriateness means the certificate issued by the commission approving alteration, rehabilitation, construction, reconstruction, or demolition of an historic structure, historic site, or any improvement in an historic district.

City means City of De Pere, Wisconsin.

Commission means the historic preservation commission created under this chapter.

Historic district means an area designated by the common council, on recommendation of the commission, that contains two or more historic improvements or sites.

Historic site means any parcel of land of historic significance due to a substantial value in tracing the history or prehistory of humans, or upon which an historic event has occurred, and which has been designated as an historic site under this section, or an improvement parcel, or part thereof, on which is

situated an historic structure and any abutting improvement parcel, or part thereof, used as and constituting part of the premises on which the historic structure is situated.

Historic structure means any improvement which has a special character or special historic interest or value as part of the development, heritage, or cultural characteristics of the city, state, or nation, and which has been designated as an historic structure pursuant to the provisions of this chapter.

Improvement means any building, structure, place, work of art, or other object constituting a physical betterment of real property, or any part of such betterment, including streets, alleys, sidewalks, curbs, lighting fixtures, signs, and the like.

Improvement parcel means the unit of property which includes a physical betterment constituting an improvement and the land embracing the site thereof, and is treated as a single entity for the purpose of levying real estate taxes, provided, however, that the term "improvement parcel" shall also include any unimproved area of land which is treated as a single entity for such tax purposes.

Sec. 38-3. - Historic preservation commission; composition.

An historic preservation commission is hereby created, consisting of seven members. Of the membership, if available in the community, one shall be a registered architect; one shall be an historian; one shall be a licensed real estate broker; one shall be a council member; and three shall be citizen members, one of which must reside within an historic district. Each member shall have, to the highest extent practicable, a known interest in historic preservation. The mayor shall appoint the commissioners subject to confirmation by the common council. Of the initial members so appointed, two shall serve a term of one year, two shall serve a term of two years, and three shall serve a term of three years. Thereafter, the term for each member shall be three years.

(Code 1974, § 11.03; Ord. No. 02-01, § 1, 1-2-2002)

Sec. 38-4. - Historic structure, historic site and historic district designation criteria.

(a) For purposes of this chapter, an historic structure, historic site, or historic district designation may be placed on any site, natural or improved, including any building, improvement, or structure located thereon, or any area of particular historic, architectural, archeological, or cultural significance to the city, such as historic structures, sites, or districts which:

- (1) Exemplify or reflect the broad cultural, political, economic, or social history of the nature, state, or community;
- (2) Are identified with historic personages or with important events in national, state, or local history;
- (3) Embody the distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship;

(4) Are representative of the notable work of a master builder, designer, or architect who influenced his or her age; or

(5) Have yielded, or may be likely to yield, information important to prehistory or history.

(b) The commission may adopt specific operating guidelines for historic structure, historic site, and historic district designation providing such are in conformance with the provisions of this chapter.

Sec. 38-5. - Powers and duties of commission.

(a) Designation. ~~The commission shall have the authority to initiate. Upon request of the property owner, the commission shall have the power,~~ subject to section 38-6, ~~infra, to~~ designation of historic sites and historic structures ~~and historic sites.~~ The commission shall have the power to recommend designation of historic districts within the city limits. ~~Any designation of an historic site or historic structure shall be with approval of the property owner(s).~~ Such designations shall be made based on section 38-4, supra. Historic districts shall be approved by the common council. Once designated, such historic structures, sites, and districts shall be subject to all the provisions of this chapter.

(b) Regulation of construction, reconstruction, alteration, and demolition.

(1) No owner or person in charge of an historic structure, historic site, or structure within an historic district shall reconstruct, alter, or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or properties, or cause or permit any such work to be performed upon such property, or demolish such property unless a certificate of appropriateness has been granted by the historic preservation commission. Unless such certificate has been granted by the commission, the building inspector shall not issue a permit for any such work.

(2) Upon filing of any application for a certificate of appropriateness with the commission, the commission shall approve the application unless:

a. In the case of a designated historic structure or historic site, the proposed work would detrimentally change, destroy, or adversely affect any exterior architectural feature of the improvement or site upon which said work is to be done;

b. In the case of the construction of a new improvement upon an historic site or within an historic district, the exterior of such improvement would adversely affect or not harmonize with the external appearance of other neighboring improvements on such site or within the district;

c. In the case of any property located in an historic district, the proposed construction, reconstruction, exterior alteration, or demolition does not conform to the purpose and intent of this chapter and to the objectives and design criteria of the historic preservation plan for said district;

- d. The building or structure is of such architectural or historical significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city and state;
- e. The building or structure is of such old and unusual or uncommon design, texture, and/or material that it could not be reproduced without great difficulty and/or expense;
- f. Except as provided herein, in the case of a request for the demolition of a deteriorated building or structure, any hardship or difficulty claimed by the owner is self-created or is the result of any failure to maintain the property in good repair. Upon the request for a demolition permit for a structure determined to be unfit for human habitation, occupancy, or use by any authorized public official or agency, the commission may defer the granting of approval for a period of up to six months from the time of such application, during which time the commission and the property owner shall undertake serious and continuing discussions for the purpose of finding a method to save such property. During such period, the property owner and the commission shall cooperate in attempting to avoid demolition of the property. At the end of this six-month period, if no mutually agreeable method of saving the subject property bearing a reasonable prospect of eventual success is under way, or if no formal application for funds from any governmental unit or nonprofit organization to preserve the subject property is pending, the building inspector may issue the permit to demolish the subject property without the approval of the commission. If such mutually agreeable method for saving the subject property is not successful or no such funds to preserve the subject property have been obtained and available for disbursement within a period of two months following the end of such six-month period, the building inspector may issue the permit to demolish the subject property without the approval of the commission.

(3) In addition, in determining whether to issue a certificate of appropriateness, the commission shall consider and may give decisive weight to any or all of the following standards:

- a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- c. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- d. Most properties change over time. Those changes that have acquired historic significance in their own right shall be retained and preserved.

- e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
- f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- h. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
- i. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- j. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

(4) If the commission determines that the application for a certificate of appropriateness and the proposed changes are consistent with the character and features of the property or district and with the above guidelines, it shall issue the certificate of appropriateness. Upon the issuance of such certificate, the building permit shall then be issued by the building inspector. The commission shall make this decision within 45 days of the filing of the application. Failure of the commission to act upon a request for a certificate of appropriateness within 45 days shall result in the issuance of such certificate.

(5) Agencies of the city and all public utility and transportation companies undertaking projects affecting historic structures, historic sites, or historic districts shall be required to obtain a certificate of appropriateness prior to initiating any changes in the character of street paving, sidewalks, utility installations, lighting, walls, fences, structures, and buildings on property, easements, or streets owned or franchised by the city.

(6) The issuance of a certificate of appropriateness shall not relieve the applicant from obtaining other permits and approvals required by the city. A building permit or other municipal permit shall be invalid if it is obtained without the presentation of the certificate of appropriateness required for the proposed work. Insofar as they are applicable to an historic

structure, historic site, or improvement in an historic district designated under this section, any provision of the plumbing code, electrical code, or building or housing of the city shall apply unless waived by the appropriate state or city officials. The commission may support or propose such waivers before the appropriate state or city appeals body.

(7) Compliance with certificates of appropriateness shall be started within 12 months after the issuance of the certificate, and the work shall conform to the provisions of the certificate. The city may inspect the work during and after construction in order to assure compliance. Failure to comply with a certificate of appropriateness or failure to obtain a certificate of appropriateness shall be a violation of this section. In addition to other penalties and remedies, the city shall issue a stop work order, and all work shall cease on the designated property. No additional work shall be undertaken as long as such stop work order shall continue in effect.

(8) Ordinary maintenance and repairs may be undertaken without a certificate of appropriateness provided the work involves repairs to existing features of an historic structure or site, or the replacement of elements of a structure with pieces identical in appearance, and provided that the work does not change the exterior appearance of the structure or site and does not require the issuance of a building permit.

(c) Appeals. Should the commission deny a certificate of appropriateness due to the failure of the proposal to conform to the guidelines, the applicant may appeal such decision to the common council within 30 days. In addition, if the commission denies a certificate of appropriateness, the commission shall, with the cooperation of the applicant, work with the applicant in an attempt to obtain a certificate of appropriateness within the guidelines of this chapter.

(d) Recognition of historic structures, sites, and districts. At such time as an historic structure, site, or district has been properly designated, the commission may cause to be prepared and erected on such property, at city expense, a suitable plaque declaring that such property is an historic structure, site, or district. Such plaque shall be so placed as to be easily visible to passing pedestrians. The plaque shall state the accepted name of the historic property, the date of its construction, and other information deemed proper by the commission.

(e) Other duties. In addition to those duties already specified in this section, the commission shall:

(1) Work for the continuing education of the citizens about the historical heritage of the city and the historic properties designated under the provisions of this chapter.

(2) Cooperate with the state historic preservation officer and the state historic preservation review board in attempting to include such properties hereunder designated as landmarks or landmark sites, or historic districts in the National Register of Historic Places and the State Register of Historic Places.

(3) As it deems advisable, receive and solicit funds for the purpose of historic preservation in the city. Such funds shall be placed in a special city account for such purpose.

Sec. 38-6. - Procedures.

(a) Designation of historic structures and historic sites.

(1) The commission may, after notice and public hearing, ~~and with property owner approval~~, designate historic structures and historic sites or rescind such designation or recommendation after application of the criteria in section 38-4, above. At least ten days prior to such hearing, the commission shall notify the owners of record, as listed in the office of the city assessor, who are owners of property in whole or in part situated within 100 feet of the boundaries of the property affected. These owners shall have the right to confer with the commission prior to final action by the commission on the designation. Notice of such hearing shall also be published as a Class 1 Notice under the Wisconsin Statutes. The commission shall also notify the following: department of public works, redevelopment authority, parks department, fire and police departments, health department, building inspection department, and plan commission. Each such department may respond to the commission with its comments on the proposed designation or rescission.

(2) The commission shall then conduct such public hearing and, in addition to the notified persons, may hear expert witnesses and shall have the power to subpoena such witnesses and records as it deems necessary. The commission may conduct an independent investigation into the proposed designation or rescission. Within ten days after the close of the public hearing, the commission may, ~~with approval of the property owner(s)~~, designate the property as either an historic structure or historic site, or rescind the designation. After the designation or rescission has been made, notification shall be sent to the property owner or owners. Notification shall also be given to the city clerk, building inspection department, plan commission, and the city assessor. The commission shall cause the designation or rescission to be recorded, at city expense, in the county register of deeds office.

(b) Designation of historic districts.

(1) For preservation purposes, the historic preservation commission shall select geographically defined areas within the city to be designated as historic districts and shall, with the assistance of the city planning department, prepare an historic preservation plan in ordinance form for each area. An historic district may be designated for any geographic area of particular historic, architectural or cultural significance to the city, which:

- a. Exemplifies or reflects the broad cultural, political, economic, or social history of the nation, state, or community;

- b. Is identified with historic personages or with important events in national, state, or local history;
- c. Embodies the distinguishing characteristics of architectural types or specimens inherently valuable for the study of a period or periods, styles, methods, or construction, or of indigenous materials or craftsmanship;
- d. Is representative of the notable works of master builders, designers, or architects who influenced their age; or
- e. Has yielded, or may be likely to yield, information important to history or prehistory.

(2) Each historic preservation plan prepared for or by the historic preservation commission shall include a cultural and architectural analysis supporting the historic significance of the area, the specific guidelines for development, and a statement of preservation objectives.

(3) Guideline criteria to be considered in the development of historic district plans are as follows:

- a. Regulation of construction, reconstruction, alteration, and demolition shall conform to the criteria and standards in subsections 38-5(b)(1)—(3).
- b. All new structures shall be constructed to a height visually compatible with the building and environment with which they are visually related.
- c. The gross volume of any new structure shall be visually compatible with the buildings and environment with which it is visually related.
- d. In the street elevation of a building, the proportion between the width and height in the facade should be visually compatible with the building and environment with which it is visually related.
- e. The proportions and relationships between doors and windows in the street facade should be visually compatible with the buildings and environment with which it is visually related.
- f. The rhythm of solids to voids, created by openings in the facade, should be visually compatible with the buildings and environment with which they are visually related.
- g. The existing rhythm created by existing building masses and spaces between them should be preserved.
- h. The materials used in the final facade should be visually compatible with the buildings and environment with which they are visually related.
- i. The texture inherent in the facade should be visually compatible with the buildings and environment with which it is visually related.

j. Colors and patterns used on the facade (especially trim) should be visually compatible with the buildings and environment with which they are visually related.

k. The design of the roof should be visually compatible with the buildings and environment with which it is visually related.

l. The landscape plan should be sensitive to the individual building, its occupants and their needs. Further, the landscape treatment should be visually compatible with the buildings and environment with which it is visually related.

m. The street facade should blend with other buildings via directional expression. When adjacent buildings have a dominant horizontal or vertical expression, this expression should be carried over and reflected.

n. Architectural elements should be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent characteristics of the area.

(4) Review and adoption procedure.

a. Historic preservation commission. The historic preservation commission shall hold a public hearing when considering the plan for an historic district. Notice of the time, place, and purpose of such hearing shall be given by publication as a Class 1 Notice under the Wisconsin Statutes in the official city paper. Notice of the time, place, and purpose of the public hearing shall also be sent by the city clerk to the council member of the aldermanic district or districts in which the historic district is located, and the owners of record, as listed in the Office of the city assessor, who are owners of the property within the proposed historic district or are situated in whole or in part within 100 feet of the boundaries of the proposed historic district. Said notice is to be sent at least ten days prior to the date of the public hearing. Following the public hearing, the historic preservation commission shall vote to recommend, reject, or withhold action on the plan. This recommendation shall be forwarded to the city plan commission and the common council.

b. The city plan commission. The plan commission shall review the historic district plan and make a recommendation to the common council. The plan commission shall make its recommendation on the historic district plan within 45 days.

c. The common council. The common council, upon receipt of the recommendation from the historic preservation commission and plan commission, shall hold a public hearing, with notice to be given as noted in subsection a., above, and shall, following the public hearing, either designate or reject the historic district. Designation of the historic district shall constitute adoption of the plan in ordinance form prepared for that district and direct the implementation of said plan.

No building permit shall be issued by the building inspector for alteration, construction, demolition, or removal of a nominated historic structure, historic site, or any property or structure within a nominated historic district from the date of the meeting of the historic preservation commission at which a nomination form is first presented until the final disposition of the nomination by the historic preservation commission or the common council unless such alteration, removal, or demolition is authorized by formal resolution of the common council as necessary for public health, welfare, or safety. In no event shall the delay be for more than 180 days.

Sec. 38-8. - Conformance with regulations.

(a) Every person in charge of an historic structure, historic site, or improvement in an historic district shall maintain same or cause or permit it to be maintained in a condition consistent with the provisions of this ordinance. The common council may appoint the building inspector or any other individual or group of individuals to enforce this chapter. During the period of the certificate, the duties of the inspection officer may include periodic inspection at intervals provided by the common council of designated historic structures, historic sites, and historic districts.

(b) Every person in charge of an improvement on an historic site or in an historic district shall keep in good repair all of the exterior portions of such improvement and all interior portions thereof which, if not so maintained, may cause, or tend to cause, the exterior portions of such improvement to fall into a state of disrepair, including, but not limited to:

- (1) The deterioration of exterior walls or other vertical supports;
- (2) The deterioration of roofs or other horizontal members;
- (3) The deterioration of external chimneys;
- (4) The deterioration or crumbling of exterior plasters or mortar;
- (5) The ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors;
- (6) The peeling of paint, rotting, holes, and other forms of decay;
- (7) The deterioration of surrounding environment; e.g., fences, gates, sidewalks, steps, signs, accessory structures, and landscaping;
- (8) The deterioration of any features so as to create or permit the creation of any hazardous or unsafe condition or conditions; or
- (9) All interior portions thereof which may cause the exterior to deteriorate or become damaged or otherwise to fall into a state of disrepair.

(c) The purpose of this section is to prevent the demolition of a building or structure by neglecting it and permitting damage to it by weather or vandalism.

(d) The building inspector shall give the commission notice of properties which, in his/her opinion, are unfit for human habitation, occupancy, or use prior to issuance of any raze orders under state statutes or municipal ordinances.

(e) Insofar as they are applicable to an historic structure, historic site, or improvement in an historic district designated under this section, any provision of the Plumbing Code, the Minimum Housing and Property Maintenance Code, Building Code, Heating, Ventilating and Air Conditioning Code, and Outdoor Signs and Outdoor Advertising Structures regulations of the general ordinances may be varied or waived, on application, by the appropriate board having such jurisdiction over such chapter or, in the absence of such board, by the building inspector, provided such variance or waiver does not endanger public health or safety.

Sec. 38-9. - Penalties for violations.

Any person or persons violating any provision of this section may be fined no less than \$200.00 for each separate violation. Each and every day during which a violation continues shall be deemed to be a separate offense. Notice of violations shall be issued by the building inspector.

Sec. 38-10. - Emergency conditions.

In any case where the building inspector determines that there are emergency conditions dangerous to life, health, or property affecting an historic structure, site, or a property in an historic district, the city may order the remedying of these conditions without the approval of the commission. The city shall promptly notify the commission of the action being taken. When the emergency conditions do not require demolition, the city shall make every effort to carry out the intent of this chapter and to use the design guidelines of the commission when remedying the emergency conditions.

Sec. 38-11. - Separability.

If any provision of this chapter or the application thereof to any person or circumstance is held invalid, the remainder of this chapter and the application of such provision to other persons or circumstances shall not be affected thereby.

ORDINANCE #16-23B.2.0

AMENDING VARIOUS PROVISIONS OF CHAPTER 38 DE PERE MUNICIPAL
CODE REGARDING HISTORIC PRESERVATION IN COMPLIANCE
WITH 2015 WISCONSIN ACT 176 AND FOR CONTINUED
CERTIFIED LOCAL GOVERNMENT STATUS

THE COMMON COUNCIL OF THE CITY OF DE PERE, WISCONSIN, DO ORDAIN

AS FOLLOWS:

Section 1. Sec. 38-5(a), *Powers and duties of commission; Designation*, is hereby repealed and recreated as follows:

(a) *Designation nomination and recommendation.* The commission shall have the power to nominate and to recommend to the common council that the Council approve local historic structure, site and district designations, subject to the procedures of Sec.38-6. Such designation recommendation shall be made based on the criteria set forth in Sec. 38-4. If designated by the council, such historic structures, sites, and districts shall be subject to all the provisions of this chapter.

Section 2. Sec. 38-6(a), *Procedures; Designation of historic structures and historic sites*, is hereby repealed and recreated as follows:

(a) *Designation of historic structures and historic sites.*

- (1) The commission may nominate the designation of historic structures and sites, after notification to the property owner(s) of the subject property, by conducting a public hearing thereon. Notice of the public hearing shall be published as a Class 1 Notice under Wisconsin Statutes. At least ten days prior to such hearing, the commission shall notify, by first class mail, the owner(s) of the structure or site subject to designation and the owners of record, as listed in the office of the city assessor, who are owners of property in whole or in part situated within 100 feet of the boundaries of subject property, of the proposed designation and of the time and place of the public hearing thereon. These owners shall have the right to confer with the commission prior to final action by the commission on the designation. The commission shall also notify the following: department of public works, redevelopment authority, parks department, fire and police departments, health department, building inspection department, and plan commission. Each such department may respond to the commission with its comments on the proposed designation or rescission.
- (2) The commission shall then conduct such public hearing and, in addition to the notified persons, may hear expert witnesses and shall have the power to subpoena such witnesses and records as it deems necessary, and the commission may conduct an independent investigation into the proposed designation or rescission, all as necessary to determine if the structure or site meets the designation criteria of Sec. 38-4. Within ten days after the close of the public hearing, if the commission determines to recommend designation of the structure or site to the common council, it shall notify the owner of

the property subject to designation of such decision by first class mail. The commission shall also forward its recommendation to the common council.

- (3) *The common council.* The common council, upon receipt of the recommendation from the historic preservation commission shall consider such recommendation, with notice of the council meeting at which the matter is to be considered given as noted in subsection (a)(1) above. The council shall either approve or reject the historic designation. Upon approval of the designation, the common council shall cause the designation to be recorded, at city expense, in the county register of deeds office.

Section 3. Sec. 38-6(b) is hereby amended as follows:

1. By adding “for nomination as an historic district” at the end of the first sentence of paragraph (1); and

2. By repealing and recreating paragraph (4) a. to read as follows:

- (4) Review and adoption procedure.

a. *Historic preservation commission.* The historic preservation commission shall hold a public hearing when considering the plan for an historic district. Notice of the time, place, and purpose of such hearing shall be given by publication as a Class 1 Notice under Wisconsin Statutes. Notice of the time, place, and purpose of the public hearing shall also be sent by first class mail by the city clerk to the council member of the aldermanic district or districts in which the historic district is located, and to all the owners of record, as listed in the office of the city assessor, who are owners of the property within the proposed historic district or are situated in whole or in part within 100 feet of the boundaries of the proposed historic district. Said notice is to be sent at least ten days prior to the date of the public hearing. Following the public hearing, the historic preservation commission shall vote to recommend, reject, or withhold action on the plan. This recommendation shall be sent to all the owners of record of property within the proposed historic district and to the city plan commission and the common council.

Section 4. Sec 38-6(c) is hereby created to read as follows:

(c) *Recission of historic designation.* The procedure for recission of historic structure or site designation shall follow the procedure as set forth in Sec. 38-6(a). The procedure for recission of an historic district designation shall follow the procedure set forth in Sec. 38-6(b).

Section 5. Sec 38-9, **Appeal of Commission Decision** is hereby created to read:

Sec. 38-9 –Appeal of Commission Decision

An owner of property affected by a decision of the commission may appeal the decision to the common council. Such appeal shall be in writing, and filed with the city clerk not later than 24 calendar days after receipt of the commission decision at issue. The

council may overturn the decision of the commission by a majority vote of the council present.

Section 6. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 7. This ordinance shall take effect upon its passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 1st day of November, 2016.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Board/Committee Approval: 09/19/16

Publication Date: _____

Effective Date: _____

Chapter 38 - HISTORIC PRESERVATION

Sec. 38-1. - Purpose and intent of chapter.

It is hereby declared a matter of public policy that the protection, enhancement, perpetuation and use of improvements or sites of special character or special architectural or historic interest or value is a public necessity and is required in the interest of the health, prosperity, safety, and welfare of the people. The purpose of this section is to:

- (1) Effect and accomplish the protection, enhancement, and perpetuation of such improvements, sites, and districts which represent or reflect elements of the city's cultural, social, economic, political, and architectural history.
- (2) Safeguard the city's historic and cultural heritage as embodied and reflected in such historic structures, sites, and districts.
- (3) Foster civic pride in the notable accomplishments of the past.
- (4) Stabilize and improve property values.
- (5) Protect and enhance the city's attractions to residents, tourists, and visitors, and serve as a support and stimulus to business and industry.
- (6) Improve and enhance the visual and aesthetic character of the city.
- (7) Educate the public regarding the need and desirability of a city historic preservation program and its enhancement of the quality of life.

Sec. 38-2. - Definitions.

The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Certificate of appropriateness means the certificate issued by the commission approving alteration, rehabilitation, construction, reconstruction, or demolition of an historic structure, historic site, or any improvement in an historic district.

City means City of De Pere, Wisconsin.

Commission means the historic preservation commission created under this chapter.

Historic district means an area designated by the common council, on recommendation of the commission, that contains two or more historic improvements or sites.

Historic site means any parcel of land of historic significance due to a substantial value in tracing the history or prehistory of humans, or upon which an historic event has occurred, and which has been designated as an historic site under this section, or an improvement parcel, or part thereof, on which is situated an historic structure and any abutting improvement parcel, or part thereof, used as and constituting part of the premises on which the historic structure is situated.

Historic structure means any improvement which has a special character or special historic interest or value as part of the development, heritage, or cultural characteristics of the city, state,

or nation, and which has been designated as an historic structure pursuant to the provisions of this chapter.

Improvement means any building, structure, place, work of art, or other object constituting a physical betterment of real property, or any part of such betterment, including streets, alleys, sidewalks, curbs, lighting fixtures, signs, and the like.

Improvement parcel means the unit of property which includes a physical betterment constituting an improvement and the land embracing the site thereof, and is treated as a single entity for the purpose of levying real estate taxes, provided, however, that the term "improvement parcel" shall also include any unimproved area of land which is treated as a single entity for such tax purposes.

Sec. 38-3. - Historic preservation commission; composition.

An historic preservation commission is hereby created, consisting of seven members. Of the membership, if available in the community, one shall be a registered architect; one shall be an historian; one shall be a licensed real estate broker; one shall be a council member; and three shall be citizen members, one of which must reside within an historic district. Each member shall have, to the highest extent practicable, a known interest in historic preservation. The mayor shall appoint the commissioners subject to confirmation by the common council. Of the initial members so appointed, two shall serve a term of one year, two shall serve a term of two years, and three shall serve a term of three years. Thereafter, the term for each member shall be three years.

Sec. 38-4. - Historic structure, historic site and historic district designation criteria.

- (a) For purposes of this chapter, an historic structure, historic site, or historic district designation may be placed on any site, natural or improved, including any building, improvement, or structure located thereon, or any area of particular historic, architectural, archeological, or cultural significance to the city, such as historic structures, sites, or districts which:
 - (1) Exemplify or reflect the broad cultural, political, economic, or social history of the nature, state, or community;
 - (2) Are identified with historic personages or with important events in national, state, or local history;
 - (3) Embody the distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method of construction, or of indigenous materials or craftsmanship;
 - (4) Are representative of the notable work of a master builder, designer, or architect who influenced his or her age; or
 - (5) Have yielded, or may be likely to yield, information important to prehistory or history.
- (b) The commission may adopt specific operating guidelines for historic structure, historic site, and historic district designation providing such are in conformance with the provisions of this chapter.

Sec. 38-5. - Powers and duties of commission.

- (a) ~~Designation nomination and recommendation. The commission shall have the power to nominate and to recommend to the Common Council that the Council approve local historic structure, site and district designations. Upon request of the property owner, the commission shall have the power, subject to section 38-6, infra, to designate historic structures and historic sites, subject to the procedures of Sec.38-6. The commission shall have the power to recommend designation of historic districts within the city limits.~~ Such designations recommendation shall be made based on the criteria set forth in section Sec. 38-4, supra. ~~Historic districts shall be approved by the common council. Once If designated by the Council,~~ such historic structures, sites, and districts shall be subject to all the provisions of this chapter.
- (b) *Regulation of construction, reconstruction, alteration, and demolition.*
- (1) No owner or person in charge of an historic structure, historic site, or structure within an historic district shall reconstruct, alter, or demolish all or any part of the exterior of such property or construct any improvement upon such designated property or properties, or cause or permit any such work to be performed upon such property, or demolish such property unless a certificate of appropriateness has been granted by the historic preservation commission. Unless such certificate has been granted by the commission, the building inspector shall not issue a permit for any such work.
 - (2) Upon filing of any application for a certificate of appropriateness with the commission, the commission shall approve the application unless:
 - a. In the case of a designated historic structure or historic site, the proposed work would detrimentally change, destroy, or adversely affect any exterior architectural feature of the improvement or site upon which said work is to be done;
 - b. In the case of the construction of a new improvement upon an historic site or within an historic district, the exterior of such improvement would adversely affect or not harmonize with the external appearance of other neighboring improvements on such site or within the district;
 - c. In the case of any property located in an historic district, the proposed construction, reconstruction, exterior alteration, or demolition does not conform to the purpose and intent of this chapter and to the objectives and design criteria of the historic preservation plan for said district;
 - d. The building or structure is of such architectural or historical significance that its demolition would be detrimental to the public interest and contrary to the general welfare of the people of the city and state;
 - e. The building or structure is of such old and unusual or uncommon design, texture, and/or material that it could not be reproduced without great difficulty and/or expense;
 - f. Except as provided herein, in the case of a request for the demolition of a deteriorated building or structure, any hardship or difficulty claimed by the owner

Comment [JS1]: Paragraph revisions of local site/structure designation to nominate recommend to council, which is consistent current district nomination and recommendation language in ordinance.

is self-created or is the result of any failure to maintain the property in good repair. Upon the request for a demolition permit for a structure determined to be unfit for human habitation, occupancy, or use by any authorized public official or agency, the commission may defer the granting of approval for a period of up to six months from the time of such application, during which time the commission and the property owner shall undertake serious and continuing discussions for the purpose of finding a method to save such property. During such period, the property owner and the commission shall cooperate in attempting to avoid demolition of the property. At the end of this six-month period, if no mutually agreeable method of saving the subject property bearing a reasonable prospect of eventual success is under way, or if no formal application for funds from any governmental unit or nonprofit organization to preserve the subject property is pending, the building inspector may issue the permit to demolish the subject property without the approval of the commission. If such mutually agreeable method for saving the subject property is not successful or no such funds to preserve the subject property have been obtained and available for disbursement within a period of two months following the end of such six-month period, the building inspector may issue the permit to demolish the subject property without the approval of the commission.

- (3) In addition, in determining whether to issue a certificate of appropriateness, the commission shall consider and may give decisive weight to any or all of the following standards:
- a. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
 - b. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
 - c. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
 - d. Most properties change over time. Those changes that have acquired historic significance in their own right shall be retained and preserved.
 - e. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
 - f. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
 - g. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

- h. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
 - i. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
 - j. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- (4) If the commission determines that the application for a certificate of appropriateness and the proposed changes are consistent with the character and features of the property or district and with the above guidelines, it shall issue the certificate of appropriateness. Upon the issuance of such certificate, the building permit shall then be issued by the building inspector. The commission shall make this decision within 45 days of the filing of the application. Failure of the commission to act upon a request for a certificate of appropriateness within 45 days shall result in the issuance of such certificate.
 - (5) Agencies of the city and all public utility and transportation companies undertaking projects affecting historic structures, historic sites, or historic districts shall be required to obtain a certificate of appropriateness prior to initiating any changes in the character of street paving, sidewalks, utility installations, lighting, walls, fences, structures, and buildings on property, easements, or streets owned or franchised by the city.
 - (6) The issuance of a certificate of appropriateness shall not relieve the applicant from obtaining other permits and approvals required by the city. A building permit or other municipal permit shall be invalid if it is obtained without the presentation of the certificate of appropriateness required for the proposed work. Insofar as they are applicable to an historic structure, historic site, or improvement in an historic district designated under this section, any provision of the plumbing code, electrical code, or building or housing of the city shall apply unless waived by the appropriate state or city officials. The commission may support or propose such waivers before the appropriate state or city appeals body.
 - (7) Compliance with certificates of appropriateness shall be started within 12 months after the issuance of the certificate, and the work shall conform to the provisions of the certificate. The city may inspect the work during and after construction in order to assure compliance. Failure to comply with a certificate of appropriateness or failure to obtain a certificate of appropriateness shall be a violation of this section. In addition to other penalties and remedies, the city shall issue a stop work order, and all work shall cease on the designated property. No additional work shall be undertaken as long as such stop work order shall continue in effect.
 - (8) Ordinary maintenance and repairs may be undertaken without a certificate of appropriateness provided the work involves repairs to existing features of an historic structure or site, or the replacement of elements of a structure with pieces identical in

appearance, and provided that the work does not change the exterior appearance of the structure or site and does not require the issuance of a building permit.

- (c) *Appeals.* Should the commission deny a certificate of appropriateness due to the failure of the proposal to conform to the guidelines, the applicant may appeal such decision to the common council within 30 days. In addition, if the commission denies a certificate of appropriateness, the commission shall, with the cooperation of the applicant, work with the applicant in an attempt to obtain a certificate of appropriateness within the guidelines of this chapter.
- (d) *Recognition of historic structures, sites, and districts.* At such time as an historic structure, site, or district has been properly designated, the commission may cause to be prepared and erected on such property, at city expense, a suitable plaque declaring that such property is an historic structure, site, or district. Such plaque shall be so placed as to be easily visible to passing pedestrians. The plaque shall state the accepted name of the historic property, the date of its construction, and other information deemed proper by the commission.
- (e) *Other duties.* In addition to those duties already specified in this section, the commission shall:
 - (1) Work for the continuing education of the citizens about the historical heritage of the city and the historic properties designated under the provisions of this chapter.
 - (2) Cooperate with the state historic preservation officer and the state historic preservation review board in attempting to include such properties hereunder designated as landmarks or landmark sites, or historic districts in the National Register of Historic Places and the State Register of Historic Places.
 - (3) As it deems advisable, receive and solicit funds for the purpose of historic preservation in the city. Such funds shall be placed in a special city account for such purpose.

Sec. 38-6. - Procedures.

(a) *Designation of historic structures and historic sites.*

- (1) The commission may nominate the designation of historic structures and sites, after notification to the property owner(s) of the subject property, by conducting a public hearing thereon. Notice of the public hearing shall be published as a Class 1 Notice under Wisconsin Statutes ~~after notice and public hearing, designate historic structures and historic sites or rescind such designation or recommendation after application of the criteria in section 38-4, above.~~ At least ten days prior to such hearing, the commission shall notify, by first class mail, the owner(s) of the structure or site subject to designation and the owners of record, as listed in the office of the city assessor, who are owners of property in whole or in part situated within 100 feet of the boundaries of subject property, of the proposed designation and of the time and place of the public hearing thereon, the property affected. These owners shall have the right to confer with the commission prior to final action by the commission on the designation. ~~Notice of such hearing shall also be published as a Class 1 Notice under the Wisconsin Statutes.~~ The commission shall also notify the following: department of public works,

Comment [JS2]: New sentence change form designation to nomination and recommendation.

Comment [JS3]: Required by 2015 Wis

Comment [JS4]: Required by 2015 Wis

redevelopment authority, parks department, fire and police departments, health department, building inspection department, and plan commission. Each such department may respond to the commission with its comments on the proposed designation or rescission.

- (2) The commission shall then conduct such public hearing and, in addition to the notified persons, may hear expert witnesses and shall have the power to subpoena such witnesses and records as it deems necessary, ~~and, the commission may conduct an independent investigation into the proposed designation or rescission, all as necessary to determine if the structure or site meets the designation criteria of Sec. 38-4.~~ Within ten days after the close of the public hearing, ~~if the commission determines to recommend designation of the structure or site to the common council, it shall notify the owner of the property subject to designation of such decision by first class mail. The commission shall also forward its recommendation to the common council, may designate the property as either an historic structure or historic site, or rescind the designation. After the designation or rescission has been made, notification shall be sent to the property owner or owners. Notification shall also be given to the city clerk, building inspection department, plan commission, and the city assessor. The commission shall cause the designation or rescission to be recorded, at city expense, in the county register of deeds office.~~

Comment [JS5]: Incorporates ordinance

Comment [JS6]: Reuired by 2015 Wis. .

- (3) ~~The common council. The common council, upon receipt of the recommendation from the historic preservation commission shall consider such recommendation, with notice of the council meeting at which the matter is to be considered given as noted in subsection (a)(1) above. The council shall either approve or reject the historic designation. Upon approval of the designation, the common council shall cause the designation to be recorded, at city expense, in the county register of deeds office.~~

Comment [JS7]: New language to add council consideration of site/structure recommendation and to move recording la from prior commission designation section

(b) *Designation of historic districts.*

- (1) For preservation purposes, the historic preservation commission shall select geographically defined areas within the city to be designated as historic districts and shall, with the assistance of the city planning department, prepare an historic preservation plan in ordinance form for each area ~~for nomination as an historic district.~~ An historic district may be designated for any geographic area of particular historic, architectural or cultural significance to the city, which:
- Exemplifies or reflects the broad cultural, political, economic, or social history of the nation, state, or community;
 - Is identified with historic personages or with important events in national, state, or local history;
 - Embodies the distinguishing characteristics of architectural types or specimens inherently valuable for the study of a period or periods, styles, methods, or construction, or of indigenous materials or craftsmanship;

Comment [JS8]: Added to make distric nomination language consistent with site/s designation and with paragraph 38-7 regan interim control

- d. Is representative of the notable works of master builders, designers, or architects who influenced their age; or
 - e. Has yielded, or may be likely to yield, information important to history or prehistory.
- (2) Each historic preservation plan prepared for or by the historic preservation commission shall include a cultural and architectural analysis supporting the historic significance of the area, the specific guidelines for development, and a statement of preservation objectives.
- (3) Guideline criteria to be considered in the development of historic district plans are as follows:
- a. Regulation of construction, reconstruction, alteration, and demolition shall conform to the criteria and standards in subsections 38-5(b)(1)—(3).
 - b. All new structures shall be constructed to a height visually compatible with the building and environment with which they are visually related.
 - c. The gross volume of any new structure shall be visually compatible with the buildings and environment with which it is visually related.
 - d. In the street elevation of a building, the proportion between the width and height in the facade should be visually compatible with the building and environment with which it is visually related.
 - e. The proportions and relationships between doors and windows in the street facade should be visually compatible with the buildings and environment with which it is visually related.
 - f. The rhythm of solids to voids, created by openings in the facade, should be visually compatible with the buildings and environment with which they are visually related.
 - g. The existing rhythm created by existing building masses and spaces between them should be preserved.
 - h. The materials used in the final facade should be visually compatible with the buildings and environment with which they are visually related.
 - i. The texture inherent in the facade should be visually compatible with the buildings and environment with which it is visually related.
 - j. Colors and patterns used on the facade (especially trim) should be visually compatible with the buildings and environment with which they are visually related.
 - k. The design of the roof should be visually compatible with the buildings and environment with which it is visually related.
 - l. The landscape plan should be sensitive to the individual building, its occupants and their needs. Further, the landscape treatment should be visually compatible with the buildings and environment with which it is visually related.

- m. The street facade should blend with other buildings via directional expression. When adjacent buildings have a dominant horizontal or vertical expression, this expression should be carried over and reflected.
 - n. Architectural elements should be incorporated as necessary to relate the new with the old and to preserve and enhance the inherent characteristics of the area.
- (4) Review and adoption procedure.
- a. *Historic preservation commission.* The historic preservation commission shall hold a public hearing when considering the plan for an historic district. Notice of the time, place, and purpose of such hearing shall be given by publication as a Class 1 Notice under ~~the Wisconsin Statutes, in the official city paper.~~ Notice of the time, place, and purpose of the public hearing shall also be sent by first class mail by the city clerk to the council member of the aldermanic district or districts in which the historic district is located, and to all the owners of record, as listed in the ~~Office~~ of the city assessor, who are owners of the property within the proposed historic district or are situated in whole or in part within 100 feet of the boundaries of the proposed historic district. Said notice is to be sent at least ten days prior to the date of the public hearing. Following the public hearing, the historic preservation commission shall vote to recommend, reject, or withhold action on the plan. This recommendation shall be ~~sentforwarded~~ to all the owners of record of property within the proposed historic district and to the city plan commission and the common council.
 - b. *The city plan commission.* The plan commission shall review the historic district plan and make a recommendation to the common council. The plan commission shall make its recommendation on the historic district plan within 45 days.
 - c. *The common council.* The common council, upon receipt of the recommendation from the historic preservation commission and plan commission, shall hold a public hearing, with notice to be given as noted in subsection a., above, and shall, following the public hearing, either designate or reject the historic district. Designation of the historic district shall constitute adoption of the plan in ordinance form prepared for that district and direct the implementation of said plan.

Comment [JS9]: Required by 2015 Wis

Comment [JS10]: Required by 2015 W
176

(c) *Recission of historic designation.* The procedure for recission of historic structure or site designation shall follow the procedure as set forth in Sec. 38-6(a). The procedure for recission of an historic district designation shall follow the procedure set forth in Sec. 38-6(b).

Formatted: Font: Italic

Formatted: Indent: Left: 0.3"

Formatted: Font: Not Italic

Sec. 38-7. - Interim control.

No building permit shall be issued by the building inspector for alteration, construction, demolition, or removal of a nominated historic structure, historic site, or any property or structure within a nominated historic district from the date of the meeting of the historic preservation commission at which a nomination form is first presented until the final disposition of the nomination by the historic preservation commission or the common council unless such alteration, removal, or demolition is authorized by formal resolution of the common council as

necessary for public health, welfare, or safety. In no event shall the delay be for more than 180 days.

Sec. 38-8. - Conformance with regulations.

- (a) Every person in charge of an historic structure, historic site, or improvement in an historic district shall maintain same or cause or permit it to be maintained in a condition consistent with the provisions of this ordinance. The common council may appoint the building inspector or any other individual or group of individuals to enforce this chapter. During the period of the certificate, the duties of the inspection officer may include periodic inspection at intervals provided by the common council of designated historic structures, historic sites, and historic districts.
- (b) Every person in charge of an improvement on an historic site or in an historic district shall keep in good repair all of the exterior portions of such improvement and all interior portions thereof which, if not so maintained, may cause, or tend to cause, the exterior portions of such improvement to fall into a state of disrepair, including, but not limited to:
 - (1) The deterioration of exterior walls or other vertical supports;
 - (2) The deterioration of roofs or other horizontal members;
 - (3) The deterioration of external chimneys;
 - (4) The deterioration or crumbling of exterior plasters or mortar;
 - (5) The ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors;
 - (6) The peeling of paint, rotting, holes, and other forms of decay;
 - (7) The deterioration of surrounding environment; e.g., fences, gates, sidewalks, steps, signs, accessory structures, and landscaping;
 - (8) The deterioration of any features so as to create or permit the creation of any hazardous or unsafe condition or conditions; or
 - (9) All interior portions thereof which may cause the exterior to deteriorate or become damaged or otherwise to fall into a state of disrepair.
- (c) The purpose of this section is to prevent the demolition of a building or structure by neglecting it and permitting damage to it by weather or vandalism.
- (d) The building inspector shall give the commission notice of properties which, in his/her opinion, are unfit for human habitation, occupancy, or use prior to issuance of any raze orders under state statutes or municipal ordinances.
- (e) Insofar as they are applicable to an historic structure, historic site, or improvement in an historic district designated under this section, any provision of the Plumbing Code, the Minimum Housing and Property Maintenance Code, Building Code, Heating, Ventilating and Air Conditioning Code, and Outdoor Signs and Outdoor Advertising Structures regulations of the general ordinances may be varied or waived, on application, by the appropriate board having such jurisdiction over such chapter or, in the absence of such

board, by the building inspector, provided such variance or waiver does not endanger public health or safety.

Sec. 38-9 –Appeal of Commission Decision

An owner of property affected by a decision of the commission may appeal the decision to the common council. Such appeal shall be in writing-, and filed with the city clerk not later than 24 calendar days after receipt of the commission decision at issue, The council may overturn the decision of the commission by a majority vote of the council present.

Formatted: Font: Not Bold

Comment [JS11]: Required by 2015 W 176

Sec. 38-~~109~~. - Penalties for violations.

Any person or persons violating any provision of this section may be fined no less than \$200.00 for each separate violation. Each and every day during which a violation continues shall be deemed to be a separate offense. Notice of violations shall be issued by the building inspector.

Sec. 38-~~1140~~. - Emergency conditions.

In any case where the building inspector determines that there are emergency conditions dangerous to life, health, or property affecting an historic structure, site, or a property in an historic district, the city may order the remedying of these conditions without the approval of the commission. The city shall promptly notify the commission of the action being taken. When the emergency conditions do not require demolition, the city shall make every effort to carry out the intent of this chapter and to use the design guidelines of the commission when remedying the emergency conditions.

Sec. 38-~~1244~~. - Separability.

If any provision of this chapter or the application thereof to any person or circumstance is held invalid, the remainder of this chapter and the application of such provision to other persons or circumstances shall not be affected thereby.

City of De Pere MEMORANDUM



To: Common Council
From: Peter Schleinz, City Planner
Date: September 20, 2016

RE: **Recommendation from the Historic Preservation Commission to approve revisions to the Historic Preservation Ordinance to allow the Historic Preservation Commission to designate historic buildings with the awareness of property owners.**

During the August 15, 2016 and September 19, 2016 Historic Preservation Committee meetings, the Historic Preservation Commission discussed proposed text revisions for Historic Preservation Ordinance Sections 38-5, 38-6, and 38-9, as well as the renumbering of Sections 38-9 through 38-12. The attached DRAFT Ordinance demonstrates the proposed text revisions redlined.

The proposed text revisions are necessary in order for the City of De Pere to retain its status as a Certified Local Government (CLG), and retain the City's eligibility for sub-grants from the Wisconsin Historical Society. The \$19,000 Intensive Survey sub-grant, awarded to the City of De Pere in 2016, is an example of a sub-grant that would no longer be available to the City.

In summary, the proposed text revisions include the following:

- A format for the Historic Preservation Commission to designate local historic properties and sites.
- A method for the Common Council to override Historic Preservation Commission recommendations.
- A procedure for notifying a property owner about a proposed historic designation.
- A procedure for a private property owner to appeal a historic designation recommendation.

As a courtesy, on August 31, 2016, City staff mailed 242 letters to property owners of the following historic districts and properties, informing the property owners of the proposed text revisions as well as proposed Historic Preservation Commission and Common Council meeting dates:

- North Broadway Historic District
- N. Michigan -- N. Superior Historic District
- Randall Avenue Historic District
- De Pere Lock and Dam
- Old De Pere Library, LLC, St. Norbert Main Hall, Lawton Foundry, Union Hotel

Contact information for the City Planner was provided in the letter in case the property owners had questions or comments. As of September 19, 2016, questions or comments were received (via telephone and/or e-mail) from Mary Baeten, a property owner in the Randall Avenue Historic District and from Jennifer Sunstrom, the Governmental Affairs Director of the Realtors Association of North East Wisconsin (RANW). The property owner opposed the text revisions with concerns related to loss of property rights and the RANW representative had general questions about the source location for the ordinance as well as documents that triggered the need for the proposed text revisions, which were

provided by staff. Two notification letters were returned to City Hall as undeliverable. Also, five residents attended the September 19, 2016 Historic Preservation Commission meeting for information but did not formally express an opinion when the Historic Preservation Commission meeting was opened for public input.

The review process for Ordinance text revisions is as follows:

1. Historic Preservation Commission reviews the Ordinance text revisions.
 - a. The Historic Preservation Commission reviewed the text revisions on August 15, 2016 and September 19, 2016. The Commission recommended approval of the Ordinance text revision by a vote of 3-2 on September 19, 2016
2. The Common Council reviews and approves or rejects the proposed text revisions for the Historic Preservation Ordinance.

Historic Preservation Commission Recommendation:

The Historic Preservation recommends approval of the proposed text revisions for the Historic Preservation Ordinance.

GENERAL INFORMATION

Certified Local Government (CLG) Historic Preservation Program in Wisconsin

PRINT EMAIL A FRIEND FACEBOOK TWITTER MORE...

The Wisconsin State Historic Preservation Officer (SHPO) administers the Certified Local Government program for the National Park Service in Wisconsin. The federal law creating the Certified Local Government program can be found in 36 CFR Part 61, Section 61.5 "Approved Local Programs."

A Certified Local Government (CLG) is any city, village, county or town that has been certified by the SHPO and the Department of the Interior to meet these basic criteria:

- Establish by ordinance a qualified historic preservation commission
- Enforce appropriate state or local legislation for the designation and protection of historic properties
- Maintain a system for the survey and inventory of local historic resources
- Provide for public participation in the local historic preservation program

Wisconsin Requirements for Certified Local Governments

Federal law allows the state to establish additional requirements for CLGs. The CLG must adhere to all of the federal and state requirements or the SHPO may revoke the CLG certification. The Wisconsin SHPO has established these additional requirements:

1. The CLG must enact and enforce a historic preservation ordinance that regulates historic property.
2. A CLG must provide annual reporting to the SHPO on CLG activities.
3. A CLG must send copies of meeting minutes and agendas to the SHPO following each meeting.
4. The ordinance must not allow historic property owners to "opt-out" of local historic designation.
5. Designation must not require owner consent.
6. The commission must approve work on locally designated properties and recommendations may not be "advisory."

What are the Benefits of CLG Status?

- Eligibility to apply for Wisconsin Historic Preservation Fund Subgrants from the federal Historic Preservation Fund allocation to the state, to be used for eligible CLG activities.
- Ability to formally comment on National Register of Historic Places nominations within its municipal boundaries before they are sent to the State Historic Preservation Review Board.
- Eligibility to authorize the use of Chapter 11 of the International Existing Building Code for locally designated historic buildings.

Is My Community Already a CLG?

A searchable database of CLGs nationwide can be found through the National Park Service CLG search page . You can also view a map (217 KB, PDF) of all Wisconsin CLGs.

Learn More

[How Does My Community Become a Certified Local Government?](#)

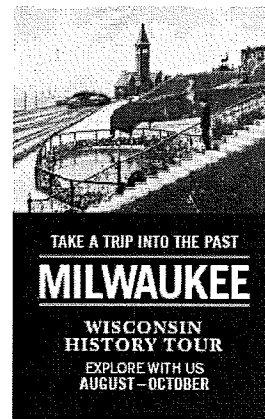
[How to Apply for Historic Preservation Fund Subgrants for Certified Local Governments](#)

[Certified Local Government \(CLG\) Subgrant Criteria](#)

Have Questions?

Contact Joe DeRose by phone at 608-264-6512 or by email below:

joe.derose@wisconsinhistory.org



CITY OF DE PERE

MEMO

To: Mike Fleck, Chair
 Members of the Historic Preservation Commission
 From: Judith Schmidt-Lehman, City Attorney
 RE: 2015 Wisconsin Act 176 language regarding appeal of Historic Preservation
 Commission Action to the Common Council
 Date: September 19, 2016

On August 15, 2016, the Commission reviewed proposed revisions to the Historic Preservation Ordinance [Chapter 38 De Pere Municipal Code (DPMC)] made necessary to maintain the Commission's Certified Local Government status and by 2015 Act 176. The Commission requested clarification of the language used in proposed new §38-9 DPMC, which reads:

Sec. 38-9. – Appeal of Commission Decision.

An owner of property affected by a decision of the Commission may appeal the decision to the Common Council. Such appeal shall be made in writing, and filed with the City Clerk, not later than 24 days after receipt of the Commission decision at issue. The Council may overturn the decision of the Commission by majority vote of the Council.

The question, as I understand it, is whether the phrase “(a)n owner of property affected by a decision of the Commission” is limited to the owner of the property that is the object of a Commission decision or whether that phrase is intended to apply to other “affected” property owners. For the reasons set forth below, I believe the intent of the state legislature is that this phrase is meant to apply more broadly to *any* property owner affected by a decision of the Commission.

2015 Wisconsin Act 176 made two substantive changes to state law concerning Historic Preservation Commissions. This Act requires that a public hearing be held before an historic site or district may be designated, including notifying the “...owner of the place, structure or object ...” by mail of the time and place of the public hearing. The language used by the legislature in requiring mailing of a public hearing notice is clearly intended to apply to the owner of the property which is of an historic designation.

The second change made by 2015 Wisconsin Act 176 concerns the appeal language. The language used by the legislature for this change is:

62.23 (7) (em)3. An owner of property affected by a decision of a city landmark commission may appeal the decision to the common council. The common council may overturn a decision of the commission by majority vote of the council.

Had the legislature intended this section to apply only to the owner of the property that is the object of the decision, they could have used the same language used in the provision regarding mailing of the public hearing notice. However, it did not. Rather, the language used by the legislature in drafting this requirement is different; namely appeal rights apply to “*an* owner” of property affected rather than “*the* owner” of property affected (emphasis added.) Under the rules of statutory construction, the legislature is presumed to have used the words intended and the

words so used are to be given their effect if at all possible. Use of the word “an” rather than “the” indicates that the legislature intended the class of persons eligible for appeal to include property owners in addition to the owner of the object of the decision, provided they are “affected” by the decision.

There may be property owners other than the owner of the object of the decision affected by a decision of the commission. This is not to say however that *any* claim of being “affected” by a decision will give a right to appeal. Rather, in order to pursue an appeal, a property owner other than the owner of the object of the commission decision must have legal standing to do so. Under Wisconsin law, “standing” sufficient to pursue a legal action means the person must (1) have a personal interest (stake) in the controversy; (2) that personal interest will be adversely affected; and (3) the personal interest is one which public policy calls for protection.¹ Examples of standing sufficient to meet this test would include financial or property right impacts. Whether standing exists will be analyzed on a case by case basis.

In conclusion, I believe the legislature intended the right to appeal a commission decision to apply broadly to any property owner that could legitimately claim an adverse “affect” by the commission decision. Had the legislature intended the right to appeal to apply only to the owner of the object of the commission decision, it would have used the word “the” instead of “an”.

If you have any other questions or other concerns, please let me know.

H:\azills\Memos\2016\Chair Fleck-HPC Members 2015 WI ACT 176 Analysis -9-19-16-119-100-02.docx

¹*Foley-Ciccantelli v. Bishop’s Grove Condo. Ass’n*, ¶15, 2011 WI 36.

CITY OF DE PERE

335 South Broadway
De Pere, WI 54115
Fax No.: 920/339-4049
Web: <http://www.de-pere.org>



August 31, 2016

RE: City of De Pere Historic Preservation Commission Meeting for a text revision to the Historic Preservation Ordinance

Dear Property Owner:

This mailing has been sent to inform you that the City of De Pere Historic Preservation Commission (HPC) is reviewing proposed changes to the Historic Preservation Ordinance. The proposed changes include the following:

- A format for the HPC to designate local historic properties and sites.
- A method for the Common Council to override a HPC recommendation.
- A procedure for a private property owner to appeal a historic designation recommendation.

The purpose for the proposed ordinance revisions is to allow the City of De Pere to retain its existing Certified Local Government (CLG) status and retain the ability to obtain historic preservation related grants from the Wisconsin Historical Society. The proposed ordinance revisions will be discussed at the following meetings:

1. **Historic Preservation Commission – September 19, 2016 at 6:00 PM.**
2. **City Council – October 4, at 7:30 PM.** *(if recommended by HPC in September)*

Both meetings are located in the Council Chambers on the second floor of De Pere City Hall.

As a courtesy, this letter has been mailed to property owners in the following historic districts and properties:

- | | |
|--|------------------------------------|
| • North Broadway Historic District | • Randall Avenue Historic District |
| • N. Michigan – N. Superior Street Historic District | • De Pere Lock and Dam |
| • Old De Pere Library LLC, St. Norbert Main Hall | • Lawton Foundry, Union Hotel |

A DRAFT sample of the proposed ordinance changes is printed on the back of this letter. The full ordinance, with draft changes shown, is available for preview in hard copy at the De Pere City Hall. You are welcome to attend the meetings to learn about the proposal and to provide comments. If you have any additional questions or comments regarding the proposal, please contact me at (920) 339-4043 or pschleinz@mail.de-pere.org.

Respectfully,

Peter Schleinz
City Planner

For your convenience, the following “*redlined text*” represents the proposed changes for the Historic Preservation Ordinance Sections 38-5(a), 38-6(a), and 38-9:

DRAFT Section 38-5(a) changes:

(a) *Designation.* ~~The commission shall have the authority to initiate. Upon request of the property owner, the commission shall have the power,~~ subject to section 38-6, infra, ~~to designation e of~~ historic sites and historic structures ~~and historic sites~~. The commission shall have the power to recommend designation of historic districts within the city limits. All owners of an historic site or an historic structure for which historic designation is proposed shall be provided with notice of the proposed designation prior to commission action on the designation. Such designations shall be made based on section 38-4, supra. Historic districts shall be approved by the common council. Once designated, such historic structures, sites, and districts shall be subject to all the provisions of this chapter.

DRAFT Section 38-6(a) changes:

(a) *Designation of historic structures and historic sites.*

(1) The commission may, after notice and public hearing, designate historic structures and historic sites or rescind such designation or recommendation after application of the criteria in section 38-4, above. At least ten days prior to such hearing, the commission shall notify the owners of record, as listed in the office of the city assessor, who are owners of property in whole or in part situated within 100 feet of the boundaries of the property affected of the proposed designation and of the time and place of the public hearing. These owners shall have the right to confer with the commission prior to final action by the commission on the designation. Notice of such hearing shall also be published as a Class 1 Notice under the Wisconsin Statutes. The commission shall also notify the following: department of public works, redevelopment authority, parks department, fire and police departments, health department, building inspection department, and plan commission. Each such department may respond to the commission with its comments on the proposed designation or rescission.

(2) The commission shall then conduct such public hearing and, in addition to the notified persons, may hear expert witnesses and shall have the power to subpoena such witnesses and records as it deems necessary. The commission may conduct an independent investigation into the proposed designation or rescission. Within ten days after the close of the public hearing, the commission may designate the property as either an historic structure or historic site, or rescind the designation. After the designation or rescission has been made, official notification shall be sent to the property owner or owners, ~~and, Notification shall also be given~~ to the city clerk, building inspection department, plan commission, and the city assessor. The commission shall cause the designation or rescission to be recorded, at city expense, in the county register of deeds office.

(3) The Common Council may overturn the decision of the Commission by a majority vote of the Council.

Draft 38-9 changes (added new section):

Sec. 38-9. – Appeal of Commission Decision.

An owner of property affected by a decision of the Commission may appeal the decision to the Common Council. Such appeal shall be made in writing, and filed with the City Clerk, not later than 24 days after receipt of the Commission decision at issue. The Council may overturn the decision of the Commission by majority vote of the council.

City of De Pere, Wisconsin

**Request For Common Council Action**

MEETING DATE: November 1, 2016

DEPARTMENT: Plan Commission

FROM: Kimberly Flom

SUBJECT: Resolution #16-110, Adopting Operating Plan for City of De Pere Business Improvement District #1 (Business Improvement District 2017 Operating Plan - Year Three).

At their meeting on October 21, 2016, the Business Improvement District Board voted to approve the 2017 Business Improvement District Operating Plan.

ATTACHMENTS:

- Reso16-110 (DOCX)
- BID Operating Plan Memo 2016 (DOCX)
- 2017 Operating Plan for BID Meeting (PDF)
- DDP Annual Report 2015 (PDF)

RESOLUTION #16-110

ADOPTING OPERATING PLAN FOR
CITY OF DE PERE BUSINESS IMPROVEMENT DISTRICT #1
(Business Improvement District 2017 Operating Plan – Year Three)

WHEREAS, on November 4, 2014, the Common Council approved the creation of City of De Pere Business Improvement District #1, including the adoption of the Business Improvement District 2015 Operating Plan and subsequent amendments; and

WHEREAS, changes recommended to the 2016 Operating Plan are set forth in the Business Improvement District 2017 Operating Plan (Year Three) (“the 2017 Operating Plan”) attached hereto and incorporated herein by reference as Exhibit 1; and

WHEREAS, the Business Improvement District Board has reviewed the 2017 Operating Plan and recommends approval thereof.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Common Council adopts the Business Improvement District 2017 Operating Plan (Year Three).

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 1st day of November, 2016.

APPROVED:

Michael J. Walsh, Mayor

ATTEST:

Shana D. Ledvina, Clerk-Treasurer

Ayes: _____

Nays: _____

Attachment: Reso16-110 (5248 : 2017 De Pere Business Improvement District Operating Plan.)

City of De Pere MEMORANDUM



To: Business Improvement District (BID) Board
 From: Kimberly Flom, Economic Development & Planning Director
 Date: October 17, 2016
 RE: **BID 2017 Operating Plan**

2017 De Pere Business Improvement Operating Plan

The 2017 De Pere Business Improvement Operating Plan is attached for your review.

Plan Highlights

The Plan has been updated to include assessment numbers for the 2016 tax year. Overall, assessments in the District have decreased from \$88,085.00 to \$87,139.13. The assessments reflect property value estimates as of October 12, 2016. One property is appealing their Board of Review decision, but it is unlikely that an assessment change, if it occurs, will alter the overall BID contribution (this property already exceeds the maximum and is capped at \$1,950).

Last year, the BID Board authorized payment of 100% of BID assessments to Definitely De Pere, the contractor for the Operating Plan. This year, the plan includes a proposal for \$1,000 of the BID assessments to be paid to the City to partially cover administrative time associated with the Business Improvement District Operating Plan, assessments and meetings.

State statutes require that an annual audit be conducted of the BID. Definitely De Pere will be responsible for obtaining and paying for the audit. The audit will be added to the operating plan once it is complete. Funds for the audit should be included in future Definitely De Pere budgets.

Due to the change in fiscal year approved by Definitely De Pere in 2015, the annual report will only cover May 1, 2015 to December 31, 2015. The annual report was not available from Definitely De Pere at the time of this memo, but will be distributed and presented at the meeting. We anticipate that the 2016 annual report and audit will be completed and available in the spring of 2017.

Language has been refined and added to emphasize the BID Board and Definitely De Pere's role in shaping design guidelines and zoning code revisions for future development and redevelopment.

No changes have been made to the 'Measures of Success' section. If the BID Board desires additional performance metrics to be added into this section, they may add these as amendments during the meeting.

We anticipate that the City Council will review this operating plan at their meeting on November 1, 2016.

Attachment: BID Operating Plan Memo 2016 (5248 : 2017 De Pere Business Improvement District Operating Plan.)

De Pere Business Improvement District 2017 Operating Plan (Year Three)



October 2016

Anticipated Approval by Common Council: November, 2016

Attachment: 2017 Operating Plan for BID Meeting (5248 : 2017 De Pere Business Improvement District Operating Plan.)

**The 2017 BID Plan was prepared by the City of De Pere in collaboration with the
BID Board and Definitely De Pere**

BID Board Members:

Tom Gavic - Chair
Dan Van Straten – Treasurer
Larry Delo – Secretary
Brent Felchlin
Kathy Rupiper
Lance Abts
Rich Starry

Definitely De Pere:

Tina Quigley – Executive Director
Scott Hemauer – Board President
Jennie Kuepper, Event Coordinator

**DE PERE
BUSINESS IMPROVEMENT DISTRICT
OPERATING PLAN**

Table of Contents

	Page
I. Introduction	
A. Purpose and History of the BID.....	4
II. Development Plans.....	5
A. Plan Objectives.....	5
B. Proposed Activities.....	5
C. Benefits of the BID.....	6
III. Measures of Success.....	7
A. Proposed Expenditures of the BID.....	7
B. Budget.....	8
C. Annual Review.....	8
D. Relationship to Plans for Orderly Development of the City.....	9
E. Powers.....	9
F. Public Review Process.....	9
IV. District Boundaries.....	9
V. BID Organization and Operating Board.....	9
VI. Financing Method.....	10
VII. Method of Assessment.....	10
A. Assessed Parcels.....	10
	2

B.	Levy of Assessment.....	10
C.	Schedule of Assessments.....	10
D.	Assessment Collection and Disbursal.....	10
E.	Annual Report.....	11
VIII.	City Role in District Operations.....	11
IX.	Required Statements.....	12
X.	Severability and Expansion.....	12
XI.	Appendices	
A.	Draft 2017 Definitely De Pere Budget & City Administrative Costs.....	13
B.	BID District Boundary.....	17
C.	Properties in the District including Assessed and Exempt Properties.....	18
D.	Wisconsin Statutes Section 66.1109.....	23
E.	Adopted Bylaws.....	26

I. Introduction

Wisconsin Act 184, signed into law in 1984, gives Wisconsin municipalities the authority to create Business Improvement Districts (BIDs) within their communities. To do so, at least one property owner within the proposed district must petition the City to create a BID. The State Legislature created Section 66.1109 of the Wisconsin Statutes (the "BID Law") to provide a way for business properties within an established district to authorize voluntarily assessments. The assessment funds are to be used for programs aimed at promoting developing, redeveloping, managing and maintaining that district. At the time of creation of this BID (2014), there were 70 BIDs in the State of Wisconsin and according to a 2005 statistic by Charles S. Law, Ph. D., the average BID assessment was \$3.64 per \$1000.00 of assessed valuation.

Business Improvement Districts are quite similar to traditional special assessments where property owners are assessed for improvements or services that benefit them. Unlike traditional assessments, Business Improvement District assessments can be used to finance a wide range of activities, services and improvements. Primarily BIDs have been used to attract merchants and business owners that in turn attract more customer traffic downtown. Some BIDs in Wisconsin have funded physical improvements like lighting or parking; others have funded promotional and marketing materials and events. The Operating Plan for each BID directs the use of funds and identifies projects, priority areas, etc.

A. Purpose and History of the BID

The property owners who were involved in the creation of the BID hoped to accomplish goals and ideas presented in the De Pere Downtown Master Plan, Comprehensive Plan and Historic Preservation Plan. The original De Pere Business Improvement District Operating Plan had been developed by De Pere BID proponents and the City of De Pere. This BID Operating Plan and future plans will be developed by the BID Board, the City of De Pere, and Downtown De Pere, Inc. (also known as Definitely De Pere and listed throughout this document as Definitely De Pere), along with input and discussion from the membership.

The BID Board, through the development of this Operating Plan has coordinated with Definitely De Pere and the membership for the work described in this plan. Definitely De Pere and the BID provide for a system that has shared long-term goals, and results, that will benefit both the BID District, and the City of De Pere.

As used herein, "DBI Operating Plan" shall refer to the De Pere Business Improvement District Operating Plan, and "District" shall refer to the properties located within the physical boundaries of the Business Improvement District, as provided herein in Appendix B.

The De Pere BID was created in order to:

1. Allow for private property owners to work together in conjunction with the City to develop the District.
2. Enhance existing public funding sources to continue to maintain and promote the District. The BID also empowers future investments generated through private resources in addition to existing public dollars.
3. Provide for an equitable and fair mechanism for funding initiatives that will benefit all business and property owners in the District.
4. Ensure the District will be preserved and will improve the social and economic environment of the District. This is a mechanism to bring together funding initiatives that will fulfill District improvement projects identified in the Downtown Master Plan, Comprehensive Plan and the Historic Preservation Plan.

Use of a BID to develop the District was anticipated to work as follows:

1. The BID was created by the Common Council of the City of De Pere.
2. An operating Board (BID Board), comprised mostly of property owners within the District, has all powers necessary to implement the DBI Operating Plan.
3. The City collects BID assessments from District property owners following the approved assessment formula.
4. Assessment collections are turned over to the BID Board for distribution in accordance with the DBI Operating Plan by the 15th day of the month following such collection.

The Original De Pere BID (established in 2014) included 221 parcels with a total BID value over \$68,209,900. The boundaries include parcels in West and East De Pere's Downtown Business District. Out of the 221 parcels, 76 were tax exempt or were used for residential purposes. The BID value of the remaining 145 was assessed at \$1.75 for every \$1,000.00 in total value of the parcel.

II. Development Plans

The objective of the BID is to preserve and improve the social, economic and physical environment in the District, bring together appropriate partnerships of people, organizations and funds, and to evaluate and implement District development projects identified by businesses and building owners in the De Pere Downtown Master Plan, Comprehensive Plan and Historic Preservation Plan. This section of the Plan shall be the De Pere BID Operating Plan for 2016.

The BID plan works towards creating Plan Objectives, Activities, and Benefits that are measurable. As each year of the BID evolves, so must the Objectives, Activities and Benefits of the plan to find ways to measure success.

A. Plan Objectives

Goals for the District Development as identified by local businesses, building owners and residents in the Downtown Master Plan (Adopted by the City of De Pere in June 2010):

1. **Unite the District** through efforts such as continued community-wide events and expanded community-wide marketing and education efforts.
2. **Link District's destinations** through utilizing marketing resources and working more extensively with Greater Green Bay Area Convention and Visitors Bureau.
3. **Use the potential of transportation to create a high-quality economic and physical environment** by promoting and increasing walkability and bike-friendly investments.
4. **Increase business and private investment** through an organized business recruitment effort and continually updated market research.
5. **Capitalize on key business niches** by identifying consumer needs/desires and business investment potential through market research.
6. **Add life to the District** through expanded creative placemaking efforts and continued growth of traffic-generating events.
7. **Create New Neighborhoods in the Downtown** Help to brand distinct neighborhoods in the District in order to further remove the East/West divide and unite the downtown.
8. **Support Growth and Redevelopment** – In alignment with the Downtown Master Plan, plan for future utilization of the Fox Riverfront for economic development, events and businesses.

B. Proposed Activities

The proposed activities for the BID will promote continued development of the District by:

1. Continuing to promote the historic quality of the District, by facilitating façade rehabilitation projects and educating property owners on available federal and state historic tax credits for building preservation.
2. Supporting redevelopment by providing insight on and recommendations on design guidelines and zoning codes that will facilitate new development while maintaining the desired aesthetic and sense of place for Downtown De Pere.
3. Supporting the City in developing more pedestrian and bicycle friendly roadways, cross walks, and parking options, as well as investing in bicycle parking for the downtown.
4. Working with the City to make business owners aware of City programs, such as the Façade Grant Program and the Revolving Loan Fund Program through continuous education efforts with both new and existing businesses.
5. Supporting the City in the future reconstruction of the Main Ave. Corridor, and continuing to promote pedestrian and bicycle facilities and storm water runoff in these constructions, consistent with ideas presented in the Downtown Master Plan and Comprehensive Plan.
6. Exploring different ways to effectively market District businesses through existing and new events and an enhanced marketing campaign for the district.
7. Working to promote beautification and art related projects to add to the District. Exploring feasibility of and interest in options presented in the Downtown Master Plan for public art and placemaking.
8. Working with the city to pursue major redevelopment projects within the District such as the former George Street bridge approach and Nicolet Square.
9. Helping generate investment interest in the District area and future redevelopment projects as identified in the Downtown Master Plan by creating an enhanced marketing campaign for the downtown district.
10. Working with the City to develop maintenance practices for the District, in which both parties have an understanding of expectations and responsibilities relating to the maintenance of the District, such as sidewalk snow removal, weeding and tending of district plants, as well as garbage removal.
11. Developing and implementing a plan and budget for the coming year and beyond for the District based on the financial expectations from assessments and its priority of needs, and the City's planned improvements during the same period.
12. Implementing enhancements as determined appropriate from the Downtown Master Plan and Comprehensive Plan.
13. Taking all further action needed to carry out the general purposes of this DBI Operating Plan as are allowed by BID law.

C. Benefits of the BID

Money collected by the BID under this DBI Operating Plan will be spent within the District or for the benefit of the District, and used to:

1. Help the District property owners secure and retain tenants by:
 - a. Promotion of coordinated and collaborative partnerships between the District stakeholders, which includes business and property owners.
 - b. Assisting property owners and tenants in the District in dealing and/or partnering with City Government through consultation and formal and informal interaction with City staff and officials.
 - c. Assisting property owners in retaining existing tenants by providing programs and services that help businesses to thrive. Implement in conjunction with the City, projects identified in the Downtown Master Plan and Comprehensive Plan that will improve tenant retention.
 - d. Assisting property owners in recruiting new businesses to the District and reducing new vacancies.

- e. Assisting property owners in rehabilitating second floor rental units to generate additional cash flow for properties.
- f. Implementing in conjunction with the City, projects identified in the Downtown Master Plan and Comprehensive Plan that will improve tenant retention.
- 2. Help increase the value of property in the District by:
 - a. Continuing to improve the perceived and actual image of the District.
 - b. Investigating and facilitating enhancements to buildings in the District by business and property owners.
 - c. Increasing the demand for space by new businesses that wish to locate in the District.
- 3. Help tenants and existing businesses in the District become stronger by:
 - a. Conducting successful traffic building community events.
 - b. Conducting successful retail and hospitality events.
 - c. Enhancing the relationship between St. Norbert College and the downtown.

III. Measures of Success

The success of the BID is determined by the level of satisfaction of those who create it and who control the BID, as well as the level of customer satisfaction. This information can be attained through various surveys and questionnaires. A thorough review of qualitative and quantitative data concerning the BID shall occur in year 3 (2018), year 5 (2020), and year 7 (2022) of the BID's operation.

In addition to the evidence suggested above, the following measures will be established and evaluated as quantifiable measures of success:

1. The Downtown Master Plan contains steps for both public and private sectors. Many of these actions are identified in this DBI Operating Plan. The accomplishment of these objectives will indicate one measure of success for the BID.
2. Commercial facilitation is a measure that can easily be quantified as the number of businesses, both existing and new, that receive help, either financial or advocacy services by the BID.
3. Another way to measure BID success is by the growth in value of private property in the District. Quantifiable valuation measures are calculated annually to measure success over time.
4. A final way to track success is through occupancy rates and business inventory. The 2010 business inventory and occupancy rates can be used as a baseline to evaluate and make changes for following years.

A. Proposed Expenditures of the BID

Expenditure details are listed in Appendix A. Expenditures for the BID in 2017 include the following:

1. Contract with Definitely De Pere
2. City of De Pere Administrative Costs

B. Budget

The 2016 De Pere BID includes 219 parcels with a total BID value of over \$83,084,000 (\$68,339,300 without exempt parcels). Out of the 219 parcels, 77 are tax exempt or are used for residential purposes. Out of the remaining 142 the BID value is assessed at \$1.75 for every \$1,000 in total value of the parcel, with no combined ownership to have an assessment of more than \$ 1,950 or less than \$275.

A map of the district boundaries is attached as Appendix B, and information for each parcel classification is listed in Appendix C.

Funds collected through BID assessments shall be used to pay for this DBI Operating Plan in order to implement a sustainable Business Improvement District for the City of De Pere.

Estimated 2017 Assessment Income (from 2016 taxes):	\$87,139.13
---	-------------

2017 Expenses

Contract with Definitely De Pere:	\$86,139.13
City of De Pere Administrative Costs:	\$1,000.00

Total: \$87,139.13

The BID does not have independently paid staff, and will use City of De Pere staff and contract with Definitely De Pere for such services. The City of De Pere provides staff support to update the assessment numbers and operating plan, conduct the audit, and administer the BID meetings.

Estimated expenditures for Definitely De Pere and the City of De Pere are shown in Appendix A. Any unused funds remaining at the end of the year shall be deposited into contingency funds or designated for specific uses in the following DBI Operating Plan year. All physical improvements made with these funds shall be made in the District. The location of other expenditures shall be as determined by the BID Board, but shall be for the benefit of the District.

A Capital Reserve Account may be created to set aside a specific amount of the District's assessment or reserve. This account would be for long term capital needs and projects that may require extraordinary funding during a given budget year.

C. Annual Review

The BID law requires that the DBI Operating Plan be presented annually to De Pere's City Council for approval. To comply with the Wis. Stats., Section 66.1109 (3) (b), the following process for the approval of the annual DBI Operating Plan will be as follows:

1. A joint strategy session of representatives from the BID Board and the City will meet annually and will be responsible for developing the objectives of the DBI Operating Plan for the next plan year.
2. The BID Board will review the proposed DBI Operating Plan and make recommendations to the City Council.
3. The City Council will act on the proposed DBI Operating Plan for the following plan year.
4. Appointment of new BID Board members will be made 30 days prior to the expiration of outgoing BID Board members' terms. This appointment is made by the Mayor and approved by the City Council.

It is anticipated that the BID Board will continue to revise and develop the DBI Operating Plan annually in response to changing development needs and opportunities in the District. As a part of this review, the BID Board will analyze the benefits of the BID to the property owners and the community and based on this analysis, determine if it is appropriate to continue the BID.

The method of assessment shall not be altered unless a meeting of all District property owners assessed under the BID has been held to discuss such changes, except with the approval of the City of De Pere Common Council. This special meeting will be published as a Class 2 Notice, a copy of which will be mailed to each property owner in the District.

D. Relationship to Plans for Orderly Development of the City

According to Wisconsin Statutes Section 66.1109 (1)(f)(4), the DBI Operating Plan is required to specify how the creation of a BID promotes the orderly development of the City. The BID will encourage commerce and increase the business activity in the District. Orderly development is consistent with De Pere's Downtown Master Plan, Comprehensive Plan and Historic Preservation Plan and will promote orderly development of the City in general and the District in particular.

E. Powers

It is intended that the BID Board shall have all powers authorized by law and this DBI Operating Plan, including, but not limited to, the following powers:

1. To manage the affairs of the District.
2. To promote new investment and appreciation in value of existing investments in the District.
3. To contract on behalf of the BID when necessary to implement the DBI Operating Plan.
4. To develop, advertise and promote the existing and potential benefits of the District.
5. To acquire, improve, lease and sell properties in the District and otherwise deal in real estate.
6. To annually consider and make changes to the DBI Operating Plan.
7. To undertake on its own account, public improvements and/or assist in development underwriting or guaranteeing public improvements in the District.
8. To apply for, accept and use grants and gifts for these purposes.
9. To elect officers and contract out work as necessary to achieve its goals.
10. To add to the security of the District.

F. Public Review Process

Section 66.1109 of Wis. Stats. establishes a specific process for reviewing and approving proposed Districts. All of the statutory requirements to create the BID shall be followed. Key components include: petition the City to establish the BID; publish class 2 notice of petition; develop the Operating Plan; mail Operating Plan to all affected property owners; and hold public hearing.

IV. District Boundaries

The District is defined by the current configuration of tax parcels listed in Appendix C-1, and shown in map form in Appendix B. The District is generally bounded by Franklin St. in East De Pere, to N. Ontario St., to Lewis St., across the Claude Allouez Bridge to West De Pere bordered by Main Ave., to Fort Howard Ave., to Grant Street and lastly to Third St. (St. Norbert College Campus). The District includes 145 taxable parcels subject to BID assessment, according to the Assessor's Records as of January 1, 2014. Parcels that are not taxable or are used for residential purposes have been excluded from this number, even as they fall within the boundaries.

V. BID Organization and Operating Board

The Mayor of the City of De Pere is responsible to appoint the BID Board with input from the community and approval of the Common Council. The owners of real estate within the District will, at the specified BID meeting, recommend members for the BID Board. Over half the BID Board members must be a property owner or operating business in the District. Appointments shall be made before the start of the plan year for which the DBI Operating Plan was adopted.

The Board's responsibility will be to implement the current year's DBI Operating Plan and to contract for the carrying out of the DBI Operating Plan. It also must prepare an annual report and audit and submit it

to the Common Council of the City of De Pere. This will require the BID Board to negotiate with providers of services and materials to carry out the DBI Operating Plan; to enter into various contracts; to monitor development activity; and to ensure the compliance with the provisions of applicable statutes and regulations.

The BID Board will operate under the provisions of the BID By-Laws adopted by the BID Board on July 17, 2015 and by the City Council on September 1, 2015. (See Appendix E for the adopted Bylaws).

VI. Financing Method

The proposed expenditures outlined in the budget will be financed with funds collected from the BID assessment. It is estimated that in 2017, BID will receive \$87,139.13 from the BID 2016 special assessment. Monies collected from the BID assessment will also be used and contracted through Definitely De Pere in accordance with the DBI Operating Plan.

VII. Method of Assessment

A. Assessed Parcels

All taxable property used for commercial purposes, as well as those taxed by the state as manufacturing, in the District boundary will be assessed. Properties used exclusively for residential purposes will not be taxed according to BID law. Mixed-use properties containing both commercial and residential will be fully assessed. Those that are used for commercial as well as manufacturing will be assessed. Property exempt from paying real estate taxes or owned by government agencies will not be assessed, as required by BID law.

B. Levy of Assessment

Special assessments under this DBI Operating Plan will be levied, through adoption of this DBI Operating Plan by the City of De Pere against each taxable property within the District, in the amount shown on the assessment schedule, which is attached in Appendix C.

The 2016 rates as shown in Appendix C were calculated at a rate of \$1.75 per \$1,000.00 of assessed value. Parcels are assessed by legal entity (i.e., multiple parcels owned by one legal entity are used as a total). No legal entity is assessed more than \$1,950.00, and no less than \$275.00. Property values used to calculate the BID assessment represent the assessed value of real property, as certified by the City of De Pere Assessor, as of January 1, 2016. Assessments are based per parcel and legal ownership.

The logic behind the assessment methodology is that each non-exempt parcel owner should pay for district developments in proportion to benefits derived. It is assumed that a minimum and maximum benefit can be achieved for each parcel, thus the minimum and maximum BID assessments have been established.

C. Schedule of Assessments

Appendix C provides a schedule of assessments for 2016 for all non-exempt parcels in the District based on the formula described above. For convenience, a schedule of all nontaxable parcels exempt from BID assessments are also identified as part of Appendix C.

D. Assessment Collection and Disbursal

The City of De Pere will bill all non-exempt parcel owners the assessed amount in the same manner as other special assessments. The City shall then turn over all collected funds to the BID Board for distribution in accordance with the DBI Operating Plan.

The City of De Pere shall hold funds collected for BID assessments in a separate account.

The BID Board will prepare and make available to the public and City Council annual reports describing the current status of the BID, including expenditures and revenues, when it submits its annual DBI Operating Plan to the City for the following year. Disbursement of BID funds will be made in accordance with the approved DBI Operating Plan and budget. At the end of the fiscal year, an independent certified audit shall be obtained by the BID Board.

This section shall be sufficient instruction to the City to disburse the BID assessment, without necessity of an additional disbursement agreement, disbursement method, or accounting method. Disbursements made under this DBI Operating Plan shall be shown in the City's budget as a line item. Other than as specified herein, the disbursement procedures shall follow standard City disbursement policy.

E. Annual Report

An annual report prepared by the BID Board is required by section 66.1109 (3) (c) of the Wisconsin Statutes. Definitely De Pere will prepare the annual report for operations in the District as well as obtain the required audit. Definitely De Pere will provide copies of the annual report and the audit to the City of De Pere for inclusion in the BID Operating Plan. The BID shall be responsible for the payment of any funds specified for the BID audit and related to BID activities for said BID audit. The BID Board will continue to review, revise and develop the DBI Operating Plan annually in response to changing development needs within the District.

VIII. City Role in District Operations

The City of De Pere is committed to helping owners and occupants in the District promote the objectives outlined in this DBI Operating Plan, while maintaining autonomy in the preparation of its annual budget. The City has made significant annual investments in the District for maintenance, upkeep and infrastructure. The City will continue providing services, capital improvements, and funds for maintenance, the Facade Grant Program, Revolving Loan Fund Program and promoting economic development. The City of De Pere will also commit to the following:

1. Encourage County, State and Federal Governments to support activities of the District.
2. Monitor, and when appropriate apply for, outside funds which could be used in support of the District.
3. Collect assessments and maintain a segregated account.
4. Provide disbursement of BID funds to service providers in accordance with the DBI Operating Plan and budget.
5. Obtain and review annual audits as required per Section 66.1109 (3) (c).
6. Provide financial statement to the BID Board.
7. Review annual audits as required by Section 66.1109 (3) (e) of the BID Law.
8. Provide to the BID Board no later than September 1st each plan year, the official City records on assessed value for each tax parcel within the District as of that date in each DBI Operating Plan year, for the purpose of calculating the BID assessment.
9. Adopt this DBI Operating Plan in the manner required by the BID Law.
10. Appoint and confirm new BID Board members as required by BID Law.
11. Provide Staff for the operation, facilitation and support of the BID Board.

IX. Required Statements

The BID Law requires that the DBI Operating Plan include specific statements:

66.1109(1)(f)(1) The special assessment method applicable to the business improvement district. The special assessment method is set forth in Section VI.

66.1109(1)(f)(1m) Whether real property used exclusively for manufacturing purposes will be specially assessed. The District will contain property used exclusively for manufacturing purposes; it will contain properties used in part for manufacturing. These properties will be assessed according to the formula contained herein because it is assumed they will benefit from development in the District.

66.1109(1)(f)(2) The kind, number and location of all proposed expenditures within the business improvement district. The number and location of proposed expenditures is set forth in Section II.G.

66.1109(1)(f)(3) A description of the methods of financing all estimated expenditures and the time when related costs will be incurred. The method of financing the estimated expenditures is set forth in Section V.

66.1109 (1) (f) (4) A description of how the creation of the business improvement district promotes the orderly development of the municipality, including its relationship to any municipal master plan. Please refer to Section II. B, C and E.

66.1109 (1) (f) (5): A legal opinion that subds. 1. to 4. have been complied with. A legal opinion from Attorney Julie Fronsee, indicating that the Operating Plan complies with all applicable provisions of Section 66.1109 (1) (f) (1-4) is attached as Appendix F.

X. Severability and Expansion

The Business Improvement District has been created under the authority of Section 66.1109 of the Statutes of the State of Wisconsin. Should any court find any portion of the BID Law or this DBI Operating Plan unconstitutional, it will not invalidate or terminate the BID. The DBI Operating Plan will be amended to conform to the law without need of re-establishment. Should any legislature amend the statute to narrow or broaden the purposes of a BID so as to exclude or include as assessable properties a certain class or classes of properties, then this DBI Operating Plan may be amended by the Common Council of the City of De Pere when it conducts its annual budget approval, without any necessity to undertake any other act. If it is determined by a court or administrative body that a parcel of property is not subject to general real estate taxes and may not be included in the District, then such parcels shall be excluded from the definition of the District.

All of the above is specifically authorized under Section 66.1109 (3) (b) of the BID Law.

APPENDIX A: Draft 2017 Definitely De Pere Budget & City Administrative Costs**City of De Pere Administrative Costs**

In 2017, **\$1,000** of BID Assessment funds will be used to fund City of De Pere administrative costs as outlined below. The dollar amount proposed for BID funds represents only a portion of costs incurred by the City.

Annual Meeting Mailing (printing and postage): \$125

City Staff Time: \$875 (this amount covers only a portion of the time needed to calculating the assessment data, administering the BID meetings and updating the annual operating plan. Actual City staff costs are estimated at \$2,500)

Key Staff and Responsibilities

Administrative Staff (meeting agendas, meeting minutes, correspondence)

Economic Development & Planning Director (BID operating plan, parcel & assessment data, correspondence, meeting memos)

GIS Coordinator (BID map, parcel & assessment data)

City Clerk (submittal of assessment data to the County)

City Attorney (statute review)

Definitely De Pere 2017 Budget

In 2017, the BID Board will contract with Definitely De Pere in the amount of **\$86,139.13** to implement the BDI Operating Plan. This is the draft budget provided by Definitely De Pere.

6:44 PM
06/13/16
Accrual Basis

Definitely De Pere
Profit & Loss Budget Overview
January through December 2017

	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	TOTAL
Ordinary Income/Expense													
Income													
City of De Pere - BID								86,157.60					86,157.60
CITY OF DE PERE (PLAN)												20,000.00	20,000.00
Total Income								86,157.60					106,157.60
Expense													
COMMITTEE PROJECTS													
DESIGN COMMITTEE													
DESIGN - Beautification Committee													
Income													
Paid Expenses					-8,000.00	4,000.00	4,000.00						-8,000.00
DESIGN - WINTER DECORATION													8,000.00
Winter Decoration Paid Expenses													
DESIGN - WAYFINDING													2,500.00
Wayfinding Paid Expenses					1,000.00				1,000.00	1,000.00	500.00		1,000.00
DESIGN - MURALS													
Muralis Income													-500.00
Muralis Paid Expenses													1,500.00
DESIGN - MISSION MONUMENT													
Mission Monument Income													-15,000.00
Mission Monument Paid Expenses					15,000.00								15,000.00
ECONOMIC ENHANCEMENT COMMITTEE													
VACANCY EFFORT													
Vacancy Effort Expense	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	15.00	400.00
ECONOMIC ENHANCEMENT COMMITTEE - Other	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	175.00	75.00	175.00	2,000.00
PROMOTIONS COMMITTEE													
PROMOTIONS - ART WALK													
Art Walk Income					-1,250.00								-3,000.00
Art Walk Paid Expenses					1,100.00	550.00							1,850.00
PROMOTIONS - CHEESE & CHOCOLATE													
Cheese & Chocolate Income													
Cheese & Chocolate Paid Expense	250.00	-4,000.00	250.00										-4,000.00
PROMOTIONS - FARMERS MARKET													
Farmers Market Income													
Farmers Market Paid Expenses						-2,500.00	-6,000.00						-8,500.00
PROMOTIONS - NEWSLETTER													
Newsletter Income	-1,500.00				1,200.00	2,900.00							4,100.00
PROMOTIONS - SERODOOY'S RUN													
Serodogy's Run Paid Expenses													-1,500.00
PROMOTIONS - SNC DAY/ORIENTATIO													
SNC Day/Orientation Expenses						250.00	250.00	250.00					750.00
Venue income \$1400, Sponsorships \$1650													
\$1100 Media, \$550 printing (maps, banners)													
Printing, gifts certificates													
Vendors \$6000, Sponsors \$2500													
\$1200 Media, \$400 print ad, \$100 posters, \$2400 City charge													
5 @ \$300 per ad													

**Definitely De Pere
Profit & Loss Budget Overview
January through December 2017**

	TOTAL													
	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan - Dec 17	
PROMOTIONS - SOUP WALK														
Soup Walk Income								-250.00		-2,200.00			-2,450.00	Sponsorship, Ticket Sales
Soup Walk Paid Expenses								400.00	350.00	0.00			750.00	\$400 printing and supplies, \$350 Donation
PROMOTIONS - YOGA														
Yoga Income			-1,000.00	-1,000.00	-1,000.00								-3,000.00	\$3000 sponsorships
Yoga Paid Expenses					1,200.00	200.00	200.00	200.00					1,800.00	\$1200 Media, \$600 Equipment Rental
PROMOTIONS - EAST WEST MUSIC														
East West Income					-50,000.00								-50,000.00	
East West Paid Expense						50,000.00							50,000.00	
Total COMMITTEE PROJECTS	-4,790.00	-7,105.00	-4,790.00	-4,290.00	-40,540.00	55,110.00	-1,340.00	810.00	560.00	-990.00	1,110.00	690.00	-5,565.00	
COMMITTEE EXPENSE														
ORGANIZATION														
Lunch and Learn	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00	Income over cost
STAKEHOLDER MEETINGS	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00	Annual or periodic update meetings
Total COMMITTEE EXPENSE	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00	
OFFICE														
DUES, SUBSCRIPTIONS & LICENSES	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	0.00	0.00	0.00	900.00	Chamber memberships, Main Street memberships
EQUIPMENT REPAIRS & MAINTENANCE	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	0.00	0.00	500.00	set aside for replacements
INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00	Liability Insurance
INTERNET	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	696.00	Internet service
MEETING	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00	snack fund for meetings
NETWORKING	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	33.00	396.00	Ex: Optimist Dues, or similar
OFFICE SUPPLIES	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00	General Office, paper, ink, cleaning, etc
POSTAGE	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	540.00	Stamps and Mailing
PROFESSIONAL & FILING FEES	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00	Payroll Processing, tax returns, Corp Registration
PROMOTIONAL MATERIALS/SUPPLIES	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	900.00	Ex: Lanyards, Nametags, Swag, Volunteer Vests
RENT	540.00	540.00	540.00	540.00	540.00	540.00	540.00	540.00	540.00	540.00	540.00	540.00	6,480.00	
TELEPHONE & CELLULAR	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	65.00	780.00	
WEBSITE	800.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	1,350.00	
Total OFFICE	2,141.00	1,361.00	1,391.00	1,391.00	1,391.00	1,391.00	1,391.00	1,391.00	1,391.00	1,291.00	2,741.00	1,241.00	18,542.00	
PERSONNEL														
CONTINUING EDUCATION EXPENSE	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	45.00	540.00	Required Conferences for Director
DIRECTOR WAGES	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	60,000.00	
HEALTH STIPEND	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00	
PAYROLL TAXES	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00	
SUPPORT STAFF	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	1,040.00	12,480.00	
WORKERS COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00	0.00	450.00	
Total PERSONNEL	6,785.00	6,785.00	6,785.00	6,785.00	6,785.00	6,785.00	6,785.00	6,785.00	6,785.00	6,785.00	7,235.00	6,785.00	81,870.00	
PROGRAM EXPENSES														
MILEAGE	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00	Mileage to Conferences and Round Tables
PRINTING	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00	General Organizational Printing
TRAVEL	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	0.00	0.00	200.00	2,000.00	\$600 Flight for National Conference; 6 hotel nights \$600-800; meals and transport \$400

6:44 PM
06/13/16
Accrual Basis

Definitely De Pere
Profit & Loss Budget Overview
January through December 2017

	TOTAL												
	Jan 17	Feb 17	Mar 17	Apr 17	May 17	Jun 17	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan - Dec 17
Total PROGRAM EXPENSES	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	275.00	75.00	75.00	275.00	2,900.00
Total Expense	-4,536.00	1,471.00	3,706.00	-4,206.00	-31,964.00	63,606.00	7,236.00	9,306.00	9,136.00	7,206.00	11,206.00	9,116.00	39,247.00
Net Income	-4,536.00	-1,471.00	-3,786.00	-4,286.00	31,964.00	-63,686.00	-7,236.00	76,771.60	-9,136.00	-7,286.00	-11,286.00	10,884.00	6,910.60

APPENDIX B: BID District Boundary



**APPENDIX C: Properties in the District including Assessed and Exempt Properties
(names current as of September 2016)**

PARCEL ID	ADDRESS	PROPERTY OWNER	2016 TOTAL	Parcel Assessment
WD-1646	555-101 MAIN AV	FINLAY	EXEMPT	\$0.00
WD-1647	555-102 MAIN AV	GOTTOWSKI	EXEMPT	\$0.00
WD-1648	555-103 MAIN AV	SULLIVAN	EXEMPT	\$0.00
WD-1649	555-104 MAIN AV	HARE	EXEMPT	\$0.00
WD-1650	555-105 MAIN AV	NEW DEVELOPERS LLC	EXEMPT	\$0.00
WD-1651	555-106 MAIN AV	1ST RATE MORTGAGE CORP	EXEMPT	\$0.00
WD-1652	555-107 MAIN AV	STEENO	EXEMPT	\$0.00
WD-1653	555-108 MAIN AV	WATERMOLEN	EXEMPT	\$0.00
WD-1654	555-109 MAIN AV	WARD	EXEMPT	\$0.00
WD-1655	555-110 MAIN AV	MCKEEFRY	EXEMPT	\$0.00
WD-1656	555-111 MAIN AV	1ST RATE MORTGAGE CORP	EXEMPT	\$0.00
WD-1657	555-112 MAIN AV	MINTEN	EXEMPT	\$0.00
WD-1658	555-113 MAIN AV	GUO	EXEMPT	\$0.00
WD-1659	555-114 MAIN AV	FLYNN	EXEMPT	\$0.00
WD-1660	555-115 MAIN AV	GANNON THOMAS E & JEAN M REVOCABLE TRUST	EXEMPT	\$0.00
WD-1661	555-116 MAIN AV	PEARSON	EXEMPT	\$0.00
WD-1662	555-201 MAIN AV	LADOWSKI	EXEMPT	\$0.00
WD-1663	555-107 MAIN AV	STEELE	EXEMPT	\$0.00
WD-1664	555-203 MAIN AV	HAGANES	EXEMPT	\$0.00
WD-1665	555-204 MAIN AV	RYAN	EXEMPT	\$0.00
WD-1666	555-205 MAIN AV	LIN	EXEMPT	\$0.00
WD-1667	555-206 MAIN AV	BOUBENIDER	EXEMPT	\$0.00
WD-1668	555-208 MAIN AV	PRATEL	EXEMPT	\$0.00
WD-1669	555-209 MAIN AV	FILLE	EXEMPT	\$0.00
WD-1670	555-210 MAIN AV	SMET	EXEMPT	\$0.00
WD-1671	555-211 MAIN AV	MILLER	EXEMPT	\$0.00
WD-1672	555-212 MAIN AV	ROYER	EXEMPT	\$0.00
WD-1673	555-213 MAIN AV	LADOWSKI SR	EXEMPT	\$0.00
WD-1674	555-214 MAIN AV	BERGH CHARLES R & DONNA S TRUST	EXEMPT	\$0.00
WD-1675	555-215 MAIN AV	GHORI	EXEMPT	\$0.00
WD-1676	555-216 MAIN AV	MILLER	EXEMPT	\$0.00
WD-216	300 GRANT ST	SAINT NORBERT COLLEGE INC	\$3,819,600	\$1,950.00
WD-279	509 MAIN AV	PIONEER CREDIT UNION (FC)	\$127,500	\$223.13
WD-281	108 S FIFTH ST	PIONEER CREDIT UNION	\$804,200	\$1,407.35
WD-283	499 MAIN AV	DEPERE WEST DEVELOPMENT LLC	\$60,400	\$29.81
WD-284	109 S FIFTH ST	DEPERE WEST DEVELOPMENT LLC	\$47,700	\$23.56
WD-286	473 MAIN AV	DEPERE WEST DEVELOPMENT LLC	\$47,600	\$23.49
WD-287	400 BLOCK MAIN AV	DEPERE WEST DEVELOPMENT LLC	\$47,600	\$23.49
WD-893	400 REID ST	DEPERE WEST DEVELOPMENT LLC	\$2,733,900	\$1,849.65
WD-890-1	441 MAIN AV	PEOPLES MARINE BANK OF GREEN BAY	\$200	\$0.35
WD-288	441 MAIN AV	PEOPLES MARINE BANK OF GREEN BAY	\$1,020,500	\$1,785.88
WD-295	444 REID ST	MARQUETTE CENTRE LLC	\$2,089,100	\$1,950.00
WD-306	525 REID ST	N E W DEVELOPERS LLC	\$432,000	\$756.00
WD-310	430 GRANT ST	NICOLET HIGHLANDS LLC	EXEMPT	\$0.00
WD-623	500 GRANT ST	INVESTORS COMMUNITY BANK	\$600,300	\$1,050.53

PARCEL ID	ADDRESS	PROPERTY OWNER	2016 TOTAL	Parcel Assessment
WD-367	300 MAIN AV	HAWK HOLDINGS LLC	\$323,400	\$565.95
WD-369	320 MAIN AV	GAROT	\$657,700	\$1,150.98
WD-376	352 MAIN AV	GAROT	\$9,000	\$15.75
WD-371	330 MAIN AV	STAGECOACH ENTERPRISES LLC	\$181,400	\$317.45
WD-372	334 MAIN AV	A&K LONGBRANCH LLC	\$247,000	\$432.25
WD-373	338 MAIN AV	HERYMAN	\$142,300	\$275.00
WD-374	342-344 MAIN AV	WILLEMS	\$97,800	\$275.00
WD-375	348 MAIN AV	RENIER	\$131,300	\$275.00
WD-377	360-362 MAIN AV	PEDS LLC	\$18,000	\$275.00
WD-378	366 MAIN AV	MATYAS	\$196,300	\$343.53
WD-379	368 MAIN AV	KEWEENAW ENTERPRISES LLC	\$232,200	\$406.35
WD-380	380 MAIN AV	OLD NELL PROPERTIES LLC	\$404,800	\$708.40
WD-381	400 MAIN AV	SECOR JEROME J REVOCABLE TRUST	\$283,800	\$496.65
WD-386	436 MAIN AV	ISC PROPERTY LLC	\$337,100	\$589.93
WD-387	444 MAIN AV	F & J PROPERTIES LLC	\$325,700	\$569.98
WD-387-1	MAIN AV	KROPP	\$70,600	\$123.55
WD-889	421 MAIN AV	KROPP	\$387,600	\$678.30
WD-389-3	550 MAIN AV	CHRIST THE ROCK CHURCH INC	\$59,600	\$275.00
WD-389-4	556 MAIN AV	CHRIST THE ROCK CHURCH INC	EXEMPT	\$0.00
WD-388	486 MAIN AV	SMOOTH MONEY OF IOWA LLC	\$390,200	\$682.85
WD-389-2	500 MAIN AV	DUTCH BOYZ DE PERE LLC	\$1,835,900	\$1,950.00
WD-389-5	N SIXTH ST	BURKARD PHILLIP J & NANCY R REVOCABLE TRUST	\$42,200	\$275.00
WD-403	109 N SIXTH ST	SANDERS	\$346,700	\$606.73
WD-404	101 FORT HOWARD AV	DECLLENE ZELLNER LLC	\$299,700	\$524.48
ED-966	623 GEORGE ST	DECLLENE ZELLNER INC	\$378,000	\$661.50
WD-404-2	MAIN AV	WISCONSIN DEPT OF TRANSPORTATION	EXEMPT	\$0.00
WD-634	GRANT ST	SAINT NORBERT COLLEGE INC	EXEMPT	\$0.00
WD-634-2	400 GRANT ST	SAINT NORBERT COLLEGE INC	EXEMPT	\$0.00
WD-884	401 MAIN AV	SCHLEIS PROPERTIES LLC	\$472,000	\$826.00
WD-885	407 MAIN AV	DETRY	\$141,300	\$247.28
WD-886	409 MAIN AV	DETRY	\$138,500	\$242.38
WD-887	413 MAIN AV	RHODES ETAL	\$217,800	\$381.15
WD-888	417 MAIN AV	MARTIN	\$138,500	\$275.00
WD-906	301 MAIN AV	PHE WI LLC	\$415,100	\$726.43
WD-907	305 MAIN AV	B S ENTERPRISES OF DE PERE LLC	\$195,000	\$341.25
WD-908	313 MAIN AV	313 MAIN IN DE PERE LLC	\$284,500	\$497.88
WD-909	317 MAIN AV	LOCH	\$264,600	\$463.05
WD-910	321 MAIN AV	KEY PROPERTY MANAGEMENT LLC	\$158,500	\$277.38
WD-911	327 MAIN AV	TILKENS FAMILY LTD PARTNERSHIP	\$394,300	\$690.03
WD-912	331 MAIN AV	NICK BROTHERS PARTNERSHIP	\$311,600	\$545.30
WD-913	337-339 MAIN AV	MIRHASHEMI INC	\$259,200	\$453.60
WD-915	345 MAIN AV	MANNING ETAL	\$169,800	\$297.15
WD-917	353 MAIN AV	BALISON REAL ESTATE LLC	\$275,000	\$481.25
WD-917-1	MAIN AV	DE PERE CITY OF	EXEMPT	\$0.00
WD-917-2	MAIN AV	DE PERE CITY OF	EXEMPT	\$0.00

PARCEL ID	ADDRESS	PROPERTY OWNER	2016 TOTAL	Parcel Assessment
WD-918	355 MAIN AV	D&J ENTERPRISE OF GREENLEAF LLC	\$171,700	\$300.48
WD-919	363 MAIN AV	CHANMINA LLC	\$183,800	\$321.65
WD-920	365 MAIN AV	SAKS HOLDINGS LLC	\$407,300	\$712.78
ED-826	121 S BROADWAY	SAKS HOLDINGS LLC	\$121,600	\$212.80
WD-921	371 MAIN AV	ABTS INVESTMENTS LLC	\$141,200	\$275.00
WD-922	375 MAIN AV	LARSON	\$216,600	\$379.05
WD-923	377 MAIN AV	RAW LEGACY LLC	\$287,400	\$502.95
WD-925	115 FOURTH ST	MISHLER LONNIE L & CAROL	\$425,200	\$744.10
WD-926	340 BLOCK REID ST	DE PERE CITY OF NICOLET SQUARE PARKING LOT	EXEMPT	\$0.00
WD-928	340 REID ST	DE PERE CITY OF NICOLET SQUARE PARKING LOT	EXEMPT	\$0.00
WD-930	330 REID ST	LUTSEY	\$822,900	\$1,440.08
WD-931	116 THRD ST	AJANGO PROPERTIES LLC	\$219,000	\$383.25
WD-933	THIRD ST	DE PERE CITY OF	EXEMPT	\$0.00
WD-955	303 REID ST	REID STREET RETAIL LLC	\$1,284,400	\$1,950.00
WD-961	325 REID ST	MASTERS PROPERTIES OF DE PERE LLC	\$7,486,300	\$1,950.00
WD-965	401 REID ST	CKROLL PROPERTIES LLC	\$746,000	\$1,305.50
ED-1006	109 N HURON ST	LTF INVESTMENTS LLC	\$75,000	\$131.25
ED-1007	715 GEORGE ST	LTF INVESTMENTS LLC	\$54,200	\$94.85
ED-897	519 GEORGE ST	LTF INVESTMENTS LLC	\$398,000	\$696.50
ED-1008	705 GEORGE ST	FISSETTE	\$279,700	\$489.48
ED-1010	114 N SUPERIOR ST	FISSETTE	\$20,100	\$35.18
ED-1048	820 GEORGE ST	WOODWARD INVESTMENTS LLC	\$306,200	\$535.85
ED-1058	802 GEORGE ST	BELLA REALTY LLC	\$452,100	\$791.18
ED-1065	109 N ERIE ST	HIMAL LLC	\$47,400	\$82.95
ED-1066	821 GEORGE ST	HIMAL LLC	\$393,400	\$688.45
ED-1067	805 GEORGE ST	ALI BRI PROPERTIES LLC	\$247,800	\$433.65
ED-1088	921 GEORGE ST	SUMMERLEIGH ASSOCIATES INC	\$274,000	\$479.50
ED-1089	905 GEORGE ST	BEACHWALKER EXPRESS LLC	\$220,600	\$386.05
ED-1094	920 GEORGE ST	ROBERT VAN DEURZEN	EXEMPT	\$0.00
ED-1095	914 GEORGE ST	LIGHTHOUSE LUBE REAL ESTATE LLC	\$313,600	\$548.80
ED-1103	115 S ERIE ST	LEDGE HEAVEN LLC	\$240,400	\$420.70
ED-1104	908 GEORGE ST	NELSON	\$181,200	\$317.10
ED-1105	900 GEORGE ST	TETZLAFF	\$188,100	\$329.18
ED-18-65	201 JAMES ST	CHATEAU DEPERE LLC	\$1,700,000	\$1,950.00
ED-287	230 S BROADWAY	DE PERE CITY OF WELLS PARK	EXEMPT	\$0.00
ED-377	N BROADWAY	JCA INVESTMENTS LLC	\$20,300	\$35.53
ED-376	435 N BROADWAY	JCA INVESTMENTS LLC	\$300,900	\$526.58
ED-432	432 N WISCONSIN ST	FOX VIEW PROPERTIES LLC	\$257,000	\$449.75
ED-432-1	340 N WISCONSIN ST	VOYAGEUR OFFICE & SUITES LLC	\$500,100	\$875.18
ED-660	1002 GEORGE ST	VANDEURZEN	\$158,200	\$276.85
ED-719	FRONT ST	DE PERE CITY OF	EXEMPT	\$0.00
ED-737	FRONT ST	DE PERE CITY OF	EXEMPT	\$0.00
ED-751	409 N BROADWAY	DE PERE HISTORICAL SOCIETY INC	EXEMPT	\$0.00
ED-752	403 N BROADWAY	DE PERE HISTORICAL SOCIETY INC	EXEMPT	\$0.00
ED-756	333 N BROADWAY	BROWN COUNTY LIBRARY	EXEMPT	\$0.00

PARCEL ID	ADDRESS	PROPERTY OWNER	2016 TOTAL	Parcel Assessment
ED-758	301 N BROADWAY	NICOLET REAL ESTATE & INVESTMENT CORP	\$1,144,400	\$984.27
ED-758-1	300 BLOCK N BROADWAY	NICOLET REAL ESTATE & INVESTMENT CORP	\$1,141,100	\$965.73
ED-756	233 N BROADWAY	HEARTLAND AFFORDABLE HOUSING DE PERE LLC	EXEMPT	\$0.00
ED-757	129 N BROADWAY	BROOKS TL HOLDINGS LLC	\$120,200	\$275.00
ED-757-1	131 N BROADWAY	BOYD	\$102,000	\$275.00
ED-758	127 N BROADWAY	CONSTINE REAL ESTATE VENTURE LLC	\$255,400	\$446.95
ED-769	123 N BROADWAY	DE PERE REDEVELOPMENT AUTHORITY	EXEMPT	\$0.00
ED-771	117 N BROADWAY	BELLE HOLDINGS LLC	\$186,400	\$326.20
ED-772	115 N BROADWAY	GREAT DANE LLC	\$166,700	\$291.73
ED-773	113 N BROADWAY	BILOTTI	\$240,900	\$421.58
ED-774	109 N BROADWAY	BILOTTI	\$155,200	\$271.60
ED-775	107 N BROADWAY	BRUMMEL	\$226,300	\$396.03
ED-778	100 FRONT ST	LEFEBVRE INVESTMENT CO LLC	EXEMPT	\$0.00
ED-783	100-102 S BROADWAY	J & J ENTERPRISES OF DE PERE LLP	\$600,000	\$1,050.00
ED-784	106 S BROADWAY	J & J ENTERPRISES OF DE PERE LLP	\$210,100	\$367.68
ED-785	114-116 S BROADWAY	MACCO	\$592,000	\$1,036.00
ED-788	118 S BROADWAY	HILLCREST PARTNERSHIP #1 LLP THE	\$154,300	\$275.00
ED-788-1	S BROADWAY	DE PERE CITY OF	EXEMPT	\$0.00
ED-789	126 S BROADWAY	126 SOUTH BROADWAY LLC	\$199,000	\$348.25
ED-790	132 S BROADWAY	KARL	\$527,400	\$922.95
ED-793	FRONT ST	DE PERE CITY OF	EXEMPT	\$0.00
ED-794	FRONT ST	DE PERE CITY OF	EXEMPT	\$0.00
ED-796	FRONT ST	DE PERE CITY OF	EXEMPT	\$0.00
ED-798	302 GEORGE ST	OUR HERITAGE FAMILY LTD PARTNERSHIP	EXEMPT	\$0.00
ED-799	CHARLES ST	DE PERE CITY OF	EXEMPT	\$0.00
ED-803	S BROADWAY	WISCONSIN DEPT OF NATURAL RESOURCES	EXEMPT	\$0.00
ED-801	S BROADWAY	DE PERE CITY OF WELLS PARK	EXEMPT	\$0.00
ED-812	221 S BROADWAY	CITY OF DE PERE	EXEMPT	\$0.00
ED-816	416 GEORGE ST	GILLESPIE PROPERTIES LLC	\$752,100	\$1,316.18
ED-818	114 S WISCONSIN ST	DE PERE CITY OF MISSION SQUARE PARKING LOT	EXEMPT	\$0.00
ED-823	135 S BROADWAY	MIDLAND WISCONSIN BROADWAY ASSOCIATE	\$2,491,300	\$1,950.00
ED-824	125 S BROADWAY	BEILKE LLC	\$354,400	\$620.20
ED-828	111-113 S BROADWAY	HZ PROPERTIES LLC	\$169,900	\$297.33
ED-829	115 S BROADWAY	ZOELLER	\$292,700	\$512.23
ED-833-1	GEORGE ST	DE PERE CITY OF	EXEMPT	\$0.00
ED-834	JAMES ST	DE PERE CITY OF	EXEMPT	\$0.00
ED-835	127 N WISCONSIN ST	DE PERE CITY OF	EXEMPT	\$0.00
ED-836	117 N WISCONSIN ST	NEW LIFE CHRISTIAN FELLOWSHIP	EXEMPT	\$0.00
ED-837	115 N WISCONSIN ST	NEW LIFE CHRISTIAN FELLOWSHIP	EXEMPT	\$0.00
ED-848	116 N BROADWAY	KRYSHAK	\$325,600	\$569.80
ED-831	107 S BROADWAY	KRYSHAK	\$280,000	\$490.00
ED-833	101 S BROADWAY	KORDES	\$218,900	\$383.08
ED-840	421 GEORGE ST	LEE BUILDING CORPORATION THE	\$471,200	\$485.90
ED-850	124 N BROADWAY	LEE BUILDING CORPORATION THE	\$1,562,700	\$1,464.10
ED-844	102 N BROADWAY	DE PERE CITY OF	EXEMPT	\$0.00

PARCEL ID	ADDRESS	PROPERTY OWNER	2016 TOTAL	Parcel Assessment
ED-841	417 GEORGE ST	GET REEL ENTERTAINMENT LLC	\$227,100	\$397.43
ED-842	415 GEORGE ST	CONARD	\$244,700	\$428.23
ED-847	112-114 N BROADWAY	STARRY	\$320,100	\$560.18
ED-851	134 N BROADWAY	DE PERE REDEVELOPMENT AUTHORITY	EXEMPT	\$0.00
ED-857	200 N BROADWAY	UNION HOTEL CORP	\$379,400	\$663.95
ED-861	230 N BROADWAY	SPIRIT SPE PORTFOLIO 2006-1 LLC	\$446,500	\$263.84
ED-875	230 N WISCONSIN ST	SPIRIT SPE PORTFOLIO 2006-1 LLC	\$2,853,500	\$1,686.16
ED-862	421 CASS ST	DE PERE REDEVELOPMENT AUTHORITY	EXEMPT	\$0.00
ED-864	321 N WISCONSIN ST	DE PERE REDEVELOPMENT AUTHORITY	EXEMPT	\$0.00
ED-865-1	309 N WISCONSIN ST	DE PERE REDEVELOPMENT AUTHORITY	EXEMPT	\$0.00
ED-867	303 N WISCONSIN ST	DE PERE REDEVELOPMENT AUTHORITY	EXEMPT	\$0.00
ED-869-1	WILLIAM ST	DE PERE REDEVELOPMENT AUTHORITY	EXEMPT	\$0.00
ED-869	302 N BROADWAY	NEXTGEN ENTERPRISES LLC	\$366,100	\$640.68
ED-870	314 N BROADWAY	DEPERE FEDERAL S & L	\$61,000	\$106.75
ED-871	330 N BROADWAY	DEPERE FEDERAL S & L	\$905,800	\$1,585.15
ED-878	310 N WISCONSIN ST	APARTMENT DEVELOPERS INC	\$1,159,700	\$1,950.00
ED-880	320 N WISCONSIN ST	ALGREM	\$488,400	\$854.70
ED-881	N WISCONSIN ST	DE PERE REDEVELOPMENT AUTHORITY	EXEMPT	\$0.00
ED-886	206 N WISCONSIN ST	ASSOCIATED DEPERE BANK	\$1,222,200	\$1,950.00
ED-914	135 S WISCONSIN ST	SAINT FRANCIS XAVIER	EXEMPT	\$0.00
ED-915	127 S WISCONSIN ST	STECKART	EXEMPT	\$0.00
ED-917	115 S WISCONSIN ST	SEROOGY BROTHERS LLP	\$251,700	\$372.68
ED-893	510 JAMES ST	SEROOGY BROTHERS LLP	\$1,065,300	\$1,577.32
ED-900	515 GEORGE ST	DEPERE LAW BUILDING LLC	\$542,000	\$948.50
ED-901	106 N WISCONSIN ST	BALISON	\$145,600	\$275.00
ED-907	522 GEORGE ST	BELLA NOVA LLC	\$299,500	\$524.13
ED-916	119 S WISCONSIN ST	PALS RENTALS LLC	\$126,700	\$275.00
ED-918	502 GEORGE ST	JDA ENTERPRISES OF WISCONSIN LLC	\$363,700	\$636.48
ED-949	620 GEORGE ST	ROYLE PROPERTIES LLC	\$392,100	\$686.18
ED-952-1	S SUPERIOR ST	KMT ENTERPRISES LLC	\$8,600	\$15.05
ED-949-1	614 GEORGE ST	KMT ENTERPRISES LLC	\$171,500	\$300.13
ED-960	610 GEORGE ST	NIP IT LLC	\$136,900	\$275.00
ED-961	600-604 GEORGE ST	CORNELL	\$361,200	\$632.10
ED-967	615-617 GEORGE ST	DANEN PROPERTIES LLC	\$160,100	\$280.18
ED-968-1	611 GEORGE ST	DANEN PROPERTIES LLC	\$105,800	\$185.15
ED-968-3	609 GEORGE ST	DANEN PROPERTIES LLC	\$246,500	\$431.38
ED-968-2	609 REAR GEORGE ST	MARSHA VANEGGEREN	\$400	\$275.00
ED-969	108 N MICHIGAN	HANNON	EXEMPT	
ED-970	114 N MICHIGAN ST	WILDROOT LLC	\$140,700	\$275.00

TOTAL

\$87,139.13

APPENDIX D: Wisconsin Statutes Section 66.1109

Wisconsin BID Law: 66.1109 Business improvement districts.

(1) In this section:

(a) "BID Board" means a business improvement district board appointed under sub. (3) (a).

(b) "Business improvement district" means an area within a municipality consisting of contiguous parcels and may include railroad rights-of-way, rivers, or highways continuously bounded by the parcels on at least one side, and shall include parcels that are contiguous to the district but that were not included in the original or amended boundaries of the district because the parcels were tax-exempt when the boundaries were determined and such parcels became taxable after the original or amended boundaries of the district were determined.

(c) "Chief executive officer" means a mayor, city manager, village president or town chairperson.

(d) "Local legislative body" means a common council, village board of trustees or town board of supervisors.

(e) "Municipality" means a city, village or town.

(f) "Operating plan" means a plan adopted or amended under this section for the development, redevelopment, maintenance, operation and promotion of a business improvement district, including all of the following:

1. The special assessment method applicable to the business improvement district.
- 1m. Whether real property used exclusively for manufacturing purposes will be specially assessed.
2. The kind, number and location of all proposed expenditures within the business improvement district.
3. A description of the methods of financing all estimated expenditures and the time when related costs will be incurred.
4. A description of how the creation of the business improvement district promotes the orderly development of the municipality, including its relationship to any municipal master plan.
5. A legal opinion that subds. 1. to 4. have been complied with.

(g) "Planning commission" means a plan commission under s. 62.23, or if none a board of public land commissioners, or if none a planning committee of the local legislative body.

(2) A municipality may create a business improvement district and adopt its operating plan if all of the following are met:

(a) An owner of real property used for commercial purposes and located in the proposed business improvement district designated under par. (b) has petitioned the municipality for creation of a business improvement district.

(b) The planning commission has designated a proposed business improvement district and adopted its proposed initial operating plan.

(c) At least 30 days before creation of the business improvement district and adoption of its initial operating plan by the municipality, the planning commission has held a public hearing on its proposed business improvement district and initial operating plan. Notice of the hearing shall be published as a

class 2 notice under Ch. 985. Before publication, a copy of the notice together with a copy of the proposed initial operating plan and a copy of a detailed map showing the boundaries of the proposed business improvement district shall be sent by certified mail to all owners of real property within the proposed business improvement district. The notice shall state the boundaries of the proposed business improvement district and shall indicate that copies of the proposed initial operating plan are available from the planning commission on request.

(d) Within 30 days after the hearing under par. (c), the owners of property to be assessed under the proposed initial operating plan having a valuation equal to more than 40% of the valuation of all property to be assessed under the proposed initial operating plan, using the method of valuation specified in the proposed initial operating plan, or the owners of property to be assessed under the proposed initial operating plan having an assessed valuation equal to more than 40% of the assessed valuation of all property to be assessed under the proposed initial operating plan, have not filed a petition with the planning commission protesting the proposed business improvement district or its proposed initial operating plan.

(e) The local legislative body has voted to adopt the proposed initial operating plan for the municipality.

(3) (a) The chief executive officer shall appoint members to a business improvement district board to implement the operating plan. Board members shall be confirmed by the local legislative body and shall serve staggered terms designated by the local legislative body. The board shall have at least 5 members. A majority of board members shall own or occupy real property in the business improvement district.

(b) The board shall annually consider and may make changes to the operating plan, which may include termination of the plan, for its business improvement district. The board shall then submit the operating plan to the local legislative body for its approval. If the local legislative body disapproves the operating plan, the board shall consider and may make changes to the operating plan and may continue to resubmit the operating plan until local legislative body approval is obtained. Any change to the special assessment method applicable to the business improvement district shall be approved by the local legislative body.

(c) The board shall prepare and make available to the public annual reports describing the current status of the business improvement district, including expenditures and revenues. The report shall include an independent certified audit of the implementation of the operating plan obtained by the municipality. The municipality shall obtain an additional independent certified audit upon termination of the business improvement district.

(d) Either the board or the municipality, as specified in the operating plan as adopted, or amended and approved under this section, has all powers necessary or convenient to implement the operating plan, including the power to contract.

(4) All special assessments received from a business improvement district and all other appropriations by the municipality or other moneys received for the benefit of the business improvement district shall be placed in a segregated account in the municipal treasury. No disbursements from the account may be made except to reimburse the municipality for appropriations other than special assessments, to pay the costs of audits required under sub. (3) (c) or on order of the board for the purpose of implementing the operating plan. On termination of the business improvement district by the municipality, all moneys collected by special assessment remaining in the account shall be disbursed to the owners of specially assessed property in the business improvement district, in the same proportion as the last collected special assessment.

(4m) A municipality shall terminate a business improvement district if the owners of property assessed under the operating plan having a valuation equal to more than 50% of the valuation of all property

assessed under the operating plan, using the method of valuation specified in the operating plan, or the owners of property assessed under the operating plan having an assessed valuation equal to more than 50% of the assessed valuation of all property assessed under the operating plan, file a petition with the planning commission requesting termination of the business improvement district, subject to all of the following conditions:

(a) A petition may not be filed under this subsection earlier than one year after the date the municipality first adopts the operating plan for the business improvement district.

(b) On and after the date a petition is filed under this subsection, neither the board nor the municipality may enter into any new obligations by contract or otherwise to implement the operating plan until the expiration of 30 days after the date of hearing under par. (c) and unless the business improvement district is not terminated under par. (e).

(5) (a) Real property used exclusively for residential purposes and real property that is exempted from general property taxes under s. [70.11](#) may not be specially assessed for purposes of this section.

(b) A municipality may terminate a business improvement district at any time.

(c) This section does not limit the power of a municipality under other law to regulate the use of or specially assess real property.

Unofficial text from Wis Stats. database. See printed Statutes and Wis. Acts for official text under s. 35.18(2) stats. Report errors to the Revisor of Statutes at (608) 266-2011, FAX 264-6978.

APPENDIX E: Adopted Bylaws

BUSINESS IMPROVEMENT DISTRICT

ARTICLE I **MEMBERS**

All owners of property located within the District shall automatically be members of the De Pere Business Improvement District. All members shall have the right to vote on any issue that is placed before the members by the Board of Directors.

ARTICLE II **MEMBERSHIP MEETINGS**

Section 1. Annual Meeting. An annual meeting of the membership shall be held in each calendar year at such time and place as may be determined by the Board of Directors for the purpose of transacting such business as may be properly brought before the meeting.

Section 2. Special Meeting. Special meetings of the membership shall be held at any time and place as may be designated in the notice of said meeting, upon call of the chairman of the Board of Directors.

Section 3. Notice. Email (or mail) notice of every meeting of the membership (annual or special), stating the place, date, and hour of the meeting, shall be sent to each member not less than seven (7) or more than thirty (30) days before the date of the meeting. Other interested parties shall be given such notice of meetings as the Board of Directors deem appropriate.

Section 4. Proceedings. Roberts Rules of Order shall govern the parliamentary procedures at all meetings when not in conflict with these Bylaws except that there shall be no minimum number of members necessary to attend any meeting by a majority vote of the active members present.

ARTICLE III **BOARD OF DIRECTORS**

Section 1. Federal Requirement. BID district members can recommend future board members to the BID Board. The BID Board will provide the recommended nominations to the Mayor. The Mayor appoints members from these nominations to the BID Board. The BID Board includes a representative of the Mayor or Council. State law requires that the BID Board be composed of at least 4 members and the majority of the BID Board members be owners or occupants of property within the District. Appointments must be made by the Mayor and confirmed by the City Council.

Section 2. Responsibilities. The BID Board's primary responsibility will be contracting for implementation of the current year's DBI Operating Plan, contracting for preparation of an annual report and audit of the District, annually considering and making changes to this DBI Operating Plan and submitting the DBI Operating Plan for the following year to the Common Council of the City of De Pere for approval, and all other powers granted in this DBI Operating Plan and Bylaws. This will require the BID Board to negotiate with providers of services (primarily to Definitely De Pere) and materials to carry out the DBI Operating Plan; to enter into various contracts; to monitor development activity; and to ensure the District's compliance with the provisions of applicable statutes and regulations.

Section 3. BID Board Composition. The BID Board shall consist of seven (7) members. A majority (at least 4) of the members shall be owners or occupants of real property within the District. The Board shall have the following composition:

- a. 2 Owners of property in the District.
- b. 1 representative from Service/Retail, Hospitality and Office.
- c. 1 Community representative with no property ownership or business interests within the District. The appointee shall be a resident of the City of De Pere.
- d. 1 representative of the City of De Pere, appointed by the Common Council.

Any BID Board member who because of transfer of ownership of property is no longer eligible to act as a representative shall be replaced.

Section 4. BID Board Term. Appointments to the BID Board shall be for a period of 3 years, except that initially 3 members are appointed for a period of 3 years, 2 members shall be appointed for 2 years, and 2 members shall be appointed for 1 year, each term ending on December 31 of the applicable year. The BID Board may remove, by majority vote, a BID Board member who is absent from more than 3 meetings, without valid excuse. Any BID Board vacancy (except the Mayor's or City Council's Member) shall be filled by nomination of the Mayor.

Section 5. Compensation. The BID Board members shall receive no compensation for serving on the BID Board.

Section 6. Meetings. All meetings of the BID Board shall be governed by the Wisconsin Open Meetings Law. Meetings will be posted on the City of De Pere's website. Minutes will be recorded and submitted to the City and the BID Board. Roberts Rules of Order shall govern the parliamentary procedures at all meetings when not in conflict with these Bylaws.

Section 7. Record Keeping. Files and records of the BID Board's affairs shall be kept pursuant to public records requirements. Records of the BID Board will be kept at the De Pere City Hall.

Section 8. Staffing. The BID Board shall contract for staffing services pursuant to this DBI Operating Plan and subsequent modifications thereof. It is contemplated that such staff and services shall be contracted with Definitely De Pere, unless requested otherwise by the BID Board; the Board of Directors of Definitely De Pere may attend all meetings of the BID Board, but will not have voting authority.

Section 9. Officers. The BID Board shall appoint a Chairman, Treasurer and Secretary, any two of the three of which shall have the power to execute documents on behalf of the full BID Board, for purposes authorized by the full BID Board.

Section 10. Quorum. At all meetings of the BID Board, a majority of the voting members thereof shall constitute a quorum for the transaction of business. If a quorum shall not be present at any meeting of the BID Board, the Directors present may adjourn and reschedule the meeting until a quorum shall be present.

Section 11. Consent. Any action required or permitted to be taken at any meeting of the BID Board of Directors may be taken without a meeting, if all members of the BID Board consent hereto in writing, setting forth the action taken, and the writing or writings are filed with the minutes of the proceedings. Such consent shall have the same force and effect as unanimous vote of the BID Board.

Section 12. BID Board Powers. The BID Board shall have all the powers authorized by law, including but not limited to, the following powers:

1. To manage the affairs of the District.
2. To undertake on its own accord or to assist in development, underwriting or guaranteeing public improvements within the District.
3. To apply for, accept, and use grants and gifts for these purposes.
4. To contract on behalf of the BID with Definitely De Pere, to carry out the DBI Operating Plan under the direction of the BID Board.
5. To develop, advertise and promote the existing and potential benefits of the District.
6. To promote new investment and appreciation in value of existing investments.
7. To elect officers, and contract out work as necessary to carry out these goals.
8. To add to the beautification and/or maintenance of the District.
9. To annually consider and make changes to the DBI Operating Plan which may include termination of the BID.

It is anticipated that the BID Board will utilize the above powers in the capacity of directing and delegating to Definitely De Pere, many of its duties and responsibilities while retaining the overall authority and responsibility for such drafting and implementation of the DBI Operating Plan.

Section 13. BID Board Authority. The BID Board of Directors shall be required to conform to the DBI Operating Plan presented to and approved by the De Pere Common Council each year and shall be subject to the Wisconsin Statutes covering the Business Improvement Districts (BIDs).

ARTICLE IV COMMITTEES

Section 1. There shall be such standing committees as the BID Board may determine. The terms of the committees shall be for 1 year commencing at the time of the annual membership meeting.

ARTICLE V OFFICERS

Section 1. General. The Officers of the District BID shall consist of a Chairman, a Secretary, and a Treasurer and such other officers and assistant officers as may be deemed necessary.

Section 2. Election. Officers shall be BID Board members and staff shall be elected by the Board of Directors annually at the annual meeting. No BID Board member may hold more than one office. Officers may serve more than one term if reelected.

Section 3. Powers and Duties. Except as hereinafter provided, the officers of the BID Board shall each have such powers and duties as generally pertain to their respective office, as well as those that from time to time may be conferred by the membership of the BID Board of Directors.

- A. Chairman. The Chairman shall preside at all business meetings, but may at his or her discretion or at the suggestion of the Directors arrange for another officer to preside at other meetings. The Chairman shall perform such duties as are usually incumbent upon that officer, such duties as may be directed by resolution of the Board of Directors.
- B. Secretary. The Secretary shall record and maintain in good order all minutes of all meetings and all records and correspondence of the District BID, and shall email copies of the minutes of each membership meeting to all members within 60 days of the conclusion of each meeting. The Secretary shall also have such duties as may be assigned by the membership or the Board of Directors.

- C. Treasurer. The Treasurer shall maintain in good order all financial records of the District BID. The Treasurer shall also have such other duties as may be assigned by the membership Board of Directors.
- D. Temporary Officers. In case of absence or disability of any officer and of any person authorized to perform duties in his or her place during such periods of absence or disability, the Chairman may from time to time delegate the powers and duties of such officer to any other officer or any other member.

ARTICLE VI FINANCES

Section 1. Authority. Except as the Board of Directors may generally or in particular cases authorize the execution thereof in some other manner, all checks, drafts, and other instruments for the payment of money and all instruments of transfer of securities, shall be signed in the name and on behalf of the BID by any of the three officers.

Section 2. Financial Institution. All funds of the BID shall be deposited from time to time to the credit of the BID in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 3. Funding Services. The Board of Directors may accept on behalf of the BID any contribution, gift, bequest or device for general purposes or for any special purpose of the BID.

ARTICLE VII AMENDMENTS

Section 1. Authority. The Common Council of the City of De Pere, upon the consent of the Board of Directors, shall have the power to alter, amend, or repeal the Bylaws or adopt new Bylaws.

Section 2. Process. The BID may also annually present amendments to the Bylaws. The following process for approval of the amended Bylaws will be as follows:

- A. The BID Board will review the proposed BID Bylaws and make a recommendation to the De Pere Common Council.
- B. The Common Council will act on the proposed amended BID Bylaws.

Section 3. Generally. It is anticipated that the BID Board will continue to revise and develop the Bylaws annually, in response to changing development needs and opportunities in the District, within the purpose and objectives defined herein and in the DBI Operating Plan.

Adopted by BID Board on: October 21, 2016

Adopted by City of De Pere Common Council on: Anticipated November 1, 2016

Definitely De Pere

Annual Report | May 1 - December 31, 2015



Downtown De Pere

Our Vision for Downtown

The purpose of Definitely De Pere, a nationally accredited Main Street Program, is to improve the quality of life through assisting in the revitalization of the downtown business community and thereby the community as a whole through concentrated efforts in organization, promotion, design and economic enhancement.

Nestled on the banks of the Fox River, De Pere is the premiere place to live, learn, work, and visit in Brown County. You will find De Pere to be a first class city, where history meets high-end, modern offerings. Historic institutions and family-owned businesses along the Fox River continue to shape the community. St. Norbert College's campus proudly overlooks the downtown. Main Avenue and Broadway historic districts are the backdrops for a well-rounded mix of businesses that bring big city amenities in a small city package. The old world charm of De Pere is celebrated and preserved through restored commercial and industrial buildings, as well as a beautiful historic homes district.

Downtown De Pere boasts an impressive array of diverse businesses. The unique attractions, upscale stores, eclectic mix of dining options, and world class service make De Pere a destination, not a stop along the way. Offering one-of-a-kind finds, exciting events, beautiful river vistas, and a thriving downtown, De Pere sits on the doorstep of the two largest metropolitan areas in Northeast Wisconsin. With convenient highway accessibility, free parking, public transit connections, walking and bike trails, and multiple boat launches, you can get here from anywhere, and will find De Pere unlike anywhere you've been.

St. Norbert College, the Fox River Trail, historic locks, the De Pere Riverwalk, and beautifully landscaped green spaces grace the downtown's active riverfront. Visitors and residents alike love the events along the river, and associate De Pere with the happy memories they made here amongst family and friends. A vibrant atmosphere has generated daytime shopping, and evening dining and entertainment. The clean and safe environment has contributed to a surge in well-appointed downtown residences – ensuring that there is always something happening in De Pere.

Definitely De Pere's award-winning downtown revitalization efforts have been directly impacted by strong involvement from stakeholders and community members. The sense of pride held by residents and business owners is tangible proof that downtown De Pere is easy to love, and hard to leave.

Main Street Program Four Point Approach

“Success is realized through the comprehensive and incremental approach of the Main Street program.” The four elements that combine to create this well-balanced program are:



1. **Organization** - Organization establishes consensus and cooperation by building partnerships among the various groups that have a stake in the downtown. Effective Main Street programs get everyone working together toward the same goal. With this level of collaboration, Main Street programs can provide effective, ongoing management and advocacy for downtowns. A governing board of directors and standing committees make up the fundamental organizational structure of volunteer-driven revitalization programs. Volunteers are coordinated and supported by a paid program director.
2. **Promotion** - Promotion takes many forms, but the goal is to create a positive image that will renew community pride and tell a downtown's story to the surrounding region. Promotions communicate a downtown's unique characteristics, its cultural traditions, architecture, and history. Special events provide exciting activities for shoppers, investors, potential businesses and property owners, residents of downtown and the greater community, and visitors.
3. **Design** - Design means getting Main Street into top physical shape and creating a safe, inviting environment for shoppers, workers, and visitors while preserving a place's historic character. Successful Main Streets take advantage of the visual opportunities inherent in a commercial district by directing attention to all of its physical elements; public and private buildings, storefronts, signs, public spaces, parking areas, street furniture, public art, landscaping, merchandising, window displays, and promotional materials.
4. **Economic Restructuring** - Economic restructuring strengthens a community's existing economic assets while diversifying its economic base. This is accomplished by evaluating how to retain and expand successful businesses to provide a balanced commercial mix, sharpen the competitiveness and merchandising skills of business owners, and attract new businesses that the market can support. Main Street programs also achieve success through creative reuse of historic properties. The goal is to build a commercial district that responds to the needs of today's consumers while maintaining the community's historic character.

Downtown De Pere Accomplishments

May 1 - December 31, 2015

Building Improvements

Former WI International School, Exterior facade enhancement, interior improvements

Eye & Vision Clinics, Interior improvements

St Boniface Hall, Interior improvements

St Norbert College, Interior improvements

De Pere Business Center, Interior improvements

OGAN Restaurant, Signage

The Lee Building, Interior improvements

Bank Mutual East, Exterior facade, interior improvements

Reid Street Crossing, Interior improvements

Stow Drug Building, Interior improvements

Lee Building, Signage

Murphy Development Apartments, Interior improvements

Heritage Office Building, Signage

Voyageur Gas Station, Signage

123 Broadway, Exterior facade, interior improvements

Business Changes

Hey Daisy!, Relocated

Properties Sold

Shell Gas Station

353 Main Avenue

Former Vault

Shopko Site

Pasquale's International Cafe

221 S Broadway

K Sera Salon



New Business

Tadych Investment Partners

The Black Dress

Healthy Bellyz

O'Connor Connective

Best Version Media

Infidelity

Boudoir

Assure Professionals

Proof Cocktails

Northwestern Mutual

Special Events

Celebrate De Pere, 20,000 attendees

Current after 5, 125 attendees

EastWest Music Fest, 5,500 attendees

Freshman Orientation Welcome, 1,000 attendees

Downtown Art Walk, 3,000 attendees

A Night at the Majestic Theatre, 240 attendees

Taste of De Pere Trolley, 100 attendees

City Band Performance, 200 attendees

Yoga in the Park, 1,800 attendees

Restaurant Week, 3,000 attendees

Travel Writer Tour, 15 attendees

Soup Walk, 225 attendees

35,000 people attended events downtown De Pere

Public Improvements

Banner Installation

Hanging Baskets

Bike Racks

Wreaths

\$1.3 million in Private Investment

\$9.5 million in Property Sales



Definitely De Pere Leadership

Board of Directors

Scott Hemauer, **President**
 Pat Olejniczak, **Secretary**
 Julie Fonsee, **Treasurer**
 Todd Danen
 Jessica Diederich
 Ryan Jennings
 Rachel Johnson
 Ray Kopish
 Mary Alexis Pfutzenreuter
 Tina Quigley

Rich Starry
 Dave Stellpflug
 Jason Tadych
 David Wegge

Design Committee

Ryan Jennings, Chair
 Lance Abts
 Laura Fabry
 Kim Flom
 Karen Jennings
 Gene Hackbarth
 Kathy Huppert
 Tommy Nick
 Pat Olejniczak
 Rose Smits

Staff

Allyson Watson,
Executive Director (May - Sept)
 Matt Hohner, **Executive Director** (Oct - Dec)
 Jennie Kuepper,
Office/Event Coordinator (Dec)

Economic Enhancement Committee

Tom Gavic, Chair
 Dana Bald
 Carl Castelic
 Kim Flom
 Allan Jamir
 Ray Kopish
 Mike Paroubek
 Mary Alexis Pfutzenreuter
 Amy Sorenson
 Bryan Spaeth

Beautification Committee

Rose Smits, Chair
 Jill Baker
 Carol Dequaine
 Eben Erhard
 Cathy Huppert
 Carolyn Jahns
 Paula Kiley
 Jill Konopasek
 Don Melichar
 Jacquie Murphy
 Scott Thoresen
 Bridget Vandlist
 Sue Van Geem
 Kathy Wochinske



City of De Pere, Wisconsin**Request For Common Council Action**

MEETING DATE: November 1, 2016
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Ledvina
SUBJECT: Voucher Approval.

ATTACHMENTS:

- 11-1-16 VOUCHERS (PDF)

10/25/2016 3:44 PM

A / P CHECK REGISTER

PAGE: 1

PACKET: 05326 NOV 2016 COUNCIL - 1 11-1-16

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
0001	A1 ELEVATOR CORP							
	I-10358	A1 ELEVATOR CORP	R	11/01/2016		127.50CR	080120	
	I-10359	A1 ELEVATOR CORP	R	11/01/2016		162.00CR	080120	289.50
4632	ACCURATE LLC							
	I-201610256518	ACCURATE LLC	R	11/01/2016		8,920.00CR	080121	8,920.00
6426	ACL							
	I-201609-0	ACL	R	11/01/2016		53.60CR	080122	53.60
0302	AIRGAS USA LLC							
	I-9939116911	AIRGAS USA LLC	R	11/01/2016		289.50CR	080123	
	I-9939116913	AIRGAS USA LLC	R	11/01/2016		94.45CR	080123	383.95
0009	AMERICAN OVERHEAD DOOR							
	I-126648	AMERICAN OVERHEAD DOOR	R	11/01/2016		437.73CR	080124	437.73
1380	AUTOHOE II INC							
	I-15415	AUTOHOE II INC	R	11/01/2016		450.00CR	080125	450.00
7483	B & P MECHANICAL INC							
	I-16-10 (2)	B & P MECHANICAL INC	R	11/01/2016		95,834.75CR	080126	95,834.75
0020	BADGERLAND PRINTING INC							
	I-28496	BADGERLAND PRINTING INC	R	11/01/2016		276.00CR	080127	
	I-28498	BADGERLAND PRINTING INC	R	11/01/2016		44.00CR	080127	320.00
0023	BATTERIES PLUS LLC							
	I-501-502406	BATTERIES PLUS LLC	R	11/01/2016		191.90CR	080128	191.90
6404	BAY AREA TESTING & CONSULTING LLC							
	I-1361	BAY AREA TESTING & CONSULTING	R	11/01/2016		1,002.90CR	080129	
	I-1363	BAY AREA TESTING & CONSULTING	R	11/01/2016		698.85CR	080129	
	I-1364	BAY AREA TESTING & CONSULTING	R	11/01/2016		1,742.00CR	080129	3,443.75
0027	BAY TOWEL INC							
	I-2259895	BAY TOWEL INC	R	11/01/2016		35.07CR	080130	
	I-2262299	BAY TOWEL INC	R	11/01/2016		154.77CR	080130	
	I-2264069	BAY TOWEL INC	R	11/01/2016		35.07CR	080130	
	I-2264070	BAY TOWEL INC	R	11/01/2016		91.74CR	080130	
	I-2268254	BAY TOWEL INC	R	11/01/2016		35.07CR	080130	
	I-2268255	BAY TOWEL INC	R	11/01/2016		90.05CR	080130	
	I-2270633	BAY TOWEL INC	R	11/01/2016		71.43CR	080130	513.20

Attachment: 11-1-16 VOUCHERS (5257 : Voucher Approval.)

10/25/2016 3:44 PM

A / P CHECK REGISTER

PAGE: 2

PACKET: 05326 NOV 2016 COUNCIL - 1 11-1-16

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
0025	BAYCOM INC							
	I-SRVCE00000003794	BAYCOM INC	R	11/01/2016		522.12CR	080131	522.12
0649	BRAUER SUPPLY & EQUIPMENT							
	I-201610122	BRAUER SUPPLY & EQUIPMENT	R	11/01/2016		123.63CR	080132	123.63
0038	BROADWAY AUTOMOTIVE INC							
	I-493915	BROADWAY AUTOMOTIVE INC	R	11/01/2016		1,465.60CR	080133	1,465.60
2944	BROWN COUNTY JAIL							
	I-201610256515	BROWN COUNTY JAIL	R	11/01/2016		1,280.00CR	080134	1,280.00
0115	CARQUEST AUTO PARTS LLC							
	I-6339-230991	CARQUEST AUTO PARTS LLC	R	11/01/2016		4.47CR	080135	4.47
7021	CARSTAR WILSON AUTO COLLISION GREEN BAY							
	I-30906	CARSTAR WILSON AUTO COLLISION	R	11/01/2016		2,805.00CR	080136	2,805.00
0536	CDW GOVERNMENT INC							
	I-FNJ9021	CDW GOVERNMENT INC	R	11/01/2016		10.75CR	080137	
	I-FPC7844	CDW GOVERNMENT INC	R	11/01/2016		377.31CR	080137	
	I-FQX1529	CDW GOVERNMENT INC	R	11/01/2016		127.95CR	080137	
	I-FRB1492	CDW GOVERNMENT INC	R	11/01/2016		307.91CR	080137	823.92
2708	CLEANING SOLUTION SERVICES INC							
	I-12263	CLEANING SOLUTION SERVICES INC	R	11/01/2016		1,416.56CR	080138	
	I-12265	CLEANING SOLUTION SERVICES INC	R	11/01/2016		1,105.24CR	080138	2,521.80
6977	COAST TO COAST SOLUTIONS							
	I-FCHEG000000057472	COAST TO COAST SOLUTIONS	R	11/01/2016		7.66CR	080139	
	I-IVC0076202	COAST TO COAST SOLUTIONS	R	11/01/2016		510.88CR	080139	518.54
0217	COUNTRY VISIONS COOPERATIVE							
	I-201610256519	COUNTRY VISIONS COOPERATIVE	R	11/01/2016		41.97CR	080140	41.97
2926	CROSBY HEAVY DUTY WRECKER SERV INC							
	I-78990	CROSBY HEAVY DUTY WRECKER SERV	R	11/01/2016		100.00CR	080141	100.00
0061	CUMMINS NPOWER, LLC							
	I-802-60879	CUMMINS NPOWER, LLC	R	11/01/2016		820.96CR	080142	
	I-802-60880	CUMMINS NPOWER, LLC	R	11/01/2016		860.29CR	080142	1,681.25

Attachment: 11-1-16 VOUCHERS (5257 : Voucher Approval.)

10/25/2016 3:44 PM

A / P CHECK REGISTER

PAGE: 3

PACKET: 05326 NOV 2016 COUNCIL - 1 11-1-16

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
0063	DAANEN & JANSSEN INC							
	I-158041	DAANEN & JANSSEN INC	R	11/01/2016		45.00CR	080143	
	I-158042	DAANEN & JANSSEN INC	R	11/01/2016		155.70CR	080143	200.70
0713	DE GROOT INC							
	I-7684	DE GROOT INC	R	11/01/2016		1,386.06CR	080144	1,386.06
6946	DEAN ENTERPRISES LLC							
	I-D-46228	DEAN ENTERPRISES LLC	R	11/01/2016		102.25CR	080145	102.25
0075	DIGGERS HOTLINE INC							
	I-160 9 36401	DIGGERS HOTLINE INC	R	11/01/2016		617.94CR	080146	
	I-160 9 36402	DIGGERS HOTLINE INC	R	11/01/2016		44.26CR	080146	662.20
6030	DISCOUNT SCHOOL SUPPLY							
	I-P34971700001	DISCOUNT SCHOOL SUPPLY	R	11/01/2016		60.47CR	080147	60.47
3212	DIXON ENGINEERING INC							
	I-16-1145	DIXON ENGINEERING INC	R	11/01/2016		950.00CR	080148	950.00
0079	DORSCH CORP							
	I-61968	DORSCH CORP	R	11/01/2016		2,998.38CR	080149	2,998.38
0085	EMERGENCY MEDICAL PRODUCTS INC							
	I-1861389	EMERGENCY MEDICAL PRODUCTS INC	R	11/01/2016		77.41CR	080150	77.41
6859	EMS MEDICAL BILLING ASSOC LLC							
	I-201610256516	EMS MEDICAL BILLING ASSOC LLC	R	11/01/2016		5,360.93CR	080151	5,360.93
7422	EXCEL UNDERGROUND LLC							
	I-4681	EXCEL UNDERGROUND LLC	R	11/01/2016		6,258.75CR	080152	6,258.75
0105	FOX SPECIALITY COMPANY							
	I-341011	FOX SPECIALITY COMPANY	R	11/01/2016		14.94CR	080153	14.94
7167	FRANK'S FEED MILL INC.							
	I-158298	FRANK'S FEED MILL INC.	R	11/01/2016		175.00CR	080154	175.00
0562	GALLS LLC							
	I-6175622	GALLS LLC	R	11/01/2016		30.99CR	080155	30.99
6923	GORDON FLESCH COMPANY INC.							
	I-IN11690207	GORDON FLESCH COMPANY INC.	R	11/01/2016		121.97CR	080156	121.97

Attachment: 11-1-16 VOUCHERS (5257 : Voucher Approval.)

10/25/2016 3:44 PM

A / P CHECK REGISTER

PAGE: 4

PACKET: 05326 NOV 2016 COUNCIL - 1 11-1-16

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
0116	GRAINGER INC							
	I-9236739802	GRAINGER INC	R	11/01/2016		65.80CR	080157	
	I-9236739810	GRAINGER INC	R	11/01/2016		692.34CR	080157	
	I-9246500228	GRAINGER INC	R	11/01/2016		84.40CR	080157	
	I-9251553674	GRAINGER INC	R	11/01/2016		57.30CR	080157	899.84
0124	GREEN BAY CITY TREASURER							
	I-107355	GREEN BAY CITY TREASURER	R	11/01/2016		35,991.75CR	080158	35,991.75
2044	GREEN BAY TITLE COMPANY INC							
	I-GBT16-10232150	GREEN BAY TITLE COMPANY INC	R	11/01/2016		150.00CR	080159	150.00
7437	HANGING GARDENS LLC							
	I-103316	HANGING GARDENS LLC	R	11/01/2016		4,767.78CR	080160	4,767.78
3521	HD SUPPLY WATERWORKS LTD							
	I-G179878	HD SUPPLY WATERWORKS LTD	R	11/01/2016		220.43CR	080161	220.43
0912	HEID MUSIC CO							
	I-1783418	HEID MUSIC CO	R	11/01/2016		453.00CR	080162	
	I-1784049	HEID MUSIC CO	R	11/01/2016		60.00CR	080162	513.00
6428	HIGHWAY LANDSCAPERS INC							
	I-16-16 (1) FINAL	HIGHWAY LANDSCAPERS INC	R	11/01/2016		55,513.25CR	080163	55,513.25
6715	HOCKERS PLUMBING INC.							
	I-38196	HOCKERS PLUMBING INC.	R	11/01/2016		917.59CR	080164	917.59
6342	IDEA DINER							
	I-100000116	IDEA DINER	R	11/01/2016		487.50CR	080165	487.50
1399	INDOFF INC							
	C-2863945	INDOFF INC	R	11/01/2016		3.99	080166	
	I-2863543	INDOFF INC	R	11/01/2016		72.59CR	080166	
	I-2864885	INDOFF INC	R	11/01/2016		67.25CR	080166	
	I-2865070	INDOFF INC	R	11/01/2016		25.39CR	080166	
	I-2865071	INDOFF INC	R	11/01/2016		20.25CR	080166	
	I-2868826	INDOFF INC	R	11/01/2016		319.50CR	080166	
	I-2870013	INDOFF INC	R	11/01/2016		13.95CR	080166	514.94
2602	JOSSART BROTHERS INC							
	I-152	JOSSART BROTHERS INC	R	11/01/2016		877.35CR	080167	
	I-156	JOSSART BROTHERS INC	R	11/01/2016		3,515.25CR	080167	
	I-16-02 (4)	JOSSART BROTHERS INC	R	11/01/2016		556,333.97CR	080167	560,726.57

Attachment: 11-1-16 VOUCHERS (5257 : Voucher Approval.)

10/25/2016 3:44 PM

A / P CHECK REGISTER

PAGE: 5

PACKET: 05326 NOV 2016 COUNCIL - 1 11-1-16

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
1276	JX ENTERPRISES INC							
	I-D-262790126	JX ENTERPRISES INC	R	11/01/2016		56.07CR	080168	
	I-D-262870101	JX ENTERPRISES INC	R	11/01/2016		313.03CR	080168	
	I-D-262880040	JX ENTERPRISES INC	R	11/01/2016		3.09CR	080168	
	I-D-262920038	JX ENTERPRISES INC	R	11/01/2016		12.38CR	080168	384.57
2904	KROPP CONCRETE PRODUCTS							
	I-24251	KROPP CONCRETE PRODUCTS	R	11/01/2016		714.00CR	080169	
	I-24399	KROPP CONCRETE PRODUCTS	R	11/01/2016		178.00CR	080169	892.00
7446	MACQUEEN EQUIPMENT GROUP							
	I-W00273	MACQUEEN EQUIPMENT GROUP	R	11/01/2016		941.53CR	080170	941.53
6198	MAILFINANCE							
	I-N6164086	MAILFINANCE	R	11/01/2016		314.73CR	080171	314.73
2713	MAU & ASSOCIATES							
	I-23839	MAU & ASSOCIATES	R	11/01/2016		260.00CR	080172	260.00
0163	MCC INC							
	I-95759	MCC INC	R	11/01/2016		65.00CR	080173	65.00
0173	MENARDS INC							
	I-93537	MENARDS INC	R	11/01/2016		43.21CR	080174	
	I-93688	MENARDS INC	R	11/01/2016		28.98CR	080174	
	I-93689	MENARDS INC	R	11/01/2016		46.80CR	080174	
	I-93849	MENARDS INC	R	11/01/2016		133.97CR	080174	
	I-93999	MENARDS INC	R	11/01/2016		181.98CR	080174	
	I-94122	MENARDS INC	R	11/01/2016		25.98CR	080174	
	I-94314	MENARDS INC	R	11/01/2016		69.31CR	080174	
	I-94363	MENARDS INC	R	11/01/2016		103.20CR	080174	633.43
1475	MUNICIPAL CODE CORP							
	I-276673	MUNICIPAL CODE CORP	R	11/01/2016		900.00CR	080175	900.00
0531	NORTHEAST AUTO PARTS INC							
	I-315456	NORTHEAST AUTO PARTS INC	R	11/01/2016		18.27CR	080176	
	I-315457	NORTHEAST AUTO PARTS INC	R	11/01/2016		191.76CR	080176	
	I-315466	NORTHEAST AUTO PARTS INC	R	11/01/2016		85.02CR	080176	
	I-315482	NORTHEAST AUTO PARTS INC	R	11/01/2016		51.49CR	080176	
	I-315487	NORTHEAST AUTO PARTS INC	R	11/01/2016		8.58CR	080176	
	I-315572	NORTHEAST AUTO PARTS INC	R	11/01/2016		53.07CR	080176	
	I-315587	NORTHEAST AUTO PARTS INC	R	11/01/2016		18.20CR	080176	
	I-315640	NORTHEAST AUTO PARTS INC	R	11/01/2016		6.09CR	080176	
	I-315644	NORTHEAST AUTO PARTS INC	R	11/01/2016		648.79CR	080176	
	I-315755	NORTHEAST AUTO PARTS INC	R	11/01/2016		10.99CR	080176	
	I-315794	NORTHEAST AUTO PARTS INC	R	11/01/2016		41.48CR	080176	1,133.74

Attachment: 11-1-16 VOUCHERS (5257 : Voucher Approval.)

10/25/2016 3:44 PM

A / P CHECK REGISTER

PAGE: 6

PACKET: 05326 NOV 2016 COUNCIL - 1 11-1-16

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
0255	ONE LAW GROUP SC							
	I-406-05M (3)	ONE LAW GROUP SC	R	11/01/2016		27.00CR	080177	27.00
7355	OXFORD IMMUNOTEC							
	I-473595	OXFORD IMMUNOTEC	R	11/01/2016		52.75CR	080178	52.75
5222	P J KORTENS & CO INC							
	I-10018991	P J KORTENS & CO INC	R	11/01/2016		765.00CR	080179	
	I-10019023	P J KORTENS & CO INC	R	11/01/2016		1,210.00CR	080179	
	I-10019026	P J KORTENS & CO INC	R	11/01/2016		2,434.00CR	080179	4,409.00
0197	PACKER CITY INTERNATIONAL INC							
	I-X101053560:01	PACKER CITY INTERNATIONAL INC	R	11/01/2016		33.07CR	080180	
	I-X101053632:01	PACKER CITY INTERNATIONAL INC	R	11/01/2016		106.75CR	080180	139.82
0525	PETROLEUM EQUIP SERVICE OF WI INC							
	I-130985	PETROLEUM EQUIP SERVICE OF WI	R	11/01/2016		760.00CR	080181	760.00
6126	PM SUPPLY - WRIGHT INDUSTRIAL							
	I-67896	PM SUPPLY - WRIGHT INDUSTRIAL	R	11/01/2016		28.36CR	080182	
	I-67968	PM SUPPLY - WRIGHT INDUSTRIAL	R	11/01/2016		56.72CR	080182	
	I-68082	PM SUPPLY - WRIGHT INDUSTRIAL	R	11/01/2016		205.67CR	080182	
	I-68149	PM SUPPLY - WRIGHT INDUSTRIAL	R	11/01/2016		82.90CR	080182	373.65
0208	POMP'S TIRE SERVICE INC							
	I-1010043261	POMP'S TIRE SERVICE INC	R	11/01/2016		47.62CR	080183	
	I-90034884	POMP'S TIRE SERVICE INC	R	11/01/2016		291.06CR	080183	
	I-90034939	POMP'S TIRE SERVICE INC	R	11/01/2016		26.95CR	080183	365.63
1246	PREVEA HEALTH							
	I-105683	PREVEA HEALTH	R	11/01/2016		38.85CR	080184	38.85
0218	PROMOTIONAL DESIGNS INC							
	I-12410-1	PROMOTIONAL DESIGNS INC	R	11/01/2016		104.00CR	080185	104.00
0220	QUILL CORP							
	I-9860737	QUILL CORP	R	11/01/2016		162.94CR	080186	162.94
1	RADUE CINEMAS							
	I-201610256517	OCTOBER AD	R	11/01/2016		40.00CR	080187	40.00
6948	RAY'S TIRE							
	C-3-40415	RAY'S TIRE	R	11/01/2016		150.00	080188	
	I-3-40269	RAY'S TIRE	R	11/01/2016		1,076.74CR	080188	926.74

Attachment: 11-1-16 VOUCHERS (5257 : Voucher Approval.)

10/25/2016 3:44 PM

A / P CHECK REGISTER

PAGE: 7

PACKET: 05326 NOV 2016 COUNCIL - 1 11-1-16

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK	CHECK	DISCOUNT	AMOUNT	CHECK	CHECK
			TYPE	DATE			NO#	AMOUNT
0227	REINDERS INC							
	I-1658616-00	REINDERS INC	R	11/01/2016		278.54CR	080189	
	I-2648924-00	REINDERS INC	R	11/01/2016		417.74CR	080189	696.28
0228	RENT A FLASH OF WISCONSIN INC							
	I-54543	RENT A FLASH OF WISCONSIN INC	R	11/01/2016		140.00CR	080190	140.00
7447	ROUTE READY PARTS & SERVICE							
	I-5608-00	ROUTE READY PARTS & SERVICE	R	11/01/2016		328.70CR	080191	328.70
0501	SAINT MARY'S HOSPITAL							
	I-19569	SAINT MARY'S HOSPITAL	R	11/01/2016		1.82CR	080192	1.82
0235	SAINT VINCENT HOSPITAL							
	I-44396	SAINT VINCENT HOSPITAL	R	11/01/2016		22.12CR	080193	22.12
7492	SATOR SOCCER							
	I-376012A	SATOR SOCCER	R	11/01/2016		1,914.83CR	080194	1,914.83
4029	SERVICE MOTOR COMPANY							
	I-CS16679	SERVICE MOTOR COMPANY	R	11/01/2016		57.86CR	080195	57.86
7482	SHERWIN WILLIAMS CO							
	I-0619-9	SHERWIN WILLIAMS CO	R	11/01/2016		1,020.00CR	080196	1,020.00
1446	SNAP ON INDUSTRIAL							
	I-ARV/30409737	SNAP ON INDUSTRIAL	R	11/01/2016		1,143.60CR	080197	
	I-ARV/30472257	SNAP ON INDUSTRIAL	R	11/01/2016		9.07CR	080197	1,152.67
0252	SOUTHSIDE TIRE CO INC							
	I-3056349	SOUTHSIDE TIRE CO INC	R	11/01/2016		230.00CR	080198	230.00
6789	SPEEDY CLEAN DRAIN AND SEWER							
	I-16-15 (3)	SPEEDY CLEAN DRAIN AND SEWER	R	11/01/2016		2,750.00CR	080199	2,750.00
4842	THOMSON REUTERS							
	I-834899730	THOMSON REUTERS	R	11/01/2016		426.57CR	080200	426.57
7493	TREES ON THE MOVE INC							
	I-16-18 (1)	TREES ON THE MOVE INC	R	11/01/2016		221,145.75CR	080201	221,145.75
0268	TRUCK EQUIPMENT INC							
	I-710451-00	TRUCK EQUIPMENT INC	R	11/01/2016		8.27CR	080202	
	I-711150-00	TRUCK EQUIPMENT INC	R	11/01/2016		119.80CR	080202	
	I-711483-00	TRUCK EQUIPMENT INC	R	11/01/2016		23.21CR	080202	151.28

Attachment: 11-1-16 VOUCHERS (5257 : Voucher Approval.)

10/25/2016 3:44 PM

A / P CHECK REGISTER

PAGE: 8

PACKET: 05326 NOV 2016 COUNCIL - 1 11-1-16

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	CHECK AMOUNT	CHECK NO#	CHECK AMOUNT
0272	UNIFORM SHOPPE INC							
	I-259001	UNIFORM SHOPPE INC	R	11/01/2016		13.50CR	080203	
	I-259087	UNIFORM SHOPPE INC	R	11/01/2016		218.65CR	080203	
	I-259092	UNIFORM SHOPPE INC	R	11/01/2016		46.95CR	080203	
	I-259218	UNIFORM SHOPPE INC	R	11/01/2016		1,059.20CR	080203	
	I-2592300	UNIFORM SHOPPE INC	R	11/01/2016		32.95CR	080203	
	I-259416	UNIFORM SHOPPE INC	R	11/01/2016		42.95CR	080203	
	I-259458	UNIFORM SHOPPE INC	R	11/01/2016		21.90CR	080203	
	I-259518	UNIFORM SHOPPE INC	R	11/01/2016		975.00CR	080203	2,411.10
1911	UNITED PARCEL SERVICE INC							
	I-70A6Y6416	UNITED PARCEL SERVICE INC	R	11/01/2016		9.90CR	080204	9.90
7071	USIC LOCATING SERVICES LLC							
	I-201124	USIC LOCATING SERVICES LLC	R	11/01/2016		140.00CR	080205	140.00
0277	VAN'S FIRE & SAFETY INC							
	I-4091264	VAN'S FIRE & SAFETY INC	R	11/01/2016		201.86CR	080206	201.86
7210	VANDEN PLAS SANITATION INC.							
	I-30705	VANDEN PLAS SANITATION INC.	R	11/01/2016		95.00CR	080207	95.00
3707	VIKING ELECTRIC SUPPLY							
	C-CM628423	VIKING ELECTRIC SUPPLY	R	11/01/2016		72.09	080208	
	C-CM676784	VIKING ELECTRIC SUPPLY	R	11/01/2016		83.25	080208	
	I-1891067	VIKING ELECTRIC SUPPLY	R	11/01/2016		693.68CR	080208	
	I-1924570	VIKING ELECTRIC SUPPLY	R	11/01/2016		100.41CR	080208	638.75
7197	WHIRLWIND POST HOLES & FENCING							
	I-6615	WHIRLWIND POST HOLES & FENCING	R	11/01/2016		470.00CR	080209	470.00
6118	WI DEPT OF JUSTICE - TIME							
	I-T21753	WI DEPT OF JUSTICE - TIME	R	11/01/2016		300.00CR	080210	300.00
7219	WKSZ-FM							
	I-IN-11610150034	WKSZ-FM	R	11/01/2016		328.00CR	080211	328.00

* * T O T A L S * *	NO#	DISCOUNTS	CHECK AMT	TOTAL APPLIED
REGULAR CHECKS:	92	0.00	1,049,387.25	1,049,387.25
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:	92	0.00	1,049,387.25	1,049,387.25

TOTAL ERRORS: 0

TOTAL WARNINGS: 0

10/25/2016 3:44 PM

A / P CHECK REGISTER

PAGE: 9

PACKET: 05326 NOV 2016 COUNCIL - 1 11-1-16

VENDOR SET: 01

BANK : AP ASSOCIATED

VENDOR	NAME / I.D.	DESC	CHECK TYPE	CHECK DATE	DISCOUNT	AMOUNT	CHECK NO#	CHECK AMOUNT
--------	-------------	------	---------------	---------------	----------	--------	--------------	-----------------

** POSTING PERIOD RECAP **

FUND	PERIOD	AMOUNT

100	11/2016	86,855.44CR
201	11/2016	1,744.37CR
208	11/2016	271.41CR
405	11/2016	936,195.99CR
415	11/2016	4,767.78CR
460	11/2016	260.00CR
601	11/2016	15,376.46CR
650	11/2016	3,915.80CR
=====		
ALL		1,049,387.25CR

Attachment: 11-1-16 VOUCHERS (5257 : Voucher Approval.)

City of De Pere, Wisconsin**Request For Common Council Action**

MEETING DATE: November 1, 2016
DEPARTMENT: City Clerk-Treasurer
FROM: Shana Ledvina
SUBJECT: Operator License Applications.

ATTACHMENTS:

- 11-01-2016 (PDF)

CITY OF DE PERE - November 1, 2016

ITEM	NAME	ADDRESS	CITY	ST	ZIP
Previously Tabled Operator Licenses					
1	MEYER, JODI A.	1785 GRANT ST #12	DE PERE	WI	54115
2	SCHWARTZ, CHOYA R.	3146 SHAWANO AV	GREEN BAY	WI	54313
3	STIEGLITZ-VAN VONDEREN, SADIE B.	525 S. HURON RD	GREEN BAY	WI	54311
4	TINGLE, JENNIFER L.	240 1/2 FRANK ST	OCONTO	WI	54153

New Operator License Applications for the 2016-2018 Licensing Period					
1	CUNNINGHAM, BRIAN J.	626 N. MICHIGAN ST	DE PERE	WI	54115
2	JACKSON, GEORGE B.	324 ALLARD ST	DE PERE	WI	54115
3	KUROWSKI-BELLEAU, THEODORE M.	W1472 TALL FEATHER WAY	SEYMOUR	WI	54165
4	PRANKE, CRYSTAL E.	2064 TERRY LN	DE PERE	WI	54115
5	ROBINSON, HEATHER R.	1269 VANDERBRAAK ST	GREEN BAY	WI	54302
6	SCHILAWSKI, MICHAEL J.	2789 W. KENLAR CI	SUAMICO	WI	54313
7	WALSH, KERRI L.	255 N. TENTH ST #222	DE PERE	WI	54115
8	WALTER, AMANDA A.	1296 CROWN CT	DE PERE	WI	54115

Attachment: 11-01-2016 (5252 : Operator License Applications.)