



# Common Council

## Regular Meeting

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

### Agenda

Tuesday, October 15, 2024

7:30 PM

Council Chambers and Virtual

Pursuant to Wisconsin Statute 19.84, Notice is hereby given to the public that a meeting of the **Common Council** of the City of De Pere will be held on **October 15, 2024** at **7:30 PM** in the **COUNCIL CHAMBERS, 2ND FLOOR CITY HALL, 335 S. BROADWAY STREET. DE PERE.**

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

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

OR

You can also dial in using your phone.

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(312\) 757-3117](tel:+13127573117)

Access Code: 154-883-285

***This meeting may also be rebroadcast on TV throughout the week and available on demand at <http://deperewi.iqm2.com/>.***

#### I. Call to Order

1. Roll Call
2. Pledge of Allegiance to the Flag.
3. Approval of the minutes of the October 1, 2024 Common Council meeting.
4. Public Hearing to act on a request for a Zoning Map Amendment from BP-1 Business Park District, BP-2 Business Park 2 District and CON Conservancy District to BP-2 Business Park 2 District, 2000 Commerce Drive.
  - A. Notice of Public Hearing.
  - B. Recommendation from Plan Commission.
  - C. Ordinance #24-19 Approving Zoning Map Amendment from BP-1 Business Park 1 District, BP-2 Business Park 2 District and CON Conservancy District to BP-2 Business Park 2 District ( ED-3103; 2000 Commerce Drive).
5. Public Hearing to act on a request for a Zoning Map Amendment from BP-1 Business Park 1 District to C Commercial District, 1302 S Broadway Street, 1314 S Broadway Street, and 860 O'Keefe Road.
  - A. Notice of Public Hearing.
  - B. Recommendation from Plan Commission.
  - C. Ordinance #24-20 Approving Zoning Map Amendment from BP-1 Business Park 1 District to C Commercial District (Parcels ED-F0103, ED-F0103-7 and ED-2078; 1302 South Broadway Street, 1314 South Broadway Street and 860 O'Keefe Road).

6. Public Hearing to act on a request for a Zoning Map Amendment from MX1 Downtown Mixed-Use District to PI-2 Campus Public & Institutional District, 221 S Broadway Street.
  - A. Notice of Public Hearing.
  - B. Recommendation from Plan Commission.
  - C. Ordinance#24-21 Approving Zoning Map Amendment from MX1 Downtown Mixed-Use District to PI-2 Campus Public & Institutional District (Parcel ED-812; 221 South Broadway Street).
7. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Common Council. §6-3(f) DPMC
8. Recommendation from Finance/Personnel Committee to Approve 2025 Benefit Renewal & Plan Design Changes.
9. Recommendation from Finance/Personnel Committee to forward to Common Council to Approve Salaries for Mayor and City Council for 2026, 2027, 2028 and 2029.
10. Recommendation from Finance/Personnel Committee to Approve Camera Corner Connecting Point Quotes for expansion of the City's Surveillance Camera System.
11. Recommendation from the Board of Public Works on approval of Draft Policy for Full Sanitary Lateral Replacement Program.
12. Recommendation from the Board of Public Works on approval of Civic Group Welcome Plaque Policy.
13. Recommendation from the Board of Public Works regarding Maintenance along County PP.
14. Consideration and Possible Action to Spend Up To \$2,000 for City Administrator Retirement Party.
15. Ordinance #24-22 Amending Chapter 150 of the De Pere Municipal Code Regarding Traffic Regulations (Schedules F and G)
16. Resolution #24-90 Authorizing Termination of Agreement for Contractor Services Between the City of De Pere and Greener Bay Compost LLC.
17. Resolution #24-91 Authorizing Microsoft 365 Enterprise Agreement and Approving Renewal Quotation.
18. Resolution #24-92 Approving Grant Agreement Modification to Wisconsin Division of Public Health Contract No. 62109-4.
19. Appointment to the Historic Preservation Commission by Mayor Boyd.
20. Future agenda items.
21. Adjournment.

Carey Danen  
City Clerk

Any person wishing to attend this meeting who, because of disability, requires special

accommodations should contact the Clerk's office at 339-4050 by Noon, the previous day so that arrangements can be made.

Agenda Sent To:

Alderspersons  
City Administrator  
Mayor  
Department Heads  
TV, Newspapers & Radio Stations  
Kress Family Library  
De Pere Chamber of Commerce  
Roddy Kuskie  
Steven Borga  
Gerald DeGroot  
George Hintz  
Greener Bay Compost  
VFW Post 2113  
De Pere Kiwanis  
De Pere Men's Club  
De Pere Lions  
De Pere Rotary



City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** City Clerk

**FROM:** Carey Danen

**SUBJECT:** Approval of the minutes of the October 1, 2024 Common Council meeting.

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**ATTACHMENTS:**

- 10-1-24 Common Council Minutes\_draft (PDF)





# Common Council

## Regular Meeting

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

### Draft Minutes

Tuesday, October 1, 2024

7:30 PM

Council Chambers and Virtual

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

| Attendee Name        | Title        | Status  | Arrived |
|----------------------|--------------|---------|---------|
| Dan Carpenter        | Aldersperson | Present |         |
| Mike Eserkaln        | Aldersperson | Present |         |
| Pamela Gantz         | Aldersperson | Present |         |
| Jonathon Hansen      | Aldersperson | Present |         |
| Amy Chandik Kunding  | Aldersperson | Present |         |
| Shana Defnet Ledvina | Aldersperson | Present |         |
| Devin Peroch         | Aldersperson | Present |         |
| John Quigley         | Aldersperson | Excused |         |
| James Boyd           | Mayor        | Present |         |

2. Pledge of Allegiance to the Flag.

3. Approval of the minutes of the September 17, 2024 Common Council meeting.

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Dan Carpenter, Aldersperson                                  |
| <b>SECONDER:</b> | Shana Defnet Ledvina, Aldersperson                           |
| <b>AYES:</b>     | Carpenter, Eserkaln, Gantz, Hansen, Kunding, Ledvina, Peroch |
| <b>EXCUSED:</b>  | John Quigley                                                 |

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

None.

5. Recommendation from Plan Commission to approve a 10-lot extraterritorial final plat of Lawrence Parkway Second Addition at 1602 Torchwood TR in Lawrence (Parcels L-2279, L-2295).

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Jonathon Hansen, Aldersperson                                |
| <b>SECONDER:</b> | Pamela Gantz, Aldersperson                                   |
| <b>AYES:</b>     | Carpenter, Eserkaln, Gantz, Hansen, Kunding, Ledvina, Peroch |
| <b>EXCUSED:</b>  | John Quigley                                                 |

6. Recommendation from the Board of Park Commissioners to accept Donation from Aurora BayCare.

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Amy Chandik Kunding, Alderperson                             |
| <b>SECONDER:</b> | Shana Defnet Ledvina, Alderperson                            |
| <b>AYES:</b>     | Carpenter, Eserkaln, Gantz, Hansen, Kunding, Ledvina, Perock |
| <b>EXCUSED:</b>  | John Quigley                                                 |

7. Recommendation from the Board of Park Commissioners to approve Eagle Scout project request to install wood duck and swallow homes along the Preserve Trail from Clement Markowski.

Parks Director Marty Kosobucki stated that once the homes are built, staff will survey the area and determine appropriate locations for placement.

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Dan Carpenter, Alderperson                                   |
| <b>SECONDER:</b> | Pamela Gantz, Alderperson                                    |
| <b>AYES:</b>     | Carpenter, Eserkaln, Gantz, Hansen, Kunding, Ledvina, Perock |
| <b>EXCUSED:</b>  | John Quigley                                                 |

8. Recommendation from the Board of Park Commissioners to accept Donation of \$5,000 from Dickhut Family Charitable Endowment Fund for chairs/end tables in Upper-Level Foyer, Oak & Hickory Rooms at the Community Center.

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Devin Perock, Alderperson                                    |
| <b>SECONDER:</b> | Pamela Gantz, Alderperson                                    |
| <b>AYES:</b>     | Carpenter, Eserkaln, Gantz, Hansen, Kunding, Ledvina, Perock |
| <b>EXCUSED:</b>  | John Quigley                                                 |

9. Recommendation from the Board of Park Commissioners to Approve Change Order 8 for Nelson Family Pavilion.

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED BY ROLL CALL VOTE [UNANIMOUS]</b>                |
| <b>MOVER:</b>    | Shana Defnet Ledvina, Alderperson                            |
| <b>SECONDER:</b> | Amy Chandik Kunding, Alderperson                             |
| <b>AYES:</b>     | Carpenter, Eserkaln, Gantz, Hansen, Kunding, Ledvina, Perock |
| <b>EXCUSED:</b>  | John Quigley                                                 |

10. Recommendation from the License Committee on an application for a Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor License for Sweet Willow Wellness, LLC (DBA Sweet Willow Herbals & Cafe), 109 S. Broadway. Submitted by Sweet Willow Wellness, LLC. Agent: Tracy H. Herdman, De Pere, WI.

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Dan Carpenter, Alderperson                                   |
| <b>SECONDER:</b> | Devin Perock, Alderperson                                    |
| <b>AYES:</b>     | Carpenter, Eserkaln, Gantz, Hansen, Kunding, Ledvina, Perock |
| <b>EXCUSED:</b>  | John Quigley                                                 |

11. Recommendation from the License Committee on an application for a Class "B" Fermented Malt Beverage and "Class B" Intoxicating Liquor License for Scotty Dog's Pub, LLC (DBA Scotty Dog's Pub), 127 N. Broadway. Submitted by Scotty Dog's Pub, LLC. Agent: Gretchen R. Trowbridge, De Pere, WI.

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Dan Carpenter, Alderperson                                   |
| <b>SECONDER:</b> | Amy Chandik Kunding, Alderperson                             |
| <b>AYES:</b>     | Carpenter, Eserkaln, Gantz, Hansen, Kunding, Ledvina, Perock |
| <b>EXCUSED:</b>  | John Quigley                                                 |

12. Consideration and Possible Action on Approval of Side Letter to Collective Bargaining Agreement between City of De Pere and De Pere Professional Firefighters Association Local #141.

City Attorney Tony Wachewicz explained that the topics covered in the side letter have been part of the larger negotiations but have now been separated out and go into effect right away.

|                  |                                                              |
|------------------|--------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                  |
| <b>MOVER:</b>    | Jonathon Hansen, Alderperson                                 |
| <b>SECONDER:</b> | Shana Defnet Ledvina, Alderperson                            |
| <b>AYES:</b>     | Carpenter, Eserkaln, Gantz, Hansen, Kunding, Ledvina, Perock |
| <b>EXCUSED:</b>  | John Quigley                                                 |

13. Future agenda items.

None.

14. Adjournment.

Alderperson Carpenter moved, seconded by Alderperson Hansen to adjourn the meeting at 7:38 PM. Upon vote, motion carried unanimously.

Respectfully submitted,  
Carey Danen, City Clerk



City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** City Clerk

**FROM:** Carey Danen

**SUBJECT:** Public Hearing to act on a request for a Zoning Map Amendment from BP-1 Business Park District, BP-2 Business Park 2 District and CON Conservancy District to BP-2 Business Park 2 District, 2000 Commerce Drive.

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**City of De Pere, Wisconsin**

**Request For Common Council Action**

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**MEETING DATE:**                    **October 15, 2024**

**DEPARTMENT:**                   **City Clerk**

**FROM:**                             **Carey Danen**

**SUBJECT:**                         **A. Notice of Public Hearing.**

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**ATTACHMENTS:**

- Public Hearing Notice\_Zoning Map Amendment\_Commerce Dr and Rockland Rd\_10-15-24 mtg\_Class 2 (PDF)

Publish: September 27, 2024 and October 4, 2024 in the Press-Times (Class 2 Notice)

#### NOTICE OF PUBLIC HEARING

Notice is hereby given, that on **Tuesday, October 15, 2024**, at 7:35 PM or as soon thereafter as can be heard, a public hearing will be held by the Common Council of the City of De Pere to act on the request for a zoning map amendment at the following properties:

**Parcel ED-3103**, approximately 840.0 feet north of the Commerce DR and Rockland RD intersection, from BP-1, BP-2, and CON (Business Park 1 District, Business Park 2 District, and Conservancy District) to BP-2 (Business Park 2 District).

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

**A map of the proposed zoning map amendment is available by emailing Peter Schleinz at [pschleinz@deperewi.gov](mailto:pschleinz@deperewi.gov).**

Dated this 24<sup>th</sup> day of September, 2024.

BY ORDER OF THE COMMON COUNCIL

James G. Boyd  
Mayor

Carey E. Danen  
City Clerk



## City of De Pere, Wisconsin

### Request For Common Council Action

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** Plan Commission

**FROM:** Peter Schleinz

**SUBJECT:** B. Recommendation from Plan Commission.

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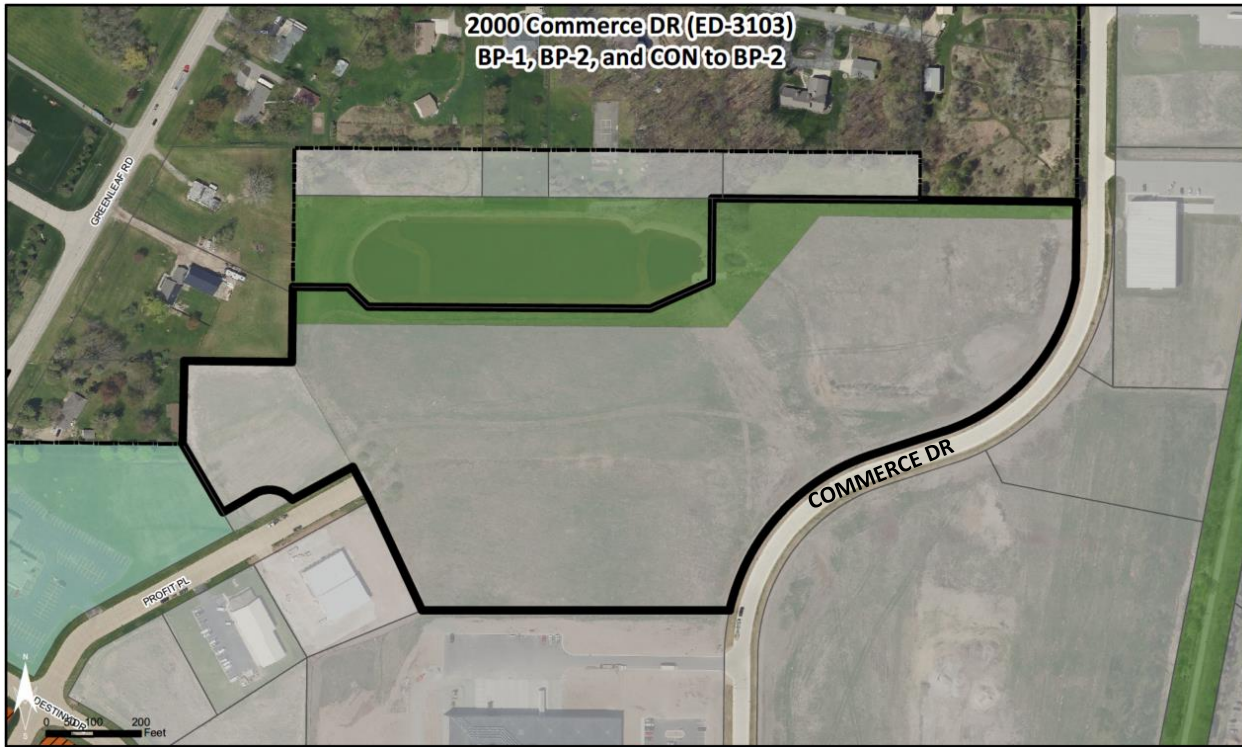
On September 23, 2024, Plan Commission unanimously recommended approval of the zoning map amendment by a vote of 6-0.

#### ATTACHMENTS:

- PC Report - Zoning Map Amendment (DOCX)
- Application Form - 10 Sep 2024 (PDF)
- Email Communication with Neighbor - 12-18 Sep 2024 (PDF)
- Zoning Map Amendment - 2000 Commerce (PDF)
- Legal Description - 10 Sep 2024 (DOCX)

- Item 7: Consideration and possible action for a zoning map amendment from BP-1, BP-2, and CON (Business Park 1 District, Business Park 2 District, and Conservancy District) to BP-2 (Business Park 2 District) at 2000 Commerce DR (Parcel ED-3103).\*

#### SITE MAP



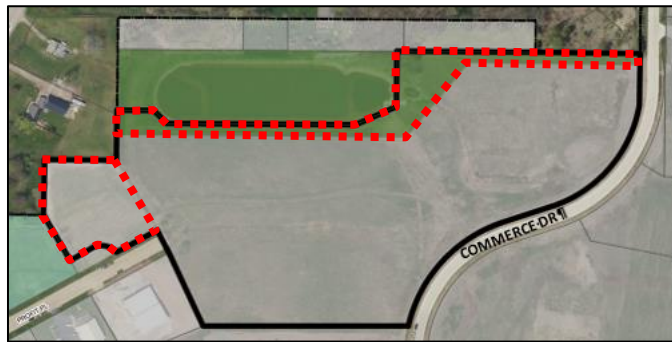
|                               |                                                                                                                                                                                                                                                                                                                        |                                                                                           |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>REQUESTED ACTION:</b>      | Zoning Map Amendment Request.                                                                                                                                                                                                                                                                                          |                                                                                           |
| <b>COMMON DESCRIPTION:</b>    | 2000 Commerce DR, located north and east of the Commerce DR and Rockland RD intersection.                                                                                                                                                                                                                              |                                                                                           |
| <b>SURROUNDING LAND USES:</b> | Stormwater Management (CON), undeveloped business park (BP-1) and Town of Ledgewood residential uses to the north and west.<br>Business Park (BP-2) to the south and east.<br>Business Park (BP-1) to the southwest.                                                                                                   |                                                                                           |
| <b>COMPREHENSIVE PLAN:</b>    | Business Park.                                                                                                                                                                                                                                                                                                         |                                                                                           |
| <b>APPLICANT / OWNERS:</b>    | <u>Authorized Representative</u><br>City of De Pere<br>ATTN: Peter Schlein<br>335 S Broadway ST<br>De Pere, WI 54115                                                                                                                                                                                                   | <u>Property Owner</u><br>AmeriLux Holdings LLC<br>1300 Enterprise DR<br>De Pere, WI 54115 |
| <b>LAND USE HISTORY:</b>      | After a review of air photographs, the site remained undeveloped since 1938.                                                                                                                                                                                                                                           |                                                                                           |
| <b>STAFF REVIEW:</b>          | When reviewing a zoning map amendment request, staff considers the future land use recommendation of the Comprehensive Plan, surrounding land uses, and desired development patterns. The proposed rezoning complies with the Comprehensive Plan and surrounding land uses, including matching adjacent existing uses. |                                                                                           |



### Existing Zoning District

When the new Zoning Map and Zoning Ordinance were adopted in January 2023, the subject property was two separate parcels and a part of a third parcel. Those parcels were zoned BP-1, BP-2, and CON. Most of the land mass is already zoned BP-2. In 2024, the parcels were combined into one, which created a parcel with three separate zoning districts. The remaining portions of the parcel are proposed to also become BP-2. The remaining portions include:

- The former 2050 Profit PL at the west end of the parcel.
- The former southern end of the SWM pond.

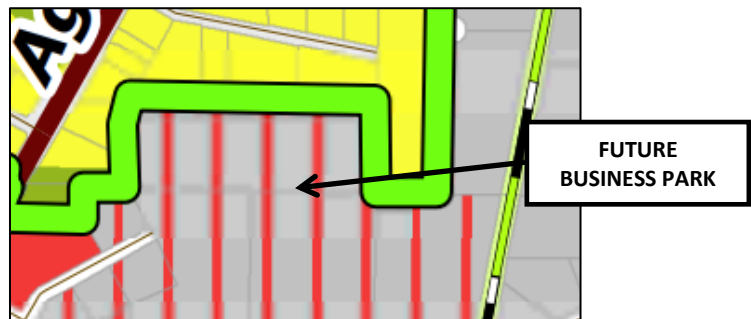


The zoning map amendment is a cleanup action for the Zoning Map, and a proposed development on the site could proceed with or without the zoning map amendment. The BP-2 regulations and permitted uses that are already in place for most of the property are permitted in the above bulleted areas if the zoning map amendment is approved.

### Surrounding Land Uses

The existing site zoning and surrounding land uses are referenced near the beginning of this report. The 2010 Comprehensive Plan Update identifies future land uses as Business Park. The site has been planned for industrial/business park growth since at least 1974.

CLIP FROM FUTURE LAND USE MAP



### Desired Development Patterns

All 24 existing BP-2 District uses and 11 conditional uses are already permitted due to the existing BP-2 District that is on most of the parcel. The permitted BP-2 uses remain the same if the two parts of the property that are zoned BP-1 District and CON District change to BP-2 District. The uses are summarized in Zoning Ordinance 14-70 Table 7-1.

The site is vehicle accessible with street frontage on Commerce DR and Profit PL. Profit PL is proposed to be reconfigured with a cul-de-sac.

**NEIGHBOR OUTREACH**

Staff, as authorized representative of the request, notified all City property owners within 300 feet of the subject area about the application via mail. At the time this report was written, one phone call and an email from a property owner about the zoning map amendment and proposed development was received from a property owner with questions about the development and their BP-1 District zoned parcel that was approximately 234 feet away. Staff responded to the email (email thread attached) with the following information that is summarized for this report:

- The zoning map amendment is a cleanup action for the Zoning Map, and a proposed development on the site could proceed with or without the zoning map amendment.
- There are four narrow lots on the north side of the existing stormwater management pond. The lots are in De Pere, zoned BP-1 District, and are owned by the adjacent residential property owners to the north in the Town of Ledgeview.
- In 1990, the City of De Pere sold a 3.04-acre parcel to a single neighboring property owner in the Town of Ledgeview for \$1.00 for the specific purpose of creating a landscaping berm or buffer between the residential properties and the future industrial use. The owner then split the single parcel into four separate parcels for residential dwellings. Based on conversations with the current neighboring property owners, subsequent owners were not made aware as to the purpose, how, or why the landscape buffer parcel was granted to the original owner and included with the sale of their properties.
- There is a proposed development in the De Pere Business Park and the footprint of the proposed building lies within the existing BP-2 District. The proposed use is permitted by right per Zoning Ordinance 14-70 Table 7-1 (Principal Use Table).
- There was a resident concern about the proposed moderate-impact development inappropriately located within 1,000 feet of residential uses. This misunderstanding was clarified by staff as the referenced supplemental distance regulation applies to high-impact conditional uses, not to moderate-impact permitted uses.

**STAFF RECOMMENDATION:** Staff recommends APPROVAL of the request for a zoning map amendment from BP-1, BP-2, and CON (Business Park 1 District, Business Park 2 District, and Conservancy District) to BP-2 (Business Park 2 District) at 2000 Commerce DR. A zoning map amendment must comply with the following:

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



# Planning/Zoning Application

Planning & Zoning Department

1.b

**Submitted On:**

Sep 10, 2024, 06:32PM EDT

|                                                                                                     |                                                                                                           |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Parcel Number: (Include ALL parcels)</b>                                                         | ED-3103                                                                                                   |
| <b>Nearest property address to the project site:</b>                                                | <b>Street Address:</b> 2000 Commerce DR<br><b>City:</b> De Pere<br><b>State:</b> W<br><b>Zip:</b> 54115   |
| <b>Check each project type that is being applied for:</b>                                           | Zoning Map Amendment (Rezoning)                                                                           |
| <b>Current De Pere Zoning Districts:</b>                                                            | BP-1<br>BP-2<br>CON                                                                                       |
| <b>Proposed De Pere Zoning Districts:</b>                                                           | BP-2                                                                                                      |
| <b>Existing Site Land Uses:</b>                                                                     | Business Park/Industrial                                                                                  |
| <b>Proposed Site Land Uses:</b>                                                                     | Business Park/Industrial                                                                                  |
| <b>Does the project comply with the Comprehensive Plan?</b>                                         | Yes                                                                                                       |
| <b>Has City Staff been contacted for a preapplication meeting?</b>                                  | Yes                                                                                                       |
| <b>Property Owner:</b>                                                                              | <b>First Name:</b> Amerilux Holdings LLC<br><b>Last Name:</b> Amerilux Holdings LLC                       |
| <b>Is the property owner's address the same as the nearest property address?</b>                    | No                                                                                                        |
| <b>Property Owner's Address:</b>                                                                    | <b>Street Address:</b> 1300 Enterprise DR<br><b>City:</b> De Pere<br><b>State:</b> W<br><b>Zip:</b> 54115 |
| <b>Property Owner's Phone Number:</b>                                                               | 920-339-4043                                                                                              |
| <b>Property Owner's Email Address:</b>                                                              | pschleinz@deperewi.gov                                                                                    |
| <b>Is someone processing the project for the property owner as their authorized representative?</b> | Yes                                                                                                       |
| <b>Authorized Representative's Name:</b>                                                            | <b>First Name:</b> Peter<br><b>Last Name:</b> Schleinz                                                    |

|                                                                           |                                                                                                                                                                                                                                                                               |     |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Authorized Representative's Business Name:</b>                         | City of De Pere                                                                                                                                                                                                                                                               | 1.b |
| <b>Authorized Representative's Phone Number:</b>                          | 920-339-4043                                                                                                                                                                                                                                                                  |     |
| <b>Authorized Representative's Email Address:</b>                         | pschleinz@deperewi.gov                                                                                                                                                                                                                                                        |     |
| <b>Please attach an EXHIBIT MAP with the zoning boundary.</b>             | Zoning Map Amendment - 2000 Commerce.pdf                                                                                                                                                                                                                                      |     |
| <b>Please attach a WORD DOCUMENT with the boundary legal description.</b> | Legal Description - 10 Sep 2024.docx                                                                                                                                                                                                                                          |     |
| <b>How do you plan on paying for your application?</b>                    | City is the petitioner                                                                                                                                                                                                                                                        |     |
| <b>Total Due:</b>                                                         | \$350.00                                                                                                                                                                                                                                                                      |     |
| <b>Signature Data</b>                                                     | <div>First Name: Peter</div> <div>Last Name: Schleinz</div> <div>Email Address: pschleinz@deperewi.gov</div> <div></div> <div>Signed at: September 10, 2024 5:55pm America/New_York</div> |     |
| <b>User's Session Information</b>                                         | <div>IP Address: 216.56.64.34</div> <div>Referrer URL:</div>                                                                                                                                                                                                                  |     |

## Peter Schleinz

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**From:** Daniel J. Lindstrom  
**Sent:** Wednesday, September 18, 2024 3:08 PM  
**To:** Jeff Griffin  
**Cc:** sjgrif1  
**Subject:** RE: Amerilux construction site - East Side Industrial Park

Jeff,

I understand there is a lot of information that gets lost in translation during land sales. It happens quite frequently as a product of institutional knowledge and the passage of time. Nationwide, I wish agents and title companies explained more in detail when you get the mountain of paperwork on closing day. After all, that is what you are paying them for.

Regarding the 1,000-foot separation distance. Only high-impact uses are required to be over 1,000 feet away from residential uses and that would be done under a conditional use permit. I reviewed the old zoning ordinance and warehousing, trucking terminal, and manufacturing were all permitted uses on the property prior to 2023. Pages 7-3 through 7-6 outline the allowable uses in each district and page 7-16 outlines the supplemental standards for high-impact uses only, including the separation distance. The supplemental regulations are a sub-paragraph under 14-74 (d) High Impact and the standards do not apply to 14-74 (a-c)

Regarding the notification you received for rezoning. It is at our request to clean up the zoning and have only one zoning per parcel. The majority of the site is zoned BP-2, including the entire building footprint. However, AmeriLux also purchased an approximate 1-acre piece of property on Profit Place that is zoned BP-1. They also acquired a drive aisle to the stormwater pond that is zoned Conservancy in exchange for a City access easement. Before 2023, the entire area, including our pond was zoned industrial, and in 2023 we added the conservancy zoning district as a place to put City stormwater ponds throughout the City. Therefore, the request is to place the entire site into a single BP-2 zoning district instead of having a parking lot in BP-1 and a driveway in Conservancy leading to our pond. This step isn't necessary for the development, but it is at our request to clean up the zoning map.

Thank you again,

**Daniel J Lindstrom, AICP**

**Director of Development Services** | [City of De Pere](#)

335 S. Broadway | De Pere, WI 54115

Tel: (920) 339-4043 x 3 | Fax: (920) 330-9491



Genuine. Down to Earth. Forward Thinking. Rooted in Strong Values.

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**From:** Jeff Griffin <Jeffg@pro1janitorial.com>  
**Sent:** Wednesday, September 18, 2024 2:27 PM  
**To:** Daniel J. Lindstrom <dlindstrom@deperewi.gov>

Cc: sjgrif1 <sjgrif1@aol.com>

Subject: RE: Amerilux construction site - East Side Industrial Park

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you sincerely for the effort you put into explaining all of this to me. Your effort is great appreciated. Unfortunately for us, we were not informed about any of this 6 years ago when we purchased the property. We knew there were 2 parcels, but did not know that the back 100' was to be used as a buffer zone. The previous/original owner did not disclose any of this to us either. We have begun planting trees but would have done so earlier.

I am glad that Amerilux appears willing to work with us, but even with a buffer zone of 100', a moderate impact industrial facility is not supposed to be within 1000' of an established residential area. Am I correct in this Daniel? I understand this building is going up whether I want it to or not, but it looks to me like low, med, and high impact industrial facilities are not supposed to be located within 1000' of established residential, per the official zoning ordinance. I would argue that since I know the construction will happen, and the moderate use industrial facility will be within 1000' of residential that either the City of De Pere and/or Amerilux should then use the 100' buffer zone parcel by each residential property and pay to put in a sufficient berm with plantings to properly buffer the new facility from the existing residents.

I cannot speak for my neighbors but given the alternative of having a massive new building right in our back yards with no room on their lots to place barriers, this may be our best option as residents. None of us ever thought that a facility the size and scope of this would be placed on this land. I understand that the zoning change from BP1 to BP2 was recently proposed or at the very least, we were just informed of it a few days ago. So the proposed zoning change is after the purchase was made by Amerilux, and after the City approved the building plan. You'll probably tell me the plan has not been approved yet, but I do not think Amerilux would begin clearing land if approval wasn't a sure thing. We have a public meeting about a month from now, which we will all most likely attend. A month out seems a little late in the game to be heard. The biggest question I'd appreciate an answer to is as to whether or not a moderate use industrial facility can be placed within 1000' of existing residential.

Daniel, thank you so much for your time and for providing me with some answers. Have a good rest of your day.

Jeff Griffin

---

**From:** Daniel J. Lindstrom <[dlindstrom@deperewi.gov](mailto:dlindstrom@deperewi.gov)>

**Sent:** Wednesday, September 18, 2024 1:35 PM

**To:** Jeff Griffin <[Jeffg@pro1janitorial.com](mailto:Jeffg@pro1janitorial.com)>

**Cc:** sjgrif1 <[sjgrif1@aol.com](mailto:sjgrif1@aol.com)>; James Boyd <[jboyd@deperewi.gov](mailto:jboyd@deperewi.gov)>; Larry Delo <[ldelo@deperewi.gov](mailto:ldelo@deperewi.gov)>

**Subject:** RE: Amerilux construction site - East Side Industrial Park

Good Afternoon Jeff,

Thank you for your patience. I will try to answer your questions and clarify any statement made in your email below. I also wanted to let you know that I met with Joe Nick last week and he is working on a few different alternatives that he will present to you and the City in the coming weeks.

- 1) Your email below mentioned several times, why weren't residents notified of this project sooner? In short, the City must follow standard due process for all development agreements, site plans, rezonings, etc. The City cannot have separate rules for individual projects or that would set the City up for lawsuits if it were determined that extra efforts caused undo repercussions to the applicant. Therefore each project is treated equally regardless of size, shape, or location. As such the City always recommends that residents

sign up for committee notifications (Finance and Personnel, Plan Commission, Common Council, Parks, etc.).

- 2) The previous Zoning Ordinance allowed heavier industrial uses in this area. The City studied the area and identified only a handful of businesses that meet the high-impact industrial use definition and placed them in the Industrial zoning classification (think CA Lawton Foundry, DUR, etc.). Most of the uses in the business park are light manufacturing and therefore the City added the business park zoning category and then changed most of the zoning to the Business Park 2 zoning designation, and more design standards, and placed the high-impact uses in a conditional use category and not a permitted category. Moreover, the City of De Pere classifies uses such as Belmark, Bedford, and the proposed AmeriLux use as Moderate Impact. High Impact uses are those that...

*"regularly use hazardous chemicals or procedures or that produce hazardous byproducts or explosive hazards. Typical examples of high-impact manufacturing and industrial uses include: the manufacture of acetylene, cement, lime, gypsum or plaster-of-Paris, chlorine, corrosive acid or fertilizer, insecticides, disinfectants, poisons, explosives, paint, lacquer, varnish, petroleum products, coal products, plastic and synthetic resins. This subcategory also expressly includes asphalt and concrete plants, foundries, abrasive manufacturing, chrome plating, electroplating, tanneries, soap manufacturing, petrochemical tank farms, gasification plants, smelting, meat packing, metal reduction and refinement and oil refining."*

The important difference between moderate impact and high impact is the industrial process of refining a product from raw goods (oil, chemicals, etc.). Since AmeriLux is not proposing to refine oil and other chemicals into a resin that would then be used in plastic extrusion they fall into the moderate impact category. Amerilux is proposing to purchase resin to then be extruded according to specifications and subject to DNR regulations. That is a smaller portion of the total area and the majority of the building is warehousing and is classified separately and is a permitted use in the Zoning Ordinance.

- 3) AmeriLux requested to purchase a City-owned property zoned - Business Park 2 (BP-2). As stated above the proposed uses are in the permitted land use category. The City created a webpage where people can track site plans that have been received at our office. [This page is updated weekly](#). The Zoning Administrator is still evaluating the site plan for screening, landscaping, buffering, etc. therefore AmeriLux could still have changes to their required site plan.
- 4) Thirty-four years ago, the City worked with the land owner to create a buffer to the residential uses. On June 20, 1990, the City of De Pere, for a value consideration of \$1.00, sold approximately 3.04 acres of land to James and Mary Jane Stoller for the specific purposes of creating a buffer to the residential uses. I have attached a copy of the deed and the Metes and Bounds map. In the deed it specially references:

*By acceptance of this deed, Grantee covenants for themselves and their successors and assignees that the premises herein described shall not be improved except by landscaping and/or tree plantings for the purposes of forming a buffer between bordering residential and industrial properties.*

That land has since been subdivided and the property owner and subsequent owners had 34 years to plant trees, and build berms, and/or fences to buffer from future business park uses as the land was granted, at no cost, to the original owners to do so. At that time, the industrial zoning designation was retained to not place additional buffering requirements on the business park properties since that was the intent of the land that was granted to the homeowners. Thus, the homeowners controlled the buffer and not the City or developer. The City always recommends that property owners plant trees, build berms, or install fences because your neighbors could change tomorrow. I understand you are accustomed to seeing wildlife in the former City-owned fields, but it has been planned for industrial/business park growth since at least 1974.

Again, I want to thank you for your email and I want to let you know that AmeriLux is working on a potential scenario that adds screening, berms, etc. closer to your property as a means to screen as much as possible, but a



potential scenario could require the property owners involvement too since the land was given years ago for this very purpose.

Thank you again,

**Daniel J Lindstrom, AICP**

**Director of Development Services** | [City of De Pere](#)

335 S. Broadway | De Pere, WI 54115

Tel: (920) 339-4043 x 3 | Fax: (920) 330-9491



Genuine. Down to Earth. Forward Thinking. Rooted in Strong Values.

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**From:** Jeff Griffin <[Jeffg@pro1janitorial.com](mailto:Jeffg@pro1janitorial.com)>  
**Sent:** Thursday, September 12, 2024 11:26 AM  
**To:** Daniel J. Lindstrom <[dlindstrom@deperewi.gov](mailto:dlindstrom@deperewi.gov)>  
**Cc:** sjgrif1 <[sjgrif1@aol.com](mailto:sjgrif1@aol.com)>  
**Subject:** Amerilux construction site - East Side Industrial Park

You don't often get email from [jeffg@pro1janitorial.com](mailto:jeffg@pro1janitorial.com). [Learn why this is important](#)

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Daniel,

My wife Shannon and I reside at 504 Ravine Rd which abuts the new construction just getting underway for Amerilux. Before I contact you on the phone, I wanted to contact you in writing with some details regarding my concerns so that you have some time on your end to look into this before our conversation.

The residents on the south side of Ravine Road have somewhat of a unique situation in that our residential properties are broken into 2 separate lots in 2 separate jurisdictions, as you probably know. The northern end of our properties lies in Ledgeview, and the southern end in De Pere. These are 2 separate lots and we pay 2 separate tax bills each year on them. Both lots are zoned residential for tax purposes, and oddly enough, for use purposes, the Ledgeview lot is zoned residential, and the De Pere lot is zoned BP1. This BP1 zoning for the De Pere lots we individually own does not make sense since we as owners would not be able to develop it with the required setbacks in addition to the 150' required buffer zone between residential and BP1 developed properties.

Amerilux Holdings LLC intends to build 500,000 plus sq ft plus facilities on parcel ED-3103, which is zoned for use as BP2. Based on the De Pere, WI Zoning Ordinance Publication dated December 19, 2023, which appears to be the most current publication, Amerilux's new facility falls into either a moderate-impact to high-impact industrial facility. We gathered from a face-to-face conversation yesterday, Sept 11, 2024 with Joe Nick, the CFO of Amerilux, the new facility will manufacture plastic goods, warehouse a variety of goods, and serve as a 24 hour operation with trucks moving in and out of loading docks at all hours. Based on the zoning ordinance, Amerilux would fall into the Industrial use, fabrication and production, moderate or high impact category (14-74 9(1)(c/d), and the ordinance clearly states that "the establishment must be located at least 1000' of the following, regardless of whether such uses are inside or outside the corporate limits of the city: any land zoned



residential". 14-40 (2)(d)(2) mentions that BP2 Districts are "generally unsuitable for location near established residential or low intensity commercial and mixed-use neighborhoods".

This massive facility falls well within 1000' feet of our residential lots.

We have known that the land beyond the conservancy settlement pond would eventually be developed. What we were unaware of until a couple of weeks ago was the size and scope of the facility Amerilux intends to build. Up until 2 weeks or so ago, there was no communication to any of the residents that will be affected by this construction. With such a massive facility, that I would argue, and your own zoning ordinance would agree, has no place being situated near residential areas, why wouldn't specific efforts be made to communicate with us folks who live on Ravine Rd during the planning phase? Now, the planning phase appears to be over, and construction is beginning.

Approximately 2-3 weeks ago, my wife Shannon and I went to your City Council meeting. I believe we may have met you briefly prior to the meeting and you, along with Mayor Boyd suggested that we contact Amerilux and were kind enough to provide us with contact information for Joe Nick. We contacted Amerilux and during the conversation my wife Shannon had with Joe, he was unable to commit to providing us a solution on Amerilux's land that would help with providing a buffer zone between us existing residents and their development. At 504 Ravine Rd, where I live, the conservancy settlement pond is directly behind our narrow lot, and Amerilux is building right up to the pond, leaving no room for a barrier on their side of any kind. In that same conversation, Joe offered to look into the possibility of taking fill from the project and putting it on our land for us to use to build a berm ourselves. This offering does not create the solution we are looking for. Joe offered to come out, along with the general contractor, and meet with all of us residents affected, which took place yesterday evening (9-11-24).

All residents on Ravine Rd, but not the residents on 57-32, attended and various concerns were raised. It quickly became apparent that we needed to have a conversation with you regarding what the City of De Pere would be willing to do to establish a solution to this problem. We are open to ideas and suggestions, but I want to reiterate that, unless there is some sort of variance for this project that no one I've spoken to is aware of, our residential back lots reside within the City of De Pere, abut Amerilux's parcel, and in no uncertain terms this development directly affects our quality of life with regard to noise, light, sight, and smell pollutions. The fact that the loading docks for this facility face our homes creates a huge issue with truck headlights shining into our homes. Plastic manufacturing creates persistent odors, not to mention how all of this affects the wildlife we enjoy and are accustomed to seeing. I could go on, but surely you understand why we are concerned.

While our front lots reside in Ledgeview, our back lots reside in De Pere. Even if both lots were in Ledgeview, how can placing a facility of this size and scope on this lot so near to residential areas be justified by any planning commission, and why would you not specifically and directly reach out to us residents during the planning phase?

I want you to know that we can find a solution to this problem, but it is going to require the City of De Pere's and Amerilux's involvement. While I don't want to speak directly on behalf of my neighbors, I'd like to assure you that we are all generally moderate people and not opposed to progress and development. Many of us are business owners ourselves. I would encourage you to stop out and visit the site from the perspective of Ravine Rd. Once you have had the chance to look into this further, please contact me. Thank you for your attention, understanding and consideration.

Jeff Griffin  
504 Ravine Rd.  
920-371-1028  
Home email – [sjgrif1@aol.com](mailto:sjgrif1@aol.com)

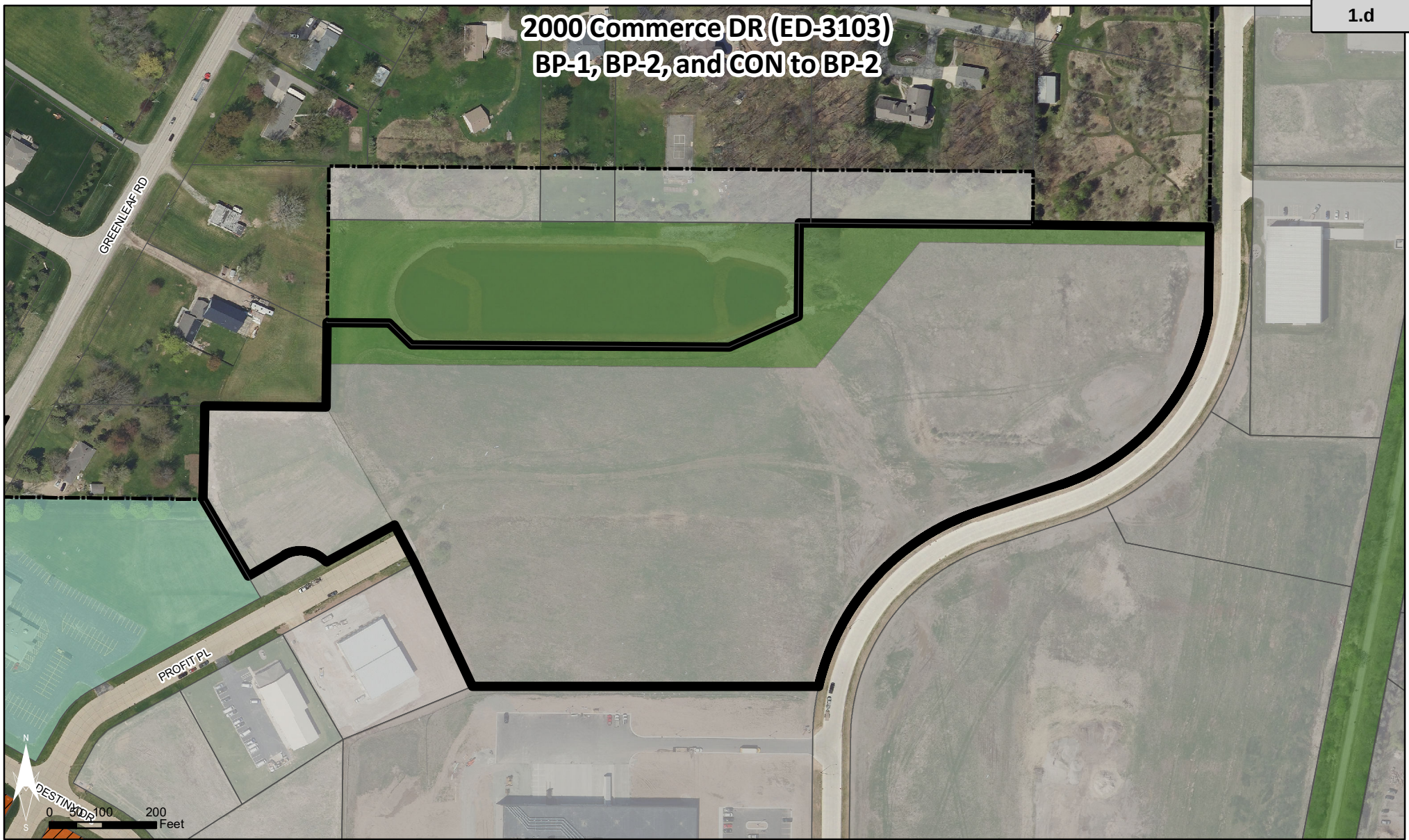
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2000 Commerce DR (ED-3103)  
BP-1, BP-2, and CON to BP-2



**Zoning Map Amendment Detail (Draft For Review - September 2024)**

- |                                         |                                 |                                      |                                                    |
|-----------------------------------------|---------------------------------|--------------------------------------|----------------------------------------------------|
| Parcels                                 | A: Agricultural                 | RM-2 Multi-Unit Districts            | C: Commercial                                      |
| Pre-Existing PDD (Prior to Jan 1, 2023) | R1-80: Single-Dwelling Detached | MX1: Downtown Mixed-Use District     | BP-1: Business Park 1                              |
|                                         | R1-60: Single-Dwelling Detached | MX2: Neighborhood Mixed-Use District | BP-2: Business Park 2                              |
|                                         | R1-45: Single-Dwelling Detached | MX3: Corridor Mixed-Use District     | I: Industrial                                      |
|                                         | R2-60: Two-Unit                 | GX1: Office-Residential Mix District | CON: Conservancy                                   |
|                                         | R2-45: Two-Unit                 | GX2: Neighborhood Office-Residential | PI-1: Neighborhood Public & Institutional District |
|                                         | RM-1: Multi-Unit Districts      | O: Office                            | PI-2: Campus Public & Institutional District       |

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

Data Source

**Legal Description**

Parcel ED-3101 (2000 Commerce DR):

LOT 1 OF CSM 9787 IN 3071597 BNG EAST SIDE INDUSTRIAL PARK FOURTH ADDITION LOTS 41  
& 42 & PRT OF LOT 43.

22.71 Acres.



City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** City Attorney

**FROM:** Angela Zills

**SUBJECT:** C. Ordinance #24-19 Approving Zoning Map Amendment from BP-1 Business Park 1 District, BP-2 Business Park 2 District and CON Conservancy District to BP-2 Business Park 2 District ( ED-3103; 2000 Commerce Drive).

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**ATTACHMENTS:**

- Ord24-19 (PDF)

ORDINANCE #24-19  
 APPROVING ZONING MAP AMENDMENT FROM BP-1 BUSINESS PARK 1 DISTRICT, BP-2 BUSINESS  
 PARK 2 DISTRICT AND CON CONSERVANCY DISTRICT TO BP-2 BUSINESS PARK 2 DISTRICT  
 (Parcel ED-3103; 2000 Commerce Drive)

WHEREAS, the Common Council of the City of De Pere, having reviewed the recommendation of the City Plan Commission regarding the proposed change in zoning classification and Zoning Map amendment for the property described below and having scheduled a public hearing then to be decided by the Common Council; and

WHEREAS, the City Clerk, having published a Class 2 Notice of Public Hearing regarding such proposed zoning change and Zoning Map amendment and, pursuant thereto, a public hearing having been held on the 15th day of October, 2024 at 7:35 p.m. and the Common Council having heard all interested parties or their agents and attorneys;

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

Section 1. That the following described property:

**ED-3103:**

LOT 1 OF CSM 9787, DOCUMENT NO. 3071597 BNG EAST SIDE INDUSTRIAL PARK  
 FOURTH ADDITION LOTS 41 & 42 & PRT OF LOT 43.

shall be and the same is hereby rezoned from the present zoning classification of BP-1 Business Park 1 District, BP-2 Business Park 2 District and CON Conservancy District to BP-2 Business Park District as set forth in and regulated by the provisions of Chapter 14, Article IV Commercial and Employment Districts, the permitted uses identified under Article VII. Uses and on the Principal Use Table (DPMC Chapter 14, Article VII – Uses, Table 7.1) and pursuant to Section 14-74 of the De Pere Zoning Code, conditioned upon compliance with the provisions of Chapter 14, De Pere Municipal Code.

Ordinance #24-19

Page 2 of 2

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

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

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of October, 2024.

APPROVED:

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

ATTEST:

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

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

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

Board/Committee Approval: 09/23/2024

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

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



City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** City Clerk

**FROM:** Carey Danen

**SUBJECT:** Public Hearing to act on a request for a Zoning Map Amendment from BP-1 Business Park 1 District to C Commercial District, 1302 S Broadway Street, 1314 S Broadway Street, and 860 O'Keefe Road.

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**City of De Pere, Wisconsin**

**Request For Common Council Action**

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**MEETING DATE:**                      **October 15, 2024**

**DEPARTMENT:**                      **City Clerk**

**FROM:**                                  **Carey Danen**

**SUBJECT:**                              **A. Notice of Public Hearing.**

---

**ATTACHMENTS:**

- Public Hearing Notice\_Zoning Map Amendment\_Broadway and O'Keefe Rd\_10-15-24  
mtg\_Class 2 (PDF)

Publish: September 27, 2024 and October 4, 2024 in the Press-Times (Class 2 Notice)

#### NOTICE OF PUBLIC HEARING

Notice is hereby given, that on **Tuesday, October 15, 2024**, at 7:35 PM or as soon thereafter as can be heard, a public hearing will be held by the Common Council of the City of De Pere to act on the request for a zoning map amendment at the following properties:

**Parcel ED-F0103-6**, approximately 0.0 feet southwest of the S Broadway ST and O'Keefe RD intersection, from BP-1 (Business Park 1 District) to C Commercial District).

**Parcel ED-F0103-7**, approximately 300.1 feet south of the S Broadway ST and O'Keefe RD intersection, from BP-1 (Business Park 1 District) to C Commercial District).

**Parcel ED-2078**, approximately 252.5 feet west of the S Broadway ST and O'Keefe RD intersection, from BP-1 (Business Park 1 District) to C Commercial District).

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

**A map of the proposed zoning map amendment is available by emailing Peter Schleinz at [pschleinz@deperewi.gov](mailto:pschleinz@deperewi.gov).**

Dated this 24<sup>th</sup> day of September, 2024.

BY ORDER OF THE COMMON COUNCIL

James G. Boyd  
Mayor

Carey E. Danen  
City Clerk



## City of De Pere, Wisconsin

### Request For Common Council Action

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** Plan Commission

**FROM:** Peter Schleinz

**SUBJECT:** B. Recommendation from Plan Commission.

---

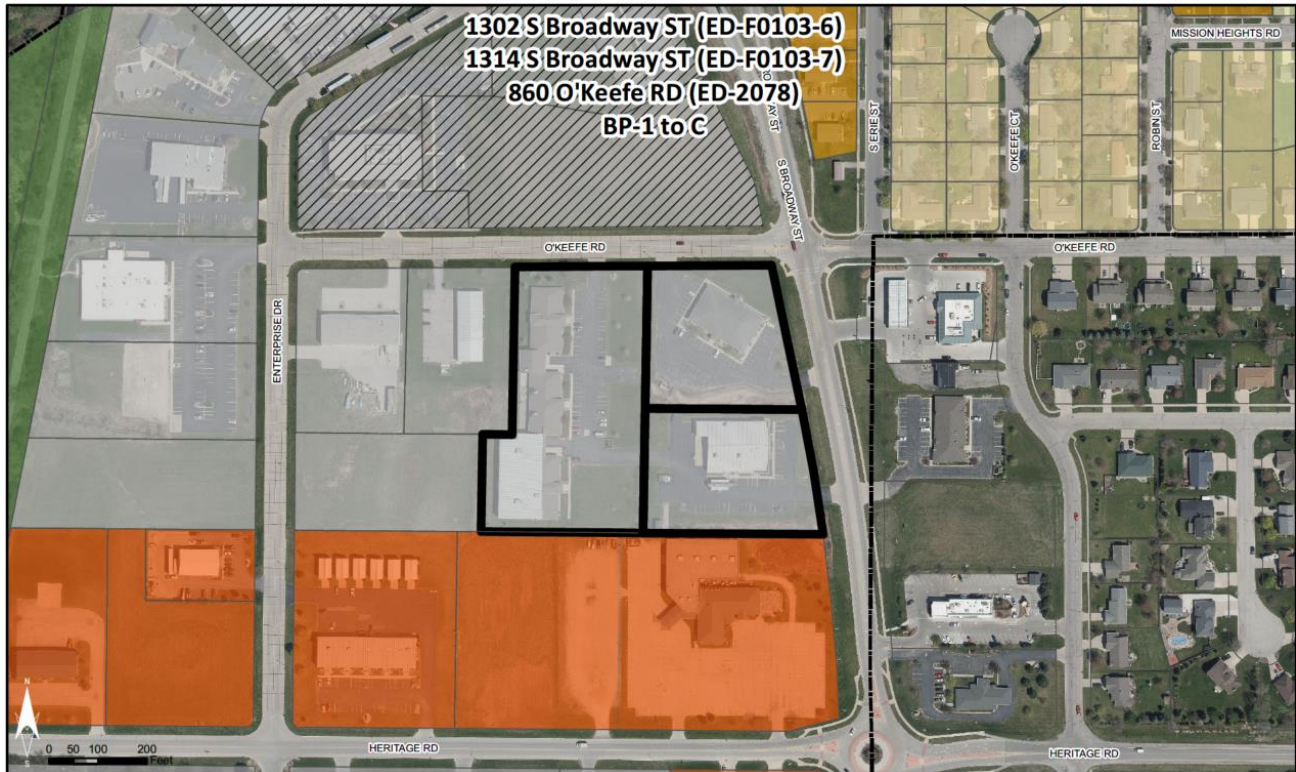
On September 23, 2024, Plan Commission unanimously recommended approval of the zoning map amendment by a vote of 6-0.

#### ATTACHMENTS:

- PC Report - Zoning Map Amendment (DOCX)
- Application Form and Supplemental Information - 10 Sep 2024(PDF)
- Zoning Map Amendment - 1302-1313 Broadway, 860 O'Keefe (PDF)
- Legal Description - 10 Sep 2024 (DOCX)

Item 6: Consideration and possible action for a zoning map amendment from BP-1 (Business Park 1 District) to C (Commercial District) at 1302 S Broadway ST, 1314 S Broadway ST, and 860 O'Keefe DR (Parcels ED-F0103-6, ED-F0103-7, ED-2078).\*

#### SITE MAP



|                               |                                                                                                                                                                                                                                                                                                        |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>REQUESTED ACTION:</b>      | Zoning Map Amendment Request.                                                                                                                                                                                                                                                                          |
| <b>COMMON DESCRIPTION:</b>    | 1302 S Broadway ST, 1314 S Broadway ST, and 860 O'Keefe RD, located southwest of the S Broadway ST and O'Keefe RD intersection.                                                                                                                                                                        |
| <b>SURROUNDING LAND USES:</b> | Business Park (BP-1, BP-1 PDD) to the north and west.<br>Commercial (C) to the south.<br>Town of Ledgeview business uses to the east.                                                                                                                                                                  |
| <b>COMPREHENSIVE PLAN:</b>    | Commercial.                                                                                                                                                                                                                                                                                            |
| <b>APPLICANT / OWNERS:</b>    | <u>Authorized Representative and Property Owner</u><br>PARK PLACE HOLDINGS LLC<br>ATTN: Annie Schoenwalder<br>1674 Eisenhower RD<br>De Pere WI 54115<br><br>YONDER DEVELOPMENT LLC<br>860 O'KEEFE RD<br>DE PERE WI 54115-2463<br><br>KARMAN DEVELOPMENT LLP<br>860 O'KEEFE RD<br>DE PERE WI 54115-2463 |

**LAND USE HISTORY:**

The parcels were developed for use as office and commercial uses between 1995 and 2005. The petitioner proposes a change of use for the 1302 S Broadway ST property for convenience goods uses and consumer shopping goods uses if all necessary approvals can properly be obtained. The necessary approvals include the following:

- Comprehensive Plan Amendment (*completed on September 3, 2024*).
- Zoning Map Amendment to C District (*in progress*).

**STAFF REVIEW:**

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

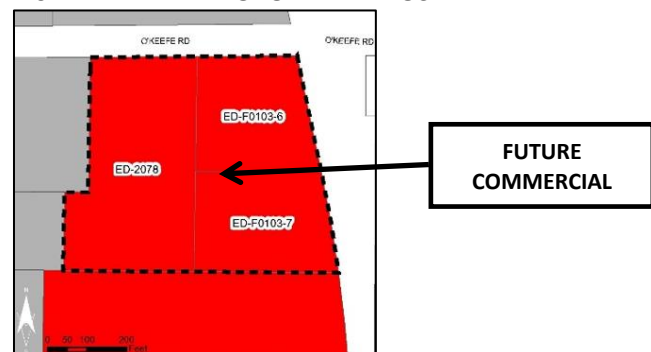
**Existing Zoning District**

When the new Zoning Map and Zoning Ordinance were adopted in January 2023, the subject properties include three parcels that are zoned BP-1 District and are proposed to be zoned to C District. The existing uses on the developed properties are allowed in both districts, and a change to the C District adds convenience goods uses and consumer shopping goods uses if the zoning map amendment is approved.

**Surrounding Land Uses**

The existing site zoning and surrounding land uses are referenced near the beginning of this report. The 2010 Comprehensive Plan Update, with a September 3, 2024 amendment, identifies future land uses as Commercial.

**CLIP FROM 2024 AMENDED FUTURE LAND USE MAP**



**Desired Development Patterns**

If part of the Zoning Map changes from BP-1 to C 42 residential, public and civic, commercial, industrial, recycling, and agricultural uses are permitted with 6 conditional uses. The uses are summarized in Zoning Ordinance 14-70 Table 7-1.

The site is vehicle accessible with street frontage on S Broadway ST and O'Keefe RD. Pedestrian access is provided by a sidewalk at access only the northeast corner of the site at the street intersection.

**NEIGHBOR OUTREACH**

Staff notified all City property owners within 300 feet of the subject area about the application via mail. The authorized representative was encouraged to and notified nearby property owners separately.

At the time this report was written, no comments were received about the zoning map amendment.

**STAFF RECOMMENDATION:**

Staff recommends APPROVAL of the request for a zoning map amendment from BP-1 (Business Park 1 District) C (Commercial District) at 1302 S Broadway ST, 1314 S Broadway ST, and 860 O'Keefe DR. A zoning map amendment must comply with the following:

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



# Planning/Zoning Application

Planning & Zoning Department

1.b

**Submitted On:**

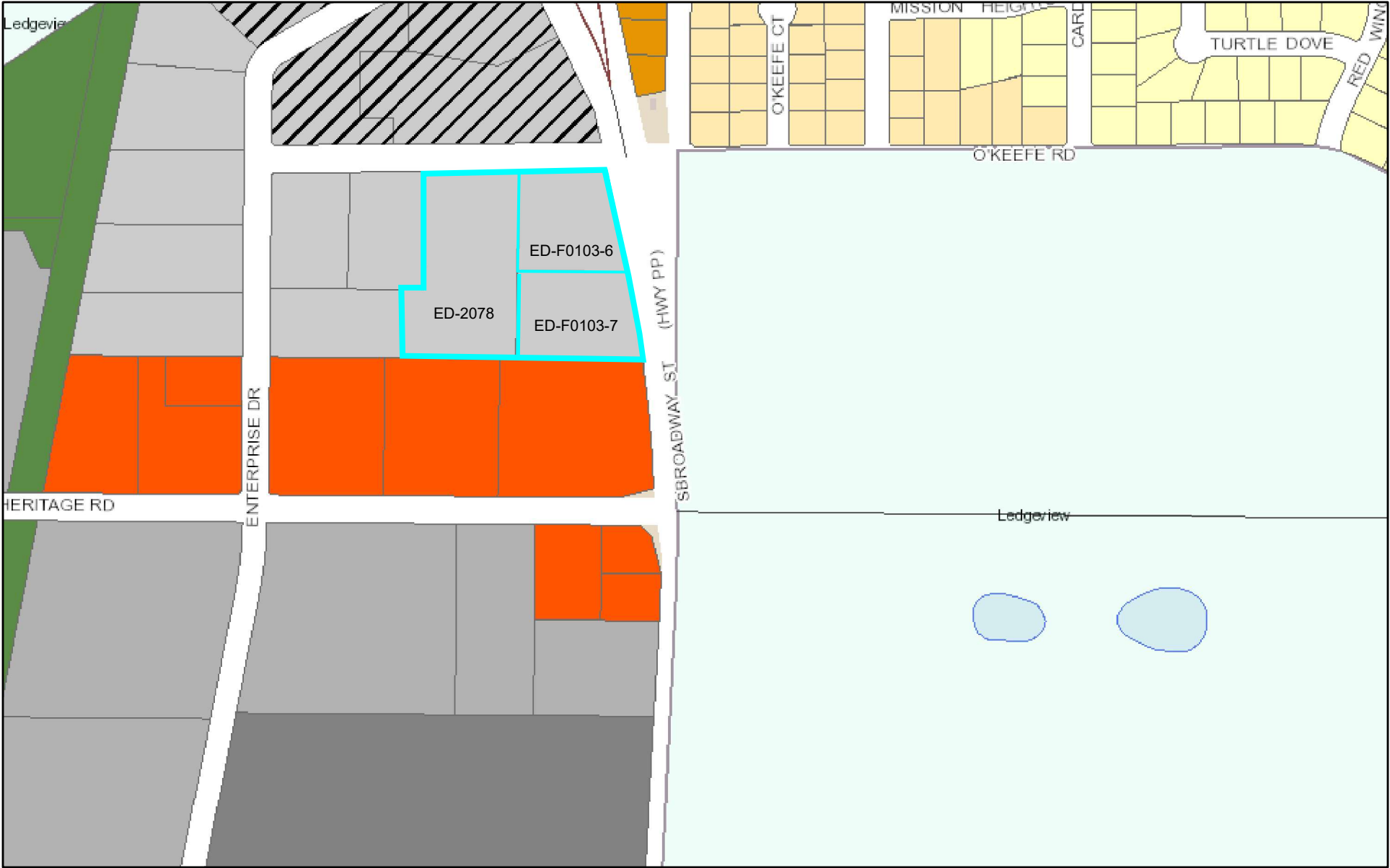
Sep 4, 2024, 09:45AM EDT

|                                                                                                     |                                                                                                               |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Parcel Number: (Include ALL parcels)</b>                                                         | ED-F0103-6, ED-F0103-7, ED-2078                                                                               |
| <b>Nearest property address to the project site:</b>                                                | <b>Street Address:</b> 1302 S Broadway Street<br><b>City:</b> De Pere<br><b>State:</b> W<br><b>Zip:</b> 54115 |
| <b>Check each project type that is being applied for:</b>                                           | Zoning Map Amendment (Rezoning)                                                                               |
| <b>Current De Pere Zoning Districts:</b>                                                            | BP-1                                                                                                          |
| <b>Proposed De Pere Zoning Districts:</b>                                                           | C                                                                                                             |
| <b>Existing Site Land Uses:</b>                                                                     | Commercial                                                                                                    |
| <b>Proposed Site Land Uses:</b>                                                                     | Commercial                                                                                                    |
| <b>Does the project comply with the Comprehensive Plan?</b>                                         | Yes                                                                                                           |
| <b>Has City Staff been contacted for a preapplication meeting?</b>                                  | Yes                                                                                                           |
| <b>Property Owner:</b>                                                                              | <b>First Name:</b> Annie<br><b>Last Name:</b> Schoenwalder                                                    |
| <b>Is the property owner's address the same as the nearest property address?</b>                    | No                                                                                                            |
| <b>Property Owner's Address:</b>                                                                    | <b>Street Address:</b> 1674 Eisenhower Road<br><b>City:</b> De Pere<br><b>State:</b> W<br><b>Zip:</b> 54115   |
| <b>Property Owner's Phone Number:</b>                                                               | 920-371-3088                                                                                                  |
| <b>Property Owner's Email Address:</b>                                                              | annie@calebhayesgroup.com                                                                                     |
| <b>Is someone processing the project for the property owner as their authorized representative?</b> | Yes                                                                                                           |
| <b>Authorized Representative's Name:</b>                                                            | <b>First Name:</b> Annie<br><b>Last Name:</b> Schoenwalder                                                    |

|                                                                           |                                                                                                                                                                                                                                                  |     |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Authorized Representative's Business Name:</b>                         | Park Place Holdings LLC                                                                                                                                                                                                                          | 1.b |
| <b>Authorized Representative's Phone Number:</b>                          | 920-371-3088                                                                                                                                                                                                                                     |     |
| <b>Authorized Representative's Email Address:</b>                         | annie@calebhayesgroup.com                                                                                                                                                                                                                        |     |
| <b>Please attach an EXHIBIT MAP with the zoning boundary.</b>             | Zoning Amendment - Current Zoning 1302 S Broadway.pdf                                                                                                                                                                                            |     |
| <b>Please attach a WORD DOCUMENT with the boundary legal description.</b> | Legal Descriptions.docx                                                                                                                                                                                                                          |     |
| <b>How do you plan on paying for your application?</b>                    | Online with a credit card                                                                                                                                                                                                                        |     |
| <b>Total Due:</b>                                                         | \$350.00                                                                                                                                                                                                                                         |     |
| <b>Signature Data</b>                                                     | First Name: Annie<br>Last Name: Schoenwalder<br>Email Address: annie@calebhayesgroup.com<br><br><br><br>Signed at: September 4, 2024 9:44am America/New_York |     |
| <b>User's Session Information</b>                                         | IP Address: 172.59.97.215<br>Referrer URL:                                                                                                                                                                                                       |     |

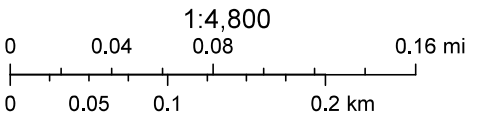


# User Created DIME Map

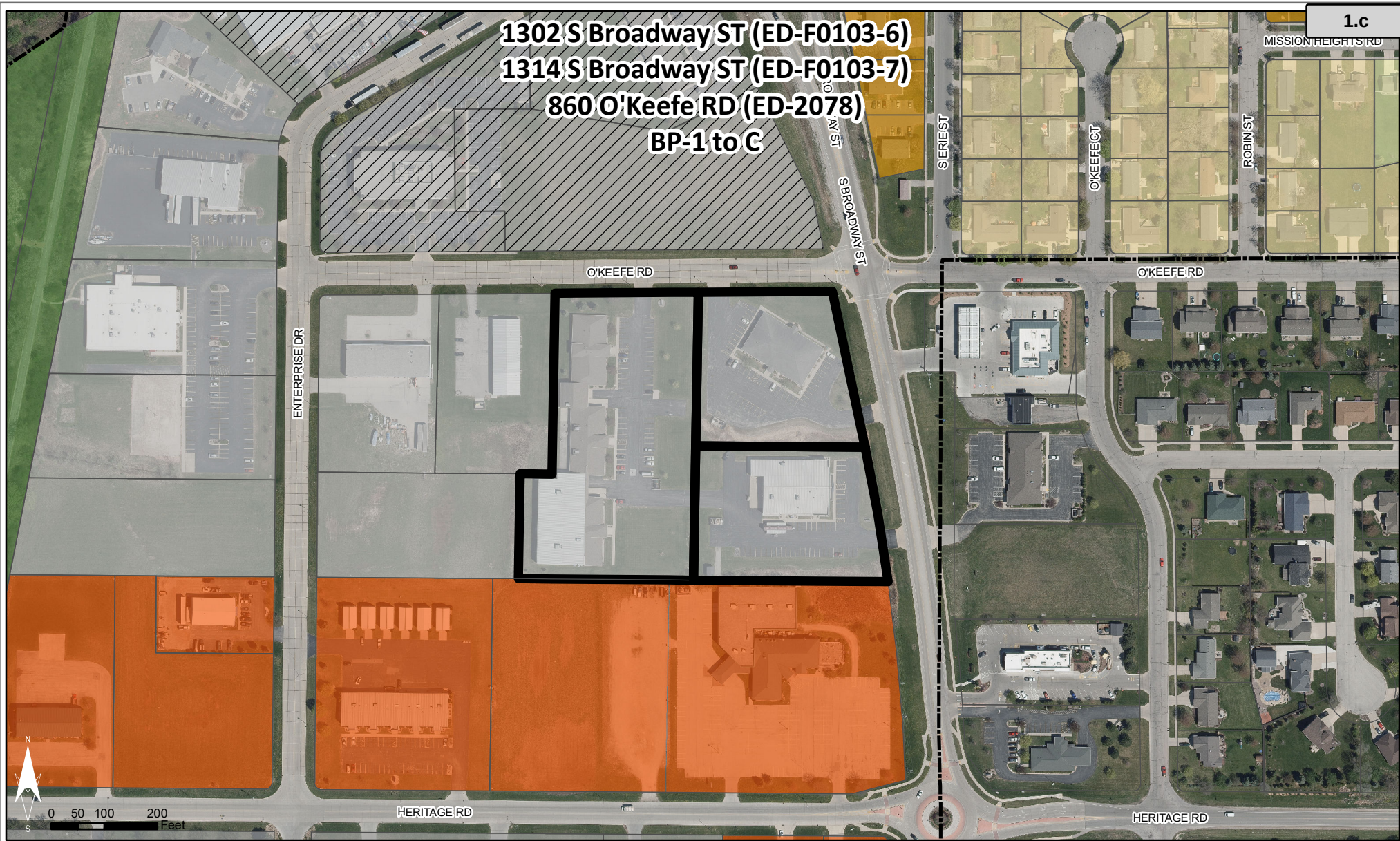


7/10/2024, 2:18:42 PM

- |                                                    |                                 |                                      |                                      |                                                    |
|----------------------------------------------------|---------------------------------|--------------------------------------|--------------------------------------|----------------------------------------------------|
| Airport Zoning                                     | R1-80: Single-Dwelling Detached | RM-1: Multi-Unit Districts           | GX1: Office-Residential Mix District | BP-2: Business Park 2                              |
| Industrial Pre-Existing PDD (Prior to Jan 1, 2023) | R1-60: Single-Dwelling Detached | RM-2: Multi-Unit Districts           | GX2: Neighborhood Office-Residential | I: Industrial                                      |
| Pre-Existing PDD (Prior to Jan 1, 2023)            | R1-45: Single-Dwelling Detached | MX1: Downtown Mixed-Use District     | O: Office                            | CON: Conservancy                                   |
| Primary Frontages                                  | R2-60: Two-Unit                 | MX2: Neighborhood Mixed-Use District | C: Commercial                        | PI-1: Neighborhood Public & Institutional District |
| Zoning                                             | R2-45: Two-Unit                 | MX3: Corridor Mixed-Use District     | BP-1: Business Park 1                | PI-2: Campus Public & Institutional District       |
| A: Agricultural                                    |                                 |                                      |                                      |                                                    |







1.c

1302 S Broadway ST (ED-F0103-6)

1314 S Broadway ST (ED-F0103-7)

860 O'Keefe RD (ED-2078)

BP-1 to C

ENTERPRISE DR

O'KEEFE RD

O'KEEFE RD

SERIE ST

O'KEEFE CT

ROBIN ST

MISSION HEIGHTS RD

HERITAGE RD

HERITAGE RD



## Zoning Map Amendment Detail (Draft For Review - September 2024)

Parcels

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

A: Agricultural

R1-80: Single-Dwelling Detached

R1-60: Single-Dwelling Detached

R1-45: Single-Dwelling Detached

R2-60: Two-Unit

R2-45: Two-Unit

RM-1: Multi-Unit Districts

RM-2 Multi-Unit Districts

MX1: Downtown Mixed-Use District

MX2: Neighborhood Mixed-Use District

MX3: Corridor Mixed-Use District

GX1: Office-Residential Mix District

GX2: Neighborhood Office-Residential

O: Office

C: Commercial

BP-1: Business Park 1

BP-2: Business Park 2

I: Industrial

CON: Conservancy

PI-1: Neighborhood Public & Institutional District

PI-2: Campus Public & Institutional District

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

Data Source

**Legal Descriptions:**

Parcel ED-F0103-6 (1302 S Broadway Street) Legal Description:

83,203 SQ FT LOT 1 OF 36 CSM 169 MAP 5518 IN 1574674 BNG PRT OF NW1/4 NE1/4 SEC 34 &  
BNG PART OF GOV'T LOT 1 SEC 27 ALL T23N R20E

Parcel ED-F0103-7 (1314 S Broadway Street) Legal Description:

87,090 SQ FT LOT 2 OF 36 CSM 169 BNG PRT OF NW1/4 NE1/4 SEC 34 T23N R20E

Parcel ED-2078 (860 Okeefe Road) Legal Description:

157,735 SQ FT LOT 1 & E 60 FT OF LOT 2 OF 40 CSM 67 BNG PRT OF LOTS 13 & 14 EAST SIDE  
INDUSTRIAL PARK 1ST ADDN



City of De Pere, Wisconsin

**Request For Common Council Action**

---

**MEETING DATE:** October 15, 2024

**DEPARTMENT:** City Attorney

**FROM:** Angela Zills

**SUBJECT:** C. Ordinance #24-20 Approving Zoning Map Amendment from BP-1 Business Park 1 District to C Commercial District (Parcels ED-F0103, ED-F0103-7 and ED-2078; 1302 South Broadway Street, 1314 South Broadway Street and 860 O'Keefe Road).

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**ATTACHMENTS:**

- Ord24-20 (PDF)



ORDINANCE #24-20  
 APPROVING ZONING MAP AMENDMENT FROM BP-1 BUSINESS PARK 1 DISTRICT  
 TO C COMMERCIAL DISTRICT  
 (Parcels ED-F0103-6, ED-F0103-7 and ED-2078; 1302 South Broadway Street, 1314 South Broadway  
 Street and 860 O'Keefe Road)

WHEREAS, the Common Council of the City of De Pere, having reviewed the recommendation of the City Plan Commission regarding the proposed change in zoning classification and Zoning Map amendment for the property described below and having scheduled a public hearing then to be decided by the Common Council; and

WHEREAS, the City Clerk, having published a Class 2 Notice of Public Hearing regarding such proposed zoning change and Zoning Map amendment and, pursuant thereto, a public hearing having been held on the 15th day of October, 2024 at 7:35 p.m. and the Common Council having heard all interested parties or their agents and attorneys;

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

Section 1. That the following described property:

**ED-F0103-6:**

83,203 SQ FT LOT 1 OF 36 CSM 169 MAP 5518 IN 1574674 BNG PRT OF NW1/4 NE1/4 SEC 34 & BNG PART OF GOV'T LOT 1 SEC 27 ALL T23N R20E

**ED-F0103-7:**

87,090 SQ FT LOT 2 OF 36 CSM 169 BNG PRT OF NW1/4 NE1/4 SEC 34 T23N R20E

**ED-2078**

157,735 SQ FT LOT 1 & E 60 FT OF LOT 2 OF 40 CSM 67 BNG PRT OF LOTS 13 & 14 EAST SIDE INDUSTRIAL PARK 1ST ADDN

Ordinance #24-20

Page 2 of 2

shall be and the same is hereby rezoned from the present zoning classification of BP-1 Business Park 1 District, to C Commercial District as set forth in and regulated by the provisions of Chapter 14, Article IV Commercial and Employment Districts and the permitted uses identified under Article VII. Uses and on the Principal Use Table (DPMC Chapter 14, Article VII – Uses, Table 7.1) and pursuant to Section 14-73 of the De Pere Zoning Code, conditioned upon compliance with the provisions of Chapter 14, De Pere Municipal Code.

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

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

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of October, 2024.

APPROVED:

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

ATTEST:

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

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

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

Board/Committee Approval: 09/23/2024

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

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



City of De Pere, Wisconsin

**Request For Common Council Action**

---

**MEETING DATE:** October 15, 2024

**DEPARTMENT:** City Clerk

**FROM:** Carey Danen

**SUBJECT:** Public Hearing to act on a request for a Zoning Map Amendment from MX1 Downtown Mixed-Use District to PI-2 Campus Public & Institutional District, 221 S Broadway Street.

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**City of De Pere, Wisconsin**

**Request For Common Council Action**

---

**MEETING DATE:** October 15, 2024

**DEPARTMENT:** City Clerk

**FROM:** Carey Danen

**SUBJECT:** A. Notice of Public Hearing.

---

**ATTACHMENTS:**

- Public Hearing Notice\_Zoning Map Amendment\_Broadway and Lewis St\_10-15-24 mtg\_Class 2 (PDF)



Publish: September 27, 2024 and October 4, 2024 in the Press-Times (Class 2 Notice)

#### NOTICE OF PUBLIC HEARING

Notice is hereby given, that on **Tuesday, October 15, 2024**, at 7:35 PM or as soon thereafter as can be heard, a public hearing will be held by the Common Council of the City of De Pere to act on the request for a zoning map amendment at the following property:

**Parcel ED-812**, approximately 0.0 feet east from the S Broadway ST and Lewis ST intersection, from MX1 (Downtown Mixed-Use District) to PI-2 (Campus Public & Institutional District).

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

**A map of the proposed zoning map amendment is available by emailing Peter Schleinz at [pschleinz@deperewi.gov](mailto:pschleinz@deperewi.gov).**

Dated this 24<sup>th</sup> day of September, 2024.

BY ORDER OF THE COMMON COUNCIL

James G. Boyd  
Mayor

Carey E. Danen  
City Clerk



City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** Plan Commission

**FROM:** Peter Schleinz

**SUBJECT:** B. Recommendation from Plan Commission.

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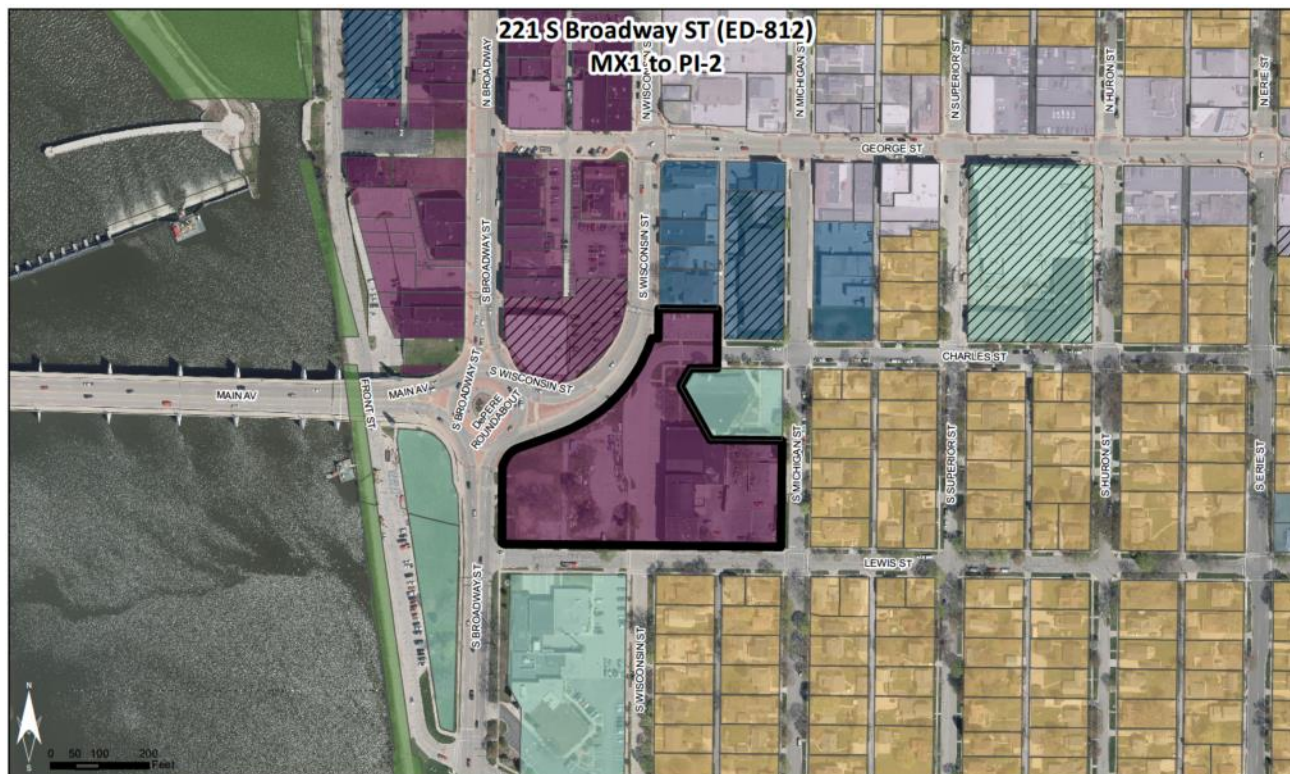
On September 23, 2024, Plan Commission unanimously recommended approval of the zoning map amendment by a vote of 6-0.

**ATTACHMENTS:**

- PC Report - Zoning Map Amendment (DOCX)
- Application Form (PDF)
- PI-2 Master Plan - FINAL - 02 Oct 2024 (DOCX)
- Zoning Map Amendment - Mulva (PDF)
- Map and Legal Description - 02 Aug 2024 (DOCX)

Item 5: Consideration and possible action for a zoning map amendment from MX1 (Downtown Mixed-Use) to PI-2 (Campus Public & Institutional District) at 221 S Broadway ST (Parcel ED-812).\*

#### SITE MAP



**REQUESTED ACTION:** Zoning Map Amendment Request.

**COMMON DESCRIPTION:** 221 S Broadway ST, located northeast of the S Broadway ST and Lewis ST intersection.

**SURROUNDING LAND USES:** Church (PI-1), businesses (GX1), and multi-unit residential (GX-1) to the north and east.  
Detached and two-unit houses (R2-45) to the south and east.  
City Hall/Police/Fire and park to the south and west.

**COMPREHENSIVE PLAN:** Commercial and Institutional/Governmental Facilities.

**APPLICANT / OWNERS:** Authorized Representative and Property Owner  
De Pere Cultural Foundation INC  
Mulva Cultural Center  
ATTN: Marvin Wall  
221 S Broadway ST  
De Pere, WI 54115

**LAND USE HISTORY:** After a review of air photographs, the site developed to a cultural center use in the early 2020's.

**STAFF REVIEW:**

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

**Existing Zoning District**

When the new Zoning Map and Zoning Ordinance were adopted in January 2023, the subject property was placed into a MX1 District as the best fit for a site plan that was already under construction for a cultural center. At the time, there were minimal regulations for a good fit under the PI-1 District, and there was no institutional master plan to accommodate a change to a PI-2 District. Thus, a fit for MX1 was the best option at the time to match the previous zoning district.

Since then, the cultural center has drafted an institutional master plan to accommodate regulations that are specific to the use. The regulations that are different from MX1 are listed in the right column of a series of tables found within the institutional master plan. Most changes reflect the existing construction on the site. One significant change is a desire to change the exterior illuminated wall sign in the southeast corner of the building into an electronic messaging sign.

This zoning map amendment, if approved, will change the zoning district to allow the petitioner to better accommodate a cultural center use in a PI-2 District.

**Surrounding Land Uses**

The existing site zoning and surrounding land uses are referenced near the beginning of this report. The 2010 Comprehensive Plan Update identifies future land uses as Commercial and Institutional/Governmental Facilities.

**CLIP FROM FUTURE LAND USE MAP**



**Desired Development Patterns**

If part of the Zoning Map changes from MX1 to PI-2, as written in the proposed institutional master plan, then 14 residential, public and civic, commercial, industrial, recycling, and agricultural uses are permitted with 1 conditional use. The uses are summarized in the institutional master plan "Part B. Table of Uses".

The site is vehicle accessible with street frontage on Broadway ST, Lewis ST., S Michigan ST, and Wisconsin ST. There are developed sidewalks and bicycle lanes along the street frontage.

**Institutional Master Plan Review**

Most of the institutional master plan was drafted so that the existing building and regulations for PI-2 comply with approved site plans from 2020 and 2022. To easily compare differences between MX1 (that went into effect after the site plans were approved) and the proposed PI-2 institutional master plan, a column was added at the right end of each Table with a summary of the differences.

The most significant change is a proposed 350 SF area for electronic message signage on the west façade of the building. An electronic message sign is prohibited in the MX1 District but may be allowed in a PI-2 District if approved as part of an institutional master plan. Table “Part G. Sign Regulations” in the institutional master plan summarizes the sign regulations. In summary:

- Electronic message signage is allowed as all or part of an existing wall sign on the west façade (facing S Broadway ST).
- The specific existing sign area is 330 SF in area.

From Zoning Ordinance 14-113(4), eight of the eleven supplemental regulations for electronic message apply if the zoning changes to PI-2. The following table summarizes all the supplemental regulations, with a summary of why four of the supplemental regulations would no longer apply:

| Regulation                                                                                                                                                                                                    | Regulation Applies?                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| (a) EMS must not be utilized as a stand-alone sign and must be incorporated into or attached to an otherwise allowed wall or freestanding sign so that separation between the 2 signs is limited to one foot. | No – The request to deviate would allow a stand-alone wall sign.                                                        |
| (b) EMS may not occupy more than 30% of the sign area.                                                                                                                                                        | No – The request to deviate would allow the sign area to be 100%.                                                       |
| (c) EMS are allowed on monument and pole signs.                                                                                                                                                               | Yes                                                                                                                     |
| (d) EMS must be perpendicular to the street frontage.                                                                                                                                                         | No – The request to deviate is due to the existing sign being parallel to the street.                                   |
| (e) EMS must have a minimum display time of 8 seconds.                                                                                                                                                        | No – The request to deviate to a minimum display time of 60 seconds addresses concerns with distracting nearby traffic. |
| (f) The transition time between messages and/or message frames is limited to 3 seconds and these transitions may employ fade,dissolve, and/or other transition effects. Flashing or video is prohibited.      | Yes                                                                                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| (g) The EMS must be equipped with photosensitive equipment which automatically adjusts the brightness and contrast of the sign in direct relation to the ambient outdoor illumination. The sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness. Such sign may not be illuminated at a level greater than necessary for adequate visibility. Message center signs that are found to be too bright must be modified upon an order by the city. | Yes |
| (h) Including an EMS as part of a permanent sign will prohibit the use of any portable signs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Yes |
| (i) EMS signs may not display off-premise commercial advertising.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Yes |
| (j) EMS signs in mixed-use districts must be extinguished (turned off) between 30 minutes after the close of all businesses on the lot and 30 minutes before the opening of any business on the same lot.                                                                                                                                                                                                                                                                                                                                                                                                                                           | Yes |
| (k) EMS signs in the special districts must be extinguished (turned off) between 10:00p.m. and 6:00 a.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Yes |

**NEIGHBOR OUTREACH**

Staff notified all City property owners within 300 feet of the subject area about the application via mail. The authorized representative was encouraged to but may not have notified the property owners separately.

At the time this report was written, one email was received about the zoning map amendment. There was no concern. Any additional comments will be shared at the time of the Plan Commission meeting.

**STAFF RECOMMENDATION:**

Staff recommends APPROVAL of the request for a zoning map amendment from MX1 (Downtown Mixed-Use) to PI-2 (Campus Public & Institutional District) at 221 S Broadway ST. A zoning map amendment must comply with the following:

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





# Planning/Zoning Application

Planning & Zoning Department

1.b

**Submitted On:**

Aug 2, 2024, 09:07AM EDT

|                                                                                                     |                                                                                                                            |
|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>Parcel Number: (Include ALL parcels)</b>                                                         | ED-812                                                                                                                     |
| <b>Nearest property address to the project site:</b>                                                | <b>Street Address:</b> 221 S Broadway St De Pere WI 54115<br><b>City:</b> De Pere<br><b>State:</b> WI<br><b>Zip:</b> 54115 |
| <b>Check each project type that is being applied for:</b>                                           | Zoning Map Amendment (Rezoning)                                                                                            |
| <b>Current De Pere Zoning Districts:</b>                                                            | MX1                                                                                                                        |
| <b>Proposed De Pere Zoning Districts:</b>                                                           | PI-2                                                                                                                       |
| <b>Existing Site Land Uses:</b>                                                                     | Public & Civic                                                                                                             |
| <b>Proposed Site Land Uses:</b>                                                                     | Public & Civic                                                                                                             |
| <b>Does the project comply with the Comprehensive Plan?</b>                                         | Yes                                                                                                                        |
| <b>Has City Staff been contacted for a preapplication meeting?</b>                                  | Yes                                                                                                                        |
| <b>Property Owner:</b>                                                                              | <b>First Name:</b> De Pere Cultural Foundation, Inc<br><b>Last Name:</b> Mulva Cultural Center                             |
| <b>Is the property owner's address the same as the nearest property address?</b>                    | Yes                                                                                                                        |
| <b>Property Owner's Phone Number:</b>                                                               | 9203098200                                                                                                                 |
| <b>Property Owner's Email Address:</b>                                                              | mwall@mulvacenter.org                                                                                                      |
| <b>Is someone processing the project for the property owner as their authorized representative?</b> | Yes                                                                                                                        |
| <b>Authorized Representative's Name:</b>                                                            | <b>First Name:</b> Marvin<br><b>Last Name:</b> Wall                                                                        |
| <b>Authorized Representative's Business Name:</b>                                                   | De Pere Cultural Foundation, Inc DBA Mulva Cultural Center                                                                 |
| <b>Authorized Representative's Phone Number:</b>                                                    | 9202780122                                                                                                                 |

|                                                                           |                                                                                    |                                                   |     |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------|-----|
| <b>Authorized Representative's Email Address:</b>                         |                                                                                    | mwall@mulvacenter.org                             | 1.b |
| <b>Please attach an EXHIBIT MAP with the zoning boundary.</b>             |                                                                                    | Dime Map.png                                      |     |
| <b>Please attach a WORD DOCUMENT with the boundary legal description.</b> |                                                                                    | Parcel ED-812.docx                                |     |
| <b>How do you plan on paying for your application?</b>                    |                                                                                    | Mail a check                                      |     |
| <b>Total Due:</b>                                                         |                                                                                    | \$350.00                                          |     |
| <b>Signature Data</b>                                                     | First Name: Marvin<br>Last Name: Wall<br>Email Address: mwall@mulvacenter.org      |                                                   |     |
|                                                                           |  |                                                   |     |
|                                                                           |                                                                                    | Signed at: August 2, 2024 9:07am America/New_York |     |
| <b>User's Session Information</b>                                         |                                                                                    | IP Address: 99.188.23.69<br>Referrer URL:         |     |





**MASTER PLAN  
FOR  
ZONING MAP AMENDMENT  
FROM MX-1 DISTRICT TO PI-2 DISTRICT**

**221 South Broadway Street  
De Pere, WI 54115**

**Document prepared by Marvin Wall, President  
Mulva Cultural Center**

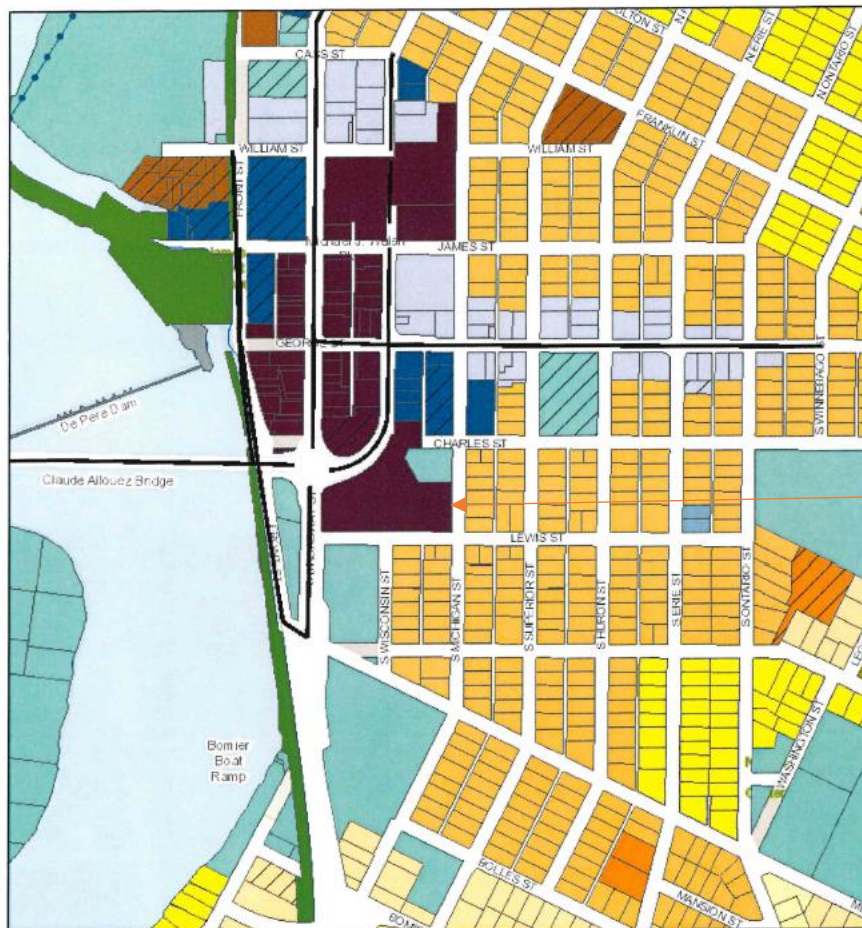
## 1. Purpose

De Pere Cultural Foundation, Inc., (dba. Mulva Cultural Center) is organized exclusively for charitable, religious, educational, and scientific purposes under section 501(c)(3) of the Internal Revenue Code.

We are petitioning the City of De Pere to amend our zoning classification to PI-2. The zoning designation of PI-2 was not available when the Mulva Cultural Center was assigned the designation of MX-1. We feel the new designation of PI-2 more accurately aligns with the location and use of the property.

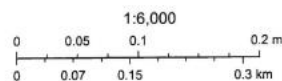
## 2. Planning area

The Mulva Cultural Center Master Plan applies to parcel ED-812 which encompasses the entire property of the Center.



Mulva Cultural Center

7/22/2024, 9:46:29 AM



#### Legal description

Lot 1, Volume 54 Certified Survey Maps, :page 312, Map Number 7902, Document No. 2415438, Brown County Records, together with that portion of vacated S Wisconsin Street as described in Document Number 2933859, and also together with that portion of vacated Charles Street as described in Document Number 2941240, Brown County Records being located in part of the original plat of De Pere and Part of Dickinson's Addition to the Original Plat of De Pere, all located in parts of Private Claims 32 and 33, East Side of the Fox River, City of De Pere, Brown County, Wisconsin

See site plan in attachment A

### 3. Existing Property Use

The Mulva Cultural Center is a 77,000 sq ft structure. See Attachment B for floor Plan for each of the three floors of the Center.

The Mission of the Mulva Cultural Center is to offer world-renowned arts and exhibits inside an iconic cultural center in the heart of historic downtown De Pere, Wisconsin.

The property use is in line with the original De Pere Cultural District Master Plan developed in 2018, [Click link here for Plan.](#)

### 4. Uses and Development Envelope

See Approved Site plan – Attachment A

### 5. Transportation Plan

See attachment C for the transportation plan developed for the center. This plan was approved by the City.

### 6. Landscape Plan

See attachment D for the landscape plan that was approved and the most recent site plan.

## 7. Zoning Ordinance

## MASTER PLAN FOR MULVA CULTURAL CENTER

## PROPOSED ZONING MAP AMENDMENT FROM MX1 TO PI-2

| PART A. TABLE OF BUILDING REGULATIONS                                                  |                                                                                         |                                                                                         |                                                      |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------|
| DISTRICTS AND DIFFERENCES                                                              |                                                                                         |                                                                                         |                                                      |
| Building Sitings                                                                       | Existing MX1                                                                            | Proposed PI-2                                                                           | Differences                                          |
| Minimum Primary Frontage Coverage (%)                                                  | 95                                                                                      | 90                                                                                      | 95 to 90 to reflect existing site                    |
| Primary Frontage Build-to Zone (feet)                                                  | 0 to 5                                                                                  | 5 Setback Minimum                                                                       | 0 to 5 Build-to Zone changed to a 5 Setback          |
| Non-Primary Frontage Build-to Zone (feet)                                              | 0 to 10                                                                                 | 5 Setback Minimum                                                                       | 0 to 10 Build-to Zone changed to a 5 Setback         |
| Minimum Side Setback (feet)                                                            | 0; 5, if abutting other building type                                                   | 5 Setback Minimum                                                                       | Same                                                 |
| Minimum Rear Setback (feet)                                                            | 10; 0 if abutting an alley                                                              | 5 Setback Minimum                                                                       | 10 Setback reduced to 5 Setback                      |
| Maximum Site Impervious Coverage (%)<br>Additional Semi-Pervious Coverage (%)          | 90                                                                                      | 90                                                                                      | Same                                                 |
| Surface or Accessory Parking Yard Location                                             | Rear                                                                                    | Rear                                                                                    | Same                                                 |
| Refuse & Recycling, Utilities, & Loading Yard Location                                 | Rear                                                                                    | Rear                                                                                    | Same                                                 |
| Permitted Driveway Access Location                                                     | Alley only; if no alley exists, off non-primary street                                  | Alley only; if no alley exists, off non-primary street                                  | Same                                                 |
| Permitted Garage Entry Facade Location                                                 | Rear or non-primary street facade                                                       | Rear or non-primary street facade                                                       | Same                                                 |
| Height                                                                                 |                                                                                         |                                                                                         |                                                      |
| Overall: Minimum Height (Stories)<br>Maximum Height (Stories)<br>Maximum Height (feet) | 2<br>None, step backs required<br>None                                                  | 2<br>None, step backs required<br>None                                                  | Same                                                 |
| Ground Story: Minimum Height (feet)<br>Maximum Height (feet)                           | 14<br>18                                                                                | 14<br>None                                                                              | 18 maximum height changed to none for maximum height |
| Upper Stories: Minimum Height (feet)<br>Maximum Height (feet)                          | 9<br>12                                                                                 | 9<br>None                                                                               | 12 maximum height changed to none for maximum height |
| Uses                                                                                   |                                                                                         |                                                                                         |                                                      |
| Primary Frontage Ground-Story Allowed Uses                                             | All uses allowed in accordance with Article VII (Zoning Ordinance)                      | See “Part B. Table of Uses”                                                             | Permitted uses must be established by Master Plan    |
| Non-Primary Frontage, All Upper Stories, & Basement Allowed Uses                       | All uses allowed in accordance with Article VII (Zoning Ordinance)                      | See “Part B. Table of Uses”                                                             | Permitted uses must be established by Master Plan    |
| Allowed Parking Location within Building                                               | Permitted fully in any basement and behind required occupied space of all other stories | Permitted fully in any basement and behind required occupied space of all other stories | Same                                                 |
| Minimum Depth of Occupied Building Space along Primary Frontage Façade (feet)          | 20 all full height floors; not required in any basement                                 | 20 all full height floors; not required in any basement                                 | Same                                                 |
| Façade & Cap Requirements                                                              |                                                                                         |                                                                                         |                                                      |
| Minimum Transparency: Ground-Story Primary Frontage Facades (%)                        | 70 measured between 2 and 8 feet above sidewalk                                         | 70                                                                                      | Height range for measurement removed                 |

|                                                                                |                                                                                                               |                                                                                                               |                                                     |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Minimum Transparency: All Street Facades & Facades Visible from any Street (%) | 15, measured per story of all stories                                                                         | 15, measured per story of all stories                                                                         | Same                                                |
| Minimum Primary Frontage Principal Entrances                                   | Principal entrances 1 per every 60 feet of facade, recessed between 3 and 8 feet, up to 8 feet wide           | 1 entrance minimum for each guest parking lot and bus loading                                                 | Primary entrance aligned for parking / bus entrance |
| Entrance/Ground-Story Elevation (feet)                                         | Within 1.5 of adjacent sidewalk grade                                                                         | 1 entrance minimum for each guest parking lot and bus loading                                                 | Primary entrance aligned for parking / bus entrance |
| Ground-Story Vertical Facade Divisions on Primary Frontage Facades             | One shadow line per every 30 feet of facade width                                                             | One shadow line per every 30 feet of facade width                                                             | Same                                                |
| Horizontal Facade Divisions on Primary Frontage Facades                        | One shadow line within 3 feet of the top of the ground-story on any street façade including building variety. | One shadow line within 3 feet of the top of the ground-story on any street façade including building variety. | Same                                                |
| Permitted Building Cap Types                                                   | Flat; tower permitted                                                                                         | Parapet, flat, pitched, other; tower permitted                                                                | Parapet, pitched, and other added                   |
| Building Facade Material                                                       | See 14-91 (Zoning Ordinance) for major and minor facade materials                                             | See 14-91 (Zoning Ordinance) for major and minor facade materials                                             | Same                                                |

# MASTER PLAN FOR MULVA CULTURAL CENTER

## PROPOSED ZONING MAP AMENDMENT FROM MX1 TO PI-2

| PART B. TABLE OF USES                  |                                            |                                            |                                           |
|----------------------------------------|--------------------------------------------|--------------------------------------------|-------------------------------------------|
| DISTRICTS AND DIFFERENCES              |                                            |                                            |                                           |
| Public and Civic                       | Existing MX1                               | Proposed PI-2                              | Differences                               |
| Library or Cultural Center             | Permitted                                  | Permitted                                  | Same                                      |
| <b>Commercial</b>                      |                                            |                                            |                                           |
| Assembly and Entertainment: Large      | Prohibited                                 | Permitted                                  | Prohibited use changes to a permitted use |
| Eating and Drinking Places: Restaurant | Permitted                                  | Permitted                                  | Same                                      |
| Eating and Drinking Places: Bar        | Permitted                                  | Permitted                                  | Same                                      |
| Office                                 | Permitted                                  | Permitted                                  | Same                                      |
| Parking, Non-accessory                 | Permitted                                  | Permitted                                  | Same                                      |
| Retail Sales: Convenience Goods        | Permitted                                  | Permitted                                  | Same                                      |
| Retail Sales: Consumer Shopping Goods  | Permitted                                  | Permitted                                  | Same                                      |
| <b>Industrial</b>                      |                                            |                                            |                                           |
| Fabrication and Production: Artisan    | Permitted                                  | Permitted                                  | Same                                      |
| <b>Accessory</b>                       |                                            |                                            |                                           |
| Amateur Radio Service Antenna          | Permitted                                  | Permitted                                  | Same                                      |
| Electrical Vehicle Charging Station    | Permitted                                  | Permitted                                  | Same                                      |
| Geothermal Energy System               | Permitted                                  | Permitted                                  | Same                                      |
| Satellite Dish Antenna                 | Permitted                                  | Permitted                                  | Same                                      |
| Solar Energy System                    | Permitted                                  | Permitted                                  | Same                                      |
| <b>Other</b>                           |                                            |                                            |                                           |
| Wireless Telecommunications            | Conditional Use per Zoning Ordinance 14-79 | Conditional Use per Zoning Ordinance 14-79 | Same                                      |

# MASTER PLAN FOR MULVA CULTURAL CENTER

## PROPOSED ZONING MAP AMENDMENT FROM MX1 TO PI-2

| PART C. TABLE OF PARKING AND ACCESS    |                                                                         |                                    |                                             |
|----------------------------------------|-------------------------------------------------------------------------|------------------------------------|---------------------------------------------|
| DISTRICTS AND DIFFERENCES              |                                                                         |                                    |                                             |
| Public and Civic                       | Existing MX1                                                            | Proposed PI-2                      | Differences                                 |
| Library or Cultural Center             | 1 per 2 employees + 1 per 600 SF                                        | 1 per 2 employees + 1 per 600 SF   | Same                                        |
| <b>Commercial</b>                      |                                                                         |                                    |                                             |
| Assembly and Entertainment: Large      | With fixed seating=1 per 6 seats;<br>Without fixed seating=1 per 200 SF | Per Library or Cultural Center Use | 1 per 6 seats changed to 1 per 600 SF       |
| Eating and Drinking Places: Restaurant | 1 per 200 SF                                                            | Per Library or Cultural Center Use | 1 per 200 SF changed to 1 per 600 SF        |
| Eating and Drinking Places: Bar        | 1 per 200 SF                                                            | Per Library or Cultural Center Use | 1 per 200 SF changed to 1 per 600 SF        |
| Office                                 | 1 per 400 SF                                                            | Per Library or Cultural Center Use | 1 per 400 SF changed to 1 per 600 SF        |
| Parking, Non-accessory                 | None                                                                    | None                               | Same                                        |
| Retail Sales: Convenience Goods        | 1 per 400 SF                                                            | Per Library or Cultural Center Use | 1 per 400 SF changed to 1 per 600 SF        |
| Retail Sales: Consumer Shopping Goods  | 1 per 400 SF                                                            | Per Library or Cultural Center Use | 1 per 400 SF changed to 1 per 600 SF        |
| <b>Industrial</b>                      |                                                                         |                                    |                                             |
| Fabrication and Production: Artisan    | 1 per 1.5 employees                                                     | Per Library or Cultural Center Use | 1 per 1.5 employees changed to 1 per 600 SF |
| <b>Accessory</b>                       |                                                                         |                                    |                                             |
| Amateur Radio Service Antenna          | None                                                                    | None                               | Same                                        |
| Electrical Vehicle Charging Station    | None                                                                    | None                               | Same                                        |
| Geothermal Energy System               | None                                                                    | None                               | Same                                        |
| Satellite Dish Antenna                 | None                                                                    | None                               | Same                                        |
| Solar Energy System                    | None                                                                    | None                               | Same                                        |
| <b>Other</b>                           |                                                                         |                                    |                                             |
| Wireless Telecommunications            | None                                                                    | None                               | Same                                        |

# MASTER PLAN FOR MULVA CULTURAL CENTER

## PROPOSED ZONING MAP AMENDMENT FROM MX1 TO PI-2

| PART D. BUILDING AND SITE DESIGN                                                                                                                                               |                                                                                                |                                                                                                |             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------|
| DISTRICTS AND DIFFERENCES                                                                                                                                                      |                                                                                                |                                                                                                |             |
| Major Façade Material                                                                                                                                                          | Existing MX1                                                                                   | Proposed PI-2                                                                                  | Differences |
| <b>Brick:</b> Full dimensional, Unit Face Brick                                                                                                                                | Permitted                                                                                      | Permitted                                                                                      | Same        |
| <b>Brick:</b> Economy size, or thin, veneer                                                                                                                                    | Prohibited                                                                                     | Prohibited                                                                                     | Same        |
| <b>Concrete Masonry Units:</b> architectural, minimum 3" depth, "artisan stone" look, varied sizes, (Eschelon Masonry or approved equal), "stone" face, "hewn stone", rock cut | Permitted                                                                                      | Permitted                                                                                      | Same        |
| <b>Concrete Masonry Units:</b> minimum 3" depth, split-faced, burnished/ground face, glazed, or honed, painted/tinted/textured tilt-up concrete                                | Prohibited                                                                                     | Prohibited                                                                                     | Same        |
| <b>Fiber Cement Board:</b> Finished lap siding or shingles                                                                                                                     | Permitted on Commercial Manor building & Row Building only                                     | Permitted on Commercial Manor building & Row Building only                                     | Same        |
| <b>Glass:</b> Curtain Wall System:                                                                                                                                             | Permitted, except on Commercial Manor & Row Building                                           | Permitted, except on Commercial Manor & Row Building                                           | Same        |
| <b>Metal:</b> metal panel system with 35% ground level brick, approved concrete masonry units, or stone                                                                        | Permitted                                                                                      | Permitted                                                                                      | Same        |
| <b>Stone:</b> Natural Veneer                                                                                                                                                   | Permitted                                                                                      | Permitted                                                                                      | Same        |
| <b>Wood:</b> Painted, stained, or treated lap siding, shingles                                                                                                                 | Permitted on Commercial Manor building & Row Building only                                     | Permitted on Commercial Manor building & Row Building only                                     | Same        |
| Minor Façade Materials                                                                                                                                                         |                                                                                                |                                                                                                |             |
| <b>Brick:</b> Economy size, or thin, veneer                                                                                                                                    | Permitted (100% - non-street facades only)                                                     | Permitted (100% - non-street facades only)                                                     | Same        |
| <b>Concrete Surfaces:</b> textured unfinished                                                                                                                                  | Prohibited                                                                                     | Prohibited                                                                                     | Same        |
| <b>Concrete Surfaces:</b> finished stained, painted, treated                                                                                                                   | Permitted (30% - below first floor only)                                                       | Permitted (30% - below first floor only)                                                       | Same        |
| <b>Concrete Masonry Units:</b> minimum 3" depth, split-faced, burnished/ground face, glazed, or honed                                                                          | Permitted (100% - non-street facades only)                                                     | Permitted (100% - non-street facades only)                                                     | Same        |
| <b>Fiber Cement Board, Composite:</b> finished panels                                                                                                                          | Permitted (30% - a major material is required at grade up to 2 feet and adjacent to entrances) | Permitted (30% - a major material is required at grade up to 2 feet and adjacent to entrances) | Same        |
| <b>Glass:</b> curtain wall system:                                                                                                                                             | Permitted (30%)                                                                                | Permitted (30%)                                                                                | Same        |
| <b>Glass Block</b>                                                                                                                                                             | Permitted (20% - non-street facades only)                                                      | Permitted (20% - non-street facades only)                                                      | Same        |
| <b>Metal:</b> metal panel system                                                                                                                                               | Permitted (30% - a major material is required at grade up to 2 feet and adjacent to entrances) | Permitted (30% - a major material is required at grade up to 2 feet and adjacent to entrances) | Same        |
| <b>Metal, Composite:</b> aluminum composite materials (ACM) or panels (ACP)                                                                                                    | Permitted (20% - non-street facades only)                                                      | Permitted (20% - non-street facades only)                                                      | Same        |



|                                                                                                                                           |                                           |                                           |      |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------|------|
| <b>Metal Siding:</b> coated siding                                                                                                        | Prohibited                                | Prohibited                                | Same |
| <b>Metal, Corten:</b> Panels or panel system                                                                                              | Permitted (30%)                           | Permitted (30%)                           | Same |
| <b>Stucco:</b> cement-based, 2-3 layer hard coat                                                                                          | Permitted (30% - third or higher stories) | Permitted (30% - third or higher stories) | Same |
| <b>Stucco:</b> synthetic or with elastomeric finishes                                                                                     | Permitted (30% - third or higher stories) | Permitted (30% - third or higher stories) | Same |
| <b>Terra Cotta or Ceramic:</b> tiles or panels                                                                                            | Permitted (20%)                           | Permitted (20%)                           | Same |
| <b>Translucent Panel System:</b> double-wall, polycarbonate panels                                                                        | Permitted (20%)                           | Permitted (20%)                           | Same |
| <b>Vinyl Siding:</b> minimum .42 inches thick                                                                                             | Prohibited                                | Prohibited                                | Same |
| <b>Wood:</b> natural, aged lap siding, shingles, rain screen system                                                                       | Permitted (30%)                           | Permitted (30%)                           | Same |
| <b>Wood, Composite:</b> rainscreen system                                                                                                 | Permitted (30%)                           | Permitted (30%)                           | Same |
| <b>Allowed Detail and Accent Materials</b>                                                                                                |                                           |                                           |      |
| <b>Concrete Details:</b> precast stone ornamentation, lintels, sills, banding, columns, beams                                             | Permitted                                 | Permitted                                 | Same |
| <b>Fiber Cement Details:</b> trim soffits                                                                                                 | Permitted                                 | Permitted                                 | Same |
| <b>Metal Details:</b> trim ornamentation, lintels, beams, columns                                                                         | Permitted                                 | Permitted                                 | Same |
| <b>Wood and Wood Composite Details:</b> painted/treated trim, soffits, other approved details                                             | Permitted                                 | Permitted                                 | Same |
| <b>Prohibited Materials</b>                                                                                                               |                                           |                                           |      |
| <b>Stucco Mouldings or Synthetic Stucco Mouldings:</b> trim, sills, cornices, banding, columns, pilasters, or other 3-dimensional details | Prohibited                                | Prohibited                                | Same |
| <b>Wood:</b> unfinished, untreated plywood and wood panels                                                                                | Prohibited                                | Prohibited                                | Same |

## MASTER PLAN FOR MULVA CULTURAL CENTER

### PROPOSED ZONING MAP AMENDMENT FROM MX1 TO PI-2

| PART E. LANDSCAPE AND SCREENING         |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                               |                                                                                                                    |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Landscape and Screening Locations       | DISTRICTS AND DIFFERENCES                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                               |                                                                                                                    |
|                                         | Existing MX1                                                                                                                                                                                                                                                                                                                                                          | Proposed PI-2                                                                                                                                                                                 | Differences                                                                                                        |
| <b>Street Right-of-way Trees</b>        | One large tree per 35 feet of street frontage. Spacing may not exceed 75 feet apart. Located within pervious landscape areas or within tree wells.                                                                                                                                                                                                                    | Existing landscaping per City approved Landscaping Plan that is attached to Master Plan.<br><br>Future landscaping and screening per Zoning Ordinance in effect at time of future site plans. | Existing landscaping was approved prior to the current Zoning Ordinance but complies with approved Landscape Plan. |
| <b>Parking Lot Screening</b>            | Screening required for parking lots within 100 feet of a right-of-way.<br><br>Screening area is at least 3 feet in width with a vegetative screen (hedge) that is at least 3 feet tall year round, or a screening wall that is 3 feet to 3.5 feet tall.<br><br>Additional screening requirements for abutting R Districts, but there are none for this specific site. | Existing landscaping per City approved Landscaping Plan that is attached to Master Plan.<br><br>Future landscaping and screening per Zoning Ordinance in effect at time of future site plans. | Existing landscaping was approved prior to the current Zoning Ordinance but complies with approved Landscape Plan. |
| <b>Parking Lot Interior Landscaping</b> | At least one large tree per 20 parking spaces in islands or medians, bordered by a paved surface on at least two sides, and the island or median must be at least 7 feet wide.<br><br>No more than 20 parking spaces in an individual row between islands or medians.                                                                                                 | Existing landscaping per City approved Landscaping Plan that is attached to Master Plan.<br><br>Future landscaping and screening per Zoning Ordinance in effect at time of future site plans. | Existing landscaping was approved prior to the current Zoning Ordinance but complies with approved Landscape Plan. |
| <b>Foundation Landscaping</b>           | None.                                                                                                                                                                                                                                                                                                                                                                 | Future landscaping and screening per Zoning Ordinance in effect at time of future site plans.                                                                                                 | Existing landscaping was approved prior to the current Zoning Ordinance but complies with approved Landscape Plan. |

#### Notes:

- A. The current landscaping on the site complies with the Landscape Plan that was approved as part of the Mulva Cultural Center site plan.
- B. Zoning Ordinance options may be used if a variation in the specific regulation may be required. For example, adjusting locations due to easements, visibility, and other obstructions.

# MASTER PLAN FOR MULVA CULTURAL CENTER

## PROPOSED ZONING MAP AMENDMENT FROM MX1 TO PI-2

### PART F. MAXIMUM NUMBER OF SIGN TYPES

| DISTRICTS AND DIFFERENCES    |              |               |                               |
|------------------------------|--------------|---------------|-------------------------------|
| Maximum Number of Sign Types | Existing MX1 | Proposed PI-2 | Differences                   |
| Maximum Number of Sign Types | 2            | 3             | 2 types increases to 3 types. |

### PART G. SIGN REGULATIONS

| REGULATIONS AND DIFFERENCES |                 |                                                                                                                                                                            |                                        |                                                                                                |                   |                       |                                               |                                                                                                                                                                                     |
|-----------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------------------------------------------------------|-------------------|-----------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sign Type                   | Zoning District | Max number per Street Frontage                                                                                                                                             | Maximum Height (ft.)                   | Maximum Area (sq. ft.)                                                                         | Minimum Clearance | Minimum Setback (ft.) | Allowed Illumination                          | Differences                                                                                                                                                                         |
| Art                         | Existing MX1    | 1                                                                                                                                                                          | 8                                      | 40                                                                                             | NA                | 5                     | External, backlit, internal                   | Same                                                                                                                                                                                |
|                             | Proposed PI-2   | 1                                                                                                                                                                          | 8                                      | 40                                                                                             | NA                | 5                     | External, backlit, internal                   |                                                                                                                                                                                     |
| Business Center             | Existing MX1    | 1                                                                                                                                                                          | 6                                      | 80                                                                                             | NA                | 5                     | External, backlit                             | Same                                                                                                                                                                                |
|                             | Proposed PI-2   | 1                                                                                                                                                                          | 6                                      | 80                                                                                             | NA                | 5                     | External, backlit                             |                                                                                                                                                                                     |
| Electronic Message          | Existing MX1    | Allowed only as part of a Business Center, Marquee, or Monument sign face.                                                                                                 |                                        |                                                                                                |                   |                       |                                               | Change allows electronic messages only the wall sign that faces Broadway ST.                                                                                                        |
|                             | Proposed PI-2   | Allowed only as part of a Wall sign face on the west façade (facing Broadway ST).<br>Electronic message part of the sign cannot exceed 33.3% of the current sign (110 SF). |                                        |                                                                                                |                   |                       |                                               |                                                                                                                                                                                     |
| Monument                    | Existing MX1    | 1                                                                                                                                                                          | 6                                      | 30                                                                                             | NA                | 5                     | External, backlit, EMS                        | 30 maximum are increased to 50                                                                                                                                                      |
|                             | Proposed PI-2   | 1                                                                                                                                                                          | 6                                      | 50                                                                                             | NA                | 5                     | External, backlit, EMS                        |                                                                                                                                                                                     |
| Wall                        | Existing MX1    | 1 per tenant on first floor with street frontage                                                                                                                           | 20; higher by plan commission approval | 25 (each sign) or 1 per linear foot of frontage (each sign), not to exceed 75                  | NA                | NA                    | External, backlit, internal if lettering only | Maximum Number, and Maximum Area are not new changes; rather, the proposed regulations are similar to a past Plan Commission approval.<br><br>EMS added as new illumination option. |
|                             | Proposed PI-2   | 1 per street frontage on first floor<br><br>1 additional on west facade (Broadway ST)                                                                                      | Below parapet, 20 if no parapet exists | 650 on north façade (Wisconsin ST)<br><br>55 on west façade-1 <sup>st</sup> sign (Broadway ST) | NA                | NA                    | External, backlit, internal if lettering only |                                                                                                                                                                                     |

|                                            |                  |                                                                        |    |                                                                                                                                                              |    |                                |    |      |
|--------------------------------------------|------------------|------------------------------------------------------------------------|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------------------------|----|------|
|                                            |                  |                                                                        |    | 330 on west<br>façade-2 <sup>nd</sup><br>sign<br>(Broadway<br>ST)<br><br>15 on south<br>façade<br>(Lweis ST)<br><br>15 on east<br>façade<br>(Michigan<br>ST) |    |                                |    |      |
| <b>Window</b>                              | Existing<br>MX1  | 1 per street<br>fronting<br>window (2<br>window<br>signs<br>maximum)   | NA | 30% of first<br>floor street<br>fronting<br>window<br>area                                                                                                   | NA | Inside<br>window<br>only       | NA | Same |
|                                            | Proposed<br>PI-2 | 1 per street<br>fronting<br>window (2<br>window<br>signs<br>maximum)   | NA | 30% of first<br>floor street<br>fronting<br>window<br>area                                                                                                   | NA | Inside<br>window<br>only       | NA |      |
| <b>Interior<br/>(visible from<br/>ROW)</b> | Existing<br>MX1  | 1 per street<br>fronting<br>window (2<br>interior<br>signs<br>maximum) | NA | 30% of first<br>floor street<br>fronting<br>window<br>area                                                                                                   | NA | 5 (from<br>interior<br>window) | NA | Same |
|                                            | Proposed<br>PI-2 | 1 per street<br>fronting<br>window (2<br>interior<br>signs<br>maximum) | NA | 30% of first<br>floor street<br>fronting<br>window<br>area                                                                                                   | NA | 5 (from<br>interior<br>window) | NA |      |

## Notes:

- A. In 2020, Plan Commission approved two wall signs at 221 S Broadway that did not comply with current MX1 regulations. The proposed PI-2 regulations in the master plan make the two signs permissible.
- B. Regulations for specific sign types, as well as construction, installation, and maintenance regulation are in Zoning Ordinance Sections 14-114 and 14-115.

## PART H. SUPPLEMENTAL REGULATIONS FOR ELECTRONIC MESSAGE SIGNS (EMS)

| DISTRICTS AND DIFFERENCES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Supplemental Regulations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Existing MX1 | Proposed PI-2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Differences                                                          |
| (a) EMS must not be utilized as a stand-alone sign and must be incorporated into or attached to an otherwise allowed wall or freestanding sign so that separation between the 2 signs is limited to one foot.                                                                                                                                                                                                                                                                                                                                                                                                                                       | Same         | (a) EMS must not be utilized as a stand-alone sign and must be incorporated into an allowed wall sign on the west façade (facing Broadway ST).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Allows an EMS to be part of a specific wall sign on the west facade. |
| (b) EMS may not occupy more than 30% of the sign area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Same         | (b) EMS cannot occupy more than 33.3% of the wall sign (110 SF).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Increases area from 30% (99 SF) to 33.3% (110 SF).                   |
| (c) EMS are allowed on monument and pole signs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Same         | (c) EMS are prohibited on monument and pole signs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Prohibits monument and pole sign types.                              |
| (d) EMS must be perpendicular to the street frontage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Same         | (d) EMS must be parallel to the street frontage.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Changes perpendicular requirement to parallel.                       |
| (e) EMS must have a minimum display time of 8 seconds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Same         | (e) EMS must have a minimum display time of 15 seconds.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Increases display time from 8 seconds to 15 seconds.                 |
| (f) The transition time between messages and/or message frames is limited to 3 seconds and these transitions may employ fade, dissolve, and/or other transition effects. Flashing or video is prohibited.                                                                                                                                                                                                                                                                                                                                                                                                                                           | Same         | (f) The transition time between messages and/or message frames is limited to 3 seconds and these transitions may employ fade, dissolve, and/or other transition effects. Flashing or video is prohibited.                                                                                                                                                                                                                                                                                                                                                                                                                                           | Same                                                                 |
| (g) The EMS must be equipped with photosensitive equipment which automatically adjusts the brightness and contrast of the sign in direct relation to the ambient outdoor illumination. The sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness. Such sign may not be illuminated at a level greater than necessary for adequate visibility. Message center signs that are found to be too bright must be modified upon an order by the city. | Same         | (g) The EMS must be equipped with photosensitive equipment which automatically adjusts the brightness and contrast of the sign in direct relation to the ambient outdoor illumination. The sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during daylight hours and a maximum illumination of 500 nits (candelas per square meter) between dusk to dawn as measured from the sign's face at maximum brightness. Such sign may not be illuminated at a level greater than necessary for adequate visibility. Message center signs that are found to be too bright must be modified upon an order by the city. | Same                                                                 |

|                                                                                                                                                                                                           |      |                                                                                                                                                                                                           |                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| (h) Including an EMS as part of a permanent sign will prohibit the use of any portable signs.                                                                                                             | Same | (h) Including an EMS as part of a permanent sign will prohibit the use of any portable signs.                                                                                                             | Same                                              |
| (i) EMS signs may not display off-premise commercial advertising.                                                                                                                                         | Same | (i) EMS signs may not display off-premise commercial advertising.                                                                                                                                         | Same                                              |
| (j) EMS signs in mixed-use districts must be extinguished (turned off) between 30 minutes after the close of all businesses on the lot and 30 minutes before the opening of any business on the same lot. | Same | (j) EMS signs in mixed-use districts must be extinguished (turned off) between 30 minutes after the close of all businesses on the lot and 30 minutes before the opening of any business on the same lot. | Same<br>(not applicable for PI-2)                 |
| (k) EMS signs in the special districts must be extinguished (turned off) between 10:00p.m. and 6:00 a.m.                                                                                                  | Same | (k) EMS signs in the special districts must be extinguished (turned off) between 10:00p.m. and 6:00 a.m.                                                                                                  | Same                                              |
| (l) Multiple EMS signs on the same wall sign face must have the display time and transition time sequenced so that messages transition from one message to another simultaneously.                        | NA   | (l) Multiple EMS signs on the same wall sign face must have the display time and transition time sequenced so that messages transition from one message to another simultaneously.                        | New regulation, agreed upon with Plan Commission. |

## PART I. OTHER REGULATIONS THAT ARE NOT REFERENCED IN TABLES A THROUGH

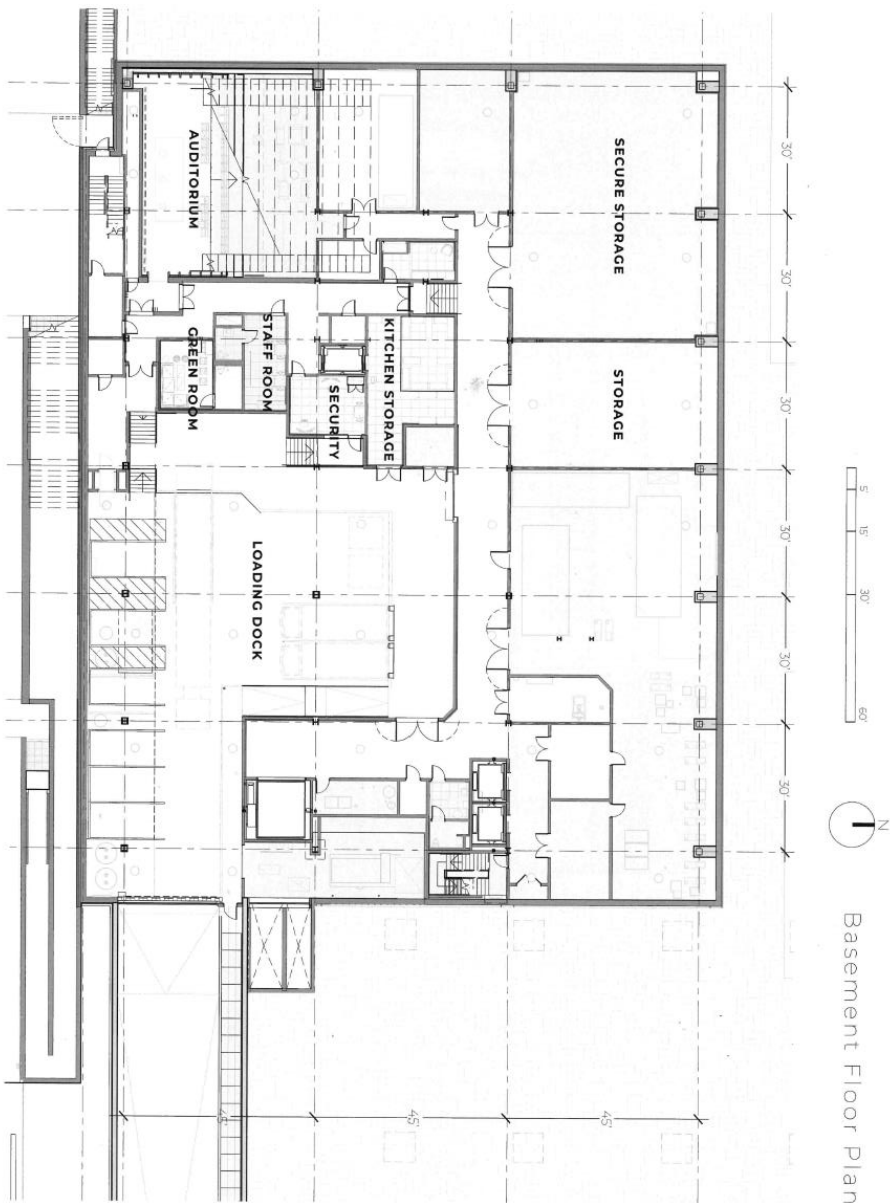
## DISTRICTS AND DIFFERENCES

| Other Regulations                                                                  | Existing MX1                                                                 | Proposed PI-2                                                                                                                  | Differences                                                                          |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Parking Lot Fence Height (ft.)</b>                                              | 8                                                                            | 12                                                                                                                             | Increases area from 8 feet to 12 feet.                                               |
| <b>Southeast Truck Driveway Width (ft.)<br/>(at Michigan ST and Lewis ST only)</b> | Width at Property Line: 25<br>Flare (each side): 10<br>Opening (at Curb): 45 | Width at Property Line: 25<br>Flare (each side): 10<br>Opening (at Curb): 45<br><br>Concrete Pavers (adjacent to<br>flares): 6 | 6-foot concrete pavers<br>added. Approved in 2023 as<br>shown in attached site plan. |

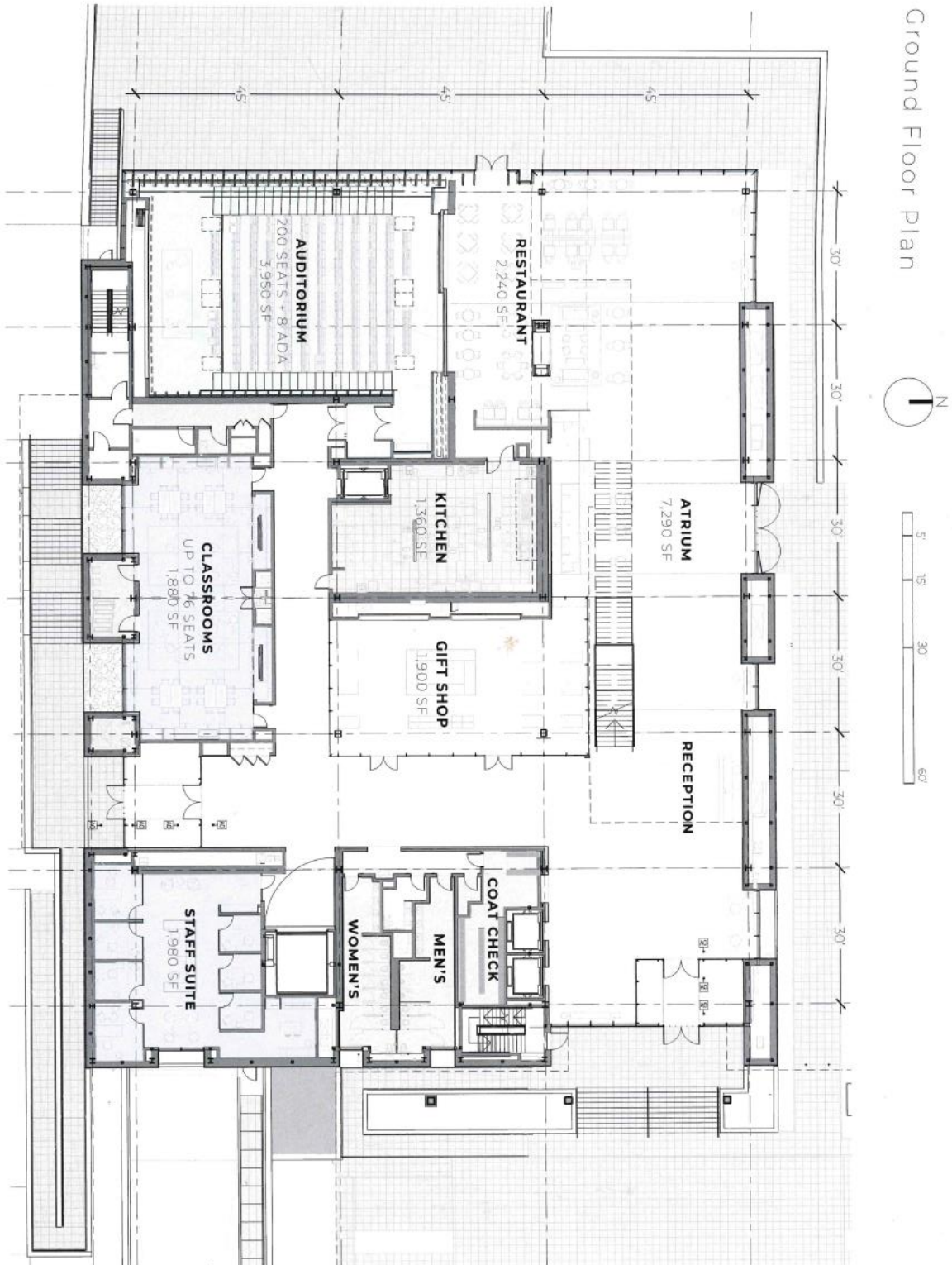
Attachment A  
Approved Site Plan

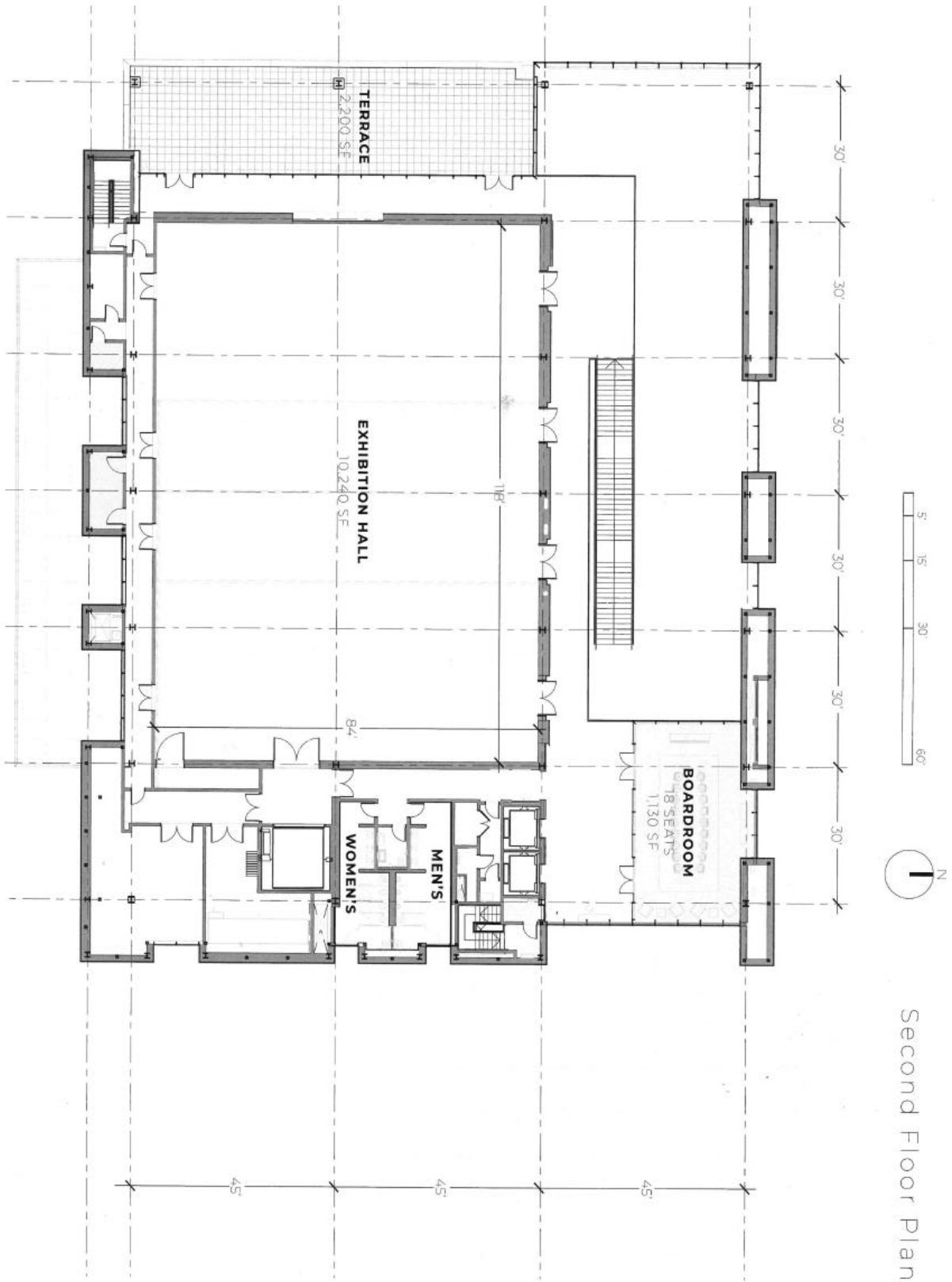


## Attachment B – Floor Plan



## Ground Floor Plan





Second Floor Plan

Attachment C

Transportation Plan

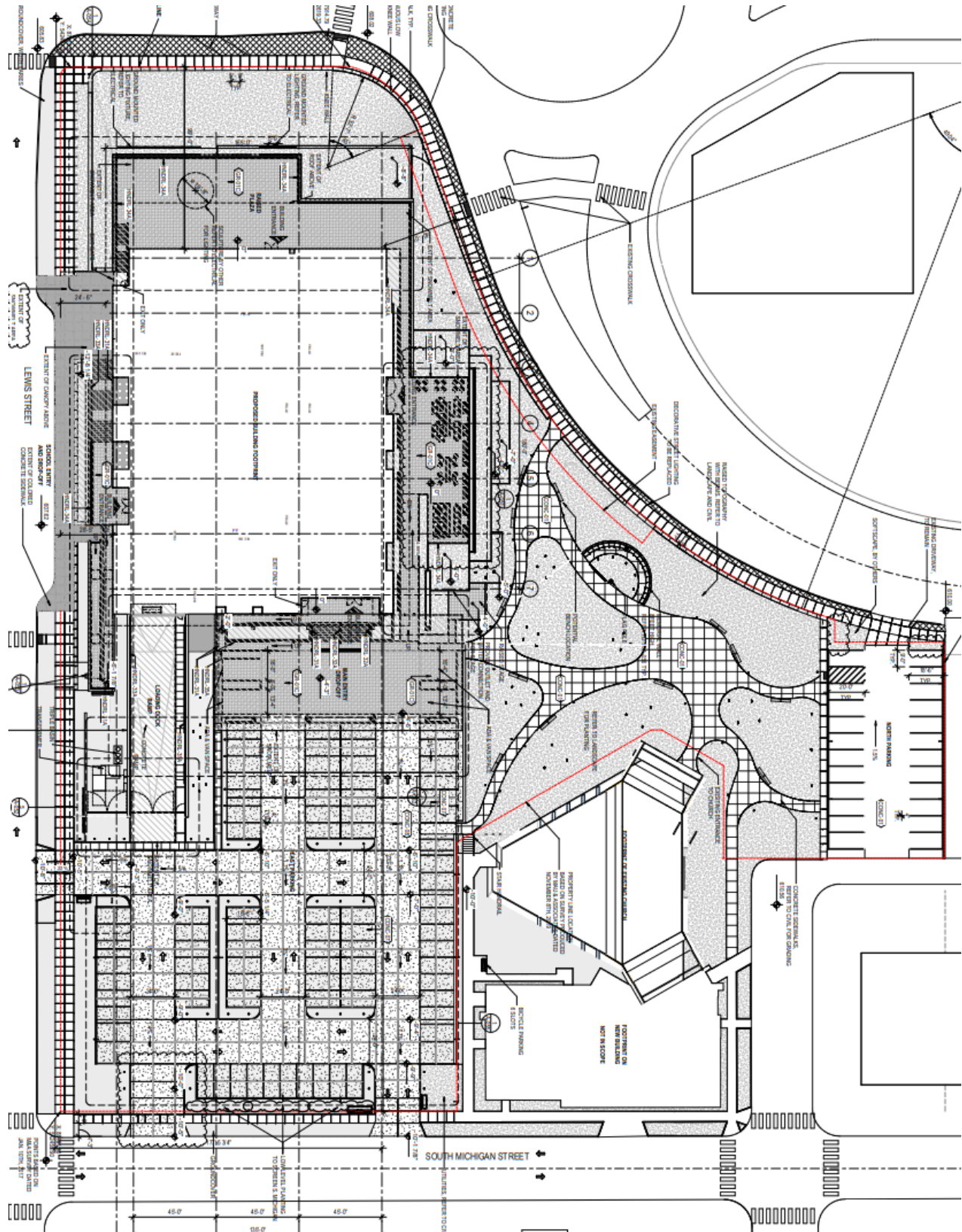
Attachment D

Landscape Plan

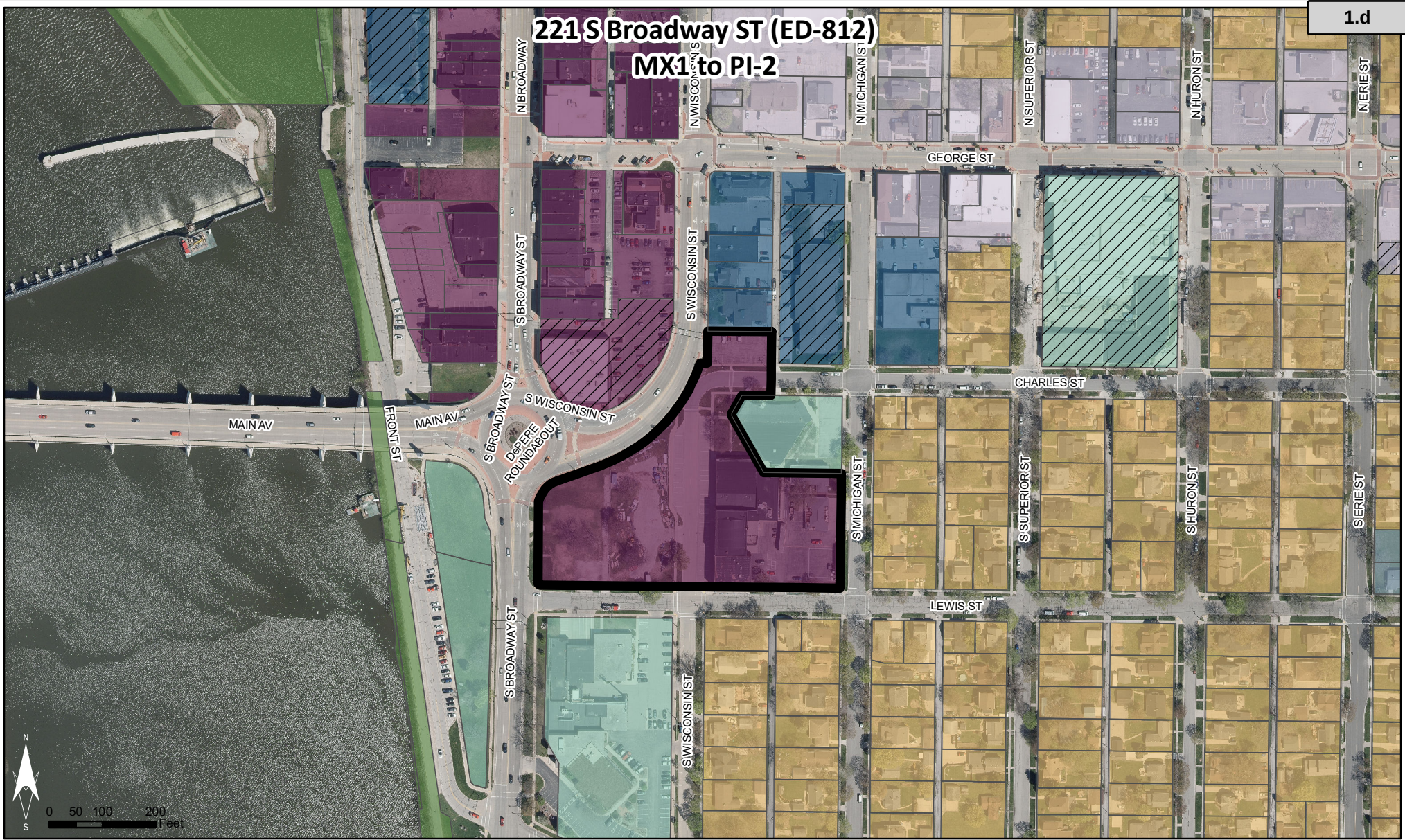




## Site Plan







## Zoning Map Amendment Detail (Draft For Review - September 2024)

|                                         |                                 |                                      |                                                    |
|-----------------------------------------|---------------------------------|--------------------------------------|----------------------------------------------------|
| Parcels                                 | A: Agricultural                 | RM-2 Multi-Unit Districts            | C: Commercial                                      |
| Pre-Existing PDD (Prior to Jan 1, 2023) | R1-80: Single-Dwelling Detached | MX1: Downtown Mixed-Use District     | BP-1: Business Park 1                              |
|                                         | R1-60: Single-Dwelling Detached | MX2: Neighborhood Mixed-Use District | BP-2: Business Park 2                              |
|                                         | R1-45: Single-Dwelling Detached | MX3: Corridor Mixed-Use District     | I: Industrial                                      |
|                                         | R2-60: Two-Unit                 | GX1: Office-Residential Mix District | CON: Conservancy                                   |
|                                         | R2-45: Two-Unit                 | GX2: Neighborhood Office-Residential | PI-1: Neighborhood Public & Institutional District |
|                                         | RM-1: Multi-Unit Districts      | O: Office                            | PI-2: Campus Public & Institutional District       |

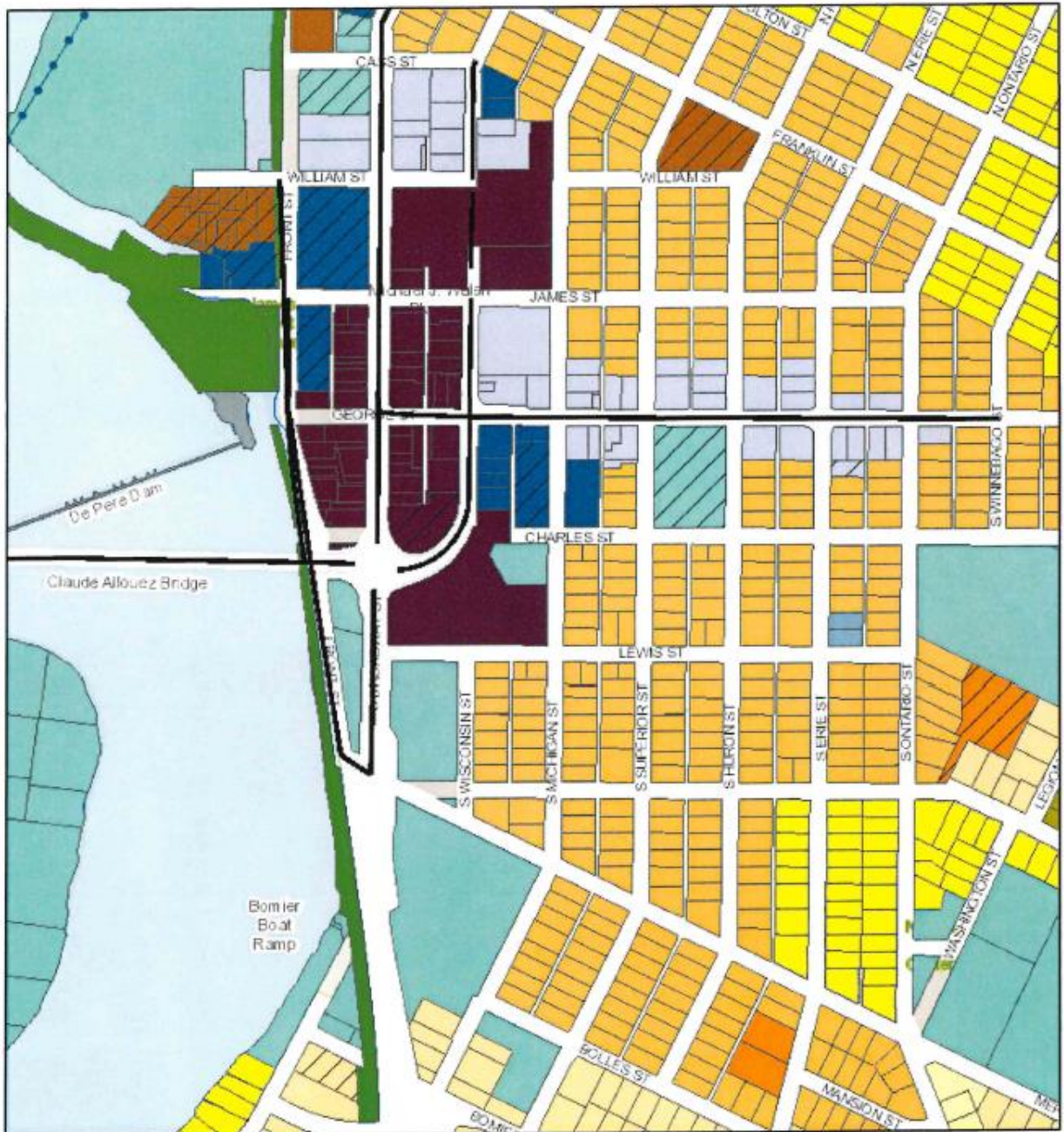
This map was produced utilizing a variety of sources the City of De Pere reasonably believes are reliable, including GIS data, some of which was under development at the time this map was produced. The City of De Pere makes no warranty, either expressed or implied, including no warranty as to fitness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



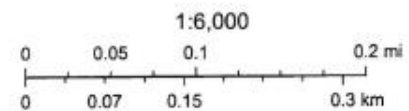
**LEGAL DESCRIPTION**

Lot 1, Volume 54 Certified Survey Maps, :page 312, Map Number 7902, Document No. 2415438, Brown County Records, together with that portion of vacated S Wisconsin Street as described in Document Number 2933859, and also together with that portion of vacated Charles Street as described in Document Number 2941240, Brown County Records being located in part of the original plat of De Pere and Part of Dickinson's Addition to the Original Plat of De Pere, all located in parts of Private Claims 32 and 33, East Side of the Fox River, City of De Pere, Brown County, Wisconsin





7/22/2024, 9:46:29 AM





City of De Pere, Wisconsin

**Request For Common Council Action**

---

**MEETING DATE:** October 15, 2024

**DEPARTMENT:** City Attorney

**FROM:** Angela Zills

**SUBJECT:** C. Ordinance#24-21 Approving Zoning Map Amendment from MX1  
Downtown Mixed-Use District to PI-2 Campus Public &  
Institutional District (Parcel ED-812; 221 South Broadway Street).

---

**ATTACHMENTS:**

- Ord24-21 (PDF)

ORDINANCE #24-21  
 APPROVING ZONING MAP AMENDMENT FROM MX1 DOWNTOWN MIXED-USE DISTRICT  
 TO PI-2 CAMPUS PUBLIC & INSTITUTIONAL DISTRICT  
 (Parcel ED-812; 221 South Broadway Street)

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

WHEREAS, the City Clerk, having published a Class 2 Notice of Public Hearing regarding such proposed zoning change and Zoning Map amendment and, pursuant thereto, a public hearing having been held on the 15th day of October, 2024 at 7:35 p.m. and the Common Council having heard all interested parties or their agents and attorneys;

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

Section 1. That the following described property:

**ED-812:**

Lot 1, Volume 54 Certified Survey Maps, page 312, Map Number 7902, Document No. 2415438, Brown County Records, together with that portion of vacated S Wisconsin Street as described in Document Number 2933859, and also together with that portion of vacated Charles Street as described in Document Number 2941240, Brown County Records being located in part of the original plat of De Pere and Part of Dickinson's Addition to the Original Plat of De Pere, all located in parts of Private Claims 32 and 33, East Side of the Fox River, City of De Pere, Brwon County, Wisconsin

shall be and the same is hereby rezoned from the present zoning classification of MX1 Downtown Mixed-Use District to PI-2 Campus Public & Institutional District as set forth in and regulated by

Ordinance #24-21

Page 2 of 2

the provisions of Chapter 14, Article V Special Districts, the permitted uses identified under Article VII. Uses and on the Principal Use Table (DPMC Chapter 14, Article VII – Uses, Table 7.1) and pursuant to Section 14-72 De Pere Zoning Code, conditioned upon compliance with the provisions of Chapter 14, DPMC.

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

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

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 5th day of March, 2024.

APPROVED:

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

ATTEST:

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

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

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

Board/Committee Approval: 9/23/2024

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

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



City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** City Clerk

**FROM:** Carey Danen

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

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City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** Human Resources

**FROM:** Shannon Metzler

**SUBJECT:** Recommendation from Finance/Personnel Committee to Approve  
2025 Benefit Renewal & Plan Design Changes.

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**ATTACHMENTS:**

- 2025 Renewal Memo - City of De Pere- Final (PDF)

# CITY OF DE PERE MEMO



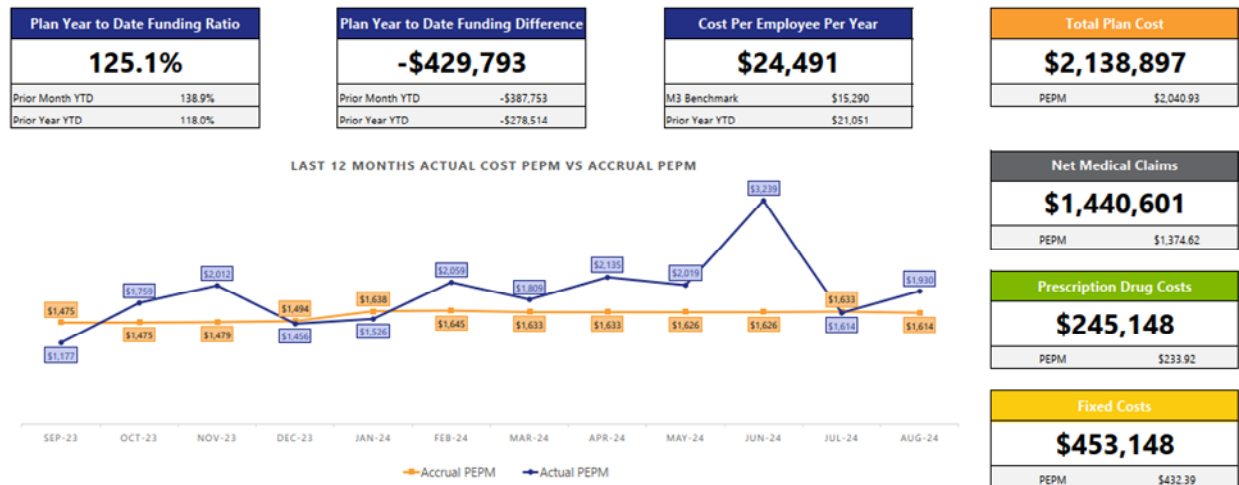
To: Members of the Finance/Personnel Committee  
From: Shannon Metzler, Human Resources Director  
Date: October 8, 2024

RE: Recommendation and Possible Action to Approve 2024 Benefit Renewal & Plan Design Changes

Note: At the October 8, 2024, Finance/Personnel Committee the below recommendation was approved unanimously. We continue to monitor the benefit plans provided to the employees to maintain high value, financially stable design and costs. After two years of reducing our health plan surplus, we are now in a position in which we must ensure that our budget matches our expected health plan costs. As in previous years, below showcases the status of the health plan as well as our recommendations for the 2025 plan year.

## HEALTH PLAN PERFORMANCE

Current Plan Year: January 2024 – December 2024 | Claims Paid Through: August 2024



|                                                                                      |                  |
|--------------------------------------------------------------------------------------|------------------|
| Health Fund Reserve Balance ( <i>through 2023</i> )                                  | \$1,420,913      |
| 2024 Year to Date Deficit                                                            | <b>\$429,793</b> |
| Current Estimated Reserve Balance ( <i>through July, 2024</i> )                      | \$991,120        |
| Recommended minimum Health Fund Reserve Balance ( <i>4 months of health spend</i> )  | \$855,692        |
| Conservative minimum Health Fund Reserve Balance ( <i>6 months of health spend</i> ) | \$1,283,538      |
| Difference between Estimated Reserve Balance & Recommended Reserve Balance           | \$135,428        |
| Difference between Estimated Reserve Balance & Conservative Reserve Balance          | <b>\$292,418</b> |



## MEDICAL PLAN RECOMMENDATIONS

### 2025 RENEWAL RATES

We are recommending moving forward with a 10% increase for the 2025 plan year. This increase is based on increased medical claims costs for the City.

| MEDICAL PLAN | CURRENT    | RENEWAL    |
|--------------|------------|------------|
| Single:      | \$663.30   | \$729.63   |
| EE+1:        | \$1,234.55 | \$1,358.01 |
| Family:      | \$2,024.86 | \$2,227.35 |

### MEDICAL PLAN DESIGN

This year, we reviewed benchmark data regarding how our medical plan benefits compared to other employers in Northeast Wisconsin. Specifically, we looked at other public sector entities in the area. To more closely align with this information, we are proposing increasing our individual and family out of pocket maximums as follows:

|                              | CURRENT    |                | RENEWAL    |                |
|------------------------------|------------|----------------|------------|----------------|
|                              | IN NETWORK | OUT OF NETWORK | IN NETWORK | OUT OF NETWORK |
| <b>Out-of-Pocket Maximum</b> |            |                |            |                |
| Single                       | \$3,000    | \$4,000        | \$4,000    | \$5,000        |
| Employee + One               | \$6,000    | \$8,000        | \$7,000    | \$8,000        |
| Family                       | \$7,000    | \$8,000        | \$8,000    | \$9,000        |

In addition, to steer our members to the appropriate place of treatment for care and as a result of a change in provider billing practices, we are recommending changing our emergency room benefit to apply to a member's deductible and coinsurance after the current \$200 copayment.

These two modifications will result in approximately 1.5% savings to the health plan and better align with the market and standard benefit offerings in the area.

### STOP LOSS INSURANCE CARRIER CHANGE

Each year the City purchases stop loss insurance to protect our health plan from high-cost claimants. We solicit proposals from several different carriers to ensure we have the most economically feasible option built into our plan. For 2025, our current carrier, QBE, proposed a 28.4% increase to the 2024 rates. We marketed these plans to five additional stop loss carriers. The best financial offer is with Sun Life, who was our stop loss carrier prior to 2024. The overall increase to the stop loss premium is 14.4%, which is slightly less than our budgeted increase of 15%.

### PHARMACY BENEFIT MANAGER REVIEW

Historically our pharmacy benefit management contract with the National Cooperative Rx (NCRx) has been three years. This contract was set to renew on 1/1/2025. Due to this, with the assistance of M3, we did seek other proposals in the marketplace. After conducting the financial review, it was determined that the NCRx offer with CVS as our vendor was the best priced solution. Thus, we will be renewing that contract. Furthermore, future contracts may be reviewed on an annual basis, allowing the City more flexibility in the changing landscape of prescription coverage.

### DENTAL PLAN RECOMMENDATIONS

#### **2025 RENEWAL RATES**

Based on the plan performance, we are recommending a 3% increase to our Delta Dental self-funded plan. The CarePlus (Dental Associates) rates, which is a fully-insured plan, will also have a 3% increase for 2025.

| DENTAL PLAN – DELTA DENTAL | CURRENT  | RENEWAL  |
|----------------------------|----------|----------|
| Single:                    | \$43.60  | \$44.91  |
| Family:                    | \$132.53 | \$136.51 |
| DENTAL PLAN – CARE PLUS    | CURRENT  | RENEWAL  |
| Single:                    | \$36.34  | \$37.43  |
| Family:                    | \$103.70 | \$106.81 |

#### **Care Plus Expanded Network**

The City has partnered with Dental Associates to offer a less expensive dental plan with a more limited network. This year Dental Associates approached the City with an offer to expand the in-network providers to include Midwest Dental clinics. This will create more opportunities for our members to seek in network providers on this plan. There is no cost for this expanded network.

### VISION PLAN RECOMMENDATIONS

#### **2025 RENEWAL RATES**

The United Healthcare fully-insured voluntary vision plan was up for a renewal in 2025. We did receive a 5% increase to the rates and those rates are guaranteed for 3 additional years. As a reminder, this is an employee paid benefit with no impact to budget.

| VISION PLAN          | CURRENT | RENEWAL |
|----------------------|---------|---------|
| Single:              | \$6.31  | \$6.63  |
| Employee/Spouse:     | \$11.97 | \$12.57 |
| Employee/Child(ren): | \$14.04 | \$14.74 |
| Family:              | \$19.75 | \$20.74 |

If you have questions in advance of the meeting, please contact me at 339-4045.



## City of De Pere, Wisconsin

### Request For Common Council Action

---

**MEETING DATE:** October 15, 2024

**DEPARTMENT:** Human Resources

**FROM:** Shannon Metzler

**SUBJECT:** Recommendation from Finance/Personnel Committee to forward to Common Council to Approve Salaries for Mayor and City Council for 2026, 2027, 2028 and 2029.

---

#### ATTACHMENTS:

- Memo - Mayor Council Salaries for 2026 - 2029 (PDF)
- Mayor.Aldersperson Comparables-5.2024 (PDF)
- Summary of Mayor and Council Salaries - through 2025 (PDF)

# CITY OF DE PERE MEMO



To: Members of the Finance/Personnel Committee

From: Shannon Metzler, Human Resources Director

Date: October 8, 2024

RE: Consideration and Possible Action to Determine Salaries for Mayor and City Council for 2026, 2027, 2028 and 2029

Note: At the 10/08/2024 Finance/Personnel Committee the below recommendation was approved to forward to Council to approve a wage increase.

Salaries for the positions of Mayor and Council are reviewed and set forward for the next terms. Wisconsin Statutes prohibit city officials who by virtue of their office are entitled to participate in setting the salary for that office, from collecting salary in excess of the salary provided at the time they took office during their term of office. Since the year 2025 is approaching, it is time to decide on salaries for 2026, 2027, 2028, and 2029. Going forward the City Council will set salaries for three-year increments, however since the next Mayoral term will be four-years, this year the Council will set salaries for four-years.

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

For your information, listed below are the salaries approved for 2024 through 2025 showing what was approved by the City Council in previous years. A 3.0% increase is being proposed for our non-represented employees for 2025.

|         |             |          |
|---------|-------------|----------|
| Mayor   | May 1, 2024 | \$27,182 |
|         | May 1, 2025 | \$27,726 |
| Council | May 1, 2024 | \$7,792  |
|         | May 1, 2025 | \$7,948  |

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

Thank you.

| Mayor/Aldersperson Comparables                                                  |            |                         |                         |                              |                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------|------------|-------------------------|-------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Municipality                                                                    | Population | Position                | 2024-2025 Salary        | Full Time City Administrator | Notes                                                                                                                                                                                                                                                    |
| De Pere*                                                                        | 25,293     | Village President/Mayor | \$27,726                |                              | \$750 stipend to be paid upon election or re-election for use of personal electronic device(s) for official city business.<br>\$750 stipend to be paid upon election or re-election for use of personal electronic device(s) for official city business. |
|                                                                                 |            | Trustee/Council Member  | \$7,948                 |                              |                                                                                                                                                                                                                                                          |
| Allouez                                                                         | 14,156     | Village President/Mayor | \$10,000                | Yes                          | No additional pay or benefits                                                                                                                                                                                                                            |
|                                                                                 |            | Trustee/Council Member  | \$6,732                 |                              |                                                                                                                                                                                                                                                          |
| Ashwaubenon                                                                     | 16,986     | Village President/Mayor | \$30,000 (Full-time)    | Yes                          | President is eligible for health/dental insurance and WRS. Also receives auto allowance.                                                                                                                                                                 |
|                                                                                 |            | Trustee/Council Member  | \$8,000                 |                              |                                                                                                                                                                                                                                                          |
| Menasha                                                                         | 18,270     | Village President/Mayor | \$80,000 (Full-time)    | No                           | President is \$5,808                                                                                                                                                                                                                                     |
|                                                                                 |            | Trustee/Council Member  | \$5,508                 |                              |                                                                                                                                                                                                                                                          |
| WI Rapids                                                                       | 18,716     | Village President/Mayor | \$83,572.14 (Full-time) | No                           | They can elect a phone stipend for \$20/mo plus Council President is \$15/mo, Chairperson is \$15/mo, Vice Chairperson is \$10/mo.                                                                                                                       |
|                                                                                 |            | Trustee/Council Member  | \$5,580                 |                              |                                                                                                                                                                                                                                                          |
| Marshfield                                                                      | 18,789     | Village President/Mayor | \$22,500                | Yes                          | Reduced by \$100/month for any month in which a member misses 2 or more required Council/Committee meetings. Shall receive \$45.00 per special Common Council meeting they attend above and beyond normal meetings.                                      |
|                                                                                 |            | Trustee/Council Member  | \$4,590                 |                              |                                                                                                                                                                                                                                                          |
| Mequon                                                                          | 25,000     | Village President/Mayor | \$21,600                | Yes                          |                                                                                                                                                                                                                                                          |
|                                                                                 |            | Trustee/Council Member  | \$4,800                 |                              |                                                                                                                                                                                                                                                          |
| Neenah                                                                          | 27,357     | Village President/Mayor | \$81,627.50 (full-time) | No                           | President gets additional \$60/month                                                                                                                                                                                                                     |
|                                                                                 |            | Trustee/Council Member  | \$5,544                 |                              |                                                                                                                                                                                                                                                          |
| Sun Prairie                                                                     | 37,310     | Village President/Mayor | \$21,989                | Yes                          | Council President is \$11,752<br>Receive city phone and ipad                                                                                                                                                                                             |
|                                                                                 |            | Trustee/Council Member  | \$7,381                 |                              |                                                                                                                                                                                                                                                          |
| West Bend                                                                       | 32,255     | Village President/Mayor | \$7,618                 | Yes                          | \$150/month expense allowance<br><br>\$30/month expense allowance except the President of the Board of Public Works receives \$55/month                                                                                                                  |
|                                                                                 |            | Trustee/Council Member  | \$4,236                 |                              |                                                                                                                                                                                                                                                          |
| Manitowoc                                                                       | 34,570     | Village President/Mayor | \$79,853 (full-time)    | No                           | After April 2025 it will be moved to midpoint of Grade Q of City comp structure (currently \$105,471)<br>Mayor - \$300 monthly car allowance<br>Alders - iPad which is kept by Alder at end of term.                                                     |
|                                                                                 |            | Trustee/Council Member  | \$5,400                 |                              |                                                                                                                                                                                                                                                          |
| Germantown                                                                      | 21,000     | Village President/Mayor | \$8,000                 | Yes                          | Receives additional \$100/month technology stipend                                                                                                                                                                                                       |
|                                                                                 |            | Trustee/Council Member  | \$5,500                 |                              |                                                                                                                                                                                                                                                          |
| *Rates listed for City of De Pere are the approved rates effective May 1, 2025. |            |                         |                         |                              |                                                                                                                                                                                                                                                          |

### Summary of Position Salaries

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

|            |          |         |
|------------|----------|---------|
| % Increase | 2.00%    | 2.00%   |
| 2022       | \$26,126 | \$7,489 |
| % Increase | 2.00%    | 2.00%   |
| 2023       | \$26,649 | \$7,639 |
| % Increase | 2.00%    | 2.00%   |
| 2024       | \$27,182 | \$7,792 |
| % Increase | 2.00%    | 2.00%   |
| 2025       | \$27,726 | \$7,948 |





## City of De Pere, Wisconsin

### Request For Common Council Action

**MEETING DATE:** October 15, 2024

**DEPARTMENT:** City Attorney

**FROM:** Angela Zills

**SUBJECT:** Recommendation from Finance/Personnel Committee to Approve Camera Corner Connecting Point Quotes for expansion of the City's Surveillance Camera System.

This item was unanimously approved at the Finance/Personnel Committee meeting on October 8, 2024, in the amount of \$155,693.98, and is being forwarded to the Common Council for final approval.

The Council approved \$125,000 of ARPA funding for a major expansion of the City of De Pere Camera Surveillance System. Following the City's purchasing policy, we requested quotes from 3 different vendors to supply cameras, related equipment, installation, and implementation of 7 potential camera projects. Each of the projects had its own Request for Quotes. All three vendors met with the city and toured project implementation locations to facilitate preparing their quotes. All 7 City Requests for Quotes are attached for your reference. The city staff recommendations will be presented during the meeting.

#### ATTACHMENTS:

- Staff Recommendations10-10-24 (PDF)
- Camera RFQ 1 (PDF)
- Camera RFQ 2 (PDF)
- Camera RFQ 3 (PDF)
- Camera RFQ 4 Optimist (PDF)
- Camera RFQ 5 Southwest Park (PDF)
- Camera RFQ 6 Investigator Mobile (PDF)
- Camera RFQ 7 Camera and Gateway (PDF)



**REQUEST FOR QUOTES EVALUATION MATRIX:**  
**VERKADA CAMERA PROJECTS 1-7**  
**CITY OF DE PERE CAMERA SYSTEMS**

City of De Pere, Wisconsin

Police Department

## INTRODUCTION

The City of De Pere set aside \$100,000 in ARPA funds to be utilized for the expansion of the City of De Pere Surveillance Camera system. In addition, there was \$49,000 in IT budget carryovers as well as \$12,000 in Parks Department Funding. In total there is \$161,000 set aside to replace the internal cameras in the PD, and expanding the existing camera system to incorporate cameras in the parks and in the East side downtown area.

The De Pere Police Department attempted to identify the greatest needs around the city for cameras for the following purposes:

- Police Department Security
- City Development Projects
- East Downtown Traffic and Traffic Incident Monitoring
- City Parks Security
- Mobile Investigative Camera Needs

The Department identified 7 specific camera projects and issued requests for quotes (RFQs) for each of the 7 projects. They were identified as follows:

1. Replacement of obsolete, end-of-life Police Department interior cameras.
2. East downtown traffic intersection camera at William / N. Broadway
3. Two Riverwalk Cameras and a PTZ camera on bridge with a wireless network connection to City Hall
4. Optimist Park Pavilion
5. Southwest Park Pavilion
6. Investigative Mobile Surveillance
7. Ready to Deploy 4 Camera system

Respondents were directed to include the following information in their quote responses:

1. Pricing
2. Local Experience and Knowledge
3. Qualifications and Capabilities

We received quotes from 3 different vendors who all carry the cloud-based Verkada cameras.

| Item   | CCCP          | HBS           | MSI           |
|--------|---------------|---------------|---------------|
| RFQ1   | \$ 44,324.05  | \$ 46,139.00  | \$ 50,723.00  |
| RFQ2   | \$ 14,272.25  | \$ 15,312.00  | \$ 17,930.00  |
| RFQ3   | \$ 34,212.68  | \$ 37,254.00  | \$ 41,480.00  |
| RFQ4   | \$ 13,269.00  | \$ 16,666.00  | \$ 19,100.00  |
| RFQ5   | \$ 13,269.00  | \$ 16,666.00  | \$ 19,100.00  |
| RFQ6   | \$ 23,098.00  | \$ 30,102.00  | \$ 41,088.00  |
| RFQ7   | \$ 13,249.00  | \$ 14,095.00  | \$ 16,992.00  |
| TOTALS | \$ 155,693.98 | \$ 176,234.00 | \$ 206,413.00 |

Based upon our evaluation of the three categories, city staff is recommending awarding the projects to Camera Corner Connecting Point. Final contracts will be brought to a future City Council Meeting.



**REQUEST FOR QUOTE:**  
**VERKADA SURVEILLANCE CAMERA PROJECT #1**  
**POLICE DEPARTMENT INTERIOR CAMERAS**

City of De Pere, Wisconsin

Police Department

Issued: September 23, 2024

Quotes Due: October 4, 2024 by 4:00PM

City of De Pere — Request for Quote: Verkada Camera Project #1  
335 S. Broadway, De Pere, WI 54115  
Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

## A. INTRODUCTION AND SUMMARY

Through this Request for Quote (RFQ), the City of De Pere Police Department (DPPD) is seeking proposals from qualified professional technology services firms to provide assistance with the purchase, installation, and configuration of Verkada cloud-based surveillance cameras and necessary software licensing, cloud storage licensing, maintenance contracts, and warranty. The Common Council authorized the installation of the system at the location specified below and has allocated funds for this project.

This RFQ will be used to establish a list of qualified professional technology services companies. Submissions must be received by the Police Department at City Hall, 335 S. Broadway, De Pere, WI 54115 no later than 4:00 p.m. on October 4, 2024.

The City will award a contract to one (1) full-service firm to implement a Verkada Camera deployment at the site detailed below. Contracts must be signed no later than December 31, 2024.

## B. COMMUNITY OVERVIEW

The approximately 25,000 people who call the City of De Pere, Wisconsin home know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The excellent schools, a dynamic downtown, successful business parks, and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents. The residences, businesses, and commercial areas are connected with a transportation and green space network that accommodates cars, bikes, and pedestrians. The beautiful Fox River is the focal point of the City Center, and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.

## C. SCOPE OF WORK

The site for Verkada Camera Project #1 is the interior of the City of De Pere Police Department. The City currently has another building with a Verkada camera system installed so this project will add additional cameras to the city's existing Verkada Command Application. This project will include the installation of 12 total Verkada Cameras, required mounting hardware, and running the Cat6 POE ethernet cable necessary to power the cameras, and provide data pathways for same to POE switches provided by the City of De Pere within the building. Further, the project will also include removing legacy cameras mounted in the building previously. The delineation of the cameras and their locations is included below:

| # | Qty | Camera Type                          | Location / Notes                       |
|---|-----|--------------------------------------|----------------------------------------|
| 1 | 1   | Verkada CM42 Indoor Mini Dome Camera | Vestibule between main City Hall doors |

City of De Pere — Request for Quote: Verkada Camera Project #1

335 S. Broadway, De Pere, WI 54115

Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

|    |   |                                       |                                                  |
|----|---|---------------------------------------|--------------------------------------------------|
| 2  | 1 | Verkada CF81-E Outdoor Fisheye Camera | City Hall Lobby                                  |
| 3  | 1 | Verkada CF81-E Outdoor Fisheye Camera | Police Department Officers' Workstation Hallway  |
| 4  | 1 | Verkada CM42 Indoor Mini Dome Camera  | Interior of Secure Evidence Storage Area         |
| 5  | 1 | Verkada CF81-E Outdoor Fisheye Camera | Evidence Submittal and Packaging Room            |
| 6  | 1 | Verkada CM42 Indoor Mini Dome Camera  | Interior of Sergeant's Garage                    |
| 7  | 1 | Verkada CM42 Indoor Mini Dome Camera  | Rear Entrance of Police Department               |
| 8  | 1 | Verkada CF81-E Outdoor Fisheye Camera | Drive-thru sally port in police garage           |
| 9  | 1 | Verkada CF81-E Outdoor Fisheye Camera | Police 4-stall main garage                       |
| 10 | 1 | Verkada CM42 Indoor Mini Dome Camera  | Hallway entry to police department from fire     |
| 11 | 1 | Verkada CF81-E Outdoor Fisheye Camera | Basement stairwell near indoor range and storage |
| 12 | 1 | Verkada CF81-E Outdoor Fisheye Camera | Basement hallway 3-way intersection              |

## Camera Licensing and Storage Requirements

Each of the 12 locations will require a 5-year Verkada camera license as well as a 5-year Cloud Storage License for 121 days. Cameras will only need 30 days of on-board storage. We currently operate under a minimum video records retention period requirement of 120 days.

## Installation Materials and Shipping

All needed installation materials such as Cat6 Plenum, Cat6 patch cables, modular jacks, camera mounts, and miscellaneous installation hardware should be included in the quote. Any shipping charges should also be listed as shipping and included in the quote.

## D. QUOTE SUBMITTAL QUESTIONS

All questions shall be submitted in written form to the contact information provided below by Tuesday, October 1, 2024. Requests to tour the project site in person shall also be submitted in written form by that date. Requests to tour may be made earlier to allow more time for quote preparation.

## E. SUBMISSION REQUIREMENTS

The City wishes to evaluate each quote under the same uniform review standards. Proposals for this project should be organized in the following order and contain all of the following information:

- Hardware Costs
- Licensing and Software Costs, including cloud storage licensing for a minimum of 121 days
- Shipping Costs
- Installation Costs

City of De Pere — Request for Quote: Verkada Camera Project #1  
 335 S. Broadway, De Pere, WI 54115  
 Email: jmuraski@deperewi.gov Phone: 920-339-4078

Respondent shall submit one (1) electronic copy in PDF format to Chief of Police Jeremy Muraski via email to [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov).

In order to be considered, quotes must be received no later than 4:00 PM, Central Time, October 11, 2024.

Quotes should include all of the following:

1. Bill of Materials (BOM) must include itemized pricing for hardware, software, and labor.
2. Total Labor Costs for installation and configuration of all 12 cameras
3. Local Experience and Knowledge: Demonstrate local knowledge and availability to the City of De Pere and understanding of the video surveillance needs of a city in this area.
4. Qualifications and Capabilities: This section shall include the firm's name, area of expertise, a brief history of the firm, size, number of office locations, and business address of the office responsible for the contract. The name, address, and telephone number of the contact person responsible for their submittal shall be included. In addition, the following shall be included:
  - a. General description of firm's history of designing and implementing Verkada camera solutions using the specific to the hardware listed above and the Verkada Command interface.
  - b. Experience of the firm in maintaining, troubleshooting, repairing, and performing warranty work on Verkada camera systems.
  - c. Any certifications or partnership status levels currently held by the firm (e.g. Gold Partner)
  - d. A statement indicating they are an authorized warranty and/or repair center for Verkada camera systems, including an estimated response turnaround time in the event a camera, cellular gateway, or other piece of Verkada equipment would fail and need to be replaced.

## F. SELECTION PROCESS

The following describes the anticipated general review process.

1. Quote review.
2. Staff recommendation to the Finance and Personnel Committee.
3. Common Council approval of the selected technology services firm.
4. Finalize/execute service contract. The firm will also be expected to sign the City's Consultant Agreement and provide proof of insurance. The consultant agreement is attached as a PDF.

City of De Pere — Request for Quote: Verkada Camera Project #1  
 335 S. Broadway, De Pere, WI 54115  
 Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078





**REQUEST FOR QUOTE:**  
**VERKADA SURVEILLANCE CAMERA PROJECT # 2**  
**EAST DOWNTOWN INTERSECTION CAMERAS**

City of De Pere, Wisconsin

Police Department

Issued: September 23, 2024

Quotes Due: October 4, 2024 by 4:00PM

City of De Pere — Request for Quote: Verkada Camera Project #1  
335 S. Broadway, De Pere, WI 54115  
Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

## **A. INTRODUCTION AND SUMMARY**

Through this Request for Quote (RFQ), the City of De Pere Police Department (DPPD) is seeking proposals from qualified professional technology services firms to provide assistance with the purchase, installation, and configuration of Verkada cloud-based surveillance cameras and necessary software licensing, cloud storage licensing, maintenance contracts, and warranty. The Common Council authorized the installation of the system at the location specified below and has allocated funds for this project.

This RFQ will be used to establish a list of qualified professional technology services companies. Submissions must be received by the Police Department at City Hall, 335 S. Broadway, De Pere, WI 54115 no later than 4:00 p.m. on October 4, 2024.

The City will award a contract to one (1) full-service firm to implement a Verkada Camera deployment at the site detailed below. Contracts must be signed no later than December 31, 2024.

## **B. COMMUNITY OVERVIEW**

The approximately 25,000 people who call the City of De Pere, Wisconsin home know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The excellent schools, a dynamic downtown, successful business parks, and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents. The residences, businesses, and commercial areas are connected with a transportation and green space network that accommodates cars, bikes, and pedestrians. The beautiful Fox River is the focal point of the City Center, and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.

## **C. SCOPE OF WORK**

The site for Verkada Camera Project #2 is at the intersection of William and N. Broadway Streets in the City of De Pere. The City currently has another building with a Verkada camera system installed so this project will add additional cameras to the city's existing Verkada Command Application. This project will include the installation of one 4 sensor Verkada Camera, required mounting hardware, and a Verkada Outdoor Cellular Gateway device on a city utility pole. Power will be provided by utility poles by the City of De Pere, but the quote should include the necessary power adapters and any necessary weatherproof (NEMA) enclosures. The delineation of the cameras, and their locations is included below:

City of De Pere — Request for Quote: Verkada Camera Project #1  
335 S. Broadway, De Pere, WI 54115  
Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

| # | Qty | Camera Type                             | Location / Notes                             |
|---|-----|-----------------------------------------|----------------------------------------------|
| 1 | 1   | Verkada CH52-EF FIPS Multisensor Camera | Intersection of William/ N. Broadway Streets |
| 2 | 1   | Verkada GC31-E Outdoor Cellular Gateway | Intersection of William/ N. Broadway Streets |
|   |     |                                         |                                              |

### Camera Licensing and Storage Requirements

Each camera will require a 5-year Verkada camera license as well as a 5-year Cloud Storage License for 121 days. Cameras only need 30 days of on-board storage. For multisensory cameras, it is our understanding that each sensor requires a license. Please include the proper licensing in the quote.

### Installation Materials and Shipping

All needed installation materials such as Cat6 Plenum, Cat6 patch cables, modular jacks, camera mounts, and miscellaneous installation hardware should be included in the quote. Any shipping charges should also be listed as shipping and included in the quote.

### D. QUOTE SUBMITTAL QUESTIONS

All questions shall be submitted in written form to the contact information provided below by Tuesday, October 1, 2024. Requests to tour the project site in person shall also be submitted in written form by that date. Requests to tour may be made earlier to allow more time for quote preparation.

### E. SUBMISSION REQUIREMENTS

The City wishes to evaluate each quote under the same uniform review standards. Proposals for this project should be organized in the following order and contain all of the following information:

- Hardware Costs
- Licensing and Software Costs, including cloud storage licensing for a minimum of 121 days
- Shipping Costs
- Installation Costs

City of De Pere — Request for Quote: Verkada Camera Project #1  
 335 S. Broadway, De Pere, WI 54115  
 Email: jmuraski@deperewi.gov Phone: 920-339-4078

Respondent shall submit one (1) electronic copy in PDF format to Chief of Police Jeremy Muraski via email to [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov).

In order to be considered, quotes must be received no later than 4:00 PM, Central Time, October 4, 2024.

Quotes should include all of the following:

1. Bill of Materials (BOM) must include itemized pricing for hardware, software, and labor.
2. Total Labor Costs for installation and configuration of all equipment
3. Local Experience and Knowledge: Demonstrate local knowledge and availability to the City of De Pere and understanding of the video surveillance needs of a city in this area.
4. Qualifications and Capabilities: This section shall include the firm's name, area of expertise, a brief history of the firm, size, number of office locations, and business address of the office responsible for the contract. The name, address, and telephone number of the contact person responsible for their submittal shall be included. In addition, the following shall be included:
  - a. General description of firm's history of designing and implementing Verkada camera solutions using the specific to the hardware listed above and the Verkada Command interface.
  - b. Experience of the firm in maintaining, troubleshooting, repairing, and performing warranty work on Verkada camera systems.
  - c. Any certifications or partnership status levels currently held by the firm (e.g. Gold Partner)
  - d. A statement indicating they are an authorized warranty and/or repair center for Verkada camera systems, including an estimated response turnaround time in the event a camera, cellular gateway, or other piece of Verkada equipment would fail and need to be replaced.

## F. SELECTION PROCESS

The following describes the anticipated general review process.

1. Quote review.
2. Staff recommendation to the Finance and Personnel Committee.
3. Common Council approval of the selected technology services firm.
4. Finalize/execute service contract. The firm will also be expected to sign the City's Consultant Agreement and provide proof of insurance. The consultant agreement is attached as a PDF.



**REQUEST FOR QUOTE:**  
**VERKADA SURVEILLANCE CAMERA PROJECT # 3**  
**RIVERWALK CAMERAS AND WIRELESS INFRASTRUCTURE**

City of De Pere, Wisconsin

Police Department

Issued: September 23, 2024

Quotes Due: October 4, 2024 by 4:00PM

City of De Pere — Request for Quote: Verkada Camera Project #1  
335 S. Broadway, De Pere, WI 54115  
Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

## A. INTRODUCTION AND SUMMARY

Through this Request for Quote (RFQ), the City of De Pere Police Department (DPPD) is seeking proposals from qualified professional technology services firms to provide assistance with the purchase, installation, and configuration of Verkada cloud-based surveillance cameras and necessary software licensing, cloud storage licensing, maintenance contracts, and warranty. The Common Council authorized the installation of the system at the location specified below and has allocated funds for this project.

This RFQ will be used to establish a list of qualified professional technology services companies. Submissions must be received by the Police Department at City Hall, 335 S. Broadway, De Pere, WI 54115 no later than 4:00 p.m. on October 4, 2024.

The City will award a contract to one (1) full-service firm to implement a Verkada Camera deployment at the site detailed below. Contracts must be signed no later than December 31, 2024.

## B. COMMUNITY OVERVIEW

The approximately 25,000 people who call the City of De Pere, Wisconsin home know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The excellent schools, a dynamic downtown, successful business parks, and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents. The residences, businesses, and commercial areas are connected with a transportation and green space network that accommodates cars, bikes, and pedestrians. The beautiful Fox River is the focal point of the City Center, and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.

## C. SCOPE OF WORK

The site for Verkada Camera Project #3 is the City Of De Pere Riverwalk and the Claude Allouez Bridge in the City of De Pere. The City currently has another building with a Verkada camera system installed so this project will add 3 additional cameras to the city's existing Verkada Command Application. Further this project will install a wireless bridge from a light pole on the bridge back to the De Pere City Hall rooftop antenna located at 400 Lewis Street. The bridge mounted wireless hardware will be expected to be robust enough, and have enough bandwidth to support up to 10 Verkada cameras to support future potential camera deployment. The two cameras deployed along the riverwalk will likewise require wireless connections to the wireless hardware mounted on the bridge for their data connectivity. This project will also include the installation of two 4 sensor Verkada Cameras, required mounting hardware on two city utility poles on the Riverwalk and one PTZ camera

City of De Pere — Request for Quote: Verkada Camera Project #1  
335 S. Broadway, De Pere, WI 54115  
Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

mounted to the same utility pole on the bridge as the network bridge hardware. As the PTZ camera will be co-located with the network bridge, it could plug directly into the network bridge unit. Power will be provided by utility poles by the City of De Pere, but the quote should include the necessary power adapters and any necessary weatherproof (NEMA) enclosures. The delineation of the cameras, and their locations is included below along with a map showing the approximate locations of the project hardware:

| # | Qty | Camera Type                                                                                      | Location / Notes                                                     |
|---|-----|--------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| 1 | 1   | Verkada CH52-EF FIPS Multisensor Camera and wireless bridge (approximately 1200 feet)            | Riverwalk South end (C1)                                             |
| 2 | 1   | Verkada CH52-EF FIPS Multisensor Camera And wireless bridge (approximately 500 feet)             | Riverwalk North End (C2)                                             |
| 3 | 1   | Gigabit Wireless Network Bridge from Claude Allouez Bridge to City Hall (approximately 630 feet) | Mounted to a city owned light pole on the Claude Allouez Bridge (NW) |
| 4 | 1   | Verkada CP52-E-F PTZ Camera                                                                      | Claude Allouez Bridge Light pole (NW)                                |



### Camera Licensing and Storage Requirements

Each camera will require a 5-year Verkada camera license as well as a 5-year Cloud Storage License for 121 days. Cameras only need 30 days of on-board storage. For multisensory cameras, it is our understanding that each sensor requires a license. Please include the proper licensing in the quote.

### Installation Materials and Shipping

All needed installation materials such as Cat6 Plenum, Cat6 patch cables, modular jacks, camera mounts, power supplies, necessary weatherproof (NEMA boxes) and miscellaneous installation hardware should be included in the quote. Any shipping charges should also be listed as shipping and included in the quote.

City of De Pere — Request for Quote: Verkada Camera Project #1  
 335 S. Broadway, De Pere, WI 54115  
 Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

## D. QUOTE SUBMITTAL QUESTIONS

All questions shall be submitted in written form to the contact information provided below by Tuesday, October 1, 2024. Requests to tour the project site in person shall also be submitted in written form by that date. Requests to tour may be made earlier to allow more time for quote preparation.

## E. SUBMISSION REQUIREMENTS

The City wishes to evaluate each quote under the same uniform review standards. Proposals for this project should be organized in the following order and contain all of the following information:

- Hardware Costs
- Licensing and Software Costs, including cloud storage licensing for a minimum of 121 days
- Shipping Costs
- Installation Costs

Respondent shall submit one (1) electronic copy in PDF format to Chief of Police Jeremy Muraski via email to [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov).

In order to be considered, quotes must be received no later than 4:00 PM, Central Time, October 4, 2024.

Quotes should include all of the following:

1. Bill of Materials (BOM) must include itemized pricing for hardware, software, and labor.
2. Total Labor Costs for installation and configuration of all equipment
3. Local Experience and Knowledge: Demonstrate local knowledge and availability to the City of De Pere and understanding of the video surveillance needs of a city in this area.
4. Qualifications and Capabilities: This section shall include the firm's name, area of expertise, a brief history of the firm, size, number of office locations, and business address of the office responsible for the contract. The name, address, and telephone number of the contact person responsible for their submittal shall be included. In addition, the following shall be included:
  - a. General description of firm's history of designing and implementing Verkada camera solutions using the specific to the hardware listed above and the Verkada Command interface.
  - b. Experience of the firm in maintaining, troubleshooting, repairing, and performing warranty work on Verkada camera systems.
  - c. Any certifications or partnership status levels currently held by the firm (e.g. Gold Partner)
  - d. A statement indicating they are an authorized warranty and/or repair center for Verkada camera systems, including an estimated response turnaround time in the event a camera, cellular gateway, or other piece of Verkada equipment would fail and need to be replaced.

City of De Pere — Request for Quote: Verkada Camera Project #1

335 S. Broadway, De Pere, WI 54115

Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078



## F. SELECTION PROCESS

The following describes the anticipated general review process.

1. Quote review.
2. Staff recommendation to the Finance and Personnel Committee.
3. Common Council approval of the selected technology services firm.
4. Finalize/execute service contract. The firm will also be expected to sign the City's Consultant Agreement and provide proof of insurance. The consultant agreement is attached as a PDF.



**REQUEST FOR QUOTE:**  
**VERKADA SURVEILLANCE CAMERA PROJECT # 4**  
**OPTIMIST PARK CAMERAS**

City of De Pere, Wisconsin

Police Department

Issued: September 23, 2024

Quotes Due: October 4, 2024 by 4:00PM

City of De Pere — Request for Quote: Verkada Camera Project #1  
335 S. Broadway, De Pere, WI 54115  
Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

## A. INTRODUCTION AND SUMMARY

Through this Request for Quote (RFQ), the City of De Pere Police Department (DPPD) is seeking proposals from qualified professional technology services firms to provide assistance with the purchase, installation, and configuration of Verkada cloud-based surveillance cameras and necessary software licensing, cloud storage licensing, maintenance contracts, and warranty. The Common Council authorized the installation of the system at the location specified below and has allocated funds for this project.

This RFQ will be used to establish a list of qualified professional technology services companies. Submissions must be received by the Police Department at City Hall, 335 S. Broadway, De Pere, WI 54115 no later than 4:00 p.m. on October 4, 2024.

The City will award a contract to one (1) full-service firm to implement a Verkada Camera deployment at the site detailed below. Contracts must be signed no later than December 31, 2024.

## B. COMMUNITY OVERVIEW

The approximately 25,000 people who call the City of De Pere, Wisconsin home know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The excellent schools, a dynamic downtown, successful business parks, and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents. The residences, businesses, and commercial areas are connected with a transportation and green space network that accommodates cars, bikes, and pedestrians. The beautiful Fox River is the focal point of the City Center, and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.

## C. SCOPE OF WORK

The site for Verkada Camera Project #4 is at Optimist Park on the corner of Cook and S. Erie Streets in the City of De Pere. The City currently has another building with a Verkada camera system installed so this project will add additional cameras to the city's existing Verkada Command Application. This project will include the installation of one 4 sensor Verkada Camera, required mounting hardware, and a Verkada Outdoor Cellular Gateway device on the park shelter building. Power will be provided by the City of De Pere from the park pavilion building, but the quote should include the necessary power adapters and any necessary weatherproof (NEMA) enclosures. The delineation of the cameras, and their locations is included below:

City of De Pere — Request for Quote: Verkada Camera Project #1  
 335 S. Broadway, De Pere, WI 54115  
 Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

| # | Qty | Camera Type                             | Location / Notes      |
|---|-----|-----------------------------------------|-----------------------|
| 1 | 1   | Verkada CH52-EF FIPS Multisensor Camera | Optimist Park Shelter |
| 2 | 1   | Verkada GC31-E Outdoor Cellular Gateway | Optimist Park Shelter |
|   |     |                                         |                       |

### Camera Licensing and Storage Requirements

Each camera will require a 5-year Verkada camera license as well as a 5-year Cloud Storage License for 121 days. Cameras only need 30 days of on-board storage. For multisensory cameras, it is our understanding that each sensor requires a license. Please include the proper licensing in the quote.

### Installation Materials and Shipping

All needed installation materials such as Cat6 Plenum, Cat6 patch cables, modular jacks, camera mounts, and miscellaneous installation hardware should be included in the quote. Any shipping charges should also be listed as shipping and included in the quote.

### D. QUOTE SUBMITTAL QUESTIONS

All questions shall be submitted in written form to the contact information provided below by Tuesday, October 1, 2024. Requests to tour the project site in person shall also be submitted in written form by that date. Requests to tour may be made earlier to allow more time for quote preparation.

### E. SUBMISSION REQUIREMENTS

The City wishes to evaluate each quote under the same uniform review standards. Proposals for this project should be organized in the following order and contain all of the following information:

- Hardware Costs
- Licensing and Software Costs, including cloud storage licensing for a minimum of 121 days
- Shipping Costs
- Installation Costs

City of De Pere — Request for Quote: Verkada Camera Project #1  
 335 S. Broadway, De Pere, WI 54115  
 Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

Respondent shall submit one (1) electronic copy in PDF format to Chief of Police Jeremy Muraski via email to [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov).

In order to be considered, quotes must be received no later than 4:00 PM, Central Time, October 4, 2024.

Quotes should include all of the following:

1. Bill of Materials (BOM) must include itemized pricing for hardware, software, and labor.
2. Total Labor Costs for installation and configuration of all equipment
3. Local Experience and Knowledge: Demonstrate local knowledge and availability to the City of De Pere and understanding of the video surveillance needs of a city in this area.
4. Qualifications and Capabilities: This section shall include the firm's name, area of expertise, a brief history of the firm, size, number of office locations, and business address of the office responsible for the contract. The name, address, and telephone number of the contact person responsible for their submittal shall be included. In addition, the following shall be included:
  - a. General description of firm's history of designing and implementing Verkada camera solutions using the specific to the hardware listed above and the Verkada Command interface.
  - b. Experience of the firm in maintaining, troubleshooting, repairing, and performing warranty work on Verkada camera systems.
  - c. Any certifications or partnership status levels currently held by the firm (e.g. Gold Partner)
  - d. A statement indicating they are an authorized warranty and/or repair center for Verkada camera systems, including an estimated response turnaround time in the event a camera, cellular gateway, or other piece of Verkada equipment would fail and need to be replaced.

## **F. SELECTION PROCESS**

The following describes the anticipated general review process.

1. Quote review.
2. Staff recommendation to the Finance and Personnel Committee.
3. Common Council approval of the selected technology services firm.
4. Finalize/execute service contract. The firm will also be expected to sign the City's Consultant Agreement and provide proof of insurance. The consultant agreement is attached as a PDF.



**REQUEST FOR QUOTE:**  
**VERKADA SURVEILLANCE CAMERA PROJECT # 5**  
**SOUTHWEST PARK CAMERAS**

City of De Pere, Wisconsin

Police Department

Issued: September 23, 2024

Quotes Due: October 4, 2024 by 4:00PM

City of De Pere — Request for Quote: Verkada Camera Project #1  
335 S. Broadway, De Pere, WI 54115  
Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

## **A. INTRODUCTION AND SUMMARY**

Through this Request for Quote (RFQ), the City of De Pere Police Department (DPPD) is seeking proposals from qualified professional technology services firms to provide assistance with the purchase, installation, and configuration of Verkada cloud-based surveillance cameras and necessary software licensing, cloud storage licensing, maintenance contracts, and warranty. The Common Council authorized the installation of the system at the location specified below and has allocated funds for this project.

This RFQ will be used to establish a list of qualified professional technology services companies. Submissions must be received by the Police Department at City Hall, 335 S. Broadway, De Pere, WI 54115 no later than 4:00 p.m. on October 4, 2024.

The City will award a contract to one (1) full-service firm to implement a Verkada Camera deployment at the site detailed below. Contracts must be signed no later than December 31, 2024.

## **B. COMMUNITY OVERVIEW**

The approximately 25,000 people who call the City of De Pere, Wisconsin home know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The excellent schools, a dynamic downtown, successful business parks, and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents. The residences, businesses, and commercial areas are connected with a transportation and green space network that accommodates cars, bikes, and pedestrians. The beautiful Fox River is the focal point of the City Center, and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.

## **C. SCOPE OF WORK**

The site for Verkada Camera Project #5 is at Southwest Park, 2474 Lawrence Drive in the City of De Pere. The City currently has another building with a Verkada camera system installed so this project will add additional cameras to the city's existing Verkada Command Application. This project will include the installation of one 4 sensor Verkada Camera, required mounting hardware, and a Verkada Outdoor Cellular Gateway device on the park shelter building. Power will be provided by the City of De Pere from the park pavilion building, but the quote should include the necessary power adapters and any necessary weatherproof (NEMA) enclosures. The delineation of the cameras, and their locations is included below:

City of De Pere — Request for Quote: Verkada Camera Project #1  
 335 S. Broadway, De Pere, WI 54115  
 Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

| # | Qty | Camera Type                             | Location / Notes       |
|---|-----|-----------------------------------------|------------------------|
| 1 | 1   | Verkada CH52-EF FIPS Multisensor Camera | Southwest Park Shelter |
| 2 | 1   | Verkada GC31-E Outdoor Cellular Gateway | Southwest Park Shelter |
|   |     |                                         |                        |

### Camera Licensing and Storage Requirements

Each camera will require a 5-year Verkada camera license as well as a 5-year Cloud Storage License for 121 days. Cameras only need 30 days of on-board storage. For multisensory cameras, it is our understanding that each sensor requires a license. Please include the proper licensing in the quote.

### Installation Materials and Shipping

All needed installation materials such as Cat6 Plenum, Cat6 patch cables, modular jacks, camera mounts, and miscellaneous installation hardware should be included in the quote. Any shipping charges should also be listed as shipping and included in the quote.

### D. QUOTE SUBMITTAL QUESTIONS

All questions shall be submitted in written form to the contact information provided below by Tuesday, October 1, 2024. Requests to tour the project site in person shall also be submitted in written form by that date. Requests to tour may be made earlier to allow more time for quote preparation.

### E. SUBMISSION REQUIREMENTS

The City wishes to evaluate each quote under the same uniform review standards. Proposals for this project should be organized in the following order and contain all of the following information:

- Hardware Costs
- Licensing and Software Costs, including cloud storage licensing for a minimum of 121 days
- Shipping Costs
- Installation Costs

City of De Pere — Request for Quote: Verkada Camera Project #1  
 335 S. Broadway, De Pere, WI 54115  
 Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078



Respondent shall submit one (1) electronic copy in PDF format to Chief of Police Jeremy Muraski via email to [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov).

In order to be considered, quotes must be received no later than 4:00 PM, Central Time, October 4, 2024.

Quotes should include all of the following:

1. Bill of Materials (BOM) must include itemized pricing for hardware, software, and labor.
2. Total Labor Costs for installation and configuration of all equipment
3. Local Experience and Knowledge: Demonstrate local knowledge and availability to the City of De Pere and understanding of the video surveillance needs of a city in this area.
4. Qualifications and Capabilities: This section shall include the firm's name, area of expertise, a brief history of the firm, size, number of office locations, and business address of the office responsible for the contract. The name, address, and telephone number of the contact person responsible for their submittal shall be included. In addition, the following shall be included:
  - a. General description of firm's history of designing and implementing Verkada camera solutions using the specific to the hardware listed above and the Verkada Command interface.
  - b. Experience of the firm in maintaining, troubleshooting, repairing, and performing warranty work on Verkada camera systems.
  - c. Any certifications or partnership status levels currently held by the firm (e.g. Gold Partner)
  - d. A statement indicating they are an authorized warranty and/or repair center for Verkada camera systems, including an estimated response turnaround time in the event a camera, cellular gateway, or other piece of Verkada equipment would fail and need to be replaced.

## F. SELECTION PROCESS

The following describes the anticipated general review process.

1. Quote review.
2. Staff recommendation to the Finance and Personnel Committee.
3. Common Council approval of the selected technology services firm.
4. Finalize/execute service contract. The firm will also be expected to sign the City's Consultant Agreement and provide proof of insurance. The consultant agreement is attached as a PDF.



**REQUEST FOR QUOTE:**  
**VERKADA SURVEILLANCE CAMERA PROJECT # 6**  
**COVERT SURVEILLANCE CAMERAS**

City of De Pere, Wisconsin

Police Department

Issued: September 23, 2024

Quotes Due: October 4, 2024 by 4:00PM

City of De Pere — Request for Quote: Verkada Camera Project #1  
335 S. Broadway, De Pere, WI 54115  
Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

## A. INTRODUCTION AND SUMMARY

Through this Request for Quote (RFQ), the City of De Pere Police Department (DPPD) is seeking proposals from qualified professional technology services firms to provide assistance with the purchase, installation, and configuration of Verkada cloud-based surveillance cameras and necessary software licensing, cloud storage licensing, maintenance contracts, and warranty. The Common Council authorized the installation of the system at the location specified below and has allocated funds for this project.

This RFQ will be used to establish a list of qualified professional technology services companies. Submissions must be received by the Police Department at City Hall, 335 S. Broadway, De Pere, WI 54115 no later than 4:00 p.m. on October 4, 2024.

The City will award a contract to one (1) full-service firm to implement a Verkada Camera deployment at the site detailed below. Contracts must be signed no later than December 31, 2024.

## B. COMMUNITY OVERVIEW

The approximately 25,000 people who call the City of De Pere, Wisconsin home know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The excellent schools, a dynamic downtown, successful business parks, and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents. The residences, businesses, and commercial areas are connected with a transportation and green space network that accommodates cars, bikes, and pedestrians. The beautiful Fox River is the focal point of the City Center, and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.

## C. SCOPE OF WORK

The site for Verkada Camera Project #6 is designed to be two different types of readily deployable covert surveillance cameras. The first is a pole mounted covert surveillance system for use in the City of De Pere. The City currently has another building with a Verkada camera system installed so this project will add additional cameras to the city's existing Verkada Command Application. This project will include one PTZ style Verkada cameras, required mounting hardware inside of a NEMA box with one way glass, and a Verkada Outdoor Cellular Gateway device. The completed camera should look like a non-descript gray NEMA box that would blend in on your average power pole in an urban environment. Power will be provided by connecting to city power on a utility pole. The second device would be cellular gateway device, along with two cameras that could be deployed inside a vehicle with a portable power station. The rechargeable power station, preferably

City of De Pere — Request for Quote: Verkada Camera Project #1  
335 S. Broadway, De Pere, WI 54115  
Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

with a LifePo4 or similar battery technology, would ideally have enough capacity to power the system for 2-3 days without needing to be recharged by plugging in to an AC power source. The quote should include the necessary power adapters and any necessary weatherproof (NEMA) enclosures. The delineation of the cameras, and their locations is included below:

| # | Qty | Camera Type                                                                         | Location / Notes                                                                                |
|---|-----|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| 1 | 1   | Verkada CH52-EF FIPS Multisensor Camera                                             | Pole mounted NEMA Enclosure                                                                     |
| 2 | 1   | Verkada GC31-E Outdoor Cellular Gateway                                             | Pole mounted NEMA Enclosure                                                                     |
| 3 | 1   | Verkada CM41-S Split Mini Camera                                                    | Pelican case with cables to allow cameras to be placed in different locations inside a vehicle. |
| 4 | 1   | Verkada CB62-TE-F FIPS Outdoor Bullet Camera                                        | Pelican case with cables to allow cameras to be placed in different locations inside a vehicle. |
| 5 | 1   | Verkada GC31-E Outdoor Cellular Gateway                                             | Pelican case with cables to allow cameras to be placed in different locations inside a vehicle. |
| 6 | 1   | 1 KW or greater Rechargeable Power Station (please quote optional 200W solar panel) | For placement inside of vehicle to power cellular gateway, and cameras.                         |

### Camera Licensing and Storage Requirements

Each camera will require a 5-year Verkada camera license as well as a 5-year Cloud Storage License for 121 days. Cameras only need 30 days of on-board storage. For multisensor cameras, it is our understanding that each sensor requires a license. Please include the proper licensing in the quote.

### Installation Materials and Shipping

All needed installation materials such as Cat6 Plenum, Cat6 patch cables, modular jacks, camera mounts, and miscellaneous installation hardware should be included in the quote. Any shipping charges should also be listed as shipping and included in the quote.

## D. QUOTE SUBMITTAL QUESTIONS

All questions shall be submitted in written form to the contact information provided below by Tuesday, October 1, 2024. Requests to tour the project site in person shall also be submitted in written form by that date. Requests to tour may be made earlier to allow more time for quote preparation.

## E. SUBMISSION REQUIREMENTS

The City wishes to evaluate each quote under the same uniform review standards. Proposals for this project should be organized in the following order and contain all of the following information:

City of De Pere — Request for Quote: Verkada Camera Project #1  
 335 S. Broadway, De Pere, WI 54115  
 Email: jmuraski@deperewi.gov Phone: 920-339-4078

- Hardware Costs
- Licensing and Software Costs, including cloud storage licensing for a minimum of 121 days
- Shipping Costs
- Installation Costs

Respondent shall submit one (1) electronic copy in PDF format to Chief of Police Jeremy Muraski via email to [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov).

In order to be considered, quotes must be received no later than 4:00 PM, Central Time, October 4, 2024.

Quotes should include all of the following:

1. Bill of Materials (BOM) must include itemized pricing for hardware, software, and labor.
2. Total Labor Costs for installation and configuration of all equipment
3. Local Experience and Knowledge: Demonstrate local knowledge and availability to the City of De Pere and understanding of the video surveillance needs of a city in this area.
4. Qualifications and Capabilities: This section shall include the firm's name, area of expertise, a brief history of the firm, size, number of office locations, and business address of the office responsible for the contract. The name, address, and telephone number of the contact person responsible for their submittal shall be included. In addition, the following shall be included:
  - a. General description of firm's history of designing and implementing Verkada camera solutions using the specific to the hardware listed above and the Verkada Command interface.
  - b. Experience of the firm in maintaining, troubleshooting, repairing, and performing warranty work on Verkada camera systems.
  - c. Any certifications or partnership status levels currently held by the firm (e.g. Gold Partner)
  - d. A statement indicating they are an authorized warranty and/or repair center for Verkada camera systems, including an estimated response turnaround time in the event a camera, cellular gateway, or other piece of Verkada equipment would fail and need to be replaced.

## F. SELECTION PROCESS

The following describes the anticipated general review process.

1. Quote review.
2. Staff recommendation to the Finance and Personnel Committee.
3. Common Council approval of the selected technology services firm.

City of De Pere — Request for Quote: Verkada Camera Project #1  
 335 S. Broadway, De Pere, WI 54115  
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4. Finalize/execute service contract. The firm will also be expected to sign the City's Consultant Agreement and provide proof of insurance. The consultant agreement is attached as a PDF.



**REQUEST FOR QUOTE:**  
**VERKADA SURVEILLANCE CAMERA PROJECT # 7**  
**DEPLOYMENT-READY CAMERA AND GATEWAY**

City of De Pere, Wisconsin

Police Department

Issued: September 23, 2024

Quotes Due: October 4, 2024 by 4:00PM

City of De Pere — Request for Quote: Verkada Camera Project #1  
335 S. Broadway, De Pere, WI 54115  
Email: [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov) Phone: 920-339-4078

## A. INTRODUCTION AND SUMMARY

Through this Request for Quote (RFQ), the City of De Pere Police Department (DPPD) is seeking proposals from qualified professional technology services firms to provide assistance with the purchase, installation, and configuration of Verkada cloud-based surveillance cameras and necessary software licensing, cloud storage licensing, maintenance contracts, and warranty. The Common Council authorized the installation of the system at the location specified below and has allocated funds for this project.

This RFQ will be used to establish a list of qualified professional technology services companies. Submissions must be received by the Police Department at City Hall, 335 S. Broadway, De Pere, WI 54115 no later than 4:00 p.m. on October 4, 2024.

The City will award a contract to one (1) full-service firm to implement a Verkada Camera deployment at the site detailed below. Contracts must be signed no later than December 31, 2024.

## B. COMMUNITY OVERVIEW

The approximately 25,000 people who call the City of De Pere, Wisconsin home know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The excellent schools, a dynamic downtown, successful business parks, and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among residents. The residences, businesses, and commercial areas are connected with a transportation and green space network that accommodates cars, bikes, and pedestrians. The beautiful Fox River is the focal point of the City Center, and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.

## C. SCOPE OF WORK

The site for Verkada Camera Project #7 is designed to be essentially a ready to go, off the shelf cellular gateway and 4 sensor camera system. The City currently has another building with a Verkada camera system installed so this project will add additional cameras to the city's existing Verkada Command Application. This project will include one 4 sensor Verkada camera, required mounting hardware for a standard pole mount, and a Verkada Outdoor Cellular Gateway device. Power will be provided by connecting to city power on a utility pole. The quote should include the necessary power adapters and any necessary weatherproof (NEMA) enclosures. The delineation of the cameras, and their locations is included below:

| # | Qty | Camera Type | Location / Notes |
|---|-----|-------------|------------------|
|---|-----|-------------|------------------|

City of De Pere — Request for Quote: Verkada Camera Project #1  
 335 S. Broadway, De Pere, WI 54115  
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|   |   |                                                                                                                                                                                                                                                          |                                                                            |
|---|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 1 | 1 | Verkada CH52-EF FIPS Multisensor Camera                                                                                                                                                                                                                  | Pole mounted (location TBD, installed at a later date by City electrician) |
| 2 | 1 | Verkada GC31-E Outdoor Cellular Gateway                                                                                                                                                                                                                  | Pole mounted (location TBD, installed by City electrician)                 |
|   |   | NOTE: The city will be responsible for configuring this camera on the Verkada Command system once it has been installed and activated. This setup is designed to have a ready to go system on a shelf so the city can implement it on very short notice. |                                                                            |

### Camera Licensing and Storage Requirements

Each camera will require a 5-year Verkada camera license as well as a 5-year Cloud Storage License for 121 days. Cameras only need 30 days of on-board storage. For multisensor cameras, it is our understanding that each sensor requires a license. Please include the proper licensing in the quote.

### Installation Materials and Shipping

All needed installation materials such as Cat6 Plenum, Cat6 patch cables, modular jacks, camera mounts, and miscellaneous installation hardware should be included in the quote. Any shipping charges should also be listed as shipping and included in the quote.

### D. QUOTE SUBMITTAL QUESTIONS

All questions shall be submitted in written form to the contact information provided below by Tuesday, October 1, 2024. Requests to tour the project site in person shall also be submitted in written form by that date. Requests to tour may be made earlier to allow more time for quote preparation.

### E. SUBMISSION REQUIREMENTS

The City wishes to evaluate each quote under the same uniform review standards. Proposals for this project should be organized in the following order and contain all of the following information:

- Hardware Costs
- Licensing and Software Costs, including cloud storage licensing for a minimum of 121 days
- Shipping Costs
- Installation Costs

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Respondent shall submit one (1) electronic copy in PDF format to Chief of Police Jeremy Muraski via email to [jmuraski@deperewi.gov](mailto:jmuraski@deperewi.gov).

In order to be considered, quotes must be received no later than 4:00 PM, Central Time, October 4, 2024.

Quotes should include all of the following:

1. Bill of Materials (BOM) must include itemized pricing for hardware, software, and labor.
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  - b. Experience of the firm in maintaining, troubleshooting, repairing, and performing warranty work on Verkada camera systems.
  - c. Any certifications or partnership status levels currently held by the firm (e.g. Gold Partner)
  - d. A statement indicating they are an authorized warranty and/or repair center for Verkada camera systems, including an estimated response turnaround time in the event a camera, cellular gateway, or other piece of Verkada equipment would fail and need to be replaced.

## **F. SELECTION PROCESS**

The following describes the anticipated general review process.

1. Quote review.
2. Staff recommendation to the Finance and Personnel Committee.
3. Common Council approval of the selected technology services firm.
4. Finalize/execute service contract. The firm will also be expected to sign the City's Consultant Agreement and provide proof of insurance. The consultant agreement is attached as a PDF.



## City of De Pere, Wisconsin

### Request For Common Council Action

---

**MEETING DATE:** October 15, 2024

**DEPARTMENT:** Board of Public Works

**FROM:** Scott Thoresen

**SUBJECT:** Recommendation from the Board of Public Works on approval of Draft Policy for Full Sanitary Lateral Replacement Program.

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The Board of Public Works at the October 7, 2024 meeting approved the Draft Policy for Full Sanitary Lateral Replacement Program and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

#### ATTACHMENTS:

- 2024 1007 CI\_BOPW\_Lateral\_Replacement\_Memo (PDF)
- Draft Full Lateral Replacement Program (PDF)
- 2024 0812 CI\_BOPW\_Lateral\_Replacement (PDF)

# CITY OF DE PERE MEMO



To: Honorable Mayor Boyd  
Members of the Board of Public Works  
From: Eric Rakers, P.E., City Engineer  
Date: October 7, 2024

RE: **Consideration and possible action on Draft Policy for Full Sanitary Lateral Replacement Program\***

At the August 12, 2024 Board of Public Works Meeting, the Board discussed a policy for full sanitary lateral replacement for older private laterals in the City. Based on that discussion, a draft policy is attached for Board consideration. The August 12, 2024 memo has also been attached.

Funding has been included in the 2025 budget for the Full Lateral Replacement Program.

Staff will work with the Law Department to address any required Code updates for the new policy. If there are updates, the changes will be brought to the Board.

Staff recommends approval of the draft policy.



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# DRAFT FULL LATERAL REPLACEMENT POLICY

October 7, 2024

## **DEFINITIONS**

### **Inflow and Infiltration (I&I)**

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



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

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

## **BACKGROUND**

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

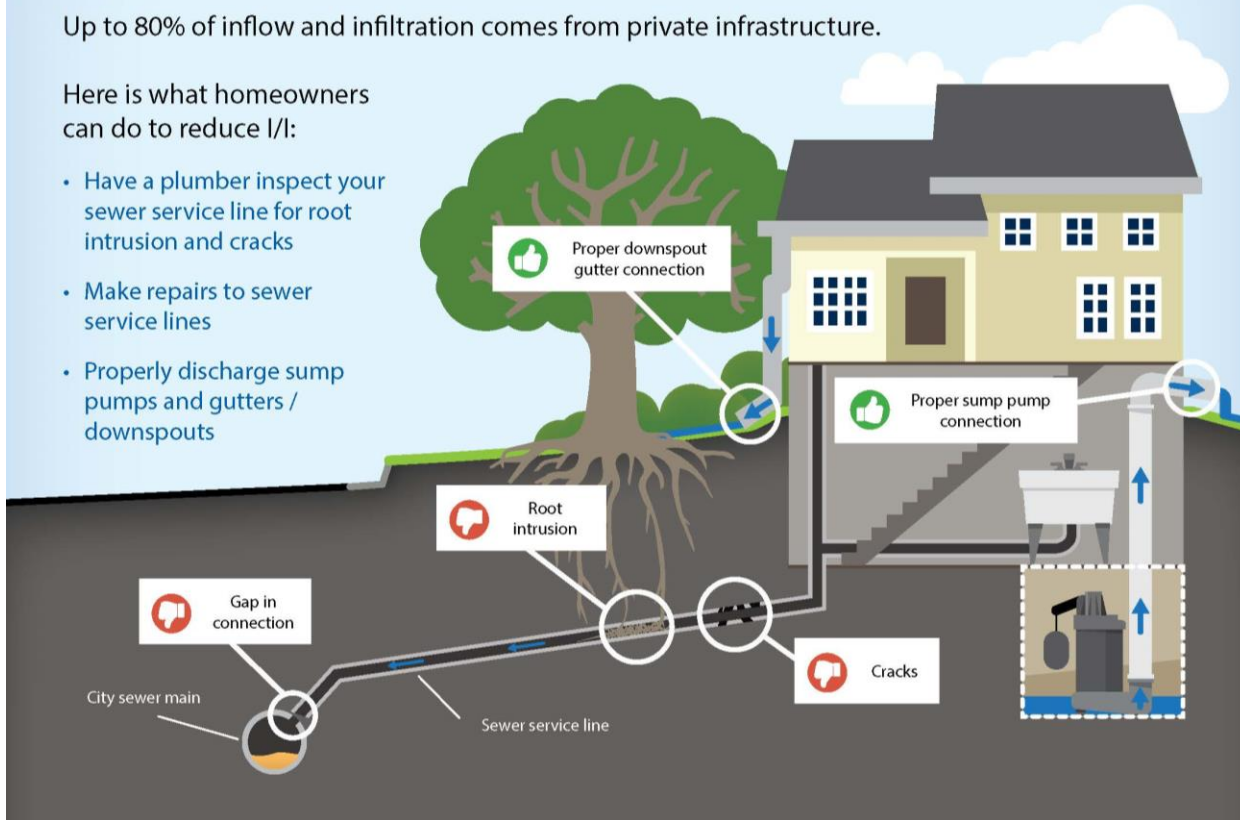
There are multiple opportunities for I&I on the private side of the sewer system. The diagram below shows multiple I&I locations including foundation drains, roof drain connections, and leaking laterals.

# You can reduce inflow and infiltration

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

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

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



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

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

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

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

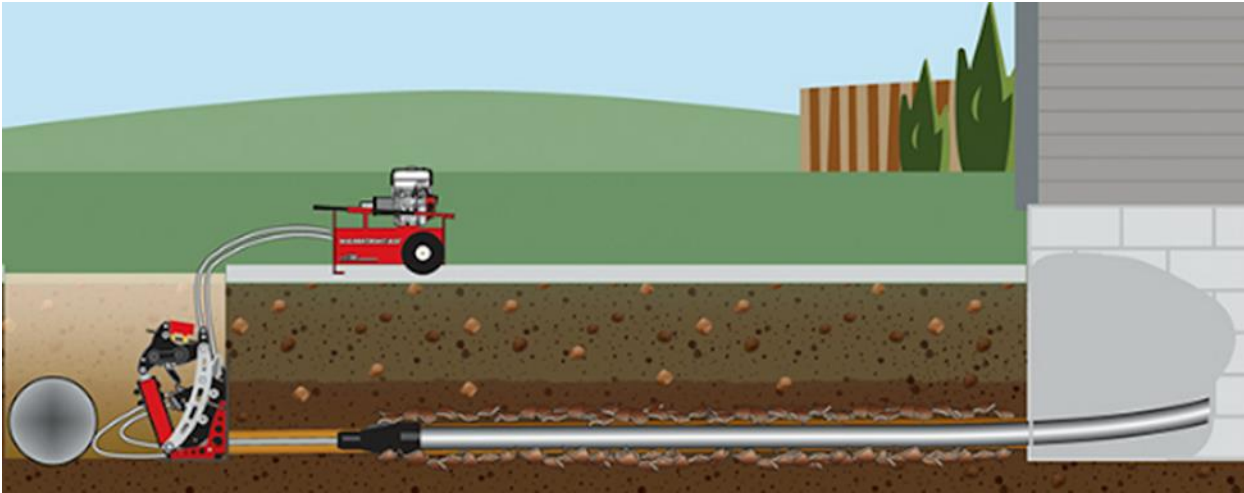
In 2024, the City led a voluntary trial program with City projects offering full lateral replacement from the main to the basement via pipe bursting. This was for utility relay projects where the sanitary laterals were scheduled to be relayed. This was fully funded by the City. The benefit to the City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

## **DISCUSSION**

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

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

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



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





The program will be divided into two parts as follows:

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

#### City Led Projects

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

#### Private Lateral Replacements

There are many situations where private laterals require repair outside of a City project. The pilot program only included full lateral replacement associated with a City project. The program will be expanded to include lateral relay outside of City project along with expanding the options for trenchless construction techniques. The City will provide an incentive up to 50% for full lateral replacement through pipe bursting or sewer lining. Laterals relayed outside of a City project, will be led by the property owner. The property owner will be responsible to hire a contractor to complete the work. Property owners will be eligible for up to a 50% reimbursement, up to \$3,000 (\$6,000 project cost). Eligible expenses will include the cost to pipe burst or line, replace the concrete floor in the basement, landscape restoration and permits. The cost to restore finished basements (walls, floors, finishes, etc) along with other items such as backflow preventers, basement piping and plumbing are not eligible for reimbursement.

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

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

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

### Other Considerations

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

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

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

### POLICY

#### City Led Projects.

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

#### Private Lateral Replacement.

- The entire length of the lateral is replaced by the property owner with a City approved method, which at this time is pipe bursting or lining.
- Property owners will need to contact the City and obtain permits prior to commencing the work.
- 50% funding of eligible expenses up with a maximum reimbursement of \$3,000 (\$6,000 project). Eligible expenses include the cost for pipe bursting/lining. Repairing the concrete floor. The cost to restore finished basements (walls, floors, finishes, etc) along with other items such as backflow preventers, basement piping and plumbing are not eligible for reimbursement.
- A Street Excavation Permit is required but will be treated as an emergency repair with no charge.
- Backfilling within City right of way shall be completed under the supervision of City staff.
- The City will complete asphaltic concrete pavement restoration at no cost to the property owner.
- Post construction televising will be required.
- The City will set aside a set amount of funds for the private led lateral replacement. Once the funds are exhausted for the year, property owners will need to wait until the next year to be reimbursed. Invoices will be submitted within six months of completing the work.

Other Items

Eligibility is as follows:

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

# CITY OF DE PERE MEMO



To: Honorable Mayor Boyd  
Members of the Board of Public Works  
From: Eric P. Rakers, P.E., City Engineer  
Date: August 12, 2024  
  
RE: Discussion on Full Sanitary Lateral Replacement Program

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

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

## **Background**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Discussion**

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

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

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

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

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

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

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

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



## City of De Pere, Wisconsin

### Request For Common Council Action

**MEETING DATE:** October 15, 2024

**DEPARTMENT:** Board of Public Works

**FROM:** Scott Thoresen

**SUBJECT:** Recommendation from the Board of Public Works on approval of Civic Group Welcome Plaque Policy.

The Board of Public Works at the October 7, 2024 meeting approved the Civic Group Welcome Plaque Policy and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

The BOPW continued discussion at the June 10, 2024, meeting whether to continue to keep the existing service signs located at S. Broadway and Bicentennial Park. (See attached staff memo and meeting minutes) The BOPW recommended moving forward with removing the two (2) existing signs, amend the civic group welcome plaque policy to include the City covering the labor and equipment costs, and waiving the application fee for service groups that were on the existing signs. The civic groups would be responsible for material costs for new sign as well as the cost for their individual civic group plaques.

Since the June 10, 2024 BOPW meeting the two (2) existing signs have been removed. The existing civic group plaques were kept and stored at the MSC for the civic groups to pick up if they wanted them. The individual groups were given a date of October 15, 2024 to pick up their plaques otherwise the City would dispose of them. In addition, staff has revised the civic group welcome plaque policy (see attached) based on discussions held at the BOPW meeting. The revised civic group welcome plaque policy was forwarded to the civic groups to review. Staff did not receive any comments back on revised policy.

Once the policy is approved, staff will work with the civic groups to install new signs during the summer of 2025. The location of these signs has yet to be determined. Once the proposed locations have been determined, staff will bring this back to the BOPW and Council for approval.

Staff recommends approving the civic group welcome plaque policy.

#### ATTACHMENTS:

- Consider Replacing Existing Service Signs 6-4-2024 (DOCX)
- 6-10-2024 BOPW Meeting Minutes (PDF)
- Civic Group Sign Policy Revision #2 - 7-15-2024 (DOC)



# CITY OF DE PERE MEMO



To: Honorable Mayor Boyd  
Board of Public Works Members  
From: Scott J. Thoresen, Director of Public Works  
Date: June 4, 2024  
RE: Consider and Possible Action on Replacing Existing Service Signs on S. Broadway & Bicentennial Park\*

The BOPW discussed at the January 8, 2024, meeting whether to continue to keep the existing service signs located at S. Broadway and Bicentennial Park. (See attached staff memo and meeting minutes) The BOPW recommended moving forward with keeping the signs for now and to develop a policy (see attached draft policy) to bring back to the BOPW for further discussion.

In addition, staff evaluated the existing sign structure. The typical life of treated signposts is 20 to 40 years depending on various factors. This sign was permitted on 4/30/1980. This would make the sign 44 years old. We already know the condition of the wood above ground is an issue which is the reason we have been discussing the removal of these signs in the first place. The integrity of the wood underground is definitely a concern for the City which is why the sign needs to be replaced if the civic groups want the signs to remain. The City should not take on the liability for the existing sign structures to remain. If the sign structure is replaced, we would be looking at possibly expanding so more civic signs could be added. Right now, the maximum is nine (9) signs. It is estimated the existing sign structure could be replaced for approximately \$10,000 which would include materials (\$2,500) and City staff and equipment (\$7,500).

The draft policy and costs to replace the existing signs were shared with the civic groups. Staff received email comments from the Lion's Club, De Pere Area Men's Club and Knight of Columbus Abbot Pennings Council #3955. (See attached email comments)

If the BOPW determines they want to continue with allowing service signs at these locations, staff would recommend the following:

- Remove existing signs.
- Develop a policy the City and civic groups can agree to.
- Once a policy is approved by the BOPW and Council, determine how the sign replacements are going to be funded.



# Board of Public Works

## Regular Meeting

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

### Final Minutes

Monday, June 10, 2024

7:30 PM

Council Chambers and Virtual

#### I. Call to Order

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

| Attendee Name        | Title    | Status  | Arrived |
|----------------------|----------|---------|---------|
| James Boyd           | Mayor    | Present |         |
| Dan Carpenter        | Alderman | Present |         |
| Jonathon Hansen      | Alderman | Present |         |
| Shana Defnet Ledvina | Alderman | Present |         |
| Mike Eserkaln        | Alderman | Present |         |

Scott Thoresen, Director of Public Works  
Eric Rakers, City Engineer  
Chase Kuffel, Assistant City Engineer  
Betty Marovich, Recording Secretary  
Pat Moran, VFW Post 2113  
Jack Drisoll, De Pere Area Men's Club  
David Reinhardt, De Pere Rotary

#### II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Board of Public Works. Section 6-3(f) DPMC

None

#### III. Items

##### 1. Approval of the May 13, 2024 Board of Public Works Meeting Minutes

Mayor Boyd moved to approve the May 13, 2024 Board of Public Works Meeting Minutes, seconded by Alderman Carpenter.

Alderman Hansen stated item #2i should state The Press Times, not Green Bay Press Times.

Upon vote, the motion passed unanimously.

|                  |                                                   |
|------------------|---------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                        |
| <b>MOVER:</b>    | James Boyd, Mayor                                 |
| <b>SECONDER:</b> | Dan Carpenter, Alderman                           |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Defnet Ledvina, Eserkaln |

##### 2. Consider and Possible Action on Replacing Existing Service Signs on S. Broadway & Bicentennial Park\*

Scott Thoresen, Director of Public Works, explained that this item is a continued discussion with the Board regarding the existing service signs. Mr. Thoresen explained that at the past discussion, the Board asked staff to draft a policy to bring back for consideration. Mr. Thoresen stated the draft policy was included in the packet and had been shared with the civic groups and their comments were also attached in the packet.

Mr. Thoresen stated that staff evaluated the existing sign structure which had been installed in the 1980s and added that the timbers have been in the ground longer than the 20-40 year life expectancy. Mr. Thoresen stated that the signs require maintenance above ground and staff has concerns about the integrity below ground and suggested that the signs be removed until staff can work with the civic groups to get them replaced. Mr. Thoresen stated that a cost estimate of \$10,000 to replace two signs was provided to the civic groups. This cost included \$7,500 in staff labor and equipment and \$2,500 in materials. Mr. Thoresen stated that based on the comments from the civic groups, they are not in favor of the draft policy and the cost sharing as presented. Mr. Thoresen stated that staff recommends removing the existing signs and continuing to work with the civic groups to reach a policy that both parties can agree on.

Mayor Boyd requested Mr. Thoresen explain staff's compromise for the cost of the sign replacement. Mr. Thoresen stated that staff had discussed donating the staff labor and equipment, resulting in \$2,500 in materials to be funded by the civic groups. Mr. Thoresen added that another option would be to only replace one sign, which would result in a material cost of approximately \$1,250. Mr. Thoresen added that once a policy was agreed upon, civic groups could apply for community service grants to help fund their portion cost.

Mayor Boyd moved to open the meeting at 7:37 PM, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

Mayor Boyd reiterated the compromises Mr. Thoresen had explained and added that it would need to be approved by Board and Council.

Pat Moran, 1225 Suburban Drive, VFW Post 2113, explained how the cost would impact their group and stated that in the thirty years he has been a member of the VFW Post 2113, not one person has joined their group because of the signs and stated he felt the City gained more from the signs than the groups did. Mr. Moran stated that many of the current members are between 65-80 years old and unable to perform maintenance on the sign.

Mayor Boyd stated that if there are nine service groups and two signs, the cost for each service group based on the cost of only materials would be approximately \$277, and only half of that if there is only one sign.

Jack Driscoll, 1899 Payton Ct, De Pere Area Men's Club, asked the City's purpose or benefit of the service signs. Mr. Driscoll stated that they have not gained members from the service signs. Mr. Driscoll stated that their club does not gain a profit and distributes all funding that is brought in annually, only keeps a reserve in order to maintain their current level of giving to support groups during years like COVID. Mr. Driscoll explained their fundraising and giving efforts on an annual basis and added that it is hard for their Board to justify allocating money from their limited resources for something that is difficult to tangibly quantify.

David Reinhardy, 446 Wilcox Ct, De Pere Rotary, stated he appreciated the compromise that was presented and the time staff has invested to date. Mr. Reinhardy stated that basically every dollar the Rotary raises goes back into the community and paying for the sign takes away from their contributions. Mr. Reinhardy asked if staff had considered

other types of signs, such as an LED lighted one. Mayor Boyd stated that electronic/LED signs were not allowed in the downtown per the new code and would be very expensive to install but thanked Mr. Reinhardy for thinking outside the box. Mr. Reinhardy stated he wanted to suggest it because it would give more flexibility in regards to which service groups were included since it could be programmed.

Mayor Boyd moved to return to regular session at 7:47 PM, seconded by Alderperson Ledvina. Upon vote, the motion passed unanimously.

Mayor Boyd stated that he feels the signs are quaint and antiquated and don't serve much of a purpose for recruiting and visibility and added that hiring a consultant or social media team would be a better way of getting the word out about the service groups. Mayor Boyd stated that with a policy in place if a location could be determined to install one sign, he would be willing to do that, if that is what the service groups wanted to move forward with. Alderperson Ledvina clarified that the cost of materials (\$2,500) would be expected to be covered by the service groups. Mayor Boyd stated that would be the intent or half of that amount if only one sign was installed. Alderperson Carpenter asked if there were nine interested groups. Mr. Thoresen stated that there are nine logos on the current signs, but staff has not received feedback from all nine groups. Alderperson Carpenter commented that while traveling he notices these signs in other communities but added that residents may be overlooking the service signs because they are seeing them everyday and they become oblivious to it, like white noise. Alderperson Carpenter stated he was in favor of finding a location for one sign if that was the direction the service groups wanted to go and suggested that staff continue to work with service groups to come to an agreement and maybe a donation will come in for the materials. Mr. Thoresen stated that the first step will be for staff and the service groups to come to agreement on a policy and if they cannot then no signs will be installed. Mr. Thoresen added as part of staff's recommendation, the current signs would be taken down sometime this summer. Mr. Thoresen stated there is above ground decay on the timbers that will require more than a paint job, but staff's main concern is the damage that might be occurring below ground that cannot be seen and is creating unnecessary liability. Alderperson Hansen clarified that the civic groups would need to create or obtain their own plaques to be installed on the sign(s). Mr. Thoresen stated that was separate from the material cost. Alderperson Hansen clarified the \$100 application fee for new groups would not be owed by groups on either of the existing signs. Mr. Thoresen stated that with the new signs, all service groups would pay the \$100 application fee unless Board and Council chose to waive it. Alderperson Hansen asked if there had been any additional discussions with the Legal Department about what constitutes a non-profit for the definition listed in the policy. Mr. Thoresen stated that the definition provided in the policy was provided by the Legal Department. Alderperson Hansen suggested further clarification including 501c3 vs. 501c4. Alderperson Hansen stated the phrase "jointly and severally" seemed contradictory. Mr. Thoresen stated that some language surrounding the cost will change based on the recommendations from Board and Council. Alderperson Hansen clarified the section that stated "the civic group shall be responsible for the cost of the plaque" referred strictly to their logo'd sign. Mayor Boyd stated that referred to their individual plaques if they become deteriorated while on the main sign. Alderperson Hansen stated he was in favor of the compromise including the City covering the labor and equipment costs and was in favor of having at least one sign installed. Alderperson Ledvina stated she agreed with having at least one sign installed at a City entrance. Mr. Thoresen reiterated staff's recommendation to remove the existing signs and continue working with

the civic groups to create a policy agreeable to all entities. Mayor Boyd requested that staff attempt to reach out to all nine groups with a deadline to reply to determine interest in being included on the potential new sign(s) and if they do not respond they would be excluded. Alderperson Carpenter expressed concerns about the cost split if all nine current groups are not included. Mayor Boyd stated that once the policy was in place there would be further discussions prior to any monetary requests.

Alderperson Carpenter moved to open the meeting at 8:01 PM, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

Mr. Driscoll reiterated his questions of what the purpose of the sign is to the City. Mayor Boyd stated he was unsure if the Board could answer that question, except that members like having it for visibility for visitors. Mr. Driscoll stated he would like to see the purpose included as part of the policy. Alderperson Hansen stated that it was in the first paragraph and read for the audience:

"The City of De Pere hereby establishes limited public forums via this Policy regarding the placement of plaques for the purpose of publicizing civic groups active in the City and to foster an engaged community spirit".

Mr. Moran, stated concerns about funding and how many groups may be splitting the final cost. Mayor Boyd stated he was pretty sure staff had heard back from at least seven of the current groups and community service grants could be applied for and added that would be further discussed at a later date. Mr. Moran asked how long the service groups would have to make a decision. Mr. Thoresen explained that a policy needs to be developed first and once that was in place, funding could be discussed and if the cost becomes prohibitive, the civic groups decide not to have a sign installed. Mr. Thoresen added that it would likely be closer to the end of the year before a policy was in place. Mr. Moran asked if the City had restrictions on construction during winter months. Mr. Thoresen stated that if an agreement was reached during the winter, construction would be put off until the spring.

Mr. Reinhardy, asked if the grants would be for each individual civic group or for all civic groups on the sign. Mayor Boyd explained that would need to be addressed at a later time, after the policy was in place. Mayor Boyd added that the grants have ranged from \$300 to \$600 for projects in the City. Mr. Reinhardy asked if the current nine groups were not all involved, if more could be invited over the original nine (i.e. Pink Flamings). Mr. Thoresen stated that other groups could be invited. Mayor Boyd stated that more than nine groups total could cause issues due to size constraints and cost of increasing the size of the sign to accommodate more plaques.

Mayor Boyd moved to return to regular session at 8:07 PM, seconded by Alderperson Carpenter. Upon vote, the motion passed unanimously.

Alderperson Carpenter asked staff to reiterate staff's recommendation. Mr. Thoresen stated that staff recommends removing existing signs this summer, continued discussions with civic groups to amend policy based on their feedback and that of the Board, bring the policy back to Board around the end of summer, discuss funding with civic groups, and determine location for single sign.

Aldersperson Hansen moved to remove the two existing signs, amend the policy to include the City covering the labor and equipment costs and waiving the application fee for service groups on existing signs, seconded by Mayor Boyd.

Aldersperson Eserkaln asked if the number of service groups needed to be capped. Mr. Thoresen stated the structure that was designed could potentially accommodate twelve but it depend on the size of each individual plaque, so the exact number is not known at this time. Aldersperson Carpenter asked if the civic groups could get materials donated. Mr. Thoresen stated that once the policy was agreed upon, if a group wanted to work on getting the materials donated they would be accepted by the City. Aldersperson Hansen asked to have the definition of non-profit reevaluated as part of his motion. Mayor Boyd agreed to the amendment.

Upon vote, the motion passed unanimously.

|                  |                                                   |
|------------------|---------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                        |
| <b>MOVER:</b>    | Jonathon Hansen, Aldersperson                     |
| <b>SECONDER:</b> | James Boyd, Mayor                                 |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Defnet Ledvina, Eserkaln |

3. Consideration and possible action on Award of Contract 24-08 Manhole Rehabilitation\*

Aldersperson Ledvina moved to approve award of Contract 24-08 Manhole Rehabilitation, seconded by Mayor Boyd. Upon vote, the motion passed unanimously.

|                  |                                                   |
|------------------|---------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                        |
| <b>MOVER:</b>    | Shana Defnet Ledvina, Aldersperson                |
| <b>SECONDER:</b> | James Boyd, Mayor                                 |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Defnet Ledvina, Eserkaln |

4. Consideration and possible action on Compliance Maintenance Annual Report for Wastewater Collection System\*

Eric Rakers, City Engineer, outlined the Compliance Maintenance Annual Report with the Wisconsin Department of Natural Resources (DNR) for wastewater collection systems. The report verifies multiple aspects of funding and maintenance of the system. The City received good grades in all aspects of the report.

Mayor Boyd moved to approve submission of Compliance Maintenance Annual Report for Wastewater Collection System to Wisconsin DNR, seconded by Aldersperson Ledvina. Upon vote, the motion passed unanimously.

|                  |                                                   |
|------------------|---------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                        |
| <b>MOVER:</b>    | James Boyd, Mayor                                 |
| <b>SECONDER:</b> | Shana Defnet Ledvina, Aldersperson                |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Defnet Ledvina, Eserkaln |

5. Consideration and Possible Action on Updates to the City of De Pere Municipal Code to Mandate Sump Pump Installation\*

Chase Kuffel, Assistant City Engineer, explained that the point of this item is to explain the recommended ordinance revisions to allow mandating sump pumps as early as 2025. Mr. Kuffel outlined the contact he has had with residents and the number of volunteering properties that have gone through the process and amount of money expended. Mr.

Kuffel explained that the ordinance revisions would require sump pumps city-wide, except at exempt locations per the uniform dwelling code. Mr. Kuffel explained that properties would be mandated to install sump pumps based on City televising operations that show clear water discharging into the sanitary sewer, rather than by sections of 100 properties as originally proposed. Mr. Kuffel explained the ordinance revisions including allowable inspections by the City, mandating sump pumps city-wide, outlining exemptions, and noncompliance ramifications. Mr. Kuffel stated he is talking to 1 or 2 new properties each week and guiding other properties through the process including preliminary inspections and reimbursement. Mr. Kuffel explained that the mandate could go into effect as soon as January 1, 2025 and at that time the reimbursement would drop from 80% to 50%. Mr. Kuffel stated that staff would recommend budgeting \$200,000 annually from the sewerage fund to fund the 50% reimbursements.

Mayor Boyd clarified that 80% reimbursement would terminate January 1, 2025. Mr. Kuffel stated that was the intent and added that staff also included a letter that they would like to send to homeowners outlining the drop in reimbursement amount, assuming it will spur additional volunteers. Mr. Kuffel stated that properties that contact staff before the end of the year would be added to a list and reimbursed at 80%, provided the work was completed by July 1, 2025. Mr. Kuffel added that feedback staff has received has been positive. Alderperson Hansen asked staff to explain the inequities with the former plan to mandate a section of 100 properties annually. Mr. Kuffel explained that one part was the cost; installing in year one may be significantly cheaper than year twenty. Mr. Kuffel explained that the other part was that residents in year one do not have the chance to save for the cost like residents in year twenty would. Mr. Kuffel explained that televising does rotate through the City, but there will be an added aspect of identifying the properties that are discharging clear water. Alderperson Hansen asked how water rates may be impacted. Mr. Kuffel explained that water rates are set by other agencies and not controlled by the City, but the City could see a reduction in the amount of clear water the City is paying to have treated. Eric Rakers, City Engineer, added that the treatment plant is considering expansion at the plant to accommodate increased flow and those costs would be passed on to the municipalities and decreasing the clear water could result in De Pere seeing less cost associated with an expansion. Alderperson Ledvina clarified that the City would not be penalized for being proactive in reducing the flow. Mr. Rakers explained that any amount of I & I reduction saves the City money. Mr. Rakers added that staff is contacted annually by the treatment plant to provide an update on the volume the municipality thinks they will contribute. Mr. Rakers stated that between the sump pumps and full length lateral replacements, the City is working to get the whole system in better shape. Scott Thoresen, Director of Public Works, stated that the treatment plant and surrounding communities have been reaching out to De Pere staff for information on the programs being implemented and how the resident response has been. Mr. Thoresen clarified that sewer rates could still increase from the treatment plant for their capital projects and not be related to the \$200,000 being budgeted for this mandate. Alderperson Hansen asked staff to clarify what an active foundation drain was. Mr. Kuffel explained that for the point of the letter an active foundation drain would be one that was connected and discharging to the sanitary sewer and that staff intends to continue completing preliminary inspections for these connections. Mr. Thoresen stated there are many homes, especially in older neighborhoods, that have foundation drains connected to the sanitary system. Alderperson Eserkaln asked staff why 1973 was the present date for requiring sump pumps. Mr. Kuffel explained that was the date of updates to the uniform dwelling code and prior homes were grandfathered in. Mr. Rakers added that years ago, the City

had combined sewers and having the foundation drain connected to the sanitary was standard because there was only the one pipe and that was how they were built. Alderperson Eserkaln asked how long a sump pump typically lasts. Alderperson Carpenter, Mayor Boyd, and Mr. Thoresen shared their experiences with sump pumps at their homes ranging from three sump pumps in twenty years to one sump pump in twenty five years. Alderperson Ledvina stated there are also alarm systems that can be installed for sump pump failures. Alderperson Carpenter questioned the inclusion of "sanitary sewer leaks" as part of the ordinance updates. Mr. Kuffel explained that staff's intention was to have the ordinances established for moving forward with full length lateral replacements and that City ordinance presently allows for staff to require a property to correct illicit discharges, which could include a leaking lateral. Mr. Rakers further explained that when staff sees clear water discharging into the sanitary, it will be used as a catalyst for contacting the property owner to complete an inspection for a sump pump. Mr. Rakers added that staff will be bringing back the full length lateral replacement program at a later date for consideration. Alderperson Hansen asked who will get mandate for sump pump installations if more than 100 properties are identified in a year. Mr. Kuffel explained it would be based on when they were identified with the first identified properties being contacted first. Alderperson Hansen clarified that once funding was exhausted for each year, no additional properties would be mandated. Mr. Kuffel stated that would be true as staff would be restricted by budget and unable to reimburse if the funds were exhausted. Mr. Thoresen stated if trends show the funding being exhausted annually, staff may request to increase the budget in future years. Alderperson Carpenter questioned the wording about surcharge fees for noncompliance. Mr. Kuffel explained that staff may identify a property that refuses to install a sump pump and this language allows for that property to be charged a surcharge for their clear water discharge. Mr. Kuffel added that surcharge would be brought back to Board for further consideration and approval prior to levying. Alderperson Carpenter asked what was being done with downtown businesses that likely do not have sump pumps. Mr. Kuffel stated that the program was geared towards residential but some downtown businesses have been inspected and exempted from the program. Mr. Rakers added that staff has been working with these businesses as projects are being proposed in the area and explained that many of the basement inspections have been completed along Main Avenue, along with inspections for roof drains. Mr. Rakers added that downtown businesses cannot discharge to grade, so staff has been working with businesses to get them connected to laterals when roof drains are present.

Mayor Boyd moved to approve the proposed revisions to the City Municipal Code and proposed mailer to residents provided in Exhibit 4, seconded by Alderperson Eserkaln.

Alderperson Hansen asked if the surcharge would be in addition to a fine for noncompliance. Mr. Kuffel stated that the surcharge would be the fine. Alderperson Carpenter clarified that ARPA funds for this program need to be expended by the end of 2024. Mr. Kuffel stated that was correct. Alderperson Hansen asked staff to clarify the funding on 80% reimbursement in 2025 if ARPA funding was not available. Mr. Kuffel explained that it would come from the \$200,000 budgeted from the sewerage fund.

Upon vote, the motion passed unanimously.



|                  |                                                   |
|------------------|---------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED [UNANIMOUS]</b>                        |
| <b>MOVER:</b>    | James Boyd, Mayor                                 |
| <b>SECONDER:</b> | Mike Eserkaln, Alderperson                        |
| <b>AYES:</b>     | Boyd, Carpenter, Hansen, Defnet Ledvina, Eserkaln |

## IV. Future Agenda Items

None

## V. Adjournment

Mayor Boyd moved to adjourn the meeting at 8:43 PM, seconded by Alderperson Carpenter.  
Upon vote, the motion passed unanimously.

Respectfully submitted,  
Betty Marovich

**CITY OF DE PERE  
CIVIC GROUP WELCOME PLAQUE POLICY  
(5/2024)**

**I. PURPOSE**

The City of De Pere (“City”) hereby establishes limited public forums via this Policy regarding the placement of plaques for the purpose of publicizing civic groups active in the City and to foster an engaged community spirit. The City expressly declines to designate any of the locations identified in this policy as ‘traditional’ public forums. Further, the City finds that, in order to protect the public interest in maintaining the aesthetics of the City and in the interest of promoting the City and its civic vitality, it is in the public interest to establish this Policy.

**II. PLAQUES ON CITY WELCOME SIGNS**

**A. Application**

1. All requests or applications for the placement of civic group plaques on or around the City’s welcome sign shall be made to the Director of Public Works (“Director”). The applicant shall comply with any and all updated plaque standards created after this Policy is adopted.
2. The Director shall review the application. If any request fails to meet any of the requirements of this Policy, Director may deny the request.
3. A \$100 application fee shall accompany the application to offset the costs of review, administration, and installation. The fee applies to new civic group plaque installations.
  - i. There is no fee for plaques replaced due to fading.
  - ii. There is no fee if the City rearranges existing plaques.
  - iii. If the new plaque application is not approved, the installation portion of the fee may be returned.

**B. Requirements**

1. Approval of the plaque may be based upon the following:
  - (a) Plaque placement shall be for existing civic organizations active within the corporate limits of the City. A civic organization is defined as an association, society or similar group that includes one or more city non-profit organizations. Active is defined as completing at least one activity for the benefit of the community on a yearly basis.
2. Applications shall be accepted on a first come-first served basis.
3. If the City welcome signs are full, which is defined as nine (9) plaques, then any new plaques will not be added until another civic group plaque is removed or a new City welcome sign is created allowing for additional space.
4. The Director may remove civic group plaques as follows:
  - (a) The civic group is no longer located within the corporate limits of the City; or
  - (b) A civic group is no longer active within the corporate limits of the City.
5. Prior to removing a sign, the Director may direct City staff to contact to contact the appropriate civic group. If the Director determines that the plaque should be removed pursuant to the terms of this Policy, City staff will remove the plaque and return to the civic group. If the civic group does not want the plaque, City staff may dispose of the plaque. If City staff is unable to make contact or reach the civic group, the plaque may be destroyed after sixty (60) days from the date of the initial attempted notification.
6. Plaques shall not bear the name or likeness of any alcohol beverage or tobacco product.
7. All plaques shall be constructed of a material conforming to City sign standards.

### **III. PLACEMENT/REMOVAL OF PLAQUES**

- A. When new plaques are approved, the civic group shall supply the plaque to the City. The plaque size shall conform to City standards established for the other civic group plaques on the City's sign. The plaque shall be installed by City at City's cost, which shall be included in the application fee. The civic group shall be responsible for the cost of the plaque.
- B. All plaques shall be erected and removed only by the City. If plaques become deteriorated and/or faded, the Director shall notify the Civic group of the issue. The Civic group may be given up to one month to repair or replace the plaque. If the sign repair or replacement cannot be done within one month, Director in their sole discretion may approve an extended timeline for the repair/replacement. If the plaque is not repaired or replaced during this time, City may remove the plaque.

### **III. MAINTENANCE OF CITY WELCOME SIGN STRUCTURE AND AREA**

- A. The City shall maintain the Landscape area around the City welcome sign including without limitation trimming or removal of trees to maintain the aesthetic of the sign including a proper sight line.
- B. The City shall maintain the structure of the City welcome sign by periodic sanding, prepping, and painting. The City shall be responsible for labor and equipment for installation and maintenance of the City welcome sign. All civic groups shall be equally responsible for all material costs for installation and maintenance of the City Welcome sign.

- C. Any structural issues with the plaque may be discussed by the civic groups for possible replacement. The costs of replacement or structural issues shall be shared as follows: the City shall be responsible for labor and equipment for replacement of the plaque and all civic groups shall be equally responsible for all material costs for replacement of the plaque.

X:\Policies\Draft\Civic\_Group\_Sign\_Policy.doc



## City of De Pere, Wisconsin

### Request For Common Council Action

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** Board of Public Works

**FROM:** Marty Kosobucki

**SUBJECT:** Recommendation from the Board of Public Works regarding Maintenance along County PP.

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The Board of Public Works at the October 7, 2024 meeting approved City maintenance along County PP rear lot lines of 1208-1214 S. Erie Street contingent upon the homeowners signing a waiver and release of liability and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

#### ATTACHMENTS:

- Memo.County PP Maintenance Issue (PDF)
- Map (PDF)

# CITY OF DE PERE MEMO



To: Board of Public Works  
From: Brian Christnovich  
Date: October 7, 2024  
RE: Maintenance along County PP

Staff is asking the Board of Public Works for review and consideration into a unique matter of maintenance of green space along County PP which has come to our attention through multiple concerns submitted through See Click Fix.

Summary of Issue: Along County PP we have several resident homes that have the back side of their yard facing County PP. These homes all happen to have fence outlining their property lines that create separation from the County right of way. The right of way includes green space and a sidewalk. What is unique about these properties is the back side of their yard is enclosed by fence and causes difficulty and confusion on who is responsible to maintain the property. Our Park Department mows a 5-6ft pass of grass on each side of the sidewalk but does not extend past this.

We have received a number of See Click Fix submittals referencing property owners violating the weed ordinance. From analysis, the submittals seem to have validation on the outside of the fence facing County PP. While the weed problem appears to originate on owner's private property, the weeds also grow into public right of way. In addition to maintaining any of their private property located outside the fence, we believe the property owners are also responsible for maintaining public right of way outside the fence along County PP. However, we understand the uniqueness of the situation. Local ordinance indicates that, while a property owner shall keep a terrace free and clear of noxious weeds and maintain it as a lawn, exceptions can be made in areas specifically approved by the Board of Public Works.

Staff Recommendation: Due to the uniqueness of the situation, we would propose taking care of the maintenance of this area contingent on the homeowner signing a waiver and release of liability since our maintenance operations would need to work in close proximity to their fence. If they would not sign the waiver/release of liability, then we would suggest following the current ordinance which would require them to maintain the area themselves and be subject to enforcement actions and/or fines if it were not maintained.

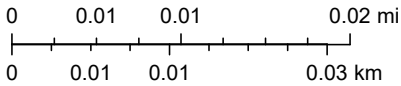
I have attached a map for your convenience to understand the area and its uniqueness.

# User Created DIME Map



8/14/2024, 9:39:29 AM

1:720



Parcel #

2023 Aerial

Red: Band\_1

Green: Band\_2

Blue: Band\_3

Brown County WI





City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** Human Resources

**FROM:** Shannon Metzler

**SUBJECT:** Consideration and Possible Action to Spend Up To \$2,000 for City Administrator Retirement Party.

---

**ATTACHMENTS:**

- Memo to Council - Employee Recognition Policy (PDF)

# CITY OF DE PERE MEMO



To: Members of the Common Council

From: Shannon Metzler, Human Resources Director

Date: October 10, 2024

RE: Consideration and Possible Action to Spend Up To \$2,000 for City Administrator Retirement Party

The City of De Pere Employee Policy Manual allows for recognition of an employee when they retire or resign. Section 9.1.C states "When an employee retires or resigns, the department may arrange appropriate recognition for this significant event in an employee's career. The department is authorized to purchase a cake for employees who have less than 5 years of service, a one-time expenditure of up to \$100 for employees who have 5-14 years of service, and up to \$250 for employees who have 15 or more years of service for this purpose, payable from the sundry account."

An exception to this policy is requested to increase the amount up to \$2,000 for an event to recognize our City Administrator, Larry Delo, who will be retiring after 21 years of service to City.

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

Thank you.



## City of De Pere, Wisconsin

### Request For Common Council Action

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** Board of Public Works

**FROM:** Scott Thoresen

**SUBJECT:** Ordinance #24-22 Amending Chapter 150 of the De Pere Municipal Code Regarding Traffic Regulations (Schedules F and G)

---

The Board of Public Works at the October 7, 2024 meeting approved amending Chapter 150 of the De Pere Municipal Code Regarding Traffic Regulations to extend bicycle lane designation on Lawrence Drive and include parking restrictions on Brookline Avenue, Lansdowne Avenue, and Vin Scully Lane and moved to send it to the Common Council for approval. The motion passed with a 5-0 vote.

#### ATTACHMENTS:

- Ord24-22 (PDF)
- 2024 1007-CI-BOPW-PTTeam-RecommendationsBM (PDF)

## ORDINANCE #24-22

AMENDING CHAPTER 150 OF THE DE PERE MUNICIPAL CODE REGARDING TRAFFIC  
REGULATIONS (Section 150-23 Schedules F and G)

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

Section 1: Section 150-23, Schedule F (Turning and Lane Designation), is hereby  
amended as follows:

**DELETIONS:**

| Street              | Side  | From             | To                        |
|---------------------|-------|------------------|---------------------------|
| <i>Bicycle Lane</i> |       |                  |                           |
| Lawrence Drive      | W & E | Daytona Speedway | 500 feet south of Fortune |

**ADDITIONS:**

| Street              | Side  | From             | To             |
|---------------------|-------|------------------|----------------|
| <i>Bicycle Lane</i> |       |                  |                |
| Lawrence Drive      | W & E | Daytona Speedway | Scheuring Road |

Section 2: Section 150-23, Schedule G (PARKING), is hereby amended as follows:

**ADDITIONS:**

| No Parking       |                |                                          |                                    |
|------------------|----------------|------------------------------------------|------------------------------------|
| Street           | Side of Street | From Curb line or Feet/Dir. of Curb line | To Curb line or Feet/Dir. of Start |
| Brookline Avenue | N & W          | Meadow Rose Lane                         | Vin Scully Lane                    |
| Lansdowne Avenue | S & W          | Meadow Rose Lane                         | Vin Scully Lane                    |
| Vin Scully Lane  | S & N          | Brookline Avenue                         | Lost Dauphin Road                  |

Ordinance #24-22  
Page 2 of 2

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

Section 4: This ordinance shall take effect on and after its passage and publication.

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of  
October, 2024.

APPROVED:

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

ATTEST:

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

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

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

Board/Committee Approval: 10/07/2024

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

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

# CITY OF DE PERE

## Public Works Department

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



### City Engineer Parking and Traffic Recommendations October 1, 2024, Meeting

#### Parking and Parking Lot Items:

- Consider parking restrictions on Brookline Street, Lansdowne Street and Vin Scully Lane.

##### **Recommendation:**

- This is the next phase of Waterview Subdivision. These streets are being constructed 28 feet from face of curb to face of curb, which is the City standard for parking on one side of the street.
- Restrict parking on one side of Brookline Street and Lansdowne Street.
- Restrict parking on both sides of Vin Scully Lane. Vin Scully is a very short street and located between the uncontrolled T-intersection with Brookline/Lansdowne
- Streets and Lost Dauphin Road. Both lots impacted by the restriction have access on the side road.
- Update the ordinance as follows:

#### *No Parking*

##### *Add:*

| <b>Street</b>    | <b>Side of Street</b> | <b>From Curb line or Feet/Dir. of Curb line</b> | <b>To Curb line or Feet/Dir. of Start</b> |
|------------------|-----------------------|-------------------------------------------------|-------------------------------------------|
| Brookline Avenue | N & W                 | Meadow Rose Lane                                | Vin Scully Lane                           |
| Lansdowne Avenue | S & W                 | Meadow Rose Lane                                | Vin Scully Lane                           |
| Vin Scully Lane  | S & N                 | Brookline Avenue                                | Lost Dauphin Road                         |

- Consider ordinance updates for bike lanes on Lawrence Drive due to the reconstruction of Lawrence Drive. Bike lanes have been added from 500 feet south of Fortune to Scheuring Road. With this addition, bike lanes extend from Daytona Speedway to Scheuring Road.

##### **Recommendation:**

- Update the ordinance as follows:

#### *Delete:*

| <b>Street</b> | <b>Side</b> | <b>From</b> | <b>To</b> |
|---------------|-------------|-------------|-----------|
| Bicycle Lane  |             |             |           |

| <b>Street</b>         | <b>Side</b>      | <b>From</b>             | <b>To</b>                      |
|-----------------------|------------------|-------------------------|--------------------------------|
| <i>Lawrence Drive</i> | <i>W &amp; E</i> | <i>Daytona Speedway</i> | <i>500 feet So. of Fortune</i> |

*Insert:*

| <b>Street</b>         | <b>Side</b>      | <b>From</b>             | <b>To</b>             |
|-----------------------|------------------|-------------------------|-----------------------|
| <i>Bicycle Lane</i>   |                  |                         |                       |
| <i>Lawrence Drive</i> | <i>W &amp; E</i> | <i>Daytona Speedway</i> | <i>Scheuring Road</i> |



## City of De Pere, Wisconsin

### Request For Common Council Action

**MEETING DATE:** October 15, 2024

**DEPARTMENT:** Sustainability Commission

**FROM:** Chase Kuffel

**SUBJECT:** Resolution #24-90 Authorizing Termination of Agreement for Contractor Services Between the City of De Pere and Greener Bay Compost LLC.

The Sustainability Commission at the October 8, 2024 meeting approved terminating the contract for food composting services with Greener Bay Compost, LLC and continuing reimbursement program in 2025 through City staff and moved to send it to the Common Council for approval. The motion passed with a 4-0 vote.

#### ATTACHMENTS:

- Reso24-90 (PDF)
- 2024 1008 CI\_SC\_Composting (PDF)
- 2024 0910 CI\_SC\_Composting (DOCX)
- 2024 0910 Sustainability Comm\_Draft Minutes (PDF)
- 2025\_Compost\_Reimbursement\_Update (PDF)
- 2024 Greener Bay Compost LLC\_Agreement (PDF)



## RESOLUTION #24-90

AUTHORIZING TERMINATION OF AGREEMENT FOR CONTRACTOR SERVICES  
BETWEEN THE CITY OF DE PERE AND GREENER BAY COMPOST LLC

WHEREAS, pursuant to Resolutions #24-37, the City and Greener Bay Compost LLC are parties to a Contractor Agreement providing composting subscription services to De Pere residents in order to divert food scraps and associated organics from local landfills to meet sustainability goals and/or reduce carbon footprints; and

WHEREAS, due to potential challenges in anticipating program growth and estimating future budget amounts accurately, the City believes that it is in its best interest to terminate the agreement with Greener Bay Compost LLC at the end of 2024 and instead create a program to offer City of De Pere residents a reimbursement of one-half of subscription services for composting with Greener Bay Compost LLC, effective January 1, 2025; and

WHEREAS, the Sustainability Commission has reviewed this matter and recommends approval thereof.

## NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Assistant City Engineer is authorized and directed to take the appropriate steps to notify, in writing, Greener Bay Compost LLC of the City's termination of the Agreement for Contractor Services, effective as of December 31, 2024.

## BE IT FURTHER RESOLVED THAT:

The Assistant City Engineer is further directed to advise all current residents registered with Greener Bay Compost LLC of the new reimbursement process commencing January 1, 2025.

## BE IT FURTHER RESOLVED THAT:

Resolution #24-90

Page 2 of 2

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of October, 2024.

APPROVED:

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

ATTEST:

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

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

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

Board/Committee Approval: 10/07/2024

# CITY OF DE PERE MEMO



To: Sustainability Commission  
From: Chase K Kuffel, PE, Assistant City Engineer  
Date: October 8, 2024

RE: **Consideration and Possible Action on Extending or Terminating the Contract for Food Composting Services with Greener Bay Compost, LLC\***

Greener Bay Compost, LLC has indicated they will terminate their contract with the City of De Pere at the end of 2024 if the City of De Pere does not budget what they deem to be sufficient funding for composting services in 2025. This item was referred back to staff on September 10, 2024 in an effort to facilitate further discussion between Greener Bay Compost, LLC and the City. The September 10, 2024 memo and draft minutes are attached with this memo for reference.

## October Update

Greener Bay Compost, LLC has indicated that, with the termination of the composting services contract, they will continue to serve the residents of the City of De Pere. In lieu of continuing the contract between the City of De Pere and Greener Bay Compost, LLC, it was suggested that the City could start a reimbursement program where the City reimburses subscription fees to continue encouraging residents to partake in the composting services. Residents could then, quarterly, submit their invoices from Greener Bay Compost, LLC to the City for review and reimbursement of half their monthly subscription fee. The City would then mail a reimbursement check directly to the resident after the reimbursement has been processed.

## Recommendation

Staff recommends that the Sustainability Commission votes to terminate the contract between the City of De Pere and Greener Bay Compost, LLC effective January 1, 2025 and approve the attached draft letter to residents. In lieu of continuing this contract, the City will utilize the \$12,000 budget requested for 2025 to start up a reimbursement program for residents utilizing Greener Bay Compost, LLC for composting services. This program would reimburse half of the subscription fees for City of De Pere residents. Upon approval, staff can send a letter to all current residents registered through Greener Bay Compost to update them on the reimbursement process starting in 2025. A copy of the proposed letter to be sent to residents is attached for the Commission's consideration.

## Attachments

2024 0910 CI\_SC\_Composting  
2024 0910 Sustainability Comm\_Draft Minutes  
2024 Greener Bay Compost LLC\_Agreement  
2025\_Compost\_Reimbursement\_Update

# CITY OF DE PERE MEMO



To: Sustainability Commission  
 From: Chase K Kuffel, PE, Assistant City Engineer  
 Date: September 10, 2024

RE: **Consideration and Possible Action on Extending or Terminating the Contract for Food Composting Services with Greener Bay Compost, LLC\***

Greener Bay Compost, LLC has indicated they will terminate their contract with the City of De Pere at the end of 2024 if the City of De Pere does not budget what they deem to be sufficient funding for composting services in 2025.

## Background

In 2024, the City of De Pere budgeted \$10,000 to fund a public/private partnership with Greener Bay Compost, LLC. The purpose of this \$10,000 budget is to subsidize subscription fees for De Pere residents who utilize Greener Bay Compost's services. The composting partnership kicked off in May with the following participation numbers:

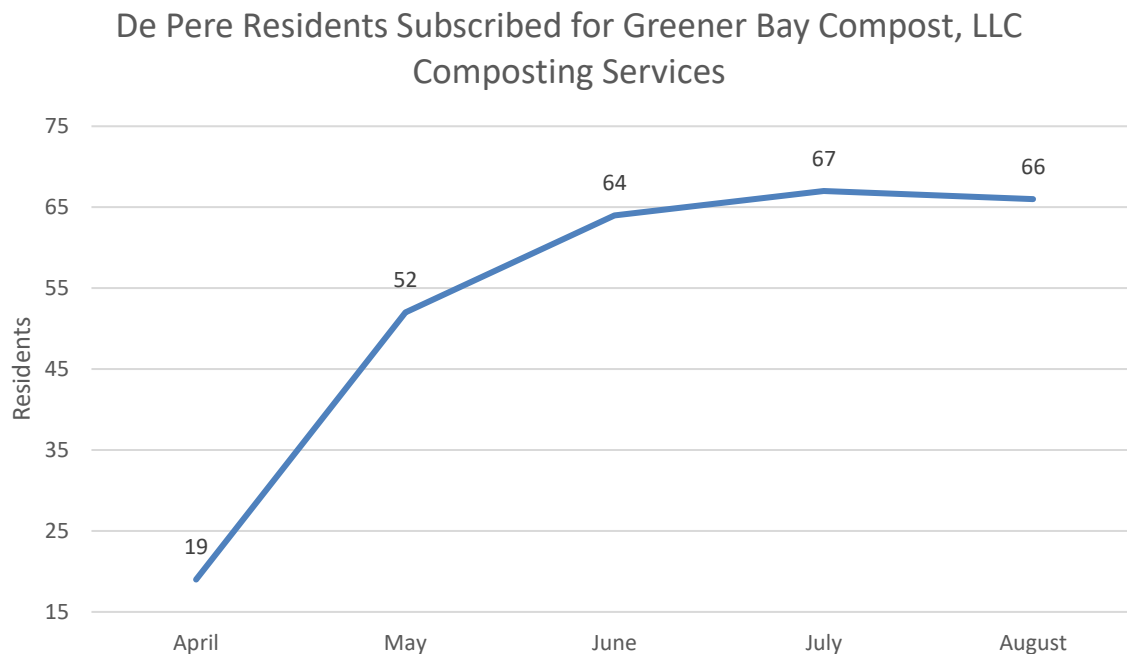
| Month  | Subscribers | City Participation | Food Waste Diverted (lbs) | Waste Running Total (lbs) |
|--------|-------------|--------------------|---------------------------|---------------------------|
| May    | 52          | \$530.00           | 959.4                     | 959.4                     |
| June   | 64          | \$655.00           | 1,511.0                   | 2,470.4                   |
| July   | 67          | \$682.50           | 1,770.6                   | 4,241.0                   |
| August | 66          | \$804.00           | 1,819.6                   | 6,060.6                   |

In the first three months, the City subsidized \$1,867.50 in subscription fees for De Pere residents. This was 19% of the overall budget in one-fourth (25%) of the year. Starting in August of 2024, Greener Bay Compost's subscription fees increased by 20% to the following rates for all residents using their compost pickup services. The City's portion for these subscription rates are shown in parenthesis:

|                                        | Every-Four-Weeks | Every-Other-Week |
|----------------------------------------|------------------|------------------|
| <b>May through July 2024 Rates</b>     | \$15.00          | \$25.00          |
| <i>City's Portion</i>                  | <i>(\$7.50)</i>  | <i>(\$12.50)</i> |
| <b>New Rates Effective August 2024</b> | \$18.00          | \$30.00          |
| <i>City's Portion</i>                  | <i>(\$9.00)</i>  | <i>(\$15.00)</i> |

Even though the City participation increased to \$804.00, the month of August ended up seeing a decline in De Pere Residents subscribing to the composting services through Greener Bay Compost, LLC. The \$804.00 represents 8.0% of the City's 2024 composting services budget over a one-month period (8.3% of the year). Extrapolating this \$804.00 paid in August over a 12-month period would result in the City subsidizing \$9,648 in subscription fees.

Prior to the City's participation, Greener Bay Compost had a baseline of 19 De Pere residents who were subscribed and utilizing composting services. Over the last three months, the number of subscribers for the Composting Services has plateaued around 65 total residents as shown in Figure 1 below.



*Figure 1 - De Pere Resident Subscriptions per Month*

Looking forward to 2025, the City of De Pere Department of Public Works has requested a budget of \$12,000 to continue the composting contract with Greener Bay Compost LLC. This budget number was generated looking at the current budget of \$10,000 and adding the 20% cost increase implemented by Greener Bay Compost in the month of August. This budget number would satisfy the current number of subscribers and anticipated growth of the program. After the initial surge of resident growth in May and June, the program has now only grown by a handful of subscribers over the past few months. At an average budget of \$1,000 per month, the program could now sustain an average of 82 residents should the subscription rates remain similar to what the City is currently subsidizing. This would allow for further growth in 2025 should the program enter the year under 82 total subscribers.

On August 18, 2024, Cory Groshek, Owner of Greener Bay Compost, LLC asked that staff share our requested 2025 budget figures for the continuation of the public/private composting services contract. After some discussion, Greener Bay Compost LLC determined that the City shall double the requested

composting budget to \$25,000 for 2025 which included \$2,000 in administrative fees. Failing to meet this dollar amount in 2025 is not enough prospective growth for Greener Bay Compost, LLC to justify the continuation of the composting program with the City of De Pere in 2025 or to financially incentivize Greener Bay Compost, LLC to continue serving the City of De Pere. When staff failed to accommodate this request, Greener Bay Compost, LLC provided notice they would terminate their public/private contract with the City of De Pere at the end of the year.

### **Administrative Fees**

The addition of an administrative fee as requested by Greener Bay Compost, LLC would then raise the cost for residential compost pickup services only for De Pere residents. A \$2,000 annual fee spread over the 66 residents currently subscribed in the program results in an additional \$30 per year, per resident. The City Attorney already indicated to Mr. Groshek on March 7, 2024, that the City would not be paying any administrative fee to administer this program. The intent of this program is to subsidize the subscription fees for City of De Pere residents to utilize Greener Bay Compost, LLC's composting services. It is not the intent of this program to directly subsidize Greener Bay Compost, LLC's operations. Any administrative cost should be reflected in the subscription rates for residential compost pickup services. Staff is unsure what additional administrative costs are incurred by Greener Bay Compost, LLC to operate the program in the City of De Pere:

- They email staff any new registrant for staff to verify residency in the City of De Pere.
- They email staff a monthly invoice and summary of registered residents.

The maintenance of a resident list, pickup of compost, weighing of compost, cleaning of buckets, maintenance and working of compost, and issuing invoices are already tasks that Greener Bay Compost would be completing without being under contract with the City of De Pere. When Greener Bay Compost was asked to justify the need for this administrative cost, they respectfully declined from responding.

### **Other Options**

Should the agreement between the City of De Pere and Greener Bay Compost, LLC be terminated, there are other sustainable options the City could pursue regarding food waste.

1. The Commission had previously discussed providing compost bins for residential use.
2. Food waste can also be discharged through the garbage disposal in residential sinks and treated at the Green Bay Metropolitan Sewerage Districts wastewater treatment plant. Food waste currently is captured and converted into a biofuel and used as energy to treat wastewater. This in turn lowers wastewater treatment costs at no additional cost to the resident or the surrounding communities.
3. The food waste could be transported back to the landfill. In the first four months of the composting program, roughly three tons (6,060.6 lbs.) of food waste has been kept out of the landfill through these composting services. These four months of service are provided at a cumulative cost of \$2,671.50. This comes to be approximately \$890 per ton of food waste. Alternatively, if these three tons of food waste were to be uncaptured and transported directly to the landfill the City would pay a total of \$163.94 (\$54.10 per ton), which is 1/16 of the cost

(6.25%). As time goes on, this comparison will skew to be more expensive to compost as there is only one month of the raised subscription rates included in this comparison.

**Recommendation**

Staff has no recommendation regarding the extension or termination of the contract with Greener Bay Compost, LLC. Ultimately, the Sustainability Commission will need to consider if they wish to request the City meet the budgetary needs requested by Greener Bay Compost, LLC, or terminate their contract with the City of De Pere. If the Commission chooses to terminate the contract, the termination date will need to be chosen (ideally the end of a month). Staff can also send a mailer out to all residents participating in the program outlining the reasons the program was terminated.

**Attachments**

2024 Greener Bay Compost LLC\_Agreement



# Sustainability Commission

## Regular Meeting

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

### Draft Minutes

Tuesday, September 10, 2024

5:30 PM

Council Chambers and Virtual

#### I. Call to Order

The meeting was called to order at 5:30 PM by Chairman Jayne Black

| Attendee Name       | Title        | Status  | Arrived |
|---------------------|--------------|---------|---------|
| Jayne Black         | Chairman     | Present |         |
| Emily Henrigillis   | Commissioner | Present |         |
| Randall Lawton      | Commissioner | Absent  |         |
| Nicole Slavin       | Commissioner | Present |         |
| Carmen Van Schyndel | Commissioner | Present |         |
| Rachel Weber        | Commissioner | Present |         |
| John Quigley        | Aldersperson | Present |         |
| Anna Metzler        | Teen Advisor | Present |         |

Others present:

Chase Kuffel, Assistant City Engineer

Betty Marovich, Recording Secretary/Administrative Assistant

#### II. Public comment upon matters not on the agenda. Comments made during the public comment period shall pertain only to matters under the jurisdiction of the Sustainability Commission. Section 6-3(f) DPMC

None

#### III. Items

##### 1. Approval of the August 13, 2024 Sustainability Commission Meeting Minutes

Aldersperson Quigley moved to approve the August 13, 2024 Sustainability Commission Meeting Minutes, seconded by Commissioner Van Schyndel. Upon vote, motion passed unanimously.

|                  |                                                      |
|------------------|------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED BY ROLL CALL VOTE [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | John Quigley, Aldersperson                           |
| <b>SECONDER:</b> | Carmen Van Schyndel, Commissioner                    |
| <b>AYES:</b>     | Black, Henrigillis, Slavin, Schyndel, Weber, Quigley |
| <b>ABSENT:</b>   | Randall Lawton                                       |

##### 2. **Consideration and Possible Action on Extending or Terminating Contract for Food Composting Services with Greener Bay Compost, LLC\***

Chase Kuffel, Assistant City Engineer, explained that staff spoke with Greener Bay Compost, LLC in August regarding the 2025 budget. Mr. Kuffel stated that staff had requested \$12,000 for continuing and growing the food composting services in 2025. Mr. Kuffel stated that Greener Bay Compost requested the City budget \$22,000-\$25,000 for continuing and growing the composting services. Mr. Kuffel stated that staff did not accommodate this request and Greener Bay Compost indicated they will terminate their contract with the City of De Pere at the end of 2024 if the City of De Pere does not budget what they deem to be sufficient funding in 2025. Mr. Kuffel explained that these



communications had been forwarded by Greener Bay Compost to some of the commission members and for transparency, staff forwarded the email chain to all commissioners. Mr. Kuffel stated the memo attached in the packet provides an update on the composting program to date including the number of participants and City subsidy contribution amount. Mr. Kuffel stated that based on the current participation, \$12,000 was deemed to be sufficient and would support approximately 82 participants monthly. Mr. Kuffel explained the options available to the Commission for action:

1. Request additional funding to meet the request of Greener Bay Compost.
2. Terminate Contract.

Mr. Kuffel shared the Greener Bay Compost requested a \$2,000 administrative fee in the justification for increased 2025 budget and Mr. Kuffel stated that an administrative fee was previously denied and would cause De Pere residents to pay more than other residents utilizing the same services. Mr. Kuffel explained that the City has sustainable alternatives if the program was terminated. These alternatives included: home composting, using kitchen garbage disposal to process food waste, and transporting to the landfill with normal household garbage. Mr. Kuffel shared how much food waste has been collected to date and the cost difference between processing by Greener Bay Compost versus transporting to the landfill.

Commissioner Henrigillis asked if there were specifics provided by Greener Bay Compost on how increased funding would be used to grow business in De Pere. Mr. Kuffel stated the funds were not to be used for anything besides subsidizing the cost of the service for De Pere residents and promotion on social media was the primary form of business growth. Commissioner Henrigillis clarified that if the program was terminated that Greener Bay Compost would pull out of De Pere completely. Mr. Kuffel stated that staff tried to get that clarified and Greener Bay Compost had declined to answer this question amongst others. Commissioner Van Schyndel asked to clarify whether a cost cap was established for the services. Mr. Kuffel stated that if the number of subscribers would deplete the budgeted funds, they would be notified that they would not be subsidized in that current year but the additional subscribers would justify increased budget for future years. Mr. Kuffel further explained that similar to many other projects with Sustainability Commission, the goal was baby steps for increased annual growth. Alderperson Quigley shared that he was surprised and disappointed that the Commission was in this situation on this program. Alderperson Quigley stated he would like to see negotiations opened back up to find a common ground to continue services and subsidies for 2025. Alderperson Quigley stated he would like to clarify with Greener Bay Compost whether the subsidy program was profitable and not losing money for the company. Alderperson Quigley explained how the Commission could request additional funds if the program was seeing additional growth. Alderperson Quigley stated he would have preferred to see more data to make decisions off, compared to the four months of programming currently available. Commissioner Henrigillis asked Alderperson Quigley whether he was comfortable continuing to work with a company that has communicated in this way with staff. Alderperson Quigley stated he has concerns with it and it was an issue previously as well. Mr. Kuffel commented on the profitability and that the user fees should cover the cost of operating his business. Mr. Kuffel added that the City reimburses half of the user fees for De Pere residents and Greener Bay Compost should be setting those fees accordingly. Commissioner Henrigillis commented that she believed the cost has increased twice in 2024. Commissioner Henrigillis asked if any of the Commissioners had purchased the compost and how they felt it was priced. Commissioner Van Schyndel stated she had purchased a small bag and thought it was fair

and just enough for what she needed. Commissioner Henrigillis stated she purchased the larger bag and that it had been about \$30. Commissioner Black asked if there were similar businesses and how the prices compare. Betty Marovich, Recording Secretary, shared the current pricing for Bucket Ruckus out of Stevens Point. Mr. Kuffel stated that there had been a similar company in Appleton that recently shut down. Commissioner Van Schyndel stated that she thought they were closing due to moving, not due to profitability but couldn't be sure based on the information she has seen. Commissioner Slavin asked to clarify that services will continue through the end of the year for De Pere residents. Mr. Kuffel stated that Greener Bay Compost indicated that services will proceed until the end of the year per the contract. Commissioner Weber clarified the options the Commission has and what could be offered to incentivize opening the conversation for further discussion with Greener Bay Compost. Mr. Kuffel added that through the City program, the user base in De Pere has quadrupled and that the City has been promoting the program on social media to add subscribers. Commissioner Van Schyndel stated that a \$12,000 budget is better than no budget for this program. Commissioner Van Schyndel stated she would be curious what outcome goals Greener Bay Compost has for the program with De Pere and whether the two entities could be aligned on that goal. Commissioner Henrigillis asked how compost was processed at the City yard waste site. Mr. Kuffel explained that staff takes temperature and rotates piles of yard waste to create compost. Commissioner Henrigillis asked if the funding could be redirected to those efforts. Mr. Kuffel stated the site is not operated to DNR requirements for food waste composting and is in the process of being split and relocated. Alderperson Quigley stated that his understanding is that food waste composting is quite restrictive. Commissioner Weber stated the Greener Bay Compost is aware of those restrictions and if the City wanted to do food waste composting in house that Greener Bay Compost would be the expert on the subject. Mr. Kuffel stated that he did not think it would be an option to operate a food waste composting service in-house. Alderperson Quigley suggested referring back to staff and he would reach out to Greener Bay Compost to learn about the challenges associated with operating the program in De Pere and asked if this would buy the Commission a month to make a decision. Alderperson Quigley added that he would request information from staff regarding the communications and social media posts that have transpired and boundaries that may need to be set to continue with this working relationship. Mr. Kuffel stated that no additional questionable social media posts have been noted since the contract was signed and program began. Commissioner Henrigillis commented that as a subscriber she has received upwards of 20 text messages back to back from Greener Bay Compost. Mr. Kuffel added that one issue staff is aware of is in regards to invoicing, as the invoices are not processed until the due date, rather than upon receipt. Mr. Kuffel further commented that Greener Bay Compost may prefer that more promotion occur on social media for the program, but that the City has their own set of policies to follow as it relates to this. Commissioner Black stated that if the contract is renegotiated that language should be included to prevent this discussion from occurring in the future and added that she would like to see the program continue. Mr. Kuffel stated that staff did not provide a recommendation as staff does not want to be the reason the program fails to continue.

Alderperson Quigley moved to refer back to staff and reach out to Greener Bay Compost to find a middle ground for 2025 program contract, seconded by Commissioner Henrigillis.

Commissioner Weber requested clarification that De Pere residents be allowed to participate with Greener Bay Compost, even if contract is terminated.

Upon vote, the motion passed unanimously.

|                  |                                                      |
|------------------|------------------------------------------------------|
| <b>RESULT:</b>   | <b>REFERRED BACK TO STAFF [UNANIMOUS]</b>            |
|                  | <b>Next: 10/8/2024 5:30 PM</b>                       |
| <b>MOVER:</b>    | John Quigley, Alderperson                            |
| <b>SECONDER:</b> | Emily Henrigillis, Commissioner                      |
| <b>AYES:</b>     | Black, Henrigillis, Slavin, Schyndel, Weber, Quigley |
| <b>ABSENT:</b>   | Randall Lawton                                       |

3. Teen Advisor Introduction

Chase Kuffel, Assistant City Engineer, explained the intent of this discussion was to have the Commissioners introduce themselves to the new teen advisor, Anna Metzler, appointed to the Sustainability Commission. Mr. Kuffel asked each member to provide a little background on themselves and what they are looking to accomplish while serving on the Sustainability Commission.

All Commission members and staff introduced themselves and their interest in Sustainability.

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>DISCUSSED</b> |
|----------------|------------------|

4. Consideration and possible action on Student Advisor Application Packet

Chase Kuffel, Assistant City Engineer, explained that as part of the Ordinance update in 2023, two student advisor seats were created for Sustainability Commission. Mr. Kuffel explained the current process for students being appointed to these positions. Mr. Kuffel suggested that the process be formalized by an annual application. Mr. Kuffel added that the packet included in the agenda was constructed similar to the application packet for teen advisor positions for Board of Park Commissioners. Mr. Kuffel stated when the applications would be due and that they would be for one year terms. Mr. Kuffel recommended the Commission approve the Student Advisor Application Packet.

Commissioner Henrigillis moved to approve the Student Advisor Application Packet, seconded by Commissioner Slavin.

Alderperson Quigley asked if Teen Advisors are able to serve more than one term. Mr. Kuffel stated that would be acceptable unless there were an abundance of applicants for the positions. Commissioner Van Schyndel asked if there was an open position and if the intent was to fill positions from both Unified and West De Pere School Districts. Mr. Kuffel stated that there was an open position and that it would be ideal to have one from each district but not mandatory. Commissioner Black asked if the application packet could be posted to the website. Mr. Kuffel stated it could be.

Upon vote, the motion passed unanimously.

|                  |                                                      |
|------------------|------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED BY ROLL CALL VOTE [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Emily Henrigillis, Commissioner                      |
| <b>SECONDER:</b> | Nicole Slavin, Commissioner                          |
| <b>AYES:</b>     | Black, Henrigillis, Slavin, Schyndel, Weber, Quigley |
| <b>ABSENT:</b>   | Randall Lawton                                       |

5. Consideration and possible action on Adopt-A-Drain Program

Chase Kuffel, Assistant City Engineer, stated the Adopt-a-Drain program that was proposed at the August 13 Sustainability Commission was approved by Common Council at their August 20, 2024 meeting. Mr. Kuffel added that the intent of this item is to discuss the plan for the Adopt-a-Drain program moving forward and clarify what exhibits or handouts are needed at the September 19 Farmers Market booth. Mr. Kuffel stated that the anticipated booth location for Farmers Market was included on the map in the packet.

Commissioner Henrigillis explained that during the Farmers Market booth, participants will be able to use chalk to decorate the storm inlet to show what stormwater means to them and bring awareness, especially to locations that drain directly to the river. Commissioner Henrigillis stated she would send staff handouts to have printed for the booth. Commissioner Henrigillis stated she would also like to have a sign-up available for residents who want to participate in the new Adopt-a-Drain program. Mr. Kuffel stated that handwritten registrations would be acceptable during Farmers Market and then entered by staff following the event. Commissioner Van Schyndel asked if the online sign-up was ready. Betty Marovich, Recording Secretary, stated that the forms were ready, but were not posted to the website yet and added that the option to upload photos was included as requested by Commissioner Black. Commissioner Van Schyndel asked if a decision was made about removing inlets once they were adopted. Mr. Kuffel stated that staff would coordinate with residents if they request a drain that has been adopted. Ms. Marovich stated that residents that sign up on the paper form at the Farmers Market booth will be contacted by staff regarding their closest inlet and to verify their participation after they have been made aware of the location. Commissioner Henrigillis asked if residents could sign up for more than one location. Mr. Kuffel stated he did not see an issue with it. Commissioner Slavin asked if there would be a social media post in tandem with the Farmers Market to promote the program. Ms. Marovich stated she would work with social media staff to have something posted regarding the Commission being out at Farmers Market. Alderperson Quigley asked if the guidelines stated not to place yard waste on other people's lawn or terrace. Mr. Kuffel stated that the guidelines state to collect and take to the yard waste site, but does not specify not to place on the adjoining property terrace. Commissioner Black stated that she believes there are educational videos available for proper storm drain cleaning. Commissioner Henrigillis and Commissioner Slavin volunteered to film a City video for promotion and proper cleaning. Commissioner Henrigillis asked if a decision has been made for promotion of the volunteers or highlighting adopted drains. Mr. Kuffel stated that other locations create t-shirts and backpacks for participants. Ms. Marovich suggested creating a branded bucket for residents to use while they clean the drain. Mr. Kuffel suggested baby-stepping and first getting registrants and then working on additional promotional materials for the future. Commissioner Van Schyndel asked if the original intent had been to highlight the locations that had been adopted. Commissioner Henrigillis stated that was exactly the intent of the stickers proposed. Commissioner Weber asked if staff could make a map on the City website of the locations that had been adopted. Mr. Kuffel stated that staff could

create a map that would be updated as drains are adopted. Commissioner Weber suggested using the bucket as an incentive for residents that log their cleaning efforts. Commissioner Van Schyndel supported the t-shirt idea because residents will wear them at other times and promote the program, whereas the bucket will be used while they clean and not be as big of a promotion potentially. Commissioner Henrigillis suggested the swag/incentive to be finalized at a future meeting.

No action taken.

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>NO ACTION</b> |
|----------------|------------------|

6. Consideration and possible action on Pollinator Gardens

Chase Kuffel, Assistant City Engineer, explained that staff met with The Plant Gal, to discuss pollinator gardens near the urban orchards at City of De Pere Parks: Voyageur Park, Braisher Park, VFW Park, and Samantha Park. Mr. Kuffel added that in this discussion, it was determined that 10-foot wide gardens along the short side of the orchard would be sufficient to promote pollinators at these locations with an estimated cost for the plants and planting at these four locations to be approximately \$4,000. Mr. Kuffel added that this estimate did not include any site clearing, tilling or preparation. Mr. Kuffel stated that the next steps would be to discuss the plan to install pollinator gardens with the City of De Pere Parks, Recreation and Forestry Department and the City's Urban Orchard Committee. Mr. Kuffel stated that with their approval, staff can work to solicit three quotes for the installation of pollinator gardens at the City parks. Mr. Kuffel explained that discussions with City staff will determine if site preparation needs to be included with the quotes or whether that can be completed in-house. Mr. Kuffel recommended meeting with the City Parks, Recreation and Forestry Department and Urban Orchard Committee to determine if the pollinator gardens would be feasible. If deemed feasible, staff will generate a proposal and reach out to potential solicitors for pricing.

Commissioner Slavin commented that these gardens would be a visible sign to the community to promote planned natural landscapes since the termination of No Mow May. Commissioner Van Schyndel asked if staff knew approximately how much site preparation could cost. Mr. Kuffel explained that he usually assumes double the material cost when he estimates labor. Mr. Kuffel suggested having a line item for quarterly maintenance in the proposal. Commissioner Henrigillis asked if there was concern about the budget running out at the end of the year before work is completed. Mr. Kuffel explained that staff has requested a similar budget amount for next year. Commissioner Van Schyndel asked if the funds would be lost at the end of the year. Mr. Kuffel stated that staff could request to roll over funds to 2025 as long as there was a solid plan in place for using it.

Commissioner Slavin moved to approve staff's recommendation to reach out to City of De Pere Parks, Recreation and Forestry Department and the City's Urban Orchard Committee for approval to plant pollinator gardens at the urban orchards and to solicit quotes following their approval, seconded by Commissioner Weber. Upon vote, the motion passed unanimously

|                  |                                                      |
|------------------|------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED BY ROLL CALL VOTE [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Nicole Slavin, Commissioner                          |
| <b>SECONDER:</b> | Rachel Weber, Commissioner                           |
| <b>AYES:</b>     | Black, Henrigillis, Slavin, Schyndel, Weber, Quigley |
| <b>ABSENT:</b>   | Randall Lawton                                       |

7. Discussion on August Farmer's Market

Chase Kuffel, Assistant City Engineer, explained that the intent of this item is to provide the Commission the opportunity to discuss their experience at the August 15, 2024 Farmers Market booth. Mr. Kuffel stated he believed it was lower attendance due to poor weather.

Commissioner Weber commented that it was closer to zero attendance. Commissioner Henrigillis agreed with Commissioner Weber. Commissioner Black commented that there was a lot of rain, with standing water on the street, and added that she was surprised it was not cancelled. Commissioner Black asked if Commission members had the option to opt out of a market due to inclement weather. Betty Marovich, Recording Secretary, stated that Definitely De Pere had reached out to staff at about 2 PM on the day of the market and stated they were still having the market and asked if the Commission had still planned to set up a booth and staff had indicated they would be there at that occasion, but it is an option to opt out. Commissioner Henrigillis asked if the Commission had the flexibility to go a different day if they opted out of one due to bad weather. Ms. Marovich offered to reach out to Definitely De Pere, if the Commission cancels due to bad weather, and see if there are other weeks that have openings, provided the Commission can get enough volunteers to staff the booth on the make up date. Mr. Kuffel stated that if there is inclement weather (rain) during the September date that it would add to the presentation for stormwater awareness.

Discussion only. No action necessary.

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>DISCUSSED</b> |
|----------------|------------------|

8. Consideration and possible action on Sustainability Commission Subgroups

Chase Kuffel, Assistant City Engineer, explained that Commissioner Black requested that the Sustainability Commission discuss the best practices for subgroups after discussion at the July Sustainability Commission meeting. Mr. Kuffel listed the three subgroups presently active for the Commission. Mr. Kuffel stated that Commissioners are discouraged from subgroups containing four or more commissioners as it would create a quorum. If a quorum is inadvertently created, the Commission risks violating Wisconsin Open Meetings Law. Wisconsin's Open Meetings Law is in place to promote openness in government and to provide Wisconsin citizens with an opportunity to observe and educate themselves about their government's operations. Mr. Kuffel added that from the City's standpoint, as long as a quorum is not initiated, there are no formal rules for a commission subgroup meeting but recommended that subgroups take meeting minutes and share group meeting minutes with subgroup members who were unable to attend a given meeting.

Commissioner Weber suggested creating an introductory packet for new members. This packet would include information on past and current initiatives and initiative history. Commissioner Van Schyndel commented that a lot of the information about initiatives is

available in minutes from past meetings. Commissioner Weber agreed that minutes show the history of the initiatives but added that coming into the meetings, new members only have so much time to review old meetings and this would give subgroups an opportunity to highlight key points regarding the initiatives. Commissioner Black agreed that there are a lot of meetings to try to review and having this packet creates a condensed version that is easier to review. Commissioner Black also commented that it could include government meeting procedure. Mr. Kuffel suggested that when new members join the Commission, there could be an agenda item to outline current initiatives. Alderperson Quigley offered to create a Robert's Rules of Order summary page for government meeting procedure. Commissioner Van Schyndel commented that the discussion seemed outside the agenda topic. Commissioner Weber clarified that the intro packet would help get information to new members about the subgroups. Commissioner Black further explained that it would help new members by including work of each subgroup to help determine whether that group was of interest to the new member, whether the new member could join an existing subgroup based on the number of current members, how to create new subgroups, and procedure for meetings. Mr. Kuffel volunteered that the City house the document and update following each meeting with information provided by the subgroups. Commissioner Weber added that teen advisors can join any or all subgroups without creating quorum because they are not voting members. Commissioner Black asked what action needed to be taken. Mr. Kuffel stated he did not need action on this agenda item and recapped that Alderperson Quigley would create a Robert's Rules of Order sheet and City staff would create summaries of the initiatives based on the minutes.

Commissioner Weber moved that subgroup rules/best practices be created by Commissioner Weber for review, along with the Robert's Rules from Alderperson Quigley, and initiative review by staff, seconded by Alderperson Quigley.

Betty Marovich, Recording Secretary, clarified that this document would be used for internal use by Commission members and not made publicly available on the City website. Commission members agreed that was the intent.

Upon vote, the motion passed unanimously.

|                  |                                                      |
|------------------|------------------------------------------------------|
| <b>RESULT:</b>   | <b>ADOPTED BY ROLL CALL VOTE [UNANIMOUS]</b>         |
| <b>MOVER:</b>    | Rachel Weber, Commissioner                           |
| <b>SECONDER:</b> | John Quigley, Alderperson                            |
| <b>AYES:</b>     | Black, Henrigillis, Slavin, Schyndel, Weber, Quigley |
| <b>ABSENT:</b>   | Randall Lawton                                       |

9. Discuss Clean Energy Workplan Updates

Mr. Kuffel, Assistant City Engineer, stated that the intent of this item is to allow the Sustainability Commission the opportunity to discuss next steps and any updates pertaining to the Clean Energy Workplan.

Members of the Clean Energy Subgroup stated they did not have any updates.

|                |                  |
|----------------|------------------|
| <b>RESULT:</b> | <b>DISCUSSED</b> |
|----------------|------------------|

IV. Future Agenda Items

Commissioner Henrigillis requested information on how tree species were selected for right-of-way planting.

Chase Kuffel stated he would be bringing forward an update on the Clean Air Initiative from meeting with Unified School District.

V. Adjournment

Commissioner Henrigillis moved to adjourn the meeting at 6:34 PM, seconded by Commissioner Van Schyndel. Upon vote, the motion passed unanimously.

Respectfully submitted,  
Betty Marovich



# CITY OF DE PERE

## Engineering Division

925 S. Sixth Street, De Pere, WI | 920-339-4061 | [www.deperewi.gov/engineering](http://www.deperewi.gov/engineering)



October, 2025

«OWNMAIL1»

«OWNMAIL3»

«OWNMAIL4»

**Re: Reimbursement for Utilizing Greener Bay Compost, LLC**

Dear OWNMAIL1:

Starting January 1, 2025, the City of De Pere will no longer be partnering with Greener Bay Compost, LLC to reimburse half of the subscription fees for De Pere Residents utilizing their composting services. Starting in January, Greener Bay Compost will automatically switch your invoice to cover the full cost for their services. Instead of paying half the subscription fees directly to Greener Bay Compost, the City will now reimburse half the subscription fees directly to our residents to continue using these composting services. The City plans to reimburse residents quarterly for these services.

What this means for you:

1. There should be no change in your service through Greener Bay Compost, LLC moving forward as a result of the termination of their contract with the City of De Pere.
2. The City will reimburse subscription fees quarterly (every three months).
3. For reimbursement, you can either:
  - a. Scan or send a picture of your composting invoices to my email at: [ckuffel@deperewi.gov](mailto:ckuffel@deperewi.gov)
  - b. Upload a picture or scanned copy of your invoices to <https://deperewi.seamlessdocs.com/f/compostreimbursement>
  - c. Drop off or mail a copy of your monthly invoices to:

**Attn: Chase Kuffel**

Municipal Service Center  
925 S. Sixth Street  
De Pere, WI 54115.

Over →

The quarterly reimbursement deadlines will be the last business days of the following months: April, July, October & January. Any invoices received after these dates will then be carried forward to the next reimbursement period.

Should you have any questions regarding this service or the City's reimbursement process, please feel free to contact me at 920-339-4061 or email me directly at [ckuffel@deperewi.gov](mailto:ckuffel@deperewi.gov).

Sincerely,

PUBLIC WORKS DEPARTMENT



Chase Kuffel, P.E.

Assistant City Engineer

cc. Mayor Boyd  
Scott Thoresen, Director of Public Works  
Sustainability Commission  
Common Council

**AGREEMENT FOR CONTRACTOR SERVICES BETWEEN THE  
CITY OF DE PERE AND GREENER BAY COMPOST LLC**

<sup>2024</sup> THIS AGREEMENT made and entered into this 3<sup>rd</sup> day of April, ~~2023~~, by and between the City of De Pere, Wisconsin, ("City"), and Greener Bay Compost LLC ("Contractor").

**I. SCOPE OF CONTRACTING SERVICES**

Contractor agrees to perform those compost services described in the Proposal dated, 2024, attached and incorporated as Exhibit A. No terms or conditions of Contractor's Proposal are incorporated into this Agreement and the terms and conditions of this Agreement shall supersede and control in the event of any conflict. Any change to the scope of services as identified therein shall be defined in writing and authorized by both parties in writing prior to performing such work. Such writing shall include the scope of work to be done, schedule for commencing and completing the work and the basis for compensation for such work.

**II. COMPENSATION**

Contractor shall be paid as provided in Contractor's Proposal attached as Exhibit A. The date for each progress payment should be the 3rd Tuesday of each month. The period covered by each Application for Payment starts on the day following the end of the preceding period and ends the 4<sup>th</sup> Friday of the Month.

**III. INSURANCE**

The Contractor shall maintain during the course of the project, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement as stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability and broad form property damage liability. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000 per occurrence; with additional umbrella liability insurance coverage to a total of not less than \$5,000,000.
2. Automobile Liability
  - (A) Coverages must include the following extensions:
    - Comprehensive Form
      - (1) All Owned Autos
      - (2) All Hired Autos

- (3) All Non-Owned Autos
- (4) Mobile Equipment
- (5) Specialized Equipment
- (6) Contractual Liability
- (7) Uninsured Motorists to Limit of Policy
- (8) Additional Insured Endorsement naming City of De Pere, its employees, agents and assigns

(B) Limits of Liability:

Combined Single Limit/Bodily Injury and Property Damage:  
\$1,000,000 per person/per accident

Uninsured/Underinsured Motorists:

Limits equal to above combined single limit

3. Worker's Compensation and Employers' Liability Insurance

Limits of Liability: Statutory

The Contractor shall provide City with a certificate of insurance outlining the required coverage and naming the City as an additional insured thereunder for purposes of the Contract.

#### IV. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the City, its officers, agents and employees from and against all claims, damage, losses, and expenses including reasonable attorney's fees arising out of or resulting from the performance of the work specified in this Contract, provided that any such claim damage, loss or expense is caused in whole or in part by any negligent or intentional act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.

Notwithstanding any other provision of this Agreement, nothing contained herein is intended to waive or estop either the City or its insurers from relying upon the limitations, defenses and immunities contained within §§ 345.05 and 893.80 of the Wisconsin Statutes. To the extent indemnification is available and enforceable, the City or its insurers shall not be liable in indemnity contribution or otherwise for an amount greater than the limits of liability of municipal claims under Wisconsin law.

#### V. LEGAL RELATIONS AND PUBLIC RESPONSIBILITY

1. **LAWS TO BE OBSERVED.** The Contractor shall at all times observe and comply with all federal, state, and local laws, regulations and ordinances which are in effect or which may be placed in effect during the contract period and which in any manner affect the conduct of the work. The Contractor shall indemnify and save harmless

the City and its officers, agents and employees against any claim or liability arising from or based on the violation of any such law, ordinance, or regulation, whether by Contractor or its employees, subcontractors, or agents.

2. **CONTRACTOR RECORDS.** Contractor acknowledges that, as a contractor of a Wisconsin Municipality, Wis. Stats. §19.36(3) applies to it and records produced by it pursuant to this contract are subject to the public records law to the extent that they would otherwise be if maintained by the City of De Pere. Contractor agrees that, within 10 business days of a written request of the City of De Pere, it shall forward such records as are requested by the City of De Pere. Such records shall be in the format requested by City of De Pere provided that such records are kept and maintained in that format.
3. **PERMITS AND LICENSING.** The Contractor shall procure all permits and licenses necessary and incidental to the work required hereunder.
4. **WORK SAFETY AND HEALTH.** The Contractor shall comply with all federal, state and local laws governing work safety and health and shall provide all safeguards, safety devices and protective equipment, and take any other needed actions as the Contractor or the City Engineer may determine reasonably necessary, to protect the life and health of employees on the job and the safety of the public and to protect property in connection with the performance of the work covered by the contract.
5. **RESPONSIBILITY FOR DAMAGE CLAIMS.** The Contractor and its surety shall indemnify and save harmless the City and all of its officers, officials, agents and employees from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons, or property on account of the operations of the said Contractor; or on account of or in consequence of any neglect in safeguarding the work, or through use of unacceptable materials in constructing the work; or because of any act or omission, neglect or misconduct of said Contractor; or because of any claims or amount recovered for any infringement of patent, trademark or copyright; or from any claims or amounts arising or recovered under the worker's compensation law; or any other law, ordinance, order or decree; and so much of the money due the said Contractor under and by virtue of this contract as shall be considered necessary by the Board of Public Works for such purposes, may be retained for the use of the City; or, in case no money or insufficient money is retained, the Contractor's surety shall be held.

The City shall not be liable to the Contractor for damages or delays resulting from work by third parties or by injunctions or other restraining orders obtained by third parties.

It shall be the Contractor's responsibility to see that all of the contract operations incidental to the completion of this contract are covered by public liability and

property damage liability insurance in order that the general public or any representative of the contracting authority may have recourse against a responsible party for injuries or damages sustained as a result of said contract operations. This requirement shall apply with equal force, whether the work is performed by the Contractor, or by a Subcontractor or by anyone directly or indirectly employed by either of them.

6. **CONTRACTOR'S RESPONSIBILITY FOR WORK.** Until acceptance of the Work by the City Engineer, the Contractor shall have the charge and care thereof and shall take every precaution against injury or damage to any part thereof by the action of the elements, or from any other cause, whether arising from the execution or non-execution of the Work. The Contractor shall rebuild, repair, restore and make good all injuries or damages to any portion of the Work occasioned by any of the above causes before acceptance and shall bear the expense thereof, except damage to the Work due to unforeseeable causes beyond control of and without the fault or negligence of the Contractor, including but not restricted to acts of God, of public adversaries or of governmental authorities. In case of suspension of work from any cause whatever, the Contractor prior to suspension shall take such precautions as may be necessary to prevent damage to the project, provide for normal drainage and shall erect any necessary temporary barricades, signs or other facilities, at the Contractor's expense, as directed by the Engineer.
7. **PERSONAL LIABILITY OF PUBLIC OFFICIALS.** In carrying out any of the provisions of this contract or in exercising any power or authority granted to them thereby, there shall be no personal liability upon the City, its officers, officials, agents and employees, it being understood that in such matters they act as agents and representatives of the City. Any right of action by the Contractor against the City, or its agents or employees, is hereby expressly waived.
8. **TERMINATION.** City or Contractor may terminate this Agreement at any time for any reason upon written notice to the other Party.

#### VI. GUARANTEE OF MATERIALS AND WORKMANSHIP

The Contractor shall guarantee all materials furnished and all work performed under the Contract against all defects in materials and workmanship for a period of one year following the date of acceptance of the Work, which date shall be understood to be the date of which final payment of all monies due the Contractor under the contract is authorized by the Director of Public Works. Should any defect appear during the guarantee period, the Contractor shall make the required repairs or replacement upon receipt of written notification from the Director of Public Works to do so.

## VII. MEDIATION

All claims, disputes and other matters in question between the parties of this Agreement arising out of or relating to this Agreement or breach thereof, which are not disposed by mutual agreement of the parties, shall be subject to mediation as a condition precedent to the institution of legal proceedings by either party. If such claim, dispute or other matter involves a lien arising out of the Contractor's services, the Contractor may proceed in accordance with applicable law to comply with lien notice and filing deadlines prior to resolution of the matter by mediation.

The City and Contractor shall attempt to resolve claims, disputes and other matters in question between them by mediation in accordance with the Rules of the American Arbitration Association currently in effect unless the parties agree otherwise. A request for mediation shall be filed in writing with the other party to this Agreement and, if applicable, the American Arbitration Association. The request may be made concurrently with the filing of a civil action, but mediation shall proceed in advance of legal proceedings, which may be stayed pending mediation for a period of 60 days from the date of filing unless a longer period is agreed to by the parties or required by a court order.

The parties shall share the mediator's and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

## VIII. NOTICES

Any notification required or needed under the contract shall be sent to the following:

If to City:  
City of De Pere  
Attention:  
925 South Sixth Street  
De Pere, WI 54115

If to Contractor:  
Greener Bay Compost LLC  
Attention: Cory Groshek  
Address: 1597 Forest Gln  
Green Bay, WI 54304

## IX. IMMUNITY

Nothing contained in this Agreement constitutes a waiver of any immunity available to the City under applicable law.

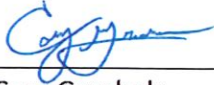
## X. LEGAL COMPLIANCE

Contractor shall comply with all federal, state, and municipal laws and regulations and including without limitation the City's solid waste and recycling ordinance.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first above written.

**GREENER BAY COMPOST LLC**

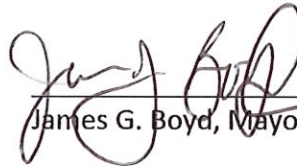
By:



Cory Groshek

**CITY OF DE PERE**

By:



James G. Boyd, Mayor



Carey E. Daner, City Clerk

**Approved as to Form:**

City Attorney

J:\Law\Agreements\Contractor Agreement Greener Bay Compost LLC



Exhibit  
A

## Proposal to the City of De Pere for Food Scraps and Organics Recycling Program 2024

Dated January 16<sup>th</sup>, 2024

Greener Bay Compost (hereafter "GBC") hereby proposes the following to the City of De Pere (hereinafter "City"):

- That the City, up to a total amount of \$10,000.00, use GBC's existing Residential Compost Pickup Services (to include GBC's Every-Other-Week and Every-Four-Weeks variations of these services, as detailed at [www.GBCompost.com/Residential](http://www.GBCompost.com/Residential)).
- That actual service relative to the Program start no later than June 1<sup>st</sup>, 2024, and preferably no later than April 1<sup>st</sup>, 2024.
- That registration, through GBC's website (through an as-yet-unpublished webpage, such as [www.GBCompost.com/DePere](http://www.GBCompost.com/DePere)), may be completed for anyone interested in participating in the Program.
- That Program registration be opened to existing subscribers to Greener Bay Compost's Residential Compost Pickup Services who reside within the corporate limits of De Pere, at least one month prior to Program registration being opened to anyone else and that such subscribers be afforded the first opportunity to sign up for the Program, assuming they are deemed eligible to participate in it.
- That Program registration be opened to the general public one month following it being opened to the aforementioned existing Greener Bay Compost subscribers.
- That only verifiable De Pere residents living within the corporate limits of the City (to include any residents whose residences would normally be serviceable by GBC, including, but not necessarily limited to, single-family homes, duplexes, townhomes/townhouses, condominiums, and apartments with at least one private door leading directly outdoors) be eligible to participate in the Program.
- That GBC shall determine, after consultation with the City, which registrants are residents of the City and eligible to participate in the Program with respect to registrants proposed service locations.
- That the City be allowed to request, at any time, a list of registrants or program participants GBC has deemed eligible to participate in the Program and that GBC shall provide such a list to the City, via email, within 2-3 business days of the City's request.
- That all registrants deemed eligible to participate in the Program will be "onboarded"/invited/brought into the Program on a first-come, first-serve basis, with no preference given to any registrants, with the exception of existing Greener Bay Compost

subscribers deemed eligible to participate in the Program who successfully register for the Program prior to registration being opened to the general public.

- That any time GBC “onboards”/accepts a new Program participant into the Program, that said Participant will be added to a spreadsheet.
- That the above-mentioned spreadsheet be used by GBC and the City to determine at what point GBC is no longer able to accept any new Program participants.
- That GBC shall provide Compost Pickup Service to Program participants, including, but not necessarily limited to, the provision of GBC’s physical services (including Bucket Swaps/Compost Pickups), online and offline customer service, and record-keeping of the type that GBC routinely engages in.
- That GBC weigh all Program participants’ buckets individually, keep track of Program participants’ bucket weights on spreadsheets, keep track of the total poundage diverted from local landfills by all Program participants combined, and publish and provide the City with a copy of said total poundage on GBC’s Leaderboard (at [www.GBCompost.com/Leaderboard](http://www.GBCompost.com/Leaderboard)), as a means of making the Program’s positive and measurable impact accessible/apparent to anyone interested in it.
- That the City pay all invoices submitted to it by GBC, relative to the Program, as soon as possible and no later than 30 days of the City’s receipt of said invoices.
- That neither GBC or the City be obligated, contractually or otherwise, to continue the Program once the above-mentioned \$10,000.00 (or as close to it as possible) has been paid by the City to GBC.



City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** Information Technology

**FROM:** Steve Massey

**SUBJECT:** Resolution #24-91 Authorizing Microsoft 365 Enterprise Agreement and Approving Renewal Quotation.

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**ATTACHMENTS:**

- Reso24-91 (PDF)
- Memo to Finance - Microsoft 365 Enterprise Agreement Renewal 2024\_SMv1 (PDF)
- Microsoft 365 Enterprise Agreement Renewal 2024 Quote (PDF)

## RESOLUTION #24-91

AUTHORIZING MICROSOFT 365 ENTERPRISE AGREEMENT  
AND APPROVING RENEWAL QUOTATION

WHEREAS, in July 2020, the Common Council approved Microsoft Office 365 as a cloud-hosted solution to provide e-mail and Microsoft Office Productivity Suite to city staff and elected officials in the Microsoft Government Cloud; and

WHEREAS, a renewal of such agreement is required for continued service past the current expiration date of November 30, 2024; and

WHEREAS, upon the terms and conditions outlined in the Quote Confirmation attached hereto, staff recommends renewing Microsoft Office 365 for an additional three-year period; and

WHEREAS, the Finance/Personnel Committee has reviewed this matter and recommends approval thereof.

## NOW, THEREFORE, BE IT HEREBY RESOLVED:

That the Information Technology Director is authorized and directed to renew Microsoft Office 365, pursuant to the Quote as is attached hereto, together with subsequent renewals as may be required, provided the terms and conditions are substantively similar, and sufficient funds are budgeted therefor.

## BE IT FURTHER RESOLVED:

That the Mayor is hereby authorized and directed to execute the corresponding Enterprise Agreement to facilitate the renewal, subject to such changes as deemed necessary by the City Attorney.

## BE IT FURTHER RESOLVED:

Resolution #24-91

Page 2 of 2

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 17<sup>th</sup> day of September, 2024.

APPROVED:

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

ATTEST:

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

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

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

Board/Committee Approval: 10/08/2024

# CITY OF DE PERE MEMO



To: Mayor James Boyd  
Members of the Finance/Personnel Committee  
From: Steve Massey, IT Director  
Date: October 1, 2024

RE: **Consideration and Possible Action on the Approval of Renewal Quotation for Microsoft 365 Enterprise Agreement (EA)**

Microsoft 365 is the cloud hosted solution that provides email and the Microsoft Office Productivity Suite to city staff and elected officials. City staff and elected officials have been operating on Microsoft 365 in the Microsoft Government cloud for nearly 3 years. The current Microsoft 365 EA expires on November 30, 2024. Staff recommends renewing the Microsoft 365 EA for an additional 3-year agreement at the cost of \$58,435 annually. Funding for the EA renewal has been included in the annual budget planning process.



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

## QUOTE CONFIRMATION

**STEVE MASSEY,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

**Convert Quote to Order**

| QUOTE # | QUOTE DATE | QUOTE REFERENCE | CUSTOMER # | GRAND TOTAL        |
|---------|------------|-----------------|------------|--------------------|
| PCCC609 | 9/6/2024   | PCCC609         | 3179564    | <b>\$58,435.14</b> |

| QUOTE DETAILS                                                                                                                                                                         |     |         |            |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|------------|-------------|
| ITEM                                                                                                                                                                                  | QTY | CDW#    | UNIT PRICE | EXT. PRICE  |
| <a href="#">Microsoft Entra ID P1 - subscription license - 1 user</a><br>Mfg. Part#: MQM-00001-12-SLG<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                       | 180 | 5430962 | \$57.65    | \$10,377.00 |
| <a href="#">Microsoft Azure Active Directory Premium P2 - subscription license - 1 user</a><br>Mfg. Part#: MQN-00001-12-SLG<br>Electronic distribution - NO MEDIA<br>Contract: MARKET | 2   | 5403137 | \$86.41    | \$172.82    |
| <a href="#">MS EA O365 E1 GCC P USER</a><br>Mfg. Part#: U4S-00002-12-SLG<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                                                    | 24  | 3587696 | \$108.50   | \$2,604.00  |
| <a href="#">MS EA O365 E3 GCC P USER</a><br>Mfg. Part#: AAA-11894-12-SLG<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                                                    | 158 | 3753337 | \$259.88   | \$41,061.04 |
| <a href="#">Microsoft Exchange Online Archiving for Exchange Online - subscription lice</a><br>Mfg. Part#: 4ES-00001-12-SLG<br>Electronic distribution - NO MEDIA<br>Contract: MARKET | 24  | 3069410 | \$29.79    | \$714.96    |
| <a href="#">MS EA DEFENDER O365 P1 GCC P U</a><br>Mfg. Part#: 3GU-00001-12-SLG<br>Electronic distribution - NO MEDIA<br>Contract: MARKET                                              | 182 | 4400962 | \$19.26    | \$3,505.32  |
| <a href="#">Microsoft Audio Conferencing Select Dial Out - subscription license - 1 lic</a><br>Mfg. Part#: NYH-00001-12-SLG                                                           | 182 | 6976615 | \$0.00     | \$0.00      |

## QUOTE DETAILS (CONT.)

Electronic distribution - NO MEDIA

Contract: MARKET

|                    |                    |
|--------------------|--------------------|
| <b>SUBTOTAL</b>    | \$58,435.14        |
| <b>SHIPPING</b>    | \$0.00             |
| <b>SALES TAX</b>   | \$0.00             |
| <b>GRAND TOTAL</b> | <b>\$58,435.14</b> |

## PURCHASER BILLING INFO

**Billing Address:**

CITY OF DE PERE  
ACCTS PAYABLE  
335 S BROADWAY  
DE PERE, WI 54115-2593  
**Phone:** (920) 339-4050

**Payment Terms:** Net 30 Days-Govt State/Local

## DELIVER TO

**Shipping Address:**

CITY OF DE PERE  
STEVE MASSEY  
335 S BROADWAY  
DE PERE, WI 54115-2593  
**Phone:** (920) 339-4050

**Shipping Method:** ELECTRONIC DISTRIBUTION**Please remit payments to:**

CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

**Sales Contact Info****Neal Zolt** | (866) 843-0749 | [nealzol@cdwg.com](mailto:nealzol@cdwg.com)

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Support



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<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** Health Department

**FROM:** Chrystal Woller

**SUBJECT:** Resolution #24-92 Approving Grant Agreement Modification to Wisconsin Division of Public Health Contract No. 62109-4.

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**ATTACHMENTS:**

- Reso24-92 (PDF)
- 155809\_-\_De\_Pere\_Public\_Health\_-\_2024\_DPH\_Con (PDF)
- Memo\_155809 DPH carryover contract (PDF)

## RESOLUTION #24-92

APPROVING GRANT AGREEMENT MODIFICATION TO WISCONSIN DIVISION OF  
PUBLIC HEALTH DPH CONTRACT NO. 62109-4

WHEREAS, the Health Department and the State of Wisconsin Department of Health Services (DHS) are parties to the 2024 Division of Public Health (DPH) Consolidated Contract #62109-1, authorized by Resolution #24-50; and

WHEREAS, the DHS would like to amend the original contract to add Health Department funding for Immunization Cooperative Agreements in the amount of \$17,297.00 for reimbursement of expenses related to providing COVID-19 and other vaccines in an accessible, culturally relevant manner to the underserved or under-vaccinated community for the budget period: July 1, 2024-June 30, 2025; and

WHEREAS, acceptance of such funding requires approval and execution of the Grant Modification Agreement, DPH Contract #62109-4, as is attached hereto.

WHEREAS, the Finance/Personnel Committee has reviewed such Grant Agreement Modification and recommends approval thereof.

## NOW, THEREFORE, BE IT HEREBY RESOLVED THAT:

The Mayor is hereby authorized and directed to execute the Grant Agreement Modification Between the State of Wisconsin Department of Health Services and De Pere DPH for 2024 DPH LPHD Consolidated Contract (#62109-4), subject to such changes as deemed necessary by the City Attorney.

## BE IT FURTHER RESOLVED THAT:

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

Adopted by the Common Council of the City of De Pere, Wisconsin, this 15th day of October, 2024.

APPROVED:

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

ATTEST:

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

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

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

Board/Committee Approval: 09/08/2024

## Wisconsin Department of Health Services Contract Centralization Legal Review

Agreement Number: **435100-G24-DPHCC24-17 M4**

Bureau of Procurement and Contracting (BPC) Review:

☒ This agreement uses a BPC template with Office of Legal Counsel (OLC) approved language.

☐ This agreement uses intergovernmental cooperative purchasing.

OLC Review Required:

☐ This agreement does not use a BPC template with Office of Legal Counsel (OLC) approved language or uses a BPC template with requested language changes.

Description:

**N/A**

Office of Legal Counsel (OLC) Review and Approval:

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

DocuSigned by:

Cody Wagner

Name: Cody Wagner

Title: Office of Legal Counsel

9/30/2024

Date Signed



**GRANT AGREEMENT MODIFICATION**  
**between the**  
**STATE OF WISCONSIN DEPARTMENT OF HEALTH SERVICES**  
**And**  
**Depere Dph**  
**for**  
**2024 DPH LPHD Consolidated Contract**

DHS Grant Agreement No.: 435100-G24-DPHCC24-17 M4  
DPH Contract No.: 62109-4  
Agreement Amount: \$17,297  
Agreement Term Period: 10/1/2023 to 9/30/2025  
GEARS Pre-Packet No: 27373

DHS Division: Division of Public Health  
DHS Grant Administrator: Anna Benton  
DHS Email: [DHSGACMail@dhs.wisconsin.gov](mailto:DHSGACMail@dhs.wisconsin.gov)

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

Modification Description: We are adding funding for the Immunization Program (Profile 155809). Please see attached scope(s) of work. Final reports are due 45 days from the end of the designated contract period for any included profiles.

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

**State of Wisconsin**  
**Department of Health Services**

Authorized Representative

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

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

Signature: \_\_\_\_\_

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

**Grantee**

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

Authorized Representative

Name: Chrystal Woller

Title: Health Officer/Health Department Director

Signature: \_\_\_\_\_

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

## CIVIL RIGHTS COMPLIANCE ATTACHMENT

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

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

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

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

## HIGH-RISK IT REVIEW

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

GEARS PAYMENT INFORMATION

DHS GEARS STAFF INTERNAL USE ONLY  
GEARS PAYMENT INFORMATION

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

GEARS Contract year: 2025

|           |              |              |                           |                         |                         |
|-----------|--------------|--------------|---------------------------|-------------------------|-------------------------|
| Agency #: | Agency Name: | Agency Type: | GEARS Contract Start Date | GEARS Contract End Date | Program Total Contract: |
| 472779    | Depere Dph   | 60           | 7/1/2024                  | 6/30/2025               | \$17,297                |

| Profile ID# | Profile Name          | Profile Note | Profile Current Amount | Profile Change Amount | Profile Total Amount | Funding Controls |
|-------------|-----------------------|--------------|------------------------|-----------------------|----------------------|------------------|
| 155809      | IMM COVID SUPP 3 CONS |              | -                      | \$17,297              | \$17,297             | N/A              |
|             |                       |              |                        |                       | \$17,297             |                  |

**GEARS FEDERAL AWARD INFORMATION**

|                                                                                  |                                         |
|----------------------------------------------------------------------------------|-----------------------------------------|
| <b>DHS Profile Number</b>                                                        | 155809                                  |
| <b>FAIN</b>                                                                      | NH23IP922611                            |
| <b>Federal Award Date</b>                                                        | 8/15/2024                               |
| <b>Sub-award period of Performance Start Date</b>                                | 7/1/2021                                |
| <b>Sub-award period of Performance End Date</b>                                  | 6/30/2025                               |
| <b>Amount of Federal Funds obligated (committed) by this action</b>              | \$17,297                                |
| <b>Total Amount of Federal Funds obligated (committed)</b>                       | \$17,297                                |
| <b>Federal Award Project Description</b>                                         | Immunization Cooperative Agreements     |
| <b>Federal Awarding Agency Name (Department)</b>                                 | Department of Health and Human Services |
| <b>DHS Awarding Official Name</b>                                                | Debra K. Standridge                     |
| <b>DHS Awarding Official Contact Information</b>                                 | 608-266-9622                            |
| <b>Assistance Listing (formerly CFDA) Number</b>                                 | 93.268                                  |
| <b>Assistance Listing (formerly CFDA) Name</b>                                   | Immunization Cooperative Agreements     |
| <b>Total made available under each Federal award at the time of disbursement</b> | \$161,983,317                           |
| <b>R&amp;D?</b>                                                                  | No                                      |
| <b>Indirect Cost Rate</b>                                                        | 7.5%                                    |

*Supplement 4 Local Health and Tribal Health Department Statement of Work**GEARS 155809 & 65566*

| Contacts |       | Division Financial Contact         | Program Contact                                                                              |
|----------|-------|------------------------------------|----------------------------------------------------------------------------------------------|
|          | Name  | Michael Schultz                    | Stephanie Schauer                                                                            |
|          | Email | Michaelw.Schultz@dhs.wisconsin.gov | <a href="mailto:Stephanie.Schauer@dhs.wisconsin.gov">Stephanie.Schauer@dhs.wisconsin.gov</a> |
|          | Phone | 608-267-1897                       | 608-264-9884                                                                                 |

**Background**

These funds are largely intended to reimburse Local and Tribal Health Departments for expenses related to providing COVID-19 and other vaccines in an accessible, culturally relevant manner to underserved or under-vaccinated communities (e.g., pop-up clinics, local events). In summary, funded efforts should include addressing barriers and ensuring health equity for COVID-19 vaccination.

**Contract Period of Performance:**

The grant start date is July 1, 2024- June 30, 2025

**Generalized Funding Statement**

Funding to Local or Tribal Health Department is as follows:

- Reimbursement expenses
- Electronic Support

The Local Health Officer, Tribal Leadership, or Public Health Board will receive the contract through the current DHS DocuSign process. By signing the contract amendment, the local or tribal health department is accepting receipt of the funds and signaling their intention to engage in any number of the eligible activities described above. Each jurisdiction can partner with another jurisdiction.

The funds will be allocated through the Grant Enrollment, Application and Reporting System (GEARS). Expenditure reports will be prepared according to contract monitor instructions and submitted to the contract monitor at the same time expenses are submitted to the DHS GEARS unit for payment. Expenses should be reported through the GEARS expense reporting process at least monthly. Local health departments will report on GEARS profile 155809 and tribal health departments will report on GEARS profile 65866.

The [Expenditure Report form \(F-00642\)](#) is e-mailed to GEARS ([DHS600RCars@dhs.wisconsin.gov](mailto:DHS600RCars@dhs.wisconsin.gov))

**Scope of Work Summary**

The funds will be used for the purposes of reimbursing Local Health Departments and Tribal Health Clinics to provide COVID-19 and other vaccines in an accessible, culturally relevant manner to underserved and/or under-vaccinated communities.

Funding will support the following items:

- Staffing for planning and implementing clinics such as:
  - Staffing a call/email center for patients' requests (e.g., sign ups, accommodations for disabilities, managing complaints)
  - Payment for staff time used for vaccination related tasks such as: ordering, storing, and handling vaccine inventory; administering vaccine; providing patient education; and recording doses administered in the Wisconsin Immunization Registry (WIR)
  - Payment for staff time with managing other logistics like managing parking, flow



- traffic, patient sign in and screening, etc.
  - Identifying an accessible location for the clinic and working with relevant partners to coordinate the event at that location (e.g., organization that owns the location and parking sites, ride share companies, volunteer networks, community-based organizations)
- Communications related to vaccination clinics such as:
  - Translation services for commonly-used languages for the populations expected to attend
  - Printing services
  - Plain language services
  - Sign language interpreters and caption services
  - Braille translation services
  - Development of culturally-relevant messaging that will resonate with the communities focused on by the vaccination clinic
- Outreach to communities targeted for vaccination such as:
  - Communities with limited English-speaking proficiency
  - Under- or uninsured communities
  - Communities with transportation limitations (e.g., lack public, accessible transportation or have mobility limitations)
  - Communities with other inequities in the social determinants of health
  - Formation of partnerships with trusted messengers of the communities focused on by the vaccination clinic
  - Culturally-relevant media campaigns (e.g., radio notices, social media, and flyers about the upcoming vaccination clinic)
- Site-specific needs and supplies
  - PPE for staff and for patients
  - Clinic supplies such as tents, signage
  - Appropriate vaccine storage/transport equipment

#### Reporting Requirements

|                                                                                                                       | Due Date |
|-----------------------------------------------------------------------------------------------------------------------|----------|
| Submit GEARS Expenditure Reports                                                                                      | Monthly  |
| DHS Monthly Financial & Progress Report – updated form with training will be emailed by or before agreement execution | Monthly  |

#### Special Provisions

Be aware that CDC may provide more guidance to states regarding this funding. Expect that DHS would convene local and tribal health officers to adapt to any changing grant requirements as well as strategize around alignment across funds.

## DEPARTMENT OF HEALTH SERVICES

Division of Enterprise Services

F-01788 (03/2022)

STATE OF WISCONSIN

**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

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

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

**SIGNATURE** – Official Authorized to Sign Application

Date Signed

For (Name of Vendor)

Unique Entity Identifier (UEI), if applicable

**INTERNAL USE ONLY**

Contract #:

Contract Description:

The Office/Division of \_\_\_\_\_ has searched the above named Vendor against the System for Award Management system (SAM) and has confirmed as of Date the Vendor is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

**SIGNATURE** – Contract Administrator

Date Signed

**Certificate Of Completion**

Envelope Id: 74D1022FC64543DD982342BCBB9EEE78

Status: Sent

Subject: 155809 - De Pere Public Health - 2024 DPH Consolidated Contract - 435100-G24-DPHCC24-17 M4

Source Envelope:

Document Pages: 8

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Yvette Smith

AutoNav: Enabled

1 West Wilson St.

Envelopeld Stamping: Enabled

Madison, WI 53703

Time Zone: (UTC-06:00) Central Time (US &amp; Canada)

yvettea.smith@dhs.wisconsin.gov

IP Address: 165.189.255.23

**Record Tracking**

Status: Original

Holder: Yvette Smith

Location: DocuSign

9/27/2024 2:55:53 PM

yvettea.smith@dhs.wisconsin.gov

Security Appliance Status: Connected

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Storage Appliance Status: Connected

Pool: DHS

Location: DocuSign

**Signer Events**

Cody Wagner

CodyW.Wagner@dhs.wisconsin.gov

Office of Legal Counsel

Wisconsin Department of Health Services

Security Level: Email, Account Authentication  
(None)**Signature**

DocuSigned by:

31F480248CEC464...**Timestamp**

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Viewed: 9/30/2024 11:23:05 AM

Signed: 9/30/2024 11:27:23 AM

Signature Adoption: Uploaded Signature Image

Using IP Address: 107.208.176.202

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Chrystal Woller

cwoller@deperewi.gov

Health Officer/Health Department Director

Security Level: Email, Account Authentication  
(None)

Sent: 9/30/2024 11:27:25 AM

Viewed: 9/30/2024 11:30:02 AM

**Electronic Record and Signature Disclosure:**

Accepted: 9/30/2024 11:30:02 AM

ID: e5998c95-f16e-4368-b2a1-3b85cc6df1a3

Jonette Arms

jonette.arms@dhs.wisconsin.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**

Accepted: 9/30/2024 9:41:43 AM

ID: c783188d-e8ce-4d0f-bc56-70598e904f26

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

**Carbon Copy Events****Status****Timestamp**

DPH Contracts

DHSDPHContracts@dhs.wisconsin.gov

DPH Contracts Shared Account

Wisconsin Department of Health Services

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign**COPIED**

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GEARS Contracts

DHSCARSContracts@dhs.wisconsin.gov

Wisconsin Department of Health Services

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign**COPIED**

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Kelly Burke

kburke@mail.de-pere.org

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign**COPIED**

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Sara Lornson

slornson@deperewi.gov

Security Level: Email, Account Authentication  
(None)**Electronic Record and Signature Disclosure:**  
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**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

9/27/2024 2:58:19 PM

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

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

### **Getting paper copies**

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

### **Withdrawing your consent**

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

### **Consequences of changing your mind**

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

### **All notices and disclosures will be sent to you electronically**

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

#### **How to contact Wisconsin Department of Health Services:**

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

To contact us by email send messages to: [DHSCentral@dhs.wisconsin.gov](mailto:DHSCentral@dhs.wisconsin.gov)

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

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

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

#### **To request paper copies from Wisconsin Department of Health Services**

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

#### **To withdraw your consent with Wisconsin Department of Health Services**

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

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

### **Required hardware and software**

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

### **Acknowledging your access and consent to receive and sign documents electronically**

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

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

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

# CITY OF DE PERE

## MEMO

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Meeting Date: October 15, 2024  
Department: Health Department  
From: Chrystal Woller BSN, RN, MBA, Health Director

Re: Recommendation from the Finance/Personnel Committee on WI DPH Contract #155809 (IMM COVID) in the amount of \$17,297

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The De Pere Health Department has received approval notification to carryover funds designated for expenses related to provided COVID-19 and other vaccines. This is a contract extension with the WI Department of Health Services in the amount of \$17,297. The budget period for this proposed extension is July 1, 2024-June 30, 2025.





City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** City Clerk

**FROM:** Carey Danen

**SUBJECT:** Appointment to the Historic Preservation Commission by Mayor Boyd.

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**ATTACHMENTS:**

- Appointment Memo\_Oct 2024(PDF)

## Memo

City of De Pere

To: City Council Members  
From: James Boyd, Mayor  
Subject: Appointment to the Historic Preservation Commission  
Date: October 15, 2024 (meeting date)

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I am submitting the following name for appointment at the October 15 meeting of the Common Council. I am asking you to please contact me in advance of the meeting if you should have an issue with the appointment.

### **Mary Ann Schumerth**

I have a desire to become a member of the De Pere Historic Preservation Commission. I am passionate about De Pere's rich history and am committed to being a worthy member of the Commission, and, if appointed, can assure you that I will serve the residents, homeowners, and business owners of De Pere with integrity and to the best of my ability. I have been a life-long resident of De Pere and reside in District 2. While I do not live in a historic district of the city, I do live in an older neighborhood. Ten years ago, I retired from the Liebmann, Conway, Olejniczak & Jerry Law Firm after 32 years as legal assistant to Attorney Greg Conway. Prior to that employment I was secretary in the guidance office of De Pere High School for 6 years. It is an honor and a privilege to be considered as a member of the Historic Preservation Commission. I know I have the time and the passion to be of service in this position.



City of De Pere, Wisconsin

**Request For Common Council Action**

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**MEETING DATE:** October 15, 2024

**DEPARTMENT:** City Clerk

**FROM:** Carey Danen

**SUBJECT:** Future agenda items.

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